

Summary

Our objective to automating the Road Closure Process is to:

- Increase efficiency
- Ensure the integrity of the data being transferred between departments
- Eliminate the possibility of oversight and
- Communicate the same message to everyone on the how, when and why of the process

Since Williamson County is continually growing it is becoming more important to have all of our processes and procedures documented. This will help ensure continuity. We have tried to include all the guidelines that will provide a smooth and efficient flow of the data. However, there will be times when the event initiated can have a quicker turn around than suggested. This exception would be specific to events that are not a complicated, resource intense event.

One of the limiting factors in the timelines has to do with the requirement associated with submitting an item to the agenda. Since the deadline is Thursday noon before the Tuesday court date, we have tried to adjust the suggested timeline to accommodate that requirement. As stated before there may be events that are not requiring a long review time. An example would be a block party that is on a small cul-de-sac where all of the residents have agreed to the closure. By closing off the street it would not cause a major problem if emergency vehicles had to breach the barricade. We need to have at least a 48 hour review time to approve the event before the Thursday noon agenda deadline. By the time you calculate this it would need to be turned in by Tuesday at noon before the Tuesday Court date which is approximately 8 calendar days.

Another significant factor regarding the timelines relates to the more complicated events. This would require more time to request and/or schedule the various resources (both internal and external) to cover the event. The external resources would be the effected Fire Departments or other city entities. Then once you add the Agenda requirement to the timeline it can become a lengthy process. Fortunately the more complicated events are usually being planned by the initiator many months in advance so this is usually not an issue.

As far as the requirement of deposits for cones and barricades the Auditor's office has suggested that we not do this. Some of the reasons are listed below:

- The money would have to be deposited into the General Fund and then a request would have to be generated to get it back out.
- No one is comfortable with just holding the money.
- We already have the responsible parties sign a document stating the condition that the articles were received, and acknowledging the fact that they are responsible for the return of them in the same condition as received or they are responsible for replacement costs.

If there are additional questions, the Auditor's Office can address this in more detail if necessary.