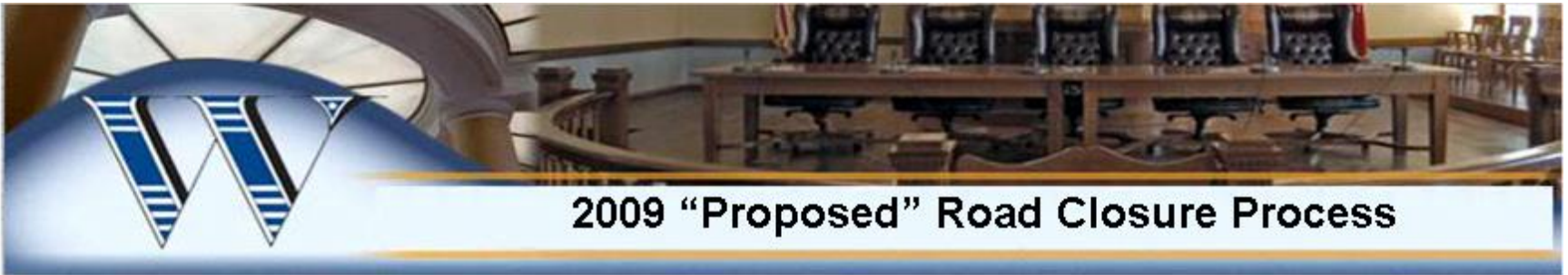



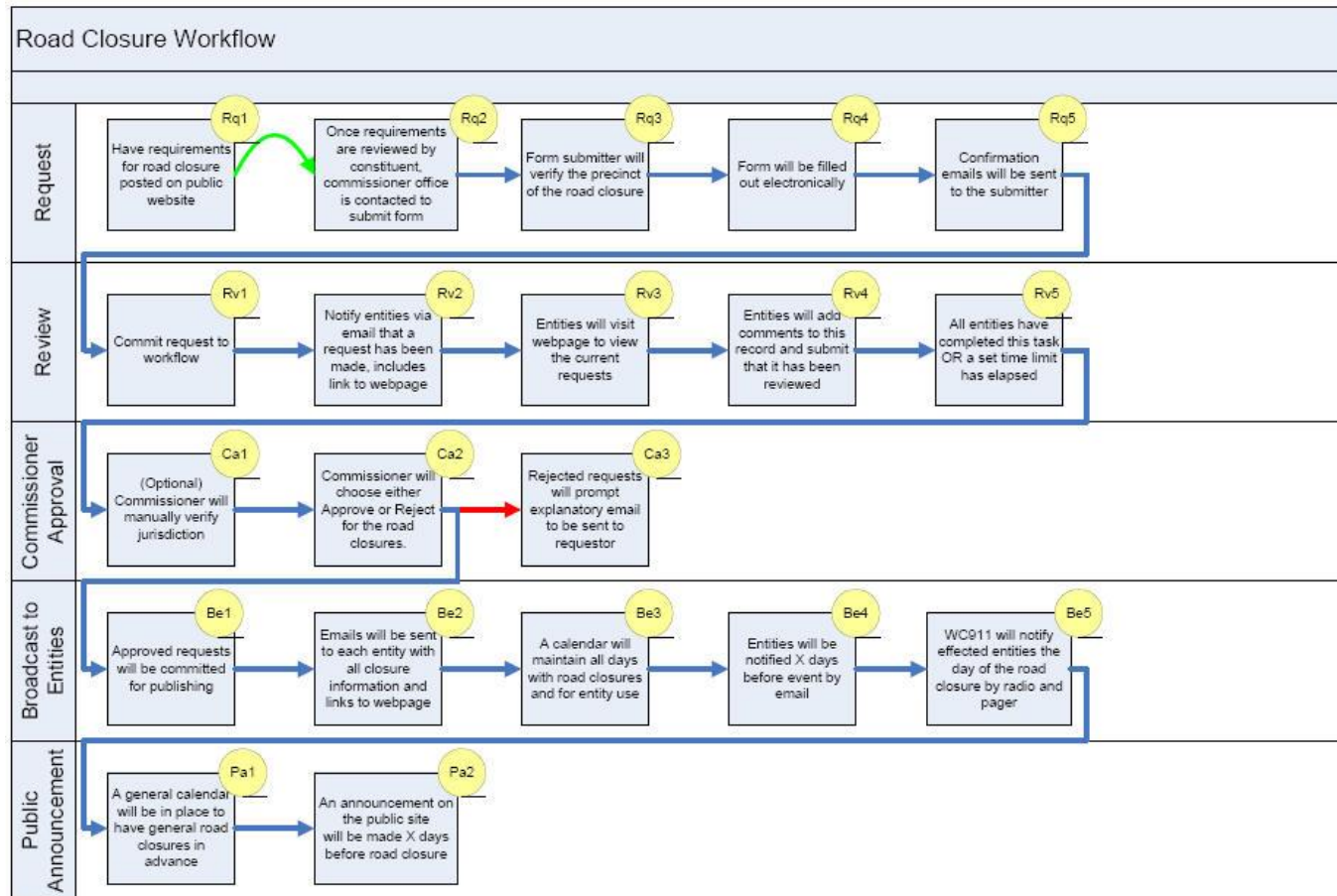
- Objective
  - By automating the process we achieve the following:
    - Increase efficiency
    - Ensure the integrity of the data being transferred between departments
    - Eliminate the possibility of oversight
  - Williamson County is continually growing
    - Growth dictates documentation of procedures
    - Communicate the same message to all



- Web Site Content
  - Event Requirements will be listed in detail
    - Precinct Contact Determination
    - Block Parties
    - Bike Races
    - Other Special Events
  - Details of what to expect during the process
    - Data gathering
    - Notification & review by various departments
    - Placing item on the Commissioners Court Agenda
    - Finalize Notifications
    - The website will also show when and where Commissioners Court is in session.



# 2009 "Proposed" Road Closure Process



## Entities

Commissioners  
 Sheriff's Office  
 EMS  
 URS  
 Fire Department  
 Emergency Communications



## 2009 "Proposed" Road Closure Process

### Event Requirements

The request must be made to the appropriate Commissioners Office prior to the date of closure according to the following criteria:

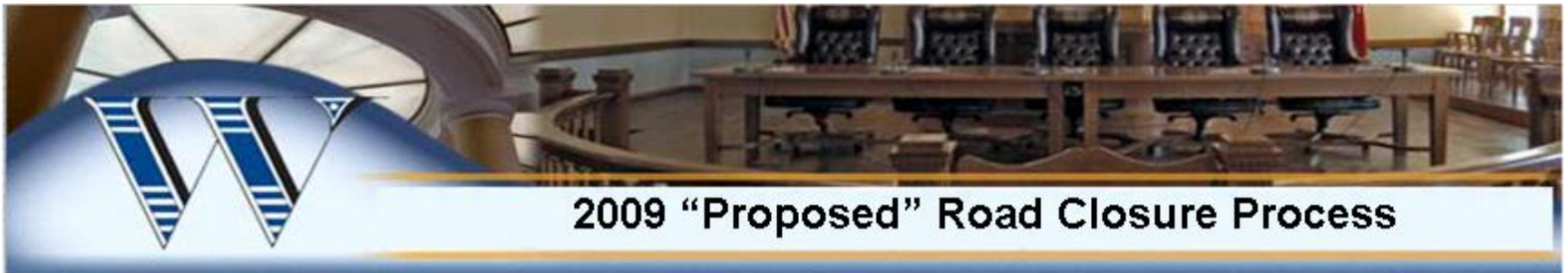
#### Block Parties:

- If no alternate route for Emergency Vehicles is required a minimum of 9 calendar days advanced notice is suggested
- If there is a requirement to determine an alternate route for Emergency Vehicles then a minimum of 19 calendar days advanced notice is suggested.

#### Bike Race:

- For large races (approximately 100+ participants) that completely shut down multiple roads a minimum of 18 calendar days will be required to facilitate scheduling of the various manpower required
- For smaller races that do not completely shut down roads a minimum of 9 calendar days will be required to facilitate scheduling of the various manpower required
- (See the following Williamson County Sheriff's Office documents relating to Bicycle Races:
  - [Requirements Document](#)
  - [Extra Job Guidelines](#)
  - [Checklist of Race Requirements](#)
  - [Transportation Codes](#)
  - [Release and Indemnity Agreement Form which includes Acknowledgement of Transportation Code Sections](#)





## 2009 "Proposed" Road Closure Process

All cases are subject to final approval by the Sheriff's Office in accordance to Legislative Code (Acts 1995 74th Legislative Code 165, effective September 1, 1995)

### **Other Special Events:**

- Minimum of 9 calendar days is suggested (These can be addressed on a case by case basis)

### **What to expect when you need to submit a Road Closure Request:**

- The Commissioners Office will fill out the request form electronically and forward it to the appropriate departments for review to see if there are any issues that need to be addressed prior to placing the request on next Commissioners Court Agenda. \*(The deadline for placing items on an agenda is by noon on the Thursday before the Tuesday court date)
  - For non-complicated requests this review process should not take more than 5 to 9 calendar days then it is placed on the Commissioners Court Agenda.
  - For complicated requests which require determining alternate routes for necessary traffic or Emergency Vehicles this review process could take as long as 5 to 9 calendar days then it is placed on the Commissioners Court Agenda.
- A confirmation email will be sent to the "Initiator" acknowledging that the request has been received and is going through the review process.
- Once the request has gone through the initial review process and there are no issues to be addressed, the request will be placed on the next Commissioners Court Agenda.



## 2009 "Proposed" Road Closure Process

### Precinct Contacts

Prior to any Road Closure involving Williamson County Roads the following must take place.

To initiate a "Request for Road Closure" the "Initiator" must contact the appropriate Precinct Commissioners Office. If your unsure which precinct your in [click here](#) to find out.

#### **Precinct 1 - Commissioner Lisa Birkman**

400 W. Main #216, Round Rock, TX 78664

[Comm1@wilco.org](mailto:Comm1@wilco.org)

Office: (512) 733-5380

Fax: (512) 733-5384

#### **Executive Assistant – Mary Clark**

[mclark@wilco.org](mailto:mclark@wilco.org)

(512) 733-5380

#### **Administrative Assistant – Tammy Smith**

(512) 733-5380

#### **Precinct 2 - Commissioner Cynthia Long**

350 Discovery Blvd., Suite 201, Cedar Park, TX 78613

Office: (512) 260-4280

Fax: (512) 260-4284

#### **Executive Assistant – Kathy Grimes**

[kgrimes@wilco.org](mailto:kgrimes@wilco.org)

Office: (512) 260-4280

Fax: (512) 260-4284

#### **Precinct 3 - Commissioner Valerie Covey**

3010 Williams Dr. Ste. 153, Georgetown, TX 78628

#### **Executive Assistant – Terri Countess**

#### **Administrative Assistant – Rachel Rull**

[Comm3@wilco.org](mailto:Comm3@wilco.org)

Office: (512) 943-3370

Fax: (512) 943-3376

#### **Precinct 4 - Commissioner Ron Morrison**

350 Exchange Boulevard, Suite 100, Hutto, Texas 78634

Office: (512) 846-1190

Fax: (512) 846-1140

#### **Executive Assistant – Pete Correa**

[pcorrea@wilco.org](mailto:pcorrea@wilco.org)

(512) 846-1190

#### **Administrative Assistant – Nancy Heath**

[nheath@wilco.org](mailto:nheath@wilco.org)

(512) 846-1190

### Williamson County Precinct Lookup

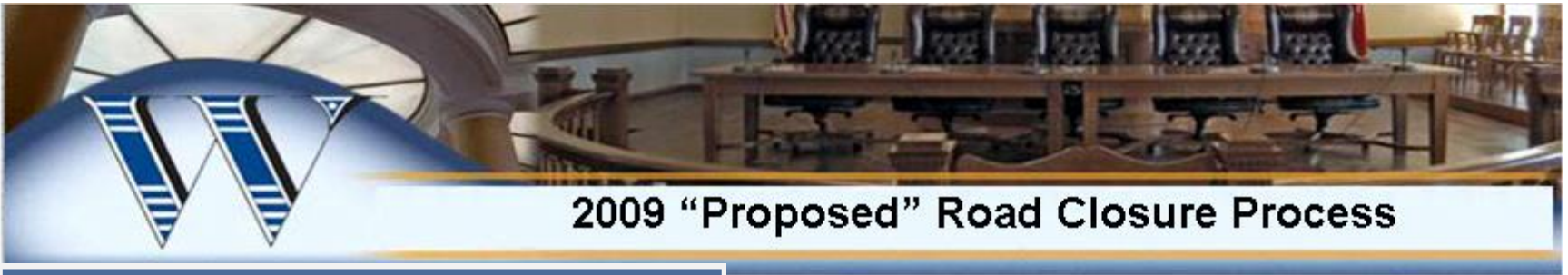
Please choose the first letter of the street name:



### Williamson County Precinct Lookup

Please enter the address number:

[Start Over](#)



## 2009 "Proposed" Road Closure Process

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[nheath@wilco.org](mailto:nheath@wilco.org)

(512) 846-1190

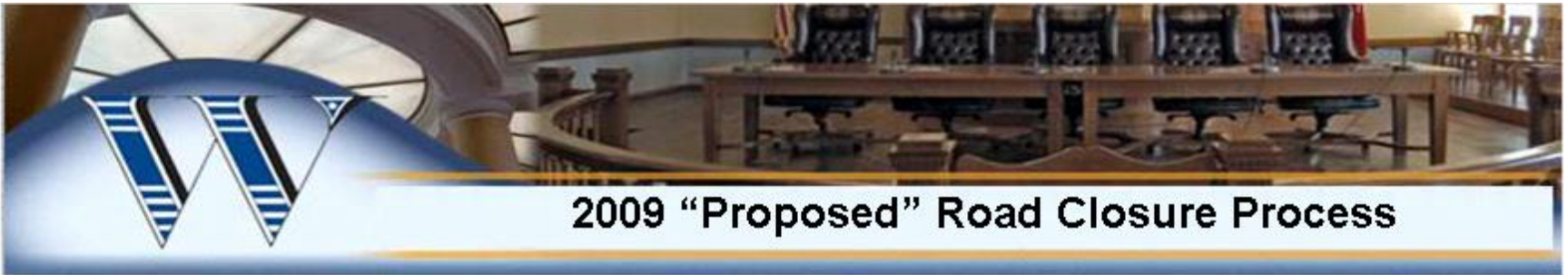
### Williamson County Precinct Lookup

Address	City	Precinct	Map
1103 WILLIAMS DR 202	GEORGETOWN	3	<a href="#">Pct 3 Map</a>
1103 WILLIAMS DR 203	GEORGETOWN	3	<a href="#">Pct 3 Map</a>
1103 WILLIAMS DR BLDG 4/ D	GEORGETOWN	3	<a href="#">Pct 3 Map</a>
1103 WILLIAMS DR 4	GEORGETOWN	3	<a href="#">Pct 3 Map</a>
1103 WILLIAMS DR 1	GEORGETOWN	3	<a href="#">Pct 3 Map</a>
1103 WILLIAMS DR	GEORGETOWN	3	<a href="#">Pct 3 Map</a>
1103 WILLIAMS WAY	CEDAR PARK	2	<a href="#">Pct 2 Map</a>

[Start Over](#)

The lookup returns a list from which the users selects their correct address which also notes their precinct They can then contact the appropriate office to submit their request.

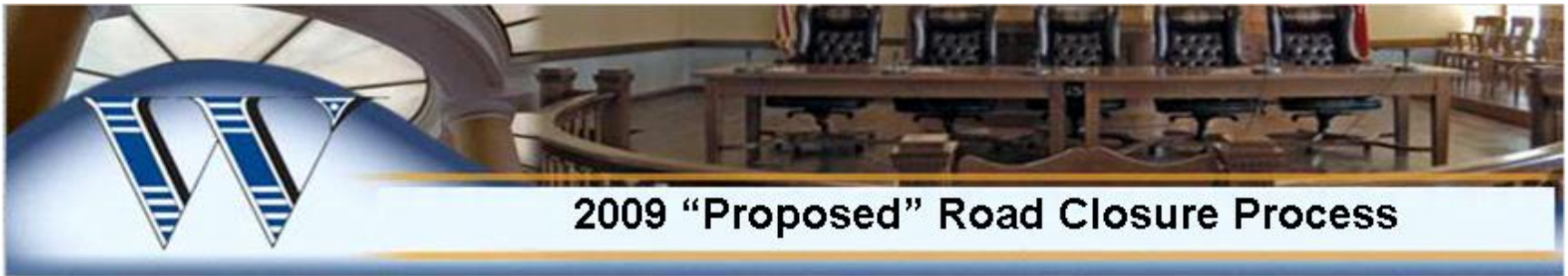




Commissioner's office enters the data provided by the event coordinator into this form.

Attach File	
Event Title *	<input type="text"/>
Type of Closure	(None) ▼
Description	<div> <div> A A   B I U          </div> <div> </div> </div>
Location of Road Closure *	<div> <div> A A   B I U          </div> <div> </div> </div>
Location Short Description	<input type="text"/>
Event Start Time *	2/19/2009  10 AM ▼ 00 ▼
Event End Time *	2/19/2009  10 AM ▼ 00 ▼
Alternate Dates	<div> <div> </div> <div> Alternate dates for event due to unforeseen conflicts. </div> </div>
HeadCount	<input type="text"/> 0 Estimated number of people in attendance
Requestor First Name	<input type="text"/>
Requestor Last Name	<input type="text"/>
Requestor Address	<input type="text"/>
Requestor Email	<input type="text"/>
Requestor Primary Telephone	<input type="text"/>
Requestor Mobile Phone	<input type="text"/>
Event Review Due Date	<input type="text"/> 12 AM ▼ 00 ▼ Date you would like this event reviewed by all entities.





## 2009 "Proposed" Road Closure Process

After clicking "OK", personnel for each of the internal entities will receive a notification to review the event.

### Tasks - Closure Request Review has been assigned to you

RoadClosure [webmaster@wilco.org]

Sent: Thu 2/19/2009 10:15 AM

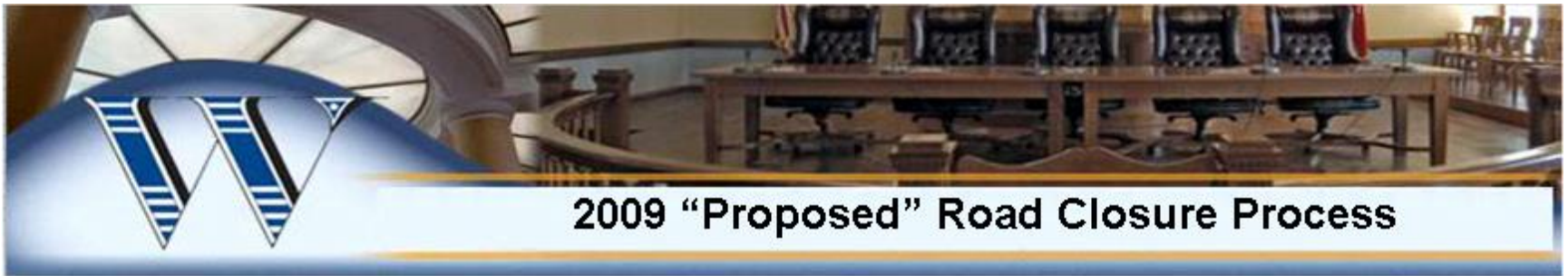
To: Jason Hill

Task assigned by David Luna on 2/19/2009.

To complete this task:

1. Review [Williamson County Triathlon](#).
2. Perform the specific activities required for this task.
3. Use the **Edit this task** button to mark the task as completed. (If you cannot update this task, you might not have access to it. Click [here](#) to request access.)

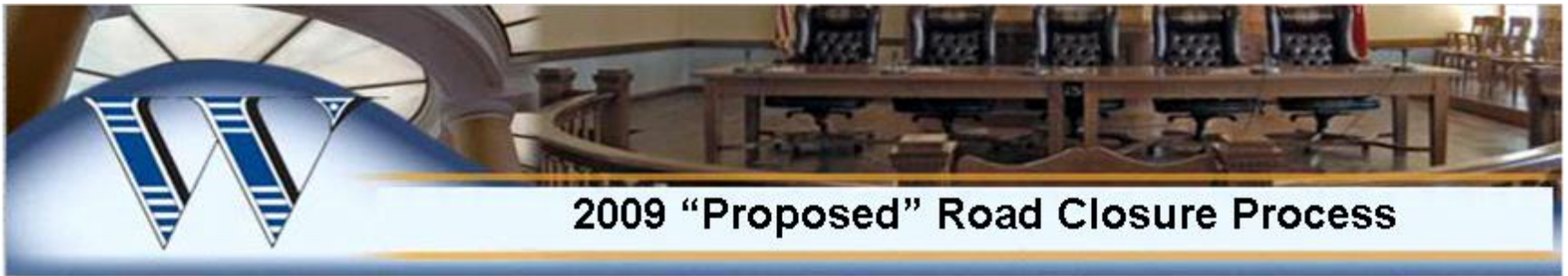
This email will show the title of the event ( See #1on the list.) which is also the link to the information about this event.



The internal entity is provided an opportunity to list any concerns and approve / reject the item.

<b>Title:</b>	Closure Request Review
<b>Description:</b>	Please review the following road closure request, please select to approve or reject, enter your response on this form, and click complete Complete Task button.
<b>Approve / Reject *:</b>	<p><input checked="" type="radio"/> Approve <input type="radio"/> Reject</p> <p>Do you approve or reject this request.</p>
<b>Comments:</b>	<div><div></div><div>Thoughts or concerns for this request</div></div>
<b>Related list item:</b>	Williamson County Triathlon
<div><div>Save Draft</div><div>Complete Task</div><div>Cancel</div></div>	

If the internal entity approves and has no comments, they just check the approved button.

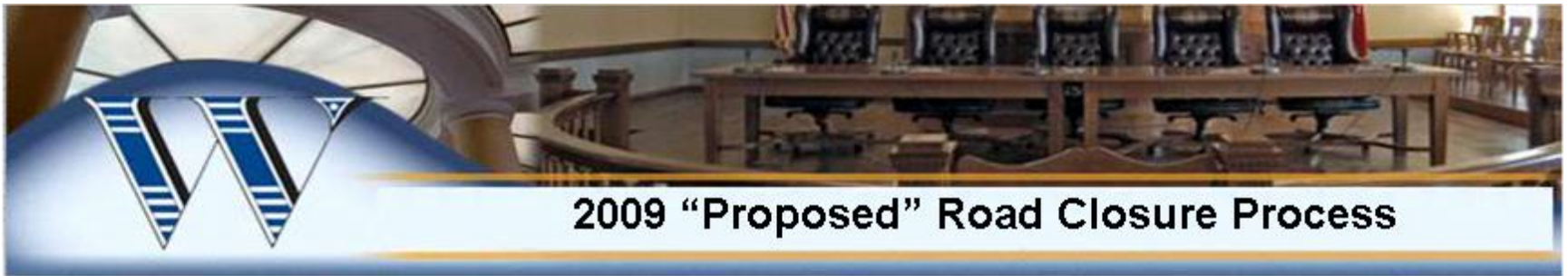


If the internal entity rejects the event, they must enter their comments in the space provided.

RoadClosure > Tasks > Closure Request Review

<b>Title:</b>	Closure Request Review
<b>Description:</b>	Please review the following road closure request, please select to approve or reject, enter your response on this form, and click complete Complete Task button.
<b>Approve / Reject *:</b>	<input type="radio"/> Approve <input checked="" type="radio"/> Reject Do you approve or reject this request.
<b>Comments:</b>	<div>We need and additional 2 weeks to provide resources.</div> <div>Thoughts or concerns for this request</div>
<b>Related list item:</b>	Test Bike Race





## 2009 “Proposed” Road Closure Process

The Commissioners office sets a date that the item needs to be reviewed by. If an internal entity has not performed any action they will receive a reminder 1 day before the item review due date.

**From:** webmaster@wilco.org [mailto:webmaster@wilco.org]

**Sent:** Wednesday, February 18, 2009 4:41 PM

**To:** Jason Hill

**Subject:** REMINDER: Review of retest

**REMINDER:** You have a workflow task to review "**Williamson County Triathlon**".

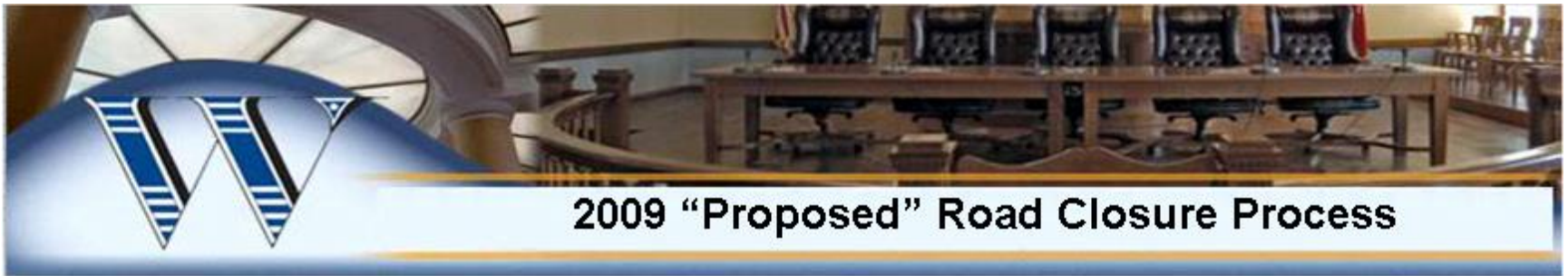
### Dates

You must complete your review by **2/18/2009 4:45:00 PM**.

If the task is not completed by the due date, it will be reassigned to the backup reviewer.

### Links

- [Edit this task](#)
- [View the event details](#)



## 2009 “Proposed” Road Closure Process

The task will reassign itself to the internal entities backup reviewer and notification will be sent to the Commissioner’s office.

**From:** webmaster@wilco.org [mailto:webmaster@wilco.org]  
**Sent:** Tuesday, February 03, 2009 3:31 PM  
**To:** Jason Hill  
**Cc:** Benjamin Wassink  
**Subject:** Review Task for Short Order has been reassigned

**TASK REASSIGNED:** A reviewer has changed for **Williamson County Triathlon**.

### Dates

An initial review task was not completed by **2/18/2009 4:45:00 PM**.

### Reviewers

This task was originally assigned to:

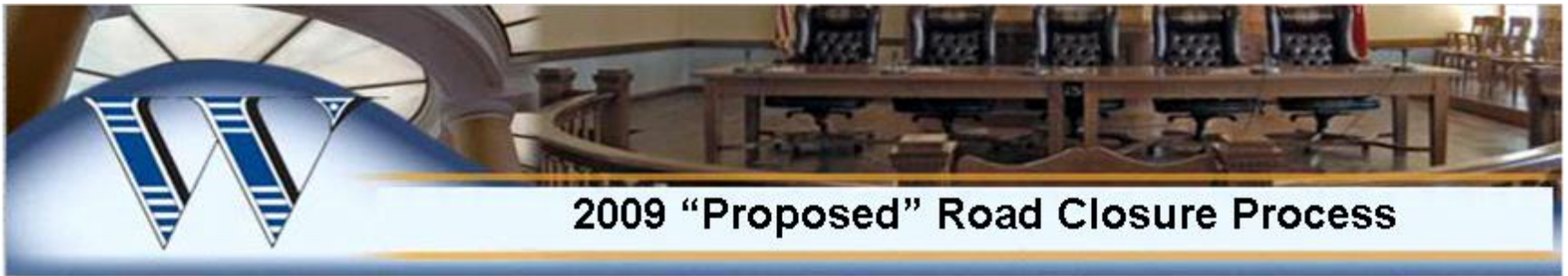
- **WILCO.ORG\DLUNA**

The task is now assigned to:

- **WILCO.ORG\BWASSINK**

### Links

- [View the event properties](#)



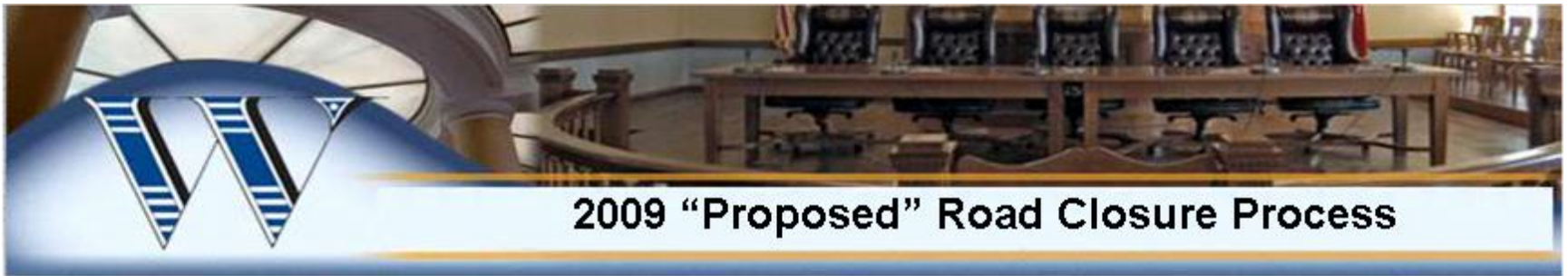
Commissioner's personnel can review progress of items by checking the Task screen at any time during the approval process.

Commissioner's personnel may override if entities fail to complete the approval task and notate any correspondence that occurs outside of the workflow process.

Use the Tasks list to keep track of work that you or your team needs to complete.

View: <b>All Tasks</b>												
ID	Title	Assigned To	Status	Priority	Due Date	% Complete	Link	Outcome	Date Completed	Task Completion Tracker	Workflow Name	Rejection
24	David's PDF won't work unless they have acrobat	David Luna	In Progress	(2) Normal						Completed		
37	2ndar	Jason Hill	In Progress	(2) Normal	2/3/2009					In Progress	Road Closure Event Workflow	
44	Closure Request Review	Jason Hill	Completed	(2) Normal	2/3/2009	100%	Short Order	Completed	2/3/2009	Completed	Road Closure Event Workflow	
45	Closure Request Review	Benjamin Wassink	Completed	(2) Normal	2/3/2009	100%	Short Order	Completed	2/3/2009	Completed	Road Closure Event Workflow	
46	Closure Request Review	Jason Hill	Completed	(2) Normal	2/4/2009	100%	Pre Walkthrough	Completed	2/4/2009	Completed	Road Closure Event Workflow	
47	Closure Request Review	social	Completed	(2) Normal	2/4/2009	100%	Pre Walkthrough	Completed	2/4/2009	Completed	Road Closure Event Workflow	
48	Closure Request Review	Jason Hill	In Progress	(2) Normal	2/4/2009		Pre Walkthrough			In Progress	Road Closure Event Workflow	
49	Closure Request Review	social	In Progress	(2) Normal	2/4/2009		Pre Walkthrough			In Progress	Road Closure Event Workflow	
50	Closure Request Review	Jason Hill	Completed	(2) Normal	2/10/2009	100%	Test Bike Race	Completed	2/18/2009	Completed	Road Closure Event Workflow	
51	Closure Request Review	Rachel Rull	In Progress	(2) Normal	2/10/2009		Test Bike Race			In Progress	Road Closure Event Workflow	
52	Initial Closure Request	Jason Hill	Not Started	(2) Normal			Test Bike Race			In Progress	Initiate Request	





## 2009 "Proposed" Road Closure Process

Once each entity has reviewed the event the Commissioner's personnel will receive a notice that the item is ready to be added to the Commissioners Court agenda.

**Retest**

webmaster@wilco.org

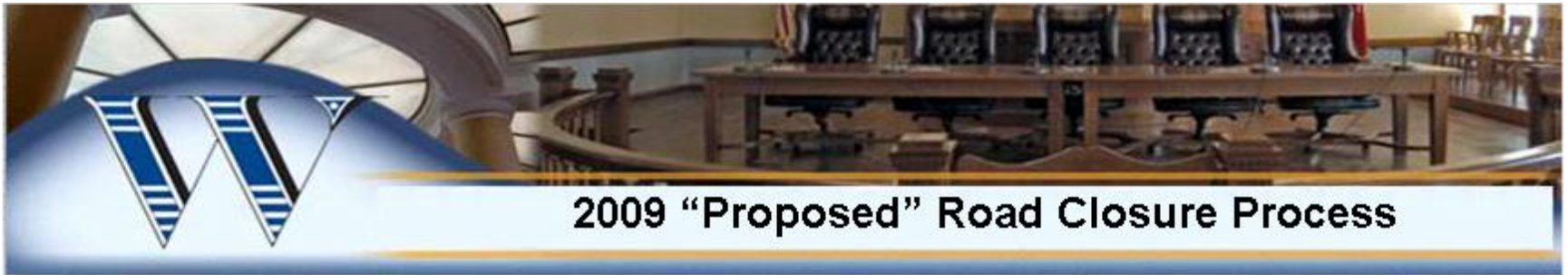
Sent: Thu 2/19/2009 8:36 AM

To: Jason Hill

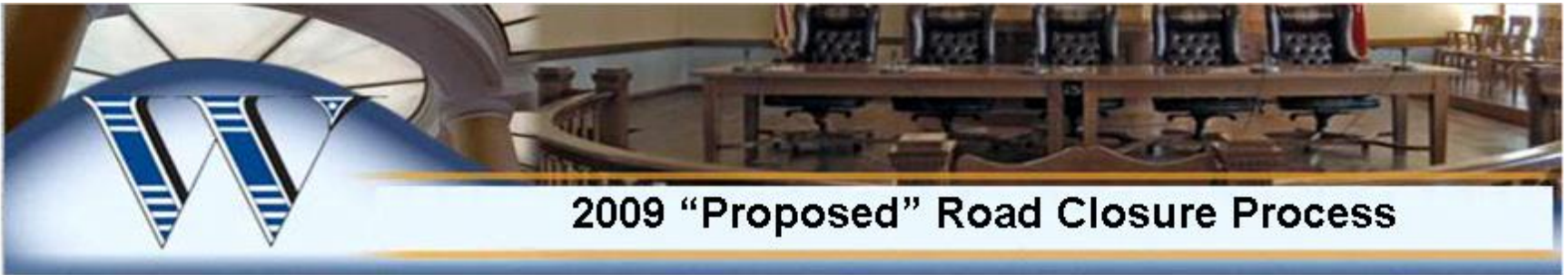
Dear WILCO.ORG\jhill,

All reviewers have approved the item and it ready to be added to Commissioners Court Agenda.

Please approve the following item: <http://sharepoint/RoadClosure/layouts/approve.aspx?List={33933D77-A7C1-4B83-8AA1-ECC88670C0AA}&ID=9>

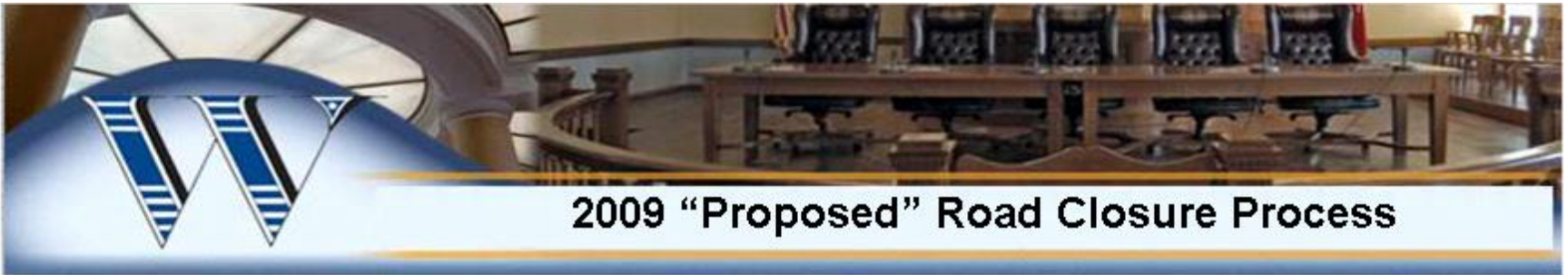


- Once the Court votes on the request the following will take place:
  - If approved:
    - A confirmation email will be sent to the initiator and to all entities involved in the review process stating that it was approved.
  - If not approved:
    - A confirmation email will be sent to the initiator and to all entities involved in the review process stating that it was not approved and why.

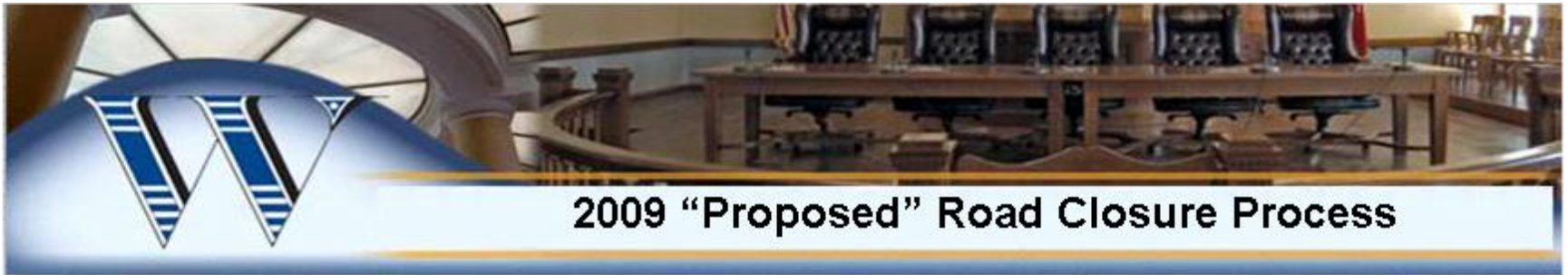


- Activities prior to the event:
  - Cones and/or barricades will be delivered:
    - The Receiving person listed on the request form
    - Their signature will be required which will acknowledge the following:
      - What they received
      - Condition that it was received
      - Any instructions regarding the date & time the items will be picked up
      - Acknowledging that they will be responsible for any replacement costs incurred due to missing or damaged items at time of pick-up.





- Activities prior to the event: (continued)
  - Each department is responsible for scheduling and notifying their own people of the events as well as notification to external entities they normally coordinate with.

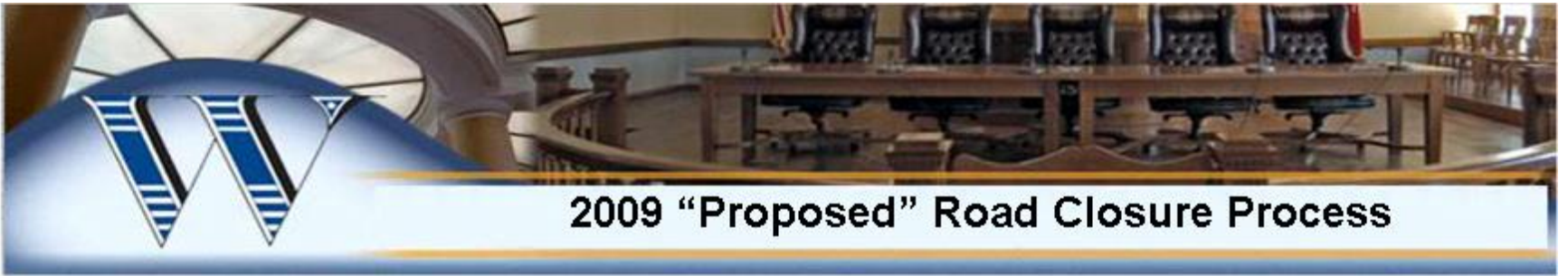


## 2009 “Proposed” Road Closure Process

### External Website

Once the Commissioners have approved the event details will be added to our public website and a link will be provided on the Williamson County home page.

Event Start	Event End	Title
2/21/2009 10:30 AM	2/21/2009 2:30:00 PM	Off Site Adoption - KB Homes
2/21/2009 11:00 AM	2/21/2009 2:00:00 PM	Vaccination Clinic
2/25/2009 9:00 AM	2/25/2009 1:00:00 PM	Feral Cat Spay Day
3/5/2009 6:00 PM	3/5/2009 7:00:00 PM	volunteer orientation meeting
3/7/2009 7:30 PM	3/7/2009 8:00:00 PM	adoption counseling class for volunteers
3/9/2009 7:30 PM	3/9/2009 8:00:00 PM	cat and dog handling classes for volunteers
3/10/2009 7:30 PM	3/10/2009 8:00:00 PM	adoption counseling class for volunteers



# Q & A