

**WORK AUTHORIZATION NO. 5  
SUBDIVISION REGULATIONS**

This Work Authorization ("WA") is made pursuant to the terms and conditions of the Public Involvement Services Agreement executed by and between Williamson County, Texas ("County") and Rifeline, LLC ("Firm") on March 26, 2019 ("Agreement") and describes the particular Services that shall be provided to County by Firm hereunder.

**1. Primary Services to Be Provided by Firm to County:**

Firm shall provide the following Services:

The Firm will provide the following public involvement services for Subdivision Regulations: Develop annotated agenda, email notifications and updates, meeting summary report including comments and questions compilation, maintain stakeholder database, coordinate logistics for subcommittee meeting, facilitate subcommittee meeting, engage with stakeholders through phone and email, review and edit subcommittee meeting presentation slides, and participate in coordination meetings.

**2. County's Responsibilities (if applicable):**

County shall provide the following:

The County will provide direction to the public involvement team, availability for meetings as necessary, preparation of strategy and materials.

**3. Compensation Specific to this WA:**

The maximum amount of compensation payable for Services under this WA without modification is **\$20,005.00**.

**4. Expenses Specific to this WA (if applicable):**

The County will pay the Firm up to a maximum amount of **\$3,000.00** for expenses actually incurred during the performance of the Services to be performed under this WA.

**5. Payment Terms:**

All invoices are due and payable in accordance with the terms of the Agreement.

**6. Time for Performance Specific to this WA:**

The Services to be performed under this WA shall be completed on or before April 1, 2020.

**7. Incorporation by Reference; Conflicting Terms and Conditions:**

All terms and conditions of the Agreement are hereby incorporated herein by reference as though they were fully set forth herein. To the extent that any of the terms and conditions of the Agreement conflict with the terms and conditions of this WA, the terms and conditions of the Agreement shall control unless this WA specifically states that the parties intend to modify a specific term or condition of the Agreement.

**WITNESS WHEREOF** each County and Firm has caused its authorized representatives to

execute and deliver this WA effective as of the date of August 27<sup>th</sup>, 2019.

**RIFELINE, LLC**

BY: Lynda Rife

NAME: Lynda Rife

TITLE: President

DATE: 08/20/19

**WILLIAMSON COUNTY, TEXAS**

BY: Bill Gravelle Jr.

NAME: Bill Gravelle Jr.

TITLE: Williamson County Judge

DATE: 8/27/19

Task	Principal \$ 200.00	Sr. Public Involvement Officer \$ 150.00	Public Involvement Officer \$ 120.00	Jr. Public Involvement Officer \$ 75.00	Administrative \$ 50.00	Total
Develop annotated agenda (including revisions)	6	8	0	0	0	\$ 2,480.00
Draft email notifications and updates	1	3	5	0	0	\$ 1,280.00
Develop meeting summary report including comments and questions compilation	1	5	10	0	0	\$ 2,200.00
Maintain stakeholder database	0	2	5	0	0	\$ 920.00
Coordinate subcommittee meeting logistics	1	8	8	0	0	\$ 2,440.00
Attend and facilitate subcommittee meeting	5	5	5	5	0	\$ 2,775.00
Review and edit subcommittee meeting presentation slides	2	4	0	0	0	\$ 1,040.00
Participate in coordination meetings	8	8	4	0	0	\$ 3,360.00
Invoice (including progress reports)	0	1	0	0	0	\$ 310.00
<b>TOTAL</b>	<b>24</b>	<b>43</b>	<b>37</b>	<b>5</b>	<b>0</b>	<b>\$ 15,805.00</b>

Optional	Principal \$ 200.00	Sr. Public Involvement Officer \$ 150.00	Public Involvement Officer \$ 120.00	Jr. Public Involvement Officer \$ 75.00	Administrative \$ 50.00	Total
Respond to stakeholders through email and phone	5	10	5	0	0	\$ 3,280.00

**GRAND TOTAL \$ 20,085.00**