

**Commissioners Court – JANUARY 16, 2024**  
**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 JANUARY 16, 2024, 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. 

<b>PUBLIC COMMENTS</b>
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. 

<b>PRESENTATIONS &amp; PROCLAMATIONS</b>
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1. Adopt a Proclamation declaring January 2024 as National Crime Stoppers Month. **COHEN**
2. Adopt a Proclamation declaring January 2024 as National Blood Donor Month. **COHEN/T.CRUMLEY**
3. Recognition of the County Clerk's Office for receiving The Five-Star Award From The Texas Department Of State Health Services - Vital Statistics Section. **BECERRA/CARDENAS**

G. 

<b>CONSENT ITEMS</b>
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 January 2, 2024. **BECERRA/CARDENAS**

5. Approve the payment of the January 31, 2024 payroll disbursements in an amount not to exceed \$5,000,000.00 effective January 31, 2024 and post totals for wages, withholdings, deductions and benefits on the Hays County website once finalized. **BECERRA/DORSETT**
6. Approve and confirm the appointment of Dustin Slaughter as a regular full-time Deputy Constable in the Hays County Constable's Precinct 1 Office. **INGALSBE/PETERSON**
7. Approve and confirm the appointment of Courtney Gamble as a regular full-time Deputy Constable in the Hays County Constable Precinct 5 Office. **SMITH/COHEN/ELLEN**
8. Authorize the Hays County Health Department to accept change order #1 with Gerling and Associates for an upgrade to the pharmaceutical refrigerator in the mobile vaccine van and amend the budget accordingly. **INGALSBE/COHEN/T.CRUMLEY**
9. Approve out-of-state travel for K-9 Deputy John Hoffman and K-9 Deputy Scott Whetstone to attend the National Narcotics Dog Detector Association Conference on March 4-8, 2024, in Warner Robins, Georgia. **INGALSBE/CUTLER**
10. Authorize the Hays County Sheriff's Office to send a letter of termination, effective June 30, 2024, to Texas State Sports Properties, LLC regarding Hays County's employment recruiting efforts at Texas State athletic events. **INGALSBE/CUTLER**
11. Approve the cancelation of Commissioners Court on July 9, 23 and 30, August 27, September 10 and 24, October 8, 22 and 29, November 12 and 26, December 10, 24 and 31, 2024. **INGALSBE**
12. Authorize the execution of Amendment No 3 to the DSHS IDCU/COVID-19 Grant Contract. **INGALSBE/T.CRUMLEY**
13. Authorize payment to Pathmark Traffic Equipment, LLC in the amount of \$691.00 for the Transportation Department related to the purchase of traffic signs where no purchase order was issued as required per the Hays County purchasing policy. **COHEN/BORCHERDING**
14. Approve the execution of an Assignment Agreement between Hays County, ECM International, Inc. and Johnson, Mirmiran & Thompson, Inc., assigning the terms and conditions of all agreements between Hays County and ECM International, Inc to Johnson, Mirmiran & Thompson, Inc. **INGALSBE**
15. Approve renewal of IFB 2022-B06 Road Building Materials - Limestone Rock Asphalt, Cold Mix with Vulcan Construction Materials, LLC. for one (1) additional year. **BECERRA/BORCHERDING**
16. Approve renewal of IFB 2022-B07 Road Building Materials - Hot Mix Overlay with Colorado Materials, Ltd. and Asphalt Inc. LLC, dba Lone Star Paving Company for one (1) additional year. **BECERRA/BORCHERDING**
17. Approve renewal of IFB 2020-B04 Concrete with Brauntex Materials and Lauren Concrete for one (1) additional year with the proposed price increases. **BECERRA/BORCHERDING**
18. Approve renewal of IFB 2023-B10 Culverts with Contech Engineered Solutions, LLC. for one (1) additional year. **BECERRA/BORCHERDING**
19. Approve renewal of IFB 2022-B05 Countywide Portable Toilets and Handwashing Station Rental Services with United Site Services of Texas, Inc. for one (1) additional year. **BECERRA/T.CRUMLEY**
20. Authorize the submission of a grant application to the Department of State Health Services, Tuberculosis Program in the amount of \$55,308.00. **INGALSBE/T.CRUMLEY**
21. Authorize Building Maintenance to install new plumbing equipment in the amount of \$22,345.49 in three juvenile detention cells located at the Government Center and amend the budget accordingly. **SHELL/T.CRUMLEY**
22. Approve a change fund of \$300.00 for the Justice of the Peace Precinct 2, Place 2 Office as approved by the County Auditor pursuant to Texas Local Government Code Chapter 130.902 (a). **COHEN/VILLARREAL-**

**ALONZO**

23. Authorize the County Clerk's Office to order one (1) replacement U-Desk with Hutch valued at \$1,547.95 for the Chief Deputy Clerk, Courts Division and amend the budget accordingly. **BECERRA/CARDENAS**

24. Approve the purchase of a replacement fuel transfer tank from Grainger, Inc. in the amount of \$727.36 for the Transportation Department and amend the budget accordingly. **COHEN/BORCHERDING**
25. Accept delivery of the Auditor's Office Quarterly Internal Examination Reports. **VILLARREAL-ALONZO**
26. Approve specifications for RFP 2024-P05 Delinquent District and County Court Fines and Fees Collection Services and authorize Purchasing to solicit for bids and advertise. **BECERRA/HUNT**
27. Approve specifications for IFB 2024-B07 Cemetery Maintenance and authorize Purchasing to solicit for bids and advertise. **BECERRA/BORCHERDING**
28. Approve Utility Permits **SMITH/SHELL/BORCHERDING**
29. Approve the appointment of Judge Ruben Becerra to replace Commissioner Lon Shell on the Hays County Criminal Justice Coordinating Commission. **SHELL**
30. Authorize out-of-state travel for two felony prosecutors and one victim assistance coordinator in the Hays County Criminal District Attorney's Office, in an amount not to exceed \$5,000, for purposes of felony jury trial preparation and amend the budget accordingly. **COHEN/HIGGINS**
31. Accept donations totaling \$13,915.00 on behalf of the Hays County Child Protective Board and amend the budget accordingly. **INGALSBE**
32. Authorize the County Clerk to utilize Kofile Technologies for the preservation services of historical records. **BECERRA/CARDENAS**
33. Replace the Hays County Auditor with the Hays County Purchasing Agent as the authorized agent to execute Vendor Credit Account Applications and all documents related to Hays County Owned Vehicles. **COHEN/SMITH/HUNT**
34. Ratify the submission of the SB 22 Grant Application to the Texas Comptroller's Office for the Criminal District Attorney's Office related to additional funding for Assistant District Attorney's, Victim Assistant Coordinators and Investigators. **BECERRA/HIGGINS**

H.

<b>ACTION ITEMS</b>
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I.

<b>ROADS</b>
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1. Discussion and possible action to authorize the execution of a Professional Services Agreement between Hays County and Cobb, Fendley & Associates, Inc. to provide utility coordination services for the RM 2325 Sidewalk project in Precinct 3 and amend the budget accordingly. **SHELL/BORCHERDING**
2. Discussion and possible action to accept the Performance Bond No. K41798208 in the amount of \$1,062,578.49 for road pavement improvements in the Trails at Windy Hill Subdivision, Phase 9. **INGALSBE/BORCHERDING**
3. Discussion and possible action to accept the Performance Bond No. K4179821A in the amount of \$1,211,516.17 for road pavement improvements in the Trails at Windy Hill Subdivision, Phase 10. **INGALSBE/BORCHERDING**
4. Discussion and possible action to consider the release of Performance Bond #800147965 in the amount of \$644,362.78 for Caliterra Phase 5, Section 14. **SMITH/BORCHERDING**

J.

<b>SUBDIVISIONS</b>
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1. PLN-2272-PC; Discussion and possible action regarding 3-G Ranch, Sec 1, Lot 1-A, Vacate and Replat.  
**INGALSBIE/PACHECO**

2. PLN-2401-PC; Call for a Public Hearing on January 30th, 2024, followed by discussion and possible action regarding the Kai Vista Estates, Sec 1, Replat of Lot 36 and Reserve Tract A. **INGALSBE/PACHECO**

K.

<b>MISCELLANEOUS</b>
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1. Discussion and possible action to re-grade and re-title the Health Education Specialist position in the Health Department effective January 16, 2024. **BECERRA/MILLER**
2. Discussion and possible action to execute a Professional Services Agreement between Hays County and AA Forensic Services for Postmortem Toxicology Services and Analysis utilized by the Justice of the Peace Offices; and authorize a purchasing waiver to the Purchasing Policy to obtain additional quotes. **BECERRA/HUNT**
3. Discussion and possible action to authorize the County Judge to execute a contract between Hays County and Sage Capital Bank for Bank Depository Services, pursuant to RFP 2023-P02, effective January 1, 2024. **BECERRA/TENORIO**
4. Discussion and possible action to authorize the execution of the Financial Renewal and Terms Amendment between Hays County and United Healthcare Insurance Company. **BECERRA/MILLER**
5. Discussion and possible action to authorize addition of general and law enforcement liability coverage on two newly purchased unmanned aircraft. Additional premium through November 15, 2024 of \$2,165.00 **BECERRA/MILLER**
6. Discussion and possible action to authorize the County Judge to execute a Professional Services Agreement between Hays County and Dorinda Martin, RPh, Pharm. D, FACA, FASAP to provide consultant pharmacist services to the Hays County Health Department. **INGALSBE/T.CRUMLEY**
7. Discussion and possible action authorizing the execution of an Order Agreement, Product Schedule, and Equipment removal/Buyout Authorization with Ricoh USA, Inc. to replace the copier in the Tax Office in Dripping Springs (\$56.67 monthly), and a copier in the Tax Office in San Marcos (\$173.98 monthly). **BECERRA/HUNT**
8. Discussion and possible action to award a contract for IFB 2023-B15 Regulatory Road Signs to Dobbie Supply, LLC., Lightle Enterprises of Ohio, LLC., Pathmark Traffic Equipment, LLC., Rampant Media, LLC., Vulcan Inc., dba Vulcan Signs and Your Signs World, LLC. pursuant to the IFB 2023-B15 Bid Tabulation. **BECERRA/BORCHERDING**
9. Discussion and possible action to award a contract for IFB 2024-B04 TXCDBG - Cedar Oaks Mesa WSC - Water Improvements to M&C Fonseca Construction Co., Inc., total amount of \$240,960.00. **SHELL/T.CRUMLEY**
10. Discussion and possible action to consider granting a variance to Section 10.W.1 of the Hays County Rules for On-Site Sewage Facilities and allow issuance of an On-Site Sewage System permit to the owner of the property located at 700 Wayside Dr., Wimberley, TX. 78676. **SHELL/PACHECO**
11. Discussion and possible action to authorize the County Judge to execute a Participating Addendum with Indigov Corporation to utilize their citizen engagement platform and amend the budget accordingly. **SMITH**
12. Discussion and possible action authorizing the execution of a Professional Services Agreement between Hays County and Buzz Mayfield Cattle Company related to impoundment of estrays and authorize a purchasing waiver to the Purchasing Policy to obtain additional quotes. **INGALSBE/CUTLER**
13. Discussion and possible action to amend the Human Resources Policy. **BECERRA/MILLER**
14. Discussion and possible action to consider salary increases for the County Court at Law Court Reporters and amend the budget accordingly. **BECERRA/JOHNSON/BROWN/HALL**

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**
2. Executive Session pursuant to Section 551.071 of the Texas Government Code: consultation with counsel regarding pending and/or contemplated litigation involving Hays County. Possible action may follow in open court. **BECERRA**
3. 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 Right of Way located at or near Windy Hill Road in Precinct 1. Possible discussion and/or action may follow in open court. **INGALSBE**
4. Executive Session pursuant to Sections 551.071 and 551.074 of the Texas Government Code: consultation with counsel and deliberation regarding employment, performance and duties of the Chief Juvenile Probation Officer, Director of Information Technology, Director of Transportation, Juvenile Facility Director, Chief Budget Officer, Elections Administrator, Director of Human Resources, Director of Emergency Management, Director of County Wide Operations, Director of Development Services, Combined Emergency Communications Director and Extension Agents. **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. 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**
6. Updates on measurable advancement of Judicial Services to include the areas of staffing, equipment, training, operations and policy, by Director of Judicial Services Randy Focken. **BECERRA**

N.

#### ADJOURNMENT

**Posted by 5:00 o'clock P.M. on the 12th day of January, 2024  
COMMISSIONERS COURT, HAYS COUNTY, TEXAS**

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**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:** 01/16/2024

**Requested By:**

Jeff Jordan

**Sponsor:**

Commissioner Cohen

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### Agenda Item

Adopt a Proclamation declaring January 2024 as National Crime Stoppers Month. **COHEN**

### Summary

See attached Proclamation.

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### Attachments

Proclamation - National Crime Stoppers

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

T. Crumley

**Sponsor:**

Commissioner Cohen

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### Agenda Item

Adopt a Proclamation declaring January 2024 as National Blood Donor Month. **COHEN/T.CRUMLEY**

### Summary

Proclamation attached.

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### Attachments

Proclamation - National Blood Donor Month

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Elaine H. Cardenas

**Sponsor:**

Judge Becerra

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### Agenda Item

Recognition of the County Clerk's Office for receiving The Five-Star Award From The Texas Department Of State Health Services - Vital Statistics Section. **BECERRA/CARDENAS**

### Summary

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### Attachments

5 Star Award Certificate

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Elaine H. Cardenas

**Sponsor:**

Judge Becerra

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### Agenda Item

Approve Commissioners Court Minutes of January 2, 2024. **BECERRA/CARDENAS**

### Summary

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### Attachments

1/2/2024 Minutes

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AGENDA ITEM REQUEST FORM: **G.5.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Vickie Dorsett, Budget Officer

**Sponsor:**

Judge Becerra

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### Agenda Item

Approve the payment of the January 31, 2024 payroll disbursements in an amount not to exceed \$5,000,000.00 effective January 31, 2024 and post totals for wages, withholdings, deductions and benefits on the Hays County website once finalized. **BECERRA/DORSETT**

### Summary

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## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Constable Peterson

**Sponsor:**

Commissioner Ingalsbe

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### Agenda Item

Approve and confirm the appointment of Dustin Slaughter as a regular full-time Deputy Constable in the Hays County Constable's Precinct 1 Office. **INGALSBE/PETERSON**

### Summary

Pursuant to Local Government Code Chapter 86 Subchapter B 86.011 (a) The Commissioner's Court shall approve and confirm the appointment of a Deputy Constable.

Sec. 86.011. APPOINTMENT OF DEPUTY CONSTABLE.

- (a) An elected constable who desires to appoint a deputy must apply in writing to the commissioner's court of the county and show that it is necessary to appoint a deputy in order to properly handle the business of the constable's office that originates in the constable's precinct. The application must state the name of the proposed deputy. The commissioners court shall approve and confirm the appointment of the deputy only if the commissioners court determines that the constable needs a deputy to handle the business originating in the precinct.
- (b) Each deputy constable must qualify in the manner provided for deputy sheriffs.
- (c) The constable is responsible for the official acts of each deputy of the constable. The constable may require a deputy to post a bond or surety. A constable may exercise any remedy against a deputy or the deputy's surety that a person may exercise against the constable or the constable's surety.
- (d) A person commits an offense if the person:
  - (1) serves as a deputy constable and the person has not been appointed as provided by Subsection (a); or
  - (2) is a constable and issues a deputyship without the consent and approval of the commissioner's court.
- (e) An offense under Subsection (d) is punishable by a fine of not less than \$50 or more than \$1,000

Deputy Dustin Slaughter is filling a new position in the Constable office, Precinct 1.

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## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Constable Ellen

**Sponsor:**

Commissioner Smith

**Co-Sponsor:**

Commissioner Cohen

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### Agenda Item

Approve and confirm the appointment of Courtney Gamble as a regular full-time Deputy Constable in the Hays County Constable Precinct 5 Office. **SMITH/COHEN/ELLEN**

### Summary

Pursuant to Local Government Code Chapter 86, Subchapter B 86.011 (a) The Commissioner's Court shall approve and confirm the appointment of a Deputy Constable.

#### Sec. 86.011. APPOINTMENT OF DEPUTY CONSTABLE.

(a) An elected constable who desires to appoint a deputy must apply in writing to the commissioners court of the county and show that it is necessary to appoint a deputy in order to properly handle the business of the constable's office that originates in the constable's precinct. The application must state the name of the proposed deputy. The commissioners court shall approve and confirm the appointment of the deputy only if the commissioners court determines that the constable needs a deputy to handle the business originating in the precinct.

(b) Each deputy constable must qualify in the manner provided for deputy sheriffs.

(c) The constable is responsible for the official acts of each deputy of the constable. The constable may require a deputy to post a bond or security. A constable may exercise any remedy against a deputy or the deputy's surety that a person may exercise against the constable or the constable's surety.

(d) A person commits an offense if the person:

- (1) serves as a deputy constable and the person has not been appointed as provided by Subsection (a); or
- (2) is a constable and issues a deputyship without the consent and approval of the commissioners court.

(e) An offense under Subsection (d) is punishable by a fine of not less than \$50 or more than \$1,000. Deputy Constable Courtney Gamble will fill the budgetary approved position in the Constable, Pct. 5 Office.

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## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

T. CRUMLEY

**Sponsor:**

Commissioner Ingalsbe

**Co-Sponsor:**

Commissioner Cohen

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### Agenda Item:

Authorize the Hays County Health Department to accept change order #1 with Gerling and Associates for an upgrade to the pharmaceutical refrigerator in the mobile vaccine van and amend the budget accordingly. **INGALSBE/COHEN/T.CRUMLEY**

### Summary:

The pharmaceutical refrigerator originally quoted for the mobile vaccine van needs to be changed out for a pharmaceutical refrigerator and freezer combo. The additional cost for this change is \$2,782.

### Fiscal Impact:

Amount Requested: \$2,782

Line Item Number:

### Budget Office:

Source of Funds: American Rescue Plan Act (ARPA) Fund

Budget Amendment Required Y/N?: Yes

Comments: Commissioner Pct. 2 allocation.

(\$2,782) - Increase Intergovernmental Revenue Capital 011-763-99-151.4304

\$2,782 - Increase Vehicles Capital 011-763-99-151.5713\_700

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Government Services Administration, GSA Contract #GS-30F-0002V

### Auditor's Office

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: Yes, \$2,782 from 2nd tranche ARPA funds

Comments:

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### Attachments

Gerling Quote

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AGENDA ITEM REQUEST FORM: **G.9.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Sheriff Gary Cutler

**Sponsor:**

Commissioner Ingalsbe

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### Agenda Item:

Approve out-of-state travel for K-9 Deputy John Hoffman and K-9 Deputy Scott Whetstone to attend the National Narcotics Dog Detector Association Conference on March 4-8, 2024, in Warner Robins, Georgia. **INGALSBE/CUTLER**

### Summary:

By attending this conference, Deputy Hoffman and Deputy Whetstone will be allowed to train their K-9s on large drug amounts and have access to different training facilities and professional decoys. The Deputies will be able to certify their K-9s on patrol and will be able to attend classes, including Emergency Treatment for K-9s due to fentanyl exposure and Hidden Compartments in Vehicles. Funding for registration fees and travel expenses, including hotel and per diem fees, will be paid for out of the Sheriff's Office Continuing Education funds.

### Fiscal Impact:

Amount Requested: \$4,000

Line Item Number: 001-618-00.5501

### Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: TBD

Comments:

### Auditor's Office

G/L Account Validated Y/N?: TBD

New Revenue Y/N?:

Comments:

---



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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Sheriff Gary Cutler

**Sponsor:**

Commissioner Ingalsbe

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### Agenda Item:

Authorize the Hays County Sheriff's Office to send a letter of termination, effective June 30, 2024, to Texas State Sports Properties, LLC regarding Hays County's employment recruiting efforts at Texas State athletic events. **INGALSBE/CUTLER**

### Summary:

In FY 2022, the court approved an agreement with Texas State Sports Properties, LLC for employment recruiting efforts. At this time, both the S.O. and the HR Department wish to send a letter of termination.

### 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

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: N/A

Comments:

### Auditor's Office:

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

New Revenue Y/N?:

Comments:

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### Attachments

TX State Contract

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

## **Hays County Commissioners Court**

**Date:** 01/16/2024

**Requested By:**

**Sponsor:**

Commissioner Ingalsbe

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### **Agenda Item**

Approve the cancellation of Commissioners Court on July 9, 23 and 30, August 27, September 10 and 24, October 8, 22 and 29, November 12 and 26, December 10, 24 and 31, 2024. **INGALSBE**

### **Summary**

Coordination with the Budget Office has taken place regarding Budget Workshops and Public Hearings dates.

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

## **Hays County Commissioners Court**

**Date:** 01/16/2024

**Requested By:**

T. CRUMLEY

**Sponsor:**

Commissioner Ingalsbe

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### **Agenda Item**

Authorize the execution of Amendment No 3 to the DSHS IDCU/COVID-19 Grant Contract. **INGALSBE/T.CRUMLEY**

### **Summary**

This amendment extends the period of DSHS IDCU/COVID-19 Grant Contract and establishes a new end date of July 31, 2026. No new funds are being accepted and there are no changes to the budget. The original grant contract became effective on August 3, 2020.

Contract Number HHS000812700024

Grant Period: 8/3/2020 - 7/31/2026

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### **Attachments**

Amendment 3

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## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Jerry Borcharding

**Sponsor:**

Commissioner Cohen

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### Agenda Item:

Authorize payment to Pathmark Traffic Equipment, LLC in the amount of \$691.00 for the Transportation Department related to the purchase of traffic signs where no purchase order was issued as required per the Hays County purchasing policy.

**COHEN/BORCHERDING**

### Summary:

The Transportation Department is requesting payment to Pathmark Traffic Equipment, LLC for the purchase of traffic signs totaling \$691.00. The two orders were made two days apart, but the invoices were dated the same day. The total of the two invoices exceeds the \$500 limit, requiring a purchase order. Funding is available from the Transportation Department budget.

### Fiscal Impact:

Amount Requested: \$691.00

Line Item Number: 020-710-00.5210

### Budget Office:

Source of Funds: Road & Bridge General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: No

Comments:

### Auditor's Office

G/L Account Validated Y/N?: Yes, Signs and Barricades Expense

New Revenue Y/N?: N/A

Comments:

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### Attachments

Pathmark invoices

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

**Sponsor:**

Commissioner Ingalsbe

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### Agenda Item

Approve the execution of an Assignment Agreement between Hays County, ECM International, Inc. and Johnson, Mirmiran & Thompson, Inc., assigning the terms and conditions of all agreements between Hays County and ECM International, Inc to Johnson, Mirmiran & Thompson, Inc. **INGALSBE**

### Summary

See the attached Letter and Assignment Agreement from Johnson, Mirmiran & Thompson, Inc.

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### Attachments

Letter - Assignment Agreement

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AGENDA ITEM REQUEST FORM: **G.15.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Jerry Borcharding

**Sponsor:**

Judge Becerra

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### Agenda Item:

Approve renewal of IFB 2022-B06 Road Building Materials - Limestone Rock Asphalt, Cold Mix with Vulcan Construction Materials, LLC. for one (1) additional year. **BECERRA/BORCHERDING**

### Summary:

IFB 2022-B06 Road Building Materials - Limestone Rock Asphalt, Cold Mix is scheduled to expire on January 17, 2024. Vulcan Construction Materials, LLC. would like to renew their contract for one additional year. The Transportation Department utilizes these materials throughout the County for various projects.

### Fiscal Impact:

Amount Requested: Fees per bid tab

Line Item Number: 020-710-00.5351

### Budget Office:

Source of Funds: Road & Bridge General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Invitation for Bid (IFB) 2022-B06 Road Building Materials - Limestone Rock Asphalt Cold Mix

### Auditor's Office

G/L Account Validated Y/N?: Yes, Road Material and Supplies

New Revenue Y/N?: N/A

Comments:

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### Attachments

(PE) Vulcan Construction Materials, LLC. Renewal

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Jerry Borcharding

**Sponsor:**

Judge Becerra

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### Agenda Item:

Approve renewal of IFB 2022-B07 Road Building Materials - Hot Mix Overlay with Colorado Materials, Ltd. and Asphalt Inc. LLC, dba Lone Star Paving Company for one (1) additional year. **BECERRA/BORCHERDING**

### Summary:

IFB 2022-B07 Road Building Materials - Hot Mix Overlay is scheduled to expire on January 17, 2024. Colorado Materials, Ltd. and Asphalt Inc. LLC, dba Lone Star Paving Company would like to renew their contract for one (1) additional year. The Transportation Department utilizes these materials throughout the County for various projects.

### Fiscal Impact:

Amount Requested: Fees per bid tab

Line Item Number: 020-710-00.5351

### Budget Office:

Source of Funds: Road & Bridge General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Invitation for Bid (IFB) 2022-B07 Road Building Materials - Hot Mix Overlay

### Auditor's Office

G/L Account Validated Y/N?: Yes, Road Material and Supplies

New Revenue Y/N?: N/A

Comments:

---

### Attachments

(PE) Colorado Materials, Ltd. Renewal

(PE) Lone Star Paving Renewal

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AGENDA ITEM REQUEST FORM: **G.17.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Jerry Borcharding

**Sponsor:**

Judge Becerra

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### Agenda Item:

Approve renewal of IFB 2020-B04 Concrete with Brauntex Materials and Lauren Concrete for one (1) additional year with the proposed price increases. **BECERRA/BORCHERDING**

### Summary:

IFB 2020-B04 Concrete is scheduled to expire on January 27, 2024. Brauntex Materials and Lauren Concrete would like to renew their contract for one (1) additional year. Lauren Concrete is proposing the attached price increases that range

### Fiscal Impact:

Amount Requested: Per bid tab

Line Item Number: 020-710-00.5351

### Budget Office:

Source of Funds: Road & Bridge General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Invitation for Bid (IFB) 2020-B04 Concrete

### Auditor's Office

G/L Account Validated Y/N?: Yes, Road Material and Supplies Expense

New Revenue Y/N?: N/A

Comments:

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### Attachments

(PE) Brauntex Materials, Inc. Renewal

(PE) Lauren Concrete

Renewal 4 - Bid Award Summary

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AGENDA ITEM REQUEST FORM: **G.18.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Jerry Borcharding

**Sponsor:**

Judge Becerra

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### Agenda Item:

Approve renewal of IFB 2023-B10 Culverts with Contech Engineered Solutions, LLC. for one (1) additional year.  
**BECERRA/BORCHERDING**

### Summary:

IFB 2023-B10 Culverts is scheduled to expire on January 16, 2024. Contech Engineered Solutions, LLC. would like to renew their contract for one (1) additional year. The Transportation Department utilizes these materials throughout the County for various projects.

### Fiscal Impact:

Amount Requested: Per bid tab

Line Item Number: 020-710-00.5351

### Budget Office:

Source of Funds: Road & Bridge General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Invitation for Bid (IFB) 2023-B10 Culverts

### Auditor's Office

G/L Account Validated Y/N?: Yes, Road Material and Supplies Expense

New Revenue Y/N?: N/A

Comments:

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### Attachments

(PE) Contech Engineered Solutions, LLC.

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## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Tammy Crumley

**Sponsor:**

Judge Becerra

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### Agenda Item:

Approve renewal of IFB 2022-B05 Countywide Portable Toilets and Handwashing Station Rental Services with United Site Services of Texas, Inc. for one (1) additional year. **BECERRA/T.CRUMLEY**

### Summary:

IFB 2022-B05 Countywide Portable Toilets and Handwashing Station Rental Services contract renewal is scheduled to expire on January 17, 2024. United Site Services of Texas, Inc. would like to renew their contract for one (1) additional year. The Countywide Operations utilizes this contract at various locations throughout Hays County.

### Fiscal Impact:

Amount Requested: Per bid tab

Line Item Number: Various Departments

### Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Invitation for Bid (IFB) 2022-B05 Countywide Portable Toilets and Handwashing Station Rental Services

### Auditor's Office

G/L Account Validated Y/N?: TBD

New Revenue Y/N?: N/A

Comments:

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### Attachments

Renewal 2

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## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

T. CRUMLEY

**Sponsor:**

Commissioner Ingalsbe

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### Agenda Item:

Authorize the submission of a grant application to the Department of State Health Services, Tuberculosis Program in the amount of \$55,308.00. **INGALSBE/T.CRUMLEY**

### Summary:

The Department of State Health Services has combined the Tuberculosis-State (TB-STATE) and Tuberculosis-Federal (TB-FED) into one grant contract for FY25. FY25 will be made up of \$33,009.00 in State funding and \$22,299.00 in Federal funding for a combined award total of \$55,308.00. There is a 20% match required for each funding source resulting in a combined match of \$11,062.00. An individual budget for each funding stream is attached. Funds are used to support a Medical Assistant, office supplies, contractual services, software, and printing costs. TB Funds were first awarded in FY15.

### Fiscal Impact:

Amount Requested: \$11,062

Line Item Number: TBD

### Budget Office:

Source of Funds: Department of State Health Services (DSHS) Grant funds & General Fund for cash match

Budget Amendment Required Y/N?: No

Comments: If awarded, a new cost center will need to be created to combine and track these grant expenses and the cash match will be budgeted during the annual budget process.

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: N/A

Comments:

### Auditor's Office

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

New Revenue Y/N?: TBD if awarded

Comments:

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### Attachments

TB State Budget

TB-FED Budget

TB ILA Packet

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## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

T. CRUMLEY

**Sponsor:**

Commissioner Shell

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### Agenda Item:

Authorize Building Maintenance to install new plumbing equipment in the amount of \$22,345.49 in three juvenile detention cells located at the Government Center and amend the budget accordingly. **SHELL/T.CRUMLEY**

### Summary:

Juvenile detections cells 1255, 1256, and 1257, located within the Government Center, need to have all new plumbing installed. A water closet/lavatory combo, flush valves, faucets, mirrors, and miscellaneous piping, fittings, and supplies will be provided for all three cells. SI Mechanical has submitted proposals for each cell totaling \$22,345.49 under RFP 2023-P03 for the completion of the work. Funding has been identified in the Budgeting Maintenance operating budget.

### Fiscal Impact:

Amount Requested: \$22,345.49

Line Item Number: 001-695-00.5741

### Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: Yes

Comments: N/A

\$22,346 - Increase Misc. Capital Improvements 001-695-00.5741

(\$22,346) - Decrease Building Maintenance & Repairs 001-695-00.5451

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Request for Proposal (RFP) 2023-P03 Countywide Plumbing

### Auditor's Office

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

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### Attachments

Cell 1256 Repairs

Cell 1257 Repairs

Cell 1255 Repairs

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AGENDA ITEM REQUEST FORM: **G.22.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Villarreal-Alonzo

**Sponsor:**

Commissioner Cohen

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### Agenda Item:

Approve a change fund of \$300.00 for the Justice of the Peace Precinct 2, Place 2 Office as approved by the County Auditor pursuant to Texas Local Government Code Chapter 130.902 (a). **COHEN/VILLARREAL-ALONZO**

### Summary:

The Justice of the Peace Precinct 2, Place 2 Office is expected to open in February 2024 and a change fund is needed. The change fund will be used to make change in connection with the collections made by the Justice of the Peace Precinct 2, Place 2 Office.

### Fiscal Impact:

Amount Requested: \$300

Line Item Number:

### Budget Office:

Source of Funds:

Budget Amendment Required Y/N?:

Comments:

### Purchasing Office:

Purchasing Guidelines Followed Y/N?:

Comments:

### Auditor's Office

G/L Account Validated Y/N?:

New Revenue Y/N?:

Comments:

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### Attachments

JP 2,2 Change Fund Request

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AGENDA ITEM REQUEST FORM: **G.23.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Elaine Cardenas, County Clerk

**Sponsor:**

Judge Becerra

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### Agenda Item:

Authorize the County Clerk's Office to order one (1) replacement U-Desk with Hutch valued at \$1,547.95 for the Chief Deputy Clerk, Courts Division and amend the budget accordingly. **BECERRA/CARDENAS**

### Summary:

The County Clerk is converting the viewing room into office space for the Chief Deputy Clerk, Courts Division. The desk that is currently being utilized is worn and will not be able to be moved. Funding is available within the County Clerk's operating budget to cover this expense.

### Fiscal Impact:

Amount Requested: \$1,547.95

Line Item Number: 001-617-00.5711\_400

### Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: Yes

Comments: N/A

\$1,548 - Increase Office Equipment\_Operating 001-617-00.5711\_400

(\$1,548) - Decrease Office Supplies 001-617-00.5211

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Obtained three quotes

### Auditor's Office

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

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### Attachments

Uline Quote

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AGENDA ITEM REQUEST FORM: **G.24.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Jerry Borcharding

**Sponsor:**

Commissioner Cohen

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### Agenda Item:

Approve the purchase of a replacement fuel transfer tank from Grainger, Inc. in the amount of \$727.36 for the Transportation Department and amend the budget accordingly. **COHEN/BORCHERDING**

### Summary:

Approve the purchase of a replacement fuel transfer tank from Grainger, Inc. in the amount of \$727.36 for the Transportation Department. The current fuel transfer tank on pickup 187 has rust and is leaking. Funding is available from the Transportation Department general fund.

### Fiscal Impact:

Amount Requested:\$727.36

Line Item Number:020-710-00.5719\_400

### Budget Office:

Source of Funds: Road & Bridge General Fund

Budget Amendment Required Y/N?: Yes

Comments: N/A

\$728 - Increase Misc. Equipment\_Operating 020-710-00.5719\_400

(\$728) - Decrease Road Materials 020-710-00.5351

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Sourcwell Purchasing Cooperative: 091422-WWG

### Auditor's Office

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

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### Attachments

Fuel Transfer Tank quotes

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AGENDA ITEM REQUEST FORM: **G.25.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Villarreal-Alonzo

**Sponsor:**

Villarreal-Alonzo

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### Agenda Item

Accept delivery of the Auditor's Office Quarterly Internal Examination Reports. **VILLARREAL-ALONZO**

### Summary

Quarterly Internal Examination Reports include the following Offices:

**January to March 2023:** Justice of the Peace Pct. 1, Place 2, County Clerk - Courts Division

**April to June 2023:** Fire Marshal, Justice of the Peace Pct. 1, Place 2, Justice of the Peace Pct. 3, Justice of the Peace Pct. 5, Constable Pct. 5, County Clerk - Records Division, County Clerk - Courts Division, Transportation Department

**July to September 2023:** Elections Office, Justice of the Peace Pct. 1, Place 1, Justice of the Peace Pct. 1, Place 2, Justice of the Peace Pct. 3, Justice of the Peace Pct. 5, Transportation Department, County Clerk - Courts Division, County Clerk - Records Division

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### Attachments

Quarterly Internal Examination Reports

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AGENDA ITEM REQUEST FORM: **G.26.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Stephanie Hunt

**Sponsor:**

Judge Becerra

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### Agenda Item

Approve specifications for RFP 2024-P05 Delinquent District and County Court Fines and Fees Collection Services and authorize Purchasing to solicit for bids and advertise. **BECERRA/HUNT**

### Summary

Hays County (County) is seeking a well-qualified law firm with experience and a verifiable history of delinquent District and County Court Fines and Fees pursuant to Article 103.0031 and Article 103.0033 of the Texas Code of Criminal Procedure.

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### Attachments

RFP 2024-P05 Solicitation

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AGENDA ITEM REQUEST FORM: **G.27.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Jerry Borcharding

**Sponsor:**

Judge Becerra

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### Agenda Item

Approve specifications for IFB 2024-B07 Cemetery Maintenance and authorize Purchasing to solicit for bids and advertise.  
**BECERRA/BORCHERDING**

### Summary

Hays County issues this Invitation for Bid (IFB) to solicit bids for a vendor to provide the County with grounds maintenance at various cemeteries throughout Hays County.

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### Attachments

IFB 2024-B07 Cemetery Maintenance  
Attachment A - IFB 2024-B07 Bid Form  
Attachment B - Location Maps

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**Hays County Commissioners Court****Date:** 01/16/2024**Requested By:**

Jerry Borcharding

**Sponsor:**

Commissioner Smith

**Co-Sponsor:**

Commissioner Shell

**Agenda Item**Approve Utility Permits **SMITH/SHELL/BORCHERDING****Summary**

TRN-2023-7056-UTL	Spectrum to install 35' wood poles on aerial road crossings and 30' wood poles where the line will be paralleling the right of way on Bell Springs Road and West Fitzhugh. Poles will all be class 5 poles. Poles have been installed with a permit. The contractor has been instructed to stop work until all required permits have been issued.
TRN-2023-7239-UTL	Installing 3,700 feet of treated effluent spray irrigation for Four Star Boulevard and Rocky Ridge Trail via road cut/trench.
TRN-2023-7295-UTL	Spectrum LLC proposes to install 8 LF of 2-4" HDPE to connect to riser pole along Thousand Oaks Loop. Work will remain within unfinished surface.
TRN-2023-7296-UTL	Spectrum proposes to install 10 LF of 2-4" HDPE of pipe along Hilliard Rd. All excavation work will remain within unfinished surface.
TRN-2023-7297-UTL	Spectrum proposes to install 23 LF of 2-4" HDPE pipe along Hilliard Rd's ROW. All excavation work will remain within unfinished surface.

**Attachments**

Site Plan  
Permit  
Site Plan  
Permit  
Site Plan  
Permit  
Site Plan  
Permit  
Site Plan  
Permit



AGENDA ITEM REQUEST FORM: **G.29.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Shell

**Sponsor:**

Commissioner Shell

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### Agenda Item

Approve the appointment of Judge Ruben Becerra to replace Commissioner Lon Shell on the Hays County Criminal Justice Coordinating Commission. **SHELL**

### Summary

Currently, Commissioners Ingalsbe and Shell serve on the Hays County Criminal Justice Coordinating Commission. The Commissioners Court appoints two members to the Commission. Commissioner Shell would like Judge Becerra to replace him on the Commission.

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### Attachments

bylaws

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## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

HIGGINS

**Sponsor:**

Commissioner Cohen

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### Agenda Item:

Authorize out-of-state travel for two felony prosecutors and one victim assistance coordinator in the Hays County Criminal District Attorney's Office, in an amount not to exceed \$5,000, for purposes of felony jury trial preparation and amend the budget accordingly. **COHEN/HIGGINS**

### Summary:

The Hays County Criminal District Attorney's Office desires to send two felony prosecutors and one victim assistance coordinator to Minnesota in order to prepare multiple key witnesses for an upcoming felony jury trial. The not-to-exceed costs of sending the three employees to Minnesota is inclusive of three round-trip airfare tickets, one hotel room, and one rental car. The exact airfare costs will be determined upon booking exact flights if the Commissioners Court approves such travel, which is why the office is requesting a not-to-exceed amount, rather than an exact amount. It should be noted that these witnesses have traveled numerous times to Texas in the past, at their own inconvenience, and that due to the age of the criminal case, there are many new team members to the State's prosecution team and law enforcement team on this case.

### Fiscal Impact:

Amount Requested: \$5,000

Line Item Number: 001-607-00.5305

### Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: Yes

Comments: Dept.is requesting use of salary savings to fund this request.

\$5,000 - Increase Pre-trial Trial Expense 001-607-00.5305

(\$5,000) - Decrease Staff Salaries 001-607-00.5021

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: TBD

Comments:

### Auditor's Office

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

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## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

**Sponsor:**

Commissioner Ingalsbe

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### Agenda Item:

Accept donations totaling \$13,915.00 on behalf of the Hays County Child Protective Board and amend the budget accordingly. **INGALSBE**

### Summary:

The Hays County Child Protective Board has received \$13,915 in grants and contributions utilizing the county federal tax identification number as authorized.

- >\$11,915 - City of San Marcos grant
- >\$500 - Nicole and Michael Blair donation
- >\$500 - Eleanor Crook donation
- >\$1,000 - Gerald Farr

HCCPB will deposit these funds with the county as their pass-through agency. The funds will be allocated back to the agency to be utilized for operational expenses:

- >Basic Clothing
- >Participation in extracurricular school activities and scholastic achievements
- >Equipment and services to encourage and assist academic success and improve graduation rates
- >Recognition of significant milestones
- >Provide for physical and mental health services not covered by government programs
- >Provide support for CPS caseworkers' participation in professional training
- >Increase public awareness of child abuse

### Fiscal Impact:

Amount Requested: None

Line Item Number: 001-895-98-354.4610/5600

### Budget Office:

Source of Funds: Donated Funds

Budget Amendment Required Y/N?: Yes

Comments: N/A

(\$13,915) - Increase Contributions 001-895-98-354.4610

\$13,915 - Increase Project Expense 001-895-98-354.5600

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: N/A

Comments:

### Auditor's Office

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: Yes, \$13,915 in Contributions

Comments:

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## Attachments

Donation Letter

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## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Elaine H. Cardenas

**Sponsor:**

Judge Becerra

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### Agenda Item:

Authorize the County Clerk to utilize Kofile Technologies for the preservation services of historical records.

**BECERRA/CARDENAS**

### Summary:

The proposed preservation services include conservation, de-acidification, mending, encapsulation, binding and archival imaging.

Funds are available within the County Clerks Records Management and Archive Fund for the County Clerk records located at the Government Center, and within the Preservation Fund for the records located at the historical courthouse.

### Fiscal Impact:

Amount Requested: \$743,922.20

Line Item Number: 101-617-10.5448 - \$587,467.40

106-610-00.5448 - \$156,454.80

### Budget Office:

Source of Funds: Records Management & Archive Fund and County Records Preservation Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Texas Multiple Award Schedule Program (TXMAS) 23-92001

### Auditor's Office:

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

New Revenue Y/N?: N/A

Comments:

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### Attachments

Kofile Proposal - Courthouse Records

Kofile Proposal - County Clerk Records

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AGENDA ITEM REQUEST FORM: **G.33.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Stephanie Hunt

**Sponsor:**

Commissioner Smith

**Co-Sponsor:**

Commissioner Cohen

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### Agenda Item

Replace the Hays County Auditor with the Hays County Purchasing Agent as the authorized agent to execute Vendor Credit Account Applications and all documents related to Hays County Owned Vehicles. **COHEN/SMITH/HUNT**

### Summary

Previously, the Hays County Commissioners Court granted authorization to the County Auditor to execute credit applications as well as documents for county-owned vehicles. With the recent creation of the Purchasing Department, these responsibilities align more closely to that office and mutually request that the Purchasing Agent be designated as the authorized agent for these documents.

Vendor credit account applications are executed when a department wishes to utilize a new vendor for purchases to create an account for billing purposes. Additionally, when the county purchases a vehicle, all title work from the Texas Department of Motor Vehicles must be completed and executed in a timely manner. All documents executed under this authorization will be in line with county policies and procedures.

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## **Hays County Commissioners Court**

**Date:** 01/16/2024

**Requested By:**

Kelly Higgins, Criminal District Attorney

**Sponsor:**

Judge Becerra

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### **Agenda Item**

Ratify the submission of the SB 22 Grant Application to the Texas Comptroller's Office for the Criminal District Attorney's Office related to additional funding for Assistant District Attorney's, Victim Assistant Coordinators and Investigators.

**BECERRA/HIGGINS**

### **Summary**

Senate Bill (SB) 22 establishes a grant program that will provide financial assistance to sheriff's departments, constable's offices and district and county attorney's offices in eligible counties to ensure professional law enforcement and legal representation of the people's interests throughout the state. The new law provides supplemental salaries for different positions in rural areas. Eligible counties can apply for grant funds beginning Jan. 1, 2024, regardless of a particular county's fiscal start-date.

The Criminal District Attorney applied for a \$275,000 grant as authorized per the Comptroller's guidelines. If awarded, these funds can only be used to increase the salary of an assistant attorney, an investigator or a victim assistance coordinator employed at the office, or to hire additional staff for the office. The DA's intent is to use part of the awarded funds to increase the salaries of Victims Assistance Coordinators to help with recruiting and retention as we are experiencing difficulties retaining staff in those positions at the current salary level. The rest of the awarded funds would be used to create potentially two new positions related to a special victims unit to improve our handling of sexual assault, child abuse and domestic violence cases.

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## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Jerry Borcharding, P.E., Transportation Director

**Sponsor:**

Commissioner Shell

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### Agenda Item:

Discussion and possible action to authorize the execution of a Professional Services Agreement between Hays County and Cobb, Fendley & Associates, Inc. to provide utility coordination services for the RM 2325 Sidewalk project in Precinct 3 and amend the budget accordingly. **SHELL/BORCHERDING**

### Summary:

The 2325 Sidewalk project [25-158-020] is currently in design and requires utility coordination services to support the development of the project. Cobb, Fendley & Associates, Inc. has been pre-qualified by Hays County for the requested services and was selected by Commissioners Court action on November 11, 2023 to provide those services for the RM 2325 Sidewalk project. The Professional Services Agreement includes a compensation cap of \$100,000.00 to complete these services. Work Authorization No. 1 in the amount of \$99,700.00 will authorize utility adjustment coordination including subsurface utility engineering, development of existing utility layout, conflict assessments, prepare preliminary relocation estimates, evaluate relocation alternatives, host individual utility meetings, and prepare utility agreements for up to six utilities.

Cobb, Fendley & Associates, Inc. has been pre-qualified by Hays County for the requested services through RFQ 2018-P16 on December 11, 2018, item 13. The process to initially select an engineer 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 20, 2017.

### Fiscal Impact:

Amount Requested: \$100,000.00

Line Item Number: 020-710-99-158.5623\_400

### Budget Office:

Source of Funds: TxDot TASA Grant

Budget Amendment Required Y/N?: Yes

Comments: N/A

\$100,000 - Increase Utility Coordination 020-710-99-158.5623\_400

(\$100,000) - Decrease Construction 020-710-99-158.5611\_400

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Request for Qualifications (RFQ) 2018-P16 Utility Coordinator

### Auditor's Office:

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

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### Attachments

RM2325SidewalkUC-CFA-PSA

Form1295-CFA-RM2325Sidewalk  
CodeofEthics-CFA-RM2325Sidewalk  
ConflictofInterest-CFA-RM2325Sidewalk  
HC89Verification-CFA-RM2325Sidewalk  
RelatedPartyDisclosureForm-CFA-RM2325Sidewalk

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AGENDA ITEM REQUEST FORM: 1.2.

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Colby Machacek, County Planner

**Sponsor:**

Commissioner Ingalsbe

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### Agenda Item

Discussion and possible action to accept the Performance Bond No. K41798208 in the amount of \$1,062,578.49 for road pavement improvements in the Trails at Windy Hill Subdivision, Phase 9. **INGALSBE/BORCHERDING**

### Summary

The final plat for the Trails at Windy Hill, Phase 9 has been reviewed under the interlocal cooperation agreement with the City of Kyle and has been approved by County staff. While the plat has been approved administratively, formal acceptance of fiscal surety is required by Commissioners Court action.

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### Attachments

Bond

Plat

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AGENDA ITEM REQUEST FORM: **1.3.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Colby Machacek, County Planner

**Sponsor:**

Commissioner Ingalsbe

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### Agenda Item

Discussion and possible action to accept the Performance Bond No. K4179821A in the amount of \$1,211,516.17 for road pavement improvements in the Trails at Windy Hill Subdivision, Phase 10. **INGALSBE/BORCHERDING**

### Summary

The final plat for the Trails at Windy Hill, Phase 10 has been reviewed under the interlocal cooperation agreement with the City of Kyle and has been approved by County staff. While the plat has been approved administratively, formal acceptance of fiscal surety is required by Commissioners Court action.

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### Attachments

Bond

Plat

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AGENDA ITEM REQUEST FORM: **1.4.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Jerry Borcharding

**Sponsor:**

Commissioner Smith

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### Agenda Item

Discussion and possible action to consider the release of Performance Bond #800147965 in the amount of \$644,362.78 for Caliterra Phase 5, Section 14. **SMITH/BORCHERDING**

### Summary

After the construction of the roads and surface drainage improvements for this phase was accepted recently, it was later revealed that the Performance Bond was still being held for the project. This action will release the letter of credit for the developer, which was not included at the time.

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### Attachments

Caliterra 5-14 Performance Bond

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Marcus Pacheco, Director

**Sponsor:**

Commissioner Ingalsbe

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### Agenda Item

PLN-2272-PC; Discussion and possible action regarding 3-G Ranch, Sec 1, Lot 1-A, Vacate and Replat.

**INGALSBIE/PACHECO**

### Summary

3-G Ranch, Sec 1, Lot 1-A, Vacate and Replat is a proposed subdivision plat consisting of 2 lots across 10.00 acres located along F.M. 2001 in Niederwald and Precinct 1. Water utility will be accomplished by GoForth SUD. Wastewater utility will be accomplished by on-site sewage facilities.

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### Attachments

Cover Letter

Plat

Location Map

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Marcus Pacheco, Director

**Sponsor:**

Commissioner Ingalsbe

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### Agenda Item

PLN-2401-PC; Call for a Public Hearing on January 30th, 2024, followed by discussion and possible action regarding the Kai Vista Estates, Sec 1, Replat of Lot 36 and Reserve Tract A. **INGALSBE/PACHECO**

### Summary

Kia Vista Estates, Sec 1, Replat of Lot 36, and Reserve Tract A is a proposed subdivision plat consisting of 2 lots across 3.18 acres located along Marks Way in Kyle and Precinct 1. Water utility will be accomplished by GoForth Water Supply Corp. Wastewater supply will be accomplished by individual on-site sewage facilities.

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### Attachments

Cover Letter

Plat

Location Map

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Miller

**Sponsor:**

Judge Becerra

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### Agenda Item:

Discussion and possible action to re-grade and re-title the Health Education Specialist position in the Health Department effective January 16, 2024. **BECERRA/MILLER**

### Summary:

The Health Education Specialist position was placed in the current pay plan at a grade 112 with a minimum of \$36,338 in error. This position was previously titled Infection Prevention and Health Promotion Specialist and was grade 112 in the previous pay plan with a minimum of \$43,758. The position has never been filled and is currently in the process of being posted. The requested grade for the position is 116 with a minimum of \$44,170 with a revised title of Infections Disease Education Specialist. This grade aligns the position with other health positions of similar responsibilities and requirements.

### Fiscal Impact:

Amount Requested: None

Line Item Number: N/A

### Budget Office:

Source of Funds: Family Health Services Fund

Budget Amendment Required Y/N?: No

Comments: This position was budgeted as a grade 116 but listed and adopted in the new salary chart as a grade 112. No additional funds are required.

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: N/A

Comments:

### Auditor's Office

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

New Revenue Y/N?:

Comments:

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Stephanie Hunt

**Sponsor:**

Judge Becerra

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### Agenda Item:

Discussion and possible action to execute a Professional Services Agreement between Hays County and AA Forensic Services for Postmortem Toxicology Services and Analysis utilized by the Justice of the Peace Offices; and authorize a purchasing waiver to the Purchasing Policy to obtain additional quotes. **BECERRA/HUNT**

### Summary:

The Justice of the Peace Offices are requesting a Professional Services Agreement with AA Forensic Service to provide postmortem toxicology service and analysis when needed. The Justice of the Peace Offices are requesting a waiver to the Purchasing Policy to obtain three quotes, because AA Forensic Services is the only company in this area that provides these services.

### Fiscal Impact:

Amount Requested: \$25,000

Line Item Number: 001--675-18.5432

### Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Professional Services Agreement, authorize a purchasing waiver to obtain quotes

### Auditor's Office

G/L Account Validated Y/N?: Yes, Autopsy and Inquest Expense

New Revenue Y/N?: N/A

Comments:

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### Attachments

AA Tox PSA

Exhibit D - Certificate of Insurance

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Daphne Tenorio

**Sponsor:**

Judge Becerra

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### Agenda Item:

Discussion and possible action to authorize the County Judge to execute a contract between Hays County and Sage Capital Bank for Bank Depository Services, pursuant to RFP 2023-P02, effective January 1, 2024. **BECERRA/TENORIO**

### Summary:

On December 5, 2023, the Commissioners Court awarded RFP 2023-P02 Bank Depository to Sage Capital Bank to provide bank depository services countywide.

### Fiscal Impact:

Amount Requested: Fees per contract terms

Line Item Number: 001-620-00.5310

### Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Request for Proposal (RFP) 2023-P02 Bank Depository

### Auditor's Office

G/L Account Validated Y/N?: Yes, Bank Depository Fees

New Revenue Y/N?: N/A

Comments:

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### Attachments

(PE) Sage Capital Bank - Contract

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Miller

**Sponsor:**

Judge Becerra

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### Agenda Item:

Discussion and possible action to authorize the execution of the Financial Renewal and Terms Amendment between Hays County and United Healthcare Insurance Company. **BECERRA/MILLER**

### Summary:

The Financial Renewal and Terms Amendment outlines the Administrative Services Agreement amendments for 2024 as previously approved on May 23, 2023 for Plan Year 2024. This is a standard amendment updated annually and addresses terms and language for the following sections:

Prescription Drug List

Medical Fees, Credits, Payment Integrity Services, Dental Fees, COBRA Fees

Guarantees

Pharmacy Financials

Specialty Pharmacy Discount Guarantees

Care Management and Outreach Services

Proprietary Business Information

Out of Network Programs

Sets fees for the current plan year

### Fiscal Impact:

Amount Requested: Per contract terms

Line Item Number: 003-730-00.5303

### Budget Office:

Source of Funds: Medical & Dental Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Request for Proposal (RFP) 2017-P05 Employee Group Health & Dental Plans

### Auditor's Office

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

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### Attachments

ASA Amendment 1.1.24

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AGENDA ITEM REQUEST FORM: **K.5.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Miller

**Sponsor:**

Judge Becerra

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### Agenda Item:

Discussion and possible action to authorize addition of general and law enforcement liability coverage on two newly purchased unmanned aircraft. Additional premium through November 15, 2024 of \$2,165.00 **BECERRA/MILLER**

### Summary:

### Fiscal Impact:

Amount Requested: \$2,165

Line Item Number: 001-645-00.5340

### Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: Yes

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Request for Proposal (RFP) 2023-P11 Property & Liability Insurance

### Auditor's Office

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

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### Attachments

Endorsement #7 (2) Unmanned Aircraft

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

T. Crumley

**Sponsor:**

Commissioner Ingalsbe

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### Agenda Item:

Discussion and possible action to authorize the County Judge to execute a Professional Services Agreement between Hays County and Dorinda Martin, RPh, Pharm. D, FACA, FASAP to provide consultant pharmacist services to the Hays County Health Department. **INGALSBE/T.CRUMLEY**

### Summary:

The Hays County Health Department's status as a Class D Pharmacy requires the County to retain a licensed Pharmacist-in-Charge (P.I.C.) to perform the duties set out in Chapter 291 of Texas Pharmacy Rules and Regulations. The pharmacist will be paid on an hourly basis for services rendered for a not-to-exceed amount of \$6,000 per year, and the contract will be renewable annually.

### Fiscal Impact:

Amount Requested: \$6,000

Line Item Number: 120-675-00.5448

### Budget Office:

Source of Funds: Family Health Services Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Government Code Chapter 2254 - Professional and Consulting Services

### Auditor's Office

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

New Revenue Y/N?: N/A

Comments:

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### Attachments

Professional Services Agreement

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Stephanie Hunt

**Sponsor:**

Judge Becerra

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### Agenda Item:

Discussion and possible action authorizing the execution of an Order Agreement, Product Schedule, and Equipment removal/Buyout Authorization with Ricoh USA, Inc. to replace the copier in the Tax Office in Dripping Springs (\$56.67 monthly), and a copier in the Tax Office in San Marcos (\$173.98 monthly). **BECERRA/HUNT**

### Summary:

The Tax Office copiers', located in Dripping Springs and San Marcos, expire January 31, 2024, and the Tax Assessor is requesting new copiers for the office, utilizing the Ricoh USA, Inc. Buyboard Contract #713-23.

Breakdown of contract fees:

Tax Office - San Marcos (\$173.98)

- Monthly Lease: \$123.72
- Monthly Imaging: \$45.00
- Remote Servicing: \$5.26

Tax Office - Dripping Springs (\$55.67)

- Monthly Lease: \$41.41
- Monthly Imaging: \$10.00
- Remote Servicing: \$5.26

### Fiscal Impact:

Amount Requested: \$2,755.80 annually

Line Item Number: 001-619-00.5473

### Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Buyboard Contract 713-23

### Auditor's Office

G/L Account Validated Y/N?: Yes, Equipment Lease Exepnse

New Revenue Y/N?: N/A

Comments:

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## Attachments

Quote for Tax Office





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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Jerry Borcharding

**Sponsor:**

Judge Becerra

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### Agenda Item:

Discussion and possible action to award a contract for IFB 2023-B15 Regulatory Road Signs to Dobbie Supply, LLC., Lightle Enterprises of Ohio, LLC., Pathmark Traffic Equipment, LLC., Rampant Media, LLC., Vulcan Inc., dba Vulcan Signs and Your Signs World, LLC. pursuant to the IFB 2023-B15 Bid Tabulation. **BECERRA/BORCHERDING**

### Summary:

On June 20, 2023, the Hays County Commissioners Court approved Purchasing to solicit bids for IFB 2023-B15 Regulatory Road Signs. Purchasing received 6 bids from the following companies:

Dobbie Supply, LLC.  
Lightle Enterprises of Ohio, LLC.  
Pathmark Traffic Equipment, LLC.  
Rampant Media, LLC.  
Vulcan Inc. dba Vulcan Signs  
Your Signs World, LLC.

After review, it is staff's recommendation to award each bid item to the lowest bidder, with a secondary and tertiary vendor identified in case a vendor is unable to fulfill orders requested by the Road Department.

### Fiscal Impact:

Amount Requested: Per bid tab  
Line Item Number: 020-710-00.5351

### Budget Office:

Source of Funds: Road & Bridge General Fund  
Budget Amendment Required Y/N?: No  
Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes  
Comments: Invitation for Bid (IFB) 2023-B15 Regulatory Road Signs

### Auditor's Office

G/L Account Validated Y/N?: Yes, Road Material and Supplies Expense  
New Revenue Y/N?: N/A

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### Attachments

(PE) Dobie Supply LLC  
(PE) Lightle Enterprises of Ohio  
(PE) Pathmark Traffic Equipment  
(PE) Rampant Media, LLC  
(PE) Vulcan Inc  
(PE) Your Signs World LLC





AGENDA ITEM REQUEST FORM: **K.9.**

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Tammy Crumley

**Sponsor:**

Commissioner Shell

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### Agenda Item:

Discussion and possible action to award a contract for IFB 2024-B04 TXCDBG - Cedar Oaks Mesa WSC - Water Improvements to M&C Fonseca Construction Co., Inc., total amount of \$240,960.00. **SHELL/T.CRUMLEY**

### Summary:

On December 5, 2023, the Commissioners Court approved the Purchasing Department to solicit bids for IFB 2024-B04 TXCDBG - Cedar Oaks Mesa WSC - Water Improvements. The bids were requested as a base bid and an Additive Alternative Bid Amount. The Purchasing Department received three (3) bids from the following companies:

G5 Utilities, LLC: \$345,790.00 (Base Bid), \$262,533.00 (Additive Alternative Bid Amount)

M&C Fonseca Construction Co., Inc.: \$240,960.00 (Base Bid), \$208,920.00 (Additive Alternative Bid Amount)

WR Utilities: \$261,638.00 (Base Bid), \$216,392.00 (Additive Alternative Bid Amount)

It is the staff's recommendation to award the base bid to M&C Fonseca Construction Co., Inc.

### Fiscal Impact:

Amount Requested: \$240,960.00

Line Item Number: 146-753-99-188.5611\_400

### Budget Office:

Source of Funds: ORCA Grant Funds

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: Information for Bid (IFB) 2024-B04 TXCDBG - Cedar Oaks Mesa WSC - Water Improvements

### Auditor's Office

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: N/A

Comments:

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### Attachments

IFB 2024-B04 Bid Tabulation

Exhibit A - Bid Form

(PE) Contract IFB 2024-B04

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Marcus Pacheco, Development Services Director

**Sponsor:**

Commissioner Shell

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### Agenda Item

Discussion and possible action to consider granting a variance to Section 10.W.1 of the Hays County Rules for On-Site Sewage Facilities and allow issuance of an On-Site Sewage System permit to the owner of the property located at 700 Wayside Dr., Wimberley, TX. 78676. **SHELL/PACHECO**

### Summary

The property owner of 700 Wayside Dr. in Precinct 3 has applied for a development authorization to relocate a Single-Family Residence On-Site Sewage Facility System. Water utility will be accomplished by a private well. The owner is requesting a variance to Section 10.W.1 of the Hays County Rules for On-Site Sewage Facilities which specifies that "A permit will not be issued for an On-Site Sewage Facility that is on a tract of land that is found to be in violation of the Hays County Development (Subdivision) Regulations." The owner is requesting the variance to the rule to allow for the issuance of the authorization to construct which would enable the construction of the system to commence while the review process of the subdivision plat is taking place.

Justification for the request is included in the back-up.

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### Attachments

Cover Letter  
Variance Request  
Location Map  
Plat

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

**Sponsor:**

Commissioner Smith

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### Agenda Item:

Discussion and possible action to authorize the County Judge to execute a Participating Addendum with Indigov Corporation to utilize their citizen engagement platform and amend the budget accordingly. **SMITH**

### Summary:

Commissioner Precinct 4's office would like to utilize Indigov Corporation's Citizen Engagement Platform pursuant to their NASPO Valuepoint Contract AR3757, the total cost from January 2024 through December 2026 is \$58,800.00. Authorization from the Texas State Comptroller was received in order for Hays County to enter into this agreement.

### Fiscal Impact:

Amount Requested: \$58,800

Line Item Number: 011-763-99-159.5429

### Budget Office:

Source of Funds: American Rescue Plan Act (ARPA) Fund

Budget Amendment Required Y/N?: Yes

Comments: N/A

(\$58,800) - Increase Intergovernmental Revenue 011-763-99-159.4301

\$58,800 - Increase Software Licensing 011-763-99-159.5429

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: Yes

Comments: National Association of State Procurement Officials (NASPO) Contract AR3757

### Auditor's Office

G/L Account Validated Y/N?: Yes

New Revenue Y/N?: Yes, \$58,800 in Intergovernmental Revenue from ARPA 2nd tranche

Comments:

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### Attachments

Exhibit A - Proposal

Comptroller Approval

(PE) Indigov Participating Addendum

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Sheriff Gary Cutler

**Sponsor:**

Commissioner Ingalsbe

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### Agenda Item:

Discussion and possible action authorizing the execution of a Professional Services Agreement between Hays County and Buzz Mayfield Cattle Company related to impoundment of estrays and authorize a purchasing waiver to the Purchasing Policy to obtain additional quotes. **INGALSBE/CUTLER**

### Summary:

The Sheriff's Office requests approval of a Professional Services Agreement with Buzz Mayfield for services related to the safe impoundment of livestock, fowl, and wildlife estrays.

### Fiscal Impact:

Amount Requested: \$6,000

Line Item Number: 001-618-04.5394

### Budget Office:

Source of Funds: General Fund

Budget Amendment Required Y/N?: No

Comments: N/A

### Purchasing Office:

Purchasing Guidelines Followed Y/N?: No

Comments: Requesting wavier to Purchasing Policy

### Auditor's Office:

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

New Revenue Y/N?: N/A

Comments:

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### Attachments

Mayfield PSA

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AGENDA ITEM REQUEST FORM: **K.13.**

## **Hays County Commissioners Court**

**Date:** 01/16/2024

**Requested By:**

Miller

**Sponsor:**

Judge Becerra

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### **Agenda Item**

Discussion and possible action to amend the Human Resources Policy. **BECERRA/MILLER**

### **Summary**

Documentation will be provided in Commissioners Court.

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**Hays County Commissioners Court****Date:** 01/16/2024**Requested By:****Sponsor:**

Judge Becerra

**Agenda Item:**

Discussion and possible action to consider salary increases for the County Court at Law Court Reporters and amend the budget accordingly. **BECERRA/JOHNSON/BROWN/HALL**

**Summary:**

Court Reporter	Slot #	Judges' Desired Step	Judges' Desired Grade	Judges' Desired Salary	Years @ County
CCL 1	0765-001	7	131	\$ 109,644	5
CCL 2	0765-004	7	131	\$ 109,644	1
CCL 3	0765-002	7	131	\$ 109,644	0

**Fiscal Impact:**

Amount Requested: \$54,546 (annualized)  
\$36,364 (FY24)

Line Item Number: 001-612-00]

**Budget Office:**

Source of Funds: General Fund

Budget Amendment Required Y/N?: Yes

Comments: If approved, funding will need to be identified.

Court Reporter	Slot #	Hire Date	Current Salary	Requested Salary	Difference
CCL 1	0765-001	11/26/2018	\$ 91,825	\$ 109,644	\$ 17,819
CCL 2	0765-004	1/9/2023	\$ 91,825	\$ 109,644	\$ 17,819
CCL 3	0765-002	10/2/2023	\$100,340	\$ 109,644	\$ 9,304
				Base Salary	\$ 44,942
				Fringe	\$ 9,604
				Annualized	\$ 54,546
				FY24 (2/1/24)	\$ 36,364

**Purchasing Office:**

Purchasing Guidelines Followed Y/N?: N/A

Comments:

**Auditor's Office**

G/L Account Validated Y/N?: TBD

New Revenue Y/N?: N/A

Comments:

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

**Sponsor:**

Judge Becerra

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### 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.

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

**Sponsor:**

Judge Becerra

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### Agenda Item

Executive Session pursuant to Section 551.071 of the Texas Government Code: consultation with counsel regarding pending and/or contemplated litigation involving Hays County. Possible action may follow in open court. **BECERRA**

### Summary

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

**Sponsor:**

Commissioner Ingalsbe

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### 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 Right of Way located at or near Windy Hill Road in Precinct 1. Possible discussion and/or action may follow in open court. **INGALSBE**

### Summary

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

## Hays County Commissioners Court

**Date:** 01/16/2024

**Requested By:**

Vickie Dorsett, Budget Officer

**Sponsor:**

Judge Becerra

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### Agenda Item

Executive Session pursuant to Sections 551.071 and 551.074 of the Texas Government Code: consultation with counsel and deliberation regarding employment, performance and duties of the Chief Juvenile Probation Officer, Director of Information Technology, Director of Transportation, Juvenile Facility Director, Chief Budget Officer, Elections Administrator, Director of Human Resources, Director of Emergency Management, Director of County Wide Operations, Director of Development Services, Combined Emergency Communications Director and Extension Agents. **BECERRA**

### Summary

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