

AGENDA ITEM # 17OCTOBER 5, 1999

Hear presentation and take any appropriate action on county-wide park land and receive proposal for Sebesta and Associates.

Commissioner Limmer suggested the need for a unified county park plan in order to apply for grants from Texas Department of Parks and Wildlife as one unit. He felt the chances for grants would be greater.

Both Doyle and Carla Sebesta discussed their backgrounds and possible procedures by Williamson County of interlocal agreements, grant applications, environmental issues, extensive public input process by precincts, recreation activities and parkland interaction by cities and the county.

Carla Sebesta discussed a possible 5 to 20 year needs assessment projection.

Commissioner Limmer suggested Sebesta and Associates meeting with he, Commissioner Heiligenstein and LCRA for a more definitive process for the Mayfield tract.

Moved: Commissioner Heiligenstein

Seconded: Commissioner Limmer

Motion: To proceed with final negotiations on this contract with Sebesta and Associates pending meeting with LCRA and presentation of contract to County Judge requiring his signature only within the next week.

Vote: Motion carried 5 - 0

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SEBESTA AND ASSOCIATES

Grants, Landscape Design, and Planning

**WILLIAMSON COUNTY
PROFESSIONAL SERVICES FOR PARKS AND RECREATION**

*A Proposal Submitted by
Sebesta and Associates
October 1999*

P.O. Box 124 Georgetown, Texas 78627-0124 Phone (512) 819-9675 Fax (512) 868-2642

STATEMENT OF QUALIFICATIONS

Sebesta and Associates brings to this project a strong background in urban planning, and parks and open space planning and development. S&A also has extensive experience with the Texas Parks and Wildlife (TPWD) park grant program spanning a period of more than twenty years. We are familiar with Williamson County and with many of the communities in the county from previous park and grant projects.

I. QUALIFICATIONS OF PROJECT PERSONNEL

DOYLE SEBESTA

Expertise: Park and Open Space Design
Landscape Architecture
Grant Application and Administration
Environmental Planning
Development Services

Credentials: BED, Environmental Design, Texas A&M University, 1973.
MLA, Landscape Architecture, North Carolina State University, 1982.
9 years experience as a principal in S&A; 5 years experience in engineering/design firms; 8 years experience in city, regional, and state agencies
Registration with CLARB applied for

CARLA SEBESTA

Expertise: Land Use, Parks, and Neighborhood Planning
Grant Application and Administration
Development Services
Environmental Planning

Credentials: BA, Political Science/Public Administration, University of North Texas, 1974.
MA, Urban & Regional Planning, University of Iowa, 1976.
9 years experience as a principal in S&A; 6 years experience in municipal planning and grant application/administration

TEXAS PARKS AND WILDLIFE DEPARTMENT PROGRAMS

Employment with TPWD - Mr. Sebesta was employed by the Grants-in-Aid Branch (now Recreation Grants Branch) of TPWD, the division responsible for reviewing, scoring, and monitoring park applications statewide. He is, to our knowledge, one of two people in the state who has worked for the Recreation Grants Branch and who is now providing professional services for this program. He maintains a strong working relationship with TPWD staff. He attends workshops and keeps current on recent changes to this program.

Technical Assistance - Mr. Sebesta has provided technical assistance on the park grant program to cities, counties, and other private firms over the past 20 years, while

employed at regional councils of government and TPWD.

FAMILIARITY WITH WILLIAMSON COUNTY

We have lived in Williamson County since 1984 and have worked with many of the communities here. This includes:

City of Bartlett – Bartlett Baseball Complex - TPWD Grant Application and Project Administration, 1998; Texas Forest Service Tree Planting Program Grant Application and Administration – 1993

City of Florence – Initial research for preparation of TPWD Grant Application – 1995; Proposal to the Meadows Foundation for fire station – 1997

City of Georgetown – Texas Forest Service Tree Planting Program Grant Application – 1991

City of Granger – Initial research for preparation of TPWD Grant Application – 1995

City of Holland - TPWD Grant Application – 1994

City of Leander - Leander City Park – 1987; Comprehensive Parks Plan and TPWD Grant Application – under contract

City of Taylor - Murphy Park Aquatic Complex - TPWD Grant Application – 1996; Bull Branch Recreational Park (Murphy Park, Phase II) – TPWD Grant Application - 1987

Liberty Hill VFD – Research/proposals to fund fire station – 1996

II. PARK PROJECT EXPERIENCE

PARKS AND OPEN SPACE PLANNING

City of Somerville – 1999 – Comprehensive parks plan approved
Reference – Lloyd Behm, City Administrator – (409) 596-1122

City of Buffalo - 1998 - Comprehensive parks plan approved
Reference - Mayor Byron Ryder - (903) 322-4741

City of Pflugerville - 1998 – Revision of Comprehensive Park Plan approved
Reference - Glenn Holzer, Director of Parks and Recreation - (512) 251-5082

City of Wallis - 1998 - Comprehensive parks plan approved
Reference - Mayor Tony Salazar - (409) 478-6712

City of Belton – 1984 - "Analysis and Evaluation of Alternative Sites for a Community Park"

Houston-Galveston Area Council of Governments – 1977 - Houston Unique Natural Sites

Survey

United Nations "Habitat" Conference – 1978 - Houston, Member, Panel on Park/Open Space Issues

TPWD Workshop on use of the Texas Outdoor Recreation Plan's "Needs Analysis,"
Featured speaker, Austin

TPWD PARK GRANT PROJECTS – All of these projects were funded on the first submission with the exception of the Taylor Murphy Park Project. It was submitted a second time and ranked 3rd in the state in that funding cycle.

City of Bartlett - Bartlett Baseball Complex, \$286,000 - 1998

City of Buffalo – Buffalo Municipal Park, \$817,800 – 1998 (under construction)

City of Taylor - Murphy Park Aquatic Complex, \$1,000,000 - 1996

Travis County – Sandy Creek Park and Mansfield Dam Park Boat Ramps, \$250,000 each - 1996

City of Holland, \$393,000 - 1994

City of Pflugerville - Gilleland Creek Park, Phase II, \$900,000 - 1988

City of Leander - Leander City Park, \$950,000 - 1987

City of Taylor - Bull Branch Recreational Park (Murphy Park, Phase II), \$622,000 - 1987

V. PROPOSED SERVICES

Sebesta and Associates proposes to provide the following professional services:

(1) The preparation of a comprehensive parks plan and its submission for review and approval by the Recreation Grants Branch of the Texas Parks and Wildlife Department (TPWD) as outlined below:

- Research on relevant factors, including, but not limited to environmental, demographic, economic, land use, and transportation
- Update of previously prepared inventory of existing park areas, as needed
- Coordination of the public input process, to include public meetings, consultation with interested groups, and/or surveys
- Preparation of the narrative for the planning document
- Provision of maps, illustrations, photographs, and printing.
- Submission of the comprehensive parks plan to Texas Parks and Wildlife Department and response to TPWD comments
- Consultation with Williamson County officials and staff, TPWD staff, and others as necessary

(2) Other services relating to park and recreation matters, as directed by the Commissioners Court, including:

- Technical assistance, coordination and management responsibilities relating to park planning, development, and operations.
- Coordination/liaison with other park-related activities, such as municipal park planning, existing County park projects, and other entities involved in park planning/development.

Any additional services by other design professionals, especially mapping and graphic services, can be negotiated by separate agreement. The preparation of a TPWD grant application can also be negotiated by separate agreement.

VI. PROPOSED FEE AND TIMING

Sebesta and Associates proposes to provide the services outlined above at an hourly rate of \$70 (seventy dollars) per hour plus expenses incurred in performing the services. These expenses include reproduction and copying costs, long distance telephone charges, out of town travel, cost of special consultants, postage, and the expense of courier services, shipping and delivery costs.

The total fee for services is estimated to be \$80,000 (eighty thousand dollars). The fee may be renegotiated if there are substantive changes made to the scope of the project or to adjust for the level of service requested by the Commissioners Court under paragraph (2) above.

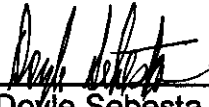
Sebesta and Associates will bill the County monthly for the time expended and expenses incurred during the preceding month. The County agrees to pay the amount billed within 30 days. If invoiced amounts are outstanding over 45 days, S&A reserves the right to stop work on the project.

Estimated completion time for preparation of a County Comprehensive Parks Plan is twenty-four months. Other coordination and management services will be ongoing as requested by the Commissioners Court.

VII. GENERAL CONDITIONS

1. Neither party may assign its rights or duties under this agreement without the other's consent.
2. All documents and electronic files prepared by Sebesta and Associates remain the property of S&A and may not be used for any purposes not specifically agreed upon. All reproduction of documents supplied to the Williamson County remains the property of the County.
3. The County shall furnish S&A with full information necessary for the work to be performed, including a base map and access to existing documents that relate to the project.
4. The County shall direct other consultants performing services related to this project to cooperate in the coordination of their work efforts with S&A. Sebesta and Associates agrees to cooperate with other consultants working on related projects.
5. If accepted, this proposal constitutes the entire agreement of the parties. No other agreement, statement, or promise that is not contained in this proposal shall be binding except by a subsequent written modification signed by both parties.
6. The liability of Sebesta and Associates for any services performed under this agreement shall be limited to the amount of the fee charged.
7. This agreement shall be governed and construed in accordance with the laws of the State of Texas.
8. Should any one or more provisions of this agreement be held to be void or for any reason of no force and effect, such provision(s) shall be construed as severable from the remainder of this contract and shall not affect the validity of all other provisions of this contract, which shall remain in full force and effect.

If this proposal is acceptable, please sign below and return one copy to us. We look forward to working with you.

Submitted by:  Date: 10/5/99
Doyle Sebesta, Principal
Sebesta and Associates

Accepted by: _____ Date: _____
John C. Doerfler, County Judge
Williamson County

Attest: _____ Date: _____

AGENDA ITEM # 18OCTOBER 5, 1999Discuss and take appropriate action on creation of magistrate positions.

County Attorney Gene Taylor discussed magistrate positions continuing with same policy - part-time, hourly paid, non-lawyers.

Creation of each magistrate position is within the discretion of the Williamson County Commissioners Court. Once the Commissioners Court sets the Magistrates' qualifications and salary, the district and statutory county court judges fill the position/s by majority vote. Magistrates should supervise their own staff and maintain their own independent docket. The Magistrates may be removed by majority vote at any time.

Moved: Judge Doerfler

Seconded: Commissioner Hays

Motion: To create magistrate positions at current salaries and recommend to the statutory county court-at-law and district judges that the currently serving magistrates remain in those positions.

Vote: Motion carried 4 - 0 with Commissioner Heiligenstein absent from the dais.

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