

**Commissioners Court -June 23, 2009
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 the **23RD day of June, 2009**, in the Hays County Courthouse, Room 301, San Marcos, Texas. An Open Meeting will be held concerning the following subjects:

INVOCATION:

**PLEDGE OF ALLEGIANCE - Pledge of Allegiance to the American Flag & Pledge of Allegiance to the Texas Flag
CALL TO ORDER /ROLL CALL**

PRESENTATIONS & PROCLAMATIONS

1	1	Presentation on AR-15 Rifle by Constable Peterson, Ayres and Hood. SUMTER/PETERSON/HOOD/AYERS
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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.

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

2	2	Approve payments of county invoices. HERZOG
3	3-7	Approve Commissioner Court Minutes of May 27 and June 2, 2009. SUMTER/FRITSCH
4	8-13	Approve purchase of Remittance Processing Software for the Tax Office from Technique Data Systems for \$21,000. SUMTER/CARAWAY
5	14	Approve destruction or otherwise dispose of items that did not sell in the auction because no bids were made for the items in accordance to LGC 263.152 Disposition of Surplus Property. SUMTER/HERZOG/MAIORKA
6	15-17	Amend budget for acceptance of \$20,000 grant funds from the Trustees of The Burdine Johnson Foundation. SUMTER/JOHNSON
7	18-23	Authorize the County Judge to execute Amendment One of Office of the Attorney General and Hays County Contract #08-C0013. SUMTER/ADAIR
8	24-36	Approve the February 2009 and March 2009 Treasurer's Reports and Investment Reports. SUMTER/TUTTLE
9	37-38	Approve specifications for Bid #2009-B15 "Five-Mile Dam Park-Phase 2-Site and authorize purchasing to solicit for bid and advertise. SUMTER/HERZOG/MAIORKA/HAUFF
10	39-40	Approve specifications for Bid #2009-B16 "Five-Mile Dam Park-Phase 2-Building and authorize purchasing to solicit for bid and advertise. SUMTER/HERZOG/MAIORKA/HAUFF
11	41-42	Approve specifications for Bid #2009-B17 "Five-Mile Dam Park-Phase 2-Irrigation" and authorize purchasing to solicit for bid and advertise. SUMTER/HERZOG/MAIORKA/HAUFF
12	43-45	Authorize Commercial OSSF Permit for Texas State University located on the Freeman Ranch, in Precinct 3. CONLEY/POPE
13	47-63	Approve utility permit. SUMTER

ACTION ITEMS

ROADS

14	64-65	Call for a public hearing on July 7, 2009 to establish traffic regulations in Belterra subdivision, Phase 4, Section 18. FORD/BORCHERDING
15	66	Call for a public hearing on July 7, 2009 to establish traffic regulations on Crystal Hill Drive in Goldenwood Subdivision. FORD/BORCHERDING

MISCELLANEOUS

16	67-72	Discussion and possible action to approve Property Use Policies. SUMTER
17	73-74	Discussion and possible action to approve a salary variance for a vacant clerk position in the Office of Justice of the Peace, Pct. 5. BARTON/CARY
18	75-76	Discussion and possible action to authorize the County Judge to execute an amendment to the TB contract between Texas Department of State Health Services (DSHS) and the Personal Health Department from \$14,710.00 to \$15,648.00. SUMTER/HARGRAVES
19	77-78	Discussion and possible action to authorize the County Judge to submit an application to the U.S. Department of Justice, Office of Justice Programs for up to \$21,660 for the purchase of bulletproof vests. CONLEY/HAUFF
20	79-82	Discussion and possible action to authorize the County Judge to execute an Interlocal Agreement with the City of San Marcos and jointly submit a grant application to the U.S. Department of Justice, Bureau of Justice Assistance for funding for equipment in the Sheriff's Office. SUMTER/HAUFF
21	83-84	Discussion and possible action to authorize Legal Counsel and the Subdivisions Coordinator to plat and record the subdivision of a 5.7 acre tract of land located in Precinct 3. CONLEY/GARZA
22	85-87	Discussion and possible action to approve the purchase of a Check Pressure Seal Machine and to amend the budget accordingly. SUMTER/TUTTLE
23	89	Discussion and possible action to adopt a resolution regarding the authorization of Commissioners acting in their capacity as Ex-Officio Road Commissioners related to the design and construction of Roadway Projects, including but not limited to Pass Through Toll Agreement and Priority Road Projects. CONLEY
24	90-91	Discussion and possible action to approve the purchase of one bulletproof vest for the Pct. 2 Constable department. BARTON/KOHLER
25	92-93	Discussion and possible action to approve the request of a double filling of the Food Service Manager's position at the Sheriff's Office for an additional two weeks. INGALSBIE/ROBINSON
26	94	Discussion and possible action to review or set court calendar for next few months, including court member vacations, planned workshops, proposed development regulation hearing/adoption, confirmation of proposed budget calendar, etc. FORD
27	95-96	Discussion and possible action to approve purchase of new shredder for Human Resources and amend the budget accordingly. SUMTER/BAEN
28	97-101	Discussion and possible action to approve an Administrative Assistant I position for the County Clerk's Office to perform data entry and imaging for Court Records prior to the year 2000. SUMTER/FRITSCH
29	102	Discussion and possible action to approve a timeline for the issuance of debt for capital improvement projects. SUMTER/HERZOG

WORKSHOP

30	103	1:00pm Update on Hays Shooting Sports Task Force (SSTF). SUMTER/MARLOW
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EXECUTIVE SESSIONS

The Commissioners Court will announce 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.

31	104	Executive Session pursuant to 551.071 of the Texas Government Code: consultation with counsel regarding existing and/or contemplated legal action related to Right of Way acquisition on FM 1626 and FM 2001 in Precinct 2. Action may follow in Open Court. BARTON
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ADJOURNMENT

Posted by 5:00 o'clock P.M. on the 19th day of June, 2009.

COMMISSIONERS COURT, HAYS COUNTY, TEXAS

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205

AGENDA ITEM: Discussion and possible action to purchase AR-15 Rifle for Constable's Office.

CHECK ONE: **CONSENT** **X ACTION** ☐ **EXECUTIVE SESSION**
☐ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED:

AMOUNT REQUIRED:

LINE ITEM NUMBER OF FUNDS REQUIRED:

REQUESTED BY: Constable Peterson, Constable Hood, Constable Ayers

SPONSORED BY:

SUMMARY: Constable Peterson, Constable Hood and Constable Ayers would like to request a time to present information and discuss the purchase of AR-15 Rifle for the Constable's Office. The discussion to include price, training, and use/description of the weapon.

Agenda Item Request Form

Hays County Commissioners' Court

2:00 p.m. Every Wednesday

Request forms are due in the County Judge's Office

no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Approve payment of county invoices.

CHECK ONE: ☒ **CONSENT** ☐ **ACTION** ☐ **EXECUTIVE SESSION**
 ☐ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED: 6/23/09

AMOUNT REQUIRED: None

LINE ITEM NUMBER OF FUNDS REQUIRED: As attached.

REQUESTED BY: Auditor's Office

SPONSORED BY: Bill Herzog



SUMMARY:

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM:

APPROVE COMMISSIONERS COURT MINUTES OF MAY 27 & JUNE 2, 2009

TYPE OF ITEM: CONSENT

PREFERRED MEETING DATE REQUESTED: JUNE 23, 2009

AMOUNT REQUIRED -0-

LINE ITEM NUMBER OF FUNDS REQUIRED:

REQUESTED BY: FRITSCHÉ

SPONSORED BY: SUMTER

SUMMARY:



JUNE 2, 2009

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STATE OF TEXAS *
COUNTY OF HAYS *

ON THIS THE 2ND DAY OF JUNE A.D., 2009, THE COMMISSIONERS' COURT OF HAYS COUNTY, TEXAS, MET IN REGULAR MEETING. THE FOLLOWING MEMBERS WERE PRESENT, TO-WIT:

ELIZABETH "LIZ" SUMTER	COUNTY JUDGE
DEBBIE GONZALES INGALSBE	COMMISSIONER, PCT. 1
JEFFERSON W. BARTON	COMMISSIONER, PCT. 2
WILL CONLEY	COMMISSIONER, PCT. 3
KAREN FORD	COMMISSIONER, PCT. 4
LINDA C. FRITSCHKE	COUNTY CLERK

AND THE FOLLOWING PROCEEDINGS WERE HAD, THAT IS:

Commissioner Barton led the court in a moment of silence and reflection and Commissioner Ford led the court in the Pledge of Allegiance to the flags. Judge Sumter called the meeting to order.

26166 APPROVE PAYMENT OF COUNTY INVOICES

A motion was made by Commissioner Ford, seconded by Commissioner Conley to approve payment of county invoices in the amount of \$554,268.66 as submitted by the County Auditor. All voting "Aye". MOTION PASSED

26167 APPROVE COMMISSIONER COURT MINUTES OF MAY 26, 2009

A motion was made by Commissioner Ford, seconded by Commissioner Conley to approve Commissioner Court Minutes of May 26, 2009 as presented by the County Clerk. All voting "Aye". MOTION PASSED

26168 AUTHORIZE THE COUNTY JUDGE TO EXECUTE RENEWAL OF THE SAVNS MAINTENANCE GRANT CONTRACT WITH THE OFFICE OF THE ATTORNEY GENERAL OF TEXAS FOR THE STATEWIDE VICTIM INFORMATION AND NOTIFICATION EVERYDAY (VINE) SYSTEM PROGRAM

A motion was made by Commissioner Ford, seconded by Commissioner Conley to authorize the County Judge to execute renewal of the SAVNS Maintenance Grant Contract with the Office of the Attorney General of Texas for the Statewide Victim Information and Notification Everyday (VINE) System Program. All voting "Aye". MOTION PASSED

26169 AUTHORIZE THE COUNTY JUDGE TO ACCEPT AND EXECUTE THE SERVICE AGREEMENT RENEWAL WITH APPRISS FOR \$30,108 FOR THE VICTIM INFORMATION AND NOTIFICATION EVERYDAY (VINE) PROGRAM

A motion was made by Commissioner Ford, seconded by Commissioner Conley to authorize the County Judge to accept and execute the Service Agreement renewal with Appriss for \$30,103 for the Victim Information and Notification Everyday (VINE) Program. All voting "Aye". MOTION PASSED

26170 AUTHORIZE THE COUNTY JUDGE TO SIGN AMENDED CONTRACT BETWEEN THE PERSONAL HEALTH DEPARTMENT AND THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES (DSHS) FOR TITLE V FAMILY PLANNING SERVICES IN THE AMOUNT OF \$9,000.00

A motion was made by Commissioner Ford, seconded by Commissioner Conley to authorize the County Judge to sign amended contract between the Personal Health Department and the Texas Department of State Health Services (DSHS) for Title V Family Planning Services in the amount of \$9,000.00. All voting "Aye". MOTION PASSED



- 26171 AUTHORIZE THE COUNTY JUDGE TO APPROVE PROPOSED ANNUAL RENEWAL APPLICATION FOR THE FY 2010 LOCAL PUBLIC HEALTH SERVICES CONTRACT BETWEEN THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES (DSHS) AND THE PERSONAL HEALTH DEPARTMENT IN THE AMOUNT OF \$63,535.00**

A motion was made by Commissioner Ford, seconded by Commissioner Conley to authorize the County Judge to approve proposed annual renewal application for the FY 2010 Local Public Health Services contract between the Texas Department of State Health Services (DSHS) and the personal Health Department in the amount of \$63,535.00. All voting "Aye". MOTION PASSED

- 26172 [09-4-11 - 1 Lot] PUBLIC HEARING AND ACTION TO APPROVE VACATION AND RE-PLAT OF LOT 2, WATKINS SUBDIVISION NO. 1 [T1-38]**

Judge Sumter declared the public hearing open. No public input was received and the public hearing was closed. The Watkins Subdivision is a 3 lot subdivision that was created in 1999. The proposed action will vacate a 61 acre portion of Lot 2, leaving a 32 acre lot (2R). The vacated portion is being sold to an adjoining land owner. Subdivision Coordinator Clint Garza gave staff recommendation for approval. A motion was made by Commissioner Ford, seconded by Commissioner Barton to approve re-plat and vacation of Lot 2 Watkins Subdivision No. 1. All voting "Aye". MOTION PASSED

- 26173 AUTHORIZE THE COUNTY JUDGE TO ACCEPT A FISCAL SURETY FOR THE CONSTRUCTION OF STREET AND DRAINAGE IMPROVEMENTS IN THE STUDIO ESTATES SUBDIVISION, SECTION 1 TO BE SUBMITTED IN THE FORM OF A CASH BOND IN THE AMOUNT OF \$27,300.00 [T1-57]**

Subdivision Coordinator Clint Garza spoke of submission of a cash bond in lieu of letter of credit or a subdivision bond. A motion was made by Commissioner Barton, seconded by Commissioner Ingalsbe to authorize the County Judge to accept a Fiscal Surety for the construction of street and drainage improvements in the Studio Estates Subdivision Section 1 to be submitted in the form of a Cash Bond in the Amount of \$27,300. All voting "Aye". MOTION PASSED

- 26174 APPROVE THE LIST OF ENGINEERS FOR THE PROFESSIONAL AND ENGINEERING SERVICES REQUEST FOR QUALIFICATIONS #2009-P05 [T1-125]**

The precertification firms were divided into 11 categories: General Civil (Roadway & Traffic Design), Bridges & Structural, Hydrology & Drainage, Environmental, Geotechnical, Utility Coordination, Right-of-Way Acquisition, Survey (Standard, aerial & subsurface), Public Involvement & Public Information, Context Sensitive Design, and Construction Engineering & Administration. HDR removed themselves from the Hays County Road Program Precertification list. A motion was made by Commissioner Conley, seconded by Commissioner Ford to approve the list of engineers for the Professional and Engineering Services Request for Qualifications #2009-P05. All voting "Aye". MOTION PASSED

Clerk's Note: Agenda Item #10 RE: ADOPT A RESOLUTION BANNING THE USE OF CERTAIN TYPES OF FIREWORKS was PULLED.

- 26175 EXTEND TEMPORARY HELP IN THE TREASURER'S OFFICE FOR SCANNING DOCUMENTS FOR AN ADDITIONAL 75 HOURS [T1-268]**

A motion was made by Commissioner Ford, seconded by Commissioner Ingalsbe to extend temporary help in the Treasurer's Office for scanning documents for an additional 75 hours. All voting "Aye". MOTION PASSED

- 26176 AUTHORIZE THE COUNTY JUDGE TO EXECUTE AN AMENDMENT TO THE COMMERCIAL LEASE FOR THE ADULT PROBATION OFFICES, LOCATED IN SAN MARCOS CENTER AT 700 N. LBJ BLVD., SAN MARCOS, TX [T1-297]**

Special Counsel Mark Kennedy spoke of amendment to the lease (extension clause – month to month basis). A motion was made by Commissioner Ingalsbe, seconded by Commissioner Barton to authorize the County Judge to execute an amendment to the commercial lease for the Adult Probation Offices, located in San Marcos Center at 700 N. LBJ Blvd., San Marcos, TX 78666. All voting "Aye". MOTION PASSED



JUNE 2, 2009

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26177 AUTHORIZE THE PURCHASE OF ONE PROJECTOR, ONE GPS CAMERA, AND THREE DESKTOP COMPUTERS FOR RPTP AND AMEND THE BUDGET ACCORDINGLY [T1-384]

Software and Data Processing Equipment savings will be used to purchase the items being requested. A motion was made by Commissioner Barton, seconded by Commissioner Conley to authorize the purchase of one projector, one GPS camera, and three desktop computers for RPTP and amend the budget accordingly. All voting "Aye". MOTION PASSED

26178 APPROVE ADDITIONAL OVERTIME FOR SHERIFF'S OFFICE AND JAIL AND AMEND THE BUDGET ACCORDINGLY [T1-409]

County Auditor Bill Herzog spoke of proposed budget amendment: \$136,837 to be transferred from staff salaries to holiday/overtime line item in the Sheriff's Dept. and \$24,000 from insurance line item to holiday/overtime line item in the Jail budget. Chief Deputy Sheriff Sherman Brodbeck spoke of shortage in manpower (vacancies). A motion was made by Commissioner Ingalsbe, seconded by Commissioner Barton to approve additional overtime for Sheriff's Office and Jail and amend the budget accordingly. All voting "Aye". MOTION PASSED

EXECUTIVE SESSION PURSUANT TO 551.071 OF THE TEXAS GOVERNMENT CODE, REGARDING CAUSE NO. D-1-GV-07-002293, STYLED AS TRAVIS COUNTY, TEXAS AND THE STATE OF TEXAS ET AL VS. COLDWATER DEVELOPMENT, LTD., AND RODMAN EXCAVATION, INC. ETAL AND PENDING LITIGATION RELATED THERETO. POSSIBLE ACTION TO FOLLOW IN OPEN COURT

Court convened into closed executive session at 9:20 a.m. and reconvened into open meeting at 10:00 a.m. No action was taken.

WORKSHOP REGARDING CONSTRUCTION OF THE PROPOSED GOVERNMENT CENTER AND MATTERS RELATED THERETO [T1-504]

Commissioner Ingalsbe spoke of work that has been ongoing. Brenda Jenkins (Broaddus and Associates) identified other members of their firm that were present. Gave four budget scenarios: #1 = \$115 million (307,000 sq ft – project as is), #2 = \$110 million (value engineering & shelling some space), #3 = \$100 million (40,690 sq ft - 2nd floor elimination), #4 = TBD/less than \$90 million (establish total project cost limit – would require a total new redesign).

26179 AUTHORIZE THE COUNTY JUDGE TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN HAYS COUNTY AND BROADDUS AND ASSOCIATES, EXECUTED ON OR ABOUT THE 7TH DAY OF APRIL, 2009 AND DISCUSSION REGARDING THE COUNTY'S SPACE NEEDS IN THE AREA OF CRIMINAL JUSTICE, DETENTION AND GOVERNMENT SERVICES, INCLUDING THE DEVELOPMENT OF PRIORITIES, AN ACTION PLAN AND CONSIDERATION OF PROFESSIONAL SERVICE CONSULTING FIRMS TO ASSIST THE COUNTY WITH FINANCING AND CONSTRUCTION OPTIONS AND/OR MORE EFFICIENT POLICIES AND PROCEDURES [T1-1320]

Commissioner Barton spoke of renovation of jail facility or possible new facility. He spoke of work done by MGT. Judge Sumter spoke of Tarrant County Criminal Justice Coordinating Committee. Natacha Pelaez-Wagner (MGT of America Inc.) spoke. Commissioner Conley spoke – he supports keeping the jail facility at its current location and he would like to see a \$60 million total cost for the government center (Scenario #4). Judge Sumter spoke of Scenario #4 and she spoke of economic development. She would like to see the justice center and jail at the same location and a government center with partnerships with other entities at a different location. Commissioner Ingalsbe spoke of need for room to grow. Discussion was had regarding portion of tax rate that is dedicated for buildings. The amendment being considered includes the following projects: (1) Jail Addition/relocation, (2) Precinct 2 Offices in Kyle, (3) Precinct 3 Office in Wimberley, and (4) Road & Bridge Department Expansion. [T1-2984] A motion was made by Commissioner Ingalsbe, seconded by Judge Sumter to authorize the County Judge to execute an Amendment to the Professional Services Agreement between Hays County and Broaddus & Associates executed on or about the 7th day of April, 2009, to also include a broader justice center analysis and to look at Scenario 4, and furthermore for Broaddus & Associates to work with Commissioner Barton on the criminal justice analysis. All voting "Aye". MOTION PASSED



Clerk's Note: Agenda Item #16 RE: APPROVE SPECIFICATIONS FOR RFP #2009-P09 - CONSTRUCTION MANAGER AT RISK FOR THE HAYS COUNTY GOVERNMENT CENTER AND AUTHORIZE PURCHASING AND/OR BROADDUS AND ASSOCIATES TO SOLICIT FOR PROPOSAL AND ADVERTISE was PULLED.

WORKSHOP ON DEVELOPMENT REGULATIONS. DISCUSSION AND POSSIBLE ACTION TO REVIEW RESPONSE TO PUBLIC COMMENTS WITH CONSULTANT, MAKE FINAL POLICY DECISIONS, AND CONSIDER ADOPTION OF PROPOSED DEVELOPMENT REGULATIONS [T1-3134]

Public comment was made by Ray Whisenant Jr. (Dripping Springs resident, Water Service Contractor and Whisenant & Lyle Water Services Inc.), Kim Johnson (Dripping Springs Area Chamber of Commerce), Charlene Farmer (Dripping Springs resident, Realtor, and Dripping Springs Area Chamber of Commerce), Randy Voorheis (Dripping Springs resident), Mike Firlie (Dripping Springs resident), Mark Key (Contractor and Hays County resident), Ron Brewer (San Marcos Area Board of Realtors & San Marcos resident), W. F. Smith (Dripping Springs resident), David Baker (Executive Director of the Wimberley Valley Watershed Assoc. and Director of Hays Trinity Groundwater Conservation District), Craig Payne (Wimberley resident), Ryan Thomason (Contractor), Jimmy Skipton (Dripping Springs resident), Jerry Wright, Melanie Cambron (Dripping Springs resident), David Glenn (Wimberley resident), and Bill Gebhard (Wimberley resident). [T2-1163] Grant Jackson, Naismith Engineering Inc., spoke of minimum lot size for individual groundwater wells. Discussion was had regarding groundwater availability. Grant Jackson spoke of setbacks for septic systems - see addenda to Chapter 741. A discussion was had regarding minimum lot sizes. No action was taken this date.

Clerk's Note: Agenda Item #22 RE: EXECUTIVE SESSION PURSUANT TO 551.074 TEXAS GOVERNMENT CODE TO DISCUSS PERSONNEL MATTERS INVOLVING EVALUATION FOR THE DEPARTMENT MANAGER IN THE RESOURCE PROTECTION, TRANSPORTATION AND PLANNING DEPARTMENT was PULLED.

EXECUTIVE SESSION PURSUANT TO 551.071 OF THE TEXAS GOVERNMENT CODE, REGARDING TCEQ PERMIT NUMBER WQ0014208001 AND CONTEMPLATED LITIGATION RELATED THERETO. POSSIBLE ACTION TO FOLLOW IN OPEN COURT

Court convened into closed executive session at 4:40 p.m. and reconvened into open meeting at 5:00 p.m. No action was taken.

Court was adjourned.

I, LINDA C. FRITSCH, COUNTY CLERK and EXOFFICIO CLERK OF THE COMMISSIONERS' COURT, do hereby certify that the foregoing contains a true and accurate record of the proceedings had by the Hays County Commissioners' Court on JUNE 2, 2009.



LINDA C. FRITSCH, COUNTY CLERK AND EXOFFICIO
CLERK OF THE COMMISSIONERS' COURT OF
HAYS COUNTY, TEXAS

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

No later than **2:00 p.m.** on **WEDNESDAY**.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Approve purchase of Remittance Processing Software for the Tax Office from Technique Data Systems for \$21,000.

CHECK ONE: ☒ **CONSENT** ☐ **ACTION** ☐ **EXECUTIVE SESSION**

☐ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED:\$21,000

LINE ITEM NUMBER OF FUNDS REQUIRED: (budgeted) 01-415-5712

REQUESTED BY: Caraway

SPONSORED BY: SUMTER

SUMMARY: (Quotes attached) Four quotes were received with Technique Data Systems being lowest. There will be an annual maintenance fee of \$5,087 beginning the 2nd year.

Agenda Item Routing Form

DESCRIPTION OF Item: Approve purchase of Remittance Processing Software for the Tax Office from Technique Data Systems for \$21,000.

Four quotes were received with Technique Data Systems being lowest. There will be an annual maintenance fee of \$5,087 beginning the 2nd year.

PREFERRED MEETING DATE REQUESTED: June 23, 2009

COUNTY AUDITOR

Typically Requires 1 Business Day Review

AMOUNT AND FUND LINE ITEM NUMBER: \$21,000 01-4155712

COUNTY PURCHASING GUIDELINES FOLLOWED: ____ Yes ____

PAYMENT TERMS ACCEPTABLE: ____ Yes ____

COMMENTS: Bill Herzog

SPECIAL COUNSEL

Typically Requires 9 Business Day Review

CONTRACT TERMS ACCEPTABLE: _____

COMMENTS:

Technique Data Systems

Remittance and Lock Box Product Proposal/Order Form

OFFER MADE TO: Schedule A 30 DAY OFFER: 3/3/2009

Hays County Attn: Luanne Caraway 102 N. LBJ Drive San Marcus, TX 78666	E-mail: Telephone Number: Fax Number: Account Manager:	<u>luanne@co.hays.tx.us</u> 512-393-5519 512-393-5517 Fred Campos SR 817-329-4885
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DESCRIPTION	PRODUCT	PRICING		
		Qty	Government Price	Annual Fee Final Pricing
TDS Remittance Licensed Software: Annual License - Less than 100,000 items/yr.	Tier 2	1		\$1,590
Type of Scanner: 1st Year's Maintenance & Ink Cartridge included. 2nd year maintenance starts one year from purchase date	Canon CR-180	2		
Type of Scanner: 1st Year's Maintenance & Ink Cartridge included. 2nd year maintenance starts one year from purchase date	Canon CR-55	2		\$1,100
		3		
		3		\$597
Software Interface to Capture Device: CheckMate Jogger (Single) CAR/LAR - Character Recognition Module Multi-User Upgrade Price & Annual License Fee Electronic Deposit (transaction fees additional, if applicable) Bar Code License (per scanner) Flat Rate On Site Installation Fee	ScanForm .5 Paid Annually Plus Travel Expenses	3		
		1		
		1		\$1,100
		1		\$400
		1		\$300
		3		
		1		
Grand Total				\$21,000
Grand Total:				\$21,000
Annual Fees beginning 2nd Year				\$5,087

Terms: 50% Deposit of TOTAL DUE with signed Order Form
 Balance due upon Completed Installation
 Applicable Taxes charged on Final Invoice.

Lease Information provided upon request

Monthly Payment ---

Initials

CUSTOMER SIGNATURE (Agrees to the Terms and Conditions Contract associated with this Order Form)

Sign and Return this "Order Form"

Officer & Title: Luanne Caraway - Tax Assessor-Collector

Date: _____

Print Name of Company: Hays County

CONFIDENTIAL INFORMATION

Technique Data Systems
 1930 Alpha Drive, Suite 300
 Rockwall, TX 75087

Phone (800) 856-8552
 Fax (972) 722-6052

AudioTel RemitPlus

Remittance and Lock Box Product Proposal/Order Form

OFFER MADE TO:

Schedule A

30 DAY OFFER:

6/15/2009

 Luanne Caraway
 Hays County Tax Assessor
 San Marcos, TX

 E-mail: luanne@co.hays.tx.us
 Telephone Number:
 Fax Number:
 Account Manager:

 512-393-5519
 Fred Campos/Jann Orina

Jann Orina

DESCRIPTION		PRODUCT		PRICING	
		Qty	List Price	Annual Fee	Final Pricing
AudioTel Licensed Software:	RemitPlus 7	1	\$9,750	\$2,800	\$12,550
Annual license - Up to 200,000 items per year	Multi User Version				
NOTE: Includes Firebird SQL					
AudioTel Computer:	3 Years (Parts & Labor)		\$1,513		
Dell P4 3.0 GHz, 512 MB RAM, Network Card, DVD-ROM, 17" LCD Monitor.					
Type of Scanner: (Includes 1st year's maint. fee)	Canon CR-180	1	\$3,845	\$575	\$3,845
1st Year's Maintenance, subsequent year's fees available from equip vendor.		1	\$575		\$575
Ink Cartridge (if applicable)		1	\$28		\$28
RDM Imagers for remote locations		3	\$700		\$2,100
Software Interface to Capture Device:	ScanForm .5	2	\$500		\$1,500
Additional Options:					
Bar Code License (per scanner)		4	\$250		\$1,000
CheckMate Jogger (Single)		1	\$495		\$495
Electronic Deposit (transaction fees additional, if applicable)		1	\$500	\$100	\$500
Plus ACH and IRD Check 21 Fees			-		
Multi-User Upgrade Price & Annual License Fee		1	\$2,000	\$400	\$2,000
Software Interface Capture			\$500		\$500
Optional Microsoft SQL Interface			\$1,500		
CAR/LAR - Character Recognition Module	Paid Annually	1	\$1,200	\$1,200	\$2,400
Flat Rate On Site Installation Fee	Plus Expenses	1	\$2,000		\$2,000
Flat Rate Remote/WebEx Installation Fee			\$750		
Terms: 50% Deposit of TOTAL DUE with signed Order Form					
Balance due upon Completed Installation				Sub Total	\$5,075
Applicable Taxes charged on Final Invoice.					\$29,493
Grand Total:					\$29,493
Annual Fees beginning 2nd Year					\$5,075

Estimated Lease Cost with \$1.00 Buy-Out

Monthly Payment ---

First Year Annual Fees Waived

60 Months	\$699.87
48 Months	\$820.79
36 Months	\$1,028.13
24 Months	\$1,449.29

Initials

CUSTOMER SIGNATURE

Sign and Return this "Order Form" with Deposit to place your order:

\$14,747

Officer & Title: _____

Date: _____

Print Name of Company: _____



BUSINESS MACHINES SYSTEMS, INC.
6101 S SHACKLEFORD ROAD
LITTLE ROCK, AR 72204
(501) 375-8380

Remittance Processing Software

Item Description	Price
Check Scanners: 3-Canon CR-55, 3-Ink Cartridges, 2-Canon CR-180, 2-ink Cartridges, 1-Check Jogger, Equipment Maintenance	\$12,045
Software & Installation: Remittance software, Electronic Deposit set-up, Software Development, Multiple Users, CAR/LAR Licensing, Installation*, Training	\$22,665
Yearly Maintenance: \$6,980.00	
Total Amount	\$34,710

*Installation cost does not include applicable travel expenses

May 27, 2009



Remittance Processing System

Software and Services Price

Remittance Base Software	\$10,350.00
Check21 Electronic Deposit Software	\$ 2,500.00
CAR/LAR Licensing	\$ 2,800.00
Multiple User Features	\$ 2,225.00
Custom Programming and Installation	\$ 3,500.00*
Annual Software Maintenance	\$ 2,800.00

Hardware Price

2-Canon CR-180 Check Scanners, 3-Canon CR-55 Check Scanners,	
1-Check Jogger, 5-Ink Cartridges	\$10,225.00
Annual Maintenance for scanners	\$ 2,100.00

Total \$35,500.00*

Annual Recurring Maintenance Fees—Hardware and Software \$7,525.00

*Installation cost does not include applicable travel and living expenses

Contact: Erik Fitterer
Technology Unlimited Inc.

1179 Andover Park West, Seattle, WA 98188
Phone: (206) 812-0622 Email: erikf@tuiusa.com

SEATTLE • SPOKANE • PORTLAND • SAN FRANCISCO • LOS ANGELES • SAN DIEGO

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

No later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Approval to destroy or otherwise dispose of items that did not sell in the auction because no bids were made for the items in accordance to LGC 263.152 Disposition of Surplus Property.

CHECK ONE: ☒ **CONSENT** ☐ **ACTION** ☐ **EXECUTIVE SESSION**
☐ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED: June 30 , 2009

AMOUNT REQUIRED:

LINE ITEM NUMBER OF FUNDS REQUIRED:

REQUESTED BY: Herzog/Maiorka

SPONSORED BY: SUMTER

SUMMARY: There were no bids made on the computer equipment or some of the broken chairs and furniture, outdated phones and outdated typewriters. These items are not in working condition.

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Accept \$20,000 grant funds from the Trustees of The Burdine Johnson Foundation.

CHECK ONE: ☒ **CONSENT** ☐ **ACTION** ☐ **EXECUTIVE SESSION**
☐ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED:

LINE ITEM NUMBER OF FUNDS REQUIRED:

REQUESTED BY: Johnson

SPONSORED BY: SUMTER

SUMMARY:

Agenda Item Routing Form

DESCRIPTION OF Item: Accept \$20,000 grant funds from the Trustees of The Burdine Johnson Foundation and amend the budget accordingly.

PREFERRED MEETING DATE REQUESTED: June 23, 2009

COUNTY AUDITOR

Typically Requires 1 Business Day Review

AMOUNT AND FUND LINE ITEM NUMBER: \$ 20,000

COUNTY PURCHASING GUIDELINES FOLLOWED: _____ N/A _____

PAYMENT TERMS ACCEPTABLE: _____ N/A _____

COMMENTS: Amend the budget to reflect \$20,000 in revenue (01-386-5449) and \$20,000 in expenses (01-490-5449).

Bill Herzog

SPECIAL COUNSEL

Typically Requires 9 Business Day Review

CONTRACT TERMS ACCEPTABLE: _____

COMMENTS:

COMMISSIONERS' COURT

APPROVED/DISAPPROVED AND DATE: _____

COUNTY JUDGE

Signature Required if Approved

DATE CONTRACT SIGNED: _____

The Burdine Johnson Foundation

P. O. Box 1230
Buda, Texas 78610

William T. Johnson
Robert C. Giberson
Martha L. Mattox
Trustees

(512) 312-1336
Fax (512) 295-4773

June 15, 2009

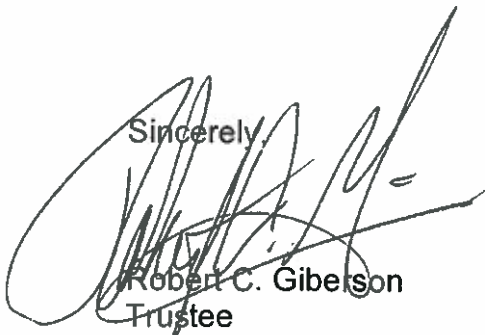
The Honorable Judge Elizabeth Sumter
111 E. San Antonio St., Suite 300
San Marcos, Texas 78666

Dear Judge Sumter:

The Trustees of The Burdine Johnson Foundation are pleased to send the County of Hays, the enclosed check in the amount of \$20,000.00. This donation is in response to your letter of request received on June 11, 2009. These funds will be used to help support the production costs associated with the documentary film about Colonel John C. "Jack" Hays.

Please send to us a written acknowledgment of this contribution for our tax records.

Sincerely,



Robert C. Giberson
Trustee

RCG:ltg
Enc.(Check)

cc - RCG
cc - WTJ
cc - MLM

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Authorize the County Judge to execute Amendment One of Office of the Attorney General and Hays County Contract #08-C0013.

CHECK ONE: ☒ **CONSENT** ☐ **ACTION** ☐ **EXECUTIVE SESSION**
☐ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED:

LINE ITEM NUMBER OF FUNDS REQUIRED:

REQUESTED BY: Adair

SPONSORED BY: SUMTER

SUMMARY:



ATTORNEY GENERAL OF TEXAS
GREG ABBOTT
CHILD SUPPORT DIVISION

May 14, 2009

Elizabeth Sumter
County Judge, Hays County
Hays County Justice Center, Room 123
110 East Martin Luther King Drive
San Marcos, TX 78666

RE: Contract between the Office of the Attorney General and Hays County - Contract
Number: 08-C0013 Amendment One

Dear Ms. Sumter,

Attached are **two originals** of the above referenced contract. Please have both originals signed where indicated and return to my attention either through the US Postal Service at:

Office of the Attorney General
Child Support Division, MC 062
Jamie Lala, CS Government Contracts
PO Box 12017
Austin, TX 78711-2017

Or FedEx at:

Office of the Attorney General
Child Support Division
Jamie Lala, CS Government Contracts
5500 E. Oltorf, MC 062
Austin, TX 78741

Upon receipt of the two signed originals, the documents will be routed to Alicia Key, Deputy Attorney General for Child Support for signature. After the documents have been signed by all parties, one original will be returned to you for your records. If you have any questions regarding this contract, please contact me at (512) 460-6463.

Sincerely,


Jamie Lala
Government Contract

AMENDMENT ONE
TO THE CONTRACT BETWEEN
THE OFFICE OF THE ATTORNEY GENERAL
AND HAYS COUNTY

OAG Contract Number 08-C0013

STATEMENT OF PURPOSE: The purpose of this Amendment is to extend the Contract between the Office of the Attorney General and Hays County and to document changes to the invoicing procedure.

WHEREAS the Office of the Attorney General of the State of Texas ("OAG") entered into a contract, ("Contract"), OAG Contract Number 08-C0013, with Hays County ("the County") on September 1, 2007; and

WHEREAS Section 4.4 of the Contract Provides:

"This contract shall not be amended or modified except by written Agreement executed by duly authorized representatives of the OAG and the County."

WHEREFORE the parties agree that section 2.2 of the Contract shall be amended by changing the term of the Contract to read as follows:

2.2 Contract Period

This contract is effective September 1, 2007 and shall terminate on August 31, 2011, unless terminated earlier under the Termination of the Contract Section below.

WHEREFORE the parties agree that section 3.3.1 shall be amended in its entirety and replaced with the following invoicing procedures:

3.3.1. PAYMENT STRUCTURE

3.3.1.1. Frequency

The OAG shall prepare a Reimbursement Invoice / Voucher ("invoice") on a quarterly basis and forward to the County for review and approval.

3.3.1.2. County Review and Approval

The County shall review the invoice and if approved, shall return it to the OAG within ten (10) work days. The County's signature approval of the invoice shall constitute approval of the invoice and certification that all services provided during the period covered are included on the invoice. The OAG shall process the invoice for payment in accordance with the state procedures for issuing state payments and the Texas Prompt Payment Act.

3.3.1.3. Invoice Review / Rejection / Resubmission

If the County does not approve the invoice, it shall return the invoice to the OAG within ten (10) work days of receipt, detailing the basis of any disputed item along with supporting documentation. The OAG shall review the returned invoice with the following:

- Payment of the amount requested by the County if the dispute is resolved in the County's favor; or

- Payment in accordance with the amount on the original OAG invoice sent to the County along with a letter of explanation to the County.

3.3.1.4. Submitting Invoices for Payment

The County shall submit invoices to:

Accounts Payable, Mail Code 003
The Office of the Attorney General
P.O. Box 12548
Austin, Texas 78711-2548

WHEREFORE the parties agree that section 3.3.2 of the Contract shall be amended by changing the Contract to read as follows:

- 3.3.2 Notwithstanding any other provision of this Contract, the cumulative liability of the OAG hereunder shall not exceed the sum of Four Thousand Four Hundred Sixty Four and no/100 Dollars (\$4,464.00).

The Contract in all other respects is ratified and confirmed.

IN WITNESS THEREOF, the parties through their authorized agents have executed this Amendment on the dates set forth below.

OFFICE OF THE ATTORNEY GENERAL

HAYS COUNTY

Alicia G. Key
Deputy Attorney General for Child Support
Office of the Attorney General

The Honorable Elizabeth "Liz" Sumter
County Judge, Hays County

Date

Date

AMENDMENT ONE
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THE OFFICE OF THE ATTORNEY GENERAL
AND HAYS COUNTY

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HAYS COUNTY

Alicia G. Key
Deputy Attorney General for Child Support
Office of the Attorney General

The Honorable Elizabeth "Liz" Sumter
County Judge, Hays County

Date

Date

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Approve the February 2009 and March 2009 Treasurer's Reports and Investment Reports

TYPE OF ITEM: CONSENT-ACTION-PROCLAMATION-EXECUTIVE SESSION-WORKSHOP

PREFERRED MEETING DATE REQUESTED: 6/23/09

AMOUNT REQUIRED: N/A

LINE ITEM NUMBER OF FUNDS REQUIRED: N/A

REQUESTED BY: Michele Tuttle, Hays County Treasurer

SPONSORED BY: Liz Sumter, County Judge

SUMMARY:

Approve the February and March Treasurer's Reports and Investment Reports

HAYS COUNTY TREASURER'S REPORT

FOR THE MONTH OF FEBRUARY 2009

CHECKING

OPERATING FUNDS:										
	BEGINNING BALANCE	Interest	Revenues	Deposits From Investments	Disbursements	Transfer to Investments	ENDING BALANCE	Total Investments	TOTAL FUND	
General	\$ 110,266.89	\$ 146.82	\$ 2,317,639.90	\$ 2,461,800.00	\$ 4,502,058.51	\$ 298,274.94	\$ 89,520.16	\$ 37,050,727.46	\$ 37,140,247.62	
Road and Bridge General	\$ 127,325.83	\$ 35.31	\$ 550,157.47	\$ -	\$ 493,774.89	\$ 112,126.11	\$ 71,617.61	\$ 9,176,404.31	\$ 9,248,021.92	
Medical and Dental Fund	\$ 10.46	\$ 1.30	\$ 629,030.17	\$ 9,382.40	\$ 638,422.03	\$ -	\$ 2.30	\$ 292,120.26	\$ 292,122.56	
Sheriff's Drug Forfeiture	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 53,155.50	\$ 53,156.50	
District Attorney Drug Forfeiture	\$ 1.00	\$ -	\$ 2,764.22	\$ -	\$ -	\$ 2,764.22	\$ 1.00	\$ 3,106.71	\$ 3,107.71	
Health Services Grants	\$ 1.54	\$ 0.90	\$ 45,930.66	\$ 6,050.00	\$ 51,471.27	\$ -	\$ 511.83	\$ 39.24	\$ 551.07	
Family Health Services	\$ 283.61	\$ 0.54	\$ 56,669.91	\$ 12,400.00	\$ 66,750.19	\$ -	\$ 2,603.87	\$ 20.04	\$ 2,623.91	
Juvenile Detention Center	\$ 324,884.70	\$ 31.12	\$ 509,800.65	\$ 40,388.66	\$ 670,268.19	\$ 150,564.82	\$ 54,272.12	\$ 637,691.02	\$ 691,963.14	
Tobacco Settlement Fund	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 428,710.99	\$ 428,711.99	
Historical Commission Trust Fund	\$ 1.00	\$ -	\$ 40.00	\$ -	\$ -	\$ 40.00	\$ 1.00	\$ 20,292.98	\$ 20,293.98	

CONSTRUCTION FUNDS:

Certificates of Obligation 1997	\$ 0.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.01	\$ -	\$ -	\$ 0.01
Parks Bond 2003	\$ 1.00	\$ -	\$ -	\$ 100,786.45	\$ -	\$ 100,787.45	\$ -	\$ -	\$ -	\$ -	\$ -
Road Construction Bond 2004	\$ 1.00	\$ -	\$ -	\$ 802.31	\$ -	\$ 803.31	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of Obligation 2005	\$ 1.00	\$ -	\$ -	\$ 1,250.00	\$ -	\$ 1,250.00	\$ -	\$ 1.00	\$ 6,584.69	\$ -	\$ 6,585.69
Road Construction Bond 2006	\$ 1.00	\$ -	\$ -	\$ 133,634.05	\$ -	\$ 133,634.05	\$ -	\$ 1.00	\$ 4,798,518.03	\$ -	\$ 4,798,519.03
Parks Bond 2007	\$ 1.00	\$ -	\$ -	\$ 1,656.15	\$ -	\$ 1,656.15	\$ -	\$ 1.00	\$ 5,105,966.82	\$ -	\$ 5,105,967.82
Parks Bond 2008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,922,528.90	\$ -	\$ 9,922,528.90
TCDP Disaster Relief Blanco	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LCRA Service Fee Fund	\$ 1.00	\$ -	\$ -	\$ 25,406.39	\$ -	\$ 25,406.39	\$ -	\$ 1.00	\$ 466,225.86	\$ -	\$ 466,226.86
Cedar Oaks Mesa	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00

INTEREST AND SINKING FUNDS:

Hays County I & S	\$ 4.00	\$ 11.51	\$ 29,000.00	\$ 1,855,532.79	\$ -	\$ 1,855,536.79	\$ -	\$ 29,011.51	\$ 7,335,297.13	\$ -	\$ 7,364,308.64
GRAND TOTALS:	\$ 587,787.04	\$ 227.50	\$ 4,141,032.98	\$ 4,649,089.20	\$ -	\$ 8,541,819.22	\$ 563,770.09	\$ 272,547.41	\$ 75,297,389.94	\$ -	\$ 75,569,937.35

Transfers Outstanding:

Hays County Treasurer's Investment Report

For February 2009

PAGE 1

AMERICAN NATIONAL BANK CHECKING								
Description	1/31/09 Balance	Interest	Deposits	Debits	2/28/09 Balance			
All Funds (see Page 1)	\$ 587,787.04	227.50	8,790,122.18	9,105,589.31	272,547.41			
TEXPOOL								
	0.6690%	1.000380						
Description	1/31/09 Balance	Interest	Deposits	Debits	2/28/09 Balance			
General	\$ 18,500,967.94	10,525.79	4,592,339.61	2,461,800.00	20,642,033.34			
Road and Bridge General	\$ 6,215,349.95	3,652.60	1,215,197.54	-	7,434,200.09			
Medical and Dental Fund	\$ 299,972.24	149.86	-	9,382.40	290,739.70			
Sheriff's Drug Forfeiture	\$ 53,128.23	27.27	-	-	53,155.50			
D.A. Drug Forfeiture	\$ 280.14	0.25	2,764.22	-	3,044.61			
Health Services Grants	\$ 6,050.24	2.67	-	6,050.00	2.91			
Juvenile Center	\$ 527,241.24	273.62	150,564.82	40,388.66	637,691.02			
Tobacco Settlement Fund	\$ 428,491.07	219.92	-	-	428,710.99			
Historical Commission Trust	\$ 13,073.24	6.69	40.00	-	13,119.93			
Parks Bond 2003	\$ 100,764.82	21.63	-	100,786.45	-			
Road Construction 2004	\$ 41.38	-	-	41.38	(0.00)			
Certificates of Obligation '05	\$ 7,830.84	3.85	-	1,250.00	6,584.69			
Road Construction 2006	\$ 4,929,639.73	2,512.35	-	133,634.05	4,798,518.03			
Parks Bond 2007	\$ 5,105,003.03	2,619.94	-	1,656.15	5,105,966.82			
Parks Bond 2008	\$ 9,917,439.00	5,089.90	-	-	9,922,528.90			
LCRA Service Fee Fund	\$ 491,389.88	242.37	-	25,406.39	466,225.86			
Hays County I & S	\$ 6,066,145.91	2,945.62	950,209.62	1,855,532.79	5,163,768.36			
All Funds	52,662,808.88	28,294.33	6,911,115.81	4,635,928.27	54,966,290.75			
ICT Funds Management								
	0.5900%							
Description	1/31/09 Balance	Interest	Deposits	Debits	2/28/09 Balance			
General	\$ 11,224,823.22	5,642.86	-	-	11,230,466.08			
CLASS - MBIA								
	0.7100%	NAV 1.00						
Description	1/31/09 Balance	Interest	Deposits	Debits	2/28/09 Balance			
General	\$ 3,724,542.13	2,023.84	-	-	3,726,565.97			
Road Construction 2004	\$ 760.71	0.22	-	760.93	0.00			
All Funds	3,725,302.84	2,024.06	-	760.93	3,726,565.97			

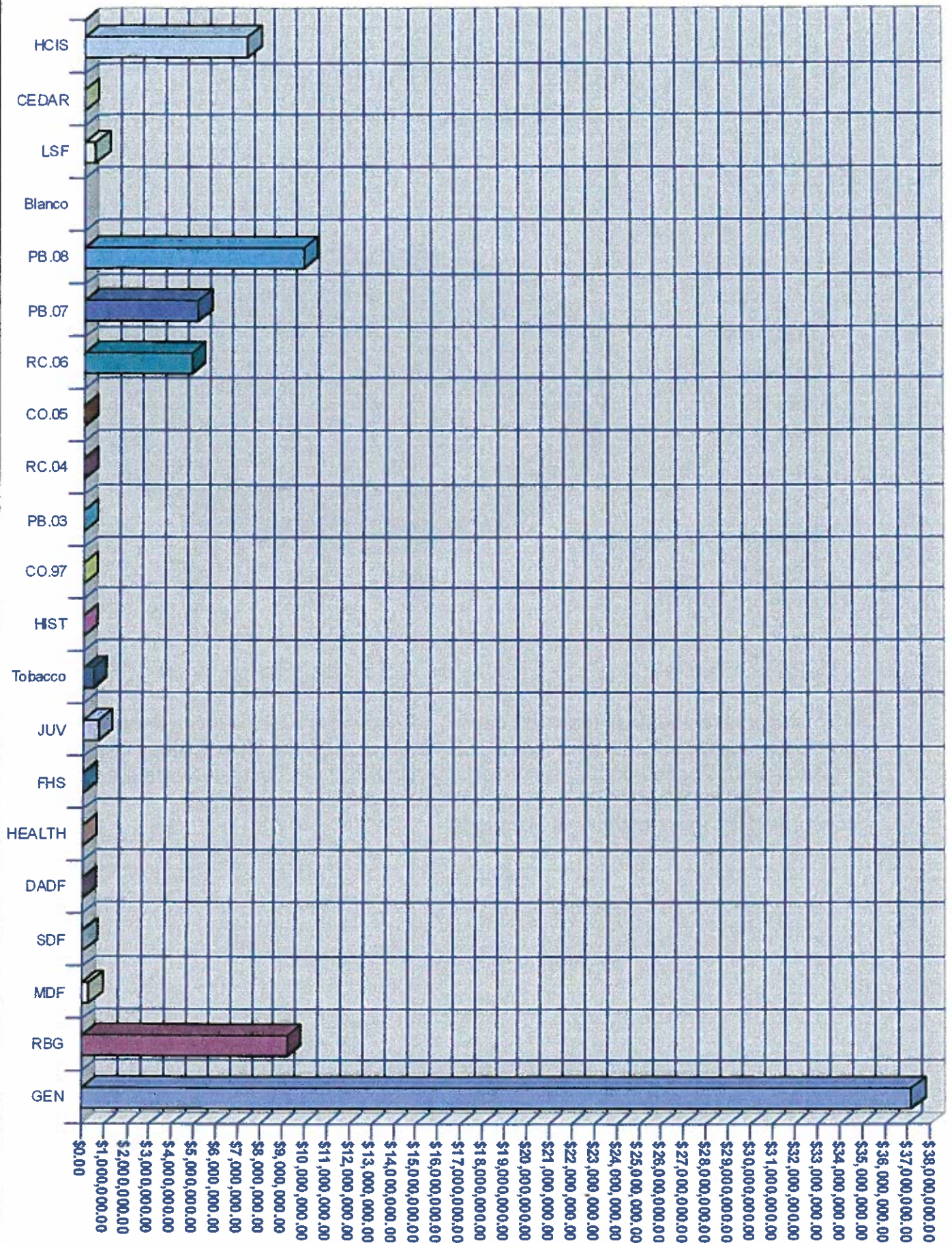
LOGIC	0.9218%	1.00039				
Description	1/31/09 Balance	Interest	Deposits	Debits	2/28/09 Balance	
General	\$ 496,100.14	350.82	-	-	496,450.96	
Road and Bridge General	\$ 1,740,973.08	1,231.14	-	-	1,742,204.22	
Medical and Dental Fund	\$ 1,379.58	0.98	-	-	1,380.56	
D.A. Drug Forfeiture	\$ 62.06	0.04	-	-	62.10	
Health Services Grants	\$ 36.30	0.03	-	-	36.33	
Family Health Services	\$ 12,416.80	3.24	-	12,400.00	20.04	
Historical Commission Trust	\$ 7,167.98	5.07	-	-	7,173.05	
Hays County I & S	\$ 1,920,259.32	1,357.92	-	-	1,921,617.24	
All Funds	4,178,395.26	2,949.24	-	12,400.00	-	4,168,944.50

TREASURY BILLS AND NOTES									
Description	Price	Yield/ Maturity	Balances 1/31/09		Transactions		Balances 2/28/09		Market Value
			Par Value	Book Value	Purchases	Maturities	Par Value	Book Value	
912795K59	99.9625	.0152% 02/26/09	100,000.00	99,962.50		100,000.00			
		General	100,000.00	99,962.50		100,000.00			
912795K67	99.9874	.051% 03/05/09	200,000.00	199,974.72			200,000.00	199,974.72	199,997.33
		General	200,000.00	199,974.72			200,000.00	199,974.72	199,997.33
912795J85	99.9646	.142% 4/23/09	250,000.00	249,911.53			250,000.00	249,911.53	249,939.25
		Hays County I & S	250,000.00	249,911.53			250,000.00	249,911.53	249,939.25
91297L66	99.9621	.152% 4/30/09	500,000.00	499,810.42			500,000.00	499,810.42	499,840.72
		General	500,000.00	499,810.42			500,000.00	499,810.42	499,840.72
912795M24	99.9242	.304% 05/28/09			100,000.00		100,000.00	99,924.17	99,924.84
		General			100,000.00		100,000.00	99,924.17	99,924.84
TOTAL			1,050,000.00	1,049,659.17	100,000.00	100,000.00	1,050,000.00	1,049,620.84	1,049,702.14

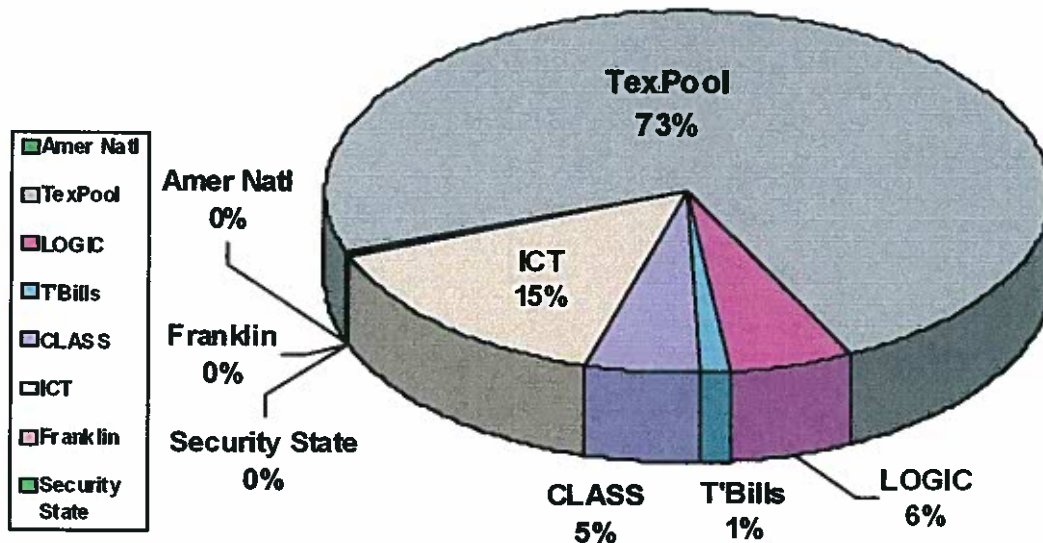
LINKED DEPOSIT PROGRAM CERTIFICATES OF DEPOSITS

Description	Fund	Yield/ Maturity	Balances 1/31/09			Transactions		Balances 2/28/09		
			Par Value	Book Value	Market Value	Purchases	Maturities	Par Value	Book Value	Market Value
Security State Bank	General	2.72% 11/7/09	4,022.27	4,022.27	4,022.27			4,022.27	4,022.27	4,022.27
Security State Bank	General	3.06% 6/14/10	13,686.22	13,686.22	13,686.22			13,686.22	13,686.22	13,686.22
Security State Bank	General	3.14% 6/14/12	21,030.03	21,030.03	21,030.03			21,030.03	21,030.03	21,030.03
Security State Bank	General	2.94% 7/10/10	16,721.09	16,721.09	16,721.09			16,721.09	16,721.09	16,721.09
Security State Bank	General	2.99% 7/10/12	12,628.08	12,628.08	12,628.08			12,628.08	12,628.08	12,628.08
Security State Bank	General	2.56% 1/4/13	14,000.00	14,000.00	14,000.00		4,831.42	9,168.58	9,168.58	9,168.58
Security State Bank	General	2.99% 1/4/13	20,000.00	20,000.00	20,000.00		6,186.86	13,813.14	13,813.14	13,813.14
Security State Bank	General	2.99% 1/4/13	15,000.00	15,000.00	15,000.00		3,769.65	11,230.35	11,230.35	11,230.35
Security State Bank	General	2.99% 1/4/13	18,000.00	18,000.00	18,000.00		3,934.25	14,065.75	14,065.75	14,065.75
Franklin Bank	General	2.64% 8/8/12	31,006.38	31,006.38	31,006.38	200.20		31,206.58	31,206.58	31,206.58
Franklin Bank	General	1.91% 10/19/11	7,929.71	7,929.71	7,929.71			7,929.71	7,929.71	7,929.71
TOTAL			174,023.78	174,023.78	174,023.78	200.20	18,722.18	155,501.80	155,501.80	155,501.80
TOTAL Fund Balances		73,602,800.19					75,569,937.35			
BENCHMARK										
CURRENT 90 DAY TREASURY BILL YIELDING .254%										

Fund balances for 2/28/09




INVESTMENT ALLOCATION TOTALS FEBRUARY 2009



All maturity dates are less than 180 days. The Treasurer's Office invests with prudence to keep security and liquidity as the primary goals. The strategy used for each fund is based on the terms described in the Hays County Investment Policy. The Treasurer's Office strictly adheres to all laws and statutes concerning the investment of public funds.


Bill Herzog, Hays County Auditor


Michele Tuttle, Hays County Treasurer


Britney Richey, Accountant, Hays County

HAYS COUNTY TREASURER'S REPORT

FOR THE MONTH OF MARCH 2009

CHECKING

OPERATING FUNDS:									
	BEGINNING BALANCE	Interest	Revenues	Deposits From Investments	Disbursements	Transfer to Investments	ENDING BALANCE	Total Investments	TOTAL FUND
General	\$ 89,520.16	\$ 152.27	\$ 1,750,534.33	\$ 4,496,587.46	\$ 5,964,674.56	\$ -	\$ 372,119.66	\$ 33,014,080.06	\$ 33,386,199.72
Road and Bridge General	\$ 71,617.61	\$ 30.97	\$ 220,314.99	\$ 525,229.97	\$ 788,139.55	\$ -	\$ 29,053.99	\$ 8,758,048.24	\$ 8,787,102.23
Medical and Dental Fund	\$ 2.30	\$ 1.80	\$ 565,830.71	\$ 109,275.02	\$ 675,108.03	\$ -	\$ 1.80	\$ 182,985.87	\$ 182,987.67
Sheriff's Drug Forfeiture	\$ 1.00	\$ -	\$ 5,284.85	\$ -	\$ -	\$ -	\$ 5,285.85	\$ 53,181.62	\$ 58,467.47
District Attorney Drug Forfeiture	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 3,108.27	\$ 3,109.27
Health Services Grants	\$ 511.83	\$ 5.55	\$ 94,766.02	\$ -	\$ 93,531.70	\$ -	\$ 1,751.70	\$ 39.27	\$ 1,790.97
Family Health Services	\$ 2,603.87	\$ 2.57	\$ 67,338.13	\$ -	\$ 65,985.92	\$ -	\$ 3,958.65	\$ 20.05	\$ 3,978.70
Juvenile Detention Center	\$ 54,272.12	\$ 34.03	\$ 461,108.00	\$ 27,865.09	\$ 466,144.21	\$ -	\$ 77,135.03	\$ 610,138.58	\$ 687,273.61
Tobacco Settlement Fund	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 428,921.72	\$ 428,922.72
Historical Commission Trust Fund	\$ 1.00	\$ -	\$ 110.00	\$ 20.00	\$ 80.00	\$ -	\$ 51.00	\$ 20,284.39	\$ 20,335.39

CONSTRUCTION FUNDS:

Certificates of Obligation 1997	\$ 0.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.01	\$ -	\$ 0.01
Certificates of Obligation 2005	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 6,587.94	\$ 6,588.94
Road Construction Bond 2006	\$ 1.00	\$ -	\$ -	\$ 136,787.80	\$ 136,787.80	\$ -	\$ 1.00	\$ 4,664,069.67	\$ 4,664,070.67
Parks Bond 2007	\$ 1.00	\$ -	\$ -	\$ 18,097.82	\$ 18,097.82	\$ -	\$ 1.00	\$ 5,090,375.38	\$ 5,090,376.38
Parks Bond 2008	\$ -	\$ -	\$ -	\$ 2,413,150.00	\$ 2,413,150.00	\$ -	\$ -	\$ 7,513,506.14	\$ 7,513,506.14
TCDP Disaster Relief Blanco	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LCRA Service Fee Fund	\$ 1.00	\$ -	\$ 5,000.00	\$ 941.69	\$ 2,901.08	\$ -	\$ 3,041.61	\$ 465,513.07	\$ 468,554.68
Cedar Oaks Mesa	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 23,800.00	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00

INTEREST AND SINKING FUNDS:

Hays County I & S	\$ 29,011.51	\$ 10.19	\$ 29,000.00	\$ -	\$ -	\$ -	\$ 58,021.70	\$ 7,425,515.30	\$ 7,483,537.00
GRAND TOTALS:	\$ 272,547.41	\$ 237.38	\$ 3,199,287.03	\$ 7,727,954.85	\$ 10,548,400.67	\$ -	\$ 551,626.00	\$ 68,236,375.57	\$ 68,788,001.57

Transfers Outstanding:

Hays County Treasurer's Investment Report

For March 2009

PAGE 1

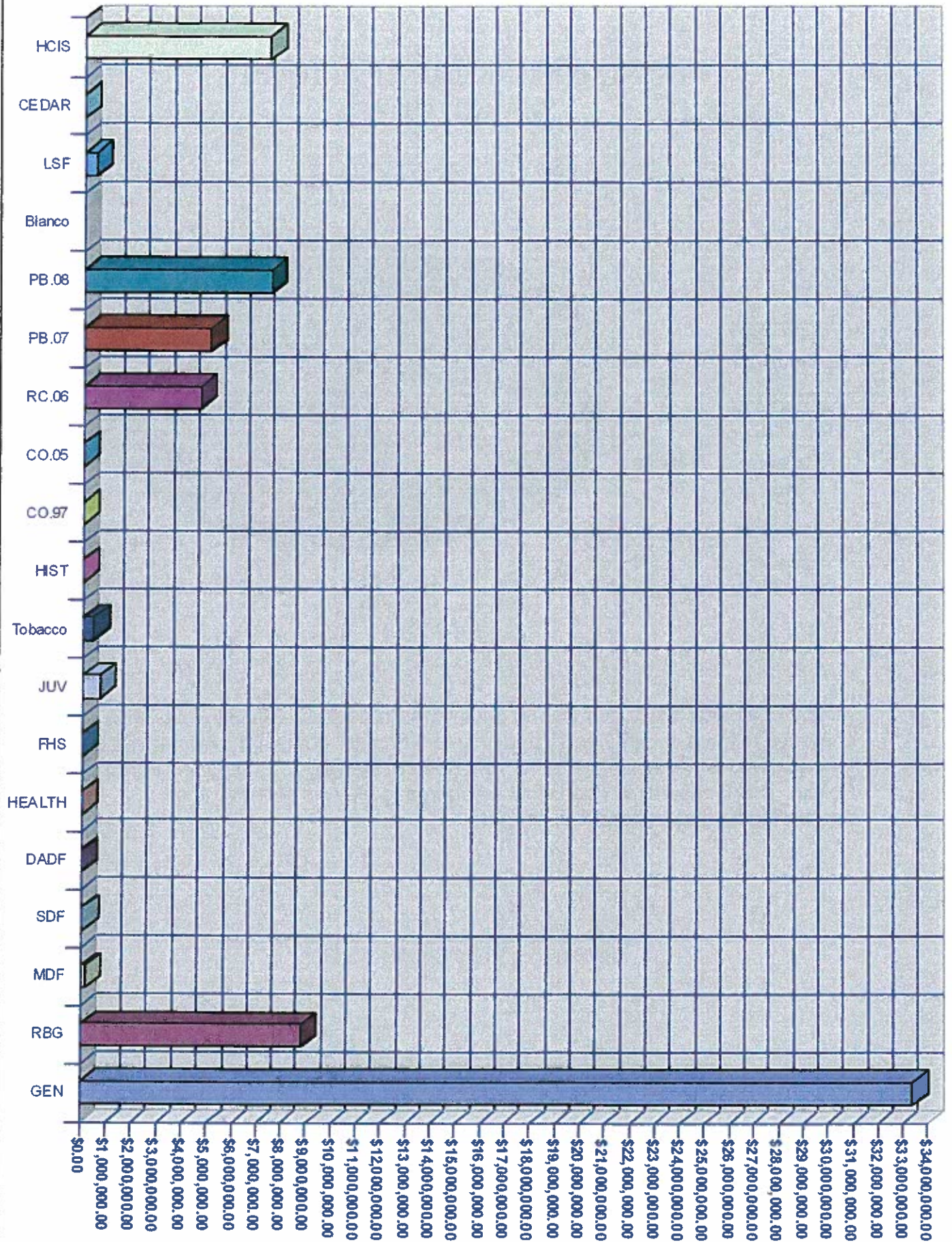
AMERICAN NATIONAL BANK CHECKING					
Description	2/28/09 Balance	Interest	Deposits	Debits	3/31/09 Balance
All Funds (see Page 1)	\$ 272,547.41	237.38	10,927,241.88	10,648,400.67	551,626.00
TEXPOOL					
	0.4730%	1,000.440			
Description	2/28/09 Balance	Interest	Deposits	Debits	3/31/09 Balance
General	\$ 20,642,033.34	9,836.09	443,293.87	4,496,587.46	16,598,575.84
Road and Bridge General	\$ 7,434,200.09	3,626.60	102,041.42	525,229.97	7,014,638.14
Medical and Dental Fund	\$ 290,739.70	139.67	-	109,275.02	181,604.35
Sheriff's Drug Forfeiture	\$ 53,155.50	26.12	-	-	53,181.62
D.A. Drug Forfeiture	\$ 3,044.61	1.52	-	-	3,046.13
Health Services Grants	\$ 2.91	-	-	-	2.91
Juvenile Center	\$ 637,691.02	312.65	-	27,865.09	610,138.58
Tobacco Settlement Fund	\$ 428,710.99	210.73	-	-	428,921.72
Historical Commission Trust	\$ 13,119.93	6.45	-	20.00	13,106.38
Certificates of Obligation '05	\$ 6,584.69	3.25	-	-	6,587.94
Road Construction 2006	\$ 4,798,518.03	2,339.44	-	136,787.80	4,664,069.67
Parks Bond 2007	\$ 5,105,966.82	2,506.38	-	18,097.82	5,090,375.38
Parks Bond 2008	\$ 9,922,528.90	4,127.24	-	2,413,150.00	7,513,506.14
L CRA Service Fee Fund	\$ 466,225.86	228.90	-	941.69	465,513.07
Hays County I & S	\$ 5,163,768.36	2,561.10	86,327.00	-	5,252,656.46
All Funds	54,966,290.75	25,926.14	631,662.29	7,727,954.85	47,895,924.33
ICT Funds Management					
	0.4000%				
Description	2/28/09 Balance	Interest	Deposits	Debits	3/31/09 Balance
General	\$ 11,230,466.08	4,632.67	-	-	11,235,098.75
CLASS - MBIA					
	0.6200%	NAV 1.00			
Description	2/28/09 Balance	Interest	Deposits	Debits	3/31/09 Balance
General	\$ 3,726,565.97	1,950.09	-	-	3,728,516.06

LOGIC	0.8150%	1.00052							
Description	2/28/09 Balance	Interest	Deposits	Debits	3/31/09 Balance				
General	\$ 496,450.96	343.62	-	-	496,794.58				
Road and Bridge General	\$ 1,742,204.22	1,205.88	-	-	1,743,410.10				
Medical and Dental Fund	\$ 1,380.56	0.96	-	-	1,381.52				
D.A. Drug Forfeiture	\$ 62.10	0.04	-	-	62.14				
Health Services Grants	\$ 36.33	0.03	-	-	36.36				
Family Health Services	\$ 20.04	0.01	-	-	20.05				
Historical Commission Trust	\$ 7,173.05	4.96	-	-	7,178.01				
Hays County I & S	\$ 1,921,617.24	1,330.07	-	-	1,922,947.31				
All Funds	4,168,944.50	2,885.57	-	-	4,171,830.07				
TREASURY BILLS AND NOTES									
Description	Price	Yield/ Maturity	Par Value	Book Value	Market Value	Purchases	Maturities	Par Value	Market Value
912795K67	99.9874	.051% 03/05/09	200,000.00	199,974.72	199,997.33		200,000.00		
		General	200,000.00	199,974.72	199,997.33		200,000.00		
912795J85	99.9646	.142% 4/23/09	250,000.00	249,911.53	249,939.25			250,000.00	249,999.92
		Hays County I & S	250,000.00	249,911.53	249,939.25			250,000.00	249,999.92
91297L66	99.9621	.152% 4/30/09	500,000.00	499,810.42	499,840.72			500,000.00	499,987.50
		General	500,000.00	499,810.42	499,840.72			500,000.00	499,987.50
912795M24	99.9242	.304% 05/28/09	100,000.00	99,924.17	99,924.84			100,000.00	99,978.73
		General	100,000.00	99,924.17	99,924.84			100,000.00	99,978.73
912795Q79	99.9292	.0284% 06/04/09				200,000.00		200,000.00	199,939.69
		General				200,000.00		200,000.00	199,939.69
TOTAL			1,050,000.00	1,049,620.84	1,049,702.14	200,000.00	200,000.00	1,050,000.00	1,049,905.84

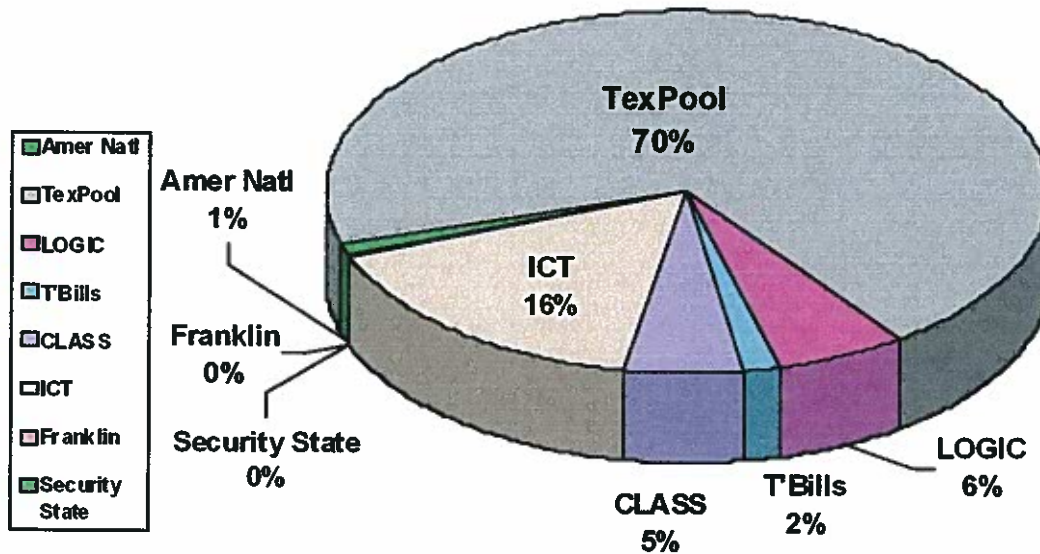
LINKED DEPOSIT PROGRAM CERTIFICATES OF DEPOSITS

Description	Fund	Yield/ Maturity	Balances 2/28/09			Transactions		Balances 3/31/09		
			Par Value	Book Value	Market Value	Purchases	Maturities	Par Value	Book Value	Market Value
Security State Bank	General	2.72% 11/7/09	4,022.27	4,022.27	4,022.27			4,022.27	4,022.27	4,022.27
Security State Bank	General	3.06% 6/14/10	13,686.22	13,686.22	13,686.22			13,686.22	13,686.22	13,686.22
Security State Bank	General	3.14% 6/14/12	21,030.03	21,030.03	21,030.03			21,030.03	21,030.03	21,030.03
Security State Bank	General	2.94% 7/10/10	16,721.09	16,721.09	16,721.09			16,721.09	16,721.09	16,721.09
Security State Bank	General	2.99% 7/10/12	12,628.08	12,628.08	12,628.08			12,628.08	12,628.08	12,628.08
Security State Bank	General	2.56% 1/4/13	9,168.58	9,168.58	9,168.58			9,168.58	9,168.58	9,168.58
Security State Bank	General	2.99% 1/4/13	13,813.14	13,813.14	13,813.14			13,813.14	13,813.14	13,813.14
Security State Bank	General	2.99% 1/4/13	11,230.35	11,230.35	11,230.35			11,230.35	11,230.35	11,230.35
Security State Bank	General	2.99% 1/4/13	14,065.75	14,065.75	14,065.75			14,065.75	14,065.75	14,065.75
Franklin Bank	General	2.64% 8/8/12	31,206.58	31,206.58	31,206.58			31,206.58	31,206.58	31,206.58
Franklin Bank	General	1.91% 10/19/11	7,929.71	7,929.71	7,929.71			7,929.71	7,929.71	7,929.71
TOTAL			155,501.80	155,501.80	155,501.80	-	-	155,501.80	155,501.80	155,501.80
TOTAL Fund Balances							68,788,001.57			
BENCHMARK										
CURRENT 90 DAY TREASURY BILL YIELDING .117%										

Fund balances for 3/31/09



INVESTMENT ALLOCATION TOTALS MARCH 2009



All maturity dates are less than 180 days. The Treasurer's Office invests with prudence to keep security and liquidity as the primary goals. The strategy used for each fund is based on the terms described in the Hays County Investment Policy. The Treasurer's Office strictly adheres to all laws and statutes concerning the investment of public funds.

Bill Herzog, Hays County Auditor

Michele Tuttle, Hays County Treasurer

Britney Richey, Accountant, Hays County

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

No later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Approve specifications for Bid #2009-B15 "Five-Mile Dam Park-Phase 2-Site and authorize purchasing to solicit for bid and advertise.

CHECK ONE: ☒ **CONSENT** ☐ **ACTION** ☐ **EXECUTIVE SESSION**

 ☐ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED: City of SAN MARCOS FUNDS

LINE ITEM NUMBER OF FUNDS REQUIRED:

REQUESTED BY: Herzog/Maiorka/Hauff

SPONSORED BY: SUMTER

SUMMARY: The bidding documents are too large for agenda package, so there is a copy in the purchasing office for review.

Sealed bids are requested by the County of Hays for the construction of **FIVE-MILE DAM PARK – PHASE 2 – BID PACKAGE #1 (SITE)** and associated appurtenances. Sealed bids will be received at the Hays County Courthouse, 111 E. San Antonio Street, Suite 101, San Marcos, TX 78666, until **2:00 PM, THURSDAY, July 23, 2009**. Bids will then be publicly opened and read aloud. A pre-bid meeting will be held at 2:00 p.m. on Thursday, July 9, 2009 at the Hays County Courthouse. Each bid must be accompanied by a cashier's check, certified check, or bid bond in an amount not less than five percent of the total bid price. Copies of plans, specifications, and other Contract Documents are available in digital format from Land Design Partner, 221 West Sixth Street, Suite 300, Austin, Texas 78701, Attn: Christopher Joy, (512) 327-5900. A non-refundable sum of \$10.00 (CHECKS WILL ONLY BE ACCEPTED) is required to obtain copies of plans and specifications in digital format. Checks will need to be addressed to Land Design Partners.

All proposals must be plainly marked "**SEALED PROPOSAL: FIVE-MILE DAM PARK – PHASE 2- BID PACKAGE #1 (SITE)**".

The County of Hays reserves the right to reject any or all bids and to waive any or all formalities.

Five-Mile Dam Park – Phase 2
Bid Package #1 (Site)

00020-01

P4026-06

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

No later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Approve specifications for Bid #2009-B16 "Five-Mile Dam Park-Phase 2-Building and authorize purchasing to solicit for bid and advertise.

CHECK ONE: ☒ **CONSENT** ☐ **ACTION** ☐ **EXECUTIVE SESSION**

☐ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED: June 30 , 2009

AMOUNT REQUIRED: CITY OF SAN MARCOS FUNDS

LINE ITEM NUMBER OF FUNDS REQUIRED:

REQUESTED BY: Herzog/Maiorka/Hauff

SPONSORED BY: SUMTER

SUMMARY: The bidding manual documents are too large for agenda package, so there is a copy in the purchasing office for review.

INVITATION TO BIDDERS

Sealed bids are requested by the County of Hays for the construction of **FIVE-MILE DAM PARK – PHASE 2 – BID PACKAGE #2 (BUILDING)** and associated appurtenances. Sealed bids will be received at the Hays County Courthouse, 111 E. San Antonio Street, Suite 101, San Marcos, TX 78666, until **2:00 PM, THURSDAY, July 23, 2009**. Bids will then be publicly opened and read aloud. A pre-bid meeting will be held at 2:00 p.m. on Thursday, July 9, 2009 at the Hays County Courthouse. Each bid must be accompanied by a cashier's check, certified check, or bid bond in an amount not less than five percent of the total bid price. Copies of plans, specifications, and other Contract Documents are available in digital format from Land Design Partner, 221 West Sixth Street, Suite 300, Austin, Texas 78701, Attn: Christopher Joy, (512) 327-5900. A non-refundable sum of \$10.00 (**CHECKS WILL ONLY BE ACCEPTED**) is required to obtain copies of plans and specifications in digital format. Checks will need to be addressed to Land Design Partners.

All proposals must be plainly marked **"SEALED PROPOSAL: FIVE-MILE DAM PARK – PHASE 2- BID PACKAGE #2 (BUILDING)"**.

The County of Hays reserves the right to reject any or all bids and to waive any or all formalities.

Five-Mile Dam Park – Phase 2
Bid Package #2 (Building)

00020-01

P4026-06

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

No later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Approve specifications for Bid #2009-B17 "Five-Mile Dam Park-Phase 2-Irrigation" and authorize purchasing to solicit for bid and advertise.

CHECK ONE: ☒ **CONSENT** ☐ **ACTION** ☐ **EXECUTIVE SESSION**

 ☐ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED: June 30 , 2009

AMOUNT REQUIRED: *City of SAN MARCOS FUNDS*

LINE ITEM NUMBER OF FUNDS REQUIRED:

REQUESTED BY: Herzog/Maiorka/Hauff

SPONSORED BY: SUMTER

SUMMARY: The bidding manual documents are too large for agenda package, so there is a copy in the purchasing office for review.

Sealed bids are requested by the County of Hays for the construction of **FIVE-MILE DAM PARK – PHASE 2 – BID PACKAGE #3 (IRRIGATION)** and associated appurtenances. Sealed bids will be received at the Hays County Courthouse, 111 E. San Antonio Street, Suite 101, San Marcos, TX 78666, until 2:00 PM, THURSDAY, July 23, 2009. Bids will then be publicly opened and read aloud. A pre-bid meeting will be held at 2:00 p.m. on Thursday, July 9, 2009 at the Hays County Courthouse. Each bid must be accompanied by a cashier's check, certified check, or bid bond in an amount not less than five percent of the total bid price. Copies of plans, specifications, and other Contract Documents are available in digital format from Land Design Partner, 221 West Sixth Street, Suite 300, Austin, Texas 78701, Attn: Christopher Joy, (512) 327-5900. A non-refundable sum of \$10.00 (CHECKS WILL ONLY BE ACCEPTED) is required to obtain copies of plans and specifications in digital format. Checks will need to be addressed to Land Design Partners.

All proposals must be plainly marked **“SEALED PROPOSAL: FIVE-MILE DAM PARK – PHASE 2- BID PACKAGE #3 (IRRIGATION)”**.

The County of Hays reserves the right to reject any or all bids and to waive any or all formalities.

Bid #2009-B17

Five-Mile Dam Park – Phase 2
Bid Package #3 (Irrigation)

00020-01

P4026-06

Subdivision/Road/Staff Review Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: *(Since there is nothing unusual or controversial about this Commercial OSSF permit application, it is recommended that it be placed on the Consent Agenda)*

Action to Authorize Commercial OSSF Permit for Texas State University located on the Freeman Ranch, in Precinct 3.

CIRCLE ONE ACTION ITEM	Subdivision	Road	Staff Recommendation
-------------------------------	--------------------	-------------	-----------------------------

PREFERRED MEETING DATE REQUESTED: June 23, 2009
--

AMOUNT REQUIRED: NA

LINE ITEM NUMBER OF FUNDS REQUIRED: NA

REQUESTED BY: Tom Pope, R.S., Resource Protection, Transportation & Planning.
--

SPONSORED BY: Commissioner Conley, Precinct 3
--

SUMMARY: TX State University is proposing an OSSF to serve a 6358 sq ft Multipurpose Educational Facility. The facility will contain two meeting rooms, offices, and a research laboratory. The tract of land is 3486.6 acres. The proposed on-site sewage facility consists of an aerobic treatment unit followed by surface dispersal. The spray will be dispersed between the hours of midnight and 5am. The system was designed by John D. Mercer, P.E. The On Site Sewage Facility is designed for a maximum wastewater flow of 615 gpd. The water supply is an on site water well. The site specification sheet and site plan are attached. The wastewater from the research lab will be discharged to a 1500 gallon holding tank and will be hauled to a wastewater treatment plant.
--

STAFF REVIEW/COMMENTS

Resource Protection, Transportation & Planning Director: Recommend approval.

STAFF RECOMMENDATIONS: Recommend approval. No variances to the Hays County OSSF Rules were required/granted.

SITE PROFILE

Page 1
6/17/2009

Permit #: 2009-83

TYPE OF PERMIT: ☒ OSSF permit ☒ Development permit ☒ Commercial

PROPERTY ADDRESS: FREEMAN RANCH ROAD, SAN MARCOS TX 78666

NAME OF OWNER: TEXAS STATE UNIVERSITY

MAILING ADDRESS: 118 E MAIN EDNA TX 77957 JOHN MERCER & ASSOC.

Work Phone: (512) 245-9189

Cell:

Home Phone:

Fax:

Septic Type: Institutional

Reason:

6358 Sq Ft

10 Employees

Household: 0

Purchased: 3/16/2009

Revision:

License Date:

Bathrooms: 0

Plans: 5/29/2009

Final Inspection:

Printed:

Kitchens: 0

Authorization:

Approved By:

Field: 12300

Installed:

Other Information: ☐ Rainwater Collection

☐ City limits

☐ Public Sewer

☐ ETJ

☐ Public Water ☒ Well

☐ Water saving fixtures

☐ Public Water

☐ Recharge zone

☐ Meter / Timer Required

WaterSupply Company:

Record Set:

Volume: 360

Page: 1

HAYS COUNTY

Lot/Tract:

Block:

Lot size: 3486.6

Precinct/Zone:

Abstract Number: 0

Affidavit File Date: 3/13/2009

Survey:

Grid/Section:

Subdivision:

Reference:

Evaluator's Information: Site Evaluator: Mercer, John Type of soil: 3 Soil Date: 2/17/2009 615 GPD

System Information:

Manufacturer: SOUTHERN MANUFACTURING

Distributor:

Designer: Mercer, John

Installer: KRAUSE, STEVE

Treatment Type: Aerobic

Disinfectant: Tablet Chlorine

Flood Plain Information:

Disposal: Surface Application

Flood Plain Status:

Brand / Model

Serial Number

Date

Flood Plain Date:

System: Southern

Flood Plain Certificate:

Aerator:

Flood Plain Complete:

Discharge:

Expiration Date:

Service and Maintenance Information

☒ Routine Maintenance

☐ Active Service

☐ Electronic Monitoring

Service Provider: Cen-Tex Hydro-Flo

Date Maintenance Contract Started:

Insp./year: 3

Date Maintenance Contract Expires:

Location of System:

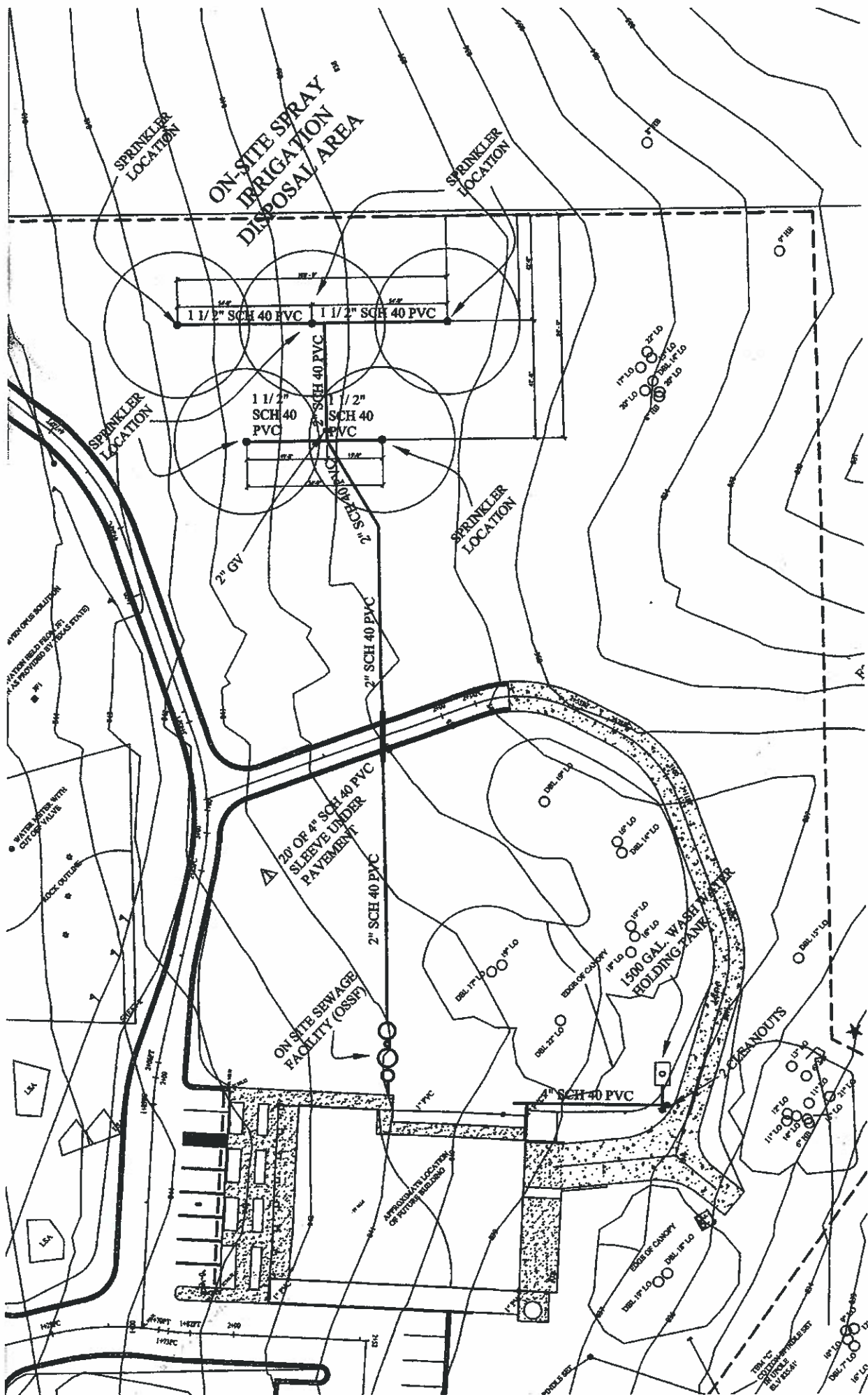
GPS Latitude: N

GPS Longitude: W

Map Code:

Legal Description:

6.44 AC



Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205

AGENDA ITEM: Approve utility permit.

CHECK ONE: **X**CONSENT ☐ ACTION ☐ EXECUTIVE SESSION

☐ WORKSHOP ☐ PROCLAMATION ☐ PRESENTATION

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED:

LINE ITEM NUMBER OF FUNDS REQUIRED:

REQUESTED BY:

SPONSORED BY: SUMTER

SUMMARY:

Permit # 02021 Loneman Mountain Road (Elect)

PERMIT NO. : 02021 APPLICATION DATE : 6/12/2009 APPROVED DATE : 6/23/2009

CO. CODE : PECK Company Name: PEC, INC. Type of Utility: ELECTRIC

City: KYLE Department: DISTRICT

ROAD NO. : CR183 ROAD NAME : Loneman Mountain Road NAME Ken Mott

SUBDIVISION : N/A SEGMENT : 3

TYPE LINE : Power line

DESCRIPTION : Upgrade existing line . . .

SPECIAL PROVISIONS : Traffic control required; all poles to be 10'
from travel lane; notify Hays County 24 hrs
prior to construction

Rx Date/Time
Jun. 17, 2009 8:41AM
JUN-17-2009(WED) 08:40



Road and Bridge Department
2171 Yarrington Road
P O Box 906
San Marcos, TX 78667-0906
(512) 393-7385

Application for Installation

Utility Line on Hays County Right of Way

Date:

Formal notice is hereby given that Pedernales Electric Cooperative
Company proposes to place a electrical power distribution
line within the right-of way of Lone Man Mountain Road (CR 183)
as follows: (give location, length, general design, etc.)

PEC to upgrade an existing #4 single phase line to a new 1/0 three phase line in the ROW of Lone Man Mountain Road (CR 183) as shown in the attached sketch. This job is split into two sections. This section begins at the intersection of Ranch Road 12 and CR 183 and ends... (continued)

If the proposed installation is a parallel installation, then the installation shall be located two feet within the edge of right-of-way unless otherwise approved by the County.

The line will be constructed and maintained on the road right-of-way as directed by the Hays County Road Department (HCRD), an agency of the Commissioners Court of Hays County, in accordance with governing laws, including but not limited to the "Federal Clean Water Act," the "Federal Endangered Species Act," and the "Federal Historic Preservation Act." Upon request by the HCRD, proof of compliance with all governing laws, rules, and regulations will be submitted to HCRD before commencement of construction.

Our firm will use Best Management Practices to minimize erosion and sedimentation resulting from the proposed installation, and we will revegetate the project area as indicated under "General Special Provisions."

Our firm will insure that traffic control measures complying with applicable portions of the *Texas Manual of Uniform Traffic Control Devices* will be installed and maintained during this installation.

The location and description of the proposed line and appurtenances is more fully shown by complete sets of drawings attached to this notice.

It is expressly understood that Hays County does not purport, hereby, to grant any right, claim, title, or easement in or upon this road; and it is further understood that Hays County may require the owner to relocate this line, subject to provisions of governing laws, by giving thirty (30) days' written notice.

It is understood and agreed that any damages sustained to the appurtenances installed under this proposal as a result of road construction and/or maintenance, including but not limited to mowing, ditch cleaning, culvert repair or replacement, roadway excavation and base work shall be the sole burden and expense of the owner.

Applicant agrees to notify HCRD prior to commencement of any routine of periodic maintenance which requires pruning of trees within the road right-of-way, so that the County may provide specifications for the extent and methods to govern in trimming, topping, tree balance, type of cuts, painting cuts and clean up.

The installation shall not damage any part of the road and adequate provisions must be made to cause minimum inconveniences to traffic and adjacent property owners. In the event the Applicant fails to comply with any or all of the requirements as set forth herein, Hays County may take such action as it deems appropriate to compel compliance.

Construction of this line will begin on or after the day of , 20 .

General Special Provisions:

BLUEPRINTS

ON FILE

HCRD

By signing below, I certify that I am authorized to represent the Firm listed below, and that the Firm agrees to the conditions/provisions included in this permit.

Firm Pedernales Electric Cooperative

By (Print) George Esqueda

Signature George Esqueda

Title Engineering Supervisor

Address PO Box 100

Kyle, TX 78640-0100

Phone 512-262-2161 X-17520

Approved by Hays County Road & Bridge Department

Inspector

6/12/09

No. 0973 P. 4/9

Hays County permit attachment: Wimberley – section 2

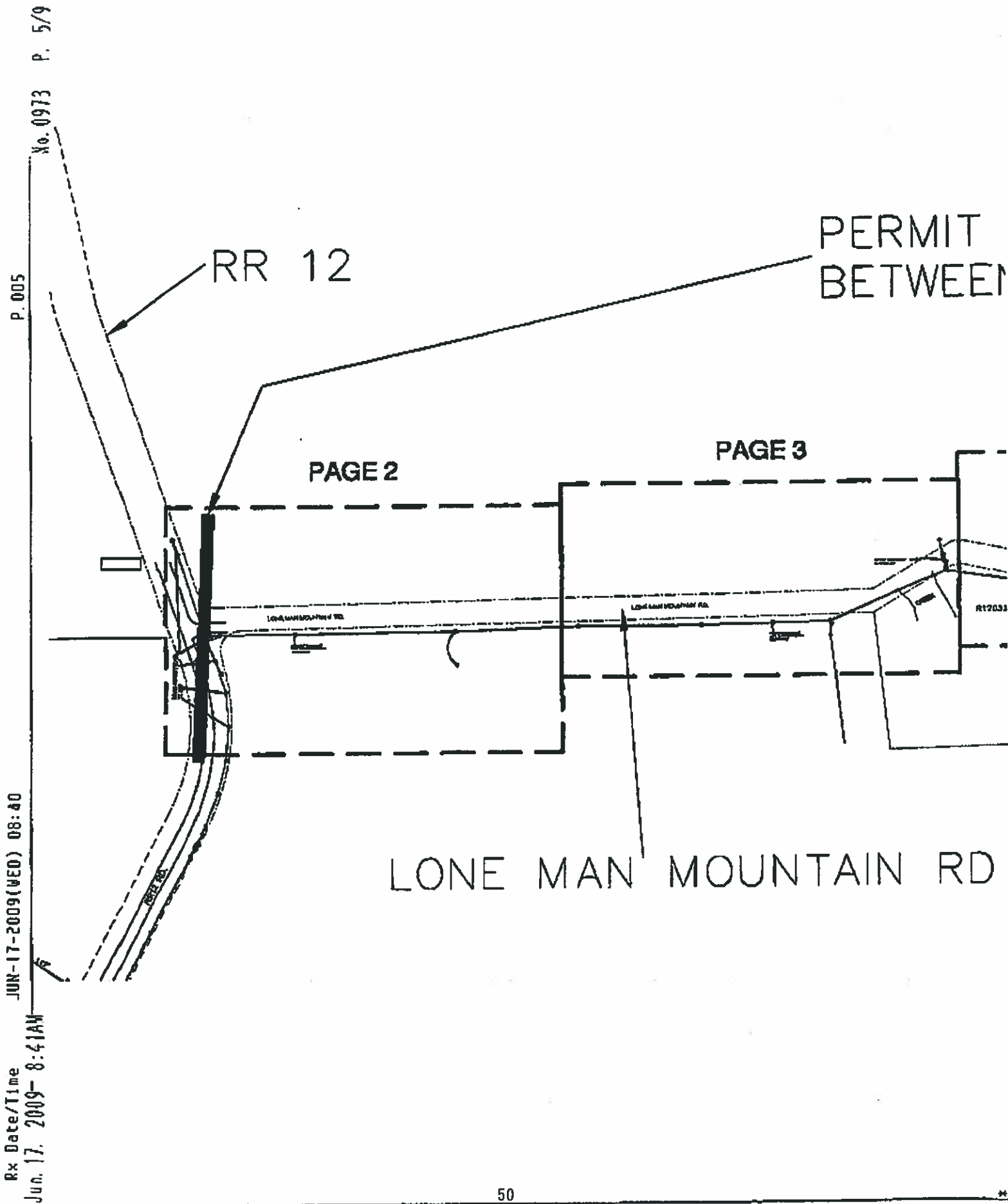
(continued)... approximately 0.2 miles NW of the intersection of CR 183 and S. Rainbow Ranch Rd as shown in the attached sketch. The line is on the south side ROW of CR 183 throughout this section, a distance of approximately 0.8 miles.

Polcs will be replaced in their current locations (or a minimum of 10 ft from the edge of pavement) and new construction will be in line with the existing single phase line.

P. 004

Rx Date/Time JUN-17-2009(WED) 08:40

Jun. 17. 2009 8:41AM

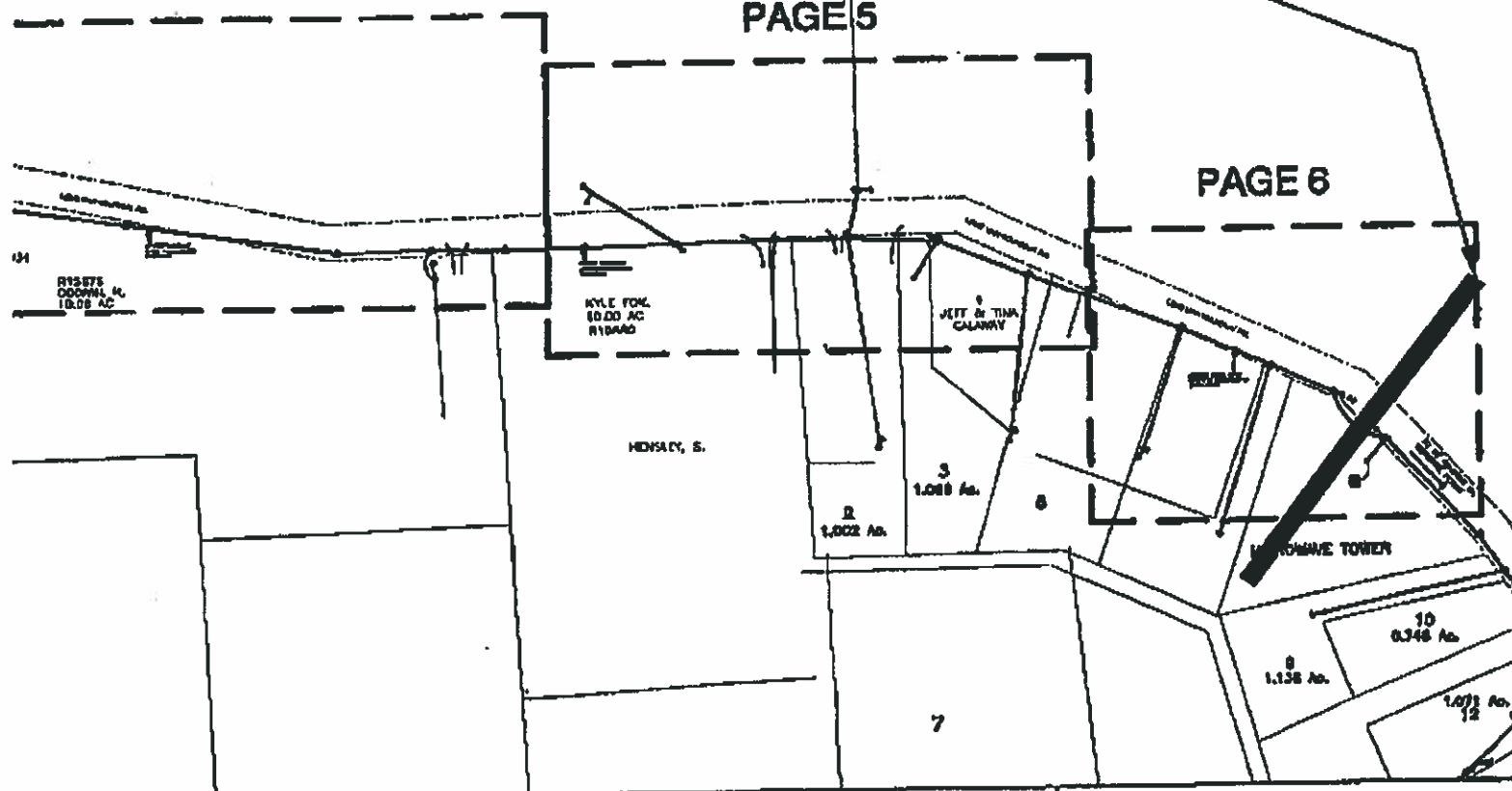


FOR SECTION
N RED LINES

PAGE 4

PAGE 5

PAGE 6



LEGEND

SCALE: 1:300

- NEW POLE TO BE INSTALLED
- EXISTING POLE TO BE REMOVED
- EXISTING POLE TO BE REPLACED
- EXISTING POLE
- ANCHOR
- INSTALL, REMOVE, EXISTING

Sheet: 1 of 6



Synergetic Design,

Date: 05-3-09

Approved:



Inc.

1. ALL POLES TO BE PLACED A MINIMUM OF 10' FROM EDGE OF PAVEMENT
2. ALL ROAD CROSSINGS TO MAINTAIN A MINIMUM OF 22' CLEARANCE ABOVE THE CENTERLINE OF EXISTING ROADWAY

P. 005

No. 0973 P. 6/9

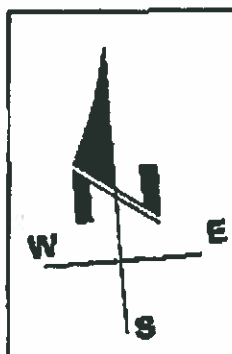
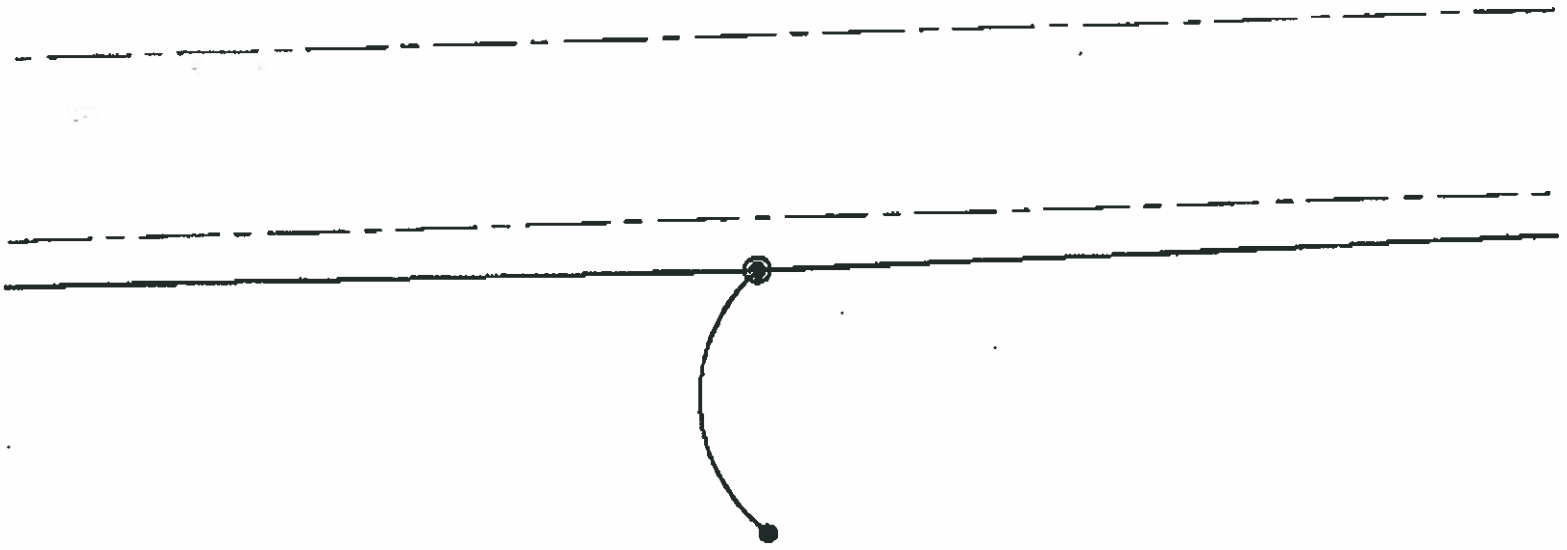
LONE MAN MOUNTAIN RD.

EXISTING SINGLE PHASE
LINE TO BE UPGRADED TO
THREE PHASEPOLES PERMITTED TO
TX DOT

RR 12

JUN-17-2009(WED) 08:40

Rx Date/Time
Jun. 17. 2009- 8:41AM

**LEGEND**

SCALE: 1:300

- NEW POLE TO BE INSTALLED
- EXISTING POLE TO BE REMOVED
- EXISTING POLE TO BE REPLACED
- EXISTING POLE
- ANCHOR
INSTALL, REMOVE, EXISTING

Sheet: 2 of 6

**Synergetic Design,**

Date: 05-5-09

Approved:

MATCHLINE

1

Inc.

No. 0973 P. 7/9

1. ALL POLES TO BE PLACED A MINIMUM OF 10' FROM EDGE OF PAVEMENT
2. ALL ROAD CROSSINGS TO MAINTAIN A MINIMUM OF 22' CLEARANCE ABOVE THE CENTERLINE OF EXISTING ROADWAY

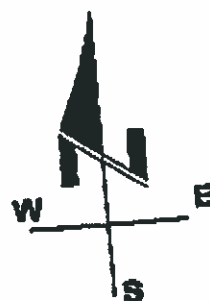
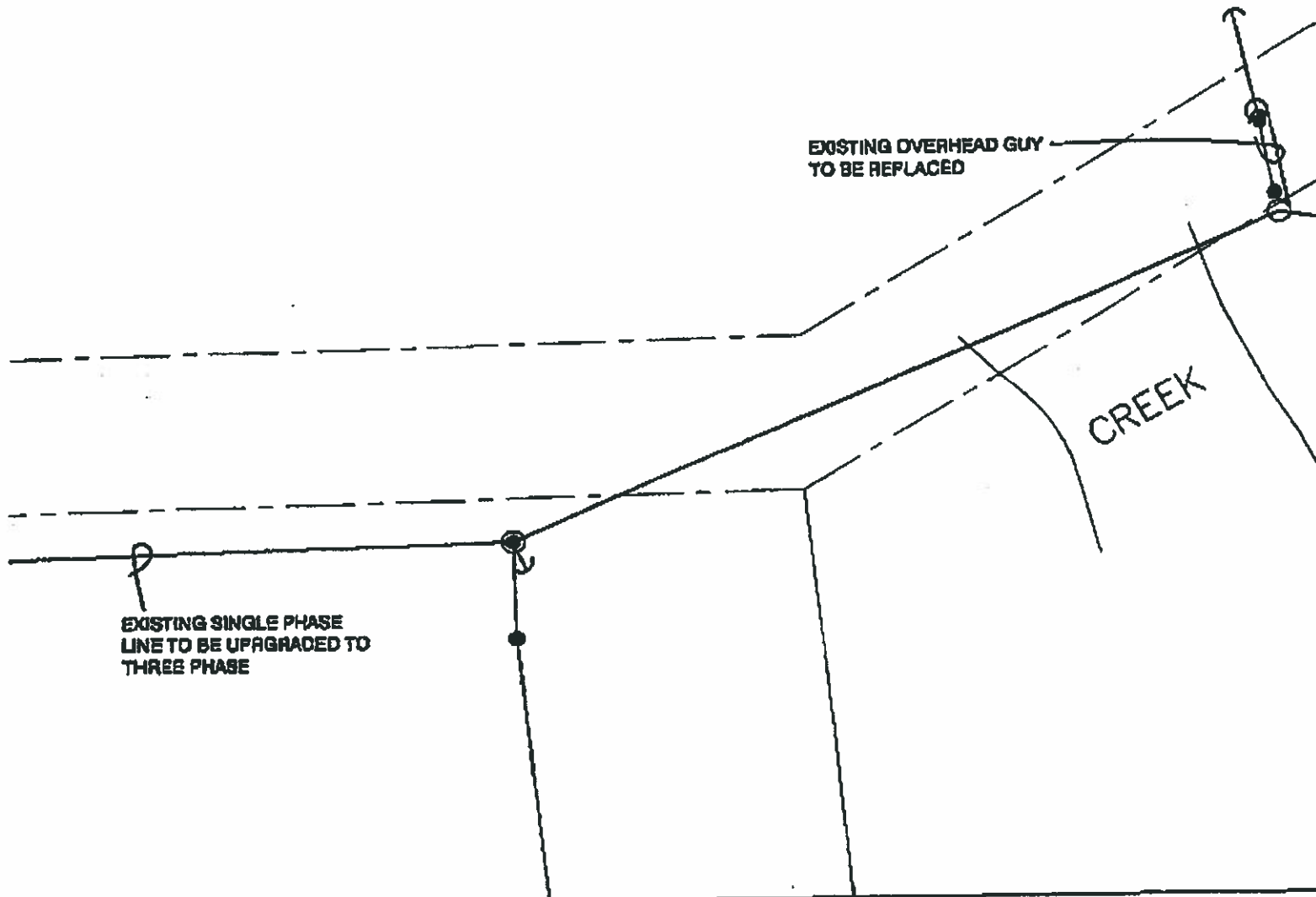
P. 007

MATCHLINE 1

LONE MAN MOUNTAIN RD.

JUN-17-2009(WED) 08:40

Rx Date/Time
Jun. 17. 2009- 8:42AM

**LEGEND**

SCALE: 1:60

- NEW POLE TO BE INSTALLED
- EXISTING POLE TO BE REMOVED
- EXISTING POLE TO BE REPLACED
- EXISTING POLE
- ANCHOR
INSTALL, REMOVE, EXISTING

Sheet: 3 of 6

**Synergetic Design,**

Date: 06-5-09

Approved:

MATCHLINE 2

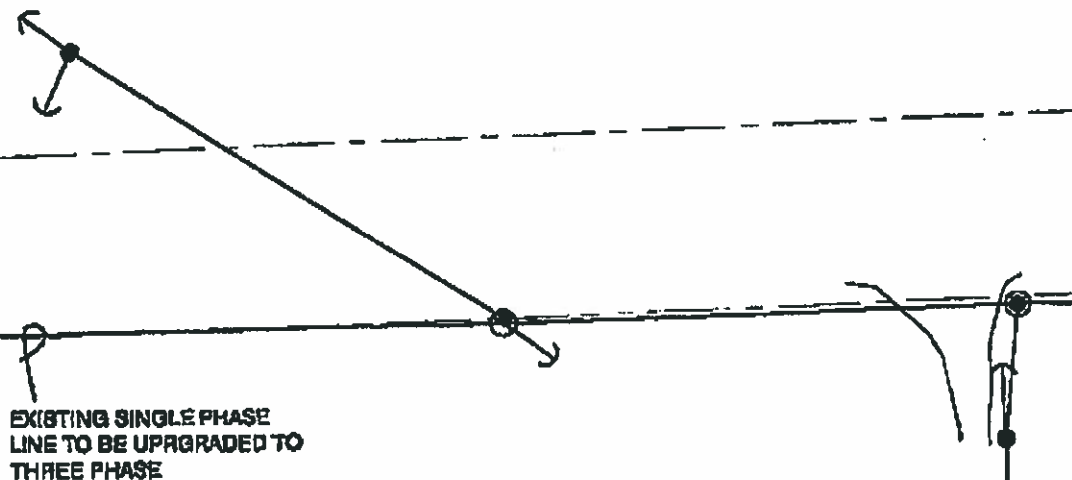
Inc.

No. 0973 P. 8/9

1. ALL POLES TO BE PLACED A MINIMUM OF 10' FROM EDGE OF PAVEMENT
2. ALL ROAD CROSSINGS TO MAINTAIN A MINIMUM OF 22' CLEARANCE ABOVE THE CENTERLINE OF EXISTING ROADWAY

P. 008

MATCHLINE 3



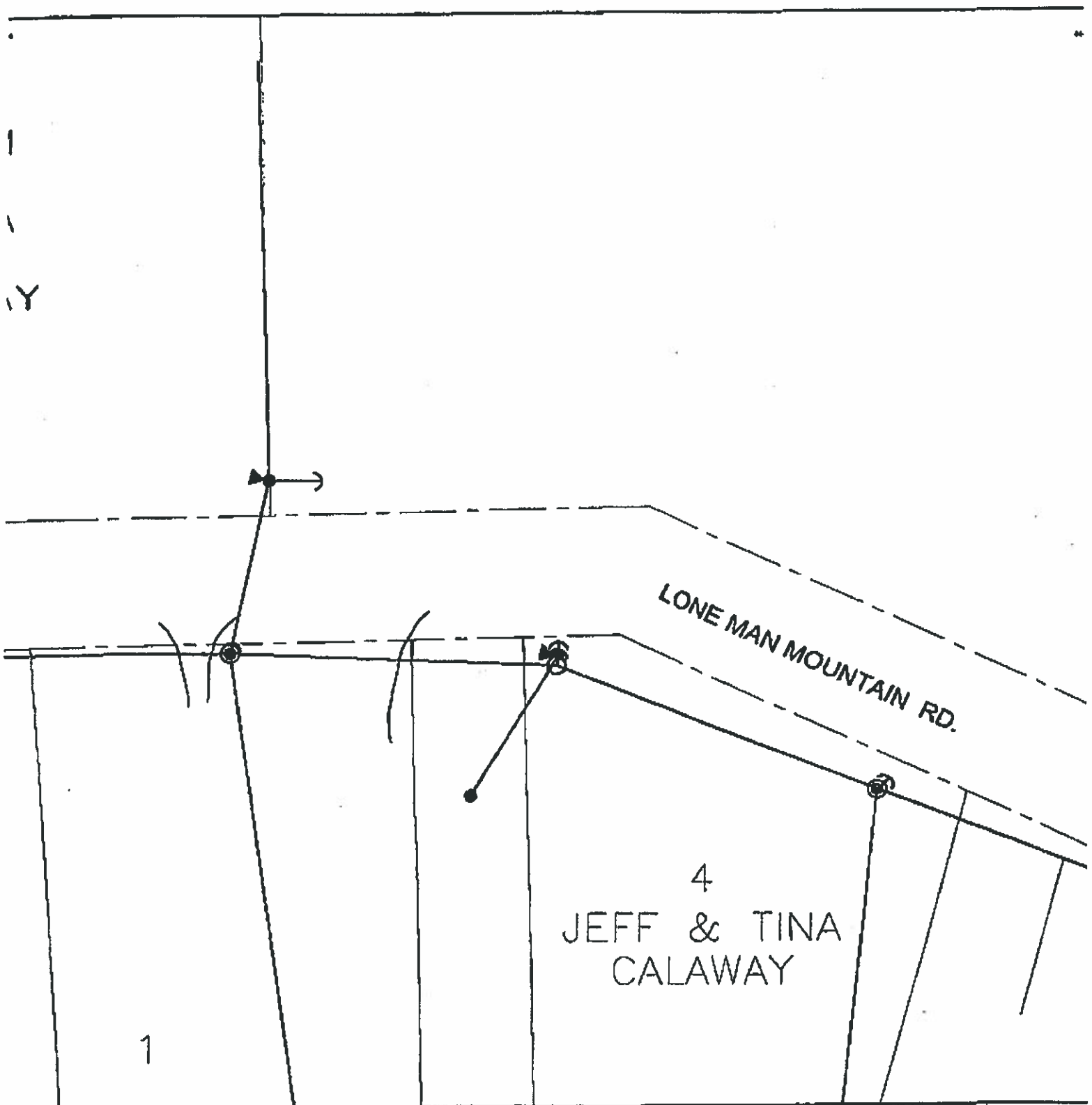
EXISTING SINGLE PHASE
LINE TO BE UPGRADED TO
THREE PHASE


KYLE FOX.
10.00 AC
R15680

JUN-17-2009(WED) 08:40

Rx Date/Time

Jun. 17. 2009- 8:42AM



	<p>LEGEND SCALE: 1:60</p> <ul style="list-style-type: none"> ○ NEW POLE TO BE INSTALLED ● EXISTING POLE TO BE REMOVED ⊙ EXISTING POLE TO BE REPLACED ● EXISTING POLE → ANCHOR — INSTALL, REMOVE, EXISTING 	<p>Sheet: 5 of 6</p> <p> Synergetic Design,</p> <p>Date: 05-8-09 Approved:</p>
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MATCHLINE

4

Inc.

No. 0973 P. 9/9

P. 009

JUN-17-2009(WED) 08:40

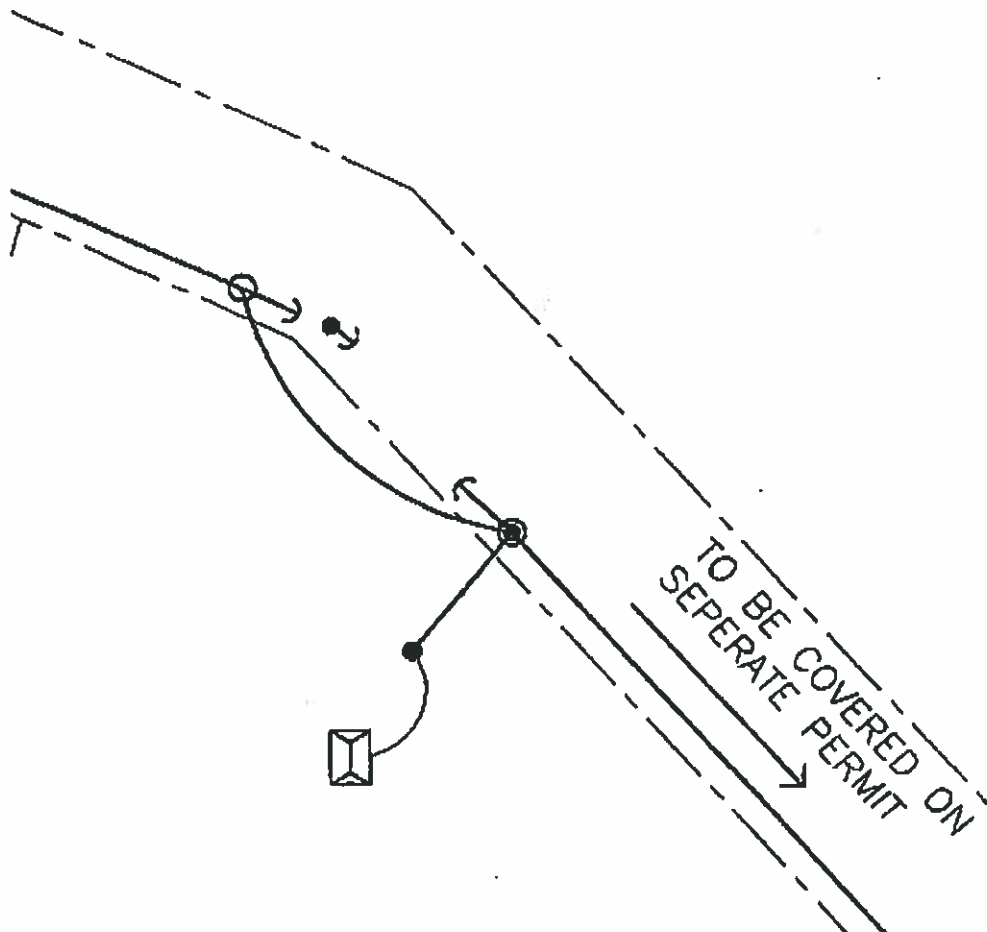
Rx Date/Time
Jun. 17. 2009- 8:42AM



MATCHLINE 4

LONE MAN MOUNTAIN RD.

EXISTING SINGLE PHASE
LINE TO BE UPGRADED TO
THREE PHASE

1. ALL POLES TO BE PLACED A MINIMUM OF 10' FROM EDGE OF PAVEMENT
2. ALL ROAD CROSSINGS TO MAINTAIN MINIMUM OF 22' CLEARANCE ABOVE THE CENTERLINE OF EXISTING ROADWAY



	<p>LEGEND SCALE: 1:80</p> <ul style="list-style-type: none">○ NEW POLE TO BE INSTALLED● EXISTING POLE TO BE REMOVED● EXISTING POLE TO BE REPLACED● EXISTING POLE— ANCHOR→ INSTALL, REMOVE, EXISTING	<p>Sheet: 6 of 6</p> <p> Synergetic Design,</p> <p>Date: 05-5-09 Approved:</p>
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Subdivision/Road/Staff Review Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Call for a public hearing on July 7, 2009 to establish traffic regulations in Belterra subdivision, Phase 4, Section 18.

CIRCLE ONE ACTION ITEM	Subdivision	Road	Staff Recommendation
-------------------------------	--------------------	-------------	-----------------------------

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED: n/a

LINE ITEM NUMBER OF FUNDS REQUIRED: n/a

REQUESTED BY: Jerry Borcharding

SPONSORED BY: Commissioner Ford

SUMMARY:

To establish: a stop sign on Bradshaw Drive at Belterra Drive, a stop sign on Bradshaw Drive at Naples Lane, a stop sign on Naples Lane at Bradshaw Drive, a stop sign on Kinloch Court at Naples Lane, and a stop sign on Bitterfoot Lane at Naples Lane. This will also set a speed limit of 25 MPH .

STAFF REVIEW/COMMENTS

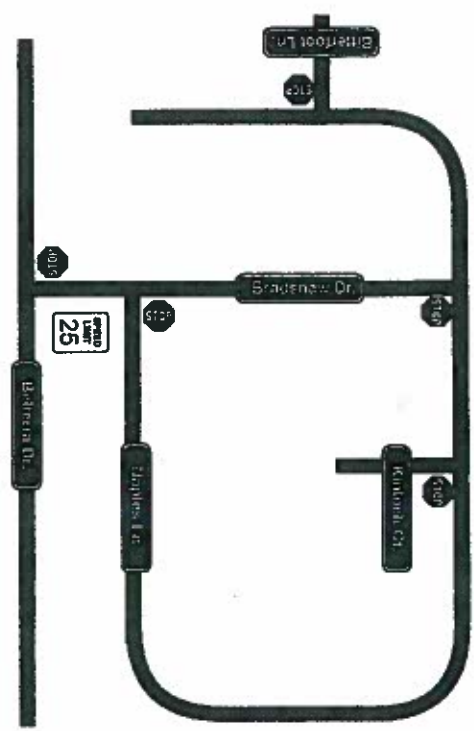
ENVIRONMENTAL HEALTH DIRECTOR:

ROAD DIRECTOR:

STAFF RECOMMENDATIONS:



Precinct 4
Belterra Phase 4 Section 18
Proposed/Recommended Traffic Regulations:
Stop signs and Speed Limits As Indicated Below



- This proposal will:**
1. Set speed limit at 25MPH
 2. Stop traffic on Bradshaw Dr. at Belterra Dr.
 3. Stop traffic on Bradshaw Dr. at Naples Ln.
 4. Stop traffic on Naples Ln. at Bradshaw Dr.
 5. Stop traffic on Kinloch Ct. at Naples Ln.
 6. Stop traffic on Bitterfoot Ln. at Naples Ln.

Subdivision/Road/Staff Review Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

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no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Call for a public hearing on July 7, 2009 to establish traffic regulations on Crystal Hill Drive in Goldenwood Subdivision.

TYPE OF AGENDA ITEM	Subdivision	Road	Staff Recommendation
----------------------------	--------------------	-------------	-----------------------------

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED: n/a

LINE ITEM NUMBER OF FUNDS REQUIRED: n/a

REQUESTED BY: Jerry Borcharding

SPONSORED BY: Commissioner Ford

SUMMARY: To establish a 30 MPH speed limit.

STAFF REVIEW/COMMENTS

ENVIRONMENTAL HEALTH DIRECTOR:

ROAD DIRECTOR:

STAFF RECOMMENDATIONS:

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Presentation of recommended Property Use Policies by Counsel. Possible action to follow.

TYPE OF ITEM: ACTION

PREFERRED MEETING DATE REQUESTED: June 23 2009

AMOUNT REQUIRED: N/A

LINE ITEM NUMBER OF FUNDS REQUIRED: N/A

REQUESTED BY: SUMTER

SPONSORED BY: SUMTER

SUMMARY: To promote a sense of community and the livelihood of the San Marcos town square, Hays County, from time to time, allows private and/or public entities temporary license to use the Courthouse Grounds.

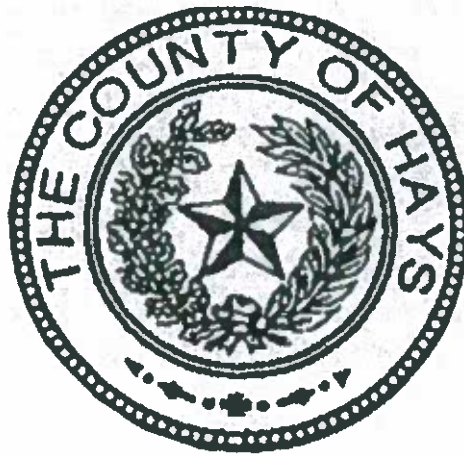
In order to provide objective, equitable guidelines that can be followed by County staff, a revised Property Use Policy has been created.

This Property Use Policy is intended for use as a guide to the public and Hays County staff regarding the use of Hays County Properties by other local governmental entities, private entities, and citizens.

When used with good judgment and common sense, the Property Use Policy will enable the Hays County staff to provide safe and reasonable access to County Properties no matter what function or event. County staff involved in the granting of property use should be familiar with, and adhere to, the guidelines set forth within this Property Use Policy. Staff cooperation is essential if the County is to provide the most fair and open access to County Properties.

While this Policy does not answer all questions related to property use, it does provide the means for all County employees to provide a consistent response to requests for use of County Properties, and, in particular, the Old Hays County Courthouse grounds.

This Property Use Policy is subject to revision. Circumstances and needs related to use of County Properties can change on short notice.



Property Use Policy

June 23, 2009

OVERVIEW

This Property Use Policy is intended for use as a guide to the public and Hays County staff regarding the use of Hays County Properties by other local governmental entities, private entities, and citizens.

When used with good judgment and common sense, the Property Use Policy will enable the Hays County staff to provide safe and reasonable access to County Properties no matter what function or event. County staff involved in the granting of property use should be familiar with, and adhere to, the guidelines set forth within this Property Use Policy. Staff cooperation is essential if the County is to provide the most fair and open access to County Properties.

While this Policy does not answer all questions related to property use, it does provide the means for all County employees to provide a consistent response to requests for use of County Properties, and, in particular, the Old Hays County Courthouse grounds.

This Property Use Policy is subject to revision. Circumstances and needs related to use of County Properties can change on short notice. Though it may change from time to time, this Policy should provide objective, equitable guidelines that can be followed by County staff.

USE OF COUNTY PROPERTIES

(A) DEFINITIONS. The following words and terms, when used in this document shall have the following meanings, unless the context clearly indicates otherwise.

- (1) ***“General Function(s)”*** shall mean any performance, ceremony, presentation, or activity held on the grounds that does *not* meet the definition of a Class I Event or Class II Event (e.g. picnics, dog walking, picketing)
- (2) ***“Class II Event”*** shall mean an event that 1) does not exceed two hundred (200) attendees, **and** 2) uses the existing electricity outlets on the Property without additional setup, **or** 3) calls for the temporary, exclusive use of space on the Property.
- (3) ***“Class I Event”*** shall mean an event that 1) exceeds two hundred (200) attendees, **or** 2) requires more complex electricity setup than exists on the County Property (e.g. circuit boards, electrical panels, or generators), **or** 3) requires stakes or anchors to be placed in the ground (e.g. for securing tents, tables, or other fixtures).
- (4) ***“County Contact”*** shall mean the Civil Division Chief of the Hays County Criminal District Attorney’s Office, 111 E. San Antonio Street, Suite 204, San Marcos, Texas; facsimile – 512.393.2246.
- (4) ***“County Properties” or “Property”*** shall mean any property owned or leased by Hays County, a political subdivision of the State of Texas, on which a General Function or Event may be held.
- (5) ***“County Official Sponsor”*** shall mean the Hays County Judge or a Hays County Commissioner.
- (6) ***“Organizer”*** shall mean the individual or entity responsible for planning and hosting the General Function or Event.

(B) DOCUMENTARY REQUIREMENTS.

- (1) *General Functions.* Organizers shall provide advanced written notice of General Functions that are expected to attract an attendance of from Fifty (50) to two hundred (200) people. Notice shall be provided to the County Contact at least two (2) days prior to a General Function. Hays County reserves the right to designate, by advanced written notice, a specific area on the Property within which the General Function must be held.
- (2) *Class II Events.* At least 5 days prior to a Class II Event, Organizers shall execute a standard Class II License Agreement issued by Hays County, the contents of which *shall not require* Organizers to secure Special Event Insurance, General Liability Insurance, or the like.
- (3) *Class I Events.* At least 5 days prior to a Class I Event, Organizers shall execute a standard Class I License Agreement issued by Hays County, the contents of which shall require Organizers to secure Special Event Insurance, General Liability Insurance, or the like.

(C) DEPOSIT FOR USE OF COUNTY PROPERTIES.

- (1) Organizers of Class I and Class II Events may be required to submit a deposit, the amount of which shall be set by the County Judge. Deposits may be paid by Cashier's Check or Money Order and delivered to the County Contact no later than twenty-four (24) hours prior to the Event. The County may deduct from the deposit:
 - (a) the cost of damage to the County Properties that is a direct result from the event or activity; and
 - (b) the cost of extra labor directly attributable to the event or activity.
- (2) Organizers will be held responsible for clean-up of the area. Any deposit will be refunded following an inspection of the area to determine that the area has been adequately cleaned. The deposit refund process takes approximately two (2) weeks from the date of the event. A \$25 per hour fee for clean-up of the County Property will be charged if necessary.

(D) MISCELLANEOUS PROVISIONS.

- (1) The County Judge may, at his/her own discretion, reasonably restrict the duration of any General Function or Event held on County Properties.
- (2) The County Judge may, at his/her own discretion, reasonably dictate the times of day during which any General Function or Event may be held.
- (3) The County Judge may, at his/her own discretion, reasonably designate, by advanced written notice, a specific area or areas on the Property within which any General Function or Event must be held.
- (4) Approval may not be granted if it is determined that the event:
 - (a) may cause physical damage to County Property;
 - (b) may endanger the health and safety of Hays County employees or the public.
- (5) Property use may not interfere with any Commissioners Court session or the regular use of the County Properties for the transaction of regular County business.
- (6) Sound equipment, chairs, podiums, tents, or other equipment required for ceremonies, presentations, performances, rallies, or press conferences must be approved in advance of installation by the County Judge, but furnished and installed by the requesting party. Installation approval is subject to inspection by County Staff and the County Fire Marshal.
- (7) Security services other than those routinely provided by Hays County are the responsibility of the organizers; however, the County Judge must approve any additional security arrangements.
- (8) Events may not violate local, state or federal law.
- (9) No signs, placards, or visual displays may be carried into the County Properties or placed on the County Properties. No signs, placards, or visual displays may be attached to any part of the

County Properties, including, but not limited to walls, fences, lampposts, flagpoles, trees, etc., except as approved by the County Judge.

- (10)** No use of the interior portions of a County Property shall be allowed without sponsorship of the Event by a County Official Sponsor. A County Official Sponsor, or that Sponsor's designee, must be present at the Event.
- (11)** Soliciting charitable donations, contributions, or collecting private debts on County Property is prohibited. Commercial soliciting, vending, and displaying or distributing commercial advertising on County Property is prohibited, except when in conjunction with an event approved by the Commissioner's Court.

**REQUEST FOR FUNCTIONS/EVENTS
ON HAYS COUNTY PROPERTIES**

**CONTACT:
JEFF STRATEMANN
(512) 393-2208
FAX (512) 393-2246**

Instructions: Please complete the entire application. Incomplete applications will not be considered. If you have any questions, please contact Jeff Stratemann at (512) 393-2208 or jeff.stratemann@co.hays.tx.us

1. Event Name/Sponsoring Organization: _____

2. County Property Requested: _____

3. Date and Time Requested _____

4. Contact Name _____

5. Address _____

6. Phone Number _____ Fax Number _____

7. County Official Sponsor _____

** Required for the approval of all events that will use the interior of a County Property.*

*** Applications are considered incomplete without a letter from the County Official Sponsor.*

8. Type of Event. (ex: press conference, rally, public performance) _____

9. Description of Event

10. Time Schedule for Program. *(Please be specific and provide copy or draft of program.)*

Set Up Time: _____ Start Time: _____ End Time: _____

11. Please list all additional equipment, including electrical power requirements, provided by Organizer to be used during event.

13. Number of persons expected to attend _____

I understand that all events are subject to cancellation. I also understand that, in the event of inclement weather, the County may not provide alternate event locations and that the County may prohibit a tent from being placed on the grounds. In addition, I understand that I am responsible for any damages to the building or grounds as a result of my event.

Event Holder Signature

Date

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM:

Discussion and possible action to approve a salary variance for a vacant clerk position in the office of Justice of the Peace, Pct. 5.

CHECK ONE: **CONSENT** ☐ **X ACTION** ☐ **EXECUTIVE SESSION**

☐ **WORKSHOP**

☐ **PROCLAMATION**

☐

PRESENTATION

PREFERRED MEETING DATE REQUESTED: June 16, 2009

AMOUNT REQUIRED: No additional funding required

LINE ITEM NUMBER OF FUNDS REQUIRED: 5021

REQUESTED BY: CARY

SPONSORED BY: BARTON

SUMMARY:

The position is currently vacant. Judge Cary would like to hire his existing part time employee into the full time position at the current budgeted salary. The employee under consideration meets or exceeds all of the job qualifications and requirements.

Title: Justice Court Clerk

Position Code: 0855

Grade: 107

Salary Range: \$24,136.00 to \$36,204.00

Current Amount Budgeted for this Position: \$30,170.00

Requested starting salary and Percentile Variance: \$30,170.00

Percentile Variance: 50% variance above the minimum.

Base salary increase amount: \$6,034.00

Agenda Item Routing Form

DESCRIPTION OF Item: Salary Variance for Clerk Position in the Office of Justice of the Peace, Pct. 5

PREFERRED MEETING DATE REQUESTED: June 16, 2009

COUNTY AUDITOR

Typically Requires 1 Business Day Review

AMOUNT AND FUND LINE ITEM NUMBER: 01-429-5021

COUNTY PURCHASING GUIDELINES FOLLOWED: N/A

PAYMENT TERMS ACCEPTABLE: N/A

COMMENTS: 50% above salary minimum – wants to pay current budgeted salary at \$30,170.00.

Minimum salary is \$24,136.00.

SPECIAL COUNSEL

Typically Requires 9 Business Day Review

CONTRACT TERMS ACCEPTABLE: _____

COMMENTS:

COMMISSIONERS' COURT

APPROVED/DISAPPROVED AND DATE: _____

COUNTY JUDGE

Signature Required if Approved

DATE CONTRACT SIGNED: _____

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM:

Discussion and possible action to authorize the County Judge to execute an amendment to the TB contract between Texas Department of State Health Services (DSHS) and the Personal Health Department from \$14,710.00 to \$15,648.00.

CHECK ONE: ☐ CONSENT ☒ ACTION ☐ EXECUTIVE SESSION

☐ WORKSHOP ☐ PROCLAMATION ☐ PRESENTATION

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED:N/A

LINE ITEM NUMBER OF FUNDS REQUIRED: N/A

REQUESTED BY: Priscilla Hargraves

SPONSORED BY: Sumter

SUMMARY:

This contract between DSHS and the Personal Health Department amends the TB contract, #2009-028388, from \$14,710.00 to \$15,648.00. This contract is in effect for the remainder of FY 2009 which ends August 31, 2009.



HAYS COUNTY PERSONAL HEALTH DEPARTMENT

The Department of State Health Services (DSHS) and Hays County Personal Health Department (Contractor) agree to amend contract # 2009-028388, effective 06/01/2009.

The purpose of this Amendment is to increase Client services.

It is mutually agreed by and between the contracting parties to amend the terms and conditions of Document No. 2009-028388 as written below. All other terms and conditions not hereby amended are to remain in full force and effect. In the event of a conflict between the terms of this contract and the terms of this Amendment, this Amendment shall control.

Performance Measures:

Contractor shall use funds for client services only.

Budget is revised as follows:

Total payments will not exceed ~~\$14,710.00~~. \$15,648.00

Department of State Health Services

Hays County Personal Health Department

By: _____
Signature of Authorized Official

By: _____
Signature of Authorized Official

Printed Name and Title

Printed Name and Title

Date _____

Date _____

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and possible action to authorize the County Judge to submit an application to the U.S. Department of Justice, Office of Justice Programs for up to \$21,660 for the purchase of bulletproof vests.

CHECK ONE: ☐ CONSENT ☒ ACTION ☐ EXECUTIVE SESSION
 ☐ WORKSHOP ☐ PROCLAMATION ☐ PRESENTATION

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED: \$10,830 -- 50% match *FY 2010 Budget*

LINE ITEM NUMBER OF FUNDS REQUIRED: 01-701-5717 -- currently budgeted for FY10

REQUESTED BY: Hauff

SPONSORED BY: Conley

SUMMARY:

The U.S. Department of Justice, Office of Justice Programs offers a matching grant through the Bulletproof Vest Partnership Program for the purchase of bulletproof vests for law enforcement officers. This program will provide reimbursement for 50% of the cost of each vest. This protective gear is issued to new officers and the vests are on a regular replacement schedule of five years, as the effectiveness of the vest diminishes over time.

The application will request matching funds for 30 vests, both for new hires and for those vests that are scheduled for replacement. There is a recurring need for vests every year due to the replacement schedule.

The total cost of the purchase is expected to be \$21,660 for 30 vests, and the matching funds requested will be for \$10,830. The application is required to be submitted electronically and is due on June 24, 2009.

Agenda Item Routing Form

DESCRIPTION OF Item: Discussion and possible action to authorize the County Judge to submit an application to the U.S. Department of Justice, Office of Justice Programs for up to \$21,660 for the purchase of bulletproof vests.

The U.S. Department of Justice, Office of Justice Programs offers a matching grant through the Bulletproof Vest Partnership Program for the purchase of bulletproof vests for law enforcement officers. This program will provide reimbursement for 50% of the cost of each vest. This protective gear is issued to new officers and the vests are on a regular replacement schedule of five years, as the effectiveness of the vest diminishes over time.

The application will request matching funds for 30 vests, both for new hires and for those vests that are scheduled for replacement. There is a recurring need for vests every year due to the replacement schedule.

The total cost of the purchase is expected to be \$21,660 for 30 vests, and the matching funds requested will be for \$10,830. The application is required to be submitted electronically and is due on June 24, 2009.

PREFERRED MEETING DATE REQUESTED: June 23, 2009

COUNTY AUDITOR

Typically Requires 1 Business Day Review

AMOUNT AND FUND LINE ITEM NUMBER: \$10,830-50% match 01-701-5717 currently budgeted for FY10

COUNTY PURCHASING GUIDELINES FOLLOWED: _____ N/A _____

PAYMENT TERMS ACCEPTABLE: _____ N/A _____

COMMENTS:

Bill Herzog

SPECIAL COUNSEL

Typically Requires 9 Business Day Review

CONTRACT TERMS ACCEPTABLE: _____

COMMENTS:

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and possible action to authorize the County Judge to execute an Interlocal Agreement with the City of San Marcos and jointly submit a grant application to the U.S. Department of Justice, Bureau of Justice Assistance for funding for equipment in the Sheriff's Office.

CHECK ONE: ☐ CONSENT ☒ ACTION ☐ EXECUTIVE SESSION
 ☐ WORKSHOP ☐ PROCLAMATION ☐ PRESENTATION

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED: N/A – no matching funds required

LINE ITEM NUMBER OF FUNDS REQUIRED: N/A

REQUESTED BY: Hauff

SPONSORED BY: Sumter

SUMMARY:

Funding has been made available through the U.S Department of Justice, Office of Justice Programs, Bureau of Justice Assistance for the Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation to support criminal justice activities by local governmental jurisdictions. This is a formula grant program, for which the City of San Marcos and Hays County are jointly eligible to receive an allocation of \$29,522 in funding. Under program requirements, the City and County must jointly apply for the grant and have agreed to split the funding equally (\$14,761 for County). However, it is necessary that one of the entities serve as the applicant/fiscal agent for the program.

The City of San Marcos has agreed to serve as the applicant/fiscal agent for this program. The interlocal agreement is required to be filed with the grant application to specify both the responsible applicant/fiscal agent and the allocation of funding to each party. The City is currently preparing the grant application with County assistance and it will be submitted electronically. The Sheriff's Office is preparing a list of the equipment to be requested and this will be presented during discussion of the item. No matching funds are required for this program.

Agenda Item Routing Form

DESCRIPTION OF Item: Authorize the County Judge to execute an Interlocal Agreement with the City of San Marcos and jointly submit a grant application to the U.S. Department of Justice, Bureau of Justice Assistance for funding for equipment in the Sheriff's Office.

PREFERRED MEETING DATE REQUESTED: June 23, 2009

COUNTY AUDITOR

Typically Requires 1 Business Day Review

AMOUNT AND FUND LINE ITEM NUMBER:

COUNTY PURCHASING GUIDELINES FOLLOWED: _____

PAYMENT TERMS ACCEPTABLE: _____

COMMENTS:

SPECIAL COUNSEL

Typically Requires 9 Business Day Review

CONTRACT TERMS ACCEPTABLE: _____ **MDK** _____

COMMENTS:

The State of Texas
County of Hays

City Secretary
Contract # _____

INTERLOCAL AGREEMENT

Formatted: Centered

BETWEEN THE CITY OF SAN MARCOS, TEXAS AND COUNTY OF HAYS, TEXAS

~~RECOVERY ACT~~ JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this _____ day of April __, 2009, by and between the COUNTY of Hays, acting by and through its governing body, the Commissioners Court, hereinafter referred to as COUNTY, and the CITY of San Marcos, acting by and through its governing body, the City Council, hereinafter referred to as CITY, both of Hays County, State of Texas, witnesseth:

WHEREAS, this Agreement is made under the authority of the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, as amended: and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party: and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interest of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement: and

WHEREAS, the CITY agrees to provide the COUNTY with \$14,761, one-half of the total \$29,522 JAG award. The CITY agrees to submit the joint grant application and be the fiscal agent for the grant: and

WHEREAS, the CITY and COUNTY believe it to be in their best interests to reallocate JAG funds in a 50-50 share. The CITY agrees to use \$14,761 in grant funds for law enforcement programs. The COUNTY agrees to use \$14,761 in grant funds for law enforcement programs.

NOW THEREFORE, the COUNTY and CITY agrees as follows:

Section 1.

CITY agrees to pay COUNTY a total of \$14,761 of the total \$29,522 JAG funds.

Section 2.

COUNTY agrees to use \$14,761 for the Law Enforcement Programs until December 31, 2011.

Section 3.

Nothing in the performance of this Agreement shall impose any liability for claims against COUNTY other than claims for which liability may be imposed by the Texas Tort Claims Act.

Section 4.

Nothing in the performance of this Agreement shall impose any liability for claims against CITY other than claims for which liability may be imposed by the Texas Tort Claims Act.

Section 5.

Each party to this agreement will be responsible for its own action in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 6.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 7.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; this Agreement shall not create any rights in any party not a signatory hereto.

CITY OF SAN MARCOS, TEXAS

COUNTY OF HAYS, TEXAS

Susan Narvaiz, Mayor

Elizabeth 'Liz' Sumter, County Judge

APPROVED AS TO FORM BY:

APPROVED AS TO FORM BY:

City Attorney

County Attorney

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM:

Discussion and possible action to authorize Legal Counsel and the Subdivisions Coordinator to plat and record the subdivision of a 5.7 acre tract of land located in precinct 3.

TYPE OF ITEM: ACTION

PREFERRED MEETING DATE REQUESTED: June 16, 2009

AMOUNT REQUIRED: \$1,800.00

LINE ITEM NUMBER OF FUNDS REQUIRED: 414-5399

REQUESTED BY: Garza

SPONSORED BY: CONLEY

SUMMARY:

Hays County is in the process of purchasing a 1.47 acre tract of land from Paul Dunn. The intended use of this property is planned as a recreation trail for use by the citizens of Hays County. The trail will begin at RR 12 and Winters Mill Parkway and connects to the Blue Hole Pak project.

Since this property is in the City of Wimberley's ETJ, Hays County and the Dunn's are required to go through the City for platting. The City has agreed to process this subdivision as an administrative plat, which should streamline the process. However, the surveyor must prepare a plat (with notation of the conservation easement to be placed on the County's new lot) before County may move forward with platting and closing. Surveyor's charge for those services is \$1,800.00.

Agenda Item Routing Form

DESCRIPTION OF Item: \$1800.00 Survey cost for 5.7 acre tract of land located in Precinct 3 Winter Mills Parkway Trail

PREFERRED MEETING DATE REQUESTED: June 16, 2009

COUNTY AUDITOR

Typically Requires 1 Business Day Review

AMOUNT AND FUND LINE ITEM NUMBER: \$1800.00/01-414-5399

COUNTY PURCHASING GUIDELINES FOLLOWED: N/A

PAYMENT TERMS ACCEPTABLE: Yes

COMMENTS: Unbudgeted

Bill Herzog

SPECIAL COUNSEL

Typically Requires 9 Business Day Review

CONTRACT TERMS ACCEPTABLE: _____

COMMENTS:

COMMISSIONERS' COURT

APPROVED/DISAPPROVED AND DATE: _____

COUNTY JUDGE

Signature Required if Approved

DATE CONTRACT SIGNED: _____

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and possible action to approve the purchase of a check Pressure seal machine and to amend the budget accordingly.

CHECK ONE: ☐ **CONSENT** ☐ **ACTION** ☐ **EXECUTIVE SESSION**
☐ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED: not to exceed \$2000.00

LINE ITEM NUMBER OF FUNDS REQUIRED:

REQUESTED BY: Michele Tuttle, Hays County Treasurer

SPONSORED BY: Liz Sumter, Hays County Judge

SUMMARY: With the purchase of the new financial software through New World Systems, there will be many changes. One change is the type of check that Hays County will be using. The new check will be an 8 ½ x 11 check which allows for more information to be printed on the check stub. This check stock will be used for all of our accounts payable checks and payroll checks. The checks are automatic seal checks that will need to be run through a specialized desktop machine. Attached is a quote from Safeguard Enterprises for the equipment needed. However, we do not have additional quotes at this time because of the New World System training schedule. What I would respectfully request is approval for the purchase, not to exceed \$2000. Once Purchasing has the time to obtain two more quotes, we would go with the lesser quote.

I feel that this new check system will pay for itself in a short period of time. We will no longer need to pay for the thousands of envelopes that we use monthly and the employee time spent stuffing the envelopes will also be reduced.

Agenda Item Routing Form

**DESCRIPTION OF Item: Approve the purchase of a check
Pressure seal machine and to amend the budget accordingly**

PREFERRED MEETING DATE REQUESTED: June 23, 2009

COUNTY AUDITOR

Typically Requires 1 Business Day Review

AMOUNT AND FUND LINE ITEM NUMBER: \$2000.00

COUNTY PURCHASING GUIDELINES FOLLOWED: No. Need add'l quotes

PAYMENT TERMS ACCEPTABLE: N/A

COMMENTS: Will try to have additional quotes by Tuesday's meeting.

Bill Herzog

SPECIAL COUNSEL

Typically Requires 9 Business Day Review

CONTRACT TERMS ACCEPTABLE: _____

COMMENTS:

COMMISSIONERS' COURT

APPROVED/DISAPPROVED AND DATE: _____

COUNTY JUDGE

Signature Required if Approved

DATE CONTRACT SIGNED: _____



9901 Broadway, Suite 111 • San Antonio, TX 78217
 210-308-7400 • Fax: 210-930-5591 • Email: mac@safeguardsanantonio.com
 "Your Success... Our Business 1986" • Woman Owned Business
www.safeguardsanantonio.com

_06/_15_/09

To: Michelle Tuttle, Treasurer
 Hays County
 FROM: Mac Ellsworth
 Safeguard Enterprises, Inc.

RE: Price Quote-ISM Pressure Seal Machine

I am able to offer you the following price on the ISM Model Pressure Seal Folder/Sealer Machine. Thank you for the opportunity to quote this item.

ITEM:

ISM- Low Volume Pressure Seal Folder Sealer

Hopper Capacity- 65 Sheets

Speed- Fixed/1800 Per Hour, 11" Forms- 1500 14" Forms

Machine pulls from bottom, forms may be added while running

Paper Size: Up to 8 1/2" x 14"

Folds: C, V, Z, EZ

Wt.: 50 Lbs.

Warranty: 3 Months Depot

Installation: Self/Phone Installation. *Safeguard Enterprises will setup machine and demonstrate operation to staff.*

Made in USA

Optional Catch Tray: \$150.00

Advanced Replacement Option: \$345.00 per year. Mechanically defective machine replaced with a new machine. Customer is responsible for inbound and outbound freight.

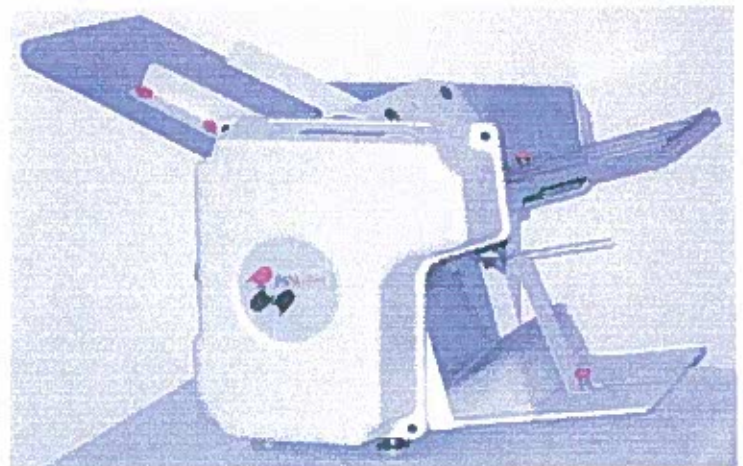
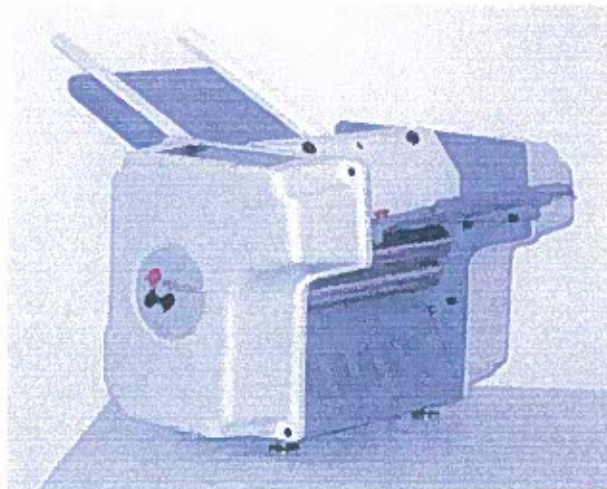
On Site Service Options: Next Day Response-\$691.00 per Yr.

Priority 4 Hour Response- \$774.00 per Yr.

ALL PRICES PLUS SHIPPING: ESTIMATED SHIPPING, \$95.00

<u>QUANTITY*</u>	<u>PRICE**</u>
1	\$1800.00

PRICE VALID THRU 05/31/10



SHOWN WITH OPTIONAL CATCH TRAY

01/09

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and Possible Action to adopt a resolution regarding the authorization of Commissioners acting in their capacity as Ex-Officio Road Commissioners related to the design and construction of Roadway Projects, including but not limited to, Pass Through Toll Agreement and Priority Road Projects.

TYPE OF ITEM: ACTION

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED: N/A

LINE ITEM NUMBER OF FUNDS REQUIRED: N/A

REQUESTED BY: CONLEY

SPONSORED BY: CONLEY

SUMMARY: Commissioners Court has discussions on the record allowing Commissioners to act Independently managing Pass Through Toll Agreement and Priority Road Projects. Decisions by Commissioners Court to delegate this authority were based on a desire to make projects run in the most efficient manner. A resolution of the Court should clear up any questions or challenges to any individual Commissioners' actions.



RESOLUTION

STATE OF TEXAS
COUNTY OF HAYS

§
§

WHEREAS, Hays County is experiencing continued growth that is projected to continue in the coming years; and

WHEREAS, Hays County plans to accommodate that growth, in part, by making county-wide road improvements to enhance safety and mobility; and

WHEREAS, the Hays County Commissioners Court has identified a large number of active road projects by way of 1) a Pass Through Toll Agreement between Hays County and the Texas Department of Transportation and 2) a declaration of "Priority Roads," both of which were included in a bond proposition that was passed by the citizens of Hays County on or about the 4th day of November, 2008; and

WHEREAS, the Hays County Commissioners are also *Ex Officio* Road Commissioners and may act with any and all authority granted to them by the Hays County Commissioners Court; and

WHEREAS, the Hays County Commissioners Court has determined that granting greater autonomy to *Ex Officio* Road Commissioners in the management and oversight of road projects in their respective precincts would streamline the efficiency of road projects and save on project costs; and

NOW, THEREFORE, BE IT RESOLVED that the Hays County Commissioners, acting in their capacity as *Ex Officio* Road Commissioners, are hereby authorized to perform the following duties related to roads in their respective precincts:

- 1) Determine the priority and sequence of road-related projects, based on the Commissioner's assessment of road conditions, with input from Hays County staff and consultants;
- 2) Execute work authorizations for any road-related contracts that have been approved by the Hays County Commissioners Court;
- 3) Authorize the payment of invoices for road-related projects (such authorization to be received by the Hays County Auditor); and
- 4) Authorize Change Orders for road-related projects, as long as the Change Order does not exceed a value of twenty-five thousand dollars (\$25,000 USD) and does not increase the total contract amount by more than ten percent (10%) or decrease the total contract amount by more than twenty percent (20%);
- 5) Negotiate the terms and conditions of Right of Way acquisition, granted that the decision to file suit for Right of Entry, Condemnation, or other acquisition-related matters, as well as the decision to accept a negotiated price and execute closing documents for the purchase of property, shall remain the prerogative of the Hays County Commissioners Court.
- 6) Exercise any and all other powers granted to them by the Hays County Commissioners Court or otherwise granted to them by law.

RESOLVED, ORDERED, AND DECLARED this the 23rd day of June, 2009.

Elizabeth "Liz" Sumter
Hays County Judge

Debbie Ingalsbe
County Commissioner, Pct. 1

Will Conley
County Commissioner, Pct. 3

Jeff Barton
County Commissioner, Pct. 2

Karen Ford
County Commissioner, Pct. 4

ATTEST:

Linda Fritsche
Hays County Clerk

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM:

Discussion and possible action to approve the purchase of one bulletproof vest for the Pct. 2 Constable department.

CHECK ONE: **CONSENT** **X ACTION** ☐ **EXECUTIVE SESSION**
 ☐ **WORKSHOP** ☐ **PROCLAMATION** ☐

PRESENTATION

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED: \$634.90

LINE ITEM NUMBER OF FUNDS REQUIRED: 01-432-5717 (Law Enforcement Equipment)

REQUESTED BY: Pct. 2 Constable James Kohler

SPONSORED BY: BARTON

SUMMARY:

Pct. 2 Constable Kohler is requesting authorization for the purchase of one additional bulletproof vest needed for an existing employee.

Since the vests are associated with are considered to provide inadequate protection after five years, and they are associated with life safety issues, Constable Kohler views this as a necessary equipment item. Additionally, vests are custom-fit to each individual, making them difficult to share between officers.

Agenda Item Routing Form

DESCRIPTION OF Item: Approve the purchase of one bulletproof vest for the Pct. 2 Constable department.

PREFERRED MEETING DATE REQUESTED: June 23, 2009

COUNTY AUDITOR

Typically Requires 1 Business Day Review

AMOUNT AND FUND LINE ITEM NUMBER: \$634.90 01-432-5717

COUNTY PURCHASING GUIDELINES FOLLOWED: ____ Yes ____

PAYMENT TERMS ACCEPTABLE: ____ Yes ____

COMMENTS: This could be 50% funded by grant funds.

Bill Herzog

SPECIAL COUNSEL

Typically Requires 9 Business Day Review

CONTRACT TERMS ACCEPTABLE: _____

COMMENTS:

COMMISSIONERS' COURT

APPROVED/DISAPPROVED AND DATE: _____

COUNTY JUDGE

Signature Required if Approved

DATE CONTRACT SIGNED: _____

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and possible action to approve the request of a double filling of the Food Service Manager's position at the sheriff's office for an additional two weeks.

CHECK ONE: ☐ **CONSENT** ☒ **ACTION** ☐ **EXECUTIVE SESSION**
☐ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED: \$1,480.00 salary & fica/retirement

LINE ITEM NUMBER OF FUNDS REQUIRED: 01-418-5021 sheriff's salaries to 01-419-5021 jail salaries and 01-419-5101 fica/retirement

REQUESTED BY: Brad Robinson

SPONSORED BY: Ingalsbe

SUMMARY:

This will ensure for adequate training of the new manager that was hired June 1, 2009. Additional training that needs to take place will include menu preparations and ordering procedures.

Agenda Item Routing Form

DESCRIPTION OF Item: Approve the request of a double filling of the Food Service Manager's position at the sheriff's office for an additional two weeks.

This will ensure for adequate training of the new manager that was hired June 1, 2009. Additional training that needs to take place will include menu preparations and ordering procedures.

PREFERRED MEETING DATE REQUESTED: June 23, 2009

COUNTY AUDITOR

Typically Requires 1 Business Day Review

AMOUNT AND FUND LINE ITEM NUMBER: \$ 1,480 01-418-5021 sheriff's salaries to 01-419-5021 jail salaries (\$1264) and 01-419-5101 fica/retirement (\$216)

COUNTY PURCHASING GUIDELINES FOLLOWED: N/A

PAYMENT TERMS ACCEPTABLE: N/A

COMMENTS: CC can amend now or later when needed

Bill Herzog

SPECIAL COUNSEL

Typically Requires 9 Business Day Review

CONTRACT TERMS ACCEPTABLE: _____

COMMENTS:

COMMISSIONERS' COURT

APPROVED/DISAPPROVED AND DATE: _____

COUNTY JUDGE

Signature Required if Approved

DATE CONTRACT SIGNED: _____

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and possible action to review or set court calendar for next few months, including court member vacations, planned workshops, proposed development regulation hearing/adoption, confirmation of proposed budget calendar, etc.

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED:

LINE ITEM NUMBER OF FUNDS REQUIRED:

REQUESTED BY:

SPONSORED BY: Ford

SUMMARY:

Above is self-explanatory I think – but please bring your calendars, workshop requests, vacation schedules, etc.

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM:

Authorize purchase of new shredder for HR and amend the budget accordingly.

CHECK ONE: ☒ **CONSENT** ☐ **ACTION** ☐ **EXECUTIVE SESSION**

☐ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED: Tuesday, June 23, 2009

AMOUNT REQUIRED: \$1400

LINE ITEM NUMBER OF FUNDS REQUIRED: move \$1400 from 01 421 5462 (Advertising)
to 00-421-5711 (Office Equipment)

REQUESTED BY: Baen

SPONSORED BY: Sumter

SUMMARY: Office shredder purchased in 2004.

One repair in 2007.

Three repairs (to date) in current fiscal year.

Shredder is again inoperable pending either a) repair or b) new shredder.

Advertising budget has not been utilized as previously anticipated due to economic and market changes.

Agenda Item Routing Form

DESCRIPTION OF Item: Authorize purchase of new shredder for HR and amend the budget accordingly.

PREFERRED MEETING DATE REQUESTED: June 23, 2009

COUNTY AUDITOR

Typically Requires 1 Business Day Review

AMOUNT AND FUND LINE ITEM NUMBER: \$1400 Move \$1400 from 01 421 5462 (Advertising) to 00-421-5711 (Office Equipment)

COUNTY PURCHASING GUIDELINES FOLLOWED: Yes

PAYMENT TERMS ACCEPTABLE: ___ Yes

COMMENTS:

Bill Herzog

SPECIAL COUNSEL

Typically Requires 9 Business Day Review

CONTRACT TERMS ACCEPTABLE: _____

COMMENTS:

COMMISSIONERS' COURT

APPROVED/DISAPPROVED AND DATE: _____

COUNTY JUDGE

Signature Required if Approved

DATE CONTRACT SIGNED: _____

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m.** on **WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM:

APPROVE AN "ADMINISTRATIVE ASSISTANT I" POSITION FOR THE COUNTY CLERK'S OFFICE TO PERFORM DATA ENTRY AND IMAGING OF COURT RECORDS PRIOR TO THE YEAR 2000

TYPE OF ITEM: CONSENT-ACTION-PROCLAMATION-EXECUTIVE SESSION-WORKSHOP

PREFERRED MEETING DATE REQUESTED: JUNE 23, 2009

AMOUNT REQUIRED: \$ 8,692

LINE ITEM NUMBER OF FUNDS REQUIRED:

TRANSFER FUNDS FROM 08-475-5448 TO 08-475-5021 = \$5,486 (salary)

08-475-5101 = \$ 977 (FICA/Retirement)

08-475-5160 = \$2,229 (Insurance)

REQUESTED BY: FRITSCHÉ

SPONSORED BY: SUMTER

SUMMARY:

I WOULD LIKE TO HIRE A PERSON TO PERFORM DATA ENTRY AND SCAN IMAGES INTO THE ODYSSEY SYSTEM (PRIMARILY CRIMINAL FILES). WE DID NOT START SCANNING IMAGES INTO THE SYSTEM UNTIL 2000 AND IT WILL MAKE THOSE FILES MORE ACCESSIBLE TO NOT ONLY OUR OFFICE BUT OTHER COUNTY OFFICES AND WILL PROVIDE A BACKUP OF THE ORIGINAL DOCUMENTS. THIS POSITION WILL BE FUNDED WITH "ARCHIVAL FUNDS" THAT ARE COLLECTED FOR THIS PURPOSE. NO NEW COMPUTER EQUIPMENT, ETC. WILL BE NEEDED. THE PERSON HIRED WILL BE LOCATED AT THE RECORDS BUILDING WITH ACCESS TO THE FILES STORED ON THE SECOND FLOOR. THERE ARE SUFFICIENT FUNDS IN THE BUDGET FOR THIS POSITION AND, IF APPROVED, I WILL SUBMIT AN AMENDMENT TO MY FY2010 BUDGET REQUEST. THIS POSITION WILL BE CONSIDERED A FULL-TIME TEMPORARY POSITION THAT WILL CONTINUE UNTIL THE ARCHIVAL PROJECT IS COMPLETED AND/OR FUNDS ARE NO LONGER AVAILABLE.

Agenda Item Routing Form

DESCRIPTION OF Item: Approve an Administrative Assistant I position for the County Clerk's Office to perform data entry and imaging for Court Records prior to the year 2000.

PREFERRED MEETING DATE REQUESTED: June 23, 2009

COUNTY AUDITOR

Typically Requires 1 Business Day Review

AMOUNT AND FUND LINE ITEM NUMBER: \$8,692**TRANSFER FUNDS FROM 08-475-5448 TO**

08-475-5021 = \$5,486 (salary)

08-475-5101 = \$ 977 (FICA/Retirement)

08-475-5160 = \$2,229 (Insurance)

COUNTY PURCHASING GUIDELINES FOLLOWED: N/A

PAYMENT TERMS ACCEPTABLE: N/A

COMMENTS:

Bill Herzog

SPECIAL COUNSEL

Typically Requires 9 Business Day Review

CONTRACT TERMS ACCEPTABLE: _____

COMMENTS:

HAYS COUNTY JOB DESCRIPTION

Job Code: 0966
Grade: 106
FLSA: Nonexempt

Prepared by: County Clerk & Human Resources
Date Prepared: September 2007
Updated March 2009

Administrative Assistant I Archives

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general direction, the Administrative Assistant I performs a variety of clerical functions to process and maintain official records and documents of Hays County. The product of the employee's work affects the operation of the department that may include the well being of persons that are not employed in the department.

Responsibilities

- Enters, indexes, and scans information into computer system.
- Files, records, indexes and researches records.
- Processes and maintains official records such as land records, UCC records, assumed name records, birth and death records, marriage licenses and miscellaneous records.
- Operates personal computer and scanning equipment to enter and retrieve information.
- Re-shelves files and prepares additional files for extension of existing file.
- Organizes file room space.

Knowledge Required

- Exceptional knowledge of regulations, policies, and procedures of the Hays County Clerk's office.
- Exceptional knowledge of guidelines and procedures issued by various federal and state agencies, such as Secretary of State and the Texas Department of Health Bureau of Vital Statistics.
- General knowledge of Hays County regulations, procedures and fiscal policy.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- General knowledge of assigned department forms, rules, procedures and guidelines.
- General knowledge of department codes.
- General knowledge of modern business office practices and procedures.

Required Skill

- Exceptional skill in processing and maintaining official records, researching records, and responding to inquiries.
- Exceptional skill in reading, understanding and following state and local laws and guidelines related to county records.
- Exceptional skill in establishing and maintaining effective working relationships with County staff, title companies, surveyors and the general public.
- Exceptional skill providing information and assistance to the assigned office staff and customers.
- Exceptional skill in reception, telephone etiquette and customer relations.
- General skill in operating standard office equipment, such as personal computers, calculators, fax, photocopiers and telephones.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School degree or equivalent.
- Requires two years general office or secretarial experience.

Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.

Supervision

- The Administrative Assistant I is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy and completeness.
- The Administrative Assistant I is responsible for carrying out recurring assignments independently.
- The Supervisor assists this position with deviations, problems and unfamiliar situations.

Guidelines

The Administrative Assistant I must use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making deviations to adapt the guidelines to specific cases. The employee may also determine which of several established alternatives to use and consult supervisor with situations when existing guidelines do not apply. This position must have a strong work ethic. The Administrative Assistant I must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

This position must handle a stress level in obtaining clarifying or giving facts to county employees and members of the outside public who are generally cooperative. The Administrative Assistant I meets with contacts in a structured setting at Hays County facilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

Work Environment

While performing the duties of this job, the employee works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, or meeting rooms. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

Request forms are due in the County Judge's Office

no later than **2:00 p.m. on WEDNESDAY.**

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and possible action to approve a timeline for the issuance of debt for capital improvement projects.

CHECK ONE: **CONSENT** **X ACTION** ☐ **EXECUTIVE SESSION**

 ☐ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED: N/A

LINE ITEM NUMBER OF FUNDS REQUIRED: N/A

REQUESTED BY: Auditor

SPONSORED BY: Sumter

SUMMARY: The County's financial advisor, Dan Wegmiller, will be in Court to discuss the timeline for issuing debt for the road projects.

Agenda Item Request Form

Hays County Commissioners' Court

9:00 a.m. Every Tuesday

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no later than 2:00 p.m. on WEDNESDAY.

Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Update from Dr. Steven Marlow on the Hays Shooting Task Force.

CHECK ONE: ☐ **CONSENT** ☐ **ACTION** ☐ **EXECUTIVE SESSION**
☒ **WORKSHOP** ☐ **PROCLAMATION** ☐ **PRESENTATION**

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED:

LINE ITEM NUMBER OF FUNDS REQUIRED:

REQUESTED BY:

SPONSORED BY: SUMTER

SUMMARY: 1pm Workshop

Agenda Item Request Form

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Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Executive Session pursuant to 551.071 of the Texas Government Code: consultation with counsel regarding existing and/or contemplated legal action related to Right of Way acquisition on FM 1626 and FM 2001 in Precinct 2. Action may follow in Open Court.

TYPE OF ITEM: EXECUTIVE

PREFERRED MEETING DATE REQUESTED: June 23, 2009

AMOUNT REQUIRED: N/A

LINE ITEM NUMBER OF FUNDS REQUIRED: N/A

REQUESTED BY: BARTON

SPONSORED BY: BARTON

SUMMARY: Summary to be provided in Executive Session.