NOTICE TO THE PUBLIC
WILLIAMSON COUNTY COMMISSIONERS COURT
Commissioners Courtroom
710 S. Main Street, Georgetown
September 23, 2025
9:30 A.M.

The Commissioners Court of Williamson County, Texas will meet in Regular Session at the above location, date, and time to consider the items set forth below. It is the intent of the Commissioners Court to have a quorum physically present at the meeting. Up to two (2) Commissioners Court members may participate by videoconference call in accordance with the Texas Open Meetings Act.

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.

3. **Public Comment Period for Agenda Items.** The Commissioners Court will conduct a Public Comment Period to allow members of the public, who have properly submitted a Public Participation Form, to address the Commissioners Court regarding specific Agenda Items that are on the Commissioners Court's Agenda. During such Public Comment Period, speakers shall be limited to a maximum of three (3) minutes to make his or her remarks regarding an Agenda Item. Each member of the public who appears before the Commissioners Court to address the Commissioners Court regarding more than one (1) Agenda Item on the Commissioners Court's Agenda shall be limited to a cumulative maximum of five (5) minutes to make his or her remarks for all such Agenda Items. The maximum overall discussion time allowed for an Agenda Item, regardless of the number of members of the public wishing to address the Court on such Agenda Item, shall be limited to thirty (30) minutes. Speaking time, to the extent possible, will be evenly allocated among speakers should more than ten (10) speakers desire to speak on the same Agenda Item. In matters of exceptional interest, the Commissioners Court may, by majority vote, lengthen the maximum overall public discussion time allowed on a particular Agenda Item. The Presiding Officer of the Commissioners Court reserves the right to conduct public comment regarding an Agenda Item at the time in which the item is called for the Commissioners Court's consideration as opposed to including such public comments during this Public Comment Period.

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 4 –40)

4. Discuss, consider and take appropriate action on a line item transfer for Justice of the Peace, Precinct #4.

Fiscal Impact

From/To	Acct No.	Description	Amount
FROM	0100-0409-004998	Non-Departmental/Contingencies	$100,000
TO	0100-0454-004190	JP#4/Autopsies	$100,000

5. Discuss, consider and take appropriate action on a line item transfer for the County Treasurer.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	0100.0497.004219	Bank charges	1343.00
To	0100.0497.004300	Courier expenses	1343.00

6. Discuss, consider, and take appropriate action on a line item transfer for the County Attorney's Office.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	0100.0475.003010	Computer Equipment	$1,696.00
To	0100.0475.003900	Membership Dues	$1,696.00

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

Fiscal Impact

From/To	Acct No.	Description	Amount
	600.0000.370400	Proceeds fm Bond/Co Issuances	$37,936,926.42
	600.0000.370401	Premium fm Bond/Co Issuances	$ 2,889,196.10
	600.0000.370500	Miscellaneous Revenue	$ 0.17

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

Fiscal Impact

From/To	Acct No.	Description	Amount
	600.0600.004098	Pymt to Refunding Escrow Agent	$40,826,122.69

9. Discuss, consider and take appropriate action on a line item transfer for the Debt Service Fund.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	600.0600.006640	'15 LTD Tax Refunding - INT	$819,425.37
From	600.0600.006645	'16 LTD Park Bonds - INT	$76,065.43
To	600.0600.004098	Pymt to Refunding Escrow Agent	$583,666.72
To	600.0600.004099	Bond Issuance Cost	$311,824.08

10. 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 to the General Fund.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0000.342235	Jury Service Reimbursement Fee	$50,000.00

11. 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 All District Courts Budget.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0435.004002	Jurors, Grand Jurors	$50,000.00

12. Discuss, consider and take appropriate action to approve Justice of the Peace, Pct. 4, August 2025 Monthly Report in compliance with Code of Crim. Proc. § 103.005.

13. Discuss, consider and take any necessary action to approve an Order for Interment by cremation of the deceased (Shirley Erskin) who passed away in Williamson County, Texas, where the County has discretion to inter, pursuant to Tex. Health & Safety Code § 711.002(e), and authorize Beck Funeral Home to move forward with interment.

14. Discuss, consider and take appropriate action on a Second Lease Amendment and Extension Agreement of a Commercial Lease Agreement between Williamson County, as Lessor, and Bindya Reddy Dental Services, PLLC, as Lessee, relating to a commercial condominium unit located at 321 Ed Schmidt Blvd, Unit 300, Hutto, TX 78634.

15. Discuss, consider and take appropriate action to approve waiving penalty and interest to customers as requested by the Tax Assessor/Collector's Office.

16. Approve, consider and take appropriate action to approve the TexPool Resolutions Amending Authorized Representatives for the Tax Assessor/Collector's office.

17. Discuss, consider, and take action on approving the Williamson County Regional Animal Shelter to apply for a grant from Best Friends.

18. Discuss, consider, and take appropriate action to transition Jennifer Powell to the Family Community Health Agent.

19. Discuss, consider and take appropriate action on a 2nd Amendment to the Standard Agreement with Local Governmental Entity regarding off-duty contracting of County Sheriff's Deputies by and between Williamson County Water, Sewer, Irrigation and Drainage District #3, Williamson County Sheriff's Office and Williamson County, Texas relating to a 2nd Amendment to the vehicle reimbursement amount.

20. Discuss, consider and take appropriate action on a 2nd Amendment to the Standard Agreement with the Local Governmental Entity regarding off-duty contracting of County Sheriff's Deputies by and between Block House Municipal Utility District, Williamson County Sheriff's Office and Williamson County, Texas relating to a 2nd Amendment to the vehicle reimbursement amount.

21. Discuss, consider and take appropriate action regarding approval and receipt of vehicle reimbursement agreement with Grace Bible Church for off duty contracting of County Sheriff Deputies to be effective October 1, 2025.

22. Discuss, consider, and take appropriate action on authorizing the Purchasing Agent to advertise and receive sealed responses for EMS Patient Cardiac Care Monitors, under RFP #25RFP82.

23. Discuss, consider, and take appropriate action on awarding RFSQ #24RFSQ53 to The Lawrence Group Architects of Austin, Inc. for the Medic 41 Restroom Addition, in the amount of Nineteen Thousand Nine Hundred and No/100 Dollars $19,900.00 and authorize execution of the agreement.

24. Discuss, consider, and take appropriate action on approving the submission of a formal protest/request for a contested case hearing and written comments, information and recommendations by legal counsel for Williamson County to the Texas Commission on Environmental Quality relating to a petition for the creation of Williamson County MUD No. 67.

25. Discuss, consider, and take appropriate action on approval of the Final Plat for the Cross Creek Commercial Park Subdivision – Precinct 2.

26. Discuss, consider, and take appropriate action on approval for the Replat of Lots 53, 54, and 55 Brushy Bend Park subdivision – Precinct 3.

27. Discuss, consider, and take appropriate action on approval of the Final Plat for the Salinas Property Subdivision – Precinct 4.

28. Discuss, consider and take appropriate action on Supplemental Work Authorization No. 5 to Work Authorization No. 6 under Williamson County Contract between Cobb, Fendley & Associates, Inc. and Williamson County dated July 16, 2019, for Utility Coordination/SUE for CR 201 from Umbrella Sky to CR 200. Funding source: P499

29. Discuss, consider and take appropriate action on Supplemental Work Authorization No. 4 to Work Authorization No. 1 under the Williamson County Contract between K Friese and Associates, LLC and Williamson County dated March 5, 2024, for On Call Development Services Assistance. Funding source: 01.0200.0210.004100.

30. Discuss, consider, and take appropriate action on authorizing the Purchasing Agent to advertise and receive sealed responses for IFB Aggregate Grades 3, 5, FS for Road and Bridge Department, under IFB #25IFB85.

31. Discuss, consider, and take appropriate action on approving Service Agreement #2025361 for Heavy Equipment Operator Safety Training, between Randy C Plaag dba Training Texas and Williamson County in the not-to-exceed amount of $48,825.00, exempting the purchase from competitive bidding under Texas Local Government Code 262.024 (a)(4) [personal or professional service] and authorizing the execution of this agreement.

32. Discuss, consider, and take appropriate action on authorizing the Purchasing Agent to advertise and receive sealed responses for the RM 2243 Realignment Demolition Project for Bonds/HNTB, under IFB #25IFB84.

33. Discuss, consider, and take appropriate action on Work Authorization No. 1 to the On-Call Geotechnical Services (Wilco Way) contract executed on March 19, 2024, between Williamson County and Raba Kistner, Inc. relating to the 2023 Road and Bridge Program.

34. Discuss, consider, and take appropriate action on Supplemental No. 1 to Work Authorization No. 1 to the On-Call Surveying Services (Sonterra Boulevard) contract executed on May 13, 2024, between Williamson County and Austin Surveying Company, LLC dba Inland Geodetics relating to the 2023 Road Bond Program.

35. Discuss, consider, and take appropriate action on Supplemental No. 2 to Work Authorization No. 1 to the CR 460 contract executed on March 19, 2024, between Williamson County and Alfred Benesch & Company relating to the 2023 Road Bond Program.

36. Discuss, consider, and take appropriate action on Supplemental No. 2 to Work Authorization No. 3 to the On-Call Surveying Services (Liberty Hill Bypass: West and East Segments) contract executed on May 13, 2024, between Williamson County and Austin Surveying Company, LLC dba Inland Geodetics relating to the 2023 Road Bond Program.

37. Discuss, consider, and take appropriate action on Supplemental No. 3 to Work Authorization No. 1 to the CR 138 Safety Improvements contract executed on March 19, 2024, between Williamson County and Rodriguez Transportation Group, Inc. relating to the 2023 Road Bond Program.

38. Discuss, consider, and take appropriate action on Supplemental No. 4 to Work Authorization No. 7 to the On-Call Surveying Services (CR 314 Safety Improvements) contract executed on May 13, 2024, between Williamson County and Austin Surveying Company, LLC dba Inland Geodetics relating to the 2023 Road Bond Program.

39. Discuss, consider, and take appropriate action on Supplement No. 5 to Work Authorization No. 1 to the RM 1431 (US 183A to IH 35) contract executed November 21, 2023, between Williamson County and STV Incorporated as a successor in interest to CP&Y, Inc. dba STV Infrastructure relating to the LTP/Corridor Program.

40. Discuss, consider, and take appropriate action on Supplemental No. 10 to Work Authorization No. 1 to the RM 2243 contract executed on January 14, 2020, between Williamson County and BGE, Inc. relating to the 2019 Road Bond Program.

REGULAR AGENDA

41. Discuss, consider, and take appropriate action on designating September 15–October 15, 2025, as Hispanic and Latino Heritage Month in Williamson County.

42. 9:30 AM Hold Public Hearing for the County Clerk's Archive Plan for 2025-2026 for the preservation and restoration of county records.

43. Discuss and take appropriate action on Records Archive Plan 2025-2026 for the County Clerk.

44. 09:30 AM — Hold Public Hearing regarding setting the rate associated with the mandatory provider participation payments that Williamson County may require of all local hospitals for fiscal year (FY) 2026 in relation to the Williamson County Health Care Participation Program and establish how the revenue derived from those payments may be spent in accordance with Chapter 292B of the Texas Health & Safety Code and the Williamson County Health Care Provider Participation Program Rules and Procedures.

45. Discuss, consider and take appropriate action on setting the rate associated with the mandatory provider participation payments that Williamson County may require of all local hospitals for fiscal year (FY) 2026 in relation to the Williamson County Health Care Participation Program and establish how the revenue derived from those payments may be spent in accordance with Chapter 292B of the Texas Health & Safety Code and the Williamson County Health Care Provider Participation Program Rules and Procedures.

46. Discuss, consider and take appropriate action on the Fiscal Year 2025/2026 Budget Order.

47. Discuss, consider and take appropriate action on canceling Commissioners Court on Tuesday for the following dates: November 11, 2025; December 2, 2025; January 20, 2026; February 17, 2026; March 17, 2026; April 7, 2026; May 26, 2026; July 7, 2026, and September 8, 2026.

48. Discuss, consider and take appropriate action on changes to the Employee Policy Manual for Fiscal Year 2026.

49. Discuss, consider, and take appropriate action on changes to the Expenditure Policy for FY26.

50. Hear a presentation from the County Manager on the Death Inquest Investigator Program.

51. Discuss, consider and take appropriate action on the following 2025-2026 budgets:

0338 Uncompensated Care Fund (CHP)
0339 Opioid Fund
0340 Tobacco Fund
0350 Law Library Fund
0364 Pretrial Intervention Program Fund
0370 Alternate Dispute Resolution
0376 Surplus Elections Contract Fund
0385 Records Management and Preservation Fund - County Clerk
0386 Records Management and Preservation Fund - District Clerk
0388 Court Records Preservation Fund
0507 Radio Communication System Fund
0543 Fire Marshal Fund
0545 Regional Animal Shelter Fund
0546 Regional Animal Shelter Donation Fund
0840 Risk Fund
0882 Fleet Maintenance Fund

52. Discuss, consider and acknowledge the following 2025-2026 budgets:

0355 Court Reporter Service Fund
0360 Courthouse Security Fund
0361 Justice of the Peace Security Fund
0367 Justice of the Peace, Precinct #3, Local Youth Diversion Fund
0368 Justice of the Peace, Precinct #2, Local Youth Diversion Fund
0369 Justice of the Peace, Precinct #4, Local Youth Diversion Fund
0372 Justice Court Technology Fund
0373 Justice of the Peace, Precinct #1, Local Youth Diversion Fund
0380 Judicial Education Probate Court Fund

53. Discuss, consider and take action regarding a reimbursement agreement with the Williamson Central Appraisal District in connection with its agreement with Aviation Captial Partners, LLC concerning the recovery of property taxes on aircraft assets.

54. Discuss, consider, and take appropriate action to authorize the use of Williamson County-owned property at 3751 N. Highway 183, Liberty Hill as a temporary flood-debris management site for contractors removing debris generated by the July flooding.

55. Discuss, consider, and take appropriate action on the procurement of Property/Casualty & Workers' Compensation Insurance through Broker of Record McGriff Insurance Services under solicitation #22RFP79 for a total amount of up to $4,302,246.57 for the term October 1, 2025 through October 1, 2026.

56. Discuss, consider and take appropriate action on a Statewide Automated Victim Notification Service (SAVNS) Maintenance Grant Contract with the Office of the Attorney General for SAVNS grant program funding for Fiscal Year 2026.

57. Discuss, consider, and take appropriate action on approving an amendment to the Cooperative Working Agreement with the Capital Area Council of Governments (CAPCOG) for use of the County's firing range, with the original Cooperative Working Agreement approved on September 26, 2023, under Agenda Item #23.

58. Discuss, consider and take appropriate action approving Amendment 4 to contract #21RFP4 for Aramark Correctional Services LLC, for a meal price adjustment allowable as per the Consumer Price Index, to provide Jail Inmates food services and authorize the execution of the amendment.

59. Discuss, consider and take appropriate action on approving Agreement #2026-009 for Annual Public Safety Maintenance between Williamson County and Superion LLC, a Central Square Technologies Company, in the amount of $620,663.48 for one year and exempting the purchase from competitive requirements per Texas Local Government Code §262.024(a)(7)(D)[captive replacement parts or components for equipment].

60. Discuss, consider, and take appropriate action on approving the Master Service Agreement, 2026-022, between Williamson County and Life Safety Services, LLC for Inspection and Repair Services for Fire Exhaust Systems in the not-to-exceed amount of $200,000.00 per fiscal year pursuant to Sourcewell's Cooperative Contract #031125-LSS and authorize execution of the agreement.

61. Discuss, consider, and take appropriate action on purchase contract #2025366 for Williamson County FY 26 Fleet Vehicles with Silsbee Ford, Inc. for a total amount of $748,396.54 through TIPS cooperative contracts #240901.

62. Discuss, consider, and take appropriate action on purchase contract #2025365 for Williamson County FY 26 Fleet Vehicles with Lake Country Chevrolet, Inc. for a total amount of $2,307,055.74 through TIPS cooperative contracts #240901.

63. Discuss, consider, and take appropriate action on Contract Amendment No. 1 and Work Authorization #2 to the CR 458 contract executed March 19, 2024, between Williamson County and Lockwood, Andrews & Newman, Inc. relating to the 2023 Road Bond Program.

64. Discuss, consider, and take appropriate action regarding a TCEQ Agent Authorization Form for the Edwards Aquifer Protection Program associated with the Ronald Reagan Blvd Widening, Seg D2 Project, a 2023 Road Bond Project in Commissioner Pct. 3.

65. Discuss, consider and take appropriate action on an Advanced Funding Agreement, Amendment No. 1 with TxDOT regarding the construction of the FM 3349-US 79 Interchange Project.

66. Discuss, consider and take appropriate action on an Interlocal Agreement Regarding the Participation of the City of Liberty Hill and Williamson County, Texas in the Design and Construction Costs Related to the Liberty Hill Bypass Segment East Project.

67. Discuss, consider and take appropriate action on an Interlocal Agreement Regarding the Participation of the City of Liberty Hill and Williamson County, Texas in the Design and Construction Costs Related to the Liberty Hill Bypass Segment West Project.

68. Discuss, consider and take appropriate action on a Letter Agreement with CHV Liberty Hill Property Owner LLC to acquire 0.0085 AC needed as an electric easement for the construction of the Seward Junction N Loop project (Parcel 25).

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)."

69. Discuss the following pending or contemplated litigation, settlement matters and/or other confidential attorney-client legal matters pursuant to the Texas Government Code Section 551.071:

a. Discuss legal matters relating to an Amended & Restated Interlocal Lease Agreement between Williamson County and the City of Georgetown for the lease of the county's property located at 8th Street and MLK Boulevard, Georgetown, Texas.

b. Claim No. 09052024-560-338 — Auto liability claim by Texas Council Risk Management for an incident occurring on or about 9/5/2024.

70. Deliberate, discuss and conduct annual reviews and evaluations of Senior Directors of Williamson County to include, but not be limited to the Senior Director of Williamson County ITS, Senior Director of Department of Infrastructure, Senior Director of Parks Department, Senior Director of Emergency Services, Senior Director of Facilities Management, Williamson County Commissioners Court County Manager and Williamson County Commissioners Court General Counsel (Executive Session as per Tex. Gov. Code Section 551.074 – Personnel Matters).

71. Discuss security assessments and necessary deployments relating to the Williamson County Information Technology and its network/systems security information as described by Texas Gov't Code Section 2059.055(b); and deployment, or specific occasions for implementation, of any necessary security, critical infrastructure, and/or security devices pursuant to Texas Government Code Section 551.089.

REGULAR AGENDA (continued)

72. Discuss, consider, and take appropriate action regarding Claim No. 09052024-560-338, an auto liability claim by Texas Council Risk Management for an incident occurring on or about 9/5/2024

73. Discuss, consider, and take appropriate action on setting dates for holding Special Sessions of the Williamson County Commissioners Court.

74. Comments from Commissioners.

75. **Public Comment Period for County Matters that are not on the Agenda.** The Commissioners Court will conduct a Public Comment Period to allow members of the public, who have properly submitted a Public Participation Form, to address the Commissioners Court regarding matters pertaining to or affecting Williamson County, but that do not appear as an Agenda Item on the Commissioners Court's Agenda. During this Public Comment Period, speakers shall be limited to a maximum of two (2) minutes to make his or her remarks and the maximum overall discussion time allowed for this 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 this Public Comment Period. Please note that the members of the Court may not comment during the meeting about matters that are not on the Commissioners Court's Agenda.

_____

Steven Snell, 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 17th day of September 2025 at 5:00 pm and remained posted for at least three business days before the scheduled date of the meeting.

Commissioners Court - Regular Session **4.**

Meeting Date: 09/23/2025

Line Item Transfer

Submitted By: Ashlie Holladay, Budget Office

Department: Budget Office

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on a line item transfer for Justice of the Peace, Precinct #4.

Background

Due to an increase in the number of unexpected autopsies, funding has been depleted in the autopsy line. We currently have ~ $55K of invoices received (and yet to be paid) with another $45K expected on the next on-call rotation for a total of $100K.

Fiscal Impact

From/To	Acct No.	Description	Amount
FROM	0100-0409-004998	Non-Departmental/Contingencies	$100,000
TO	0100-0454-004190	JP#4/Autopsies	$100,000

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:34 AM
Form Started By: Ashlie Holladay		Started On: 09/16/2025 08:00 PM
Final Approval Date: 09/17/2025		

Commissioners Court - Regular Session **5.**

Meeting Date: 09/23/2025

Line item transfer for the County Treasurer

Submitted For: Scott Heselmeyer **Submitted By:** Carole Callahan, County Treasurer

Department: County Treasurer

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on a line item transfer for the County Treasurer.

Background

The courier expenses were higher than expected. Therefore, we need to move additional funds to cover the invoice.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	0100.0497.004219	Bank charges	1343.00
To	0100.0497.004300	Courier expenses	1343.00

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/12/2025 09:51 AM
Budget Office	Saira Hernandez	09/17/2025 10:24 AM
Form Started By: Carole Callahan		Started On: 09/12/2025 09:17 AM
Final Approval Date: 09/17/2025		

Commissioners Court - Regular Session **6.**

Meeting Date: 09/23/2025

Line Item Transfer

Submitted For: Dee Hobbs **Submitted By:** Stephanie Lloyd, County Attorney

Department: County Attorney

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on a line item transfer for the County Attorney's Office.

Background

This request is to cover remaining expenses in Membership dues for the year.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	0100.0475.003010	Computer Equipment	$1,696.00
To	0100.0475.003900	Membership Dues	$1,696.00

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/12/2025 09:50 AM
Budget Office	Saira Hernandez	09/17/2025 08:57 AM
Form Started By: Stephanie Lloyd		Started On: 09/11/2025 02:43 PM
Final Approval Date: 09/17/2025		

Commissioners Court - Regular Session **7.**

Meeting Date: 09/23/2025

Budget Amendment for Debt Service Rev 9.23.25

Submitted For: Ganae Hempe **Submitted By:** Ganae Hempe, County Auditor

Department: County Auditor

Agenda Category: Consent

Information

Agenda Item

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

Background

The budget amendment recognizes additional proceeds related to the 2025 Refunding, Park Bond and Road Bond issuances.

Fiscal Impact

From/To	Acct No.	Description	Amount
	600.0000.370400	Proceeds fm Bond/Co Issuances	$37,936,926.42
	600.0000.370401	Premium fm Bond/Co Issuances	$ 2,889,196.10
	600.0000.370500	Miscellaneous Revenue	$ 0.17

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/10/2025 09:35 AM
Form Started By: Ganae Hempe		Started On: 09/08/2025 02:17 PM
Final Approval Date: 09/10/2025		

Commissioners Court - Regular Session **8.**

Meeting Date: 09/23/2025

Budget Amendment for Debt Service Exp 09.23.25

Submitted For: Ganae Hempe **Submitted By:** Ganae Hempe, County Auditor

Department: County Auditor

Agenda Category: Consent

Information

Agenda Item

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

Background

The budget amendment recognizes additional expenditures related to the 2025 Refunding, Park Bond and Road Bond issuances.

Fiscal Impact

From/To	Acct No.	Description	Amount
	600.0600.004098	Pymt to Refunding Escrow Agent	$40,826,122.69

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/10/2025 09:35 AM
Form Started By: Ganae Hempe		Started On: 09/08/2025 05:42 PM
Final Approval Date: 09/10/2025		

Commissioners Court - Regular Session **9.**

Meeting Date: 09/23/2025

Line Item Transfer for Debt Service Fund

Submitted For: Ganae Hempe **Submitted By:** Ganae Hempe, County Auditor

Department: County Auditor

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on a line item transfer for the Debt Service Fund.

Background

This line item transfer is needed to balance the budget following the 2025 Refunding, Park Bond and Road Bond Issuance.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	600.0600.006640	'15 LTD Tax Refunding - INT	$819,425.37
From	600.0600.006645	'16 LTD Park Bonds - INT	$76,065.43
To	600.0600.004098	Pymt to Refunding Escrow Agent	$583,666.72
To	600.0600.004099	Bond Issuance Cost	$311,824.08

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/10/2025 09:36 AM
Form Started By: Ganae Hempe		Started On: 09/08/2025 06:05 PM
Final Approval Date: 09/10/2025		

Commissioners Court - Regular Session **10.**

Meeting Date: 09/23/2025

Budget Amendment General Fund Revenue

Submitted For: Julie Kiley **Submitted By:** Julie Kiley, County Auditor

Department: County Auditor

Agenda Category: Consent

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 to the General Fund.

Background

The state reimburses a portion of the Grand Juror/Juror Payment. We will be receiving more reimbursement than budgeted due to the increase in the number of Jurors being called and days spent in Jury Trials. We need additional funds in the expenditure line to finish out the fiscal year. So amending the revenue to provide for an amendment for the additional expense.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0000.342235	Jury Service Reimbursement Fee	$50,000.00

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 09:00 AM
Form Started By: Julie Kiley		Started On: 09/15/2025 07:14 AM
Final Approval Date: 09/15/2025		

Commissioners Court - Regular Session **11.**

Meeting Date: 09/23/2025

Budget Amendment All District Courts Budget

Submitted For: Julie Kiley **Submitted By:** Julie Kiley, County Auditor

Department: County Auditor

Agenda Category: Consent

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 All District Courts Budget.

Background

This budget amendment is needed in order to provide for additional funding for the rest of the current fiscal year. Grand Jurors have served a total of 19 days from Sept 1, 2024 thru July 30, 2025. There have also been 59 Jury trials in the District Courts. All Jurors that appear are paid for at least the appearance day and then those Jurors chosen to serve are paid for those subsequent days. Due to the increased need, we have also received additional reimbursement from the State over what was anticipated. This is a balanced budget amendment to provide for the funding needed for the remainder of the fiscal year.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0435.004002	Jurors, Grand Jurors	$50,000.00

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 09:05 AM
Form Started By: Julie Kiley		Started On: 09/15/2025 07:19 AM
Final Approval Date: 09/15/2025		

Commissioners Court - Regular Session **12.**

Meeting Date: 09/23/2025

Justice of the Peace 4 August 2025 Monthly Report

Submitted By: Veronica Bolander, J.P. Pct. #4

Department: J.P. Pct. #4

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action to approve Justice of the Peace, Pct. 4, August 2025 Monthly Report in compliance with Code of Crim. Proc. § 103.005.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

JP4 EOM AUG 2025

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 08:58 AM
Form Started By: Veronica Bolander		Started On: 09/12/2025 05:13 PM
Final Approval Date: 09/15/2025		

IN COMPLIANCE WITH ARTICLE 103.005
CODE OF CRIMINAL PROCEDURE

THE STATE OF TEXAS
COUNTY OF WILLIAMSON

Before me, the undersigned authority, on this day personally appeared Rhonda Redden, Justice of the Peace, Precinct 4, Williamson County, who on her oath, stated that the attached report of money collected is a true and correct report for the month of August 2025.

RHONDA REDDEN
JUSTICE OF THE PEACE
PRECINCT FOUR

This 10th day of September 2025, to certify which witness my hand and seal of office.

VERONICA BOLANDER
My Notary ID # 2676312
Expires November 2, 2027

NOTARY PUBLIC in and for the State of Texas

Payment Report - Transaction/Adjustment Detail

Deposit Date: **8/1/2025 - 8/31/2025** Case Categories: **Civil; Criminal**
Locations: **JP4** Payment Type: **Cash Bond Deposit; Counter Payment; ...**

Final Totals		Fee Totals	Transaction Totals
Total Payments		**140,687.16**	**140,687.16**
Total Adjustments Impacting Payments		**0.00**	**0.00**
Final Fee Code Totals		**140,687.16**	**140,687.16**
Tender Method Summary			
Tender Types	Cash	4,783.52	4,783.52
	Certified Payments Credit Card	59,333.57	59,333.57
	Check	19,953.30	19,953.30
	Credit Card	27,743.37	27,743.37
	E-File Credit Card	26,994.00	26,994.00
	Money Order	1,879.40	1,879.40

Payment Report - G/L and Fund Summary

Deposit Date: **8/1/2025 - 8/31/2025** Case Categories: **Civil; Criminal**
Locations: **JP4**

Payment Type: **Cash Bond Deposit; Counter Payment; ...**

G/L Account	G/L Account Number	Fee Totals
0100 - General Fund		
01-0100-0000-207008 - JP 4-CASH BONDS	L-004-4-01-0100-0000-207008: 01-0100-0000-207008 - JP4 Cash Bonds	1,459.30
01-0100-0000-207017 - Collections Agency Fee	L-004-4-01-0100-0000-207017: 01-0100-0000-207017 - Collections Agency Fee	2,483.44
01-0100-0000-209600 - FINES DUE TO TX PARKS WILDLIFE	L-004-4-01-0100-0000-209600: 01-0100-0000-209600 - Fines Due to TX Parks Wildlife	96.90
01-0100-0000-209700 - JP COURTS-REFUNDS	L-004-4-01-0100-0000-209700: 01-0100-0000-209700 - JP Courts Refunds	16,149.90
01-0100-0000-341200 - Sheriff Fees (WILCO)	L-004-4-01-0100-0000-341200: 01-0100-0000-341200 - Sheriff Fees (WILCO)	50.00
01-0100-0000-341804 - FEES OF OFFICE, JP PCT-4	L-004-4-01-0100-0000-341804: 01-0100-0000-341804 - Fees of Office, JP Pct. #4	19,845.96
01-0100-0000-341904 - CIVIL FEES/OFFICE, CONST 4	L-004-4-01-0100-0000-341904: 01-0100-0000-341904 - Fees of Office, Const. PCT #4	14,160.00
01-0100-0000-341914 - CRIMINAL FEES/OFFICE, CONST 4	L-004-4-01-0100-0000-341914: 01-0100-0000-341914 - Fees of Office, Crim. Const PCT #4	1,103.60
01-0100-0000-342860 -Time Payment Fee County 2.50	L-004-4-01-0100-0000-342860: 01-0100-0000-342860 - Time Payment Fee County 2.50	880.38
01-0100-0000-351304 - FINES, JP PCT-4	L-004-4-01-0100-0000-351304: 01-0100-0000-351304 - FINES, JP PCT #4	42,345.30
01-0100-0000-365103 Language Access Fund	L-004-4-01-0100-0000-365103: 01-0100-0000-365103 - Language Access Fund	1,677.00
01-0100-0000-370500 - Miscellaneous Revenue	L-004-4-01-0100-0000-370500: 01-0100-0000-370500 - Miscellaneous Revenue	0.10
99-9999-9999-000003 - LOCAL Consolidated CC-Misd C	L-004-4-99-9999-9999-000003: 99-9999-9999-000003 - LOCAL Consolidated CC-MISD C	4,947.66
	0100 - General Fund Total:	**105,199.54**
0361 - JP Security Fund		
01-0361-0000-341154 - JP 4 SECURITY FEES	L-004-4-01-0361-0000-341154: 01-0361-0000-341154 - JP 4 SECURITY FEES	4.46
	0361 - JP Security Fund Total:	**4.46**
0369 - JP-4 Truancy Program Fund		
01-0369-0000-341917 - JP4 Truant Conduct (HB 2398)	L-004-4-01-0369-0000-341917: 01-0369-0000-341917 - JP4 Truant Conduct (HB 2398)	445.45
01-0369-0000-342190 - Youth Diversion Program (HB 3186)	L-004-4-01-0369-0000-342190: 01-0369-0000-342190 - Youth Diversion Program (HB 3186)	150.00
01-0369-0000-370000 - JP-4 Truancy Program Fees	L-004-4-01-0369-0000-370000: 01-0369-0000-370000 - JP-4 Truancy Program Fee	5.58
	0369 - JP-4 Truancy Program Fund Total:	**601.03**
0370 - Alternate Dispute Resolution Fund		
01-0370-0000-341170 - Alternate Dispute Resolution Fees	L-004-4-01-0370-0000-341170: 01-0370-0000-341170 - Alternate Dispute Resolution Fees	2,795.00
	0370 - Alternate Dispute Resolution Fund Total:	**2,795.00**
0372 - Justice Court Technology Fund		
01-0372-0000-341144 - JP 4 TECHNOLOGY FEES	L-004-4-01-0372-0000-341144: 01-0372-0000-341144 - JP #4 TECHNOLOGY FEES	4.46
	0372 - Justice Court Technology Fund Total:	**4.46**

Payment Report - G/L and Fund Summary

Deposit Date: **8/1/2025 - 8/31/2025** Case Categories: **Civil; Criminal**
Locations: **JP4**

Payment Type: **Cash Bond Deposit; Counter Payment; ...**

G/L Account	G/L Account Number	Fee Totals
0399 - State Agency Fund		
01-0399-0000-208034 - JP 4 Truancy Prev/Diversion - State	L-004-4-01-0399-0000-208034: 01-0399-0000-208034 - JP 4 Truancy Prev/Diversion - State	2.23
01-0399-0000-208160 - CCC FEES DUE TO STATE COMP	L-004-4-01-0399-0000-208160: 01-0399-0000-208160 - Consolidated Court Costs	44.60
01-0399-0000-208165 - CCC 01.2020 Fee's Due to State	L-004-4-01-0399-0000-208165: 01-0399-0000-208165 - State Con Court Cost LGC 133.102(a)(3	21,225.81
01-0399-0000-208181 - State Consolidated Fee	L-004-4-01-0399-0000-208181: 01-0399-0000-208181 - State Consolidated Fee	840.00
01-0399-0000-208235 - JURY SERVICE FEES DUE TO STATE	L-004-4-01-0399-0000-208235: 01-0399-0000-208235 - Jury Service Fee	4.46
01-0399-0000-208352 - CRIMINAL JUDICIAL SUPPORT DUE	L-004-4-01-0399-0000-208352: 01-0399-0000-208352 - Support of the Judiciary Fund	6.69
01-0399-0000-208400 - DPS ARREST FEES DUE TO STATE	L-004-4-01-0399-0000-208400: 01-0399-0000-208400 - Texas Highway Patrol Arrest Fees	475.19
01-0399-0000-208415 - MOVING VIOLATION FEE DUE TO ST	L-004-4-01-0399-0000-208415: 01-0399-0000-208415 - Moving Violation Fee Due to State	0.01
01-0399-0000-208426 - State Traffic Fine Due To State	L-004-4-01-0399-0000-208426: 01-0399-0000-208426 - State Traffic Fine Due To State	7,759.91
01-0399-0000-208703 - INDIGENT DEF FEES - DUE TO ST	L-004-4-01-0399-0000-208703: 01-0399-0000-208703 - Indigent Defense Fee	2.23
01-0399-0000-208720 - SEATBELT FINES	L-004-4-01-0399-0000-208720: 01-0399-0000-208720 - Seatbelt Fines	250.00
01-0399-0000-208850 - WEIGHT VIOLATION FINES DUE TO	L-004-4-01-0399-0000-208850: 01-0399-0000-208850 - Weight Violation Fines	1,471.54
	0399 - State Agency Fund Total:	**32,082.67**
	Fee Totals for All Funds:	**140,687.16**

Payment Report - Fee Code Summary

Deposit Date: **8/1/2025 - 8/31/2025** Case Categories: **Civil; Criminal**
Locations: **JP4**

Payment Type: **Cash Bond Deposit; Counter Payment; ...**

Fee Code Summary

Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
2020AFC4	Arrest Fee - Constable 4 CCP 102.011(a)(1), 102.011(e)	21.36	6	0.00	0	0.00	0	21.36	6
2020AFDPS	Arrest Fee - DPS CCP 102.011.(a)(1), 102.011(e)	465.19	112	0.00	0	0.00	0	465.19	112
2020AFJISD	Arrest Fee - Jarrell ISD PD CCP 102.011(a)(1), 102.011(e)	5.85	2	0.00	0	0.00	0	5.85	2
2020AFPW	Arrest Fee - TX P&W CCP 102.011(a)(1), 102. 011(e)	10.00	2	0.00	0	0.00	0	10.00	2
2020AFSO	Arrest Fee - Sheriff's Office 102.011(a)(1), 102.011(e)	1,257.24	288	0.00	0	0.00	0	1,257.24	288
2020CCC	State Cons Court Cost LGC 133.102(a)(3)	21,225.81	402	0.00	0	0.00	0	21,225.81	402
2020CDF	Compliance Dismissal Fine	290.00	29	0.00	0	0.00	0	290.00	29
2020DSCM	Driving Safety Course Mandatory CCP 45. 0511(f)(1)	369.15	38	0.00	0	0.00	0	369.15	38
2020LCCC-C	LOCAL Consolidated Court Cost LGC 134.103(a)	4,947.66	414	0.00	0	0.00	0	4,947.66	414
2020LTF	Local Traffic Fine (TC 542.403)	465.22	174	0.00	0	0.00	0	465.22	174
2020STF	State Traffic Fine (TC 542.4031)	7,754.16	174	0.00	0	0.00	0	7,754.16	174
2020TCAF	Teen Court Admin Fee CCP45.052(e),FC 54. 032(g)	20.00	2	0.00	0	0.00	0	20.00	2
2020TPF	Time Payment Fee CCP 102.030	880.38	89	0.00	0	0.00	0	880.38	89
2020WFC4	Warrant Fee - Const Pct 4 CCP 102.011(a)(2), 102.011(e)	975.08	26	0.00	0	0.00	0	975.08	26
2020WFCPPD	Warrant Fee - Cedar Park PD CCP 102.011(a)(2) 102.011(e)	0.00	1	0.00	0	0.00	0	0.00	1
2020WFHPD	Warrant Fee - Hutto PD CCP 102.011(a)(2), 102.011(e)	100.00	2	0.00	0	0.00	0	100.00	2
2020WFWCSO	Warrant Fee Sheriff's Office CCP 102.011(a)(2). 102.011(e)	50.00	1	0.00	0	0.00	0	50.00	1
AB	Abstract	40.00	5	0.00	0	0.00	0	40.00	5
AFSO	Arrest Fee - Sheriff's Office (CCP 102.011)	5.58	2	0.00	0	0.00	0	5.58	2
CB	Cash Bond	1,459.30	5	0.00	0	0.00	0	1,459.30	5
CCC	Consolidated Court Costs [Loc. Gov't Code, 133.102]	44.60	2	0.00	0	0.00	0	44.60	2
CCOP	Civil Copies	65.75	45	0.00	0	0.00	0	65.75	45
CERT	Certified Copy	8.50	2	0.00	0	0.00	0	8.50	2
CFINE	County Fine	42,045.30	357	300.00	3	0.00	0	42,345.30	360
CHS	Courthouse Security Fee (CCP 102.017)	3.35	2	0.00	0	0.00	0	3.35	2

Payment Report - Fee Code Summary

Deposit Date: **8/1/2025 - 8/31/2025** Case Categories: **Civil; Criminal**
Locations: **JP4**

Payment Type: **Cash Bond Deposit; Counter Payment; ...**

Fee Code Summary

Code Word	Description	Gross		Positive Adjustments		Negative Adjustments		Net	
		Amount	Number	Amount	Number	Amount	Number	Amount	Number
CHSJC	JP Security Fee (CCP 102.017)	1.11	2	0.00	0	0.00	0	1.11	2
CJS	Criminal Judicial Support Fee (LGC 103.105)	6.69	2	0.00	0	0.00	0	6.69	2
COLLFEE	Collection Agency Fee	2,483.44	38	0.00	0	0.00	0	2,483.44	38
CONT4	Constable Service Fee Pct #4	10,960.00	107	0.00	0	0.00	0	10,960.00	107
CRFEEOVER	Criminal Overpayment Fee	0.00	1	0.00	0	0.00	0	0.00	1
CSFF	Child Safety Fee (CCP 102.014(d))	49.63	4	0.00	0	0.00	0	49.63	4
DDF	Deferred Disposition Fee	3,339.69	53	0.00	0	(300.00)	3	3,039.69	56
FNTC1	Child Safety Seat Fine Trauma Center	250.00	2	0.00	0	0.00	0	250.00	2
IDF	Indigent Defense Fee (LGC 133.107)	2.23	2	0.00	0	0.00	0	2.23	2
JCTF	Justice Court Technology Fee (CCP 102.0173)	4.46	2	0.00	0	0.00	0	4.46	2
JFR	Jury Reimbursement Fee (CCP 102.0045)	4.46	2	0.00	0	0.00	0	4.46	2
JTP	Juvenile Truancy Program (CCP 102.0174)	5.58	2	0.00	0	0.00	0	5.58	2
JURY	Jury Fee	44.00	2	0.00	0	0.00	0	44.00	2
LT10	Overpayments < $10	0.00	0	0.10	1	0.00	0	0.10	1
MVF	Moving Violation Fee (CCP 102.022)	0.01	1	0.00	0	0.00	0	0.01	1
OPAY	Over Payments > $10	0.00	0	0.00	0	(0.10)	1	(0.10)	1
OPR	Overpayment - Refund	16,000.00	1	0.00	0	0.00	0	16,000.00	1
REL	Release - JP4 eDoc Conversion	5.00	1	0.00	0	0.00	0	5.00	1
SB41CDRF	County Dispute Resolution fund - LGC 135.157	2,795.00	559	0.00	0	0.00	0	2,795.00	559
SB41JCSF	Justice Court Support Fund	13,975.00	559	0.00	0	0.00	0	13,975.00	559
SB41LAF	Language Access Fund - LGC 135.155	1,677.00	559	0.00	0	0.00	0	1,677.00	559
SB41SCF	State Consolidated Fee	840.00	40	0.00	0	0.00	0	840.00	40
SCH	School District Fine	150.00	4	0.00	0	0.00	0	150.00	4
SFC4	Service/Arrest Fee - Const. 4	57.16	7	0.00	0	0.00	0	57.16	7
SFMCWV	State Fine - Motor Carrier Weight Violation	1,471.54	11	0.00	0	0.00	0	1,471.54	11
STFS	State Traffic Fine Due To State (HB2048)	5.75	1	0.00	0	0.00	0	5.75	1
TCC	Truancy Court Cost (HB2398)	445.45	9	0.00	0	0.00	0	445.45	9
TFC	Traffic	0.35	1	0.00	0	0.00	0	0.35	1
TPDF	Truancy Prevention and Diversion Fund - JP4 eDoc Conversion	2.23	2	0.00	0	0.00	0	2.23	2
TPWF	Texas P&W Fine	96.90	2	0.00	0	0.00	0	96.90	2
TRANS	Transcript	10.00	1	0.00	0	0.00	0	10.00	1

Payment Report - Fee Code Summary

Deposit Date: **8/1/2025 - 8/31/2025** Case Categories: **Civil; Criminal**
Locations: **JP4** Payment Type: **Cash Bond Deposit; Counter Payment; ...**

Fee Code Summary									
Code Word	**Description**	**Gross**		**Positive Adjustments**		**Negative Adjustments**		**Net**	
		Amount	**Number**	**Amount**	**Number**	**Amount**	**Number**	**Amount**	**Number**
WARC4	Warrant Fee - Constable Pct. 4	50.00	1	0.00	0	0.00	0	50.00	1
WEXEC	Writ of Execution	25.00	5	0.00	0	0.00	0	25.00	5
WPOSS	Writ of Possession	70.00	14	0.00	0	0.00	0	70.00	14
WSF4	Constable #4 - Writ Service Fee	3,200.00	16	0.00	0	0.00	0	3,200.00	16
YDP	Youth Diversion Administrative Fee ($50)	150.00	3	0.00	0	0.00	0	150.00	3
Fee Code Summary Totals		**Gross**		**Positive Adjustments**		**Negative Adjustments**		**Net**	
		Amount	**Number**	**Amount**	**Number**	**Amount**	**Number**	**Amount**	**Number**
		140,687.16	4,198	300.10	4	(300.10)	4	140,687.16	4,206

Justice of the Peace 4
Consolidated Court Cost Calculation Sheet

Deposit Date: 08/01/2025-08/31/2025

	DR	CR	GL Code	GL Description	ALLOCATION %
Local CCC-Class C		$4,947.66	99-9999-9999-000003	Local CCC-Class C Due to County	
Court Security Fee	$1,731.68		01.0361.0000.341154	COURTHOUSE SECURITY FEES	35.000000%
Local Truancy Prevention & Diversion Fund Fee	$1,767.02		01.0369.0000.370000	Local Truancy Prevention & Diversion Fund Fee	35.714300%
Justice Court Technology Fund	$1,413.62		01.0372.0000.341144	Justice Court Technology Fund	28.571400%
County Jury Fund Fee	$35.34		01.0100.0000.342853	County Jury Fund Fee	0.714300%
Percentage Distribution Total:	$4,947.66	$4,947.66			100.000000%
Collected	$4,947.66				

Commissioners Court - Regular Session **13.**

Meeting Date: 09/23/2025

Indigent/Abandoned Burial

Submitted For: Steven Snell **Submitted By:** Andrea Schiele, County Judge

Department: County Judge

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take any necessary action to approve an Order for Interment by cremation of the deceased (Shirley Erskin) who passed away in Williamson County, Texas, where the County has discretion to inter, pursuant to Tex. Health & Safety Code § 711.002(e), and authorize Beck Funeral Home to move forward with interment.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Order for Interment

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst. (Originator)	Delia Colon	09/15/2025 11:56 AM
Form Started By: Andrea Schiele		Started On: 09/15/2025 11:51 AM
Final Approval Date: 09/15/2025		

STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

ORDER OF COMMISSIONERS COURT
OF WILLIAMSON COUNTY, TEXAS
AUTHORIZING INTERMENT
OF DECEDENT'S REMAINS
(Shirley Ann Erskin)

Pursuant to the Laws and Rules of the State of Texas, the Texas Health & Safety Code, Chapter 711, Section 711.002(e), and the common law granting the County authority to regulate the public health and safety, the Commissioners Court of Williamson County finds that:

Shirley Ann Erskin (SSN xxx-xx-2206) passed away on August 4, 2025, at the age of 72, at a skilled nursing facility located in Georgetown, Williamson County, Texas.

The Court also finds that there has been an investigation to obtain information regarding next of kin and the ability to pay for interment expense. However, all attempts to contact any known next of kin of the deceased's family have failed to identify any responsible or known next of kin with the ability to pay for necessary expenses. In the facts presented in this case, the deceased's body has either become abandoned or those with the ability to pay are unable to do so.

The Court finds that this case involves either an abandoned body or is qualified for indigent burial; therefore, the duty to cover the costs of interment

falls to Williamson County.

IT IS THEREFORE ORDERED THAT the deceased body shall be interred (*i.e.,* permanent disposition of remains by entombment, burial, or placement in a niche).

IT IS FURTHER ORDERED THAT costs of cremation of the deceased be paid by Williamson County, Texas in accordance with its policies and regulations and that Beck Funeral Home is granted authority to cremate the deceased.

Signed and entered this ___ day of September 2025.

_____
Hon. Steve Snell
Williamson County Judge

Commissioners Court - Regular Session **14.**

Meeting Date: 09/23/2025

Hutto Condo Ext 2

Submitted By: Hal Hawes, General Counsel

Department: General Counsel

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on a Second Lease Amendment and Extension Agreement of a Commercial Lease Agreement between Williamson County, as Lessor, and Bindya Reddy Dental Services, PLLC, as Lessee, relating to a commercial condominium unit located at 321 Ed Schmidt Blvd, Unit 300, Hutto, TX 78634.

Background

A Commercial Lease Agreement dated effective April 23, 2024, was executed between Williamson County, as Lessor, and Bindya Reddy Dental Services, PLLC, as Lessee, wherein the County agreed to lease a commercial condominium unit located at 321 Ed Schmidt Blvd, Unit 300, Hutto, TX 78634. The original term of the lease was for twelve months. The Lessee is in the process of building a new office to relocate its business and such construction is not complete. The Lessee has requested a final 3-month extension to allow for its construction to be completed and has agreed to pay all utilities and costs, as well as the ad valorem taxes that will be incurred during the three-month extension term.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Second Lease Extension

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/12/2025 04:29 PM
Form Started By: Hal Hawes		Started On: 09/12/2025 04:12 PM
Final Approval Date: 09/12/2025		

SECOND LEASE AMENDMENT AND EXTENSION AGREEMENT

Lessor: Williamson County, Texas

Lessor's Mailing Address:

Williamson County, Texas
Attn: Williamson County Judge
710 Main Street, Suite 101
Georgetown, Texas 78626

Lessee: Bindya Reddy Dental Services, PLLC

Lessee's Mailing Address:

Bindya Reddy Dental Services, PLLC
11201 Cezanne Street
Austin, Texas 78726

I. Lease Subject of this Second Lease Amendment and Extension Agreement

Commercial Lease Agreement dated to be effective April 23, 2024 by and between Williamson County, Texas, as Lessor, and Bindya Reddy Dental Services, PLLC, as Lessee, ("Lease"), wherein Lessor agreed to lease that certain commercial condominium unit located at 321 Ed Schmidt Blvd, Unit 300, Hutto, TX 78634, together with an undivided interest in the appurtenant common elements of HUTTO 321 OFFICE CONDOMINIUMS, a Condominium Regime situated in the City of Hutto, Williamson County, Texas, according to the Declaration recorded in Document No. 2008078084, Official Records of Wiliamson County, Texas ("Leased Premises"), to Lessee for the purposes described therein.

II. Agreement to Extend Lease

Lessor and Lessee hereby agree to extend the Lease for an additional period of time commencing effective September 1, 2025 and ending on midnight of November 30, 2025 ("Extended Term").

III. Utilities, Taxes and Insurance During Extended Term:

Lessee hereby covenants and agrees to pay to Lessor, upon execution of this Second Lease Amendment and Extension Agreement, the following amounts for the utilities, taxes and insurance that are owing for the amounts that will be incurred during the Extended Term:

A. Utilities, trash, and landscaping for the months of February 2025 to the end of

the Extended Term:	$724.45
B. Ad valorem taxes for the Extended Term:	$4,198.21
TOTAL:	**$4,922.66**

IV. Amendment of Lease Agreement Terms, Covenants and Conditions

To the extent that any terms, covenants or conditions of the Lease contradict or conflict with the terms of this Second Lease Amendment and Extension Agreement, the terms of this Second Lease Amendment and Extension Agreement shall control. All other existing terms, covenants and conditions of the Lease shall remain in full force and effect during the Extended Term and any tenancy thereafter.

IN WITNESS WHEREOF, Lessor and Lessee have duly executed this Lease to be effective as of September 1, 2025.

LESSOR:

WILLIAMSON COUNTY, TEXAS

By: _____
Steven Snell,
Williamson County Judge

LESSEE:

BINDYA REDDY DENTAL SERVICES, PLLC

By: Bindya Reddy

Printed Name: DR. BINDYA REDDY

Representative Capacity: OWNER

Commissioners Court - Regular Session **15.**

Meeting Date: 09/23/2025

Waiver of Penalty and Interest

Submitted For: Larry Gaddes

Submitted By: Mary Greenway, County Tax Assessor Collector

Department: County Tax Assessor Collector

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action to approve waiving penalty and interest to customers as requested by the Tax Assessor/Collector's Office.

Background

Waivers of penalty and interest may or shall be granted by the governing body of the taxing unit according to the provisions provided by Section 33.011 of the Texas Property Tax Code.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Waiver of P & I

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 02:52 PM
Form Started By: Mary Greenway		Started On: 09/16/2025 02:47 PM
Final Approval Date: 09/16/2025		

Williamson County Tax Office
Tax Assessor/Collector
Larry Gaddes PCAC, CTA

Waiver Requests for 2024 Penalty & Interest

September 15, 2025

Waivers of penalty and interest may or shall be granted by the governing body of the taxing unit according to the provisions provided by Section 33.011 of the Texas Property Tax Code. The requests included within have been reviewed by the Williamson County Tax Assessor/Collector's Waiver Review Committee. The Review Committee has determined the request meet the requirements of Section 33.011 and are being presented to Williamson County Commissioners Court for approval.

Property ID#	Name	P&I Amount	Relevant Code	Reason
R403921	Walter Carr	$1,469.11	33.011(a)(1)	WCAD Clerical Error
R590490	Presidio III Investors LLC	$29,909.87	33.011(h)	Electronic Payment Error
R384091	Robert & Lori Vaughn	$471.86	33.011(h)	Electronic Payment Error
R055334	Angel Luis Diaz Jr.	$4,043.68	33.011(a)(1)	WCAD Clerical Error
R643305	Cotton Rose LLC	$7,925.65	33.011(a)(1)	WCAD Clerical Error

Approved by Commissioner Court/Date

Williamson County TAC / Date

Commissioners Court - Regular Session **16.**

Meeting Date: 09/23/2025

TexPool Resolutions Amending Authorized Representatives

Submitted For: Larry Gaddes

Submitted By: Maritza Aragon, County Tax Assessor Collector

Department: County Tax Assessor Collector

Agenda Category: Consent

Information

Agenda Item

Approve, consider and take appropriate action to approve the TexPool Resolutions Amending Authorized Representatives for the Tax Assessor/Collector's office.

Background

TexPool Resolution authorizing Maritza Aragon, Jonathan Friske, and Monica Palmer in the Tax Assessor/Collector's office to transmit or withdraw investment funds in the TexPool and TexPool Prime and to take all other actions deemed necessary or appropriate for the investment of local funds. In addition, the Resolution also allows the Tax Assessor/Collector's office employees listed to continue to authorize TexPool funds.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

TexPool Resolution

TexPool Resolution

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 04:07 PM
Form Started By: Maritza Aragon		Started On: 09/09/2025 02:30 PM
Final Approval Date: 09/15/2025		

Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

*** Required Fields**

1. Resolution

WHEREAS,

Williamson County Tax Assessor/Collector — Participant Name*

7 8 3 9 4 — Location Number*

("**Participant**") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("**TexPool / Texpool Prime**"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and

C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Larry Gaddes — Name; Tax Assessor/Collector — Title
   5 1 2 9 4 3 1 6 4 0 — Phone; 5 1 2 9 4 3 1 5 4 7 — Fax; larry.gaddes@wilcotx.gov — Email
   Signature

2. Maritza Aragon — Name; Chief Deputy, Tax Assessor/Collector — Title
   5 1 2 9 4 3 1 6 4 1 — Phone; 5 1 2 9 4 3 1 5 4 7 — Fax; maritza.aragon@wilcotx.gov — Email
   Signature

3. Cathy Atkinson — Name; Accounting Manager — Title
   5 1 2 9 4 3 1 5 4 4 — Phone; 5 1 2 9 4 3 1 5 4 7 — Fax; cathy.atkinson@wilcotx.gov — Email
   Signature

Form Continues on Next Page

1. Resolution (continued)

4. Jonathan Friske
Name

Accounting Manager
Title

5129431544
Phone

5129431547
Fax

jonathan.friske@wilcotx.gov
Email

Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Jonathan Friske
Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name

Title

Phone

Fax

Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the ____ day of _____, 20__.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Williamson County Tax Assessor/Collector
Name of Participant*

SIGNED

Signature*

Printed Name*

Title*

ATTEST

Signature*

Printed Name*

Title*

2. Delivery Instructions

Please return this document to **TexPool Participant Services**:

Email: texpool@dstsystems.com

Fax: 866-839-3291

1-866-TEXPOOL (839-7665) • TexPool.com
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G45340-17 (3/22)

Managed and Serviced by Federated Hermes

Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

*** Required Fields**

1. Resolution

WHEREAS,

Williamson County Tax Assessor/Collector — Participant Name*

7 8 3 9 4 — Location Number*

("**Participant**") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("**TexPool / Texpool Prime**"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and

C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Larry Gaddes — Name; Tax Assessor/Collector — Title
   5 1 2 9 4 3 1 6 4 0 — Phone; 5 1 2 9 4 3 1 5 4 7 — Fax; larry.gaddes@wilcotx.gov — Email
   Signature

2. Maritza Aragon — Name; Chief Deputy, Tax Assessor/Collector — Title
   5 1 2 9 4 3 1 6 4 1 — Phone; 5 1 2 9 4 3 1 5 4 7 — Fax; maritza.aragon@wilcotx.gov — Email
   Signature

3. Cathy Atkinson — Name; Accounting Manager — Title
   5 1 2 9 4 3 1 5 4 4 — Phone; 5 1 2 9 4 3 1 5 4 7 — Fax; cathy.atkinson@wilcotx.gov — Email
   Signature

Form Continues on Next Page

1. Resolution (continued)

4. Monica Palmer — Name
Director - Motor Vehicle — Title

5129431642 — Phone
5129431547 — Fax
monica.palmer@wilcotx.gov — Email

Monica Palmer — Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Jonathan Friske
Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name

Title

Phone

Fax

Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the ___ day of _____, 20__.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Williamson County Tax Assessor/Collector
Name of Participant*

SIGNED

Signature*

Printed Name*

Title*

ATTEST

Signature*

Printed Name*

Title*

2. Delivery Instructions

Please return this document to **TexPool Participant Services**:

Email: texpool@dstsystems.com

Fax: 866-839-3291

1-866-TEXPOOL (839-7665) • TexPool.com
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G45340-17 (3/22)

Managed and Serviced by Federated Hermes

Commissioners Court - Regular Session **17.**

Meeting Date: 09/23/2025

Request for Grant Submission

Submitted By: Misty Valenta, Animal Services

Department: Animal Services

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take action on approving the Williamson County Regional Animal Shelter to apply for a grant from Best Friends.

Background

The shelter would apply for a grant of $30,000 to study the ecosystem of animal services in Williamson County. This study would give guidance regarding the most needed shelter services and work with community organizations to build a stronger community safety net. The goal would help identify strengths and weaknesses to better serve the people and pets of Williamson County.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Community Ecosystem Study

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 08:32 AM
Form Started By: Misty Valenta		Started On: 09/15/2025 06:37 PM
Final Approval Date: 09/16/2025		

Grant Title/Project Name:	NoKill Community Ecosystem
Department:	Animal Services
Requestor:	Misty Valenta
Contact Email:	misty.valenta@wilcotx.gov
Contact Phone Number:	512-943-3597
Start Date:	1/1/2026
End Date:	12/31/2026
Please select request category:	Service, $30,000

Describe the purpose of the grant in detail to include all requirements.	**The Williamson County Regional Animal Shelter (WCRAS), proposes an ambitious and transformative initiative: to conduct a comprehensive community ecosystem study that will help define the future of government sheltering and enhance lifesaving for shelter pets across our region.** **WCRAS has proudly maintained a 90%+ Save Rate since December 2010. While this achievement reflects our deep commitment to lifesaving, we recognize that our success exists in contrast to the broader state landscape—Texas remains among the highest states for shelter deaths. This stark disparity leads us to ask:** • **How can we lift the Save Rate of surrounding communities without placing disproportionate burden on the shelters that are already succeeding?** • **And more critically, how do we embed a no-kill philosophy into the very fabric of our communities—not just within shelter walls?** **To answer these questions, we propose an in-depth ecosystem study that examines the intricate, often invisible, systems and dynamics influencing shelter outcomes. Government animal shelters must evolve beyond the limited roles of intake and rabies monitoring. We must explore what's *next* for no-kill shelters. What should a government shelter's role be in a thriving, humane community? How can it be a hub for community safety, public health, and enhanced quality of life—for both people and animals?** **Project Purpose and Approach** **This project will uncover and illustrate the purpose, connections, and impact of the entire animal sheltering ecosystem in Williamson County. Through a structured five-stage approach—*Orienting, Sensing, Illuminating, Engaging,* and *Sustaining*—we will bring visibility to the ecosystem's complex web of stakeholders, value exchanges, obstacles, and opportunities.** **Over the course of approximately three months, with facilitation by experts in systems thinking and ecosystem design, we will:** 1. **Articulate a shared understanding of the purpose of the Williamson County animal sheltering and welfare ecosystem;** 2. **Make visible the stakeholders, interactions, and barriers that impact the ecosystem's ability to function effectively; and** 3. **Map strategic interventions to strengthen the ecosystem and align it more closely with its lifesaving purpose.** **We will work directly with key ecosystem members—animal services, rescue groups, local government, public health, veterinary partners, educators, and citizens—to develop a shared model of the system's structure and behavior. We will identify leverage points for sustainable change and design interventions that optimize for greatest impact.** **Following this initial phase, we will engage in continued consultation on strategy, conflict resolution, and communication to ensure the momentum of transformation continues beyond the study period.** **The Power of Illumination** **By visualizing the invisible dynamics within our ecosystem, we can reveal how shelter outcomes are influenced by forces far beyond our walls. The illumination process will allow us to shift from reactive to proactive, from isolated to integrated, and from success in one shelter to success system-wide. This model will not only deepen our**

	understanding but will serve as a replicable blueprint for other communities facing similar challenges. **Supporting this Work** **WCRAS will partner with the Ecosystem Design Team and Indie Institute for four months of their professional services for $30,000. This will fund session design, research, material development, facilitated sessions with stakeholders, and the consultant debrief.** **Advancing the No-Kill Horizon** **This initiative reflects the next horizon of the no-kill movement—beyond achieving and sustaining a 90% save rate, toward building systemic resilience and community-aligned purpose. It will help us move from a shelter-centered view of animal welfare to a truly community-embedded model where each component of the ecosystem plays a vital, accountable role in saving lives.** **We are inspired by this opportunity to innovate at the systems level and are committed to sharing our findings, tools, and learnings with other jurisdictions. With your support through The No Kill Excellence Grant, we will not only deepen the impact in our community—we will help pave the path forward for the next generation of government shelters nationwide.**
Select the type of grant your department is applying for:	Private Foundation
What is the amount of the grant?	$30,000.00

Please provide a breakdown of the total cost above.	$2,250 Project Design and Planning Session Design, Facilitation Guides, and Design and Build Miro environment $9,000 Synthesis/Writing/Research Background, Research, and Material Development Session Design Session Design, Facilitation Guides, and Prep Miro $9,750 Session Delivery Two Facilitators for Three Sessions Each Synthesis/Writing/Research Between Session Work Report Writing Session Design, Facilitation Guides, and Prep Miro $4,000 Synthesis/Writing/Research What's this Rob Ecosystem depiction Between Session Work Project Design and Planning Client engagement-Contract revisions-Consultant teams-Workload-Visual layouts $5,000 Summary, Debrief, and Closure Final summary-Client debrief-Project evaluation-Consultant debrief Post-consultation
Is there a match requirement?	No
What is the source of the match?	
Does the grant cover the cost of the request 100%?	Yes
If not, how much is left unpaid?	
What is the plan to obtain grants/funds for the remaining amount?	
List other similar assets in the County and/or region and if they are available for use?	
How is this asset request different from any similar assets currently in the County and/or region?	
What types of events/purpose would this asset be used for that cannot be accomplished with a current County asset?	
How often do these events occur?	
Identify the number of personnel required to operate this asset and/or be available for the function where it is to be used? How much time is required of those personnel? What is the cost of the personnel?	
Where will the asset be stored?	

What is the useful life of the asset?	
Will a replacement be requested from general funds when useful life has been exhausted?	
Will other agencies be billed for the use of this asset (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	
Does this asset require insurance coverage?	
If yes, what is the estimate of asset insurance coverage?	
Will this asset require on-going maintenance? Please describe the maintenance required along with an estimate for these costs.	
How will this asset be funded when the grant ends?	
What is the impact if the grant is not received?	
New Personnel position is:	
Where will this position office?	
Who will this position report to?	
What tasks will this position perform? Include the five primary functions and the percentage of time spent to be spent on each function.	
Will this position take over tasks from current County employee?	
If yes, please explain the impact to current employee.	
How will this position be funded when the grant ends?	
Does this position or a similar position currently exist within the department?	
If yes, how many of these similar positions exist?	
Describe any alternatives considered to achieve desired outcome in lieu of a position (i.e. equipment, software, technology or change in business practice).	
Describe how workload will be accomplished/re-allocated should grant not be approved.	
List other similar items in the County and/or region and if they are available for use?	NA
How is this item request different from any similar assets currently in the County and/or region?	There is no team studying the ecosystem of animal services in Williamson County including all organizations, agencies, active citizen, etc.
What types of events/purpose would this item be used for that cannot be accomplished with a current County asset?	The goal would be to understand the ecosystem so we can prevent 10% of our intakes
Identify the number of personnel required to operate this item and/or be available for the function where it is to be used?	2

Please explain how this item will create the need for more or less personnel (or mark n/a for no change)?	NA
Where will the item be stored?	NA
What is the useful life of the item?	This will be a living document/study
Will other agencies be billed for the use of this item (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	
Does this item require insurance coverage?	No
Will this item require any form of licensing?	No
Will this item require on-going maintenance? Please describe the maintenance required along with an estimate for these costs?	no
How will this item be funded when the grant ends?	The grant will fund the entire project.
What is the overall budgetary impact? (i.e. revenue generation, expense reduction, etc.)	The goal would be to work with the ecosystem to intake less pets into the shelter and lower costs.
Please identify any additional equipment needed/required (now or in the future) should the grant/asset is awarded.	none
What is the cost and frequency to maintain/update the additional equipment?	na
What is the impact of this grant application on other internal/county departments?	The goal would be to stabilize the animal services budget
If yes, what is the estimate of that license fee?	
If yes, what is the estimate of insurance coverage?	
Will a replacement be requested from general funds when useful life has been exhausted? (OR)	No
If yes, how much is the match amount?	
Please identify any known decrease in funding at this time.	none
Is this a new program to your department/office?	Yes
Please provide data points to be collected to show program success	We will be tracking the difference in intake before and after implementation of the studies findings.
Please show historical data points or performance measures, statistics, services provided, etc. or any/all updates for re-application	
ID	4
Version	1.0
Attachments	False
Created	9/15/2025 6:22 PM
Created By	Misty Valenta
Modified	9/15/2025 6:22 PM
Modified By	Misty Valenta

Commissioners Court - Regular Session **18.**

Meeting Date: 09/23/2025

Discuss, consider, and take appropriate action to transition Jennifer Powell to the Family Community Health Agent.

Submitted By: Amy Hays, Extension Service

Department: Extension Service

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action to transition Jennifer Powell to the Family Community Health Agent.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

JP CV

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 02:21 PM
Form Started By: Amy Hays		Started On: 09/16/2025 01:55 PM
Final Approval Date: 09/16/2025		

Jennifer Powell

Objective

Dedicated health and wellness educator with experience in designing and leading dynamic programs that engage communities. Extensive work with diverse learners of all ages and abilities committed to strengthening community well-being by empowering individuals to make healthy choices through a combination of knowledge, activities, and movement.

Experience

January 2024-Present

Texas A&M AgriLife Extension Services – *Better Living for Texans Extension Agent, Williamson County*

- Provide program series in the areas of nutrition, gardening, and physical activity for youth and adults in low-income areas throughout the county
- Provide one-shot workshops in nutrition and physical activity for youth and adults
- Distribute monthly newsletter to participants and youth with valuable information on nutrition, gardening, and physical activity as well as opportunities for partnership
- A member of various work groups focused on addressing food security issues facing Williamson County
- Provide presentations to various groups on AgriLife Extension and opportunities for partnerships
- Work with co-workers to provide multi-disciplinary programs such as Ag in the Classroom
- Worked on the BLT statewide newsletter and wrote 3 articles
- Recruited and am in charge of 2 new Master Wellness Volunteer interns

September 2018-Present

JumpStart Fitness, LLC - *Owner*

- Offer weekly livestream workouts
- Offer in-person group workouts
- Offer one-on-one personal training and nutrition counseling

September 2019-March 2020

413 Fitness - *Fitness Coach*

- Taught group fitness to participants with varying stages of Parkinson's Disease

August 2017-August 2018

John's Gym- *Fitness Coach*

- Taught Bootcamp and HIIT workout classes for *FitSmart* participants

August 2012-August 2016

North Oaks Country Child Care- *Fitness Coach*

- Provided exercise and movement classes for toddlers ranging in age from 18 months to 4 years

January 2012-September 2020

Northwest Family YMCA- *Personal Trainer/Group Fitness Instructor/Nutrition Counselor*

- Offered one-on-one personal training
- Nutrition counselor helping members realize and accomplish their nutrition goals
- Instructed large group fitness classes such as core, cardio agility, HIIT, senior fitness, and *SNAP* (Special Needs Adaptive Program)
- Co-creator and Co-coordinator and instructor in charge of teaching educators and managing volunteers of the YMCA's nutrition program, *The Quick Cook*: a 4- lesson series on the basics of nutrition, meal planning, and healthy eating.

September 2004-June 2005

Washington State University, Thurston County Extension- *Program Coordinator*

- Nutrition educator offering general education programs to limited income adults and kids
- Promoted and coordinated WSU *Food $ense Program* through local partnerships with faculty and staff
- Created educational materials for various programs

May 2003- May 2004

New Mexico State University Cooperative Extension Services- *Program Coordinator*

- Coordinator for *KidShape*, a nutrition education program for overweight children and their parents. Contacted and registered participants, secured meeting facilities, provided learning materials to families, and shopped for groceries
- Coordinator for *Kitchen Creations*, a cooking program for people with type 2 diabetes and their families
- Provided nutrition presentations to local elementary schools
- Co-Coordinator of the Human Nutrition and Food Sciences Department Library
- Co-Coordinator and instructor for the *STEPS* (steps to employment and personal training) program
- Creator of *Healthy Families*, a nutrition education program for families of overweight youth (to replace *KidShape*)

August 2000-May 2003

New Mexico State University- *Graduate Assistant*

- Assisted in grading papers, entering grades into computer, and teaching entry-level nutrition course

Education

January 2009-April 2011

National Strength and Conditioning Association - *Home Studies*

- Received NSCA-CPT in May 2011
- Staying current with continuing education credits focused on both fitness and nutrition
- First Aid and CPR certification

August 2000-May 2003

New Mexico State University- *Graduate Studies*

- Received Master of Science in Family and Consumer Sciences with emphasis in Human Nutrition and Food Science; cumulative GPA of 4.0
- Master's Thesis: **Cooperative Extension Services and Diabetes Management Education**

August 1996- May 2000

University of Missouri - *Undergraduate Studies*

- Received Bachelor of Science in Biology
- Cumulative GPA of 3.45
- Dean's list 7 semesters

Skills, Achievements, and Awards

- Continue to join local work/action groups dedicated to improving food security for Williamson County residents
- Have taken up vegetable gardening since starting with AgriLife Extension Services to better help participants in classes
- Received Teamwork Award, Williamson County and District 8 meeting in 2025
- Received Volunteer of the Year Award in 2016 for work with the YMCA's *SNAP* program
- Have 10 years' experience in Brazilian Jiu-Jitsu
- Volunteered at my children's school when they were in elementary as field trip chaperone and in the classroom
- Contributor to publication: Martha Archuleta et al. 2012. *Cooking Schools to Improve Nutrient Intake Patterns of People with Type 2 Diabetes*. Journal of Nutrition Education Behavior. Vol 44: 319-324 (Cooking Schools Improve Nutrient Intake Patterns of People with Type 2 Diabetes - ScienceDirect)

Commissioners Court - Regular Session **19.**

Meeting Date: 09/23/2025

Star Ranch 2nd Amendment for County Sheriff

Submitted For: Matthew Lindemann **Submitted By:** Starla Hall, Sheriff

Department: Sheriff

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on a 2nd Amendment to the Standard Agreement with Local Governmental Entity regarding off-duty contracting of County Sheriff's Deputies by and between Williamson County Water, Sewer, Irrigation and Drainage District #3, Williamson County Sheriff's Office and Williamson County, Texas relating to a 2nd Amendment to the vehicle reimbursement amount.

Background

On August 22, 2023, the Standard Agreement with Williamson County Water, Sewer, Irrigation and Drainage District #3 was approved in Commissioners Court for a three-year period at a $13.00/hour vehicle reimbursement rate effective October 1, 2023. On June 18, 2024, the Commissioners Court approved to increase the vehicle reimbursement rate to $14.00 per hour effective October 1, 2024, and on June 24, 2025, the Commissioners Court approved a 2nd increase effective October 1, 2025, to $15.00 per hour. Since the current Standard Agreement does not expire until September 30, 2026, the Sheriff's Office is presenting this 2nd amendment with Williamson County Water, Sewer, Irrigation and Drainage District #3 for the vehicle rate increase.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Star Ranch 2nd amendment

Standard Agreement

1st Amendment

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/12/2025 03:28 PM
Form Started By: Starla Hall		Started On: 09/12/2025 01:14 PM
Final Approval Date: 09/12/2025		

SECOND AMENDMENT TO STANDARD AGREEMENT WITH LOCAL GOVERNMENTAL ENTITY REGARDING OFF-DUTY CONTRACTING OF COUNTY SHERIFF DEPUTIES

This Second Amendment to Standard Agreement with Local Governmental Entity Regarding Off-Duty Contracting of County Sheriff Deputies (hereinafter, "Second Amendment") is entered into by and between the local governmental entity set forth on the signature page below (hereinafter, "LGE") in the State of Texas; Williamson County, Texas (hereinafter, "COUNTY") a political subdivision of the State of Texas, and the Williamson County Sheriff's Office set forth on the signature page below (hereinafter, "SHERIFF'S OFFICE").

RECITALS

WHEREAS, the LGE, COUNTY, and SHERIFF'S OFFICE previously executed that certain Standard Agreement with Local Governmental Entity Regarding Off-Duty Contracting of County Sheriff Deputies (the "Agreement"), being dated effective as of the date of the Commissioners Court approval and execution on August 22, 2023, wherein COUNTY granted permission for the LGE to contract, in a private capacity, with Deputies of the SHERIFF'S OFFICE while such Deputies are not on duty for the COUNTY and for usage of the COUNTY's vehicle related thereto;

WHEREAS, the COUNTY increased the vehicle usage reimbursement rate set forth under Section 7 of the Agreement and the parties executed a previous amendment to the Agreement; and

WHEREAS, the COUNTY increased the vehicle usage reimbursement rate set forth under Section 7 of the Agreement for the upcoming term of the Agreement and the parties executed a previous amendment to the Agreement; and

WHEREAS, it has become necessary to supplement, modify and amend the Agreement in accordance with the provisions thereof.

AGREEMENT

NOW, THEREFORE, premises considered, the LGE, COUNTY, and SHERIFF'S OFFICE agree that the Agreement is supplemented, amended and modified as follows:

I. Amendment to Section 7 of the Agreement:

Section 7 of the Agreement is amended and supplanted by the following:

COUNTY agrees to invoice LGE for the reimbursement amounts for DEPUTIES' vehicle usage at the rate of **$15.00 per hour per vehicle** (to cover LGE's fair share of costs for fuel, maintenance, and yearly premiums on automobile insurance). The LGE acknowledges that the above-described reimbursement rate will not totally cover the entire

costs incurred by COUNTY for the fully equipped patrol vehicle that is being utilized by such DEPUTIES in the LGE's boundaries; provided, however, COUNTY deems such unrecovered costs for the fully equipped patrol vehicle to be of a public benefit to the citizens of Williamson County.

II. Terms of Agreement Control and Extent of Second Amendment

All other terms of the Agreement and any prior amendments thereto, if any, which have not been specifically amended herein shall remain the same and shall continue in full force and effect.

IN WITNESS WHEREOF, the LGE, COUNTY, and SHERIFF'S OFFICE have executed this Second Amendment, in duplicate, to be effective as of October 1, 2025.

Local Governmental Entity (LGE):

Name of LGE: Williamson County Water, Sewer, Irrigation and Drainage District No. 3

Signature: _____

Printed Name: Rance Richter

Title: President, Board of Directors

Date: September 10, 2025

WILLIAMSON COUNTY W.S.I.D.D. NO. 3 TEXAS TRAVIS AND WILLIAMSON COUNTIES, TEXAS

WILLIAMSON COUNTY SHERIFF'S OFFICE:

Williamson County Sheriff

Printed Name of Official: Matthew Lindemann

Signature of Official: _____

Date: September 12, 2025

Address of Office: 508 S. Rock St.
Georgetown, Texas 78626

COUNTY:

By: _____
Williamson County Judge or
Presiding Officer,
Williamson County Commissioners Court
710 Main Street, Suite 101
Georgetown, Texas 78626

Date: _____ ____, 20_____

STATE OF TEXAS	§	**STANDARD AGREEMENT WITH**
	§	**LOCAL GOVERNMENTAL ENTITY**
	§	**REGARDING OFF-DUTY**
	§	**CONTRACTING OF COUNTY**
COUNTY OF WILLIAMSON	§	**SHERIFF DEPUTIES**

This interlocal agreement (hereinafter, the "AGREEMENT") is entered into by and between the local governmental entity set forth on the signature page below (hereinafter, "LGE") in the State of Texas, and Williamson County, Texas (hereinafter, "COUNTY") a political subdivision of the State of Texas, and the Williamson County Sheriff's Office set forth on the signature page below (hereinafter, "SHERIFF'S OFFICE").

For and in consideration of the permission given by COUNTY for the LGE to contract in a private capacity DEPUTIES of the SHERIFF'S OFFICE (hereinafter "DEPUTIES"), while DEPUTIES are not on duty with and for the COUNTY, it is hereby agreed as follows:

1. It is mutually agreed that while the DEPUTIES are working for the LGE, the DEPUTIES' primary responsibility is the enforcement of Federal and State laws and COUNTY Ordinances or Regulations to protect life and property and to keep the peace. The DEPUTIES cannot enforce policies or rules of the LGE. To the extent applicable, the DEPUTIES shall enforce District Rules and Regulations adopted pursuant to Section 54.205(4) of the Texas Water Code and published in accordance with Sections 54.206 through 54.208 of the Texas Water Code provided that a violation of such District Rules and Regulations also constitutes a crime under the Texas Penal Code. DEPUTIES are at all times subject to the rules and policies of the SHERIFF'S OFFICE. ***LGE expressly acknowledges and agrees that such DEPUTIES are at all times independent contractors of LGE when contracted by the LGE.***

2. It is understood by the LGE that the COUNTY shall retain the right to withdraw at any time its permission for the DEPUTIES to work in a private capacity. If the permission of the COUNTY is withdrawn, the LGE agrees to terminate its contractual relationships with DEPUTIES. The LGE, as part of this AGREEMENT, binds itself to release and hold harmless the COUNTY from any liability or claim for damages in the event such permission is withdrawn by the COUNTY.

3. Prior to the beginning of DEPUTIES performing services for the LGE, the LGE shall obtain a comprehensive general liability insurance policy from a company authorized to do business in the State of Texas or equivalent coverage through the Texas Municipal League Intergovernmental Risk Pool with minimum amounts of Ten Thousand Dollars ($10,000) per occurrence for property damage, One Hundred Thousand Dollars ($100,000) per person, and Three Hundred Thousand Dollars ($300,000) per occurrence for personal injury. COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THIS COVERAGE.

4. The term of this AGREEMENT shall begin October 1, 2023 and shall terminate on September 30, 2024 and will have two (2) additional one (1) year automatic renewal terms. The AGREEMENT will automatically renew on October 1, 2024, and

October 1, 2025. The Agreement must be revisited with proper approvals from the applicable governing bodies and elected official(s) for FY2027. Either party may terminate this Agreement, for convenience and without cause, by providing thirty (30) days' advance written notice to the other party.

5. State law requires that law enforcement personnel conducting "off-duty" work must be both "full time" and "entitled" to fringe benefits. Tex. Occup. Code Sec. 1702.322(A) & (B)(i). Thus, part-time deputies and "reserve" officers may not conduct "off-duty" work.

6. The COUNTY agrees that each of the DEPUTIES will be properly insured with automobile liability insurance while operating the patrol vehicle in accordance with Section 612.005(b) of the Texas Government Code, and any other applicable laws.

7. COUNTY agrees to invoice LGE for the reimbursement amounts for DEPUTIES' vehicle usage at the rate of $13.00 per hour per vehicle (to cover LGE's fair share of costs for fuel, maintenance, and yearly premiums on automobile insurance). The LGE acknowledges that the above-described reimbursement rate will not totally cover the entire costs incurred by COUNTY for the fully equipped patrol vehicle that is being utilized by such DEPUTIES in the LGE's boundaries; provided, however, COUNTY deems such unrecovered costs for the fully equipped patrol vehicle to be of a public benefit to the citizens of Williamson County.

8. On a monthly basis for each vehicle used by DEPUTIES, LGE agrees to cause DEPUTIES to maintain a written log of all times that vehicles are used for off-duty work, whether the vehicles is actually driven or parked. LGE shall provide such vehicle time records to COUNTY and SHERIFF'S OFFICE no later than the end of each quarter (end of month for each of the following: March, June, September, and December). COUNTY will invoice based on the total usage and rate, as set forth in Paragraph 7, and LGE will pay such invoice pursuant Chapter 2251 of the Texas Government Code ("Texas Prompt Payment Act"). Reporting must be submitted to:

SHERIFF'S OFFICE: At the address set forth on the signature page below.

COUNTY: Williamson County Auditor's Office
Attn: Finance Director
710 Main Street, Suite 301
Georgetown, Texas 78626

9. LGE agrees that it shall pay DEPUTIES directly and file all applicable reporting forms with the Internal Revenue Service, as determined by the LGE.

10. Each party to this AGREEMENT, in the performance of this AGREEMENT, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another.

11. Nothing in this AGREEMENT shall be deemed to waive, modify or amend any legal defense available at law or in equity to COUNTY or LGE, or their past or present officers, employees, or agents, nor to create any legal rights or claim on behalf of any third party. COUNTY and LGE do not waive, modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

LGE:

Name of LGE: Williamson County Water, Sewer, Irrigation, and Drainage District No. 3

Signature: _____

Printed Name: Rance Richter

Title: President

Date: August 9, 2023

WILLIAMSON COUNTY SHERIFF'S OFFICE:

Williamson County Sheriff

Printed Name of Official: Michael T. Gleason

Signature of Official: _____

Date: August 11, 2023

Address of Office: 508 S. Rock St.
Georgetown, TX 78626

COUNTERPART SIGNATURE PAGE
TO STANDARD AGREEMENT WITH
LOCAL GOVERNMENTAL ENTITY
REGARDING OFF-DUTY
CONTRACTING OF COUNTY
SHERIFF DEPUTIES

TO BE EXECUTED BY COUNTY COMMISSIONERS COURT FOR
CONFIRMATION OF BUDGETARY AUTHORIZATION
RELATED TO USE OF
VEHICLES FOR OFF-DUTY WORK[1]

WILLIAMSON COUNTY COMMISSIONERS COURT:

By: Bill Gravell Jr.
Bill Gravell Jr. (Aug 22, 2023 16:12 CDT)
Williamson County Judge or
Presiding Officer, Williamson County Commissioners Court
710 Main Street, Suite 105
Georgetown, Texas 78626

Date: Aug 22, 2023, 20____

[1] Including, but not limited to fuel, insurance, and maintenance of county-owned assets.

Agenda Item #21

Final Audit Report 2023-08-22

Created:	2023-08-22
By:	Starla Hall (starlahall@wilco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAATbJ07yBQaUKmA1v8cJmVK7RsISb1xqR7

"Agenda Item #21" History

Document created by Starla Hall (starlahall@wilco.org)
2023-08-22 - 4:22:13 PM GMT

Document emailed to Rebecca Pruitt (becky.pruitt@wilco.org) for signature
2023-08-22 - 4:24:12 PM GMT

Email sent to amanda.brown@wilco.org bounced and could not be delivered
2023-08-22 - 4:24:25 PM GMT

Email viewed by Rebecca Pruitt (becky.pruitt@wilco.org)
2023-08-22 - 5:24:18 PM GMT

Document signing delegated to Bill Gravell (bgravell@wilco.org) by Rebecca Pruitt (becky.pruitt@wilco.org)
2023-08-22 - 5:24:32 PM GMT

Document emailed to Bill Gravell (bgravell@wilco.org) for signature
2023-08-22 - 5:24:32 PM GMT

Email viewed by Bill Gravell (bgravell@wilco.org)
2023-08-22 - 9:12:41 PM GMT

Signer Bill Gravell (bgravell@wilco.org) entered name at signing as Bill Gravell Jr.
2023-08-22 - 9:12:55 PM GMT

Document e-signed by Bill Gravell Jr. (bgravell@wilco.org)
Signature Date: 2023-08-22 - 9:12:57 PM GMT - Time Source: server

Agreement completed.
2023-08-22 - 9:12:57 PM GMT

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Acrobat Sign

AMENDMENT TO STANDARD AGREEMENT WITH LOCAL GOVERNMENTAL ENTITY REGARDING OFF-DUTY CONTRACTING OF COUNTY SHERIFF DEPUTIES

This Amendment to Standard Agreement with Local Governmental Entity Regarding Off-Duty Contracting of County Sheriff Deputies (hereinafter, "Amendment") is entered into by and between the local governmental entity set forth on the signature page below (hereinafter, "LGE") in the State of Texas; Williamson County, Texas (hereinafter, "COUNTY") a political subdivision of the State of Texas, and the Williamson County Sheriff's Office set forth on the signature page below (hereinafter, "SHERIFF'S OFFICE").

RECITALS

WHEREAS, the LGE, COUNTY, and SHERIFF'S OFFICE previously executed that certain Standard Agreement with Local Governmental Entity Regarding Off-Duty Contracting of County Sheriff Deputies (the "Agreement"), being dated effective as of the date of the Commissioners Court approval and execution on August 22, 2023, wherein COUNTY granted permission for the LGE to contract, in a private capacity, with Deputies of the SHERIFF'S OFFICE while such Deputies are not on duty for the COUNTY and for usage of the COUNTY's vehicle related thereto;

WHEREAS, the COUNTY increased the vehicle usage reimbursement rate set forth under Section 7 of the Agreement; and

WHEREAS, it has become necessary to supplement, modify and amend the Agreement in accordance with the provisions thereof.

AGREEMENT

NOW, THEREFORE, premises considered, the LGE, COUNTY, and SHERIFF'S OFFICE agree that the Agreement is supplemented, amended and modified as follows:

I. Amendment to Section 7 of the Agreement:

Section 7 of the Agreement is amended and supplanted by the following:

COUNTY agrees to invoice LGE for the reimbursement amounts for DEPUTIES' vehicle usage at the rate of **$14.00 per hour per vehicle** (to cover LGE's fair share of costs for fuel, maintenance, and yearly premiums on automobile insurance). The LGE acknowledges that the above-described reimbursement rate will not totally cover the entire costs incurred by COUNTY for the fully equipped patrol vehicle that is being utilized by such DEPUTIES in the LGE's boundaries; provided, however, COUNTY deems such unrecovered costs for the fully equipped patrol vehicle to be of a public benefit to the citizens of Williamson County.

II. Terms of Agreement Control and Extent of Amendment

All other terms of the Agreement and any prior amendments thereto, if any, which have not been specifically amended herein shall remain the same and shall continue in full force and effect.

IN WITNESS WHEREOF, the LGE, COUNTY, and SHERIFF'S OFFICE have executed this Amendment, in duplicate, to be effective as of October 1, 2024 .

Local Governmental Entity (LGE):

Name of LGE: Williamson County Water, Sewer, Irrigation and Drainage District No. 3

Signature: _____

Printed Name: Rance Richer

Title: President, Board of Directors

Date: August 14, 2024

WILLIAMSON COUNTY SHERIFF'S OFFICE:

Williamson County Sheriff

Printed Name of Official: Michael T. Gleason

Signature of Official: _____

Date: August 16, 2024

Address of Office: 508 S. Rock St.
Georgetown, Texas 78626

COUNTY:

By: Bill Gravell (Aug 28, 2024 10:42 CDT)
Williamson County Judge or
Presiding Officer,
Williamson County Commissioners Court
710 Main Street, Suite 101
Georgetown, Texas 78626

Date: Aug 28, 2024, 20___

Item #17 WCWSIDD (Star Ranch) Amendment

Final Audit Report 2024-08-28

Created:	2024-08-27
By:	Starla Hall (starlahall@wilco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjhn0ldxLq_EO_HlqrDb0En3LGiLwLKOq

"Item #17 WCWSIDD (Star Ranch) Amendment" History

Document created by Starla Hall (starlahall@wilco.org)
2024-08-27 - 4:51:19 PM GMT- IP address: 66.76.4.65

Document emailed to Rebecca Pruitt (becky.pruitt@wilco.org) for signature
2024-08-27 - 4:55:21 PM GMT

Email viewed by Rebecca Pruitt (becky.pruitt@wilco.org)
2024-08-27 - 6:22:57 PM GMT- IP address: 66.76.4.65

Document signing delegated to Bill Gravell (bgravell@wilco.org) by Rebecca Pruitt (becky.pruitt@wilco.org)
2024-08-27 - 6:23:20 PM GMT- IP address: 66.76.4.65

Document emailed to Bill Gravell (bgravell@wilco.org) for signature
2024-08-27 - 6:23:20 PM GMT

Email viewed by Bill Gravell (bgravell@wilco.org)
2024-08-28 - 3:41:53 PM GMT- IP address: 66.76.4.65

Document e-signed by Bill Gravell (bgravell@wilco.org)
Signature Date: 2024-08-28 - 3:42:03 PM GMT - Time Source: server- IP address: 66.76.4.65

Agreement completed.
2024-08-28 - 3:42:03 PM GMT

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Commissioners Court - Regular Session **20.**

Meeting Date: 09/23/2025

Block House MUD 2nd Amendment for County Sheriff

Submitted For: Matthew Lindemann **Submitted By:** Starla Hall, Sheriff

Department: Sheriff

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on a 2nd Amendment to the Standard Agreement with the Local Governmental Entity regarding off-duty contracting of County Sheriff's Deputies by and between Block House Municipal Utility District, Williamson County Sheriff's Office and Williamson County, Texas relating to a 2nd Amendment to the vehicle reimbursement amount.

Background

On September 26, 2023, the Standard Agreement with Block House MUD was approved in Commissioners Court for a three-year period at a $13.00/hour vehicle reimbursement rate effective October 1, 2023. On June 18, 2024, the Commissioners Court approved to increase the vehicle reimbursement rate to $14.00 per hour effective October 1, 2024, and on June 24, 2025, the Commissioners Court approved a 2nd increase effective October 1, 2025, to $15.00 per hour. Since the current Standard Agreement does not expire until September 30, 2026, the Sheriff's Office is presenting this 2nd amendment with Block House MUD for the vehicle rate increase.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Block House MUD 2nd Amendment

Standard Agreement

1st Amendment

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 10:31 AM
Form Started By: Starla Hall		Started On: 09/16/2025 09:17 AM
Final Approval Date: 09/16/2025		

SECOND AMENDMENT TO STANDARD AGREEMENT WITH LOCAL GOVERNMENTAL ENTITY REGARDING OFF-DUTY CONTRACTING OF COUNTY SHERIFF DEPUTIES

This Second Amendment to Standard Agreement with Local Governmental Entity Regarding Off-Duty Contracting of County Sheriff Deputies (hereinafter, "Second Amendment") is entered into by and between the local governmental entity set forth on the signature page below (hereinafter, "LGE") in the State of Texas; Williamson County, Texas (hereinafter, "COUNTY") a political subdivision of the State of Texas, and the Williamson County Sheriff's Office set forth on the signature page below (hereinafter, "SHERIFF'S OFFICE").

RECITALS

WHEREAS, the LGE, COUNTY, and SHERIFF'S OFFICE previously executed that certain Standard Agreement with Local Governmental Entity Regarding Off-Duty Contracting of County Sheriff Deputies (the "Agreement"), being dated effective as of the date of the Commissioners Court approval and execution on September 26, 2023, wherein COUNTY granted permission for the LGE to contract, in a private capacity, with Deputies of the SHERIFF'S OFFICE while such Deputies are not on duty for the COUNTY and for usage of the COUNTY's vehicle related thereto;

WHEREAS, the COUNTY increased the vehicle usage reimbursement rate set forth under Section 7 of the Agreement and the parties executed a previous amendment to the Agreement; and

WHEREAS, the COUNTY increased the vehicle usage reimbursement rate set forth under Section 7 of the Agreement for the upcoming term of the Agreement and the parties executed a previous amendment to the Agreement; and

WHEREAS, it has become necessary to supplement, modify and amend the Agreement in accordance with the provisions thereof.

AGREEMENT

NOW, THEREFORE, premises considered, the LGE, COUNTY, and SHERIFF'S OFFICE agree that the Agreement is supplemented, amended and modified as follows:

I. Amendment to Section 7 of the Agreement:

Section 7 of the Agreement is amended and supplanted by the following:

COUNTY agrees to invoice LGE for the reimbursement amounts for DEPUTIES' vehicle usage at the rate of **$15.00 per hour per vehicle** (to cover LGE's fair share of costs for fuel, maintenance, and yearly premiums on automobile insurance). The LGE acknowledges that the above-described reimbursement rate will not totally cover the entire

costs incurred by COUNTY for the fully equipped patrol vehicle that is being utilized by such DEPUTIES in the LGE's boundaries; provided, however, COUNTY deems such unrecovered costs for the fully equipped patrol vehicle to be of a public benefit to the citizens of Williamson County.

II. Terms of Agreement Control and Extent of Second Amendment

All other terms of the Agreement and any prior amendments thereto, if any, which have not been specifically amended herein shall remain the same and shall continue in full force and effect.

IN WITNESS WHEREOF, the LGE, COUNTY, and SHERIFF'S OFFICE have executed this Second Amendment, in duplicate, to be effective as of October 1, 2025.

Local Governmental Entity (LGE):

Name of LGE: Block House Municipal Utility District

Signature: _____

Printed Name: Ursula Logan

Title: President, Board of Directors

Date: August 27, 2025

WILLIAMSON COUNTY SHERIFF'S OFFICE:

Williamson County Sheriff

Printed Name of Official: Matthew Lindemann

Signature of Official: Matthew Lindemann

Date: September 16, 2025

Address of Office: 508 S. Rock St.
Georgetown, Texas 78626

COUNTY:

By: _____
Williamson County Judge or
Presiding Officer,
Williamson County Commissioners Court
710 Main Street, Suite 101
Georgetown, Texas 78626

Date: _____ ____, 20_____

STATE OF TEXAS	§	**STANDARD AGREEMENT WITH**
	§	**LOCAL GOVERNMENTAL ENTITY**
	§	**REGARDING OFF-DUTY**
	§	**CONTRACTING OF COUNTY**
COUNTY OF WILLIAMSON	§	**SHERIFF DEPUTIES**

This interlocal agreement (hereinafter, the "AGREEMENT") is entered into by and between the local governmental entity set forth on the signature page below (hereinafter, "LGE") in the State of Texas, and Williamson County, Texas (hereinafter, "COUNTY") a political subdivision of the State of Texas, and the Williamson County Sheriff's Office set forth on the signature page below (hereinafter, "SHERIFF'S OFFICE").

For and in consideration of the permission given by COUNTY for the LGE to contract in a private capacity DEPUTIES of the SHERIFF'S OFFICE (hereinafter "DEPUTIES"), while DEPUTIES are not on duty with and for the COUNTY, it is hereby agreed as follows:

1. It is mutually agreed that while the DEPUTIES are working for the LGE, the DEPUTIES' primary responsibility is the enforcement of Federal and State laws and COUNTY Ordinances or Regulations to protect life and property and to keep the peace. The DEPUTIES cannot enforce policies or rules of the LGE. To the extent applicable, the DEPUTIES shall enforce District Rules and Regulations adopted pursuant to Section 54.205(4) of the Texas Water Code and published in accordance with Sections 54.206 through 54.208 of the Texas Water Code provided that a violation of such District Rules and Regulations also constitutes a crime under the Texas Penal Code. DEPUTIES are at all times subject to the rules and policies of the SHERIFF'S OFFICE. ***LGE expressly acknowledges and agrees that such DEPUTIES are at all times independent contractors of LGE when contracted by the LGE.***

2. It is understood by the LGE that the COUNTY shall retain the right to withdraw at any time its permission for the DEPUTIES to work in a private capacity. If the permission of the COUNTY is withdrawn, the LGE agrees to terminate its contractual relationships with DEPUTIES. The LGE, as part of this AGREEMENT, binds itself to release and hold harmless the COUNTY from any liability or claim for damages in the event such permission is withdrawn by the COUNTY.

3. Prior to the beginning of DEPUTIES performing services for the LGE, the LGE shall obtain a comprehensive general liability insurance policy from a company authorized to do business in the State of Texas or equivalent coverage through the Texas Municipal League Intergovernmental Risk Pool with minimum amounts of Ten Thousand Dollars ($10,000) per occurrence for property damage, One Hundred Thousand Dollars ($100,000) per person, and Three Hundred Thousand Dollars ($300,000) per occurrence for personal injury. COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THIS COVERAGE.

4. The term of this AGREEMENT shall begin October 1 ,2023 and shall terminate on September 30, 2024 and will have two (2) additional one (1) year automatic renewal terms. The AGREEMENT will automatically renew on October 1, 2024,

and October 1, 2025. The Agreement must be revisited with proper approvals from the applicable governing bodies and elected official(s) for FY2027. Either party may terminate this Agreement, for convenience and without cause, by providing thirty (30) days' advance written notice to the other party.

5. State law requires that law enforcement personnel conducting "off-duty" work must be both "full time" and "entitled" to fringe benefits. Tex. Occup. Code Sec. 1702.322(A) & (B)(i). Thus, part-time deputies and "reserve" officers may not conduct "off-duty" work.

6. The COUNTY agrees that each of the DEPUTIES will be properly insured with automobile liability insurance while operating the patrol vehicle in accordance with Section 612.005(b) of the Texas Government Code, and any other applicable laws.

7. COUNTY agrees to invoice LGE for the reimbursement amounts for DEPUTIES' vehicle usage at the rate of $13.00 per hour per vehicle (to cover LGE's fair share of costs for fuel, maintenance, and yearly premiums on automobile insurance). The LGE acknowledges that the above-described reimbursement rate will not totally cover the entire costs incurred by COUNTY for the fully equipped patrol vehicle that is being utilized by such DEPUTIES in the LGE's boundaries; provided, however, COUNTY deems such unrecovered costs for the fully equipped patrol vehicle to be of a public benefit to the citizens of Williamson County.

8. On a monthly basis for each vehicle used by DEPUTIES, LGE agrees to cause DEPUTIES to maintain a written log of all times that vehicles are used for off-duty work, whether the vehicles is actually driven or parked. LGE shall provide such vehicle time records to COUNTY and SHERIFF'S OFFICE no later than the end of each quarter (end of month for each of the following: March, June, September, and December). COUNTY will invoice based on the total usage and rate, as set forth in Paragraph 7, and LGE will pay such invoice pursuant Chapter 2251 of the Texas Government Code ("Texas Prompt Payment Act"). Reporting must be submitted to:

SHERIFF'S OFFICE: At the address set forth on the signature page below.

COUNTY: Williamson County Auditor's Office
Attn: Finance Director
710 Main Street, Suite 301
Georgetown, Texas 78626

9. LGE agrees that it shall pay DEPUTIES directly and file all applicable reporting forms with the Internal Revenue Service, as determined by the LGE.

10. Each party to this AGREEMENT, in the performance of this AGREEMENT, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another.

11. Nothing in this AGREEMENT shall be deemed to waive, modify or amend any legal defense available at law or in equity to COUNTY or LGE, or their past or present officers, employees, or agents, nor to create any legal rights or claim on behalf of any third party. COUNTY and LGE do not waive, modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

LGE:

Name of LGE: BLOCK HOUSE MUNICPAL UTILITY DISTRICT

Signature: _____

Printed Name: Ursula Logan

Title: President, Board of Directors

Date: August 23, 2023

WILLIAMSON COUNTY SHERIFF'S OFFICE:

Williamson County Sheriff

Printed Name of Official: Michael T. Gleason

Signature of Official: _____

Date: September 15, 2023

Address of Office: 508 S. Rock St.
Georgetown TX 78626

COUNTERPART SIGNATURE PAGE
TO STANDARD AGREEMENT WITH
LOCAL GOVERNMENTAL ENTITY
REGARDING OFF-DUTY
CONTRACTING OF COUNTY
SHERIFF DEPUTIES

TO BE EXECUTED BY COUNTY COMMISSIONERS COURT FOR
CONFIRMATION OF BUDGETARY AUTHORIZATION
RELATED TO USE OF
VEHICLES FOR OFF-DUTY WORK[1]

WILLIAMSON COUNTY COMMISSIONERS COURT:

By: Bill Gravell Jr.
Bill Gravell (Sep 26, 2023 10:27 CDT)
Williamson County Judge or
Presiding Officer, Williamson County Commissioners Court
710 Main Street, Suite 105
Georgetown, Texas 78626

Date: Sep 26, 2023, 20____

[1] Including, but not limited to fuel, insurance, and maintenance of county-owned assets.

Item #16 Block House Standard Agreement

Final Audit Report 2023-09-26

Created:	2023-09-25
By:	Starla Hall (starlahall@wilco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuycZhuJOh6fZre9kOBiJYjGHIJZn6fVW

"Item #16 Block House Standard Agreement" History

Document created by Starla Hall (starlahall@wilco.org)
2023-09-25 - 9:34:46 PM GMT

Document emailed to Rebecca Pruitt (becky.pruitt@wilco.org) for signature
2023-09-25 - 9:35:27 PM GMT

Email sent to amanda.brown@wilco.org bounced and could not be delivered
2023-09-25 - 9:35:55 PM GMT

Email viewed by Rebecca Pruitt (becky.pruitt@wilco.org)
2023-09-26 - 3:03:06 PM GMT

Document signing delegated to Bill Gravell (bgravell@wilco.org) by Rebecca Pruitt (becky.pruitt@wilco.org)
2023-09-26 - 3:03:22 PM GMT

Document emailed to Bill Gravell (bgravell@wilco.org) for signature
2023-09-26 - 3:03:22 PM GMT

Email viewed by Bill Gravell (bgravell@wilco.org)
2023-09-26 - 3:27:41 PM GMT

Document e-signed by Bill Gravell (bgravell@wilco.org)
Signature Date: 2023-09-26 - 3:27:51 PM GMT - Time Source: server

Agreement completed.
2023-09-26 - 3:27:51 PM GMT

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AMENDMENT TO STANDARD AGREEMENT WITH LOCAL GOVERNMENTAL ENTITY REGARDING OFF-DUTY CONTRACTING OF COUNTY SHERIFF DEPUTIES

This Amendment to Standard Agreement with Local Governmental Entity Regarding Off-Duty Contracting of County Sheriff Deputies (hereinafter, "Amendment") is entered into by and between the local governmental entity set forth on the signature page below (hereinafter, "LGE") in the State of Texas; Williamson County, Texas (hereinafter, "COUNTY") a political subdivision of the State of Texas, and the Williamson County Sheriff's Office set forth on the signature page below (hereinafter, "SHERIFF'S OFFICE").

RECITALS

WHEREAS, the LGE, COUNTY, and SHERIFF'S OFFICE previously executed that certain Standard Agreement with Local Governmental Entity Regarding Off-Duty Contracting of County Sheriff Deputies (the "Agreement"), being dated effective as of the date of the Commissioners Court approval and execution on September 26, 2023, wherein COUNTY granted permission for the LGE to contract, in a private capacity, with Deputies of the SHERIFF'S OFFICE while such Deputies are not on duty for the COUNTY and for usage of the COUNTY's vehicle related thereto;

WHEREAS, the COUNTY increased the vehicle usage reimbursement rate set forth under Section 7 of the Agreement; and

WHEREAS, it has become necessary to supplement, modify and amend the Agreement in accordance with the provisions thereof.

AGREEMENT

NOW, THEREFORE, premises considered, the LGE, COUNTY, and SHERIFF'S OFFICE agree that the Agreement is supplemented, amended and modified as follows:

I. Amendment to Section 7 of the Agreement:

Section 7 of the Agreement is amended and supplanted by the following:

COUNTY agrees to invoice LGE for the reimbursement amounts for DEPUTIES' vehicle usage at the rate of **$14.00 per hour per vehicle** (to cover LGE's fair share of costs for fuel, maintenance, and yearly premiums on automobile insurance). The LGE acknowledges that the above-described reimbursement rate will not totally cover the entire costs incurred by COUNTY for the fully equipped patrol vehicle that is being utilized by such DEPUTIES in the LGE's boundaries; provided, however, COUNTY deems such unrecovered costs for the fully equipped patrol vehicle to be of a public benefit to the citizens of Williamson County.

II. Terms of Agreement Control and Extent of Amendment

All other terms of the Agreement and any prior amendments thereto, if any, which have not been specifically amended herein shall remain the same and shall continue in full force and effect.

IN WITNESS WHEREOF, the LGE, COUNTY, and SHERIFF'S OFFICE have executed this Amendment, in duplicate, to be effective as of October 1, 2024.

Local Governmental Entity (LGE):

Name of LGE: Block House Municipal Utility District

Signature: _____

Printed Name: Ursula Logan

Title: President, Board of Directors

Date: July 24, 2024

WILLIAMSON COUNTY SHERIFF'S OFFICE:

Williamson County Sheriff

Printed Name of Official: Michael T. Gleason

Signature of Official: _____

Date: July 29, 2024

Address of Office: 508 S. Rock St.
Georgetown, Texas 78626

COUNTY:

By: Bill Gravell Jr.
Bill Gravell (Aug 9, 2024 09:56 CDT)

Williamson County Judge or
Presiding Officer,
Williamson County Commissioners Court
710 Main Street, Suite 101
Georgetown, Texas 78626

Date: Aug 9, 2024 _____, 20____

Item #37 Block House MUD Amendment

Final Audit Report 2024-08-09

Created:	2024-08-06
By:	Starla Hall (starlahall@wilco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_gb2DSLL80QD_mWd0n3661vqFvP5KLmk

"Item #37 Block House MUD Amendment" History

Document created by Starla Hall (starlahall@wilco.org)
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Document e-signed by Bill Gravell (bgravell@wilco.org)
Signature Date: 2024-08-09 - 2:56:47 PM GMT - Time Source: server- IP address: 66.76.4.65

Agreement completed.
2024-08-09 - 2:56:47 PM GMT

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Acrobat Sign

Commissioners Court - Regular Session **21.**

Meeting Date: 09/23/2025

Grace Bible Church Vehicle Reimbursement Agreement for County Sheriff

Submitted For: Matthew Lindemann **Submitted By:** Starla Hall, Sheriff

Department: Sheriff

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action regarding approval and receipt of vehicle reimbursement agreement with Grace Bible Church for off duty contracting of County Sheriff Deputies to be effective October 1, 2025.

Background

This is the annual renewal agreement that will give permission for Grace Bible Church in Georgetown to contract County Sheriff deputies in a private capacity and the County to invoice them for deputies vehicle usage. The agreement will begin October 1, 2025 and will terminate on September 30, 2026.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Grace Bible Church

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:34 AM
Form Started By: Starla Hall		Started On: 09/16/2025 08:09 PM
Final Approval Date: 09/17/2025		

STATE OF TEXAS	§	**VEHICLE REIMBURSEMENT**
	§	**AGREEMENT WITH**
	§	**NON-GOVERNMENTAL**
	§	**ORGANIZATION**
	§	**REGARDING OFF-DUTY**
COUNTY OF WILLIAMSON	§	**CONTRACTING OF COUNTY DEPUTIES**

(Special Event Form)

This Vehicle Reimbursement Agreement with Non-Governmental Organization Regarding Off-Duty Contracting of County Deputies (hereinafter, "AGREEMENT") is entered into by and between the company/organization set forth on the signature page below (hereinafter, "NON-GOVERNMENTAL ORGANIZATION") in the State of Texas, and Williamson County, Texas (hereinafter, "COUNTY") a political subdivision of the State of Texas, and the Williamson County Law Enforcement Agency set forth on the signature page below (hereinafter, "LEA").

For and in consideration of the permission given by COUNTY for the NON-GOVERNMENTAL ORGANIZATION to contract in a private capacity DEPUTIES of the LEA (hereinafter "DEPUTIES"), while DEPUTIES are not on duty with and for the COUNTY, it is hereby agreed as follows:

1. It is mutually agreed that while the DEPUTIES are working for the NON- GOVERNMENTAL ORGANIZATION, the DEPUTIES' primary responsibility is the enforcement of Federal and State laws and COUNTY Ordinances or Regulations to protect life and property and to keep the peace. The DEPUTIES are not allowed to enforce NON-GOVERNMENTAL ORGANIZATION policies or rules. DEPUTIES are at all times subject to the rules and policies of the LEA. ***NON-GOVERNMENTAL ORGANIZATION expressly acknowledges and agrees that such DEPUTIES are at all times independent contractors of the NON-GOVERNMENTAL ORGANIZATION when contracted by the NON-GOVERNMENTAL ORGANIZATION.***

2. **It is understood by the NON-GOVERNMENTAL ORGANIZATION that the COUNTY shall retain the right to withdraw at any time its permission for the DEPUTIES to work in a private capacity (including the right to terminate this agreement at any time).** If the permission of the COUNTY is withdrawn, the NON- GOVERNMENTAL ORGANIZATION agrees to terminate its contracting relationships with DEPUTIES. The NON-GOVERNMENTAL ORGANIZATION, as part of this AGREEMENT, binds itself to release and hold harmless the COUNTY from any liability or claim for damages in the event such permission is withdrawn by the COUNTY.

3. Prior to the beginning of DEPUTIES contracting with the NON-GOVERNMENTAL ORGANIZATION, the NON-GOVERNMENTAL ORGANIZATION shall obtain event general liability insurance for the 24-hour period covering each day of the event. Such temporary policy shall be from a company authorized to do business in the State of Texas with minimum amounts of Ten Thousand Dollars ($10,000) per occurrence for property damage, One Hundred Thousand Dollars ($100,000) per person, and Three Hundred Thousand Dollars

($300,000) per occurrence for personal injury. COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THIS COVERAGE.

4. The term of this AGREEMENT shall commence at October 1, 2025 and terminate at September 30, 2026. Any extension of this AGREEMENT must be set forth in writing and signed by both parties. Either party may terminate this Agreement, for convenience and without cause, by providing ten (10) days' notice to the other party.

5. State law requires that law enforcement personnel conducting "off-duty" work must be both "full time" and "entitled" to fringe benefits. Tex. Occup. Code Sec. 1702.322(A) & (B)(i). Thus, part-time deputies and "reserve" officers may not conduct "off-duty" work.

6. The COUNTY agrees that each of the DEPUTIES will be properly insured with automobile liability insurance while operating the patrol vehicle in accordance with Section 612.005(b) of the Texas Government Code, and any other applicable laws.

7. COUNTY agrees to invoice NON-GOVERNMENTAL ORGANIZATION for the reimbursement amounts for deputy vehicle usage at the rate of **$ 15 .00 per hour per vehicle** (to cover NON-GOVERNMENTAL ORGANIZATION's fair share of costs for fuel, maintenance, and yearly premiums on automobile insurance).

8. NON-GOVERNMENTAL ORGANIZATION agrees to log and maintain all times that vehicles are allotted to off-duty work, whether actually used or parked, for each vehicle used by DEPUTIES. NON-GOVERNMENTAL ORGANIZATION shall provide such vehicle time records to COUNTY and LEA as soon as possible after conclusion of the event. COUNTY will invoice based on the total usage and rate, as set forth in Paragraph 7, and NON-GOVERNMENTAL ORGANIZATION will pay such invoice within ten days of the invoice date. Reporting must be submitted to:

LEA:	At the address set forth on signature page below.
COUNTY:	Williamson County Auditor's Office Attn: Finance Director 710 Main Street, Suite 301 Georgetown, Texas 78626

9. NON-GOVERNMENTAL ORGANIZATION agrees that it shall pay deputies directly and file 1099 forms with the Internal Revenue Service.

10. Each party to this AGREEMENT, in the performance of this AGREEMENT, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another.

11. Nothing in this AGREEMENT shall be deemed to waive, modify or amend any legal defense available at law or in equity to COUNTY, its past or present officers, employees, or agents, nor to create any legal rights or claim on behalf of any third party. COUNTY does not waive,

modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

NON-GOVERNMENTAL ORGANIZATION:

Name of Organization: Grace Bible Church

Signature: _____

Printed Name: Keith Kilpatrick

Title: Executive Pastor

Date: September 16, 2025

WILLIAMSON COUNTY LAW ENFORCEMENT AGENCY:

Name of Office: Williamson County Sheriffs Office

Printed Name of Official: Matthew Lindemann

Signature of Official: Matthew Lindemann

Date: September 16, 2025

Address of Office: 508 S. Rock St.

Georgetown, Texas 78626

COUNTERPART SIGNATURE PAGE REGARDING COUNTY-VEHICLE USE DURING OFF-DUTY SERVICES OF COUNTY DEPTUIES

TO BE EXECUTED BY COUNTY COMMISSIONERS COURT FOR CONFIRMATION OF BUDGETARY AUTHORIZATION RELATED TO USE OF VEHICLES FOR OFF-DUTY WORK[1]

WILLIAMSON COUNTY COMMISSIONERS COURT:

By: _____
Williamson County Judge or
Presiding Officer,
Williamson County Commissioners Court
710 Main Street, Suite 105
Georgetown, Texas 78626

Date: _____ ____, 20____

[1] Including, but not limited to fuel, insurance, and maintenance of county-owned assets.

Commissioners Court - Regular Session **22.**

Meeting Date: 09/23/2025

Authorize Issuing RFP #25RFP82 for EMS Patient Cardiac Care Monitors for Williamson County EMS Services

Submitted For: Joy Simonton **Submitted By:** Vickie Johnson, Purchasing

Department: Purchasing

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on authorizing the Purchasing Agent to advertise and receive sealed responses for EMS Patient Cardiac Care Monitors, under RFP #25RFP82.

Background

Williamson County is seeking written responses for EMS Patient Cardiac Care Monitors for Williamson County Emergency Services. Estimated Budget is $2,574,000.00. The funding source is 01.0100.0540.005107, the Origination ID No. is 3565 and the point of contact is Lt. Kirsti Elias, LP.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 10:58 AM
Form Started By: Vickie Johnson		Started On: 09/08/2025 01:37 PM
Final Approval Date: 09/15/2025		

Commissioners Court - Regular Session **23.**

Meeting Date: 09/23/2025

Approval of the Design and Engineering Services Agreement with The Lawrence Group Architects of Austin, Inc. Utilizing 24RFSQ53 for Facilities Management.

Submitted For: Joy Simonton **Submitted By:** Michelle McKinney, Purchasing

Department: Purchasing

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on awarding RFSQ #24RFSQ53 to The Lawrence Group Architects of Austin, Inc. for the Medic 41 Restroom Addition, in the amount of Nineteen Thousand Nine Hundred and No/100 Dollars $19,900.00 and authorize execution of the agreement.

Background

The Lawrence Group Architects of Austin, Inc, is recommended for the award through RFSQ #24RFSQ53, which established a pre-qualified consultant pool to be contracted on an as-needed basis, on 06.18.24 agenda item no.16. The Lawrence Group Architects of Austin, Inc., is recommended for this project following a project specific evaluation of the firms from the 24RFSQ53 pool. This Agreement for Design Services between Williamson County and The Lawrence Group Architects of Austin, Inc., is for the Medic 41 Restroom Addition located at 2604 Northlawn Drive, Taylor Tx 76574. Contract Audit and General Counsel reviewed. A detailed Scope of Work is attached. The funding source is 01.0100.1034.004100 and the point of contact is Gretchen Glenn.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Design & Engineering Services Agreement

Form 1295 The Lawerence Group Architects of Austin, Inc. Complete

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 12:05 PM
Form Started By: Michelle McKinney		Started On: 09/10/2025 08:50 AM
Final Approval Date: 09/15/2025		

AGREEMENT FOR DESIGN & ENGINEERING SERVICES

PROJECT: **Medic 41 Restroom Addition** ("Project")

ARCHITECT/ ENGINEER: **The Lawrence Group Architects of Austin, Inc.** ("A/E")
Luma Jaffar, Managing Principal
Barton Oaks Plaza Four
901 MoPac Expy South, Suite 180
Austin, Texas 78746

COUNTY'S DESIGNATED REPRESENTATIVE: **Williamson County Facilities Department**
Director of Facilities
3101 SE Inner Loop
Georgetown, Texas 78626

THIS AGREEMENT FOR DESIGN AND ENGINEERING SERVICES ("Agreement") is made and entered into effective as of the latest date of the signatories indicated at the conclusion of this document (the "Effective Date"), by and between **Williamson County**, a body corporate and politic under the laws of the State of Texas ("County") and A/E.

RECITALS

WHEREAS, V.T.C.A., Government Code §2254.002(2)(A)(vii) under Subchapter A entitled "Professional Services Procurement Act" provides for the procurement by counties of services of professional architects and engineers; and

WHEREAS, County intends to **create building architectural plan documents to add an additional restroom to Medic 41 station**; and

WHEREAS, County desires that A/E perform certain professional services in connection with the Project; and

WHEREAS, A/E represents that it is qualified and desires to perform such services;

NOW, THEREFORE, County and A/E, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

ARTICLE 1
SCOPE OF AGREEMENT

A/E agrees to perform professional services in connection with the Project as stated herein, and for having rendered such services, County agrees to pay to A/E compensation as stated in the articles to follow.

ARTICLE 2
CONTRACT DOCUMENTS AND APPLICABLE PROJECT DOCUMENTS

2.1 Contract Documents.
Contract Documents consist of this Agreement, any exhibits attached hereto (which exhibits are hereby incorporated into and made a part of this Agreement), and all fully executed Supplemental Agreements which are subsequently issued. These form the entire Agreement, and all are as fully a part of this Agreement as if attached to this Agreement or repeated herein.

2.2 Existing Information.
County shall provide A/E with all existing plans, maps, studies, reports, field notes, statistics, computations, and other data in its possession relative to existing facilities and to this particular Project at no cost to A/E; however, any and all such information shall remain the property of County and shall be returned, if County so instructs A/E.

2.3 Project Documents.
In addition to any other pertinent and necessary Project documents, the following documents shall be used in the development of the Project:

2.3.1
2012 Edition of the Texas Accessibility Standards (TAS) regarding the Elimination of Architectural Barriers Program, including latest revisions (*see* 16 Tex. Admin. Code § 68.100; *see also* Tex. Gov't Code, Ch. 469).

2.3.2
Americans with Disabilities Act (ADA)

2.3.3
Williamson County Facilities Building Code Adoption List, 2020 edition as updated

2.3.4
Williamson County Consultant Design Submittal Guidelines, 2020 edition as updated

ARTICLE 3
NON-COLLUSION; DEBARMENT; AND FINANCIAL INTEREST PROHIBITED

3.1 Non-collusion.
A/E warrants that it has not employed or retained any company or persons, other than a bona fide employee working solely for A/E, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or subconsultant any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this

Agreement. For breach or violation of this warranty, County reserves and shall have the right to annul this Agreement without liability or, in its discretion and at its sole election, to deduct from the Agreement price or compensation, or to otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

3.2 Debarment Certification.

A/E must sign the Debarment Certification enclosed herewith as **Exhibit E.**

3.3 Financial Interest Prohibited.

A/E covenants and represents that A/E, its officers, employees, agents, consultants, and subcontractors will have no financial interest, direct or indirect, in the purchase or sale of any product, materials, or equipment that will be recommended or required for the construction of the Project.

ARTICLE 4
CHARACTER AND SCOPE OF SERVICES

4.1

In consideration of the compensation herein provided, A/E shall perform professional design and engineering services for the Project, which are acceptable to County, based on standard architectural and engineering practices and the scope of work described on the Exhibits attached to this Agreement. A/E shall also serve as County's professional architect and engineer in those phases of the Project to which this Agreement applies and will consult with and give advice to County during the performance of A/E's services.

4.2

A/E shall perform the following Basic Scope of Services (sometimes referred to herein as the "Basic Scope of Services", "Basic Services" or the "Scope of Services"):

4.2.1

The Basic Scope of Services shall generally consist of all elements of work, meetings, materials, and equipment required for the development of the Project in accordance with the requirements, policies, and general practices of Williamson County.

4.2.2

As part of the Basic Services, A/E shall submit its work products to County for review as requested by County.

4.2.3

The detailed Basic Services for the Project is set forth herein as **Exhibit A** to this Agreement, which is expressly incorporated and made a part hereof.

ARTICLE 5
TIME FOR PERFORMANCE

5.1 Commencement.
A/E shall not commence work until A/E has been thoroughly briefed on the scope of the Project and has been notified in writing to proceed, as evidenced by a Notice to Proceed.

5.2 Duration.
A/E agrees to complete the Basic Services within the time period set forth in **Exhibit C**. The time limits set out therein may, for good cause, be extended, in writing, by County as the Project proceeds.

ARTICLE 6
COMPENSATION AND EXPENSES

6.1 Basic Fee.
For and in consideration of the Basic Services rendered by A/E, County shall pay to A/E up to **Nineteen Thousand Nine Hundred Dollars ($ 19,900.00)** hereinafter called the "Basic Fee".

The Basic Fee is based upon all estimated labor costs required in the performance of all items and phases of the Basic Services set forth in **Exhibit A**. Compensation for Basic Services will be paid by County by monthly invoices of percentage completion of fees by phase of the Basic Fee as set forth in **Exhibit B**. County will only be obligated to pay A/E for the performance of items and phases of the Basic Services actually rendered and incurred, which may be less than the above stated Basic Fee.

6.2 Expenses.
A/E shall be reimbursed for actual non-labor and subcontract expenses incurred in the performance of the services under this Agreement in accordance with the Williamson County Vendor Reimbursement Policy set forth under **Exhibit D**. Invoices requesting reimbursement for costs and expenditures related to the Project (reimbursables) must be accompanied by copies of the provider's invoice and **must strictly comply with the Williamson County Vendor Reimbursement Policy**. The copies of the provider's invoice must evidence the actual costs billed to A/E without markup. Reimbursable Expenses are in addition to compensation for Basic and Additional Services and must not exceed **One Hundred Ninety-Nine Dollars ($ 199.00)**.

ARTICLE 7
ADDITIONAL SERVICES AND CHARGES

For the performance of services not specifically described as Basic Services under **Article 4** above (sometimes referred to herein as "Additional Services"), County shall pay and A/E shall receive, under a negotiated, written Supplemental Agreement, Additional Services compensation based upon invoices of percentage completion.

A/E shall not, however, be compensated for work made necessary by A/E's negligent errors or omissions. In the event of any dispute over the classification of A/E's services as Basic or Additional Services under this Agreement, the decision of County shall be final and binding on A/E.

It is expressly understood and agreed that A/E shall not furnish any Additional Services without the prior written authorization of County by a negotiated Supplemental Agreement. County shall

have no obligation to pay for such Additional Services which have been rendered without prior written authorization of County as hereinabove required.

ARTICLE 8
TIME OF PAYMENT; PAYMENT AND INTEREST; AND RIGHT TO AUDIT

8.1 Time of Payment.

During the performance of the services provided for in this Agreement, monthly payments shall be made based upon that portion of the services which has been completed.

On or about the last day of each calendar month during the performance of the Basic Services to be provided under this Agreement, A/E shall submit to County working documents in any stage of completion to demonstrate incremental progress of Basic Services and the compensation which is due for percentage completion of Basic Services.

On or about the last day of each calendar month during the performance of the Additional Services to be provided under **Article 7**, A/E shall submit to County working documents in any stage of completion to demonstrate incremental progress of Additional Services under an applicable Supplemental Agreement related thereto, and the compensation which is due for percentage completion of particular Additional Services.

County shall review the documentation and shall pay each statement as set forth in this **Article 8**, however, the approval or payment of any statement shall not be considered evidence of performance by A/E to the point indicated by such statement or of receipt or acceptance by County of the services covered by such statement. Final payment does not relieve A/E of the responsibility of correcting any errors or omissions resulting from A/E's negligence.

Upon submittal of the initial invoice, A/E shall provide the County Auditor with an Internal Revenue Form W-9, Request for Taxpayer Identification Number and Certification that is complete in compliance with the Internal Revenue Code, its rules and regulations.

8.2 Prompt Payment Policy.

In accordance with **Chapter 2251, V.T.C.A., Texas Government Code**, payment to A/E will be made within **thirty (30) days** of the day on which the performance of services was complete, or within **thirty (30) days** of the day on which the County Auditor receives a correct invoice for services, whichever is later. A/E may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply in the event:

8.2.1
There is a bona fide dispute between County and A/E concerning the supplies, materials, or equipment delivered or the services performed that causes the payment to be late; or

8.2.2
There is a bona fide dispute between A/E and a subcontractor/ subconsultant or between a subcontractor/ subconsultant and its supplier concerning supplies, materials, or equipment delivered or the Basic Services performed which causes the payment to be late; or

8.2.3
The invoice is not submitted to Williamson County in strict accordance with instructions, if any, on the purchase order, or this Agreement or other such contractual agreement.

The County Auditor shall document to A/E the issues related to disputed invoices within **ten (10) calendar days** of receipt of such invoice. Any non-disputed invoices shall be considered correct and payable per the terms of **Texas Government Code, Chapter 2251, V.T.C.A.**

ARTICLE 9
PROJECT TEAM

County's Designated Representative for purposes of this Agreement is as follows:

Williamson County Facilities Department
Attn: Director of Facilities
3101 SE Inner Loop
Georgetown, Texas 78626

County shall have the right, from time to time, to change the County's Designated Representative by giving A/E written notice thereof. With respect to any action, decision, or determination which is to be taken or made by County under this Agreement, the County's Designated Representative may take such action or make such decision or determination or shall notify A/E in writing of an individual responsible for, and capable of, taking such action, decision, or determination, and shall forward any communications and documentation to such individual for response or action. Actions, decisions or determinations by County's Designated Representative on behalf of County shall be done in his or her reasonable business judgment unless express standards or parameters therefor are included in this Agreement, in which case, actions taken by County's Designated Representative shall be in accordance with such express standards or parameters. Any consent, approval, decision, or determination hereunder by County's Designated Representative shall be binding on County; *provided, however,* County's Designated Representative shall not have any right to modify, amend, or terminate this Agreement or executed Supplemental Agreement. County's Designated Representative shall not have any authority to execute a Supplemental Agreement unless otherwise granted such authority by the Williamson County Commissioners Court.

A/E's Designated Representative for purposes of this Agreement is as follows:

The Lawrence Group Architects of Austin, Inc
Luma Jaffar, Managing Principal
901 MoPac Expy South, Suite 180
Austin, Texas 78746

A/E shall have the right, from time to time, to change A/E's Designated Representative by giving County written notice thereof. With respect to any action, decision, or determination which is to be taken or made by A/E under this Agreement, A/E's Designated Representative may take such action or make such decision or determination, or shall notify County in writing of an individual responsible for and capable of taking such action, decision, or determination and shall forward any communications and documentation to such individual for response or action. Actions, decisions, or determinations by A/E's Designated Representative on behalf of A/E shall be done

in his or her reasonable business judgment unless express standards or parameters therefor are included in this Agreement, in which case, actions taken by A/E's Designated Representative shall be in accordance with such express standards or parameters. Any consent, approval, decision, or determination hereunder by A/E's Designated Representative shall be binding on A/E. A/E's Designated Representative shall have the right to modify, amend, and execute Supplemental Agreements on behalf of A/E.

ARTICLE 10
NOTICE

Any notice required to be given under the provisions of this Agreement shall be in writing and shall be duly served when it shall have been deposited, enclosed in a wrapper with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to County or A/E at the following addresses. If mailed, any notice or communication shall be deemed to be received **three (3) days** after the date of deposit in the United States Mail. Unless otherwise provided in this Agreement, all notices shall be delivered to the following addresses:

County: Williamson County Judge
710 Main Street, Suite 101
Georgetown, Texas 78626

With copy to: Williamson County Facilities Department
Attn: Director of Facilities
3101 SE Inner Loop
Georgetown, Texas 78626

and to: Office of General Counsel
Williamson County Commissioners Court
401 W. 6th Street
Georgetown, Texas 78626

A/E: The Lawrence Group Architects of Austin, Inc
901 MoPac Expy South, Suite 180
Austin, Texas 78746

Attention: Luma Jaffar
Managing Principal

Either party may designate a different address by giving the other party ten (10) days written notice.

ARTICLE 11
PROGRESS EVALUATION

A/E shall, from time to time during the progress of the Basic Services and, when applicable, progress of Additional Services, confer with County at County's election. A/E shall prepare and present such information as may be pertinent and necessary, or as may be reasonably requested

by County, in order for County to evaluate features of the Basic Services and any applicable Additional Services. At the request of County or A/E, conferences shall be provided at A/E's office, the offices of County, or at other locations designated by County. When requested by County, such conferences shall also include evaluation of the Basic Services and any applicable Additional Services. County may, from time to time, require A/E to appear and provide information to the Williamson County Commissioners Court.

Should County determine that the progress in Basic Services or any applicable Additional Services does not satisfy the terms of this Agreement, then County shall review same with A/E to determine corrective action required.

A/E shall promptly advise County in writing of events which have or may have a significant impact upon the progress of the Basic Services and any applicable Additional Services, including but not limited to the following:

11.1
Problems, delays, adverse conditions which may materially affect the ability to meet the objectives of this Agreement or preclude the attainment of Project Basic Services and any applicable Additional Services by established time periods; and such disclosure shall be accompanied by statement of actions taken or contemplated, and County assistance needed to resolve the situation, if any; and

11.2
Favorable developments or events which enable meeting goals sooner than anticipated in relation to this Agreement or any applicable Supplemental Agreement.

ARTICLE 12
CHANGES IN COMPLETED BASIC SERVICES

If County deems it necessary to request changes to previously satisfactorily completed Basic Services or parts thereof which involve changes to the original Basic Services or character of Basic Services under this Agreement, then A/E shall make such revisions as requested and as directed by County. Such revisions shall be considered as Additional Services and paid for as specified under **Article 7** and **Article 8**. A/E shall make revisions to Basic Services authorized hereunder as are necessary to correct errors appearing therein, when required to do so by County. No additional compensation shall be due for such Basic Services.

ARTICLE 13
REVIEW PROCESS AND REVISIONS TO A/E WORK PRODUCT

13.1 Review Process.
A/E's Work Product will be reviewed by County under its applicable technical requirements and procedures, as follows:

13.1.1 Submittal.
Reports, plans, surveys, field notes, original drawings, computer tapes, graphic files, tracings, calculations, analyses, reports, specifications, data, sketches and/or schematics prepared by A/E and supporting documents (collectively referred to hereinabove and

hereinafter as the "A/E Work Product(s)"), shall be submitted by A/E on or before the dates specified for completion, as set out in the Production Schedule set forth in **Exhibit C**.

13.1.2 Completion.
Reports, plans, specifications, and supporting documents shall be submitted by A/E on or before the dates specified in **Exhibit C**. Upon receipt of same, the submission shall be checked for completion. "Completion" or "Complete" shall be defined as all of the required items, as set out in **Exhibit A**, have been included in compliance with the requirements of this Agreement. The completeness of any Basic Services submitted to County shall be determined by County within thirty (30) days of such submittal and County shall notify A/E in writing within such thirty (30) day period if such Basic Services have been found to be incomplete. If the submission is Complete, County will notify A/E and County's technical review process will begin.

If the submission is not Complete, County will notify A/E, who shall perform such professional services as are required to complete the Basic Services and resubmit it to County. This process shall be repeated until a submission is Complete.

13.1.3 Acceptance.
County will review the completed Basic Services in each design phase for compliance with this Agreement and general conformance with the Design Deliverable Guidelines. "Acceptance" or "Accepted" shall mean that in County's reasonable opinion, substantial compliance with the requirements of this Agreement has been achieved.

If a lack of coordination between subconsultant documents is discovered in the A/E work product, which is not specifically called-out by A/E as a pending coordination item, the work product will be returned to A/E along with written email notification which may describe preliminary deficiencies discovered and may reference the terms of **Paragraph 13.1.3** of this Agreement. A/E shall perform any required corrections to Basic Services and resubmit to County.

Should this process need to be repeated for the same or subsequent deficiencies related to the initial deficiencies, County will issue a marked-up work product to A/E indicating specific deficiencies for correction. County will also issue a notice for A/E to deduct **One Thousand Dollars ($ 1,000)** from the A/E 's Basic Fee on the next invoice for each occurrence until the Basic Services are Accepted.

13.1.4 Final Approval.
After Acceptance, A/E shall perform any required modifications, changes, alterations, corrections, redesigns, and additional work necessary to receive Final Approval by County. "Final Approval" in this sense shall mean formal recognition that the Basic Services have been fully carried out.

13.2 Revision to A/E Work Product.

A/E shall make, without expense to County, such revisions to A/E Work Product as may be required to correct negligent errors or omissions so A/E Work Product meets the needs of County, but after the approval of A/E Work Product any revisions, additions, or other modifications made at County's request which involve extra services and expenses to A/E shall entitle A/E to additional compensation for such extra services and expenses; provided, however, A/E hereby agrees to perform any necessary corrections to A/E Work Products which are found to be in negligent error or omission as a result of A/E's development of A/E Work Product, at any time,

without additional compensation. If it is necessary, due to such error or omission by A/E, to revise any A/E Work Product in order to make the Project constructible, A/E shall do so without additional compensation. In the event of any dispute over the classification of A/E's Work Products as Complete, Accepted, or Approved under this Agreement, the decision of County shall be final and binding on A/E, subject to any civil remedy or determination otherwise available to the parties and deemed appropriate by the parties.

13.3 Days.
All references to a "day" in this Agreement shall mean a calendar day unless otherwise specified.

13.4 County's Reliance on A/E.
A/E's duties as set forth herein shall at no time be in any way diminished by reason of any review, evaluation, or approval by County nor shall A/E be released from any liability by reason of such review, evaluation or approval by County, it being understood that County, at all times, is ultimately relying upon A/E's skill, ability, and knowledge in performing the Basic Services required hereunder.

ARTICLE 14
SUSPENSION

Should County desire to suspend the Basic Services, but not to terminate this Agreement, then such suspension may be effected by County giving A/E **thirty (30) calendar days'** verbal notification followed by written confirmation to that effect. Such **thirty (30)-day** notice may be waived in writing by agreement and signature of both parties. The Basic Services may be reinstated and resumed in full force and effect within **sixty (60) days** of receipt of written notice from County to resume the Basic Services. Such **sixty (60)-day** notice may be waived in writing by agreement and signature of both parties. If this Agreement is suspended for more than **thirty (30) days**, A/E shall have the option of terminating this Agreement and, in the event, A/E shall be compensated for all Basic Services performed and reimbursable expenses incurred, provided such Basic Services and reimbursable expenses have been previously authorized and approved by County, to the effective date of suspension.

County assumes no liability for Basic Services performed or costs incurred prior to the date authorized by County for A/E to begin Basic Services, and/or during periods when Basic Services are suspended, and/or subsequent to the completion date.

ARTICLE 15
VIOLATION OF CONTRACT TERMS/ BREACH OF CONTRACT

Violation of contract terms or breach of contract by A/E shall be grounds for termination of this Agreement, and any increased costs arising from A/E's default, breach of contract, or violation of contract terms shall be paid by A/E.

ARTICLE 16
TERMINATION

This Agreement may be terminated as set forth below.

16.1
By mutual agreement and consent, in writing, of both parties.

16.2
By County, by notice in writing to A/E, as a consequence of failure by A/E to perform the Basic Services set forth herein in a satisfactory manner.

16.3
By either party, upon the failure of the other party to fulfill its obligations as set forth herein.

16.4
By County, for reasons of its own and not subject to the mutual consent of A/E, upon not less than **thirty (30) days** written notice to A/E.

16.5
By satisfactory completion of all Basic Services and obligations described herein.

Should County terminate this Agreement as herein provided, no fees other than fees due and payable at the time of termination plus reimbursable expenses incurred shall thereafter be paid to A/E. In determining the value of the Basic Services performed by A/E prior to termination, County shall be the sole judge. Compensation for Basic Services at termination will be based on a percentage of the Basic Services completed at that time. Should County terminate this Agreement under **Section 16.4** above, then the amount charged during the **thirty (30)-day** notice period shall not exceed the amount charged during the preceding **thirty (30) days**.

If A/E defaults in the performance of this Agreement or if County terminates this Agreement for fault on the part of A/E, then County shall give consideration to the actual costs incurred by A/E in performing the Basic Services to the date of default, the amount of Basic Services required which was satisfactorily completed to date of default, the value of the Basic Services which are usable to County, the cost to County of employing another firm to complete the Basic Services required and the time required to do so, and other factors which affect the value to County of the Basic Services performed at the time of default.

The termination of this Agreement and payment of an amount in settlement as prescribed above shall extinguish all rights, duties, and obligations of County under this Agreement. If the termination of this Agreement is due to the failure of A/E to fulfill its contractual obligations, then County may take over the Project and prosecute the Basic Services to completion. In such case, A/E shall be liable to County for any additional and reasonable costs incurred by County.

A/E shall be responsible for the settlement of all contractual and administrative issues arising out of any procurements made by A/E in support of the Basic Services under this Agreement.

ARTICLE 17
USE OF DOCUMENTS

All documents, including but not limited to drawings, specifications, and data or programs stored electronically, (hereinafter referred to as "A/E Work Products") prepared by A/E and its subcontractors/ subconsultants are related exclusively to the services described in this

Agreement and are intended to be used with respect to this Project. However, it is expressly understood and agreed by and between the parties hereto that all of A/E's designs under this Agreement (including but not limited to tracings, drawings, estimates, specifications, investigations, studies and other documents, completed or partially completed), shall be the property of County to be thereafter used in any lawful manner as County elects. Any such subsequent use made of documents by County shall be at County's sole risk and without liability to A/E.

By execution of this Agreement and in confirmation of the fee for services to be paid under this Agreement, A/E hereby conveys, transfers, and assigns to County all rights under the Federal Copyright Act of 1976 (or any successor copyright statute), as amended, all common law copyrights and all other intellectual property rights acknowledged by law in the Project Designs and Work Product developed under this Agreement. Copies may be retained by A/E. A/E shall be liable to County for any loss or damage to any such documents while they are in the possession of or while being worked upon by A/E or anyone connected with A/E, including agents, employees, Engineers or subcontractors/ subconsultants. All documents so lost or damaged shall be replaced or restored by A/E without cost to County.

Upon execution of this Agreement, A/E grants to County permission to reproduce A/E's work and documents for purposes of constructing, using, and maintaining the Project, provided that County will comply with its obligations, including prompt payment of all sums when due, under this Agreement. A/E shall obtain similar permission from A/E's subcontractors/ subconsultants consistent with this Agreement. If and upon the date A/E is adjudged in default of this Agreement, County is permitted to authorize other similarly credentialed design professionals to reproduce and, where permitted by law, to make changes, corrections, or additions to the work and documents for the purposes of completing, using, and maintaining the Project.

County shall not assign, delegate, sublicense, pledge, or otherwise transfer any permission granted herein to another party without the prior written consent of A/E. However, County shall be permitted to authorize the contractor, subcontractors, and material or equipment suppliers to reproduce applicable portions of A/E Work Products appropriate to and for use in the execution of the Work. Submission or distribution of A/E Work Products to meet official regulatory requirements or for similar purposes in connection with the Project is permitted. Any unauthorized use of A/E Work Products shall be at County's sole risk and without liability to A/E and its subconsultants.

Prior to A/E providing to County any A/E Work Products in electronic form or County providing to A/E any electronic data for incorporation into A/E Work Products, County and A/E shall, by separate written agreement, set forth the specific conditions governing the format of such A/E Work Products or electronic data, including any special limitations not otherwise provided in this Agreement. Any electronic files are provided by A/E for the convenience of County and use of them is at County's sole risk. In the case of any defects in electronic files or any discrepancies between them and any hardcopy of the same documents prepared by A/E, the hardcopy shall prevail. Only printed copies of documents conveyed by A/E shall be relied upon.

A/E shall have no liability for changes made to the drawings by other consultants subsequent to the completion of the Project. Any such change shall be sealed by A/E making that change and shall be appropriately marked to reflect what was changed or modified.

ARTICLE 18
PERSONNEL, EQUIPMENT, AND MATERIAL

A/E shall furnish and maintain, at its own expense, quarters for the performance of all Basic Services, and adequate and sufficient personnel and equipment to perform the Basic Services as required. All employees of A/E shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of A/E who, in the reasonable opinion of County, is incompetent or whose conduct becomes detrimental to the Basic Services shall immediately be removed from association with the Project when so instructed by County. A/E certifies that it presently has adequate qualified personnel in its employment for performance of the Basic Services required under this Agreement, or will obtain such personnel from sources other than County. A/E may not change the Project Manager without prior written consent of County.

ARTICLE 19
SUBCONTRACTING

A/E shall not assign, subcontract, or transfer any portion of the Basic Services under this Agreement without prior written approval from County. All subcontracts shall include the provisions required in this Agreement. No subcontract shall relieve A/E of any responsibilities under this Agreement.

ARTICLE 20
MODIFICATIONS

This instrument contains the entire Agreement between the parties relating to the right herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent written modification signed by both parties hereto.

ARTICLE 21
COMPLIANCE WITH LAWS

21.1 Compliance.

A/E shall render the services hereunder in accordance with generally accepted standards applicable thereto and shall use that degree of care and skill commensurate with the architecture and engineering professions, and in recognition of such standards, A/E shall comply with all applicable federal, state, and local laws, statutes, codes, ordinances, rules and regulations, and the orders and decrees of any court, or administrative bodies or tribunals in any manner affecting the performance of this Agreement, including, without limitation, minimum/ maximum salary and wage statutes and regulations, and licensing laws and regulations. A/E shall furnish County with satisfactory proof of its compliance.

A/E shall further obtain all permits and licenses required in the performance of the Basic Services contracted for herein.

21.2 Taxes.

A/E shall pay all taxes, if any, required by law arising by virtue of the Basic Services performed hereunder. County is qualified for exemption pursuant to the provisions of **Section 151.309 of the Texas Limited Sales, Excise, and Use Tax Act.**

ARTICLE 22
INDEMNIFICATION

A/E AGREES, TO THE FULLEST EXTENT PERMITTED BY LAW, TO INDEMNIFY AND HOLD COUNTY HARMLESS FROM AND AGAINST ANY AND ALL LIABILITIES, LOSSES, PENALTIES, JUDGMENTS, CLAIMS, LAWSUITS, DAMAGES, COSTS AND EXPENSES, INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEYS' FEES, ("LOSSES") TO THE EXTENT SUCH LOSSES ARE CAUSED BY OR RESULTS FROM A NEGLIGENT ACT OR OMISSION, NEGLIGENCE, OR INTENTIONAL TORT COMMITTED BY A/E, A/E'S EMPLOYEES, AGENTS, OR ANY OTHER PERSON OR ENTITY UNDER CONTRACT WITH A/E INCLUDING, WITHOUT LIMITATION, A/E'S SUBCONSULTANTS, OR ANY OTHER ENTITY OVER WHICH A/E EXERCISES CONTROL.

A/E FURTHER AGREES, TO THE FULLEST EXTENT PERMITTED BY LAW, TO INDEMNIFY AND HOLD COUNTY HARMLESS FROM ANY AND ALL LIABILITIES, LOSSES, PENALTIES, JUDGMENTS, CLAIMS, LAWSUITS, DAMAGES, COSTS AND EXPENSES, INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEYS' FEES, ("LOSSES") TO THE EXTENT SUCH LOSSES ARE CAUSED BY OR RESULTS FROM A/E'S FAILURE TO PAY A/E'S EMPLOYEES, SUBCONTRACTORS, SUBCONSULTANTS, OR SUPPLIERS, IN CONNECTION WITH ANY OF THE WORK PERFORMED OR TO BE PERFORMED UNDER THIS AGREEMENT BY A/E.

A/E FURTHER AGREES TO INDEMNIFY AND HOLD COUNTY HARMLESS FROM ANY AND ALL LIABILITIES, LOSSES, PENALTIES, CLAIMS, LAWSUITS, DAMAGES, COSTS AND EXPENSES, INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEYS' FEES; ("LOSSES") TO THE EXTENT SUCH LOSSES ARE CAUSED BY OR RESULTS FROM THE INFRINGEMENT OF ANY INTELLECTUAL PROPERTY ARISING OUT OF THE USE OF ANY PLANS, DESIGN, DRAWINGS, OR SPECIFICATIONS FURNISHED BY A/E IN THE PERFORMANCE OF THIS AGREEMENT.

THE LIMITS OF INSURANCE REQUIRED IN THIS AGREEMENT AND/OR THE CONTRACT DOCUMENTS SHALL NOT LIMIT A/E'S OBLIGATIONS UNDER THIS **ARTICLE 22**. THE TERMS AND CONDITIONS CONTAINED IN THIS **ARTICLE 22** SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT AND/OR CONTRACT DOCUMENTS OR THE SUSPENSION OF THE WORK HEREUNDER. TO THE EXTENT THAT ANY LIABILITIES, PENALTIES, DEMANDS, CLAIMS, LAWSUITS, LOSSES, DAMAGES, COSTS AND EXPENSES ARE CAUSED IN PART BY THE ACTS OF COUNTY OR THIRD PARTIES FOR WHOM A/E IS NOT LEGALLY LIABLE, A/E'S OBLIGATIONS SHALL BE IN PROPORTION TO A/E'S FAULT. THE OBLIGATIONS HEREIN SHALL ALSO EXTEND TO ANY ACTIONS BY COUNTY TO ENFORCE THIS INDEMNITY OBLIGATION.

IN THE EVENT THAT CONTRACTORS INITIATE LITIGATION AGAINST COUNTY IN WHICH CONTRACTOR ALLEGES DAMAGES AS A RESULT OF ANY ACTS, ERRORS OR OMISSIONS OF A/E OR ANY OF ITS EMPLOYEES OR ANY PERSON, FIRM OR CORPORATION DIRECTLY OR INDIRECTLY EMPLOYED BY A/E, INCLUDING, BUT NOT LIMITED TO, DEFECTS, ERRORS, OR OMISSIONS IN THE CONSTRUCTION DOCUMENTS OR IN THE ADMINISTRATION OF THIS AGREEMENT BY A/E OR ANY OF ITS EMPLOYEES OR ANY PERSON, FIRM OR CORPORATION DIRECTLY OR INDIRECTLY EMPLOYED BY A/E, AND/OR INADEQUATE SERVICES PURSUANT TO THE CONSTRUCTION PHASE-ADMINISTRATION OF THE CONSTRUCTION CONTRACT AS DEFINED AND REQUIRED BY THIS AGREEMENT, AGREEMENT EXHIBITS AND THE CONSTRUCTION CONTRACT DOCUMENTS, THEN COUNTY SHALL HAVE THE RIGHT TO JOIN

A/E AT COUNTY'S COST. A/E SHALL ALSO HOLD COUNTY HARMLESS AND INDEMNIFY COUNTY TO THE EXTENT THAT A/E, ANY OF ITS EMPLOYEES, AGENTS, SUBCONTRACTORS, SUBCONSULTANTS, OR SUPPLIERS, OR OTHER ENTITIES OVER WHICH A/E EXERCISES CONTROL, CAUSED SUCH DAMAGES TO CONTRACTOR, INCLUDING ANY AND ALL COSTS AND ATTORNEYS' FEES INCURRED BY COUNTY IN CONNECTION WITH THE DEFENSE OF ANY CLAIMS WHERE A/E, ITS EMPLOYEES, AGENTS, SUBCONTRACTORS, SUBCONSULTANTS, OR SUPPLIERS, OR OTHER ENTITIES OVER WHICH A/E EXERCISES CONTROL, ARE ADJUDICATED AT FAULT.

ARTICLE 23
PROFESSIONAL'S RESPONSIBILITIES

A/E shall be responsible for the accuracy of its Professional Services and shall promptly make necessary revisions or corrections to its Work Product resulting from errors, omissions, or negligent acts, and same shall be done without compensation. County shall determine A/E's responsibilities for all questions arising from design errors and/or omissions, subject to the dispute resolution provisions of **Article 31**. A/E shall not be relieved of responsibility for subsequent correction of any such errors or omissions in its work product, or for clarification of any ambiguities until after the construction phase of the Project has been completed.

ARTICLE 24
PROFESSIONAL'S SEAL

The responsible architect and engineer shall sign, seal, and date all appropriate submissions to County in accordance with Texas laws and the rules of the State Boards of Registration for Professionals.

ARTICLE 25
INSURANCE

A/E must comply with the following insurance requirements at all times during this Agreement:

25.1 Coverage Limits.
A/E, at A/E's sole cost, shall purchase and maintain during the entire term while this Agreement is in effect the following insurance:

25.1.1
Worker's Compensation in accordance with statutory requirements.

25.1.2
Commercial General Liability Insurance with a combined minimum Bodily Injury and Property Damage limits of $1,000,000.00 per occurrence and $2,000,000.00 in the aggregate.

25.1.3
Business Automobile Liability Insurance for all owned, non-owned, and hired vehicles with combined minimum limits for Bodily Injury and Property Damage of $1,000,000.00 each accident.

25.1.4
Professional Liability Insurance in the amount of $2,000,000.00 per claim and annual aggregate.

25.2 Certification of Coverage.

Prior to the performance of any A/E Services, A/E shall furnish County with a Certificate of Insurance issued by the insurer evidencing the required coverages and terms under this article. The initial Certificate of Insurance is evidenced as **Exhibit F** herein entitled "Certificates of Insurance." As further set out below, A/E shall not allow any subcontractor/subconsultant(s) to commence work to be performed in connection with this Agreement until all required insurance has been obtained and approved and such approval shall not be unreasonably withheld. Approval of the insurance by County shall not relieve or decrease the liability of A/E hereunder.

25.3 Additional Insureds; Waiver of Subrogation.

"Williamson County, Texas, its directors, officers and employees" shall be added as additional insureds under policies listed under (2) and (3) above, and on those policies where "Williamson County, Texas, its directors, officers and employees" are additional insureds, such insurance shall be primary and any insurance maintained by County shall be excess and not contribute with it. Such policies shall also include waivers of subrogation in favor of County.

25.4 Certificate Holder.

The name of the Certificate Holder in the Certificate of Insurance issued by the insurer shall be as follows:

Williamson County, Texas
C/O: Williamson County Risk Management
301 SE Inner Loop
Georgetown, TX. 78626
Email: coi.submission@wilco.org

25.5 Insurance Policy Endorsements.

Each insurance policy shall include the following conditions by endorsement to the policy:

25.5.1
County shall be notified ten (10) days prior to the expiration, cancellation, non-renewal or any material change in coverage, and such notice thereof shall be given to County by certified mail, and by email to:

Williamson County, Texas
C/O: Williamson County Risk Management
301 SE Inner Loop
Georgetown, TX. 78626
Email: coi.submission@wilco.org

25.5.2
The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County, to any such future coverage, or to County's Self-Insured Retentions of whatever nature.

25.6 Notices by A/E.

A/E shall not cause any insurance to be canceled nor permit any insurance to lapse. **In addition to any other notification requirements set forth hereunder, A/E shall also notify County, within twenty-four (24) hours of receipt of any notices of expiration, cancellation, non-renewal, or material change in coverage it receives from its insurer.**

25.7 Premiums and Deductible.

A/E shall be responsible for payment of premiums for all of the insurance coverages required under this section. A/E further agrees that for each claim, suit or action made against insurance provided hereunder, with respect to all matters for which the A/E is responsible hereunder, A/E shall be solely responsible for all deductibles and self-insured retentions. Any deductibles or self-insured retentions over **$50,000** in the A/E's insurance must be declared and approved in writing by County in advance.

25.8 Insurance Company Rating.

The required insurance must be written by a company approved to do business in the State or Texas with a financial standing of at least an A- rating, as reflected in Best's insurance ratings or by a similar rating system recognized within the insurance industry at the time the policy is issued.

25.9 No Arbitration.

It is the intention of the County and agreed to and hereby acknowledged by the A/E, that no provision of this Agreement shall be construed to require the County to submit to mandatory arbitration in the settlement of any claim, cause of action or dispute, except as specifically required in direct connection with an insurance claim or threat of claim under an insurance policy required hereunder or as may be required by law or a court of law with jurisdiction over the provisions of this Agreement.

25.10 Subcontractor/Subconsultant's Insurance.

Without limiting any of the other obligations or liabilities of A/E, A/E shall require each subcontractor/subconsultant performing work under this Agreement (to the extent a subcontractor/subconsultant is allowed by County) to maintain during the term of this Agreement, at the subcontractor/subconsultant's own expense, the same stipulated minimum insurance required in this Article, including the required provisions and additional policy conditions as shown below in this Article. Any requests for consent to reduce any insurance coverage limits requirements for A/E's subcontractors/subconsultants must be provided to County in writing and must set forth reasoning and justifications for decreasing such coverage limits. County may, at its sole discretion, consent to a reduction in the insurance coverage limits requirements for A/E's subcontractors/subconsultants; provided, however, consent by County must be in writing and such consent shall not relieve or decrease the liability of A/E hereunder.

A/E shall obtain and monitor the Certificates of Insurance from each subcontractor/subconsultant in order to assure compliance with the insurance requirements. A/E must retain the Certificates of Insurance for the duration of this Agreement and shall have the responsibility of enforcing these insurance requirements among its subcontractor/subconsultants. County shall be entitled, upon request and without expense, to receive copies of these Certificates of Insurance.

25.11 Cost of Insurance.

The cost of all insurance required herein to be secured and maintained by A/E shall be borne solely by A/E.

ARTICLE 26
SUCCESSORS AND ASSIGNS

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their successors, lawful assigns, and legal representatives. A/E may not assign, sublet, or transfer any interest in this Agreement, in whole or in part, by operation of law or otherwise, without obtaining the prior written consent of County.

ARTICLE 27
SEVERABILITY

In the event 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, then such invalidity, illegality or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

ARTICLE 28
PRIOR AGREEMENTS SUPERSEDED

This Agreement constitutes the sole agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter defined herein. This Agreement may only be amended or supplemented by mutual agreement of the parties hereto in writing.

ARTICLE 29
A/E'S ACCOUNTING RECORDS

A/E agrees to maintain, for a period of **three (3) years** after final payment under this Agreement, detailed records, books, documents, and papers which are directly pertinent to the services to be performed under this Agreement and records of reimbursable costs and expenses of other providers and provide such other details as may be requested by the County Auditor for the purposes of making audits, examinations, excerpts and transcriptions. A/E agrees that 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 detailed records, books, documents, and papers which are directly pertinent to the services to be performed under this Agreement and records of reimbursable costs and expenses of other providers for the purposes of making audits, examinations, excerpts, and transcriptions. A/E further agrees that County shall have access during normal working hours to all necessary A/E facilities and shall be provided adequate and appropriate workspace in order to conduct audits in compliance with the provisions of this **Article 29**. County shall give A/E reasonable advance notice of intended audits.

ARTICLE 30
GENERAL PROVISIONS

30.1 Time is of the Essence.
A/E understands and agrees that time is of the essence and that any failure of A/E to complete the Basic Services within the agreed Production Schedule set out in **Exhibit C** may constitute a material breach of this Agreement. A/E shall be fully responsible for its delays or for failures to use its reasonable efforts in accordance with the terms of this Agreement and A/E's standard of performance as defined herein. Where damage is caused to County due to A/E's negligent failure to perform, County may accordingly withhold, to the extent of such damage, A/E's payments hereunder without waiver of any of County's additional legal rights or remedies.

30.2 Force Majeure.
Neither County nor A/E shall be deemed in violation of this Agreement if prevented from performing any of their obligations hereunder by reasons for which they are not responsible or circumstances beyond their control. However, notice of such impediment or delay in performance must be timely given, and all reasonable efforts undertaken to mitigate its effects.

30.3 Enforcement and Venue.
This Agreement shall be enforceable in Georgetown, Williamson County, Texas, and if legal action is necessary by either party with respect to the enforcement of any or all of the terms or conditions herein, exclusive venue for same shall lie in Williamson County, Texas. This Agreement shall be governed by and construed in accordance with the laws and court decisions of the State of Texas excluding, however, its choice of law rules.

30.4 Standard of Performance.
The standard of care for all professional architecture, engineering, consulting and related services performed or furnished by A/E and its employees under this Agreement will be the care and skill ordinarily used by members of A/E's profession, practicing under the same or similar circumstances at the same time and in the same locality.

30.5 Opinion of Probable Cost.
Any opinions of probable Project cost or probable construction cost provided by A/E are made on the basis of information available to A/E and on the basis of A/E's experience and qualifications and represents its judgment as an experienced and qualified professional. However, since A/E has no control over the cost of labor, materials, equipment, or services furnished by others, or over the contractor(s') methods of determining prices, or over competitive bidding or market conditions, A/E does not guarantee that proposals, bids or actual Project or construction cost will not vary from opinions of probable cost A/E prepares.

30.6 Opinions and Determinations.
Where the terms of this Agreement provide for action to be based upon opinion, judgment, approval, review, or determination of either party hereto, such terms are not intended to be and shall never be construed as permitting such opinion, judgment, approval, review, or determination to be arbitrary, capricious, or unreasonable.

30.7 Reports of Accidents.
Within **twenty-four (24) hours** after A/E becomes aware of the occurrence of any accident or other event which results in, or might result in, injury to the person or property of any third person (other than an employee of A/E), whether or not it results from, or involves, any action or failure to act by A/E or any employee or agent of A/E and which arises in any manner from the performance of this Agreement, A/E shall send a written report of such accident or other event to County, setting forth a full and concise statement of the facts pertaining thereto. A/E shall also

immediately send to County a copy of any summons, subpoena, notice, or other documents served upon A/E, its agents, employees, or representatives, or received by it or them, in connection with any matter before any court arising in any manner from A/E's performance of work under this Agreement.

30.8 Gender, Number, and Headings.
Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, unless the context otherwise requires. The headings and section numbers are for convenience only and shall not be considered in interpreting or construing this Agreement.

30.9 Construction.
Each party hereto acknowledges that it and its counsel have reviewed this Agreement and that the normal rules of construction are not applicable and there will be no presumption that any ambiguities will be resolved against the drafting party in the interpretation of this Agreement.

30.10 Independent Contractor Relationship.
Both parties hereto, in the performance of this Agreement, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever.

30.11 No Waiver of Immunities.
Nothing in this Agreement shall be deemed to waive, modify, or amend any legal defense available at law or in equity to County, its past or present officers, employees, or agents, nor to create any legal rights or claim on behalf of any third party. County does not waive, modify, or alter, to any extent whatsoever, the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

30.12 Texas Public Information Act.
To the extent, if any, that any provision in this Agreement is in conflict with **Texas Government Code 552.001** et seq., as amended (the "Public Information Act"), the same shall be of no force or effect. Furthermore, it is expressly understood and agreed that County, its officers and employees may request advice, decisions and opinions of the Attorney General of the State of Texas in regard to the application of the Public Information Act to any items or data furnished to County as to whether or not the same are available to the public. It is further understood that County's officers and employees shall have the right to rely on the advice, decisions and opinions of the Attorney General, and that County, its officers and employees shall have no liability or obligation to any party hereto for the disclosure to the public, or to any person or persons, of any items or data furnished to County by a party hereto, in reliance of any advice, decision or opinion of the Attorney General of the State of Texas.

30.13 Governing Terms and Conditions.
If there is an irreconcilable conflict between the terms and conditions set forth in this Agreement or any Supplemental Agreement and the terms and conditions set forth in any Exhibit, Appendix to this Agreement, the terms and conditions set forth in this Agreement or any Supplemental Agreement shall control over the terms and conditions set forth in any Exhibit, Appendix to this Agreement.

30.14 Appropriation of Funds by County.

County believes it has sufficient funds currently available and authorized for expenditure to finance the costs of this Agreement. A/E understands and agrees that County's payment of amounts under this Agreement is contingent on the County receiving appropriations or other expenditure authority sufficient to allow the County, in the exercise of reasonable administrative discretion, to continue to make payments under this Agreement. It is further understood and agreed by A/E that County shall have the right to terminate this Agreement at the end of any County fiscal year if the governing body of County does not appropriate sufficient funds as determined by County's budget for the fiscal year in question. County may affect such termination by giving written notice of termination to A/E.

ARTICLE 31
DISPUTE RESOLUTION

Except as otherwise specifically set forth herein, County and A/E shall work together in good faith to resolve any controversy, dispute, or claim between them which arises out of or relates to this Agreement, whether stated in tort, contract, statute, claim for benefits, bad faith, professional liability or otherwise ("Claim"). If the parties are unable to resolve the Claim within **thirty (30) days** following the date in which one party sent written notice of the Claim to the other party, and if a party wishes to pursue the Claim, such Claim shall be addressed through non-binding mediation. A single mediator engaged in the practice of law, who is knowledgeable about subject matter of this Agreement, shall be selected by agreement of the parties and serve as the mediator. Any mediation under this Agreement shall be conducted in Williamson County, Texas. The mediator's fees shall be borne equally between the parties. Such non-binding mediation is a condition precedent to seeking redress in a court of competent jurisdiction, but this provision shall not preclude either party from filing a lawsuit in a court of competent jurisdiction prior to completing a mediation, if necessary to preserve the statute of limitations, in which case such lawsuit shall be stayed pending completion of the mediation process contemplated herein. This provision shall survive the termination of this Agreement.

ARTICLE 32
EQUAL OPPORTUNITY IN EMPLOYMENT

The parties to this Agreement agree that during the performance of the services under this Agreement they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The parties to this Agreement will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; termination; rates of pay or other forms of compensation, and selection for training, including apprenticeship.

ARTICLE 33
MERGER

The Parties agree that this Agreement contains all of the terms and conditions of the understanding of the parties relating to the subject matter hereof. All prior negotiations,

discussions, correspondence and preliminary understandings between the parties and others relating hereto are superseded by this Agreement.

ARTICLE 34
PUBLIC CONTACT

Contact with the news media, citizens of Williamson County or governmental agencies shall be the responsibility of County. Under no circumstances shall A/E release any material or information developed in the performance of its services hereunder without the express written permission of County.

ARTICLE 35
A/E's REPRESENTATIONS

A/E represents that it is financially solvent, able to pay its debts as they become due, and possesses sufficient working capital to complete the services and perform its obligation under this Agreement and under the Contract Documents. A/E further represents and acknowledges that: (a) it is a sophisticated business entity that possesses the required level of experience and expertise in business administration, construction, and contract administration of projects of similar or like size, complexity, and nature as the Project and (b) the fee stated in this Agreement is adequate compensation for the timely completion of the Basic Services.

ARTICLE 36
CONFIDENTIALITY

A/E hereby acknowledges the services to be performed hereunder pertain to a secured correctional facility (Williamson County Jail) and that A/E must ensure that information relating all areas of the Williamson County Jail must not be disclosed to third parties. A/E expressly agrees that its employees, agents, or any other person or entity under contract with A/E including, without limitation, A/E's subconsultants, or any other entity over which A/E exercises control will not use any information relating to the Williamson County Jail that may be obtained while providing services hereunder for any purpose other than for what is necessary to perform the required services. A/E agrees to use the same degree of care as it uses to protect the confidentiality of its own confidential information, but no less than reasonable precautions to maintain confidentiality with respect to the Williamson County Jail, and to prevent disclosure thereof to persons other than its employees, agents, any other person or entity under contract with A/E including, without limitation, A/E's subconsultants, or any other entity over which A/E exercises control who need access to information regarding the Williamson County Jail to carry out their obligations under this Agreement. A/E agrees that A/E and its employees, agents, any other person or entity under contract with A/E including, without limitation, A/E's subconsultants, or any other entity over which A/E exercises control will not enter any unauthorized areas of the Wiliamson County Jail and will not disclose any information to unauthorized third parties and will take care to guard the security of the information at all times. A/E agrees that all of its employees, agents, any other person or entity under contract with A/E including, without limitation, A/E's subconsultants, or any other entity over which A/E exercises control shall be subject to background checks and that the Williamson County Sheriff or his agent will perform checks. County shall retain the right to deny right of entry to the Williamson County Jail to anyone.

ARTICLE 37
SIGNATORY WARRANTY

The undersigned signatory for A/E hereby represents and warrants that the signatory is an officer of the organization for which he/she has executed this Agreement and that he/she has full and complete authority to enter into this Agreement on behalf of the firm. The above-stated representations and warranties are made for the purpose of inducing County to enter into this Agreement.

IN WITNESS WHEREOF, County has caused this Agreement to be signed in its name by its duly authorized County Judge, or presiding officer of the Williamson County Commissioners Court in the absence of the County Judge, thereby binding the parties hereto, their successors, assigns and representatives for the faithful and full performance of the terms and provisions hereof. NO OFFICIAL, EMPLOYEE, AGENT, OR REPRESENTATIVE OF THE COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO AMEND, TERMINATE OR MODIFY THIS AGREEMENT, EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE WILLIAMSON COUNTY COMMISSIONERS COURT.

A/E:
The Lawrence Group Architects of Austin, Inc.

By: _____
Signature

Lima Jaffar
Printed Name

Managing Principle
Title

Date Signed: 9/8/2025

COUNTY:
Williamson County, Texas

By: _____
Signature

_____
Printed Name

_____
Title

Date Signed: _____

EXHIBIT A

SCOPE OF BASIC SERVICES

THE FOLLOWING SCOPE OF SERVICES IS INTENDED TO BE CONSISTENT WITH THE AGREEMENT. TO THE EXTENT THIS SCOPE OF SERVICES IS INCONSISTENT WITH THE AGREEMENT, THE AGREEMENT WILL SUPERSEDE THE SCOPE OF SERVICES AND WILL BE CONTROLLING.

In consideration of the Basic Fee provided in the Agreement, A/E shall perform the following Basic Services, based on standard architectural and engineering practices:

These services may include, but are not limited to as-built drawings, programming, architectural, structural, civil, mechanical, plumbing, electrical, hazardous materials, IT and security, landscape and irrigation, cost estimates and construction administration, master planning, facility condition assessment, forensic investigations, real estate evaluations, and specialized studies and analyses as agreed to by County and A/E.

GENERAL REQUIREMENTS

Design Criteria. A/E shall prepare all work in accordance with the latest version of applicable County's procedures, specifications, manuals, guidelines, standard drawings, and standard specifications. A/E shall prepare each Plans, Specifications, and Estimates (PS&E) package in a form suitable for letting through County's construction contract bidding and awarding process.

Right-of-Entry and Coordination. A/E shall notify County and secure permission to enter private property to perform any surveying, environmental, engineering or geotechnical activities needed off County property. In pursuance of County's policy with the general public, A/E shall not commit acts which would result in damages to private property, and A/E shall make every effort to comply with the wishes and address the concerns of affected private property owners. A/E shall contact each property owner prior to any entry onto the owner's property and shall request concurrence from County prior to each entry.

A/E shall notify County and coordinate with adjacent A/Es on all controls at project interfaces.

A/E shall prepare each exhibit necessary for approval by each utility, and other governmental or regulatory agency in compliance with the applicable format and guidelines required by each entity and as approved by County. A/E shall notify County in writing prior to beginning any services on any outside agency's exhibit.

Progress Reporting. A/E shall submit monthly (at a minimum) a progress status e-mail to County's Project Manager (PM) regardless of whether A/E is invoicing for that month.

A/E shall prepare and maintain a design and estimated construction schedule in a format reasonably acceptable to County during project phases prior to the Construction Administration Phase. A/E shall schedule milestone submittals per **Exhibit C – Production Schedule**. Contractor shall prepare and maintain a construction schedule in Gantt chart format during the

project Construction Administration Phase through the Close-out Phase.

Within **thirty (30) days** of completion of construction of the project, A/E shall deliver all electronic files in formats reasonably acceptable to County.

Final payment is contingent upon County's receipt and confirmation by County's PM that the electronic files function and are formatted in accordance with the Agreement and all review comments are addressed.

A/E shall prepare a letter of transmittal to accompany each document submittal to County. At a minimum, the letter of transmittal must include County's project name, facility name and address.

Coordination. A/E shall coordinate issues through County's PM. County will communicate, in writing, resolution of issues and provide A/E direction through County's PM.

Level of Effort. A/E shall base the level of effort at each phase on the prior work developed in earlier phases without unnecessary repetition or re-study.

Quality Assurance (QA) and Quality Control (QC). A/E shall provide peer review at all levels. For each deliverable, A/E shall maintain evidence of A/E's internal review and mark-up of that deliverable as preparation for submittal. When internal mark-ups are requested by County in advance, County, at its sole discretion, may reject the deliverable should A/E fail to provide the evidence of internal mark-ups. A/E shall clearly label each document submitted for quality assurance as an internal mark-up document.

A/E shall perform QA and QC on all consultant products (when applicable to the project) prior to delivery to County. If, during the course of reviewing a submittal, it becomes apparent to County that the submittal contains unreasonable errors, omissions, or inconsistencies, County may cease its review and immediately return the submittal for appropriate action by A/E.

A submittal returned to A/E for this reason is not a submittal for purposes of the submission schedule. Rejected submittals shall neither impact the overall deadline of the Project nor the review period allotted to County officials. A/E shall provide an updated schedule showing interim submission date changes to make-up for any lost time. A/E shall not submit an invoice until County accepts the submittal as reasonably complete.

Organization of Plan Sheets. The PS&E package shall be complete and organized in a manner that is suitable for the bidding and awarding of a construction contract.

Naming of Electronic Project Files and Organization of Design Project Folders. A/E shall use succinct and understandable file names including project name, document content, and date created (i.e. "*Project_DOCUMENT_yyyy.mm.dd*"). A/E shall maintain files in an organized folder structure that is readily understandable to outside users to facilitate communication and minimize complications in project close-out.

Referenced Documents. County standardized design and procedure documents are provided for public reference at the following web address:

https://www.wilcotx.gov/376/Facilities-Management

SCOPE OF WORK:

Medic 41
2604 Northlawn Dr.
Taylor TX 76574
4100-1034

A/E to provide architectural, mechanical, electrical, and plumbing design for an additional restroom to the Medic 41 station to include code review to verify the project meets the requirements of applicable codes and ordinances.

A/E to provide as-built drawings for the existing building in Revit, CAD, and PDF format (floor plan only).

Design services shall be conducted in phases as outlined herein. Phases may be combined to expedite design process when defined in **Exhibit C – Production Schedule**. Individual phases or groups of phases shall be authorized herein or by fully-executed Supplemental Agreement.

Phase I - SCHEMATIC DESIGN – 30% Plans

Upon receipt of written Notice to Proceed, A/E shall accomplish the following:

A. Investigate site/facility and verify known existing or available utility locations.

B. Review International Building Code (IBC), ASHRAE 90.1, ASHRAE 62.1, International Mechanical Code (IMC), National Electric Code (NEC), International Energy Conservation Code (IECC), and any other applicable codes and ordinances.

C. Advise County of any changes, additions, or corrections to the preliminary program, plans, specifications, and budget.

D. Provide deliverables in accordance with County's Design Submittal Guidelines.

Phase III - CONSTRUCTION DOCUMENTS – 100% Plans, Specification on drawings

Upon County acceptance of previous phase, A/E shall proceed with the following:

A. Prepare complete plans, specifications and engineering calculations (without professional seals) setting forth in detail the work required for the architectural, structural, civil, mechanical, plumbing, electrical, landscaping and irrigation, and site work.

B. Consult freely with County concerning the principal phases of the work immediately advise County of any unusual requirements or features not apparent during execution of the Schematic Design and Design Development Phases.

C. Prepare a detailed cost estimate of the project on a form acceptable to County.

D. Prepare a construction schedule with a Gantt chart or other County approved format which lists the anticipated major activities required to complete the project.

E. Complete the PS&E for the entire Project and its component parts. The Project detailed cost estimate shall not exceed the project construction budget as approved in writing by County.

F. Update preliminary materials selection board or provide new for County project records.

G. Provide deliverables in accordance with County's Design Submittal Guidelines.

EXHIBIT B

FEE SCHEDULE

This schedule indicates fees by Phase of the Basic Fee:		$	19,900	100%
58%	**The Lawrence Group**	$	11,500	
35%	**Cleary Zimmermann**	$	6,875	
8%	**TAS Review/TDLR Registration**	$	1,525	
Phase I - SCHEMATIC DESIGN		$	9,250	46%
	The Lawrence Group	$	6,500	
	Cleary Zimmermann	$	2,750	
Phase III - CONSTRUCTION DOCUMENTS		$	10,650	54%
	The Lawrence Group	$	5,000	
	Cleary Zimmermann	$	4,125	
	TAS Review/TDLR Registration	$	1,525	

EXHIBIT C

PRODUCTION SCHEDULE

A/E agrees to complete the professional design services called for in **Exhibit A** of this Agreement within **Forty-Five (45) calendar days** from the date of the Agreement

The above time limits may, for good cause, be extended, in writing, by County as the Project proceeds.

The schedule below indicates various project milestones and target dates.
Standard end-of-phase review periods for County shall be (21) calendar days.

Supplemental Agreement Execution Date	**09/09/25**
Phase I - SCHEMATIC DESIGN	
30% Plans	10/03/25
Phase III - CONSTRUCTION DOCUMENTS	
Complete Plans, Specifications	10/17/25
All services shall be complete on, or before:	**10/24/25**

EXHIBIT D

Williamson County
Vendor Reimbursement Policy

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

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

1. Invoices and Affidavits

1.1 Invoices must adequately describe the goods or services provided to County and include all required backup (i.e. reimbursable expenses, mileage log, timesheets, receipts detailing expenses incurred etc.) that is in a form acceptable to the Williamson County Auditor. Invoices that do not adequately describe the goods or services provided to County or contain backup that is satisfactory to the Williamson County Auditor will be returned to vendor for revisions and the provision above relating to invoice errors resolved in favor of the County shall control as to the required actions of vendor and when such invoice must be paid by the County.

1.2 In the event an invoice includes charges based upon hourly billing rates for services or any other rates based upon the amount of time worked by an individual or individuals in performing services, whether the charges are being billed directly to the County or whether they are the basis of invoices from subcontractors for which the vendor seeks reimbursement from the County, the charges shall be accompanied by an affidavit signed by an officer or principal of the vendor certifying that the work was performed, it was authorized by the County and that all information contained in the invoice that is being submitted is true and correct.

1.3 Upon County's request, vendor must submit all bills paid affidavits wherein vendor must swear and affirm that vendor has paid each of its subcontractors, laborers, suppliers and material in full for all labor and materials provided to vendor for or in connection with services and work performed for County and, further, vendor must swear and affirm that vendor is not aware of any unpaid bills, claims, demands, or causes of action by any of its subcontractors, laborers, suppliers, or material for or in connection with the furnishing of labor or materials, or both, for services and work performed for County.

2. Travel Reimbursement

2.1 The County will only cover costs associated with travel for vendors outside a 45-mile radius from the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626.

2.2 The County will only cover costs associated with travel as documented work for County. If a vendor is also doing business for another client, the travel costs must be split in proportion to the amount of work actually performed for the County and the other client. The only allowable travel expense will be for the specific days worked for Williamson County.

2.3 No advance payments will be made to vendor for travel expenditures. The travel expenditure may only be reimbursed after the expenditure/trip has already occurred and vendor has provided the Williamson County Auditor with all necessary and required backup.

2.4 Vendors must submit all travel reimbursement requests on each employee in full. Specifically, a travel reimbursement request must include all related travel reimbursement expenses relating to a particular trip for which vendor seeks reimbursement. Partial travel reimbursement requests will not be accepted (i.e. vendor should not submit hotel and mileage one month then the next month submit rental car and airfare). If the travel reimbursement appears incomplete, the invoice will be sent back to the vendor to be submitted when all information is ready to submit in full.

2.5 Reimbursement for transportation costs will be at the most reasonable means of transportation (i.e.: airline costs will be reimbursed for coach rate, rental car costs will only be reimbursed if rental car travel was most reasonable means of travel as compared to travel by air).

2.6 The County will not be responsible for, nor will the County reimburse additional charges due to personal preference or personal convenience of individual traveling.

2.7 The County will not reimburse airfare costs if airfare costs were higher than costs of mileage reimbursement.

2.8 Additional expenses associated with travel that is extended to save costs (i.e. Saturday night stay) may be reimbursed if costs of airfare would be less than the cost of additional expenses (lodging, meals, car rental, mileage) if the trip had not been extended. Documentation satisfactory to the Williamson County Auditor will be required to justify expenditure.

2.9 County will only reimburse travel expense to necessary personnel of the vendor (i.e. no spouse, friends or family members).

2.10 Except as otherwise set forth herein, a vendor must provide a paid receipt for all expenses. If a receipt cannot be obtained, a written sworn statement of the expense from the vendor may be substituted for the receipt.

2.11 Sales tax for meals and hotel stays are the only sales taxes that will be reimbursed. Sales tax on goods purchased will not be reimbursed. A sales tax exemption form is available from the Williamson County Auditor's Office upon request.

2.12 The County will not pay for any late charges on reimbursable items. It is the responsibility of the vendor to pay the invoice first and seek reimbursement from the County.

3. Meals

3.1 Meal reimbursements are limited to a maximum of $59.00 per day on overnight travel. On day travel (travel that does not require an overnight stay), meal reimbursements are limited to a maximum of $25.00 per day. The travel must be outside the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626 by a 45-mile radius.

3.2 Receipts are required on meal reimbursement amounts up to the maximum per day amount stated for overnight or day travel. If receipts are not presented, the vendor can request per diem (per diem limits refer to 3.2). However, a vendor cannot combine per diem and meal receipts. Only one method shall be allowed.

3.3 Meals are reimbursable only to vendors who do not have necessary personnel located within a 45-mile radius of the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626, who are capable of carrying the vendor's obligations to the County. Meals will not be reimbursed to vendors who are located within a 45-mile radius of the Williamson County Courthouse.

3.4 County will not reimburse for alcoholic beverages.

3.5 Tips are reimbursable but must be reasonable to limitation of meal allowance

3.6 No meals purchased for entertainment purposes will be allowed.

3.7 Meal reimbursement must be substantiated with a hotel receipt.

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

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

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

7. **Personal Car Usage**
   - 7.1 Personal vehicle usage will be reimbursed in an amount equal to the standard mileage rate allowed by the IRS.
   - 7.2 Per code of Federal Regulations, Title 26, Subtitle A, Chapter 1, Subchapter B, Part IX, Section 274(d), all expense reimbursement requests must include the following:
     - 7.2.1.1 Date
     - 7.2.1.2 Destination
     - 7.2.1.3 Purpose

7.2.1.4 Name of traveler(s)
7.2.1.5 Correspondence that verifies business purpose of the expense

7.3 The mileage for a personal vehicle must document the date, location of travel to/from, number of miles traveled and purpose of trip.

7.4 Mileage will be reimbursed on the basis of the most commonly used route.

7.5 Reimbursement for mileage shall not exceed the cost of a round trip coach airfare.

7.6 Reimbursement for mileage shall be prohibited between place of residence and usual place of work.

7.7 Mileage should be calculated from employee's regular place of work or their residence, whichever is the shorter distance when traveling to a meeting or traveling to Williamson County, Texas for vendors who are located outside of the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626 by at least a 45-mile radius.

7.8 When more than one person travels in same vehicle, only one person may claim mileage reimbursement.

7.9 Tolls, if reasonable, are reimbursable. Receipts are required for reimbursement. If a receipt is not obtainable, then written documentation of expense must be submitted for reimbursement (administrative fees on Tolls will not be reimbursed).

7.10 Parking fees, if reasonable are reimbursable for meetings and hotel stays. For vendors who contract with a third party for visitor parking at vendor's place of business, Williamson County will not reimburse a vendor based on a percentage of its contracted visitor parking fees. Rather, Williamson County will reimburse Vendor for visitor parking on an individual basis for each time a visitor uses Vendor's visitor parking. Receipts are required for reimbursement. If a receipt is not obtainable, then written documentation of expense must be submitted for reimbursement.

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

8. Other Expenses

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

9. Repayment of Non-reimbursable Expense.

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

10. Non-Reimbursable Expenses

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

10.1 Alcoholic beverages/tobacco products
10.2 Personal phone calls
10.3 Laundry service
10.4 Valet service (excludes hotel valet)
10.5 Movie rentals
10.6 Damage to personal items
10.7 Flowers/plants

10.8 Greeting cards
10.9 Fines and/or penalties
10.10 Entertainment, personal clothing, personal sundries and services
10.11 Transportation/mileage to places of entertainment or similar personal activities
10.12 Upgrades to airfare, hotel and/or car rental
10.13 Airport parking above the most affordable rate available
10.14 Excessive weight baggage fees or cost associated with more than two airline bags
10.15 Auto repairs
10.16 Babysitter fees, kennel costs, pet or house-sitting fees
10.17 Saunas, massages or exercise facilities
10.18 Credit card delinquency fees or service fees
10.19 Doctor bills, prescription and other medical services
10.20 Hand tools
10.21 Safety Equipment (hard hats, safety vests, etc.)
10.22 Office Supplies
10.23 Lifetime memberships to any association
10.24 Donations to other entities
10.25 Any items that could be construed as campaigning
10.26 Technology Fees
10.27 Sales tax on goods purchased
10.28 Any other expenses which Williamson County deems, in its sole discretion, to be inappropriate or unnecessary expenditures.

EXHIBIT E
DEBARMENT CERTIFICATION

STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

1. I, the undersigned, being duly sworn or under penalty of perjury under the laws of the United States and the State of Texas, certifies that A/E and its principals:

    a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency:

    b. Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public* transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

    c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity* with commission of any of the offenses enumerated in **Paragraph 1(b)** of this certification;

    d. Have not, within a three-year period preceding this application/proposal, had one or more public transactions* terminated for cause or default; and

    e. Have not been disciplined or issued a formal reprimand by any State agency for professional accreditation within the past three years.

The Lawrence Group/Architects of Austin, Inc.

Signature of Certifying Official

LUMA JAFFAR
Printed Name of Certifying Official

Managing principle
Title of Certifying Official

9/8/2025
Date

2. Where the PROVIDER is unable to certify to any of the statements in this certification, such PROVIDER shall attach an explanation to this certification.

* federal, state, or local

SUBSCRIBED and sworn to before me, the undersigned authority, by LUMA JAFFAR (Signatory Name) the Managing Principle (Signatory Title) of The Lawrence Group Architects of Austin, Inc. (Entity Name), on behalf of said firm.

Notary Public in and for the
State of Texas

My commission expires: 5/13/29

EXHIBIT F

CERTIFICATES OF INSURANCE

A/E and Subconsultant Certificates of Insurance attached:

CONSULTANT DESIGN DELIVERABLE GUIDELINES



Facilities Management Division
3101 SE Inner Loop
Georgetown, TX 78626

Design services shall be conducted in Phases as outlined herein. Depending on project scope, not all items apply. Depending on project complexity and scope, Phases may be consolidated to expedite design delivery. Rejection procedures are outlined at the end of this document.

SCHEMATIC DESIGN PHASE

The interim deliverable early in this phase shall be used to document and validate project requirements and allocated construction budget.

This deliverable shall consist of the following PDF documents:

1) Opinion of probable cost to validate or modify preliminary construction budget provided by County.
2) Detailed design narrative to validate or modify Preliminary Scope of Work provided by County.
3) Initial design delivery schedule.

The deliverable at the end of this phase represents approximately 30% of the design effort and shall be of sufficient detail to show how the users' functional and technical requirements will be met.

This deliverable shall consist of the following PDF documents:

1) Budget Analysis
    a. If self-performed, provide an updated opinion of probable cost.
    b. If utilizing a professional cost estimator, participating in a CMAR or Design-Build project, coordinate with Cost Estimator or General Contractor to provide a preliminary cost estimate based upon schematic design information.
2) Design narrative
    a. include modifications to Preliminary Scope of Work provided by County.
    b. include preliminary engineering calculations for ALL disciplines required for project scope.
3) Schematic Specifications
    a. include completed Cover Sheet with draft Table of Contents for ALL disciplines required for project scope.
4) Schematic drawing set for ALL disciplines required for project scope
    a. Sheet size shall not exceed ANSI-D (22x34) at 150 dpi max.
    b. PDF documents shall be of emailable size (i.e. 10MB max.)
    c. include completed Cover Sheet with draft Index of Drawings for ALL disciplines required for project scope and applicable code compliance list.
    d. See specific minimum requirements for each discipline (if required for project scope):

Civil:	Provide concept Site Plan with grading and roadway layout
	Determine water supply and wastewater service
	If septic system is required, determine system type and size
Structural:	Determine concept structural system(s)
Architecture:	Plans, Elevations, overall Sections marked for Detail Sections
	Block-out window, door, finish and wall type schedules
Electrical:	Determine lighting type(s)
	Determine electrical distribution type(s)
	Review drawings for adequate space for electrical system(s)
	Initiate contacts with electric and telephone service providers
Mechanical:	Determine HVAC type(s)
	Review drawings for adequate space for HVAC system(s)
Plumbing:	Verify adequate sanitary sewer fall from building elevation
IT / Security:	TBD

5) Updated design delivery schedule.

DESIGN DEVELOPMENT PHASE

The deliverable at the end of this phase represents approximately 60% of the design effort and is intended to verify that the drawings, design analysis, specifications, and cost estimate are proceeding in a timely manner and that the design criteria and previous review comments have been correctly interpreted.

This deliverable shall consist of the following PDF documents:

1) Budget Analysis
    a. If self-performed, Architect shall provide an updated opinion of probable cost
    b. If utilizing a professional cost estimator or participating in a CMAR project, coordinate with Cost Estimator or General Contractor to provide a detailed cost estimate based upon design development information.
2) Design Analysis developed to approximately 60% completion
3) Red-lined marked-up specification sections for ALL disciplines required for project scope.
4) Approximately 60% complete drawings including those addressing construction phasing
    a. Sheet size shall not exceed ANSI-D (22x34) at 150 dpi max.
    b. PDF documents shall be of emailable size (i.e. 10MB max.)
    c. See specific requirements for each discipline (if required for project scope):

Civil:	Provide refined Site Plan with grading, roadway and parking
	Establish license / service agreements for water and wastewater
	If septic system is required, submit permit application to Wilco OSSF
Structural:	Provide preliminary design of structural systems
	Assist in obtaining Geotech borings
Architectural:	Noted Plans, Elevations, and Sections
	Floor, wall, roof Sections marked for Details
	Draft window, door, finish and wall type Schedules
Electrical:	Light fixtures located on drawings
	Receptacles located on drawings
	Panels located on drawings
	Circuits laid-out in single-line form
	Fixture schedule 60% complete
	Panels schedule 60% complete
	Riser diagram(s) 60% complete
Mechanical:	Equipment schedule complete
	Equipment located
	Ductwork laid-out
	Diffuser schedule complete
Plumbing:	Plumbing fixtures located on drawings
	Plumbing lines laid-out
	Fixture schedule(s) 60% complete
	Riser diagram(s) 60% complete
IT / Security:	TBD

5) Preliminary Material Finishes and Selections board
6) Updated design delivery schedule.
7) Sealed Site Permit drawings.

CONSTRUCTION DOCUMENTATION PHASE

*The deliverable at the end of this phase represents completion of proposed Construction Documents (**NO SEALS**) subject to incorporation of any review comments resulting from review of deliverable.*

This deliverable shall consist of the following PDF documents:

1) Budget Analysis
    a. If self-performed, Architect shall provide an updated opinion of probable cost
    b. If utilizing a professional cost estimator or participating in a CMAR project, coordinate with Cost Estimator or General Contractor to provide a final detailed cost estimate based upon construction documents.
2) Design Analysis with all items complete. It shall include all backup material previously submitted and revised (as necessary), all design calculations, all explanatory material giving the design rationale for any design decisions which would not be obvious to an engineer reviewing the final drawings and specifications.
3) Final edited specifications (**NO SEALS**).
4) Complete Drawings including those addressing project construction phasing. (**NO SEALS**)
    a. Sheet size shall not exceed ANSI-D (22x34) at 150 dpi max.
    b. PDF documents shall be of emailable size (i.e. 10MB max.)
    c. TDLR registration number included on Cover Sheet.
    d. See specific requirements for each discipline (if required for project scope):

Civil:	Details complete
	Approved licensing agreements and permits
Structural:	Details complete
Architecture:	Door / Window schedules complete
	Interior finish schedule(s) complete
	Details complete
Electrical:	Fixture schedule complete
	Panels schedule complete
	Riser diagram(s) complete
	Details complete
Mechanical:	Equipment schedule complete
	Diffuser schedule complete
	Details complete
Plumbing:	Fixture schedule complete
	Riser diagram(s) complete
	Irrigation connections complete (if required)
	Details complete
IT / Security	TBD

5) Final Material Finishes and Selections board
6) Proposed construction schedule.

REGULATORY REVIEW & PERMITTING PHASE

The deliverable at the end of this phase includes BIM/AutoCAD files and permitted Construction Documents.

At the beginning of this phase provide the following PDF documents for record:

1) Sealed Construction Drawings.
    a. Sheet size shall not exceed ANSI-D (22x34) at 150 dpi max.
    b. PDF documents shall be of emailable size (i.e. 10MB max.)
2) Sealed Specifications.
3) Complete Drawings submitted to Registered Accessibility Specialist (RAS) for review.

This deliverable shall consist of updated **REVIT model / AutoCAD DWGs** and the following PDF documents:

1) Permitted Site Development Drawings.
    a. Sheet size shall not exceed ANSI-D (22x34) at 150 dpi max.
    b. PDF documents shall be of emailable size (i.e. 10MB max.)
2) Permitted Construction Drawings.
    a. Sheet size shall not exceed ANSI-D (22x34) at 150 dpi max.
    b. PDF documents shall be of emailable size (i.e. 10MB max.)
3) Permitted Specifications.

CONSTRUCTION CONTRACT BIDDING, AWARD, & EXECUTION PHASE

The deliverable at the end of this phase includes BIM/AutoCAD files and revised Construction Documents.

This deliverable shall consist of updated **REVIT model / AutoCAD DWGs** and the following PDF documents:

1) Construction Drawings Addenda.
    a. Sheet size shall not exceed ANSI-D (22x34) at 150 dpi max.
    b. PDF documents shall be of emailable size (i.e. 10MB max.)
2) Specifications Addenda.
3) Bid Tabulation

CONSTRUCTION ADMINISTRATION PHASE

Various deliverables are required throughout this phase

As required, provide the following PDF documents:

1) Copies of Change Orders and Supplementary Drawings
2) Copies of reviewed shop drawings and submittals
3) Conformed drawing set for each issuance of Architect's Supplemental Instructions.
4) Reviews of Contractor's Pay Applications
5) Punch list of items needing correction before Substantial Completion Inspection
6) Written notice that contract has been performed in general conformance with plans and specifications and is ready for Final Inspection.

PROJECT CLOSE-OUT PHASE

The deliverable at the end of this phase includes record BIM/AutoCAD files and record Construction Documents.

This deliverable shall consist of updated **REVIT model / AutoCAD DWGs** and the following PDF documents:

1) "Clean" PDF of Building Plan(s) w/ Room #s coordinated with Fire Marshal review.
2) Record Construction Drawings.
    a. Sheet size shall not exceed ANSI-D (22x34) at 150 dpi max.
    b. PDF documents shall be of emailable size (i.e. 10MB max.)
3) Record Specifications.
4) Reviewed and compiled warranties, guarantees, and operation manuals

DELIVERABLE REVIEW STAMP

For standardization purposes during design Phases:

1) DO NOT track design review deliverables in the Revisions table of the Title Block.

2) Affix Interim Stamp with appropriate information in the location the Architect / Engineer seal will appear on each drawing sheet and Specifications title page.

3) See adjacent example for "Interim Stamp"



REJECTION OF DELIVERABLE

If the requirements of any deliverable phase are not met, the County will implement the following procedures:

1) The County will provide e-mail notice to Consultant that deliverable is rejected as soon as practical. Notice may include summary of deficiencies, red-line mark-ups, etc.

2) Consultant shall have seven (7) business days to resubmit with all required elements of the given review phase.

3) Within two (2) days of receipt of resubmission, the County will provide notice to Consultant that deliverable is accepted. At which point, the regular the County review process shall restart for the given review phase.

4) Rejected Consultant deliverables shall not impact overall deadline of the Project nor the review period allotted to the County officials.

5) Consultant shall provide an updated schedule showing interim submission date changes to make-up for any lost time.

6) Consultant shall not submit an invoice until the County accepts a Phase deliverable as functionally complete.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1355792

Date Filed:
08/27/2025

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
The Lawrence Group Architects of Austin, Inc.
Austin, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
Williamson County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
Medic 41 Restroom Addition
Architectural and Interior Design Services

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Conrad, Laura	Austin, TX United States	X	
Schnaare, Michael	Austin, TX United States	X	
Rowbottom, Timothy	Austin, TX United States	X	
Smith, Steve	Austin, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is Luma Jaffar, and my date of birth is [redacted].

My address is [redacted], Austin (city), TX (state), [redacted] (zip code), Travis (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Travis County, State of TX, on the 29 day of 08 (month), 2025 (year).

Luma Jaffar, Managing Principal
Signature of authorized agent of contracting business entity
(Declarant)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1355792

Date Filed:
08/27/2025

Date Acknowledged:
09/10/2025

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

The Lawrence Group Architects of Austin, Inc.
Austin, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Williamson County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

Medic 41 Restroom Addition
Architectural and Interior Design Services

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Conrad, Laura	Austin, TX United States	X	
Schnaare, Michael	Austin, TX United States	X	
Rowbottom, Timothy	Austin, TX United States	X	
Smith, Steve	Austin, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____County, State of _____, on the _____day of _____, 20_____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

Commissioners Court - Regular Session **24.**

Meeting Date: 09/23/2025

Williamson County MUD No 67

Submitted For: Adam Boatright **Submitted By:** Misti Schulz, Infrastructure

Department: Infrastructure

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on approving the submission of a formal protest/request for a contested case hearing and written comments, information and recommendations by legal counsel for Williamson County to the Texas Commission on Environmental Quality relating to a petition for the creation of Williamson County MUD No. 67.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

TCEQ Comment Letter - WC MUD 67

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:33 AM
Form Started By: Misti Schulz		Started On: 09/16/2025 04:16 PM
Final Approval Date: 09/17/2025		

Williamson County Courthouse
710 Main Street, Georgetown, TX 78626
512.943.1100
wilcotx.gov

SEPTEMBER 23, 2025

OFFICE OF THE CHIEF CLERK
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
MC-105, TCEQ
P.O. BOX 13087
AUSTIN, TX 78711-3087

RE: WILLIAMSON COUNTY MUD NO. 67
TCEQ INTERNAL CONTROL NO. D-07152025-032
CN: 606406957 RN: 112248935

To Whom It May Concern:

Williamson County writes in response to your notice dated August 6, 2025, copy attached, regarding the submission of a petition for the creation of the above-referenced Williamson County MUD No. 67 of Williamson County ("District"). The County opposes the creation of the proposed District unless certain conditions are met.

The County is requesting a contested case hearing.

The County understands that this is a formal protest proceeding and tenders its opinion, findings, conclusions, and any other information that would assist the TCEQ.

The County has authority over various functions – including but not limited to transportation, emergency services, and health and safety – that may be affected by the creation of the District and that the petition fails to take into account. See, e.g., Tex. Local Gov't Code §§ 232.001-.011 (county authority for road construction in subdivisions as well as other subdivision regulations); Tex. Local Gov't Code § 251.003 (county order and rulemaking authority for roads); Tex. Local Gov't Code, Chapter 233, Subchapter C (fire code in unincorporated areas); Tex. Local Gov't Code, Chapter 232, Subchapter E (infrastructure planning provisions in certain urban counties); Texas Local Gov't Code, Chapter 233, Subchapter B (building and set back lines); Tex. Local Gov't Code, Chapter 233, Subchapter E (fire code in unincorporated area); Tex. Local Gov't Code, Chapter 418 (emergency management); Tex. Transp. Code § 251.016 (general control over roads, highways and bridges); Tex. Transp. Code, Chapter 254 (drainage on public roads). Thus, the County has statutory authority under state law over numerous issues contemplated by this petition and is, therefore, an affected person. 30 Tex. Admin. Code § 55.256(b).

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For example, the County notes that, in your notice item (4), the District seeks traditional road powers including:

> "(4) roads and improvements in aid of roads; and (5) such other additional facilities, systems, plants, and enterprises as may be consistent with any or all of the purposes for which the proposed District is created."

However, the District does not state that it will not convey the road, particularly the maintenance, to the County without limitation. Considering the recent legislative changes outlined below, the County no longer accepts roads from newly created MUDs into the County's maintenance system without a corresponding obligation of the MUD to maintain the road after a specified time period.

Since the 2017 and 2019 legislative sessions effectively ended unilateral annexations by cities, the fiscal burden of developmental control has fallen on counties in general. Historically in Williamson County, MUD creation included agreements between the County and the neighboring municipality that would lead to annexation of that MUD by the municipality after a stated time period, thus limiting the financial exposure of the County in relation to the MUDs. Now however, despite this legislatively created increase in financial exposure to the County by limiting the ability of cities to annex MUDs, the current tax laws cap county tax rates to such a degree that the ability to address growth by counties is severely hampered. Because of these fiscal constraints, new residents of the County, such as those residing in this proposed District, should not shift the cost of development onto the current residents and the County's position and recommendation is that the proposed District help bear the continued cost of its development. This is consistent with recent efforts by the County to share costs between the County and legislatively created MUDs through the enacting legislation and/or Consent and Development Agreements.

For legislatively created MUDs, Williamson County, with the help of Senator Schwertner, has addressed this increased fiscal burden on the County by successfully negotiating Consent and Development Agreements that provide cost sharing between the County, the property developer/owner, and the MUD. The following paragraph from such agreements include standard terms relating to roads and the County argues should also apply to the TCEQ created MUDs for equity and public health and safety:

> ROADS
>
> The County has adopted a Long-Range Transportation Plan ("LRTP") which provides for the planning and future construction of certain road corridors within the County ("Corridor Project"). The County request that the Owner will convey, or cause to be conveyed, by special warranty deed, in fee simple and free and clear of all liens and encumbrances, to County, at no cost to the County, 100% of the right-of-way required for any roads which are shown within the boundaries of the Land as Corridor Projects in the LRTP within either 30 days after the final alignment for any Corridor Project is set; or, in the case that a final alignment for any Corridor Project has not been set, prior to the approval of any preliminary plat containing any Corridor Project within or directly adjacent to the Land.
>
> Furthermore, the Owner will dedicate to the County, in fee simple and free and clear of all liens and encumbrances, at no cost to the County, through plat or otherwise, as determined by the County, 100% of the right-of-way required for any roads which are shown within the boundaries of the Land as arterial roadways ("Arterial(s)") in the LRTP. The County agrees that it or another

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governmental entity will be responsible for the design and construction of any Corridor Project and paying the cost for same. The District shall be solely responsible for any maintenance, repair or reconstruction or both of any Subdivision Road, including paying the cost for same, and, except for traffic operations, the County shall not be responsible for those items.

Additionally, MUDs will place an even greater burden on law enforcement, emergency medical, fire and animal control services that are already very strained in the county and that, not only will the health and safety of the residents of the developer's MUD be affected, all other residents for which the county provides such services will also be affected. The first MUD in Williamson County came in 1974 and in the last 10 years the number of MUDs has almost doubled versus the previous 38 years, growing from 41 MUDs to 80 and acreage has increased by 15,620 acres (72% increase) in the last 10 years. In the last 20 years the numbers of MUDs have grown by 627% (from 11 to 80 MUDs) and acreage has grown by 319% (8,926 to 37,373 acres). The burden is too great on the County without the long- term commitment of the MUDS to also bear the burden of growth on the services normally provided by cities and now attempting to be shifted to the County.

In conclusion, the County believes that all MUDs created within the County should have the same or similar provisions that are set out in the County's Consent and Development Agreements regardless of whether they are created by the Legislature or created by the TCEQ. Therefore, the provisions required in either the legislation or Consent and Development Agreements should also be included in a TCEQ created MUD, thus allowing all County residents, especially those living in MUDs, to be treated fairly and equally.

As referenced above, the County opposes the creation of this MUD and requests a contested case hearing.

Sincerely,

Steven Snell
Williamson County Judge

Enc.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

NOTICE OF DISTRICT PETITION
TCEQ INTERNAL CONTROL NO. D-07152025-032

PETITION. Pinehurst Builders LLC, a Texas limited liability company (Petitioner) filed a petition for creation of Williamson County Municipal Utility District No. 67 (District) with the Texas Commission on Environmental Quality (TCEQ). The petition was filed pursuant to Article XVI, §59 of the Constitution of the State of Texas; Chapters 49 and 54 of the Texas Water Code; 30 Texas Administrative Code Chapter 293; and the procedural rules of the TCEQ.

The petition states that: (1) the Petitioner holds title to a majority in value of the land to be included in the proposed District; (2) there is only one lienholder, Heartland Bank and Trust Company, an Illinois corporation, on the property to be included in the proposed District; (3) the proposed District will contain approximately 50.133 acres located within Williamson County, Texas; and (4) none of the land within the proposed District is located within the corporate limits or extraterritorial jurisdiction of any city.

The territory to be included in the proposed District is depicted in the vicinity map designated as Exhibit "A," which is attached to this document.

The petition further states that the general nature of the work proposed to be done by the proposed District, as contemplated at the present time, is the purchase, design, construction, acquisition, improvement, extension, ownership, operation, maintenance, repair, conveyance, financing, and issuance of bonds for: (1) an adequate and efficient water works and sanitary sewer system for domestic purposes; (2) works, improvements, facilities, plants, equipment, and appliances helpful or necessary to provide more adequate drainage for the proposed District, and to control, abate, and amend local storm waters or other harmful excesses of waters; (3) park and recreational facilities; (4) roads and improvements in aid of roads; and (5) such other additional facilities, systems, plants, and enterprises as may be consistent with any or all of the purposes for which the proposed District is created.

According to the petition, a preliminary investigation has been made to determine the cost of the project, and it is estimated by the Petitioners that the cost of said project will be approximately $11,455,000 ($7,345,000 for water, wastewater, and drainage plus $1,030,000 for recreation plus $3,080,000 for roads).

CONTESTED CASE HEARING. The TCEQ may grant a contested case hearing on this petition if a written hearing request is filed within 30 days after the newspaper publication of this notice.

To request a contested case hearing, you must submit the following: (1) your name (or for a group or association, an official representative), mailing address, daytime phone number, and fax number, if any; (2) the name of the Petitioners and the TCEQ Internal Control Number; (3) the statement "I/we request a contested case hearing"; (4) a brief description of how you would be affected by the petition in a way not common to the general public; and (5) the location of your property relative to the proposed District's boundaries. You may also submit your proposed adjustments to the petition which would satisfy your concerns. Requests for a contested case hearing must be submitted in writing to the Office of the Chief Clerk at the address provided in the information section below.

The Executive Director may approve the petition unless a written request for a contested case hearing is filed within 30 days after the newspaper publication of this notice. If a hearing request is filed, the Executive Director will not approve the petition and will forward the petition and hearing request to the TCEQ Commissioners for their consideration at a scheduled Commission meeting. If a contested case hearing is held, it will be a legal proceeding similar to a civil trial in state district court.

INFORMATION. Written hearing requests should be submitted to the Office of the Chief Clerk, MC-105, TCEQ, P.O. Box 13087, Austin, TX 78711-3087. For information concerning the hearing process, please contact the Public Interest Counsel, MC-103, at the same address. General information regarding TCEQ can be found at our web site http://www.tceq.texas.gov/.

Issued: August 6, 2025



JOB NO. 51318-02
DATE MARCH 2025
DESIGNER AC
CHECKED AC DRAWN CS
SHEET 1 of 1

WILLIAMSON COUNTY MUD
WILLIAMSON COUNTY, TEXAS
VICINITY MAP Exhibit "A"

PAPE-DAWSON ENGINEERS
AUSTIN I SAN ANTONIO I HOUSTON I FORT WORTH I DALLAS
10801 N MOPAC EXPY, BLDG 3, STE 200 I AUSTIN, TX 78759 I 512.454.8711
TEXAS ENGINEERING FIRM #470 I TEXAS SURVEYING FIRM #10028801

THIS DOCUMENT HAS BEEN PRODUCED FROM MATERIAL THAT WAS STORED AND/OR TRANSMITTED ELECTRONICALLY AND MAY HAVE BEEN INADVERTENTLY ALTERED. RELY ONLY ON FINAL HARDCOPY MATERIALS BEARING THE CONSULTANT'S ORIGINAL SIGNATURE AND SEAL.

Date: Mar 11, 2025, 4:59pm User ID: cachatz
File: H:\Projects\513\18\02\237_MUD Creation\Engineer\1_Black and White Vicinity Map\1_Black and White Vicinity Map_RES.dwg

Commissioners Court - Regular Session **25.**

Meeting Date: 09/23/2025

Final plat for the Cross Creek Commercial Park Subdivision – Pct 2

Submitted For: Adam Boatright **Submitted By:** Misti Schulz, Infrastructure

Department: Infrastructure

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on approval of the Final Plat for the Cross Creek Commercial Park Subdivision – Precinct 2.

Background

This subdivision consists of 3 commercial lots and no new roads.

Timeline

2025-03-26 – initial submittal of the final plat
2025-04-25 – 1st review complete with comments
2025-05-02 – 2nd submittal of final plat
2025-05-15 – 2nd review complete with comments
2025-05-21 – 3rd submittal of final plat
2025-06-05 – 3rd review complete with comments cleared
2025-09-16 – receipt of final plat with signatures
2025-09-16 – final plat placed on the September 23rd, 2025, Commissioners Court agenda for consideration

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Fiscal Impact

From/To	Acct No.	Description	Amount

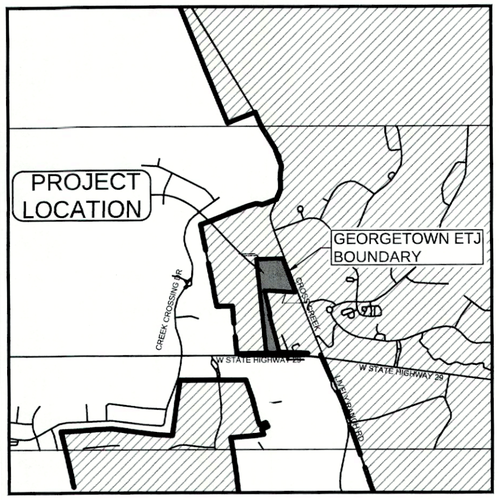
Attachments

Final Plat Cross Creek Commercial Park

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:33 AM
Form Started By: Misti Schulz		Started On: 09/16/2025 11:35 AM
Final Approval Date: 09/17/2025		

FINAL PLAT
OF
CROSS CREEK COMMERCIAL PARK



LEGEND

○	IRON ROD SET
●	IRON ROD FOUND
⊠	BENCHMARK
— — —	SUBJECT PROPERTY LINE
— — — — —	ADJACENT PROPERTY LINE
----------	DRAINAGE EASEMENT
----------	WATER EASEMENT
— — — — —	BUILDING SETBACK LINE (BSL)
————	25' OSSF SETBACK
——— – ———	EXISTING ROAD CENTERLINE
ROW	RIGHT-OF-WAY
VOL./PG.	VOLUME/PAGE
DRWC	DEED RECORDS WILLIAMSON COUNTY
OPRWCT	OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY
DOC	DOCUMENT
———	PROPOSED LOT LINES
— — —	GEORGETOWN ETJ BOUNDARY LINE
▨	CITY OF GEORGETOWN ETJ

PROPERTY DESCRIPTION:

BEING A 12.46 ACRE TRACT, MORE OR LESS, OUT OF THE GREENLIEF FISK LEAGUE, ABSTRACT NO. 5, WILLIAMSON COUNTY, TEXAS, FUTHER BEING A PORTION OF A CALLED 12.673 ACRE TRACT OF LAND AS DESCRIBED IN DEED TO LIBERTY HEIGHTS INVESTMENTS LLC, RECORDED IN DOCUMENT NO. 2021072045 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS (OPRWC), AS MODIFIED BY BOUNDARY LINE AGREEMENT IN VOL. 1395, PG 826, OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SAID 12.46 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 1/2" IRON PIN FOUND, ALONG THE NORTH RIGHT-OF-WAY LINE OF STATE HIGHWAY NO. 29, AT THE SOUTHEAST CORNER OF A CALLED 22.66 ACRE TRACT DESCRIBED IN DOCUMENT TO MRS. SAM GOLDENBERG, RECORDED IN VOLUME 1705, PAGE 793 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AT THE SOUTHWEST CORNER OF SAID 12.673 ACRE TRACT, AND HEREOF;

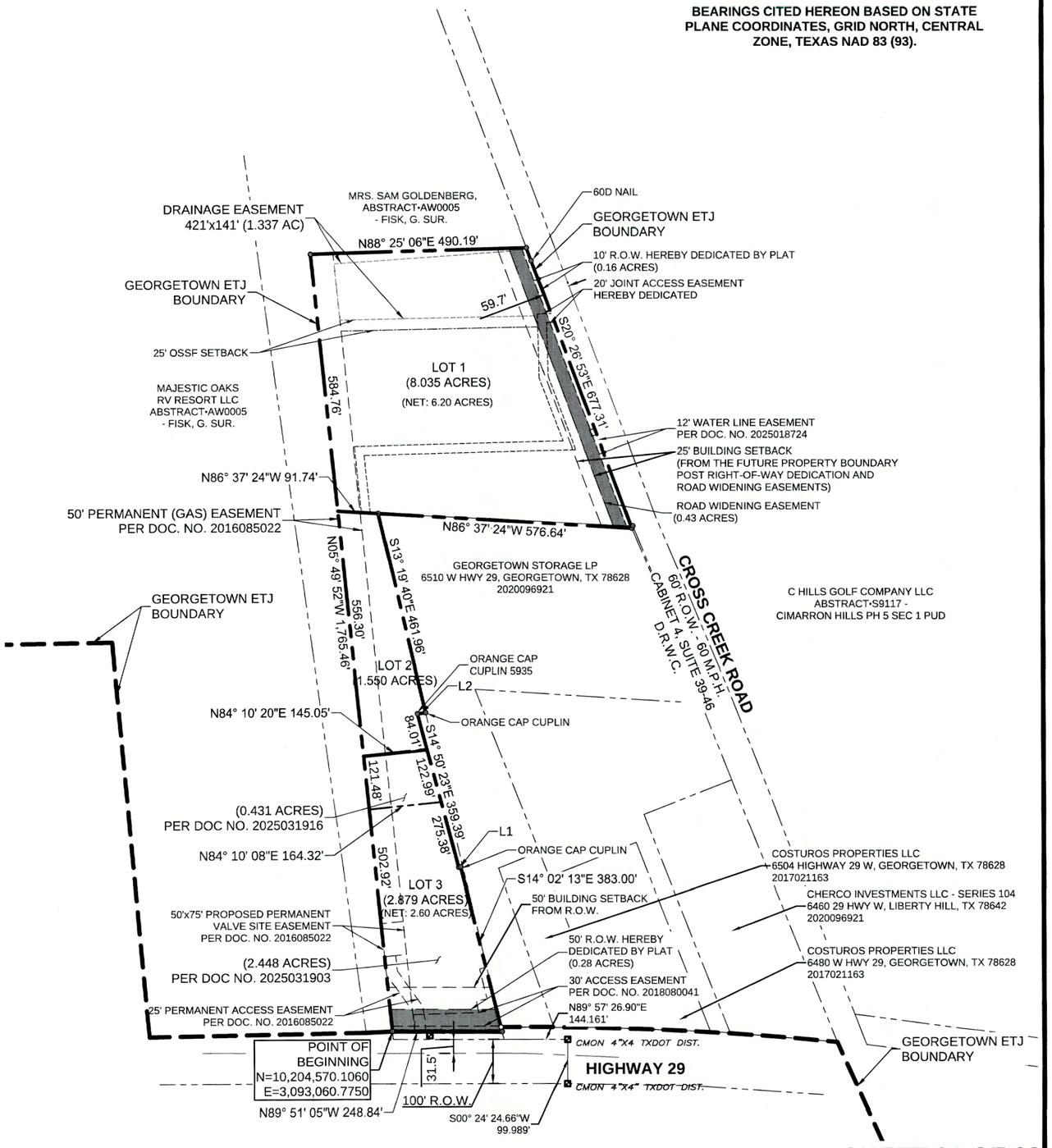
THENCE ALONG THE EAST AND SOUTH LINES OF SAID 22.66 ACRE TRACT, THE FOLLOWING COURSES AND DISTANCES;
1) NORTH 05°49'52" WEST, A DISTANCE OF 1765.46' TO A 1/2" IRON PIN FOUND AT THE NORTHWEST CORNER HEREOF;
2) NORTH 88°25'06" EAST, PER SAID BOUNDARY LINE AGREEMENT, A DISTANCE OF 490.19' TO 1/2" IRON ROD SET WITH PLASTIC CAP STAMPED "CUPLIN", AT THE NORTHEAST CORNER OF SAID BLANN TRACT, AND HEREOF;

THENCE SOUTH 20°26'53" EAST, ALONG THE WEST RIGHT-OF-WAY LINE OF SAID CROSS CREEK ROAD, THE EAST LINE OF SAID BLANN TRACT, AND HEREOF, AT 30.89' PASSING A 60D NAIL FOUND IN A FENCE POST, IN ALL A DISTANCE OF 677.31', TO A 1/2" IRON PIN FOUND AT THE NORTHEAST CORNER OF LOT 2, THE RICHARDS SUBDIVISION, A SUBDIVISION LOCATED IN WILLIAMSON COUNTY, TEXAS, RECORDED IN CABINET X, SLIDE 187 OF THE PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS, WHENCE A 1/2" IRON ROD FOUND FOR REFERENCE BEARS N24°22'15"E, A DISTANCE OF 5.38';

THENCE ALONG THE NORTH AND WEST LINES OF SAID LOT 2, THE EAST LINE OF SAID BLANN TRACT, AND HEREOF, THE FOLLOWING COURSES AND DISTANCES;
1) NORTH 86°37'24" WEST, A DISTANCE OF 576.64' TO A 1/2" IRON PIN FOUND FOR A REENTRANT CORNER HEREOF AND THE NORTHWEST CORNER OF SAID LOT 2,
2) SOUTH 13°19'40" EAST, A DISTANCE OF 461.96' TO A 1/2" IRON PIN WITH CAP "CUPLIN" FOUND AT THE NORTHEAST CORNER OF A CALLED 0.135 ACRE TRACT DESCRIBED IN DOCUMENT TO GEORGETOWN STORAGE, LP, RECORDED IN DOCUMENT NO. 2016061045 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS;

THENCE ALONG THE NORTH AND WEST LINES OF SAID 0.135 ACRE TRACT, AND THE EAST LINE HEREOF, THE FOLLOWING COURSES AND DISTANCES;
1) SOUTH 82°13'02" WEST, A DISTANCE OF 18.94' TO A 1/2" IRON PIN FOUND;
2) SOUTH 14°50'23" EAST, A DISTANCE OF 359.39' TO A 1/2" IRON PIN FOUND;
3) NORTH 74°58'59" EAST, A DISTANCE OF 4.70' TO A 1/2" IRON PIN WITH CAP "CUPLIN" FOUND;
4) SOUTH 14°02'13" EAST, A DISTANCE OF 383.00' TO A 1/2" IRON PIN FOUND ALONG THE NORTH RIGHT-OF-WAY LINE OF SAID HIGHWAY 29, FOR THE SOUTHEAST CORNER OF SAID BLANN TRACT, AND HEREOF,

THENCE NORTH 89°51'05" WEST, ALONG THE NORTH RIGHT-OF-WAY LINE OF SAID HIGHWAY NO. 29, THE SOUTH LINE OF SAID BLANN TRACT, AND HEREOF, A DISTANCE OF 248.84' TO **THE POINT OF BEGINNING**, CONTAINING 12.46 ACRES, MORE OR LESS.



LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	4.70	N74° 58' 59"E
L2	18.94	S82° 13' 02"W

ACREAGE REDUCTION TABLE FOR OSSF				
LOT	TOTAL AREA (AC.)	TOTAL AREA (SF)	REDUCED AREA (SF)	NET AREA (SF)
1	8.03	349,987.0	79,848.5	270,138.5
2	1.55	67,524.4	0	67,524.4
3	2.88	125,422.0	12,256.8	113,165.2

LOT TABLE			
LOT	AREA (AC.)	AREA (SF)	OWNER
1	8.03	349,987.0	CROSS CREEK COMMERCIAL PARK, LLC (PART OF CONDO ASSOCIATION)
2	1.55	67,524.4	CROSS CREEK COMMERCIAL PARK, LLC (PART OF CONDO ASSOCIATION)
3	2.88	125,422.0	MTA INVESTMENT GROUP

NOTE: "NET" REPRESENTS LOT AREA EXCLUDING ACREAGE FOR CALCULATION OF MINIMUM LOT SIZE FOR OSSF.

OWNER 1: CROSS CREEK COMMERCIAL PARK, LLC
406 LEE STREET SUITE 201
ROUND ROCK, TEXAS 78664
PHONE (512) 401-8882
EMAIL TYLERH@LOTTBROTHERS.COM

OWNER 2: MTA INVESTMENT GROUP
232 BLUE WATERLEAF LANE
GEORGETOWN, TEXAS 78626
PHONE (801) 671-8672
EMAIL MICHAEL.AUER@AUERSRV.COM

SURVEYOR: WILLIAM C STEWART, RPLS No. 5785
TEXAS LAND SURVEYING, INC
3613 WILLIAMS DRIVE, SUITE 903
GEORGETOWN, TEXAS 78628
PHONE (512) 930-1600
E-MAIL NICOLE@TEXAS-LS.COM

ENGINEER: JENNIFER HENDERSON, PE
HENDERSON PROFESSIONAL ENGINEERS
PELS FIRM F-22208
600 ROUND ROCK WEST DRIVE, SUITE 604
ROUND ROCK, TEXAS 78681
PHONE 512.350.6228
E-MAIL JEN@HENDERSONPE.COM

SUBMITTAL DATE: 03/26/2025

ORIGINAL SURVEY: GREENLIEF FISK LEAGUE ABSTRACT NO. 5

FEMA FLOODPLAIN: 48491C0275E 9/26/2008

WATER: CITY OF GEORGETOWN, TEXAS

WASTEWATER: OSSF

BENCHMARK: ELEV.= 971.04' (NAVD88)
TEMPORARY BENCHMARK BOX CUT ON DRAIN

Henderson Professional Engineers
HPE Civil Engineering
600 ROUND ROCK WEST DRIVE, SUITE 604
ROUND ROCK, TX 78681
512.350.6228
PELS FIRM #F-22208
www.hendersonpe.com
WBE210166 | HUB 1853873845300

SHEET 01 OF 02

COUNTY PERMIT NUMBER 2024-734-COC

Plotted by: Harry, Plot date: 14/06/2025, File name: h:\02 projects\2023\230903 lott bros\07 Sheet\FP\230903 FINAL PLAT.dwg

FINAL PLAT
OF
CROSS CREEK COMMERCIAL PARK

OWNER'S DEDICATION

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS;
COUNTY OF WILLIAMSON §

I, CROSS CREEK COMMERCIAL PARK, LLC SOLE OWNER OF LOT 1 (8.03 ACRES) AND LOT 2 (1.55 ACRES) SHOWN HEREON AND DESCRIBED IN A DEED RECORDED IN DOCUMENT NO. 2021072045 OF THE OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS, 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 FINAL PLAT, CROSS CREEK COMMERCIAL PARK.

TO CERTIFY WHICH, WITNESS BY MY HAND THIS 9th DAY OF September, 2025.

CROSS CREEK COMMERCIAL PARK, LLC
TYLER HUMES, MANAGING MEMBER
406 LEE STREET SUITE 201
ROUND ROCK, TEXAS 78664

STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

ARALYNE VILLEGAS
Notary ID #134055591
My Commission Expires
November 8, 2026

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE PERSONALLY APPEARED TYLER HUMES, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT.

GIVEN UNDER MY HAND AND SEAL OF OF OFFICE ON THIS 9th DAY OF September, 2025.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS
MY COMMISSION EXPIRES: November 8th, 2026

OWNER'S DEDICATION

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS;
COUNTY OF WILLIAMSON §

I, MTA INVESTMENT GROUP SOLE OWNER OF LOT 3 (2.88 ACRES) SHOWN HEREON AND DESCRIBED IN A DEED RECORDED IN DOCUMENTS NO. 2025031903 AND NO. 2025031916 OF THE OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS, 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 FINAL PLAT, CROSS CREEK COMMERCIAL PARK.

TO CERTIFY WHICH, WITNESS BY MY HAND THIS 9th DAY OF September, 2025.

MTA INVESTMENT GROUP
MICHAEL AUER
232 BLUE WATERLEAF LANE
GEORGETOWN, TEXAS 78626

STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

ARALYNE VILLEGAS
Notary ID #134055591
My Commission Expires
November 8, 2026

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE PERSONALLY APPEARED MICHAEL AUER, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT.

GIVEN UNDER MY HAND AND SEAL OF OF OFFICE ON THIS 9th DAY OF September, 2025.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS
MY COMMISSION EXPIRES: November 8th, 2026

ROAD WIDENING EASEMENTS

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.

ROADWAY CONSTRUCTION

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 RESPONSIBILITY 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.

OWNER'S RESPONSIBILITIES

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, WILL CHANGE OVER TIME AND THE CURRENT EFFECTIVE FLOODPLAIN DATA TAKES PRECEDENCE OVER FLOODPLAIN DATA REPRESENTED ON THIS PLAT. 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 BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY.

SURVEYOR CERTIFICATION

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

THAT I, WILLIAM C STEWART, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM AN ACTUAL AND ACCURATE ON-THE-GROUND SURVEY OF THE LAND AND THAT THE CORNER MONUMENTS SHOWN THEREON WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION, IN ACCORDANCE WITH CHAPTER 4 – SUBDIVISION DESIGN AND CONSTRUCTION, PART III – ZONING AND DEVELOPMENT CODE, CODE OF ORDINANCES, CITY OF ROUND ROCK, 2018 EDITION AS AMENDED. THIS TRACT IS LOCATED WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.

WILLIAM C STEWART, DATE 6-17-2025
REGISTERED PROFESSIONAL LAND SURVEYOR, NO. 5785
STATE OF TEXAS

STATE OF TEXAS
REGISTERED
WILLIAM C. STEWART
5785
PROFESSIONAL
LAND SURVEYOR

PLAT NOTES:

1. 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 OWNERS.
2. WATER SERVICE FOR THIS SUBDIVISION WILL BE PROVIDED BY: CITY OF GEORGETOWN. SEWER SERVICE FOR THIS SUBDIVISION WILL BE PROVIDED BY: OSSF
3. A CERTIFICATE OF COMPLIANCE IS HEREBY ISSUES FOR ALL LOTS WITHIN THIS SUBDIVISION. THIS CERTIFICATE OF COMPLIANCE IS VALID UNTIL SUCH TIME AS FEMA OR THE COUNTY REVISES OR NEWLY ADOPTS FLOODPLAIN BOUNDARIES IN THIS VICINITY.
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 SIDEWALKS WITHIN THIS SUBDIVISION ARE TO BE MAINTAINED BY EACH OF THE ADJACENT PROPERTY OWNERS.
6. DRIVEWAY MAINTENANCE WILL BE THE RESPONSIBILITY OF THE PROPERTY OWNER. IF OBSTRUCTIONS OCCUR WITHIN THE DRIVEWAY CULVERT, THE COUNTY RESERVES THE RIGHT TO CLEAR OBSTRUCTIONS THAT ARE CAUSING ADVERSE IMPACTS TO THE ROADWAY.
7. THIS TRACT IS LOCATED WITHIN THE EDWARD'S AQUIFER RECHARGE ZONE.
8. 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.
9. 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.
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 THIS PROPERTY.
    THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF REPRESENTATIONS BY OTHER PARTIES IN THIS PLAT. FLOODPLAIN DATA, IN PARTICULAR, WILL CHANGE OVER TIME AND THE CURRENT EFFECTIVE FLOODPLAIN DATA TAKES PRECEDENCE OVER FLOODPLAIN DATA REPRESENTED ON THIS PLAT. 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 BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY.
11. 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, IT'S 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.
12. ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THIS PLAT ARE FREE OF LIENS.
13. THIS PROPERTY WAS RELEASED FROM GEORGETOWN ETJ ON 04/23/2024 PER RESOLUTION NO. 042324-5D.
14. NO CONSTRUCTION IN THE SUBDIVISION MAY BEGIN UNTIL THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) HAS APPROVED THE WATER POLLUTION ABATEMENT PLAN(WPAP) IN WRITING.
15. ON-SITE SEWAGE FACILITIES MUST BE DESIGNED BY A REGISTERED PROFESSIONAL ENGINEER OR REGISTERED SANITARIAN.
16. NO LOT IN THIS SUBDIVISION IS ENCROACHED BY A SPECIAL FLOOD HAZARD AREA(S) INUNDATED BY THE 100- YEAR (1% CHANCE) FLOOD AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 48491C0275E, EFFECTIVE DATE 9/26/2008 FOR WILLIAMSON COUNTY, TEXAS.
17. THE MINIMUM FFE SHALL BE AT LEAST ONE FOOT ABOVE THE ADJACENT FINISHED GRADE AND BFE. EXCEPTIONS CAN BE MADE AT ENTRANCE AND EGRESS POINTS, WHERE NECESSARY, TO MEET THE AMERICANS WITH DISABILITIES ACT (ADA). RECREATIONAL VEHICHLE PARKING PADS MUST ALSO BE PLACED AT LEAST ONE FOOT ABOVE BFE.
18. ANY PROPOSED DEVELOPMENT THAT OBSTRUCTS OR DIVERTS FLOW WITHIN A DRAINAGE EASEMENT MAY NOT BE PERMITTED AND IS AT THE DISCRETION OF THE WILLIAMSON COUNTY FLOODPLAIN ADMINISTRATOR.

ROAD NAME AND ADDRESS ASSIGNMENTS VERIFIED THIS THE 9 DAY OF Sept, 2025, A.D.

WILLIAMSON COUNTY ADDRESSING COORDINATOR
Cindy Bridges

ENGINEERS CERTIFICATION

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

I, JENNIFER L. HENDERSON, DO HEREBY CERTIFY THAT THE INFORMATION CONTAINED ON THIS PLAT COMPLIES WITH CHAPTER 4 – SUBDIVISION DESIGN AND CONSTRUCTION, PART III ZONING AND DEVELOPMENT CODE, CODE OF ORDINANCES, CITY OF ROUND ROCK, 2018 EDITION AS AMENDED, AND THE DESIGN AND CONSTRUCTION STANDARDS ADOPTED BY THE CITY OF ROUND ROCK, TEXAS. THIS TRACT IS LOCATED WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.

JENNIFER L. HENDERSON, PE F-22208 DATE 9/10/2025
REGISTERED PROFESSIONAL ENGINEER, NO. 116883
STATE OF TEXAS

STATE OF TEXAS
JENNIFER L. HENDERSON
116883
LICENSED
PROFESSIONAL ENGINEER

ON-SITE SEWAGE FACILITY APPROVAL

BASED UPON 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 PLAT COMPLIES WITH THE REQUIREMENTS OF EDWARDS AQUIFER REGULATIONS FOR WILLIAMSON COUNTY AND WILLIAMSON COUNTY ON-SITE SEWAGE FACILITY REGULATIONS. THIS CERTIFICATION IS MADE SOLELY 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 PLAT AND THE DOCUMENTS ASSOCIATED WITH IT.

ADAM D. BOATRIGHT, PE DATE 09/16/2025
WILLIAMSON COUNTY ENGINEER

COUNTY JUDGE'S APPROVAL

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS;
COUNTY OF WILLIAMSON §

I, STEVEN SNELL, 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.

STEVEN SNELL, COUNTY JUDGE DATE
WILLIAMSON COUNTY, TEXAS

COUNTY CLERK'S CERTIFICATION

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS;
COUNTY OF WILLIAMSON §

I, NANCY 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_____, 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 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

SHEET 02 OF 02

Henderson Professional Engineers
HPE
Civil Engineering
600 ROUND ROCK WEST DRIVE, SUITE 604
ROUND ROCK, TX 78681
512.350.6228
PELS FIRM #F-22208
www.hendersonpe.com
WBE210166 | HUB 1853873845300

COUNTY PERMIT NUMBER 2024-734-COC

Plotted by: Harry, Plot date: 14/06/2025, File name: h:\02 projects\2023\230903 lott bros\07 Sheet\FP\230903 FINAL PLAT.dwg

Commissioners Court - Regular Session **26.**

Meeting Date: 09/23/2025

Replat of Lots 53-55 Brushy Bend Park Subdivision – Pct 3

Submitted For: Adam Boatright **Submitted By:** Misti Schulz, Infrastructure

Department: Infrastructure

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on approval for the Replat of Lots 53, 54, and 55 Brushy Bend Park subdivision – Precinct 3.

Background

This subdivision consists of 2 residential lots and no new roads. The purpose of this replat is to combine 3 existing lots into 2 newly configured lots.

Timeline

2025-06-23 – initial submittal of the replat
2025-07-22 – 1st review complete with comments
2025-07-31 – 2nd submittal of replat
2025-08-13 – 2nd review complete with comments
2025-08-19 – 3rd submittal of replat
2025-08-29 – 3rd review complete and comments cleared
2025-09-12 – receipt of replat with signatures
2025-09-16 – replat placed on the September 23rd, 2025, Commissioners Court agenda for consideration

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Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Replat Lots 53 54 55 Brushy Bend Park

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:32 AM
Form Started By: Misti Schulz		Started On: 09/16/2025 08:36 AM
Final Approval Date: 09/17/2025		

GENERAL PLAT NOTES

1. 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 responsibility of the owner(s) of the tract of land covered by this plat in accordance with the pans 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.
2. 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.
3. The County assumes no responsibility for the accuracy of representations by other parties in the plat. Floodplain data, in particular, will change over time and the current effective floodplain data takes precedence over floodplain data represented on this plat. 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 been accepted for maintenance by the County.
4. 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.
5. Water Service is provided by: Aquawater, Wastewater service is provided by: on-site sewage system, Electricity is provided by Pedernales Electric Cooperative, Inc.
6. 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, it's 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.
7. 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.
8. Except as may be modified of hereon, this Replat is subject to all applicable plat notes and restrictions as set forth in the original plat of Brushy Bend Park, as recorded in Cabinet B, Slide 311 in the Official Public Records of Williamson County.
9. The minimum F.F.E. shall be at least one foot above the adjacent finished grade and BFE. Exceptions can be made at entrance and egress points, where necessary, to meet the Americans with Disabilities Act (ADA). Recreational Vehicle parking pads must also be placed at least one foot above BFE.
10. Driveway maintenance will be the responsibility of the property owner. If obstructions occur within the driveway culvert, the County reserves the right to clear obstructions that are causing adverse impacts to the roadway.
11. No lot in this subdivision is encroached by a special flood hazard area(s) inundated by the 100-year (1% chance) flood as identified by the U.S. Federal Emergency Management Agency Flood Insurance Rate map, Community Panel No. 48491C0488F, Effective Date December 20th, 2019, for Williamson County, Texas.
12. 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.
13. All sidewalks shall be maintained by each of the adjacent property owners.
14. A floodplain development permit may be required for Lots 53A, and 55A prior to any construction or development. The need for a floodplain development permit will be determined by Williamson County upon review of the proposed structure location.
15. The minimum finished floor elevations (FFE) for Lots shown on this Plat are determined by utilizing the FEMA zone AE 500 year water surface elevation as the 100 year ATLAS-14 base flood elevation (BFE)
16. Floodplain information, such as floodplain boundaries, depths, elevations, and the minimum finished floor elevations shown on this plat, will change over time with better data and flood studies. The floodplain information shown on this Plat was accurate at the time of platting, but may be superseded at the time of construction, The best available floodplain data shall be utilized at the time of construction, as determined by the Williamson County Floodplain Administrator. A floodplain development permit application must be submitted and approved prior to any construction or development within or adjacent to a regulated floodplain.
17. This development is considered exempt from on-site stormwater detention controls based on Williamson County Subdivision Regulation B11.1.2, which states that a proposed development may be considered exempt from providing on-site stormwater detention if the Plat has three or less lots for single family residential use, with less than 20% impervious cover per lot.
18. This subdivision is subject to stormwater management controls as required by Williamson County Subdivision Regulations Section B11.1, on new development that would evoke such controls beyond existing conditions.

RE-PLAT OF LOTS 53, 54 & 55, BRUSHY BEND PARK
WILLIAMSON COUNTY, TEXAS

LEGAL DESCRIPTION:

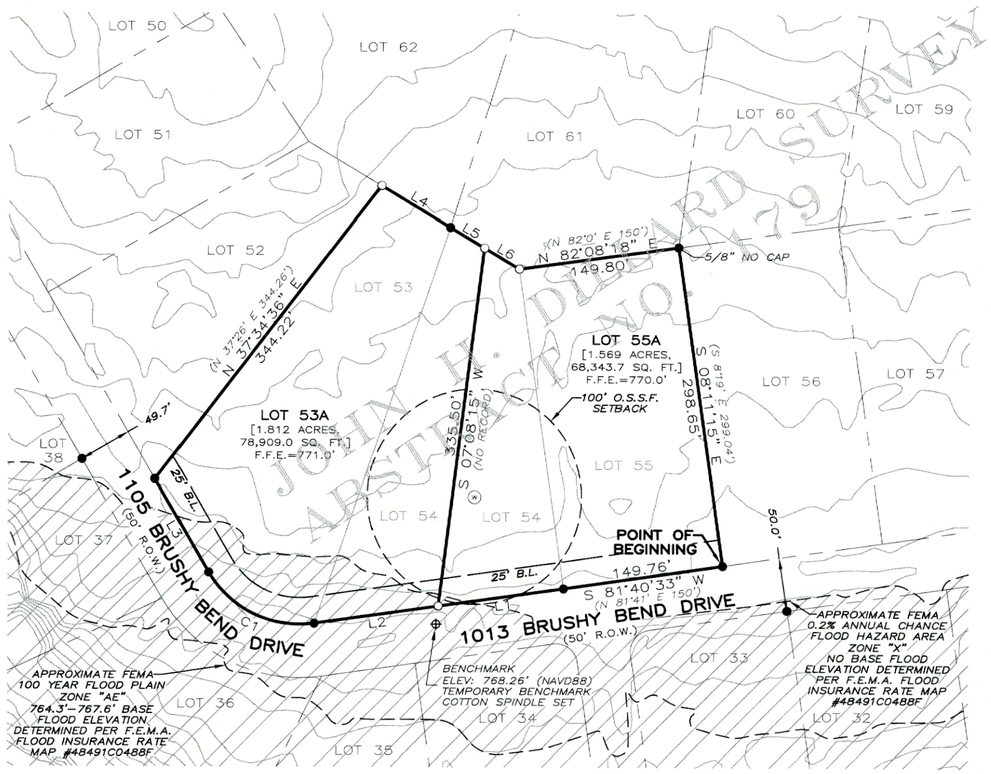
LOTS 53, 54 & 55, BRUSHY BEND PARK – 3.380 ACRES
BEING LOTS 53, 54 & 55, BRUSHY BEND PARK, SAID PLAT CONVEYED IN CABINET B, SLIDE 311, PLAT RECORDS, WILLIAMSON COUNTY, TEXAS.

Scale: 1" = 100'
BEARINGS CITED HEREON BASED ON TEXAS STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM 1983, TEXAS CENTRAL ZONE.

GRAPHIC SCALE
100 50 0 100
IN FEET

LINE TABLE			RECORD LINE TABLE			
NUMBER	DIRECTION	DISTANCE	NUMBER	DIRECTION	DISTANCE	
L1	S 81°51'51" W	118.12'	L1	N 81°41' E	234.73'	–OVERALL
L2	S 81°51'51" W	116.57'	L2	N 81°41' E	234.73'	–OVERALL
L3	N 30°09'45" W	99.98'	L3	N 30°17' W	100'	
L4	S 59°09'12" E	75.01'	L4	N 59°19' W	75'	
L5	S 59°10'42" E	37.05'	L5	N 59°19' W	75'	–OVERALL
L6	S 59°10'42" E	37.84'	L6	N 59°19' W	75'	–OVERALL

CURVE TABLE					
NUMBER	DELTA	RADIUS	ARC	CHORD	DIRECTION
C1	67°56'13"	98.16'	116.39'	109.69'	N 64°16'59" W
RECORD CURVE TABLE					
NUMBER	DELTA	RADIUS	ARC	CHORD	DIRECTION
C1	68°02'	98.16'	116.56'	109.83'	–



LEGEND	
●	1/2" IRON ROD FOUND ILLEGIBLE YELLOW CAP (UNLESS OTHERWISE NOTED)
⊙	WELL
( )	RECORD INFORMATION
B.L.	BUILDING SETBACK LINE
CONC.	CONCRETE
R.O.W.	RIGHT-OF-WAY
F.F.E.	FINISHED FLOOR ELEVATION

RE-PLAT OF LOTS 53, 54 & 55, BRUSHY BEND PARK

TOTAL ACREAGE: 3.380 ACRES
NO. OF BLOCKS: 1
NO. OF LOTS: 2
NEW STREETS: NONE
SUBMISSION DATE:
2ND SUBMITTAL:
3RD SUBMITTAL:

OWNER/SUBDIVIDER:
JOSEPH J. GOLA
1013 BRUSHY BEND DRIVE,
ROUND ROCK, TX 78681
(512) 255-3760

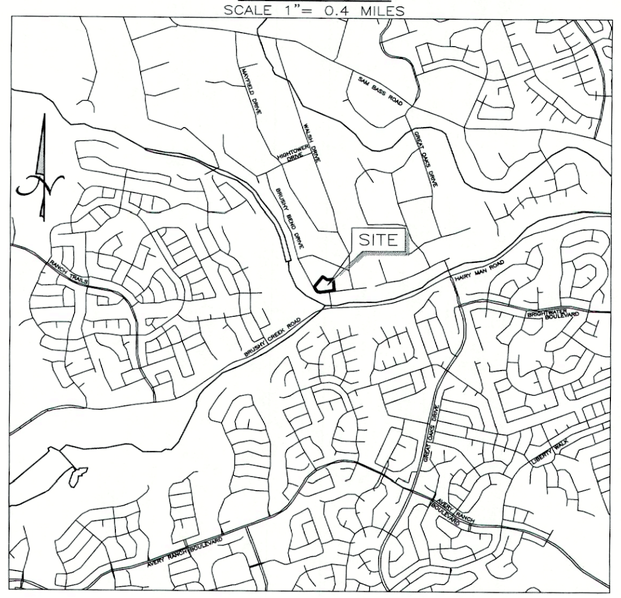
OWNER/SUBDIVIDER:
DOROTHY F. GOLA
1013 BRUSHY BEND DRIVE,
ROUND ROCK, TX 78681
(512) 255-3760

OWNER/SUBDIVIDER:
OTTO E. SOEFJE
1105 BRUSHY BEND DRIVE,
ROUND ROCK, TX 78681
(512) 913-2197
KERRY.JOHN.ODOM@GMAIL.COM

OWNER/SUBDIVIDER:
DIANNE C. SOEFJE
1105 BRUSHY BEND DRIVE,
ROUND ROCK, TX 78681
(512) 913-2197
KERRY.JOHN.ODOM@GMAIL.COM

SURVEYOR:
WILLIAM C. STEWART
TEXAS LAND SURVEYING, INC.
3613 WILLIAMS DRIVE, SUITE 903
GEORGETOWN, TEXAS 78628
(512) 930-1600 EXT.
WSTEWART@TEXAS-LS.COM

LOCATION MAP
SCALE 1"= 0.4 MILES



DATE OF PLAT PREPARATION: FEBRUARY 21ST, 2025

Texas Land Surveying, Inc.
3613 Williams Drive, Suite 903 – Georgetown, Texas 78628
(512) 930-1600/(512) 930-9389 fax
www.texas-ls.com
TBPLS FIRM NO.10056200

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SHEET 1 OF 2

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RE—PLAT OF LOTS 53, 54 & 55, BRUSHY BEND PARK
WILLIAMSON COUNTY, TEXAS

OWNER'S CERTIFICATION:

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

I, Joseph J. Gola, co—owner of the certain tract of land shown hereon and described in a deed recorded in Volume 623, Page 629, and Volume 870, Page 716, of the Deed Records of Williamson County, Texas, and do hereby state that there are no lien holders of the certain tract of land, and do hereby re—plat 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 shown on this plat are free of liens.. This subdivision is to be known as RE—PLAT OF LOTS 53, 54 & 55, BRUSHY BEND PARK.

TO CERTIFY WHICH, WITNESS by my hand this 4 day of September, 2025.

X Joseph J. Gola
JOSEPH J. GOLA
1013 BRUSHY BEND DRIVE
ROUND ROCK, TX 78681

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS;
COUNTY OF WILLIAMSON §

Before me, the undersigned, a notary public in and for said County and State, on this day personally appeared Joseph J. Gola, known to me to be the person whose name is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND AND SEAL of office this 4 day of September, 2025.

Christine E Gola
Notary Public in and for the State of Texas
My Commission expires on: June 4, 2029

CHRISTINE E GOLA
Notary ID #125224121
My Commissiton Expires
June 4, 2029

OWNER'S CERTIFICATION:

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

I, Dorothy F. Gola, co—owner of the certain tract of land shown hereon and described in a deed recorded in Volume 623, Page 629, and Volume 870, Page 716, of the Deed Records of Williamson County, Texas, and do hereby state that there are no lien holders of the certain tract of land, and do hereby re—plat 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 shown on this plat are free of liens.. This subdivision is to be known as RE—PLAT OF LOTS 53, 54 & 55, BRUSHY BEND PARK.

TO CERTIFY WHICH, WITNESS by my hand this 4 day of September, 2025.

X Dorothy F. Gola
DOROTHY F. GOLA
1013 BRUSHY BEND DRIVE
ROUND ROCK, TX 78681

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS;
COUNTY OF WILLIAMSON §

Before me, the undersigned, a notary public in and for said County and State, on this day personally appeared Dorothy F. Gola, known to me to be the person whose name is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND AND SEAL of office this 4 day of September, 2025.

Christine E. Gola
Notary Public in and for the State of Texas
My Commission expires on: June 4, 2029

CHRISTINE E GOLA
Notary ID #125224121
My Commission Expires
June 4, 2029

OWNER'S CERTIFICATION:

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

I, Otto E. Soefje, co—owner of the certain tract of land shown hereon and described in a deed recorded in Volume 583, Page 349, and Volume 870, Page 716, of the Deed Records of Williamson County, Texas, and do hereby state that there are no lien holders of the certain tract of land, and do hereby re—plat 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 shown on this plat are free of liens.. This subdivision is to be known as RE—PLAT OF LOTS 53, 54 & 55, BRUSHY BEND PARK.

TO CERTIFY WHICH, WITNESS by my hand this 3RD day of SEPTEMBER, 2025.

Otto E Soefje
OTTO E. SOEFJE
1105 BRUSHY BEND DRIVE
ROUND ROCK, TX 78681

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS;
COUNTY OF WILLIAMSON §

Before me, the undersigned, a notary public in and for said County and State, on this day personally appeared Otto E. Soefje, known to me to be the person whose name is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND AND SEAL of office this 3RD day of SEPTEMBER, 2025.

James R Barker
Notary Public in and for the State of Texas
My Commission expires on: 9/14/26

JAMES R BARKER
Notary ID #131723198
My Commission Expires
September 14, 2026

LEGAL DESCRIPTION:

LOTS 53, 54 & 55, BRUSHY BEND PARK — 3.380 ACRES
BEING LOTS 53, 54 & 55, BRUSHY BEND PARK, SAID PLAT CONVEYED IN CABINET B, SLIDE 311, PLAT RECORDS, WILLIAMSON COUNTY, TEXAS.

OWNER'S CERTIFICATION:

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

I, Dianne C. Soefje, co—owner of the certain tract of land shown hereon and described in a deed recorded in Volume 583, Page 349, and Volume 870, Page 716, of the Deed Records of Williamson County, Texas, and do hereby state that there are no lien holders of the certain tract of land, and do hereby re—plat 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 shown on this plat are free of liens.. This subdivision is to be known as RE—PLAT OF LOTS 53, 54 & 55, BRUSHY BEND PARK.

TO CERTIFY WHICH, WITNESS by my hand this 3RD day of SEPTEMBER, 2025.

Dianne Soefje
Dianne C. Soefje
1105 BRUSHY BEND DRIVE
ROUND ROCK, TX 78681

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS;
COUNTY OF WILLIAMSON §

Before me, the undersigned, a notary public in and for said County and State, on this day personally appeared Dianne C. Soefje, known to me to be the person whose name is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND AND SEAL of office this 3RD day of SEPTEMBER, 2025.

James R Barker
Notary Public in and for the State of Texas
My Commission expires on: 9/14/26

JAMES R BARKER
Notary ID #131723198
My Commission Expires
September 14, 2026

PERIMETER FIELD NOTES:

BEING 3.380 ACRES OF LAND, OUT OF AND A PART OF THE JOHN H. DILLARD SURVEY, ABSTRACT NO. 179, WILLIAMSON COUNTY, TEXAS, BEING ALL OF LOTS 53, 54 & 55, OUT OF BRUSHY BEND PARK, SAID PLAT RECORDED IN CABINET B, SLIDES 311, PLAT RECORDS, WILLIAMSON COUNTY, TEXAS, AS SURVEYED ON THE GROUND BY TEXAS LAND SURVEYING, INC. ON DECEMBER 26TH, 2024, AND FURTHER DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2 inch iron rod found, in the north line of Brushy Bend Drive, marking the southeast corner of said Lot 55, also marking the southwest corner of Lot 56, out of said Brushy Bend Park, for the southeast corner of the herein described tract;

THENCE; S 81°40'33" W, with the north line of said Brushy Bend Drive and the south line of said Lot 55, for a distance of 149.76 feet, to a 1/2 inch iron rod found, marking the southwest corner of said Lot 55, also marking the southeast corner of said Lot 54, for an angle point of the herein described tract;

THENCE; S 81°51'51" W, with the north line of said Brushy Bend Drive and the south line of said Lot 54, for a distance of 118.12 feet, to a 1/2 inch iron rod with pink cap stamped "TLS" set, for an angle point of the herein described tract;

THENCE; S 81°51'51" W, with the north line of said Brushy Bend Drive and the south line of said Lot 54, for a distance of 116.57 feet, to a 1/2 inch iron rod found, marking the southwest corner of said Lot 54, also marking the southeast corner of said Lot 53, for an angle point of the herein described tract;

THENCE; with the north line of said Brushy Bend Drive and the south line of said Lot 53, along a curve to the right having a central angle of 67°56'13", radius of 98.16, whose chord bears N 64°16'59" W, 109.69 feet, for an arc distance of 116.56 feet, to a 1/2 inch iron rod found, marking an angle point of said Lot 53, for an angle point of the herein described tract;

THENCE; N 30°09'45" W, with the north line of said Brushy Bend Drive and the south line of said Lot 53, for a distance of 99.98 feet, to a 1/2 inch iron rod found, marking the southwest corner of said Lot 53, also marking the southeast corner of Lot 52, out of said Brushy Bend Park, for the southwest corner of the herein described tract;

THENCE; N 37°34'36" E, with the west line of said Lot 53 and the east line of said Lot 52, for a distance of 344.22 feet, to a 1/2 inch iron rod found, with pink cap stamped "TLS" set, marking the northwest corner of said Lot 53, also marking the northeast corner of said Lot 52, in the south line of Lot 62, out of said Brushy Bend Park, for the northwest corner of the herein described tract;

THENCE; S 59°09'12" E, with the north line of said Lot 53 and the south line of said Lot 62, for a distance of 75.01 feet, to a 1/2 inch iron rod found, marking the northeast corner of said Lot 53, also marking the northwest corner of said Lot 54, also marking the southeast corner of said Lot 62, also marking the southwest corner of Lot 61, out of said Brushy Bend Park, for an angle point of the herein described tract;

THENCE; S 59°10'42" E, with the north line of said Lot 54 and the south line of said Lot 61, for a distance of 37.05 feet, to a 1/2 inch iron rod with pink cap stamped "TLS" set, for an angle point of the herein described tract;

THENCE; S 59°10'42" E, with the north line of said Lot 54 and the south line of said Lot 61, for a distance of 37.84 feet, to a 1/2 inch iron rod with pink cap stamped "TLS" set, marking the northeast corner of said Lot 54, also marking the northwest corner of said Lot 55, also marking an angle point of said Lot 61, for an angle point of the herein described tract;

THENCE; N 82°08'18" E, with the north line of said Lot 55 and the south line of said Lot 61, for a distance of 149.80 feet, to a 5/8 inch iron rod found, marking the northeast corner of said Lot 55, also marking the northwest corner of said Lot 56, also marking the southeast corner of said Lot 61, also marking the southwest corner of Lot 60, out of said Brushy Bend Park, for the northeast corner of the herein described tract;

THENCE; S 08°11'15" E, with the east line of said Lot 55 and the west line of said 56, for a distance of 298.65 feet, to the PLACE OF BEGINNING, containing 3.380 acres of land area.

WILLIAMSON COUNTY ENGINEER CERTIFICATION:

Based upon 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 plat complies with the requirements of Edwards Aquifer Regulations for Williamson County and Williamson County On—Site Sewage Facility Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The Williamson County Engineer's office and Williamson County disclaims any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in this plat and the documents associated with it.

Adam D. Boatright, P.E.
Williamson County Engineer

09/12/2025
Date

SURVEYOR'S CERTIFICATION:

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS;
COUNTY OF WILLIAMSON §

I, William C. Stewart, Registered Professional Land Surveyor in the State of Texas, do hereby certify that this plat is true and correctly made from an actual survey made on the ground of the property legally described hereon, and that there are no apparent discrepancies, conflicts, overlapping of improvements, visible utility lines or roads in place, except as shown on the accompanying plat, and that the corner monuments shown thereon were properly placed under my supervision in accordance with the subdivision regulations of Williamson County, Texas. This tract is not located within the Edwards Aquifer Recharge Zone.

TO CERTIFY WHICH, WITNESS my hand and seal at Georgetown, Williamson County, Texas this 28TH day of August, 2025.

William C. Stewart
Registered Professional Surveyor
No. 5785 State of Texas

STATE OF TEXAS · REGISTERED · WILLIAM C. STEWART · 5785 · PROFESSIONAL LAND SURVEYOR

911 ADDRESSING CERTIFICATION:

Road name and address assignments verified this the 9 day of Sept., 2025 A.D.

Williamson County Addressing Coordinator
Cindy Bridges

COUNTY JUDGE CERTIFICATION:

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

I, Steven Snell, 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.

Steven Snell, County Judge
Williamson County, Texas

Date

COUNTY CLERK'S CERTIFICATION:

STATE OF TEXAS §
§
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 _____, 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 at the County Court of said County, at my office in Georgetown, Texas, the date last shown above written.

Nancy E. Rister, Clerk County Court
of Williamson County, Texas

By:_____, Deputy

PROJECT NO. 2024—34—FP

DATE OF PLAT PREPARATION: FEBRUARY 21ST, 2025

Texas Land Surveying, Inc.
3613 Williams Drive, Suite 903 — Georgetown, Texas 78628
(512) 930—1600/(512) 930—9389 fax
www.texas—ls.com
TBPLS FIRM NO.10056200

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Commissioners Court - Regular Session **27.**

Meeting Date: 09/23/2025

Final Plat for the Salinas Property Subdivision – Pct 4

Submitted For: Adam Boatright **Submitted By:** Misti Schulz, Infrastructure

Department: Infrastructure

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on approval of the Final Plat for the Salinas Property Subdivision – Precinct 4.

Background

This subdivision consists of 4 lots and no roads on 10.84 acres. It meets the requirements of a minor plat as defined in the subdivision regulations.

Timeline

2023-11-08 – initial submittal of the final plat
2023-12-08 – 1st review complete with comments
2024-07-26 – 2nd submittal of final plat
2024-08-09 – 2nd review complete with comments
2024-08-22 – 3rd submittal of final plat
2024-09-06 – 3rd review complete with comments
2024-09-10 – 4th submittal of final plat
2024-09-24 – 4th review complete with comments
2025-07-09 – 5th submittal of final plat
2025-07-24 – 5th review complete with comments
2025-09-16 – receipt of final plat with signatures
2025-09-16 – 6th review complete with comments cleared
2025-09-16 – final plat placed on the September 23rd, 2025, Commissioners Court agenda for consideration

---

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Minor Plat Salinas Property Subdivision

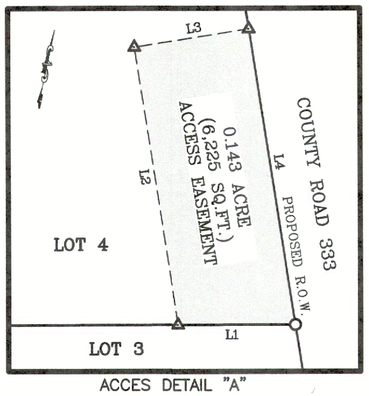
Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:33 AM
Form Started By: Misti Schulz		Started On: 09/16/2025 11:28 AM
Final Approval Date: 09/17/2025		

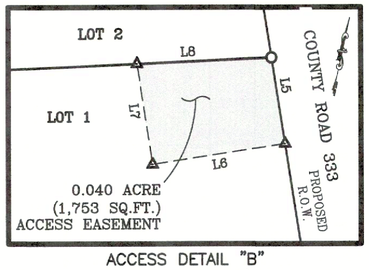
SALINAS PROPERTY SUBDIVISION
MINOR PLAT

NOTE:

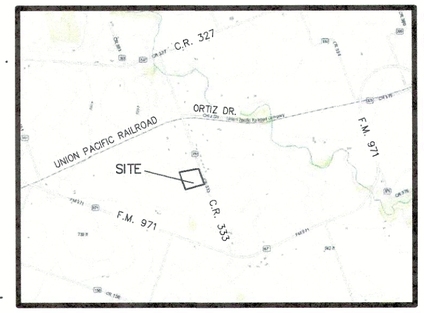
* DENOTES APPROXIMATE ACREAGE OF LOT LOCATED OUTSIDE OF THE EXISTING RIGHT-OF-WAY AND O.S.S.F. AS DEFINED BY THE WILLIAMSON COUNTY ENGINEERS OFFICE.



ACCES DETAIL "A"
(NOT TO SCALE)



ACCESS DETAIL "B"
(NOT TO SCALE)



VICINITY MAP
(NOT TO SCALE)

LINE TABLE		
LINE #	BEARING	DISTANCE
L1	S77°21'11"W	50.59'
L2	N21°23'27"W	120.66'
L3	N68°36'33"E	50.00'
L4	S21°23'27"E	128.35'
L5	S21°23'27"E	32.33'
L6	S68°39'37"W	50.00'
L7	N21°24'06"W	37.78'
L8	N74°52'48"E	50.31'

60 0 60
SCALE: 1"=60'
NOVEMBER 8, 2023
WILLIAMSON COUNTY, TEXAS

CALLED 65.088 ACRES
ALLAN R. TOMASEK AND WIFE, MARY ANN TOMASEK
VOL. 580, PAGE 344
O.P.R.W.C.TX.

CALLED 15.9122 ACRES
ALLAN R. TOMASEK AND WIFE, MARY ANN TOMASEK
DOC. NO. 2012023363
O.P.R.W.C.TX.

IRON ROD FOUND CAPPED "RPLS4946"
N 20°53'47" W 508.17'
P.O.B.
1/2" IRON ROD FOUND
(GRID COORDINATE)
N=10227057.31
E=3184616.96
10.15'
IRON ROD FOUND CAPPED "HOLLAND 5421"
N 78°34'39" E 746.46'
S 78°34'39" W 736.31'
DIRT ROAD
APPROXIMATE SURVEY LINE
LOT 5
LOT 6
LOT 7
THE PLANTATION
CABINET S, SLIDE 387
DOCUMENT NO. 2000048598
O.P.R.W.C.TX.
I. & G.N.R.R. CO. SURVEY
ABSTRACT NO. 769
JOE ANDERSON SURVEY
ABSTRACT NO. 720
LOT 4, BLOCK A
2.71 ACRES
*2.674 ACRES
0.143 ACRE
(6,224 SQ.FT.)
ACCESS EASEMENT
DEDICATION
(SEE DETAIL "A")
0.035 ACRE
RIGHT-OF-WAY DEDICATION
PER THIS PLAT
(HATCHED)
COUNTY ROAD 333 (VARIABLE WIDTH R.O.W.)
EDGE OF PAVEMENT
168.65'
S 77°21'11" W 743.77'
S 77°21'11" W 733.65'
20' DRAINAGE
EASEMENT DEDICATION
IRON ROD FOUND CAPPED
"RPLS 5784"
JOSE LUIS AQUIRRE AND NANCY L. ACQUIRRE
DOC NO. 2020123447
O.P.R.W.C.TX.
LOT 3, BLOCK A
2.71 ACRES
*2.674 ACRES
10.84 ACRES
MANUEL SALINAS MENDOZA
AND SUSANA GONZALEZ
DOC. NO. 2020127134
O.P.R.W.C.TX.
N 21°23'27" W 610.86'
25' BUILDING SETBACK
8" IRON ROD FOUND (BENT)
S 76°07'12" W 731.33'
S 76°07'12" W 741.42'
LOT 2, BLOCK A
2.71 ACRES
*2.674 ACRES
25' O.S.S.F. SETBACK
20' DRAINAGE EASEMENT DEDICATION
S 21°23'27" E 609.98'
FNU NAIMATULLAH AND JAMILA JAMILA
DOC NO. 2021059037
O.P.R.W.C.TX.
S 74°52'48" W 729.36'
S 74°52'48" W 739.42'
0.040 ACRE
(1,754 SQ.FT.)
ACCESS EASEMENT
DEDICATION
(SEE DETAIL "B")
LOT 1, BLOCK A
2.71 ACRES
*2.674 ACRES
15' PUBLIC UTILITY EASEMENT
DOCUMENT NO. 2023081744
P.R.W.C.T.
S 73°38'01" W 727.72'
S 73°38'01" W 737.76'
(GRID COORDINATE)
N=10226488.60
E=3184839.73
10.04'
30' FROM CENTERLINE
IRON ROD FOUND CAPPED "HOLLAND 5421"
IRON ROD FOUND
CAPPED "HOLLAND 5421"
N 21°24'48" W 674.56'
LOT 3
CALLED 4.49 ACRES
OSCAR LOPEZ & JUAN MARIN VAZQUEZ
& JUAN ARREOLA
DOC NO. 2023086088
O.P.R.W.C.TX.
LOT 2
CR 333 SUBDIVISION
DOCUMENT NO. 2023081744
O.P.R.W.C.T.
CALLED 3.10 ACRES
MARIA VALENZUELA & DANIA ARGUELLES VALENZUELA
DOC NO. 2023086013
O.P.R.W.C.TX.

LEGEND

▲	CALCULATED POINT
●	1/2" IRON ROD FOUND CAP STAMPS NOTED
○	1/2" IRON ROD W/ PLASTIC CAP STAMPED "BCG" SET
( )	RECORD INFORMATION
R.O.W.	RIGHT-OF-WAY
O.P.R.W.C.TX.	OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS
——— — — ———	ADJOINER LINE
O.S.S.F.	ON-SITE SEWAGE FACILITIES

BEARING BASIS:

BEARING BASIS IS TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NAD83.

VERTICAL DATUM:

NAVD 88 (GEOID18) BASED ON MULTIPLE, REPEATED OBSERVATIONS ON CONTROL POINT 99 WITH THE ALTERRA RTKNET VRS NETWORK. WITH A VERTICAL CONTROL CHECK TO NGS BM# E1304;
N=10224641.1
E=3187845.1
EL=632.19 (632.22)

ACREAGE OF TOTAL SITE: 10.84 ACRES
TOTAL NUMBER OF BLOCKS: 1 BLOCK (A)
TOTAL NUMBER OF LOTS: 4 LOTS TOTAL

SHEET 1 OF 3

MINOR PLAT
SALINAS PROPERTY SUBDIVISION
I. & G.N.R.R. CO. SURVEY
ABSTRACT 769
WILLIAMSON COUNTY, TEXAS

PLAN #: 1252

Bowman Consulting Group, Ltd.
807 Las Cimas Pkwy, Suite 350, Austin, TX 78746
Phone: (512) 327-1180 Fax: (512) 327-4062
www.bowmanconsulting.com © Bowman Consulting Group, Ltd.
TBPE Firm No. F-14309 | TBPLS Firm No. 101206-00

Bowman CONSULTING

FILE:	V:\210125-01-001(SURV)\WORKING\Gronger_Plat.dwg
DATE:	09-10-2024
SCALE:	1"=60'
JOB #:	210125
DRAWN BY:	C.T. R.E.
CHECKED BY:	D.C.
DRAWING:	FINAL PLAT
CREW:	
FB. #:	
PLAN #:	1252

NO.	REVISION	BY	DATE

PLOT DATE: Nov 04,2024-11:32am

SALINAS PROPERTY SUBDIVISION
MINOR PLAT

OWNER'S CERTIFICATION:

STATE OF TEXAS §
§ **KNOW ALL MEN BY THESE PRESENTS**
COUNTY OF WILLIAMSON §

I, MANUEL SALINAS MENDOZA, CO-OWNER OF THAT CERTAIN CALLED 10.84 TRACT OF LAND SHOWN HEREON AND DESCRIBED IN A DEED RECORDED IN DOCUMENT NO. 2020127134 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, 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 SALINAS PROPERTY SUBDIVISION.

TO CERTIFY WHICH, WITNESS BY MY HAND THIS 7th DAY OF July, 2025.

MANUEL SALINAS MENDOZA
512-983-1591
7018 ETNA WAY
ROCK, TEXAS, 78665
WILLIAMSON COUNTY, TEXAS

STATE OF TEXAS §
§ **KNOW ALL MEN BY THESE PRESENTS**
COUNTY OF WILLIAMSON §

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED MANUEL SALINAS MENDOZA, KNOWN TO ME TO BE THE PERSON(S) WHOSE NAME(S) ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 7th DAY OF July, 2025

Emily Madison Kolinek
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES ON: 7/28/26

EMILY MADISON KOLINEK
Notary Public, State of Texas
Comm. Expires 07-28-2026
Notary ID 133881227

STATE OF TEXAS §
§ **KNOW ALL MEN BY THESE PRESENTS**
COUNTY OF WILLIAMSON §

I, SUSANA GONZALEZ, CO-OWNER OF THAT CERTAIN CALLED 10.84 TRACT OF LAND SHOWN HEREON AND DESCRIBED IN A DEED RECORDED IN DOCUMENT NO. 2020127134 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, 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 SALINAS PROPERTY SUBDIVISION.

TO CERTIFY WHICH, WITNESS BY MY HAND THIS 8th DAY OF July, 2025.

SUSANA GONZALEZ
CO-OWNER
512-216-5440
7018 ETNA WAY
ROCK, TEXAS, 78665
WILLIAMSON COUNTY, TEXAS

STATE OF TEXAS §
§ **KNOW ALL MEN BY THESE PRESENTS**
COUNTY OF WILLIAMSON §

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED SUSANA GONZALEZ, KNOWN TO ME TO BE THE PERSON(S) WHOSE NAME(S) ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 8th DAY OF July, 2025

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES ON:

REYES VASQUEZ
Notary ID #130116435
My Commission Expires
June 7, 2027

STATE OF TEXAS §
§ **KNOW ALL MEN BY THESE PRESENTS**
COUNTY OF WILLIAMSON §

I, CAPITAL FARM CREDIT, ACA, LIEN HOLDER OF THAT CERTAIN CALLED 10.84 TRACT OF LAND SHOWN HEREON AND DESCRIBED IN A DEED RECORDED IN DOCUMENT NO. 2020127134 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, 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 SALINAS PROPERTY SUBDIVISION.

CAPITAL FARM CREDIT, ACA

STATE OF TEXAS §
§ **KNOW ALL MEN BY THESE PRESENTS**
COUNTY OF WILLIAMSON §

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED CAPITAL FARM CREDIT, ACA, KNOWN TO ME TO BE THE PERSON(S) WHOSE NAME(S) ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 7th DAY OF July, 2025

Emily Madison Kolinek
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES ON: 7/28/26

EMILY MADISON KOLINEK
Notary Public, State of Texas
Comm. Expires 07-28-2026
Notary ID 133881227

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, WILL CHANGE OVER TIME AND THE CURRENT EFFECTIVE FLOODPLAIN DATA TAKES PRECEDENCE OVER FLOODPLAIN DATA REPRESENTED ON THIS PLAT. 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 BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY

SURVEYOR'S CERTIFICATION:

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

I, DANIEL WAYNE COGBURN, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THE INFORMATION CONTAINED ON THIS PLAT COMPLIES WITH THE SUBDIVISION REGULATIONS ADOPTED BY WILLIAMSON COUNTY, TEXAS AND THAT THIS TRACT IS NOT WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.

DANIEL WAYNE COGBURN
REGISTERED PROFESSIONAL LAND SURVEYOR
NO. 6894 – STATE OF TEXAS
BOWMAN CONSULTING GROUP, LTD.
807 LAS CIMAS PKWY, SUITE 350
AUSTIN, TEXAS 78746
512-327-1180

7/26/2024
DATE

STATE OF TEXAS
REGISTERED
DANIEL WAYNE COGBURN
6894
PROFESSIONAL
LAND SURVEYOR

COUNTY JUDGE'S APPROVAL:

STATE OF TEXAS §
§ **KNOW ALL MEN BY THESE PRESENTS**
COUNTY OF WILLIAMSON §

I, Steven Snell 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.

Steven Snell COUNTY JUDGE
WILLIAMSON COUNTY, TEXAS

COUNTY CLERK'S CERTIFICATION:

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 _____, 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 AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

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

BY: _____, DEPUTY

NOTE:

INITIAL BOUNDARY SOLVED, DESIGNED AND SUBMITTED FOR REVIEW BY: JASON PARKER REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6643.

COMMENTS ADDRESSED AND FINALIZED BY: DANIEL WAYNE COGBURN. REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6894.

FILE: V:\210125-01-001(SURV)\WORKING\Granger_Plat.dwg			
DATE: 09-10-2024	DRAWN BY: C.T, R.E.	CREW:	
SCALE: 1"=60'	CHECKED BY: D.C.	FB #:	
JOB #: 210125	DRAWING: FINAL PLAT	PLAN #: 1252	
NO.	REVISION	BY	DATE

Bowman CONSULTING
Bowman Consulting Group, Ltd.
807 Las Cimas Pkwy, Suite 350, Austin, TX 78746
Phone: (512) 327-1180 Fax: (512) 327-4062
www.bowmanconsulting.com © Bowman Consulting Group, Ltd.
TBPE Firm No. F-14309 | TBPLS Firm No. 101206-00

MINOR PLAT
SALINAS PROPERTY SUBDIVISION
I. & G.N.R.R. CO. SURVEY
ABSTRACT 769
WILLIAMSON COUNTY, TEXAS

SALINAS PROPERTY SUBDIVISION
MINOR PLAT

ENGINEER'S CERTIFICATION:

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

BASED UPON THE ABOVE REPRESENTATIONS OF THE ENGINEER OR SURVEYOR WHOSE SEAL IS AFFIXED HERETO, AND AFTER A REVIEW OF THE PLAT AS REPRESENTED BY THE SAID ENGINEER OR SURVEYOR, I FIND THAT THIS PLAT COMPLIES WITH THE REQUIREMENTS OF EDWARDS AQUIFER REGULATIONS FOR WILLIAMSON COUNTY AND WILLIAMSON COUNTY ON-SITE SEWAGE FACILITY REGULATIONS. THIS CERTIFICATION IS MADE SOLELY 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 PLAT AND THE DOCUMENTS ASSOCIATED WITH IT.

Adam D Boatright 09/16/2025

ADAM D. BOATRIGHT, P.E. DATE
WILLIAMSON COUNTY ENGINEER

THIS IS TO CERTIFY THAT:

I, JOSEPH P. COHAN, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING AND HEREBY CERTIFY THAT THIS PLAT IS FEASIBLE FROM AN ENGINEERING STANDPOINT AND COMPLIES WITH THE ENGINEERING RELATED PORTIONS OF TITLE 25 OF THE CITY OF AUSTIN LAND DEVELOPMENT CODE, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

WITNESS MY HAND THIS 15 DAY OF November, 2024.

JOSEPH P. COHAN
STATE OF TEXAS PROFESSIONAL ENGINEER NO. 115224
BOWMAN CONSULTING GROUP, LTD.
807 LAS CIMAS PKWY. LAS CIMA II #350
AUSTIN, TX 78746

STATE OF TEXAS
JOSEPH COHAN
115224
LICENSED
PROFESSIONAL ENGINEER

ROAD NAME AND ADDRESS ASSIGNMENTS VERIFIED THIS 8 DAY OF July 2025

WILLIAMSON COUNTY ADDRESSING COORDINATOR
Cindy Bridges

LEGAL DESCRIPTION:

DESCRIPTION OF 10.84 ACRES OF LAND BEING OUT OF THE I AND G.N.R.R. CO. SURVEY, ABSTRACT NO. 769, WILLIAMSON COUNTY, TEXAS; SAID 10.84 ACRES OF LAND BEING ALL OF THAT CERTAIN CALLED 10.84 ACRE TRACT OF LAND DESCRIBED IN DEED TO MANUEL SALINAS MENDOZA AND SUSANA GONZALES, OF RECORD IN DOCUMENT NO. 2020127134, OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; SAID 10.84 TRACT OF LAND, AS SURVEYED BY BOWMAN CONSULTING GROUP, LTD. BEING MORE PARTICULARLY DESCRIBED BY THE LEGAL DESCRIPTION AS FOLLOWS;

BEGINNING AT A 1/2"IRON ROD FOUND AT THE NORTHEAST CORNER OF SAID 10.84 ACRE TRACT, FROM WHICH AN IRON ROD FOUND WITH CAP STAMPED "RPLS4946" BEARS N 20° 53' 47" W, A DISTANCE OF 508.17 FEET, SAID 1/2" IRON ROD FOUND AT A POINT IN THE WEST LINE OF COUNTY ROAD 333, A FORTY FOOT RIGHT-OF-WAY, AT THE SOUTHEAST CORNER OF A CERTAIN CALLED 15.9122 ACRE TRACT OF LAND, DESCRIBED IN DEED TO ALLAN ROY TOMASEK AND MARY ANN TOMASEK, OF RECORD IN DOCUMENT NO. 2012023363, OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND ALSO BEING THE NORTHEAST CORNER AND POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT;

THENCE S 21° 23' 27" E, WITH THE EAST LINE OF SAID 10.84 ACRE TRACT, SAME BEING THE WEST LINE OF COUNTY ROAD 333, A DISTANCE OF 609.98 FEET TO AN IRON ROD FOUND WITH CAP STAMPED "HOLLAND 5421" AT THE SOUTHEAST CORNER OF SAID 10.84 ACRE TRACT, AT A POINT IN THE WEST LINE OF COUNTY ROAD 333, FOR THE NORTHEAST CORNER OF LOT 2, BLOCK A, CR 333 SUBDIVISION, A SUBDIVISION OF RECORD IN DOCUMENT NO. 2023081744, O.P.R.W.C.T., FOR THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE S 73° 38' 01" W, WITH THE SOUTH LINE OF SAID 10.84 ACRE TRACT, WITH THE NORTH LINE OF SAID LOT 2, BLOCK A, AND WITH THE NORTH LINE OF LOT 3, BLOCK A, OF SAID CR 333 SUBDIVISION, A DISTANCE OF 737.76 FEET TO AN IRON ROD FOUND WITH CAP STAMPED "HOLLAND 5421" AT THE SOUTHWEST CORNER OF SAID 10.84 ACRE TRACT, SAME BEING THE NORTHWEST CORNER OF SAID LOT 3, BLOCK A, ALSO BEING A POINT IN THE EAST LINE OF A CERTAIN CALLED 65.088 ACRE TRACT OF LAND, DESCRIBED IN DEED TO ALLEN R. TOMASEK AND MARY ANN TOMASEK, OF RECORD IN VOLUME 580, PAGE 344, OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND ALSO BEING THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE N 21° 24' 48" W, WITH THE WEST LINE OF SAID 10.84 ACRE TRACT, SAME BEING THE EAST LINE OF SAID 65.088 ACRE TRACT, A DISTANCE OF 674.58 FEET TO AN IRON ROD FOUND WITH CAP STAMPED "HOLLAND 5421" AT THE NORTHWEST CORNER OF SAID 10.84 ACRE TRACT, SAME BEING THE NORTHEAST CORNER OF SAID 65.088 ACRE TRACT, ALSO BEING A POINT IN THE SOUTH LINE OF SAID 15.9122 ACRE TRACT, AND ALSO BEING THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE N 78° 34' 39" E, WITH THE NORTH LINE OF SAID 10.84 ACRE TRACT, SAME BEING THE SOUTH LINE OF SAID 15.9122 ACRE TRACT, A DISTANCE OF 746.46 FEET TO THE POINT OF BEGINNING AND CONTAINING 10.84 ACRES OF LAND, MORE OR LESS.

NOTES:

1. THIS SURVEY WAS PERFORMED WITHOUT A TITLE COMMITMENT. NO ADDITIONAL RESEARCH REGARDING THE EXISTENCE OF EASEMENTS OR RESTRICTIONS OF RECORD HAS BEEN PERFORMED BY BOWMAN CONSULTING GROUP, LTD. TO DETERMINE THE EXISTENCE OF ANY OTHER ENCUMBRANCES.

2. NO LOT IN THIS SUBDIVISION IS ENCROACHED BY A SPECIAL FLOOD HAZARD AREA(S) INUNDATED BY THE 100-YEAR (1% CHANCE) FLOOD AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 48491C0325F EFFECTIVE DATE 12/20/2019 FOR WILLIAMSON COUNTY, TEXAS.

3. BEARINGS HEREON ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (4203), NATIONAL AMERICAN DATUM (NAD83). DISTANCES HEREON ARE SURFACE DISTANCES AND MAY BE CONVERTED TO GRID BY MULTIPLYING BY A SCALE FACTOR OF 0.99988045.

4. UNDERGROUND UTILITIES AS SHOWN HEREON ARE DERIVED FROM FIELD SURVEYS, AND/OR RECORD DRAWINGS. CONTRACTOR TO VERIFY ACTUAL LOCATION AND EXISTENCE OF UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION.

5. 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.

6. WATER SERVICE FOR THIS SUBDIVISION WILL BE PROVIDED BY JONAH SPECIAL UTILITY DISTRICT.

7. WASTEWATER SERVICE FOR THIS SUBDIVISION WILL BE PROVIDED BY ON-SITE SEWAGE FACILITIES.

8. THE MINIMUM FFE SHALL BE AT LEAST ONE FOOT ABOVE THE ADJACENT FINISHED GRADE AND BFE. EXCEPTIONS CAN BE MADE
AT ENTRANCE AND EGRESS POINTS, WHERE NECESSARY, TO MEET THE AMERICANS WITH DISABILITIES ACT (ADA).
RECREATIONAL
VEHICHLE PARKING PADS MUST ALSO BE PLACED AT LEAST ONE FOOT ABOVE BFE.

9. LAND WITHIN THIS PLAT IS TERRACED FROM PRIOR AGRICULTURAL USE. THE TERRACING RETAINS RAINFALL RUNOFF AND DIRECTS IT THROUGH EXISTING DRAINAGE PATTERNS ON LOTS. EXISTING DRAINAGE PATTERNS SHALL REMAIN THE SAME.
PROPERTY
OWNERS SHALL NOT GRADE OR DEVELOP LAND ON PROPERTY IN A MANNER THAT WOULD ALTER THE EXISTING DRAINAGE PATTERNS.
IN THE EVENT DRAINAGE PATTERNS ARE CHANGED AND ADJACENT PROPERTIES ARE ADVERSLY IMPACTED OR DAMAGED, THE PROPERTY OWNER MAY BE LIABLE PER TEXAS WATER CODE SECTION 11.086.

10. DRIVEWAY MAINTENANCE WILL BE THE RESPONSIBILITY OF THE PROPERTY OWNER. IF OBSTRUCTIONS OCCUR WITHIN THE DRIVEWAY CULVERT, THE COUNTY RESERVES THE RIGHT TO CLEAR OBSTRUCTIONS THAT ARE CAUSING ADVERSE IMPACTS TO THE ROADWAY.

11. LOTS 1 AND 2 SHALL ONLY USE A SINGLE SHARED DRIVEWAY AND LOTS 3 AND 4 SHALL ONLY USE A SINGLE SHARED DRIVEWAY. NO MORE THAN THREE RESIDENCES TOTAL SHALL BE SERVED BY THE SINGLE SHARED DRIVEWAY.

12. A CERTIFICATE OF COMPLIANCE IS HEREBY ISSUED FOR ALL LOTS WITHIN THIS SUBDIVISION. THIS CERTIFICATE OF COMPLIANCE IS
VALID UNTIL SUCH TIME AS FEMA OR THE COUNTY REVISES OR NEWLY ADOPTS FLOODPLAIN BOUNDARIES IN THIS VICINITY.

13. 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.

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 EXCUTED LICENSE AGREEMENT WITH WILLIAMSON COUNTY.

16. ALL SIDEWALKS SHALL BE MAINTAINED BY EACH OF THE ADJACENT PROPERTY OWNERS.

17. RURAL MAILBOXES SHALL BE SET THREE FEET FROM THE EDGE OF THE PAVEMENT OR BEHIND CURBS, WHEN USED. ALL MAILBOXES WITHIN COUNTY ARTERIAL RIGHT-OFWAY SHALL MEET THE CURRENT TXDOT STANDARDS. ANY MAILBOX THAT DOES NOT MEET THIS REQUIREMENT MAY BE REMOVED BY WILLIAMSON COUNTY.

FILE: V:\210125-01-001(SURV)\WORKING\Granger_Plat.dwg			
DATE: 09-10-2024	DRAWN BY: C.T, R.E.	CREW:	
SCALE: 1"=60'	CHECKED BY: D.C.	FB #:	
JOB #: 210125	DRAWING: FINAL PLAT	PLAN #: 1252	
NO.	REVISION	BY	DATE

Bowman CONSULTING
Bowman Consulting Group, Ltd.
807 Las Cimas Pkwy, Suite 350, Austin, TX 78746
Phone: (512) 327-1180 Fax: (512) 327-4062
www.bowmanconsulting.com © Bowman Consulting Group, Ltd.
TBPE Firm No. F-14309 | TBPLS Firm No. 101206-00

MINOR PLAT
SALINAS PROPERTY SUBDIVISION
I. & G.N.R.R. CO. SURVEY
ABSTRACT 769
WILLIAMSON COUNTY, TEXAS

Commissioners Court - Regular Session **28.**

Meeting Date: 09/23/2025

Cobb Fendley 1811-273 WA6 SA5 Utility Coordination CR 201

Submitted For: Robert Daigh **Submitted By:** Vicky Edwards, Infrastructure

Department: Infrastructure

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on Supplemental Work Authorization No. 5 to Work Authorization No. 6 under Williamson County Contract between Cobb, Fendley & Associates, Inc. and Williamson County dated July 16, 2019, for Utility Coordination/SUE for CR 201 from Umbrella Sky to CR 200. Funding source: P499

Background

This supplemental is to increase the maximum amount payable to $288,079.50.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Cobb Fendley 1811-273 WA6 SA5 Utility Coordination CR 201

Form Review

Inbox	Reviewed By	Date
Hal Hawes	Hal Hawes	09/12/2025 11:17 AM
County Judge Exec Asst.	Delia Colon	09/17/2025 09:07 AM
Form Started By: Vicky Edwards		Started On: 09/11/2025 11:13 AM
Final Approval Date: 09/17/2025		

SUPPLEMENTAL WORK AUTHORIZATION NO. 5
TO
WORK AUTHORIZATION NO. 6

WILLIAMSON COUNTY CORRIDOR PROJECT:
Utility Coordination/SUE for CR 201 From Umbrella Sky to CR 200

This Supplemental Work Authorization No. 5 to Work Authorization No. 6 is made pursuant to the terms and conditions of the Williamson County Contract for Engineering Services, being dated July 16, 2019 ("Contract") and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and Cobb, Fendley & Associates, Inc. (the "Firm").

WHEREAS, the County and the Engineer executed Work Authorization No. 6 dated effective November 03, 2021 (the "Work Authorization");

WHEREAS, pursuant to the Contract, amendments, changes and modifications to a fully executed Work Authorization shall be made in the form of a Supplemental Work Authorization; and

WHEREAS, it has become necessary to amend, change and modify the Work Authorization.

AGREEMENT

NOW, THEREFORE, premises considered, the County and the Engineer agree that the Work Authorization shall be amended, changed and modified as follows:

I. The maximum amount payable for services under the Work Authorization is hereby increased from $239,401.50 to $288,079.50.
II. Supplemental scope of services is attached hereto as Attachment "B" (must be attached).
III. Supplemental fee is attached hereto as Attachment "D" (must be attached)

County believes it has sufficient funds currently available and authorized for expenditure to finance the costs of this Supplemental Work Authorization. Firm understands and agrees that County's payment of amounts under this Supplemental Work Authorization is contingent on the County receiving appropriations or other expenditure authority sufficient to allow the County, in the exercise of reasonable administrative discretion, to continue to make payments under the Supplemental Work Authorization. It is further understood and agreed by Firm that County shall have the right to terminate this Supplemental Work Authorization at the end of any County fiscal year if the governing body of County does not appropriate sufficient funds as determined by County's budget for the fiscal year in question. County may effect such termination by giving written notice of termination to Firm.

Except as otherwise amended by prior or future Supplemental Work Authorizations, all other terms of the Work Authorization are unchanged and will remain in full force and effect.

This Supplemental Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

IN WITNESS WHEREOF, the County and the Engineer have executed this Supplemental Work Authorization, in duplicate, to be effective as of the date of the last party's execution below.

FIRM:	**WILLIMASON COUNTY:**
By: _ Sandra G Khoury __	By: _____
	Signature
__Sandra G. Khoury, P.E._____	_____
Printed Name	Printed Name
__Executive Vice President_____	_____
Title	Title
___September 11, 2025_____	_____
Date	Date

ATTACHMENT B

SERVICES TO BE PROVIDED BY ENGINEER

Scope of Services provided by Cobb, Fendley & Associates, Inc. (the Utility Coordinator), involves utility coordination and engineering services in Williamson County, Texas, (the County) for Williamson County Road and Bridge as described below:

This scope includes the following major tasks:

1. SUBSURFACE UTILITY ENGINEERING (SUE)

4. SUBSURFACE UTILITY ENGINEERING.

Subsurface Utility Engineering services includes utility investigations subsurface and above ground prepared in accordance with AASHTO standards and Utility Quality Levels as defined in the Utilities Section of the Design Criteria Manual.

Based on the review of existing utilities and proposed roadway design, bridge design, drainage design, and other potential conflicts for utilities, the Utility Coordinator will recommend required test holes after completion of 60% conflict assessment. The Utility Coordinator will coordinate with the appropriate Utility Owner to utilize internal work forces to perform required test holes for verification of its facilities.

If requested, the Utility Coordinator will coordinate with the County and/or its Designated Representative to provide the required test holes. A sketch of the area to be included for the proposed test hole locations “Level A” will be provided prior to the start of the work and must be approved by the County and/or its Designated Representative. The County or its Designated Representative will provide comments or approval of test hole plan within five (5) business days.

4.1. Subsurface Utility Designate Service (Quality Level B) up to 5,000 LF. Designate means to indicate the horizontal location of underground utilities by the application and interpretation of appropriate non-destructive surface geophysical techniques and reference to established survey control. Quality Level B is inclusive of Quality Levels C and D. The Utility Coordinator shall:

4.1.1. As requested by the County, compile "As Built" information from plans, plats and other location data as provided by the utility owners.

4.1.2. Coordinate with utility owner when utility owner's policy is to designate their own facilities at no cost for preliminary survey purposes. The Utility Coordinator will examine utility owner's work to ensure accuracy and completeness.

4.1.3. Designate, record and mark the horizontal location of the existing utility facilities and their service laterals to existing buildings using non-destructive surface geophysical techniques. No storm sewer facilities are to be designated unless authorized by the County. A non-water base paint, utilizing the APWA color code scheme, must be used on all surface markings of underground utilities.

4.1.4. Correlate utility owner records with designating data and resolve discrepancies using professional judgment. A color-coded composite utility facility plan with utility owner names, quality levels, line sizes and subsurface utility locate (test hole) locations, if applicable will be prepared and delivered to the County or its Designated Representative. It is understood by both the Utility Coordinator and the County that the line sizes of designated utility facilities detailed on the deliverable are from the best available records and that an actual line size is normally determined from a test hole vacuum excavation. A note must be placed on the designate deliverable only that states "lines sizes are from best available records". All above ground appurtenance locations must be included in the deliverable to the County. This information will be provided in OpenRoads Designer or other applicable County/County's Design Consultant CADD system. The electronic file will be uploaded to Project Wise. A hard copy is required and must be sealed and dated by the Utility Coordinator. When requested by the County or its Designated Representative, the designated utility information must be over laid on the County design plans.

4.1.5. Determine and inform the County of the approximate utility depths at critical locations as determined by the County or its Designated Representative. This depth indication is understood by both the Utility Coordinator and the County and its Designated Representative to be approximate only.

4.1.6. Clearly identify all utilities that were discovered from quality levels C and D investigation but cannot be depicted in quality level B standards. These utilities must have a unique line style and symbology in the designate (Quality Level B) deliverable.

4.2. Subsurface Utility Locate Service (Quality Level A) up to 20 Test Holes. Locate means to obtain precise horizontal and vertical position, material type, condition, size and other data that may be obtainable about the utility facility and its surrounding environment through exposure by nondestructive excavation techniques that ensures the integrity of the utility facility. All test holes will be tied to project survey control provided by the County or its Designated Representative.

Subsurface Utility Locate (Test Hole) Services (Quality Level A) are inclusive of Quality Levels B, C, and D. The Utility Coordinator shall:

4.2.1. Review requested test hole locations and advise the County and/or its Designated Representative in the development of an appropriate locate (test hole) work plan relative to the existing utility infrastructure and proposed highway design elements.

4.2.2. Coordinate with utility owner inspectors as may be required by law or utility owner policy

4.2.3. Neatly cut and remove existing pavement material, such that the cut not exceed 1 square foot unless unusual circumstances exist.

4.2.4. Measure and record the following data, as required, on an appropriately formatted test hole data sheet and upload to design project folder in ProjectWise.

4.2.4.1. Elevation of top and/or bottom of utility tied to the datum of the furnished plan.

4.2.4.2. Identify a minimum of two benchmarks utilized. Elevations shall be within an accuracy of 0.05 feet of utilized benchmarks.

4.2.4.3. Elevation of existing grade over utility at test hole location.

4.2.4.4. Horizontal location referenced to project coordinate datum.

4.2.4.5. Outside diameter of pipe or width of duct banks and configuration of non-encased multi-conduit systems.

4.2.4.6. Utility facility material(s).

4.2.4.7. Utility facility condition.

4.2.4.8. Pavement thickness and type

4.2.4.9. Coating/Wrapping information and condition.

4.2.4.10. Unusual circumstances or field conditions.

4.2.4.11. Excavate test holes in such a manner as to prevent any damage to wrappings, coatings, cathodic protection or other protective coverings and features.

4.2.5. Be responsible for any damage to the utility during the locating process. In the event of damage, the Utility Coordinator shall stop work, notify the appropriate utility facility owner, the County, Designated Representative and appropriate regulatory agencies. The regulatory agencies include but are not limited to the Texas Railroad Commission and the Texas Commission on Environmental Quality. The Utility Coordinator will not resume work until the utility facility owner has determined the corrective action to be taken. The Utility Coordinator shall be liable for all costs involved in the repair or replacement of the utility facility.

4.2.6. Backfill all excavations with appropriate material, compact backfill by mechanical means and restore pavement and surface material. The Utility Coordinator shall be responsible for the integrity of the backfill and surface restoration for a period of three (3) years.

4.2.7. Provide complete restoration of work site and landscape to equal or better condition than before excavation. If a work site and landscape is not appropriately restored, the Utility Coordinator shall return to correct the condition at no extra charge to the County.

4.2.8. Plot utility location position information to scale and provide an updated Utility Layout. This information will be provided in PDF, OpenRoads Designer or other CADD System format used by the County.

Cobb, Fendley Associates, Inc.
Utility Coordination Engineering

ATTACHMENT D
FEE SCHEDULE

Work Authorization No. 6
Supplemental Work Authorization No. 5
Williamson County Road Bridge
CR 201

Utility Coordination & Engineering Services

Description of Work Task	Senior Project Manager	Senior Engineer	Project Engineer III	Project Engineer II	Project Engineer I	Senior Utility Specialist	Utility Specialist	Senior Technician	Technician III	Technician II	Technician I	Right-of-Way Project Manager	Right-of-Way Agent	Registered Professional Land Surveyor	2-Person Field Services Crew	1-Person Field Services Crew	Two-Man Designating Crew (4 hr min)	One-Man Designating Crew (4 hr min)	Vacuum Ex Truck w/ 2 Techs (Vac 3000 & 4000) (4 hr min)	Vacuum Ex Truck w/ 2 Techs (Vac 6000) (4 hr min)	Ground Penetrating Radar w/ 1 Tech (4 hr min)	Administrative	Clerical	Total Hours	Total Cost
	$235.00	$195.00	$170.00	$150.00	$125.00	$155.00	$125.00	$145.00	$125.00	$115.00	$95.00	$235.00	$140.00	$170.00	$145.00	$120.00	$170.00	$110.00	$295.00	$315.00	$260.00	$105.00	$80.00		
PROJECT MANAGEMENT AND COORDINATION	11	16	16	0	0	0	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	4	**71**	$ 11,905.00
UTILITY ADJUSTMENT COORDINATION	12	16	16	0	8	16	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	6	**98**	$ 15,780.00
SUBSURFACE UTILITY ENGINEERING (SUE)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	16	0	0	0	0	0	0	**24**	$ 3,680.00
UTILITY ENGINEERING	4	16	16	1	8	16	15	15	16	1	1	0	0	0	0	0	0	0	0	0	0	0	8	**117**	$ 17,310.00
Total Hours	**27**	**48**	**48**	**1**	**16**	**32**	**31**	**31**	**32**	**1**	**1**	**0**	**0**	**0**	**0**	**8**	**16**	**0**	**0**	**0**	**0**	**0**	**18**	**310**	
Cost	$6,345	$9,360	$8,160	$150	$2,000	$4,960	$3,875	$4,495	$4,000	$115	$95	$0	$0	$0	$0	$960	$2,720	$0	$0	$0	$0	$0	$1,440		**$ 48,675.00**

Other Direct Expenses

			CobbFendley	
Description	**Unit Cost**	**Units**	**Quantity**	**Total**
In-House Reproduction:				
Copies (up to 11"x17")	$ 0.15	each	0	$0.00
Color Prints (up to 11"x17")	$ 1.50	each	0	$0.00
Color Prints (Larger than 11"x17")	$ 3.00	sq. ft.	1	$3.00
Standard Postage	$ 0.50	each	0	$0.00
Express Mail (billed at cost - estimated cost shown)	$ 25.50	each	0	$0.00
Local Deliveries (billed at cost - estimated cost shown)	$ 25.00	each	0	$0.00
Mileage (billed at IRS approved rate - estimated cost shown)	$ 0.670	mile	0	$0.00
Designation & Traffic Control Vehicle	$ 3.50	mile	0	$0.00
Location Vehicle (Vac Truck)	$ 6.50	mile	0	$0.00
Traffic Control (Lane Closures, etc.) (billed at cost - estimated cost shown)	$ 1,500.00	each	0	$0.00
Permits (Local, State, etc.) (billed at cost - estimated cost shown)	$ 350.00	each	0	$0.00
				$3.00

Work Authorization Total **$ 48,678.00**

Commissioners Court - Regular Session **29.**

Meeting Date: 09/23/2025

K Friese 24RFSQ8 WA1 SA4 On Call Development Services Assistance

Submitted For: Robert Daigh **Submitted By:** Vicky Edwards, Infrastructure

Department: Infrastructure

Agenda Category: Consent

Information

Agenda Item

Discuss, consider and take appropriate action on Supplemental Work Authorization No. 4 to Work Authorization No. 1 under the Williamson County Contract between K Friese and Associates, LLC and Williamson County dated March 5, 2024, for On Call Development Services Assistance. Funding source: 01.0200.0210.004100.

Background

This supplemental is to increase the maximum amount payable to $600,000.00

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

KFA_24RFSQ8_WA1_SA4_On_Call_Development_Services_Assistance

Form Review

Inbox	Reviewed By	Date
Hal Hawes	Hal Hawes	09/12/2025 03:58 PM
County Judge Exec Asst.	Delia Colon	09/17/2025 09:07 AM
Form Started By: Vicky Edwards		Started On: 09/12/2025 03:07 PM
Final Approval Date: 09/17/2025		

Docusign Envelope ID: FC493029-D171-43AC-B768-1B738AE8A096

SUPPLEMENTAL WORK AUTHORIZATION NO. _4__
TO
WORK AUTHORIZATION NO. _1___

WILLIAMSON COUNTY ROAD AND BRIDGE PROJECT:
On Call Development Services Assistance

This Supplemental Work Authorization No. __4_ to Work Authorization No. _1___ is made pursuant to the terms and conditions of the Williamson County Contract for Engineering Services, being dated **March 5, 2024** ("Contract") and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and **K Friese and Associates, LLC** (the "Firm").

WHEREAS, the County and the Firm executed Work Authorization No. _1___ dated effective March 26, 2024 (the "Work Authorization");

WHEREAS, pursuant to the Contract, amendments, changes and modifications to a fully executed Work Authorization shall be made in the form of a Supplemental Work Authorization; and

WHEREAS, it has become necessary to amend, change and modify the Work Authorization.

AGREEMENT

NOW, THEREFORE, premises considered, the County and the Firm agree that the Work Authorization shall be amended, changed and modified as follows:

I. The maximum amount payable for services under the Work Authorization is hereby increased from **$350,000.00** to **$600,000.00**. The revised Work Schedule is attached hereto as Attachment "C" (must be attached).

County believes it has sufficient funds currently available and authorized for expenditure to finance the costs of this Supplemental Work Authorization. Firm understands and agrees that County's payment of amounts under this Supplemental Work Authorization is contingent on the County receiving appropriations or other expenditure authority sufficient to allow the County, in the exercise of reasonable administrative discretion, to continue to make payments under the Supplemental Work Authorization. It is further understood and agreed by Firm that County shall have the right to terminate this Supplemental Work Authorization at the end of any County fiscal year if the governing body of County does not appropriate sufficient funds as determined by County's budget for the fiscal year in question. County may effect such termination by giving written notice of termination to Firm.

Except as otherwise amended by prior or future Supplemental Work Authorizations, all other terms of the Work Authorization are unchanged and will remain in full force and effect.

Docusign Envelope ID: FC493029-D171-43AC-B768-1B738AE8A096

This Supplemental Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

IN WITNESS WHEREOF, the County and the Firm have executed this Supplemental Work Authorization, in duplicate, to be effective as of the date of the last party's execution below.

FIRM:	**COUNTY:**
By: DocuSigned by: Abe Salinas 10711999E1C247E...	By:
Signature	Signature
Abe Salinas	Steven Snell
Printed Name	Printed Name
Stormwater Business Practice Lead	Williamson County Judge
Title	Title
9/11/2025	
Date	Date

Docusign Envelope ID: FC493029-D171-43AC-B768-1B738AE8A096

Attachment C - Work Schedule

KFA will provide a work schedule for the assigned tasks

Commissioners Court - Regular Session **30.**

Meeting Date: 09/23/2025

Authorize Issuing IFB #25IFB85 Aggregate Grades 3, 5, FS for Road and Bridge Department

Submitted For: Joy Simonton **Submitted By:** Fernando Ramirez, Purchasing

Department: Purchasing

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on authorizing the Purchasing Agent to advertise and receive sealed responses for IFB Aggregate Grades 3, 5, FS for Road and Bridge Department, under IFB #25IFB85.

Background

Williamson County is seeking qualified companies to provide Aggregates for Surface Treatments per Item 302, Texas Department of Transportation, Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges 2024. The Estimated Budget is $1,250,000.00. The funding source is 01.0200.0210.003556 and the point of contact is Kelly Murphy.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 11:06 AM
Form Started By: Fernando Ramirez		Started On: 09/12/2025 08:00 AM
Final Approval Date: 09/15/2025		

Commissioners Court - Regular Session **31.**

Meeting Date: 09/23/2025

Approval of Service Agreement #2025361 for Heavy Equipment Operator Safety Training with Randy Plaag dba Training Texas for Road and Bridge

Submitted For: Joy Simonton **Submitted By:** Fernando Ramirez, Purchasing

Department: Purchasing

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on approving Service Agreement #2025361 for Heavy Equipment Operator Safety Training, between Randy C Plaag dba Training Texas and Williamson County in the not-to-exceed amount of $48,825.00, exempting the purchase from competitive bidding under Texas Local Government Code 262.024 (a)(4) [personal or professional service] and authorizing the execution of this agreement.

Background

The Road and Bridge Department submitted a vendor's quote as a proposal schedule for training courses to be held in the upcoming fiscal year, FY 26, for Heavy Equipment Operator Safety Training with Randy C Plaag dba Training Texas. Origination ID #3391 has been reviewed by both Contract Audit and General Counsel. The funding source is 01.0200.0210.004232 and the point of contact is Lee Garrett.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Service Agreement and Quote

Form 1295

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 11:00 AM
Form Started By: Fernando Ramirez		Started On: 09/08/2025 02:29 PM
Final Approval Date: 09/15/2025		

WILLIAMSON COUNTY
SERVICES CONTRACT
FOR WORKFORCE TRAINING SAFETY CLASSES
(Training Texas)

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 the Texas Constitution, 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 SERVICES AND GOODS CONTRACT (hereinafter "Contract") is made and entered into by and between **Williamson County, Texas** ("County"), a political subdivision of the State of Texas, acting herein by and through its governing body, and **Randy Plaag dba Training Texas** (hereinafter "Service Provider"), both of which are referred to herein as the parties. The County agrees to engage Service Provider as an independent contractor, to provide certain services described herein 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 to be provided include professional training services for Williamson County Road and Bridge employees. Related services will be outlined in a Statement of Work ("SOW") to be provided by Service Provided upon the direction of the County. described in the attached **2025-2026 Williamson County Operator Safety Training schedule** being marked as **Exhibit "A,"** which is incorporated herein.

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.

Service Provider represents that Service Provider (including Service Provider's agents, employees, volunteers, and subcontractors, as applicable) possess all certifications, licenses, inspections, and permits required by law to carry out the services and work described in **Exhibit "A."** The Service Provider shall, upon written (including electronic) request, provide proof of valid licensure.

II.

Effective Date and Term: This Contract shall be in full force and effect as of the date of the last party's execution below and shall continue until September 30, 2026, unless terminated earlier pursuant to this Contract.

III.

Consideration and Compensation: Service Provider will be compensated based on a fixed sum for specific projects as defined in a SOW and in accordance with **Exhibit "A".** The not-to-exceed amount for the life of this contract shall be Forty-Eight Thousand Eight Hundred Twenty-Five Dollars ($48,825.00).

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.

The County is a political subdivision under the laws of the State of Texas and claims exemption from sales and use taxes under Tex. Tax Code Ann. §151.309, as amended. The County agrees to provide exemption certificates to Service Provider upon request. Likewise, the County is neither liable for any taxes, charges, or fees assessed against Service Provider for the supplies or products provided or any Services rendered.

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

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.

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 itself out as an agent or official representative of the County. 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. 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.

VI.

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.

VII.

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.

Additionally, the parties agree that under the Constitution and laws of the State of Texas, the County cannot enter into an agreement whereby the County agrees to indemnify or hold harmless another party; therefore, all references of any kind to County defending, indemnifying, holding, or saving harmless Service Provider for any reason are hereby deleted.

VIII.

Compliance With All Laws: Service Provider agrees and will comply with all local, state, or federal requirements with respect to the services rendered. Any alterations, additions, or deletions to the terms of the Contract that are required by changes in federal, state, or local law or regulations are automatically incorporated into the Contract without written amendment hereto and shall become effective on the date designed by such law or by regulation.

IX.

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.

X.

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.

XI.

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.

XII.

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.

XIII.

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

XIV.

No Assignment: Service Provider may not assign this Contract.

XV.

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.

XVI.

Foreign Terrorist Organizations: Service Provider represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152 of the Texas Government Code.

XVII.

Public Information: Service Provider understands that County will comply with the Texas Public information Act as interpreted by judicial ruling and opinions of the Attorney General of the State of Texas. Information, documentation, and other material in connection with this Purchase Order or any resulting contract may be subject to public disclosure pursuant to the Texas Public Information Act.

XVIII.

Damage to County Property: Service Provider shall be liable for all damage to county-owned, leased, or occupied property and equipment caused by Service Provider and its employees, agents, subcontractors, and suppliers, including any delivery, or transporting company, in connection with any performance pursuant to this Contract. Service Provider shall notify County in writing of any such damage within one (1) calendar day.

XIX.

Media Releases: Service Provider shall not use County's name, logo, or other likeness in any press release, marketing materials, or other announcement without the County's prior written approval.

XX.

Authorized Expenses: In the event County authorizes, in advance and in writing, reimbursement of non-labor expenses related to the services subject of this Contract, County will pay such actual non-labor expenses in strict accordance with the Williamson County Vendor Reimbursement Policy (as amended), which is incorporated into and made a part of this Contract by reference. The Williamson County Vendor Reimbursement Policy can be found at: WilliamsonCountyVendorReimbursementPolicyMarch2023.pdf (wilco.org). Invoices requesting reimbursement for authorized non-labor expenses must be accompanied by copies of the provider's invoice and clearly set forth the actual cost of the expenses, without markup.

XXI.

Entire Contract & Incorporated Documents; Conflicting Terms: 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 into this Contract include the following:

A. As described in the attached **2025-2026 Williamson County Operator Safety Training Schedule**, marked as **Exhibit "A"**;
B. Statements of Work (SOWs) issued under the Agreement and
C. Insurance certificates evidencing coverages required herein above and
D. Any Amendments agreed to by both parties.

The County reserves the right and sole discretion to determine the controlling provisions where there is any conflict between the terms of this Contract and the terms of any other purchase order(s), contract(s) or any document attached hereto as exhibits relating to the services and goods subject of this Contract.

XXII.

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

_____
County Judge/Presiding Officer

Date: _____, _____ 20___

RANDY PLAAG DBA TRAINING TEXAS:

Randy C. Plaag
Authorized Signature

Randy C. Plaag
Printed Name

Date: Sept August 03, 2025

Approved as to Legal Form
JACQUELINE LENTZ
General Counsel, Commissioners Court
Date: Sep 04 2025 Time: 2:41 pm

Reviewed by Contract Audit
SARA GREER, CGAP
Contract Auditor
Williamson County Auditor's Office
Date: Sep 04 2025 Time: 11:32 am

Exhibit "A"
2025-2026 Williamson County Operator Safety Training Schedule

Randy Plaag dba Training Texas
P O Box 132 | Kurten, TX 77862
979.224.6614 | rcplaag.trainingtexas@gmail.com

2025-2026 Williamson County Operator Safety Training

October 20-21 ,2025: Loader Dump Truck Operator Safety Training
Pricing: $2,550.00
2-day training |16 hours | 4 participants
Class: 8:00 am-12:00 pm | 1:00 pm-5:00 pm
Equipment Required: 2 Loaders & 2 Dump Trucks

October 22-23, 2025: Loader Dump Truck Operator Safety Training
Pricing: $2,550.00
2-day training |16 hours | 4 participants
Class: 8:00 am-12:00 pm | 1:00 pm-5:00 pm
Equipment Required: 2 Loaders & 2 Dump Trucks

November 17-20, 2025: Asphalt Distributor Operator Safety Training
Pricing: $5,100.00
4-day training | 32 hours | 4 participants
Class: 8:00 am-12:00 pm | 1:00 pm-5:00 pm
Equipment Required: 2 Asphalt Distributors

December 1-4, 2025: Basic Maintainer Operator Safety Training
Pricing: $5,100.00
4-day training | 32 hours | 4 participants
Class: 8:00 am-12:00 pm | 1:00 pm-5:00 pm
Equipment Required: 2 Maintainers

December 15-16, 2025: Loader Dump Truck Operator Safety Training
Pricing: $2,550.00
2-day training |16 hours | 4 participants
Class: 8:00 am-12:00 pm | 1:00 pm-5:00 pm
Equipment Required: 2 Loaders & 2 Dump Trucks

December 17-18, 2025: Loader Dump Truck Operator Safety Training
Pricing: $2,550.00
2-day training |16 hours | 4 participants
Class: 8:00 am-12:00 pm | 1:00 pm-5:00 pm
Equipment Required: 2 Loaders & 2 Dump Trucks

January 6-7, 2026: Equipment Preventive Maintenance & Operator Safety Training
Pricing: $2,800.00
2-day training | 16 hours | 10 participants
Class: 8:00 am-12:00 pm | 1:00 pm-5:00 pm
Equipment Required: Trucks & Equipment to inspect on both days of class.

January 13, 2026: <u>Equipment Load & Tie Operator Safety Training</u>
Pricing: $1,400.00
1-day training | 8 hours | 10 participants
Class: 8:00 am-12:00 pm | 1:00 pm-5:00 pm
Equipment Required: 1 Truck & Trailer & 2 pieces of equipment to load & tie.

February 9-12, 2026: <u>Advanced Maintainer Operator Safety Training</u>
Pricing: $5,100.00
4-day training | 32 hours | 4 participants
Class: 8:00 am-12:00 pm | 1:00 pm-5:00 pm
Equipment Required: 2 Maintainers

March 2-5, 2026: <u>Basic Backhoe Operator Safety Training</u>
Pricing: $5,100.00
4-day training | 32 hours | 4 participants
Class: 8:00 am-12:00 pm | 1:00 pm-5:00 pm
Equipment Required: 2 Backhoe Loaders

March 9-11, 2026: <u>Advanced Backhoe Operator Safety Training</u>
Pricing: $3,825.00
3-day training | 24 hours | 4 participants
Class: 8:00 am-12:00 pm | 1:00 pm-5:00 pm
Equipment Required: 2 Backhoe Loaders

April 13-16, 2026: <u>Sweeper Truck Operator Safety Training</u>
Pricing: $5,100.00
4-day training | 32 hours | 4 participants
Class: 8:00 am-12:00 pm | 1:00 pm-5:00 pm
Equipment Required: 2 Sweeper Trucks

May 11-14, 2026: <u>Telescopic Hydraulic Excavator Operator Safety Training (Gradall)</u>
Pricing: 5,100.00
4-day training | 32 hours | 4 participants
Class: 8:00 am-12:00 pm | 1:00 pm-5:00 pm
Equipment Required: 2 Gradall's

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1358638

Date Filed:
09/04/2025

Date Acknowledged:
09/08/2025

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Randy C Plaag DBA Training Texas
Kurten, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Williamson County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

2025361
Service FY 25-26 Heavy Equipment Operator Safety Training

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Plaag, Randy	Kurten, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____County, State of _____, on the _____day of _____, 20_____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1358638

Date Filed:
09/04/2025

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Randy C Plaag DBA Training Texas
Kurten, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
Williamson County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
2025361
Service FY 25-26 Heavy Equipment Operator Safety Training

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Plaag, Randy	Kurten, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is Randy C. Plaag, and my date of birth is [redacted].

My address is [redacted] (city) TX (state) 77808 (zip code) USA (country)
[redacted]

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Brazos County, State of Texas, on the 4th day of Sept (month), 20 25 (year).

Randy C. Plaag
Signature of authorized agent of contracting business entity
(Declarant)

Commissioners Court - Regular Session **32.**

Meeting Date: 09/23/2025

Authorize Issuing IFB #25IFB84 for RM 2243 Realignment Demolition Project for Bonds/HNTB

Submitted For: Joy Simonton **Submitted By:** Vickie Johnson, Purchasing

Department: Purchasing

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on authorizing the Purchasing Agent to advertise and receive sealed responses for the RM 2243 Realignment Demolition Project for Bonds/HNTB, under IFB #25IFB84.

Background

Williamson County is seeking responses for the RM 2243 Realignment Demolition Project for Bonds/HNTB. Estimated Budget is $1,000,000.00 The funding source is P326, the Origination ID No. is #3586 and the point of contact is Loretta Schietinger, P.E.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 11:04 AM
Form Started By: Vickie Johnson		Started On: 09/11/2025 03:45 PM
Final Approval Date: 09/15/2025		

Commissioners Court - Regular Session **33.**

Meeting Date: 09/23/2025

Wilco Way – Raba Kistner – WA#1

Submitted By: Ragan Riggs, Road Bond

Department: Road Bond

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on Work Authorization No. 1 to the On-Call Geotechnical Services (Wilco Way) contract executed on March 19, 2024, between Williamson County and Raba Kistner, Inc. relating to the 2023 Road and Bridge Program.

Background

The Raba Kistner, Inc. Work Authorization No. 1 is for geotechnical services in the amount of $17,540.76 and terminates on September 30, 2025. Project: P640 Fund Source: Road and Bridge.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Wilco Way – Raba Kistner – WA#1

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 04:17 PM
Form Started By: Ragan Riggs		Started On: 09/15/2025 01:46 PM
Final Approval Date: 09/16/2025		

EXHIBIT C

WORK AUTHORIZATION

WORK AUTHORIZATION NO.01
PROJECT: Wilco Way Extension

This Work Authorization is made pursuant to the terms and conditions of the Williamson County Contract for Engineering Services, being dated March 19, 2024 and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and Raba Kistner, Inc. (the "Engineer").

Part1. The Engineer will provide the following Engineering Services set forth in Attachment "B" of this Work Authorization.

Part 2. The maximum amount payable for services under this Work Authorization without modification is $17,540.76.

Part 3. Payment to the Engineer for the services established under this Work Authorization shall be made in accordance with the Contract.

Part 4. This Work Authorization shall be effective as of March 14, 2025 and shall terminate on September 30, 2025. The Engineering Services set forth in Attachment "B" of this Work Authorization shall be fully completed on or before said date unless extended by a Supplemental Work Authorization.

Part 5. This Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

Part 6. County believes it has sufficient funds currently available and authorized for expenditure to finance the costs of this Work Authorization. Engineer understands and agrees that County's payment of amounts under this Work Authorization is contingent on the County receiving appropriations or other expenditure authority sufficient to allow the County, in the exercise of reasonable administrative discretion, to continue to make payments under this Contract. It is further understood and agreed by Engineer that County shall have the right to terminate this Contract at the end of any County fiscal year if the governing body of County does not appropriate sufficient funds as determined by County's budget for the fiscal year in question. County may effect such termination by giving written notice of termination to Engineer.

Part 7. This Work Authorization is hereby accepted and acknowledged below.

Continued next page

EXECUTED this _____.

ENGINEER:	COUNTY:
Raba Kistner, Inc.	Williamson County, Texas
By: Yvonne G. Thomas Signature	By: _____ Signature
Yvonne Garcia Thomas, P.E. Printed Name	_____ Printed Name
Vice President Title	_____ Title
09/11/2025 Date	_____ Date

LIST OF ATTACHMENTS

Attachment A - Services to be Provided by County

Attachment B - Services to be Provided by Engineer

Attachment C - Work Schedule

Attachment D - Fee Schedule

APPROVED
By Christen Eschberger at 1:44 pm, Sep 12, 2025

ATTACHMENT A
SERVICES TO BE PROVIDED BY THE COUNTY
FOR WILCO WAY

In general, Williamson County and its representatives to their best efforts will render services as follows:

1. Name, business address and phone number of County's project manager.

2. Assistance to the Engineer, as necessary, with obtaining data and information from other local, regional, State and Federal agencies required for this project.

3. Obtain Rights of Entry from landowners that are unwilling to grant access to the Engineer.

4. Provide available appropriate County data on file, plans and specifications that are deemed pertinent to the completion of the work required by the scope of services (including previous hydraulic studies, models, previous reports and studies, available existing traffic counts, and design year traffic projections).

5. Provide available criteria and full information as to the client's requirements for the project. Provide examples of acceptable format for the required deliverables.

6. Provide timely reviews and decisions necessary for the Engineer to maintain the project work schedule. Review recommendations offered by the Engineer, progress of work, and final acceptance of all documents.

7. Submittal of documentation to regulatory agencies for review and comment, when specified.

8. Support project development efforts with stakeholders, coordinate meetings and interface with stakeholders, as needed.

9. Post and maintain project information for public consumption on the County website.

10. Assist with Coordination between the Engineer and the County's other subconsultants.

11. Negotiate with all utility companies for any agreements and/or relocations required.

12. Provide an agent as necessary to secure proposed ROW.

13. Provide construction observation and review contractor pay applications and progress.

14. Provide Engineer with Contractor submittals, Requests for Information (RFI's), shop drawings, and correspondence.

15. Review Engineer progress, submittals, and plan changes.

ATTACHMENT B
SERVICES TO BE PROVIDED BY THE ENGINEER FOR
WILCO WAY

PROJECT DESCRIPTION

PROJECT LIMITS

The project limits are from the intersection of Wilco Way and Tracy Chambers Lane to about 320' southwest of the intersection of Davidson Ranch Road and Southwestern Boulevard, a length of approximately 0.5 mile.

EXISTING FACILITY

The existing facility is partially occupied by Tracy Chambers Lane, a two-lane roadway which will be removed at the time of construction.

PROPOSED FACILITY

The new roadway will be called Wilco Way. A culvert is planned toward the northeast end the alignment. Construction is scheduled to be phased in two parts, to consist of connecting the existing Tracy Chambers Lane to the currently built out section of Wilco Way at the northeast end of this site, and then reconstruction of the existing portion of Tracy Chambers Lane.

1. GEOTECHNICAL SERVICES

    a. BORINGS:

    - Prepare a geotechnical boring layout KMZ for approval by the County.

    - The minimum spacing and depth of borings for pavement per the latest TxDOT Geotechnical Manual and the Williamson County Road Bond Program Design Criteria Manual (please provide the most recent version to Geotechnical Engineer). Groundwater elevations shall be taken 15 minutes after initial encounter with groundwater. If feasible, additional groundwater elevations shall be taken where clay soils are encountered to obtain a static water level; however, each borehole should be backfilled no later than end of workday for safety protocols. Field testing shall consist of Standard Penetration Test (SPT) and/or Shelby Tubes sampled at a minimum of 5 foot intervals, along with NX-size coring within bedrock when feasible. Continuous sampling will be performed in the upper 10 ft. Pavement boring spacing shall be performed at intervals per the TxDOT Pavement Design Manual and should be to a depth of 15 feet.

1. Collect geotechnical borings in support of pavement design. For the purpose of scoping, 3 pavement borings maximum are assumed. Drill test holes at least 15' deep. Dynamic cone penetration (DCP) tests will be conducted in the vicinity of each pavement boring location.
2. Collect geotechnical boring in support of culvert/bridge design. For the purpose of scoping, 2 borings are assumed to a depth of 50'. DCP tests will also be conducted in the vicinity of each culvert/bridge boring location.

- The Engineer shall be responsible for Soil Core Hole Drilling required for pavement and culvert borings. The Engineer shall follow the procedures in the TxDOT Geotechnical Manual and will contact the appropriate utility location services to have underground utilities located prior to drilling in an area.
- The soil borings will be properly backfilled with bentonite chips and a single lift of cold patch asphalt where applicable. The soil samples will be obtained using Shelby tubes and/or split-spoon samplers. Field-testing of soil samples will include pocket penetrometer in the cohesive soils and Standard Penetration Test (SPT) in the cohesionless soils.

b. GEOTECHNICAL REPORTS:

- Provide copy of field and/or draft boring logs within 72 hrs of boring completion for preliminary review.
- Perform appropriate laboratory tests on soil samples recovered from the borings. Laboratory testing may include but not limited to: moisture content, liquid limit, plastic limit, unconfined compression, sulfate testing, particle size analysis tests, organics content, visual classification, and dry density.
- Provide a Geotechnical Investigation for the project evaluated by a professional geotechnical engineer Licensed in the State of Texas. The following items will be included in the geotechnical report: soil boring locations, boring logs, and plan of borings, subsurface exploration procedures, encountered subsurface conditions, field and laboratory test results, description of surface and subsurface conditions, groundwater conditions/readings, analysis and recommendations for culvert bedding, drilled pier foundation recommendations for the bridge, general earthwork recommendations, Swell potential evaluations, Pavement thickness design alternatives with subgrade stabilization, Culvert foundation design parameters, PVR calculations.
- Provide geotechnical analysis needed for pavement design as required.

- The pavement design will include consideration of traffic loads to be estimated by the Engineer. Pavement design shall follow the latest Williamson County Design Manual. The traffic data required includes current and projected traffic counts and truck percentages. The Engineer will prepare up to three (3) flexible pavement design alternatives. Flexible pavement design alternatives shall include: subgrade stabilization utilizing lime and flexible base layer (if lime is not recommended, an explanation shall be provided for approval by the County Engineer), and full depth asphalt section. Geogrid reinforcement will also be considered in these designs. Identify areas of possible sulfates in subgrade. Pavement thickness options are to use the latest version of TxDOT FPS-21 .

c. DELIVERABLES:

- Boring Layout KMZ
- Draft and signed and sealed Pavement Design Report

ATTACHMENT C

Work Schedule for Wilco Way

Raba Kistner, Inc. (Raba)

Item Description	Duration	Start	Finish	Duration % Complete
FIELD EXPLORARION AND LABORATORY TESTING	31d	1-Mar-25	1-Apr-25	**100%**
Coordination and Permits	15d	1-Mar-25	16-Mar-25	**100%**
Utilities	7d	8-Mar-25	15-Mar-25	**100%**
Drilling	2d	15-Mar-25	17-Mar-25	**100%**
Laboratory Testing	15d	17-Mar-25	1-Apr-25	**100%**
GEOTECHNICAL REPORT	30d	17-Mar-25	16-Apr-25	**100%**
Assessment of field and laboratory data	5d	16-Apr-25	21-Apr-25	**100%**
Engineering Analyses and Reporting	25d	22-Apr-25	17-May-25	**100%**

WILCO WAY WILLIAMSON COUNTY Hourly Rate:	UNITS	SENIOR GEOTECHNICAL ENGINEER $233.58	PROJECT MANAGER $204.10	GEOTECHNICAL ENGINEER $182.03	PROJECT ENGINEER $159.12	EIT $146.07	GEOTECHNICAL LOGGER $119.02	SENIOR GEOTECHNICAL ENGINEERING TECHNICIAN $91.80	GIS $110.16	ADMIN $71.40	Sub Total	Hr/Unit	RKCI Labor
TASK		**Hours**									**Hours**		**Cost**
GEOTECHNICAL ENGINEERING SERVICES- LABOR													
											0		$ -
7. GEOTECHNICAL INVESTIGATION AND RECOMMENDATIONS											0		$ -
PROJECT KICKOFF			1		1	1					3		$ 509.29
FIELD COORDINATION (STAKE BORINGS AND UTILITY LOCATE)					0.25		4				4		$ 515.86
FIELD EXPLORATION (INCLUDING DYNAMIC CONE PENETROMETER)							8				8		$ 952.16
LABORATORY ASSIGNMENT					1	1					2		$ 305.19
SOIL BORING LOGS					2	1					3		$ 464.31
SITE PLAN					1				2		3		$ 379.44
PVR ANALYSES					1	1					2		$ 305.19
											0		$ -
											0		$ -
FLEXIBLE PAVEMENT DESIGN ANALYSES					4.5	1					6		$ 862.11
DRAFT PAVEMENT DESIGN REPORT PREPARATION					4	1					5		$ 782.55
REPORT REVIEWS & FINALIZATIONS			1		3	1.5					6		$ 900.57
DESIGN TEAM MEETINGS											0		$ -
INVOICE PROJECT CLOSE OUT											0		$ -
													$ -
													$ -
TOTALS HOURS:	0	0	2	0	17.75	7.5	12	0	2	0	Row Total = 41 Column Total = 41		
LABOR COST:		$ -	$ 408	$ -	$ 2,824	$ 1,096	$ 1,428	$ -	$ 220	$ -			$ 5,976.67
		0.0%	4.8%	0.0%	43.0%	18.2%	29.1%	0.0%	4.8%	0.0%			$ 5,976.67

UNIT EXPENSES:						
	FIELD OPERATIONS					
	Mobilization of Drill Rig	1	units	$600.00	each	$600.00
	Logger truck	1	units	$68.01	day	$68.01
	Auger Drilling (Soil)	95	ft	$24.40	ft	$2,318.00
	NX Rock Coring (Limestone)	50	ft	$53.04	ft	$2,652.00
	Standard Penetration Test (SPT)	17	ea	$29.92	each	$508.64
	Grout Backfill	95	ft	$7.00	ft	$665.00
	Pavement Core	1	units	$93.05	each	$93.05
	Concrete/AC Patch	1	units	$79.38	each	$79.38
	Standby (setup time and cleanup)	1	hrs	$284.29	hr	$284.29
	LABORATORY TESTING					
	Atterberg Limits	10	units	$125.84	each	$1,258.40
	Moisture Content	32	units	$16.65	each	$532.80
	Sieve Analysis (passing No. 4, 40, 200)	8	units	$120.04	each	$960.32
	Sulfate Testing	5	units	$125.12	each	$625.60
	Unconfined Compression (Soil)	2	ea	$75.46	each	$150.92
	Unconfined Compression (Rock)	4	ea	$41.92		$167.68
TOTAL UNIT EXPENSES:						**$10,964.09**
OTHER DIRECT EXPENSES:						
	Utility Locates	1	days	$600.00	day	$600.00
	Traffic Control Services	0	days	$2,400.00	day	$0.00
TOTAL OTHER DIRECT EXPENSES:						**$600.00**
TOTAL PROJECT COST:						**$17,540.76**

Commissioners Court - Regular Session **34.**

Meeting Date: 09/23/2025

Sonterra Blvd – Inland – SWA#1 to WA#1

Submitted By: Ragan Riggs, Road Bond

Department: Road Bond

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on Supplemental No. 1 to Work Authorization No. 1 to the On-Call Surveying Services (Sonterra Boulevard) contract executed on May 13, 2024, between Williamson County and Austin Surveying Company, LLC dba Inland Geodetics relating to the 2023 Road Bond Program.

Background

The Austin Surveying Company, LLC dba Inland Geodetics Supplemental No. 1 to Work Authorization No. 1 decreases the contract amount by $3,875.00 from $17,930.00 to $14,055.00. Project: P685 Fund Source: Road Bond

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Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Sonterra Blvd – Inland – SWA#1 to WA#1

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 04:13 PM
Form Started By: Ragan Riggs		Started On: 09/15/2025 01:41 PM
Final Approval Date: 09/16/2025		

SUPPLEMENTAL WORK AUTHORIZATION NO. 01
TO
WORK AUTHORIZATION NO. 01

WILLIAMSON COUNTY ROAD BOND PROJECT:
SONTERRA BOULEVARD

This Supplemental Work Authorization No. 01 to Work Authorization No. 01 is made pursuant to the terms and conditions of the Williamson County Contract for Surveying Services, being dated May 13, 2024 ("Contract") and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and **Austin Survey Company, LLC dba Inland Geodetics** (the "Surveyor").

WHEREAS, the County and the Surveyor executed Work Authorization No. 01 dated effective May 16, 2024 (the "Work Authorization");

WHEREAS, pursuant to Article 14 of the Contract, amendments, changes and modifications to a fully executed Work Authorization shall be made in the form of a Supplemental Work Authorization; and

WHEREAS, it has become necessary to amend, change and modify the Work Authorization.

AGREEMENT

NOW, THEREFORE, premises considered, the County and the Surveyor agree that the Work Authorization shall be amended, changed and modified as follows:

I. The maximum amount payable for service under the Work Authorization is hereby **reduced** by **$3,875.00** to **$14,055.00**. The revised Fee Schedule is attached hereto as Attachment "D" (must be attached).

Except as otherwise amended by prior or future Supplemental Work Authorizations, all other terms of the Work Authorization are unchanged and will remain in full force and effect.

This Supplemental Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

IN WITNESS WHEREOF, the County and the Surveyor have executed this Supplemental Work Authorization, in duplicate, to be effective as of the date of the last party's execution below.

SURVEYOR:

Austin Survey Company LLC

By: Francisco Rivera
Signature

Francisco Rivera
Printed Name

President
Title

8/29/2025
Date

COUNTY:

Williamson County, Texas

By: _____
Signature

_____
Printed Name

_____
Title

_____
Date

LIST OF ATTACHMENTS

Attachment D – Fee Schedule

APPROVED
By Christen Eschberger at 1:48 pm, Sep 12, 2025

Inland Geodetics
Attachment D - Fee Schedule

SERVICE		1 Man Crew	2 Man Crew	3 Man Crew	4 Man Crew	Principal	PM	RPLS	SEN TECH / SIT	Office Tech	Field Coordinator	Clerical Support	LSLS	N/A	DIRECT
Williamson County MSA 2024		$125	$205	$285	$365	N/A	$190	$175	$130	$110	N/A	$75	$200	N/A	
1. Project Management															
															$ -
1. Project Management															$ -
a. Communication							1 HRS					1 HRS			$ 265.00
b. Monthly Progress Reports, Invoices, Billings	1 Month						1 HRS	1 HRS				1 HRS			$ 440.00
c. QAQC Plan							1 HRS					1 HRS			$ 265.00
d. Project Coordination & Administration							1 HRS	1 HRS							$ 365.00
e. Progress / Coordination Meetings	1 Meeting						1 HRS	1 HRS							$ 365.00
f. Project Schedule							1 HRS					1 HRS			$ 265.00
g. Project Documents / Files							1 HRS					1 HRS			$ 265.00
h. Deliverables							1 HRS					1 HRS			$ 265.00
															$ -
1. Project Management		0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	8 HRS	3 HRS	0 HRS	0 HRS	0 HRS	6 HRS	0 HRS	0 HRS	$ 2,495.00
2. SURVEYING															
															$ -
2. SURVEYING															$ -
a. ROE							2 HRS					2 HRS			$ 530.00
b. Field Surveying												2 HRS			$ 150.00
N/A -Locate TxDOT/Jarrel Pre-Existing Control (No Control Data Provided)															$ -
Establish H&V Control, Set Temp BMs, Levels (2 Control Points Necessary)			3 HRS												$ 615.00
(1000' x 80') Design Survey/Topo/Trees 10" < (per Jarrell Tree Ordinance)		8 HRS	24 HRS					1 HRS							$ 6,095.00
Locate ROW & Property Lines in Focus area			4 HRS												$ 820.00
															$ -
Data Processing									24 HRS						$ 3,120.00
Boundary/ROW Analysis								2 HRS	4 HRS						$ 870.00
Draft Survey							1 HRS		2 HRS						$ 450.00
Draft Control Sheets									2 HRS						$ 260.00
QAQC								2 HRS	4 HRS						$ 870.00
c. Deliverables															$ -
ROE Letters, Follow up Letters, Executed ROE Documents							1 HRS					1 HRS			$ 265.00
Mapping CAD files (Microstation 2-d & 3-D)							1 HRS		1 HRS			1 HRS			$ 395.00
PDF's of Surveyors Notebook							1 HRS		1 HRS			1 HRS			$ 395.00
DTM of Proposed Corridor							1 HRS		1 HRS			1 HRS			$ 395.00
Survey Control Sheets									1 HRS			1 HRS			$ 205.00
Budget Reduction															$ (3,875.00)
2. SURVEYING		8 HRS	31 HRS	0 HRS	0 HRS	0 HRS	7 HRS	5 HRS	40 HRS	0 HRS	0 HRS	9 HRS	0 HRS	0 HRS	$ 11,560.00
		0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	$ -
		0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	$ -
SUB-TOTAL		**8 HRS**	**31 HRS**	**0 HRS**	**0 HRS**	**0 HRS**	**15 HRS**	**8 HRS**	**40 HRS**	**0 HRS**	**0 HRS**	**15 HRS**	**0 HRS**	**0 HRS**	**$ 14,055.00**
REIMBURSABLE ITEMS															$ -
REIMBURSABLE SERVICES															$ -
ESTIMATED FEE		**$1,000**	**$3,875**	**$0**	**$0**	**$0**	**$1,875**	**$1,000**	**$5,000**	**$0**	**$0**	**$1,875**	**$0**	**$0**	**$ 14,055.00**

Cost Variables:		
Vehicle	$120	per day
ATV	$200	per day
Overnight Stay		no
number of days work in field (10hr per day)	3.5	
number of weeks in field (5 days a week)	0	
number of days in partial week	4	
Miles per trip.	100	
Miles per day	100	
No of nights	3	
Hotel per night	110	
No. of crew per night	2	
Per Diem per day	59	

Reimbursable Services Include:	
	$0.00
	$0.00
	$0.00
Total:	**$0.00**

Reimbursable Fees Include:	
Hotel (2 man @ $110 per night for 3 nights)	$0.00
Per Diem (2 man @ $59 per day for 3.5 days)	$0.00
MILEAGE ($0.567per mile)	$0.00
Total:	**$0.00**

Commissioners Court - Regular Session **35.**

Meeting Date: 09/23/2025

CR 460 – Benesch – SWA#2 to WA#1

Submitted By: Ragan Riggs, Road Bond

Department: Road Bond

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on Supplemental No. 2 to Work Authorization No. 1 to the CR 460 contract executed on March 19, 2024, between Williamson County and Alfred Benesch & Company relating to the 2023 Road Bond Program.

Background

The Alfred Benesch & Company Supplemental No. 2 to Work Authorization No. 1 extends the termination date to December 31, 2025. Project: P679 Fund Source: Road Bonds

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Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

CR 460 – Benesch – SWA#2 to WA#1

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 04:20 PM
Form Started By: Ragan Riggs		Started On: 09/15/2025 01:53 PM
Final Approval Date: 09/16/2025		

SUPPLEMENTAL WORK AUTHORIZATION NO. 2
TO
WORK AUTHORIZATION NO. 1

WILLIAMSON COUNTY ROAD BOND PROJECT:
PROJECT: CR 460

This Supplemental Work Authorization No. _2_ to Work Authorization No. 1 is made pursuant to the terms and conditions of the Williamson County Contract for Engineering Services, being dated March 19, 2024 ("Contract") and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and Alfred Benesch & Company (the "Engineer").

WHEREAS, the County and the Engineer executed Work Authorization No. _1_ dated effective March 22, 2024 (the "Work Authorization");

WHEREAS, pursuant to Article 14 of the Contract, amendments, changes and modifications to a fully executed Work Authorization shall be made in the form of a Supplemental Work Authorization; and

WHEREAS, it has become necessary to amend, change and modify the Work Authorization.

AGREEMENT

NOW, THEREFORE, premises considered, the County and the Engineer agree that the Work Authorization shall be amended, changed and modified as follows:

I. The Work Authorization shall terminate on December 31st, 2025. The Services to be Provided by the Engineer shall be fully completed on or before said date unless extended by an additional Supplemental Work Authorization. The revised Work Schedule is attached hereto as Attachment "C2" (must be attached).

Except as otherwise amended by prior or future Supplemental Work Authorizations, all other terms of the Work Authorization are unchanged and will remain in full force and effect.

This Supplemental Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

IN WITNESS WHEREOF, the County and the Engineer have executed this Supplemental Work Authorization, to be effective as of the date of the last party's execution below.

ENGINEER:	**COUNTY:**
By: William H Epp Signature	By: _____ Signature
William Epp Printed Name	_____ Printed Name
Executive Vice President Title	_____ Title
8/18/2025 Date	_____ Date

Digitally signed by William H Epp
DN: C=US, E=wepp@benesch.com, O=Benesch, OU=Benesch, CN=William H Epp
Date: 2025.08.18 15:18:00-06'00'

LIST OF ATTACHMENTS

Attachment C2 - Work Schedule

APPROVED
By Christen Eschberger at 1:40 pm, Sep 12, 2025

SUPPLEMENTAL WORK AUTHORIZATION NO. 2
TO WORK AUTHORIZATION NO. 1

CR 460
Attachment C-2 WORK SCHEDULE

NTP	3/19/2024
Kickoff Meeting	3/19/2024
Surveys and Preliminary Geotech	5/10/2024
Pre-30%	5/1/2024
GEC Review	5/17/2024
30% Submittal	7/16/2024
GEC Review	8/1/2024
60% Submittal	11/11/2024
GEC Review	11/27/2024
90% Submittal	1/13/2025
GEC Review	1/29/2025
100% Submittal	3/3/2025
GEC Review	3/17/2025
Final Plans (Ready to Let)	4/18/2025
WA Termination Date	12/31/2025

Commissioners Court - Regular Session **36.**

Meeting Date: 09/23/2025

LHB – Inland – SWA#2 to WA#3

Submitted By: Ragan Riggs, Road Bond

Department: Road Bond

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on Supplemental No. 2 to Work Authorization No. 3 to the On-Call Surveying Services (Liberty Hill Bypass: West and East Segments) contract executed on May 13, 2024, between Williamson County and Austin Surveying Company, LLC dba Inland Geodetics relating to the 2023 Road Bond Program.

Background

The Austin Surveying Company, LLC dba Inland Geodetics Supplemental No. 2 to Work Authorization No. 3 decreases the contract amount by $2,941.25 from $85,155.00 to $82,213.75. Project: P662 and P663 Fund Source: Road Bond

---

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

LHB – Inland – SWA#2 to WA#3

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 04:14 PM
Form Started By: Ragan Riggs		Started On: 09/15/2025 01:43 PM
Final Approval Date: 09/16/2025		

SUPPLEMENTAL WORK AUTHORIZATION NO. 02
TO
WORK AUTHORIZATION NO. 03

WILLIAMSON COUNTY ROAD BOND PROJECT:
LIBERTY HILL BYPASS: WEST AND EAST SEGMENTS

This Supplemental Work Authorization No. 02 to Work Authorization No. 03 is made pursuant to the terms and conditions of the Williamson County Contract for Surveying Services, being dated May 13, 2024 ("Contract") and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and **Austin Survey Company, LLC dba Inland Geodetics** (the "Surveyor").

WHEREAS, the County and the Surveyor executed Work Authorization No. 03 dated effective May 16, 2024 (the "Work Authorization");

WHEREAS, pursuant to Article 14 of the Contract, amendments, changes and modifications to a fully executed Work Authorization shall be made in the form of a Supplemental Work Authorization; and

WHEREAS, it has become necessary to amend, change and modify the Work Authorization.

AGREEMENT

NOW, THEREFORE, premises considered, the County and the Surveyor agree that the Work Authorization shall be amended, changed and modified as follows:

I. The maximum amount payable for service under the Work Authorization is hereby **reduced** by **$2,941.25** to **$82,213.75**. The revised Fee Schedule is attached hereto as Attachment "D" (must be attached).

Except as otherwise amended by prior or future Supplemental Work Authorizations, all other terms of the Work Authorization are unchanged and will remain in full force and effect.

This Supplemental Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

IN WITNESS WHEREOF, the County and the Surveyor have executed this Supplemental Work Authorization, in duplicate, to be effective as of the date of the last party's execution below.

SURVEYOR:

Austin Survey Company LLC

By: Francisco Rivera
Signature

Francisco Rivera
Printed Name

President
Title

8/29/2025
Date

COUNTY:

Williamson County, Texas

By: _____
Signature

_____
Printed Name

_____
Title

_____
Date

LIST OF ATTACHMENTS

Attachment D – Fee Schedule

APPROVED
By Christen Eschberger at 1:48 pm, Sep 12, 2025

Attachment D – Fee Schedule

SERVICE		1GPS	2 CREW	3 CREW	4 CREW	ADD CREW MEMBER	PM	RPLS	SEN TECH	TECH	LSLS	ADMIN	DIRECT	S REC.($per hour/Unit/Ho		CHICLES($per day/Unit/Da		ATV's ($per day/Unit/Day		INDIRECT	TOTAL
RATE / HOUR		$125	$205	$285	$365	$80	$190	$175	$130	$110	$200	$75		# of Units	# of Hours	# of Units	# of Days	# of Units	# of Days		
1. Project Management													$ -							$ -	$ -
a. Communication							2 HRS	1 HRS				1 HRS	$ 630.00							$ -	$ 630.00
b. Monthly Progress Reports, Invoices Billings	1 Month						6 HRS	3 HRS				3 HRS	$ 1,890.00							$ -	$ 1,890.00
c. QAQC Plan							2 HRS	1 HRS				1 HRS	$ 630.00							$ -	$ 630.00
d. Project Coordination & Administration							2 HRS	1 HRS					$ 555.00							$ -	$ 555.00
e. Progress/Coordination Meetings	2 Meetings						2 HRS	1 HRS					$ 555.00							$ -	$ 555.00
f. Project Schedule							2 HRS	1 HRS				1 HRS	$ 630.00							$ -	$ 630.00
g. Project Deouments/Files							2 HRS	1 HRS				1 HRS	$ 630.00							$ -	$ 630.00
h. Deliverables							2 HRS	1 HRS				1 HRS	$ 630.00							$ -	$ 630.00
													$ -							$ -	$ -
1. Project Management		0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	20 HRS	10 HRS	0 HRS	0 HRS	0 HRS	8 HRS	$ 6,150.00		0 HRS		0 DAYS		0 DAYS	$ -	$ 6,150.00
2. SURVEYING													$ -							$ -	$ -
a. ROE	35 Land Owners						9 HRS					8 HRS	$ 2,310.00							$ -	$ 2,310.00
b. Field Surveying												2 HRS	$ 150.00							$ -	$ 150.00
Locate Established Control/Reconcile descrpancies		32 HRS	20 HRS	54 HRS				1 HRS					$ 23,665.00							$ -	$ 23,665.00
Establish H&V Control, Set Temp BMs	22 CPs, 14 TBMs	56 HRS	32 HRS	80 HRS				1 HRS					$ 36,535.00							$ -	$ 36,535.00
Data Processing							1 HRS		10 HRS				$ 1,490.00							$ -	$ 1,490.00
Draft Control Sheets							1 HRS	1 HRS	10 HRS				$ 1,665.00							$ -	$ 1,665.00
QAQC							1 HRS	2 HRS	12 HRS				$ 2,100.00							$ -	$ 2,100.00
c. Deliverables							2 HRS	6 HRS					$ 1,430.00							$ -	$ 1,430.00
ROE Letters, Executed ROE Docs									35 HRS			1 HRS	$ 4,625.00							$ -	$ 4,625.00
Mapping CAD files (Microstation									17 HRS			1 HRS	$ 2,285.00							$ -	$ 2,285.00
PDFs Surveyors Notebook									10 HRS			1 HRS	$ 1,375.00							$ -	$ 1,375.00
Survey Control Sheet									10 HRS			1 HRS	$ 1,375.00							$ -	$ 1,375.00
Budget Reduction													$ (2,941.25)							$ -	$ (2,941.25)
2. SURVEYING		88 HRS	52 HRS	134 HRS	0 HRS	0 HRS	14 HRS	11 HRS	104 HRS	0 HRS	0 HRS	14 HRS	$ 76,063.75		0 HRS		0 DAYS		0 DAYS	$ -	$ 76,063.75
SUB-TOTAL		88 HRS	52 HRS	134 HRS	0 HRS	0 HRS	34 HRS	21 HRS	104 HRS	0 HRS	0 HRS	22 HRS	$ 82,213.75	TOTAL	0 HRS	TOTAL	0 DAYS	TOTAL	0 DAYS	$ -	$ 82,213.75
REIMBURSABLE ITEMS																					$ -
REIMBURSABLE SERVICES																					$ -
ESTIMATED FEE		$11,000	$10,660	$38,190	$0	$0	$6,460	$3,675	$13,520	$0	$0	$1,650			$0		$0		$0		$ 82,213.75

Commissioners Court - Regular Session **37.**

Meeting Date: 09/23/2025

CR 138 – RTG – SWA#3 to WA#1

Submitted By: Ragan Riggs, Road Bond

Department: Road Bond

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on Supplemental No. 3 to Work Authorization No. 1 to the CR 138 Safety Improvements contract executed on March 19, 2024, between Williamson County and Rodriguez Transportation Group, Inc. relating to the 2023 Road Bond Program.

Background

The Rodriguez Transportation Group, Inc. Supplemental No. 3 to Work Authorization No. 1 extends the termination date to December 31, 2025. Project: P677 Fund Source: Road Bonds.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

CR 138 – RTG – SWA#3 to WA#1

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 04:19 PM
Form Started By: Ragan Riggs		Started On: 09/15/2025 01:52 PM
Final Approval Date: 09/16/2025		

SUPPLEMENTAL WORK AUTHORIZATION NO. 3
TO
WORK AUTHORIZATION NO. 1

WILLIAMSON COUNTY ROAD BOND PROJECT:
CR 138 Safety Improvements

This Supplemental Work Authorization No. 3 to Work Authorization No. 1 is made pursuant to the terms and conditions of the Williamson County Contract for Engineering Services, being dated March 19, 2024 ("Contract") and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and Rodriguez Transportation Group, Inc. (the "Engineer").

WHEREAS, the County and the Engineer executed Work Authorization No. 1 dated effective March 22, 2024 (the "Work Authorization");

WHEREAS, pursuant to Article 14 of the Contract, amendments, changes and modifications to a fully executed Work Authorization shall be made in the form of a Supplemental Work Authorization; and

WHEREAS, it has become necessary to amend, change and modify the Work Authorization.

AGREEMENT

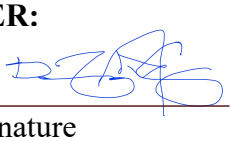
NOW, THEREFORE, premises considered, the County and the Engineer agree that the Work Authorization shall be amended, changed and modified as follows:

I. The Work Authorization shall terminate on December 31, 2025. The Services to be Provided by the Engineer shall be fully completed on or before said date unless extended by an additional Supplemental Work Authorization. The revised Work Schedule is attached hereto as Attachment "C" (must be attached).

Except as otherwise amended by prior or future Supplemental Work Authorizations, all other terms of the Work Authorization are unchanged and will remain in full force and effect.

This Supplemental Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

IN WITNESS WHEREOF, the County and the Engineer have executed this Supplemental Work Authorization, to be effective as of the date of the last party's execution below.

ENGINEER:	**COUNTY:**
By: 	By: _____
Signature	Signature
David Krizan	_____
Printed Name	Printed Name
Project Manager	_____
Title	Title
Sept 9, 2025	_____
Date	Date

LIST OF ATTACHMENTS

Attachment C - Work Schedule

APPROVED
By Christen Eschberger at 1:42 pm, Sep 12, 2025

ATTACHMENT C – WORK SCHEDULE

Supplemental Work Authorization No. 3

CR 138 Safety Improvements WA#1

TASK	START	END
1. Effective Date WA#1	3/22/2024	
2. Project Management, Meetings, and Coordination	3/22/2024	12/15/2025
3. Plan Preparation	4/4/2024	12/15/2025
4. WA#1 Termination		12/31/2025

Commissioners Court - Regular Session **38.**

Meeting Date: 09/23/2025

CR 314 – Inland – SWA#4 to WA#7

Submitted By: Ragan Riggs, Road Bond

Department: Road Bond

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on Supplemental No. 4 to Work Authorization No. 7 to the On-Call Surveying Services (CR 314 Safety Improvements) contract executed on May 13, 2024, between Williamson County and Austin Surveying Company, LLC dba Inland Geodetics relating to the 2023 Road Bond Program.

Background

The Austin Surveying Company, LLC dba Inland Geodetics Supplemental No. 4 to Work Authorization No. 7 is for the survey of four additional parcels, increases the contract amount by $24,220.00 from $243,925.00 to $268,145.00 and extends the termination date to February 28, 2026. Project: P364 Fund Source: Road Bond.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

CR 314 – Inland – SWA#4 to WA#7

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 04:16 PM
Form Started By: Ragan Riggs		Started On: 09/15/2025 01:44 PM
Final Approval Date: 09/16/2025		

SUPPLEMENTAL WORK AUTHORIZATION NO. 04
TO
WORK AUTHORIZATION NO. 07

WILLIAMSON COUNTY ROAD BOND PROJECT:
CR 314 Safety Improvements (IH 35 to CR 332)

This Supplemental Work Authorization No. 04 to Work Authorization No. 07 is made pursuant to the terms and conditions of the Williamson County Contract for Surveying Services, being dated May 13, 2024 ("Contract") and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and **Austin Survey Company, LLC dba Inland Geodetics** (the "Surveyor").

WHEREAS, the County and the Surveyor executed Work Authorization No. 07 dated effective July 18, 2024 (the "Work Authorization");

WHEREAS, pursuant to Article 14 of the Contract, amendments, changes and modifications to a fully executed Work Authorization shall be made in the form of a Supplemental Work Authorization; and

WHEREAS, it has become necessary to amend, change and modify the Work Authorization.

AGREEMENT

NOW, THEREFORE, premises considered, the County and the Surveyor agree that the Work Authorization shall be amended, changed and modified as follows:

I. The Services to be Provided by the Surveyor that were set out in the original Attachment "B" of the Work Authorization are hereby amended, changed, and modified to show an increase in the total parcel acquisitions by **4 additional parcels**, from **97** parcels to **101** parcels of Item d, Parcel Acquisition Documents, due to modifications related to the current developer agreement procurement. All changes and additions to services provided will be shown in the revised Attachment "B" (must be attached).

II. The Work Authorization shall terminate on **February 28, 2026**. The Services to be Provided by the Surveyor shall be fully completed on or before said date unless extended by an additional Supplemental Work Authorization. The revised Work Schedule is attached hereto as Attachment "C" (must be attached).

III. The maximum amount payable for service under the Work Authorization is hereby increased by **$24,220.00** from $243,925.00 to **$268,145.00**. The revised Fee Schedule is attached hereto as Attachment "D" (must be attached).

Except as otherwise amended by prior or future Supplemental Work Authorizations, all other terms of the Work Authorization are unchanged and will remain in full force and effect.

This Supplemental Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

IN WITNESS WHEREOF, the County and the Surveyor have executed this Supplemental Work Authorization, in duplicate, to be effective as of the date of the last party's execution below.

SURVEYOR:	**COUNTY:**
Austin Survey Company, LLC	**Williamson County, Texas**
By: Francisco Rivera Signature	By: _____ Signature
Francisco Rivera Printed Name	_____ Printed Name
President Title	_____ Title
8/29/2025 Date	_____ Date

LIST OF ATTACHMENTS

Attachment B – Services to be Provided by Surveyor

Attachment D – Fee Schedule

APPROVED
By Christen Eschberger at 1:46 pm, Sep 12, 2025

ATTACHMENT B
SERVICES TO BE PROVIDED BY THE SURVEYOR FOR
CR 314 Safety Improvements (IH 35 to CR 332)

PROJECT AMENDMENT

PROJECT SCOPE

This amendment hereby increases the Parcel Acquisition Documents services by **four (4)** parcels, from 97 parcel acquisitions to an amount not to exceed 101 parcel acquisitions, along CR 314, from IH 35 to CR 332. Surveyor's Scope of Services is limited to those items outlined below.

a. SURVEYING

b. FIELD SURVEYING:

i. Parcel Acquisition Documents (up to **4** additional parcel documents assumed; up to **0** additional parcel staking's assumed):

- Surveyor shall prepare preliminary parcel descriptions with associated parcel plats for ROW parcel and easement acquisition. Surveyor will perform sufficient 2-dimensional location of substantial features found within 25 feet of the proposed ROW lines and note any improvements requiring removal/relocation.

- After receipt of title commitments, set appropriate monumentation in accordance with County requirements. Prepare signed and sealed documents for ROW parcel and easement acquisition(s).

- Stake proposed ROW with suitable markers as requested, on a parcel-by-parcel basis, for the purposes of fence construction, utility installation, or property owner requests.

DELIVERABLES:

- Draft Parcel Acquisition Documents (pdf)
- Updated ROW map (roll plot) – if applicable
- Final Signed and Sealed Parcel Acquisition Documents (pdf)
- Survey CADD files
- ASCII point file of all points located/set during the course of the survey

Attachment C - WORK SCHEDULE

Inland Geodetics												
Start Date	Week 1	Week 37	Week 41	Week 69	Week 73	Week 77	Week 81	Week 85	Week 89	Week 93	Week 97	
NOTE*	4/1/2024	12/9/2024	1/6/2025	7/21/2025	8/18/2025	9/15/2025	10/13/2025	11/10/2025	12/8/2025	1/5/2026	2/28/2026	
PARCEL PREP												
FIELD MARKING OF ESMTS												
*Receivingn title comittments and client reviews is critical to meeting this estimated schedule. Adjustments will be communicated and approved by client.												

Inland Geodetics Fee Schedule - Attachment D

SERVICE	# of Parcels	1 Man Crew	2 Man Crew	3 Man Crew	4 Man Crew	Principal	PM	RPLS	SEN TECH / SIT	Office Tech	Field Coordinator	Clerical Support	LSLS	LSLS (FIELDWORK)	DIRECT	Total Hours
Williamson County MSA 2024		$125	$205	$285	$365	$0	$190	$175	$130	$110	$0	$75	$200	$200		
PARCEL PREP (ROW/ESMT)																
															$ -	0 HRS
ACQUISITION PARCELS	4 Parcels														$ -	0 HRS
															$ -	0 HRS
PARCEL PREP							8 HRS	24 HRS	140 HRS			4 HRS			$ 24,220.00	176 HRS
															$ -	0 HRS
															$ -	0 HRS
															$ -	0 HRS
															$ -	0 HRS
PARCEL PREP (ROW/ESMT)		0 HRS	0 HRS	0 HRS	0 HRS	0 HRS	8 HRS	24 HRS	140 HRS	0 HRS	0 HRS	4 HRS	0 HRS	0 HRS	$ 24,220.00	176 HRS
SUB-TOTAL		**0 HRS**	**0 HRS**	**0 HRS**	**0 HRS**	**0 HRS**	**8 HRS**	**24 HRS**	**140 HRS**	**0 HRS**	**0 HRS**	**4 HRS**	**0 HRS**	**0 HRS**	**$ 24,220.00**	**176 HRS**
REIMBURSABLE ITEMS																
REIMBURSABLE SERVICES																
ESTIMATED FEE		**$0**	**$0**	**$0**	**$0**	**$0**	**$1,520**	**$4,200**	**$18,200**	**$0**	**$0**	**$300**	**$0**	**$0**	**$ 24,220.00**	
														or	$ 6,055.00	each

Commissioners Court - Regular Session **39.**

Meeting Date: 09/23/2025

RM 1431 – STV – SWA#5 to WA#1

Submitted By: Ragan Riggs, Road Bond

Department: Road Bond

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on Supplement No. 5 to Work Authorization No. 1 to the RM 1431 (US 183A to IH 35) contract executed November 21, 2023, between Williamson County and STV Incorporated as a successor in interest to CP&Y, Inc. dba STV Infrastructure relating to the LTP/Corridor Program.

Background

STV Incorporated as a successor in interest to CP&Y, Inc. dba STV Infrastructure Supplemental No. 5 to Work Authorization No. 1 is for additional engineering services and public involvement coordination in the amount of $43,050.00 from $620,373.23 to $663,423.23 and extends the termination date to February 27, 2026. Project: P631 Fund Source: Road and Bridge

---

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

RM 1431 – STV – SWA#5 to WA#1

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 04:16 PM
Form Started By: Ragan Riggs		Started On: 09/15/2025 01:38 PM
Final Approval Date: 09/16/2025		

SUPPLEMENTAL WORK AUTHORIZATION NO. 5
TO
WORK AUTHORIZATION NO. 1

WILLIAMSON COUNTY ROAD BOND PROJECT:
RM1431 from US183A to IH 35 ("Project")

This Supplemental Work Authorization No. **5** to Work Authorization No. **1** is made pursuant to the terms and conditions of the Williamson County Contract for Engineering Services, being dated **November 21, 2023** ("Contract") and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and **STV Incorporated as successor in interest to CP&Y, Inc dba STV Infrastructure** (the "Engineer").

WHEREAS, the County and the Engineer executed Work Authorization No. _1_ dated effective **January 29, 2024** (the "Work Authorization");

WHEREAS, pursuant to Article 14 of the Contract, amendments, changes and modifications to a fully executed Work Authorization shall be made in the form of a Supplemental Work Authorization; and

WHEREAS, it has become necessary to amend, change and modify the Work Authorization.

AGREEMENT

NOW, THEREFORE, premises considered, the County and the Engineer agree that the Work Authorization shall be amended, changed and modified as follows:

I. The Services to be Provided by the Engineer that were set out in the original Attachment "B" of the Work Authorization are hereby amended, changed and modified as shown in the attached revised Attachment "B".

II. The Work Authorization shall terminate on February 27, 2026. The Services to be Provided by the Engineer shall be fully completed on or before said date unless extended by an additional Supplemental Work Authorization. The revised Work Schedule is attached hereto as Attachment "C".

III. The maximum amount payable for services under the Work Authorization is hereby increased from $620,373.23 to $663,423.23. The revised Fee Schedule is attached hereto as Attachment "D".

Except as otherwise amended by prior or future Supplemental Work Authorizations, all other terms of the Work Authorization are unchanged and will remain in full force and effect.

This Supplemental Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

IN WITNESS WHEREOF, the County and the Engineer have executed this Supplemental Work Authorization, in duplicate, to be effective as of the date of the last party's execution below.

ENGINEER:	**COUNTY:**
By: _____	By: _____
Signature	Signature
Anthony Serda	_____
Printed Name	Printed Name
Vice President	_____
Title	Title
09/10/2025	_____
Date	Date

LIST OF ATTACHMENTS

Attachment B - Services to be Provided by Engineer

Attachment C - Work Schedule

Attachment D - Fee Schedule

APPROVED
By Christen Eschberger at 1:50 pm, Sep 12, 2025

ATTACHMENT B
SERVICES TO BE PROVIDED BY THE ENGINEER FOR
FM 1431 FROM US183A TO I-35

PROJECT DESCRIPTION

Project Limits

The proposed project limits are as follows:

FM 1431 from US183A to IH-35

Proposed Facility

The proposed ultimate facility is a controlled access facility with two express lanes in each direction, one 2-lane frontage road in each direction, access ramps at major corridors, and 1 shared use path in each direction. The proposed right-of-way (ROW) width will typically be 220 feet wide; however, it may vary to accommodate drainage, including detention ponds and drainage easements.

Design Criteria

The proposed design criteria for the project will be developed from Williamson County and TxDOT design criteria. It is anticipated that in most cases the most stringent of the design criteria will be used.

2. ROUTE AND DESIGN STUDIES

b. Design Summary:

- Develop line diagrams along IH 35, from SH 29 to RM 1431 and RM 1431 to SH 45
- Extract line diagrams from schematic PDF
- Take extracted PDF and develop CAD files of line diagrams
- Analyze IH 35 proposed schematic and develop line diagrams with the number of proposed lanes along the corridor
- Extract, develop and place existing typicals along plots
- Extract, develop and place proposed typicals along plots

3. PUBLIC INVOLVEMENT

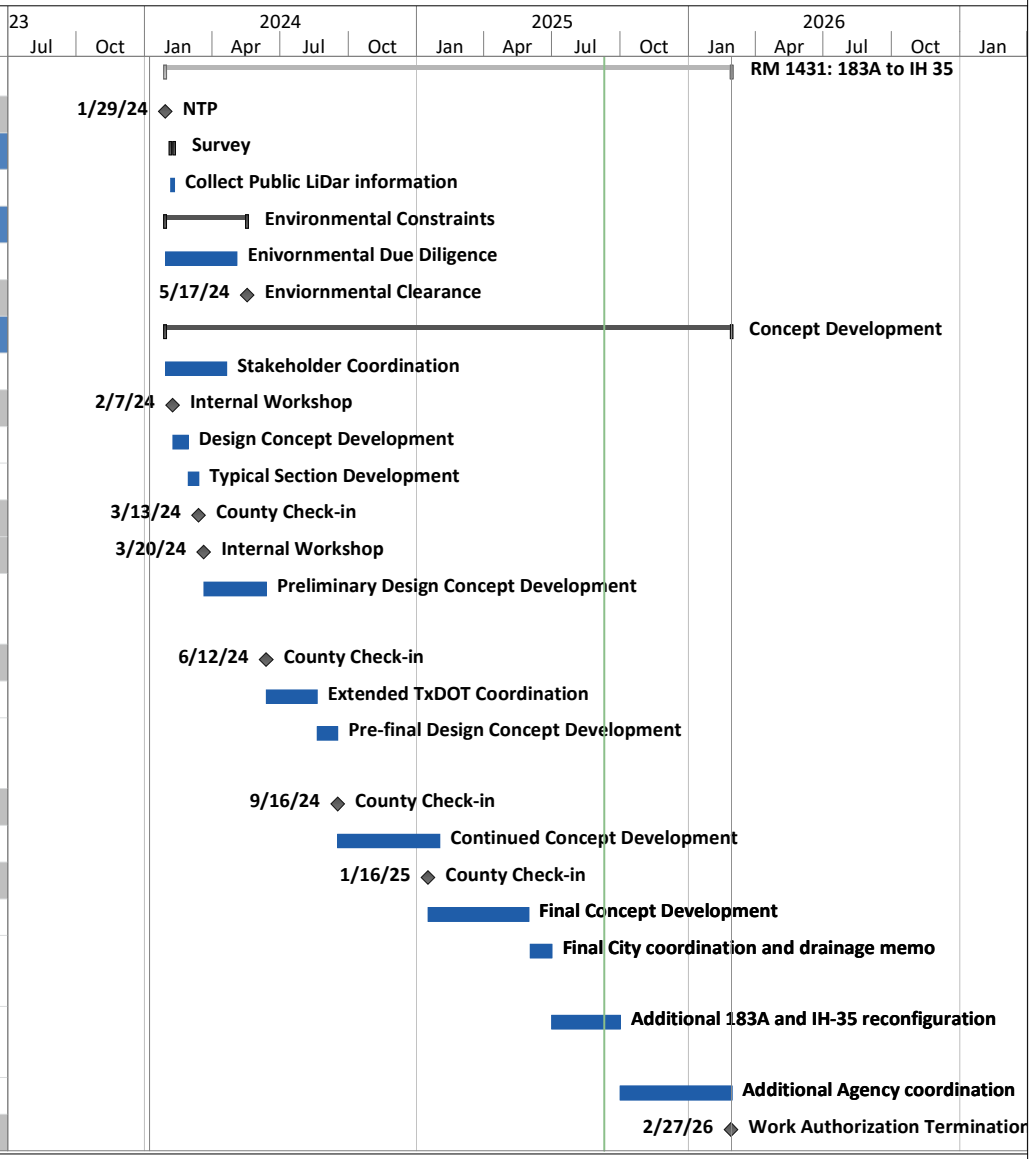
As this is a Road Bond Project, public involvement activities will be conducted through the County's existing public involvement contract with Rifeline. The engineer will provide support for the Public Involvement plans for the following activities:

b. Public Involvement Plan

- Additional coordination meetings with local agencies.

ATTACHMENT C
RM 1431: 183A to IH 35
Work Schedule

ID	Task Name	Duration	Start	Finish	Predecessors
0	**RM 1431: 183A to IH 35**	**545 days**	**Mon 1/29/24**	**Fri 2/27/26**	
1	NTP	0 days	Mon 1/29/24	Mon 1/29/24	
2	***Survey***	***5 days***	***Mon 2/5/24***	***Fri 2/9/24***	
3	Collect Public LiDar information	5 days	Mon 2/5/24	Fri 2/9/24	1FS+1 wk
4	***Environmental Constraints***	***80 days***	***Mon 1/29/24***	***Fri 5/17/24***	
5	Enivornmental Due Diligence	70 days	Mon 1/29/24	Fri 5/3/24	1
6	Enviornmental Clearance	0 days	Fri 5/17/24	Fri 5/17/24	5FS+2 wks
7	***Concept Development***	***545 days***	***Mon 1/29/24***	***Fri 2/27/26***	
8	Stakeholder Coordination	60 days	Mon 1/29/24	Fri 4/19/24	1
9	Internal Workshop	0 days	Wed 2/7/24	Wed 2/7/24	8SS+1.5 wks
10	Design Concept Development	15 days	Wed 2/7/24	Wed 2/28/24	9
11	Typical Section Development	10 days	Wed 2/28/24	Wed 3/13/24	10
12	County Check-in	0 days	Wed 3/13/24	Wed 3/13/24	11
13	Internal Workshop	0 days	Wed 3/20/24	Wed 3/20/24	12FS+5 days
14	Preliminary Design Concept Development	60 days	Wed 3/20/24	Wed 6/12/24	13
15	County Check-in	0 days	Wed 6/12/24	Wed 6/12/24	14
16	Extended TxDOT Coordination	48 days	Wed 6/12/24	Mon 8/19/24	15
17	Pre-final Design Concept Development	20 days	Mon 8/19/24	Mon 9/16/24	16
18	County Check-in	0 days	Mon 9/16/24	Mon 9/16/24	17
19	Continued Concept Development	99 days	Mon 9/16/24	Fri 1/31/25	18
20	County Check-in	0 days	Thu 1/16/25	Thu 1/16/25	
21	Final Concept Development	97 days	Thu 1/16/25	Fri 5/30/25	20
22	Final City coordination and drainage memo	21 days	Mon 6/2/25	Mon 6/30/25	21
23	Additional 183A and IH-35 reconfiguration	66 days	Tue 7/1/25	Tue 9/30/25	22
24	Additional Agency coordination	108 days	Wed 10/1/25	Fri 2/27/26	23
25	Work Authorization Termination	0 days	Fri 2/27/26	Fri 2/27/26	



Task Milestone Summary

Attachment D - STV

RM 1431
183A to IH 35
Williamson County

Attachment D - Fee Schedule

Project Phase	Task Description	Project Manager	Senior Project Engineer	Project Engineer II	Project Engineer I	Design Engineer II	Design Engineer I	EIT II	EIT I	Total Labor Hours	Total Direct Labor Costs
		$350.00	$300.00	$240.00	$215.00	$180.00	$160.00	$135.00	$115.00		
	2 & 3. ROUTE STUDIES AND PUBLIC INVOLVEMENT										
	2. Route & Design Studies										
b	Design Summary										
	Extract line diagrams	1								1	$ 350.00
	Develop CAD files of line diagrams	1						20		21	$ 3,050.00
	Develop lane count and place onto line diagrams	2		8		32				42	$ 8,380.00
	Extract, develop and place existing typicals along plots	1		24				8	8	41	$ 8,110.00
	Extract, develop and place proposed typicals along plots	1		24				8	8	41	$ 8,110.00
	3. Public Involvement										
	Additional Agency coordination	16		16		16		10	12	70	$ 15,050.00
	2 & 3. ROUTE STUDIES AND PUBLIC INVOLVEMENT Sub Total										
	HOURS SUB-TOTALS	22	0	72	0	48	0	46	28	**216**	
	SUBTOTAL	$ 7,700.00	$ -	$ 17,280.00	$ -	$ 8,640.00	$ -	$ 6,210.00	$ 3,220.00		**$ 43,050.00**

Commissioners Court - Regular Session **40.**

Meeting Date: 09/23/2025

RM 2243 – BGE – SWA#10 to WA#1 (Corrected)

Submitted By: Ragan Riggs, Road Bond

Department: Road Bond

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take appropriate action on Supplemental No. 10 to Work Authorization No. 1 to the RM 2243 contract executed on January 14, 2020, between Williamson County and BGE, Inc. relating to the 2019 Road Bond Program.

Background

Williamson County previously approved this item on August 26, 2025. Approval of the corrected documentation has been requested. The BGE, Inc. Supplemental No 10 to Work Authorization No. 1 (Corrected) is for the final environmental assessment revisions in the amount of $10,850.12 from $4,741,864.00 to $4,752,714.12. Project: P326 Fund Source: Road Bond

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Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

RM 2243 – BGE – SWA#10 to WA#1 (Corrected)

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 04:24 PM
Form Started By: Ragan Riggs		Started On: 09/16/2025 09:01 AM
Final Approval Date: 09/16/2025		

SUPPLEMENTAL WORK AUTHORIZATION NO. _10_
TO
WORK AUTHORIZATION NO. _1_

REVISED/CORRECTED

WILLIAMSON COUNTY ROAD BOND PROJECT:

RM 2243

This Supplemental Work Authorization No. _10_ to Work Authorization No. _1_ is made pursuant to the terms and conditions of the Williamson County Contract for Engineering Services, being dated January 14, 2020 ("Contract") and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and BGE, Inc. (the "Engineer").

WHEREAS, the County and the Engineer executed Work Authorization No. _1_ dated effective January 14, 2020 (the "Work Authorization");

WHEREAS, pursuant to Article 14 of the Contract, amendments, changes and modifications to a fully executed Work Authorization shall be made in the form of a Supplemental Work Authorization; and

WHEREAS, it has become necessary to amend, change and modify the Work Authorization.

AGREEMENT

NOW, THEREFORE, premises considered, the County and the Engineer agree that the Work Authorization shall be amended, changed and modified as follows:

I. The Services to be Provided by the Engineer that were set out in the original Attachment "B" of the Work Authorization are hereby amended, changed and modified as shown in the attached revised Attachment "B-10".

II. The maximum amount payable for services under the Work Authorization is hereby increased by $10,850.12 from $4,741,864.00 to $4,752,714.12. The revised Fee Schedule is attached hereto as Attachment "D-10".

Except as otherwise amended by prior or future Supplemental Work Authorizations, all other terms of the Work Authorization are unchanged and will remain in full force and effect.

This Supplemental Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

IN WITNESS WHEREOF, the County and the Engineer have executed this Supplemental Work Authorization, to be effective as of the date of the last party's execution below.

ENGINEER:	**COUNTY:**
By: _____	By: _____
Signature	Signature
Eric Busker	
Printed Name	Printed Name
Director	
Title	Title
09/15/2025	
Date	Date

LIST OF ATTACHMENTS

Attachment B-10 – Services to be Provided by Engineer

Attachment D-10 – Fee Schedule

APPROVED
By Christen Eschberger at 2:11 pm, Sep 16, 2025

ATTACHMENT B-10 – WA#1
SERVICES TO BE PROVIDED BY THE ENGINEER
PRELIMINARY ENGINEERING FOR RM 2243

FUNCTION CODE 120 – SOCIAL/ECON/ENVIRON STUDIES

A. FINAL ENVIRONMENTAL ASSESSMENT REVISIONS

- Revise Community Impacts section of Final EA to remove language that addresses environmental justice issues based on new Executive Order
- Revise Final EA with comments from TxDOT regarding noise and pull new species reports for biology since previous ones were past six month window

PROJECT SUMMARY		
Firm	**Amount**	**Percent**
BGE	$10,850	100.0%
Corsair	$0	0.0%
Amaterra	$0	0.0%
HDR	$0	0.0%
RPS	$0	0.0%
Inland	$0	0.0%
JMT	$0	0.0%
BBI	$0	0.0%
WSB	$0	0.0%
SAM	$0	0.0%
SWCA	$0	0.0%
Total	**$10,850**	100.0%

SUMMARY BY FIRM & TASK DESCRIPTION					
	Firm				
Function	**BGE**	**SWCA**	**Amaterra**	**Corsair**	**Function Totals**
ROUTE AND DESIGN STUDIES	$0		-	$0	$0
SOCIAL, ECONOMIC AND ENV. STUDIES AND PUBLIC INVOLV.	$10,850	$0	$0	$0	$10,850
UTILITY INVESTIGATION	-	-	-	-	$0
RIGHT OF WAY DATA	-	-	-	$0	$0
PROJECT MANAGEMENT AND ADMINISTRATION	$0	-	-	$0	$0
SURVEYING	-	-	-	$0	$0
ROADWAY DESIGN CONTROLS	-	-	-	$0	$0
DRAINAGE	-	-	-	$0	$0
SIGNING, PAVEMENT. MARKINGS AND SIGNALIZATION	-	-	-	$0	$0
MISCELLANEOUS (ROADWAY)	-	-	-	$0	$0
BRIDGE DESIGN	-	-	-	$0	$0
CONSTRUCTION PHASE SERVICES	-	-	-	$0	$0
OTHER DIRECT EXPENSES	-	-		$0	$0
UNIT COST	-	-	$ -	$0	$0
TOTAL	**$10,850**	**$0**	**$0**	**$0**	**$10,850**

PROJECT NAME: RM 2243
TYPE OF WORK:
COUNTY: WILLIAMSON
PRIME PROVIDER: BGE

TASK DESCRIPTION	PRINCIPAL/ DIRECTOR	SENIOR PROJECT MANAGER	QC MANAGER	SENIOR ENGINEER	PROJECT ENGINEER	GRADUATE ENGINEER	ENVIRONMENTAL QA/QC MANAGER	ENVIRONMENTAL TASK LEADER	GIS TECHNICIAN	ENVIRONMENTAL SCIENTIST	CLERICAL	ROW DOCUMENTS (PER PARCEL)	TOTAL LABOR HRS. & COSTS
SOCIAL, ECONOMIC AND ENV. STUDIES AND PUBLIC INVOLV.													
Community Impacts revisions							2	6	16	16			40
Environmental Assessment Revisions							2	6		16			24
HOURS SUB-TOTALS	0	0	0	0	0	0	4	12	16	32	0	0	64
CONTRACT RATE PER HOUR (INCLUDE AVG HOURLY RATE TIME	$350.40	$283.94	$326.23	$265.82	$235.61	$157.08	$283.94	$229.57	$132.91	$151.03	$102.70	$7,007.97	
TOTAL LABOR COSTS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,135.76	$2,754.84	$2,126.56	$4,832.96	$0.00	$0.00	**$10,850.12**
% DISTRIBUTION OF STAFFING	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.47%	25.39%	19.60%	44.54%	0.00%	#DIV/0!	100.00%

SUBTOTAL	**$10,850.12**

TASK DESCRIPTION	PRINCIPAL/ DIRECTOR	SENIOR PROJECT MANAGER	QC MANAGER	SENIOR ENGINEER	PROJECT ENGINEER	GRADUATE ENGINEER	ENVIRONMENTAL QA/QC MANAGER	ENVIRONMENTAL TASK LEADER	GIS TECHNICIAN	ENVIRONMENTAL SCIENTIST	CLERICAL	ROW DOCUMENTS (PER PARCEL)	TOTAL LABOR HRS. & COSTS
PROJECT MANAGEMENT AND ADMINISTRATION													
Monthly Progress Reports, Invoices, and Billings													0
Quality Assurance and Quality Control (QA/QC) Plan													0
Develop QA/QC Plan													0
Perform QA/QC													0
Project Coordination and Administration													0
Progress/Coordination Meetings (with County)													0
Progress/Coordination Meetings (internal)													0
Project Schedule													0
													0
HOURS SUB-TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0
HOURLY CONTRACT RATE	$350.40	$283.94	$326.23	$265.82	$235.61	$157.08	$283.94	$229.57	$132.91	$151.03	$102.70	$7,007.97	
TOTAL LABOR COSTS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
% DISTRIBUTION OF STAFFING	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

SUBTOTAL	**$0.00**

TOTAL	**$10,850.12**

Commissioners Court - Regular Session **41.**

Meeting Date: 09/23/2025

Hispanic and Latino Heritage Month 2025 Proclamation

Submitted For: Terry Cook **Submitted By:** Garry Brown, Commissioner Pct. #1

Department: Commissioner Pct. #1

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider, and take appropriate action on designating September 15–October 15, 2025, as Hispanic and Latino Heritage Month in Williamson County.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Hispanic and Latino Heritage Month 2025

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 04:39 PM
Form Started By: Garry Brown		Started On: 09/16/2025 04:29 PM
Final Approval Date: 09/16/2025		

PROCLAMATION

WHEREAS, each year, the United States observes National Hispanic and Latino Heritage Month by celebrating the culture, heritage and countless contributions of those whose ancestors were indigenous to North America including Mexico, as well as those who came from Central America, South America, Spain, and the Caribbean; and

WHEREAS, what began in 1968 as Hispanic Heritage Week under President Johnson and was expanded by President Reagan in 1988 to cover a 30-day period starting on September 15 and ending on October 15; and

WHEREAS, the date September 15 is significant because it is the anniversary of independence for the Latin American countries of Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. Additionally, Mexico and Chile celebrate their independence days on September 16 and September 18, respectively; and

WHEREAS, people in Williamson County who identify as Hispanic or Latino make up 25.41% of the population, according to demographic information from Healthy Williamson County; and

WHEREAS, organizations such as El Amistad, Latinos in Round Rock, LULAC and others inspire local leaders to serve in the state legislature and on city councils, start small businesses, continue their education, and be a mentor to others; and

WHEREAS, this community contributes to the vibrant fabric that Williamson County is.

NOW THEREFORE BE IT RESOLVED, that the Williamson County Commissioners Court, for the very first time in Williamson County history, hereby proclaims September 15 through October 15, 2025, as

"Hispanic and Latino Heritage Month"

And encourage that this year's theme, Honoring the Past, Inspiring the Future, be a part of everyone's lives.

Passed by Commissioners Court and Signed on this date: _____

_____

Steven Snell, County Judge

As Presiding Officer and on behalf of the Williamson County Commissioners Court

Commissioners Court - Regular Session **42.**

Meeting Date: 09/23/2025

Public Hearing for County Clerk Archive Plan 2025-2026

Submitted For: Nancy Rister **Submitted By:** Nancy Rister, County Clerk

Department: County Clerk

Agenda Category: Regular Agenda Items

Information

Agenda Item

9:30 AM Hold Public Hearing for the County Clerk's Archive Plan for 2025-2026 for the preservation and restoration of county records.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	08/25/2025 08:12 AM
Form Started By: Nancy Rister		Started On: 08/22/2025 12:31 PM
Final Approval Date: 08/25/2025		

Commissioners Court - Regular Session **43.**

Meeting Date: 09/23/2025

Take action on County Clerk's Archive Plan 2025-2026

Submitted For: Nancy Rister **Submitted By:** Nancy Rister, County Clerk

Department: County Clerk

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss and take appropriate action on Records Archive Plan 2025-2026 for the County Clerk.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

CC Archive Plan 2025-2026

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	08/25/2025 08:14 AM
Form Started By: Nancy Rister		Started On: 08/22/2025 04:45 PM
Final Approval Date: 08/25/2025		

Archive Plan

For Preservation and Restoration
of Archived Records

for
Nancy E. Rister, County Clerk

September 2025

Executive Summary

The vast majority of the permanent records in the County Clerk's office are paper based. These records are used on a daily basis by the public and are vulnerable to loss by theft and wear and tear.

With no cost to the County, these records can be preserved by using the archive fees collected to cover the cost of scanning the paper based documents and preserving the handwritten ones by encapsulation. In addition to preserving the documents, the images can be added to our existing imaging system and improve customer service by offering a wider date range of documents on the Internet.

Introduction

County Clerks are currently authorized to collect a records management fee for maintaining and preserving current documents. A fee not to exceed $10 may be imposed for recording or filing public documents in county clerk offices in any county for the purpose of preserving, restoring, and managing these county records. The legislation is designed to target archived records. This does not include court records.

This bill authorizes the Commissioners Court to adopt a records archive fee as part of the county's annual budget. This additional revenue will be dedicated to help focus on preserving older records.

Williamson County Commissioners Court approved the $5 fee on August 26, 2003 under agenda item #23. An increase to $10 was made on 9/14/2021 and approved by Commissioners Court item#52.

Historical Data FY2001 – FY2022

In FY 2001-2002 Deed books 1 through 3 and Survey book for 1902 were preserved and encapsulated. In FY 2002-2003 Deed books 4 and 5 were preserved and encapsulated. In FY 20032004 Police Court minutes 1850 – 1859; Elections Volume 1 – 1884-1892; Deed books 6 – 26 were preserved and encapsulated. In FY 2004-2005 Deed books 27 – 122 were preserved and encapsulated. In FY 2005-2006 Williamson County Bid 06WC406 was awarded. Deed books 123 – 168 were preserved and encapsulated. In FY 2006-2007 Marriage Indexes 1848 - 1997; Elections Volumes 2-9 were preserved and encapsulated.

The encapsulation effort was halted in 2006 pending the acceptance of the vendor that has done the majority of our books onto the State of Texas contract vendor's list. In early 2008, Brazoria County, TX awarded a contract to this same vendor for repair and restoration of historical books for Brazoria County. At that time, Williamson County Clerk's Office entered into an Interlocal agreement with Brazoria County for the Repair and Restoration of historical books.

Williamson County Commissioners Court approved an Interlocal Agreement with Brazoria County for the Repair and Restoration of historical books for the County Clerk on March 25, 2008 under agenda item #25.

Subsequent to the approval by the Commissioners Court, 52 Marriage books (1850-1997) and 51 Commissioner's Court books were sent to the selected vendor for preservation and encapsulation. Also completed in FY 2008-2009 were Birth Record Volumes 1-12, 1903-1957, Delayed Birth Records Volumes A-Z and Volumes A-1 through A-10, Still Birth Record and Register of Births 1868-1876, Death Records Volumes 1-12, 31 Naturalization Books, Index to Deeds and the Reverse Indexes for preservation and encapsulation. This was done in FY 2008-2009.

Since February 2005 with a staff of 7, all of the deed books have been scanned. All scanned books are made available on personal computers in the public research area and over the internet. Each book and page is accessible by book and page lookup. Scanning of 943 deed books has been completed. These images are now available online. Staff was reduced to 5 in 2007-2008 FY as people moved on to other jobs. After finishing this initial project, they scanned and indexed all marriage records including old marriage licenses that were not returned or picked up. This project was completed in FY2010-2011.

Restoration of the oldest probate records was started after the archive staff took photos of all documents sent for restoration. They then reviewed the returned books to proof the restoration work and verify what was sent, actually came back. Minor errors were caught and corrected. More books were encapsulated while they worked on photographing probate cases. There were no books restored in FY2009-2010 as staff got caught up with all the marriage books and taking photos of all probate coming up for restoration in FY2011-2012.

In the Fiscal Year 2011– 2012 restoration of all older probate records was completed. The original marriage licenses from the 1800's have been restored, scanned and indexed. They now are available online. Also 40 boxes of civil case files from the 1800's were photographed in preparation for being restored and encapsulated. This was a partial project as restoration couldn't be completed all in one year and was finished in October of 2012.

During FY2012-2013 criminal files from the 1800's consisting of 6,096 cases and 43,934 pages were photographed in preparation for restoration and encapsulation. These were sent out in October 2012 and were received before the end of the fiscal year.

The Archive Division indexed, scanned and entered the 60,000+ birth records in FY2013-2014. They started on the delayed birth records that are recorded from the beginning of the county records through 1940. During this same period technicians also reviewed 231,880 microfilmed OPR documents for image quality and completeness.

Archive personnel continued entering delayed birth records in FY2014-2015 with an anticipated completion by the end of December 2015. Reviewing microfilm is ongoing since we still have many years of reels left to review.

The Delayed Birth Record Project was completed in December 2015. A total of 23 books were photographed and sent to Kofile for restoration. It averages 7 to 12 weeks for Kofile to complete the restoration process.

On April 8, 2016, the Death Record Project was suspended to allow a data dump to be completed for the new Tyler Eagle Recording Project. The go-live for the Tyler project was August of 2016. That data was verified and the Death Record Project resumed.

In October 2016, there were 20 books sent to Kofile to go through the restoration and encapsulation process. These consisted of the Milam Survey 1850-1853, 1 plat Index, Field Notes Original 1874, Embalmer's Record Vol 1, 3 General Index to Civil Minutes, Civil Minutes – County Court Vol A, 2,3,4 & 5, Lunacy Record, Lunacy Document Vol 3, Lunacy Minutes Vol 1 Probate Minutes, Lunacy Minutes Vol 3 Mental Illness Order Commitment, Mental Illness Docket Vol 4, 5 & 6 and Mental Illness Vol 2. It took 12 weeks for the vendor to complete.

Staff completed reviewing the 2007 microfilm from the Texas State Library in late October 2016 then began reviewing the 2013 microfilm from Stars Information Solutions with an estimated completion date of about January/February 2018. The review of the microfilm received from our vendors is necessary to ensure image quality and confirm that no documents have been skipped before filing them in the cabinets that were purchased when we moved into the Justice Center. Microfilm is still a preferred medium because of the length of its service life.

In August of 2017, a shipment of "Plats" were prepared to be sent to Kofile to go through the restoration and encapsulation process. This consisted of Cabinets A through K which consists of 4400 plats. A schedule for additional books to be sent to Kofile in the 2017-2018 budget year was completed. The books were photographed and were shipped to Kofile beginning in October of 2017 with plats shipment midway through the 2017-2018 budget year.

For FY 2017-2018 the Archive Division completed work on the Death Records Projects and started on changing the birth certificate dates from 2 digits to 4 digits while conducting quality control on the indexing of those records. They also finished reviewing the 1995, 1997, 2013, 2014 & 2015 microfilm.

A total of 25 books and a bag of miscellaneous historical documents were photographed and sent to Kofile for restoration and encapsulation on February 6, 2018. This effort included photographing each page, editing the quality of the photo (by cropping and enhancing the image), mapping, packing, then shipping to the vendor. Once the books were received back from the vendor at the end of May, they were reviewed to proof the restoration work and verify what was sent, is what we received.

Over 4,979 photos were taken of the 19 books that are scheduled for the October 2018 shipment to Kofile. An inventory of all books, remaining plats and other miscellaneous documents in Research is also being conducted at this time as well as an inventory of documents and books that are currently store in our storage room in the basement. During this inventory project it is being noted as to which items have been previously restored and by which vendor.

For FY 2018-2019 the Archive Division finished reviewing the 2006 & 2016 microfilm which consisted of a total of 345 reels containing 1,692,442 images. The 2017 microfilm is currently being created by the Texas State Library and should be available for review during the next reporting period.

Kofile completed digitizing the 112 Commissioner Court Minutes books from 1884 to 1996 and Police Court Minutes books from 1850 to 1874 as well as 8 Commissioners Court Index books. The Archive Division completed the comparison of the Commissioner's Court Books to the Optical Character Recognition version. This consisted of 108 books with a total of 89,654 pages.
A total of 19 books were sent to Kofile for restoration and encapsulation in January of 2019. In June of 2019 the books were received back from the vendor. Photostat Probate Minutes Volumes 69-141 which needed a special preservation treatment to keep the pages from sticking to each other. This method of creating books was dropped in the 1970's when they realized the unintended consequences when creating the books by using this method. We have the 2017 reels of microfilm completed as of the spring of 2017. Images for 2018 & 2019 were sent to the State Library for creation of microfilm. Images for 2020 and beyond will be sent to that the State Library's FTP site so they will be able to download weekly to be able to create film almost immediately instead of waiting to the end of a fiscal year.

For FY 2020-2021 We have three pallets of criminal records that we received from the warehouse that were preserved and reviewed once received. These are from the 1800's and early 1900's. Storage room is becoming an issue. We will need to look at a larger facility to house the county historical records very soon. We are required by law to keep Commissioner Court records permanently as they continue to grow in size.

FY 2021-2022 All marriage licenses need to be on microfilm as well as the birth and death records. We have more books and thousands of Probate cases that need to be preserved. We will begin these projects but it may take almost ten years to complete just the thousands of Probate cases. A few more books will be preserved per State contract vendor. Books will need a place to be stored. There is no more room for planned roller shelving in the break room that was taken from us and remains unused. We will need a Records Building to house in a temperature controlled, humidity controlled, lighted with pest control services and other requirements as set forth by the Texas State Library & Archives for permanent record retention storage facilities.

FY 2022-2023 We are proofing the microfilm from the State on birth, death and marriage records we sent from through July 2022. We have taken photos of all the probate cases that we will be sending from 1906-1929 and will be shipping them to our vendor in October. The books have come back that we sent off last year, have been proofed for pages and they are all there. We will also start sending some of the Commissioners Court packets to be microfilmed and start analog backups of them as well. Again the Probate when we receive it back will be in book form and will not go back into the small pull drawers so we will need space for more roller shelving in the new building.

FY 2023-2024 Images of all Probate documents through 1984 completed by US Imaging . The remainder group of Probate cases ready for preservation will be delivered by 12-31-2025 in preparation for being moved into the new Administration Building where new shelving is being promised to be provided and installed. We had approved in Commissioners Court an Interlocal Agreement with Denton County signed in October 2024/November 2024.

FY 2025-2026

The next group of Probate cases ready for preservation have been picked up. We are preparing to complete the Probate cases preservation project since we have an Interlocal Agreement with Denton County. This will allow us to uses the vendor we have used on prior projects to finish up the 10,850 Probate cases.

2024 Revenue

Document Type	**Forecast of # documents filed subject to fee based on 2023 filings**	**Anticipated maximum revenue at $10.00 per document**
Official Public Records	103,922	**$1,039,220.00**

Proposed Budget of Expenses for 2025-2026

Salaries for 5 people	**$290,473.13**
91Longevity	**3,120.00**
Merit/Retention	**11,254.76**
FICA	**23,366.82**
Retirement	**46,619.10**
Insurance	**60,768.00**
Workers Comp	**216.80**
Preservation of books	**3,039,414.18**
Total	**$3,475,233.57**

LOCAL GOVERNMENT CODE

§ Sec.118.025. COUNTY CLERK'S RECORDS ARCHIVE. (a) In this section:

(1) "Deterioration" means any naturally occurring process or a natural disaster that result in the destruction or partial destruction of a public document.

(2) "Preservation" means any process that:

(A) Suspends or reduces the deterioration of public documents; or

(B) Provides public access to the public documents in a manner that reduces the risk of deterioration, excluding providing public access to public documents indexed geographically.

(3) "Public document" means any instrument, document, paper, or other record that the county clerk is authorized to accept for filing or maintaining.

(4) Repealed by Acts 2005, 79th Leg., Ch. 804, Sec. 7, eff. June 17, 2005.

(5) "Restoration" means any process that permits the visual enhancement of a public document, including making the document more legible.

(b) The commissioner's court of a county may adopt a records archive fee under Section 118.011(f) as part of the county's annual budget. The fee must be set and itemized in the county's budget as part of the budget preparation process. The fee for "Records Archive" under Section 118.011(f) is for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive.

(c) The fee must be paid at the time a person, excluding a state agency, presents a public document to the county clerk for recording or filing.

(d) The fee shall be deposited in a separate records archive account in the general fund of the county. Any interest accrued remains with the account.

(e) The funds generated from the collection of a fee under this section may be expended only for the preservation and restoration of the county clerk's records archive. The county clerk shall designate the public documents that are part of the records archive for purposes of this section. The designation of public documents by the county clerk under this subsection is subject to approval by the commissioner's court in a public meeting during the budget process.

(f) The funds may not be used to purchase, lease, or develop computer software to geographically index public records, excluding indexing public records by lot and block description as provided by Section 193.009(b)(4).

(g) BEFORE collecting the fee under this section, the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records

archive. The commissioner's court shall publish notice of a public hearing on the plan in a newspaper of general circulation in the county not later than the 15th day before the date of the hearing. After the public hearing, the plan shall be considered for approval by the commissioner's court. Funds from the records archive account may be expended only as provided by the plan. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262. The hearing may be held during the budget process. **After establishing the fee, the plan MAY be approved annually during the budget process.**

(h) If a county charges a fee under this section, a notice shall be posted in a conspicuous place in the county clerk's office. The notice must state the amount of the fee in the following form: "THE

COMMISSIONER'S COURT OF _____ COUNTY HAS DETERMINED THAT A RECORDS ARCHIVE FEE OF $_____ IS NEEDED TO PRESERVE AND RESTORE COUNTY RECORDS."

(i) The fee is subject to approval by the commissioner's court in a public meeting during the budget process.

(j) Repealed by Acts 2011, 82nd Leg., R.S., Ch. 330, Sec. 3, eff. June 17, 2011.

(k) Repealed by Acts 2005, 79th Leg., Ch. 804, Sec. 7, eff. June 17, 2005.

Added by Acts 2001, 77th Leg., ch. 794, Sec. 4, eff. Sept. 1, 2001. Amended by Acts 2003, 78th Leg., ch. 974, Sec. 3, eff. Sept. 1, 2003; Acts 2003, 78th Leg., ch. 1275, Sec. 3(32), eff. Sept. 1, 2003.

Amended by:

Acts 2005, 79th Leg., Ch. 804 (S.B. 526), Sec. 1, eff. June 17, 2005.

Acts 2005, 79th Leg., Ch. 804 (S.B. 526), Sec. 7, eff. June 17, 2005.

Acts 2011, 82nd Leg., R.S., Ch. 330 (H.B. 2716), Sec. 2, eff. June 17, 2011. Acts 2011, 82nd Leg., R.S., Ch. 330 (H.B. 2716), Sec. 3, eff. June 17, 2011.

From SB 526 79th Legislature

SECTION 7. Subsection (g), Section 118.011, and Subdivision (4), Subsection (a), and Subsection (k), Section 118.025, Local Government Code, are repealed.

From HB 1513 83rd Legislature and AG Opinion GA1055

Allowed for an increase in the Records Management Fee to $10 maximum and the Records Archive Fee to a maximum of $10 to be implemented on September 1, 2013. The Records Management fee went up to $10 but the Archive fee stayed at $5 as computer and software purchases also come out of RMF as well as salaries which deplete it. This bill had an expiration date of 9-1-2019 but the expiration date was removed by **SB658** and signed by the Governor on 6-14-2019.

Commissioners Court - Regular Session **44.**

Meeting Date: 09/23/2025

Local Provider Participation Fund Public Hearing

Submitted For: Julie Kiley **Submitted By:** Pam Navarrette, County Auditor

Department: County Auditor

Agenda Category: Regular Agenda Items

Information

Agenda Item

09:30 AM — Hold Public Hearing regarding setting the rate associated with the mandatory provider participation payments that Williamson County may require of all local hospitals for fiscal year (FY) 2026 in relation to the Williamson County Health Care Participation Program and establish how the revenue derived from those payments may be spent in accordance with Chapter 292B of the Texas Health & Safety Code and the Williamson County Health Care Provider Participation Program Rules and Procedures.

Background

The rate is currently estimated to be at 6%.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/11/2025 09:34 AM
Form Started By: Pam Navarrette		Started On: 09/08/2025 08:41 AM
Final Approval Date: 09/11/2025		

Commissioners Court - Regular Session **45.**

Meeting Date: 09/23/2025

Fiscal Year 2026 Rate Setting for the Local Provider Participation Fund

Submitted For: Julie Kiley **Submitted By:** Pam Navarrette, County Auditor

Department: County Auditor

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on setting the rate associated with the mandatory provider participation payments that Williamson County may require of all local hospitals for fiscal year (FY) 2026 in relation to the Williamson County Health Care Participation Program and establish how the revenue derived from those payments may be spent in accordance with Chapter 292B of the Texas Health & Safety Code and the Williamson County Health Care Provider Participation Program Rules and Procedures.

Background

The rate is currently estimated to be at 6%.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

FY 26 LPPF Rate Resolution

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/11/2025 09:34 AM
Form Started By: Pam Navarrette		Started On: 09/08/2025 08:43 AM
Final Approval Date: 09/11/2025		

Williamson County Commissioner's Court

PUBLIC HEARING AGENDA

September 23rd, 2025

Pursuant to section 292B.101 Texas Health & Safety Code, the Williamson County Commissioner's Court will hold a public hearing to discuss, consider, and take action on the amount of the mandatory payments required of all local nonpublic hospitals in fiscal year (FY) 2026 pursuant to the County Health Care Provider Participation Program and how the revenue derived from those payments is to be spent.

The Williamson County Commissioner's Court will hold the public hearing pursuant to Chapter 292B of the Texas Health & Safety Code, which authorized the creation of the Williamson County local provider participation program.

Notice of the public hearing was posted in accordance with section 292B.101(b) of the Texas Health and Safety Code.

Commissioners Court - Regular Session **46.**

Meeting Date: 09/23/2025

FY 2025/2026 Proposed Budget Order

Submitted For: Steven Snell **Submitted By:** Andrea Schiele, County Judge

Department: County Judge

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on the Fiscal Year 2025/2026 Budget Order.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

FY 2025/2026 Proposed Budget Order - Track Changes

FY 2025/2026 Budget Order - No Mark Up

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst. (Originator)	Delia Colon	09/16/2025 04:39 PM
Form Started By: Andrea Schiele		Started On: 09/16/2025 04:35 PM
Final Approval Date: 09/16/2025		

STATE OF TEXAS
COUNTY OF WILLIAMSON
AN ORDER ADOPTING THE 2025/2026 COUNTY BUDGET

WHEREAS, the Williamson County Commissioners Court is authorized and required to adopt an annual budget for all Williamson County officials and their departments after due consideration;

WHEREAS, the Williamson County Commissioners Court did invite and encourage public participation from county officers, precinct officers, department heads, and the general public, as to the various needs of the citizens of Williamson County for the fiscal year 2025/2026;

WHEREAS, the Williamson County Commissioners Court, after a full discussion of the needs, did make changes in the proposed budget filed by the County Judge in accordance with law; NOW

THEREFORE, BE IT ORDERED BY THE WILLIAMSON COUNTY COMMISSIONERS COURT that the proposed budget filed by the County Budget Officer and amended by the Commissioners Court be adopted with the following provisions:

POLICIES RELATED TO COMPENSATION AND BENEFITS

I. SALARIES

1. Salaries for County and Precinct Officials are set as follows:

a)	Judge of the County Court	$163,890.48
b)	Judge of the County Court at Law #1	$216,500.00
c)	Judge of the County Court at Law #2	$234,000.00
d)	Judge of the County Court at Law #3	$244,500.00
e)	Judge of the County Court at Law #4	$244,500.00
f)	Judge of the County Court at Law #5	$199,000.00
g)	County Attorney	$185,521.96
h)	County Sheriff	$173,925.70
i)	County Clerk	$148,215.34
j)	District Clerk	$148,215.34
k)	County Tax Assessor/Collector	$149,114.68
l)	County Treasurer	$137,401.42
m)	Each County Commissioner	$146,936.92
n)	Each Justice of the Peace	$127,242.44
o)	Each Constable	$122,172.18

2. The number of employee positions established and authorized for each official and/or department, the maximum allowable salary for each position, and the job titles are reflected in the annual approved county budget filed with the County Clerk.

II. HOLIDAYS

The established holiday schedule for paid holidays for the 2025/2026 budget year is as follows:

Veterans Day	Tuesday	November 11, 2025
Thanksgiving Holiday	Thursday	November 27, 2025
	Friday	November 28, 2025
Christmas Holiday	Wednesday	December 24, 2025
	Thursday	December 25, 2025
	Friday	December 26, 2025
New Year's Holiday	Thursday	January 1, 2026
Martin Luther King Day	Monday	January 19, 2026
President's Day	Monday	February 16, 2026
Good Friday	Friday	April 3, 2026
Memorial Day	Monday	May 25, 2026
Emancipation Day	Friday	June 19, 2026
Independence Holiday	Friday	July 3, 2026
Labor Day	Monday	September 7, 2026

Note: The Williamson County Employee Policy Manual contains the policies for employee usage of paid holiday time as well as other policies affecting payroll related matters.

III. SUPPLEMENTAL PAY

Williamson County recognizes the following supplemental pay additives. The departments/offices are responsible for ensuring that the employees selected meet all of the requirements established by their offices. In the event an employee separates from Williamson County's employment, any supplemental pay will be calculated through the last day worked. Please note that total amounts may not be exact due to the rounding within our systems.

1. Field Training Officer Pay (FTO) –Designated positions listed below will be paid per month:

Sheriff's Office – Maximum of 19 positions, including two CID, $175
Corrections – Maximum of 32 positions, $175
Emergency Medical Services – Maximum of 20 positions, $175

Emergency Communications - Maximum of 16 positions, $100 per pay period

2. Supplemental Pay - Designated positions will be paid amount listed per month.

Sheriff's Office – Maximum of 10 positions for CIT at $250 per month
- ~~Maximum of 32 positions for~~All Detectives at $350 per month

Commented [AS1]: Requested by HR

Corrections – All Bailiffs at $250 per month
~~Maximum of 2 positions for~~ All Detectives at $350 per month.

Commented [AS2]: Requested by HR

Maximum of 4 positions for Lead Control Room ~~Officer~~ Operator at $250 per month

Commented [AS3]: Title correction only

Maximum of 2 position for Paramedic at $1,100 per month
Maximum of ~~5~~ 3 positions for EMT-Advanced at $700 per month

Commented [AS4]: Requested by HR

Maximum of ~~22~~ 24 positions for EMT-Basic at $400 per month

Commented [AS5]: Requested by HR

Emergency Medical Services - Maximum of 11 positions for EMT- Advanced at $300 per month

3. On-Call Pay – Specific positions listed below are classified as eligible for on-call pay due to the demand for after hour services.

District Attorney's Office – Maximum of 1 Asst. District Attorney, $100 per week from the General Fund and $500 from the District Attorney's Asset Forfeiture Funds.

Facilities Maintenance – Maximum of 2 non-exempt positions, $100 per week

Public Safety IT – Maximum of 1 position, $200 per week

WC Radio Communication System - Maximum of 1 position, $100 per week

Sheriff's Office – Maximum of 4 Detectives, $100 per week
Maximum of 2 Sergeants, $100 per week
Maximum of 1 Crime Scene, $100 per week
Maximum of 1 Animal Control Officer, $100 per week
Maximum of 1 Livestock Deputy, $100 per week
Maximum of 1 Victims Assistance, $100 per week
Maximum of 4 Accident Reconstruction, $100 per week

Corrections - Maximum of 4 ~~Commissioned Corrections~~Corrections Peace Officers, $100 per week

Commented [AS6]: Title correction only.

Maximum of 1 Warrants Supervisor, $100 per week

Commented [AS7]: Requested by HR

4. Board Certification by the Texas Board of Legal Specialization Supplemental Pay - This supplement is paid by the office listed below to all attorneys who maintain certification by the Texas Board of Legal Specialization.

District Attorney – Maximum of 18 positions, $5,000 per employee to be paid equally over 26 pay periods out of the District Attorney Asset Forfeiture Fund.

5. Board Supplements – Designated positions will be paid for serving on a specific board(s).

Juvenile Board – County Judge and District Judges (7), $400 per month.

6. County Supplements – Williamson County portion of elected state positions.

District Attorney – 1 position, $70,000, paid equally over 26 pay periods

District Judges – ~~6~~ 7 positions, $20,200 per year, paid equally over 26 pay periods.

7. Court Admin Supplement – Paid to the Court Admin of the presiding District Judge, for additional duties. 1 position, $5,500 per year, paid equally over 26 pay periods.

Paid to the Court Admin of the presiding County Court at Law Judge, for additional duties. 1 position, $5,500 per year, paid equally over 26 pay periods.

8. Lead Associate Judge Supplement – Paid to the approved Associate Judge for additional duties, 1 position, $10,000 per year, paid equally over 26 pay periods.

9. Bilingual Stipend – Paid to the approved employee with funding allocated during the annual budget process for additional duties. Number of positions approved will vary based on workplace needs.

Basic - $50 per month for full time, annually $600
$25 per month for part time, annually $300

Advanced - $100 per month for full time, annually $1,200
$50 per month for part time, annually $600

10. Shift Differential Supplement – Paid to the approved employees who are required to work non-traditional hours due to County business needs. The following criteria guide the use of shift differential. (1) Is only paid for fulltime, non-exempt positions in the amount of $150 per month (2) Is paid to employees whose regular work schedule (defined as at least 75% or more) has a daily start time between 3 p.m. and 3 a.m. and (3) They must be on the approved list below and departments must have sufficient funds within their budget to pay any shift differential requests.

Corrections – up to 100 positions
Sheriff's Office – up to 57 positions
Juvenile – up to 50 positions

Emergency Communications – up to 30 positions

IV. CATASTROPHIC EVENT PAY

PURPOSE

Establish a policy for Williamson County setting forth the compensation of exempt and non-exempt employees for an activation of the Williamson County Emergency Operation Plan during a declared disaster, catastrophic event, or qualifying event. Nothing in this policy shall be construed as changing the "at will" status of any person employed by Williamson County.

BACKGROUND

Williamson County will compensate those essential employees who are required to work outside of their normal work schedule when assisting in the management of a local qualifying event, or when necessary to assist other agencies in managing events outside of the local jurisdiction. Examples of qualifying events include, but are not limited to, the following:

A. Certain catastrophic local events including, but not limited to: floods, hurricanes, tornados, and other Acts of God, nuclear, chemical, and biological emergencies, terrorist attack(s), or any other emergency declared by a federal, state or local authority.

B. When assigned to support an event, internal or external, to the County's jurisdiction; For personnel assigned and deployed to select teams, including, but not limited to: Williamson County Emergency Operations Center and Local, Regional, State and Federal Deployments.

POLICY

1. **Non-exempt Compensation**

   Any non-exempt employee who is recalled to duty during a catastrophic event, who works in- excess of forty (40) hours in a work week, or 86-hours in the pay period for those on the law enforcement pay plan, will be paid overtime for additional hours worked. Note that the general rules of compensable time apply to work performed under the circumstances covered by this policy. Refer to the Williamson County Handbook or contact Human Resources if you have questions about what is considered compensable time.

2. **Exempt Compensation**

   At the Commissioners Court discretion, any salaried exempt employee who is required to work hours in-excess of their normal work schedule (eighty hours in a pay period) during a declared disaster, Catastrophic Event, or qualifying event as outlined in this procedure may be compensated during the declaration period at a determined hourly rate. Only pay periods with hours worked that equal or exceed 88 hours and at least 8 hours for the event, should be submitted for possible compensation.

V. FINANCIAL POLICIES

1. **Fund Balance Policy:** Williamson County recognizes the financial importance of maintaining an appropriate level of Unassigned Fund Balance. A formalized Fund Balance Policy demonstrates to the taxpayer fiscal prudence and the ability to meet its obligations in a timely manner. Independent financial analysts rate the county's financial stability. The county's credit strength and strong management control reported by these analysts is, in part, a result of this Fund Balance Policy.

> Williamson County will maintain reservations of Fund Balance, in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This Policy shall only apply to the County's governmental funds. Fund Balance shall be composed of non-spendable, restricted, committed, assigned and unassigned amounts.

2. **General Fund:** Unassigned Fund Balance represents the difference between assets and liabilities that is available for appropriation.

Williamson County will maintain an appropriate level of Unassigned Fund Balance in the General Fund to protect against a reduction of services due to temporary revenue shortfalls or unexpected one-time expenditures. It also helps to ensure stable tax rates. The level of Unassigned Fund Balance for the General Fund shall not be less than 35% of total General Fund budgeted expenditures.

The goal of each year's budget process will be to adopt a budget that maintains compliance with the General Fund Unassigned Fund Balance Policy. If it is determined there is a surplus (an amount exceeding the target limit), the funds may be designated or appropriated for the following, including, but not limited to:

- Tax rate stabilization.
- Only one-time, non-recurring expenditures, such as capital improvement needs.
- Address any shortfall in related funds, i.e. Road and Bridge Fund.
- Reduction of debt; to include capital leases.

If it is determined there is a deficit (an amount below the lower limit), the County must develop a plan to rebuild the Unassigned Fund Balance to 35%.

A budget amendment appropriated from cash ending reserves that will result in ongoing operational expenses requires approval by a ~~super~~ majority.

Commented [AS8]: Requested by Commissioner Boles

3. ~~**3.**~~ **Tobacco Fund:** The initial distribution of Williamson County's share of the settlement established the fund in 1999. Revenues to the fund consist of interest income and the annual distribution by the state of the state trust earnings. To ensure continuation of the fund, the Williamson County Commissioners Court has designated the portion of fund balance

representing the amount of the original settlement ($2.5M). Designation means that this amount, or "principal" balance, cannot be expended. In addition to the original settlement amount, each year, 20% of the revenues from both interest income and the annual distribution from the state will be added to the designated fund balance in order to allow the fund to grow over time. Only 80% of revenues earned from interest and the earnings distributed annually by the state will be budgeted and expended. When determining the next year's budget, the amount available to expend will be calculated using actual revenue and interest revenue amounts from May 1st of the previous year to April 30th of the current year. Any unspent funds at the end of the fiscal year will be available to budget in the next year. If Tobacco Fund expenditures are budgeted to offset expenditures in other funds, the actual program cost to the other Funds will be determined prior to transferring in any dollars from the Tobacco Fund. This available balance will be tracked annually by the County Auditor's office.

4. Uncompensated Care Fund (CHP): Revenues to the fund consist of interest income and the annual distribution from the Ambulance Services Supplemental Payment Program, which provides payments to ambulance services that are delivered to individuals not covered by Medicare, Medicaid, or Commercial Insurance. The Commissioners Court by policy has committed this funding toward the Community Health Paramedicine program. The Williamson County EMS Community Health Paramedics (CHP) are a group of specially trained providers who work with patients, families, and providers to assist in reducing reliance on emergency services for chronic physical and mental health conditions. Identified patients receive in home visits and navigation services that increase health literacy, reduce health disparities in vulnerable populations, and improve overall chronic disease management.

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5. Opioid Fund: Revenues to the fund consist of interest income and the distributions from the Opioid Abatement Trust Fund held at the Texas Treasury Safekeeping Trust Company, which come from settlement agreements with the opioid manufacturers, pharmacies, etc. The Commissioners Court has committed these funds to be used to address opioid-related harm in the community.

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Commented [AS9]: Requested by the Auditor's Office.

46. **Self-Insured Health Plan Fund Policy**: Unassigned Fund Balance represents the difference between assets and liabilities that is available for appropriation. Williamson County will maintain an appropriate level of Unassigned Fund Balance in the Benefits Fund to protect against an inability to pay for claims and administration associated with the self- insured health plan due to temporary revenue shortfalls. It also helps to ensure stable employer and employee contribution rates.

The Self-Funded Health Plan Fund currently has a "goal of reaching and maintaining 35% of expected claims". The goal of each year's budget process will be to endeavor to adopt a budget that maintains compliance with the Benefits Fund Unassigned Fund Balance Policy.

If it is determined there is a surplus (an amount exceeding the target limit), the funds may be designated or appropriated for contribution rate stabilization.

If it is determined there is a deficit (an amount below the lower limit), the County may develop a plan to rebuild the Unassigned Fund Balance to 25% of expected claims.

~~5~~7. **Radio Communication Systems (RCS) Fund Policy:** Unassigned Fund Balance represents the difference between assets and liabilities that is available for appropriation. Williamson County will maintain an appropriate level of Unassigned Fund Balance in the Radio Communications Systems Fund to protect against unforeseen operating issues. These unforeseen issues can result from environmental or project related items. It also helps to ensure stable radio user fees for the user community.

The Radio Communication Systems Fund has a "goal of reaching and maintaining 30% of total Radio Communication Systems expenditure budget.

If it is determined there is a surplus (an amount exceeding the target limit), the funds may be designated or appropriated for:

- Only one-time, non-recurring expenditures, such as tower improvements
- Fee stabilization

If it is determined there is a deficit, the Radio Communication Systems Board will develop and recommend a plan to the County to rebuild the Unassigned Fund Balance to 30%.

Use and Distribution of Specific Special Revenue Funds and Accounts

~~6~~8. **Child Safety Fund:** – This fund is used to deposit a $1.50 fee collected on each vehicle registration and court costs collected by justice, county, or district courts for violations that occur within a school-crossing zone of $25 per violation. This fund is used to provide a school crossing guard program and/or programs designed to enhance child safety, health, or nutrition. The Commissioners Court, by an order adopted in October 2010, has directed these funds to be distributed in the following manner: 10% of Total Collections less an administrative fee shall be distributed to the Williamson County's Children's Advocacy Center. The remainder shall be distributed to the school districts on a pro rata basis based on attendance. These funds will be distributed annually after the close of the prior fiscal year.

~~7~~9. **School Fund:** Williamson County maintains a working interest ownership in two natural gas producing properties located on what was formerly county-owned property. The mineral rights that have been retained are designated to be distributed to school districts within the county based on the number of students who reside in the county. This distribution will occur annually at the close of each fiscal year and will coincide with the distribution of the Child Safety Fund proceeds.

~~8~~10. **Employee Fund**: The Employee fund is used to deposit proceeds collected from Williamson County's vending machine contract. Use of these funds must be **pre-approved** by the County Judge.

These funds may be used for the following purposes:

a) To offset the cost of county employee events
b) Flowers for the death of a county employee only
c) An award or plaque upon retirement for employee recognition. All purchases must display (i.e. engraving) information regarding the purpose of the employee recognition. (Purchasing guidelines must be adhered to):
    i. The employee must be vested (8 years of service)
    ii. $60.00 allowed for employees with up to 15 years of service
    iii. $120.00 allowed for employees with over 15 years of service
d) Employee recognition events and programs
e) Maximum of $300.00 allowed towards a reception/light refreshments for the retirement or departure of an:
    i. Elected Official serving in his/her capacity for at least 1 term
    ii. Department Head who must be vested (8 years of service)
    iii. Employee with 20 years of service or more

No reimbursement of sales tax will be allowed.
The amount allowed for use may never exceed the actual balance in the fund.

~~9~~11. **WM-City of Hutto and Hutto ISD Fund**: The WM-City of Hutto and Hutto ISD Fund consists of proceeds paid by Waste Management annually. Per the agreement, these funds represent 2% of the Tip Fee and are to be expended for the benefit of the City of Hutto and Hutto ISD. The expenditures are at the County's sole option. The annual distribution will be allocated 50% to the City of Hutto and 50% to Hutto ISD. Each entity is required to request any disbursements from the fund.

~~10~~12. **Williamson County Community Facility Fund:** This fund consists of fees collected through the Williamson County Landfill. Community organizations, groups, and individuals may submit a funding request to the Williamson County Commissioners Court for the construction, improvement, or remodel of community facilities located in Williamson County that serve a public purpose.

~~11~~13. **Financial – General Procedures**

a) Any mailings sent by a county department or official using county funds must be in furtherance of legitimate county business and must comply with all state ethics rules and other laws and regulations.

b) All county meetings should be held in county facilities whenever feasible and such facilities are available. If the county meeting space is not available, other publicly owned facilities, such as those owned by cities, utility districts, or school districts, should be utilized as the rental of these facilities is often at little or no cost.

c) All recruitment items purchased must comply with Article III, section 52 of the Texas Constitution. Thus, the predominant purpose of any expenditures on recruitment

materials must be to accomplish a "direct" public purpose and be in compliance with the provisions of this policy in order to ensure that Williamson County receives a return of public benefit from said expenditures. Williamson County recognizes the need to identify, recruit and hire qualified employees.

i) Funds for recruitment items must be approved during the annual budget process.
ii) Items must not state the name of any individual, but instead the name of the county and/or department or office.
iii) "Give away" items such as pens, pencils, etc. should not exceed $5.00 per item.

All purchases must follow procurement guidelines.

d) Section 81.032 of the Local Government Code expressly authorizes the Commissioners Court to "accept a gift, grant, donation, bequest, or devise of money or other property on behalf of the county for the purpose of performing a function conferred by law on the county or a county officer." Absent a specific statute authorizing a county official or employee to accept donated property, the Commissioners Court shall be the only body to accept property donations on Williamson County's behalf. Tex. Att'y Gen. Op. No. GA-0229 (2004). Donations directly from a private entity to county officials and employees can, under certain circumstances, constitute an illegal gift. Donations of grants or gifts that are made to Williamson County must be presented to the Commissioners Court, in the form of an agenda item, for review and acceptance.

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VI. PURCHASING – GENERAL PROCEDURES

1. Williamson County adheres to Texas Local Government Code and Williamson County Purchasing Policy. Williamson County Purchasing and Procurement Card (P-Card) policies are intended to provide consistent procedures for the acquisition of materials, supplies, and services required by Williamson County. The responsibility to adhere to all Purchasing and P-Card policies rests with the employee, supervisor, department head, or elected officials who certifies conformance to them.

2. The Williamson County Purchasing Manual, P-Card Manual, as well as other more detailed information directing specific purchasing procedures and processes, can be located on the SharePoint Purchasing Portal at: *https://wilco365.sharepoint.com/purchasingportal.*

This site provides county departments access to:

a. Policies, Procedures and Manuals
b. Training Materials
c. Forms
d. Guides and other tools to assist in the purchasing process

3. The County Auditor's Office will audit P-Card Expense Reports monthly. Cardholder infractions will be addressed and may result in disciplinary action as recommended by the Purchasing Department and the County Auditor's Office. Actions may include:

a. Retraining
b. Reduction of credit limits
c. Suspension of account

Theft, fraud or intentional policy violations may result in permanent closure of account or termination of employment, based on severity of violation.

4. Any questions related to compliance with intent of county Purchasing Policies should be directed to the Purchasing Department prior to making a purchase.

~~http://www.wilco.org/CountyDepartments/Purchasing~~https://www.wilcotx.gov/700/Purchasing

Commented [AS11]: Due to website change.

VII. COUNTY VEHICLES

1. It is prohibited by law to utilize county owned vehicles for personal use. Any county employee that resides outside the county and utilizes a county owned vehicle during their workday, is required to return that vehicle to their primary work location following their assigned work shift, or to a secure location, preapproved by their department leadership. Elected Officials or Senior Directors may grant an employee the ability to take a County vehicle home for a specific occasion or an event, if it is in the business interest of the County to do so.

2. Approved positions for Take Home Vehicles

The following is an all-inclusive list of positions that may be required to respond to emergencies outside of their normal work assignments, and may, with the concurrence of their department head or elected official, take a county vehicle to their residence, within Williamson County, at the end of their shift to allow them to respond as required.

A. Public Safety Personnel (required to commute in the vehicle)

a) The Sheriff and paid law enforcement as follows: Sheriff's Patrol Deputies, Sheriff's Detectives, Sergeants, Lieutenants, Commanders, Assistant Chiefs and Chief
b) Each Constable and Deputy Constables
c) Investigators in the District Attorney and County Attorneys offices
d) EMS Division Commanders and Operation Commander, preapproval required by EMS Director
e) The Fire Marshal Special Operations Chief, Asst. Fire Marshal and Special Operations Asst. Chief,
f) Road and Bridge Director of Field Operations, (12) Senior Foremen and Foreman*

g) The Senior Director of Emergency Services, Director of Emergency Management and the Deputy Director of Emergency Management.

B. On Call Vehicle Rotation Only (note – out of County miles, if approved)

a) On call Crime Scene Employees
b) On call Animal Control Employees
c) Two Facilities Maintenance Employees*
d) One Hazmat Special Operations Captain
e) On Call Office of Emergency Management Duty Officer
f) Wireless Communications Tower Technician(s)
g) Death Inquest Investigators

Commented [AS12]: Request by County Manager

Commented [AS13R12]: Each week the rotation Death Inquest Investigator takes the vehilce home due to their 24/7-day week of being on call.

* Positions listed in Section A and B may be taxed on vehicle usage. Please reach out to the Auditor's Office for more information.

3. The Senior Director of Emergency Services, the Sheriff, and the Senior Director of Infrastructure, have the discretion to assign a vehicle to an appropriate member of their department to facilitate a specific response to emergency scenes or events, on a case by case basis, where the resources are requested and needed. This shall only be done in times of high risk, high probability events, or during scheduled special "large scale" events where response is likely. This assignment shall be tracked and reported to the Commissioners Court.

4. The following list of emergency response personnel has been exempted from the out of county policy for take home vehicles by the Commissioners Court. The list will not be expanded, and exemptions are not transferable due to a vacancy, unless approved by the Commissioners Court.

Sheriff's Office
S. Zion
D. Garrett
W. Steffen
J. Guinn
J. Foster

Constable Pct. 2
M. Villarreal

The individuals below are authorized use of a take home vehicle only when designated as "on call".

J. Sapien
J. Helm

2. A County Fleet Committee has been established to oversee fleet performance, assets and compliance to policies and procedures.

A. Duties include but are not limited to the following:

- Review of annual fleet solicitations
- Updates to fleet policies and procedures
- Review, reporting and recommendations regarding accidents
- Right sizing county fleet with emphasis on efficiencies
- Standardization of countywide Fleet

B. The Fleet committee is comprised of the following:

- Budget Office
- Constable representative (selected by Constables)
- County Judge (Chair)
- Emergency Services Department
- Fleet
- Juvenile Services
- Risk Management
- Infrastructure
- Purchasing
- Sheriff's Office
- Auditor's Office (non-voting member)

C. A County Fleet Committee will review fleet policies and purchase requests and make recommendations for budgeting purposes. The Purchasing Department shall coordinate the annual vehicle ~~solicitation~~ order each summer with the goal of issuing all vehicle purchase orders for the upcoming fiscal year in the first week of October to expedite delivery. Only those vehicles approved during the budget process shall be purchased.

Commented [AS14]: Request by Purchasing - change the word "solicitation" to "order" because they are using a co-op currently.

D. All accidents involving County vehicles and equipment must be reported to the Risk Manager in the Commissioners Court Department to ensure appropriate claims processing, including any corrective action taken. Vehicles removed from service are reported on the Court agenda and accident reports are sent to the court when applicable. Also, new vehicles, equipment, and buildings must be reported to the Risk Manager immediately in order to ensure that proper insurance coverage is in place.

VIII. CELL PHONE POLICY

Williamson County may purchase/lease cell phones for departments in the county that deal with sensitive data or for security reasons, example law enforcement, and provide cell phone service for individual use. The departments should have this money approved and budgeted in line item 004209. For the majority of County employees, a Stipend Policy has been implemented and is laid out below. These dollars are approved and budgeted in line item 001109.

Procedures for the Stipend Policy

1. Each department head or elected official will identify who they require to maintain a cell phone account in order to conduct official county business. Only regular full-time employees and department heads will be allowed a stipend. The funds for cell phone stipends must be submitted and approved as part of each department's annual budget process.

2. Five levels of cell phone stipends will be established:

$10.00 Per Month – ($5.00 per pmt)
$15.00 Per Month - ($7.50 per pmt)
$20.00 Per Month – ($10.00 per pmt)
$25.00 Per Month – ($12.50 per pmt)
$30.00 Per Month – ($15.00 per pmt)

3. Stipends will be paid semi-monthly for each approved employee or department head (will not be included on the third paycheck that is received twice each year). The cell phone stipend shall be removed by the department whenever an employee is on Administrative Leave with pay.

4. The cell phone stipend is considered supplemental income subject to IRS taxes and reporting requirements and will be processed through Payroll and will be included in the employee's gross income. Retirement contributions will also be deducted and matched in accordance with TCDRS.

5. Expenditures over the allowed stipend will not be reimbursed.

6. An approved cell phone stipend will not follow an employee if the employee changes positions.

7. Each department head or elected official is responsible for verifying and monitoring that their employees receiving a cell phone stipend have obtained the required service. Disciplinary action up to and including termination may result in an employee who receives a stipend and does not provide their department head or elected official with the proper documentation of cell phone service, if requested. Each department will maintain a list of cell phone numbers for those individuals with stipends for audit purposes.

8. To minimize the risk of incurring unpaid time worked, Offices and Departments should carefully monitor phone and e-mail access outside of scheduled time worked for non-exempt employees. Failure to comply with this policy may result in termination.

IX. COMMISSIONERS COURT

This order designates the Commissioners Court will meet on Tuesdays each month.

WHEREUPON MOTION MADE AND SECONDED, the ORDER ADOPTING THE AMENDED WILLIAMSON COUNTY BUDGET ORDER was passed on a vote of __ for, and __ against on the ____ of September 2025.

This ORDER being adopted, the County Judge is authorized to sign the ORDER and the County Clerk is instructed to record the ORDER and the Budget in the official minutes of the Commissioners Court.

Attest:

_____	_____
Steve Snell, County Judge	Nancy E. Rister, County Clerk

STATE OF TEXAS
COUNTY OF WILLIAMSON
AN ORDER ADOPTING THE 2025/2026 COUNTY BUDGET

WHEREAS, the Williamson County Commissioners Court is authorized and required to adopt an annual budget for all Williamson County officials and their departments after due consideration;

WHEREAS, the Williamson County Commissioners Court did invite and encourage public participation from county officers, precinct officers, department heads, and the general public, as to the various needs of the citizens of Williamson County for the fiscal year 2025/2026;

WHEREAS, the Williamson County Commissioners Court, after a full discussion of the needs, did make changes in the proposed budget filed by the County Judge in accordance with law; NOW

THEREFORE, BE IT ORDERED BY THE WILLIAMSON COUNTY COMMISSIONERS COURT that the proposed budget filed by the County Budget Officer and amended by the Commissioners Court be adopted with the following provisions:

POLICIES RELATED TO COMPENSATION AND BENEFITS

I. SALARIES

1. Salaries for County and Precinct Officials are set as follows:

a)	Judge of the County Court	$163,890.48
b)	Judge of the County Court at Law #1	$216,500.00
c)	Judge of the County Court at Law #2	$234,000.00
d)	Judge of the County Court at Law #3	$244,500.00
e)	Judge of the County Court at Law #4	$244,500.00
f)	Judge of the County Court at Law #5	$199,000.00
g)	County Attorney	$185,521.96
h)	County Sheriff	$173,925.70
i)	County Clerk	$148,215.34
j)	District Clerk	$148,215.34
k)	County Tax Assessor/Collector	$149,114.68
l)	County Treasurer	$137,401.42
m)	Each County Commissioner	$146,936.92
n)	Each Justice of the Peace	$127,242.44
o)	Each Constable	$122,172.18

2. The number of employee positions established and authorized for each official and/or department, the maximum allowable salary for each position, and the job titles are reflected in the annual approved county budget filed with the County Clerk.

II. HOLIDAYS

The established holiday schedule for paid holidays for the 2025/2026 budget year is as follows:

Veterans Day	Tuesday	November 11, 2025
Thanksgiving Holiday	Thursday Friday	November 27, 2025 November 28, 2025
Christmas Holiday	Wednesday Thursday Friday	December 24, 2025 December 25, 2025 December 26, 2025
New Year's Holiday	Thursday	January 1, 2026
Martin Luther King Day	Monday	January 19, 2026
President's Day	Monday	February 16, 2026
Good Friday	Friday	April 3, 2026
Memorial Day	Monday	May 25, 2026
Emancipation Day	Friday	June 19, 2026
Independence Holiday	Friday	July 3, 2026
Labor Day	Monday	September 7, 2026

Note: The Williamson County Employee Policy Manual contains the policies for employee usage of paid holiday time as well as other policies affecting payroll related matters.

III. SUPPLEMENTAL PAY

Williamson County recognizes the following supplemental pay additives. The departments/offices are responsible for ensuring that the employees selected meet all of the requirements established by their offices. In the event an employee separates from Williamson County's employment, any supplemental pay will be calculated through the last day worked. Please note that total amounts may not be exact due to the rounding within our systems.

1. Field Training Officer Pay (FTO) –Designated positions listed below will be paid per month:

Sheriff's Office – Maximum of 19 positions, including two CID, $175
Corrections – Maximum of 32 positions, $175
Emergency Medical Services – Maximum of 20 positions, $175

Emergency Communications - Maximum of 16 positions, $100 per pay period

2. Supplemental Pay - Designated positions will be paid amount listed per month.

Sheriff's Office – Maximum of 10 positions for CIT at $250 per month
- All Detectives at $350 per month

Corrections – All Bailiffs at $250 per month
All Detectives at $350 per month.
Maximum of 4 positions for Lead Control Room Operator at $250 per month
Maximum of 2 position for Paramedic at $1,100 per month
Maximum of 3 positions for EMT-Advanced at $700 per month
Maximum of 24 positions for EMT-Basic at $400 per month

Emergency Medical Services - Maximum of 11 positions for EMT- Advanced at $300 per month

3. On-Call Pay – Specific positions listed below are classified as eligible for on-call pay due to the demand for after hour services.

District Attorney's Office – Maximum of 1 Asst. District Attorney, $100 per week from the General Fund and $500 from the District Attorney's Asset Forfeiture Funds.

Facilities Maintenance – Maximum of 2 non-exempt positions, $100 per week

Public Safety IT – Maximum of 1 position, $200 per week

WC Radio Communication System - Maximum of 1 position, $100 per week

Sheriff's Office – Maximum of 4 Detectives, $100 per week
Maximum of 2 Sergeants, $100 per week
Maximum of 1 Crime Scene, $100 per week
Maximum of 1 Animal Control Officer, $100 per week
Maximum of 1 Livestock Deputy, $100 per week
Maximum of 1 Victims Assistance, $100 per week
Maximum of 4 Accident Reconstruction, $100 per week

Corrections - Maximum of 4 Corrections Peace Officers, $100 per week
Maximum of 1 Warrants Supervisor, $100 per week

4. Board Certification by the Texas Board of Legal Specialization Supplemental Pay - This supplement is paid by the office listed below to all attorneys who maintain certification by the Texas Board of Legal Specialization.

District Attorney – Maximum of 18 positions, $5,000 per employee to be paid equally over 26 pay periods out of the District Attorney Asset Forfeiture Fund.

5. Board Supplements – Designated positions will be paid for serving on a specific board(s).

Juvenile Board – County Judge and District Judges (7), $400 per month.

6. County Supplements – Williamson County portion of elected state positions.

District Attorney – 1 position, $70,000, paid equally over 26 pay periods

District Judges – 7 positions, $20,200 per year, paid equally over 26 pay periods.

7. Court Admin Supplement – Paid to the Court Admin of the presiding District Judge, for additional duties. 1 position, $5,500 per year, paid equally over 26 pay periods.

Paid to the Court Admin of the presiding County Court at Law Judge, for additional duties. 1 position, $5,500 per year, paid equally over 26 pay periods.

8. Lead Associate Judge Supplement – Paid to the approved Associate Judge for additional duties, 1 position, $10,000 per year, paid equally over 26 pay periods.

9. Bilingual Stipend – Paid to the approved employee with funding allocated during the annual budget process for additional duties. Number of positions approved will vary based on workplace needs.

Basic - $50 per month for full time, annually $600
$25 per month for part time, annually $300

Advanced - $100 per month for full time, annually $1,200
$50 per month for part time, annually $600

10. Shift Differential Supplement – Paid to the approved employees who are required to work non-traditional hours due to County business needs. The following criteria guide the use of shift differential. (1) Is only paid for fulltime, non-exempt positions in the amount of $150 per month (2) Is paid to employees whose regular work schedule (defined as at least 75% or more) has a daily start time between 3 p.m. and 3 a.m. and (3) They must be on the approved list below and departments must have sufficient funds within their budget to pay any shift differential requests.

Corrections – up to 100 positions
Sheriff's Office – up to 57 positions
Juvenile – up to 50 positions
Emergency Communications – up to 30 positions

IV. CATASTROPHIC EVENT PAY

PURPOSE

Establish a policy for Williamson County setting forth the compensation of exempt and non-exempt employees for an activation of the Williamson County Emergency Operation Plan during a declared disaster, catastrophic event, or qualifying event. Nothing in this policy shall be construed as changing the "at will" status of any person employed by Williamson County.

BACKGROUND

Williamson County will compensate those essential employees who are required to work outside of their normal work schedule when assisting in the management of a local qualifying event, or when necessary to assist other agencies in managing events outside of the local jurisdiction. Examples of qualifying events include, but are not limited to, the following:

A. Certain catastrophic local events including, but not limited to: floods, hurricanes, tornados, and other Acts of God, nuclear, chemical, and biological emergencies, terrorist attack(s), or any other emergency declared by a federal, state or local authority.

B. When assigned to support an event, internal or external, to the County's jurisdiction; For personnel assigned and deployed to select teams, including, but not limited to: Williamson County Emergency Operations Center and Local, Regional, State and Federal Deployments.

POLICY

1. **Non-exempt Compensation**

   Any non-exempt employee who is recalled to duty during a catastrophic event, who works in- excess of forty (40) hours in a work week, or 86-hours in the pay period for those on the law enforcement pay plan, will be paid overtime for additional hours worked. Note that the general rules of compensable time apply to work performed under the circumstances covered by this policy. Refer to the Williamson County Handbook or contact Human Resources if you have questions about what is considered compensable time.

2. **Exempt Compensation**

   At the Commissioners Court discretion, any salaried exempt employee who is required to work hours in-excess of their normal work schedule (eighty hours in a pay period) during a declared disaster, Catastrophic Event, or qualifying event as outlined in this procedure may be compensated during the declaration period at a determined hourly rate. Only pay periods with hours worked that equal or exceed 88 hours and at least 8 hours for the event, should be submitted for possible compensation.

V. FINANCIAL POLICIES

1. **Fund Balance Policy:** Williamson County recognizes the financial importance of maintaining an appropriate level of Unassigned Fund Balance. A formalized Fund Balance Policy demonstrates to the taxpayer fiscal prudence and the ability to meet its obligations in a timely manner. Independent financial analysts rate the county's financial stability. The county's credit strength and strong management control reported by these analysts is, in part, a result of this Fund Balance Policy.

> Williamson County will maintain reservations of Fund Balance, in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This Policy shall only apply to the County's governmental funds. Fund Balance shall be composed of non-spendable, restricted, committed, assigned and unassigned amounts.

2. **General Fund:** Unassigned Fund Balance represents the difference between assets and liabilities that is available for appropriation.

Williamson County will maintain an appropriate level of Unassigned Fund Balance in the General Fund to protect against a reduction of services due to temporary revenue shortfalls or unexpected one-time expenditures. It also helps to ensure stable tax rates. The level of Unassigned Fund Balance for the General Fund shall not be less than 35% of total General Fund budgeted expenditures.

The goal of each year's budget process will be to adopt a budget that maintains compliance with the General Fund Unassigned Fund Balance Policy. If it is determined there is a surplus (an amount exceeding the target limit), the funds may be designated or appropriated for the following, including, but not limited to:

- Tax rate stabilization.
- Only one-time, non-recurring expenditures, such as capital improvement needs.
- Address any shortfall in related funds, i.e. Road and Bridge Fund.
- Reduction of debt; to include capital leases.

If it is determined there is a deficit (an amount below the lower limit), the County must develop a plan to rebuild the Unassigned Fund Balance to 35%.

A budget amendment appropriated from cash ending reserves that will result in ongoing operational expenses requires approval by a majority.

3. Tobacco Fund: The initial distribution of Williamson County's share of the settlement established the fund in 1999. Revenues to the fund consist of interest income and the annual distribution by the state of the state trust earnings. To ensure continuation of the fund, the Williamson County Commissioners Court has designated the portion of fund balance representing the amount of the original settlement ($2.5M). Designation means that this amount,

or “principal” balance, cannot be expended. In addition to the original settlement amount, each year, 20% of the revenues from both interest income and the annual distribution from the state will be added to the designated fund balance in order to allow the fund to grow over time. Only 80% of revenues earned from interest and the earnings distributed annually by the state will be budgeted and expended. When determining the next year’s budget, the amount available to expend will be calculated using actual revenue and interest revenue amounts from May 1st of the previous year to April 30th of the current year. Any unspent funds at the end of the fiscal year will be available to budget in the next year. If Tobacco Fund expenditures are budgeted to offset expenditures in other funds, the actual program cost to the other Funds will be determined prior to transferring in any dollars from the Tobacco Fund. This available balance will be tracked annually by the County Auditor’s office.

4. **Uncompensated Care Fund (CHP)**: Revenues to the fund consist of interest income and the annual distribution from the Ambulance Services Supplemental Payment Program, which provides payments to ambulance services that are delivered to individuals not covered by Medicare, Medicaid, or Commercial Insurance. The Commissioners Court by policy has committed this funding toward the Community Health Paramedicine program. The Williamson County EMS Community Health Paramedics (CHP) are a group of specially trained providers who work with patients, families, and providers to assist in reducing reliance on emergency services for chronic physical and mental health conditions. Identified patients receive in home visits and navigation services that increase health literacy, reduce health disparities in vulnerable populations, and improve overall chronic disease management.

5. **Opioid Fund**: Revenues to the fund consist of interest income and the distributions from the Opioid Abatement Trust Fund held at the Texas Treasury Safekeeping Trust Company, which come from settlement agreements with the opioid manufacturers, pharmacies, etc. The Commissioners Court has committed these funds to be used to address opioid-related harm in the community.6. **Self-Insured Health Plan Fund Policy**: Unassigned Fund Balance represents the difference between assets and liabilities that is available for appropriation. Williamson County will maintain an appropriate level of Unassigned Fund Balance in the Benefits Fund to protect against an inability to pay for claims and administration associated with the self- insured health plan due to temporary revenue shortfalls. It also helps to ensure stable employer and employee contribution rates.

The Self-Funded Health Plan Fund currently has a “goal of reaching and maintaining 35% of expected claims”. The goal of each year’s budget process will be to endeavor to adopt a budget that maintains compliance with the Benefits Fund Unassigned Fund Balance Policy.

If it is determined there is a surplus (an amount exceeding the target limit), the funds may be designated or appropriated for contribution rate stabilization.

If it is determined there is a deficit (an amount below the lower limit), the County may develop a plan to rebuild the Unassigned Fund Balance to 25% of expected claims.

7. **Radio Communication Systems (RCS) Fund Policy:** Unassigned Fund Balance represents the difference between assets and liabilities that is available for appropriation. Williamson County will maintain an appropriate level of Unassigned Fund Balance in the

Radio Communications Systems Fund to protect against unforeseen operating issues. These unforeseen issues can result from environmental or project related items. It also helps to ensure stable radio user fees for the user community.

The Radio Communication Systems Fund has a "goal of reaching and maintaining 30% of total Radio Communication Systems expenditure budget.

If it is determined there is a surplus (an amount exceeding the target limit), the funds may be designated or appropriated for:

- Only one-time, non-recurring expenditures, such as tower improvements
- Fee stabilization

If it is determined there is a deficit, the Radio Communication Systems Board will develop and recommend a plan to the County to rebuild the Unassigned Fund Balance to 30%.

Use and Distribution of Specific Special Revenue Funds and Accounts

8. **Child Safety Fund:** – This fund is used to deposit a $1.50 fee collected on each vehicle registration and court costs collected by justice, county, or district courts for violations that occur within a school-crossing zone of $25 per violation. This fund is used to provide a school crossing guard program and/or programs designed to enhance child safety, health, or nutrition. The Commissioners Court, by an order adopted in October 2010, has directed these funds to be distributed in the following manner: 10% of Total Collections less an administrative fee shall be distributed to the Williamson County's Children's Advocacy Center. The remainder shall be distributed to the school districts on a pro rata basis based on attendance. These funds will be distributed annually after the close of the prior fiscal year.

9. **School Fund:** Williamson County maintains a working interest ownership in two natural gas producing properties located on what was formerly county-owned property. The mineral rights that have been retained are designated to be distributed to school districts within the county based on the number of students who reside in the county. This distribution will occur annually at the close of each fiscal year and will coincide with the distribution of the Child Safety Fund proceeds.

10. **Employee Fund**: The Employee fund is used to deposit proceeds collected from Williamson County's vending machine contract. Use of these funds must be **pre-approved** by the County Judge.

These funds may be used for the following purposes:

a) To offset the cost of county employee events
b) Flowers for the death of a county employee only

c) An award or plaque upon retirement for employee recognition. All purchases must display (i.e. engraving) information regarding the purpose of the employee recognition. (Purchasing guidelines must be adhered to):
    i. The employee must be vested (8 years of service)
    ii. $60.00 allowed for employees with up to 15 years of service
    iii. $120.00 allowed for employees with over 15 years of service
d) Employee recognition events and programs
e) Maximum of $300.00 allowed towards a reception/light refreshments for the retirement or departure of an:
    i. Elected Official serving in his/her capacity for at least 1 term
    ii. Department Head who must be vested (8 years of service)
    iii. Employee with 20 years of service or more

No reimbursement of sales tax will be allowed.
The amount allowed for use may never exceed the actual balance in the fund.

11. **WM-City of Hutto and Hutto ISD Fund**: The WM-City of Hutto and Hutto ISD Fund consists of proceeds paid by Waste Management annually. Per the agreement, these funds represent 2% of the Tip Fee and are to be expended for the benefit of the City of Hutto and Hutto ISD. The expenditures are at the County's sole option. The annual distribution will be allocated 50% to the City of Hutto and 50% to Hutto ISD. Each entity is required to request any disbursements from the fund.

12. **Williamson County Community Facility Fund:** This fund consists of fees collected through the Williamson County Landfill. Community organizations, groups, and individuals may submit a funding request to the Williamson County Commissioners Court for the construction, improvement, or remodel of community facilities located in Williamson County that serve a public purpose.

13. **Financial – General Procedures**

a) Any mailings sent by a county department or official using county funds must be in furtherance of legitimate county business and must comply with all state ethics rules and other laws and regulations.

b) All county meetings should be held in county facilities whenever feasible and such facilities are available. If the county meeting space is not available, other publicly owned facilities, such as those owned by cities, utility districts, or school districts, should be utilized as the rental of these facilities is often at little or no cost.

c) All recruitment items purchased must comply with Article III, section 52 of the Texas Constitution. Thus, the predominant purpose of any expenditures on recruitment materials must be to accomplish a "direct" public purpose and be in compliance with the provisions of this policy in order to ensure that Williamson County receives a return of public benefit from said expenditures. Williamson County recognizes the need to identify, recruit and hire qualified employees.

i) Funds for recruitment items must be approved during the annual budget process.
ii) Items must not state the name of any individual, but instead the name of the county and/or department or office.
iii) "Give away" items such as pens, pencils, etc. should not exceed $5.00 per item.

All purchases must follow procurement guidelines.

d) Section 81.032 of the Local Government Code expressly authorizes the Commissioners Court to "accept a gift, grant, donation, bequest, or devise of money or other property on behalf of the county for the purpose of performing a function conferred by law on the county or a county officer." Absent a specific statute authorizing a county official or employee to accept donated property, the Commissioners Court shall be the only body to accept property donations on Williamson County's behalf. Tex. Att'y Gen. Op. No. GA-0229 (2004). Donations directly from a private entity to county officials and employees can, under certain circumstances, constitute an illegal gift. Donations of grants or gifts that are made to Williamson County must be presented to the Commissioners Court, in the form of an agenda item, for review and acceptance.

VI. PURCHASING – GENERAL PROCEDURES

1. Williamson County adheres to Texas Local Government Code and Williamson County Purchasing Policy. Williamson County Purchasing and Procurement Card (P-Card) policies are intended to provide consistent procedures for the acquisition of materials, supplies, and services required by Williamson County. The responsibility to adhere to all Purchasing and P-Card policies rests with the employee, supervisor, department head, or elected officials who certifies conformance to them.

2. The Williamson County Purchasing Manual, P-Card Manual, as well as other more detailed information directing specific purchasing procedures and processes, can be located on the SharePoint Purchasing Portal at: *https://wilco365.sharepoint.com/purchasingportal*.

This site provides county departments access to:

a. Policies, Procedures and Manuals
b. Training Materials
c. Forms
d. Guides and other tools to assist in the purchasing process

3. The County Auditor's Office will audit P-Card Expense Reports monthly. Cardholder infractions will be addressed and may result in disciplinary action as recommended by the Purchasing Department and the County Auditor's Office. Actions may include:

a. Retraining
b. Reduction of credit limits
c. Suspension of account

Theft, fraud or intentional policy violations may result in permanent closure of account or termination of employment, based on severity of violation.

4. Any questions related to compliance with intent of county Purchasing Policies should be directed to the Purchasing Department prior to making a purchase.

https://www.wilcotx.gov/700/Purchasing

VII. COUNTY VEHICLES

1. It is prohibited by law to utilize county owned vehicles for personal use. Any county employee that resides outside the county and utilizes a county owned vehicle during their workday, is required to return that vehicle to their primary work location following their assigned work shift, or to a secure location, preapproved by their department leadership. Elected Officials or Senior Directors may grant an employee the ability to take a County vehicle home for a specific occasion or an event, if it is in the business interest of the County to do so.

2. Approved positions for Take Home Vehicles

The following is an all-inclusive list of positions that may be required to respond to emergencies outside of their normal work assignments, and may, with the concurrence of their department head or elected official, take a county vehicle to their residence, within Williamson County, at the end of their shift to allow them to respond as required.

A. Public Safety Personnel (required to commute in the vehicle)

a) The Sheriff and paid law enforcement as follows: Sheriff's Patrol Deputies, Sheriff's Detectives, Sergeants, Lieutenants, Commanders, Assistant Chiefs and Chief
b) Each Constable and Deputy Constables
c) Investigators in the District Attorney and County Attorneys offices
d) EMS Division Commanders and Operation Commander, preapproval required by EMS Director
e) The Fire Marshal Special Operations Chief, Asst. Fire Marshal and Special Operations Asst. Chief,
f) Road and Bridge Director of Field Operations, (12) Senior Foremen and Foreman*
g) The Senior Director of Emergency Services, Director of Emergency Management and the Deputy Director of Emergency Management.

B. On Call Vehicle Rotation Only (note – out of County miles, if approved)

a) On call Crime Scene Employees
b) On call Animal Control Employees
c) Two Facilities Maintenance Employees*
d) One Hazmat Special Operations Captain
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g) Death Inquest Investigators

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- Purchasing
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2. Five levels of cell phone stipends will be established:

$10.00 Per Month – ($5.00 per pmt)
$15.00 Per Month - ($7.50 per pmt)
$20.00 Per Month – ($10.00 per pmt)
$25.00 Per Month – ($12.50 per pmt)

$30.00 Per Month – ($15.00 per pmt)

3. Stipends will be paid semi-monthly for each approved employee or department head (will not be included on the third paycheck that is received twice each year). The cell phone stipend shall be removed by the department whenever an employee is on Administrative Leave with pay.

4. The cell phone stipend is considered supplemental income subject to IRS taxes and reporting requirements and will be processed through Payroll and will be included in the employee's gross income. Retirement contributions will also be deducted and matched in accordance with TCDRS.

5. Expenditures over the allowed stipend will not be reimbursed.

6. An approved cell phone stipend will not follow an employee if the employee changes positions.

7. Each department head or elected official is responsible for verifying and monitoring that their employees receiving a cell phone stipend have obtained the required service. Disciplinary action up to and including termination may result in an employee who receives a stipend and does not provide their department head or elected official with the proper documentation of cell phone service, if requested. Each department will maintain a list of cell phone numbers for those individuals with stipends for audit purposes.

8. To minimize the risk of incurring unpaid time worked, Offices and Departments should carefully monitor phone and e-mail access outside of scheduled time worked for non-exempt employees. Failure to comply with this policy may result in termination.

IX. COMMISSIONERS COURT

This order designates the Commissioners Court will meet on Tuesdays each month.

WHEREUPON MOTION MADE AND SECONDED, the ORDER ADOPTING THE AMENDED WILLIAMSON COUNTY BUDGET ORDER was passed on a vote of __ for, and __ against on the ____ of September 2025.

This ORDER being adopted, the County Judge is authorized to sign the ORDER and the County Clerk is instructed to record the ORDER and the Budget in the official minutes of the Commissioners Court.

Attest:

_____ _____

Steve Snell, County Judge Nancy E. Rister, County Clerk

Commissioners Court - Regular Session **47.**

Meeting Date: 09/23/2025

Court Cancellations

Submitted For: Steven Snell **Submitted By:** Andrea Schiele, County Judge

Department: County Judge

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on canceling Commissioners Court on Tuesday for the following dates: November 11, 2025; December 2, 2025; January 20, 2026; February 17, 2026; March 17, 2026; April 7, 2026; May 26, 2026; July 7, 2026, and September 8, 2026.

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)	Delia Colon	09/16/2025 04:37 PM
Form Started By: Andrea Schiele		Started On: 09/16/2025 04:27 PM
Final Approval Date: 09/16/2025		

Commissioners Court - Regular Session **48.**

Meeting Date: 09/23/2025

Employee Policy Manual FY26 review

Submitted By: Kayla Marek, 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 for Fiscal Year 2026.

Background

See attachments for an overview of proposed changes and redlined version of the policy manual.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Overview

Redline Version

Form Review

Inbox	Reviewed By	Date
Human Resources (Originator)	Allen Frederick	09/16/2025 01:58 PM
County Judge Exec Asst.	Delia Colon	09/16/2025 02:20 PM
Form Started By: Kayla Marek		Started On: 09/09/2025 09:04 AM
Final Approval Date: 09/16/2025		

Williamson County Human Resources
FY2026 Employee Policy Manual Review
Overview of Proposed Updates For 10/01/2025 Effective Date

Page	Description of Updates
4	Employment/Internal Job Postings: Update for inclusion of online internal postings.
6	Employment/Separation: Update for clarification on requirement for last date of employment.
6	Employment/Adjusted Service Dates: Addition of temp/seasonal positions for clarification of break in fulltime service.
7	Employment/Adjusted Service Dates: Removal of military leave reference, as there is no break in employment/service.
7	Employment/Reporting Time: For clarification, employees may not serve as dept approver of their own timecard.
9	Leave Chart/Banked Holiday: Update related to FY25 revision ending payout of banked holiday at termination.
9	Leave Chart/Civil Leave: Court summons for testimony only eligible for paid leave when related to Wilco employment.
11-12	Military Leave: Update to provide clarity on paid leave activation and employee responsibilities.
13-14	FMLA: update order of accrual usage to include application of comp time before PTO, as required by policy.
17	Admin Leave/With Pay: Removal of reference to credit, as longevity and supplemental pay continue during paid leave.
17	Admin Leave/Non-Elected: Clarification of authorization as designated by department heads.
23	Salary Study Findings: Update regarding adjustment of market comparables to reflect current market and economy.
24	Compensation/Pay Frequency: Add reference to published payroll calendar for pay dates relative to County holidays.
24	Compensation/Timeline for Changes: Update regarding performance evaluations, merit allocation, and timelines.
27	Compensation: Update regarding multiple pay-type changes within the same pay period.
27	Position Salary Surplus: Addition of definition.
29	Certification Pay: Deletion of redundant verbiage contained in following column.
29	Demotion: Update of definition for clarification.
29	Footer: 15% max annual increase update regarding inclusions/exclusions.
30	County Longevity: Update to eligibility for clarification.
31	Tenure Pay Scale: Removal of redundant verbiage that is defined within the table below.
31	Annual Step/Tenure Progression: Update for clarity on new-hire's six-month "bump" vs. ongoing annual step increases.

Williamson County
Employee Policy Manual
Effective ~~March 25~~October 1, 2025

Table of Contents

Note: numbering will be updated after acceptance of red-lined revisions.

About Williamson County 1

Employment 2

Work Environment 7

Leave 8

Benefits 19

Compensation 21

Non-Discrimination and Anti-Harassment 32

Employee Responsibilities 35

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.

Policies within this manual may be revised by Human Resources as necessary to add, delete, and modify procedural or administrative elements, as well as typographical corrections, without reapproval from the Commissioner's Court. All material changes to Policy scope, responsibilities, roles, intent, or other substantive changes must be formally approved by the Commissioner's Court. The Employee Policy Manual, and any changes therein, will be posted to the County's Policy Management System and issued for electronic employee acknowledgement signature.

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.

*Excluding employees under Civil Service within the Sheriff's Office.

Equal Employment Opportunity & ADA Compliance

Williamson County is committed to providing a workplace free of discrimination. All employment decisions (hiring, compensation, promotions, terminations, 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 rolling calendar year. They are not eligible for TCDRS retirement, benefits, holidays, leave time, or County longevity pay. They are limited to no more than 29 hours in a pay week, unless they fall under the subcategory of a Seasonal Employee.
    - Seasonal: Temporary employees may be classified as seasonal and customary and work up to 40 hours in a pay week if they meet the following criteria: (i) by the nature of the position an employee typically works for a period of six months or less, and (ii) the period of employment should begin each calendar year in approximately the same part of the year, such as summer or winter. Please contact your HR Generalist to determine the parameters for any temporary employees.

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.

*All full-time, part-time, and temporary employees must reside within the State of Texas during the scope of their employment.

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 actually worked.
Non-Exempt: Law Enforcement Positions	**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-a-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. Policy infractions involving abuse of unapproved overtime may result in disciplinary action, up to and including termination. Only hours actually worked are included in the determination of overtime. Sick leave, vacation, holidays, bad weather, and other uses of leave accruals do not count toward the accrual of overtime and will be reduced to balance the timecard to 40 hours per week (or 80 hours per pay period for Law Enforcement employees).* 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~~ posted internally or externally, as outlined in the table below. A vacant position may be filled by an applicant that has previously applied for a like 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 five calendar days.
Internal Job Posting	Vacant position is posted internally through email or other written communication method within the hiring department only, or posted online.	• An email or written posting may be used to notify employees of the vacancy. • Online postings may be set up with screening to allow consideration of only current employees of the hiring department.	• Email or written postings ~~N~~notifying internal employees of ~~the~~ an opportunity ~~and~~ should provide instructions on how they must apply (i.e. via resume, email response, etc.). • All posting types should remain open to accept ~~A~~applications, resumes, or letters of interest ~~should be accepted~~ for a minimum of 5 calendar days.
Applicant Pool	Candidate applications submitted in response to job posting.	• Contact Human Resources to request applications from a previous posting for a position with the same title and grade within the past 180 days.	• 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. The Commissioners Court will not affirm any employee who is related to another employee within their chain of command or reporting structure.

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 benefit-enrollment 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 complete new employee orientation before the end of the pay period in which they are hired.

Direct Deposit

Direct Deposit is strongly recommended. The first paycheck 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~~the County Enterprise Resource Planning (ERP) system.

Texas County and District Retirement System (TCDRS) Contributions

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 specified 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's 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 encouraged 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~~performs authorized work duties. Leave time cannot be used on the last day of employment, with the exception of USERRA leave, 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

Adjusted Service Dates for Rehired Employees (Non-retirement)

Employees rehired into a full-time position within 90 days from his/her last employment within a full-time position, will be reinstated with service time based on a calculated adjusted service date. The adjusted service date is the original date of full-time employment minus the number of break in service days either not employed with the County or working in a part-time, temporary or seasonal capacity. The adjusted service date will also be used for determining vacation and County 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 abilities of a former employee or other special circumstances). Request for the one-time exception must be received by Human Resources within 30 days following rehire date. Any resulting change to longevity amount paid will not be effective until budget funds are available. Retroactive payments will not be made for payments missed pending budget funds availability.

~~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.

PowerDMS, a document management system, will be utilized to disseminate County policy documents and informational memos. Employees will be responsible for the review and electronic receipt acknowledgement of County communications in PowerDMS.

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 while on County property.
- Breaks of more than 20 minutes (i.e. errands) or offsite will require non-exempt employees to clock out and not perform any work during that time.
- Lunch breaks will be for a period of not less than 30 minutes, during which non-exempt employees clock out and 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. During lactation breaks in which non-exempt employees clock out, they may not perform any work. 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

Employee timesheets must be balanced to their regularly scheduled hours for the work week.
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.~~An employee may not serve as the department designee for approval of their own timecard.

- Nonexempt: Employees must report all hours worked and leave time taken in the timekeeping system.
- Exempt: Employees do not enter the hours worked, but must record leave time such as sick or vacation 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 accrual will be adjusted when employees have any unpaid leave, with the exception of workers compensation. The leave chart within this section provides the policies related to the various leave types authorized by the County.

Leave Chart

Use of leave accruals must be approved by the Elected Official or Department Head

**Employees are encouraged to take leave throughout the year, as business needs can change and leave approval is not guaranteed.*

Type	Rate of Accrual	Max Accrual / Payout	Policy
VACATION	< 5 years = 3 Hours 5 minutes per pay period	80 hours	• 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. • Proration may occur for full-time employees who work less than 30 hours per week. • Contact Human Resources for more information.
	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 48-hour shifts)	< 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 mental health, medical and preventive appointments 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 48-hour Shifts) 672 hours accrual max	6 hours per pay period	N/A (Not paid at termination)	
FLOATING HOLIDAY*	2 (8-hour) days per fiscal year ~~(Effective October 1, 2017)~~ Does not roll over	N/A (Not paid at termination)	• Only available to full-time employees. • Available to new hires as of start date. • Must be used by end of fiscal year. • EMS Paramedics will receive up to 12 hours per day based on regular shift assignment.
HOLIDAY*	• Part-time employees receive 4 hours • Full-time employees receive 8 hours	N/A (Not paid at termination)	• Dates are established by Commissioners Court and are subject to change annually. • Employee must work or be on approved paid leave the day before and after the holiday. • EMS Paramedics will receive up to 12 hours per day based on regular shift assignment. • Holiday hours may not be applied before earned on the actual holiday date. • For information on application of holidays during FMLA leave, contact HR.

***Refer to Public Safety Adjustment policy details within this table.**

Leave Chart

Use of leave accruals must be approved by the Elected Official or Department Head

**Employees are encouraged to take leave throughout the year, as business needs can change and leave approval is not guaranteed.*

Type	Rate of Accrual	Max Accrual	Policy
BANKED HOLIDAY LEAVE*	Up to eight (8) hours per occurrence, determined by number of hours worked on the holiday.	200 hours (Not paid at termination)	• Holiday hours may be banked when an employee works on the actual holiday and will match the hours worked, up to a maximum of eight (8) hours. • ~~Will not be paid upon termination if earned after 10/1/14.~~ • Banked Holiday accruals earned before 10/1/14 will no longer be paid out upon termination after 10/1/24.
BEREAVEMENT LEAVE*	2 (8-hour) days per fiscal year; does not roll over	N/A (Not paid at termination)	• May be granted to full-time employees following the death of a friend or family member at the discretion of your department's leadership. • Documentation may be required. • EMS Paramedics will receive up to 12 hours per day based on regular shift assignment. • Up to two (2) additional days may be approved by HR for the death of an immediate family member (spouse, child, sibling, parent, legal guardian, spouse's parent, child's spouse, or other individual for whom the employee stands "in loco parentis.") Contact HR for further information. • The additional bereavement leave may be requested via online form submission and upload of required documentation.
PUBLIC SAFETY ADJUSTMENT	4 hours per paid holiday, floating holiday, and bereavement day allotted; 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, or bereavement to cover shift as scheduled. • Contact Human Resources regarding application of Public Safety Adjustment accruals within FMLA.
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 five (5) consecutive days, employees must use vacation pay, compensatory time, personal holiday or unpaid leave unless otherwise determined by Commissioners Court.
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. • Civil Leave may be approved when an employee is summoned to testify for a case that is ~~work related only~~related to their Williamson County employment. • Employees summoned for jury duty or work-related court testimony must return to work if time permits. • Time off to vote may be approved due to unusual circumstances, please refer to State of Texas Regulations. • Paid military leave will be granted for eligible military service in accordance with Government Code Section 437.202 and as defined in the Military Leave Policy section within this manual. • Contact HR for further information related to USERRA leave and benefit continuation.

***Refer to Public Safety Adjustment policy details within this table.**

Leave Chart

Use of leave accruals must be approved by the Elected Official or Department Head

**Employees are encouraged to take leave throughout the year, as business needs can change and leave approval is not guaranteed.*

Type	Rate of Accrual	Max Accrual	Policy
COMPENSATORY LEAVE	Refer to Overtime Policies for accrual.	240 hours	• Must be used before vacation time.
ESSENTIAL PERSONNEL LEAVE	As determined by order of the County Judge	N/A	• Essential Personnel Leave is granted when exempt employees must work outside their regular schedule during an office closure that has been declared by the County Judge. • FEMA reimbursement may be possible. • Essential Personnel leave must be used before the end of the current fiscal year.
PAID QUARANTINE LEAVE	Used by eligible employees who are ordered by their supervisor or the Local Health Authority to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty.	N/A	• As defined by Texas Government Code 180.009, eligible County employees include peace officers, corrections officers, paramedics, and emergency medical technicians employed by, appointed by, or elected for a political subdivision. • Covers all employee benefits, including compensation for all regularly-scheduled shift hours, leave accruals, retirement benefits, and health plan benefits for the duration of the leave. • Quarantine reimbursement requests may also be submitted for reasonable related costs. • Contact HR for more information.
WORKERS COMPENSATION LEAVE	Used by employees who must miss work due to an on-the-job injury. Contact Risk Management for more information	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). • Workers' Compensation is administered by Risk Management. In cases requiring FMLA, leave time will be administered in the County timekeeping system by Human Resources. • Medical expense coverage is dependent upon compliance with the contracted workers' compensation network of providers and facilities. A signed network acknowledgement is required at time of hire. • 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 Risk Management for further details related to Workers' Compensation.

Wilco PTO leave time is applied in the following order:
1) Compensatory time 2) Vacation leave

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.

Military Leave

<table>
<tr><td>Paid Military Leave</td><td colspan="2">
• In accordance with Government Code Section 437.202, Paid Military Leave will be granted to employees under the following parameters:
  • The first 15 business days (per fiscal year) of Military Leave will be paid without the requirement of leave usage by the employee. Beyond the first 15 business days the employee may choose to use available leave accruals (excluding sick accruals) or be placed on leave without pay (LWOP).
  • Up to seven additional paid military leave days may be applied ~~in accordance with Government Code Section 437.202~~, as required relating to Emergency Orders issued by the Governor.
</td></tr>
<tr><td rowspan="3">Uniformed Services Employment and Reemployment Rights Act (USERRA)</td><td>Definition</td><td>The Uniformed Services Employment and Reemployment Rights Act (USERRA) provides employment protections for service members, subject to rules and exceptions as defined by the U.S. Department of Labor’s Veterans’ Employment and Training Service (VETS).</td></tr>
<tr><td>Eligibility</td><td>USERRA applies to employees who perform duty, voluntarily or involuntarily, in the "uniformed services," which include the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services. Federal training or service in the Army National Guard and Air National Guard also qualify for rights under USERRA.</td></tr>
<tr><td>Provisions</td><td>USERRA prohibits employment discrimination against a person because of past military service, current military obligations, or intent to serve. USERRA provides rights related to reemployment upon conclusion of military service, and medical benefit coverage continuation during, or reinstatement after, leave for military service. Military Leave under USERRA does not constitute a break in service.</td></tr>
<tr><td rowspan="4">Employee Responsibilities</td><td>Notification</td><td colspan="2">• Notify your supervisor and HR of need for military leave</td></tr>
<tr><td rowspan="2">Activation</td><td>Paid Military Leave
(15 business days)</td><td>Emergency Orders
Issued by Governor
(Up to seven additional days)</td></tr>
<tr><td>• Submit online Paid Military Leave Activation form.</td><td>• Submit online Paid Military Leave Activation form, as needed, for emergency orders up to seven days per fiscal year.
• If issued emergency orders two or more times, subsequent forms may be submitted until the maximum of seven (7) days of paid leave have been granted.
• Governor’s letter regarding emergency orders must be submitted.</td></tr>
<tr><td colspan="2">
~~• Notify your supervisor and HR of need for military leave~~
• ~~Submit online~~ Paid Military Leave Activation form~~, including~~ will include:
  ○ Dates of military service
  ~~▪ Electronic upload available for supporting documentation~~
  ○ Document upload field available for supporting documentation
  ○ Contact information
  ○ Elect usage of vacation accruals or Military LWOP after paid military leave hours are exhausted.
  ○ Elect whether to retain benefit coverage during leave (benefit premiums will apply).
</td></tr>
<tr><td colspan="2">• Paid Military Leave Activation forms should be submitted in advance of leave need. Paid military leave accruals will be loaded in the timekeeping system within the active pay period at time of request. Application of paid military leave accruals to prior pay periods requires review and approval by Human Resources.</td></tr>
</table>

	During Leave	• Provide notification of any change in duration to HR.
	Return To Work	• Notify your supervisor and HR of your intent to return to work within the allowable timeframe following end of military orders. • Provide your discharge documents to HR. ○ Return-to-work scheduling will not be impeded by any delay in government issuance of discharge paperwork. • Contact Benefits department to reinstate your benefit coverage if not maintained during leave. • Contact TCDRS to restore your service time credit and the opportunity to contribute missed deposits.
Resources	• Wilco HR Military Leave site page • Paid Military Leave Activation form • Department of Labor USERRA website • USERRA Rights Poster • Contact HR for further information	

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. If this policy conflicts with the Family and Medical Leave Act (FMLA), eligible employees will be afforded the rights required by law.

Eligibility	• Worked for the County for at least 12 months. • Worked a minimum of 1250 hours in the last 12 months.

Basic FMLA

The Family and Medical Leave Act (FMLA) entitles eligible employees to take job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

The FMLA only requires that employers provide unpaid leave, however employees' accrued paid leave will be applied throughout the duration of their leave until accruals are exhausted, in accordance with this policy (see section on concurrent application of available leave accruals, below). Either continuous or intermittent FMLA leave may be granted to meet the needs of the employee, as medically certified by the healthcare provider. Employees are allotted a period of 15 calendar days for completion of certification forms by the healthcare provider. Therefore, the certification may be received by Human Resources after an employee is already taking leave for an unscheduled medical necessity. Work shall not be performed during continuous FMLA leave. All time worked by non-exempt staff during intermittent leave shall be reported in the County timekeeping system. All unworked time during intermittent leave, for either exempt or non-exempt employees, shall be reported via online form and FMLA-coded leave entries will be administered by HR. FMLA fraud or abuse will be investigated and may result in disciplinary action, up to and including termination.

Entitlement	**Qualifying Reasons/Policy**

• 12 weeks job-protected leave per rolling calendar year; if eligibility and qualifying reasons are met, including relationship rules.
• 12 weeks of FMLA leave accrual tracking will be recorded as follows:
  • Eligible Part-Time employees: 240 hours
  • Eligible Full-Time employees: 480 hours
  • Eligible EMS Paramedics: 504/672 hours, based on work schedule
	Specified family and medical reasons:
	• Employee's own serious health condition, defined as an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. An FMLA serious health condition generally involves a period of incapacity.
	• To care for employee's spouse, child, or parent who has a 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.
	  • An affidavit will be required for cases in which:
	  ○ An employee stands "in loco parentis," acting in the role of a parent for a child under the age of 18, or 18 years-old or older and incapable of self-care because of a mental or physical disability; or
	  ○ An employee serves as Attorney-in-Fact for an otherwise non-covered family member who is incapable of self-care because of a mental or physical disability.
	• The birth of a child.
	• To care for a newborn child within one year from birth. *
	• The placement of a child with the employee for adoption or foster care within one year of placement. *
	*Employees are not eligible to utilize sick leave without certification of the child having a serious medical condition. See Baby Bonding policy for additional details.

	Concurrent application of available leave accruals: • 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, compensatory time, 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 not related to a serious medical condition: compensatory time, PTO, essential pay, banked holiday, floating holiday. • Holiday leave will not bank, it will be utilized in the week earned. • In the event that all available time-off accruals become exhausted during FMLA leave, the employee will enter an unpaid leave status. Contact HR regarding possible Sick Leave Pool eligibility, benefit premium deduction repayment schedule, and any other leave questions.

Family and 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. If this policy conflicts with the Family and Medical Leave Act ("FMLA"), eligible employees will be afforded the rights required by law.

Military Family Leave – Qualifying Exigency Leave

Eligible employees can take up to 12 weeks of FMLA Leave (with or without pay) for a "qualifying exigency" arising out of the deployment of the employee's spouse, son, daughter, or parent ("Military Member") who is a member of the Armed Forces (including the National Guard and Reserves) and who is on covered active duty or has been notified of an impending call or order to covered active duty.

Williamson County requires eligible employees to use accrued paid leave concurrently with Qualifying Exigency Leave and it will be applied in the following order: compensatory time, PTO, essential pay, banked holiday, floating holiday.

Military Member:

1. Employee's Spouse:
   - Includes husband or wife as defined or recognized in the state where the individual was married, including common law marriage or same-sex marriage.
2. Employee's Son or Daughter:
   - Includes biological, adoptive, step or foster child, a legal ward, or a child for whom you stood in loco parentis, and who is of any age.
3. Employee's Parent:
   - Includes biological, adoptive, step or foster parent or any other individual who stood in loco parentis to you when you were a child.
   - Excludes parents "in law."

Covered Active Duty:

1. Regular Armed Forces:
   - Duty during deployment of the military member with the Armed Forces to a foreign country.
2. Reserve Components of Armed Forces (National Guard and Reserves):
   - Duty during deployment of the military member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.
3. "Foreign Country" means an area outside of the United States, the District of Columbia, or any Territory or possession of the United States. It also includes deployment to international waters.

Qualifying Exigency Categories:

1. Short-notice deployment (limited to 7 days of leave),
2. Military events and related activities,
3. Childcare and related activities,
4. Financial and legal arrangements,
5. Counseling,
6. Rest and recuperation (limited to 15 days of leave),
7. Post-deployment activities,
8. Care for a military member's parent,
9. Additional activities that the County agrees are qualifying exigencies.

If you have any questions regarding whether your situation is a qualifying exigency under the FMLA, please contact Human Resources.

Certification Requirements:

The County may require certification providing the appropriate facts related to the qualifying exigency sought, including, but not limited to:

- Military member's active-duty orders;
- Rest and Recuperation orders;
- Third-party contact information; and/or
- Other documentation confirming the dates of the military member's leave or support for the qualifying exigency sought.

The County may also contact the Department of Defense to verify a military member's active-duty status.

Family and 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. If this policy conflicts with the Family and Medical Leave Act ("FMLA"), eligible employees will be afforded the rights required by law.

Military Family Leave – Military Caregiver Leave

An eligible employee, who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran, can take up to 26 workweeks of FMLA Leave (with or without pay) to care for the covered service member's or covered veteran's serious injury or illness ("Military Caregiver Leave").

Williamson County requires eligible employees to use accrued paid leave concurrently with Military Caregiver Leave and have it applied in the following order: sick leave, compensatory time, PTO, essential pay, banked holiday, floating holiday.

Eligible spouses who both work for the County must split the 26 workweeks for a shared service member or veteran. If an eligible employee takes both Military Caregiver Leave and any other FMLA Leave, the total combined leave may not exceed 26 workweeks during a single 12-month period.

Covered Service Member:

1. A "covered service member" is a current member of the Armed Forces (including the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
2. A "serious injury or illness" means an injury or illness that was incurred by the member in the 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 the 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.

Covered Veteran:

- A "covered veteran" is 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 the National Guard or Reserves) who was discharged or released under conditions other than dishonorable and was discharged within the five-year period before the eligible employee takes Military Caregiver Leave.
- A "serious injury or illness" means an injury or illness that was incurred by the veteran in the line of duty or that existed before the veteran's active duty and was aggravated by service in the line of duty and that is either:
  (1) a continuation of a serious injury or illness that rendered the service member unable to perform the member's military duties; or
  (2) a physical or mental condition that qualifies the veteran for certain benefits from the Department of Veterans Affairs; or
  (3) a physical or mental condition that substantially impairs the veteran's ability to work.

Relationship to service member/veteran:

1. Spouse, Son, Daughter, Parent – see Qualified Exigency Leave Chart
2. Next of Kin:
   - Nearest blood relative, other than current spouse, parent, son, or daughter in following order of priority:
     - Blood relative designated in writing by service member/veteran as NOK for FMLA purposes;
     - Blood relative who has been granted legal custody of service member/veteran;
     - Brothers and sisters;
     - Grandparents;
     - Aunts and uncles;
     - First cousins.

Certification Requirements:

Certification for the serious injury or illness of the covered service member or covered veteran 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. Such certification must be supported and completed by (1) an authorized health care provider, or (2) for service members, by submitting a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA), or (3) for veterans, by submitting a copy of a Veterans Affair Service-Related Disability Rating (VASRD). In addition to the certification documents, the employee may be required to provide confirmation of family relationship and documentation of discharge date and status.

Family and Medical Leave Chart

Information and Resources

Please contact Human Resources for additional information on the following:

• Restoration of Employment • Employee Benefits • Group Health Benefits	• Certification of Health • Relationship to PTO • Notification • Status Reports	• Leave Without Pay (LWOP) • Intermittent Leave • Failure to Return from FMLA Leave • Baby Bonding FMLA Leave

[Informational resource links inserted here in published version.]

Administrative Leave

Occurrences of administrative (admin) leave with or without pay are rare, but may be appropriate when the Elected Official or Department Head ~~believes~~ determines immediate action is necessary to protect an employee, the Department, the public, and/or additional time is needed to investigate an employee's performance or behavior. Admin leave, with or without pay, temporarily suspends employees job duties.

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 County longevity and supplemental pay, unless determined otherwise.~~
Administrative Leave (without pay)	Non-Elected & Elected Offices	• 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 without pay (partial days will not be granted). • Employees may not substitute accrued paid leave during unpaid admin leave. • Employees 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 without pay)	Non-Elected Offices	• Department heads and appointed positions who are direct reports to Commissioners Court, or their approved designee, may place an employee on admin leave with or without 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 admin leave with or without pay.
Administrative Leave (with or without pay)	Elected Offices County Auditor's Office Juvenile Services	• Must provide the Chief People Officer with 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 Chief People Officer with the time and date of the employee's reinstatement/termination.
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	• Requests for admin leave with pay for any grant-funded position must be preapproved by HR and Audit prior to leave usage. • Paid leave will not be accrued for any pay week in which an employee is on admin leave without pay. • County longevity or supplemental pay may not be paid while employee is on any admin leave for one or more pay periods. • Supplemental pay is defined in the budget order. • If paid or unpaid admin leave exceeds 13 weeks, the employee will no longer be eligible for county benefits under the Affordable Care Act (ACA).

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 Chief People Officer prior to placing employees on administrative leave and prior to making reinstatement and termination of employment decisions.

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 continuous 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 first day of the pay period which includes January 1st. • Sick leave balance must meet or exceed employee's selected contribution amount.
QUALIFICATION	• An employee with an illness or injury that makes them unable to perform their job while on approved FMLA for their own catastrophic injury or illness. • 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. • All withdrawal requests must go through an approval process. • 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 and FMLA documentation to determine whether the request is approved.
UTILIZATION	• The number of hours granted through the SLP will be based on the FMLA documentation or report of catastrophic illness or injury. • SLP time may only be used for approved workdays and for holidays. • SLP time may not be used to supplement reduced work schedule during Light Duty Assignments outside of FMLA. • SLP benefits end when the employee returns to work, exhausts the SLP benefit, exhausts eligible FMLA leave time, 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.

Benefits

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. Click to see the Benefits Guide or go to the **Benefits Portal** for more details.

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 30 days of employment. • The new-hire benefit enrollment period is 10 calendar days starting from the date of hire. • Current employees can make changes to benefits only during open enrollment or due to a qualified life event. • If an employee is on leave under USERRA, it is the employee's responsibility to cancel benefits if they are no longer needed.		
Type	**Policy**	**Premium Payment**
Medical, Vision, Dental	• Full-time employees must enroll during new-hire enrollment period, open-enrollment period, or due to a qualified life event.	• 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 the above-mentioned enrollment periods. If not selected during initial new-hire enrollment, or if there is a gap in coverage, Evidence of Insurability will be required by the insurance carrier at enrollment, and coverage will be dependent upon carrier approval.	
Short Term Long Term Disability (STD/LTD)	• Full-time employees may select STD/LTD during the above-mentioned enrollment periods. If not selected during initial new-hire enrollment, or if there is a gap in coverage, Evidence of Insurability will be required by the insurance carrier at enrollment, and coverage will be dependent upon carrier approval.	
Flex Spending Account (FSA) Health & Dependent Care	• Full-time employees may elect FSA during the above-mentioned enrollment periods. 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 as the elected benefit. • Upon return from leave, benefit deductions will be recalculated based upon the number of the remaining pay periods within the tax year. • If contributions are unpaid, benefits may be terminated back to the last date of the pay period in which premiums are paid.
Health Spending Account (HSA)	• May only be elected in conjunction with enrollment in the High Deductible Health Plan. • Full-time employees may elect HSA during the above-mentioned enrollment periods. • Maximums may apply.	• Contributions may be made by both the County and the employee. See the benefit guide for details.
Group Term Life	• Full-time employees receive group life insurance for themselves and covered spouse/children at no cost. • Dependents must be added by employee at time of enrollment.	• Premiums paid by employer regardless of active employee status.
Voluntary Supplemental Benefits	• Full-time employees may purchase these additional offerings during the above-mentioned enrollment periods. • Evidence of Insurability may be required. Coverage is dependent upon carrier approval.	• If an employee is on 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
Employee Assistance Program (EAP)	• EAP is provided to all full-time and part-time employees and offers 24/7/365 access to short-term counseling, WorkLife services, legal and financial consultations, ID theft and fraud resolution, wellness tools, and much more.	• EAP is provided at no cost to all full-time and part-time employees regardless of enrollment status in medical benefits. • EAP extends to household members. • The benefit waiting period does not apply to EAP, which is available on start date.

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.	• See additional information on TCDRS in the Employment section. • Visit TCDRS at www.tcdrs.org

Compensation

Compensation Philosophy

Williamson County strives to be an employer of choice and demonstrates 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 B pay chart positions' minimum salaries on the market median
- Basing our L and C pay chart 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 three fiscal years. Some positions may be reviewed externally or more often based on factors including high turnover, recruitment difficulty or market demand.

**Changes will not be made outside of the salary study process unless the position fits the reclassification/conversion criteria or there is a change in senior leadership.*

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. • An initial presentation & 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. Job Analysis Tools will only be required for conversions/reclasses. Minor updates may be made to existing job descriptions. • 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. • Departments/offices that wish to address Commissioners Court would place an item on the agenda through the normal process. • Job descriptions will be finalized. • 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, Collin, Denton, Fort Bend, Hays, Montgomery & Travis. Cities used for the study will be: Cedar Park, Georgetown, and Round Rock.

		For L Chart only: Cities used will be: Cedar Park, Georgetown, Hutto, Leander, and Round Rock. For C Chart only: Counties used will be: Burnet, Hays, and Travis. *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. Compensation recommendations follow court approved comparables and criteria but may be adjusted for approval to reflect current market and economic conditions. Recommendations require Commissioners Court approval for implementation.

Recommendation	Policy/Process
Title Change	• A title change may be recommended 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 Deputy" 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. • Employees 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. • When the position is vacated, the new offer cannot exceed the pay grade maximum and other hiring policies apply.
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 typically every other Friday~~, or the last business day prior to any holiday that falls on a Friday~~. Reference the published payroll calendar for changes when a payday falls on a County holiday.
- A pay period consists of two weeks' pay ending on the Thursday of the week preceding 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.

Payroll Corrections

Underpayment: Any underpayment in compensation for 16 hours of regular pay or less, and all overtime or supplemental pay 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 Audit/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 as appropriate based on findings. 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 the first full pay period in October each fiscal year.

~~If merit is allocated through HR driven bulk upload, reviews should be completed and merit keyed on the HR-provided spreadsheet. Merit can also be allocated through Oracle and entered by the department throughout the year after the bulk upload until early August.~~ If merit funding is approved by Commissioners Court as part of the annual budget, prior to allocating those funds to an employee, a

performance evaluation should be conducted by department leadership. The timelines and processes for awarding merit to employees during the first pay period of the fiscal year will be communicated by Human Resources. Merits can also be allocated through the County ERP system throughout the year, excluding blackout periods that occur during the budget process.

Compensation

Court Reporters

Employment Status

Court Reporters are non-exempt employees of the County who 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

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's merit line item 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. The effective date for salary and/or position changes should be scheduled to align with the first day of the pay period. ~~Multiple pay changes cannot be processed within the same pay period.~~ Policy guidelines and ERP system limitations may preclude the ability to process multiple pay-type changes within the same pay period. Contact Human Resources ~~regarding exceptions for further review~~for further details.

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 Control Number (PCN). For cases involving unique circumstances, such as protected leave status, position reclasses and/or conversions, department leadership may contact HR for further details.	Max of 7% per employee, per budget year* authorized as a merit percentage amount and added to their annual salary. If an employee reaches the maximum of their grade, a lump sum may be issued.	N/A	• ~~Oracle~~ ERP 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, Associate Judges, 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 fewer merit-eligible employees who 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	• PCN budget funds in excess of the incumbent employee's annual pay rate. • Cannot be used for merit increases. • Cannot be requested to be moved between positions outside of November 1 through May 1.	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.
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, See promotion for current employees	N/A	~~Oracle~~ERP 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	Maximum of 10% above the current salary*.	N/A	• Approval by Commissioners Court; public hearing required if additional funding is needed. Change will be effective on the first pay period after Court approval.	Contact HR for further details.

	or department with a higher salary.			• ~~Oracle~~ ERP workflow required. • Verification required.	

Compensation

Salary/Position Changes

Type	Description/Policy	Pay +	Pay –	Approval Process	Additional Information
Certification Pay	Certification pay will be paid to eligible Fire Marshal employees, and eligible Telecommunicators who hold a full-time position in the Communications department 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. ~~Certification pay does not transfer with an individual employee who leaves a Telecommunications position to accept another position.~~	• $50 per month for Intermediate Certification; • $100 per month for Advanced Certification. • $150 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.	N/A	~~Oracle~~ERP Workflow Required	Must submit a TCOLE document to the Human Resources Department. ~~Funding must be available.~~Subject to budget funds availability.
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 1 and May 1.	• Based on the steps in the chart or career ladder approved by Commissioners Court. • No additional funding is allocated for career ladders. Surplus salary dollars must exist within the departmental budget. • Maximum 10% above current salary.	Based on the steps (when appropriate)	• Submission of request through budget software or during Nov 1 - May 1 timeline, with backup documentation.	Documentation of each position that will advance along with the approved career ladder plan is required at the time of request submission. Contact the HR department for additional rules.
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, COLA, retention, or additional promotion.	Max 15% above minimum of the pay grade, 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~~ ERP 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.~~ When a current employee is hired or placed into a position with a lower grade.	N/A	Maximum decrease to the minimum of the new pay grade.	~~Oracle~~ ERP workflow required.	• Written justification required. • Salary may remain the same if within the new pay grade. • Demotions within 90 days in Position Control Number (PCN) will revert to prior pay rate. • Contact Human Resources for further information.
Lateral Moves	When an employee moves to another position with the same grade.	Can utilize money on a vacant position up to 15% over minimum of the grade or employee's current salary, if higher.	Can utilize money on a vacant position up to 15% over minimum of the grade or employee's current salary, if higher.	~~Oracle~~ ERP workflow required.	Contact HR for additional requirements.

Compensation

Salary/Position Changes

Type	Description/Policy	Pay +	Pay –	Approval Process	Additional Information
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~~ ERP workflow required.	
Reclassification / Conversion	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. Submission of reclassification request through the budget software or HR Sharepoint, as determined by the type of request with back-up documentation. A position can only be reviewed for reclassifications during the annual budget, or between November 1st and May 1.	Civilian positions: Minimum of the pay grade or up to 10% above current salary as determined appropriate during the approval process. L and C chart: Minimum of the pay grade or up to same step of current employee's tenure if slot is filled.	Maximum decrease to the minimum of the new pay grade.	Human Resources will review all reclassification requests and recommended changes will be placed on the Commissioners Court agenda for approval. *May require a public hearing	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.).

- 15% maximum annual (budget year) increase per employee.
  - Includes retention~~,~~ and merit~~, re-organization, and reclassification~~.
  - Does not include promotion, career ladder advancement, re-organization, or salary study changes.
  - Reclassifications will be reviewed by HR on a case-by-case basis regarding inclusion in the annual increase maximum.
- ~~Multiple pay changes cannot be processed within the same pay period.~~
- Salary changes processed in the ~~HRIS~~ ERP system may result in a nominal rounding variance.

County Longevity Pay

(Excludes Sheriff's Office Commissioned Deputies – Law Enforcement and Corrections)
County longevity pay is based on an individual employee's length of service with Williamson County. Service time with other entities is not recognized.

- County longevity is paid biweekly and begins with the pay period following the completion of five years of employment.
- 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
- ~~Part-time employees will no longer be eligible for County longevity effective November 18, 2016.~~
- Part-time, temporary, and seasonal employees are not eligible for County longevity.

Statutory Peace Officer Longevity Pay

Exclusive to Sheriff's Office Commissioned Deputies – Law Enforcement and Corrections
Section 152.074, Texas Local Government Code, provides for longevity pay to eligible commissioned deputies of the Williamson County Sheriff's Office ("the Sheriff's Office"). Commissioned deputies of the Sheriff's Office accrue longevity in accordance with Section 152.074(a), Texas Local Government Code, at the rate of $5 per month for each year of service with the Sheriff's Office (up to a maximum of 25 years). Statutory Peace Officer Longevity Pay only applies to commissioned deputies in both the law enforcement and corrections bureaus of the Sheriff's Office. Calculation of years of service includes all years of service as a commissioned deputy with the Sheriff's Office regardless of any gaps in service.

Statutory Peace Officer Longevity Pay begins following the completion of one year of employment with the Sheriff's Office as a commissioned deputy.

The provisions for Sheriff's Office Longevity Pay are set by state statute and are subject to change by legislative amendment. Should any terms in this policy section and Texas Local Government Code Section 152.074 conflict, the provisions of Section 152.074 Texas Local Government Code shall control.

Statutory Peace Officer Longevity Pay is paid bi-weekly. Unless otherwise specified, any provisions in this manual pertaining to County Longevity Pay are not applicable to Statutory Peace Officer Longevity Pay.

Statutory Prosecutor Longevity Pay

Chapter 41, Texas Government Code, provides for longevity pay to eligible assistant district attorneys and assistant county attorneys ("assistant prosecutors"). Prosecutor Longevity Pay is available only to the extent the County receives funding from the state comptroller, as provided by Section 41.255(d), Texas Government Code. See Chapter 41 for the complete terms and conditions for Prosecutor Longevity Pay.

Assistant prosecutors are eligible for Prosecutor Longevity Pay if the assistant prosecutor:

1. is a full-time employee on the last day of the state fiscal quarter;
2. is not on leave without pay on the last day of the state fiscal quarter; and
3. has accrued at least four (4) years of lifetime credit not later than the last day of the month preceding the last month of the state fiscal quarter.

The provisions for Prosecutor Longevity Pay are set by state statute and are subject to change by legislative amendment. Should any terms in this section and Chapter 41 conflict, the provisions of Chapter 41, Texas Government Code, shall control.

Prosecutor Longevity Pay is paid quarterly, subject to receipt of the funds from the state comptroller. Employees receiving Prosecutor Longevity Pay may also be eligible for County Longevity Pay based on its requirements.

Compensation

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.~~

Tenure Salary/Position Changes

- Funding is approved by the Commissioners Court during the annual budget process.

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 six (6) months of service at Williamson County. Step/tenure progression ends at the top step of each position rank.	See Tenured Pay Chart	ERP workflow required for initial six-month step increase. Annual batch step increases processed by HR.	May be required
Promotion	When a current employee is promoted to a higher-ranking position, the tenured grade step is based on years of service, provided budget availability.	See Tenured Pay Chart	~~Oracle~~ ERP workflow required	May be required
Demotion	When a current employee is demoted to a lower ranking position, the tenured grade step is based on years of service.	See Tenured Pay Chart	~~Oracle~~ ERP workflow required	May be 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 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.)			

Compensation

Tenure Salary/Position Changes

- Funding is approved by the Commissioners Court during the annual budget process.

Type	Policy	Pay + Pay –	Approval Process	Additional Documentation
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 prior service credit.	Credit for Prior Service may apply. See Prior Service Credit.	~~Oracle~~ ERP workflow required	Must submit Law Enforcement State Licensing documentation to the Human Resources Department. Funding must be available.
Prior Service Credit	• Qualified law enforcement applicants and current officers can receive prior service credit. • Law Enforcement State Licensing must be submitted and verified prior to start date. • Prior service credit is granted at original date of hire, when an existing employee receives a promotion or interdepartmental transfer. • Delayed receipt of out-of-state licensing documentation may be accepted by the department and submitted for HR and Commissioners Court approval of prior service credit salary adjustment; soonest effective date is the pay period following court approval.	• Maximum amount for external hire is current funding on vacant position.	Law Enforcement State Licensing verification required	Law Enforcement State Licensing verification required

Certification Pay	Certification pay will be paid to non-elected commissioned peace officers and eligible corrections officers (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. 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: $50 per month for Intermediate Certification; $100 per month for Advanced Certification; $150 per month for Masters Certification. This pay must be added into the regular rate of pay when calculating overtime. • Corrections officers: $50 per month for intermediate certification; $100 per month for Advanced Certification; $150 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~~ ERP workflow required	Must submit a TCOLE document to the Human Resources Department. ~~Funding must be available.~~Subject to budget funds availability.

Non-Discrimination and Anti-Harassment

Williamson County strives to be an employer of choice and endeavors to provide an optimal work environment and experience for County employees, free of discrimination and harassment.

Non-Discrimination

Protections against discrimination provided to employees under state and federal law are detailed in the table below. These protections and the expectation of compliance apply to all employees and officials, regardless of their position. Contact Human Resources for more information.

Employment Law	Coverage	References
Title VII, Civil Rights Act (1963)	Prohibits employment discrimination based on race, color, religion, sex or national origin.	• View EEOC Know Your Rights: Workplace Discrimination is Illegal poster **here**
Civil Rights Act (1991)	Provides amendments to 1963 Act to strengthen civil rights laws and deter unlawful harassment and discrimination in the workplace.	
Equal Pay Act (EPA)	Protects against sex-based wage discrimination for performance of substantially the same work in the same establishment.	• The EPA is an amendment within the FLSA, under enforcement of the EEOC • View EEOC information on Equal Pay and Compensation Discrimination **here** • View FLSA Employee Rights poster **here** • See related policies in Employment and Compensation sections within this policy manual
Fair Labor Standards Act (FLSA)	Establishes minimum wage, overtime pay, recordkeeping, and youth employment standards.	
Age Discrimination in Employment Act (ADEA)	Provides protection against discrimination in employment for employees 40 years of age or older.	• See information on age discrimination on the Department of Labor (DOL) website **here**
Americans with Disabilities Act (ADA, 1990) **Americans with Disabilities Act Amendments Act (ADAAA, 2008)**	Prohibits discrimination in recruitment, hiring, training, promotion, and compensation based on candidate or employee disability. Requires employers make reasonable accommodation to the known limitations of otherwise qualified individuals with disabilities, unless the accommodation will cause the employer an undue hardship.	• Information and resources can also be found at ADA.gov • A Reasonable Accommodation Request Form may be submitted online **here**
Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)	Under the FLSA, the Department of Labor (DOL) established that eligible nursing workers are entitled to reasonable break time and a private space to pump at work for up to one year after their child's birth. Protects the nursing worker from penalties in performance metrics and evaluations for lactation breaks.	• Designated space may not be a bathroom, and must be shielded from view and free from intrusion • Non-exempt employees may not perform work if clocked out for their break • View PUMP Act Protections here

Employment Law	Coverage	References
Genetic Information Nondiscrimination Act (GINA)	Protects individuals against employment discrimination based on genetic information, such as genetic test results and family medical history.	• View a fact sheet on GINA **here**
Creating a Respectful and Open World for Natural Hair (CROWN) Act	Prohibits discrimination in employment, education, and housing based on hair texture or protective hairstyles associated with race.	• See information on the Crown Act at the Anti-Defamation League (ADL) website here
Uniformed Services Employment and Reemployment Act (USERRA)	Protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service.	• View USERRA poster **here** • See Military Leave policy section for guidance on paid military leave activation • See FMLA Military Exigency and Caregiver policy sections related to deployment or servicemember injury of a qualifying family member
The Texas Whistleblower Act	Provides protection for public employees who report violations of law by their employer. An employer may not suspend, terminate, or take other adverse personnel action against a public employee in retaliation to a report under the Act.	• See Texas Legal Code, Chapter 554 Protection for Reporting Violations of Law • Visit www.whistleblowers.gov

Anti-Harassment

Harassment is prohibited by law and is not tolerated by Williamson County. Prompt and appropriate action will be taken in response to complaints, reports or knowledge of violations of this policy.

Anti-Harassment	
Definition of Harassment	Harassment is defined as repeated, unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, age (40 and older), disability, or genetic information (including family medical history), or in retaliation for filing a charge or participating in an investigation or proceeding under one of the above-mentioned employment laws. Actions that constitute harassment may include any unwelcome conduct that belittles, shows hostility, or ridicule, 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.
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 Types of Harassment	• Verbal: includes insults, slurs, name-calling, offensive remarks, jokes, and profanity. • Visual: can consist of sending or displaying offensive images or messages. • Physical: blocking movement, threats of harm, intimidating gestures, or assault.
Employee Responsibility	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 harassment situation are required to cooperate in any investigation that occurs.
Harassment Reporting	Employees who believe they have been sexually harassed should report their complaint immediately. Verbally inform one of these individuals: • Their supervisor • The next level of management above their supervisor • The Human Resources Department All harassment complaints received by any elected official, department head, or supervisor must be immediately reported to Human Resources. All complaints will be investigated. Violations may result in disciplinary action up to and including termination of employment.
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.
Retaliation	Retaliation against public employees who report official wrongdoing, including harassment, is prohibited. An employee who reports a violation of the law to an appropriate law enforcement authority cannot be wrongfully suspended or terminated, or otherwise discriminated against or harassed by the County or an Elected Official.

Employee Responsibilities

Professional Conduct

Type	Policy	
Tobacco Free Workplace Policy	Williamson County is a tobacco free workplace. The use of tobacco products (e.g., cigarettes, cigars, pipes, snuff, chew, etc.) and Electronic Nicotine Delivery Systems (ENDS) (e.g., vapor, e-cigarettes, etc.) is prohibited within all Williamson County premises and vehicles. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.	
Drug Free Workplace Policy	Williamson County is committed to maintaining a safe, healthful, and productive workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illegal drug, or alcoholic beverage is prohibited in the workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify their elected official, appointed official, or department head and Human Resources no later than five (5) days after such conviction. Adherence to this policy is a condition of employment and employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. Information regarding the available drug and alcohol counseling and rehabilitation can be obtained from the County's Employee Assistance Program (EAP). In compliance with Federal and State laws pre-employment, random and post-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. Definitions: • "Illegal drugs" include, but not limited to, marijuana, cocaine, phencyclidine (PCP), opioids, and amphetamines. • "Controlled substances" include schedules I through V of 21 U.S.C. § 812.	
Drug and Alcohol Testing Policy	**Refusal**	Refusal to submit to a drug or alcohol test, failure to cooperate, or tampering or interfering with the collection process may result in immediate termination of employment.
	Positive Results	
	Employees with a positive test shall be immediately removed from duty, may be placed on administrative leave, and may be subject to disciplinary action up to and including termination, if determined appropriate based on factors related to the matter (i.e. safety concerns, job performance, etc.). A blood alcohol concentration (BAC) of 0.04 or greater is considered a positive alcohol test, however, employees may be prohibited from working if they have a BAC of 0.02 or greater.	
	Pre-Employment	An applicant with a confirmed positive drug test will not be hired and cannot be considered for employment for a period of one year after the confirmed positive result.
	Random	Positions that have an impact upon the safety of others may be subject to random drug testing. Please contact the Human Resource Department for a list of safety-sensitive positions subject to random drug testing.
	Reasonable Suspicion	Williamson County reserves the right to require an employee to undergo a drug and/or alcohol test if reasonable suspicion exists that the employee has unlawfully used a controlled substance, illegal drug, and/or is working while under the influence of alcohol.

	Second Chance Program	In limited circumstances, at the discretion of an Elected Official or Department Head and in consultation with the Human Resource Department, an employee may be granted the opportunity to maintain employment after a positive test result under the following restrictions: First Offense – An employee with a confirmed positive random or a confirmed positive reasonable suspicion drug/alcohol test may be placed on administrative leave and will be required to attend drug/alcohol counseling/treatment at their own expense and provide documentation of completion. Failure to attend and successfully complete counseling/treatment may result in immediate termination of employment. Once documentation is provided, a determination of continued employment will be made by the Department and Human Resources. If re-instated, the employee will be subject to random testing on a frequent basis. Subsequent Offenses – Further positive test results will result in immediate termination. Post-Accident – Any employee with a confirmed post-accident drug/alcohol test will be terminated immediately and not eligible for the Second Chance Program.
	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.	

Professional Conduct

Type	Policy
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.
Intimate and Personal Relationships	Intimate and Personal Relationships between a Supervisor and a Supervisee are at high risk of being or becoming unwelcomed and perceived or experienced by the Supervisee and other subordinate employees as harassment, bullying, favoritism, or unfavorable actions. Such relationships are addressed in the Standards for Professional Conduct: Intimate and Personal Relationships policy.
Attendance	Employees are expected to be at work on time and to complete their scheduled shifts per department attendance policies, approved shift assignments, and/or office hours. Employees who miss three consecutive shifts without notification will be separated from employment and considered to have resigned without notice.
Outside Employment	Outside employment is acceptable, as long as it is outside the hours the employee is 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.
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 Acceptable Use Policy.
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.
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 <u>not</u>: • 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.

Employee Responsibilities

Discipline

Discipline may include both corrective action and more conclusive measures, up to and 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
- Violence in the workplace
- Poor attendance
- Theft
- Falsification of records
- Harassment
- Discrimination
- Retaliation
- Conflict of interest
- Infraction of County or department policy
- Improper use of County technology

This list is not all inclusive

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 local, state, and federal law. 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.
- Any violations of this policy are subject to disciplinary action, up to and including termination.

Employee Responsibilities

Grievance Policy and Procedure

Summary

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.

Procedure for Employees in Elected Office Departments

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.

Procedure for Employees Under Civil Service in the Sheriff's Office

For procedures to follow in the event of a grievance by an employee under Civil Service within the Sheriff's Office, see below:

- Please refer to the Civil Service Commission Rules for matters that fall under its jurisdiction.
- For grievances related to all other employment matters, please refer to the Sheriff's Office Grievance procedures.

Procedure 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.

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.

Procedure in the Event of a Salary Grievance by an Elected Official

- See Chapter 152, Sec. 152.014 Local Government Code Informal Grievances

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 20 business days after the alleged issue occurred. A statement of the specific corrective action 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 Appointed Official/Department Head.
2. If the Appointed Official/Department Head is the wrongdoer in instances of harassment, retaliation, or potential whistleblower activity, the employee should contact Human Resources. The grievance will be investigated by Human Resources and they will meet with the parties involved, and propose a resolution to the employee within 20 business days. After being presented with a written and signed grievance, the supervisor will:
    - Immediately notify the Department Head and the Human Resource Department.
    - Meet with the employees involved and other people necessary to gather the facts.
    - Attempt to resolve the grievance with the employee.
    - Communicate the proposed resolution in writing to the employee and copy the Appointed Official/Department Head and Human Resources within 20 business days after the receipt of the grievance.
3. If the employee filing the grievance does not receive a written resolution from the supervisor within 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 Appointed Official/Department Head along with a copy to the Human Resource Department.
4. The Appointed Official/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 Appointed Official/Department Head will respond in writing to the employee within 20 business days of the date the appeal was received.
5. If the Appointed Official/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 Appointed Official/Department Head within 20 business days of the date the grievance was appealed, (or if unsatisfied with the Appointed Official's/Department Head's proposed resolution)
    - A written appeal must be filed within ten business days, with the appropriate appointing authority (i.e., Commissioners Court, Juvenile Probation Board, Elections Board, Animal Shelter 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 20 business days response time, accordingly.

For additional policy information contact the Human Resources Department
100 Wilco Way Suite HR101 Georgetown, TX 78626
512-943-1533

Commissioners Court - Regular Session **49.**

Meeting Date: 09/23/2025

Expenditure Policy FY26 Updates

Submitted For: Nathan Zinsmeyer **Submitted By:** Nathan Zinsmeyer, County Auditor

Department: County Auditor

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider, and take appropriate action on changes to the Expenditure Policy for FY26.

Background

The Expenditure Policy has been updated with proposed changes for FY26. Attached is the marked-up FY26 version, a summary of the changes, and the original FY25 document.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

FY26 - Expenditure Policy

Summary of Changes - Exp Policy

Original (FY25) - Expenditure Policy

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/11/2025 09:47 AM
Form Started By: Nathan Zinsmeyer		Started On: 09/11/2025 08:20 AM
Final Approval Date: 09/11/2025		

Williamson County
County Auditor

Expenditure Policy

Sensitivity: None
Criticality: Critical
Primary Type: Policy

Summary

Purpose

The purpose of the Williamson County Expenditure Policy is to provide clear guidelines to employees on Williamson County's expectations and requirements regarding allowable expenditures and required backup.

Scope

This guidance applies to all County employees, Department Heads, Elected Officials, and Appointed Officials.

Roles and Responsibilities

- All users are required to adhere to this policy when utilizing County funds.
- Managers are required to inform all employees of this content and ensure each employee fully understands and undertakes to comply with this content.

Policy

A. General Travel Information

1. An advance will not be issued for travel expenditures.
2. All travel expenses must be supported with an itemized receipt.
3. All purchases for airfare, hotels, car rentals, and expense reimbursements 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., with the employee's name on them.
4. Reimbursement for transportation costs will be at the most reasonable means of transport. Upgrades or trip cancellation insurance will not be reimbursed by the County.
5. Reasonable tips, not to exceed 20%, are allowed for alternate means of transportation, such as taxis, shuttles, and Uber rides. Anything over 20% will not be reimbursed.
6. If extending travel for personal reasons, airfare would only be reimbursed up to the amount of not extending the trip. Comparables must be provided to be reimbursed for the trip. Additional lodging or per diem, will not be reimbursed.
7. 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. Direct

Travel (previously Colwick Travel) is available for booking airfare, and there is an account setup for the County.

8. Cancellation fees and unused travel expenses are not reimbursable unless due to a business-related reason, 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.
9. Personal purchases using a p-card are not allowed. If a charge is made on a p-card for a non-reimbursable expense or a personal purchase (by mistake), employees must send a check made payable to Williamson County to the Treasurer's Office, along with a completed revenue report. A copy of this revenue report should also be included with the p-card statement documentation when submitted to Accounts Payable.
10. Expense reimbursements & p-card statements both require their own backup documentation for (who, what, when, and where) as applicable.

B. Expense Reimbursement

1. With the exception of per diem and mileage, all requests for reimbursement require itemized receipts.
2. Each expense reimbursement must have the employee signature and department head approval.
3. 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.
4. 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.
5. Employees are responsible for repayment of ineligible expenses whenever an audit or subsequent review of the travel expense reimbursement documentation finds an employee submitted reimbursement contrary to these guidelines.
6. 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.
7. Hotel folios shall be included as backup.
8. Reimbursements for business travel require documentation showing the purpose of the trip, the location, the dates, and the person attending (who, what, when, and where).
9. The Auditor's Office may request additional documentation for any reimbursement requests.

C. Airfare

1. 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 at the time of reservation must be submitted with the expense.
2. Airfare must be paid directly to the airline or Direct Travel (previously Colwick Travel). No other booking agencies should be used such as Expedia, Travelocity, etc.
3. Airfare purchased on a personal credit card will be reimbursed after the trip has been completed.

4. Airfare should be purchased at the most economical price, such as Southwest Airlines Choice rate.
5. 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.
6. The County will not issue reimbursements for tickets purchased with frequent flyer miles.
7. A maximum of 2 bags will be reimbursed. Excess baggage fees will not be reimbursed.
8. For out of state travel, the County will reimburse personal auto mileage not to exceed what would have been the applicable airfare (Southwest Choice rate) combined with estimated ancillary charges such as airport parking, rental car, etc.
9. Preferred seating fees will not be reimbursed.

D. Car Rental

1. An employee may rent a car at their destination, only when it is less expensive than other modes of transportation such as taxis, airport shuttles or public transportation. It is the employee's responsibility to verify renting a car is less expensive, and excessive rental fees will not be reimbursed by the County.
2. 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.
3. Renting cars for travel within the County is prohibited unless otherwise approved by the Auditor's Office.
4. Employees should utilize Enterprise for all rental car needs, as the County has a government account setup with them, which includes insurance. Contact the Auditor's Office for the account number. It is strictly for business purposes. If Enterprise is not available at your destination, a nationally recognized brand should be used (i.e. Hertz, Avis, etc.).
5. Peer-to-peer car sharing services, will not be reimbursed.
6. Cars rented should be economy or mid-sized (luxury vehicle rentals will not be reimbursed).
7. The rental car must be returned with a full tank of gas unless it has been pre-paid. Please use the less expensive option.
8. The rental agreement and the receipt must be turned in with the expense reimbursement request (if applicable).
9. Only standard insurance purchased when renting a vehicle may be reimbursed to include Third-Party Liability Insurance (TPL) and Supplemental Liability Insurance (SLI). Optional products such as Collision Damage Waiver (CDW), Loss Damage Waiver (LDW), and Personal Effects Coverage (PEC) will not be reimbursed.
10. 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).

E. Personal Car Usage

1. 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.
2. 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.

3. 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.
4. For out of state travel, the County will reimburse personal auto mileage not to exceed what would have been the applicable airfare for Southwest Choice rate combined with estimated ancillary charges such as airport parking, rental car, etc.
5. Reimbursement for mileage is prohibited between place of residence and assigned place of work.
6. Mileage should be calculated from an employee's regular place of work or residence, whichever is the shorter distance when traveling to a meeting, conference, or seminar.
7. When more than one employee travels in the same vehicle, only the driver may claim mileage reimbursement.
8. 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.
9. Airport parking fees are limited to $18 per day total, including taxes and fees (ABIA economy lots are least expensive).
10. Tolls and 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.
11. It is the responsibility of the employee to keep track of mileage.
12. Employees assigned to a County vehicle are not eligible for mileage reimbursement.
13. Operating and maintenance expenses, as well as other personal expenses (such as parking tickets, traffic violations, car repairs and collision damage) are not reimbursable.

F. Lodging

1. Third-party reservation sites are prohibited as these expenses and taxes are not itemized, may include hidden booking fees, and generally do not provide cancellation policies.
2. Lodging expenses are reimbursed only if travel is beyond a 45-mile radius from the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626.
3. Government rate or least expensive rate should be requested at all times.
4. The group room rate for a conference is considered the least expensive rate. If the group room rate becomes unavailable, the employee must seek an alternate hotel which does not exceed this rate unless pre-approved by the County Auditor. Proof of the conference group rate must be submitted with the hotel charge, or the maximum allowed for a hotel stay is $300.00/night (plus additional taxes/hotel fees) and any excess must be paid back by the employee.
5. Hotel accommodations require an itemized hotel folio as a receipt.
6. When lodging is shared by two or more employees, the names of the authorized travelers should be noted on the receipt.
7. Personal telephone charges, whether local or long distance, are not reimbursable.
8. Single room rate charge plus any applicable tax/fees is all that is reimbursable, no exceptions.
9. Valet parking is not allowed when self-park is available and accessible at the hotel, unless safety is a concern.
10. When placing the reservation, only hotel required deposits may be placed on the p-card. The remainder must be paid at time of check out.

11. No food or beverage charges are allowed on the hotel folio.

G. Meals

1. Meals are reimbursable only for County business trips that are outside the County with the exception of offsite staff development opportunities that are held within the County.
2. Commissioners Court meetings that extend beyond 1:00 p.m.
3. Meal reimbursements are limited as follows:

Travel Type	Daily Meal Reimbursement Maximum
Day-trip (work concluded by 8:00 pm)	$25
Day-trip (work extends beyond 8:00 pm)	$59
Overnight travel (excluding return travel date, see below)	$59
• Day of return (travel concluded by 8:00 pm)	$25
• Day of return (travel extends beyond 8:00 pm)	$59

4. The reimbursement of meal costs for day-trips will be reimbursed on the employee's paycheck and will be processed as taxable income.
5. All meals not associated with an overnight stay are taxable.
6. If an overnight stay occurs 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 $59.00 overnight allowance for meals, lodging will not be reimbursed.
7. Any meals related to business travel cannot be charged to the p-card except in certain cases, approved in advance by the Auditor.
8. Meal receipts are not required for per-diem.
9. Alcoholic beverages are not reimbursed.
10. If employment duties require traveling to alternate work locations within the County, meals are not reimbursable.
11. Meals purchased for entertainment/business purposes are not allowed.
12. Meal reimbursements are paid for County employees only.

H. Continuing Education & Training

1. 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.
2. 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 responsible for reimbursing the County.
3. Recertification of any required job-related certifications may be paid for by the County and are limited to two times for each renewal period.
4. 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.

5. Employees must have written approval from the Department Head/Elected Official for all second attempts for recertification.
6. The funds for these items must be available in the department's training budget, and copy of the certificate of completion is required to be submitted for reimbursement.

I. Tuition Reimbursement

1. 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.
2. The training course(s) must provide skills and/or knowledge directly related to the job description.
3. A copy of the job description and the course description must be submitted with the approval request.
4. The funds for these items must be available in the appropriate department's training budget.
5. 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.
6. 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.

J. Off-Site Staff Development

1. Off-site staff development is a period away from normal activities, for the entire department/division or a section of the department/division, to study and receive instruction under a professional trainer or a subject matter expert.
2. Off-site staff development is limited to twice per fiscal year, per department/division regardless of group selected to receive each training. At least one of the off-site trainings must be at a County facility (Conference Room, Park, etc.).
3. 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).
4. A list of attendees must be submitted for documentation as required by IRS Publication #463 (a sign-in sheet is required).
5. An agenda must also be submitted with expenses.

K. Seminars & Conferences

1. All training should be obtained at the closest possible location.
2. 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 a refund shall be requested.
3. Only job-related training will be approved by the department involved.
4. 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; however, it may take up to 20 days for processing.
5. Employees will not be reimbursed for registration fees until after the conference/training has taken place.

6. A receipt is required for all fees related to the conference/training.

L. NON-REIMBURSABLE EXPENSES

Personal Purchases

1. Damage to personal items (clothing, vehicle, etc.).
2. Personal phone calls.
3. Laundry services or personal clothing.
4. Personal doctor bills, prescriptions, and other medical services.
5. Entertainment, movie rentals, saunas, or exercise facilities.
6. Baby-sitter fees, personal kennel costs, pet or house-sitting fees.
7. Expenses incurred by a spouse or other individual accompanying an employee on a business trip.

Meals, Food & Drinks

1. Coffee, tea, and other related items used by employees while in the office.
2. Alcoholic beverages/tobacco products.
3. Drinking water services.
4. Refreshments for office parties, retirements, etc. (except for Employee Fund Allowable Events).

Travel

1. Short-term or valet parking at the airport (other than short-term parking related to prison transports).
2. Airport parking should not exceed $18 per day total, including taxes and fees. Economy B-G lots are long-term parking lots at ABIA and are approved for County employee parking.
3. Non-Airport Parking: Valet parking, unless safety is a concern or self-park is not available.
4. Mileage to/from County functions not related to official County business (ex: retirement party).
5. Transportation to places of entertainment or similar personal activities.
6. Excessive weight baggage fees or cost associated with more than two airline bags.
7. Upgrades to airfare, hotel or car rental.
8. Trip cancelation insurance.
9. Uber charges related to non-County employees, as Uber typically adds a surcharge for additional people.

Miscellaneous

1. Expenses related to County Government Week or holiday decorations.
2. Flowers/Plants.
3. Greeting, thank you, or holiday cards.
4. Fines and/or penalties.
5. Credit card delinquency or service fees.
6. Lifetime memberships to any association.
7. Donations to other entities.

8. Any items or fees that could be construed as campaigning, i.e., Chamber of Commerce or other civic organization dues, mileage, or meals; fees for parade entry; items with elected officials name (other than letterhead).
9. Sales tax on goods purchased.
10. Community outreach items exceeding $5 per item.
11. Purchases or services directly related to weddings performed by a judge.

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.

M. Uniforms

Uniform funding ***may*** be provided to serve a public purpose i.e. out in the field and for departments/individuals who a) require regular and recurring public contact b) require clear identification to the public or c) where a demonstrated need is created for distinct separation between staff and population i.e. deputy vs. inmate, detention officer vs. population, etc.

The following uniform criteria must be met:

1. The uniform item must be required daily wear by the elected official/department head.
2. 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.
3. All uniforms and other County property must be promptly returned if County employment ends.
4. Uniforms are not permitted for employees whose positions do not require them to leave their office to perform their normal daily duties. Nametags are an alternative for times these individuals do need to go to a business function.
5. A departmental uniform policy must be provided to the Budget Office at the time funding is requested to include (but not limited to) quantity of uniforms provided, positions requiring a uniform item, itemization of uniform items and on-going replacement of such items.
    a. If a department does not have a uniform budget, a line-item transfer cannot be made to the uniform line item (3311) without pre-approval from the Budget Office.
    b. The Commissioners Court must approve uniform funding for any official, employee, or reserve deputy.
6. Permissible uniform shirts and pants are polo shirts (short sleeve and long sleeve), industrial/uniform work shirts, and uniform/industrial/tactical pants. Anything outside of this style must be pre-approved by the Budget Office. Uniform items must not be easily converted to everyday wear i.e., jeans, t-shirts, blouses, dress shirts (a patch/emblem/logo on the uniform item does not necessarily prevent it from being easily converted).
7. Footwear will only be funded if it is a specialty item required for health and safety i.e., boots for motor units.
8. Funding for outerwear such as jackets and protective gear will only be recommended if an employee's job duties must be performed outdoors on a regular basis and the employee's personal outerwear is not permitted.
9. Shotguns/Rifles will be funded for each deputy if funding is available. Personal glocks/handguns, as well as any associated add-ons to personal handguns, are to be

funded/provided by the deputy.

N. Other Expenses

1. A department may purchase small appliances (i.e. microwaves, refrigerators) for the convenience of their employees.
2. Bottled water and electrolytes may be purchased to provide hydration during hot months for employees working outdoors when it is needed but not accessible.
3. Only paid receipts will be reimbursed.
4. For additional details on ineligible expense items refer to the County Budget Order.
5. If a receipt is unattainable or is lost, a written statement must be submitted for the expense.
6. Detailed invoices are required for p-card charges. Order confirmations are not acceptable.
7. Credit card processing fees on p-card transactions shall not exceed $30.00 per invoice. Any excess must be paid back by the cardholder unless pre-approved by the County Auditor.

O. Employee Recognition Expenses

1. Employee recognition expenses should be nominal in nature and will only be reimbursed up to the amount designated in the Budget Order.
2. Employees can be taxed for these items.
3. In order to avoid an item being taxable, recognition items must clearly identify the purpose. The following purchases will be allowable:
4. Employee Recognition:
    a. Plaques, awards, or certificates of recognition for service
    b. Plaques, awards, or certificates of recognition for retirement
    c. Plaques, awards, or certificates of recognition for exemplary job performance
5. Employee requirements:
    a. $60 for employees with up to 15 years of service
    b. $120 for employees with more than 15 years of service
6. No reimbursement of sales tax will be allowed.
7. Refer any questions to the Auditor's Office for clarification of purchases in this area prior to incurring expenses.
8. 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.

Contact Office

Except as otherwise stated herein, the contact for questions or clarifications pertaining to this policy may be directed to the County Auditor's Office.

Email: accountspayable@wilco.org
Phone: 512-943-1500

Administrative Notes
Policy Class:
Policy Family:
Policy:
Standard:

Control Reference(s):

Responsible:
Accountable:
Consulted:
Informed:

Revision History

Version	Date	Description
1.0	September 2025	Updates for FY26

Summary of Material Changes (highlight in yellow on changes document)	**Page(s)**
Colwick Travel changed to Direct Travel, due to company name change.	1 and 2
Trip insurance will not be reimbursed.	1 and 7
Various changes to the Car Rental Section including when cars can be rented and what optional coverages are allowed. Also, that no peer to peer car sharing services will be reimbursed.	3
Wanna Get Away changed to Southwest Airlines Choice, as the prior rate name was changed.	3 and 4
Airport parking not to exceed rate increased from $15 to $18.	4 and 7
Uber charge related to non-employees, are not reimbursable.	7
Allowable credit card Fee increased from $20 to $30.	9
Various minor word-smithing or clarification on required documentation.	1-10

Williamson County
County Auditor

Expenditure Policy

Sensitivity: None
Criticality: Critical
Primary Type: Policy

Summary

Purpose

The purpose of this Williamson County Expenditure Policy is to provide clear guidelines to employees on Williamson County's expectations and requirements regarding allowable expenditures and required backup.

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This guidance applies to all County employees, Department Heads, Elected Officials, and Appointed Officials.

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A. General Travel Information

1. An advance will not be issued for travel expenditures.
2. All travel expenses must be supported with an itemized receipt.
3. All purchases for airfare, hotels, car rentals, and expense reimbursements 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.
4. 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.
5. Reasonable tips, not to exceed 20%, are allowed for alternate means of transportation, such as taxis, shuttles, and Uber rides.
6. 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.
7. 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. Colwick Travel is available for booking airfare, and there is an account setup for the County.

8. Cancellation fees and unused travel expenses are not reimbursable unless due to a business-related reason, 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.
9. Personal purchases using a p-card are not allowed. If a charge is made on a p-card for a non-reimbursable expense or a personal purchase (by mistake), employees must send a check made payable to Williamson County to the Treasurer's Office, along with a completed revenue report. A copy of this revenue report should also be included with the p-card statement documentation when submitted to Accounts Payable.
10. Expense reimbursements & p-card statements both require their own backup documentation (who, what, when, where) as applicable.

B. Expense Reimbursement

1. With the exception of per diem and mileage, all requests for reimbursement require itemized receipts.
2. Each expense reimbursement must have the employee signature and department head approval.
3. 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.
4. 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.
5. 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.
6. 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.
7. The Auditor's Office may request additional documentation for any or all reimbursements.
8. Reimbursements for business travel require documentation showing the purpose of the trip, the location, the dates, and the person attending. (Who, what, when, and where)
9. Hotel folios shall be included as backup.

C. Airfare

1. 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 at the time of reservation must be submitted with the expense.
2. Airfare must be paid directly to the airline or Colwick Travel, (i.e. no other travel agencies such as Expedia).

3. Airfare purchased on a personal credit card will be reimbursed after the trip has been completed.
4. 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.
5. The County will not issue reimbursements for tickets purchased with frequent flyer miles.
6. A maximum of 2 bags will be reimbursed. Excess baggage fees will not be reimbursed.
7. 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.
8. Southwest early bird fees are allowed. Preferred seating fees will not be reimbursed.

D. Car Rental

1. 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, or if there is a safety concern at the business travel location.
2. Cars rented should be economy or mid-sized (luxury vehicle rentals will not be reimbursed).
3. Renting cars for travel within the County is prohibited unless otherwise approved by the Auditor's Office.
4. 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.
5. The rental car must be returned with a full tank of gas unless it has been pre-paid. Please use the less expensive option.
6. Rental cars must be rented from a nationally recognized company (i.e. Hertz, Enterprise, etc.).
7. The rental agreement and the charge card receipt (if applicable) must be turned in with the expense request.
8. Insurance purchased when renting a vehicle may also be reimbursed.
9. 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.
10. 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).

E. Personal Car Usage

1. 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.
2. 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.
3. 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).
4. 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.

5. Reimbursement for mileage is prohibited between place of residence and assigned place of work.
6. Mileage should be calculated from an employee's regular place of work or residence, whichever is the shorter distance when traveling to a meeting, conference, or seminar.
7. When more than one employee travels in the same vehicle, only the driver may claim mileage reimbursement.
8. 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.
9. Airport parking fees are limited to $15 per day (ABIA economy lots are least expensive).
10. Tolls and 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.
11. It is the responsibility of the employee to keep track of mileage.
12. Employees assigned to a County vehicle are not eligible for mileage reimbursement.
13. Operating and maintenance expenses, as well as other personal expenses (such as parking tickets, traffic violations, car repairs and collision damage) are not reimbursable.

F. Lodging

1. Third-party reservation sites are prohibited as these expenses and taxes are not itemized, may include hidden booking fees, and generally do not provide cancellation policies.
2. Lodging expenses are reimbursed only if travel is beyond a 45-mile radius from the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626.
3. Government rate or least expensive rate should be requested at all times.
4. The group room rate for a conference is considered the least expensive rate. If the group room rate becomes unavailable, the employee must seek an alternate hotel which does not exceed this rate unless pre-approved by the County Auditor. Proof of the conference group rate must be submitted with the hotel charge, or the most the County will allow for a hotel stay is $300.00/night without taxes and any excess must be paid back by the employee.
5. Hotel accommodations require an itemized hotel folio as a receipt.
6. When lodging is shared by two or more employees, the names of the authorized travelers should be noted on the receipt.
7. Personal telephone charges, whether local or long distance, are not reimbursable.
8. Single room rate charge plus any applicable tax is reimbursable, no exceptions.
9. Valet parking is not allowed when self-park is available and accessible at the hotel, unless safety is a concern.
10. When placing the reservation, only hotel required deposits may be placed on the p-card. The remainder must be paid at time of check out.
11. No food or beverage charges are allowed on the hotel folio.

G. Meals

1. Meals are reimbursable only for County business trips that are outside the County with the exception of:
    a. Commissioners Court meetings that extend beyond 1:00 p.m.
    b. Off-site staff development opportunities that are held within the County.

2. Meal reimbursements are limited as follows:

Travel Type	Daily Meal Reimbursement Maximum
Day-trip (work concluded by 8:00 pm)	$25
Day-trip (work extends beyond 8:00 pm)	$59
Overnight travel (excluding return travel date, see below)	$59
• Day of return (travel concluded by 8:00 pm)	$25
• Day of return (travel extends beyond 8:00 pm)	$59

3. The reimbursement of meal costs for day-trips will be reimbursed on the employee's paycheck and will be processed as taxable income.
4. All meals not associated with an overnight stay are taxable.
5. If an overnight stay occurs 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 $59.00 overnight allowance for meals, lodging will not be reimbursed.
6. Any meals related to business travel cannot be charged to the p-card except in certain cases, approved in advance by the Auditor.
7. Meal receipts are not required for per-diem.
8. Alcoholic beverages are not reimbursed.
9. If employment duties require traveling to alternate work locations within the County, meals are not reimbursable.
10. Meals purchased for entertainment/business purposes are not allowed.
11. Meal reimbursements are paid for County employees only.

H. Continuing Education & Training

1. 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.
2. 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.
3. Recertification of any required job-related certifications may be paid for by the County and are limited to two times for each renewal period.
4. 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.
5. Employees must have written approval from the Department Head/Elected Official for all second attempts for recertification.
6. The funds for these items must be available in the departments training budget.

I. Tuition Reimbursement

1. 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.
2. The training course(s) must provide skills and/or knowledge directly related to the job description.

3. A copy of the job description and the course description must be submitted with the approval request.
4. The funds for these items must be available in the appropriate department's training budget.
5. 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.
6. 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.

J. Off-Site Staff Development

1. Off-site staff development is a period away from normal activities, for the entire department/division or a section of the department/division, to study and receive instruction under a professional trainer or a subject matter expert.
2. Off-site staff development is limited to twice per fiscal year, per department/division regardless of group selected to receive each training. At least one of the off-site trainings must be at a County facility (Conference Room, Park, etc.).
3. 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).
4. A list of attendees must be submitted for documentation as required by IRS Publication #463 (a sign-in sheet is required).
5. An agenda must also be submitted with expenses.

K. Seminars & Conferences

1. All training should be obtained at the closest possible location.
2. 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 a refund shall be requested.
3. Only job-related training will be approved by the department involved.
4. 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.
5. Employees will not be reimbursed for registration fees until after the conference/training has taken place.
6. A receipt is required for all fees related to the conference/training.

L. NON-REIMBURSABLE EXPENSES

Personal Purchases

1. Damage to personal items (clothing, vehicle, etc.).
2. Personal phone calls.
3. Laundry services or personal clothing.
4. Personal doctor bills, prescriptions, and other medical services.
5. Entertainment, movie rentals, saunas, or exercise facilities.
6. Baby-sitter fees, personal kennel costs, pet or house-sitting fees.
7. Expenses incurred by a spouse or other individual accompany you on a business trip.

Meals, Food & Drinks

1. Coffee, tea, and other related items used by employees while in the office.
2. Alcoholic beverages/tobacco products.
3. Drinking water services.
4. Refreshments for office parties, retirements, etc. (Excludes Employee Fund Allowable Events).

Travel

1. Short-term or valet parking at the airport (other than short-term parking related to prison transports).
2. Airport 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.
3. Non-Airport Parking: Valet service is not an option unless safety is a concern or self-park is not available.
4. Mileage to/from County functions not related to official County business (ex: retirement party).
5. Transportation to places of entertainment or similar personal activities.
6. Excessive weight baggage fees or cost associated with more than two airline bags.
7. Upgrades to airfare, hotel or car rental.

Miscellaneous

1. Expenses related to County Government Week or holiday decorations.
2. Flowers/Plants.
3. Greeting, thank you, or holiday cards.
4. Fines and/or penalties.
5. Credit card delinquency or service fees.
6. Lifetime memberships to any association.
7. Donations to other entities.
8. Any items or fees that could be construed as campaigning, i.e., Chamber of Commerce or other civic organization dues, mileage, or meals; fees for parade entry; items with elected officials name (other than letterhead).
9. Sales tax on goods purchased.
10. Community outreach items exceeding $5 per item.
11. Purchases or services directly related to weddings performed by a judge.

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.

M. Uniforms

Uniform funding ***may*** be provided to serve a public purpose i.e. out in the field and for departments/individuals who a) require regular and recurring public contact b) require clear identification to the public or c) where a demonstrated need is created for distinct separation between staff and population i.e. deputy vs. inmate, detention officer vs. population, etc.

The following uniform criteria must be met:

1. The uniform item must be required daily wear by the elected official/department head.

2. 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.
3. All uniforms and other County property must be promptly returned if County employment ends.
4. Uniforms are not permitted for employees whose positions do not require them to leave their office to perform their normal daily duties. Nametags are an alternative for times these individuals do need to go to a business function.
5. A departmental uniform policy must be provided to the Budget Office at the time funding is requested to include (but not limited to) quantity of uniforms provided, positions requiring a uniform item, itemization of uniform items and on-going replacement of such items.
    a. If a department does not have a uniform budget, a line-item transfer cannot be made to the uniform line item (3311) without pre-approval from the Budget Office.
    b. The Commissioners Court must approve uniform funding for any official, employee, or reserve deputy.
6. Permissible uniform shirts and pants are polo shirts (short sleeve and long sleeve), industrial/uniform work shirts, and uniform/industrial/tactical pants. Anything outside of this style must be pre-approved by the Budget Office. Uniform items must not be easily converted to everyday wear i.e., jeans, t-shirts, blouses, dress shirts (a patch/emblem/logo on the uniform item does not necessarily prevent it from being easily converted).
7. Footwear will only be funded if it is a specialty item required for health and safety i.e., boots for motor units.
8. Funding for outerwear such as jackets and protective gear will only be recommended if an employee's job duties must be performed outdoors on a regular basis and the employee's personal outerwear is not permitted.
9. Shotguns/Rifles will be funded for each deputy if funding is available. Personal glocks/handguns, as well as any associated add-ons to personal handguns, are to be funded/provided by the deputy.

N. Other Expenses

1. A department may purchase small appliances (i.e. microwaves, refrigerators) for the convenience of their employees.
2. Bottled water and electrolytes may be purchased to provide hydration during hot months for employees working outdoors when it is needed but not accessible.
3. Only paid receipts will be reimbursed.
4. For additional details on ineligible expense items refer to the County Budget Order.
5. If a receipt is unattainable or is lost, a written statement must be submitted for the expense.
6. Detailed invoices are required for p-card charges. Order confirmations are not acceptable.
7. Credit card processing fees on p-card transactions shall not exceed $20.00 per invoice. Any excess must be paid back by the cardholder unless pre-approved by the County Auditor.

O. Employee Recognition Expenses

1. Employee recognition expenses should be nominal in nature and will only be reimbursed up to the amount designated in the Budget Order.
2. Employees can be taxed for these items.
3. In order to avoid an item being taxable, recognition items must clearly identify the purpose. The following purchases will be allowable:
4. Employee Recognition:
    a. Plaques, awards, or certificates of recognition for service
    b. Plaques, awards, or certificates of recognition for retirement
    c. Plaques, awards, or certificates of recognition for exemplary job performance
5. Employee requirements:
    a. $60 for employees with up to 15 years of service
    b. $120 for employees with more than 15 years of service
6. No reimbursement of sales tax will be allowed.
7. Refer any questions to the Auditor's Office for clarification of purchases in this area prior to incurring expenses.
8. 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.

Contact Office

Except as otherwise stated herein, the contact for questions or clarifications pertaining to this policy may be directed to the County Auditor's Office.

Email: accountspayable@wilco.org
Phone: 512-943-1500

Administrative Notes
Policy Class: Resource Management
Policy Family: Financial Management
Policy: Expenditure Policy

Revision History

Version	Date	Description
2.0	07/30/2024	Policy approved in Commissioners Court

Commissioners Court - Regular Session **50.**

Meeting Date: 09/23/2025

DI Update Presentation

Submitted For: Rebecca Clemons **Submitted By:** Becky Pruitt, Commissioners Court

Department: Commissioners Court

Agenda Category: Regular Agenda Items

Information

Agenda Item

Hear a presentation from the County Manager on the Death Inquest Investigator Program.

Background

Please see attached.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

DI Update Presentation

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 09:48 AM
Form Started By: Becky Pruitt		Started On: 09/16/2025 09:41 AM
Final Approval Date: 09/16/2025		

Death Inquest Investigators Program

Rebecca Clemons 9/23/2025

Death Inquest Process

Past

- Operates under *Tex CCP ch 49, sub A*
- Justice of the Peace
- Staff workload

Current

- Majority operates under *Tex CCP ch 49, sub A, sec 23*
- Justice of the Peace
- Staff workload
- Death Inquest Investigator in 3 offices – JP1, JP2, and JP3

What do Death Inquest Investigators do?

- Receives reports of deaths occurring within Williamson County
- Visits death scenes and conducts independent investigations regarding circumstances of death
- Prepares official investigative reports
- Releases cause and manner of death, as determined by the Justice of the Peace, to the public, official agencies, and media
- Communicates with agency partners, law enforcement agencies, hospitals, decedent's families, and the general public

WILCO TEXAS

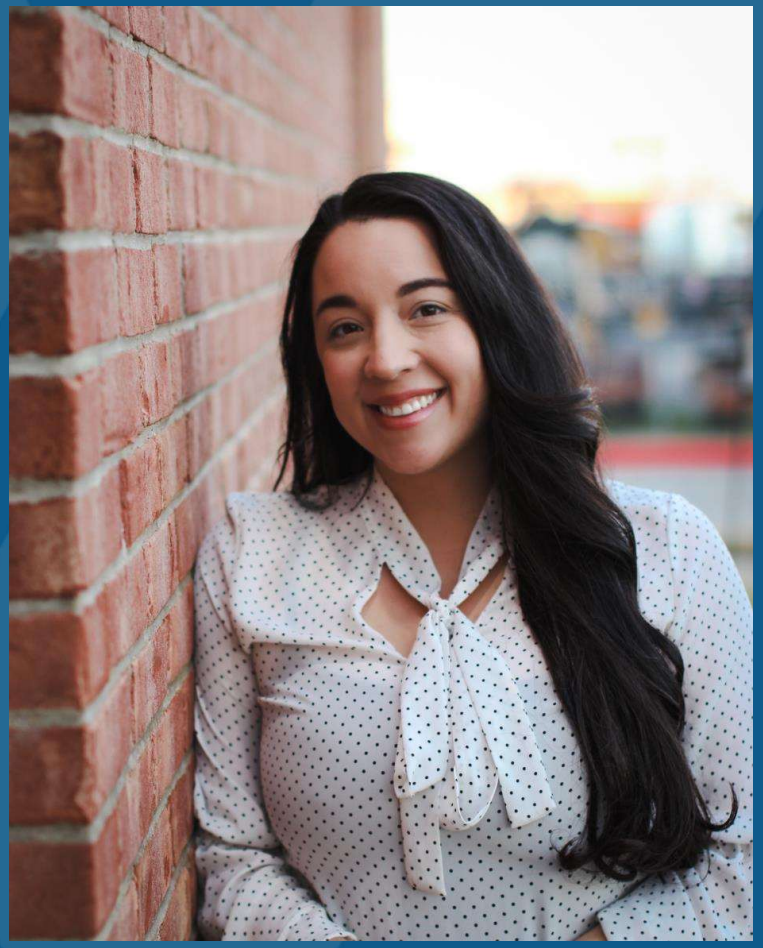


Valerie Alvarez

- Bachelor of Arts in Anthropology, Concentration Forensic Science from Baylor University
- Experience with Collin and Lubbock County as a Board Certified Medicolegal Death Investigator (MDI) though the American Board of Medicolegal Death Investigator (AMBDI)
- Medical Investigator for Dept. Health & Human Services – Disaster Mortuary Team
- Passionate about partnering with law enforcement agencies and educational institutions to explain the role of a MDI
- Loves to go on RV camping trips with extended family

Kaylin Gravatt

- Bachelor of Science in Forensic Anthropology with a Minor in Forensic Science from Baylor University
- Almost 7 years experience as an Investigator
- Previously with Collin County Medical Examiner's Office
- ABMDI-Dipolmat
- Loves to draw, paint, digital art and photography

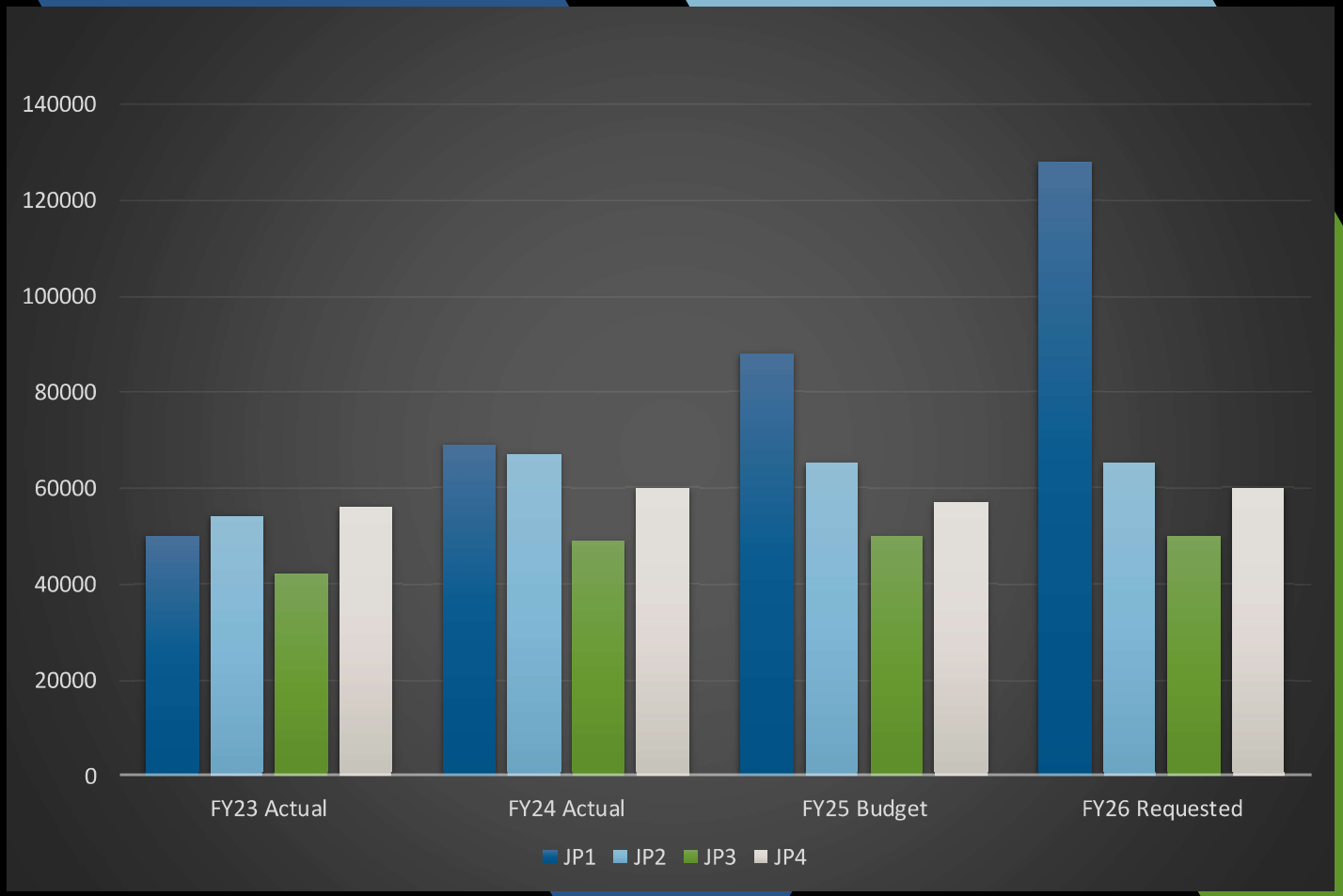


Ruben Leal

- Police and EMS Explorer at 14
- Experience as Dispatcher, Medic, and Investigator
- Eleven years as a driver/operator and technical rescue medic
- Specialized in investigations of infant and pediatric deaths
- Served on numerous task forces and boards, including a herding dog rescue organization with a foster and transport record of over 100 animals
- Plays in a competitive kickball league in Austin

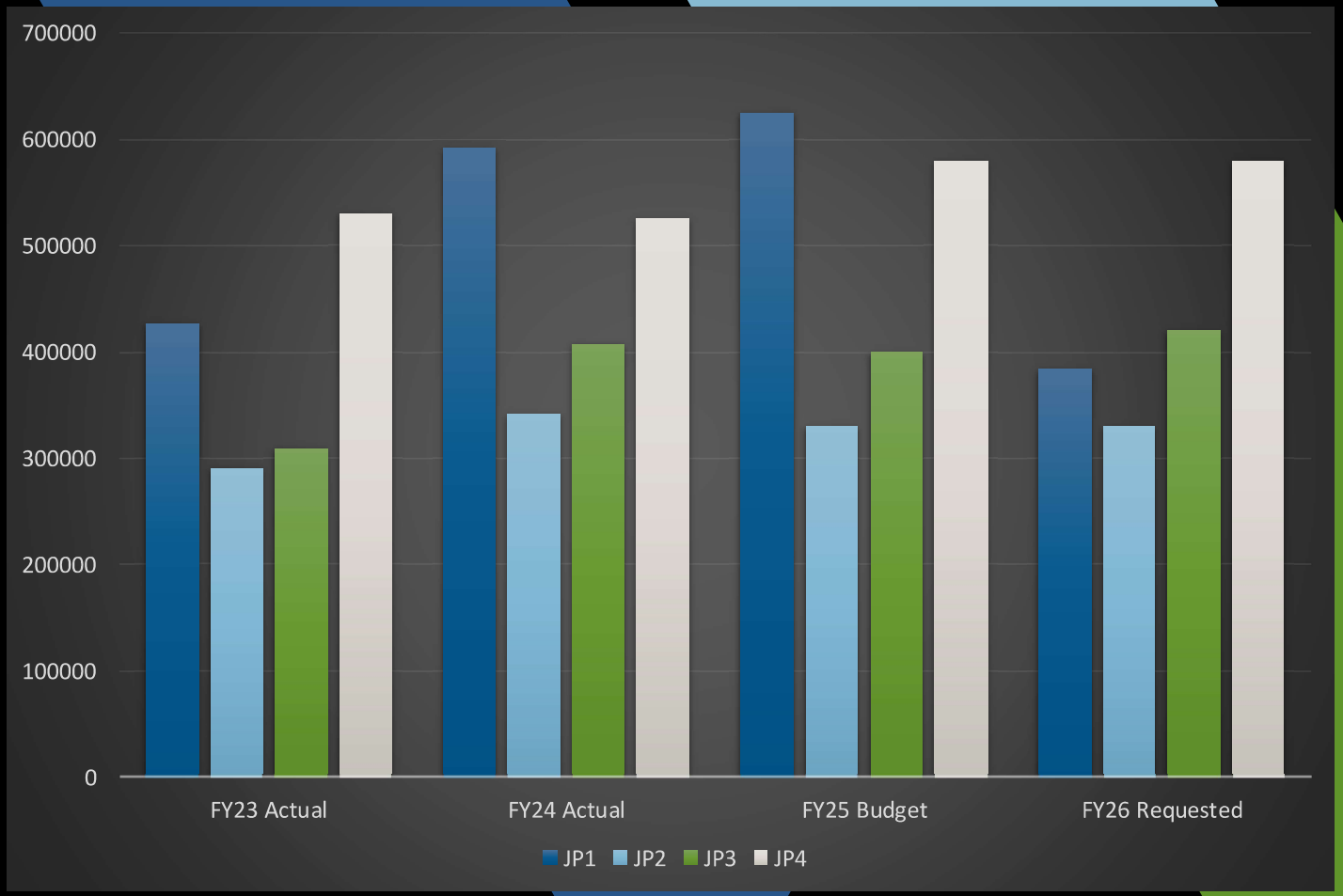


Transport - 004192



WILCO
TEXAS

Autopsies - 004190



WILCO
TEXAS

Caseload



WILCO
TEXAS

Looking Ahead



Outreach



Strategic Planning

Indigent Burial Cases



Continuing Education

WILCO
TEXAS

Questions?



Commissioners Court - Regular Session **51.**

Meeting Date: 09/23/2025

FY26 Special Revenue Fund Approval

Submitted By: Ashlie Holladay, Budget Office

Department: Budget Office

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on the following 2025-2026 budgets:

0338 Uncompensated Care Fund (CHP)
0339 Opioid Fund
0340 Tobacco Fund
0350 Law Library Fund
0364 Pretrial Intervention Program Fund
0370 Alternate Dispute Resolution
0376 Surplus Elections Contract Fund
0385 Records Management and Preservation Fund - County Clerk
0386 Records Management and Preservation Fund - District Clerk
0388 Court Records Preservation Fund
0507 Radio Communication System Fund
0543 Fire Marshal Fund
0545 Regional Animal Shelter Fund
0546 Regional Animal Shelter Donation Fund
0840 Risk Fund
0882 Fleet Maintenance Fund

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

FY26 Fund Purpose

FY26 Special Revenue Funds Approve

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:32 AM
Form Started By: Ashlie Holladay		Started On: 09/16/2025 09:47 AM
Final Approval Date: 09/17/2025		

Williamson County
Active Fund Listing
As of September 2025

Constitutional Funds

Fund 0100 General Fund – The main operating fund for Williamson County. It is used to account for all financial resources for the county except those required to be accounted in another fund.

Fund 0200 Road & Bridge Fund – Monies are collected from property taxes, vehicle registration and rebates from the State. The funds are used for maintenance and construction of County Roads and Bridges.

Fund 0600 Debt Service Fund – Monies collected, mainly property taxes, are used to pay long term debt expenditures.

Other Funds to be spent for Specific Purposes

Fund 0250 Pass-Through Funding Program – This fund is used to account for the reimbursements from Texas Department of Transportation (TXDOT) related to the Pass-Through Road Financing Program. The pass-through program allows the County to manage the improvements of state highways. Reimbursement from TXDOT is based on a rate after completion of these projects. The monies will be used for the payment of the debt related to these projects. Any remaining funds after the debt has been retired will be used for road projects.

Fund 0310 WM – Future Environmental Liability – Monies received from the Contractor of the Williamson County Landfill to pay for any environmental liability related to the Landfill beyond those costs covered by closure and post-closure trust funds. Contractor pays 2% of the total Tip Fees collected.

Fund 0311 WM – Master Site Development – Monies received from the Contractor of the Williamson County Landfill to pay for site development of the facility. Contractor pays 1% of the total Tip Fees collected.

Fund 0312 WM – Community Recreational Facility – Monies received from the Contractor of the Williamson County Landfill to pay for recreational facility use within Williamson County. Contractor pays 1% of the total Tip Fees collected

Fund 0313 WM – City of Hutto and Hutto ISD – Monies received from the Contractor of the Williamson County Landfill to be expended for the benefit of the City of Hutto and Hutto ISD. Contractor pays 2% of the total Tip Fees collected.

Fund 0314 Community Improvement Precinct 4 Fund – Donations received from Lealco, Inc. are to be expended for community improvement projects located in Precinct 4 of Williamson County. The donations are defined in the settlement agreement between Williamson County and Lealco, Inc. The agreement was approved by the Commissioners Court on August 18, 2020.

Fund 0338 Uncompensated Care Program (CHP) – Revenues to the fund consist of interest income and the annual distribution from the Ambulance Services Supplemental Payment Program, which provides payments to ambulance services that are delivered to individuals not covered by Medicare, Medicaid, or Commercial Insurance. The Commissioners Court by policy has committed this funding toward the Community Health Paramedicine program. The Williamson County EMS Community Health Paramedics (CHP) are a group of specially trained providers who work with patients, families, and providers to assist in reducing reliance on emergency services for chronic physical and mental health conditions. Identified patients receive in-home visits and navigation services that increase health literacy, reduce health disparities in vulnerable populations, and improve overall chronic disease management.

Fund 0339 Opioid – Revenues to the fund consist of interest income and the distributions from the Opioid Abatement Trust Fund held at the Texas Treasury Safekeeping Trust Company, which come from settlement agreements with the opioid manufacturers, pharmacies, etc. The Commissioner's Court has committed these funds to be used to address opioid-related harm in the community.

Fund 0340 Tobacco – Monies received by the County from the state as a pro rata distribution from the lump sum payment made by tobacco companies are accounted for through this fund. The money collected from the state is to be spent on health-related issues.

Fund 0341 Court Facility Fee Fund – Monies collected through civil cases defined by Sections 135.101, 135.102, and 135.103 of the Local Government Code. Monies allocated to the fund may be used by a county only to fund the construction, renovation, or improvement of facilities that house the courts or to pay the principal of interest on, and costs of issuance of bonds, including refunding bonds, issued for the construction, renovation, or improvement of the facilities.

Fund 0350 Law Library – Monies collected through civil cases filed in the county or district court are accounted for through this fund. Monies collected are used to support the management and expenditures necessary to maintain law libraries throughout the County.

Fund 0353 JP #3 Teen Court Program – The purpose of this fund is to account for the receipt of fees from juveniles who are participating in the Teen Court Program.

Fund 0355 Court Reporter Service – The clerk of each court that has an official court reporter shall collect a court reporter service fee of $15 as a court cost in each civil case filed with the clerk to maintain a court reporter who is available for assignment in the court.

Fund 0360 Courthouse Security – This fund is used to collect court costs of defendants convicted of felony and misdemeanor offenses. The funds are designated for security purposes such as metal detectors, identification cards, and surveillance cameras.

Fund 0361 JP Security – This fund is used to collect court costs of defendants convicted of misdemeanor offenses. The funds are designated for security purposes such as metal detectors, identification cards, and surveillance cameras for justice courts not housed in the county courthouse.

Fund 0364 Pretrial Intervention Program – This fund is used to account for a fee not to exceed $500. To be used to reimburse the county expenditures related to a defendant's participation in a pretrial intervention program.

Fund 0365 Child Safety – This fund is used to account for $1.50 tax collected during the vehicle registration process. These funds are also collected by justice, county, or district courts for violations that occur within a school crossing zone up to $25 per violation. This fund is used to provide a school crossing guard program and/or programs designed to enhance child safety, health, or nutrition.

Fund 0366 Child Abuse Prevention – This fund is used to account for the $100 fee assessed in certain child sexual assault and related convictions. These funds are to be used for child abuse prevention programs.

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Fund 0516 Unclaimed Juvenile Restitution Fund – Section 54.0482 of the Texas Family Code requires a separate fund to account for unclaimed juvenile restitution. The funds may be spent only for the same purposes as specified for juvenile state aid.

Fund 0517 Vehicle Inventory Tax Interest Fund – This fund is used to account for interest earned from the Tax Assessor-Collector's motor vehicle inventory escrow account. Section 23.122 of the Tax Code requires the interest revenue may only be spent to defray the cost of the collection program.

Fund 0520 Juvenile Fee Fund – This fund is used to account for court-ordered fees while a juvenile is on probation. Section 54.061 of the Family Code requires the fees may only be used for juvenile probation or community based juvenile corrections services or facilities in which a juvenile may be required to live while under court supervision.

Fund 0543 Fire Code Enforcement Fund – The Commissioners Court adopted a fee schedule on November 17, 2020, per Local Government Code 233.065. The fund is used to account for the fees related to fire code inspections. The funds may be used only for the administration and enforcement of the fire code.

Fund 0545 Regional Animal Shelter (WCRAS) – This fund accounts for the County's percentage share of revenues collected as adoption fees, surrender fees, etc. at the WCRAS. Expenditures are made for the day-to-day operations of the facility. The other regional participants in the shelter share proportionately in the operational costs.

Fund 0546 Regional Animal Shelter Donations (WCRAS) – This fund accounts for WCRAS donations. Many donations are used for a specific purpose. This fund is set up to aid in accounting for the various donations.

Fund 0571 Juvenile Justice Alternative Education Program (JJAEP) Tier II – The Texas Probation Commission provides funding for costs that are reasonable, necessary and directly related to the creation and ongoing operation of a JJAEP to include the purchase of equipment, renovations, or construction. This program is designed to provide an educational setting for students that have been expelled from the public schools. The goal of the program is to reduce delinquency, increase offender accountability, and rehabilitate offenders through a comprehensive, coordinated community-based juvenile probation system.

Fund 0636 WC Historical Commission – The fund is used to account for the monies received from memorial brick sales and donations to the Williamson County Historical Commission. The funds can be used for county historic preservation.

Fund 0777 Project – These funds are set up to account for construction of major capital projects. The majority of the funds are received from Bond Proceeds.

Fund 0840 Risk – This fund is used to account for the accumulation and allocation of costs associated with the self-funded Workers Compensation and Liability coverage.

Fund 0852 Avery Ranch Fund – Avery Ranch Road District #1 was formed by the Commissioners Court in 2001. The District issues unlimited tax bonds for the purpose of developing roads in the district.

The District is governed by a Board comprised of the Williamson County Commissioners Court. The bonds are scheduled to be paid in full on August 15, 2025.

Fund 0853 Pearson Place Road District Operating Fund – Pearson Place Road District was formed by the Commissioners Court in 2010. The District issues unlimited tax bonds for the purpose of developing roads in the district. The fund is used to reimburse the developer for construction of the four-lane divided portion of Neenah Avenue within the District. The District is governed by a Board comprised of the Williamson County Commissioners Court.

Fund 0854 Pearson Place Road District Debt Service Fund – Pearson Place Road District was formed by the Commissioners Court in 2010. The fund is used to pay for the long-term debt expenditures for the district. The District is governed by a Board comprised of the Williamson County Commissioners Court. The bonds are scheduled to be paid in full on August 15, 2041.

Fund 0856 Northwoods Road District Debt Service Fund – Northwoods Road District was formed by the Commissioners Court in 2011. The fund is used to pay for the long-term debt expenditures for the district. The District is governed by a Board comprised of the Williamson County Commissioners Court. The bonds are scheduled to be paid in full on August 15, 2042.

Fund 0857 Somerset Hills #4 Road District Operating Fund – Somerset Hills #4 Road District was formed by the Commissioners Court in 2008. The District issues unlimited tax bonds for the purpose of developing roads in the district. The fund is used to reimburse the developer and Williamson County for its share of the costs associated with construction expenses and land dedication for Ronald Reagan Boulevard from Farm to Market Road 2338 to State Highway 195. The District is governed by a Board comprised of the Williamson County Commissioners Court.

Fund 0858 Somerset Hills #4 Road District Debt Service Fund – Somerset Hills Road District was formed by the Commissioners Court in 2008. The fund is used to pay for the long-term debt expenditures for the district. The District is governed by a Board comprised of the Williamson County Commissioners Court. The bonds are scheduled to be paid in full on August 15, 2048.

Fund 0859 Somerset Hills #3 Road District Operating Fund – Somerset Hills #3 Road District was formed by the Commissioners Court in 2008. The District issues unlimited tax bonds for the purpose of developing roads in the district. The fund is used to reimburse the developer and Williamson County for its share of the costs associated with construction expenses and land dedication for Ronald Reagan Boulevard from Farm to Market Road 2338 to State Highway 195. The District is governed by a Board comprised of the Williamson County Commissioners Court.

Fund 0860 Somerset Hills #3 Road District Debt Service Fund – Somerset Hills Road District was formed by the Commissioners Court in 2008. The fund is used to pay for the long-term debt expenditures for the district. The District is governed by a Board comprised of the Williamson County Commissioners Court. The bonds are scheduled to be paid in full on August 15, 2048.

Fund 0875 County Sheriff – This fund is used to account for jail inmates' purchase of food and toiletry items or other supplies. Expenditures are for the purchase of these items. Any revenue generated may be used for the benefit of the inmate.

Fund 0876 Local Provider Participation Fund (LPPF) – Section 292B of the Texas Health & Safety Code allows Williamson County to create a Local Provider Participation Fund. The county annually sets the rate associated with mandatory provider participation payments from local hospitals. These funds can be spent on certain intergovernmental transfers and indigent care programs as defined by the code.

Fund 0882 Fleet Maintenance – This fund is used to account for the maintenance and repair of motor vehicles and related costs.

Fund 0885 Williamson County Benefits Fund – The fund is used to account for the accumulation and allocation of costs associated with the self-funded medical and dental benefit plans.

Fund 0999 Grants – These funds are set up to account for federal, state and private monies provided for the enhancement of programs not fully funded by the County.

Other Funds

Fund 0205 Road & Bridge Special Projects – The fund is set up to account for private road reimbursements. In the early 1990s code allowed for citizens to request Commissioners Court to pay for private road repairs and the landowners along the road to repay thru an assessment. It is not current practice to finance private road repairs. The fund is used to account for the outstanding balances on the various road repairs.

Fund 0399 State Agency Fund – The fund is set up to account for fines and fees collected on behalf of the State. On a monthly and/or quarterly basis the monies are sent to the state. A portion of the fees collected are retained by the county and transferred to the appropriate fund.

Fund 0880 Payroll Fund – The fund is set up to account for payroll liabilities.

CAMPO

Fund 0231 CAMPO Personnel Fund – This fund is set up to account for payroll expenditures associated with CAMPO county employees.

Fund 0831 CAMPO Operating Fund – Effective 10/1/16, the County is the fiscal agent for CAMPO. The fund is set up to account for CAMPO operating activity.

County Custodial Funds

Fund 0801-0810 – The custodial funds are set up to hold funds on behalf others outside the County.

0801 CA Hot Check Custodial Fund
0802 DA Pending Forfeit Custodial Fund
0803 Cty Clerk Trust Custodial Fund
0804 District Clerk Trust Custodial Fund
0805 Juvenile Svcs Custodial Fund

0806 So Inmate Trust Custodial Fund
0807 So Cash Bond Custodial Fund
0808 Tax A/C Custodial Fund
0809 Benefits Flex Custodial Fund
0810 Bail Bonds Custodial Fund

Fund Number	Fund Name	Estimated Fund Balance Fiscal Year 2024-2025	2025-2026 Expense Recommended Budget	2025-2026 Revenue Recommended Budget	Excess (Deficiency) of Revenue/Expense	Projected Fund Balance Fiscal Year 2025-2026
Discuss, consider and take appropriate action on the approval of the following 2025-2026 Budgets:						
0338	Uncompensated Care Fund (CHP)	$ 4,272,587.16	$ 577,688.37	$ 195,000.00	$ (382,688.37)	$ 3,889,898.79
0339	Opioid Fund	$ 804,814.39	$ 324,981.00	$ 265,000.00	$ (59,981.00)	$ 744,833.39
0340	Tobacco Fund	$ 6,189,266.27	$ 633,000.00	$ 655,000.00	$ 22,000.00	$ 6,211,266.27
0350	Law Library Fund	$ 1,928,112.90	$ 150,000.00	$ 418,000.00	$ 268,000.00	$ 2,196,112.90
0364	Pretrial Intervention	$ 43,494.00	$ 295,880.00	$ 295,880.00	$ -	$ 43,494.00
0370	Alternate Dispute Fund	$ 1,301,583.75	$ 171,484.00	$ 265,000.00	$ 93,516.00	$ 1,395,099.75
0376	Surplus Elections Contracts Fund	$ 376,596.37	$ 284,468.00	$ 14,000.00	$ (270,468.00)	$ 106,128.37
0385	County Clerk Records	$ 8,392,873.81	$ 1,729,621.02	$ 1,464,000.00	$ (265,621.02)	$ 8,127,252.79
0386	District Clerk - Records Mgmt and Preservation Fund	$ 571,675.39	$ 5,050.00	$ 240,000.00	$ 234,950.00	$ 806,625.39
0388	Court Records Preservation Fund	$ 3,763.91	$ 500.00	$ -	$ (500.00)	$ 3,263.91
0507	Regional Communication System	$ 1,014,378.08	$ 1,709,441.27	$ 1,709,711.00	$ 269.73	$ 1,014,647.81
0543	Fire Code Enforcement	$ 667,407.29	$ 508,927.00	$ 100,000.00	$ (408,927.00)	$ 258,480.29
0545	Regional Animal Shelter Fund	$ 211,767.60	$ 4,424,476.03	$ 4,636,733.63	$ 212,257.60	$ 424,025.20
0546	Regional Animal Shelter Donation Fund	$ 1,296,691.32	$ 706,791.79	$ -	$ (706,791.79)	$ 589,899.53
0840	Risk Fund	$ 480,415.54	$ 2,399,889.21	$ 2,548,316.13	$ 148,426.92	$ 628,842.46
0882	Fleet Maintenance Fund	$ 292,790.43	$ 5,410,261.71	$ 5,410,261.71	$ -	$ 292,790.43

Commissioners Court - Regular Session **52.**

Meeting Date: 09/23/2025

FY26 Special Revenue Fund Acknowledgement

Submitted By: Ashlie Holladay, Budget Office

Department: Budget Office

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and acknowledge the following 2025-2026 budgets:

0355 Court Reporter Service Fund
0360 Courthouse Security Fund
0361 Justice of the Peace Security Fund
0367 Justice of the Peace, Precinct #3, Local Youth Diversion Fund
0368 Justice of the Peace, Precinct #2, Local Youth Diversion Fund
0369 Justice of the Peace, Precinct #4, Local Youth Diversion Fund
0372 Justice Court Technology Fund
0373 Justice of the Peace, Precinct #1, Local Youth Diversion Fund
0380 Judicial Education Probate Court Fund

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

FY26 Fund Purpose

FY26 Special Revenue Funds Acknowledge

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:33 AM
Form Started By: Ashlie Holladay		Started On: 09/16/2025 09:53 AM
Final Approval Date: 09/17/2025		

Williamson County
Active Fund Listing
As of September 2025

Constitutional Funds

Fund 0100 General Fund – The main operating fund for Williamson County. It is used to account for all financial resources for the county except those required to be accounted in another fund.

Fund 0200 Road & Bridge Fund – Monies are collected from property taxes, vehicle registration and rebates from the State. The funds are used for maintenance and construction of County Roads and Bridges.

Fund 0600 Debt Service Fund – Monies collected, mainly property taxes, are used to pay long term debt expenditures.

Other Funds to be spent for Specific Purposes

Fund 0250 Pass-Through Funding Program – This fund is used to account for the reimbursements from Texas Department of Transportation (TXDOT) related to the Pass-Through Road Financing Program. The pass-through program allows the County to manage the improvements of state highways. Reimbursement from TXDOT is based on a rate after completion of these projects. The monies will be used for the payment of the debt related to these projects. Any remaining funds after the debt has been retired will be used for road projects.

Fund 0310 WM – Future Environmental Liability – Monies received from the Contractor of the Williamson County Landfill to pay for any environmental liability related to the Landfill beyond those costs covered by closure and post-closure trust funds. Contractor pays 2% of the total Tip Fees collected.

Fund 0311 WM – Master Site Development – Monies received from the Contractor of the Williamson County Landfill to pay for site development of the facility. Contractor pays 1% of the total Tip Fees collected.

Fund 0312 WM – Community Recreational Facility – Monies received from the Contractor of the Williamson County Landfill to pay for recreational facility use within Williamson County. Contractor pays 1% of the total Tip Fees collected

Fund 0313 WM – City of Hutto and Hutto ISD – Monies received from the Contractor of the Williamson County Landfill to be expended for the benefit of the City of Hutto and Hutto ISD. Contractor pays 2% of the total Tip Fees collected.

Fund 0314 Community Improvement Precinct 4 Fund – Donations received from Lealco, Inc. are to be expended for community improvement projects located in Precinct 4 of Williamson County. The donations are defined in the settlement agreement between Williamson County and Lealco, Inc. The agreement was approved by the Commissioners Court on August 18, 2020.

Fund 0338 Uncompensated Care Program (CHP) – Revenues to the fund consist of interest income and the annual distribution from the Ambulance Services Supplemental Payment Program, which provides payments to ambulance services that are delivered to individuals not covered by Medicare, Medicaid, or Commercial Insurance. The Commissioners Court by policy has committed this funding toward the Community Health Paramedicine program. The Williamson County EMS Community Health Paramedics (CHP) are a group of specially trained providers who work with patients, families, and providers to assist in reducing reliance on emergency services for chronic physical and mental health conditions. Identified patients receive in-home visits and navigation services that increase health literacy, reduce health disparities in vulnerable populations, and improve overall chronic disease management.

Fund 0339 Opioid – Revenues to the fund consist of interest income and the distributions from the Opioid Abatement Trust Fund held at the Texas Treasury Safekeeping Trust Company, which come from settlement agreements with the opioid manufacturers, pharmacies, etc. The Commissioner's Court has committed these funds to be used to address opioid-related harm in the community.

Fund 0340 Tobacco – Monies received by the County from the state as a pro rata distribution from the lump sum payment made by tobacco companies are accounted for through this fund. The money collected from the state is to be spent on health-related issues.

Fund 0341 Court Facility Fee Fund – Monies collected through civil cases defined by Sections 135.101, 135.102, and 135.103 of the Local Government Code. Monies allocated to the fund may be used by a county only to fund the construction, renovation, or improvement of facilities that house the courts or to pay the principal of interest on, and costs of issuance of bonds, including refunding bonds, issued for the construction, renovation, or improvement of the facilities.

Fund 0350 Law Library – Monies collected through civil cases filed in the county or district court are accounted for through this fund. Monies collected are used to support the management and expenditures necessary to maintain law libraries throughout the County.

Fund 0353 JP #3 Teen Court Program – The purpose of this fund is to account for the receipt of fees from juveniles who are participating in the Teen Court Program.

Fund 0355 Court Reporter Service – The clerk of each court that has an official court reporter shall collect a court reporter service fee of $15 as a court cost in each civil case filed with the clerk to maintain a court reporter who is available for assignment in the court.

Fund 0360 Courthouse Security – This fund is used to collect court costs of defendants convicted of felony and misdemeanor offenses. The funds are designated for security purposes such as metal detectors, identification cards, and surveillance cameras.

Fund 0361 JP Security – This fund is used to collect court costs of defendants convicted of misdemeanor offenses. The funds are designated for security purposes such as metal detectors, identification cards, and surveillance cameras for justice courts not housed in the county courthouse.

Fund 0364 Pretrial Intervention Program – This fund is used to account for a fee not to exceed $500. To be used to reimburse the county expenditures related to a defendant's participation in a pretrial intervention program.

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Fund 0516 Unclaimed Juvenile Restitution Fund – Section 54.0482 of the Texas Family Code requires a separate fund to account for unclaimed juvenile restitution. The funds may be spent only for the same purposes as specified for juvenile state aid.

Fund 0517 Vehicle Inventory Tax Interest Fund – This fund is used to account for interest earned from the Tax Assessor-Collector's motor vehicle inventory escrow account. Section 23.122 of the Tax Code requires the interest revenue may only be spent to defray the cost of the collection program.

Fund 0520 Juvenile Fee Fund – This fund is used to account for court-ordered fees while a juvenile is on probation. Section 54.061 of the Family Code requires the fees may only be used for juvenile probation or community based juvenile corrections services or facilities in which a juvenile may be required to live while under court supervision.

Fund 0543 Fire Code Enforcement Fund – The Commissioners Court adopted a fee schedule on November 17, 2020, per Local Government Code 233.065. The fund is used to account for the fees related to fire code inspections. The funds may be used only for the administration and enforcement of the fire code.

Fund 0545 Regional Animal Shelter (WCRAS) – This fund accounts for the County's percentage share of revenues collected as adoption fees, surrender fees, etc. at the WCRAS. Expenditures are made for the day-to-day operations of the facility. The other regional participants in the shelter share proportionately in the operational costs.

Fund 0546 Regional Animal Shelter Donations (WCRAS) – This fund accounts for WCRAS donations. Many donations are used for a specific purpose. This fund is set up to aid in accounting for the various donations.

Fund 0571 Juvenile Justice Alternative Education Program (JJAEP) Tier II – The Texas Probation Commission provides funding for costs that are reasonable, necessary and directly related to the creation and ongoing operation of a JJAEP to include the purchase of equipment, renovations, or construction. This program is designed to provide an educational setting for students that have been expelled from the public schools. The goal of the program is to reduce delinquency, increase offender accountability, and rehabilitate offenders through a comprehensive, coordinated community-based juvenile probation system.

Fund 0636 WC Historical Commission – The fund is used to account for the monies received from memorial brick sales and donations to the Williamson County Historical Commission. The funds can be used for county historic preservation.

Fund 0777 Project – These funds are set up to account for construction of major capital projects. The majority of the funds are received from Bond Proceeds.

Fund 0840 Risk – This fund is used to account for the accumulation and allocation of costs associated with the self-funded Workers Compensation and Liability coverage.

Fund 0852 Avery Ranch Fund – Avery Ranch Road District #1 was formed by the Commissioners Court in 2001. The District issues unlimited tax bonds for the purpose of developing roads in the district.

The District is governed by a Board comprised of the Williamson County Commissioners Court. The bonds are scheduled to be paid in full on August 15, 2025.

Fund 0853 Pearson Place Road District Operating Fund – Pearson Place Road District was formed by the Commissioners Court in 2010. The District issues unlimited tax bonds for the purpose of developing roads in the district. The fund is used to reimburse the developer for construction of the four-lane divided portion of Neenah Avenue within the District. The District is governed by a Board comprised of the Williamson County Commissioners Court.

Fund 0854 Pearson Place Road District Debt Service Fund – Pearson Place Road District was formed by the Commissioners Court in 2010. The fund is used to pay for the long-term debt expenditures for the district. The District is governed by a Board comprised of the Williamson County Commissioners Court. The bonds are scheduled to be paid in full on August 15, 2041.

Fund 0856 Northwoods Road District Debt Service Fund – Northwoods Road District was formed by the Commissioners Court in 2011. The fund is used to pay for the long-term debt expenditures for the district. The District is governed by a Board comprised of the Williamson County Commissioners Court. The bonds are scheduled to be paid in full on August 15, 2042.

Fund 0857 Somerset Hills #4 Road District Operating Fund – Somerset Hills #4 Road District was formed by the Commissioners Court in 2008. The District issues unlimited tax bonds for the purpose of developing roads in the district. The fund is used to reimburse the developer and Williamson County for its share of the costs associated with construction expenses and land dedication for Ronald Reagan Boulevard from Farm to Market Road 2338 to State Highway 195. The District is governed by a Board comprised of the Williamson County Commissioners Court.

Fund 0858 Somerset Hills #4 Road District Debt Service Fund – Somerset Hills Road District was formed by the Commissioners Court in 2008. The fund is used to pay for the long-term debt expenditures for the district. The District is governed by a Board comprised of the Williamson County Commissioners Court. The bonds are scheduled to be paid in full on August 15, 2048.

Fund 0859 Somerset Hills #3 Road District Operating Fund – Somerset Hills #3 Road District was formed by the Commissioners Court in 2008. The District issues unlimited tax bonds for the purpose of developing roads in the district. The fund is used to reimburse the developer and Williamson County for its share of the costs associated with construction expenses and land dedication for Ronald Reagan Boulevard from Farm to Market Road 2338 to State Highway 195. The District is governed by a Board comprised of the Williamson County Commissioners Court.

Fund 0860 Somerset Hills #3 Road District Debt Service Fund – Somerset Hills Road District was formed by the Commissioners Court in 2008. The fund is used to pay for the long-term debt expenditures for the district. The District is governed by a Board comprised of the Williamson County Commissioners Court. The bonds are scheduled to be paid in full on August 15, 2048.

Fund 0875 County Sheriff – This fund is used to account for jail inmates' purchase of food and toiletry items or other supplies. Expenditures are for the purchase of these items. Any revenue generated may be used for the benefit of the inmate.

Fund 0876 Local Provider Participation Fund (LPPF) – Section 292B of the Texas Health & Safety Code allows Williamson County to create a Local Provider Participation Fund. The county annually sets the rate associated with mandatory provider participation payments from local hospitals. These funds can be spent on certain intergovernmental transfers and indigent care programs as defined by the code.

Fund 0882 Fleet Maintenance – This fund is used to account for the maintenance and repair of motor vehicles and related costs.

Fund 0885 Williamson County Benefits Fund – The fund is used to account for the accumulation and allocation of costs associated with the self-funded medical and dental benefit plans.

Fund 0999 Grants – These funds are set up to account for federal, state and private monies provided for the enhancement of programs not fully funded by the County.

Other Funds

Fund 0205 Road & Bridge Special Projects – The fund is set up to account for private road reimbursements. In the early 1990s code allowed for citizens to request Commissioners Court to pay for private road repairs and the landowners along the road to repay thru an assessment. It is not current practice to finance private road repairs. The fund is used to account for the outstanding balances on the various road repairs.

Fund 0399 State Agency Fund – The fund is set up to account for fines and fees collected on behalf of the State. On a monthly and/or quarterly basis the monies are sent to the state. A portion of the fees collected are retained by the county and transferred to the appropriate fund.

Fund 0880 Payroll Fund – The fund is set up to account for payroll liabilities.

CAMPO

Fund 0231 CAMPO Personnel Fund – This fund is set up to account for payroll expenditures associated with CAMPO county employees.

Fund 0831 CAMPO Operating Fund – Effective 10/1/16, the County is the fiscal agent for CAMPO. The fund is set up to account for CAMPO operating activity.

County Custodial Funds

Fund 0801-0810 – The custodial funds are set up to hold funds on behalf others outside the County.

0801 CA Hot Check Custodial Fund
0802 DA Pending Forfeit Custodial Fund
0803 Cty Clerk Trust Custodial Fund
0804 District Clerk Trust Custodial Fund
0805 Juvenile Svcs Custodial Fund

0806 So Inmate Trust Custodial Fund
0807 So Cash Bond Custodial Fund
0808 Tax A/C Custodial Fund
0809 Benefits Flex Custodial Fund
0810 Bail Bonds Custodial Fund

Fund Number	Fund Name	Estimated Fund Balance Fiscal Year 2024-2025	2025-2026 Expense Recommended Budget	2025-2026 Revenue Recommended Budget	Excess (Deficiency) of Revenue/Expense	Projected Fund Balance Fiscal Year 2025-2026
Discuss, consider and acknowledge the following 2025-2026 Budgets:						
0355	Court Reporter Service Fund	$ 1,252,325.60	$ 86,155.00	$ 285,000.00	$ 198,845.00	$ 1,451,170.60
0360	Courthouse Security Fund	$ 674,169.31	$ 282,658.43	$ 235,000.00	$ (47,658.43)	$ 626,510.88
0361	JP Security Fund	$ 311,827.04	$ 69,042.99	$ 75,500.00	$ 6,457.01	$ 318,284.05
0367	JP#3 Local Youth Diversion Program	$ 46,327.20	$ 73,465.05	$ 54,000.00	$ (19,465.05)	$ 26,862.15
0368	JP#2 Local Youth Diversion Program	$ 84,800.15	$ 51,961.98	$ 11,000.00	$ (40,961.98)	$ 43,838.17
0369	JP#4 Local Youth Diversion Program	$ 78,790.70	$ 72,136.33	$ 18,500.00	$ (53,636.33)	$ 25,154.37
0372	JP Technology Fund	$ 402,486.24	$ 35,552.61	$ 71,300.00	$ 35,747.39	$ 438,233.63
0373	JP#1 Local Youth Diversion Program	$ 46,270.14	$ -	$ 5,000.00	$ 5,000.00	$ 51,270.14
0380	Judicial Education Probate Court Fund	$ 101,416.45	$ 4,000.00	$ 8,000.00	$ 4,000.00	$ 105,416.45

Commissioners Court - Regular Session **53.**

Meeting Date: 09/23/2025

Reimbursement Agreement with Williamson Central Appraisal District, City of Georgetown, Georgetown ISD

Submitted For: Julie Kiley **Submitted By:** Julie Kiley, County Auditor

Department: County Auditor

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take action regarding a reimbursement agreement with the Williamson Central Appraisal District in connection with its agreement with Aviation Captial Partners, LLC concerning the recovery of property taxes on aircraft assets.

Background

The Williamson Central Appraisal District has entered into an agreement with Aviation Capital Partners, LLC to assist the District in the audit of, and listing for taxation, of business use aircraft located at, or which have taxable situs at the Georgetown Municipal Airport and which may not currently be on the Districts tax rolls. The payment is based on the annual review ("audit") of business use aircraft that are added to the certified roll and the approved tax roll of the applicable taxing units because such business use aircraft was not previously listed for taxation. Georgetown ISD and City of Georgetown have executed the reimbursement agreement along with the Appraisal District.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Reimbursement Agreement Williamson Central Appraisal District City of Georgetown and Georgetown ISD

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:32 AM
Form Started By: Julie Kiley		Started On: 09/15/2025 07:32 AM
Final Approval Date: 09/17/2025		

STATE OF TEXAS §
§ **REIMBURSEMENT AGREEMENT**
COUNTY OF WILLIAMSON §

This Reimbursement Agreement ("Agreement") is made by and among the Williamson Central Appraisal District ("WCAD"), the City of Georgetown, Texas (the "City"), Georgetown Independent School District, ("GISD"), and Williamson County, Texas (the "County") (each a "Party" and collectively the "Parties"), acting by and through their authorized representatives.

RECITALS:

WHEREAS, WCAD has or intends to enter into an agreement with Aviation Capital Partners, LLC d/b/a Specialized Tax Recovery ("STR") to provide audit services for tax years 2023-2026 for the audit of, and listing for taxation, of business use aircraft located at, or which have taxable situs at the Georgetown Municipal Airport, and which are not currently listed on WCAD's certified rolls (the "STR Agreement"); and

WHEREAS, the initial term of the STR Agreement will cover tax years 2023-2026 (the "Initial Term") and WCAD will have an option to renew the term of the STR Agreement for successive terms of one year each for each of the subsequent tax years 2027, 2028, and 2029 (each a "Renewal Term"); and

WHEREAS, pursuant to the STR Agreement, WCAD shall pay STR a flat fee per aircraft audit after the completion of each individual audit attributed to the Georgetown Municipal Airport following such aircraft being added to the certified WCAD appraisal roll and to the approved tax rolls for the City, GISD, and County; and

WHEREAS, City, GISD, and County agree to reimburse WCAD for the cost of services provided by STR to WCAD ("STR Costs") as set forth herein;

NOW THEREFORE, in consideration of the mutual covenants set forth herein, and other valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

Article I
Term; Termination

1.1 Term. This Agreement shall commence on the last date of execution hereof ("Effective Date") and continue until the termination or expiration of the Initial Term of the STR Agreement (the "Expiration Date").

1.2 Extension. If WCAD intends to exercise a Renewal Term to the STR Agreement WCAD shall provide written notice thereof to City, County, and GISD at least sixty (60) days prior to the expiration of the then current term of the STR Agreement to allow each the City, County, and GISD an opportunity to continue or terminate participation in this Agreement (the "Renewal Notice"). The term of this Agreement shall be automatically extended coterminous with

3.4 Governing Law. The laws of the State of Texas shall govern this Agreement without regard to any conflict of law rules; and venue for any action concerning this Agreement shall be in the State District Court of Williamson County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said court.

3.5 Amendments. This Agreement may be amended by the mutual written agreement of the Parties.

3.6 Severability. In the event 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 provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

3.7 Recitals. The recitals to this Agreement are incorporated herein.

3.8 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, courier, or by confirmed facsimile to the address specified below, or to such other Party or address as either Party may designate in writing, and shall be deemed received three (3) days after delivery or on the day actually received if sent by courier or otherwise hand delivered:

If intended for WCAD, to:

Attn: Alvin Lankford
Chief Appraiser
William Central Appraisal District
625 FM 1460
Georgetown, Texas 78626

With a copy to:

Attn: Peter G. Smith
General Counsel
Nichols | Jackson
500 North Akard Street, Suite 1800
Dallas, Texas 75201

If intended for City, to:

Attn: David Morgan
City Manager
City of Georgetown, Texas
808 Martin Luther King Jr. Street
Georgetown, Texas 78626

With a copy to:

Attn: Skye Masson
City Attorney
City of Georgetown, Texas
809 Martin Luther King Jr. Street
Georgetown, Texas 78626

EXECUTED this 15th day of September, 2025.

WILLIAMSON CENTRAL APPRAISAL DISTRICT

By: _____
Alvin Lankford, Chief Appraiser

EXECUTED this 9th day of September, 2025.

CITY OF GEORGETOWN, TEXAS

By: _____
David Morgan, City Manager

EXECUTED this 15th day of August, 2025.

GEORGETOWN INDEPENDENT SCHOOL DISTRICT

By: _____
Dr. Devin Padavil, Superintendent

EXECUTED this _____ day of _____, 2025.

WILLIAMSON COUNTY, TEXAS

By: _____
Steven Snell, County, Judge

Commissioners Court - Regular Session **54.**

Meeting Date: 09/23/2025

County Property Use for Flood Debris Management Operations

Submitted For: Bruce Clements **Submitted By:** Bruce Clements, Emergency Services Dept.

Department: Emergency Services Dept.

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider, and take appropriate action to authorize the use of Williamson County-owned property at 3751 N. Highway 183, Liberty Hill as a temporary flood-debris management site for contractors removing debris generated by the July flooding.

Background

Contractors are clearing flood debris countywide. The only approved site is east of Georgetown, while much of the debris lies west of Liberty Hill, creating long haul times, higher costs, and delays. Authorizing a second site near the western debris field will cut travel distance, improve efficiency, and speed recovery. Contractors will use about 20 of 150 acres, restore the property after operations, and meet all TCEQ, THC, and other regulatory requirements.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/12/2025 04:54 PM
Form Started By: Bruce Clements		Started On: 09/12/2025 04:17 PM
Final Approval Date: 09/12/2025		

Commissioners Court - Regular Session **55.**

Meeting Date: 09/23/2025

FY26 Property/Casualty and Workers' Comp Insurance Renewal

Submitted By: Andy Hoffman, General Counsel

Department: General Counsel

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider, and take appropriate action on the procurement of Property/Casualty & Workers' Compensation Insurance through Broker of Record McGriff Insurance Services under solicitation #22RFP79 for a total amount of up to $4,302,246.57 for the term October 1, 2025 through October 1, 2026.

Background

Williamson County's Broker of Record for Risk Insurance, McGriff, a Marsh and McLennan Agency LLC Company, solicited quotes from various carriers. The funding sources are complex as each department/office must pay its portion for certain premiums. Funding is provided annually in the General Fund non-departmental and departmental budgets and the Risk Fund budget (workers' compensation only) under object codes 02050, 04419, 04414, 04413, and 04412.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

FY 26 Insurance Renewal Summary

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:34 AM
Form Started By: Andy Hoffman		Started On: 09/16/2025 08:03 PM
Final Approval Date: 09/17/2025		

Williamson County 2025 - 2026 Insurance Renewal

	10/1/24 - 10/1/25 Travelers, Safety National, AIG, & Kinsale	10/1/25 - 10/1/26 BUDGET	10/1/25 - 10/1/26 Travelers, Safety National, AIG, & Kinsale	10/1/25 - 10/1/26 Travelers, Metis & Midwest Employers
Property Premium	**$1,633,777.05**	**$2,014,825.00**	**$1,705,822.00**	**$1,705,822.00**
Total Insured Value	*$468,777,603*	*$537,344,918*	*$537,344,918*	*$537,344,918*
Loss Limit	*$150,000,000*	*$150,000,000*	*$150,000,000*	*$150,000,000*
All Other Perils Deductible	*$25,000*	*$25,000*	*$25,000*	*$25,000*
Water Damage Deductible	*$100,000*	*$100,000*	*$100,000*	*$100,000*
Wind/Hail Deductible	*3%; Minimum $250,000*	*3%; Minimum $250,000*	*3%; Minimum $250,000*	*3%; Minimum $250,000*
Mobile Equipment Deductible	*$25,000 (RC)*	*$25,000 (RC)*	*$25,000 (RC)*	*$25,000 (RC)*
Casualty Premium	**$2,214,184.71**	**$2,378,039.00**	**$2,276,472.06**	**$1,983,641.57**
General Liability Limit	*$4,000,000*	*$4,000,000*	*$4,000,000*	*$4,000,000*
General Liability Limit Agg	*$4,000,000*	*$4,000,000*	*$4,000,000*	*$4,000,000*
General Liability Retention	*$100,000*	*$100,000*	*$100,000*	*$100,000*
Public Officials Limit	*$4,000,000*	*$4,000,000*	*$4,000,000*	*$4,000,000*
Public Officials Retention	*$200,000*	*$200,000*	*$200,000*	***$100,000***
Law Enforcement Limit	*$4,500,000*	*$4,500,000*	*$4,500,000*	***$4,750,000***
Law Enforcement Retention	*$500,000*	*$500,000*	*$500,000*	***$250,000***
Crime Limit	*$500,000*	*$500,000*	*$500,000*	*$500,000*
Crime Deductible	*$5,000*	*$5,000*	*$5,000*	*$5,000*
Cyber Limit	*$2,000,000*	*$2,000,000*	***$3,000,000***	***$3,000,000***
Cyber Deductible	*$50,000*	*$50,000*	*$50,000*	*$50,000*
WC Buffer Limit	*N/A*	*N/A*	*N/A*	***$500,000***
Final WC Deductible	*N/A*	*N/A*	*N/A*	***$250,000***
Budget	*$635,129,938*	*$702,428,992*	*$702,428,992*	*$702,428,992*
Auto Liability Premium	**$432,876.00**	**$620,497.00**	**$432,876.00**	**$347,826.00**
Number of Units	*968*	*984*	*984*	*984*
Auto Liability Limit	*$1,000,000*	*$1,000,000*	*$1,000,000*	*$1,000,000*
Auto Liability Retention	*$100,000*	*$100,000*	*$100,000*	*$100,000*
Auto PD Premium	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Auto PD Coverage?	*No*	*No*	*No*	***Yes - Auto CAT PD***
Auto PD Deductible	*N/A*	*N/A*	*N/A*	***$100,000*** ***$10,000 Per Vehicle***
Auto CAT PD Limit	*N/A*	*N/A*	*N/A*	***$2,500,000***
Workers Comp Premium	**$280,631.00**	**$294,663.00**	**$264,271.00**	**$264,957.00**
Projected Payroll	*$148,252,530*	*$146,590,345*	*$146,590,344*	*$146,590,345*
Self Insured Retention	*$750,000 / $500,000*	*$750,000 / $500,000*	*$750,000 / $500,000*	*$750,000*
SIR After Buffer	*N/A*	*N/A*	*N/A*	***$250,000***
Total Premium	**$4,561,468.76**	**$5,308,024.00**	**$4,679,441.06**	**$4,302,246.57**
Premium To Insurance Budget			*-$628,582.94*	*-$1,005,777.43*
Insurance Cost Per $1,000 Budget	*$7.18*	*$7.56*	*$6.66*	*$6.12*

Commissioners Court - Regular Session **56.**

Meeting Date: 09/23/2025

SAVNS Maintenance Grant Contract FY'26

Submitted For: Matthew Lindemann **Submitted By:** Starla Hall, Sheriff

Department: Sheriff

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a Statewide Automated Victim Notification Service (SAVNS) Maintenance Grant Contract with the Office of the Attorney General for SAVNS grant program funding for Fiscal Year 2026.

Background

The purpose of the OAG Statewide Automated Victim Notification Service (SAVNS) grant program is to assist Texas counties and other entities in maintaining a statewide system that will provide relevant offender release information, notification of relevant court settings or events to crime victims and other interested individuals, promote public safety and support the rights of victims of crime. To ensure a standard statewide service to a variety of political subdivisions of the State of Texas, including Counties, County Sheriffs, clerks and attorneys, district attorneys and courts (participating entities) including Williamson County, the OAG makes grant funds available for eligible expenses related to SAVNS services delivered to Williamson County by SylogistGov, Inc. which is the vendor certified by the OAG. SylogistGov, Inc. will be using their Integrated Victim Services Suite (IVSS) Solution. The grant contract shall begin on September 1, 2025, and shall terminate on August 31, 2026, unless it is terminated earlier in accordance with another provision of this grant contract. This will be the 6th renewal contract.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

SAVNS Maint Grant Contract

Form Review

Inbox	Reviewed By	Date
Hal Hawes	Hal Hawes	09/15/2025 09:05 AM
County Judge Exec Asst.	Delia Colon	09/17/2025 09:06 AM
Form Started By: Starla Hall		Started On: 09/11/2025 08:40 AM
Final Approval Date: 09/17/2025		

RE: FY 2026 SAVNS Grant Contract

Contract Number: C-02774

Grantee: Williamson County

Amount: $45,870.08

Executed:

Term: September 1, 2025 – August 31, 2026

Budget Coding:

ORG	PCA	Agy Obj
B310000	**11300**	**76125137**

SAVNS MAINTENANCE GRANT CONTRACT

OAG Contract No. C-02774

This contract ("Grant Contract") is executed between the Office of the Attorney General (OAG) and Williamson County (GRANTEE). The OAG and GRANTEE may be referred to in this Grant Contract individually as "Party" or collectively as "Parties."

SECTION 1. PURPOSES OF THIS GRANT CONTRACT

The purpose of the OAG Statewide Automated Victim Notification Service (SAVNS) grant program is to assist Texas counties and other entities in maintaining a statewide system that will provide relevant offender release information, notification of relevant court settings or events to crime victims and other interested individuals, promote public safety, and support the rights of victims of crime. To ensure a standard statewide service to a variety of political subdivisions of the State of Texas, including counties, county Sheriffs, clerks and attorneys, district attorneys, and courts ("Participating Entities"), including GRANTEE, the OAG makes Grant Funds available for eligible expenses related to SAVNS services delivered to GRANTEE by the vendor selected by the OAG to provide victim notification services.

The OAG entered into a contract with a single vendor to provide statewide automated victim notification services ("SAVNS Services"). The initial term of the OAG SAVNS Services Contract is from September 1, 2025, to August 31, 2026 ("Initial Term"). The SAVNS vendor selected by the OAG to provide victim notification services is SylogistGov, Inc. using their Integrated Victim Services Suite (IVSS) solution.

SECTION 2. TERM OF THIS GRANT CONTRACT

This Grant Contract shall begin on September 1, 2025, and shall terminate August 31, 2026, unless it is terminated earlier in accordance with another provision of this Grant Contract.

SECTION 3. GRANTEE'S CONTRACTUAL SERVICES

3.1. Grantee Participating Entity Services Agreement. GRANTEE shall execute a service agreement with the OAG's SAVNS vendor to provide services consistent with, and subject to the limitations contained in, the OAG SAVNS Services Contract and documents incorporated therein. Specifically, the Participating Entity Services Agreement attached hereto as Exhibit B shall be used by GRANTEE in entering into a contractual relationship with the OAG's SAVNS vendor. All Grant Funds provided under this Grant Contract shall be conditioned on the GRANTEE's use of the exemplar Participating Entity Services Agreement, as attached hereto, and in addition to any

requisite amendment, renewal, or extensions made or otherwise exercised by GRANTEE pursuant to Section 1 therein. GRANTEE further acknowledges and agrees that no changes or modifications may be made to the Participating Entity Services Agreement, or to any executed Participating Entity Services Agreement between GRANTEE and the OAG's SAVNS vendor, except as specifically authorized within this Grant Contract in section 3.1.1 below, as otherwise separately authorized by the OAG in writing, or to accomplish an amendment, renewal, or extension made or otherwise exercised by GRANTEE pursuant to Section 1 therein. Notwithstanding the foregoing, GRANTEE is encouraged to negotiate and include additional terms and conditions individually tailored to meet the GRANTEE's unique needs related to the SAVNS program, only to the extent any such additional terms and conditions do not limit or otherwise conflict with the exemplar Participating Entity Services Agreement attached hereto as Exhibit B.

3.1.1 Executed Copy of Financial Participating Entity Services Agreement Required. GRANTEE is hereby placed on immediate financial hold, consistent with section 9.2 of this Grant Contract, and will remain on financial hold until OAG receives an executed copy of the Participating Entity Services Agreement along with any requisite amendment, renewal, or extensions made or otherwise exercised by GRANTEE pursuant to Section 2 therein in accordance with and as required by this section. To the extent the executed Participating Entity Services Agreement includes any additional terms or conditions that limit or otherwise conflict with the exemplar Participating Entity Services Agreement, attached here as Exhibit B, the GRANTEE will continue to remain on financial hold until GRANTEE provides OAG an executed Participating Entity Services Agreement in accordance with and as required by this section and consistent with the exemplar Participating Entity Services Agreement attached here as Exhibit B.

3.2 GRANTEE Maintenance Plan. GRANTEE agrees to establish and follow a "Maintenance Plan." The Maintenance Plan, at a minimum, will be designed to accomplish the following: make available offender information that is timely, accurate, and relevant to support the SAVNS Services; verify the OAG's SAVNS vendor's performance according to the Participating Entity Services Agreement; satisfactorily discharge GRANTEE's obligations as described in the Participating Entity Services Agreement; and identify and dedicate GRANTEE staff, resources, and equipment necessary to maintain the SAVNS services in the Participating Entity Services Agreement.

3.3 GRANTEE Service Levels. In addition to other service levels that the GRANTEE may impose, GRANTEE will inspect, monitor, and verify the performances required of the OAG's SAVNS vendor as provided in the Participating Entity Services Agreement as well as this Grant Contract. GRANTEE will execute a Participating Entity Services Agreement with the OAG's SAVNS vendor for the term of this Grant Contract. GRANTEE will verify that offender data (the jail and court data elements used by the SAVNS system) is entered accurately and on a timely basis in accordance with established business processes.

GRANTEE will allow on-site monitoring visits to be conducted by the OAG or the OAG's authorized representative(s).

3.4 Cooperation with Statewide Stakeholders. GRANTEE will reasonably cooperate with and participate in Statewide Stakeholder meetings and efforts to monitor and improve the SAVNS services on a statewide basis. GRANTEE may reasonably agree to designate third-parties to assist the OAG, GRANTEE, and the other Statewide Stakeholders in the overall monitoring, inspection, and verification of the OAG's SAVNS vendor's performances.

3.5 Scope of Services. For the purpose of this Grant Contract, the requirements, duties, and obligations contained in section 3 of this Grant Contract are collectively referred to as the "Scope of Services." As a condition of reimbursement, GRANTEE agrees to faithfully, timely, and in a good and workman-like manner implement and maintain the services in compliance with the Scope of Services. GRANTEE shall bear full and sole responsibility for the integrity of the fiscal and programmatic management of its SAVNS program.

3.6 Special Conditions. The OAG may, in its sole discretion, impose additional requirements not specifically provided for in this Grant Contract based on a need for information, ("Special Conditions") on GRANTEE, without notice and without amending this Grant Contract. The OAG, at its sole discretion, may also supplement, amend, or adjust any Special Conditions imposed on GRANTEE. The imposition of any Special Conditions places GRANTEE on immediate financial hold, consistent with section 9.2 of this Grant Contract, without further notice, until all Special Conditions are satisfied.

3.7 SylogistGov, Inc., Integrated Victim Services Suite (IVSS) Training. GRANTEE shall complete IVSS training via self-paced training materials to ensure jail and court staff can enter offender data when the automated data transfer connections are inoperable. GRANTEE will ensure staff are knowledgeable of the IVSS capabilities and seek assistance from the OAG SAVNS vendor or the OAG's Crime Victim Services Division, when required, to troubleshoot outages, audit data, or confirm reporting tools.

3.8 Integrated Victim Services Suite Enrollment. The OAG's SAVNS vendor uses the Integrated Victim Services Suite (IVSS) system as the database for victim notifications in Texas. GRANTEE must register applicable staff in the online notification system as elevated access persons using organizational email addresses. There must be at least one individual registered as an administrator and an Emergency Operations Person (EOP) to contact in case of outages or other issues. The EOP can be changed and/or updated by contacting the OAG SAVNS vendor or the OAG's Crime Victim Services Division.

3.9 IVSS Review and Monitoring. GRANTEE must review offender information in the IVSS system quarterly to ensure information in the system is accurate and current. If GRANTEE also has their district or county court enrolled in the SAVNS program, cases uploaded to IVSS must also be reviewed quarterly to verify that prohibited case information is not visible to registered victims. GRANTEE must work with the OAG SAVNS vendor to remove inaccurate or prohibited information in a timely manner after initial discovery. If requested by the OAG, GRANTEE must show documentation that the check has been conducted, and if issues were discovered, documentation of resolution of issues with the SAVNS vendor.

SECTION 4. GRANTEE'S OBLIGATIONS AND REQUIRED REPORTS

4.1 General Matters

4.1.1 Required Reports; Form of Reports; Filings with the OAG. GRANTEE shall provide to the OAG all applicable reports and forms as specified by the OAG. GRANTEE shall ensure that it provides each document or form required by the OAG in an accurate and timely manner. Unless filing dates are given herein, all other reports and documents that GRANTEE is required to provide to the OAG shall be promptly sent. The OAG may require additional information from GRANTEE upon request.

4.1.2 Cooperation; Additional Information. GRANTEE shall cooperate fully with the OAG. In addition to the information contained in the required reports, other information may be required as requested by the OAG.

4.1.3 Notification of Changes in Organization, Changes in Authorized Official; or GRANTEE Contact. GRANTEE must submit written notice to the OAG of any change in the following: GRANTEE's name; contact information; key personnel, officer, director or partner; organizational structure; legal standing or authority under applicable law. Such notice must be provided, when possible, in advance of such change, but in no event later than ten (10) business days after the effective date of such change; provided, however, that such notice concerning a new address or main telephone number must be provided at least thirty (30) calendar days in advance of any such change.

To change an Authorized Official, GRANTEE must submit a written request on GRANTEE's letterhead, with an original signature of someone with legal authority to act on behalf of GRANTEE. To change the Grant Program contact, GRANTEE must submit a written request on GRANTEE's letterhead signed by an Authorized Official.

4.1.4 Standards for Financial and Programmatic Management. GRANTEE and its governing body shall bear full and sole responsibility for the integrity of the fiscal and programmatic management of the organization including financial and programmatic policies and procedures to ensure the integrity of the fiscal and programmatic management of the organization.

Such fiscal and programmatic management shall include, without limitation: accountability for all funds and materials received from the OAG; compliance with OAG rules, policies and procedures; compliance with applicable federal and state laws and other applicable requirements; and correction of fiscal and program deficiencies identified through self-evaluation and/or the OAG's monitoring processes. Ignorance of any terms, provisions, or other requirements referenced in this Grant Contract shall not constitute a defense or basis for waiving or failing to comply with such terms, provisions, or requirements.

GRANTEE shall develop, implement, and maintain appropriate financial management and control systems. The systems must include, without limitation: budgets that adequately reflect all

functions and resources necessary to carry out authorized activities and the adequate determination of costs; accurate and complete payroll, accounting, and financial reporting records; cost source documentation; effective internal and budgetary controls; allocation of costs; and timely and appropriate audits and resolution of any findings and applicable annual financial statements, including statements of financial position, activities, and cash flows, prepared on an accrual basis in accordance with Generally Accepted Accounting Principles (GAAP) or other recognized accounting principle.

4.1.5 Security and Confidentiality of Records. GRANTEE shall establish a method to secure the confidentiality of records required to be kept confidential by applicable federal or state law, rules, regulations, or other applicable requirements. This provision shall not be construed as limiting the OAG's access to such records and other information.

4.1.6 Texas Public Information Act. Information, documentation, and other material in connection with this Grant Contract or the underlying Grant Program may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (the "Texas Public Information Act"). In accordance with Section 2252.907 of the Texas Government Code, GRANTEE is required to make any information created or exchanged with the OAG, the State of Texas, or any other State agency pursuant to this Grant Contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the OAG, the State of Texas, or any other State agency.

4.2 Programmatic Reports

4.2.1 Service Reports. GRANTEE shall submit service delivery reports, programmatic performance reports and other reports to the extent requested by OAG, in a format and on a timely basis, as established by the OAG. GRANTEE will submit other reports as requested by the OAG.

4.2.2 Written Explanation of Variance. GRANTEE shall provide a written explanation to the OAG on a quarterly basis to the extent that the performance of the SAVNS system, the OAG's SAVNS vendor, or the GRANTEE varies from the projected performance thereof as provided in the Maintenance Plan required by section 3.2 above. In addition to the written explanation, GRANTEE must promptly answer any questions from the OAG, whether in writing or otherwise, in connection with the quarterly and annual reports presented to the OAG.

4.2.3 Other Program Reports. GRANTEE shall cooperate fully in any social studies, fiscal or programmatic monitoring, auditing, evaluating, and other reviews pertaining to services rendered by GRANTEE, which may be conducted by the OAG or its Designees.

GRANTEE shall submit service delivery reports required by this Grant Contract or self-evaluations of performance and other reports requested by the OAG in an appropriate format, and on a timely basis, and make available at reasonable times and for reasonable periods client records and other programmatic or financial records, books, reports, and supporting documents for reviewing and copying by the OAG or its Designees.

4.2.4 "Problem Log." GRANTEE shall establish a "Problem Log" that records all problems noted with the SAVNS system, including, but not limited to, system down time, system outages, and equipment failure. The Problem Log will provide when the problem was identified, to whom the problem was referred, steps taken to resolve the problem, and when the problem was resolved. GRANTEE shall provide the OAG with any and all Problem Logs at the OAG's request.

4.3 Financial Matters

4.3.1 Grant Budget. With regard to the use of funds pursuant to this Grant Contract, GRANTEE will immediately review the budget for the State fiscal year and the allowable expenditures, as shown on Exhibit A.

4.3.2 Requests for Reimbursement. OAG Grant Funds will be paid on a cost-reimbursement basis no more frequently than quarterly pursuant to the process below. The OAG shall only reimburse actual and allowable allocable costs incurred and paid by GRANTEE during the term of this Grant Contract. The OAG is not obligated to reimburse expenses that were incurred prior to the commencement or after the termination or expiration of this Grant Contract. Any payments made by the OAG shall not exceed the actual and allowable allocable costs of GRANTEE to obtain services from the OAG's SAVNS vendor for services within the "Scope of Services" of this Grant Contract. GRANTEE will submit to the OAG requests for reimbursement for the actual and allowable allocable costs incurred by GRANTEE to obtain services from the OAG's SAVNS vendor for services within the "Scope of Services" of this Grant Contract. GRANTEE is responsible for submitting its invoices to the OAG in an accurate and timely manner. The requests for reimbursement must be accompanied by supporting documentation as required by the OAG. The OAG may from time to time require different or additional supporting documentation.

a. GRANTEE shall submit a request for reimbursement to the OAG for the prior billing period by the twentieth day (20th) of the next month following the end of the billing period. The four quarters for each State fiscal year covered by the term of this Grant Contract end respectively on November 30, February 28, May 31, and August 31. The two biannual periods for each State fiscal year covered by the term of this Grant Contract end respectively on February 28 and August 31.

b. GRANTEE shall include a verification with its request for reimbursement stating that the GRANTEE received the services from the OAG's SAVNS vendor during the preceding billing period and incurred the actual and allowable allocable costs for which GRANTEE seeks reimbursement.

c. If GRANTEE does not submit the required request for reimbursement and verification to the OAG within twenty (20) days of the next month following the end of any billing period, the OAG will determine what steps will be taken next, including placing the Grant Contract on financial hold or terminating the Grant Contract. If an OAG Grant Contract is placed on financial hold or terminated, the GRANTEE remains responsible for any contractual obligation it has with OAG's SAVNS vendor. The OAG will not be responsible for collection efforts on behalf of the OAG's SAVNS vendor.

4.3.3 Limited Pre-Reimbursement Funding to GRANTEE. Notwithstanding section 4.3.2 above, the OAG, may, in its sole discretion, provide limited pre-reimbursement funding for reimbursable expenses to GRANTEE. This limited funding is not preferred and may be allowed upon submission of the following written documentation supporting the request:

a. A fully executed Participating Entity Services Agreement with the OAG's SAVNS vendor for the time period covered by this Grant Contract;

b. An invoice from the OAG's SAVNS vendor which includes the dates covered under this Grant Contract;

c. A completed OAG form "Verification of Continuing Production Record" which shall be provided by the OAG upon request;

d. An invoice to the OAG that complies with the requirements of the OAG; and

e. A written justification, signed by the Authorized Official or the Authorized Official's designee, explaining the need for pre-reimbursement funding.

4.3.4 Fiscal Year End Required Reports. GRANTEE must submit fiscal year-end required reports to the OAG on or before September 20 of each year covered by the term of this Grant Contract. The year-end reports shall include the following:

a. **Record of Reimbursement.** GRANTEE will submit a reconciled record of its expenses for the prior State fiscal year.

b. **Equipment Inventory Report.** To the extent the purchase of equipment is authorized under this Grant Contract and GRANTEE purchases equipment with Grant Funds, GRANTEE will submit a report which provides a record of the current inventory of items purchased, disposed of, replaced or transferred for any equipment that was purchased with Grant Funds ("Equipment Inventory Report").

4.3.5 Annual Independent Financial Audit Report. GRANTEES that are required to undergo a Single Audit must complete and submit the Single Audit of the complete program and/or organization and management letter of the audit findings within nine (9) months of the end of the GRANTEE's fiscal year. The audit will meet Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR Part 200, and Texas Grant Management Standards (TxGMS) requirements. GRANTEES whose expenditures require the completion of a Single Audit, must submit a Single Audit to the OAG, an Annual Independent Financial Audit will not satisfy the audit requirement. GRANTEES that are required to undergo an Annual Independent Financial Audit by statute, regulation, or organizational policy must submit the Annual Financial Audit of the complete program and/or organization and management letter of the audit findings if requested by the OAG. GRANTEES who do not meet the expenditure threshold of the Single Audit and are not required by statute, regulation, or organizational policy to complete an Annual Audit, are not required to submit an Annual Audit to the OAG.

4.3.6 Close Out Invoice. GRANTEE must submit a final invoice no later than twenty (20) days

after the earlier of (1) the termination of this Grant Contract; or (2) the end of each State fiscal year covered by the term of this Grant Contract.

4.3.7 Refunds and Deductions. If the OAG determines that an overpayment of Grant Funds under this Grant Contract has occurred, such as payments made inadvertently, pre-reimbursement payments that were not expended, or payments made but later determined not to be actual and allowable allocable costs, then the OAG may seek a refund from GRANTEE and/or the OAG's SAVNS vendor. The OAG, in its sole discretion, may offset and deduct the amount of the overpayment from any amount owed as a reimbursement under this Grant Contract, or may require a payment directly from GRANTEE and/or the OAG's SAVNS vendor rather than offset and deduct any amount. GRANTEE and/or the OAG's SAVNS vendor must promptly refund any overpayment to the OAG within thirty (30) calendar days of the receipt of the notice of the overpayment from the OAG unless an alternate payment plan is specified by the OAG.

4.3.8 Purchase of Equipment; Maintenance and Repair; and Title upon Termination. GRANTEE shall not give any security interest, lien or otherwise encumber any item of equipment purchased with Grant Funds. GRANTEE shall permanently identify all equipment purchased under this Grant Contract by appropriate tags or labels affixed to the equipment. GRANTEE shall maintain a current inventory of all equipment, which shall be available to the OAG at all times upon request (in addition to the Equipment Inventory Report called for in section 4.3.4(b) above); however, as between the OAG and GRANTEE, title for equipment will remain with GRANTEE.

GRANTEE will maintain, repair, and protect all equipment purchased in whole or in part with Grant Funds under this Grant Contract to ensure the full availability and usefulness of such equipment. In the event GRANTEE is indemnified, reimbursed, or otherwise compensated for any loss or destruction of, or damage to, the equipment purchased under this Grant Contract, it must use the proceeds to repair or replace said equipment.

4.3.9 Direct Deposit. GRANTEE may make a written request to the OAG to be placed on Direct Deposit status by completing and submitting to the OAG the State Comptroller's Direct Deposit Authorization Form. After the direct deposit request is approved by the OAG, and the setup is completed on the Texas Identification Number System by the State Comptroller's Office, payment will be remitted by direct deposit and the OAG will discontinue providing GRANTEE with copies of reimbursement vouchers.

4.3.10 Debts and Delinquencies. GRANTEE agrees that any payments due under this Grant Contract shall be applied towards any debt or delinquency that is owed to the State of Texas.

4.4 Notification of Change in Jail Management System and/or Court Management System. GRANTEE shall submit written notice to the OAG of any change in the following: Jail Management System and/or Court Management System Vendor; Jail Management System and/or Court Management System software or version of software; or any change in the hardware supporting these systems (router, hard drive, etc.) that may impact the transference of data to the SAVNS Vendor. Such notice for change in management vendors or software shall be provided at

least sixty (60) days in advance of such change. Notice of change in hardware supporting the systems must occur as soon as possible after the issue occurred that caused the need for replacement but prior to replacement.

4.5 Compromising Matters

4.5.1 Reporting of Suspected Fraud, Waste, or Abuse to the OAG. GRANTEE must have a policy in place to prevent, detect, and remedy incidences of fraud, waste, or abuse and provide a copy of the policy to the OAG upon request. In the event of any actual, attempted, or suspected fraud, waste, or abuse of Grant Funds the GRANTEE discovers, the GRANTEE shall notify the OAG within five (5) business days of discovery.

For purposes of this Grant Contract: (i) fraud includes, without limitation, the deliberate misuse or misapplication of Grant Funds; (ii) waste includes, without limitation, the extravagant, careless, or needless expenditure of Grant Funds; and (iii) abuse includes, without limitation, the misuse of one's title, position, or authority to obtain a personal benefit or to attempt to damage another individual. GRANTEE understands that the failure to notify the OAG within the required timeframe of actual, attempted, or suspected fraud, waste, or abuse may result in the termination of this Grant Contract. GRANTEE also agrees to report any actual, attempted, or suspected fraud, waste, or abuse of Grant Funds to the State Auditor's Office pursuant to section 7.5 of this Grant Contract.

4.5.2 Reporting of Phishing, Hacking, or Compromised Computer Systems. GRANTEE agrees to notify the OAG of any Phishing, Hacking, or any other related activity that resulted in loss of funds, or compromised banking information, within five (5) business days of discovery. Failure to report in the required timeframe may result in termination of this Grant Contract.

4.5.3 Reporting of Data Security Incidents. GRANTEE agrees to notify the OAG of any data security incident that has or may impact GRANTEE's ability to complete the services and deliverables, or otherwise fully perform its responsibilities under this Grant Contract within five (5) business days of discovery. Failure to report in the required timeframe may result in termination of this Grant Contract.

For purposes of this Grant Contract, a data security incident is an event or action that could or does jeopardize the confidentiality, integrity, or availability of information relevant to GRANTEE's participation in the Grant Program.

4.5.4 Conduct Unbecoming. GRANTEE warrants that during the term of this Grant Contract, and in relation to GRANTEE's participation in the Grant Program, neither GRANTEE nor GRANTEE's agents will take any act or make any representation that would constitute an actual or potential conflict of interest with the OAG, reasonably create the appearance of impropriety, bring discredit to the OAG, or be against the interest of the State of Texas. GRANTEE acknowledges that violation of this section may result in termination of this Grant Contract. GRANTEE agrees that exhibiting a lack of good character (for example, without limitation,

dishonesty, falsifying records, theft, fraud, abuse of authority, malfeasance, or failure to report unethical or illegal behavior) is prejudicial to the proper use of public funds. GRANTEE certifies that GRANTEE and GRANTEE's agents will perform the duties called for by this Grant Contract in a professional manner, and with the highest degree of integrity, consistent with the purposes of the Grant Program.

4.5.5 Criminal or Civil Indictment, Charges, or Convictions. GRANTEE warrants that neither its principals, agents, nor any other individual involved with the daily operations or oversight of GRANTEE and/or the Grant Funds or services provided under the Grant Program are (a) presently under indictment or otherwise criminally or civilly charged by any governmental entity (federal, state, local, or international) for crimes or offenses related to fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, perjury or making other criminally or civilly liable false statements, receiving stolen property, deceptive trade practices, antitrust violations, data security or privacy violations, or any crime or violation of any kind whatsoever in connection with obtaining, attempting to obtain, or performing a publicly funded transaction or contract (whether by grant, appropriation, or any other funding source at any level of federal, state, or local government), or (b) have been convicted, indicted, or charged with any such offenses, crimes, or violations with the three (3) calendar years preceding the effective date of this Grant Contract. GRANTEE represents and warrants that it will notify the OAG in writing within five (5) business days of any changes to the representations or warranties in this section and understands that failure to so timely update the OAG would be a material breach of this Grant Contract and grounds for termination. Pursuant to sections 4.3.7 and 9.2 of this Grant Contract, any Grant Funds that GRANTEE obtained improperly must be refunded to the OAG (or may be offset by the OAG in its sole discretion), and the OAG may place GRANTEE on a financial hold pending review of any change in circumstances under this section.

SECTION 5. OBLIGATIONS OF THE OAG

5.1 Monitoring. The OAG will monitor GRANTEE to ensure the effective and efficient use of Grant Funds to accomplish the purposes of this Grant Contract.

5.2 Maximum Liability of OAG. The maximum liability of the OAG is contained in the attached Exhibit A. Any change to the maximum liability is void unless supported by a written amendment to this Grant Contract executed between the OAG and GRANTEE.

5.3 Payment of Authorized Costs. The OAG shall be obligated to reimburse GRANTEE for all actual and allowable allocable costs incurred by GRANTEE pursuant to this Grant Contract up to the maximum liability set forth in Exhibit A. The OAG is not obligated to pay unauthorized costs. Prior written approval from the OAG is required if GRANTEE anticipates altering the scope of the grant, adding funds to previously un-awarded budget categories, changing funds in any awarded budget category by more than ten percent (10%) of the annual budget, and/or adding new line items to any awarded budget category.

Notwithstanding the foregoing, should GRANTEE wish to alter the scope of the grant or change the goals of the grant by adding or eliminating goals which were included in the GRANTEE's final "Scope of Services" included in section 3 above, such alteration or change may only be achieved by a written, duly executed amendment to this Grant Contract.

5.4 Contract Not Entitlement or Right. Reimbursement with Grant Funds is not an entitlement or right. Reimbursement depends, among other things, upon strict compliance with all terms, conditions, and provisions of this Grant Contract. The OAG and GRANTEE agree that any act, action, or representation by either Party, including their agents or employees, that purports to increase the maximum liability of the OAG is void, unless a written amendment to this Grant Contract is first executed. GRANTEE agrees that nothing in this Grant Contract will be interpreted to create an obligation or liability of the OAG in excess of the funds delineated in this Grant Contract.

5.5 Funding Limitation. GRANTEE agrees that funding for this Grant Contract is subject to the actual receipt by the OAG of Grant Funds (state and/or federal) awarded and/or appropriated to the OAG. GRANTEE agrees that, for the purpose of this Grant Contract, the Grant Funds, if any, received from the OAG are limited by the term of each State fiscal biennium and by specific appropriation authority to, and the spending authority of, the OAG. **GRANTEE agrees that notwithstanding any other provision of this Grant Contract, if the OAG is not awarded or appropriated the Grant Funds, or if the OAG does not receive the awarded or appropriated funds for this Grant Program, or if the funds awarded or appropriated to the OAG for this Grant Program are required to be reallocated to fund other State programs or purposes, the OAG is not liable to pay GRANTEE any remaining balance on this Grant Contract.**

SECTION 6. TERMINATION

6.1 Termination for Convenience. Either Party may, in its sole discretion, terminate this Grant Contract, without recourse, liability, or penalty, upon providing written notice to the other Party at least thirty (30) calendar days before the effective date of such termination.

6.2 Termination for Cause. In the event that GRANTEE fails to perform or comply with an obligation of the terms, conditions, and provisions of this Grant Contract, or if the OAG receives financial reporting which indicates high financial risk, the OAG may, upon written notice to GRANTEE, immediately terminate all or any part of this Grant Contract.

6.2.1 Termination for Failure to Maintain Financial Viability. The OAG may terminate this Grant Contract if, in its sole discretion, the OAG has a good faith belief that GRANTEE no longer maintains the financial viability required to complete the services and deliverables, or otherwise fully perform its responsibilities, under this Grant Contract.

6.3 Termination Not Exclusive Remedy; Survival of Terms and Conditions. Termination is not an exclusive remedy and is in addition to any other rights and remedies provided in equity,

by law, or under this Grant Contract.

Termination, for any reason, or expiration, of this Grant Contract shall not release the Parties from any liability or obligation set forth in this Grant Contract that is expressly stated to survive any such termination or expiration, or by its nature would be intended to be applicable following any such termination or expiration. The following terms and conditions, (in addition to any others that could reasonably be interpreted to survive but are not specifically identified), survive the termination or expiration of this Grant Contract: Sections 4 (Obligations of GRANTEE), 5 (Obligations of the OAG), 7 (Audit Rights; Records Retention), 11 (Special Terms and Conditions), and 12 (Construction of Grant Contract and Amendments).

6.4 Refunds to OAG by GRANTEE. If the GRANTEE terminates for convenience under Section 6.1, or if the OAG terminates under Sections 6.1 or 6.2 before the purpose of this Grant Contract is accomplished, then the OAG may require the GRANTEE and/or the OAG's SAVNS vendor to refund all or some of the Grant Funds paid under this Grant Contract. Such funds include those funds representing the number of months of SAVNS services that were previously invoiced and paid by the OAG under this Grant Contract.

6.5 Notices to OAG's SAVNS vendor. Any termination of this Grant Contract will also be forwarded by the terminating Party to the OAG's SAVNS vendor.

SECTION 7. AUDIT RIGHTS; RECORDS RETENTION

7.1 Duty to Maintain Records. GRANTEE shall maintain adequate records that enable the OAG to verify all reporting measures and requests for reimbursements related to this Grant Contract. GRANTEE shall also maintain any records deemed necessary by the OAG, the OAG's auditor, the State Auditor's Office, or other auditors of the State of Texas, the federal government, or such other persons or entities designated by the OAG, to ensure proper accounting for all costs and performances related to this Grant Contract.

7.2 Records Retention. GRANTEE shall maintain and retain records for a period of seven (7) years after this Grant Contract is completed or expires, or all issues that arise from any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving this Grant Contract or documents are resolved. The records include, but may not be limited to, the Grant Contract, any contract solicitation documents, any documents that are necessary to fully disclose the extent of services provided under this Grant Contract, any daily activity reports and time distribution and attendance records, and other records that may show the basis of the charges made or performances delivered. The OAG may, in its discretion, direct GRANTEE to retain documents for a longer period of time or transfer certain records to the OAG's custody when it is determined the records possess longer term retention value. GRANTEE must include the substance of this clause in all subcontracts related to the Grant Program.

7.3 Audit Trails. GRANTEE shall maintain appropriate audit trails to provide accountability

for all reporting measures and requests for reimbursement. Audit trails maintained by GRANTEE will, at a minimum, identify the supporting documentation prepared by GRANTEE to permit an audit of its systems. GRANTEE's automated systems, if any, must provide the means whereby authorized personnel have the ability to audit, verify contractually required performances, and establish individual accountability for any action that could potentially cause the generation or modification of, or access to, confidential information.

7.4 Access and Audit. At the request of the OAG, GRANTEE shall grant access to, and make available, all paper and electronic records, books, documents, accounting procedures, practices, and any other items relevant to the performance of this Grant Contract, compliance with applicable state or federal laws and regulations, and the operation and management of GRANTEE to the OAG or its Designees for the purposes of inspecting, auditing, or copying such items. GRANTEE will direct any other entity, person, or contractor receiving funds directly under this Grant Contract or through a subcontract under this Grant Contract to likewise permit access to, inspection of, and reproduction of all books, records, and other relevant information of the entity, person, or contractor(s) that pertain to this Grant Contract. All records, books, documents, accounting procedures, practices, and any other items, in whatever form, relevant to the performance of this Grant Contract, shall be subject to examination or audit. Whenever practical as determined at the sole discretion of the OAG, the OAG shall provide GRANTEE with up to five (5) business days' notice of any such examination or audit.

7.5 State Auditor. In addition to, and without limitation on, the other audit provisions of this Grant Contract, pursuant to Section 2262.154 of the Texas Government Code, the State Auditor's Office ("SAO") may conduct an audit or investigation of GRANTEE or any other entity or person receiving funds from the State directly under this Grant Contract or indirectly through a subcontract under this Grant Contract. The acceptance of funds by GRANTEE or any other entity or person directly under this Grant Contract or indirectly through a subcontract under this Grant Contract acts as acceptance of the authority of the SAO, under the direction of the Legislative Audit Committee, to conduct an audit or investigation in connection with those funds. Under the direction of the Legislative Audit Committee, GRANTEE or another entity that is the subject of an audit or investigation by the SAO must provide the SAO with access to any information it considers relevant to the investigation or audit. GRANTEE further agrees to cooperate fully with the SAO in the conduct of the audit or investigation, including providing all records requested. GRANTEE shall ensure that this paragraph concerning the authority to audit funds received indirectly by subcontractors through GRANTEE and the requirement to cooperate is included in any subcontract it awards. The SAO shall at any time have access to and the right to examine, audit, excerpt, and transcribe any pertinent books, documents, working papers, and records of GRANTEE related to this Grant Contract. GRANTEE also represents and warrants that it will comply with Section 321.022 of the Texas Government Code, which requires that suspected fraud and unlawful conduct be reported to the SAO.

7.6 Location. Any audit of records shall be conducted at GRANTEE's principal place of business and/or the location(s) of GRANTEE's operations during GRANTEE's normal business hours. GRANTEE shall provide to the OAG or its Designees, on GRANTEE's premises (or if the

audit is being performed of a subcontractor, the subcontractor's premises if necessary) private space, office furnishings (including lockable cabinets), telephone and facsimile services, utilities, and office-related equipment and duplicating services as the OAG or its Designees may reasonably require to perform the audits described in this Grant Contract.

SECTION 8. SUBMISSION OF INFORMATION TO THE OAG

The OAG will designate the proper methods for the delivery of information to the OAG by GRANTEE. The OAG generally requires submission of information via email. Some reporting requirements must occur via the internet and/or a web-based data collection method. Accordingly, all reports required under this Grant Contract including, without limitation, semi-annual statistical reports, annual performance reports, financial status reports, requests for reimbursement, Annual Compiled Financial Statement Report, and any other reports, notices, or information must be submitted in the manner directed by the OAG. The manner of delivery may be subject to change during the term of this Grant Contract, in the sole discretion of the OAG.

SECTION 9. CORRECTIVE ACTION PLANS AND SANCTIONS

The Parties agree to make a good faith effort to identify, communicate, and resolve problems found by either the OAG or GRANTEE.

9.1 Corrective Action Plans. If the OAG finds deficiencies in GRANTEE's performance under this Grant Contract, the OAG, in its sole discretion, may impose one or more of the following remedies as part of a corrective action plan: increase in monitoring visits; require additional or more detailed financial and/or programmatic reports be submitted; require prior approval for expenditures; require additional technical or management assistance and/or make modifications in business practices; reduce this Grant Contract amount; and/or terminate this Grant Contract. The foregoing are not exclusive remedies, and the OAG may impose other requirements that the OAG determines are in the best interest of the State of Texas.

9.2 Financial Hold. The OAG may, in its sole discretion, place GRANTEE on a financial hold, immediately and without first requiring a corrective action plan, in the event of any of the following circumstances: failure to comply with submission deadlines for required reports, invoices, or other requested information, indicators of financial risk; conflict(s) or suspected conflict(s) of interest; a change in the circumstances detailed in sections 4.5.4 or 4.5.5 of this Grant Contract; or potential or actual fraud, waste, and abuse. No reimbursements will be processed until all information requested by the OAG is submitted and approved by the OAG. If GRANTEE is placed on financial hold, the OAG, in its sole discretion, may deny reimbursement requests associated with expenses incurred during the time GRANTEE was placed on financial hold.

9.3 Sanctions. In addition to any financial hold, the OAG, in its sole discretion and with no obligation to require a corrective action plan first, may impose sanctions, including, without

limitation, one or more of the following: withholding or suspending funding; offsetting previous reimbursements; requiring repayment; disallowing claims for reimbursement; reducing funding; terminating this Grant Contract; and/or any other appropriate sanction.

9.4 No Waiver. Notwithstanding the imposition of corrective actions, financial hold, and/or sanctions, GRANTEE remains responsible for complying with this Grant Contract's terms and conditions. Corrective action plans, financial holds, and/or sanctions do not excuse or operate as a waiver of any prior failure to comply with this Grant Contract. GRANTEE is charged with full knowledge of all terms, conditions, and other requirements of this Grant Contract and all documents incorporated herein, and ignorance of any terms, conditions, or other requirements referenced in this Grant Contract and all documents incorporated herein shall not constitute a defense or basis for waiving or failing to comply with such provisions or requirements.

SECTION 10. GENERAL TERMS AND CONDITIONS

10.1 Federal and State Laws, Rules and Regulations, Directives, Guidelines, Code of Federal Regulations (CFR) and Other Relevant Authorities. GRANTEE agrees to comply with all applicable federal and state laws, rules, regulations, directives, guidelines, including 2 CFR Part 200, and any other authorities relevant to the performance of GRANTEE under this Grant Contract. In instances where multiple requirements apply to GRANTEE, the more restrictive requirement controls.

10.2 Uniform Grant Management Act, TxGMS and Applicable Standard Federal and State Certifications and Assurances. GRANTEE agrees to comply with applicable laws, executive orders, regulations and policies including Texas Government Code, Chapter 783, and the Texas Grant Management Standards (TxGMS), and any other applicable federal or state grant management standards or requirements. Further, GRANTEE agrees to comply with the applicable OAG Certifications and Assurances, which are incorporated herein by reference, including, but not limited to, the equal employment opportunity program certification, disclosure and certification regarding lobbying, non-procurement debarment certification, drug-free workplace certification, annual single audit certification, compliance with annual independent financial audit filing requirement, compliance with TxGMS and the applicable 2 CFR Part 200, return of grant funds in the event of loss or misuse, and conflict of interest.

10.3 Generally Accepted Accounting Principles or Other Recognized Accounting Principles. GRANTEE shall adhere to Generally Accepted Accounting Principles promulgated by the American Institute of Certified Public Accountants, unless other recognized accounting principles are required by GRANTEE. GRANTEE shall also follow OAG fiscal management policies and procedures in processing and submitting requests for reimbursement and maintaining financial records related to this Grant Contract.

10.4 Dealings with Public Servants; Disclosure of Conflicts. GRANTEE has not given, or offered to give, nor does GRANTEE intend to give at any time hereafter, any economic

opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or employee of the OAG, at any time during the negotiation of this Grant Contract or in connection with this Grant Contract, except as allowed under relevant state or federal law. Further, GRANTEE represents and warrants that in the administration of the Grant Funds, it will comply with all conflict of interest prohibitions and disclosure requirements required by any applicable laws, rules, and policies, including Chapter 176 of the Texas Local Government Code. If circumstances change during the course of this Grant Contract or GRANTEE's participation in the Grant Program, GRANTEE shall promptly notify the OAG. GRANTEE will establish safeguards to prohibit its principals, employees, and other agents from using their positions for a purpose that constitutes or presents the appearance of, a personal or organizational conflict of interest or personal gain. GRANTEE will operate with complete independence and objectivity without an actual, potential or apparent conflict of interest with respect to its performance under this Grant Contract. GRANTEE must disclose, in writing, within fifteen (15) calendar days of discovery, any existing or potential conflicts of interest relative to its performance under this Grant Contract or other change in circumstances relevant to this section 10.4.

10.5 Does Not Boycott Israel. To the extent required by Texas Government Code Section 2271.002, GRANTEE represents and warrants, that neither GRANTEE, nor any subcontractor, assignee, or sub-recipient of GRANTEE, currently boycotts Israel, or will boycott Israel during the term of this Grant Contract. GRANTEE agrees to take all necessary steps to ensure this certification remains true for any future subcontractor or assignee (if allowable). For purposes of this provision, "Boycott Israel" shall have the meaning assigned by Texas Government Code, Section 808.001(1).

10.6 Law Enforcement Funding. To the extent applicable, GRANTEE acknowledges that, under article IX, section 4.01, of the General Appropriations Act for the term covered by this Grant Contract, funds may only be expended under this Grant Contract if GRANTEE is in compliance with all rules developed by the Commission on Law Enforcement or if the Commission on Law Enforcement has certified that GRANTEE is in the process of achieving compliance.

10.7 Restriction on Abortion Funding. GRANTEE acknowledges that, under article IX, section 6.24, of the General Appropriations Act for the term covered by this Grant Contract, and except as provided by that Act, funds may not be distributed under this Grant Contract to any individual or entity that: (1) performs an abortion procedure that is not reimbursable under the State's Medicaid program; (2) is commonly owned, managed, or controlled by an entity that performs an abortion procedure that is not reimbursable under the State's Medicaid program; or (3) is a franchise or affiliate of an entity that performs an abortion procedure that is not reimbursable under the State's Medicaid program.

10.8 Compliance with Regulatory and Licensing Bodies. GRANTEE agrees that it has obtained all licenses, certifications, permits, and authorizations necessary to perform the responsibilities of this Grant Contract and currently is, and will remain, in good standing with all regulatory agencies that regulate any or all aspects of GRANTEE's business or operations. GRANTEE agrees to remain in good standing with the Texas Secretary of State, the Texas

Comptroller of Public Accounts, and federal governmental bodies related to GRANTEE's right to operate and/or conduct business in Texas. GRANTEE agrees to comply with all applicable licenses, legal certifications, inspections, and any other applicable local ordinances or state or federal laws.

10.9 Restriction on Immigration Services. GRANTEE shall not use any Grant Funds for the provision of assistance with immigration related services (including, without limitation, any time spent by employees that is invoiced to the OAG for reimbursement under this Grant Contract). GRANTEE represents and warrants that the OAG's payments to GRANTEE and GRANTEE's receipt of Grant Funds under this Grant Contract, or other awarded or appropriated funds related to the Grant Program, shall not be used for immigration related services. Failure to comply with this section 10.9 would be a material breach of this Grant Contract and grounds for termination. Pursuant to section 4.3.7 of this Grant Contract, any Grant Funds that GRANTEE obtained improperly must be refunded to the OAG (or may be offset by the OAG in its sole discretion).

10.10 No Agency Status Between the Parties. Neither GRANTEE nor GRANTEE's employees are agent(s) or representative(s) of the OAG or the Attorney General of Texas by virtue of this Grant Contract. The OAG and its employees are not agents of GRANTEE, and will not act on behalf of GRANTEE, pursuant to this Grant Contract. As such, neither GRANTEE nor the OAG will represent itself or its employees as an agent of the other Party to its employees or to third parties. All persons furnished, used, retained, or hired by or on behalf of GRANTEE or, if applicable, any of GRANTEE's contractors/subcontractors shall be considered solely the employees or agents of GRANTEE or GRANTEE's contractors/subcontractors. GRANTEE is not a partner of, or part of any joint venture, or joint enterprise with, the OAG or the State of Texas by virtue of this Grant Contract or their performance hereunder

SECTION 11. SPECIAL TERMS AND CONDITIONS

11.1 Indemnification.

GRANTEE and/or its contractors or subcontractors, as applicable, are responsible for all types of claims whatsoever due to actions or performance under this Grant Contract, including, without limitation, the use of automobiles or other transportation by its owners, incorporators, officers, directors, employees, volunteers or any third parties. TO THE EXTENT PERMISSIBLE UNDER THE TEXAS CONSTITUTION AND LAWS PROMULGATED THEREUNDER, GRANTEE SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE OAG AND THE STATE OF TEXAS, AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEYS' FEES, AND EXPENSES ARISING OUT OF, OR RESULTING FROM ANY ACTS OR OMISSIONS OF GRANTEE OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF SUBCONTRACTORS IN THE

EXECUTION OR PERFORMANCE OF THIS GRANT CONTRACT AND ANY PURCHASE ORDERS ISSUED UNDER THIS GRANT CONTRACT. THE DEFENSE SHALL BE COORDINATED BY GRANTEE WITH THE OAG WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING CONCURRENCE FROM THE OAG. THE OAG AND GRANTEE AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

11.2 Publicity. GRANTEE shall not use the OAG's name or refer to the OAG or the Attorney General of the State of Texas, directly or indirectly, nor may GRANTEE authorize anyone else to do so, in any media release, social media posting, public service announcement, or public service disclosure relating to this Grant Contract or any acquisition pursuant hereto, including in any promotional or marketing materials, without first obtaining written consent from the OAG. This section is not intended to and does not limit GRANTEE's ability to comply with its obligations and duties under the Texas Open Meetings Act and/or the Texas Public Information Act (Texas Government Code Chapters 551 and 552, respectively).

11.3 Intellectual Property. GRANTEE understands and agrees that GRANTEE may copyright any original books, manuals, films, or other original material and intellectual property developed or produced, wholly or partially, out of funds obtained under this Grant Contract, subject to a royalty-free, non-exclusive, and irrevocable license which is hereby reserved by the OAG and granted by GRANTEE to the OAG or, where applicable, the State of Texas, or if federal funds are expended, the United States Government. GRANTEE hereby grants the OAG an unrestricted, royalty-free, non-exclusive, and irrevocable license to use, copy, modify, reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), at no additional cost to the OAG, in any manner the OAG deems appropriate in the exercise of its sole discretion, any component of such intellectual property.

GRANTEE shall obtain from subrecipients, contractors, and subcontractors (if any are authorized by the OAG) all rights and data necessary to fulfill the GRANTEE's obligations to the OAG under this Grant Contract. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the OAG such rights, GRANTEE shall promptly bring such refusal to the attention of the OAG Program Manager for this Grant Contract and not proceed with the agreement in question without further authorization from the OAG Grants Administration Division.

11.4 Program Income. Gross income directly generated from Grant Funds through a project or activity performed under this Grant Contract is considered "Program Income." Unless otherwise required under the terms of this Grant Contract, any Program Income shall be used by GRANTEE to further the program objectives of the project or activity funded by this Grant Contract, and the Program Income shall be spent on the same project or activity in which it was generated. GRANTEE shall identify and report Program Income in accordance with the OAG's reporting instructions. GRANTEE must expend Program Income during the Contract Term, and any Program Income not expended during the Contract Term must be refunded to the OAG.

11.5 No Supplanting. GRANTEE shall not supplant or otherwise use funds from this Grant Contract to replace or substitute existing funding from other sources that also support the activities that are the subject of this Grant Contract.

11.6 No Solicitation or Receipt of Funds on Behalf of the OAG. It is expressly agreed that any solicitation for, or receipt of, funds of any type by GRANTEE is for the sole benefit of GRANTEE and is not a solicitation for, or receipt of, funds on behalf of the OAG or the Attorney General of the State of Texas.

11.7 No Subcontracting, Assignment, or Delegation Without Prior Written Approval of OAG; and GRANTEE's Oversight Responsibilities. GRANTEE may not subcontract, assign any of its rights, or delegate any of its duties under this Grant Contract without the prior written approval of the OAG. The OAG shall maintain complete and sole discretion to approve or deny any request to subcontract, assign any right, or delegate any duty under this Grant Contract, and the OAG may withhold its approval for any reason or no reason. Any attempted subcontracting, assignment, or delegation in violation of this provision will be void and without effect.

In the event the OAG approves subcontracting, assignment, or delegation by GRANTEE, GRANTEE will ensure that its contracts with others shall require compliance with the provisions of this Grant Contract. GRANTEE, in subcontracting for any performances specified herein, expressly understands and agrees that it is not relieved of its responsibilities for ensuring that all performance is in compliance with this Grant Contract and that the OAG shall not be liable in any manner to GRANTEE's contractor(s)/subcontractor(s). GRANTEE represents and warrants that it will maintain oversight to ensure that its contractor(s)/subcontractor(s) perform in accordance with the terms, conditions, and specifications of their contracts, subcontracts, or purchase orders.

11.8 No Grants to Certain Organizations. GRANTEE confirms by executing this Grant Contract that it does not make contributions to campaigns for elective office or endorse candidates.

11.9 No Waiver of Sovereign Immunity. The Parties expressly agree that no provision of this Grant Contract is in any way intended to constitute a waiver by the OAG or the State of Texas of any immunities from suit or from liability that the OAG or the State of Texas may have by operation of law.

11.10 Governing Law; Venue. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Texas, without regard to the conflicts of law provisions. The venue of any suit arising under this Grant Contract is fixed in any court of competent jurisdiction of Travis County, Texas, unless the specific venue is otherwise identified in a statute that directly names or otherwise identifies its applicability to the OAG.

GRANTEE hereby waives and agrees not to assert by way of motion, as a defense, or otherwise, in any suit, action or proceeding, any claim that GRANTEE is not personally subject to the jurisdiction of the above-named courts; the suit, action or proceeding is brought in an inconvenient forum; and/or the venue of the suit, action or proceeding is improper.

11.11 U.S. Department of Homeland Security's E-Verify System. GRANTEE will ensure that it utilizes the U.S. Department of Homeland Security's E-Verify system to determine the eligibility of any new employee hired after the effective date of this Grant Contract who will be working on any matter covered by this Grant Contract.

11.12 No Use of Grant Money for Lobbying. GRANTEE shall not use any Grant Funds provided by the OAG to GRANTEE to influence the passage or defeat of any legislative measure or election of any candidate for public office. GRANTEE represents and warrants that the OAG'S payments to GRANTEE and GRANTEE'S receipt of appropriated or other funds under this Grant Contract or Grant Program are not prohibited by Sections 403.1067 or 556.0055 of the Texas Government Code which restrict lobbying expenditures.

11.13 Dispute Resolution Process. The dispute resolution process provided for in Chapter 2009 of the Texas Government Code shall be used to resolve any dispute arising under this Grant Contract including specifically any alleged breach of this Grant Contract by the OAG.

11.14 Child Support Obligation Affirmation. Under Section 231.006 of the Texas Family Code, GRANTEE certifies that it is not ineligible to receive the specified Grant Funds and hereby acknowledges that this Grant Contract may be terminated and payment withheld if this certification is inaccurate. GRANTEE represents and warrants that it will include the following clause in the award documents for every subaward and subcontract and will require subrecipients and contractors to certify accordingly: "Under Section 231.006 of the Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. A bid or an application for a contract, grant, or loan paid from state funds must include the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least twenty-five percent (25%) of the business entity submitting the bid or application."

11.15 Excluded Parties. GRANTEE certifies that it is not listed in the prohibited vendors list authorized by Executive Order No. 13224, "Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism", published by the United States Department of the Treasury, Office of Foreign Assets Control.

11.16 Executive Head of a State Agency Affirmation. In accordance with Section 669.003 of the Texas Government Code, relating to contracting with an executive head of a State agency, GRANTEE certifies that it is not (1) the executive head of the OAG, (2) a person who at any time during the four (4) years before the date of this Grant Contract was the executive head of the OAG, or (3) a person who employs a current or former executive head of the OAG.

11.17 Political Polling Prohibition. GRANTEE represents and warrants that it does not perform political polling and acknowledges that appropriated funds may not be granted to, or expended by,

any entity which performs political polling.

11.18 Financial Participation Prohibited Affirmation. Under Section 2155.004(b) of the Texas Government Code, GRANTEE certifies that the individual or business entity named in this Grant Contract is not ineligible to receive the specified contract or Grant Funds and acknowledges that the contract may be terminated and all payments withheld if this certification is inaccurate.

11.19 Prior Disaster Relief Contract Violation. Under Sections 2155.006 and 2261.053 of the Texas Government Code, the GRANTEE certifies that the individual or business entity named in this Grant Contract is not ineligible to receive this Grant Contract or Grant Funds and acknowledges that this Grant Contract may be terminated and all payments withheld if this certification is inaccurate.

11.20 Cybersecurity Training Program. All GRANTEES must complete a cybersecurity training. If GRANTEE is a local unit of government, GRANTEE represents and warrants its compliance with Section 2054.5191 of the Texas Government Code relating to the cybersecurity training program for local government employees who have access to a local government computer system or database. If the GRANTEE has access to any State computer system or database, GRANTEE shall complete cybersecurity training and verify completion of the training program to the OAG pursuant to and in accordance with Section 2054.5192 of the Texas Government Code.

11.21 Debarment and Suspension. GRANTEE certifies that it and its principals are not suspended or debarred from doing business with the State or federal government as listed on the *State of Texas Debarred Vendor List* maintained by the Texas Comptroller of Public Accounts and the *System for Award Management (SAM)* maintained by the General Services Administration.

11.22 Disclosure Protections for Certain Charitable Organizations, Charitable Trusts, and Private Foundations. GRANTEE represents and warrants that it will comply with Section 2252.906 of the Texas Government Code relating to disclosure protections for certain charitable organizations, charitable trusts, and private foundations.

11.23 Legal Authority. GRANTEE represents that it possesses legal authority to enter into this Grant Contract. A resolution, motion, or similar action has been duly adopted or passed as an official act of the GRANTEE'S governing body, authorizing the execution of this Grant Contract, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or the designee of GRANTEE to act in connection with the Grant Contract and to provide such additional information as may be required.

11.24 Limitations on Grants to Units of Local Government. GRANTEE acknowledges and agrees that appropriated funds may not be expended in the form of a grant to, or contract with, a unit of local government unless the terms of the grant or contract require that the funds received under the grant or contract will be expended subject to the limitations and reporting requirements similar to those provided by the following:

a. Parts 2 and 3 of the Texas General Appropriations Act, article IX, except there is no requirement for increased salaries for local government employees;
b. Sections 556.004, 556.005, and 556.006 of the Texas Government Code; and
c. Sections 2113.012 and 2113.101 of the Texas Government Code

11.25 Open Meetings. If the GRANTEE is a governmental entity, GRANTEE represents and warrants its compliance with Chapter 551 of the Texas Government Code which requires all regular, special, or called meetings of a governmental body to be open to the public, except as otherwise provided by law.

11.26 Public Camping Ban. GRANTEE certifies that it has not received a final judicial determination finding it intentionally adopted or enforced a policy that prohibited or discouraged the enforcement of a public camping ban in an action brought by the Attorney General under Local Government Code Section 364.003. If GRANTEE is currently being sued under the provisions of Local Government Code Section 364.003, or is sued under that Section at any point during the duration of this Grant Contract, GRANTEE must immediately disclose the lawsuit and its current posture to the OAG.

11.27 Disaster Recovery Plan. Upon request of OAG, GRANTEE shall provide the descriptions of its business continuity and disaster recovery plans.

11.28 Discrimination Prohibited. To the extent applicable, in accordance with Section 2105.004 of the Texas Government Code, GRANTEE represents and warrants that it will not use block grant funds in a manner that discriminates on the basis of race, color, national origin, sex, or religion.

11.29 Force Majeure. Neither GRANTEE nor the OAG shall be liable to the other for any delay in, or failure of performance of, any requirement included in this Grant Contract caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing Party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, epidemics or pandemics, or other causes that are beyond the reasonable control of either Party and that by exercise of due foresight such Party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such Party is unable to overcome.

11.30 Executive Order GA-55 Prohibiting All Forms of Race Discrimination. GRANTEE certifies that it will comply with the color-blind guarantee of both the Texas and United States Constitutions by ensuring, without limitation, that all GRANTEE rules, policies, employment practices, communications, curricula, services provided, use of Grant Funds, participation in the Grant Program, and any other organizational actions, treat people equally, regardless of race.

11.31 Former Agency Employees. GRANTEE represents and warrants that none of its employees including, but not limited to, those authorized to provide services under this Grant

Contract, were former employees of the OAG during the twelve (12) month period immediately prior to the date of execution of this Grant Contract.

11.32 Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters. In accepting Grant Funds, the GRANTEE:

a. represents and warrants that GRANTEE neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described herein; and

b. certifies that if GRANTEE discovers or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse, it will immediately stop any further obligations of award funds, will provide prompt written notification to the OAG, and will resume (or permit resumption of) such obligations only if expressly authorized to do so OAG.

11.33 Disclosure of Prior State Employment. In accordance with Section 2254.033 of the Texas Government Code, relating to consulting services, GRANTEE certifies that it does not employ an individual who has been employed by the OAG or another agency at any time during the two (2) years preceding the submission of the Grant Application or, in the alternative, GRANTEE has disclosed in its Grant Application the following: (i) the nature of the previous employment with the OAG or the other agency; (ii) the date the employment was terminated; and (iii) the annual rate of compensation for the employment at the time of its termination.

SECTION 12. CONSTRUCTION OF GRANT CONTRACT AND AMENDMENTS

12.1 Construction of the Grant Contract. The provisions of section 1 above are intended to be a general introduction to this Grant Contract. To the extent the terms and conditions of this Grant Contract do not address a particular circumstance or are otherwise unclear or ambiguous, such terms and conditions are to be construed consistent with the general objectives, expectations and purposes of this Grant Contract.

12.2 Entire Agreement, including All Exhibits, and Order of Precedence. This Grant Contract, including all exhibits (if any) and documents incorporated by reference, reflects the entire agreement between the Parties with respect to the subject matter therein described, and there are no other representations (verbal or written), directives, guidance, assistance, understandings or agreements between the Parties related to such subject matter. By executing this Grant Contract, GRANTEE agrees to strictly comply with the requirements and obligations of this Grant Contract, including all exhibits (if any) and documents incorporated by reference. In the event of a conflict between the provisions of this Grant Contract document and any Exhibits, or other documents incorporated herein by reference, the following order of precedence applies: (1) the OAG SAVNS Services Contract; (2) Exhibit B, Participating Entity Services Agreement (Service Agreement);

(3) this Grant Contract and Exhibit A.

12.3 Amendment. This Grant Contract shall not be modified or amended except in writing, signed by authorized representatives of both Parties. Any properly executed amendment of this Grant Contract shall be binding upon the Parties and presumed to be supported by adequate consideration.

12.4 Severability and Partial Invalidity. If any term or provision of this Grant Contract is found to be illegal or unenforceable, such construction shall not affect the legality or validity of any of its other provisions. It is the intent and agreement of the Parties to this Grant Contract that the resulting Grant Contract shall be deemed amended by modifying such provision to the extent necessary to render it valid, legal, and enforceable while preserving its intent or, if such modification is not possible, by substituting another provision that is valid, legal and enforceable and that achieves the same objective. All other provisions of this Grant Contract will continue in full force and effect.

12.5 No Implied Waiver. The failure of any Party to insist upon strict performance of any of the terms or conditions herein, irrespective of the length of time of such failure, shall not be a waiver of that Party's right to demand strict compliance in the future. No consent or waiver, express or implied, to or of any breach or default in the performance of any obligation under this Grant Contract shall constitute a consent or waiver to or of any breach or default in the performance of the same or any other obligation of this Grant Contract.

12.6 Official Capacity. The Parties stipulate and agree that the signatories hereto are executing and performing this Grant Contract only in their official capacities.

12.7 Signature Authority. The undersigned Parties represent and warrant that the individuals submitting this document are authorized to sign such documents on behalf of the respective Parties.

12.8 False Statements. GRANTEE agrees and acknowledges that if GRANTEE signs the Grant Contract with a false statement or it is subsequently determined that GRANTEE has violated any of the representations, warranties, guarantees, certifications, or affirmations included in this Grant Contract, or any documents submitted in connection with this Grant Contract, then GRANTEE will have breached this Grant Contract and the OAG may exercise any of its rights associated with such circumstances including, without limitation, termination of this Grant Contract for cause.

IN WITNESS HEREOF, THE PARTIES HAVE SIGNED AND EXECUTED THIS GRANT CONTRACT.

OFFICE OF THE ATTORNEY GENERAL

Williamson County

_____

Printed Name: _____
Office of the Attorney General

_____

Printed Name: Steve Snell
Authorized Official

SAVNS MAINTENANCE GRANT CONTRACT

OAG Contract No. C-02774

EXHIBIT A

Population Size: 713,134 **Pricing Tier:** 4

The total liability of the OAG for any type of liability, directly or indirectly, arising out of this Grant Contract and in consideration of GRANTEE'S full, satisfactory, and timely performance of all its duties, responsibilities, obligations, liability, and for reimbursement by the OAG for expenses, if any, as set forth in this Grant Contract or arising out of any performance herein shall not exceed the following:

Annual Cost for Jail	Annual Cost for District Court	Annual Cost for County Court	MAXIMUM REIMBURSABLE COSTS
$36,730.88	$9,139.20		$45,870.08

The annual costs listed above will be billed by the Vendor on a quarterly basis pursuant to the terms of Participating Entity Service Agreement (Exhibit B). The OAG is not obligated to pay for services prior to the commencement or after the termination of this Grant Contract.

EXHIBIT B
PARTICIPATING ENTITY SERVICES AGREEMENT FOR THE STATEWIDE AUTOMATED VICTIM NOTIFICATION SERVICE (SAVNS)

CONTRACT NUMBER: 52025-SYZ- [County/Entity Name]

The Office of the Attorney General (OAG) is the Texas State agency tasked with providing a Statewide Automated Victim Notification Service (SAVNS) to a variety of political subdivisions of the State of Texas, including counties, county Sheriffs, Community Supervision Departments, courts, clerks, district attorneys, county attorneys, and others that are participating in the SAVNS ("Participating Entities"). The OAG conducted a competitive solicitation and contracted with SylogistGov, Inc. as the statewide vendor to provide SAVNS to each of the Participating Entities.

This Agreement is entered into by and between the [*Insert County*] _____ ("Named Entity"), and SylogistGov, Inc. ("Contractor"), (collectively, "the Parties").

1. Purpose of the Agreement.
This Participating Entities Services Agreement ("Agreement") is issued in order for Contractor to provide all of the SAVNS services to ("Named Entity") as described in the Contract Documents referenced in Section 5 of this Agreement which are fully incorporated herein by reference.

2. Contract Term.
This Agreement shall be effective upon execution and the subscription term for the SAVNS solution shall begin on May 1, 2025 when modification and access to the Integrated Victim Services System (IVSS) is initiated. The agreement shall end on August 31, 2026. The Agreement may be renewed for two (2) optional, two (2) year renewal terms, only to the extent the OAG Contract No. C-02213 for SAVNS remains in effect and is renewed. Any such renewals shall be subject to the requirements of this Agreement and all of the Contract Documents referenced in Section 5 of this Agreement. For clarity, all of the terms regarding Termination shall apply to this Agreement as set out in the OAG Contract No. C-02213 for SAVNS referenced in Section 5 of this Agreement and incorporated herein, and the Named Entity/Participating Entity has all of the same requirements, rights, and remedies as the OAG as set out in the Termination sections of that Contract.

3. Compensation and Invoicing.
The Parties stipulate and agree that the total amount to be paid to Contractor in consideration of full and satisfactory performance of all Contractor's duties, services, and obligations as set forth in this Agreement shall be billed on a recurring bi-annual basis, in accordance with Form B – SAVNS Pricing, and not to exceed the bi-annual fee per calendar year, in accordance with the Contract Documents referenced in Section 5 of this Agreement which are incorporated herein.
The SAVNS services shall be performed for the bi-annual fee, which will be billed and invoiced in accordance with Form B – SAVNS Pricing and pursuant to the terms of this Agreement.

Invoices will contain all pertinent information such as this Agreement's contract number, the dates of services rendered, and outages or performance issues, if any, all in accordance with the Contract Documents referenced in Section 5 of this Agreement.

4. Appropriated Funds.

Payments are subject to the availability of appropriated funds. Whereas OAG provides grant funds to the Participating Entities as a reimbursement of the bi-annual fees due hereunder, Contractor acknowledges and agrees that payments for Participating Entity Services provided are contingent upon OAG's receipt of funds appropriated by the Texas Legislature.

5. Contract Documents and Order of Precedence.

This Agreement consists of the following documents in order of precedence:

a. This Agreement;
b. OAG Contract C-02213 for SAVNS;
c. SAVNS RFP dated February 14, 2025; and
d. Contractor's response to SAVNS RFP dated March, 7 2025.

Each of the above-referenced documents, together with all their attachments and supporting documents, are hereby incorporated into this Agreement by reference.

6. Entire Agreement.

The Parties acknowledge that this Agreement constitutes the entire understanding between them with respect to the SAVNS. No other agreements or understandings, whether written or oral, that are not contained in this Agreement and its supporting Contract Documents shall be binding or valid.

[County/Entity Name]	SylogistGov, Inc.
_____	_____
Name & Title	Nathan Branscome Senior Director VSS
_____	_____
Date	Date

Commissioners Court - Regular Session **57.**

Meeting Date: 09/23/2025

Approval of an amendment to the Capital Area Council of Governments Regional Law Enforcement Academy (CAPCOG) working agreement for the County Sheriff's Office.

Submitted For: Joy Simonton **Submitted By:** Cheryl Johnson, Purchasing

Department: Purchasing

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider, and take appropriate action on approving an amendment to the Cooperative Working Agreement with the Capital Area Council of Governments (CAPCOG) for use of the County's firing range, with the original Cooperative Working Agreement approved on September 26, 2023, under Agenda Item #23.

Background

Approval of the amendment to the Cooperative Working Agreement with the Capital Area Council of Governments (CAPCOG) will extend the use of the County's firing range through December 31, 2028. The original agreement was approved by the Commissioners Court on September 26, 2023, through August 31, 2025, under Agenda Item #23. The Williamson County Sheriff's Office has agreed to collaborate with CAPCOG/RLEA to support regional law enforcement training by providing meeting space at the Williamson County Firing Range. This amendment will not cost the County anything and requires no funding source as it is grant-supported. The point of contact is Starla Hall.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Amendment

Original Service Agreement

1295 CAPCOG

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 01:33 PM
Form Started By: Cheryl Johnson		Started On: 09/09/2025 10:48 AM
Final Approval Date: 09/16/2025		

Capital Area Council of Governments
Regional Law Enforcement Academy
Cooperative Working Agreement

Sec. 1. Parties and Purpose

1.1. The Capital Area Council of Governments (CAPCOG) is a regional planning commission and political subdivision of the State of Texas organized and operating under the Texas Regional Planning Act of 1965, as amended, Chapter 391 of the Local Government Code. The CAPCOG Regional Law Enforcement Academy (RLEA) provides and sponsors basic peace officer training and in-service training for local law enforcement agencies in State Planning Region 12 (Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties).

1.2. Williamson County (Agency) has a local law enforcement agency within State Planning Region 12 and provides support to CAPCOG's RLEA through use of training facilities.

1.3. This agreement is entered into under Chapter 791 of the Texas Government Code.

Sec. 2. Agreement and Duties of the Parties

2.1. Under this cooperative agreement, Agency agrees to make training facilities available to CAPCOG's [redacted] including the shooting range and classrooms, to assist CAPCOG in carrying out required firearms courses as part of the Basic Peace Officer Course (BPOC) and limited in-service courses from time to time, pursuant to the rules identified in Attachment A. CAPCOG anticipates needing to use the facility for one to two weeks at a time one to three times a year.

2.2. Only in-kind contributions are anticipated as consideration for this cooperative agreement. If either party incurs a direct expense for the performance of governmental functions or services provided to carry out this agreement, that party is assumed to be required to pay for that expense without reimbursement from the other party from current revenues available to that party unless explicitly agreed to otherwise by both parties. (see Texas Government Code 791.011(d)(3)). The consideration as contemplated, described, and provided by this section fairly compensates the parties for the duties performed hereunder.

Sec. 3. Term

3.1. This agreement is effective September 1, 2025, and terminates on December 31, 2028, unless extended by mutual agreement of the parties or terminated as described in section 3.2.

3.2. Either party may terminate the agreement with 30 days written notice to the other party.

Sec. 4. Miscellaneous

4.1. **Authority and Capacity**: Each party representative executing this agreement represents and warrants that this agreement was approved by the governing body at a meeting held in compliance with the Texas Open Meetings Act and any other law or regulation applicable to the meeting or that the governing body otherwise authorizes the signatory to bind the party to this agreement by executing the agreement on its behalf.

4.2. **Sovereign Immunity**: Any provision of this agreement that seeks to waive the immunity from suit and/or immunity from liability is void unless agreed to by specific acknowledgement of the provision within the agreement.

4.3. **Independence**: The parties covenant and agree that each shall perform under this agreement independently and not as an officer, agent, servant, or employee of each other; that each shall have exclusive control of and exclusive right to control over their respective duties pursuant to this agreement, including all persons performing same, and shall be responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors, and consultants; that the doctrine of respondent superior shall not apply as between either party, their officers, agents, employees, contractors, subcontractors, and consultants, and nothing herein shall be construed as creating the relationship of employer-employee, principal-agent, partners or joint venturers between the parties. The parties hereto understand and agree that the parties have no authority to bind each other.

4.4. **Attachments:** The following attachments are part of this agreement:

a) **Attachment A:** Firearms Range Rules

b) **Attachment B:** Project Representatives

4.5. This contract states the entire agreement of the parties, and may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this agreement which are required by changes in Federal or State law or regulation are automatically incorporated into this contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

4.6. This contract is executed through signatures affixed electronically or scanned by both parties and transmitted electronically.

Capital Area Council of Governments	Williamson County
By: _____	By: _____
Chris Miller, Executive Director	Steven Snell, County Judge
Date: 9/8/25	Date: _____
	_____
	Date of Governing Board Approval

Reviewed by General Counsel's Office
Jennifer Miller
General Counsel, Commissioners Court
Date: Sep 09 2025 **Time:** 8:28 am

Reviewed by Contract Audit
SARA GREER, CGAP
Contract Auditor
Williamson County Auditor's Office
Date: Sep 09 2025 **Time:** 7:26 am

Attachment A: Firearms Range Rules

- When using the range, all weapons are considered loaded.
- All handguns should be holstered unless you are on the firing line or the weapon is being cleaned. All long guns should be in an open breech condition unless on the firing line.
- Never put your weapon down and leave it unless it is unloaded. Never pick up a weapon that does not belong to you unless instructed to do so by your range master.
- All firearms will be unloaded when you enter the range complex.
- While on the range you will only load your weapon if instructed to do so by your range master or just before leaving the range complex.
- Never put your finger on the trigger of your weapon unless it is pointed down range and you are ready to fire.
- All weapons malfunctions will be handled as per range master instructions.
- Never proceed down range until all weapons are holstered or otherwise secured.
- If you are being given instructions by range personnel, your eyes and weapon must remain focused and pointed down range.
- Dry firing of any weapon will be done only when instructed to do so by the range master.
- When handing your weapon to range personnel, be sure the weapon is breech open and handed grip first. Long guns will be breach open and handled at port-arms.
- All shooters and range personnel will wear body armor, ear protection, and eye protection, while shooting on any range.
- No alcohol is permitted on the range complex and tobacco is permitted only in designated areas.
- No one is permitted to shoot on the range complex or on any of the individual ranges unless a range master is present and the proper authority has been given by the complex range master.

Attachment B: Project Representatives and Records Location

CAPCOG Project Representative

The individual named below is the CAPCOG Project Representative, who is authorized to give and receive communications and directions on behalf of CAPCOG. All communications must be addressed to the CAPCOG Project Representative or his or her designee. The CAPCOG Project Representative may indicate a designee through an e-mail to: matt.lindemann@wilcotx.gov.

David Bertling
(Name)
Director of Regional Law Enforcement Academy
(Title)

Telephone No.: (512) 916-6161

E-mail: dbertling@capcog.org

[redacted]

Agency Project Representative

The individual named below is the Agency Project Representative, who is authorized to give and receive communications and directions on behalf of Agency. All communications must be addressed to the Agency Project Representative or his or her designee. The Agency Project Representative may indicate a designee through an e-mail to dbertling@capcog.org.

Matt Lindemann
(Name)
Sheriff
(Title)

Telephone No.: (512) 943-1300

E-mail: matt.lindemann@wilcotx.gov

[redacted] Headquarters

Capital Area Council of Governments
Regional Law Enforcement Academy
Cooperative Working Agreement

Sec. 1. Parties and Purpose

1.1. The Capital Area Council of Governments (CAPCOG) is a regional planning commission and political subdivision of the State of Texas organized and operating under the Texas Regional Planning Act of 1965, as amended, Chapter 391 of the Local Government Code. The CAPCOG Regional Law Enforcement Academy (RLEA) provides and sponsors basic peace officer training and in-service training for local law enforcement agencies in State Planning Region 12 (Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties).

1.2. Williamson County (Agency) has a local law enforcement agency within State Planning Region 12 and provides support to CAPCOG's RLEA through use of training facilities.

1.3. This agreement is entered into under Chapter 791 of the Texas Government Code.

Sec. 2. Agreement and Duties of the Parties

2.1. Under this cooperative agreement, Agency agrees to make training facilities available to CAPCOG's RLEA located at 3901 CR 130, Hutto, TX 78634, including the shooting range and classrooms, to assist CAPCOG in carrying out required firearms courses as part of the Basic Peace Officer Course (BPOC) and limited in-service courses from time to time, pursuant to the rules identified in Attachment A. Agency also agrees to allow CAPCOG to use the facility and facilitate the use of a nearby location to conduct the required driving courses. CAPCOG anticipates needing to use the facility for two weeks at a time one to three times a year.

2.2. Only in-kind contributions are anticipated as consideration for this cooperative agreement. If either party incurs a direct expense for the performance of governmental functions or services provided to carry out this agreement, that party is assumed to be required to pay for that expense without reimbursement from the other party from current revenues available to that party unless explicitly agreed to otherwise by both parties. (see Texas Government Code 791.011(d)(3)). The consideration as contemplated, described, and provided by this section fairly compensates the parties for the duties performed hereunder.

Sec. 3. Term

3.1. This agreement is effective upon execution by both parties and terminates on August 31, 2025, unless extended by mutual agreement of the parties or terminated as described in section 3.2.

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4.1. **Authority and Capacity:** Each party representative executing this agreement represents and warrants that this agreement was approved by the governing body at a meeting held in compliance with the Texas Open Meetings Act and any other law or regulation applicable to the meeting or that the governing body otherwise authorizes the signatory to bind the party to this agreement by executing the agreement on its behalf.

4.2. **Sovereign Immunity:** Any provision of this agreement that seeks to waive the immunity from suit and/or immunity from liability is void unless agreed to by specific acknowledgement of the provision within the agreement.

4.3. **Independence:** The parties covenant and agree that each shall perform under this agreement independently and not as an officer, agent, servant, or employee of each other; that each shall have exclusive control of and exclusive right to control over their respective duties pursuant to this agreement, including all persons performing same, and shall be responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors, and consultants; that the doctrine of respondent superior shall not apply as between either party, their officers, agents, employees, contractors, subcontractors, and consultants, and nothing herein shall be construed as creating the relationship of employer-employee, principal-agent, partners or joint venturers between the parties. The parties hereto understand and agree that CAPCOG shall not be liable for any claims which may be asserted by any third party occurring in connection with the performance of the training and education conducted by Agency in the performance of this agreement and that the parties have no authority to bind each other.

4.4. **Attachments:** The following attachments are part of this agreement:

a) **Attachment A:** Firearms Range Rules

b) **Attachment B:** Project Representatives

4.5. This contract states the entire agreement of the parties and may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this agreement which are required by changes in Federal or State law or regulation are automatically incorporated into this contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

4.6. This contract is executed through signatures affixed electronically or scanned by both parties and transmitted electronically.

Capital Area Council of Governments

By: _____
Betty Voights, Executive Director

Date: 9-20-23

Williamson County

By: Bill Gravell Jr.
Bill Gravell (Sep 26, 2023 10:10 CDT)
Bill Gravel, County Judge

Date: Sep 26, 2023

Sep 26, 2023
Date of Governing Board Approval

Attachment A: Firearms Range Rules

- When using the range, all weapons are considered loaded.
- All handguns should be holstered unless you are on the firing line or the weapon is being cleaned. All long guns should be in an open breech condition unless on the firing line.
- Never put your weapon down and leave it unless it is unloaded. Never pick up a weapon that does not belong to you unless instructed to do so by your range master.
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- If you are being given instructions by range personnel, your eyes and weapon must remain focused and pointed down range.
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- No one is permitted to shoot on the range complex or on any of the individual ranges unless a range master is present and the proper authority has been given by the complex range master.

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David Bertling [redacted]
(Name)
Director of Regional Law Enforcement Academy E-mail: dbertling@capcog.org
(Title)

[redacted]

Agency Project Representative

The individual named below is the Agency Project Representative, who is authorized to give and receive communications and directions on behalf of Agency. All communications must be addressed to the Agency Project Representative or his or her designee. The Agency Project Representative may indicate a designee through an e-mail to dbertling@capcog.org.

Mike Gleason Telephone No.: 512-943-1321
(Name)
Sheriff E-mail: Mike.Gleason@wilco.org
(Title)

Williamson County Sheriff's Office Headquarters
508 S. Rock Street
Georgetown, TX 78626

Agenda Item #23, CC 09.26.23 Approval of ILA with CapCog for Training with the Sheriff's Office (Kim)

Final Audit Report 2023-09-26

Created:	2023-09-26
By:	Kim Chappius (kim.chappius@wilco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5Z7nmibTZ3tPW9-bQT-X0eKpy-Dt_ybF

"Agenda Item #23, CC 09.26.23 Approval of ILA with CapCog fo r Training with the Sheriff's Office (Kim)" History

Document created by Kim Chappius (kim.chappius@wilco.org)
2023-09-26 - 1:51:22 PM GMT- IP address: 173.219.39.210

Document emailed to Rebecca Pruitt (becky.pruitt@wilco.org) for signature
2023-09-26 - 1:52:33 PM GMT

Email viewed by Rebecca Pruitt (becky.pruitt@wilco.org)
2023-09-26 - 2:59:07 PM GMT- IP address: 66.76.4.65

Document signing delegated to Bill Gravell (bgravell@wilco.org) by Rebecca Pruitt (becky.pruitt@wilco.org)
2023-09-26 - 2:59:30 PM GMT- IP address: 66.76.4.65

Document emailed to Bill Gravell (bgravell@wilco.org) for signature
2023-09-26 - 2:59:31 PM GMT

Email viewed by Bill Gravell (bgravell@wilco.org)
2023-09-26 - 3:09:51 PM GMT- IP address: 66.76.4.65

Document e-signed by Bill Gravell (bgravell@wilco.org)
Signature Date: 2023-09-26 - 3:10:01 PM GMT - Time Source: server- IP address: 66.76.4.65

Agreement completed.
2023-09-26 - 3:10:01 PM GMT

Powered by
Adobe
Acrobat Sign

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1363754

Date Filed:
09/16/2025

Date Acknowledged:
09/16/2025

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Capital Area Council of Governments
Austin, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Williamson County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

n/a
Agreement allowing CAPCOG permission to use Williamson County law enforcement training facilities.

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. [X]

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____County, State of _____, on the _____day of _____, 20_____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1363754

Date Filed:
09/16/2025

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Capital Area Council of Governments
Austin, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Williamson County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

202362
Agreement allowing CAPCOG permission to use Williamson County law enforcement training facilities.

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. [X]

6 UNSWORN DECLARATION

My name is [redacted].

My address is [redacted] (city) (state) (zip code) (country)

[redacted]

Executed in Travis County, State of Texas, on the 16th day of September (month), 2025 (year).

Signature of authorized agent of contracting business entity
(Declarant)

Commissioners Court - Regular Session **58.**

Meeting Date: 09/23/2025

Approval of Amendment 4 to contract #21RFP4 for Meal Price Adjustment to Provide Inmates Jail Food Service with Aramark Correctional Services for Sheriff's Office/Corrections

Submitted For: Joy Simonton **Submitted By:** Theresa Gross, Purchasing

Department: Purchasing

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action approving Amendment 4 to contract #21RFP4 for Aramark Correctional Services LLC, for a meal price adjustment allowable as per the Consumer Price Index, to provide Jail Inmates food services and authorize the execution of the amendment.

Background

Amendment 4 for Sheriff's Office/Corrections with Aramark Correctional Services provides a meal price adjustment due to changes in the Consumer Price Index, to provide Jail Inmates food services. The current Amendment 3 to Jail Inmate Food Service Contract, 21RFP24 Amendment 3 Price Increase, expires November 22, 2025, and Amendment 4 would extend past the current date to November 23, 2026, for a cost of $1,210,000. The Contract Renewal for Aramark to provide Food Service was approved on August 19, 2025, Agenda Item 58 Aramark Food Service County Jail Renewal 10.1.2025 through 9.30.2026. Funding source is 01.0100.0570.003306. Point of Contact: Abigail Taylor. The vendor is a publicly traded company, therefore Form 1295 is not required.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Amendment 4

Meal Prices FY23 FY24 FY25 FY26

Contract

Amendment 1

Amendment 2

Amendment 3

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 11:48 AM
Form Started By: Theresa Gross		Started On: 09/11/2025 10:39 AM
Final Approval Date: 09/15/2025		

Docusign Envelope ID: 02698D33-721F-4DDC-87FB-5B2A8BBD5B5C

Amendment No. 4 to Jail Inmate Food Service Contract

THIS AMENDMENT NO. 4 (the "**Amendment**"), is entered into this day of September, 2025 by and between Williamson County, TX (the "**County**"), and **Aramark Correctional Services, LLC**, a Delaware limited liability company, having its principal place of business located at 2400 Market Street, Philadelphia PA, 19103 ("**Aramark**").

WHEREAS, the County and Aramark entered into a Jail Inmate Food Service Contract on November 23, 2021 for the management of the food service operation at the Williamson County Jail (as amended, the "**Agreement**");

WHEREAS, the parties acknowledge the need to address volatility in the cost of food commodities; and

WHEREAS, the parties desire to amend the provisions of the Agreement as follows, effective November 23, 2025.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as set forth below. Capitalized terms used but not defined in this Amendment have the meanings ascribed to such terms in the Agreement.

1. **Price Adjustment:** In accordance with Section 6 of the Agreement, the parties agree that the price per meal charged to the County by Aramark shall be changed as set forth on Attachment A hereto as a result of changes in the Consumer Price Index. These prices shall be effective from November 23, 2025 through November 22, 2026, and shall supersede in all respects the price per meal set forth in Section 6 of the Agreement or in any other prior agreements between the parties.

2. **Ratification**: Except as specifically set forth herein, all other terms and provisions of the Agreement shall remain unaffected by this Amendment and continue in full force and effect

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 4 to be signed by their duly authorized representatives the day and year first written above.

Aramark Correctional Services, LLC

DocuSigned by:
Stephen Yarsinsky
8DD54D02B0CD4AA...

Stephen Yarsinsky
Vice President, Finance

Williamson County, Texas

Judge Bill Gravell
Williamson County Judge

Docusign Envelope ID: 02698D33-721F-4DDC-87FB-5B2A8BBD5B5C

Attachment A

Williamson County, TX
Effective November 23, 2025 through November 22, 2026

Population	Price Per Meal
400 - 449	$1.718
450 - 499	$1.641
500 - 549	$1.578
550 - 599	$1.528
600 - 649	$1.484
650 - 699	$1.436
700 - 749	$1.419
750 - 799	$1.392
800 and up	$1.366
Snacks	$0.659
Staff Meals	$3.209

*The total number of inmate meals served per week is divided by 21 in order to determine the price point on the sliding scale.

Aramark FY 2023, FY 2024, FY 2025 and FY 2026

Meal Price for Jail Inmates

FY 2026

Population	Price Per Meal
400 - 449	$1.718
450 - 499	$1.641
500 - 549	$1.578
550 - 599	$1.528
600 - 649	$1.484
650 - 699	$1.436
700 - 749	$1.419
750 - 799	$1.392
800 and up	$1.366
Snacks	$0.659
Staff Meals	$3.209

FY 2025

Population	Price Per Meal
400 - 449	$1.655
450 - 499	$1.581
500 - 549	$1.520
550 - 599	$1.472
600 - 649	$1.430
650 - 699	$1.383
700 - 749	$1.367
750 - 799	$1.341
800 and up	$1.316
Snacks	$0.635
Staff Meal	$3.092

FY 2024

Population	Price Per Meal
400 - 449	$1.590
450 - 499	$1.519
500 - 549	$1.460
550 - 599	$1.414
600 - 649	$1.374
650 - 699	$1.329
700 - 749	$1.313
750 - 700	$1.288
800 and up	$1.264
Snacks	$0.610
Staff Meal	$2.970

FY 2023

Population	Price Per Meal
400 - 449	$1.476
450 - 499	$1.410
500 - 549	$1.356
550 - 599	$1.313
600 - 649	$1.276
650 - 699	$1.234
700 - 749	$1.219
750 - 700	$1.196
800 and up	$1.174
Snacks	$0.569
Staff Meal	$2.755

Docusign Envelope ID: 5B71F68C-3BC7-4E63-AF12-548305ABC1B6

WILCO PURCHASING

Summary Agreement for Renewal of Williamson County Contract

Contract Number:	**21RFP4**	**Department:**	**SHERIFF'S OFFICE CORRECTIONS**
Vendor Name:	**ARAMARK CORRECTIONAL SERVICES, LLC**		
Purpose/Intended Use of Product or Service (summary):			
Food services for Inmates of the Williamson County Jail.			
Type of Contract:	**RFP**	**Start Date:**	**10.1.2025**
Purchasing Contact:	**THERESA GROSS**	**End Date:**	**9.30.2026**
Department Contact:			

- **Williamson County wishes to extend this bid/proposal for the same pricing, terms, and conditions as the existing contract.**
- PLEASE INCLUDE THE FOLLOWING:
  - RENEWED INSURANCE CERTIFICATE IF IT WAS REQUIRED IN BID/PROPOSAL.

Renewal Option Period 2	OCTOBER 1,2025 – SEPTEMBER 30, 2026
Renewal Option Period 1	OCTOBER 1, 2024 – SEPTEMBER 30,2025
Initial Contract Period	NOVEMBER 23, 2021 – SEPTEMBER 30, 2024

BY SIGNING BELOW, THE PARTIES AGREE TO THE TERMS OF EXTENSION SET FORTH AS STATED ABOVE

Vendor Aramark Correctional Services

Name Stephen Yarsinsky

Title Finance Vice President

Signature DocuSigned by: Stephen Yarsinsky 8DD54D02B0CD4AA...

Date 8/12/2025

Williamson County, 710 Main St., Georgetown, TX 78626

Williamson County Authorized Signature

Signature

Date Aug 20, 2025

Agenda Item #58, CC 08.19.2025 Renewal 2 - 21RFP4 Aramark Food Service - County Jail 10.1.2025-9.30.2026, (Theresa)

Final Audit Report 2025-08-20

Created:	2025-08-18
By:	Cheryl Johnson (cheryl.johnson@wilco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwLBqlzYaLuNCxsEoK4eTz9jCXi58cfNe

"Agenda Item #58, CC 08.19.2025 Renewal 2 - 21RFP4 Aramark Food Service - County Jail 10.1.2025-9.30.2026, (Theresa)" History

Document created by Cheryl Johnson (cheryl.johnson@wilco.org)
2025-08-18 - 5:23:48 PM GMT- IP address: 173.219.39.210

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2025-08-20 - 8:24:33 PM GMT- IP address: 166.205.58.20

Document e-signed by Steve Snell (steve.snell@wilcotx.gov)
Signature Date: 2025-08-20 - 8:24:50 PM GMT - Time Source: server- IP address: 166.205.58.20

Agreement completed.
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Amendment No. 1 to Jail Inmate Food Service Contract

THIS AMENDMENT NO. 1 (the "**Amendment**"), is entered into this 23 day of Nov, 2022 by and between Williamson County, TX (the "**County**"), and **Aramark Correctional Services, LLC**, a Delaware limited liability company, having its principal place of business located at 2400 Market Street, Philadelphia PA, 19103 ("**Aramark**").

WHEREAS, the County and Aramark entered into a Jail Inmate Food Service Contract on November 23, 2021 for the management of the food service operation at the Williamson County Jail (as amended, the "**Agreement**");

WHEREAS, the parties acknowledge the need to amend the per meal price effective dates in Section 6 of the Agreement;

WHEREAS, the parties acknowledge the need to address volatility in the cost of food commodities; and

WHEREAS, the parties desire to amend the provisions of the Agreement as follows, effective October 1, 2022.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as set forth below. Capitalized terms used but not defined in this Amendment have the meanings ascribed to such terms in the Agreement.

1. **Year One Pricing:** The parties agree that Section 6 of the Agreement is hereby amended to reflect that the per meal prices stated therein are firm for the period beginning November 23, 2021 and ending on November 22, 2022.

2. **Price Adjustment:** In accordance with Section 6 of the Agreement, the parties agree that the price per meal charged to the County by Aramark shall be changed as set forth on Attachment A hereto as a result of changes in the Market Basket of Products. These prices shall be effective from November 23, 2022 through November 22, 2023, and shall supersede in all respects the price per meal set forth in Section 6 of the Agreement or in any other prior agreements between the parties.

3. **Ratification**: Except as specifically set forth herein, all other terms and provisions of the Agreement shall remain unaffected by this Amendment and continue in full force and effect

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to be

DocuSign Envelope ID: A8356A22-4345-43AD-81FD-1D5789858F5E

signed by their duly authorized representatives the day and year first written above.

Aramark Correctional Services, LLC

DocuSigned by:
Stephen Yarsinsky
8DD54D82B0CD4AA...

Stephen Yarsinsky
Vice President, Finance
Date:

Williamson County, Texas

Bill Gravell (Nov 22, 2022 11:28 CST)

Judge Bill Gravell
Williamson County Judge
Date: Nov 22, 2022

DocuSign Envelope ID: A8356A22-4345-43AD-81FD-1D5789858F5E

Attachment A

Williamson County, TX
Effective November 23, 2022 through November 22, 2023

Population	Price Per Meal
400 - 449	$1.476
450 - 499	$1.410
500 - 549	$1.356
550 - 599	$1.313
600 - 649	$1.276
650 - 699	$1.234
700 - 749	$1.219
750 - 700	$1.196
800 and up	$1.174
Snacks	$0.569
Staff Meal	$2.755

*The total number of inmate meals served per week is divided by 21 in order to determine the price point on the sliding scale.

21RFP4 Jail Inmate Food Services

Population	Price Per Meal ($) FY22	Price Per Meal ($) FY23	PRICE INCREASE PROPOSED
400-449	$1.339	$1.476	10.231%
450-499	$1.279	$1.410	10.242%
500-549	$1.230	$1.356	10.243%
550-599	$1.191	$1.313	10.243%
600-649	$1.158	$1.276	10.190%
650-699	$1.120	$1.234	10.178%
700-749	$1.106	$1.219	10.217%
750-799	$1.085	$1.196	10.230%
800 and up	$1.065	$1.174	10.234%
SNACKS	$0.516	$0.569	10.271%
STAFF MEAL	$2.50	$2.755	10.200%

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Amendment No. 2 to Jail Inmate Food Service Contract

THIS AMENDMENT NO. 2 (the "**Amendment**"), is made and entered into by and between Williamson County, TX (the "**County**"), and **Aramark Correctional Services, LLC**, a Delaware limited liability company, having its principal place of business located at 2400 Market Street, Philadelphia PA, 19103 ("**Aramark**").

WHEREAS, the County and Aramark entered into a Jail Inmate Food Service Contract on November 23, 2021 for the management of the food service operation at the Williamson County Jail (as amended, the "**Agreement**");

WHEREAS, the parties acknowledge the need to amend the per meal price effective dates in Section 6 of the Agreement;

WHEREAS, the parties acknowledge the need to address volatility in the cost of food commodities; and

WHEREAS, the parties desire to amend the provisions of the Agreement as follows, effective as of the date of the last party's execution below.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as set forth below. Capitalized terms used but not defined in this Amendment have the meanings ascribed to such terms in the Agreement.

1. **Year One Pricing:** The parties agree that Section 6 of the Agreement is hereby amended to reflect that the per meal prices stated therein are firm for the period beginning November 23, 2023 and ending on November 22, 2024.

2. **Price Adjustment:** In accordance with Section 6 of the Agreement, the parties agree that the price per meal charged to the County by Aramark shall be changed as set forth on Attachment A hereto as a result of changes in the Consumer Price Index. These prices shall be effective from November 23, 2023 through November 22, 2024, and shall supersede in all respects the price per meal set forth in Section 6 of the Agreement or in any other prior agreements between the parties.

3. **Ratification**: Except as specifically set forth herein, all other terms and provisions of the Agreement shall remain unaffected by this Amendment and continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 2 to be

DocuSign Envelope ID: DB96D5DF-87CC-42F7-A0CD-342B6F865138

signed by their duly authorized representatives.

Aramark Correctional Services, LLC

DocuSigned by:
Stephen Yarsinsky
8DD54D02B0CD4AA...

Stephen Yarsinsky
Vice President, Finance
Date: 10/16/2023

Williamson County, Texas

Bill Gravell (Oct 24, 2023 09:56 CDT)

Judge Bill Gravell
Williamson County Judge
Date:

DocuSign Envelope ID: DB96D5DF-87CC-42F7-A0CD-342B6F865138

Attachment A

Williamson County, TX
Effective November 23, 2023 through November 22, 2024.

Population	Price Per Meal
400 - 449	$1.590
450 - 499	$1.519
500 - 549	$1.460
550 - 599	$1.414
600 - 649	$1.374
650 - 699	$1.329
700 - 749	$1.313
750 - 700	$1.288
800 and up	$1.264
Snacks	$0.610
Staff Meal	$2.970

*The total number of inmate meals served per week is divided by 21 in order to determine the price point on the sliding scale.

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21RFP4 Jail Inmate Food Services

Population	Price Per Meal ($) FY22	Price Per Meal ($) FY23	PRICE INCREASE PROPOSED	Price Per Meal ($) FY24	PRICE INCREASE PROPOSED
400-449	$1.339	$1.476	10.231%	$1.590	7.700%
450-499	$1.279	$1.410	10.242%	$1.519	7.700%
500-549	$1.230	$1.356	10.243%	$1.460	7.700%
550-599	$1.191	$1.313	10.243%	$1.414	7.700%
600-649	$1.158	$1.276	10.190%	$1.374	7.700%
650-699	$1.120	$1.234	10.178%	$1.329	7.700%
700-749	$1.106	$1.219	10.217%	$1.313	7.700%
750-799	$1.085	$1.196	10.230%	$1.288	7.700%
800 and up	$1.065	$1.174	10.234%	$1.264	7.700%
SNACKS	$0.516	$0.569	10.271%	$0.610	7.700%
STAFF MEAL	$2.50	$2.755	10.200%	$2.970	7.700%

** Notes: Price increase falls with 25% allowed per bid contract.

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Amendment No. 3 to Jail Inmate Food Service Contract

THIS AMENDMENT NO. 3 (the "**Amendment**"), is entered into this 17th day of October, 2024 by and between Williamson County, TX (the "**County**"), and **Aramark Correctional Services, LLC**, a Delaware limited liability company, having its principal place of business located at 2400 Market Street, Philadelphia PA, 19103 ("**Aramark**").

WHEREAS, the County and Aramark entered into a Jail Inmate Food Service Contract on November 23, 2021 for the management of the food service operation at the Williamson County Jail (as amended, the "**Agreement**");

WHEREAS, the parties acknowledge the need to address volatility in the cost of food commodities; and

WHEREAS, the parties desire to amend the provisions of the Agreement as follows, effective November 23, 2024.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as set forth below. Capitalized terms used but not defined in this Amendment have the meanings ascribed to such terms in the Agreement.

1. **Price Adjustment:** In accordance with Section 6 of the Agreement, the parties agree that the price per meal charged to the County by Aramark shall be changed as set forth on Attachment A hereto as a result of changes in the Consumer Price Index. These prices shall be effective from November 23, 2024 through November 22, 2025, and shall supersede in all respects the price per meal set forth in Section 6 of the Agreement or in any other prior agreements between the parties.

2. **Ratification**: Except as specifically set forth herein, all other terms and provisions of the Agreement shall remain unaffected by this Amendment and continue in full force and effect

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 3 to be signed by their duly authorized representatives the day and year first written above.

Aramark Correctional Services, LLC

DocuSigned by:
Stephen Yarsinsky
8DD54D02B0CD4AA...

Stephen Yarsinsky
Vice President, Finance

Williamson County, Texas

Bill Gravell (Oct 29, 2024 11:16 CDT)

Judge Bill Gravell
Williamson County Judge

Docusign Envelope ID: ED3B7168-0D1F-4E94-AC02-1A07D2D413FC

Attachment A

Williamson County, TX
Effective November 23, 2024 through November 22, 2025

Population	Price Per Meal
400 - 449	$1.655
450 - 499	$1.581
500 - 549	$1.520
550 - 599	$1.472
600 - 649	$1.430
650 - 699	$1.383
700 - 749	$1.367
750 - 799	$1.341
800 and up	$1.316
Snacks	$0.635
Staff Meal	$3.092

*The total number of inmate meals served per week is divided by 21 in order to determine the price point on the sliding scale.

Agenda Item #29, CC 10.29.2024 Approval of 21RFP4 Amendment No. 3 Price_Increase_for_FY25.docx (Theresa)

Final Audit Report 2024-10-29

Created:	2024-10-28
By:	Cheryl Johnson (cheryl.johnson@wilco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIxdcNPiNKSITejf8sBPbD_QNQGuERZLT

"Agenda Item #29, CC 10.29.2024 Approval of 21RFP4 Amendment No. 3 Price_Increase_for_FY25.docx (Theresa)" History

Document digitally presigned by DocuSign\, Inc. (enterprisesupport@docusign.com)
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Document e-signed by Bill Gravell (bgravell@wilco.org)
Signature Date: 2024-10-29 - 4:16:13 PM GMT - Time Source: server- IP address: 66.76.4.65

Agreement completed.
2024-10-29 - 4:16:13 PM GMT

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Commissioners Court - Regular Session **59.**

Meeting Date: 09/23/2025

Approval of Annual Maintenance Agreement #2026-009 for Public Safety CAD/RMS from Superion LLC, a Central Square Technologies Company for Information Systems

Submitted For: Joy Simonton **Submitted By:** Barbi Hageman, Purchasing

Department: Purchasing

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on approving Agreement #2026-009 for Annual Public Safety Maintenance between Williamson County and Superion LLC, a Central Square Technologies Company, in the amount of $620,663.48 for one year and exempting the purchase from competitive requirements per Texas Local Government Code §262.024(a)(7)(D)[captive replacement parts or components for equipment].

Background

Approval of this purchase will continue the use of Public Safety software to include CAD (computer aided dispatch), RMS (records management system), OneSolution, TriTech, CryWolf, Superion and Tellus branded software, including Licensing, Maintenance, Support, modification and training. The County currently owns and utilizes multiple products within the CentralSquare line and CentralSquare is the sole provider of annual maintenance for their products. We will continue use of this system through December 31, 2026, while the County implements the software replacement system. The renewal start date is January 1, 2026, and ends on December 31, 2026: the Budget, Contract Audit and General Council have approved this purchase. Origination ID: 3452. Funding Source is 01.0100.0523.004505 for FY26. Point of contact is Janessa Stephens.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Agreement Redacted

Form 1295

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 11:03 AM
Form Started By: Barbi Hageman		Started On: 09/09/2025 09:26 AM
Final Approval Date: 09/15/2025		

CENTRALSQUARE

Renewal Order prepared by:
[redacted]

Renewal Order #: [redacted]
Start Date: January 1, 2026
End Date: December 31, 2026
Billing Frequency: Yearly
Subsidiary: Superion, LLC

Renewal Order prepared for:
[redacted]

Thank you for your continued business. We at CentralSquare appreciate and value our relationship and look forward to serving you in the future. CentralSquare provides software that powers over 8,000 communities. More information about all of our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

	PRODUCT NAME	QUANTITY	TOTAL
1.	Annual Fee P2P - Crimes Annual Maintenance Fee	1	0.00 USD
2.	CryWolf Alarm Full Use Additional Workstation Annual Maintenance Fee	3	1,654.76 USD
3.	CryWolf Alarm Full Use Workstation Annual Maintenance Fee	1	8,873.17 USD
4.	CryWolf Alarm Program Web Page Annual Maintenance Fee	1	1,657.56 USD
5.	CryWolf Payment Web Portal	1	1,266.39 USD
6.	HipLink Interface	1	268.50 USD
7.	JMS-MS DISPLAY Annual Maintenance Fee	1	8,380.96 USD
8.	ONESolution Accident Annual Maintenance Fee	1	2,374.58 USD
9.	ONESolution Alpha Numeric Paging Annual Maintenance Fee	1	1,414.29 USD
10.	ONESolution Animal Control Annual Maintenance Fee	1	2,095.24 USD
11.	ONESolution Asset Management Annual Maintenance Fee	1	2,374.58 USD
12.	ONESolution Automated Secure Alarm Protocol Interface (ASAP) Annual Maintenance Fee	1	3,545.89 USD
13.	ONESolution Barcoding Hand-Held Client License Annual Maintenance Fee	6	2,672.97 USD
14.	ONESolution Barcoding Hand-Held Client License Annual Maintenance Fee	1	2,653.99 USD
15.	ONESolution CA Brazos Technologies Citation Import Interface Annual Maintenance Fee	1	3,664.09 USD
16.	ONESolution CAD CAD-to-CAD Hub Interface Annual	1	5,584.78 USD

	Maintenance Fee		
17.	ONESolution CAD CAD-to-CAD Hub Interface Annual Maintenance Fee	1	5,584.78 USD
18.	ONESolution CAD CAD-to-CAD Hub Interface Annual Maintenance Fee	1	5,584.78 USD
19.	ONESolution CAD Client AVL License Annual Maintenance Fee	19	8,360.03 USD
20.	ONESolution CAD Client AVL License Annual Maintenance Fee	4	1,389.14 USD
21.	ONESolution CAD Client AVL License Annual Maintenance Fee	7	2,765.00 USD
22.	ONESolution CAD Console License Annual Maintenance Fee	4	5,993.25 USD
23.	ONESolution CAD Console License Annual Maintenance Fee	7	15,278.20 USD
24.	ONESolution CAD Console License Annual Maintenance Fee	12	22,062.90 USD
25.	ONESolution CAD Map Display & Map Maintenance Software License Annual Maintenance Fee	7	6,267.25 USD
26.	ONESolution CAD Map Display & Map Maintenance Software License Annual Maintenance Fee	1	2,357.16 USD
27.	ONESolution CAD Map Display & Map Maintenance Software License Annual Maintenance Fee	18	19,799.92 USD
28.	ONESolution CAD Map Display & Map Maintenance Software License Annual Maintenance Fee	4	1,844.08 USD
29.	ONESolution CAD Resource Monitor Display License With Maps Annual Maintenance Fee	21	9,899.62 USD
30.	ONESolution CAD Roster Annual Maintenance Fee	1	2,042.84 USD
31.	ONESolution CAD to ACS FIREHOUSE RMS Interface Annual Maintenance Fee	1	1,646.26 USD
32.	ONESolution CAD to CryWolf Interface Annual Maintenance Fee	1	2,244.92 USD
33.	ONESolution Calls For Service Annual Maintenance Fee	1	2,095.24 USD
34.	ONESolution Canine Tracking Annual Maintenance Fee	1	1,536.50 USD
35.	ONESolution Civil Processing Annual Maintenance Fee	1	7,263.48 USD
36.	ONESolution Computer-Aided Dispatch System Annual Maintenance Fee	1	29,212.89 USD
37.	ONESolution Crime Analysis Annual Maintenance Fee	1	3,492.07 USD

CENTRALSQUARE

Renewal Order prepared by:

[redacted]

38.	ONESolution Crime Analysis Plus Annual Maintenance Fee	1	7,071.47 USD
39.	ONESolution Crime Lab	1	1,620.97 USD
40.	ONESolution Document Scanning and Storage Annual Maintenance Fee	1	2,793.65 USD
41.	ONESolution E911 Interface Annual Maintenance Fee	1	2,042.84 USD
42.	ONESolution EMS Charts Interface Annual Maintenance Fee	1	1,406.13 USD
43.	ONESolution EMS Charts Interface Annual Maintenance Fee	1	2,244.92 USD
44.	ONESolution Field Training Online Annual Maintenance Fee	1	1,241.06 USD
45.	ONESolution Fire ProQA/Paramount Interface Annual Maintenance Fee	1	2,357.16 USD
46.	ONESolution Freedom Base Annual Maintenance Fee	1	4,793.63 USD
47.	ONESolution Freedom Base-NS	1	281.42 USD
48.	ONESolution Freedom Premium	3	270.15 USD
49.	ONESolution Freedom Premium Annual Maintenance Fee	1	90.05 USD
50.	ONESolution Freedom Premium Annual Maintenance Fee	1	90.05 USD
51.	ONESolution Freedom Premium Annual Maintenance Fee	1	90.05 USD
52.	ONESolution Freedom Premium Annual Maintenance Fee	2	189.15 USD
53.	ONESolution Freedom Premium Annual Maintenance Fee	12	1,191.42 USD
54.	ONESolution Gang Annual Maintenance Fee	1	2,095.24 USD
55.	ONESolution Generic Permit Annual Maintenance Fee	1	2,374.58 USD
56.	ONESolution Intelligence Annual Maintenance Fee	1	1,995.47 USD
57.	ONESolution Law ProQA/Paramount Interface Annual Maintenance Fee	1	2,357.16 USD
58.	ONESolution Link Analysis Annual Maintenance Fee	1	9,777.78 USD
59.	ONESolution MCT Client AVL License Annual Maintenance Fee	600	8,776.10 USD
60.	ONESolution MCT Client AVL License Annual Maintenance Fee	1	10,476.21 USD
61.	ONESolution MCT Client AVL License Annual Maintenance Fee	50	1,340.10 USD
62.	ONESolution MCT Client License for Message Switch Annual Maintenance Fee	50	2,680.19 USD
63.	ONESolution MCT Client License for Message Switch Annual	7	368.71 USD

	Maintenance Fee		
64.	ONESolution MCT Client License for Message Switch Annual Maintenance Fee	350	19,903.53 USD
65.	ONESolution MCT Client-Digital Dispatch Annual Maintenance Fee	450	43,694.28 USD
66.	ONESolution MCT Client-Digital Dispatch Annual Maintenance Fee	50	10,720.76 USD
67.	ONESolution MCT Client-MAPS Annual Maintenance Fee	50	1,340.10 USD
68.	ONESolution MCT Client-MAPS Annual Maintenance Fee	450	8,869.17 USD
69.	ONESolution MCT to ACS FIREHOUSE Interface Annual Maintenance Fee	1	2,244.92 USD
70.	ONESolution Medical ProQA/Paramount Interface Annual Maintenance Fee	1	2,357.16 USD
71.	ONESolution MFR Client Annual Maintenance Fee	250	33,874.37 USD
72.	ONESolution MFR Client-Accident Reporting Annual Maintenance Fee	175	14,910.85 USD
73.	ONESolution MFR Client-Citation Annual Maintenance Fee	175	14,910.85 USD
74.	ONESolution MFR Client-MOBLAN Version Annual Maintenance Fee	50	5,587.74 USD
75.	ONESolution MFR Client-Property & Evidence Voucher Annual Maintenance Fee	1	0.00 USD
76.	ONESolution MFR Client-Racial Profiling Annual Maintenance Fee	250	6,774.13 USD
77.	ONESolution Mobile Field Reporting Server Annual Maintenance Fee	1	11,000.03 USD
78.	ONESolution Mobile Server Software Annual Maintenance Fee	1	23,002.74 USD
79.	ONESolution Multi-Jurisdictional Dispatch Option Annual Maintenance Fee	1	1,414.29 USD
80.	ONESolution Multi-Jurisdictional RMS Option Annual Maintenance Fee	1	1,536.50 USD
81.	ONESolution Notification Annual Maintenance Fee	1	6,137.99 USD
82.	ONESolution Odyssey Citation Interface Annual Maintenance Fee	1	1,536.50 USD
83.	ONESolution Odyssey JMS Interface Annual Maintenance Fee	1	1,995.47 USD
84.	ONESolution Odyssey Warrant Interface Annual Maintenance	1	1,995.47 USD

	Fee		
85.	ONESolution OpCenter for CAD Annual Maintenance Fee	1	6,651.56 USD
86.	ONESolution OpCenter for RMS Annual Maintenance Fee	1	6,651.56 USD
87.	ONESolution Pagegate Interface Annual Maintenance Fee	1	314.30 USD
88.	ONESolution Pawn Shop/Pawn Watch Annual Maintenance Fee	1	3,492.07 USD
89.	ONESolution Pictometry Visual Intelligence Interface Annual Maintenance Fee	1	2,244.92 USD
90.	ONESolution Police-to-Citizen Annual Maintenance Fee	1	4,190.47 USD
91.	ONESolution Police-to-Police Annual Subscription Fee	1	0.00 USD
92.	ONESolution Problem-Oriented Policing	1	1,530.93 USD
93.	ONESolution Professional Standards - Annual Maintenance Fee OSSI Site Professional Standards (Internal Affairs) Module	1	4,888.91 USD
94.	ONESolution Property & Evidence Annual Maintenance Fee	1	5,321.26 USD
95.	ONESolution PS Dev & Maint Annual Maintenance Fee	1	0.00 USD
96.	ONESolution PS&J Development & Maintenance - Annual Maintenance Fee OSSI RMS Custom - Interface to Tyler's Mugshot System	1	2,660.61 USD
97.	ONESolution Quartermaster Annual Maintenance Fee	1	5,587.32 USD
98.	ONESolution Racial Profiling Annual Maintenance Fee	1	1,396.84 USD
99.	ONESolution Records Management System Site License Upgrade Annual Maintenance Fee	1	33,989.45 USD
100.	ONESolution Remote Lineup Annual Maintenance Fee	1	3,492.07 USD
101.	ONESolution Residential Security Watch Annual Maintenance Fee	1	2,095.24 USD
102.	ONESolution Rip & Run Printing/Faxing Annual Maintenance Fee	1	1,945.56 USD
103.	ONESolution RMS Map Display & Pin Mapping License Annual Maintenance Fee	1	5,587.32 USD
104.	ONESolution RMS Training Module Annual Maintenance Fee	1	3,492.07 USD
105.	ONESolution Sex Offender Annual Maintenance Fee	1	4,190.47 USD
106.	ONESolution State/NCIC Messaging Software Annual Maintenance Fee	1	5,986.39 USD
107.	ONESolution Zetron Model 3030 TDD Interface Annual	1	1,728.55 USD

	Maintenance Fee		
108.	OSSI CAD Custom Modifications - Annual Maintenance Fee OSSI CAD Custom - CAD to CAD with AVL and Unit Status	1	11,972.78 USD
109.	OSSI CAD Custom Modifications - Annual Maintenance Fee OSSI CAD Custom Modification-Purvis Fire Alerting System Interface	1	3,847.29 USD
110.	OSSI CAD Custom Modifications - Annual Maintenance Fee OSSI CAD Custom-Interface to Deccan's Live MUM and Wall Map Products	1	5,986.39 USD
111.	OSSI-CAD Custom-Interface to Tyler's Legacy RMS	1	2,394.58 USD

Renewal Order Total: 620,663.48 USD

Billing Information

This is not an invoice. Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of the Customer.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the Ship To location provided by the Customer on the Renewal Order Form.

Please note that the Total Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of $21.37656 will be shown as a Total Price of $21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Total Price displayed above.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1361623

Date Filed:
09/10/2025

Date Acknowledged:
09/11/2025

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Superion, LLC, a CentralSquare Technologies Company
Lake Mary, FL United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Williamson County Sheriff

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

2026-009
ONESolution CAD/MCT/MFR annual support

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Kotzabasakis, Manolis	Lake Mary, FL United States	X	
Grilliot, Sara	Lake Mary, FL United States	X	
Medintz, Barry	Lake Mary, FL United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____County, State of _____, on the _____day of _____, 20_____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

Docusign Envelope ID: 95C114C8-FB0A-49FC-B383-F2895600AF4C

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1361623

Date Filed:
09/10/2025

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Superion, LLC, a CentralSquare Technologies Company
Lake Mary, FL United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
Williamson County Sheriff

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
2026-009
ONESolution CAD/MCT/MFR annual support

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Kotzabasakis, Manolis	Lake Mary, FL United States	X	
Grilliot, Sara	Lake Mary, FL United States	X	
Medintz, Barry	Lake Mary, FL United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, USA.
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Seminole County, State of Florida, on the 10th day of September (month), 2025 (year).

DocuSigned by:
Barry Medintz
3EE5CC4330484EE...
Signature of authorized agent of contracting business entity
(Declarant)

Commissioners Court - Regular Session **60.**

Meeting Date: 09/23/2025

Approval of Master Service Agreement 2026-022 with Life Safety Services, LLC for Inspection and Repair Services for Fire Exhaust Systems for Facilities Management

Submitted For: Joy Simonton **Submitted By:** Michelle McKinney, Purchasing

Department: Purchasing

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider, and take appropriate action on approving the Master Service Agreement, 2026-022, between Williamson County and Life Safety Services, LLC for Inspection and Repair Services for Fire Exhaust Systems in the not-to-exceed amount of $200,000.00 per fiscal year pursuant to Sourcewell's Cooperative Contract #031125- LSS and authorize execution of the agreement.

Background

This Master Service Agreement Inspection and Repair Services for Fire Exhaust Systems between Williamson County and Life Safety Services LLC is to be able to utilize the vendor for services as they arise. This MSA will be valid as of the date of execution through May 19, 2029. Each project will be initiated with a work order and purchase order. The funding source is 01.0100.0509.004500, Origination #3464 and the point of contact is Christi Stromberg.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Master Service Agreement

Form 1295 Life Safety Services LLC Complete

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 11:56 AM
Form Started By: Michelle McKinney		Started On: 09/10/2025 08:10 AM
Final Approval Date: 09/15/2025		

MASTER SERVICES AGREEMENT
WITH
LIFE SAFETY SERVICES, LLC

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 the Texas Constitution, 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 MASTER SERVICES AGREEMENT (hereinafter "MSA") is made and entered into by and between **Williamson County, Texas** ("County"), a political subdivision of the State of Texas, acting herein by and through its governing body, and **Life Safety Services, LLC** (hereinafter "Service Provider"), both of which are referred to herein as the parties. The County agrees to engage Service Provider as an independent contractor, to provide certain services described herein 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 service includes inspection and repair services for fire exhaust systems on various County buildings, as outlined in each Statement of Work ("SOW") to be provided by Service Provider and agreed upon by the County. Once approved by the County, the SOW shall be incorporated into this MSA and shall be subject to all terms and conditions contained herein.

II.

Effective Date and Term: This MSA shall be in full force and effect as of the date of the last party's execution below and shall continue until May 19, 2029, unless terminated sooner pursuant to paragraph IX below.

III.

On-Site Representative for Work Monitoring: The County may appoint an on-site project representative to observe the work being performed. The County may conduct inspections to determine the date or dates of substantial completion and the date of final completion. If the County so desires, it may seek written adequate assurance that the work is progressing on-time and pursuant to terms and conditions of this Agreement and all related contract documents.

IV.

Labor, Materials, Tools & Misc. Items: Service Provider shall provide or cause to be provided and shall pay for labor, materials, equipment, tools, construction equipment and machinery, utilities, transportation and other facilities and services necessary for proper execution and completion of the work, whether temporary or permanent and whether or not incorporated or to be incorporated in the work. Service Provider shall enforce strict discipline and good order among their respective employees and other persons carrying out the Agreement. Service Provider shall not permit employees of unfit persons or persons not skilled in tasks assigned to them.

V.

Consideration and Compensation: Service Provider will be compensated based on a fixed sum as set out in the cooperative purchasing contract (Sourcewell Contract # #031125-LSS). The not-to-exceed amount shall be Two Hundred Thousand Dollars ($200,000), per fiscal year, unless amended and approved by Williamson County Commissioners Court. For purposes of this Agreement, the County's fiscal year shall be October 1st to September 30th.

Pursuant to State Law ("Texas Prompt Payment Act") the payment terms are governed as follows:

County's 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 County receives the goods under the Agreement; (2) the date the performance of the service under the Agreement 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 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 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 (1) 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.

In the event that an error appears on an invoice submitted by Service Provider, County shall notify Service Provider of the error not later than the twenty first (21st) day after the date County receives the invoice. If the error is resolved in favor of Service Provider, Service Provider shall be entitled to receive interest on the unpaid balance of the invoice submitted by Service Provider beginning on the date that the payment for the invoice became overdue. If the error is resolved in favor of the County, Service Provider shall submit a corrected invoice that must be paid in accordance within the time set forth above. The unpaid balance accrues interest as provided by Chapter 2251 of the Texas Government Code if the corrected invoice is not paid by the appropriate date.

As a minimum, invoices shall include:

a) Name, address, and telephone number of Service Provider and similar information in the event the payment is to be made to a different address
b) County Agreement, Purchase Order, and/or delivery order number
c) Identification of items or services as outlined in the Agreement

d) Quantity or quantities, applicable unit prices, total prices and total amounts
e) Any additional payment information which may be called for by the Agreement

Payment inquiries should be directed to the Williamson County Auditor's Office, Accounts Payable Department: accountspayable@wilcotx.gov 512-943-1500.

VI.

The County's Decision to Withhold Payment: The County may withhold a payment in whole or in part to the extent reasonably necessary to protect the County due to the County's determination that the work has not progressed to the point indicated in the Agreement documents or that the quality of work is not in accordance with the Agreement documents. The County may also withhold a payment or, because of subsequently discovered evidence, may nullify the whole or a part of any request for payment to such extent as may be necessary to protect the County from loss for which Service Provider is responsible, including loss resulting from acts and omissions, because of the following:

1. defective work not remedied;
2. reasonable evidence that the work cannot be completed for the unpaid balance of the Agreement sum;
3. damage to the County;
4. reasonable evidence that the work will not be completed within the Agreement time and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
5. persistent failure to carry out the work in accordance with the Agreement documents.

VII.

Insurance: Service Provider shall provide and maintain for the duration of the MSA 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	$1,000,000	$1,000,000 (*including premises, completed operations and contractual*)
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	

"<u>Williamson County, Texas, its directors, officers and employees</u>" shall be added as additional insureds under the policies required above, and on those policies where "Williamson County, Texas, its directors, officers and employees" are additional insureds, such insurance shall be primary and any insurance maintained by County shall be excess and not contribute with it.

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. Service Provider shall not be entitled to worker's compensation coverage, or any other type of insurance coverage held by the County.

The name of the Certificate Holder in the Certificate of Insurance issued by the insurer shall be as follows:

Williamson County, Texas
C/O: Williamson County Risk Management
301 SE Inner Loop
Georgetown, TX. 78626
Email: coi.submission@wilcotx.gov

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

VIII.

<u>No Agency Relationship & Indemnification</u>: 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 in any manner hold itself out as an agent or official

representative of the County. Service Provider shall be considered an independent contractor for the purpose of this MSA 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 construction services being provided. Service Provider agrees to indemnify, hold harmless, and defend the County against any claim, demand, loss, injury, damages, actions, or liability of any kind against the County resulting from any services Service Provider performs on behalf of the County.

IX.

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 HEREBYINDEMNIFIES 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.

X.

Service Provider's Employees: Service Provider covenants and agrees that all personnel engaged shall be employees of Service Provider, and Service Provider shall pay all salaries, and all Social Security taxes, Federal and State Unemployment Insurance, Workers' Compensation Insurance and any similar taxes or expenses related to such employees, including but not limited to, license fees, insurance premiums and outfitting expenses. Service

Provider shall be responsible for complying with all Federal, State and Local laws, ordinances and regulations regarding its employees, including all Occupational Safety and Health Administration regulations. Service Provider shall be responsible for the supervision, control and direction of the day-to-day activities of the personnel provided hereunder and shall provide close supervision on a continual basis.

XI.

No Waiver of Sovereign Immunity or Powers: Nothing in this MSA 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. Additionally, the parties agree that under the Constitution and laws of the State of Texas, the County cannot enter into an agreement whereby the County agrees to indemnify or hold harmless another party; therefore, all references of any kind to County defending, indemnifying, holding, or saving harmless Service Provider for any reason are hereby deleted.

XII.

Warranty: Service Provider warrants to the County that materials, workmanship for materials and equipment installation, and equipment furnished under this Agreement will be of good quality and new unless otherwise required or permitted by the County, that the work will be free from defects not inherent in the quality required or permitted by law or otherwise, and that the work will conform to the requirements of the Agreement documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective.

XIII.

Taxes: Service Provider shall pay all sales, consumer, use and similar taxes for the work provided by Service Provider which had been legally enacted on the date of the Agreement, whether or not yet effective or merely scheduled to go into effect.

XIV.

Compliance With All Laws: Service Provider agrees, in connection with the services or any related items to the subject matter of this Agreement, to comply with any and all local, state, or federal requirements, including but not limited to compliance with regulations of the Texas Commission of Environmental Quality and the Occupational Safety and Health Administration. Additionally, Service Provider shall obtain from the appropriate City, Williamson County, or State of Texas the necessary permit(s) required by the ordinances of the City of Georgetown, Williamson County, or State of Texas, for performance of the work.

XV.

Termination: This Agreement may be terminated at any time at the option of the County, without further or prospective liability for performance upon giving upon thirty (30) calendar day's written notice to thereof. In the event Williamson County exercises its right to terminate without cause, it is understood and agreed that only amounts due to Service Provider for goods, commodities and/or services provided and expenses incurred to and including the date of termination, will be due and payable. No penalty will be assessed for Williamson

County's termination for convenience.

XVI.

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

XVII.

Duty To Report Problems: Service Provider agrees to advise the County and its representative(s) within 24 hours of any errors, mistakes, potential problems or any other problematic issue(s) coming under observation during the progress of the work and will make good faith efforts to correct any errors that come to light in a timely and reasonable manner.

XVIII.

Cleaning Up: Service Provider shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under this Agreement. At completion of the work, Service Provider shall remove from and about the project: waste materials, rubbish, tools, construction equipment, machinery and surplus materials. If Service Provider fails to clean up as provided, the cost thereof shall be charged to Service Provider by deducting from final fee or as necessary.

XIX.

Severability: In case any one or more of the provisions contained in this MSA 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 MSA and this MSA shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

XX.

Right of Funds: Despite the agreed upon method of payment set forth above, Service Provider agrees to return to Williamson County pro-rata portion of unearned funds distributed to Service Provider if (a) Service Provider's project progress is insufficient; (b) this Agreement is terminated for any reason; or (c) Service Provider fails in any other respect under this Agreement.

XXI.

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 MSA, 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 MSA 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.

XXII.

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

XXIII.

No Assignment: Service Provider may not assign this MSA, without written consent of the County.

XXIV.

Notice: Any notice required to be given under the terms of this AGREEMENT shall be effective if and when given in writing and mailed by certified mail to the addresses listed below or subsequently provided in writing:

WILLIAMSON COUNTY:
Williamson County Judge
710 Main Street, Suite 101
Georgetown, TX 78626

SERVICE PROVIDER
Life Safety Services, LLC
908 S. 8th St., Ste. 500
Louisville, KY 40203

XXV.

Mediation: The parties agree to use non-binding mediation for dispute resolution prior to and formal legal action being taken on this Agreement.

XXVI.

Non-Appropriation and Fiscal Funding: The obligations of the Parties under this Agreement do not constitute a general obligation or indebtedness of either Party for which such Party is obligated to levy, pledge, or collect any form of taxation. It is understood and agreed that County shall have the right to terminate this Agreement at the end of any County fiscal year if the governing body of County does not appropriate sufficient funds as determined by County's budget for the fiscal year in question. County may effect such termination by giving written notice of termination at the end of its then-current fiscal year.

XXVII.

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.

XXVIII.

Foreign Terrorist Organizations: Service Provider represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152 of the Texas Government Code.

XXIX.

Public Information: Service Provider understands that County will comply with the Texas Public information Act as interpreted by judicial ruling and opinions of the Attorney General of the State of Texas. Information, documentation, and other material in connection with this Purchase Order or any resulting contract may be subject to public disclosure pursuant to the Texas Public Information Act.

XXX.

Damage to County Property: Service Provider shall be liable for all damage to county- owned, leased, or occupied property and equipment caused by Service Provider and its employees, agents, subcontractors, and suppliers, including any delivery, or transporting company, in connection with any performance pursuant to this MSA. Service Provider shall notify County in writing of any such damage within one (1) calendar day.

XXXI.

Media Releases: Service Provider shall not use County's name, logo, or other likeness in any press release, marketing materials, or other announcement without the County's prior written approval.

XXXII.

Authorized Expenses: In the event County authorizes, in advance and in writing, reimbursement of non-labor expenses related to the services subject of this MSA, County will pay such actual non-labor expenses in strict accordance with the Williamson County Vendor Reimbursement Policy (as amended), which is incorporated into and made a part of this MSA by reference. The Williamson County Vendor Reimbursement Policy can be found at: WilliamsonCountyVendorReimbursementPolicyMarch2023.pdf (wilco.org). Invoices requesting reimbursement for authorized non-labor expenses must be accompanied by copies of the provider's invoice and clearly set forth the actual cost of the expenses, without markup.

XXXIII.

Entire Contract & Incorporated Documents; Conflicting Terms: This MSA constitutes the entire agreement between the parties and may not be modified or amended other than by a written instrument executed by both parties. Documents expressly incorporated into this MSA include the following:

A. The cooperative purchasing contract (Sourcewell Contract # #031125-LSS); and
B. Insurance certificates evidencing coverages required herein above.

The County reserves the right and sole discretion to determine the controlling provisions

where there is any conflict between the terms of this MSA and the terms of any other purchase order(s), contract(s) or any document attached hereto as exhibits relating to the services and goods subject of this MSA.

XXXIV.

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 MSA on behalf of the County.

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

WILLIAMSON COUNTY:

_____
Authorized Signature

_____
County Judge/Presiding Officer

Dated: _____ _____, 20___

LIFE SAFETY SERVICES, LLC:

_____
Authorized Signature

R. Craig Rutledge
Printed Name

Dated: **September** **8**, 20**25**

Approved as to Legal Form
JACQUELINE LENTZ
General Counsel, Commissioners Court
Date: Sep 08 2025 Time: 4:45 pm

Reviewed by Contract Audit
SARA GREER, CGAP
Contract Auditor
Williamson County Auditor's Office
Date: Sep 08 2025 Time: 1:37 pm

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1356239

Date Filed:
08/28/2025

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Life Safety Services, LLC
Louisville, KY United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
Wilco Purchasing

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
20226-002
Passive Fire Protection

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Life Safety Services, LLC	Louisville, KY United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is R. Craig Rutledge, and my date of birth is [redacted].

My address is [redacted]

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Jefferson County, State of Kentucky, on the 28 day of August (month), 20 25 (year).

Signature of authorized agent of contracting business entity
(Declarant)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1356239

Date Filed:
08/28/2025

Date Acknowledged:
09/08/2025

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Life Safety Services, LLC
Louisville, KY United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Wilco Purchasing

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

20226-002
Passive Fire Protection

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Life Safety Services, LLC	Louisville, KY United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20_____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

Commissioners Court - Regular Session **61.**

Meeting Date: 09/23/2025

Approval of Purchase contract #2025366 of Williamson County FY 26 Fleet Vehicles with Silsbee Ford, Inc. for Countywide Departments

Submitted For: Joy Simonton **Submitted By:** Sandra Malcolm, Purchasing

Department: Purchasing

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider, and take appropriate action on purchase contract #2025366 for Williamson County FY 26 Fleet Vehicles with Silsbee Ford, Inc. for a total amount of $748,396.54 through TIPS cooperative contracts #240901.

Background

A Purchase Order for awarded vehicles will be issued in October to place the order. Approved FY26 funding sources per department are noted on the attached order summary and back-up documentation. Origination #3541. The points of contact are Kevin Teller and Joy Simonton.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Silsbee Ford GS Agreement Redacted

Form 1295 Redacted

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 11:06 AM
Form Started By: Sandra Malcolm		Started On: 09/11/2025 08:25 AM
Final Approval Date: 09/15/2025		

WILLIAMSON COUNTY
GOODS AND SERVICES CONTRACT
SILSBEE FORD, INC.
(FY26)

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 the Texas Constitution, 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 SERVICES AND GOODS CONTRACT (hereinafter "Contract") is made and entered into by and between **Williamson County, Texas** ("County"), a political subdivision of the State of Texas, acting herein by and through its governing body, and **Silsbee Ford Inc.** (hereinafter "Service Provider"), both of which are referred to herein as the parties. The County agrees to engage Service Provider as an independent contractor, to provide certain goods and services described herein pursuant to the following terms, conditions, and restrictions:

I.

Goods: Service Provider shall supply the County the goods described in the **FY26 Silsbee Ford Order Summary** attached as **Exhibit "A"** provided to the extent it meets or exceeds the County's solicitation, if applicable.

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

II.

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 service includes the work described in the attached in the **FY26 Williamson County Fleet Vehicle Specifications - Silsbee Ford** being marked as **Exhibit "B"** which is incorporated herein.

Should the County choose to add services in addition to those described in **Exhibit "B,"** 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.

Service Provider represents that Service Provider (including Service Provider's agents, employees, volunteers, and subcontractors, as applicable) possess all certifications, licenses, inspections, and permits required by law to carry out the services and work described in **Exhibit "B"** The Service Provider shall, upon written (including electronic) request, provide proof of valid licensure.

III.

Effective Date and Term: This Contract shall be in full force and effect as of the date of the last party's execution below and shall continue until the Project Completion Date or when terminated pursuant to this Contract, whichever event occurs first. The Project Completion Date is defined as the date by which all services and obligations outlined in Exhibits "A" and "B" shall be fully performed and delivered to the satisfaction of the County. The parties acknowledge and agree that the Completion Date is initially set to be on or before September 30, 2026, however this date may be amended at the sole discretion of the County. Upon successful completion of the services as described in Exhibits "A" and "B", this contract shall automatically terminate without further obligation from either party, except as otherwise expressly provided herein.

IV.

Consideration and Compensation: Service Provider will be compensated based on a fixed sum as set out in **Exhibit "A"** and in accordance with COOP contract number TIPS 240901. The not-to-exceed amount for the life of this contract shall be Seven Hundred Forty-Eight Thousand Three Hundred Ninety-Six Dollars and Fifty-Four Cents ($748,396.54).

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.

The County is a political subdivision under the laws of the State of Texas and claims exemption from sales and use taxes under Tex. Tax Code Ann. §151.309, as amended. The County agrees to provide exemption certificates to Service Provider upon request. Likewise, the County is neither liable for any taxes, charges, or fees assessed against Service Provider for the supplies or products provided or any Services rendered.

V.

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.

VI.

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 itself out as an agent or official representative of the County. 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. 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.

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.

Additionally, the parties agree that under the Constitution and laws of the State of Texas, the County cannot enter into an agreement whereby the County agrees to indemnify or hold harmless another party; therefore, all references of any kind to County defending, indemnifying, holding, or saving harmless Service Provider for any reason are hereby deleted.

IX.

Compliance With All Laws: Service Provider agrees and will comply with all local, state, or federal requirements with respect to the services rendered. Any alterations, additions, or deletions to the terms of the Contract that are required by changes in federal, state, or local law or regulations are automatically incorporated into the Contract without written amendment hereto and shall become effective on the date designed by such law or by regulation.

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.

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.

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

XV.

No Assignment: Service Provider may not assign this Contract.

XVI.

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.

XVII.

Foreign Terrorist Organizations: Service Provider represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152 of the Texas Government Code.

XVIII.

Public Information: Service Provider understands that County will comply with the Texas Public information Act as interpreted by judicial ruling and opinions of the Attorney General of the State of Texas. Information, documentation, and other material in connection with this Purchase Order or any resulting contract may be subject to public disclosure pursuant to the Texas Public Information Act.

XIX.

Damage to County Property: Service Provider shall be liable for all damage to county-owned, leased, or occupied property and equipment caused by Service Provider and its employees, agents, subcontractors, and suppliers, including any delivery, or transporting company, in connection with any performance pursuant to this Contract. Service Provider shall notify County in writing of any such damage within one (1) calendar day.

XX.

Media Releases: Service Provider shall not use County's name, logo, or other likeness in any press release, marketing materials, or other announcement without the County's prior written approval.

XXI.

Authorized Expenses: In the event County authorizes, in advance and in writing, reimbursement of non-labor expenses related to the services subject of this Contract, County will pay such actual non-labor expenses in strict accordance with the Williamson County Vendor Reimbursement Policy (as amended), which is incorporated into and made a part of this Contract by reference. The Williamson County Vendor Reimbursement Policy can be found at: WilliamsonCountyVendorReimbursementPolicyMarch2023.pdf (wilco.org). Invoices requesting

reimbursement for authorized non-labor expenses must be accompanied by copies of the provider's invoice and clearly set forth the actual cost of the expenses, without markup.

XXII.

Entire Contract & Incorporated Documents; Conflicting Terms: 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 into this Contract include the following:

A. FY26 Silsbee Ford Order Summary, marked as Exhibit "A";
B. FY26 Williamson County Fleet Vehicle Specification – Silsbee Ford marked as Exhibit "B"
C. The cooperative purchasing Contract TIPS 240901, incorporated by reference;
D. Insurance certificates evidencing coverages required herein above and
E. Any Amendments agreed to by both parties.

The County reserves the right and sole discretion to determine the controlling provisions where there is any conflict between the terms of this Contract and the terms of any other purchase order(s), contract(s) or any document attached hereto as exhibits relating to the services and goods subject of this Contract.

XXIII.

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

_____
County Judge/Presiding Officer

Date: _____, _____ 20___

SILSBEE FORD INC.

Heath Donalson
Authorized Signature

Heath Donalson
Printed Name

Date: September, 9 ____ 20 25

Approved as to Legal Form
JACQUELINE LENTZ
General Counsel, Commissioners Court
Date: Sep 10 2025 Time: 4:43 pm

Reviewed by Contract Audit
SARA GREER, CGAP
Contract Auditor
Williamson County Auditor's Office
Date: Sep 10 2025 Time: 2:56 pm

Exhibit “A”
FY26 Silsbee Ford Order Summary

Williamson County Silsbee Ford FY 26 Order Summary

005700 FY2026 Recommended Summary

	Department Name	Unit Model Approved for Replacement	Color	Unit Type	Unit #	Unit Year	Unit Model being replaced	Unit VIN	Silsbee Price	Upfit Quote #	Upfit Quote Amt	Total Turnkey Unit Price
01-0100-0	**FACILITIES MANAGEMENT**											
1	**CR-**New Position-Gen Maint Tech **II**	Ford Transit Van	White	New					$61,991.00			$61,991.00
01-0100-0	**COUNTY SHERIFF**											
4	CID	Ford Explorer FWD	Black	Replacement	SA1795	2017	Dodge Charger	[redacted]	$42,411.40	[redacted]	$10,978.88	$53,390.28
5	Administrative	Ford Explorer FWD	Black	Replacement	SA1796	2017	Dodge Charger	[redacted]	$42,411.40	[redacted]	$10,978.88	$53,390.28
6	Administrative	Ford Explorer FWD	Black	Replacement	SB1690	2016	Explorer Police	[redacted]	$42,411.40	[redacted]	$10,978.88	$53,390.28
7	CID	Ford Explorer FWD	Black	Replacement	SB2071	2020	Tahoe	[redacted]	$42,411.40	[redacted]	$10,978.88	$53,390.28
01-0100-0	**DEATH INQUESTS**	Ford Explorer 4x4	Black	New					$43,544.50	[redacted]	$4,717.59	$48,262.09
01-0100-0	**JUVENILE SERVICES**											
2		Ford Escape	White	Replacement	JA0890	2018	Chevy Malibu	[redacted]	$32,818.25			$32,818.25
6		Ford Escape	White	Replacement	JA0957	2018	Chevy Malibu	[redacted]	$32,818.25			$32,818.25
8		Ford Escape	White	Replacement	JA0975	2018	Chevy Malibu	[redacted]	$32,818.25			$32,818.25
01-0200-0	**UNIFIED ROAD SYSTEM**											
1	Truck Pickup 3/4 Ton Gas	Ford F250 Rcab	White	Replacement	UB1556	2015	Ford F250 Rcab	[redacted]	$47,704.75			$47,704.75
2	Truck Pickup 3/4 Ton Crew Cab	Ford F250 Crew Cab	White	Replacement	UB1559	2015	Ford F250 Crew Cab	[redacted]	$53,075.50			$53,075.50
4	Truck Pickup 3/4 Ton Crew Cab Gas	Ford F250 Crew Cab	White	Replacement	UB1563	2015	Ford F250 Crew Cab	[redacted]	$53,075.50			$53,075.50
1	**CR-**New Position-Inspector III	Ford F150 Ext Cab 4x4	White	New					$50,934.25			$50,934.25
	COUNTY ATTORNEY											
1		Ford Police Interceptor Utility	Black	New					$53,561.75	[redacted]	$4,928.33	$58,490.08
	FACILITIES MANAGEMENT/ANIMAL SHELTER											
1	**CR-**New Position shared between 2 depts	Ford F250 Reg Cab	White	New					$62,847.50			$62,847.50
									$694,835.10		$53,561.44	$748,396.54

Exhibit “B”
FY26 Williamson County Fleet Vehicle Specification – Silsbee Ford

FY 26 Williamson County Fleet Vehicle Specifications – Silsbee Ford

Supplier: Silsbee Ford
POC: [redacted]

Delivery and Acceptance Location:
[redacted]

Williamson County Wireless staff member shall sign receipt of vehicle. Fleet Department staff shall have 30 days to verify that vehicle meets specification and is in working order.

Delivery Timelines:
Supplier (Silsbee Ford) shall deliver specified new model 2026 model pick-up truck trucks within 60 days of receipt from dealer.

Upfitting:
Upfitting shall be subcontracted to Dana Safety Supply. Pricing shall note and utilize associated quotes noted on the order.

Turnkey Units:
Units shall be delivered to include the specified upfitting components, complete with installation, Williamson County wireless components installed, specified decals installed, four (4) associated key fobs and license plates.

Wireless Components:
Williamson Count IT Services shall provide and deliver wireless components as needed per vehicle within 48-hours of the vehicle arriving at Dana Safety Supply. Associated unit/VIN# number shall be provided to Dana Safety Supply by Williamson County IT Services.

Dana Safety Supply shall sign for wireless components in the form of a receipt and provide receipt to Williamson County IT Services.

Status of Units:

Supplier shall provide a weekly status report to Williamson County Fleet Department of annual order reflecting:

- Manufacturer Status/VIN
- Upfit Status
- Delivery Timeline

Decals:
Decal design shall be provided by Williamson County Fleet Department. Williamson County Fleet Department has the authority to approve decal design prior to application.

License Plates:
Williamson County shall apply for and obtain the license plates.

Invoicing:
Invoicing shall be submitted to Williamson County after a turnkey vehicle is delivered per the specifications herein. Invoicing shall be issued per line item and reference the associated Purchase Order. No additional delivery fees shall apply. Invoicing shall be sent to:

[redacted]

Warranty:
Manufacturer's warranty shall apply to the vehicle unit. A lifetime warranty shall apply to all upfit components and installation provided by Dana Safety Supply for as long Williamson County owns the vehicle. Warranty shall begin when turnkey and completed vehicle is delivered and accepted by Williamson County at the Wireless Department.

Purchase Order:
Williamson County shall provide supplier with a purchase order(s) detailing the quantity, vehicle type, upfit specification, and agreed upon price for annual order.

Point of Contact:
Williamson County's point of contact for the annual order shall be:

[redacted]

TxDMV Vehicle Registration and Title Procedures:

All documentation can be mailed to the Auditor's Office at the address below or delivered with the vehicle.

[redacted]

All vehicles purchased should have the information below completed for registration and titling:

[redacted]

The following must be received from and/or processed by the dealership:

- MCO (manufacturer's certificate of origin) and MSO (manufacturer's statement of origin)
- 130-U Form, Application for Texas Certificate of Title
- Odometer Disclosure Statement
- Copy of Buyer's Tag (w/Temp Tag indicated)
- VTR-136, County of Title Issuance

The Auditor's Office will prepare the appropriate paperwork for the appropriate plates to be issued as indicated by the department:

- Marked: Exempt/Standard Exempt: VTR-62-A
- Unmarked: Regular Exempt: VTR-119

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1361333

Date Filed:
09/10/2025

Date Acknowledged:
09/10/2025

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

SILSBEE FORD INC.
SILSBEE, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

WILLIAMSON COUNTY

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

2025366
SILSBEE FORD FY26 VEHICLE PURCHASE

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
DONALSON , DREW	SILSBEE, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____County, State of _____, on the _____day of _____, 20_____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

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2025-1361333

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SILSBEE FORD INC.
SILSBEE, TX United States

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WILLIAMSON COUNTY

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2025366
SILSBEE FORD FY26 VEHICLE PURCHASE

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
DONALSON , DREW	SILSBEE, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is SETH GAMBLIN, and my date of birth is [redacted].

My address is [redacted] (city) [redacted] (state) [redacted] (zip code) USA (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in HARDIN County, State of TEXAS, on the 10 day of SEP (month), 20 25 (year).

SETH GAMBLIN

Signature of authorized agent of contracting business entity
(Declarant)

Commissioners Court - Regular Session **62.**

Meeting Date: 09/23/2025

Approval of Purchase contract #2025365 of Williamson County FY 26 Fleet Vehicles with Lake Country Chevrolet, Inc. for Countywide Departments

Submitted For: Joy Simonton **Submitted By:** Sandra Malcolm, Purchasing

Department: Purchasing

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider, and take appropriate action on purchase contract #2025365 for Williamson County FY 26 Fleet Vehicles with Lake Country Chevrolet, Inc. for a total amount of $2,307,055.74 through TIPS cooperative contracts #240901.

Background

A Purchase Order for awarded vehicles will be issued in October to place the order. Approved FY 26 funding sources per department are noted on the attached order summary and back-up documentation. Origination #3543. The points of contact are Kevin Teller and Joy Simonton.

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Lake Country Chevrolet GS Agreement Redacted

Form 1295 Redacted

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/15/2025 11:47 AM
Form Started By: Sandra Malcolm		Started On: 09/11/2025 08:47 AM
Final Approval Date: 09/15/2025		

WILLIAMSON COUNTY
GOODS AND SERVICES CONTRACT
Lake Country Chevrolet, Inc.
(FY26)

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 the Texas Constitution, 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 SERVICES AND GOODS CONTRACT (hereinafter "Contract") is made and entered into by and between **Williamson County, Texas** ("County"), a political subdivision of the State of Texas, acting herein by and through its governing body, and **Lake Country Chevrolet Inc.** (hereinafter "Service Provider"), both of which are referred to herein as the parties. The County agrees to engage Service Provider as an independent contractor, to provide certain goods and services described herein pursuant to the following terms, conditions, and restrictions:

I.

Goods: Service Provider shall supply the County the goods described in the **Lake Country Chevrolet FY26 Order Summary** attached as **Exhibit "A"** provided to the extent it meets or exceeds the County's solicitation, if applicable.

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

II.

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 service includes the work described in the attached in the **FY26 Williamson County Fleet Vehicle Specification – Lake Country Chevrolet** being marked as **Exhibit "B"** which is incorporated herein.

Should the County choose to add services in addition to those described in **Exhibit "B,"** 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.

Service Provider represents that Service Provider (including Service Provider's agents, employees, volunteers, and subcontractors, as applicable) possess all certifications, licenses, inspections, and permits required by law to carry out the services and work described in **Exhibit "B"** The Service Provider shall, upon written (including electronic) request, provide proof of valid licensure.

III.

Effective Date and Term: This Contract shall be in full force and effect as of the date of the last party's execution below and shall continue until the Project Completion Date or when terminated pursuant to this Contract, whichever event occurs first. The Project Completion Date is defined as the date by which all services and obligations outlined in Exhibits "A" and "B" shall be fully performed and delivered to the satisfaction of the County. The parties acknowledge and agree that the Completion Date is initially set to be on or before September 30, 2026, however this date may be amended at the sole discretion of the County. Upon successful completion of the services as described in Exhibits "A" and "B", this contract shall automatically terminate without further obligation from either party, except as otherwise expressly provided herein.

IV.

Consideration and Compensation: Service Provider will be compensated based on a fixed sum as set out in **Exhibit "A"** and in accordance with COOP contract number TIPS 240901. The not-to-exceed amount for the life of this contract shall be Two Million, Three Hundred Seven Thousand Fifty-Five Dollars and Seventy-Four Cents ($2,307,055.74).

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.

The County is a political subdivision under the laws of the State of Texas and claims exemption from sales and use taxes under Tex. Tax Code Ann. §151.309, as amended. The County agrees to provide exemption certificates to Service Provider upon request. Likewise, the County is neither liable for any taxes, charges, or fees assessed against Service Provider for the supplies or products provided or any Services rendered.

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	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.

VI.

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 itself out as an agent or official representative of the County. 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. 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.

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.

Additionally, the parties agree that under the Constitution and laws of the State of Texas, the County cannot enter into an agreement whereby the County agrees to indemnify or hold harmless another party; therefore, all references of any kind to County defending, indemnifying, holding, or saving harmless Service Provider for any reason are hereby deleted.

IX.

Compliance With All Laws: Service Provider agrees and will comply with all local, state, or federal requirements with respect to the services rendered. Any alterations, additions, or deletions to the terms of the Contract that are required by changes in federal, state, or local law or regulations are automatically incorporated into the Contract without written amendment hereto and shall become effective on the date designed by such law or by regulation.

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.

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.

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

XV.

No Assignment: Service Provider may not assign this Contract.

XVI.

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.

XVII.

Foreign Terrorist Organizations: Service Provider represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152 of the Texas Government Code.

XVIII.

Public Information: Service Provider understands that County will comply with the Texas Public information Act as interpreted by judicial ruling and opinions of the Attorney General of the State of Texas. Information, documentation, and other material in connection with this Purchase Order or any resulting contract may be subject to public disclosure pursuant to the Texas Public Information Act.

XIX.

Damage to County Property: Service Provider shall be liable for all damage to county-owned, leased, or occupied property and equipment caused by Service Provider and its employees, agents, subcontractors, and suppliers, including any delivery, or transporting company, in connection with any performance pursuant to this Contract. Service Provider shall notify County in writing of any such damage within one (1) calendar day.

XX.

Media Releases: Service Provider shall not use County's name, logo, or other likeness in any press release, marketing materials, or other announcement without the County's prior written approval.

XXI.

Authorized Expenses: In the event County authorizes, in advance and in writing, reimbursement of non-labor expenses related to the services subject of this Contract, County will pay such actual non-labor expenses in strict accordance with the Williamson County Vendor Reimbursement Policy (as amended), which is incorporated into and made a part of this Contract by reference. The Williamson County Vendor Reimbursement Policy can be found at: WilliamsonCountyVendorReimbursementPolicyMarch2023.pdf (wilco.org). Invoices requesting

reimbursement for authorized non-labor expenses must be accompanied by copies of the provider's invoice and clearly set forth the actual cost of the expenses, without markup.

XXII.

Entire Contract & Incorporated Documents; Conflicting Terms: 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 into this Contract include the following:

A. Lake Country Chevrolet FY26 Order Summary, marked as Exhibit "A";
B. FY26 Williamson County Fleet Vehicle Specification – Lake Country Chevrolet marked as Exhibit "B"
C. The cooperative purchasing Contract TIPS 240901, incorporated by reference;
D. Insurance certificates evidencing coverages required herein above and
E. Any Amendments agreed to by both parties.

The County reserves the right and sole discretion to determine the controlling provisions where there is any conflict between the terms of this Contract and the terms of any other purchase order(s), contract(s) or any document attached hereto as exhibits relating to the services and goods subject of this Contract.

XXIII.

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

_____
County Judge/Presiding Officer

Date: _____, _____ 20___

LAKE COUNTRY CHEVROLET INC.

Heath Donalson
Authorized Signature

Heath Donalson
Printed Name

Date: September, 9 20 25

Approved as to Legal Form
JACQUELINE LENTZ
General Counsel, Commissioners Court
Date: Sep 10 2025 Time: 4:47 pm

Reviewed by Contract Audit
SARA GREER, CGAP
Contract Auditor
Williamson County Auditor's Office
Date: Sep 10 2025 Time: 2:58 pm

Exhibit “A”
FY26 Order Summary

Williamson County Lake Country Chevrolet FY 26 Order Summary

005700 FY2026 Recommended Summary	Department Name	Unit Model Approved for Replacement	Color	Unit Type	Unit #	Unit Year	Unit Model being replaced	Unit VIN	Silsbee Price	Upfit Quote #	Upfit Quote Amt	Total Turnkey Unit Price
01-0100-0440	**DISRICT ATTORNEY**											
	CR-New Positiiion-SGT Investigator(new Court)	Tahoe 2WD	Black	New					$64,615.75			$64,615.75
01-0100-0540	**EMS**											
1	EMS1	Tahoe 2WD	White	Replacement	EB1215	2012	Tahoe	1[redacted]	$58,517	[redacted]	$23,586.25	$82,103.25
2	S30	Tahoe 2WD	White	Replacement	EB1849	2018	Tahoe	[redacted]	$58,517	[redacted]	$23,586.25	$82,103.25
01-0100-0542	**FIRE MARSHAL SPEC OPS/HAZMAT**											
1		Tahoe 4x4	White	replacement	ZB1108	2011	Tahoe	[redacted]	$61,312	[redacted]	$28,336.50	$89,648.50
01-0100-0551	**CONSTABLE PRECINCT 1**											
	New Vehicle	Chevy Silverado 4x4	Black	New					$56,791.00	[redacted]	$27,491.88	$84,282.88
1		Tahoe 2WD	Black	Replacement	1B1815	2018	Tahoe	[redacted]	$56,260	[redacted]	$31,445.12	$87,705.12
01-0100-0552	**CONSTABLE PRECINCT 2**											
	CR-New Position-Deputy Constable	Chevy Silverado 4x4	Black	New					$56,803.50	[redacted]	$35,593.42	$92,396.92
01-0100-0553	**CONSTABLE PRECINCT 3**											
1		Tahoe 4x4	Black	Replacement	3B1911	2019	Tahoe	[redacted]	$60,517	[redacted]	$31,535.34	$92,052.34
2		Chevy Silverado 4x4	Black	Replacement	3B1915	2019	Tahoe	G[redacted]	$56,803.50	[redacted]	$31,163.44	$87,966.94
01-0100-0554	**CONSTABLE PRECINCT 4**											
1		Tahoe 4x4	Black	Replacement	4B1920	2019	Tahoe	[redacted]	$59,667	[redacted]	$33,356.16	$93,023.16
	CR-New Position-Deputy Constable	Tahoe 4x4	Black	New					$59,667	[redacted]	$33,356.16	$93,023.16
01-0100-0560	**COUNTY SHERIFF**											
1	Patrol	Tahoe 4x4	Black	Replacement	SA1906	2019	Dodge Charger	[redacted]	$60,517	[redacted]	$33,628.29	$94,145.29
5	Patrol	Tahoe 4x4	Black	Replacement	SB1964	2019	Tahoe	[redacted]	$60,517	[redacted]	$33,628.29	$94,145.29
6	Patrol	Tahoe 2WD	Black	Replacement	SB1969	2019	Tahoe	[redacted]	$58,517	[redacted]	$33,628.29	$92,145.29
7	Patrol	Tahoe 2WD	Black	Replacement	SB1981	2019	Tahoe	[redacted]	$58,517	[redacted]	$33,628.29	$92,145.29
9	Patrol	Tahoe 2WD	Black	Replacement	SB2018	2020	Tahoe	[redacted]	$58,517	[redacted]	$33,628.29	$92,145.29
11	Patrol	Tahoe 2WD	Black	Replacement	SB2028	2020	Tahoe	[redacted]	$58,517	[redacted]	$33,628.29	$92,145.29
13	Patrol	Tahoe 2WD	Black	Replacement	SB2032	2020	Tahoe	[redacted]	$58,517	[redacted]	$33,628.29	$92,145.29
14	Patrol	Tahoe 2WD	Black	Replacement	SB2041	2020	Tahoe	[redacted]	$58,517	[redacted]	$33,628.29	$92,145.29
15	Patrol	Tahoe 2WD	Black	Replacement	SB2050	2020	Tahoe	[redacted]	$58,517	[redacted]	$33,628.29	$92,145.29
1	K9 Vehicles	Tahoe 4x4	Black	Replacement	SB1782	2017	Tahoe	[redacted]	$58,517	[redacted]	$32,645.51	$91,162.51
	CIT	Tahoe 2WD	Black	Replacement	SB2026	2020	Tahoe	[redacted]	$58,517	[redacted]	$26,533.70	$85,050.70
1	CR-New Position-Patrol	Tahoe 2WD	Black	New					$58,517	[redacted]	$33,628.29	$92,145.29
2	CR-New Position-Patrol	Tahoe 2WD	Black	New					$58,517	[redacted]	$33,628.29	$92,145.29
3	CR-New Position-Patrol CVE	Tahoe 4x4	Black	New					$60,517	[redacted]	$33,766.65	$94,283.65
01-0100-0570	**CORRECTIONS**											
1		Tahoe 2WD	Black	Replacement	SA1773	2017	Ford Police Inercept	[redacted]	$57,667	[redacted]	$12,372.42	$70,039.42
									$1,532,376		$774,679.99	$2,307,055.74

Exhibit “B”
FY26 Williamson County Fleet Vehicle Specification – Lake Country Chevrolet

FY 26 Williamson County Fleet Vehicle Specifications – Lake Country Chevrolet

Supplier: Lake Country Chevrolet
POC: [redacted]

Delivery and Acceptance Location:
[redacted]

Williamson County Wireless staff member shall sign receipt of vehicle. Fleet Department staff shall have 30 days to verify that vehicle meets specification and is in working order.

Delivery Timelines:
Supplier (Lake Country Chevrolet) shall deliver 10 Chevy Tahoes per month with completed upfitting to Williamson County within 30 calendar days of delivery on vehicle from Manufacturer to supplier.

Upfitting:
Upfitting shall be subcontracted to Dana Safety Supply. Pricing shall note and utilize associated quotes noted on the order.

Turnkey Units:
Units shall be delivered to include the specified upfitting components, complete with installation, Williamson County wireless components installed, specified decals installed, four (4) associated key fobs and license plates.

Wireless Components:
Williamson Count IT Services shall provide and deliver wireless components as needed per vehicle within 48-hours of the vehicle arriving at Dana Safety Supply. Associated unit/VIN# number shall be provided to Dana Safety Supply by Williamson County IT Services.

Dana Safety Supply shall sign for wireless components in the form of a receipt and provide receipt to Williamson County IT Services.

Status of Units:

Supplier shall provide a weekly status report to Williamson County Fleet Department of annual order reflecting:

- Manufacturer Status/VIN
- Upfit Status
- Delivery Timeline

Decals:
Decal design shall be provided by Williamson County Fleet Department. Williamson County Fleet Department has the authority to approve decal design prior to application.

License Plates:
Williamson County shall apply for and obtain the license plates.

Invoicing:
Invoicing shall be submitted to Williamson County after a turnkey vehicle is delivered per the specifications herein. Invoicing shall be issued per line item and reference the associated Purchase Order. No additional delivery fees shall apply. Invoicing shall be sent to:

[redacted]

Warranty:
Manufacturer's warranty shall apply to the vehicle unit. A lifetime warranty shall apply to all upfit components and installation provided by Dana Safety Supply for as long Williamson County owns the vehicle. Warranty shall begin when turnkey and completed vehicle is delivered and accepted by Williamson County at the Wireless Department.

Purchase Order:
Williamson County shall provide supplier with a purchase order(s) detailing the quantity, vehicle type, upfit specification, and agreed upon price for annual order.

Point of Contact:
Williamson County's point of contact for the annual order shall be:

[redacted]

TxDMV Vehicle Registration and Title Procedures:

All documentation can be mailed to the Auditor's Office at the address below or delivered with the vehicle.

[redacted]

All vehicles purchased should have the information below completed for registration and titling:

[redacted]

The following must be received from and/or processed by the dealership:

- MCO (manufacturer's certificate of origin) and MSO (manufacturer's statement of origin)
- 130-U Form, Application for Texas Certificate of Title
- Odometer Disclosure Statement
- Copy of Buyer's Tag (w/Temp Tag indicated)
- VTR-136, County of Title Issuance

The Auditor's Office will prepare the appropriate paperwork for the appropriate plates to be issued as indicated by the department:

- Marked: Exempt/Standard Exempt: VTR-62-A
- Unmarked: Regular Exempt: VTR-119

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1361339

Date Filed:
09/10/2025

Date Acknowledged:
09/10/2025

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

LAKE COUNTRY CHEVROLET
SILSBEE , TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

WILLIAMSON COUNTY

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

2025365
FY26 VEHICLE PURCHASE LAKE COUNTRY CHEVROLET

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
DONALSON , DREW	SILSBEE, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____County, State of _____, on the _____day of _____, 20_____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1361339

Date Filed:
09/10/2025

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

LAKE COUNTRY CHEVROLET
SILSBEE , TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

WILLIAMSON COUNTY

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

2025365
FY26 VEHICLE PURCHASE LAKE COUNTRY CHEVROLET

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
DONALSON , DREW	SILSBEE, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is SETH GAMBLIN, and my date of birth is [redacted].

My address is [redacted] [redacted] (city), [redacted] (state), [redacted] (zip code), USA (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in HARDIN County, State of TEXAS, on the 10 day of SEP (month), 20 25 (year).

SETH GAMBLIN

Signature of authorized agent of contracting business entity
(Declarant)

Meeting Date: 09/23/2025

CR 458 – LAN – Contract Amendment #1 and WA#2

Submitted By: Ragan Riggs, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider, and take appropriate action on Contract Amendment No. 1 and Work Authorization #2 to the CR 458 contract executed March 19, 2024, between Williamson County and Lockwood, Andrews & Newman, Inc. relating to the 2023 Road Bond Program.

Background

This Lockwood, Andrews & Newman, Inc. Contract Amendment No. 1 increases the compensation cap by $500,000.00 from $750,000.00 to $1,250,000.00 to allow for the execution of Work Authorization No. 2. The Work Authorization No. 2 is for PS&E design services in the amount of $713,337.66 and terminates on August 31, 2026. Project: P678 Fund Source: Road Bond

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

CR 458 – LAN – WA#2

CR 458 – LAN – Contract Amendment #1

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 04:18 PM
Form Started By: Ragan Riggs		Started On: 09/15/2025 01:48 PM
Final Approval Date: 09/16/2025		

EXHIBIT C

WORK AUTHORIZATION

WORK AUTHORIZATION NO. 2
PROJECT: Wilco Bond – CR 458

This Work Authorization is made pursuant to the terms and conditions of the Williamson County Contract for Engineering Services, being dated March 19th, 2024 and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and Lockwood, Andrews & Newnam, Inc (the "Engineer").

Part1. The Engineer will provide the following Engineering Services set forth in Attachment "B" of this Work Authorization.

Part 2. The maximum amount payable for services under this Work Authorization without modification is **$713,337.66.**

Part 3. Payment to the Engineer for the services established under this Work Authorization shall be made in accordance with the Contract.

Part 4. This Work Authorization shall become effective on the date of final acceptance and full execution of the parties hereto and shall terminate on August 31st, 2026. The Engineering Services set forth in Attachment "B" of this Work Authorization shall be fully completed on or before said date unless extended by a Supplemental Work Authorization.

Part 5. This Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

Part 6. County believes it has sufficient funds currently available and authorized for expenditure to finance the costs of this Work Authorization. Engineer understands and agrees that County's payment of amounts under this Work Authorization is contingent on the County receiving appropriations or other expenditure authority sufficient to allow the County, in the exercise of reasonable administrative discretion, to continue to make payments under this Contract. It is further understood and agreed by Engineer that County shall have the right to terminate this Contract at the end of any County fiscal year if the governing body of County does not appropriate sufficient funds as determined by County's budget for the fiscal year in question. County may effect such termination by giving written notice of termination to Engineer.

Continued next page

Part 7. This Work Authorization is hereby accepted and acknowledged below.

EXECUTED this _____.

ENGINEER:	COUNTY:
LAN, Inc	Williamson County, Texas
By:_____	By:_____
Signature	Signature
Travis Michel	_____
Printed Name	Printed Name
Sr. Associate, Team Leader	_____
Title	Title

LIST OF ATTACHMENTS

Attachment A - Services to be Provided by County

Attachment B - Services to be Provided by Engineer

Attachment C - Work Schedule

Attachment D - Fee Schedule

APPROVED
By Christen Eschberger at 1:26 pm, Sep 12, 2025

ATTACHMENT A
SERVICES TO BE PROVIDED BY THE COUNTY FOR THE CR 458

In general, Williamson County and its representatives to their best efforts will render services as follows:

1. Name, business address and phone number of County's project manager.

2. Assistance to the Engineer, as necessary, with obtaining data and information from other local, regional, State and Federal agencies required for this project.

3. Obtain Rights of Entry from landowners that are unwilling to grant access to the Engineer.

4. Provide available appropriate County data on file, plans and specifications that are deemed pertinent to the completion of the work required by the scope of services (including previous hydraulic studies, models, previous reports and studies, available existing traffic counts, and design year traffic projections).

5. Provide available criteria and full information as to the client's requirements for the project. Provide examples of acceptable format for the required deliverables.

6. Provide timely reviews and decisions necessary for the Engineer to maintain the project work schedule. Review recommendations offered by the Engineer, progress of work, and final acceptance of all documents.

7. Submittal of documentation to regulatory agencies for review and comment, when specified.

8. Support project development efforts with stakeholders, coordinate meetings and interface with stakeholders, as needed.

9. Post and maintain project information for public consumption on the County website.

10. Assist with Coordination between the Engineer and the County's other subconsultants.

11. Negotiate with all utility companies for any agreements and/or relocations required.

12. Provide an agent as necessary to secure proposed ROW.

13. Provide construction observation and review contractor pay applications and progress.

14. Provide Engineer with Contractor submittals, Requests for Information (RFI's), shop drawings, and correspondence.

15. Review Engineer progress, submittals, and plan changes.

ATTACHMENT B
SERVICES TO BE PROVIDED BY THE ENGINEER FOR
CR 458

PROJECT DESCRIPTION

Project Limits

The limits begin at Williamson County Line and continue East for a length of approximately 2.12 miles, until SH 95.

Existing Facility

The existing facility is a 20' wide asphalt roadway with one travel lane in each direction and roadside ditches. The existing ROW is generally 70' wide.

Proposed Facility

Proposed improvements include mill and overlay of the existing road to a two-lane 22 ft in width and 1.23 miles in length, starting at Travis/ Williamson County line, then reconstruct the pavement and widen the following section to a two lanes 12 ft in width each, 4 ft shoulder on each side approximately 0.89 miles in length ending at SH 95. Also, regrade the shoulders for drainage and improve existing culverts in the widening section. The County will coordinate Right of Entry, and drainage easements as needed.

Design Criteria

Project will be designed in accordance with the Williamson County and TxDOT design criteria. TxDOT criteria will only apply to portions of the project within TxDOT ROW, such as the tie-in at SH 95.

1. PROJECT MANAGEMENT

   a. COMMUNICATION:

      - Engineer shall designate one Licensed Professional Engineer (Texas) to be responsible for the project management during the design phase, and all communications with the County and its representatives.

   b. MONTHLY PROGRESS REPORTS, INVOICES, AND BILLINGS 9 months assumed:

      - Submit monthly progress status reports to the GEC. Progress reports will include: deliverable table, tasks completed, tasks/objectives that are planned for the upcoming periods, lists or descriptions of items or decisions needed from the County and its representatives. Subconsultant progress will be incorporated into the monthly progress report. A copy of the monthly progress report will be uploaded to ProjectWise.

- Prepare correspondence, invoices, and progress reports on a monthly basis in accordance with current County requirements.

c. QUALITY ASSURANCE AND QUALITY CONTROL (QA/QC) PLAN:

- Prepare a project specific QA/QC plan and submit to the County within thirty (30) days of notice to proceed.
- For each deliverable submittal, provide evidence of their internal review and mark-up of that deliverable as preparation for submittal and in accordance with submitted project specific QA/QC plan.
- Provide continuous QA/QC throughout the duration of the scheduled services included herein to appraise both technical and business performance and provide direction for project activities.

d. PROJECT COORDINATION & ADMINISTRATION:

- Prepare and maintain routine project record keeping including records of meetings and minutes.
- Correspondence and coordination will be handled through & with the concurrence of the GEC.
- Manage Project activities (including documenting emails, phone and conference calls, maintain project files for the length of the project, meeting agendas, meeting minutes, and schedule meetings), direct Engineer's team/staff, coordinate and review sub-consultant work, correspond with the County and its representatives, and assist the County and its representatives in preparing responses to Project-related inquiries.

e. PROGRESS/COORDINATION MEETINGS (18 external, 2 in person meetings and 16 virtual meetings & 9 internal meetings assumed):

- Attend a kickoff meeting and coordination/progress meeting with the County and its representatives and stakeholders, as necessary to communicate development of the project and design issues.
- Prepare agenda and sign-in sheets for external coordination/progress meetings.
- Prepare meeting minutes for review via email within three (3) business days of the external coordination/progress meeting.
- Conduct internal coordination meetings as required to advance the development of the project.

f. PROJECT SCHEDULE:

- Maintain a project schedule indicating tasks, subtasks, critical dates, milestones, and deliverables. Update and Submit to County as requested.

g. PROJECT DOCUMENTS/FILES:

- All contract documents, including native files, shall be turned over to the County at each milestone and at the completion of the project or as requested. Documents shall be posted to the County's project management database.

h. DELIVERABLES:

- Monthly Invoices and Progress Reports including Deliverable Table
- Project Specific QA/QC Plan
- Meeting Minutes, Sign-In Sheets, and Agendas
- Project Schedule and Updates
- Project Files
- QA/QC Documentation with Deliverable

2. PUBLIC INVOLVEMENT

a. PUBLIC INVOLVEMENT SUPPORT

- Review the project's Public Involvement plan prepared by others.
- Provide information or data for fact sheets and FAQs.
- Provide exhibits for website and other project information sites (up to 2 exhibits assumed).

b. PROPERTY OWNER MEETING SUPPORT

As this is a Road Bond Project, public involvement activities will be conducted through the County's existing public involvement contract with Rifeline. The engineer will provide support for the Public Involvement plans for the following activities:

- Prepare materials and provide support and exhibits for meetings with Individual Property Owners (up to **6** meetings assumed).
- Provide property owner exhibits identifying parent tract (including area) and right-of-way acquisition (including parcel acquisition and remainder areas).
- One person will attend meetings as requested (up to **4** meetings assumed).

c. STAKEHOLDER MEETINGS

- Coordinate with affected state and local agencies and County's consultants.
- Prepare agendas, sign in sheets, meeting minutes, discussion topics, presentations, overall exhibits, and maps of the project limits for stakeholder coordination meetings. (up to 1 meeting assumed).

d. DELIVERABLES:

- Input on fact sheets, FAQs, and exhibits for website.
- Property owner exhibits (native file, pdf, and hardcopies).
- Stakeholder meeting agendas, exhibits, and meeting minutes.

3. UTILITY COORDINATION SUPPORT

As this is a Road Bond Project, direct coordination with utilities will be conducted through the County's existing utility coordination contract with Cobb Fendley and Associates. The Engineer will provide support as described below:

a. INCORPORATE UTILITY INFORMATION INTO ENGINEERING DRAWINGS

- Incorporate utility information provided by others before issuing the signed and sealed plans into design files.
- Add utility notes to plans and exhibits as necessary.
- Consider/incorporate utility work into traffic control phasing plans as necessary.

b. UTILITY MEETINGS

- Meet with utility coordinator and review utility impacts and potential relocations to identify appropriate approach to reducing/mitigating impacts **up to 4 virtual meetings.**
- Attend meetings with utilities as requested **up to 5 virtual meetings**

c. DELIVERABLES:

- Utility information incorporated into plans and design files.
- Reviews of utility relocation plans.

4. PLAN PREPARATION

a. Plans shall be prepared per **Wilco, TxDOT, and City of Coupland** criteria including applicable submittal requirements per PS&E Development Plan

Submittal Checklist including cost estimate, checklists, hardcopies, CAD files, comment responses, design waivers/exceptions, general notes, quantities, updated design schedule, construction time determination.

b. ROADWAY:

- Refine horizontal and vertical alignment of the roadway and cross streets, existing and proposed typical sections, cross sections created at appropriate increments and at cross drainage structures.
- Prepare project layout sheets that identify the project area and limits of work.
- Prepare Survey Data Sheets that clearly indicate benchmark locations and associated control information.
- Provide proposed ditches on Plan and Profile sheets.

c. DRAINAGE:

- Drainage Task Management (Kick off, Monthly meeting, project coordination, up to 18 meetings, 9 months)
- Hydrologic studies:
    1. Field verification of schematic design constraints
    2. Review/Evaluate/Finalize drainage area (offsite and onsite)
    3. Review/Evaluate/Finalize hydrologic analysis for 2 cross culverts.
    4. Hydrologic analysis for 0.89 miles parallel drainage system starting from SH 95.
    5. Evaluate pre and post project conditions.
- Hydraulic Analysis:
    1. Advance minor crossings hydraulic models with project survey and roadway design refinements (HY-8, 1 cross culvert).
    2. Advance major crossings hydraulic models with project survey and roadway design refinements (HEC-RAS, 1 cross culvert).

3. Hydraulic analysis for 0.89 miles parallel drainage system starting from SH 95.

4. Evaluate pre and post project conditions.

- Design and detail, drainage outfalls, cross drainage structures, culverts, and scour counter measures.

1. Refine drainage headwall and outfall structure

- According to Chapter 6 – Drainage Program Expectations of the Williamson County 2023 Bond Program, a stormwater detention pond is not required if the project results in less than a 20% increase in impervious cover within the project limits and does not cause any adverse impacts downstream. Provide documentation along with supporting calculations justifying that the project is exempt from the on-site detention requirements stated in the Williamson County Design Criteria Manual.

- Develop drainage report and exhibits to present the hydrologic and hydraulic results. Draft Drainage report will be submitted at 60% milestone, and comments will be addressed, and final drainage report will be submitted at 100% milestone.

d. SIGNING, MARKINGS, & SIGNALIZATION:

- Prepare signing and marking layout per current version of Texas Manual of Uniform Traffic Control Devices (TMUTCD). Detail all non-standard signs or marking details as required for the project.

e. TRAFFIC CONTROL:

- Prepare traffic control plan and sequence of construction narrative, phase layout sheets, and detour layout as needed to direct traffic around construction activities per Texas Manual of Uniform Traffic Control Devices (TMUTCD).

f. WATER QUALITY:

- Prepare water quality temporary and permanent Best Management Practices (BMPs) to comply with Texas Commission on Environmental Quality (TCEQ) regulations.

- Prepare Stormwater Pollution Prevention Plan (SWPPP) and EPIC Sheet.

g. DELIVERABLES:

- 30% "Over the Shoulder" Submittal – Schematic Drawings and OPCC only
- 60% PS&E Submittal: per 60% Plan Submittal Checklist
- 90% PS&E Submittal: per 90% Plan Submittal Checklist
- 100% PS&E Submittal; per 100%/Final Plan Submittal Checklist
- Final PS&E Submittal; see 100%/Final Plan Submittal Checklist
- Draft & Final Drainage Report and Drainage Models

5. RIGHT OF WAY & MAPPING

a. The surveyor will prepare up to 20 Field Notes (Metes and Bounds Exhibits) and or drainage easement exhibits.

6. CONDEMNATION SUPPORT

a. CONDEMNATION HEARING EXHIBITS:

- Prepare preliminary and final condemnation hearing exhibits for up to five (5) ROW Parcels.
- Exhibits (each exhibit should include high-resolution aerial imagery) including the following information:

    1. A vicinity map with an overall project layout and limits (beginning and end)
    2. Existing and proposed typical road sections.
    3. Parent tract (including area)
    4. Right-of-way acquisition (including parcel acquisition and remainder areas),
    5. Proposed improvements adjacent to the property.

b. CONDEMNATION HEARING:

- Engineer will attend up to five (5) meetings with the attorney to prepare for the hearings.

- Engineer will attend up to 5 condemnation hearings in-person and testify as an expert witness on the Project (Assumed to be no more than 2 hours each).

c. DELIVERABLES:

- Preliminary and Final Condemnation Hearing Exhibits in pdf format (Up to five (5) exhibits)

7. SURVEYING

a. PROJECT LIMITS:

- The project limits are from CR 459 to SH 95 for approximately 1.2 miles.

b. PROJECT SCOPE:

- Surveyor shall provide Right-of-Way mapping services to be used for acquisition of up to 17 acquisition parcels and 3 easements along CR 458 from CR 459 to SH 95. Surveyor's Scope of Services is limited to those items outlined below.

c. RIGHT OF ENTRY (ROE):

- It is assumed that Williamson County will handle obtaining ROE for the affected properties. The Surveyor anticipates that Williamson County will facilitate the resolution of any refusals to grant ROE and/or communication with land owners who are hostile with respect to the completion of this scope of services. The Surveyor will document any interactions with land owners while performing the work. Gaining ROE from all land owners in a timely manner will be critical to the success and efficiency in meeting deadlines for this project.

d. RIGHT-OF-WAY (ROW) MAPPING:

- Research

1. Surveyor shall perform records research and obtain sufficient ownership documents to prepare a working sketch (abstract map) of

adjoining properties along the project route. Map will be reconciled and refined into a preliminary right-of-way map for review

- Field Survey

    1. Surveyor will locate existing control (if available and provided) and reconcile any discrepancies found.

    2. Surveyor will locate boundary monuments sufficient to determine existing right-of-way lines and parcel boundaries.

- Parcel Acquisition Documents (up to **17** parcel and **3** easement documents assumed;):

    1. Surveyor shall prepare preliminary parcel descriptions with associated parcel plats for right-of-way parcel and easement acquisition. Surveyor will perform sufficient 2-dimensional location of substantial features found within 25 feet of the proposed right-of-way lines and note any improvements requiring removal/relocation.

    2. After receipt of title commitments, set appropriate monumentation (Up to 108 iron rods) in accordance with County requirements. Prepare signed and sealed documents for right of way parcel and easement acquisition.

- Deliverables:

    1. Survey CADD files

    2. Draft Parcel Acquisition Documents (pdf)

    3. Final Parcel Acquisition Documents (one original and pdf)

    4. ASCII point file of all points located/set during the course of the survey

e. DESIGN SURVEY:

- SAM shall conduct additional design survey along the proposed project corridor to supplement the existing dataset which currently covers existing ROW of CR 458. The additional design survey limits shall be from the existing

ROW on the north and south side of CR 458 to 50 feet beyond the existing ROW. SAM will obtain design survey data within the project limits at approximate 50' intervals and major grade breaks necessary to produce a one-foot interval contour DTM. This data will typically include as follows: edge of pavement/gutter & back of curb, crown (physical centerline), roadway striping , top and bottom of drainage ditches, sidewalk, fences, guardrails, signs (with text), mailboxes, retaining walls, paved areas, buildings, driveways (with type noted), driveway pipes, visible utilities and visible evidence of underground utilities only. Supplemental design survey will be merged and appended to the existing dataset to create a seamless deliverable.

- Deliverables:

    1. Survey CADD files

    2. ASCII point file of all points collected during the course of the survey.

f. ASSUMPTIONS:

- Vehicular and pedestrian access to the site is possible and granted. Williamson County will assist with Right of Entry to adjacent tracts if required.

- Proposed ROW lines will be provided by Williamson County.

- Williamson County or title company will furnish the current ownership information, title commitment, and Schedule B Exception Documents (if applicable).

- Survey data will be based on the Texas State Plane Coordinate System, NAD83 – Central Zone; Vertical data will be based on the North American Vertical Datum of 1988 (NAVD88), Geoid18, unless specified otherwise.

- All documents will be signed, sealed and prepared under the direction of a Registered Professional Land Surveyor licensed to practice in the state of Texas.

- Williamson County will handle obtaining ROE from land owners.

8. ENVIRONMENTAL SERVICES

    a. The following environmental services will be provided for the increased right-of-way:

b. COUNTY DUE DILIGENCE:

- The Environmental Services will include studies and documentation required, per the Williamson County Environmental Protocol, for the various regulating authorities, including the Texas Historical Commission (THC), U.S. Army Corp of Engineers (USACE), U.S. Fish and Wildlife Service (USFWS), Williamson County Conservation Foundation (WCCF), and TCEQ. The intention of the Environmental Services is to attain necessary clearance letters and approvals in order to proceed with the proposed project.

c. Evaluate environmental constraints, permitting and right-of-way impacts for the various proposed widening alternatives.

d. DATA COLLECTION & FIELD RECONNAISSANCE:

- Obtain and update periodically publicly available information including but not limited to: locations of public buildings (schools, churches, parks), aerial photography, National Wetland Inventory maps, County Soil Survey maps, TCEQ & EPA Hazardous Materials Database information, FEMA floodplain information, vegetation information, environmental information from the appropriate local, state, or federal agencies, including for state and federally-listed species, Edwards Aquifer information.

- Conduct a regulatory records review to identify listed hazardous waste generators, treatment, storage and disposal facilities; solid waste landfills, unauthorized sites; documented spills; oil and gas exploration and production sites; and underground storage tank sites within the proposed site location. The review will also identify other environmental risks along the project corridor.

- Conduct field reconnaissance to visually inspect the project site for additional risks and field verify any environmental risks identified by the regulatory records review.

e. HAZARDOUS MATERIALS ENVIRONMENTAL SITE ASSESSMENT:

- Prepare a Hazardous Materials Environmental Site Assessment (ESA) based on the data collection and field reconnaissance conducted and identify potential hazardous material sites that may be impacted by the proposed project.

f. SECTION 404 CLEAN WATER ACT COMPLIANCE:

- Conduct a site visit that will determine if water resources are present. If no water resources are identified in the project area, document these findings in the water resources section of the due diligence report.

- If water resources are present, delineate wetland boundaries and ordinary high-water marks of jurisdictional waters within the project ROW. Prepare a Jurisdictional Waters Delineation Report identifying: specific impacts of the project on the Waters of the U.S., measures to minimize the impacts will be identified, and discuss applicable Section 404 options in accordance with current permits and conditions based on data collection and field reconnaissance. It is anticipated that this project will be covered under a Nationwide Permit (NWP 14) without a pre-construction notification (PCN).

  If it is determined, after the Jurisdictional Waters Delineation Report, that a PCN is required; a supplemental work authorization would be required. The Jurisdictional Waters Delineation Report and NWP with PCN are subject to the U.S. Army Corps of Engineers Forth Worth District review and issuance of a permit.

g. ENDANGERED SPECIES ACT COMPLIANCE:

- Prepare a letter documenting the project's effects on federally listed Threatened & Endangered Species to document the project's compliance with the Endangered Species Act based on data collection and field reconnaissance.

- It is assumed no federally listed species or suitable habitat would be impacted by the project.

h. HISTORICAL SITE COMPLIANCE:

- Prepare a historic building survey that will follow the Secretary of the Interior's Standards and guidelines for Archeology and Historic Preservation and document historic buildings and structures within the Area of Potential Effect based on data collection and field reconnaissance.

i. TEXAS ANTIQUITIES CODE (TAC) COMPLIANCE:

- Prepare a Project Initiation Letter, Texas Antiquities Permit Application, and Associated Scope of Work based on data collection and field reconnaissance.

- Conduct a pedestrian survey and report of sufficient intensity to determine the nature, extent, and potential significance of any cultural resources located within the Area of Potential Effect in accordance with full report guidelines as outlined by the Texas Historical Commissions Rules of Practice and Procedures.

- Coordination with Texas Historical Commission including submittals to Texas Historical Commission and project records to the appropriate curation facility per Texas Historical Commission requirements.

j. DELIVERABLES:

- Draft & Final Environmental Due Diligence Report
- Draft & Final Regulatory Records Review
- Draft & Final Hazardous Materials Environmental Site Assessment (ESA) Report
- Draft & Final Wetlands Determination/Jurisdictional Waters Determination
- Draft & Final Endangered Species Letter
- Draft & Final Historic Building Survey
- Draft & Final Texas Antiquities Permit Application Associated Scope of Work and Report
- Provide Final Acceptance Correspondence of Approval of Permits

9. PERMITS

a. Pay Application (To be reimbursed by the Client based on actual value)

10. BIDDING PHASE SERVICES

a. BIDDING PHASE SERVICES:

- Prepare all applicable construction documents for bidding including final signed and sealed plans with any joint bid utility plans incorporated; final general notes, specification list, special specifications and signed & sealed cover

for project construction manual. Final construction time determination which also includes any joint bid utilities.

- Attend the pre-bid meeting. Respond to bidder's questions during the bid period, such that answers to all questions will go to all bidders. Prepare project addenda during bid period. Analyze contractor bids, prepare bid tabulation, and make recommendation for award to the apparent low bidder.

b. DELIVERABLES:

- Signed and sealed final bid documents
- Addenda as necessary
- Bid analysis and recommendation for award

11. EXCLUSIONS

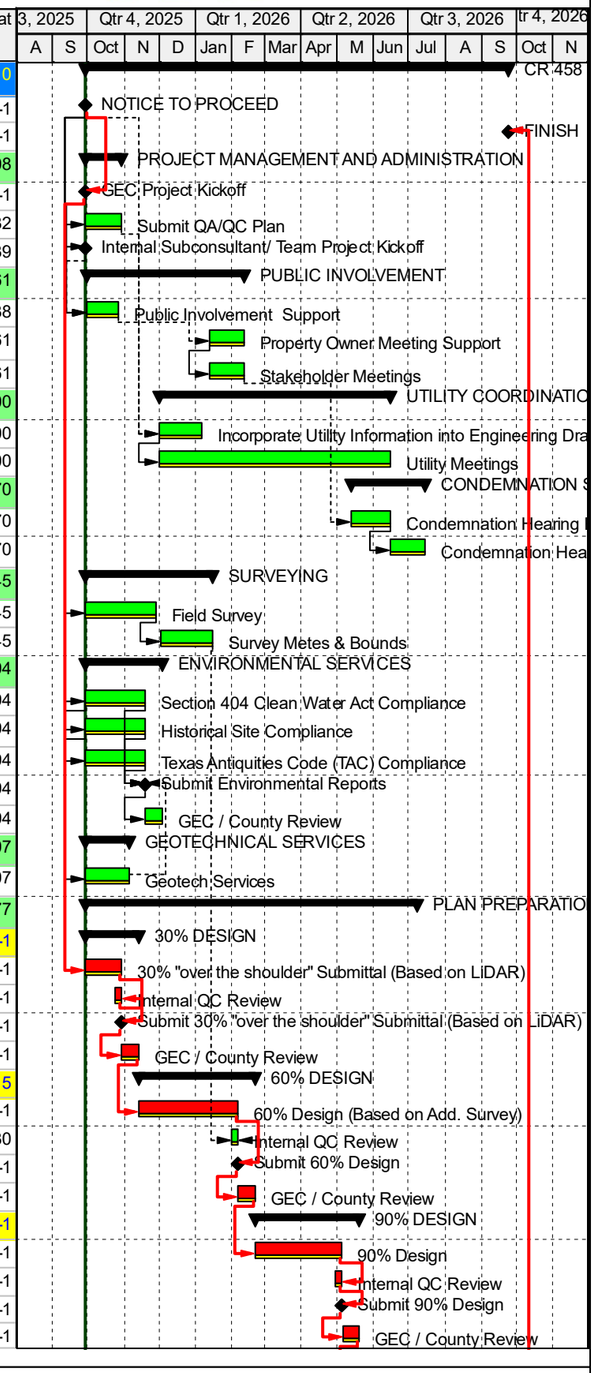
a. Construction Phase Services

b. Utility coordination and utility relocations design

c. Revisions to Geotechnical Report (Completed)

WILLIAMSON COUNTY - CR 458
ATTACHMENT C - WORK SCHEDULE

Activity ID	Activity Name	Original Duration	Remaining Duration	Physical % Complete	Start	Finish	Total Float
CR 458 SCHEDULE		360	360		29-Sep-25	23-Sep-26	0
01	NOTICE TO PROCEED	0	0	0%	29-Sep-25		-1
02	FINISH	0	0	0%		23-Sep-26*	-1
PROJECT MANAGEMENT AND ADMINISTRATION		31	31		29-Sep-25	29-Oct-25	208
03	GEC Project Kickoff	0	0	0%		29-Sep-25	-1
04	Submit QA/QC Plan	31	31	0%	29-Sep-25	29-Oct-25	132
05	Internal Subconsultant/ Team Project Kickoff	0	0	0%		29-Sep-25	239
PUBLIC INVOLVEMENT		134	134		30-Sep-25	10-Feb-26	161
06	Public Involvement Support	28	28	0%	30-Sep-25	27-Oct-25	238
07	Property Owner Meeting Support	29	29	0%	13-Jan-26*	10-Feb-26	161
08	Stakeholder Meetings	29	29	0%	13-Jan-26	10-Feb-26	161
UTILITY COORDINATION SUPPORT		197	197		01-Dec-25	15-Jun-26	100
09	Incorporate Utility Information into Engineering Drawings	36	36	0%	01-Dec-25*	05-Jan-26	100
10	Utility Meetings	197	197	0%	01-Dec-25	15-Jun-26	100
CONDEMNATION SUPPORT		64	64		13-May-26	15-Jul-26	70
11	Condemnation Hearing Exhibits	34	34	0%	13-May-26*	15-Jun-26	70
12	Condemnation Hearing (up to 5 meetings)	30	30	0%	16-Jun-26	15-Jul-26	70
SURVEYING		109	109		29-Sep-25	15-Jan-26	245
13	Field Survey	61	61	0%	29-Sep-25	28-Nov-25	245
14	Survey Metes & Bounds	45	45	0%	02-Dec-25	15-Jan-26	245
ENVIRONMENTAL SERVICES		66	66		29-Sep-25	03-Dec-25	294
16	Section 404 Clean Water Act Compliance	51	51	0%	29-Sep-25	18-Nov-25	294
17	Historical Site Compliance	51	51	0%	29-Sep-25	18-Nov-25	294
18	Texas Antiquities Code (TAC) Compliance	51	51	0%	29-Sep-25	18-Nov-25	294
19	Submit Environmental Reports	0	0	0%		18-Nov-25	294
20	GEC / County Review	15	15	0%	19-Nov-25	03-Dec-25	294
GEOTECHNICAL SERVICES		38	38		29-Sep-25	05-Nov-25	307
21	Geotech Services	38	38	0%	29-Sep-25	05-Nov-25	307
PLAN PREPARATION & DRAINAGE STUDY		283	283		29-Sep-25	08-Jul-26	77
30% DESIGN		46	46		29-Sep-25	13-Nov-25	-1
22	30% "over the shoulder" Submittal (Based on LiDAR)	31	31	0%	29-Sep-25	29-Oct-25	-1
23	Internal QC Review	6	6	0%	24-Oct-25	29-Oct-25	-1
24	Submit 30% "over the shoulder" Submittal (Based on LiDAR)	0	0	0%		29-Oct-25	-1
25	GEC / County Review	15	15	0%	30-Oct-25	13-Nov-25	-1
60% DESIGN		99	99		14-Nov-25	20-Feb-26	215
26	60% Design (Based on Add. Survey)	84	84	0%	14-Nov-25	05-Feb-26	-1
27	Internal QC Review	6	6	0%	31-Jan-26	05-Feb-26	230
28	Submit 60% Design	0	0	0%		05-Feb-26	-1
29	GEC / County Review	15	15	0%	06-Feb-26	20-Feb-26	-1
90% DESIGN		89	89		21-Feb-26	20-May-26	-1
30	90% Design	74	74	0%	21-Feb-26	05-May-26	-1
31	Internal QC Review	6	6	0%	30-Apr-26	05-May-26	-1
32	Submit 90% Design	0	0	0%		05-May-26	-1
33	GEC / County Review	15	15	0%	06-May-26	20-May-26	-1



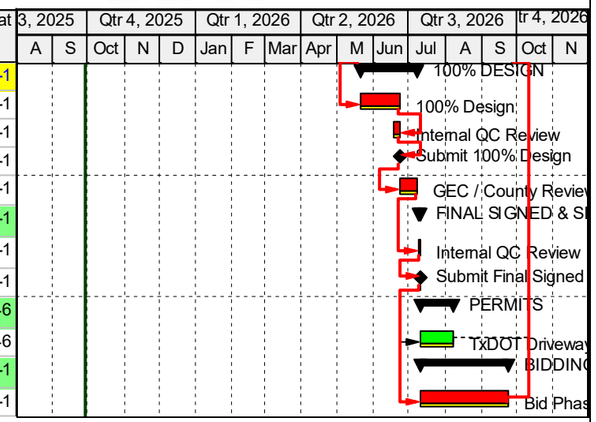
Primary Baseline | Remaining Work | Summary
Actual Work | Critical Remaining Work | Milestone

Classic Schedule Layout
1 of 2

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WILLIAMSON COUNTY - CR 458
ATTACHMENT C - WORK SCHEDULE

Activity ID	Activity Name	Original Duration	Remaining Duration	Physical % Complete	Start	Finish	Total Float
100% DESIGN		49	49		21-May-26	08-Jul-26	-1
34	100% Design	34	34	0%	21-May-26	23-Jun-26	-1
35	Internal QC Review	6	6	0%	18-Jun-26	23-Jun-26	-1
36	Submit 100% Design	0	0	0%		23-Jun-26	-1
37	GEC / County Review	15	15	0%	24-Jun-26	08-Jul-26	-1
FINAL SIGNED & SEALED PLANS		2	2		09-Jul-26	10-Jul-26	-1
38	Internal QC Review	2	2	0%	09-Jul-26*	10-Jul-26	-1
39	Submit Final Signed & Sealed Design	0	0	0%		10-Jul-26	-1
PERMITS		28	28		11-Jul-26	07-Aug-26	46
40	TxDOT Driveway Permit	28	28	0%	11-Jul-26	07-Aug-26	46
BIDDING PHASE SERVICES		75	75		11-Jul-26	23-Sep-26	-1
41	Bid Phase Services	75	75	0%	11-Jul-26	23-Sep-26	-1



Primary Baseline
Actual Work
Remaining Work
Critical Remaining Work
Summary
Milestone

Classic Schedule Layout
2 of 2

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Task Number	Project Name: CR 458	Total Task Hours	Total Task Cost	Senior Project Manager	Senior Engineer III	Project Manager	Engineer VI	Engineer III	EIT IV	Senior CAD Designer	CAD Designer	Admin
				$ 292.75	$ 261.94	$ 215.71	$ 190.03	$ 148.94	$ 128.40	$ 184.90	$ 123.26	$ 112.99
01	**Project Management and Setup**											
1.a	Progress Reports, Invoices and Billings (9 Months)	42	$ 7,929.98	4		24						14
1.b	QA/QC Plan & Internal QC Reviews	54	$ 10,210.37	4		12				30		8
1.c	Project Coordination and Administration	54	$ 10,621.25	4		30		20				
1.d	Progress/coordination Meetings (18 External, 2 in person and 16 Virtual & 9 Internal Meetings)	73	$ 12,875.95	4		30		23				16
1.e	Project Schedule	13	$ 2,881.30	1		12						
1.f	Uploading Project Docs/Files (9 months)	14	$ 2,234.16			5			9			
	Subtotal	250	**$ 46,753.01**	17	0	113	0	43	9	30	0	38
02	**Public Involvement**											
2.a	Public Involvement Support	9	$ 1,915.73	1		4	4					
2.b	Provide Exhibit (2 Exhibits)	14	$ 2,670.72			2	4			8		
2.c	Property Owner Meeting Support (Up to 4 meetings)	26	$ 4,961.38	2		12	4		8			
2.d	Stakeholder Meeting (Up to 1 Meeting)	16	$ 3,554.11	4		4	8					
2.e	Condemnation Support (Up to 5 Parcels, @ $6K/Each)	-	$ 30,000.00									
	Subtotal	65	**$ 43,101.94**	7	0	22	20	0	8	8	0	0
03	**Utility Meetings and Incorporate Utility Information into Drawings**											
3.a	Incorporate Utility Info into Drawings	42	$ 7,447.20			8			10	24		
3.b	Attend Meetings and Review Utility Impacts (up to 9 Virtual Meetings)	36	$ 6,194.02			18			18			
	Subtotal	36	**$ 13,641.22**	0	0	18	0	0	18	0	0	0
04	**Plan Preparation**											
4.a	Checklist Development & General Sheets	90	$ 14,843.04	2		8			40	40		
4.b	**30% "Over-The-Shoulder" Submittal**											
	Final Schematic Review Comment Responses	45	$ 7,647.50	1		4			16	24		
	Prepare Plan Set (~55 sheets)	249	$ 41,745.41	8		16			100	125		
	Engineers Estimate	42	$ 6,420.00	2		8			32			
	Project Construction Manual (Consultant Form, General Notes, Bid Form, etc.)	29	$ 4,237.20	1		4			24			
	60% PS&E Submittal											
	30% Review Comment Responses	21	$ 3,210.00	1		4			16			
	Develop Plans and Update Items based on Comments (~124 sheets)	415	$ 67,384.32	1		14			175	225		
	90% PS&E Submittal											
	60% Review Comment Responses	21	$ 3,210.00	1		4			16			
	Develop Plans and Update Items based on Comments (~156 sheets)	280	$ 45,813.12	1		14			115	150		
	100% PS&E Submittal											
	90% Review Comment Responses	21	$ 3,210.00	1		4			16			
	Update Items based on Comments	210	$ 35,130.24	1		14			75	120		
	Final PS&E Submittal											
	100% Review Comment Responses	13	$ 2,182.80	1		4			8			
	Update Items based on Comment Responses	106	$ 18,104.40	1		14			36	55		
4.c	Refer to Section 4.c for Drainage											
4.d	Signing, Markings and Signalization	67	$ 11,797.39	1		14			20	32		
4.e	Traffic Control	141	$ 24,123.79	1		14			44	82		

4.f	Water Quality	79	$ 14,016.14	1		14			20	44		
	Subtotal	1542	**$ 303,075.36**	22	0	112	0	0	669	739	0	0
05	**Permits**											
5.a	Applying for Permits (Support for Environmental Sub)	12	$ 2,023.58	2		2			4		4	
5.b	Pay Application (To be Reimbursed by the Client based on actual value)											
	Subtotal	12	**$ 2,023.58**	2	0	2	0	0	4	0	4	0
06	**Bidding Phase Services**											
6.a	Prepare Construction Documents	37	$ 6,168.34	1		4			16	16		
6.b	Attend Pre-Bid Meeting	6	$ 1,273.73	2		2			2			
6.d	Bid Analysis & Recommendation	18	$ 3,338.40	2		8			8			
	Subtotal	37	**$ 10,780.46**	1	0	4	0	0	16	16	0	0
4.c	**Drainage**											
	Drainage Task Management	0	$ -									
	Progress/Coordination meetings (up to 18 meetings)	36	$ 7,200.00	9			18	9				
	Hydrologic Studies (1.12 miles)											
	Field Verification of Schematic Design Constraints	14	$ 2,750.00	4			4	6				
	Review/Evaluate/Finalize Onsite/Offsite Drainage Area	28	$ 4,880.00	2	2		8	16				
	Review/Evaluate/Finalize Hydrology (2 CCs)	20	$ 3,620.00	4			4	12				
	Hydrologic Analysis (Parallel Drainage System -0.89 miles)	28	$ 4,880.00	2	2		8	16				
	Evaluate Pre and Post Project Conditions	8	$ 1,490.00	1	1		2	4				
	Hydraulic Analysis (2 CCs, 0.89 miles parallel drainage system)											
	Advance Minor Crossings Hydraulic Models with Project Survey (HY-8, 1 CC)	18	$ 3,020.00	1	1		4	12				
	Advance Major Crossings Hydraulic models with Project Survey (HEC-RAS, 1 CC)	24	$ 3,970.00	1	1		6	16				
	Hydraulic Analysis (Parallel Drainag System -0.89 miles)	58	$ 9,830.00	4	2		16	36				
	Evaluate Pre and Post Project Conditions	6	$ 1,200.00	1	1		2	2				
	Drainage Outfalls Design and Detail											
	Refine Drainage Headwall and Outfall Structure (2 CCs)	6	$ 1,050.00	1			1	4				
	On-site Stormwater Detention Analysis	32	$ 5,960.00	4	4		8	16				
	Drainage Report (Draft at 60% milestone & Final at 100% milestone)	56	$ 9,760.00	4	4		16	32				
	PS&E Development for Hydraulics											
	30% “Over the Shoulder” Submittal – Drawings only	30	$ 5,450.00	4	2		8	16				
	60% Submittal											
	Overall Drainage Area Map (1 Sheet)	26	$ 4,370.00	2			8	16				
	Hydrologic Data Sheets (1 Sheets)	22	$ 3,630.00	2			4	16				
	Cross Culvert P&Ps (2 Sheets)	38	$ 6,610.00	4	2		8	24				
	Cross Culvert Hydraulic Data Sheets (2 Sheets)	26	$ 4,370.00	2			8	16				
	Parallel Drainage Hydraulic Data Sheets (1 sheet)	13	$ 2,185.00	1			4	8				
	Drainage Quantities (1 Sheet)	15	$ 2,395.00	1			2	12				
	Associated Drainage Details (Headwall, SET, Trench) (4 Sheets)	26	$ 4,370.00	2			8	16				
	90% Submittal			1			4	4				
	Prepare 60% response to comments	26	$ 4,370.00	2			8	16				
	Overall Drainage Area Map (1 Sheet)	7	$ 1,235.00	1			2	4				
	Hydrologic Data Sheets (1 Sheets)	7	$ 1,235.00	1			2	4				
	Cross Culvert P&Ps (2 Sheets)	26	$ 4,180.00	1	1		4	20				
	Cross Culvert Hydraulic Data Sheets (2 Sheets)	16	$ 2,580.00	1			3	12				
	Parallel Drainage Hydraulic Data Sheets (1 sheet)	4	$ 760.00	1			1	2				
	Drainage Quantities (1 Sheet)	4	$ 760.00	1			1	2				

	Associated Drainage Details (Headwall, SET, Trench) (4 Sheets)	11	$ 1,815.00	1			2	8				
	100% Submittal											
	Prepare 90% response to comments	18	$ 3,050.00	2			4	12				
	Overall Drainage Area Map (1 Sheet)	3	$ 475.00				1	2				
	Hydrologic Data Sheets (1 Sheets)	3	$ 615.00	1			1	1				
	Cross Culvert P&Ps (2 Sheets)	11	$ 1,815.00	1			2	8				
	Cross Culvert Hydraulic Data Sheets (2 Sheets)	7	$ 1,235.00	1			2	4				
	Parallel Drainage Hydraulic Data Sheets (1 sheet)	2	$ 330.00				1	1				
	Drainage Quantities (1 Sheet)	2	$ 330.00				1	1				
	Associated Drainage Details (Headwall, SET, Trench) (4 Sheets)	3	$ 475.00				1	2				
	Final Submital											
	Prepare 100% response to comments	14	$ 2,470.00	2			4	8				
	Overall Drainage Area Map (1 Sheet)	3	$ 615.00	1			1	1				
	Hydrologic Data Sheets (1 Sheets)	3	$ 615.00	1			1	1				
	Cross Culvert P&Ps (2 Sheets)	7	$ 1,335.00	2			1	4				
	Cross Culvert Hydraulic Data Sheets (2 Sheets)	3	$ 615.00	1			1	1				
	Parallel Drainage Hydraulic Data Sheets (1 sheet)	3	$ 615.00	1			1	1				
	Drainage Quantities (1 Sheet)	3	$ 615.00	1			1	1				
	Associated Drainage Details (Headwall, SET, Trench) (4 Sheets)	3	$ 615.00	1			1	1				
	Subtotal	728	**$ 125,745.00**	81	23	0	198	426	0	0	0	0
	Other Services by Subconsultants											
1	Survey (SAM Inc.)	-	$ 140,272.59									
2	Environmental (SWCA & LAN)	-	$ 27,194.50									
	Subtotal		**$ 167,467.09**									
11	**Expenses**											
11.a	Mileage ($0.67/mile)	-	$ 500.00									
11.b	Printing/Supplies	-	$ 250.00									
	Subtotal		**$ 750.00**									
	Total Fee		**$ 713,337.66**									

ATTACHMENT D: ESTIMATED FEE SUMMARY
WILLIAMSON COUNTY
CR 458 (CO1)

SWCA

Task	Subject Matter	Subject Matter	Subject Matter	Subject Matter	Specialist XII	Specialist XI	Specialist X	Specialist IX	Specialist VIII	Specialist VII	Specialist VI	Specialist V	Specialist IV	Specialist III	Specialist II	Specialist I	Total Hours	Total Labor
Rates	$293.00	$268.00	$242.00	$230.00	$226.00	$207.00	$189.00	$169.00	$158.00	$147.00	$137.00	$123.00	$114.00	$104.00	$91.00	$77.00		
7. Environmental Services																	**107**	**$ 26,853.00**
a. County Due Diligence																	0	$ -
b. TxDOT Environmental Clearance																	0	$ -
c. Data Collection & Field Reconnaissance																	0	$ -
d. Hazardous Materials Initial Site Assessment																	0	$ -
e. Section 404 Clean Water Act Compliance				1					12			8		4			25	$ 3,526.00
f. Endangered Species Act Compliance																	0	$ -
g. Historical Site Compliance			1					1			8		1				11	$ 1,621.00
h. Texas Antiquities Code (TAC) Compliance			1					8		2	12	16	24	8			71	$ 9,068.00
i. LAN Coordination																	0	$ 12,638.00
Total SWCA Direct Labor Hours	0	0	2	1	0	0	0	9	12	2	20	24	25	12	0	0	107	
Percent of Total Hours	0%	0%	2%	1%	0%	0%	0%	8%	11%	2%	19%	22%	23%	11%	0%	0%		
Total SWCA Direct Labor Cost																		**$ 26,853.00**
Total SWCA Other Direct Expenses																		**$ 341.50**
TOTAL SWCA COST																		**$ 27,194.50**

FEE SCHEDULE (SAM, LLC) -
TIME AND MATERIALS PAYMENT BASIS
ROW PARCEL SURVEY

Project: CR 458
Client: LAN
Date: August 1, 2025
Proposal Number: 1024086841

Rate adjusted +2.72%

TASK DESCRIPTION	SENIOR PROJECT MANAGER	PROJECT MANAGER	PROJECT COORDINATOR	SENIOR SURVEY TECHNICIAN	SURVEY TECHNICIAN	2-PERSON SURVEY CREW	3-PERSON SURVEY CREW	FIELD COORDINATOR	TOTAL LABOR HRS. & COSTS
Design Survey									
Recover Existing Control	1	2		2	6	10		1	$3,738.97
Records Research and Deed Study	1	6		15	45				$9,147.03
Field Surveys	1	6		11	33	133		9	$33,681.51
Boundary Analysis	1	22		18	12				$8,864.74
Prepare Preliminary ROW Documents (Up to 17 parcels/3 easements)	1	18		60	212				$38,498.56
Prepare Final ROW Documents (Up to 17 parcels/3 easements, includes review of title commitment)	1	9		20	30				$8,623.22
Establish ROW Monumentation (Up to 68 iron rods)	1	2		6	8	70		5	$16,517.21
Additional Topographic Survey	1	8		24	15	50		3	$17,051.35
Supplemental Design Survey Sub Total	8	73	0	156	361	263	0	18	$136,122.59
CONTRACT RATE PER HOUR*	$2,054.40	$15,372.34	$0.00	$21,632.52	$44,496.86	$49,977.89	$0.00	$2,588.58	
	$256.80	$210.58	$154.08	$138.67	$123.26	$190.03	$267.07	$143.81	

OTHER DIRECT EXPENSES	**# OF UNITS**	**COST/UNIT**						
Mileage (number x current state rate)	2600	$0.700		mile				$1,820.00
GPS RTK	233	$10.00		hr				$2,330.00
SUBTOTAL DIRECT EXPENSES								**$4,150.00**

SUMMARY	
Design Survey Sub-Total	$136,122.59
NON-SALARY (OTHER DIRECT EXPENSES)	$4,150.00
TOTAL SAM SURVEY	**$140,272.59**

CONTRACT AMENDMENT NO. 1
TO
WILLIAMSON COUNTY CONTRACT FOR ENGINEERING SERVICES

WILLIAMSON COUNTY ROAD BOND PROJECT: CR 458

THIS CONTRACT AMENDMENT NO. 1 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 Lockwood, Andrews & Newnam, 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 March 19, 2024 (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 $ 750,000; 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 Compensation Cap under Article 5 of the Contract is hereby increased from $750,000 to $1,250,000, reflecting a total increase of $500,000.
II. 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, to be effective as of the date of the last party's execution below.

ENGINEER:	**COUNTY:**
By: Travis Michel	By: _____
Signature	Signature
Travis Michel	_____
Printed Name	Printed Name
Sr. Associate, Team Leader	_____
Title	Title
9/11/2025	_____
Date	Date

APPROVED
By Christen Eschberger at 1:24 pm, Sep 12, 2025

Rates were Adjusted

LOCKWOOD, ANDREWS & NEWNAM, INC. ENGINEERING SERVICES FOR WILLIAMSON COUNTY 2023 ROAD BOND PROJECT - CR 458	
CLASSIFICATION	**RATE SCHEDULE IN PSA EXHIBIT D (per hour)**
Principal	$ 318.43
Sr. Technical Leader	$ 303.02
QA/QC Manager	$ 297.89
Senior Project Manager	$ 292.75
Senior Engineer IV	$ 277.34
Senior Engineer III	$ 261.94
Senior Engineer II	$ 241.39
Senior Engineer I	$ 225.98
Project Manager	$ 215.71
Engineer VI	$ 190.03
Engineer V	$ 174.62
Engineer IV	$ 159.22
Engineer III	$ 148.94
Engineer II	$ 143.81
Engineer I	$ 137.64
EIT IV	$ 128.40
EIT III	$ 123.26
EIT II	$ 118.13
EIT 1	$ 115.05
Senior CAD Designer	$ 184.90
CAD Designer	$ 123.26
Senior Inspector	$ 138.67
Senior ROW Agent	$ 225.98
ROW Agent	$ 184.90
Senior Project Controls	$ 169.49
Senior Admin	$ 133.54
Admin	$ 112.99
Intern	$ 92.45
DIRECT EXPENSES	
Outsourced Printing	Cost
Mileage (per mile)	Current Federal Rate
Parking Fees	Actual Cost
Highway Toll Charges	Actual Cost
Postage	Current Postal Rate
Overnight Mail- letter size	Current Postal Rate
Overnight Mail – oversized box	Current Postal Rate
Courrier Services	Actual Cost

Rates were adjusted

SAM, LLC ENGINEERING SERVICES FOR WILLIAMSON COUNTY 2023 ROAD BOND PROJECT - CR 458		
CLASSIFICATION	**RATE SCHEDULE IN PSA EXHIBIT D (per hour)**	
Rates were Adjusted		
SURVEY OFFICE PERSONNEL RATES:		
Principal/Department Manager	308.16	hr
Senior Project Manager	256.80	hr
Project Manager	210.58	hr
Staff Surveyor	195.17	hr
Phase Manager	174.62	hr
Project Coordinator	154.08	hr
Senior Survey Technician	138.67	hr
Survey Technician	123.26	hr
Project Specialist	128.40	hr
Administration / Clerical Support	107.86	hr
SURVEY FIELD CREW RATES:		
One (1) Person Survey Field Crew	138.67	hr
Two (2) Person Survey Field Crew	190.03	hr
Three (3) Person Survey Field Crew	267.07	hr
Field Coordinator	143.81	hr
Field Ops Manager	200.30	hr
Additional Rodperson, Chainperson or Flagperson	82.18	hr
GEOSPATIAL OFFICE PERSONNEL RATES:		
Director/Operations Manager	369.79	hr
Senior Project Manager	282.48	hr
Acquisition Manager	246.53	hr
Project Manager	215.71	hr
Aircraft Pilot	210.58	hr
Two (2) Person UAS Crew – Unmanned Pilot & Observer	241.39	hr
Three (3) Person UAS Crew – Unmanned Pilot & 2 Observers	374.93	hr
Photogrammetrist / Project Lead /sensor operator (Tech3)	138.67	hr
Acquisition / Calibration / Aerial Triangulation Technician (Tech2)	123.26	hr
LiDAR / Photogrammetry Technician (Tech1)	107.86	hr
SURVEY EQUIPMENT RATES:		
GPS Receiver	10.00	hr
ATV	25.00	hr
SX-10	35.00	hr
Digital Level	5.00	hr
Aluminum Boat	15.00	hr
VM810 Survey	5.75	hr
RD8100 Survey	11.25	hr
SPAR 300 Kit	5.00	hr
Weather Station	6.00	hr
Tier 1 HDS Scanner (BLK360 & Faro)	33.00	hr
Robotic Total Station S-7	20.00	hr
Robotic Total Station S-9	20.00	hr
GEOSPATIAL EQUIPMENT RATES:		
Riegl VQ 1560I or 1560II LiDAR System	1300.00	hr
Riegl VQ 480II or 780I LiDAR System	10000.00	hr
Mobile Mapping System, includes 360° Camera System (Equipment Only)	1000.00	hr
Mobile Mapping Equipment Stand-by Fee (Equipment Only)	200.00	hr
HDS Laser Scanner	100.00	hr
High Rail Equipped Vehicle	10.00	hr
Oblique HD Camera System	30.00	hr
Video Camera System – Manned Aircraft	5.00	hr
360° Camera System – Terrestrial or Marine Stand Alone	100.00	hr
Helicopter (Turbine Engine Powered)	1450.00	hr
Helicopter (Reciprocal Engine Powered)	850.00	hr
Fixed Wing Twin Engine piston	1300.00	hr
Fixed Wing Single Engine (piston)	750.00	hr
Fixed wing single engine turbine	1400.00	hr
M600 or equivalent multirotor Unmanned Aerial System	750.00	hr
GPS Receiver (Unmanned)	10.00	hr
Geospatial Work Station	15.00	hr
Digital Imagery Processing	32.00	ea
Aerial Photography Flight Crew (Fixed Wing Aircraft)	205.00	hr
LiDAR Flight Crew Fixed Wing Aircraft (Includes Pilot and LiDAR Operator)	120.00	hr
Helicopter Flight Crew (Includes Pilot and LiDAR Operator)	325.00	hr
AP Transit Miles	12.00	mile
AP Project Flight Miles	32.00	mile
AP ABGPS Processing	3000.00	project
FWAL Transit Miles	12.00	mile
FWAL Project Flight Miles	32.00	mile
B&W Processing (film, development, scanning)	10.00	ea
CIR Processing (film, development, scanning)	10.00	ea
Color Processing (Film, development, scanning)	15.00	ea
Digital Image Processing	27.00	ea
DIRECT EXPENSES		
Primary Control Monuments	90.00	ea
Mileage (per mile)	Current Federal Rate	
Ground Target	20.00	ea

Rates were not Adjusted

SWCA Environmental Consultants	
ENGINEERING SERVICES FOR WILLIAMSON COUNTY 2023 ROAD BOND PROJECT - CR 458	
CLASSIFICATION	**RATE SCHEDULE IN PSA EXHIBIT D (per hour)**
Subject Matter Expert IV	$ 293.00
Subject Matter Expert III	$ 268.00
Subject Matter Expert II	$ 242.00
Subject Matter Expert I	$ 230.00
Specialist XII	$ 226.00
Specialist XI	$ 207.00
Specialist X	$ 189.00
Specialist IX	$ 169.00
Specialist VIII	$ 158.00
Specialist VII	$ 147.00
Specialist VI	$ 137.00
Specialist V	$ 123.00
Specialist IV	$ 114.00
Specialist III	$ 104.00
Specialist II	$ 91.00
Specialist I	$ 77.00
DIRECT EXPENSES	
Outsourced Printing	Cost
Mileage (per mile)	Current Federal Rate
Parking Fees	Actual Cost
Highway Toll Charges	Actual Cost
Postage	Current Postal Rate
Overnight Mail- letter size	Current Postal Rate
Overnight Mail – oversized box	Current Postal Rate
TARL Curation Fee	Cost
Site Forms	Cost
Backhoe Rental	Cost
Third-party Data	Cost
Courier Services	Actual Cost

Commissioners Court - Regular Session **64.**

Meeting Date: 09/23/2025

Ronald Reagan Blvd Widening, Seg D2 - TCEQ Agent Authorization Form

Submitted By: Ragan Riggs, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider, and take appropriate action regarding a TCEQ Agent Authorization Form for the Edwards Aquifer Protection Program associated with the Ronald Reagan Blvd Widening, Seg D2 Project, a 2023 Road Bond Project in Commissioner Pct. 3.

Background

The Ronald Reagan Blvd Widening, Seg D2 Project requires Texas Commission on Environmental Quality (TCEQ) approval of a Water Pollution Abatement Plan (WPAP) prior to construction. The TCEQ Agent Authorization Form is required to authorize an employee of Garver, LLC to submit the necessary WPAP permit application on behalf of Williamson County to the TCEQ for review and approval. P673 Funding: Road Bonds

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Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Ronald Reagan Blvd Widening, Seg D2 - TCEQ Agent Authorization Form

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Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 04:21 PM
Form Started By: Ragan Riggs		Started On: 09/15/2025 01:55 PM
Final Approval Date: 09/16/2025		

Agent Authorization Form
For Required Signature
Edwards Aquifer Protection Program
Relating to 30 TAC Chapter 213
Effective June 1, 1999

I Steven Snell,
Print Name

County Judge,
Title - Owner/President/Other

of Williamson County, TX,
Corporation/Partnership/Entity Name

have authorized Stephanie L. Russell, PE
Print Name of Agent/Engineer

of Garver, LLC
Print Name of Firm

to represent and act on the behalf of the above named Corporation, Partnership, or Entity for the purpose of preparing and submitting this plan application to the Texas Commission on Environmental Quality (TCEQ) for the review and approval consideration of regulated activities.

I also understand that:

1. The applicant is responsible for compliance with 30 Texas Administrative Code Chapter 213 and any condition of the TCEQ's approval letter. The TCEQ is authorized to assess administrative penalties of up to $10,000 per day per violation.

2. For those submitting an application who are not the property owner, but who have the right to control and possess the property, additional authorization is required from the owner.

3. Application fees are due and payable at the time the application is submitted. The application fee must be sent to the TCEQ cashier or to the appropriate regional office. The application will not be considered until the correct fee is received by the commission.

4. A notarized copy of the Agent Authorization Form must be provided for the person preparing the application, and this form must accompany the completed application.

5. No person shall commence any regulated activity on the Edwards Aquifer Recharge Zone, Contributing Zone or Transition Zone until the appropriate application for the activity has been filed with and approved by the Executive Director.

SIGNATURE PAGE:

Applicant's Signature _____ Date _____

THE STATE OF _____ §

County of _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed same for the purpose and consideration therein expressed.

GIVEN under my hand and seal of office on this ____ day of _____,_____.

_____
NOTARY PUBLIC

_____
Typed or Printed Name of Notary

MY COMMISSION EXPIRES: _____

Commissioners Court - Regular Session **65.**

Meeting Date: 09/23/2025

FM 3349-US 79 Interchange Project - Advanced Funding Agreement – Amendment #1

Submitted By: Ragan Riggs, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on an Advanced Funding Agreement, Amendment No. 1 with TxDOT regarding the construction of the FM 3349-US 79 Interchange Project.

Background

This Amendment No. 1 to the Advanced Funding Agreement, signed on June 22, 2022, provides additional budget to the FM 3349-US 79 Interchange Project in the amount of $25,029,700.00 from $94,811,760.00 to $119,841,460.00. Project: P332 Funding Source: Road Bond

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Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

FM 3349-US 79 Interchange Project - Advanced Funding Agreement – Amendment #1

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/16/2025 04:22 PM
Form Started By: Ragan Riggs		Started On: 09/15/2025 01:57 PM
Final Approval Date: 09/16/2025		

Docusign Envelope ID: E57E262A-D8F2-4E40-A3D2-A9A246595AB6

TxDOT:					Federal Highway Administration:	
CCSJ #	3486-01-008	AFA ID	Z00001112		CFDA No.	20.205
AFA CSJs	0204-01-034				CFDA Title	Highway Planning and Construction
District #	14	Code Chart 64#	50246			
Project Name	FM 3349-US 79 Interchange Project				*AFA Not Used For Research & Development*	

THE STATE OF TEXAS §

THE COUNTY OF TRAVIS §

ADVANCE FUNDING AGREEMENT
For
Strategic Priority Program Project On-System

AMENDMENT #1

THIS AMENDMENT is made by and between the State of Texas, acting through the Texas Department of Transportation, called the "State", and the **County of Williamson**, acting by and through its duly authorized officials, called the "Local Government". The State and Local Government shall be collectively referred to as "the parties" hereinafter.

In Process

WITNESSETH

WHEREAS, the parties executed a contract on **06/22/2022** to effectuate their agreement for preliminary engineering (preliminary design, environmental, utilities, right of way), plans, specifications, and estimates (PS&E), and construction to widen FM 3349, from US 79 to CR 404, and new interchange on US 79 at FM 3349 and CR 101 in Williamson County; and,

WHEREAS, it has become necessary to amend that contract in order to provide additional budget amount made available for the project from the termination of Department *Pass-Through Tolls* 2005-005-01 Project/contract Amendment#3.

NOW THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties, the parties do agree as follows:

AGREEMENT

Attachment B Project Budget is deleted in its entirety and replaced with Attachment B-1 Project Budget, which is attached to and made a part of this Amendment. The total estimated cost of the Project increased by $ 25,029,700, from $ 94,811,760 to $ 119,841,460, due to the completion of the highway improvement and the termination of the Department Pass-Through Tolls 2005-005-1 contract which freed funds now being utilized for additional improvement to the Project.

All other provisions of the original contract are unchanged and remain in full force and effect.

Docusign Envelope ID: E57E262A-D8F2-4E40-A3D2-A9A246595AB6

TxDOT:					Federal Highway Administration:	
CCSJ #	3486-01-008	AFA ID	Z00001112		CFDA No.	20.205
AFA CSJs	0204-01-034				CFDA Title	Highway Planning and Construction
District #	14	Code Chart 64#	50246			
Project Name	FM 3349-US 79 Interchange Project				*AFA Not Used For Research & Development*	

Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

Each party is signing this Agreement on the date stated under that party's signature.

THE STATE OF TEXAS	THE LOCAL GOVERNMENT
Signature	Signature
Typed or Printed Name	Typed or Printed Name
Typed or Printed Title	Typed or Printed Title
Date	Date

In Process

Docusign Envelope ID: E57E262A-D8F2-4E40-A3D2-A9A246595AB6

TxDOT:					Federal Highway Administration:	
CCSJ #	3486-01-008	AFA ID	Z00001112		CFDA No.	20.205
AFA CSJs	0204-01-034				CFDA Title	Highway Planning and Construction
District #	14	Code Chart 64#	50246			
Project Name	FM 3349-US 79 Interchange Project				*AFA Not Used For Research & Development*	

ATTACHMENT B-1
PROJECT BUDGET

The construction costs, including the railroad construction costs will be allocated based on a fixed amount of State funding and applicable Local Government funding until funding reaches the maximum obligated amounts shown in the table. Any construction cost overruns will be covered by future TxDOT and/or LG project deferrals in the TxDOT Austin District, the LG, or by other arrangements facilitated by the LG as negotiated between TxDOT and the LG. The LG shall be responsible for 100% cost including overruns for Engineering, Environmental, and Right of Way.

Description	Total Estimated Cost	State Participation		Local Participation	
		%	Cost	%	Cost
Engineering (by Local Government/LG)	$6,900,000	0%	$0	100%	$6,900,000
Env. 3486-01-008 (by LG)	$1,700,000	0%	$0	100%	$1,700,000
ROW 3486-01-008 (by LG)	$9,500,000	0%	$0	100%	$9,500,000
Construction 3486-01-008 (by LG)	$65,870,000	100%	$65,870,000	0%	$0
Construction 3486-01-008 (by LG)	$3,430,000	100%	$3,430,000	0%	$0
Construction 3486-01-008 (by LG)	$23,442,634	100%	$23,442,634	0%	$0
Construction 0204-02-034 (by LG)	$1,250,000	100%	$1,250,000	0%	$0
Construction 0204-02-034 (by LG)	$150,000	100%	$150,000	0%	$0
Subtotal	$112,242,634		$ 94,142,634		$18,100,000
Environmental Direct State Costs	$561,213	100%	$561,213	0%	$0
Right of Way Direct State Costs	$140,303	100%	$140,303	0%	$0
Engineering Direct State Costs	$841,820	100%	$841,820	0%	$0
Utility Direct State Costs	$140,303	100%	$140,303	0%	$0
Construction Direct State Costs	$561,213	100%	$561,213	0%	$0
Indirect State Costs (4.77%)	$5,353,974	100%	$5,353,974	0%	$0
TOTAL	$119,841,460		$101,741,460		$18,100,000

Initial payment by the Local Government to the State: $0.00
Payment by the Local Government to the State before construction: $0.00
Estimated total payment by the Local Government to the State $0.00
The total amount of State participation shall not exceed the amount appearing above. This is an estimate.The final amount of Local Government participation will be based on actual costs.

Certificate Of Completion

Envelope Id: E57E262A-D8F2-4E40-A3D2-A9A246595AB6 | Status: Sent

Subject: AUS - AFA Amendment 1 - CSJ 3486-01-008, 0204-02-034/Z00001112 - County of Williamson

Source Envelope:

Document Pages: 41 | Signatures: 0 | Envelope Originator:

Certificate Pages: 5 | Initials: 0 | John Kyere

AutoNav: Enabled | 125 E. 11th Street

EnvelopeId Stamping: Enabled | Austin, TX 78701

Time Zone: (UTC-06:00) Central Time (US & Canada) | John.Kyere@txdot.gov

IP Address: 209.112.107.133

Record Tracking

Status: Original | Holder: John Kyere | Location: DocuSign

8/22/2025 9:46:09 AM | John.Kyere@txdot.gov

Security Appliance Status: Connected | Pool: StateLocal

Storage Appliance Status: Connected | Pool: Texas Department of Transportation | Location: Docusign

Signer Events	Signature	Timestamp
Steven Snell steve.snell@wilcotx.gov Security Level: Email, Account Authentication (Optional) **Electronic Record and Signature Disclosure:** Accepted: 6/28/2025 9:22:09 AM ID: 47563543-21e3-4dd2-a337-1328822ff44a		Sent: 8/22/2025 10:00:02 AM
Kenneth Stewart kenneth.stewart@txdot.gov Security Level: Email, Account Authentication (Optional) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		

In Process

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Samuel Himawan samuel.himawan@txdot.gov Contract Administrator Texas Department of Transportation Security Level: Email, Account Authentication (Optional) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 8/22/2025 10:00:00 AM
Andrea "Andi" Schiele Andrea.schiele@wilcotx.gov Security Level: Email, Account Authentication (Optional) **Electronic Record and Signature Disclosure:**	COPIED	Sent: 8/22/2025 10:00:01 AM Viewed: 8/22/2025 2:22:32 PM

Carbon Copy Events	Status	Timestamp
Not Offered via Docusign		

Finance

FIN_Local-Participation@txdot.gov

Security Level: Email, Account Authentication (Optional)

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/22/2025 10:00:00 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

In Process

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Texas Department of Transportation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Texas Department of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: kevin.setoda@txdot.gov

To advise Texas Department of Transportation of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at kevin.setoda@txdot.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Texas Department of Transportation
To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to kevin.setoda@txdot.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.
To withdraw your consent with Texas Department of Transportation

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an e-mail to kevin.setoda@txdot.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	• Allow per session cookies

	• Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Texas Department of Transportation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Texas Department of Transportation during the course of my relationship with you.

In Process

Commissioners Court - Regular Session **66.**

Meeting Date: 09/23/2025

Interlocal Agreement with City of Liberty Hill for Bypass East

Submitted For: Don Childs **Submitted By:** Don Childs, 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 Participation of the City of Liberty Hill and Williamson County, Texas in the Design and Construction Costs Related to the Liberty Hill Bypass Segment East Project.

Background

Funding Source: Road Bonds P663

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

ILA

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:33 AM
Form Started By: Don Childs		Started On: 09/16/2025 03:31 PM
Final Approval Date: 09/17/2025		

INTERLOCAL AGREEMENT
REGARDING THE PARTICIPATION OF THE CITY OF LIBERTY HILL AND WILLIAMSON COUNTY, TEXAS IN THE DESIGN AND CONSTRUCTION COSTS RELATED TO THE
LIBERTY HILL BYPASS SEGMENT EAST PROJECT

THE STATE OF TEXAS §
§ KNOW ALL BY THESE PRESENTS:
COUNTY OF WILLIAMSON §

THIS INTERLOCAL AGREEMENT ("**Agreement**") is entered into between the City of Liberty Hill, Texas ("**City**"), a Texas home-rule municipality, and Williamson County, a political subdivision of the State of Texas ("**County**"). In this Agreement, 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 and constructing improvements to the Liberty Hill Bypass Segment East (also referred to as Segment 3) from Bagdad Road to State Highway 29, in the area shown in Exhibit "A" attached hereto ("County Project");

WHEREAS, the County Project is located at least in part within the City's extraterritorial jurisdiction and in part within the City's corporate city limits and will benefit the residents of the City, and 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 for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the County and City agree as follows:

PURPOSE

1.01 General. The purpose of this Agreement is to provide for the City's participation in the design, right-of-way acquisition, utility relocation, and construction of the County Project.

II.
DESIGN AND CONSTRUCTION OF COUNTY PROJECT

2.01 Design of County Project. The County shall be responsible for contracting with a firm ("Design Firm") regarding the engineering and design for the County Project and shall ensure that the design includes the following:

A new location two-lane road with intermittent turn lanes between Bagdad Road and SH 29.

2.02 Design and Construction Costs. The County shall be responsible for all costs associated with the preliminary and final design, right-of-way acquisition, relocation of utilities not owned by the City, relocation of any City-owned utilities installed within City-owned easements that were of record prior to the County's acquisition of right-of-way for the County Project that intersect or overlap such City-owned easements, construction bidding, project management, and all other costs related to the County Project ("Project Cost"). The estimated Project Construction Cost is $34,500,000, which includes all costs related to the County Project; except that the City shall be solely responsible for the relocation of any City utilities that are located only within existing County right-of-way (and not within a prior City-owned easement).

2.03 Construction Plans. The County Project plans and specifications, including any amendments, for the improvements shall be provided to the City for review and comment prior to construction.

2.04 Inspection. The City may inspect all aspects of the County Project located within City's territorial limits or involving the relocation of any City-owned utilities during construction. Upon receipt of notification from the City that the City's inspectors determine the construction by the County is not in accordance with the approved project plans, the County shall cease construction until the deficiency can be identified and a corrective plan of construction implemented with the agreement of the City.

2.05 Permits. The County shall be responsible for obtaining permits, if any, required for the construction of the County Project.

2.06 Insurance, Bonds and Warranties. The County shall require the contractor for the County Project to name the City as an additional insured on any policies related to related to the relocation of any City-owned utilities or related to portions of the County Project located within the City's corporate city limits. The County shall require all performance and maintenance bonds related to the relocation of any City-owned utilities or related to portions of the County Project located within the City's corporate city limits in favor of the City in amounts satisfactory to the City. All applicable warranties, performance, payment, and maintenance bonds related to the relocation of any City-owned utilities or related to portions of the County Project located within the City's corporate city limits shall be transferred to City upon final completion and acceptance by the City of the relocation of any City-owned utilities and such portions of the County Project.

If the City identifies defects during a construction contractor's applicable warrant of performance or maintenance bond period related to the relocated City-owned utilities or such portions of the County Project that the City is accepting for ongoing ownership and maintenance, the County represents and agrees that its engineer for the County Project shall cooperate with the City in providing documentation, clarifications, and review of the identified construction defect to the same extent as the engineer would for the County under the engineer's scope of work for the County Project during such warranty period.

III.
CITY OBLIGATIONS

3.01 Permission to Construct. City agrees to allow the County to construct the County Project on and within City property.

3.02 Permission to Acquire ROW. The City agrees to allow the County to acquire easements and right-of-way for the County Project, through condemnation or otherwise, within the City's boundaries. The City further agrees to provide the right-of-way footprint to potential developers and acquire the right-of-way through the development process to the extent possible.

3.03 Operation and Maintenance After Acceptance. City agrees to be responsible for the operation and maintenance of the County Project improvements within the City's territorial limits after completion and acceptance by the City.

3.04 City Payment. The City shall reimburse the County for the County Project in an amount not to exceed TWO HUNDRED THOUSAND DOLLARS ($200,000.00) for the design, right-of-way acquisition, and construction, including utility relocation costs for utilities not owned by the City (together "City Participation Amount"). The County will submit reimbursement requests up to the City Participation Amount using the following payment schedule: 25% upon full execution of this Agreement between the City and the County, 25% upon the County awarding the construction bid, 25% when construction is 50% complete, as determined by the value of the work completed to date against the contract amount, and 25% upon substantial completion. The payment schedule is anticipated to follow the milestones identified in the anticipated project schedule shown in Exhibit "B" attached hereto.

3.05 Texas Prompt Payment Act Compliance. 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 Customer receives the goods under the contract; (2) the date the performance of the service under the contract is completed; or (3) the date the City Auditor receives an invoice for the goods or services. Interest charges for any overdue payments shall be paid by City 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 City 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.

3.06 Operation and Maintenance After Acceptance.

For portions of the County Project that are located in the City's extraterritorial jurisdiction, the County shall be responsible for the operation and maintenance of such portions of the County Project roadway improvements upon completion, unless and until the right-of-way in which the

County Project roadway improvements are located is annexed, in whole or in part, into the City's corporate city limits consistent with state law, at which time the City agrees to be responsible for the operation and maintenance of the portions of the County Project roadway improvements located within the City's corporate city limits only after such future annexation occurs.

To the extent portions of the County Project roadway improvements are located within the City's current corporate city limits, or to the extent the County Project involves any relocation of any City-owned utilities, after the City inspects and accepts the completion of such improvements or relocations, the City will own and maintain such roadway improvements or relocated City-owned utilities without need of formal conveyance. Upon the City's acceptance, the County shall provide the City with copies of all documents related to such portions of the roadway improvements and relocation of the City-owned utilities, including but not limited to: approved construction plans and specifications; final contracts and amendments, if any; approved change orders, if any; as-built drawings or surveys; applicable warranties and performance and maintenance bonds.

3.07 NO LIABILITY OR WARRANTY OF SERVICES. THE CITY AGREES AND ACKNOWLEDGES THAT THE COUNTY DOES NOT ASSUME ANY LIABILITY FOR, OR WARRANT, THE SERVICES THAT A THIRD-PARTY PROVIDES PURSUANT TO THIS AGREEMENT OR CONSTRUCTION AGREEMENT. THE CITY AGREES AND ACKNOWLEDGES THAT THE COUNTY SHALL NOT BE LIABLE FOR ANY CLAIM OR CAUSE OF ACTION THAT THE CITY MAY HAVE NOW OR IN THE FUTURE AGAINST AN ENGINEER OR THIRD-PARTY FOR ANY DAMAGES OF ANY NATURE WHATSOEVER ALLEGEDLY SUSTAINED BY THE CITY, OR ANYONE HAVING A CLAIM BY, THROUGH OR UNDER THE CITY RELATED IN ANY WAY, DIRECTLY OR INDIRECTLY, WITH THE SERVICES PROVIDED BY A THIRD-PARTY PURSUANT THIS AGREEMENT.

3.08. City's Right to Audit. The County agrees that the City 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 the County which are directly pertinent to the services to be performed and amounts expended under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. The County agrees that City shall have access during normal working hours to all necessary County facilities and records, and shall be provided adequate and appropriate workspace in order to conduct audits in compliance with the provisions of this section. The City shall give the County reasonable advance notice of intended audits.

IV.
DISPUTES

4.01 Material Breach; Notice and Opportunity to Cure.

(a) In the event that one Party believes that another Party has materially breached one of the provisions of this Agreement, the non-defaulting Party will make written demand to cure and give the defaulting Party up to 30 days to cure such material breach or, if the curative action cannot reasonably be completed within 30 days, the defaulting Party will commence the curative action within 30 days and thereafter diligently pursue the curative action to completion. Notwithstanding the foregoing, any matters specified in the default notice which may be cured solely by the payment of money must be cured within 10 days after receipt of the notice. This applicable time period must pass before the non-defaulting Party may initiate any remedies available to the non-defaulting party due to such breach.

(b) Any non-defaulting Party will mitigate direct or consequential damages arising from any breach or default to the extent reasonably possible under the circumstances.

(c) The Parties agree that they will negotiate in good faith to resolve any disputes and may engage in non-binding mediation, arbitration, or other alternative dispute resolution methods as recommended by the laws of the State of Texas.

4.02 Equitable Relief. In recognition that failure in the performance of the Parties' respective obligations could not be adequately compensated in monetary damages alone, the Parties agree that after providing notice and an opportunity to cure in accordance with Section 4.01 above, the Parties shall have the right to request any court, agency or other governmental authority of appropriate jurisdiction to grant any and all remedies which are appropriate to assure conformance to the provisions of this Agreement. The defaulting Party shall be liable to the other for all costs actually incurred in pursuing such remedies, including reasonable attorney's fees, and for any penalties or fines as a result of the failure to comply with the terms including, without limitation, the right to obtain a writ of mandamus or an injunction requiring the governing body of the defaulting party to levy and collect rates and charges or other revenues sufficient to pay the amounts owed under this Agreement.

4.03 Agreement's Remedies Not Exclusive. The provisions of this Agreement providing remedies in the event of a Party's breach are not intended to be exclusive remedies. The Parties retain, except to the extent released or waived by the express terms of this Agreement, all rights at law and in equity to enforce the terms of this Agreement.

V.
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 and the last expiration of any applicable contractor's warranty or performance or maintenance bond related to the County Project roadway improvements or the relocation of any City-owned utilities.

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.

5.04 Payment from Current Revenues. Any payments required to be made by a Party under this Agreement will be paid from current revenues or other funds lawfully available to the Party for such purpose.

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 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. The 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:

LIBERTY HILL: City of Liberty Hill
926 Main Street
Liberty Hill, Texas 78642
Attn: City Manager
Telephone: 512-778-5449
Facsimile: 512-778-5418

COUNTY: 710 S. Main Street,
Georgetown, Texas 78626
Attn: County Judge
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)

THE CITY OF LIBERTY HILL, TEXAS

By: Crystal Mancilla

Name: Crystal Mancilla

Its: Mayor

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

THIS INSTRUMENT was acknowledged before me on this 11th day of Sept., 2025, by Crystal Mancilla as the Mayor of the City of Liberty Hill Texas, on behalf of said City.

Lisa Elaine Simpson
Notary Public, State of Texas

CITY OF LIBERTY HILL INCORPORATED 1999

LISA ELAINE SIMPSON
Notary Public, State of Texas
Comm. Expires 08-02-2027
Notary ID 11692796

WILLIAMSON COUNTY, TEXAS

By:_____
Steven Snell, County Judge

ATTEST:

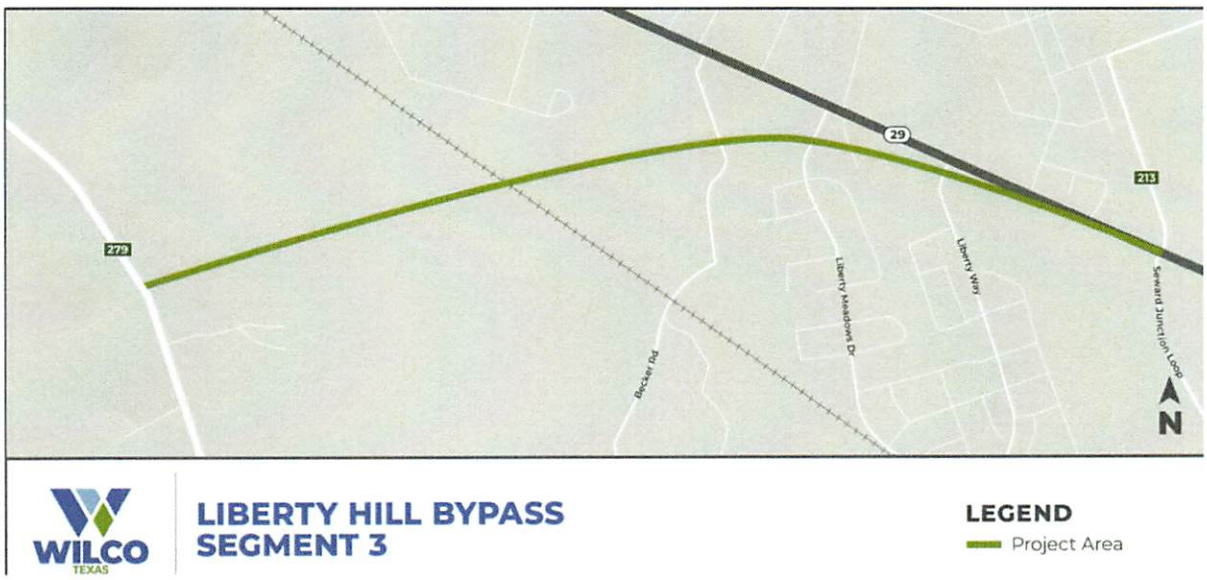
By: _____
Nancy Rister, County Clerk

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

THIS INSTRUMENT was acknowledged before me on this _____, by Steven Snell, County Judge of Williamson County, Texas, on behalf of said County.

_____
Notary Public, State of Texas

Exhibit "A"



Liberty Hill Bypass Segment East (also referred to as Segment 3) from Bagdad Road to State Highway 29

Exhibit "B"

LIBERTY HILL BYPASS EAST (SEG 3)

PAYMENT SCHEDULE

Total Costs	% Responsibility	Description
$ 33,972,300.00	100%	Total Costs
$ 33,772,300.00	99.41%	County Costs
$ 200,000.00	0.59%	City Costs

Payment Schedule per Pursuant to Section 3.04	Amount	Anticipated Payment Date
25% upon full execution of the Agreement between the City and the County	$ 50,000.00	Within 30 days of the full execution of this Agreement
25% upon awarding bid	$ 50,000.00	4/30/26
25% when construction is 50% complete, as determined by the value of the work completed to date against the contract amount	$ 50,000.00	02/27/27
25% upon substantial completion	$ 50,000.00	12/31/27
Total	**$ 200,000.00**	

Commissioners Court - Regular Session **67.**

Meeting Date: 09/23/2025

Interlocal Agreement with City of Liberty Hill for Bypass West

Submitted For: Don Childs **Submitted By:** Don Childs, 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 Participation of the City of Liberty Hill and Williamson County, Texas in the Design and Construction Costs Related to the Liberty Hill Bypass Segment West Project.

Background

Funding Source: Road Bonds P662

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

ILA

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:33 AM
Form Started By: Don Childs		Started On: 09/16/2025 03:34 PM
Final Approval Date: 09/17/2025		

INTERLOCAL AGREEMENT
REGARDING THE PARTICIPATION OF THE CITY OF LIBERTY HILL AND WILLIAMSON COUNTY, TEXAS IN THE DESIGN AND CONSTRUCTION COSTS RELATED TO THE
LIBERTY HILL BYPASS SEGMENT WEST PROJECT

THE STATE OF TEXAS §
§ KNOW ALL BY THESE PRESENTS:
COUNTY OF WILLIAMSON §

THIS INTERLOCAL AGREEMENT ("**Agreement**") is entered into between the City of Liberty Hill, Texas ("**City**"), a Texas home-rule municipality, and Williamson County, a political subdivision of the State of Texas ("**County**"). In this Agreement, 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 and constructing improvements to the Liberty Hill Bypass Segment West (also referred to as Segment 1) from State Highway 29 (west of Liberty Hill High School) to RM 1869, as shown in Exhibit "A" attached hereto ("County Project");

WHEREAS, the County Project is located at least in part within the City's extraterritorial jurisdiction and will benefit the residents of the City, and 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 for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the County and City agree as follows:

PURPOSE

1.01 General. The purpose of this Agreement is to provide for the City's participation in the design, right-of-way acquisition, utility relocation, and construction of the County Project.

II.
DESIGN AND CONSTRUCTION OF COUNTY PROJECT

2.01 Design of County Project. The County shall be responsible for contracting with a firm ("Design Firm") regarding the engineering and design for the County Project and shall ensure that the design includes the following:

A new location two-lane road with intermittent turn lanes between SH 29 and RM 1869.

2.02 Design and Construction Costs. The County shall be responsible for all costs associated with the preliminary and final design, right-of-way acquisition, relocation of utilities not owned by the City, relocation of any City-owned utilities installed within City-owned easements that were of record prior to the County's acquisition of right-of-way for the County Project that intersect or overlap such City-owned easements, construction bidding, project management, and all other costs related to the County Project ("Project Cost"). The estimated Project Cost is $52,000,000, which includes all costs related to the construction of the County Project; except that the City shall be solely responsible for the relocation of any City utilities that are located only within existing County right-of-way (and not within a prior City-owned easement).

2.03 Construction Plans. The County Project plans and specifications, including any amendments, for the improvements shall be provided to the City for review and comment prior to construction.

2.04 Inspection. The City may inspect all aspects of the County Project located within City's territorial limits or involving the relocation of any City-owned utilities during construction. Upon receipt of notification from the City that the City's inspectors determine the construction by the County is not in accordance with the approved project plans, the County shall cease construction until the deficiency can be identified and a corrective plan of construction implemented with the agreement of the City.

2.05 Permits. The County shall be responsible for obtaining permits, if any, required for the construction of the County Project.

2.06 Insurance, Bonds and Warranties. The County shall require the contractor for the County Project to name the City as an additional insured on any policies related to related to the relocation of any City-owned utilities or related to portions of the County Project located within the City's corporate city limits. The County shall require all performance and maintenance bonds related to the relocation of any City-owned utilities or related to portions of the County Project located within the City's corporate city limits in favor of the City in amounts satisfactory to the City. All applicable warranties, performance, payment, and maintenance bonds related to the relocation of any City-owned utilities or related to portions of the County Project located within the City's corporate city limits shall be transferred to City upon final completion and acceptance by the City of the relocation of any City-owned utilities and such portions of the County Project.

If the City identifies defects during a construction contractor's applicable warrant of performance or maintenance bond period related to the relocated City-owned utilities or such portions of the County Project that the City is accepting for ongoing ownership and maintenance, the County represents and agrees that its engineer for the County Project shall cooperate with the City in providing documentation, clarifications, and review of the identified construction defect to the same extent as the engineer would for the County under the engineer's scope of work for the County Project during such warranty period.

III.
CITY OBLIGATIONS

3.01 Permission to Construct. City agrees to allow the County to construct the County Project on and within City property.

3.02 Permission to Acquire ROW. The City agrees to allow the County to acquire easements and right-of-way for the County Project, through condemnation or otherwise, within the City's boundaries. The City further agrees to provide the right-of-way footprint to potential developers and acquire the right-of-way through the development process to the extent possible.

3.03 City Payment. The City shall reimburse the County for the County Project in an amount not to exceed TWO HUNDRED THOUSAND DOLLARS ($200,000.00) for the design, right-of-way acquisition, and construction, including utility relocation costs for utilities not owned by the City (together "City Participation Amount"). The County will submit reimbursement requests up to the City Participation Amount using the following payment schedule: 25% upon full execution of this Agreement between the City and the County, 25% upon the County awarding the construction contract bid, 25% when construction is 50% complete, as determined by the value of the work completed to date against the contract amount, and 25% upon substantial completion. The payment schedule is anticipated to follow the milestones identified in the anticipated project schedule shown in Exhibit "B" attached hereto.

3.04 Operation and Maintenance After Acceptance. Because the County Project is located in the City's extraterritorial jurisdiction, the County shall be responsible for the operation and maintenance of the County Project roadway improvements upon completion, unless and until the right-of-way in which the County Project roadway improvements are located is annexed, in whole or in part, into the City's corporate city limits consistent with state law, at which time the City agrees to be responsible for the operation and maintenance of the portions of the County Project roadway improvements located within the City's corporate city limits only after such future annexation occurs.

To the extent the County Project involves any relocation of any City-owned utilities, after the City inspects and accepts the completion of such relocations, the City will own and maintain the relocated City-owned utilities without need of formal conveyance. Upon the City's acceptance, the County shall provide the City with copies of all documents related to the relocation of the City-owned utilities, including but not limited to: approved construction plans and specifications; final contracts and amendments, if any; approved change orders, if any; as-built drawings or surveys;

applicable warranties and performance and maintenance bonds.

3.05 Texas Prompt Payment Act Compliance. 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 Customer receives the goods under the contract; (2) the date the performance of the service under the contract is completed; or (3) the date the City Auditor receives an invoice for the goods or services. Interest charges for any overdue payments shall be paid by City 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 City 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.

3.06 NO LIABILITY OR WARRANTY OF SERVICES. THE CITY AGREES AND ACKNOWLEDGES THAT THE COUNTY DOES NOT ASSUME ANY LIABILITY FOR, OR WARRANT, THE SERVICES THAT A THIRD PARTY PROVIDES PURSUANT TO THIS AGREEMENT OR CONSTRUCTION AGREEMENT. THE CITY AGREES AND ACKNOWLEDGES THAT THE COUNTY SHALL NOT BE LIABLE FOR ANY CLAIM OR CAUSE OF ACTION THAT THE CITY MAY HAVE NOW OR IN THE FUTURE AGAINST AN ENGINEER OR THIRD-PARTY FOR ANY DAMAGES OF ANY NATURE WHATSOEVER ALLEGEDLY SUSTAINED BY THE CITY, OR ANYONE HAVING A CLAIM BY, THROUGH OR UNDER THE CITY RELATED IN ANY WAY, DIRECTLY OR INDIRECTLY, WITH THE SERVICES PROVIDED BY A THIRD PARTY PURSUANT THIS AGREEMENT.

3.07. City's Right to Audit. The County agrees that the City 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 the County which are directly pertinent to the services to be performed and amounts expended under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. The County agrees that City shall have access during normal working hours to all necessary County facilities and records, and shall be provided adequate and appropriate workspace in order to conduct audits in compliance with the provisions of this section. The City shall give the County reasonable advance notice of intended audits.

IV.
DISPUTES

4.01 Material Breach; Notice and Opportunity to Cure.

(a) In the event that one Party believes that another Party has materially breached one of the provisions of this Agreement, the non-defaulting Party will make written demand to cure

and give the defaulting Party up to 30 days to cure such material breach or, if the curative action cannot reasonably be completed within 30 days, the defaulting Party will commence the curative action within 30 days and thereafter diligently pursue the curative action to completion. Notwithstanding the foregoing, any matters specified in the default notice which may be cured solely by the payment of money must be cured within 10 days after receipt of the notice. This applicable time period must pass before the non-defaulting Party may initiate any remedies available to the non-defaulting party due to such breach.

(b) Any non-defaulting Party will mitigate direct or consequential damages arising from any breach or default to the extent reasonably possible under the circumstances.

(c) The Parties agree that they will negotiate in good faith to resolve any disputes and may engage in non-binding mediation, arbitration, or other alternative dispute resolution methods as recommended by the laws of the State of Texas.

4.02 Equitable Relief. In recognition that failure in the performance of the Parties' respective obligations could not be adequately compensated in monetary damages alone, the Parties agree that after providing notice and an opportunity to cure in accordance with Section 4.01 above, the Parties shall have the right to request any court, agency or other governmental authority of appropriate jurisdiction to grant any and all remedies which are appropriate to assure conformance to the provisions of this Agreement. The defaulting Party shall be liable to the other for all costs actually incurred in pursuing such remedies, including reasonable attorney's fees, and for any penalties or fines as a result of the failure to comply with the terms including, without limitation, the right to obtain a writ of mandamus or an injunction requiring the governing body of the defaulting party to levy and collect rates and charges or other revenues sufficient to pay the amounts owed under this Agreement.

4.03 Agreement's Remedies Not Exclusive. The provisions of this Agreement providing remedies in the event of a Party's breach are not intended to be exclusive remedies. The Parties retain, except to the extent released or waived by the express terms of this Agreement, all rights at law and in equity to enforce the terms of this Agreement.

V.
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 and the last expiration of any applicable contractor's warranty or performance or maintenance bond related to the relocation of any City-owned utilities..

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.

5.04 Payment from Current Revenues. Any payments required to be made by a Party under this Agreement will be paid from current revenues or other funds lawfully available to the Party for such purpose.

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 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. The 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:

LIBERTY HILL: City of Liberty Hill
926 Main Street
Liberty Hill, Texas 78642
Attn: City Manager
Telephone: 512-778-5449
Facsimile: 512-778-5418

COUNTY: 710 S. Main Street
Georgetown, Texas 78626
Attn: County Judge
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)

THE CITY OF LIBERTY HILL, TEXAS

By: Crystal Mancilla

Name: Crystal Mancilla

Its: Mayor

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

THIS INSTRUMENT was acknowledged before me on this 12th day of Sept., 2025, by Crystal Mancilla as Mayor of the City of Liberty Hill Texas, on behalf of said City.

Lisa Elaine Simpson
Notary Public, State of Texas

LISA ELAINE SIMPSON
Notary Public, State of Texas
Comm. Expires 08-02-2027
Notary ID 11692796

WILLIAMSON COUNTY, TEXAS

By:_____
Steven Snell, County Judge

ATTEST:

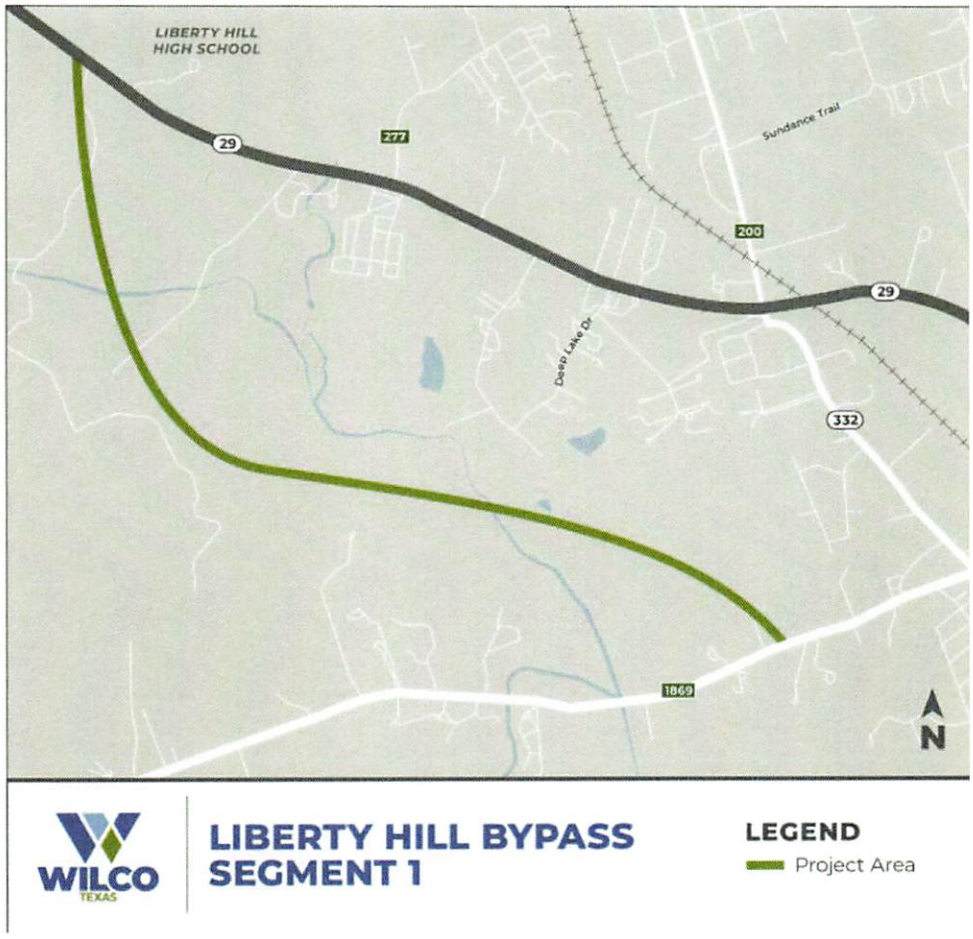
By: _____
Nancy Rister, County Clerk

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

THIS INSTRUMENT was acknowledged before me on this _____, by Steven Snell, County Judge of Williamson County, Texas, on behalf of said County.

_____
Notary Public, State of Texas

Exhibit "A"



Liberty Hill Bypass Segment West (also referred to as Segment 1) from State Highway 29 (west of Liberty Hill High School) to RM 1869

Exhibit "B"

PAYMENT SCHEDULE
LIBERTY HILL BYPASS WEST (SEG 1)

Total Costs	% Responsibility	Description
$ 51,940,386.00	100%	Total Costs
$ 51,740,386.00	99.62%	County Costs
$ 200,000.00	0.38%	City Costs

Payment Schedule per Pursuant to Section 3.03	Amount	Anticipated Payment Date
25% upon full execution of the Agreement between the City and the County	$ 50,000.00	Within 30 days of the full execution of this Agreement
25% upon awarding bid	$ 50,000.00	6/30/26
25% when construction is 50% complete, as determined by the value of the work completed to date against the contract amount	$ 50,000.00	06/30/27
25% upon substantial completion	$ 50,000.00	06/30/28
Total	**$ 200,000.00**	

Commissioners Court - Regular Session **68.**

Meeting Date: 09/23/2025

Seward Junction N Loop PEC Letter Agreement

Submitted For: Don Childs **Submitted By:** Don Childs, Road Bond

Department: Road Bond

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider and take appropriate action on a Letter Agreement with CHV Liberty Hill Property Owner LLC to acquire 0.0085 AC needed as an electric easement for the construction of the Seward Junction N Loop project (Parcel 25).

Background

Funding Source: TANS P588

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

Agreement

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:33 AM
Form Started By: Don Childs		Started On: 09/16/2025 03:36 PM
Final Approval Date: 09/17/2025		

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

September 3, 2025

CHV Liberty Hill Property Owner LLC
Langford Stuber
6601-E Hillcrest Ave., Suite 212
Dallas, Texas 75205

Re: Seward Junction Loop North—PEC electric easement
Parcel: 25-PEC

Dear Sirs:

Please allow this letter to set out my understanding regarding our Agreement for the acquisition of a permanent electric easement by Williamson County and Pedernales Electric Cooperative, Inc. (collectively the "County") in and across portions of the property owned by CHV Liberty Hill 29 Property Owner LLC ("Owner") as part of the County's proposed Seward Junction Loop Northeast roadway and utility adjustment improvements ("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 electric easement ("Easement") in and to a 0.0085-acre (372 square foot) tract of land, such rights to be granted in the form as set out in Exhibit "A" attached hereto and incorporated herein, County shall pay Owner the sum of **$ 11,000.00** in cash or other good funds ("Purchase Price").

2. If requested by County, the Closing and completion of this transaction shall take place at Longhorn Title Company ("Title Company") within thirty (30) days after full execution of this Agreement, or at other date and time agreed to between the parties.

Upon request, the 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 County or to the Easement Grantee in completion of this transaction. County shall be responsible for all 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 joinder, consent or subordination required as a condition of the Closing.

Upon completion of (1) the full execution of this Agreement by all parties, and (2) acknowledgment by the Title Company of delivery by County of the full Purchase Price to the Title Company, Purchaser, its agents and contractors shall be permitted at any time after September 30, 2025 to enter and possess the Property prior to Closing for the purpose of completing any and all necessary construction activities associated with the proposed improvement construction project of County.

To the extent allowed by law County, its agents and contractors agree to release, indemnify, and otherwise hold Owner harmless from any damages or other losses to owner or any third party resulting from any acts or omissions performed under the limited right of possession herein. The parties further agree to continue to use diligence in assisting with any title curative or lienholder consent measures required by the Contract to expeditiously complete the Closing of the purchase transaction.

3. This Agreement is being made, and the Easement is being delivered, in lieu of condemnation.

If this meets with your understanding, please have this letter executed by the appropriate person where indicated and return it to me, and we will have this approved and signed by the County and process this for payment and 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,

/s/ Don Childs
Don Childs
Sheets & Crossfield, PLLC

[signature page follows]

AGREED:

CHV LIBERTY HILL 29 PROPERTY OWNER LLC,
a Delaware limited liability company

By: Langford Stuber

Name: Authorized Signatory: Langford Stuber

Address: 6601E Hillcrest Avenue, Ste 212

Dallas, TX 75205

Date: 9/15/2025

ACCEPTED AND AGREED:

WILLIAMSON COUNTY, TEXAS

By: _____
Steve Snell
County Judge

Date: _____

EXHIBIT "A" FORM OF EASEMENT FOLLOWS

ELECTRIC UTILITY EASEMENT

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

That **CHV LIBERTY HILL 29 PROPERTY OWNER LLC, a Delaware limited liability company**, for and in consideration of ONE DOLLAR ($1.00) in hand paid by Williamson County, Texas, has granted, sold, and conveyed and by these presents does grant, sell, and convey unto **PEDERNALES ELECTRIC COOPERATIVE, INC.** ("Grantee") an easement and right-of-way as hereinafter described for the purpose of an electric distribution line consisting of variable number of wires, and all necessary or desirable appurtenances (including poles made of wood, metal or other materials, telephone and cable television wires owned or permitted by Grantee, props, guys, and anchors) over, across and upon the following described lands located in Williamson County, Texas, to-wit:

> All of that certain 0.0085 acre (372 square foot) tract in the Noah Smithwick Survey, Abstract No. 590, Williamson County, Texas; being more fully described by metes and bounds in Exhibit "A", attached hereto and incorporated herein (**Parcel 25-PEC)**

With guying easements as needed, together with the right of ingress and egress over Grantor's adjacent lands to or from said right-of-way for the purpose of constructing, reconstructing, inspecting, patrolling, hanging new wire on, maintaining and removing said lines and appurtenances; provided however the right to use such adjacent lands shall only be permitted if there is no reasonably available access to the easement area from a public right of way; the right to relocate the lines within the limits of said easement and right-of-way; the right to remove from said lands all trees and parts thereof, or other obstructions which endanger or may interfere with the efficiency of said lines or their appurtenances.

Grantor warrants that Grantor is the owner of said property and has the right to execute this easement.

TO HAVE AND TO HOLD the above-described easement and rights unto Grantee and its successors and assigns, until said easement and rights shall be relinquished.

Grantor, Grantor's heirs and legal representatives do hereby bind themselves to warrant and forever defend all and singular the above-described easement and rights unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof by, through or under Grantor, but not otherwise.

WITNESS my hand this _____ day of _____, 2025.

[signature page follows]

GRANTOR:

CHV LIBERTY HILL 29 PROPERTY OWNER LLC, a Delaware limited liability company

By: _____

Name:: _____

Title: _____

THE STATE OF TEXAS

COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged that they executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of

_____, 2025.

_____
Notary Public in and for
The State of Texas

Please Return to:

JOINDER AND CONSENT OF LIENHOLDER TO ELECTRIC EASEMENT

SIMMONS BANK, as Beneficiary under a Deed of Trust executed by CHV Liberty Hill 29 Property Owner LLC, to Amanda R. Grainger, Trustee, recorded in Document No. 2022086999 (the "Grantor Security Document") of the Official Records of Williamson County, Texas that creates liens, security interests and other rights and powers that encumber all or parts of the property described in Exhibit "A" ("Grantor Liens"), executes this electric utility easement ("Easement") for the limited purpose of (i) consenting to the terms and conditions of the foregoing Easement and (ii) agreeing that the Grantor Security Documents and the Grantor Liens are and shall be subordinate and inferior to all of the easements, restrictions, terms and provisions of the Easement, so that no enforcement of the terms of the Grantor Security Documents shall amend, impair or otherwise affect the easements, restrictions, terms or provisions of said Easement.

SIMMONS BANK

By:_____

Name:_____

Title:_____

ACKNOWLEDGEMENT

THE STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me on this _____ day of _____, 2025, by _____, known to me to be the person whose name is subscribed to the preceding instrument, and acknowledged to me that he/she executed the same for the purposes and consideration recited herein.

_____

Notary Public in and for the State of _____

EXHIBIT "A"

Parcel 25-PEC
0.0085 Acre Easement
Noah Smithwick Survey, Abstract No. 590
Williamson County, Texas

DESCRIPTION OF PARCEL 25-PEC

BEING a 0.0085 of one acre (372 square foot) easement out of the Noah Smithwick Survey, Abstract No. 590, Williamson County, Texas, being a portion Lot 1, Block B, CHV Liberty Hill 29 Addition Lots 1, 2, and Lot 3 Right-of-Way Reserve, Block B, a subdivision of record in Document No. 2023059227, Official Public Records, Williamson County, Texas, said Lot 1 being a portion of the remainder of that tract described as 42.682 acres conveyed to CHV Liberty Hill 29 Property Owner LLC by Corrective Special Warranty Deed with Vendor's Lien dated July 20, 2022, as recorded in Document No. 2022117399, Official Public Records, Williamson County, Texas; said 0.0085 of one acre easement being more particularly described by metes and bounds as follows:

BEGINNING at a calculated point in the east line of said Lot 1, and the west line Lot 3, Block B (right-of-way reserve) in said CHV Liberty Hill 29 Addition Lots 1, 2, and Lot 3 Right-of-Way Reserve, Block B subdivision, said POINT OF BEGINNING having Surface Coordinates of N=10,210,839.26, E=3,074,514.16, and being 91.69 feet right of Engineer's Baseline Station 290+69.90, from which a 1/2-inch iron rod found at the southeast corner of said Lot 1, and the southwest corner of said Lot 3, being the northeast corner of that tract described as 2.676 acres conveyed to Robert Abbott by General Warranty Deed (with Third Party Vendor's Lien, as recorded in Document No. 2021062992, Official Public Records, Williamson County, Texas, and being in the existing west right-of-way line of County Road 260 (CR 260, Sunset Ridge Drive, varying width right-of-way), bears South 08°40'49" East 48.53 feet, and from which a mag nail with washer found at the southeast corner of said Lot 3, being in the existing west right-of-way line of CR 260, bears North 69°24'17" West 22.51 feet;

1) THENCE, along the south line of this easement, crossing said Lot 1, **North 50°18'13" West 33.27 feet** to a calculated point, being 114.36 feet right of Engineer's Baseline Station 290+45.55;

2) THENCE, along the west line of this easement, crossing said Lot 1, **North 39°41'47" East 15.00 feet** to a calculated point, being 103.38 feet right of Engineer's Baseline Station 290+35.32;

3) THENCE, along the north line of this easement, crossing said Lot 1, **South 50°18'13" East 16.39 feet** to a calculated point in the east line of said Lot 1, and the west line of said Lot 3;

4) THENCE, along the east line of this easement and said Lot 1, and the west line of said Lot 3, **South 08°40'49" East 22.58 feet** to the POINT OF BEGINNING and containing 0.0085 of one acre (372 square feet) of land within these metes and bounds.

Bearing Basis Note

The bearings described herein are based on the Texas Coordinate System, South Central Zone (4204), NAD83 (2011) EPOCH 2010.00. The coordinates shown are surface coordinates.

SURVEYED BY:

McGRAY & McGRAY LAND SURVEYORS, INC.
3301 Hancock Dr., Ste. 6
Austin, TX 78731 (512) 451-8591
TBPELS Survey Firm# 10095500



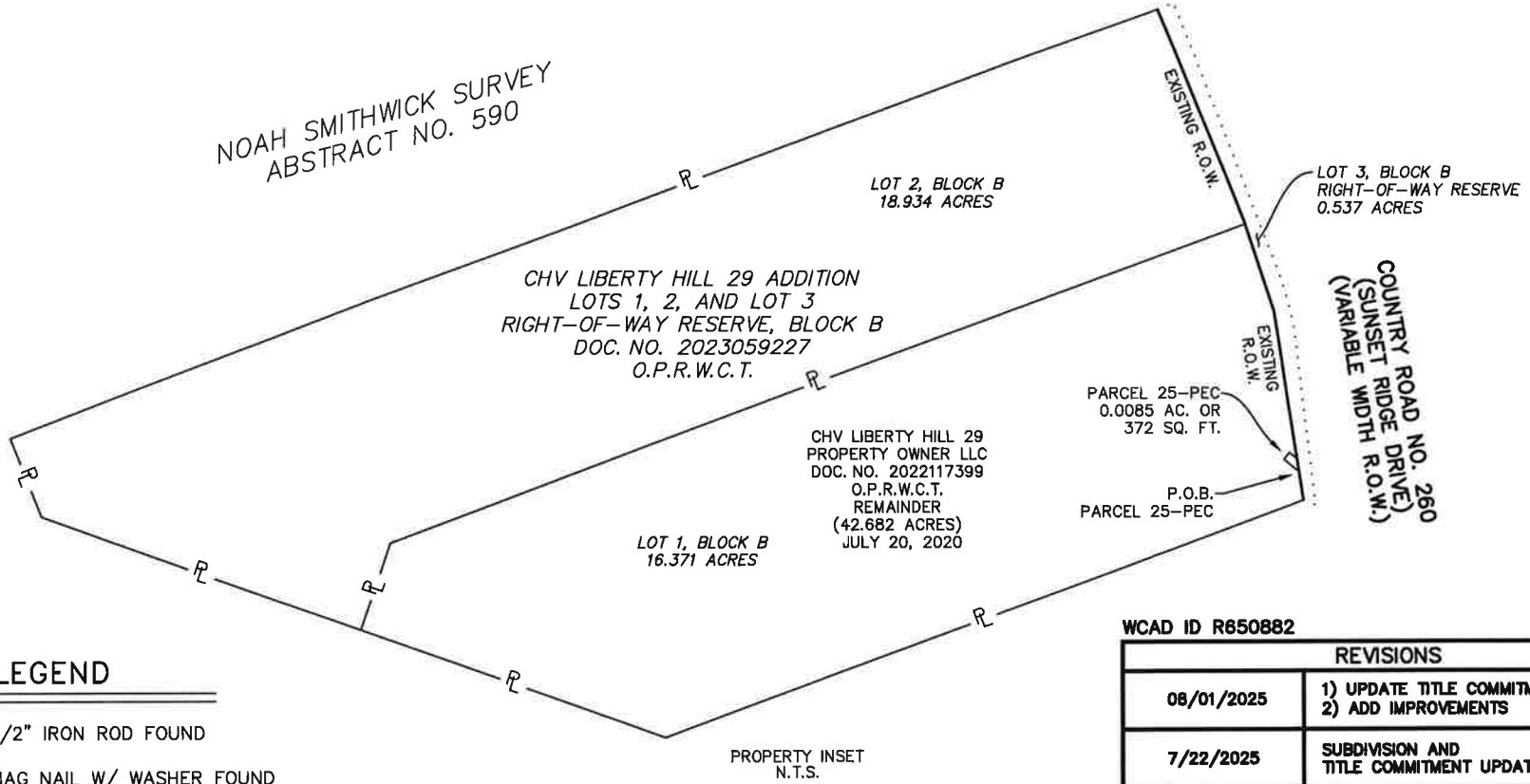
08/01/2025

Chris Conrad, Reg. Professional Land Surveyor No. 5623 Date

Note: There is a plat to accompany this description.
M:\LJA~23-086~Seward Junction Loop\Description\Parcel 25-PEC_R2
Issued 06/20/2025; Revised 07/22/2025, 08/01/2025

WCAD ID R650882

SKETCH TO ACCOMPANY DESCRIPTION OF 0.0085 AC. OR 372 SQ. FT. OF LAND OUT OF THE NOAH SMITHWICK SURVEY, ABSTRACT NO. 590 WILLIAMSON COUNTY, TEXAS



LEGEND

●	1/2" IRON ROD FOUND
▲	MAG NAIL W/ WASHER FOUND
△	CALCULATED POINT
O.P.R.W.C.T.	OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS
D.R.W.C.T.	DEED RECORDS WILLIAMSON COUNTY, TEXAS
P.O.B.	POINT OF BEGINNING
℄	PROPERTY LINE
P.U.E.	PUBLIC UTILITY EASEMENT
(.....)	RECORD INFORMATION
R.O.W.	RIGHT OF WAY
N.T.S.	NOT TO SCALE

LEGEND

-O-	POWER POLE
←	GUY ANCHOR
⊗	VALVE GENERIC
MB □	MAILBOX
—— OE ——	OVERHEAD ELECTRIC
—×—×—×—	WIRE FENCE
—□—□—□—	METAL FENCE

WCAD ID R650882

REVISIONS	
08/01/2025	1) UPDATE TITLE COMMITMENT NOTE 2) ADD IMPROVEMENTS
7/22/2025	SUBDIVISION AND TITLE COMMITMENT UPDATE

AREA TABLE - ACRES (SQUARE FEET)		
RECORD AREA	ACQUISITION	REMAINDER
16.371 AC. (713,126 SF.)	N/A	16.371 AC. (713,126 SF.)

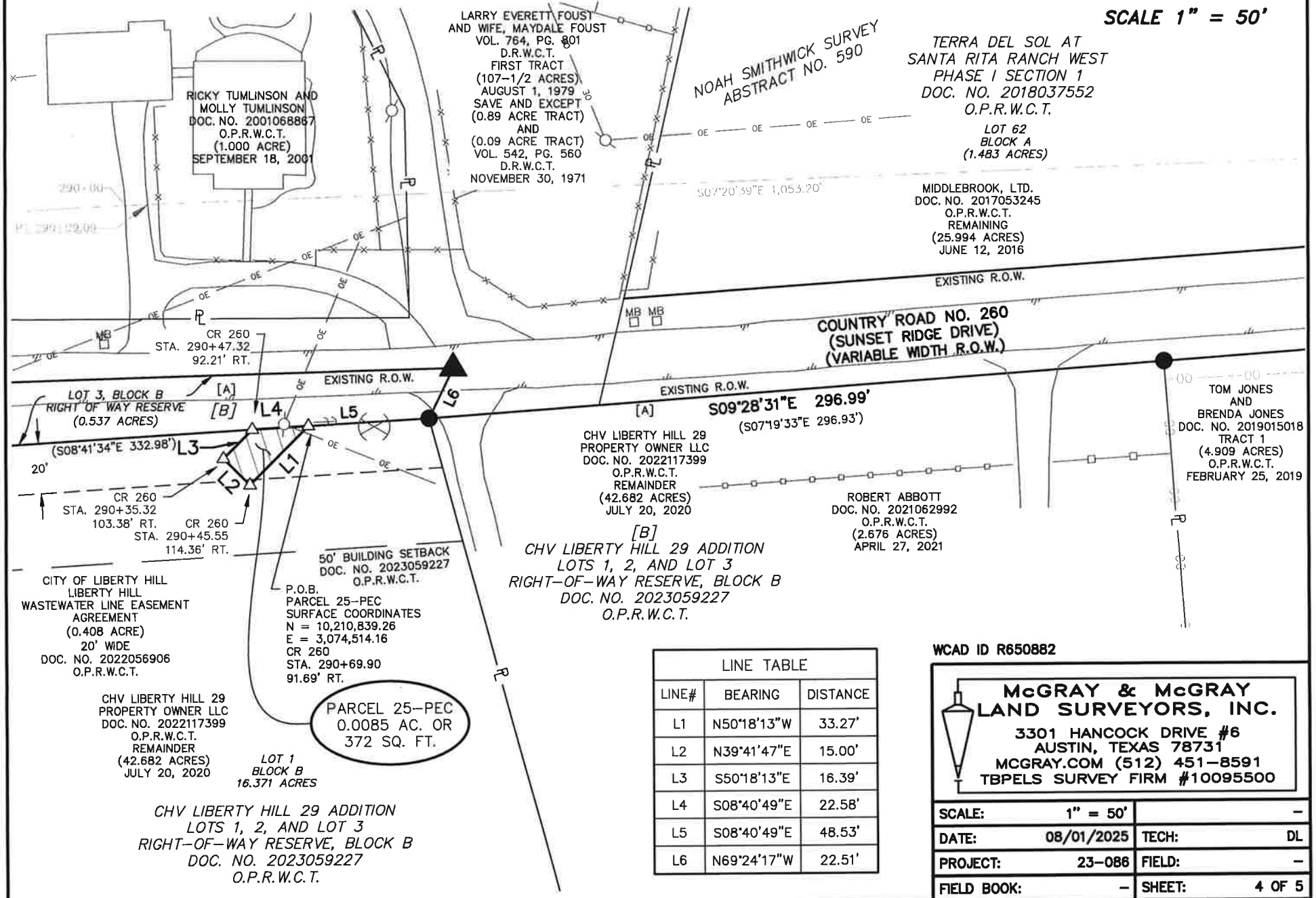
McGRAY & McGRAY
LAND SURVEYORS, INC.
3301 HANCOCK DRIVE #6
AUSTIN, TEXAS 78731
MCGRAY.COM (512) 451-8591
TBPELS SURVEY FIRM #10095500

SCALE:	N.T.S.		-
DATE:	08/01/2025	TECH:	DL
PROJECT:	23-086	FIELD:	-
FIELD BOOK:	-	SHEET:	3 OF 5

M:\LJA~23-086~Seward Junction Loop\Dwg\Parcels\PEC 25~CHV Liberty Hill 29\PEC~CHV Liberty Hill 29 - Parcel 25_R2.dwg

SKETCH TO ACCOMPANY DESCRIPTION OF 0.0085 AC. OR 372 SQ. FT. OF LAND OUT OF THE NOAH SMITHWICK SURVEY, ABSTRACT NO. 590 WILLIAMSON COUNTY, TEXAS

SCALE 1" = 50'



LINE TABLE		
LINE#	BEARING	DISTANCE
L1	N50°18'13"W	33.27'
L2	N39°41'47"E	15.00'
L3	S50°18'13"E	16.39'
L4	S08°40'49"E	22.58'
L5	S08°40'49"E	48.53'
L6	N69°24'17"W	22.51'

WCAD ID R650882

McGRAY & McGRAY
LAND SURVEYORS, INC.
3301 HANCOCK DRIVE #6
AUSTIN, TEXAS 78731
MCGRAY.COM (512) 451-8591
TBPELS SURVEY FIRM #10095500

SCALE:	1" = 50'		-
DATE:	08/01/2025	TECH:	DL
PROJECT:	23-086	FIELD:	-
FIELD BOOK:	-	SHEET:	4 OF 5

M:\LJA~23-086~Seward Junction Loop\Dwg\Parcels\PEC 25~CHV Liberty Hill 29\PEC~CHV Liberty Hill 29 - Parcel 25_R2.dwg

SKETCH TO ACCOMPANY DESCRIPTION OF 0.0085 AC. OR 372 SQ. FT. OF LAND OUT OF THE NOAH SMITHWICK SURVEY, ABSTRACT NO. 590 WILLIAMSON COUNTY, TEXAS

TITLE COMMITMENT NOTE:

COMMITMENT FOR TITLE INSURANCE PREPARED BY: TEXAN TITLE INSURANCE COMPANY
G.F. NO.: GT2503856
EFFECTIVE DATE: JULY 09, 2025
ISSUED: JULY 17, 2025

THE SURVEYOR HAS RELIED UPON THE REFERENCED COMMITMENT FOR TITLE REGARDING EASEMENTS, RESTRICTIONS, AND OTHER MATTERS AFFECTING THIS PROPERTY. NO ADDITIONAL RESEARCH WAS DONE FOR THE PURPOSE OF THIS SURVEY, ITEMS LISTED ARE WORDED ACCORDINGLY TO THE COMMITMENT, FOLLOWED BY SURVEYOR'S NOTES AND/OR OBSERVATIONS SHOWN IN BRACKETS. [ ]

1.) THE FOLLOWING RESTRICTIVE COVENANTS OF RECORD ITEMIZED BELOW: VOLUME 764, PAGE 801, DEED RECORDS, WILLIAMSON COUNTY, TEXAS; DOCUMENT NO. 2023059227 (PLAT) AND DOCUMENT NO. 2022086997, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS. **[DOES AFFECT]**

10.) THE FOLLOWING MATTERS AND ALL TERMS OF THE DOCUMENTS CREATING OR OFFERING EVIDENCE OF THE MATTERS:

a. ELECTRIC EASEMENT RECORDED IN VOLUME 516, PAGE 84, DEED RECORDS, WILLIAMSON COUNTY, TEXAS. **[DOES NOT AFFECT]**

b. WATER LINE EASEMENT RECORDED IN VOLUME 821, PAGE 688, DEED RECORDS, WILLIAMSON COUNTY, TEXAS, VOLUME 2168, PAGE 44, OFFICIAL RECORDS, WILLIAMSON COUNTY, TEXAS, AND DOCUMENT NO. 2014076202, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS. **[DOES NOT AFFECT]**

c. WATER LINE EASEMENT RECORDED IN DOCUMENT NO. 9737905, OFFICIAL RECORDS, WILLIAMSON COUNTY, TEXAS, AND DOCUMENT NO. 2014076202, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS. **[MAY AFFECT, LOCATION CANNOT BE DETERMINED FROM INFORMATION PROVIDED.]**

d. MINERAL RIGHTS RECORDED IN VOLUME 764, PAGE 801, DEED RECORDS, WILLIAMSON COUNTY, TEXAS. **[DOES AFFECT, BLANKET TYPE]**

e. MEMORANDUM OF TRAFFIC MITIGATION AGREEMENT RECORDED UNDER DOCUMENT NO. 2023038913, OFFICIAL RECORDS, WILLIAMSON COUNTY, TEXAS **[DOES AFFECT, BLANKET TYPE]**

f. WASTEWATER LINE EASEMENT RECORDED IN DOCUMENT NO. 2022056906, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS. **[DOES AFFECT]**

g. TERMS, CONDITIONS, AND STIPULATIONS OF THAT CERTAIN DEVELOPMENT AGREEMENT RECORDED IN DOCUMENT NO. 2025042867, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS. **[DOES AFFECT]**

NOTES:
1. THIS PROJECT IS REFERENCED, FOR ALL BEARING AND COORDINATE BASIS, TO THE TEXAS COORDINATE SYSTEM, CENTRAL ZONE (4203), NORTH AMERICAN DATUM OF 1983 (2011) EPOCH 2010.00. COORDINATES SHOWN HEREON ARE SURFACE COORDINATES.
2. THIS SURVEY WAS PERFORMED WITH THE BENEFIT OF A TITLE COMMITMENT PREPARED BY TEXAN TITLE INSURANCE COMPANY G.F. NO. GT2503856, EFFECTIVE DATE JULY 09, 2025.

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 DIRECTION AND SUPERVISION.

STATE OF TEXAS REGISTERED CHRIS CONRAD 5623 PROFESSIONAL LAND SURVEYOR

08/01/2025

CHRIS CONRAD, REG. PROF. LAND SURVEYOR NO. 5623 DATE

Note: There is a description to accompany this plat.

REVISED: 08/01/2025
REVISED: 07/22/2025
WCAD ID R419636 ISSUED: 06/20/2025

McGRAY & McGRAY LAND SURVEYORS, INC.
3301 HANCOCK DRIVE #6
AUSTIN, TEXAS 78731
MCGRAY.COM (512) 451-8591
TBPELS SURVEY FIRM #10095500

SCALE:	1" = 50'		-
DATE:	08/01/2025	TECH:	DL
PROJECT:	23-086	FIELD:	-
FIELD BOOK:	-	SHEET:	5 OF 5

M:\LJA~23-086~Seward Junction Loop\Dwg\Parcels\PEC 25~CHV Liberty Hill 29\PEC~CHV Liberty Hill 29 - Parcel 25_R2.dwg

Commissioners Court - Regular Session **70.**

Meeting Date: 09/23/2025

Senior Director Evaluations

Submitted For: Steven Snell **Submitted By:** Andrea Schiele, County Judge

Department: County Judge

Agenda Category: Executive Session

Information

Agenda Item

Deliberate, discuss and conduct annual reviews and evaluations of Senior Directors of Williamson County to include, but not be limited to the Senior Director of Williamson County ITS, Senior Director of Department of Infrastructure, Senior Director of Parks Department, Senior Director of Emergency Services, Senior Director of Facilities Management, Williamson County Commissioners Court County Manager and Williamson County Commissioners Court General Counsel (Executive Session as per Tex. Gov. Code Section 551.074 – Personnel Matters).

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)	Delia Colon	09/16/2025 04:51 PM
Form Started By: Andrea Schiele		Started On: 09/16/2025 04:40 PM
Final Approval Date: 09/16/2025		

Commissioners Court - Regular Session **72.**

Meeting Date: 09/23/2025

auto liability claim

Submitted By: Shannon Francis, General Counsel

Department: General Counsel

Agenda Category: Regular Agenda Items

Information

Agenda Item

Discuss, consider, and take appropriate action regarding Claim No. 09052024-560-338, an auto liability claim by Texas Council Risk Management for an incident occurring on or about 9/5/2024

Background

Fiscal Impact

From/To	Acct No.	Description	Amount

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
County Judge Exec Asst.	Delia Colon	09/17/2025 08:34 AM
Form Started By: Shannon Francis		Started On: 09/16/2025 10:18 PM
Final Approval Date: 09/17/2025		