NOTICE TO THE PUBLIC
WILLIAMSON COUNTY COMMISSIONERS COURT
July 20, 2021
9:30 A.M.

The Commissioners Court of Williamson County, Texas will meet in regular session in the Commissioners Courtroom, 710 Main Street, in Georgetown, Texas to consider the following items:

1. Review and approval of minutes.

2. Hear County Auditor concerning invoices, bills, Quick Check Report, wire transfers and electronic payments submitted for payment and take appropriate action including, but not limited to approval for payment provided said items are found by the County Auditor to be legal obligations of the county.

CONSENT AGENDA

The Consent Agenda includes non-controversial and routine items that the Court may act on with one single vote. The Judge or a Commissioner may pull any item from the consent agenda in order that the court discuss and act upon it individually as part of the Regular Agenda.
(Items 3 – 27)

3. Discuss, consider, and take appropriate action on a line item transfer for Regional Animal Shelter Fund.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	0545-0545.003100	Office Supplies	$3,000
To	0545-0545.004975	Animal Medical	$500
To	0545-0545.004975	Animal Medical	$3,000
From	0545-0545.004210	Internet	$900
To	0545-0545.004975	Animal Medical	$900
From	0545-0545.003318	Janitorial Supplies	$2,000
To	0545-0545.004975	Animal Medical	$2,000
From	0545-0545.004350	Printed Materials	$400
To	0545-0545.004975	Animal Medical	$400
From	0545-0545.004999	Misc.	$500

4. Discuss, consider, and take appropriate action on a line item transfer for the Corrections Department.

Fiscal Impact

From/To	Acct No.	Description	Amount

From	0100.0570.001107	Temporary Labor-Seasonal Help	$40,000.00
From	0100.0570.005003	Equipment > $5,000	$266.94
From	0100.0570.005700	Vehicles > $5,000	$945.00
From	0100.0570.004705	Pre-Employment Screening	$7,000.00
To	0100.0570.003307	Pharmaceuticals	$48,211.94

5. Discuss, consider, and take appropriate action acknowledge line item transfers of $500 or less completed by the County Auditor during April - June 2021 (FY21-3rd Quarter).

6. Discuss, consider and take appropriate action on authorizing the disposal of various county vehicle and equipment assets through Auction including (17) Chevy Tahoes, (3) Chevy 3500s, (1) Chevy 1500, (1) Ford F350, (3) Ford F250s, (1) Mercury Inflatable Boat, (1) Mercury Outboard Motor, (2) Freightliner Water Trucks, (1) International 12 yd. Dump Truck, (2) International Street Sweepers, (2) John Deere Mowing Tractors and (1) John Deere Batwing Shredder, pursuant to Tx. Local Gov't Code 263.152.

7. Discuss, consider and take appropriate action on authorizing the disposal of various county vehicle and equipment assets through Transfer including One (1) 2016 Chevy Tahoe, pursuant to Tx. Local Gov't Code 263.152.

8. Discuss, consider, and take appropriate action on approving property tax collections for the month of June 2021 for the Williamson County Tax Assessor/Collector.

9. Discuss, consider and take appropriate action to correct a typographical error in the account number for Item No. 37 of the Williamson County Commissioners Court July 13, 2021 session so that it properly reflects the account number as being 01.0100.0560.003670 rather than the account incorrect number of 01.0100.0560.003674 that was set forth in said item.

10. Discuss, consider and take appropriate action on approving compensation changes, position titles changes, position grade changes and any corresponding line item transfers.

11. Discuss, consider, and take appropriate action to approve the County Attorney June 2021 Monthly Report in compliance with Code of Criminal Procedure 103.005.

12. Discuss, consider and take appropriate action to approve Justice of the Peace, Pct. 3, June 2021 Monthly Report in compliance with Code of Criminal Procedure § 103.005.

13. Discuss, consider and take appropriate action to approve Justice of the Peace, Pct. 1, June 2021 Monthly Report, in compliance with Code of Crim. Proc. § 103.005.

14. Discuss, consider and take appropriate action on approving the pre-fabrication, delivery and installation of a car port at Berry Springs Park and Preserve by Storage System Solutions, Inc. in the amount of $7,110.00 and authorizing the execution of the quote agreement.

15. Discuss, consider and take appropriate action on approving the repair and maintenance services contract between Williamson County and Randal's Tower Tech, Inc. to replace a 6 foot Comscope dish at Prime Site located at 1050 Rabbit Hill Road, Georgetown, TX 78626 to support the operations of Williamson County Wireless Communications in the not-to-exceed amount of $3,200.00, and authorizing execution of the contract.

16. Discuss, consider and take appropriate action on a Property Use Agreement between Williamson County and the Hutto Resource Center for use of Williamson County's property located at 321 Ed Schmidt Boulevard, Unit No. 100, Hutto, Texas in relation to a back-to-school popup thrift shop to raise money and awareness for the Hutto Resource Center so that it may continue to provide resources and assistance to those in need in the Hutto Community.

17. Discuss, consider and take any appropriate action regarding termination of agreement with Thomson Reuters and cancellation of licenses for West CLEAR ProFlex on behalf of Williamson County Sheriff's Department and authorize county judge to sign letter providing 30-day notice of termination to be effective at the end of the current fiscal year.

18. Discuss, consider and take appropriate action on approving the services contract between Williamson County and Links Communication, Inc. to provide and install 75 replacement data outlets and 5 new cables for Wi-Fi at the Inner Loop Annex building located at 301 SE Inner Loop, Georgetown, TX 78626 in the amount of $19,690.00 and authorizing the execution of the agreement.

19. Discuss, consider and take appropriate action on approving a contract between Williamson County and Console Cleaning Specialists, Inc. dba Communication Center Specialists to provide annual cleaning and maintenance of twenty-three (23) 9-1-1 workstation consoles and furniture in the not-to-exceed amount of $8,625.00 to support operations of Williamson County Emergency Communications and authorizing execution of the agreement.

20. Discuss, consider and take appropriate action on approving the appointment of Williamson County Facilities Project Manager, Angel Gomez, with general authority to approve invoices and change orders for the Williamson County Expo Center Various Improvements (P562) Project for any increase or decrease in cost of $30,000 or less in accordance with Section 262.031 of the Local Government Code; changes in Plans and Specifications; Provided, however, the original contract price may not be increased by more than 25% and the original contract price may not be decreased by 18% or more without the consent of the contractor.

21. Discuss, consider and take appropriate action on approving a water line repair services contract between Williamson County and Amstar, Inc. for the Williamson County Expo Center in the not-to-exceed amount of $3,750.59 per the terms of the Sourcewell Co-op Contract EZIQC # TX-CT-GC-121819-AMS and authorizing the execution of this agreement.

22. Discuss, consider and take appropriate action on approving the shower remodeling services between Williamson County and Amstar, Inc. for the Juvenile Service Center in the not-to-exceed amount of $72,044.67 per the terms of the Sourcewell Co-op Contract EZIQC # TX-CT-GC-121819-AMS and authorizing the execution of this agreement.

23. Discuss, consider and take appropriate action on Change Order No. 1, to contract number T4461, in the amount of $84,732.16 for the McNeil Rd Milling and Overlay project.

24. Discuss, consider and take appropriate action on approval of the final plat for the Eastwood Section I subdivision – Precinct 3.

25. Discuss, consider and take appropriate action on approval of the final plat for the Eastwood Section II subdivision – Precinct 3.

26. Discuss, consider and take appropriate action on approval of the preliminary plat for the Thomison Trail subdivision – Precinct 4.

27. Discuss, consider and take appropriate action on approval of the preliminary plat for the KW Industrial Park subdivision – Precinct 4.

REGULAR AGENDA

28. Discuss, consider and take appropriate action on the Williamson County Historical Commission's Distinguished Service Award for the 2020 year of service.

29. Hear presentation from LifeSteps regarding their Family SummerFest event on July 24, 2021.

30. Discuss and take appropriate action to amend the FY20 Community Development Block Grant Annual Action Plan to include the CDBG CV Cares funding allocations of $939,026 and $1,343,984.

31. Discuss, consider and take appropriate action to approve the Tax Collection Agreement between the Cottonwood Creek Public Improvement District and the County of Williamson, Texas.

32. Discuss, consider and take appropriate action to approve the Tax Collection Agreement between the Emory Crossing Public Improvement District and the County of Williamson, Texas.

33. Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment acknowledging additional revenues for the Williamson County Regional Animal Shelter Donation Fund.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0546.0000.367404	Animal Shelter Donations	$25,838.82
	0546.0000.367440	Jane's Fund Donations	$15,567.20
	0546.0000.367443	Heart Worm Donations	$1,150.00
	0546.0000.367445	SIT Team Donations	$760.00
	0546.0000.367447	Animal Transport Donations	$15.00
	0546.0000.367448	Kitten Care Donations	$1,525.00
	0546.0000.370150	Sales of Pet Care Products	$1,364.26

34. Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment acknowledging additional expenditures for the Williamson County Regional Animal Shelter Donation Fund.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0546.0546.003510	Purchases for Resale	$1,364.26
	0546.0546.003670	Use of Donations	$25,838.82
	0546.0546.004100	Professional Services	$15,567.20
	0546.0546.004105	Foster Home Care	$1,525.00
	0546.0546.004231	Travel	$15.00
	0546.0546.004232	Training	$760.00
	0546.0546.004975	Animal Medical Care	$1,150.00

35. Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional revenues for the General Fund.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0000.370500	Miscellaneous Revenue	$400.00

36. Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional expenditures for the District Attorney's Office.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0400.004999	Miscellaneous Expense	$400.00

37. Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional revenues for Justice of the Peace, Precinct 3.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0000.367400	Donations	$1,600.00

38. Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional expenditures for Justice of the Peace, Precinct 3.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0453.003670	Use of Donations	$1,600.00

39. Discuss, consider and take appropriate action on finalizing the scope of work document for the Williamson County Strategic Plan Consulting Services Request for Qualifications (RFQ) and authorizing the Purchasing Agent to advertise and receive Statements of Qualifications.

40. Discuss, consider and take appropriate action regarding the Deferred Compensation Committee recommendations for Williamson County's 457B Plan.

41. Discuss, consider and take appropriate action on changes to the Employee Policy Manual to be effective October 1, 2021.

42. Discuss, consider and take appropriate action on approving position classifications for Salary Study Cycle 4b.

43. Discuss, consider, and take appropriate action on the Williamson County Teleworking Policy for County employees.

44. Discuss, consider and take appropriate action on a Fourth Amendment to that Certain Restated and Amended Professional Services Agreement For Coronavirus Disease (COVID-19) Testing, between Williamson County, Texas and Family Emergency Room, LLC and exempting the procurement of such services from the competitive bidding requirements pursuant to Texas Local Government Code Discretionary Exemption 262.024(a)(2) - an item necessary to preserve the health and safety of the residents of Williamson County.

45. Discuss, consider and take appropriate action on Amended and Restated Cooperative Agreement between Williamson County and participating member governments of the Williamson County and Cities Health District (WCCHD).

46. Discuss, consider and take appropriate action on Memorandum of Understanding (MOU) with participating member governments of the Williamson County and Cities Health District (WCCHD) and Williamson County for the purpose of evaluating services and structure of the health district.

47. Discuss, consider and take appropriate action on funding matters relating to Coronavirus Aid, Relief, and Economic Security (CARES) Act and the American Rescue Plan Act of 2021 to include, but not be limited to hearing an update on the Wilco Forward grant program, setting budget priorities in relation to remaining CARES Act funds and American Rescue Plan funding, as well as possible future funding and allocation plans in relation to CARES Act and American Rescue Plan funds.

48. Discuss, consider and take appropriate action on requesting the Williamson County Attorney to file a lawsuit to enjoin and restrain the City of Austin pursuant to Chapter 203 of the Texas Property Code in relation to the City of Austin's purchase of the property located at 10811 Pecan Park Boulevard, Building 2, Austin, Texas for purposes of operating and using such property in Williamson County for temporary or permanent housing of individuals in Williamson County, as well as seek any other relief available at law or in equity.

49. Receive updates on the Department of Infrastructure projects and issues.

50. Receive the July 2021 Construction Summary Report and PowerPoint Presentation.

51. Discuss, consider, take appropriate action regarding Change Order No. 1 in the amount of $6,004.00 for T2232 Hairy Man Brushy Creek (DeNucci Constructors), Road Bond Project in Commissioner Pct. 1. P:284 Funding Source: Road Bond

52. Discuss, consider and take appropriate action on a Contract Amendment No. 3 to the Utility Coordination/Relocation Services contract between Williamson County and Cobb, Fendley & Associates, Inc. relating to the Corridor and Road Bond Programs. Project: On-Call Fund Source Corridor & Road Bond

53. Discuss, consider and take appropriate action on a real estate contract with Louise Marcom and Lon and Laura's Legacy, LLC for right of way needed on the SH 29 LRTP Project. Funding Source: Road Bonds P457

54. Discuss, consider and take appropriate action on a Rule 11 Condemnation Settlement Agreement with Thomas and Melissa Diaz for right of way needed on the CR 176 project. Funding Source: Road Bonds P241

55. Discuss, consider and take appropriate action on a real estate contract with Terrell Gauny for right of way needed on the Liberty Hill Bypass project (Parcel 35). Funding Source: Road Bonds P346

56. Discuss, consider and take appropriate action on a letter agreement with Evelyn M. Vittek for a waterline easement needed on the CR 366 project (Parcel 13WE). Funding Source: Road Bonds P296

57. Discuss, consider and take appropriate action on a letter agreement with Ronnie and Zonda Zett for a waterline easement needed on the CR 366 project (Parcel 22WE). Funding Source: Road Bonds P296

58. Discuss, consider and take appropriate action on a letter agreement with Frame Switch Energy, Inc. for right of way needed on the SE Loop project (parcel 88). Funding Source: Road Bonds P463

59. Discuss, consider and take appropriate action on an Interlocal Agreement Regarding the City/County Participation in the Design and Construction Costs Related to the CR 402 Construction Project with the City of Taylor.

60. Discuss, consider and take appropriate action on a relocation claim with Fidel Loza for a supplemental housing payment for right of way acquired for Williamson County Parkland. Funding: P444

61. Discuss, consider and take appropriate action on a relocation claim for supplement housing and for incidental expenses with Travis and Jennifer Betak in regard to right of way acquired for the SE Loop project (Parcel 95). Funding Source: Road Bonds P463

62. Discuss, consider and take appropriate action on a resolution determining the necessity and authorizing the use of eminent domain to condemn (9.1965 acres) required for the construction of the Liberty Hill Bypass and Williamson County Parkland, and take appropriate action. (Penize, LLC)

63. Discuss, consider and take appropriate action on a real estate contract with Brian N. Brown for right of way needed on the SE Loop project (Parcel 68). Funding Source: Road Bonds P 463

64. Discuss, consider and take appropriate action on a real estate contract with Robert and Bonnie Kaderka for right of way needed on the SE Loop project (Parcel 65). Funding Source: Road Bonds P463

EXECUTIVE SESSION

"The Commissioners Court for Williamson County reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultations with Attorney), 551.072 (Deliberations regarding Real Property), 551.073 (Deliberations regarding Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations regarding Security Devices) and 551.087 (Deliberations regarding Economic Development Negotiations)."

65. Discuss real estate matters (EXECUTIVE SESSION as per VTCA Govt. Code sec. 551.072 Deliberation Regarding Real Estate Property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with third person.)

A. Real Estate Owned by Third Parties

Preliminary discussions relating to proposed or potential purchase or lease of property owned by third parties

a) Discuss the acquisition of real property for SW 183 and SH 29 Loop.
b) Discuss the acquisition of real property for CR 176 at RM 2243
c) Discuss the acquisition of real property: CR 278
d) Discuss the acquisition of real property for County Facilities.
e) Discuss the acquisition of real property for Seward Junction SE and SW Loop.
f) Discuss the acquisition of real property for SH 29 @ DB Wood.
g) Discuss the acquisition of real property for CR 366.
h) Discuss Somerset Road Districts No. 3 & 4 reimbursements for acquisition & construction of Reagan Blvd.
i) Discuss the acquisition of real property for CR 111.
j) Discuss the acquisition of real property for Corridor H
k) Discuss the acquisition of real property for future SH 29 corridor.
l) Discuss the acquisition of real property for the expansion of Ronald Reagan at IH 35.
m) Discuss the acquisition of right-of-way for Corridor C.
n) Discuss the acquisition of right-of-way for Corridor F.
o) Discuss the acquisition of right-of-way for Corridor D.
p) Discuss the acquisition of right-of-way for SE Loop/Corridor A.
q) Discuss the acquisition of right-of-way for Reagan extension.
r) Discuss the acquisition of real property near Justice Center.
s) Discuss the acquisition of drainage/detention easements for real property North of WMCO Juvenile Detention Center
t) Discuss the acquisition of the MKT Right of Way
u) Discuss acquisition of drainage easement in relation to County Road 176
v) Discuss acquisition of right of way for Corridor E.

B. Property or Real Estate owned by Williamson County

Preliminary discussions relating to proposed or potential sale or lease of property owned by the County

a) Discuss County owned real estate containing underground water rights and interests.
b) Discuss possible uses of property owned by Williamson County on Main St. between 3rd and 4th Streets. (formerly occupied by WCCHD)
c) Discuss property usage at Longhorn Junction
d) Discuss the sale of excess ROW at San Gabriel Parkway and Mel Mathis Ave.
e) Discuss county owned property located at Ed Schmidt Boulevard Hutto, Texas
f) Discuss the sale of property located at 900 S Main St., Taylor, 76574

C. Discuss the Williamson County Reimbursement Agreement for Construction of San Gabriel Blvd. and New Hope Road with the City of Leander and TIRZ #1

D. Discuss the Cobb Cavern Conservation Easement Amendment and potential acquisition.

66. Discussion regarding economic development negotiations pursuant to Texas Government Code, Section 551.087:

a) Business prospect(s) that may locate or expand within Williamson County.
b) Project Crystal
c) Project Winston
d) Project Solo
e) Project Stamp
f) Project Cutting Edge
g) Project Red Hot Chili Pepper
h) Project Nirvana

67. Discuss pending or contemplated litigation, settlement matters and other confidential attorney-client legal matters (EXECUTIVE SESSION as per VTCA Govt. Code sec. 551.071 consultation with attorney.), including the following:

a) Litigation or claims or potential litigation or claims against the County or by the County
b) Status Update-Pending Cases or Claims;
c) Employee/personnel related matters
d) Other confidential attorney-client matters, including contracts and certain matters related to county defense issues in which the duty of the attorney to the governmental body within the attorney/client relationship clearly conflicts with Chapter 551 of the Texas Government Code.
e) Civil Action No. 1:18-CV-49, Troy Mansfield v. Williamson County, In The United States District Court for the Western District of Texas, Austin Division.
f) Cause No. 19-0850-C368; County of Williamson vs. Purdue Pharma, LP et al., In the District Court of Williamson County, Texas.
g) Civil Action No. 1:17-cv-01114-LY, Elizabeth Saucedo and Tettus Davis v. Jonathon Hodgkiss, In The United States District Court for the Western District of Texas, Austin Division.
h) Claim of Regina Wright.
i) Cause No. 19-0406-C368; Anthony Garcia and Victoria Garcia et al. v. Stephen Wade Freeman et al. v. Wayne Finch et al.; In the 368th District Court of Williamson County, Texas.
j) Case: 1:20-CV-255-LY; Jay Kreper v. Williamson County et al.; In the United States District Court for the Western District of Texas, Austin Division.
k) Case Number 1:20-cv-01068-LY*; Javier Ambler, Sr., et al. v. Williamson County, Texas*, , In the United States District Court for the Western District of Texas, Austin Division.
l) Case No. 1:20-CV-00842; SonWest Co. v. J. TERRON EVERSTON, in his official capacity as Williamson County Engineer, et al.; In the United States District Court for the Western District of Texas, Austin Division.
m) Civil Action No. 1:20-cv-836; Elizabeth Firey v. Williamson County, In The United States District Court for the Western District Of Texas Austin Division.
n) Potential legal claims, demands and/or litigation against The Travelers Indemnity Company (Travelers).
o) Case 1:21-cv-00388-RP; Ramsey Mitchell vs. Williamson County, Robert Chody, Zachary Camden, Mark Luera, et al.; In the United States District Court for the Western District Of Texas, Austin Division.
p) Civil Action No. 1:21-CV-74; Scott Phillip Lewis v. Williamson County, Texas; In the United States District Court for the Western District Of Texas, Austin Division.
q) Shamona Harris - EEOC Charge #451-2021-00812.

r) Legal matters and claims relating to the City of Austin purchasing property in Williamson County for purposes of operating temporary or permanent housing of homeless in Williamson County.
s) Notice of Charge of Discrimination - Bhavani Madisetti-Vemireddy TWCCRD Charge No.: 1A21443/EEOC Charge No.: 31C-2021-00348C.
t) Civil Action No. 1:21-cv-00172-LY; Charles William Thornburg v. Williamson County, Texas; Robert Chody, et al.; In the United States District Court for the Western District Of Texas, Austin Division.
u) Cause No. D-1-Gn-21-000215; Mohammad Mahmood v. Williamson County Constable Office; In the 353rd Judicial District of Travis County, Texas.
v) Civil Action No. 1:21-cv-00275; Big Fish Entertainment LLC v. Williamson County Sheriff's Office et al.; In the United States District Court for the Western District Of Texas, Austin Division.
w) EEOC Charge of Discrimination #451-2021-01357 – Jesse Gomez.
x) Civil Action No. 1:21-cv-00350; Imani Nembhard v. Williamson County, Robert Chody and Christopher Pisa; In the United States District Court for the Western District Of Texas, Austin Division.
y) Civil Action No. 1:21-cv-00350; Gary Watsky v. Williamson County, Robert Chody, Mark Luera, Steve Deaton, et al.; In the United States District Court for the Western District Of Texas, Austin Division.
z) Kelli Bomer - EEOC Charge #451-2021-00920.
aa) Gary Haston - EEOC Charge #451-2021-01145.
bb) Civil Action No. 1:21-CV-480; Gloria Cowin, Individually and on behalf of the Estate Of Patrick Dupre, v. Williamson County; In the United States District Court for the Western District Of Texas, Austin Division.
cc) Civil Action No. Civil Action No. 21-481; Marquina Gilliam-Hicks v. Sean Feldman, In his individual capacity, and Williamson County; In the United States District Court for the Western District Of Texas, Austin Division.
dd) Legal claims of Donald L. Foiles, Jr.

68. Discuss security assessments or deployments relating to information resources technology; network security information as described by Texas Gov't Code Section 2059.055(b); and/or (3) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices. (Executive Session as per Texas Gov't. Code § 551.089).

69. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of Williamson County officers, directors, employees and/or positions, including but not limited to conducting deliberation and discussion pertaining to annual reviews of department heads and appointed officials (Executive Session as per Tex. Gov. Code Section 551.074 – Personnel Matters).

REGULAR AGENDA (continued)

70. Discuss and take appropriate action concerning economic development.

71. Discuss and take appropriate action concerning real estate.

72. Discuss, consider and take appropriate action on pending or contemplated litigation, settlement matters and other legal matters, including the following:

a) Litigation or claims or potential litigation or claims against the County or by the County
b) Status Update-Pending Cases or Claims;
c) Employee/personnel related matters
d) Other confidential attorney-client matters, including contracts and certain matters related to county defense issues in which the duty of the attorney to the governmental body within the attorney/client relationship clearly conflicts with Chapter 551 of the Texas Government Code.
e) Civil Action No. 1:18-CV-49, Troy Mansfield v. Williamson County, In The United States District Court for the Western District of Texas, Austin Division.
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l) Case No. 1:20-CV-00842; SonWest Co. v. J. TERRON EVERSTON, in his official capacity as Williamson County Engineer, et al.; In the United States District Court for the Western District of Texas, Austin Division.
m) Civil Action No. 1:20-cv-836; Elizabeth Firey v. Williamson County, In The United States District Court for the Western District Of Texas Austin Division.
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q) Shamona Harris - EEOC Charge #451-2021-00812.
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aa) Gary Haston - EEOC Charge #451-2021-01145.
bb) Civil Action No. 1:21-CV-480; Gloria Cowin, Individually and on behalf of the Estate Of Patrick Dupre, v. Williamson County; In the United States District Court for the Western District Of Texas, Austin Division.
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dd) Legal claims of Donald L. Foiles, Jr.

73. Discuss, consider and take appropriate action regarding the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of Williamson County officers, directors or employees, including but not limited to any necessary action pertaining to conducting annual reviews of department heads and appointed officials.

74. Comments from Commissioners.

75. Public Comment Period. The Commissioners Court will conduct a Public Comment Period to allow members of the public to address the Court regarding matters pertaining to or affecting Williamson County but that do not appear as an Agenda Item on a meeting's Agenda. During such Public Comment Period, speakers shall be limited to a maximum of two (2) minutes to make his/her remarks and the maximum overall discussion time allowed for the Public Comment Period, regardless of the number of members of the public wishing to address the Court during such period, shall be limited to ten (10) minutes. Speaking time, to the extent possible, will be evenly allocated among speakers should more than five (5) speakers desire to speak during the Public Comment Period. Please note that the members of the Court may not comment at the meeting about matters that are not on the agenda.

_____
Bill Gravell, Jr., County Judge

This notice of meeting was posted in the locked box located on the south side of the Williamson County Courthouse, a place readily accessible to the general public at all times, on the 16th day of July 2021 at 5:00 PM and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Commissioners Court - Regular Session **3.**

Meeting Date: 07/20/2021

Animal Shelter Line Item Transfer

Submitted For: Misty Valenta **Submitted By:** Misty Valenta, Animal Services

Department: Animal Services

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on a line item transfer for Regional Animal Shelter Fund.

Background

The shelter has seen an increase in animals needing medical attention and the cost of vaccinations and various medications for the animals we care for has increased. We need to move funds into 4975 in order to cover these costs. We propose to move $3,000 from 3100, $900 from 4210, $2,000 from 3318, $400 from 4350, and $500 from 4999 into 4975. This would give the shelter $6,800 to remain out of a deficit and have sufficient supplies for the animals. We are requesting moving these funds in lieu of a budget amendment.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	0545-0545.003100	Office Supplies	$3,000
To	0545-0545.004975	Animal Medical	$500
To	0545-0545.004975	Animal Medical	$3,000
From	0545-0545.004210	Internet	$900
To	0545-0545.004975	Animal Medical	$900
From	0545-0545.003318	Janitorial Supplies	$2,000
To	0545-0545.004975	Animal Medical	$2,000
From	0545-0545.004350	Printed Materials	$400
To	0545-0545.004975	Animal Medical	$400
From	0545-0545.004999	Misc.	$500

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/09/2021 02:36 PM

Budget Office	Ashlie Holladay	07/09/2021 02:41 PM
Form Started By: Misty Valenta		Started On: 07/08/2021 04:26 PM
Final Approval Date: 07/09/2021		

Commissioners Court - Regular Session **4.**

Meeting Date: 07/20/2021

Line Item Transfer - Corrections

Submitted For: Mike Gleason **Submitted By:** Peggy Braun, Sheriff

Department: Sheriff

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on a line item transfer for the Corrections Department.

Background

This transfer will provide additional funding to pay the June pharmaceutical invoice. It also provides anticipated funding for the July invoice.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	0100.0570.001107	Temporary Labor-Seasonal Help	$40,000.00
From	0100.0570.005003	Equipment > $5,000	$266.94
From	0100.0570.005700	Vehicles > $5,000	$945.00
From	0100.0570.004705	Pre-Employment Screening	$7,000.00
To	0100.0570.003307	Pharmaceuticals	$48,211.94

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 09:08 PM
Budget Office	Ashlie Holladay	07/14/2021 07:54 AM
Form Started By: Peggy Braun		Started On: 07/13/2021 03:58 PM
Final Approval Date: 07/14/2021		

Commissioners Court - Regular Session **5.**

Meeting Date: 07/20/2021

Line Item Transfers of $500 or Less April - June 2021 FY21

Submitted For: Melanie Denny **Submitted By:** Anabel Macias, County Auditor

Department: County Auditor

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action acknowledge line item transfers of $500 or less completed by the County Auditor during April - June 2021 (FY21-3rd Quarter).

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

LIT FY21-APR-JUN 2021

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/09/2021 02:38 PM
Form Started By: Anabel Macias		Started On: 07/09/2021 11:52 AM
Final Approval Date: 07/09/2021		

FY20 LIT's Equal to or Less Than $500

Dept	*From/To*			*Line #*			*Amount*
Human Resources	From	01	0100	0402	003100	$	9.66
	To	01	0100	0402	003307	$	9.66
HAZ-MAT	From	01	0100	0542	004999	$	50.00
	To	01	0100	0542	003010	$	50.00
HAZ-MAT	From	01	0100	0542	003905	$	200.00
	To	01	0100	0542	003010	$	200.00
Constable Pct. #1	From	01	0100	0551	003008	$	290.00
	To	01	0100	0551	003110	$	290.00
Auditor's Office	From	01	0100	0495	003010	$	277.79
	To	01	0100	0495	003006	$	277.79
Williamson County Attorney	From	01	0100	0475	004902	$	40.00
	To	01	0100	0475	003601	$	40.00
Information Technology Services	From	01	0100	0503	004505	$	400.00
	To	01	0100	0503	004969	$	400.00
Purchasing Department	From	01	0100	0494	003100	$	100.00
	To	01	0100	0494	003010	$	100.00
WMS CTY Buildings	From	01	0100	0509	004999	$	1.50
	To	01	0100	0509	004999	$	1.50
Constable Pct. #1	From	01	0100	0551	003008	$	130.00
	To	01	0100	0551	004705	$	130.00
County Sheriff	From	01	0100	0560	005700	$	10.00
	To	01	0100	0560	003004	$	10.00
Wireless Communications	From	01	0100	0587	003011	$	500.00
	To	01	0100	0587	003001	$	500.00
Elections	From	01	0100	0492	004251	$	250.00
	To	01	0100	0492	003005	$	250.00
Commissioners Court	From	01	0100	0401	004311	$	97.00
	To	01	0100	0401	003901	$	97.00
Commissioner Pct. 2	From	01	0100	0212	004999	$	99.99
	To	01	0100	0212	003120	$	99.99

Juvenile Services	From	01	0100	0576	004100	$	500.00
	To	01	0100	0576	004311	$	500.00
Commissioner Pct. 3	From	01	0100	0213	004999	$	160.00
	To	01	0100	0213	003120	$	160.00
Constable Pct. #1	From	01	0100	0551	005700	$	360.00
	To	01	0100	0551	003010	$	360.00
911 Communications	From	01	0100	0581	004310	$	500.00
	To	01	0100	0581	004311	$	500.00
District Attorney	From	01	0100	0440	003010	$	250.00
	To	01	0100	0440	003008	$	250.00
Pretrial	From	01	0100	0591	004100	$	426.00
	To	01	0100	0591	004410	$	426.00
Commissioner Pct. 4	From	01	0100	0214	003100	$	249.08
	To	01	0100	0214	004621	$	249.08
Fleet Maintenance	From	01	0882	0882	004999	$	25.35
	To	01	0882	0882	004212	$	25.35
County Attorney	From	01	0100	0475	003100	$	112.00
	To	01	0100	0475	004410	$	112.00
	From	01	0100	0475	004902	$	80.00
	To	01	0100	0475	003601	$	80.00
Constable Pct. #4	From	01	0100	0554	004548	$	250.00
	From	01	0100	0554	004705	$	250.00
	To	01	0100	0554	003311	$	500.00
Constable Pct. #4	From	01	0100	0554	004718	$	200.00
	From	01	0100	0554	004410	$	130.00
	From	01	0100	0554	003900	$	170.00
	To	01	0100	0554	003008	$	500.00
Unified Road System	From	01	0200	0210	003005	$	500.00
	To	01	0200	0210	003318	$	500.00
Information Technology Services	From	01	0390	0390	004999	$	500.00
	To	01	0390	0390	004541	$	500.00
Debt Service-County Wide	From	01	0600	0600	006637	$	500.00
	To	01	0600	0600	003309	$	500.00

Unified Road Systems	From	01	0200	0210	003001	$	5.00
	To	01	0200	0210	005003	$	5.00
Justice of the Peace, Pct. #3	From	01	0100	0453	004002	$	300.00
	To	01	0100	0453	004141	$	300.00
Pretrial	From	01	0100	0591	004100	$	500.00
	To	01	0100	0591	003110	$	500.00
MOT	From	01	0100	0341	003100	$	91.99
	To	01	0100	0341	003006	$	91.99
EMS	From	01	0100	0540	003001	$	15.00
	To	01	0100	0540	004100	$	15.00
Williamson County Buildings	From	01	0100	0509	004999	$	65.25
	To	01	0100	0509	004350	$	65.25
CO Tax Collector Assessor	From	01	0100	0499	003005	$	500.00
	To	01	0100	0499	003006	$	500.00
Information Technology Services	From	01	0390	0390	003011	$	500.00
	To	01	0390	0390	003005	$	500.00
CO Tax Collector Assessor	From	01	0100	0499	004544	$	160.00
	To	01	0100	0499	004510	$	160.00
Human Resources	From	01	0100	0402	003100	$	90.00
	To	01	0100	0402	004350	$	90.00
Human Resources	From	01	0100	0402	004100	$	191.00
	To	01	0100	0402	004410	$	191.00
Justice of the Peace, Pct. #3	From	01	0100	0453	004190	$	200.50
	To	01	0100	0453	004410	$	200.50
Sheriff's Office	From	01	0100	0570	003100	$	50.00
	To	01	0100	0570	003006	$	50.00
Fleet Maintenance	From	01	0882	0882	004541	$	12.66
	To	01	0882	0882	004231	$	12.66
EMS	From	01	0100	0540	003001	$	254.48
	To	01	0100	0540	003010	$	254.48
Commissioners Court	From	01	0100	0401	003006	$	425.00

	To	01	0100	0401	003010	$	425.00
Constable Pct. #1	From	01	0100	0551	003002	$	320.00
	To	01	0100	0551	003901	$	320.00
Auditor's Office	From	01	0100	0495	003100	$	67.93
	To	01	0100	0495	003006	$	67.93
County Court at Law 2	From	01	0100	0427	003100	$	55.98
	To	01	0100	0427	004350	$	55.98
Human Resources	From	01	0100	0402	004100	$	272.00
	To	01	0100	0402	004410	$	272.00
Information Technology Services	From	01	0100	0503	003011	$	100.00
	To	01	0100	0503	004999	$	100.00
Commissioner Pct. 3	From	01	0100	0213	003010	$	66.64
	To	01	0100	0213	004410	$	66.64
Unified Road System	From	01	0200	0210	003005	$	500.00
	To	01	0200	0210	004543	$	500.00
Unified Road System	From	01	0200	0210	003003	$	300.00
	To	01	0200	0210	003100	$	300.00
County Attorney	From	01	0100	0475	003100	$	112.00
	To	01	0100	0475	004410	$	112.00
Fire Marshal	From	01	0100	0542	003101	$	25.00
	To	01	0100	0542	003004	$	25.00
Fire Marshal	From	01	0100	0542	004999	$	500.00
	To	01	0100	0542	004310	$	500.00
County Attorney	From	01	0100	0475	004902	$	443.31
	To	01	0100	0475	001107	$	443.31
County Attorney	From	01	0100	0475	004902	$	208.77
	To	01	0100	0475	001927	$	170.83
	To		0100	0475	002010	$	13.07
	To	01	0100	0475	002020	$	24.87
Constable Pct. #1	From	01	0100	0551	003008	$	240.00
	To	01	0100	0551	003530	$	240.00
Animal Services	From	01	0545	0545	003901	$	100.00

	To	01	0545	0545	004705	$	100.00
MOT	From	01	0100	0341	005700	$	480.00
	To	01	0100	0341	004232	$	480.00
District Courts	From	01	0100	0435	004209	$	480.00
	To	01	0100	0435	004210	$	480.00
Constable Pct. #4	From	01	0100	0554	003005	$	250.00
	To	01	0100	0554	003311	$	250.00
WC Historical Commission	From	01	0100	0636	004542	$	127.22
	To	01	0100	0636	003001	$	127.22
On-Site Sewage Facilities	From	01	0100	0661	003311	$	35.00
	To	01	0100	0661	004705	$	35.00
URS	From	01	0200	0210	003003	$	27.52
	To	01	0200	0210	004160	$	27.52
Constable Pct. #3	From	01	0100	0553	004999	$	98.00
	To	01	0100	0553	003010	$	98.00

Commissioners Court - Regular Session **6.**

Meeting Date: 07/20/2021

V/E Assets for Auction 7.20.21

Submitted For: Joy Simonton **Submitted By:** Mary Watson, Purchasing

Department: Purchasing

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on authorizing the disposal of various county vehicle and equipment assets through Auction including (17) Chevy Tahoes, (3) Chevy 3500s, (1) Chevy 1500, (1) Ford F350, (3) Ford F250s, (1) Mercury Inflatable Boat, (1) Mercury Outboard Motor, (2) Freightliner Water Trucks, (1) International 12 yd. Dump Truck, (2) International Street Sweepers, (2) John Deere Mowing Tractors and (1) John Deere Batwing Shredder, pursuant to Tx. Local Gov't Code 263.152.

Background

Please see the attached list for details.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

V/E Assets for Auction 7.20.21

Form Review

Inbox	Reviewed By	Date
Purchasing (Originator)	Joy Simonton	07/15/2021 09:21 AM
County Judge Exec Asst.	Andrea Schiele	07/15/2021 09:35 AM
Form Started By: Mary Watson		Started On: 07/13/2021 08:02 AM
Final Approval Date: 07/15/2021		

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	560 - Sheriffs Office
County VIN/Serial Number	USA35253I010
Equipment/Door Number	SV1051
License Plate	TX9185BH
Year	2010
Make	Mercury
Model	AA430055M
Comments (mileage, mechanical issues, other info)	inflatable raft/boat to be retired with trailer SV0860 and motor
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Pat Erickson 6/16/2021 4:21 PM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/17/2021 8:18 AM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/21/2021 9:55 AM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 10:41 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 11:08 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	560 - Sheriffs Office
County VIN/Serial Number	OR399049
Equipment/Door Number	SOM1150
License Plate	NA
Year	2011
Make	Mercury
Model	1A3G203FK Outboard Motor
Comments (mileage, mechanical issues, other info)	outboard motor for boat SV1051
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Pat Erickson 6/16/2021 4:22 PM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/17/2021 8:15 AM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/21/2021 9:56 AM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 10:36 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 11:03 AM

Vehicle Status Change

Reason for Status Change	HIGH MILEAGE
Department	560 - Sheriffs Office
County VIN/Serial Number	1GNLCDEC1GR302926
Equipment/Door Number	SB1639
License Plate	1309513
Year	2016
Make	Chevrolet
Model	Tahoe
Comments (mileage, mechanical issues, other info)	114,043 mi.
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Pat Erickson 6/16/2021 11:47 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/17/2021 9:02 AM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/16/2021 12:21 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 10:47 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 11:11 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1FVABUAK13DM10362
Equipment/Door Number	UWT0303
License Plate	1091995
Year	2003
Make	Freightliner
Model	FL70 4X2 Water truck
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:45 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/14/2021 11:41 AM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:50 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 12:24 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 1:25 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1FVABUAK53DM10364
Equipment/Door Number	UWT0312
License Plate	1091997
Year	2003
Make	Freightliner
Model	FL 70 water truck
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:44 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/14/2021 11:40 AM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:49 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 12:26 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 1:28 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1FTWF32P75EC28785
Equipment/Door Number	UB0554
License Plate	1137001
Year	2005
Make	FORD
Model	F350
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:26 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:13 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 1:49 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 11:34 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 11:38 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	LV5525P153361
Equipment/Door Number	UJ0502
License Plate	N/A
Year	2005
Make	John Deere
Model	5525 Utility Mowing tractor
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:43 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:46 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:45 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 2:59 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 3:01 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	LV5603R268548
Equipment/Door Number	UJ0815
License Plate	N/A
Year	2008
Make	John Deere
Model	5603 Mowing tractor
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:44 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:47 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:47 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 12:31 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 1:30 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GBJC74K39F164311
Equipment/Door Number	UB0970
License Plate	1090313
Year	2009
Make	Chevrolet
Model	3500
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:33 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:22 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 1:50 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 11:36 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 11:40 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GBJC74K89F164319
Equipment/Door Number	UB0971
License Plate	1090314
Year	2009
Make	Chevrolet
Model	3500
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:28 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:15 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 1:52 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 11:40 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 11:43 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1HTWHAAR59J184917
Equipment/Door Number	UDT0931
License Plate	1218098
Year	2009
Make	International
Model	7400 SFA 6X4 12 yard dump truck
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:43 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:45 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:38 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 3:00 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 3:04 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1FTNF2A5XAEA90112
Equipment/Door Number	UB1041
License Plate	1104068
Year	2010
Make	Ford
Model	F250
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:28 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:17 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 7/8/2021 1:15 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 12:08 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 2:20 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1FTNF2A53AEA90114
Equipment/Door Number	UB1044
License Plate	1104085
Year	2010
Make	FORD
Model	F250
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:29 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:18 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 2:38 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 12:11 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 1:09 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2E05BR275152
Equipment/Door Number	UBS1135
License Plate	1110306
Year	2011
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:31 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:21 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 2:58 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/9/2021 10:55 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/9/2021 11:03 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1FT7W2A64BEB81234
Equipment/Door Number	UBS1125
License Plate	1110208
Year	2011
Make	FORD
Model	F250
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:30 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:20 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 2:42 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 12:19 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 1:20 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1HTMMAAN4BH364600
Equipment/Door Number	USS1160
License Plate	1130995
Year	2011
Make	International
Model	4300 SBA 4X2 Street Sweeper
Elected Official/Department Head/Authorized Staff Digital Signature2	✔ Jeff Ivey 6/11/2021 7:45 AM
Receiving Department Signature2	✘
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✔ Kevin Teller 6/14/2021 11:42 AM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✔ Malea Schmitt 6/10/2021 3:21 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✔ Anabel Macias 7/8/2021 10:14 AM
Purchasing Department Signature Acknowledgement	✔ Mary Watson 7/8/2021 10:48 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GCRCREA6CZ217539
Equipment/Door Number	UBS1226
License Plate	1426501
Year	2012
Make	Chevrolet
Model	1500
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:35 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:25 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:09 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/9/2021 10:51 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/9/2021 10:55 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GC4CZCG1CF148147
Equipment/Door Number	UB1211
License Plate	1131014
Year	2012
Make	Chevrolet
Model	3500
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:29 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:19 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 2:41 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 12:14 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 1:14 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2E04CR288279
Equipment/Door Number	UBS1241
License Plate	1137035
Year	2012
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:35 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:26 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:11 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/9/2021 10:50 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/9/2021 10:53 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2E05CR169110
Equipment/Door Number	UBS1208
License Plate	1130991
Year	2012
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:34 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:23 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:06 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/9/2021 10:54 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/9/2021 11:01 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2E00CR169158
Equipment/Door Number	UBS1210
License Plate	1130992
Year	2012
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:34 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:25 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:08 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/9/2021 10:53 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/9/2021 10:58 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1HTJTSKN1CJ536666
Equipment/Door Number	USS1252
License Plate	1148420
Year	2012
Make	International
Model	4300 SBA 4X2 Street Sweeper
Elected Official/Department Head/Authorized Staff Digital Signature2	✔ Jeff Ivey 6/11/2021 7:46 AM
Receiving Department Signature2	✘
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✔ Kevin Teller 6/14/2021 11:43 AM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✔ Malea Schmitt 6/10/2021 3:22 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✔ Anabel Macias 7/8/2021 12:21 PM
Purchasing Department Signature Acknowledgement	✔ Mary Watson 7/8/2021 1:23 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2E00DR260576
Equipment/Door Number	UBS1330
License Plate	1148492
Year	2013
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:37 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:28 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:20 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/9/2021 10:47 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/9/2021 10:48 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2E08DR262690
Equipment/Door Number	UBS1329
License Plate	1156603
Year	2013
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:36 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:27 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:18 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/9/2021 10:49 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/9/2021 10:51 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1POCX15ECEP037248
Equipment/Door Number	2932
License Plate	N/A
Year	2013
Make	John Deere
Model	CX-15 Batwing Shredder
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:25 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:05 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 1:45 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 11:32 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 11:35 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2E01ER212795
Equipment/Door Number	UBS1426
License Plate	1175655
Year	2014
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:38 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:29 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:22 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/9/2021 10:36 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/9/2021 10:41 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2E09ER213516
Equipment/Door Number	UBS1433
License Plate	1183403
Year	2014
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:39 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:30 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:23 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/9/2021 10:34 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/9/2021 10:39 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2E05ER213528
Equipment/Door Number	UBS1422
License Plate	1175660
Year	2014
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:37 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:28 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:21 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/9/2021 10:37 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/9/2021 10:43 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2E00ER213534
Equipment/Door Number	UBS1436
License Plate	1183386
Year	2014
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:39 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:31 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:26 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/9/2021 10:28 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/9/2021 10:37 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2E02ER216533
Equipment/Door Number	UBS1438
License Plate	1183404
Year	2014
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:40 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:36 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:29 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 3:14 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 3:17 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2EC4FR253059
Equipment/Door Number	UBS1523
License Plate	1195758
Year	2015
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/4/2021 7:22 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary unit that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/7/2021 10:01 AM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/3/2021 9:24 AM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 11:30 AM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 11:33 AM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2EC7FR623419
Equipment/Door Number	UBS1522
License Plate	1218422
Year	2015
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:41 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:42 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:33 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 3:10 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 3:12 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLC2EC4FR253952
Equipment/Door Number	UBS1507
License Plate	1194212
Year	2015
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:40 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:42 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:31 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 3:12 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 3:15 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	210 - Unified Road Systems
County VIN/Serial Number	1GNLCDEC4GR302953
Equipment/Door Number	UBS1641
License Plate	1309515
Year	2016
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:42 AM
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:43 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:34 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 3:07 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 3:10 PM

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
County VIN/Serial Number	1GNLCDEC0GR303615
Equipment/Door Number	UBS1650
License Plate	1309598
Year	2016
Make	Chevrolet
Model	Tahoe
Elected Official/Department Head/Authorized Staff Digital Signature2	✓ Jeff Ivey 6/11/2021 7:42 AM
Receiving Department	210 - Unified Road Systems
Receiving Department Signature2	✗
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Auxiliary vehicle that is no longer needed
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 6/11/2021 3:44 PM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✓ Malea Schmitt 6/8/2021 3:36 PM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Anabel Macias 7/8/2021 3:05 PM
Purchasing Department Signature Acknowledgement	✓ Mary Watson 7/8/2021 3:07 PM

Commissioners Court - Regular Session **7.**

Meeting Date: 07/20/2021

V/E Assets for Transfer 7.20.21

Submitted For: Joy Simonton **Submitted By:** Mary Watson, Purchasing

Department: Purchasing

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on authorizing the disposal of various county vehicle and equipment assets through Transfer including One (1) 2016 Chevy Tahoe, pursuant to Tx. Local Gov't Code 263.152.

Background

Please see the attached list for details.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

V/E Assets for Transfer 7.20.21

Form Review

Inbox	Reviewed By	Date
Purchasing (Originator)	Joy Simonton	07/15/2021 09:22 AM
County Judge Exec Asst.	Andrea Schiele	07/15/2021 09:36 AM
Form Started By: Mary Watson		Started On: 07/13/2021 08:02 AM
Final Approval Date: 07/15/2021		

Vehicle Status Change

Reason for Status Change	TRANSFER (complete Receiving Department section)
Department	882 - Fleet Services
County VIN/Serial Number	1GNLCDEC0GR306711
Equipment/Door Number	SB1640
License Plate	1309514
Year	2016
Make	Chevrolet
Model	Tahoe
Comments (mileage, mechanical issues, other info)	Transfer from Auction to Emergency Management
Elected Official/Department Head/Authorized Staff Digital Signature2	✔ Kevin Teller 7/2/2021 1:58 PM
Receiving Department	541 - Emergency Management
Receiving Department Signature2	✔ Michael Shoe 7/2/2021 9:09 AM
Method of Status change: This vehicle is to be considered for: (select one)	Transfer
Fleet Comments	Transfer from Auction to Emergency Management
Authorized Fleet Staff Digital Signature	✔ Kevin Teller 7/2/2021 10:42 AM
The listed vehicle was involved in an accident. No pending litigation has been confirmed.	N/A
Authorizing HR Employee Digital Signature	✔ Malea Schmitt 7/2/2021 8:46 AM
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✔ Anabel Macias 7/8/2021 10:32 AM
Purchasing Department Signature Acknowledgement	✔ Mary Watson 7/8/2021 10:59 AM

Commissioners Court - Regular Session **8.**

Meeting Date: 07/20/2021

Property Tax Collections – June 2021

Submitted For: Larry Gaddes **Submitted By:** Renee Clark, County Tax Assessor Collector

Department: County Tax Assessor Collector

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on approving property tax collections for the month of June 2021 for the Williamson County Tax Assessor/Collector.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

060121-063021 GWI-RFM

060121-063021 GWI-RFM Graph

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 08:57 PM
Form Started By: Renee Clark		Started On: 07/13/2021 04:09 PM
Final Approval Date: 07/13/2021		

YEAR TO DATE - COLLECTION REPORT
Williamson County - GWI/RFM Property Taxes
June 30, 2021

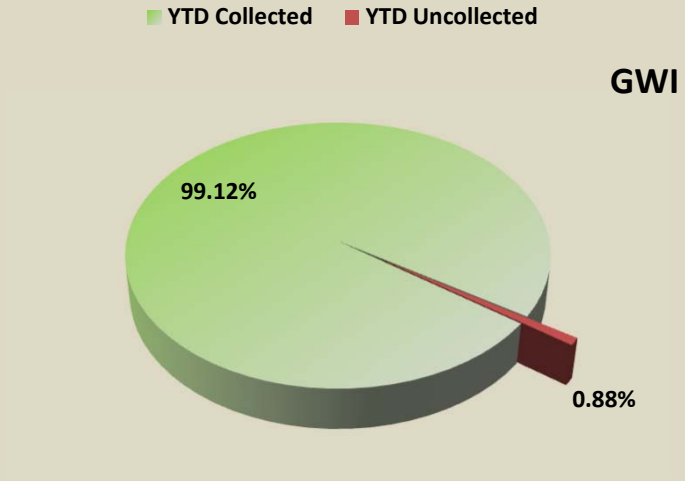
Williamson County General Fund	Tax Roll	Adjustments	Adjusted Tax Roll	Current Tax Collected	Penalty & Interest Collected	Variance	Uncollected Balance	YTD Collected	YTD Percent Collected	YTD Percent Collected w/P & I	YTD Percent Collected w/P & I & Prior Years
2020	$308,158,968.52	($290,250.02)	$307,868,718.50	$384,098.47	$50,060.50	$130.50	$2,720,221.62	$305,148,496.88	99.12%	99.27%	99.66%
2019 & Prior	$2,639,554.36	($128,493.55)	$2,511,060.81	$29,148.38	$15,621.21	$320.95	$1,966,834.05	$544,226.76	21.67%	27.85%	
Rollbacks	$205,016.50	$549,355.02	$754,371.52	$109,294.16	$0.00	$0.00	$276,419.30	$477,952.22	63.36%	63.55%	
Total All	$311,003,539.38	$130,611.45	$311,134,150.83	$522,541.01	$65,681.71	$451.45	$4,963,474.97	$306,170,675.86	98.40%	98.61%	

Williamson County RFM	Tax Roll	Adjustments	Adjusted Tax Roll	Current Tax Collected	Penalty & Interest Collected	Variance	Uncollected Balance	YTD Collected	YTD Percent Collected	YTD Percent Collected w/P & I	YTD Percent Collected w/P & I & Prior Years
2020	$29,324,429.26	($19,729.54)	$29,304,699.72	$36,864.49	$4,763.62	$12.51	$257,114.15	$29,047,585.57	99.12%	99.28%	99.66%
2019 & Prior	$236,694.34	($10,334.80)	$226,359.54	$2,522.75	$1,281.41	$30.66	$174,212.42	$52,147.12	23.04%	29.35%	
Rollbacks	$19,357.23	$52,068.40	$71,425.63	$10,311.79	$0.00	$0.00	$26,343.19	$45,082.44	63.12%	63.31%	
Total All	$29,580,480.83	$22,004.06	$29,602,484.89	$49,699.03	$6,045.03	$43.17	$457,669.76	$29,144,815.13	98.45%	98.66%	

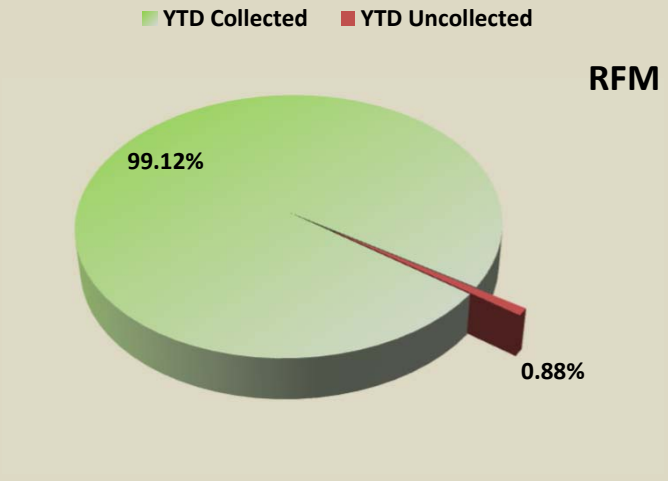
2020 COMBINED MONTHLY BREAKDOWN

Oct-20	$340,584,020.21	$48,576.33	$340,632,596.54	$13,001,526.10	$34,211.86	$4,307.92	$327,626,762.52	$13,005,834.02
Nov-20	$340,632,596.54	($59,194.11)	$340,573,402.43	$20,672,503.84	$23,708.08	$4,391.67	$306,890,672.90	$33,682,729.53
Dec-20	$340,573,402.43	($2,584.05)	$340,570,818.38	$178,144,338.83	$26,270.02	($0.05)	$128,743,750.07	$211,827,068.31
Jan-21	$340,570,818.38	($72,663.42)	$340,498,154.96	$113,388,008.11	$20,791.57	$2,172.71	$15,280,905.83	$325,217,249.13
Feb-21	$340,498,154.96	$29,724.36	$340,527,879.32	$3,788,835.33	$196,844.15	($69,903.81)	$11,591,698.67	$328,936,180.65
Mar-21	$340,527,879.32	($84,988.54)	$340,442,890.78	$3,281,890.14	$169,896.19	$1,112.40	$8,223,707.59	$332,219,183.19
Apr-21	$340,442,890.78	$226,997.66	$340,669,888.44	$932,884.18	$86,935.69	$776.44	$7,517,044.63	$333,152,843.81
May-21	$340,669,888.44	$44,735.38	$340,714,623.82	$1,588,854.72	$71,081.61	$1,057.80	$5,971,867.49	$334,742,756.33
Jun-21	$340,714,623.82	$22,011.90	$340,736,635.72	$572,240.04	$71,726.74	$494.62	$5,421,144.73	$335,315,490.99

Year to Date Collection Report
Thru June, 2021



Year to Date Collection Report
Thru June, 2021



Percent of Roll Collected Comparison
2016-2020

Percent of Roll Collected Comparison
2016-2020

Commissioners Court - Regular Session **9.**

Meeting Date: 07/20/2021

Correct #37 7.13 agenda

Submitted For: Melanie Denny **Submitted By:** Melanie Denny, County Auditor

Department: County Auditor

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action to correct a typographical error in the account number for Item No. 37 of the Williamson County Commissioners Court July 13, 2021 session so that it properly reflects the account number as being 01.0100.0560.003670 rather than the account incorrect number of 01.0100.0560.003674 that was set forth in said item.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 09:04 PM
Form Started By: Melanie Denny		Started On: 07/13/2021 01:34 PM
Final Approval Date: 07/13/2021		

Commissioners Court - Regular Session **10.**

Meeting Date: 07/20/2021

Compensation Items

Submitted By: Kayla Marek, Human Resources

Department: Human Resources

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on approving compensation changes, position titles changes, position grade changes and any corresponding line item transfers.

Background

See attached documentation for details.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Merit Report

Merit LIT

Position Changes

Form Review

Inbox	Reviewed By	Date
Human Resources (Originator)	Rebecca Clemons	07/14/2021 03:47 PM
County Judge Exec Asst.	Andrea Schiele	07/14/2021 03:48 PM
Form Started By: Kayla Marek		Started On: 07/14/2021 03:29 PM
Final Approval Date: 07/14/2021		

Department	Position	Emp Num	Current Annual Salary	Merit%	Lumpsum Merit	Pay Proposal Reason	Effective Date of Change
Juvenile Services	Juv Supervision Offcr I.1116.001100.	15458	$36,533.95	2.00%	$730.68	MERIT	23-Jul-21
Juvenile Services	Juv Facility Supervisor.1100.001100.	15399	$49,500.01	2.00%	$990.00	MERIT	23-Jul-21
Justice of the Peace 3	Senior Court Clerk.0998.001100.	13354	$43,439.47	1.50%	$651.59	MERIT	23-Jul-21
Justice of the Peace 3	Court Clerk II.1003.001100.	15101	$36,800.00	2.00%	$736.00	MERIT	23-Jul-21
Juvenile Services	Juv Supervision Offcr I.1742.001100.	15023	$36,533.95	2.00%	$730.68	MERIT	23-Jul-21
Juvenile Services	Juv Probation Officer I.1152.001100.	15456	$43,671.80	2.00%	$873.44	MERIT	23-Jul-21
Juvenile Services	Juv Supervision Offcr I.1117.001100.	15414	$36,533.95	2.00%	$730.68	MERIT	23-Jul-21
Juvenile Services	Nurse Supervisor.1170.001100.	15431	$60,291.09	2.00%	$1,205.82	MERIT	23-Jul-21

				(TO)	(FROM)
entity	fund	dept	object	dr	cr
01	0100	0576	001100	5,261.30	
01	0100	0576	001130		5,261.30
01	0100	0453	001100	1387.59	
01	0100	0453	001130		1,387.59

Department Number and Name	PCN	EE ID	Current Annual Salary	*New Annual Salary	Current Position Budget Amount	*New Position Budget Amount	Reduction to Position Budget	Increase to Position Budget	Change notes	Earliest Oracle Effective Date
560 Sheriff	1364	N/A	N/A	N/A	$77,590.09	$71,681.44	$5,908.65	N/A	Reallocation of position budget to correct position budget. Surplus salary moving to PCN 1257.	7/20/2021
560 Sheriff	1318	N/A	N/A	N/A	$60,047.64	$58,917.95	$1,129.69	N/A	Reallocation of position budget to correct position budget. Surplus salary moving to PCN 1257.	7/20/2021
560 Sheriff	1257	4249	N/A	N/A	$67,623.35	$74,661.69	N/A	$7,038.34	Reallocation of position budget to correct position budget. Surplus salary moving from PCN 1364 and 1318.	7/20/2021
570 Corrections	0342	N/A	N/A	N/A	$68,858.77	$56,974.54	$11,884.23	N/A	Reallocation of position budget to correct position budget. Surplus salary moving to PCN 0416.	7/20/2021
570 Corrections	0416	12837	N/A	N/A	$40,925.53	$52,809.76	N/A	$11,884.23	Reallocation of position budget to correct position budget. Surplus salary moving from PCN 0342.	7/20/2021

*Amount may vary slightly due to Oracle rounding

Commissioners Court - Regular Session **11.**

Meeting Date: 07/20/2021

County Attorney June 2021 Monthly Report

Submitted For: D. Hobbs **Submitted By:** Stephanie Lloyd, County Attorney

Department: County Attorney

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action to approve the County Attorney June 2021 Monthly Report in compliance with Code of Criminal Procedure 103.005.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

June report

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/09/2021 02:36 PM
Form Started By: Stephanie Lloyd		Started On: 07/09/2021 08:50 AM
Final Approval Date: 07/09/2021		

IN COMPLIANCE WITH ARTICLE 103
CODE OF CRIMINAL PROCEDURE

THE STATE OF TEXAS
COUNTY OF WILLIAMSON

Before me, the undersigned authority, on this day personally appeared Dee Hobbs, County Attorney, Williamson County, who, on his oath, stated that the attached report of money collected is a true and correct report for the month of June, 2021.

Dee Hobbs

DEE HOBBS
COUNTY ATTORNEY

On this 9th day of July, 2021, to certify which witness my hand and seal of office.

Stephanie J. Lloyd

NOTARY PUBLIC
In and for the State of Texas

NOTARY PUBLIC STATE OF TEXAS
STEPHANIE J LLOYD
My Notary ID # 124247546
Expires December 6, 2022

CA - AR Receipts

GL Revenue Object	GL Revenue Fund	Receipt Source	Receipt Date	Receipt Number	Receipt Comment	Receipt Amount
207015	0100	CO ATTY	09-Jun-2021	30174	2019-5357	$ 60.00
			10-Jun-2021	30181	2020-3069	$ 60.00
			18-Jun-2021	30207	2020-0933	$ 60.00
			22-Jun-2021	30216	2019-4822 2020-1591	$ 560.00
			24-Jun-2021	30236	2020-3278	$ 60.00
		CO ATTY 2	15-Jun-2021	30194	2020-0903	$ 300.00
207015 Total						**$ 1,100.00**
341300	0406	CO ATTY HC FEES	08-Jun-2021	30155-C	RECLASS NSF CK ID#17-00395 HEATHER BLACK 7-21-2017	($ 42.00)
		CO ATTY HC FEES 1	04-Jun-2021	30155	HOT CK RESTITUTION	$ 42.00
		CO ATTY HC FEES 2	04-Jun-2021	30155	HOT CK RESTITUTION	$ 150.00
341300 Total						**$ 150.00**
351000	0364	CO ATTY INTERVENTION	02-Jun-2021	30148	2019-6673	$ 500.00
			04-Jun-2021	30155	2020-0007	$ 200.00
			09-Jun-2021	30174	2019-5357 2019-5978 2021-0583	$ 1,500.00
			11-Jun-2021	30186	2019-5823 2019-6189 2020-0903 2020-0991 2020-1700	$ 2,220.00
			14-Jun-2021	30189	2020-3069	$ 500.00
			16-Jun-2021	30197	2019-4822 2020-3396	$ 860.00
			23-Jun-2021	30226	2020-3558 2020-3278	$ 860.00
			25-Jun-2021	30240	2020-3157 2020-3874 2021-0334	$ 1,220.00
			28-Jun-2021	30243	2020-0920	$ 500.00
			30-Jun-2021	30253	2020-1591 2020-3248 2020-3883	$ 1,080.00
		CO ATTY INTERVENTION 1	01-Jun-2021	30140	2019-3338 2020-0007	$ 1,000.00
			07-Jun-2021	30163	2020-0933	$ 500.00
		CO ATTY INTERVENTION 2	01-Jun-2021	30140	2020-0007	($ 200.00)
			07-Jun-2021	30163	2020-3449	$ 360.00
351000 Total						**$ 11,100.00**
352200	0100	CO ATTY 1	15-Jun-2021	30194	20-1058-CC2	$ 1,678.00
					20-1186-CC2	$ 1,178.00
					20-1255-CC2	$ 1,678.00
					20-5412-CC2	$ 678.00
352200 Total						**$ 5,212.00**
370500	0406	CO ATTY HC FEES 2	04-Jun-2021	30155	OVERPYMNT	$ .31
370500 Total						**$ .31**
Grand Total						**$ 17,562.31**

June 2021 Restitution

Date	Payor	Amount	Case #	Deposit Date
6/7/2021	Erica Anne Russell	$ 60.00	2019-5357	6/8/2021
		$ 60.00		
Date	Payor	Amount	Case #	Deposit Date
6/9/2021	Nathan Lee Chavez	$ 60.00	2020-3069	6/10/2021
		$ 60.00		
Date	Payor	Amount	Control #	Deposit Date
6/10/2021	Hector Alexander Galvan	$ 300.00	2020-0903	6/15/2021
		$ 300.00		
Date	Payor	Amount	Case #	Deposit Date
6/16/2021	Sierra Solorio	$ 60.00	2020-0933	6/17/2021
		$ 60.00		
Date	Payor	Amount	Case #	Deposit Date
6/17/2021	Alexis Gomez	$ 60.00	2019-4822	6/22/2021
6/21/2021	Colton Westcott Mitchell	$ 500.00	2020-1591	6/22/2021
		$ 560.00		
Date	Payor	Amount	Case #	Deposit Date
6/22/2021	Theresa Diana Aaronson	$ 60.00	2020-3278	6/24/2021
		$ 60.00		

County Attorney **County Attorney Bank**

Williamson County Treasurer - HC

Disbursement Summary

Code Word	Description	(+) Collection Amount	(+) Previous Escrow	(-) Escrow Deductions	(-) Escrow Held	Disbursement Amount
CHKFEE	Check Fee	150.00	0.00	0.00	0.00	150.00
CHKRETOVER	Overpayment (Retained by County)	0.31	0.00	0.00	0.00	0.31

	(+) Collection Amount	(+) Previous Escrow	(-) Escrow Deductions	(-) Escrow Held	Disbursement Amount
Disbursement Summary Totals	150.31	0.00	0.00	0.00	150.31

Disbursement Detail

Check ID Number	Defendant	Code	(+) Collection Amount	(+) Previous Escrow	(-) Escrow Deductions	(-) Escrow Held	Disbursement Amount
16-00175	Hill, Lashauna (PID #: 455385)	CHKFEE	30.00	0.00	0.00	0.00	30.00
		CHKRETOVER	0.31	0.00	0.00	0.00	0.31
17-00395	Black, Heather O'Hearn (PID #: 542818)	CHKFEE	15.00	0.00	0.00	0.00	15.00
20-00096	Griffin, Contina (PID #: 549918)	CHKFEE	30.00	0.00	0.00	0.00	30.00
21-00004	Sterk, Peter Alexander (PID #: 82543)	CHKFEE	75.00	0.00	0.00	0.00	75.00
Totals:			**150.31**	**0.00**	**0.00**	**0.00**	**150.31**

June 2021 PTI

5/26/2021	Anna Lee Pointer	$ 500.00	2019-3338	5/28/2021
5/26/2021	David Ephriam Baldonado	$ 500.00	2020-0007	5/28/2021
		$ 1,000.00		
5/28/2021	Alexus Marie Medrano	$ 500.00	2019-6673	6/2/2021
		$ 500.00		
6/2/2021	Sierra Solorio	$ 500.00	2020-0933	6/4/2021
		$ 500.00		
6/4/2021	Nora Hilda Castro	$ 360.00	2020-3449	6/7/2021
		$ 360.00		
6/7/2021	Erica Anne Russell	$ 500.00	2019-5357	6/9/2021
6/7/2021	Heather Anne Hoeft	$ 500.00	2019-5978	6/9/2021
6/8/2021	Jerrod Paul McCoy	$ 500.00	2021-0583	6/9/2021
		$ 1,500.00		
6/9/2021	Scott Charles Baker	$ 500.00	2019-5823	6/11/2021
6/10/2021	Eudeys Javier	$ 500.00	2019-6189	6/11/2021
6/10/2021	Hector Galvan	$ 500.00	2020-0903	6/11/2021
6/10/2021	Kimberly Anne Stobbe	$ 360.00	2020-0991	6/11/2021
6/10/2021	Jesse Isiah Dora	$ 360.00	2020-1700	6/11/2021
		$ 2,220.00		
6/11/2021	Nathan Lee Chavez	$ 500.00	2020-3069	6/14/2021
		$ 500.00		
6/14/2021	Top Bahadur Dangi	$ 360.00	2020-3396	6/16/2021
6/15/2021	Alexis Gomez	$ 500.00	2019-4822	6/16/2021
		$ 860.00		
6/21/2021	Jason Dieter Klotzer	$ 500.00	2020-3558	6/23/2021
6/22/2021	Theresa Diana Aaronson	$ 360.00	2020-3278	6/23/2021
		$ 860.00		
6/23/2021	Mario Alberto Ortez	$ 360.00	2020-3157	6/25/2021
6/23/2021	Ayana Onjanae Phillips	$ 360.00	2021-0334	6/25/2021
6/24/2021	Stephen Dean Rose	$ 500.00	2020-3874	6/25/2021
		$ 1,220.00		
6/25/2021	Semone Renee Jones	$ 500.00	2020-0920	6/28/2021
		$ 500.00		
6/28/2021	Colby Lane Shaw	$ 360.00	2020-3883	6/30/2021
6/29/2021	Colton Westcott Mitchell	$ 360.00	2020-3248	6/30/2021
6/29/2021	Norman D Flue	$ 360.00	2020-1591	6/30/2021
		$ 1,080.00		

Commissioners Court - Regular Session **12.**

Meeting Date: 07/20/2021

Justice of the Peace 3 JUNE 2021 Monthly Report

Submitted For: Evelyn McLean **Submitted By:** Mary Alcala, J.P. Pct. #3

Department: J.P. Pct. #3

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action to approve Justice of the Peace, Pct. 3, June 2021 Monthly Report in compliance with Code of Criminal Procedure § 103.005.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

June 2021 - CCP 103

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 09:01 PM
Form Started By: Mary Alcala		Started On: 07/12/2021 04:38 PM
Final Approval Date: 07/13/2021		

IN COMPLIANCE WITH ARTICLE 103
CODE OF CRIMINAL PROCEDURE

THE STATE OF TEXAS
COUNTY OF WILLIAMSON

Before me, the undersigned authority, on this day personally appeared Evelyn McLean, Justice of the Peace, Precinct 3, Williamson County, who, on her oath, stated that the attached report of money collected is a true and correct report for the month of June, 2021.

JUSTICE COURT PRECINCT 3 WILLIAMSON COUNTY, TEXAS

EVELYN McLEAN
JUSTICE OF THE PEACE
PRECINCT THREE

On this 12 day of July 2021, to certify which witness my hand and seal of office.

NOTARY PUBLIC STATE OF TEXAS
P. KAMMERER
Notary Public, State of Texas
Comm. Expires 09-11-2023
Notary ID 132168296

NOTARY PUBLIC
in and for the State of Texas

Payment Report - G/L and Fund Summary

TXWILLIAMSONPROD

Transaction Date: **06/01/2021 - 06/30/2021** Case Categories: **Civil**
Locations: **JP3**

Payment Type: **Cash Bond Deposit; E-Filing Payment; ...**

G/L Account	G/L Account Number	Fee Totals
0100 - General Fund		
01-0100-0000-341803 - FEES OF OFFICE, JP PCT-3	L-004-3-01-0100-0000-341803: 01-0100-0000-341803 - FEES OF OFFICE, JP PCT #3	4,902.50
01-0100-0000-341903 - CIVIL FEES/OFFICE, CONST 3	L-004-3-01-0100-0000-341903: 01-0100-0000-341903 - Fees of Office, Const. PCT #3	3,200.00
01-0100-0000-361200 - INTEREST, BANK DEPOSITS	L-004-3-01-0100-0000-361200: 01-0100-0000-361200 - Interest, Bank Deposit	5.00
01-0399-0000-208354 - Judicial/Court Train Fee Due to State	L-004-3-01-0399-0000-208354: 01-0399-0000-208354 - Judicial/Court Train Fee Due to State	865.00
	0100 - General Fund Total:	**8,972.50**
0399 - State Agency Fund		
01-0399-0000-208022 - Justice Courts Civil Electronic Filing	L-004-3-01-0399-0000-208022: 01-0399-0000-208022 - JP Ct. Civil Electronic Filing Fee	1,910.00
01-0399-0000-208822 - JP CIVIL LEGAL FEE FOR INDIGEN	L-004-3-01-0399-0000-208822: 01-0399-0000-208822 - JP Civil Legal Fee for Indigent	1,146.00
	0399 - State Agency Fund Total:	**3,056.00**
	Fee Totals for All Funds:	**12,028.50**

Payment Report - Fee Code Summary

Transaction Date: **06/01/2021 - 06/30/2021** Case Categories: **Civil**
Locations: **JP3**

Payment Type: **Cash Bond Deposit; E-Filing Payment; ...**

Fee Code Summary									
Code Word	**Description**	**Gross**		**Positive Adjustments**		**Negative Adjustments**		**Net**	
		Amount	**Number**	**Amount**	**Number**	**Amount**	**Number**	**Amount**	**Number**
CCOP	Civil Copies	24.50	10	0.00	0	0.00	0	24.50	10
CERT	Certified Copy	2.00	1	0.00	0	0.00	0	2.00	1
CONT3	Constable Service Fee Pct #3	2,450.00	27	0.00	0	0.00	0	2,450.00	27
EFF	Electronic Filing Fee	1,910.00	191	0.00	0	0.00	0	1,910.00	191
IN	Interest	5.00	1	0.00	0	0.00	0	5.00	1
ISF	Indigent Legal Services Fee	1,146.00	191	0.00	0	0.00	0	1,146.00	191
JCF	Civil Filing Fee	3,525.00	141	0.00	0	0.00	0	3,525.00	141
JCTF	Judicial/Court Training Fee Due to State	865.00	173	0.00	0	0.00	0	865.00	173
JURY	Jury Fee	66.00	3	0.00	0	0.00	0	66.00	3
SCFF	Small Claims Filing Fee	1,250.00	50	0.00	0	0.00	0	1,250.00	50
WEXEC	Writ of Execution	15.00	3	0.00	0	0.00	0	15.00	3
WGAR	Writ of Garnishment	5.00	1	0.00	0	0.00	0	5.00	1
WPOSS	Writ of Possession	15.00	3	0.00	0	0.00	0	15.00	3
WSF3	JP3 - Writ Service Fee	750.00	5	0.00	0	0.00	0	750.00	5
		Gross		**Positive Adjustments**		**Negative Adjustments**		**Net**	
Fee Code Summary Totals		**Amount**	**Number**	**Amount**	**Number**	**Amount**	**Number**	**Amount**	**Number**
		12,028.50	800	0.00	0	0.00	0	12,028.50	800

Payment Report - G/L and Fund Summary

TXWILLIAMSONPROD

Transaction Date: **06/01/2021 - 06/30/2021** Case Categories: **Criminal**
Locations: **JP3**

Payment Type: **Cash Bond Deposit; E-Filing Payment; ...**

G/L Account	G/L Account Number	Fee Totals
0100 - General Fund		
01-0100-0000-207013 - Due to City of Jarrell	L-004-3-01-0100-0000-207013: 01-0100-0000-207013 - Due to City of Jarrell	5.00
01-0100-0000-207017 - Collections Agency Fee	L-004-3-01-0100-0000-207017: 01-0100-0000-207017 - Collections Agency Fee	4,769.52
01-0100-0000-209600 - FINES DUE TO TX PARKS WILDLIFE	L-004-3-01-0100-0000-209600: 01-0100-0000-209600 - FINES DUE TO TX PARKS WILDLIFE	2,101.20
01-0100-0000-341200 - Sheriff Fees (WILCO)	L-004-3-01-0100-0000-341200: 01-0100-0000-341200 - Sheriff Fees (WILCO)	424.43
01-0100-0000-341803 - FEES OF OFFICE, JP PCT-3	L-004-3-01-0100-0000-341803: 01-0100-0000-341803 - FEES OF OFFICE, JP PCT #3	377.04
01-0100-0000-341913 - CRIMINAL FEES/OFFICE, CONST 3	L-004-3-01-0100-0000-341913: 01-0100-0000-341913 - Fees of Office, Crim. Const PCT #3	1,252.91
01-0100-0000-341914 - CRIMINAL FEES/OFFICE, CONST 4	L-004-3-01-0100-0000-341914: 01-0100-0000-341914 - Fees of Office, Crim. Const PCT #4	100.00
01-0100-0000-351303 - FINES, JP PCT-3	L-004-3-01-0100-0000-351303: 01-0100-0000-351303 - FINES, JP PCT #3	83,966.28
	0100 - General Fund Total:	**92,996.38**
0361 - JP Security Fund		
01-0361-0000-341153 - JP 3 SECURITY FEES	L-004-3-01-0361-0000-341153: 01-0361-0000-341153 - JP 3 SECURITY FEES	352.88
	0361 - JP Security Fund Total:	**352.88**
0367 - JP-3 Truancy Program Fund		
01-0367-0000-370000 - JP-3 Truancy Program Fees	L-004-3-01-0367-0000-370000: 01-0367-0000-370000 - JP-3 Truancy Program Fee	431.11
	0367 - JP-3 Truancy Program Fund Total:	**431.11**
0372 - Justice Court Technology Fund		
01-0372-0000-341143 - JP 3 TECHNOLOGY FEES	L-004-3-01-0372-0000-341143: 01-0372-0000-341143 - JP #3 TECHNOLOGY FEES	352.90
	0372 - Justice Court Technology Fund Total:	**352.90**

Payment Report - G/L and Fund Summary

Transaction Date: **06/01/2021 - 06/30/2021** Case Categories: **Criminal**
Locations: **JP3**

Payment Type: **Cash Bond Deposit; E-Filing Payment; ...**

G/L Account	G/L Account Number	Fee Totals
0399 - State Agency Fund		
01-0399-0000-208033 - JP 3 Truancy Prev/Diversion - State	L-004-3-01-0399-0000-208033: 01-0399-0000-208033 - JP 3 Truancy Prev/Diversion - State	158.40
01-0399-0000-208160 - CCC FEES DUE TO STATE COMP	L-004-3-01-0399-0000-208160: 01-0399-0000-208160 - Consolidated Court Costs	3,408.82
01-0399-0000-208235 - JURY SERVICE FEES DUE TO STATE	L-004-3-01-0399-0000-208235: 01-0399-0000-208235 - Jury Service Fee	340.90
01-0399-0000-208352 - CRIMINAL JUDICIAL SUPPORT DUE	L-004-3-01-0399-0000-208352: 01-0399-0000-208352 - Support of the Judiciary Fund	511.25
01-0399-0000-208400 - DPS ARREST FEES DUE TO STATE	L-004-3-01-0399-0000-208400: 01-0399-0000-208400 - Texas Highway Patrol Arrest Fees	460.07
01-0399-0000-208415 - MOVING VIOLATION FEE DUE TO ST	L-004-3-01-0399-0000-208415: 01-0399-0000-208415 - Moving Violation Fee Due to State	4.35
01-0399-0000-208425 - ST TRAFFIC FEES DUE TO STATE	L-004-3-01-0399-0000-208425: 01-0399-0000-208425 - State Traffic Fee	648.77
01-0399-0000-208703 - INDIGENT DEF FEES - DUE TO ST	L-004-3-01-0399-0000-208703: 01-0399-0000-208703 - Indigent Defense Fee	170.46
01-0399-0000-208720 - SEATBELT FINES	L-004-3-01-0399-0000-208720: 01-0399-0000-208720 - Seatbelt Fines	62.50
01-0399-0000-208750 - TLFTA FEES DUE TO STATE COMP	L-004-3-01-0399-0000-208750: 01-0399-0000-208750 - Traffic Law Failure To Appear	1,320.50
01-0399-0000-208850 - WEIGHT VIOLATION FINES DUE TO	L-004-3-01-0399-0000-208850: 01-0399-0000-208850 - Weight Violation Fines	1,077.00
01-0399-0000-208860 - TIME PYMT FEES DUE TO STATE	L-004-3-01-0399-0000-208860: 01-0399-0000-208860 - Time Payment	108.48
	0399 - State Agency Fund Total:	**8,271.50**
JP BOND		
01-0100-0000-207020 - JP3 Bond Liability Account	L-004-3-02-00002: JP3 Registry Bond Account Liability	700.00
	JP BOND Total:	**700.00**
	Fee Totals for All Funds:	**103,104.77**

Payment Report - Fee Code Summary

TXWILLIAMSONPROD

Transaction Date: **06/01/2021 - 06/30/2021** Case Categories: **Criminal**
Locations: **JP3**

Payment Type: **Cash Bond Deposit; E-Filing Payment; ...**

Fee Code Summary

Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
AFCA3	Arrest/Service Fee - Const. Pct. 3	5.00	1	0.00	0	0.00	0	5.00	1
AFDPS	Arrest Fee - DPS (CCP 102.011)	304.48	76	0.00	0	0.00	0	304.48	76
AFJP	Arrest Fee - Jarrell Police Department (CCP 102.011)	5.00	1	0.00	0	0.00	0	5.00	1
AFPW	Arrest Fee - Texas P&W (CCP 102.011)	5.00	1	0.00	0	0.00	0	5.00	1
AFSO	Arrest Fee - Sheriff's Office (CCP 102.011)	121.31	32	0.00	0	0.00	0	121.31	32
CB	Cash Bond	700.00	2	0.00	0	0.00	0	700.00	2
CCC	Consolidated Court Costs [Loc. Gov't Code, 133.102]	3,408.82	109	0.00	0	0.00	0	3,408.82	109
CFINE	County Fine	83,966.28	737	0.00	0	0.00	0	83,966.28	737
CHS	Courthouse Security Fee (CCP 102.017)	264.69	112	0.00	0	0.00	0	264.69	112
CHSJC	JP Security Fee (CCP 102.017)	88.19	112	0.00	0	0.00	0	88.19	112
CJS	Criminal Judicial Support Fee (LGC 103.105)	1.20	2	0.00	0	0.00	0	1.20	2
COLLFEE	Collection Agency Fee	4,769.52	67	0.00	0	0.00	0	4,769.52	67
COPIES	Certified Copies	5.00	2	0.00	0	0.00	0	5.00	2
DDF	Deferred Disposition Fee	281.00	34	0.00	0	0.00	0	281.00	34
FNTC1	Child Safety Seat Fine Trauma Center	62.50	1	0.00	0	0.00	0	62.50	1
IDF	Indigent Defense Fee (LGC 133.107)	170.46	109	0.00	0	0.00	0	170.46	109
JCTF	Justice Court Technology Fee (CCP 102.0173)	352.90	112	0.00	0	0.00	0	352.90	112
JFR	Jury Reimbursement Fee (CCP 102.0045)	340.90	109	0.00	0	0.00	0	340.90	109
JTP	Juvenile Truancy Program (CCP 102.0174)	431.11	110	0.00	0	0.00	0	431.11	110
JTPDC	Juvenile Truancy Prev/Diversion Due to County (CCP 102.015)	79.20	103	0.00	0	0.00	0	79.20	103
JTPDS	Juvenile Truancy Prev/Diversion Due to State (CCP 102.015)	79.20	103	0.00	0	0.00	0	79.20	103
JUSFC	Judicial Support Fund - County (LGC 133.105)	49.92	107	0.00	0	0.00	0	49.92	107
JUSFS	Judicial Support Fund - State (LGC 133.105)	460.13	109	0.00	0	0.00	0	460.13	109
MVF	Moving Violation Fee (CCP 102.022)	4.35	57	0.00	0	0.00	0	4.35	57
OMNI	OMNI Fee	264.12	51	0.00	0	0.00	0	264.12	51
OMNIC	OMNI Fee - County	176.06	51	0.00	0	0.00	0	176.06	51
OMNIS	OMNI Fee - State	880.32	51	0.00	0	0.00	0	880.32	51
SFC3	Service/Arrest Fee - Const. 3	30.00	5	0.00	0	0.00	0	30.00	5
SFMCWV	State Fine - Motor Carrier Weight Violation	1,077.00	8	0.00	0	0.00	0	1,077.00	8

Payment Report - Fee Code Summary

Transaction Date: **06/01/2021 - 06/30/2021** Case Categories: **Criminal**
Locations: **JP3**

Payment Type: **Cash Bond Deposit; E-Filing Payment; ...**

Fee Code Summary

Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
SFOC	Service Fee - Out of County	5.00	1	0.00	0	0.00	0	5.00	1
STF	State Traffic Fee (TC 542.4031)	648.77	31	0.00	0	0.00	0	648.77	31
TPC	Time Payment Fee - County	40.54	9	0.00	0	0.00	0	40.54	9
TPS	Time Payment Fee - State	67.94	12	0.00	0	0.00	0	67.94	12
TPWF	Texas P&W Fine	2,101.20	31	0.00	0	0.00	0	2,101.20	31
UFA	Uniform Traffic Act (TC 542.403)	86.04	41	0.00	0	0.00	0	86.04	41
WARC3	Warrant Fee - Constable Pct. 3	1,217.91	31	0.00	0	0.00	0	1,217.91	31
WARC4	Warrant Fee - Constable Pct. 4	100.00	2	0.00	0	0.00	0	100.00	2
WARPWF	Warrant Fee - Parks and Wildlife	50.00	1	0.00	0	0.00	0	50.00	1
WCSO	Williamson County Sheriff	303.12	8	0.00	0	0.00	0	303.12	8
WFDPS	Warrant Fee - DPS	100.59	3	0.00	0	0.00	0	100.59	3
		Gross		Positive Adjustments		Negative Adjustments		Net	
Fee Code Summary Totals		Amount	Number	Amount	Number	Amount	Number	Amount	Number
		103,104.77	2,544	0.00	0	0.00	0	103,104.77	2,544

Commissioners Court - Regular Session **13.**

Meeting Date: 07/20/2021

Justice of The Peace 1 JUNE Monthly Report

Submitted For: KT Musselman **Submitted By:** Geneva Salazar, J.P. Pct. #1

Department: J.P. Pct. #1

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action to approve Justice of the Peace, Pct. 1, June 2021 Monthly Report, in compliance with Code of Crim. Proc. § 103.005.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

JUNE 2021 EOM REPORT JP1

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 12:00 PM
Form Started By: Geneva Salazar		Started On: 07/15/2021 11:25 AM
Final Approval Date: 07/15/2021		

IN COMPLIANCE WITH ARTICLE 103
CODE OF CRIMINAL PROCEDURE

THE STATE OF TEXAS
COUNTY OF WILLIAMSON

Before me, the undersigned authority, on this day personally appeared KT Musselman, Justice of The Peace, Precinct 1, Williamson County, who, on his oath, stated that the attached report of money collected is true and correct report for the month of June, 2021.

KT MUSSELMAN
JUSTICE OF THE PEACE
PRECINCT ONE

On this 13 day of July 2021 to certify which witness my hand and seal of office.

LILLIANA MENDOZA
Notary Public, State of Texas
Comm. Expires 05-11-2025
Notary ID 133094612

NOTARY PUBLIC
in and for the State of Texas

Payment Report - G/L and Fund Summary

Transaction Date: **06/01/2021 - 06/30/2021** Case Categories: **Civil; Criminal; Family; Probate or Mental Health**
Locations: **JP1**

G/L Account	G/L Account Number	Fee Totals
0100 - General Fund		
01-0100-0000-341200 - Sheriff Fees (WILCO)	L-004-1-01-0100-0000-341200: 01-0100-0000-341200 - Sheriff Fees (WILCO)	20.00
01-0100-0000-341801 - FEES OF OFFICE, JP PCT-1	L-004-1-01-0100-0000-341801: 01-0100-0000-341801 - FEES OF OFFICE, JP PCT #1	7,920.20
01-0100-0000-341901 - CIVIL FEES/OFFICE, CONST 1	L-004-1-01-0100-0000-341901: 01-0100-0000-341901 - Fees of Office, Const. PCT #1	3,660.00
01-0100-0000-341911 - CRIMINAL FEES/OFFICE, CONST 1	L-004-1-01-0100-0000-341911: 01-0100-0000-341911 - Fees of Office, Crim. Const PCT #1	3.09
01-0100-0000-342860 -Time Payment Fee County 2.50	L-004-1-01-0100-0000-342860: 01-0100-0000-342860 - Time Payment Fee County 2.50	112.65
01-0100-0000-351301 - FINES, JP PCT-1	L-004-1-01-0100-0000-351301: 01-0100-0000-351301 - FINES, JP PCT #1	9,676.60
99-9999-9999-000003 - LOCAL Consolidated CC-Misd C	L-001-9999999999999: Liability Place Holder	1,265.06
	0100 - General Fund Total:	**22,657.60**
0360 - Courthouse Security Fund		
01-0360-0000-341150 - COURTHOUSE SECURITY FEES	L-004-1-01-0360-0000-341150: 01-0360-0000-341150 - Courthouse Security Fees	12.00
	0360 - Courthouse Security Fund Total:	**12.00**
0361 - JP Security Fund		
01-0361-0000-341151 - JP 1 SECURITY FEES	L-004-1-01-0361-0000-341151: 01-0361-0000-341151 - JP 1 SECURITY FEES	4.00
	0361 - JP Security Fund Total:	**4.00**
0365 - Child Safety Fund		
01-0365-0000-341161 - JP CHILD SAFETY FEE	L-004-1-01-0365-0000-341161: 01-0365-0000-341161 - JP CHILD SAFETY FEE	50.00
	0365 - Child Safety Fund Total:	**50.00**
0372 - Justice Court Technology Fund		
01-0372-0000-341141 - JP 1 TECHNOLOGY FEES	L-004-1-01-0372-0000-341141: 01-0372-0000-341141 - JP #1 TECHNOLOGY FEES	16.00
	0372 - Justice Court Technology Fund Total:	**16.00**
0373 - JP-1 Truancy Program Fund		
01-0373-0000-370000 - JP-1 Truancy Program Fees	L-004-1-01-0373-0000-370000: 01-0373-0000-370000 - JP-1 Truancy Program	20.00
	0373 - JP-1 Truancy Program Fund Total:	**20.00**

Payment Report - G/L and Fund Summary

Transaction Date: **06/01/2021 - 06/30/2021** Case Categories: **Civil; Criminal; Family; Probate or Mental Health**
Locations: **JP1**

G/L Account	G/L Account Number	Fee Totals
0399 - State Agency Fund		
01-0399-0000-208022 - Justice Courts Civil Electronic Filing	L-004-1-01-0399-0000-208022: 01-0399-0000-208022 - JP Ct. Civil Electronic Filing Fee	1,470.00
01-0399-0000-208031 - JP 1 Truancy Prev/Diversion - State	L-004-1-01-0399-0000-208031: 01-0399-0000-208031 - JP 1 Truancy Prev/Diversion - State	6.00
01-0399-0000-208160 - CCC FEES DUE TO STATE COMP	L-004-1-01-0399-0000-208160: 01-0399-0000-208160 - Consolidated Court Costs	120.00
01-0399-0000-208165 - CCC 01.2020 Fee's Due to State	L-004-1-01-0399-0000-208165: 01-0399-0000-208165 - State Con Court Cost LGC 133.102(a)(3)	5,478.45
01-0399-0000-208235 - JURY SERVICE FEES DUE TO STATE	L-004-1-01-0399-0000-208235: 01-0399-0000-208235 - Jury Service Fee	12.00
01-0399-0000-208352 - CRIMINAL JUDICIAL SUPPORT DUE	L-004-1-01-0399-0000-208352: 01-0399-0000-208352 - Support of the Judiciary Fund	18.00
01-0399-0000-208354 - Judicial/Court Train Fee Due to State	L-004-1-01-0399-0000-208354: 01-0399-0000-208354 - Judicial/Court Train Fee Due to State	735.00
01-0399-0000-208400 - DPS ARREST FEES DUE TO STATE	L-004-1-01-0399-0000-208400: 01-0399-0000-208400 - Texas Highway Patrol Arrest Fees	68.56
01-0399-0000-208415 - MOVING VIOLATION FEE DUE TO ST	L-004-1-01-0399-0000-208415: 01-0399-0000-208415 - Moving Violation Fee Due to State	0.20
01-0399-0000-208426 - State Traffic Fine Due To State	L-004-1-01-0399-0000-208426: 01-0399-0000-208426 - State Traffic Fine Due To State	2,650.14
01-0399-0000-208703 - INDIGENT DEF FEES - DUE TO ST	L-004-1-01-0399-0000-208703: 01-0399-0000-208703 - Indigent Defense Fee	6.00
01-0399-0000-208822 - JP CIVIL LEGAL FEE FOR INDIGEN	L-004-1-01-0399-0000-208822: 01-0399-0000-208822 - JP Civil Legal Fee for Indigent	882.00
01-0399-0000-208850 - WEIGHT VIOLATION FINES DUE TO	L-004-1-01-0399-0000-208850: 01-0399-0000-208850 - Weight Violation Fines	144.50
	0399 - State Agency Fund Total:	**11,590.85**
JP BOND		
01-0100-0000-207019 - JP1 Bond Liability Account	L-004-1-02-00002: JP1 Registry Bond Account Liability	1,600.00
	JP BOND Total:	**1,600.00**
	Fee Totals for All Funds:	**35,950.45**

Payment Report - Fee Code Summary

Transaction Date: **06/01/2021 - 06/30/2021** Case Categories: **Civil; Criminal; Family; Probate or Mental Health**
Locations: **JP1**

Fee Code Summary

Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
2020AFC1	Arrest Fee - Constable 1 CCP 102.011(a)(1), 102.011(e)	3.09	1	0.00	0	0.00	0	3.09	1
2020AFDPS	Arrest Fee - DPS CCP 102.011.(a)(1), 102.011(e)	68.56	15	0.00	0	0.00	0	68.56	15
2020AFSO	Arrest Fee - Sheriff's Office 102.011(a)(1), 102.011(e)	370.19	75	0.00	0	(5.00)	1	365.19	76
2020CCC	State Cons Court Cost LGC 133.102(a)(3)	5,540.45	92	0.00	0	(62.00)	1	5,478.45	93
2020CDF	Compliance Dismissal Fine	70.00	7	0.00	0	0.00	0	70.00	7
2020DSCM	Driving Safety Course Mandatory CCP 45. 0511(f)(1)	70.00	7	0.00	0	0.00	0	70.00	7
2020LCCC-C	LOCAL Consolidated Court Cost LGC 134.103(a)	1,279.06	94	0.00	0	(14.00)	1	1,265.06	95
2020LTF	Local Traffic Fine (TC 542.403)	150.01	51	0.00	0	0.00	0	150.01	51
2020STF	State Traffic Fine (TC 542.4031)	2,500.14	51	0.00	0	0.00	0	2,500.14	51
2020TPF	Time Payment Fee CCP 102.030	112.65	9	0.00	0	0.00	0	112.65	9
AFSO	Arrest Fee - Sheriff's Office (CCP 102.011)	20.00	4	0.00	0	0.00	0	20.00	4
CB	Cash Bond	1,600.00	4	0.00	0	0.00	0	1,600.00	4
CCC	Consolidated Court Costs [Loc. Gov't Code, 133.102]	120.00	3	0.00	0	0.00	0	120.00	3
CCOP	Civil Copies	2.00	2	0.00	0	0.00	0	2.00	2
CERT	Certified Copy	53.25	6	0.00	0	0.00	0	53.25	6
CFINE	County Fine	10,676.60	72	1,000.00	1	(2,000.00)	2	9,676.60	75
CHS	Courthouse Security Fee (CCP 102.017)	12.00	4	0.00	0	0.00	0	12.00	4
CHSJC	JP Security Fee (CCP 102.017)	4.00	4	0.00	0	0.00	0	4.00	4
CONT1	Constable Service Fee Pct #1	3,360.00	37	0.00	0	0.00	0	3,360.00	37
CSSF	Child Safety School Fee (CCP 102.014(c))	50.00	2	0.00	0	0.00	0	50.00	2
DDF	Deferred Disposition Fee	3,427.75	23	1,000.00	1	(1,000.00)	1	3,427.75	25
EFF	Electronic Filing Fee	1,470.00	147	0.00	0	0.00	0	1,470.00	147
IDF	Indigent Defense Fee (LGC 133.107)	6.00	3	0.00	0	0.00	0	6.00	3
ISF	Indigent Legal Services Fee	882.00	147	0.00	0	0.00	0	882.00	147
JCF	Civil Filing Fee	3,500.00	140	0.00	0	0.00	0	3,500.00	140
JCTF	Judicial/Court Training Fee Due to State	735.00	147	0.00	0	0.00	0	735.00	147
JCTF	Justice Court Technology Fee (CCP 102.0173)	16.00	4	0.00	0	0.00	0	16.00	4
JFR	Jury Reimbursement Fee (CCP 102.0045)	12.00	3	0.00	0	0.00	0	12.00	3
JTP	Juvenile Truancy Program (CCP 102.0174)	20.00	4	0.00	0	0.00	0	20.00	4

Payment Report - Fee Code Summary

Transaction Date: **06/01/2021 - 06/30/2021** Case Categories: **Civil; Criminal; Family; Probate or Mental Health**
Locations: **JP1**

Fee Code Summary

Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
JTPDC	Juvenile Truancy Prev/Diversion Due to County (CCP 102.015)	3.00	3	0.00	0	0.00	0	3.00	3
JTPDS	Juvenile Truancy Prev/Diversion Due to State (CCP 102.015)	3.00	3	0.00	0	0.00	0	3.00	3
JURY	Jury Fee	88.00	4	0.00	0	0.00	0	88.00	4
JUSFC	Judicial Support Fund - County (LGC 133.105)	1.80	3	0.00	0	0.00	0	1.80	3
JUSFS	Judicial Support Fund - State (LGC 133.105)	16.20	3	0.00	0	0.00	0	16.20	3
MVF	Moving Violation Fee (CCP 102.022)	0.20	2	0.00	0	0.00	0	0.20	2
SCFF	Small Claims Filing Fee	175.00	7	0.00	0	0.00	0	175.00	7
SFMCWV	State Fine - Motor Carrier Weight Violation	144.50	3	0.00	0	0.00	0	144.50	3
STFS	State Traffic Fine Due To State (HB2048)	150.00	3	0.00	0	0.00	0	150.00	3
UFA	Uniform Traffic Act (TC 542.403)	9.00	3	0.00	0	0.00	0	9.00	3
WPOSS	Writ of Possession	10.00	2	0.00	0	0.00	0	10.00	2
WSF1	JP1 - Writ Service Fee	300.00	2	0.00	0	0.00	0	300.00	2
Fee Code Summary Totals		**Gross**		**Positive Adjustments**		**Negative Adjustments**		**Net**	
		Amount	**Number**	**Amount**	**Number**	**Amount**	**Number**	**Amount**	**Number**
		37,031.45	1,196	2,000.00	2	(3,081.00)	6	35,950.45	1,204

Payment Report - Transaction/Adjustment Detail

Transaction Date: **06/01/2021 - 06/30/2021** Case Categories: **Civil; Criminal; Family; Probate or Mental Health**
Locations: **JP1**

Final Totals		Fee Totals	Transaction Totals
Total Payments		**37,031.45**	**37,031.45**
Total Adjustments Impacting Payments		**(1,081.00)**	**(1,081.00)**
Final Fee Code Totals		**35,950.45**	**35,950.45**
Tender Method Summary			
Tender Types	Cash	2,440.50	2,440.50
	Check	4,720.00	4,720.00
	Credit Card	13,317.00	13,317.00
	E-File Credit Card	8,714.00	8,714.00
	Money Order	2,295.00	2,295.00
	Over-the-counter Credit Card	5,544.95	5,544.95

$1081. reversed from conviction to deferred fee.

Commissioners Court - Regular Session **14.**

Meeting Date: 07/20/2021

Berry Springs Park and Preserve Carport Installation

Submitted For: Joy Simonton **Submitted By:** Andrew Portillo, Purchasing

Department: Purchasing

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on approving the pre-fabrication, delivery and installation of a car port at Berry Springs Park and Preserve by Storage System Solutions, Inc. in the amount of $7,110.00 and authorizing the execution of the quote agreement.

Background

The quote attached includes the delivery and installation of a pre-fabricated 30' foot wide by 36' foot long steel frame carport at the Berry Springs Park and Preserve located at 1801 CR 152, Georgetown, TX 78626. Three (3) quotes were obtained. Point of contact is Keith Greer. Funding Source is 01.0100.3101.004510.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

quote

Form Review

Inbox	Reviewed By	Date
Purchasing (Originator)	Joy Simonton	07/15/2021 10:56 AM
County Judge Exec Asst.	Andrea Schiele	07/15/2021 11:33 AM
Form Started By: Andrew Portillo		Started On: 07/13/2021 09:55 AM
Final Approval Date: 07/15/2021		

Texas Office
801 East Loop 340
Waco, TX 76705
sales@safeguardmetalbuildings.com
www.safeguardmetalbuildings.com

METAL BUILDINGS

SAFEGUARD

Safeguard, the ultimate, first line of defense against Mother Nature.™

Toll Free: (855) 857-5264
Local: (254) 412-1005
Fax: (254) 412-1060

Dealer:	Storage System Solutions, Inc.	**Dealer Phone:**	**844.337-4137**		**Date:**	**7/1/2021**	
Customer Name:	Williamson County - Mark Pettigrew	**County:**	**Williamson**		**Tax %**	**Exempt**	
Address:		**City:**	Georgetown	**State:**	TX	**Zip:**	78626
Phone	**Work:** 512 966 5000	**Home:**		**Other:**			
Install Address:		**City:**		**State:**		**Zip:**	
Building Description	Regular Roof Carport with Open Sides/Ends						

Unit Size	Width	Roof Length	Height	Base Length	Gauge	Tier	Rep ID	All Orders C.O.D.
	30	36	10	35	14	1	TMT	$7,410.00
Color	**Roof**	Barn Red			**Roof Trim**	Barn Red		
	Sides	N/A			**Ends**	N/A		Price
	Side/End Trim:							Exempt

Item	Qty	Description	Location	Unit Price	Extended	
Base	1	**30'Wide x 36' Long**	Roof Size	$5,455.00	$5,455.00	Tax
Gauge	1	**14 Gauge Galvanized Steel Frame**	Frame	$0.00	$0.00	
Certification	1	**ıgineer Cert. 140 MPH Wind/30PSF Sno**	Unit	$0.00	$0.00	
Side Height	1	**10' Side Height**	Side Posts	$720.00	$720.00	$7,410.00
Left	1	**Open**	Left Side	$0.00	$0.00	Subtotal
Right	1	**Open**	Right Side	$0.00	$0.00	
Front	1	**Open**	Front End	$0.00	$0.00	$0.00
Back	1	**Open**	Back End	$0.00	$0.00	Down Payment Before Tax
Bracing	1	**4' Bracing Every Leg**	Side Posts	$0.00	$0.00	
Steel Surcharge	1	**20% Steel Price Increase Surcharge**	Unit	$1,235.00	$1,235.00	$7,410.00
		Free Delivery and Installation		$0.00	$0.00	
		*****Dealer Discount -$300.00 ******		$0.00	$0.00	Total
		(Dealer Discount in Labor Charge Field		$0.00	$0.00	
		*****PO- No Down Payment Required*****		$0.00	$0.00	-$300.00
		Quote valid until 7/14/2021		$0.00	$0.00	Additional Labor Charge
		Quoted by Cardinal Carports/SSSI		$0.00	$0.00	
		Authorized Dealer - Tyler Towe		$0.00	$0.00	
		(844) 337-4137 Ext. 409		$0.00	$0.00	$7,110.00
		tyler.towe@cardinalcarports.com		$0.00	$0.00	
		SMB to reim SSSI $688.00		$0.00	$0.00	
		NOTICE: BASE FRAME IS 1 FT SHORTER THAN ROOF LENGTH				Balance Due at Installation

Roof Style	**Regular**	X	**Box Eave**		**Vertical**						
Installation Type	**Cement**		**Ground**	X	**Asphalt**				**Other**		
Power Available	**Yes**		**No**		**Uncertified**			**Certified**	X		

Other Comments:

BINDING PURCHASE CONTRACT

This purchase agreement (the "Agreement") is made by and between Safeguard Metal Buidlings, Inc. ("SMB") a North Carolina corporation and Williamson County - Mark Pettigrew, (the 'Buyer'). Buyer agrees, after being fully educated about SMB's various products, including the fourteen (14) gauge, twelve 12 gauge, non-cerified and certified units, to buy, and SMB agrees to sell, pursuant to the terms listed in this Agreement described above. Buyer has read and understands the terms of this agreement, including the terms and conditions contained on the reverse side of this document, which terms are expressly incorporated herein by reference, as well as any and all relevant warranty information and agrees to be bound by same.

_____ **Buyer is aware that installation site must be level**

_____ **Buyer is aware that installation site must have no obstructions**

_____ **Buyer is responsible for all permits, site plans, and any other approvals before commencement of construction**

_____ **Buyer is aware that if a building permit is required, buyer must purchase a certified unit**

Customer: _____ **SMB:** Storage System Solutions, Inc.

E-mail Address: mpettigrew@wilco.org **By:** Tyler Towe/SSSI

Authorized Dealer

Terms, Conditions, and Warranties

1 Safeguard Metal Buildings, Inc. (SMB) shall have the right to correct any errors made by any party in regard to pricing and/or sales taxes.

2 Buyer is aware of SMB's various products and warranties, including, without limitation the following:

a. Standard (Non-Certified) Units - This unit is built according to the manufacturer's specifications and industry standards, but will not likely be available for a building permit in certain areas. Inquire for warranty information.

i. Standard Fourteen (14) Gauge Unit - The fourteen (14) gauge unit references the tubing thickness used on the framing. Those units are constructed with 2 1/2" x 2 1/2" square tubing. Inquire for warranty information.

ii. Standard Twelve (12) Gauge Unit - The twelve (12) gauge unit is constructed of more rigid 2 1/4" x 2 1/4" square tubing, which offers a higher tinsel strength and thickness of material. Inquire for warranty information.

b. Certified Units - This unit, available in both fourteen (14) and twelve (12) gauges, is typically installed in areas that require building permits. Certified units are built according to engineers specifications and engineer blueprint/drawings.

c. Anchors - All units are secured with anchors that pass through the base rail of the frame and into the ground (concrete, asphalt, etc.) The base rail is affixed only the the installation surface with those anchors and the Buyer is aware of and understands and agrees that he/she may experience water leakage under the baserail.

i. Standard (Non-Certified) Units - These units are anchored with re-bar anchors for ground installation or conrete wedge anchors for concrete installations. The rebar anchors are thirty-two inches (32") long but may be shortened in length when installing on difficult terrain. Mobile home (auger type) anchors are available for non-certified units at a small additional charge. There is an additional charge for installing mobile home (auger type) anchors on ashpalt.

ii. Certified Units - The standard anchor for this unit is the mobile home (auger type) anchor for ground installations. They utilize concrete anchors for concrete installations.. There is an additonal charge for installing mobile home (auger type) anchors on asphalt.

3 Buyer is responsible for informing the Independent Installation Contractors of any underground cables, gas lines, utility hazards or relevant matters prior to commencement of installation. Buyer agrees to indemnify and hold SMB (the manufacturer) and the seller (Dealer) harmless for any damage done to sub-merged lines, pipes, cables, or other utility instrumentalities during installation.

4 Buyer shall be soley responsible for, and shall obtain, any and all necessary city, county, or state permits prior to commencement of installation. Buyer agrees to indemnify and hold SMB harmless for violation of any and all city and county ordinances or codes and/or covenants, set-backs, and restrictions.

5 Payment Terms

a. Down Payment - Buyer shall pay SMB's authorize dealer a deposit payment of 10% of the purchase price for orders Buyer shall not pay the dealer an amount exceeding the above mentioned deposit. In the event that Buyer pays the dealer an amount exceeding the above mentioned deposit, Buyer does so at his/her own risk, understanding that he/she is contractually obligated to remit the remaining ninety percent (90%) of the purchase price as set forth below.

b. Balance - Buyer Shall pay the remaining balance of ninety percentpercent (90%) to the installation crew on the date of installation. Payment may be made by check to the crew. To pay the balance by credit card, call the toll free number to process your balance payment on a credit card.

c. Excessive Down Payments - If Buyer pays more than the required deposit/down payment, at the time of the sale, SMB must receive those excessive funds from the sell (dealer) prior to installation.

d. Refunds - In the event Buyer cancels the order, Buyer shall receive no refund of the ten percent (10%) down payment. In addition, there are absolutely no refunds on special orders.

6 Lot or installation site must be level prior to installation or unit may be installed 'as is' and any and all warranties will be void.

7 If Buyer alters the unit in any manner, including without limitation any interior or exterior modifications, or installing electric or plumbing to the unit, all warranties shall be immediately void.

8 Buyer will pay an additional "labor charge" of not less that fifty dollars ($50.00) in installers are required to dig, cut frame to level, transport materials more than fifty feet (50'), install on any wall or deck, or to install over any existing obstruction or structure. Buyer agrees to notify SMB of any of these conditions at the time of the sale.

9 Buyer will pay a service charge of not less than fifty dollars ($50.00) if installers must return to install an addition to an existing unit or if unit must be reshipped due to any, but not limited to the following: customer error, unlevel installation site, concrete pad out of square, etc.

10 Safeguard Metal Buildings, Inc. will not be liable to Buyer for punitive, indirect, incidental, special, or consequental damages resulting from any defect or deficiencies in accepted items. For more specific terms, please contact us.

11 Safeguard Metal Buildings, Inc. is not responsilbe for changes in delivery dates caused by circumstances out of our control (weather, equipment breakdown, etc.).

12 The Agreement shall be interpreted and construed according to, and governed by, the laws of the State of North Carolina. the parties hereto: (i) consent to submit itself to the personal jurisdiction of any state of federal court sitting in the County of Surry, State of North Carolina, in any action or proceeding arising out of or relating to this Agreement, (ii) agree that all claims in respect of such action or proceeding may be heard and determined is such court, (iii) agree that they shall not attempt to deny or defeat such personal jurisdiction by motion or other request for leavc from any such court, and (iv) agree not to bring any action or proceeding arising out of or relating to this Agreement in any other court. Each of the parties here to waives any defense of inconvenient forum to the maintenance of any action or proceeding so brought and waives any bond, surety, or other security that might be required of the other party with respect thereto.

13 The parties agree that this Agreement is the complete and exclusive statement of the agreement between the parites, and supercedes all prior written or oral communications, representations and agreements relating to the subject matter of this agreement. The terms of this Agreement, save and except the price term in the event of a pricing error/change order, may be modified or amended by a written instrucment executed by the parties hereto.

Commissioners Court - Regular Session **15.**

Meeting Date: 07/20/2021

Randal's Tower Tech, Inc. Dish Replacement

Submitted For: Joy Simonton **Submitted By:** Andrew Portillo, Purchasing

Department: Purchasing

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on approving the repair and maintenance services contract between Williamson County and Randal's Tower Tech, Inc. to replace a 6 foot Comscope dish at Prime Site located at 1050 Rabbit Hill Road, Georgetown, TX 78626 to support the operations of Williamson County Wireless Communications in the not-to-exceed amount of $3,200.00, and authorizing execution of the contract.

Background

This agreement is for Randal's Tower Tech, Inc. to provide tower climber and maintenance services to replace a 6 foot Comscope dish at 120' tower height. Existing dish has been damaged. Three (3) quotes were obtained by the department. Expense is budgeted in FY 21 and the funding source is 01.0507.0507.004545. Department point of contact is Paul Swisher.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

contract & quote

Form Review

Inbox	Reviewed By	Date
Purchasing (Originator)	Joy Simonton	07/15/2021 11:30 AM
County Judge Exec Asst.	Andrea Schiele	07/15/2021 11:33 AM
Form Started By: Andrew Portillo		Started On: 07/14/2021 09:29 AM
Final Approval Date: 07/15/2021		

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

SERVICES CONTRACT
FOR EMERGENCY SERVICE
TOWER CLIMBS AND
RELATED REPAIRS
OR MAINTENANCE
FY2021
(Randal's Tower Tech, Inc.)

Important Notice: County Purchase Orders and Contracts constitute expenditures of public funds, and all vendors are hereby placed on notice that any quotes, invoices or any other forms that seek to unilaterally impose contractual or quasicontractual terms are subject to the extent authorized by Texas law, including but not limited to Tex. Const. art. XI, § 7, the Texas Government Code, the Texas Local Government Code, the Texas Transportation Code, the Texas Health & Safety Code, and Opinions of the Texas Attorney General relevant to local governmental entities.

THIS CONTRACT is made and entered into by and between **Williamson County, Texas** (hereinafter "The County"), a political subdivision of the State of Texas, acting herein by and through its governing body, and **Randal's Tower Tech, Inc.,** (hereinafter "Service Provider"), with mailing address at P.O. Box 513, Little river, TX 76554. The County agrees to engage Service Provider as an independent contractor, to assist in providing certain operational services pursuant to the following terms, conditions, and restrictions:

I.

No Agency Relationship & Indemnification: It is understood and agreed that Service Provider shall not in any sense be considered a partner or joint venturer with The County, nor shall Service Provider hold himself out as an agent or official representative of The County unless expressly authorized to do so by a majority of the Williamson County Commissioners Court. Service Provider shall be considered an independent contractor for the purpose of this agreement and shall in no manner incur any expense or liability on behalf of The County other than what may be expressly allowed under this agreement. The County will not be liable for any loss, cost, expense or damage, whether indirect, incidental, punitive, exemplary, consequential of any kind whatsoever for any

acts by Service Provider or failure to act relating to the services being provided. Service Provider agrees to indemnify, hold harmless, and defend The County against any claim, demand, loss, injury, damages, action, or liability of any kind against The County resulting from any services Service Provider perform on behalf of The County.

II.

Entire Contract & Incorporated Documents: This Contract constitutes the entire Contract between the parties and may not be modified or amended other than by a written instrument executed by both parties. Documents expressly incorporated (as if copied in full) into this Contract include the following:

A. As described in the attached Statement of Work/Pricing Quotation (October 1, 2020 through September 30, 2021), which is incorporated herein as if copied in full; and

B. Any required insurance certificates evidencing required coverages.

The County reserves the right and discretion (pursuant to public policy and Texas Constitutional principles) to determine applicable provisions where there is any conflict between this Contract and any of the above-referenced contract documents/exhibits or incorporated documents.

III.

No Assignment: Service Provider may not assign this contract.

IV.

Compliance with All Laws: Service Provider agrees and will comply with any and all local, state or federal requirements with respect to the services rendered.

V.

Consideration and Compensation: Service Provider will be compensated based on the attached Statement of Work/Pricing Quotation (October 1, 2020 through September 30, 2021) which is incorporated herein as if copied in full. **The not-to-exceed amount under this agreement is $3,200.00, unless amended by a change order and approved by the Williamson County Commissioners Court.** Payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. An invoice shall be deemed overdue the 31st day after the later of (1) the date The County receives the goods under the contract; (2) the date the performance of the service under the contract is completed; or (3) the date the Williamson County Auditor receives an invoice

for the goods or services. Interest charges for any overdue payments shall be paid by The County in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of The County's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday.

VI.

Insurance: Service Provider shall provide and maintain, until the services covered in this Contract is completed and accepted by The County, the minimum insurance coverage in the minimum amounts as described below. Coverage shall be written on an occurrence basis by companies authorized and admitted to do business in the State of Texas and rated A- or better by A.M. Best Company or otherwise acceptable to The County and name The County as an additional insured.

	Type of Coverage	**Limits of Liability**
a.	Worker's Compensation	Statutory
b.	Employer's Liability	
	Bodily Injury by Accident	$500,000 Ea. Accident
	Bodily Injury by Disease	$500,000 Ea. Employee
	Bodily Injury by Disease	$500,000 Policy Limit

c. Comprehensive general liability including completed operations and contractual liability insurance for bodily injury, death, or property damages in the following amounts:

COVERAGE	PER PERSON	PER OCCURRENCE
Comprehensive General Liability (*including premises, completed operations and contractual*)	$1,000,000	$1,000,000
Aggregate policy limits:		$2,000,000

d. Comprehensive automobile and auto liability insurance (covering owned, hired, leased and non-owned vehicles):

COVERAGE	PER PERSON	PER OCCURRENCE
Bodily injury (including death)	$1,000,000	$1,000,000
Property damage	$1,000,000	$1,000,000
Aggregate policy limits	No aggregate limit	

Service Provider, as an independent contractor, meets the qualifications of an "Independent Contractor" under Texas Worker's Compensation Act, Texas Labor Code, Section 406.141, and must provide its employees, agents and sub-subcontractors worker's compensation coverage. Contactor shall not be entitled to worker's compensation coverage or any other type of insurance coverage held by The County.

Upon execution of this Contract, Service Provider shall provide The County with insurance certificates evidencing compliance with the insurance requirements of this Contract.

VII.

INDEMNIFICATION - EMPLOYEE PERSONAL INJURY CLAIMS: TO THE FULLEST EXTENT PERMITTED BY LAW, THE SERVICE PROVIDER SHALL INDEMNIFY, DEFEND (WITH COUNSEL OF THE COUNTY'S CHOOSING), AND HOLD HARMLESS THE COUNTY, AND THE COUNTY'S EMPLOYEES, AGENTS, REPRESENTATIVES, PARTNERS, OFFICERS, AND DIRECTORS (COLLECTIVELY, THE "INDEMNITEES") AND SHALL ASSUME ENTIRE RESPONSIBILITY AND LIABILITY (OTHER THAN AS A RESULT OF INDEMNITEES' GROSS NEGLIGENCE) FOR ANY CLAIM OR ACTION BASED ON OR ARISING OUT OF THE PERSONAL INJURY, OR DEATH, OF ANY EMPLOYEE OF THE SERVICE PROVIDER, OR OF ANY SUBCONTRACTOR, OR OF ANY OTHER ENTITY FOR WHOSE ACTS THEY MAY BE LIABLE, WHICH OCCURRED OR WAS ALLEGED TO HAVE OCCURRED ON THE WORK SITE OR IN CONNECTION WITH THE PERFORMANCE OF THE WORK. SERVICE PROVIDER HEREBY INDEMNIFIES THE INDEMNITEES EVEN TO THE EXTENT THAT SUCH PERSONAL INJURY WAS CAUSED OR ALLEGED TO HAVE BEEN CAUSED BY THE SOLE, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE STRICT LIABILITY OF ANY INDEMNIFIED PARTY. THIS INDEMNIFICATION SHALL NOT BE LIMITED TO DAMAGES, COMPENSATION, OR BENEFITS PAYABLE UNDER INSURANCE POLICIES, WORKERS COMPENSATION ACTS, DISABILITY BENEFITS ACTS, OR OTHER EMPLOYEES BENEFIT ACTS.

INDEMNIFICATION - OTHER THAN EMPLOYEE PERSONAL INJURY CLAIMS: TO THE FULLEST EXTENT PERMITTED BY LAW, SERVICE PROVIDER SHALL INDEMNIFY, DEFEND (WITH COUNSEL OF THE COUNTY'S CHOOSING), AND HOLD HARMLESS THE COUNTY, AND

THE COUNTY'S EMPLOYEES, AGENTS, REPRESENTATIVES, PARTNERS, OFFICERS, AND DIRECTORS (COLLECTIVELY, THE "INDEMNITEES") FROM AND AGAINST CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING BUT NOT LIMITED TO ATTORNEYS' FEES, ARISING OUT OF OR ALLEGED TO BE RESULTING FROM THE PERFORMANCE OF THIS AGREEMENT OR THE WORK DESCRIBED HEREIN, TO THE EXTENT CAUSED BY THE NEGLIGENCE, ACTS, ERRORS, OR OMISSIONS OF SERVICE PROVIDER OR ITS SUBCONTRACTORS, ANYONE EMPLOYED BY THEM OR ANYONE FOR WHOSE ACTS THEY MAY BE LIABLE, REGARDLESS OF WHETHER OR NOT SUCH CLAIM, DAMAGE, LOSS OR EXPENSE IS CAUSED IN WHOLE OR IN PART BY A PARTY INDEMNIFIED HEREUNDER.

VIII.

Services: Service Provider shall provide services *as an independent contractor* pursuant to terms and policies of the Williamson County Commissioners Court. Service Provider expressly acknowledges that he or she is not an employee of The County. The services include, but are not limited to the following items in order to complete the project:

As described in the Statement of Work/Pricing Quotation (October 1, 2020 through September 30, 2021), which is incorporated herein as if copied in full.

IX.

Good Faith: Service Provider agrees to act in good faith in the performance of this agreement.

X.

Confidentiality: Service Provider expressly agrees that he or she will not use any incidental confidential information that may be obtained while working in a governmental setting for his or her own benefit, and agrees that he or she will not enter any unauthorized areas or access confidential information and he or she will not disclose any information to unauthorized third parties, and will take care to guard the security of the information at all times.

XI.

Termination: This agreement may be terminated at any time at the option of either party, without *future or prospective* liability for performance upon giving thirty (30) days written notice thereof. **In the event of termination, The County will only be liable for its pro rata share of services rendered and goods actually received.**

XII.

Venue and Applicable Law: Venue of this contract shall be Williamson County, Texas, and the laws of the State of Texas shall govern all terms and conditions.

XIII.

Effective Date and Term: This contract shall be in full force and effect when signed by all parties and shall continue for through the end of the current county fiscal year on September 30, 2021.

XIV.

Severability: In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision in this agreement and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

XV.

Right to Audit: Service Provider agrees that The County or its duly authorized representatives shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine and photocopy any and all books, documents, papers and records of Service Provider which are directly pertinent to the services to be performed under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. Service Provider agrees that The County shall have access during normal working hours to all necessary Service Provider facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section. The County shall give Service Provider reasonable advance notice of intended audits.

XVI.

No Waiver of Sovereign Immunity or Powers: Nothing in this agreement will be deemed to constitute a waiver of sovereign immunity or powers of The County, the Williamson County Commissioners Court, or the Williamson County Judge.

XVII.

County Judge or Presiding Officer Authorized to Sign Contract: The presiding officer of The County's governing body who is authorized to execute this instrument by order duly recorded may execute this contract on behalf of The County.

Executed this ____ day of _____, 20____ to be effective as of the date of the last party's execution below.

County:

_____

Date: _____ ___, 20____

Service Provider:
Randal's Tower Tech, Inc.
Dennis Barnes

Date: July 14, 2021

Exhibit(s)
Statement of Work/Pricing Quotation
(October 1, 2020 through September 30, 2021)
(Incorporated herein as if copied in full)

RANDAL'S TOWER TECH, INC.

P. O. Box 513
Little River, TX 76554

Estimate

Date	Estimate No.
7/7/2021	[redacted]

Name/Address

Williamson County
3171 SE Inner Loop
Georgetown, TX 78626

PO Number	Payment Method	Job
	[redacted]	Prime Site

Description	Qty	Rate	Total
Swap out 6ft Comscope dish at 120'.		3,200.00	3,200.00T
Out-of-state sale, exempt from sales tax		0.00%	0.00
		Total	$3,200.00

Accepted by: _____...

Thank you for your business!

Commissioners Court - Regular Session **16.**

Meeting Date: 07/20/2021

Hutto Resource Center

Submitted For: Russ Boles **Submitted By:** Kelley Hammeren, Commissioner Pct. #4

Department: Commissioner Pct. #4

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on a Property Use Agreement between Williamson County and the Hutto Resource Center for use of Williamson County's property located at 321 Ed Schmidt Boulevard, Unit No. 100, Hutto, Texas in relation to a back-to-school popup thrift shop to raise money and awareness for the Hutto Resource Center so that it may continue to provide resources and assistance to those in need in the Hutto Community.

Background

The Hutto Resource Center (HRC) wants to use the county's property for holding a back-to-school popup thrift shop to raise money and awareness for the Hutto Resource Center so that it may continue to provide resources and assistance to the Hutto Community. HRC has requested to use the property beginning on July 23, 2021 in order to accept, sort and tag donations for the sale that is to be conducted on August 15-16, 2021.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/14/2021 01:57 PM

Form Started By: Kelley Hammeren Started On: 07/14/2021 11:53 AM

Final Approval Date: 07/14/2021

Commissioners Court - Regular Session **17.**

Meeting Date: 07/20/2021

Termination Notice

Submitted For: Mike Gleason **Submitted By:** Peggy Braun, Sheriff

Department: Sheriff

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take any appropriate action regarding termination of agreement with Thomson Reuters and cancellation of licenses for West CLEAR ProFlex on behalf of Williamson County Sheriff's Department and authorize county judge to sign letter providing 30-day notice of termination to be effective at the end of the current fiscal year.

Background

The Williamson County Sheriff's Office does not utilize the licensing provided by this agreement. The cancellation of this contract does not impact other Thomas Reuters/West CLEAR ProFlex contracts in place with other county entities.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Termination letter

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:33 AM
Form Started By: Peggy Braun		Started On: 07/15/2021 09:06 AM
Final Approval Date: 07/15/2021		

OFFICE OF WILLIAMSON COUNTY JUDGE

710 MAIN STREET, SUITE 200
GEORGETOWN, TEXAS 78626
(512) 943-1550 PHONE♦ (512) 943-1662 FAX

July 20, 2021

Via U.S. First Class Certified Mail and Via e-mail to: kyle.keene@thomsonreuters.com
Thomson Reuters
Customer Service
610 Opperman Drive
P.O. Box 64833
Eagan, MN 55123

In re: ***30-Day Notice of Termination of Agreement and Cancelation of Licenses for Williamson County Sheriff's Department (Effective September 30, 2021) (West CLEAR ProFlex Account #1000669672)***

To Whom It May Concern:

As you are aware, the Williamson County Sheriff's Department is currently in a contract with your company as referenced above for a 36-month term that began on October 1, 2018 and ends on September 30, 2021. The Williamson County Commissioners Court has approved changes in this category of services, including the present contract *for the sheriff's department*. Pursuant to the terms and conditions set forth in the contract documents, page 2 of the incorporated West Order Form authorizes cancelation of upcoming month-to-month services and states in relevant part:

> **Post Minimum Term for Government Subscribers. Your subscription will change to a month-to-month status at the end of**

the Minimum Term, and … [Customer] may cancel the month-to-month subscription by sending at least 30 days written notice.

Please note that Williamson County intends to maintain the agreement and good working relationship between the parties for other departments and ***this notice only pertains to the sheriff's department***.

The purpose of this letter is to give you official and sufficient notice that Williamson County Sheriff's Department elects to terminate the agreement between the parties and cancel related licenses, and such termination will be effective at the end of business on September 30, 2021. Please update your records and cancel all future invoicing relevant to this cancellation notice.

Thank you for your prompt attention and assistance in this regard.

Sincerely,

_____

Hon. Bill Gravell
Williamson County Judge

cc: Williamson County Auditor's Office
Williamson County Purchasing Department
Williamson County Sheriff's Department

BG/me

Commissioners Court - Regular Session **18.**

Meeting Date: 07/20/2021

Links Communication for Inner Loop

Submitted For: Joy Simonton **Submitted By:** Laura Zavala, Purchasing

Department: Purchasing

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on approving the services contract between Williamson County and Links Communication, Inc. to provide and install 75 replacement data outlets and 5 new cables for Wi-Fi at the Inner Loop Annex building located at 301 SE Inner Loop, Georgetown, TX 78626 in the amount of $19,690.00 and authorizing the execution of the agreement.

Background

This proposal will install 75 replacement data outlets, cabling for Wi-Fi and install new panels in the existing rack at the Inner Loop Annex building. This project will bring network data cabling up to required standards in the building. Quote and services contract are attached. Three (3) quotes were obtained for this purchase. This expenditure will be charged to 01.0100.0503.004509. The department point of contact is Richard Simple.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Links

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 09:00 PM
Purchasing (Originator)	Joy Simonton	07/15/2021 10:44 AM
Form Started By: Laura Zavala		Started On: 07/12/2021 03:51 PM
Final Approval Date: 07/15/2021		

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

SERVICES CONTRACT FOR DATA OUTLETS AND CABLE INSTALLATION AND RELATED WORK (Links Communications, Inc.)

THIS SERVICES CONTRACT (hereinafter "Contract") is made and entered into by and between **Williamson County, Texas** (hereinafter "The County"), a political subdivision of the State of Texas, acting herein by and through its governing body, and **Links Communications, Inc.**, (hereinafter "Service Provider"). The County agrees to engage Service Provider as an independent contractor, to assist in providing certain operational services pursuant to the following terms, conditions, and restrictions:

I.

Services: Service Provider shall provide services *as an independent contractor* pursuant to terms and policies of the Williamson County Commissioners Court. Service Provider expressly acknowledges that he, she or it is not an employee of The County. The services include, but are not limited to the following items in order to complete the project:

A. As described in the attached Statement of Work, dated June 17, 2021, which is incorporated herein as if copied in full.

Should The County choose to add services in addition to those described in Exhibit "A", such additional services shall be described in a separate written amendment to this Contract wherein the additional services shall be described and the parties shall set forth the amount of compensation to be paid by The County for the additional services. Service Provider shall not begin any additional services and The County shall not be obligated to pay for any additional services unless a written amendment to this Contract has been signed by both parties.

II.

Effective Date and Term: This contract shall be in full force and effect when signed by all parties and will expire upon the completion of the services or when terminated pursuant to paragraph X. below.

III.

Consideration and Compensation: Service Provider will be compensated based on a fixed sum for the specific project herein. **The not-to-exceed amount under this agreement is**

$19,690.00 for related goods and services. The not-to-exceed amount may only be revised by an addendum or change order and must be approved by the Williamson County Commissioners Court. Payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. An invoice shall be deemed overdue the 31st day after the later of (1) the date The County receives the goods under the contract; (2) the date the performance of the service under the contract is completed; or (3) the date the Williamson County Auditor receives an invoice for the goods or services. Interest charges for any overdue payments shall be paid by The County in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of The County's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday.

IV.

Insurance: Service Provider shall provide and maintain, until the services covered in this Contract is completed and accepted by The County, the minimum insurance coverage in the minimum amounts as described below. Coverage shall be written on an occurrence basis by companies authorized and admitted to do business in the State of Texas and rated A- or better by A.M. Best Company or otherwise acceptable to The County and name The County as an additional insured.

	Type of Coverage	**Limits of Liability**
a.	Worker's Compensation	Statutory
b.	Employer's Liability	
	Bodily Injury by Accident	$500,000 Ea. Accident
	Bodily Injury by Disease	$500,000 Ea. Employee
	Bodily Injury by Disease	$500,000 Policy Limit

c. Comprehensive general liability including completed operations and contractual liability insurance for bodily injury, death, or property damages in the following amounts:

COVERAGE	PER PERSON	PER OCCURRENCE
Comprehensive General Liability (*including premises, completed operations and contractual*)	$1,000,000	$1,000,000
Aggregate policy limits:		$2,000,000

d. Comprehensive automobile and auto liability insurance (covering owned, hired, leased and non-owned vehicles):

COVERAGE	PER PERSON	PER OCCURRENCE

Bodily injury (including death)	$1,000,000	$1,000,000
Property damage	$1,000,000	$1,000,000
Aggregate policy limits		No aggregate limit

Upon execution of this Contract, Service Provider shall provide The County with insurance certificates evidencing compliance with the insurance requirements of this Contract.

V.

Entire Contract & Incorporated Documents: This Contract constitutes the entire Contract between the parties and may not be modified or amended other than by a written instrument executed by both parties. Documents expressly incorporated (as if copied in full) into this Contract include the following:

A. As described in the attached Statement of Work, dated June 17, 2021, which is incorporated herein as if copied in full; and

B. Any required insurance certificates.

The County reserves the right and discretion (pursuant to public policy and Texas Constitutional principles) to determine applicable provisions where there is any conflict between this Contract and any of the above-referenced contract documents/exhibits or incorporated documents.

VI.

No Agency Relationship: It is understood and agreed that Service Provider shall not in any sense be considered a partner or joint venturer with The County, nor shall Service Provider hold himself out as an agent or official representative of The County unless expressly authorized to do so by a majority of the Williamson County Commissioners Court.

VII.

INDEMNIFICATION - EMPLOYEE PERSONAL INJURY CLAIMS: TO THE FULLEST EXTENT PERMITTED BY LAW, THE SERVICE PROVIDER SHALL INDEMNIFY, DEFEND (WITH COUNSEL OF THE COUNTY'S CHOOSING), AND HOLD HARMLESS THE COUNTY, AND THE COUNTY'S EMPLOYEES, AGENTS, REPRESENTATIVES, PARTNERS, OFFICERS, AND DIRECTORS (COLLECTIVELY, THE "INDEMNITEES") AND SHALL ASSUME ENTIRE RESPONSIBILITY AND LIABILITY (OTHER THAN AS A RESULT OF INDEMNITEES' GROSS NEGLIGENCE) FOR ANY CLAIM OR ACTION BASED ON OR ARISING OUT OF THE PERSONAL INJURY, OR DEATH, OF ANY EMPLOYEE OF THE SERVICE PROVIDER, OR OF ANY SUBCONTRACTOR, OR OF ANY OTHER ENTITY FOR WHOSE ACTS THEY MAY BE LIABLE, WHICH OCCURRED OR WAS ALLEGED TO HAVE OCCURRED ON THE WORK SITE OR IN CONNECTION WITH THE PERFORMANCE OF THE WORK. SERVICE PROVIDER HEREBY INDEMNIFIES THE INDEMNITEES EVEN TO THE EXTENT THAT SUCH PERSONAL INJURY WAS CAUSED OR ALLEGED TO HAVE BEEN CAUSED BY THE SOLE, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE STRICT LIABILITY OF ANY INDEMNIFIED PARTY. THIS INDEMNIFICATION SHALL NOT BE LIMITED TO DAMAGES, COMPENSATION, OR BENEFITS PAYABLE UNDER INSURANCE POLICIES, WORKERS COMPENSATION ACTS, DISABILITY BENEFITS ACTS, OR OTHER EMPLOYEES BENEFIT ACTS.

INDEMNIFICATION - OTHER THAN EMPLOYEE PERSONAL INJURY CLAIMS: TO THE FULLEST EXTENT PERMITTED BY LAW, SERVICE PROVIDER SHALL INDEMNIFY, DEFEND (WITH COUNSEL OF THE COUNTY'S CHOOSING), AND HOLD HARMLESS THE COUNTY, AND THE COUNTY'S EMPLOYEES, AGENTS, REPRESENTATIVES, PARTNERS, OFFICERS, AND DIRECTORS (COLLECTIVELY, THE "INDEMNITEES") FROM AND AGAINST CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING BUT NOT LIMITED TO ATTORNEYS' FEES, ARISING OUT OF OR ALLEGED TO BE RESULTING FROM THE PERFORMANCE OF THIS AGREEMENT OR THE WORK DESCRIBED HEREIN, TO THE EXTENT CAUSED BY THE NEGLIGENCE, ACTS, ERRORS, OR OMISSIONS OF SERVICE PROVIDER OR ITS SUBCONTRACTORS, ANYONE EMPLOYED BY THEM OR ANYONE FOR WHOSE ACTS THEY MAY BE LIABLE, REGARDLESS OF WHETHER OR NOT SUCH CLAIM, DAMAGE, LOSS OR EXPENSE IS CAUSED IN WHOLE OR IN PART BY A PARTY INDEMNIFIED HEREUNDER.

VIII.

No Waiver of Sovereign Immunity or Powers: Nothing in this Contract will be deemed to constitute a waiver of sovereign immunity or powers of The County, the Williamson County Commissioners Court, or the Williamson County Judge.

IX.

Compliance with All Laws: Service Provider agrees and will comply with any and all local, state or federal requirements with respect to the services rendered.

X.

Termination: This Contract may be terminated at any time at the option of either party, without future or prospective liability for performance upon giving thirty (30) days written notice thereof. In the event of termination, The County will only be liable for its pro rata share of services rendered and goods actually received.

XI.

Venue and Applicable Law: Venue of this Contract shall be Williamson County, Texas, and the laws of the State of Texas shall govern all terms and conditions.

XII.

Severability: In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision in this Contract and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

XIII.

Right to Audit: Service Provider agrees that The County or its duly authorized representatives shall, until the expiration of three (3) years after final payment under this Contract, have access to and the right to examine and photocopy any and all books, documents, papers and records of Service Provider which are directly pertinent to the services to be performed under this

Contract for the purposes of making audits, examinations, excerpts, and transcriptions. Service Provider agrees that The County shall have access during normal working hours to all necessary Service Provider facilities and shall be provided adequate and appropriate workspace in order to conduct audits in compliance with the provisions of this section. The County shall give Service Provider reasonable advance notice of intended audits.

XIV.

Confidentiality: Service Provider expressly agrees that he or she will not use any incidental confidential information that may be obtained while working in a governmental setting for his or her own benefit, and agrees that he or she will not enter any unauthorized areas or access confidential information and he or she will not disclose any information to unauthorized third parties, and will take care to guard the security of the information at all times.

XV.

Good Faith: Service Provider agrees to act in good faith in the performance of this Contract.

XVI.

No Assignment: Service Provider may not assign this Contract.

XVII.

County Judge or Presiding Officer Authorized to Sign Contract: The presiding officer of The County's governing body who is authorized to execute this instrument by order duly recorded may execute this Contract on behalf of The County.

WITNESS that this Contract shall be effective as of the date of the last party's execution below.

WILLIAMSON COUNTY:

_____
Authorized Signature

_____
Printed Name

Date: _____ ____, 20____

SERVICE PROVIDER:

Links Communications, Inc.

Tracey J Lomax
Authorized Signature

TRACEY J. LOMAX
Printed Name

Date: July 8, 2021

Exhibit:

Statement of Work, dated June 17, 2021
and incorporated herein as if copied in full

LINKS
COMMUNICATIONS, INC.

40225 Industrial Park Circle, Suite 104
Georgetown, Texas 78626

Phone: 512-930-5580
rlomax@linkscommunications.com

6-17-2021

Williamson county ITS
Inner loop
Georgetown TX

Inner Loop Annex
Georgetown TX.

Install 75 new data outlets with 2 cat6 plenum cables each per plan
Install 5 cat6 plenum cables for Wi-Fi
Install new patch panels in existing rack
Cables will be installed above ceiling and in existing conduits
Label and test cables

Remove old cabling after cutover by Wilco IT

Installed price $19,690.00

LINKS COMMUNICATIONS, INC.

40225 Industrial Park Circle, Suite 104
Georgetown, Texas 78626

Phone: 512-930-5580
rlomax@linkscommunications.com

6-17-2021

Williamson county ITS
Inner loop
Georgetown TX

Inner Loop Annex
Georgetown TX.

Install 75 new data outlets with 2 cat6 plenum cables each per plan
Install 5 cat6 plenum cables for Wi-Fi
Install new patch panels in existing rack
Cables will be installed above ceiling and in existing conduits
Label and test cables

Remove old cabling after cutover by Wilco IT

Installed price $19,690.00

Commissioners Court - Regular Session **19.**

Meeting Date: 07/20/2021

Approving Service Contract 911 Annual Console Cleaning

Submitted For: Joy Simonton **Submitted By:** Andrew Portillo, Purchasing

Department: Purchasing

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on approving a contract between Williamson County and Console Cleaning Specialists, Inc. dba Communication Center Specialists to provide annual cleaning and maintenance of twenty-three (23) 9-1-1 workstation consoles and furniture in the not-to-exceed amount of $8,625.00 to support operations of Williamson County Emergency Communications and authorizing execution of the agreement.

Background

This agreement provides for Communication Center Specialists to conduct annual preventative maintenance services to the 9-1-1 workstation consoles to include detailed cleaning and sanitation. Multiple quotes for this service were obtained. Department point of contact is Michael Moody. Funding source 01.0100.0581.004500.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

contract & quote

Form Review

Inbox	Reviewed By	Date
Purchasing (Originator)	Joy Simonton	07/15/2021 09:53 AM
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:33 AM
Form Started By: Andrew Portillo		Started On: 07/13/2021 10:52 AM
Final Approval Date: 07/15/2021		

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

CONTRACT FOR COMMUNICATIONS CENTER CONSOLE CLEANING AND RELATED SERVICES (Wireless Communications)

Important Notice: County Purchase Orders and Contracts constitute expenditures of public funds, and all vendors are hereby placed on notice that any quotes, invoices or any other forms that seek to unilaterally impose contractual or quasicontractual terms are subject to the extent authorized by Texas law, including but not limited to Tex. Const. art. XI, § 7, the Texas Government Code, the Texas Local Government Code, the Texas Transportation Code, the Texas Health & Safety Code, and Opinions of the Texas Attorney General relevant to local governmental entities.

THIS CONTRACT is made and entered into by and between **Williamson County, Texas (hereinafter "The County")**, a political subdivision of the State of Texas, acting herein by and through its governing body, and **Console Cleaning Specialists, Inc. d/b/a Communication Center Specialists (hereinafter "Service Provider")**, P.O. Box 538, Chehalis, WA 98532 (Ph. 855.227.2329). The County agrees to engage Service Provider as an independent contractor, to assist in providing certain operational services pursuant to the following terms, conditions, and restrictions:

I.

Services: Service Provider shall provide services *as an independent contractor* pursuant to terms and policies of the Williamson County Commissioners Court. Service Provider expressly acknowledges that he, she or it is not an employee of The County. The services include, but are not limited to the following items in order to complete the project:

> **As described in the attached Statement of Work/Quote, dated April 1, 2021, which is designated Exhibit "A" and incorporated herein as if copied in full.**

Should The County choose to add services in addition to those described in Exhibit(s) "A," such additional services shall be described in a separate written amendment to this

Contract wherein the additional services shall be described and the parties shall set forth the amount of compensation to be paid by The County for the additional services. Service Provider shall not begin any additional services and The County shall not be obligated to pay for any additional services unless a written amendment to this Contract has been signed by both parties.

II.

Effective Date and Term: This contract shall be in full force and effect when signed by all parties and shall continue for a reasonable time period for the specific project and shall terminate upon project completion or when terminated pursuant to paragraph X below.

III.

Consideration and Compensation: Service Provider will be compensated based as set forth in Exhibit(s). Any changes must be made by a change order or amendment and approved by the Williamson County Commissioners Court. **The not-to-exceed amount shall be $8,625.00.**

Payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. An invoice shall be deemed overdue the 31st day after the later of (1) the date The County receives the goods under the contract; (2) the date the performance of the service under the contract is completed; or (3) the date the Williamson County Auditor receives an invoice for the goods or services. Interest charges for any overdue payments shall be paid by The County in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of The County's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday.

IV.

Insurance: Service Provider shall provide and maintain, until the services covered in this Contract is completed and accepted by The County, the minimum insurance coverage in the minimum amounts as described below. Coverage shall be written on an occurrence basis by companies authorized and admitted to do business in the State of Texas and rated A- or better by A.M. Best Company or otherwise acceptable to The County and name The County as an additional insured.

Type of Coverage	**Limits of Liability**

a. Worker's Compensation — Statutory

b. Employer's Liability

Bodily Injury by Accident	$500,000 Ea. Accident
Bodily Injury by Disease	$500,000 Ea. Employee
Bodily Injury by Disease	$500,000 Policy Limit

c. Comprehensive general liability including completed operations and contractual liability insurance for bodily injury, death, or property damages in the following amounts:

COVERAGE	PER PERSON	PER OCCURRENCE
Comprehensive General Liability (*including premises, completed operations and contractual*)	$ 500,000	$ 500,000
Aggregate policy limits:		$1,000,000

Service Provider, as an independent contractor, meets the qualifications of an "Independent Contractor" under Texas Worker's Compensation Act, Texas Labor Code, Section 406.141, and must provide its employees, agents and sub-subcontractors worker's compensation coverage. Contactor shall not be entitled to worker's compensation coverage or any other type of insurance coverage held by The County.

Upon execution of this Contract, Service Provider shall provide The County with insurance certificates evidencing compliance with the insurance requirements of this Contract.

V.

Entire Contract & Incorporated Documents: This Contract constitutes the entire Contract between the parties and may not be modified or amended other than by a written instrument executed by both parties. Documents expressly incorporated (as if copied in full) into this Contract include the following:

A. As described in the attached Statement of Work Proposal/Quote, dated April 1, 2021, which is incorporated herein as if copied in full; and

B. Any required insurance certificates evidencing required coverages.

VI.

No Agency Relationship: It is understood and agreed that Service Provider shall not in any sense be considered a partner or joint venturer with The County, nor shall Service Provider hold himself out as an agent or official representative of The County unless expressly authorized to do so by a majority of the Williamson County Commissioners Court. Service Provider shall be considered an independent contractor for the purpose of this Contract and shall in no manner incur any expense or liability on behalf of The County other than what may be expressly allowed under this Contract.

VII.

INDEMNIFICATION - EMPLOYEE PERSONAL INJURY CLAIMS: TO THE FULLEST EXTENT PERMITTED BY LAW, THE SERVICE PROVIDER SHALL INDEMNIFY, DEFEND (WITH COUNSEL OF THE COUNTY'S CHOOSING), AND HOLD HARMLESS THE COUNTY, AND THE COUNTY'S EMPLOYEES, AGENTS, REPRESENTATIVES, PARTNERS, OFFICERS, AND DIRECTORS (COLLECTIVELY, THE "INDEMNITEES") AND SHALL ASSUME ENTIRE RESPONSIBILITY AND LIABILITY (OTHER THAN AS A RESULT OF INDEMNITEES' GROSS NEGLIGENCE) FOR ANY CLAIM OR ACTION BASED ON OR ARISING OUT OF THE PERSONAL INJURY, OR DEATH, OF ANY EMPLOYEE OF THE SERVICE PROVIDER, OR OF ANY SUBCONTRACTOR, OR OF ANY OTHER ENTITY FOR WHOSE ACTS THEY MAY BE LIABLE, WHICH OCCURRED OR WAS ALLEGED TO HAVE OCCURRED ON THE WORK SITE OR IN CONNECTION WITH THE PERFORMANCE OF THE WORK. SERVICE PROVIDER HEREBY INDEMNIFIES THE INDEMNITEES EVEN TO THE EXTENT THAT SUCH PERSONAL INJURY WAS CAUSED OR ALLEGED TO HAVE BEEN CAUSED BY THE SOLE, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE STRICT LIABILITY OF ANY INDEMNIFIED PARTY. THIS INDEMNIFICATION SHALL NOT BE LIMITED TO DAMAGES, COMPENSATION, OR BENEFITS PAYABLE UNDER INSURANCE POLICIES, WORKERS COMPENSATION ACTS, DISABILITY BENEFITS ACTS, OR OTHER EMPLOYEES BENEFIT ACTS.

INDEMNIFICATION - OTHER THAN EMPLOYEE PERSONAL INJURY CLAIMS: TO THE FULLEST EXTENT PERMITTED BY LAW, SERVICE PROVIDER SHALL INDEMNIFY, DEFEND (WITH COUNSEL OF THE COUNTY'S CHOOSING), AND HOLD HARMLESS THE COUNTY, AND THE COUNTY'S EMPLOYEES, AGENTS, REPRESENTATIVES, PARTNERS, OFFICERS, AND DIRECTORS (COLLECTIVELY, THE "INDEMNITEES") FROM AND AGAINST CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING BUT NOT LIMITED TO ATTORNEYS' FEES, ARISING OUT OF OR ALLEGED TO BE RESULTING FROM THE PERFORMANCE OF THIS AGREEMENT OR THE WORK DESCRIBED HEREIN, TO THE EXTENT CAUSED BY THE NEGLIGENCE, ACTS, ERRORS, OR OMISSIONS OF SERVICE PROVIDER OR ITS SUBCONTRACTORS, ANYONE EMPLOYED BY THEM OR ANYONE FOR WHOSE ACTS THEY MAY BE LIABLE, REGARDLESS OF WHETHER OR NOT SUCH CLAIM, DAMAGE, LOSS OR EXPENSE IS CAUSED IN WHOLE OR IN PART BY A PARTY INDEMNIFIED HEREUNDER.

VIII.

No Waiver of Sovereign Immunity or Powers: Nothing in this Contract will be deemed to constitute a waiver of sovereign immunity or powers of The County, the Williamson County Commissioners Court, or the Williamson County Judge.

IX.

Compliance with All Laws: Service Provider agrees and will comply with any and all local, state or federal requirements with respect to the services rendered.

X.

Termination: This Contract may be terminated at any time at the option of either party, without future or prospective liability for performance upon giving thirty (30) days written notice thereof. In the event of termination, The County will only be liable for its pro rata share of services rendered and goods actually received.

XI.

Venue and Applicable Law: Venue of this Contract shall be Williamson County, Texas, and the laws of the State of Texas shall govern all terms and conditions.

XII.

Severability: In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision in this Contract and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

XIII.

Right to Audit: Service Provider agrees that The County or its duly authorized representatives shall, until the expiration of three (3) years after final payment under this Contract, have access to and the right to examine and photocopy any and all books, documents, papers and records of Service Provider which are directly pertinent to the services to be performed under this Contract for the purposes of making audits, examinations, excerpts, and transcriptions. Service Provider agrees that The County shall have access during normal working hours to all necessary Service Provider facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section. The County shall give Service Provider reasonable advance notice of intended audits.

XIV.

Confidentiality: Service Provider expressly agrees that he or she will not use any incidental confidential information that may be obtained while working in a governmental setting for his or her own benefit, and agrees that he or she will not enter any unauthorized areas or access confidential information and he or she will not disclose any information to unauthorized third parties, and will take care to guard the security of the information at all times.

XV.

Good Faith: Service Provider agrees to act in good faith in the performance of this Contract.

XVI.

No Assignment: Service Provider may not assign this Contract.

XVIII.

County Judge or Presiding Officer Authorized to Sign Contract: The presiding officer of The County's governing body who is authorized to execute this instrument by order duly recorded may execute this Contract on behalf of The County.

WITNESS that this Contract shall be effective as of the date of the last party's execution below.

WILLIAMSON COUNTY:	**SERVICE PROVIDER:**
_____	Tara Brown
Authorized Signature	Authorized Signature
_____	Tara Brown
Printed Name	Printed Name
Date: _____ ____, 2021	Date: July 8th, 2021

Exhibit(s)
Statement of Work/Quote, dated April 1, 2021

Console Cleaning Specialists DBA Communication Cen
PO Box 538
Chehalis, WA 98532 US
855.227.2329
sales@commcenterspecialists.com
www.commcenterspecialists.com

ADDRESS
Terry Purvis
Williamson County Emg.
Communications
911 Tracy Chambers Lane
Georgetown, TX 78626

Estimate [redacted]

DATE 04/01/2021

EXPIRATION DATE 04/01/2022

P.O. NUMBER
FY 2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	1002	One intensive preventative maintenance & detailed cleaning performed once a year by trained technicians. Service includes vacuuming, cleaning and/or sanitizing all reachable interior & exterior surfaces. We will inspect, repair (if possible) and calibrate your console furniture as well as report our findings and recommendations. For additional details please see our scope of work. Our team is CJIS Certified and trained to work in an active 9-1-1 environment so there is no need to halt operations. Service pricing does not include pricing for additional parts that may be needed for repair.	23	375.00	8,625.00

If you have any questions please contact us! This quote is good for 1 year past the date.
We look forward to working with you!

TOTAL **$8,625.00**

Accepted By

Accepted Date 01/14/2021

Commissioners Court - Regular Session **20.**

Meeting Date: 07/20/2021

Expo Center Various Improvements (P562) ODR for Angel Gomez

Submitted For: Dale Butler **Submitted By:** Wendy Danzoy, Building Maintenance

Department: Building Maintenance

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on approving the appointment of Williamson County Facilities Project Manager, Angel Gomez, with general authority to approve invoices and change orders for the Williamson County Expo Center Various Improvements (P562) Project for any increase or decrease in cost of $30,000 or less in accordance with Section 262.031 of the Local Government Code; changes in Plans and Specifications; Provided, however, the original contract price may not be increased by more than 25% and the original contract price may not be decreased by 18% or more without the consent of the contractor.

Background

A request is being made for this authority due to the nature of performing contract work with the Expo Center and the necessity to progress work for upcoming scheduled events. Section 262.031 of the Local Government code allows for the grant of such authority up to $50,000. Angel Gomez will be serving as the Project Manager on the Project. Any change orders that are approved by Mr. Gomez will be placed on the Commissioners Court's agenda the following week.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 08:58 PM
Form Started By: Wendy Danzoy		Started On: 07/12/2021 10:32 AM
Final Approval Date: 07/13/2021		

Commissioners Court - Regular Session **21.**

Meeting Date: 07/20/2021

Taylor Expo Center Water Line Repairs

Submitted For: Joy Simonton **Submitted By:** Andrew Portillo, Purchasing

Department: Purchasing

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on approving a water line repair services contract between Williamson County and Amstar, Inc. for the Williamson County Expo Center in the not-to-exceed amount of $3,750.59 per the terms of the Sourcewell Co-op Contract EZIQC # TX-CT-GC-121819-AMS and authorizing the execution of this agreement.

Background

This agreement will include water line repairs and valve installation at the Williamson County Expo Center located at 5350 Bill Pickett Trail, Taylor, TX 76574. Funding source is 01.0100.1047.004510. Point of contact is Angel Gomez.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

contract & quote

Form Review

Inbox	Reviewed By	Date
Purchasing (Originator)	Joy Simonton	07/15/2021 11:52 AM
County Judge Exec Asst.	Andrea Schiele	07/15/2021 11:59 AM
Form Started By: Andrew Portillo		Started On: 07/13/2021 03:59 PM
Final Approval Date: 07/15/2021		

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

SERVICES CONTRACT
FOR
(Expo Center Water Line Repairs
& Related Services)
(Amstar, Inc. via Sourcewell EZIQC Contract No. TX-CT-GC-121819-AMS)

Important Notice: County Purchase Orders and Contracts constitute expenditures of public funds, and all vendors are hereby placed on notice that any quotes, invoices or any other forms that seek to unilaterally impose contractual or quasicontractual terms are subject to the extent authorized by Texas law, including but not limited to Tex. Const. art. XI, § 7, the Texas Government Code, the Texas Local Government Code, the Texas Transportation Code, the Texas Health & Safety Code, and Opinions of the Texas Attorney General relevant to local governmental entities.

THIS CONTRACT is made and entered into by and between **Williamson County, Texas** (hereinafter "The County"), a political subdivision of the State of Texas, acting herein by and through its governing body, and **Amstar, Inc.** (hereinafter "Service Provider"), with mailing address at 1211 Pleasanton Rd., San Antonio, TX 78214. The County agrees to engage Service Provider as an independent contractor, to assist in providing certain operational services pursuant to the following terms, conditions, and restrictions:

I.

No Agency Relationship: It is understood and agreed that Service Provider shall not in any sense be considered a partner or joint venturer with The County, nor shall Service Provider hold himself out as an agent or official representative of The County unless expressly authorized to do so by a majority of the Williamson County Commissioners Court. Service Provider shall be considered an independent contractor for the purpose of this agreement and shall in no manner incur any expense or liability on behalf of The County other than what may be expressly allowed under this agreement. The County will not be liable for any loss, cost, expense or damage, whether indirect, incidental, punitive, exemplary, consequential of any kind whatsoever for any acts by Service Provider or failure to act relating to the services being provided.

II.

Entire Contract & Incorporated Documents: This Contract constitutes the entire Contract between the parties and may not be modified or amended other than by a written instrument executed by both parties. Documents expressly incorporated (as if copied in full) into this Contract include the following:

A. As described in the attached Work Order and Statement of Work/Proposal, each dated June 23, 2021 which is incorporated herein as if copied in full;

B. Sourcewell EZIQC Contract No. TX-CT-GC-121819-AMS; and

C. Any required insurance certificates evidencing required coverages.

III.

No Assignment: Service Provider may not assign this contract.

IV.

Compliance with All Laws: Service Provider agrees and will comply with any and all local, state or federal requirements with respect to the services rendered.

V.

Consideration and Compensation: Service Provider will be compensated based on the attached Work Order and Statement of Work/Proposal each dated August 10, 2020 which are incorporated herein as if copied in full. **The not-to-exceed amount under this agreement is $3,750.59, unless amended by a change order and approved by the Williamson County Commissioners Court.** Payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. An invoice shall be deemed overdue the 31st day after the later of (1) the date The County receives the goods under the contract; (2) the date the performance of the service under the contract is completed; or (3) the date the Williamson County Auditor receives an invoice for the goods or services. Interest charges for any overdue payments shall be paid by The County in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of The County's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday.

VI.

Insurance: Service Provider shall provide and maintain, until the services covered in this Contract is completed and accepted by The County, the minimum insurance coverage in the minimum amounts as described below. Coverage shall be written on an occurrence basis by companies authorized and admitted to do business in the State of Texas and rated A- or better by A.M. Best Company or otherwise acceptable to The County and name The County as an additional insured.

	Type of Coverage	**Limits of Liability**
a.	Worker's Compensation	Statutory
b.	Employer's Liability	
	Bodily Injury by Accident	$500,000 Ea. Accident
	Bodily Injury by Disease	$500,000 Ea. Employee
	Bodily Injury by Disease	$500,000 Policy Limit

c. Comprehensive general liability including completed operations and contractual liability insurance for bodily injury, death, or property damages in the following amounts:

COVERAGE	PER PERSON	PER OCCURRENCE
Comprehensive General Liability (*including premises, completed operations and contractual*)	$1,000,000	$1,000,000
Aggregate policy limits:		$2,000,000

d. Comprehensive automobile and auto liability insurance (covering owned, hired, leased and non-owned vehicles):

COVERAGE	PER PERSON	PER OCCURRENCE
Bodily injury (including death)	$1,000,000	$1,000,000
Property damage	$1,000,000	$1,000,000

Aggregate policy limits No aggregate limit

Service Provider, as an independent contractor, meets the qualifications of an "Independent Contractor" under Texas Worker's Compensation Act, Texas Labor Code, Section 406.141, and must provide its employees, agents and sub-subcontractors worker's compensation coverage. Contactor shall not be entitled to worker's compensation coverage or any other type of insurance coverage held by The County.

Upon execution of this Contract, Service Provider shall provide The County with insurance certificates evidencing compliance with the insurance requirements of this Contract.

VII.

INDEMNIFICATION - EMPLOYEE PERSONAL INJURY CLAIMS: TO THE FULLEST EXTENT PERMITTED BY LAW, THE SERVICE PROVIDER SHALL INDEMNIFY, DEFEND (WITH COUNSEL OF THE COUNTY'S CHOOSING), AND HOLD HARMLESS THE COUNTY, AND THE COUNTY'S EMPLOYEES, AGENTS, REPRESENTATIVES, PARTNERS, OFFICERS, AND DIRECTORS (COLLECTIVELY, THE "INDEMNITEES") AND SHALL ASSUME ENTIRE RESPONSIBILITY AND LIABILITY (OTHER THAN AS A RESULT OF INDEMNITEES' GROSS NEGLIGENCE) FOR ANY CLAIM OR ACTION BASED ON OR ARISING OUT OF THE PERSONAL INJURY, OR DEATH, OF ANY EMPLOYEE OF THE SERVICE PROVIDER, OR OF ANY SUBCONTRACTOR, OR OF ANY OTHER ENTITY FOR WHOSE ACTS THEY MAY BE LIABLE, WHICH OCCURRED OR WAS ALLEGED TO HAVE OCCURRED ON THE WORK SITE OR IN CONNECTION WITH THE PERFORMANCE OF THE WORK. SERVICE PROVIDER HEREBY INDEMNIFIES THE INDEMNITEES EVEN TO THE EXTENT THAT SUCH PERSONAL INJURY WAS CAUSED OR ALLEGED TO HAVE BEEN CAUSED BY THE SOLE, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE STRICT LIABILITY OF ANY INDEMNIFIED PARTY. THIS INDEMNIFICATION SHALL NOT BE LIMITED TO DAMAGES, COMPENSATION, OR BENEFITS PAYABLE UNDER INSURANCE POLICIES, WORKERS COMPENSATION ACTS, DISABILITY BENEFITS ACTS, OR OTHER EMPLOYEES BENEFIT ACTS.

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VIII.

Services: Service Provider shall provide services *as an independent contractor* pursuant to terms and policies of the Williamson County Commissioners Court. Service Provider expressly acknowledges that he or she is not an employee of The County. The services include, but are not limited to the following items in order to complete the project:

As described in the Work Order and Statement of Work/Proposal, each dated June 23, 2021 which is incorporated herein as if copied in full.

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Good Faith: Service Provider agrees to act in good faith in the performance of this agreement.

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Confidentiality: Service Provider expressly agrees that he or she will not use any incidental confidential information that may be obtained while working in a governmental setting for his or her own benefit, and agrees that he or she will not enter any unauthorized areas or access confidential information and he or she will not disclose any information to unauthorized third parties, and will take care to guard the security of the information at all times.

XI.

Termination: This agreement may be terminated at any time at the option of either party, without *future or prospective* liability for performance upon giving thirty (30) days written notice thereof. **In the event of termination, The County will only be liable for its pro rata share of services rendered and goods actually received.**

XII.

Venue and Applicable Law: Venue of this contract shall be Williamson County, Texas, and the laws of the State of Texas shall govern all terms and conditions.

XIII.

Effective Date and Term: This contract shall be in full force and effect when signed by all parties and shall continue for a reasonable time period for the specific project and shall terminate upon project completion or when terminated pursuant to paragraph XI above.

XIV.

Severability: In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision in this agreement and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

XV.

Right to Audit: Service Provider agrees that The County or its duly authorized representatives shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine and photocopy any and all books, documents, papers and records of Service Provider which are directly pertinent to the services to be performed under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. Service Provider agrees that The County shall have access during normal working hours to all necessary Service Provider facilities and shall be provided adequate and appropriate workspace in order to conduct audits in compliance with the provisions of this section. The County shall give Service Provider reasonable advance notice of intended audits.

XVI.

No Waiver of Sovereign Immunity or Powers: Nothing in this agreement will be deemed to constitute a waiver of sovereign immunity or powers of The County, the Williamson County Commissioners Court, or the Williamson County Judge.

XVII.

County Judge or Presiding Officer Authorized to Sign Contract: The presiding officer of The County's governing body who is authorized to execute this instrument by order duly recorded may execute this contract on behalf of The County.

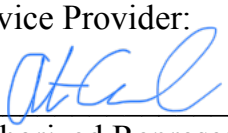
Executed this ____ day of _____, 2021 to be effective as of the date of the last party's execution below.

County:

_____
Hon. Bill Gravell
Williamson County Judge

Date: _____ ___, 20____

Service Provider:



_____
Authorized Representative

Date: _____ ___, 20____

Exhibit(s)
Work Order and Statement of Work/Proposal, dated June 23, 2021; and
Sourcewell EZIQC Contract No. TX-CT-GC-121819-AMS
(Incorporated herein as if copied in full)

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Work Order Signature Document

Sourcewell EZIQC Contract No.: TX-CT-GC-121819-AMS

[X] **New Work Order** [ ] **Modify an Existing Work Order**

Work Order Number.: [redacted] Work Order Date: 07/15/2021

Work Order Title: Williamson County - Taylor Expo Center Water Line Valve Installation

Owner Name:	Williamson County	Contractor Name:	Amstar, Inc.
Contact:	Angel Gomez	Contact:	Atanacio Carrisal
Phone:	512-943-1625	Phone:	

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No TX-CT-GC-121819-AMS.

Brief Work Order Description:

Taylor Expo Center Water Line Valve Installation.

Time of Performance Estimated Start Date:
Estimated Completion Date:

Liquidated Damages Will apply: [ ] Will not apply: [X]

Work Order Firm Fixed Price: $3,750.59

Owner Purchase Order Number:

Approvals

Owner Date

Contractor Date

Detailed Scope of Work

To: Atanacio Carrisal
Amstar, Inc.
1211 Pleasanton Road
San Antonio, TX 78214
No Data Input

From: Angel Gomez
Williamson County
3101 SE Inner Loop
Georgetown, TX 78626
512-943-1625

Date Printed: July 15, 2021

Work Order Number: [redacted]

Work Order Title: Williamson County - Taylor Expo Center Water Line Valve Installation

Brief Scope: Taylor Expo Center Water Line Valve Installation.

☐ **Preliminary** ☐ **Revised** ☒ **Final**

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Install air release valve on 2" water line.

1. Pipe is located in the rafters about 25 ft up in air.
2. Need confirm if copper or DI
3. Provide a release valve
4. Lift will be provided by Williamson County. (Add $1,950.00 if Amstar to provide lift)

Note: Price assumes that a cut off valve is nearby to install air release valve without draining entire system.

Subject to the terms and conditions of JOC Contract **TX-CT-GC-121819-AMS**.

Contractor _____ Date _____

Owner _____ Date _____

Contractor's Price Proposal - Summary

Date: July 15, 2021

Re:

IQC Master Contract #:	TX-CT-GC-121819-AMS
Work Order #:	[redacted]
Owner PO #:	
Title:	Williamson County - Taylor Expo Center Water Line Valve Installation
Contractor:	Amstar, Inc.
Proposal Value:	$3,750.59

Section - 01	**$1,122.99**
Section - 22	**$2,627.60**
Proposal Total	**$3,750.59**

Thisl total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

Contractor's Price Proposal - Detail

Date: July 15, 2021

Re:
IQC Master Contract #: TX-CT-GC-121819-AMS
Work Order #: [redacted]
Owner PO #:
Title: Williamson County - Taylor Expo Center Water Line Valve Installation
Contractor: Amstar, Inc.
Proposal Value: $3,750.59

	Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)			
Section - 01						
1	01 52 19	00 0002		WK	Portable Chemical Toilet	$66.29
				Installation	Quantity 2.00 x Unit Price 26.66 x Factor 1.2432 = Total 66.29	
2	01 74 19	00 0012		EA	10 CY Dumpster (1.5 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.	$534.56
				Installation	Quantity 1.00 x Unit Price 429.99 x Factor 1.2432 = Total 534.56	
3	01 74 19	00 0012	0003	MOD	For Each Ton Over Indicated Amount, Add	$522.14
				Installation	Quantity 6.00 x Unit Price 70.00 x Factor 1.2432 = Total 522.14	
Subtotal for Section - 01						**$1,122.99**
Section - 22						
4	22 11 16	00 0044		EA	1-1/2", 150 LB, Galvanized Malleable Iron 90 Degree Elbow	$410.26
				Installation	Quantity 8.00 x Unit Price 41.25 x Factor 1.2432 = Total 410.26	
5	22 11 16	00 0044	0133	MOD	For Work In Restricted Working Space, Add	$59.97
				Installation	Quantity 8.00 x Unit Price 6.03 x Factor 1.2432 = Total 59.97	
6	22 11 16	00 0115		EA	1-1/2", 150 LB, Galvanized Malleable Iron Coupling	$325.22
				Installation	Quantity 8.00 x Unit Price 32.70 x Factor 1.2432 = Total 325.22	
7	22 11 16	00 0115	0133	MOD	For Work In Restricted Working Space, Add	$59.97
				Installation	Quantity 8.00 x Unit Price 6.03 x Factor 1.2432 = Total 59.97	
8	22 11 16	00 0873		LF	2" Schedule 80 Chlorinated Polyvinyl Chloride (CPVC) Pressure Pipe	$259.74
				Installation	Quantity 18.00 x Unit Price 11.00 x Factor 1.2432 = Total 246.15	
				Demolition	9.50 x 1.15 x 1.2432 = 13.58	
9	22 11 16	00 0873	0242	MOD	For Work In Restricted Working Space, Add	$19.24
				Installation	Quantity 18.00 x Unit Price 0.86 x Factor 1.2432 = Total 19.24	
10	22 11 19	00 0058		EA	2" x 2" NPT, Cast Iron, Sewage Air Vacuum Valve (Apco 402)	$1,493.20
				Installation	Quantity 1.00 x Unit Price 1,201.09 x Factor 1.2432 = Total 1,493.20	
Subtotal for Section - 22						**$2,627.60**

Contractor's Price Proposal - Detail Continues..

Work Order Number: [redacted]
Work Order Title: Williamson County - Taylor Expo Center Water Line Valve Installation

Proposal Total

$3,750.59

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

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Subcontractor Listing

Date: July 15, 2021

Re:
IQC Master Contract #: TX-CT-GC-121819-AMS
Work Order #: [redacted]
Owner PO #:
Title: Williamson County - Taylor Expo Center Water Line Valve Installation
Contractor: Amstar, Inc.
Proposal Value: $3,750.59

Name of Contractor	Duties	Amount	%
No Subcontractors have been selected for this Work Order		$0.00	0.00

Commissioners Court - Regular Session **22.**

Meeting Date: 07/20/2021

Juvenile Justice Center Shower Remodel and Improvements

Submitted For: Joy Simonton **Submitted By:** Andrew Portillo, Purchasing

Department: Purchasing

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on approving the shower remodeling services between Williamson County and Amstar, Inc. for the Juvenile Service Center in the not-to-exceed amount of $72,044.67 per the terms of the Sourcewell Co-op Contract EZIQC # TX-CT-GC-121819-AMS and authorizing the execution of this agreement.

Background

This agreement is for the installation of glass shower door and frame and the cleaning, repair and re-caulk of existing marble at job location at the Williamson County Juvenile Service Center located at 200 Wilco Way, Georgetown, TX 78626. Funding source is 01.0100.1045.004510. Point of contact is Angel Gomez.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

contract & quote

Form Review

Inbox	Reviewed By	Date
Purchasing (Originator)	Joy Simonton	07/15/2021 11:56 AM
County Judge Exec Asst.	Andrea Schiele	07/15/2021 12:00 PM
Form Started By: Andrew Portillo		Started On: 07/13/2021 04:00 PM
Final Approval Date: 07/15/2021		

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

SERVICES CONTRACT
FOR
(Juvenile Service Center - Shower Remodels
& Related Services)
(Amstar, Inc. via Sourcewell EZIQC Contract No. TX-CT-GC-121819-AMS)

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C. Any required insurance certificates evidencing required coverages.

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Aggregate policy limits:		$2,000,000

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Executed this ____ day of _____, 2021 to be effective as of the date of the last party's execution below.

County:

_____
Hon. Bill Gravell
Williamson County Judge

Date: _____ ___, 20____

Service Provider:

_____
Authorized Representative

Date: _____ ___, 20____

Exhibit(s)
Work Order and Statement of Work/Proposal, dated May 3, 2021; and
Sourcewell EZIQC Contract No. TX-CT-GC-121819-AMS
(Incorporated herein as if copied in full)

GORDIAN®

Work Order Signature Document

Sourcewell EZIQC Contract No.: TX-CT-GC-121819-AMS

[X] **New Work Order** [ ] **Modify an Existing Work Order**

Work Order Number.: [redacted] Work Order Date: 07/15/2021

Work Order Title: Williamson County - Juvenile Service Center - Shower Remodels (C & D)

Owner Name:	Williamson County	Contractor Name:	Amstar, Inc.
Contact:	Angel Gomez	Contact:	Atanacio Carrisal
Phone:	512-943-1625	Phone:	

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No TX-CT-GC-121819-AMS.

Brief Work Order Description:

Juvenile Service Center - Shower Remodels (Charlie & Delta) Areas.

Time of Performance Estimated Start Date:
Estimated Completion Date:

Liquidated Damages Will apply: [ ] Will not apply: [X]

Work Order Firm Fixed Price: $72,044.67

Owner Purchase Order Number:

Approvals

Owner Date

Contractor Date

Detailed Scope of Work

To: Atanacio Carrisal
Amstar, Inc.
1211 Pleasanton Road
San Antonio, TX 78214
No Data Input

From: Angel Gomez
Williamson County
3101 SE Inner Loop
Georgetown, TX 78626
512-943-1625

Date Printed: July 15, 2021

Work Order Number: [redacted]

Work Order Title: Williamson County - Juvenile Service Center - Shower Remodels (C & D)

Brief Scope: Juvenile Service Center - Shower Remodels (Charlie & Delta) Areas.

☐ **Preliminary**	☐ **Revised**	☒ **Final**

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Charlie & Delta Shower Remodels:

1. Install new tempered glass shower door with aluminum frame; and comply Title 16 CFR § 1201.
2. Clean, repair and recalk, existing cultured marble (cast polymer).
3. Remove, prep backwall and reinstall existing cultured marble.
4. Replace missing pieces of cultured marble.
5. Install new I-Con FXR-S-5010 Series shower panel
6. Install new I-Con FXR-S-5910 Series ADA shower panel
7. Install new I-Con Dual Temperature Manifold Shower Valves for 2 showers each
8. Remove existing ceramic tile, replace with new cultured marble walls.
9. Install solid plastic wall partitions with doors. Plastic doors should match existing in height and color.

Subject to the terms and conditions of JOC Contract **TX-CT-GC-121819-AMS**.

Contractor _____ Date _____

Owner _____ Date _____

Contractor's Price Proposal - Summary

Date: July 15, 2021

Re:

IQC Master Contract #:	TX-CT-GC-121819-AMS
Work Order #:	[redacted]
Owner PO #:	
Title:	Williamson County - Juvenile Service Center - Shower Remodels (C & D)
Contractor:	Amstar, Inc.
Proposal Value:	$72,044.67

Charlie Unit	**$39,680.39**
Delta Unit	**$32,364.28**
Proposal Total	**$72,044.67**

Thisl total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: **72.64%**

Contractor's Price Proposal - Detail

Date: July 15, 2021

Re:
IQC Master Contract #: TX-CT-GC-121819-AMS
Work Order #: [redacted]
Owner PO #:
Title: Williamson County - Juvenile Service Center - Shower Remodels (C & D)
Contractor: Amstar, Inc.
Proposal Value: $72,044.67

	Sect.	Item	Mod.	UOM	Description	Line Total
Labor	**Equip.**	**Material**	**(Excludes)**			
Charlie Unit						
1	01 22 20	00 0015		HR	LaborerFor tasks not included in the Construction Task Catalog® and as directed by owner only.	$2,182.46
				Installation	Quantity 64.00 x Unit Price 27.43 x Factor 1.2432 = Total 2,182.46	
					2 labor per shower. Estimated duration is 2 days per shower.	
2	01 56 16	00 0078		SF	Masonite For Temporary Floor Protection	$907.54
				Installation	Quantity 1,000.00 x Unit Price 0.73 x Factor 1.2432 = Total 907.54	
3	01 74 19	00 0015		EA	30 CY Dumpster (4 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.	$176.84
				Installation	Quantity 0.25 x Unit Price 568.98 x Factor 1.2432 = Total 176.84	
4	02 65 00	00 0082		LF	Up To 4", Removal And Disposal Of Piping	$190.71
				Installation	Quantity 20.00 x Unit Price 7.67 x Factor 1.2432 = Total 190.71	
5	02 90 50	00 0259		MO	Vacuum - HEPA Technical For Emergency Clean-up	$516.97
				Installation	Quantity 0.50 x Unit Price 831.68 x Factor 1.2432 = Total 516.97	
6	05 05 19	00 0204		EA	1/4" x 2-1/4" Tapcon Masonry Screw	$130.85
				Installation	Quantity 25.00 x Unit Price 4.21 x Factor 1.2432 = Total 130.85	
7	07 92 13	00 0015		CLF	3/4" x 1" Joint, Silicone Sealant And Caulking	$805.46
				Installation	Quantity 1.00 x Unit Price 602.55 x Factor 1.2432 = Total 749.09	
				Demolition	1.00 x 45.34 x 1.2432 = 56.37	
8	09 29 10	00 0036		SF	5/8" Fire Rated, Mesh Reinforced, Moisture And Mold Resistant Gypsum Board	$308.31
				Installation	Quantity 200.00 x Unit Price 1.24 x Factor 1.2432 = Total 308.31	
9	09 29 10	00 0052		SF	Up To 10' High, Ceilings, Tape, Spackle And Finish Gypsum Board	$72.11
				Installation	Quantity 200.00 x Unit Price 0.29 x Factor 1.2432 = Total 72.11	
10	10 28 19	16 0005		EA	29-5/8" To 31-3/8" Opening, Silver Finish Frame, Tempered Safety Glass, Swinging Shower Door (American Standard AM00803)	$1,093.79
				Installation	Quantity 2.00 x Unit Price 427.09 x Factor 1.2432 = Total 1,061.92	
				Demolition	2.00 x 12.82 x 1.2432 = 31.88	
11	22 00 00	00 0001			Plumbing, Install I-CON System	$23,620.80
			NPP	Installation	Quantity 0.25 x Unit Price 76,000.00 x Factor 1.2432 = Total 23,620.80	

Contractor's Price Proposal - Detail Continues..

Work Order Number: [redacted]
Work Order Title: Williamson County - Juvenile Service Center - Shower Remodels (C & D)

Charlie Unit

12	22 00 00 00 0050			I-CON System								$2,544.71
		NPP	Installation	Quantity 1.00	x	Unit Price 2,046.90	x	Factor 1.2432	=	Total 2,544.71		
				I-Con system includes the following items: shower panels, dual temperature control manifolds, and electrical and plumbing accessories to complete the system.								
13	22 42 19 00 0027		EA	3 Piece Tub/Shower Surrounds, 32" x 72" Side Walls, 48" x 72" Back, (Swanstone SK-324872)								$7,129.84
			Installation	Quantity 3.00	x	Unit Price 1,911.69	x	Factor 1.2432	=	Total 7,129.84		
				Due to high requirements, it will require 1.5 shower surrounds per shower.								

Subtotal for Charlie Unit **$39,680.39**

Delta Unit

14	01 56 16 00 0078		SF	Masonite For Temporary Floor Protection								$907.54
			Installation	Quantity 1,000.00	x	Unit Price 0.73	x	Factor 1.2432	=	Total 907.54		
15	01 74 19 00 0015		EA	30 CY Dumpster (4 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.								$176.84
			Installation	Quantity 0.25	x	Unit Price 568.98	x	Factor 1.2432	=	Total 176.84		
16	02 65 00 00 0082		LF	Up To 4", Removal And Disposal Of Piping								$190.71
			Installation	Quantity 20.00	x	Unit Price 7.67	x	Factor 1.2432	=	Total 190.71		
17	02 90 50 00 0259		MO	Vacuum - HEPA Technical For Emergency Clean-up								$516.97
			Installation	Quantity 0.50	x	Unit Price 831.68	x	Factor 1.2432	=	Total 516.97		
18	05 05 19 00 0204		EA	1/4" x 2-1/4" Tapcon Masonry Screw								$130.85
			Installation	Quantity 25.00	x	Unit Price 4.21	x	Factor 1.2432	=	Total 130.85		
19	07 92 13 00 0015		CLF	3/4" x 1" Joint, Silicone Sealant And Caulking								$805.46
			Installation	Quantity 1.00	x	Unit Price 602.55	x	Factor 1.2432	=	Total 749.09		
			Demolition	1.00	x	45.34	x	1.2432	=	56.37		
20	10 28 19 16 0005		EA	29-5/8" To 31-3/8" Opening, Silver Finish Frame, Tempered Safety Glass, Swinging Shower Door (American Standard AM00803)								$1,093.79
			Installation	Quantity 2.00	x	Unit Price 427.09	x	Factor 1.2432	=	Total 1,061.92		
			Demolition	2.00	x	12.82	x	1.2432	=	31.88		
21	22 00 00 00 0001			Plumbing, Install I-CON System								$23,620.80
		NPP	Installation	Quantity 0.25	x	Unit Price 76,000.00	x	Factor 1.2432	=	Total 23,620.80		
22	22 00 00 00 0050			I-CON System								$2,544.71
		NPP	Installation	Quantity 1.00	x	Unit Price 2,046.90	x	Factor 1.2432	=	Total 2,544.71		
				I-Con system includes the following items: shower panels, dual temperature control manifolds, and electrical and plumbing accessories to complete the system.								

Contractor's Price Proposal - Detail Continues..

Work Order Number: [redacted]
Work Order Title: Williamson County - Juvenile Service Center - Shower Remodels (C & D)

Delta Unit

23	22 42 19 00 0027	EA	3 Piece Tub/Shower Surrounds, 32" x 72" Side Walls, 48" x 72" Back, (Swanstone SK-324872)	$2,376.61

	Quantity		Unit Price		Factor	=	Total
Installation	1.00	x	1,911.69	x	1.2432	=	2,376.61

Due to high requirements, it will require 1.5 shower surrounds per shower.

Subtotal for Delta Unit **$32,364.28**

Proposal Total **$72,044.67**

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: **72.64%**

GORDIAN®

Subcontractor Listing

Date: July 15, 2021

Re:
IQC Master Contract #: TX-CT-GC-121819-AMS
Work Order #: [redacted]
Owner PO #:
Title: Williamson County - Juvenile Service Center - Shower Remodels (C & D)
Contractor: Amstar, Inc.
Proposal Value: $72,044.67

Name of Contractor	Duties	Amount	%
No Subcontractors have been selected for this Work Order		$0.00	0.00

Commissioners Court - Regular Session **23.**

Meeting Date: 07/20/2021

Change Order No 1 to contract number T4461 for McNeil Road Milling and Overlay

Submitted For: Terron Evertson **Submitted By:** Kelly Murphy, Infrastructure

Department: Infrastructure

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on Change Order No. 1, to contract number T4461, in the amount of $84,732.16 for the McNeil Rd Milling and Overlay project.

Background

Original contract amount was $1,123,782.03. With the addition of this change order, of $84,732.16, new contract amount will be $1,208,514.19. This Change Order is to extend the limits of milling and overlay to coordinate with Capital Metro railroad crossing repairs.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Change Order No. 1- McNeil Road

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 11:59 AM
Form Started By: Kelly Murphy		Started On: 07/15/2021 11:15 AM
Final Approval Date: 07/15/2021		

WILLIAMSON COUNTY, TEXAS
CHANGE ORDER NUMBER: 1

1. CONTRACTOR: Texas Materials Group, Inc.

2. Change Order Work Limits: Sta. 101+20 to Sta. 108+00

3. Type of Change(on federal-aid non-exempt projects): N/A (Major/Minor)

4. Reasons: 3B, 3F, 3D (3 Max. - In order of importance - Primary first)

Project:	*McNeil Rd Milling and Overlay*
Roadway:	*McNeil Road*
Purchase Order Number:	

5. Describe the work being revised:

Extend 680 feet to Travis County line.

6. Work to be performed in accordance with Items: All
7. New or revised plan sheet(s) are attached and numbered: CO 1A, CO 1B
8. New general notes to the contract are attached: ☐ Yes ☑ No

9. New Special Provisions to Item N/A No. N/A, Special Specification Item N/A are attached.

Each signatory hereby warrants that each has the authority to execute this Change Order (CO).

The contractor must sign the Change Order and, by doing so, agrees to waive any and all claims for additional compensation due to any and all other expenses; additional changes for time, overhead and profit; or loss of compensation as a result of this change.

THE CONTRACTOR Date 7/15/2021

By

Typed/Printed Name DAVID REESE

Typed/Printed Title AUTHORIZED EMPLOYEE

The following information must be provided

Time Ext. #: 0 Days added on this CO: 0

Amount added by this change order: $84,732.16

RECOMMENDED FOR EXECUTION:

Project Manager / Construction Observer — Date 7/15/21

Design Engineer — Date 7/15/21

Program Manager — Date 7/15/21

Design Engineer's Seal:

STATE OF TEXAS
KON Q. KWAN
90584
LICENSED PROFESSIONAL ENGINEER

County Commissioner Precinct 1 — Date
☐ APPROVED ☐ REQUEST APPROVAL

County Commissioner Precinct 2 — Date
☐ APPROVED ☐ REQUEST APPROVAL

County Commissioner Precinct 3 — Date
☐ APPROVED ☐ REQUEST APPROVAL

County Commissioner Precinct 4 — Date
☐ APPROVED ☐ REQUEST APPROVAL

☐ APPROVED County Judge — Date

WILLIAMSON COUNTY, TEXAS

CHANGE ORDER NUMBER: *1*

TABLE A: Force Account Work and Materials Placed into Stock Estimated Cost: _____

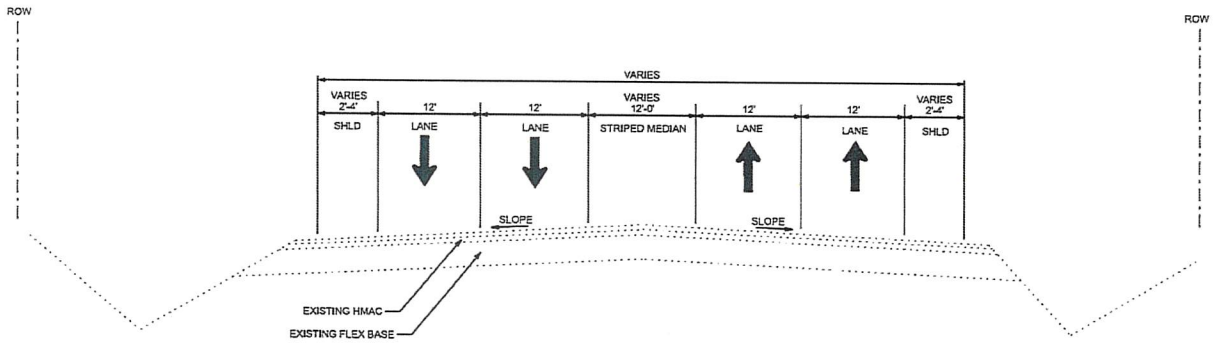
	LABOR	HOURLY RATE	EQUIPMENT		HOURLY RATE

TABLE B: Contract Items

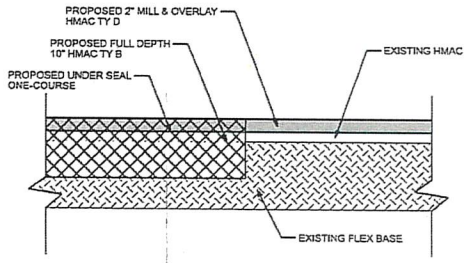
				ORIGINAL + PREVIOUSLY REVISED		ADD or (DEDUCT)	NEW		
ITEM	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ITEM COST	QUANTITY	QUANTITY	ITEM COST	OVERRUN/ UNDERRUN
316 6175	AGGR (TY-B GR-4 SAC-B)	CY	$100.00	624.00	$ 62,400.00	39.00	663.00	$66,300.00	$3,900.00
316 6466	ASPH (CHFRS-2P OR CRS-2P)	GAL	$3.75	25,115.00	$ 94,181.25	1,566.00	26,681.00	$100,053.75	$5,872.50
340 6011	D - GR HMA (SQ) TY - B PG64 - 22	TON	$95.00	660.00	$ 62,700.00	55.00	715.00	$67,925.00	$5,225.00
341 6043	D - GR HMA TY - D PG70 - 22	TON	$99.00	7,893.00	$ 781,407.00	493.00	8,386.00	$830,214.00	$48,807.00
354 6021	PLANE ASPH CONC PAV (0" TO 2")	SY	$3.00	7,668.00	$ 23,004.00	4,473.00	12,141.00	$36,423.00	$13,419.00
354 6082	PLANE ASPH CONC PAV (10")	SY	$13.00	1,200.00	$ 15,600.00	100.00	1,300.00	$16,900.00	$1,300.00
500 6001	MOBILIZATION	LS	$17,000.00	1.00	$ 17,000.00		1.00	$17,000.00	$0.00
502 6001	BARRICADES, SIGNS AND TRAFFIC HANDLING	MO	$15,000.00	1.50	$ 22,500.00		1.50	$22,500.00	$0.00
662 6109	WK ZN PAV MRK SHT TERM (TAB) TY W	EA	$1.25	2,079.00	$ 2,598.75	127.00	2,206.00	$2,757.50	$158.75
662 6111	WK ZN PAV MRK SHT TERM (TAB) TY Y - 2	EA	$1.25	2,615.00	$ 3,268.75	228.00	2,843.00	$3,553.75	$285.00
666 6035	REFL PAV MRK TY I (W) 8" (SLD) (090MIL)	LF	$0.75	1,228.00	$ 921.00	490.00	1,718.00	$1,288.50	$367.50
666 6047	REFL PAV MRK TY I (W) 24" (SLD) (090MIL)	LF	$5.75	250.00	$ 1,437.50	46.00	296.00	$1,702.00	$264.50
666 6053	REFL PAV MRK TY I (W) (ARROW) (090MIL)	EA	$115.00	13.00	$ 1,495.00	1.00	14.00	$1,610.00	$115.00
666 6077	REFL PAV MRK TY I (W) (WORD) (090MIL)	EA	$135.00	16.00	$ 2,160.00		16.00	$2,160.00	$0.00
666 6146	REFL PAV MRK TY I (Y) 24" (SLD) (090MIL)	LF	$5.15	1,300.00	$ 6,695.00	450.00	1,750.00	$9,012.50	$2,317.50
666 6167	REFL PAV MRK TY II (W) 4" (BRK)	LF	$0.11	4,892.00	$ 538.12	196.00	5,088.00	$559.68	$21.56
666 6170	REFL PAV MRK TY II (W) 4" (SLD)	LF	$0.10	16,956.00	$ 1,695.60	1,183.00	18,139.00	$1,813.90	$118.30
666 6178	REFL PAV MRK TY II (W) 8" (SLD)	LF	$0.32	1,228.00	$ 392.96	490.00	1,718.00	$549.76	$156.80
666 6182	REFL PAV MRK TY II (W) 24" (SLD)	LF	$1.40	250.00	$ 350.00	46.00	296.00	$414.40	$64.40
666 6184	REFL PAV MRK TY II (W) (ARROW)	EA	$48.00	13.00	$ 624.00	1.00	14.00	$672.00	$48.00
666 6192	REFL PAV MRK TY II (W) (WORD)	EA	$54.00	16.00	$ 864.00		16.00	$864.00	$0.00
666 6207	REFL PAV MRK TY II (Y) 4" (SLD)	LF	$0.10	26,154.00	$ 2,615.40	2,284.00	28,438.00	$2,843.80	$228.40
666 6214	REFL PAV MRK TY II (Y) 24" (SLD)	LF	$1.15	1,300.00	$ 1,495.00	450.00	1,750.00	$2,012.50	$517.50
666 6299	RE PM W / RET REQ TY I (W) 4" (BRK) (090MIL)	LF	$0.30	4,892.00	$ 1,467.60	195.50	5,087.50	$1,526.25	$58.65
666 6302	RE PM W / RET REQ TY I (W) 4" (SLD) (090MIL)	LF	$0.30	16,956.00	$ 5,086.80	1,183.00	18,139.00	$5,441.70	$354.90
666 6314	RE PM W / RET REQ TY I (Y) 4" (SLD) (090MIL)	LF	$0.30	26,154.00	$ 7,846.20	2,284.00	28,438.00	$8,531.40	$685.20
672 6007	REFL PAV MRKR TY I-C	EA	$4.10	306.00	$ 1,254.60	34.50	340.50	$1,396.05	$141.45
672 6009	REFL PAV MRKR TY II-A-A	EA	$2.75	794.00	$ 2,183.50	111.00	905.00	$2,488.75	$305.25
TOTALS					$ 1,123,782.03			$1,208,514.19	$84,732.16

CHANGE ORDER REASON(S) CODE CHART

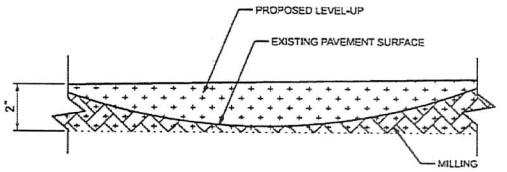
1. Design Error or Omission	1A. Incorrect PS&E 1B. Other
2. Differing Site Conditions (unforeseeable)	2A. Dispute resolution (expense caused by conditions and/or resulting delay) 2B. Unavailable material 2C. New development (conditions changing after PS&E completed) 2D. Environmental remediation 2E. Miscellaneous difference in site conditions (unforeseeable)(Item 9) 2F. Site conditions altered by an act of nature 2G. Unadjusted utility (unforeseeable) 2H. Unacquired Right-of-Way (unforeseeable) 2I. Additional safety needs (unforeseeable) 2J. Other
3. County Convenience	3A. Dispute resolution (not resulting from error in plans or differing site conditions) 3B. Public relations improvement 3C. Implementation of a Value Engineering finding 3D. Achievement of an early project completion 3E. Reduction of future maintenance 3F. Additional work desired by the County 3G. Compliance requirements of new laws and/or policies 3H. Cost savings opportunity discovered during construction 3I. Implementation of improved technology or better process 3J. Price adjustment on finished work (price reduced in exchange for acceptance) 3K. Addition of stock account or material supplied by state provision 3L. Revising safety work/measures desired by the County 3M. Other
4. Third Party Accommodation	4A. Failure of a third party to meet commitment 4B. Third party requested work 4C. Compliance requirements of new laws and/or policies (impacting third party) 4D. Other
5. Contractor Convenience	5A. Contractor exercises option to change the traffic control plan 5B. Contractor requested change in the sequence and/or method of work 5C. Payment for Partnering workshop 5D. Additional safety work/measures desired by the contractor 5E. Other
6. Untimely ROW/Utilities	6A. Right-of-Way not clear (third party responsibility for ROW) 6B. Right-of-Way not clear (County responsibility for ROW) 6C. Utilities not clear 6D. Other



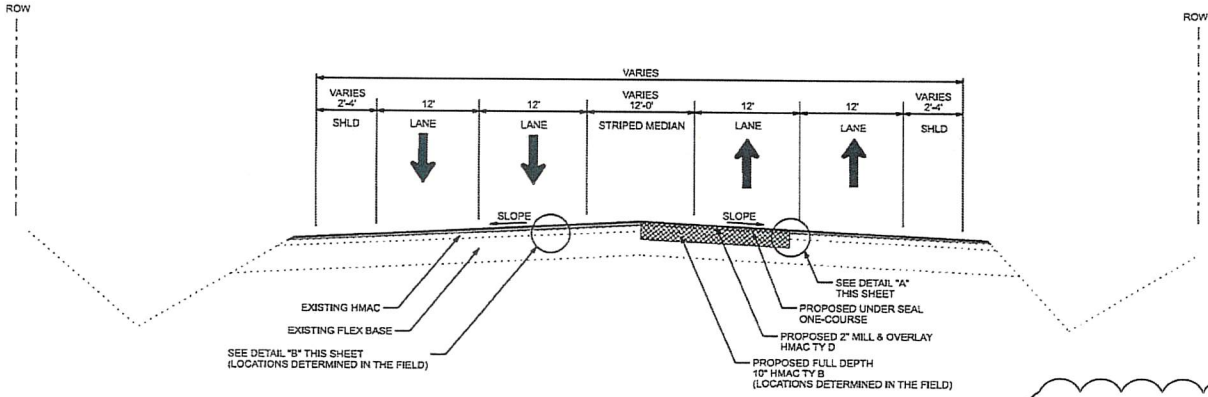
EXISTING MCNEIL RD
TYPICAL SECTION
STA 101+20.00 TO STA 108+00.00
N.T.S.



DETAIL "A"
N.T.S.



DETAIL "B"
N.T.S.



PROPOSED MCNEIL RD
TYPICAL SECTION
STA 101+20.00 TO STA 108+00.00
N.T.S.

CHANGE ORDER - ADDED SHEET

STATE OF TEXAS
MATT WILLIAMSON
119090
LICENSED
PROFESSIONAL ENGINEER

NO.	REVISION	BY	DATE

WILLIAMSON COUNTY
DEPT. OF INFRASTRUCTURE

TYPICAL SECTIONS - CO 1

Designed:	MW
Checked:	KDK
Drawn:	MW
Checked:	KDK

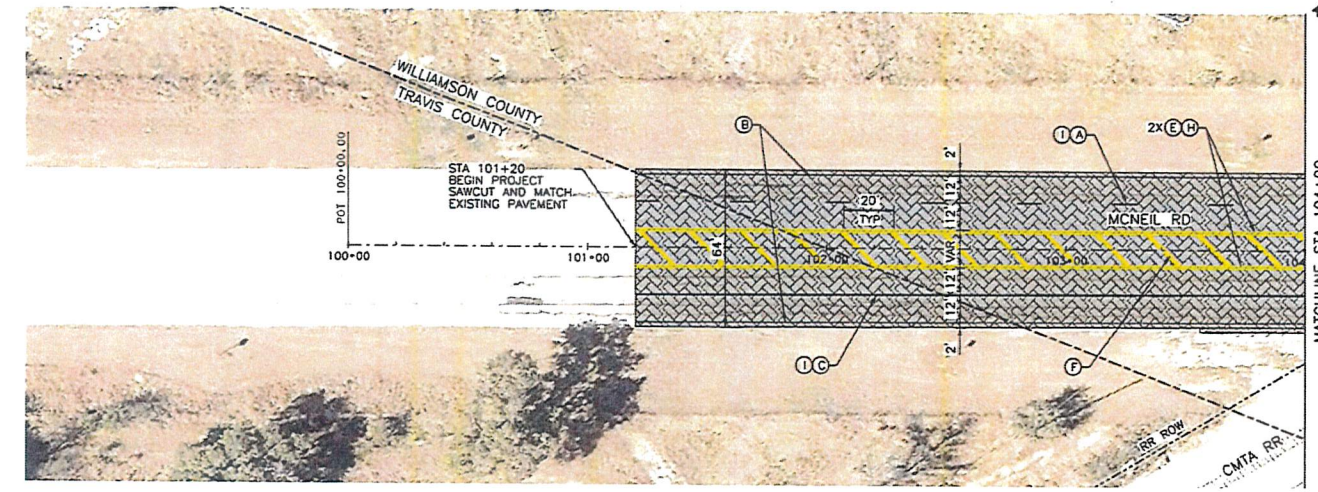
3151 S.E. INNER LOOP, SUITE B
GEORGETOWN, TEXAS 78626
(512) 943-3330
www.wilco.org

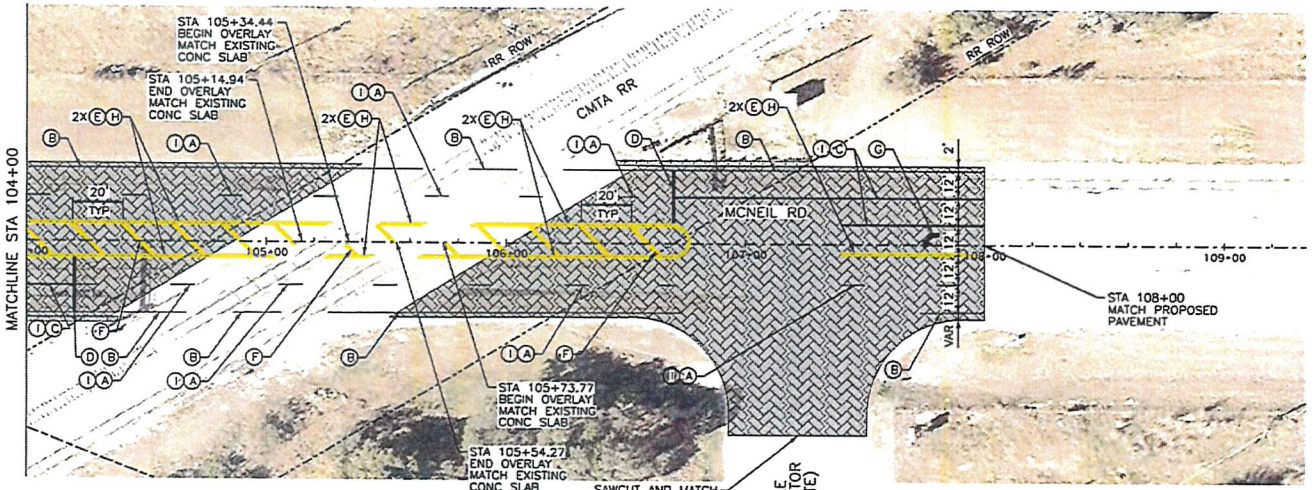
SHEET NO. CO-1A

MCNEILRD-PH2-TYPSECT-NEW.dgn
7/12/2021 3:54:02 PM

NOTES FOR RAILROAD CROSSING:

1. ANY WORK PERFORMED IN CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY (CMTA) RAILROAD RIGHT-OF-WAY (ROW) REQUIRES AN APPROVED PERMIT FROM CAPITAL METRO BEFORE ANY WORK CAN BEGIN.
2. RAILROAD LINES SHALL REMAIN OPERATIONAL AT ALL TIMES. NO WORK SHALL BE PERFORMED WITHIN RAILROAD ROW WITHOUT 72 HOURS NOTICE TO CAPITAL METRO RAIL OPERATIONS (512-852-7264).





NOTES:

1. ALL DIMENSIONS ARE SHOWN TO THE CENTER OF THE DESIGNATED STRIPE.
2. ALL FINAL STRIPING SHALL BE THERMOPLASTIC. TYPE I.
3. REFER TO ATTACHED STANDARD DRAWINGS FOR ADDITIONAL INFORMATION.
4. CONTRACTOR TO COORDINATE WITH PROPERTY OWNER FOR DRIVEWAY ACCESS DURING CONSTRUCTION.

25 12.5 0 25 50
SCALE FEET

LEGEND

UNDER SEAL, OVERLAY 2"

MILLING

EXISTING CONCRETE

- (A) REFL PAV MRK TY I & II (W) 4" (BRK)
- (B) REFL PAV MRK TY I & II (W) 4" (SLD)
- (C) REFL PAV MRK TY I & II (W) 8" (SLD)
- (D) REFL PAV MRK TY I & II (W) 24" (SLD)
- (E) REFL PAV MRK TY I & II (Y) 4" (SLD)
- (F) REFL PAV MRK TY I & II (Y) 24" (SLD)
- (G) REFL PAV MRK TY I & II (W) (ARROW)
- (H) REFL PAV MRKR TY II-A-A
- (I) REFL PAV MRKR TY I-C

CHANGE ORDER - ADDED SHEET

STATE OF TEXAS
MATT WILLIAMSON
119090
LICENSED
PROFESSIONAL ENGINEER

NO.	REVISION	BY	DATE

WILLIAMSON COUNTY
DEPT. OF
INFRASTRUCTURE

MCNEIL ROAD OVERLAY
AND STRIPING PLAN - CO 1

Designed:	MW	3151 S.E. INNER LOOP, SUITE B GEORGETOWN, TEXAS 78626 (512) 943-3330 www.wilco.org
Checked:	KDK	
Drawn:	MW	
Checked:	KDK	

SHEET NO. CO-1B

MCNEILRD+PH2+Sheet1.dgn
7/12/2021 3:56:02 PM

Commissioners Court - Regular Session **24.**

Meeting Date: 07/20/2021

Final plat for the Eastwood Section I subdivision – Pct 3

Submitted For: Terron Evertson **Submitted By:** Adam Boatright, Infrastructure

Department: Infrastructure **Division:** Road & Bridge

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on approval of the final plat for the Eastwood Section I subdivision – Precinct 3.

Background

This is the next section of the Eastwood development. It consists of 92 lots and 2,883 feet of new public roads. Roadway and drainage construction is not yet complete, but a financial security in the amount of $136,720.50 has been posted with the County to cover the cost of the remaining construction.

Timeline

2020-12-17 – initial submittal of the final plat
2021-01-15 – 1st review complete with comments
2021-01-21 – 2nd submittal of final plat
2021-02-05 – 2nd review complete with comments
2021-03-01 – 3rd submittal of final plat
2021-03-08 – 3rd review complete with comments
2021-07-06 – 4th submittal of final plat with signatures
2021-07-08 – 4th review complete with comments clear except completing construction
2021-07-08 – receipt of financial security for the remaining construction
2021-07-15 – final plat placed on the July 20, 2021 Commissioners Court agenda for consideration

Fiscal Impact

From/To	Acct No.	Description	Amount

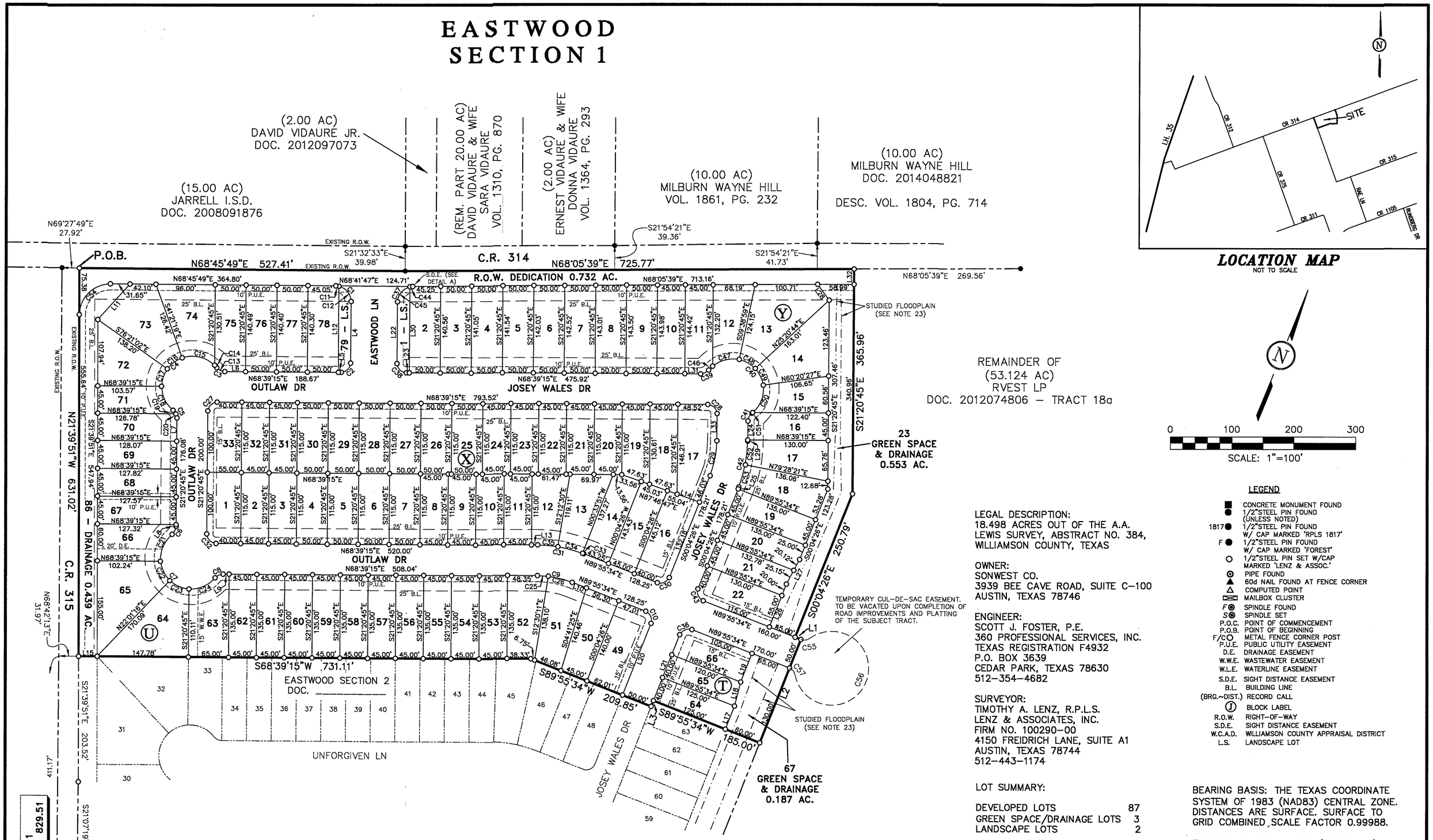
Attachments

final plat - Eastwood Sec I

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 11:43 AM
Form Started By: Adam Boatright		Started On: 07/15/2021 09:29 AM
Final Approval Date: 07/15/2021		

EASTWOOD SECTION 1



LOCATION MAP
NOT TO SCALE

LEGAL DESCRIPTION:
18.498 ACRES OUT OF THE A.A. LEWIS SURVEY, ABSTRACT NO. 384, WILLIAMSON COUNTY, TEXAS

OWNER:
SONWEST CO.
3939 BEE CAVE ROAD, SUITE C–100
AUSTIN, TEXAS 78746

ENGINEER:
SCOTT J. FOSTER, P.E.
360 PROFESSIONAL SERVICES, INC.
TEXAS REGISTRATION F4932
P.O. BOX 3639
CEDAR PARK, TEXAS 78630
512–354–4682

SURVEYOR:
TIMOTHY A. LENZ, R.P.L.S.
LENZ & ASSOCIATES, INC.
FIRM NO. 100290–00
4150 FREIDRICH LANE, SUITE A1
AUSTIN, TEXAS 78744
512–443–1174

LOT SUMMARY:

DEVELOPED LOTS	87
GREEN SPACE/DRAINAGE LOTS	3
LANDSCAPE LOTS	2
TOTAL LOTS	92

LEGEND

- ■ CONCRETE MONUMENT FOUND
- ● 1/2"STEEL PIN FOUND (UNLESS NOTED)
- 1817 ● 1/2"STEEL PIN FOUND W/ CAP MARKED 'RPLS 1817'
- F ● 1/2"STEEL PIN FOUND W/ CAP MARKED 'FOREST'
- ○ 1/2"STEEL PIN SET W/CAP MARKED 'LENZ & ASSOC.'
- ⊙ PIPE FOUND
- ▲ 60d NAIL FOUND AT FENCE CORNER
- △ COMPUTED POINT
- ⊠ MAILBOX CLUSTER
- F⊗ SPINDLE FOUND
- S⊗ SPINDLE SET
- P.O.C. POINT OF COMMENCEMENT
- P.O.B. POINT OF BEGINNING
- F/C/O METAL FENCE CORNER POST
- P.U.E. PUBLIC UTILITY EASEMENT
- D.E. DRAINAGE EASEMENT
- W.W.E. WASTEWATER EASEMENT
- W.L.E. WATERLINE EASEMENT
- S.D.E. SIGHT DISTANCE EASEMENT
- B.L. BUILDING LINE
- (BRG.~DIST.) RECORD CALL
- (J) BLOCK LABEL
- R.O.W. RIGHT–OF–WAY
- S.D.E. SIGHT DISTANCE EASEMENT
- W.C.A.D. WILLIAMSON COUNTY APPRAISAL DISTRICT
- L.S. LANDSCAPE LOT

BEARING BASIS: THE TEXAS COORDINATE SYSTEM OF 1983 (NAD83) CENTRAL ZONE. DISTANCES ARE SURFACE. SURFACE TO GRID COMBINED, SCALE FACTOR 0.99988.

ELEVATIONS ARE NAVD88 (GEOID 12A)

SITE BENCHMARK #1 – 60D NAIL
EAST SIDE OF UTILITY POLE, WEST SIDE C.R. 315.
ELEV. 829.51

ELEVATIONS (NAVD88, GEOID 12A)

BUILDING SETBACKS:

FRONT STREET	25'
SIDE STREET	15'
REAR	10'
SIDE	5'

MINUMUM FFE	
LOT & BLOCK	MINIMUM F.F.E.
LOT 64, BLOCK T	840.5'
LOT 65, BLOCK T	841.0'
LOT 66, BLOCK T	842.0'
LOT 14, BLOCK Y	853.5'
LOT 15, BLOCK Y	851.0'
LOT 16, BLOCK Y	849.5'
LOT 17, BLOCK Y	848.5'
LOT 18, BLOCK Y	847.0'
LOT 19, BLOCK Y	846.0'
LOT 20, BLOCK Y	845.0'
LOT 21, BLOCK Y	844.5'
LOT 22, BLOCK Y	844.0'

STREET DATA						
STREET	LENGTH	R.O.W. WIDTH	PVMT. WIDTH	DESIGN SPEED	MAINTENANCE AUTHORITY	CLASSIFICATION
EASTWOOD LN	190.1'	75'	52' LOG–LOG DIVIDED	35 MPH	PUBLIC	URBAN COLLECTOR
OUTLAW DR	1578.2'	50'	30' LOG–LOG	25 MPH	PUBLIC	URBAN LOCAL
JOSEY WALES DR	1115.1'	50'	30' LOG–LOG	25 MPH	PUBLIC	URBAN LOCAL
TOTAL	2883.4'					

SUBMITTAL DATE: DECEMBER 17, 2020

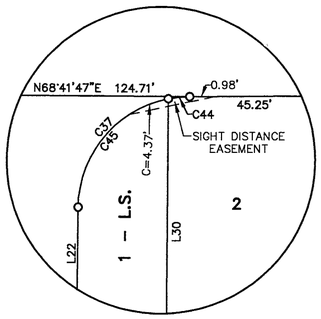
LENZ & ASSOCIATES, INC.
FIRM No. 100290–00
COMPLETE PROFESSIONAL LAND SURVEYING SERVICES
(512) 443–1174
4150 FREIDRICH LANE, SUITE A1
AUSTIN, TEXAS 78744

SURVEY #: 2020–0541 F.B.

EASTWOOD
SECTION 1

CURVE TABLE					
CURVE	DELTA ANGLE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	89°53'25"	25.00'	39.22'	S66°17'28"E	35.32'
C2	90°00'00"	15.00'	23.56'	N23°39'15"E	21.21'
C3	51°23'12"	16.50'	14.80'	S85°39'09"E	14.31'
C4	192°46'25"	50.00'	168.23'	N23°39'15"E	99.38'
C5	51°23'12"	16.50'	14.80'	S47°02'22"E	14.31'
C6	51°23'12"	16.50'	14.80'	N04°20'51"E	14.31'
C7	192°46'25"	50.00'	168.23'	S66°20'45"E	99.38'
C8	51°23'12"	16.50'	14.80'	N42°57'38"E	14.31'
C9	21°16'19"	155.00'	57.55'	N79°17'24"E	57.22'
C10	90°00'00"	15.00'	23.56'	S45°04'26"E	21.21'
C11	11°25'38"	25.00'	4.99'	N74°28'38"E	4.98'
C12	78°27'47"	25.00'	34.24'	S60°34'39"E	31.62'
C13	51°23'12"	16.50'	14.80'	S85°39'09"E	14.31'
C14	5°56'11"	50.00'	5.18'	S62°55'38"E	5.18'
C15	65°27'35"	50.00'	57.12'	N81°22'28"E	54.07'
C16	34°59'43"	50.00'	30.54'	N31°08'49"E	30.07'
C17	34°59'43"	50.00'	30.54'	S03°50'54"E	30.07'
C18	51°23'12"	50.00'	44.84'	S47°02'22"E	43.36'
C19	26°25'53"	16.50'	7.61'	S59°31'01"E	7.54'
C20	24°57'19"	16.50'	7.19'	S33°49'25"E	7.13'
C21	57°07'33"	50.00'	49.85'	N01°28'40"E	47.81'
C22	40°53'38"	50.00'	35.69'	S47°31'55"E	34.93'
C23	39°31'27"	50.00'	34.49'	S87°44'28"E	33.81'
C24	55°13'46"	50.00'	48.20'	N44°52'55"E	46.35'
C25	6°28'54"	155.00'	17.53'	N71°53'41"E	17.52'
C26	14°47'26"	155.00'	40.01'	N82°31'51"E	39.90'
C27	90°00'00"	15.00'	23.56'	N23°39'15"E	21.21'
C28	90°00'00"	15.00'	23.56'	S66°20'45"E	21.21'
C29	21°16'19"	155.00'	57.55'	S10°42'36"E	57.22'
C30	90°00'00"	15.00'	23.56'	N44°55'34"E	21.21'
C31	21°16'19"	205.00'	76.11'	N79°17'24"E	75.67'
C32	90°00'00"	15.00'	23.56'	S66°20'45"E	21.21'
C33	0°29'24"	205.00'	1.75'	N89°40'51"E	1.75'
C34	11°38'39"	205.00'	41.66'	N83°36'50"E	41.59'
C35	9°08'16"	205.00'	32.69'	N73°13'22"E	32.66'
C36	90°00'00"	15.00'	23.56'	N44°55'34"E	21.21'
C37	89°26'24"	25.00'	39.03'	N23°22'27"E	35.18'
C38	90°00'00"	15.00'	23.56'	S66°20'45"E	21.21'
C39	51°23'12"	16.50'	14.80'	N42°57'38"E	14.31'
C40	192°46'25"	50.00'	168.23'	S66°20'45"E	99.38'
C41	51°23'12"	16.50'	14.80'	N04°20'51"E	14.31'
C42	21°16'19"	205.00'	76.11'	S10°42'36"E	75.67'
C43	90°00'00"	15.00'	23.56'	S45°04'26"E	21.21'
C44	10°58'38"	25.00'	4.79'	N62°36'20"E	4.78'
C45	78°27'47"	25.00'	34.24'	N17°53'08"E	31.62'
C46	10°15'50"	50.00'	8.96'	N22°23'57"E	8.95'
C47	52°49'08"	50.00'	46.09'	N53°56'27"E	44.48'
C48	34°59'43"	50.00'	30.54'	S82°09'08"E	30.07'
C49	34°59'43"	50.00'	30.54'	S47°09'25"E	30.07'
C50	57°37'39"	50.00'	50.29'	S00°50'44"E	48.20'
C51	2°04'21"	50.00'	1.81'	N29°00'16"E	1.81'
C52	10°49'07"	205.00'	38.71'	S15°56'12"E	38.65'
C53	10°27'12"	205.00'	37.40'	S05°18'02"E	37.35'
C54	90°25'40"	50.00'	78.91'	N23°32'59"E	70.97'
C55	57°46'09"	15.00'	15.12'	S61°02'29"W	14.49'
C56	295°32'17"	60.00'	309.49'	S00°04'26"E	64.00'
C57	57°46'09"	15.00'	15.12'	S61°11'22"E	14.49'

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N89°55'34"E	10.00'
L2	S00°04'26"E	180.00'
L3	S00°04'26"E	10.00'
L4	S21°20'45"E	100.21'
L5	N68°39'15"E	5.00'
L6	N68°39'15"E	33.67'
L7	S21°20'45"E	38.04'
L8	S21°20'45"E	3.04'
L9	N68°39'15"E	9.69'
L10	N89°55'34"E	24.93'
L11	N20°24'32"E	77.64'
L12	S21°20'45"E	139.71'
L13	N68°39'15"E	10.00'
L14	N87°46'47"E	38.38'
L15	N68°39'15"E	30.00'
L16	S21°39'51"E	25.00'
L17	S00°04'26"E	40.00'
L18	S07°11'56"E	40.31'
L19	S00°04'26"E	50.00'
L20	S00°04'26"E	125.00'
L21	S00°04'26"E	115.00'
L22	S21°20'45"E	100.12'
L23	N68°39'15"E	5.00'
L24	S21°20'45"E	32.70'
L25	S00°04'26"E	3.21'
L26	S00°04'26"E	75.00'
L27	N06°15'58"E	45.28'
L28	S58°07'16"E	31.72'
L29	S21°20'45"E	1.74'
L30	S21°20'45"E	139.62'
L31	N68°39'15"E	25.92'
L32	S21°20'45"E	25.00'
L33	S21°20'45"E	44.66'



DETAIL A

FIELD NOTE DESCRIPTION
18.498 ACRES
A.A. LEWIS SURVEY, A-384
WILLIAMSON COUNTY, TEXAS

FIELD NOTE DESCRIPTION OF 18.498 ACRES OF LAND OUT OF THE A.A. LEWIS SURVEY, ABSTRACT NO. 384, WILLIAMSON COUNTY, TEXAS, BEING A PORTION OF THAT CERTAIN 128.527 ACRE TRACT DESCRIBED IN A DEED TO SONWEST CO. RECORDED IN DOCUMENT NUMBER 2020167344 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS. THE SAID 18.498 ACRES OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

NOTE: ALL STEEL PINS SET CITED HEREIN ARE ½ INCH DIAMETER WITH CAP MARKED LENZ & ASSOC. BEARINGS CITED HEREIN ARE BASED ON THE TEXAS COORDINATE SYSTEM OF 1983 (NAD83), CENTRAL ZONE.

BEGINNING AT A STEEL SET AT THE INTERSECTION OF THE EAST LINE OF COUNTY ROAD 315 WITH THE SOUTH LINE OF COUNTY ROAD 314 FOR THE NORTHWEST CORNER OF THE SAID 128.527 ACRE SONWEST CO. TRACT;

THENCE, N 68°45'49" E, A DISTANCE OF 527.41 FEET ALONG THE SOUTH LINE OF COUNTY ROAD 314, THE SAME BEING THE NORTH LINE OF THE SAID 128.527 ACRE SONWEST CO. TRACT, TO A STEEL PIN FOUND;

THENCE, N 68°05'39" E, A DISTANCE OF 725.77 FEET, CONTINUING ALONG THE SOUTH LINE OF COUNTY ROAD 314 AND NORTH LINE OF THE SAID 128.527 ACRE SONWEST CO. TRACT, TO A STEEL PIN SET AT THE NORTHEAST CORNER OF THE SAID 128.527 ACRE TRACT, FROM WHICH A ½ INCH STEEL PIN FOUND ON THE SOUTH LINE OF COUNTY ROAD 314 BEARS N 68°05'39" E, 269.56 FEET;

THENCE, ALONG THE EAST LINE OF THE SAID 128.527 ACRE SONWEST CO. TRACT, BEING A COMMON LINE WITH A REMAINDER PORTION OF THAT CERTAIN 53.124 ACRE TRACT CALLED TRACT 18A IN A DEED TO RVEST LP RECORDED IN DOCUMENT NUMBER 2012074806 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, THE FOLLOWING FOUR (4) COURSES AND DISTANCES:

1) S 21°20'45" E, 365.96 FEET TO A STEEL PIN SET;

2) S 00°04'26" E, 250.79 FEET TO A STEEL PIN SET;

3) N 89°55'34" E, 10.00 FEET TO A STEEL PIN SET;

4) S 00°04'26" E, 180.00 FEET TO A STEEL PIN SET;

THENCE, TRAVERSING THE INTERIOR OF THE SAID 128.527 ACRE TRACT, THE FOLLOWING FOUR (4) COURSES AND DISTANCES:

1) S 89°55'34" W, 185.00 FEET TO A STEEL PIN SET;

2) S 00°04'26" E, 10.00 FEET TO A STEEL PIN SET;

3) S 89°55'34" W, 209.85 FEET TO A STEEL PIN SET;

4) S 68°39'15" W, 731.11 FEET TO A STEEL PIN SET ON THE EAST LINE OF COUNTY ROAD 315, THE SAME BEING THE WEST LINE OF THE SAID 128.527 ACRE SONWEST CO. TRACT;

THENCE, N 21°39'51" W A DISTANCE OF 631.02 FEET ALONG THE EAST LINE OF COUNTY ROAD 315 TO THE PLACE OF BEGINNING; CONTAINING 18.498 ACRES OF LAND, MORE OR LESS.

LENZ & ASSOCIATES, INC.
FIRM No. 100290-00
COMPLETE PROFESSIONAL LAND SURVEYING SERVICES
(512) 443-1174
4150 FREIDRICH LANE, SUITE A1
AUSTIN, TEXAS 78744
SURVEY #: 2020-0541 F.B.

EASTWOOD
SECTION 1

NOTES:

1) IN ORDER TO PROMOTE POSITIVE DRAINAGE AWAY FROM A STRUCTURE, FINISHED FLOOR ELEVATIONS SHOULD BE BUILT AT LEAST ONE FOOT ABOVE THE SURROUNDING GROUND AND THE GROUND SHOULD BE GRADED AWAY FROM THE STRUCTURE AT A SLOPE OF 1/2 INCH PER FOOT FOR A DISTANCE OF AT LEAST 10 FEET.

2) THE OWNER UNDERSTANDS THAT IT IS THE RESPONSIBILITY OF THE OWNER, NOT THE CITY OR COUNTY, TO ASSURE COMPLIANCE WITH THE PROVISIONS OF ALL APPLICABLE STATE, FEDERAL AND LOCAL LAWS AND REGULATIONS RELATING TO THE ENVIRONMENT, INCLUDING, BUT NOT LIMITED TO THE ENDANGERED SPECIES ACT, STATE AQUIFER REGULATIONS, AND MUNICIPAL.

3) A 10' WIDE UTILITY EASEMENT IS HEREBY DEDICATED ADJACENT TO ALL STREET R.O.W. ON ALL LOTS.

4) ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR THEIR ASSIGNS.

5) THIS SUBDIVISION IS NOT LOCATED WITHIN THE CONTRIBUTING ZONE OF THE EDWARDS AQUIFER.

6) THIS SUBDIVISION IS LOCATED WITHIN THE JURISDICTION OF WILLIAMSON COUNTY.

7) BUILDING SETBACK LINES SHALL BE IN ACORDANCE WITH SETBACKS SHOWN HEREON, APPLICABLE OWNER RESTRICTIONS RECORDED IN COUNTY RECORDS OR THE WILLIAMSON COUNTY SUBDIVISION REGULATIONS.

8) CONSTRUCTION OF ANY IMPROVEMENTS ON ANY LOT IN THE SUBDIVISION IS SUBJECT TO THE COVENANTS AND RESTRICTIONS FOR SONTERRA WEST SUBDIVISION AS RECORDED IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.

9) DRIVEWAY ACCESS TO LOTS WITHIN THIS SUBDIVISION FROM SIDE STREETS IS PROHIBITED.

10) NO STRUCTURE OR IMPROVEMENT ON ANY LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A WATER SUPPLY SYSTEM APPROVED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY.

11) NO STRUCTURE OR IMPROVEMENT ON ANY LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A WASTEWATER COLLECTION SYSTEM APPROVED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY.

12) THE OWNER OF THIS SUBDIVISION AND HIS HEIRS, SUCCESSORS AND ASSIGNS ASSUMES THE RESPONSIBILITY FOR PLANS FOR CONSTRUCTION OF ALL SUBDIVISION IMPROVEMENTS WHICH SHALL COMPLY WITH APPLICABLE CODES, RULES AND REGULATIONS AND REQUIREMENTS OF WILLIAMSON COUNTY, TEXAS AND THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY WHICH ARE IN EFFECT AND APPLICABLE AT THE TIME THE IMPROVEMENTS ARE DESIGNED AND CONSTRUCTED. THE OWNER UNDERSTANDS AND AGREES THAT PLAT VACATION AND REPLATTING MAY BE REQUIRED AT THE OWNERS SOLE EXPENSE IF PLANS TO CONSTRUCT THIS SUBDIVISION DO NOT COMPLY WITH SUCH CODES AND REQUIREMENTS.

13) WATER AND WASTEWATER SERVICE TO THIS SUBDIVISION WILL BE PROVIDED BY THE SONTERRA MUNICIPAL UTILITY DISTRICT.

14) WATER AND WASTEWATER SYSTEMS SERVING THIS SUBDIVISION SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH THE DESIGN AND CONSTRUCTION STANDARDS OF THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) OR WILLIAMSON COUNTY. PLANS AND SPECIFICATIONS SHALL BE SUBMITTED TO TCEQ AND OTHER AGENCIES AS APPROPRIATE AT THE TIME SUCH PLANS ARE PREPARED.

15) THERE ARE NO CEMETERY SITES, EXISTING OR PROPOSED SCHOOL SITES OR OTHER PUBLIC SITES PROPOSED WITHIN THIS SUBDIVISION.

16) NO LOT IN THIS SUBDIVISION IS ENCROACHED BY ANY SPECIAL FLOOD HAZARD AREAS INUNDATED BY THE 100 YEAR FLOOD AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY 48491C0150F EFFECTIVE DECEMBER 20, 2019 FOR WILLIAMSON COUNTY, TEXAS.

17) A DE FACTO CERTIFICATE OF COMPLIANCE IS HEREBY ISSUED FOR ALL LOTS WITHIN THIS SUBDIVISION. THIS CERTIFICATE IS VALID UNTIL SUCH TIME AS FEMA REVISES OR NEWLY ADOPTS FLOODPLAIN BOUNDARIES IN THIS AREA.

18) ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THIS PLAT ARE FREE OF LIENS.

19) AN EASEMENT 3 FEET IN WIDTH IS HEREBY DEDICATED ALONG EACH INTERIOR SIDE LOT LINE AND EACH REAR LOT LINE FOR PUBLIC UTILITIES.

20) ALL SIDEWALKS ARE TO BE MAINTAINED BY THE ADJACENT PROPERTY OWNER.

21) RESIDENTIAL DRIVEWAYS ARE TO BE LOCATED NO CLOSER TO THE CORNER OF INTERSECTING RIGHTS OF WAY THAN 60 PERCENT OF THE PARCEL FRONTAGE OR 50 FEET, WHICHEVER IS LESS.

22) IMPROVEMENTS WITHIN THE COUNTY ROAD RIGHT-OF-WAY INCLUDING, BUT NOT LIMITED TO, LANDSCAPING, IRRIGATION LIGHTING, CUSTOM SIGNS, IS PROHIBITED WITHOUT FIRST OBTAINING AN EXECUTED LICENSE AGREEMENT WITH WILLIAMSON COUNTY.

23) THE MINIMUM FINISHED FLOOR ELEVATIONS SHOWN ON THIS PLAT WERE DETERMINED BY ADDING ONE (1) FOOT TO THE BASE FLOOD ELEVATION (BFE) AS DETERMINED BY A STUDY PREPARED BY 360 PROFESSIONAL SERVICES INC., DATED MARCH 2020.

24) THIS SUBDIVISION IS SUBJECT TO STORM-WATER MANAGEMENT CONTROLS AS REQUIRED BY WILLIAMSON COUNTY SUBDIVISION REGULATIONS, SECTION B11.1, ON NEW DEVELOPMENT THAT WOULD EVOKE SUCH CONTROLS BEYOND EXISTING CONDITIONS.

25) EXCEPT IN CERTAIN ISOLATED AREAS REQUIRED TO MEET ACCESSIBILITY REQUIREMENTS, THE MINIMUM LOWEST FINISHED FLOOR ELEVATION SHALL BE ONE FOOT HIGHER THAN THE HIGHEST SPOT ELEVATION THAT IS LOCATED WITHIN FIVE FEET OUTSIDE THE PERIMETER OF THE BUILDING, OR ONE FOOT ABOVE THE BFE, WHICHEVER IS HIGHER.

26) DRIVEWAYS SHALL ONLY CONNECT TO AN INTERNAL PLATTED ROAD AND NOT TO COUNTY ROAD 314 OR COUNTY ROAD 315, THE ADJACENT COUNTY ROADS.

27) NO CONSTRUCTION, PLANTING OR GRADING SHALL BE PERMITTED TO INTERFERE WITH SIGHT EASEMENTS BETWEEN THE HEIGHTS OF THREE AND EIGHT FEET AS MEASURED FROM THE CROWNS OF THE ADJACENT STREETS.

28) NO LOT WITH LESS THAN 50 FEET OF STREET FRONTAGE SHALL BE FURTHER SUBDIVIDED.

29) SONTERRA MUNICIPAL UTILITY DISTRICT OR THEIR ASSIGNEES SHALL BE RESPONSIBLE FOR THE MAINTENANCE AND LIABILITY OF ANY LANDSCAPING, IRRIGATION, SIDEWALKS, ILLIMINATION, SUBDIVISION IDENTIFICATION SIGNS, WATER QUALITY FEATURES, ETC. PLACED WITHIN THE WILLIAMSON COUNTY RIGHT-OF-WAY.

LENZ & ASSOCIATES, INC.
FIRM No. 100290-00
COMPLETE PROFESSIONAL LAND SURVEYING SERVICES
(512) 443-1174
4150 FREIDRICH LANE, SUITE A1
AUSTIN, TEXAS 78744
SURVEY #: 2020-0541 F.B.

EASTWOOD
SECTION 1

STATE OF TEXAS }
COUNTY OF WILLIAMSON }

KNOWN ALL PERSONS BY THESE PRESENTS:

THAT SONWEST CO, ACTING BY AND THROUGH ANDY BILGER, VICE PRESIDENT, SOLE OWNER OF THAT CERTAIN TRACT OF LAND SHOWN HEREON AND DESCRIBED IN A DEED RECORDED IN DOCUMENT NO. 2020167344, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, DO HEREBY STATE THAT THERE ARE NO LIEN HOLDERS OF THAT CERTAIN TRACT OF LAND, AND DO HEREBY SUBDIVIDE THE PORTION OF THE SAID TRACT AS SHOWN HEREON, AND DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREON, AND DO HEREBY FOREVER DEDICATE TO THE PUBLIC THE ROADS, ALLEYS, RIGHTS-OF WAY, EASEMENTS AND PUBLIC PLACES SHOWN HEREON FOR SUCH PUBLIC PURPOSES AS WILLIAMSON COUNTY MAY DEEM APPROPRIATE, AND DO HEREBY STATE THAT ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THIS PLAT ARE FREE OF LIENS. THIS SUBDIVISION IS TO BE KNOWN AS "EASTWOOD SECTION 1"

TO CERTIFY WHICH, WITNESS BY MY HAND THIS THE 1st DAY OF July, 2021.

SONWEST CO
BY: ANDY BILGER
3939 BEE CAVE ROAD, SUITE C-100
AUSTIN, TEXAS 78746

STATE OF TEXAS }
COUNTY OF ~~WILLIAMSON~~ Travis }

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE 1st DAY OF July, 2021, A.D. BY ANDY BILGER ACTING IN THE CAPACITY HEREIN STATED.

Kerri Jones
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES 11-26-2021

KERRI JONES
My Notary ID # 10989282
Expires November 26, 2021

SURVEYOR'S CERTIFICATE

I, TIMOTHY A LENZ, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY HEREON MADE ON THE GROUND BY ME OR UNDER MY SUPERVISION. ALL CORNER MONUMENTS WERE FOUND OR SET AS SHOWN HEREON.

6-25-21
TIMOTHY A. LENZ DATE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4393
LENZ & ASSOCIATES, INC.
FIRM NO. 100290-00
4150 FREIDRICH LANE, SUITE A1
AUSTIN, TEXAS 78744

STATE OF TEXAS
REGISTERED
TIMOTHY A. LENZ
4393
PROFESSIONAL
LAND SURVEYOR

I, SCOTT J. FOSTER, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE APPLICABLE ORDINANCE OF WILLIAMSON COUNTY, TEXAS AND THAT NO PORTION OF THIS SUBDIVISION IS CONTAINED WITHIN THE 100 YEAR FLOOD PLAIN AS IDENTIFIED ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NUMBER 48491C0150F DATED DECEMBER 20, 2019 FOR WILLIAMSON COUNTY, TEXAS.

6/22/21
SCOTT J. FOSTER, P.E. DATE
REGISTERED PROFESSIONAL ENGINEER NO. 84652
360 PROFESSIONAL SERVICES
P.O. BOX 3639
CEDAR PARK, TEXAS, 78630
FIRM NO. 4932

STATE OF TEXAS
SCOTT J. FOSTER
84652
LICENSED
PROFESSIONAL ENGINEER

ROAD NAME AND ADDRESS ASSIGNMENTS VERIFIED THIS THE 1st DAY OF July, 2021, A.D.

Teresa Baker
WILLIAMSON COUNTY ADDRESS COORDINATOR

IN APPROVING THIS PLAT BY THE COMMISSIONERS COURT OF WILLIAMSON COUNTY, TEXAS, IT IS UNDERSTOOD THAT THE BUILDING OF ALL ROADS, AND OTHER PUBLIC THOROUGHFARES AND ANY BRIDGES OR CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED, IS THE RESPOSIBILITY OF THE OWNER(S) OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS COURT OF WILLIAMSON COUNTY, TEXAS. SAID COMMISSIONERS COURT ASSUMES NO OBLIGATION TO BUILD ANY OF THE ROADS, OR OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT, OR OF CONSTRUCTING ANY OF THE BRIDGES OR DRAINAGE IMPROVEMENTS IN CONNECTION THEREWITH. THE COUNTY WILL ASSUME NO RESPONSIBILITY FOR DRAINAGE WAYS OR EASEMENTS IN THE SUBDIVISION, OTHER THAN THOSE DRAINING OR PROTECTING THE ROAD SYSTEM.

IT IS THE RESPONSIBILITY OF THE OWNER, NOT THE COUNTY, TO ASSURE COMPLIANCE WITH THE PROVISIONS OF ALL APPLICABLE STATE, FEDERAL AND LOCAL LAWS AND REGULATIONS RELATING TO THE PLATTING AND DEVELOPMENT OF THIS PROPERTY

THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF REPRESENTATIONS BY OTHER PARTIES IN THIS PLAT. FLOODPLAIN DATA, IN PARTICULAR, MAY CHANGE. IT IS FURTHER UNDERSTOOD THAT THE OWNERS OF THE TRACT OF LAND COVERED BY THIS PLAT MUST INSTALL AT THEIR OWN EXPENSE ALL TRAFFIC CONTROL DEVICES AND SIGNAGE THAT MAY BE REQUIRED BEFORE THE ROADS IN THE SUBDIVISION HAVE FINALLY BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY.

STATE OF TEXAS }
COUNTY OF WILLIAMSON }

I, BILL GRAVELL Jr., COUNTY JUDGE OF WILLIAMSON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THIS MAP OR PLAT, WITH FIELD NOTES HEREON, FOR A SUBDIVISION HAVING BEEN FULLY PRESENTED TO THE COMMISSIONERS COURT OF WILLIAMSON COUNTY, TEXAS, AND BY THE SAID COURT DULY CONSIDERED, WERE ON THIS DAY APPROVED AND THAT THIS PLAT IS AUTHORIZED TO BE REGISTERED AND RECORDED IN THE PROPER RECORDS OF THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

BILL GRAVELL Jr. DATE
COUNTY JUDGE, WILLIAMSON COUNTY, TEXAS

STATE OF TEXAS }
COUNTY OF WILLIAMSON }

KNOWN ALL MEN BY THESE PRESENTS:

I, NANCY RISTER, COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF _____, 20__, A.D. AT ____ O'CLOCK ____.M. AND DULY RECORDED THIS THE ____ DAY OF _____, 20__, A.D., AT _____ O'CLOCK __.M., IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, IN DOCUMENT NUMBER _____.

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

NANCY RISTER, COUNTY CLERK, WILLIAMSON COUNTY, TEXAS

BY _____ DEPUTY

LENZ & ASSOCIATES, INC.
FIRM No. 100290-00
COMPLETE PROFESSIONAL LAND SURVEYING SERVICES
(512) 443-1174
4150 FREIDRICH LANE, SUITE A1
AUSTIN, TEXAS 78744
SURVEY #: 2020-0541 F.B.

Commissioners Court - Regular Session **25.**

Meeting Date: 07/20/2021

Final plat for the Eastwood Section II subdivision – Pct 3

Submitted For: Terron Evertson **Submitted By:** Adam Boatright, Infrastructure

Department: Infrastructure **Division:** Road & Bridge

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on approval of the final plat for the Eastwood Section II subdivision – Precinct 3.

Background

This is the next section of the Eastwood development. It consists of 144 single family lots, 2 drainage/green space lots, and 3,907 feet of new public roads. Roadway and drainage construction is not yet complete, but a financial security in the amount of $200,496.75 has been posted with the County to cover the cost of the remaining construction.

Timeline

2020-11-30 – initial submittal of the final plat
2020-12-30 – 1st review complete with comments
2021-01-11 – 2nd submittal of final plat
2021-01-26 – 2nd review complete with comments
2021-07-05 – 3rd submittal of final plat with signatures
2021-07-06 – 3rd review complete with comments clear except completing construction
2021-07-08 – receipt of financial security for the remaining construction
2021-07-15 – final plat placed on the July 20, 2021 Commissioners Court agenda for consideration

Fiscal Impact

From/To	Acct No.	Description	Amount

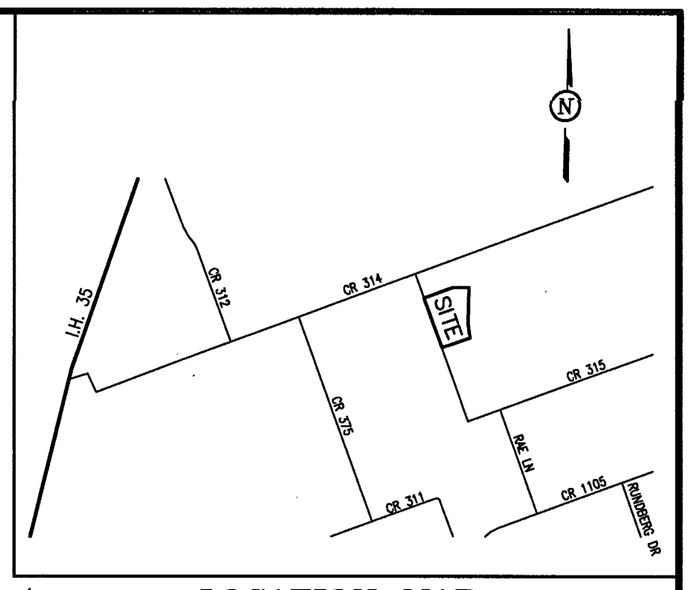
Attachments

final plat - Eastwood Section II

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 11:44 AM
Form Started By: Adam Boatright		Started On: 07/15/2021 09:31 AM
Final Approval Date: 07/15/2021		

EASTWOOD SECTION 2



LOCATION MAP
NOT TO SCALE

C.R. 314

REMAINDER OF
(128.527 AC)
SONWEST CO.
DOC. 2020167344

N21°17'47"W 631.02'
S68°42'13"W 31.97
N21°39'38"W 203.52'
(REMAINDER OF 22.245 AC)
LOREY STABENO
VOL. 635 PG 612

N68°39'15"E 731.11'
N89°55'34"E 209.85'
N89°55'34"E 185.00'
N68°39'15"E 434.16'
N68°39'15"E 446.12'
N68°39'15"E 338.41'
N68°39'15"E 230.70'
N68°39'15"E 242.96'
S68°39'15"W 510.66'

UNFORGIVEN LN
DRIFTER LN
JOSEY WALES DR
UNFORGIVEN LN
JOSEY WALES DR
JOE KIDD LN

B.M. 1
ELEV: 829.51

C.R. 315 – DRAINAGE 0.873 AC.
N21°07'19"W 407.63'
S21°07'19"E 407.68'
S21°20'45"E 1053.04'
EXISTING R.O.W.
10' P.U.E.
199.65'
207.98'

(80.95 AC)
PRESTON ROMERO
DOC 2019031310
N21°26'33"W 653.86'
S21°26'33"E 653.83'
EXISTING R.O.W.

S68°34'59"W 32.51
P.O.B.
S21°25'01"E 1901.66'
S21°26'33"E 567.19'
S21°17'40"E 1292.28'
C.R. 315

REMAINDER OF
(53.124 AC)
RVEST LP
DOC. 2012074806
TRACT 18a

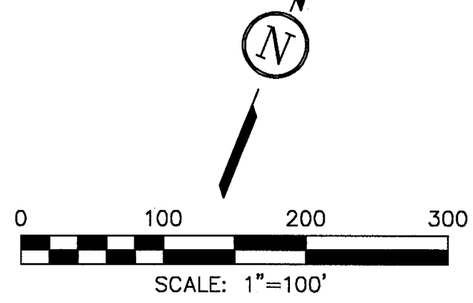
TRACT LINE

79 – GREEN SPACE & DRAINAGE 1.679 AC.
S00°04'26"E 851.52'
S08°51'37"E 355.98'

STUDIED FLOODPLAIN
(SEE NOTE 23)

REMAINDER OF
(134.769 AC)
RVEST LP
DOC. 2012074806 – TRACT 18b

EASTWOOD SECTION 3
DOC. _____
BLOCK T
LINE OF FIRE WAY
BLOCK O
BRONCO BILLY DR



SCALE: 1"=100'

LEGEND

- ■ CONCRETE MONUMENT FOUND
- ● 1/2"STEEL PIN FOUND (UNLESS NOTED)
- 1817● 1/2"STEEL PIN FOUND W/ CAP MARKED 'RPLS 1817'
- F● 1/2"STEEL PIN FOUND W/ CAP MARKED 'FOREST'
- ○ 1/2"STEEL PIN SET W/CAP MARKED 'LENZ & ASSOC.'
- ⊙ PIPE FOUND
- ▲ 60d NAIL FOUND AT FENCE CORNER
- △ COMPUTED POINT
- ⊠ MAILBOX CLUSTER
- F⊛ SPINDLE FOUND
- S⊛ SPINDLE SET
- P.O.C. POINT OF COMMENCEMENT
- P.O.B. POINT OF BEGINNING
- F/C○ METAL FENCE CORNER POST
- P.U.E. PUBLIC UTILITY EASEMENT
- D.E. DRAINAGE EASEMENT
- W.W.E. WASTEWATER EASEMENT
- W.L.E. WATERLINE EASEMENT
- S.D.E. SIGHT DISTANCE EASEMENT
- B.L. BUILDING LINE
- (BRG.~DIST.) RECORD CALL
- (J) BLOCK LABEL
- R.O.W. RIGHT-OF-WAY
- S.D.E. SIGHT DISTANCE EASEMENT
- W.C.A.D. WILLIAMSON COUNTY APPRAISAL DISTRICT

LEGAL DESCRIPTION:
26.061 ACRES OUT OF THE A.A. LEWIS SURVEY, ABSTRACT NO. 384, WILLIAMSON COUNTY, TEXAS

OWNER:
SONWEST CO.
3939 BEE CAVE ROAD, SUITE C–100
AUSTIN, TEXAS 78746

ENGINEER:
SCOTT J. FOSTER, P.E.
360 PROFESSIONAL SERVICES, INC.
TEXAS REGISTRATION F4932
P.O. BOX 3639
CEDAR PARK, TEXAS 78630
512–354–4682

SURVEYOR:
TIMOTHY A. LENZ, R.P.L.S.
LENZ & ASSOCIATES, INC.
FIRM NO. 100290–00
4150 FREIDRICH LANE, SUITE A1
AUSTIN, TEXAS 78744
512–443–1174

BEARING BASIS: THE TEXAS COORDINATE SYSTEM OF 1983 (NAD83) CENTRAL ZONE. DISTANCES ARE SURFACE. SURFACE TO GRID COMBINED SCALE FACTOR 0.99988.

ELEVATIONS ARE NAVD88 (GEOID 12A)

LOT SUMMARY:

DEVELOPED LOTS	144
GREEN SPACE/DRAINAGE LOTS	2
TOTAL LOTS	146

MINIMUM F.F.E.	
LOT & BLOCK	MINIMUM F.F.E.
LOT 20, BLOCK T	816.5'
LOT 21, BLOCK T	817.5'
LOT 22, BLOCK T	820.5'
LOT 43, BLOCK T	823.5'
LOT 44, BLOCK T	824.5'
LOT 45, BLOCK T	826.0'
LOT 46, BLOCK T	826.5'
LOT 47, BLOCK T	827.5'
LOT 48, BLOCK T	828.0'
LOT 49, BLOCK T	829.0'
LOT 50, BLOCK T	829.5'
LOT 51, BLOCK T	830.5'
LOT 52, BLOCK T	831.0'
LOT 53, BLOCK T	832.0'
LOT 54, BLOCK T	833.0'
LOT 55, BLOCK T	833.5'
LOT 56, BLOCK T	834.5'
LOT 57, BLOCK T	835.0'
LOT 58, BLOCK T	835.5'
LOT 59, BLOCK T	836.5'
LOT 60, BLOCK T	837.5'
LOT 61, BLOCK T	838.5'
LOT 62, BLOCK T	839.0'
LOT 63, BLOCK T	840.0'

SITE BENCHMARK #1 – 60d NAIL
EAST SIDE OF UTILITY POLE, WEST SIDE C.R. 315.
ELEV. 829.51

ELEVATIONS (NAVD88, GEOID 12A)

BUILDING SETBACKS:

FRONT STREET	25'
SIDE STREET	15'
REAR	10'
SIDE	5'

STREET DATA						
STREET	LENGTH	R.O.W. WIDTH	PVMT. WIDTH	DESIGN SPEED	MAINTENANCE AUTHORITY	CLASSIFICATION
UNFORGIVEN LN	1778.9	50'	30' LOG–LOG	25 MPH	PUBLIC	URBAN LOCAL
JOE KIDD LN	347.2	50'	30' LOG–LOG	25 MPH	PUBLIC	URBAN LOCAL
JOSEY WALES DR	1216.1	50'	30' LOG–LOG	25 MPH	PUBLIC	URBAN LOCAL
DRIFTER LN	565.0	50'	30' LOG–LOG	25 MPH	PUBLIC	URBAN LOCAL
TOTAL	3907.2					

SUBMITTAL DATE: NOVEMBER 30, 2020

LENZ & ASSOCIATES, INC.
FIRM No. 100290–00
COMPLETE PROFESSIONAL LAND SURVEYING SERVICES
(512) 443–1174
4150 FREIDRICH LANE, SUITE A1
AUSTIN, TEXAS 78744
SURVEY #: 2020–0541A F.B.

S:\Land Projects 3\SONTERRA EAST\dwg\EASTWOOD PH II PLAT.dwg, 6/22/2021 8:49:29 AM

EASTWOOD
SECTION 2

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N00°04'26"W	10.00'
L2	N21°20'45"W	10.00'
L3	S68°39'15"W	205.49'
L4	N89°55'34"E	80.99'
L5	S00°04'26"E	120.00'
L6	S21°20'45"E	8.04'
L7	N68°39'15"E	34.48'
L8	N89°55'34"E	5.99'
L9	N89°55'34"E	35.00'
L10	N68°39'15"E	30.00'
L11	N68°39'15"E	30.00'
L12	N89°55'34"E	80.99'
L13	N89°55'34"E	79.78'
L14	N68°39'15"E	35.00'
L15	N68°39'15"E	36.12'
L16	N68°39'15"E	13.41'
L17	N68°39'15"E	35.00'
L18	N68°39'15"E	35.00'
L19	N68°39'15"E	23.41'
L20	N89°55'34"E	4.78'
L21	N89°55'34"E	35.00'
L22	N89°55'34"E	35.00'
L23	N89°55'34"E	3.57'
L24	N68°39'15"E	35.70'
L25	N68°39'15"E	35.00'
L26	N89°55'34"E	79.78'
L27	N89°55'34"E	78.57'
L28	N89°55'34"E	66.61'
L29	N68°39'15"E	35.00'
L30	N68°39'15"E	7.96'
L31	N68°39'15"E	7.96'
L32	N68°39'15"E	35.00'
L33	N68°39'15"E	35.00'
L34	N68°39'15"E	35.70'
L35	N89°55'34"E	27.82'
L36	N89°55'34"E	38.80'
L37	S00°04'26"E	38.04'
L38	S00°04'26"E	40.00'
L39	N79°46'14"E	25.48'
L40	S21°39'51"E	28.49'
L41	S21°07'19"E	16.51'
L42	S21°07'19"E	31.17'
L43	S21°26'33"E	8.83'

CURVE TABLE					
CURVE	DELTA ANGLE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	51°23'12"	16.50'	14.80'	S47°02'22"E	14.31'
C2	192°46'25"	50.00'	168.23'	N23°39'15"E	99.38'
C3	51°23'12"	16.50'	14.80'	S85°39'09"E	14.31'
C4	21°16'19"	205.00'	76.11'	N79°17'24"E	75.67'
C5	90°00'00"	15.00'	23.56'	N44°55'34"E	21.21'
C6	33°55'45"	50.00'	29.61'	S55°46'05"E	29.18'
C7	64°05'26"	50.00'	55.93'	S06°45'30"E	53.06'
C8	39°31'27"	50.00'	34.49'	N45°02'57"E	33.81'
C9	55°13'46"	50.00'	48.20'	S87°34'26"E	46.35'
C10	50°18'06"	16.50'	14.49'	S85°06'36"E	14.03'
C11	1°05'06"	16.50'	0.31'	N69°11'48"E	0.31'
C12	1°24'05"	205.00'	5.01'	N69°21'17"E	5.01'
C13	10°46'40"	205.00'	38.56'	N75°26'39"E	38.50'
C14	9°05'35"	205.00'	32.53'	N85°22'46"E	32.50'
C15	21°16'19"	155.00'	57.55'	N79°17'24"E	57.22'
C16	90°00'00"	15.00'	23.56'	S45°04'26"E	21.21'
C17	90°00'00"	15.00'	23.56'	N44°55'34"E	21.21'
C18	21°16'19"	205.00'	76.11'	N79°17'24"E	75.67'
C19	90°00'00"	15.00'	23.56'	S66°20'45"E	21.21'
C20	90°00'00"	15.00'	23.56'	N23°39'15"E	21.21'
C21	14°41'51"	155.00'	39.76'	N76°00'10"E	39.65'
C22	6°34'28"	155.00'	17.79'	N86°38'20"E	17.78'
C23	1°36'48"	205.00'	5.77'	S89°07'10"W	5.77'
C24	11°30'12"	205.00'	41.16'	S82°33'40"W	41.09'
C25	8°09'19"	205.00'	29.18'	S72°43'54"W	29.15'
C26	90°00'00"	15.00'	23.56'	S45°04'26"E	21.21'
C27	90°00'00"	15.00'	23.56'	N44°55'34"E	21.21'
C28	21°16'19"	205.00'	76.11'	N79°17'24"E	75.67'
C29	90°00'00"	15.00'	23.56'	S66°20'45"E	21.21'
C30	90°00'00"	15.00'	23.56'	N23°39'15"E	21.21'
C31	21°16'19"	155.00'	57.55'	N79°17'24"E	57.22'
C32	9°40'43"	205.00'	34.63'	N85°05'12"E	34.59'
C33	10°29'54"	205.00'	37.56'	N74°59'54"E	37.51'
C34	1°05'42"	205.00'	3.92'	N69°12'06"E	3.92'
C35	90°00'00"	15.00'	23.56'	N23°39'15"E	21.21'
C36	57°08'50"	16.50'	16.46'	S82°46'21"E	15.78'
C37	294°17'39"	60.00'	308.18'	S21°20'45"E	65.10'
C38	57°08'50"	16.50'	16.46'	N40°04'50"E	15.78'
C39	90°00'00"	15.00'	23.56'	S66°20'45"E	21.21'
C40	90°00'00"	15.00'	23.56'	N23°39'15"E	21.21'
C41	21°16'19"	155.00'	57.55'	N79°17'24"E	57.22'
C42	51°23'12"	16.50'	14.80'	S64°22'50"E	14.31'
C43	192°46'25"	50.00'	168.23'	N44°55'34"E	99.38'
C44	51°23'12"	16.50'	14.80'	S25°46'02"E	14.31'
C45	24°39'43"	60.00'	25.83'	S66°31'47"E	25.63'
C46	37°44'01"	60.00'	39.51'	N82°16'21"E	38.80'
C47	27°17'14"	60.00'	28.58'	N49°45'44"E	28.31'
C48	27°17'14"	60.00'	28.58'	N22°28'30"E	28.31'
C49	30°10'38"	60.00'	31.60'	S06°15'26"E	31.24'
C50	30°06'34"	60.00'	31.53'	S36°24'03"E	31.17'
C51	27°17'14"	60.00'	28.58'	S65°05'57"E	28.31'
C52	27°17'14"	60.00'	28.58'	N87°36'49"E	28.31'
C53	37°48'04"	60.00'	39.59'	N55°04'10"E	38.87'
C54	24°39'43"	60.00'	25.83'	N23°50'16"E	25.63'
C55	5°28'40"	155.00'	14.82'	N71°23'34"E	14.81'
C56	15°47'39"	155.00'	42.73'	N82°01'44"E	42.59'
C57	4°11'11"	16.50'	1.21'	S87°58'51"E	1.21'
C58	38°57'47"	50.00'	34.00'	S58°10'07"E	33.35'
C59	35°11'20"	50.00'	30.71'	N84°45'19"E	30.23'
C60	31°00'41"	50.00'	27.06'	N51°39'19"E	26.73'
C61	30°29'04"	50.00'	26.60'	N20°54'27"E	26.29'
C62	57°07'33"	50.00'	49.85'	S22°53'52"E	47.81'
C63	6°49'39"	16.50'	1.97'	S03°29'16"E	1.97'

FIELD NOTE DESCRIPTION
26.061 ACRES
A.A. LEWIS SURVEY, A-384
WILLIAMSON COUNTY, TEXAS

FIELD NOTE DESCRIPTION OF 26.061 ACRES OF LAND OUT OF THE A.A. LEWIS SURVEY, ABSTRACT NO. 384, WILLIAMSON COUNTY, TEXAS, BEING A PORTION OF THAT CERTAIN 128.527 ACRE TRACT DESCRIBED IN A DEED TO SONWEST CO. RECORDED IN DOCUMENT NUMBER 2020167344 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS. THE SAID 26.061 ACRES OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

NOTE: ALL STEEL PINS SET CITED HEREIN ARE ½ INCH DIAMETER WITH CAP MARKED LENZ & ASSOC. BEARINGS CITED HEREIN ARE BASED ON THE TEXAS COORDINATE SYSTEM OF 1983 (NAD83), CENTRAL ZONE.

BEGINNING AT A STEEL SET AT ON THE EAST LINE OF COUNTY ROAD 315, THE SAME BEING THE WEST LINE OF THE SAID 128.527 ACRE SONWEST CO. TRACT, FROM WHICH A ½ INCH DIAMETER STEEL PIN FOUND ON THE EAST LINE OF COUNTY ROAD 315 AT A SOUTHWESTERLY CORNER OF THE SAID 128.527 ACRE TRACT BEARS S 21°26'33" E, 567.19 FEET TO A STEEL PIN SET AND THEN S 21°17'40" E, 1292.28 FEET;

THENCE, ALONG THE EAST LINE OF COUNTY ROAD 315, THE SAME BEING THE WEST LINE OF THE SAID 128.527 ACRE SONWEST CO. TRACT, THE FOLLOWING THREE (3) COURSES AND DISTANCES:

1) N 21°26'33" W, 653.86 FEET TO A STEEL PIN SET;

2) N 21°07'19" W, AT 207.98 FEET PASSING A ½ INCH DIAMETER STEEL PIN FOUND AND CONTINUING FOR A TOTAL DISTANCE OF 407.63 FEET TO A STEEL PIN SET;

3) N 21°39'51" W, 203.52 FEET TO A STEEL PIN SET, FROM WHICH A STEEL PIN SET AT THE NORTHWEST CORNER OF THE SAID 128.527 ACRE SONWEST CO. TRACT BEARS N 21°39'51" W, 631.02 FEET.

THENCE, TRAVERSING THE INTERIOR OF THE SAID 128.527 ACRE SONWEST CO. TRACT, THE FOLLOWING FOUR (4) COURSES AND DISTANCES:

1) N 68°39'15" E, 731.11 FEET TO A STEEL PIN SET;

2) N 89°55'34" E, 209.85 FEET TO A STEEL PIN SET;

3) N 00°04'26" W, 10.00 FEET TO A STEEL PIN SET;

4) N 89°55'34" E, 185.00 FEET TO A ½ INCH DIAMETER STEEL PIN SET ON THE EAST LINE OF THE SAID 128.527 ACRE SONWEST CO. TRACT;

THENCE, ALONG THE EAST LINE OF THE SAID 128.527 ACRE SONWEST CO. TRACT, BEING A COMMON LINE WITH THE REMAINDER PORTION OF THAT CERTAIN 53.124 ACRE TRACT CALLED TRACT 18A AND THAT CERTAIN 134.769 ACRE TRACT CALLED TRACT 18B IN A DEED TO RVEST LP, RECORDED IN DOCUMENT NUMBER 2012074806 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1) S 00°04'26" E, 851.52 TO A STEEL PIN SET;

2) S 08°51'37" E, 355.98 FEET TO A STEEL PIN SET;

THENCE, TRAVERSING THE INTERIOR OF THE SAID 128.527 ACRE TRACT, THE FOLLOWING THREE (3) COURSES AND DISTANCES:

1) S 68°39'15" W, 510.66 FEET TO A STEEL PIN SET;

2) N 21°20'45" W, 10.00 FEET TO A STEEL PIN SET;

3) S 68°39'15" W, 205.49 FEET TO THE PLACE OF BEGINNING, CONTAINING 26.061 ACRES OF LAND, MORE OR LESS.

LENZ & ASSOCIATES, INC.
FIRM No. 100290-00
COMPLETE PROFESSIONAL LAND SURVEYING SERVICES
(512) 443-1174
4150 FREIDRICH LANE, SUITE A1
AUSTIN, TEXAS 78744
SURVEY #: 2020-0541A F.B.

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EASTWOOD
SECTION 2

NOTES:

1) IN ORDER TO PROMOTE POSITIVE DRAINAGE AWAY FROM A STRUCTURE, FINISHED FLOOR ELEVATIONS SHOULD BE BUILT AT LEAST ONE FOOT ABOVE THE SURROUNDING GROUND AND THE GROUND SHOULD BE GRADED AWAY FROM THE STRUCTURE AT A SLOPE OF 1/2 INCH PER FOOT FOR A DISTANCE OF AT LEAST 10 FEET.

2) THE OWNER UNDERSTANDS THAT IT IS THE RESPONSIBILITY OF THE OWNER, NOT THE CITY OR COUNTY, TO ASSURE COMPLIANCE WITH THE PROVISIONS OF ALL APPLICABLE STATE, FEDERAL AND LOCAL LAWS AND REGULATIONS RELATING TO THE ENVIRONMENT, INCLUDING, BUT NOT LIMITED TO THE ENDANGERED SPECIES ACT, STATE AQUIFER REGULATIONS, AND MUNICIPAL.

3) A 10' WIDE UTILITY EASEMENT IS HEREBY DEDICATED ADJACENT TO ALL STREET R.O.W. ON ALL LOTS.

4) ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR THEIR ASSIGNS.

5) THIS SUBDIVISION IS NOT LOCATED WITHIN THE CONTRIBUTING ZONE OF THE EDWARDS AQUIFER.

6) THIS SUBDIVISION IS LOCATED WITHIN THE JURISDICTION OF WILLIAMSON COUNTY.

7) BUILDING SETBACK LINES SHALL BE IN ACORDANCE WITH SETBACKS SHOWN HEREON, APPLICABLE OWNER RESTRICTIONS RECORDED IN COUNTY RECORDS OR THE WILLIAMSON COUNTY SUBDIVISION REGULATIONS.

8) CONSTRUCTION OF ANY IMPROVEMENTS ON ANY LOT IN THE SUBDIVISION IS SUBJECT TO THE COVENANTS AND RESTRICTIONS FOR SONTERRA WEST SUBDIVISION AS RECORDED IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.

9) DRIVEWAY ACCESS TO LOTS WITHIN THIS SUBDIVISION FROM SIDE STREETS IS PROHIBITED.

10) NO STRUCTURE OR IMPROVEMENT ON ANY LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A WATER SUPPLY SYSTEM APPROVED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY.

11) NO STRUCTURE OR IMPROVEMENT ON ANY LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A WASTEWATER COLLECTION SYSTEM APPROVED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY.

12) THE OWNER OF THIS SUBDIVISION AND HIS HEIRS, SUCCESSORS AND ASSIGNS ASSUMES THE RESPONSIBILITY FOR PLANS FOR CONSTRUCTION OF ALL SUBDIVISION IMPROVEMENTS WHICH SHALL COMPLY WITH APPLICABLE CODES, RULES AND REGULATIONS AND REQUIREMENTS OF WILLIAMSON COUNTY, TEXAS AND THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY WHICH ARE IN EFFECT AND APPLICABLE AT THE TIME THE IMPROVEMENTS ARE DESIGNED AND CONSTRUCTED. THE OWNER UNDERSTANDS AND AGREES THAT PLAT VACATION AND REPLATTING MAY BE REQUIRED AT THE OWNERS SOLE EXPENSE IF PLANS TO CONSTRUCT THIS SUBDIVISION DO NOT COMPLY WITH SUCH CODES AND REQUIREMENTS.

13) WATER AND WASTEWATER SERVICE TO THIS SUBDIVISION WILL BE PROVIDED BY THE SONTERRA MUNICIPAL UTILITY DISTRICT.

14) WATER AND WASTEWATER SYSTEMS SERVING THIS SUBDIVISION SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH THE DESIGN AND CONSTRUCTION STANDARDS OF THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) OR WILLIAMSON COUNTY. PLANS AND SPECIFICATIONS SHALL BE SUBMITTED TO TCEQ AND OTHER AGENCIES AS APPROPRIATE AT THE TIME SUCH PLANS ARE PREPARED.

15) THERE ARE NO CEMETERY SITES, EXISTING OR PROPOSED SCHOOL SITES OR OTHER PUBLIC SITES PROPOSED WITHIN THIS SUBDIVISION.

16) NO LOT IN THIS SUBDIVISION IS ENCROACHED BY ANY SPECIAL FLOOD HAZARD AREAS INUNDATED BY THE 100 YEAR FLOOD AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY 48491C0150F EFFECTIVE DECEMBER 20, 2019 FOR WILLIAMSON COUNTY, TEXAS.

17) A DE FACTO CERTIFICATE OF COMPLIANCE IS HEREBY ISSUED FOR ALL LOTS WITHIN THIS SUBDIVISION. THIS CERTIFICATE IS VALID UNTIL SUCH TIME AS FEMA REVISES OR NEWLY ADOPTS FLOODPLAIN BOUNDARIES IN THIS AREA.

18) ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THIS PLAT ARE FREE OF LIENS.

19) AN EASEMENT 3 FEET IN WIDTH IS HEREBY DEDICATED ALONG EACH INTERIOR SIDE LOT LINE AND EACH REAR LOT LINE FOR PUBLIC UTILITIES.

20) ALL SIDEWALKS ARE TO BE MAINTAINED BY THE ADJACENT PROPERTY OWNER.

21) RESIDENTIAL DRIVEWAYS ARE TO BE LOCATED NO CLOSER TO THE CORNER OF INTERSECTING RIGHTS OF WAY THAN 60 PERCENT OF THE PARCEL FRONTAGE OR 50 FEET, WHICHEVER IS LESS.

22) IMPROVEMENTS WITHIN THE COUNTY ROAD RIGHT-OF-WAY INCLUDING, BUT NOT LIMITED TO, LANDSCAPING, IRRIGATION LIGHTING, CUSTOM SIGNS, IS PROHIBITED WITHOUT FIRST OBTAINING AN EXECUTED LICENSE AGREEMENT WITH WILLIAMSON COUNTY.

23) THE MINIMUM FINISHED FLOOR ELEVATIONS SHOWN ON THIS PLAT WERE DETERMINED BY ADDING ONE (1) FOOT TO THE BASE FLOOD ELEVATION (BFE) AS DETERMINED BY A STUDY PREPARED BY 360 PROFESSIONAL SERVICES INC., DATED MARCH 2020.

24) THIS SUBDIVISION IS SUBJECT TO STORM-WATER MANAGEMENT CONTROLS AS REQUIRED BY WILLIAMSON COUNTY SUBDIVISION REGULATIONS, SECTION B11.1, ON NEW DEVELOPMENT THAT WOULD EVOKE SUCH CONTROLS BEYOND EXISTING CONDITIONS.

25) EXCEPT IN CERTAIN ISOLATED AREAS REQUIRED TO MEET ACCESSIBILITY REQUIREMENTS, THE MINIMUM LOWEST FINISHED FLOOR ELEVATION SHALL BE ONE FOOT HIGHER THAN THE HIGHEST SPOT ELEVATION THAT IS LOCATED WITHIN FIVE FEET OUTSIDE THE PERIMETER OF THE BUILDING, OR ONE FOOT ABOVE THE BFE, WHICHEVER IS HIGHER.

26) DRIVEWAYS SHALL ONLY CONNECT TO AN INTERNAL PLATTED ROAD AND NOT TO COUNTY ROAD 315, THE ADJACENT COUNTY ROAD.

27) MAINTENANCE RESPONSIBILITY FOR DRAINAGE WILL NOT BE ACCEPTED BY THE COUNTY OTHER THAN THAT ACCEPTED IN CONNECTION WITH DRAINING OR PROTECTING THE ROAD SYSTEM. MAINTENANCE RESPONSIBILITY FOR STORM WATER MANAGEMENT CONTROLS WILL REMAIN WITH THE OWNER.

LENZ & ASSOCIATES, INC.
FIRM No. 100290-00
COMPLETE PROFESSIONAL LAND SURVEYING SERVICES
(512) 443-1174
4150 FREIDRICH LANE, SUITE A1
AUSTIN, TEXAS 78744
SURVEY #: 2020-0541A F.B.

S:\Land Projects 3\SONTERRA EAST\dwg\EASTWOOD PH II PLAT.dwg, 6/22/2021 8:50:49 AM

EASTWOOD
SECTION 2

STATE OF TEXAS }
COUNTY OF WILLIAMSON }

KNOWN ALL PERSONS BY THESE PRESENTS:

THAT SONWEST CO, ACTING BY AND THROUGH ANDY BILGER, VICE PRESIDENT, SOLE OWNER OF THAT CERTAIN TRACT OF LAND SHOWN HEREON AND DESCRIBED IN A DEED RECORDED IN DOCUMENT NO. 2020167344, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, DO HEREBY STATE THAT THERE ARE NO LIEN HOLDERS OF THAT CERTAIN TRACT OF LAND, AND DO HEREBY SUBDIVIDE THE PORTION OF THE SAID TRACT AS SHOWN HEREON, AND DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREON, AND DO HEREBY FOREVER DEDICATE TO THE PUBLIC THE ROADS, ALLEYS, RIGHTS-OF WAY, EASEMENTS AND PUBLIC PLACES SHOWN HEREON FOR SUCH PUBLIC PURPOSES AS WILLIAMSON COUNTY MAY DEEM APPROPRIATE, AND DO HEREBY STATE THAT ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THIS PLAT ARE FREE OF LIENS. THIS SUBDIVISION IS TO BE KNOWN AS "EASTWOOD SECTION 2"

TO CERTIFY WHICH, WITNESS BY MY HAND THIS THE 1st DAY OF July, 2021.

SONWEST CO
BY: ANDY BILGER
3939 BEE CAVE ROAD, SUITE C-100
AUSTIN, TEXAS 78746

STATE OF TEXAS }
COUNTY OF ~~WILLIAMSON~~ Travis }

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE 1st DAY OF July, 2021, A.D. BY ANDY BILGER ACTING IN THE CAPACITY HEREIN STATED.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES 11-26-2021

KERRI JONES
My Notary ID # 10989282
Expires November 26, 2021

SURVEYOR'S CERTIFICATE

I, TIMOTHY A LENZ, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY HEREON MADE ON THE GROUND BY ME OR UNDER MY SUPERVISION. ALL CORNER MONUMENTS WERE FOUND OR SET AS SHOWN HEREON.

6-25-21
TIMOTHY A. LENZ DATE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4393
LENZ & ASSOCIATES, INC.
FIRM NO. 100290-00
4150 FREIDRICH LANE, SUITE A1
AUSTIN, TEXAS 78744

STATE OF TEXAS
REGISTERED
TIMOTHY A. LENZ
4393
PROFESSIONAL
LAND SURVEYOR

I, SCOTT J. FOSTER, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE APPLICABLE ORDINANCE OF WILLIAMSON COUNTY, TEXAS AND THAT NO PORTION OF THIS SUBDIVISION IS CONTAINED WITHIN THE 100 YEAR FLOOD PLAIN AS IDENTIFIED ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NUMBER 48491C0150E DATED SEPTEMBER 26, 2008 FOR WILLIAMSON COUNTY, TEXAS.

6/22/21
SCOTT J. FOSTER, P.E. DATE
REGISTERED PROFESSIONAL ENGINEER NO. 84652
360 PROFESSIONAL SERVICES
P.O. BOX 3639
CEDAR PARK, TEXAS, 78630
FIRM NO. 4932

STATE OF TEXAS
SCOTT J. FOSTER
84652
LICENSED
PROFESSIONAL ENGINEER

ROAD NAME AND ADDRESS ASSIGNMENTS VERIFIED THIS THE 1st DAY OF July, 2021 A.D.

Teresa Baker
WILLIAMSON COUNTY ADDRESS COORDINATOR

IN APPROVING THIS PLAT BY THE COMMISSIONERS COURT OF WILLIAMSON COUNTY, TEXAS, IT IS UNDERSTOOD THAT THE BUILDING OF ALL ROADS, AND OTHER PUBLIC THOROUGHFARES AND ANY BRIDGES OR CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED, IS THE RESPOSIBILITY OF THE OWNER(S) OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS COURT OF WILLIAMSON COUNTY, TEXAS. SAID COMMISSIONERS COURT ASSUMES NO OBLIGATION TO BUILD ANY OF THE ROADS, OR OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT, OR OF CONSTRUCTING ANY OF THE BRIDGES OR DRAINAGE IMPROVEMENTS IN CONNECTION THEREWITH. THE COUNTY WILL ASSUME NO RESPONSIBILITY FOR DRAINAGE WAYS OR EASEMENTS IN THE SUBDIVISION, OTHER THAN THOSE DRAINING OR PROTECTING THE ROAD SYSTEM.

IT IS THE RESPONSIBILITY OF THE OWNER, NOT THE COUNTY, TO ASSURE COMPLIANCE WITH THE PROVISIONS OF ALL APPLICABLE STATE, FEDERAL AND LOCAL LAWS AND REGULATIONS RELATING TO THE PLATTING AND DEVELOPMENT OF THIS PROPERTY

THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF REPRESENTATIONS BY OTHER PARTIES IN THIS PLAT. FLOODPLAIN DATA, IN PARTICULAR, MAY CHANGE. IT IS FURTHER UNDERSTOOD THAT THE OWNERS OF THE TRACT OF LAND COVERED BY THIS PLAT MUST INSTALL AT THEIR OWN EXPENSE ALL TRAFFIC CONTROL DEVICES AND SIGNAGE THAT MAY BE REQUIRED BEFORE THE ROADS IN THE SUBDIVISION HAVE FINALLY BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY.

STATE OF TEXAS }
COUNTY OF WILLIAMSON }

I, BILL GRAVELL Jr., COUNTY JUDGE OF WILLIAMSON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THIS MAP OR PLAT, WITH FIELD NOTES HEREON, FOR A SUBDIVISION HAVING BEEN FULLY PRESENTED TO THE COMMISSIONERS COURT OF WILLIAMSON COUNTY, TEXAS, AND BY THE SAID COURT DULY CONSIDERED, WERE ON THIS DAY APPROVED AND THAT THIS PLAT IS AUTHORIZED TO BE REGISTERED AND RECORDED IN THE PROPER RECORDS OF THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

BILL GRAVELL Jr. DATE
COUNTY JUDGE, WILLIAMSON COUNTY, TEXAS

STATE OF TEXAS }
COUNTY OF WILLIAMSON }

KNOWN ALL MEN BY THESE PRESENTS:

I, NANCY RISTER, COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF _____, 20__, A.D. AT ____ O'CLOCK ____.M. AND DULY RECORDED THIS THE ____ DAY OF _____, 20__, A.D., AT _____ O'CLOCK __.M., IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, IN DOCUMENT NUMBER _____.

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

NANCY RISTER, COUNTY CLERK, WILLIAMSON COUNTY, TEXAS

BY _____ DEPUTY

LENZ & ASSOCIATES, INC.
FIRM No. 100290-00
COMPLETE PROFESSIONAL LAND SURVEYING SERVICES
(512) 443-1174
4150 FREIDRICH LANE, SUITE A1
AUSTIN, TEXAS 78744

SURVEY #: 2020-0541A F.B.

Commissioners Court - Regular Session **26.**

Meeting Date: 07/20/2021

Preliminary plat for the Thomison Trail subdivision – Pct 4

Submitted For: Terron Evertson **Submitted By:** Adam Boatright, Infrastructure

Department: Infrastructure **Division:** Road & Bridge

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on approval of the preliminary plat for the Thomison Trail subdivision – Precinct 4.

Background

This proposed subdivision consists of a single lot and no new roads. This preliminary plat replaces the preliminary plat that was previously approved for this property on March 26, 2019.

Timeline

2021-04-20 – initial submittal of preliminary plat
2021-05-19 – 1st review complete with comments
2021-06-21 – 2nd submittal of preliminary plat
2021-06-23 – 2nd review complete with comments
2021-06-25 – 3rd submittal of preliminary plat
2021-07-06 – 3rd review complete with comments
2021-07-07 – 4th submittal of preliminary plat
2021-07-14 – 4th review complete with minor comments
2021-07-14 – 5th submittal of preliminary plat
2021-07-14 – 5th review complete with comments clear
2021-07-15 – preliminary plat placed on the July 20, 2021 Commissioners Court agenda for consideration

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Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

preliminary plat - Thomison Trail

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 11:44 AM
Form Started By: Adam Boatright		Started On: 07/15/2021 09:32 AM
Final Approval Date: 07/15/2021		

PRELIMINARY PLAT OF THOMISON TRAIL SUBDIVISION

BEARING BASIS:
BEARINGS ARE GRID NORTH
BASED ON THE TEXAS
COORDINATE SYSTEM CENTRAL
TEXAS ZONE (4203) NAD83 HARN
HORIZONTAL CONTROL.

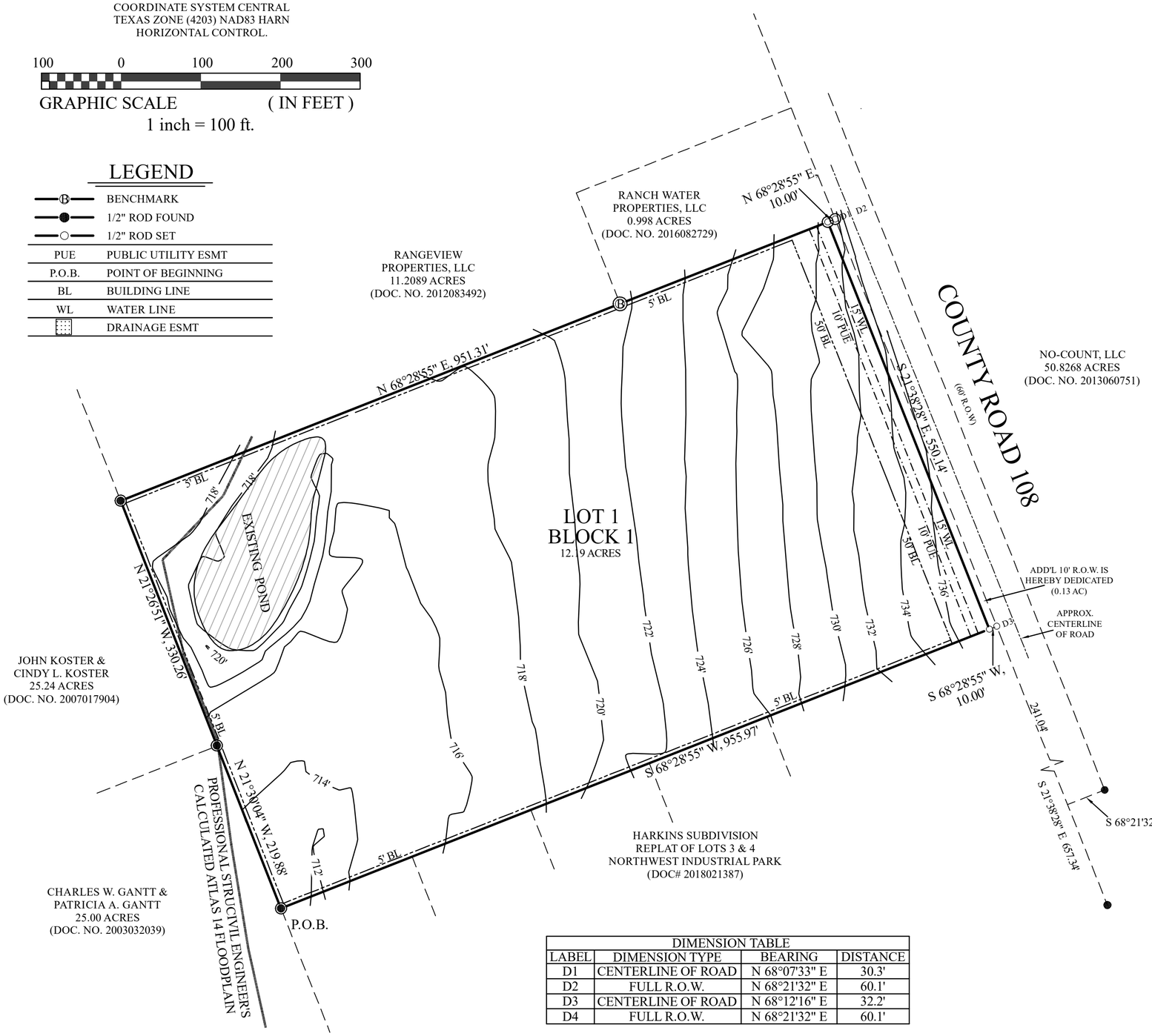
100 0 100 200 300

GRAPHIC SCALE (IN FEET)

1 inch = 100 ft.

LEGEND

B	BENCHMARK
●	1/2" ROD FOUND
○	1/2" ROD SET
PUE	PUBLIC UTILITY ESMT
P.O.B.	POINT OF BEGINNING
BL	BUILDING LINE
WL	WATER LINE
	DRAINAGE ESMT



DIMENSION TABLE			
LABEL	DIMENSION TYPE	BEARING	DISTANCE
D1	CENTERLINE OF ROAD	N 68°07'33" E	30.3'
D2	FULL R.O.W.	N 68°21'32" E	60.1'
D3	CENTERLINE OF ROAD	N 68°12'16" E	32.2'
D4	FULL R.O.W.	N 68°21'32" E	60.1'

OWNER: AARON THOMISON
3754 CR 123, ROUND ROCK, TEXAS 78664
512-748-4886

ACREAGE: 12.19 ACRES

SURVEY: AARON ARMSTRONG SURVEY, ABSTRACT NO. 26

NUMBER OF BLOCKS: 1

NUMBER OF LOTS: 1 - COMMERCIAL

SUBMITTAL DATE: OCTOBER 18, 2018

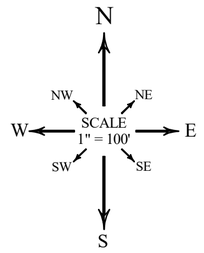
DATE OF REVISION: MAY 18, 2020

SURVEYOR: ALL STAR LAND SURVEYING
9020 ANDERSON MILL ROAD, AUSTIN, TEXAS 78729
(512) 249-8149

ENGINEER: PROFESSIONAL STRUCIVIL ENGINEERS, INC.
2205 W. PARMER LN., STE. 201 AUSTIN, TEXAS 78727
(512) 238-6422

PROJECT DATUM: NORTH AMERICAN DATUM 1983 (NAD 83)
PROJECTION: TEXAS STATE PLANE - CENTRAL ZONE (4203)
UNITS: US SURVEY FEET

100-YEAR FLOOD PLAIN: THIS PROPERTY IS NOT LOCATED WITHIN THE 100 YEAR FLOOD PLAIN AS (ZONE "X") SHOWN ON THE FEDERAL INSURANCE ADMINISTRATION FLOOD HAZARD BOUNDARY MAP, PANEL NO. 48491C0505E, SEPTEMBER 26, 2008



BEING 12.19 ACRES OF LAND OUT OF THE AARON ARMSTRONG SURVEY, ABSTRACT NUMBER 26, WILLIAMSON COUNTY, TEXAS, SAME BEING THAT CERTAIN AARON THOMISON 12.2092 ACRE TRACT RECORDED IN DOCUMENT NUMBER 2014050109, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, SAID 12.19 ACRES OF LAND TO BE MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING at an iron rod found in the easterly line of that certain Charles Gant 25.00 acre tract recorded in Document Number 2003032039, Official Public Records, said county (herein referred to as OPR), at the northwest corner of that certain MJ 973 Properties, LLC 10.234 acre tract recorded in Document Number 2016063934, OPR, same being the southwest corner of said 12.2092 acre tract, for the southwest corner hereof;

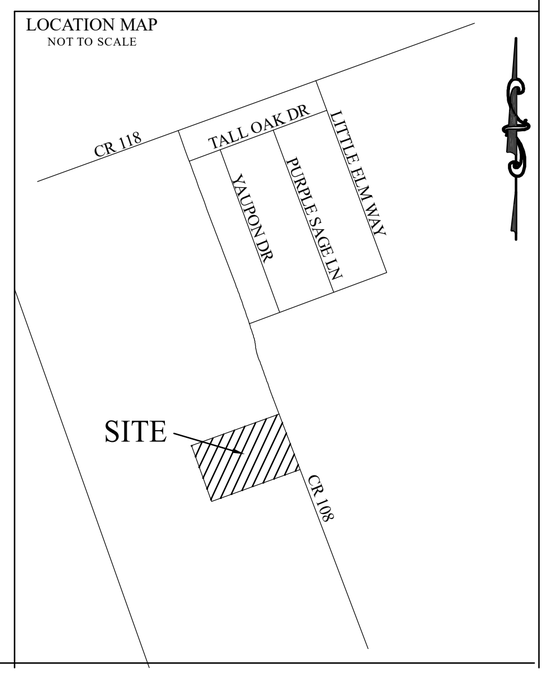
THENCE along the easterly line of said 25.00 acre tract and that certain John Koster 25.24 acre tract recorded in Document Number 2007017904, OPR, along the westerly line of said 12.2092 acre tract, North 21 degrees 30 minutes 04 seconds West, 219.8 feet to an iron rod found and North 21 degrees 26 minutes 51 seconds West, 330.26 feet to an iron rod found in said line, at the southwest corner of that certain Rangeview Properties, LLC 11.2089 acre tract recorded in Document Number 2012083492, OPR, same being the northwest corner of said 12.2092 acre tract, for the northwest corner hereof;

THENCE North 68 degrees 28 minutes 55 seconds East, along the southerly line of said 11.2089 acre tract and of Lot 1, Guzman Subdivision, recorded in Document Number 2016048373, OPR, along the northerly line of said 12.2092 acre tract, 964.32 feet to an iron rod set in the westerly right-of-way line of CR 108, at the southeast corner of said Lot 1, same being the northeast corner of said 12.2092 acre tract, for the northeast corner hereof;

THENCE South 21 degrees 38 minutes 28 seconds East, along said right-of-way line and the easterly line of said 12.2092 acre tract, 550.14 feet to an iron rod set in said line, at the northeast corner of Lot 4, Northwest Industrial park Section One, a subdivision recorded in Document Number 2011054753, OPR, same being the southeast corner of said 12.2092 acre tract, for the southeast corner hereof;

THENCE South 68 degrees 28 minutes 55 seconds West, along the northerly line of said Lot 4 and said 10.2347 acre tract, along the southerly line of said 12.2092 acre tract, 965.97 feet to the POINT OF BEGINNING.

LOCATION MAP
NOT TO SCALE



STATE OF TEXAS
COUNTY OF WILLIAMSON: KNOWN ALL MEN OF THESE PRESENTS

I , EDWARD C. RUMSEY , AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF LAND SURVEYING, AND HEREBY STATE THAT THIS PLAT CONFORMS WITH APPLICABLE ORDINANCES OF THE CITY OF HUTTO , TEXAS AND WILLIAMSON COUNTY , TEXAS AND THAT ALL EXISTING EASEMENTS OF RECORD HAVE BEEN SHOWN OR NOTED HERON.

07-02-2021
DATE

EDWARD C. RUMSEY
ALLSTAR LAND SURVEYING
9020 ANDERSON MILL ROAD
AUSTIN , TEXAS 78729
512-249-8149 / FAX 512-331-5217
REF.# A0711718

STATE OF TEXAS
REGISTERED
EDWARD RUMSEY
5729
PROFESSIONAL
LAND SURVEYOR

STATE OF TEXAS
COUNTY OF TRAVIS

I DO HEREBY CERTIFY THAT THE ENGINEERING WORK BEING SUBMITTED HEREIN COMPLIES WITH ALL PROVISIONS OF THE TEXAS ENGINEERING PRACTICES ACT, INCLUDING SECTION 131.152(E). I HEREBY ACKNOWLEDGE THAT ANY MISREPRESENTATION REGARDING THIS CERTIFICATION CONSTITUTES A VIOLATION OF THE ACT, AND MAY RESULT IN CRIMINAL, CIVIL, AND/OR ADMINISTRATIVE PENALTIES AGAINST ME AS AUTHORIZED BY THE ACT.

07-02-2021
DATE

MIRZA TAHIR BAIG, P.E. NO. 82577
PROFESSIONAL STRUCIVIL ENGINEERS, INC.
REGISTERED ENGINEERING FIRM F-4951
2205 W PARMER LANE, SUITE #201
AUSTIN, TEXAS 78727 (512) 238-6422

STATE OF TEXAS
MIRZA TAHIR BAIG
82577
REG'ISTERED
PROFESSIONAL ENGINEER

PRELIMINARY PLAT OF THOMISON TRAIL SUBDIVISION

STATE OF TEXAS
COUNTY OF WILLIAMSON: KNOW ALL MEN BY THESE PRESENTS:

I, AARON THOMISON, SOLE OWNER THE CERTAIN TRACT OF LAND SHOWN HEREON AND DESCRIBED IN A DEED RECORDED DOCUMENT NO. 2014050109 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND DO HEREBY STATE THAT THERE ARE NO LIEN HOLDERS OF THE CERTAIN TRACT OF LAND, AND DO HEREBY SUBDIVIDE SAID TRACT AS SHOWN HEREON, AND DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREON, AND DO HEREBY FOREVER DEDICATE TO THE PUBLIC THE ROADS, ALLEYS, RIGHTS-OF-WAY, EASEMENTS AND PUBLIC PLACES SHOWN HEREON FOR SUCH PUBLIC PURPOSES AS WILLIAMSON COUNTY MAY DEEM APPROPRIATE, AND DO HEREBY STATE THAT ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THIS PAT ARE FREE OF LIENS. THIS SUBDIVISION IS TO BE KNOWN AS: "*THOMISON TRAIL SUBDIVISION*"

TO CERTIFY WHICH, WITNESS BY MY HANDS THIS THE _____ DAY OF _____, 2020, A.D.

_____
AARON THOMISON DATE
3754 CR 123
ROUND ROCK, TX 78664

STATE OF TEXAS
COUNTY OF WILLIAMSON: KNOW ALL MEN BY THESE PRESENTS:

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED AARON THOMISON, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS HEREIN EXPRESSED, AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE _____ DAY OF _____, 2020, A.D.

_____
NOTARY PUBLIC, STATE OF TEXAS

PRINTED NAME:_____

MY COMMISSION EXPIRES:_____

NOTES:

1. ALL SIDEWALKS SHALL BE MAINTAINED BY EACH OF THE ADJACENT PROPERTY OWNERS.
2. THE LANDOWNER ASSUMES ALL RISKS ASSOCIATED WITH IMPROVEMENTS LOCATED IN THE RIGHT-OF-WAY OR ROAD WIDENING EASEMENTS. BY PLACING ANYTHING IN THE RIGHT-OF- WAY OR ROAD WIDENING EASEMENTS, THE LANDOWNER INDEMNIFIES AND HOLDS THE COUNTY, ITS OFFICERS, AND EMPLOYEES HARMLESS FROM ANY LIABILITY OWING TO PROPERTY DEFECTS OR NEGLIGENCE NOT ATTRIBUTABLE TO THEM AND ACKNOWLEDGES THAT THE IMPROVEMENTS MAY BE REMOVED BY THE COUNTY AND THAT THE OWNER OF THE IMPROVEMENT SHALL BE RESPONSIBLE FOR THE RELOCATION AND/OR REPLACEMENT OF THE IMPROVEMENT.
3. NO CONSTRUCTION, PLANTING OR GRADING SHALL BE PERMITTED TO INTERFERE WITH SIGHT DISTANCE EASEMENTS BETWEEN THE HEIGHTS OF THREE AND EIGHT FEET AS MEASURED FROM THE CROWNS OF THE ADJACENT STREETS.
4. EXCEPT IN AREAS REQUIRED TO MEET LEGAL ACCESSIBILITY REQUIREMENTS, THE MINIMUM FINISHED FLOOR ELEVATION SHALL BE ONE FOOT HIGHER THAN THE HIGHEST SPOT ELEVATION THAT IS LOCATED WITHIN FIVE FEET OUTSIDE THE PERIMETER OF THE BUILDING, OR AT LEAST ONE FOOT ABOVE THE BFE, WHICHEVER IS HIGHER.
5. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL A CONNECTION IS MADE TO A PUBLIC WATER SYSTEM SUITABLE FOR HUMAN CONSUMPTION AND AN ON-SITE SEWAGE FACILITY APPROVED BY WILLIAMSON COUNTY.
6. WATER SERVICE FOR THIS SUBDIVISION WILL BE AVAILABLE THROUGH JONAH WATER SPECIAL UTILITY DISTRICT AFTER THE APPROPRIATE WATER SYSTEM IMPROVEMENTS ARE INSTALLED TO THIS SITE. THE CITY OF HUTTO ASSUMES NO OBLIGATIONS FOR INSTALLING ANY WATER AND WASTEWATER IMPROVEMENTS REQUIRED TO SERVE THIS SITE.
7. UTILITY PROVIDERS FOR THIS DEVELOPMENT ARE WATER: JONAH WATER SPECIAL UTILITY DISTRICT; WASTEWATER: ON-SITE SEWAGE FACILITIES; AND ELECTRIC: ONCOR.
9. THERE ARE NO AREAS WITHIN THE BOUNDARIES OF THIS SUBDIVISION IN THE 100-YEAR FLOODPLAIN AS DEFINED BY FIRM MAP NUMBER 48491C0505F, EFFECTIVE DATE OF 12-20-2019.
10. IN ORDER TO PROMOTE DRAINAGE AWAY FROM A STRUCTURE, THE SLAB ELEVATION SHOULD BE BUILT AT LEAST ONE-FOOT ABOVE THE SURROUNDING GROUND, AND THE GROUND SHOULD BE GRADED AWAY FROM THE STRUCTURE AT A SLOPE OF 1/2" PER FOOT FOR A DISTANCE OF AT LEAST 10 FEET.
11. THIS DEVELOPMENT IS CONSIDERED EXEMPT FROM ON-SITE STORMWATER DETENTION CONTROLS BASED ON WILLIAMSON COUNTY SUBDIVISION REGULATION B11.1.3, WHICH STATES THAT A PROPOSED DEVELOPMENT MAY BE CONSIDERED EXEMPT FROM PROVIDING ON-SITE STORMWATER DETENTION IF ALL LOTS ARE 2 ACRES OR MORE AND LESS THAN 20% OF IMPERVIOUS COVER PER LOT.
12. THIS SUBDIVISION IS SUBJECT TO STORM-WATER MANAGEMENT CONTROLS AS REQUIRED BY WILLIAMSON COUNTY SUBDIVISION REGULATIONS SECTION B11.1, ON NEW DEVELOPMENT THAT WOULD EVOKE MORE THAN 20% IMPERVIOUS COVER PER LOT.
13. A DE FACTO CERTIFICATE OF COMPLIANCE IS HEREBY ISSUED FOR THE LOT WITHIN THIS SUBDIVISION. THIS CERTIFICATE IS VALID UNTIL SUCH A TIME AS FEMA REVISES OR NEWLY ADOPTS FLOODPLAIN BOUNDARIES IN THIS AREA.
14. IT IS THE RESPONSIBILITY OF THE OWNER, NOT THE COUNTY, TO ASSURE COMPLIANCE WITH THE PROVISIONS OF ALL APPLICABLE STATE, FEDERAL AND LOCAL LAWS AND REGULATIONS RELATING TO THE PLATTING AND DEVELOPMENT OF THIS PROPERTY. THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF REPRESENTATIONS BY OTHER PARTIES IN THIS PLAT. FLOODPLAIN DATA, IN PARTICULAR, MAY CHANGE.
15. THIS SUBDIVISION IS SUBJECT TO STORM-WATER MANAGEMENT CONTROLS AS REQUIRED BY WILLIAMSON COUNTY SUBDIVISION REGULATIONS, SECTION B11.1, ON NEW DEVELOPMENT THAT WOULD EVOKE SUCH CONTROLS BEYOND EXISTING CONDITIONS.
16. RIGHT-OF-WAY EASEMENTS FOR WIDENING ROADWAYS OR IMPROVING DRAINAGE SHALL BE MAINTAINED BY THE LANDOWNER UNTIL ROAD OR DRAINAGE IMPROVEMENTS ARE ACTUALLY CONSTRUCTED ON THE PROPERTY. THE COUNTY HAS THE RIGHT AT ANY TIME TO TAKE POSSESSION OF ANY ROAD WIDENING EASEMENT FOR THE CONSTRUCTION, IMPROVEMENT, OR MAINTENANCE OF THE ADJACENT ROAD.
17. IMPROVEMENTS WITHIN THE COUNTY ROAD RIGHT-OF-WAY INCLUDING, BUT NOT LIMITED TO, LANDSCAPING, IRRIGATION, LIGHTING, AND CUSTOM SIGNS, IS PROHIBITED WITHOUT FIRST OBTAINING AN EXECUTED LICENSE AGREEMENT WITH WILLIAMSON COUNTY.
18. THE OWNER IN THIS SUBDIVISION WHOSE LOT IS SERVED BY A SEPTIC SYSTEM SHALL BE REQUIRED TO OBTAIN A PERMIT FROM THE WILLIAMSON COUNTY OSSF PROGRAM PRIOR TO CONSTRUCTION. THE SUBDIVISION DEVELOPER WILL BE HELD RESPONSIBLE TO NOTIFY BUILDERS AND LOT OWNERS OF THIS REQUIREMENT.

SCALE 1"=100'

STATE OF TEXAS
COUNTY OF WILLIAMSON: KNOW ALL MEN BY THESE PRESENTS:

BASED ON THE ABOVE REPRESENTATIONS OF THE ENGINEER OR SURVEYOR WHOSE SEAL IS AFFIXED HERETO, AND AFTER A REVIEW OF THE SURVEY AS REPRESENTED BY THE SAID ENGINEER OR SURVEYOR, I FIND THAT THIS BLUE LINE (SURVEY) COMPLIES WITH THE REQUIREMENTS OF THE EDWARDS AQUIFER REGULATIONS FOR WILLIAMSON COUNTY AND WILLIAMSON COUNTY ON-SITE SEWAGE FACILITY REGULATIONS. THIS CERTIFICATION IS MADE SOLEY UPON SUCH REPRESENTATIONS AND SHOULD NOT BE RELIED UPON FOR VERIFICATIONS OF THE FACTS ALLEGED. THE WILLIAMSON COUNTY ENGINEER'S OFFICE AND WILLIAMSON COUNTY DISCLAIM ANY RESPONSIBILITY TO ANY MEMBER OF THE PUBLIC FOR INDEPENDENT VERIFICATION OF THE REPRESENTATIONS, FACTUAL OR OTHERWISE, CONTAINED IN THIS BLUE LINE (SURVEY) AND THE DOCUMENTS ASSOCIATED WITH IT.

_____ _____
J. TERRON EVERTSON, PE, DR, CFM DATE
COUNTY ENGINEER

ROAD NAME AND 911 ADDRESSING APPROVAL:

ROAD NAME AND ADDRESS ASSIGNMENTS VERIFIED THIS THE _____ DAY OF _____, 2020 A.D.

_____
WILLIAMSON COUNTY ADDRESSING COORDINATOR

STATE OF TEXAS
COUNTY OF WILLIAMSON: KNOW ALL MEN BY THESE PRESENTS:

I, BILL GRAVELL, JR., COUNTY JUDGE OF WILLIAMSON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THIS MAP OR PLAT, WITH FIELD NOTES HEREON, FOR A SUBDIVISION HAVING BEEN FULLY PRESENTED TO THE COMMISSIONER'S COURT OF WILLIAMSON COUNTY, TEXAS, AND BY THE SAID COURT DULY CONSIDERED, WERE ON THIS DAY APPROVED AND THAT THIS PLAT IS AUTHORIZED TO BE REGISTERED AND RECORDED IN THE PROPER RECORDS OF THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

_____ _____
BILL GRAVELL, JR., COUNTY JUDGE DATE
WILLIAMSON COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF WILLIAMSON: KNOW ALL MEN BY THESE PRESENTS:

I, NANCY RISTER, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATION OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE ___DAY OF _____ , 20___ A.D., AT _____O'CLOCK ___M., AND DULY RECORDED THIS THE DAY OF _____, 20___ A.D., AT ____O'CLOCK ___.M., IN THE OFFICIAL PUBLIC RECORDS OF SAID COUNTY IN INSTRUMENT NO._____.

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST ABOVE WRITTEN.

NANCY RISTER, CLERK COUNTY COURT
OF WILLIAMSON COUNTY, TEXAS.

BY:_____
DEPUTY

Commissioners Court - Regular Session **27.**

Meeting Date: 07/20/2021

Preliminary plat for the KW Industrial Park subdivision – Pct 4

Submitted For: Terron Evertson **Submitted By:** Adam Boatright, Infrastructure

Department: Infrastructure **Division:** Road & Bridge

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on approval of the preliminary plat for the KW Industrial Park subdivision – Precinct 4.

Background

This proposed subdivision consists of 2 lots and no new roads.

Timeline

2021-05-12 – initial submittal of preliminary plat
2021-06-11 – 1st review complete with comments
2021-07-07 – 2nd submittal of preliminary plat
2021-07-14 – 2nd review complete with minor comments
2021-07-14 – 3rd submittal of preliminary plat
2021-07-14 – 3rd review complete with comments clear
2021-07-15 – preliminary plat placed on the July 20, 2021 Commissioners Court agenda for consideration

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Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

preliminary plat - KW Industrial Park

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 11:45 AM
Form Started By: Adam Boatright		Started On: 07/15/2021 09:32 AM
Final Approval Date: 07/15/2021		

PRELIMINARY PLAT
KW INDUSTRIAL PARK

BEING A 17.990 ACRE TRACT OF LAND LOCATED IN THE JAMES P WARNOCK SURVEY, ABSTRACT NO. 12, WILLIAMSON COUNTY, TEXAS, SAID 17.990 ACRE TRACT, BEING ALL OF THAT CALLED 10.000 ACRE TRACT OF LAND RECORDED IN DOCUMENT NO. 2020128507, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, AND BEING ALL OF THAT CALLED 7.984 ACRE TRACT OF LAND KNOWN AS "TRACT 2", RECORDED IN DOCUMENT NO. 2020071952, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS.

THIS TRACT IS NOT LOCATED WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.

NOTES:
1) FIELD WORK PERFORMED ON: JANUARY 16, 2020
2) BASIS OF BEARING: TEXAS STATE PLANE, CENTRAL ZONE, NAD83
3) THIS SURVEY IS BASED ON A TITLE COMMITMENT ISSUED BY CAPITAL TITLE, G.F. NUMBER 20-472663-RR, AND IS SUBJECT TO ALL TERMS, CONDITIONS, LEASES AND ENCUMBRANCES STIPULATED THEREIN. THERE MAY BE OTHER EASEMENTS, RESTRICTIONS, OR ENCUMBRANCES NOT SHOWN.THE SURVEYOR DID NOT COMPLETE AN ABSTRACT OF TITLE.
4) THIS PROPERTY MAY BE SUBJECT TO THE FOLLOWING:
   - 10e. EASEMENT - VOLUME 299, PAGE 638, DEED RECORDS, WILLIAMSON COUNTY, TEXAS. (INSUFFICIENT EVIDENCE TO DETERMINE EXACT LOCATION, WIDTH OF EASEMENT NOT SPECIFIED)
   - 10f. EASEMENT - VOLUME 337, PAGE 6, DEED RECORDS, WILLIAMSON COUNTY, TEXAS. (INSUFFICIENT EVIDENCE TO DETERMINE EXACT LOCATION, WIDTH OF EASEMENT NOT SPECIFIED)
   - 10g. EASEMENT - VOLUME 346, PAGE 392, DEED RECORDS, WILLIAMSON COUNTY, TEXAS. (INSUFFICIENT EVIDENCE TO DETERMINE EXACT LOCATION, WIDTH OF EASEMENT NOT SPECIFIED)
   - 10h. EASEMENT - VOLUME 353, PAGE 319, DEED RECORDS, WILLIAMSON COUNTY, TEXAS. (INSUFFICIENT EVIDENCE TO DETERMINE EXACT LOCATION, WIDTH OF EASEMENT NOT SPECIFIED)
   - 10i. EASEMENT - VOLUME 360, PAGE 475, DEED RECORDS, WILLIAMSON COUNTY, TEXAS. (INSUFFICIENT EVIDENCE TO DETERMINE EXACT LOCATION, WIDTH OF EASEMENT NOT SPECIFIED)
   - 10k. EASEMENT - VOLUME 563, PAGE 576, DEED RECORDS, WILLIAMSON COUNTY, TEXAS. (15' WATERLINE EASEMENT CENTERED ON INSTALLED LINES)
   - 10m. EASEMENT - VOLUME 1500, PAGE 278, REAL PROPERTY RECORDS, WILLIAMSON COUNTY, TEXAS. (20' WIDE EASEMENT, SHOWN ON SURVEY)

FEMA FLOOD PLAIN - ACCORDING TO THE NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP FOR WILLIAMSON COUNTY, TEXAS, MAP NUMBER 48491C0320F, EFFECTIVE DATE DECEMBER 20, 2019, & MAP NUMBER 48491C0510F, EFFECTIVE DATE DECEMBER 20, 2019, THIS PROPERTY LIES IN ZONE "X", WHICH IS DEFINED AS AREAS DETERMINED TO BE OUTSIDE THE 100 YEAR FLOOD PLAIN. THE NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP IS FOR USE IN ADMINISTERING THE NATIONAL FLOOD INSURANCE PROGRAM; IT DOES NOT NECESSARILY IDENTIFY ALL AREAS SUBJECT TO FLOODING, PARTICULARLY FROM LOCAL DRAINAGE SOURCES OF SMALL SIZE, OR ALL PLANIMETRIC FEATURES OUTSIDE SPECIAL FLOOD HAZARD AREAS. THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY AND/OR STRUCTURES LOCATED THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE. THE FLOOD HAZARD AREA IS SUBJECT TO CHANGE AS DETAILED STUDIES OCCUR AND/OR WATERSHED OR CHANNEL CONDITIONS CHANGE. THIS FLOOD STATEMENT SHALL NOT CREATE LIABILITY ON THE PART OF THE SURVEYOR.

PLAT NOTES:
1. ACREAGE OF SUBDIVISION = 17.990 ACRES.
2. NO LOT IN THIS SUBDIVISION IS ENCROACHED BY ANY SPECIAL FLOOD HAZARD AREAS INUNDATED BY 100 YEAR FLOOD AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY BOUNDARY MAP, (FLOOD INSURANCE RATE MAP), COMMUNITY PANEL NO. 48491C0510F, DECEMBER 20, 2019 & PANEL NO. 48491C0510F, DECEMBER 20, 2019 FOR WILLIAMSON COUNTY, TEXAS. A DE FACTO CERTIFICATE OF COMPLIANCE IS HEREBY ISSUED FOR ALL LOTS WITHIN THIS SUBDIVISION. THIS CERTIFICATE IS VALID UNTIL SUCH TIME AS FEMA REVISES OR NEWLY ADOPTS FLOOD PLAIN BOUNDARIES IN THIS AREA.
3. ELECTRIC SERVICE PROVIDED BY PEDERNALES ELECTRIC COOPERATIVE.
4. RURAL MAILBOXES SHALL BE SET THREE FEET FROM THE EDGE OF THE PAVEMENT OR BEHIND CURBS, WHEN USED. ALL MAILBOXES WITHIN COUNTY ARTERIAL RIGHT-OF-WAY SHALL MEET THE CURRENT TXDOT STANDARDS. ANY MAILBOX THAT DOES NOT MEET THIS REQUIREMENT MAY BE REMOVED BY WILLIAMSON COUNTY.
5. ALL PUBLIC UTILITY EASEMENTS ARE FOR UTILITY IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO ELECTRIC, TELEPHONE AND/OR CATV LINES AND APPURTENANCES.
6. GRANTOR HEREBY AGREES TO DEDICATE TO THE PUBLIC A UTILITY EASEMENT AND/OR UTILITY RIGHT-OF-WAY ON THIS PLAT FOR UTILITY PURPOSES.
7. UNLESS OTHERWISE NOTED, ALL CORNERS, ANGLES AND POINTS OF CURVATURE ARE MARKED WITH A SET 1/2" IRON ROD WITH A BLUE PLASTIC CAP.
8. BASIS OF BEARING: WAS ESTABLISHED USING THE TRIMBLE VRS NETWORK, NAD83 TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, 4203, US SURVEY FOOT, GRID.
9. THE LANDOWNER ASSUMES ALL RISKS ASSOCIATED WITH IMPROVEMENTS LOCATED IN THE RIGHT-OF-WAY OR ROAD WIDENING EASEMENTS. BY PLACING ANYTHING IN THE RIGHT-OF-WAY OR ROAD WIDENING EASEMENTS, THE LANDOWNER INDEMNIFIES AND HOLDS THE COUNTY, ITS OFFICERS, AND EMPLOYEES HARMLESS FROM ANY LIABILITY OWING TO PROPERTY DEFECTS OR NEGLIGENCE NOT ATTRIBUTABLE TO THEM AND ACKNOWLEDGES THAT THE IMPROVEMENTS MAY BE REMOVED BY THE COUNTY AND THAT THE OWNER OF THE IMPROVEMENT SHALL BE RESPONSIBLE FOR THE RELOCATION AND/OR REPLACEMENT OF THE IMPROVEMENT.
10. IT IS THE RESPONSIBILITY OF THE OWNER, NOT THE COUNTY, TO ASSURE COMPLIANCE WITH THE PROVISIONS OF ALL APPLICABLE STATE, FEDERAL, AND LOCAL LAWS AND REGULATIONS RELATING TO THE PLATTING AND DEVELOPMENT OF THE PROPERTY. THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF REPRESENTATIONS BY OTHER PARTIES IN THIS PLAT. FLOOD PLAIN DATA, IN PARTICULAR, MAY CHANGE DEPENDING ON SUBSEQUENT DEVELOPMENT. IT IS FURTHER UNDERSTOOD THAT THE OWNERS OF THE TRACT OF LAND COVERED BY THIS PLAT MUST INSTALL AT THEIR OWN EXPENSE ALL TRAFFIC CONTROL DEVICES AND SIGNAGE THAT MAY BE REQUIRED BEFORE THE STREETS IN THE SUBDIVISION HAVE FINALLY BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY.
11. ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THE PLAT ARE FREE OF LIENS. REQUIRED RELEASE OF LIENS SHALL BE PROVIDED TO THE COMMISSIONERS' COURT.
12. NO LOT DEVELOPMENT IS PROPOSED WITH THIS PLAT.
13. ONE-WAY "CIRCULAR" DRIVEWAYS SHALL BE PROHIBITED.
14. THIS SUBDIVISION IS SUBJECT TO STORM-WATER MANAGEMENT CONTROLS AS REQUIRED BY WILLIAMSON COUNTY SUBDIVISION REGULATIONS, SECTION B11.1, ON NEW DEVELOPMENT THAT WOULD EVOKE SUCH CONTROLS BEYOND EXISTING CONDITIONS.
15. IMPROVEMENTS WITHIN THE COUNTY ROAD RIGHT-OF-WAY INCLUDING BUT NOT LIMITED TO, LANDSCAPING, IRRIGATION LIGHTING, CUSTOM SIGNS, IS PROHIBITED WITHOUT FIRST OBTAINING AN EXECUTED LICENCE AGREEMENT WITH WILLIAMSON COUNTY.
16. RIGHT-OF-WAY EASEMENTS FOR WIDENING ROADWAYS OR IMPROVING DRAINAGE SHALL BE MAINTAINED BY THE LANDOWNER UNTIL ROAD OR DRAINAGE IMPROVEMENTS ARE ACTUALLY CONSTRUCTED ON THE PROPERTY. THE COUNTY HAS THE RIGHT AT ANY TIME TO TAKE POSSESSION OF ANY ROAD WIDENING EASEMENT FOR THE CONSTRUCTION, IMPROVEMENT ON MAINTENANCE OF THE ADJACENT ROAD. THE LANDOWNER ASSUMES ALL RISKS ASSOCIATED WITH IMPROVEMENTS LOCATED IN THE RIGHT-OF-WAY OR ROAD WIDENING EASEMENTS. BY PLACING ANYTHING IN THE RIGHT-OF-WAY OR ROAD WIDENING EASEMENTS, THE LANDOWNER INDEMNIFIES AND HOLDS THE COUNTY, ITS OFFICERS, AND EMPLOYEES HARMLESS FROM ANY LIABILITY OWNING TO THE PROPERTY DEFECTS OR NEGLIGENCE NOT ATTRIBUTABLE TO THEM AND ACKNOWLEDGES THAT THE IMPROVEMENTS MAY BE REMOVED BY THE COUNTY AND THAT THE OWNER OF THE IMPROVEMENT SHALL BE RESPONSIBLE FOR THE RELOCATION AND/OR REPLACEMENT OF THE IMPROVEMENT.
17. DRIVEWAY SPACING ON STATE HIGHWAYS (FM, RM, SH, ETC.) SHALL BE NO CLOSER THAN 425 FT MEASURED FROM EDGE TO EDGE.
18. MAINTENANCE RESPONSIBILITY FOR DRAINAGE WILL NOT BE ACCEPTED BY THE COUNTY OTHER THAN THAT ACCEPTED IN CONNECTION WITH DRAINING OR PROTECTING THE ROAD SYSTEM. MAINTENANCE RESPONSIBILITY FOR STORM WATER MANAGEMENT CONTROLS WILL REMAIN WITH THE OWNER.
19. EXCEPT IN AREAS REQUIRED TO MEET LEGAL ACCESSIBILITY REQUIREMENTS, THE MINIMUM FINISHED FLOOR ELEVATION SHALL BE ONE FOOT HIGHER THAN THE HIGHEST SPOT ELEVATION THAT IS LOCATED WITHIN FIVE FEET OUTSIDE THE PERIMETER OF THE BUILDING, OR AT LEAST ONE FOOT ABOVE THE BFE, WHICHEVER IS HIGHER.
20. ALL SIDEWALKS SHALL BE MAINTAINED BY EACH OF THE ADJACENT PROPERTY OWNERS.
21. UTILITY PROVIDERS FOR THIS DEVELOPMENT ARE WATER: JONAH WATER SUD, WASTEWATER: OSSF

VICINITY MAP
1" = 3000'

OWNER/DEVELOPER:
K4 PROPERTY MANAGEMENT, LLC
2720 CR 442
THRALL, TEXAS 76578
PHONE: 512-695-3748

GLEN, STEVEN & BRIAN WALL
635 W FRONT ST #100
HUTTO, TEXAS 78634
PHONE: 512-759-2977

ENGINEER:
CLARK & FULLER ENGINEERING
215 N. MAIN ST
TEMPLE, TEXAS 76501
PHONE: 254-899-0899

SURVEYOR:
QUICK INC. LAND SURVEYING
1430 N. ROBERTSON RD
SALADO, TEXAS 76571
PHONE: 512-915-4950

FIELD NOTES FOR A 17.990 ACRE TRACT OF LAND:

BEING A 17.990 ACRE TRACT OF LAND, LOCATED IN THE JAMES P WARNOCK SURVEY, ABSTRACT NO. 12, WILLIAMSON COUNTY, TEXAS; SAID 17.990 ACRE TRACT, BEING ALL OF THAT CALLED 10.000 ACRE TRACT OF LAND RECORDED IN DOCUMENT NO. 2020128507, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, AND BEING ALL OF THAT CALLED 7.984 ACRE TRACT OF LAND KNOWN AS "TRACT 2", RECORDED IN DOCUMENT NO. 2020071952, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS; SAID 17.990 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 3/8" IRON ROD LOCATED IN THE EAST RIGHT-OF-WAY LINE OF F.M. HIGHWAY 1660, BEING THE SOUTHWEST CORNER OF SAID 10.000 ACRE TRACT, THE NORTHWEST CORNER OF THAT CALLED 9.99 ACRE TRACT OF LAND RECORDED IN DOCUMENT NO. 2017052543, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, SAID POINT BEING THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND;

THENCE, WITH THE EAST RIGHT-OF-WAY LINE OF F.M. HIGHWAY 1660, THE WEST LINES OF SAID 10.000 ACRE TRACT, THE FOLLOWING THREE (3) COURSES AND DISTANCES:

1. **N 04° 01' 04" W,** A DISTANCE OF **133.93',** TO A 1/2" IRON ROD LOCATED FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT OF LAND;

2. **N 04° 02' 22" W,** A DISTANCE OF **155.48',** TO A 1/2" IRON ROD LOCATED FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT OF LAND;

3. **N 04° 10' 08" W,** A DISTANCE OF **229.97',** TO A 1/2" IRON ROD LOCATED IN THE EAST RIGHT-OF-WAY LINE OF F.M. HIGHWAY 1660, BEING THE NORTHWEST CORNER OF SAID 10.000 ACRE TRACT, THE SOUTHWEST CORNER OF SAID 7.984 ACRE TRACT, SAID POINT BEING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT OF LAND;

4. **THENCE,** WITH THE EAST RIGHT-OF-WAY LINE OF F.M. HIGHWAY 1660, THE WEST LINE OF SAID 7.984 ACRE TRACT, **N 04° 04' 59" W,** A DISTANCE OF **313.47',** TO A 5/8" IRON ROD LOCATED IN THE EAST RIGHT-OF-WAY LINE OF F.M. HIGHWAY 1660, BEING THE NORTHWEST CORNER OF SAID 7.984 ACRE TRACT, THE SOUTHWEST CORNER OF THAT CALLED 11.42 ACRE TRACT OF LAND RECORDED IN DOCUMENT NO. 2014081463, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, SAID POINT BEING THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND;

5. **THENCE,** DEPARTING THE EAST RIGHT-OF-WAY LINE OF F.M. HIGHWAY 1660, WITH THE NORTHWEST LINE OF SAID 7.984 ACRE TRACT, THE SOUTHEAST LINE OF SAID 11.42 ACRE TRACT, **N 69° 53' 14" E,** A DISTANCE OF **871.68',** TO A 5/8" IRON ROD LOCATED FOR THE NORTHEAST CORNER OF SAID 7.984 ACRE TRACT, THE SOUTHEAST CORNER OF SAID 11.42 ACRE TRACT, BEING IN A WEST LINE OF THAT CALLED 238.74 ACRE TRACT OF LAND RECORDED IN DOCUMENT NO. 2018047794, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, SAID POINT BEING THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND;

6. **THENCE,** WITH THE EAST LINE OF SAID 7.984 ACRE TRACT, A WEST LINE OF SAID 238.74 ACRE TRACT, **S 02° 35' 49" E,** A DISTANCE OF **526.01',** TO A 1/2" IRON ROD LOCATED FOR THE SOUTHEAST CORNER OF SAID 7.984 ACRE TRACT, THE NORTHEAST CORNER OF SAID 10.000 ACRE TRACT, BEING IN A WEST LINE OF SAID 238.74 ACRE TRACT, SAID POINT BEING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT OF LAND;

THENCE, WITH THE EAST LINES OF SAID 10.000 ACRE TRACT, THE WEST LINES OF SAID 238.74 ACRE TRACT, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

7. **S 02° 45' 55" E,** A DISTANCE OF **220.33',** TO A 1/2" IRON ROD LOCATED FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT OF LAND;

8. **S 02° 40' 02" E,** A DISTANCE OF **327.05',** TO A 1/2" IRON ROD LOCATED FOR THE SOUTHEAST CORNER OF SAID 10.000 ACRE TRACT, THE NORTHEAST CORNER OF SAID 9.99 ACRE TRACT, BEING IN A WEST LINE OF SAID 238.74 ACRE TRACT, SAID POINT BEING THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND;

9. **THENCE,** WITH THE SOUTH LINE OF SAID 10.000 ACRE TRACT, THE NORTH LINE OF SAID 9.99 ACRE TRACT, **S 85° 52' 52" W,** A DISTANCE OF **810.92',** TO THE **POINT OF BEGINNING** CONTAINING **17.990 ACRES** OF LAND.

NOTE: THE BASIS OF BEARING WAS ESTABLISHED USING THE TRIMBLE VRS NETWORK, NAD (83), TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, 4203, US SURVEY FOOT, GRID. A SURVEY PLAT WAS PREPARED BY A SEPARATE DOCUMENT.

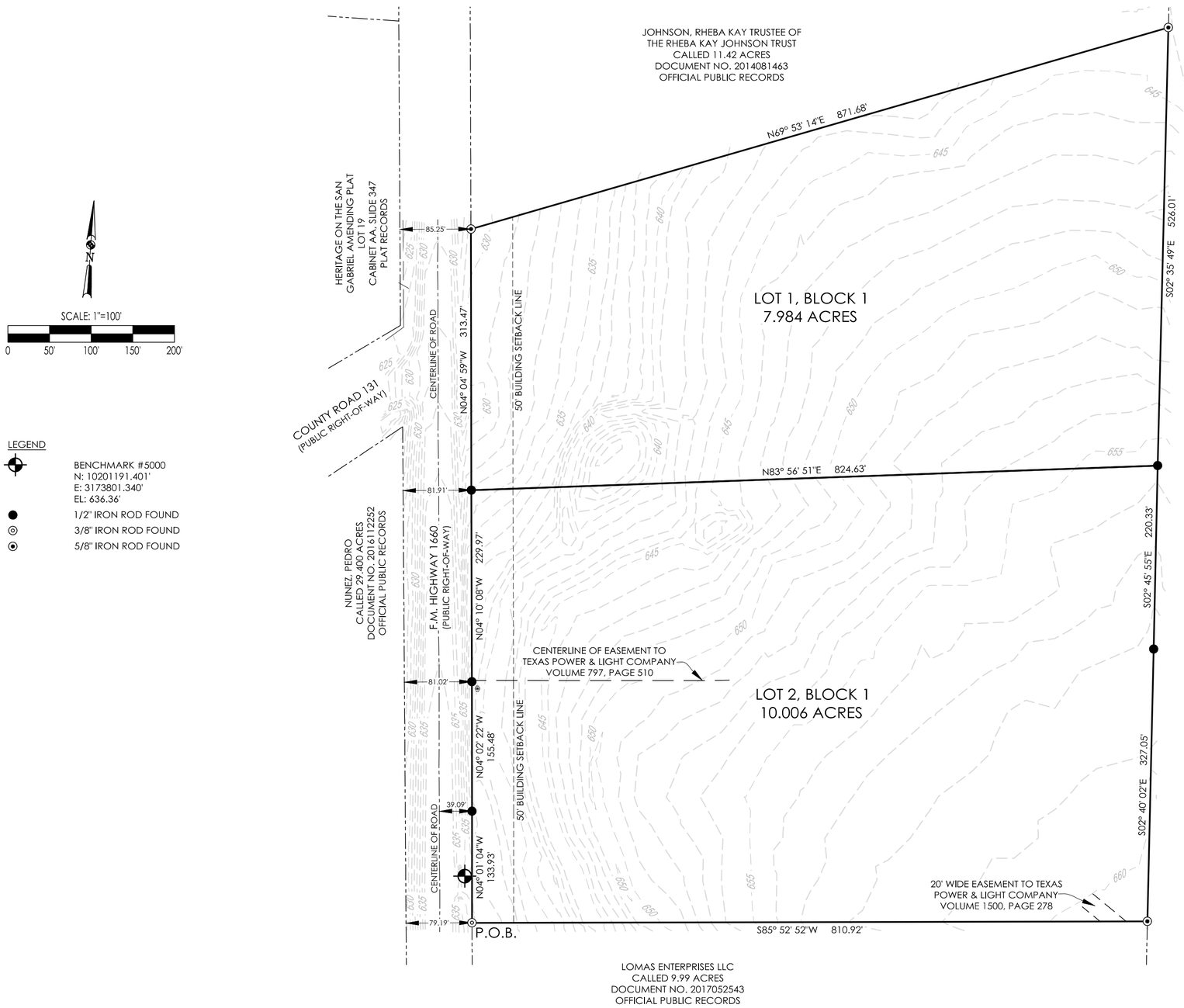
Quick Inc.
Land Surveying. Land Planning. Consulting.
Firm: 10194104 512-915-4950
1430 N. Robertson Road, Salado, Texas 76571

DATE SUBMITTAL 1: MAY 12, 2021
DATE SUBMITTAL 2: JUNE 23, 2021

JOB NO. 20-2153

PRELIMINARY PLAT
KW INDUSTRIAL PARK

BEING A 17.990 ACRE TRACT OF LAND LOCATED IN THE JAMES P WARNOCK SURVEY, ABSTRACT NO. 12, WILLIAMSON COUNTY, TEXAS, SAID 17.990 ACRE TRACT, BEING ALL OF THAT CALLED 10.000 ACRE TRACT OF LAND RECORDED IN DOCUMENT NO. 2020128507, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, AND BEING ALL OF THAT CALLED 7.984 ACRE TRACT OF LAND KNOWN AS "TRACT 2", RECORDED IN DOCUMENT NO. 2020071952, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS.



SCALE: 1"=100'

0 50' 100' 150' 200'

LEGEND

- BENCHMARK #5000
  N: 10201191.401'
  E: 3173801.340'
  EL: 636.36'
- ● 1/2" IRON ROD FOUND
- ◎ 3/8" IRON ROD FOUND
- ⊙ 5/8" IRON ROD FOUND

Quick Inc.
Land Surveying. Land Planning. Consulting.
Firm: 10194104 512-915-4950
1430 N. Robertson Road, Salado, Texas 76571

DATE SUBMITTAL 1: MAY 12, 2021
DATE SUBMITTAL 2: JUNE 23, 2021

JOB NO. 20-2153

PRELIMINARY PLAT
KW INDUSTRIAL PARK

BEING A 17.990 ACRE TRACT OF LAND LOCATED IN THE JAMES P WARNOCK SURVEY, ABSTRACT NO. 12, WILLIAMSON COUNTY, TEXAS, SAID 17.990 ACRE TRACT, BEING ALL OF THAT CALLED 10.000 ACRE TRACT OF LAND RECORDED IN DOCUMENT NO. 2020128507, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, AND BEING ALL OF THAT CALLED 7.984 ACRE TRACT OF LAND KNOWN AS "TRACT 2", RECORDED IN DOCUMENT NO. 2020071952, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS.

OWNER'S DEDICATION

STATE OF TEXAS)(
)(KNOW ALL MEN BY THESE PRESENTS;
COUNTY OF WILLIAMSON)(

I, WALL TO WALL PROPERTIES, LLC, OWNER'S AGENT AND GENERAL PARTNER OF THE CERTAIN TRACT OF LAND SHOWN HEREON AND DESCRIBED IN A DEED RECORDED IN DOCUMENT NO. 2020071952 OF THE OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS, AND DO HEREBY STATE THAT THERE ARE NO LIEN HOLDERS OF THE CERTAIN TRACT OF LAND, AND DO HEREBY SUBDIVIDE SAID TRACT AS SHOWN HEREON, AND DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREON, AND DO HEREBY FOREVER DEDICATE TO THE PUBLIC THE ROADS, ALLEYS, RIGHTS-OF-WAY, EASEMENTS AND PUBLIC PLACES SHOWN HEREON FOR SUCH PUBLIC PURPOSES AS WILLIAMSON COUNTY MAY DEEM APPROPRIATE, AND DO HEREBY STATE THAT ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THIS PLAT ARE FREE OF LIENS. THIS SUBDIVISION IS TO BE KNOWN AS "KW INDUSTRIAL PARK."

TO CERTIFY WHICH, WITNESS BY MY HAND THIS _____ DAY OF _____, 20___.

_____
BY: GLEN WALL
FOR: WALL TO WALL PROPERTIES, LLC

BEFORE ME, THE ABOVE AUTHORITY, ON THIS DAY PERSONALLY APPEARED _____ , KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THIS FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED, AND IN THE CAPACITY THEREIN STATED. AND SEAL OF OFFICE THIS _____ DAY OF _____ , 20___.

_____
NOTARY PUBLIC
STATE OF TEXAS

OWNER'S DEDICATION

STATE OF TEXAS)(
)(KNOW ALL MEN BY THESE PRESENTS;
COUNTY OF WILLIAMSON)(

I, K4 PROPERTY MANAGEMENT, LLC, OWNER'S AGENT AND GENERAL PARTNER OF THE CERTAIN TRACT OF LAND SHOWN HEREON AND DESCRIBED IN A DEED RECORDED IN DOCUMENT NO. 2020128507 OF THE OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS, AND DO HEREBY STATE THAT THERE ARE NO LIEN HOLDERS OF THE CERTAIN TRACT OF LAND, AND DO HEREBY SUBDIVIDE SAID TRACT AS SHOWN HEREON, AND DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREON, AND DO HEREBY FOREVER DEDICATE TO THE PUBLIC THE ROADS, ALLEYS, RIGHTS-OF-WAY, EASEMENTS AND PUBLIC PLACES SHOWN HEREON FOR SUCH PUBLIC PURPOSES AS WILLIAMSON COUNTY MAY DEEM APPROPRIATE, AND DO HEREBY STATE THAT ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THIS PLAT ARE FREE OF LIENS. THIS SUBDIVISION IS TO BE KNOWN AS "KW INDUSTRIAL PARK."

TO CERTIFY WHICH, WITNESS BY MY HAND THIS _____ DAY OF _____, 20___.

_____
BY: BRIAN KILLINGSWORTH
FOR: K4 PROPERTY MANAGEMENT, LLC

BEFORE ME, THE ABOVE AUTHORITY, ON THIS DAY PERSONALLY APPEARED _____ , KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THIS FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED, AND IN THE CAPACITY THEREIN STATED. AND SEAL OF OFFICE THIS _____ DAY OF _____ , 20___.

_____
NOTARY PUBLIC
STATE OF TEXAS

SURVEYORS CERTIFICATE:

STATE OF TEXAS)(
COUNTY OF WILLIAMSON)(

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND

_____
REGISTERED PROFESSIONAL LAND SURVEYOR
TRAVIS QUICKSALL, R.P.L.S.

_____
DATE:

STATE OF TEXAS)(
)(KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF WILLIAMSON)(

I, BILL GRAVELL JR., COUNTY JUDGE OF WILLIAMSON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THIS MAP OR PLAT, WITH FIELD NOTES HEREON, THAT A SUBDIVISION HAVING BEEN FULLY PRESENTED TO THE COMMISSIONERS' COURT OF WILLIAMSON COUNTY, TEXAS, AND BY THE SAID COURT DULY CONSIDERED, WERE ON THIS DAY APPROVED AND PLAT IS AUTHORIZED TO BE REGISTERED AND RECORDED IN THE PROPER RECORDS OF THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS

DATED THIS _____ DAY OF _____ , 20___.

_____ _____
BY: BILL GRAVELL JR., COUNTY JUDGE DATE
WILLIAMSON COUNTY, TEXAS

STATE OF TEXAS)(
)(KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF WILLIAMSON)(

I, NANCY E. RISTER, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DAY OF _____, A.D., 20_____A.D., AT _____O'CLOCK, ___.M. AND DULY RECORDED THIS DAY OF _____ , 20_____ A.D., AT _____ O'CLOCK ___.M., IN THE OFFICIAL PUBLIC RECORDS OF SAID COUNTY IN INSTRUMENT NO. _____.

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

NANCY RISTER, CLERK COUNTY COURT
OF WILLIAMSON COUNTY, TEXAS

BY: _____ DEPUTY

Quick Inc.
Land Surveying. Land Planning. Consulting.
Firm: 10194104 512-915-4950
1430 N. Robertson Road, Salado, Texas 76571

DATE SUBMITTAL 1: MAY 12, 2021
DATE SUBMITTAL 2: JUNE 23, 2021

JOB NO. 20-2153

Commissioners Court - Regular Session **28.**

Meeting Date: 07/20/2021

WCHC Recognition

Submitted For: Valerie Covey **Submitted By:** Rachel Rull, Commissioner Pct. #3

Department: Commissioner Pct. #3

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on the Williamson County Historical Commission's Distinguished Service Award for the 2020 year of service.

Background

The Texas Historical Commission received 175 CHC's annual reports for the 2020 year of service. 84 of those CHCs were approved for a Distinguished Service Award.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

THC Letter

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 11:58 AM
Form Started By: Rachel Rull		Started On: 07/15/2021 11:45 AM
Final Approval Date: 07/15/2021		

TEXAS HISTORICAL COMMISSION
REAL PLACES TELLING REAL STORIES

P.O. Box 12276
Austin, Texas 78711-2276
512-463-6100
thc.texas.gov

June 10, 2021

The Honorable Bill Gravell
Williamson County Judge's Office
701 Main Street, Suite 101
Georgetown, TX 78626

Dear Judge Gravell,

We are pleased to announce that the Williamson County Historical Commission (CHC) has earned a Distinguished Service Award (DSA) for the 2020 year of service. While all CHC efforts are valued, **DSAs acknowledge above average CHC performance** based on a statewide analysis of CHC annual report documentation. Our agency received 175 CHC reports for 2020 and approved 84 awards, quite an accomplishment given that the current pandemic limited public programming for all CHCs.

To honor appointees' contributions, **we ask that you acknowledge the award publicly** as soon as possible. Typically, we recommend presenting the enclosed DSA certificate to CHC appointees during a formal meeting of the commissioners court. If an in-person ceremony is not feasible, please consider implementing other ideas listed on the enclosed flyer to recognize your CHC's outstanding service to the county.

Enclosed is a press release so that your office can promote the DSA award and the CHC's accomplishments. An electronic copy of this press release is posted here: www.thc.texas.gov/information-2020-dsa-winning-chcs. We suggest gathering specifics related to the CHC's efforts and including that information in the press release prior to distributing a copy to media outlets. Promoting the CHC's award locally demonstrates your pride in the appointees' hard work and explains their civic contribution. This publicity will draw attention to the positive aspects of county government.

THC Commissioners and staff congratulate you and your CHC on this well-deserved honor. Thank you for supporting appointees and their efforts to preserve county history!

Sincerely,

amy hammons

Amy Hammons, CHC Outreach Coordinator

cc: Williamson CHC Chair

TEXAS HISTORICAL COMMISSION
REAL PLACES TELLING REAL STORIES

2020 Distinguished Service Awards

Recognition of County Historical Commission Performance

Each year, the Texas Historical Commission administers the Distinguished Service Award (DSA) process to recognize County Historical Commissions (CHC) that demonstrate exceptional service to preserve Texas' rich and unique heritage. **The following CHCs garnered a DSA for the 2020 year of service.**

Aransas	Deaf Smith	Jeff Davis	Medina	Sabine
Atascosa	DeWitt	Jefferson	Menard	San Saba
Austin	Dickens	Jim Hogg	Milam	Scurry
Bandera	Duval	Kaufman	Mills	Tarrant
Bell	El Paso	Kendall	Montague	Tom Green
Bexar	Fannin	Kerr	Montgomery	Travis
Brazos	Fayette	Kimble	Motley	Tyler
Brown	Fort Bend	Lamar	Nacogdoches	Upshur
Burleson	Franklin	Lampasas	Navarro	Van Zandt
Burnet	Garza	Lavaca	Newton	Victoria
Caldwell	Harris	Liberty	Nueces	Walker
Cameron	Harrison	Limestone	Palo Pinto	Waller
Carson	Hays	Live Oak	Pecos	Wheeler
Chambers	Henderson	Lubbock	Polk	Williamson
Cherokee	Houston	Mason	Randall	Wise
Collin	Irion	Matagorda	Runnels	Wood
Comal	Jasper	McCulloch	Rusk	

CONGRATULATIONS to the appointees and volunteers who contributed time and effort during this very challenging year! An award packet will be mailed to the county judge of each of the CHCs listed above. A copy of the contents of this packet—including the DSA certificate and suggestions for promoting this award—are provided here: www.thc.texas.gov/information-2020-dsa-winning-chcs. We have asked that the DSA award be presented locally to honor the CHC's accomplishments and provide public recognition to all appointees.

Commissioners Court - Regular Session **29.**

Meeting Date: 07/20/2021

Family SummerFest July 24, 2021

Submitted For: Terry Cook **Submitted By:** Garry Brown, Commissioner Pct. #1

Department: Commissioner Pct. #1

Agenda Category: Regular Agenda Items

Information

Agenda Item

Hear presentation from LifeSteps regarding their Family SummerFest event on July 24, 2021.

Background

Youth ages 7-15 are at a unique and formative time. They are experiencing multiple physical, emotional and social changes, including exposure to poverty, abuse, or violence, which can make adolescents vulnerable to mental health problems. Promoting psychological well-being and protecting adolescents from adverse experiences and risk factors that may impact their potential to thrive are critical for their well-being during adolescence and for their physical and mental health in adulthood.

Some adolescents are at greater risk of mental health conditions due to their living conditions, stigma, discrimination or exclusion, or lack of access to quality support and services. These include adolescents living in humanitarian and fragile settings; adolescents with chronic illness, autism spectrum disorder, an intellectual disability or other neurological condition; pregnant adolescents, adolescent parents, or those in early and/or forced marriages; orphans; and adolescents from minority ethnic or sexual backgrounds or other discriminated groups.

Adolescents with mental health conditions are in turn particularly vulnerable to social exclusion, discrimination, stigma (affecting readiness to seek help), educational difficulties, risk-taking behaviors, and poor physical health. Many risk-taking behaviors for health, such as substance use, start during adolescence. Risk-taking behaviors can be both an unhelpful strategy to cope with poor mental health and can severely impact an adolescent's mental and physical well-being.

There is an old saying that goes: families that play together, stay together. We all know that quality time with our family is paramount in building stronger relationships. Family bonding time builds confidence, teaches youth about interacting with others, and create wonderful memories that last a lifetime. Studies show that when families spend quality time together, the chance of youth getting involved in dangerous activities drops dramatically.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Family SummerFest 2021 flier

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/14/2021 02:04 PM
Form Started By: Garry Brown		Started On: 07/14/2021 11:48 AM

Final Approval Date: 07/14/2021

Presented by

LifeSteps

Rock Springs

FAMILY SUMMERFEST

FREE & FUN

JULY 24TH

10-2 PM

@Rock Springs Hospital

700 SE Inner Loop

Georgetown, TX

GAMES

LEWIS THE DONKEY

SNACKS

PRIZES

Community Partners Resources:

STARLITE RECOVERY CENTER

STARRY

Williamson County Children's Advocacy Center

GEORGETOWN Behavioral Health Institute

Phoenix House Texas Austin Academy

austin recovery network

dell children's Ascension

Commissioners Court - Regular Session **30.**

Meeting Date: 07/20/2021

FY20 Annual Action Plan Substantial Amendment to Include CARES-CV Funds

Submitted By: Sally Bardwell, HUD Grants

Department: HUD Grants

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss and take appropriate action to amend the FY20 Community Development Block Grant Annual Action Plan to include the CDBG CV Cares funding allocations of $939,026 and $1,343,984.

Background

Williamson County was awarded CDBG-CV Cares funding in response to the coronavirus pandemic. Projects must follow all current CDBG regulations and be used to prevent, prepare for or respond to coronavirus.

Approving this request will trigger a substantial amendment to the Annual Action Plan and will require a 5-day public comment period.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

CDBG-CV proposed projects

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 09:06 PM
Form Started By: Sally Bardwell		Started On: 07/13/2021 01:36 PM
Final Approval Date: 07/13/2021		

Williamson County CDBG-CV CARES funding
$939,026 and $1,343,984
Proposed Projects

Taylor Water Project/Repair Water lines: $800,000

Tieback: Acquisition, construction, reconstruction or installation of public works, facilities and site or other improvements. Construct a public improvement, such as extending broadband infrastructure in an underserved area or reconstructing degraded water lines, to support tele-school and telemedicine and to ensure potable water to homes, schools, and health providers.

Granger Housing Authority/Install Central Air: $157,000

Tieback: Rehabilitation of buildings and improvements (including interim assistance). Rehabilitate a commercial building or public facility such as a school building to improve indoor air quality and ventilation to improve public health and prevent spread of coronavirus by replacing the HVAC and other building systems or to add operable windows and other improvements that could ensure the building's continued usefulness during an outbreak.

Habitat for Humanity/Land Acquisition to build affordable housing: $636,000

Tieback: Acquisition of property for housing. Respond to residential over-crowding associated with coronavirus spread and with more severe coronavirus disease and poorer post-COVID health outcomes by acquiring property for new construction of affordable housing funded from another source.

Sacred Heart/Medical care for low income: $640,000

Tieback: Provide testing, diagnosis, vaccination, or other health services to low/mod person at a mobile location.

Program Administration: $50,010

Commissioners Court - Regular Session **31.**

Meeting Date: 07/20/2021

Tax Collection Agreement

Submitted For: Larry Gaddes **Submitted By:** Judy Kocian, County Tax Assessor Collector

Department: County Tax Assessor Collector

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action to approve the Tax Collection Agreement between the Cottonwood Creek Public Improvement District and the County of Williamson, Texas.

Background

Under provisions of Texas Government Code Section 791.001 and Texas Property Tax Code Section 6.21, the County, through its Tax Assessor/Collector, shall serve as the Tax Collector for the Jurisdiction for ad valorem tax purposes for those properties stated in the Tax Collection Agreement. The three original documents of the Tax Collection Agreement with the Cottonwood Creek Public Improvement District require the County Judge's signature and the County Tax Assessor/Collector. The original documents have been signed by the County Tax Assessor/Collector and are being sent via interdepartmental mail to the County Judge's office indicating the location for his signature. Please return all signed original documents to the Tax Assessor/Collector's office for further distribution.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Cottonwood Creek PID

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 09:07 PM
Form Started By: Judy Kocian		Started On: 07/13/2021 03:43 PM
Final Approval Date: 07/13/2021		

AGREEMENT BETWEEN WILLIAMSON COUNTY, TEXAS AND THE CITY OF HUTTO, TEXAS FOR BILLING AND COLLECTION SERVICES RELATED TO THE COTTONWOOD CREEK PUBLIC IMPROVEMENT DISTRICT

This agreement (the "Agreement") is between Williamson County, Texas (the "County"), a political subdivision of the State of Texas, and the City of Hutto, Texas (the "City"), a home-rule municipality located within the territory of the County, for billing and collection services related to the Cottonwood Creek Public Improvement District (the "District") authorized and administered by the City.

RECITALS

A. The City authorized the District, effective on , by a majority vote of all members of its City Council adopting a resolution (Resolution No. 012621-M) in accordance with the City Council's findings as to the advisability of the planned services and improvements, pursuant to Section 372.010 of the Texas Public Improvement District Act (the "PID Act") (Tex. Local Gov't Code Secs. 372.00 l to 372.026). The City has in the past, and may in the future, over time and from time to time, altered the boundaries of the District, and this Agreement will remain in force until terminated.

B. The City adopted assessment plans apportioning the cost of the planned services and improvements among the parcels of real property in the District and prepared a proposed assessment roll stating the amount of the assessment due from each such parcel (the "Assessments") pursuant to Sec. 372.016 of the PID Act. The City published and mailed the required notices and held a public hearing, heard and passed on all objections to a proposed Assessment, and by ordinance levied the Assessments against such parcels as a special assessment on the property in accordance with Sec. 372.017 of the PID Act, providing in the ordinance that the Assessments may be paid in annual installments.

C. The City and the County find that it is in the mutual interest of the citizens of the City and the County for the City to contract with the County to perform the duties related to the billing and collection of the of the Assessments, as authorized by Sec. 372.0175 of the PID Act and pursuant to the Intergovernmental Cooperation Act (Tex. Gov. Code, Chapter 791).

D. Except as otherwise provided herein, the term "Assessment" as used in this Agreement shall refer to both the full apportioned cost of the planned services and improvements due from each parcel according to the assessment roll and the annual installments due from each parcel, whether fixed or determined annually.

AGREEMENT

Therefore, in consideration of the mutual promises stated herein, the County and the City agree as follows:

1. **Agreement for Billing and Collection of Installments of Assessments.** Beginning on the Effective Date (defined below) and continuing until the Agreement is terminated pursuant to its terms, the City authorizes the County exclusively, acting through the Williamson County Tax Assessor-Collector (the "Tax Assessor-Collector"), to bill and collect the annual installments of the Assessments and to represent the City for all purposes related to the billing and collection of such installments, except as stated below. The County agrees to perform for the City all of the duties of the City related to the billing and collection of the installments provided in the assessment plan and Texas law. The County further agrees to send monthly collection reports to the City, prepare tax certificates, develop and maintain delinquent assessment rolls for the City, and provide copies of all records related to the services that the County provides under this Agreement. The County agrees to obtain a surety bond for the County's Tax Assessor-Collector to assure proper performance of the duties of the County under this Agreement. Such bond shall be payable to the County in the sum of $100,000.00 unless state statutes require a larger sum and shall be executed by a solvent surety company.

2. **Exclusions**. This Agreement will not include billing or collection of the following:

2.1 Assessments in amounts other than annual installments; and

2.2 Any installments of the Assessments that are for years for which the tax lien on the property has been transferred by the County to a transferee at the request of the owner according to Texas Tax Code Sec. 32.06; and

2.3 Any Assessments on property for which the owner has deferred collection of the property taxes on the property as allowed by Texas Tax Code Sec. 33.06 or 33.065.

The billing and collection of the foregoing excluded Assessments will remain the responsibility of the City.

3. **Term of Agreement.** The term of this Agreement will begin on the latest date accompanying the signature lines of the duly authorized representatives of the parties on this Agreement (the "Effective Date") and will terminate on the date that is one (1) year after the Effective Date (the "Initial Term"), unless renewed and extended as provided below. After the Initial Term, this Agreement will be automatically renewed and extended for an additional one (1) year term unless a party terminates the Agreement by giving written notice of termination to the other party not later than ninety (90) calendar days before the end of the Initial Term. If the Agreement is renewed and extended after the Initial Term, thereafter it will be renewed and extended automatically for succeeding one (1) year terms unless a party terminates the Agreement by giving written notice of termination to the other party not later than ninety (90) days before the end of then-current term. If a written notice of termination is given, the Agreement will nevertheless remain in effect for the remainder of the term in which the notice is given and will remain in effect thereafter with respect to any Assessment for which a suit to foreclose the assessment lien was been filed prior to such termination, until the suit is dismissed or a sale of the property to carry out the foreclosure has occurred, and the proceeds have been collected.

4. **Assessment Data.** Each year during the term of this Agreement, on or before September 1, the City will provide to the Tax Assessor-Collector the amount of the annual installment due for that year on the Assessment against each tract of real property in the District except tracts that are exempt. The data will be provided to the Tax Assessor- Collector electronically in a format that is compatible with the format of the County's property tax records. The Tax Assessor-Collector will provide no less than ninety (90) days' notice to the City of any required format change in the electronic file. The City will notify the Tax Assessor-Collector of any adjustments of the annual installments and will be responsible for paying any refunds that result from such adjustments. The City will not provide the Tax Assessor-Collector with the total amounts of the Assessments, and the County will not be responsible for the billing or collection of the Assessments other than in annual installments. Determining exemptions, calculating the amounts

of the annual installments, computing the cumulative balances of the Assessments, and any collection of the Assessments other than in annual installments will remain the responsibility of the City. The calculation of annual installments will be based on the ownership defined by the current tax appraisal roll of the Williamson Central Appraisal District ("WCAD") for the year of the installments. If the City fails to provide the Assessments to the Tax Assessor-Collector by September 15 of the Initial Term or any renewed term of this Agreement, the Agreement may be terminated by the County upon written notice to the City according to Section 12 below. The initial delivery of data by the City to the Tax Assessor-Collector will also include a record of all payments made on the Assessments during the preceding five (5) years. The Tax Assessor Collector will make available to the City a continuous on-line disbursement report summarizing the payments collected.

5. **Billing of Assessments.** The Tax Assessor-Collector will bill the annual installments of the Assessments to the property owners by including the amount of the installment as a line item in the consolidated property tax bill mailed by the Tax Assessor-Collector to each owner of real property in the District. The bills will be mailed about October 1 of each year or as soon thereafter as practicable. Each tax bill that includes a line item for an installment of an Assessment will also include a statement in substantially the following language: "Assessments of public improvement districts are not taxes but are collected by the Williamson County Tax Office under an agreement with the municipality."

6. **Collection of Assessments.** The Tax Assessor-Collector will collect the installments of the Assessments and remit the amount collected to the City daily by electronic funds transfer, after deducting the amount due to the County as billing and collection fees, as provided in Section 10 below. The Tax Assessor-Collector and private legal counsel contracted by the County for the collection of delinquent property taxes will also collect any delinquent installments of the Assessments, including filing suits for foreclosure of the lien securing the Assessments provided in Sec. 372.018 of the PID Act. All of the terms of Sec. 372.018 of the PID Act and all of the provisions of the Texas Tax Code with respect to payment, refunds, delinquency, penalties and interest, waiver of penalties and interest, costs and expenses of collection, attorney's fees, personal liability, installment payment of delinquent amounts, suits, lien foreclosure, limitation of

collection, redemption, and other matters related to the collection of property taxes will also apply to the collection of the installments of the Assessments, except that the provisions of Texas Tax Code Sec. 32.06 on property tax loans and the transfer of tax liens, and Texas Tax Code Secs. 33.045, 33.06, and 33.065 on the deferral of collection of property taxes on certain residential homesteads will not apply. Billing and collection of the installments of Assessments on property for which the tax lien has been transferred to a transferee or that is subject to such deferral of collection of taxes will remain the responsibility of the City, as provided in Section 2 above. Any partial collection of delinquent taxes and delinquent installments of Assessments will be divided pro-rata among the entities imposing the taxes and the Assessments without preferring one entity over another. During the term of this Agreement, only the Tax Assessor-Collector will collect the installments of the Assessments. If any payments are received by the City for amounts billed by the Tax Assessor-Collector on the City's behalf, they will be remitted to the Tax Assessor-Collector. The City will notify the Tax Assessor-Collector if any Assessment is prepaid to the City, in full or in part.

7. **Notice to Property Owners.** If the City has not done so before the Effective Date, then after the Effective Date and prior to the mailing by the County of the first bills for annual installments of the Assessments, the City will notify each owner of property in the District, except exempt property, by first class mail that the subsequent installments of the Assessment on the owner's property will be billed by and paid to the Tax Assessor-Collector until the owner is notified that this Agreement is terminated.

8. **Foreclosure Suits.** The City hereby agrees and expressly authorizes the County to contract on the City's behalf with private legal counsel for the collection of the delinquent installments of an Assessment, said private counsel being the same contracted by the County for the collection of delinquent property taxes. The maturity of the subsequent installments will not accelerate following a default in payment. The County and its private legal counsel will control the filing and conduct of foreclosure suits, with advice from the City. Attorney's fees, costs, and expenses of collection that are collected after the filing of a suit for foreclosure will be retained by the County in addition to the billing and collection fees provided in Section 10 below. If a suit is filed for a delinquent installment of an Assessment and delinquent taxes on the property and the suit

results in an order for foreclosure of the assessment lien and the tax lien, the City recognizes that the ad valorem tax lien is superior to the assessment lien, according to Sec. 372.018(b)(2) of the PID Act. Furthermore, the lien runs with the land, and that portion of the assessment that has not yet come due is not eliminated by foreclosure of an ad valorem tax lien, according to Section 372.018(d).

9. **No Third-Party Beneficiaries.** Nothing in this Agreement is intended to benefit a third-party beneficiary. The County and the City will act independently in carrying out their respective obligations under this Agreement, and neither the County nor the City assumes any responsibility to a third party in connection with this Agreement.

10. **Billing and Collection Fees.** As fees for the billing and collection services provided under this Agreement, the following provisions apply:

10.1 The City agrees to pay the County an annual fee for each parcel or tract of land in the District that is billed for the installment of an Assessment in an amount to be set annually by the Tax Assessor-Collector. The parcel fee for the billing and collection of the installments shall not exceed the parcel fee set for the year by the tax Assessor-Collector for the billing and collection by the Tax Assessor-Collector of property taxes for the City. The City agrees that the Tax Assessor Collector may deduct the amount of the parcel fee from the amount of the first installments collected prior to the remittance of the collections to the City. The parcel fee will be retained by the Tax Assessor-Collector to defray the costs of billing and collection.

10.2 Should the County subsequently expect to incur any actual additional costs related to discharging its duties under this Agreement such as costs required to modify software or comply with new legal requirements associated with collecting the Assessments, the County shall provide written notice to the City of the proposed additional costs (which notice must include documentation of the proposed actual additional costs). The City shall be allowed ninety (90) days to review the proposed additional actual costs and either agree to pay the County or give notice to terminate this Agreement.

11. **Entire Agreement.** This Agreement sets out the entire agreement between the County and the City with respect to the billing and collection of the Assessments and supersedes all

previous negotiations, representations, and agreements, whether written or oral. This Agreement may be amended only by a written instrument executed by the representatives of the County and the City authorized by their respective governing bodies.

12. **Notices.** Any notice that a party is required or permitted to give under this Agreement will be in writing and mailed by first class mail to the address of the other party shown below or to such other address of which the other party may notify the party in writing.

The County: Williamson County Tax Office
Attn: Williamson County Tax Assessor-Collector
904 S. Main Street
Georgetown, Texas 78626

The City: City Manager
City of Hutto, Texas
500 W. Live Oak St.
Hutto, TX 78634

With a required copy to:
City Attorney
City of Hutto, Texas
500 W. Live Oak St.
Hutto, TX 78634

13. **Limited Liability.** The County will not be liable to the City for any failure to collect the installments of the Assessments. And the Tax Assessor-Collector will not be liable to the City for any failure to collect the installments of the Assessments unless such failure is the result of the Tax Assessor-Collector's failure to perform the duties imposed on him or her by law or this Agreement. The Tax Assessor-Collector will not be liable to the City for any failure to collect the installments if the Tax Assessor-Collector's failure to perform the duties imposed by law or this Agreement was due to circumstances beyond the Tax Assessor-Collector's control. In executing this Agreement, neither the County nor the City intends to waive or will be deemed to waive any immunity or defense that would otherwise be available to it against claims arising from the exercise of governmental powers and functions.

14. **Applicable Law.** This Agreement will be governed, interpreted, and enforced according

to the laws of the State of Texas. The terms of the Agreement are severable. If any term or provision is held to be invalid, illegal, or unenforceable, the remainder of the Agreement will remain in effect.

15. **Persons Bound.** This Agreement is binding on the parties and their respective successors and assigns.

16. **Venue.** All obligations under this Agreement are performable in Williamson County, Texas. The venue for any suit over a dispute based on or arising out of this Agreement will be in Williamson County, Texas

17. **Party Representatives.** The County designates the Tax Assessor-Collector to represent the County, and the City designates the City of Hutto Finance Director to represent the City for all purposes related to this Agreement.

18. **Authorization.** The undersigned representatives of the County and the City warrant that they are duly authorized by the governing bodies of their respective political subdivisions to execute this Agreement on behalf of the parties.

[*The remainder of this page is intentionally left blank.*
Signature pages and acknowledgements follow on separate pages.]

WILLIAMSON COUNTY, TEXAS

By:_____
Bill Gravell
County Judge, Williamson County

Approved:

_____
Larry Gaddes
Tax Assessor-Collector, Williamson County

STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on _____, 20___, by _____, County Judge of the County of Williamson, Texas, on behalf of Williamson County, Texas.

(SEAL)

_____
Notary Public, State of Texas

CITY OF HUTTO, TEXAS

By:_____
Warren A. Hutmacher, City Manager

STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on July 8, 2021, by Warren A. Hutmacher, City Manager of the City of Hutto, Texas, a home rule city, on behalf of the City of Hutto, Texas.

(SEAL) HOLLY NAGY
Notary ID #129581326
My Commission Expires
October 3, 2021

_____
Notary Public, State of Texas

Commissioners Court - Regular Session **32.**

Meeting Date: 07/20/2021

Tax Collection Agreement

Submitted For: Larry Gaddes **Submitted By:** Judy Kocian, County Tax Assessor Collector

Department: County Tax Assessor Collector

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action to approve the Tax Collection Agreement between the Emory Crossing Public Improvement District and the County of Williamson, Texas.

Background

Under provisions of Texas Government Code Section 791.001 and Texas Property Tax Code Section 6.21, the County, through its Tax Assessor/Collector, shall serve as the Tax Collector for the Jurisdiction for ad valorem tax purposes for those properties stated in the Tax Collection Agreement. The three original documents of the Tax Collection Agreement with the Emory Crossing Public Information District require the County Judge's signature and the County Tax Assessor/Collector. The original documents have been signed by the County Tax Assessor/Collector and are being sent via interdepartmental mail to the County Judge's office indicating the location for his signature. Please return all signed original documents to the Tax Assessor/Collector's office for further distribution.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Emory Crossing PID

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 09:12 PM
Form Started By: Judy Kocian		Started On: 07/13/2021 04:00 PM
Final Approval Date: 07/13/2021		

AGREEMENT BETWEEN WILLIAMSON COUNTY, TEXAS AND THE CITY OF HUTTO, TEXAS FOR BILLING AND COLLECTION SERVICES RELATED TO THE EMORY CROSSING PUBLIC IMPROVEMENT DISTRICT

This agreement (the "Agreement") is between Williamson County, Texas (the "County"), a political subdivision of the State of Texas, and the City of Hutto, Texas (the "City"), a home-rule municipality located within the territory of the County, for billing and collection services related to the Emory Crossing Public Improvement District (the "District") authorized and administered by the City.

RECITALS

A. The City authorized the District, effective on , by a majority vote of all members of its City Council adopting a resolution (Resolution No. 012621-M) in accordance with the City Council's findings as to the advisability of the planned services and improvements, pursuant to Section 372.010 of the Texas Public Improvement District Act (the "PID Act") (Tex. Local Gov't Code Secs. 372.00 l to 372.026). The City has in the past, and may in the future, over time and from time to time, altered the boundaries of the District, and this Agreement will remain in force until terminated.

B. The City adopted assessment plans apportioning the cost of the planned services and improvements among the parcels of real property in the District and prepared a proposed assessment roll stating the amount of the assessment due from each such parcel (the "Assessments") pursuant to Sec. 372.016 of the PID Act. The City published and mailed the required notices and held a public hearing, heard and passed on all objections to a proposed Assessment, and by ordinance levied the Assessments against such parcels as a special assessment on the property in accordance with Sec. 372.017 of the PID Act, providing in the ordinance that the Assessments may be paid in annual installments.

C. The City and the County find that it is in the mutual interest of the citizens of the City and the County for the City to contract with the County to perform the duties related to the billing and collection of the of the Assessments, as authorized by Sec. 372.0175 of the PID Act and pursuant to the Intergovernmental Cooperation Act (Tex. Gov. Code, Chapter 791).

D. Except as otherwise provided herein, the term "Assessment" as used in this Agreement shall refer to both the full apportioned cost of the planned services and improvements due from each parcel according to the assessment roll and the annual installments due from each parcel, whether fixed or determined annually.

AGREEMENT

Therefore, in consideration of the mutual promises stated herein, the County and the City agree as follows:

1. **Agreement for Billing and Collection of Installments of Assessments.** Beginning on the Effective Date (defined below) and continuing until the Agreement is terminated pursuant to its terms, the City authorizes the County exclusively, acting through the Williamson County Tax Assessor-Collector (the "Tax Assessor-Collector"), to bill and collect the annual installments of the Assessments and to represent the City for all purposes related to the billing and collection of such installments, except as stated below. The County agrees to perform for the City all of the duties of the City related to the billing and collection of the installments provided in the assessment plan and Texas law. The County further agrees to send monthly collection reports to the City, prepare tax certificates, develop and maintain delinquent assessment rolls for the City, and provide copies of all records related to the services that the County provides under this Agreement. The County agrees to obtain a surety bond for the County's Tax Assessor-Collector to assure proper performance of the duties of the County under this Agreement. Such bond shall be payable to the County in the sum of $100,000.00 unless state statutes require a larger sum and shall be executed by a solvent surety company.

2. **Exclusions**. This Agreement will not include billing or collection of the following:

2.1 Assessments in amounts other than annual installments; and

2.2 Any installments of the Assessments that are for years for which the tax lien on the property has been transferred by the County to a transferee at the request of the owner according to Texas Tax Code Sec. 32.06; and

2.3 Any Assessments on property for which the owner has deferred collection of the property taxes on the property as allowed by Texas Tax Code Sec. 33.06 or 33.065.

The billing and collection of the foregoing excluded Assessments will remain the responsibility of the City.

3. **Term of Agreement.** The term of this Agreement will begin on the latest date accompanying the signature lines of the duly authorized representatives of the parties on this Agreement (the "Effective Date") and will terminate on the date that is one (1) year after the Effective Date (the "Initial Term"), unless renewed and extended as provided below. After the Initial Term, this Agreement will be automatically renewed and extended for an additional one (1) year term unless a party terminates the Agreement by giving written notice of termination to the other party not later than ninety (90) calendar days before the end of the Initial Term. If the Agreement is renewed and extended after the Initial Term, thereafter it will be renewed and extended automatically for succeeding one (1) year terms unless a party terminates the Agreement by giving written notice of termination to the other party not later than ninety (90) days before the end of then-current term. If a written notice of termination is given, the Agreement will nevertheless remain in effect for the remainder of the term in which the notice is given and will remain in effect thereafter with respect to any Assessment for which a suit to foreclose the assessment lien was been filed prior to such termination, until the suit is dismissed or a sale of the property to carry out the foreclosure has occurred, and the proceeds have been collected.

4. **Assessment Data.** Each year during the term of this Agreement, on or before September 1, the City will provide to the Tax Assessor-Collector the amount of the annual installment due for that year on the Assessment against each tract of real property in the District except tracts that are exempt. The data will be provided to the Tax Assessor- Collector electronically in a format that is compatible with the format of the County's property tax records. The Tax Assessor-Collector will provide no less than ninety (90) days' notice to the City of any required format change in the electronic file. The City will notify the Tax Assessor-Collector of any adjustments of the annual installments and will be responsible for paying any refunds that result from such adjustments. The City will not provide the Tax Assessor-Collector with the total amounts of the Assessments, and the County will not be responsible for the billing or collection of the Assessments other than in annual installments. Determining exemptions, calculating the amounts

of the annual installments, computing the cumulative balances of the Assessments, and any collection of the Assessments other than in annual installments will remain the responsibility of the City. The calculation of annual installments will be based on the ownership defined by the current tax appraisal roll of the Williamson Central Appraisal District ("WCAD") for the year of the installments. If the City fails to provide the Assessments to the Tax Assessor-Collector by September 15 of the Initial Term or any renewed term of this Agreement, the Agreement may be terminated by the County upon written notice to the City according to Section 12 below. The initial delivery of data by the City to the Tax Assessor-Collector will also include a record of all payments made on the Assessments during the preceding five (5) years. The Tax Assessor Collector will make available to the City a continuous on-line disbursement report summarizing the payments collected.

5. **Billing of Assessments**. The Tax Assessor-Collector will bill the annual installments of the Assessments to the property owners by including the amount of the installment as a line item in the consolidated property tax bill mailed by the Tax Assessor-Collector to each owner of real property in the District. The bills will be mailed about October 1 of each year or as soon thereafter as practicable. Each tax bill that includes a line item for an installment of an Assessment will also include a statement in substantially the following language: "Assessments of public improvement districts are not taxes but are collected by the Williamson County Tax Office under an agreement with the municipality."

6. **Collection of Assessments**. The Tax Assessor-Collector will collect the installments of the Assessments and remit the amount collected to the City daily by electronic funds transfer, after deducting the amount due to the County as billing and collection fees, as provided in Section 10 below. The Tax Assessor-Collector and private legal counsel contracted by the County for the collection of delinquent property taxes will also collect any delinquent installments of the Assessments, including filing suits for foreclosure of the lien securing the Assessments provided in Sec. 372.018 of the PID Act. All of the terms of Sec. 372.018 of the PID Act and all of the provisions of the Texas Tax Code with respect to payment, refunds, delinquency, penalties and interest, waiver of penalties and interest, costs and expenses of collection, attorney's fees, personal liability, installment payment of delinquent amounts, suits, lien foreclosure, limitation of

collection, redemption, and other matters related to the collection of property taxes will also apply to the collection of the installments of the Assessments, except that the provisions of Texas Tax Code Sec. 32.06 on property tax loans and the transfer of tax liens, and Texas Tax Code Secs. 33.045, 33.06, and 33.065 on the deferral of collection of property taxes on certain residential homesteads will not apply. Billing and collection of the installments of Assessments on property for which the tax lien has been transferred to a transferee or that is subject to such deferral of collection of taxes will remain the responsibility of the City, as provided in Section 2 above. Any partial collection of delinquent taxes and delinquent installments of Assessments will be divided pro-rata among the entities imposing the taxes and the Assessments without preferring one entity over another. During the term of this Agreement, only the Tax Assessor-Collector will collect the installments of the Assessments. If any payments are received by the City for amounts billed by the Tax Assessor-Collector on the City's behalf, they will be remitted to the Tax Assessor-Collector. The City will notify the Tax Assessor-Collector if any Assessment is prepaid to the City, in full or in part.

7. **Notice to Property Owners.** If the City has not done so before the Effective Date, then after the Effective Date and prior to the mailing by the County of the first bills for annual installments of the Assessments, the City will notify each owner of property in the District, except exempt property, by first class mail that the subsequent installments of the Assessment on the owner's property will be billed by and paid to the Tax Assessor-Collector until the owner is notified that this Agreement is terminated.

8. **Foreclosure Suits.** The City hereby agrees and expressly authorizes the County to contract on the City's behalf with private legal counsel for the collection of the delinquent installments of an Assessment, said private counsel being the same contracted by the County for the collection of delinquent property taxes. The maturity of the subsequent installments will not accelerate following a default in payment. The County and its private legal counsel will control the filing and conduct of foreclosure suits, with advice from the City. Attorney's fees, costs, and expenses of collection that are collected after the filing of a suit for foreclosure will be retained by the County in addition to the billing and collection fees provided in Section 10 below. If a suit is filed for a delinquent installment of an Assessment and delinquent taxes on the property and the suit

results in an order for foreclosure of the assessment lien and the tax lien, the City recognizes that the ad valorem tax lien is superior to the assessment lien, according to Sec. 372.018(b)(2) of the PID Act. Furthermore, the lien runs with the land, and that portion of the assessment that has not yet come due is not eliminated by foreclosure of an ad valorem tax lien, according to Section 372.018(d).

9. **No Third-Party Beneficiaries.** Nothing in this Agreement is intended to benefit a third-party beneficiary. The County and the City will act independently in carrying out their respective obligations under this Agreement, and neither the County nor the City assumes any responsibility to a third party in connection with this Agreement.

10. **Billing and Collection Fees.** As fees for the billing and collection services provided under this Agreement, the following provisions apply:

10.1 The City agrees to pay the County an annual fee for each parcel or tract of land in the District that is billed for the installment of an Assessment in an amount to be set annually by the Tax Assessor-Collector. The parcel fee for the billing and collection of the installments shall not exceed the parcel fee set for the year by the tax Assessor-Collector for the billing and collection by the Tax Assessor-Collector of property taxes for the City. The City agrees that the Tax Assessor Collector may deduct the amount of the parcel fee from the amount of the first installments collected prior to the remittance of the collections to the City. The parcel fee will be retained by the Tax Assessor-Collector to defray the costs of billing and collection.

10.2 Should the County subsequently expect to incur any actual additional costs related to discharging its duties under this Agreement such as costs required to modify software or comply with new legal requirements associated with collecting the Assessments, the County shall provide written notice to the City of the proposed additional costs (which notice must include documentation of the proposed actual additional costs). The City shall be allowed ninety (90) days to review the proposed additional actual costs and either agree to pay the County or give notice to terminate this Agreement.

11. **Entire Agreement.** This Agreement sets out the entire agreement between the County and the City with respect to the billing and collection of the Assessments and supersedes all

previous negotiations, representations, and agreements, whether written or oral. This Agreement may be amended only by a written instrument executed by the representatives of the County and the City authorized by their respective governing bodies.

12. **Notices**. Any notice that a party is required or permitted to give under this Agreement will be in writing and mailed by first class mail to the address of the other party shown below or to such other address of which the other party may notify the party in writing.

The County: Williamson County Tax Office
Attn: Williamson County Tax Assessor-Collector
904 S. Main Street
Georgetown, Texas 78626

The City: City Manager
City of Hutto, Texas
500 W. Live Oak St.
Hutto, TX 78634

With a required copy to:
City Attorney
City of Hutto, Texas
500 W. Live Oak St.
Hutto, TX 78634

13. **Limited Liability**. The County will not be liable to the City for any failure to collect the installments of the Assessments. And the Tax Assessor-Collector will not be liable to the City for any failure to collect the installments of the Assessments unless such failure is the result of the Tax Assessor-Collector's failure to perform the duties imposed on him or her by law or this Agreement. The Tax Assessor-Collector will not be liable to the City for any failure to collect the installments if the Tax Assessor-Collector's failure to perform the duties imposed by law or this Agreement was due to circumstances beyond the Tax Assessor-Collector's control. In executing this Agreement, neither the County nor the City intends to waive or will be deemed to waive any immunity or defense that would otherwise be available to it against claims arising from the exercise of governmental powers and functions.

14. **Applicable Law**. This Agreement will be governed, interpreted, and enforced according

to the laws of the State of Texas. The terms of the Agreement are severable. If any term or provision is held to be invalid, illegal, or unenforceable, the remainder of the Agreement will remain in effect.

15. **Persons Bound.** This Agreement is binding on the parties and their respective successors and assigns.

16. **Venue.** All obligations under this Agreement are performable in Williamson County, Texas. The venue for any suit over a dispute based on or arising out of this Agreement will be in Williamson County, Texas

17. **Party Representatives.** The County designates the Tax Assessor-Collector to represent the County, and the City designates the City of Hutto Finance Director to represent the City for all purposes related to this Agreement.

18. **Authorization.** The undersigned representatives of the County and the City warrant that they are duly authorized by the governing bodies of their respective political subdivisions to execute this Agreement on behalf of the parties.

[*The remainder of this page is intentionally left blank.*
Signature pages and acknowledgements follow on separate pages.]

WILLIAMSON COUNTY, TEXAS

By:_____
Bill Gravell
County Judge, Williamson County

Approved:

_____
Larry Gaddes
Tax Assessor-Collector, Williamson County

STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on _____, 20___, by ____ _____, County Judge of the County of Williamson, Texas, on behalf of Williamson County, Texas.

(SEAL)

_____
Notary Public, State of Texas

CITY OF HUTTO, TEXAS

By:_____
Warren A. Hutmacher, City Manager

STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on July 8, 2021, by Warren A. Hutmacher, City Manager of the City of Hutto, Texas, a home rule city, on behalf of the City of Hutto, Texas.

(SEAL)

HOLLY NAGY
Notary ID #129581326
My Commission Expires
October 3, 2021

_____
Notary Public, State of Texas

Commissioners Court - Regular Session **33.**

Meeting Date: 07/20/2021

Animal Shelter BA Rev 7.20

Submitted For: Melanie Denny **Submitted By:** Melanie Denny, County Auditor

Department: County Auditor

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment acknowledging additional revenues for the Williamson County Regional Animal Shelter Donation Fund.

Background

This is for donation collections for April 2021 through June 2021.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0546.0000.367404	Animal Shelter Donations	$25,838.82
	0546.0000.367440	Jane's Fund Donations	$15,567.20
	0546.0000.367443	Heart Worm Donations	$1,150.00
	0546.0000.367445	SIT Team Donations	$760.00
	0546.0000.367447	Animal Transport Donations	$15.00
	0546.0000.367448	Kitten Care Donations	$1,525.00
	0546.0000.370150	Sales of Pet Care Products	$1,364.26

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 08:51 PM
Form Started By: Melanie Denny		Started On: 07/09/2021 09:19 AM
Final Approval Date: 07/13/2021		

Commissioners Court - Regular Session **34.**

Meeting Date: 07/20/2021

Animal Shelter BA Exp 7.20

Submitted For: Melanie Denny **Submitted By:** Melanie Denny, County Auditor

Department: County Auditor

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment acknowledging additional expenditures for the Williamson County Regional Animal Shelter Donation Fund.

Background

This is for donation collections for April 2021 through June 2021.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0546.0546.003510	Purchases for Resale	$1,364.26
	0546.0546.003670	Use of Donations	$25,838.82
	0546.0546.004100	Professional Services	$15,567.20
	0546.0546.004105	Foster Home Care	$1,525.00
	0546.0546.004231	Travel	$15.00
	0546.0546.004232	Training	$760.00
	0546.0546.004975	Animal Medical Care	$1,150.00

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 08:52 PM
Form Started By: Melanie Denny		Started On: 07/09/2021 09:20 AM
Final Approval Date: 07/13/2021		

Commissioners Court - Regular Session **35.**

Meeting Date: 07/20/2021

DA BA Rev 7.20.21

Submitted For: Melanie Denny **Submitted By:** Melanie Denny, County Auditor

Department: County Auditor

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional revenues for the General Fund.

Background

Williamson County received $400.00 from Children's Advocacy Centers of Texas. The payment is for an honorarium for the Forensic Block III Virtual Training held at the Children's Advocacy Centers of Texas. The District Attorney's Office is requesting to pay the $400.00 to the Williamson County Children's Advocacy Center to use for daily operations or services.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0000.370500	Miscellaneous Revenue	$400.00

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 08:56 PM
Form Started By: Melanie Denny		Started On: 07/12/2021 09:06 AM
Final Approval Date: 07/13/2021		

Commissioners Court - Regular Session **36.**

Meeting Date: 07/20/2021

DA BA Exp 7.20.21

Submitted For: Melanie Denny **Submitted By:** Melanie Denny, County Auditor

Department: County Auditor

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional expenditures for the District Attorney's Office.

Background

Williamson County received $400.00 from Children's Advocacy Centers of Texas. The payment is for an honorarium for the Forensic Block III Virtual Training held at the Children's Advocacy Centers of Texas. The District Attorney's Office is requesting to pay the $400.00 to the Williamson County Children's Advocacy Center to use for daily operations or services.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0400.004999	Miscellaneous Expense	$400.00

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 08:56 PM
Form Started By: Melanie Denny		Started On: 07/12/2021 09:06 AM
Final Approval Date: 07/13/2021		

Commissioners Court - Regular Session **37.**

Meeting Date: 07/20/2021

JP #3 Donation BA Rev

Submitted For: Melanie Denny **Submitted By:** Melanie Denny, County Auditor

Department: County Auditor

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional revenues for Justice of the Peace, Precinct 3.

Background

Dell Children's Health Plan, as a community partner, donated $1,600.00 for the program, "What Every Teen Should Know About Texas Law.” The donation is to pay for meals and/or any other event-related expenses. On June 8th, the Commissioner Court accepted the donation.
The budget amendments are to appropriate funding for the donation.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0000.367400	Donations	$1,600.00

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 08:27 AM
Form Started By: Melanie Denny		Started On: 07/14/2021 10:59 AM
Final Approval Date: 07/15/2021		

Commissioners Court - Regular Session **38.**

Meeting Date: 07/20/2021

JP #3 Donation BA Exp

Submitted For: Melanie Denny **Submitted By:** Melanie Denny, County Auditor

Department: County Auditor

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional expenditures for Justice of the Peace, Precinct 3.

Background

Dell Children's Health Plan, as a community partner, donated $1,600.00 for the program, "What Every Teen Should Know About Texas Law.” The donation is to pay for meals and/or any other event-related expenses. On June 8th, the Commissioner Court accepted the donation.
The budget amendments are to appropriate funding for the donation.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0453.003670	Use of Donations	$1,600.00

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 08:28 AM
Form Started By: Melanie Denny		Started On: 07/14/2021 10:59 AM
Final Approval Date: 07/15/2021		

Commissioners Court - Regular Session **39.**

Meeting Date: 07/20/2021

Strategic Plan Consulting Services Request for Qualifications

Submitted For: Joy Simonton **Submitted By:** Joy Simonton, Purchasing

Department: Purchasing

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on finalizing the scope of work document for the Williamson County Strategic Plan Consulting Services Request for Qualifications (RFQ) and authorizing the Purchasing Agent to advertise and receive Statements of Qualifications.

Background

At the request of the Court, the Purchasing Department has drafted a scope of work to describe the consulting services sought to update the Williamson County Strategic Plan. Staff seeks direction on the following items:

- Is a workshop needed to discuss the project further?
- Can the RFQ scope of work release as written?
- Who will participate on the RFQ scoring and interview committee and what is the Court's vision for these interviews?

Initial estimates for these services ranged from $100,000 - $200,000 when first discussed. However, due to Ms. Arnold's efforts in gathering the county's current strategic planning documentation from departments, budget for this consulting project may be less. The current cost for this service is now estimated at $100,000 +/-. This estimated reduction is a result of now having line of sight to that planning work that is up to date and has already been done.

Lastly, the Court may want to consider a staff liaison to coordinate with the chosen consultant to move the project forward.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Strategic Plan Consulting Services Scope of Work Document

Attachments A - E

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/14/2021 10:40 AM
Form Started By: Joy Simonton		Started On: 07/13/2021 10:39 AM
Final Approval Date: 07/14/2021		

Request for Qualifications
for
Williamson County, Texas
Strategic Plan Consulting Services

Purpose: Williamson County, Texas, herein "the County," has initiated a Request for Qualification (RFQ) process to identify and execute a strategic visioning and planning process. The County seeks a vendor who has demonstrated experience in successfully developing strategic plans, has strong facilitation skills and experience with public agencies.

Williamson County's government is a large, complex organization with many moving parts. The County is governed by the county Judge, four commissioners and twenty-four (24) additional elected officials that steer the organization through the budgeting process, setting policy and demonstrating leadership in a number of other ways. The Williamson County Strategic Plan, herein "The Plan" is one such example of this proactive leadership. Additionally, thirty-five (35) departments and over 1,800 employees operate to support service delivery throughout the County.

At this time, Williamson County seeks to update its existing Strategic Plan, established in 2010, by hiring a consulting professional to assist with that process and final document. The updated plan will define the mission and vision of the organization and the values it will hold as it moves forward.

The Plan is intended to provide a clear process for achieving the goals of the County. It is to serve as a guidepost for budgeting and major decisions. It is considered a living document and should continue as a tool to assist departments in providing the best services and facilities to residents.

Background: Williamson County is one of the fastest growing counties in the country with a population now exceeding 617,000 residents according to the US Census Bureau. Located in the Central Texas Hill County just north of the state capitol in Austin, and the University of Texas, Williamson County has emerged as an exceptional place to live. Physically, the eastern part of the county is level black land soil and the western part rolling limestone hills, cut through by the San Gabriel River and tributaries. The County has a storied history including dinosaurs, Comanches, outlaws, Texas Rangers, the Chisholm Trail, cowboys, and sturdy pioneers. Old ranch lands have become new neighborhoods, and today, the County is central to agriculture, education, and high-tech industry.

Williamson County is blessed with a mild climate offering more than 300 sunny days each year, affordable living, quality schools, clean air, scenic open spaces, and an abundance of parks and recreational opportunities. The County is well known for lively holiday traditions, live music and neighborly people with friendly dispositions that can only be described as "deep in the heart." The County boasts a low crime rate and unlike most states, Texas has no state personal income tax. All of these reasons make Williamson County one of the most desirable places to live and work in the United States.

The County was organized in 1848 and named for Robert M. Williamson, pioneer leader and veteran of the Battle of San Jacinto. Williamson County encompasses 1,124 sq. miles of Texas Hill County and 12 sq. miles of water.

Respondent Requirements: Respondents shall be firms, corporations, individuals or partnerships normally engaged in the consulting process and preparation of strategic plans of large, complex organizations.

Respondents shall have experience creating and updating strategic plans in high growth Texas regions.

Respondent shall demonstrate in their response their knowledge and understating of the issues facing Williamson County and how those issues are relevant to updating The Plan.

Respondents shall include at least one Project Manager with a minimum of five (5) year's experience in providing specified services.

Project Manager shall have completed no less than five (5) similar projects within the past three (3) year's.

Project Manager and all project team members may not be substituted or changed throughout the term of the agreement without the written approval of the City for the requested change.

Supporting Documents:

- Attachment A: Snapshot of Williamson County
- Attachment B: Williamson County Organizational Chart
- Attachment C: Location Map
- Attachment D: Williamson County Strategic Plan 2010
- Attachment E: Subsequent Departmental Strategic Updates

Scope of Work: Williamson County requests the submission of qualifications from qualified individuals or firms to assist in updating and developing The Plan that will serve to methodically guide departments and elected officials through the organization's next phase of growth.

The intent of this project is to complete a major ten (10) year update to The Plan. The successful respondent shall engage with project stakeholders to include members of the Court, department heads, Elected Officials, residents, the business community and other key groups to create The Plan.

Services shall include but are not limited to stakeholder engagement, research and consultation on best practices, meeting facilitation, document drafting, creation of supporting graphics, statistical analysis, and progress updates. The successful respondent shall present a completed strategic plan update to the Williamson County Court for adoption.

Existing Plans: A number of departments and elected officials engage in strategic planning exercises on a routine basis. These documents have been included in this RFQ to provide

insight to the work that does not have to be created. These efforts can be expanded on and incorporated into this planning exercise.

Planning Vision: The Plan is intended to provide a clear process for achieving the goals of the County. The Plan shall, at a minimum, represent the County's profile, values, current and future opportunities, needs, market position, competitiveness and service delivery goals.

Site Visits: Successful respondent shall visit Williamson County to familiarize themselves with the area and the challenges presented.

Meetings: Successful respondent shall schedule, promote and host stakeholder meetings to garner perspective and obtain input into Williamson County's unique position.

Decision making: The final scope of work will be developed in collaboration with the members of the Court and the successful respondent. The Court will render all final decisions as to the preparation and adoption of the Plan.

Data collection: The successful respondent shall utilize stakeholder input and interviews, current economic information and local, regional and national data in order to assist with and facilitate a Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis.

Stakeholder engagement: The successful respondent shall foster effective, far reaching and authentic participation by key stakeholders. Techniques should include, at a minimum, stakeholder meetings, stakeholder interviews, surveys and use of electronic media. The stakeholder engagement strategy should promote sincere participation. The strategy should identify the purpose of each identified stakeholder group, and the methods to be used for communication.

Final product: The final work product shall include all elements outlined in the contracted scope of services and related implementation recommendations. The content shall be concise, goal driven and structured within a timeline.

All elected officials shall have the option to participate.

All departments shall be represented in the plan.

The successful respondent shall present the final product and recommendations to the Commissioners Court for input, edit, revision and adoption.

Benchmarking: Implementation strategies and benchmarking shall be outlined in The Plan. The Plan shall be a working tool and provide measurable, performance-based goals that can be implemented and evaluated at predetermined frequencies.

Deliverables: The successful respondent shall provide the County with the following deliverables:

- Community engagement and facilitation aids
- Facilitation aids shall foster public outreach and citizen participation and shall include but not be limited to meetings, mailings, surveys, websites, and social media
- Meeting presentations and graphics

- Meeting summaries
- Plan elements
- Professionally written and edited text
- Final updated Strategic Plan Document
- Fifty (50) bound hard copy submissions in a format acceptable to the County
- One (1) Electronic submission

The Plan shall be prepared in a format and language that is user friendly and easily comprehendible and accessible to the public. All electronic files in native software formats editable by the County.

All documents and work products created as a result of this process shall become the property of Williamson County to include studies, documents and data.

Committee Review: An evaluation committee will review each response for solicitation compliance and technical scoring in each category using the following weighted criteria. A consensus score will be assigned to each response.

Project team qualifications	**40 Points**
Demonstrated understanding of Williamson County	**10 Points**
Proposed approach and methodology	**20 Points**
Timeline	**10 Points**
Work samples	**20 Points**
References	**Acceptable/Unacceptable**

The evaluation process may reveal additional information for consideration. The County reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate these additional considerations to serve the best interest of the County.

Evaluation Committee:

Judge Bill Gravell
Terry Cook, County Commissioner Precinct One
Cynthia Long, County Commissioner Precinct Two
Valerie Covey, County Commissioner Precinct Three
Russ Boles, County Commissioner Precinct Four

Solicitation and Award Schedule: It is the County's intention to comply with the following solicitation timeline.

Respondents may be required to make an oral presentation to the selection team to further present their qualifications. These presentations will provide the respondent the opportunity to ensure a mutual understanding of the services to be provided and the approach to be used.

Solicitation released	**week of July 19, 2021**
Deadline for questions	**August 5, 2021**
County responses to all questions or addendums	**August 12, 2021**
Responses for solicitation due at or before **3:00 PM**	**August 26, 2021**
Oral presentations	**TBD**
Contract award target	**September 30, 2021**

Project Schedule: The County seeks completion of The Plan with a presentation to the Court no later than May 2022. County staff has created the following schedule as a guideline to communicate the anticipated activities necessary to complete The Plan on time but seeks the respondent's scheduling recommendations in the RFQ response.

Consultant Selection	**September 2021**
Project Kick-Off	**October 2021**
Data Collection	**November 2021**
Stakeholder Outreach and Input Sessions	**December 2021 – February 2022**
Document Drafting	**March 2022**
Public Hearings	**April 2022**
Project Close and Presentation	**May 2022**

Response Requirements: The Response and accompanying documentation are the property of the County and will not be returned.

To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Responses shall not exceed twenty-five (25) pages in length (excluding title pages(s) and index/table of contents, or supplemental attachments or dividers). Information in excess of those pages allowed may not be evaluated.

Title Page (1 page) – Show the solicitation title and number, the name of firm, address, telephone number(s) name of contact person and date.

Letter of Transmittal (1 page) – Identify the services for which the solicitation has been prepared.

Briefly state your firms understanding of the services to be performed and make a positive commitment to provide the services as specified.

Provide the name(s) of the person(s) authorized to make representations for your firm, their title(s), address, telephone number(s) and e-mail address.

The letter of transmittal shall be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individuals(s) signing the solicitation shall be clearly shown immediately below the signature.

Table of Contents (1 page) – Clearly identify the materials by Tab and Page Number.

Available Resources and Consultant Location – Respondent shall provide information on size, resources and business history of the firm in addition to the firm's unique experience and qualifications for updating The Plan.

Project Team Experience and Qualifications – Respondent shall present qualifications for the proposed project team. Qualifications shall include resumes and specific examples of similar projects completed in the past three (3) years by the members proposed to be on the project team.

The Project Manager shall be identified as well as the role of each individual team member. An organizational chart of the proposed project team shall be included.

Respondent shall identify any sub-contractors along with their expected services to the County for the scope of work on behalf of the firm. Qualifications of any sub-contractors shall be included and shall be shown in the organizational chart required in section 1.5.1 above.

Respondent shall provide list of all of the firm's strategic plans adopted in the past five (5) years.

References – Provide the name, address, telephone number and e-mail address of a primary contact for at least three (3) organizations that have utilized similar services from your organization, including the proposed Project Manager, within the last three (3) years. Include a brief overview of the work performed with, at a minimum, a short description of the services provided, including total fee and methodology used for the projects. References may be checked prior to award. Any negative feedback received may result in disqualification response.

Demonstrated Understanding of Williamson County – Respondent shall demonstrate their understanding of the unique issues facing Williamson County and how those issue may impact The Plan.

Methodology and Approach –Respondent shall describe the method and approach to be used in updating The Plan. It is expected that the respondent's proposal shall provide specific recommendations for approaches, tasks and deliverables based on their experience in this field Specifically describe the following:

- Community engagement and notification strategies, tools and techniques
- Meeting facilitation tools and techniques
- The process for drafting and revising the individual plan elements
- Any unique techniques that that have been successfully utilized on similar projects

Timeline – Respondent shall provide a proposed schedule for the complete project per the specifications contained herein.

Work Samples – Respondent shall include a minimum of three (3) completed and adopted strategic plans completed for other similar organizations by the proposed Project Manager.

Industry Awards – Respondent shall provide information on professional awards or recognition received for previously completed strategic plans by the proposed Project Manager.

Supplemental Materials – Supplemental materials may include sample strategic plans or other relevant work products.

DRAFT

ATTACHMENT A

SNAPSHOT OF WILLIAMSON COUNTY

One word represents the current state of Williamson County – Growth! Growth in business, in population, and in the services to take care of the people living and working in the county. Williamson County has been one of the fastest growing counties in the State of Texas for more than a decade! Located in the central part of Texas just north of the state capital, Williamson County is big – occupying a land area of 1,135 square miles. Its population growth ranks it fourth in the state and 14th in the country with more than 617,000 residents according to US Census Bureau.

Experiencing robust growth over the past decade requires more from county government to assist its new and existing residents, and Williamson County is dedicated to meeting those needs. "Demand on county services is directly tied to population growth. As one of the fastest growing counties in Texas and the United States, it is vital that we adequately address the needs of our population through the services we provide," stated County Judge Bill Gravell.

Large employers have transformed Williamson County over recent years into a dynamic, self-sustaining community with less dependency on Austin. Major retail and commercial developments began appearing from 1999 to present, including the Rivery in Georgetown, the Premium Outlet Mall, the IKEA-area retail development and the La Frontera mixed-use center in Round Rock, and the new Hutto Innovation Business Park. Health care and higher education have both become major factors in the growth of Williamson County as well.

Williamson County also continuously ranks as one of the healthiest places to live by the University of Wisconsin and the Robert Wood Johnson Foundation. Williamson County is ranked 2nd in Health Factors, which measure the rate of education, housing, crime, employment, unhealthy behaviors and exercise. These components are considered to be "changeable behaviors" and indicate the current and future health of a county. The county ranks 4th in Health Outcomes, which are based on length of life and the quality of daily physical and mental health.

Real estate is booming, retail business is rapidly building, and people are moving to Williamson County at a steady and fast pace! Whether it is for its available jobs, relatively affordable cost of living, its natural beauty and resources, mild

climate, or its small-town community way of life, Williamson County is the best place to call home!

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Mobilgas
MAGNOLIA
STOP
Coca-Cola
81
DELCO
say Pepsi

-
Georgetown Art Center
-
VETERANS MEMORIAL
FLORENCE · TEXAS

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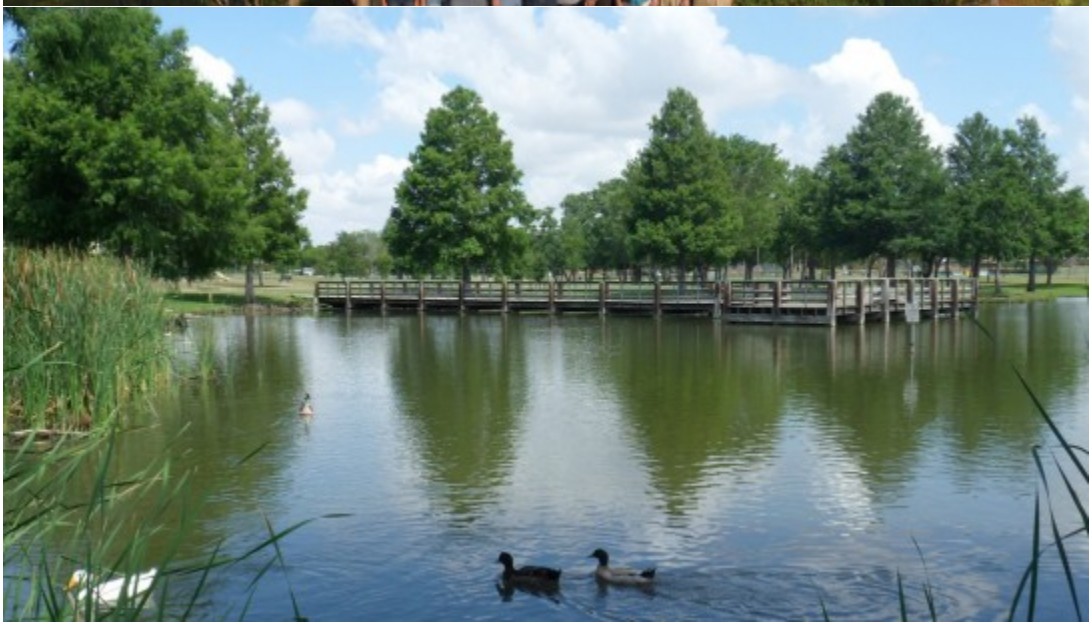
ETS·LINDGREN
- 

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Red Leander
-
EMERSON

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-
Texas State University ★ Round Rock Campus

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-

Transportation

- Interstate 35
- U.S. Highway 183/183A Toll Road
- State Highway 130
- State Highway Loop 1
- Texas State Highway 45
- Easy access to Austin Bergstrom Intl. Airport
- Georgetown Municipal Airport
- Capital Metro MetroRail

Higher Education

- Southwestern University
- Austin Community College
- Texas State University RRC
- Temple College
- Texas State Technical College
- Texas A&M University Health Science Center
- East Williamson County Higher Education Center

Healthcare/Hospitals

- Seton Medical Center Williamson County
- St. David's Georgetown Hospital
- St. David's Round Rock Medical Center
- Baylor Scott & White Hospital
- Cedar Park Regional Medical Center
- St. David's Emergency Center Leander

Sample Targeted Industries

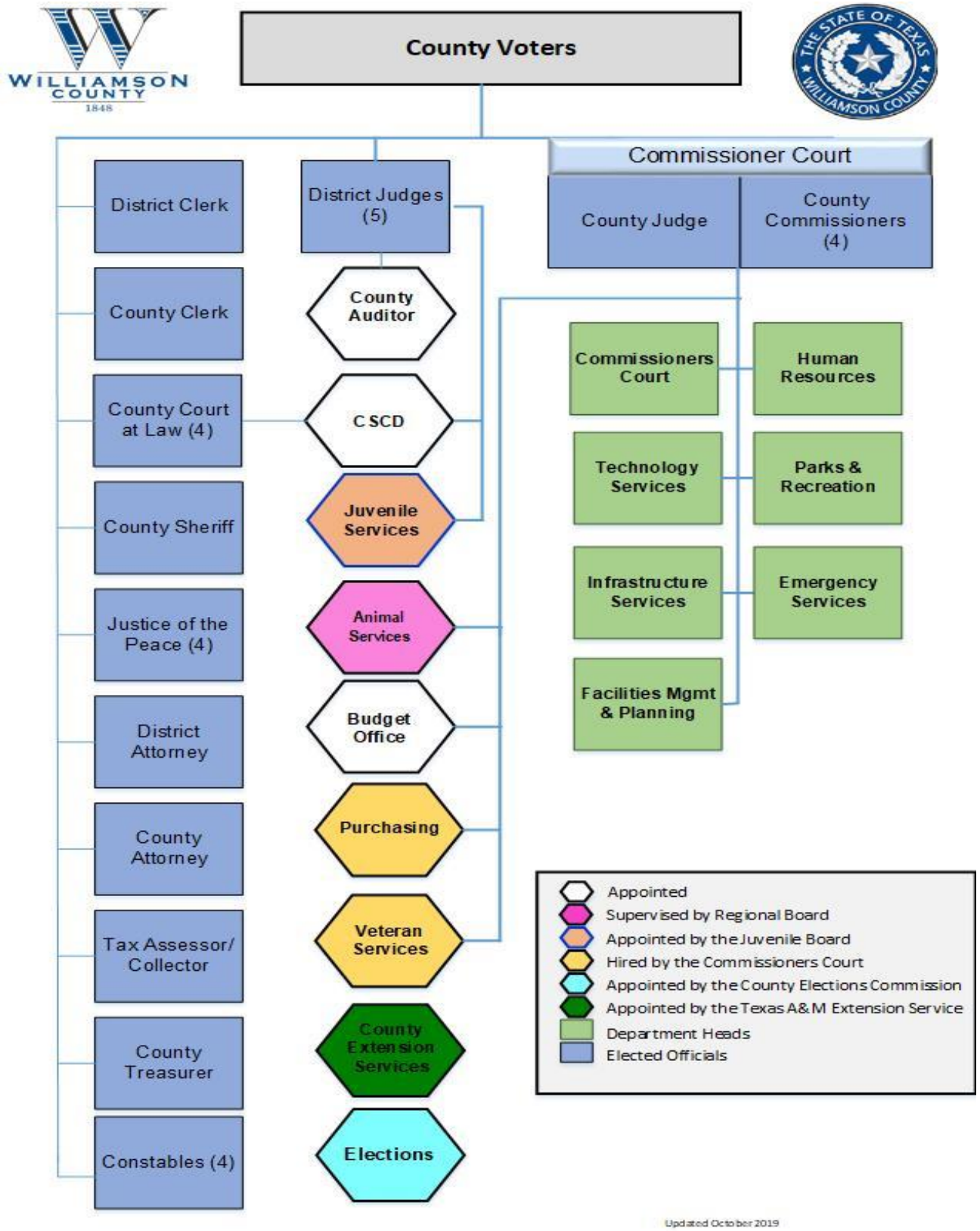
- Information Technology and Computer Systems
- Advanced Manufacturing and Assembly
- Corporate Office and Support Services
- Healthcare and Biotechnology

Williamson County is Open for All Types of Business

When people think of business in Williamson County, Dell Inc. often comes to mind, or more recently, the construction of Apple's second largest campus outside of Cupertino, California. Although Dell has been a leading driver in the development of the high-tech sector in the county, a great number of business sectors grow and thrive in Williamson County. Business sectors including agricultural and agribusiness, manufacturing and assembly, construction, real estate, health care, government and education are all significant economic contributors to our robust economy. Williamson County is a member of the Austin MSA, one of the fastest growing areas in the country. The booming population trend paired with abundant available resources allows a range of business endeavors to flourish.

Organizational Summaries

WILLIAMSON COUNTY ORGANIZATIONAL CHART



Attachment C

Williamson County Location Map

STRATEGIC PLAN

WILLIAMSON COUNTY, TEXAS

STRATEGIC PLAN

Plan Overview

A strategic plan provides guidance to an organization by establishing where they are now, where they want to be, how to get there, and if they have arrived. A strategic plan identifies the mission and vision of the organization – why they exist – and establishes values that the organization will hold to as it moves forward.

Williamson County's government is a large, complex organization with many moving parts. The Commissioners' Court steers this organization through the budget process, setting policy and demonstrating leadership in a number of other ways. The Williamson County Internal Assessment and Strategic Plan (Strategic Plan) is one such example of proactive leadership.

The Strategic Plan is a comprehensive compilation of the County's goals and values. The process of the plan (described in greater detail below) included interviews with all elected officials and department heads, collecting their individual goals, priorities, and mission. Compiled, sorted, and analyzed, the goals provide a blueprint for the long and short-term development of the County.

Throughout the process certain values continued to rise to the surface, including, *fiscal conservatism, professionalism, efficiency, and modernization*. Priorities for the County include providing better public service by upgrading and utilizing information technologies and ensuring County facilities are right-sized. Other important issues included streamlining County government, supporting County employees, and customer service.

The goals identified in the plan will be achieved through an application of one or a combination of the values as they are not mutually exclusive. For example, meeting financial goals can be achieved by efficient, highly trained staff, which can be a result of the application of information technologies. This comprehensive approach was applied throughout the plan.

The strategic plan is an important tool for the current leadership of Williamson County. The plan should also be tool for future County leadership. As a snapshot or baseline of where the County is now, future leadership will be able to refer to the goals established in 2010 and see if they have been achieved and, if not, why? The strategic plan is a "living" document, it is not written in stone, but meant to be constantly revisited, amended and updated; a well-used tool to move the County to where it wants it to be.

Plan Process

The planning process began in early summer of 2009. Staff from the Lower Colorado River Authority met with the Commissioners Court and County staff to begin discussing the idea of developing a strategic plan and the process involved. Once the decision was made to move forward, LCRA staff began working with the County.

Interviews

The first step in the plan was interviewing elected and appointed officials from across the County. Nearly every elected official ranging from Justices of the Peace, Constables, Commissioners, etc. were interviewed. These interviews were an effort to understand the needs of each of these officials to carry out their duties. Because of the disparate nature of County government and the range of services it provides, this was a critical step to understand the overall picture.

Appendix A contains the interview questions as well as the notes from the interview process. An overarching theme from the interviews was the desire to increase efficiency at all levels of County government. County officials understand the limited resources and are committed to maintaining taxes as low as possible. They see many opportunities for serving the growing needs of the County through new technology, software, and other tools that will allow for more service, more efficiently.

Many elected officials and department heads currently work under a strategic plan developed for their departments. These individual departments will be incorporated into this overall strategic plan. The goals and objectives identified in this plan are based on these interviews and reflect the concerns and opportunities identified by the elected and appointed County leadership.

Commissioners Review

Once the interviews were completed, LCRA staff consolidated the raw notes into the following categories:

- Technology
- Planning
- Human Resources
- Policy and Development

These categories covered the range of issues identified in the interview process. Objectives were identified within these topics based on common issues identified by officials. Each County Commissioner took one or more of the topics for more specific review and discussion. Based on this review and discussion a final list of objectives was identified for the plan.

Plan Adoption and Implementation

Once the final list of objectives was identified, LCRA staff created the Implementation Guide for the plan that lays out the detailed actions required to make the plan a success. The Implementation Guide provides a clear process for achieving the goals of the County. Commissioners Court is responsible for using the plan in its budgeting process and to encourage other elected officials to do so as well. Because the plan includes input from across County leadership it provides a clear direction that should be supported across the board. The plan will allow Williamson County to continue providing the best services to and facilities for its citizens while maintaining the fiscal conservatism the residents of the County value.

Implementation Guide

1. Technology

> *Vision: To provide superior and low-cost County services through the use of information technology systems.*

From every level of Williamson County government, the call to modernize internal and external services was echoed. Modernization typically meant integrating and/or upgrading information technology systems into departmental processes to increase staff efficiency, provide greater user (citizen) access to records or documents, speed payment of fines, eliminate redundant data entry and develop a consistent platform for sharing data and documents between departments. Concerns regarding upgrading or purchasing new technologies include proprietary issues, potential expansion, and a sound business case for the expense of the technology and training.

Goal 1.1: Incorporate a County-wide program to continually implement and upgrade public safety technology.
A public safety technology program is comprehensive approach to updating and upgrading many of the county's public safety functions to state-of-the-art information technologies, thereby increasing efficiency and function. This project includes a Computer Aided Dispatch, law enforcement records management, and others public safety services. Once Phase I is implemented, the County should continue to upgrade and update all public safety technology.

Goal 1.2: Ensure that all Information Technology and software is consistent and compatible between County departments.
Any large organization deals with software incompatibility and upgrades and licensing issues. The need to monitor, inventory, and plan the County's systems to ensure that platforms across the organization are compatible is a constant effort. For the County, one priority is to ensure that all relevant offices have and use Odyssey.

Goal 1.3: Upgrade and develop internet services to provide better access to county functions for citizens.
This is an ambitious goal that covers multiple functions of the county. For law enforcement it means enabling citizens to pay fines, submit documents, sign-up for jury duty, access information and records regarding tickets and other infractions all online. It means a reduction in the amount of data entry required of the courts and clerks and streamlining record management.

Technology

Goal 1.1: Incorporate a County-wide program to continually implement and upgrade public safety technology.

Objective		Action		Priority	FY Start	FY Completion	Person/committee Responsible	Financing Method
1.11	Increase the efficiency, speed, and security of service by public safety departments	1.11.1	Phase I developed: Computer Aided Dispatch, Automatic Vehicle location, Records Management, and Civil Process.	M	2010	2012	PSTP Committee/ITS	County/ C.O.
		1.11.2	Concurrent with Phase 1, Construct Emergency Services Operations Center for 911 and other departments	M	2010	2012	PSTP Committee/ITS/ Infrastructure	
		1.11.3	Phase II: Evaluate and upgrade components of next phase	M	2011	2013	PSTP Committee/ITS	

Goal 1.2: Ensure that all Information Technology and software is consistent and compatible between County departments.

Objective		Action		Priority	FY Start	FY Completion	Person/Committee Responsible	Financing Method
1.21	All Civil and Criminal Courts utilize the same case management software: **Odyssey**.	1.21.1	Work with J.P. #1-3 to determine issues and needs re: implementation of Odyssey software.	N	2010	2011	Courts/ITS/JP #1-3	County
		1.21.2	Convert J.P. 4 to Odyssey	N	2011	2012	Courts/ ITS/JP#4	
1.22	All courts and Co. departments will scan and digitize documents for records management.	1.22.1	Identify which courts and departments are not scanning and digitizing their documents.	N	2011	2013	Courts/ITS	County
		1.22.2	Ensure all courts and departments have the soft- and hardware to digitize documents at the point of entry (see internet access to public).	N	2011	2013	Courts/ITS	
		1.22.3	Implement Electronic Filing	N	2011	2013	Courts/ITS/Clerks	

Objective		Action		Priority	FY Start	FY Completion	Person/Committee Responsible	Financing Method
1.23	Implement a case management system for Juvenile Services.	**1.23.1**	Identify, select, and implement a case management system for Juvenile Services	D	2012	2014	Juvenile Services/ITS	County
1.24	Utilize software to increase efficiency and transparency of County's financial actions.	**1.24.1**	Utilize accounting software to post County accounts payable on the World Wide Web.	N	2012	2014	Treasurer	County
		1.24.2	Upgrade accounting system to newer version	M	2012	2013	ITS	
1.25	Implement Electronic Payment	**1.25.1**	Work with IT and banks to implement program.	M	2010	2011	County Treasurer/ County Auditor & ITS	County

Goal 1.3: Upgrade and develop internet services to provide better access to county functions for citizens.

Objective		Action		Priority	FY Start	FY Completion	Person/Committee Responsible	Financing Method
1.31	Implement system for citizens to pay fines and fees online in all precincts	**1.31.1**	Currently, most J.P.s provide this service. Identify J.P.s not doing so and reasons why.	D	2010	2012	Court/ITS/J.P. s	County
		1.31.2	Address issues and work with J.P.s for ubiquitous use of system	D	2010	2013	Court/ITS	
1.32	Upgrade and develop system to enable citizens to sign up for jury duty on-line.	**1.32.1**	District Clerk to purchase new software package and implement on-line jury portal.	D	2010	2011	District Clerk	County/2011 Budget
1.33	Utilize improved technology to better community with County residents.	**1.33.1**	Use video streaming to enhance communications	D	2011	On-Going	County Information Officer	County

Notes: M=Mandatory; N=Necessary; and D=Desirable. “n/a” stands for “not available”; “NC” means “No Cost”.; and County refers to the County General Fund

2. Planning

Vision: To develop departmental strategic and work plans to guide departments and work groups in helping to meet the overall goals and objectives of Williamson County.

As Williamson County continues to grow and develop, proactive planning is important to ensure that departments and works groups are working towards similar goals and objectives. The planning process can help County leaders in preparing for the implementation of infrastructure, parks, economic development, medical facilities, and other services. Therefore, County departments working in conjunction with one another will, in general, help leaders maintain and/or improve the overall quality of life in Williamson County.

The County has adopted Master Transportation and Parks plans. In addition, the Emergency Management Services (EMS) and Purchasing departments have also developed strategic plans. These documents are examples of departmental strategic plans which are living documents, utilized to guide the long-term growth of the county and ensure that County goals are obtained. Each plan should ideally feed into the overall goals and objects of the County. This type of planning and preparedness will support the County’s efforts in transparency and efficiency.

Goal 2.1: Develop and institute strategic and work plans in County departments and work groups.

Developing strategic and works plans will ensure that all County departments are striving to meet goals and objects in conjunction with the overall mission of the County. In this effort, each department should work to develop an annual work plan outlining the projects that coincide with overarching goals of Williamson County.

Goal 2.2: Create a short- and long-range Facilities Plan to provide detailed guidance for the development and expansion of the County's facilities.

The Facilities Plan will provide a detailed road map to help guide a current and future county leadership plan, acquire and build facilities to meet the needs of its citizens which include facilities that are 1) accessible and convenient to the general public; 2) safe and efficient for the employees of the county; 3) sustainable, energy efficient; with low O&M costs and 4) as necessary and feasible enhance customer service by aligning departments in each precinct close to one another.

Goal 2.3: Implement and update strategic plans adopted by the County.

The strategic planning process is ongoing and continual. Each department should update any work or strategic plans to ensure that goals are obtainable and in conjunction with overarching County goals. Any plans adopted or accepted by the County should be reviewed and updated to ensure that the work plan falls within the scope of current objectives of Williamson County leaders.

Planning Implementation Guide

Goal 2.1: Develop and institute strategic and work plans in County departments and work groups.

Objective		Action		Priority	FY Start	FY Completion	Person/Committee Responsible	Financing Method
2.11	Encourage groups to complete a departmental strategic or work plan.	**2.11.1**	Conduct needs assessment for each department	D	2011	2011		n/a
		2.11.2	Identify departments with the need for a strategic plan.	D	2011	2011		
		2.11.3	Facilitate a planning work session to outline departmental goals and objectives.	D	2011	2012		
2.12	Ensure that plans are consistent with County-wide efforts	**2.12.1**	Provide departments with County-wide goals and objectives annually.	D	2011	On-Going		
		2.12.2	Update strategic and work plans on an annual basis.	D	2011	On-Going		

Goal 2.2: Create a short- and long-range Facilities Plan to provide detailed guidance for the development and expansion of the County's facilities.

Objective		Action		Priority	FY Start	FY Completion	Person/Committee Responsible	Financing Method
2.21	**Facilities Plan**: County requires clear, written plan for developing facilities	**2.21.1**	Update/fact check existing GIS inventory of facilities	D	2011	2011	Senior Director of Infrastructure	n/a
		2.21.2	Update/fact check existing GIS inventory of County land holdings.	D	2011	2011	Senior Director of Infrastructure	
		2.21.3	Conduct needs assessment for each department	D	2011	2012	Senior Director of Infrastructure	
		2.21.4	Determine best combination of departments, which should logically be housed together.	D	2011	2012	Senior Director of Infrastructure	
		2.21.5	Develop short- and long-range detailed plan for facilities	D	2011	2012	Senior Director of Infrastructure	
		2.21.6	Update on an annual basis.	D	2012	On-going	Senior Director of Infrastructure	

Goal 2.3: Implement and update strategic plans adopted by the County.

Objective		Solution/Action		Priority	FY Start	FY Completion	Person/ Committee Responsible	Financing Method
2.31	Plan, build, maintain and operate a road network with a high LOS.	**2.3.1**	Implement Thoroughfare Plan	N	In-progress	Long-term	Court/Staff	Infrastructure/ Bonds/ COs
2.32	Plan, build, maintain and operate a parks system with a high LOS.	**2.32.1**	Implement Parks Plan	N	In-progress	Long-term	Court/Staff	P&R/ Bonds CO
2.33	Develop a Disaster Recovery Plan to guide the resumption of county activities in case of emergency.	**2.33.1**	Business Resumption and Recovery Plan	N	2011	2013	Court/ Staff/ Consultant	County

Notes:
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3. Human Resources

Vision: Williamson County provides for cost-effective, efficient, and timely services through a knowledgeable, well-trained, professional staff.

Williamson County employees are the face of the county government. The services they provide to the public translate directly to how the public views county government. The category, Human Resources, incorporates all activities related to the recruitment, hiring, duties, policies, safety, and organization.

There are three primary concerns derived from the interviews 1) Do employee job descriptions correctly match their current duties and, if so, are they being paid a fair or market rate for those duties? 2) Are staffing levels adequate to address population growth and other changes? And 3) Does the organizational structure of County departments provide for the most efficient, cost effective deployment of labor?

Goal 3.1: Provide exceptional services to the public by retaining well-trained, committed employees.
The County HR Department is currently working on an internal assessment of job descriptions and salary compensation. This project will be complete to guide the 2012 budget process.

Goal 3.2: Develop an efficient, low-cost process for hiring and recruiting talented, skilled employees.
Many counties and large organizations are moving towards web-based hiring and recruiting. By doing so, the county reduces paperwork, increases access to a broader talent pool and streamlines the hiring process.

Goal 3.3: Ensure County departmental organization structure is cost-effective and efficient.
Ensuring departmental organizational structure is efficient, is a priority for the Commissioners Court. Objectives include reducing the number of direct reports to the judge, ensuring departmental metrics are being met, and developing departments that specialize in specific county functions.

Human Resources

Goal 3.1: Provide exceptional services to the public by retaining well-trained, committed employees.

Objective		Action		Priority	FY Start	FY Completion	Person/Committee Responsible	Financing Method
3.11	Make necessary compensation adjustments	**3.11.1**	Provide the court recommendations for compensation adjustments based on variances in the job descriptions in time for consideration in 2012 budget	N	2011	2011	Human Resources	
3.12	Enhance employee access to HR information online through County intranet	**3.12.1**	Upgrade/redesign the HR space on the county's intranet site to provide employees information on Total Compensation, Wellness Reports, and other information.	D	2010	2011	Human Resources	C.O. / Bond
3.13	Ensure all employees utilize leadership and training opportunities	**3.13.1**	Implement leadership training for all employees	D	2011	2011	Human Resources	
3.14	Utilize Oracle and other software to create efficiencies in HR	**3.14.1**	Utilize Oracle Compensation Workbench Module to incorporate merit awards and cost-of-living changes in compensation	D	2012	2015	Human Resources / ITS	County

Goal 3.2: Develop an efficient, low-cost process for hiring and recruiting talented, skilled employees.

Objective		Action		Priority	FY Start	FY Completion	Person/Committee Responsible	Financing Method
3.21	Implement an on-line hiring application	**3.21.1**	Utilize on-line hiring tool to provide other counties with information regarding job descriptions	N	2010	on-going	Human Resources	HR Budget
3.22	Identify recruitment opportunities to seek talented and qualified applicants.	**3.22.1**	Identify pools of talented and qualified applicants for each job description.	N	2010	on-going	Human Resources	HR Budget
		3.22.2	Develop a strategy for recruiting identified talent.	N	2010	on-going	Human Resources	HR Budget

Goal 3.3: Ensure County departmental organization structure is cost-effective and efficient.

Objective		Action		Priority	FY Start	FY Completion	Person/Committee Responsible	Financing Method
3.31	Establish internal training programs to develop needed expertise within departments.	**3.31.1**	Train staff in URS for internal GIS project and database management	D	2010	2012	URS	N/A
		3.31.2	Develop training opportunities to ensure job retention, competency, and professional development	D	2010	2012	URS	N/A
3.32	Ensure employees understand expectations and requirements of job titles.	**3.32.1**	Annually update and review policies, procedures, and employee guides/ manuals to ensure staff meets job expectations and requirements.	N	2011	On-Going		
		3.32.2	Based on updated policies and procedures, develop, or update departmental metrics (to ensure job performance).	N	2011	2012		
3.33	As needed, adjust the County organizational chart to ensure efficient reporting and workflow.	**3.33.1**	Reduce the number of direct reports to the judge (as needed).	D	2012	2012	HR and Judge	N/A
		3.33.2	Develop departments that specialize in specific county functions.	D	2012	2012	HR and Judge	N/A

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4. Policy and Development

Vision: Williamson County's policies and development plans ensure the greatest amount of efficiency, transparency, and accountability within each department of the county.

The category *Policy and Development* contains objectives that aim to meet county goals through changes to or adoption of new policy and development changes. This category captures objectives that do not easily fit in the other four categories but do forward policy objectives for the County including: 1) Transparency; 2) Fiscal Conservatism; and 3) Customer Service.

The use of the term *transparency* refers to the ability of the public to access information held by the County. One long-term objective that would enhance transparency is posting all county payments on the World Wide Web. This would enable taxpayers' greater access to county information on expenditures. This is already being done on the state level and very well may be mandated for other levels of government in the near future.

Goal 4.1: Adopt procedures to enhance customer service, transparency, and efficiency of county functions.

An excellent customer service is a goal for the County. Many citizens interact with the County via phones so an easy-to-use, effect phone interface between the county and its citizens is an important objective. A review of how phone calls are currently handled and providing new protocol to improve this important element of customer support should be undertaken. In addition, a review of records management and retention policies should be undertaken in order to ensure that the County to maintain and access records to ensure transparency as well as to ensure all statutory requirements are met.

Goal 4.2: Adopt policies and programs to develop the economic base of the county by developing a County Economic Development Initiative.

A healthy, vigorous economy is a very important part in the quality of life within Williamson County. Local and regional government economic development efforts play an important role in sustaining the economy. Currently, volunteer, and elected representatives from Williamson County work with the cities' professional economic development staffs on economic development efforts. In the future, Williamson County would like to create a paid position to do this work.

Goal 4.3: Lower energy costs through conservation and alternative energy sources.

It is important to the county to be an environmental leader; however, meeting environmental goals should also make financial sense. So, programs and policies changes to enhance environmental stewardship must make a business case providing positive cost-benefit before implementation.

Goal 4.4: Plan and expand the capacity of the court system to meet growing workload.

Within the next 5 years the District Attorney's Office sees the need for a new District Court. This would also mean additional staff and resources. In the long-term, there will be a need for additional civil and district courts as well as staff and resources.

Policy and Development

Goal 4.1: Adopt procedures to enhance the transparency and efficiency of county functions.

Objective		Solution/Action		Priority	FY Start	FY Completion	Responsible	Financing Method
4.11	Ensure citizens' phone access to County departments by using the best use of technology and enhancing internal communications.	4.11.1	Form a committee to develop communications assistance.	N	2011	2012	County Judge, Departments, and IT	NC
		4.11.2	Promote the internal use of voice mail and develop voice mail protocol.	D	2011	2011	HR	NC
		4.11.3	Develop and publish specific voice mail policy in employee handbook.	D	2011	201	HR	
4.12	Review and adopt policy (where appropriate) for the best use of technology to enhance internal communications.	4.12.1	Form a committee to develop communications assistance.	N	2011	2012	County Judge, Departments, and IT	NC
		4.12.2	Promote the internal use of voice mail and develop voice mail protocol.	D	2011	2011	HR	NC
		4.12.3	Develop and publish specific voice mail policy in employee handbook.	D	2011	201	HR	
4.13	Review policy requiring department heads to acquire commissioners' court approval for line item transfers.	4.13.1	Review policies of other Texas counties.	D	2011	2011	Judge's Office	NC
		4.13.2	Discuss and vote for changes in current policy at commissioner court.	D	2011	2011	Court	NC
4.14	Review and amend records management and retention policies.	4.14.1	Create a task force to provide recommendations for records management county-wide.	D	2011	2012	ITS/All Depts Heads/ Elected Officials/	NC
		4.14.2	Discuss and consider adopting changes.	D	2011	2012	ITS/All Depts Heads/ Elected Officials/	
4.15	Review and discuss policy regarding County Auditor's oversight of payroll and accounts payable.	4.15.1	Discuss the pros and cons of moving oversight of payroll and accounts payable from the auditor to the treasurer. Issues include additional internal audits, efficiency, and staffing.	D	2011	2012	Court/ Treasurer/ Auditor	NC
	Make the budget process easier to manage and understand as well as more effective	4.15.2	Write and implement policies and procedures to aid in the annual budget process.	D	2011	2011	Budget Officer	NC

Goal 4.2: Adopt policies and programs to develop the economic base of the county by developing a County Economic Development Initiative.

Objective		Solution/Action		Priority	Start	Completion	Person/ Committee Responsible	Financing Method
4.21	Consider a county-wide Economic Development effort for Williamson County.	4.21.1	Research and identify best-practices for county-wide economic development.	N	2011	2011	County Judge and Staff	County
		4.21.2	Create a work group or committee to guide the economic development effort.	N	2011	2011	County Judge and Staff	County
4.22	Develop and institute Economic Development plan for Williamson County.	4.22.1	Identify goals, objectives, and a mission to be met through the economic development within Williamson County.	D	2011	2012	County Judge and Staff	County
		4.22.2	Hire an economic development professional to carry out the Williamson County Economic Development Plan.	D	2012	On-going	County Judge and Staff	County

Goal 4.3: Lower energy costs through conservation and alternative energy sources.

Objective		Solution/Action		Priority	FY Start	FY Completion	Responsible	Financing Method
4.31	Develop Energy Management program to guide energy policies	4.31.1	The county currently has a energy management program; however, there is potential for greater cost savings through a vigorous application of energy management, which would require dedicated staff to implement. Discuss and develop a business case for the hire.	D	2010	2011	Senior Director of Infrastructure	Facilities Budget
4.32	Implement projects to reduce energy consumption.	4.32.1	Review potential energy conservation options.	D	2011	on-going	Senior Director of Infrastructure	Facilities Budget
4.33	Promote the use of alternative fuels and conservation county fleet	4.33.1	Where appropriate and feasible convert county fleet to run on propane.	D	2010	on-going	Senior Director of Infrastructure	Grants/Fed/ County

Goal 4.4: Plan and expand the capacity of the court system to meet growing workload.

Objective		Solution/Action		Priority	Start	Completion	Person/ Committee Responsible	Financing Method
4.41	Maintain efficiency of District Court to meet growing workload	4.41.1	Add a new District Court	M	2010	2014	District Attorney	County

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Appendix A: Interviews

Action	Page	Priority	2010	2011	2012	2013	2014	Long-Range
TECHNOLOGY								
Public Safety Technology Project	7	M	■	■	■			
Complete RFP for PSTP	36 & 44	M	■					
Computer Aided Dispatch	3	M	■	■	■			
Develop a web interface for users of the ticket system	19	M	■	■	■			
Paperless ticket citation - palm pilots for police	19 & 23	M	■	■	■			
New emergency operation center (FACILITIES)	36	M	■	■				
Develop and implement "On-line jury system".	18		■					
Convert to all county departments to Odyssey	11, 13 & 16		■	■	■			
Implement ubiquitous scanning & imaging records management	15 & 16		■	■	■			
Provide for citizen payments via the internet.	5		■	■	■	■	■	
Implement E-filing of court documents.	32		■	■				
Juvenile case management system	36		■	■	■	■		
Improve county website by making it more interactive	37							■
FACILITIES								
Develop a Facilities Plan	26	N	■					
Move the Veteran Services from Taylor to Round Rock	8		■					
Construct a new building for the Tax Accessory			■	■				
Construct new building for the recreation department	21		■					

Strategic Plan

Action	Page	Priority	2010	2011	2012	2013	2014	Long-Range
Move the J.P. Precinct #4 into the old recreation department building.	21							
New emergency operation center	36	M						
Justice Center Expansion & Reconfiguration:	8							
Expand Jail facilities with in next 5-years	46	M						
Add office space for County Attorney's Office	11	N						
Add office space for District Attorney	16	N						
Add office space for District Clerk's Office	18	N						
Unified precinct #4 facilities	10							
Acquire additional land at Precinct #4 Rodeo Arena & expand the arena	10							
HUMAN RESOURCES								
HR Computerized - On-line recruiting and application tool (requested FY 2010 budget)	3 & 35							
Review and adopt HR policies such as sexual harassment policy.	24							
Compensation analysis to compare salaries	35 & 24							
Restructure and reclassify personnel job descriptions	21							
POLICY								
Review and discuss policy mandating departmental line item transfers requiring commissioners' court approval	23							
Consolidate county's credit card use to one processing company	8							
Review and discuss records management and retention policies for all departments	27							
Treasurer's office should manage all county funds	27							
Develop and implement an Energy Management Program	32							
Develop a phone bank for the Tax Assessor - collector	29							
Initiate spay/neuter program for stray and feral cats	48							
GROWTH								
Hire Economic Developer	3							
Implement park and transportation plans	5							
Freeport exemption	7							
Implement Housing Plan								
Additional District Court of Law	16							
Hire a Forensic Computer Analyst	16							
Establish Mental Health Court	50							
Separate mental health facility for juveniles	50							
Handicap parking violation unit (volunteer)	40							
STAFF REQUESTS:								
Additional staff beyond the court: Probation & Community Supervision	15							
One new staff to cover phones - County Court at Law	15							
Additional county IT support staff - District Attorney	16							
Additional staff - District Clerk	18							
Two additional staff - Justice of the Peace	21							
Full-time on-site deputy	23							

Strategic Plan

Action	Page	Priority	2010	2011	2012	2013	2014	Long-Range
Hire intern to "part-time" permanent employee, eventually full-time	37							
4 additional staff members are needed now	38							
2 additional staff members in 2013-15 to keep up with growth	38							
3-5 Deputies and 1-3 support staff in the next 5 years	40							
an additional 2-3 Deputies and 2 support staff 10 years out	40							
Two staff for mobile outreach	44							
Two additional deputies - to match staffing in other precincts	40							
Additional emergency operations staff in 2-3 years	44							
2-3 additional staff to manage expansion	52							
1 Maintenance Crew, 2 – 4 Engineering staff, 2 – 4 for hauling crew in next 2 – 3 years	53							

COUNTY JUDGE
DAN GATTIS

Office/Department Overview:
The mission of the Williamson County Judge's office is to provide the leadership to keep the county growing and improve the efficiency and professionalism of department heads and elected officials. He is also the day-to-day administrator of Williamson County.

Priorities:
1. Improve efficiency of Williamson County government (e.g. through technological improvements).
2. Improve professionalism of Williamson County government.
3. Develop a strategic plan and mission for the county.
4. Work with the cities in Williamson County to create a good environment for economic development.

Short-term Objectives
Objective A:

Impact: The impact of all of Judge Gattis's priorities would be efficiency. It would be measurable by each department's goals and internal services.

Resource Needs:
- Equipment-related needs include computer and technology improvements. Some examples include computer-aided dispatch (CAD), which would tie all dispatch, courts, law enforcement together, and Odyssey. Human Resources will be all computerized. Inventory will be tied electronically to each employee.
- An economic development position to be housed within the County Judge's Office. He wants to help cities – not get in their way. This position is a short-term need. The Judge will put it in the FY 10-11 budget, if not sooner.

Long Range Goals/Vision:
There is a need to restructure or reorganize the County to increase efficiency and effectiveness. There should be fewer direct reports to the County Judge. He would like to use training and professional development to increase the professionalism of the staff.

The Judge would like to do some benchmarking with other counties (e.g., Fort Bend, Montgomery, Harris, Dallas, and Bexar) to see what Williamson County can learn from the way those counties do things.

OFFICE OF COUNTY COMMISSIONER, PRECINT #1
LISA BIRKMAN

Office/Department Overview: To deliver services to the citizens of Williamson County in a cost effective, efficient way. To set the tone that Williamson County is friendly to families, businesses and provides for managed growth.

Priorities:

1. Manage the county's budget and contract oversight so that an increase in the county's tax rate is not required.
2. Maintain the current low crime rate within the county.
3. Promote economic development to create a diverse economic base so that in perception and reality Williamson County is not a bedroom community.

Short-term Objectives

Objective A: Develop a county-wide comprehensive plan.

Impact: A comprehensive plan provides a policy guide to the commissioners' court that – through extensive public input – identifies and prioritizes citizens' goals for the county.

Objective B: Adopt a county budget that meets the needs of the citizen but keeps the tax rate steady.

Impact: Low taxes will provide an incentive for businesses and families to relocate to Williamson County as well as retain current business and residents.

Objective C: Continue to improve quality of life by improving infrastructure.

Impact: The County has developed strategic plans for the development of the transportation and parks systems to guide efficient development of these assets. In addition, the county needs to add to its own facilities to ensure there is adequate capacity for its departments to provide county services.

Objective D: Work with state on Public and Mental Health Services

Impact: By working with government agencies and non-profits the County will be able to leverage its resources to meet the growing demand for healthcare services.

Objective E: Continue to improve law enforcement and public safety services within the county.

Impact: Capital improvements for equipment to public safety departments will reduce response time and improved quality-of-service.

Long Range Goals/Vision:

- Modernization through computer technologies by making more county functions paperless or on the internet.
- Provide for citizen payments via the internet. By doing this the county can increase collections, reduce staff time, and improve the quality of service for the county's residents.

OFFICE OF COUNTY COMMISSIONER, PRECINT #2
CYNTHIA LONG

Office/Department Overview:
The Commissioner's Court is the "policy board" for the County. It also sets the budget. The Court exists to provide public services with honesty, integrity, and dynamic leadership for the citizens of Williamson County.

Priorities:
1. Implement priority road projects in Master Transportation Plan.
2. Implement Public Safety Technology Project (PTSP) and add interfaces to major cities within 4 years.
3. Add $1 billion (in 2 years) to the tax base through economic development, thus creating new jobs in the county.
4. Bring the Freeport Exemption to the county.

Short-term Objectives
Objective A: Implement road projects as noted in the Master Transportation Plan

Impact: Reduce congestion and commute time and increase safety on the County roads.

Objective B: Implement the PTSP

Impact: Reduced emergency response time, improve reporting and coordination of first responders' responses across the County.

Objective C: Economic Development

Impact: Increased tax base and develop more job opportunities for County residents.

Resource Needs:
- Approval by voters for future bond programs
- Need to identify funds for the PTSP interfaces from county to each city
- An economic development focus in the county

Long Range Goals/Vision:
Improve effectiveness and efficiency through the deployment of technology.

OFFICE OF COUNTY COMMISSIONER, PRECINT #3
VALERIE COVEY

Office/Department Overview:
The Commissioner's Court is the executive board for Williamson County. It makes financial decisions, budgets, and lets contracts. In addition to these duties, Commissioner Covey addresses constituent needs, serves on the mental health committee, LANAC state oversight for Health and Human Services, provides support for and care of Williamson County troops, and deals with habitat issues.

Priorities:
1. Get all Precinct 3 offices under one roof (preferably on Inner Loop).
2. Move Veteran's Services from Taylor.
3. Restructure the county departments (have fewer at the top; group and organize better)

Short-term Objectives
Objective A: Co-locate Precinct 3 Building.

> Impact: The impact would be measured in customer convenience. This would also get downtown land and buildings back on the tax rolls. It would help reach economies of scale (e.g., IT support, cleaning staff, etc.)

Objective B: Move Veteran's Services from Taylor to Georgetown.

> Impact: See above impact.

Objective C: Restructuring County Departments

> Impact: Restructuring County Departments would create efficiencies in the application of information technologies; unify services and departments, eliminate pockets in the county's organization. For example, the county could use just one credit card processing company rather than several different ones.

Resource Needs: While asset tracking is currently in the budget, it might require another allocation to complete. It will take money to build a Precinct 3 Annex (long-term goal), and the desire to work smarter and reduce or not grow staff.

Long Range Goals/Vision: A Precinct 3 Annex building that would house all Precinct 3 functions (on Inner Loop).

OFFICE OF COUNTY COMMISSIONER, PRECINT #4
RON MORRISON

Office/Department Overview: Serve the citizens of Williamson County in a diverse precinct that is very urban in the western area and very rural in the east. Precinct #4 also that contains over ½ the County road miles ~ 800 miles

Priorities:

1. Maintain quality infrastructure – stay ahead of growth through good planning and provision of infrastructure.

2. Economic Development: One goal for economic development is opening up land for business development at the land fill. The County can facilitate this by working towards providing the needed infrastructure in that part of the county.

Short-term Objectives

Objective A: Restore historic farmhouse near landfill.

Impact: Remodel the farmhouse at the landfill to be a showcase and interpretive area for green building, agriculture & Williamson County history as well as house an office for Precinct #4 commissioner.

Objective B: Large pavilion and fairground in Taylor (5 years or so)

Impact: Develop additional meeting space, facilities for tourist and business space through adding approximately 30K sq feet to the rodeo arena/fairgrounds in Taylor.

Long Range Goals/Vision:

- Co-locate County facility in one area within each precinct (e.g. Cedar Park).
- Efficient and low emitting County fleet. Continue the program of converting county fleet vehicles from gas to propane.
- Reduce unfunded mandates from state to county governments.

Staff Needs: None identified at this time

COUNTY ATTORNEY
JANA DUTY

Office/Department Overview:
The mission is to provide all legal services to county government and state agencies in Williamson County. They handle all misdemeanor prosecution, traffic, juvenile (both criminal and misdemeanor), civil, child protective services representation, protective orders, hot checks, mental commitments, bond forfeiture, and handle calls from law enforcement 24/7.

Priorities:
1. Keep up with an increasing workload by identifying and implementing strategies to increase efficiencies.
2. Go paperless using Odyssey system (this will help increase efficiency). Could repurpose 1 staff to help in other areas.
3. Get laptops with docking stations (add incrementally).
4. Stay extremely professional in the courtroom and use technology during cases.

Short-term Objectives
Objective A: Keep up with increasing workload.

Impact: The impact would be the increased safety of Williamson County residents. An additional impact would be that adding an additional court could be delayed.

Objective B: Going Paperless & Laptops

Impact: The impact would be that red tape would be cut and wait time would be reduced.

Resource Needs:
The County Attorney's Office has had a long-standing need for additional building space for personnel (especially if another court is added). The office will also need additional staff proportionate to case load increases. They need equipment such as document scanners and laptops with docking stations.

Long Range Goals/Vision:
TxDOT is currently not reporting people who are not paying tolls. When they do start reporting them, the County Attorney's Office will have to handle those cases. It is impossible to predict what the Legislature will do that could impact caseload and administrative support. They appreciate the quality of the Williamson County facilities and do not want to see that diminished.

COUNTY CLERK
NANCY RISTER

Office/Department Overview: The County Clerk's office records all legal instruments of the county. The Clerk attends all regular and special meetings of the County Commissioners Court to take minutes of those meetings. The County Clerk files criminal, civil and probate cases in the County Courts at Law and collects all judgments from these courts.

Priorities:

1. Convert department to "Odyssey" software to enable all county clerk departments to have modern data management technology.
2. Implement "E-filing" in the county courts.
3. Upgrade to next generation of records recording software.
4. Coordinate with State to implement electronic fingerprinting.

Short-term Objectives:

Objective A: Complete conversion to Odyssey.

Impact: Odyssey will create data management efficiencies (storage, processing, and office supply purchases). Without new technology and upgrades, growth will create inefficiencies and higher costs. With growth there will be more data management and document processing needed, but without new technology, processing will be slower, and backlogs could occur, and processing costs will be higher.

Objective B: Replace PCs and equipment on a scheduled basis (SOP)

Impact: Ensure that hardware (PCs, printers) meets capacity requirement of software and provide staff with trouble free service.

Objective C: Implement E-Filing (within 3 years)

Impact: E-Filing will build case load efficiencies (storage, processing, and office supply purchases). Without new technology and upgrades, case load growth will create inefficiencies and higher costs. With growth there will be more court cases and document processing needed, but without new technology, processing will be slower, and backlogs could occur, and processing costs will be higher. E-Filing will enable restricted access.

Objective D: Continue Archiving of records projects (deed records, vital statistics, etc.).

Long Range Goals/Vision: Coordinate with State on the implementation of electronic fingerprinting technologies.

DISTRICT ATTORNEY
JOHN BRADLEY AND JANA MCCOWN

Office/Department Overview:
The District Attorney's Office handles all felony criminal cases for the county (1800/year), while the County Attorney handles the misdemeanor cases.

Priorities:
1. Create a new District Court within 5 years (by 2012 or 2014 at the latest).
2. Consolidate juvenile prosecution into the District Attorney's Office.

Short-term Objectives
Objective A: The DA is concerned about Odyssey and its support over time. The office believes that it should be implemented county-wide in all offices and departments.
Impact: County-wide implementation of Odyssey will increase department to department document sharing, reduce data entry redundancy and improve records management.

Objective B: There is a big need for digitized records.
Impact: Imaging will improve efficiency.

Objective C: There is a real need for more information technology (IT) staff/support (Roughly 11 staff for 1100 county employees). The District Attorney's Office feels more pressure to add staff for IT support internally due to lack of county IT staff.
Impact: Increasing IT staff will ensure that technologies work correctly increase staff efficiency and other goals.

Objective D: There is a need for a forensic computer analyst due to the increase in high tech crimes.
Impact: A computer analyst would reduce cost and result waiting time by eliminating outsourcing services.

Resource Needs:
5-10 years: Within the next 5 to 10 years, the District Attorney's Office sees the need for 1 new District Court. This would create the need to add 3 new prosecutors, 1 investigator, and 1 support staff. This would help to maintain efficiency by balancing court days and office days. They need additional laptops for personnel to aid/support a digital or paperless system.

~ 10 years +: Within 10+ years, the District Attorney's Office would like to bring in juvenile prosecution and consolidate the County Attorney's and District Attorney's offices.
*** This would happen only if it is needed and if all parties agree.

Long Range Goals/Vision: Office space will be an issue in 10 years, but they are okay until then.

DISTRICT CLERK
LISA DAVID

Office/Department Overview: The District Clerk provides services such as record keeping to the District Courts as well as for the four County Courts at Law for family cases.

Priorities:
1. Secured storage for records and evidence.
2. Space expansion – additional office space for new staff coming in to already crowded space.
3. Implementation of the on-line jury system.

Short-term Objectives
Objective A: Go live with the on-line jury system.

Impact: The system will streamline process for procuring juries as well as being more customer friendly.

Objective B: Additional storage for case evidence, records, etc.

Impact: The additional storage space will allow the Clerk's office to hold evidence for longer periods of time.

Objective C: Need additional office space

Impact: Room for more employees and a new court (if needed).

Long Range Goals/Vision: More space, better public understanding of role of District Clerk.

Staff: 2 staff (scanning clerks) in next 2 – 3 years

JUSTICE OF THE PEACE, PRECINCT #1
JUDGE DAIN JOHNSON

Office/Department Overview: The mission of the Justice of the Peace's office is to uphold the law.

Priorities:

1. Modernize public's interface with the county's ticketing system (web based).
2. Modernize officers' interface with the ticket system (handheld palm pilots that allow for data to be entered directly into database).
3. Modernize and expand public interface with the court system to provide resources such as rules, directions, and education.

Short-term Objectives

Objective A: Develop a centralized database that can be utilized by all the courts and DPS.

Impact: The database can house all the information that must be accessed between county courts and law enforcement departments. Streamlining the input and downloading process will reduce staff time and increase the speed of processing cases.

Objective B: Develop a web – based interface for county citizen to access their cases and other information.

Impact: Providing easy access to citizen with information regarding their cases will increase collections, speed up process of cases, and improve citizens' knowledge about the court system.

Objective C: Purchase handheld palm pilots for the sheriff's department to modernize officers' interface with the ticketing system.

Impact: By providing the equipment so officers can input ticket information directly into the database will greatly increase the speed tickets are processed.

Long Range Goals/Vision:

- In one year, tickets given on toll roads will be the responsibility of the county. This is going to greatly increase the load on the J.P.s docket. Therefore, any efficiency that can be gained through the implementation of web-based technologies will help the J.P meet this demand.
- Providing a user-friendly web interface for citizens is a long-range goal for the J.P.s office. The interface should easily allow people to access documents, rules, payments, and directions. This will reduce the backlog of cases in the court.
- Bring all the J.P. offices to consensus regarding what type and how to use technology to improve law enforcement in Williamson County.

Staff: The emphasis on modernization is not in order to eliminate staff, but to increase the effectiveness and efficiency of staff. As noted above the workload of the J.P.'s office is going to increase. Modernization may be a cost-effective way of meeting the demand compared to increasing staff.

JUSTICE OF THE PEACE, PRECINCT #2
JUDGE EDNA STAUDT

Office/Department Overview:
The Justice of the Peace presides over criminal and civil justice courts and small claims court. Judge Staudt handles cases including criminal and civil, traffic, juvenile, drugs and alcohol, evictions, legal disputes up to $10,000, acts as coroner and oversees unexpected deaths, truancy, weddings, and community needs (e.g., lock outs, death threats, warrants, etc.).

Priorities:
1. Acquisition of electronic equipment and software to accommodate paperless ticket citations, paperless files, and the networking of county offices.
2. Provide an informational newsletter to the community.
3. To restructure and reclassify personnel job descriptions.
4. Expansion of facilities (would like to take over the Parks and Recreation Department's space when they move out).

Short-term Objectives
Objective A: Above priorities.

Impact: The impact of all the above priorities would be that the cost to increase and train personnel will decrease. Trained personnel would be retained. Accuracy would be enhanced. The public will be more informed of their rights, their options, and the laws they are expected to be in compliance with, thereby decreasing the public's hostility to county offices.

Resource Needs: Software, scanners, computer equipment, and personnel. The need for additional personnel (currently asking for 2) has been consistent for the past 15 years; however, upon the installation of a paperless system and electronic filing, the total amount of personnel will be decreased. The expansion of the office by acquiring the space currently occupied by the Parks and Recreation Office.

Long Range Goals/Vision:
- The pay and workload are tough. The J.P.'s office can't keep employees for as long as they'd like because of both.
- Eventually Williamson County will need a Medical Examiner (within the next 10 years).

JUSTICE OF THE PEACE, PRECINCT #4
JUDGE JUDY HOBBS

Office/Department Overview: Uphold the Constitution and Serve the people of Texas with equal justice under the law.

Priorities:

1. Increase safety for staff by making improvements to the front waiting area.
2. Enlarged the front waiting area.
3. Assigned a deputy to the Court for security and warrant research.

Short-term Objectives

Objective A: Make improvements to the front waiting area of the JP's office.

Impact: Safety and health of staff is protected.

Objective B: Enlarge the front waiting area of the JP's office.

Impact: Better service to citizens, enhanced security.

Objective C: Assigned a deputy to the Court for security and warrant research

Impact: Improve security and faster warrant research will lead to catching more people with warrants.

Long Range Goals/Vision:

- Increase staff as needed to meet growing needs.
- Electronic ticketing for officers.
- Change the policy of budget management regarding Commissioner's oversight. Specifically, eliminate the requirement for Commissioner's Court approval for line item transfers.

Staff:

- One (1) full-time on-site deputy.
- Additional staff to provide more efficient processing (not just in JP office, but at County Attorney).

CONSTABLE, PRECINCT #1
ROBERT CHODY

Office/Department Overview:
The mission is to serve all civil and criminal processes for the JP courts. Civil is the constable's primary area.

Priorities:
1. Establish handicap parking violation unit (like the one in Travis County). This is a volunteer-based group that is provided with training and a ticket book and charged with citing parking violators.
2. Work with the US Marshals to find and arrest federal warrants.
3. Bring staffing level up to match other Constable's offices in Williamson County.

Short-term Objectives
Objective A: Handicap Parking Violation Unit

Impact: The impact would be a visible deterrence to an overlooked issue.

Objective B: Work with US Marshal's Office

Impact: Remove dangerous, high-crime people off the streets.

Objective C: Increase Staffing Level

Impact: The impact would be that the Precinct 1 Constable's Office would be able to handle the same amount of workload and provide the same level of services to Precinct 1 residents as other Williamson County precincts.

Resource Needs: The Precinct 1 Constable's Office has requested 2 additional deputies, and believes they are still needed.

Long Range Goals/Vision: Constable Chody said that the precinct boundaries will likely be changing after the updated census count since the boundaries are determined by population. He feels this will reinforce his needs to have a staffing level that matches those of the other Constables.

CONSTABLE, PRECINCT #1

BOBBY GUTIERREZ

Office/Department Overview:
Enforce the laws of the State of Texas and improve the safety and quality of life in Williamson County by:

- Serving and executing the civil and criminal process issued by all courts
- Aggressively pursuing and apprehending fugitives from justice in our region
- Providing proactive courtroom security for the justice court, and
- Protecting our environment by the proactive enforcement of environmental statutes.

Priorities:

1. Improve and expand warrant fine and fee collection services.
2. Increase fugitive apprehension of dangerous offenders.
3. Improve proactive enforcement of environmental crime cases.
4. Maintain our current prompt and high-level civil process cases service and execution.
5. Expand our community outreach through child ID programs.

Short-term Objectives

Objective A: Warrant fine and fee collection
Impact: Improve collection of fine and fee amounts by 10% - 20%.

Objective B: Fugitive apprehension
Impact: Increase dangerous fugitive apprehension by 20%.

Objective C: Environmental enforcement
Impact: Increase on-site officer initiated environmental cases by 20%.

Objective D: Community outreach/Child ID programs
Impact: To ID of a minimum of 2,000 children annually.

** The Precinct 3 Constable's workload is growing by about 10%. The 20% goal will take care of current growth and make a dent in future workload increases.

Resource Needs:

- Precinct 3 Constable would need to remain current with and have access to new technology (software and hardware) to locate fugitives, assets, and provide collections of fines, fees, and services through the Internet.
- Would need additional staff (3-5 Deputies and 1-3 support staff in the next 5 years; and an additional 2-3 Deputies and 2 support staff 10 years out) to maintain projected growth and workload increases in all areas mentioned above.
- Purchase of 2,000 child ID kits annually.

SHERIFF

JAMES WILSON, SHERIFF
TONY MARSHALL, CHIEF DEPUTY
ROBERT CHAPMAN, ASST. CHIEF OF LAW ENFORCEMENT

Office/Department Overview: To protect and serve the public, preserve life and property in Williamson County. And, to provide a safe environment for inmates in Williamson County jail facilities.

Priorities:

1. Need new training facilities. Current training facility (Lott Center) does not meet current needs and will not meet the needs of the department over the next 5-10 years.
2. Need additional office space for the department. Current office space for department is at maximum utilization-will not meet the needs of the department over the next 5-10 years.
3. Jail facility will need to be expanded within the next 5 years. Williamson County jail facility is a booking facility serving several municipal and state agencies (State Hwy patrol, TPWD) jurisdictions. Facility is currently sufficient for the short-term.

Short-term Objectives

Objective A: Expand/find additional office space. Office space is currently at maximum occupancy. Different programs/departments within the Sheriff's dept cannot expand as may be required.

> *Impact:* Sheriff Dept is largest agency of Williamson County. As growth puts additional demands on department, additional human resources may be needed (e.g. CIT has 10 officers, case load per office is 25/month). Lack of space can impede needed hiring, create organizational inefficiencies and service gaps to respond to calls and public demands.

Objective B: Need new training facility(s). Current facility is outdated and inadequate for training needs [shooting range is located at different facility, not part of training facility, and dept. needs a "driving pad" to train officers how to drive and respond to emergency situations.

> *Impact:* Williamson County Sheriff's Dept has a 13-week training academy for all newly hired officers. Current facility cannot accommodate current training curriculum (e.g. "driving pad") and facility is in poor condition.

Long Range Goals/Vision: Jail facility will need to be expanded within the next 5 years. There is space at the current jail facility to accommodate expansion.

EMERGENCY SERVICES
JOHN SNEED

Office/Department Overview: Manages EMS, 911, Wireless Comm (Radios), Haz Mat response, Emergency Management, Mobile Outreach (Emer. Mental Health).

Priorities:

1. Maintain current response time of 7 minutes (incl. 1-minute dispatch) (Nat'l standard 8 minutes) for EMS (new stations added in growing areas to maintain 1 – 20,000 ratios give or take).
2. RFP out for public safety tech (incl. CAD, vehicle location, records mgmt., mobile data).
3. Emergency Ops and Dispatch Center RFP out right now.

Short-term Objectives

Objective A: Compensation issues (retention, morale). The county needs to conduct a comparative compensation study.

Impact: Attract and retain staff through comparable salaries

Objective B: Establish *Radio Shop* to repair and service radios

Impact: Better service for County, also revenue generator by servicing city radios.

Objective C: Internal Training for Emergency Services

Impact: More cost-effective service

Long Range Goals/Vision: Stable funding source for Mobile Outreach Team; Fire Marshal; full time HazMat team; Decision between adding staff or continue paying overtime in dispatch

Staff:

- Assume addition of 1 new EMS station / year
- 2 staff short in Mobile Outreach, can't fill possibly due to salaries
- Add'l Emergency Operations staff in 2 – 3 year.

ANIMAL SERVICES
CHERYL SCHNEIDER, DIRECTOR

Office/Department Overview:
The Office of County Animal Services manages animal sheltering throughout Williamson County. Animal Services strives to decrease the number of animals euthanized and provide the most humane care possible to unwanted and abandoned pets through adoption, reclaim, foster home, rescue services, and public and community awareness.

Priorities:
1. Decrease the euthanization rate of treatable and rehabilitable animals and decrease the intake rate.
2. Provide free, or low cost spay/neuter services.
3. Provide veterinary services for up to 2 weeks, post adoption.
4. Increase the number of adoptions (increase # of off-site adoptions).

Short-term Objectives
Objective A: Operate shelter with sufficient staff and resources.

> *Impact:* Increasing staff to properly care for the mental well-being of the shelter animals as well as providing more avenues for off-site adoptions will decrease the euthanasia rate.

Objective B: Initiate spay/neuter program to and reduce the intake rate and need for sheltering services.

> *Impact*: Reduce stray, unwanted animals

Objective C: Need Community Programs Coordinator to provide effective public awareness and education, recruit and manage the volunteer program, and plan special events and fundraisers.

> *Impact:* Increase in public awareness and education, special events and fundraisers can decrease intake rate and over-all services cost; can help lessen the need for additional kennel space

Long Range Goals/Vision: [Within 3-5 years] 1) Need additional kennel space to keep up with growth in the County and resulting need for shelter services. 2) On-staff veterinarian and technical staff.

JUVENILE SERVICES

CHARLIE SKAGGS, DIRECTOR
SCOTT MATTHEW, ASST. EXECUTIVE DIRECTOR

Office/Department Overview: Williamson County's Juvenile Services (WCJS) overall purpose and goal is to provide the best intervention service that can help kids "get back on-track" to become productive members of society before they reach a point of chronic, adult criminal behavior.

Priorities:

1. Develop comprehensive mental health continuum of care.
2. Reduce "out-of-county" placement/commitment to Texas Youth Center.
3. Plan for projected juvenile population growth.
4. Develop local specialized programming to meet the needs of juveniles and families.
5. Maintain confidence in the competence of our organization by outside stakeholders.

Short-term Objectives

Objective A: Develop comprehensive mental health continuum of care; Establish Mental Health Court.

Impact: 1) Proper assessment and treatments applied, thereby directly addressing issues that may cause negative behavior and thus reduce inaccurate treatments and recidivism, 2) reduce out-of-county placements, increase family cohesion, 3) increase public safety, 4) increase public confidence, 5) increase ability to impact juvenile and adult crime, 6) keep budgeted tax dollars spent in the county.

Objective B: Expand existing facilities to accommodate projected growth in juvenile population and to address demands of increasing mental health cases.

Impact: Expanding existing facilities will result in: 1) Proper assessment and treatments applied, thereby directly addressing issues that may cause negative behavior and thus reduce inaccurate treatments and recidivism, 2) reduce out-of-county placements, increase family cohesion, 3) increase public safety, 4) increase public confidence, 5) increase ability to impact juvenile and adult crime, 6) keep budgeted tax dollars spent in the county.

Objective C: Recruit, develop, and retain competent, professional, "character driven staff"

Impact: Having proper staffing (trained, fair compensation, adequate staffing) will result in the following: 1) Proper assessment and treatments applied, thereby directly addressing issues that may cause negative behavior and thus reduce inaccurate treatments and recidivism, 2) reduce out-of-county placements, increase family cohesion, 3) increase public safety, 4) increase public confidence, 5) increase ability to impact juvenile and adult crime, 6) keep budgeted tax dollars spent in the county.

<u>Long Range Goals/Vision:</u>

1) Separate mental health facility; Mental Health Court
   a) additional funding for pharmaceuticals/psychiatry
   b) data collection system
   c) address gaps in services
2) Expand facilities
3) Additional administrative staff
4) Grant Writer to help secure funds to meet the needs as delineated
5) Volunteer Program and Coordinator
6) Vocational component to teach skills
7) Transitional living program

Competitive salary and benefits, for similar size department

PARKS AND RECREATION

JIM ROGERS

Office/Department Overview: Williamson County's Parks and Recreation department works to provide outdoor recreational experiences for the citizens of Williamson County. The department focuses on large, passive parks and allowing for cities to focus on sports complexes. The department has developed a Master plan which was adopted in November 2008.

Priorities:

1. Expand recreational programming and offer more outdoor focused activities (currently runs softball program).
2. Find agricultural lands / prairie to preserve and use as park / learning center.
3. Create 'wish list' to begin gathering donations.

Short-term Objectives

Objective A: Foster a 'Friends of the Park' type group but needs to happen 'organically'.

Impact: A "Friends" group would be able to raise funds and awareness for parks.

Objective B: Develop additional recreational programming.

Impact: Additional programming would generate park visits and revenue.

Objective C: Wish list for donations.

Impact: Allow proved an organized and targeting approach to fundraising.

Long Range Goals/Vision: Develop a park focused on agricultural / prairie ecosystem; creating a Williamson County Habitat Conservation Plan; work with Fish and Wildlife Service to allow access to habitat.

Staff Needs: The department will require 2 – 3 additional staff in next few years to manage expansion of park system.

UNIFIED COUNTY ROAD ADMINISTRATOR
GREG BERGERON

Office/Department Overview: The Unified County Road Administrator provides maintenance, project management, and engineering of County road projects; subdivision management; manages storm water program; and assist health department with floodplain mgmt. As well the County engineer works with Inspectors for subdivision projects.

Priorities:

1. Develop comprehensive GIS to better manage data with internal GIS staff (not rely on IT GIS staff).
2. Unified system to manage and plan projects.

Short-term Objectives

Objective A: Internal GIS and project mgmt. system development

Impact: More effective and efficient service

Objective B: Additional staff to meet growing demands

Impact: Better service, needed to meet growing demands

Objective C: Rapid urbanization is changing demands and expectations on the department. The URS will need to update procedures, methods, etc. to meet changes.

Impact: New training, equipment, etc. will help provide better service

Long Range Goals/Vision: New barns for equipment and crews, one east, one west; belly dump trucks for paving crews; move to more specialized crews.

Staff: 1 Maintenance Crew, 2 – 4 Engineering staff, 2 – 4 for hauling crew in next 2 – 3 years
1 Maintenance Crew in 5 years

VETERANS' SERVICES
DONNA HARRELL

Department Overview & Mission:
Our mission, as tasked by the Department of Veterans Affairs and the State of Texas, is to provide fair and competent representation to the veterans of Williamson County, their dependents, and survivors. This department also exists to provide empathy and excellence of service to these individuals, providing them with the necessary tools and representation to support their claim with the Department of Veterans Affairs, or any other Federal or State agency. To ensure that an attitude of support toward the veterans and their families is created in Williamson County, and ensuring comprehensive cooperation between County, State and Federal agencies.

Priorities:
1. Establish excellence in service to veterans, dependents and survivors through continued training, emphasis on customer service and creation of outreach programs to further the exposure of the department, to our clients, within the county.
2. To provide better accessibility of services to a wider range of veteran population by relocation of facilities to a more central location in the county.
3. Create a database system for better access to information.
4. To establish intradepartmental education and cooperation to ensure that those who are eligible for services receive services, avoiding duplication of effort between departments. This may include presentations to other County agencies and employees of the assistance provided by this department. This was already begun in late 2009 with the inclusion of the Veteran Services department in the implementation of the new property tax exclusion for those veterans with 100% disability.

Short-term Objectives
Objective A: Establish a peer-to-peer counseling program to serve veterans of the Iraq and Afghanistan conflicts. This program, which trains other veterans to act as peer counselors, will provide an initial point of contact for these veterans to seek advice on the availability of counseling programs and to provide an outlet and help for those not willing to take the steps to traditional counseling programs.

Impact: Funding for this program has been sought from grant programs available to cover the initial startup and training costs for the program, using the *Being in the Zone* peer counseling program developed by Dr. Wayne Gregory with the Department of Veterans Affairs. A neutral location outside a recognized counseling center is sought to diminish the stigma associated with psychological counseling. This is provided by using the veteran service offices during off-hours, in the evenings, so that employment conflicts do not interfere. This would entail participation by the department employees to provide access to the facilities, and provide a resource for additional benefits counseling, should it be desired.

Objective B: Relocation of the County Veteran Service Office from Taylor to Georgetown to create a central location for services to clients from all areas of the county. Current location prevents access by many clients due to transportation issues. A large section of the veteran population has disability issues which make accessibility to services a key issue. A satellite office would be maintained one day per week in the Williamson County East Annex in Taylor to provide continued service to those clients in east Williamson County that have come to depend on having access to services in that area.

Impact: There would be a cost for renovation of existing space to provide secure offices, reception area conference room and secure filing room with area for expansion. The counselors deal with sensitive issues that need to have the ability to operate behind closed doors to ensure the privacy of the individual and information, in accordance with HIPPA and ADA regulations. Additional personnel would need to be hired within the next 1-2 years following relocation, due to the increase in client numbers from both the new location, but also from increased veteran population ensuing from the combat situations in Iraq and Afghanistan.

Objective C: Long range goals include the establishment of a digital data system. If this proves cost-prohibitive, an interim resolution could be a change in the filing system used for storage and retrieval of veteran claim information from the current file cabinet system to a vertical system of storage. The storage system currently in use is becoming inadequate to the needs of the burgeoning capacity. The current area of storage can only house one or two more file cabinets adequately. Clients' files must be in a secure area due to HIPPA rules and regulations relating to personal medical information.

Impact: The alternate system currently being considered would allow for a greater number of files to be housed in the area allocated for storage, with better accessibility for filing and retrieval. The initial cost of the new system and infrastructure would be offset by allowing the transfer and usage of existing lockable file cabinets by another county department, and by reduction in the amount of time spent by the administrative staff for filing and retrieval of files.

Long Range Goals/Vision:

- Establish a database system compatible with the Texas Veterans Commission and Department of Veterans Affairs Systems. This will increase accessibility to data and information without having to leave the office during phone calls and will provide better customer service by enabling the counselors to provide quicker answers to questions from phone, email or in-person inquiries.
- Establish a system to digitize existing files. This would cut the need for file storage area and increase the speed of access for data retrieval, especially during outreach and out of office visits. A work study program temporary employee could be utilized to do the initial scanning of file documents, providing a cost savings by eliminating the need to hire an additional employee for that task. This would also enable us to transfer information between departments or with other county veteran service offices, statewide and cut postage costs by using data transfer devices instead of paper file transfers.
- Establish other satellite offices or outreach programs county-wide to increase the accessibility of the veteran service office to the veterans of the county. Currently, an outreach program is set up to provide service to Round Rock one day per month, utilizing space at the American Legion in Round Rock. This program could be expanded to other areas of the county, providing for greater coverage of service.

Staff Needs 5-Years

Currently this department maintains a staff of four: a Director, who handles all administrative duties and also serves as the County Veteran Service Officer, seeing clients and making presentations to the community; two Assistant County Veteran Service Officers and an Administrative Assistant. With the current rate of growth in the county, and the number of veterans being created by the current conflict in Iraq and Afghanistan, the current veteran population of almost 40,000 may expand by at least 50%. This will necessitate the hiring of at least two additional Counselors or Assistant County Veteran Service Officers, and possibly a second Administrative Assistant, or Receptionist.

AUDITOR
DAVID FLORES

Office/Department Overview: The Williamson County Auditor sustains financial stability within the County government by providing financial reports, anticipating claims and risks, protecting County assets; monitoring County budget to ensure it tracks; countersigning expenditures with Treasurer; keeping separate account management; developing daily and quarterly audits.

Priorities:

10. Sustain reserve operational cash balance.
11. Financial reporting analysis.
12. Clean 'outside audit' reports.

Short-term Objectives

Objective A: Adequate cash, positive outside audit reports.

Impact: Good County bond rating, solid fiscal position.

Objective B: Stability to tax rate.

Impact: Minimize financial tax impact on citizens.

Objective C: Maintain citizen confidence.

Impact: Citizens happy and supportive of County government and spending.

Long Range Goals/Vision:

- High turnover due to salary constraints, need salary review.
- HR policies need to be reviewed as they have not changed with changing work environment.
- Increase coordination efforts across various elected official departments.
- Court requests for audits of Emer. Svcs. Districts and other special districts will drive increased demand for additional staff

Staff: 1 part time to full time requested; automation has minimized staffing needs; 2 – 3 years should be okay

BUDGET OFFICER
ASHLEY KOENIG, BUDGET DIRECTOR

Office/Department Overview: The County Budget Officer is the steward of public funds and a priority of the office is to protect taxpayers. The Budget Officer sets budget recommendations for Court.

Priorities:

1. Draft procedures to implement budget policy adopted by Court.
2. Cut costs and improve efficiency across County.
3. Have Gov't Finance Officers Association review policy and budgets, apply for recognition / award from this group.

Short-term Objectives

Objective A: Build relationships and understanding across departments. One method is to conduct budget workshops.

Impact: Make budget process easier and more effective, allow for better coordination across departments of requests and projects.

Objective B: Establish procedures to implement budget policy.

Impact: Process in place and working to manage budget process more effectively.

Objective C: Submit budget to GFOA.

Impact: State recognition.

Long Range Goals/Vision:

- Reduce silos across County,
- Make budget process more user friendly and effective,
- Increase transparency across County,
- Succession planning is issue, lots of aging department heads,

Staff: None needed at this time barring additional responsibilities being added

Other Issues: Rising healthcare costs; personnel are 77% of budget, retention, competitive salaries, training are all issues; space is huge issue, need facilities plan.

COUNTY TREASURER
VIVIAN WOOD, TREASURER

Office/Department Overview: Office is charged with collecting all revenues and funds from fee offices, and any other county office. County Treasurer's office is the "banker" and investment arm for all county funds.

Priorities:

1. IT/Software Technology – implement IT/Software program that is consistent and compatible between each county department and the Treasurer's office. Eliminate duplicative data entry reporting process-implement same or compatible software systems in each county department.
2. Improve communication and reporting between departments and county commissioners' court. Eliminate duplicative data entry process-implement same or compatible software systems in each county department.
3. Continue and expand/update/improve current training programs to insure optimum productivity and service.

Short-term Objectives (Less than 5 years)

Objective A: Commence discussion between all departments to have compatible software technology for financial reporting and communication. 2) Review records management and retention policies of all departments and develop recommendations for enhancement and communication policy between departments.

> *Impact:* Improved communication and reporting between departments and county commissioners' court will result in more efficient operations internally and will enhance external communications with customers and the public. Duplicative data entry will be eliminated, and errors reduced. Data management and reporting will create important efficiencies and is very important as growth in the County increases.

Objective B: Continue and expand/update/improve current training programs to insure optimum productivity and service. Increase "Cross-Training".

> *Impact:* Continued and improved training programs will build efficiencies in the work force to prevent service gaps and maintain a high level of productivity.

Long Range Goals/Vision: Implement IT/Software program that is consistent and compatible between each department/county agency.

TAX ASSESSOR-COLLECTOR
DEBORAH HUNT

Office/Department Overview:
Tax Assessor-Collector (TAC) is responsible for collecting and disbursing property taxes on all Williamson County properties. Additionally, Williamson County TAC is an agent for Texas DMV and responsible for titling and registration of all motor vehicles in the county. The TAC collects for more than 70 taxing jurisdictions as well as the State of Texas Department of Motor Vehicle and the Comptroller.

Priorities:

1. Customer Service – Provide excellent customer service by having adequate staff, prompt actions, and accurate information, using understandable language, while striving to meet the customer's needs.

2. Internal and External Communications – Communicate clearly with staff and encourage two-way communications between staff and management/administration. To communicate clearly with the customers (Williamson County residents) in a manner and language they understand and stimulate customer feedback for assessment and improvement. Utilize a communications strategy and policy.

3. Utilize High Technology as tool to efficiently manage TAC functions – Upgrade present communications, ITS, and security systems to provide a level of technology to support an efficient operation.

4. Training and Hiring – Recruit and maintain qualified employees, implement a training program for new employees as well as cross training of existing employees, continue employee evaluations, maintain job descriptions and competitive salaries.

5. Facilities – Upgrade and maintain offices that accommodate the needs of our customers and provide comfortable efficient facilities for staff.

Short-term Objectives
Objective A: 1) Provide customer service workshops, 2) maintain all procedure manuals, 3) hire additional bilingual staff, cross-train for motor vehicle/prop tax personnel with assistance from TxDMV and TDLR 4) Implement electronic queuing system to expedite customer wait time.

Impact: Enable the department to provide the highest level of customer service internally and externally. Provide for a well-trained and up-to-date staff with a professional and dedicated attitude.

Objective B: 1) Provide Office Communications workshop, 2) individual communication seminars, 3) Performance Review and corrective action, 4) more frequent communication with management, 5) forms assistance for property tax and motor vehicle customers, 6) review strategic plans annually.

Impact: Enable the department to provide the highest level of customer service internally and externally. Provide for a well-trained and up-to-date staff with a professional and dedicated attitude. Eliminate inefficiencies and facilitate timely collections.

Objective C: 1) Expand the phone bank for customer inquiries, 2) training for equipment users, 3) emergency fire and evacuation drills, 4) maintain TAC website for public use, 5) daily and monthly email reports to the different taxing units, 6) Provide adequate security systems, 7) export property tax disbursements/deposits to QuickBooks to reflect daily disbursements.

Impact: Enable the department to provide the highest level of customer service internally and externally. Provide for a well-trained and up-to-date staff with a professional and dedicated attitude. Utilize technology to eliminate inefficiencies and facilitate timely collections and reporting.

Objective D: 1) Establish and maintain competitive salaries for staff, 2) train qualified temp and part-time pool employees, 3) continue staff development days, 4) Continue to encourage exit interview for departing employees, 5) cross-train Georgetown staff.

Impact: Provide for a well-trained and up-to-date staff with a professional and dedicated attitude. Enable the department to provide the highest level of customer service internally and externally. Eliminate inefficiencies and facilitate timely collections.

Objective E: 1) Remodel/expand/Relocate offices in Round Rock, Cedar Park and Georgetown, 2) Provide parking availability at Round Rock office, 3) Provide adequate security systems at all offices, 4) maintain adequate staffing levels.

Impact: Provide necessary office space and staffing so the Department can provide efficient collection/payment access and service and to meet the continuously growing demands on the department due to growth in Williamson County. Enable the department to provide the highest level of customer service internally and externally.

Long Range Goals/Vision:

1. Institute Flextime for employees.
2. Expand the phone bank for customer inquiries to cover all offices.
3. Complete new office in Round Rock; renovate office space in Cedar Park and renovate office space in Georgetown.
4. Provide day care facilities at a low cost for county employees in each Precinct.

FACILITIES MAINTENANCE

JOE LATTEO

Office/Department Overview:
Maintain and service county facilities in a professional manner with quality and integrity, and to oversee and manage county construction projects to ensure the taxpayers receive the best value for their investment. Facilities oversees 63 buildings (1,600,000 ft. ^{2} with 30 staff), service contracts (e.g., HVAC, janitorial, landscaping, etc.), oversees maintenance on the jail, county construction projects, oversees 4 24 hour facilities (e.g., animal shelter, jail, juvenile detention, and drug treatment).

Priorities:

1. Improve in energy efficiency to reduce utility costs to the taxpayer.
2. Keep quality of service in the face of growth.
3. Keep costs low.
4. Upgrade and improve technology to create efficiencies.
5. Implement *Inventory Control* technology program.

Short-term Objectives
Objective A: Meet the above priorities.

Impact: The impacts of the above priorities would be to keep services at a high standard while reducing energy consumption through cost-effective changes.

Resource Needs:

- Money and people: Need to keep the number of employees consistent with percentage of properties maintained in order to retain a high quality of service both internally and externally.
- The Commissioner's Court's continued support with funding and having enough people to do the job.

Long Range Goals/Vision:
Facilities is looking at the following:

- an energy management program to be more efficient and reduce costs to the taxpayers.
- solar heating of the showers at the juvenile center (will save $6000/month in gas usage).

FLEET SERVICES

MIKE FOX

Office/Department Overview: Provide service to County vehicles (750 vehicles from cars to 18 wheelers) and trucking services (hauling goods and material).

Priorities:

1. Automated fueling stations at more spots across County (with 10,000-gallon tanks to reduce costs and ease deliveries).
2. Expand shop (current location has space to do so) because current shop is inadequate (3 – 5 years).
3. Increase Fleet budget to provide training for staff to ensure they are up to date on technologies and attain a high skill level.

Short-term Objectives

Objective A: Install new automated system to track fueling, etc.

Impact: Better control of County fuel dispensing, more accurate recording

Objective B: Reduce overall vehicle inventory through consolidation of 'low use' vehicles into pool for common use in departments with limited driving needs

Impact: Reduce overall costs of maintenance and number of vehicles

Objective C: Brushless Car wash (Judge's wish list)

Impact: Keep County vehicles clean

Long Range Goals/Vision: Fleet Services will need a new shop with additional wider bays to better handle vehicles, continued 'greening' of fleet (15 hybrids in service currently)

HUMAN RESOURCES

LISA ZIRKLE

Office/Department Overview: The Williamson County Human Resources Department manages personnel for the County as well oversees the hiring process and some screening.

Priorities:

1. Online recruiting and application tool requested in FY 2010 budget.
2. Compensation Analysis to compare salaries and ensure competitiveness.
3. Leadership Development and training program will kick off Phase II Supervisory Training within the next 60 days. Phase III Employee Training is still scheduled for FY 2011.

Short-term Objectives

Objective A: Online recruiting and application tool

Impact: More efficient and cost-effective hiring process

Objective B: Compensation Analysis

Impact: Ensure County salaries are competitive, reduce turnover, and make Williamson County a more attractive employer

Objective C: Leadership development and training program.

Impact: Succession planning, advancement opportunities for internal staff

Long Range Goals/Vision:

The Human Resources department will continue to seek service options that incorporate technology and streamline processes thus reducing the need for additional staff to address the growth in services provided by Williamson County. This will allow us to provide greater service while still maintaining staff full time equivalents (FTE's) at the current levels. However, we do have a temporary part-time staff assignment for FY 2010 and would like to continue to have a .50 part-time staff assignment that is no longer temporary.

Staff: 2 training positions (1 in next 2 years) 1 Compensation Specialist; 1 Employee Relations

INFORMATION TECHNOLOGY

JAY SCHADE

Office/Department Overview: Technology Systems (TS), formally Information Technology Services serves the County IT needs including hardware, software, website, and GIS. Three new departments recently were added to the TS department: Records Mgmt., Mail, and Switchboard.

Priorities:

1. Public safety – new dispatch, mobile data, and records management system for 911 Communications, Sheriff's Dept & EMS that will track improve public safety.
2. Complete the implementation of the Courts System.
3. Implementing a Juvenile Case Management system that is in development and will be adopted by the State.
4. Construct an Emergency Services Operations Center.

Short-term Objectives

Objective A: Consolidate the County's Phone System.

Impact: This effort will help coordinate dispersed offices with operations in Taylor, Round Rock, Cedar Park and Georgetown.

Objective B: Complete the *Fiber Loop*.

Impact: This will provide more reliable network communications for the County network in general and the public safety operations specifically.

Objective C: Ensure the County has sufficient storage capacity as well as increase departments' ability to scan and store documents and video.

Impact: Increase and improve records management to reduce the dependence on paper.

Long Range Goals/Vision:

- Space for IT, current location full, no opportunity to add staff due to lack of space.
- Continued improvement of coordination with other department heads and elected officials

PUBLIC AFFAIRS MANAGER

CONNIE WATSON

Office/Department Overview: Provide County information to media and citizens.

Priorities:

1. Better utilization of social media.
2. Better use of videos and visuals to communicate.

Short-term Objectives

Objective A: Make part time intern into part time permanent employee, eventually full time.

Impact: Ability to focus on web and social media.

Objective B: More interactive website with more access.

Impact: Citizens can watch meetings, search for agenda items, etc. Better transparency and accessibility for citizens.

Objective C: Better internal communication and recognition of employees.

Impact: Get info to employees quicker and with less rumors and false info.

Long Range Goals/Vision:

- County leadership program, formalize,
- County Days with local schools,
- Develop more outreach and communication with citizens, and
- Think differently and creatively adapting to new mediums.
- Web casting commissioners court meetings.

PURCHASING
BOB SPACE

Office/Department Overview:
To procure the goods and services required by Williamson County following state regulations and policies established to assure the use of wise and prudent business priorities. To be an effective force in encouraging change: efficiency, customer service, and thought processes for achieving higher levels of serving taxpayer needs.

Priorities:

1. Continue to provide a trained and courteous staff that are creative and instrumental in helping and supporting others in the pursuit of efficiency, effectiveness, and service in their work.
2. Continue striving to reach higher levels of effective communications and to be an example for others in this pursuit.
3. Work toward improving on the standardization of processes /functions that are currently grouped in various areas of the County.
4. Revolutionize how public procurement is done through the implementation of a "Responsible Purchasing" strategy:

"Responsible purchasing" strategy seeks to procure products and services based on the concept of lowering costs, improving quality, minimizing the environmental footprint, and improving the economic bottom line of the entity. The strategy supports sustainable practices that:

- Encourage departments to consider the "Total Cost of Ownership" prior to purchase.
- Assure consideration for "Trade-In" values vs. "Residual" values (given to surplus items).
- Reduce waste by increasing product efficiency and effectiveness.
- Procure products that minimize environmental impacts.
- Provide a strategic plan for purchasing items that enable the entity to achieve reductions
- in resource consumption (i.e.. Buying items that promote paperless environments) strengthen and support strong local recycling markets reduce materials that are land filled; and,
- Provide a mechanism for measuring and reporting on the fiscal benefits received by the entity.

There are model programs that can be used as a source for implementing a responsible purchasing strategy. These programs are usually multi- year programs. Generally, the purchasing staff that are assigned the responsibility of focusing their work on the program goals will communicate the entities expectations to users and monitor and report on program progress.

The recommendation for proceeding would be for the County to formally approve implementing a responsible purchasing program. The approval should include a multiyear plan for implementation. If the plan is approved, the program would begin in Budget Year 2013.

Responsibility would be placed in the Purchasing Department.
Costs involved would be staff time to research, train users, monitor, and report on the progress based on the strategic plan outlined.

Short-term Objectives
Objective A: **Maximizing effectiveness and productivity of staff**

Impact: Approximately 25% of the County's General Fund dollars will pass thru the Purchasing Department as the county's departments spend the money appropriated to them by the Commissioner's Court. As this occurs, the purchasing department will be providing assurance that the spending is legal and provides the best value to the taxpayers. Additional dollars will be spent from various funds such as Capital Projects, Grants, and these too will pass thru the purchasing department. Based on historical data, additional staff will be required to support the anticipated growth in the spending thru these various funds.

Objective B: **Effective communications.**

Impact: The ultimate impact would be improved services to citizens and county departments. It will additionally enable the department to continue to provide efficiency in our work.

Objective C: **Reduction of Overlapping**

Impact: Reduction of overlap or clustering that occurs on work assignments and responsibilities. Impact would be a cost savings to the county, as well as a more streamlined or efficient approach to doing business. Standardizing or grouping like functions together within the County structure, economies of scale could be achieved. For example, insurance and risk management could be centralized under one person (e.g. a risk assessment coordinator) rather than spread across multiple areas. Currently, Human Resources handles vehicle insurance, Purchasing handles property insurance, etc.

Long Range Goals/Vision:

- Continue to maximize efficiency in public procurement by encouraging creativity, efficient use of current technologies, and promoting the use of wise and prudent business practices.
- Promote awareness of Green Purchasing possibilities among our user departments.
- Development of a Williamson County Area Purchasing Cooperative that will maximize potential to reduce costs of products and services.

Continue to maintain a high level of excellence in public purchasing as recognized by the National Institute of Governmental Purchasing (NIGP) and the National Purchasing Institute (NPI).

Editor's note on Strategic Plan: This finalized plan can be found in full at the link listed below. The Strategic plan has been edited for this document by removing some items that were already listed elsewhere in the budget document. The currently adopted plan is in place from 2010-2014. The plan will continue to be reworked and updated every four years with the goal of having all County offices participate.

http://www.wilco.org/Portals/0/Williamson%20County%20Strategic%20Plan%202010-2014.pdf

STRATEGIC PLAN
2021-2022

Justice of the Peace, Pct. 3
Williamson County, Texas

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EXECUTIVE SUMMARY

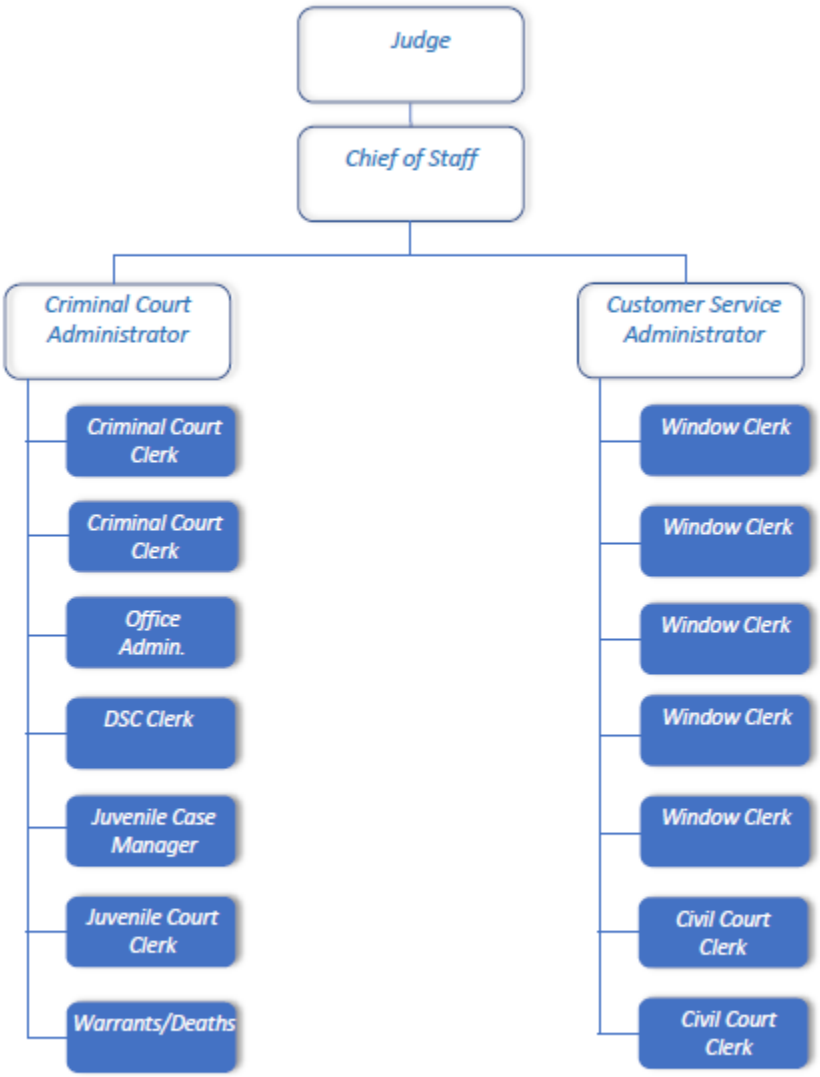
A Justice Court Judge, or Justice of the Peace, presides over Class C Misdemeanors found in the Penal Code, Traffic Code, Education Code, Health and Safety Code, Parks & Wildlife Code, and the Alcohol & Beverage Code.

The Williamson County Justice of the Peace, Pct. 3 (JP3) court hears civil and small claims cases with a jurisdictional limit of $20,000. The Judge is also responsible for executing numerous administrative actions such as destruction orders, appeals on concealed handgun permits, driver license suspensions, peace bonds, illegal lockouts, illegal towing, occupational driver's license and search warrants.

Besides criminal and civil court, the Judge performs wedding ceremonies and conducts death inquests. The JP3 court also manages a Teen Court program.

The purpose of this Strategic Plan is to advance the mission of the Williamson County Justice of the Peace, Pct 3 (JP3) by giving our constituents fair and effective justice with outstanding customer service.

ORGANIZATIONAL STRUCTURE



MISSION STATEMENT AND CORE VALUES

MISSION STATEMENT

The mission of the Precinct 3 Justice Court is to serve the constituents by providing fair and effective justice with first-rate customer service and community engagement.

OUR CORE VALUES HAVE "*IMPACT*"

Integrity

We shall have strong ethical and moral principles. We shall demonstrate honesty, honor and truthfulness.

Mindfulness

We shall be present-focused aware, have an open attitude and compassion for others.

Professionalism

We shall be reliable, consistent, honest and fair.

Accountability

We shall demonstrate personal responsibility and reliability. We shall take ownership of our work and performance.

Caring

We shall be respectful, eager to help others, and strengthen relationships to develop meaningful emotional connections with others.

Teamwork

We shall work together to bring our knowledge, expertise, and passion to ensure we are providing the highest level of customer service.

STRENGHTS, WEAKNESSES, OPPORTUNITIES and WEAKNESSES (SWOT)

At JP3, we are very staff centric. We believe that each employee has valuable input and own a part of why our office/court is successful. With this, we asked for input from each employee on their assessment of our SWOT.

S STRENGTHS	W WEAKNESSES	O OPPORTUNITIES	T THREATS
Employee knowledge Innovative technology Committed workforce Excellent customer service Staff works well as a team Work efficiency Caring for employees Training opportunities Excellent processes	Workload too high Limited court availability Lack of communication Inadequate space for future growth Longevity of employees Limited pay inceases	Increase security Establish emergency protocols Budget increases for additional staffing Bench exchanges Cost of living pay along with merit increases	Economic recovery affecting revenue Employees leaving for higher paying positions Rising cost of living

FIVE-YEAR GOALS

As the court caseload increases each year, we are proactively seeking ways to improve the efficiency and effectiveness of how cases are processed. The following five-year goals are attainable and, when in place, will assist us with achieving our ultimate goal of providing the best customer service possible to our constituents.

1. Create additional programs similar to our Financial Literacy Program for defendants.
2. Have all court clerks certified through the Texas Justice Court Training Center.
3. Allow defendants the opportunity to access more court processes and documents online.
4. Establish a dedicated medical examiner's office to perform autopsies.
5. Accomplish room for growth with expansion of second place in our precinct.
6. Increase staffing with five additional court clerks and one additional supervisor.
7. Strengthen current mentoring program.

KEY PERFORMANCE INDICATORS (KPIs)

(Insert stats over the last five years with projections for the next five years)

FINANCIAL PROJECTIONS

(Insert budget projections for the next five years)

WILLIAMSON COUNTY 1848	**District Attorney** Shawn Dick

Office/Department Overview:

The District Attorney intends to restore pride in the Williamson County criminal justice system with experienced prosecutors and professional staff. Felony offenses shall be prosecuted diligently and with integrity so that no one is wrongfully convicted, and justice is done. Safety, justice, and a low crime rate is the overwhelming priority of the residents of Williamson County. The District Attorney assumes the responsibility to fulfill this entrusted mandate in cooperation and collaboration with the governing body.

Virtually none of the issues identified by the District Attorney in 2010 have been addressed or achieved. All issues remain relevant, and are included in the current organizational priorities, short-term objectives, and long-range goals listed below.

Priorities (immediate):

- Fully staff each District Court team with three prosecutors, an investigator, a court assistant, and a victim assistance coordinator.
- Provide staff and resources that anticipate and keep pace with growth.
- Adopt a consistent hiring and retention policy that provides for competitive pay and benefits to attract and retain experienced employees, compensate employees for service, and encourage excellence in performance for advancement and promotional opportunity.
- Provide excellent response, assistance, and services to victims of crime.
- Provide adequate professional office space, furnishing and décor comparable to the offices of other elected officials.
- Participate in the planning process for relevant projects involving or affecting law enforcement and criminal justice initiatives.

Short-Term Objectives (1-5 years):

- Solve the technology hurdles that continue to impede the efficiency and effectiveness of our work. Specific issues include:
    - limitations of the Odyssey case management system for prosecutors
    - cumbersome e-filing process
    - digital evidence management system to provide seamless integration of technology sources
    - inadequate courtroom technology
    - inadequate resources for trial presentation
    - Wi-Fi connectivity issues
    - Inadequate technology staff support
    - Digitize paper case files and media to enable searchability and to reduce storage space and costs

- Assess diversionary programs for various offenders including emerging adults, drug and alcohol addiction, veterans, and mental health for efficient and effective use of resources. Implement diversionary programs in accordance with assessment findings.

- Assess specialized units to address certain offenses for efficient and effective use of resources such as child abuse and vehicular homicide. Establish specialized units in accordance with assessment findings.

- Expand Intake hours 16 hours a day/7 days a week.

- Support the addition of a District Court. This was a Priority of the District Attorney in 2009. No action has occurred.

- Establish uniform procedures applicable to all agencies including intake process, search warrants, arrest warrants, immediate evaluation/approval of felony arrests in the County.

- Provide IT office staff to address the unique technology needs and to assist in the implementation of case management, statistical reports, and court room presentations.

Long Range Goals/Vision (more than 5 years):

- Establish an independent Medical Examiner's Office/Lab for Williamson County.

- Authorize legislation to create and establish a Criminal District Attorney's Office. Criminal offenses including felony, misdemeanor, and juvenile prosecuted under the elected Criminal District Attorney. This was a Priority of the District Attorney in 2009. No action has occurred.

Resource Needs:

The District Attorney has requested, and will request, funding to facilitate the above priorities, objectives and goals at the appropriate time in a fiscally responsible manner.

FY 2021

WILLIAMSON COUNTY EMS

STRATEGIC PLAN

Fiscal Years 2020 - 2025

The Strategic Plan
Williamson County EMS
Fiscal Year 2021

Mike Knipstein, Director of EMS

Strategic Planning Committee

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Tom Watson
Tara English

Kirsti Elias
Matt Biasatti
Derrick Schnaiter

ACKNOWLEDGMENTS

I would like to thank everyone on the Strategic Planning Committee for all their dedication and assistance with this update of the strategic plan. Karen Horan, Kirsti Elias, and Matt Biasatti have been members for several years. Tara English, Lucia Tannehill, Tom Watson, and Derrick Schnaiter joined the committee in May 2019 after a strategic planning seminar. It is due to everyone's time, thoughts, research, and hard work that this strategic plan has the quality that it does. Jeff Isbell continues to be an inspiration and problem-solver as well as a good general sounding board. Jessica Toothman has always been willing to bail me out of various tech problems when I hit formatting or software snags.

2020 has challenged everyone in many different ways. The Strategic Planning Committee remained committed to the strategic plan throughout this most difficult of years. I am very grateful and humbled at their continued involvement despite the physical and mental challenges this pandemic brought to everyone.

Last, but certainly not least, my deepest appreciation to my husband, Kevin, for "…keeping hearth and home, raising the children…," and the dealing with the quotidian of daily life. No thanks are adequate.

Kim Farris
October 2020

Perfer et obdura; dolor hic tibi proderit olim
Ovid

Intra quinquennium mirum non erit
Kim Farris & Jeff Isbell, 2016

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WILLIAMSON COUNTY EMS STRATEGIC PLAN

Introduction

The nature of EMS is reactive: paramedics wait for the 911 calls and EMS systems focus on fixing unexpected problems. Experience taught Williamson County EMS that reactive philosophies generate more problems than solutions. Deliberate and methodical planning for the future, however, rewarded the system with greater success. With this in mind Williamson County EMS offers the following strategic plan which is intended to promote WCEMS' collective vision for fiscal years 2020-2025. This plan was reviewed with the assistance of Mike Knipstein, the Director of EMS. Since the initial strategic plan was released in 2008 it has been revised annually to reflect changes in the system, in response to both the plan and new strategies and potentials. The plan is extensive and detailed in nature, looks at the past, discusses the state of the system today, and reflects what the system wishes to become.

The impetus for the original plan came from former Director of EMS John Sneed's recognition that the system, and indeed the entire county, was in the midst of great change. He understood that if the system did not develop a detailed plan, it would fail to meet the challenges brought about by that change. In July 2007 Mr. Sneed laid out the reasons for developing a strategic plan and stated his absolute commitment to the process. Mr. Sneed next formed a strategic planning committee comprised of field staff and administrative personnel and tasked it with formulating a strategic plan emphasizing the design versus default decision model.

Fiscal year 2020 marked the beginning of the new five-year plan period. The overarching vision of the strategic plan is the transformation of the department into the national leader in people-centered, pre-hospital care. The plan identifies the system's distinctive core competencies which are not only central to the success of the organization, but also add more public value than alternative providers could contribute. These factors form in part the backbone of Williamson County EMS. The analyses that follow were developed using these as a foundation. The goals and plans arising from the analyses have these factors as their roots. Hence each contributes to the formation of the strategic plan and, therefore, to the overall success of the system. Continuing to meet and even exceed the defined goals ensures that the department not only moves forward, but also transforms itself into a true public health and safety organization.

Williamson County EMS is a third service agency within the auspices of Williamson County. Williamson County EMS (WCEMS) began operations in 1975 and has grown to be the largest EMS service fully funded by county taxes in the state of Texas. The system, along with various personnel, has won several state and national awards within the last twenty years.

WCEMS initially began operating with four paramedic units. Growth was slow through the 1970s and most of the 1980s as the service lost one of the original units due to a regional economic slump and a lack of growth in the area. The system slowly increased in size, adding several units in the early 1990s. The system also utilized two volunteer BLS/ALS units stationed in Liberty Hill and Florence which transitioned to full-time status at more optimal locations in the late 1990s and early 2002, respectively. In 2003 WCEMS began staffing all full-time units with dual paramedic crews amid concerns about quality assurance, quality improvement, and clinical performance.

The last twenty-five years not only saw phenomenal county wide population growth and, subsequently, increased call volume, but also saw the department acquiring additional roles and responsibilities. These include the introduction of the Community Healthcare Program, positions within the Emergency Operations Center, emergency management, the development and operation of an all hazards response team, and a tactical medic team. Personnel within WCEMS continue to assist with the evolving roles of EMS. Additionally, WCEMS has taken the lead in developing outreach education and public safety programs.

As the number of line personnel increased the system realized that the current organizational structure was no longer adequately serving its needs. During 2014 WCEMS reorganized the system adding six field commanders and creating a new clinical position which operates in the field. In addition, two new clinical captain positions were approved to assist in the Clinical Practices division. In late FY 2014 two division commander positions were created: one in charge of operations and one in charge of clinical practices. Adding these new positions necessitated altering both the operational and clinical chains of command. Outreach Education became a full-time clinical department in 2016 and expanded again in 2018.

WCEMS implemented a Community Healthcare Paramedicine (CHP) program in early 2014. CHP was initially funded by a Regional Healthcare Partnership grant in conjunction with the Williamson County and Cities Health District and the Mobile Outreach Team (MOT). This new program allowed WCEMS, in collaboration with various healthcare entities, to identify those residents of Williamson County who were medically underserved and improve their regional access to quality healthcare while maintaining cost-effectiveness. Williamson County took over funding in 2018 and three CHP paramedics currently oversee the program which focuses on high 911 utilizers. MOT has also become part of the Emergency Services division. In line with the EMS Agenda 2050, WCEMS recognizes that the nature of emergency medical services is rapidly changing and one of the effects of that change, which will affect reimbursement ratios and funding, is the acknowledgement that EMS services need to change to a more mobile public health and outreach service model.

Due to external factors beginning in October 2015 WCEMS changed its operating model to reflect that the system no longer provided EMS services to the City of Georgetown. As a result of this change WCEMS moved a 24-hour unit to Jarrell and changed two 24-hour units to demand trucks which operate seven days a week from 7 a.m.-7 p.m. These units became fully operational after January 1, 2016 and are stationed in Round Rock and Cedar Park. Another change was the addition of an ALS response vehicle currently stationed in Florence but scheduled to move to Andice in 2020. This resource is staffed by one paramedic and provides ALS first response and coverage to the northwestern portion of the county. The north regional commander moved to Weir and provides limited ALS first response to decrease response times to that area of the county. Another 24-hour unit opened in Cedar Park in 2019; an additional 24-hour unit is due to open in Hutto in 2020. Most of the paramedics work 24-hour shifts with the possibility of working 48 straight hours due to overtime. The administration recognizes the need for variable scheduling and maintains an alternative float schedule for those members needing additional flexibility.

The system has a line staff of approximately 140 paramedics at seventeen stations across the county. It provides emergent and non-emergent medical care to the sick and injured within Williamson County, an area of approximately 1120 square miles with a resident population of 566,719 per the latest U.S. Census Bureau estimates. The service runs close to 32,000 calls a year and transports patients around 69% of the time. In addition, there are nine administrative and logistics personnel and seven people in the Clinical Practices division. The opening of the new north campus building in mid-2018 enabled a closer integration of WCEMS' divisions and functions.

Although the department is recognized as a good system providing quality medical care and excellent customer service, it has significant issues. These include on-going staffing pressures and issues dealing with the integration of current and developing technology into the system. As recently as 2018 two of the fastest growing large cities in the United States were in Williamson County, and the Austin-Round Rock-San Marcos area is still the fastest growing metro area in the United States. To meet this growth the department must determine through input from internal and external resources how identified needs will be met. Two external stakeholder surveys have been deployed over the past three years with additional ones due to be used in the coming years. These customer service surveys have revealed high satisfaction with WCEMS. Input from first responder organizations, local health care facilities, the Commissioner's Court, and the public continue to drive change.

Another noted issue is the difficulty the system has had in completing designated prioritized action plans during the fiscal year. Part of the issue seems to be the overall reactive nature of EMS which unfortunately bleeds into administrative duties. This tendency to deal mainly with immediate issues without reflection as to whether or not they are both urgent and important interferes with the ability to sustain focus on the truly important tasks. President Dwight Eisenhower believed that "[w]hat is important is seldom urgent and what is urgent is seldom important." One of the most important goals of the system should be to re-orient itself to the important tasks and spend less time on the merely urgent tasks. Doing this will help the system better adhere to its mission and vision statements.

During FY 2019 WCEMS began collaboration with Dr. Mac McGuire and the Quality Texas Foundation (QTF) which assists organizations in using the Malcolm Baldridge Criteria for Performance Excellence to begin and maintain performance improvements. Administrative and field personnel have participated in various QTF seminars throughout the fiscal year, including Leadership Development, Strategic Planning, Pre-Examiner Training, and Internal Coach/Examiner Training. The latter two seminars are devoted to helping attendees learn the Baldridge Excellence Framework and applying it to their organizations. Chief Chris Connealy, Senior Director of Emergency Services in Williamson County, is very interested in moving the emergency services division toward a Baldrige framework.

Evaluation of our clinical data, trending of both operational and clinical metrics, and implementation of evidence based medical findings have contributed to significant changes in WCEMS' patient care. Implementation of measures to shape a culture of quality and performance excellence and to align and improve the work of the organization will be driving forces for the next five years. This strategic plan is intended to help shape and guide those processes with deliberate and methodical planning coupled to a strong vision of the future of WCEMS.

"Strategy without tactics is the slowest route to victory. Tactics without strategy is the noise before defeat."
Sun Tzu, *The Art of War*

"Vision without execution is hallucination." Thomas A. Edison

Mission, Vision, Values, Goals, and Motto

Mission Statement

To deliver pre-eminent care enhanced by education and research

Vision Statement

Williamson County EMS will be recognized as the national leader in people-centered, prehospital medicine.

Core Values

There are five values WCEMS believes best exemplifies the department:

Well regarded	We will work to be respected among the community.
Compassionate	We will show concern for others.
Engaged	We will be committed to doing what it takes.
Mission focused	We will remain faithful to the mission.
Service	We will work to meet other's needs.

System Goals

WCEMS has three foundational goals that are the backbone of the system. These goals are the basis for everything the system does.

1. Provide pre-eminent clinical care
2. Deliver efficient and effective operations
3. Provide excellent customer service

Motto

To respect, care, and serve

Projected Trends

One of the initial stages in developing a strategic plan is to imagine what the involved communities will look like and what services will be needed in the defined future. Other external factors also determine how WCEMS provides those services. The following are projected trends the system believes will affect the department and the services that will be provided.

1. Current population estimates for Williamson County project approximately 633,783 people by 2020.[1]
    a. Austin-Round Rock metro area was in the top ten largest gaining metropolitan areas in 2016-2017.[2]
    b. Williamson County ranked 4th in the state for growth with more than 562,337 people[3]
        i. Growth rate steady between 3.5%-3.8% year on year
2. Call Volume
    a. EMS – an average of approximately 7% growth in number of calls for service from 2016 to 2018.
        i. This trend is continuing for 2019.
    b. 8% increase in charts generated from 2016-2017, excluding cancelled calls and unit assists
        i. 34,368 charts written in 2017
    c. 1% increase in charts generated in 2018 over 2017, excluding cancelled calls and unit assists
        i. 34,659 charts written in 2018
    d. CHP – had a nearly 52% decrease in calls for service in 2018 from 2017.
        i. Due to change in mission focus from high utilizer and admission reduction to just high utilizer
        ii. Numbers increasing in 2019 with more referrals from both EMS and area fire departments
3. Revenue
    a. 2.5% increase in billing revenue from 2017-2018 to 2018-2019
    b. The system expects that the annual revenue will increase at a steady rate
        i. Utilizing an EMS specific data warehouse for improved data collection to support growth
        ii. Continued gains in efficiencies in logistics
    c. Revenue increases will depend on continuing CMS payments
        i. The rules for reimbursement change annually
        ii. Private insurance industry mirrors Medicare and Medicaid payments
        iii. If implemented, Emergency Triage, Treat, and Transport (ET3) model of payment may impact revenues
4. Employment remains above national average
    a. Unemployment increased between 2008 - 2009, but has since been steadily decreasing and was 3.2% (not seasonally adjusted) as of July 2018[4]
    b. Employment remains above the national average
5. Transportation trends
    a. Commuter rail from Leander to downtown Austin
    b. Williamson County plans contain road improvements and projected roads to include additional main roads and arteries
6. Hospital trends
    a. Each of the main hospitals in Williamson County has a comprehensive growth plan-based population projection

[1] Texas Department of State Health Services. "Texas population, 2020" 2014. https://dshs.texas.gov/chs/popdat/st2020.shtm. (accessed 24 September 2018).

[2] United States Department of Commerce, United States Census Bureau. "New Census Bureau Population Estimates Show Dallas-Fort Worth-Arlington Has Largest Growth in the United States". https://www.census.gov/newsroom/press-releases/2018/popest-metro-county.html (accessed 24 September 2018)

[3] (Williamson County Economic Development Partnership 2019)

[4] US Department of Labor, Bureau of Labor Statistics. "Local Area Unemployment Statistics Map". July 2018. https://data.bls.gov/map/MapToolServlet (accessed 24 September 2018)

7. Educational trends
    a. Texas A&M opened a medical school in Round Rock to serve the greater Travis County and Williamson County health care facilities
    b. Both Texas State and Austin Community College (ACC) plan to build or enlarge campuses within Williamson County in the next five years.
        i. New ACC campus in Leander opened in late 2018
        ii. This will continue to increase the population base and the potential employee base for the department

The strategic plan for fiscal years 2008-2013 was the first truly comprehensive plan the system developed. The plan was updated and revised each year as projects were completed and new projects were begun. In some instances, plans could not advance due to budgetary concerns. The strategic plan for fiscal years 2014-2019 continued where the previous plan ended and expanded its scope. This new plan for fiscal years 2020-2025 further expounds the mission and vision the system has set for itself. It also provides a path for positive growth.

Analysis and Development

One of the primary tools the Strategic Planning Committee used to evaluate the system is a SWOT analysis. For the new plan cycle the committee invited a broad cross section from the system to participate in an updated SWOT analysis. This group included the executive and administrative staff and the clinical and operational commanders as well as the members of the committee itself.

Strengths

Clinical

- Research and the use of evidence-based medicine
- Commitment to non-punitive training and remediation
- Field staff and Clinical Practices staff
- National reputation

Operational

- Employees' integrity
- Number of opportunities for involvement outside the 911 system
- Concern about employees' well-being
- Number of units available for response
- Just Culture

Logistics

- Knowledge, ability, and experience of the staff
- Warehouse
- Supply processes are defined, refined, and improved upon as needed
- Good inter-/intra-department communication
- Up to date equipment and replacement schedule

Administrative/Financial

- Excellent retirement package
- Fiscally responsible
- Strong relationships among key partners, e.g., Commissioner's Court, fire departments
- Leadership training

Outreach Education/Public Relations

- Variety and availability of community outreach classes
- Outreach education program recognized as a regional leader
- Knowledge, ability, and experience of the staff
- Innovative

Weakness

Clinical

- Non-standardized and inconsistent communication of goals and priorities
- Training – limited SMO training, not enough training on new equipment
- Metrics – working on too many
    - Need to focus on the most important, trend over time, and base education and training on those trends

Operational

- Inconsistent communication across all levels
- Maintenance of operational v. clinical silos

- Line of succession planning

Logistics

- Lack of adequate technology support, especially after hours, holidays, and on weekends
- SharePoint navigation is difficult
- Lack of robust tracking software

Administrative/Financial

- Inconsistent communication between staff at all ranks/levels
- Lack of line of succession planning
- Geographic separation from the line staff
- Maintenance of silos
- Lack of ability to easily adjust to population changes

Outreach Education/Public Relations

- Inadequate staffing for number of programs and pay for the staff
- Continued funding
- Lack of branding – can make better use of public relations handouts and educational materials
- Not enough people to consistently staff various programs

Opportunities

Clinical

- Improve and prioritize the key performance indicators
- Provide more consistent and innovative training
- Increase dialogue with the field staff
- Improve a deliberate communication process between all levels

Operational

- Leadership development – command rotations
- Feedback from external partners
- Improve communication, especially consistent messaging across regions and shifts

Logistics

- Better, more intuitive SharePoint navigation
- Researching and utilizing better asset tracking and internal supply chain software
- Communication between all levels, especially about IT issues and how to order regional supplies

Administrative/Financial

- Working toward Baldridge award to improve system
- More deliberate line of succession
- Expansion of external stakeholder surveys

Outreach Education/Public Relations

- Development of online requisition forms for outreach education and public relations hand-outs
- Increased social media presence
- Improved co-branding
- Partnerships with outside organizations

Threats

Clinical

- Financial constraints
- Lack of sustained focus on projects
- Lack of engagement

Operational

- Not implementing the knowledge gained from leadership seminars and classes
- Self-preservation – prioritizing individual goals/ownership over system goals/ownership
- Emphasis of self-promotion over the system's mission

Logistics

- Inability to easily access and utilize necessary documents on SharePoint
- Funding
- Continued medication and other essential equipment shortages
- Continued reliance on other County departments in mission-critical areas

Administrative/Financial

- Community Health Paramedic program and Mobile Outreach Team not expanding
- Continued support of Commissioner's Court
- Not willing/able to make the necessary changes for the Baldridge award
- Future billing and insurance changes

Outreach Education/Public Relations

- Lack of consistent staffing could lead to outside agencies filling the void
- Lack of funding for public relations give away items
- Lack of public support and engagement
- Staffing fatigue

Strategic Priorities

With the SWOT analyses completed the strategic planning committee began looking for common themes to identify the system's strategic priorities. These questions raise significant issues either affecting or affected by the department. Using the SWOT analyses as a foundation the committee identified seven strategic priorities facing the department.

- Accountability
    - Across all organizational levels
    - Key performance indicators (clinical and operational) and other metrics
- Communication
- Community Health Program
- Employee engagement
- Leadership training and implementation
- Logistics
    - Document management system and defined processes for document management
    - Supply and asset tracking
- Outreach education

Strategic Objectives

During 2019 as part of the system's participation in various seminars presented by Quality Texas Foundation, Director Knipstein asked the leaders of each division within EMS to develop goals for that division. Clinical Practices was asked to think of four goals; Administration, Operations, and Logistics were each asked to think of two goals. This was the first time individual divisions within EMS developed formal goals to meet in the new fiscal year. These goals are defined as the system's strategic objectives.

CLINICAL GOALS

- Utilize evidence-based protocols to provide care
- Participate in one or more research initiatives to contribute to the professional body of knowledge
- Provide quarterly in-person and as needed distributive education and training to promote clinical best practices
- Measure clinical performance and utilize a performance improvement method to enhance clinical care

OPERATIONAL GOALS

- Achieve a mean employee engagement score ≥ 4
- Maintain response resources available for all emergency calls for service

LOGISTICS GOALS

- Ensure needed supplies and equipment are available and life cycles are managed
- Ensure electronic resources are accounted for, functioning, and life cycles are managed

ADMINISTRATIVE GOALS

- Maintain > 90% good/very good rating of care provided as measured on the patient satisfaction survey during the fiscal year
- Operate within the established budget approved by the WC Commissioner's Court during the fiscal year

Williamson County EMS Distinctive Core Competencies

1. Excellent medical care
2. Customer service

Five Year Review – Plan Cycle 2014-2019

WCEMS made some significant achievements in the fiscal years 2014-2019. We implemented our Community Health Paramedic program. We progressed through the American Heart Association's Mission: Lifeline® EMS Recognition Award levels and in 2019 earned the Gold Plus Award for the second year in a row. We have been participating in the Cardiac Arrest Registry to Enhance Survival since 2016, although we began gathering data in 2014. We achieved our initial CAAS accreditation in 2016, and our first (of many!) reaccreditations in 2019. We were awarded the Texas EMS for Children Voluntary Pediatric EMS Recognition Program's Gold Award for our efforts to improve prehospital pediatric care. In 2019 we completed the new EMS North Campus facility which currently houses the Community Health Paramedic (CHP) program, Mobile Outreach Team, and Haz-Mat as well as EMS.

In 2016 WCEMS began to focus on the management of critical airways and saw the implementation of Delayed Sequence Intubation. An article on video laryngoscopy with the King Vision appeared in Prehospital Emergency Care in 2015, and medical director Jeffrey L. Jarvis MD presented this information at a 2015 NAEMSP annual meeting pre-conference workshop. Using data gathered before and after implementation of DSI, 2018 saw the publication of "Implementation of a Clinical Bundle to Reduce Out-of-Hospital Peri-Intubation Hypoxia", Jeffery L. Jarvis, MD, MS, EMS-P, John Gonzales, BAAS, EMT-P, Danny Johns, BS, EMT-P, et al. in the March 9, 2018 edition of Annals of Emergency Medicine. Since 2017 the clinical practices staff has hosted an airway management class as a pre-conference class at the Texas EMS Conference and has been invited back again for the 2109 conference. Members of the Clinical Practices division took the workshop to Terlingua, Texas and also presented the technique in workshops to other organizations in our own facilities.

WCEMS' participation in NAEMSP has continued to grow. Dr Jarvis presented information on WCEMS' use of DSI at the 2016 NAEMSP. The 2017 NAEMSP saw Commander John Gonzales presenting the poster "Effects of a Clinical Bundle of Care, Including Delayed Sequence Intubation, to Minimize Out-of-Hospital Peri-Intubation Hypoxia." The 2018 NAEMSP was attended by ten members of clinical practices and seven posters were accepted and presented by Dr. Jarvis and three of the SMOs. One of the posters, Pediatric Performance Using a Large National Dataset, won the 2018 Best Poster award. The 2019 NAEMSP was held in Austin for the first time which allowed for even more WCEMS participation. The Texas chapter of NAEMSP was established during this meeting, with Dr. Jarvis serving as the chapter's founding president. Several other WCEMS medics are also members of the organization and are serving as subcommittee members.

In addition to NAEMSP, WCEMS' involvement in national conferences and publications has grown over the past five years. Dr. Jarvis has become increasingly involved with the conference circuit and contributes to several webinars and podcasts. Dr. Jarvis has been a presenter at ESO Wave since 2015. Both Dr. Jarvis and Captain Dan Cohen have written several articles for *EMSWorld* and are leading workshops at ESO Wave 2019. Several members of WCEMS clinical practices attended an EMS Agenda 2050 regional meeting, a collaborative effort to develop a new vision for the future of EMS. Dr. Jarvis is a member of the Technical Expert Panel, which is tasked with drafting the document which will lay out the collective vision of EMS. In addition to his focus on critical airways, Dr. Jarvis' other major area of concentration is utilizing clinical metrics in the prehospital setting. He has been in the forefront of advocating using quality improvement and benchmarks to drive clinical practice and has presented lectures on this topic at Pinnacle, EMS Today, the Texas EMS Alliance, JEMS, and NAEMSP conferences over the past five years.

Internally WCEMS has seen several significant changes. Emergency Services Senior Director John Sneed retired and Senior Director Chris Connealy now directs the six departments that make up the Williamson County Emergency Services division. WCEMS Director Kenny Schnell also retired and Mike Knipstein is the fourth director of WCEMS. In 2015 WCEMS outlined a significant reorganization. With the understanding that Georgetown Fire EMS would become operational in FY 2016, we made organizational awareness a priority and took a hard look at processes, efficiencies, and savings within the system. We took this opportunity to re-examine and refine our operations and to reallocate resources to previously underserved areas of Williamson County. We now have a Division Commander Operations and a Division Commander Clinical and the position of Deputy Director EMS was eliminated. We fully implemented a new speed loading supply inventory system in 2016 with significantly increased financial and

logistical efficiencies. The new system realized over $30,000 in savings the first year. Over FY 2018-2019 supply processes have become further analyzed and refined and datamining has contributed to continued savings. 2016 also saw the implementation of our external customer service surveys.

FY 2016 saw an increased focus on FRO education and Outreach. MCAT drills and expanded hands-on education, including FRO focused DSI education, were implemented. WCEMS added a full-time Coordinator of Outreach Education in January 2016. This greatly expanded WCEMS' injury prevention and outreach education programs. In 2017 PulsePoint AED was integrated into our 911 Communications to direct lay persons and off-duty professionals to the closest AED in the event of a cardiac emergency. Take 10 CPR, Safe Baby Academy, and Car Seat Safety programs became regularly scheduled bi-monthly events. 2017 also saw the implementation of the Stop the Bleed and Stepping On programs. An Assistant Coordinator of Public Education and Outreach was added in 2018.

The Morale team, Safety committee and Wellness committee were formed in 2016 and have contributed greatly to patient and employee safety. WCEMS implemented a formal fatigue risk management program in December 2017.

As one might expect, WCEMS has experienced significant changes in equipment over the past five years. We moved from EMS Charts to ESO in 2016 and concurrently added Philips cardiac monitors. We finalized a change to new Physio cardiac monitors in October 2019 and another ePCR system to be implemented in FY 2020. The ACR-4 child restraint system was deployed in November 2017. That year also saw deployment of iPhones, new handheld radios, and new Toughbook tablet/laptops. We began to add the Stryker PowerPro XT Stretchers in 2017, with ten currently in service. And the Handtevy iPhone app is beginning to have an impact on improving pediatric care. New desktop commuters have been distributed to all stations, with increased consistency of software across the system.

The new EMS facility has allowed us to integrate the daily workings of the department and expand our educational offerings. We have been able to host cadaver labs, a NAEMSE course, multi-disciplinary pediatric conferences, a human trafficking conference, and safety conferences among others. We have been able to provide more innovative shift track offerings and training academy options. The integration of classrooms, simulation labs, meeting spaces, administrative offices and functions, CHP, MOT, a warehouse, and backup unit storage has streamlined many once cumbersome processes.

We had several station changes in FY 2014-2019. In 2015 we closed stations M31, M32, and M33 in Georgetown. M31 moved to Jarrell. M32 moved to Weir and became M59 as a combination CHP and demand truck. Squad 30 opened in Florence. In 2016 we opened demand trucks M52 and M53. M51 transitioned from a transfer truck to a demand truck. In 2017 M22 moved from Jollyville to Cedar Park station 2 and M52 moved to Round Rock station 9 on Sam Bass Road. M26 opened in mid-2019 in Cedar Park.

We made significant progress towards several key initiatives in FY 2015-2019: priority dispatching has been implemented; SOG revisions have been regularized; evaluation tools were deployed; CAAS accreditation and reaccreditation was granted; KPIs are being utilized to drive clinical, educational, and operational changes; HDE was expanded to the Seton system; FATPOT was extended to A/TCEMS; durable medical equipment tracking is active; FRO education/CE, integration, and credentialing is ongoing; FTO training, development, and resources are in place; there has been significant progress made in developing our data warehouse; and tracking and publishing our KPIs is ongoing. We are still working on organization of EMS' SharePoint site to make it more accessible and user friendly; our comprehensive approach to pediatric care is under expansion.

One of the biggest lessons the system learned, and continues to learn, is that having a strategic plan is not enough to ensure the system meets is objectives and goals. Often, the urgent issues of the day take more precedence than the important goals of the strategic plan. The system has difficulty differentiating between the urgent and the important with the result that over the prior plan cycle several action plans, including some of those identified as a priority, were never completed. Certainly, there were issues that arose which were both important and urgent. However, in order to make real progress on the strategic goals and objectives, the system needs to learn to differentiate between the important and the merely urgent. This is an ongoing lesson for the system as it enters the third

planning cycle.

The past five years have seen dramatic changes in WCEMS. Evidence-based medicine has become the driving force for change in the profession of EMS. Demographic changes required us to adjust both where and how we provided services. New technology both enhanced and challenged our practice. WCEMS has become a vital player in the national conversation of EMS. That role is one that we relish and will continue to expand. We have met the challenges that have faced us in the past five years, and we welcome those that will come to us in the next five years.

Williamson County EMS will be recognized as the national leader in people-centered, pre-hospital medicine.

Believe it.

Annual Review and Projection

Annus horribilis – what was originally coined as a play on John Dryden's epic poem "Annus Mirabilis 1666" has come to encapsulate 2020.

It was a benign, inauspicious beginning to the fiscal year. The system had just received its CAAS reaccreditation in August and was settling into a new year. The first rumblings of the disturbance which would become a global pandemic started in January. By late March/early April the system was in the throes of information overload. As the CDC changed its policies and recommendations, the system scrambled to keep up with the everchanging medical and operational directives. As the pandemic swept across the world the stress on the staff became nearly unbearable.

By mid to late May a substantial portion of the field staff was out on quarantine or isolation having contracted Covid-19. The rest of the staff worked long hours in an effort to keep ambulances in service and the system running with minimal disruption. The system as a whole pivoted to focus on managing the health crisis. The Community Health Program (CHP) partnered with the Williamson County and Cities Health District (WCCHD) to help with contract tracing exposures and infections in an effort to contain the spread of Covid-19. CHP, along with a group of testers, spent long days testing multiple nursing homes and other care facilities. The field staff trialed Pulsara, a communication app which allowed communication via phones with most of the hospitals in Williamson and Travis counties. Although the system opted not to fully invest in Pulsara at the time, the possibilities were very intriguing and we may look further into the app in the future. Due to concerns about aerosolized and droplet virus spread, the staff had to adjust to either stopping or heavily modifying several common treatment modalities. The summer wore on and much of the staff suffered from mental and physical exhaustion.

Tragedy struck on July 27th as we lost one of our colleagues. Lisa Dalton was a beloved co-worker, mentor, friend, mother, grandmother, and wife. Her death left a hole in the system that will not soon be filled.

As we began the slow crawl to a new normal, the strategic planning committee and Director Knipstein recognized that the strategic plan should reflect the austerity of the previous months. This year's strategic plan is a very slimmed down version of previous years' plans. This is also the first year the strategic plan will operate on a two year cycle. Given Williamson County's budget cycle and how and when funds are allocated, we decided to allow two years to complete most plans.

Resiliency, flexibility, and fortitude – these words describe the staff over the past seven months. 2020 has tested and strained the system like never before. And as we head into a new fiscal year and the second year of the pandemic, the words of Anne Lindbergh seem very relevant. "Don't wish me happiness. I don't expect to be happy all the time. It's gotten beyond that somehow. Wish me courage and strength and a sense of humor. I will need them all."[1]

In honorem
CHP and the field paramedics of Williamson County EMS

In memorium
Lisa Dalton

[1] Lindbergh, Anne M., "Gift from the Sea", 1955

Prioritized Action Plans

For the past six years the Strategic Planning Committee has utilized prioritized action plans to highlight the most important or critical plans for a given fiscal year. The committee gradually expanded the number of people who ranked the one year action plans from five in 2014 to 23 in 2019. For 2020 the committee decided not to rank the prioritized action plans; but, rather, to just denote their status without ranks. Below is the list of one-year prioritized action plans:

- Clinical Action Plan A – Publishing Clinical Key Performance Indicators
- Clinical Action Plan B – FRO Education Improvements
- Operational Action Plan B – Employee Engagement
- Logistics Action Plan A – Organization of Reference Documents
- Outreach Education Action Plan B – Internal Support of Outreach Education

Action Plans

In the next section are the action plans which the system has identified as important to complete within fiscal year 2021. They are one-year goals with specific objectives to be accomplished to advance the strategic plan. Each action plan is comprised of various tasks which are measurable, time bounded, and generally has one person vested with both the responsibility and authority to complete the assignments. The strategic plan is reviewed quarterly and, as plans are completed, new plans are begun. In order to highlight the identified priorities more fully in the plan, the committee continues to designate prioritized action plans with bolded text. In FY 2021 the system continued directly linking each plan to both a system goal and at least one of the applicable division goals. This provides accountability by ensuring that the system focuses on those plans which advance the overall goals.

Clinical Action Plans

Clinical Action Plan A – Publishing Clinical Key Performance Indicators

PRIORITIZED ACTION PLAN

SYSTEM GOAL – Provide pre-eminent clinical care
CLINICAL GOAL – Measure clinical performance and utilize a performance improvement method to enhance clinical care

STRATEGIC PRIORITY – ACCOUNTABILITY, COMMUNICATION
ANALYSIS – Clinical Opportunity, Clinical Weakness, Administrative Opportunity

GOAL

Develop a method of collecting, collating, and publishing clinical key performance indicators (C-KPIs) internally and externally in a manner that is consistent, visually effective, and repeatable

OBJECTIVES

1. Publish C-KPIs to serve as metrics for evidence of continuous system improvement (Completed)
2. Use the C-KPIs to enhance the relationships with the system's external shareholders
3. Establish a method of publishing performance benchmarks in anticipation for future "pay for performance" reimbursement legislation/policy

TASKS

1. Publish these C-KPIs in as transparent a fashion as possible (internet, intranet, and publicly available web sites)
    a. Create regular venues for information dissemination
    b. Report C-KPIs to external stakeholders, including the Williamson County Fire Chiefs Association, on a regular basis
2. Create a central reporting database that can be easily utilized by C-KPI quality assurance reviewers to file monthly C-KPI findings (Completed)

NOTES

DUE DATE – FY 2017, Q2 **ACTUAL COMPLETION DATE**

PRIMARY RESPONSIBILITY – SMO Farris with the assistance of Commander Isbell

ESTIMATED COST

1. Create the database – None, completed during normal business/duty hours
2. Enter C-KPI information in the database and publish – none, completed during normal business/duty hours

ASSESSMENT/FOLLOW-UP

1. Those C-KPIs which can be automatically calculated are consistently tracked and reported (intubation, ASA in ACS, 12-lead in ACS, etc)
2. Captain Johns created an internal central file for the SMOs to report their KPI data in 2016.
3. FY 2018
    a. SMOs are still using the internal file created by Capt Johns. EMS is working with IT and waiting on further database development and testing.
    b. Commander Isbell is working with IT to create an internal database and to publish certain metrics on the external facing web site.
    c. In the strategic planning third quarterly meeting the decision was taken to defer this plan until the data base was at least in beta-testing and the system decides what/how/when to publish various metrics.

4. FY 2019 – No changes
    a. The clinical staff participated in a vote to determine which of the KPIs were most important to manually track.
5. FY 2020 – The Commissioner's Court approved monies to purchase a new ePCR which will help automate most of the manual KPIs.
    a. After an extensive testing period and working with the company for several months, the system took the decision to not switch ePCR vendors due to hardware and software issues that the company was unable to fix to the system's satisfaction.
    b. The system began working with FirstPass to implement automated review of all the KPIs.

COMMENTS

1. This plan was originally incorporated into Completed Clinical Action Plan #4. However, due to the work involved in developing both the database and the process to publish the C-KPIs, the Strategic Planning Committee decided to write a separate plan.
2. FY 2018 – Commander Isbell is working with WCITS to create an internal database and to publish certain metrics on the external facing web site.
3. First Watch/First Pass may help with this.

Clinical Action Plan B – FRO Education Improvements

PRIORITIZED ACTION PLAN

SYSTEM GOAL – Provide excellent customer service, Provide pre-eminent clinical care
CLINICAL GOAL – Provide quarterly in person and as needed distributive education and training to promote clinical best practices

STRATEGIC PRIORITY – ACCOUNTABILITY
ANALYSIS – Clinical Opportunity, Clinical Weakness, Administrative Opportunity

GOAL

Enhance clinical integration between EMS and First Responder Organizations (FROs)

OBJECTIVES

1. Integrate distributive CE with hands-on training
2. Ensure monthly online content for BLS and ALS level training
3. Provide consistent mobile joint education

TASKS

1. Create a full-time FRO clinical trainer position (Complete)
2. Develop twin tracks of content delivery and a format for individuals to follow for submissions
3. Identify quantifiable areas of perceived FRO clinical weaknesses using ESO, WCEMS, and FRO feedback. Design training to cater to these issues and reevaluate for effect (In progress)
4. Provide consistent coverage for SMOs who will be needed to assist Captain Biasatti with FRO education
5. More frequently assess the need for types of training done by SMOs so we can scale that need more effectively; will allow for a greater variety of training to occur

NOTES

DUE DATE – FY 2015 **ACTUAL COMPLETION DATE** –

PRIMARY RESPONSIBILITY – Medical Director and Captain Biasatti

ESTIMATED COST – None, completed by staff during normal business hours

ASSESSMENT/FOLLOW-UP

1. Each of the objectives are partially completed
2. Task #3 is a clinical priority in FY18
3. Task #5 happens on an informal basis. We need to develop a more formal way to complete this.

COMMENTS

1. Clinical Action Plan H specifically deals with measuring FRO treatments and tracking/trending them.
2. FY 2019 – Captain Biasatti created “Tailboard Time” which is an opportunity for Dr. Jarvis to meet face to face with first responders. This has been very well received.

Community Health Paramedic Program

SYSTEM GOAL – Provide pre-eminent clinical care
CLINICAL GOAL – Utilize evidence-based protocols to provide care, measure clinical performance and utilize a performance improvement method to enhance clinical care

STRATEGIC PRIORITY – COMMUNITY HEALTH PROGRAM, OUTREACH EDUCATION
ANALYSIS – Clinical Opportunity, Administrative Threat, Administrative Opportunity

In FY 2019 funding for Williamson County's Community Health Paramedic Program (CHP) was assumed by the County. When this happened the program's mission changed to focus on the high utilizers of the county and various city 911 systems in the county. Below is the summation of the program's goals and aims for the coming fiscal year.

Provide pre-eminent clinical care that is designed to benefit the CHP patient and help reduce repetitive use of emergency services of Williamson County. (EMS, first responder organizations {FROs}, and other Williamson County resources.)

Deliver CHP operations that are efficient and effective in aiding our patients in reducing their need for emergency services. Actively seek new ways to make CHP a valuable resource to, not only Williamson County EMS, but also FROs and other Williamson County departments and/or resources.

Continue to provide excellent customer service to all of our customers (Patients, EMS staff, FROs, and all the internal and external groups we work with).

Continue to utilize, research, and design more evidence-based protocols to provide care that will benefit CHP patients and therefore benefit EMS and its FROs. Measure clinical performance and utilize a performance improvement method to enhance clinical care. Develop more ways to measure what CHP does for individual patients in order to see what helps and what does not. We know CHP works but need to develop ways to prove which actions and programs are effective. Develop more QA/QI measurements for CHP.

CHP will participate in research initiatives to contribute to the professional body of knowledge in the new field of community paramedicine.

Provide quarterly in person and as needed distributive education and training to promote clinical best practices that relate to CHP in addition to attending the education and training for the field medics. Because of the nature of CHP this will need to be both clinical and resource related in nature.

Continue to measure the monthly, quarterly, and yearly performance of CHP with the current reports.

Measure clinical performance and utilize a performance improvement method to enhance clinical care by developing quality assurance measures that will ensure standard EMS assessments are being completed when possible on all CHP patients and develop new ways to measure the new evidence-based protocols discussed above.

Operational Action Plans

Operational Action Plan A – Infection Control

SYSTEM GOAL – Deliver efficient and effective operations
OPERATIONAL GOAL – Maintain response resources available for all emergency calls for service

STRATEGIC PRIORITY – EMPLOYEE ENGAGEMENT, LOGISTICS
ANALYSIS – Operational Weakness, Administrative Weakness

GOAL

Develop a comprehensive infection control plan that ensures at-risk team members' safety and follow-up to exposures

OBJECTIVES

1. Maintain a confidential medical file on all WCEMS employees
2. Recommend and offer vaccinations to at risk employees
3. Conduct yearly reviews of exposure control plan, including Tb testing recommendations
4. Maintain best practices education and information for exposure control to at risk employees
5. Provide immediate assistance to exposed team members
6. Provide follow-up within 48 hours of exposure
7. Offer appropriate referrals and counseling to exposed team members
8. Maintain a positive relationship with infection control nurses at local WC hospitals
9. Maintain a positive relationship with the WCCHD Infection Control Division
10. Provide guidance to FROs in relation to exposure control plans and potential exposures

TASKS

1. Establish the ability for WCEMS team members to obtain vaccinations and certain testing at WCCHD clinics (Complete)
2. Rewrite WCEM' Exposure Control Plan (Partially completed January 2014)
3. Conduct audit of all employee medical files (In progress)
4. Recommend needed vaccinations and testing to all at risk employees (Ongoing as needed)

NOTES

DUE DATE – FY 2016 **ACTUAL COMPLETION DATE**
PRIMARY RESPONSIBILITY – Lt Collins

ESTIMATED COST – None, if completed during regular business/duty hours; some OT may be necessary

ASSESSMENT/FOLLOW-UP

1. Task 1 completed prior to FY 2014
2. Task 2 (Blood Born Exposure Plan) completed January 2014; Air Born Exposure Plan in progress
3. Task 3 started at the beginning of FY 2015
4. FY 2017 – No progress on completing the Air Born Exposure Plan

COMMENTS

1. As of FY15, Q3 – the PM module of ESO allows for storage, tracking, and reporting of these metrics
    a. Commander Isbell confirmed that access to these files was strictly limited
        i. Limited to WC PM Infection Control Manager rights (Director Knipstein and Commander Travis)
2. In FY18, Commander Travis retired and FTO D. Collins assumed primary responsibility of the team.
3. No update provided for FY 2019 or FY 2020.

Operational Action Plan B – Employee Engagement

PRIORITIZED ACTION PLAN

SYSTEM GOAL – Provide excellent customer service
OPERATIONAL GOAL – Achieve a mean employee engagement score ≥ 4

STRATEGIC PRIORITIES – ACCOUNTABILITY, EMPLOYEE ENGAGEMENT, LEADERSHIP TRAINING/IMPLEMENTATION
ANALYSIS – Operational Weakness, Operational Opportunity, Administrative Weakness, Administrative Opportunity

GOAL

Williamson County EMS will maintain a gross mean employee engagement score ≥ 4

OBJECTIVES

1. Provide appropriate training to specified personnel
2. Practice the lessons and techniques of employee engagement system wide
3. Annually measure employee engagement and trend over time

TASKS

1. Commanders Watson and Henrichs will attend Quality Texas Foundation's "Workforce Engagement" training in November 2019
    a. They will incorporate the lessons into the lieutenants' professional development.
2. Provide education to field commanders and review elements of engagement monthly during Ops Team meetings.
3. Measure employee engagement annually using an online survey with consistent questions which measure engagement

NOTES

DUE DATE – FY 2020 **ACTUAL COMPLETION DATE**

PRIMARY RESPONSIBILITY – Director Knipstein, Commanders Watson and Henrichs

ESTIMATED COST – OT at the standard rate of $31/hour for both the training and the various internal meetings

ASSESSMENT/FOLLOW-UP

COMMENTS

1. This is the first part of an ongoing effort to measure employee engagement and trend the results over time.
    a. *cf* Three to Five Year Plan D

Logistics Action Plans

Logistics Action Plan A – Organization of Reference Documents

PRIORITIZED ACTION PLAN

SYSTEM GOAL – Deliver efficient and effective operations
LOGISTICS GOAL – Ensure electronic resources are accounted for, functioning, and life cycles are managed

STRATEGIC PRIORITIES – COMMUNICATION, LOGISTICS
ANALYSIS – Administrative Weakness, Clinical Opportunity, Operational Opportunity, Logistics Weakness, Logistics Opportunity

GOAL

Define processes, policies, and procedures for the creation, categorization, organization, and modification of reference documents to ensure ease and efficiency in locating instructional and reference documents and various necessary forms.

OBJECTIVES

1. Improve categorization of documents
2. Provide mechanism for proposal of creation of needed materials and forms
3. Provide mechanism for proposal of changes needed to existing documents and forms
4. Establish inter-department contract review process among EMS and other county departments
    a. Auditor's Office, Technology Services, Purchasing Department

TASKS

1. Define contributory resources as the EMS Librarian Group
    a. Personnel
    b. Electronic storage repositories (Complete)
        i. SharePoint
        ii. Laser Fiche
2. Develop process for categorization and posting to SharePoint
    a. Flow chart for document categorization and disseminate to necessary staff (Complete)
    b. Ensure all necessary staff understand new document/for posting procedure.
        i. Post to the document active directory with a link on the relevant page.
        ii. Review access rights and provide relevant training (In progress on an as needed basis)
3. Define and assign retention schedule metadata to active and archived documents and forms
    a. Using Texas State Archives Public Safety Retention Schedules (In progress)
    b. Associate longest retention schedule with each EMS document/form
4. Define process for review of documents subject to destruction/deletion at the end of defined retention period
5. Define process for review cycle of contract, allowing sufficient time for legal modifications and budgetary considerations, prior to renewal of existing contracts

NOTES

DUE DATE – FY17, Q4 **ACTUAL COMPLETION DATE**
PRIMARY RESPONSIBILITY – Commander Isbell
ESTIMATED COST – 120 non-primary duty hours at the standard OT rate of $31/hour
ASSESSMENT/FOLLOW-UP
COMMENTS

1. This plan was Prioritized Action Plan #2 in FY 2017 and FY 2019.
2. Task #2 was added for FY 2019.

Logistics Action Plan B – Data Warehouse

SYSTEM GOAL – Provide pre-eminent clinical care
LOGISTICS GOAL – Measure clinical performance and utilize a performance improvement method to enhance clinical care

STRATEGIC PRIORITIES – ACCOUNTABILITY, LOGISTICS
ANALYSIS – Operational Weakness, Operational Threat, Administrative Weakness, Administrative Threat, Clinical Weakness

GOAL

Develop a data warehouse to store all data from disparate sources

OBJECTIVES

1. Bring all data sources to a central HIPPA compliant repository
2. Establish queries to run various reports based on defined operational and clinical metrics

TASKS

1. Phase I – Establish server location for data repository (required to be compliant with HIPPA storage of data at rest requirements). Arrange for authenticated secure access to server by EMS data analyst. Engage WC ITS Applications Group for guidance with data storage formats and structure. Ensure that ITS resources involved have any required HIPPA certifications/training. Obtain sample data extract from vendor and populate ePCR database within warehouse. (Complete)
2. Phase II – Construct internal, EMS-use only analytic reports. Run reports & validate results against established Ad Hoc and Analytic reports. Publish to EMS-only SharePoint site within administrative content areas. Publish pertinent data, charts, graphs internally to EMS-only access areas.
3. Phase III – Define and construct metrics reports intended for reference and access by general public via externally facing web site. Internal validation of report contents for at least three reporting periods. Publication of metrics to external web site.

NOTES

DUE DATE – FY 2018 **ACTUAL COMPLETION DATE**

PRIMARY RESPONSIBILITY – Captain Johns

ESTIMATED COST – None, to be completed during normal business hours

ASSESSMENT/FOLLOW-UP

1. FY 2018 – This plan was rewritten to account for new resources available in WC ITS. Old plan available for reference in last year's publication.
2. Task 3 will be completed in coordination with Captain Cohen

COMMENTS

1. Needs collaboration between Commander Isbell, Captain Johns, and WC ITS
2. Phase I is 100% complete as of April 2018 but is still evolving.
    a. EMS began process of decoupling our analytics from the various vendors.
    b. Removed "Obtain data model structure definitions from ESO (or current ePCR vendor)" from Task 1.
3. Phase II is ~50% complete as of FY18
4. Phase III has not been developed but will be worked on during FY19.
5. This was prioritized action plan #6 in FY 2019.

Logistics Action Plan C – SWOT Analyses of Supply Processes

SYSTEM GOAL – Deliver efficient and effective operations
LOGISTICS GOAL – Ensure needed supplies and equipment are available and life cycles managed

STRATEGIC PRIORITIES – ACCOUNTABILITY, LOGISTICS
ANALYSIS – Logistical Weakness, Logistical Threat, Administrative Weakness, Financial Threat, Financial Weakness

GOAL

Conduct SWOT analyses for durable medical equipment, non-durable equipment, and pharmaceuticals with attention to potential for loss of accountability in asset tracking and loss attributed to waste (expired medication disposal).

OBJECTIVES

1. Identify exposure in terms of known waste/disposal of pharmaceuticals
2. Identify extent of disparity between assets listed in Oracle and known to be on hand
3. Define process(es) by which to capture and qualify serial numbers of incoming and outgoing equipment, including verification that serial numbers are captured in Oracle upon deployment, and removed from Oracle following asset transfer (involves multiple departments)

TASKS

1. Conduct SWOT analyses of the various current supply processes
2. Evaluate the results to identify any deficiencies, discrepancies, or inefficiencies
3. Develop and implement processes to capture and confirm serial numbers are both entered and removed from Oracle during asset transfers, as appropriate

NOTES

DUE DATE – FY 2019 **ACTUAL COMPLETION DATE**

PRIMARY RESPONSIBILITY – Commander Isbell

ESTIMATED COST – None, completed during normal business hours

ASSESSMENT/FOLLOW-UP
This is the first step in a three-year plan of implementing a robust supply tracking tool.

COMMENTS

1. This was prioritized action plan #3 in FY 2019.

Outreach Education/Public Relations Action Plans

Outreach Education/Public Relations Action Plan A – Public Information

SYSTEM GOAL – Provide excellent customer service
CLINICAL GOAL – Measure clinical performance and utilize a performance improvement method to enhance clinical care

STRATEGIC PRIORITIES – OUTREACH EDUCATION
ANALYSIS – Administrative Opportunity, Financial Weakness, Financial Threat

GOAL

Enhance the availability, frequency, and diversity of public information proffered by WCEMS

OBJECTIVES

1. Increase the availability of quality images system-wide for distribution (Complete)
2. Increase public knowledge of WCEMS
3. Regularly share data to support the benefits of WCEMS
4. Promote health and safety
5. Expand social media offerings with live broadcasting of education
6. Establish communication hierarchy for public information (Complete)
7. Update EMS' external website with county redesign (Complete)

TASKS

1. Convert photo class to an online module. Offer guidelines for all employees and provide one online repository for initial submissions.
2. Share operational and clinical KPIs on EMS' external website consistently
    a. Tie these KPIs in with health promotion opportunities
3. Develop a process for staff to share information on social media
4. Meet with WCITS to ensure maximum usage of offered communication tools in the new system (Complete)
    a. Obtain training for current webmaster and one additional employee as a back-up
5. Train one or two employees to a level of general understanding and proficiency with the role of PIO

NOTES

DUE DATE – FY 2016 **ACTUAL COMPLETION DATE**

PRIMARY RESPONSIBILITY – Director Knipstein and Captain Cohen

ESTIMATED COST – None, completed by staff during normal business hours

ASSESSMENT/FOLLOW-UP

1. This was made prioritized action plan #10 for FY 2020.

COMMENTS

1. Objectives 1, 6, & 7 are complete
2. Objectives 2, 3, & 4 are ongoing objectives
3. Objective 5 is dependent on WCITS and its schedule

Outreach Education/Public Relations Plan B – Internal Support of Outreach Education

PRIORITIZED ACTION PLAN

SYSTEM GOAL – Provide excellent customer service
CLINICAL GOAL – Measure clinical performance and utilize a performance improvement method to enhance clinical care

STRATEGIC PRIORITIES – EMPLOYEE ENGAGEMENT, OUTREACH EDUCATION
ANALYSIS – OE/PR Weakness, OE/PR Threat, OE/PR Opportunity

GOAL

Encourage recruitment of internal WCEMS instructors for the Outreach Education (OE) team

OBJECTIVES

1. Educate internal partners about the extent of growth of the OE mission
2. Education internal partners about the need to increase the numbers of WCEMS outreach instructors in order to enable that growth to continue while at current OE staffing levels
3. Demonstrate to internal partners that integration and expansion of OE is vital to the continued presence and growth of WCEMS

TASKS

1. Work with Clinical Practices to develop online education video delineating the current growth of OE programs and the expected uptake in OE
    a. Data driven information to staff
        i. Data mining of absolute numbers of hours involved over the past 2 years of growth
        ii. Data mining of numbers of classes and programs
        iii. Educate staff about current numbers of internal and external instructors
    b. Information about the increasing requests for service and subsequent reduction in some extant classes to provide instructors
    c. Outline of new programming
        i. Department of Defense (DOD) education license for Stop the Bleed class development in conjunction with WCEMS
2. Demonstrate that OE programs are a vital part of the move to community health that will be a necessary component of EMS in the future
    a. EMS Agenda 2050 focus on community health and safety
        i. Projected status of OE
        ii. Requirement to fulfill the projected OE needs

NOTES

DUE DATE – FY20, Q2 **ACTUAL COMPLETION DATE**

PRIMARY RESPONSIBILITY – OE Coordinator (OEC) Jim Persons

ESTIMATED COST
None – most of the tasks will be completed during normal business hours in video development
OT at the standard rate of $31/hour when off duty instruction occurs

ASSESSMENT/FOLLOW-UP

1. FY19, Q4 – OEC Persons will meet with involved personnel for accurate data mining of archived information.
    a. CAAS data can be utilized for added efficiency
2. FY20

a. OEC Persons and CHP Leader Jarosek begin discussion of integration of CHP with Stepping On
b. OEC Persons and Capt Cohen collaborate on video for staff dissemination
c. OEC Persons and OE Assistant Henrichs project growth of OE needs based on new Stop the Bleed class and the national interest already displayed

COMMENTS

1. The development of, and both state and national interest in, a new Stop the Bleed class, in conjunction with HB 496 (US House of Representatives) is likely to vastly increase the need of OE instructors.

On-Going Plans

In recognition of the fact that some of the action plans could not be marked as completed due to their nature, the strategic planning committee decided in 2014 to create a new section of the strategic plan. This new section reflects the reality that the system will in one way or another always work on the following plans.

Clinical Plan

- Pursuit of Excellence

Operational/Logistical Plan

- Efficiently Deploy Staff and Resources
- Effective Staff Deployment

Clinical Plan – Pursuit of Excellence

SYSTEM GOAL – Provide pre-eminent clinical care
CLINICAL GOAL – Utilize evidence-based protocols to provide care

STRATEGIC PRIORITIY – ACCOUNTABILITY
ANALYSIS – Clinical Opportunity, Clinical Weakness, Clinical Threat

GOAL

Continue to expand the Pursuit of Excellence that has been a cornerstone in the growth of WCEMS

OBJECTIVES

1. Pursue and maintain "State of the Profession" paramedicine in education practice and outlook
2. Actively pursue certifications which allow WCEMS to demonstrate and achieve excellence
3. Maintain leading edge clinical practices
4. Emphasize and utilize research-based applications, procedures, equipment, and practices to achieve efficient and cost-effective progress

TASKS

1. Expand hospital interactions
    a. Pursue OR rotations – increase our practice of advanced airway procedures and increase hospital appreciation of EMS skills
    b. Continue and expand internships and hospital rotations in various specialties
    c. Encourage opportunities and participation in hospital-based education, i.e. Critical Care Paramedic Course in conjunction with Scott & White Hospital
    d. Position WCEMS to participate in clinical research opportunities with Scott & White hospital as part of the current medical director's status as a faculty member
2. Maintain and expand our SOCs to continue striving for leading edge "State of the Profession" standards
3. Institute formal QA/QI division to provide both research-based internal feedback and external information and research for continued growth

NOTES

DUE DATE – Ongoing

PRIMARY RESPONSIBILITY – Medical Director and Division Commander King

ESTIMATED COST – None, completed by staff during normal business hours

ASSESSMENT/FOLLOW-UP

1. In FY 2018 WCEMS became one of the first agencies in Texas to be awarded the Gold Level of Readiness by the EMS for Children State Partnership
2. In FY 2019 WCEMS became the first agency in Texas to be granted the CCMP designation from TX DSHS

COMMENTS

1. Task 1, c: Some medics have already participated. Clinical Practices has a goal for all to become certified
2. Task 1, d: Completed Studies
    a. Effect of computer analysis on EMS recognition of STEMI
    b. Effect of mode of transport on quality of CPR
    c. Presentation of Intubation Success Rates at the Texas EMS Conference in November 2013
3. Task 1, d: Active Studies and Presentations
    a. Dr. Jarvis presented a talk about measuring metrics a the ESO Wave Conference in 2016
    b. Dr. Jarvis submitted a proposal for a poster presentation on WCEMS' Intubation statistics

4. Task 2: Revision of SOCs, including aligning with Marble Falls Area EMS SOCs, completed in September 2013
    a. Revision includes or continues use of video laryngoscopy, addition of new, more effective medications, and a new, expanded restraint protocol
    b. 2016 Update – Introduction of DSI and modified restraint protocol

Operational Plan – Efficiently Deploy Staff and Resources

SYSTEM GOAL – Deliver efficient and effective operations
OPERATIONAL GOAL – Maintain response resources available for all emergency calls for service

STRATEGIC PRIORITIES – ACCOUNTABILITY, COMMUNICATION, EMPLOYEE ENGAGEMENT
ANALYSIS – Operational Weakness

GOAL

Ensure that WCEMS effectively and efficiently deploys staff and resources in a manner that meets or exceeds the needs of the citizens of Williamson County

OBJECTIVES

1. Maintain adequate staffing levels
2. Seek optimal station/unit placement and utilize system status management to keep ALS response times within nationally accepted standards (including the use of demand trucks and the addition of regional command units)

TASKS

1. Monitor call volume, population migrations, and unit hour utilization
2. Formulate a blueprint for optimal unit placement based on demographics, call volume, and approved funding

NOTES

DUE DATE – Assessed annually

PRIMARY RESPONSIBILITY – Administration

ESTIMATED COST – None, completed by staff during normal business hours

ASSESSMENT/FOLLOW-UP
See JEMS October 2008 issue for various scheduling options

COMMENTS
See appendix for an example of the formula for unit hour utilization

Operational Plan – Effective Staff Deployment

SYSTEM GOAL – Deliver efficient and effective operations
OPERATIONAL GOAL – Maintain response resources available for all emergency calls for service

STRATEGIC PRIORITY – ACCOUNTABILITY
ANALYSIS – Operational Weakness

GOAL

Ensure that WCEMS effectively and efficiently deploys staff and resources in a manner that meets or exceeds the needs of the citizens of Williamson County

OBJECTIVES

1. Explore the use of alternative staffing models and unit allocation to ensure that WCEMS is using its resources in the most efficient and fiscally responsible manner
2. Research hybrid scheduling models and/or a 48-hour work week to keep crew fatigue and burn out to a minimum and to help eliminate WCEMS employees working longer than 24 consecutive hours (during normal operations)

TASKS

1. Research alternative staffing models, including the system regional management plan
2. Recruit and hire the staff needed to support future growth and/or alternative staffing paradigms

NOTES

DUE DATE – Assessed annually

PRIMARY RESPONSIBILITY – Administration and Commander Schnaiter

ESTIMATED COST

1. Research – None, complete during normal business hours
2. Implementation – Number of personnel is dependent on research and the system's needs

ASSESSMENT/FOLLOW-UP

1. FY 2016 – with the addition of the two peak demand trucks this plan has been partially completed
2. FY 2017 – Began implementing the Fatigue Risk Management System to monitor crew prior sleep-wake cycles to measure the safety of crews working extended hours
3. This plan was made prioritized action plan #4 for FY 2020.

COMMENTS

1. This plan was moved to the On-going Plan section in FY 2018 due to the nature of the plan.

Three Year Goals

Each of the one-year action plans is a marker leading to the three-year objectives. These objectives are the intermediate goals of the department. Achieving these objectives is critical to realizing the overall vision of the department.

1. Research alternative scheduling/staffing (Partially complete)
2. Robust supply and asset tracking
3. Standardize ID and access cards into one card
4. Develop a comprehensive approach to improving the care of pediatric patients
5. Maintain a gross mean employee engagement score $\geq$ 4

The goals in the three-year range require multi-year implementation to fully realize them. Most of the above plans are the first steps in these goals.

Update for FY 2020

As the three to five year goals are partially or fully completed, they will be updated here.

Three to Five Year Plans

Several specific plans were written with a time frame of three to five years for completion. These plans may be part of a multi-step process with one-year action plans contributing to their success. Or the plans may deal with issues the system believes are important but cannot work on currently either because of budget concerns or because other issues have been identified as more important. The plans provide a framework for working on complex topics and successfully completing them will contribute to accomplishing one or more of the three to five year goals.

Three to Five Year Plan A – PSTP and Facility Badge Access

SYSTEM GOAL – Deliver efficient and effective operations
LOGISTICS GOAL – Ensure electronic resources are accounted for, functioning, and life cycles are managed

STRATEGIC PRIORITIY – LOGISTICS
ANALYSIS – Operational Opportunity

GOAL

Standardize ID and access cards into one card

OBJECTIVES

1. Reduce the number of ID cards carried by employees
2. Combine PSTP, facility access, and DSHS identification cards into one card

TASKS

1. Develop template of ID cards
    a. Must include distinct colors for credentialing levels within the department
2. Develop list of facility access needs by position in the organization
3. Review current list of cardholders and acquire enough cards to print for all employees
4. Develop a plan for printing and distributing cards to all staff
    a. This will require all staff to authenticate cards

NOTES

DUE DATE – FY 2019 **ACTUAL COMPLETION DATE**

PRIMARY RESPONSIBILITY – Division Commander Tydings and Cmdr Isbell

ESTIMATED COST

1. None – work completed during normal business hours
    a. Cards are currently supplied by IT – EMS will need to confirm this practice continues

ASSESSMENT/FOLLOW-UP

1. Per Commander Isbell, both IT and Facilities support the forward/future direction of having one ID card for all types of security. However, the infrastructure is not currently in place to allow both departments to use their respective tools for both purposes on one badge. The main current constraint is legacy HID badges and legacy badge readers.
2. This plan was moved to the 3-5 year goal section in FY 2020.

COMMENTS

1. This plan was prioritized action plan #4 in FY 2019.

Three to Five Year Plan B – Comprehensive Approach to Changing Pediatric Care

SYSTEM GOAL – Provide pre-eminent clinical care
CLINICAL GOAL – Provide quarterly in person and as needed distributive education and training to promote clinical best practices

STRATEGIC PRIORITIES – ACCOUNTABILITY, EMPLOYEE ENGAGEMENT
ANALYSIS – Clinical Weakness, Clinical Opportunity

GOAL

Develop a comprehensive approach to improving the care of pediatric patients

OBJECTIVES

1. Gather data about current practices of treating pediatrics
2. Survey staff to help determine areas of weakness
3. Implement targeted education and training to improve care

TASKS

1. Track and trend data which reflects current practices using ESO's Analytics program
    a. Track and trend historical data going back at least one year
    b. Track and trend future data from the deployment of the Handtevy system
2. Develop a survey to administer to the field staff to ascertain areas of weakness
    a. Correlate this information with the information from Task #1
3. Develop and implement targeted education and training to improve pediatric care
    a. Medic CE modules
    b. Didactic education and hands-on training in shift track, including high impact scenario training
4. Continually gather, analyze, and synthesize data post education and training for improvement

NOTES

DUE DATE – FY 2020

PRIMARY RESPONSIBILITY – SMO Karen Horan

ESTIMATED COST – Minimal, most work to be completed during work/duty hours; some OT will be necessary. Will also have budgeted OT for shift tracks.

ASSESSMENT/FOLLOW-UP

COMMENTS

1. The ongoing data will be incorporated into the CAAS re-accreditation application.

Three to Five Year Plan C – Robust Supply Tracking

SYSTEM GOAL – Deliver efficient and effective operations
LOGISTICS GOAL – Ensure needed supplies and equipment are available and life cycles managed

STRATEGIC PRIORITIES – ACCOUNTABILITY, LOGISTICS
ANALYSIS – Logistics Weakness, Logistics Opportunity, Financial Weakness, Financial Threat

GOAL

Develop a robust supply tracking process for durable medical equipment, non-durable medical equipment, and pharmaceuticals.

OBJECTIVES

1. Identify weaknesses in current supply processes, including waste from expirations and disparity between assets listed in Oracle and those known to be on hand.
2. Develop processes to account for weaknesses and test for efficiency and efficacy
3. Implement the final processes and define reporting periods

TASKS

1. Conduct SWOT analyses of the various supply processes for durable medical equipment, non-durable medical equipment, and pharmaceuticals
2. Develop and refine processes to improve tracking of all supplies
    a. *cf* Supply Expiration and Waste Tracking Project
    b. Define periodic time frame for measuring loss over time/through the fiscal year
3. Implementation of final process
    a. Will involve at least WC ITS to help define whether the scope of the project is too big for current tools (e.g., SharePoint)

NOTES

DUE DATE – FY 2022

PRIMARY RESPONSIBILITY – Commander Isbell

ESTIMATED COST – None, completed by staff during normal business hours

ASSESSMENT/FOLLOW-UP

COMMENTS

Three to Five Year Plan D – Employee Engagement

SYSTEM GOAL – Provide excellent customer service
OPERATIONAL GOAL – Achieve a mean employee engagement score $\geq$ 4

STRATEGIC PRIORITIES – ACCOUNTABILITY, EMPLOYEE ENGAGEMENT
ANALYSIS – Operational Weakness, Operational Opportunity, Administrative Weakness, Administrative Opportunity

GOAL

Williamson County EMS will maintain a gross mean employee engagement score $\geq$ 4

OBJECTIVES

1. Provide appropriate training to specified personnel
2. Practice the lessons and techniques of employee engagement system wide
3. Annually measure employee engagement and trend over time

TASKS

1. All executive team members, field commanders, lieutenants, and senior medical officers will complete Quality Texas Foundation's "Workforce Engagement" training over three years
2. Measure employee engagement annually using an online survey with consistent questions which measure engagement
3. Continually evaluate ways to improve employee engagement based on the survey scores

NOTES

DUE DATE – FY 2023

PRIMARY RESPONSIBILITY – Director Knipstein

ESTIMATED COST – OT at the standard rate of $31/hour for the training

ASSESSMENT/FOLLOW-UP

COMMENTS

Completed Action Plans

In order to keep a record of WCEMS' progress in achieving its stated goals and objectives and to have a library of completed plans for future reference, the strategic planning committee created a dedicated section within the plan itself for completed yearly action plans and three to five year plans. In 2016 the committee utilized EMS' internal website to create an online library of completed yearly action plans and three to five year plans which were completed during the previous strategic planning cycles (FY 2008–FY 2013 and FY 2014–FY 2019). This section will contain those plans completed within the current strategic planning cycle (FY 2020–FY 2025).

Administrative/Financial Action Plans

- Formation of CAAS Standing Committee

Clinical Action Plans

- Evaluation of the Credentialing Process

Logistics Action Plans

Outreach Education/Public Relations Action Plans

- Promoting Public Health and Safety
- Redefine Tasks for Outreach Education
- Take 10 Implementation

Operational Action Plans

- Implementation of a Worksite Wellness Program
- Operational Key Performance Indicators

Long Range Plans

Due to the fluid nature of the emergency services profession, concrete planning beyond five years is tenuous at best. Long-range plans represent ideas aimed at continual improvement in service quality and provide a means of tracking, trending, and validating that improvement. These ideas are based on projected trends, both within the system and the county, and on the timely completion of the one-year action plans and three-year goals. In no particular order of importance, the long term plans include extending the community paramedic program to reach more citizens and researching and implementing an alternative shift schedule to reduce crew fatigue. These represent substantive changes to the current organization and practices of Williamson County EMS and will require considerable time, work, and expense to properly implement.

Conclusion

Williamson County EMS has been in operation for over forty years. In that time, the system has witnessed many substantial changes in the county and within the system itself. Even in the midst of great change one constant has been the staff's dedication to the core values of the system and, through them, the key precepts of customer service and quality medical care. Although the system believes it renders efficient, high quality care, provides outstanding customer service, and operates an effective and responsive operational model, it has been continuously hampered by a lack of qualitative and quantitative data. Having this data would substantiate the beliefs in some areas and highlight other areas needing improvement.

This strategic plan recognizes the need for accumulating data in order to formulate growth plans. It outlines a plan for collecting, collating, and analyzing data, testing the results against current departmental practices, and changing those standards and policies found wanting. Even more importantly the plan outlines a way for the department to meet and exceed the department's vision statement. This vision of a being recognized as a national leader in prehospital care underpins the entire strategic plan. Although unforeseen circumstances could force alterations to the plan, the system believes that this strategic plan represents a unique opportunity to improve and enhance the department.

Appendices

Clinical Practices

Unit Hour Utilization

Withdrawn and Archived Plans

Williamson County EMS Clinical Practices Division

Medical Excellence through Training and Education

The Clinical Practices division of Williamson County EMS provides leadership and guidance for the medical operations of the WCEMS System. Dr. Jeff Jarvis is the medical director for the EMS system which is composed of WCEMS and all the integrated first responder organizations (FROs). He also maintains an active clinical practice in emergency medicine with the Baylor Scott & White Hospital System. He is joined in Clinical Practices by Division Commander Terri King, Commander John Gonzales, Captain Dan Cohen, Captain Danny Johns, and Captain Matt Biasatti. Captain Cohen runs the on-line distributed education program (Medic CE) for the entire WCEMS system, including producing original continuing education modules. Captain Johns researches, collates, analyzes, and publishes clinical and operational key performance indicators to guide clinical education and aide in continual performance improvement while maintaining transparency and clinical accountability. Captain Biasatti, who joined the division in late 2015, works with the FROs to coordinate education and training.

Dr. Jonathan Sheinberg was hired by the Commissioner's Court in August 2016 as an associate medical director for tactical medicine in the Williamson County EMS System. Dr. Sheinberg is a practicing cardiologist in Austin and is a commissioned peace officer with the Cedar Park Police Department. He has research interests in early detection and prevention of coronary disease in public safety personnel. While Dr. Sheinberg's primary focus with the system will be the education, training, and medical oversight of our tactical medical program, he will also contribute to the department's wellness initiatives.

The primary functions of this division are providing oversight and guidance for all clinical functions of the system. Perhaps the most obvious of these are the development and dissemination of the *Standards of Care* document which provides the legal authority for all responders in the WCEMS System to engage in Dr. Jarvis' delegated practice of medicine. Just as integral to the success of the organization, however, are the ongoing performance improvement efforts. These are guided by data analysis and implemented through continuing education. The system understands the value of research in refining the EMS body of knowledge and recognizes our responsibility to contribute to it. We are committed to actively engaging in sharing our findings and experience through national lectures, publications, poster presentations, and social media.

Williamson County EMS Clinical Practices Vision

1. Our clinical practice will be evidence-based where such evidence is possible, best-practice based where that evidence is lacking.
    a. We will be actively involved in helping the industry define both the evidence needed for practice as well as be a benchmark for the best practices.
    b. We will be actively engaged in conducting clinical research, disseminating the results of this research through presentations and publications, and promoting paramedic involvement in research methodology, presentation, and critical evaluation.
    c. We will present topics at conferences describing the nature and specifics of our practice.
2. Our clinical practice will be based on an educational foundation in which our paramedics are encouraged to grow and develop their clinical knowledge and skills through an active *practice-based* continuing education program.
    a. The content of the educational program will be based on the results of our *Continuous Quality Improvement* (CQI) program.
    b. We will train all medics in basic CQI chart review using specific guidelines to review each of the electronic patient care records generated during the course of our business. There will be a hierarchy of these reviews in which, again using specific criteria, charts are advanced through a series of auditors ultimately leading to direct medical director review.
    c. The CQI staff will identify specific *quality indicators* for specific attention. These indicators will be tracked and trended on a system, region, station, and, if needed, crew basis. Examples include the percentage of all chest pain patients who either have a 12 lead ECG, aspirin, and nitroglycerin administered or have adequate explanations for this omission clearly documented in the chart.
    d. We will increasingly use distributed learning (Medic CE) to provide these CQI driven educational topics with a reduced reliance on traditional “shift track” presentation.
        i. In-person education will increasingly be used for hands-on skills teaching and testing as a means of augmenting distributed learning.
        ii. We will also support increased joint training with our first responders in a similar fashion utilizing a combination of distributed and in-person approaches.
3. We will eventually develop an active physician field response program in which, ultimately, there is an on-duty EMS physician available at all times for radio communication as well as direct response to designated call types (ex: cardiac arrest, altered mental status, etc) and random calls.
    a. This program will involve the supervised field practice of EMS fellows (Emergency Medicine physicians who are pursuing specialized training in EMS).
4. With all components of our clinical practice we will always endeavor to promote the involvement and professional growth and development of our field staff.

Unit Hour Utilization

The unit hour utilization ratio is a standard method for determining deployment strategies, response patterns, and scheduling practices. The basic formula is: Utilization (U) divided by Unit Hours (UH), where U can be defined by the administration to include 911 calls, emergent and non-emergent transfers, standbys, maintenance, and/or administrative tasks and UH is the number of hours the unit was on duty.

U/UH = Unit Hour Utilization [UHU]

As an example, to calculate the UHU for a single day: assume an ambulance has 15 incidents during a 24 hour shift:

15/24 = 0.625

This formula can be extended for any time period. When used to determine scheduling models, generally, the larger the ratio, the busier the ambulance and the more fatigued a crew can become. This formula can also be used for calculating various economic efficiencies of an EMS system.

For a more detailed explanation of unit hour utilization, please see:

National Association of EMS Physicians. Edited by Alexander E. Kuehl. Prehospital Systems and Medical Oversight, 3rd ed. Dubuque: Kendall Hunt Publishing Company, 2002. pp 124-130.

Withdrawn and Archived Plans

An integral part of growth and improvement is the constant re-evaluation of the goals and plans we have defined for our system. We must recognize when a goal or plan that was a priority in the past is no longer obtainable in the foreseeable future, maintains stakeholder buy-in, is relevant or pertinent, or falls in line with current priorities and visions of the system.

It is imperative that these goals and plans are identified and removed from the body of the strategic plan to maintain efficient, effective, and focused goals. Although these plans are no longer part of the active strategic plan, they will be archived on the internal website. This will allow for periodic re-evaluation of these plans because in the future they may again become pertinent.

Administrative/Financial Action Plans

- Operational Mission Statement
- 360° Employee Evaluation

Clinical Action Plans

- Measuring KPIs for FRO Treatments Begun PTA EMS
- Pediatric Emergency Care Applied Research Network
- Tracking Current Pediatric Care

Logistics Action Plans

Outreach Education/Public Relations Action Plans

- Outreach Education Metrics
- Redefine Marketing Tasks for Outreach Education

Operational Action Plans

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Mission

To work in partnership with the employees and citizens of the County to identify, evaluate, implement, and support proven and cost-effective technology solutions to best serve the needs of the County.

Guiding Principles

- Customer-centric
- Open
- Enterprise First
- Secure
- Modern Workplace

Goals

- Service
- Value
- Security
- Agility

Strategic Actions

Service

- Rapid response on issues
- Extended support availability
- Expert assistance & partnerships
- Create highly-available systems
- Enhance Digital Government

Value

- Select proven technologies
- Eliminate “silos”
- Seek Countywide solutions
- Align solutions with department goals
- Make data extensible and reusable

Security

- Create defense in depth
- Educate users
- Use trusted partners and platforms
- Eliminate single points of failure
- Implement strong controls

Agility

- Enable work from anywhere
- Implement collaboration and sharing solutions
- Continuing education for staff
- Resilient, flexible solutions
- Staff appropriately for current and future needs

Williamson County Parks Department
Strategic Thinking
Updated June 2021

The mission of the Williamson County Parks Department is to manage and operate a system of parks and venues that add quality to life, build community pride and spirit, promote physical fitness and self-improvement, evoke an emotional and intellectual response to connections with nature, consider long-term open space needs, preserve endangered species and improve air quality.

History

The idea of county parks in Williamson County began in 1994 when the County leased a 50-acre tract of land from Texas Parks and Wildlife Department (TPWD). This tract, known locally as the hog farm, was sub-leased to the YMCA of Greater Williamson County in 1998 to develop and operate what is known today as Twin Lakes Park.

In 1999 the vision of a major regional trail was birthed, the Brushy Creek Regional Trail (BCRT). Through a series of future park bond funded projects, today this particular trail encompasses approximately 9 miles between Round Rock and Cedar Park along the meandering Brushy Creek.

In 2000, the first parks bond was approved by voters, awarding $25 million to the County for the following projects:

- Development of phase I and II of the BCRT
- Development of Berry Springs Park and Preserve,
- Development of Eastern Williamson County Regional Park (Taylor), and
- Development of Southwest Williamson County Regional Park

In 2003, the Williamson County Parks Department was officially created.

In 2006, the second parks bond was approved by voters, awarding $22 million to the department for the following projects:

- Development of the 2008 comprehensive Parks master plan. Guiding principles of this plan were as follows:
    - To complement other area park and recreation entities,
    - Ensure conservation while integrating access and recreation, and
    - Emphasize a county-wide regional trail plan to connect population centers with regional destinations.
- Development of Champion Park
- Development of the Quarry Splash Pad
- Additional development of the BCRT
- Development of Lake Creek Trail
- Acquisition of the Byers Tract (Blackland Heritage County Park) and development of a site Master Plan
- Acquisition of the Williams Tract (River Ranch County Park) and development of a site Master Plan

In 2013, the third parks bond was approved by voters, awarding $40 million to the department for the following projects:

- Phase I development of the Expo Center
- Development of River Ranch County Park
- Continued trail related connectivity and enhancement projects and development of a Trails Master Plan
- Upgrades and enhancement to facilities at several parks (e.g. restrooms, pavilions)
- Update of the 2008 Parks master plan, resulting in the 2018 Comprehensive Parks Master Plan. Guiding principles of this plan were as follows:
    - Parkland expansion
    - Park enhancements
    - Regional trail concept
    - Operations and maintenance

In 2019, the fourth parks bond was approved by voters, awarding $35 million to the department for the following projects:

- Continued trail related connectivity and enhancement projects (approximately additional 18 miles)
- Park improvement and enhancement projects at:
    - Berry Springs Park and Preserve (parking, pavilion, restroom, trails, maintenance area)
    - Champion Park (expanded parking)
    - Expo Center (improved parking, new covered arena, widen existing area, pavilions)
    - Southwest Williamson County Regional Park (restroom)

Current

The Parks Department consists of four (4) developed and operational parks, including approximately 29 miles of trails, one (1) Expo Center, two (2) undeveloped parks and eighteen (18) preserve areas. A total of 4,811 acres of managed land is distributed as follows: parkland (2,935 acres) and preserves (1,876 acres).

Current staffing/FTE complement:

Positions	Qty	FTE
Full-Time Positions	30*	30*
Part-Time Positions	9	4.86
Temporary Positions	3	.75
Total	**42**	**35.61**

* 2.1 FTE funded by the Williamson County Conservation Foundation (WCCF)

Estimated current FTE deficiency:

Location	Qty	FTE
Berry Springs Park & Preserve	1	1
Expo Center	2	2
Trails	1	1
Total	**4**	**4**

Future additional staffing needs (based on all current park bond projects completed):

Location	Qty	FTE
Berry Springs Park & Preserve	2	2
HQ	1	1
Expo Center	1	1
Trails	1	1
Total	**5**	**5**

Future

As the County continues to grow in population and the demands on existing parks and venues increases, the department will continue to monitor trends and plan for expansion accordingly:

- Update and revise the 2018 Parks Comprehensive Master Plan
- All sites
    - Maintain and upgrade existing facilities as necessary
    - Monitor and evaluate land acquisition opportunities
        - Add acreage to existing sites where feasible and appropriate
        - Add strategically located large acreage (approximately 1,000 acres or more) tract to serve as another future regional park.
- Berry Springs Park and Preserve
    - Complete unfunded park bond projects
    - Trail enhancements
- Blackland Heritage County Park
    - Develop site based on original Master Plan
- Expo Center
    - Expand improved parking
    - Enclose covered Expo area
    - Construct a coliseum (estimated 6,000 seating capacity)
    - Construct maintenance building
- River Ranch County Park
    - Improve equestrian area (arena, restrooms, pavilion)
    - Add additional RV sites
    - Add improved overnight accommodations (cabins, lodge, conference center) through a potential public/private partnership
- Southwest Williamson County Regional Park
    - Convert existing grass turf sports fields to artificial turf
    - Add additional baseball/softball fields
    - Add additional cricket facilities
- Trails
    - Continue to implement county-wide regional trail plan to connect population centers with regional destinations

Strategic Plan for
Williamson County Veteran Services
Current as of June 18, 2021

Executive Summary

The strategic plan for Williamson County Veteran Services consists of the following high-level objectives and action steps:

Objectives:

Action Steps:

Vision Statement

The strategic plan for Williamson County Veteran Services aims to further the following organizational vision:

Provide veterans the world-class benefits and services they have earned – and to do so by adhering to the highest standards of compassion, commitment, excellence, professionalism, integrity, accountability, and stewardship.

Mission Statement

The mission of Williamson County Veteran Services is to our mission as tasked by the department of veteran affairs and the state of texas, is to provide fair and competent representation to the veterans of williamson county, their dependents, and survivors. this department also exists to provide empathy and excellence of service to these individuals, providing them with the necessary tools and representation to support their claim with the department of veteran affairs, or any other federal or state agency. to ensure that an attitude of support towards the veterans and their families is created in williamson county, and ensuring comprehensive cooperation between county, state, and federal agencies..

Business and Team Summary

The primary business of Williamson County Veteran Services consists of the following:

With more than 1.6 million veterans in the State of Texas, the Williamson County Veteran Service Office is proud to serve the veterans, dependents, and surviving spouses within our county. Veterans of the U.S. Armed Forces are entitles to certain benefits that reflect the pride and gratitude of the country. The Williamson County Veteran Service Office is your advocate and our mission to assist Texas veterans and/or their dependents in securing their federal or state veterans benefits under the law

The core team members of Williamson County Veteran Services are as follows:

1. Sherry Golden
   Executive Director, County Service Officer
   Oversee five employees who serve the approximately 40,000 Veterans and their family members in Williamson County with filing Veterans Affairs claims. Williamson County Veterans Services is in the top 10 counties in the state of Texas for the distribution of Veterans Affairs expenditures with a total of $302 million in fiscal year 2018.

2. Jayson Swetnam
   Assistant County Service Officer
   Responsible for assisting veterans, dependents and survivors with benefit eligibility, descriptions of benefits, and with obtaining benefits. Assists in the completion of all paperwork for any of the federal and state benefits for which the client may be eligible.

Assists veterans in obtaining admission to and treatment in the Department of Veterans Affairs medical facilities, including long term care facilities.

3. Geoffrey Freeman
   Assistant County Service Officer
   1. Responsible for assisting veterans, dependents and survivors with benefit eligibility, descriptions of benefits, and with obtaining benefits. Assists in the completion of all paperwork for any of the federal and state benefits for which the client may be eligible. Assists veterans in obtaining admission to and treatment in the Department of Veterans Affairs medical facilities, including long term care facilities.

4. Karen Walker
   Assistant County Service Officer
   1. Responsible for assisting veterans, dependents and survivors with benefit eligibility, descriptions of benefits, and with obtaining benefits. Assists in the completion of all paperwork for any of the federal and state benefits for which the client may be eligible. Assists veterans in obtaining admission to and treatment in the Department of Veterans Affairs medical facilities, including long term care facilities.

5. Caitlin Greatting
   Administrative Assistant

6. Sonja Gagliano
   Administrative Specialist
   Provides quality customer service in a courteous and professional manner. Answers phones, transcribes and delivers voice messages. Schedules staff appointments and manages outreach opportunities. Routes incoming calls to the appropriate staff member in a timely and accurate manner. Creates and maintains excel databases and metrics. Performs special projects as assigned.

Analysis of Strengths, Weaknesses, Opportunities, and Threats

Strengths	Opportunities
Good Staff that is well qualified	
Great facility in which to work in	

Weaknesses	Threats

One-Year Goals

Awareness of central location for services to clients from all areas of the county. A large Selection of the veteran population has disability issues which makes accessibility to services a key issue.	
Strategy	Williamson County Veteran Services would like to offer virtual appointments for those veterans.

Financial Projections	
Execution Person(s)	
Evaluation Person(s)	
Evaluation Criteria	

Establish a database system compatable with the Texas Veterans Commission and Department of Veterans Affairs Systems.	
Strategy	This will increase accessibility to data and information without having to leave the office during phone calls and will provide better customer service by enabling the counselors to provide timely answers to questions from phone, email, or in-person inquiries.
Financial Projections	
Execution Person(s)	
Evaluation Person(s)	
Evaluation Criteria	

Five-Year Goals

Establish Veteran Appreciation Events	
Strategy	Work with local resources to honor our veterans throughout the year.
Financial Projections	
Execution Person(s)	
Evaluation Person(s)	
Evaluation Criteria	

Establish a monthly Mobile Audiology Specialist to be present in our parking lot to serve our hearing impaired veterans	
Strategy	Veterans with inadequate hearing has been proven to cause depression, anxiety and can even cause dementia in many instances. Having a mobile unit accessible in our parking lot would allow a closer facility to have audio checks without having to travel to additional facilities. This mobile unit would be able to fit each induvial veteran and conduct routine
Financial Projections	
Execution Person(s)	
Evaluation Person(s)	
Evaluation Criteria	

2020-2022

WILLIAMSON COUNTY AND CITIES HEALTH DISTRICT

STRATEGIC PLAN

Acknowledgements

The following people contributed to the development of this Strategic Plan:

Williamson County Board of Health

Cynthia Flores (Round Rock)
Ehab Kawar (Hutto)
Edward Strout, RN, CEN, LP, Vice-Chair (Cedar Park)
Joanne Land (Williamson County)
Marlene McMichael (Williamson County)
Joan Maxfield (Taylor)
Mary Faith Sterk, MSW, LCSW, Secretary (Georgetown)

WCCHD Executive Leadership Team and District Leadership Team

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Lori Palazzo, MD, Medical Director/Health Authority
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Michelle Broddrick, Administration and Finance
Nicole Evert, MPH, Epidemiology and Emergency Preparedness
Caroline Hilbert, MD, Immunization Advocacy
Victoria Lippman, MPAff, Program Eligibility and Social Services
Karina Martinez, Clinical Services
Lori Murphy, RS, CPH, Environmental Health
Alissa Orozco, WIC and Community Nutrition
Melissa Tung, MPH, PMP, Quality and Strategic Management
Ivah Sorber, MS, Human Resources
Deb Strahler, Marketing and Community Engagement

WCCHD Quality and Strategic Management

Shelbi Davis, MPH, Technical Writer
Zeal Gandhi, MPH, Data Analyst

External Stakeholders (through the Community Health Improvement Process)

WCCHD Staff

Thank you to our staff for their hard work and dedication to serving Williamson County, Texas!

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Published: January 15, 2020

Letter from the Executive Director

January 15, 2020

I am proud and excited to share the WCCHD 2020-2022 Strategic Plan with all Williamson County residents, governments, and community partners. Commonly known as the "StratPlan", this living document describes how WCCHD, *your* local public health department, will achieve our vision to make Williamson County (Wilco) the healthiest of Texas' 254 counties. For the past several years, Wilco has ranked among the top five healthiest counties in Texas. In 2018, Wilco was among the fastest-growing counties in Texas, with 3.8% population growth. Since 2010, our county has grown by 29.6%, compared to 13.5% for the state of Texas. In the last eight years alone, Wilco has added 125,000 new friends and neighbors. This influx of people not only increases property values and tax revenue, it attracts more diversity, talent, and business to Wilco. With phenomenal growth comes more service and resource provision, which includes housing, jobs, churches, schools, institutions of higher education, roads and highways, parks, and last, but certainly not least, more access to public health services (disease and injury prevention) and healthcare services (treating disease and injury after it occurs). Community stakeholders, which include school districts, county government, city governments, healthcare systems, nonprofits, businesses and the Health District, will need to partner and collaborate to "grow with Wilco," and provide enough services to maintain and expand upon the progress we've made as one of Texas' healthiest counties.

Many individuals have worked hard over the course of a year to plan and create our StratPlan. These include WCCHD's Board of Health and the 96 employees of our award-winning local health department. From a practical perspective, this flexible document represents the "to-do list" of actions WCCHD must perform to attain the major goals of the 2020-2022 Community Health Improvement Plan (CHIP). The remainder of the work necessary for our county to achieve the goals of the CHIP will be expertly and passionately performed by our partners in the Healthy Williamson County Coalition, the authors of the CHIP. Our StratPlan is comprised of three themes: employee satisfaction, retention, and professional development; community outreach; and health equity. These themes were prioritized by WCCHD staff and the Board of Health through hands-on, facilitated activities that encouraged group discussion and collaboration. Moreover, external stakeholders, through the development of the Community Health Assessment and CHIP, informed the conversation during the facilitated activities. The pages that follow describe goals, objectives, and strategies for each of the three themes, essentially providing a blueprint for *what* our goals are and *how* we are going to achieve them.

It can be a monumental task to track progress and success in performing all the work outlined in our StratPlan, which is why we utilize a state-of-the-industry performance management system called AchieveIt. This tool allows Health District directors and executives to track, in real time, each individual effort required by the plan. It will not only allow our WCCHD team to review our weekly progress but will enhance our transparency and accountability. Any of our 545,000 residents will be able to track StratPlan progress through a dashboard on the Health District's website: www.wcchd.org.

Your nationally accredited and recognized local health department has proudly served the WilCo community since 1943. The next three years will be challenging, but by successfully completing each of the goals in this plan by December 31st, 2022, WCCHD will be better prepared to serve the needs of Wilco's residents for decades to come.

Yours in health,

Derrick L. Neal, MPA

Vision, Mission, and Guiding Principles

Our Vision:

Our shared vision is for WCCHD to lead Williamson County to be the healthiest county in Texas.

We are:

- The recognized authority for unified health initiatives,
- Fully integrated and aligned with the communities we serve,
- The trusted countywide public health resource,
- A coalition builder, and
- A strategic and data-driven agency.

Our Mission:

In partnership with communities, WCCHD will promote and protect the health of the people of Williamson County.

Our Guiding Principles:

1. The highest standards of honesty and integrity will never be compromised for any reason.
2. All employees will be treated with respect and dignity.
3. High levels of competency and performance will be expected from all employees.
4. We will provide "World Class" customer service. We will make every effort to communicate what we *can* do for a citizen-customer, as opposed to what we *cannot* do.
5. We will work to continuously evaluate and improve the services that we provide to our clients.
6. We will enforce laws in a fair and equitable manner, always using as a standard "Does this action pass the test of common sense?"
7. The concept of teamwork, throughout the Health District, will be encouraged and expected.
8. We will solicit and encourage new ideas from all levels of the organization with the understanding that input from every employee is valuable.
9. We will cultivate partnerships and collaborate with individuals, groups, and agencies in the interest of improving public health services in Williamson County.
10. We will establish goals and routinely measure our performance.
11. We will be a flexible organization that can adapt to change as needed.
12. We will learn from our failures and celebrate our successes.

Purpose and Process

Together with the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP), the Strategic Plan (StratPlan) completes the set of foundational documents that guide the actions of Williamson County and Cities Health District (WCCHD). This plan outlines the goals, objectives, and strategies that WCCHD will achieve by the end of 2022 to realize our shared vision for Williamson County to be the healthiest county in Texas.

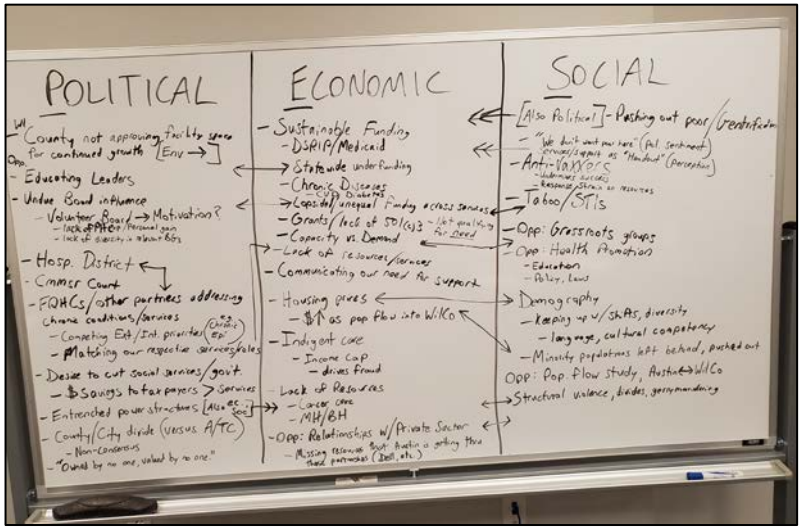
Together, Health District staff, the District Leadership Team (DLT), the Executive Leadership Team (ELT) and the Board of Health (BOH) participated in the strategic planning process (shown above). WCCHD kicked off the process at an all-staff meeting in August 2019 by conducting a SOAR (Strengths Opportunities Aspirations Results) activity to understand the current state of the agency and what an ideal state looks like from the staff's perspective. Based on results from the SOAR analysis, the Quality and Strategic Management (QSM) division identified ten areas of focus (Appendix C: SOAR Top Ten Areas of Focus). At the all-staff activity in September 2019, WCCHD staff prioritized three areas of focus to guide the development of goals, objectives, and strategies. Between September and October 2019, ELT conducted a PESTLE activity with each WCCHD division and the BOH to identify potential external threats and opportunities (Appendix D: PESTLE) centered around the top three areas of focus. In October 2019, QSM led three working groups (one for each area of focus), comprised of staff, DLT, and ELT members, to formulate goals, objectives, strategies, action steps, and key performance indicators (KPIs). To maximize staff participation for these activities, QSM provided additional opportunities for staff feedback via online surveys. To ensure alignment, QSM compared the StratPlan draft with the CHA, CHIP, and Public Health Accreditation Board (PHAB)'s Population Health Outcomes (PHOs) to identify and solidify linkages. DLT, ELT, and BOH reviewed the StratPlan before it was finalized.

From 2020 to 2022, the execution of the StratPlan will be monitored by QSM and ELT through two interrelated processes – change management and performance management (PM). Change management addresses questions of how to prepare, equip, and support WCCHD's staff to successfully adopt change in order to drive organizational success and outcomes. Performance management is the process by which managers

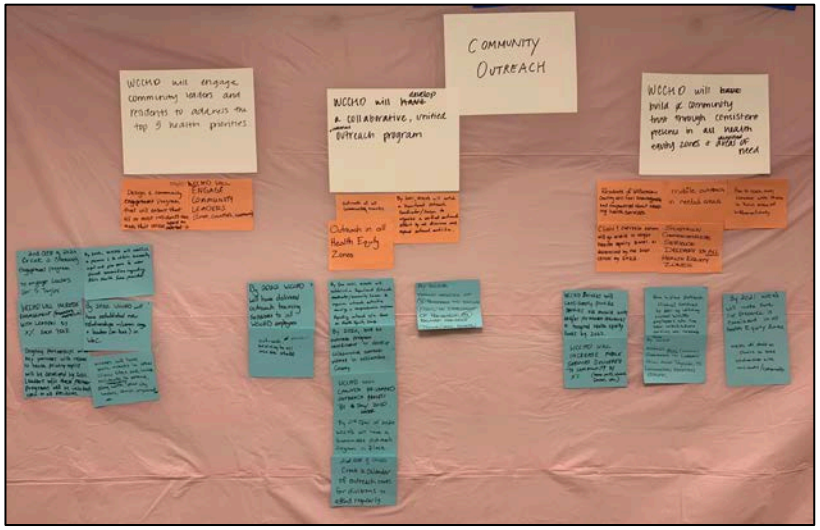
and employees work together to plan, monitor, and review an employee's (and Division's) work objectives and overall contribution to the organization. PM will be monitored through WCCHD's PM system, AchieveIt. DLT will begin action planning in January of each year.

All Staff SOAR Activity

Prioritization of Top Three Areas of Focus



Division PESTLE Activity



Areas of Focus Working Group

Overview

The Strategic Plan is built from areas of focus, goals, objectives, strategies, and action steps with different layers of accountability and performance management.

- Area of Focus: An area of focus is a grouping of ideas by topic.
- Goal: A goal is a statement of what good looks like.
- Objective: An objective defines how we will measure success. Objectives are specific, measurable, achievable, realistic, and time-bound statements (SMART) about what is to be accomplished.
- Strategy: Strategy are actions taken to move the objective forward.
- Action Steps: Action steps are tactics taken to complete the strategy.

Top Areas of Focus

The three areas of focus are as follows:

A. Community Outreach

B. Health Equity

C. Employee Satisfaction, Retention, and Professional Development

Strategic Plan Linkages

Portions of the 2020-2022 Strategic Plan are linked to the Williamson County 2019 CHA, the 2020-2022 CHIP, and the PHAB's Population Health Outcomes (PHOs).

2019 CHA/2020-2022 CHIP

Prioritized Objective

PHAB PHOs

A. Community Outreach Action Plan

A.1. Goal	WCCHD engages community leaders and residents to address the Top Five Health Priorities.	
A.1.1 Objective	**By 2022, WCCHD will increase community input and capture voices of underserved communities regarding Public Health Services provided and the Top Five Health Priorities.**	Lead: DLT
A.1.1.1. Strategy	By Q4 2020, WCCHD will provide training for WCCHD staff on identifying and engaging with key partners.	Lead: DLT
A.1.1.2. Strategy	By Q3 2021, WCCHD will establish a process to routinely capture community voice for agency decision-making (e.g. forums, events at other clinic sites, focus groups, English and Spanish surveys at WCCHD events) and invite residents and organizations to co-create solutions to improve their health and wellness (e.g. city leaders, businesses, faith-based organizations).	Lead: QSM
A.1.1.3. Strategy	By Q4 2022, WCCHD will strengthen partnerships with key partners (e.g. Chambers of Commerce, physician groups, grass root organizations, businesses, faith-based organizations, Commissioner's Court, city council, city managers, universities, transportation providers, food pantries, school districts, low-income apartment facilities, senior centers/meals on wheels, and hospital networks) relevant to health priority topics.	Lead: ELT/DLT/ MCE
A.1.1.4. Strategy	By 2022, WCCHD will expand network of partners for prevention and treatment related services in Health Equity Zones and identified areas of need (e.g. investigate opportunities to participate in a collaborative referral network, pursue opportunities to hire and train community health workers, incorporate behavioral health counselor into WCCHD services, promote and market Aunt Bertha and the Community Calendar).	Lead: DLT/ MCE/ CS/PESS
Key Performance Indicators (KPIs)	*A.1.1.2. Partnerships (# of new MOUs and # of new partnered grant applications)* Baseline: 0 Goal: 5 Data Source: WCCHD *A.1.1.3. Opportunities for Community Voice (# of total proactive opportunities by WCCHD (e.g. # of focus groups), # of individuals engaged (e.g. # of focus group participants))* Baseline: 0 Goal: 5 opportunities, XXX individuals Data Source: WCCHD *A.1.1.4. Aunt Bertha Sessions and Searches* Baseline: 6,024 sessions; 17,641 searches Goal: 9,036 sessions; 26,462 searches *Data Source: Aunt Bertha,* October 1, 2018-September 30, 2019 *A.1.1.4. Healthy Williamson County Community Calendar*	

	Baseline: 694 page views Goal: 1,388 page views Data Source: Google Analytics, October 1, 2018 to September 30, 2019
Notes	CS: Clinical Services, PESS: Program Eligibility and Social Services, QSM: Quality and Strategic Management, MCE: Marketing and Community Engagement, ELT: Executive Leadership Team, DLT: District Leadership Team

A.2. Goal	WCCHD is the trusted health authority within the community.	
A.2.1 Objective	**By 2022, WCCHD will establish a collaborative, unified outreach program that ensures a comprehensive response, with a focus on Health Equity Zones and identified areas of need.**	Lead: MCE
A.2.1.1. Strategy	By Q4 2020, WCCHD will establish clear organizational and divisional outreach goals and establish consistent organizational and public health messaging.	Lead: MCE
A.2.1.2. Strategy	By Q4 2020, WCCHD will develop a brand strategy that positions WCCHD as a valued, effective, trusted leader in the community.	Lead: MCE
A.2.1.3. Strategy	By Q4 2021, MCE will develop an outreach training curriculum (e.g. presentation development, public speaking, health promoting/marketing, digital marketing) that will be annually delivered to all WCCHD employees.	Lead: MCE/HR
A.2.1.4. Strategy	By Q2 2022, MCE will establish a sustainable outreach program (e.g. training Division Directors on outreach calendar, developing Standard Operating Procedures).	Lead: MCE
KPIs	*A.2.1.2. Trust levels in targeted Health Equity Zones and identified areas of need Williamson County* Baseline: TBD Goal: TBD Data Source: TBD *A.2.1.3. Percent WCCHD Employees Trained via Curriculum* Baseline: 0% Goal: 100% Data Source: WCCHD *A.2.1.4. Percent Outreach Process Revamped* Baseline: 0% Goal: 100% Data Source: WCCHD	

A.2.2. Objective	By 2022, WCCHD will consistently provide services (e.g. Clinical Services, PESS, WIC, health promotion and education) via mobile units, permanent structures, and/or in shared spaces within targeted Health Equity Zones and identified areas of need.	Lead: CS/ DLT
A.2.2.1. Strategy	By 2020, WCCHD will evaluate trust levels in targeted Health Equity Zones and identified areas of need.	Lead: QSM
A.2.2.2. Strategy	A.2.2.2. By Q4 2021, WCCHD will explore assigning staff to provide outreach in the areas they reside or work in Williamson County.	Lead: ELT/ DLT
A.2.2.3. Strategy	By Q4 2022, WCCHD will propose appropriate service delivery avenues/vehicles to address identified areas of need.	Lead: ELT/ DLT
A.2.2.4. Strategy	By Q4 2022, WCCHD will expand services into existing shared spaces (e.g. libraries, churches, food banks, community resource centers) and community events (e.g. Poppy Festival, Christmas Stroll).	Lead: ELT/ DLT
A.2.2.5. Strategy	By Q4 2022, WCCHD will track referrals to primary care physicians through Aunt Bertha and eClinicalWorks.	Lead: CS/ MCE
KPIs	*A.2.2.1. Trust levels in targeted Health Equity Zones and identified areas of need Williamson County* Baseline: TBD Goal: TBD Data Source: TBD *A.2.2.5. Access to primary care physicians (Primary Care Provider Rate)* Baseline: 1,510:1 Goal: 1,030:1 (Top US Performer) Data Source: County Health Rankings, 2018 *A.2.2. Partnerships (# of MOUs, # of events participated in, and # of partnered grant applications)* Baseline: Goal: Data Source: WCCHD *A.2.2.5. Aunt Bertha and eClinicalWorks Referrals* Baseline: TBD Goal: TBD *Data Source: Aunt Bertha, eClinicalWorks*	

*Updates will be made quarterly by Division Directors or Team Leads in AchieveIt, WCCHD's performance management system.

B. Health Equity Action Plan

B.1. Goal	WCCHD encourages equitable and inclusive opportunities for healthy lifestyles.	
B.1.1. Objective	**By 2022, WCCHD will improve upon health indicators for each of the Top Five Health Priorities in each Health Equity Zone.**	Lead: MCE
B.1.1.1. Strategy	Beginning in Q1 2020, WCCHD will consistently participate in TACCHO's Legislative Committee to support health equity legislation.	Lead: ELT/ PESS/QSM
B.1.1.2. Strategy	By Q4 2020, at least one WCCHD employee from every division will regularly attend a working group in the Healthy Williamson County coalition.	Lead: MCE
B.1.1.3. Strategy	By Q4 2022, WCCHD will implement strategies assigned to WCCHD in the CHIP. • Building a Resilient Williamson County Action Plan – EEP • Social Determinants of Health Action Plan (Housing, transportation, workforce development) – MCE and QSM • Access to and Affordability of Health Care Action Plan (Dental Care) – CS and PESS	Lead: MCE
B.1.1.4. Strategy	In Q4 2022, WCCHD will review WCCHD's vision, mission, and values to incorporate health equity.	Lead: ELT
Key Performance Indicators (KPIs)	**Behavioral Health, Stress, and Well-being** *Access to mental health providers* Baseline: 1,110:1 Goal: 1,010:1 (Texas Value) Data Source: County Health Rankings (CHR), 2018 **Chronic Disease Risk Factors** *Access to healthy food (Low-Income and Low Access to a Grocery Store)* Baseline: 8% Goal: 7% Data Source: U.S. Department of Agriculture, 2015 *Adults 20+ who are Sedentary* Baseline: 19.8% Goal: 17.3% (Prior Value) Data Source: Centers for Disease Control and Prevention (CDC), 2016 *Food Insecurity Rate* Baseline: 12.5% Goal: 10% Data Source: Feeding America, 2017 Obesity (Adults 20+ Who are Obese) Baseline: 29.8% Goal: 28% Data Source: CDC, 2016	

	Diabetes (Adults 20+ with diabetes) Baseline: 8.8% Goal: 7.8% (Prior value in 2015) Data Source: CDC, 2016 **Social Determinants of Health** *Housing affordability (Renters spending 30% or more of household income on rent)* Baseline: 44.9% Goal: 40% Data Source: American Community Survey (ACS), 2013-2017 *Access to public transportation (Workers using Public Transportation)* Baseline: 0.8% Goal: 5.5% (Healthy People 2020 Target) Data Source: ACS, 2013-2017 *Households that are Asset Limited, Income Constrained, Employed (ALICE)* Baseline: 26.7% Goal: 20% Data Source: United for ALICE, 2016 **Access to and Affordability of Healthcare** *Dentist Rate* Baseline: 1,850:1 Goal: 1,790:1 (Texas Value) Data Source: CHR, 2018 *Adults with Health Insurance (5-year)* Baseline: 85.5% Goal: 100% (HP2020 Target) Data Source: ACS, 2012-2016	
Notes	CHIP: Community Health Improvement Plan, EEP: Epidemiology and Emergency Preparedness, HR: Human Resources, QSM: Quality and Strategic Management, MCE: Marketing and Community Engagement, ELT: Executive Leadership Team, DLT: District Leadership Team	

B.2. Goal	WCCHD staff use cultural competency to address health inequities in the county.	
B.2.1. Objective	**By 2021, all WCCHD staff will complete comprehensive training in health equity and cultural competence and understand the factors that contribute to health inequities among residents.**	Lead: QSM/HR
B.2.1.1. Strategy	By Q2 2020, WCCHD will identify a health equity curriculum that is focused on Williamson County and is appropriate to WCCHD.	Lead: QSM
B.2.1.2. Strategy	By Q2 2020, WCCHD will identify a cultural competency curriculum that is focused on Williamson County and is appropriate to WCCHD.	Lead: HR
B.2.1.3. Strategy	By Q3 2020, WCCHD will develop and/or implement health equity curriculum that is focused on Williamson County and is appropriate to WCCHD.	Lead: QSM

B.2.1.4. Strategy	By Q3 2020, WCCHD will develop and/or implement cultural competency curriculum that is focused on Williamson County and is appropriate to WCCHD.	Lead: HR
B.2.1.5. Strategy	By Q4 2020, WCCHD employees will attend an in-person cultural competency training/workshop annually.	Lead: HR
B.2.1.6. Strategy	By Q4 2020, WCCHD employees will attend an in-person health equity training/workshop annually.	Lead: QSM
B.2.1.7. Strategy	By Q2 2021, HR will incorporate health equity and cultural competency training into the workforce development plan.	Lead: HR
B.2.1.8. Strategy	By Q4 2021, all WCCHD employees will identify their role in health equity as part of their professional development plan upon first year of hire.	Lead: DLT
KPIs	*B.2.1. Staff Knowledge of Health Equity (Staff could explain the conditions that impact health to co-workers; Staff are familiar with the major health inequities affecting residents in the community we serve.)* Baseline: 60% of WCCHD staff agree or strongly agree Goal: 75% Data Source: WCCHD BARHII Organizational Assessment, August 2019	

B.2.2. Objective	**By 2022, WCCHD will have a three-year plan of action to address health equity and cultural competency in their programs and services.**	Lead: QSM
B.2.2.1. Strategy	By Q4 2020, WCCHD's QM Committee will identify a comprehensive, evidence-based evaluation tool to assess all major projects and division operations for equity impact, using a standard set of criteria.	Lead: QSM/ QM Committee
B.2.2.2. Strategy	By Q1 2021, WCCHD divisions will use evaluation tool to evaluate all major projects and division operations for equity impact, using a standard set of criteria.	Lead: QSM/ QM Committee
B.2.2.3. Strategy	By Q2 2021, WCCHD divisions will develop action plan using feedback from the evaluation tool and upload action plan into AchieveIt.	Lead: QSM/ QM Committee
B.2.2.4. Strategy	By Q4 2022, WCCHD divisions will implement action plan to address health equity in their programs and services and track progress in AchieveIt.	Lead: QSM/ QM Committee
KPIs	*B.2.2.4. Percent of divisions that have a three-year plan of action* Baseline: 0% of Divisions Goal: 100% of Divisions Data Source: AchieveIt *B.2.2. Cross-divisional Collaboration (Staff collaborate with other WCCHD programs to address conditions that impact health; Management supports cross-divisional collaborations to address health inequities)* Baseline: 50% of WCCHD staff agree or strongly agree Goal: 75% Data Source: WCCHD BARHII Organizational Assessment, August 2019	

*Updates will be made quarterly by Division Directors or Team Leads in AchieveIt, WCCHD's performance management system.

C. Employee Satisfaction, Retention, and Professional Development Action Plan

C.1. Goal	All WCCHD employees are valued and treated equally.	
C.1.1 Objective	By 2022, WCCHD will increase employee satisfaction and recognition by 15%.	Lead: HR
C.1.1.1. Strategy	By Q4 2020, employee performance evaluations will include established competencies.	Lead: DLT/HR
C.1.1.2. Strategy	By Q4 2020, ELT will publish revised universal agency values and leadership's commitment to upholding them.	Lead: ELT
C.1.1.3. Strategy	By Q4 2021, WCCHD will implement an employee recognition plan (e.g. Employee of the Month), in collaboration with HR, that allows for all services and position eligibility.	Lead: HR/ELT
C.1.1.4. Strategy	By Q4 2022, WCCHD will administer an anonymous and objective employee satisfaction survey bi-annually.	Lead: EERT/HR
Key Performance Indicators (KPIs)	*C.1.1. Employee Satisfaction* Baseline: Employee Engagement Preliminary Survey Results (questions #1- 15) Goal: Improve mean survey scores by 15% for survey questions #1- 15 Data Source: Employee Satisfaction Survey, bi-annually administered starting in July 2019 *C.1.1. Employee Retention Rate* Baseline: 75% Goal: 5% increase over baseline Data Source: WCCHD Human Resources, Jan 1, 2017 to Dec 31, 2019	
Notes	HR: Human Resources, ELT: Executive Leadership Team, DLT: District Leadership Team, EERT: Employee Engagement Retention Team	

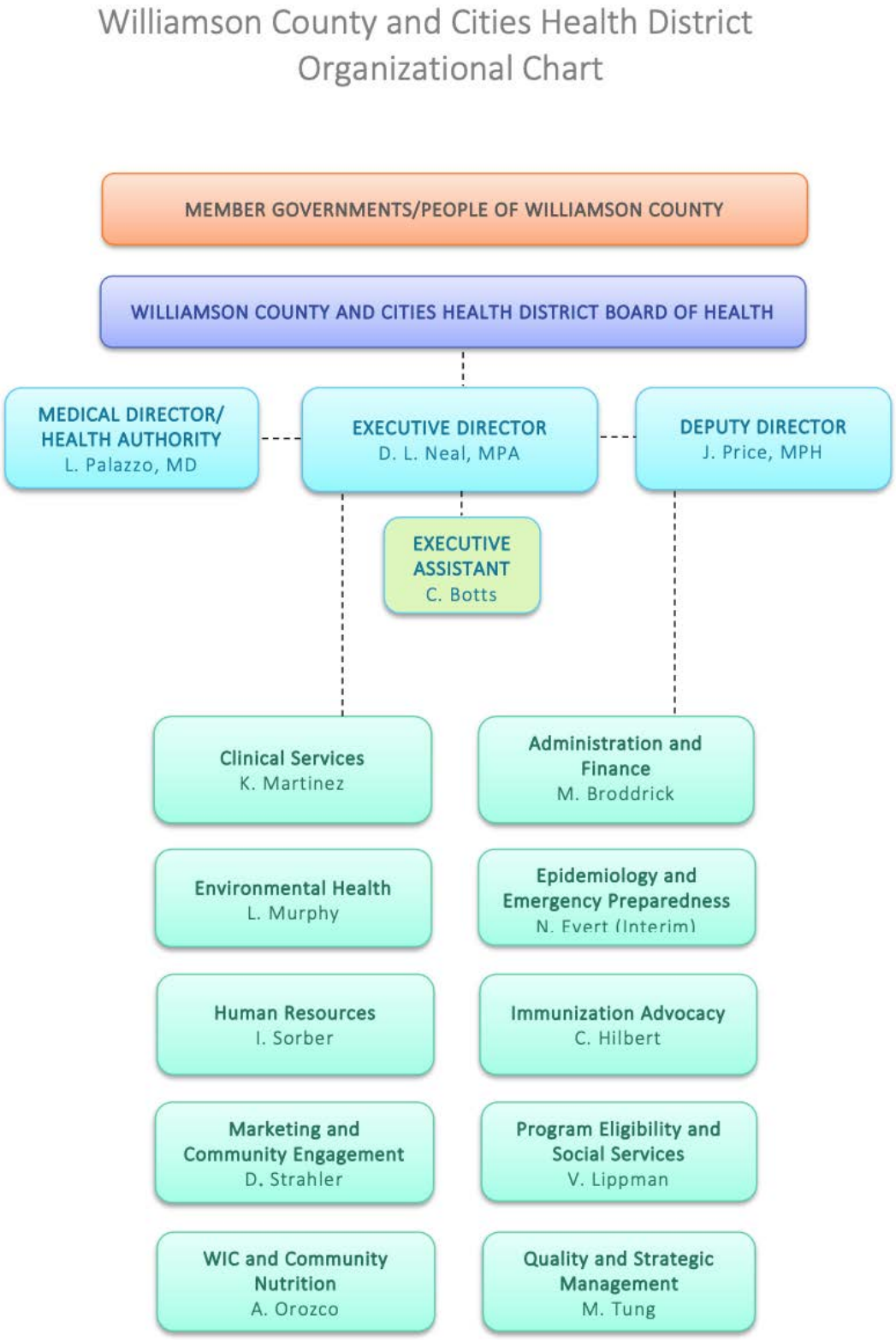
C.2. Goal	All WCCHD employees are compensated competitively and equitably.	
C.2.1. Objective	By 2022, WCCHD will increase retention rate through compensating employees competitively and equitably.	Lead: HR
C.2.1.1. Strategy	By Q4 2020, WCCHD will develop a salary audit every year to ensure consistency across classifications.	Lead: HR
C.2.1.2. Strategy	By Q2 2021, WCCHD will develop a standard set of criteria to ensure equitable salary/classification adjustments.	Lead: HR
C.2.1.3. Strategy	By Q3 2021, WCCHD will investigate potential alternative incentives and present to BOH for approval.	Lead: ELT
C.2.1.4. Strategy	By Q3 2022, WCCHD will develop an external salary study schedule.	

C.2.1.5. Strategy	By Q4 2022, WCCHD will begin conducting an external market salary study (with at least three employers with similar positions and economic climates) for all WCCHD positions.	Lead: HR/ELT
KPIs	*C.2.1. Internal and External Salary Studies Completed* Baseline: 0% Goal: 100% Completed Data Source: WCCHD HR *C.2.1. Employee Retention Rate* Baseline: 75% Goal: 5% increase over baseline Data Source: WCCHD Human Resources, Jan 1, 2017 to Dec 31, 2019	

C.3. Goal	Professional development opportunities are offered equitably across WCCHD	
C.3.1. Objective	**By 2022, WCCHD will offer all employees with a personalized, mission-driven, and budget-supported professional development plan upon first year of hire to advance the public health workforce.**	Lead: DLT
C.3.1.1. Strategy	By Q4 2020, HR will identify components of the professional development plan (e.g. 1. participate on at least one cross-divisional project, committee, and/or task force, 2. opportunities for professional certifications, 3. role in promoting health equity, 4. leadership training, and 5. conflict resolution).	Lead: HR/DLT
C.3.1.2. Strategy	By Q4 2021, DLT will work with HR to develop professional development plans with defined opportunities for employees.	Lead: DLT
C.3.1.3. Strategy	By Q4 2022, DLT will annually evaluate objectives from each employee's individualized professional development plan.	Lead: DLT
KPIs	*C.3.1. Professional Development Plan Created and Offered Annually* Baseline: 0% Goal: 100% of staff offered Professional Development Plan Data Source: Perform *C.3.1. Professional Development Plan Staff Completed* Baseline: 0% Goal: 100% of staff completed Professional Development Plan Data Source: Perform *C.3.1. Employee Retention Rate* Baseline: 75% Goal: 5% increase over baseline Data Source: WCCHD Human Resources, Jan 1, 2017 to Dec 31, 2019	

*Updates will be made quarterly by Division Directors or Team Leads in AchieveIt, WCCHD's performance management system

Appendix A: WCCHD Organizational Chart



Appendix B: One Pagers

COMMUNITY OUTREACH

A.1. Goal: WCCHD engages community leaders and residents to address the Top Five Health Priorities.

- A.1.1 Objective: By 2022, WCCHD will increase community input and capture voices of underserved communities regarding Public Health Services provided and the Top Five Health Priorities.

A.2. Goal: WCCHD is the trusted health authority within the community.

- A.2.1 Objective: By 2022, WCCHD will establish a collaborative, unified outreach program that ensures a comprehensive response, with a focus on Health Equity Zones and identified areas of need.

- A.2.2 Objective: By 2022, WCCHD will consistently provide services (e.g. Clinical Services, PESS, WIC, health promotion and education) via mobile units, permanent structures, and/or in shared spaces within targeted Health Equity Zones and identified areas of need.

HEALTH EQUITY

B.1. Goal: WCCHD encourages equitable and inclusive opportunities for healthy lifestyles.

- H.1.1. Objective: By 2022, WCCHD will improve upon health indicators for each of the Top Five Health Priorities in each Health Equity Zone.

B.2. Goal: WCCHD staff use cultural competency to address health inequities in the county.

- B.2.1. Objective: By 2021, all WCCHD staff will complete comprehensive training in health equity and cultural competence and understand the factors that contribute to health inequities among residents.

- B.2.2. Objective: By 2022, WCCHD will have a three-year plan of action to address health equity and cultural competency in their programs and services.

EMPLOYEE SATISFACTION, RETENTION, AND PROFESSIONAL DEVELOPMENT

C.1. Goal: All WCCHD employees are valued and treated equally.

- C.1.1 Objective: By 2022, WCCHD will increase employee satisfaction and recognition by 15%.

C.2. Goal: All WCCHD employees are compensated competitively and equitably.

- C.2.1. Objective: By 2022, WCCHD will increase retention rate through compensating employees competitively and equitably.

C.3. Goal: Professional development opportunities are offered equitably across WCCHD.

- C.3.1. Objective: By 2022, WCCHD will offer all employees with a personalized, mission-driven, and budget-supported professional development plan upon first year of hire to advance the public health workforce.

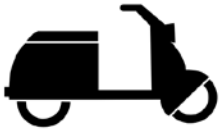
Appendix C: SOAR Top Ten Areas of Focus

External Collaboration

Increase partnerships with school districts, member governments, and through the Healthy Williamson County Coalition

Employee Satisfaction and Retention

Provide competitive salaries, exceptional benefits, and tuition reimbursement for employees



Community Outreach

Increase outreach and mobile outreach efforts which includes having dedicated vehicles

Professional Development

Provide development and training opportunities for employees

Marketing

Increase marketing efforts, community visibility, and online/media presence

Healthiest County in Texas

Improve health outcomes through health education, prevention, and promotion

Grow With County

Grow through expansion of programs and services (i.e. dental care, women's health), Public Health Centers, and staff

Health Equity

Improve health equity by increasing cultural competency training and addressing language barriers

Sustainable Funding

Implement a sustainable funding model and replace DSRIP funding

Increase agency-wide collaboration, communication, and transparency

Appendix D: PESTLE Analysis

	Threats	Opportunities
Political	Bureaucracy, bogged down process, archaic environment	WCCHD as trusted health authority, updated and branded materials, being timely and progressive
	Shifting and competing political priorities	Data-driven decision-making
	One county, but 12 cities (versus Austin-Travis County)	City involvement, attending city council meetings
	Anti-immigration sentiment, clients are distrustful, fear of reprisals	Vaccine outreach, educating leaders
	Funding cuts make it difficult to provide competitive salaries and provide professional development, lack of transparency on how to receive raises/reclassification	Alternative benefits, maternity/paternity leave, standardized protocol for raises/reclassification
Economic	Statewide underfunding, lopsided funding, difficulty in securing funding due to lack of 501(c)3 status	Communicating our need for support
	Reduced funding and increasing population, inability to leverage prevention, lack of resources for cancer care and mental health	Increase outreach to providers, specialist care, relationships with private sector
	Demographic changes, population growth, gentrification, disconnect between community needs and our agency's mission	Outreach, education, messaging, partnerships with faith-based organizations, grass-root groups, primary care, population flow-study between Austin and Williamson county
Social	Perception of government, perception of Health District only providing indigent care, lack of trust and credibility, enforcement confused with cultural insensitivity	Increase awareness, messaging, and outreach; improved branding and customer service
	Cultural taboo, anti-vaxxers, perceptions of Sexually Transmitted Infections (STI)	Increased Immunization Advocacy efforts via Healthy Williamson County Coalition increased awareness of WCCHD services
	Intimidating to talk to leadership, lack of recognition of internal support staff, focus on some services more than others	
	Media/news stories delayed, lack of control over narrative, success stories not highlighted	More proactive, positive marketing strategy

	Threats	Opportunities
Technological	No support for current platforms (NEDSS, OMS, ACCESS), lack of database admin	IT support, systems like RedCap, set-up and maintenance
	Internal systems (Accela, eCW, EWS, CureMD):hasty roll-outs, poor evaluation, lack of training, not good fit, internet-only limits areas of use, Wi-Fi issues, lack of clear process/forms	See platforms in action (not just test environment), comprehensive evaluation, selecting platforms better, provide input before implementation
	External systems: duplication of work, dealing with old tech, partners' tech capacity/ability to share data	
	Website: too wordy, dated, aesthetics, proof-reading	Revamping website, 'contact us' form, media-trusted source, mobile app, better ads
	Keeping up with new tech, vaping, scooters	
Legal	Fear of government (citizenship status), client fear of ICE, reprisals, undocumented patients are afraid to seek services, legal status a threat to hiring/retention at WCCHD	WCCHD is informed about laws and concerns, reach immigrant population, hire and sponsor immigrants at WCCHD
	Limits of co-op agreement, 'red tape' concerns	Increase involvement of Board of Health (BOH)
	No teeth for enforcement, notifiable reporting, inconsistent enforcement procedures between WCCHD and cities/county agencies	Monitor changes at state level, keep up with new bills/law changes, increase involvement in policy/laws, smoking bans-strengthening city-wide ordinances, policies
	Neutrality, inability to directly lobby, conflicts of interest	
Environmental	Lack of transportation, buses not used, stops not useful/ideal, Taylor/rural gap	PESS van, teleservices, mobile visits, ridesharing/ reimbursement, better bus routes, partnering with universities, A&M rideshare app, improved sidewalks
	Climate change, natural disasters, emerging diseases, allergies, secondary effects	Increase capacity for response, flex schedules and increased service hours, increased surveillance
	EH cars, only one gas pump in Georgetown, inconvenient to get gas, small tanks/inefficient vehicles	

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WILLIAMSON COUNTY 1848	**Budget Office** Budget Officer, Ashlie Koenig

Office/Department Overview: The County Budget Office(r) is a steward of public funds. One of many priorities of the office is to protect public interests and promote citizens' confidence in county government. The Budget Office prepares a proposed budget for the Commissioners Court.

Priorities:

1. Update strategic plan and present to the Commissioners Court for approval
2. Implement Standardized Purchasing
3. Enhance and expand current Capital Request/Recommendation Process

Short-term Objectives

Objective A: Disseminate current strategic plans and create plans where they didn't exist previously. Review and consolidate for presentation to the Court.

> Impact: Provides a plan establishing/setting priorities, identifies action or resources needed to achieve those goals and ensures the organization is working towards a common goal(s).

Objective B: Establish and implement policy and procedures for purchasing standardization.

> Impact: Provides uniformity in purchasing allowing for improved efficiencies in maintenance and support, increased buying power due to volume purchasing, streamlining of parts and inventory, ultimately leading to an expedited specification and bid process while saving taxpayer dollars.

Objective C: Modify, expand and enhance the current capital request process.

> Impact: Provides the court with information pertaining to each request so they may be able to identify exactly what the request is, how it benefits the county and what resources are needed, one-time or ongoing, to fulfill the request if funded and approved.

Long Range Goals/Vision:

- Reduce silos across County
- Enhance the budget process in general to gain end user satisfaction
- Increase transparency throughout the budget process

- Continuously identify ways to control costs, save taxpayer dollar

Staff: None needed at this time barring additional responsibilities being added

Other Issues: Rising healthcare costs; personnel is ~62% of budget, retention, competitive salaries and training are all issues; Space is also a large issue, need a more in depth facilities plan to monitor use of space.

Williamson County Precinct 2 Constable's Office Strategic Plan 2018
Rick Coffman-Constable

Office/Department Overview:
The primary mission of the Precinct 2 Constable's Office is the timely service of all civil and criminal process emanating from the county, state and federal level courts. Precinct 2 encompasses the Highway 183 and Tollway 183A corridor. The contiguous jurisdictions within Precinct 2 are the cities of Austin, Cedar Park, Leander, and Liberty Hill.

Technology:

The Precinct 2 Constable's Office has always been at the forefront in the use of technology for safety and crime reduction. The Precinct 2 Constable's Office was the first County Law Enforcement agency to implement the use of body cameras. The Precinct 2 Constable's Office was the first County Law Enforcement agency to obtain through private donation a portable LASER Radar for use in speed enforcement in school zones and neighborhoods in the unincorporated areas of Precinct 2. The Precinct 2 Constable's Office will continue to strive to identify opportunities for technological enhancement to aid in the performance of our primary mission and crime reduction.

The Precinct 2 Constable's Office is tasked with ensuring the safety of the citizens and county employees who visit and work within the Precinct 2 Annex building. In order to perform this vital task in an efficient manner, a state of the art surveillance camera system is needed to replace the antiquated, ad hoc system currently in place. The process of implementing this enhancement to security was undertaken in FY18 with the annex building being surveyed by the approved vendor who submitted a proposal in which the camera system would provide coverage for both the interior and exterior of the building.

The Precinct 2 Constable's Office seeks to control access to certain areas within the annex building to ensure the safety of county employees as they arrive and depart for work. The Constable's Office can secure work areas through the installation of Radio Frequency Identification (RFID) lock systems on certain access/egress points. The process of implementing this enhancement to security was undertaken in FY18 by working with County Facilities and the approved vendor who provided a proposal. The recommendation by the Commissioner was to seek funding through the County ITS as they had been tasked with security upgrades for County Facilities.

The Precinct 2 Constable's Office submitted a Capital Improvement Project request for the surveillance camera system for consideration by the County Budget Office and Commissioner's Court. Due to numerous Capital Improvement Requests competing for a limited amount of funds each year these two technological improvements may not occur this Fiscal Year, but within the period of this Strategic Plan.

The increasing number of environmental complaints handled by our office has revealed the need for covert surveillance equipment. Five deputies (5) and one sergeant in the Precinct 2 Constable's Office are trained and certified environmental crimes investigators. The number and type of environmental crimes which are occurring within the boundaries of Precinct 2 indicate that covert surveillance equipment in the form of camouflaged and armored game cameras would provide irrefutable evidence aiding in

the identification of violators and the type and level of violation they are committing. Research and personnel with extensive prior experience in the operation of this type of technology indicate that the cost can be included incrementally in proceeding budgets until each environmental deputy is equipped with one to two devices allowing for multiple sites to be surveilled.

Planning:

The Williamson County Economic Development Partnership states that Williamson County has been one of the fastest growing counties in the State of Texas for over a decade with a population, which now exceeds 562,000 total residents. With the current rate of growth Williamson County will have between 630,000 to 750,000 residents by the end date of this Strategic Plan. Demand on county services is directly tied to the population growth. In order to address the needs of the ever-increasing population within Precinct 2, the Constable's Office needs to have an adaptable plan in place to continue providing adequate service to the residents we serve.

Since Fiscal Year 2015, Precinct 2 Constable's Office has experienced a 40% increase in the amount of civil and criminal process received and served. Because of the increases in workload, Precinct 2 Constable's Office has periodically updated its business model to maintain a consistent level of successful service of civil and criminal process.

The rate of increase requires our office to ensure that plans are adaptable to whatever changes may occur weekly or monthly to maintain a high level of service with the same number of personnel.

Human Resources:

Precinct 2 Constable's Office will design and implement employee recognition programs. This program will recognize sworn and non-sworn employees as well as citizens that the Precinct 2 Constable's Office wishes to recognize for outstanding work, community involvement, and other acts bringing favorable recognition to the individual and the Constable's Office. Design and implementation of the program will have to work within the constraints of County Budget rules or seek outside funding.

In order to address the increased work load due to the burgeoning population, justifications for an additional full-time Deputy Constable position and a full-time Office Specialist position were submitted as part of the Precinct 2 Constable's Office's Fiscal Year 2019 Budget Request. If not approved for this fiscal year the justifications will be updated and submitted each fiscal year during the period of this Strategic Plan.

Precinct 2 Constable's Office will develop expectations for each employee at every level in the office of the Constable. The Constable's Office will identify leadership, technical, legal and skills training opportunities that are consistent with the Office's expectations. The Constable's Office will develop a training plan for employees and ensure that they attend and successfully complete such training.

The Precinct 2 Constable's Office will develop and conduct an internal and external communications audit with all employees to develop increased communication and collaboration within the Office, with other County departments/offices, outside agencies and the community. This process, once implemented, should also enhance the opportunity for recognition of outstanding work.

Policy and Development

Conduct an annual review of and revise the Precinct 2 Constable's Office policy and procedure manual to ensure that polices and procedures are consistent with current industry best practices, technology, training and legal requirements.

During each year, conduct a periodic review of the efficiency and effectiveness of internal business processes and procedures which support the primary mission of the Office to ensure that services are being delivered at the highest possible level.

Investigate and if feasible develop policy and train personnel in the use of Naloxene (NARCAN®) for Opioid overdoses.

Improve the efficiency and effectiveness of internal business processes and procedures in support of delivering mission responsibilities at the highest possible level. This is accomplished by the review and improvement of the manner in which the Office defines the purpose and scope of the various parameters of its mission.

Strive to improve management and planning by creating a culture of accountability and continuous improvement which will be the foundation for developing appropriate and effective policies and procedures for the office.

Kevin Stofle
Constable Precinct 3
Williamson County, Texas

100 Wilco Way, Suite C101
Georgetown, Texas 78626
512-943-1434

STRATEGIC PLAN

MISSION STATEMENT

The mission of the Williamson County Precinct 3 Constable's Office is to enforce the laws of the State of Texas in order to provide for the protection of life and property and enhance the quality of life in Williamson County; provide efficient, lawful service of civil and criminal court documents; serve the needs of the public, the Justice Court, and other law enforcement agencies; and maintain public trust by conducting ourselves in a professional and ethical manner at all times.

STATED VALUES

The Williamson County Precinct 3 Constable's Office values:

Human Life, and the belief that every life is GOD given and should be protected.

The Person, and the belief that being valued and treated with dignity and respect is a core individual need.

Our Citizens and their Communities, and the belief that public trust is essential and achieved through transparency, accountability, impartiality, and equal access.

Individual Leadership, and the belief that each member of our staff is a leader that possesses the competency and commitment to honorably perform their duties.

The Strength of Personal Character, and the belief that integrity is integrating our beliefs with our behavior.

The Principles Embodied in our Constitution and the Authority of Federal, State, and Local Laws, and the belief that democratic values apply equally to all.

Quality of Life in the Workplace, and the belief that if our staff values working at the Precinct 3 Constables Office, they will provide quality service to the public and to each other.

CUSTOMER SERVICE PHILOSOPHY

The quality of service provided by our staff and the manner in which it is conducted influences the public's perception of our office and is a direct reflection of the leadership of our organization. Our customer's expect satisfaction. We strive not only to meet their needs, but to exceed their expectations.

SHORT TERM GOALS and OBJECTIVES

Goal #1: Increase civil revenue by 10%
Objectives: a. Complete SoftCode CivilView testing and implementation.
b. CivilView presentation to the Williamson County Bar Association.

Goal #2: Execute writs of possession in a safe and timely manner.
Objectives: a. Ensure a minimum of two (2) deputies execute each writ of possession.
b. Develop Writ of Possession Information Sheet to articulate expectations.
c. Meet with plaintiff to ensure resources for move-out are in place.
d. Meet with defendant 24 hours prior to move-out to ensure compliance with court order.

Goal #3: Successful resolution of environmental cases investigated.
Objectives: a. Proactive enforcement of environmental statutes.
b. Develop social media and website environmental information.
c. Initiate contact with complainant within 24 hours of notification.
d. Increase voluntary compliance through education and deputy interaction.

Goal #4: Enhance Training and Certifications.
Objectives: a. Obtain Civil Proficiency Certifications for all eligible deputies.
b. Increase the number of Courtroom Security Officer Certifications.
c. Enhance less lethal weapon and tactics training.

PRIORITIES:

1. Attend and ensure the security of Justice Court proceedings.
2. Attend and ensure the security of Commissioner's Court meetings.
3. Attend and ensure the security of the jury selection voir dire process for all courts.
4. Service of court ordered writs are executed in a timely, lawful manner.
5. Conduct delinquent property tax sales and issue Constable's Deeds for properties.
6. Post all required Citations by Posting at the Justice Center weekly.
7. Provide security and respond to incidents at the Georgetown Annex facility.

RESOURCE NEEDS:

1. Remain current with new technology.
2. Additional less lethal resources and training.
3. Protective equipment for deputies.

Department of Infrastructure Long Range Plan

1. Fleet

   A. Staffing:

      - Maintain existing levels for the foreseeable future
      - Continue to review outsourcing of various activities
      - Continue to review contracting additional labor for special activities

   B. Facilities:

      - Add heavy equipment shop
      - Add Tire changing bay to free up existing mechanic's bay
      - Increase Parts Room space
      - Review replacement/upgrade of paint booth

2. Road & Bridge (including OSSF)

   A. Staffing:

      - Increase staff as necessary to meet mandated review times and public responsiveness
      - Increase field operations staff as funds permit to increase rehabilitation and pavement resurfacing capabilities

   B. Facilities:

      - Add sand sheds
      - Add sheltered parking for vehicles
      - Add equipment racks
      - Identify and purchase new materials yard. The existing materials yard will at some point become too valuable and sold after a frontage road is completed on SH 130 in front of the site.

   C. Long Range Controlled Access Facility Plan is attached

   D. Long Range Arterial Facility Plan is attached

Strategic Plan for Williamson County Emergency Communications

Executive Summary

The strategic plan for Williamson County Emergency Communications consists of the following high-level objectives and action steps:

Objectives:

Continue to analyze all divisions of the department to establish and follow best practices, create efficiencies, develop and educate staff, and ensure quality improvement processes.

Action Steps:

- Analyze all divisions to align with Six Sigma practices.
- Institute measures that align with APCO and NENA established best practices.
- Ensure our staff is being developed to operate at peak performance and advance within the organization.
- Continue to evaluate delivery of services and promote continuous improvement

Vision Statement

The Strategic Plan for Williamson County Emergency Communications aims to further the following organizational vision:

Williamson County Emergency Communications will be the national leader in emergency response, preparedness, and resilience.

Mission Statement

The mission of Emergency Communications to deliver exceptional service through education, best practices, and teamwork.

Values

- Best Practices
- Exemplary Service
- Systematic Approach
- Teamwork

Business and Team Summary

The primary business of the organization consists of the following:

Deliver exceptional 9-1-1 service to the community, while maintaining a robust radio infrastructure to support public safety activities

The core team members of the organization are as follows:

Kelly Luna

Director
Provides overall direction, leadership, and support to the department.

Thomas Piche
Deputy Director
Provides in-depth direction, leadership, and support to the department.

Amie Swanzy
Operations Division Manager
Provides oversight of the daily communications floor operations.

Michael Moody
Technology Division Manager
Provides oversight of the logistical and technology aspects of the department.

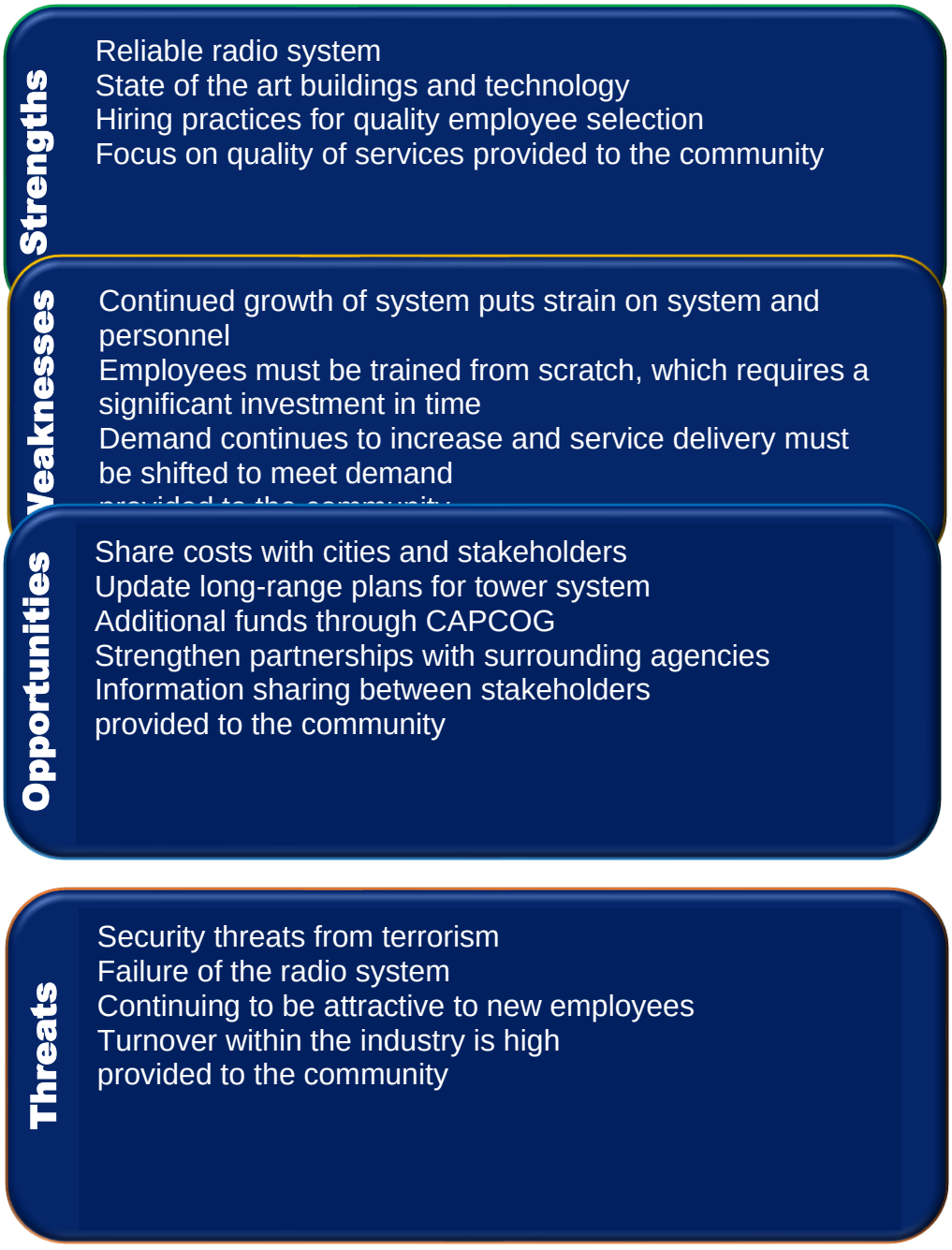
Michelle Porter
Professional Standards Division Manager
Provides oversight of the training and development of 9-1-1 staff.

Mary Daniels
Compliance Division Manager
Provides oversight of the quality assurance and quality improvement aspects of the department.

Paul Swisher
Wireless Division Manager
Provides oversight of the radio tower system and infrastructure that supports county-wide radio communications

Hilary Martin
Administrative Manager
Provides daily management and tracking of department financials

Analysis of Strengths, Weaknesses, Opportunities, and Threats



Quarterly Goals:

Maintain budgetary compliance with adopted directives

Strategy	Audit budget and financials on a quarterly basis
Execution Person(s)	Administrative Manager
Evaluation Person(s)	Director and Deputy Director
Evaluation Criteria	Internal budget spreadsheet aligns with Performance Center. Department and County policies are being adhered to.

Effective delivery of services to stakeholders

Strategy	Conduct quarterly Dispatch Steering Committee meetings and RCS Advisory meetings to gather stakeholder feedback and adjust accordingly
Execution Person(s)	Leadership Team
Evaluation Person(s)	Director and Deputy Director
Evaluation Criteria	Quarterly meetings are held, feedback is gathered, and business practices are adjusted accordingly

Create a positive culture

Strategy	Engage employees, hold bi-weekly Organizational Improvement Meetings, and quarterly Sensing Sessions
Execution Person(s)	Leadership Team
Evaluation Person(s)	Director and Deputy Director
Evaluation Criteria	Meetings are held, information/feedback is gathered, and efforts are made to resolve issues

Annual Goals:

Develop preventive maintenance schedules and life-cycle replacement plans

Strategy	Compile a list of all assets and assess maintenance and life-cycles for each
Execution Person(s)	Technology Division Manager
Evaluation Person(s)	Director and Deputy Director
Evaluation Criteria	Completed maintenance and life-cycle schedule

Annual analysis of SOGs

Strategy	Hold annual SOG review meetings to determine if current SOGs are still operationally sound
Execution Person(s)	Leadership Team
Evaluation Person(s)	Director and Deputy Director

Evaluation Criteria	SOGs are analyzed and updated on an annual basis
	Evaluation of New Employee Academy
Strategy	After having one full year of data, determine if the New Hire Academy has improved from past issues
Execution Person(s)	Professional Standards Team
Evaluation Person(s)	Director and Deputy Director
Evaluation Criteria	Improvement in outcomes, new hire feedback, adjustment to training materials as feedback is gathered, and test scores
	Evaluation of QAQI Efforts
Strategy	After one full year of obtaining data on implementation of QAQI efforts, measure if improvements have been made
Execution Person(s)	Compliance Team
Evaluation Person(s)	Director and Deputy Director
Evaluation Criteria	QA scores, analysis of data, supplemental education based on feedback, employee engagement through direct conversations and feedback, and overall improvement in compliance scores
	Analyze retention to determine if culture has improved
Strategy	Conduct and review exit interviews and evaluation Sensing Session feedback
Execution Person(s)	Leadership Team
Evaluation Person(s)	Director and Deputy Director
Evaluation Criteria	Reduction in the number of employees leaving the organization due to issues with the culture or leadership. Improvement in feedback during the quarterly Sensing Sessions
	Build Resilience into delivery of services
Strategy	Conduct analysis of gaps, single points of failure, and review AARs from other agencies
Execution Person(s)	Leadership Team
Evaluation Person(s)	Director and Deputy Director
Evaluation Criteria	An analysis is completed with recommendations for future mitigation efforts

Five-Year Goals:

	Separate Call-taking and Dispatching
Strategy	Build depth in the organization and reorganize the current system to allow for separation of these duties

Execution Person(s)	Leadership Team
Evaluation Person(s)	Director and Deputy Director
Evaluation Criteria	If separation of duties is completed Completion of all MCP initiatives
Strategy	Continue to work through the list of organizational improvements until complete
Execution Person(s)	Leadership Team
Evaluation Person(s)	Director and Deputy Director
Evaluation Criteria	All items are completed and addressed

Williamson County Emergency Services Balanced Scorecard
FY2021 – FY2023

Stewardship

- Ensure Budgetary Accountability
- Systematic Approach in Managing Resources

Customer

- Effective Delivery of Emergency Services to the Public & Stakeholders
- Satisfaction
- Retention
- Team Effectiveness

Process

- Utilize Best Practices
- Preparedness/Planning
- Build Resilience into Delivering Emergency Services
- Quality

Learning & Growth

- Effective Education/Training of Team Members & Stakeholders
- Strong Communication
- Create a Positive Organizational Culture

Williamson County Emergency Services Balanced Scorecard
Key Performance Indicators (KPIs)
FY2021 – FY2023

Stewardship – Ensuring Budgetary Accountability

- Reconcile purchases monthly to stay within budget
- Document non-compliance to County purchasing procedures monthly
- Approved budgeted items purchased and received within the fiscal year

Stewardship – Systematic Approach in Managing Resources

- Review overtime utilization monthly
- Preventative maintenance schedule is reviewed monthly for adherence
- Monitor service life of capital items annually to prevent obsolescence

Customer – Effective Delivery of Emergency Services to Public & Stakeholders

- Departments conduct and document operational reviews quarterly

Customer - Satisfaction

- Measure satisfaction with service delivery semi-annually and after all outreach activities such as classes and incorporate into the semi-annual report

Customer - Retention

- Review effectiveness of employee retention efforts in EMS and Emergency Communications through employee engagement surveys and concerns identified in exit interviews. Issue an update quarterly.

Customer – Team Effectiveness

- Seek feedback from customers on the performance of teams within departments semi-annually to assess effective teamwork

Process – Utilize Best Practices

- Document deviations from established best practices monthly

Process – Preparedness/Planning

- Document findings monthly where preparedness/planning need improvement
- All weekly Court agenda items must be preceded by an email to impacted Commissioners providing an overview of the agenda item. Departments will copy the Senior Director.

Process – Build Resilience into Delivering Emergency Services

- Review operations quarterly for resilience in service delivery

Process – Quality

- Utilize measurement tools to evaluate for quality-of-service delivery quarterly

Learning & Growth – Effective Education/Training of Team Members & Stakeholders

- Evaluate education/training programs quarterly

Learning & Growth – Strong Communication

- Identify various approaches to facilitate strong communication in the department and evaluate effectiveness in the annual employee engagement survey
- Implement an annual employee engagement survey

Learning & Growth – Create a Positive Organizational Culture

- Develop initiatives based on common issues brought up in the annual employee engagement survey and document progress quarterly in the following year to improve the organizational culture

HR SWOT Analysis

Strengths

- Positive work environment
- Qualified staff
- Partnerships with County departments

Weaknesses

- Limited growth opportunities for staff
- Intricacies of County policies with EO versus under Court
- Very task driven, little time for projects and planning

Opportunities

- Training and staff development
- Proactive recruiting

Threats

- IT security risks with PHI
- Ongoing employee relations concerns

WCJS STRATEGIC PLAN -- PROGRESS

This strategic plan was developed in 2010. The text in italics is from the original plan.

Office/Department Overview: *Williamson County's Juvenile Services (WCJS) overall purpose and goal is to provide the best intervention service that can help kids "get back on-track" to become productive members of society before they reach a point of chronic, adult criminal behavior.*

In 2011, WCJS developed the vision statement for the Williamson County Juvenile Services: **Making a difference in our community: Creating opportunities for positive change through hope, empowerment, prevention, and accountability**.

Priorities:

1. Develop comprehensive mental health continuum of care.

Mental Health Professionals in Leadership

Recognizing that more than 70% of youth in the Juvenile Justice system require behavioral health intervention, WCJS strategically selects mental health professionals for key leadership roles in the department.

- Assistant Chief, Director of Mental Health Services – Matt Smith, LPC-S
- Assistant Director of Mental Health Services – Lynn Kessel, LPC-S
- Facility Mental Health Coordinator – John Holbert, LCSW, LSOTP
- Mental Health Senior Supervisor – Marla Burns, LPC-S, Adventure Therapist

Inclusion of mental health professionals in key leadership positions has shaped a therapeutic and supportive culture within WCJS. All staff are trained in treatment modalities and are part of the larger treatment team. Program models and milieus are designed based on a treatment approach rather than a traditional correctional approach. Placing mental health professionals in key leadership roles has also increased connection to community-based behavioral health services and resources, ***strengthening the continuum of care.***

Department Behavioral Health Services

- 9 FT Licensed Mental Health Professionals on Staff.
- 1 FT Licensed Sex Offender Treatment Provider, 1 Associate Sex Offender Treatment Provider
- 3 FT Nurses, 2 PT Nurses and a contract physician as Medical Director.
- Contract medication management with mental health nurse practitioner from local mental health authority, provides residential and transitional services to youth waiting to receive community-based care.

- Contract sex offender treatment, substance abuse treatment, psychological evaluation, parent enrichment.
- Contract for school-based bilingual services at the JJAEP and evening field services counseling co-located at Round Rock field office
- Family counseling, parent enrichment, trauma-informed parent enrichment, multi-family nurture groups and multi-family substance use intervention groups
- Counseling internship program – FY 2015 included 19 interns, total of 5,457 hours of counseling.
- Total number of counseling hours – 7,650

Community Collaboration

The strength of WCJS lies in its connection to and support from the generous community of Williamson County. The county is blessed with a wide array of youth and family serving health organizations, agencies, and non-profits. WCJS takes a systems approach to serving youth and families, recognizing the value of investing in strengthening community connection. WCJS hosts collaborative professional development opportunities in an effort to strengthen community resources for youth and families.

Mental Health in Schools Conference

Beginning in 2011, WCJS, in partnership with a local youth mental health advocate, took the lead in organizing and hosting an annual Mental Health in Schools Conference. In January 2018, Juvenile Services led other partner agencies in hosting the 7th Annual Williamson County Mental Health in Schools Conference. Each year, the conference features national and state experts, and includes a focus on trauma-informed care, research and evidence-based treatment approaches, and positive youth development. The conference is an attempt to braid school and community resources focused on youth behavioral health, featuring a Community Resource Expo with more than 30 local agencies represented. Each of the 12 ISDs in Williamson County are represented at the conference. Through the generosity of community sponsors, the conference is offered at no cost to participants. Conference evaluations throughout the years have reflected a high level of satisfaction. The most recent conference hosted 200 ISD and community agency professionals.

Mental Health Taskforce

WCJS hosts the Williamson County Mental Health Taskforce meetings and Assistant Chief Matt Smith chairs the Children & Youth Behavioral Health Taskforce. This collaborative connects Juvenile Services with more than 68 local partners and agencies all working together to improve the lives of youth and families with behavioral health needs.

The Children and Youth Behavioral Health Taskforce is comprised of school districts, private and non-profit organizations, public agencies and other stakeholders interested in improving the behavioral health of Williamson County children and youth.

Each year, the Taskforce hosts Children's Mental Health Awareness events and collaborative training opportunities including the annual conference. The Taskforce has provided legislative recommendations and has worked diligently to identify and fill local gaps in youth services. In 2014, two large gaps were filled as two private behavioral health hospitals were built in Georgetown and two youth substance abuse treatment providers initiated services in Williamson County. WCJS partnered with Phoenix House by offering office and conference room space at

the WCJS Round Rock field office. Increasingly, ISDs and youth serving agencies are collaborating to improve and expand behavioral health service delivery. Several ISDs have now initiated school-based behavioral health services in cooperation with community-based providers, the Georgetown Health Foundation, the local mental health authority, and behavioral health hospitals. In 2017, 8 of the 12 ISDs in Williamson County were partnering with community providers for youth behavioral services on campus.

In 2015-2016, the Subcommittee hosted 10 collaborative training opportunities in youth behavioral health topics totaling 45 training hours to 683 participants from more than 30 Williamson County ISDs and agencies.

2. Reduce "out-of-county" placement/commitment to Texas Youth Commission/TJJD State Facilities

Reduction in "out of county placement"

WCJS has developed multi-tiered intervention, services and programming designed to keep youth in their communities and in the least restrictive environments. Tiers prior to out of county placement include, but are not limited to:

Prevention/Diversion Services
First Offender Program
SEARCH Program (Intensive Diversion),
Juv. Just. Alternative Education Program
Deferred Supervision
Court-Ordered Deferred Supervision
Court-Ordered Formal Supervision
Intensive Supervision

Specialized Programs and Classes
Electronic Monitoring
Family Preservation
CORE Residential Treatment Program
Transition/Aftercare Supervision.

Family Preservation Program

The Family Preservation Program is an intensive in-home program that strives to support program youth and family with counseling, case management, and specialized supervision based on multisystemic therapy principles. http://www.mstservices.com/

WCJS originally implemented the Family Preservation through grant funding from the Texas Juvenile Probation Commission and federal Juvenile Justice Delinquency Prevention funding. Due to the success of the program in preventing youth from out-of-home placement, the county has sustained the program beyond the grant funding, recognizing the cost savings of serving youth and families in their local communities.

Cases typically referred to the Preservation Program involve youth who are at high risk of removal from the home, have increased levels of family discord, and/or youth experiencing serious mental health challenges and decreased levels of functioning in school, home, or the community. The overall mission of the Preservation Program is to assess the family strengths and needs and then develop an individualized strength-based plan for the youth and family. This is created in partnership with the family in order to increase ownership and empowerment.

- In FY 2015: 23 families served;100% of youth have a trauma history; average ACE score of caseload is 6.65; recidivism rate is 27.5%; 18 of the 23 youth were diverted from residential placement (78% diversion rate).
- The Preservation team collaborated with more than 25 community agencies in FY 2015 to support the youth/families in the program; these have included the local mental health authority, local mental health service providers, churches, recreational centers, substance abuse services, financial assistance, occupational therapy services, disability services, mentors, pregnancy services, schools, college prep, and job readiness.
- Youth/families enrolled in the program receive customized treatment including: Trauma-Focused Cognitive Behavior Therapy, Dialectical Behavior Therapy, Cognitive Behavior Therapy, Aggression Replacement Training, Sex Offender Treatment, Equine Therapy, and Family Systems Therapy (Strategic, Structural and Intergenerational Family Therapy)

TJJD Commitment Reduction Funds Specialized Residential Treatment

In 2012, WCJS began receiving commitment reduction funding from TJJD in accordance with committing fewer youth to TJJD state facilities. WCJS used the funds to open TRIAD, the first specialized residential treatment program housed within the Williamson County Juvenile Justice Center. The program operated from a converted 12-bed secure detention pod and served male youth ages 10-17 with a need for specialized mental health treatment including youth with sexual behavior problems. The funding also allowed WCJS to hire long-term contract therapist John Holbert, LCSW, LSOTP as its first Facility Treatment Coordinator. The opening of TRIAD was the first major step in WCJS reducing out of county placement. Prior to TRIAD, youth with specialized mental health needs and sexual behavior problems were placed in outside residential

facilities around the state. TRIAD used a model that blended community, corrections, and treatment.

In 2015, WCJS secured a residential pod and opened the sister facility to TRIAD. TRINITY opened as the first secure residential facility for females aged 10-17, serving young women with a need for specialized mental health treatment including survivors of domestic minor sex trafficking. The opening of TRINITY strengthened family and transition services for these youth and continued to reduce out of county placement and TJJD commitment.

Keeping Youth Closer to Home -- Residential Services

In 2015, the Council of State Governments Justice Center published the ***Closer to Home*** report, an analysis of the state and local impact of recent Texas juvenile justice reforms. The analysis revealed that youth placed closer to home had better outcomes than youth committed to the state or placed in facilities far from home. https://csgjusticecenter.org/wp-content/uploads/2015/01/exec-summary-closer-to-home.pdf

In response to the report, WCJS initiated a strategic plan to keep Williamson County youth "closest to home" by overhauling residential services and outside placement practices. The goal was to increase capacity and successful outcomes in WCJS residential services so that youth are not placed or committed outside of the county. A close look at residential outcomes revealed that many of the youth who were being placed outside of the county or committed to TJJD were youth in need of intensive behavioral health services. Many of these youth were not able to successfully navigate their way through the rigors of the military structure of the largest residential program, the Williamson County Academy. The local analysis also revealed that youth were transitioning from one internal program to another frequently, often with lengthy detention stays in between, interrupting progress and increasing length of stay.

At the time, WCJS operated three separate residential programs, all housed within the Juvenile Justice Center in Georgetown, TX. TRIAD was the secure male residential treatment program, TRINITY was the secure female residential treatment program, and Academy was the non-secure residential program with a blend of therapeutic services and a military style discipline structure.

All residential youth received an array of behavioral health services including case management, individual counseling, family counseling, and skills training. Based on identified need, youth may also receive substance abuse treatment, sex offender treatment, and medication management.

In March 2017, WCJS blended the three pre-existing programs into one large quasi-secure trauma-informed residential treatment facility – CORE Residential Treatment Program. CORE is an acronym that stands for Connect, Overcome, Restore, Empower. CORE uses TBRI® as the intervention framework; the military components of the Academy transitioned to an ROTC elective track. Remedial PT and traditional military approaches were eliminated; however, a blend of structure and nurture are still integral to program success.

Youth are expected to progress quicker to less restrictive living units with increased community programming and privileges. The blending of the existing programs was designed to reduce overall lengths of stay, eliminate youth detention stays during transition from one placement to another, make better use of current facility and resources, provide a trauma-informed environment where youth feel safer and are better able to heal and thrive, and allow for more individualized treatment planning and service delivery for youth. Trauma-informed treatment modalities include TBRI®, Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), Eye Movement Desensitization and Reprocessing (EMDR), and Dialectical Behavior Therapy.

In 2015, the 84th Texas Legislature instructed *TJJD* to develop and adopt a *regionalization* plan, in consultation with local juvenile probation departments, for keeping children closer to home in lieu of commitment to the secure facilities operated by the agency.
https://www.tjjd.texas.gov/Docs/BoardAgenda/Handouts_080516.pdf

WCJS is actively participating in the TJJD Regionalization effort in order to reduce commitment to TJJD state facilities. Since TJJD initiated a practice of diverting youth through funding residential placement of commitment eligible youth, WCJS has diverted a total of 4 youth.

- FY 2011 – $525,611.67
- FY 2012 – $420,130.92
- FY 2013 – $554,081.96
- FY 2014 - $386,299 (44 youth)
- FY 2015 - $307,190 (26 youth)
- FY 2016 - $115,845 (9 youth)
- FY 2017 - $ 87,830 (8 youth)
- FY 2018 - $ $59,905 (4 youth)

Reduction in commitment to TYC/TJJD State Facilities

On average, Williamson County commits approximately half the number of youth as compared to counties of similar juvenile age population.

Over the past 4 years, WCJS has committed an average of 7 youth annually to TJJD state facilities:

- FY 14 = 7
- FY 15 = 5
- FY 16 = 9
- FY 17 = 5

3. Plan for projected juvenile population growth.

Preparing for Population Growth & Raise the Age

Williamson County has been one of the fastest growing counties in the nation for much of the last decade. Population estimates from Regional Transportation Planners project an increase in Williamson county population from 2017 (529,000) to 2025 (668,000) to 2035 (1,142,000) – the county population is expected to double in the next 18 years.

In both the 84th and 85th Texas legislative sessions, it appeared likely that Texas would raise the age of criminal responsibility in Texas from 17 to 18, meaning people would be treated as adults in the criminal justice system only after turning 18.
http://www.justicepolicy.org/uploads/justicepolicy/documents/raisetheage.fullreport.pdf

In preparation for this change, Williamson County began strategically preparing to keep these youth "closest to home" through designing a plan for facility expansion while strengthening community-based and transition services for youth. In 2015 Chief Scott Matthew began projecting the need for facility and service expansion, producing a statistical analysis of expansion needs. Chief Matthew outlined in his analysis, that according to a report drafted March 24, 2014 by Williamson County Attorney Dee Hobbs, this would yield an anticipated 100 additional felony referrals per year, along with another 400 misdemeanors referred now to juvenile services rather than the adult system. This increase accounts for roughly a 25% increase in formal referrals to the Juvenile Services Department.

Continued analysis and projection of need based on population growth and "Raise the Age" spurred the approval of funding by Commissioner's Court for architectural design of Williamson County Juvenile Justice Center facility expansion in 2017.
In April 2018, WCJS, the Williamson County Juvenile Board, and County Infrastructure completed initial architectural design of Williamson County Juvenile Justice Center facility

expansion including plans for 88 additional dual-certified detention and residential beds; additional recreation, education, visitation, food service, and office space; as well as a fully functioning District Juvenile Court on-site. The design includes a maximum-security unit with the ability to separate youth into units of 2 including separate recreation and education space; and separate smaller detention and residential units with a maximum of 8 youth per living unit. This design is focused on adding smaller, separate units and programming spaces that will allow for more success in maintaining youth safety and security while also improving the ability to treat and rehabilitate youth with different specialized needs. The design is flexible allowing for more individualized programming based on a range of factors including age, gender, behavioral health, intellectual functioning, disability, victim/offender, co-defendants, gang involvement, education, aggression, offense, vulnerability, and preparation for adult living

In Fall 2018, WCJS will initiate a partnership with local non-profit Lone Star Justice Alliance (LSJA). The partnership is a pilot program focused on the mission of LSJA – to reduce the incarceration of and improve outcomes for children and emerging adults in the Texas Justice System. Williamson County is one of two counties selected to participate in the pilot aimed at using a wraparound approach as a rehabilitative alternative to punishment with emerging adult offenders. This pilot will also strengthen WCJS preparation for serving this population in preparation for "Raise the Age" https://www.lonestarjusticealliance.org/.

4. Develop local specialized programming to meet the needs of juveniles and families.

DEPARTMENT CULTURE – RELATIONSHIP FOCUSED

Williamson County Juvenile Services (WCJS) is committed to infusing evidence-based and research-based principles and practices into service delivery to Williamson County youth and families designed to impact positive change. Below is a description of department cornerstone principles and practices including how they are trained and implemented. The underlying focus is on building and strengthening healthy relationships for youth and families.

Asset Development as Department Service Philosophy

Research base: Building on risk and protective factor research, the Search Institute has identified 40 Developmental Assets as building blocks of healthy development that help young children grow up healthy, caring, and responsible.
http://www.search-institute.org/content/40-developmental-assets-adolescents-ages-12-18

- The Georgetown Project, a local non-profit, trained WCJS in 40 Developmental Assets in 2010.
- WCJS adopted asset development as the formal department service philosophy in 2010.
- All WCJS staff are trained in Developmental Assets, "Sparks," and Developmental Relationships.
- Department services and programs are designed to focus on asset development.
- Search Institute's "Asset Checklists" are administered at intake and exit, with a focus on tailoring the case plan toward individual youth and family strengths and needs.
- The WCJS Prevention Team partners with local non–profit the Georgetown Project to provide Parenting with the Assets classes for parents in the community.
- The Georgetown Project generously included WCJS youth in a Developmental Asset Survey of youth in afterschool programs. The survey allowed WCJS an opportunity to gain a clearer picture of resident assets as compared to other youth in the community.

- The WCJS Mental Health Division along with the Children & Youth Behavioral Health Subcommittee of the Williamson County Mental Health Taskforce hosts an annual Mental Health in Schools Conference in Williamson County. Each year the conference focuses on Developmental Assets; in 2014 Search Institute CEO Dr. Kent Pekel facilitated a one-day workshop on Developmental Relationships.

Developmental Relationships & Sparks

Research Base: Search Institute's newest research-to-practice initiative focuses on studying and strengthening the developmental relationships that help young people succeed. A developmental relationship helps young people attain the psychological and social skills that are essential for success in education and in life. The number and intensity of developmental relationships in young people's lives is linked to a range of positive educational outcomes.

Relationships with caring adults and peers can increase student engagement and improve academic motivation. Students who experience developmental relationships 1) get better grades, 2) have higher aspirations for the future, 3) and participate in college-preparatory activities more frequently. Search Institute research shows that kids who thrive have two important supports: knowledge of what their sparks are and adults who support the development of those sparks. Several research studies show that creative arts, athletics, and learning are the top interests that kids identify as their personal sparks. Other activities like reading, volunteering, nature, and spirituality also spark kids' passions.
http://www.search-institute.org/research/developmental-relationships
http://www.search-institute.org/sparks

WCJS views these developmental relationships and sparks as critical components of adolescent development. WCJS incorporates relevant staff training opportunities focused on relationship development throughout the department:

- Developmental Relationship & Sparks training conducted for all new employees.
- 2014 – "How to Connect with Youth and Build Rapport" training for residential staff.
- 2014 – Adopted the Search Institute Relationship Mapping Tool as a practice for growing Developmental Relationships.
- 2014 -- Began Tracking "Developmental Relationships," "Spark Development," and "Spark Activities" as part of formal youth transition planning.
- 2015 – "Building Relationships" training for all staff (reviewed impact on development, contrasted healthy and unhealthy relationships, provided a toolbox of skills to use, provided practice activities).
- 2016 – Trust Based Relational Intervention (TBRI) training for all staff (further work on relationship building with youth "from hard places" focusing on key principles of connecting, empowering, and correcting).
- 2016 – Hosted a "Sparks Fair" as the culmination of the Summer Enrichment Program for WCJS residents.
- 2017 – Field and Prevention Services began data tracking on Spark development and engagement in Spark activities
- 2018 – Field Services developed and implemented a tiered "Spark ladder" designed for youth to continue to progress in their engagement in Spark activities. JPO employee

evaluations based on officer competency in assisting youth in progressing through the Spark ladder.

Trauma-Informed Care

Research base: According to the National Child Traumatic Stress Network (NCTSN), a trauma-informed child- and family-service system is one in which all parties involved recognize and respond to the impact of traumatic stress on those who have contact with the system including children, caregivers, and service providers. Programs and agencies within such a system infuse and sustain trauma awareness, knowledge, and skills into their organizational cultures, practices, and policies. They act in collaboration with all those who are involved with the child, using the best available science, to facilitate and support the recovery and resiliency of the child and family.
http://www.nctsn.org/

A trauma-sensitive approach is a key component of the WCJS culture. Nearly 100% of youth/families in services with the department have a trauma history and will experience improved outcomes from a trauma-informed and relational system rather than a traditional correctional approach.

- 2013 – All Juvenile Supervision Officers (JSOs) and Juvenile Probation Officers (JPOs) trained using National Child Traumatic Stress Network (NCTSN) Trauma Informed Care curriculum for JJ system professionals.
- 2014 – All JSOs and JPOs participated in training on an Equine Assisted Psychotherapy model through local provider Spirit Reins, emphasizing trauma-informed care.
- 2015 – All JSOs participated in a cinema therapy activity focused on trauma-informed care; also participated in "Relationship Building" training this same year.
- 2016/2017 – All JSOs and JPOs participated in a documentary led training activities (Paper Tigers & Resilience) focused on ACEs, what a trauma-informed system looks like and how to continue to move in that direction.

Trust-Based Relational Intervention® (TBRI®):

Research base: TBRI® is an attachment-based, trauma-informed intervention that is designed to meet the complex needs of vulnerable children. All staff were trained in TBRI® during summer 2016, and a new partnership formed with Karyn Purvis Institute of Child Development at Texas Christian University. WCJS is the first juvenile justice agency in the world seeking to implement TBRI® as an intervention framework.
http://child.tcu.edu/about-us/tbri/

- 2016 -- WCJS adopted Trust-Based Relational Intervention® (TBRI®) as the new trauma-informed framework for Juvenile Services. All staff were trained in TBRI® during summer 2016, and a new partnership is forming with Karyn Purvis Institute of Child Development as WCJS is the first juvenile justice agency in the world seeking to implement TBRI as an intervention framework.
- October 2016 – Karyn Purvis Institute of Child Development trainers were on-site to observe staff interventions with youth, interview staff, and assess overall culture in order to tailor a training specific to the department's implementation strengths and needs.

- November 2016 – STARRY Training Director and TBRI® Educator Jessica Kilpatrick, LPC trained 150 ISD and community professionals in TBRI® in the Classroom at the 2016 Williamson County Mental Health in Schools Conference.
- January 2017 – Karyn Purvis Institute of Child Development trained all staff in a tailored TBRI® Overview in a juvenile justice setting.
- January 2017 – WCJS incorporates TBRI for Teens® into new employee training.
- March/April 2017 – With funding support from a partnership with Travis County Collaborative for Children (TCCC), Juvenile Services sent 8 staff members to week-long TBRI® Practitioner Training in March/April. These staff included a counselor, facility supervisors, direct-care staff, and a juvenile probation officer.
- Summer 2017 -- WCJS TBRI® Practitioners designed and executed a 2-day workshop and train all staff during JSO/JPO summer training.
- Summer 2017 – WCJS changes all JSO & JPO job titles to "Youth Engagement Specialists" to emphasize the focus on youth engagement and improve recruitment of like-minded applicants. WCJS begins including Core Beliefs document as part of interview/hiring packet.
- November 2017 – In partnership with District Judges Betsy Lambeth (Family docket) and Stacey Mathews (Juvenile docket), WCJS hosted 150 law enforcement, court, and legal professionals in a 1-day TBRI® Overview as part of the 1st Annual Behavioral Health in the Legal & Justice Systems Conference in Williamson County.
- March 2018 – WCJS sent an additional four staff members to TBRI ®Practitioner Training with the Karyn Purvis Institute in Ft. Worth (2 probation officers, detention supervisor, Family Preservation Supervisor).

Additional components:

- Youth Adverse Childhood Experiences (ACE) scores are incorporated into the department risk and needs assessment – Positive Achievement Change Tool (PACT). Review of year 1 data revealed the following: Youth assessed as high risk to reoffend have an average of 2.5 more ACES than youth assessed as low risk to reoffend; Youth with higher ACE scores tend to penetrate deeper into the system and require a higher level of care

- WCJS PACT data revealed that 1 out 4 youth assessed as low risk to re-offend were identified as having current mental health problems, while 2 out of 3 of youth classified as high risk to re-offend were identified as having current mental health problems

- All new employees trained in trauma-informed care, TBRI, and ACEs.
- All WCJS mental health professionals trained in TF-CBT and DBT, evidence-based trauma models of therapy. Two counselors trained in EMDR.
- Opened two residential treatment programs that operate with a trauma-informed model -- TRIAD (males) in 2011 & TRINITY (females) in 2015
- CORE Residential Treatment program based on TBRI® framework opens in March 2017 as the sole WCJS residential program (combines Academy, Trinity, TRIAD)
- WCJS is a partner with the Trauma Informed Care Consortium (TICC) as well as the Travis County Collaborative for Children (TCCC) in Austin.

Motivational Interviewing (MI)

Evidence base: Motivational interviewing is a client-centered, directive method for enhancing intrinsic motivation to change by exploring and resolving ambivalence.
http://www.motivationalinterview.net/

- Director of Mental Health Services & Prevention Coordinator completed Motivational Interviewing Training Academy and MI Coding & Coaching Training at Sam Houston State University.

- All JSOs and JPOs trained in MI.

- Court and Field Directors and Supervisors trained intensively and participated in coaching and coding.

- 20 department employees trained in Level 2 MI.

- Motivational Interviewing formalized as approach for truancy diversion case management.

- Collaborative Training provided to community partners including the local mental health authority, local non-profits, and ISD employees.

SPECIALIZED SERVICES:

Prevention Services

In 2012, WCJS created a Prevention Team through Juvenile Justice Delinquency Prevention grant-funding. The team now consists of 4 FTEs who coordinate varied prevention and early intervention services including a First Offender Program, crisis intervention services for at-risk youth in the community, JJAEP Transition Services, an introductory informational half-day class about the Juvenile Justice System for youth and parents, Mental Health Taskforce events, faith-based collaborations, mentoring services, and a robust truancy diversion program.

- Prevention Coordinator and Team hired in 2012.
- Neighborhood Conference Committee – Truancy Diversion collaborative with 8 ISDs, serves approximately 400 youth per year, 90% diversion rate from JP and District Court.
- Specialized case management, parent enrichment, and family mediation for first-offender program and first-time family violence cases.
- Strong focus on Spark, Developmental Relationships, and Community Connection as protective factors designed to strengthen youth success and reduce recidivism
- Media campaign featuring Developmental Assets ads in local publications through partnership with the Georgetown Project.
- 2017 -- Equine activity program focused on leadership for at-risk youth in partnership with Ride On Center for Kids (R.O.C.K.)
- 2018 – After school enrichment pilot program offered at Hopewell Middle School in Round Rock ISD through non-profit partner Catalyst Collective.

Field Services

Following a change in leadership in the field unit, field services overhauled service delivery focus and related strategies in 2017. Listed below are some of the specific changes that are already yielding better outcomes for youth and families served by the field unit:
Job title change -- Field Supervisors clarified to their staff that all field JPOs are now **Youth Engagement Specialists** and will explain and guide the engagement focus.
Field Supervisors implemented use of the mapping relationships tool, sparks tool, and tracking system for spark identification, spark activity connection, connection to community resources, and developmental relationships pre- and post-supervision. The tracking tool is setup to measure progress of each officer, each field office, and the entire unit.
WCJS clarified to JPOs that the primary goal of the field officer is to support youth and families' success rather than catching them doing something wrong. Field Supervisors clarified that violations are not always tied to sanctions, but rather encouraged Youth Engagement Specialists (JPOs) to focus on supporting the youth and families and using these opportunities as teaching moments.
Field Supervisors shifted focus on the language of the field from supervision to engagement, from sanctions to interventions blended with an increase in visits and energy toward building relationships and supporting youth and families. This change included more home visits, more parent contact, and strengthened connection to the community.

Field Supervisors removed unnecessary paperwork and redundancy and looked for efficiencies that allowed the field more time to focus on youth and family engagement and case management.

Tiered Intervention -- Field Supervisors ensured that any field case brought to court staffing for potential modification to placement or for referral to Family Preservation for chronic technical violations had first been supervised on an appropriate level of supervision by the field officer and that the field officer/supervisor had made substantial attempts to connect the youth to appropriate services and supports in the community. If there is a safety issue requiring immediate detention, once the youth is stabilized, the youth will be considered for return to field supervision with an increased level of supervision. In most cases, intensive level of supervision will be the appropriate assigned level prior to requesting modification to placement or referral to Family Preservation.
Field Supervisors ensured that Youth Engagement Specialists are providing adequate parent support and education including informing them of TBRI practices and interventions and linking them to community and parent supports.
Field Supervisors ensured that Youth Engagement Specialists are referring to community resources and services appropriately. In order to do this, Field Services focused on attending collaborative community and ISD meetings in order to be aware of the ever-changing available resources.
Field Supervisors ensured that Youth Engagement Specialists learned to provide basic skills training with youth and families to assist them in building relationships and supporting youth with their case plan goals (life skills, social/relationship skills, cognitive skills, job/interview skills, communication skills, etc.)
Field Supervisors coordinated with WCJS Adventure Therapist Marla Burns, LPC-S and other community partners to setup family nights on a quarterly basis in a community site for each field office (Georgetown, Round Rock, Taylor, Cedar Park). These events have strengthened bonds

among families, WCJS, and the community resulting in improved family perceptions regarding the community's interest in their success and well-being.

Court Services

Under the guidance and leadership of the Williamson County Juvenile Board, WCJS Court Services is focused on a complete continuum of trauma-informed legal representation and advocacy for youth throughout the system. Below are core practices unique to Williamson County that help ensure youth are fully supported throughout the court process:

- Juvenile Judge Stacey Mathews requires attorneys submitting applications for appointment to juvenile cases in Williamson County to complete 8 hours of youth behavioral health training in topics including substance abuse, Adverse Childhood Experiences (ACEs), and Trust-Based Relational Intervention (TBRI).

- At the initial detention hearing, the Juvenile Judge appoints an attorney allowing for immediate legal representation and reduced detention stays.

- Post-disposition, in cases where youth are ordered into WCJS CORE Residential Treatment Program, attorney advocate J.R. Hancock is appointed to support and provide legal advocacy for youth throughout their stay in the residential program. Mr. Hancock is an active member of the treatment team who positively impacts youth motivation, decision-making, transition services, and family investment in the program.

- Juvenile Judge Stacey Mathews partners with canine therapy provider Austin Dog Alliance to support youth experiencing anxiety and trauma-responses in the court room and in court hold through the use of therapy dogs.

Court officers are trained in department cornerstones and attempt to link youth and families with early intervention opportunities and supports as soon as possible rather than waiting for the court to determine the need for services. This practice often shortens the overall length of supervision and strengthens engagement in the rehabilitative process, sometimes diverting the case and/or reducing the level of supervision.

Detention/Intake Services

Recognizing that youth arrest and detention can be traumatic, WCJS Detention/Intake services attempt to lessen the impact of the trauma and help youth admitted feel safe and supported as quickly as possible. All Detention/Intake staff are trained in trauma-informed care and TBRI® is the framework. In March 2018, Detention Supervisor Rodney Bell completed TBRI® Practitioner training, which will assist in continuing to integrate the framework into detention services and practices. Listed below are detention practices unique to Williamson County that

WCJS works hard to staff and move cases so as not to keep youth in detention any longer than necessary. Collaborative case staffings occur biweekly and include participation from the County Attorney's Office, defense attorneys, court and field services staff, residential staff, detention staff, mental health staff, and a consulting contract psychologist. These case staffings help expedite cases and ensure that critical information is shared in an effort to establish the best plan of care for the youth and family.

Upon release, WCJS Intake staff are able to conduct on-site deferred intakes immediately so that there is not a lapse between initiating services and supervision, a critical step in providing smooth transition home and early intervention.

Counseling services are made available to all detention residents through department counselors and counseling interns. All detention residents receive weekly individual and group counseling. On-site family counseling and psychiatric medication management are also available to detention youth. Substance abuse assessment is available on-site through contracted provider Phoenix House. The goal is to engage youth in the treatment process as soon as possible to avoid further penetration into the system.

Per state standard, all youth are administered the Massachusetts Youth Screening Instrument (MAYSI-2) upon admission. When the screening indicates need for mental health intervention, WCJS counselors and counseling interns are available to meet with youth on-site immediately, rather than having to refer the youth to a community provider. WCJS partners with local behavioral health hospital Georgetown Behavioral Health Institute when acute-care behavioral health treatment is warranted.

Detention residents also regularly participate in skill building and enrichment activities including, but not limited to, art therapy, recreation therapy, motivational speaker presentations, cinematherapy, holiday events, athletics, and music therapy. In 2017, WCJS initiated a partnership with local canine therapy provider Divine K-9s. These dogs visit detention residents biweekly.

Education Services

Through partnership with the 12 Independent School Districts (ISDs) in Williamson County, Georgetown ISD and WCJS deliver high-quality education and student support services to youth in residence in Detention and CORE Residential Treatment Program as well as students ordered and expelled to the Juvenile Justice Alternative Education Program (JJAEP). The foundation for these services is the collaborative funding agreement among all of the ISDs, who collectively contribute more than 1.2 million dollars annually to operate the education programs and services. The Memorandum of Understanding (MOU) is designed so that ISDs contribute proportionally to the overall budget based on ISD student day use per year. ISDs are able to significantly offset their costs as each student is maintained in their home campus through PEIMS. The JJAEP attendance rates average 94% each year, helping youth progress on graduation plans and also increasing Average Daily Attendance (ADA) funding for the home ISD.

Juvenile Justice Center Education Services are frequently highlighted and positively recognized during state audits and advocacy group tours. The approach is much different than in most juvenile justice education environments where students typically spend most of the day in computer-based instruction. Georgetown ISD engages students in teacher-led instruction, project-based learning, and service learning; the classroom environment is designed to mirror education offered at home campuses, with a focus on keeping students in scope and sequence so that they are prepared to return to their home campuses on track. Students are offered elective courses typically not offered in alternative school settings. On average, youth recover 3 credits per semester they are enrolled at the Juvenile Justice Center campus. The program offers a highly

successful GED track and dual enrollment coursework for eligible students through partnership with Navarro College.

WCJS offers student support services including, but not limited to, case management; transition services; counseling; medication management; recreation, ropes, and adventure-based therapy; substance use service; and health services. GISD and WCJS are focused on developing and supporting the whole student; providing individualized and specialized instruction, support, and intervention; and transitioning the student back to their home campus prepared and supported to maintain success.

In 2011, Williamson County JJAEP became the first juvenile justice campus to be recognized as a *No Place for Hate* campus, a designation awarded by the Anti-Defamation League. *No Place for Hate* is a self-directed program helping all of the stakeholders take the lead on improving and maintaining school climate so all students can thrive.

Continuum of Care – Focus on Transition

WCJS is currently focused on strengthening transition services for youth, recognizing the critical nature of the return to home, school, and community from residential care.

- WCJS uses professional furloughs in an effort to connect youth to formal and informal community supports through the concept of "warm handoff" – a face-to-face contact with the person(s) or program(s) that will support the youth in transition. These supports have included mental health professionals, faith-based programs, YMCAs, school-based athletics and extra-curricular activities, employers, mentors, and support groups, among others. The formal linking of these supports is critical to youth and family success during transition.

- WCJS has a strong partnership with the local mental health authority, Bluebonnet Trails Community Services. Bluebonnet Trails provides weekly contract medication management services on-site at the Juvenile Justice Center through a mental health nurse practitioner. Bluebonnet Trails also offers state-funded Intensive Outpatient Substance Abuse Treatment services for youth at four locations in the county, provides Aggression Replacement Training (ART) on-site at the Juvenile Justice Center, and offers a Medicaid waiver program that provides mental health case-management and medication management for justice-involved youth being supervised in the community. WCJS and Bluebonnet Trails also frequently partner for collaborative training including TF-CBT, Mental Health First Aid, Motivational Interviewing, and ASIST Suicide Prevention.

- WCJS intentionally contracts with treatment providers who serve residential youth and are also available to continue to serve youth in private practice in the community following transition. In 2017, WCJS initiated a contract with Intervention Services in 2017 for parent support and enrichment services, counseling services in the Round Rock field office, and JJAEP student counseling.

- In 2015, WCJS modified its residential transition and aftercare approach, ensuring that facility case managers remain with the youth on their caseload as they transition to the community. A 30-day transitional furlough process was developed in order to return youth to residence if they experienced significant struggle during the transition period.

- In Fall 2016, WCJS was awarded JJDP grant funds dedicated to providing residents with intensive mentoring services (6-12 hours per week) through contract with Reset Mentoring as they transition home from residential care. These mentors commonly support these youth well beyond the contracted timeframe and after WCJS supervision has ended.

- Since 2012, through JJDP grant funds, WCJS has offered a summer vocational training program to residents through contracted provider Skillpoint Alliance. Youth are OSHA and CPR certified and earn various industry certifications. Tracks offered include culinary, construction, nurse aid, plumbing, electrical, and landscaping.

- In 2016, WCJS developed a Summer Enrichment Program for residents designed to connect youth to "sparks" opportunities, activities, and positive adult role models (developmental relationships) in their communities. The program was designed based on youth interest surveys. Youth participated in over 115 hours of activities including school tours, boxing, yoga and meditation, art classes, CrossFit, community service, music, culinary arts, job readiness, safe driving, cosmetology career day, and financial literacy.

- In 2014, WCJS dedicated a Prevention Specialist to case manage youth as they transition from the Juvenile Justice Alternative Education Program (JJAEP) back to their home campus. The program design includes initiating services while the youth is enrolled at JJAEP, focusing on Sparks and Developmental Relationships, facilitating a transitional wraparound meeting prior to transition with home campus administration and supports, and supporting the youth for a minimum of six weeks after they return to their home campus.

More details regarding specific services and programs are available on the WCJS website and Facebook page:
http://www.wilco.org/CountyDepartments/JuvenileServices
https://www.facebook.com/WilliamsonCountyJuvenileServices

5. Maintain confidence in the competence of our organization by outside stakeholders.

WCJS Executive Team Engaged in Local Board Memberships & Collaboratives

In order to strengthen the coordinated system of care in the community, WCJS leadership remains actively engaged on local and state boards and collaboratives.

Executive Director Scott Matthew:
Texas Juvenile Justice Department (TJJD) Board of Directors
Georgetown Health Foundation Board of Directors
The Georgetown Project Board of Directors Emeritus Member
Boys and Girls Club Board of Directors (past)
Texas Juvenile Justice Department Transition Team (past)
OOG Juvenile Justice Advisory Board (past)

Asst. Executive Director Matt Smith:
Williamson County Youth Behavioral Health Taskforce Chair
Texas Judicial Commission on Mental Health Collaborative Council Member
Texas Supreme Court Children's Committee Foster Care & School Discipline Workgroup
Youth Recovery Network Steering Committee Member
Texas Motivational Interviewing Cooperative Steering Committee Member (past)

Asst. Director of Mental Health Services Lynn Kessel
Trauma Informed Care Collaborative (TICC) Member
The Christi Center Board of Directors

CORE Facility Administrator Michael Pena
The Georgetown Project Board of Directors

Field Services Administrator Brooke Hall
Texas Probation Association Member

Court Services Administrator Mende Holcomb
Texas Probation Association Member

Hosting events and public awareness efforts

In September 2013, WCJS opened its doors to the public for the first time, hosting an event recognizing 30 years of Juvenile Services in Williamson County. The event recapped progress

over the years and was highlighted by keynote speaker US Congressman John Carter, who previously served as both Juvenile Judge and Juvenile Board Chairman in Williamson County.

WCJS has long been a leader in the field and a model for others to follow. The Texas Juvenile Justice Department pilots new initiatives and practices in Williamson County and refers other departments around the state to WCJS for training and technical assistance. WCJS is monitored and audited annually by a number of agencies included by not limited to: TJJD Secure Facilities, TJJD JJAEP, TJJD Financial Audit, Independent Financial Audit (Weaver & Tidwell), Juvenile Justice Delinquency Prevention grant audits, National School Lunch Program audits, monthly visits by the Office of the Independent Ombudsman (OIO). WCJS consistently receives exemplary ratings on audits. Recent secure facility audits have revealed only minor clerical errors among thousands of standards reviewed. In 2017, WCJS received a 100% rating on the JJAEP audit. TJJD Financial Audits consistently reveal no findings, acknowledging that all finances have been accounted for and spent accordingly. To date, the OIO inspections have revealed no findings during monthly facility inspections.

Non-profits, social service and government agencies, elected officials, and advocacy groups schedule tours and informational meetings at the Juvenile Justice Center in Georgetown. Following are some of the groups who have visited in recent years to learn and understand the innovative ways that WCJS are supporting and reaching youth and families:

Texans Care for Children
Texas Criminal Justice Coalition
Texas Appleseed
Comal County Juvenile Probation
Texas State Representative Tony Dale
Texas State Representative Larry Gonzalez
Texas CASA
Search Institute
OOG Juvenile Justice Advisory Board
Youth Recovery Network
Southwestern University Career Services
Austin Community College Criminal Justice Class
Williamson County ISD Disciplinary Alternative Education Programs
Williamson County ISD School Boards
Georgetown Leadership
Georgetown Junior Leadership
Temple College Taylor Nursing Program
Office of Juvenile Justice Delinquency Prevention
Meadows Mental Health Policy Institute
Texas System of Care

Below are some of the WCJS public awareness efforts highlighting important issues in juvenile justice:

- In 2013, WCJS Executive Director Scott Matthew was featured in a video created by Bluebonnet Trails Community Services titled *Crime and Mental Illness.* Chief Matthew highlighted the importance of early intervention and in-home mental health service delivery for families in the system.

http://bbtrails.org/hear-our-story/

- In 2015, WCJS, in partnership with Bell County Juvenile Services and the Texas Attorney General's Office, led Central Texas in hosting a documentary screening of *In Plain Sight: Stories of Hope and Freedom* at Georgetown City Lights event and fundraiser to raise awareness about Domestic Minor Sex Trafficking. Proceeds from the event benefited local non-profits Traffick 911 and Redeemed Ministries.

  http://austin.eventful.com/events/inplainsight-fundraiser-/E0-001-078135031-9

- In 2015, WCJS Asst. Executive Director Matt Smith was featured on KVUE morning news discussing mental health issues affecting children and promoting the Williamson County Children's Mental Health Awareness Day event at Dell Diamond benefiting local non-profit *Sandbox at Madeline's Place*.

https://www.kvue.com/article/news/local/williamson-county/2-years-after-daughters-suicide-couple-helps-other-teens/269-309938618

- In 2016-2017, WCJS participated in a JJ-TRIALS, a comprehensive research initiative conducted by the National Institute on Drug Abuse (NIDA). JJ-TRIALS is NIDA's juvenile justice translational research on interventions for adolescents in the legal system.

https://www.drugabuse.gov/researchers/research-resources/justice-system-research/jj-trials-cooperative-research-centers

- In 2016, WCJS was featured in a video on the online PBS mental health channel episode titled *Mental Health Matters for Children* – the video chronicles a TRINITY resident who is learning to overcome her traumatic past and features Asst. Director of Mental Health Services Lynn Kessel.

http://mentalhealthchannel.tv/episode/for-children

- In 2016, WCJS and other Williamson County agencies were featured in a CBS new story highlighting the 6th Annual Mental Health in Schools Conference as an effort to tackle difficult issues in schools affecting students' mental health.

http://cbsaustin.com/news/local/wilco-counselors-and-care-providers-tackle-mental-health-in-schools

- In 2017, WCJS was featured in a promotional video in collaboration with local non-profit STARRY highlighting STARRY's leadership in training WCJS and other local agencies in Trust-Based Relational Intervention – the video features Asst. Executive Director Matt Smith and WCJS Facility Supervisor Troy McPeak.

http://www.starry.org/Site/Sharing-Good-News/videos.aspx

- In 2017, WCJS, in partnership with local collaborative Youth Recovery Network, hosted separate parent, youth, and professional listening sessions in Williamson County surrounding youth substance use. These listening session revealed valuable insights into existing gaps and needs in the community. The long-term purpose of these listening sessions is to get youth and parent voice in designing a centralized hub of information and support for youth and parents seeking youth recovery services and support.

- In 2017, WCJS, in partnership with local non-profit *Catalyst Collective*, hosted a screening of the recent documentary *Screenagers*, followed by a youth panel. The event provided a window into local youth belief systems and experiences related to screen time, cyberbullying, and the effects of social media.

https://www.youtube.com/watch?v=gfPMBNBm2z0

- In 2018 WCJS was selected as one of 6 counties for s study conducted by the Council of State Governments researching community-based supervision strategies in juvenile justice. This research is ongoing.

- WCJS is regularly featured in positive press in local newspapers and publications including the Georgetown Advocate, the Williamson County Sun, Community Impact, the Austin American Statesman, and Williamson County Press Releases.

Hosting and leading Mental Health Taskforce meetings, Mental Health in Schools Conferences, and the Behavioral Health in the Legal & Justice System Conference have strengthened connection and partnership within the county. Most recently, WCJS became the first juvenile justice agency to pursue professional development in Trust-Based Relational Intervention resulting in eventual partnership with the Karyn Purvis Institute of Child Development. Since that time, a number of departments and agencies have reached out to WCJS to learn how to integrate the model into their work. As a snapshot, the following agencies visited Williamson County Juvenile Services in Spring 2018:

Travis County Child Protective Services
Karyn Purvis Institute of Child Development
Harris County Juvenile Services
Bexar County Juvenile Services
Grayson County Juvenile Services
Texas Juvenile Justice Department
Common Thread

Office of the Governor – Child Sex Trafficking Team
The Refuge
Texas State Senator John Whitmire's Office
Texas House Representative Rick Miller's Office
Senate Criminal Justice Committee
Texans Care for Children
Hogg Foundation for Mental Health
Lone Star Justice Alliance
Council of State Governments

WCJS developed a social media presence through development of a WCJS Facebook Page in 2016. WCJS connects with the community through the Facebook page highlighting youth activities, employee spotlights, and departmental milestones. WCJS uses Facebook to help connect to community and faith-based agencies interested in supporting youth and families.
https://www.facebook.com/WilliamsonCountyJuvenileServices

Youth Leadership & Citizenship – Service Learning & Community Service

In 2011, WCJS Education Services, led by Principal Bob Fischer, initiated a Service Learning Class. **Service-Learning** is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Below are some of the projects conducted over the years.

HUGS: Helping **U**nderstand **G**randparents **S**truggles- This project is ongoing. We go to the Wesleyan Nursing Home in Georgetown at least once per month to participate in activities with the residents there. Some of the activities that we have done together are: Spanish Bingo, Pumpkin Carving, Monster Dance, Zoo Show, Childhood Story Swap, crafts, cooking, Wheelchair Races, and sing-a-longs. This is a very special time for the students and the residents.
B.A.R.K.: Behavior **A**wareness **R**egarding **K**-9's- The students learned about dogs and behavior. We had The JJAEP K-9 specialist come to our class several times to teach us different aspects regarding dogs. Then we went to the Williamson County Animal Shelter at least once a week. When we were there we taught the dogs behavior modification, groomed them, exercised them, and cleaned cages. Most of all we played with the dogs to help them with socializing in hopes that they would get adopted. In addition, we made flyers and kennel cards to give information about the dogs to attract prospective owners to adopt them.
World Stress- The TRIAD students participated in a World Stress project. Each student used a different fine arts medium to express a type of stress that we experience. For example: one student wrote a rap song about wanting to fit in. We had poetry, drawings, visual media and even robotics to express such topics as hunger, suicide, wounded soldiers and child neglect to name a few. The students then invited staff to come to a presentation of their work. Their presentation was very thought provoking and insightful.
No Place for Hate- once again the students applied to be a No Place for Hate Campus. We received the status last year. We incorporate No Place for Hate activities into our daily lesson on a regular basis. We have designated activities that we do as well. This is an ongoing project that we do all year.
Pink Out- Cancer Awareness Month-The students partnered with several organizations for Cancer Awareness Month. They did not just focus on Breast Cancer; they made the focus on all cancers. Some of the events were: Daily Cancer Fact of the Day, Ribbon Wall to honor victims

of cancer, and a poster contest. This project spread to other classes in the school. Science classes learned more about the actual disease of cancer. Language arts classed read stories about cancer. The PE classes sponsored a cancer walk. Several classes were involved. The students had Green Bay Packers Kicker, Mason Crosby, donate his pink football cleat and pink kicking tee for a raffle to support a staff member's child with leukemia. This was very educational and enlightening for the students and staff. It raised their awareness and made them more compassionate.

New Perspective Presentation-The students were asked to give a presentation for the Williamson County Mental Health in Schools conference. They designed a presentation that starts with a very powerful skit and the follows with a power point presentation. It is about our Service Learning class. The students discuss the ways that Service Learning gives them a "new perspective" on life and learning. The presentation was so impressive they have been asked to be presenters at several other large conferences and local school and organizations. They presented to large audiences of educators and professionals at the Juvenile Support Network Conference at the University of Texas at Austin on February 4th, 2013 and at the Afterschool Centers on Education (TEA) Communication Network Meeting on February 27th, 2013.

Secret Santa- The students hosted a Secret Santa project in December. They included every student in Academy and TRIAD. They invited staff from the entire facility to partner with them. The students reached out to all of the staff to join them in the project. The students and staff exchanged small treats and words of encouragement for the month. The students made all of their gifts. This was the first time for most students to give a gift they made themselves. It gave the building a spirit of Christmas. We culminated the month with a celebration to reveal the Secret Santa partners. The students lead an impromptu reflection of what the project meant to them. This was very touching and a perfect ending to the project and to 2012.

In 2011, WCJS also overhauled the Community Service Program. Rather than having youth pick-up trash in local parks, the new program focused on creating meaningful opportunities where youth were able to develop marketable skills while providing valued service to their communities. The program is designed to build Developmental Assets of *Youth as Resources, Service to Others, Equality and Social Justice, and Community Values Youth.* Below are several examples of meaningful projects initiated in 2011 and sustained over the years:

- Christmas Tree Recycling
- Round Rock city park landscaping
- Lake Georgetown restoration after flooding
- Adopt-A-Park – Berry Springs Park in Georgetown
- Distributing Food and Supplies at the Caring Place
- Clay Madsen Skate Park clean-up
- MLK Day of Service in partnership with the Georgetown Project

In addition to these projects, WCJS residents are called on frequently to help non-profits and community agencies move and clean offices and set-up and take-down events. These opportunities build trust and connection with the community and provide youth with a sense of purpose and achievement.

Short-term Objectives

Objective A: *Develop comprehensive mental health continuum of care; Establish Mental Health Court.*

WCJS comprehensive mental health continuum of care is detailed in Priority 1 above. While WCJS has not developed a formal Mental Health Court, the overall juvenile court environment and structure mirrors many of the elements of a Mental Health Court. Juvenile Judge Stacey Mathews and the WCJS Court Unit continue to progress toward a comprehensive trauma-informed courtroom environment. Recent progress includes the addition of therapy dogs in the courtroom and a residential attorney advocate.

Objective B: *Expand Existing facilities to accommodate projected growth in juvenile population and to address demands of increasing mental health cases*.

Facility expansion progress is described above in Priority 3. The architectural plan for expansion of the Juvenile Justice Center has been designed and is awaiting vote by the Williamson County Commissioner's Court.

Objective C: *Recruit, develop, and retain competent, professional, "character driven staff".*

WCJS is focused on recruiting, developing, and retaining staff members who are aligned with the department vision, service philosophy, and cornerstone principles described in the document above.

Recruitment: In 2017, WCJS changed Juvenile Supervision Officer (JSO) and Juvenile Probation Officer (JPO) job titles and descriptions to Youth Engagement Specialists (YES) in

order to more accurately reflect the role of these positions. In 2017, WCJS added a Department Core Beliefs document to the applicant interview packet in order to improve transparent communication regarding the trauma-informed and treatment-focused philosophy of the department in order to recruit like-minded applicants.

Development: As described above, all WCJS employees received extensive on-going training in evidence- and research-based practices.

Retention: Retention of direct-care staff members who work shifts and interact all shift with youth exhibiting significant emotional and behavioral difficulty is challenging. In 2017, WCJS restructured an existing employee as a full-time scheduler in order to make maximum efficiency of staffing. In addition, WCJS began offering 10-hour shift patterns in order to allow employees more days off and to ensure that requests for leave are approved in a timely manner.

Long Range Goals/Vision:

1) Separate mental health facility;

As described above, WCJS is focused on comprehensive trauma-informed service delivery throughout the department. In 2017, WCJS modified residential services so that all youth in residence were being served in a trauma-informed, therapeutic milieu. As more than 70% of youth have a diagnosable mental health disorder and greater than 90% youth have a significant history of relational trauma, rather than create a separate mental health facility, all youth receive comprehensive behavioral health and support services.

a. additional funding for pharmaceuticals/psychiatry

WCJS maintains a partnership with Bluebonnet Trails for contract medication management provided on-site by a Psychiatric Mental Health Nurse Practitioner (PMHNP). The contract has expanded to include providing a transitional service for youth living in the community who are on a waitlist or who are otherwise unable to immediately access services. WCJS Health Services staff manage a drug formulary in partnership with Bluebonnet Trails designed to reduce pharmaceutical costs.

b. data collection system

WCJS transitioned from the data collection system *Caseworker* to *Juvenile Case Management System (JCMS)* in 2012. WCJS transitioned to a validated risk and needs assessment, the Positive Achievement Change Tool (PACT) in 2016. Both JCMS and the PACT are much more comprehensive than the previous tools and allow the department to use individual and aggregate data including risk and need levels, Adverse Childhood Experiences (ACEs) scores, and criminogenic need rank in order to make informed client-level and departmental decisions.

c. address gaps in services

WCJS continually evaluates departmental and community needs and engages collaborative partners in order to address gaps in service. As described above, many of these gaps are addressed in partnership with the collaborating agencies of the Williamson County Mental Health Taskforce. Recent community gaps addressed include addition of private behavioral health hospital beds (Rock Springs, Georgetown Behavioral Health Institute), addition of youth intensive outpatient substance use services (Bluebonnet Trails Community Services, Phoenix House), and expansion of school-based counseling and social work services (Intervention Services, Bluebonnet Trails Community Services). Recent departmental gaps addressed include expansion of residential substance abuse contract services (John Briery, LPC, LCDC), expansion of parent education and enrichment (Jervey & Associates, WCJS Trauma Informed Parenting Strategies, faith-based), and expansion of transitional mentoring services (Reset Mentoring).

d) Expand facilities

Facility expansion progress is described above in Priority 3. The architectural plan for expansion of the Juvenile Justice Center has been designed and is awaiting vote by the Williamson County Commissioner's Court.

e) Additional administrative staff

Since implementation of this plan, the department has restructured to add one additional administrative staff member. In 2015, John Gordon transferred from the Academy to the newly created Systems, Compliance, and Training Specialist position. This position was created to oversee department training, PREA compliance, and assist with internal technology such as radios, video camera systems, and computer updates. In 2016, under John's direction, WCJS completed their first PREA audit and became one of the first Juvenile Justice facilities in Texas to become certified as PREA compliant. This position has also assisted with various special project, including working with IT on the SharePoint conversion and to update the department website, and collaborating with Communications to upgrade the department radios.

2) Grant Writer to help secure funds to meet the needs as delineated

In 2015, WCJS hired Prevention Coordinator Kristin Davidson to assist with grant writing. Kristin is an experienced grant writer and grant manager. Several other department staff members assist in writing grants. WCJS has been successful in securing and maintaining grant funded programs including the Family Preservation Program, vocational programming, truancy diversion, mentoring, after-school programming, equine programming, and recreation and adventure therapy.

3) Volunteer Program and Coordinator

In 2015, WCJS assigned Prevention Coordinator Julie Watts as the department Volunteer Coordinator. Julie has concurrent duties as a Prevention Specialist, supervising youth and families in the First Offender Program and coordinating various other prevention efforts. Volunteer coordination efforts have increased significantly, particularly in partnership with the faith community. Volunteers and interns assist with activities and services including resident haircuts, faith-based services, mentoring, meals, family events, canine therapy, skills training, counseling, case management, "spark" activities, administrative duties, and art and music classes. In 2017, WCJS partnered with 175 volunteers and interns. The number of volunteers and interns has increased from 20 to 175 since 2010. The large majority of the new volunteers are recruited from faith-based partnerships. Continued quality recruitment, recognition, and management of volunteers and interns will require a full-time volunteer coordinator and a full-time chaplain as reflected in the 2018 strategic plan.

4) Vocational component to teach skills

Beginning in 2010, WCJS annually contracts with local non-profit *Skillpoint Alliance* for summer vocational programming. Facility residents and youth on field supervision earn their OSHA certification, CPR/First Aid Certification, and the following professional industry certifications: culinary, construction, electrical, landscaping, plumbing, and medical assistant. WCJS began partnering with Workforce Solutions of Williamson County in 2017 to assist eligible youth with GED prep and testing as well as job training and placement services.

5) Transitional living program

WCJS has not achieved this long-range goal; however, recent progress is promising. Contracted provider *Reset Mentoring* has recently announced initial plans to open a transitional living home.

National non-profit *Oxford House* have opened two sober living homes in Round Rock, with plans to open more within the county. Upcoming partnership with non-profit *Lone Star Justice Alliance* will open doors for additional resource development with transitional living programs.

6) Competitive salary and benefits, for similar size department

WCJS has diligently worked to increase salaries, particularly JSO salaries, to remain competitive in the marketplace. Through the strategic use of unallocated funds, when allowed by Commissioner's Court, WCJS has been able to raise the starting salary of JSOs from $31,800 in 2012 to $35,800 in 2018. Human Resources is currently completing a salary study for JSO positions, which may result in an additional salary increase for those serving in these positions. Additionally, salaries for JPO I and JPO II have increased, as well as starting salaries for all supervisory level positions. It is important to note, the use of unallocated funds is no longer allowable, which ultimately decreases the department's flexibility and will likely make it more difficult in the future for the department to maintain competitive salaries.

2018 WCJS STRATEGIC PLAN

PRIORITIES:

1 Continue development of a **comprehensive** trauma-informed system of care for children and youth in Williamson County.

Short-term objective(s):

a. Increase TBRI® Practitioner training opportunities for key staff members.
b. Add full-time TBRI® coaching position(s).
c. Continue to infuse trauma-informed approaches and practices into service delivery with a focus on felt safety, connection, and coping.

Long-term objective(s):

a. Use *Self-Healing Communities* model in coordination with local stakeholders and agencies to develop and implement a Williamson County community plan to educate and equip citizens to improve intergenerational health.
b. Partner with Karyn Purvis Institute of Child Development to develop a research-based implementation model of TBRI® application in a juvenile justice setting.

2 Expand Juvenile Justice Center facilities and services to account for continued TJJD commitment reduction, addition of 17-19-year-olds ("Raise the Age"), and projected juvenile population growth.

Short-term objective(s):

a. Complete design and begin build-out of Juvenile Justice Center expansion plan.
b. Project staffing patterns and total operation costs of expansion plan.

Long-term objective(s):

a. Develop and implement independent living plan to operate group homes and transitional living apartments.
b. Project staffing patterns and total operation costs of independent living plan.

3 Strengthen transitional living, support services, and vocational opportunities for older adolescents as they progress toward independent living.

Short-term objective(s):

a. Expand vocational opportunities and partnerships to include year-round programming for older adolescents who have completed their GED/diploma.
b. Expand independent living skills offerings and opportunities for older adolescents who have completed their GED/diploma
c. Develop and strengthen partnerships with local job readiness agencies and local employers.

Long-term objective(s):

a. Develop and implement independent living plan to operate group homes and transitional living apartments.
b. Project staffing patterns and total operation costs of independent living plan.

4 Grow capacity to analyze data and measure outcomes in order to maximize resources, respond to emerging trends and needs, and create efficiencies.

Short-term objective(s):

a. Partner with local universities and agencies to study data sets and develop ongoing data analytics metrics.
b. Grow understanding and capacity to analyze existing JCMS and PACT aggregate data.
c. Train management and supervisory staff in data-informed decision-making.
d. Evaluate cost/benefit of programs with an initial focus on the National School Lunch Program.

Long-term objective(s):

a. Add full-time data coordinator position.

b. Develop collaborative inter-agency data analytics plan(s) with connected agencies including, but not limited to, adult probation, Bluebonnet Trails Community Services, Child Protective Services, and local Independent School Districts.
c. Strengthen employee recruitment and retention, strengthen community connection and expand volunteer/intern capacity in order to build webs of support for youth and families

Short-term objective(s):

a. In coordination with Human Resources Dept. develop competitive compensation packages and career ladders to recruit and retain high-quality professionals
b. Add full-time volunteer/intern coordinator position.
c. Develop coordinated system to match volunteer/intern interests to needs/interests of youth/families.
d. Re-establish full-time Chaplain to increase connection with local churches and the broader faith-based community

Long-term objective(s):

a. Partner with Search Institute and the Georgetown Project to research the impact of Developmental Relationships and SPARKS with youth/families in Williamson County.
b. Expand internship opportunities to include research studies and increased availability of professional services (counseling, psychiatry, social work, etc.)

5 Continue focus on priorities in original plan:

a. Develop comprehensive mental health continuum of care.
b. Reduce out of county placement and commitment to TJJD State Facilities.
c. Plan for projected juvenile population growth.
d. Develop local specialized programming to meet the needs of youth and families.
e. Maintain confidence in the competence of our organization by outside stakeholders.

Strategic
Implementation
Plan
2020 - 2022

Williamson County Pretrial Services

Williamson County Pretrial Services
Strategic Implementation Plan
2020-2022

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Director's Message

The pre-trial stage of any criminal proceeding is significant, and research tells us that the bail decision can have both immediate and long-term impacts on the community, the defendant, and their family. It is for that reason that a well-structured bail process is necessary: one which increases public safety, assures court appearance, and minimizes unnecessary pretrial detention.

In 2019, the Williamson County Commissioner's Court made a significant investment in the justice system by creating a Pretrial Services Department to manage the pre-trial process. This investment reflects the growing national recognition of the impact of the preliminary stages of a criminal case. At its core, Pretrial Services Department has a drive to see that justice is done through promoting an effective and, ultimately, fair bail system. This Strategic Implementation Plan is the blueprint for development of the Pretrial Services Department in Williamson County.

In this document, we lay out our path to implementing best practices at the pretrial stage of criminal cases, from excellence in court management, to incorporating a Risk Assessment tool, from the appropriate and timely appointment of counsel, to risk based post-release supervision. In each of these areas, we have defined goals, and a path to achieve them. Balancing the preservation of public safety with a drive to reduce unnecessary detention, and, fundamentally, promote justice at all stages of the process is the goal of this investment.

I am excited that, over the coming years, we will be building, changing, and learning. Most importantly, I am proud that we are working to support the effective administration of justice in Williamson County.

Leadership

Pretrial Services Executive Leadership

Ronald S. Morgan, Jr.
Director

Maritza Ramirez
Pretrial Services Manager

Pretrial Services Board

Hon. Stacey Mathews
Judge, 277th District Court

Hon. Doug Arnold
Judge, County Court at Law #4

Hon. Alexandra Gauthier
Senior Associate Judge

Hon. Valerie Covey
County Commissioner, Precinct 3

Mission

The mission of Williamson County Pretrial Services is to enhance public safety, contribute to the effective administration of justice, and uphold the Constitution and Laws of the United States and the State of Texas.

Vision

Williamson County Pretrial Services' vision is to serve as a leader in the justice system locally and statewide by promoting a culture of accountability and innovation, and through attracting, developing, and retaining an effective team of professionals committed to our mission, guiding principles, and goals.

Guiding Principles

As a part of the larger criminal justice system in Williamson County, Williamson County Pretrial Services employs the following guiding principles in fulfilling its mission:

- Community Safety & Court Appearance
- Presumption of Innocence
- Non-Financial Conditions of Release

Organizational Goals

The staff of Williamson County Pretrial Services currently provide administrative support to judicial officers, and will provide risk-based bail recommendations, effective post release monitoring, and oversight of the indigent defense process in Williamson County. We accomplish these goals by:

- Providing efficient administrative support to Williamson County Associate Judges. **(current goal)**
- Managing the in-custody Magistration Hearings, Cite and Release Proceedings, and Emergency Protective Order Modification Hearings. **(current goal)**
- Screening and, where eligible, appointing counsel for eligible defendants within the time required by law. **(current goal)**
- Interviewing, prior to Magistration, individuals arrested on local charges. **(future goal)**
- Providing accurate risk and financial screening results and appropriate pretrial release recommendations rooted in best practices to support judicial bail decision-making. **(future goal)**
- Managing the bail process in a way that reduces unnecessary detention through facilitating release under the least restrictive conditions that will assure community safety and court appearance. **(future goal)**
- Providing Court Date Reminders to defendants released on Personal Bond as a means of assuring court appearance **(future goal)**

- Providing effective and appropriate post-release supervision to defendants awaiting trial to assure compliance with court ordered conditions of release. **(future goal)**

"Twenty-five years ago, a third of the jail population was awaiting trial. Now the percentage is three-fourths. Most of those detained are non-violent, unlikely to re-offend, and posing no risk of flight. Many are held because they're too poor to make bail…(t)hey remain in jail, losing jobs and families, and emerge more likely to re-offend... And on top of that, taxpayers must foot the bill—a staggering $1 billion per year to jail those who should be released…Not only are people held who should be released, people are released who should be held.[…] It is time—actually, it's past time—to ensure that defendants who pose no risk to the public are not jailed, and that those who do, are.

- Chief Justice Nathan Hecht
  State of the Judiciary Address, February 6, 2019

Williamson County Pretrial Services through Calendar Year 2020

Williamson County Pretrial Services was created during the Budget Process in August of 2019. In their action, the Court shifted functions previously performed by the Personal Bond Office and administrative functions performed by the Magistrates' Office to the new Department.

Key Functions of Williamson County Pretrial Services at Establishment

- Administrative support to Magistrates Court

  Working 7 days per week, 365 days per year, staff manage dockets, draft required paperwork, and facilitate legally required hearings and bond setting for over 11,000 arrestees per year. In addition, they process arrest and blood warrants as well as magistrate's orders of emergency protection. While the primary recipients of administrative support are the Williamson County Magistrate Judges, the interactions by Pretrial Services staff goes far beyond that group. We work closely with a variety of justice-system stakeholders, including law enforcement, prosecutors' offices, the district and county courts-at-law, district and county clerks' offices, municipal courts, and justice courts, and providers such as Bluebonnet Trails (the Local Mental Health Authority).

- Management of Indigent Defense appointments

  Working 7 days per week, 365 days per year, staff review applications for court appointed counsel for defendants in and out of custody, and receive applications in person and electronically to determine eligibility. Staff appoint attorneys for those defendants who are eligible according to state law and County policy, and appear in Magistrate Court, County Courts at Law and District Court to work with the Judges to ensure that appointed counsel and defendants are notified of the appointments-made.

- Oversight of Emergency Protective Order Modifications

  Staff schedule and provide support to Judges, the County Attorney's Office, and the District Attorney's Office, and litigants in preparation for and during hearings to modify the requirements of Emergency Protective Orders, issued by the Magistrates Court. These hearings take place during the regular business day, in addition to the 7 day/week operations of the Magistrate's Court.

- Oversight of Cite and Release process

  Staff manage dockets that facilitate appearance of individuals who were ordered to appear as a result of being issued a field release citation in lieu of being booked into the County Jail. This collaboration with the County Attorney's Office helps to divert

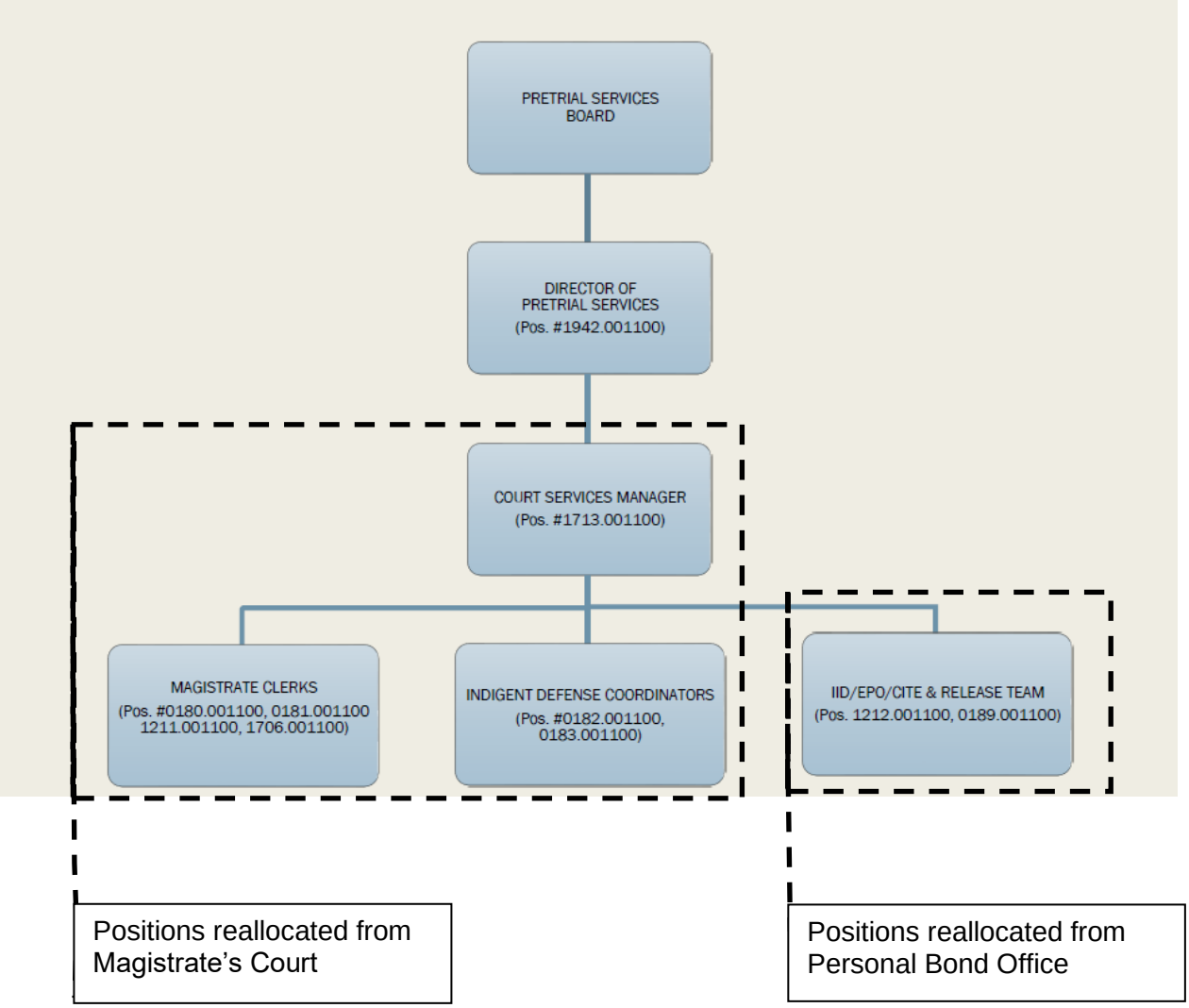
individuals from being booked into the jail, and provides Williamson County with cost-savings on jail-bed days and associated booking costs.

- Administrative support to Courts for alcohol monitoring ordered as a condition of release

  Staff review release orders that require alcohol monitoring and ensure that appropriate parties are notified when a defendant has the device installed. They ensure that monitoring reports are routed to the correct court, and collect and deposit administrative fees.

Staff Allocation at Establishment/Current Organizational Chart

When Pretrial Services was created, clerical staff from the Magistrates' Department and the staff of the Personal Bond Office were moved under the Pretrial Services Department. The result was creation of a Department that provides the above current level of services with a total of 10 FTEs.



2020 Looking Forward

Starting in late 2020, the Department will begin the very significant responsibility of implementing major change to the bail process in Williamson County. Over the next two years process improvements such as introduction of a detailed Pretrial Screening Process (to include a Risk Assessment Tool, information verification, and a financial study) and use

of risk-based post-release supervision strategies will impact many of the elements of the Justice System in Williamson County. These new functions will be taken on in addition to maintaining the level of service provided through the current workload of the Department.

With an eye toward these upcoming changes, Pretrial Services applied-for and was awarded a technical assistance grant from Advancing Pretrial Policy and Research, an initiative of the National Partnership for Pretrial Justice and the Arnold Foundation. Through this technical assistance grant, Williamson County has become an APPR "Learning Site". This grant provides coaching and technical assistance that will support a best-practices implementation process for a risk assessment tool and risk-appropriate post-release supervision.

To be successful, system-level change must be managed in a deliberate, well-considered manner. The information presented in this plan illustrates the approach that Pretrial Services will take to successfully enhance the pre-trial process in Williamson County.

"This is the most substantive, heavy lifting that we have done in the arena of collaboration between our Commissioners Court and our legal system in many years[…] because it takes a team to solve a problem.

- County Judge Bill Gravell
August 15, 2019

> "In our society liberty is the norm, and detention prior to trial or without trial is the carefully limited exception."
>
> - Chief Justice William Rehnquist
> U.S. v. Salerno, 481 U.S. 739, 755 (1987)

An individual who is arrested is considered innocent until proven guilty, and, after arrest, is entitled to release on bail pending charges. The purpose of bail has been expressed in many ways, but fundamentally it is to assure court appearance[1] and public safety. [2] In Texas, the bail decision is ordinarily made during the so-called "Article 15.17 Hearing".[3] Here Judicial Officers are called on to make a very impactful decision as to what condition or conditions of release would be appropriate to reasonably assure a defendant's appearance in court and the safety of the community while trial is pending. In Texas, bail is expressed in money: the Judge sets bail in the amount that will meet the dual considerations articulated above.[4] The bail may then be satisfied in one of three ways: a defendant can post the entire bond in cash, they can contract with a bailbondsman ("surety bond")[5], or they can be released on personal bond[6], which is when the Judge authorizes a defendant's release based on their promise to return to Court and (potentially) to comply with certain conditions of release. A key feature of this bail decision is that it is based in the principle of individual consideration: the Judge must determine what bail is sufficient to assure that defendant's court appearance and the safety of the community should that defendant be released.[7]

Because of the dual purpose of bail, a Judge is ultimately required to identify the least restrictive conditions of release that will reasonably assure the defendants appearance in court and the safety of the community.[8] Those least restrictive conditions can range from

[1] Tex. Code of Criminal Procedure, Art. 17.01, American Bar Assn., *Standards on Pretrial Release,* Standard 10-1.1 (2008); National Assn of Pretrial Services Agencies, *National Standards on Pretrial Release* Standard 1.1 (2020).
[2] American Bar Assn., *Standards on Pretrial Release*, Standard. 10-1.1 (2008); National Assn. of Pretrial Services Agencies, *National Standards on Pretrial Release* Standard 1.1 (2020).
[3] *See* Tex. Code of Criminal Procedure, Art. 15.17.
[4] Tex. Code of Criminal Procedure, Art. 17.01
[5] Tex. Code of Criminal Procedure, Art. 17.02
[6] Tex. Code of Criminal Procedure, Art. 17.03
[7] *See Stack v. Boyle*, 342 U.S. 1 (1951)
[8] American Bar Assn. Standards on Pretrial Release, Standard 10-1.2, National Assn. of Pretrial Services Agencies, *National Standards on Pretrial Release* Standard 3.3(a) (2020).

being released and told to come to court to being released but placed on home confinement. There are also defendants for whom pretrial release would not be appropriate; for them detention is the appropriate outcome. On the spectrum between release with no conditions and detention there exist various tools that a Judge may use to assure community safety and court appearance, including post-release monitoring or supervision, drug testing, location monitoring, and alcohol monitoring.

Traditionally, in Williamson County, the only information available to Judicial Officers at this stage in the process is the probable cause affidavit (a sworn description of the offense for which the defendant is arrested) and the arrestee's criminal history. The newly created Pretrial Services department will assist the Judicial Officers in the discharge of their duties by gathering additional information related to the likelihood of appearance and risk to community safety.

At present, limited post-release supervision and monitoring is provided by Williamson County Community Supervision and Corrections (CSCD). The newly created Pretrial Services Department will modify the approach for this service delivery and provide a resource to the judiciary in making informed release decisions that are risk-based.

Williamson County Pretrial Services has developed and adopted Key Agency Goals for 2020-2022 represent the cornerstone of developing an effective Pretrial Services Program, and that will support the bail decision and post-release management of defendants on bail.

KAG 1. Support Judicial Officers in making informed bail decisions [FY 2021 Goal]

Under the Texas[9] and United States[10] Constitutions individuals are entitled to pretrial release on bail except in very limited circumstances[11] (the "limited exceptions" that Chief Justice Rehnquist references in the *Salerno* opinion[12]). Texas law gives a Judge guidance on the factors that are to be considered in making this bail decision[13], but the Judicial Officer has great discretion in determining what bail is appropriate in a particular case. In this Key Agency Goal, Pretrial Services seeks to provide information to Judicial Officers that will assist them in making the bail decision.

Strategy 1.1. Conduct Pretrial Screening Interview[14]

The information that Judges rely on in the setting of bail Pretrial Services Officers will conduct screening interviews with each eligible arrestee. The information collected during the screening interview will be verified, and included in the results of the pretrial investigation then presented to the Court for use in making the bail decision, and verifying that information.[15] Information to be collected and verified will include place of residence, employment status, and criminal history information.

Strategy 1.2. Implement a Risk Assessment Screening Tool[16]

[9] Tex. Const. art. 1, § 11, § 13.
[10] US Const. amend. VIII .
[11] *See, e.g.*, Tex. Const. art. 1 § 11a, *et seq.,* Tex. Code of Criminal Procedure, Art. 17.152, *et seq.*
[12] *See* "Bail, in brief", *supra.*
[13] Tex. Code of Criminal Procedure Art. 17.15.
[14] National Assn of Pretrial Services Agencies, *National Standards on Pretrial Release* Standard 4.3 (2020); American Bar Association Standards on Pretrial Release, Standard 10-1-10(a) (2008).
[15] National Assn. of Pretrial Services Agencies, *National Standards on Pretrial Release* Standard 4.1(b)(i) (2020).
[16] *Id.* at Standard 4.4.

Best practices in the Pretrial Services field[17], amplified by the Texas Judicial Council[18] state that bail decisions should be based on a defendant's risk. At the pretrial stage of the justice process, risk is focused on predicting the likelihood of a defendant attending his/her required court settings, and avoiding arrests during the pendency of the case.[19] Use of an actuarial risk instrument as a part of the bail decision has been proven to be more successful[20] and fundamentally more fair[21], in supporting the release decision than making that decision based on qualitative information alone. Consistent with the state of the practice, and responsive to the clear call of various justice system stakeholders[22], we will implement an actuarial Risk Assessment Tool in order to promote *risk-informed* bail decision making by judicial officers.

> "We are going to be…utilizing risk assessments …to support the decisions that are being made.
>
> - Commissioner Valerie Covey, August 15, 2019

This strategy will support Key Agency Goal 1 through implementation of the Public Safety Assessment (PSA) tool, developed by the Arnold Foundation.[23] This will assist judges in identifying the least restrictive conditions of release that will assure community safety and court appearance.

Strategy 1.3. Implement Comprehensive Financial Screening

Under Texas laws related to bail, one of the factors a Judge must consider is the defendant's ability to afford the bail that is set.[24] At present, due to staffing constraints,

[17] *Id*. at Standard 2.8.
[18] Tex. Judicial Council, Criminal Justice Committee Report and Recommendations, June 2018, p. 5
[19] Desmarais, S. and Lowder, E. "Pretrial Risk Assessment Tools: A Primer for Judges, Prosecutors, and Defense Attorneys", John D. and Catherine T. MacArthur Foundation Safety and Justice Challenge, (2019), p. 3.
[20] Mamalian, C. "State of the Science of Pretrial Risk Assessment", Pretrial Justice Institute (2011), pg. 24, Texas A&M Public Policy Research Institute, Liberty and Justice: Pretrial Practices in Texas (2017);
[21] Texas A&M Public Policy Research Institute, Liberty and Justice: Pretrial Practices in Texas (2017);
[22] Tex. Judicial Council, Criminal Justice Committee Report and Recommendations, June 2018, p. 5; American Bar Association Standards on Pretrial Release, Standard 10-1-10; Texas A&M Public Policy Research Institute, Liberty and Justice: Pretrial Practices in Texas (2017); Levin, M. "Prescription for bail reform must include public safety and due process" *The Hill* (June 6, 2020).
[23] *See*: https://advancingpretrial.org/psa/about/
[24] Tex. Code of Criminal Procedure, Art. 17.15(4).

Williamson County Pretrial Services staff conducts an indigence assessment for only those defendants who request the appointment of counsel.

As part of this strategy, the Department will transition to a financial screening during the Pretrial interview that is designed to provide the Judge with the information needed to set bail in conformance with Texas law and assess a defendant's ability to afford counsel, and all of this information will be provided prior to the Art. 15.17 (Magistration) hearing, where it can be best utilized.

Strategy 1.4. Provide a Bail Report and Recommendation to Judicial Officers[25]

The results of the Pretrial Services interview, investigation, risk assessment, and financial screening will be provided to the Judicial Officer in the form of a written bail report. This summary is, effectively, the "end product" of the pretrial screening and will include a recommendation by Pretrial Services that results from analysis of the information acquired during the process. The recommendation that Pretrial Services will provide speaks to the least restrictive conditions needed to address defendant's risk of failure to appear and risk to community safety, and will be founded in the recognized best practices in the field.[26]

KAG 2. Provide effective, appropriate post-release supervision and monitoring [FY 2022 Goal]

A risk-based bail decision, in many cases, will result in a defendant's release on bond, and may result in a need for risk-appropriate pretrial monitoring and supervision as an alternative to incarceration. This provides judges with tools for the management of defendants *individually identified* risk factors, a practice consistent with the accepted standards of the Pretrial Services field[27] and the identified priorities of justice system stakeholders[28].

Strategy 2.1. Assume responsibility for existing pre-trial, post-release supervision and expand availability of supervision and monitoring where appropriate

As noted above, Williamson County CSCD/Adult Probation currently provides supervision and monitoring to a limited pool of defendants, specifically individuals released on bond

[25] National Assn. of Pretrial Services Agencies, *National Standards on Pretrial Release* Standard 4.5 (2020); American Bar Association *Standards on Pretrial Release*, Standard 10-1-10(b) (2008).
[26] National Assn. of Pretrial Services Agencies, *National Standards on Pretrial Release* Standard 4.5(b) (2020).
[27] *Id.*at Standard 2.9.
[28] Tex. Judicial Council, Criminal Justice Committee Report and Recommendations, June 2018, p. 8-9.; Texas A&M Public Policy Research Institute, Liberty and Justice: Pretrial Practices in Texas (2017);

in felony cases only. In addition, a limited amount of alcohol monitoring has been provided by the former Personal Bond Office. It is consistent with best practices in the pretrial field nationally that post-release supervision for individuals who have not been convicted of the offense charged should be situated in a dedicated Pretrial Services agency.[29] This provides the advantage of an organization focused on the pretrial-related elements of risk that are unique to defendants awaiting disposition of their cases.

Pretrial Services will take on the role of providing all pre-trial supervision and monitoring that is currently provided by CSCD and the former Personal Bond Office. Furthermore, Pretrial Services will provide this supervision and monitoring when appropriate based on judicial determination of risk, regardless of charge level.

Strategy 2.2. Develop and implement supervision strategies that are consistent with the principle of risk-appropriate, least restrictive conditions of release[30]

While there are some similarities, pretrial release is not probation, and the approaches that are used at the pre-trial stage of a criminal case differ significantly. Probation is a program focused on community safety and crime reduction through a variety of strategies[31] appropriate to a person who is in post-adjudication status, including rehabilitation[32] pro-social growth and supporting significant behavioral change to support that growth. At the pretrial release stage, a defendant has not been convicted of the offense charged, and the focus is much more narrow: public safety and court appearance.

The supervision strategies that will be employed will be tailored to be the least-restrictive actions that are needed to assist the defendant in succeeding in the dual focus of pretrial release.[33] For example, a highly effective method to support court appearance is Court Date reminders.[34] Pretrial Services will, through leveraging technology, employ a system to generate reminders to defendants using text messaging and telephone calls.

It is necessary to tailor the conditions of release to the specific risk elements posed by the individual defendant. Williamson County Pretrial Services will provide a variety of options

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[29] *See* Commentary on: National Assn. of Pretrial Services Agencies, *National Standards on Pretrial Release* Standard 2.7 (2020).

[30] National Institute of Corrections. A Framework for Pretrial Justice: Essential Elements of an Effective Pretrial System and Agency. (2017). p. 33.

[31] *See also* American Probation and Parole Association, Position Statement: Probation. (1997) accessed at https://www.appa-net.org/eweb/Dynamicpage.aspx?site=APPA-3&webcode=IB_PositionStatements.

[32] Texas Department of Criminal Justice – Criminal Justice Assistance Division, Mission Statement accessed at: https://www.tdcj.texas.gov/divisions/cjad/index.html.

[33] National Assn. of Pretrial Services Agencies, *National Standards on Pretrial Release* Standard 4.6(a)(i) (2020)

[34] National Institute of Corrections. *A Framework for Pretrial Justice: Essential Elements of an Effective Pretrial System and Agency*. (2017). p. 47.

so that, based on the judicial determination of risk (informed by the Pretrial investigation discussed above), a defendant may be ordered appropriate conditions of release. Pretrial Services anticipates monitoring conditions of release that range from court date reminders to in-person supervision meetings, to more restrictive forms of alcohol monitoring, location monitoring, and drug testing.

Success at this strategy will require working with vendors and other external stakeholders in order to provide certain services. Pretrial Services anticipates entering into contracts or service agreements with one or more vendors who will provide location monitoring services, alcohol monitoring services, and drug testing services. These external relationships will allow the Department to provide a full range of post-release supervision options to the Court and defendants in a way that is fair, efficient, and cost-effective.

Strategy 2.3. Take appropriate action on failure to comply with court-ordered conditions of release

The justice system only maintains the confidence of the public it serves if the public can reasonably believe that participants are doing all they can to preserve community safety and promote defendant accountability. Because the focus of any conditions of release that are ordered is court appearance and public safety, it is essential that the Department take appropriate action when a defendant fails to comply with these court orders.

To promote confidence in our ability to provide public safety and assure court appearance, Pretrial Services will develop a continuum of responses to address instances where defendants fail to comply with the conditions of release. This continuum will range from internal administrative responses to some violations to notifications to the Court, the prosecutor, and defense counsel for more serious violations. In all instances, the traditional elements of a response to violations (certainty, swiftness, proportionality, fairness, and individualized response) will be the foundation of addressing alleged failure to comply with release conditions.[35]

KAG 3. Promote the effective use of county resources through new and existing departmental operations

There are many benefits to the careful management of pretrial release. Key among them is establishing a process that allows for minimizing unnecessary (and costly) pretrial detention and increasing public safety and court appearance.[36] Beyond these very visible benefits a well-implemented pretrial release system can ***carefully and deliberately*** reduce the jail population, allow defendants to be free to maintain employment and pro-

[35] *Id.* at 56.
[36] *Id.* at v.

social connections, and facilitate better outcomes in the disposition of cases, which can have a positive impact on limited county resources.

As we build capacity within the Department to manage an effective bail process, we must also continue the services that are currently provided. Our intent is to enhance efficiency and serve as good stewards of taxpayer dollars.

Strategy 3.1. Leverage existing resources to support new goals and tasks while ensuring continuity of operations

At inception, Pretrial Services took on various tasks performed by the Magistrate's Court and the former "Personal Bond Office". The current level of service includes 7 day/week support to the Magistrate's Court, and review of applications for appointed counsel, and 5 day/week support for other related hearings and oversight of alcohol-related release conditions. While discussed in greater depth below in the Management Goals section, Pretrial Services recognizes that County resources come at a cost to the taxpayer. Because of this, we have engaged in a review of current processes and seek to re-align resources to achieve the new goals set forth above.

One example of this type of resource reallocation is related to indigence screening is currently ongoing. Indigent Defense Coordinators screen defendants in custody for the appointment of counsel on request. They also provide screening for defendants out of custody. In the FY2021 Budget Process, Pretrial Services is proposing to reclassify the Indigent Defense Coordinator positions into Pretrial Services Officers. Those staff will conduct financial screening responsibilities for all defendants. Results of that screening will both inform the judicial bail decision and, if the defendant meets eligibility criteria, allow for appointment of counsel. The out-of-custody indigence screening is gradually being migrated to an online process, and management of those duties will continue, but in a less resource-intensive manner, which will allow the newly reclassified Pretrial Officers to focus on all elements of pretrial release screening.

As Williamson County Pretrial Services develops over the next two years, responsibilities for current tasks performed will likely continue to shift to maximize efficiencies, and provide the best service possible to justice system stakeholders.

Management Goals 2020-2022

In addition to the Key Agency Goals expressed above, Pretrial Services has adopted Management Goals that are designed to support the Agency Goals. These Management

Goals are intended to provide the structure that will allow the Department to succeed in achieving the Key Agency Goals.

MG 1. Acquire necessary technology to track Department operations

Currently, information concerning Department operations is managed in a variety of computer systems and manual processes that are not designed to effectively capture that data. To accurately determine the effectiveness of programming at the pretrial level (discussed in greater depth in Management Goal 6, below), Pretrial Services must acquire technology that will allow for information regarding defendant risk, release status, and post-release compliance, to be obtained, recorded, reported-on, and tracked. The technology should also interact with the Court Management System and the Jail Management System, to maximize efficiencies and reduce duplicated work.

Through work with County IT, and by developing a detailed programmatic specification document, Williamson County Pretrial has identified a potential solution within the Tyler Odyssey suite of software. In the coming months, we look forward to examining the product and, if it is sufficient, implementing it in late FY2020 or early FY2021.

MG 2. Recruit and retain staff qualified to carry out Department mission and function

In order to expand the current workload to include Risk Assessment screenings, bail recommendations, and post-release supervision, Pretrial Services must augment the current level of staffing. The Department has completed a detailed staffing model that is (initially) designed to be implemented over a two-year plan. Under that model, the first year will support implementation of Risk Assessment screening and bail recommendations (KAG 1), and the second year will support management of post release monitoring and supervision (KAG 2).

To succeed in these areas, Pretrial Services must attract and retain staff who are sufficiently versed in the Justice System and able to align their mindset to the presumption of innocence, the importance of risk-based decision-making, and the principle of least restrictive conditions. This requires identifying and recruiting a qualified workforce with criminal justice education and/or experience. It also requires providing a comprehensive work environment that promotes staff retention.

The Staffing Model that has been developed by Pretrial Services is based on booking trends and projections and CSCD post-release supervision history and suggests a need to increase Department staffing from 10 to 23 employees in the Department over the course of the two-year plan. This would be achieved through a combination of requests for new FTEs and reclassification or realignment of existing FTEs. It is recognized that this is a

significant investment for Williamson County to make in the justice system, and given the current economic environment (discussed further below), it may be difficult to achieve this in the two years that this plan contemplates. Accordingly, this is a goal which we hope to fully achieve, but the timeframe of which may need to be reassessed based on the current climate.

MG 3. Provide appropriate initial staff training to enable newly-hired staff to succeed in their work

Individuals who are hired at a Pretrial Services agency will have varying levels of exposure to the principles that underpin our work. Because of this, Pretrial Services must provide training that will support new-hires in learning not just the daily mechanical elements of their jobs, but also the overarching principles that we apply. This is an intensive process that will include developing a deeper understanding of the judicial process, specific to the local setting and in general, and enhancing existing skills in use of technology, analysis of data and other information, writing and public speaking for various audiences.

The Director of Pretrial Services is well-situated to provide or oversee the training required to support staff in their success. This will be augmented by existing staff and the use of resources that are provided by national and statewide organizations and the support provided by APPR (discussed in further depth below).

MG 4. Provide a minimum of 24 hours of continuing training for all staff that will support them in their professional development

Considerable emphasis is placed on initial staff training. At the same time, it is important that all staff have opportunities for ongoing professional development, so that they can continue to contribute to the Department and enjoy professional advancement. The Department has set a goal of 24 hours of ongoing professional development for each employee.

Training under this Management Goal will likely be acquired from outside sources, and will be appropriate to the Employee's role within the organization or designed to help them prepare for a role into which they may transition within the Department.

MG 5. Acquire space that supports Department mission and function

Pretrial Services currently has 10 employees who provide the current level of service, assigned to several different locations. Pre COVID-19, staff worked from a Courtroom in the Williamson County Jail; that space has been replaced by the Jury Impaneling Room in the Justice Center Basement. Staff also use office-space in the Justice Center Attic, and

Counsel Conference Rooms on the Justice Center's first floor. As the Department evolves into its intended function, it will become necessary to acquire space that will allow for additional staff to be brought on board, and that will support a 7 day/week operation.

Williamson County Pretrial Services has been collaborating closely with Facilities to identify potentially suitable space for the Department, including developing specifications for space needs that will accommodate the department at various stages through its development. As a baseline, the Department requires space that is secure, and, at a certain level, publicly accessible 7 days per week. Ideally, this would be accomplished through a combination of space in the Justice Center and the Jail. Ultimately, the space needs to be located in or proximate to those two buildings, and will need to allow staff to interact with individuals in the secure setting of the Williamson County Jail, as well as individuals free on bond, attorneys, Judges, and the general public.

MG 6. Identify and make accessible key data points that will allow Department to assess general workload as well as staff fidelity to Risk Assessment Tool procedures, Judicial Acceptance of risk-based Recommendations, and Appearance and Public Safety Rates.

It is critically important that Pretrial Services functions effectively and efficiently. One way to measure program effectiveness and efficiency is through the collection and evaluation of relevant data. There are several elements of data collection that are required by law once Pretrial Services begins to screen individuals for release on bond, including the Appearance[37] and the Public Safety Rates[38], and the Department will work to provide that data.

Beyond the legally required data, and in order to ensure that we are functioning effectively and employing best practices in supporting Judicial release decisions, it will be important to track several other data elements. Experts in the Pretrial Services field have identified several data-points related to program performance and outcome that the Department seeks to track. These include universal screening fidelity[39] staff fidelity to risk procedures (through concurrence[40] or recommendation[41] rate) defendant success rate[42], detainee length of stay[43] as well as the judicial response to recommendations. These, and other, to-be-identified, measures, when taken in concert with legally required

[37] Tex. Code of Criminal Procedure Art. 17.42, Sec. 5 & Sec. 6
[38] *Id.*
[39] National Institute of Corrections, *Measuring What Matters: Outcome and Performance Measures for the Pretrial Field*, at 5 (2011).
[40] *Id.* at 4.
[41] *Id.* at 5
[42] *Id.* at 4.
[43] *Id.* at 4.

reporting, will provide a framework for constant improvement and a drive toward operational excellence.

The APPR Project

In December of 2019, Williamson County applied to the Advancing Pretrial Practices and Research (APPR) project for a Technical Assistance (TA) grant to support implementation of a Risk Assessment took. The APPR project is a collaboration of the Center for Effective Public Policy and the Arnold Foundation[44]. This is the second round of TA grants being offered by CEPP, and will provide us with support as we work to implement risk based bail decision-making. First-round APPR Learning Sites included jurisdictions in Alabama, Georgia, North Carolina, and Washington.

With the assistance of our TA provider, Williamson County Pretrial Services will use the APPR implementation model for the PSA. This plan calls for a measured, detailed, 12-month implementation period, during which we will create procedures for use of the PSA in Williamson County, including a Release Conditions Matrix and a PSA Violent Offense List. As importantly, the APPR implementation model calls for developing a collaborative stakeholder team that will identify pretrial-related justice system goals and that will provide the infrastructure to achieve those goals.

Relationship between APPR Project and Implementation Plan

The easiest way to view the APPR project's relationship to the Implementation Plan that is laid out above is as an overlay. This Plan was developed after a review of the general structure of the APPR model for deploying a risk assessment tool and enhancing justice at the pre-trial level, and incorporates the key principles of the model. The APPR, therefore, would fit over this Implementation plan and APPR and the plan would support each-other. For example, the APPR model proposes a method for tracking program outcomes and results, which is a Management Goal under this Implementation Plan. The APPR project involves developing a stakeholder group composed of individuals who will each bring their unique perspectives to support the development of a Pretrial program; this Plan remains sufficiently flexible to evolve due to developments during the APPR project and recommendations that would come from that stakeholder group.

The Impact of COVID-19

This plan would be incomplete without acknowledgement of the onset of the Novel Coronavirus Pandemic, which began in Spring 2020. Tragically, COVID-19 has taken the lives of over 40 residents of Williamson County, and infected thousands more.[45] Beyond

[44] *See:* https://advancingpretrial.org/

[45] http://www.wcchd.org/COVID-19/dashboard.php accessed 6/30/2020.

the human toll of lives lost and affected, the Coronavirus has also had a lasting impact, *not all negative*, on the Justice System in general and on the development of a Pretrial Services program in particular.

When the Supreme Court of Texas, the Court of Criminal Appeals, and the Office of Court Administration began issuing orders related to the provision of justice during these unprecedented times[46], the staff of Pretrial Services responded by modifying the way current services are provided. The Magistration Process moved out of the Jail Courtroom due to the Jail's quarantine practice, and in the interest of health and safety of staff. This resulted in an increased reliance on technology. Where possible, and depending on their roles within the Department, staff telecommute at varying levels. The process of indigence screening for defendants on bail for the purpose of appointment of counsel has moved online. Defendants submit applications via the internet, and staff respond and, where appropriate, appoint counsel via email. Finally, COVID resulted in collaboration with other County departments that brought multiple Pretrial Services staff members outside of their commonly performed duties.

COVID-19 has caused "forced change" in a rapid period of time. While this posed some challenges, it has had the positive effect of allowing Pretrial Services to explore the degree to which change can be tolerated when there are limited-to-no alternatives and limited resources, and has forced thinking outside the box. This pandemic has provided the department with valuable lessons as we prepare to make major change to the justice system in Williamson County through the implementation of risk-based decision making at the pre-trial stage of the process.

More directly, the pandemic has caused a delay in some of the projected benchmarks for the development of the Pretrial Services program. For example, the APPR project that was due to begin in April of 2020 has been pushed back to late July. This will have a 2-3 month impact on delaying first use of the PSA at bail determination. The pandemic has unquestionably impacted the national economy, and Williamson County is not exempt. Pretrial Services has charted an ambitious 2-year path toward fully standing-up the program. Mindful of the possible financial constraints, we continue to work closely with the Budget Office and Commissioners Court to acquire needed resources in a responsible way to support the Department's effective contribution to the Justice System.

Conclusion

[46] *See, e.g.,* https://www.txcourts.gov/court-coronavirus-information/emergency-orders/, https://www.txcourts.gov/court-coronavirus-information/court-guidance/accessed 6/30/2020.

Making change, in the easiest of circumstances is not a simple process. Making positive changes to a system as integral to our society as the justice system is even more complex. Seizing the opportunity to make real and lasting improvements to the pre-trial stage of the legal process, while maintaining the safety of the community as a primary consideration requires careful coordination and deliberate action. This implementation plan is our means of achieving this positive change in Williamson County, and the Pretrial Board and the Staff of Williamson County Pretrial Services are committed to this important goal.

"These folks are innocent until proven guilty. A lot of them are not dangerous to our community. Those that are, we need…the proper procedures in place (to keep them in jail). Those that aren't, we are handicapping them by keeping them in jail…they are two days away from losing their jobs. And when they sit in jail…not only does it cost the county dollars, but it costs…(them) their livelihoods and the ability to provide for their families."

- Hon. Betsy Lambeth
Judge, 425th District Court
August 15, 2019

Williamson County Purchasing Department SWOT Analysis May 2021

Strengths

- Experienced and knowledgeable staff
- Established department that has earned the respect of the organization
- Available training
- Deep bench with nimble ability to adjust
- Excellent customer service to departments with helpful attitude
- Good communication within the department
- Detailed procedures documents
- AEP Award Winner 20+ years
- Quality office space
- Fun culture with parties and food and great personalities

Opportunities

- Capture what we track/performance measures
- Establish signature authority of Purchasing Agent for agreements under $5K
- Teach and train departments whenever possible
- Update website
- Update purchasing manual
- Vendor Fair
- County co-op leadership
- Customer and Vendor Survey
- Standardization in bids to consolidate
- Consolidate repetitive bids
- Multi-year price agreements
- Attach back-up to Pos

Weaknesses

- Negometrix has created user frustration, a lack of faith and low bid response rates
- Oracle is outdated
- The Court sees lots of co-ops and exemptions
- Bonds and Insurance capture and tracking is not being done well
- P-card reporting/reports/expenses can be more efficient
- Contract database is new

Threats

- Regional growth and budget constraints
- Workload
- “That’s how we’ve always done it.”
- Too many systems
- Retention
- Emergencies
- Elections/Change

Williamson County Tax Assessor- Collector's Office

Strategic Planning for Future Needs 2022 – 2037

Current Tax Office locations providing public service include:

Georgetown main office, Round Rock Jester Annex, Cedar Park Annex, Taylor Annex
Projected need for offices in **Liberty Hill** ~ **2025 ; Jarrell ~ 2030**
Remodel **Taylor** Annex for additional counter and lobby space ~ **2024**

Basic staffing increases as population and transactions grow (Taxing entities, Property accounts, Vehicle registrations, Title transactions)

Estimating 2-3 additional FT staff every 2 years for foreseeable future just to meet population growth demands.
Estimating increase of 3 FT staff if rumored loss of satellite renewal service by limited deputies (HEB) occurs. Driving customers back into our lobbies if service is dropped ~ **2023**

Audit/investigation

Establish auditing/investigative position and eventual department to monitor activities of dealerships, title service operations, and staff. ~ **2025**

Technology and processes

Customer flow management – system designed to maximize flow of customers with output ability of staff ~ **2022**
Virtual or automated transactions – software designed to assist or facilitate transactions and keep lobby visits limited or efficient ~ **2023**

Commissioners Court - Regular Session **40.**

Meeting Date: 07/20/2021

457B Deferred Comp Program

Submitted By: Nathan Zinsmeyer, County Auditor

Department: County Auditor

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action regarding the Deferred Compensation Committee recommendations for Williamson County's 457B Plan.

Background

Nationwide is Williamson County's 457B/Deferred Compensation provider. The Deferred Compensation Committee has been in discussions with Nationwide to make the plan more competitive and provide more options for participants. The below are the committee's recommendations.

Committee Recommendations:

1. Update Nationwide 457B Plan Documents to include ROTH retirement option.
2. Reduce Nationwide administration fee pricing on all Variable Assets from 50/50/50 to 15/15/15. This will decrease current Nationwide Fix Rate account amount to 2.00%.
3. Add Nationwide Indexed Principal Protection option, as a complimentary program to the Nationwide Fixed Rate account.
4. Add Schwab Personal Choice Retirement Account (PCRA) for interested employees that are eligible.
5. Add Fidelity Advisor Freedom Series as an alternative Target Date fund for employees.

The Committee will meet on a quarterly basis to review the plan.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Nationwide Indexed Principal Protection - IPP Flyer

Schwab Personal Choice Retirement Account (PCRA)

Updated Nationwide Plan Documents to include ROTH

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 11:35 AM

Form Started By: Nathan Zinsmeyer Started On: 07/15/2021 10:57 AM

Final Approval Date: 07/15/2021

Nationwide®
is on your side

Nationwide® Retirement Plans Fixed Indexed Annuity

Product profile

The Nationwide® Retirement Plans Fixed Indexed Annuity at a glance

Background

Nationwide Indexed Principal Protection℠, our group Fixed Indexed Annuity, provides principal protection with the opportunity for growth. The product may appeal to participants nearing or in retirement who seek to help preserve their retirement plan savings by having some upside exposure to the market, with downside protection.

How it works	
Contributions	Every pay cycle, money is deducted from the participant's paycheck and deposited into their retirement plan as normal. Money can also be reallocated from other investment options to the fixed indexed annuity (FIA) via an exchange.
Allocation	Money is allocated according to the participant's investment selections. This could be a mix of funds, including equity mutual funds and bond funds as well as the FIA. Up to 100% of the participant's portfolio can be allocated to the FIA.
Interest account	At the time of each payroll deduction or lump-sum exchange, money allocated to the FIA goes into an interest account, which earns a nominal interest rate. At the beginning of each quarter, all the money in the interest account is automatically swept into a new index account.
Index account	It's possible to have up to four (4) FIA index accounts at any given time. Each index account has its own cap rate and has a maturity of one year. Interest credited is dependent on the cap and the annual performance of the index.

Product basics	
Product type	Group Flexible Purchase Payment Deferred Fixed Indexed Annuity
Plan types	457(b)/401(k)/401(a)
Minimum initial purchase amount	N/A — any amount can be contributed via payroll deduction or exchange
Index term	One year

Continued on back

Product basics (cont'd)

Accounts	• **Index accounts:** Interest is credited annually based on the performance of the underlying index, without capital gains or dividends, up to the cap and floored at 0%; funds must remain in the index account for the entire index term to receive interest; there is an index account for each calendar quarter (total of four), and each term begins on the first day of a calendar quarter • **Interest account:** The annual interest rate is credited daily and will have a guaranteed minimum interest rate of 0.5% Purchase payments are initially allocated to, and accumulated in, the interest account. On the first day of each calendar quarter, funds accumulated in the interest account, and all interest earned, are automatically swept into an indexed account.
Index	S&P 500® Daily Risk Control 5% USD Excess Return Index
Index cap	The cap may vary for each index account; it will always be stated as a percentage and will never be less than the declared guaranteed minimum cap (0%). It is possible to have up to four FIA index accounts at any given time. Each account has its own cap rate and has a maturity of one year. Interest credited to these accounts depends on the cap rate and the index account.

Participant liquidity

Surrender charge	N/A
Free withdrawals	Full participant liquidity; 90-day equity wash on exchanges to competing funds; withdrawals that occur prior to the end of the index term will not receive any index account interest

Plan liquidity

Market value adjustment (MVA)	Applies if the plan sponsor decides to terminate the contract and chooses the immediate lump-sum payout option. Contract terminations that occur during an index term will not receive any index account interest for that term(s).
Book value payouts	Minimum 12-month and maximum 5-year terms are available. Interest, if any, is credited at the end of each index term, after which funds will be redirected to the interest account until all book value funds are paid out.

Nationwide®

• Not a deposit • Not FDIC or NCUSIF insured • Not guaranteed by the institution • Not insured by any federal government agency • May lose value

This material is not a recommendation to buy, sell, hold or roll over any assets, adopt an investment strategy, retain a specific investment manager or use a particular account type. It does not take into account the specific investment objectives, tax and financial condition or particular needs of any specific person. Investors should discuss their specific situation with their financial professional.

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Fixed indexed annuities are not stock market investments and do not directly participate in any stock or equity investments. The index does not include dividends paid on the underlying stocks, and therefore does not reflect the total return of the underlying stocks; neither a market index nor any fixed indexed annuity is comparable to a direct investment in the equity markets. When you purchase Nationwide Indexed Principal Protection, you are not directly investing in a market index. The actual return of the index account will be based on the performance of the underlying index. It is important to understand that actual returns may be less than the return of the index due to the index cap. Past index performance is not a representation of future performance.

Fixed indexed annuities are contracts purchased from a life insurance company. They are designed for long-term retirement goals. Withdrawals are subject to income tax, and withdrawals before age 59½ may be subject to a 10% early withdrawal federal tax penalty. Nationwide Indexed Principal Protection℠ is a group fixed indexed annuity issued by Nationwide Life Insurance Company and held in the general account. Guarantees are backed by the claims-paying ability of the issuing insurance company.

Nationwide, the Nationwide N and Eagle, Nationwide is on your side and Nationwide Indexed Principal Protection are service marks of Nationwide Mutual Insurance Company. © 2020 Nationwide

NRM-18351AO.1

Nationwide®
is on your side
Get to know
Nationwide Indexed
Principal Protection℠
Protect your money, with
an opportunity for growth
• Not a deposit • Not FDIC or NCUSIF insured • Not guaranteed by the institution • Not insured by any federal government agency • May lose value

Downside protection ***with*** an opportunity for growth

Nationwide Indexed Principal Protection℠ is a long-term savings option that protects your principal.

That means no matter what the market does, your money is protected ***and*** you retain the opportunity for upside potential.

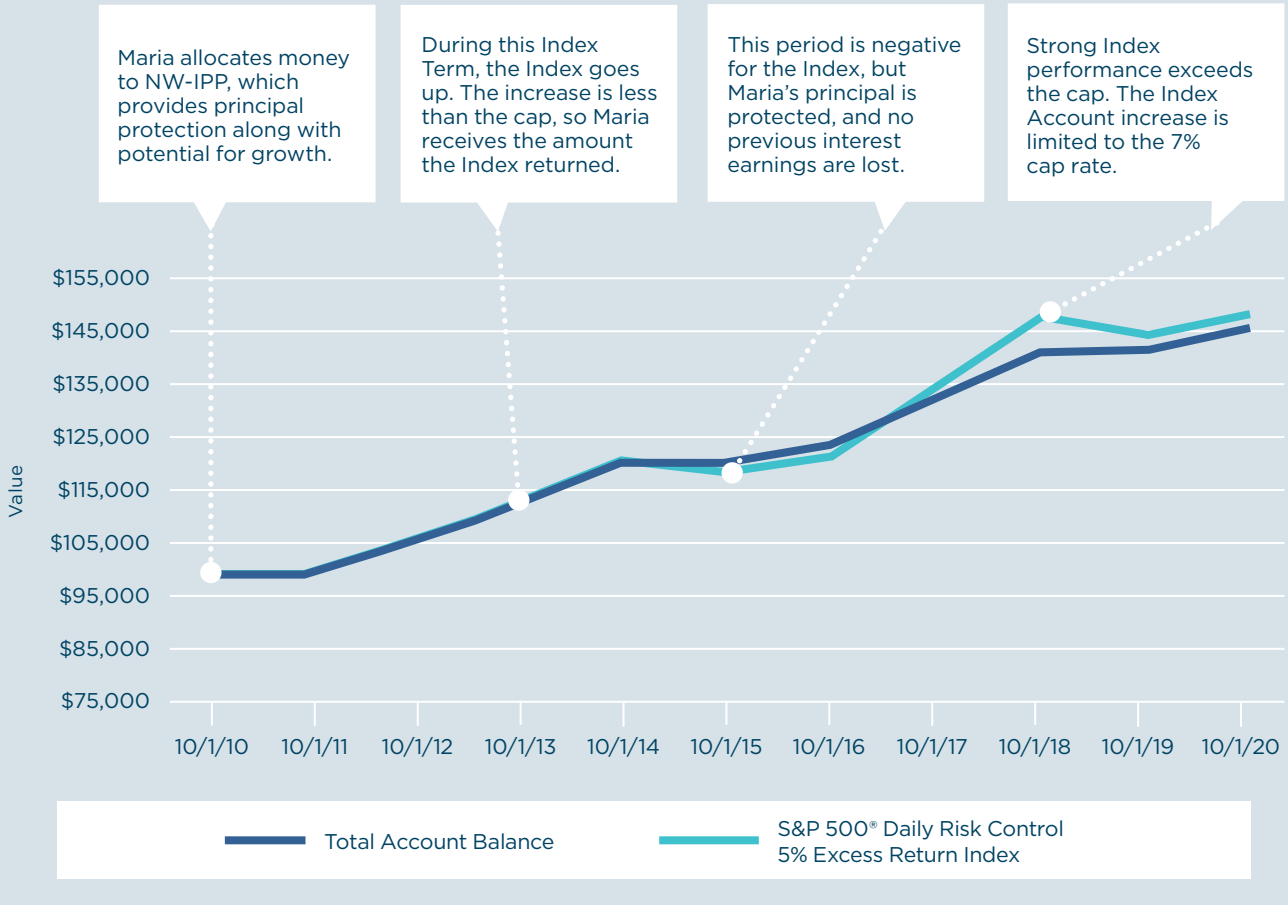
Here's how

Nationwide Indexed Principal Protection (NW-IPP) is a group fixed indexed annuity for retirement plans that tracks the performance of the S&P 500® Daily Risk Control 5% Excess Return Index (Index). **Your money is not directly invested in the Index**, but its performance is used to credit you with interest earnings, subject to a specific limit, called a "cap rate."

If the Index goes up, your account will be credited with interest earnings up to the cap rate. For example, if the Index gains 8% at the end of the Index Term and your cap rate is 7%, contributions to this account will be credited with 7% interest earnings.

If the Index goes down, your account loses nothing because your principal is protected.

NW-IPP can help provide you with confidence through unstable market conditions.



Hypothetical assumptions: a $100,000 one-time contribution is allocated to Nationwide Indexed Principal Protection℠ with a 5-year book value payout term. Historical performance of S&P 500® Daily Risk Control 5% Excess Return Index assuming a 7% cap; 0% floor. This example assumes that the initial deposit on 10/1/2010 remained invested in NW-IPP for 10 years and the cap remained the same over the illustrated 10 years. The cap and interest rate may be changed for each term. This illustration is not a projection or prediction of future performance. The performance could be significantly different than the investment performance shown and shouldn't be considered a representation of performance or investor experience of the index(es) in the future. Withdrawals will reduce the contract value; this illustration does not demonstrate the impact of withdrawals.

Two ways you can take advantage of NW-IPP

Case study 1: Exchange In

Maria

- 55 years old
- Pre-retiree
- Wants to lock in gains

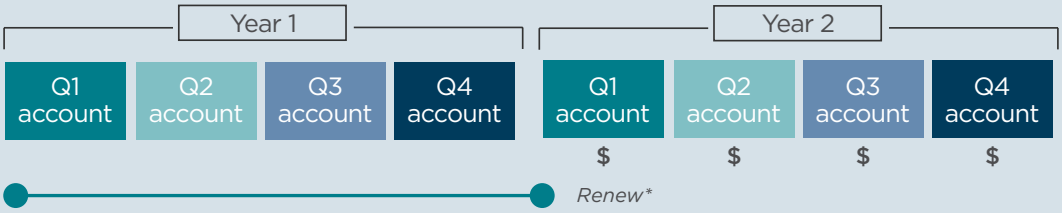
1. At any time, Maria can exchange any dollar amount from another investment option in her retirement plan.

2. Money allocated to NW-IPP goes into an Interest Account that earns daily interest until the end of the current quarter.

3. At the beginning of the next calendar quarter, money sitting in the Interest Account is swept into an Index Account for one year.

4. Interest earnings are credited to the Index Account at the end of the one-year Index Term and depend on the return of the Index, subject to the cap rate.

5. The one-year Index Term automatically renews with a new cap rate. Any interest earnings are locked in and the new principal amount is protected for the following year.



** Principal + interest earnings will become principal at the beginning of the next Index Term.*

Case study 2: Payroll Deduction

Craig

- 35 years old
- Fiscally conservative
- Wants ability to exchange out

1. Every pay cycle, money is deducted from Craig's paycheck and contributed to his retirement plan account.

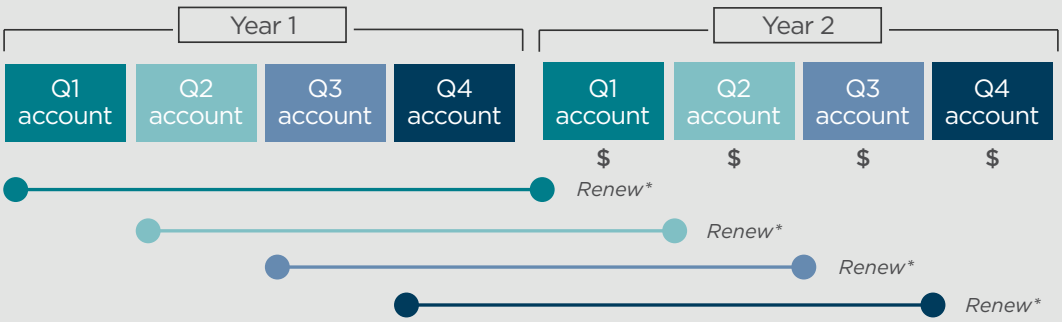
2. The money is then invested according to his allocations. Up to 100% of a portfolio can be allocated to NW-IPP.

3. Money allocated to NW-IPP goes into an Interest Account that earns daily interest until the end of the current quarter.

4. At the beginning of each quarter, money sitting in the Interest Account is swept into a new Index Account for one year. It's possible to have up to four Index Accounts at any given time.

5. Interest earnings are credited to each Index Account at the end of the one-year Index Term and depend on the return of the Index, subject to the cap rate.

6. Each one-year Index Term automatically renews with a new cap rate. Any interest earnings are locked in and the new principal amount is protected for the following year.



** Principal + interest earnings will become principal at beginning of the next Index Term.*

Potential benefits of NW-IPP

- Principal investment protection from market declines
- Growth potential when markets are increasing, subject to the cap rate
- Gains are locked in and become part of the principal at the Index Term renewal
- Two contribution options: payroll deductions or a lump-sum dollar amount exchanged from another investment option in your plan (no minimum required)
- If you change your mind, you can exchange your money out of this investment option (restrictions may apply)
- A simple web experience makes choosing this investment option easy

Do you want help understanding how much to allocate to NW-IPP?

Our My Investment Planner℠ tool can help you identify your investment style, asset mix and investment options. Find the tool in "tools & calculators" on your Plan's website.

Important considerations

There are a few important details to remember when contributing to this investment option:

- Funds must remain in each Index Account for the entire one-year Index Term in order to receive any interest earnings, which are credited at the end of the term
- 90-day equity wash provisions may apply, which could prevent you from exchanging directly into competing short-term investment options
- Expenses are built into the investment option prior to index cap rates being declared, which means that there are no additional fees or penalties applied if you decide to exchange out of this investment option

Helpful explanations

Allocation — Money is allocated according to your investment selections. This could be a mix of investment options, including equity mutual funds and fixed income mutual funds, as well as NW-IPP. Up to 100% of your portfolio can be allocated to NW-IPP.

Cap rate — This is the upper limit of interest earnings that can be credited at the end of the Index Term. It is expressed as a percentage of assets in NW-IPP.

Contributions — Every pay cycle, money is deducted from your paycheck and contributed into your retirement plan account as usual. Money can also be reallocated from other investment options in the retirement plan to NW-IPP via an exchange.

Equity Wash — A provision that requires participant exchanges from NW-IPP to a competing investment option (for example, a money market fund or a short-term bond fund) to first be directed to any other investment option not designated as a competing option for a period of time, usually 90 days. This provision is designed to reduce incentives to buy or sell because of price differences between markets, thereby protecting you and the returns of the investment option over the long term.

Index Term — This is the one-year period during which the Index performance is determined, and the cap rate is applicable.

Index Account — It's possible to have up to four (4) NW-IPP Index Accounts at any given time. Each account has its own cap rate and has a maturity of one year before it automatically renews. Interest earnings are credited depending on the cap rate and the annual performance of the S&P 500 Daily Risk Control 5% Excess Return Index.

Interest Account — At the time of each payroll deduction or lump-sum exchange, money allocated to NW-IPP goes into an Interest Account, which earns nominal interest. At the beginning of each quarter, all the money in the Interest Account is automatically swept into a new Index Account.

Maturity — This is the point in time when the NW-IPP has reached the end of the Index Term and any interest earnings have been credited.

For additional information and resources, contact your Plan Sponsor or visit your plan website.

Nationwide®
is on your side

• Not a deposit • Not FDIC or NCUSIF insured • Not guaranteed by the institution • Not insured by any federal government agency • May lose value

This material is not a recommendation to buy, sell, hold or roll over any assets, adopt an investment strategy, retain a specific investment manager or use a particular account type. It does not take into account the specific investment objectives, tax and financial condition or particular needs of any specific person. Investors should discuss their specific situation with their financial professional.

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Group fixed indexed annuities are not stock market investments and do not directly participate in any stock or equity investments. The index does not include dividends paid on the underlying stocks, and therefore does not reflect the total return of the underlying stocks; neither a market index nor any fixed indexed annuity is comparable to a direct investment in the equity markets. When you purchase Nationwide Indexed Principal Protection, you are not directly investing in a market index. The actual return of the index account will be based on the performance of the underlying index. It is important to understand that actual returns may be less than the return of the index due to the index cap. Past index performance is not a guarantee of future performance.

Group fixed indexed annuities are contracts purchased from a life insurance company. They are designed for long-term retirement goals. Withdrawals are subject to income tax, and withdrawals before age 59½ may be subject to a 10% early withdrawal federal tax penalty. Nationwide Indexed Principal Protection is a group fixed indexed annuity issued by Nationwide Life Insurance Company and held in the general account.

Guarantees are backed by the claims-paying ability of the issuing insurance company. Transfers out of this contract to other funding providers are subject to certain restrictions. Contact your plan sponsor for information regarding these restrictions.

Nationwide, the Nationwide N and Eagle, Nationwide is on your side, Nationwide Indexed Principal Protection and My Investment Planner are service marks of Nationwide Mutual Insurance Company. © 2020 Nationwide

NRM-19306AO (12/20)

Schwab Personal Choice Retirement Account® (PCRA)

Pricing Summary – Effective January 4, 2021

Schwab provides a broad range of value-added services, some of which have associated fees. This document provides you with a summary of your plan-specific commissions and transaction fees for trade orders placed in your Schwab PCRA. This pricing summary supersedes any prior pricing summaries, pricing guides, and notices that you may have received. Schwab reserves the right to change or waive fees at our discretion.

Commissions and Transaction Fees[1]

Equities

Stocks and Exchange-Traded Funds (ETFs) per Executed Trade*

Trading Channel	Commission[3]
Electronic[2]	$0
Broker-Assisted	$25

*These fees also apply to trades of Canadian stocks, American Depositary Receipts, and stocks of foreign-incorporated companies that are listed on U.S. or Canadian exchanges or whose trades clear and settle in the U.S. or Canada.

Mutual Funds[4]

Some funds may also charge sales and/or redemption fees. Please read the prospectuses for details. You can buy shares directly from a fund company or its principal underwriter or distributor without paying Schwab's transaction or services charges (except Schwab Funds®).

No-Transaction-Fee Funds (includes funds available through the Mutual Fund OneSource® service)[5]

Trading Channel	Transaction Fee
Electronic	$0
Broker-Assisted	$25 service charge per trade may apply

Transaction-Fee Funds[5]

Trading Channel	Transaction Fee
Electronic	$49.95 per buy, $0 per sell
Broker-Assisted	Electronic fee, plus $25 service charge per trade

Note: For information about offshore funds (funds registered outside the U.S. for purchase by non-U.S. persons only), please call the Schwab PCRA Call Center.

Investors should carefully consider information contained in the prospectus, including investment objectives, risks, trading policies, charges, and expenses. You can request a prospectus by calling Schwab's dedicated PCRA Call Center at 1-888-393-PCRA (7272). You may also request a prospectus online at www.schwab.com/prospectus. Please read the prospectus carefully before investing.

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Own your tomorrow

Options[6]

Options per Executed Trade

Trading Channel	Commission
Electronic	$0 base commission, plus $0.65 per contract
Broker-Assisted	$25 plus $0.65 per contract

Note: There are no commissions or per-contract fees assessed on transactions resulting from options exercises and assignments.

Note: Per-contract fees are waived for buy-to-close options trades executed online for $.05 or less.

Equities - Foreign Stock

Foreign Stock Transactions*
Trades Placed on the U.S. Over-The-Counter Market

Trading Channel	Transaction Fee
Electronic	$50 foreign transaction fee[7]
Broker-Assisted	$75: $25 for broker assistance, plus a $50 foreign transaction fee

Foreign Stock Transactions
Trades Placed Directly on a Foreign Exchange

Trading Channel	Transaction Fee
Electronic	Not available
Broker-Assisted	The greater of $100 or 0.75% of principal, with no maximum

*These fees also apply to trades of foreign ordinary shares placed directly on a foreign exchange or on the U.S. over-the-counter market.

Fixed Income Investments[8]

Schwab may act as principal on certain fixed income transactions. When Schwab acts as agent, a commission will be charged on the transaction. When Schwab acts as principal, the mark-up is included in the bond price.

Product Type	Electronic Commission or Mark-up	Broker-Assisted Commission or Mark-up
New issues, including Certificates of Deposit	$0 (a selling concession is included in the original offering price)	
Treasury Bills, Notes, Bonds[9], and TIPS (Secondary and Auction)	$0	$25
Secondary transactions for Corporate Bonds, Municipal Bonds, Government Agencies, Zero-Coupon Treasuries (including STRIPS), and Certificates of Deposit	$1 per bond ($10 minimum/ $250 maximum)	Electronic commission, plus $25 per trade
Preferred REITS	Stock commissions and minimums apply for secondary transactions.	
Commercial Paper, Foreign Bonds, Asset-Backed Securities, Mortgage-Backed Securities and Unit Investment Trusts	These are specialty products - please call 1-888-393-PCRA for information.	

Note: Large block transactions (orders of more than 250 bonds) may be eligible for special handling and/or pricing -- please call the Schwab PCRA Call Center for information.

Our commissions and mark-ups may be slightly less than our published schedule (shown above) due to rounding.

Exchange Process Fee

This is a fee Schwab charges to offset fees imposed on us by national securities and self-regulatory organizations or by U.S. option exchanges.

The Securities and Exchange Commission (SEC) assesses transaction fees on national securities exchanges and self-regulatory organizations based on the aggregate dollar amount of sales of certain securities. The SEC recalculates the amount of this fee periodically—at least once per year but sometimes more often. National securities exchanges and self-regulatory organizations offset the transaction fees by charging their member broker-dealers such as Schwab, and we, in turn, offset this fee by charging you an Exchange Process Fee for covered sell transactions.

U.S. option exchanges charge Schwab and other broker-dealers per-contract fees for purchase and sales of exchange-listed options. The exchanges may charge these fees even on transactions executed on other exchanges, which can result in multiple fees being imposed on Schwab for a single transaction. Schwab offsets these fees by charging you a single Exchange Process Fee for each covered transaction.

Any Exchange Process Fee that appears on your trade confirmation for a sale of an exchange-listed option will combine the offset for the fees charged both by the U.S. option exchanges and by the national securities and self-regulatory organizations.

Schwab's Exchange Process Fee will rise or fall periodically depending upon the rate set by the SEC or by the U.S. option exchanges, as applicable.

Notes:

- This pricing summary applies only to the PCRA accounts held at Charles Schwab & Co., Inc., and established on behalf of retirement plan participants. You can obtain more information about PCRA commissions and transaction fees by calling Schwab's dedicated PCRA Call Center at 1-888-393-PCRA (7272), Monday through Friday, 9:00 am through 7:30 pm (ET). Or, view the current *Charles Schwab Pricing Guide for Retirement Plan Accounts* on www.schwab.com/cbrspricingguide for a more complete description of all other commissions and transaction fees.
- Your PCRA is a cash-up-front account. For all purchases, we require cleared funds in the account. When you're selling, we require securities on deposit. It is your responsibility to avoid overspending your account. If your account becomes overspent, Schwab reserves the right to liquidate a portion of your account to cover the debit balance. If liquidation is necessary, a broker-assisted fee of $25 will apply.

[1] Excluding mutual funds, commissionable trades that execute over more than one day will be charged a separate commission for each additional day; each separate commission will apply to the portion of the trade executed on the corresponding additional day. Electronic trade orders for which price or quantity are changed by the client, and as a result execute over multiple trades on the same day, are each charged a separate commission.

[2] Trades placed through Schwab's electronic channels, such as Schwab.com, mobile applications, and automated phone services. Certain securities may not be available through all electronic trading channels. Up to 999,999 shares can be placed per trade.

[3] The standard electronic $0 commission does not apply to large block transactions requiring special handling, restricted stock transactions, trades placed directly on a foreign exchange, transaction-fee mutual funds, futures, or fixed income investments. Options trades will be subject to the standard $.65 per-contract fee. Service charges apply for trades placed through a broker ($25). Exchange process, ADR, foreign transaction fees for trades placed on the US OTC market, and Stock Borrow fees still apply. See the *Charles Schwab Pricing Guide for Retirement Plan Accounts* for full fee and commission schedules.

[4] For participants who utilize the Personal Choice Retirement Account (PCRA), the following fees and conditions may apply: Schwab's short-term redemption fee of $49.95 will be charged on redemption of funds purchased through Schwab's Mutual Fund OneSource® service (and certain other funds with no transaction fee) and held for 90 days or less. Schwab reserves the right to exempt certain funds from this fee, including Schwab Funds®, which may charge a separate redemption fee, and funds that accommodate short-term trading.

Trades in no-load mutual funds available through Mutual Funds OneSource service (including Schwab Funds) as well as certain other funds, are available without transaction fees when placed through schwab.com or our automated phone channels. Schwab reserves the right to change the funds we make available without transaction fees and to reinstate fees on any funds. Funds are also subject to management fees and expenses.

Charles Schwab & Co., Inc., member SIPC, receives remuneration from fund companies for record keeping, shareholder services and other administrative services for shares purchased through its Mutual Fund OneSource service. Schwab also may receive remuneration from transaction fee fund companies for certain administrative services.

[5] Standard fees apply on both transactions when placing simultaneous orders to sell one or more transaction-fee fund(s) and purchase additional transaction-fee fund(s) with the proceeds.

[6] Options carry a high level of risk and are not suitable for all investors. Certain requirements must be met to trade options through Schwab. Please read the Options Disclosure Document titled "Characteristics and Risks of Standardized Options" before considering any option transaction. Call Schwab at 1-800-435-4000 to request a current copy. Supporting documentation for any claims or statistical information is available upon request.

[7] Transactions in foreign ordinary shares incur additional custody, clearing, and settlement expenses. A foreign transaction fee is added to trades placed on the U.S. over-the-counter market through the online or automated phone channels. The commission and foreign transaction fee will be combined and appear as one line item, labeled "Commission," on your trade confirmation.

[8] For fixed income trades placed through one of Schwab's electronic channels, discounts may apply.

[9] Schwab reserves the right to act as principal on any Bond transaction. In secondary market principal transactions the price will be subject to our standard mark up in the case of purchases, and a mark down in the case of sales, and also may include a profit or loss to Schwab in the form of a bid-ask spread. When trading as principal, Schwab may also be holding the security in its own account prior to selling it to you and, therefore, may make (or lose) money depending on whether the price of the security has risen or fallen while Schwab has held it.

Schwab Personal Choice Retirement Account® (PCRA) is offered through Charles Schwab & Co., Inc. (Schwab), a registered broker-dealer that also provides other brokerage and custody services to its customers.

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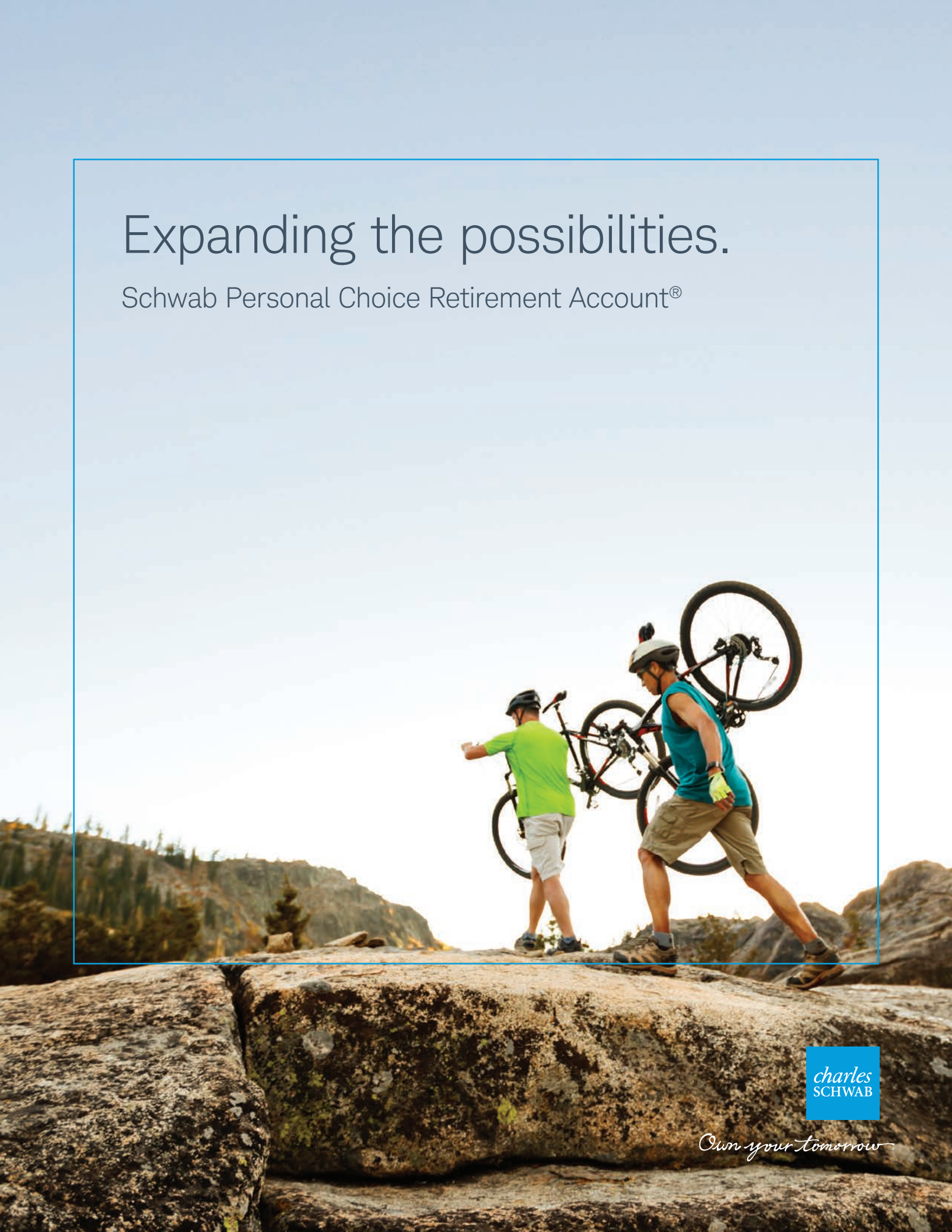
Expanding the possibilities.

Schwab Personal Choice Retirement Account®



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Own your tomorrow

A retirement plan with more to offer.

Schwab Personal Choice Retirement Account® (PCRA) gives your employees thousands of investment choices to better meet their retirement objectives.

Schwab has a legacy of leadership and innovation. We know self-directed brokerage accounts (SDBAs). We know what works, what to avoid, and how to help you support retirement plan challenges.

When you offer Schwab PCRA, you give your employees access to a lot more investment choices—including the largest selection of no-load, no-transaction-fee mutual funds available in an SDBA offering.[1] All ETFs, stocks, and options listed on the U.S. or Canadian exchanges are commission-free across all mobile, automated phone, and web trading channels.[2]

Schwab PCRA gives every employee the opportunity to structure a retirement plan the way they want.

Investors should consider carefully information contained in the prospectus, including investment objectives, risks, trading policies, charges, and expenses. You can request a prospectus by calling Schwab's dedicated PCRA Call Center at 1-888-393-PCRA (7272). You may also request a prospectus online at www.schwab.com/prospectus. Please read the prospectus carefully before investing.

[1]Trades in no-load funds available through Mutual Fund OneSource® service (including Schwab Funds®), as well as certain other funds, are available without transaction fees when placed through Schwab.com or our automated phone channels. Schwab's short-term redemption fee of $49.95 will be charged on redemption of funds purchased through Schwab's Mutual Fund OneSource® service and held for 90 days or less. Schwab reserves the right to exempt certain funds from this fee, including Schwab Funds®, which may charge a separate redemption fee, and funds that accommodate short-term trading. Funds are also subject to management fees and expenses.

Investment returns will fluctuate and are subject to market volatility, so an investor's shares, when redeemed or sold, may be worth more or less than their original cost.

[2]The standard electronic $0 commission does not apply to large block transactions requiring special handling, restricted stock transactions, trades placed directly on a foreign exchange, transaction-fee mutual funds, futures, or fixed income investments. Options trades will be subject to the standard $.65 per-contract fee. Service charges apply for trades placed through a broker ($25). Exchange process, ADR, foreign transaction fees for trades placed on the U.S. OTC market, and Stock Borrow fees still apply. See the *Charles Schwab Pricing Guide for Retirement Plan and Health Savings Accounts* for full fee and commission schedules.

Our legacy as an industry leader.

1973
Launched discount brokerage

1987
Started Schwab Investment Management services

1992
Established the first supermarket of no-load, no-transaction-fee mutual funds

Founded Charles Schwab Trust Company

PCRA

1994
Launched Schwab Personal Choice Retirement Account® (PCRA)

SDBA INDICATORS REPORT

2002
Released SDBA Indicators Report for industry benchmarking

2003
Introduced electronic account opening for PCRA

2006
Added PCRA tab on Schwab.com, with content specific to PCRA account holders

2006
Released first-of-its-kind PCRA educational webcast

MULTIPLE PCRAs

2008
Offered multiple PCRA capability

2008
Revised trading restrictions to break out ETFs, closed-end mutual funds, and CDs

Redesigned Schwab.com to improve client experience and reduce time to find information

2008
Published first public pages for PCRA on Schwab.com

2009
Launched low-cost proprietary ETFs and became first firm to waive commissions; reduced proprietary mutual fund operating expense ratios (OERs) to match ETFs

2010
Reduced equity commission to flat $8.95[1] during financial crisis

2011
Added Schwab Mobile apps

2012
Reduced mutual fund transaction fees

ETF OneSource™

2013
Launched Schwab ETF OneSource™

Began Fee Disclosure Reports

2015
Established customizable electronic hold-harmless agreement

Added Apple Watch™ to Schwab Mobile

2016
Launched voice ID: “At Schwab, my voice is my password”

Created a “how-to” video with step-by-step instructions on using PCRA

2018
Added option to restrict leveraged and inverse ETFs in the trading menu

$0

2019
Reduced trading commissions on all ETFs, stocks, and options listed on the U.S. or Canadian exchanges to $0

When you add PCRA, you add the benefits of Schwab.

PCRA is a reflection of Schwab's 45+ years of innovation and advocating for individual investors. Adding PCRA to your lineup gives you the advantages of working with a company driven to meet the needs of today's investors through constant innovation, choice with value, and dedicated service and support.

More choices, plus no commissions.
Based on your plan elections, employees can invest in a greatly expanded selection of low-cost investing opportunities, including bonds, mutual funds, and more. All ETFs, stocks, and options listed on the U.S. or Canadian exchanges are commission-free across all mobile, automated phone, and web trading channels. We also offer thousands of no-load, no-transaction-fee mutual funds through Schwab's Mutual Fund OneSource® program, as well as fixed income investments at competitive prices.

Access to research, tools, and advice.
Employees can research, trade, and monitor investments in their PCRAs with the support of independent third-party and proprietary research reports,[3] advanced online screening tools, and market commentary from industry experts. A convenient mobile app[4] makes it easy to stay connected and informed on the go.

Dedicated service and support.
When employees need assistance with their PCRAs, they can lean on the PCRA Call Center, whose dedicated Schwab PCRA Representatives average more than a decade of Schwab and industry experience and make it their mission to know the details of your plan and assist your participants with every inquiry. Recordkeepers and Plan Sponsors also have dedicated service teams to assist with all operational and service needs.

[3]Third-party report providers are not affiliated with or employed by Charles Schwab & Co., Inc. The views expressed are for general information purposes only and are not intended to provide specific financial, accounting, or legal advice. Schwab makes no representation about the accuracy of the information or its appropriateness for any given situation.

[4]Requires a wireless signal or mobile connection. System availability and response times are subject to market conditions and your mobile connection limitations. Functionality may vary by operating system and/or device.

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A streamlined experience for you and your employees.

What you can expect when you add PCRA to your retirement offering:

Smooth plan integration.
Our integration process has been put to the test for over 25 years and is designed so that PCRA fits seamlessly into your plan. Your experienced PCRA service team will work to ensure the proper implementation of any brokerage option, including in-kind asset transfers.

Paperless account enrollment.
Employees can open their PCRAs entirely online using an electronic signature feature. Plan sponsors can also customize the process to include additional required participant acknowledgments.

Efficient recordkeeping partnership.
Schwab's dedicated PCRA team works with the recordkeeper to establish and facilitate data transfers as well as process daily file feeds and cashiering transactions—all in a timely manner.

Third-party advisor access.
If the plan sponsor allows it, participants can get third-party help managing their investments. Schwab supports more than 7,500 registered investment advisors who can seamlessly integrate with PCRA.

Answers to commonly asked questions.

1 **How can we customize the investment selection?**

PCRA flexibility allows you to create an offering that fits your plan's criteria. With PCRA, employees have a wide selection of investment choices across different asset classes, including stocks, bonds, mutual funds, and fixed income products. For example, if your plan restricts stock trading, you can tailor the trading menu to allow any combination of mutual funds, ETFs, closed-end mutual funds, and CDs.

2 **What are the benefits of multiple PCRAs?**

Allowing your employees to have more than one PCRA in their retirement plans can be beneficial for accommodating pre-tax and after-tax contributions, such as a Roth feature. It also enables you to offer employees the option of having separately managed accounts with different money managers.

3 **Can an SDBA assist with changes to my core lineup?**

An SDBA may be able to help when a plan considers eliminating fund choices from the lineup. PCRA can also help during a merger situation by allowing many investments to transfer in kind, rather than requiring employees to liquidate their holdings. With PCRA, you can simplify your plan's core lineup and round out your offering by adding an SDBA to satisfy the most demanding investors.

4 **How does an SDBA support government fee disclosure requirements?**

Schwab provides fee disclosure reporting for all plans. Such reports include the 408(b)(2) sponsor fee disclosures, the 5500 Schedule C, quarterly fee information for participants, and other regulatory reporting.

Always looking out for you.

Schwab support is ongoing. We continually improve PCRA as technology advances and the marketplace changes. We're also focused on keeping you informed with participant behavior reports, supporting your communication and marketing initiatives, and assisting you with regulatory reporting. It's how we work to make sure your needs are met.

> "Every investor should feel confident that they have the choices that will provide the retirement outcomes they are after. This is their future, after all."
>
> —Walt Bettinger
> President and Chief Executive Officer
> The Charles Schwab Corporation

Could Schwab PCRA be just what your retirement offering needs?

Let's discuss your situation to find out. Call 1-877-456-0777.

The information contained herein does not constitute an endorsement, investment recommendation, solicitation to buy, or investment advice from Schwab. Schwab is restricted from providing advice on PCRAs. Schwab has no discretionary authority, responsibility, or control with respect to such matters. Schwab is not an investment advisor or fiduciary to your employer's retirement plan, does not recommend any particular mutual fund or collective trust fund or category of mutual funds or collective trust funds, is not responsible for your choice of mutual funds and collective investment funds, and may receive remuneration for recordkeeping and shareholder services and other administrative services. Charles Schwab & Co., Inc. does not guarantee the suitability or potential value of any particular investment or information source.

Schwab Personal Choice Retirement Account® (PCRA) is offered through Charles Schwab & Co., Inc., a registered broker-dealer that also provides other brokerage and custody services to its customers.

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CC3726711 (0120-04HE) MKT21311-11 (01/20)
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Own your tomorrow®

ADOPTION AGREEMENT FOR
ELIGIBLE GOVERNMENTAL 457 PLAN

The undersigned Employer, by executing this Adoption Agreement, establishes an Eligible 457 Plan ("Plan"). The Employer, subject to the Employer's Adoption Agreement elections, adopts fully the Plan provisions. This Adoption Agreement, the basic plan document and any attached Appendices, amendments, or agreements permitted or referenced therein, constitute the Employer's entire plan document. *All "Election" references within this Adoption Agreement or the basic plan document are Adoption Agreement Elections. All "Article" or "Section" references are basic plan document references. Numbers in parentheses which follow election numbers are basic plan document references.* Where an Adoption Agreement election calls for the Employer to supply text, the Employer may lengthen any space or line, or create additional tiers. When Employer-supplied text uses terms substantially similar to existing printed options, all clarifications and caveats applicable to the printed options apply to the Employer-supplied text unless the context requires otherwise. The Employer makes the following elections granted under the corresponding provisions of the basic plan document.

1. EMPLOYER **(1.11)**.

Name: Williamson County

Address: 710 S Main St, STE 301
Street

Georgetown (City) Texas (State) 78626-5701 (Zip)

Telephone: (512) 943-1567

Taxpayer Identification Number (TIN): 74-6000978

2. PLAN NAME.

Name: Williamson County 457(b) Deferred Compensation Plan

3. PLAN YEAR **(1.25)**. Plan Year means the 12 consecutive month period (except for a short Plan Year) ending every *(Choose one of a. or b. and choose c. if applicable)*: [*Note: Complete any applicable blanks under Election c. with a specific date, e.g., "June 30" OR "the last day of February" OR "the first Tuesday in January." In the case of a Short Plan Year or a Short Limitation Year, include the year, e.g., "May 1, 2013."*]

a. [X] **December 31.**

b. [ ] **Plan Year:** ending: _____.

c. [ ] **Short Plan Year:** commencing: _____ and ending: _____.

4. EFFECTIVE DATE **(1.08)**. The Employer's adoption of the Plan is a *(Choose one of a. or b. Complete c. if new plan OR complete c. and d. if an amendment and restatement. Choose e. if applicable)*:

a. [ ] **New Plan.**

b. [X] **Restated Plan.** The Plan is a substitution and amendment of an existing 457 plan.

Initial Effective Date of Plan

c. [X] April 1, 1983 *(enter month day, year; hereinafter called the "Effective Date" unless 4d is entered below)*

Restatement Effective Date *(If this is an amendment and restatement, enter effective date of the restatement.)*

d. [X] April 20, 2021 *(enter month day, year)*

Special Effective Dates: *(optional)*

e. [ ] **Describe:** _____.

5. CONTRIBUTION TYPES. *(If this is a frozen Plan (i.e., all contributions have ceased), choose a. only)*:

Frozen Plan

a. [ ] **Contributions cease.** All Contributions have ceased or will cease (Plan is frozen).

1. **Effective date of freeze:** _____ [*Note: Effective date is optional unless this is the amendment or restatement to freeze the Plan.*]

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Contributions. The Employer and/or Participants, in accordance with the Plan terms, make the following Contribution Types to the Plan *(Choose one or more of b. through d. if applicable)*:

b. [X] **Pre-Tax Elective Deferrals.** The dollar or percentage amount by which each Participant has elected to reduce his/her Compensation, as provided in the Participant's Salary Reduction Agreement *(Choose one or more as applicable.)*:

And will Matching Contributions be made with respect to Elective Deferrals?

1. [ ] **Yes.** See Question 16.
2. [X] **No.**

And will **Roth Elective Deferrals** be made?

3. [X] **Yes.** [*Note: The Employer may not limit Deferrals to Roth Deferrals only.*]
4. [ ] **No.**

c. [ ] **Nonelective Contributions.** See Question 17.

d. [X] **Rollover Contributions.** See Question 30.

6. EXCLUDED EMPLOYEES **(1.10)**. The following Employees are Excluded Employees and are not eligible to participate in the Plan *(Choose one of a. or b.)*:

a. [X] **No exclusions.** All Employees are eligible to participate.

b. [ ] **Exclusions.** The following Employees are Excluded Employees *(Choose one or more of 1. through 4.)*:

1. [ ] **Part-time Employees.** The Plan defines part-time Employees as Employees who normally work less than _____ hours per week.
2. [ ] **Hourly-paid Employees.**
3. [ ] **Leased Employees.** The Plan excludes Leased Employees.
4. [ ] **Specify:** _____.

7. INDEPENDENT CONTRACTOR **(1.16)**. The Plan *(Choose one of a., b. or c.)*:

a. [ ] **Participate.** Permits Independent Contractors to participate in the Plan.

b. [X] **Not Participate.** Does not permit Independent Contractors to participate in the Plan.

c. [ ] **Specified Independent Contractors.** Permits the following specified Independent Contractors to participate:
_____.

[*Note: If the Employer elects to permit any or all Independent Contractors to participate in the Plan, the term Employee as used in the Plan includes such participating Independent Contractors.*]

8. COMPENSATION **(1.05)**. Subject to the following elections, Compensation for purposes of allocation of Deferral Contributions means:

Base Definition *(Choose one of a., b., c. or d.)*:

a. [X] Wages, tips and other compensation on Form W-2.

b. [ ] Code §3401(a) wages (wages for withholding purposes).

c. [ ] 415 safe harbor compensation.

d. [ ] Alternative (general) 415 Compensation.

[*Note: The Plan provides that the base definition of Compensation includes amounts that are not included in income due to Code §§401(k), 125,132(f)(4), 403(b), SEP, 414(h)(2), & 457. Compensation for an Independent Contractor means the amounts the Employer pays to the Independent Contractor for services, except as the Employer otherwise specifies below.*]

Modifications to Compensation definition. The Employer elects to modify the Compensation definition as follows *(Choose one of e. or f.)*:

e. [X] **No modifications.** The Plan makes no modifications to the definition.

f. [ ] **Modifications** *(Choose one or more of 1. through 5.)*:

1. [ ] **Fringe benefits.** The Plan excludes all reimbursements or other expense allowances, fringe benefits (cash and noncash), moving expenses, deferred compensation and welfare benefits.
2. [ ] **Elective Contributions.** [**1.05(E)**] The Plan excludes a Participant's Elective Contributions.

3. [ ] **Bonuses.** The Plan excludes bonuses.

4. [ ] **Overtime.** The Plan excludes overtime.

5. [ ] **Specify:** _____.

Compensation taken into account. For the Plan Year in which an Employee first becomes a Participant, the Plan Administrator will determine the allocation of matching and nonelective contributions by taking into account *(Choose one of g. or h.)*:

g. [ ] **Plan Year.** The Employee's Compensation for the entire Plan Year. *(N/A if no matching or nonelective contributions)*

h. [ ] **Compensation while a Participant.** The Employee's Compensation only for the portion of the Plan Year in which the Employee actually is a Participant. *(N/A if no matching or nonelective contributions)*

9. POST-SEVERANCE COMPENSATION **(1.05(F))**. Compensation includes the following types of Post-Severance Compensation paid within any applicable time period as may be required *(Choose one of a. or b.)*:

a. [ ] **None.** The Plan does not take into account Post-Severance Compensation as to any Contribution Type except as required under the basic plan document.

b. [X] **Adjustments.** The following Compensation adjustments apply *(Choose one or more)*:

1. [X] **Regular Pay.** Post-Severance Compensation will include Regular Pay and it will apply to all Contribution Types.

2. [X] **Leave-Cashouts.** Post-Severance Compensation will include Leave Cashouts and it will apply to all Contribution Types.

3. [X] **Nonqualified Deferred Compensation.** Post-Severance Compensation will include Deferred Compensation and it will apply to all Contribution Types.

4. [ ] **Salary Continuation for Disabled Participants.** Post-Severance Compensation will include Salary Continuation for Disabled Participants and it will apply to all Contribution Types.

5. [ ] **Differential Wage Payments.** Post-Severance Compensation will include Differential Wage Payments (military continuation payments) and it will apply to all Contribution Types.

6. [ ] **Describe alternative Post-Severance Compensation definition, limit by Contribution Type, or limit by Participant group:** _____.

10. NORMAL RETIREMENT AGE **(1.20)**. A Participant attains Normal Retirement Age under the Plan *(Choose one of a. or b.)*:

a. [ ] **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age _____. [*Note: The age may not exceed age 70 1/2. The age may not be less than age 65, or, if earlier, the age at which a Participant may retire and receive benefits under the Employer's pension plan, if any.*]

b. [X] **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age 65 and may not be later than age 70 1/2. [*Note: The age may not exceed age 70 1/2.*]

Special Provisions for Police or Fire Department Employees *(Choose c. and/or d. as applicable)*:

c. [X] **Police department employees.** [Plan Section 3.05(B)(3)] *(Choose 1. or 2.)*:

1. [ ] **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age _____. [*Note: The age may not exceed age 70 1/2 and may not be less than age 40.*]

2. [X] **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age 40 (no earlier than age 40) and may not be later than age 70 1/2. [*Note: The age may not exceed age 70 1/2.*]

d. [X] **Fire department employees.** [Plan Section 3.05(B)(3)] *(Choose 1. or 2.)*:

1. [ ] **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age _____. [*Note: The age may not exceed age 70 1/2 and may not be less than age 40.*]

2. [X] **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age 40 (no earlier than age 40) and may not be later than age 70 1/2. [*Note: The age may not exceed age 70 1/2.*]

11. ELIGIBILITY CONDITIONS **(2.01)**. *(Choose one of a. or b.)*:

a. [X] **No eligibility conditions.** The Employee is eligible to participate in the Plan as of his/her first day of employment with the employer.

b. [ ] **Eligibility conditions.** To become a Participant in the Plan, an Eligible Employee must satisfy the following eligibility conditions *(Choose one or more of 1., 2. or 3.)*:

1. [ ] **Age.** Attainment of age _____.

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2. [ ] **Service.** Service requirement *(Choose one of a. or b.)*:

   a. [ ] **Year of Service.** One year of Continuous Service.

   b. [ ] **Months of Service.** _____ month(s) of Continuous Service.

3. [ ] **Specify:** _____.

12. PLAN ENTRY DATE **(1.24)**. "Plan Entry Date" means the Effective Date and *(Choose one of a. through d.)*:

a. [ ] **Monthly.** The first day of the month coinciding with or next following the Employee's satisfaction of the Plan's eligibility conditions, if any.

b. [ ] **Annual.** The first day of the Plan Year coinciding with or next following the Employee's satisfaction of the Plan's eligibility conditions, if any.

c. [X] **Date of hire.** The Employee's employment commencement date with the Employer.

d. [ ] **Specify:** _____.

13. SALARY REDUCTION CONTRIBUTIONS **(1.30)**. A Participant's Salary Reduction Contributions under Election 5b. are subject to the following limitation(s) in addition to those imposed by the Code *(Choose one of a. or b.)*:

a. [X] **No limitations.**

b. [ ] **Limitations.** *(Choose one or more of 1., 2. or 3.)*:

   1. [ ] **Maximum deferral amount.** A Participant's Salary Reductions may not exceed: _____ *(specify dollar amount or percentage of Compensation)*.

   2. [ ] **Minimum deferral amount.** A Participant's Salary Reductions may not be less than: _____ *(specify dollar amount or percentage of Compensation).*

   3. [ ] **Specify:** _____.

[*Note: Any limitation the Employer elects in b.1. through b.3. will apply on a payroll basis unless the Employer otherwise specifies in b.3.*]

Special NRA Catch-Up Contributions (3.05). The Plan *(Choose one of c. or d.)*:

c. [X] **Permits.** Participants may make NRA catch-up contributions.

AND, Special NRA Catch-Up Contributions *(Choose one of 1. or 2.)*: *(N/A if no matching contributions)*

   1. [ ] will be taken into account in applying any matching contribution under the Plan.

   2. [ ] will not be taken into account in applying any matching contribution under the Plan.

d. [ ] **Does not permit.** Participants may not make NRA catch-up contributions.

Age 50 Catch-Up Contributions (3.06). The Plan *(Choose one of e. or f.)*:

e. [X] **Permits.** Participants may make age 50 catch-up contributions.

AND, Age 50 Catch-Up Contributions *(Choose one of 1. or 2.)*: *(N/A if no matching contributions)*

   1. [ ] will be taken into account in applying any matching contribution under the Plan.

   2. [ ] will not be taken into account in applying any matching contribution under the Plan.

f. [ ] **Does not permit.** Participants may not make age 50 catch-up contributions.

14. SICK, VACATION AND BACK PAY **(3.02(A))**. The Plan *(Choose one of a. or b.)*:

a. [ ] **Permits.** Participants may make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.

b. [X] **Does Not Permit.** Participants may not make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.

15. AUTOMATIC ENROLLMENT **(3.02(B))**. Does the Plan provide for automatic enrollment *(Choose one of the following) [Note: if Eligible Automatic Contribution Arrangement (EACA), select 15c and complete Questions 31 & 32]*:

a. [X] **Does not apply.** Does not apply the Plan's automatic enrollment provisions.

b. [ ] **Applies.** Applies the Plan's automatic enrollment provisions. The Employer as a Pre-Tax Elective Deferral will withhold _____% from each Participant's Compensation unless the Participant elects a different percentage (including zero) under his/her Salary Reduction Agreement. The automatic election will apply to *(Choose one of 1. through 3.)*:

1. [ ] **All Participants.** All Participants who as of _____ are not making Pre-Tax Elective Deferrals at least equal to the automatic amount.

2. [ ] **New Participants.** Each Employee whose Plan Entry Date is on or following: _____.

3. [ ] **Describe Application of Automatic Deferrals:** _____.

c. [ ] **EACA.** The Plan will provide an Eligible Automatic Contribution Arrangement (EACA). Complete Questions 31 & 32.

16. MATCHING CONTRIBUTIONS **(3.03)**. The Employer Matching Contributions under Election 5.b.1. are made as follows *(Choose one or more of a. through d.)*:

a. [ ] **Fixed formula.** An amount equal to _____ of each Participant's Salary Reduction Contributions.

b. [ ] **Discretionary formula.** An amount (or additional amount) equal to a matching percentage the Employer from time to time may deem advisable of each Participant's Salary Reduction Contributions.

c. [ ] **Tiered formula.** The Employer will make matching contributions equal to a uniform percentage of each tier of each Participant's Salary Reduction Contributions, determined as follows:

NOTE: Fill in only percentages or dollar amounts, but not both. If percentages are used, each tier represents the amount of the Participant's applicable contributions that equals the specified percentage of the Participant's Compensation (add additional tiers if necessary):

Tiers of Contributions (indicate $ or %)	Matching Percentage
First _____	_____%
Next _____	_____%
Next _____	_____%
Next _____	_____%

d. [ ] **Specify:** _____.

Time Period for Matching Contributions. The Employer will determine its Matching Contribution based on Salary Reduction Contributions made during each *(Choose one of e. through h.)*:

e. [ ] **Plan Year.**

f. [ ] **Plan Year quarter.**

g. [ ] **Payroll period.**

h. [ ] **Specify:** _____.

Salary Reduction Contributions Taken into Account. In determining a Participant's Salary Reduction Contributions taken into account for the above-specified time period under the Matching Contribution formula, the following limitations apply *(Choose one of i. through l.)*:

i. [ ] **All Salary Reduction Contributions.** The Plan Administrator will take into account all Salary Reduction Contributions.

j. [ ] **Specific limitation.** The Plan Administrator will disregard Salary Reduction Contributions exceeding _____% of the Participant's Compensation.

k. [ ] **Discretionary.** The Plan Administrator will take into account the Salary Reduction Contributions as a percentage of the Participant's Compensation as the Employer determines.

l. [ ] **Specify:** _____.

Allocation Conditions. To receive an allocation of Matching Contributions, a Participant must satisfy the following allocation condition(s) *(Choose one of m. or n.)*:

m. [ ] **No allocation conditions.**

n. [ ] **Conditions.** The following allocation conditions apply to Matching Contributions *(Choose one or more of 1. through 4.)*:

1. [ ] **Service condition.** The Participant must complete the following number of months of Continuous Service during the Plan Year: _____.

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2. [ ] **Employment condition.** The Participant must be employed by the Employer on the last day of the Plan Year.

3. [ ] **Limited Severance Exception.** Any condition specified in 1. or 2. does not apply if the Participant incurs a Severance from Employment during the Plan Year on account of death, disability or attainment of Normal Retirement Age in the current Plan Year or in a prior Plan Year.

4. [ ] **Specify:** _____.

17. NONELECTIVE CONTRIBUTIONS **(1.19)**. The Nonelective Contributions under Election 5.c. are made as follows: *(Choose one)*:

a. [ ] **Discretionary - Pro-Rata.** An amount the Employer in its sole discretion may determine.

b. [ ] **Fixed - Pro Rata.** _____% of Compensation.

c. [ ] **Other.** A Nonelective Contribution may be made as follows:
_____.

Allocation Conditions. (3.08). To receive an allocation of Nonelective Contributions, a Participant must satisfy the following allocation condition(s) *(Choose one of d. or e.)*:

d. [ ] **No allocation conditions.**

e. [ ] **Conditions.** The following allocation conditions apply to Nonelective Contributions *(Choose one or more of 1. through 4.)*:

1. [ ] **Service condition.** The Participant must complete the following number of months of Continuous Service during the Plan Year: _____.

2. [ ] **Employment condition.** The Participant must be employed by the Employer on the last day of the Plan Year.

3. [ ] **Limited Severance Exception.** Any condition specified in 1. or 2. does not apply if the Participant incurs a Severance from Employment during the Plan Year on account of death, disability or attainment of Normal Retirement Age in the current Plan Year or in a prior Plan Year.

4. [ ] **Specify:** _____.

18. TIME AND METHOD OF PAYMENT OF ACCOUNT **(4.02)**. The Plan will distribute to a Participant who incurs a Severance from Employment his/her Vested Account as follows:

Timing. The Plan, in the absence of a permissible Participant election to commence payment later, will pay the Participant's Account *(Choose one of a. through e.)*:

a. [ ] **Specified Date.** _____ days after the Participant's Severance from Employment.

b. [ ] **Immediate.** As soon as administratively practicable following the Participant's Severance from Employment.

c. [ ] **Designated Plan Year.** As soon as administratively practicable in the _____ Plan Year beginning after the Participant's Severance from Employment.

d. [ ] **Normal Retirement Age.** As soon as administratively practicable after the close of the Plan Year in which the Participant attains Normal Retirement Age.

e. [X] **Specify:** The Plan will commence distribution in the absence of a Participant?s election to commence payment earlier, no later than the Participant?s required beginning date as defined under Plan Section 4.03.

Method. The Plan, in the absence of a permissible Participant election, will distribute the Participant's Account under one of the following method(s) of distribution *(Choose one or more of f. through j. as applicable)*:

f. [X] **Lump sum.** A single payment.

g. [ ] **Installments.** Multiple payments made as follows: _____.

h. [X] **Installments for required minimum distributions only.** Annual payments, as necessary under Plan Section 4.03.

i. [ ] **Annuity distribution option(s):** _____.

j. [ ] **Specify:** _____.

Participant Election. [Plan Sections 4.02(A) and (B)] The Plan *(Choose one of k., l. or m.)*:

k. [ ] **Permits.** Permits a Participant, with Plan Administrator approval of the election, to elect to postpone distribution beyond the time the Employer has elected in a. through e. and also to elect the method of distribution (including a method not described in f. through j. above).

l. [ ] **Does not permit.** Does not permit a Participant to elect the timing and method of Account distribution.

m. [X] **Specify:** A Participant, with Plan Administrator approval of the election, may elect the method of distribution from the following choices: lump sum, installments or partial distribution.

Mandatory Distributions. Notwithstanding any other distribution election, following Severance from Employment *(Choose n. or o.)*:

n. [ ] **No Mandatory Distributions.** The Plan will not make a Mandatory Distribution.

o. [X] **Mandatory Distribution.** If the Participant's Vested Account is not in excess of $5,000 (unless a different amount selected below) as of the date of distribution, the Plan will make a Mandatory Distribution following Severance from Employment.

1. [X] Mandatory Distribution. If the Participant's Vested Account is not in excess of $ 1,000 as of the date of distribution, the Plan will make a Mandatory Distribution following Severance from Employment.

Rollovers in determination of $5,000 threshold. Unless otherwise elected below, amounts attributable to rollover contributions (if any) will be **included** in determining the $5,000 threshold for timing of distributions, form of distributions or consent rules.

p. [ ] Exclude rollovers (rollover contributions will be **excluded** in determining the $5,000 threshold)

NOTE: Regardless of the above election, if the Participant consent threshold is $1,000 or less, then the Administrator must include amounts attributable to rollovers for such purpose. In such case, an election to exclude rollovers above will apply for purposes of the timing and form of distributions.

19. BENEFICIARY DISTRIBUTION ELECTIONS. Distributions following a Participant's death will be made as follows *(Choose one of a. through d.)*:

a. [ ] **Immediate.** As soon as practical following the Participant's death.

b. [ ] **Next Calendar Year.** At such time as the Beneficiary may elect, but in any event on or before the last day of the calendar year which next follows the calendar year of the Participant's death. *(N/A if participant is restricted)*

c. [X] **As Beneficiary elects.** At such time as the Beneficiary may elect, consistent with Section 4.03. *(N/A if participant is restricted)*

d. [ ] **Describe:** _____.

[*Note: The Employer under Election 19d. may describe an alternative distribution timing or afford the Beneficiary an election which is narrower than that permitted under Election 19c., or include special provisions related to certain beneficiaries, (e.g., a surviving spouse). However, any election under Election 19d. must require distribution to commence no later than the Section 4.03 required date.*]

20. DISTRIBUTIONS PRIOR TO SEVERANCE FROM EMPLOYMENT **(4.05)**. A Participant prior to Severance from Employment may elect to receive a distribution of his/her Vested Account under the following distribution options *(Choose one of a. or b.)*:

a. [ ] **None.** A Participant may not receive a distribution prior to Severance from Employment.

b. [X] **Distributions.** Prior to Severance from Employment are permitted as follows *(Choose one or more of 1. through 4.)*:

1. [X] **Unforeseeable emergency.** A Participant may elect a distribution from his/her Account in accordance with Plan Section 4.05(A) (for the Participant, spouse, dependents or beneficiaries)

2. [X] **De minimis exception.** [Plan Section 4.05(B)] If the Participant: (i) has an Account that does not exceed $5,000; (ii) has not made or received an allocation of any Deferral Contributions under the Plan during the two-year period ending on the date of distribution; and (iii) has not received a prior Plan distribution under this de minimis exception, then *(Choose one of a., b. or c.)*:

a. [X] **Participant election.** The Participant may elect to receive all or any portion of his/her Account.

b. [ ] **Mandatory distribution.** The Plan Administrator will distribute the Participant's entire Account.

c. [ ] **Hybrid.** The Plan Administrator will distribute a Participant's Account that does not exceed $_____ and the Participant may elect to receive all or any portion of his/her Account that exceeds $_____ but that does not exceed $5,000.

3. [X] **Age 70 1/2.** A Participant who attains age 70 1/2 prior to Severance from Employment may elect distribution of any or all of his/her Account.

4. [ ] **Specify:** _____.

[*Note: An Employer need not permit any in-service distributions. Any election must comply with the distribution restrictions of Code Section 457(d).*]

21. QDRO **(4.06)**. The QDRO provisions *(Choose one of a., b. or c.)*:

a. [X] **Apply.**

b. [ ] **Do not apply.**

c. [ ] **Specify:** _____.

22. ALLOCATION OF EARNINGS **(5.07(B))**. The Plan allocates Earnings using the following method *(Choose one or more of a. through f.)*:

a. [X] **Daily.** See Section 5.07(B)(4)(a).

b. [ ] **Balance forward.** See Section 5.07(B)(4)(b).

c. [ ] **Balance forward with adjustment.** See Section 5.07(B)(4)(c). Allocate pursuant to the balance forward method, except treat as part of the relevant Account at the beginning of the Valuation Period _____% of the contributions made during the following Valuation Period: _____.

d. [ ] **Weighted average.** See Section 5.07(B)(4)(d). If not a monthly weighting period, the weighting period is _____.

e. [ ] **Directed Account method.** See Section 5.07(B)(4)(e).

f. [ ] **Describe Earnings allocation method:** _____.

[*Note: The Employer under Election 22f. may describe Earnings allocation methods from the elections available under Election 22 and/or a combination thereof as to any: (i) Participant group (e.g., Daily applies to Division A Employees OR to Employees hired after "x" date. Balance forward applies to Division B Employees OR to Employees hired on/before "x" date.); (ii) Contribution Type (e.g., Daily applies as to Discretionary Nonelective Contribution Accounts. Participant-Directed Account applies to Fixed Nonelective Contribution Accounts); (iii) investment type, investment vendor or Account type (e.g., Balance forward applies to investments placed with vendor A and Participant-Directed Account applies to investments placed with vendor B OR Daily applies to Participant-Directed Accounts and balance forward applies to pooled Accounts).*]

23. HEART ACT PROVISIONS **(1.31(C)(3)/3.13)**. The Employer elects to *(Choose one of a. or b. and c. or d.)*:

Continued Benefit Accruals.

a. [ ] **Not apply the benefit accrual provisions of Section 3.13.**

b. [X] **Apply the benefit accrual provisions of Section 3.13.**

Distributions for deemed severance of employment (1.31(C)(3))

c. [X] **The Plan does NOT permit distributions for deemed severance of employment.**

d. [ ] **The Plan permits distributions for deemed severance of employment.**

24. VESTING/SUBSTANTIAL RISK OF FORFEITURE **(5.11)**. A Participant's Deferral Contributions are [*Note: If a Participant incurs a Severance from Employment before the specified events or conditions, the Plan will forfeit the Participant's non-vested Account. Caution: if a Deferral is subject to vesting schedule or other substantial risk of forfeiture, it does not count as a deferral for purposes of the annual deferral limit until the year it is fully vested.*] *(Choose all that apply of a. through d.)*:

a. [X] **100% Vested/No Risk of Forfeiture.** Immediately Vested without regard to additional Service and no Substantial Risk of Forfeiture. The following contributions are 100% Vested:

   1. [X] **All Contributions.** (skip to 25.)

   2. [ ] **Only the following contributions.** (select all that apply):

      a. [ ] **Salary Reduction Contributions.**

      b. [ ] **Nonelective Contributions.**

      c. [ ] **Matching Contributions.**

b. [ ] **Forfeiture under Vesting Schedule.** Vested according to the following:

   Contributions affected. The following contributions are subject to the vesting schedule *(Choose one or more of 1., 2. or 3.)*:

   1. [ ] **Salary Reduction Contributions.**

   2. [ ] **Nonelective Contributions.**

   3. [ ] **Matching Contributions.**

   4. [ ] **Vesting Schedule.**

Years of Service	Vested Percentage
____	_____%
____	_____%
____	_____%
____	_____%
____	_____%

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For vesting purposes, a "Year of Service" means:

5. _____.

[*Note: It is extremely rare to apply a vesting schedule to Salary Reduction Contributions.*]

c. [ ] **Substantial Risk of Forfeiture.** Vested only when no longer subject to the following Substantial Risk of Forfeiture as follows:

Contributions affected. The following contributions are subject to the substantial risk of forfeiture under c. *(Choose one or more of 1., 2. or 3.)*:

1. [ ] **Salary Reduction Contributions.**
2. [ ] **Nonelective Contributions.**
3. [ ] **Matching Contributions.**

Risk Provisions: Vested only when no longer subject to the following Substantial Risk of Forfeiture as follows *(Choose one of 4. or 5.)*:

4. [ ] The Participant must remain employed by the Employer until _____, unless earlier Severance from Employment occurs on account of death or disability, as the Plan Administrator shall establish.
5. [ ] **Specify:** _____.

Additional Provisions *(Choose d. if applicable)*

d. [ ] **Specify:** _____.

FORFEITURE ALLOCATION. [Plan Sections 5.11(A) and 5.14] The Plan Administrator will allocate any Plan forfeitures as selected below. The Employer has the option to use forfeitures to pay plan expenses first and then allocate the remaining forfeitures in accordance with the selections below: *(Choose one of the following)*:

e. [ ] **Additional Contributions.** As the following contribution type *(Choose one of 1. or 2.)*:

1. [ ] **Nonelective.** As an additional Nonelective Contribution.
2. [ ] **Matching.** As an additional Matching Contribution.

f. [ ] **Reduce Fixed Contributions.** To reduce the following fixed contribution *(Choose one of 1. or 2.)*:

1. [ ] **Nonelective.** To reduce the Employer's fixed Nonelective Contribution.
2. [ ] **Matching.** To reduce the Employer's fixed Matching Contribution.

g. [ ] **Specify:** _____.

25. TRUST PROVISIONS. The following provisions apply to Article VIII of the Plan (Choose as applicable; leave blank if not applicable):

a. [ ] **Modifications.** The Employer modifies the Article VIII Trust provisions as follows: _____. The remaining Article VIII provisions apply.

b. [ ] **Substitution.** The Employer replaces the Trust with the Trust Agreement attached to the Plan.

26. CUSTODIAL ACCOUNT/ANNUITY CONTRACT **(8.16)**. The Employer will hold all or part of the Deferred Compensation in one or more custodial accounts or annuity contracts which satisfy the requirements of Code §457(g) *(Choose a. or b., c. if applicable)*:

a. [X] **Custodial account(s).**

b. [X] **Annuity contract(s).**

c. [ ] **Specify:** _____.

[*Note: The Employer under c. may wish to identify the custodial accounts or annuity contracts or to designate a portion of the Deferred Compensation to be held in such vehicles versus held in the Trust.*]

27. VALUATION. In addition to the last day of the Plan Year, the Trustee (or Plan Administrator as applicable) must value the Trust Fund (or Accounts) on the following Valuation Date(s) *(Choose one of a. or b.)*:

a. [ ] **No additional Valuation Dates.**

b. [X] **Additional Valuation Dates.** *(Choose one or more of 1., 2. or 3.)*:

1. [X] **Daily Valuation Dates.** Each business day of the Plan Year on which Plan assets for which there is an established market are valued and the Trustee or Employer is conducting business.
2. [ ] **Last day of a specified period.** The last day of each _____ of the Plan Year.

3. [ ] **Specified Valuation Dates:** _____.

[*Note: The Employer under Election 26b.3. may describe Valuation Dates from the elections available under Election 26b. and/or a combination thereof as to any: (i) Participant group (e.g., No additional Valuation Dates apply to Division A Employees OR to Employees hired after "x" date. Daily Valuation Dates apply to Division B Employees OR to Employees hired on/before "x" date.); (ii) Contribution Type (e.g., No additional Valuation Dates apply as to Discretionary Nonelective Contribution Accounts. The last day of each Plan Year quarter applies to Fixed Nonelective Contribution Accounts); (iii) investment type, investment vendor or Account type (e.g., No additional Valuation Dates apply to investments placed with vendor A and Daily Valuation Dates apply to investments placed with vendor B OR Daily Valuation Dates apply to Participant-Directed Accounts and no additional Valuation Dates apply to pooled Accounts).*]

28. TRUSTEE *(Select all that apply; leave blank if not applicable.)*:

a. [ ] Individual Trustee(s) who serve as Trustee(s) over assets not subject to control by a corporate Trustee. (Add additional Trustees as necessary.)

Name(s)	Title(s)
_____	_____
_____	_____
_____	_____
_____	_____

Address and Telephone number *(Choose one of 1. or 2.)*:

1. [ ] Use Employer address and telephone number.
2. [ ] Use address and telephone number below:

Address: _____
Street

_____
City State Zip

Telephone: _____

b. [ ] Corporate Trustee

Name: _____

Address: _____
Street

_____
City State Zip

Telephone: _____

AND, the Corporate Trustee shall serve as:

c. [ ] a Directed (nondiscretionary) Trustee over all Plan assets except for the following:

_____

d. [ ] a Discretionary Trustee over all Plan assets except for the following:

_____

29. PLAN LOANS **(5.02(A))**. The Plan permits or does not permit Participant Loans *(Choose one of a. or b.)*:

a. [ ] **Does not permit.**

b. [X] **Permitted pursuant to the Loan Policy.**

30. ROLLOVER CONTRIBUTIONS **(3.09)**. The Rollover Contributions under Election 5.d. are made as follows:

Who may roll over *(Choose one of a. or b.)*:

a. [ ] **Participants only.**

b. [X] **Eligible Employees or Participants.**

Sources/Types. The Plan will accept a Rollover Contribution *(Choose one of c. or d.)*:

c. [X] **All.** From any Eligible Retirement Plan and as to all Contribution Types eligible to be rolled into this Plan.

d. [ ] **Limited.** Only from the following types of Eligible Retirement Plans and/or as to the following Contribution Types:

_____.

Distribution of Rollover Contributions *(Choose one of e., f. or g.)*:

e. [X] **Distribution without restrictions.** May elect distribution of his/her Rollover Contributions Account in accordance with Plan Section 4.05(C) at any time.

f. [ ] **No distribution.** May not elect to receive distribution of his/her Rollover Contributions Account until the Plan has a distributable event under Plan Section 4.01.

g. [ ] **Specify:** _____

31. EACA Automatic Deferral Provisions **(3.14)**.

Participants subject to the Automatic Deferral Provisions. The Automatic Deferral Provisions apply to Employees who become Participants after the Effective Date of the EACA (except as provided in d. below). Employees who became Participants prior to such Effective Date are subject to the following (a. – d. are optional):

a. [ ] **All Participants.** All Participants, regardless of any prior Salary Reduction Agreement, unless and until a Participant makes an Affirmative Election after the Effective Date of the EACA.

b. [ ] **Election of at least Automatic Deferral amount.** All Participants, except those who, on the Effective Date of the EACA, are deferring an amount which is at least equal to the Automatic Deferral Percentage.

c. [ ] **No existing Salary Reduction Agreement.** All Participants, except those who have in effect a Salary Reduction Agreement on the effective date of the EACA regardless of the Salary Reduction Contribution amount under the Agreement.

d. [ ] **Describe**: _____.

Automatic Deferral Percentage. Unless a Participant makes an Affirmative Election, the Employer will withhold the following Automatic Deferral Percentage (select e. or f.):

e. [ ] **Constant.** The Employer will withhold _____% of Compensation each payroll period.

Escalation of deferral percentage (select one or leave blank if not applicable)

1. [ ] **Scheduled increases.** This initial percentage will increase by _____% of Compensation per year up to a maximum of _____ of Compensation.

2. [ ] **Other** (described Automatic Deferral Percentage): _____

Automatic Deferral Optional Elections

f. [ ] **Optional elections** (select all that apply or leave blank if not applicable)

Suspended Salary Reduction Contributions. If a Participant's Salary Reduction Contributions are suspended pursuant to a provision of the Plan (e.g., distribution due to military leave covered by the HEART Act), then a Participant's Affirmative Election will expire on the date the period of suspension begins unless otherwise elected below.

1. [ ] A Participant's Affirmative Election will resume after the suspension period.

Special Effective Date. Provisions will be effective as of the earlier of the Effective Date of the EACA provisions unless otherwise specified below.

2. [ ] Special Effective Date: _____

32. **In-Plan Roth Rollover Contributions.**

a. [ ] **Yes, allowed.**

Effective Date (enter date)

1. [ ] In-Plan Roth Rollover Effective Date: _____

33. **In-Plan Roth Rollover Transfers.**

a. [ ] **Yes, allowed.**

Effective Date (enter date)

1. [ ] In-Plan Roth Rollover Transfers Effective Date: _____

© 2020

This Plan is executed on the date(s) specified below:

Use of Adoption Agreement. Failure to complete properly the elections in this Adoption Agreement may result in disqualification of the Employer's Plan. The Employer only may use this Adoption Agreement only in conjunction with the corresponding basic plan document.

EMPLOYER: Williamson County

By: _____ _____

DATE SIGNED

Commissioners Court - Regular Session **41.**

Meeting Date: 07/20/2021

EPM4

Submitted For: Rebecca Clemons **Submitted By:** Rebecca Clemons, Human Resources

Department: Human Resources

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on changes to the Employee Policy Manual to be effective October 1, 2021.

Background

Please see attached for red lined changes on page 17 and 35. Discussions may also include any items related to compensation policies or any other topics within the Employee Policy Manual.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

EPMdraft4

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/09/2021 02:37 PM

Form Started By: Rebecca Clemons Started On: 07/09/2021 09:21 AM

Final Approval Date: 07/09/2021

WILLIAMSON COUNTY
1848

Employee Policy Manual

Effective December 15, 2020

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Policy Manual Disclaimer

This employee policy manual constitutes the general personnel policies for all Williamson County employees. It does not constitute a contract or provide a guarantee of employment. Policies may be altered, deleted, or amended at any time by action of the Commissioners Court. If any provision or part of a provision of these policies is held invalid, unlawful, or unenforceable, it will not affect the validity of the remaining provisions or parts of provisions, which will remain in effect. In cases where federal or state laws or regulations supersede local guidelines, such laws or regulations will substitute for these personnel guidelines only insofar as necessary for compliance. Specific departments may have additional policies unique to their operations.

Elected official's rights and responsibilities as defined by Texas law supersede these policies where conflicts may occur. Elected officials are encouraged to follow all policies contained herein in order to provide uniform application across the County and to protect the County against potential employment related issues.

About Williamson County Government

Williamson County's government organization is established by the Constitution of the State of Texas and by state statutes. Its operations are governed by state and federal law and by actions of the Commissioners Court.

Commissioners Court

The Commissioners Court consists of four County Commissioners; each elected by the voters of a Commissioners precinct, and a County Judge, elected by all of the voters of the County. Officials are elected for a four-year term. The Commissioners Court is the chief policy, administrative, and executive branch of County government.

County Operations

County operations are conducted through departments and offices; each administered by an elected public official or an appointed department head.

Employment

At Will Employment

Employment with Williamson County is on an at-will basis:

- An employee may resign at any time with or without notice
- Williamson County may terminate the employment relationship at any time with or without cause or notice
- Williamson County may change the terms and conditions of employment at any time, with or without notice

Equal Employment Opportunity & ADA Compliance;

Williamson County is committed to providing a workplace free of discrimination. All employment decisions (hiring, promotions, terminations, compensation, etc.) are made without regard to any covered or protected class as defined by law and applicable statements of the law by the Equal Employment Opportunity Commission (EEOC) or disability as defined by the Americans with Disabilities Act and applicable state laws, including those enforced by the Texas Workforce Commission. If an employee requires an accommodation due to a disability, contact the Human Resources Department.

Employment Status

- **Full-time:** Full time positions are scheduled to work consistently 30 or more hours in a pay week
- **Part-time:** Part time positions are scheduled to work no more than 29 hours in a pay week and are not eligible for benefits or longevity pay
- **Temporary**: Temporary employees are limited to working 130 days in a calendar year. They are not eligible for TCDRS retirement, holidays, benefits or leave time including longevity pay

Position Classification

Positions are classified as exempt or non-exempt based on the definitions and requirements of the Federal Labor Standards Act. (FLSA)

- **Exempt:** Exempt positions are salaried positions which are not eligible for overtime or compensatory time
- **Non-Exempt:** Non-exempt positions are hourly positions which are eligible for overtime pay or compensatory time as determined by County policy

Employment

Overtime

Classification	Eligibility	Accrual
Exempt	NO	Exempt employees are not eligible for overtime compensation.
Non-Exempt	YES	• Time and a half pay or compensatory time after 40 hours actually worked in a work week. • Determination of pay vs comp time is based on departmental budget.
Non-Exempt: Department of Infrastructure	YES	• Time and a half compensatory time after 40 hours actually worked • In the event of a public safety emergency, the Senior Director has the discretion to grant overtime pay at time and a half to those employees performing emergency response duties at the request of their supervisor.
Non-Exempt: Public Safety Positions	YES	Time and a half overtime pay or compensatory time after 40 hours worked.
Non-Exempt: Law Enforcement and Corrections Officers	YES	Time and a half overtime pay or compensatory time after 86 hours worked in a 14 day pay period. The hours worked between 80 and 86 hours, for this period, are compensated at straight overtime pay or compensatory time.
Non-Exempt Catastrophic Event Pay	YES	Upon EOC activation and/or declaration of a local, state or federal disaster, non-exempt essential personnel (EP) may receive time and one-half pay in lieu of compensatory time, once the normal hours required before overtime eligibility have been exceeded.

All overtime must be preapproved by the Elected Official or Department Head. Only hours actually worked are included in the determination of overtime as it is based on hours actually worked. Sick leave, vacation, holidays, and other absences from the work place do not count toward the accrual of overtime. Time sheets must be balanced to the number of hours scheduled per pay period. As used above, overtime may refer to accruals of compensatory time or payments.
Compensatory time is limited to 240 hours, all hours above this limit will be paid at time and one-half.
*EMS and Emergency Communications use leave based on scheduled shift hours, rather than the pay period.

Employment

Recruitment

When a position becomes vacant, the position may be posted externally through Human Resources, internally (within the department) by the Elected Official or Department Head or the position may be filled by an applicant that has previously applied for a similar position within the past 180 days. The Elected Official, Department Head or their designee will make the final selection in the recruitment process. The chart below generally defines the processes:

Job Posting Options

Type	Description	Documentation	Process
External Job Posting	Vacant position is posted online through Human Resources.	A request to post must be sent to Human Resources.	Position will be posted through online hiring system for a minimum of 5 calendar days.
Internal Job Posting	Vacant position is posted internally through email or other written communication method within the hiring department only.	An email or manual written posting may be used to notify employees of the vacancy.	• Notify internal employees of the opportunity and provide instructions on how they must apply (i.e. via resume, email response, etc.). • Applications should be accepted for a minimum of 5 calendar days.
Applicant Pool	Applications are reviewed from a previous posting for the same or similar position.	Contact Human Resources to request applications from the previous posting.	Applications will be provided through the online hiring system for the hiring manager to review.

Candidate Selection Process

All candidates being considered should meet the minimum requirements for the position and should go through a consistent screening and interviewing process. Once a candidate is selected, the hiring manager must notify Human Resources to complete the final steps in the hiring process.

Nepotism

Nepotism is the hiring or influencing others to hire relatives without regard to merit. The County and the Texas Government Code Chapter 573 outline specific rules prohibiting the appointment, confirmation of appointment, or voting for the appointment (or confirmation of appointment) of a relative. Refer to the Texas Government Code Chapter 573(Relationships by Consanguinity or by Affinity) for additional clarification. In compliance with its own policies, the Commissioners Court will not affirm any Officer who is related to another employee within the same department.

Changes in relationships which may violate this policy, must be immediately reported to Human Resources

Employment

Hiring Post TCDRS Retirement

Williamson County elected officials, department heads, or other agents of the County may not make any prior commitments, agreements, or arrangements to rehire a Williamson County TCDRS retiree. Any retiree selected for a position with Williamson County will require pre-approval from the Human Resources Department due to TCDRS rules. If the retiree is on Williamson County retiree health benefits, the waiting period still applies.

Pre-Employment Screening

Potential employees of Williamson County may be required to submit to a criminal history check, physical exam, drug screening or other job specific screening, prior to employment. Any job offer is contingent upon successfully completing and meeting the requirements of these screenings. If additional information is received after employment begins which fails to meet the screening requirements, the employment relationship may be terminated. False information provided by an applicant will disqualify the applicant from consideration, or if discovered after employment begins may result in termination.

Post Hire

New Employee Orientation

All new employees must attend new employee orientation before the end of the pay period in which they are hired.

Direct Deposit

Direct Deposit is strongly recommended. The first pay check will be mailed to the address of record, as could the first paycheck whenever changing banking institutions or account information. Pay remittance slips can be viewed and printed online located on the Wilco Self Service site in Oracle.

Texas County and District Retirement System Contributions (TCDRS)

All officials, part-time and full-time employees are required to participate in the Texas County and District Retirement System (TCDRS) as a condition of employment. Temporary employees are exempt from participation as provided by Retirement System regulations. The required contribution is deducted from an employees pay each pay period.

Employment

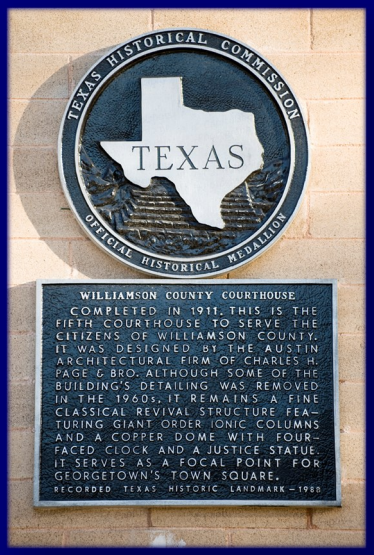
Transfers

Employees transferring from one County office or department to another should give at least a two week written notice to their current official/department head. The current official/department head may waive the two week period. If an employee status changes from a non-exempt to an exempt position, the employee's current compensatory time balance will be paid out as of the last day in the non-exempt position and at the hourly rate for the non-exempt position. Compensatory time will also be paid out when a non-exempt employee transfers from one County department to another. If an employee transfers from a position that allows for a higher vacation or sick leave balance, the amount that is in excess of the limit for the new position will be forfeited. Transfers to and from WCCHD, Museum or CSCD are considered employment separations.

Separation of Employment

Employees are required to provide at least a two week written notice in order to resign in good standing. The last day of employment is the last day the employee is present at work. Leave time cannot be used on the last day of employment, with the exception of administrative leave or medical leave covered under or at the conclusion of FMLA. In some cases, the last day of employment may be adjusted after a review and approval process involving the department, Human Resources, and the County Auditor's Office. At the discretion of the Elected Official or Department Head, the resignation may be accepted immediately or at any time within the resignation notice period. In the event that an employee passes away, the last date of employment will be the last date worked or the last day on approved leave with the exception of vacation leave. Employees must return all Williamson County property immediately upon request or upon termination of employment. Any items not returned may be deducted from the final paycheck for certain eligible employees.
The following will be paid on the final paycheck or when County assets have been disabled/returned to the County:

- Eligible accrued vacation time
- Comp time
- Unused holiday time banked prior to October 1, 2014



Adjusted Service Dates for Rehired Employees (non-retirement)

Employees rehired within 90 days from his/her last employment termination date, will be reinstated with service time based on a calculated adjusted service date. The adjusted service date is the original date of employment minus the number of break in service days. The adjusted service date will also be used for determining vacation and longevity accrual rates. Employees rehired 91 or more days after separation of employment will not receive service credit for previous employment, unless a one-time exception, that cannot exceed a one year break in service, is awarded based on review and approval by Human Resources (factors considered include high turnover positions, knowledge skills and ability's of a former employee or other special circumstances)

Refer to the Uniformed Services Employment and Re-employment Rights Act (USERRA) for reemployment rights if the break in service is related to active military leave. Contact the Human Resource Department for assistance.

Work Environment

Communications to Employees

All employees are assigned a County email address. County email is the official communication tool for employee communications. All employees are responsible for accessing and reviewing their County email on a regular basis.

Don't forget to check County email daily!

Breaks

Supervisors may schedule breaks to accommodate operating requirements. County offices are encouraged to stay open during the noon hour to better serve the public. Supervisors will inform employees of breaks, if any, and the break schedule. The Fair Labor Standards Act (FLSA) does not require employers to provide breaks or meal periods to employees.

- Breaks of less than 20 minutes will not require the employee to clock out and will be considered compensable time
- Breaks of more than 20 minutes (i.e. errands) will require non-exempt employees to clock out and not to perform any work during that time
- Lunch breaks will be for a period of not less than 30 minutes, during which the employee may not perform any work

Lactation breaks

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed with the same rules for breaks as listed above. Williamson County has designated certain rooms for this purpose. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

Reporting Time Worked and Leave Time

Timesheets must be approved and signed off by the employee and department designee, on the day indicated on the payroll calendar by the time indicated by the Auditor Payroll Department. Employee timesheets must be balanced to their regularly scheduled hours for the work week.

- Nonexempt: Employees must report all hours worked and leave time taken in the timekeeping system.
- Exempt: Employees do not enter the hours worked, must record leave time such as sick, vacation, and FMLA in the timekeeping system. Holiday time is preloaded for all exempt employees. Payroll must be contacted to adjust holiday time if an exempt employee works on the holiday.

Time records are a governmental record and according to Texas Penal Code Section 37.10 you are tampering with a government record if you knowingly submit your time record inaccurately

Employee Leave Policies

Employees accrue vacation and sick leave on the last day of each pay period. The leave hours will be adjusted when employees have any unpaid leave, with the exception of workers compensation. The leave chart on the next page provides the policies related to the various leave types authorized by the County.

Leave Chart

Use of accrued leave must be approved by the Elected Official or Department Head

Type	Rate of Accrual	Max Pay Out	Policy
VACATION 160 hours accrual max	< 5 years= 3 Hours 5 minutes per pay period	80 hours	• Leave is accrued at the end of the pay period. • Changes in work schedules, may result in adjustments to leave balances & accruals. • Part-time employees earn 1.5 hours per pay period with the same max accrual as Full-time employees (Effective 10/1/16). • Proration may occur for full-time employees that work less than 30 hours per week. • Contact Human Resources for more information. • Accrual max rates will change to max payout rates effective 10/1/2022.
	5 to < 10 Years= 4 hours 37 minutes per pay period	120 hours	
	10 + years= 6 Hours 10 minutes per pay period	160 hours	
VACATION (EMS Paramedics on 24 hour Shifts) 168 hours accrual max	< 10 years= 5 Hours 32 minutes per pay period	144 hours (6 shifts)	
	10+ years = 6 Hours 27 minutes per pay period	168 hours (7 shifts)	
SICK LEAVE 480 hours accrual max	4 hours per pay period	N/A (Not paid at termination)	• May only be used for illness or medical appointment for employee or *qualifying* family member, as defined by FMLA. • May not be used to care for a newborn child or the placement of a child with the employee for adoption or foster care without certification from the treating physician, of the child having a serious medical condition. • May be required to provide documentation. • Not a substitute for vacation. • Part-time employees earn 1.5 hours per pay period with the same max accrual as full-time employee (Effective 10/1/16).
SICK LEAVE (EMS Paramedics on 24 hour Shifts) 672 hours accrual max	6 hours per pay period	N/A (Not paid at termination)	
FLOATING HOLIDAY*	2 (8 hours) days per fiscal year (Effective October 1, 2017)	N/A (Not paid at termination)	• Only available to full time employees. • Must be used by the end of the fiscal year. • EMS Paramedics on </= 12 hour shifts will receive 2 days/hours based on normal shift assignment.
HOLIDAY*	• Part time employees receive 4 hours • Full-time employees 8 hours	N/A (Not paid at termination)	• Dates are established by Commissioners Court annually, subject to change. • Employee must work or be on approved paid leave the day before and after the holiday. • EMS Paramedics will receive up to 12 hours based on normal shift assignment.
BEREAVEMENT LEAVE*	2 (8 hour) days per fiscal year (Effective October 1, 2017)	N/A (Not paid at termination)	• May be granted following the death of a friend or family member at the discretion of your departments leadership. • Documentation may be required. • EMS paramedics will receive 2 days/hours based on normal shift assignment .
PUBLIC SAFETY ADJUSTMENT	64 hours per fiscal year, does not roll over	N/A (Not paid at termination)	• Includes positions in Law Enforcement, Corrections and Emergency Services with some exceptions. • Max of 4 hours per shift and must be used with 8 hours of holiday/floating holiday/bereavement to cover shift as scheduled.

*Refer to Non-Exempt Public Safety Adjustment policy

Leave Chart

Use of accrued leave must be approved by the Elected Official or Department Head

Type	Rate of Accrual	Max Accrual	Policy
CIVIL LEAVE	Includes jury duty, voting, work related court summons, USERRA (Uniformed Services Employment & Re-employment Rights Act)	N/A	• Employee must show jury duty summons to their supervisor and must return to work if time permits. County employees will be paid if they are required to miss their regularly scheduled work shift, in addition to the jury pay from the court. • Time off to vote may be approved due to unusual circumstances, please see Texas State Regulations. • Leave may be approved when an employee is summoned to testify for a case that is work related only. • The first 15 days (per fiscal year) of Military Leave (USERRA) will be paid without the requirement of leave usage by the employee. Beyond the first 15 days the employee may choose to use vacation leave or be placed on leave without pay. • Contact HR for further information related to USERRA leave and benefit continuation.
BAD WEATHER	As determined by order of the County Judge	N/A	• Employee must be at work or scheduled and ready for work on the day of office closure. • Employees on approved leave of any type are not eligible. • If office closure continues beyond 5 consecutive days, employees must use vacation pay, compensatory time, personal holiday or unpaid leave unless otherwise determined by Commissioners Court.
ESSENTIAL PERSONNEL LEAVE	As determined by order of the County Judge	N/A	• Leave is granted when exempt employees must work during office closure that has been declared by the County Judge. • EP leave must be used before the end of the current fiscal year.

Leave Chart

Use of accrued leave must be approved by the Elected Official or Department Head

Type	Rate of Accrual	Max Accrual	Policy
BANKED HOLIDAY LEAVE	Determined by number of hours worked on the holiday.	200 hours	• Will not be paid upon termination if earned after 10/1/14.
COMPENSATORY LEAVE	Refer to Overtime Policies for accrual.	240 hours	• Must be used before vacation time.
WORKERS COMPENSATION LEAVE	Used by employees that must miss work due to an on the job injury.	N/A	• Any on the job injury must be reported immediately, failure to report within 30 days of the injury may result in a denial of benefits including leave (Texas labor code Sec.409.001). • HR will coordinate leave and medical care with the Worker's Compensation carrier. • FMLA can run concurrently with lost time under workers' compensation and may provide for medical insurance continuation if you are receiving workers' compensation income benefits. • Contact HR for more information.

Wilco PTO leave time is applied in the following order:
1) Compensatory time 2) Vacation leave

Note: All leave accruals are based on time actually worked by the employee, leave accrues at the end of the pay period and will be adjusted or removed if the employee has any unpaid leave, other than workers compensation, in the pay week.

A list of County Holidays can be found on wilco.org

For more information on FMLA visit: http://www.dol.gov/whd/fmla

Family Medical Leave Chart

As required by law, Williamson County will permit eligible employees to take family or medical leave ("FMLA leave"), in accordance with the terms of this policy

Eligibility	• Worked for the County for at least 12 months. • Worked a minimum of 1250 hours in the last 12 months.
Entitlement	**Qualifying Reasons/Policy**
Basic FMLA	
• 12 weeks, unpaid leave, per rolling year; if criteria is met including relationship rules	• FMLA is unpaid time off to care for a newborn child or the placement of a child with the employee for adoption or foster care. Employees are not eligible to utilize sick leave or sick leave pool, without certification of the child having a serious medical condition. • To care for spouse, child, or parent of the employee who has a serious health condition. • Employee's own serious health condition. • Employees requesting leave to care for an immediate family member with a serious health condition, may be required to submit proof of the familial relationship, such as a birth certificate or marriage license. • Eligible employees with accrued leave will have the leave applied in the following order when the leave is related to a serious medical condition: sick, PTO, essential pay, banked holiday, floating holiday. • Eligible employees with accrued leave will have the leave applied in the following order when the leave is <u>not</u> related to a serious medical condition: PTO, essential pay, banked holiday, floating holiday. • Holiday leave will not bank, it will be utilized in the week earned.
Military Family Leave– Qualifying Exigency Leave	
• Any period of absence due to or necessitated by USERRA-covered military service must be counted in determining an employee's eligibility for FMLA leave. • Employees may be entitled to take their Basic FMLA Leave for a "Qualifying Exigency" if the employee's spouse, son, or daughter, or parent is a member of the National Guard, Reserves, or a regular component of the Armed forces, and on covered active duty or called to covered active duty.	Qualifying exigency is unpaid time off and may include: • Short-notice deployment when the military member is notified seven or less calendar days prior to deployment. This is limited to 7 days of leave. • Attending certain military events related to the call to duty. • To attend to childcare and school activities necessary to arrange for alternative childcare necessitated by the call to duty. • To attend to certain financial and legal arrangements as a result of the military member's absence while on duty. • In some instances, to attend counseling arising from the covered active duty or ca\1 to covered active duty status of a military member. • To spend up to 15 days of leave with a military member on a short leave for rest and recuperation. • To attend post-deployment activities during the 90 days after the termination of the military member's covered active duty status or to address issues related to the death of a military member while on covered active duty. • To care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty, such as to arrange for alternative care for a military member's parent, to provide care on an immediate need basis or to attend meetings with staff at a military member's parent's care facility. • Other activities arising out of the military member's covered active duty or call to covered active duty as agreed upon by the Company and the employee. • Eligible employees with accrued leave will have the leave applied in the following order: PTO, essential pay, banked holiday, floating holiday.

Family Medical Leave Chart

As required by law, Williamson County will permit eligible employees to take family or medical leave ("FMLA leave"), in accordance with the terms of this policy

Entitlement	Policy
Military Family Leave– Service Member Caregiver Leave	
• Under certain circumstances, employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave in a single 12-month period to care for their ill or injured spouse, child, parent or next of kin (closest blood relative), who is a covered service member. • If a husband and wife both work for the Company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave. • The 26 weeks of leave includes any Basic FMLA leave taken. However, if the leave qualifies both for Basic FMLA leave and for Service member Caregiver Leave, then the leave will first be designated as Service member Caregiver leave. • The single 12-month period begins on the first day the eligible team member takes FMLA leave to care for a covered service member and ends 12 months after that date. If an eligible team member does not take all of his or her 26 weeks of leave entitlement to care for a covered service member during this "single 12-month period," the remaining part of his or her 26 workweeks of leave entitlement to care for the covered service member is forfeited. The 26 week leave entitlement is to be applied on a per-covered-service member, per-injury basis.	The term "covered service member" for purposes of Service member Caregiver Leave means: • A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. • A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the first date on which the veteran takes FMLA leave to care for the covered veteran. The term "serious injury or illness": • In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on covered active duty in the Armed Forces (or existed before the beginning of the member's covered active duty and was aggravated by service in line of duty on covered active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. • In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on a covered active duty in the Armed Forces (or existed before the beginning of the member's covered active duty and was aggravated by service in line of duty on covered active duty in the Armed Forces) and that manifested itself before or after the member became a veteran. • Certification for the serious injury or illness of the covered service member may be required, the employee must respond to such request within 15 days or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Please contact Human Resources for additional information below:

- *Since the laws and regulations governing military leave and military family leave are frequently being changed, if you have any military related leave request, please check with Human Resources to determine eligibility under the then current applicable rules*

- Restoration of Employment
- Employee Benefits
- Group Health Benefits
- Relationship to PTO
- Notification
- Certification of Health
- Status Reports
- Intermittent Leave
- Failure to Return from FMLA Leave

Administrative Leave

Situations where administrative leave with pay are rare, but may be appropriate when the Department Head believes immediate action is necessary to protect an employee, the Department, the public, and/or needs additional time to investigate an employee's performance or behavior.

Type	Department	Policy
Administrative Leave (with pay)	Non-Elected & Elected Offices	• May not be used during or to extend FMLA. • Paid Admin Leave lasting more than ten days will require approval of the County Judge for non-elected offices only. • If the County Judge denies a request to grant admin leave with pay in excess of ten days, the non-elected office may appeal such denial to Commissioners Court. • The employee will be paid base wages, this will not count as hours worked for overtime purposes. • Medical benefits will continue at active employee rates. • The employee must contact his/her supervisor weekly, and remain available to return to duty with 12 hours' notice. • If the employee returns to work, he/she shall receive full credit for any suspended accruals/longevity/supplemental pay, unless determined otherwise. • Any paid leave time other than sick leave, that has been accumulated will be applied retroactively to the time spent on paid admin leave, upon returning to duty. • Leave will be applied as follows: compensatory time, vacation, banked holiday.
Administrative Leave (without pay)	Non-Elected & Elected Offices	• Temporarily suspends employees job duties. • Exempt employees may only be placed on admin leave without pay for serious infractions of workplace conduct policies. • Full days/full week periods are administered for Exempt employees on admin leave with out pay (partial days will not be granted). • Employees may not substitute accrued paid leave during unpaid admin leave. • Employee must coordinate payment of medical and dental benefits with the HR Department. • Employees may be required to periodically contact their supervisor.
Administrative Leave (with or with out pay)	Elected Offices County Auditor's Office Juvenile Services	• Must provide the Senior Director of HR with a written notice that sets forth: the name of the employee being placed on admin leave, whether admin leave is with pay or without pay, and the estimated duration of the leave. • If the employee is reinstated or terminated the Elected Official/Appointed Official must provide the Sr. Director of HR with the time and date of the employee's reinstatement/ termination.
Administrative Leave (with or with out pay)	Non-Elected Offices	• Department heads and appointed positions who are direct reports to Commissioners Court may place an employee on Admin Leave with pay with HR consultation. • Subject to the oversight of Commissioners Court. • HR will provide proper notices/estimated time duration to the employee that is placed on paid admin leave.
Reinstatement	Non-Elected & Elected Offices	• The County does not guarantee the reinstatement of an employee on admin leave, unless reinstatement is required by some other protected leave.
Other Information	Non-Elected & Elected Offices	• Paid leave will not be accrued while employee is on any admin leave for one or more full pay periods. • Longevity or supplemental pay shall not be paid while employee is on any admin leave for one or more pay periods. • Supplemental pay is defined in the budget order.

Elected Officials are strongly encouraged to comply with all administrative leave policies that are applicable to employees in non-elected offices. As a part of the Commissioners Court budgetary responsibilities and fiduciary oversight of public funds, the Commissioners Court will consider the amount of time that an Elected Official has granted in administrative leave during the prior fiscal year. Elected Officials will continue to maintain the right to terminate employees under their sphere of authority or provide harsher penalties, within applicable legal rules, than those that are set out and encouraged herein. Elected Officials are strongly encouraged to consult with the Sr. Director of the Williamson County Human Resources Department prior to placing employees on administrative leave and prior to making reinstatement and termination of employment decisions.

To view the full policy visit: policy center

Sick Leave Pool

Membership	Policy
BENEFIT SUMMARY	• Per Texas Local Government Code Sec.157.075: A participating enrolled employee is eligible to use time contributed to the County sick leave pool if: because of a catastrophic injury or illness and the employee has exhausted all the accrued paid leave and compensatory time to which the employee is otherwise entitled. • Provides sick leave to an eligible employee once the employee has exhausted all accrued/ banked paid leave. • The maximum amount of Sick Leave Pool (SLP) time that may be granted per benefit year will not exceed 1/3 of the total amount in the SLP, or 240 hours, whichever is less, at the time of the request for SLP.
ENROLLMENT	• One year of full-time employment must be completed as of first day of open enrollment. • A minimum of 8 Hours and no more than 40 hours must be contributed. • Must enroll each year during benefits open enrollment. • Contributed sick leave hours will be deducted on the 1st day of the pay period which includes January 1st.
QUALIFICATION	• An employee with an illness or injury that makes them unable to perform their job while on approved FMLA for their own serious medical condition. • SLP time will not be granted to an employee when they are receiving workers' compensation income benefits under the Texas Workers Compensation Act. • SLP time will not be granted beyond the end date of approved FMLA leave (12 week max). • There is no guarantee that an employee will receive or be eligible to be reimbursed for any time that they contribute. • Employees cannot receive time from the SLP if they are placed on temporary suspension, administrative leave, authorized non-medical leave without pay or are otherwise terminated.
PROCEDURE	• Employees must apply for permission to receive SLP benefits. (Contact the Human Resources Department for more information) • Upon receipt of the completed SLP benefit request, Human Resources will review the request, along with the FMLA documentation.
UTILIZATION	• The number of hours granted through the SLP will be based on the FMLA documentation. • SLP time may only be used for approved workdays and for holidays. • SLP benefit end when the employee returns to work, exhausts the SLP benefit, upon separation, suspension or administrative leave.
CONTRIBUTIONS	• Employee contributions of sick leave hours are irrevocable. • Sick leave hours that are contributed become the property of the SLP and cannot be returned. •Time contributed to the SLP cannot be designated to a particular employee. • If, at any time, the SLP balance falls below two times the number of members, each member will be required to contribute eight additional hours to maintain membership. • An employee separating from employment may contribute up to 80 hours of sick leave to the SLP. • All unused time that was granted to an employee from the SLP shall be returned to the pool.
DISCLAIMER	• The County may discontinue and/or terminate the SLP program without cause, legal repercussions, or ramifications with 120 day written notice to all participating employees. • If any provision of this SLP is determined to be invalid or unenforceable, it is the intention of the County that the provision will be reformed to the best extent possible in its sole discretion. • The guidelines, terms, and conditions of this SLP program may be amended at any time. The Commissioners Court must approve any recommended amendment.

Work Environment

Benefits

Williamson County offers an excellent comprehensive benefits package to all full time employees. Benefits are administered by the Benefits Administration team which is a division of the Human Resources Department. Benefit plans are reviewed annually by the Benefits Committee which has the responsibility to make final recommendations to the Commissioners Court for approval. Additional benefit information is provided in the chart below:

Benefits

- Full time employees are eligible for medical, vision, dental, group term life, voluntary term life, FSA and voluntary supplemental/ benefits coverage on the first of the month, following the completion of 60 days of employment.
- Current employees can make changes to benefits only during open enrollment or due to a qualified life event.

Type	Policy	Premium Payment
Medical **Vision, Dental**	• Full-time employees must enroll during initial open enrollment period and/or subsequent open enrollments.	• Employees are responsible for the employee portion of all benefit premiums. If an employee is on leave without pay(LWOP), for any reason, unpaid premiums must be paid through payroll deductions upon return to work. • Employees who do not return to work, after LWOP, are responsible for unpaid premiums. • Failure to pay premiums will result in termination of benefits. Benefits termination will be determined based on the last payroll deduction. • Upon retirement, the retiree benefit premiums must be paid prior to the month of coverage.
Voluntary Term Life	• Full time employees may purchase additional voluntary life insurance for themselves and their dependents during initial enrollment or during open enrollment.	
Short Term/Long Term Disability (STD/LTD)	• Full time employees may select STD/LTD during open enrollment. If STD/LTD are not selected during the initial open enrollment, or if there is a gap in coverage, an application will need to be submitted prior to coverage enrollment.	

Flex Spending Account (FSA)
Health & Dependent Care
	• Full time employees may elect FSA during initial benefit enrollment or subsequent open enrollments.
	• Maximums may apply.
		• If an employee is on leave without pay, for any reason, the employee is responsible for the elected benefit deduction to be paid within the same elected tax plan year of the elected benefit.
		• Contributions may be paid by the employee:
		  • After tax payment during leave without pay
		  • Pre-tax payroll deduction upon return
		• If contributions are unpaid, benefits may be terminated back to the last date of the pay period in which premiums are paid.

Group Term Life	• Full time employees receive group life insurance for themselves and covered spouse/children at no cost.	• Premiums paid by employer regardless of active employee status.
Voluntary Supplemental/ Benefits	• Full time employees may purchase these additional offerings during initial open enrollment or during a subsequent open enrollment.	• If an employee is on a leave without pay, premiums must be paid directly to vendors to avoid cancellation. • Once the employee returns to work, premiums will be deducted from paycheck as previously scheduled.
EAP	• EAP services are provided at no cost to all full time employees.	• n/a
Retirement	• Williamson County has a very generous retirement plan which all full-time and part-time employees are required to contribute to every pay period.	• n/a

Expenditure Guidelines

Type	Policy
Continuing Education & Training	• If the County requires an employee to attend a training/certification program directly related to their job description, the County may pay for the full or partial cost of the program including any training materials, exam, or licensing fees. • If the County pays for any portion of the class/training program and other fees, the employee must complete the requirements of the program including passing any exams required or the employee may be required to reimburse the County. • Recertification of any required job related certifications may be paid for by the County and are limited to two times for each renewal period. • The employee will be responsible for paying any further recertification costs if unsuccessful on the first two attempts and the employee will not be reimbursed. • Employees must have written approval from the Department Head/Elected Official for all second attempts for recertification. • The funds for these items must be available in the departments training budget.
Tuition Reimbursement	• The County may pay for tuition, related to obtaining a degree directly relevant to County business, as defined by the office or department involved, and pre-approved by the County Auditor for full time employees. • The training class/work must provide the skills and/or knowledge that is directly related to the job description. • A copy of the job description and the course/certification description must be submitted with the approval request. • The funds for these items must be available in the appropriate department's training budget • If approved, the County will reimburse only the actual number of credits per each course up to a total of 6 credit hours per fiscal year. • After completing the course(s)/testing and achieving a passing grade, per course requirements, employees may apply for reimbursement of 100% tuition or testing fees not to exceed that which would be payable at a state supported college or university.
Off-Site Staff Development	• Off-site staff development is a period away from normal activities for study and instruction under a professional trainer or a subject matter expert. • Off-site staff development is limited to twice per fiscal year, per department/division. At least one of the off-site trainings must be at a County facility (Conference Room, Park, etc.). • The total cost for off-site staff development should not exceed the normal and/or customary cost for individual employee training expenses and meal reimbursements should not exceed the daily per-diem rate (per employee). • A list of attendees must be submitted for documentation as required by IRS Publication #463 (a sign up sheet is required).
Seminars & Conferences	• All training should be obtained at the closest possible location. • If an employee is registered to attend a training opportunity and is subsequently not able to attend, a County substitute should attend in their place or request a refund. • Only job related training will be processed for payment. • An employee can request payment directly to the seminar/conference by submitting a check request form to the Accounts Payable department with proper backup documentation, may take up to 20 days for processing. • Employees will not be reimbursed for registration fees until after the conference/training has taken place. • A receipt is required for all fees related to the conference/training.

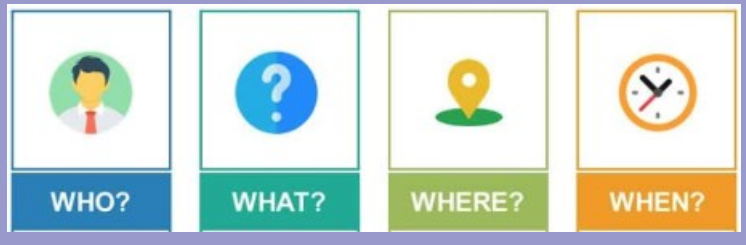
Expenditure Guidelines

Type	Policy
Airfare	• Employees are responsible for excess cost and additional travel expenses resulting from taking an indirect route, an early departure, or a delayed return trip for personal preference or convenience (supporting documentation showing the fee comparison is required). • Airfare must be paid directly to the airline or Accent Travel, (i.e. no other travel agencies such as Expedia). • Airfare purchased on a personal credit card will be reimbursed after the trip has been completed. • Air travel delays which require an overnight stay may be reimbursed with documentation supporting the delay if the airline has refused to provide complimentary lodging. • The County will not issue reimbursements for tickets purchased with frequent flyer miles. • A maximum of 2 bags will be reimbursed, excessive bag fee charges are not refundable. • For out of state travel, the County will reimburse personal auto mileage not to exceed what would have been the applicable airfare (Southwest Wanna Get Away) plus estimated ancillary charges such as airport parking, rental car, etc.
Car Rental	• Travelers may rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport shuttles or public transportation. • Cars rented should be economy or mid-sized (luxury vehicle rentals will not be reimbursed). • Renting cars for travel within the County is prohibited unless otherwise approved by the Auditor's Office. • An employee may rent a car to travel to the business destination outside the County, only if the total cost of the rental is less than the mileage reimbursement cost, documentation showing the cost comparison between the rental cost and mileage may be required. • The rental car must be returned with a full tank of gas unless it has been pre-paid. Please use the less expensive option. • Rental cars must be rented from a nationally recognized company. (i.e. Hertz, Enterprise, etc.) • The rental agreement and the charge card receipt (if applicable) must be turned in with the expense request. • Insurance purchased when renting a vehicle may also be reimbursed. • The County has a government account with Enterprise, which includes insurance. Contact the Auditor's Office for the account number. It is strictly for business purposes. • A motor vehicle rental tax exemption certificate should be completed and turned in at the time of the rental for all vehicle rentals inside Texas (form located on the Auditor's Portal).
Personal Car Usage	• Any county official or employee who is authorized to use their personal vehicle to travel on official County business may be entitled to receive a reimbursement equal to the standard mileage rate allowed by the IRS. • For changes in work site, mileage is only reimbursed between County offices, it is not reimbursed when initially reporting to an alternate work location, or returning home from the alternate work location. • Mileage will be reimbursed based on the most common route, including toll roads (if a detour, note the detour and the additional mileage due to the detour). ~~• For out of state travel, the County will reimburse personal auto mileage not to exceed what would have been the applicable airfare (Southwest Wanna Get Away) plus estimated ancillary charges such as airport parking, rental car, etc.~~ • Reimbursement for mileage is prohibited between place of residence and usual place of work. • Mileage should be calculated from an employees regular place of work or residence, whichever is the shorter distance when traveling to a meeting, conference, or seminar. • When more than one employee travels in the same vehicle, only the driver may claim mileage reimbursement. • To be reimbursed for the use of a personal vehicle, travelers must provide the following information on their expense report, per IRS guidelines: date, location traveled to and from, purpose of travel and number of miles traveled. • Airport parking fees are limited to $15 per day (ABIA economy lots are least expensive). • Tolls and ~~other~~ parking fees, if reasonable, are reimbursable. Receipts are required for reimbursement of parking fees. If a receipt is not obtainable, then written documentation of the expense must be submitted for reimbursement. ~~• Airport parking fees are limited to $15 per day (ABIA economy lots B-G are least expensive).~~ • It is the responsibility of the employee to keep track of mileage. • Employees assigned to a County vehicle are not eligible for mileage reimbursement. • Operating and maintenance expenses, as well as other personal expenses (such as parking tickets, traffic violations, car repairs and collision damage) are not reimbursable.

Expenditure Guidelines

Type	Policy
Lodging	• Lodging expenses are reimbursed only if travel is beyond a 45 mile radius from the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626. • Government rate or least expensive rate should be requested at all times. • Hotel accommodations require an itemized hotel folio as a receipt. • When lodging is shared by two or more employees, the names of the authorized travelers should be noted on the receipt. • Personal telephone charges, whether local or long distance, are not reimbursable. • Single room rate charge plus any applicable tax is reimbursable, no exceptions.

Meals	• The reimbursement for meal costs in travel of less than one day will be reimbursed on the employee's paycheck and will be processed as taxable income.
	• Meals are reimbursable only for County business trips that are outside the County with the exception of; Commissioners Court meetings that extend beyond 1:00 p.m. and off-site staff development opportunities that are held within the County.
	• Meal reimbursements are limited to a maximum of $50.00 per day:
	  ▪ $20.00 for meals when traveling outside the County for day trips.
	  ▪ $20.00 for meals on day of return for overnight travel (unless returning after 8pm).
	  ▪ $50.00 for meals when traveling outside the County with an overnight stay or work hours extend beyond 8:00pm (documentation may be required).
	  ▪ If an overnight stay is required, out of County, but the stay does not exceed a 45-mile radius from the Historic Courthouse, an employee may claim an amount up to the $50.00 overnight allowance for meals, lodging will not be reimbursed.
	  ▪ $50.00 for meals when traveling outside the County for day trips and the work hours extend beyond 8:00pm (documentation may be required).
	• Any meals related to business travel cannot be charged to the p-card except in certain cases, approved in advance by the Auditor.
	• All meals not associated with an overnight stay are taxable.
	• Meal receipts are not required for per-diem.
	• Alcoholic beverages are not reimbursed.
	• If employment duties require traveling to alternate work locations within the County, meals are not reimbursable.
	• Meals purchased for entertainment/business purposes are not allowed.
	• Meal reimbursements are paid for County employees only.



Expenditure Guidelines

Type	Policy
General Travel Information	• An advance will not be issued for travel expenditures. • All travel expenses must be supported with an itemized receipt. • Purchases for airfare, hotels, car rentals, and expense reimbursements, all require back-up documentation indicating the business purpose of the expense. Acceptable documentation must contain the dates, location and purpose of the trip, which could include the following: training/meeting agenda, certificate of completion, conference registration, etc. • Reimbursement for transportation costs will be at the most reasonable means of transport, such as purchasing Southwest Airlines tickets at the Wanna Get Away rate. • Additional expenses associated with the extended travel (such as a Saturday night stay) may be reimbursed when the cost of airfare would be less than the cost of additional expenses (lodging, meals). Documentation is required to justify the expense. • The use of travel websites such as Expedia, Priceline, Travelocity, etc., are prohibited as these expenses and taxes are not itemized, and generally do not have cancellation policies. Rental cars may be an exception if an itemized receipt is available. Accent Travel is available for booking airfare, and there is an account setup for the County. • Cancellation fees or unused travel expenses, are not reimbursable unless due to a business related expense, or a personal emergency as approved by the County Auditor. Documentation for the change must be submitted for consideration. These include fees related to changing or canceling a flight, cancelation fees related to lodging, or unused travel arrangements. • Personal purchases using a p-card are not allowed. If a charge is made on a p-card for a personal purchase (by mistake), employees must include a check made payable to Williamson County, with the p-card statement. • Expense reimbursements & p-card statements both require their own backup documentation (who, what, when, where) as applicable.
Expense Reimbursement	• With the exception of per diem and mileage, all requests for reimbursement require itemized receipts. • Each expense reimbursement must have the employee signature and department head approval. • All expense reimbursements must be received in the Auditor's Office within 60 days of the incurrence of the expense. Any items over the 60 days will be denied reimbursement; unless specifically approved by the County Judge. • Tax for meals, airline tickets, hotel stays and parking are normally the only taxes that will be reimbursed for purchases. The sales tax exemption form is available on the Auditor's Portal. • Employees are responsible for repayment of inappropriately reimbursed expenses whenever an audit or subsequent review of the travel expense reimbursement documentation finds an employee submitted reimbursement contrary to these guidelines. • Expenses incurred due to an employee or an elected official serving on a board or committee of an association related to County employment will only be reimbursed to the extent that the association does not reimburse. Documentation of the request for reimbursement, will need to be provided from the association along with the association's denial of the request. • The Auditor's Office may request additional documentation for any or all reimbursements. • Reimbursements for business travel require documentation showing the purpose of the trip, the location, the dates, and the person attending. (who, what when, where) • Hotel folios should be included as backup when possible.

Non-Reimbursable Expenses

Type	Examples
Personal Purchases	• Damage to personal items (clothing, vehicles/auto repairs, etc.). • Personal phone calls. • Laundry services or personal clothing. • Personal doctor bills, prescriptions, and other medical services. • Entertainment, movie rentals, saunas, massages, or exercise facilities. • Baby-sitter fees, personal kennel costs, pet or house sitting fees. • Expenses incurred by a spouse or other individual accompany you on a business trip.
Meals Food Drink	• Coffee, tea, and other related items used by employees while in the office. • Alcoholic beverages/tobacco products. • Drinking water services. • Refreshments for office parties, retirements, etc. (Excludes Employee Fund Allowable Events).
Travel	• Short term or valet parking at the airport (other than short term parking related to prison transports). • Parking should not exceed $15 per day. Economy B-G lots are long term parking lots at ABIA, and are approved for County Employee Parking. • Non-Airport Parking: Valet service is not an option unless safety is a concern. • Mileage to/from County functions, not related to official County business (ex: retirement party). • Transportation to places of entertainment or similar personal activities. • Excessive weight baggage fees or cost associated with more than two airline bags. • Upgrades to airfare, hotel or car rental.
Miscellaneous	• Expenses related to County Government Week or holiday decorations. • Flowers/Plants • Greeting, thank you, or holiday cards. • Fines and or penalties. • Credit card delinquency or service fees. • Lifetime memberships to any association. • Donations to other entities. • Any items or fees that could be construed as campaigning, i.e., Chamber of Commerce dues or other civic organization dues, fees for parade entry, items with elected officials name (other than letterhead). • Sales tax on goods purchased. • Community outreach items exceeding $2 per item.

Per section 52 of the Texas State Constitution, all items using County Funds must serve a direct benefit to the County. Any non-reimbursable expense or charge on the County Procurement Card, must be reimbursed to the County as soon as possible.

Expenditure Guidelines

Type	Policy
Uniforms	The relevant elected official will issue uniforms for law enforcement and corrections personnel, subject to policies. Uniforms for all County personnel are subject to the following County–wide policy*: 1. Employees will not be issued a uniform, unless the department head has determined that the wearing of a uniform is a reasonable job requirement. 2. All uniforms will be distinctive and not adaptable for personal use. Items that can be easily converted to everyday use, such as jeans and most footwear are taxable to both the employee and the employer. The employee will be taxed for these types of purchases on their paycheck. 3. The uniform must be worn at all times while on duty, required by management as a condition of employment. The uniform may also be worn while traveling directly to or from a location where the uniform is required or while on an authorized meal or other break. The uniform may not be worn at any other time. 4. All uniforms and other County property must be promptly returned if County employment ends. 5. Employees will not be issued a uniform without written acknowledgment of this policy. 6. Current budgeted funds cannot be expended for uniforms except in compliance with this policy. 7. Footwear including the type/brand for all departments must be approved during the budget process. *The Commissioners Court must approve uniform funding for any official, employee, or reserve deputy.
Other Expenses	• A department may purchase small appliances (i.e. microwaves, refrigerators) for the convenience of their employees. • Only paid receipts will be reimbursed. • For additional details on ineligible expense items refer to the County Budget Order. • If a receipt is unattainable or is lost, a written statement must be submitted for the expense. • Reasonable tips are allowed for alternate means of transportation, such as taxis, shuttles, and Uber rides.
Employee Recognition Expenses	• Employee recognition expenses should be nominal in nature and will only be reimbursed up to the amount designated in the Budget Order. • Employees can be taxed for these items. • In order to avoid an item being taxable, recognition items must clearly identify the purpose. The following purchases will be allowable for the following: Employee Recognition: · Plaques, awards or certificates of recognition for service · Plaques, awards or certificates of recognition for retirement · Plaques, awards or certificates of recognition for exemplary job performance • Employee requirements: • $40 for employees with up to 15 years of service • $80 for employees with more than 15 years of service • No reimbursement of sales tax will be allowed. • Refer any questions to the Auditor's Office for clarification of purchases in this area prior to incurring expenses. • The purchase of gift cards, refreshments, except as indicated in the Budget Order (cakes, drinks, etc.), or meals is not allowable as they are taxable items.

Compensation

Compensation Philosophy

The objective of the County compensation system is to demonstrate the honor and value we place on working in public service. Accordingly, the County's total compensation policy is to be competitive within the relevant, comparable labor markets by:

- Basing our minimum salaries on the market median
- Recognizing outstanding performance and organizational contributions through the use of the merit pay policy
- Maintaining the public trust in the County's financial stewardship
- Ensuring accountability for compliance with all Federal, State and local laws, as well as County policies

Salary Study

It is the intention of the Commissioners Court that a comprehensive salary study be conducted for every position classification at least once every five fiscal years. Some positions may be reviewed more often based on factors including high turnover, recruitment difficulty or market demand.

Participant	Role and Responsibility	Policy/Process
Commissioners Court	• The Commissioners Court shall set the amount of compensation, office and travel expenses, and all other allowances for County and precinct offices and employees who are paid wholly from the County funds.	• Sec. 152.011, Texas Local Government Code
Human Resources	• Maintains all official job descriptions. • Works closely with departments/offices to clearly understand structure & how each position fits within the organization. • Identifies positions to be reviewed during the current salary study. • Gathers & analyzes market data. • Provides recommendations to the Commissioners Court.	• The position classifications that have been identified for the study will be presented to Commissioners Court. • Kick-off & other meetings as necessary will occur between HR & participating departments/offices throughout the salary study. • Job descriptions & job analysis tools will be reviewed and/or updated prior to data collection. • Requests will be sent to the identified market entities. (see Market below) • Data received will be analyzed & compiled. • Pre-recommendation meetings will occur between HR & department/offices. • Recommendations will be presented to Commissioners Court. • Post-recommendation hearings will be scheduled for departments/offices that wish to address Commissioners Court. • All changes will be effective in the new fiscal year following Commissioners Court approval.
Departments/Offices	• Each department/office will select a designated point of contact. • Works closely with HR to ensure that the organization structure and positions are fully understood.	• Attends meetings throughout the process. • Completes job analysis tools as needed.
Market (based on population, entity structure and/or geographic location)	• Provides substantiated market data for the identified positions.	Counties used for the study will be: Bell, Brazoria, Hays, Montgomery, Fort Bend, Denton, Collin & Travis Cities used for the study will be: Cedar Park, Georgetown & Round Rock *This list may be amended as needed based on unique attributes of some position classifications

Salary Study Findings

Human Resources is responsible for conducting the salary study and making recommendations to Commissioners Court based on the findings. Recommendations require Commissioners Court approval for implementation.

Recommendation	Policy/Process
Title Change	• Titles may be recommended for change when it is determined that a new title would better reflect the required job duties, responsibilities and/or market standards. • Some job titles are unique and therefore can only exist in the departments/offices that manage the services of those position types (example: the position title "Corrections Officer" can only exist within the Sheriff's Office)
Pay Grade Increase	• Pay grade increases may be recommended when the salary study data indicates that the current minimum salary is below market median. • Employee's moving up in pay grade will be adjusted to the minimum of the new grade, if current salary is a lesser amount.
Pay Grade Decrease	• Pay grade decreases may be recommended when the salary study data indicates that the current minimum salary is above market median. • An employee with a current salary that is above the new pay grade maximum will not receive a reduction in pay, however, merit eligible positions will be limited to a lump sum merit.
FLSA Exemption Status	• Fair Labor Standards Act (FLSA) exemption status will be updated when it is determined that the position is currently misclassified, as required by law. • The update will occur at the beginning of the next pay period following the determination for any position that must be changed from exempt to non-exempt and as determined most appropriate for a change from non-exempt to exempt. • Compensatory time will be paid at the time of the update, for positions changing status from non-exempt to exempt.

Compensation

Pay Frequency and Work Week

Payday is every other Friday, or the last business day prior to any holiday that falls on a Friday.

- A pay period consists of two weeks' pay ending on the Thursday of the previous week before pay day.
- The official work week for County departments is 12:00 a.m. Friday to 11:59 p.m. Thursday unless otherwise notified.
- The official work week for the 911 Emergency Communications Department is 6:00am Friday to 5:59am the following Friday.
- The payroll calendar is located on the Auditor's Portal.

Don't forget to check pay slips online at any County Computer!

Payroll Corrections

Underpayment: Any underpayment in compensation for 16 hours of regular pay (excludes OT or supplemental pay) or less will be processed on the following pay cycle.
Overpayment: No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay. If an employee has been paid in excess of what he or she has earned, the employee will need to return the overpayment to the County as soon as possible. Any overpayment will be regarded as an advance of future wages and absent repayment, will be offset in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign a wage authorization agreement to acknowledge the amount and provide for the offset.
Deductions: Every effort is made to apply deductions accurately. If you have any questions about insurance/benefits deductions, contact the HR Benefits Department. If you have questions about any other deductions from your pay, please contact the Auditor Payroll Department immediately.
Discrepancies: If your pay does not accurately reflect all hours worked, you should report your concerns to Human Resources. Every report will be fully investigated and corrective action will be taken. In addition, the County will not allow any form of retaliation against individuals who report alleged violations of this policy.

Pay Schedules (pay charts)

Williamson County has multiple pay schedules that cover all classified positions. These pay schedules are approved by the Commissioners Court. For more information on current pay schedules refer to the internal Human Resources website.

Timeline for Compensation Changes

Salary study changes, approved COLA's, annual tenured based LE and C step increases, and any other compensation changes approved during the annual budget processes are effective October 1 each fiscal year.

If merit is allocated through HR driven bulk upload, reviews should be completed and merit keyed on the HR provided spreadsheet by November 1. Merit can also be allocated through Oracle and entered by the department throughout the year after the bulk upload until early August.

Compensation

Court Reporters

Employment Status

Court Reporters are non-exempt employees of the County that perform primary duties for the Court and also may have secondary independent contractor jobs preparing transcripts. In this second statutory role, who ordered the transcript and when the transcript is prepared dictates whether the Court Reporter is paid wages for time worked, or paid by the page for producing the transcripts.

Work Hours

When Court Reporters are working for the Court, recording and reading back court proceedings, attending court hearings, or preparing transcripts for the Court at work or on special assignment by the Court, these are hours worked that must be recorded. An example of "on assignment by the Court" includes instances where the Court Reporter is required to perform duties at the direction of the Court in another location, or when the Court instructs the Court Reporter to work away from the Court House to complete a transcript for the Court.

Court Reporters are required to accurately record actual time worked for the Court, including time when they are required to be at the Court or at any other designated place to perform work. Any hours worked beyond forty hours in the work week shall be compensated with compensatory leave, pursuant to the County's policy. Vacation leave, sick leave, compensatory leave or holiday leave must be used for any scheduled work time missed during the pay period.

Transcripts Prepared For or Paid By the Court/State/or Local Government

Transcripts (1) prepared for the Court, any judge, another court, County Attorney, District Attorney, Attorney General, State, State Agency, Public Defender, or any other public entity or person, or (2) paid for by the County for a public entity or private attorney, are subject to the following rules:

- Transcripts Prepared During Working Hours
  Transcripts prepared for the public entities and persons listed above as a part of the Court Reporter's daily or assigned duties during work hours shall be paid their salary wages for all hours worked, but no additional pay per page of transcripts prepared at work.

- Transcripts Prepared Outside of Hours Worked
  Transcripts prepared for the public entities and persons listed above, by the Court Reporter on his or her own time and outside of any other work for the Court (i.e. attending, recording and reading back court proceedings), shall be paid the maximum established per page rate for transcripts established by the Court, or State, as may be applicable, for such transcripts prepared by the Court Reporter. Time spent preparing transcripts for these parties outside of work, on the Court Reporter's own time, is not considered time worked and no salary wages or overtime will be paid in relation to this time.

- Private Paid Transcripts
  Private paid transcripts are ordered by third parties such as attorneys, media, etc. Preparation of transcripts, including any portion thereof, for private paid clients cannot be conducted during the normal work hours or utilizing County equipment, office space or supplies. This is an independent contractor relationship between the Court Reporter and the third party client, and the production of the transcript must be performed outside of hours the Court Reporter performs work for the Court. The fees and collection of payment for these transcripts shall be freely negotiated between the Court Reporter and the third party client, and are not set by the judge who presided over the proceedings.

Compensation

Salary and Position Changes

The chart below indicates the policies related to pay increases and decreases due to position changes, vacancies and/or merit. All changes are contingent on budgeted fund availability. Any funds remaining in a department merit line items will roll over each budget year unless otherwise determined by the Court. Any request outside of these policies will require the approval of Commissioners Court.

Salary/Position Changes

Type	Description/ Policy	Pay +	Pay -	Approval Process	Additional Information
Merit	• Merit funding can only be used for performance pay increases. • Merit is awarded based on job performance which is evaluated by the applicable department head or elected official. Therefore, an employee must receive a performance evaluation in order to be eligible for a merit increase. • An employee is eligible for merit after 90 days in their current position.	Max of 5% per employee, per budget year* authorized as a merit percentage amount and issued as a lump sum only.	N/A	• Oracle workflow required • Each processing period will have a cut off date. Employee must have completed 90 days of employment by that date • A line item transfer form must be submitted in addition to the workflow • Merit can only be transferred out of the merit line item • Merit is not transferrable between positions	• District Court Reporters, Elected Officials, Director of Juvenile Services, County Auditor, Positions on the LE and C Charts are not eligible for merit increases. • Merit for small departments with 4 or less merit eligible employees that do not roll up to a department with an 8000 account, will be granted merit at 1% higher than the amount approved by the Commissioners Court not to exceed 5%. (i.e. if the Court approves merit at 3%, the small departments will receive 4%) • Verification of evaluation required.
Position Salary Surplus	• Cannot be used for merit increases. • Cannot be requested to be moved between positions after February 15th.	Refer to filling a vacancy, promotion and or reclassification policies.	N/A	Refer to filling a vacancy, promotion and reclassification policies.	Contact HR for additional requirements.
Lateral Moves	When an employee moves to a new or like position with the same grade.	Can utilize money on new position up to employee's current salary.	Can utilize money on new position up to employee's current salary.	Oracle workflow required	Employees cannot receive a salary increase when they move laterally, outside of merit. Normal merit policies apply.
Filling a Vacancy	When a current employee separates from employment or position Applies to B Chart only	A vacant position may be filled with a salary up to 15% above the minimum of the pay grade, effective 10/1/2018. See promotion for current employees (no additional pay increases in the first 12 months with the exception of merit)	N/A	Oracle workflow required	The maximum salary for a position cannot exceed the budgeted annual salary even if the full amount may not be used during the budget year due to the position being vacant for part of the year. (i.e. budgeted salary = $30,000, position vacant 6 months = $15,000 not used, when filled the maximum salary cannot exceed $30,000 even though $15,000 is unused).
Retention	An increase in pay that is awarded to an employee, as an incentive to retain them in their current position, when the employee has received a bona-fide job offer from another department or employer or there is a high risk that the employee will be recruited or seek employment for a similar position with another employer/department with a higher salary.	Maximum of 10% above the current salary*	N/A	Approval by Commissioners Court, public hearing required Change will be effective on the first pay period after Court approval Oracle workflow required Verification required	Contact HR for additional requirements.

*15% maximum annual (budget year) increase per employee (includes retention, merit, re-organization and reclassification, does not include promotions or salary study changes). Multiple pay changes cannot be processed on the same day.

Compensation

Salary/Position Changes

Type	Description/Policy	Pay +	Pay -	Approval Process	Add'l Info
Promotion	• When a current employee is hired into a different position with a higher pay grade. • No additional pay increases in the first 12 months with the exception of merit.	Max 15% above minimum of the pay grade, effective 10/1/2018,or 10% above current salary, including overtime average, whichever is greater. [Cannot exceed maximum of pay grade or budgeted amount for position]	N/A	• Oracle workflow required • HR will partner with Payroll and provide an overtime rate.	Promotions and Merit cannot be processed during the same pay period
Demotion	When a current employee is hired into a position with a lower pay grade or is demoted to a lower pay grade.	N/A	Maximum decrease to the minimum of the new pay grade	Oracle workflow required	• Written justification required • Salary may remain the same if within the new pay grade
Shift Transfer	• Current employee is transferred to a different shift with a higher pay grade. • Viewed as lateral move.	Cannot exceed max of pay grade or budgeted amount on the position	N/A	Oracle workflow required	
Reclassification	A change in one or more positions which impacts the organization chart of the department or elected office as a result of one of the following: **1. A position conversion is a significant change (defined as 40% or more) to the job description that includes the addition or deletion of significant duties and/or responsibilities. Will include title, grade, and/ or FLSA status change If the conversion results in a position change that is not consistent with the original intent of the position, it will be reviewed by the Budget Office.** **2. A minor reclassification (less than 40%) cannot occur outside of the Salary Study process, with the exception of changes that are due to turnover in a key position (elected/ appointed official, department head or director) or a change to FLSA status as determined by HR.** **3. Human Resources will review all reclassification requests and recommended changes will be placed on the Commissioners Court agenda for approval.** A position can only be reviewed for reclassifications during the annual budget, or between November 1st and February 15th. *May require a public hearing	Minimum of the pay grade or up to 10% above current salary as determined appropriate during the approval process	Maximum decrease to the minimum of the new pay grade	Submission of reclassification request through the budget software or HR Sharepoint, as determined by the type of request with back up documentation	Support documentation required: • Current job description(s), current ORG chart, proposed job description, proposed ORG chart and justification for review (i.e. turnover, added duties, etc.)
Career Ladder Advancement	A department with an approved career ladder may advance employees according to the parameters established in the career ladder documentation. Must be approved during the annual budget process, or between November 1st and February 15th.	Based on the steps in the chart or career ladder approved by Commissioners Court. No additional funding is allocated for career ladders.	Based on the steps (when appropriate)	Submission of request through budget software or during Nov 1- Feb 15th timeline, with backup documentation	Documentation of each position that will advance along with the approved career ladder plan

Compensation

Longevity Pay (excludes Commissioned Officers)

Longevity pay is based on an individual employee's length of service with Williamson County. Service time with other entities is not recognized.

· Full-time employees will accrue the following per pay period:

$24.00 per pay period after five years of employment
$48.00 per pay period after ten years of employment
$72.00 per pay period after fifteen years of employment
$96.00 per pay period after twenty years of employment
$120.00 per pay period after twenty-five years of employment

· Longevity pay begins with the pay period following the completion of five years of employment and increases each five years to a maximum of 25 years (Subject to proration).
· Longevity is paid as a lump sum each December for the previous year, calculated starting from the first pay period in December, with the exception of employees previously authorized to receive payments bi-weekly.

Part-time employees will no longer be eligible for longevity effective November 18, 2016.

Statutory Longevity Pay – Commissioned Officers

Commissioned officers in the Sheriff's Office are eligible to accrue statutory longevity pay (Texas Code – 152.074), at the rate of $5 per month for each year of service (up to a maximum of 25 years) after the first year anniversary of their certification as a peace officer.

Longevity for Commissioned Officers is paid bi-weekly.

Tenure Pay Scale Compensation Policies

Positions will be included on the Tenure Pay Scale as determined appropriate by the Human Resources Department and the Elected/Appointed Official. Approval by Commissioners Court is required. All policies below are contingent on available budget or available position budget, depending on the time of year. Years of service are based on continuous service (with no break of more than 90 days as a regular employee in an approved tenure pay scale position in the Sheriff's office, the offices of the County Attorney or District Attorney, or in any Constable's office. Employees transferring between these departments may receive credit for their current step based on available budget and the approval of the hiring department and/or Commissioners.

Compensation

Tenure Salary/Position Changes

Type	Policy	Pay + Pay -	Approval Process	Additional Documentation
Annual Step/Tenure Progression	Employees in tenure positions move from one step to the next on the first day of the first full pay period in October of each year, subject to funding by the Commissioners Court. Employees with less than six (6) months of service as of the first full pay period in October will advance to the next step after 6 months of service at Williamson County, and following the first full pay period after Commissioner Court approval. Step/tenure progression ends at the top step of each position rank.	See Tenured Pay Chart	Oracle workflow required	May be required
Promotion	When a current employee is promoted to a higher ranking position, the tenured grade is based on years of service, pending budget availability.	See Tenured Pay Chart	Oracle workflow required	May be required
Demotion	When a current employee is demoted to a lower ranking position, the tenured grade is based on years of service.	See Tenured Pay Chart	Oracle workflow required	May be required

Tenure Salary/ Position Changes

Type	Policy	Pay+ Pay -	Approval Process	Additional Documents
Certification Pay	Certification pay will be paid to non-elected commissioned peace officers and eligible corrections officer (County Jail) who hold a full-time active duty position in a law enforcement or corrections capacity with the County. Payment for an entire fiscal year beginning on October 1st will be based on the level of certification held as of September 15th of the preceding fiscal year. For new hires, certification pay will be paid based on certification level at the date of hire. This pay must be added into the regular rate of pay when calculating overtime. Certification pay does not transfer with an individual employee who leaves a corrections officer position to accept a law enforcement position nor does it transfer with an individual employee who leaves a law enforcement position to accept a corrections officer position except when the corrections officer position is that of a Bailiff.	• Law enforcement officers--$60 per month for Advanced Certification; $90 per month for Masters Certification. This pay must be added into the regular rate of pay when calculating overtime • Corrections officers--$60 per month for Advanced • Certification; $90 per month for Masters Certification. This pay must be added into the regular rate of pay when calculating overtime • Certification pay may move with the employee to accommodate promotions/ position changes within the department.	Oracle workflow required	Must submit a TCOLE document to the Human Resources Department. Funding must be available.
Filling a Vacancy	All personnel newly hired from outside Williamson County for positions subject to tenure chart at the first pay increment for the position for which they are hired, unless they qualify for a prior service credit	Credits for Prior Service may apply- See Prior Service Credit	Oracle workflow required	Must submit a TCOLE document to the Human Resources Department. Funding must be available.
Prior Service Credit	Qualified law enforcement applicants and current officers can receive prior service credit	• Maximum amount for external hire is current funding on vacant position • Prior service credit is only granted at original date of hire or when an existing employee receives a promotion.	TCOLE service verification must be submitted	TCOLE Service Verification required
Transfer from Law Enforcement To Corrections	Law enforcement officers who transfer from the law enforcement division to the corrections division will be placed at the pay increment corresponding to their time of continuous of tenured service (with no break of more than 90 days in both corrections and law enforcement with Williamson County, if the proper Corrections certification is obtained.)			

Employee Responsibilities

Personal Conduct

Type	Policy	
Tobacco Free Workplace	Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to an including termination of employment.	
Drug and Alcohol Testing Policy	Williamson County is committed to a safe workplace. In compliance with Federal and State laws pre-employment, random and post-accident (or near accident) drug and/or alcohol testing may be required for potential or current employees in positions that are mandated by law. Additionally, drug and/or alcohol testing may be required for positions identified as safety sensitive or for reasonable suspicion. Reasonable suspicion includes the report of observation of drug/alcohol use or the suspicion of such, determined by the employee's supervisor. The supervisor must then consult with the Human Resources Department.	
	Refusal	Refusal to submit to a drug test may result in immediate termination of employment
	Positive Results	
	Employees with a positive test result may be subject to immediate termination, if determined appropriate based on factors related to the matter (i.e. safety concerns, job performance, etc.)	
	Pre-Employment	An applicant with a confirmed positive drug/alcohol test will not be hired and cannot be considered for employment for a period of one year after the confirmed positive result.
	Random	First Offense - An employee with a confirmed random positive drug/alcohol test will be required to attend drug/alcohol counseling/treatment at their own expense and provide documentation of completion. Failure to attend and complete counseling/ treatment will result in immediate termination of employment. Once documentation is provided a determination of continued employment will be made by the Department and Human Resources. Subsequent Offenses – Any employee with a confirmed random positive drug/alcohol test will be subject to random testing on a frequent basis if re-instated after initial completion of treatment. Further positive test results will result in immediate termination. Post-Accident/Near Accident- Any employee with a confirmed post-accident drug/ alcohol test will be terminated immediately.
	Reasonable Suspicion	First Offense - An employee with a confirmed reasonable suspicion positive drug/ alcohol test will be required to attend drug/alcohol counseling/treatment at their own expense and provide documentation of completion. Failure to attend and complete counseling/treatment will result in immediate termination of employment. Once documentation in provided a determination of continued employment will be made by the Department and Human Resources. Subsequent Offenses – Any employee with a confirmed reasonable suspicion positive drug/alcohol test will be subject to random testing on a frequent basis if re-instated after initial completion of treatment. Further positive test results will result in immediate termination. If an employee feels that they may have a drug or alcohol problem, they may contact Human Resources or the Employee Assistance Program for information on available resources.

Employee Responsibilities

Personal Conduct

Type	Policy
Sexual Harassment	Sexual harassment is prohibited and is an unlawful employment practice in violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: *Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment. *Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive work environment. *Off duty actions may constitute sexual harassment. Examples of sexual harassment: • Unwelcome sexual advances, propositions, sexual comments or suggestive or lewd remarks. • Physical assaults or other physical conduct of a sexual nature, including unwanted hugs or touches. • Sexual displays or publications anywhere in the workplace, including derogatory or pornographic posters, pictures or drawings. Other prohibited harassment: • Any unwelcome verbal or physical conduct that belittles, shows hostility, or ridicules an individual because of race, color, gender, religion, national origin, disability, age or sexual orientation when such conduct is so severe or pervasive that it unreasonably interferes with an individual's work performance and creates an intimidating, hostile or offensive work environment. *Each official, department head, supervisor, and employee has the responsibility to maintain a work environment free of such harassment and to report or file a complaint as soon as possible. Officials and employees involved in a sexual harassment situation are required to cooperate in any investigation that occurs.* Employees who believe they have been sexually harassed should report their complaint immediately. Verbally inform one of these individuals: o Their Supervisor o The next level of management above their Supervisor o The Human Resources Department Reporting: All complaints received by any elected official, department head, or supervisor must be immediately reported to Human Resources. Violations may result in disciplinary action up to and including termination of employment. All complaints will be investigated. Disciplinary Measures Where an investigation reveals that allegations of unwelcome harassment are true, appropriate remedial action, including discipline, will be taken. All disciplinary measures will be implemented promptly and shall be commensurate with the person's conduct. The remedies vary depending on the entire facts and circumstances found by the investigation.
Arrest/Criminal Conviction	Employees are required to report arrests, convictions and changes in the status of any criminal proceedings immediately to their supervisor and department head or elected official. Failure to notify the appropriate authority may result in immediate termination.

Employee Responsibilities

Personal Conduct

Type	Policy
Political Activity	Employees are encouraged to vote and to exercise other responsibilities of citizenship consistent with state and federal law and these policies. Employees are not required to contribute to any political fund or render any political service to any person or party. Employees will not be dismissed, suspended, demoted, or otherwise prejudiced for refusing to do so. Employees may not: • Use official authority or influence to interfere with, or affect the result of an election or nomination for office. • Directly or indirectly coerce, attempt to coerce, command, or advise a local or state officer (or employee) to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose. County employees, except elected officials, may not participate in political activities while on County duty. Employees are expected to remove County uniforms and identification, including rank and/or title, before participating in a political activity. In addition, no County-owned property, vehicle, building, and/or office may be used for displaying campaign materials or for conducting any partisan political activity. This section does not apply to the use of the Courthouse, Courthouse grounds or County buildings when used for the purpose of political announcements approved by Commissioners Court.
Solicitation	Persons not employed by Williamson County may not solicit or distribute literature in the workplace at any time for any purpose. Williamson County recognizes that employees may have interests in events and organizations outside the workplace; however, may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch breaks, or any other periods in which employees are not on duty.) In addition, the posting of written solicitations is limited to County bulletin boards. An employee should check with the department head or elected official for approval. Solicitations using electronic systems, including County email, are prohibited and subject to the Electronic Systems Use Policy located in the Policy Center
Retaliation	If an employee reports a violation of the law to an appropriate law enforcement authority, they cannot be suspended, terminated, or otherwise discriminated against by the County or an Elected Official. This policy prohibits retaliation against public employees who report official wrongdoing including sexual harassment.
Attendance	Employees are expected to be at work, on time and to complete their scheduled shifts. Employees that miss three consecutive shifts without notification will be separated from employment and considered to have resigned without notice.
Gifts/Gratuities	The Texas Penal Code Section 1.07(a)(41) and Texas Penal Code 36 include specific definitions and details regarding gifts, gratuities and bribery for public servants. A public servant means a person elected, selected, appointed, employed, or otherwise designated as one of the following: (even if they have not yet qualified for office or assumed duties) • An officer, employee, or agent of government • A juror or grand juror • An arbitrator, referee, or other person who is authorized by law or private written agreement to hear or determine a cause or controversy • An attorney at law or notary public when participating in the performance of a government function • A candidate for nomination or election to public office • A person who is performing a governmental function under a claim of right, although they are not legally qualified to do so It is the responsibility of the employee, officer or agent of the government to read and understand all aspects of the Texas Penal Code Section 1.07 and Texas Penal Code 36 that relate to gifts, bribery and acceptance of honorarium.
Outside Employment	Outside employment is acceptable, as long as it is outside the hours they are scheduled to work for the County. Also as long as such employment does not violate state laws concerning abuse of office or employment, interfere with normal duties, and does not constitute a breach of ethics or conflict of interest.

Employee Responsibilities

Discipline

Discipline may include both corrective action and more conclusive measures, including termination. The appropriate level of discipline will be determined based on the facts of the disciplinary violations. Below are some examples of violations of workplace conduct:

- Insubordination
- Conduct unbecoming of a County employee
- Abuse of sick leave
- Conviction of a crime
- Violence in the work place
- Poor attendance
- Theft
- Poor job performance
- Harassment
- Discrimination
- Retaliation

This list is not all inclusive

Grievance Policy and Procedure

Summary

For employees in offices of Elected Officials, the grievance process defined by the Elected Official should be followed. Elected Officials are the final appeal level for their respective departments.

This guidance does not alter the employment-at-will relationship in any way. Final decisions on grievances will not be precedent setting or binding on future grievances, unless they are officially stated as County policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

Procedures for Employees in Non-Elected Office Departments

Employees may file a grievance at any time and cannot be retaliated against for the filing of the grievance. Employees are encouraged to discuss any issues with their supervisors/managers prior to filing a grievance.

For procedures to follow in the event of a grievance by an elected official, see:

- Chapter 152, Sec. 152.014 Local Government Code

Informal Grievances

An informal grievance is presented verbally. The first step in the informal grievance procedure:

- Attempt to resolve the grievance by an informal conference with the Supervisor.
- However, if the official or department head is the wrongdoer in instances of harassment, retaliation, or potential whistle blower activity the employee should immediately contact the Human Resource department.
- If the informal conference does not result in a satisfactory resolution of the problem, the formal grievance steps should be followed.

Employee Responsibilities

Grievance Policy and Procedure

Formal Grievances

The steps for a formal grievance are as follows:

1) Must be in writing, signed and presented to the supervisor of the employee submitting the grievance, within ~~ten~~ 20 business days after the alleged issue occurred. A statement of the specific corrective action ~~that~~ requested must be included in the written grievance. Grievance may be emailed to their supervisor, however, a copy must be printed, signed, and dated and given to their supervisor.
    - In the event that it would be inappropriate to address the grievance with said supervisor, such as when the supervisor is the wrongdoer, the employee should go to the department head or elected official.
    - If the department head or elected official is the wrongdoer in instances of harassment, retaliation, or potential whistle blower activity, the employee should contact Human Resources.
2) After being presented with a written and signed grievance, the supervisor will:
    - Meet with the employees involved and other people necessary to gather the facts.
    - Immediately notify the Department Head and the Human Resource Department.
    - Attempt to resolve the grievance with the employee.
    - Communicate the decision in writing within ~~ten~~ 20 business days after the receipt of the grievance.
    - Send a copy of the proposed resolution to the elected official/department head and the Human Resources Department.
3) If the employee filing the grievance does not receive a written resolution from the supervisor within ~~ten~~ 20 business days, from the date the grievance was filed or is not satisfied with the proposed resolution, then:
    - They must file a written appeal, within ten business days, with the department head along with a copy to the Human Resource Department.
4) The Department Head will review the facts and the file, and may investigate the charges personally or through a designee.
    - The person(s) conducting the investigation may meet with the parties involved.
    - The Department Head/ Elected official will respond in writing to the employee within ~~ten~~ 20 business days of the date the appeal was received.
5) If the Department Head is appointed by the Commissioners Court, Juvenile Probation Board, or District Judges, and the employee who submitted the grievance does not receive a written resolution from the Department Head within ~~ten~~ 20 business days of the date the grievance was appealed, (or if unsatisfied with the appointed Department Heads proposed resolution)
    - A written appeal must be filed within ten business days, with the appropriate appointing authority (i.e., Commissioners Court, Juvenile Probation Board, or District Judges) through the Human Resource Department.
6) The appropriate appointing authority will then review the facts and the file and conduct an investigation, if deemed appropriate, before deciding. The appropriate appointing authority's decision is final. Longer intervals to facilitate investigation or fact-finding on behalf of the County may be appropriate depending upon the grievance and may increase the ~~10~~ 20 business days response time, accordingly.

Social Media

While Williamson County encourages employees to enjoy and make good use of your off-duty time, certain activities may become a problem if they affect their work. An employee's online presence can reflect on Williamson County. The lines between public and private, personal and professional information are blurred in this context. Be aware that comments, posts, or actions captured via digital or film images can affect the image of Williamson County. If an employee is posting to personal networking sites and speaking about job- related content or about the County, the employee should identify him/herself and use a disclaimer to make it clear that the views are not reflective of the views of County. Subject to the restrictions below, generally, employees may use personal social media any way they choose. With these goals in mind, employees must follow these rules in their use of social media, both on and off duty:

- Employees are prohibited from publishing any personal information about themselves, another employee of Williamson County, applicants, or an associate of Williamson County in any public medium (print, broadcast, digital, or online) in any format (written, video or image) that:
    - Has the potential or effect of involving themselves, co-workers, or Williamson County in any kind of dispute or conflict with other employees or third parties.
    - Interferes with the work of any employee.
    - May create a harassing, demeaning, or hostile working environment for any employee.
    - Disrupts the smooth and orderly flow of work within the office, or the delivery of services to Williamson County's taxpayers or customers.
    - Harms the reputation of Williamson County among its taxpayers or in the community at large.
    - States falsities or is defamatory of others and the County.
    - Reveals information that should be treated as confidential (by law) and/or information regarding the personal or private conduct, health information, and affairs of that person and interaction with other people that is unrelated to the person's job performance or official duties for Williamson County is personal information.

- Workplace personal conduct standards, including but not limited to equal opportunity, anti-harassment and anti-discrimination, apply at all times. This prohibits posts containing obscene or sexually explicit language, images, acts and statements. Other forms of postings that ridicule, malign, disparage or otherwise express bias against any race, religion, disability, ethnic origin, sexual orientation or any other protected class of individuals are also prohibited.
- Employees may not use County equipment or facilities for non-work-related activities or business including social media. Personal social media activities should not be conducted while working or on the clock.
- Conducting oneself in such a way that his/her actions and relationships with others could become the object of gossip in the office, or causing unfavorable publicity for Williamson County in the community, is prohibited.
- If an employee creates a personal blog, they must provide a clear disclaimer that the views expressed in the blog are theirs alone, and do not represent the views of Williamson County. All information published on any blog(s) or other posting(s) should comply with Williamson County confidentiality and disclosure policies. This also applies to comments posted on other social networking sites, blogs and forums
- The Commissioners Court strongly recommends all County Departments/Offices abide by the Social Media Policy above.
- <u>Any violations of this policy are subject to disciplinary action, up to and including termination.</u>

DOT Regulated Drug & Alcohol Testing

Introduction

This policy outlines the responsibilities of employees, supervisors and managers with regard to drug and alcohol testing of employees in safety-sensitive positions in accordance with U.S. Department of Transportation regulations, issued under the Omnibus Transportation Employee Testing Act of 1991.

Policy Statement

It is the policy of the County to comply fully with the regulations mandating pre-use, random, reasonable suspicion and post-accident drug and alcohol testing in accordance with regulations issued by the U.S. Department of Transportation. This policy applies to employees whose job requires them to obtain and retain a Commercial Drivers License (CDL) and operate a Commercial Motor Vehicle (CMV) and/or perform safety-sensitive functions.

Designated Employee Representative:

Human Resource Generalist II

Servicing the Departments of Infrastructure, Unified Road Systems and Fleet Services.

512-943-1533, humanresources@wilco.org

Definitions

Performing a Safety-Sensitive Function: Any period in which the employee is actually performing, ready to perform, or immediately able to perform any safety-sensitive functions.

Safety-Sensitive Function: Any of the on-duty functions set forth in 49 CFR 395.2, and on-duty time.

On Duty Time: All the time from the time a driver begins work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. On-duty time shall include:

- All time at the County or shipper plant, terminal, facility, or other property of the County or shipper, or on public property, waiting to be dispatch, unless the driver has been relieved from duty by the County.
- All time inspecting, servicing, or conditioning any commercial motor vehicle at any time.
- All time spent at the driving controls of a commercial motor vehicle.
- All time, other than driving time, spent on or in a commercial motor vehicle.
- All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- All time spent performing the driver requirements associated with an accident.
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- All time spent providing a breath sample or urine specimen, including travel time to and from the collections site, to comply with the random, reasonable suspicion, post-accident, or follow up testing required by 49 CFR 385.2.
- Performing any other work in the capacity, employ, or service of the County.
- Performing any compensated work for a person who is not the County.

DOT Regulated Drug & Alcohol Testing

Prohibited Conduct

Alcohol Concentration

No employee shall report for duty or remain on duty requiring the performance of a safety-sensitive functions while having an alcohol concentration of 0.02 or greater, or perform or continue to perform safety-sensitive functions.

On-Duty Use

No employee shall use alcohol while performing safety-sensitive functions.

Pre-Duty Use

No employee shall perform safety-sensitive functions within four hours after using alcohol.

Use following an accident

No employee required to take a post accident alcohol test, shall use alcohol for eight hours following the accident, or until the employee undergoes a post-accident alcohol test, whichever occurs first.

Refusal to Submit a Required Alcohol or Controlled Substance Test

No applicant shall refuse to submit to a pre-employment controlled substance test required under 382.301. No employee shall refuse to submit to a post accident alcohol or controlled substance test required under 382.303, a random alcohol or controlled substances test under 382.305, a reasonable suspicion alcohol or controlled substance test required under 382.307, a return-to-duty alcohol or controlled substances test required under 382.309, or a follow -up alcohol or controlled substance test required under 382.311. No employee shall perform or continue to perform safety-sensitive functions, who refuses to submit to such tests.

Controlled Substance Use

No employee shall report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drugs or substances identified in 21 CFR 1308.11 Schedule I.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-schedule I drug or substance that is identified in the other schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in 382.107, who is familiar with the employees medical history and has advised the driver that the substance will not adversely affect the employees ability to safely operate a commercial motor vehicle. Employees that perform safety-sensitive functions are required to inform Human Resources of any therapeutic drug use.

Controlled Substance Testing

No employee shall report for duty, remain on duty or perform a safety-sensitive function, if the employee tests positive or has adulterated or substituted a test specimen for controlled substances.

Employee violations of prohibited conduct are not authorized by Williamson County to operate a commercial motor vehicle or perform any safety-sensitive functions.

DOT Regulated Drug & Alcohol Testing

Circumstances for Testing

Types of Tests: To the extent practicable, all tests will be conducted during employees' normally scheduled work hours. All testing required by this policy will be conducted in accordance with the Omnibus Transportation Employee Testing Act of 1991 and drug testing guidelines and regulations issued by the Department of Transportation. The following tests are performed by 3rd party medical personnel and are required:

- **Pre-employment:** All applicants with a bona-fide job offer for employment in CDL positions or that perform safety-sensitive functions, candidates for transfer or promotion to such positions are subject to screening for improper use of alcohol or controlled substances.
- **Post-Accident.** Conducted following an occurrence involving a County owned commercial motor vehicle, while performing a safety–sensitive function, whose performance could have contributed to the accident, as determined by a citation for a moving traffic violation, or resulted in bodily injury to any person, or disables one or more motor vehicles as a result of the accident, and for all fatal accidents even if the driver is not cited for a moving traffic violation. Employee must remain available for such testing or will be deemed a refusal.
    - Alcohol tests should be conducted within 2 hours, but in no case more than 8 hours, after the accident.
    - Any Employee required to be tested but needs medical assistance, must get the needed medical assistance first.
    - CDL employees must refrain from all alcohol use until the test is complete.
    - Post-accident drug tests must be conducted within 32 hours.
    - Employee is placed on paid administrative leave until the results are confirmed.
- **Reasonable Suspicion.** Conducted when a trained supervisor or manager observes behavior or appearance that is characteristic of alcohol or illicit drug misuse.
    - If a CDL employee's behavior or appearance suggests alcohol or drug misuse, a reasonable suspicion test must be conducted.
    - If a test cannot be administered, the employee must be removed from performing safety-sensitive duties for at least 24 hours.
    - Testing for alcohol abuse must be based upon suspicion which arises just before, during or just after the time when the employee is performing safety-sensitive duties.
    - Testing for substance abuse may occur at any time upon suspicion.
    - Reasonable suspicion testing may only be conducted after consultation with the Senior Director of Human Resources and/or DER.
- **Random**: Conducted on a random, unannounced basis just before, during or after performance of safety-sensitive functions for alcohol or at any time for drugs.
    - Each year, the number of random alcohol tests conducted by the County must equal at least 25% of all the safety-sensitive CDL employees.
    - Random drug tests conducted by the County must equal at least 50% of all employees that require a CDL or perform safety-sensitive functions.
- **Return to Duty:** Conducted when an individual who has violated the prohibited alcohol or drug standards returns to performing safety-sensitive duties after successful complying with the recommended treatment and education, verified by the 3rd party substance abuse professional (SAP).
    - The Sap will develop the employees follow-up testing plan; outlining for the County the number and frequency of follow-up testing that will take place. Follow-up tests are random within the follow up period.
    - Must test negative for Drug and Alcohol prior to returning to duty.
    - Follow-up testing may be extended for up to sixty (60) months following the return to duty, determined by the SAP.

DOT Regulated Drug & Alcohol Testing

Testing Procedures

- **Alcohol:** DOT rules require breath testing using evidential breath testing (EBT) devices.
    - Two breath tests are required to determine if a person has a prohibited alcohol concentration.
    - A screening test is conducted first. Any result less than 0.02 alcohol concentration is considered a "negative" test. Therefore, any result with a 0.02 alcohol concentration or greater is considered a "positive" test. If the alcohol concentration is 0.02 or greater, a second, confirmation test must be conducted.
- **Drugs:** Drug testing is conducted by analyzing a employee's urine specimen, and must be conducted through a U.S. Department of Health and Human Services certified facility, which may conduct onsite collections.
    - Specimen collection procedures and chain of custody requirements ensure that the specimen's security, proper identification and integrity are not compromised.

    DOT rules require a split specimen procedure.

    - Each urine specimen is subdivided into two bottles labeled as primary and split.
    - Both bottles are sent to the laboratory.
    - Only the primary specimen is opened and used for the urinalysis.
    - The split specimen remains sealed at the laboratory.
    - If the analysis of the primary specimen confirms the presence of illegal controlled substances, the employee has 72 hours to request that the split specimen be sent to another DHHS certified laboratory for analysis.

    All urine specimens are currently analyzed for the following drugs:

    Marijuana (THC), Amphetamines, Opioids, Phencyclidine (PCP) and Cocaine.

Testing is conducted using a two-stage process.

- First, a screening test is performed.
- If the test is positive for one or more of the drugs, a confirmation test is performed for each identified drug.
- Sophisticated testing requirements ensure that over-the-counter medications or preparations are not reported as positive results.

All drug tests are reviewed and interpreted by a 3rd party physician designated as a Medical Review Officer (MRO) before they are reported to the County.

- If the laboratory reports a positive result to the MRO, the MRO will contact the driver and conduct an interview to determine if there is an alternative medical explanation for the drugs found in the urine specimen.
- For all the drugs listed above, except PCP, there are some limited, legitimate medical uses that may explain a positive test result. The MRO will take into consideration when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- If the MRO determines that the drug use is legitimate, the test will be reported to the Designated Employer Representative and the Senior Director of Human Resources as a negative result.
- Failure to cooperate with MRO requests will be considered a positive result.

DOT Regulated Drug & Alcohol Testing

Refusal to Submit to an Alcohol or Drug Test

Refusal to submit to an alcohol or controlled substances test means that a CDL employee:

- Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of this policy.
- Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this policy.
- Refuses to wash his or her hands after being directed to do so during collection of a urine sample.
- Admits to the collector of a urine sample that he or she has adulterated or substituted their specimen.
- An observed collection of a urine sample, fails to follow the observer's instructions to raise his or her clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if he or she has any type of prosthetic or other device that could be used to interfere with the collection process.
- Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
- Behaves in a confrontational way that disrupts the collection process or otherwise engages in conduct that clearly obstructs the testing process.

The examples above are not all inclusive as there are other acts and circumstances that may be deemed as a refusal under Part 40 and DOT regulations. Refusal to test is considered a positive result. Employees who refuse to submit to an alcohol or drug test are prohibited from performing safety-sensitive functions and will be placed on unpaid administrative leave.

Consequences of Alcohol/Drug Misuse and Refusals

Employees who perform safety-sensitive function that violate any of the prohibited conduct under the DOT Regulated Drug & Alcohol Testing policy or violates any other provisions of the DOT testing rules, the employee will be immediately removed from performing such duties.

- Disciplinary action, up to and including termination, may be imposed upon an employee who performs safety-sensitive functions that engages in prohibited alcohol or drug conduct or refuses to test.
    - A positive post-accident alcohol or drug test will result in termination.
    - The first time an employee alcohol test result is 0.02 or greater, but less than 0.04 will be placed on unpaid administrative leave for a minimum of 24 hours.
    - A second alcohol test with a result of 0.02 or greater, but less than 0.04 must be evaluated by a DOT approved substance abuse professional, and comply with any treatment recommendations to assist the employee with their alcohol or drug problem, at the employees expense, prior to returning to a safety-sensitive function.
- The first time a safety-sensitive employee tests positive for alcohol use greater than 0.04 or drug use, or refuses to test, and is not terminated, they must be evaluated by an DOT approved substance abuse professional (SAP), and comply with any treatment recommendations to assist the employee with their alcohol or drug problem, at the employees expense, prior to returning to a safety-sensitive function.
    - If this employee has agreed to participate in the SAP program and Return–to-Duty testing, he/she will be placed on unpaid administrative leave, unless FMLA qualifications are met, until the SAP program has been deemed successfully completed by the substance abuse professional.
    - After successfully completing the SAP requirements, the employee may be eligible to return to work.
    - If this employee tests positive for alcohol greater than 0.02 or drug use, a second time during the return to duty testing or after successful completion of the SAP/Return to Duty program, will be terminated.

DOT Regulated Drug & Alcohol Testing

Information/Training

- All personnel responsible for supervising and managing CDL employees must attend at least two hours of training on alcohol and drug misuse symptoms and indicators used in making determinations for reasonable suspicion testing.
    - Supervisors and managers will be instructed on the detection of abuse problems and the enforcement of the testing policy.
- Educational information will be made available on Wilco 365 which will focus on the potentially dangerous effects of drug and alcohol use and abuse, the effects on job performance measured in loss of productivity, and the potential safety hazards presented to the individual employee, other employees and the public.

Employee Assistance Program

- All employees have access to Williamson County's EAP where they may receive assistance for alcohol or drug misuse.

This Policy is a summary of the various rules and requirements that apply under the DOT and Federal Motor Carrier Act to certain employees. In all circumstances the applicable federal rules and regulations, as they may appear from time to time, control over any contrary, ambiguous, or omission related to the County Policy. Employees with questions about any issues related to the County's Policy or applicable rules should consult with the Designated Employer Representative or the Senior Director of Human Resources.

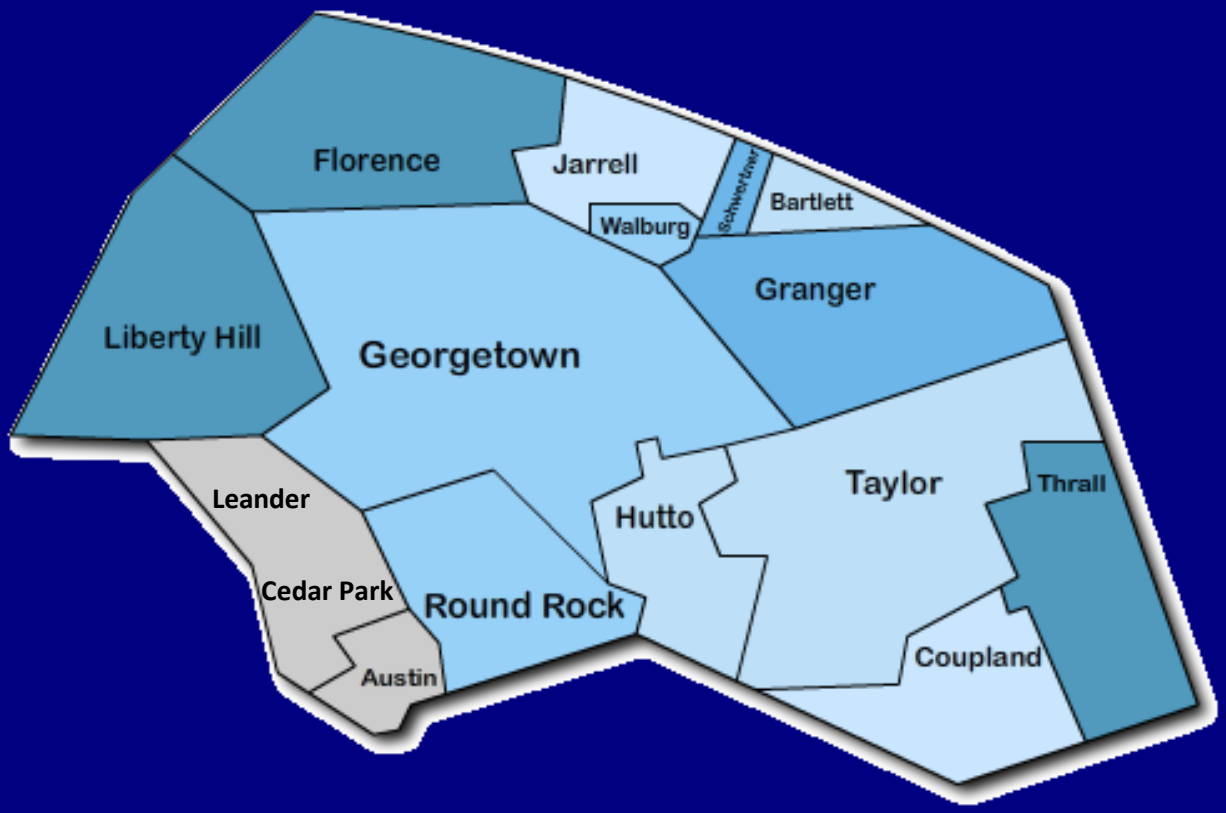
For additional policy information contact the Human Resources Department or visit the policy center.

100 Wilco Way Suite HR101

Georgetown, TX 78626

512-943-1533

HUMAN RESOURCES



Commissioners Court - Regular Session **42.**

Meeting Date: 07/20/2021

salarystudy4b

Submitted For: Rebecca Clemons **Submitted By:** Rebecca Clemons, Human Resources

Department: Human Resources

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on approving position classifications for Salary Study Cycle 4b.

Background

Please see attached.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

4bdraft

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 08:55 PM

Form Started By: Rebecca Clemons Started On: 07/09/2021 09:25 AM

Final Approval Date: 07/13/2021

PROPOSED POSITION CLASSIFICATIONS
SALARY STUDY 4B | Williamson County Human Resources

Total Departments - 17

Total Position Classifications - 76

Total Positions - 103

26th District Court

Position	Grade	Min	Max	Number of Positions
Ct Adm 3 Dist 26	B.26	$48,226.35	$72,339.53	1
Dist Ct Rept 26	EX.1	$55,642.58	$195,827.39	1

277th District Court

Position	Grade	Min	Max	Number of Positions
Ct Adm 3 Dist 277	B.28	$53,279.74	$79,919.61	1
Dist Ct Rept 277	EX.1	$55,642.58	$195,827.39	1

368th District Court

Position	Grade	Min	Max	Number of Positions
Ct Adm 3 Dist 368	B.26	$48,226.35	$72,339.53	1
Dist Ct Rept 368	EX.1	$55,642.58	$195,827.39	1

395th District Court

Position	Grade	Min	Max	Number of Positions
Ct Adm 1 Dist 395	B.22	$39,554.05	$59,331.07	1
Dist Ct Rept 395	EX.1	$55,642.58	$195,827.39	1

425th District Court

Position	Grade	Min	Max	Number of Positions
Ct Adm 3 Dist 425	B.26	$48,226.35	$72,339.53	1
Dist Ct Rept 425	EX.1	$55,642.58	$195,827.39	1

All District Courts

Position	Grade	Min	Max	Number of Positions
Office Admin District Cts	B.22	$39,554.05	$59,331.07	1

Alternate Dispute Resolution

Position	Grade	Min	Max	Number of Positions
PT Settlement Coordinator	B.28	$53,279.74	$79,919.61	1

County Court at Law 1

Position	Grade	Min	Max	Number of Positions
Office Spec Co Ct 1	B.17	$30,911.71	$46,367.57	1
Court Administrator IV	B.28	$53,279.74	$79,919.61	1
Ct Reptr Co Ct 1.0698	B.34	$71,684.36	$107,526.53	1

County Court at Law 2

Position	Grade	Min	Max	Number of Positions
Office Spec Co Ct 2	B.17	$30,911.71	$46,367.57	1
Court Adm II CCL	B.24	$43,671.81	$65,507.72	1
Ct Reptr Co Ct 2	B.34	$71,684.36	$107,526.53	1

County Court at Law 3

Position	Grade	Min	Max	Number of Positions
Office Spec Co Ct 3	B.17	$30,911.71	$46,367.57	1
Court Adm I CCL	B.22	$39,554.05	$59,331.07	1
Ct Reptr Co Ct 3	B.34	$71,684.36	$107,526.53	1

County Court at Law 4

Position	Grade	Min	Max	Number of Positions
Ct Adm 3 CCL4	B.28	$53,279.74	$79,919.61	1
Probate Auditor	B.28	$53,279.74	$79,919.61	1
Ct Reptr Co Ct 4	B.34	$71,684.36	$107,526.53	1

Elections

Position	Grade	Min	Max	Number of Positions
Elections Clerk (FT & PT)	B.14	$26,671.16	$40,006.75	3
PT Elections Worker	B.14	$26,671.16	$40,006.75	1
Adm Tech Elec	B.15	$28,012.28	$42,018.42	1
Training Asst	B.15	$28,012.28	$42,018.42	1
Office Spec Elections	B.17	$30,911.71	$46,367.57	1
Elect Recruit Coord	B.18	$32,473.21	$48,709.81	1
Data Coord Elections	B.22	$39,554.05	$59,331.07	1
Elect Warehouse Super	B.23	$41,581.50	$62,372.26	1
Train Coord Elections	B.23	$41,581.50	$62,372.26	1
Voter Reg Supervisor	B.23	$41,581.50	$62,372.26	1
Voting System Analyst	B.24	$43,671.81	$65,507.72	1
Deputy EA	B.28	$53,279.74	$79,919.61	1
Elections Administrator	EX.1	$55,642.58	$195,827.39	1

Extension Services

Position	Grade	Min	Max	Number of Positions
Adm Tech 4H	B.15	$28,012.28	$42,018.42	1
Adm Tech FCS	B.15	$28,012.28	$42,018.42	1
Adm Tech	B.15	$28,012.28	$42,018.42	1

Infrastructure Department

Position	Grade	Min	Max	Number of Positions
Sr Dir of Infrastructure	EX.1	$55,642.58	$195,827.39	1

Sheriff's Office

Position	Grade	Min	Max	Number of Positions
Logistics Lead	B.20	$35,841.78	$53,762.67	1
Evidence Tech SO	B.22	$39,554.05	$59,331.07	2
Impound Officer	B.22	$39,554.05	$59,331.07	1
Media / Evidence Tech - CID	B.22	$39,554.05	$59,331.07	1
Fleet Mgr SO	B.23	$41,581.50	$62,372.26	1
Cr Scene Spec	B.25	$45,886.76	$68,830.14	2
Crime Analyst	B.25	$45,886.76	$68,830.14	3
Crime Scene Supervisor	B.27	$50,690.59	$76,035.89	1
Senior Analyst	B.30	$58,832.50	$88,248.75	1

Unified Road Systems

Position	Grade	Min	Max	Number of Positions
Admin Tech III	B.20	$35,841.78	$53,762.67	2
Inspector I	B.23	$41,581.50	$62,372.26	1
PT Technical Trainer	B.25	$45,886.76	$68,830.14	1
Doc Control Spec II	B.26	$48,226.35	$72,339.53	1
Inspector II Co Engineer	B.26	$48,226.35	$72,339.53	1
Inspector II	B.26	$48,226.35	$72,339.53	2
Sr Office Admin II	B.26	$48,226.35	$72,339.53	1
Foreman I	B.27	$50,690.59	$76,035.89	2
Foreman R&B	B.27	$50,690.59	$76,035.89	7
Safety Training Coord	B.27	$50,690.59	$76,035.89	1
Planner I	B.28	$53,279.74	$79,919.61	2
Engineer Assistant	B.29	$55,993.80	$83,990.70	3
Inspector III	B.29	$55,993.80	$83,990.70	1
Sr Foreman R&B	B.29	$55,993.80	$83,990.70	1
Planner II	B.30	$58,832.50	$88,248.75	2
Planner III	B.32	$64,946.42	$97,419.63	1
Asst Director R&B	B.34	$71,684.36	$107,526.53	1
Supervising Inspector II	B.34	$71,684.36	$107,526.53	1
Engineer III	B.36	$79,108.63	$118,662.94	3
Senior Engineer I	B.38	$87,312.33	$130,968.49	4
Supervising Engineer	B.40	$96,329.13	$144,493.69	2
County Engineer I	B.43	$111,512.89	$167,269.33	1

Veterans Services

Position	Grade	Min	Max	Number of Positions
Admin Specialist	B.17	$30,911.71	$46,367.57	2
Asst Veterans Serv Ofcr I	B.22	$39,554.05	$59,331.07	2
Asst Veterans Serv Ofcr	B.22	$39,554.05	$59,331.07	1
Dir of Veterans Svcs V	EX.1	$55,642.58	$195,827.39	1

Commissioners Court - Regular Session **43.**

Meeting Date: 07/20/2021

Teleworking Policy

Submitted By: Richard Semple, Information Technology

Department: Information Technology

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider, and take appropriate action on the Williamson County Teleworking Policy for County employees.

Background

This is an updated policy from the last one passed in June 2020. Most of the changes are for clarity and formatting with minor updates. The policy was jointly developed with Human Resources and at the direction of the Court to provide a baseline policy for employees and departments who may engage in teleworking. Departments are encouraged to add more specific policies for their offices if engaging in telework.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Policy

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/14/2021 03:47 PM
Form Started By: Richard Semple		Started On: 07/14/2021 03:37 PM
Final Approval Date: 07/14/2021		

Williamson County Policy

Teleworking Policy

Approved Date: 7/20/2021
Approved By: Williamson County Commissioners Court
Last Revised: **7/12/2021**
Next Review: **7/19/2022**

Summary

Scope

This policy applies to all County employees who are permitted to telework by their department.

Purpose

If done properly, teleworking has been found to increase productivity for both the employee and the organization. With the appropriate tools and guidance, teleworking can be nearly seamless for the department. This policy defines the standards, eligibility, and other rules and requirements for teleworking.

Policy

1. Eligible Employees

a. The nature of the employee's work must allow for teleworking (doesn't require being physically present in the office).
b. The eligibility of an individual position is defined by the department head or elected official.
c. Performance and/or attendance issues (as defined by the supervisor) may affect an employee's eligibility to telework.
d. Violations of this policy may also affect an employee's eligibility to telework.
e. Departments may add other eligibility requirements as needed.

2. Remote Location Requirements

a. In order to telework, the remote location must have the appropriate setup for the employee be to effective, comfortable, and work securely for the duration of their shift.
b. It is the responsibility of the employee to provide the furniture, network connectivity, and other items needed to enable effective teleworking.

c. Certain software packages or processes may not perform as well from a remote location, and the employee and department may need to take this into account when authorizing telework.
d. Departments may define specific requirements, but generally, the remote location must allow the employee to work comfortably and safely for the duration of their shift.
e. If the employee cannot work effectively and securely from the remote location, teleworking may not be an option.

3. Technology Equipment

a. Employees are responsible for providing an internet connection sufficient to communicate (audio and video) with colleagues and/or customers as well as perform the needed tasks for their position from their telework location. The County will not provide MiFi devices for wireless internet for this purpose.
b. Employees are responsible for providing, testing, and validating the network connection before scheduling teleworking with their supervisor.
c. Any issues with personal (or public) network connectivity will be the responsibility of the employee to resolve or make alternate arrangements.
d. Employees must use County-owned computers or mobile devices to telework. This ensures compliance with County policies around hardware, security, and encryption.
e. Use of the County's Virtual Private Network (VPN) software is always required when accessing County data from an unsecured wireless or wired network.
f. Using personally owned devices (cell phones, iPads, etc.) for Office 365 applications is permitted but devices must comply with the security requirements below.
g. Generally, the County does not support equipment beyond computers and mobile devices at remote work locations.

4. Security

a. Utmost care must be taken to protect County data when working outside the office. This includes the physical placement of computer screens away from windows, unauthorized persons, or cameras.
b. Devices must not be left unattended at any time while unlocked.
c. There may also be regulations on the data, such as CJIS or HIPAA, that require additional security measures from working outside a secure location.
d. Supervisors are responsible for ensuring employees are compliant with all applicable regulations while teleworking.
e. Multi-Factor Authentication (MFA) is required to access data in Office 365 from a remote location. All teleworking employees must have the ability to receive a phone call or text message with a one-time use code when logging in from a new network location (on either a county phone number or cell phone). MFA is not applied when on the VPN. Additional controls or data security measures may apply depending on the nature of the work.

5. Technology Support

a. Technology Services will support users working remotely as much as possible but will not be able to support issues related to home/private internet issues, or personal equipment (routers, firewalls, etc.), as well as networked devices on non-County networks (e.g., network printers).
b. Technology Services will provide remote assistance to teleworking employees via phone, email, and remote support. No onsite support for teleworking employees is possible, so any issues that cannot be solved remotely will need to be done at IT or at another County office.

6. Communication Requirements

a. All teleworking employees must be reachable throughout their shift according to the standards set by their supervisor or department.
b. Communication methods that are supported by the County IT staff are email, Microsoft Teams, WebEx, and County phone.
c. Video chat/conferencing may be required depending on the position and nature of the work.

7. Performance Monitoring

a. Department heads and supervisors are responsible for determining the measurement of performance of teleworking employees as well as supervising staff while teleworking.
b. The criteria of performance will be clearly communicated to each employee before engaging in telework.
c. Employees may be asked to log into the County's timekeeping system or check in with a supervisor at the start and end/or of a teleworking shift depending on the position.
d. Performance monitoring may include computer logs, email and Teams messages, or other electronic means.
e. Failure to meet the performance criteria or policies may result in loss of eligibility to telework.

Related Policies, Titles, or Documents

Please refer to any department-specific policies that may reference this document.

Contact Office

Human Resources: Contact your designated HR representative or x31533
Technology Services: servicedesk@wilco.org or x31456

Revision History

Version	Date	Description
1	6/2/2020	First version – COVID-19 specific.
2	7/27/2021	Cleaned up language and made for more broad use cases

Commissioners Court - Regular Session **44.**

Meeting Date: 07/20/2021

FEM 4th Amd

Submitted For: Bill Gravell **Submitted By:** Hal Hawes, County Judge

Department: County Judge

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a Fourth Amendment to that Certain Restated and Amended Professional Services Agreement For Coronavirus Disease (COVID-19) Testing, between Williamson County, Texas and Family Emergency Room, LLC and exempting the procurement of such services from the competitive bidding requirements pursuant to Texas Local Government Code Discretionary Exemption 262.024(a)(2) - an item necessary to preserve the health and safety of the residents of Williamson County.

Background

It has become necessary to amend the Restated and Amended Professional Services Agreement For Coronavirus Disease (COVID-19) Testing in order to add an additional $15,000.00 of funding to the current not to exceed funding amount of $750,000.00 for a new total not to exceed funding amount of $765,000.00.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Fourth Amd - Family Emerg COVID Testing Agreement

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/13/2021 09:03 PM
Form Started By: Hal Hawes		Started On: 07/13/2021 09:10 AM
Final Approval Date: 07/13/2021		

FOURTH AMENDMENT TO
WILLIAMSON COUNTY
RESTATED AND AMENDED
PROFESSIONAL SERVICES AGREEMENT
FOR
CORONAVIRUS DISEASE (COVID-19) TESTING

THIS FOURTH AMENDMENT TO THAT CERTAIN RESTATED AND AMENDED PROFESSIONAL SERVICES AGREEMENT FOR CORONAVIRUS DISEASE (COVID-19) TESTING (hereinafter "Fourth Amendment"), is entered into effective as of the date of the last party's execution hereof, between **Williamson County, Texas**, a body corporate and politic under the laws of the State of Texas (hereinafter "County"), and **Family Emergency Room, LLC** (hereinafter "Provider").

RECITALS

WHEREAS, County and Provider executed that certain agreement entitled Restated and Amended Professional Services Agreement for Coronavirus Disease (COVID-19) Testing dated June 30, 2020 ("Restated Agreement"), which was extended thereafter until December 30, 2020 pursuant to an Agreement to Extend Williamson County Restated and Amended Professional Services Agreement for Coronavirus Disease (COVID-19) Testing dated effective June 30, 2020;

WHEREAS, County and Provider executed that certain amendment entitled First Amendment to Restated and Amended Professional Services Agreement for Coronavirus Disease (COVID-19) Testing dated effective November 24, 2020 ("First Amendment") in order to add an additional $100,000.00 of funding to the then current not to exceed funding amount of $350,000.00 for a new total not to exceed funding amount of $450,000.00;

WHEREAS, County and Provider thereafter executed that certain amendment entitled Second Amendment to Restated and Amended Professional Services Agreement for Coronavirus Disease (COVID-19) Testing dated effective December 8, 2020 ("Second Amendment") in order to add an additional $100,000.00 of funding to the then current not to exceed funding amount of $450,000.00 for a new total not to exceed funding amount of $550,000.00;

WHEREAS, due to the extension of the CARES Act funding past the original December 30, 2020 termination date, it became possible and necessary to amend the Restated Agreement an additional time in order to add an additional $200,000.00 of funding to the then current not to exceed funding amount of $550,000.00 for a new total not to exceed funding amount of $750,000.00, which was set forth in a Third Amendment to Restated and Amended Professional Services Agreement for

Coronavirus Disease (COVID-19) Testing dated effective December 27, 2020 ("Third Amendment");

WHEREAS, it has become necessary to amend the Restated Agreement an additional time in order to add an additional $15,000.00 of funding to the current not to exceed funding amount of $750,000.00 for a new total not to exceed funding amount of $765,000.00; and

NOW, THEREFORE, premises considered, County and Provider agree that the Restated Agreement is amended as follows:

AGREEMENTS

1. **Section IV., Paragraph (A)** of the Restated Agreement shall be amended as follows:

   Costs. Provider shall bill and County shall pay $125.00 per test in exchange for the services and costs associated with the services provided by Provider pursuant to this Agreement. The total amount to be paid to Provider hereunder shall not exceed $765,000.00 during the term of this Agreement unless the parties agree, in writing, to increase the said not-to-exceed amount prior to the expiration of this Agreement.

2. Each party represents and warrants that it has due power and lawful authority to execute and deliver this Fourth Amendment and to perform its obligations under the Restated Agreement; and, furthermore, the Agreement and this Fourth Amendment are the valid, binding and enforceable obligations of such party.

3. All other terms of the Restated Agreement and any prior amendments and extensions thereto which have not been specifically amended herein shall remain the same and shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Fourth Amendment to be signed by their duly authorized representatives on behalf of such party, to be effective as of the date of the last party's execution hereof.

PROVIDER:

Family Emergency Room, LLC

By: Henry Higgins
Henry Higgins (Jul 12, 2021 15:52 CDT)

Printed Name: _Henry Higgins___

Representative
Capacity: _____CEO_____

Date: July 12, 2021

COUNTY:

Williamson County, Texas

By: _____

Printed Name: _____

Representative
Capacity: As Presiding Officer of Williamson County Commissioners Court

Date: _____ ____, 20____

Commissioners Court - Regular Session **45.**

Meeting Date: 07/20/2021

Williamson County and Cities Health District Co-Op Agreement

Submitted For: Bill Gravell **Submitted By:** Andrea Schiele, County Judge

Department: County Judge

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on Amended and Restated Cooperative Agreement between Williamson County and participating member governments of the Williamson County and Cities Health District (WCCHD).

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Co-Op Agreement

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst. (Originator)	Andrea Schiele	07/16/2021 08:23 AM
Form Started By: Andrea Schiele		Started On: 07/16/2021 08:17 AM
Final Approval Date: 07/16/2021		

STATE OF TEXAS	§	**AMENDED AND RESTATED**
	§	
	§	**COOPERATIVE AGREEMENT**
	§	
	§	**WILLIAMSON COUNTY AND CITIES**
	§	
COUNTY OF WILLIAMSON	§	**PUBLIC HEALTH DISTRICT**

This Amended and Restated Cooperative Agreement (this "Agreement") is made by and between the County of Williamson ("County") and the Cities of Cedar Park, Georgetown, Round Rock, Taylor, Hutto, Leander, and Liberty Hill (collectively the "Member Governments "), under Chapter 121, Subchapter E of the Texas Health and Safety Code (the "Code"), acting by and through their respective authorized officers, representatives and governing bodies.

RECITALS

WHEREAS, in1943 the Williamson County Health Department was established; and

WHEREAS, the Local Public Health Reorganization Act, now codified in Chapter 121 of the Texas Health and Safety Code (the "Act"), authorizes the establishment of public health districts by a majority vote of the governing bodies of a county and one or more municipalities in the county for the purpose of providing and furnishing public health programs; and

WHEREAS, in 1989 the Williamson County Health Department was reorganized as a Public Health District by Williamson County, Texas, and the Cities of Cedar Park, Georgetown, Round Rock, and Taylor (collectively the "Original Members"), and re-designated as the Williamson County & Cities Health District (hereinafter the "District"); and

WHEREAS, the District began being governed by a public health board pursuant to the Code and a "Cooperative Agreement," which was initially approved by the Original Members in 1989 and revised and approved by the Original Members in 1992, 2004, and 2007; and

WHEREAS, the Cities of Liberty Hill and Hutto joined the District in 2007, and, thereafter, in 2013, the City of Leander joined the District (collectively the "New Member Cities"); and

WHEREAS, the County, Original Member Cities and New Member Cities comprise all membership in the District as of the Effective Date of this Agreement and are collectively referred to herein as the "Member Governments"; and

WHEREAS, the Member Governments have determined that the Cooperative Agreement needs to be amended and restated again to reflect modifications relating to the composition of the Board and to clarify certain provisions; and

NOW THEREFORE, the Member Governments of the District do hereby amend and restate the Cooperative Agreement relating to the Williamson County & Cities Health District in accordance with the following:

I. GOVERNANCE

1.1. The affairs of the District shall be governed by a public health board, which shall be called the Williamson County Board of Health (hereinafter the "Board"). The Board shall be an administrative public health board and shall have the authority to adopt substantive and procedural rules which are necessary and appropriate to promote and preserve the health and safety of the public within its jurisdiction, provided that no rule adopted shall be in conflict with the laws of the State of Texas.

1.2 Except as otherwise set out herein, two Directors shall be appointed by the Williamson County Commissioners' Court, and one Director shall be appointed by each of the City Managers of the Cities of Cedar Park, Georgetown, Round Rock, Taylor and Hutto. The Cities of Leander and Liberty Hill have shared one Director since becoming Member Governments and they hereby agree to continue to share such Director. Thus, the City Manager of the City of Leander shall appoint one Director to serve on behalf of the Cities of Leander and Liberty Hill. In the event either the City of Liberty Hill reaches a population of 15,000 or more, or additional cities having populations of less than 15,000 become new Member Governments following the Effective Date of this Agreement, the City of Liberty Hill shall then appoint a Director in accordance with the provisions of Section 1.3 below.

1.3. Any incorporated city within the District's territory may apply to become a member of the District and the governing body of each existing Member Government shall review the application. The governmental entity making application may be admitted as a new Member Government of the District if a majority of the governing bodies of each then existing Member Governments approves such application. Upon admission as a member of the District and approval of this Agreement, the new member will become a Member Government.

1.3.1 For incorporated city Member Governments with a population of 15,000 or greater, the City Manager of such city may appoint one qualified Director to the Board.

1.3.2 New incorporated city Member Governments that have less than 15,000 population must each join together and select two qualified Directors to represent them on the Board; provided, however, if there are four or less new incorporated city Member Governments with population less than 15,000 each, they will all join together and select one qualified Director to represent them on the Board.

1.3.3 Except as otherwise set out herein, existing Member Governments in place on the Effective Date of this Agreement will retain current representation on the Board regardless of population estimate.

1.4. To be qualified as a Director, a person must be a citizen of the United States and must have resided at least three (3) years in the District. A Director shall not be an elected official but must be an employee of the Member Government for which he or she serves.

1.5. Directors shall serve without compensation.

1.6. Directors shall serve staggered three-year terms, except as provided in Sections 1.7 and 1.9 below.

1.7. The term effective date for Directors appointed by new Member Governments shall be staggered such that no more than one-third (1/3) of the terms of the Directors expire in any one year. To accomplish such staggering, new Directors shall have terms commencing as follows: on January 1 of the current year for those joining the District between January 1 through June 30, and January 1 of the following year for those joining the District between July 1 through December 31. In addition, if multiple new Member Governments join the District in the same year, the Board may designate the initial term of the newly appointed Directors to be one, two, or three years in order to maintain the balance of no more than one-third (1/3) of the terms expiring in any one year.

1.8. A Director for a city Member Government may be removed be from the Board at the discretion of the particular city Member Government's City Manager. Directors representing the County serve at the pleasure of the Williamson County Commissioners Court and may be removed at its discretion. The Executive Director is to contact the Member Government if its appointed Director is absent for two consecutive Board meetings or three Board meetings during a calendar year.

1.9 All vacancies of a Director shall be filled for the unexpired portion of the term by the City Manager of the appointing city Member Government or by the Williamson County Commissioners Court for the County's Directors, whichever the case may be. If less than one (1) year remains in the unexpired term for the Director of a Member Government, then the City Manager or the Williamson County Commissioners Court may appoint its Director(s) to fill the unexpired portion of the term plus a full term of three (3) years.

1.10. A Director may serve consecutive terms.

II. OFFICERS

2.1. *General*. The officers of the Board shall consist of the chairperson, vice-chairperson, and secretary. The Williamson County Commissioners Court shall name the Chairperson of the Board. Members of the Board shall select the remaining officers from amongst their members, and each officer shall serve a one-year term.

2.2. *Chairperson.* The Chairperson shall preside at all meetings of the Board. At each meeting, the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the District.

2.3. *Vice-Chairperson*. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson and in case of the resignation or death of the Chairperson. The Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Williamson County Commissioners Court shall appoint a new Chairperson.

2.4. *Secretary*. The Secretary or his/her designee shall act as Secretary of the meetings of the Board and record all votes and shall keep a record of the proceedings of the Board in a journal of proceedings to be kept for such purpose and shall perform all duties incidental to his/her office.

III. EXECUTIVE DIRECTOR

3.1. The Directors of the Board shall appoint an Executive Director of the District. The Executive Director shall be the chief administrative officer of the District and shall manage the day-to-day operations of the District, subject to the direction of the Board.

3.2. If the Executive Director is a physician licensed and in good standing in the state of Texas, the Executive Director will also serve as Health Authority in the jurisdiction of the District. If the Executive Director is not a physician licensed and in good standing in the State of Texas, a Health Authority shall be retained as provided in Section 8.1.

3.3. The Executive Director shall be an ex-officio non-voting member of the Board.

3.4. If, during the annual evaluation of the Executive Director or at any other time, two-thirds of the entire Board determines the Executive Director has engaged in neglect of duty, malfeasance, or unbecoming behavior, or has otherwise violated provisions of the District's personnel policies, the Executive Director's employment may be terminated immediately. The exact terms of the termination shall be determined at the time by a majority vote of the Board. In the event of the Executive Director's death, resignation, or removal from office, the Board shall select a new Executive Director.

3.5. The Executive Director shall employ such full or part-time employees as are needed to carry out the programs of the District. These employees shall be employees of the District and perform those duties as are assigned to them. The compensation of such personnel, including the Executive Director, shall be determined by the Board subject to the laws of the State of Texas. The Executive Director shall have the authority, and subject to provisions of the policies-procedures of the District, to hire, fire, direct, and control the work, as functionally appropriate, of such employees.

IV. MEETINGS

4.1. A majority of the voting Directors shall constitute a quorum for the transaction of business. The presence of the Executive Director shall not count for the purposes of determining whether a quorum is present.

4.2. The Board shall meet at least quarterly on a date fixed by the Board and shall hold such meetings as may be called by the chairperson or by the majority of the Board.

4.3. The Board shall comply with the Open Meetings Act.

V. PURPOSE OF THE DISTRICT

5.1. The District may perform any public health function that any of its Member Governments may perform unless otherwise restricted by law. The Board and Director shall determine which public health programs and services will be provided by the District based on needs assessment and the availability of resources.

5.2. The District shall be affiliated with the Texas Department of State Health Services or its successor to facilitate the exchange of information and the coordination of public health services.

5.3. The District shall provide "Essential public health services" as defined in Section 121.002 of the Act.

5.3.1. Monitor the health status of individuals in the community to identify community health problems;

5.3.2. Diagnose and investigate community health problems and community health hazards;

5.3.3. Inform, educate, and empower the community with respect to health issues;

Mobilize community partnerships in identifying and solving community health problems;

5.3.5. Develop policies and plans that support individual and community efforts to improve health;

5.3.6. Enforce laws and rules that protect the public health and ensure safety in accordance with those laws and rules;

5.3.7. Link individuals who have a need for community and personal health services to appropriate community and private providers;

5.3.8. Ensure a competent workforce for the provision of essential public health services;

5.3.9. Research new insights and innovative solutions to community health problems; and

5.3.10. Evaluate the effectiveness, accessibility, and quality of personal and population-based services in a community.

5.4. By way of illustration but not by way of requirement or limitation, the District may provide public health services such as the following: communicable disease control and prevention services, public health education, information and referral services, environmental and consumer health programs, public health nutrition programs, community assessment and health status data analysis, public health emergency preparedness and response, and collaborating with others to address public health issues.

5.5. Member Governments and other government entities, as well as private institutions both within and outside of Williamson County, may contract with the District to provide additional public health services upon approval of the Board**.**

5.6. The Board shall have the authority to set and collect fees for its services and for the issuance of health and sanitation-related licenses and permits as authorized by law.

5.7. The District shall also have authority to conduct health and sanitation inspections for Member Governments, for non-member governments that enter into an interlocal agreement with the District, or as authorized by law.

5.8. When the District has the responsibility to issue a certain type of health or sanitation permit, the Member Governments agree not to require their own health or sanitation permits.

VI. LIABILITY AND INDEMNITY

6.1. As provided in the Act, the District is, for the purposes of the Texas Tort Claims Act (Subchapter A, Chapter 101, Texas Civil Practices and Remedies Code), a governmental unit and its actions are governmental functions. As provided in Section 101.063 of the Texas Civil Practices and Remedies Code, a governmental unit that is a member of a public health district is not liable under Chapter 101 for any conduct of the District's personnel or for any condition or use of the District's property. Nothing in this Agreement shall be construed or interpreted to waive this immunity.

6.2. The District shall indemnify each and every Director, its officers and its employees, to the fullest extent permitted by law against any and all liability or expense, including attorneys fees, incurred by any of such persons by reason of any actions or omissions that may arise out of the functions and activities of the District. This indemnity shall apply even if one or more of those to be indemnified was negligent or caused or contributed to cause any loss, claim, action or suit. Specifically, it is the intent of this Agreement and the District to require the District to indemnify those named for indemnification, even for the consequences of the negligence of those to be indemnified which caused or contributed to cause any liability. Notwithstanding the foregoing, the District will not pay actual damages, punitive damages, court costs, or attorney fees awarded against indemnified persons if the awards arise from a cause of action for official misconduct or arise from a cause of action involving a willful or wrongful act or omission or an act or omission constituting gross negligence.

6.3. The District must purchase and maintain insurance, as available, on behalf of any Director, officer, employee, or agent of the District, or on behalf of any person serving at the request of the District as a board member, officer, employee, medical Director or Health Authority, against any liability asserted against that person and incurred by that person in any such capacity or arising out of any such status with regard to the District, whether or not the District has the power to indemnify that person against liability for any of those acts.

6.4. The District may engage private legal counsel who will advise and represent the District on general legal matters not covered by insurance, within the scope of their expertise, and for

which there is no conflict of interest. For matters relating solely to their own Member Government, the Member Governments agree to provide or fund legal services to the District for matters not covered by insurance, within the scope of their expertise, and for which there is no conflict of interest.

VII. FINANCING OF THE FUNCTIONS OF THE DISTRICT

7.1. The District's fiscal year shall be January 1 through December 31.

7.2. The Member Governments of the District shall pay the costs necessary to operate the District, including costs for staff salaries, supplies, suitable offices, health and clinic centers, health services and facilities, and maintenance, in the amount agreed to by the governing body of each Member. The District will request that city Member Governments contribute on a per capita basis based on the U.S. Census Bureau's most recent annual estimate of population.

7.3. The Board shall annually request funding from Member Governments on an October 1 – September 30 fiscal year basis. New Member Governments joining after the Effective Date of this Agreement shall pay on the same basis or according to the same formula as the existing Member Governments, but such payment may be pro-rated to the date of the new Member's admission to the District relative to October 1.

7.4. The District shall also actively seek funding from the Texas Department of State Health Services or its successor (or any other state or federal agency), and from public or private grants.

7.5. The District shall be allowed to assess and collect fees for its services as may be established by the Board.

7.6. The Board and Executive Director will maximize funding from other available sources, including governmental and private grants, prior to requesting funding from Member Governments.

7.7. All funds of the District not otherwise employed will be deposited in banks or other depositories designated by the Board.

7.8. All checks, drafts, endorsements, notes and evidences of indebtedness of the District will be signed by such officers or agents and all endorsements for deposits to the credit of the District will be made as authorized by the Board.

7.9. No loans or advances will be contracted on behalf of the District, and no note or other evidence of indebtedness will be issued in its name, except as authorized by majority vote of the Board and for purposes allowed by law.

7.10. Only the Executive Director or his/her designee acting in compliance with any Business Practices or Policies and Procedures Manual approved by the Board, may, in the name of and on behalf of the District, enter into contracts or execute and deliver instruments as specifically authorized by the Board by resolution or action at a duly called meeting. The District shall

maintain sufficient undesignated cash reserve funds to prevent untimely disruptions in services or loss of key personnel.

7.12. The Executive Director will provide to the Board no later than one hundred fifty (150) days after the close of the fiscal year a report containing the following information in appropriate detail:

7.12.1. The assets and liabilities of the District as of the end of the fiscal year;

7.12.2. The principal changes in assets and liabilities during the fiscal year;

7.12.3. The revenues and receipts, both restricted and unrestricted to particular purposes, for the fiscal year;

7.12.4. The expenses or disbursements, for both general and restricted purposes, during the fiscal year;

7.12.5. The substantial activities and projects begun, in progress, and completed during the fiscal year.

7.12.6. The annual report will include a report of an independent accountant, or in lieu of such report, the certificate of an authorized officer of the District that such statements were prepared without audit from the books and records of the District.

7.13. The Board shall require that an independent audit of the District's financial records be made annually. The annual audit shall be available for public inspection during all normal business hours at the District office. The District shall adopt sound financial management policies and procedures and shall comply with requirements of funding entities.

VIII. EMPLOYEES

8.1. If the Executive Director is not a physician, the Executive Director, subject to approval by the Board, shall appoint a physician licensed and in good standing in the state of Texas as an officer of the District to serve as the Health Authority. If no local physician can be found who is willing to so serve, then the designated Medical Director of the Texas Department of State Health Services or its successor or his/her designee shall serve as the Health Authority. A Health Authority appointed under the provisions of Section 121.021 of the Act has certain duties prescribed by State Law that are necessary to implement and enforce to protect public health. The Health Authority shall aid the Board in all matters of local quarantine, disease prevention and suppression, sanitation inspection and control of contagious, infectious, and epidemic diseases within the District's jurisdiction. It is the intent of this Agreement that any Health Authority of the District shall be an "employee" as defined by Section 101.001(2) of the Texas Civil Practice and Remedies Code for the purposes of the Texas Tort Claims Act. A Health Authority is a state officer when performing duties prescribed by state law (Section 121.024 of the Texas Health and Safety Code).

8.2. The District's employees shall be eligible to participate in the Benefits Program offered by Williamson County to county employees, including group health insurance, workers' compensation program, and retirement system.

8.3. The Board may in some years grant a cost-of-living increase to each District employee, except that the size of the increase shall not exceed the cost-of-living increase granted by the Williamson County Commissioners' Court to each county employee for that fiscal year. District employees shall not be granted an automatic pay raise based on longevity alone. Instead, the Board may, as resources permit, authorize the Executive Director to grant merit increases to an employee based on job performance and/or promotion in job responsibility.

IX. MISCELLANEOUS

9.1. The provisions of Chapter 121 of the Texas Health and Safety Code shall be applicable to the District. In the event of a conflict between Chapter 121 and this Agreement, Chapter 121 shall control.

9.2. A Member Government may withdraw from this Agreement by giving written notice to the other Member Governments and to the Executive Director no later than six (6) months before the end of the District's fiscal year. The withdrawal shall become effective at the end of the current District fiscal year after the withdrawing Member Government has given written notice of its decision to the Board. Such notice of withdrawal shall not relieve such Member Government of any obligation incurred by such Member Government prior to date of withdrawal.

9.3. Modification of this Agreement shall be in writing and effective upon approval by a majority of the Member Governments.

9.4. This Agreement shall remain in effect unless modified or cancelled by a majority of the Member Governments.

9.5. In the event that a majority of Member Governments vote to dissolve the District, after payment of all liabilities, the District's unencumbered assets will be distributed proportionately to current Member Governments based on their current fiscal year contributions to the District.

9.6. This Agreement constitutes the entire Agreement between the Parties in regard to the provision of public health services and supersedes all prior such Agreements between the Parties.

9.7. This Agreement shall become effective (the date inserted will be the last date of approval by a Member Government) _____ day of _____, 2021 (the "Effective Date").

[Signatures on the following pages.]

WILLIAMSON COUNTY, TEXAS

By:_____
Bill Gravell Jr., County Judge

Date: _____

CITY OF CEDAR PARK, TEXAS

By:_____
Corbin Van Arsdale, Mayor

Date: _____

CITY OF GEORGETOWN, TEXAS

By:_____
Josh Schroeder, Mayor

Date: _____

CITY OF ROUND ROCK, TEXAS

By:_____
Craig Morgan, Mayor

Date: _____

CITY OF TAYLOR, TEXAS

By:_____
Brandt Rydell, Mayor

Date: _____

CITY OF HUTTO, TEXAS

By:_____
Mike Snyder, Mayor

Date: _____

CITY OF LEANDER, TEXAS

By:_____
Christine Sederquist, Mayor

Date: _____

CITY OF LIBERTY HILL, TEXAS

By:_____
Liz Branigan, Mayor

Date: _____

Commissioners Court - Regular Session **46.**

Meeting Date: 07/20/2021

Williamson County and Cities Health District Memorandum of Understanding

Submitted For: Bill Gravell **Submitted By:** Andrea Schiele, County Judge

Department: County Judge

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on Memorandum of Understanding (MOU) with participating member governments of the Williamson County and Cities Health District (WCCHD) and Williamson County for the purpose of evaluating services and structure of the health district.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Memorandum of Understanding

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst. (Originator)	Andrea Schiele	07/16/2021 08:23 AM

Form Started By: Andrea Schiele Started On: 07/16/2021 08:20 AM

Final Approval Date: 07/16/2021

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made by and among the Cities of Cedar Park, Georgetown, Round Rock, Taylor, Hutto, Leander, and Liberty Hill (collectively the "Cities") and the County of Williamson ("County").

RECITALS

WHEREAS, the Local Public Health Reorganization Act, now codified in Chapter 121 of the Texas Health and Safety Code, authorizes the establishment of public health districts by a majority of the governing bodies of a county and one or more municipalities in a county for the purpose of providing and furnishing health programs (the "Act"); and

WHEREAS, the County and the Cities (collectively the "Member Governments") comprise the Williamson County & Cities Health District (the "District") established under the Act; and

WHEREAS, the District is governed by a public health board pursuant to the Act and a Cooperative Agreement previously approved, and subsequently amended, by the Member Governments; and

WHEREAS, the Member Governments intend to enter into an Amended and Restated Cooperative Agreement modifying the composition of the Board and clarifying provisions of the Agreement; and

WHEREAS, prior to the establishment of the District, public health services were provided by a Williamson County Health Department; and

WHEREAS, it is the goal of the Member Governments to provide the best quality health services to the residents of Williamson County and determine the best structure for providing said services; and

WHEREAS, the purpose of this Memorandum of Understanding is to set forth the intention of the Member Governments to proceed with identifying and evaluating the services currently being provided by the District, categorizing which provided services are mandatory functions of the District and which are discretionary, and determining the best process for any modification or transition of services, as necessary;

NOW THEREFORE, the Member Governments agree to work cooperatively and in accordance with this Memorandum of Understanding to take the steps set forth herein to identify and evaluate the services and the structure for the provision of said services currently being provided by the District.

ARTICLE I.

The Member Governments agree that upon approval of the Amended and Restated Cooperative Agreement, the District intends to take the following actions:

1) Draft and publish a Request for Qualifications ("RFQ") for a professional consultant to identify and evaluate the services provided by the District, specifically the cost, quality, effectiveness, necessity, and structure of said services. The RFQ is estimated to be issued no later than **August 31, 2021**;

2) Review the responses to the RFQ and select a professional consultant to complete the District's requested Scope of Services, estimated to be no later than **October 31, 2021**;

3) Receive the findings of the professional consultant, estimated to be no later than **December 31, 2021** or by a later date mutually agreed upon by the District and the professional consultant; and

4) Review the findings of the professional consultant and make a determination as to whether any modification or transition of services will provide the best quality health services to the residents of Williamson County, and initiate appropriate actions regarding the District's determination no later than **sixty (60) days after receipt of findings of the professional consultant**.

ARTICLE II.
LEGAL EFFECT OF MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is intended to provide an outline of the current understanding of the parties hereto, and is not intended to legally bind the parties to the terms and conditions stated herein. The parties, however, agree that the terms and conditions stated herein are reasonable and provide an outline for future actions by the parties.

Executed and effective this _____ day of _____, 2021.

[Signatures on the following pages.]

WILLIAMSON COUNTY, TEXAS

By:_____
Bill Gravell Jr., County Judge

Date: _____

CITY OF CEDAR PARK, TEXAS

By:_____
Corbin Van Arsdale, Mayor

Date: _____

CITY OF GEORGETOWN, TEXAS

By:_____
Josh Schroeder, Mayor

Date: _____

CITY OF ROUND ROCK, TEXAS

By:_____
Craig Morgan, Mayor

Date: _____

CITY OF TAYLOR, TEXAS

By:_____
Brandt Rydell, Mayor

Date: _____

CITY OF HUTTO, TEXAS

By:_____
Mike Snyder, Mayor

Date: _____

CITY OF LEANDER, TEXAS

By:_____
Christine Sederquist, Mayor

Date: _____

CITY OF LIBERTY HILL, TEXAS

By:_____
Liz Branigan, Mayor

Date: _____

Commissioners Court - Regular Session **48.**

Meeting Date: 07/20/2021

City of Austin

Submitted For: Bill Gravell **Submitted By:** Andrea Schiele, County Judge

Department: County Judge

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on requesting the Williamson County Attorney to file a lawsuit to enjoin and restrain the City of Austin pursuant to Chapter 203 of the Texas Property Code in relation to the City of Austin's purchase of the property located at 10811 Pecan Park Boulevard, Building 2, Austin, Texas for purposes of operating and using such property in Williamson County for temporary or permanent housing of individuals in Williamson County, as well as seek any other relief available at law or in equity.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst. (Originator)	Andrea Schiele	07/02/2021 04:24 PM
Form Started By: Andrea Schiele		Started On: 07/02/2021 04:23 PM
Final Approval Date: 07/02/2021		

Commissioners Court - Regular Session **49.**

Meeting Date: 07/20/2021

DOI Projects and Issues

Submitted For: Robert Daigh **Submitted By:** Vicky Edwards, Infrastructure

Department: Infrastructure

Agenda Category: Regular Agenda Items

Information

Agenda Item

Receive updates on the Department of Infrastructure projects and issues.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	06/18/2021 01:03 PM
Form Started By: Vicky Edwards		Started On: 06/18/2021 10:56 AM
Final Approval Date: 06/18/2021		

Commissioners Court - Regular Session **50.**

Meeting Date: 07/20/2021

July 2021 Construction Summary Report

Submitted By: Mayra Ramos, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Receive the July 2021 Construction Summary Report and PowerPoint Presentation.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

July 2021 CSR

July 2021 Monthly Update

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 11:42 AM
Form Started By: Mayra Ramos		Started On: 07/15/2021 09:09 AM
Final Approval Date: 07/15/2021		

ROAD BOND PROGRAM

Construction Summary Report

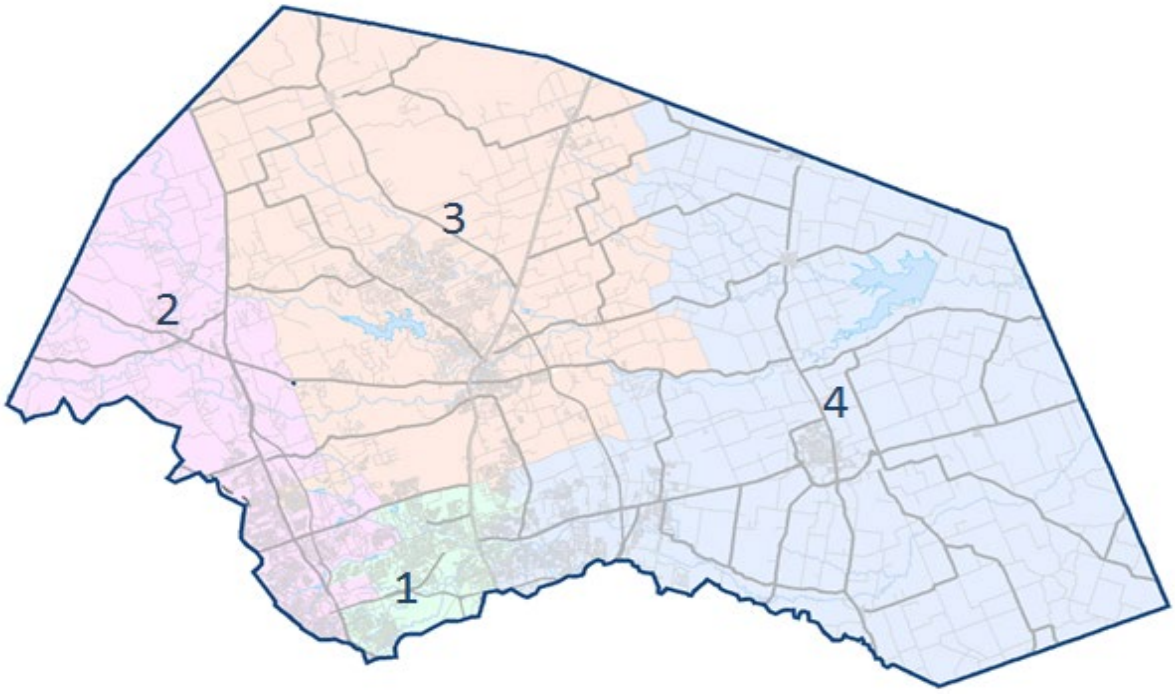
County Judge
Bill Gravell, Jr.

Commissioners
Terry Cook
Cynthia Long
Valerie Covey
Russ Boles

July 2021

WWW.ROADBOND.ORG

Volume XX - Issue No.07



Presented By: HNTB

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WILLIAMSON COUNTY
ROAD BOND PROGRAM

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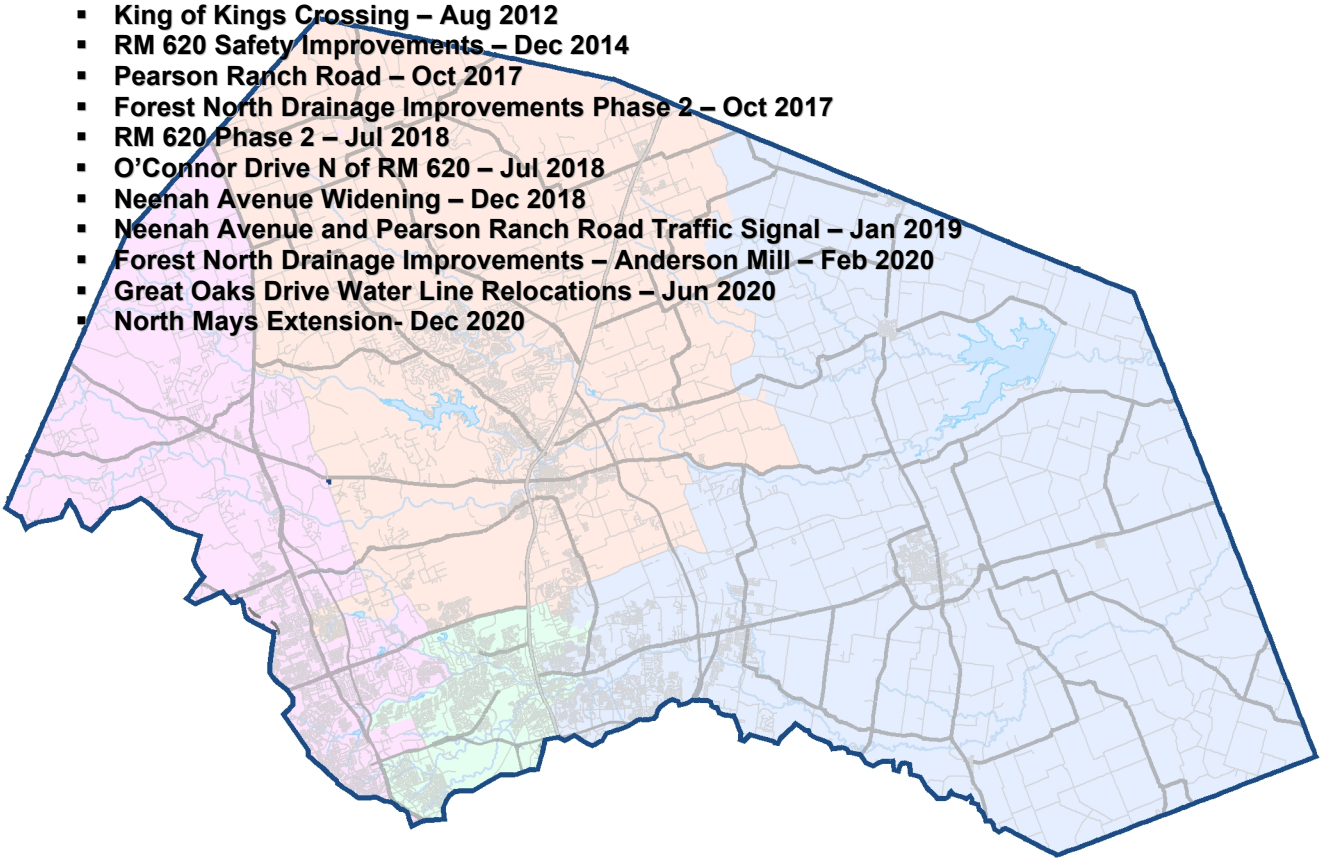
CONSTRUCTION SUBSTANTIALLY COMPLETE/OPEN TO TRAFFIC - AS OF JUNE 2021

Precinct 1

- **Pond Springs Road (signal) – Apr 2002**
- **McNeil Road, Phase 1 – Jan 2005**
- **McNeil Road, Phase 2 – Feb 2007**
- **RM 620, Phase 1 – Jan 2009**
- **Pond Springs Road – Sep 2010**
- **County Road 174 at Brushy Creek – Jun 2011**
- **O'Connor Drive Extension – Apr 2012**
- **King of Kings Crossing – Aug 2012**
- **RM 620 Safety Improvements – Dec 2014**
- **Pearson Ranch Road – Oct 2017**
- **Forest North Drainage Improvements Phase 2 – Oct 2017**
- **RM 620 Phase 2 – Jul 2018**
- **O'Connor Drive N of RM 620 – Jul 2018**
- **Neenah Avenue Widening – Dec 2018**
- **Neenah Avenue and Pearson Ranch Road Traffic Signal – Jan 2019**
- **Forest North Drainage Improvements – Anderson Mill – Feb 2020**
- **Great Oaks Drive Water Line Relocations – Jun 2020**
- **North Mays Extension- Dec 2020**



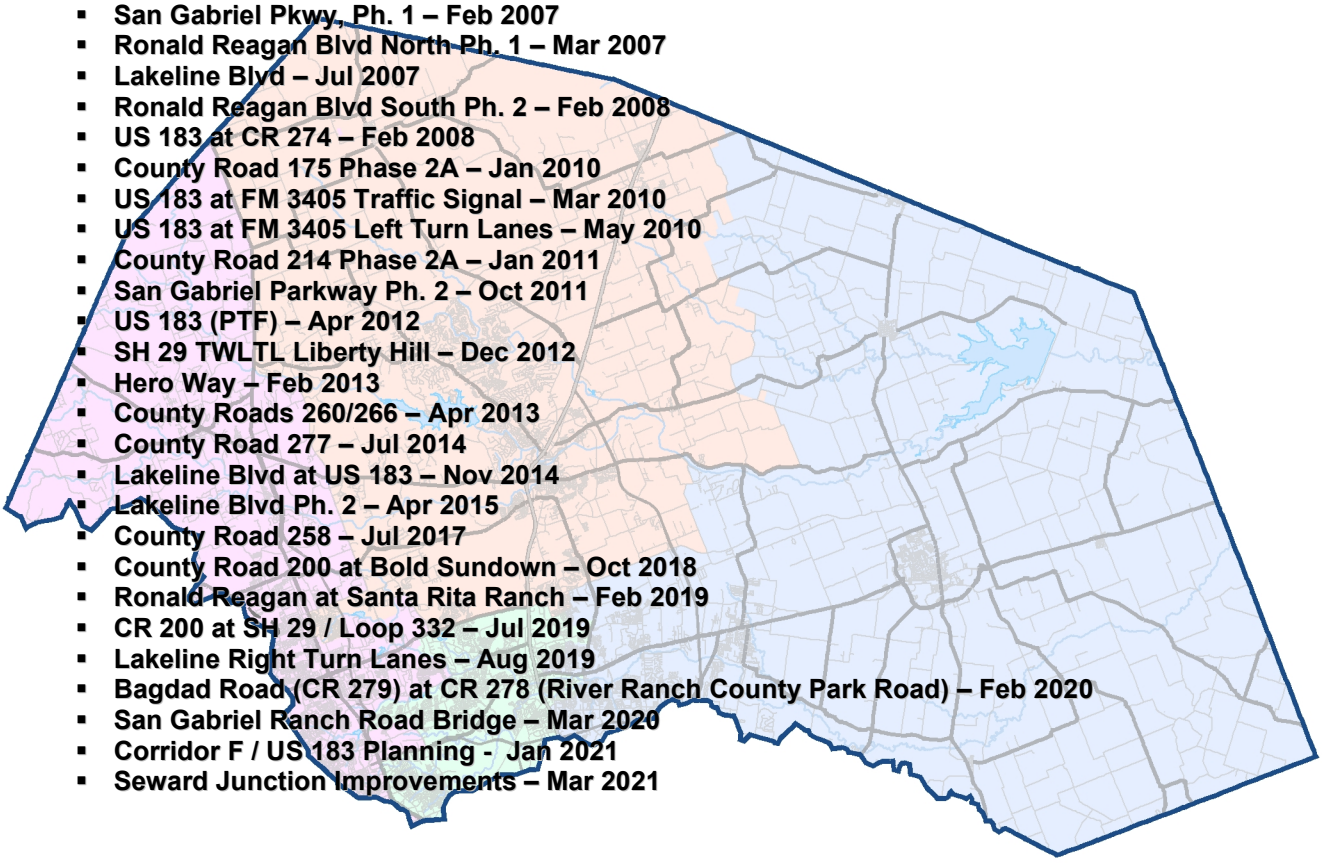
WILLIAMSON COUNTY
ROAD BOND PROGRAM

COMPLETED PROJECTS

CONSTRUCTION SUBSTANTIALLY COMPLETE/OPEN TO TRAFFIC - AS OF JUNE 2021

Precinct 2

- **RM 1869 at SH 29 (signal) – Aug 2002**
- **River Bend Oaks – Feb 2003**
- **County Road 175 – Jun 2003**
- **County Road 200 – Sep 2003**
- **Ronald Reagan Blvd, South Ph. 1 – Dec 2004**
- **County Road 214 – Feb 2005**
- **County Road 258 – Sep 2006**
- **San Gabriel Pkwy, Ph. 1 – Feb 2007**
- **Ronald Reagan Blvd North Ph. 1 – Mar 2007**
- **Lakeline Blvd – Jul 2007**
- **Ronald Reagan Blvd South Ph. 2 – Feb 2008**
- **US 183 at CR 274 – Feb 2008**
- **County Road 175 Phase 2A – Jan 2010**
- **US 183 at FM 3405 Traffic Signal – Mar 2010**
- **US 183 at FM 3405 Left Turn Lanes – May 2010**
- **County Road 214 Phase 2A – Jan 2011**
- **San Gabriel Parkway Ph. 2 – Oct 2011**
- **US 183 (PTF) – Apr 2012**
- **SH 29 TWLTL Liberty Hill – Dec 2012**
- **Hero Way – Feb 2013**
- **County Roads 260/266 – Apr 2013**
- **County Road 277 – Jul 2014**
- **Lakeline Blvd at US 183 – Nov 2014**
- **Lakeline Blvd Ph. 2 – Apr 2015**
- **County Road 258 – Jul 2017**
- **County Road 200 at Bold Sundown – Oct 2018**
- **Ronald Reagan at Santa Rita Ranch – Feb 2019**
- **CR 200 at SH 29 / Loop 332 – Jul 2019**
- **Lakeline Right Turn Lanes – Aug 2019**
- **Bagdad Road (CR 279) at CR 278 (River Ranch County Park Road) – Feb 2020**
- **San Gabriel Ranch Road Bridge – Mar 2020**
- **Corridor F / US 183 Planning - Jan 2021**
- **Seward Junction Improvements – Mar 2021**



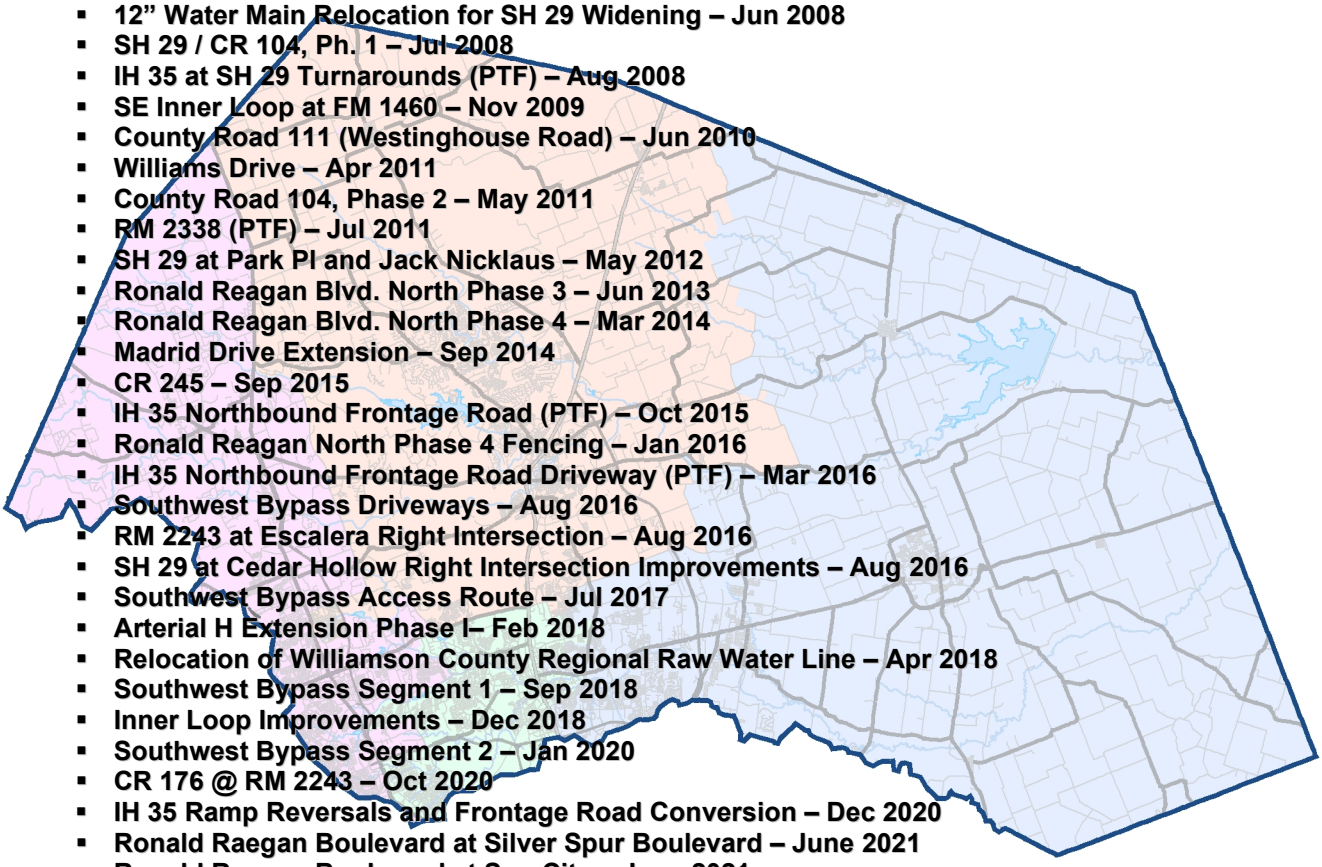
WILLIAMSON COUNTY
ROAD BOND PROGRAM

COMPLETED PROJECTS

CONSTRUCTION SUBSTANTIALLY COMPLETE/OPEN TO TRAFFIC - AS OF JUNE 2021

Precinct 3

- **Cedar Hollow at SH 29 (signal) – Aug 2002**
- **Georgetown Inner Loop Project 2 – Aug 2003**
- **Georgetown Inner Loop Project 1 – Jun 2004**
- **Georgetown Inner Loop East Extension – Sep 2004**
- **County Road 152 Bridge Replacement – Sep 2004**
- **Inner Loop East (CR 151 to Bus 35) – Oct 2005**
- **Ronald Reagan Blvd North, Ph. 2 – May 2008**
- **12" Water Main Relocation for SH 29 Widening – Jun 2008**
- **SH 29 / CR 104, Ph. 1 – Jul 2008**
- **IH 35 at SH 29 Turnarounds (PTF) – Aug 2008**
- **SE Inner Loop at FM 1460 – Nov 2009**
- **County Road 111 (Westinghouse Road) – Jun 2010**
- **Williams Drive – Apr 2011**
- **County Road 104, Phase 2 – May 2011**
- **RM 2338 (PTF) – Jul 2011**
- **SH 29 at Park Pl and Jack Nicklaus – May 2012**
- **Ronald Reagan Blvd. North Phase 3 – Jun 2013**
- **Ronald Reagan Blvd. North Phase 4 – Mar 2014**
- **Madrid Drive Extension – Sep 2014**
- **CR 245 – Sep 2015**
- **IH 35 Northbound Frontage Road (PTF) – Oct 2015**
- **Ronald Reagan North Phase 4 Fencing – Jan 2016**
- **IH 35 Northbound Frontage Road Driveway (PTF) – Mar 2016**
- **Southwest Bypass Driveways – Aug 2016**
- **RM 2243 at Escalera Right Intersection – Aug 2016**
- **SH 29 at Cedar Hollow Right Intersection Improvements – Aug 2016**
- **Southwest Bypass Access Route – Jul 2017**
- **Arterial H Extension Phase I– Feb 2018**
- **Relocation of Williamson County Regional Raw Water Line – Apr 2018**
- **Southwest Bypass Segment 1 – Sep 2018**
- **Inner Loop Improvements – Dec 2018**
- **Southwest Bypass Segment 2 – Jan 2020**
- **CR 176 @ RM 2243 – Oct 2020**
- **IH 35 Ramp Reversals and Frontage Road Conversion – Dec 2020**
- **Ronald Raegan Boulevard at Silver Spur Boulevard – June 2021**
- **Ronald Raegan Boulevard at Sun City – June 2021**



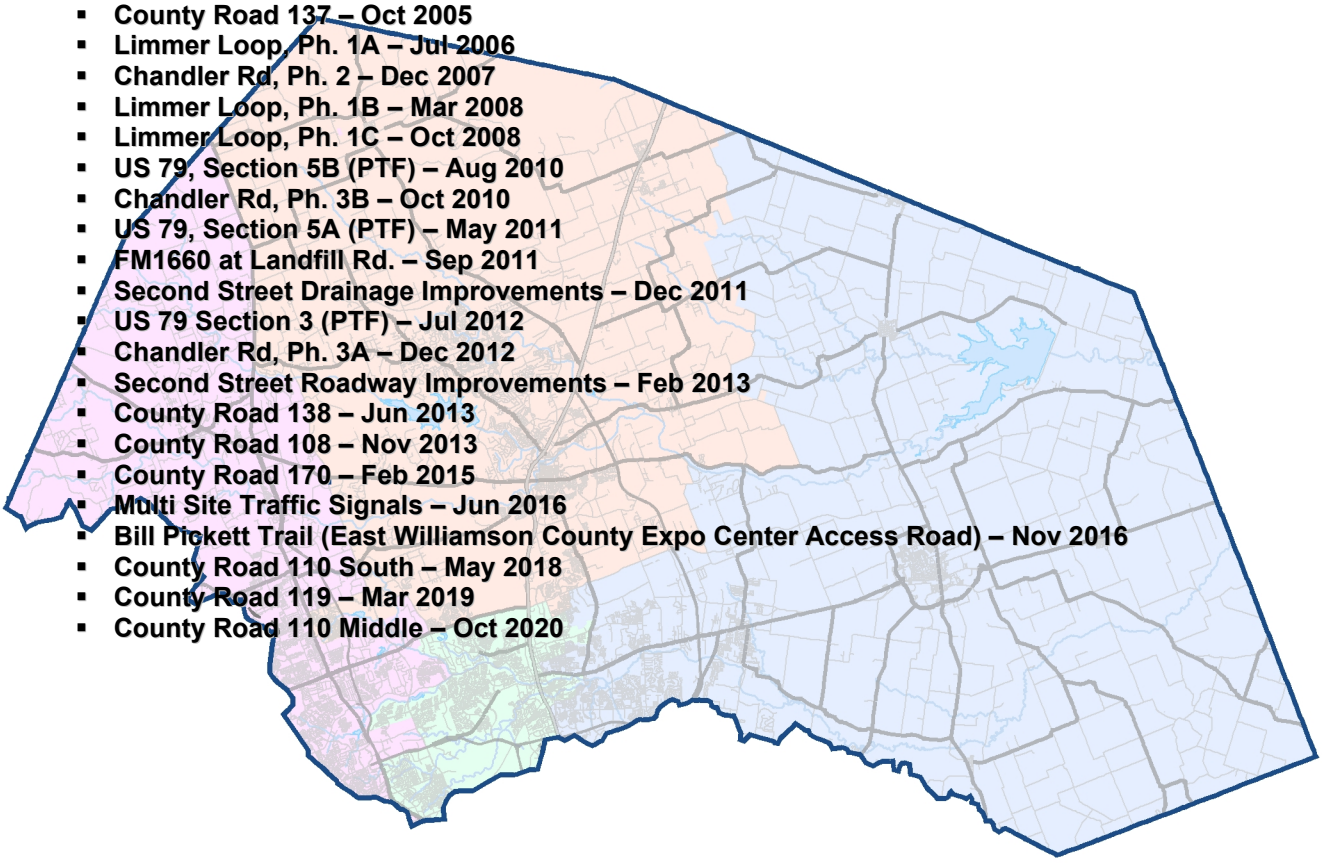
WILLIAMSON COUNTY
ROAD BOND PROGRAM

COMPLETED PROJECTS

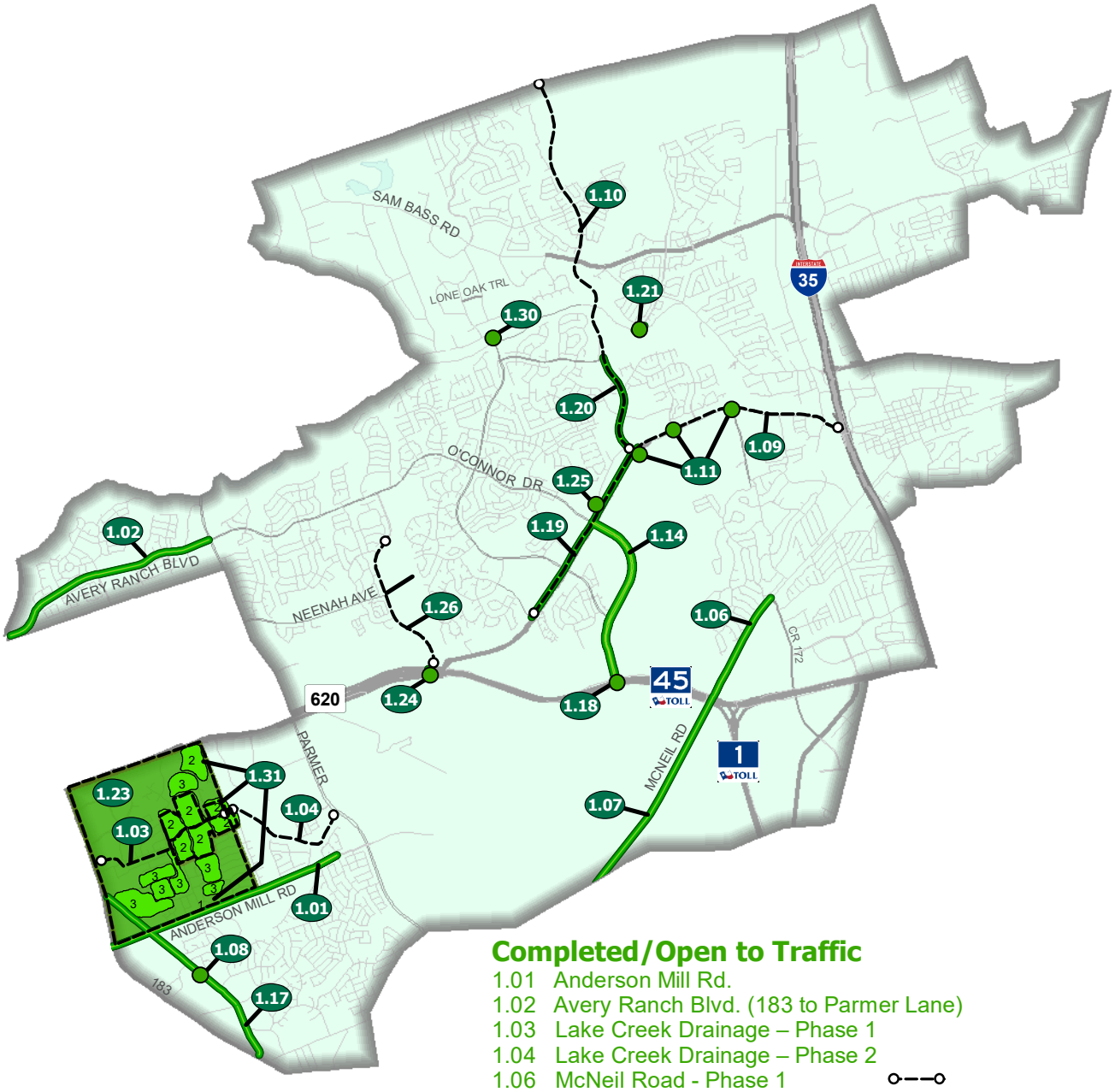
CONSTRUCTION SUBSTANTIALLY COMPLETE/OPEN TO TRAFFIC - AS OF JUNE 2021

Precinct 4

- **Bridge Replacements (CR 390, 406 & 427) – Nov 2002**
- **County Road 368 and 369 – Nov 2002**
- **County Road 412 – Aug 2003**
- **County Road 300 and 301 – Dec 2003**
- **County Road 424 Bridge Replacement – Jan 2004**
- **Chandler Rd. Extension, Ph. 1 – Mar 2005**
- **County Road 112, Ph. 1 – Aug 2005**
- **County Road 137 – Oct 2005**
- **Limmer Loop, Ph. 1A – Jul 2006**
- **Chandler Rd, Ph. 2 – Dec 2007**
- **Limmer Loop, Ph. 1B – Mar 2008**
- **Limmer Loop, Ph. 1C – Oct 2008**
- **US 79, Section 5B (PTF) – Aug 2010**
- **Chandler Rd, Ph. 3B – Oct 2010**
- **US 79, Section 5A (PTF) – May 2011**
- **FM1660 at Landfill Rd. – Sep 2011**
- **Second Street Drainage Improvements – Dec 2011**
- **US 79 Section 3 (PTF) – Jul 2012**
- **Chandler Rd, Ph. 3A – Dec 2012**
- **Second Street Roadway Improvements – Feb 2013**
- **County Road 138 – Jun 2013**
- **County Road 108 – Nov 2013**
- **County Road 170 – Feb 2015**
- **Multi Site Traffic Signals – Jun 2016**
- **Bill Pickett Trail (East Williamson County Expo Center Access Road) – Nov 2016**
- **County Road 110 South – May 2018**
- **County Road 119 – Mar 2019**
- **County Road 110 Middle – Oct 2020**



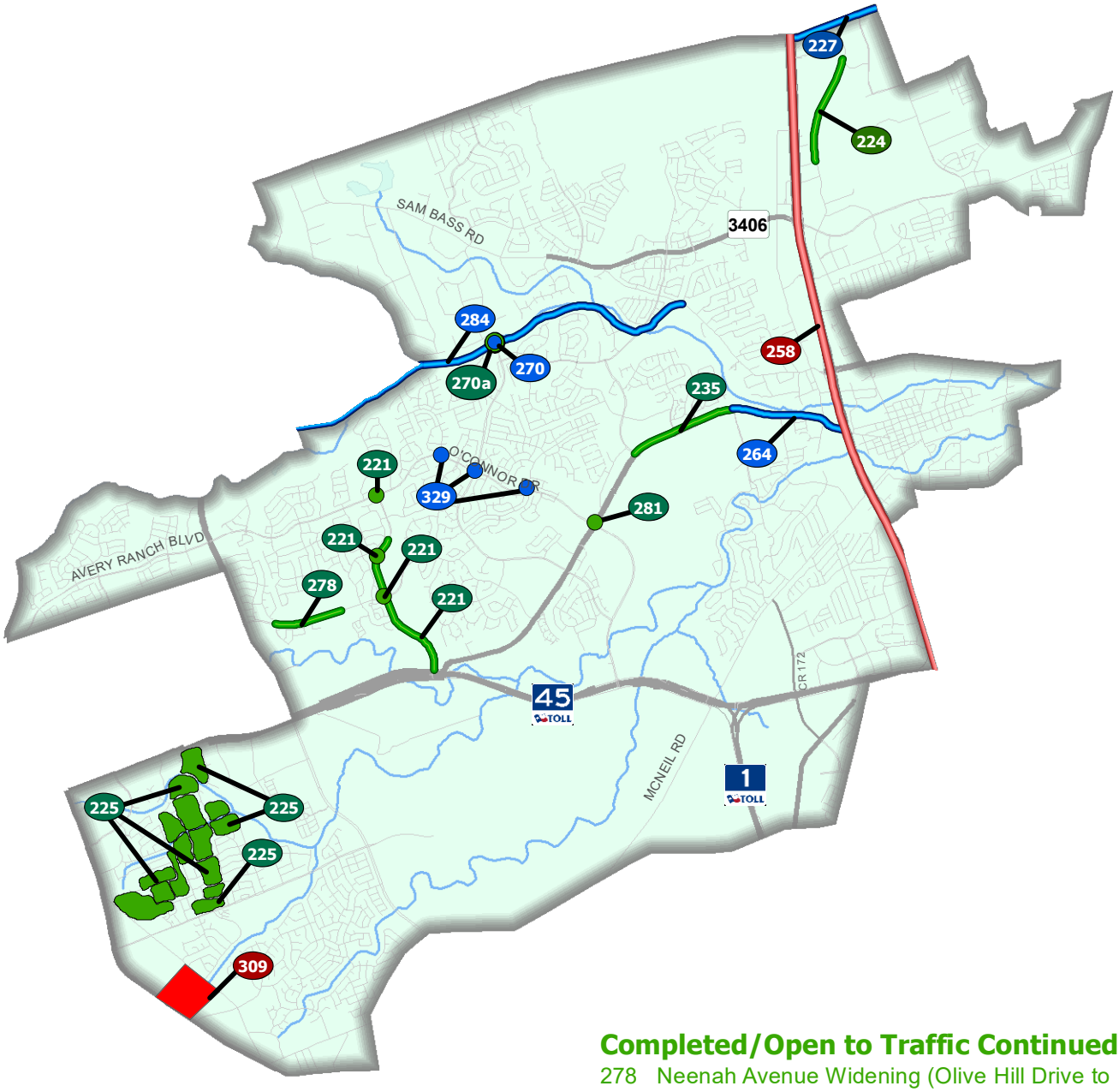
2006 Road Bond Program Projects
Precinct 1 - Commissioner Cook



Completed/Open to Traffic

1.01 Anderson Mill Rd.
1.02 Avery Ranch Blvd. (183 to Parmer Lane)
1.03 Lake Creek Drainage – Phase 1
1.04 Lake Creek Drainage – Phase 2
1.06 McNeil Road - Phase 1
1.07 McNeil Road - Phase 2
1.08 Pond Springs at Turtle Rock Signal
1.09 RM 620 Feasibility Study
1.10 Wyoming Springs North Study
1.11 RM 620 Interim Improvements – Phase 1
1.14 O'Connor Extension
1.17 Pond Springs Road
1.18 O'Connor Overpass at SH 45
1.19 RM 620 (Cornerwood Dr. to Wyoming Springs)
1.20 Wyoming Springs (620 to Brightwater Blvd.)
1.21 CR 174 (Hairy Man Rd.) Bridge Rail Rehab
1.23 Forest North Drainage Study - Phase 1
1.25 King of Kings Crossing
1.26 Pearson Ranch Road (Design)
1.24 Pearson Ranch Underpass at SH 45/ RM 620
1.30 Great Oaks at Brushy Creek (design)
1.31 Forest North Drainage Improvements - Phase 2 (design)
1.31 Forest North Drainage Improvements - Phase 3 (design)

2013 Road Bond Program Projects
Precinct 1 - Commissioner Cook



Completed/Open to Traffic

221 Pearson Ranch Road
221 Pearson Ranch Road at Avery Ranch Boulevard Traffic Signal
221 Pearson Ranch Road and Iveans Way Pedestrian Crossing
221 Neenah Avenue and Pearson Ranch Road Traffic Signal
224 North Mays Street Extension (Paloma Drive to Oakmont Drive)
225 Forest North Drainage Improvements Phase 2
225 Forest North Drainage Improvements Phase 3 (Design)
225 Forest North Drainage Improvements Anderson Mill Zone
235 RM 620 Phase 2 (Wyoming Springs to Deep Wood Drive)
270a Great Oaks Drive Waterline Relocations

Completed/Open to Traffic Continued.

278 Neenah Avenue Widening (Olive Hill Drive to 0.5 miles east of Olive Hill Drive)
281 O'Connor Drive North of RM 620

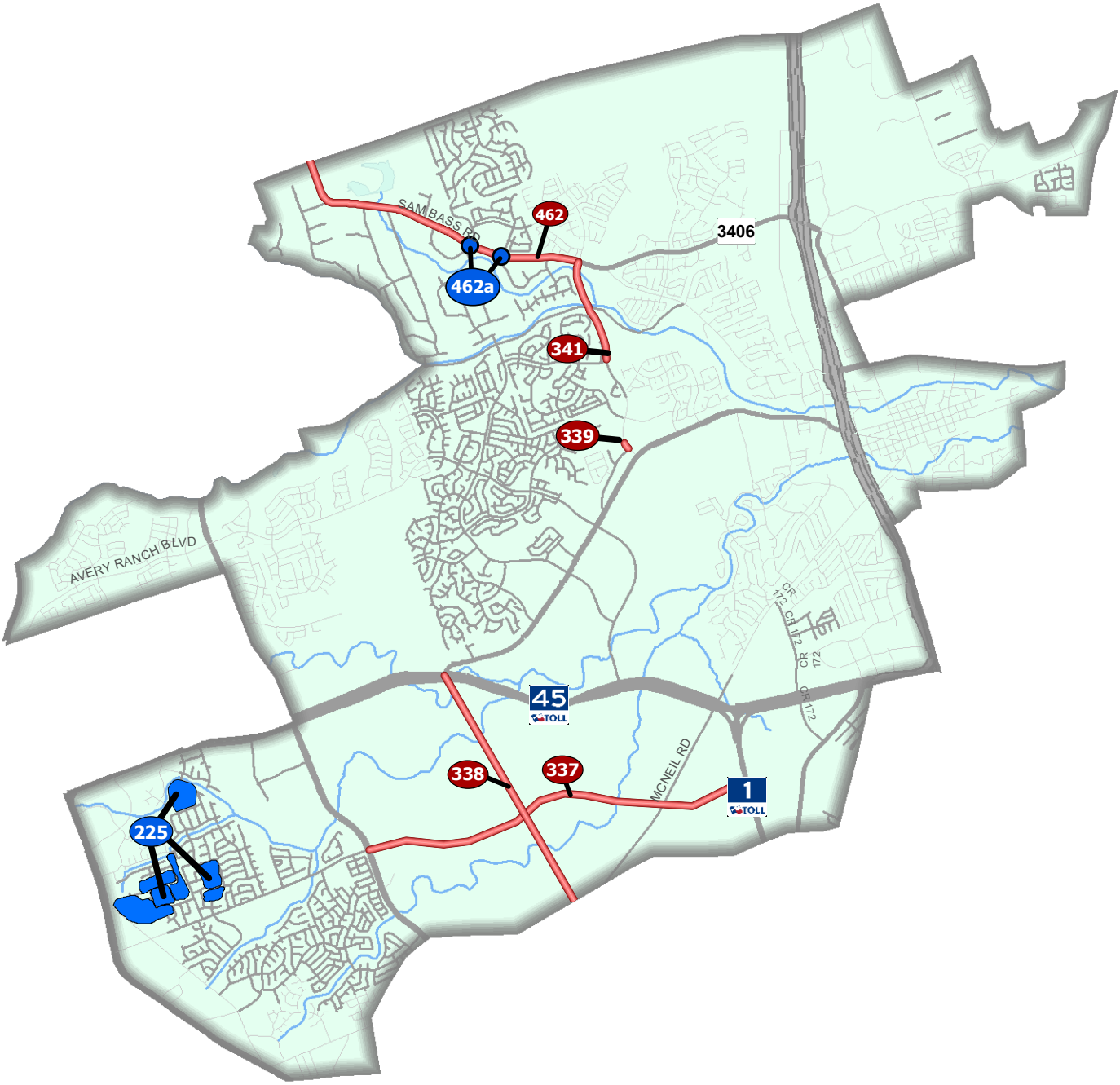
Under Construction/Bidding

227 University Boulevard Widening (IH 35 to Sunrise Road)
264 RM 620 at Railroad / Chisholm Trail (IH 35 Frontage Road to Deep Wood Drive)
270 Great Oaks Drive Bridge at Brushy Creek
284 Hairy Man Road/Brushy Creek Road Safety Improvements (Brushy Bend to Sam Bass Road)
329 O'Connor Drive Traffic Signals (Morgan Hill, Great Oaks and Liberty Walk Intersections)

In Design

258 IH 35 Corridor Operational Analysis (SH 45 to RM 1431)
309 Pond Springs Road Area Drainage Improvements (Pond Springs Road to US 183)

2019 Road Bond Program Projects
Precinct 1 - Commissioner Cook



Under Construction/Bidding

225 Forest North Drainage Improvements Phase 3
462a Corridor H/Sam Bass Road Interim Traffic Signals

In Design

337 Anderson Mill Road (FM734-Loop1)
338 RM 620/SH 45 intersection to McNeil Road
339 Wyoming Springs Intersection Improvements (At Smyers Lane)
341 Wyoming Springs Extension (Brightwater Boulevard/Creek Bend to Sam Bass Road)
462 Corridor H/Sam Bass Road (RM 1431 to Wyoming Springs Drive)

North Mays Street Extension Phase 1 (Paloma Drive to Oakmont Drive)
Project No. 1810-265 Original Contract Price = $10,775,835.75

Letting	Award	Notice To Proceed	Begin Work	Substantial Completion	Work Accepted		Total Bid Days	Days Added	Total Days
11/14/2018	12/4/2018	1/18/2019	1/28/2019	12/16/2020			410	279	689

Invoice Number	Beginning Date	Ending Date	Days Charged	Current Invoice	Invoice Total	Current Retainage	Total Retainage	% ($) Used	% Time Used
1	1/28/2019	1/31/2019	4	$523,139.40	$523,139.40	$58,126.60	$58,126.60	5	1
2	2/1/2019	2/28/2019	28	$2,584.80	$525,724.20	$287.20	$58,413.80	5	5
3	3/1/2019	4/30/2019	61	$102,281.40	$628,005.60	$11,364.60	$69,778.40	6	13
4	5/1/2019	5/31/2019	31	$593,318.74	$1,221,324.34	$65,924.30	$135,702.70	12	18
5	6/1/2019	6/30/2019	30	$188,661.93	$1,409,986.27	$20,962.44	$156,665.14	14	22
6	7/1/2019	7/31/2019	31	$590,007.31	$1,999,993.58	$65,556.37	$222,221.51	19	27
7	8/1/2019	8/31/2019	31	$628,396.35	$2,628,389.93	$69,821.82	$292,043.33	26	31
8	9/1/2019	9/30/2019	30	$2,393,911.61	$5,022,301.54	$265,990.17	$558,033.50	49	36
9	10/1/2019	10/31/2019	31	$724,961.48	$5,747,263.02	$80,551.28	$638,584.78	56	40
10	11/1/2019	11/30/2019	30	$378,890.89	$6,126,153.91	$42,098.99	$680,683.77	59	45
11	12/1/2019	12/31/2019	31	$341,316.16	$6,467,470.07	$37,924.02	$718,607.79	63	49
12	1/1/2020	1/31/2020	31	$258,548.22	$6,726,018.29	$28,727.58	$747,335.37	65	54
13	2/1/2020	2/29/2020	29	$191,886.33	$6,917,904.62	$21,320.70	$768,656.07	67	58
14	3/1/2020	3/31/2020	31	$176,371.44	$7,094,276.06	$19,596.83	$788,252.90	69	62
15	4/1/2020	4/30/2020	30	$395,476.16	$7,489,752.22	$43,941.79	$832,194.69	73	67
16	5/1/2020	5/31/2020	31	$277,797.27	$7,767,549.49	$30,866.36	$863,061.05	75	71
17	6/1/2020	6/30/2020	30	$385,340.38	$8,152,889.87	$42,815.60	$905,876.65	79	75
18	7/1/2020	7/31/2020	31	$418,604.43	$8,571,494.30	$46,511.61	$952,388.26	83	80
19	8/1/2020	8/31/2020	31	$202,731.51	$8,774,225.81	$22,525.72	$974,913.98	85	84
20	9/1/2020	9/30/2020	30	$117,670.32	$8,891,896.13	$13,074.48	$987,988.46	86	89
21	10/1/2020	10/31/2020	31	$305,827.52	$9,197,723.65	$33,980.83	$1,021,969.29	89	93
22	11/1/2020	11/30/2020	30	$190,635.28	$9,388,358.93	$21,181.70	$1,043,150.99	91	98
23	12/1/2020	12/31/2020	16	$338,985.41	$9,727,344.34	$37,665.05	$1,080,816.04	94	100
24	1/1/2021	2/28/2021	0	$165,603.43	$9,892,947.77	$18,400.38	$1,099,216.42	96	100
25	3/1/2021	5/31/2021	0	$1,535,933.64	$11,428,881.41	-$1,099,216.42	$0.00	100	100

5/13/2021 Comments - Awaiting grass growth.
1/28/2021 Comments - Substantial Completion was achieved on December 16, 2020.

Change Order Number	Approved	Cost This CO	Total COs
01	5/5/2020	$0.00	$0.00

4B: Third Party Accommodation. Third party requested work. This Change Order modifies the contract to require that Chandler Creek, LP, a Delaware limited partnership (collectively referred to as "Seller") be an additional insured to Capital Excavation's (Contractor) commercial general liability (CGL) insurance policy and to their commercial auto liability (Auto Liability) insurance policy. Adding the Seller to the Contractor's insurance was in the terms and conditions of the Real Estate Contract between the Chandler Creek, LP and Williamson County. The Real Estate Contract was finalized after the plans were completed.

Change Order Number	Approved	Cost This CO	Total COs
02	5/5/2020	$24,898.11	$ 24,898.11

3F: County Convenience. Additional work desired by the County. This Change Order compensates the Contractor for modifications to Driveway #1 that include raising the elevation of the driveway to match the current driveway, improving the driveway by adding 6" of flex base to the pavement section, and using higher strength concrete. The driveway elevation was maintained to minimize the impact of flooding on the driveway access. The improvements were necessary due to the high volume of heavy truck and trailer traffic that uses the driveway.

Change Order Number	Approved	Cost This CO	Total COs
03	10/6/2020	$67,872.45	$ 92,770.56

3F: County Convenience. Additional work desired by the County. This Change Order compensates the Contractor for adding electronic portable changeable message boards to provide advance notification of the closure of North Mays, from Jeffery Way to Paloma Drive. The Change Order also adds compensation for the removal of the City of Round Rock Public Safety Training Center sign. Electrical ground boxes and installation of illumination on the Chandler Branch bridge will be added at the request of Oncor.

Change Order Number	Approved	Cost This CO	Total COs
04	10/6/2020	$21,002.40	$ 113,772.96

1A: Design Error or Omission. Incorrect PS&E. This Change Order adds a 24” encasement to the relocation of the new City of Round Rock 12” Water Line A that crosses the roadway at the north end of the project. The installation of the water line was included in the plans, but the encasement was not. The encasement is required to protect the water line under the roadway.

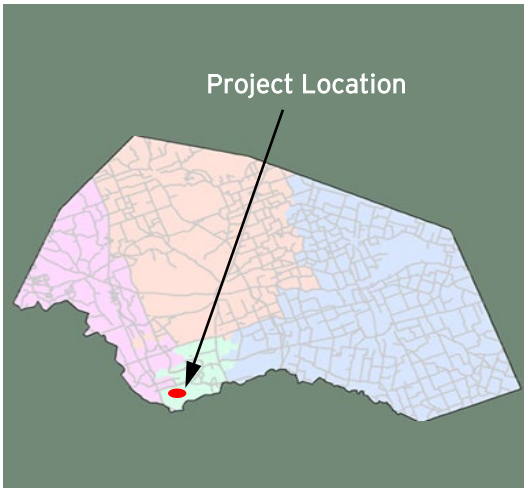
Change Order Number	Approved	Cost This CO	Total COs
05	2/23/2021	$194,528.81	$ 308,301.77

2G: Unadjusted utility (unforeseeable). This Change Order adds various changes to the project, including the additional cost of hauling embankment material due to delays in the relocation of existing utilities. 3F: Additional work desired by the County. Pay items were added for electronic changeable message boards that have been used during road closures at the south end of the project, a driveway on North Mays Street north of the City of Round Rock Public Safety Training Center, and traffic control devices that were added at the northbound lane drop transition at the north end of the project. 2E: Differing Site Conditions (unforeseeable). This Change Order also includes adjustment of existing water valve risers, a manhole in the North Mays Street and Paloma Drive intersection, and a wall along the sidewalk in front of the City of Round Rock Public Safety Training Center.

Change Order Number	Approved	Cost This CO	Total COs
6	3/23/2021	$364,733.96	$ 673,035.73

6C: Untimely ROW/Utilities. Utilities not clear. This Change Order adds a pay item to compensate the Contractor for extended project overhead costs caused by delays to the utility relocation.

Adjusted Price = $11,448,871.48



Forest North Phase 3
(Residential Drainage of the Forest North subdivision)

Project Length: Residential Neighborhood
Roadway Classification: Drainage Improvements

Project Schedule: June 2020 - February 2022
Estimated Construction Cost: $4.9 Million

JUNE 2021 IN REVIEW

06/04/2021: DeNucci Constructors continued working on the storm sewer line on Newberry Drive in the Woodvale Zone.

06/11/2021: Denucci Constructors continued to install storm sewer pipe on Newberry Drive in the Woodvale Zone and also started laying storm sewer pipe on Parkland Drive in the Newberry Zone.

06/18/2021: Denucci Constructors installed stormsewer pipe on Parkland Drive in the Newberry Zone. DeNucci continued installing stormsewer pipe on Newberry Drive in the Woodvale Zone. A small cavity was discovered on 6/16/2021 in front of 9502 Newberry Drive. The Williamson County environmental consultant was notified and performed an investigation.

06/25/2021: DeNucci contractors continued installing storm sewer pipe on Newberry Drive in the Woodvale Zone. The cavity was discovered on 6/16/2021 in front of 9502 Newberry Drive was scheduled to be filled with flowable backfill material as per the closure plan. Grading and spreading of topsoil continued in channel SD1-1 in the Shady Oaks Zone.

Design Engineer: K. Friese & Associates
Contractor: DeNucci Constructors
Construction Observation:
Bruce Thurin, HNTB

Williamson County
Road Bond Program

HNTB

Forest North Phase 3
Project No. 3866

Original Contract Price = $4,793,058.15

Letting	Award	Notice To Proceed	Begin Work	Substantial Completion	Work Accepted	Total Bid Days	Days Added	Total Days
4/23/2020	5/5/2020	6/1/2020	6/11/2020			600	2	602

Invoice Number	Beginning Date	Ending Date	Days Charged	Current Invoice	Invoice Total	Current Retainage	Total Retainage	% ($) Used	% Time Used
1	6/11/2020	6/30/2020	20	$162,371.70	$162,371.70	$18,041.30	$18,041.30	4	3
2	7/1/2020	7/31/2020	31	$312,289.20	$474,660.90	$34,698.80	$52,740.10	11	8
3	8/1/2020	8/31/2020	31	$290,125.80	$764,786.70	$32,236.20	$84,976.30	17	14
4	9/1/2020	9/30/2020	30	$287,032.05	$1,051,818.75	$31,892.45	$116,868.75	24	19
5	10/1/2020	10/31/2020	31	$468,464.76	$1,520,283.51	$52,051.64	$168,920.39	35	24
6	11/1/2020	11/30/2020	30	$206,112.42	$1,726,395.93	$22,901.38	$191,821.77	39	29
7	12/1/2020	12/31/2020	31	$311,530.68	$2,037,926.61	$34,614.52	$226,436.29	46	34
8	1/1/2021	1/31/2021	31	$169,934.92	$2,207,861.53	$18,881.66	$245,317.95	50	39
9	2/1/2021	2/28/2021	28	$206,865.00	$2,414,726.53	$22,985.00	$268,302.95	55	44
10	3/1/2021	3/31/2021	31	$214,908.30	$2,629,634.83	$23,878.70	$292,181.65	60	49
11	4/1/2021	4/30/2021	30	$109,026.67	$2,738,661.50	$12,114.07	$304,295.72	62	54
12	5/1/2021	5/31/2021	31	$51,380.93	$2,790,042.43	$5,708.99	$310,004.71	64	59
13	6/1/2021	6/30/2021	30	$132,931.80	$2,922,974.23	$324,774.91	$634,779.62	72.9	64

7/3/2020 Comments - The Notice to Proceed was issued 6/1/20 with Time Charges beginning on 6/11/20.

Change Order Number	Approved	Cost This CO	Total COs
01	10/6/2020	$22,353.00	$ 22,353.00

2E: Differing Site Conditions(unforeseeable). Miscellaneous difference in site conditions (unforeseeable). This Change Order makes various changes to the City of Austin (COA) water line layout on Perthshire Street and Broadmeade Avenue in the Braes Valley Zone. 4B: Third Party Accommodation. Third Party requesed work. The cost of this change order is being paid for by the City of Austin and they have reviewed and approved this revision and additional cost.

Change Order Number	Approved	Cost This CO	Total COs
02	10/6/2020	$5,017.92	$ 27,370.92

3F: County Convenience. Additional work desired by the County. This Change Order modifies the grate elevation of an existing drop inlet and regrades the ditches to improve drainage at 9615 Moorberry Street. The drop inlet was installed in a previous Forest North drainage improvement project.

Change Order Number	Approved	Cost This CO	Total COs
3	1/12/2021	$ 27,841.45	$ 55,212.37

4B: Third Party Accommodation. Third party requested work. This Change Order adds a new item to pay the Contractor for additional potholing needed to locate City of Austin (COA) water lines and services in locations not called for in the plans and outside the normal bid item subsidiary potholing. This Change Order also adds a new item to pay the Contractor to remove and replace mailboxes that are in conflict with COA water line relocations. The City of Austin has agreed to pay the additional costs associated with these items.

Change Order Number	Approved	Cost This CO	Total COs
4	1/12/2021	$ 2,215.00	$ 57,427.37

2E: Differeing Site Conditions (unforeseeable). Miscellaneous difference in site conditions (unforeseeable). This Change Order adds two new items to pay the Contractor to replace a driveway and pipe end treatments located at the intersection of Wisterwood and Broadmeade in the Braes Valley Zone that were impacted by the installation of the City of Austin 12" water line, per Change Order 1. The City of Austin has agreed to pay the additional cost associated with these items.

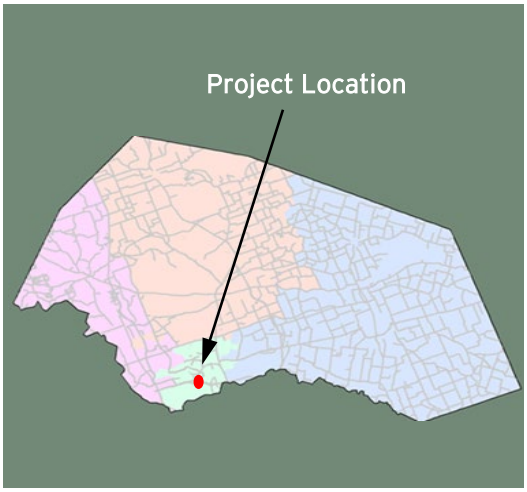
Change Order Number	Approved	Cost This CO	Total COs
5	1/12/2021	$ 5,117.00	$ 62,544.37

1A: Design Error or Omission. Incorrect PS&E. This Change Order adds two new items for wood fence gates that were not included in the original plans. Wood fence is shown to be removed and replaced but no items were established to replace wood fence gates encountered within the fence removal areas. 2E: Differing Site Conditions (unforeseeable). Miscellaneous difference in site condtions (unforeseeable). This Change Order also adds an item to compensate the Contractor for the cost to relocate a copper water service line on the private side of the water line service at 13013 Stillforest Street. The existing copper water service line is required to be moved because it is in conflict with proposed storm sewer installation. The County is paying the cost of this Change Order.

Change Order Number	Approved	Cost This CO	Total COs
6	3/16/2021	$ 25,200.00	$ 87,744.37

1A: Design Error or Omission. Incorrect PS&E. This Change Order adds an item to pay for 24" RCP 6:1 safety end treatments (SET's). Plan sheet 120 of 201 (SB7 of SB10) calls for the 24" RCP on Chester Forest Street to have 6:1 SET's but no pay items were created to pay for this item on the bid forms.

Adjusted Price = $4,880,802.52



O'Connor Traffic Signals
(Morgan Hill, Great Oaks, and Liberty Walk Intersections)

Project Length: .4 miles
Roadway Classification: Residential Intersections

Project Schedule: October 2019 - September 2021
Estimated Construction Cost: $0.9 Million

JUNE 2021 IN REVIEW

06/04/2021: Champion Infrastructure installed mast arms at Morgan Hill Trail, Liberty Walk Drive, and Great Oaks. Work was limited due to wet weather.

06/11/2021: Champion Infrastructure continued pulling wires and hanging various signs at the Liberty Walk Drive intersection signal. Champion also graded topsoil and performed clean-up around ground boxes at all three intersections.

06/18/2021: Champion Infrastructure installed camera assemblies and vehicle detection sensors at all three intersections. The contractor also poured three pedestrian ramp landings at the Liberty Walk intersection and two at the Great Oaks intersection.

06/25/2021: Champion Infrastructure continued installing the pedestrian signal heads at all three intersections. The Contractor also graded topsoil around concrete pedestrian landings at the Liberty Walk intersection. Williamson County installed an additional temporary stop sign in the westbound O'Connor median and additional stop ahead signs in all directions at the Liberty Walk intersection.

Design Engineer: Kimley-Horn
Contractor: Champion Infrastructure
Construction Observation:
Tracy Cooper, HNTB

Williamson County
Road Bond Program

HNTB

O'Connor Traffic Signals
Project No. 1907-333

Original Contract Price = $853,503.50

Letting	Award	Notice To Proceed	Begin Work	Substantial Completion	Work Accepted	Total Bid Days	Days Added	Total Days
8/20/2019	9/17/2020	10/3/2019	6/8/2020			210	0	210

Invoice Number	Beginning Date	Ending Date	Days Charged	Current Invoice	Invoice Total	Current Retainage	Total Retainage	% ($) Used	% Time Used
1	6/8/2020	6/30/2020	23	$91,850.40	$91,850.40	$10,205.60	$10,205.60	10	11
2	7/1/2020	7/31/2020	31	$56,002.50	$147,852.90	$6,222.50	$16,428.10	17	26
3	8/1/2020	8/31/2020	31	$80,984.74	$228,837.64	$8,998.30	$25,426.40	26	40
4	9/1/2020	9/30/2020	30	$41,649.50	$270,487.14	$4,627.73	$30,054.13	31	55
5	10/1/2020	10/31/2020	31	$78,278.28	$348,765.42	$8,697.58	$38,751.71	39	70
6	11/1/2020	11/30/2020	30	$24,011.05	$372,776.47	$2,667.90	$41,419.61	42	84
7	12/1/2020	12/31/2020	31	$68,702.27	$441,478.74	$7,633.58	$49,053.19	50	99
8	1/1/2021	1/31/2021	31	$23,573.00	$465,051.74	$2,619.23	$51,672.42	52	113
9	2/1/2021	2/28/2021	28	$45,381.37	$510,433.11	$5,042.37	$56,714.79	58	127
10	3/1/2021	3/31/2021	31	$40,240.96	$550,674.07	$4,471.22	$61,186.01	62	141
11	4/1/2021	4/30/2021	30	$80,966.81	$631,640.88	-$27,941.75	$33,244.26	68	156
12	5/1/2021	5/31/2021	31	$60,507.88	$692,148.76	$3,184.62	$36,428.88	74	170
13	6/1/2021	6/30/2021	30	$45,123.57	$737,272.33	$2,374.93	$38,803.81	79	185

7/6/2021 Comments - Waiting on delivery of controllers.
7/3/2020 Comments - The Notice to Proceed was issued 10/3/19 with time charges beginning on 6/8/20.

Change Order Number	Approved	Cost This CO	Total COs
01	9/29/2020	$19,683.04	$ 19,683.04

2E: Differing Site Conditions (unforeseeable). Miscellaneous difference in site conditions (unforeseeable). This Change Order adds a new item to compensate the Contractor for extra work to install conduit crossings via open-cut method and to repair storm sewer pipes that were damaged while attempting directional drilling. This Change Order also subtracts bid quantities for conduit items that will not be used at Liberty Walk intersection after switching to open-cut method.

Change Order Number	Approved	Cost This CO	Total COs
02	10/6/2020	$33,656.00	$ 53,339.04

2E: Differing Site Conditions (unforeseeable). Miscellaneous difference in site conditions (unforeseeable). This Change Order changes the method of construction from directional boring to open trenching for the installation of conduits under the existing roadway for the signals at the intersection of O'Connor Drive and Great Oaks Drive. This change in the method of construction was necessary due to the location of existing utilities within the right of way and in the roadway. To accommodate the open cut trench method, the designer changed the conduit from 2 - 3" and 1 - 2" conduits to 4 - 2" conduits. The conduit run equals approximately 300 feet and this change order adds an additional 2" run to the project, totalling 1200 linear feet. This Change Order also adds a new Force Account item to pay for off-duty police officers and vehicles for traffic control during open trenching operations at the Great Oaks and Morgan Hill intersections.

Change Order Number	Approved	Cost This CO	Total COs
3	2/9/2021	$ 77,716.34	131,055.38

2G: Differing Site Conditions (unforeseeable). Unadjusted utility (unforeseeable). This Change Order adds various changes to the project, including; additional cost to complete installation conduits at Liberty Walk and Morgan Hill intersections due to various utility conflicts, the additional cost to replace curb and gutter that was removed in order to install conduit crossings via “open-cut” method at all three intersections, and the additional cost of maintaining project perimeter signs and barricades due to a project delay caused by working around existing utilities. 4B: Third Party Accommodation. Third party requested work. This Change Order adds a pay item for the additional cost to relocate the controller pad at Liberty Walk intersection.

Adjusted Price = $984,558.88

Corridor H - Sam Bass Interim Traffic Signals
Project No. T1740

Original Contract Price = $319,866.00

Letting	Award	Notice To Proceed	Begin Work	Substantial Completion	Work Accepted	Total Bid Days	Days Added	Total Days
9/1/2020	9/29/2020	1/5/2021	1/19/2021			60	0	60

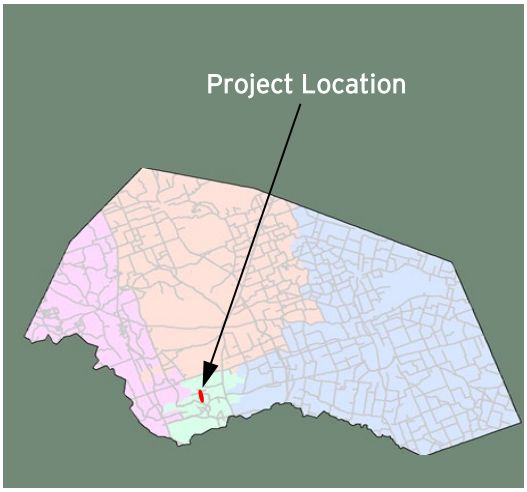
Invoice Number	Beginning Date	Ending Date	Days Charged	Current Invoice	Invoice Total	Current Retainage	Total Retainage	% ($) Used	% Time Used
1	12/1/2020	12/31/2020		$9,000.00	$9,000.00	$1,000.00	$1,000.00	3	0
2	1/19/2021	1/31/2021	13	$68,562.00	$77,562.00	$7,618.00	$8,618.00	25	22
3	2/1/2021	4/30/2021	89	$132,604.97	$210,166.97	$14,733.89	$23,351.89	67	170
4	5/1/2021	5/31/2021	31	$52,976.25	$263,143.22	$5,886.25	$29,238.14	84	222

1/28/2020 Comments - Notice to Proceed was issued on 1/5/21, with time charges beginning on 1/19/21.

Change Order Number	Approved	Cost This CO	Total COs
01	4/6/2021	28,476.86	28,476.86

1A. Design Error or Omission. Incorrect PS&E. This Change Order changes the timber poles on south side of the intersection of Great Oaks Drive and Sam Bass Road to steel poles because there is not enough right of way to install guy wire support for timber poles.
3F. County Convenience. Additional work desired by the County. This Change Order adds pedestrian signals to the existing cross walk and changes the locations of signal controller and electric service at the intersection of Great Oaks Drive and Sam Bass Road. This Change Order also adds a new item to trim the existing trees at the intersection of Walsh Ranch Boulevard and Sam Bass Road that are blocking signal heads and traffic detectors.

Adjusted Price = $348,342.86



Hairy Man Road / Brushy Creek Road Safety Improvements
(Brushy Bend to Sam Bass Road)

Project Length: 2.4 Miles
Roadway Classification: Major Collector

Project Schedule: February 2021 - December 2021
Estimated Construction Cost: $3.9 Million

JUNE 2021 IN REVIEW

06/04/2021: DeNucci Constructors completed the surface finish on the front face of the retaining wall on the westbound side of Brushy Creek Road. The Contractor began forming up and tying steel for the footing of the wing wall at Culvert 1. Also, formed up ribbon curb and curb and gutter at driveways 1, 3, 4, and 5.

06/11/2021: DeNucci Constructors excavated and placed the Type "B" asphalt widening at the retaining wall area on the westbound side of Brushy Creek Road. DeNucci poured the footings and wing walls at culverts 1 and 2. DeNucci also poured the ribbon curb and curb & gutter at driveways 1, 3, 4 and 5. Subcontractor

06/18/2021: DeNucci removed all trees between Great Oaks and Sam Bass Road. DeNucci began installing the 42" concrete pipe (RCP), 36" RCP, and the stormsewer manholes for the Creek Bend overpass on the westbound side of Hairy Man Road.

06/25/2021: DeNucci Constructors began excavating and placing the Type "B" asphalt for the pavement widening on the right side near Sam Bass Rd. DeNucci also began excavating and placing Type "B" asphalt for the pavement widening at the west end, near Great Oaks on the westbound hand side.

Design Engineer: Atkins
Contractor: DeNucci Constructors
Construction Observation:
Tracy Cooper, HNTB

Williamson County
Road Bond Program

HNTB

Hairy Man Rd. / Brushy Creek Rd. Improvements

Project No. T2232 Original Contract Price = $3,964,380.00

Letting	Award	Notice To Proceed	Begin Work	Substantial Completion	Work Accepted		Total Bid Days	Days Added	Total Days
11/18/2020	12/8/2020	2/8/2021	2/18/2021				309	0	309

Invoice Number	Beginning Date	Ending Date	Days Charged	Current Invoice	Invoice Total	Current Retainage	Total Retainage	% ($) Used	% Time Used
1	2/18/2021	2/28/2021	11	$113,634.00	$113,634.00	$12,626.00	$12,626.00	3	4
2	3/1/2021	3/31/2021	31	$304,968.46	$418,602.46	$33,885.38	$46,511.38	12	14
3	4/1/2021	4/30/2021	30	$164,520.90	$583,123.36	$18,280.10	$64,791.48	16	23
4	5/1/2021	5/31/2021	31	$129,207.51	$712,330.87	$14,356.39	$79,147.87	20	33
5	6/1/2021	6/30/2021	30	$509,352.28	$1,221,683.15	$135,742.57	$214,890.44	36	43

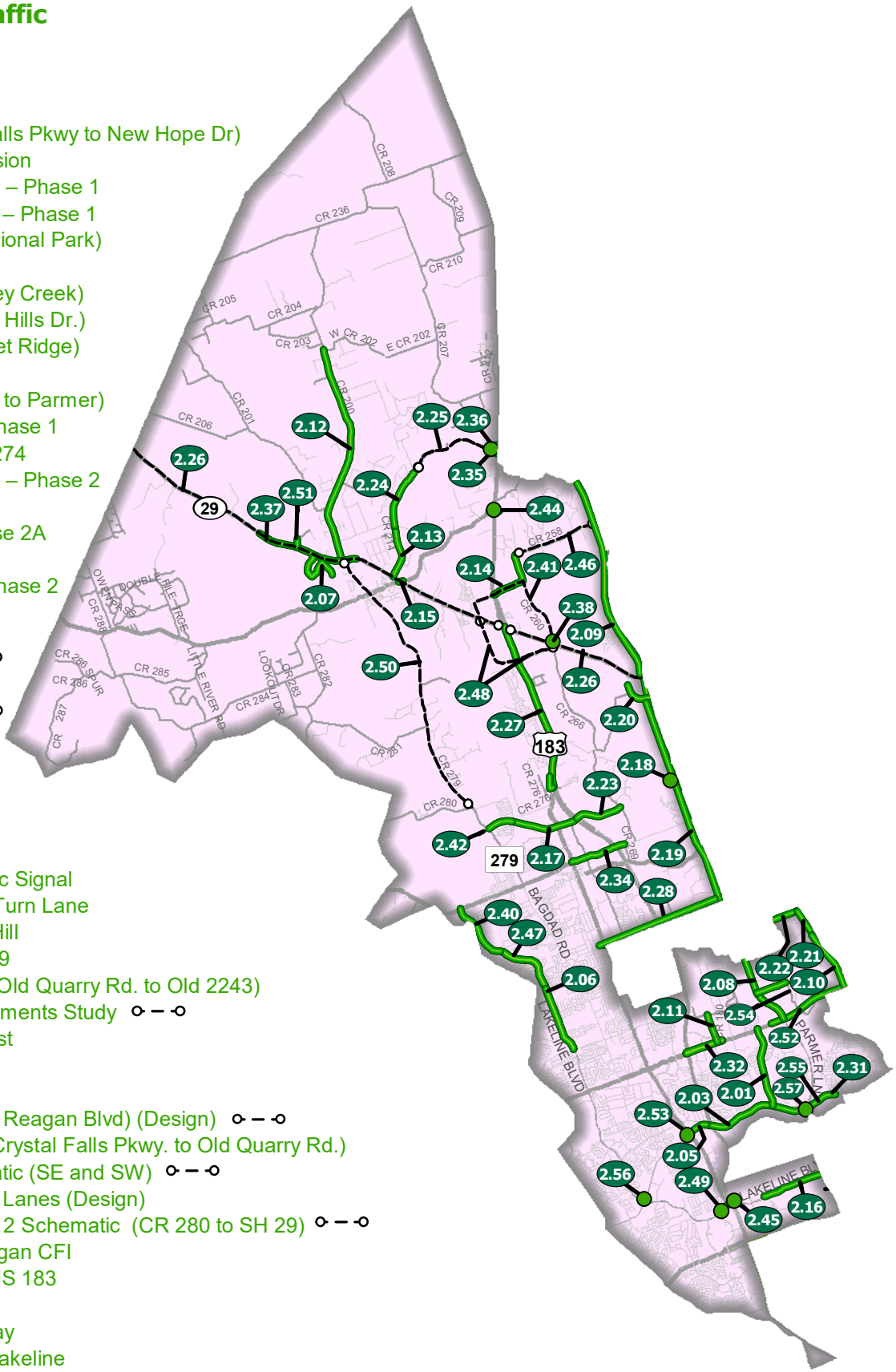
3/9/2021 Comments - The Notice to Proceed was issued 2/8/21 with Time Charges beginning 2/18/21.

Adjusted Price = $3,964,380.00

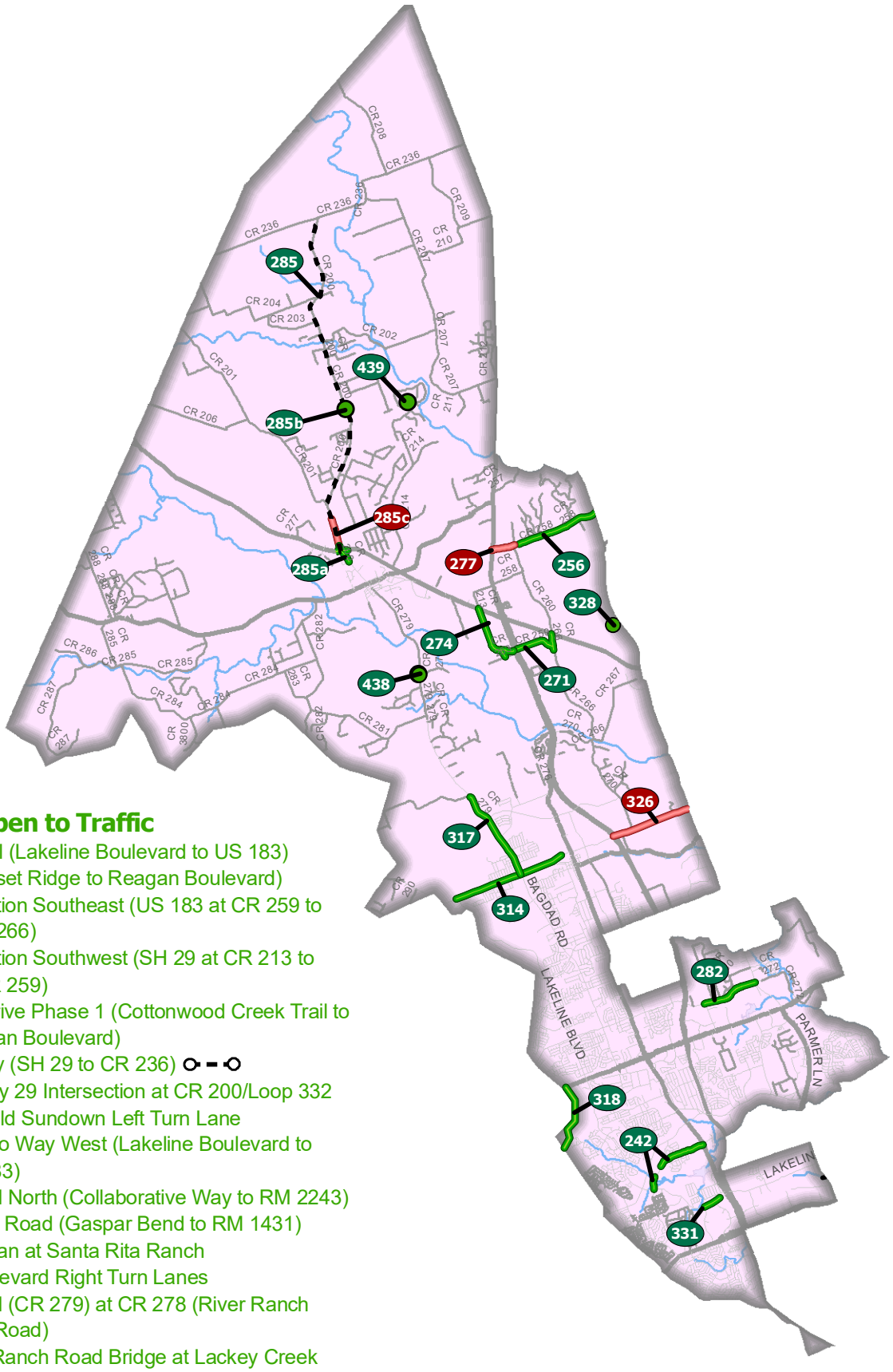
2006 Road Bond Program Projects
Precinct 2 - Commissioner Long

Completed/Open to Traffic

2.01 Vista Ridge Blvd.
2.03 Brushy Creek Road
2.05 Cypress Creek Road
2.06 Lakeline Blvd. (Crystal Falls Pkwy to New Hope Dr)
2.07 River Bend Oaks Subdivision
2.08 Ronald W. Reagan South – Phase 1
2.09 Ronald W. Reagan North – Phase 1
2.10 CR 175 (RM 1431 to Regional Park)
2.11 CR 185
2.12 CR 200 (CR 201 to Lackey Creek)
2.13 CR 214 (SH 29 to Rolling Hills Dr.)
2.14 CR 258 (US 183 to Sunset Ridge)
2.15 RM 1869 at SH 29
2.16 Lakeline Blvd. (Lyndhurst to Parmer)
2.17 San Gabriel Parkway – Phase 1
2.18 US 183 Widening at CR 274
2.19 Ronald W. Reagan South – Phase 2
2.20 Kauffman Loop
2.21 CR 175 Extension – Phase 2A
2.22 CR 179
2.23 San Gabriel Parkway – Phase 2
2.24 CR 214 – Phase 2A
2.25 CR 214 – Phase 2B Schematic
2.26 SH 29 Improvements Study & Schematic
2.27 US 183 (PTF)
2.28 CR 272
2.31 Brushy Creek Road
2.32 RM 1431
2.34 Hero Way
2.35 US 183 at FM 3405 Traffic Signal
2.36 US 183 at FM 3405 Left Turn Lane
2.37 SH 29 TWLTL in Liberty Hill
2.38 CR 260 / CR 266 at SH 29
2.40 Lakeline Blvd. Phase 2 (Old Quarry Rd. to Old 2243)
2.41 Seward Junction Improvements Study
2.42 San Gabriel Parkway West
2.44 US 183 at RM 1869
2.45 Lakeline Blvd. at US 183
2.46 CR 258 (Sunset Ridge to Reagan Blvd) (Design)
2.47 Lakeline Blvd. Phase 3 (Crystal Falls Pkwy. to Old Quarry Rd.)
2.48 Seward Junction Schematic (SE and SW)
2.49 Lakeline Blvd. Right Turn Lanes (Design)
2.50 Bagdad Rd. North Phase 2 Schematic (CR 280 to SH 29)
2.52 RM 1431 at Parmer/ Reagan CFI
2.53 Cypress Creek Road at US 183
2.54 CR 272 Overlay
2.55 Brushy Creek East Overlay
2.56 Cypress Creek Road at Lakeline
2.57 Brushy Creek Road at Parmer Lane



2013 Road Bond Program Projects
Precinct 2 - Commissioner Long



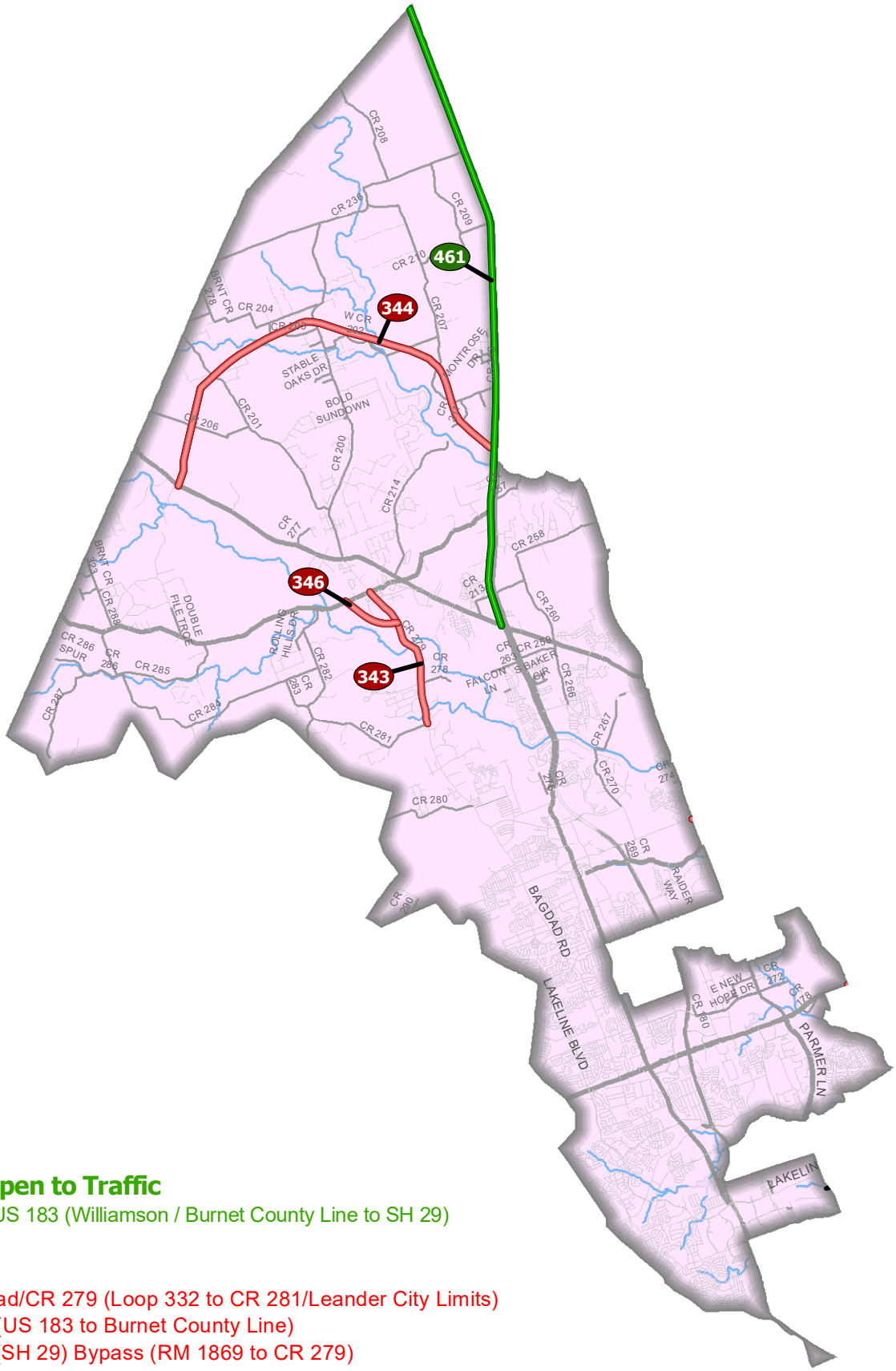
Completed/Open to Traffic

242 Little Elm Trail (Lakeline Boulevard to US 183)
256 CR 258 (Sunset Ridge to Reagan Boulevard)
271 Seward Junction Southeast (US 183 at CR 259 to SH 29 at CR 266)
274 Seward Junction Southwest (SH 29 at CR 213 to US 183 at CR 259)
282 New Hope Drive Phase 1 (Cottonwood Creek Trail to Ronald Reagan Boulevard)
285 CR 200 Study (SH 29 to CR 236)
285a State Highway 29 Intersection at CR 200/Loop 332
285b CR 200 at Bold Sundown Left Turn Lane
314 Old 2243/Hero Way West (Lakeline Boulevard to west of US 183)
317 Bagdad Road North (Collaborative Way to RM 2243)
318 Anderson Mill Road (Gaspar Bend to RM 1431)
328 Ronald Reagan at Santa Rita Ranch
331 Lakeline Boulevard Right Turn Lanes
438 Bagdad Road (CR 279) at CR 278 (River Ranch County Park Road)
439 San Gabriel Ranch Road Bridge at Lackey Creek

In Design

277 CR 258 Extension (US 183 to Sunset Ridge Drive)
285c CR 200 (CMTA Railroad to CR 201)
326 RM 2243 Realignment (183A to Southwest Bypass)

2019 Road Bond Program Projects
Precinct 2 - Commissioner Long



Completed/Open to Traffic

461 Corridor F / US 183 (Williamson / Burnet County Line to SH 29)

In Design

343 Bagdad Road/CR 279 (Loop 332 to CR 281/Leander City Limits)
344 Corridor I2 (US 183 to Burnet County Line)
346 Liberty Hill (SH 29) Bypass (RM 1869 to CR 279)

Bagdad Road (CR 279) at CR 278 (River Ranch County Park Road)
Project No. 1805-229

Original Contract Price = $2,959,000.00

Letting	Award	Notice To Proceed	Begin Work	Substantial Completion	Work Accepted		Total Bid Days	Days Added	Total Days
8/15/2018	9/11/2018	10/18/2018	10/28/2018	2/13/2020			480		480

Invoice Number	Beginning Date	Ending Date	Days Charged	Current Invoice	Invoice Total	Current Retainage	Total Retainage	% ($) Used	% Time Used
1	10/28/2018	12/31/2018	65	$7,296.69	$7,296.69	$810.74	$810.74	0	14
2	1/1/2019	1/31/2019	31	$204,653.21	$211,949.90	$22,739.25	$23,549.99	8	20
3	2/1/2019	2/28/2019	28	$159,772.72	$371,722.62	$17,752.52	$41,302.51	14	26
4	3/1/2019	3/31/2019	31	$137,964.55	$509,687.17	$15,329.40	$56,631.91	20	32
5	4/1/2019	4/30/2019	30	$194,875.30	$704,562.47	$21,652.81	$78,284.72	27	39
6	5/1/2019	5/31/2019	31	$136,748.31	$841,310.78	$15,194.26	$93,478.98	33	45
7	6/1/2019	6/30/2019	30	$1,833.75	$843,144.53	$203.75	$93,682.73	33	51
8	7/1/2019	7/31/2019	31	$52,512.42	$895,656.95	$5,834.67	$99,517.40	35	58
9	8/1/2019	8/31/2019	31	$200,547.82	$1,096,204.77	$22,283.13	$121,800.53	43	64
10	9/1/2019	9/30/2019	30	$207,014.36	$1,303,219.13	$23,001.60	$144,802.13	51	70
11	10/1/2019	10/31/2019	31	$236,499.39	$1,539,718.52	$26,277.71	$171,079.84	60	77
12	11/1/2019	11/30/2019	30	$123,864.67	$1,663,583.19	$13,762.74	$184,842.58	65	83
13	12/1/2019	12/31/2019	31	$137,437.19	$1,801,020.38	$15,270.80	$200,113.38	70	90
14	1/1/2020	1/31/2020	31	$603,824.45	$2,404,844.83	$67,091.60	$267,204.98	93	96
15	2/1/2020	2/29/2020	14	$78,833.21	$2,483,678.04	$8,759.25	$275,964.23	96	99
16	3/1/2020	3/31/2020	0	$22,139.83	$2,505,817.87	$2,459.98	$278,424.21	97	99
17	4/1/2020	4/30/2020	0	$2,202.31	$2,508,020.18	$244.70	$278,668.91	97	99
18	5/1/2020	5/31/2020	0	$23,494.25	$2,531,514.43	$2,610.47	$281,279.38	98	99
19	6/1/2020	6/30/2020	0	$7,866.87	$2,539,381.30	$874.10	$282,153.48	99	99
20	7/1/2020	10/31/2020	0	$3,888.00	$2,543,269.30	$432.00	$282,585.48	99	99
21	1/1/2020	1/31/2021	0	$211,939.11	$2,755,208.41	-$211,939.11	$70,646.37	99	99
22	2/1/2021	4/30/2021	0	$14,129.27	$2,769,337.68	-$14,129.27	$56,517.10	99	99
23	5/1/2021	5/31/2021	0	$92,170.34	$2,861,508.02	-$56,517.10	$0.00	100	99

5/13/2021 Comments - Certificate of Completion issued for 5/7/2021.

Change Order Number	Approved	Cost This CO	Total COs
01	11/26/2019	$53,416.00	$ 53,416.00

1A: Design Error or Omission. Incorrect PS&E. This change order adds new bid items for the design revision to add a service meter to the 12" waterline. This change order also replaces the DR-18 waterline pipe called for in the plans with a DR-14 pipe inside the park. 3F: County Convenience. Additional work desired by the County. This change order adds new bid items for the connection of 12" waterline to the waterline installed by others at the west end of the park road, for additional tapping saddle for landscape irrigation, and 4" PVC sleeves under roadway for future irrigation and electrical needs in the park. This change order also replaces the Type 1 ground box with a Type D ground box for the communication line along the park road.

Change Order Number	Approved	Cost This CO	Total COs
02	5/19/2020	$7,944.11	$ 61,360.11

3F: County Convenience. Additional work desired by the County. This Change Order adds new property fence on the south side of the River Ranch Park Road to replace the existing old wire fence as requested by the County's Parks Department. 2E: Differing Site Conditions (unforeseeable). Miscellaneous difference in site conditions (unforeseeable) This Change Order adjusts the quantities of Type D fencing and Type 1 gate as a result of addressing difference in site conditions. The proposed wire fence and gate on west side right of way in front of Highland Oaks subdivision is no longer needed. Also, the driveways at Sta 549+19 and 566+64 have recessed gates and do not require new gates to be installed.

Change Order Number	Approved	Cost This CO	Total COs
03	11/17/2020	-$158,852.09	$ (97,491.98)

2E: Differing Site Conditions (unforseeable). Miscellaneous difference in site conditions (unforseeable). This Change Order provides the final balancing for the overrun/underrun of Contract quanities on the project as a result of addressing field conditions not accounted for in the original plans.

Adjusted Price = $2,861,508.02

Seward Junction Improvements (SH 29 to CR 266 & CR 259 to SH 29)
Project No. 1812-282 Original Contract Price = $13,270,258.10

Letting	Award	Notice To Proceed	Begin Work	Substantial Completion	Work Accepted		Total Bid Days	Days Added	Total Days
12/19/2018	3/5/2019	4/22/2019	5/2/2019	3/15/2021			600	60	660

Invoice Number	Beginning Date	Ending Date	Days Charged	Current Invoice	Invoice Total	Current Retainage	Total Retainage	% ($) Used	% Time Used
1	5/2/2019	6/30/2019	60	$1,138,506.71	$1,138,506.71	$126,500.75	$126,500.75	9	9
2	7/1/2019	7/31/2019	31	$900,193.70	$2,038,700.41	$100,021.52	$226,522.27	16	14
3	8/1/2019	8/31/2019	31	$500,440.00	$2,539,140.41	$55,604.44	$282,126.71	20	18
4	9/1/2019	9/30/2019	30	$781,187.35	$3,320,327.76	$86,798.60	$368,925.31	26	23
5	10/1/2019	10/31/2019	31	$629,436.02	$3,949,763.78	$69,937.33	$438,862.64	31	28
6	11/1/2019	11/30/2019	30	$278,357.53	$4,228,121.31	$30,928.62	$469,791.26	34	32
7	12/1/2019	12/31/2019	31	$499,295.12	$4,727,416.43	$55,477.23	$525,268.49	38	37
8	1/1/2020	1/31/2020	31	$507,587.04	$5,235,003.47	$56,398.56	$581,667.05	42	42
9	2/1/2020	2/29/2020	29	$495,830.37	$5,730,833.84	$55,092.26	$636,759.31	46	46
10	3/1/2020	3/31/2020	31	$1,495,940.26	$7,226,774.10	-$256,402.78	$380,356.53	54	51
11	4/1/2020	4/30/2020	30	$925,168.98	$8,151,943.08	$48,693.11	$429,049.64	61	55
12	5/1/2020	5/31/2020	31	$751,064.06	$8,903,007.14	$39,529.68	$468,579.32	67	60
13	6/1/2020	6/30/2020	30	$728,210.17	$9,631,217.31	$38,326.85	$506,906.17	73	65
14	7/1/2020	7/31/2020	31	$418,630.14	$10,049,847.45	$22,033.17	$528,939.34	76	69
15	8/1/2020	8/31/2020	31	$266,456.21	$10,316,303.66	$14,024.01	$542,963.35	78	74
16	9/1/2020	9/30/2020	30	$216,227.68	$10,532,531.34	$11,380.40	$554,343.75	79	78
17	10/1/2020	10/31/2020	31	$121,663.91	$10,654,195.25	$6,403.38	$560,747.13	80	83
18	11/1/2020	11/30/2020	30	$386,714.53	$11,040,909.78	$20,353.38	$581,100.51	83	88
19	12/1/2020	12/31/2020	31	$188,106.89	$11,229,016.67	$9,900.37	$591,000.88	85	92
20	1/1/2021	1/31/2021	31	$110,227.19	$11,339,243.86	$5,801.43	$596,802.31	85	97
21	2/1/2021	2/28/2021	28	$371,751.27	$11,710,995.13	$19,565.85	$616,368.16	88	101
22	3/1/2021	3/31/2021	15	$167,168.32	$11,878,163.45	$8,798.34	$625,166.50	90	104
23	4/1/2021	4/30/2021	0	$488,109.50	$12,366,272.95	-$372,793.58	$252,372.92	90	104
24	5/1/2021	5/31/2021	0	$3,507.27	$12,369,780.22	$71.57	$252,444.49	90	104
25	6/1/2021	6/30/2021	0	$7,239.36	$12,377,019.58	$147.75	$252,592.24	90	104

4/14/2021 Comments - Substantial Completion was achieved on 3/15/2021.
5/15/2019 Comments - The Notice to Proceed was issued 4/22/19 with Time Charges beginning on 5/2/19.

Change Order Number	Approved	Cost This CO	Total COs
01	2/28/2020	$112,306.36	$ 112,306.36

1A: Design Error or Omission. Incorrect PS&E. This change order revises items and quantities that were entered incorrectly or omitted in the bid tab for Seward Junction SW, Seward Junction SE and PEC Pond.

Change Order Number	Approved	Cost This CO	Total COs
02	6/16/2020	$9,946.75	$ 122,253.11

1A: Design Error or Omission. Incorrect PS&E. This Change Order adds a pay item to adjust existing manholes located within the ROW to match finish grade. The manholes are on the existing LCRA line that runs through the project. The manholes were shown in the plans but a bid item to cover the cost of the adjustments to these manholes were not included in the original plans.

Change Order Number	Approved	Cost This CO	Total COs
03	7/21/2020	$3,372.67	$ 125,625.78

2G: Differing Site Conditions (Unforseeable). Unadjusted utility (unforeseeable). This Change Order compensates the Contractor for additional work to lower an existing wastewater line that is in conflict with the proposed driveway culvert located on CR 266 approximately 500 feet south of the SH 29 intersection on the east side of the roadway. The location of the line was not identified in the plans and the Contractor damaged the line while excavating for the driveway culvert. This work is located in the Seward Junction Southeast portion of the project.

Change Order Number	Approved	Cost This CO	Total COs
04	8/4/2020	$17,647.04	$ 143,272.82

2J: Differing Site Conditions (unforeseeable). Other. This Change Order adds Work Zone Pavement Mark Removeable pay items to the contract. The plans included Work Zone Pavement Mark Non-Removeable items that worked with the asphalt pavement section. Since the roadway is concrete paving, Work Zone Pavement Mark Removeable items needed to be added for the different phases and traffic switches called for in the plans. This applies to the Seward Junction Southeast portion of the project.

Change Order Number	Approved	Cost This CO	Total COs
05	8/4/2020	$272,222.65	$ 415,495.47

2G: Differing Site Conditions (Unforseeable). Unadjusted utility (unforeseeable). This Change Order compensates the Contractor for additional work to install a new 6" and a new 8" wastewater line, a new 6" water line, and remove an existing wastewater vault that has been abandoned. The installation of the new underground utilities are necessary because the existing lines are in conflict with the proposed construction at the intersection of SH 29 and Seward Junction Southwest. The utilities belong to the City of Liberty Hill.

Change Order Number	Approved	Cost This CO		Total COs
06	10/6/2020	$681.04	$	416,176.51

2C: Differing Site Conditions (unforseable) New development (conditions changing after PS&E completed). This Change Order adds the latest Guardrail End Treatment (MSKT) standard to the contract. 2E: Differeing Site Conditions. Miscellaneous difference in site conditions (unforeseeable)(Item 9). This Change Order adds work to extend a storm sewer pipe, revises the slope on some SET's from 4:1 to 3:1 (RFI 28), due to a change in the PGL of the roadway. A pipe underdrain system was added to the contract to address groundwater encountered during construction of the roadway (RFI #29). Construction Exit items that were not used on the project were deleted from the contract. This Change Order is for work in the Southeast portion of the project.

Change Order Number	Approved	Cost This CO		Total COs
07	2/2/2021	$194,882.66	$	611,059.17

3F: County Convenience. Additional work desired by the County. This Change Order adds the reconstruction of a 500' portion of CR 260 from SH 29 to Terra del sol Parkway to the contract at the request of Williamson County.

Change Order Number	Approved	Cost This CO		Total COs
08	5/4/2021	$91,592.30	$	702,651.47

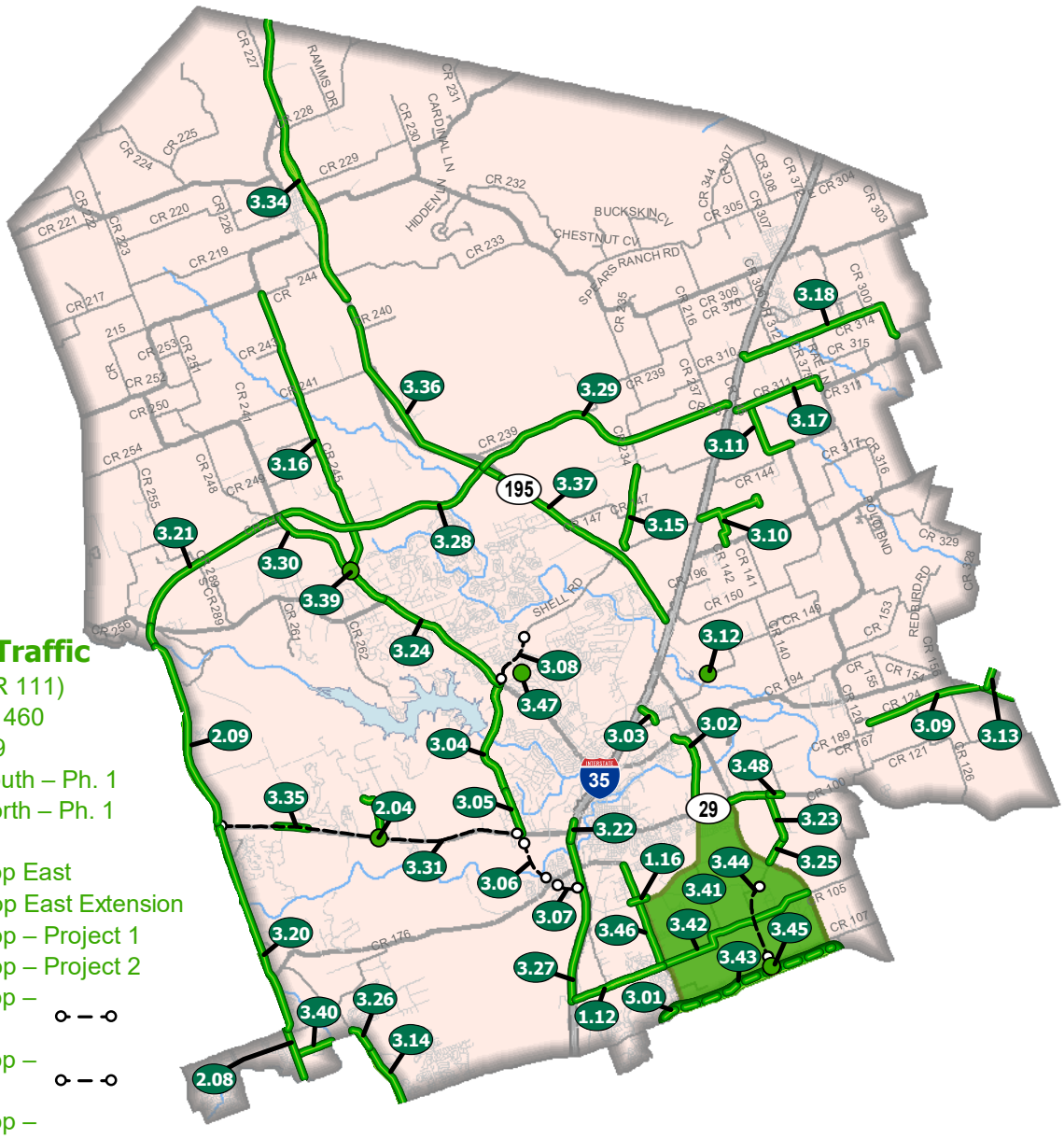
Revisions and balancing of asphalt items.

Change Order Number	Approved	Cost This CO		Total COs
09	5/18/2021	($11,573.93)	$	691,077.54

Revisions and balancing of striping items.

Adjusted Price = $13,961,335.64

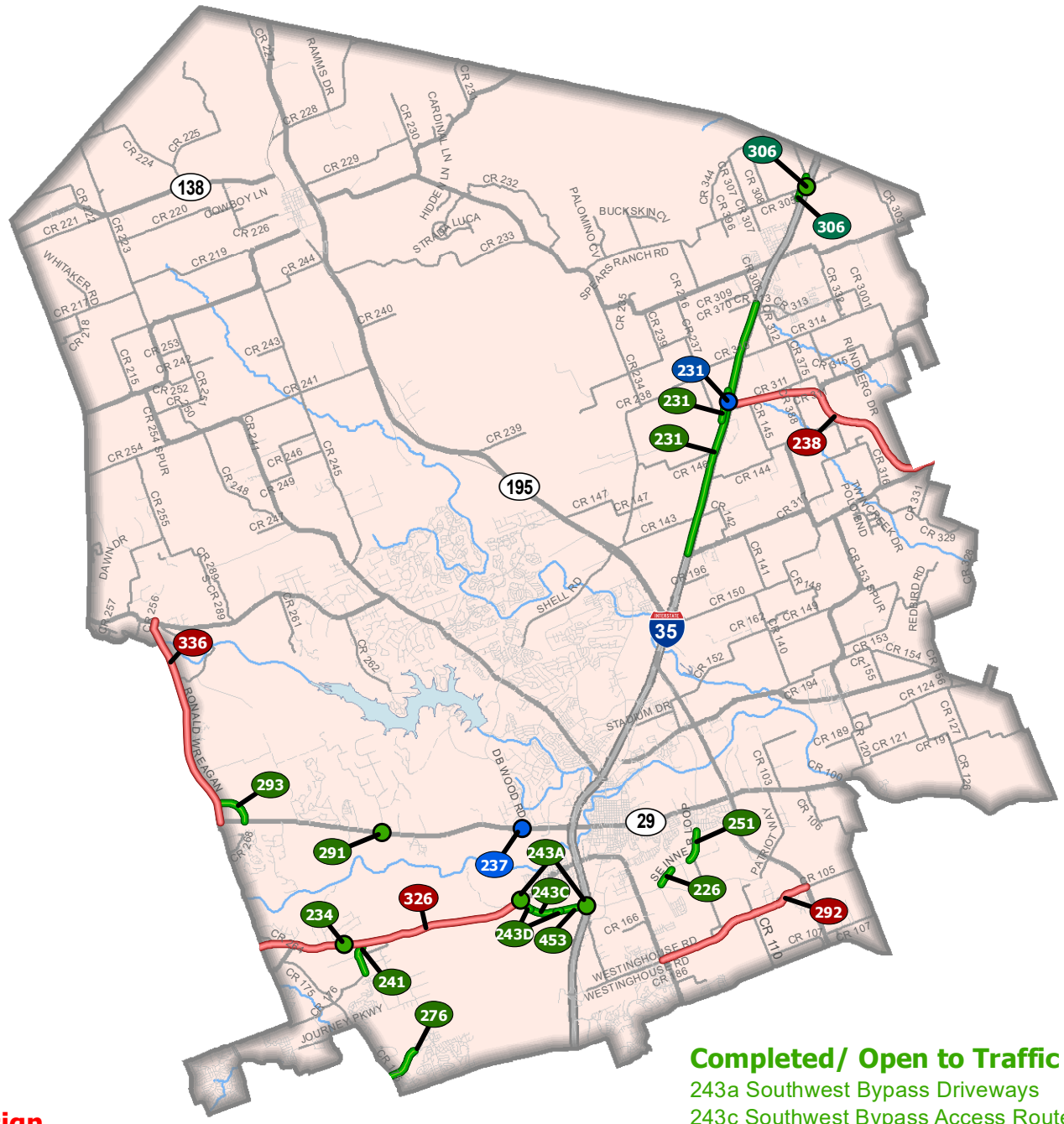
2006 Road Bond Program Projects
Precinct 3 - Commissioner Covey



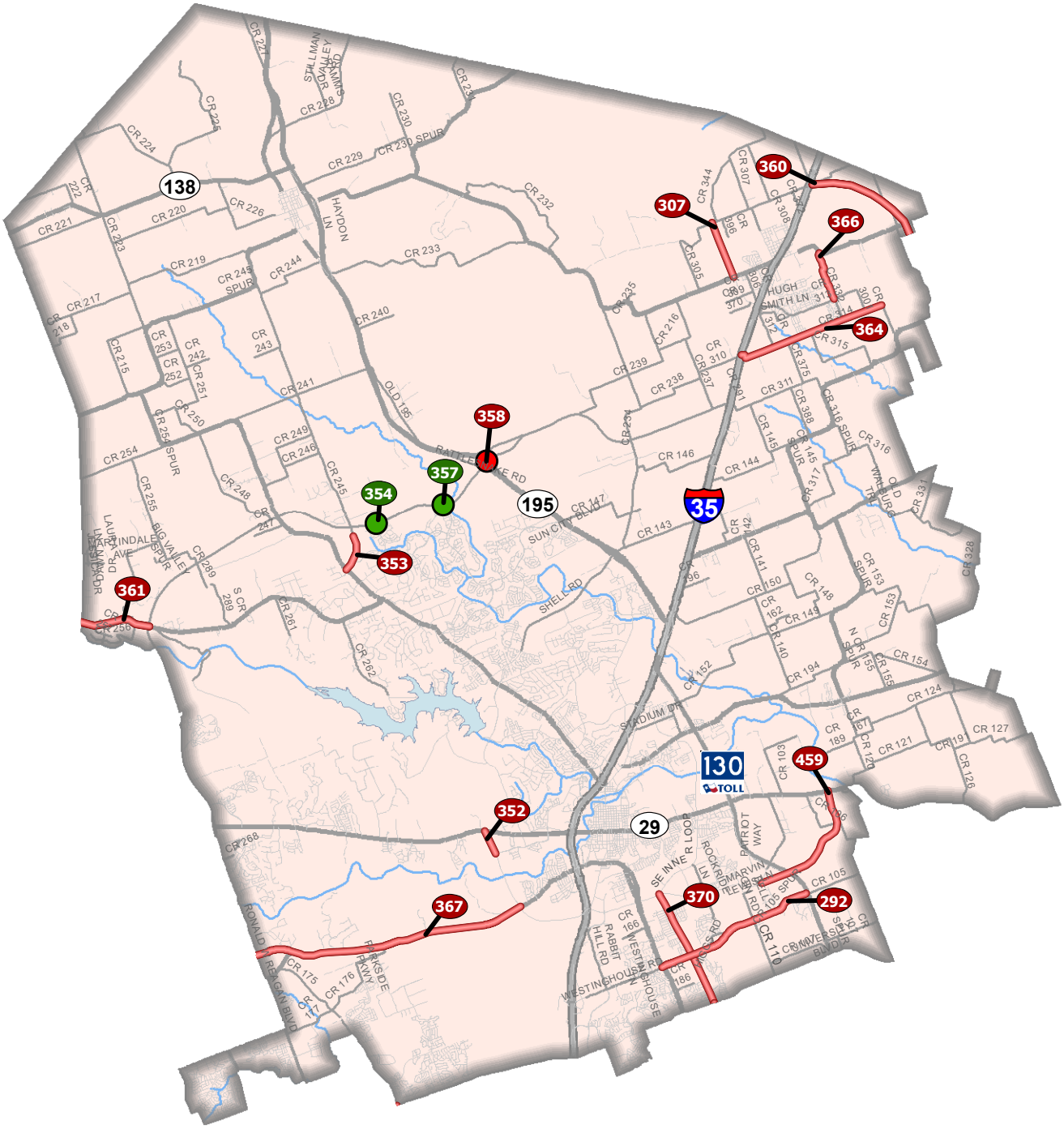
Completed/Open to Traffic

1.12 Westinghouse Rd. (CR 111)
1.16 SE Inner Loop at FM 1460
2.04 Cedar Hollow at SH 29
2.08 Ronald W. Reagan South – Ph. 1
2.09 Ronald W. Reagan North – Ph. 1
3.01 FM 1460 to CR 110
3.02 Georgetown Inner Loop East
3.03 Georgetown Inner Loop East Extension
3.04 Georgetown Inner Loop – Project 1
3.05 Georgetown Inner Loop – Project 2
3.06 Georgetown Inner Loop – Project 3 Study
3.07 Georgetown Inner Loop – Project 4 Study
3.08 Georgetown Inner Loop – Project 5 Study
3.09 CR 124
3.10 CR 142
3.11 CR 145
3.12 CR 152 Bridge Replacement
3.13 CR 157
3.14 CR 175
3.15 CR 234
3.16 CR 245
3.17 CR 311
3.18 CR 314
3.20 Ronald W. Reagan South - Phase 2
3.21 Ronald W. Reagan North - Phase 2
3.22 IH-35 at SH 29 Turnarounds (PTF)
3.48 SH 29 Widening - 12" Water Main Relocation
3.23 SH 29/CR 104 – Phase 1
3.24 Williams Drive (RM 2338)
3.25 CR 104 – Phase 2
3.26 CR 175 Extension - Phase 2A
3.27 IH 35 Northbound Frontage Rd. and Ramps
3.28 Ronald W. Reagan North - Phase 3
3.29 Ronald W. Reagan North - Phase 4
3.30 RM 2338 (PTF)
3.31 SH 29 Improvements Study & Schematic
3.34 SH 195 Project 1
3.35 SH 29 at Park Place Dr. & Jack Nicklaus Blvd.
3.36 SH 195 Project 2
3.37 SH 195 Project 3
3.39 CR 245 Realignment
3.40 CR 179
3.41 CR 110 / Arterial A Study (design)
3.42 CR 111 / CR 105 Westinghouse Rd. (FM 1460 to SH 130) (design)
3.43 University Blvd. (Chandler Rd) Expansion (Design)
3.44 CR 110 North
(North of CR 107 to North of Sam Houston) (Design)
3.45 CR 110 Middle (North of Limmer Loop to CR 107)
3.46 FM 1460 North
3.47 Madrid Drive Extension

2013 Road Bond Program Projects
Precinct 3 - Commissioner Covey



2019 Road Bond Program Projects
Precinct 3 - Commissioner Covey



In Design

292 CR111/CR105 Westinghouse (FM 1460 to SH 130)
307 Bud Stockton Extension (CR 305 to FM 487)
352 Southwest Bypass Extension (SH 29 to Wolf Ranch Parkway)
353 CR 245 (North of RM 2338 to Ronald Reagan Boulevard)
358 SH 195 at Ronald Reagan Boulevard
360 Corridor E5 (Ronald Reagan Extension/Corridor D to IH 35/CR 305)
361 Corridor I1 (FM 3405) (Ronald Reagan Boulevard to US 183)
364 CR 314 Safety Improvement (IH 35 Northbound Frontage Rd to East of CR 3001)
366 CR 332 Realignment (South of FM 487 to North of CR 313)
367 RM 2243 (Ronald Reagan Boulevard to Southwest Bypass)
370 MoKan (Georgetown Inner Loop to University Boulevard)
459 Southeast Inner Loop Extension (Corridor C) (Sam Houston Avenue at Patriot Way to SH 29)

Completed/ Open to Traffic

354 Ronald Reagan at Silver Spur Boulevard
357 Ronald Reagan at Sun City Boulevard

CR 176 at RM 2243 (RM 2243 at Parkside Parkway)
Project No. 1901-285

Original Contract Price = $2,447,560.00

Letting	Award	Notice To Proceed	Begin Work	Substantial Completion	Work Accepted		Total Bid Days	Days Added	Total Days
1/8/2019	3/26/2019	7/26/2019	8/5/2019	7/10/2020			229	60	289

Invoice Number	Beginning Date	Ending Date	Days Charged	Current Invoice	Invoice Total	Current Retainage	Total Retainage	% ($) Used	% Time Used
1	8/5/2019	8/7/2019	3	$72,005.40	$72,005.40	$8,000.60	$8,000.60	3	1
2	8/8/2019	8/31/2019	24	$182,903.40	$254,908.80	$20,322.60	$28,323.20	10	9
3	9/1/2019	9/30/2019	30	$256,030.43	$510,939.23	$28,447.83	$56,771.03	19	20
4	10/1/2019	10/31/2019	31	$404,602.62	$915,541.85	$44,955.84	$101,726.87	34	30
5	11/1/2019	11/30/2019	30	$172,401.65	$1,087,943.50	$19,155.74	$120,882.61	41	41
6	12/1/2019	12/31/2019	31	$49,862.16	$1,137,805.66	$5,540.24	$126,422.85	43	52
7	1/1/2020	1/31/2020	31	$4,983.70	$1,142,789.36	$553.75	$126,976.60	43	62
8	2/1/2020	2/29/2020	29	$350,483.90	$1,493,273.26	-$48,383.27	$78,593.33	53	72
9	3/1/2020	3/31/2020	31	$148,264.69	$1,641,537.95	$7,803.40	$86,396.73	58	83
10	4/1/2020	4/30/2020	30	$232,512.45	$1,874,050.40	$12,237.50	$98,634.23	66	93
11	5/1/2020	5/31/2020	31	$20,527.25	$1,894,577.65	$1,080.38	$99,714.61	67	104
12	6/1/2020	6/30/2020	30	$239,695.54	$2,134,273.19	$12,615.56	$112,330.17	76	115
13	7/1/2020	7/31/2020	10	$32,529.38	$2,166,802.57	$1,712.07	$114,042.24	77	118
14	8/1/2020	8/31/2020	0	$40,322.75	$2,207,125.32	$2,122.25	$116,164.49	78	118
15	9/1/2020	9/30/2020	0	$162,165.00	$2,369,290.32	$8,535.00	$124,699.49	84	118
16	10/1/2020	10/31/2020	0	$227,976.42	$2,597,266.74	$11,998.76	$136,698.25	92	118
17	11/1/2020	11/30/2020	0	$1,839.00	$2,599,105.74	$96.79	$136,795.04	92	118
18	12/1/2020	4/30/2021	0	$72,022.21	$2,671,127.95	-$82,282.22	$54,512.82	92	118

3/9/2021 Comments - Awaiting grass growth, before releasing final retention.

1/28/2021 Comments - Negotiations have been completed for the water line adjustments. Construction will resume in February 2020.

Change Order Number	Approved	Cost This CO	Total COs
01	12/17/2019	$208,869.67	$ 208,869.67

4B: Third Party Accommodation. Third party requested work. This Change Order adds relocation of the existing Brushy Creek Municipal Utility District (BCMUD) water line along CR 176 and revises the City of Georgetown water line relocations on the project.

Change Order Number	Approved	Cost This CO	Total COs
02	6/16/2020	$63,776.63	$ 272,646.30

3F: County Convenience. Additional work desired by the County. This Change Order adds various items of work to the contract, including: removal of an existing driveway, a mail box turnout, a pedestrian curb ramp, wire mesh fencing and gates, realigns a ditch to improve drainage, widens driveway radii, water pumping, storm sewer pipe and safety end treatments at a driveway and milling of asphalt on RM 2243. 2E: County Convenience. Differing site conditions. Miscellaneous difference in site condition (unforeseeable). This change order compensates the contractor for work necessary to find the existing cave and removes a driveway along RM 2243 that was constructed before the job started and not addressed in the plans.

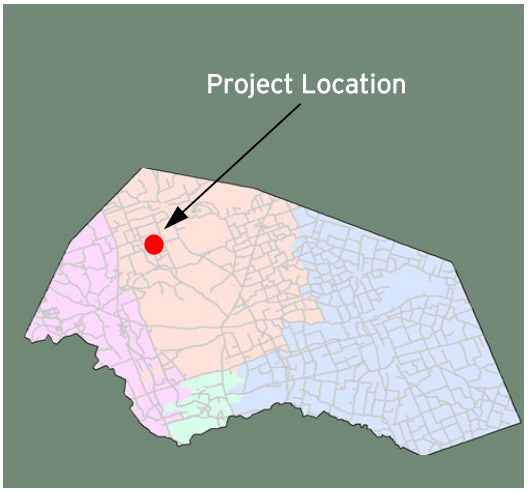
Change Order Number	Approved	Cost This CO	Total COs
03	8/4/2020	($204,858.75)	$ 67,787.55

2E: Differing Site Conditions. Miscellaneous difference in site conditions (unforseeable). This Change Order deletes the quantity for Item 162 Mulch Topdressing and Items 260 related to the Lime Treated Subgrade. The Contractor was able to salvage high quality topsoil from the project limits and reuse that material on the final project. The topsoil used did not require the addition of mulch to establish vegetation or prevent erosion. The Lime Treated Subgrade items were deleted due to the high quality of existing material encountered at subgrade elevation. Lab testing determined that the existing material contained a low enough PI that lime treatment of the subgrde was not necessary.

Change Order Number	Approved	Cost This CO	Total COs
04	8/4/2020	$452,885.58	$ 520,673.13

3F: County Convenience. Additional work desired by the County. This Change Order adds a Shared Use Path to (SUP) the project at the request of the County. The path extends from RM 2243 (Leander Road) to CR 176 and is located along the west right of way. The SUP required a pedestrian crossing of Parkside Parkway on

Adjusted Price = $2,968,233.13



Ronald Reagan at Silver Spur
Ronald Reagan at Sun City
(Intersection Improvements)

Project Length: .6 Miles
Roadway Classification: Rural Arterial

Project Schedule: December 2020 - June 2021
Estimated Construction Cost: $.9 Million

JUNE 2021 IN REVIEW

06/04/2021: Progress of work was limited due to wet weather. QA Construction continued crushing and stockpiling rock. QA's electrical subcontractor installed the poles for the flashing beacons at both Silver Spur and Sun City.

06/11/2021: QA Construction continued hauling off spoils from the project. QA placed soil retention blankets on slopes along the south side of Ronald Reagan, east of Silver Spur.

06/18/2021: QA Construction continued hauling off spoils from the project. QA placed soil retention blankets on slopes along north side of Ronald Reagan and graded and placed block sod in the center median of Silver Spur. Crews also backfilled pavement edges. Subcontractor Austin Hydromulch completed seeding of project. Subcontractor Henry Herrera completed installation of illumination assembly and flashing beacon at Silver Spur and Sun City Blvd. A Ribbon Cutting ceremony was held Wednesday (6/16/21).

06/25/2021: QA Construction removed excess asphalt on east west on northside of Silver Spur. QA Construction backfilled top soil asphalt on north side of Silver Spur.

Design Engineer: WSB Engineering
Contractor: QA Construction
Construction Observation:
Dave Thomas, HNTB

Williamson County
Road Bond Program

HNTB

Ronald Reagan at Silver Spur / Ronald Reagan at Sun City Intersections (Intersection Improvementst)

Project No. T1873 Original Contract Price = $875,350.00

Letting	Award	Notice To Proceed	Begin Work	Substantial Completion	Work Accepted		Total Bid Days	Days Added	Total Days
10/6/2020	10/13/2020	11/24/2020	12/8/2020				142		142

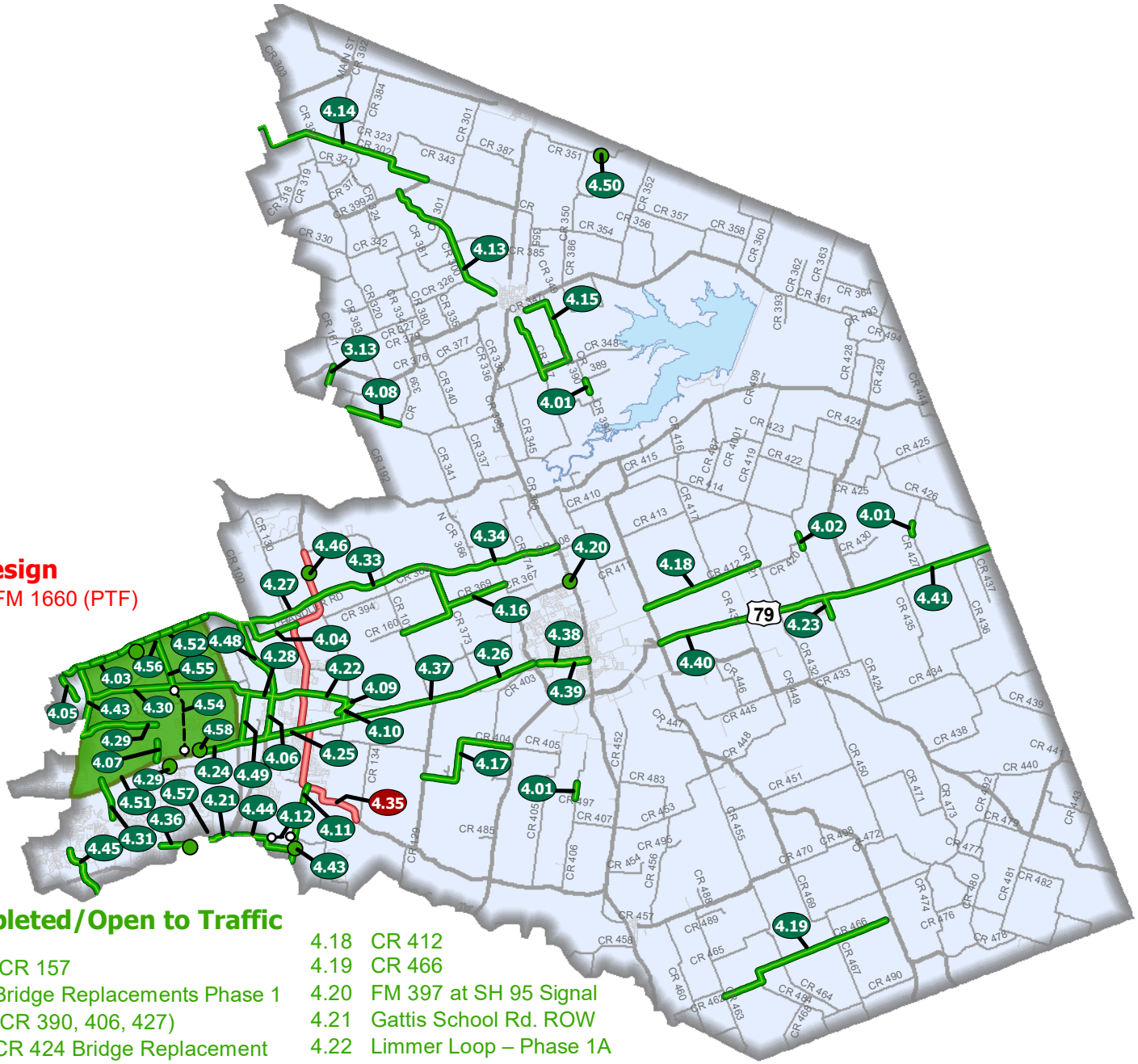
Invoice Number	Beginning Date	Ending Date	Days Charged	Current Invoice	Invoice Total	Current Retainage	Total Retainage	% ($) Used	% Time Used
1	12/8/2020	12/30/2020	23	$107,172.03	$107,172.03	$11,908.00	$11,908.00	14	16
2	12/31/2020	1/31/2021	32	$56,797.20	$163,969.23	$6,310.80	$18,218.80	21	39
3	2/1/2021	3/31/2021	59	$64,033.20	$228,002.43	$7,114.80	$25,333.60	29	80
4	4/1/2021	5/31/2021	61	$420,254.52	$648,256.95	$46,694.95	$72,028.55	82	123

1/28/2021 Comments - The Notice to Proceed was issued 11/24/20 with Time Charges beginning on 12/8/20.

.

Adjusted Price = $875,350.00

2006 Road Bond Program Projects
Precinct 4 - Commissioner Boles



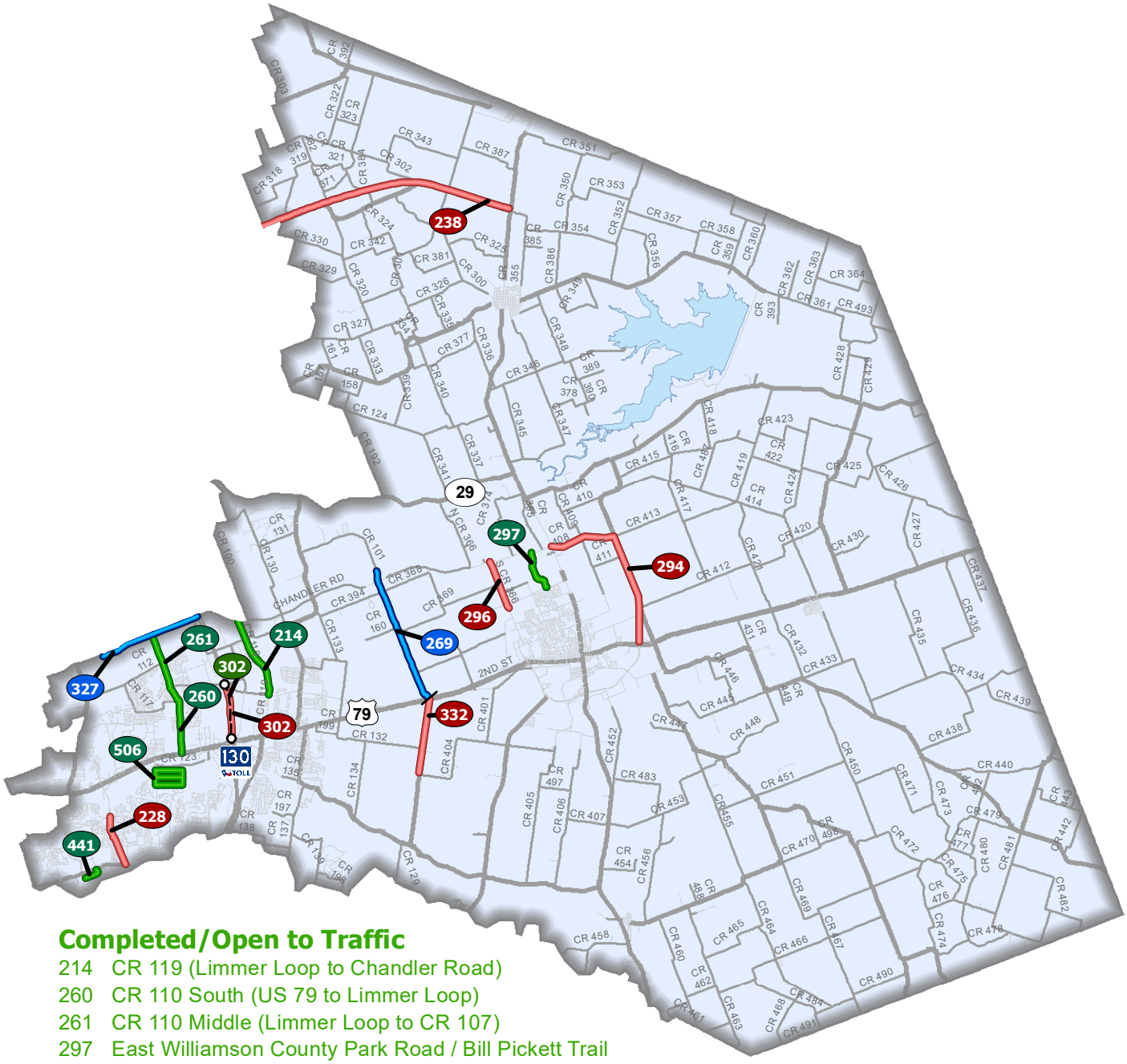
In Design

4.35 FM 1660 (PTF)

Completed/Open to Traffic

3.13 CR 157
4.01 Bridge Replacements Phase 1 (CR 390, 406, 427)
4.02 CR 424 Bridge Replacement
4.03 Chandler Rd. – Phase 1
4.04 CR 100
4.05 CR 112 – Phase 1
4.06 CR 119
4.07 CR 122 at US 79
4.08 CR 124
4.09 CR 132
4.10 CR 136
4.11 CR 137
4.12 CR 138 & CR 139 Alignment Study
4.13 CR 300 & CR 301
4.14 CR 302
4.15 CR 347 & CR 348
4.16 CR 368 & CR 369 (CR 101 to CR 366)
4.17 CR 404
4.18 CR 412
4.19 CR 466
4.20 FM 397 at SH 95 Signal
4.21 Gattis School Rd. ROW
4.22 Limmer Loop – Phase 1A
4.23 Thrall School Zone
4.24 US 79 – Section 1
4.25 US 79 – Section 2
4.26 US 79 – Section 3A
4.27 Chandler Rd. – Phase 2
4.28 Limmer Loop – Phase 1B
4.29 CR 113 / Old Settlers Blvd.
4.30 Limmer Loop – Phase 1C
4.31 Kenney Fort Boulevard – Phase 1
4.33 Chandler Rd. – Phase 3A
4.34 Chandler Rd. – Phase 3B
4.36 Gattis School Road
4.37 US 79 - Section 3 (PTF)
4.38 2nd Street Improvements
4.39 2nd Street Drainage Improvements
4.40 US 79 Section 5A (PTF)
4.41 US 79 Section 5B (PTF)
4.43 FM 1460 Section 2
4.44 CR 138
4.45 CR 170
4.46 FM 1660 at Landfill Rd. (CR 128)
4.48 CR 119
4.49 CR 108
4.50 CR 351 at Donahoe Creek
4.51 CR 110/ Arterial A Study Area
4.52 University Blvd. (Chandler Rd.) Expansion
4.54 CR 110 South - (Design) (US 79 to Limmer Lp)
4.55 CR 110 Middle (North of Limmer Loop to CR 107)
4.56 CR 110 at University Blvd. (Signal)
4.57 Gattis School Rd. at Winterfield Dr. (Signal)
4.58 Tradesman Park Crossing

2013 Road Bond Program Projects
Precinct 4 - Commissioner Boles



Completed/Open to Traffic

214 CR 119 (Limmer Loop to Chandler Road)
260 CR 110 South (US 79 to Limmer Loop)
261 CR 110 Middle (Limmer Loop to CR 107)
297 East Williamson County Park Road / Bill Pickett Trail (Carlos Parker Boulevard to Chandler Road)
302 SH 130 Traffic Study o—–o
441 Roundville Lane (A.W. Grimes Boulevard to EBFR of SH 45)
506 Oak Bluff and Greenfield Drainage Improvements

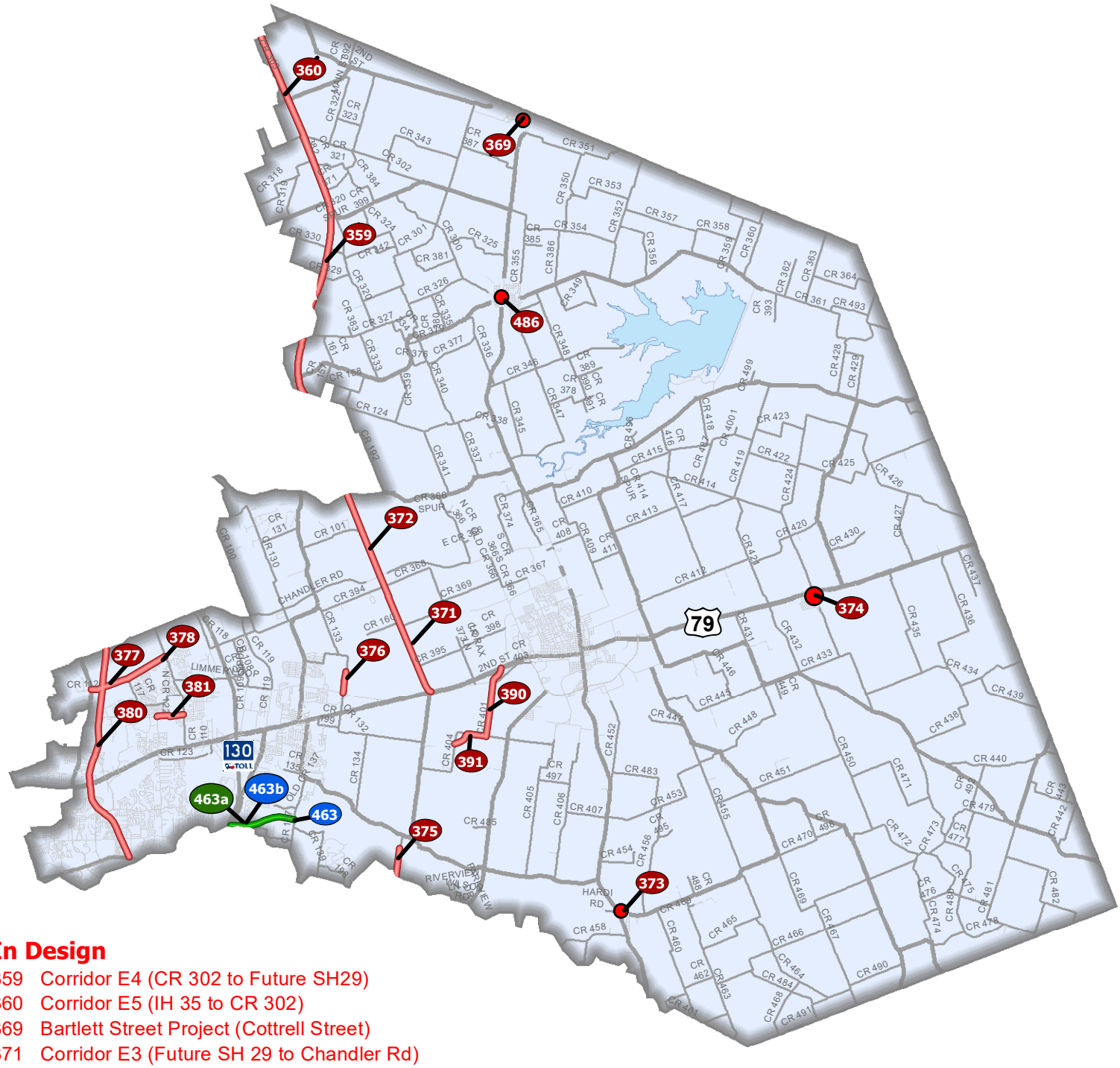
Under Construction/Bidding

269 CR 101 (US 79 to North of Chandler Road)
327 University Boulevard (Chandler Road) Expansion (FM 1460 to SH 130)

In Design

228 Kenney Fort Blvd Segments 2 and 3 (Forest Creek Boulevard to SH 45)
238 Ronald Reagan Boulevard Extension (IH 35 to SH 95)
294 Chandler Road Extension Phase 1 (Planning) (SH 95 to FM 619)
296 CR 366 Widening (Chandler Road to Carlos G. Parker Boulevard)
302 SH 130 Frontage Roads Phase 3 (SBFR US 79 to Limmer Loop)
332 FM 3349/US 79 Interchange

2019 Road Bond Program Projects
Precinct 4 - Commissioner Boles



In Design

359 Corridor E4 (CR 302 to Future SH29)
360 Corridor E5 (IH 35 to CR 302)
369 Bartlett Street Project (Cottrell Street)
371 Corridor E3 (Future SH 29 to Chandler Rd)
372 Corridor E2 (Chandler Rd to US 79)
373 Coupland Street Project (S. Broad & Muery Streets)
374 Thrall Street Project - S Bounds Street
375 CR 129 (South of Brushy Creek to North of the South Williamson County Line)
376 CR 134/CR 132 Extension (Hutto Arterial)
377 CR 112 Widening (FM 1460/A.W. Grimes to CR 117)
378 CR 112 Widening (CR 117 to CR 110)
380 MoKan (University Boulevard to SH 45)
381 Old Settlers Boulevard (North Red Bud Lane/CR 122 to CR 110)
390 CR 401 Improvements
391 CR 404 Improvements
463 Southeast Loop (Corridor E1) (CR 138 to CR 137)
486 Granger Project - Davilla Street Culvert

Under Construction/Bidding

463b Southeast Loop (Corridor E1) Demolition Phase 2
463 Southeast Loop (Corridor E1) (CR 138 to CR 137)

Completed/Open to Traffic Continued.

463a Southeast Loop (Corridor E1) Demolition Phase 1

CR 110 Middle (Limmer Loop to CR 107)
Project No. 1809-261 Original Contract Price = $8,910,862.73

Letting	Award	Notice To Proceed	Begin Work	Substantial Completion	Work Accepted		Total Bid Days	Days Added	Total Days
12/14/2018	2/5/2019	4/26/2019	5/6/2019	10/20/2020			390	144	534

Invoice Number	Beginning Date	Ending Date	Days Charged	Current Invoice	Invoice Total	Current Retainage	Total Retainage	% ($) Used	% Time Used
1	5/6/2019	5/31/2019	26	$719,064.06	$719,064.06	$79,896.01	$79,896.01	9	5
2	6/1/2019	6/30/2019	30	$327,805.09	$1,046,869.15	$36,422.78	$116,318.79	13	10
3	7/1/2019	7/31/2019	31	$406,884.79	$1,453,753.94	$45,209.43	$161,528.22	17	16
4	8/1/2019	8/31/2019	31	$391,244.33	$1,844,998.27	$43,471.59	$204,999.81	22	22
5	9/1/2019	9/30/2019	30	$88,385.54	$1,933,383.81	$9,820.61	$214,820.42	23	28
6	10/1/2019	10/31/2019	31	$295,167.52	$2,228,551.33	$32,796.39	$247,616.81	27	34
7	11/1/2019	11/30/2019	30	$424,033.35	$2,652,584.68	$47,114.82	$294,731.63	32	39
8	12/1/2019	12/31/2019	31	$511,268.18	$3,163,852.86	$56,807.57	$351,539.20	38	45
9	1/1/2020	1/31/2020	31	$385,342.62	$3,549,195.48	$42,815.85	$394,355.05	42	51
10	2/1/2020	2/29/2020	29	$514,688.36	$4,063,883.84	$57,187.60	$451,542.65	49	56
11	3/1/2020	3/31/2020	31	$344,124.14	$4,408,007.98	$38,236.01	$489,778.66	53	62
12	4/1/2020	4/19/2020	19	$293,737.21	$4,701,745.19	$32,637.47	$522,416.13	56	66
13	4/20/2020	5/19/2020	30	$277,306.64	$4,979,051.83	$30,811.87	$553,228.00	60	71
14	5/20/2020	6/24/2020	36	$726,652.00	$5,705,703.83	$80,739.12	$633,967.12	68	78
15	6/25/2020	7/25/2020	31	$410,122.34	$6,115,826.17	$45,569.15	$679,536.27	73	84
16	7/26/2020	8/25/2020	31	$254,747.98	$6,370,574.15	$28,305.33	$707,841.60	76	90
17	8/26/2020	9/23/2020	29	$111,839.24	$6,482,413.39	$12,426.58	$720,268.18	77	95
18	9/24/2020	10/25/2020	27	$962,394.02	$7,444,807.41	-$568,333.33	$151,934.85	82	100
19	10/26/2020	11/25/2020	0	$88,804.62	$7,533,612.03	$1,812.34	$153,747.19	83	100
20	11/26/2020	12/27/2020	0	$50,446.95	$7,584,058.98	$1,029.53	$154,776.72	83	100
21	12/28/2020	1/31/2021	0	$33,416.21	$7,617,475.19	$681.96	$155,458.68	84	100
22	2/1/2021	2/28/2021	0	$44,523.85	$7,661,999.04	$908.65	$156,367.33	84	100
23	3/1/2021	3/31/2021	0	$547,703.24	$8,209,702.28	$11,177.62	$167,544.95	90	100
24	4/1/2021	4/30/2021	0	$69,299.54	$8,279,001.82	$1,414.28	$168,959.23	91	100
25	5/1/2021	5/31/2021	0	$10,190.46	$8,289,192.28	$207.96	$169,167.19	91.0	100

7/2/2021 Comments - Jonah punchlist items complete. Other punchlist items are near completion.
1/28/2021 Comments - Substantial Completion was achieved on October 20, 2020. Punchlist work is ongoing.

Change Order Number	Approved	Cost This CO	Total COs
01	10/8/2019	$66,291.83	$ 66,291.83

1A: Design Error or Omission. Incorrect PS&E. This Change Order revises items and quantities for the traffic signals. 3F: County Convenience. Additional work desired by the County. This Change Order adds items for temporary sediment control fencing (install and remove) and documents the credit to the contract for materials (6'x4' box culvert) furnished by the County.

Change Order Number	Approved	Cost This CO	Total COs
02	12/17/2019	$31,881.14	$ 98,172.97

2G: Differing Site Conditions. Unadjusted utility (unforeseeable). This Change Order provides grading of the Limmer Loop ditch at CR 110, due to communication utility conflicts not being adjusted for the previous CR 110 South project. The ditch work must be completed, prior to construction of the requested driveway for the new corner store. The driveway permit has already been submitted to the County by the Developer.

Change Order Number	Approved	Cost This CO	Total COs
03	7/21/2020	$10,419.60	$ 108,592.57

3F: County Convenience. Additional work desired by the County. This Change Order adds Traffic Control Phase 2 Step 2 to the project. This step consists of shifting traffic from the existing lanes to the new lanes f rom just south of CR 112 to the north end of the project.

Change Order Number	Approved	Cost This CO	Total COs
04	12/8/2020	$3,266.23	$ 111,858.80

3L: County Convenience. Revising safety work/measures desired by the County. This Change Order adds a new item to pay the Contractor to repair the guard rail end treatment on southbound CR 110, south of CR 112. This is within the construction project limits.

Change Order Number	Approved	Cost This CO	Total COs
05	3/16/2021	($11,737.85)	$ 100,120.95

2E: Differing Site Conditions (unforseeable). Miscellaneous difference in site conditions (unforeseeable). This Change Order adds improvements to drainage and new side street intersections to the project. 3L: County Convenience. Revising safety work/measures desired by the County. This Change Order deletes lime from the pavement section, adds item to pay for police used during traffic control, and repairs damage to a signal controller and repairs potholes in the existing pavement. 4B: Third Party Accommodation. Third party requested work. This change order adds fittings to the Jonah Water line.

Change Order Number	Approved	Cost This CO	Total COs
06	2/2/2021	$46,375.56	$ 146,496.51

3E: County Convenience. Reduction of future maintenance. This Change Order adds pay items to compensate the Contractor to mill and repave a portion of existing University Boulevard that was not called out to be overlayed in the plans.

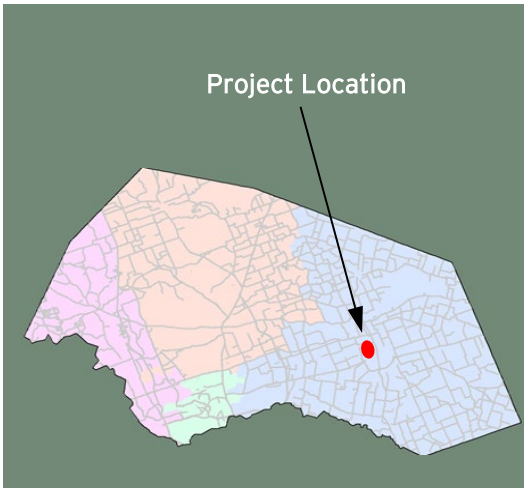
Change Order Number	Approved	Cost This CO	Total COs
07	3/16/2021	$6,519.31	$ 153,015.82

3F: County Convenience. Additional work desired by the County. This Change Order adds a pay item to compensate the Contractor to remove additional structures in the right of way along CR 110 north of the project.

Change Order Number	Approved	Cost This CO	Total COs
08	3/16/2021	$233,343.80	$ 386,359.62

6C: Untimely ROW/Utilities. Utilities not clear. This Change Order adds a pay item to compensate the Contractor for extended project overhead costs caused by delays to the utility relocation.

Adjusted Price = $9,297,222.35



CR 101
(US 79 to north of Chandler Road)

Project Length: 3.8 Miles
Roadway Classification: Rural Collector

Project Schedule: July 2020 - December 2021
Estimated Construction Cost: $13 Million

JUNE 2021 IN REVIEW

06/04/2021: James Construction (JCG) placed forms for a mow strip at the guard fence in the middle section of the project. The west side of the rip rap under the bridge at the South Fork of Mustang Creek was undermined by the heavy rain, and JCG began placing flowable fill to plug these voids.

06/11/2021: James Construction began demolition of the bridge over Little Mustang Creek. The contractor finished placing concrete for the guardrail mow strip at the northeast and southeast corners of the bridge at the South Fork of Mustang Creek. Substantial Comletion request June 11, 2021.

06/18/2021: James Construction began demolition of the bridge over Little Mustang Creek. Subcontractor Sexton began placing a 4" encasement for a future water line south of the Little Mustang Creek bridge. Subcontractor Woolery Fence began working on a wire fence near Little Mustang Creek.

06/25/2021: James Construction completed demolition and clean-up for the bridge over Little Mustang Creek. The contractor began grading north and south of Little Mustang Creek Bridge. The contractor completed forming and began pouring concrete for the abutment riprap for the bridge over Mustang Creek.

Design Engineer: BGE, Inc.
Contractor: James Construction
Construction Observation:
Kyle McCoy, HNTB

Williamson County
Road Bond Program

HNTB

CR 101 (US 79 to Chandler Road)
Project No. 2138

Original Contract Price = $13,092,842.00

Letting	Award	Notice To Proceed	Begin Work	Substantial Completion	Work Accepted		Total Bid Days	Days Added	Total Days
10/10/2019	11/5/2019	6/26/2020	7/6/2020				540		540

Invoice Number	Beginning Date	Ending Date	Days Charged	Current Invoice	Invoice Total	Current Retainage	Total Retainage	% ($) Used	% Time Used
1	7/6/2020	7/25/2020	20	$366,881.43	$366,881.43	$40,764.60	$40,764.60	3	4
2	7/26/2020	8/30/2020	36	$2,072,374.48	$2,439,255.91	$230,263.83	$271,028.43	21	10
3	8/31/2020	9/23/2020	24	$66,831.99	$2,506,087.90	$7,425.78	$278,454.21	21	15
4	9/24/2020	10/25/2020	32	$531,044.64	$3,037,132.54	$59,004.96	$337,459.17	26	21
5	10/26/2020	11/29/2020	35	$424,017.35	$3,461,149.89	$47,113.04	$384,572.21	29	27
6	11/30/2020	12/27/2020	28	$709,324.00	$4,170,473.89	$78,813.77	$463,385.98	35	32
7	12/28/2020	1/27/2021	31	$294,970.38	$4,465,444.27	$32,774.49	$496,160.47	38	38
8	2/1/2021	2/28/2021	28	$293,948.14	$4,759,392.41	$32,660.91	$528,821.38	40	43
9	3/1/2021	3/31/2021	31	$367,172.81	$5,126,565.22	$40,796.97	$569,618.35	44	49
10	4/1/2021	4/30/2021	30	$421,691.16	$5,548,256.38	$46,854.58	$616,472.93	47	55
11	5/1/2021	5/31/2021	31	$703,963.56	$6,252,219.94	$78,218.17	$694,691.10	53	60

7/31/2020 Comments - The Notice to Proceed was issued 6/26/20 with Time Charges beginning on 7/6/2020.

Adjusted Price = $13,092,842.00

Southeast Loop Demolition Phase 2 (Residential Demolition)
Project No. T3082

Original Contract Price = $180,918.33

Letting	Award	Notice To Proceed	Begin Work	Substantial Completion	Work Accepted		Total Bid Days	Days Added	Total Days
3/2/2021	3/16/2021	5/3/2021	5/13/2021				45		45

Invoice Number	Beginning Date	Ending Date	Days Charged	Current Invoice	Invoice Total	Current Retainage	Total Retainage	% ($) Used	% Time Used
1	5/13/2021	5/28/2021	11	$77,792.88	$77,792.88	$8,643.65	$8,643.65	48	24
2	5/29/2021	6/28/2021	11	$56,739.40	$134,532.28	-$1,563.00	$7,080.65	78	49

1/1/2021 Comments - Time charges began 5/13/2021. Contract has 45 working days.

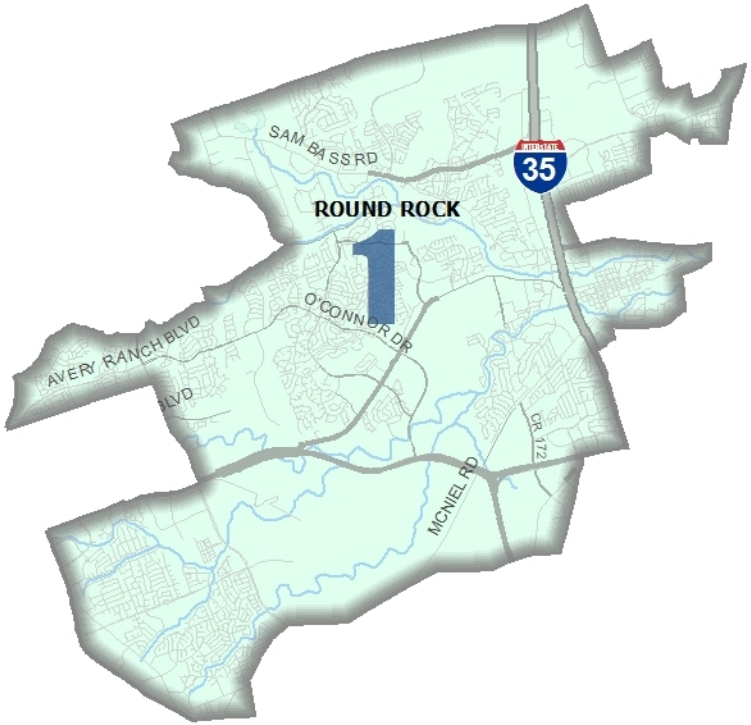
Adjusted Price = $180,918.33

Williamson County Commissioners Court

Road Bond Program

July 20, 2021

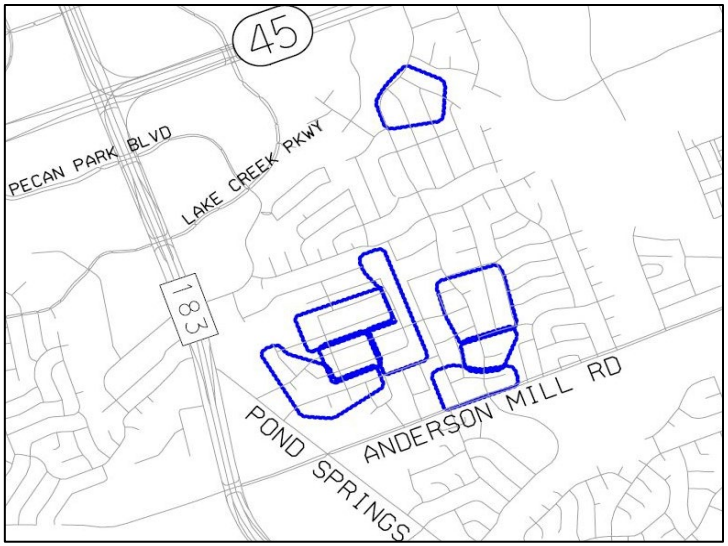
Precinct 1


SAM BASS RD
35
ROUND ROCK
1
O'CONNOR DR
AVERY RANCH BLVD
CR 172
MCNIEL RD

Forest North Phase 3
Drainage Improvements

Anticipated Completion

Early 2022



Original Contract Price = $4,793,058.15

Total Change Orders to Date = $87,744.37

Adjusted Contract Price = $4,880,802.52

Expenditures to Date = $3,247,749.14 (67%)

Forest North Phase 3
Drainage Improvements

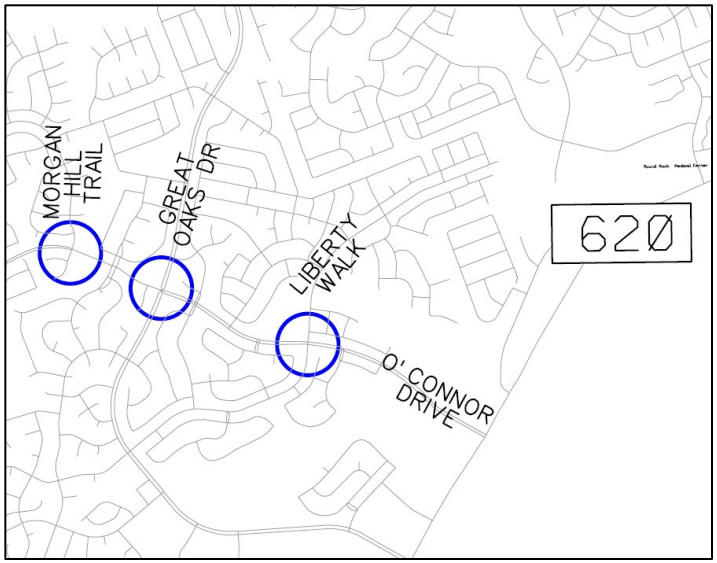
Forest North Phase 3
Drainage Improvements

Forest North Phase 3
Drainage Improvements

O'Connor Traffic Signals (Morgan Hill Trail, Liberty Walk, Great Oaks)

Anticipated Completion

Summer 2021



Original Contract Price = $853,503.50

Total Change Orders to Date = $131,055.38

Adjusted Contract Price = $984,558.88

Expenditures to Date = $776,076.14 (79%)

O'Connor Traffic Signals (Morgan Hill Trail, Liberty Walk, Great Oaks)

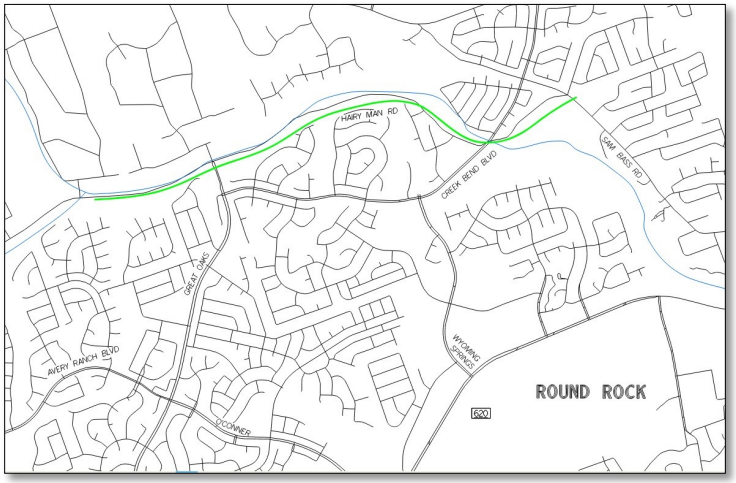
O'Connor Traffic Signals (Morgan Hill Trail, Liberty Walk, Great Oaks)

O'Connor Traffic Signals (Morgan Hill Trail, Liberty Walk, Great Oaks)

Hairy Man Road / Brushy Creek Road Safety Improvements

Anticipated Completion

Winter 2021



Original Contract Price = $3,964,380.00

Total Change Orders to Date = $0.00

Adjusted Contract Price = $3,964,380.00

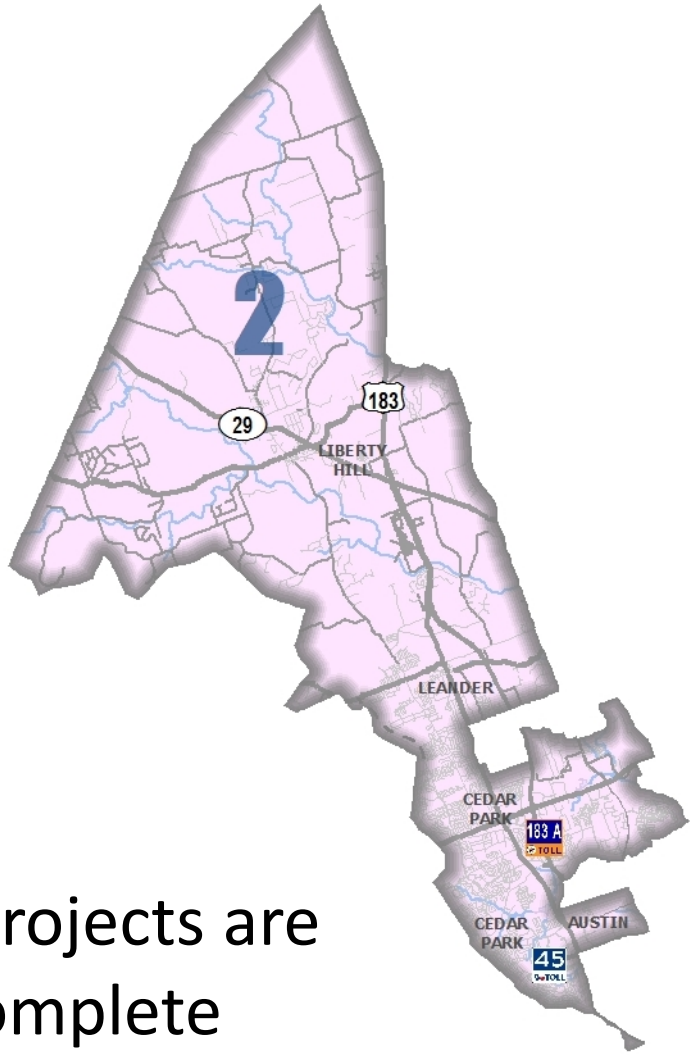
Expenditures to Date = $1,357,425.72 (34%)

Hairy Man Road / Brushy Creek Road Safety Improvements

Hairy Man Road / Brushy Creek Road Safety Improvements

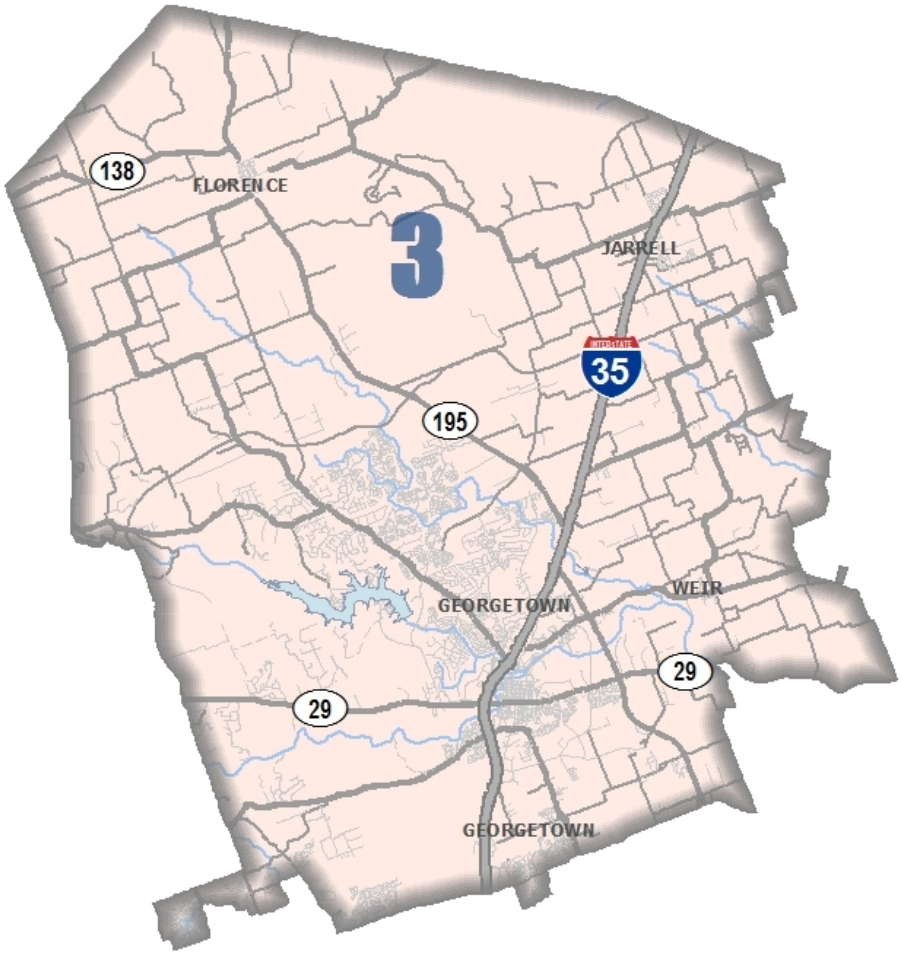
Hairy Man Road / Brushy Creek Road Safety Improvements

Precinct 2



All construction projects are substantially complete

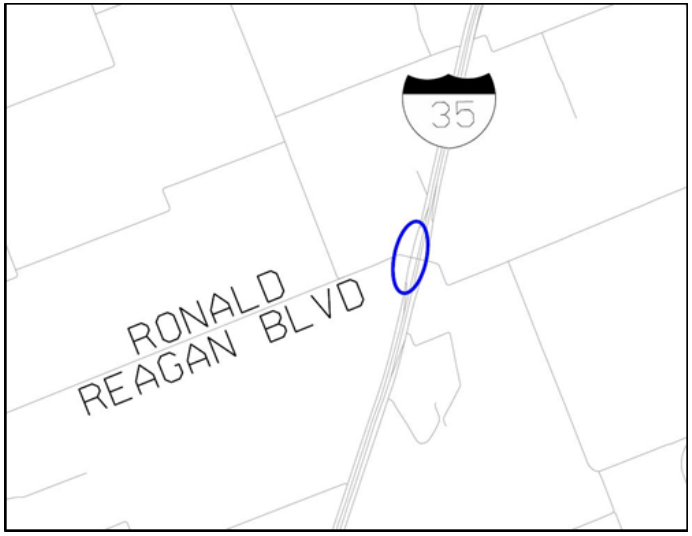
Precinct 3


138
FLORENCE
3
JARRELL
35
195
GEORGETOWN
WEIR
29
29
GEORGETOWN

Ronald Reagan Boulevard at IH 35 (Bridge Replacement)

Anticipated Completion

Fall 2021



Partnership with TxDOT

Original Contract Amount = $15,048,229.93

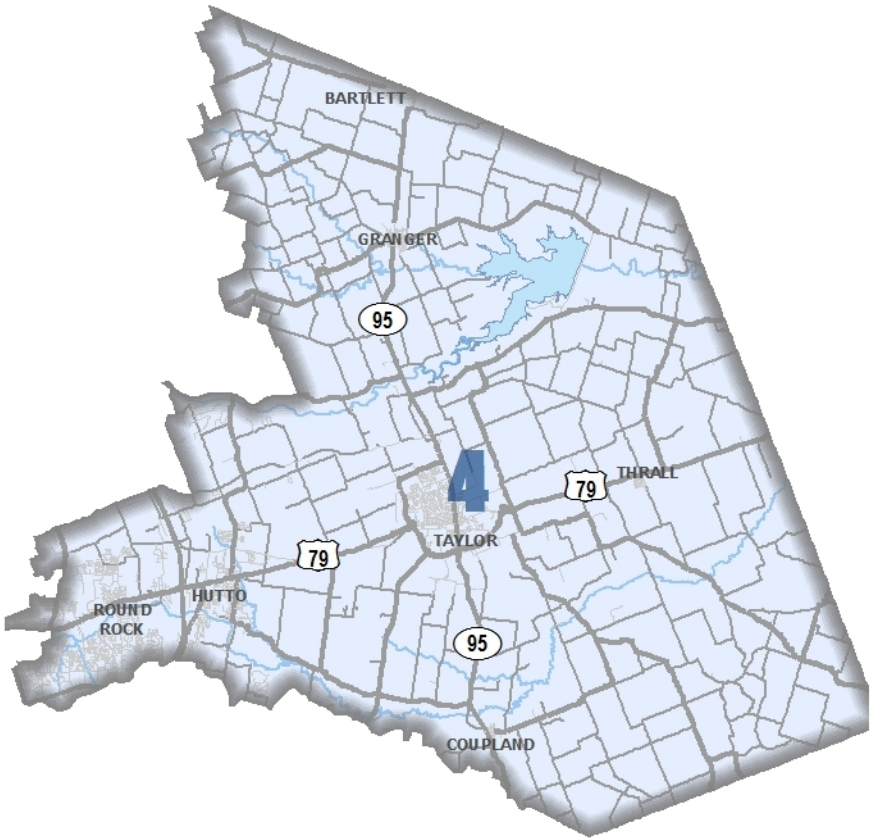
Construction is managed by TxDOT

Ronald Reagan Boulevard at IH 35 (Bridge Replacement)

Ronald Reagan Boulevard at IH 35 (Bridge Replacement)

Ronald Reagan Boulevard at IH 35 (Bridge Replacement)

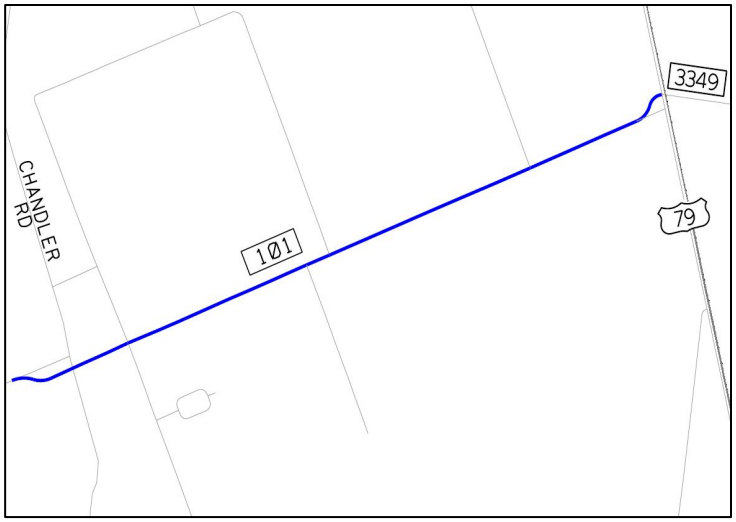
Precinct 4


BARTLETT
GRANGER
95
4
79
THRALL
TAYLOR
79
HUTTO
ROUND ROCK
95
COUPLAND

CR 101
(US 79 to North of Chandler Road)

Anticipated Completion

Winter 2021



Original Contract Amount = $13,092,842.00

Total Change Orders = $0.00

Adjusted Contract Price = $13,092,842.00

Expenditures to Date = $6,735,532.21 (51%)

CR 101
(US 79 to North of Chandler Road)

CR 101
(US 79 to North of Chandler Road)

CR 101
(US 79 to North of Chandler Road)

Commissioners Court - Regular Session **51.**

Meeting Date: 07/20/2021

T2232 Hairy Man Brushy Creek Change Order No. 1

Submitted By: Mayra Ramos, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider, take appropriate action regarding Change Order No. 1 in the amount of $6,004.00 for T2232 Hairy Man Brushy Creek (DeNucci Constructors), Road Bond Project in Commissioner Pct. 1. P:284 Funding Source: Road Bond

Background

This Change Order adds an item to pay for installation of barbed wire fence at Olson Meadows Park. This fence replaces an existing fence that was removed to complete the roadway widening. Fern Bluff MUD requested that the fencing be replaced to prevent parking on the slope.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

T2232-HairyManBrushyCreek-CO 1

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 09:35 AM
Form Started By: Mayra Ramos		Started On: 07/09/2021 11:50 AM
Final Approval Date: 07/15/2021		

WILLIAMSON COUNTY, TEXAS

CHANGE ORDER NUMBER: 1

1. CONTRACTOR: **DeNucci Constructors**

2. Change Order Work Limits: Sta. **174+90** to Sta. **180+90**

3. Type of Change(on federal-aid non-exempt projects): **Minor** (Major/Minor)

4. Reasons: **4B** (3 Max. - In order of importance - Primary first)

Project:	*Hairy Man/Brushy Creek*
Roadway:	*Rdwy Improvements*
CSJ Number:	*T2232*

5. Describe the work being revised:

4B.: Third Party Accommodation. Third party requested work. This Change Order adds an item to pay for installation of barbed wire fence at Olson Meadows Park. This fence replaces an existing fence that was removed to complete the roadway widening. Fern Bluff MUD requested that the fencing be replaced to prevent parking on the slope.

6. Work to be performed in accordance with Items: **See Attached**

7. New or revised plan sheet(s) are attached and numbered: **N/A**

8. New Special Provisions/Specifications to the contract are attached: ☐ Yes ☑ No

9. New Special Provisions to Item N/A No. N/A, Special Specification Item N/A are attached.

Each signatory hereby warrants that each has the authority to execute this Change Order (CO).

The contractor must sign the Change Order and, by doing so, agrees to waive any and all claims for additional compensation due to any and all other expenses; additional changes for time, overhead and profit; or loss of compensation as a result of this change.

THE CONTRACTOR Date 7/8/21

By Paul T. DeNucci

Typed/Printed Name PAUL T. DeNUCCI

Typed/Printed Title PRES

The following information must be provided

Time Ext. #: **N/A** Days added on this CO: **0**

Amount added by this change order: **$6,004.00**

RECOMMENDED FOR EXECUTION:

Project Manager Date 7/8/21

N/A
Design Engineer Date

Program Manager Date

Design Engineer's Seal:

County Commissioner Precinct 1 Date
☐ APPROVED ☐ REQUEST APPROVAL

County Commissioner Precinct 2 Date
☐ APPROVED ☐ REQUEST APPROVAL

County Commissioner Precinct 3 Date
☐ APPROVED ☐ REQUEST APPROVAL

County Commissioner Precinct 4 Date
☐ APPROVED ☐ REQUEST APPROVAL

County Judge Date
☐ APPROVED

WILLIAMSON COUNTY, TEXAS

CHANGE ORDER NUMBER: *1* ***Project #*** *Hairy Man/Brushy Creek*

TABLE A: Force Account Work and Materials Placed into Stock

	LABOR	HOURLY			HOURLY RATE

TABLE B: Contract Items:

				ORIGINAL + PREVIOUSLY REVISED		ADD or (DEDUCT)	NEW		
ITEM	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ITEM COST	QUANTITY	QUANTITY	ITEM COST	OVERRUN/ UNDERRUN
0552-6003	WIRE FENCE (TY C)	LF	$10.00	0.00	$0.00	604.00	604.00	$6,040.00	$6,040.00
TOTALS					$0.00			$6,040.00	$6,040.00

CHANGE ORDER REASON(S) CODE CHART

1. Design Error or Omission	1A. Incorrect PS&E 1B. Other
2. Differing Site Conditions (unforeseeable)	2A. Dispute resolution (expense caused by conditions and/or resulting delay) 2B. Unavailable material 2C. New development (conditions changing after PS&E completed) 2D. Environmental remediation 2E. Miscellaneous difference in site conditions (unforeseeable)(Item 9) 2F. Site conditions altered by an act of nature 2G. Unadjusted utility (unforeseeable) 2H. Unacquired Right-of-Way (unforeseeable) 2I. Additional safety needs (unforeseeable) 2J. Other
3. County Convenience	3A. Dispute resolution (not resulting from error in plans or differing site conditions) 3B. Public relations improvement 3C. Implementation of a Value Engineering finding 3D. Achievement of an early project completion 3E. Reduction of future maintenance 3F. Additional work desired by the County 3G. Compliance requirements of new laws and/or policies 3H. Cost savings opportunity discovered during construction 3I. Implementation of improved technology or better process 3J. Price adjustment on finished work (price reduced in exchange for acceptance) 3K. Addition of stock account or material supplied by state provision 3L. Revising safety work/measures desired by the County 3M. Other
4. Third Party Accommodation	4A. Failure of a third party to meet commitment 4B. Third party requested work 4C. Compliance requirements of new laws and/or policies (impacting third party) 4D. Other
5. Contractor Convenience	5A. Contractor exercises option to change the traffic control plan 5B. Contractor requested change in the sequence and/or method of work 5C. Payment for Partnering workshop 5D. Additional safety work/measures desired by the contractor 5E. Other
6. Untimely ROW/Utilities	6A. Right-of-Way not clear (third party responsibility for ROW) 6B. Right-of-Way not clear (County responsibility for ROW) 6C. Utilities not clear 6D. Other

Williamson County Road Bond Program

Hairy Man Road/Brushy Creek Road Improvements
Williamson County Project No. T2232

Change Order No. 1

Reason for Change

This Change Order adds an item to pay for the installation of barbed wire fence at Olson Meadows Park. This fence replaces an existing fence that was removed to complete the roadway widening. Fern Bluff MUD requested that the fence be replaced to prevent parking on the slope. The new fencing will be located at the right of way line.

The cost submitted by the Contractor is comparable to TxDOT's statewide average bid price.

The following new item will be added by this Change Order.

ITEM	DESCRIPTION	QUANTITY	UNIT
0552-6003	Wire Fence (TY C)	604	LF

This Change Order results in a net increase of $6,040.00 to the Contract amount, for an adjusted Contract total of $3,970,420.00. The original Contract amount was $3,964,380.00. As a result of this and all Change Orders to-date, $6,040.00 has been added to the Contract, resulting in a 0.15% net increase in the overall Contract cost. No time will be added to the Contract for this Change Order.

HNTB Corporation

Lowell Choate, P.E.

Tracy Cooper

From: ryand@denucciconstructors.com
Sent: Wednesday, June 2, 2021 1:14 PM
To: Tracy Cooper; Aaron DeNucci
Subject: Detour and Barbed Wire Fence

Hey Cooper,

I think it will be best for everybody if we start our Hairy Man road detour on Monday 6/14 instead of 6/7. This constant rain has set us back about two weeks now and we still have about 10 days of work left to do in the first section. We would change the message boards to say 6/14 to 7/19 instead of 6/7 to 7/12. Also we would delay all signage until the morning of 6/14.

DeNucci has agreed to install the 600' of barbed wire fence for $10/LF on this job as a change order.

Ryan DeNucci | DeNucci Constructors LLC
Superintendent
8310-1 Cap. Tx. Hwy. N., Suite 275
Austin, TX
Office 512-335-0600
Cell 512-971-2368
Ryand@denucciconstructors.com

Contractors quote of $10/LF is comparable to statewide averages and therefore found to be fair and reasonable.

ITEM CODE	ITEM DESCRIPTION	ITEM UNIT	STATEWIDE 3M COUNT	STATEWIDE 3M QUANTITY	STATEWIDE 3M AVG
05526003	WIRE FENCE (TY C)	LF	4	9,622.00	$15.58

Commissioners Court - Regular Session **52.**

Meeting Date: 07/20/2021

Road Bond and Corridor Utility Coordination CFA Contract Amendment No. 3

Submitted By: Marie Walters, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a Contract Amendment No. 3 to the Utility Coordination/Relocation Services contract between Williamson County and Cobb, Fendley & Associates, Inc. relating to the Corridor and Road Bond Programs. Project: On-Call Fund Source Corridor & Road Bond

Background

The Contract Amendment No. 3 amends the Exhibit D - Rate Schedule per the CPI language in the contract. No other changes are proposed.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

UtilityCoordinationCorridor&RB-CFA-Amendment3

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 09:36 AM
Form Started By: Marie Walters		Started On: 07/14/2021 03:47 PM
Final Approval Date: 07/15/2021		

CONTRACT AMENDMENT NO. 3
TO
WILLIAMSON COUNTY CONTRACT FOR ENGINEERING SERVICES

WILLIAMSON COUNTY ROAD BOND PROJECT:
Utility Coordination for Corridor & Road Bond Programs ("Project")

THIS CONTRACT AMENDMENT NO. 3 to Williamson County Contract for Engineering Services is by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and Cobb, Fendley & Associates, Inc. (the "Engineer") and becomes effective as of the date of the last party's execution below.

WHEREAS, the County and the Engineer executed the Williamson County Contract for Engineering Services dated effective July 16, 2019 (the "Contract");

WHEREAS, pursuant to Article 14 of the Contract, the terms of the Contract may be modified by a written fully executed Contract Amendment;

WHEREAS, the "Compensation Cap" under Article 5 of the Contract limits the maximum amount payable under the Contract to $5,500,000.00; and,

WHEREAS, the Rate Schedule in Exhibit D of the Contract are limited to the rates noted in said Exhibit D; and,

WHEREAS, it has become necessary to amend the Contract.

AGREEMENT

NOW, THEREFORE, premises considered, the County and the Engineer agree that the Contract is amended as follows:

I. The hourly Rates in the original Exhibit D of the Contract are hereby amended as shown in the attached revised Exhibit D (must be attached).

All other terms of the Contract are unchanged and will remain in full force and effect.

IN WITNESS WHEREOF, the County and the Engineer have executed this Contract Amendment, in duplicate, to be effective as of the date of the last party's execution below.

ENGINEER:

By: Sandra G Khoury
Signature

Sandra G. Khoury, P.E.
Printed Name

Senior Vice President
Title

June 28, 2021
Date

COUNTY:

By: _____
Signature

_____
Printed Name

_____
Title

_____
Date

7/13/2021

EXHIBIT D

RATE SCHEDULE

Cobb, Fendley & Associates, Inc.
Effective July 2021

Senior Project Manager	$246.49/HR
Senior Engineer	$204.54/HR
Project Engineer III	$178.31/HR
Project Engineer II	$157.34/HR
Project Engineer I	$131.11/HR
Senior Technician	$152.09/HR
Technician III	$131.11/HR
Technician II	$120.62/HR
Technician I	$99.65/HR
Licensed State Land Surveyor	$246.49/HR
Registered Professional Land Surveyor	$178.31/HR
4 Person Field Services Crew	$199.29/HR
3 Person Field Services Crew	$178.31/HR
2 Person Field Services Crew	$152.09/HR
1 Person Field Services Crew	$125.87/HR
2 Person Hy-Drone Crew	$356.63/HR
2 Person UAV Drone Crew	$246.49/HR
Senior Field Construction Observer	$162.58/HR
Field Construction Observer	$115.38/HR
Senior Utility Specialist	$162.58/HR
Utility Specialist	$131.11/HR
GIS Manager	$178.31/HR
GIS Analyst	$125.87/HR
Right-of-Way Project Manager	$246.49/HR
Right-of-Way Agent	$146.85/HR
Administrative	$110.14/HR
Clerical	$83.91/HR

SUBSURFACE UTILITY ENGINEERING

One-Man Designating Crew (4-Hour Minimum)	$115.38/HR
Two-Man Designating Crew (4-Hour Minimum)	$178.31/HR
Vacuum Excavation Truck with 2 Technicians (Vac 3000 & 4000) (4-Hour Min.)	$309.43/HR
Vacuum Excavation Truck with 2 Technicians (Vac 6000) (4-Hour Minimum)	$330.41/HR
Ground Penetrating Radar with 1 Technician (4-Hour Minimum)	$272.72/HR
Closed Circuit Television (CCTV) with 2 Technicians	$293.69/HR
Traffic Control Officer	At Cost
Traffic Control (Lane Closures, etc.)	At Cost
Permits (Local, State, etc.)	At Cost

EXHIBIT D

RATE SCHEDULE
(continued)

Cobb, Fendley & Associates, Inc.
Effective July 2021

SUBSURFACE UTILITY ENGINEERING *(continued)*

Designation & Traffic Control Vehicles	$3.50/Mile
Location Vehicles	$6.50/Mile

REIMBURSABLE EXPENSES

Consultant or Specialty Contractor (Outside Firm)	At Cost
Courier, Special Equipment Rental	At Cost
Mileage (Standard Car or Truck)	IRS Approved Rate
Per Diem for Out of Town Travel (Per Day/Person)	IRS Approved Rate
Title Plant Charges	At Cost
Other Misc. Expenses Related to the Project	At Cost

In-House Reproduction:

- Copies (Up to 11" x 17") $0.15/Each
- Color Prints (Up to 11" x 17") $1.50/Each
- Color Prints (Larger than 11" x 17") ..... $3.00/Sq. Ft.
- Bluelines (All Sizes) $1.00/Each
- Bond Prints (All Sizes) $2.00/Each

EXHIBIT D

RATE SCHEDULE
(continued)

Hydro Spy, LLC
Effective July 2021

SUBSURFACE UTILTY ENGINEERING (HYDRO-VAC)

Round Trip Mobilization	$1,120.00/day
Pot Hole & Trench Excavations w/Backfill	$3,820.00/day
Traffic Control Officer	At Cost
Traffic Control (Lane Closures, etc.)	At Cost
Permits (Local, State, etc.)	At Cost

REIMBURSABLE EXPENSES

Out of town travel reimbursement (meals, lodging, etc.) will be in accordance with the Williamson County Vendor Reimbursement Policy

EXHIBIT D

RATE SCHEDULE
(continued)

Clean Harbors Environmental Services, Inc.
Effective July 2021

SUBSURFACE UTILTY ENGINEERING (HYDRO-VAC)

Hydrovac – Tri-Drive with Operator & Helper (4-Hour Minimum)	$215.00/HR
3rd Party Backfill & Restoration (as required)	At Cost
Dump Fee	$140.00/EACH
Water	$36.00/LOAD
Traffic Control Officer	At Cost
Traffic Control (Lane Closures, etc.)	At Cost
Permits (Local, State, etc.)	At Cost
Location Vehicles	$6.50/Mile

REIMBURSABLE EXPENSES

Out of town travel reimbursement (meals, lodging, etc.) will be in accordance with the Williamson County Vendor Reimbursement Policy

EXHIBIT D

RATE SCHEDULE
(continued)

Badger Daylighting Corporation
Effective July 2021

SUBSURFACE UTILTY ENGINEERING (HYDRO-VAC)

Badger Hydrovac with Operator (10-hour port to port day)	$2,380.00/DAY
Badger Hydrovac with Operator Overtime (any time over 10-hour day)	$265.00/HR
Additional Operator (remote job or backfill work)	$50.00/HR
Additional Operator Overtime (remote work or backfill work over 10 hours)	$65.00/HR
3rd Party Service (Backfilling) (as required by job)	At Cost
Traffic Control Officer	At Cost
Traffic Control (Lane Closures, etc.)	At Cost
Permits (Local, State, etc.)	At Cost
Location Vehicles	$6.50/Mile

REIMBURSABLE EXPENSES

Out of town travel reimbursement (meals, lodging, etc.) will be in accordance with the Williamson County Vendor Reimbursement Policy

EXHIBIT D

RATE SCHEDULE
(continued)

Underground Services, Inc. (SOFTDIG)
Effective July 2021

SUBSURFACE UTILTY ENGINEERING

Two-man Designation Crew_QL-B (4-Hour Minimum)	$175.00/HR
Vacuum Excavation Truck with 2 Technicians_QL-A (4-Hour Minimum)	$295.00/HR
Mobilization & Demobilization	$100.00/HR
Pavement Coring	$60.00/CORE
Flag Person	$65.00/HR
Traffic Control Officer	At Cost
Traffic Control (Lane Closures, etc.)	At Cost
Permits (Local, State, etc.)	At Cost

REIMBURSABLE EXPENSES

Out of town travel reimbursement (meals, lodging, etc.) will be in accordance with the Williamson County Vendor Reimbursement Policy

CPI Rate Adjustments: Rates will remain firm for the initial first year of the Contract and such rates shall be deemed the "Initial Base Rates". Engineer must request rate adjustments, in writing, at least thirty (30) days prior to each annual anniversary date of the Contract and any rate changes will take effect on the first day following the prior year. If Engineer fails to request a CPI rate adjustment, as set forth herein, the adjustment will be effective thirty (30) days after the County receives Engineer's written request. No retroactive rate adjustments will be allowed.

Price adjustments will be made in accordance with changes in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items, South Region (Base 1982-84 = 100).

The rate adjustment will be determined by multiplying the Initial Base Rates by a fraction, the numerator of which is the index number for most recently released index before each annual anniversary date of the Contract and the denominator of which is the index number for the first month of the Contract (the index number for the month in which the Contract was originally executed). If the products are greater than the Initial Base Rates, County will pay the greater amounts as the rates during the successive year until the next rate adjustment. Rates for each successive year will never be less than the Initial Base Rates.

Commissioners Court - Regular Session **53.**

Meeting Date: 07/20/2021

SH 29 Contract

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a real estate contract with Louise Marcom and Lon and Laura's Legacy, LLC for right of way needed on the SH 29 LRTP Project. Funding Source: Road Bonds P457

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Marcom Contract

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 09:45 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 08:46 AM

Final Approval Date: 07/15/2021

REAL ESTATE CONTRACT
SH 29 Right of Way

THIS REAL ESTATE CONTRACT ("Contract") is made by LOUISE MARCOM and LON AND LAURA'S LEGACY, LLC, a Texas limited liability company (referred to in this Contract as "Seller") and WILLIAMSON COUNTY, TEXAS (referred to in this Contract as "Purchaser"), upon the terms and conditions set forth in this Contract.

ARTICLE I
PURCHASE AND SALE

By this Contract, Seller sells and agrees to convey, and Purchaser purchases and agrees to pay for, the tract(s) of land described as follows:

> All of that certain 39.085 AC tract of land situated in the Richard West Survey, Abstract No. 643, Williamson County, Texas, and being out of the remnant portion of called 275.00 Acre tract of land conveyed to Louise Marcom, recorded in Document No. 2019112211 of the Official Public Records of Williamson County, Texas, and as more particularly described by Exhibit "A" attached hereto and incorporated herein;

together with all and singular the rights and appurtenances pertaining to the property, including any right, title and interest of Seller in and to adjacent streets, alleys or rights-of-way (all of such real property, rights, or other leases and appurtenances being referred to in this Contract as the "Property"), and any improvements situated on and attached to the Property described in Exhibit "A" not otherwise agreed herein to be retained by Seller, for the consideration and upon and subject to the terms, provisions, and conditions set forth below.

ARTICLE II
PURCHASE PRICE

Purchase Price and Additional Compensation

2.01. The Purchase Price for the Property described in Exhibit "A", shall be the sum of ONE MILLION SEVEN HUNDRED NINEY-NINE THOUSAND SEVEN HUNDRED SIX and 00/100 Dollars ($1,799,706.00).

2.01.1 As additional compensation, Purchaser shall pay the amount of EIGHTEEN THOUSAND SIX HUNDRED SIXTY and 00/100 Dollars ($18,660) as payment for the cost to fence the proposed right of way line.

The total purchase price due and owing to Seller at closing shall be the amount of ONE MILLION EIGHT HUNDRED EIGHTEEN THOUSAND THREE HUNDRED SIXTY-SIX and 00/10 Dollars ($1,818,366).

Payment of Purchase Price

2.02. The Purchase Price shall be payable in cash at the Closing.

2.03. As additional consideration for this transaction, and as an obligation and agreement which shall survive Closing, Purchaser agrees and represents: (i) that future driveway connections within the potential locations as shown and described on Exhibit "B" attached hereto and incorporated herein otherwise meet applicable access management and spacing criteria for allowable permitting to access the proposed SH 29 facilities proposed to be constructed or modified upon the Property, and (ii) to provide reasonable assistance to Seller in the issuance of any permit or approval necessary for such driveway construction or at other location agreed to in advance between Purchaser and Seller. Any final driveway station alignment locations shall be determined through permit issued by the applicable regulatory permitting agency for the proposed roadway facility. Seller shall be responsible for complying with all drainage culvert sizing or other required driveway permit design regulations of Purchaser or other applicable regulatory jurisdiction prior to beginning construction of any such driveway, and construction shall comply with any design specifications otherwise required by any applicable Williamson County development rules.

2.04 As an obligation which shall survive the closing of this transaction, Seller agrees that within 120 days after the closing of this transaction it shall complete the construction of any fencing along the new right of way line which is necessary to contain any livestock or other animals within the remaining property of Seller and prevent them from entering the purchased Property.

ARTICLE III
PURCHASER'S OBLIGATIONS

Conditions to Purchaser's Obligations

3.01. The obligations of Purchaser hereunder to consummate the transactions contemplated hereby are subject to the satisfaction of each of the following conditions (any of which may be waived in whole or in part by Purchaser at or prior to the Closing).

Miscellaneous Conditions

3.02. Seller shall have performed, observed, and complied with all of the covenants, agreements, and conditions required by this Contract to be performed, observed, and complied with by Seller prior to or as of the closing.

ARTICLE IV
REPRESENTATIONS AND WARRANTIES OF SELLER

Seller hereby represents and warrants to Purchaser as follows, which representations and warranties shall be deemed made by Seller to Purchaser also as of the Closing Date, to the best of Seller's current actual knowledge:

(1) There are no parties in possession of any portion of the Property as lessees, tenants at sufferance, or trespassers, other than as previously disclosed to Purchaser;

(2) Seller has complied with all applicable laws, ordinances, regulations, statutes, rules and restrictions relating to the Property, or any part thereof.

ARTICLE V
CLOSING

Closing Date

5.01. The Closing shall be held at the office of Independence Title Company on or before July 30, 2021, or at such time, date, and place as Seller and Purchaser may agree upon, or within 10 days after the completion of any title curative matters, if necessary, for items as shown on the Title Commitment or in the contract (which date is herein referred to as the "Closing Date").

Seller's Obligations at Closing

5.02. At the Closing Seller shall:

(1) Deliver to Purchaser a duly executed and acknowledged Deed conveying good and indefeasible title to Williamson County, Texas in fee simple to all of the Property described in Exhibit "A", free and clear of any and all liens and restrictions, except for the following:

(a) General real estate taxes for the year of closing and subsequent years not yet due and payable;

(b) Any exceptions approved by Purchaser pursuant to Article III hereof; and

(c) Any exceptions approved by Purchaser in writing.

(2) The deed shall be in the form as shown in Exhibit "C" attached hereto and incorporated herein.

(3) Provide reasonable assistance at no cost to Seller to cause the Title Company to deliver a Texas Owner's Title Policy at Purchaser's sole expense, issued by Title Company, in Grantee's favor in the full amount of the purchase price, insuring Purchaser's contracted interests in and to the Property subject only to those title exceptions listed herein, such other exceptions as may be approved in writing by Purchaser, and the standard printed exceptions contained in the usual form of Texas Owner's Title Policy, provided, however:

(a) The boundary and survey exceptions shall be deleted;

(b) The exception as to restrictive covenants shall be endorsed "None of Record", if applicable; and

(c) The exception as to the lien for taxes shall be limited to the year of Closing and shall be endorsed "Not Yet Due and Payable".

(d) Deliver to Purchaser possession of the Property if not previously done.

Purchaser's Obligations at Closing

5.03. At the Closing, Purchaser shall:

(a) Pay the cash portion of the Purchase Price.

Prorations

5.04 General real estate taxes for the then current year relating to the Property shall be prorated as of the Closing Date and shall be adjusted in cash at the Closing, but shall otherwise be the responsibility of Seller to satisfy. If the Closing shall occur before the tax rate is fixed for the then current year, the apportionment of taxes shall be upon the basis of the tax rate for the next preceding year applied to the latest assessed valuation. Agricultural roll-back taxes, if any, which directly result from this Contract and conveyance of the Property shall be paid by Purchaser.

Closing Costs

5.05. All costs and expenses of closing in consummating the sale and purchase of the Property shall be borne and paid as follows:

(1) Owner's Title Policy and survey to be paid by Purchaser.

(2) Deed, tax certificates, and title curative matters, if any, paid by Purchaser.

(3) All other closing costs shall be paid by Purchaser.

(4) Attorney's fees paid by each respectively.

ARTICLE VI
BREACH BY SELLER

In the event Seller shall fail to fully and timely perform any of its obligations hereunder or shall fail to consummate the sale of the Property for any reason, except Purchaser's default, Purchaser may: (1) enforce specific performance of this Contract; or (2) request that the Escrow Deposit, if any, shall be forthwith returned by the title company to Purchaser.

ARTICLE VII
BREACH BY PURCHASER

In the event Purchaser should fail to consummate the purchase of the Property, the conditions to Purchaser's obligations set forth in Article III having been satisfied and Purchaser being in default and Seller not being in default hereunder, Seller shall have the right to receive the Escrow Deposit, if any, from the title company, the sum being agreed on as liquidated damages for the failure of Purchaser to perform the duties, liabilities, and obligations imposed upon it by the terms and provisions of this Contract, and Seller agrees to accept and take this cash payment as its total damages and relief and as Seller's sole remedy hereunder in such event. If no Escrow Deposit has been made then Seller shall receive the amount of $500 as liquidated damages for any failure by Purchaser.

ARTICLE VIII
MISCELLANEOUS

Notice

8.01. Any notice required or permitted to be delivered hereunder shall be deemed received when sent by United States mail, postage prepaid, certified mail, return receipt requested, addressed to Seller or Purchaser, as the case may be, at the address set forth opposite the signature of the party.

Texas Law to Apply

8.02. This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Williamson County, Texas.

Parties Bound

8.03. This Contract shall be binding upon and inure to the benefit of the parties and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Contract.

Legal Construction

8.04. In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, this invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Contract shall be construed as if the invalid, illegal, or unenforceable provision had never been contained herein.

Prior Agreements Superseded

8.05. This Contract constitutes the sole and only agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting the within subject matter.

Time of Essence

8.06. Time is of the essence in this Contract.

Gender

8.07. Words of any gender used in this Contract shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise.

Memorandum of Contract

8.08. Upon request of either party, the parties shall promptly execute a memorandum of this Contract suitable for filing of record.

Compliance

8.09 In accordance with the requirements of Section 20 of the Texas Real Estate License Act, Purchaser is hereby advised that it should be furnished with or obtain a policy of title insurance or Purchaser should have the abstract covering the Property examined by an attorney of Purchaser's own selection.

Effective Date

8.10 This Contract shall be effective as of the date it is approved by Williamson County, Texas which date is indicated beneath the County Judge's signature below.

Counterparts

8.11 This Contract may be executed in any number of counterparts, which may together constitute the Contract. Signatures transmitted by facsimile or electronic mail may be considered effective as originals for purposes of this Contract.

Purchase of Future Right of Way

8.12 Purchaser acknowledges that it is an entity which possesses the power of condemnation, and that the Property has been identified for proposed future SH29 right of way on the current CAMPO Long Range Transportation Plan and the current Williamson County Transportation Plan.

SELLERS:

Louise Marcom
LOUISE MARCOM

Address: 16250 W Hwy 29
Liberty Hill, TX 78642

Date: July 8, 2021

LON AND LAURA'S LEGACY, LLC,
a Texas limited liability company

By: Elbert Marcom
Name: Elbert Marcom
Its: Manager

Date: July 8, 2021

PURCHASER:

WILLIAMSON COUNTY, TEXAS

By: _____
Bill Gravell Jr.
County Judge

Address: 710 Main Street, Suite 101
Georgetown, Texas 78626

Date: _____

County: Williamson
Tax ID: R108278
Highway: State Highway 29 Liberty Hill Bypass

METES AND BOUNDS DESCRIPTION

FOR A 39.085 ACRE TRACT OF LAND SITUATED IN THE RICHARD WEST SURVEY, ABSTRACT NO. 643, WILLIAMSON COUNTY, TEXAS, AND BEING OUT OF THE REMNANT PORTION OF CALLED 275.00 ACRE TRACT OF LAND CONVEYED TO LOUISE MARCOM, RECORDED IN DOCUMENT NO. 2019112211 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS. SAID 39.085 ACRE TRACT OF LAND BEING SURVEYED ON THE GROUND BY DIAMOND SURVEYING DURING THE MONTH OF JANUARY 2021, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2" iron rod found (Surface Coordinates: N=10221041.65, E=3042893.38) monumenting the northwest corner of said remnant portion of the 275.00 acre Marcom tract and an interior ell corner of the called 199 acre tract of land (Second Tract – Exhibit F) conveyed to Liberty Hill Land Partnership, Ltd., recorded in Document No. 2006079904 of the Official Public Records of Williamson County, Texas, being 157.12 feet right of Proposed State Highway 29 Liberty Hill Engineer's Baseline Station 275+76.36, for the northwest corner and **POINT OF BEGINNING** hereof;

THENCE, **N 68°57'48" E** with the north boundary line of said 275.00 acre Marcom tract and said southeasterly boundary line of said 199 acre Liberty Hill Land Partnership, Ltd. tract passing at a distance of 520.98 feet a 1/2" iron rod found, in all a total distance of **521.44 feet** to a calculated point on the calculated most northerly corner of said remnant portion of the 275.00 acre Marcom tract and the most easterly southeast corner of said 199 acre Liberty Hill Partnership, Ltd. tract, same being on the southwesterly right-of-way line of State Highway 29, being 363.86 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 275+55.04, for the northeast corner hereof, from which a TXDOT Type I monument found on the southwesterly boundary line of the called 19.9801 acre tract of land conveyed to Patrick Conner and Vanessa J. Conner, recorded in Document No. 2008060939 of the Official Public Records of Williamson County, Texas, same being on the northeasterly boundary line of the called 0.366 acre tract of land (Tract 2) conveyed to the State of Texas, recorded in Volume 415, Page 555 of the Deed Records of Williamson County, Texas, same being on the northeasterly right-of-way line of said State Highway 29, bears N 35°48'10" E for a distance of 159.01 feet;

THENCE, with said northeasterly boundary line of the 275.00 acre Marcom tract and said southwesterly right-of-way line of State Highway 29, the following three (3) courses and distances:

County: Williamson
Tax ID: R108278
Highway: State Highway 29 Liberty Hill Bypass

1. With a curve to the left an arc length of **362.10 feet**, said curve having a radius of **1960.10 feet**, a delta angle of **10°35'04"** and a chord which bears **S 57°04'36" E** for a distance of **361.58 feet** to a calculated point, being 600.67 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 277+84.36, for the end of this curve;

2. **S 62°22'39" E** for a distance of **55.24 feet** to a calculated point being 642.44 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 278+13.31, for the beginning of a curve to the left;

3. With said curve to the left an arc length of **281.25 feet**, said curve having a radius of **2914.80 feet**, a delta angle of **5°31'43"** and a chord which bears **S 65°08'41" E** for a distance of **281.14 feet** to a TXDOT Type I monument found monumenting the west corner of the called 0.386 acre tract of land (Tract 3) conveyed to the State of Texas, recorded in Volume 415, Page 608 of the Deed Records of Williamson County, Texas, being 869.06 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 279+41.17;

THENCE, continuing with said northeasterly boundary line of the remnant portion of the 275.00 acre Marcom tract, said southwesterly right-of-way line of said State Highway 29, and the southwesterly boundary line of said 0.386 acre State of Texas tract, with a curve to the left an arc length of **282.87 feet**, said curve having a radius of **4643.75 feet**, a delta angle of **3°29'24"** and a chord which bears **S 64°50'39" E** for a distance of **282.82 feet** to a calculated point being 1104.00 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 280+54.15, for the most easterly corner hereof, from which a TXDOT Type I monument found monumenting the end of said curve bears S 71°08'02" E for a distance of 1298.18 feet;

THENCE, through the interior of said remnant portion of the 275.00 acre Marcom tract, the following eight (8) courses and distances:

1. With a curve to the left an arc length of **606.82 feet**, said curve having a radius of **1005.00 feet**, a delta angle of **34°35'44"** and a chord which bears **N 83°53'13" W** for a distance of **597.65 feet** to a calculated point, being 526.13 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 279+38.72, for the end of this curve;

2. **S 78°48'55" W** for a distance of **351.21 feet** to a calculated point being 174.99 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 279+45.22;

3. **S 34°35'57" W** for a distance of **7.13 feet** to a calculated point being 170.00 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 279+49.99;

4. With a curve to the right an arc length of **194.02 feet**, said curve having a radius of **2670.00 feet**, a delta angle of **4°09'49"** and a chord which bears **S 07°42'30" E** for a distance of **193.98 feet** to a calculated point, being 170.00 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 281+31.66, for the end of this curve;

5. **S 05°37'36" E** for a distance of **274.15 feet** to a calculated point being 170.00 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 284+05.81;

6. **S 84°22'24" W** for a distance of **20.00 feet** to a calculated point being 150.00 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 284+05.81;

7. **S 05°37'36" E** passing at a distance of 970.26 feet, a calculated point on the beginning of Control of Access being 150.00 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 293+76.07, in all a total distance of **1193.48 feet** to a calculated point, being 150.00 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 295+99.29, for the beginning of a curve to the left;

8. With said curve to the left an arc length of **459.95 feet**, said curve having a radius of **2350.00 feet**, a delta angle of **11°12'51"** and a chord which bears **S 11°14'01" E** for a distance of **459.22 feet** to a calculated point on the south boundary line of said 275.00 acre Marcom tract and the north boundary line of the called 93.02 acre tract of land (Tract 1) conveyed to M. R. Marcom, recorded in Volume 1119, Page 783 of the Official Records of Williamson County, Texas, same being on the approximate center of the South Fork San Gabriel River, being 150.00 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 300+88.60, for the southeast corner hereof;

THENCE, with the south boundary line of said remnant portion of the 275.00 acre Marcom tract, the north boundary line of said 93.02 acre Marcom tract and the approximate center of said South Fork San Gabriel River, the following eight (8) courses and distances:

County: Williamson
Tax ID: R108278
Highway: State Highway 29 Liberty Hill Bypass

1. **S 82°20'47" W** for a distance of **68.84 feet** to a calculated point being 82.02 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 300+77.24;

2. **S 85°58'43" W** for a distance of **176.56 feet** to a calculated point being 90.60 feet right of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 300+40.18;

3. **N 89°25'13" W** for a distance of **58.52 feet** to a calculated point being 146.81 feet right of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 300+24.66;

4. **N 86°52'57" W** for a distance of **39.27 feet** to a calculated point being 184.08 feet right of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 300+13.06;

5. **N 77°44'36" W** for a distance of **447.90 feet** to a calculated point being 588.72 feet right of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 298+46.29;

6. **N 71°34'08" W** for a distance of **259.79 feet** to a calculated point being 816.84 feet right of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 297+49.20;

7. **N 78°59'19" W** for a distance of **57.40 feet** to a calculated point being 870.82 feet right of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 297+34.58;

8. **N 85°24'03" W** for a distance of **106.54 feet** to a calculated point for the southwest corner of said remnant portion of the 275.00 acre Marcom tract, the northwest corner of said 93.02 acre Marcom tract, the southeast corner of said 199 acre Liberty Hill Land Partnership, Ltd. tract and the northeast corner of the called 0.877 acre tract of land (Exhibit K), conveyed to Liberty Hill Land Partnership, Ltd. recorded in said Document No. 2006079904, being 974.58 feet right of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 297+16.91, for the southwest corner hereof;

County: Williamson
Tax ID: R108278
Highway: State Highway 29 Liberty Hill Bypass

THENCE, with the west boundary line of said remnant portion of the 275.00 acre Marcom tract and said southeasterly boundary line of the 199 acre Liberty Hill Land Partnership, Ltd. tract, the following two (2) courses and distances:

1. **N 21°57'25" E** passing at a distance of 1367.86 feet an iron rod found with cap marked "Steger & Bizzell" being 337.36 feet right of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 285+50.32, in all a total distance of **1905.71 feet** to a 1/2" iron rod found being 87.61 feet right of Proposed State Highway 29 Liberty Hill Bypass Engineer's Baseline Station 280+71.49;

2. **N 21°02'53" W** for a distance of **475.19 feet** to the **POINT OF BEGINNING** hereof and containing 39.085 acres of land more or less.

Bearing Basis: NAD-83, Texas Central Zone (4203) State Plane System. Coordinates and Distances shown hereon are surface based on a combined surface adjustment factor or 1.00014.

Date: June 9, 2021

PRELIMINARY FOR REVIEW – NOT TO BE RECORDED

A drawing has been prepared to accompany this metes and bounds description.

DIAMOND SURVEYING, INC.
116 SKYLINE ROAD, GEORGETOWN, TX 78628
(512) 931-3100
T.B.P.E.L.S. FIRM NUMBER 10006900

Z:\WCRB__2020 WA-3 SH29 ON-CALL_ROW MARCOM_PRELIMINARY SURVEY MARCOM\39.085 AC ROW PARCEL MARCOM TRACT - SH 29 REVISED m&b.doc

Z:\WCRB\2020 WA-3 SH29 ON-CALL\ROW MARCOM\PRELIMINARY SURVEY MARCOM\SH 29 MARCOM 39.085 AC ROW PARCEL PRELIMINARY.dwg

DRAWING TO ACCOMPANY METES AND BOUNDS DESCRIPTION FOR A 39.085 ACRE TRACT OF LAND SITUATED IN THE RICHARD WEST SURVEY, ABSTRACT NO. 643, WILLIAMSON COUNTY, TEXAS, AND BEING OUT OF THE REMNANT PORTION OF CALLED 275.00 ACRE TRACT OF LAND CONVEYED TO LOUISE MARCOM, RECORDED IN DOCUMENT NO. 2019112211 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.
PROPERTY ADDRESS: HWY 29, LIBERTY HILL, TX 78642

N

SCALE: 1"= 200'

SEE DETAIL 'B' SHEET 3

BOARD OF TRUSTEES OF THE LIBERTY HILL INDEPENDENT SCHOOL DISTRICT CALLED 95.982 AC. DOC. NO. 2009052485

STATE OF TEXAS TRACT NO. 1 CALLED 0.612 AC. VOL. 415, PG. 608

STATE HIGHWAY 29

SEE DETAIL 'A' SHEET 3

P.O.B.

SURFACE COORDINATES:
N=10221041.65
E=3042893.38

275+00

275+62.78
150.00 LT.

275+55.04
363.86' LT.

277+84.36
600.67' LT.

277+50.23
554.84' LT.

278+33.07
174.99' LT.

278+15.44
546.33' LT.

278+13.31
642.44' LT.

279+41.17
869.06' LT.

278+8.95
150.00 LT.

279+45.22
174.99' LT.

279+38.72
526.13' LT.

280+54.15
1104.00' LT.

275+76.36
157.12' RT.

278+39.37
513.69' LT.

279+49.99
170.00 LT.

280+00

280+71.49
87.61' RT.

PT 281+31.66

281+31.66
170.00 LT.

284+05.81
170.00 LT.

284+05.81
150.00 LT.

285+00

285+50.32
337.36' RT.

L1 L6 L7 L8 L9 L10 L19 L20 L21

C1 C3 C4 C5 C6 C8

1/2"

WIRE FENCE

PROPOSED EASEMENT

PROPOSED ROW

PROPOSED WIRE FENCE

CENTER OF CREEK

UT

LIBERTY HILL LAND PARTNERSHIP, LTD.
SECOND TRACT – CALLED 199 AC.
EXHIBIT F
DOC. NO. 2006079904

SUBJECT TRACT 39.085 AC.

LOUISE MARCOM
REMNANT PORTION OF
CALLED 275.00 ACRES
DOC NO. 2019112211

TAX ID
R108278

RICHARD WEST SURVEY
ABSTRACT NO. 643

STATE OF TEXAS TRACT NO. 3 CALLED 0.386 AC. VOL. 415, PG. 608

N21°57'25"E
1905.71'

S05°37'36"E
1193.48'

970.26'

1367.86'

W/CAP
(STEGER & BIZZELL)

PROPOSED SH 29 LH BYPASS ENGINEER'S BASELINE

MATCHLINE SHEET 2

PRELIMINARY - NOT TO BE RECORDED

SHEET 1 OF 4

DIAMOND SURVEYING, INC.
116 SKYLINE ROAD, GEORGETOWN, TEXAS 78628
(512) 931-3100
T.B.P.E.L.S. FIRM NO. 10006900

Z:\WCRB__2020 WA-3 SH29 ON-CALL_ROW MARCOM_PRELIMINARY SURVEY MARCOM\SH 29 MARCOM 39.085 AC ROW PARCEL PRELIMINARY.dwg

DRAWING TO ACCOMPANY METES AND BOUNDS DESCRIPTION FOR A 39.085 ACRE TRACT OF LAND SITUATED IN THE RICHARD WEST SURVEY, ABSTRACT NO. 643, WILLIAMSON COUNTY, TEXAS, AND BEING OUT OF THE REMNANT PORTION OF CALLED 275.00 ACRE TRACT OF LAND CONVEYED TO LOUISE MARCOM, RECORDED IN DOCUMENT NO. 2019112211 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.
PROPERTY ADDRESS: HWY 29, LIBERTY HILL, TX 78642

MATCHLINE SHEET 1

LIBERTY HILL LAND PARTNERSHIP, LTD.
SECOND TRACT – CALLED 199 AC.
EXHIBIT F
DOC. NO. 2006079904

FEMA ZONE 'X'

FEMA ZONE 'X' (SHADED)

PROPOSED ROW

290+00

PROPOSED ROW

S05°37'36"E

970.26'

1193.48'

RICHARD WEST SURVEY
ABSTRACT NO. 643

SCALE: 1"= 200'

CDS
(NO PIPE)

1905.71'

N21°57'25"E

1367.86'

WIRE FENCE

BEGIN COA
293+41.39
150.00 RT.

PROPOSED SH 29 LH BYPASS
ENGINEER'S BASELINE

BEGIN COA
293+76.07
150.00 LT.

SUBJECT TRACT
39.085 AC.

295+00

FEMA ZONE 'AE'

PC 295+99.29

295+99.29
150.00 LT.

LOUISE MARCOM
REMNANT PORTION OF
CALLED 275.00 ACRES
DOC NO. 2019112211

TAX ID
R108278

APPROXIMATE FEMA BFA 996

297+16.91
974.58' RT,

CDS

T.O.B.

PROPOSED ROW

PROPOSED ROW

C7

L18

12"CMP

L17

297+34.58
870.62' RT.

297+49.20
816.84' RT.

L16

CENTER OF SOUTH FORK SAN GABRIEL RIVER

298+46.29
588.72' RT.

300+13.06
184.08' RT.

300+00

300+88.60
150.00 LT.

CHAIN LINK FENCE

M. R. MARCOM
TRACT 1
CALLED 93.02 ACRES
VOL. 1119, PG. 783

L15

FEMA ZONE 'AE'
HATCHED

L14

L13

L12

L11

300+24.66
146.81' RT.

300+40.18
90.60' RT.

300+77.24
82.02' LT.

FEMA ZONE 'AE'

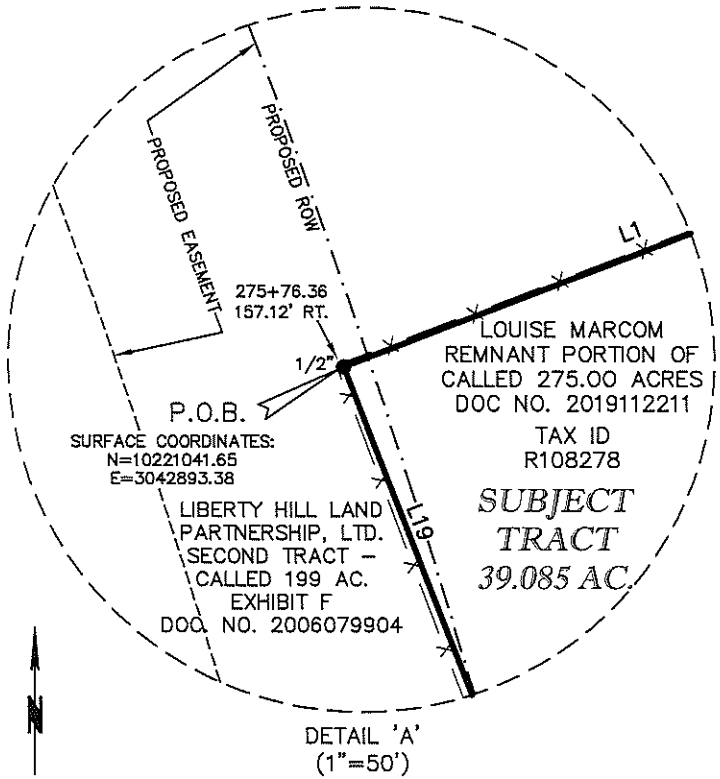
SHEET 2 OF 4

PRELIMINARY - NOT TO BE RECORDED

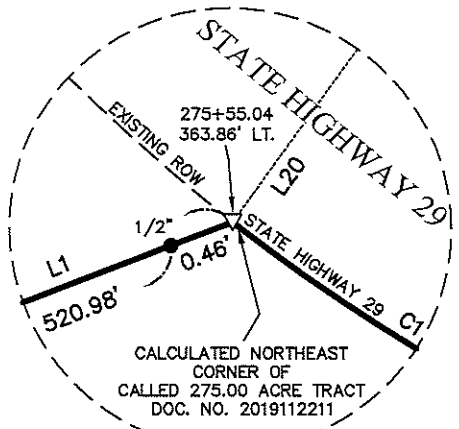
DIAMOND SURVEYING, INC.
116 SKYLINE ROAD, GEORGETOWN, TEXAS 78628
(512) 931-3100
T.B.P.E.L.S. FIRM NO. 10006900

Z:\WCRB__2020 WA-3 SH29 ON-CALL_ROW MARCOM_PRELIMINARY SURVEY MARCOM\SH 29 MARCOM 39.085 AC ROW PARCEL PRELIMINARY.dwg

DRAWING TO ACCOMPANY METES AND BOUNDS DESCRIPTION FOR A 39.085 ACRE TRACT OF LAND SITUATED IN THE RICHARD WEST SURVEY, ABSTRACT NO. 643, WILLIAMSON COUNTY, TEXAS, AND BEING OUT OF THE REMNANT PORTION OF CALLED 275.00 ACRE TRACT OF LAND CONVEYED TO LOUISE MARCOM, RECORDED IN DOCUMENT NO. 2019112211 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.
PROPERTY ADDRESS: HWY 29, LIBERTY HILL, TX 78642



DETAIL 'A'
(1"=50')



DETAIL 'B'
(NOT TO SCALE)

LEGEND

●	IRON ROD FOUND
■	TXDOT TYPE I MONUMENT FOUND
○	IRON ROD SET WITH CAP MARKED "DIAMOND SURVEYING
▽	CALCULATED POINT
UT	UNDERGROUND TELEPHONE MARKER
	RIGHT-OF-WAY DEED LINE
	CHAIN LINK FENCE
X X	WIRE FENCE
	APPROXIMATE FEMA LINE
	PROPOSED RIGHT-OF-WAY
	CONTROL OF ACCESS
CDS	CONCRETE DRAINAGE STRUCTURE
T.O.B.	TOP OF BANK
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
BFE	BASE FLOOD ELEVATION
COA	CONTROL OF ACCESS
ROW	RIGHT-OF-WAY
LH	LIBERTY HILL
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	1960.10'	362.10'	10°35'04"	S57°04'36"E	361.58'
C3	2914.80'	281.25'	5°31'43"	S65°08'41"E	281.14'
C4	4643.75'	282.87'	3°29'24"	S64°50'39"E	282.82'
C5	1005.00'	606.82'	34°35'44"	N83°53'13"W	597.65'
C6	2670.00'	194.02'	4°09'49"	S07°42'30"E	193.98'
C7	2350.00'	459.95'	11°12'51"	S11°14'01"E	459.22'
C8	4643.75'	1302.44'	16°04'11"	S71°08'02"E	1298.18'

DIAMOND SURVEYING, INC.
116 SKYLINE ROAD, GEORGETOWN, TEXAS 78628
(512) 931-3100
T.B.P.E.L.S. FIRM NO. 10006900

Z:\WCRB__2020 WA-3 SH129 ON-CALL_ROW MARCOM_PRELIMINARY SURVEY MARCOM\SH 29 MARCOM 39.085 AC ROW PARCEL PRELIMINARY.dwg

DRAWING TO ACCOMPANY METES AND BOUNDS DESCRIPTION FOR A 39.085 ACRE TRACT OF LAND SITUATED IN THE RICHARD WEST SURVEY, ABSTRACT NO. 643, WILLIAMSON COUNTY, TEXAS, AND BEING OUT OF THE REMNANT PORTION OF CALLED 275.00 ACRE TRACT OF LAND CONVEYED TO LOUISE MARCOM, RECORDED IN DOCUMENT NO. 2019112211 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.
PROPERTY ADDRESS: HWY 29, LIBERTY HILL, TX 78642

NOTES:

1) BEARING BASIS: NAD-83, TEXAS CENTRAL ZONE (4203) STATE PLANE SYSTEM. COORDINATES AND DISTANCES SHOWN HEREON ARE SURFACE BASED ON A COMBINED SURFACE ADJUSTMENT FACTOR OF 1.00014.

2) ALL DOCUMENTS LISTED HEREON ARE RECORDED IN THE OFFICE OF THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

3) THE TRACT SHOWN HEREON LIES WITH IN ZONE 'X' AREAS OF MINIMAL FLOOD HAZARD, ZONE 'X' SHADED, AREAS OF 0.2% ANNUAL CHANCE FLOOD HAZARD, AREAS OF 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTH LESS THAN ONE FOOT OR WITH DRAINAGE OF LESS THAN ONE SQUARE MILE, ZONE 'AE' WITH BFE OR DEPTH AND ZONE 'AE' HATCHED, REGULATORY FLOODWAY, ACCORDING TO THE FLOOD INSURANCE RATE MAP NO. 48491C0240F, WITH AN EFFECTIVE DATE OF DECEMBER 20. 2019.

THE F.E.M.A. LINES SHOWN HEREON ARE APPROXIMATE BY GRAPHIC PLOTTING ONLY AND WERE SCALED FROM THE ABOVE REFERENCED FLOOD INSURANCE RATE MAP. THE SURVEYOR MAKES NO ASSURANCE AS TO THE ACCURACY OF THE DELINEATIONS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAPS.

4) THIS SURVEY WAS MADE WITHOUT THE BENEFIT OF A TITLE COMMITMENT OR POLICY. THERE MAY BE EASEMENTS AND/OR RESTRICTIONS NOT SHOWN HEREON WHICH MAY AFFECT THE SUBJECT TRACT.

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N68°57'48"E	521.44'
L6	S62°22'39"E	55.24'
L7	S78°48'55"W	351.21'
L8	S34°35'57"W	7.13'
L9	S05°37'36"E	274.15'
L10	S84°22'24"W	20.00'
L11	S82°20'47"W	68.84'
L12	S85°58'43"W	176.56'
L13	N89°25'13"W	58.52'
L14	N86°52'57"W	39.27'
L15	N77°44'36"W	447.90'
L16	N71°34'08"W	259.79'
L17	N78°59'19"W	57.40'
L18	N85°24'03"W	106.54'
L19	N21°02'53"W	475.19'
L20	N35°48'10"E	159.01'
L21	N24°21'10"E	120.49'

RECORD DEED INFORMATION
SHEET 1

Ⓐ RIGHT-OF-WAY DEED
STATE OF TEXAS
STATE HIGHWAY 29
TRACT NO. 2 – CALLED 0.366 AC.
VOL. 415, PG. 555

Ⓑ LIBERTY HILL LAND
PARTNERSHIP, LTD.
CALLED 0.877 AC. – EXHIBIT K
DOC. NO. 2006079904

Ⓒ PATRICK CONNER AND
VANESSA J. CONNER
CALLED 19.9801 AC.
DOC. NO. 2008060939

To: Williamson County, exclusively,

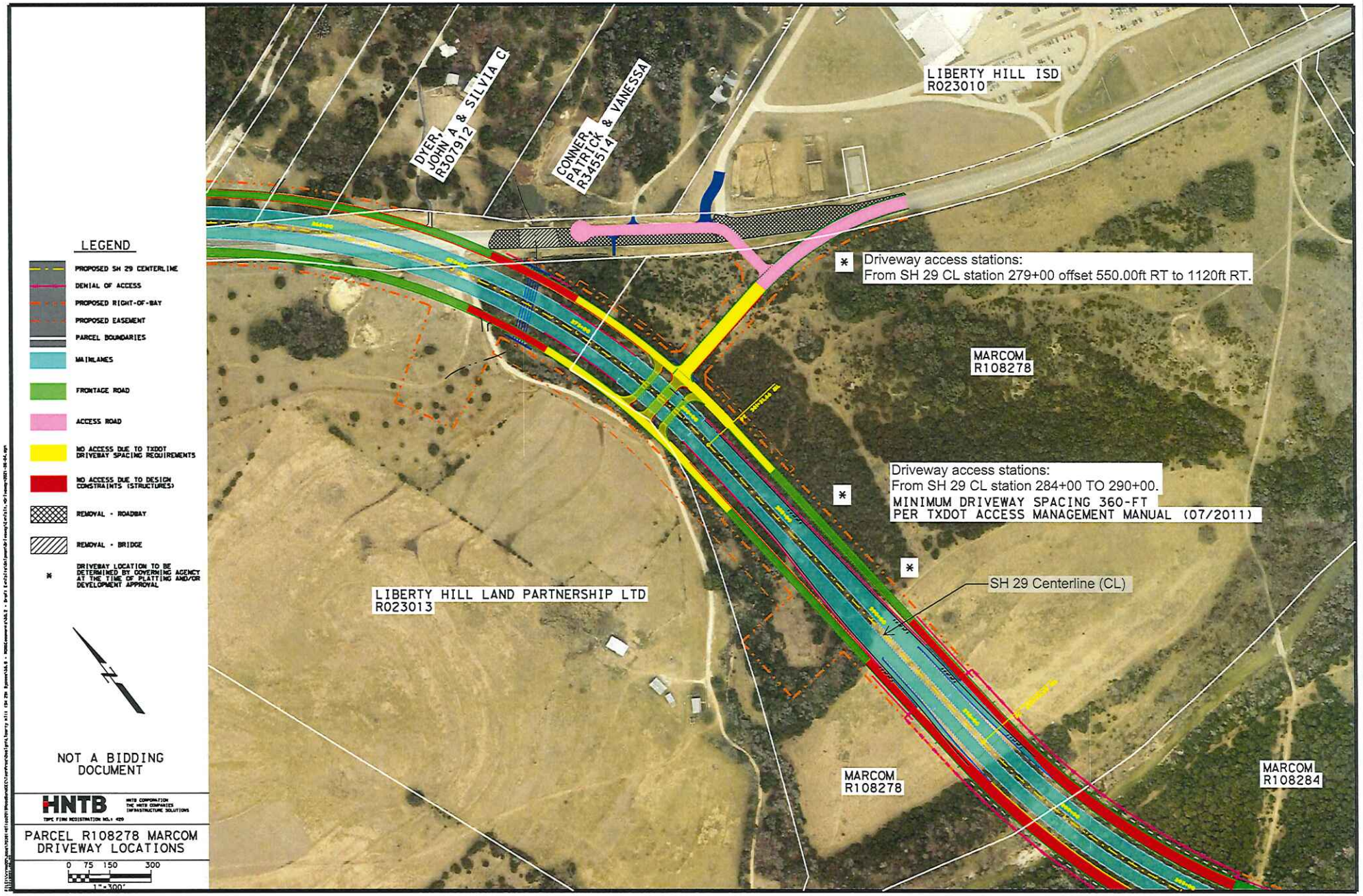
I, Shane Shafer, Registered Professional Land Surveyor in the State of Texas, hereby certify that this drawing represents a survey made on the ground under my direct supervision completed on January 15, 2021. At the time of this survey there were no encroachments, conflicts or protrusions apparent on the ground, EXCEPT AS SHOWN. This survey substantially complies with the standards for a CATEGORY 1B, CONDITION III STANDARD LAND SURVEY per the current Manual of Practice for Land Surveying in the State of Texas, Issued by the Texas Society of Professional Surveyors. USE OF THIS SURVEY BY OTHER PARTIES SHALL BE AT THEIR OWN RISK AND UNDERSIGNED SURVEYOR IS NOT RESPONSIBLE FOR ANY LOSS RESULTING THEREFROM.

PRELIMINARY - NOT TO BE RECORDED

JUNE 9, 2021

SHANE SHAFER, R.P.L.S. NO. 5281 DATE

DIAMOND SURVEYING, INC.
116 SKYLINE ROAD, GEORGETOWN, TEXAS 78628
(512) 931-3100
T.B.P.E.L.S. FIRM NO. 10006900


LEGEND
PROPOSED SH 29 CENTERLINE
DENIAL OF ACCESS
PROPOSED RIGHT-OF-WAY
PROPOSED EASEMENT
PARCEL BOUNDARIES
MAINLANES
FRONTAGE ROAD
ACCESS ROAD
NO ACCESS DUE TO TXDOT DRIVEWAY SPACING REQUIREMENTS
NO ACCESS DUE TO DESIGN CONSTRAINTS (STRUCTURES)
REMOVAL - ROADWAY
REMOVAL - BRIDGE
* DRIVEWAY LOCATION TO BE DETERMINED BY GOVERNING AGENCY AT THE TIME OF PLATTING AND/OR DEVELOPMENT APPROVAL
NOT A BIDDING DOCUMENT
HNTB
PARCEL R108278 MARCOM
DRIVEWAY LOCATIONS
0 75 150 300
1"=300'
DYER, JOHN A & SILVIA C R307912
CONNER, PATRICK & VANESSA R345514
LIBERTY HILL ISD R023010
MARCOM R108278
LIBERTY HILL LAND PARTNERSHIP LTD R023013
MARCOM R108278
MARCOM R108284
* Driveway access stations:
From SH 29 CL station 279+00 offset 550.00ft RT to 1120ft RT.
* Driveway access stations:
From SH 29 CL station 284+00 TO 290+00.
MINIMUM DRIVEWAY SPACING 360-FT
PER TXDOT ACCESS MANAGEMENT MANUAL (07/2011)
SH 29 Centerline (CL)

DEED

SH 29 Bypass Right of Way

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

NOW, THEREFORE, KNOW ALL BY THESE PRESENTS:

That LOUISE MARCOM and LON AND LAURA'S LEGACY, LLC, a Texas limited liability company, hereinafter referred to as Grantor, whether one or more, for and in consideration of the sum of Ten Dollars ($10.00) and other good and valuable consideration to Grantor in hand paid by Williamson County, Texas, the receipt and sufficiency of which is hereby acknowledged, and for which no lien is retained, either expressed or implied, have this day Sold and by these presents do Grant, Bargain, Sell and Convey unto WILLIAMSON COUNTY, TEXAS, all that certain tract or parcel of land lying and being situated in the County of Williamson, State of Texas, along with any improvements thereon, being more particularly described as follows (the "Property"):

> All of that certain 39.085 AC tract of land situated in the Richard West Survey, Abstract No. 643, Williamson County, Texas, and being out of the remnant portion of called 275.00 Acre tract of land conveyed to Louise Marcom, recorded in Document No. 2019112211 of the Official Public Records of Williamson County, Texas, and as more particularly described by Exhibit "A" attached hereto and incorporated herein.

SAVE AND EXCEPT, HOWEVER, it is expressly understood and agreed that Grantor is retaining title to the following improvements located on the Property, to wit: NONE

RESERVATIONS FROM AND EXCEPTIONS TO CONVEYANCE AND WARRANTY:

Visible and apparent easements not appearing of record;

Any discrepancies, conflicts, or shortages in area or boundary lines or any encroachments or any overlapping of improvements which a current survey would show;

Easements, restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, and encumbrances for taxes and assessments (other than liens and conveyances) presently of record in the Official Public Records of Williamson County, Texas, that affect the property, but only to the extent that said items are still valid and in force and effect at this time.

Grantor reserves all of the oil, gas and other minerals in and under the land herein conveyed but waives all rights of ingress and egress to the surface thereof for the purpose of exploring, developing, mining or drilling or pumping the same; provided, however, that operations for exploration or recovery of any such minerals shall be permissible so long as all surface operations in connection therewith are located at a point outside the acquired parcel and upon the condition that none of such operations shall be conducted so near the surface of said land as to interfere with the intended use thereof or in any way interfere with, jeopardize, or endanger the facilities of Williamson County, Texas and/or the State of Texas, or create a hazard to the public users thereof; it being intended, however, that nothing in this reservation shall affect the title and the rights of Grantee to take and use without additional compensation any, stone, earth, gravel, caliche, iron ore, gravel or any other road building material upon, in and under said land for the construction and maintenance of SH 29 Bypass.

Access on and off Grantor's remaining property to and from the proposed roadway facility of Grantee or the State of Texas from the abutting remainder property shall be permitted except to the extent that such access is expressly prohibited by the provisions and in the locations of the Control of Access ("COA") line set out in Exhibit "A". Grantor acknowledges that such access on and off the proposed roadway facility is subject to regulation as may be determined by Grantee, its successors and assigns and/or the Texas Department of Transportation to be necessary in the interest of public safety or by applicable local municipal or county zoning, platting or permitting requirements.

TO HAVE AND TO HOLD the property herein described and herein conveyed together with all and singular the rights and appurtenances thereto in any wise belonging unto Williamson County, Texas and its assigns forever; and Grantor does hereby bind itself, its heirs, executors, administrators, successors and assigns to Warrant and Forever Defend all and singular the said premises herein conveyed unto Williamson County, Texas and its assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof.

This deed is being delivered in lieu of condemnation.

IN WITNESS WHEREOF, this instrument is executed on this the ____ day of _____, 2021.

[signature pages follow]

GRANTOR:

_____
Louise Marcom

ACKNOWLEDGMENT

STATE OF TEXAS §
§
COUNTY OF _____ §

This instrument was acknowledged before me on this the ____ day of _____, 2021 by Louise Marcom, in the capacity and for the purposes and consideration recited therein.

_____
Notary Public, State of Texas

GRANTOR:

LON AND LAURA'S LEGACY, LLC,
a Texas limited liability company

By:_____
Elbert Marcom
Its: Manager

ACKNOWLEDGMENT

STATE OF TEXAS §
§
COUNTY OF _____ §

This instrument was acknowledged before me on this the ____ day of _____, 2021 by Elbert Marcom, in the capacity and for the purposes and consideration recited therein.

_____
Notary Public, State of Texas

PREPARED IN THE OFFICE OF:
Sheets & Crossfield, PLLC
309 East Main
Round Rock, Texas 78664

GRANTEE'S MAILING ADDRESS:
Williamson County, Texas
Attn: County Auditor
710 Main Street, Suite 101
Georgetown, Texas 78626

AFTER RECORDING RETURN TO:

Commissioners Court - Regular Session **54.**

Meeting Date: 07/20/2021

CR 176 Rule 11 Agreement

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a Rule 11 Condemnation Settlement Agreement with Thomas and Melissa Diaz for right of way needed on the CR 176 project. Funding Source: Road Bonds P241

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Agreement

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:36 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 08:49 AM

Final Approval Date: 07/15/2021

Sheets & Crossfield, PLLC

ATTORNEYS AT LAW

309 East Main Street • Round Rock, TX 78664-5246

Phone 512-738-8732 (D) • fax 512-255-8986

mylan@scrrlaw.com

July 14, 2021

RULE 11 CONDEMNATION SETTLEMENT AGREEMENT

Via e-mail mary@texeslaw.com
Mary Sanchez
Evertson & Sanchez, PC
6101 Sheridan Avenue
Austin, Texas 78723
(512) 323-0797
(512) 532-6598 (Fax)

Re: Williamson County—CR 176 @ RM2243
Cause No. 21-0461-CC1; *Wilco v. Diaz*
Parcel No.: 5

Dear Mary:

Please allow this letter to constitute a Rule 11 Settlement Agreement between Williamson County, Texas ("County") and Thomas Diaz and Melissa Diaz ("your clients") in connection with the project identified herein and the fee simple right of way parcel interest to be acquired as part of the County's CR 176 road project. The terms of this Agreement and the settlement reached are follows:

1. County agrees to pay, and your clients agree to accept, the total sum of Two Hundred Sixty-Four Thousand Eight Hundred Thirty-Five and No/100 Dollars (**$264,835**) in compensation to the Condemnees in the above referenced lawsuit for the acquisition of .506 acres sought to be acquired, and any damages to the remaining property of your clients not acquired, with such location and acquisition as further described in County's current pleading on file in this case.

   The parties agree that an Agreed Special Commissioners Award in this amount shall be entered by the appointed commissioners at the hearing currently scheduled for July 15, 2021.

2. Your clients acknowledge $174,835 was already paid to them, leaving a balance due of $90,000.

3. This settlement amount does not affect and will not reduce the relocation benefits already received by Thomas and Melissa Diaz.

4. It is agreed that neither County nor your clients will file objections to the Award of Special Commissioners in this cause as long as the Williamson County Commissioners Court approves the $264,835 settlement amount on July 20, 2021.

5. Subject to Williamson County Commissioner Court approval of this agreement, County agrees to deposit the remaining $90,000 within the court's registry by August 3, 2021.

If this letter correctly sets forth the terms of our Rule 11 agreement and the settlement reached between the County and your clients, please so indicate by having the appropriate person execute this letter in the space indicated below on behalf of the property owners.

Very truly yours,

Mylan W. Shaunfield
Sheets & Crossfield, PLLC
Attorneys for County

AGREED AND ACCEPTED:

Mary Sanchez
Evertson & Sanchez, PC
Attorney for Thomas and Melissa Diaz

Date: 7/14/2021

AGREED AND ACCEPTED:

WILLIAMSON COUNTY, TEXAS

By:_____
Bill Gravell, Jr.
County Judge

Date:_____

Commissioners Court - Regular Session **55.**

Meeting Date: 07/20/2021

Liberty Hill Bypass Contract

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a real estate contract with Terrell Gauny for right of way needed on the Liberty Hill Bypass project (Parcel 35). Funding Source: Road Bonds P346

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Gauny Contract

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:37 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 08:50 AM

Final Approval Date: 07/15/2021

REAL ESTATE CONTRACT
Liberty Hill Bypass

THIS REAL ESTATE CONTRACT ("Contract") is made by and between **TERRELL GAUNY** (referred to in this Contract as "Seller") and **WILLIAMSON COUNTY, TEXAS** (referred to in this Contract as "Purchaser"), upon the terms and conditions set forth in this Contract.

ARTICLE I
PURCHASE AND SALE

By this Contract, Seller sells and agrees to convey, and Purchaser purchases and agrees to pay for, the tract(s) of land described as follows:

> All of that certain 4.221 acre tract of land in the Joseph M. Glasscock Survey, Abstract No. 254, Williamson County; being more fully described by metes and bounds in Exhibit "A", attached hereto and incorporated herein (**Parcel 35P2**);
>
> All of that certain 30,097 square foot tract of land in the Joseph M. Glasscock Survey, Abstract No. 254, Williamson County; being further described on Exhibit "B", attached hereto and incorporated herein (**Parcel 35R**);

together with all and singular the rights and appurtenances pertaining to the property, including any right, title and interest of Seller in and to adjacent streets, alleys or rights-of-way (all of such real property, rights, and appurtenances being referred to in this Contract as the "Property"), and any improvements situated on and attached to the Property described in Exhibits "A-B" not otherwise agreed herein to be retained by Seller, for the consideration and upon and subject to the terms, provisions, and conditions set forth below.

Prior to Closing, Purchaser shall at its sole cost provide a metes and bounds description and property sketch for the portion of the Property identified in Exhibit "B", and which shall be attached to the conveyance deed prior to recording in the real property records.

ARTICLE II
PURCHASE PRICE

Purchase Price

2.01. The Purchase Price for the Property shall be the sum of THREE HUNDRED FIFTY THOUSAND and 00/100 Dollars ($350,000.00).

Payment of Purchase Price

2.02. The Purchase Price shall be payable in cash at the Closing.

ARTICLE III
PURCHASER'S OBLIGATIONS

Conditions to Purchaser's Obligations

3.01. The obligations of Purchaser hereunder to consummate the transactions contemplated hereby are subject to the satisfaction of each of the following conditions (any of which may be waived in whole or in part by Purchaser at or prior to the Closing).

Miscellaneous Conditions

Seller shall have performed, observed, and complied with all of the covenants, agreements, and conditions required by this Contract to be performed, observed, and complied with by Seller prior to or as of the closing.

ARTICLE IV
REPRESENTATIONS AND WARRANTIES OF SELLER

Seller hereby represents and warrants to Purchaser as follows, which representations and warranties shall be deemed made by Seller to Purchaser also as of the Closing Date, to the best of Seller's current actual knowledge:

(1) There are no parties in possession of any portion of the Property as lessees, tenants at sufferance, or trespassers, other than as previously disclosed to Purchaser;

(2) Seller has complied with all applicable laws, ordinances, regulations, statutes, rules and restrictions relating to the Property, or any part thereof;

The Property herein is being conveyed to Purchaser under threat of condemnation.

ARTICLE V
CLOSING

Closing Date

5.01. The Closing shall be held at the office of Independence Title Company on or before August 31, 2021, or at such time, date, and place as Seller and Purchaser may otherwise agree, or within 10 days after the completion of any title curative matters if necessary for items as shown on the Title Commitment or in the contract (which date is herein referred to as the "Closing Date").

Seller's Obligations at Closing

5.02. At the Closing Seller shall:

(1) Deliver to Purchaser a duly executed and acknowledged Deed conveying good and indefeasible title to Williamson County, Texas in fee simple to all of the Property described in Exhibits "A-B", free and clear of any and all liens and restrictions, except for the following:

(a) General real estate taxes for the year of closing and subsequent years not yet due and payable;

(b) Any exceptions approved by Purchaser pursuant to Article III hereof; and

(c) Any exceptions approved by Purchaser in writing.

(2) The Deed shall be in the form as shown in Exhibit "C" attached hereto and incorporated herein.

(3) Provide reasonable assistance as requested, at no cost to Seller, to cause Title Company to issue Purchaser a Texas Owner's Title Policy at Purchaser's sole expense, in Grantee's favor in the full amount of the Purchase Price, insuring Purchaser's contracted interests in and to the Property subject only to those title exceptions listed herein, such other exceptions as may be approved in writing by Purchaser, and the standard printed exceptions contained in the usual form of Texas Owner's Title Policy, provided, however:

(a) The boundary and survey exceptions shall be deleted;

(b) The exception as to restrictive covenants shall be endorsed "None of Record", if applicable; and

(c) The exception as to the lien for taxes shall be limited to the year of Closing and shall be endorsed "Not Yet Due and Payable".

(d) Deliver to Purchaser possession of the Property if not previously done.

Purchaser's Obligations at Closing

5.03. At the Closing, Purchaser shall:

(a) Pay the cash portion of the Purchase Price.

Prorations

5.04. General real estate taxes for the then current year relating to the Property shall be prorated as of the Closing Date and shall be adjusted in cash at the Closing, but shall otherwise be the continuing obligation of Seller to satisfy. If the Closing shall occur before the tax rate is fixed for the then current year, the apportionment of taxes shall be upon the basis of the tax rate for the next preceding year applied to the latest assessed valuation. Agricultural roll-back taxes, if any, which directly result from the completion of this transaction and conveyance shall be paid by Purchaser.

Closing Costs

5.05. All costs and expenses of closing in consummating the sale and purchase of the Property shall be borne and paid as follows:

(1) Owner's Title Policy and survey to be paid by Purchaser.

(2) Deed, tax certificates, and title curative matters, if any, paid by Purchaser.

(3) All other closing costs shall be paid by Purchaser.

(4) Attorney's fees paid by each respectively.

ARTICLE VI
BREACH BY SELLER

In the event Seller shall fail to fully and timely perform any of its obligations hereunder or shall fail to consummate the sale of the Property for any reason, except Purchaser's default, Purchaser may: (1) enforce specific performance of this Contract; or (2) request that the Escrow Deposit, if any, shall be forthwith returned by the title company to Purchaser.

ARTICLE VII
BREACH BY PURCHASER

In the event Purchaser should fail to consummate the purchase of the Property, the conditions to Purchaser's obligations set forth in Article III having been satisfied and Purchaser being in default and Seller not being in default hereunder, Seller shall have the right to receive the Escrow Deposit, if any, from the title company, the sum being agreed on as liquidated damages for the failure of Purchaser to perform the duties, liabilities, and obligations imposed upon it by the terms and provisions of this Contract, and Seller agrees to accept and take this cash payment as its total damages and relief and as Seller's sole remedy hereunder in such event. If no Escrow Deposit has been made then Seller shall receive the amount of $500 as liquidated damages for any failure by Purchaser.

ARTICLE VIII
MISCELLANEOUS

Notice

8.01. Any notice required or permitted to be delivered hereunder shall be deemed received when sent by United States mail, postage prepaid, certified mail, return receipt requested, addressed to Seller or Purchaser, as the case may be, at the address set forth opposite the signature of the party.

Texas Law to Apply

8.02. This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Williamson County, Texas.

Parties Bound

8.03. This Contract shall be binding upon and inure to the benefit of the parties and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Contract.

Legal Construction

8.04. In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, this invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Contract shall be construed as if the invalid, illegal, or unenforceable provision had never been contained herein.

Prior Agreements Superseded

8.05. This Contract constitutes the sole and only agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting the within subject matter.

Time of Essence

8.06. Time is of the essence in this Contract.

Gender

8.07. Words of any gender used in this Contract shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise.

Memorandum of Contract

8.08. Upon request of either party, the parties shall promptly execute a memorandum of this Contract suitable for filing of record.

Compliance

8.09 In accordance with the requirements of Section 20 of the Texas Real Estate License Act, Purchaser is hereby advised that it should be furnished with or obtain a policy of title insurance or Purchaser should have the abstract covering the Property examined by an attorney of Purchaser's own selection.

Effective Date

8.10 This Contract shall be effective as of the date it is approved by Williamson County, Texas which date is indicated beneath the County Judge's signature below.

Counterparts

8.11 This Contract may be executed in any number of counterparts, which may together constitute the Contract. Signatures transmitted by facsimile or electronic mail may be considered effective as originals for purposes of this Contract.

[signature page follows]

SELLER:

Terrell Gauny

Address: 3751 RR 1869
Liberty Hill 78642

Date: 7-13-2021

PURCHASER:

WILLIAMSON COUNTY, TEXAS

By: _____
Bill Gravell, Jr.
County Judge

Address: 710 Main Street, Suite 101
Georgetown, Texas 78626

Date: _____

EXHIBIT "A"

County: Williamson
Parcel No.: 35ROW-PART 2
Tax ID: R352448
Highway: SH 29 Liberty Hill Bypass
Limits: From: CR 279
To: R.M. 1869

METES AND BOUNDS DESCRIPTION FOR PARCEL 35ROW-PART 2

FOR A 4.221 ACRE TRACT OF LAND SITUATED IN THE JOSEPH M. GLASSCOCK SURVEY, ABSTRACT NO. 254, WILLIAMSON COUNTY, TEXAS, AND BEING A PORTION OF A CALLED 10.00 ACRE TRACT OF LAND CONVEYED TO TERRELL K. GAUNY, RECORDED IN DOCUMENT NO. 2015018466 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS. SAID 4.221 ACRE TRACT OF LAND BEING SURVEYED ON THE GROUND BY DIAMOND SURVEYING DURING THE MONTH OF JANUARY 2021, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING at an iron rod found with cap marked "WLSA 2777" (Surface Coordinates: N=10214221.18, E=3052590.28) monumenting the northwest corner of said 10.00 acre Gauny tract and the northeast corner of the called 21.63 acre tract of land conveyed to Williamson County, Texas, recorded in Document No. 2018056429 of the Official Public Records of Williamson County, Texas, same being on the south right-of-way line of RR 1869 (right-of-way width varies), from which a 1/2" iron rod found monumenting a point of curvature on the north boundary line of said 21.63 acre Williamson County, Texas tract and said south right-of-way line of RR 1869, bears S 72°41'38" W for a distance of 261.17 feet;

THENCE, S 13°15'28" E with the west boundary line of said 10.00 acre Gauny tract and the east boundary line of said 21.63 acre Williamson County, Texas tract for a distance of 415.63 feet to a 5/8" iron rod set with aluminum cap marked "Williamson County" (Surface Coordinates: N=10213816.62, E=3052685.59), being 150.00 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Station 409+00.01, for the north corner and **POINT OF BEGINNING** hereof;

THENCE, **S 52°24'35" E** through the interior of said 10.00 acre Gauny tract for a distance of **677.20 feet** to a 5/8" iron rod set with aluminum cap marked "Williamson County" on the east boundary line of said 10.00 acre Gauny tract and the west boundary line of the called 15.692 acre tract of land (Tract 1) conveyed to Casey Pezold, recorded in Document No. 2018072328 of the Official Public Records of Williamson County, Texas, being 150.00 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Station 415+77.21, for the northeast corner hereof, from which a 1/2" iron rod found monumenting the most westerly northwest corner of said 15.692 acre Pezold tract and an angle point in said east boundary line of the 10.00 acre Gauny tract, same being on an angle point in the south boundary line of the called 3 acre tract

of land conveyed to Clara A. Cantrell and John N. Cantrell, recorded in Volume 483, Page 629 of the Deed Records of Williamson County, Texas, bears N 13°35'56" W for a distance of 295.69 feet;

THENCE, **S 13°35'56" E** with said east boundary line of the 10.00 acre Gauny tract and said west boundary line of the 15.692 ace Pezold tract for a distance of **170.69 feet** to a 5/8" iron rod set with aluminum cap marked "Williamson County" on the southeast corner of said 10.00 acre Gauny tract and the southwest corner of said 15.692 acre Pezold tract, same being on the north boundary line of the called 106.42 acre tract of land conveyed to Martha Jane Beiter, recorded in Document No. 2014093155 of the Official Public Records of Williamson County, Texas, being 43.02 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Station 417+10.22, for the southeast corner hereof, from which a 1/2" iron rod found monumenting an angle point in the south boundary line of said 15.692 acre Pezold tract and said north boundary line of the 106.42 acre Beiter tract, bears N 67°42'57" E for a distance of 65.39 feet;

THENCE, **S 68°53'08" W** with the south boundary line of said 10.00 acre Gauny tract and said north boundary line of the 106.42 acre Beiter tract for a distance of **225.88 feet** to a 5/8" iron rod set with aluminum cap marked "Williamson County", being 150.00 feet right of Proposed State Highway 29 Liberty Hill Bypass Engineer's Station 415+92.88, for the southwest corner hereof, from which a 1/2 iron rod found monumenting the southwest corner of said 10.00 acre Gauny tract and the southeast corner of said 21.63 acre Williamson County, Texas tract, same being on said north boundary line of the 106.42 acre Beiter tract, bears S 68°53'08" W for a distance of 200.36 feet;

THENCE, **N 52°24'35" W** though the interior of said 10.00 acre Gauny tract for a distance of **360.91 feet** to a 5/8" iron rod set with aluminum cap marked "Williamson County" on the west boundary line of said 10.00 acre Gauny tract and said east boundary line of the 21.63 acre Williamson County, Texas tract, being 150.00 feet right of Proposed State Highway 29 Liberty Hill Bypass Engineer's Station 412+31.97, for an angle point hereof, from which a 1/2" iron rod found monumenting an angle point in said west boundary line of the 10.00 acre Gauny tract and said east boundary line of the 21.63 acre Williamson County, Texas tract, bears S 20°51'50" E for a distance of 163.53 feet;

THENCE, with said west boundary line of the 10.00 acre Gauny tract and said east boundary line of the 21.63 acre Williamson County, Texas tract, the following four (4) courses and distances:

County: Williamson
Parcel No.: 35ROW-PART 2
Tax ID: R352448
Highway: SH 29 Liberty Hill Bypass
Limits: From: CR 279
To: R.M. 1869

1. **N 20°51'50" W** for a distance of **129.47 feet** to a 1/2" iron rod found with cap marked "RPLS 2218", being 82.26 feet right of Proposed State Highway 29 Liberty Hill Bypass Engineer's Station 411+21.63, for an angle point hereof;

2. **N 18°55'32" W** for a distance of **105.72 feet** to a 1/2" iron rod found, being 23.94 feet right of Proposed State Highway 29 Liberty Hill Bypass Engineer's Station 410+33.46, for an angle point hereof;

3. **N 00°10'19" E** for a distance of **218.00 feet** to a 1/2" iron rod found, being 149.20 feet left of Proposed State Highway 29 Liberty Hill Bypass Engineer's Station 409+01.00, for an angle point hereof;

4. **N 13°15'28" W** for a distance of **1.27 feet** to the **POINT OF BEGINNING** and containing 4.221 acres of land more or less.

Bearing Basis: NAD-83, Texas Central Zone (4203) State Plane System. Coordinates and Distances shown hereon are surface based on a combined surface adjustment factor or 1.00014.

A drawing has been prepared to accompany this metes and bounds description.

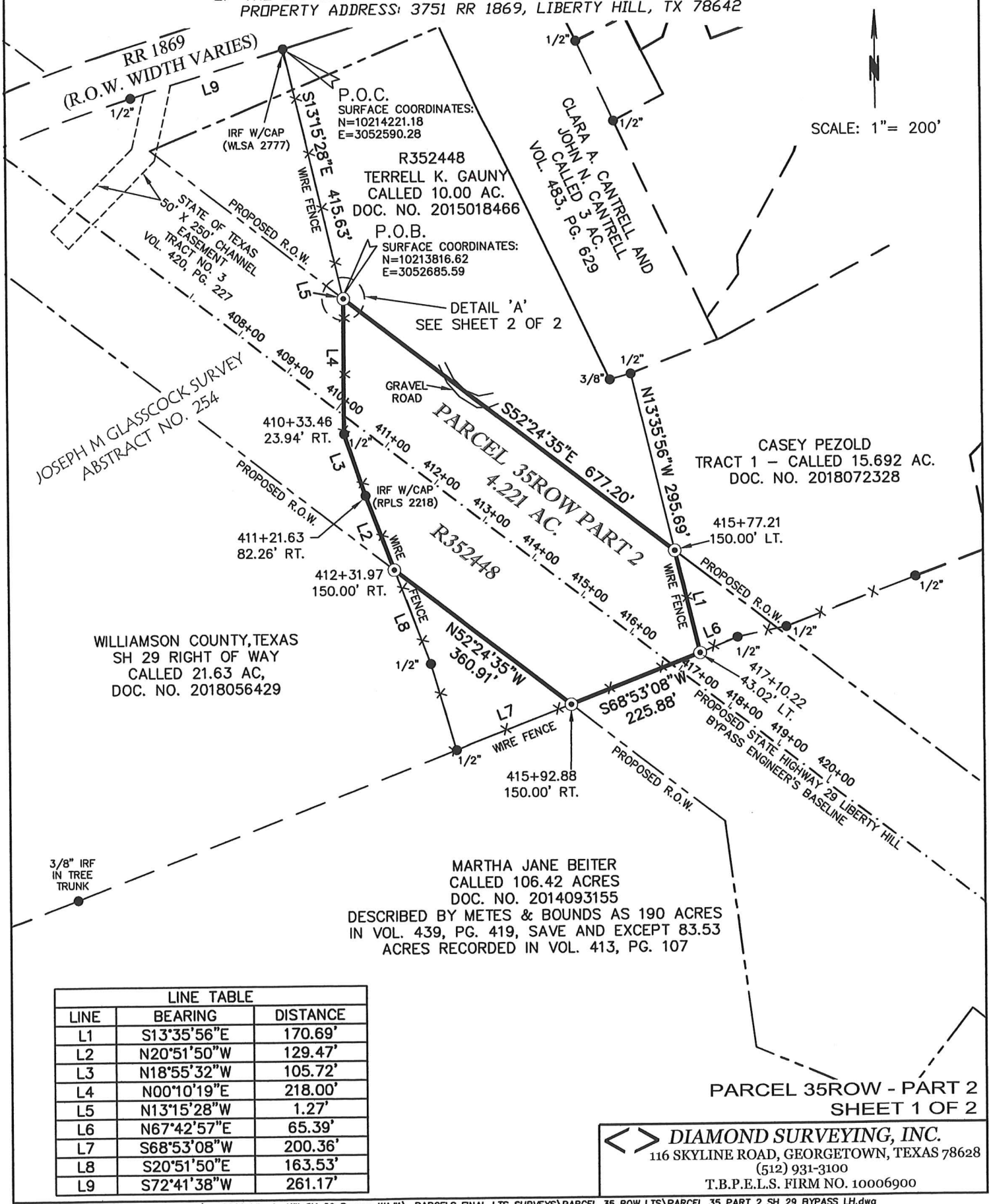
DIAMOND SURVEYING, INC.
116 SKYLINE ROAD, GEORGETOWN, TX 78628
(512) 931-3100
T.B.P.E.L.S. FIRM NUMBER 10006900

MARCH 25, 2021

SHANE SHAFER, R.P.L.S. NO. 5281 DATE

Z:\WILLIAMSON COUNTY PSA PROJECTS_2020 Liberty Hill SH 29 Bypass WA#1_PARCELS FINAL LTS SURVEYS\PARCEL 35 ROW LTS\PARCEL 35 - PART 2 SH 29 BYPASS LH m&b.doc

DRAWING TO ACCOMPANY METES AND BOUNDS DESCRIPTION FOR A 4.221 ACRE TRACT OF LAND SITUATED IN THE JOSEPH M. GLASSCOCK SURVEY, ABSTRACT NO. 254, WILLIAMSON COUNTY, TEXAS AND BEING A PORTION OF A CALLED 10.00 ACRE TRACT OF LAND CONVEYED TO TERRELL K. GAUNY, RECORDED IN DOCUMENT NO. 2015018466 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.
PROPERTY ADDRESS: 3751 RR 1869, LIBERTY HILL, TX 78642



LINE TABLE		
LINE	BEARING	DISTANCE
L1	S13°35'56"E	170.69'
L2	N20°51'50"W	129.47'
L3	N18°55'32"W	105.72'
L4	N00°10'19"E	218.00'
L5	N13°15'28"W	1.27'
L6	N67°42'57"E	65.39'
L7	S68°53'08"W	200.36'
L8	S20°51'50"E	163.53'
L9	S72°41'38"W	261.17'

PARCEL 35ROW - PART 2
SHEET 1 OF 2

DIAMOND SURVEYING, INC.
116 SKYLINE ROAD, GEORGETOWN, TEXAS 78628
(512) 931-3100
T.B.P.E.L.S. FIRM NO. 10006900

Z:\WILLIAMSON COUNTY PSA PROJECTS__2020 Liberty Hill SH 29 Bypass WA#1_PARCELS FINAL LTS SURVEYS\PARCEL 35 ROW LTS\PARCEL 35 PART 2 SH 29 BYPASS LH.dwg

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PROPERTY ADDRESS: 3751 RR 1869, LIBERTY HILL, TX 78642

LEGEND

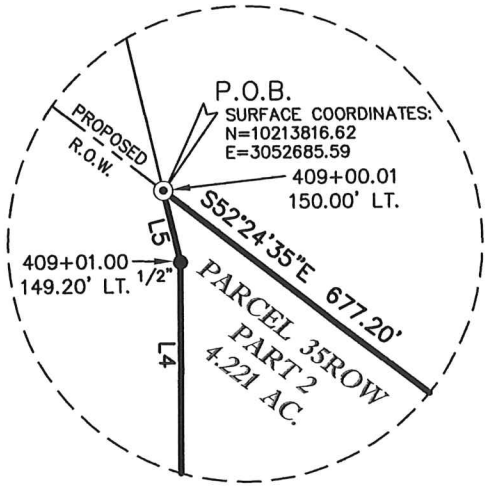
●	IRON ROD FOUND
⊙	IRON ROD SET WITH ALUMINUM CAP MARKED "WILLIAMSON COUNTY"
—— X —— X ——	WIRE FENCE
— — — —— — — —	PROPOSED RIGHT-OF-WAY
R.O.W.	RIGHT-OF-WAY
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT

GENERAL NOTES:

1) ALL DOCUMENTS LISTED HEREON ARE RECORDED IN THE OFFICE OF THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

2) BEARING BASIS: NAD-83, TEXAS CENTRAL (4203) STATE PLANE SYSTEM. COORDINATES AND DISTANCES SHOWN HEREON ARE SURFACE BASED ON A COMBINED SURFACE ADJUSTMENT FACTOR OF 1.00014.

3) THE TRACT SHOWN HEREON LIES WITHIN ZONE X (UNSHADED) AREA OF MINIMAL FLOOD HAZARD, ACCORDING TO F.E.M.A. FLOOD INSURANCE RATE MAP FOR WILLIAMSON COUNTY, TEXAS, MAP NO. 48491C0245F, EFFECTIVE DATE OF DECEMBER 20, 2019.



DETAIL 'A'
(NOT TO SCALE)

TITLE COMMITMENT NOTES:

Only those easements and restrictions listed in Schedule B of Stewart Title Guaranty Company, Commitment for Title Insurance T-7, GF No. 2063093-KFD, which bears an Effective Date October 30, 2020 and an Issued Date of November 10, 2020 were reviewed by the Surveyor. No other easement record research was performed by Diamond Surveying, Inc.

10a. Electric utility easement to Texas Power & Light Company, recorded in Volume 293, Page 198, Deed Records, Williamson County, Texas. Not a part of subject tract.

10b. Channel Easement to the State of Texas, recorded in Volume 420, Page 227, Deed Records, Williamson County, Texas. Not a part of the subject tract. Channel Easement Tract 3 is shown hereon.

To: Williamson County, Texas and Stewart Title Guaranty Company, exclusively.

I, Shane Shafer, Registered Professional Land Surveyor in the State of Texas, hereby certify that this drawing represents a survey made on the ground under my direct supervision completed on January 14, 2021. At the time of this survey there were no encroachments, conflicts or protrusions apparent on the ground, EXCEPT AS SHOWN. This survey substantially complies with the standards for a Category 1A, Condition III Land Title Survey per the current Manual of Practice for Land Surveying in the State of Texas, issued by the Texas Society of Professional Surveyors. USE OF THIS SURVEY BY OTHER PARTIES SHALL BE AT THEIR OWN RISK AND UNDERSIGNED SURVEYOR IS NOT RESPONSIBLE FOR ANY LOSS RESULTING THEREFROM.

STATE OF TEXAS
REGISTERED
SHANE SHAFER
5281
PROFESSIONAL
LAND SURVEYOR

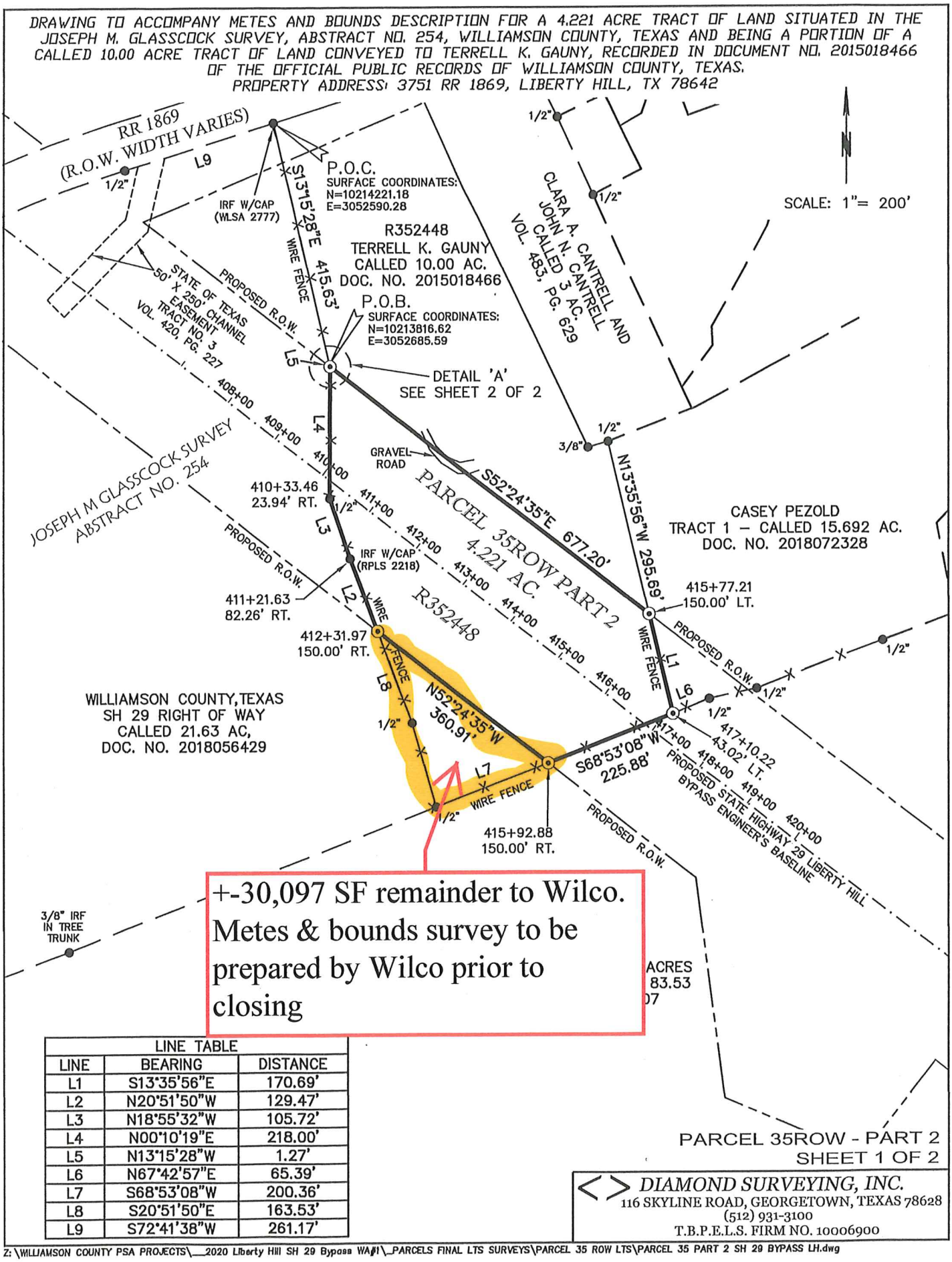
MARCH 25, 2021
SHANE SHAFER, R.P.L.S. NO. 5281 — DATE

PARCEL 35ROW - PART 2
SHEET 2 OF 2

DIAMOND SURVEYING, INC.
116 SKYLINE ROAD, GEORGETOWN, TEXAS 78628
(512) 931-3100
T.B.P.E.L.S. FIRM NO. 10006900

Z:\WILLIAMSON COUNTY PSA PROJECTS__2020 Liberty Hill SH 29 Bypass WA#1_PARCELS FINAL LTS SURVEYS\PARCEL 35 ROW LTS\PARCEL 35 PART 2 SH 29 BYPASS LH.dwg

EXHIBIT "B"



LINE TABLE		
LINE	BEARING	DISTANCE
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DIAMOND SURVEYING, INC.
116 SKYLINE ROAD, GEORGETOWN, TEXAS 78628
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Z:\WILLIAMSON COUNTY PSA PROJECTS_2020 Liberty Hill SH 29 Bypass WA#1_PARCELS FINAL LTS SURVEYS\PARCEL 35 ROW LTS\PARCEL 35 PART 2 SH 29 BYPASS LH.dwg

EXHIBIT "C"

Parcel 35P2/35R

DEED
Liberty Hill Bypass Right of Way

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

NOW, THEREFORE, KNOW ALL BY THESE PRESENTS:

That TERRELL GAUNY, a single person, hereinafter referred to as Grantor, whether one or more, for and in consideration of the sum of Ten Dollars ($10.00) and other good and valuable consideration to Grantor in hand paid by Williamson County, Texas, the receipt and sufficiency of which is hereby acknowledged, and for which no lien is retained, either expressed or implied, have this day Sold and by these presents do Grant, Bargain, Sell and Convey unto WILLIAMSON COUNTY, TEXAS, all that certain tract or parcel of land lying and being situated in the County of Williamson, State of Texas, along with any improvements thereon, being more particularly described as follows (the "Property"):

All of that certain 4.221 acre tract of land in the Joseph M. Glasscock Survey, Abstract No. 254, Williamson County; being more fully described by metes and bounds in Exhibit "A", attached hereto and incorporated herein (**Parcel 35P2**);

All of that certain 30,097 square foot tract of land in the Joseph M. Glasscock Survey, Abstract No. 254, Williamson County; being more fully described by metes and bounds in Exhibit "B", attached hereto and incorporated herein (**Parcel 35R**). (**NOTE: final survey to be provided by County prior to Closing**)

SAVE AND EXCEPT, HOWEVER, it is expressly understood and agreed that Grantor is retaining title to the following improvements located on the Property, to wit: NONE

RESERVATIONS FROM AND EXCEPTIONS TO CONVEYANCE AND WARRANTY:

Visible and apparent easements not appearing of record;

Any discrepancies, conflicts, or shortages in area or boundary lines or any encroachments or any overlapping of improvements which a current survey would show;

Easements, restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, and encumbrances for taxes and assessments (other than liens and conveyances) presently of record in the Official Public Records of Williamson County, Texas, that affect the property, but only to the extent that said items are still valid and in force and effect at this time.

Grantor reserves all of the oil, gas and other minerals in and under the land herein conveyed but waives all rights of ingress and egress to the surface thereof for the purpose of exploring, developing, mining or drilling or pumping the same; provided, however, that operations for exploration or recovery of any such minerals shall be permissible so long as all surface operations in connection therewith are located at a point outside the acquired parcel and upon the condition that none of such operations shall be conducted so near the surface of said land as to interfere with the intended use thereof or in any way interfere with, jeopardize, or endanger the facilities of Williamson County, Texas or create a hazard to the public users thereof; it being intended, however, that nothing in this reservation shall affect the title and the rights of Grantee to take and use without additional compensation any, stone, earth, gravel, caliche, iron ore, gravel or any other road building material upon, in and under said land for the construction and maintenance of Liberty Hill Bypass.

TO HAVE AND TO HOLD the property herein described and herein conveyed together with all and singular the rights and appurtenances thereto in any wise belonging unto Williamson County, Texas and its assigns forever; and Grantor does hereby bind itself, its heirs, executors, administrators, successors and assigns to Warrant and Forever Defend all and singular the said premises herein conveyed unto Williamson County, Texas and its assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof.

This deed is being delivered in lieu of condemnation.

IN WITNESS WHEREOF, this instrument is executed on this the ____ day of _____, 2021.

[signature page follows]

GRANTOR:

_____

Terrell Gauny

ACKNOWLEDGMENT

STATE OF TEXAS §
§
COUNTY OF _____ §

This instrument was acknowledged before me on this the ____ day of _____, 2021 by Terrell Gauny, in the capacity and for the purposes and consideration recited therein.

_____

Notary Public, State of Texas

PREPARED IN THE OFFICE OF:

Sheets & Crossfield, PLLC
309 East Main
Round Rock, Texas 78664

GRANTEE'S MAILING ADDRESS:

Williamson County, Texas
Attn: County Auditor
710 Main Street, Suite 101
Georgetown, Texas 78626

AFTER RECORDING RETURN TO:

Commissioners Court - Regular Session **56.**

Meeting Date: 07/20/2021

CR 366 Jonah Letter Agreement

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a letter agreement with Evelyn M. Vittek for a waterline easement needed on the CR 366 project (Parcel 13WE). Funding Source: Road Bonds P296

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Vittek Agreement

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:37 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 08:53 AM

Final Approval Date: 07/15/2021

Sheets & Crossfield, PLLC

ATTORNEYS AT LAW

309 East Main Street • Round Rock, TX 78664-5246

Phone 512-738-8725 (D) • fax 512-255-8986

lisa@scrrlaw.com

July 7, 2021

Evelyn M. Vittek
8002 Burrell Rd.
Austin, TX 78757

Re: Williamson County—CR 366
Jonah SUD waterline easement
Parcel No.: 13WE

Dear Ms. Vittek:

Please allow this letter to set out my understanding regarding our Agreement for the acquisition of a waterline easement interest in and across portions of your property ("Owner") as part of Williamson County's ("County") proposed CR 366 roadway improvements and related appurtenances and utility adjustments ("Project").

By execution of this letter the parties agree as follows:

1. In return for Owner's delivery to County of a fully executed and acknowledged waterline easement ("Easement") in and across that certain parcel of land totaling 4,594 SF, and in the form as set out in Exhibit "A" attached hereto and incorporated herein, County shall pay Owner the sum of **$1,476.00** in good funds.

2. This Agreement is being made, and the Easement is being delivered, in lieu of condemnation.

If this meets with your understanding, please execute this letter where indicated below and return it to me, and we will have this approved and signed by the County and process this for Closing and payment as quickly as possible.

Please feel free to contact me at any time if you have any questions or concerns about these issues.

Very truly yours,

Lisa Dworaczyk

Lisa Dworaczyk
Sheets & Crossfield, PLLC

AGREED:

Evelyn M. Vittek

Evelyn M. Vittek

Date: July 9th 2021

ACCEPTED AND AGREED:

WILLIAMSON COUNTY, TEXAS

By:_____
Bill Gravell, Jr.
County Judge

Date:_____

WATERLINE EASEMENT

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

GRANT OF EASEMENT:

EVELYN M. VITTEK ("Grantor", whether one or more), for the sum of Ten and No/100 Dollars ($10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and confessed, does hereby grant, sell and convey unto JONAH WATER SPECIAL UTILITY DISTRICT, whose address is 4050 FM 1660, Hutto, Texas 78634, ("Grantee"), an easement and right-of-way ("Easement") upon and across one parcel totaling approximately 0.1055 acre (4,594 SF), being the property of Grantor which is more particularly described by metes and bounds and sketch in Exhibit "A" attached hereto, located in Williamson County, Texas; and incorporated herein by reference. (Collectively the "Easement Tract").

TO HAVE AND TO HOLD the same perpetually to Grantee and its successors and assigns, together with the rights and privileges and on the terms and conditions set forth below.

Grantor does hereby covenant and agree to WARRANT AND FOREVER DEFEND title to the Easement herein granted, unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

CHARACTER OF EASEMENT:

The Easement is an easement in gross.

PURPOSE OF EASEMENT:

The Easement shall be used for water line purposes, including placement, construction, installation, replacement, repair, inspection, maintenance, relocation, removal, and operation of water distribution and transmission lines and related facilities and appurtenances, or making connections thereto.

The Easement shall also be used for the purpose of providing access for the operation, repair, maintenance, inspection, replacement and expansion of the water distribution and transmission lines and related facilities and appurtenances.

Additionally, Grantor hereby grants and conveys to Grantee a non-exclusive right of ingress and egress over Grantor's adjacent lands for the purpose of which this Easement is granted. However, such right shall only be exercised and allowed if access to the Easement Tract is not otherwise reasonably available from an adjacent public right of way.

DURATION OF EASEMENT:

The Easement shall be perpetual.

EXCLUSIVENESS OF EASEMENT:

The Easement shall be exclusive, and Grantor covenants that Grantor will not convey any other easement or conflicting rights within the Easement Tract. Grantor may alter or otherwise use the surface of the Easement Tract for such purposes that do not interfere with the exercise by Grantee of the rights herein granted provided that the plans for all improvements to be placed in the Easement Tract by Grantor must be approved by Grantee before the improvements are constructed, with such approval not to be unreasonably withheld. Grantee has the right to trim and cut down trees and shrubbery and to remove other improvements and structures to the extent reasonably necessary to prevent interference with the operation or repairs to Grantee's facilities in the Easement Tract, and Grantee will be held harmless by Grantor from any and all claims of Grantor if Grantee exercises such right.

DAMAGES:

The consideration given for this Easement constitutes payment in full for all damage sustained by Grantor by reason of the installation of the improvements referred to herein.

ENCUMBRANCES AND LIENS:

Grantor warrants that no person or business entity owns a present possessory interest in the fee title in the Easement Tract other than Grantor, and that there are no parties in possession of any portion of the Easement Tract as lessees. Furthermore, Grantor warrants that the Easement Tract is free and clear of all encumbrances and liens except the following: N/A

WATER SERVICE:

Grantee and Grantor hereby acknowledge and agree that, effective immediately upon execution of this Easement, Grantee will be deemed to be providing and will be obligated to provide Grantor water service to Grantor's property across which the Easement is located. Grantor acknowledges and agrees that Grantor's ability to receive water from Grantee is subject to payment of all fees and charges due to Grantee under its tariff for such service.

ENTIRE AGREEMENT:

This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representation or modification concerning this instrument shall be of no force and effect except for any subsequent modification in writing, signed by the party to be charged.

BINDING EFFECT:

This Agreement shall bind and inure to the benefit of the respective parties hereto, their heirs, legal representatives, successors and assigns.

ASSIGNABILITY:

This Easement and the rights of Grantee hereunder may be assigned in whole or in part by Grantee.

In witness whereof, this instrument is executed this 9th day of July, 2021.

[signature page follows]

GRANTORS:

Evelyn M. Vittek

Evelyn M. Vittek

Acknowledgment

STATE OF TEXAS

COUNTY OF Williamson

This instrument is acknowledged before me on the 9th day of July, 2021, by Evelyn M. Vittek, in the capacity and for the purposes and consideration recited herein.

DEBORAH STEARNS MURPHY
Notary Public, State of Texas
Comm. Expires 10-26-2021
Notary ID 345883-1

Deborah Stearns Murphy

Notary Public, State of Texas
Printed Name: Deborah Stearns Murphy
My Commission Expires: 10-26-2021

EXHIBIT "A" FORM OF EASEMENT FOLLOWS

EXHIBIT A

County: Williamson
Highway: County Road 366
Project Limits: From Carlos G. Parker Blvd. to Chandler Rd.

May 21, 2021

PROPERTY DESCRIPTION FOR EASEMENT 13E

DESCRIPTION OF a 4,594 square foot (0.1055 of one acre) water line easement out of the Samuel Pharass Survey, Abstract No. 496, in Williamson County, Texas, and being a portion of that tract described as 41.88 acres (Tract Two) conveyed to Evelyn M. Vittek by Special Warranty Deed dated September 12, 2007, as recorded in Document No. 2007087053, Official Public Records, Williamson County, Texas (O.P.R.W.C.T.); said 4,594 square foot (0.1055 of one acre) water line easement being more particularly described by metes and bounds as follows:

COMMENCING at a 1/2-inch iron pipe found at the northwest corner of said 41.88 acre tract and the southwest corner of that tract described as 42.12 acres conveyed to Clarence H. Walther and Doris E. Walther, as Trustees or their Successors, of the Walther Living Trust dated the 3rd day of September, 1996 (1/2 Interest) by Special Warranty Deed dated January 22, 1997, as recorded in Document No. 9722475, Official Records, Williamson County, Texas (O.R.W.C.T.), and conveyed to the Walther Family Limited Partnership (1/2 Interest-Tract 14) by Contribution Deed dated August 19, 2005, as recorded in Document No. 2005069305, O.P.R.W.C.T.;

THENCE, N 68°20'57" E, along the north line of said 41.88 acre tract, with the south line of said 42.12 acre tract, a distance of 2,156.38 feet to a point, being the northwest corner of this easement, for the **POINT OF BEGINNING**, being 85.00 feet left of Engineer's Baseline Station 66+28.24, and having Surface Coordinates of North=10,194,076.26, East=3,204,793.38;

1) **THENCE, N 68°20'57" E**, continuing along the north line of said 41.88 acre tract, with the south line of said 42.12 acre tract, a distance of **15.04 feet** to a 1/2-inch iron rod with a "Mcgray & Mcgray" cap set in the proposed west right-of-way line of County Road 366 (CR 366), 70.00 feet left of Engineer's Baseline Station 66+29.26, being on a curve to the left, also being the northeast corner of this easement;

2) **THENCE**, along the proposed west right-of-way line of CR 366 and said curve to the left, crossing said 41.88 acre tract, an arc distance of **306.50 feet**, through a central angle of **02°10'34"**, having a radius of **8,070.00 feet**, a chord bearing of **S 18°48'53" E**, and a chord distance of **306.48 feet** to a point, 70.00 feet left of Engineer's Baseline Station 63+25.42, being the southeast corner of this easement;

EXHIBIT A

County: Williamson
Highway: County Road 366
May 21, 2021
Project Limits: From Carlos G. Parker Blvd. to Chandler Rd.

PROPERTY DESCRIPTION FOR EASEMENT 13E

3) **THENCE, S 70°12'13" W**, crossing said 41.88 acre tract, a distance of **15.00 feet** to a point, 85.00 feet left of Engineer's Baseline Station 63+25.45, at the beginning of a curve to the right, being the southwest corner of this easement;

4) **THENCE**, with said curve to the right, crossing said 41.88 acre tract, an arc distance of **306.01 feet**, through a central angle of **02°10'07"**, having a radius of **8,085.00 feet**, a chord bearing of **N 18°49'06" W**, and a chord distance of **305.99 feet** to the **POINT OF BEGINNING** and containing 4,594 square feet (0.1055 of one acre) of land, more or less.

All bearings and coordinates shown are based on the Texas Coordinate System (TCS), Central Zone (4203), North American Datum 1983 (NAD 83) 2011 Adjustment, Epoch 2010.00. All distances and coordinates shown are surface and may be converted to grid by dividing by a combined scale factor of 1.00011. All measurements are in U.S. Survey Feet.

EXHIBIT A

County: Williamson
Highway: County Road 366
Project Limits: From Carlos G. Parker Blvd. to Chandler Rd.

PROPERTY DESCRIPTION FOR EASEMENT 13E

A parcel plat of even date was prepared in conjunction with this property description.

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF TRAVIS §

That I, Troy R. Thomas, a Registered Professional Land Surveyor, do hereby certify that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Austin, Travis County, Texas, this the 21st day of May, 2021 A.D.

SURVEYED BY:

McGRAY & McGRAY LAND SURVEYORS, INC.
3301 Hancock Dr., Ste. 6 Austin, TX 78731 (512) 451-8591
TBPELS Survey Firm# 10095500

PRELIMINARY
This document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

Troy R. Thomas, Reg. Professional Land Surveyor No. 6130
2021/Descriptions/CR 366 Williamson County/Parcel 13E

LEGEND

■	FOUND TxDOT TYPE I MONUMENT
●	FOUND IRON ROD (1/2" UNLESS NOTED)
⊙	FOUND IRON PIPE (1/2" UNLESS NOTED)
△	CALCULATED POINT, NOT SET
○	1/2" IRON ROD W/ "MCGRAY & MCGRAY" CAP SET (UNLESS NOTED)
(XXX)	RECORD INFORMATION
—℄—	PROPERTY LINE (OWNERSHIP DIVISION)
—S—	APPROXIMATE SURVEY LINE
	DEED LINE (OWNERSHIP IN COMMON)
	DISTANCE NOT TO SCALE (N.T.S.)
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT
R.O.W.	RIGHT-OF-WAY
N.T.S.	NOT TO SCALE
B.L.	BUILDING SETBACK LINE
D.R.W.C.T.	DEED RECORDS WILLIAMSON COUNTY, TEXAS
O.R.W.C.T.	OFFICIAL RECORDS WILLIAMSON COUNTY, TEXAS
O.P.R.W.C.T.	OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS
P.R.W.C.T.	PLAT RECORDS WILLIAMSON COUNTY, TEXAS
(1)	PARCEL NUMBER FOR R.O.W. ACQUISITION

NOTES:

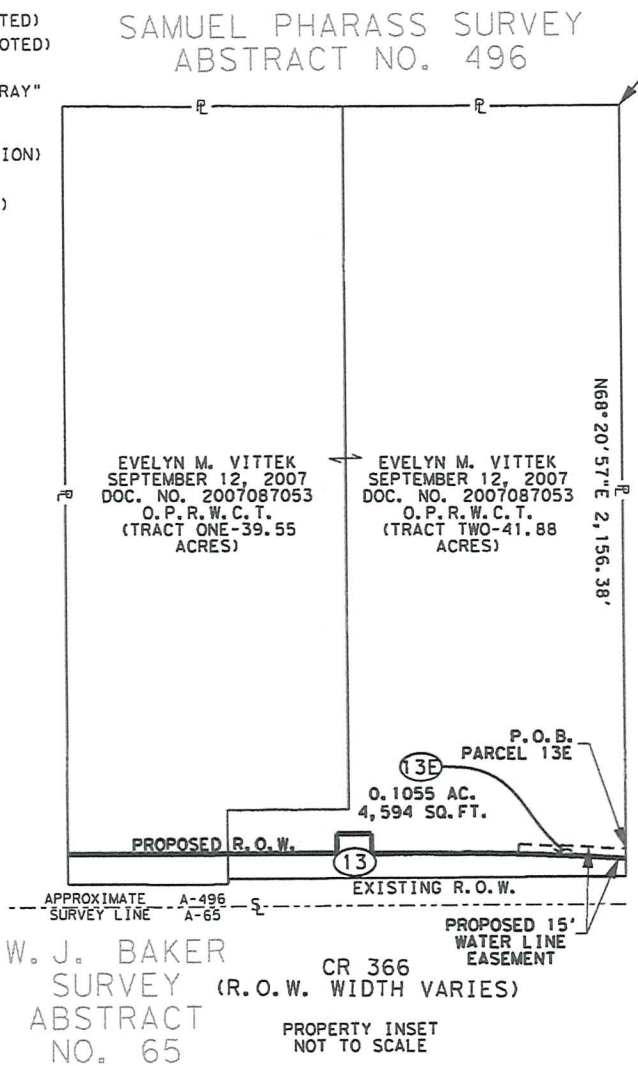
1. ALL BEARINGS AND COORDINATES ARE BASED ON THE TEXAS COORDINATE SYSTEM, CENTRAL ZONE, NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT. ALL DISTANCES AND COORDINATES SHOWN ARE SURFACE AND MAY BE CONVERTED TO GRID BY DIVIDING BY A COMBINED ADJUSTMENT FACTOR OF 1.00011. UNITS: U.S. SURVEY FEET.
2. THIS SURVEY WAS PREPARED WITH THE BENEFIT OF A TITLE COMMITMENT PROVIDED BY TITLE RESOURCES GUARANTY COMPANY IN JULY 2020.
3. ABSTRACTING AND FIELD SURVEYING WERE PERFORMED FROM JANUARY 2020 THROUGH MAY 2021.
4. PLANIMETRICS SHOWN HEREON WERE COLLECTED BETWEEN SEPTEMBER 2017 AND DECEMBER 2017.
5. THIS PARCEL PLAT IS ACCOMPANIED BY A PROPERTY DESCRIPTION OF EVEN DATE.

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT THE PROPERTY SHOWN HEREIN WAS DETERMINED BY A SURVEY MADE ON THE GROUND UNDER MY DIRECTION AND SUPERVISION.

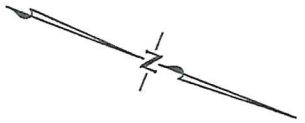
PRELIMINARY
This document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

5/21/2021

TROY R. THOMAS, REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6130 — DATE



PROPERTY INSET
NOT TO SCALE



THE SURVEY SHOWN WAS PREPARED IN CONJUNCTION WITH THAT COMMITMENT FOR TITLE INSURANCE GF NO. 2022578-GTN ISSUED BY TITLE RESOURCES GUARANTY COMPANY, EFFECTIVE DATE MAY 14, 2020, ISSUED DATE MAY 22, 2020.

10. THE FOLOWING MATTERS AND ALL TERMS OF THE DOCUMENTS CREATING OR OFFERING EVIDENCE OF THE MATTERS:

A. TEXAS POWER & LIGHT COMPANY ELECTRIC EASEMENT AS DESCRIBED IN VOLUME 299, PAGE 533, DEED RECORDS, WILLIAMSON COUNTY, TEXAS- UNABLE TO PLOT

B. TEXAS POWER & LIGHT COMPANY ELECTRIC EASEMENT AS DESCRIBED IN VOLUME 348, PAGE 409, DEED RECORDS, WILLIAMSON COUNTY, TEXAS- UNABLE TO PLOT

C. JONAH WATER SUPPLY CORP. WATER LINE EASEMENT AS DESCRIBED IN VOLUME 564, PAGE 62, DEED RECORDS, WILLIAMSON COUNTY, TEXAS- UNABLE TO PLOT

REVISIONS

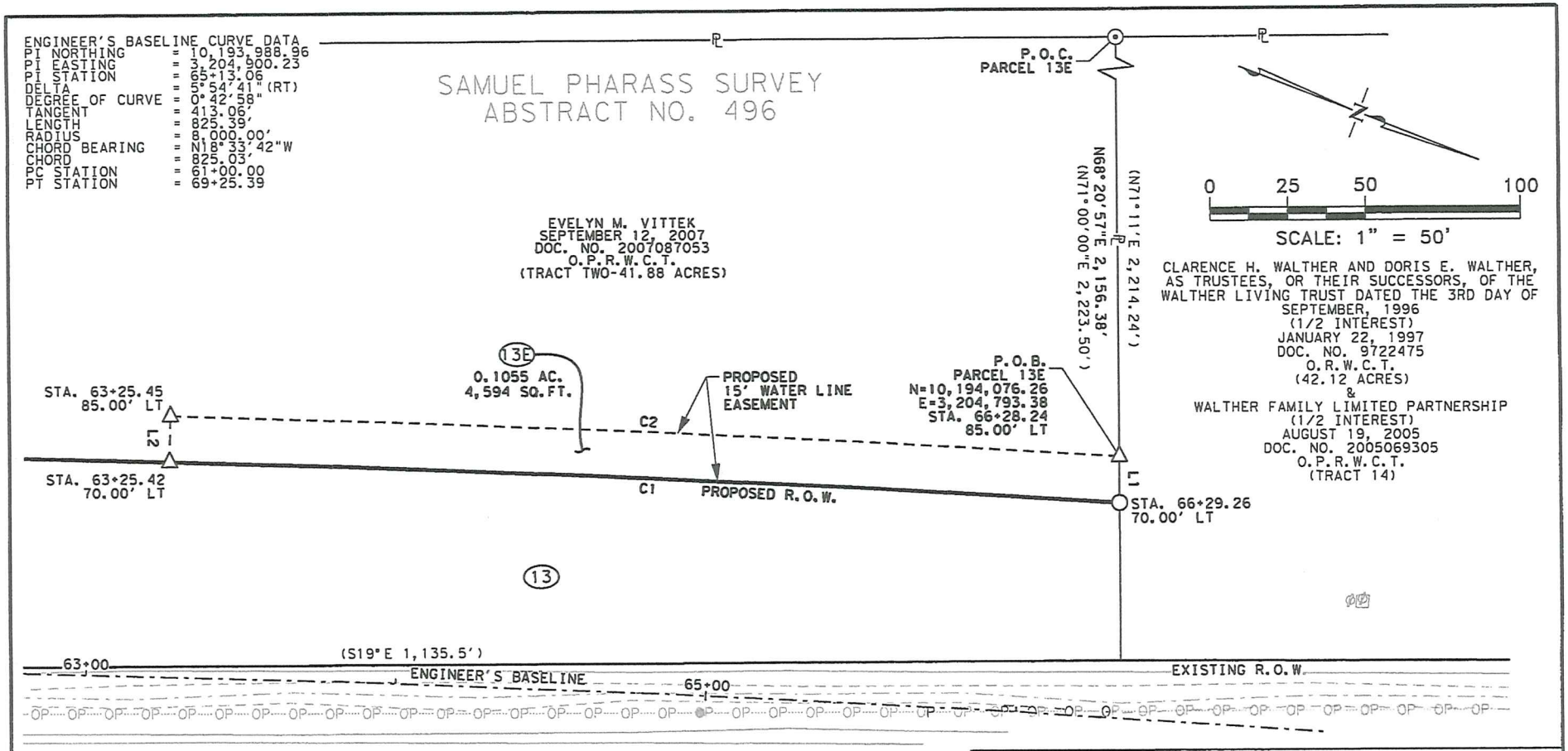
CALCULATED	ACQUISITION	REMAINING LT
81.43 AC. 3,547,091 SQ.FT.	N/A	78.62 AC. 3,424,529 SQ.FT.

McGRAY & McGRAY
LAND SURVEYORS, INC.
TBPELS SURVEY FIRM # 10095500
3301 HANCOCK DRIVE #6
AUSTIN, TEXAS 78731
(512) 451-8591

PARCEL PLAT SHOWING PROPOSED EASEMENT AT PARCEL 13E

CR 366 - CARLOS G. PARKER BLVD. TO CHANDLER RD.
WILLIAMSON COUNTY, TEXAS

DATE: MAY 2021 | SCALE: N.T.S.



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N68°20'57"E	15.04'
L2	S70°12'13"W	15.00'

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	BEARING	CHORD
C1	306.50'	8,070.00'	02°10'34" LT	S18°48'53"E	306.48'
C2	306.01'	8,085.00'	02°10'07" RT	N18°49'06"W	305.99'

McGRAY & McGRAY
LAND SURVEYORS, INC.
TBPELS SURVEY FIRM # 10095500
3301 HANCOCK DRIVE #6
AUSTIN, TEXAS 78731
(512) 451-8591

PARCEL PLAT SHOWING PROPOSED EASEMENT AT PARCEL 13E

CR 366 - CARLOS G. PARKER BLVD. TO CHANDLER RD.

WILLIAMSON COUNTY, TEXAS

DATE: MAY 2021 | SCALE: 1"=50'

Commissioners Court - Regular Session **57.**

Meeting Date: 07/20/2021

CR 366 Easement Agreement

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a letter agreement with Ronnie and Zonda Zett for a waterline easement needed on the CR 366 project (Parcel 22WE). Funding Source: Road Bonds P296

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Zett Agreement

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:38 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 08:57 AM

Final Approval Date: 07/15/2021

Sheets & Crossfield, PLLC

ATTORNEYS AT LAW

309 East Main Street • Round Rock, TX 78664-5246

Phone 512-738-8725 (D) • fax 512-255-8986

lisa@scrrlaw.com

July 7, 2021

Ronnie C. and Zonda K. Zett
14980 E. Highway 29
Granger, TX 78630-5068

Re: Williamson County—CR 366
Jonah SUD waterline easement
Parcel No.: 22WE

Dear Mr. & Mrs. Zett:

Please allow this letter to set out my understanding regarding our Agreement for the acquisition of a waterline easement interest in and across portions of your property ("Owner") as part of Williamson County's ("County") proposed CR 366 roadway improvements and related appurtenances and utility adjustments ("Project").

By execution of this letter the parties agree as follows:

1. In return for Owner's delivery to County of a fully executed and acknowledged waterline easement ("Easement") in and across that certain parcel of land totaling 1,501 SF, and in the form as set out in Exhibit "A" attached hereto and incorporated herein, County shall pay Owner the sum of **$390.00** in good funds.

2. This Agreement is being made, and the Easement is being delivered, in lieu of condemnation.

If this meets with your understanding, please execute this letter where indicated below and return it to me, and we will have this approved and signed by the County and process this for Closing and payment as quickly as possible.

Please feel free to contact me at any time if you have any questions or concerns about these issues.

Very truly yours,

Lisa Dworaczyk

Lisa Dworaczyk
Sheets & Crossfield, PLLC

AGREED:

Ronnie C. Zett

Ronnie C. Zett

Date: 7-8-2021

Zonda K. Zett

Zonda K. Zett

Date: 7/8/2021

ACCEPTED AND AGREED:

WILLIAMSON COUNTY, TEXAS

By:_____
Bill Gravell, Jr.
County Judge

Date:_____

EXHIBIT "A" FORM OF EASEMENT FOLLOWS

WATERLINE EASEMENT

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

GRANT OF EASEMENT:

RONNIE C. ZETT AND ZONDA K. ZETT ("Grantor", whether one or more), for the sum of Ten and No/100 Dollars ($10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and confessed, does hereby grant, sell and convey unto JONAH WATER SPECIAL UTILITY DISTRICT, whose address is 4050 FM 1660, Hutto, Texas 78634, ("Grantee"), an easement and right-of-way ("Easement") upon and across one parcel totaling approximately 0.0345 acre (1,501 SF), being the property of Grantor which is more particularly described by metes and bounds and sketch in Exhibit "A" attached hereto, located in Williamson County, Texas; and incorporated herein by reference. (Collectively the "Easement Tract").

TO HAVE AND TO HOLD the same perpetually to Grantee and its successors and assigns, together with the rights and privileges and on the terms and conditions set forth below.

Grantor does hereby covenant and agree to WARRANT AND FOREVER DEFEND title to the Easement herein granted, unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

CHARACTER OF EASEMENT:

The Easement is an easement in gross.

PURPOSE OF EASEMENT:

The Easement shall be used for water line purposes, including placement, construction, installation, replacement, repair, inspection, maintenance, relocation, removal, and operation of water distribution and transmission lines and related facilities and appurtenances, or making connections thereto.

The Easement shall also be used for the purpose of providing access for the operation, repair, maintenance, inspection, replacement and expansion of the water distribution and transmission lines and related facilities and appurtenances.

Additionally, Grantor hereby grants and conveys to Grantee a non-exclusive right of ingress and egress over Grantor's adjacent lands for the purpose of which this Easement is granted. However, such right shall only be exercised and allowed if access to the Easement Tract is not otherwise reasonably available from an adjacent public right of way.

DURATION OF EASEMENT:

The Easement shall be perpetual.

EXCLUSIVENESS OF EASEMENT:

The Easement shall be exclusive, and Grantor covenants that Grantor will not convey any other easement or conflicting rights within the Easement Tract. Grantor may alter or otherwise use the surface of the Easement Tract for such purposes that do not interfere with the exercise by Grantee of the rights herein granted provided that the plans for all improvements to be placed in the Easement Tract by Grantor must be approved by Grantee before the improvements are constructed, with such approval not to be unreasonably withheld. Grantee has the right to trim and cut down trees and shrubbery and to remove other improvements and structures to the extent reasonably necessary to prevent interference with the operation or repairs to Grantee's facilities in the Easement Tract, and Grantee will be held harmless by Grantor from any and all claims of Grantor if Grantee exercises such right.

DAMAGES:

The consideration given for this Easement constitutes payment in full for all damage sustained by Grantor by reason of the installation of the improvements referred to herein.

ENCUMBRANCES AND LIENS:

Grantor warrants that no person or business entity owns a present possessory interest in the fee title in the Easement Tract other than Grantor, and that there are no parties in possession of any portion of the Easement Tract as lessees. Furthermore, Grantor warrants that the Easement Tract is free and clear of all encumbrances and liens except the following: N/A

WATER SERVICE:

Grantee and Grantor hereby acknowledge and agree that, effective immediately upon execution of this Easement, Grantee will be deemed to be providing and will be obligated to provide Grantor water service to Grantor's property across which the Easement is located. Grantor acknowledges and agrees that Grantor's ability to receive water from Grantee is subject to payment of all fees and charges due to Grantee under its tariff for such service.

ENTIRE AGREEMENT:

This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representation or modification concerning this instrument shall be of no force and effect except for any subsequent modification in writing, signed by the party to be charged.

BINDING EFFECT:

This Agreement shall bind and inure to the benefit of the respective parties hereto, their heirs, legal representatives, successors and assigns.

ASSIGNABILITY:

This Easement and the rights of Grantee hereunder may be assigned in whole or in part by Grantee.

In witness whereof, this instrument is executed this 8th day of July, 2021.

[signature page follows]

GRANTORS:

Ronnie C. Zett

Zonda K. Zett

Acknowledgment

STATE OF TEXAS

COUNTY OF Williamson

This instrument is acknowledged before me on the 8th day of July, 2021, by Ronnie C. and Zonda K. Zett, in the capacity and for the purposes and consideration recited herein.

DEBORAH STEARNS MURPHY
Notary Public, State of Texas
Comm. Expires 10-26-2021
Notary ID 345883-1

Deborah Stearns Murphy
Notary Public, State of Texas
Printed Name: DEBORAH Stearns Murphy
My Commission Expires: 10-26-2021

EXHIBIT A

County: Williamson
Highway: County Road 366
Project Limits: From Carlos G. Parker Blvd. to Chandler Rd.

May 21, 2021

PROPERTY DESCRIPTION FOR EASEMENT 22E

DESCRIPTION OF a 1,501 square foot (0.0345 of one acre) water line easement out of the W.J. Baker Survey, Abstract No. 65, in Williamson County, Texas, and being a portion of that tract described as 10 acres conveyed to Ronnie C. Zett by Warranty Deed dated September 10, 1991, as recorded in Volume 2055, Page 308, Official Records, Williamson County, Texas (O.R.W.C.T.); said 1,501 square foot (0.0345 of one acre) water line easement being more particularly described by metes and bounds as follows:

COMMENCING at a 1/2-inch iron rod found in the north line of said 10 acre tract, being the southeast corner of that tract described as 5.76 acres conveyed to Jack Dale Hall and wife, Cynthia D. Surles-Hall by Warranty Deed with Vendor's Lien dated August 7, 2003, as recorded in Document No. 2003077883, Official Public Records, Williamson County, Texas (O.P.R.W.C.T.), from which a 1/2-inch iron rod found at the northeast corner of said 5.76 acre tract, being in the south margin of County Road 367 (CR 367, varying width), bears N 21°30'06" W, a distance of 559.54 feet;

THENCE, S 68°02'29" W, along the north line of said 10 acre tract, with the south line of said 5.76 acre tract, a distance of 391.17 feet to a point, being the northeast corner of this easement, for the **POINT OF BEGINNING**, 122.42 feet right of Engineer's Baseline Station 56+73.68, and having Surface Coordinates of North=10,193,252.72, East=3,205,321.66;

1) **THENCE, S 21°34'16" E**, crossing said 10 acre tract, a distance of **55.99 feet** to a point, 122.53 feet right of Engineer's Baseline Station 56+17.69, being the southeast corner of this easement;

2) **THENCE, S 68°32'11" W**, crossing said 10 acre tract, a distance of **59.13 feet** to a point in the west line of said 10 acre tract and the east margin of CR 366, 63.40 feet right of Engineer's Baseline Station 56+17.69, being the southwest corner of this easement, from which a 1/2-inch iron rod found at the southwest corner of said 10 acre tract, also being the northwest corner of that tract described as 50.29 acres (save and except 4.581 acres) conveyed to D&L Land Development, LLC by Warranty Deed with Vendor's Lien dated February 6, 2019, as recorded in Document No. 2019009739, O.P.R.W.C.T., bears S 21°35'24" E, a distance of 499.12 feet;

PROPERTY DESCRIPTION FOR EASEMENT 22E

3) **THENCE, N 21°35'24" W**, along the west line of said 10 acre tract, with the east margin of CR 366, a distance of **15.00 feet** to a 1/2-inch iron rod with a "Mcgray & Mcgray" cap set in the proposed east right-of-way line of CR 366, being a west corner of this easement;

4) **THENCE, N 68°32'11" E**, along the proposed east right-of-way line of CR 366, crossing said 10 acre tract, a distance of **44.13 feet** to a 1/2-inch iron rod with a "Mcgay & Mcgray" cap set, 107.50 right of Engineer's Baseline Station 56+32.69, being an ell-corner in the west line of this easement;

5) **THENCE, N 21°34'16" W**, along the proposed east right-of-way line of CR 366, crossing said 10 acre tract, a distance of **40.86 feet** to a point (unable to set; under water at time of survey), being in the north line of said 10 acre tract and the south line of said 5.76 acre tract, 107.42 feet right of Engineer's Baseline Station 56+73.55, being the northwest corner of this easement, from which a 1/2-inch iron rod found at northwest corner of said 10 acre tract, being the southwest corner of said 5.76 acre tract, also being in the east margin of CR 366 bears S 68°02'29" W, a distance of 44.15 feet;

6) **THENCE, N 68°02'29" E**, along the north line of said 10 acre tract, a distance of **15.00 feet** to the **POINT OF BEGINNING**, and containing 1,501 square feet (0.0345 of one acre) of land, more or less.

All bearings and coordinates shown are based on the Texas Coordinate System (TCS), Central Zone (4203), North American Datum 1983 (NAD 83) 2011 Adjustment, Epoch 2010.00. All distances and coordinates shown are surface and may be converted to grid by dividing by a combined scale factor of 1.00011. All measurements are in U.S. Survey Feet.

EXHIBIT A

County: Williamson
Highway: County Road 366
Project Limits: From Carlos G. Parker Blvd. to Chandler Rd.

PROPERTY DESCRIPTION FOR EASEMENT 22E

A parcel plat of even date was prepared in conjunction with this property description.

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF TRAVIS §

That I, Troy R. Thomas, a Registered Professional Land Surveyor, do hereby certify that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Austin, Travis County, Texas, this the 21st day of May, 2021 A.D.

SURVEYED BY:

McGRAY & McGRAY LAND SURVEYORS, INC.
3301 Hancock Dr., Ste. 6 Austin, TX 78731 (512) 451-8591
TBPELS Survey Firm# 10095500

PRELIMINARY
This document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

_____
Troy R. Thomas, Reg. Professional Land Surveyor No. 6130
2020/Descriptions/CR 366 Williamson County/Parcel 22E

LEGEND

■	FOUND TxDOT TYPE I MONUMENT
●	FOUND IRON ROD (1/2" UNLESS NOTED)
⊙	FOUND IRON PIPE (1/2" UNLESS NOTED)
△	CALCULATED POINT, NOT SET
○	1/2" IRON ROD W/ "MCGRAY & MCGRAY" CAP SET (UNLESS NOTED)
(XXX)	RECORD INFORMATION
—℄—	PROPERTY LINE (OWNERSHIP DIVISION)
—S—	APPROXIMATE SURVEY LINE
	DEED LINE (OWNERSHIP IN COMMON)
	DISTANCE NOT TO SCALE (N.T.S.)
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT
R.O.W.	RIGHT-OF-WAY
N.T.S.	NOT TO SCALE
B.L.	BUILDING SETBACK LINE
D.R.W.C.T.	DEED RECORDS WILLIAMSON COUNTY, TEXAS
O.R.W.C.T.	OFFICIAL RECORDS WILLIAMSON COUNTY, TEXAS
O.P.R.W.C.T.	OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS
P.R.W.C.T.	PLAT RECORDS WILLIAMSON COUNTY, TEXAS
(1)	PARCEL NUMBER FOR R.O.W. ACQUISITION

NOTES:

1. ALL BEARINGS AND COORDINATES ARE BASED ON THE TEXAS COORDINATE SYSTEM, CENTRAL ZONE, NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT. ALL DISTANCES AND COORDINATES SHOWN ARE SURFACE AND MAY BE CONVERTED TO GRID BY DIVIDING BY A COMBINED ADJUSTMENT FACTOR OF 1.00011. UNITS: U.S. SURVEY FEET.
2. THIS SURVEY WAS PREPARED WITH THE BENEFIT OF A TITLE COMMITMENT PROVIDED BY TITLE RESOURCES GUARANTY COMPANY IN JULY 2020.
3. ABSTRACTING AND FIELD SURVEYING WERE PERFORMED FROM JANUARY 2020 THROUGH MAY 2021.
4. PLANIMETRICS SHOWN HEREON WERE COLLECTED BETWEEN SEPTEMBER 2017 AND DECEMBER 2017.
5. THIS PARCEL PLAT IS ACCOMPANIED BY A PROPERTY DESCRIPTION OF EVEN DATE.

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT THE PROPERTY SHOWN HEREIN WAS DETERMINED BY A SURVEY MADE ON THE GROUND UNDER MY DIRECTION AND SUPERVISION.

PRELIMINARY

This document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

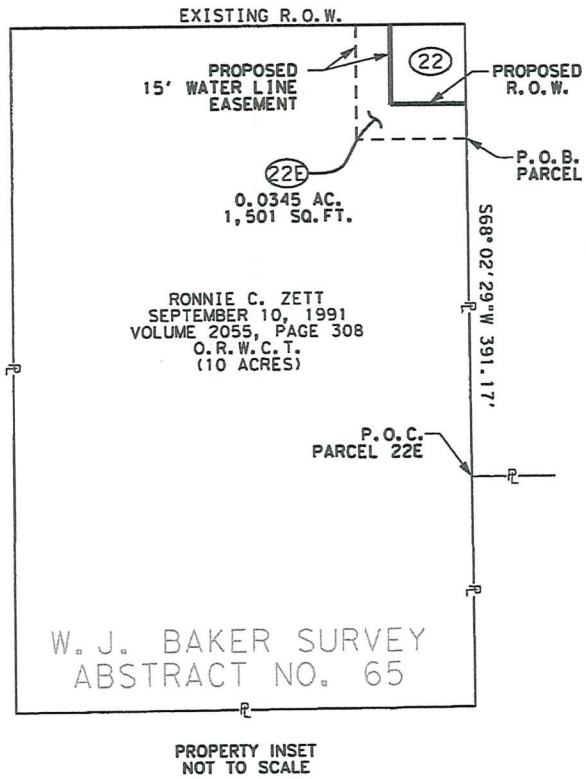
5/21/2021

TROY R. THOMAS, REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6130 — DATE

SAMUEL PHARASS SURVEY
ABSTRACT NO. 496

CR 366
(R.O.W. WIDTH VARIES)

APPROXIMATE SURVEY LINE A-65 — APPROXIMATE A-496 — ℄



PROPERTY INSET
NOT TO SCALE

THE SURVEY SHOWN WAS PREPARED IN CONJUNCTION WITH THAT COMMITMENT FOR TITLE INSURANCE GF NO. 2025858-GTN ISSUED BY TITLE RESOURCES GUARANTY COMPANY, EFFECTIVE DATE JUNE 1, 2020, ISSUED DATE JUNE 10, 2020.

10. THE FOLOWING MATTERS AND ALL TERMS OF THE DOCUMENTS CREATING OR OFFERING EVIDENCE OF THE MATTERS:

A. TEXAS POWER & LIGHT COMPANY ELECTRIC EASEMENT DESCRIBED IN VOLUME 286, PAGE 398, DEED RECORDS, WILLIAMSON COUNTY, TEXAS- UNABLE TO PLOT

B. TEXAS POWER & LIGHT COMPANY ELECTRIC EASEMENT DESCRIBED IN VOLUME 299, PAGE 636, DEED RECORDS, WILLIAMSON COUNTY, TEXAS- UNABLE TO PLOT

C. JONAH WATER SUPPLY CORP. WATER LINE EASEMENT DESCRIBED IN VOLUME 564, PAGE 62, DEED RECORDS, WILLIAMSON COUNTY, TEXAS- UNABLE TO PLOT

REVISIONS

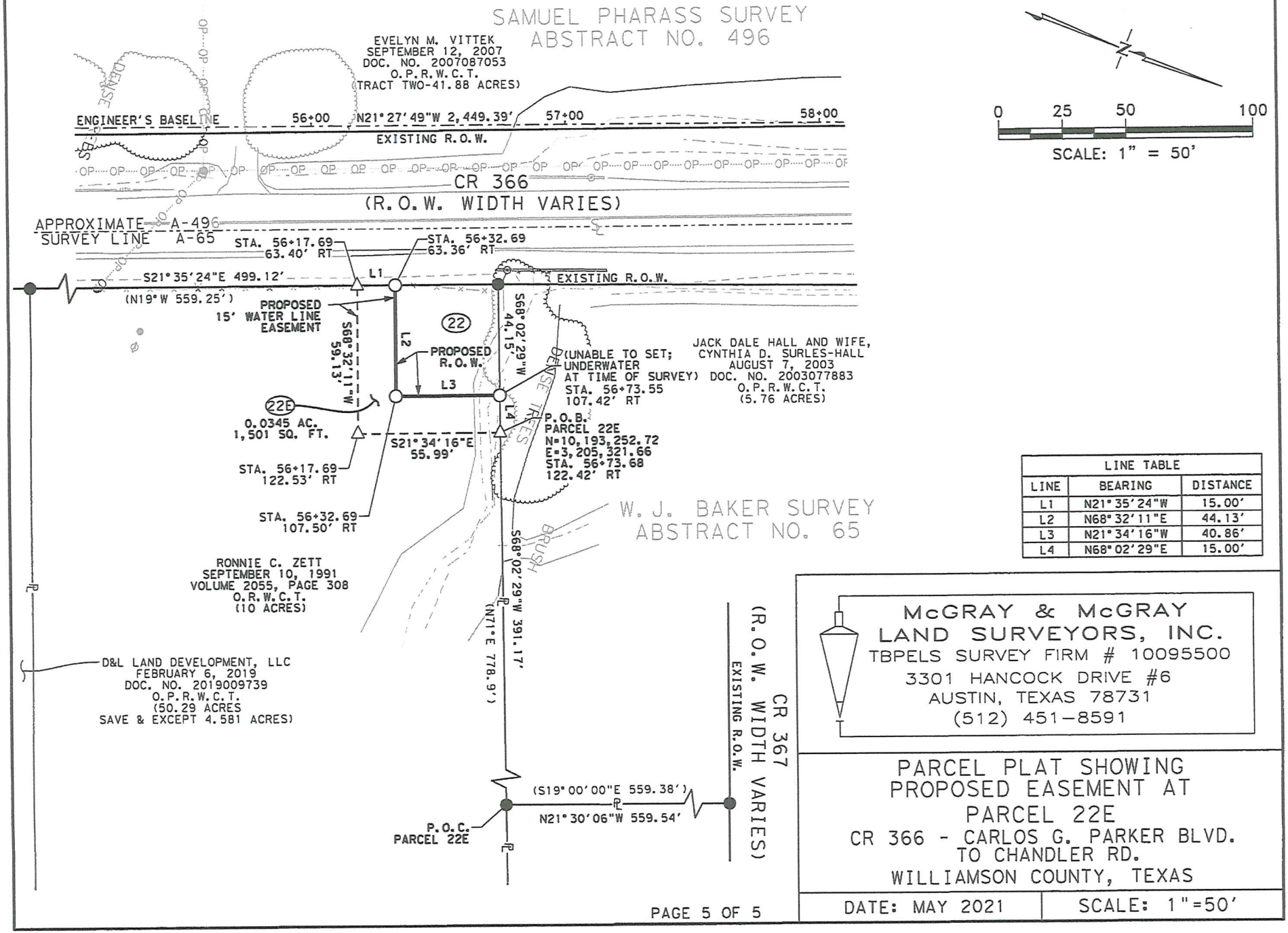
DEED	ACQUISITION	REMAINING RT
10 AC. 435,600 SQ.FT.	N/A	9.96 AC. 433,805 SQ.FT.

McGRAY & McGRAY
LAND SURVEYORS, INC.
TBPELS SURVEY FIRM # 10095500
3301 HANCOCK DRIVE #6
AUSTIN, TEXAS 78731
(512) 451-8591

PARCEL PLAT SHOWING PROPOSED EASEMENT AT PARCEL 22E

CR 366 - CARLOS G. PARKER BLVD. TO CHANDLER RD.
WILLIAMSON COUNTY, TEXAS

DATE: MAY 2021 | SCALE: N.T.S.



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N21°35'24"W	15.00'
L2	N68°32'11"E	44.13'
L3	N21°34'16"W	40.86'
L4	N68°02'29"E	15.00'

McGRAY & McGRAY
LAND SURVEYORS, INC.
TBPELS SURVEY FIRM # 10095500
3301 HANCOCK DRIVE #6
AUSTIN, TEXAS 78731
(512) 451-8591

PARCEL PLAT SHOWING PROPOSED EASEMENT AT PARCEL 22E

CR 366 - CARLOS G. PARKER BLVD. TO CHANDLER RD.

WILLIAMSON COUNTY, TEXAS

DATE: MAY 2021 | SCALE: 1"=50'

Commissioners Court - Regular Session **58.**

Meeting Date: 07/20/2021

SE Loop Letter Agreement

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a letter agreement with Frame Switch Energy, Inc. for right of way needed on the SE Loop project (parcel 88). Funding Source: Road Bonds P463

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Agreement

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:39 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 08:59 AM

Final Approval Date: 07/15/2021

Sheets & Crossfield, PLLC

ATTORNEYS AT LAW

309 East Main Street • Round Rock, TX 78664-5246

Phone 512-738-8725 (D) • fax 512-255-8986

don@scrrlaw.com

July 2, 2021

jnbgordon@gmail.com
Frame Switch Energy, Inc.
c/o John B. Gordon, P.E.
1007 Green Meadow, Dr.
Round Rock, Texas 78664

Re: Williamson County—SE Loop/FM 3349
Right of Way exchange

Dear Mr. Gordon:

Please allow this letter to set out my understanding regarding our Agreement for the exchange of property owned by Frame Switch Energy, Inc. ("Owner") which is required for completion of Williamson County's ("County") proposed Southeast Loop/FM 3349 corridor roadway facility improvements ("Project"), with certain other property owned by County which Owner desires to use for future development of the Owner's operational facilities.

By execution of this letter the parties agree as follows:

1. Owner and County shall deliver fully executed and acknowledged counterparts of an Exchange Deed ("Deed") conveying the exchange of (a) that certain 0.241 acre (10,500 SF) parcel of land identified by metes and bounds in Exhibit "A" attached hereto and incorporated herein, to County; and (b) that certain 0.241 acre (10,494 SF) parcel of land identified by metes and bounds in Exhibit "B" attached hereto and incorporated herein, to Owner, (collectively the "Exchange Property") free and clear of any monetary liens and encumbrances.

2. The Deed shall be in the form as shown in Exhibit "C" attached hereto and incorporated herein.

3. At the request of County, the Closing and completion of this transaction shall take place at Independence Title ("Title Company") within thirty (30) days after full execution of this Agreement, or at other date and time agreed to between the parties.

4. General real estate taxes for the then current year relating to the portion of the Exchange Property being conveyed to the County shall be prorated as of the Closing Date and shall be adjusted in cash at the Closing and delivered to the title company by Owner. If the Closing shall occur before the tax rate is fixed for the then current year, the apportionment of taxes shall be upon the basis of the tax rate for the next preceding year applied to the latest assessed valuation, but shall otherwise be the continuing obligation of Owner to fully satisfy. Agricultural roll-back taxes for the Exchange Property, if any, which directly result from the completion of this transaction and conveyance shall be paid by County.

5. Upon request Owner shall provide reasonable assistance, at no cost to Owner, to cause the Title Company to issue a policy of title insurance, with standard printed exceptions, to each Grantee under the Exchange Deed for the portion of the Exchange Property received in the amount of $15,000. County shall be responsible for all typical closing fees and costs associated with this transaction, except that each party shall be responsible for any attorney's fees they incur. Owner shall assist County and Title Company with any curative measures or mortgage lien or other encumbrance releases required as a condition of the Closing.

6. As additional compensation to Owner, and as an obligation of County which shall survive the Closing of this transaction, County agrees that it shall cause one (1) driveway facility connection to be constructed between the edge of proposed Southeast Loop "jughandle" roadway improvements and the property line of Owner at the sole cost of County as part of the proposed Project. The driveway shall be constructed in the location, and according to the design and specifications, as identified on the exhibit and plan sheets attached hereto and incorporated herein as Exhibit "D".

By execution of this Agreement, Owner hereby grants permission and right for Owner, its contractors or agents to temporarily enter the property of Owner only to the extent and for the period of time reasonably necessary to carry out completion of the construction obligation of County identified herein.

7. By execution of this Agreement, Owner hereby grants permission and right for County, its contractors or agents, after fourteen (14) days advance written notice to Owner, to enter the property of Owner identified in Exhibit "A" prior to completion of Closing if necessary for any inspection, testing, utility relocation or construction of the Project upon the Exchange Property.

If this meets with your understanding, please execute this letter where indicated below and return it to me, and we will have this approved and signed by the County and process this for completion of Closing as quickly as possible.

Please feel free to contact me at any time if you have any questions or concerns about these issues.

Very truly yours,

Don Childs
Sheets & Crossfield, PLLC

AGREED:

FRAME SWITCH ENERGY, INC.

By:____ John B. Gordon ____

Name: John B. Gordon

Its: Chairman of the Board

Date: July 14, 2021

ACCEPTED AND AGREED:

WILLIAMSON COUNTY, TEXAS

By:_____
Bill Gravell, Jr.
County Judge

Date:_____

EXHIBIT "A" COUNTY R.O.W. PARCEL
DESCRIPTION FOLLOWS

EXHIBIT____
PROPERTY DESCRIPTION FOR PARCEL 88

DESCRIPTION OF A 0.241 ACRE (10,500 SQUARE FOOT), PARCEL OF LAND SITUATED IN THE PATRICK O'DOUGHERTY SURVEY, ABSTRACT NO. 184 IN WILLIAMSON COUNTY, TEXAS, BEING A PORTION OF THAT CALLED 11.25 ACRE TRACT OF LAND DESCRIBED IN WARRANTY DEED TO FRAME SWITCH ENERGY, INC. RECORDED IN DOCUMENT NO. 2014078998 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SAID 0.241 ACRE (10,500 SQUARE FOOT) PARCEL OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at an iron rod with aluminum cap stamped "ROW 4933" (Grid Coordinates determined as N=10,178,023.58 E=3,192,628.55 TxSPC Zone 4203) set at the intersection of the proposed westerly Right-of-Way (ROW) line of County Road (C.R.) 101 (variable width ROW) and an ell corner in the existing westerly ROW line of said C.R. 101 (variable width ROW), same being the northwesterly corner of that 15 foot wide (0.14 acre) ROW dedication per Oncor-Taylor, a subdivision of record in Cabinet Y, Slide 383-385 of the Plat Records of Williamson County, Texas, also being the northeasterly corner of the remainder of that called 4.161 acre tract of land described in Correction Special Cash Warranty Deed to Oncor Electric Delivery Company recorded in Document No. 2004006610 of the Official Public Records of Williamson County, Texas for the southwesterly corner and **POINT OF BEGINNING** of the herein described parcel, and from which, a 1/2" iron rod found, being the southeasterly corner of said remainder of the 4.161 acre tract, same being the southwesterly corner of said 0.14 acre ROW dedication tract, for an ell corner in said existing ROW line of said C.R. 101, bears with the common easterly boundary line of said remainder of the 4.161 acre tract and said existing westerly ROW line, S 22°00'28" E, at a distance of 401.94 feet, and also from which, an iron rod with plastic cap stamped "RPLS 4773", being the northwesterly corner of said remainder of the 4.161 acre tract and said Oncor-Taylor subdivision bears with the common boundary line of said 11.25 acre tract and said remainder of the 4.161 acre tract, S 67°58'05" W, at a distance of 437.00 feet;

1) **THENCE**, with said proposed westerly ROW line, through the interior of said 11.25 acre tract, **N 22°04'15" W,** for a distance of **700.00** feet to an iron rod with aluminum cap stamped "ROW 4933" set in the northerly boundary line of said 11.25 acre tract, same being in the easterly boundary line of that called 135.209 acre tract of land (remainder of 145.59 acres) described in Gift Deed to Daniel Dwayne Krueger and Treila Krueger Aery recorded in Document No. 2013012468 of the Official Public Records of Williamson County, Texas and modified in Special Warranty Deed, Treila Krueger Aery to Treila Krueger Aery, Trustee of The Treila Krueger Aery Trust recorded in Document No. 2013103686 (135.209 acres) of the Official Public Records of Williamson County, Texas, for the northwesterly corner of the herein described parcel, and from which, the calculated northwesterly corner of said 11.25 acre tract, same being an ell corner in the easterly boundary of said 135.209 acre tract bears, with said common boundary line, S 67°58'05" W, at a distance of 685.00 feet;

2) **THENCE,** with said common boundary line, **N 67°58'05" E,** for a distance of **15.00** feet to the calculated northeasterly corner of said 11.25 acre tract in the existing westerly ROW line of said C.R. 101, same being an ell corner in said easterly boundary line of the 135.209 acre tract, for the northeasterly corner of the herein described parcel;

3) **THENCE**, with said existing westerly ROW line, same being the easterly boundary line of said 11.25 acre tract, **S 22°04'15" E,** for a distance of **700.00** feet to the calculated southeasterly corner of said 11.25 acre tract, same being an ell corner in said existing westerly ROW line of C.R. 101, for the southeasterly corner of the herein described parcel;

4) **THENCE** with said existing westerly ROW line, same being the southerly boundary line of said 11.25 acre tract, **S 67°58'05" W**, for a distance of **15.00** feet to **POINT OF BEGINNING**, containing 0.241 acre, (10,500 square feet) of land, more or less.

This property description is accompanied by a separate parcel plat.

All bearings recited herein are based on the Texas State Plane Coordinate System, Central Zone No. 4203, NAD 83.

THE STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF WILLIAMSON §

That I, M Stephen Truesdale, a Registered Professional Land Surveyor, do hereby certify that the above description is true and correct and that the property described herein was determined by a survey made on the ground under my direct supervision.

WITNESS MY HAND AND SEAL at Round Rock, Williamson County, Texas.

M. Stephen Truesdale — 25 June 2021
Date

M Stephen Truesdale
Registered Professional Land Surveyor No. 4933
Licensed State Land Surveyor
Inland Geodetics, LLC
Firm Registration No: 100591-00
1504 Chisholm Trail Road, Suite 103
Round Rock, TX 78681

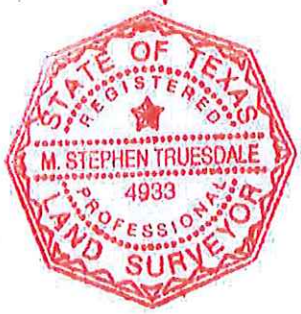
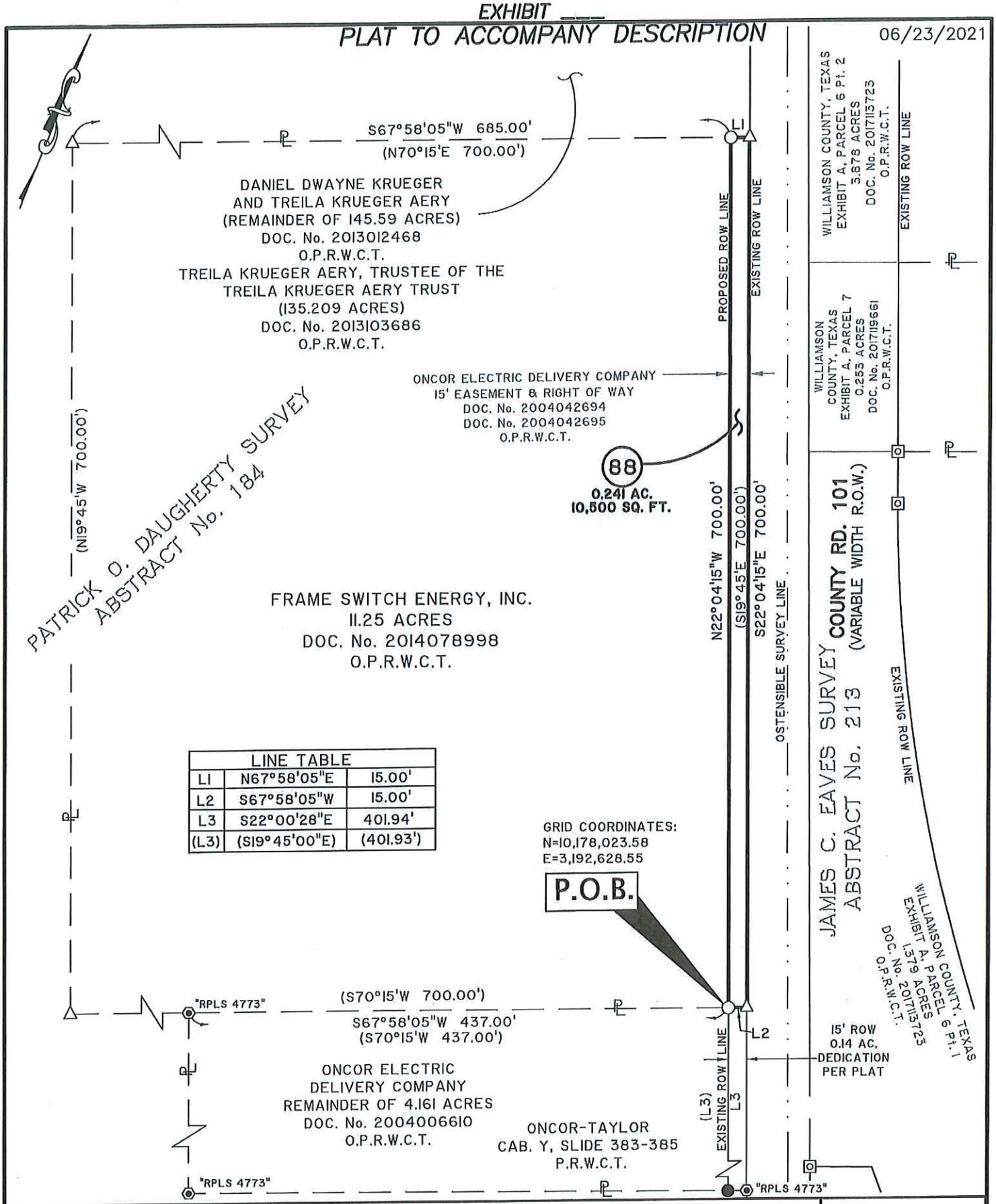


EXHIBIT ___

PLAT TO ACCOMPANY DESCRIPTION

06/23/2021



INLAND GEODETICS
PROFESSIONAL LAND SURVEYORS
1504 CHISHOLM TRAIL RD. STE. 103
ROUND ROCK, TX. 78681
PH. (512) 238-1200, FAX (512) 238-1251
FIRM REGISTRATION NO. 100591-00

PARCEL PLAT SHOWING PROPERTY OF

FRAME SWITCH ENERGY, INC.

SCALE		PROJECT	PARCEL 88
1" = 100'	WILLIAMSON COUNTY	FM 3349	PAGE 3 OF 4

S:\ HDR-PROJECTS\FM3349 OVERPASS\PARCELS\PARCEL 88-FRAME SWITCH\PARCEL 88-FRAME SWITCH.dwg

EXHIBIT ____

PLAT TO ACCOMPANY DESCRIPTION

06/23/2021

LEGEND

○	IRON ROD WITH ALUMINUM CAP STAMPED "ROW 4933" SET
⊡	IRON ROD WITH ALUMINUM CAP FOUND STAMPED "WILCO ROW-5777"
⊡	TxDOT TYPE II CONCRETE MONUMENT FOUND
◈	IRON ROD WITH PLASTIC CAP FOUND - AS NOTED
●	1/2" IRON ROD FOUND
△	CALCULATED POINT
ℙ	PROPERTY LINE
	LINE BREAK
	DENOTES COMMON OWNERSHIP
P.O.B.	POINT OF BEGINNING
P.O.R.	POINT OF REFERENCE
( )	RECORD INFORMATION
P.R.W.C.T.	PLAT RECORDS WILLIAMSON COUNTY, TEXAS
D.R.W.C.T.	DEED RECORDS WILLIAMSON COUNTY, TEXAS
O.R.W.C.T.	OFFICIAL RECORDS WILLIAMSON COUNTY, TEXAS
O.P.R.W.C.T.	OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS

1) All bearings shown hereon are based on grid bearing. All distances are surface distances. Coordinates are surface values based on the Texas State Plane Coordinate System, NAD 83, Central Zone.

THE SURVEY SHOWN HEREON WAS PREPARED IN CONJUNCTION WITH THAT COMMITMENT FOR TITLE INSURANCE GF NO. 2064360–KFO, ISSUED BY TITLE RESOURCES GUARANTY COMPANY, EFFECTIVE DATE NOVEMBER 19, 2020, ISSUE DATE DECEMBER 01, 2020.

10A. TELEPHONE LINE EASEMENT TO TEXAS POWER & LIGHT COMPANY RECORDED IN VOLUME 238, PAGE 550, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, DOES NOT AFFECT.

B. ELECTRIC TRANSMISSION AND DISTRIBUTION LINE EASEMENT TO TEXAS POWER & LIGHT COMPANY RECORDED IN VOLUME 239, PAGE 83, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, BEING MODIFIED IN DOCUMENT NO. 2007038223, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, DO NOT AFFECT.

C. ELECTRIC TRANSMISSION AND DISTRIBUTION LINE EASEMENT TO TEXAS POWER & LIGHT COMPANY RECORDED IN VOLUME 307, PAGE 65, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, DOES NOT AFFECT.

D. PIPELINE EASEMENT TO JONAH WATER SUPPLY CORPORATION RECORDED IN VOLUME 563, PAGE 716, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, FROM ITS DESCRIPTION CAN NOT BE LOCATED.

E. UNDERGROUND ELECTRIC SUPPLY AND COMMUNICATIONS LINES EASEMENT TO ONCOR ELECTRIC DELIVERY COMPANY RECORDED IN DOCUMENT NO. 2004042694, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AFFECTS AS SHOWN.

F. UNDERGROUND ELECTRIC SUPPLY AND COMMUNICATIONS LINES EASEMENT TO ONCOR ELECTRIC DELIVERY COMPANY RECORDED IN DOCUMENT NO. 2004042695, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AFFECTS AS SHOWN.

G. WATER DISTRIBUTION AND TRANSMISSION LINE EASEMENT RECORDED IN DOCUMENT NO. 2008044413, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, DOES NOT AFFECT.

H. WATER DISTRIBUTION AND TRANSMISSION LINE EASEMENT RECORDED IN DOCUMENT NO. 2009089732, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, BEING MODIFIED IN DOCUMENT NO. 2010000317, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, DO NOT AFFECT.

K. NOTICE REGARDING CITY OF HUTTO RESOLUTION NO. 2006–27R RECORDED IN DOCUMENT NO. 2006045188, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SUBJECT TO.

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND THAT THE PROPERTY SHOWN HEREON WAS DETERMINED BY A SURVEY MADE ON THE GROUND UNDER MY DIRECT SUPERVISION.

M. Stephen Truesdale 25 June 2021

M. STEPHEN TRUESDALE DATE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4933
LICENSED STATE LAND SURVEYOR
INLAND GEODETICS, LLC
FIRM REGISTRATION NO. 100591-00
1504 CHISHOLM TRAIL ROAD, SUITE 103
ROUND ROCK, TEXAS 78681

STATE OF TEXAS REGISTERED M. STEPHEN TRUESDALE 4933 PROFESSIONAL LAND SURVEYOR

INLAND GEODETICS
PROFESSIONAL LAND SURVEYORS
1504 CHISHOLM TRAIL RD. STE. 103
ROUND ROCK, TX. 78681
PH. (512) 238-1200, FAX (512) 238-1251
FIRM REGISTRATION NO. 100591-00

PARCEL PLAT SHOWING PROPERTY OF

FRAME SWITCH ENERGY, INC.

PARCEL 88

SCALE		PROJECT	
1" = 100'	WILLIAMSON COUNTY	FM 3349	PAGE 4 OF 4

S:\ HDR-PROJECTS\FM3349 OVERPASS\PARCELS\PARCEL 88-FRAME SWITCH\PARCEL 88-FRAME SWITCH.dwg

EXHIBIT "B" FRAME SWITCH ECXHANGE PARCEL
DESCRIPTION FOLLOWS

EXHIBIT____
PROPERTY DESCRIPTION FOR PARCEL 86, PART 3

DESCRIPTION OF A 0.241 ACRE (10,494 SQUARE FOOT) PARCEL OF LAND SITUATED IN THE PATRICK O'DAUGHERTY SURVEY, ABSTRACT NO. 184 IN WILLIAMSON COUNTY, TEXAS, BEING A PORTION OF THE REMAINDER OF THAT CALLED 145.59 ACRES DESCRIBED IN SPECIAL WARRANTY DEED TO TREILA KRUEGER AERY AND DANIEL DWAYNE KRUEGER RECORDED IN DOCUMENT NO. 2013012468 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SAID TREILA KRUEGER AERY CONVEYS HER INTEREST AS TRUSTEE TO THE TREILA KRUEGER AERY TRUST (REMAINDER OF 145.59 ACRES) IN SPECIAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2013061155 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND RE-RECORDED IN SPECIAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2013103686 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, CITING THE ACREAGE AS BEING 135.209 ACRES (REMAINDER OF THE 145.59 ACRES), SAID 0.241 ACRE (10,494 SQUARE FOOT) PARCEL BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at the calculated southwesterly corner of that called 11.25 acre tract of land described in Warranty Deed to Frame Switch Energy, Inc. recorded in Document No. 2014078998 of the Official Public Records of Williamson County, Texas, same being an ell corner in the easterly boundary line of the remainder of said 135.209 acre tract, for the southeasterly corner and **POINT OF BEGINNING** of the herein described parcel, and from which, an iron rod with plastic cap stamped "RPLS 4773" in the southerly boundary line of said 11.25 acre tract, same being the northwesterly corner of that called of that called 4.161 acre tract of land described in Correction Special Cash Warranty Deed to Oncor Electric Delivery Company recorded in Document No. 2004006610, of the Official Public Records of Williamson County, Texas and depicted as 4.02 acres in ONCOR-TAYLOR, a subdivision of record in Cabinet Y, Slide 383-385 of the Plat Records of Williamson County, Texas, bears N 67°58'05" E, at a distance of 248.00 feet;

1) **THENCE,** departing said 11.25 acre boundary line, through the interior of said remainder of the 135.209 acre tract, **S 67°58'05" W,** for a distance of **15.00** feet to an iron rod with aluminum cap stamped "RPLS 4933" set, for the southwesterly corner of the herein described parcel;

2) **THENCE,** continuing through the interior of said remainder of the 135.209 acre tract, parallel with and 15.00 feet from the westerly boundary line of said 11.25 acre tract, **N 22°04'15" W,** for a distance of **699.38** feet to an iron rod with aluminum cap stamped "ROW 4933" set in the southerly Right-of-Way (ROW) line of a proposed U.S. Highway 79 connector road to County Road (C.R.) 101 (variable width ROW), for the northwesterly corner of the herein described parcel, and from which, an iron rod with aluminum cap stamped "ROW 4933" set, being an angle point in said proposed southerly ROW line, bears S 65°36'11" W, at a distance of 98.63 feet;

3) **THENCE,** with said proposed southerly ROW line, **N 65°36'11" E,** for a distance of **15.01** feet to an iron rod with aluminum cap stamped "ROW 4933" set, being the northwesterly corner of said 11.25 acre tract, for the northeasterly corner of the herein described parcel;

4) **THENCE,** departing said proposed southerly ROW line, with the westerly boundary line of said 11.25 acre tract, same being in the easterly boundary line of said remainder of the 135.209 acre tract, **S 22°04'15" E,** for a distance of **700.00** feet, to the **POINT OF BEGINNING,** containing 0. 241 acres, (10,494 square feet) of land, more or less.

This property description is accompanied by a separate parcel plat.

All bearings recited herein are based on the Texas State Plane Coordinate System, Central Zone No. 4203, NAD 83.

THE STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF WILLIAMSON §

That I, M Stephen Truesdale, a Registered Professional Land Surveyor, do hereby certify that the above description is true and correct and that the property described herein was determined by a survey made on the ground under my direct supervision.

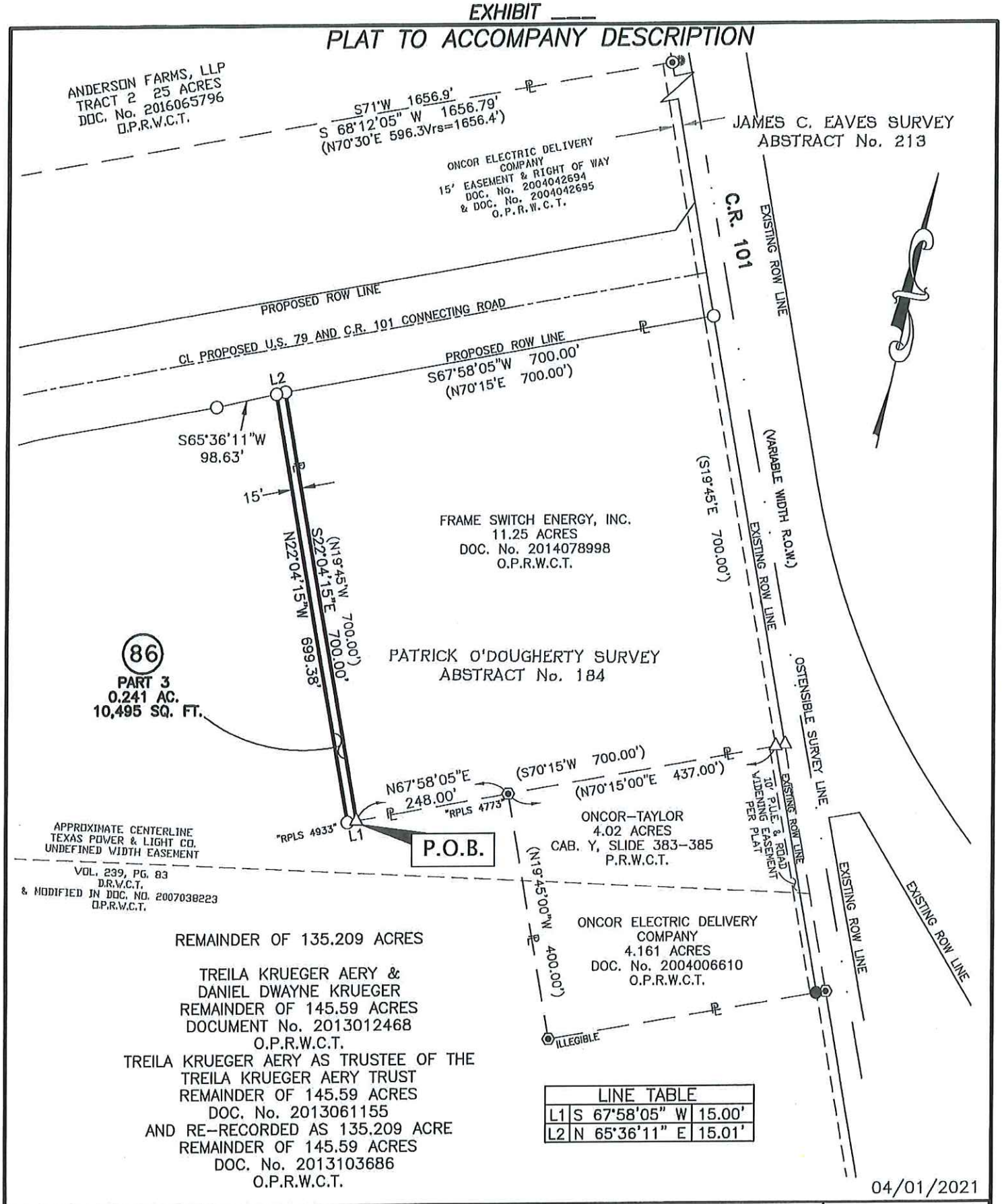
WITNESS MY HAND AND SEAL at Round Rock, Williamson County, Texas.

M. Stephen Truesdale 6 APR 2021

M. Stephen Truesdale Date
Registered Professional Land Surveyor No. 4933
Licensed State Land Surveyor
Inland Geodetics, LLC
Firm Registration No: 100591-00
1504 Chisholm Trail Road, Suite 103
Round Rock, TX 78681
S:/_ HDR-PROJECTS/FM 3349 OVERPASS/PARCELS/PARCEL 86 Pt 3-TREILA KRUEGER AERY TRUST.doc

EXHIBIT ___

PLAT TO ACCOMPANY DESCRIPTION



LINE TABLE		
L1	S 67°58'05" W	15.00'
L2	N 65°36'11" E	15.01'

04/01/2021

INLAND GEODETICS
PROFESSIONAL LAND SURVEYORS
1504 CHISHOLM TRAIL RD. STE. 103
ROUND ROCK, TX. 78681
PH. (512) 238-1200, FAX (512) 238-1251
FIRM REGISTRATION NO. 100591-00

PARCEL PLAT SHOWING PROPERTY OF
TREILA KRUEGER AERY TRUST
& DANIEL DWAYNE KRUEGER

SCALE 1" = 200'

WILLIAMSON COUNTY

PROJECT FM 3349

PARCEL 86 PART 3

S:_HDR-PROJECTS\FM3349 OVERPASS\PARCELS\PARCEL 86 Pt 3\PARCEL 86 Pt 3.dwg

EXHIBIT ___

PLAT TO ACCOMPANY DESCRIPTION

LEGEND

○	IRON ROD WITH ALUMINUM CAP STAMPED "ROW 4933" SET UNLESS NOTED OTHERWISE	■	TxDOT TYPE 1I CONCRETE MONUMENT FOUND
◉	IRON ROD WITH PLASTIC CAP FOUND - AS NOTED	◉	1/2" ID IRON PIPE FOUND
◉	IRON ROD WITH ALUMINUM CAP FOUND - "TxDOT"	△	CALCULATED POINT
●	1/2" IRON ROD FOUND	✲	WOOD POST FLUSH WITH GROUND FOUND
		✺	AXEL FOUND

℄	PROPERTY LINE
	LINE BREAK
P.O.B.	POINT OF BEGINNING
( )	RECORD INFORMATION
P.R.W.C.T.	PLAT RECORDS WILLIAMSON COUNTY, TEXAS
O.P.R.W.C.T.	OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS

1) All bearings shown hereon are based on grid bearing. All distances are surface distances. Coordinates are surface values based on the Texas State Plane Coordinate System, NAD 83, Central Zone.

THE SURVEY SHOWN HEREON WAS PREPARED IN CONJUNCTION WITH THAT COMMITMENT FOR TITLE INSURANCE GF NO. 2058028-KFO, ISSUED BY TITLE RESOURCES GUARANTY COMPANY, EFFECTIVE DATE OCTOBER 29, 2020, ISSUE DATE NOVEMBER 6, 2020.

10A. TELEPHONE LINE EASEMENT TO TEXAS POWER & LIGHT COMPANY RECORDED IN VOLUME 238, PAGE 550, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, DOES NOT AFFECT.

B. ELECTRIC TRANSMISSION AND DISTRIBUTION LINE EASEMENT TO TEXAS POWER & LIGHT COMPANY RECORDED IN VOLUME 239, PAGE 83, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, BEING MODIFIED IN DOCUMENT NO. 2007038223, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, DO NOT AFFECT.

C. ELECTRIC TRANSMISSION AND DISTRIBUTION LINE EASEMENT TO TEXAS POWER & LIGHT COMPANY RECORDED IN VOLUME 307, PAGE 65, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, DOES NOT AFFECT.

D. PIPELINE EASEMENT TO JONAH WATER SUPPLY CORPORATION RECORDED IN VOLUME 563, PAGE 716, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, FROM ITS DESCRIPTION CAN NOT BE LOCATED.

E. UNDERGROUND ELECTRIC SUPPLY AND COMMUNICATIONS LINES EASEMENT TO ONCOR ELECTRIC DELIVERY COMPANY RECORDED IN DOCUMENT NO. 2004042694, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, DOES NOT AFFECT.

F. UNDERGROUND ELECTRIC SUPPLY AND COMMUNICATIONS LINES EASEMENT TO ONCOR ELECTRIC DELIVERY COMPANY RECORDED IN DOCUMENT NO. 2004042695, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, DOES NOT AFFECT.

G. WATER DISTRIBUTION AND TRANSMISSION LINE EASEMENT TO JONAH WATER SPECIAL UTILITY DISTRICT RECORDED IN DOCUMENT NO. 2008044413, OF THE OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS, DOES NOT AFFECT.

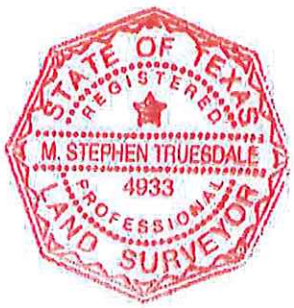
H. WATER DISTRIBUTION AND TRANSMISSION LINE EASEMENT TO JONAH SPECIAL UTILITY DISTRICT RECORDED IN DOCUMENT NO. 2009089732, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, BEING MODIFIED IN DOCUMENT NO. 2010000317, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, DO NOT AFFECT.

K. CITY OF HUTTO RESOLUTION NO. 2006-27R DATED 05/25/2006 RECORDED IN DOCUMENT NO. 2006045188, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SUBJECT TO.

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND THAT THE PROPERTY SHOWN HEREON WAS DETERMINED BY A SURVEY MADE ON THE GROUND UNDER MY DIRECT SUPERVISION.

M. Stephen Truesdale 6 APR 2021

M. STEPHEN TRUESDALE DATE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4933
LICENSED STATE LAND SURVEYOR
INLAND GEODETICS, LLC
FIRM REGISTRATION NO. 100591-00
1504 CHISHOLM TRAIL ROAD, SUITE 103
ROUND ROCK, TEXAS 78681



04/01/2021

INLAND GEODETICS
PROFESSIONAL LAND SURVEYORS
1504 CHISHOLM TRAIL RD. STE. 103
ROUND ROCK, TX. 78681
PH. (512) 238-1200, FAX (512) 238-1251
FIRM REGISTRATION NO. 100591-00

PARCEL PLAT SHOWING PROPERTY OF
TREILA KRUEGER AERY TRUST
& DANIEL DWAYNE KRUEGER

SCALE 1" = 200'

WILLIAMSON COUNTY

PROJECT FM 3349

PARCEL 86 PART 3

PAGE 4 OF 4

S:_HDR-PROJECTS\FM3349 OVERPASS\PARCELS\PARCEL 86 Pt 3\PARCEL 86 Pt 3.dwg

EXHIBIT "C" EXCHANGE DEED FORM FOLLOWS

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

EXCHANGE DEED

SOUTHEAST LOOP RIGHT OF WAY

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

WHEREAS, WILLIAMSON COUNTY, TEXAS, whose address is 710 Main Street, Suite 101, Georgetown, Texas 78626 (herein referred to as "*County*"), is the owner of the real property in Williamson County, Texas, more particularly described on **Exhibit "A"**, attached hereto and incorporated herein by reference ("*Tract 1*"); and

WHEREAS, FRAME SWITCH ENERGY, INC., whose address is 1007 Green Meadow Drive, Round Rock, Texas 78664 (herein referred to as "*FSE*"), is the owner of the real property in Williamson County, Texas, more particularly described on **Exhibit "B"**, attached hereto and incorporated herein by reference ("*Tract 2*"); and

WHEREAS, for mutually beneficial purposes, County and FSE desire to exchange property, so that FSE will hereafter own Tract 1 and County will hereafter own Tract 2;

NOW, THEREFORE, KNOW ALL BY THESE PRESENTS THAT for $10.00 and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and in order to accomplish the exchange of Tract 1 and Tract 2:

(a) County has EXCHANGED, GRANTED, and CONVEYED and, by these presents, does hereby EXCHANGE, GRANT, and CONVEY Tract 1 unto FSE, TO HAVE AND TO HOLD Tract 1, together with all improvements, rights, and appurtenances thereto unto FSE and its successors and assigns, forever; and County does hereby bind itself and its successors and assigns to warrant and forever defend Tract 1 unto FSE, against every person whomsoever lawfully claiming or to claim the same or any part thereof by, through, or under County, but not otherwise; except, however, that this conveyance is made subject to all easements, restrictions, reservations, and other title exceptions that are filed of record or visible or apparent on the ground, to the extent the same are valid and subsisting and affect Tract 1, and the liens securing payment of ad valorem taxes for the current and all subsequent years; and

(b) FSE has EXCHANGED, GRANTED, and CONVEYED and, by these presents, does hereby EXCHANGE, GRANT, and CONVEY Tract 2 unto County, TO HAVE AND TO HOLD Tract 2, together with all improvements, rights, and appurtenances thereto unto County and its successors and assigns, forever; and FSE does hereby bind itself and its successors, and assigns to warrant and forever defend Tract 2 unto County, against every person whomsoever lawfully claiming or to claim the same or any part thereof by, through, or under FSE, but not otherwise; except, however, that this conveyance is made subject to all easements, restrictions, reservations, and other title exceptions that are filed of record or visible or apparent on the ground, to the extent the same are valid and subsisting and affect Tract 2, and the liens securing payment of ad valorem taxes for the current and all subsequent years.

The Tract 2 property to County is being delivered in lieu of condemnation.

Any liens or claims that would arise in favor of any party by operation of law, or otherwise, due to Tract 1 and Tract 2 not being equal in size or value are expressly waived and released. This Exchange Deed may be executed simultaneously in two or more counterparts, each of which will be deemed an original, and all of which will constitute one and the same instrument.

* * *

EXECUTED AND DELIVERED by the undersigned effective as of _____, 2021.

(*signatures on following pages*)

COUNTERPART SIGNATURE PAGE TO EXCHANGE DEED

County:

WILLIAMSON COUNTY, TEXAS

By: _____
Bill Gravell, Jr., County Judge

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on _____, 2021, by County Judge Bill Gravell, Jr., in the capacity and for the purposes and consideration recited herein.

_____
Notary Public Signature

(seal)

COUNTERPART SIGNATURE PAGE TO EXCHANGE DEED

FSE:

FRAME SWITCH ENERGY, INC.

By:_____

Name:_____

Its:_____

THE STATE OF TEXAS §
§
COUNTY OF _____ §

This instrument was acknowledged before me on the ____ day of _____, 2021, by _____ in the capacity and for the purposes and consideration recited herein.

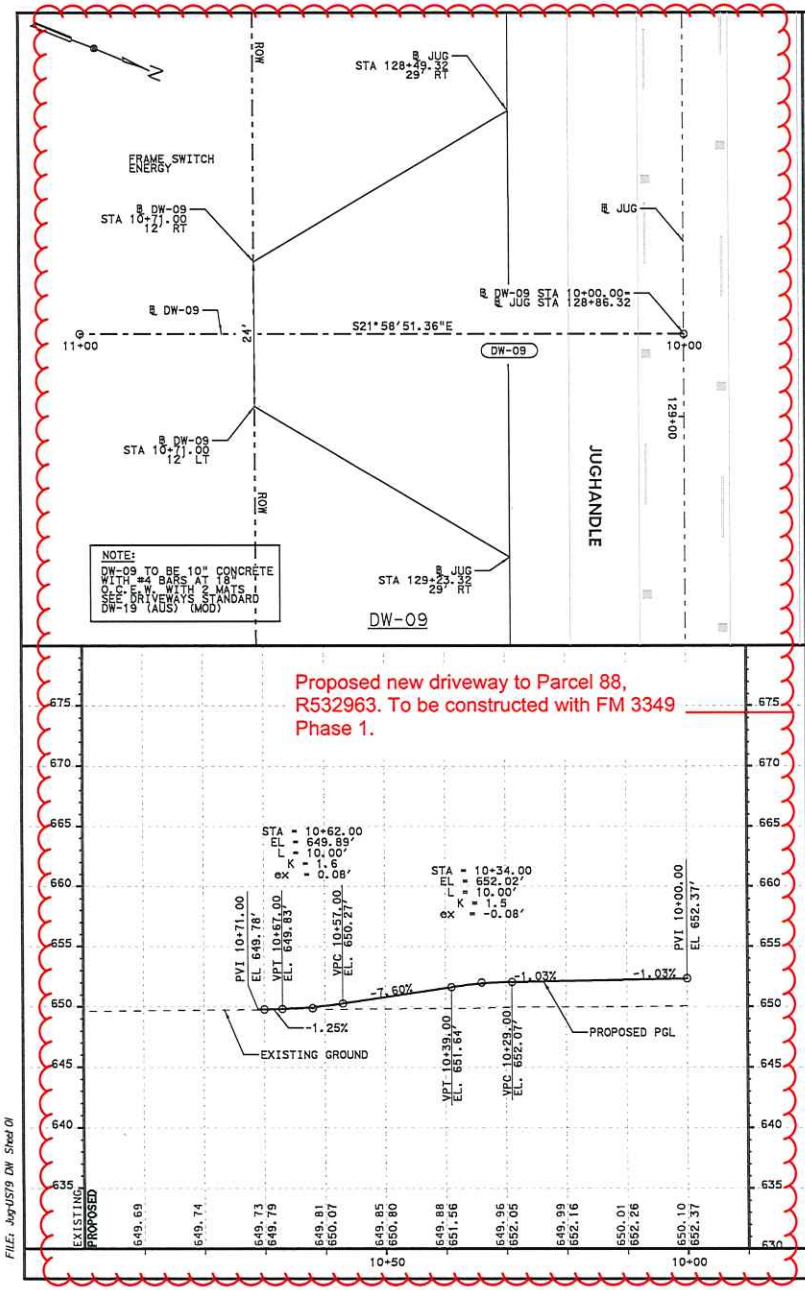
_____
Notary Public Signature

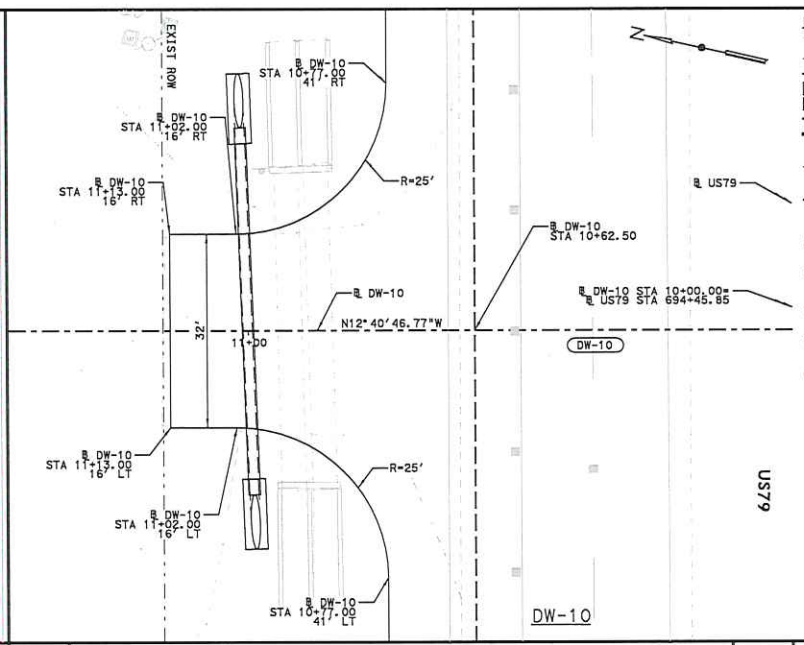
(seal)

EXHIBIT "D" DRIVEWAY CONSTRUCTION DESIGN
EXHIBIT FOLLOWS

EXHIIBIT
FRAME SWITCH
DRIVEWAY

95% SUBMITTAL





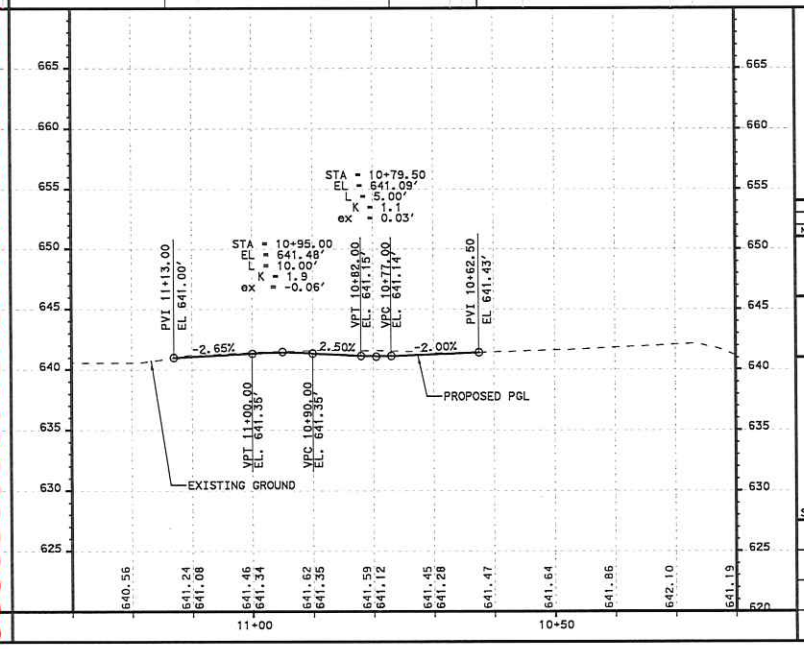
LEGEND

- PROPERTY LINE (WILLIAMSON CENTRAL APPRAISAL DISTRICT)
- EXISTING ROW
- ROW
- LEVEL-UP AND OVERLAY
- MILL AND OVERLAY
- PROPOSED EDGE OF PAVEMENT
- PROPOSED RETAINING WALL
- TRAVEL LANE
- PROPOSED DITCH
- FLOW ARROW
- SAWCUT

NOTES:

1. SEE HORIZONTAL ALIGNMENT DATA SHEETS FOR CURVE DATA AND ADDITIONAL INFO.
2. REFER TO DRAINAGE, BRIDGE AND RETAINING WALL SHEETS FOR APPLICABLE DETAILS.
3. DIMENSION ARE TO THE LIP OF GUTTER UNLESS NOTED OTHERWISE.
4. SEE EROSION CONTROL SHEETS FOR RIPRAP LIMITS AND QUANTITIES.

H: 0 10 20 30 40
V: 0 5 10 15 20
SCALE IN FEET



PRELIMINARY-FOR INFORMATION ONLY

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW AND IS NOT TO BE USED FOR CONSTRUCTION, BIDDING, OR PERMITTING PURPOSES.

Supervised By: PHILIP A. FULTON
P.E. Serial No. 73469
Date: 7/1/2021

NO.	DATE	REVISION	APPROVED

WILLIAMSON COUNTY

HDR Engineering, Inc.
710 Hesters Crossing, Suite 150
Round Rock, Texas 78681
Texas Registered Engineering Firm F-754

Texas Department of Transportation

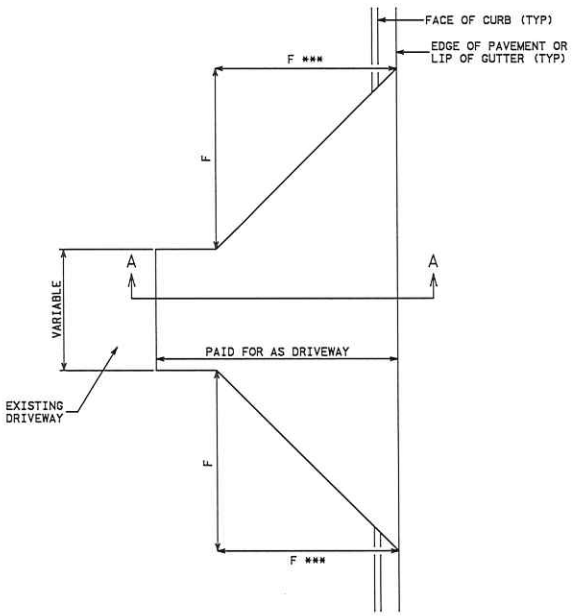
FM 3349
DRIVEWAY
PLAN AND PROFILE
DW-09 & DW-10

SCALE: 1"=20' SHEET 1 OF 1

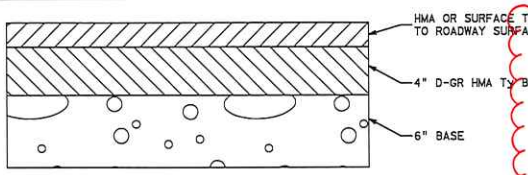
DESIGN	FED.RD. DIV.NO.	FEDERAL AID PROJECT NO.		HIGHWAY NO.
KS	6			FM 3349
GRAPHICS	STATE	DISTRICT	COUNTY	SHEET NO.
LG	TEXAS	AUS	WILLIAMSON	219
CHECK	CONTROL	SECTION	JOB	
CHECK	3486	01	008, ETC	

PLOT DRIVER: TXDOT_PDF_BW.pltcfg
USER: RHOWELL
FILE: JugUS79 DW Sheet 01
PENTABLE: 1025455.tbl
DATE: 7/1/2021
TIME: 12:01:33 PM
SCALE: 1:20

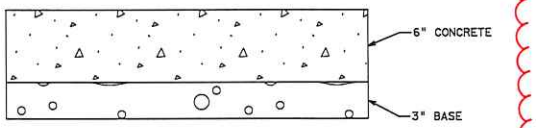
*** THIS DIMENSION MAY BE REDUCED TO KEEP WORK WITHIN THE ROW.



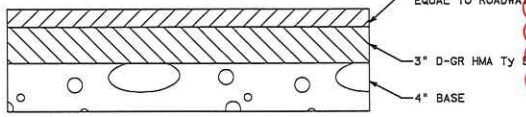
DRIVEWAY PLAN



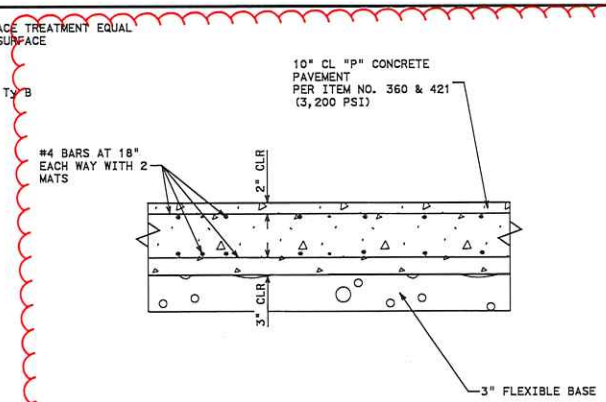
HMA OR SURFACE TREATEMENT - COMMERCIAL



CONCRETE - ALL DRIVEWAY TYPES



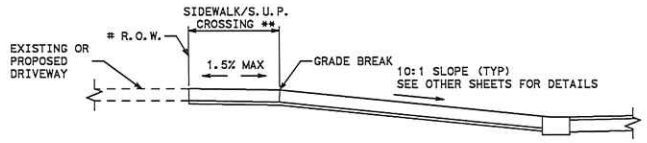
HMA OR SURFACE TREATMENT - FARM/RANCH/RESIDENTIAL



CONCRETE - COMMERCIAL FRAME SWITCH ENERGY DRIVEWAY DW-09

Proposed new driveway to Parcel 88, R532963. To be constructed with FM 3349 Phase 1.

FLARE	FARM/RANCH	RESIDENTIAL	COMMERCIAL
"F" (FT)	25	15	25



ACTUAL TIE-IN SHOWN ELSEWHERE IN PLANS OR AS DIRECTED

DRIVEWAY WITH GUTTER SECTION A-A

ENSURE GRADE BREAK DOES NOT EXCEED 8% UNLESS OTHERWISE DIRECTED. PROVIDE ABSOLUTE MINIMUM SIDEWALK CROSSING WIDTH OF 4' FOR DRIVEWAYS WIDTH OF 20' OR LESS

** LOCATE SIDEWALK CROSSING TO ALIGN WITH ADJACENT SIDEWALK; SIDEWALK/S.U.P. WIDTH AND LOCATION SHOWN ELSEWHERE IN PLANS.

GENERAL NOTES

PROVIDE EXPANSION 20 FT C-C FOR WIDTH OR LENGTH OVER 25 FT. EXPANSION JOINT PER AUS STANDARD FOR SIDEWALK (MCPSWMD).

REINFORCEMENT WILL BE IN ACCORDANCE WITH ITEM 432.3.1 USING NO. 4 BARS.

FIBER REINFORCEMENT IS NOT ALLOWED. CLASS A CONCRETE IS ALLOWED TO USE COARSE AGGREGATE GRADES 1-8.

IN LIEU OF PFC OR TOM, SURFACE SHALL BE 1.5" D-GR HMA Ty D. IF SURFACE IS A MULTIPLE COURSE SURFACE TREATEMENT, ALL COURSES MUST BE PLACED ON DRIVEWAY.

BLADE LAY HMA IS ALLOWED.

FURNISH BASE MEETING THE REQUIREMENTS FOR ANY TYPE OR GRADE IN ACCORDANCE WITH ITEM 247. BASE COMPRESSIVE STRENGTHS ARE WAIVED.

THE BASE UNDER THE CONCRETE MAY BE REPLACED WITH CONCRETE AT A RATIO OF 3 INCHES OF BASE EQUALS 2 INCHES OF CONCRETE.

IF ROOTS ARE ENCOUNTERED VERIFY WITH THE ENGINEER PRIOR TO ACCOMMODATING OR REMOVING 2 IN. DIAMETER OR LARGER ROOTS. ROOT REMOVAL MUST BE IN ACCORDANCE WITH ITEM 752.4.2. ROOTS MAY REMAIN IN THE BASE. FOR IMPROVEMENTS WITHIN 6 IN. OF A ROOT, THE CONCRETE THICKNESS MAY BE REDUCED BY 1 IN. AND THE BASE INCREASED BY 1 IN. TO MINIMIZE IMPACTS TO THE ROOTS. ADJUST BASE AND SURFACE PROFILE TO PROVIDE A 1 IN. BASE CUSHION AROUND THE ROOTS. THE SURFACE PROFILE MAY BE ADJUSTED TO THE EXTENT ALLOWED BY ADA. THIS WORK IS SUBSIDIARY.

PRELIMINARY-FOR INFORMATION ONLY

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW AND IS NOT TO BE USED FOR CONSTRUCTION, BIDDING, OR PERMITTING PURPOSES.

Supervised By: PHILIP A. FULTON

P.E. Serial No. 73469

Date: 7/1/2021

REVISED: 06/30/21 ADDED DETAILS FOR DRIVEWAY DW-09 (FRAME SWITCH)

Texas Department of Transportation | Austin District Standard

DRIVEWAYS

NOT TO SCALE

DW-20 (AUS) (MOD)

©TxDOT 2021

REVISIONS
01/16 SHEET CREATED
01/19 APPROVED
11/20 TABLE REVISED, GN ADDED, PLAN & PROFILE MODIFIED

CONT	SECT	JOB	HIGHWAY
3486	01	008, ETC	FM 3349
DIST	COUNTY		SHEET NO.
AUS	WILLIAMSON		DW-20 (AUS

DATE: 7/1/2021 12:01:26 PM
FILE: &FILE&

Commissioners Court - Regular Session **59.**

Meeting Date: 07/20/2021

Interlocal Agreement

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on an Interlocal Agreement Regarding the City/County Participation in the Design and Construction Costs Related to the CR 402 Construction Project with the City of Taylor.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Interlocal Agreement

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:39 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 09:05 AM

Final Approval Date: 07/15/2021

INTERLOCAL AGREEMENT
REGARDING THE CITY/COUNTY PARTICIPATION IN THE DESIGN AND CONSTRUCTION COSTS RELATED TO THE CR 402 CONSTRUCTION PROJECT

THE STATE OF TEXAS §
§ KNOW ALL BY THESE PRESENTS:
COUNTY OF WILLIAMSON §

THIS INTERLOCAL AGREEMENT ("**Agreement**") is entered into between the City of Taylor, Texas, a Texas municipal corporation (the "**City**") and Williamson County, a political subdivision of the State of Texas (the "**County**"). In this Agreement, the City and the County are sometimes individually referred to as "**a Party**" and collectively referred to as "**the Parties**".

WHEREAS, V.T.C.A., Government Code, Chapter 791, the Texas Interlocal Cooperation Act, provides that any one or more public agencies may contract with each other for the performance of governmental functions or services for the promotion and protection of the health and welfare of the inhabitants of this State and the mutual benefit of the parties;

WHEREAS, the County is and has been in the process of designing the reconstruction of CR 402, the approximate location being shown on Exhibit "A", attached hereto, (the "County Project"); and

WHEREAS, the City desires to cooperate with the County to facilitate the construction of the County Project; and

NOW, THEREFORE, in consideration of the foregoing premises and the mutual promises and agreements of the Parties contained in this Agreement, the Parties agree as follows:

I.
PURPOSE

1.01 General. The purpose of this Agreement is to provide consent for the County's construction of the County Project with the Taylor city limits. The County Project includes pavement stabilization, surface treatment, grading and other activities related to the County Project.

II.
CONSTRUCTION OF COUNTY PROJECT

2.01 County Obligations. The County shall be responsible for all costs associated with the preliminary and final design, construction bidding and management, and all other costs related to the construction of the County Project.

2.04 Permits. The County shall be responsible for obtaining permits, if any, required for the construction of the Project.

III.
CITY OBLIGATIONS

3.01 Permission to Construct. The City agrees to allow the County to construct the County Project within the City's boundaries. The City further agrees to accept maintenance of the County Project within the City limits.

IV.
GENERAL PROVISIONS

5.01 Authority. This Agreement is made in part under the authority conferred in Chapter 791, *Texas Government Code*

5.02 Term. This Agreement shall commence upon execution of this Agreement and shall end upon the completion of the County Project.

5.03 Severability. The provisions of this Agreement are severable and, if any provision of this Agreement is held to be invalid for any reason by a court or agency of competent jurisdiction, the remainder of this Agreement will not be affected and this Agreement will be construed as if the invalid portion had never been contained herein.

5.05 Cooperation. The Parties agree to cooperate at all times in good faith to effectuate the purposes and intent of this Agreement.

5.06 Entire Agreement. This Agreement contains the entire agreement of the Parties regarding the subject matter hereof and supersedes all prior or contemporaneous understandings or representations, whether oral or written, regarding the subject matter and only relates to those portions of the County Project shown in the plans attached hereto as Exhibit "A."

5.07 Amendments. Any amendment of this Agreement must be in writing and will be effective if signed by the authorized representatives of the Parties.

5.08 Applicable Law; Venue. This Agreement will be construed in accordance with Texas law. Venue for any action arising hereunder will be in Williamson County, Texas.

5.09 Notices. Any notices given under this Agreement will be effective if (i) forwarded to a Party by hand-delivery; (ii) transmitted to a Party by confirmed telecopy; or (iii) deposited with the U.S. Postal Service, postage prepaid, certified, to the address of the Party indicated below:

CITY:	City of Taylor 400 Porter Street Taylor, TX. 76574 Attn: City Manager
COUNTY:	710 S. Main Street, Georgetown, Texas 78626 Attn: William Gravell, Jr. Telephone: (512) 943-1550 Facsimile: (512) 943-1662

5.10 Counterparts; Effect of Partial Execution. This Agreement may be executed simultaneously in multiple counterparts, each of which will be deemed an original, but all of which will constitute the same instrument.

5.11 Authority. Each Party represents and warrants that it has the full right, power and authority to execute this Agreement.

5.12 Effective Date. This Agreement is executed to be effective on the date the last Party signs this Agreement.

5.13 No Joint Venture. The County Project is a sole project of the County and is not a joint venture or other partnership with the City.

(SIGNATURES ON FOLLOWING PAGE)

CITY OF TAYLOR, TEXAS

By: _____

Name: Brian LaBorde

Its: City Manager

ATTEST:

By: _____

Dianna Barker, City Clerk

APPROVED AS TO FORM:

By: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

THIS INSTRUMENT was acknowledged before me on this 16 day of June, 2021, by Brian LaBorde as City Manager of the City of Taylor, a Texas home-rule city, on behalf of said city.

_____
Notary Public, State of Texas

DIANNA BARKER
Notary Public, State of Texas
Comm. Expires 10-29-2021
Notary ID 4860449

WILLIAMSON COUNTY, TEXAS

By:_____
Bill Gravell, Jr., County Judge

ATTEST:

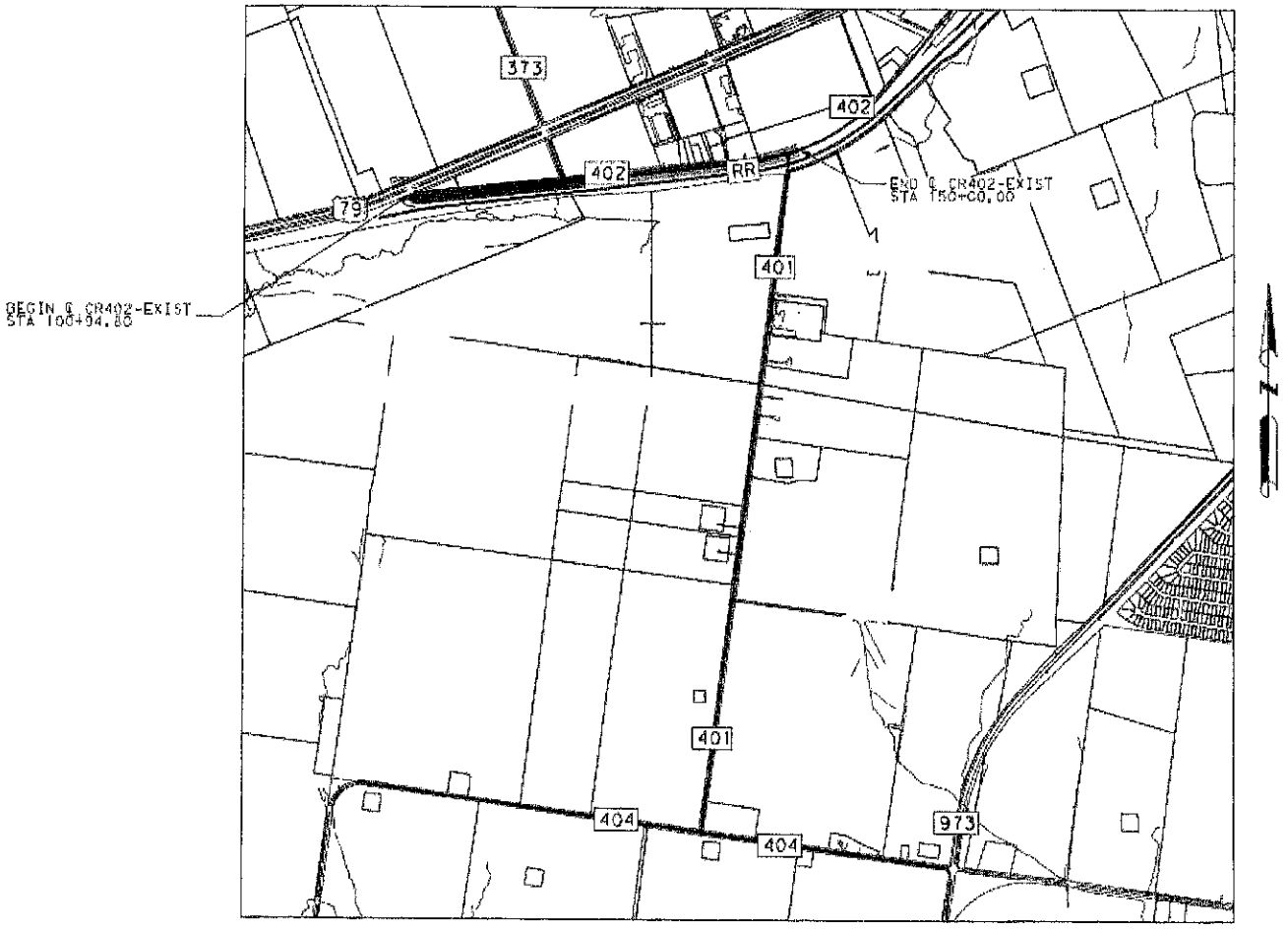
By: _____
Nancy Rister, County Clerk

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

THIS INSTRUMENT was acknowledged before me on this ____ day of _____, 2021, by Bill Gravell, Jr., County Judge of Williamson County, Texas, on behalf of said County.

_____
Notary Public, State of Texas

Exhibit "A"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Commissioners Court - Regular Session **60.**

Meeting Date: 07/20/2021

LH Bypass Relocation Claim

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a relocation claim with Fidel Loza for a supplemental housing payment for right of way acquired for Williamson County Parkland. Funding: P444

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Loza RHP

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:40 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 09:18 AM

Final Approval Date: 07/15/2021

DocuSign Envelope ID: 2C9921E5-9AE0-4544-854C-E82B1B7F1AF9

Texas Department of Transportation

Form ROW-R-113
(Rev. 07/11)

CLAIM FOR PAYMENT OF
☐ Down Payment ☒ Housing Supplement

Print or Type All Information - Read Rules on Reverse Side

1. Name of Claimant(s): Fidel Loza	Parcel No.: 45	County: Williamson
	ROW CSJ: N/A	Project No.: N/A

2. Property Acquired by County: By: ☒ Negotiation ☐ Condemnation Address: 929 Stubbelfield Ln., Liberty Hill, TX 78642 Apt. No.: Site No.:	3. Replacement Housing Address: 7725 Ranch Road 1869, Liberty Hill, TX 78642 Apt. No.: Site No.:
4. Occupancy of State-Acquired Property From (Date): 4/1/2016 To (Date of Move): ☒ Owner-Occupant ☐ Tenant ☒ House ☐ Apartment ☐ Mobile Home ☐ Sleeping Room	5. Replacement Housing Data a. Date of Physical Occupancy of Replacement Housing: TBD b. Filing Date of Instrument of Conveyance: c. Purchase Price of Replacement Dwelling: $575,000.00

6. Controlling Dates	Mo.	Day	Yr.
a. First Offer in Negotiations	06	09	2021
b. Date Property Acquired			
c. Date Required to Move			

7. Type and Amount of Claim: Housing Supplement $230,000.00

a. Housing Supplement: $230,000.00

b. Down Payment: $

8. Payment of this claim in the amount shown in Block 7 is requested. I certify that this move was made as a result of the acquisition of property for highway purposes. The information submitted herewith is true and correct and that the dwelling I now occupy meets the standards for decent, safe and sanitary housing to the best of my knowledge and belief.

7/6/2021
Date of Claim

DocuSigned by: Fidel Garcia Loza 090BA87C64E64F4...
Claimant

Claimant

Spaces Below to be Completed by State

Show computations necessitated by previous payments or awards in condemnation on reverse side

The dwelling at the address under Block 3 above has been inspected and in my opinion meets the standards for decent, safe and sanitary housing.

7/6/2021
Date of Inspection

Laurie Miller
Inspected By - Signature

I certify that I have examined this claim and found it to conform to the applicable laws and regulations governing relocation assistance payments. I further certify the computation of the payment and the information shown herein is correct. This claim is recommended for payment as follows:

Amount of $230,000.00

Date: _____ By: _____
Williamson County

R113

Texas Department of Transportation
Form ROW-R-116
(Rev. 07/11)

REPLACEMENT HOUSING INSPECTION

Name of Claimant: Fidel Loza	Parcel No.: Park	County: Williamson
	ROW CSJ: N/A	Project No.: N/A

Address:
7725 Ranch Road 1869, Liberty Hill, TX 78642
Apt No.: Site No.:

Number of Displaced Persons in Family: 1 Purchase Price or Monthly Rent: $

Replacement Dwelling

House ☒ Duplex ☐ Apartment ☐ Sleeping Room ☐

Mobile Home: Width: Length:		Other:	
Floor Space: 1,873 sq. ft.	No. Rooms: 7	No. Bedrooms: 3	No. Baths: 2

Dwelling Inspection

Yes	No		Yes	No	
☒	☐	1. Meets all applicable building codes	☒	☐	6. Has Provisions for artificial lighting in each room
☒	☐	2. Has required potable water	☒	☐	7. Is structurally sound, in good repair and adequately maintained
☒	☐	3. Has required kitchen facilities	☒	☐	8. Has required safe means of egress
☒	☐	4. Has required heating system	☒	☐	9. Has required habitable floor space
☒	☐	5. Has required bathroom facilities			

Comments: This home is in very good condition and is close to the displace current home and family.

The dwelling at the address above has been inspected and in my opinion meets the standards for decent, safe and sanitary housing.

7/6/2021
Date of Inspection

Laurie Miller
Inspected By - Signature

Replacement Housing Standards

A **decent, safe and sanitary dwelling** is any dwelling which meets the applicable housing and occupancy codes for the area in which the dwelling is located. However, if any of the following are not met by the applicable code, such following standards shall apply. The dwelling shall:

1. Be structurally sound, weathertight, and in good repair and shall contain a safe electrical wiring system adequate for lighting and other customary electrical devices. A replacement dwelling may reflect some physical defects and deferred maintenance if the flaws are easily correctable and do not threaten the general fitness, functional condition or habitability of the structure.

2. Contain a heating system capable of sustaining a healthful temperature (of approximately 70 degrees) for a displaced person, except in those areas where local climatic conditions do not require such a system.

3. Be adequate in size with respect to the number of rooms and area of living space needed to accommodate the displaced person. There shall be a separate, well lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system. In the case of a housekeeping dwelling, there shall be a kitchen area that contains a fully usable sink, properly connected to potable hot and cold water and to a sewage drainage system, and adequate space and utility service connections for a stove and refrigerator.

4. Contains unobstructed egress to safe, open space at ground level. If the replacement dwelling unit is on the second story or above, with access directly from or through a common corridor, the common corridor must have at least two means of egress.

5. For a handicapped displacee, be free of any barriers which would preclude reasonable ingress, egress, or use of the dwelling by such a displaced person.

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PROMULGATED BY THE TEXAS REAL ESTATE COMMISSION (TREC)

ONE TO FOUR FAMILY RESIDENTIAL CONTRACT (RESALE)

NOTICE: Not For Use For Condominium Transactions

EQUAL HOUSING OPPORTUNITY

1. PARTIES: The parties to this contract are **Ara Tally, Billy Tally** (Seller) and **Fidel Garcia Loza** (Buyer). Seller agrees to sell and convey to Buyer and Buyer agrees to buy from Seller the Property defined below.

2. PROPERTY: The land, improvements and accessories are collectively referred to as the Property (Property).

A. LAND: Lot _____ Block _____, **AW0052-BURLESON,SUR, R. SUR., ACRES 3.112** Addition, City of **Liberty HIll**, County of **WILLIAMSON**, Texas, known as **78642** (address/zip code), or as described on attached exhibit.

B. IMPROVEMENTS: The house, garage and all other fixtures and improvements attached to the above-described real property, including without limitation, the following **permanently installed and built-in items**, if any: all equipment and appliances, valances, screens, shutters, awnings, wall-to-wall carpeting, mirrors, ceiling fans, attic fans, mail boxes, television antennas, mounts and brackets for televisions and speakers, heating and air-conditioning units, security and fire detection equipment, wiring, plumbing and lighting fixtures, chandeliers, water softener system, kitchen equipment, garage door openers, cleaning equipment, shrubbery, landscaping, outdoor cooking equipment, and all other property attached to the above described real property.

C. ACCESSORIES: The following described related accessories, if any: window air conditioning units, stove, fireplace screens, curtains and rods, blinds, window shades, draperies and rods, door keys, mailbox keys, above ground pool, swimming pool equipment and maintenance accessories, artificial fireplace logs, security systems that are not fixtures, and controls for: (i) garage doors, (ii) entry gates, and (iii) other improvements and accessories. "Controls" includes Seller's transferable rights to the (i) software and applications used to access and control improvements or accessories, and (ii) hardware used solely to control improvements or accessories.

D. EXCLUSIONS: The following improvements and accessories will be retained by Seller and must be removed prior to delivery of possession: **NA**

E. RESERVATIONS: Any reservation for oil, gas, or other minerals, water, timber, or other interests is made in accordance with an attached addendum.

3. SALES PRICE:

A. Cash portion of Sales Price payable by Buyer at closing ..... $ **575,000.00**

B. Sum of all financing described in the attached: ☐ Third Party Financing Addendum, ☐ Loan Assumption Addendum, ☐ Seller Financing Addendum ..... $ _____

C. Sales Price (Sum of A and B) ..... $ **575,000.00**

4. LEASES: Except as disclosed in this contract, Seller is not aware of any leases affecting the Property. After the Effective Date, Seller may not, without Buyer's written consent, create a new lease, amend any existing lease, or convey any interest in the Property. (Check all applicable boxes)

☐ A. RESIDENTIAL LEASES: The Property is subject to one or more residential leases and the Addendum Regarding Residential Leases is attached to this contract.

☐ B. FIXTURE LEASES: Fixtures on the Property are subject to one or more fixture leases (for example, solar panels, propane tanks, water softener, security system) and the Addendum Regarding Fixture Leases is attached to this contract.

☐ C. NATURAL RESOURCE LEASES: "Natural Resource Lease" means an existing oil and gas, mineral, water, wind, or other natural resource lease affecting the Property to which Seller is a party.

☐ (1) Seller has delivered to Buyer a copy of all the Natural Resource Leases.

☐ (2) Seller has not delivered to Buyer a copy of all the Natural Resource Leases. Seller shall provide to Buyer a copy of all the Natural Resource Leases within 3 days after the Effective Date. Buyer may terminate the contract within _____ days after the date the Buyer receives all the Natural Resource Leases and the earnest money shall be refunded to Buyer.

Z&R REALTY, 18911 HARDY OAK BLVD., STE. 249 SAN ANTONIO, TX 78258 Phone: 7373331616 Fax: 7725 Ranch Road
Ary Gray
Produced with Lone Wolf Transactions (zipForm Edition) 231 Shearson Cr. Cambridge, Ontario, Canada N1T 1J5 www.lwolf.com

SUPPLEMENTAL PAYMENT ESTIMATE - REPLACEMENT HOUSING

Print or Type All Information

Displacee's Name: Fidel Loza	ROW CSJ: N/A	Project No.: N/A
	Parcel No.: N/A	Highway No.: N/A
	Unit or Bldg. No.:	
	First Offer in Negotiations (Date): 6/9/2021	
	Occupancy Since (Date): 4/1/2016	County: Williamson

Type Supplement:
☐ Normal ☒ 180-day Owner
☐ Revised ☐ 90-day Occupant
☒ Last Resort ☐ Late Occupants

Property From Which Displaced:
☒ Single Family Home ☐ Mobile Home Site
☐ Apartment ☐ Other:
☐ Mobile Home
☐ Duplex

☐ Utilities in Subject Rent ☐ Utilities Not in Subject Rent

Monthly Gross Income:
$ X 30% = $

Replacement Property Data

* Denotes Selected Replacement Property

Property No.	Total Rooms	No. Bdr.	Apprx. Sq. Ft.	Age	Quality	Cond.	Yd. Imp.	Index	Probable Sales Price	Rental Cost
01	7	4	2,636	9	23	3	3	38	$650,000	
02	7	3	2,143	9	22	3	3	37	$515,000	
*03	7	3	1,873	7	21	3	3	34	$575,000	
Subject	6	2	1,245	8	13	3	3	24		

Replacement Housing Supplement

Replacement Cost $575,000.00

Subject Value $345,000.00

Supplement $230,000.00

Rent Supplement

Actual Rent	Fair Market Rent	Gross Income	Replacement Cost Supplement
$	$	$	$
x 42	x 42	x 42	x 42
$	**$**	**$**	**$**
			Supplement = $

Total number of displaced persons: 1.
List name, age, gender and relationship of household occupants other than displacee(s) named on page 1.

Name of Household Occupant(s):	Age:	Gender:	Relationship to Displacee:

Remarks: (Use extra page if necessary)

The subject whole property consists of 2.364 acres of land. Williamson County is acquiring the 2.364 acres. The entire tract is currently being used for residential purposes and is improved with a 1,245 square foot single-story single-family residence. The residence was constructed in 2012 and contains a living room, dining room, kitchen, 2 bedrooms, 2 bathrooms, laundry room and is occupied by Fidel Loza. Mr. Loza is a military veteran, and he does not pay any taxes.

I searched the area for comps near the subject however, the real estate market is very strong, and inventory moves very fast so I expanded my search up to the 50 mile radius. Homes are selling as quick as one day.

Searching for a comparable home that is identical to the subject is a little hard. Two-bedroom homes are difficult to find along with the size of the property together. The displacees have requested to remain as close as possible to their current home because of family.

The homes that I am finding tend to be larger and sometimes have more land. I was able to find three comparable homes that are functionally equivalent to that of the subject property

All three comparables could be selected because all three comparables are similar in size +/- and layout:

Comparable # 01- It is in Burnet, TX., 41 miles from their current location. This is a 4-bedroom, 2-bathroom, 2,636 SF home and sits on 1 acres. This home was not selected because of the size of the home and the lack of acreage.

Comparable # 02 – Is located in Burnet, TX., 30 miles from the current location. This is a 3-bedroom, 2.5 bath, 2,143 SF home that sits on 5 acres of land. This home was not selected simple because of the size of the home and the distance of the home from the subject.

***Comparable # 03 – Is located in Liberty Hill, TX., 5 miles from the current location. This home is a 3-bedroom, 2 bathrooms, 1,873 SF of living space, 2 car attached garage and sits on 3.12 acres. This home is selected as most comparable because the homes layout out is similar, and the acreage is closest to the subject. I do not feel that it is necessary to do any carveouts on this property because the 2-shed is being replaced by the 2-car attached garage.**

Because the real estate market is so competitive and inventory is moving so quickly, we are requesting approval of this Replacement Housing Supplement in the amount of $230,000.00 under Last Resort Housing.

The supplemental payment(s) on page 1 have been determined by me and are to be used in connection with a federal-aid highway project. The replacement housing used for these supplement computations are certified to be fair housing open to all persons regardless of race, color, religion, age, sex, national origin or handicap and consistent with the requirements of Title VIII of the Civil Rights Act of 1968. I have no direct nor indirect, present or contemplated interest in this transaction nor will I derive any benefit from the supplemental payment.

Prepared by:

Laurie Miller — 6/28/2021
(signature) — Date
Laurie Miller
(print name)
Right of Way Agent

Recommended Approval:

Lisa Dworaczyk — 6/29/21
(signature) — Date
Lisa Dworaczyk
(print name)
Williamson County Right of Way Project Manager

Approval by:

_____ — _____
(signature) — Date
_____
(print name)
Project Delivery Supervisor/Manager

Williamson County Use Only

Compliance Reviewed by:

_____ — _____
(signature) — Date
_____
(print name)
Williamson County Relocation Reviewer

Texas Department of Transportation

Form ROW-R-96
(Rev. 02/12)

RELOCATION ADVISORY ASSISTANCE - PARCEL RECORD

Use Separate Form for Each Displaced Family Unit or Business/Farm/Non-Profit (Print or Type All Information)

Displacee's Name (Include Spouse's Name): **Fidel Loza**	ROW CSJ: Parcel No:	County: Project No.:
Original Address (Place of Displacement): **929 Stubberfield Lan, Liberty Hill, TX 78642** Phone No.: Site or Apt. No.:	New Address: Phone No.: Site or Apt. No.:	
Gender: [X] Male [ ] Female	ADA Considerations / Special Needs: **No**	Ethnic Code: [ ] White [X] Hispanic [ ] American Indian/Alaskan Native [ ] Black [ ] Asian or Pacific Islander [ ] Other
Fee Interest Before Displacement: [ ] Owner [ ] Tenant		Fee Interest After Relocation: [X] Owner [ ] Tenant

Existing Lease	Replacement Lease
Date Signed: N/A	Date Signed: N/A
Duration: N/A	Duration: N/A
Lease Amount $: N/A	Lease Amount $: N/A
Utilities included? [ ] Yes [ ] No	Utilities included? [ ] Yes [ ] No

Business, Farm or Nonprofit Organization

Type of Activity: N/A		[ ] Continued [ ] Terminated
Last two years income: Year 1: $	Year 2: $	

Residential Displacements

Type of Property (Single Detached, Multi-Family, etc.) Single Family Residence	Number of Persons Actually Living in Dwelling: 1
Age/Sex/Relationship of Other Household Occupants:	

Total Number of Rooms in Subject:	Number of Bedrooms:	Number of Bathrooms:	Number of Rooms Occupied:	Living Space (Sq. ft.):
5	2	2	5	1245

Displacee Income:

1. Occupation (Where & What): Retired
2. Gross Last 12 Months: $ _____
3. Other sources of eligible income: N/A
4. Welfare (Source & Amounts): N/A

The information contained within this form is being collected to allow the Agency to provide the best possible advisory services and to help identify all possible relocation benefits the displacee(s) is/are eligible for. By signing below I certify, to the best of my knowledge, that all the foregoing information is current and accurate and that no information has been withheld or omitted.

Displacee Signature: Fidel M. Loza Date: 04-25-21

Displacee Name (printed): Fidel B. Loza Title: Property Owner

Relocation Agent Use Only

Reason displacee verification not included:	Date move plan received/approved:

Relocation Agents' Signature: Laurie Miller Date: 6.25.21

Relocation Agents' Name (printed): Laurie Miller

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under Sections 552.021 and 552.023 of the Government Code, you also are entitled to receive and review this information. Under Section 559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect.

R96

Texas Department of Transportation
Form ROW-R-CE
(Rev. 03/16)

CERTIFICATION OF ELIGIBILITY

ROW CSJ: N/A
Parcel: Park
Displacee: Fidel Loza

Individuals, Families and Unincorporated Businesses or Farming Operations

I certify that myself and any other party(ies) with a financial interest in this relocation assistance claim are either:

☑ Citizens or Nationals of the United States

or

☐ Aliens lawfully present in the United States

* If an Alien lawfully present in the United States, supporting documentation will be required.

Fidel Gr Loza
Claimant

Date: 06-25-21

Claimant

Date:

Incorporated Business, Farm or Nonprofit Organizations

I certify that I have signature authority for this entity and such entity is lawfully incorporated under the applicable state's laws and authorized to conduct business within the United States.

Claimant

Date:

Relocation Agent Use Only (continued)			
Date of Occupancy: **4/1/2016**	Date Required to Move:	Actual Date of Move:	Distance of Move:
Date Notified of Availability of Relocation Payments and Assistance (Services): **6/25/2021**			
Date Displacee Offered Assistance in Locating Replacement Housing or Operating Facility: **6/25/2021**			
Name of Other Agencies Assisting in Relocation: **N/A**			
Date of 90 day notice:		Method used to determine eligibility:	
Date of 30 day notice:		Date of initiation of negotiations:	
Method used to verify income:		Translator needed?: ☐ Yes ☒ No Language of displacee: **English**	

Date and Substance of Follow-up Contacts (Use extra pages if necessary):

6/25/21 - Met with Mr. Loza along with Deborah Everett, Acquisition Agent,Mr. Loza's daughter, son and daughter in law and his real estate agent Ary Gray. I went over the relocation benefits, explained how the supplement comes about and has to be approved before they make an offer on any home. We discussed moving options and Mr. Loza has decided to use a commercial mover. I believe this meeting went well. It really helped that the real estate agent was there because she really could Mr. Loza to listen to her so that we made sure Mr. Loza and his family understood everything that was being explained.

6/26/21 - 7/6/21 - I have been talking with Ary Gray, Mr. Lozas real estate agent about a house that Mr. Loza is wanting to put a contract on. The contract has been completed and I have received a copy. The sellers are wanting a quick closing, so we are trying to make that happen.

Commissioners Court - Regular Session **61.**

Meeting Date: 07/20/2021

SE Loop Relocation Claims

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a relocation claim for supplement housing and for incidental expenses with Travis and Jennifer Betak in regard to right of way acquired for the SE Loop project (Parcel 95). Funding Source: Road Bonds P463

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Betak RHP

Betak Incidentals Claim

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:40 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 09:22 AM

Final Approval Date: 07/15/2021

CLAIM FOR PAYMENT OF

☐ **Down Payment** ☒ **Housing Supplement**

Print or Type All Information - Read Rules on Reverse Side

1. Name of Claimant(s):
Travis L. Betak and Jennifer L. Betak

Parcel No.: 95 | County: Williamson | Project: A-1 SE Loop

2. Property Acquired by Williamson County
By: ☒ Negotiation ☐ Condemnation
Address:
6601 County Road 101
Taylor, Texas 76574

3. Replacement Housing Address:
1132 Indian Pass
Salado, Texas 78571

4. Occupancy of County-Acquired Property
From (Date): 2011
To (Date of Move):
☒ Owner-Occupant ☐ Tenant
☒ House ☐ Apartment
☐ Mobile Home ☐ Sleeping Room

5. Replacement Housing Data
a. Date of Physical Occupancy of Replacement Housing: 04/21/2021
b. Filing Date of Instrument of Conveyance: 04/21/2021
c. Purchase Price of Replacement Dwelling: $845,000

6. Controlling Dates	Mo.	Day	Yr.
a. First Offer in Negotiations	02	09	2021
b. Date Property Acquired	06	30	2021
c. Date Required to Move	08	06	2021

7. Type and Amount of Claim:
a. Housing Supplement: $186,660
b. Down Payment: $

8. Payment of this claim in the amount shown in Block 7 is requested. I certify that this move was made as a result of the acquisition of property for highway purposes. The information submitted herewith is true and correct and that the dwelling I now occupy meets the standards for decent, safe and sanitary housing to the best of my knowledge and belief.

6/28/2021
Date of Claim

Claimant

Jennifer L. Betak
Claimant

Spaces Below to be Completed by Williamson County

Show computations necessitated by previous payments or awards in condemnation on reverse side

The dwelling at the address under Block 3 above has been inspected and in my opinion meets the standards for decent, safe and sanitary housing.

7-2-2021
Date of Inspection

Inspected By - Signature

I certify that I have examined this claim and found it to conform to the applicable laws and regulations governing relocation assistance payments. I further certify the computation of the payment and the information shown herein is correct. This claim is recommended for payment as follows:

Amount of $186,660

Date: 7-7-2021

By:
Relocation Agent

Date: _____

By: _____
Williamson County Judge

Authentisign ID: 63F80F79-27FA-4086-AFAC-7A510A7782D7

Authentisign ID: B0FB9FAE-9599-4D68-9287-DE15EAD00003

2-12-18

PROMULGATED BY THE TEXAS REAL ESTATE COMMISSION (TREC)

ONE TO FOUR FAMILY RESIDENTIAL CONTRACT (RESALE)

NOTICE: Not For Use For Condominium Transactions

1. **PARTIES:** The parties to this contract are Joy Lavale Beller Reavis, Joseph Reavis (Seller) and Travis L. Betak, Jennifer L. Betak (Buyer). Seller agrees to sell and convey to Buyer and Buyer agrees to buy from Seller the Property defined below.
2. **PROPERTY:** The land, improvements and accessories are collectively referred to as the "Property".
   A. LAND: Lot 0205 Block acres 4.65, HIDDEN SPRINGS SECTION TWO Addition, City of Salado, County of Bell, Texas, known as 1132 Indian Pass 76571 (address/zip code), or as described on attached exhibit.
   B. IMPROVEMENTS: The house, garage and all other fixtures and improvements attached to the above-described real property, including without limitation, the following **permanently installed and built-in items**, if any: all equipment and appliances, valances, screens, shutters, awnings, wall-to-wall carpeting, mirrors, ceiling fans, attic fans, mail boxes, television antennas, mounts and brackets for televisions and speakers, heating and air-conditioning units, security and fire detection equipment, wiring, plumbing and lighting fixtures, chandeliers, water softener system, kitchen equipment, garage door openers, cleaning equipment, shrubbery, landscaping, outdoor cooking equipment, and all other property owned by Seller and attached to the above described real property.
   C. ACCESSORIES: The following described related accessories, if any: window air conditioning units, stove, fireplace screens, curtains and rods, blinds, window shades, draperies and rods, door keys, mailbox keys, above ground pool, swimming pool equipment and maintenance accessories, artificial fireplace logs, and controls for: (i) garage doors, (ii) entry gates, and (iii) other improvements and accessories.
   D. EXCLUSIONS: The following improvements and accessories will be retained by Seller and must be removed prior to delivery of possession: _____
   E. RESERVATIONS: Any reservation for oil, gas, or other minerals, water, timber, or other interests is made in accordance with an attached addendum.
3. **SALES PRICE:**
   A. Cash portion of Sales Price payable by Buyer at closing ..... $ 169,000.00 ~~169,000.00~~
   B. Sum of all financing described in the attached: [X] Third Party Financing Addendum, [ ] Loan Assumption Addendum, [ ] Seller Financing Addendum ..... $ 676,000.00 ~~676,000.00~~
   C. Sales Price (Sum of A and B) ..... $ ~~845,000.00~~ $845,000.00
4. **LICENSE HOLDER DISCLOSURE:** Texas law requires a real estate license holder who is a party to a transaction or acting on behalf of a spouse, parent, child, business entity in which the license holder owns more than 10%, or a trust for which the license holder acts as a trustee or of which the license holder or the license holder's spouse, parent or child is a beneficiary, to notify the other party in writing before entering into a contract of sale. Disclose if applicable: _____
5. **EARNEST MONEY:** Within 3 days after the Effective Date, Buyer must deliver $ 8,250.00 as earnest money to Longhorn Title Co, as escrow agent, at Georgetown Tx (address). Buyer shall deliver additional earnest money of $ _____ to escrow agent within _____ days after the Effective Date of this contract. If Buyer fails to deliver the earnest money within the time required, Seller may terminate this contract or exercise Seller's remedies under Paragraph 15, or both, by providing notice to Buyer before Buyer delivers the earnest money. If the last day to deliver the earnest money falls on a Saturday, Sunday, or legal holiday, the time to deliver the earnest money is extended until the end of the next day that is not a Saturday, Sunday, or legal holiday. **Time is of the essence for this paragraph.**
6. **TITLE POLICY AND SURVEY:**
   A. TITLE POLICY: Seller shall furnish to Buyer at [X] Seller's [ ] Buyer's expense an owner policy of title insurance (Title Policy) issued by Longhorn Title Co (Title Company) in the amount of the Sales Price, dated at or after closing, insuring Buyer against loss under the provisions of the Title Policy, subject to the promulgated exclusions (including existing building and zoning ordinances) and the following exceptions:
      (1) Restrictive covenants common to the platted subdivision in which the Property is located.
      (2) The standard printed exception for standby fees, taxes and assessments.

Cornerstone Real Estate Inc., 105 W 4th St Taylor TX 76574 Phone: (512)365-9548 Fax: 5123651576
Sharla Gota
Produced with Lone Wolf Transactions (zipForm Edition) 231 Shearson Cr. Cambridge, Ontario, Canada N1T 1J5 www.lwolf.com

Closing Disclosure

This form is a statement of final loan terms and closing costs. Compare this document with your Loan Estimate.

Closing Information		Transaction Information		Loan Information	
Date Issued	4/21/2021	**Borrower**	Travis Betak and Jennifer Betak 6601 County Road 101 Taylor, TX 76574	**Loan Term**	30 years
Closing Date	4/21/2021			**Purpose**	Purchase
Disbursement Date	4/21/2021			**Product**	Fixed Rate
Settlement Agent	Longhorn Title company	**Seller**	Joy Lavale Beller Reavis 1132 Indian Pass Salado, TX 76571	**Loan Type**	☒ Conventional ☐ FHA ☐ VA ☐ _____
File #	21060909			**Loan ID #**	202134016
Property	1132 Indian Pass Salado, TX 76571	**Lender**	Prosperity Bank	**MIC #**	
Sale Price	$845,000				

Loan Terms		Can this amount increase after closing?
Loan Amount	$676,000	**NO**
Interest Rate	3.125 %	**NO**
Monthly Principal & Interest *See Projected Payments below for your Estimated Total Monthly Payment*	$2,895.82	**NO**
		Does the loan have these features?
Prepayment Penalty		**NO**
Balloon Payment		**NO**

Projected Payments			
Payment Calculation		**Years 1-30**	
Principal & Interest		$2,895.82	
Mortgage Insurance	+	0	
Estimated Escrow *Amount can increase over time*	+	0	
Estimated Total Monthly Payment		$2,895.82	
Estimated Taxes, Insurance & Assessments *Amount can increase over time* *See page 4 for details*	$1,208.52 Monthly	**This estimate includes** ☒ Property Taxes ☒ Homeowner's Insurance ☒ Other: HOA Dues *See Escrow Account on page 4 for details. You must pay for other property costs separately.*	**In escrow?** **NO** **NO** **NO**

Costs at Closing		
Closing Costs	$13,415.46	Includes $8,628.66 In Loan Costs + $4,786.80 in Other Costs - $0 in Lender Credits. *See page 2 for details.*
Cash to Close	$165,835.25	Includes Closing Costs. *See Calculating Cash to Close on page 3 for details.*

Closing Cost Details

Loan Costs		Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing	Seller-Paid Before Closing	Paid by Others
A. Origination Charges		**$1,115.00**				
01 % of Loan Amount (Points)						
02 Processing Fees		$570.00	> Fixed Fees			
03 Underwriting Fees		$545.00				
04						
05						
06						
07						
08						
B. Services Borrower Did Not Shop For		**$2,941.10**				
01 Appraisal Fee	to Merit Appraisal	$1,800.00	$700.00			
02 Credit Report	to Partners Credit	$108.60				
03 Document Review	to Black, Mann, & Graham	$225.00				
04 Flood Certification	to ServiceLink National Flood	$11.50				
05 Fraud Manager Fee	to CoreLogic	$18.00				
06 Tax Service	to Accumatch	$78.00				
07						
08						
09						
10						
C. Services Borrower Did Shop For		**$4,572.56**				
01 Title - E-File Fees	to Longhorn Title Company, Inc	$8.66				
02 Title - Endorsements	to Longhorn Title Company, Inc	$268.40				
03 Title - Guaranty Fee	to TTIGA	$2.00				
04 Title - Lender's Title Insurance	to Longhorn Title company	$3,868.00	$1103 – Adjusted to existing loan amount of $ 154,397.48 at displacement dwellings			
05 Title - Settlement Fee	to Longhorn Title Company, Inc	$400.00				
06 Title - Title Courier Fee	to Longhorn Title Company, Inc	$25.50				
07						
08						
D. TOTAL LOAN COSTS (Borrower-Paid)		**$8,628.66**				
Loan Costs Subtotals (A + B + C)		$7,928.66	$700.00			

Other Costs						
E. Taxes and Other Government Fees		**$88.00**				
01 Recording Fees	Deed: $26.00 Mortgage: $62.00	$88.00				
02						
F. Prepaids		**$4,348.81**				
01 Homeowner's Insurance Premium (12 mo.)	to Texas Farm Bureau	$3,762.00				
02 Mortgage Insurance Premium (mo.)						
03 Prepaid Interest ($58.6806 per day from 4/21/21 to 5/1/21)		$586.81				
04 Property Taxes (mo.)						
05						
G. Initial Escrow Payment at Closing						
01 Homeowner's Insurance	per month for mo.					
02 Mortgage Insurance	per month for mo.					
03 Property Taxes	per month for mo.					
04						
05						
06						
07						
08 Aggregate Adjustment		$0.00				
H. Other		**$349.99**				
01 Home Warranty	to Select Home Warranty	$349.99				
02 Real Estate Commission	to Keller Williams Lone Star			$25,350.00		
03 Real Estate Commission	to Cornerstone Real Estate, Inc.			$25,350.00		
04						
05						
06						
07						
08						
I. TOTAL OTHER COSTS (Borrower-Paid)		**$4,786.80**				
Other Costs Subtotals (E + F + G + H)		$4,786.80				

J. TOTAL CLOSING COSTS (Borrower-Paid)		**$13,415.46**				
Closing Costs Subtotals (D + I)		$12,715.46	$700.00	$50,700.00		
Lender Credits						

Calculating Cash to Close

Use this table to see what has changed from your Loan Estimate.

	Loan Estimate	Final	Did this change?
Total Closing Costs (J)	$11,502.00	$13,415.46	YES · See Total Loan Costs (D) and Total Other Costs (I).
Closing Costs Paid Before Closing	$0	-$700.00	YES · You paid these Closing Costs before closing.
Closing Costs Financed (Paid from your Loan Amount)	$0	$0	NO
Down Payment/Funds from Borrower	$169,000.00	$169,000.00	NO
Deposit	-$8,250.00	-$8,550.00	YES · You increased this payment. See Deposit in Section L.
Funds for Borrower	$0	$0	NO
Seller Credits	$0	-$500.00	YES · See Seller-Paid column on page 2 and Seller Credits in Section L.
Adjustments and Other Credits	$0	-$6,830.21	YES · See details in Section K and Section L.
Cash to Close	**$172,252.00**	**$165,835.25**	

Summaries of Transactions

Use this table to see a summary of your transaction.

BORROWER'S TRANSACTION

K. Due from Borrower at Closing		**$857,857.42**
01	Sale Price of Property	$845,000.00
02	Sale Price of Any Personal Property Included in Sale	
03	Closing Costs Paid at Closing (J)	$12,715.46
04		
Adjustments		
05		
06		
07		
Adjustments for Items Paid by Seller in Advance		
08	City/Town Taxes to	
09	County Taxes to	
10	Assessments to	
11	HOA DUES pd by Seller 04/22/21 - 12/31/21	$141.96
12		
13		
14		
15		
L. Paid Already by or on Behalf of Borrower at Closing		**$692,022.17**
01	Deposit	$8,550.00
02	Loan Amount	$676,000.00
03	Existing Loan(s) Assumed or Taken Subject to	
04		
05	Seller Credit	$500.00
Other Credits		
06		
07		
Adjustments		
08	Title Policy Adjustment	$3,768.00
09	Option Fee	
10	Gift Funds	
11		
Adjustments for Items Unpaid by Seller		
12	City/Town Taxes 01/01/21 to 04/21/21	$3,204.17
13	County Taxes to	
14	Assessments to	
15		
16		
17		

CALCULATION	
Total Due from Borrower at Closing (K)	$857,857.42
Total Paid Already by or on Behalf of Borrower at Closing (L)	-$692,022.17
Cash to Close ☒ From ☐ To Borrower	**$165,835.25**

SELLER'S TRANSACTION

M. Due to Seller at Closing		**$845,000.00**
01	Sale Price of Property	$845,000.00
02	Sale Price of Any Personal Property Included in Sale	
03		
04		
05		
06		
07		
08		
Adjustments for Items Paid by Seller in Advance		
09	City/Town Taxes to	
10	County Taxes to	
11	Assessments to	
12		
13		
14		
15		
16		
N. Due from Seller at Closing		**$51,200.00**
01	Excess Deposit	
02	Closing Costs Paid at Closing (J)	$50,700.00
03	Existing Loan(s) Assumed or Taken Subject to	
04	Payoff of First Mortgage Loan	
05	Payoff of Second Mortgage Loan	
06		
07		
08	Seller Credit	$500.00
09		
10		
11		
12		
13		
Adjustments for Items Unpaid by Seller		
14	City/Town Taxes to	
15	County Taxes to	
16	Assessments to	
17		
18		
19		

CALCULATION	
Total Due to Seller at Closing (M)	$845,000.00
Total Due from Seller at Closing (N)	-$51,200.00
Cash ☐ From ☒ To Seller	**$793,800.00**

REPLACEMENT HOUSING INSPECTION

Name of Claimant: Travis Betak and Jennifer Betak		County: Williamson
		Project: SE Loop, Hutto

Address:
1132 Indian Pass
Salado, Texas 78571

Number of Displaced Persons in Family: 2 Purchase Price or Monthly Rent: $845,000

Replacement Dwelling

House ☒ Duplex ☐ Apartment ☐ Sleeping Room ☐

Mobile Home: Width: Length:		Other:	
Floor Space: 3463 sq. ft.	No. Rooms: 8	No. Bedrooms: 3	No. Baths: 3

Dwelling Inspection

Yes	No		Yes	No	
☑	☐	1. Meets all applicable building codes	☑	☐	6. Has Provisions for artificial lighting in each room
☑	☐	2. Has required potable water	☑	☐	7. Is structurally sound, in good repair and adequately maintained
☑	☐	3. Has required kitchen facilities	☑	☐	8. Has required safe means of egress
☑	☐	4. Has required heating system	☑	☐	9. Has required habitable floor space
☑	☐	5. Has required bathroom facilities			

Comments:

The dwelling at the address above has been inspected and in my opinion meets the standards for decent, safe and sanitary housing.

7-2-2021
Date of Inspection

Inspected By - Signature

SUPPLEMENTAL PAYMENT ESTIMATE - REPLACEMENT HOUSING

Print or Type All Information

Displacee's Name: Travis Betak and Jennifer Betak		Project: Corridor A-1 SE Loop
	Parcel No.: 95	
	Unit or Bldg. No.: N/A	
	First Offer in Negotiations (Date): 2-9-2021	
	Occupancy Since (Date): 2011	County: Williamson

Type Supplement: ☐ Normal ☒ 180-day Owner ☐ Revised ☐ 90-day Occupant ☒ Last Resort ☐ Late Occupants	Property From Which Displaced: ☒ Single Family Home ☐ Mobile Home Site ☐ Apartment ☐ Other: ☐ Mobile Home ☐ Duplex
☐ Utilities in Subject Rent ☐ Utilities Not in Subject Rent	Monthly Gross Income: $ X 30% = $ N/A

Replacement Property Data

* Denotes Selected Replacement Property

Property No.	Total Rooms	No. Bdr.	Apprx. Sq. Ft.	Age	Quality	Cond.	Yd. Imp.	Index	Probable Sales Price	Rental Cost
*95-01	10	5	3528	6	25	3	3	37	$725,000	
95-02	9	5	3599	9	25	3	3	40	$599,900	
95-03	10	5	2924	9	23	3	3	38	$539,900	
Subject	9	5	2788	8	23	3	3	37		

Replacement Housing Supplement

Replacement Cost $725,000

Adjusted Subject Value $538,340

Supplement $186,660

Rent Supplement

Actual Rent	Fair Market Rent	Gross Income	Replacement Cost Supplement
$ x 42 **$N/A**	$ x 42 **$N/A**	$ x 42 **$N/A**	$ x 42 **$N/A** Supplement = $N/A

Total number of displaced persons: 2.
List name, age, gender and relationship of household occupants other than displacee(s) named on page 1.

Name of Household Occupant(s):	Age:	Gender:	Relationship to Displacee:
None			

Remarks: (Use extra page if necessary)

The owners of this property are Travis Betak and wife Jennifer Betak. The property is located at 6601 CR 101, Taylor, Texas 76574. Williamson County is acquiring the whole property which includes the single family residence, therefore, the residence is being displaced.

Subject Property
The subject property is located in a rural area at 6601 CR 101, Taylor, Texas 76574. The property has a house with approximately 2,788 sq.ft. built in 2011 and is on approximately 1 acre of which Williamson County is acquiring the whole tract. The home is brick veneer type of construction and on a slab foundation. It consists of 5 bedrooms and 3.5 baths, kitchen, dining area, living room, utility room, and 2 car Garage. Interior is comprised of tile floors, and wood floors in the bedroom. Central heating and cooling is throughout the house. The exterior includes covered patio, garden, extensive landscaping which included various trees and shrubbery the property is enclosed with a chain link fence. There is also a large metal building. The utilities for this property include electric, water and septic.

Search
Our research using Realtor.com, Zillow, Redfin and Trulia found very few 5 bedroom,3+ bath comparable properties with square footages the size of the subject, we were able to find 3 comparable's that could adequately replace the function of the subject. Several listings were not chosen due to condition and amenities compared to the subject, square footage differences, total number of rooms, number of bedrooms, bathrooms or being sale pending and distance from the subject. The following three properties were identified as most comparable to that of the subject.

***Comparable property 95-01**
This home is located at 3071 CR 100, Hutto, Texas 78634. This property consists of a 3,528 sq.ft. home with 5 bedrooms, 3.5 baths, kitchen, living room, dining area, den, office and laundry room, along with a 2 car attached garage. This home is approximately 740 sf larger than the subject this comparable is on a 5 acre tract which is an additional 4 acres compared to the subject. Kitchen features built in stove and oven, Interior features include ceiling fans, carpet, tile and wood floors, fireplace. Exterior features include large 5 acre yard that is enclosed with livestock fence, with vinal split rail fence along the front of the property. The home was built in 2001. This home is located 9 miles from the subject and is located in the Hutto school district. This property is fenced this can replace the fencing at the subject, however, the following improvements are not being replaced with this comparable, steel frame building, granite walkway, concrete slab in back yard, garden area, flowerbeds the appraised value of these improvements will need to be deducted in the supplement calculation. The carve-out of the additional improvements is as follows:

Improvement carve-out	
Steel Frame Building	$30,340
Granite Walkway	$880
Concrete Slab in Backyard	$540
Garden	$3,900
Flowerbeds	$16,000
Total carve-out	$51,660

Comparable property 95-02
This home is located at 216 Galveston Island Ln, Georgetown, Texas 78628. This property consists of a 3,599 sq.ft. home with 5 bedrooms, 4.5 baths, kitchen, living room, dining room, eating area and laundry room and a 2 car attached garage. This home is approximately 811 sf larger than the subject. Kitchen features built in stove top, oven and dishwasher. Interior features include ceiling fans, wood, tile and carpet floors, rock fireplace. Exterior features include wood fenced yard, covered patio. This comparable is on a 0.168 acre (7,318 sf) lot. The home was built in 2016. This home is located 22 miles from the subject. This home is in the Georgetown school district. however, because the property is much smaller than the subject excess land is being carved out in addition, the following improvements are not being replaced with this comparable,

steel frame building, crushed rock driveway, stone patio and walkway, concrete slab in backyard, garden, flowerbed, should this comparable be chosen the appraised value of these improvements will need to be deducted in the supplement calculation. The carve-out of the land and additional improvements is as follows:

Land carve-out		$106,032
Improvement carve-out		
Steel Frame Building	$30,340	
Crushed Rock Driveway	$7,530	
Stone Patio & Walkway	$9,560	
Granite Walkway	$880	
Concrete Slab in Backyard	$540	
Garden	$3,900	
Flowerbeds	$16,000	
Total Improvement carve out		$68,750
Total carve-out		$174,782

Comparable property 95-03

This home is located at 4027 Flowstone Ln, Round Rock, Texas 78681. This property consists of a 2,924sq.ft. home with 5 bedrooms, 4 baths, living room, eating room, bonus room/loft, office, kitchen and laundry room along with a 2 car garage. Kitchen features stainless steel appliances. Interior features include ceiling fans, wood floors and fireplace. Exterior features include wood fenced yard. This comp is on a 0.146acre (6,142sqft) lot that is well maintained. The home was built in 2017. This home is located 19 miles from the subject. This home is in the Round Rock school district. However, because the property is much smaller than the subject excess land is being carved out, in addition, the following improvements are not being replaced with this comparable, steel frame building, crushed rock driveway, stone patio and walkway, concrete slab in backyard, garden, flowerbed, should this comparable be chosen the appraised value of these improvements will need to be deducted in the supplement calculation. The carve-out of the land and additional improvements is as follows:

Land carve-out		$109,466
Improvement carve-out		
Steel Frame Building	$30,340	
Crushed Rock Driveway	$7,530	
Stone Patio & Walkway	$9,560	
Granite Walkway	$880	
Concrete Slab in Backyard	$540	
Garden	$3,900	
Flowerbeds	$16,000	
Total Improvement carve out		$68,750
Total carve-out		$178,216

Chosen Comparable

All the comparable properties are functionally equivalent to the subject property and DS&S; however, comparable property 95-01 is the most comparable because of its similarity in size, condition the majority of the amenities of the residence are replaced. The property is larger than the subject, but because of the very limited number of available properties at this time this is the most comparable property available, however, a carveout of the excess exterior improvements that are not being replaced at this property was done.

Comparable replacement property data is based on the Residential Comparison Index as per ROW Volume 3 Relocation Assistance Manual page 21-5 and 21-6.

Adjusted Subject Value

Calculations are shown below:

$590,000.00	Subject Value
$ 51,660.00	Major exterior attributes not replaced
$538,340.00	Adjusted Subject Value

Provisions of Last resort Housing apply to this calculation as the supplement payment estimate exceeds $31,000. It is recommended that the relocation supplement payment in the amount of **$186,660.00** be authorized to allow the subject household to relocate into a suitable, decent, safe and sanitary replacement dwelling.

The supplemental payment(s) on page 1 have been determined by me and are to be used in connection with a federal-aid highway project. The replacement housing used for these supplement computations are certified to be fair housing open to all persons regardless of race, color, religion, age, sex, national origin or handicap and consistent with the requirements of Title VIII of the Civil Rights Act of 1968. I have no direct nor indirect, present or contemplated interest in this transaction nor will I derive any benefit from the supplemental payment.

The supplemental payment(s) on page 1 have been determined by me and are to be used in connection with a federal-aid highway project. The replacement housing used for these supplement computations are certified to be fair housing open to all persons regardless of race, color, religion, age, sex, national origin or handicap and consistent with the requirements of Title VIII of the Civil Rights Act of 1968. I have no direct nor indirect, present or contemplated interest in this transaction nor will I derive any benefit from the supplemental payment.

Prepared by:

(signature) Date: 2-11-2021

Danny Jackson
Project Manager
Right of Way of Texas, LLC.

Approval by:

Lisa Dworaczyk
(signature) Date: 2/22/2021

Lisa Dworaczyk
ROW Project Manager

CERTIFICATION OF ELIGIBILITY

PROJECT: SE Loop
Parcel: 95
Displacee: Travis L. Betak and Jennifer Betak

Individuals, Families and Unincorporated Businesses or Farming Operations

I certify that myself and any other party(ies) with a financial interest in this relocation assistance claim are either:

☒ Citizens or Nationals of the United States

or

☐ Aliens lawfully present in the United States

* If an Alien lawfully present in the United States, supporting documentation will be required.

Claimant Date: 7/12/2021

Claimant Date: 7/12/2021

Incorporated Business, Farm or Nonprofit Organizations

I certify that I have signature authority for this entity and such entity is lawfully incorporated under the applicable state's laws and authorized to conduct business within the United States.

N/A

Claimant Date:

PROPERTY OWNER'S CLAIM FOR PAYMENT
INCIDENTAL EXPENSES OF PURCHASE OF REPLACEMENT DWELLING

1. Name of Claimant(s)	Parcel No.: 95	County: Williamson
Travis L. Betak and Jennifer L. Betak		Project: A-1 SE Loop

2. Occupancy of County-Acquired Property: From (Date): 2011 To (Date):	3. Controlling Dates	Mo.	Day	Yr.
	a. First Offer in Negotiations	02	09	2021
4. Address of Replacement Property: 1132 Indian Pass Salado, Texas 78571	b. Property Acquired by County	06	30	2021
	c. Replacement Property Acquired	04	21	2021
	d. Occupancy of Replacement Property	04	21	2021

5. Expenses (List below each item included in claim - attach receipts or closing documents to support each cost.)

Item		Amount
Loan Processing Fee	(fixed fee)	$570.00
Loan Underwriting Fee	(fixed fee)	$545.00
Appraisal Fee		$2,500.00
Credit Report		$108.60
Document Review		$225.00
Flood Certification		$11.50
Fraud Management Fee		$18.00
Tax Service		$78.00
E-File Fees		$8.66
Title Endorsements		$268.40
Guaranty Fee		$2.00
Lender Title Insurance	(lenders policy based off the current loan amount remaining at the displacement dwelling)	$1,103.00
Title Settlement Fee		$400.00
Title Courier Fee		$25.50
Recording Fee		$88.00
		Total $5,951.66

6. Payment of this claim in the amount shown in Block 5 above is requested. I certify these incidental expenses were necessary in the purchase of my replacement dwelling and that I have not and will not accept reimbursement or payment from any other source for these expenses. I further certify that all information shown above is true and correct, and that the replacement dwelling I now occupy meets the standards of decent, safe and sanitary housing to the best of my knowledge and belief.

6/28/2021
Date of Claim

Claimant

Jennifer L. Betak
Claimant

Spaces Below to be Completed by Williamson County

7. The dwelling at the address under Block 4 above has been inspected and in my opinion meets the standards for decent, safe and sanitary housing.

7-2-2021
Date of Inspection

Inspected By - Signature

I certify that I have examined this claim and found it to conform to the applicable laws and regulations governing relocation assistance payments. I further certify the computation of the payment and the information shown herein is correct. This claim is recommended for payment.

Amount of $ 5,951.66

7-7-2021
Date

Relocation Agent

Date

Williamson County Judge

Closing Disclosure

This form is a statement of final loan terms and closing costs. Compare this document with your Loan Estimate.

Closing Information

Date Issued	4/21/2021
Closing Date	4/21/2021
Disbursement Date	4/21/2021
Settlement Agent	Longhorn Title company
File #	21060909
Property	1132 Indian Pass Salado, TX 76571
Sale Price	$845,000

Transaction Information

Borrower	Travis Betak and Jennifer Betak 6601 County Road 101 Taylor, TX 76574
Seller	Joy Lavale Beller Reavis 1132 Indian Pass Salado, TX 76571
Lender	Prosperity Bank

Loan Information

Loan Term	30 years
Purpose	Purchase
Product	Fixed Rate
Loan Type	☒ Conventional ☐ FHA ☐ VA ☐ _____
Loan ID #	202134016
MIC #	

Loan Terms

		Can this amount increase after closing?
Loan Amount	$676,000	**NO**
Interest Rate	3.125 %	**NO**
Monthly Principal & Interest *See Projected Payments below for your Estimated Total Monthly Payment*	$2,895.82	**NO**

	Does the loan have these features?
Prepayment Penalty	**NO**
Balloon Payment	**NO**

Projected Payments

Payment Calculation	Years 1-30
Principal & Interest	$2,895.82
Mortgage Insurance +	0
Estimated Escrow + *Amount can increase over time*	0
Estimated Total Monthly Payment	$2,895.82

		This estimate includes	In escrow?
Estimated Taxes, Insurance & Assessments *Amount can increase over time* *See page 4 for details*	$1,208.52 Monthly	☒ Property Taxes	**NO**
		☒ Homeowner's Insurance	**NO**
		☒ Other: HOA Dues	**NO**

See Escrow Account on page 4 for details. You must pay for other property costs separately.

Costs at Closing

Closing Costs	$13,415.46	Includes $8,628.66 In Loan Costs + $4,786.80 in Other Costs - $0 in Lender Credits. *See page 2 for details.*
Cash to Close	$165,835.25	Includes Closing Costs. *See Calculating Cash to Close on page 3 for details.*

Closing Cost Details

Loan Costs		Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing	Seller-Paid Before Closing	Paid by Others
A. Origination Charges			$1,115.00			
01 % of Loan Amount (Points)						
02 Processing Fees		$570.00				
03 Underwriting Fees		$545.00				
04						
05						
06						
07						
08						
B. Services Borrower Did Not Shop For			$2,941.10			
01 Appraisal Fee	to Merit Appraisal	$1,800.00	$700.00			
02 Credit Report	to Partners Credit	$108.60				
03 Document Review	to Black, Mann, & Graham	$225.00				
04 Flood Certification	to ServiceLink National Flood	$11.50				
05 Fraud Manager Fee	to CoreLogic	$18.00				
06 Tax Service	to Accumatch	$78.00				
07						
08						
09						
10						
C. Services Borrower Did Shop For			$4,572.56			
01 Title - E-File Fees	to Longhorn Title Company, Inc	$8.66				
02 Title - Endorsements	to Longhorn Title Company, Inc	$268.40				
03 Title - Guaranty Fee	to TTIGA	$2.00				
04 Title - Lender's Title Insurance	to Longhorn Title company	$3,868.00				
05 Title - Settlement Fee	to Longhorn Title Company, Inc	$400.00				
06 Title - Title Courier Fee	to Longhorn Title Company, Inc	$25.50				
07						
08						
D. TOTAL LOAN COSTS (Borrower-Paid)			$8,628.66			
Loan Costs Subtotals (A + B + C)		$7,928.66	$700.00			

Other Costs		Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing	Seller-Paid Before Closing	Paid by Others
E. Taxes and Other Government Fees			$88.00			
01 Recording Fees	Deed: $26.00 Mortgage: $62.00	$88.00				
02						
F. Prepaids			$4,348.81			
01 Homeowner's Insurance Premium (12 mo.)	to Texas Farm Bureau	$3,762.00				
02 Mortgage Insurance Premium (mo.)						
03 Prepaid Interest ($58.6806 per day from 4/21/21 to 5/1/21)		$586.81				
04 Property Taxes (mo.)						
05						
G. Initial Escrow Payment at Closing						
01 Homeowner's Insurance	per month for mo.					
02 Mortgage Insurance	per month for mo.					
03 Property Taxes	per month for mo.					
04						
05						
06						
07						
08 Aggregate Adjustment		$0.00				
H. Other			$349.99			
01 Home Warranty	to Select Home Warranty	$349.99				
02 Real Estate Commission	to Keller Williams Lone Star			$25,350.00		
03 Real Estate Commission	to Cornerstone Real Estate, Inc.			$25,350.00		
04						
05						
06						
07						
08						
I. TOTAL OTHER COSTS (Borrower-Paid)			$4,786.80			
Other Costs Subtotals (E + F + G + H)		$4,786.80				

J. TOTAL CLOSING COSTS (Borrower-Paid)	$13,415.46				
Closing Costs Subtotals (D + I)	$12,715.46	$700.00	$50,700.00		
Lender Credits					

> Fixed Fees

$1103 — Adjusted to existing loan amount of $151,397.48 at displacement dwellings

Calculating Cash to Close

Use this table to see what has changed from your Loan Estimate.

	Loan Estimate	Final	Did this change?
Total Closing Costs (J)	$11,502.00	$13,415.46	YES · See Total Loan Costs (D) and Total Other Costs (I).
Closing Costs Paid Before Closing	$0	-$700.00	YES · You paid these Closing Costs before closing.
Closing Costs Financed (Paid from your Loan Amount)	$0	$0	NO
Down Payment/Funds from Borrower	$169,000.00	$169,000.00	NO
Deposit	-$8,250.00	-$8,550.00	YES · You increased this payment. See Deposit in Section L.
Funds for Borrower	$0	$0	NO
Seller Credits	$0	-$500.00	YES · See Seller-Paid column on page 2 and Seller Credits in Section L.
Adjustments and Other Credits	$0	-$6,830.21	YES · See details in Section K and Section L.
Cash to Close	**$172,252.00**	**$165,835.25**	

Summaries of Transactions

Use this table to see a summary of your transaction.

BORROWER'S TRANSACTION

K. Due from Borrower at Closing		**$857,857.42**
01	Sale Price of Property	$845,000.00
02	Sale Price of Any Personal Property Included in Sale	
03	Closing Costs Paid at Closing (J)	$12,715.46
04		
Adjustments		
05		
06		
07		
Adjustments for Items Paid by Seller in Advance		
08	City/Town Taxes to	
09	County Taxes to	
10	Assessments to	
11	HOA DUES pd by Seller 04/22/21 - 12/31/21	$141.96
12		
13		
14		
15		
L. Paid Already by or on Behalf of Borrower at Closing		**$692,022.17**
01	Deposit	$8,550.00
02	Loan Amount	$676,000.00
03	Existing Loan(s) Assumed or Taken Subject to	
04		
05	Seller Credit	$500.00
Other Credits		
06		
07		
Adjustments		
08	Title Policy Adjustment	$3,768.00
09	Option Fee	
10	Gift Funds	
11		
Adjustments for Items Unpaid by Seller		
12	City/Town Taxes 01/01/21 to 04/21/21	$3,204.17
13	County Taxes to	
14	Assessments to	
15		
16		
17		

CALCULATION	
Total Due from Borrower at Closing (K)	$857,857.42
Total Paid Already by or on Behalf of Borrower at Closing (L)	-$692,022.17
Cash to Close ☒ From ☐ To Borrower	**$165,835.25**

SELLER'S TRANSACTION

M. Due to Seller at Closing		**$845,000.00**
01	Sale Price of Property	$845,000.00
02	Sale Price of Any Personal Property Included in Sale	
03		
04		
05		
06		
07		
08		
Adjustments for Items Paid by Seller in Advance		
09	City/Town Taxes to	
10	County Taxes to	
11	Assessments to	
12		
13		
14		
15		
16		
N. Due from Seller at Closing		**$51,200.00**
01	Excess Deposit	
02	Closing Costs Paid at Closing (J)	$50,700.00
03	Existing Loan(s) Assumed or Taken Subject to	
04	Payoff of First Mortgage Loan	
05	Payoff of Second Mortgage Loan	
06		
07		
08	Seller Credit	$500.00
09		
10		
11		
12		
13		
Adjustments for Items Unpaid by Seller		
14	City/Town Taxes to	
15	County Taxes to	
16	Assessments to	
17		
18		
19		

CALCULATION	
Total Due to Seller at Closing (M)	$845,000.00
Total Due from Seller at Closing (N)	-$51,200.00
Cash ☐ From ☒ To Seller	**$793,800.00**

Authentisign ID: 63F80F79-27FA-4086-AFAC-7A510A7782D7

Authentisign ID: D9F09FAE-9599-4D58-9287-DE15EAD05003

2-12-18

PROMULGATED BY THE TEXAS REAL ESTATE COMMISSION (TREC)

ONE TO FOUR FAMILY RESIDENTIAL CONTRACT (RESALE)

NOTICE: Not For Use For Condominium Transactions

1. **PARTIES:** The parties to this contract are Joy Lavalo Beller Reavis, Joseph Reavis (Seller) and Travis L. Betak, Jennifer L. Betak (Buyer). Seller agrees to sell and convey to Buyer and Buyer agrees to buy from Seller the Property defined below.
2. **PROPERTY:** The land, improvements and accessories are collectively referred to as the "Property".
   A. LAND: Lot 0205 Block acres 4.65, HIDDEN SPRINGS SECTION TWO Addition, City of Salado, County of Bell, Texas, known as 1132 Indian Pass 76571 (address/zip code), or as described on attached exhibit.
   B. IMPROVEMENTS: The house, garage and all other fixtures and improvements attached to the above-described real property, including without limitation, the following **permanently installed and built-in items**, if any: all equipment and appliances, valances, screens, shutters, awnings, wall-to-wall carpeting, mirrors, ceiling fans, attic fans, mail boxes, television antennas, mounts and brackets for televisions and speakers, heating and air-conditioning units, security and fire detection equipment, wiring, plumbing and lighting fixtures, chandeliers, water softener system, kitchen equipment, garage door openers, cleaning equipment, shrubbery, landscaping, outdoor cooking equipment, and all other property owned by Seller and attached to the above described real property.
   C. ACCESSORIES: The following described related accessories, if any: window air conditioning units, stove, fireplace screens, curtains and rods, blinds, window shades, draperies and rods, door keys, mailbox keys, above ground pool, swimming pool equipment and maintenance accessories, artificial fireplace logs, and controls for: (i) garage doors, (ii) entry gates, and (iii) other improvements and accessories.
   D. EXCLUSIONS: The following improvements and accessories will be retained by Seller and must be removed prior to delivery of possession: _____
   E. RESERVATIONS: Any reservation for oil, gas, or other minerals, water, timber, or other interests is made in accordance with an attached addendum.
3. **SALES PRICE:**
   A. Cash portion of Sales Price payable by Buyer at closing ..... $ 169,000.00 ~~100,000.00~~
   B. Sum of all financing described in the attached: [X] Third Party Financing Addendum, [ ] Loan Assumption Addendum, [ ] Seller Financing Addendum ..... $ 676,000.00 ~~600,000.00~~
   C. Sales Price (Sum of A and B) ..... $ ~~625,000.00~~ $845,000.00
4. **LICENSE HOLDER DISCLOSURE:** Texas law requires a real estate license holder who is a party to a transaction or acting on behalf of a spouse, parent, child, business entity in which the license holder owns more than 10%, or a trust for which the license holder acts as a trustee or of which the license holder or the license holder's spouse, parent or child is a beneficiary, to notify the other party in writing before entering into a contract of sale. Disclose if applicable: _____
5. **EARNEST MONEY:** Within 3 days after the Effective Date, Buyer must deliver $ 8,250.00 as earnest money to Longhorn Title Co, as escrow agent, at Georgetown Tx (address). Buyer shall deliver additional earnest money of $ _____ to escrow agent within _____ days after the Effective Date of this contract. If Buyer fails to deliver the earnest money within the time required, Seller may terminate this contract or exercise Seller's remedies under Paragraph 15, or both, by providing notice to Buyer before Buyer delivers the earnest money. If the last day to deliver the earnest money falls on a Saturday, Sunday, or legal holiday, the time to deliver the earnest money is extended until the end of the next day that is not a Saturday, Sunday, or legal holiday. **Time is of the essence for this paragraph.**
6. **TITLE POLICY AND SURVEY:**
   A. TITLE POLICY: Seller shall furnish to Buyer at [X] Seller's [ ] Buyer's expense an owner policy of title insurance (Title Policy) issued by Longhorn Title Co (Title Company) in the amount of the Sales Price, dated at or after closing, insuring Buyer against loss under the provisions of the Title Policy, subject to the promulgated exclusions (including existing building and zoning ordinances) and the following exceptions:
      (1) Restrictive covenants common to the platted subdivision in which the Property is located.
      (2) The standard printed exception for standby fees, taxes and assessments.

TXR 1601 Initialed for identification by Buyer TB, _____ and Seller _____ TREC NO. 20-14

CERTIFICATION OF ELIGIBILITY

PROJECT: SE Loop
Parcel: 95
Displacee: Travis L. Betak and Jennifer Betak

Individuals, Families and Unincorporated Businesses or Farming Operations

I certify that myself and any other party(ies) with a financial interest in this relocation assistance claim are either:

☒ Citizens or Nationals of the United States

or

☐ Aliens lawfully present in the United States

* If an Alien lawfully present in the United States, supporting documentation will be required.

Claimant Date: 7/12/2021

Jennifer L. Betak
Claimant Date: 7/12/2021

Incorporated Business, Farm or Nonprofit Organizations

I certify that I have signature authority for this entity and such entity is lawfully incorporated under the applicable state's laws and authorized to conduct business within the United States.

N/A

Claimant Date:

Commissioners Court - Regular Session **62.**

Meeting Date: 07/20/2021

LH Bypass Resolution for Condemnation

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a resolution determining the necessity and authorizing the use of eminent domain to condemn (9.1965 acres) required for the construction of the Liberty Hill Bypass and Williamson County Parkland, and take appropriate action. (Penize, LLC)

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Resolution

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:41 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 09:54 AM

Final Approval Date: 07/15/2021

IN THE COMMISSIONERS' COURT
OF WILLIAMSON COUNTY, TEXAS

RESOLUTION

WHEREAS, the Commissioners' Court of Williamson County, Texas, has found and determined that in order to promote the public safety, to facilitate the safety and movement of traffic, to preserve the financial investment of the public in its roadways and to construct and maintain certain parkland, public necessity requires acquisition of fee simple title to the certain tract of land being 9.1965 acres (Parcel 43) described by metes and bounds in Exhibit "A" owned by **PENIZE, LLC** for the purpose of constructing, reconstructing, maintaining, and operating the Liberty Hill Bypass roadway improvements ("Project"), excluding all the oil, gas, and sulphur which can be removed from beneath said real property, without any right whatever remaining to the owner of such oil, gas, and sulphur of ingress to or egress from the surface of said real property for the purpose of exploring, developing, or mining of the same, as a part of the improvements to the Project, and for the public use of construction, reconstruction, maintaining, and operating of the County's parkland at such locations as are necessary and that such constructing, reconstructing, maintaining, and operating shall extend across and upon, and will cross, run through, and be upon the hereinafter described real properties; and

WHEREAS, the Commissioners' Court of Williamson County, Texas, has, through agents employed by the said office, entered into bona fide good faith negotiations with the owners of the hereinafter described properties and has failed to agree with the owners on the compensation and damages, if any, due to said owners. Now, therefore,

the Commissioners' Court of Williamson County, Texas is authorizing the use of its power of eminent domain to condemn property.

BE IT RESOLVED BY THE COMMISSIONERS' COURT OF THE COUNTY OF WILLIAMSON, that the County Attorney or his designated agent be and he is hereby authorized and directed to file or cause to be filed against the owners of any interest in, and the holders of any lien secured by, the following described tracts of land, described in Exhibit "A" attached hereto, a suit in eminent domain to acquire the property interests for the aforesaid purposes; and

It is the intent of the Commissioners' Court that this resolution authorizes the condemnation of all property interests required to complete the construction and maintenance of the Project and associated public purposes. If it is later determined that there are any errors in the descriptions contained herein or if later surveys contain more accurate revised descriptions, the County Attorney is authorized to have such errors corrected or revisions made without the necessity of obtaining a new resolution of the Commissioners' Court authorizing the condemnation of the corrected or revised Property.

BE IT FURTHER RESOLVED that the County Attorney or his designated agent be and he is hereby authorized and directed to incur such expenses and to employ such experts as he shall deem necessary to assist in the prosecution of such suit in eminent domain, including, but not limited to, appraisers, engineers, and land use planners or other required expert consultants.

Adopted this _____ day of _____, 2021.

_____
Bill Gravell, Jr.
Williamson County Judge

EXHIBIT A

FIELD NOTES

FIELD NOTES FOR 9.1965 ACRES OUT OF THE JOSEPH M. GLASSCOCK SURVEY ABSTRACT NO. 254 BEING A PORTION OF A 284.523 ACRE TRACT CONVEYED TO GREG HALL IN DOC. #9733398 OF THE WILLIAMSON COUNTY, TEXAS OFFICIAL RECORDS. SAID TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a point of intersection of a creek and the West R.O.W. of Stubblefield Lane being on the North line of said 284.523 acre tract, also being the most Easterly Southeast corner of a 97.4701 acre tract conveyed to Dirt City, Inc in Doc. No. 2002099420 of the Williamson County, Texas Official Records for the North corner of this tract and the POINT OF BEGINNING.

THENCE S 18° 32' 16" E with the West R.O.W. of Stubblefield Lane, 894.21 feet to a ½" iron pin found at the apparent Northeast corner of a 640 acre tract conveyed to Laura Williams, Trustee in Vol. 1066 Pg. 283 of the Williamson County, Texas Official Records for the Southeast corner of said 284.523 acre tract and this tract.

THENCE with the South line of said 284.523 acre tract and the apparent North line of said 640 acre tract the following four (4) courses:

1) S 70° 19' 21" W, 170.07 feet to a ½" iron pin found.

2) S 21° 40' 27" E, 83.66 feet to a ½" iron pin found.

3) S 84° 30' 16" W, 237.52 feet to a ½" iron pin found.

4) S 76° 30' 15" W, 117.29 feet to a point in the centerline of the South San Gabriel River, also being the most Southerly Southeast of said 97.4701 acre tract for the Southwest corner of this tract.

THENCE N 69° 38' 51" W through the interior of said 284.523 acre tract with the centerline of the South San Gabriel River and the East line of said 97.4701 acre tract, 249.18 feet to a point being the intersection of South San Gabriel River and a creek.

THENCE continuing through the interior of said 284.523 acre tract and the East line of said 97.4701 acre tract t with the center of a creek the following four courses:

1) N 06° 40' 37" E, 330.30 feet to an iron pin set.

2) N 61° 04' 34" E, 190.81 feet to an iron pin set.

3) N 18° 58' 13" E, 511.79 feet to an iron pin set.

4) N 56° 52' 54" E, 67.68 feet to the POINT OF BEGINNING and containing 9.1965 acres more or less.

(1)

Commissioners Court - Regular Session **63.**

Meeting Date: 07/20/2021

SE Loop Contract

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a real estate contract with Brian N. Brown for right of way needed on the SE Loop project (Parcel 68). Funding Source: Road Bonds P 463

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Brown Contract

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:41 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 10:00 AM

Final Approval Date: 07/15/2021

REAL ESTATE CONTRACT
Southeast Loop—Corridor A1

THIS REAL ESTATE CONTRACT ("Contract") is made by and between BRIAN N. BROWN (referred to in this Contract as "Seller") and WILLIAMSON COUNTY, TEXAS (referred to in this Contract as "Purchaser"), upon the terms and conditions set forth in this Contract.

ARTICLE I
PURCHASE AND SALE

By this Contract, Seller sells and agrees to convey, and Purchaser purchases and agrees to pay for, the tract(s) of land described as follows:

> All of that certain 0.744 acre (32,418 Sq. Ft.) tract of land in the Watkins Nobles Survey, Abstract No. 484, Williamson County, Texas; being more fully described by metes and bounds in Exhibit "A", attached hereto and incorporated herein (**Parcel 68**);

together with all and singular the rights and appurtenances pertaining to the property, including any right, title and interest of Seller in and to adjacent streets, alleys or rights-of-way (all of such real property, rights, and appurtenances being referred to in this Contract as the "Property"), and any improvements situated on and attached to the Property described in Exhibit "A" not otherwise agreed herein to be retained by Seller, for the consideration and upon and subject to the terms, provisions, and conditions set forth below.

ARTICLE II
PURCHASE PRICE

Purchase Price

2.01. The Purchase Price for the Property, and any damage to or cost to cure the remaining property of Seller shall be the sum of FIVE HUNDRED FIFTY THOUSAND and 00/100 Dollars ($550,000.00).

Payment of Purchase Price

2.02. The Purchase Price shall be payable in cash or other immediately available funds at the Closing.

ARTICLE III
PURCHASER'S OBLIGATIONS

Conditions to Purchaser's Obligations

3.01. The obligations of Purchaser hereunder to consummate the transactions contemplated hereby are subject to the satisfaction of each of the following conditions (any of which may be waived in whole or in part by Purchaser at or prior to the Closing).

Miscellaneous Conditions

Seller shall have performed, observed, and complied with all of the covenants, agreements, and conditions required by this Contract to be performed, observed, and complied with by Seller prior to or as of the closing.

ARTICLE IV
REPRESENTATIONS AND WARRANTIES OF SELLER

Seller hereby represents and warrants to Purchaser as follows, which representations and warranties shall be deemed made by Seller to Purchaser also as of the Closing Date, to the best of Seller's current actual knowledge:

(1) There are no parties in possession of any portion of the Property as lessees, tenants at sufferance, or trespassers, other than as previously disclosed to Purchaser;

(2) Seller has complied with all applicable laws, ordinances, regulations, statutes, rules and restrictions relating to the Property, or any part thereof;

The Property herein is being conveyed to Purchaser under threat of condemnation.

ARTICLE V
CLOSING

Closing Date and Property Vacate Date

5.01. The Closing shall be held at the office of Independence Title Company on or before August 15, 2021, or at such time, date, and place as Seller and Purchaser may otherwise agree, or within 10 days after the completion of any title curative matters if necessary for items as shown on the Title Commitment or in the contract (which date is herein referred to as the "Closing Date").

Although Purchaser shall be entitled to legal possession of the Property as of the Closing Date, Seller shall otherwise be required to vacate and surrender possession of the residential

structure on the Property on or before October 1, 2021 ("Vacate Date"). After the Closing and prior to the Vacate Date, Purchaser and any public utility company shall be allowed to enter the Property with prior notice to Seller solely to complete any testing, surveying, inspections, construction of any required utility adjustments, realignments, installations or removals of utility facilities or for other preliminary site testing required in connection with Purchaser's proposed road construction project, so long as such utility construction or testing activities do not otherwise interfere with Seller's possession prior to the Vacate Date.

Seller's Obligations at Closing

5.02. At the Closing Seller shall:

(1) Deliver to Purchaser a duly executed and acknowledged Deed conveying good and indefeasible title to Williamson County, Texas in fee simple to all of the Property described in Exhibit "A", free and clear of any and all monetary liens and restrictions, except for the following:

(a) General real estate taxes for the year of closing and subsequent years not yet due and payable;

(b) Any exceptions approved by Purchaser pursuant to Article III hereof; and

(c) Any exceptions approved by Purchaser in writing.

(2) The Deed shall be in the form as shown in Exhibit "B" attached hereto and incorporated herein.

(3) Provide reasonable assistance as requested, at no cost to Seller, to cause Title Company to issue Purchaser a Texas Owner's Title Policy at Purchaser's sole expense, in Grantee's favor in the full amount of the Purchase Price, insuring Purchaser's contracted interests in and to the Property subject only to those title exceptions listed herein, such other exceptions as may be approved in writing by Purchaser, and the standard printed exceptions contained in the usual form of Texas Owner's Title Policy, provided, however:

(a) The boundary and survey exceptions shall be deleted;

(b) The exception as to restrictive covenants shall be endorsed "None of Record", if applicable; and

(c) The exception as to the lien for taxes shall be limited to the year of Closing and shall be endorsed "Not Yet Due and Payable".

Purchaser's Obligations at Closing

5.03. At the Closing, Purchaser shall:

(a) Pay the cash portion of the Purchase Price.

Prorations

5.04. General real estate taxes for the then current year relating to the Property shall be prorated as of the Closing Date and shall be adjusted in cash at the Closing. If the Closing shall occur before the tax rate is fixed for the then current year, the apportionment of taxes shall be upon the basis of the tax rate for the next preceding year applied to the latest assessed valuation, but shall otherwise be the continuing obligation of Seller to fully satisfy. Agricultural roll-back taxes, if any, which directly result from the completion of this transaction and conveyance shall be paid by Purchaser.

Closing Costs

5.05. All costs and expenses of closing in consummating the sale and purchase of the Property shall be borne and paid as follows:

(1) Owner's Title Policy and survey to be paid by Purchaser.

(2) Deed, tax certificates, and title curative matters, if any, paid by Purchaser.

(3) All other closing costs shall be paid by Purchaser.

(4) Attorney's fees paid by each respectively.

ARTICLE VI
BREACH BY SELLER

In the event Seller shall fail to fully and timely perform any of its obligations hereunder or shall fail to consummate the sale of the Property for any reason, except Purchaser's default, Purchaser may: (1) enforce specific performance of this Contract; or (2) request that the Escrow Deposit, if any, shall be forthwith returned by the title company to Purchaser.

ARTICLE VII
BREACH BY PURCHASER

In the event Purchaser should fail to consummate the purchase of the Property, the conditions to Purchaser's obligations set forth in Article III having been satisfied and Purchaser being in default and Seller not being in default hereunder, Seller shall have the right to receive the Escrow Deposit, if any, from the title company, the sum being agreed on as liquidated damages for the

failure of Purchaser to perform the duties, liabilities, and obligations imposed upon it by the terms and provisions of this Contract, and Seller agrees to accept and take this cash payment as its total damages and relief and as Seller's sole remedy hereunder in such event. If no Escrow Deposit has been made then Seller shall receive the amount of $500 as liquidated damages for any failure by Purchaser.

ARTICLE VIII
MISCELLANEOUS

Notice

8.01. Any notice required or permitted to be delivered hereunder shall be deemed received when sent by United States mail, postage prepaid, certified mail, return receipt requested, addressed to Seller or Purchaser, as the case may be, at the address set forth opposite the signature of the party.

Texas Law to Apply

8.02. This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Williamson County, Texas.

Parties Bound

8.03. This Contract shall be binding upon and inure to the benefit of the parties and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Contract.

Legal Construction

8.04. In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, this invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Contract shall be construed as if the invalid, illegal, or unenforceable provision had never been contained herein.

Prior Agreements Superseded

8.05. This Contract constitutes the sole and only agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting the within subject matter.

Time of Essence

8.06. Time is of the essence in this Contract.

Gender

8.07. Words of any gender used in this Contract shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise.

Memorandum of Contract

8.08. Upon request of either party, the parties shall promptly execute a memorandum of this Contract suitable for filing of record.

Compliance

8.09 In accordance with the requirements of Section 20 of the Texas Real Estate License Act, Purchaser is hereby advised that it should be furnished with or obtain a policy of title insurance or Purchaser should have the abstract covering the Property examined by an attorney of Purchaser's own selection.

Effective Date

8.10 This Contract shall be effective as of the date it is approved by Williamson County, Texas which date is indicated beneath the County Judge's signature below.

Counterparts

8.11 This Contract may be executed in any number of counterparts, which may together constitute the Contract. Signatures transmitted by facsimile or electronic mail may be considered effective as originals for purposes of this Contract.

[signature page follows]

SELLER:

Brian N. Brown

Address: 51 Carpenter Dr
Taylor Tx 76574

Date: 7-15-2021

PURCHASER:

WILLIAMSON COUNTY, TEXAS

By: _____
Bill Gravell, Jr.
County Judge

Address: 710 Main Street, Suite 101
Georgetown, Texas 78626

Date: _____

EXHIBIT A

County: Williamson
Parcel : 68
Project: FM 3349

PROPERTY DESCRIPTION FOR PARCEL 68

DESCRIPTION OF A 0.744 ACRE (32,418 SQUARE FOOT) TRACT OF LAND SITUATED IN THE WATKINS NOBLES SURVEY, ABSTRACT NO. 484, IN WILLIAMSON COUNTY, TEXAS, BEING A PORTION OF THAT CALLED 2.496 ACRE TRACT OF LAND DESCRIBED IN GENERAL WARRANTY DEED TO BRIAN N. BROWN AND RECORDED IN DOCUMENT NO. 2015065368 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SAID 0.744 ACRE (32,418 SQUARE FOOT) TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING FOR REFERENCE at a 1/2" iron rod found, being the southeasterly corner of said 2.496 acre tract, same being in the northerly boundary line of that called 1.137 acre tract (Exhibit "A" second tract) described in Deed with Vendors Lien to Henry Holubec, Jr. and wife, Nancy Rydell Holubec and James Holubec recorded in Volume 1051, Page 818 of the Official Records of Williamson County, Texas, also being the southwesterly corner of the remainder of that called 15.00 acre tract of land described in Warranty Deed to Charles Barr and wife, Rosa Barr recorded in Volume 832, Page 303 of the Deed Records of Williamson County, Texas;

THENCE, departing said remainder tract, with the southerly boundary line of said 2.496 acre tract, same being the northerly boundary line of said 1.137 acre tract, N 82°28'30" W, for a distance of 367.69 feet to an iron rod with plastic cap stamped "ROW 4933" set (Grid Coordinates determined as N=10,168,713.69, E=3,192,819.42 TxSPC Zone 4203) in the proposed easterly Right-of-Way (ROW) line of F.M. 3349, for the southeasterly corner and **POINT OF BEGINNING** of the herein described tract;

1) **THENCE,** departing said proposed ROW line, continuing with said common boundary line, **N 82°28'30" W,** for a distance of **155.69** feet to a 1/2" iron rod found in the existing easterly ROW line of said F.M. 3349 (100' ROW width), same being the northwesterly corner of said 1.137 acre tract, also being the southwesterly corner of said 2.496 acre tract and the herein described tract, and from which, a 1/2" iron rod found, being the southwesterly corner of said 1.137 acre tract in said existing easterly ROW line bears S 07°37'56" W, at a distance of 20.00 feet;

2) **THENCE,**,departing said 1.137 acre tract, with said existing easterly ROW line, **N 07°37'56" E,** for a distance of **208.20** feet to a 1/2" iron rod found, being the northwesterly corner of said 2.496 acre tract, same being the southwesterly corner of that called 2.50 acre tract of land affected by Affidavit of Heirship to Diane Barr, Clyde Barr, Charles R. Barr and William Clark Barr recorded in Document No. 2003061286 of the Official Public Records of Williamson County, Texas, and described in Warranty Deed to Charles O. Barr recorded in Volume 848, Page 697 of the Deed Records of Williamson County, Texas for the northwesterly corner of the herein described tract;

3) **THENCE,** departing said existing easterly ROW line, with the northerly boundary line of said 2.496 acre tract, same being the southerly boundary line of said 2.50 acre tract, **S 82°26'22" E,** for a distance of **155.80** feet to an iron rod with plastic cap stamped "ROW 4933" set in said proposed easterly ROW line, and from which, a 1/2" iron rod found, being the common easterly corner of said 2.496 acre tract and said 2.50 acre tract, same being in the westerly boundary line of said remainder of the 15.00 acre tract bears S82°26'22" E, at a distance of 367.33 feet;

4) **THENCE,** departing said 2.50 acre tract, with said proposed easterly ROW line, through the interior of said 2.496 acre tract, **S 07°39'47" W,** for a distance of **208.10** feet to the **POINT OF BEGINNING,** containing 0.744 acre (32,418 square feet) of land, more or less.

This property description is accompanied by a separate parcel plat.

All bearings recited herein are based on the Texas State Plane Coordinate System, Central Zone No. 4203, NAD 83.

THE STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF WILLIAMSON §

That I, M. Stephen Truesdale, a Registered Professional Land Surveyor, do hereby certify that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direct supervision.

WITNESS MY HAND AND SEAL at Round Rock, Williamson County, Texas.

M. Stephen Truesdale 27 OCT 2020

M. Stephen Truesdale
Registered Professional Land Surveyor No. 4933
Licensed State Land Surveyor
Inland Geodetics, LLC
Firm Registration No: 100591-00
1504 Chisholm Trail Road, Suite 103
Round Rock, TX 78681

Date

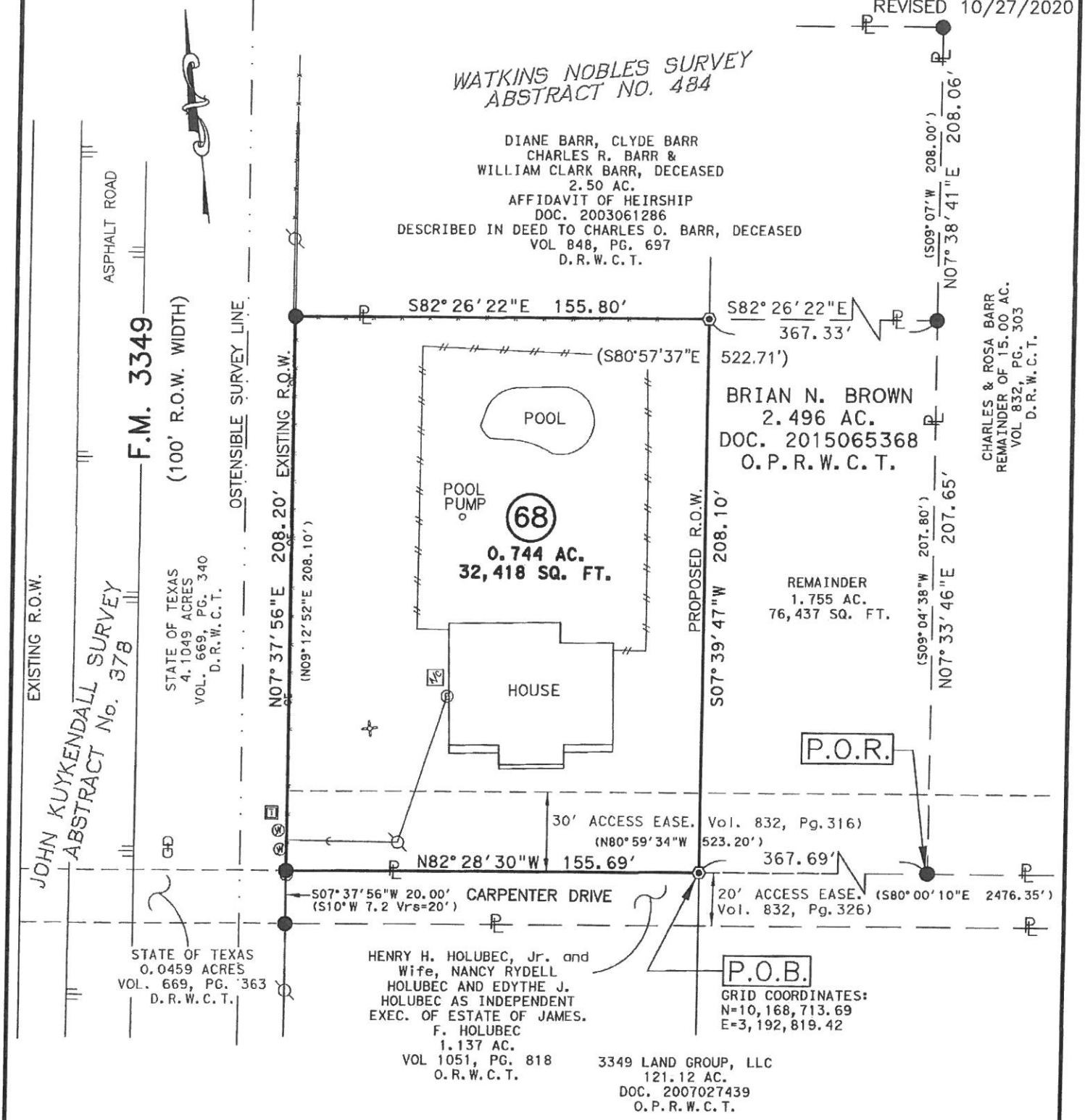
STATE OF TEXAS
REGISTERED
M. STEPHEN TRUESDALE
4933
PROFESSIONAL
LAND SURVEYOR

S:_HDR-Projects\FM3349 Overpass\Parcels\Parcel No.68 -Brown.Doc.

EXHIBIT A

PLAT TO ACCOMPANY DESCRIPTION

03/09/2020
REVISED 10/27/2020



INLAND GEODETICS LLC
PROFESSIONAL LAND SURVEYORS
1504 CHISHOLM TRAIL RD. STE. 103
ROUND ROCK, TX. 78681
PH. (512) 238-1200, FAX (512) 238-1251
FIRM REGISTRATION NO. 100591-00

PARCEL PLAT SHOWING PROPERTY OF

BRIAN N. BROWN

PARCEL 68

SCALE	PROJECT	COUNTY
1" = 50'	F.M. 3349	WILLIAMSON

S:_HDR-PROJECTS\FM3349_OVERPASS\PARCELS\PARCEL 68 - BROWN\FM 3349-PARCEL No. -BROWN-REV.dwg

EXHIBIT A

PLAT TO ACCOMPANY DESCRIPTION

03/09/2020
REVISED 10/27/2020

LEGEND

◉	IRON ROD WITH PLASTIC CAP STAMPED "INLAND 4933"
●	1/2" IRON ROD FOUND
△	CALCULATED POINT
PL	PROPERTY LINE
	LINE BREAK
P.O.B.	POINT OF BEGINNING
P.O.R.	POINT OF REFERENCE
( )	RECORD INFORMATION
P.R.W.C.T.	PLAT RECORDS WILLIAMSON COUNTY, TEXAS
D.R.W.C.T.	DEED RECORDS WILLIAMSON COUNTY, TEXAS
O.R.W.C.T.	OFFICIAL RECORDS WILLIAMSON COUNTY, TEXAS
O.P.R.W.C.T.	OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS

AC	AIR CONDITIONING UNIT
E	ELECTRICAL METER
	WATER FAUCET
	POWER POLE
	DOWN GUY
	MAILBOX
T	TELEPHONE PEDESTAL
W	WATER METER

1) All bearings shown hereon are based on grid bearing. All distances are surface distances. Coordinates are surface values based on the Texas State Plane Coordinate System, NAD 83, Central Zone.

THE SURVEY SHOWN HEREON WAS PREPARED IN CONJUNCTION WITH THAT COMMITMENT FOR TITLE INSURANCE GF NO. 2012030-KFO, ISSUED BY STEWART TITLE GUARANTY COMPANY, EFFECTIVE DATE MARCH 18, 2020, ISSUE DATE MARCH 30, 2020.

10A. ELECTRIC EASEMENT TO TEXAS POWER AND LIGHT COMPANY RECORDED IN VOLUME 282, PAGE 341, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, FROM ITS DESCRIPTION CAN NO BE LOCATED.

B. ELECTRIC EASEMENT TO TEXAS POWER AND LIGHT COMPANY RECORDED IN VOLUME 294, PAGE 208, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, FROM ITS DESCRIPTION CAN NO BE LOCATED.

C. ELECTRIC EASEMENT TO TEXAS POWER AND LIGHT COMPANY RECORDED IN VOLUME 361, PAGE 121, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, FROM ITS DESCRIPTION CAN NO BE LOCATED.

D. ELECTRIC/TELEPHONE EASEMENT TO TEXAS POWER AND LIGHT COMPANY RECORDED IN VOLUME 868, PAGE 64, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, DOES NOT AFFECT.

E. INGRESS-EGRESS EASEMENT RECORDED IN VOLUME 832, PAGE 326, OF THE DEED RECORDS OF WILLIAMSON COUNTY TEXAS, DOES NOT AFFECT.

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND THAT THE PROPERTY SHOWN HEREON WAS DETERMINED BY A SURVEY MADE ON THE GROUND UNDER MY DIRECT SUPERVISION.

M. Stephen Truesdale 27OCT 2020

M. STEPHEN TRUESDALE DATE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4933
LICENSED STATE LAND SURVEYOR
INLAND GEODETICS, LLC
FIRM REGISTRATION NO. 100591-00
1504 CHISHOLM TRAIL ROAD, SUITE 103
ROUND ROCK, TEXAS 78681

STATE OF TEXAS
REGISTERED
M. STEPHEN TRUESDALE
4933
PROFESSIONAL
LAND SURVEYOR

INLAND GEODETICS
PROFESSIONAL LAND SURVEYORS
1504 CHISHOLM TRAIL RD. STE. 103
ROUND ROCK, TX. 78681
PH. (512) 238-1200, FAX (512) 238-1251
FIRM REGISTRATION NO. 100591-00

PARCEL PLAT SHOWING PROPERTY OF

BRIAN N. BROWN

PARCEL 68

SCALE	PROJECT	COUNTY
1" = 50'	F.M. 3349	WILLIAMSON

S:\ UDR-PROJECTS\FM3349 OVERPASS\PARCELS\PARCEL 68 - BROWN\FM 3349-PARCEL No -BROWN-REV.dwg

EXHIBIT "B"

Parcel 68

DEED

Southeast Loop (Corridor A1) Right of Way

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

NOW, THEREFORE, KNOW ALL BY THESE PRESENTS:

That BRIAN N. BROWN and LACY BROWN, hereinafter referred to as Grantor, whether one or more, for and in consideration of the sum of Ten Dollars ($10.00) and other good and valuable consideration to Grantor in hand paid by Williamson County, Texas, the receipt and sufficiency of which is hereby acknowledged, and for which no lien is retained, either expressed or implied, have this day Sold and by these presents do Grant, Bargain, Sell and Convey unto WILLIAMSON COUNTY, TEXAS, all that certain tract or parcel of land lying and being situated in the County of Williamson, State of Texas, along with any improvements thereon, being more particularly described as follows (the "Property"):

> All of that certain 0.744 acre (32,418 Sq. Ft.) tract of land in the Watkins Nobles Survey, Abstract No. 484, Williamson County, Texas; being more fully described by metes and bounds in Exhibit "A", attached hereto and incorporated herein (**Parcel 68**)

SAVE AND EXCEPT, HOWEVER, it is expressly understood and agreed that Grantor is retaining title to the following improvements located on the Property, to wit: NONE

RESERVATIONS FROM AND EXCEPTIONS TO CONVEYANCE AND WARRANTY:

Visible and apparent easements not appearing of record;

Any discrepancies, conflicts, or shortages in area or boundary lines or any encroachments or any overlapping of improvements which a current survey would show;

Easements, restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, and encumbrances for taxes and assessments (other than liens and conveyances) presently of record in the Official Public Records of Williamson County, Texas, that affect the property, but only to the extent that said items are still valid and in force and effect at this time.

Grantor reserves all of the oil, gas and other minerals in and under the land herein conveyed but waives all rights of ingress and egress to the surface thereof for the purpose of exploring, developing, mining or drilling or pumping the same; provided, however, that operations for exploration or recovery of any such minerals shall be permissible so long as all surface operations in connection therewith are located at a point outside the acquired parcel and upon the condition that none of such operations shall be conducted so near the surface of said land as to interfere with the intended use thereof or in any way interfere with, jeopardize, or endanger the facilities of Williamson County, Texas and/or the State of Texas or create a hazard to the public users thereof; it being intended, however, that nothing in this reservation shall affect the title and the rights of Grantee to take and use without additional compensation any, stone, earth, gravel, caliche, iron ore, gravel or any other road building material upon, in and under said land for the construction and maintenance of Southeast Loop/Corridor A1.

TO HAVE AND TO HOLD the property herein described and herein conveyed together with all and singular the rights and appurtenances thereto in any wise belonging unto Williamson County, Texas and its assigns forever; and Grantor does hereby bind itself, its heirs, executors, administrators, successors and assigns to Warrant and Forever Defend all and singular the said premises herein conveyed unto Williamson County, Texas and its assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof.

This deed is being delivered in lieu of condemnation.

IN WITNESS WHEREOF, this instrument is executed on this the ___ day of _____, 2021.

[signature pages follow]

GRANTOR:

_____
Brian N. Brown

ACKNOWLEDGMENT

STATE OF TEXAS §
§
COUNTY OF _____ §

This instrument was acknowledged before me on this the ____ day of _____, 2021 by Brian N. Brown, in the capacity and for the purposes and consideration recited therein.

_____
Notary Public, State of Texas

GRANTOR:

_____
Lacy Brown

ACKNOWLEDGMENT

STATE OF TEXAS §
§
COUNTY OF _____ §

This instrument was acknowledged before me on this the ____ day of _____, 2021 by Lacy Brown, in the capacity and for the purposes and consideration recited therein.

_____
Notary Public, State of Texas

PREPARED IN THE OFFICE OF:

Sheets & Crossfield, PLLC
309 East Main
Round Rock, Texas 78664

GRANTEE'S MAILING ADDRESS:

Williamson County, Texas
Attn: County Auditor
710 Main Street, Suite 101
Georgetown, Texas 78626

AFTER RECORDING RETURN TO:

Commissioners Court - Regular Session **64.**

Meeting Date: 07/20/2021

SE Loop Contract

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a real estate contract with Robert and Bonnie Kaderka for right of way needed on the SE Loop project (Parcel 65). Funding Source: Road Bonds P463

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Kaderka Contract

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:42 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 10:13 AM

Final Approval Date: 07/15/2021

REAL ESTATE CONTRACT

Southeast Loop—Corridor A1

THIS REAL ESTATE CONTRACT ("Contract") is made by and between ROBERT W. KADERKA and BONNIE B. KADERKA (referred to in this Contract as "Seller") and WILLIAMSON COUNTY, TEXAS (referred to in this Contract as "Purchaser"), upon the terms and conditions set forth in this Contract.

ARTICLE I
PURCHASE AND SALE

By this Contract, Seller sells and agrees to convey, and Purchaser purchases and agrees to pay for, the tract(s) of land described as follows:

> All of that certain 1.333 acre (58,047 Sq. Ft.) tract of land in the Watkins Nobles Survey, Abstract No. 484, Williamson County, Texas; being more fully described by metes and bounds in Exhibit "A", attached hereto and incorporated herein (**Parcel 65**);

together with all and singular the rights and appurtenances pertaining to the property, including any right, title and interest of Seller in and to adjacent streets, alleys or rights-of-way (all of such real property, rights, and appurtenances being referred to in this Contract as the "Property"), and any improvements situated on and attached to the Property described in Exhibit "A" not otherwise agreed herein to be retained by Seller, for the consideration and upon and subject to the terms, provisions, and conditions set forth below.

ARTICLE II
PURCHASE PRICE

Purchase Price

2.01. The Purchase Price for the Property, and any damage to or cost to cure the remaining property of Seller shall be the sum of EIGHTY-FIVE THOUSAND ONE HUNDRED FIVE and 00/100 Dollars ($85,105.00).

Payment of Purchase Price

2.02. The Purchase Price shall be payable in cash at the Closing.

ARTICLE III
PURCHASER'S OBLIGATIONS

Conditions to Purchaser's Obligations

3.01. The obligations of Purchaser hereunder to consummate the transactions contemplated hereby are subject to the satisfaction of each of the following conditions (any of which may be waived in whole or in part by Purchaser at or prior to the Closing).

Miscellaneous Conditions

Seller shall have performed, observed, and complied with all of the covenants, agreements, and conditions required by this Contract to be performed, observed, and complied with by Seller prior to or as of the closing.

ARTICLE IV
REPRESENTATIONS AND WARRANTIES OF SELLER

Seller hereby represents and warrants to Purchaser as follows, which representations and warranties shall be deemed made by Seller to Purchaser also as of the Closing Date, to the best of Seller's current actual knowledge:

(1) There are no parties in possession of any portion of the Property as lessees, tenants at sufferance, or trespassers, other than as previously disclosed to Purchaser;

(2) Seller has complied with all applicable laws, ordinances, regulations, statutes, rules and restrictions relating to the Property, or any part thereof;

The Property herein is being conveyed to Purchaser under threat of condemnation.

ARTICLE V
CLOSING

Closing Date

5.01. The Closing shall be held at the office of Independence Title Company on or before August 15, 2021, or at such time, date, and place as Seller and Purchaser may otherwise agree, or within 10 days after the completion of any title curative matters if necessary for items as shown on the Title Commitment or in the contract (which date is herein referred to as the "Closing Date").

Seller's Obligations at Closing

5.02. At the Closing Seller shall:

(1) Deliver to Purchaser a duly executed and acknowledged Deed conveying good and indefeasible title to Williamson County, Texas in fee simple to all of the Property described in Exhibit "A", free and clear of any and all monetary liens and restrictions, except for the following:

(a) General real estate taxes for the year of closing and subsequent years not yet due and payable;

(b) Any exceptions approved by Purchaser pursuant to Article III hereof; and

(c) Any exceptions approved by Purchaser in writing.

(2) The Deed shall be in the form as shown in Exhibit "B" attached hereto and incorporated herein.

(3) Provide reasonable assistance as requested, at no cost to Seller, to cause Title Company to issue Purchaser a Texas Owner's Title Policy at Purchaser's sole expense, in Grantee's favor in the full amount of the Purchase Price, insuring Purchaser's contracted interests in and to the Property subject only to those title exceptions listed herein, such other exceptions as may be approved in writing by Purchaser, and the standard printed exceptions contained in the usual form of Texas Owner's Title Policy, provided, however:

(a) The boundary and survey exceptions shall be deleted;

(b) The exception as to restrictive covenants shall be endorsed "None of Record", if applicable; and

(c) The exception as to the lien for taxes shall be limited to the year of Closing and shall be endorsed "Not Yet Due and Payable".

(d) Deliver to Purchaser possession of the Property if not previously done.

Purchaser's Obligations at Closing

5.03. At the Closing, Purchaser shall:

(a) Pay the cash portion of the Purchase Price.

Prorations

5.04. General real estate taxes for the then current year relating to the Property shall be prorated as of the Closing Date and shall be adjusted in cash at the Closing, but shall otherwise be the responsibility of Seller to satisfy. If the Closing shall occur before the tax rate is fixed for the then current year, the apportionment of taxes shall be upon the basis of the tax rate for the next preceding year applied to the latest assessed valuation, but shall otherwise be the continuing obligation of Seller to fully satisfy. Agricultural roll-back taxes, if any, which directly result from the completion of this transaction and conveyance shall be paid by Purchaser.

Closing Costs

5.05. All costs and expenses of closing in consummating the sale and purchase of the Property shall be borne and paid as follows:

(1) Owner's Title Policy and survey to be paid by Purchaser.

(2) Deed, tax certificates, and title curative matters, if any, paid by Purchaser.

(3) All other closing costs shall be paid by Purchaser.

(4) Attorney's fees paid by each respectively.

ARTICLE VI
BREACH BY SELLER

In the event Seller shall fail to fully and timely perform any of its obligations hereunder or shall fail to consummate the sale of the Property for any reason, except Purchaser's default, Purchaser may: (1) enforce specific performance of this Contract; or (2) request that the Escrow Deposit, if any, shall be forthwith returned by the title company to Purchaser.

ARTICLE VII
BREACH BY PURCHASER

In the event Purchaser should fail to consummate the purchase of the Property, the conditions to Purchaser's obligations set forth in Article III having been satisfied and Purchaser being in default and Seller not being in default hereunder, Seller shall have the right to receive the Escrow Deposit, if any, from the title company, the sum being agreed on as liquidated damages for the failure of Purchaser to perform the duties, liabilities, and obligations imposed upon it by the terms and provisions of this Contract, and Seller agrees to accept and take this cash payment as its total damages and relief and as Seller's sole remedy hereunder in such event. If no Escrow Deposit has been made then Seller shall receive the amount of $500 as liquidated damages for any failure by Purchaser.

ARTICLE VIII
MISCELLANEOUS

Notice

8.01. Any notice required or permitted to be delivered hereunder shall be deemed received when sent by United States mail, postage prepaid, certified mail, return receipt requested, addressed to Seller or Purchaser, as the case may be, at the address set forth opposite the signature of the party.

Texas Law to Apply

8.02. This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Williamson County, Texas.

Parties Bound

8.03. This Contract shall be binding upon and inure to the benefit of the parties and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Contract.

Legal Construction

8.04. In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, this invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Contract shall be construed as if the invalid, illegal, or unenforceable provision had never been contained herein.

Prior Agreements Superseded

8.05. This Contract constitutes the sole and only agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting the within subject matter.

Time of Essence

8.06. Time is of the essence in this Contract.

Gender

8.07. Words of any gender used in this Contract shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise.

Memorandum of Contract

8.08. Upon request of either party, the parties shall promptly execute a memorandum of this Contract suitable for filing of record.

Compliance

8.09 In accordance with the requirements of Section 20 of the Texas Real Estate License Act, Purchaser is hereby advised that it should be furnished with or obtain a policy of title insurance or Purchaser should have the abstract covering the Property examined by an attorney of Purchaser's own selection.

Effective Date

8.10 This Contract shall be effective as of the date it is approved by Williamson County, Texas which date is indicated beneath the County Judge's signature below.

Counterparts

8.11 This Contract may be executed in any number of counterparts, which may together constitute the Contract. Signatures transmitted by facsimile or electronic mail may be considered effective as originals for purposes of this Contract.

[signature page follows]

SELLER:

Robert B. Kaderka
W-

Address: 2121 FM 3349
Taylor, TX 76574

Date: 7-14-21

Bonnie B. Kaderka

Date: 7-14-21

PURCHASER:

WILLIAMSON COUNTY, TEXAS

By: _____
Bill Gravell, Jr.
County Judge

Address: 710 Main Street, Suite 101
Georgetown, Texas 78626

Date: _____

EXHIBIT A
PROPERTY DESCRIPTION FOR PARCEL 65

DESCRIPTION OF A 1.333 ACRE (58,047 SQUARE FOOT), PARCEL OF LAND SITUATED IN THE WATKINS NOBLES SURVEY, ABSTRACT NO. 484 IN WILLIAMSON COUNTY, TEXAS, BEING A PORTION OF THE REMAINDER OF THAT CALLED 74.89 ACRE TRACT OF LAND (SAVE AND EXCEPT TRACT ONE – 40.836 ACRES AND TRACT TWO – 7.2773 ACRES) DESCRIBED IN WARRANTY DEED WITH VENDOR'S LIEN TO ROBERT W. KADERKA AND WIFE, BONNIE B. KADERKA RECORDED IN VOLUME 938, PAGE 195 OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, SAID 1.333 ACRE (58,047 SQUARE FOOT) PARCEL OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at an iron rod with aluminum cap stamped "ROW 4933" set in the proposed easterly Right-of-Way (ROW) line of F. M. 3349 (variable width ROW), being in the northerly boundary line of said remainder of the 74.89 acre tract, same being in the southerly boundary line of the remainder of that called 121.12 acre tract of land described in Warranty Deed to 3349 Land Group, LLC recorded in Document No. 2007027439 of the Official Public Records of Williamson County, Texas, for the northeasterly corner and **POINT OF BEGINNING** of the herein described parcel, and from which, a 1/2" iron rod found, being the northeasterly corner of said remainder of the 74.89 acre tract, being the southerly boundary line of said 121.12 acre tract, same being the northwesterly corner of that called 20.02 acre tract described in Warranty Deed with Vendor's Lien to Albert E. Janecka and wife, Zelma Lee Janecka recorded in Volume 2504, Page 154 of the Official Records of Williamson County, Texas, bears S 81°54'48" E, at a distance of 948.89 feet;

1) **THENCE,** departing said remainder of the 121.12 acre line, with said proposed easterly ROW line, through the interior of said remainder of the 74.89 acre tract, along a non-tangent curve to the right, having a delta angle of **07°58'21",** a radius of **5,065.00** feet, an arc length of **704.79** feet and a chord which bears **S 19°52'30" W**, for a distance of **704.22** feet to an iron rod with aluminum cap stamped "ROW 4933" set in the existing easterly ROW line of F. M. 3349 (100' ROW width), same being the easterly line of that called 7.2773 acre ROW tract of land described in Deed to the State of Texas recorded in Volume 669, Page 359 of the Deed Records of Williamson County, Texas, for the southerly corner of the herein described parcel, and from which, a 5/8" smooth rod found (disturbed), being the southwesterly corner of said remainder of the 74.89 acre tract at the intersection of said existing easterly ROW line of F. M. 3349 and the existing northerly ROW line of County Road 404 (52.6' ROW width per TxDOT ROW maps for said F. M. 3349 – C.S.J. 3486-1-627 dated 07/1977), bears S 07°26'06" W, at a distance of 561.56 feet, pass a TxDOT Type 1 monument found, and continuing for a total distance of 613.95 feet;

2) **THENCE,** with said existing easterly ROW line, same being the westerly boundary line of said remainder of the 74.89 acre tract and the easterly line of said 7.2773 acre ROW tract, **N 07°26'06" E**, for a distance of **689.41** feet to a 1/2" iron rod found, being the northwesterly corner of said remainder of the 74.89 acre tract, same being the southwesterly corner of said remainder of the 121.12 acre tract, also being the northeasterly corner of said 7.2773 acre ROW tract and the southeasterly corner of that called 4.8614 acre ROW tract of land described in Deed to the State of Texas recorded in Volume 670, Page 280 of the Deed Records of Williamson County, Texas, for the northwesterly corner of the herein described parcel;

3) **THENCE,** departing said existing easterly ROW line, with the northerly boundary line of said remainder of the 74.89 acre tract, same being the southerly boundary line of said 121.12 acre tract, **S 81°54'48" E,** for a distance of **151.71** feet to the **POINT OF BEGINNING**, containing 1.333 acres (58,047 square feet) of land, more or less;

This property description is accompanied by a separate parcel plat.

All bearings recited herein are based on the Texas State Plane Coordinate System, Central Zone No. 4203, NAD 83.

THE STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF WILLIAMSON §

That I, M Stephen Truesdale, a Registered Professional Land Surveyor, do hereby certify that the above description is true and correct and that the property described herein was determined by a survey made on the ground under my direct supervision.

WITNESS MY HAND AND SEAL at Round Rock, Williamson County, Texas.

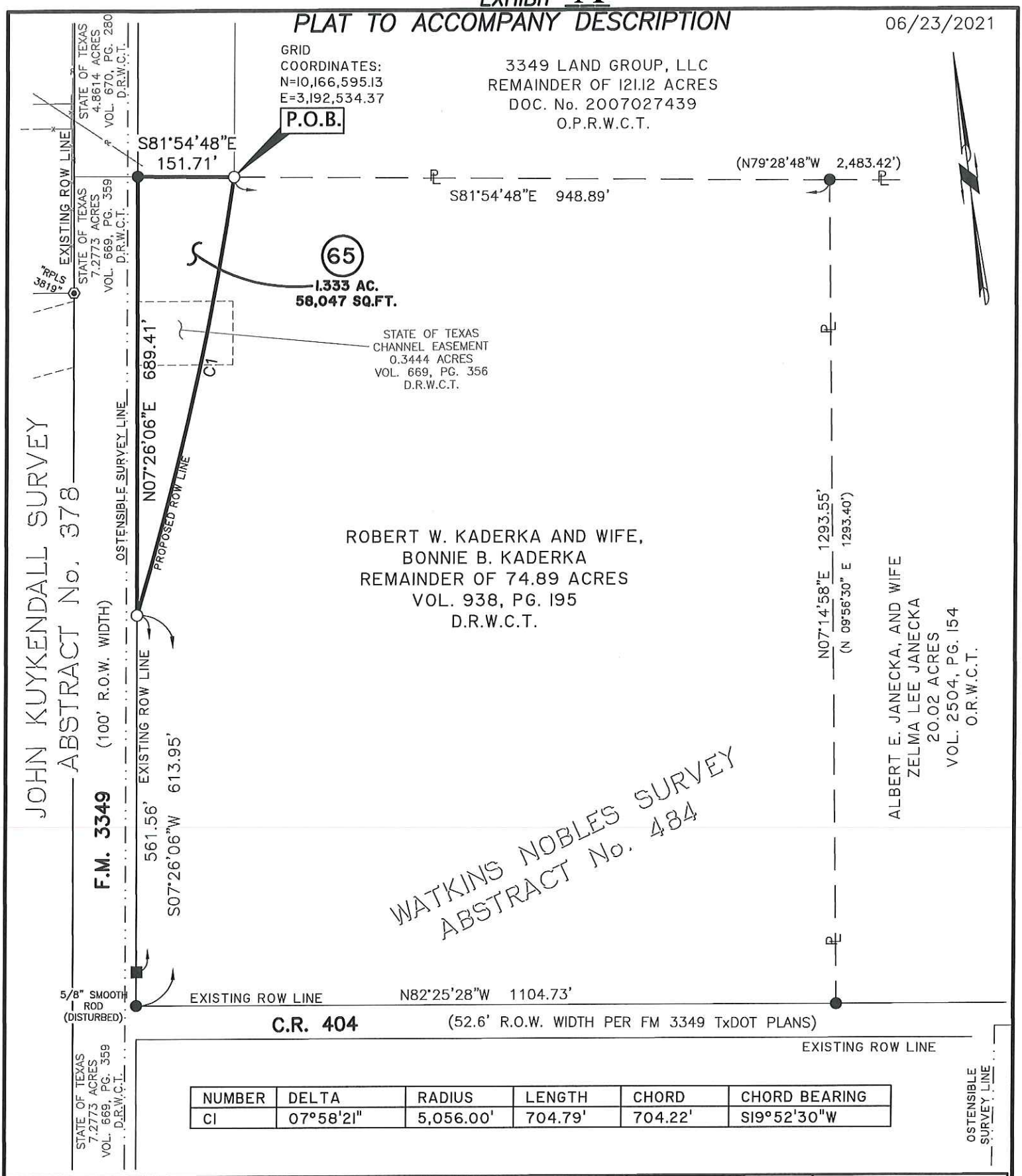
M. Stephen Truesdale — 25 June 2021

M Stephen Truesdale — Date
Registered Professional Land Surveyor No. 4933
Licensed State Land Surveyor
Inland Geodetics, LLC
Firm Registration No: 100591-00
1504 Chisholm Trail Road, Suite 103
Round Rock, TX 78681

EXHIBIT A

PLAT TO ACCOMPANY DESCRIPTION

06/23/2021



NUMBER	DELTA	RADIUS	LENGTH	CHORD	CHORD BEARING
C1	07°58'21"	5,056.00'	704.79'	704.22'	S19°52'30"W

INLAND GEODETICS LLC
PROFESSIONAL LAND SURVEYORS
1504 CHISHOLM TRAIL RD. STE. 103
ROUND ROCK, TX. 78681
PH. (512) 238-1200, FAX (512) 238-1251
FIRM REGISTRATION NO. 100591-00

PARCEL PLAT SHOWING PROPERTIES OF

ROBERT W. KADERKA, and Wife
BONNIE B. KADERKA

SCALE	PROJECT	COUNTY
1" = 200'	F.M. 3349	WILLIAMSON

PARCEL 65

S:_HDR-PROJECTS\FM3349_OVERPASS\PARCELS\PARCEL_65-KADERKA\PARCEL_65-KADERKA.dwg

EXHIBIT A

PLAT TO ACCOMPANY DESCRIPTION

06/23/2021

LEGEND

○	IRON ROD WITH ALUMINUM CAP STAMPED "ROW 4933" SET
◉	IRON ROD WITH PLASTIC CAP FOUND - AS NOTED
●	1/2" IRON ROD FOUND
■	TxDOT TYPE I CONCRETE MONUMENT FOUND
△	CALCULATED POINT
℄	PROPERTY LINE
	LINE BREAK
	DENOTES COMMON OWNERSHIP
P.O.B.	POINT OF BEGINNING
P.O.R.	POINT OF REFERENCE
( )	RECORD INFORMATION
P.R.W.C.T.	PLAT RECORDS WILLIAMSON COUNTY, TEXAS
D.R.W.C.T.	DEED RECORDS WILLIAMSON COUNTY, TEXAS
O.R.W.C.T.	OFFICIAL RECORDS WILLIAMSON COUNTY, TEXAS
O.P.R.W.C.T.	OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS

1) All bearings shown hereon are based on grid bearing. All distances are surface distances. Coordinates are surface values based on the Texas State Plane Coordinate System, NAD 83, Central Zone.

THE SURVEY SHOWN HEREON WAS PREPARED IN CONJUNCTION WITH THAT COMMITMENT FOR TITLE INSURANCE GF NO. 2073887-KFO, ISSUED BY TITLE RESOURCES GUARANTY COMPANY, EFFECTIVE DATE DECEMBER 28, 2020, ISSUE DATE JANUARY 8, 2021.

10A. EASEMENT TO JONAH WATER SUPPLY CORPORATION RECORDED IN VOLUME 598, PAGE 3, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, AFFECTS, FROM ITS DESCRIPTION CAN NOT BE LOCATED.

B. CHANNEL AND DRAINAGE EASEMENT FOR HIGHWAY PURPOSES TO STATE OF TEXAS RECORDED IN VOLUME 669, PAGE 356, OF THE DEED RECORDS OF WILLIAMSON COUNTY, TEXAS, AFFECTS AS SHOWN.

C. ELECTRIC AND TELEPHONE DISTRIBUTION LINE(S) EASEMENT TO TEXAS POWER & LIGHT COMPANY A DIVISION OF TEXAS UTILITIES ELECTRIC CO., AND THE SOUTHWESTERN BELL TELEPHONE COMPANY RECORDED IN VOLUME 1102, PAGE 87, OF THE OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS, DOES NOT AFFECT.

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT
AND THAT THE PROPERTY SHOWN HEREON WAS DETERMINED BY
A SURVEY MADE ON THE GROUND UNDER MY DIRECT SUPERVISION.

M. Stephen Truesdale 25 June 2021

M. STEPHEN TRUESDALE DATE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4933
LICENSED STATE LAND SURVEYOR
INLAND GEODETICS, LLC
FIRM REGISTRATION NO. 100591-00
1504 CHISHOLM TRAIL ROAD, SUITE 103
ROUND ROCK, TEXAS 78681

STATE OF TEXAS
REGISTERED
M. STEPHEN TRUESDALE
4933
PROFESSIONAL
LAND SURVEYOR

INLAND GEODETICS
PROFESSIONAL LAND SURVEYORS
1504 CHISHOLM TRAIL RD. STE. 103
ROUND ROCK, TX. 78681
PH. (512) 238-1200, FAX (512) 238-1251
FIRM REGISTRATION NO. 100591-00

PARCEL PLAT SHOWING PROPERTIES OF
ROBERT W. KADERKA, and Wife
BONNIE B. KADERKA

PARCEL 65

SCALE	PROJECT	COUNTY
1" = 200'	F.M. 3349	WILLIAMSON

S:_HDR-PROJECTS\FM3349_OVERPASS\PARCELS\PARCEL_65-KADERKA\PARCEL_65-KADERKA.dwg

EXHIBIT "B"

Parcel 65

DEED

Southeast Loop (Corridor A1) Right of Way

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

NOW, THEREFORE, KNOW ALL BY THESE PRESENTS:

That ROBERT W. KADERKA and BONNIE B. KADERKA, hereinafter referred to as Grantor, whether one or more, for and in consideration of the sum of Ten Dollars ($10.00) and other good and valuable consideration to Grantor in hand paid by Williamson County, Texas, the receipt and sufficiency of which is hereby acknowledged, and for which no lien is retained, either expressed or implied, have this day Sold and by these presents do Grant, Bargain, Sell and Convey unto WILLIAMSON COUNTY, TEXAS, all that certain tract or parcel of land lying and being situated in the County of Williamson, State of Texas, along with any improvements thereon, being more particularly described as follows (the "Property"):

> All of that certain 1.333 acre (58,047 Sq. Ft.) tract of land in the Watkins Nobles Survey, Abstract No. 484, Williamson County, Texas; being more fully described by metes and bounds in Exhibit "A", attached hereto and incorporated herein (**Parcel 65**).

SAVE AND EXCEPT, HOWEVER, it is expressly understood and agreed that Grantor is retaining title to the following improvements located on the Property, to wit: NONE

RESERVATIONS FROM AND EXCEPTIONS TO CONVEYANCE AND WARRANTY:

Visible and apparent easements not appearing of record;

Any discrepancies, conflicts, or shortages in area or boundary lines or any encroachments or any overlapping of improvements which a current survey would show;

Easements, restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, and encumbrances for taxes and assessments (other than liens and conveyances) presently of record in the Official Public Records of Williamson County, Texas, that affect the property, but only to the extent that said items are still valid and in force and effect at this time.

Grantor reserves all of the oil, gas and other minerals in and under the land herein conveyed but waives all rights of ingress and egress to the surface thereof for the purpose of exploring, developing, mining or drilling or pumping the same; provided, however, that operations for exploration or recovery of any such minerals shall be permissible so long as all surface operations in connection therewith are located at a point outside the acquired parcel and upon the condition that none of such operations shall be conducted so near the surface of said land as to interfere with the intended use thereof or in any way interfere with, jeopardize, or endanger the facilities of Williamson County, Texas and/or the State of Texas or create a hazard to the public users thereof; it being intended, however, that nothing in this reservation shall affect the title and the rights of Grantee to take and use without additional compensation any, stone, earth, gravel, caliche, iron ore, gravel or any other road building material upon, in and under said land for the construction and maintenance of Southeast Loop/Corridor A1.

TO HAVE AND TO HOLD the property herein described and herein conveyed together with all and singular the rights and appurtenances thereto in any wise belonging unto Williamson County, Texas and its assigns forever; and Grantor does hereby bind itself, its heirs, executors, administrators, successors and assigns to Warrant and Forever Defend all and singular the said premises herein conveyed unto Williamson County, Texas and its assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof.

This deed is being delivered in lieu of condemnation.

IN WITNESS WHEREOF, this instrument is executed on this the ____ day of _____, 2021.

[signature pages follow]

GRANTOR:

_____
Robert W. Kaderka

ACKNOWLEDGMENT

STATE OF TEXAS §
§
COUNTY OF _____ §

This instrument was acknowledged before me on this the ____ day of _____, 2021 by Robert W. Kaderka, in the capacity and for the purposes and consideration recited therein.

_____
Notary Public, State of Texas

GRANTOR:

_____
Bonnie B. Kaderka

ACKNOWLEDGMENT

STATE OF TEXAS §
§
COUNTY OF _____ §

This instrument was acknowledged before me on this the ____ day of _____, 2021 by Bonnie B. Kaderka, in the capacity and for the purposes and consideration recited therein.

_____
Notary Public, State of Texas

PREPARED IN THE OFFICE OF:

Sheets & Crossfield, PLLC
309 East Main
Round Rock, Texas 78664

GRANTEE'S MAILING ADDRESS:

Williamson County, Texas
Attn: County Auditor
710 Main Street, Suite 101
Georgetown, Texas 78626

AFTER RECORDING RETURN TO:

Meeting Date: 07/20/2021

Executive Session

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Executive Session

Information

Agenda Item

Discuss real estate matters (EXECUTIVE SESSION as per VTCA Govt. Code sec. 551.072 Deliberation Regarding Real Estate Property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with third person.)

A. Real Estate Owned by Third Parties

Preliminary discussions relating to proposed or potential purchase or lease of property owned by third parties

a) Discuss the acquisition of real property for SW 183 and SH 29 Loop.
b) Discuss the acquisition of real property for CR 176 at RM 2243
c) Discuss the acquisition of real property: CR 278
d) Discuss the acquisition of real property for County Facilities.
e) Discuss the acquisition of real property for Seward Junction SE and SW Loop.
f) Discuss the acquisition of real property for SH 29 @ DB Wood.
g) Discuss the acquisition of real property for CR 366.
h) Discuss Somerset Road Districts No. 3 & 4 reimbursements for acquisition & construction of Reagan Blvd.
i) Discuss the acquisition of real property for CR 111.
j) Discuss the acquisition of real property for Corridor H
k) Discuss the acquisition of real property for future SH 29 corridor.
l) Discuss the acquisition of real property for the expansion of Ronald Reagan at IH 35.
m) Discuss the acquisition of right-of-way for Corridor C.
n) Discuss the acquisition of right-of-way for Corridor F.
o) Discuss the acquisition of right-of-way for Corridor D.
p) Discuss the acquisition of right-of-way for SE Loop/Corridor A.
q) Discuss the acquisition of right-of-way for Reagan extension.
r) Discuss the acquisition of real property near Justice Center.
s) Discuss the acquisition of drainage/detention easements for real property North of WMCO Juvenile Detention Center
t) Discuss the acquisition of the MKT Right of Way
u) Discuss acquisition of drainage easement in relation to County Road 176
v) Discuss acquisition of right of way for Corridor E.

B. Property or Real Estate owned by Williamson County

Preliminary discussions relating to proposed or potential sale or lease of property owned by the County

a) Discuss County owned real estate containing underground water rights and interests.
b) Discuss possible uses of property owned by Williamson County on Main St. between 3rd and 4th Streets. (formerly occupied by WCCHD)

c) Discuss property usage at Longhorn Junction
d) Discuss the sale of excess ROW at San Gabriel Parkway and Mel Mathis Ave.
e) Discuss county owned property located at Ed Schmidt Boulevard Hutto, Texas
f) Discuss the sale of property located at 900 S Main St., Taylor, 76574

C. Discuss the Williamson County Reimbursement Agreement for Construction of San Gabriel Blvd. and New Hope Road with the City of Leander and TIRZ #1

D. Discuss the Cobb Cavern Conservation Easement Amendment and potential acquisition.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:35 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 10:17 AM

Final Approval Date: 07/15/2021

Commissioners Court - Regular Session **66.**

Meeting Date: 07/20/2021

Economic Development

Submitted For: Charlie Crossfield **Submitted By:** Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Executive Session

Information

Agenda Item

Discussion regarding economic development negotiations pursuant to Texas Government Code, Section 551.087:

a) Business prospect(s) that may locate or expand within Williamson County.
b) Project Crystal
c) Project Winston
d) Project Solo
e) Project Stamp
f) Project Cutting Edge
g) Project Red Hot Chili Pepper
h) Project Nirvana

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Andrea Schiele	07/15/2021 10:35 AM

Form Started By: Charlie Crossfield Started On: 07/15/2021 10:18 AM

Final Approval Date: 07/15/2021