

**Commissioners Court – SEPTEMBER 5, 2023
NOTICE OF A MEETING OF THE
COMMISSIONERS COURT OF HAYS COUNTY, TEXAS**



This Notice is posted pursuant to the Texas Open Meetings Act. (VERNONS TEXAS CODES ANN. GOV. CODE CH.551). The Hays County Commissioners Court will hold a meeting at **9:00 A.M.** on SEPTEMBER 5, 2023, in the Hays County Courthouse, Room 301, San Marcos, Texas. An Open Meeting will be held concerning the following subjects:

A. **CALL TO ORDER**

B. **INVOCATION**

C. **PLEDGE OF ALLEGIANCE - Pledge of Allegiance to the American Flag & Pledge of Allegiance to the Texas Flag**

D. **ROLL CALL**

E.

PUBLIC COMMENTS

At this time 3-MINUTE comments will be taken from the audience on Non-Agenda related topics. To address the Court, please submit a Public Participation/ Witness Form to the County Clerk. Please Complete the Public Participation/ Witness Form in its Entirety.

NO ACTION MAY BE TAKEN BY THE COURT DURING PUBLIC COMMENTS .

F.

PRESENTATIONS & PROCLAMATIONS

1. Adopt a proclamation recognizing September 2023 as National Suicide Prevention and Action Month. **BECERRA**

G.

CONSENT ITEMS

The following may be acted upon in one motion.

A Commissioner, the County Judge, or a Citizen may request items be pulled for separate discussion and/or action.

1. Approve payments of County invoices. **VILLARREAL-ALONZO**
2. Approve the payment of Juror checks. **TENORIO**
3. Approve the payment of United Healthcare claims. **VILLARREAL-ALONZO**
4. Approve Commissioners Court Minutes of August 22, 2023. **BECERRA/CARDENAS**
5. Authorize the Commissioner Precinct 1 Office to support Mendez Elementary in the San Marcos Consolidated Independent School District (SMCISD) with interest-based activities and opportunities for Mendez students. **INGALSBE**
6. Authorize payment to 4-Way Auto, LLC. in the amount of \$898.46 related to Constable Pct. 2 vehicle repairs in which no purchase order was issued as required per the County Purchasing Policy. **COHEN/TORRES**
7. Authorize additional funding for the Treasurer's Office for continuing education training and amend the budget accordingly. **BECERRA/TENORIO**
8. Authorize the Sheriff's Office to convert a vacant Transportation Deputy slot 0550-075 to a Transportation Corrections Officer position effective 9/5/2023 and move the budgeted position to the Jail Division operating budget and amend the budget accordingly. **INGALSBE/CUTLER**

9. Authorize reimbursement in the amount of \$24,050.00 for high fencing to be constructed along the perimeter of Hays County's 1,068.45 acre conservation easement located in Precinct 3, south of the La Cima subdivision. **SHELL**
10. Authorize the Justice of the Peace, Precinct 1-2 Office to purchase one Dell OptiPlex 7010 utilizing the Justice Court Technology Fund and amend the budget accordingly. **INGALSBE/MORENO**
11. Authorize payment to Carol Bedrich for the purchase of consumable items for the Behavioral Advisory Team (BAT) meeting in the amount of \$271.26. **SMITH**
12. Approve renewal of RFP 2020-P08 Election Form Printing Services with AMG Printing. **BECERRA/DOINOFF**
13. Approve renewal of RFP 2019-P05 Employee Assistance Program for one (1) additional year as stated in the original proposal, effective August 1, 2023. **BECERRA/MILLER**
14. Accept the delivery of the Internal Examination reports for the Fiscal Year 2022 District Attorney Chapter 59, Justice of the Peace Precinct 2 Office, Constable Precinct 4 Office, and the Constable Precinct 5 Office. **VILLARREAL-ALONZO**
15. Authorize the execution of an Engagement Letter with ABIP, PC for services related to the Fiscal Year 2023 Hays County SOC 1 Audit. **INGALSBE/O'KANE**
16. Authorize the submission of a grant application to the National Rifle Association (NRA), NRA Foundation Grant in the amount of \$1,430.00. **SMITH/T.CRUMLEY**
17. Authorize the acceptance of a grant award from the Department of Justice, Bureau of Justice Assistance, State Criminal Alien Assistance Program (SCAAP) in the amount of \$140,544.00. **INGALSBE/T.CRUMLEY**
18. Authorize the acceptance of a grant award from the Office of the Attorney General (OAG), Statewide Automated Victim Notification Service (SAVNS) grant program in the amount of \$30,285.26. **BECERRA/T.CRUMLEY/CUTLER**
19. Approve the amended Property Use Policy. **BECERRA**
20. Approve the Hart Intercivic repair estimate in the amount of \$4,000.00 for 5 Duo Touch, 2 Controller, and 1 Duo Go that are no longer under warranty, and authorize a discretionary exemption pursuant to Texas Local Government Code Chapter 262.024 (a)(7)(D) and amend the budget accordingly. **SHELL/DOINOFF**
21. Authorize reimbursement of travel expenses related to Animal Advisory committee member, Sharri Boyett attendance to the 2023 Best Friends National Conference in Houston, Texas related to Animal Welfare and amend the budget accordingly. **BECERRA**
22. Authorize payment to Interstate Towing in the amount of \$500.00 for the Transportation Department related to the towing of a county vehicle where no purchase order was issued as required per the Hays County purchasing policy. **COHEN/BORCHERDING**

H.

ACTION ITEMS

I.

ROADS

1. Discussion and possible action to authorize the execution of Change Order No. 2 in the amount of (\$58,334.78) to the Construction Contract with Aaron Concrete Contractors, LP for the Darden Hill Roundabout (IFB2023-B11) project as part of the Hays County Road Bond Program in Precinct 4. **SMITH/BORCHERDING**

2. Discussion and possible action to authorize the County Judge to execute a Contract Amendment with HDR Engineering, Inc. pursuant to the Professional Services Agreement for Robert S. Light Boulevard Signal Light Study. **SMITH/BORCHERDING**
3. Discussion and possible action to authorize the County Judge to execute Contract Amendment No. 2 in the amount of \$49,600.00 to the Professional Services Agreement for right-of-way acquisition services with LJA Engineering, Inc. for the Hillside Terrace Safety Improvements (IH 35 to FM 2001) project in Precinct 2. **COHEN/BORCHERDING**
4. Discussion and possible action to authorize the County Judge to execute a TIA Contribution Agreement related to Hymeadow Subdivision, Section 2, Phase 3, between Hays County and Clayton Properties Group Inc., dba Brohn Homes in the amount of \$45,424.00. **INGALSBE/BORCHERDING**

5. Discussion and possible action to approve the selection of Lockwood, Andrews and Newnam, Inc. (LAN) to provide engineering services for Old Stagecoach at Post Road Intersection project in Precinct 3; and authorize staff and counsel to negotiate a contract. **SHELL/BORCHERDING**
6. Hold a public hearing with possible action to establish a 4-way stop at the intersection of Hillside Terrace, Green Meadows Lane, and Heron Drive. **COHEN/BORCHERDING**
7. Hold a public hearing with possible action to establish a 25 MPH speed limit on Great Northern and Santa Fe Run. **INGALSBE/BORCHERDING**
8. Hold a public hearing with possible action to establish a 25 MPH speed limit on Rolling Meadows Lane. **INGALSBE/BORCHERDING**
9. Hold a public hearing with possible action to establish a 35 MPH speed limit on Sawyer Ranch Road. **SMITH/BORCHERDING**
10. Hold a public hearing with possible action to establish a 25 MPH speed limit within the Green Pastures Subdivision. **INGALSBE/BORCHERDING**
11. Discussion and possible action to call for a public hearing on September 19, 2023, to establish a 3-way stop at the intersection of Green Pastures Road and Country Lane. **INGALSBE/BORCHERDING**
12. Discussion and possible action to call for a public hearing on September 19, 2023, to establish a 3-way stop at the intersection of Bunton Lane, Heidenreich Lane, and Dairy Road. **INGALSBE/BORCHERDING**
13. Discussion and possible action to consider the release of the 2-year maintenance bond #PB03016800710 in the amount of \$61,623.61, and the acceptance of roads into the county road maintenance system for 6 Creeks Subdivision, Phase 1, Section 5A. **SHELL/BORCHERDING**
14. Discussion and possible action to consider the acceptance of road construction and surface drainage improvements, acceptance of the maintenance bond #PB03016800910M1 in the amount of \$58,887.84, and acceptance of the revegetation bond #PB03016800910M in the amount of \$45,070.00 for Caliterra, Phase 5, Section 14. **SMITH/BORCHERDING**
15. Discussion and possible action to consider the acceptance of road construction and surface drainage improvements, release of the Letter of Credit #20234029 in the amount of \$69,260.00, acceptance of the maintenance bond #4461007 in the amount of \$56,682.10, and acceptance of the revegetation bond #4461010 in the amount of \$6,666.00 for 6 Creeks subdivision, Phase 1, Section 7. **SHELL/BORCHERDING**
16. Discussion and possible action to consider the acceptance of road construction and surface drainage improvements, accept the maintenance bond #4461009 in the amount of \$52,704.60, and acceptance of the revegetation bond #4461011 in the amount of \$5,928.00 for 6 Creeks subdivision, Phase 1, Section 12. **SHELL/BORCHERDING**

J.

SUBDIVISIONS

1. PLN-2237-NP; Discussion and possible action regarding the Sorrell Hill Subdivision, Final Plat. **SHELL/PACHECO**
2. PLN-2248-PC; Discussion and possible action regarding Burnett Ranch, Sec 4, Blk 1, Lot 13, Replat. **SHELL/PACHECO**

K.

MISCELLANEOUS

1. Discussion and possible action to approve the order setting rates of compensation for person(s) service as Grand Jurors or Petit Jurors in Civil or Criminal cases in District Court, County Court, County Court-at-Law or Justice Court(s) effective September 1, 2023. **BECERRA/TENORIO**
2. Discussion and possible action to approve the 2024 Sheriff & Constable Fees. **BECERRA/CARDENAS**
3. Discussion and possible action to authorize the County Clerk's Office to procure a credit card in an amount not to exceed \$3,500.00 from the County Depository Bank. **BECERRA/CARDENAS**
4. Discussion and possible action to authorize the Human Resources Department to hire a temporary Communications Manager to finalize the website upgrade with an effective date of 9/10/23 to end on or before 12/31/23. **SHELL/MILLER**

5. Discussion and possible action to adopt the Resolution of the Hays County Commissioners Court Approving Procedures for Various Development Applications. **SHELL/PACHECO**
6. Discussion and possible action to consider the creation of a Veterans Commission whose duties would be to collaborate with countywide, veteran-focused organizations to support and promote veterans' needs. **BECERRA/PRATHER**
7. Discussion and possible action authorizing the execution of a Professional Services Agreement with WD Brown & Associates, PLLC regarding forensic financial investigation services and data analytics and amend the budget accordingly. **INGALSBE**
8. Discussion and possible action to authorize the Human Resources Department to purchase two battery powered track stair chairs for safety purposes and amend the budget accordingly. **INGALSBE/MILLER**
9. Discussion and possible action to accept a Proposal with Vaughn Construction related to the Hays County Jail Attorney Visitation renovation. **INGALSBE/SHELL**
10. Discussion and possible action to authorize additional funding for 8/31/23 to 9/30/23 paid interns for the County Courts at Law and amend the budget accordingly. **BECERRA/HALL**
11. 11:00 a.m. - Hold a public hearing on the Fiscal Year 2024 proposed tax increase. **BECERRA/DORSETT**

L.

EXECUTIVE SESSIONS

The Commissioners Court will announce that it will go into Executive Session, if necessary, pursuant to Chapter 551 of the Texas Government Code, to receive advice from Legal Counsel to discuss matters of land acquisition, litigation and personnel matters as specifically listed on this agenda. The Commissioners Court may also announce it will go into Executive Session, if necessary, to receive advice from Legal Counsel regarding any other item on this agenda.

1. Executive Session pursuant to Sections 551.071 and 551.072 of the Texas Government Code: consultation with counsel and deliberation regarding the purchase, exchange, lease and/or value of real property associated with Parks and Open Space Projects being considered by Hays County. Possible discussion and/or action may follow in open court. **BECERRA**

M.

STANDING AGENDA ITEMS

The Commissioners Court utilizes Standing Agenda Items to address issues that are frequently or periodically discussed in court. This section allows the Court to open the item when a need for discussion arises.

1. Discussion and possible action related to the burn ban. **BECERRA**
2. Discussion related to the Hays County inmate population, to include current population counts and costs. **BECERRA**
3. Discussion of issues related to the Hays County Jail, and the planning of projects pertaining to the public safety facilities needs within the County. Possible action may follow. **INGALSBE/CUTLER**
4. Discussion and possible action regarding Hays County's use of federal or other grant funding related to COVID-19 response including but not limited to the American Rescue Plan Act (ARPA) and the Emergency Rental Assistance Program (ERAP). **BECERRA**
5. Updates of community health assessment by local health department. **BECERRA**
6. Discussion and possible action related to proposed bills in the 87th Regular Session of the Texas Legislature and to consider adoption of resolution(s) regarding proposed bills. The Court may opt to withdraw to Executive Session during this item to consult with legal counsel pursuant to Texas Government Code 551.071. **SMITH**
7. Updates on measurable advancement of Pretrial Services to include the areas of staffing, equipment, training, operations and policy, by Director of Pre-Trial Services Randy Focken. **BECERRA**

N.

ADJOURNMENT

Posted by 5:00 o'clock P.M. on the 1st day of September, 2023
COMMISSIONERS COURT, HAYS COUNTY, TEXAS

CLERK OF THE COURT

Hays County encourages compliance with the Americans with Disabilities Act (ADA) in the conduct of all public meetings. To that end, persons with disabilities who plan to attend this meeting and who may need auxiliary aids such as an interpreter for a person who is hearing impaired are requested to contact the Hays County Judge's Office at (512) 393-2205 as soon as the meeting is posted (72 hours before the meeting) or as soon as practical so that appropriate arrangements can be made. While it would be helpful to receive as much advance notice as possible, Hays County will make every reasonable effort to accommodate any valid request regardless of when it is received. Braille is not available.



AGENDA ITEM REQUEST FORM: **F.1.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Sponsor:

Judge Becerra

Agenda Item

Adopt a proclamation recognizing September 2023 as National Suicide Prevention and Action Month. **BECERRA**

Summary

See attached proclamation.

Attachments

Proclamation National Suicide Awareness Month



AGENDA ITEM REQUEST FORM: **G.4.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Elaine H. Cardenas

Sponsor:

Judge Becerra

Agenda Item

Approve Commissioners Court Minutes of August 22, 2023. **BECERRA/CARDENAS**

Summary

Attachments

8/22/2023 Minutes



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Sponsor:

Commissioner Ingalsbe

Agenda Item:

Authorize the Commissioner Precinct 1 Office to support Mendez Elementary in the San Marcos Consolidated Independent School District (SMCISD) with interest-based activities and opportunities for Mendez students. **INGALSBE**

Summary:

The Commissioner Precinct 1 Office would like to provide sponsorship funding to Mendez Elementary for Striker Innovation Hour which occurs the last hour of each Friday. This event is held at Mendez Elementary, 1805 Peter Garza Drive, San Marcos, in the 2023-2024 school year. Students participate in planned clubs, ranging from folklorico to photography. This will be the third year Mendez is instituting this practice.

Objectives of Striker Innovation Hour are:

- Provide students access to clubs and project-based learning.
- Ensure student the opportunity to live out their hopes and dreams.
- Build students interests to fall in love with learning.
- Provide students with the supplies and materials needed to create authentic learning experiences.

Attachment: Mendez Elementary Sponsorship Letter

Funds are available within the Commissioner's operating budget to provide sponsorship support.

Fiscal Impact:

Amount Requested: \$250.00

Line Item Number: 001-601-00.5353

Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

Auditor's Office:

Purchasing Guidelines Followed Y/N?: N/A

G/L Account Validated Y/N?: Community Program Expense

New Revenue Y/N?: N/A

Comments:

Attachments

Mendez Elementary Sponsorship Letter



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Michael Torres, Constable Pct. 2

Sponsor:

Commissioner Cohen

Agenda Item:

Authorize payment to 4-Way Auto, LLC. in the amount of \$898.46 related to Constable Pct. 2 vehicle repairs in which no purchase order was issued as required per the County Purchasing Policy. **COHEN/TORRES**

Summary:

The vendor performed additional repairs on the 2018 Ford Explorer before providing a front-end alignment and purchase orders were not requested for service. The invoice totals \$898.46, and funding is available for payment to the vendor.

Fiscal Impact:

Amount Requested: \$898.46

Line Item Number: 001-636-00.5413

Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

Auditor's Office:

Purchasing Guidelines Followed Y/N?: No

G/L Account Validated Y/N?: Yes, Vehicle Maintenance and Repair

New Revenue Y/N?: N/A

Comments:

Attachments

4_WayAutoRepairinvoice



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Daphne Tenorio, County Treasurer

Sponsor:

Judge Becerra

Agenda Item:

Authorize additional funding for the Treasurer's Office for continuing education training and amend the budget accordingly. **BECERRA/TENORIO**

Summary:

The Hays County Treasurer and Assistant Treasurer will attend the 75th Annual County Treasurer's Association of Texas conference to be held in McAllen this month. This conference will include the most recent and relevant information for Treasurer's to enhance knowledge and will allow for great networking opportunities. Additional funding is needed for conference registration, hotel fees and meals following the travel policy.

Fiscal Impact:

Amount Requested: \$1,200.00

Line Item Number: 001-620-000.5551

Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: Yes

Comments: N/A

\$1,200 - Increase Continuing Education 001-620-00.5551

(\$1,200) - Decrease Printing Services 001-620-00.5461

Auditor's Office:

Purchasing Guidelines Followed Y/N?: TBD

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

**Hays County Commissioners Court****Date:** 09/05/2023**Requested By:**

Sheriff Gary Cutler

Sponsor:

Commissioner Ingalsbe

Agenda Item:

Authorize the Sheriff's Office to convert a vacant Transportation Deputy slot 0550-075 to a Transportation Corrections Officer position effective 9/5/2023 and move the budgeted position to the Jail Division operating budget and amend the budget accordingly.

INGALSBIE/CUTLER**Summary:**

In January 2021, the court approved the S.O. to convert vacant transportation deputy positions to transportation correction officers due to legislative changes. Legislative update section 1701.2561 and 1701.355 of the Texas Occupations Code allows a county jailer who is issued a certificate of firearms proficiency and who maintains weapons proficiency to carry a firearm while performing duties as a county jailer, including transporting persons confined in the county jail while traveling to or from the jailer's place of assignment. Sheriff's Office wishes to convert a currently slotted Transportation Deputy position to a Transportation Correctional Officer position as allowable by statute.

Fiscal Impact:

Amount Requested: (\$46,317) annualized savings

Line Item Number: 001-618-00/001-618-03

Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: Yes

Comments: Budgeted position will be moved from the SO Operating to the Jail Division for FY23 and change will need to be added to the FY24 budget.

	Difference			
	<u>Deputy</u>	<u>CO</u>	<u>Annual</u>	<u>FY23</u>
Salary	88,307	50,145	(38,162)	(2,718)
FICA	5,475	3,109	(2,366)	(169)
Medicare	1,280	727	(553)	(39)
Retirement	<u>12,116</u>	<u>6,880</u>	<u>(5,236)</u>	<u>(373)</u>
	107,178	60,861	(46,317)	(3,299)
Budget Amendment:				
Jail Salary	2,718	Increase 001-618-03.5021		
Jail FICA	169	Increase 001-618-03.5101_100		
Jail Medicare	39	Increase 001-618-03.5101_200		
Jail Retirement	373	Increase 001-618-03.5101_300		
SO Salary	(2,718)	Decrease 001-618-00.5021		
SO FICA	(169)	Decrease 001-618-00.5021		
SO Medicare	(39)	Decrease 001-618-00.5021		
SO Retirement	(373)	Decrease 001-618-00.5021		

Auditor's Office:

Purchasing Guidelines Followed Y/N?: N/A

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Sponsor:

Commissioner Shell

Agenda Item:

Authorize reimbursement in the amount of \$24,050.00 for high fencing to be constructed along the perimeter of Hays County's 1,068.45 acre conservation easement located in Precinct 3, south of the La Cima subdivision. **SHELL**

Summary:

LCSM West, LP, as the fee owner of the tracts over which the easement has been placed, has proposed that Hays County split costs for the perimeter fence, which would protect the habitat in question and thus benefit the conservation values identified in the easement. LCSM West has proposed to pay the costs in their entirety if the County agrees to reimburse 50%.

Fiscal Impact:

Amount Requested: \$24,050

Line Item Number: 001-645-00.5600

Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: Yes

Comments: If approved, recommended funding source county wide misc. capital improvements.

\$24,050 - Increase Project Contributions 001-645-00.5600

(\$24,050) - Decrease Misc. Capital Improvements 001-645-00.5741

Auditor's Office:

Purchasing Guidelines Followed Y/N?: Reimbursement

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

Attachments

Fence Estimate



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Judge Maggie Moreno

Sponsor:

Commissioner Ingalsbe

Agenda Item:

Authorize the Justice of the Peace, Precinct 1-2 Office to purchase one Dell OptiPlex 7010 utilizing the Justice Court Technology Fund and amend the budget accordingly. **INGALSBE/MORENO**

Summary:

The JP 1-2 Office would like to purchase one new Dell Computer to be used at the front office to assist incoming citizens. This computer will be utilized by all employees working the front office to better assist citizens needing services. Funding is available within the JP Court Technology special revenue fund.

Fiscal Impact:

Amount Requested: \$1,099

Line Item Number: 112-626-00.5712_400

Budget Office:

Source of Funds: Justice Court Technology Fund

Budget Amendment Required Y/N?: Yes

Comments: N/A

\$1,099 - Increase Computer Equipment_Operating 112-626-00.5712_400

(\$1,099) - Decrease Data Supplies 112-626-00.5202

Auditor's Office:

Purchasing Guidelines Followed Y/N?: Yes, Texas Department of Information Resources, TX DIR-TSO-3763, Contract

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

Attachments

Dell Quote



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Sponsor:

Commissioner Smith

Agenda Item:

Authorize payment to Carol Bedrich for the purchase of consumable items for the Behavioral Advisory Team (BAT) meeting in the amount of \$271.26. **SMITH**

Summary:

A Behavioral Advisory Team meeting was held on August 2nd where meals were provided for those in attendance. Funding for this event is available within the Commissioner Pct. 4 community program budget.

Fiscal Impact:

Amount Requested: \$271.26

Line Item Number: 001-604-00.5353

Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

Auditor's Office:

Purchasing Guidelines Followed Y/N?: N/A

G/L Account Validated Y/N?: Yes, Community Program Expense

New Revenue Y/N?: N/A

Comments:

Attachments

Receipt



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jennifer Doinoff

Sponsor:

Judge Becerra

Agenda Item:

Approve renewal of RFP 2020-P08 Election Form Printing Services with AMG Printing. **BECERRA/DOINOFF**

Summary:

RFP 2020-P08 Election Form Printing Services is scheduled to expire on September 7, 2023. AMG Printing would like to renew their contract for one additional year, all terms and conditions remain unchanged and in full force and effect as stated in the original proposal and amendment 1.

Fiscal Impact:

Amount Requested: Per bid sheet
Line Item Number: 002-655-00.5461

Budget Office:

Source of Funds: Election Contract Fee Fund
Budget Amendment Required Y/N?: No
Comments: N/A

Auditor's Office:

Purchasing Guidelines Followed Y/N?: Yes, Request For Proposal (RFP) 2020-P08 Election Form Printing Services
G/L Account Validated Y/N?: Yes, Printing Services Expense
New Revenue Y/N?: N/A
Comments:

Attachments

(PE) RFP 2020-P08 Renewal 3



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Shari Miller

Sponsor:

Judge Becerra

Agenda Item:

Approve renewal of RFP 2019-P05 Employee Assistance Program for one (1) additional year as stated in the original proposal, effective August 1, 2023. **BECERRA/MILLER**

Summary:

The Commissioners Court awarded RFP 2019-P05 Employee Assistance Program on July 16, 2019, and the Human Resources Department would like to renew for the 2nd and final renewal options. All terms and conditions remain unchanged and in full force and effect as stated in the original bid.

Fiscal Impact:

Amount Requested: Per bid sheet
Line Item Number: 003-730-00.5342

Budget Office:

Source of Funds: Medical & Dental Fund
Budget Amendment Required Y/N?: No
Comments: N/A

Auditor's Office:

Purchasing Guidelines Followed Y/N?: Yes, Request For Proposal (RFP) 2019-P05 Employee Assistance Program
G/L Account Validated Y/N?: Yes, Self Insurance Expense
New Revenue Y/N?: N/A
Comments:

Attachments

RFP 2019-P05 (Renewal 2 of 2)



AGENDA ITEM REQUEST FORM: **G.14.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Marisol Villarreal-Alonzo

Sponsor:

Agenda Item

Accept the delivery of the Internal Examination reports for the Fiscal Year 2022 District Attorney Chapter 59, Justice of the Peace Precinct 2 Office, Constable Precinct 4 Office, and the Constable Precinct 5 Office. **VILLARREAL-ALONZO**

Summary

The Internal Examination Reports are attached.

Attachments

DA - Chapter 59 Audit Report

DA FY22 OAG Report

IE - JP 2

IE - Constable 4

IE - Constable 5



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jenifer O'Kane

Sponsor:

Commissioner Ingalsbe

Agenda Item:

Authorize the execution of an Engagement Letter with ABIP, PC for services related to the Fiscal Year 2023 Hays County SOC 1 Audit.
INGALSBE/O'KANE

Summary:

ABIP, PC was awarded a one-year contract with four one-year renewal options for the financial and SOC Type 1 auditing services pursuant to RFQ 2022-Q05. ABIP, PC will examine the Tax Office Reporting System for processing and reporting tax transactions and balances as of September 30, 2023, and the suitability of the design of the controls.

Fiscal Impact:

Amount Requested: NTE \$39,950
Line Item Number: 001-619-00.5442

Budget Office:

Source of Funds: General Fund
Budget Amendment Required Y/N?: No
Comments: If approved, funding will need to be budgeted in FY24. Potential cost sharing by other taxing jurisdictions.

Auditor's Office:

Purchasing Guidelines Followed Y/N?: Yes, Request For Qualifications (RFQ) 2022-Q05, Auditing Services
G/L Account Validated Y/N?: Yes, Independent Audit Expense
New Revenue Y/N?: TBD
Comments:

Attachments

Engagement Letter



AGENDA ITEM REQUEST FORM: **G.16.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

T.CRUMLEY

Sponsor:

Commissioner Smith

Agenda Item

Authorize the submission of a grant application to the National Rifle Association (NRA), NRA Foundation Grant in the amount of \$1,430.00. **SMITH/T.CRUMLEY**

Summary

If awarded the County plans to purchase training ammunition for the Hays County Sheriff's Officers. This proposed project is to equip Hays County Sheriff's Officers with enough target practice ammunition that will allow practicing firearms training with the appropriate ammunition. At this time, we do not know any shipping costs or additional fees. If we are awarded the court will be asked to cover these costs. No match is required.

Attachments

NRA Application



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

T. CRUMLEY

Sponsor:

Commissioner Ingalsbe

Agenda Item:

Authorize the acceptance of a grant award from the Department of Justice, Bureau of Justice Assistance, State Criminal Alien Assistance Program (SCAAP) in the amount of \$140,544.00. **INGALSBE/T.CRUMLEY**

Summary:

Hays County has received an allocation of \$140,544.00 in funding for the State Criminal Alien Assistance Program (SCAAP) through the Department of Justice. These funds are used to offset jail operations expenses associated with incarceration of undocumented criminal aliens. This is a reimbursement grant and can be used to offset costs that occurred between July 1, 2020, and September 30, 2024.

Grant Number: 15PBJA-22-RR-05442-SCAA

Grant Period: 7/1/2020 - 9/30/2024

Fiscal Impact:

Amount Requested: None

Line Item Number: 001-618-03.4301

Budget Office:

Source of Funds: DOJ Grant Revenue

Budget Amendment Required Y/N?: No

Comments: Grant budgeted during the annual budget process.

Auditor's Office:

Purchasing Guidelines Followed Y/N?: N/A

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: Grant revenue is certified during the annual budget process

Comments:

Attachments

FY22 SCAAP Acceptance



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

T. CRUMLEY/CUTLER

Sponsor:

Judge Becerra

Agenda Item:

Authorize the acceptance of a grant award from the Office of the Attorney General (OAG), Statewide Automated Victim Notification Service (SAVNS) grant program in the amount of \$30,285.26. **BECERRA/T.CRUMLEY/CUTLER**

Summary:

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.

Grant Number C-01096

Contract Period: 9/1/2023 - 8/31/2024

Fiscal Impact:

Amount Requested: None

Line Item Number: 001-618-99-004]

Budget Office:

Source of Funds: OAG Grant Funds

Budget Amendment Required Y/N?: No

Comments: Grant is budgeted during the annual budget process.

Auditor's Office:

Purchasing Guidelines Followed Y/N?: N/A

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: Grant revenue is certified during the budget process

Comments:

Attachments

FY24 SAVNS Grant Contract



AGENDA ITEM REQUEST FORM: **G.19.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Sponsor:

Judge Becerra

Agenda Item

Approve the amended Property Use Policy. **BECERRA**

Summary

See attached.

Attachments

Property Use Policy - eff 4-17-2018

Redlined Property Use Policy

Updated Property Use Policy



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jennifer Doinoff

Sponsor:

Commissioner Shell

Agenda Item:

Approve the Hart Intercivic repair estimate in the amount of \$4,000.00 for 5 Duo Touch, 2 Controller, and 1 Duo Go that are no longer under warranty, and authorize a discretionary exemption pursuant to Texas Local Government Code Chapter 262.024 (a)(7)(D) and amend the budget accordingly. **SHELL/DOINOFF**

Summary:

The Election's Office is requesting a discretionary exemption pursuant to Texas Local Government Code Chapter 262.024 (a)(7)(D) for the repairs of 5 Duo Touch, 2 Controllers, and 1 Duo Go machines. The labor to repair the machines is covered under Hart Intercivic's Buyboard contract #622-20; however, the repair parts are open market items.

Fiscal Impact:

Amount Requested: \$4,000

Line Item Number: 001-655-00.5411

Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: Yes

Comments: N/A

\$1,600 - Increase Equipment Maintenance & Repair 001-655-00.5411

(\$1,600) - Decrease Postage 001-655-00.5212

Auditor's Office:

Purchasing Guidelines Followed Y/N?: Buyboard contract #622-20 and requires a discretionary exemption pursuant to Texas Local Government Code Chapter 262.024 (a)(7)(D) for captive replacement parts/components for equipment.

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

Attachments

Hart Quote



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Sponsor:

Judge Becerra

Agenda Item:

Authorize reimbursement of travel expenses related to Animal Advisory committee member, Sharri Boyett attendance to the 2023 Best Friends National Conference in Houston, Texas related to Animal Welfare and amend the budget accordingly. **BECERRA**

Summary:

On August 10-12, Animal Advisory committee member Sharri Boyett and Chief of Staff Alex Villalobos attended the 2023 Best Friends National Conference for networking and valuable expert sessions related to the ideas and vision proposed in the Animal Feasibility Study to further expand and address the animal welfare needs in Hays County. Court approval is needed in order to pay for continuing education expenses for volunteers, interns or appointed committee members. Expenses for hotel and conference registration for Ms. Boyett were paid by Alex Villalobos and will be reimbursed to him in an amount of \$717.72 and \$300.22 reimbursement to Sharri Boyett for mileage and meal per diems.

Fiscal Impact:

Amount Requested: \$1,017.94

Line Item Number: 001-645-00.5391

Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: Yes

Comments: N/A

\$1,018 - Increase County-Wide Miscellaneous Expense 001-645-00.5391

(\$1,018) - Decrease County Judge Continuing Education 001-600-00.5551

Auditor's Office:

Purchasing Guidelines Followed Y/N?: N/A

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

Attachments

Conference Agenda



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Cohen

Agenda Item:

Authorize payment to Interstate Towing in the amount of \$500.00 for the Transportation Department related to the towing of a county vehicle where no purchase order was issued as required per the Hays County purchasing policy. **COHEN/BORCHERDING**

Summary:

The Transportation Department is requesting payment to Interstate Towing and Recovery for the towing of a county vehicle totaling \$500.00. The vehicle (Equipment #123) was involved in an accident when called out to the weekend fire. The transaction took place before a purchase order was obtained. Funding is available in the Transportation Department budget.

Fiscal Impact:

Amount Requested:\$500.00

Line Item Number: 020-710-00.5413

Budget Office:

Source of Funds: Road & Bridge General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

Auditor's Office:

Purchasing Guidelines Followed Y/N?: No

G/L Account Validated Y/N?: Yes, Vehicle Maintenance and Repair Expense

New Revenue Y/N?: N/A

Comments:

Attachments

Interstate Towing



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding, P.E., Transportation Director

Sponsor:

Commissioner Smith

Agenda Item:

Discussion and possible action to authorize the execution of Change Order No. 2 in the amount of (\$58,334.78) to the Construction Contract with Aaron Concrete Contractors, LP for the Darden Hill Roundabout (IFB2023-B11) project as part of the Hays County Road Bond Program in Precinct 4. **SMITH/BORCHERDING**

Summary:

Change Order No. 2 adds new items, deletes others, and adjusts quantities of several existing items due to various RFI responses, additions to the project and adjustments to the design to avoid utilities. Including, eliminate the lime treatment items, add items to compensate the contractor for the additional tree and fence removal, repairing conduit and wiring for the schools streetlights and sign, removal of two fire hydrants as well as revising the seeding items on the project. The Change Order results in a reduction of \$58,334.78 to the contract amount. This change Order and previous Change Orders to date have resulted in the reduction of the original contract amount of \$3,587,296.50 by \$17,800.81 for a final contract amount of \$3,569,495.69, a net decrease of 0.005%.

Fiscal Impact:

Amount Requested: None

Line Item Number: N/A

Budget Office:

Source of Funds: N/A

Budget Amendment Required Y/N?: N/A

Comments: N/A

Auditor's Office:

Purchasing Guidelines Followed Y/N?: Yes, Invitation for Bid (IFB) 2023-B11, Darden Hill @ Sawyer Ranch Roundabout

G/L Account Validated Y/N?: N/A

New Revenue Y/N?: N/A

Comments:

Attachments

DardenHillRoundabout-Aaron-CO2



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Smith

Agenda Item:

Discussion and possible action to authorize the County Judge to execute a Contract Amendment with HDR Engineering, Inc. pursuant to the Professional Services Agreement for Robert S. Light Boulevard Signal Light Study. **SMITH/BORCHERDING**

Summary:

On June 20, 2023, the Commissioners Court authorized the execution of a Professional Services Agreement with HDR Engineering, Inc. to perform a traffic study at two different intersection on Robert S. light Boulevard. The Transportation Department is requesting to have HDR Engineering, Inc. conduct an additional study of the Robert S. Light Boulevard and FM 2770 to account for the increase in traffic due to the school year starting.

Fiscal Impact:

Amount Requested: \$10,550.00

Line Item Number: 020-710-00.5448_008

Budget Office:

Source of Funds: Road & Bridge General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

Auditor's Office:

Purchasing Guidelines Followed Y/N?: Yes, Request for Qualifications (RFQ) 2021-Q01, Professional Engineering Services

G/L Account Validated Y/N?: Yes, Contract Services Consultant Expense

New Revenue Y/N?: N/A

Comments:

Attachments

(PE) Amendment 1



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding, P.E., Transportation Director

Sponsor:

Commissioner Cohen

Agenda Item:

Discussion and possible action to authorize the County Judge to execute Contract Amendment No. 2 in the amount of \$49,600.00 to the Professional Services Agreement for right-of-way acquisition services with LJA Engineering, Inc. for the Hillside Terrace Safety Improvements (IH 35 to FM 2001) project in Precinct 2. **COHEN/BORCHERDING**

Summary:

The requested Amendment increases the contract compensation cap by \$49,600.00 from \$356,000.00 to \$405,600.00. This will allow for the execution of Supplemental #3 to Work Authorization #1 which authorizes land planning, estimating, transcriber and interpreter services associated with the right of way acquisition effort on Hillside Terrace project. The Work Authorization termination date is also extended to June 30, 2024. This contract for Hillside Terrace ROW acquisition is funded by the Transportation Department Budget. Construction funding has not been identified.

Fiscal Impact:

Amount Requested: \$49,600.00

Line Item Number: 020-710-00-648.5632_700

Budget Office:

Source of Funds: Road & Bridge General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

Auditor's Office:

Purchasing Guidelines Followed Y/N?: Pre-qualified through Request For Qualifications (RFQ) 2018-P08 Professional Engineering Services Pool, 28% contract increase

G/L Account Validated Y/N?: Yes, Right of Way Capital Outlay

New Revenue Y/N?: N/A

Comments:

Attachments

Hillside-LJA-PSAAmendment02



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Ingalsbe

Agenda Item:

Discussion and possible action to authorize the County Judge to execute a TIA Contribution Agreement related to Hymeadow Subdivision, Section 2, Phase 3, between Hays County and Clayton Properties Group Inc., dba Bohn Homes in the amount of \$45,424.00. **INGALSBE/BORCHERDING**

Summary:

The traffic impact analysis for this section of the Hymeadow/Sunset Oaks subdivision identified \$45,424 as the pro-rata share of off-site traffic improvements attributed to this 136 lot section in Precinct 1. The developer has delivered a check to Hays County. The agreement is attached.

Fiscal Impact:

Amount Requested: None

Line Item Number: 020.2010_190

Budget Office:

Source of Funds: N/A

Budget Amendment Required Y/N?: No

Comments: N/A

Auditor's Office:

Purchasing Guidelines Followed Y/N?: N/A

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

Attachments

TIA Agreement



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding, P.E., Transportation Director

Sponsor:

Commissioner Shell

Agenda Item

Discussion and possible action to approve the selection of Lockwood, Andrews and Newnam, Inc. (LAN) to provide engineering services for Old Stagecoach at Post Road Intersection project in Precinct 3; and authorize staff and counsel to negotiate a contract.

SHELL/BORCHERDING

Summary

The Old Stagecoach at Post Road Intersection project has been identified by the Transportation Department as a project they would like to move forward.

Lockwood, Andrews, and Newnam, Inc. (LAN) has been pre-qualified by Hays County for the requested services through RFQ 2021-Q01. The process to initially select an engineering consultant to negotiate a scope of work and fee proposal, with subsequent action by the Hays County Commissioners Court to approve the contract integrating the negotiated scope of work and fee proposal, follows the process set forth in the Hays County Purchasing Policy and Procedures Manual, revised May 30, 2017.



AGENDA ITEM REQUEST FORM: **1.6.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Cohen

Agenda Item

Hold a public hearing with possible action to establish a 4-way stop at the intersection of Hillside Terrace, Green Meadows Lane, and Heron Drive. **COHEN/BORCHERDING**

Summary

In response to a request from local residents, there is a need to establish a 4-way stop location at this intersection for ease of traffic flow and safety on Green Meadows Lane and Heron Drive.

Attachments

Green Meadows Map



AGENDA ITEM REQUEST FORM: **1.7.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Ingalsbe

Agenda Item

Hold a public hearing with possible action to establish a 25 MPH speed limit on Great Northern and Santa Fe Run. **INGALSBE/BORCHERDING**

Summary

In response to a request by local residents, Staff recommends approval of establishing 25 MPH speed limit along Great Northern and Santa Fe Run. (see attached map).

Attachments

Santa Fe Run/Great Northern



AGENDA ITEM REQUEST FORM: **1.8.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Ingalsbe

Agenda Item

Hold a public hearing with possible action to establish a 25 MPH speed limit on Rolling Meadows Lane. **INGALSBE/BORCHERDING**

Summary

In response to a request by residents, staff recommends approval of establishing 25 MPH along Rolling Meadows Lane. (see attached map).

Attachments

Rolling Meadows Map



AGENDA ITEM REQUEST FORM: **1.9.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Smith

Agenda Item

Hold a public hearing with possible action to establish a 35 MPH speed limit on Sawyer Ranch Road. **SMITH/BORCHERDING**

Summary

In response to a request by residents, staff recommends approval of establishing 35 MPH speed limit along Sawyer Ranch road from Darden Hill Road to Highway 290. (see attached map).

Attachments

Sawyer Ranch Map



AGENDA ITEM REQUEST FORM: **I.10.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Ingalsbe

Agenda Item

Hold a public hearing with possible action to establish a 25 MPH speed limit within the Green Pastures Subdivision. **INGALSBE/BORCHERDING**

Summary

In response to a request by residents, staff recommends approval of establishing 25 MPH speed limit throughout the Green Pastures Subdivision. Roads include the following: Anna Drive, Bluebonnet Way, Christopher Drive, Connector Road, Country Lane, Cresthill Causeway, Dickerson Road, Dogwood Trail, Green Pastures Drive, Greenfield Road, Janzet Drive, Jennifer Drive, Lakeland Drive, Lawnsdale Road, Lilac Way, Miller Lane, Skyview Terrace, Sparrow Lane, Summit Drive, Thunderhead Road, Treetop Lane, Valley View Drive, and Willow Terrace. (see attached map).

Attachments

Green Pastures Map



AGENDA ITEM REQUEST FORM: **I.11.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Ingalsbe

Agenda Item

Discussion and possible action to call for a public hearing on September 19, 2023, to establish a 3-way stop at the intersection of Green Pastures Road and Country Lane. **INGALSBE/BORCHERDING**

Summary

In response to a request from local residents, there is a need to establish a 3-way stop location at this intersection for ease of traffic flow and safety on Green Pastures Road. (See attached map.)

Attachments

Green Pastures Stop



AGENDA ITEM REQUEST FORM: **I.12.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Ingalsbe

Agenda Item

Discussion and possible action to call for a public hearing on September 19, 2023, to establish a 3-way stop at the intersection of Bunton Lane, Heidenreich Lane, and Dairy Road. **INGALSBE/BORCHERDING**

Summary

In response to a request by local property-owners, there is a need to establish a 3-way stop location at this intersection for ease of traffic flow and safety on Bunton Lane and Dairy Road. (Please see map.)

Attachments

Bunton Lane 3-Way Stop



AGENDA ITEM REQUEST FORM: **1.13.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Shell

Agenda Item

Discussion and possible action to consider the release of the 2-year maintenance bond #PB03016800710 in the amount of \$61,623.61, and the acceptance of roads into the county road maintenance system for 6 Creeks Subdivision, Phase 1, Section 5A. **SHELL/BORCHERDING**

Summary

Staff recommends acceptance of these roads into the county road maintenance system. Roads include: Iron Creek Way (484 ft.), Mill Creek Lane (310 ft.), Left Fork Drive (616 ft.), Cold River Run (1,777 ft.), Warm Springs Lane (215 ft.), and Bald Eagle Lane (213 ft.).



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Smith

Agenda Item

Discussion and possible action to consider the acceptance of road construction and surface drainage improvements, acceptance of the maintenance bond #PB03016800910M1 in the amount of \$58,887.84, and acceptance of the revegetation bond #PB03016800910M in the amount of \$45,070.00 for Caliterra, Phase 5, Section 14. **SMITH/BORCHERDING**

Summary

Staff recommends acceptance of construction of roads and drainage improvements within the County ROW, and all regulatory signage as posted. An engineer's concurrence letter and as-built construction plans have been received. The Transportation Department has inspected and approved the improvements and will monitor the revegetation efforts for all disturbed areas within County ROW.

Attachments

Caliterra 5-14



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Shell

Agenda Item

Discussion and possible action to consider the acceptance of road construction and surface drainage improvements, release of the Letter of Credit #20234029 in the amount of \$69,260.00, acceptance of the maintenance bond #4461007 in the amount of \$56,682.10, and acceptance of the revegetation bond #4461010 in the amount of \$6,666.00 for 6 Creeks subdivision, Phase 1, Section 7. **SHELL/BORCHERDING**

Summary

Staff recommends acceptance of construction of roads and drainage improvements within the County ROW, and all regulatory signage as posted. An engineer's concurrence letter and as-built construction plans have been received. The Transportation Department has inspected and approved the improvements and will monitor the revegetation efforts for all disturbed areas within County ROW.

Attachments

6 Creeks Ph.1, Sec. 7



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jerry Borcharding

Sponsor:

Commissioner Shell

Agenda Item

Discussion and possible action to consider the acceptance of road construction and surface drainage improvements, accept the maintenance bond #4461009 in the amount of \$52,704.60, and acceptance of the revegetation bond #4461011 in the amount of \$5,928.00 for 6 Creeks subdivision, Phase 1, Section 12. **SHELL/BORCHERDING**

Summary

Staff recommends acceptance of construction of roads and drainage improvements within the County ROW, and all regulatory signage as posted. An engineer's concurrence letter and as-built construction plans have been received. The Transportation Department has inspected and approved the improvements and will monitor the revegetation efforts for all disturbed areas within County ROW.

Attachments

6 Creeks Ph.1, Sec. 12



AGENDA ITEM REQUEST FORM: **J.1.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Marcus Pacheco, Development Services Director

Sponsor:

Commissioner Shell

Agenda Item

PLN-2237-NP; Discussion and possible action regarding the Sorrell Hill Subdivision, Final Plat. **SHELL/PACHECO**

Summary

Sorrell Hill Subdivision is a proposed five (5) lot plat across 20.00 acres located along Windy Hills Road in Dripping Springs and in Precinct 3.

Water utility will be accomplished by Individual Private Wells. Wastewater treatment will be accomplished by Individual On-Site Sewage Facilities.

Attachments

Cover Letter

Plat

Location Map



AGENDA ITEM REQUEST FORM: **J.2.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Efren Chavez, County Planner

Sponsor:

Commissioner Shell

Agenda Item

PLN-2248-PC; Discussion and possible action regarding Burnett Ranch, Sec 4, Blk 1, Lot 13, Replat. **SHELL/PACHECO**

Summary

Burnett Ranch, Sec 4, Blk 1, Lot 13, Replat is a recorded subdivision plat consisting of 3 lots across 10.258 acres located along Days End Rd. and Hummingbird Ln. in Wimberley and in Precinct 3. Water utility will be accomplished by private wells. Wastewater utility will be accomplished by individual on-site sewage facilities.

Attachments

Plat
Location Map
Cover Letter



AGENDA ITEM REQUEST FORM: **K.1.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Daphne Tenorio, Hays County Treasurer

Sponsor:

Judge Becerra

Agenda Item

Discussion and possible action to approve the order setting rates of compensation for person(s) service as Grand Jurors or Petit Jurors in Civil or Criminal cases in District Court, County Court, County Court-at-Law or Justice Court(s) effective September 1, 2023. **BECERRA/TENORIO**

Summary

See attached order.

Attachments

Order - Juror Fees



AGENDA ITEM REQUEST FORM: **K.2.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Elaine H. Cardenas

Sponsor:

Judge Becerra

Agenda Item

Discussion and possible action to approve the 2024 Sheriff & Constable Fees. **BECERRA/CARDENAS**

Summary

Attachments

2024 Sheriff and Constable Fees



AGENDA ITEM REQUEST FORM: **K.3.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Elaine Cardenas, County Clerk

Sponsor:

Judge Becerra

Agenda Item

Discussion and possible action to authorize the County Clerk's Office to procure a credit card in an amount not to exceed \$3,500.00 from the County Depository Bank. **BECERRA/CARDENAS**

Summary

The County Clerk is requesting a Hays County credit card for making department purchases, travel reservations related to continuing education and other miscellaneous expenses as needed following procurement guidelines. Due to the large number of staff within the office, the County Clerk is requesting \$3,500 in order to accommodate training for multiple staff members during the statement period.

**Hays County Commissioners Court****Date:** 09/05/2023**Requested By:**

Miller

Sponsor:

Commissioner Shell

Agenda Item:

Discussion and possible action to authorize the Human Resources Department to hire a temporary Communications Manager to finalize the website upgrade with an effective date of 9/10/23 to end on or before 12/31/23. **SHELL/MILLER**

Summary:

The current Communications Manager is leaving Hays County employment but would like to follow through on the website upgrade project. Temporary employment is estimated at 8 hours per week to end on or before 12/31/23, beginning 9/10/23.

Fiscal Impact:

Amount Requested: \$5,074

Line Item Number: 001-677-00]

Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: No

Comments: If approved, \$4,122 will need to be added to the FY24 budget. Salary savings due to attrition are available to cover the FY 2023 portion.

Temporary Communications Manager		
9/10/23 to 12/31/23		
8 Hrs per week		
16 Weeks		
\$ 36.82	Hrly Rate	
\$ 4,713	Base Salary	
\$ 361	Fringe	
\$ 5,074	Total Needed	
\$ 951	FY 2023	
\$ 4,123	FY 2024	

Auditor's Office:

Purchasing Guidelines Followed Y/N?: N/A

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Marcus Pacheco, Director of Development Services

Sponsor:

Commissioner Shell

Agenda Item

Discussion and possible action to adopt the Resolution of the Hays County Commissioners Court Approving Procedures for Various Development Applications. **SHELL/PACHECO**

Summary

See attached Resolution.

Attachments

Resolution



AGENDA ITEM REQUEST FORM: **K.6.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Jude Prather, Director of Veteran Services

Sponsor:

Judge Becerra

Agenda Item

Discussion and possible action to consider the creation of a Veterans Commission whose duties would be to collaborate with countywide, veteran-focused organizations to support and promote veterans' needs. **BECERRA/PRATHER**

Summary

The structure of the commission is to be discussed during court and presented by the Director of Veteran Services, Jude Prather. Each court member will be asked to provide a name to make up the founding commission that will consist of five members. Veteran Services will serve as the liaison/facilitator of The Veterans Commission.



AGENDA ITEM REQUEST FORM: **K.7.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Sponsor:

Commissioner Ingalsbe

Agenda Item:

Discussion and possible action authorizing the execution of a Professional Services Agreement with WD Brown & Associates, PLLC regarding forensic financial investigation services and data analytics and amend the budget accordingly. **INGALSBE**

Summary:

Fiscal Impact:

Amount Requested: NTE \$25,000

Line Item Number: 001-618-00.5362

Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: Yes

Comments: If approved, a portion of this contract will need to be added to the FY24 budget. Potential funding source, county-wide contingencies.

\$25,000 - Increase Sheriff Criminal Investigations 001-618-00.5362

(\$25,000) - Decrease County-Wide Contingencies 001-645-00.5399

Auditor's Office:

Purchasing Guidelines Followed Y/N?: Professional Services Agreement with a Not To Exceed of \$25,000

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

Attachments

Professional Services Agreement



AGENDA ITEM REQUEST FORM: **K.8.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Miller

Sponsor:

Commissioner Ingalsbe

Agenda Item:

Discussion and possible action to authorize the Human Resources Department to purchase two battery powered track stair chairs for safety purposes and amend the budget accordingly. **INGALSBE/MILLER**

Summary:

During emergency events the Government Center and historical courthouse elevators are inoperable and should not be utilized. A track stair chair allows for the safe transportation of people up and down stairs. The chair has a power track system that makes contact with stairs, allowing the chair to glide over the edge of the stairs eliminating the need to lift the person and/or their wheelchair.

Fiscal Impact:

Amount Requested: \$3,198.00

Line Item Number: 001-677-00.5719_400

Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: Yes

Comments: N/A

\$3,198 - Increase Misc. Equipment_Operating 001-677-00.5719_400

(\$3,198) - Decrease Safety Training & Supplies 001-677-00.5332

Auditor's Office:

Purchasing Guidelines Followed Y/N?: Department selected vendor whose quote was \$5.00 higher than the lowest quote.

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

Attachments

Quote



Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Sheriff Gary Cutler

Sponsor:

Commissioner Ingalsbe

Co-Sponsor:

Commissioner Shell

Agenda Item:

Discussion and possible action to accept a Proposal with Vaughn Construction related to the Hays County Jail Attorney Visitation renovation. **INGALSBE/SHELL**

Summary:

The Executive Committee is requesting approval to move forward with the renovation project for the Jail Attorney Visitation area. This project will be funded out of the remaining Jail & Public Safety Bond funds utilizing TCPN contract #R200107.

Fiscal Impact:

Amount Requested: \$1,612,090

Line Item Number: 006-852-94-200.5611_700

Budget Office:

Source of Funds: Public Safety Bond 2017 Fund

Budget Amendment Required Y/N?: No

Comments: N/A

Auditor's Office:

Purchasing Guidelines Followed Y/N?: Yes, Omnia (The Cooperative Purchasing Network) Contract #R200107

G/L Account Validated Y/N?: Yes, Construction Capital Outlay

New Revenue Y/N?: N/A

Comments:

Attachments

Vaughn Construction Proposal

**Hays County Commissioners Court****Date:** 09/05/2023**Requested By:**

Judge Jimmy Alan Hall

Sponsor:

Judge Becerra

Agenda Item:

Discussion and possible action to authorize additional funding for 8/31/23 to 9/30/23 paid interns for the County Courts at Law and amend the budget accordingly. **BECERRA/HALL**

Summary:

The County Courts at Law hired two part-time interns outside the standard paid intern program process and require additional funds to complete Fiscal Year 2023.

Fiscal Impact:

Amount Requested: \$1,209

Line Item Number: 001-677-00]

Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: Yes

Comments: N/A

25,000.00	FY23 Approved Budget			
(16,259.75)	Office of General Counsel - legal intern			
(4,837.50)	Human Resources - communications intern			
(2,941.25)	DA Civil Division - PIR intern			
961.50	Remining Balance			
\$ 12.00	Hrly Rate			
96	CCL Intern 10063: 16 hrs wk/8.23.23 to 9.30.23			
72	CCL Intern 10060: 12 hrs wk/8.21.23 to 9.30.23			
168	Total hours through 9/30/23			
2,016	Base Salary			
154	Fringe			
2,170	Total			
(962)	Available Budget			
1,209	Total Needed			
		Budget Amendment:		
		1,054	Increase Intern Staff Salaries 001-677-00.5021	
		125	Increase Intern FICA 001-677-00.5101_100	
		30	Increase Intern Medicare 001-677-00.5101_200	
		(1,209)	Decrease CCL Cont Education 001-612-00.5551	

Auditor's Office:

Purchasing Guidelines Followed Y/N?: N/A

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:



AGENDA ITEM REQUEST FORM: **K.11.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Vickie Dorsett, Budget Officer

Sponsor:

Judge Becerra

Agenda Item

11:00 a.m. - Hold a public hearing on the Fiscal Year 2024 proposed tax increase. **BECERRA/DORSETT**

Summary

Note: Announce final Fiscal Year 2024 budget hearing to be held on September 19th @ 1:00 p.m. at the Commissioners Courtroom, 111 E. San Antonio Street, San Marcos.

Attachments

FY24 Itemized Tax Rate



AGENDA ITEM REQUEST FORM: **L.1.**

Hays County Commissioners Court

Date: 09/05/2023

Requested By:

Sponsor:

Judge Becerra

Agenda Item

Executive Session pursuant to Sections 551.071 and 551.072 of the Texas Government Code: consultation with counsel and deliberation regarding the purchase, exchange, lease and/or value of real property associated with Parks and Open Space Projects being considered by Hays County. Possible discussion and/or action may follow in open court. **BECERRA**

Summary

Additional information will be provided during Executive Session.
