



Kendall County, Texas Commissioners Court

Shane Stolarczyk, County Judge

Jennifer McCall
Commissioner,
Precinct 1

Andra M. Wisian
Commissioner,
Precinct 2

Richard Chapman
Commissioner,
Precinct 3

Chad Carpenter
Commissioner,
Precinct 4

AGENDA

REGULAR SESSION · TUESDAY, MAY 27, 2025 · 9:00 AM
201 EAST SAN ANTONIO AVENUE, BOERNE, TX 78006
3RD FLOOR COMMISSIONERS COURTROOM

NOTICE is hereby given that a regular meeting of the Kendall County Commissioners Court will be held in person and via Zoom at which time the following will be discussed and appropriate action taken; pursuant to V.T.C.A. Government Code Chapter 551, Open Meetings Act, including all Subchapters and Sections.**

The public may join a meeting while in progress by calling 1-346-248-7799 and entering the meeting ID 565 651 9107 followed by #. Or by clicking <https://us06web.zoom.us/my/commissioners.court>.

An electronic copy of the agenda and agenda backup documents can be found at: <https://www.kendallcountytexas.gov/AgendaCenter>

At any meeting, the public may address the Commissioners Court either in person or via Zoom.

You are required to submit a Commissioners Court Public Participation Form to the Judge's Court Coordinator either in person or online by 9:00 a.m. on the day of the Commissioners Meeting. Failure to submit by this time may result in your right to speak being forfeited.

Please keep your comments to three minutes.

The Public Participation form may be found:

- At the back of the courtroom
- On the county's website as a PDF and an online form or using the following links:

[Click here for Online Form](#)

[Click here for PDF Form](#)

PLEASE SILENCE CELL PHONES

1. Call to Order - 9:00 a.m.
2. Prayer
 - Introduction of prayer presenter by Jennifer McCall, Commissioner Precinct 1
3. Pledge of allegiance to the United States Flag / Texas Flag
 - Introduction of youth presenter by Andra M. Wisian, Commissioner Precinct 2
4. Comments from the bench is an opportunity to share items of community interest as allowed under and limited by Tex. Gov't Code Ann. § 551.0415.
 - Jennifer McCall, Commissioner Precinct 1
 - Andra M. Wisian, Commissioner Precinct 2
 - Richard Chapman, Commissioner Precinct 3
 - Chad Carpenter, Commissioner Precinct 4
 - Shane Stolarczyk, County Judge
5. Declarations of Conflict of Interest – This is an opportunity for members of the Court to identify and disclose actual or perceived conflicts of interest
6. March 2025 Service Awards: Shane Stolarczyk, County Judge / Sheryl D'Spain, Treasurer

Rebecca Fincke	Elections	10 Years
Charity Fegenbush	Animal Control	10 Years
Melody Hansen	JP1	15 Years
7. Consent Agenda: Items on the Consent Agenda are considered to be of a routine nature and may require only limited discussion. All items under the Consent Agenda are heard and acted upon collectively unless opposition is presented. Any member of the Commissioners Court may request that an item be removed from the Consent Agenda and considered separately for the purpose of discussion and voting:
 - a. Consideration and action to approve the minutes from the May 12, 2025 Special Called Meeting: Paula Pfeiffer, County Clerk's Office / Kim Pena, County Clerk's Office;
 - b. To amend the Minutes from the previous Commissioners Court Meeting, May 13, 2025. Specifically Item Numbers 22 and 23: Kim Pena, County Clerk's Office;
 - c. To amend the Minutes from the previous Commissioners Court Meeting, May 13, 2025. Specifically Item Numbers 27. I 6 g. (a.) and 27. I 6 g. (b.): Kim Pena, County Clerk's Office;
 - d. Consideration and action to approve the minutes from the May 13, 2025 Regular Meeting with the corrections included as listed above: Kim Pena, County Clerk's Office;
 - e. Present County Auditor's Monthly Financial Report for March and April 2025: Corinna Speer, County Auditor;
 - f. Consideration and action to approve April Fee Office Reports: Corinna Speer, County Auditor;

- g. Consideration and action on the approval of amending the FY2025 budget through certification of revenue and regular budget adjustments: Corinna Speer, County Auditor;
 - h. Receive the District Judge's certified court order of assistant auditor's salaries: Corinna Speer, County Auditor;
 - i. Presentation of Sales Tax Report: Sheryl D'Spain: Treasurer;
 - j. Consideration and action to approve cash summary at Frost Bank for March 2025: Sheryl D'Spain, Treasurer;
 - k. Consideration and action to approve cash summary at Frost Bank for April 2025: Sheryl D'Spain, Treasurer;
 - l. Consideration and action to approve Investment Report 2nd Quarter FY 25 (January, February, March): Sheryl D'Spain, Treasurer;
 - m. Summary of Road and Bridge Report for April 2025: Don L. Evans, Road and Bridge Supervisor;
 - n. Summary of Signs for April 2025: Don L. Evans, Road and Bridge Supervisor.
8. PUBLIC COMMENTS – Opportunity for the general public to address the Court on any matter. The Court may not discuss any presented issue, nor may any action be taken on any issue at this time. Pursuant to the Commissioners Court's rules of procedure and decorum, each person who appears before the court shall be limited to a maximum of three (3) minutes to make their remarks.
9. Consideration and action on the approval of accounts payable claims for purchases, services and vendors: Corinna Speer, County Auditor
10. Consideration and action to approve the stipend amounts to be paid to the Volunteer Fire Departments: Corinna Speer, County Auditor
11. Consideration and action on the burn ban pursuant to Texas Local Government Code Ann. § 352.081: Shane Stolarczyk, County Judge / Brady Constantine, Fire Marshal
12. Presentation from Kendall County Women's Shelter: Shane Stolarczyk, County Judge / Brooke House, Chief Program Officer
13. Consideration and action to allow the Purchasing Agent to solicit an RFP for VOIP Telephone and Internet Services: Sharon Barter, Purchasing Agent
14. Consideration and action to grant a discretionary exemption to the competitive bidding process because services are considered of a professional nature as authorized by Texas Local Government Code § 262.024(a)(4) and approve the extended agreement with FasPsych, LLC for Inmate 24 hour on-call mental health services for Calendar Year 2025: Sharon Barter, Purchasing Agent
15. Consideration and action on approving an amending plat of The Crossing River Forest Section creating Lot 298A in accordance with the Kendall County Development Regulations. (Douglass V. and Janet C. Weikel, Owners): Richard Chapman, Commissioner Precinct 3 / Clay Forister, Staff Engineer

16. Consideration and action on approving an amendment to the cashier's checks deposit agreement for Miralomas Unit 3 to extend the agreement for two additional years: Jennifer McCall, Commissioner Precinct 1 / Mary Ellen Schulle, County Engineer
17. Update from the Engineering Department: Mary Ellen Schulle, County Engineer
18. Consideration and action to create another Project Manager position in the County Engineer Department. The Engineer IV position in the current budget would be eliminated: Juanita Espino, Human Resources Director
19. Consideration and action to ratify the revised job descriptions for the Criminal District Attorney's Office that were previously approved by the Compensation Committee: Juanita Espino, Human Resources Director
20. Consideration and action to approve the purchase of a new time and attendance software program: Juanita Espino, Human Resources Director
21. Consideration and action on appointing Lisa Cronen Kendall County's Public Information Officer: Shane Stolarczyk, County Judge
22. Consideration and action on an order granting Nicole Bishop to have management of the General Counsel budget while acting as interim General Counsel: Shane Stolarczyk, County Judge / Nicole Bishop, Interim General Counsel and Criminal District Attorney
23. Consideration and action to approve using up to \$45,000.00 (forty-five thousand dollars) of ARPA funds to complete the repairs on the Boerne EMS Building: Richard Chapman, Commissioner Precinct 3 / Brian Stegall, IT Director
24. Consideration and action to approve a facility use agreement for the training rooms at Voss and Boerne EMS: Richard Chapman, Commissioner Precinct 3
25. Consideration and action to release to the public the results of the Kendall County EMS & Fire Services Survey: Andra M. Wisian, Commissioner Precinct 2 / Richard Chapman, Commissioner Precinct 3
26. Consideration and action to adopt a resolution supporting water conservation and sustainability: Andra M. Wisian, Commissioner Precinct 2
27. Consideration and action to allow the Comfort Chamber of Commerce to use Kendall County barricades and close 5th Street along Comfort Park between Main Street and Broadway from 8:00 AM through 12:00 PM on Saturday June 7 for their Celebrate Comfort event: Chad Carpenter, Commissioner Precinct 4
28. Consideration and action to allow the Comfort Chamber of Commerce permission to sell beer on July 4th, 2025, at the Comfort Park, during Comfort's Annual Independence Celebration: Chad Carpenter, Commissioner Precinct 4

29. Consideration and action to allow the Comfort Chamber of Commerce permission to use the north portion of Kendall County property at Main and 8th Streets (Parcel ID: 21388/Faltin Field) for parade parking during the Comfort Independence Celebration July 4th, 2025: Chad Carpenter, Commissioner Precinct 4
30. Consideration and action to allow the Comfort Chamber of Commerce to close county roads as follows: Water Street from 4th Street to 8th Street; 8th Street from Water to Broadway; Broadway from 8th Street to 5th Street; 5th Street from Broadway to High Street; High Street from 5th Street to Lindner Road; and from Lindner Road to Highway 27. The closures would begin July 4th at 8:00 AM and end at 11:30 AM: Chad Carpenter, Commissioner Precinct 4

BREAK

EXECUTIVE SESSION (Closed to the public)*

- I. Pursuant to Tex. Gov't Code Ann. § 551.071 (Attorney Consultation), Tex. Gov't Code Ann. § 551.0745 (Personnel Matters County Advisory Board), and Tex. Gov't Code Ann. § 551.074 (Personnel Matters), consultation with legal counsel to seek the advice of attorney(s) representing the County concerning pending and/or threatened litigation, settlement offers, and/or matters in which the duties of the attorney(s) under the Texas Rules of Professional Conduct of the State Bar of Texas require confidential communications.
1. *Kendall County v. Vaqueros Del Mar, LLC*, lawsuit pending in 451st Judicial District Court of Kendall County
 2. Potential uses for the Burdick Center allowed under law
 3. Development Rules Violations
 4. County water supply/resources
 5. Kendall County Policies and Procedures
 - a. Purchasing Policy - First Responders' Communication Services
 - b. General Counsel Transition Period
 - c. Outside Counsel
 - d. Bergheim Volunteer Fire Department budgeted firefighter personnel funding
 - e. Holden Brothers Development Agreement
 - f. Flat Rock Creek Development Agreement
- II. Pursuant to Tex. Gov't Code Ann. Section 551.074 authorizes certain deliberations about officers and employees of the government body to be held in executive session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee.
1. Evaluation and Audit of Human Resources
 2. Department Heads Evaluation
 3. EMS Wrap-up

- III. Pursuant to Tex. Gov't Code Ann. § 551.072 (Real Property) a governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
 1. Proposition A Update and presentation of potential properties
- IV. Pursuant to Tex. Gov't Code Ann. § 551.076 (Security Devices/Audits), a governmental body is not required to conduct an open meeting to deliberate the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.
 1. Use of Burdick Center for various departments and Commissioners Court

RESUME OPEN SESSION AND TAKE ANY NECESSARY ACTION RESULTING FROM EXECUTIVE SESSION DELIBERATIONS

31. Consideration and action regarding Firefighting personnel for Bergheim Fire Department and other VFDs in Kendall County: Andra M. Wisian, Commissioner Precinct 2
32. Consideration and action to approve directive for Deb Riebe, Legal and Compliance, to conduct an audit of the Kendall County Human Resources department: Andra M. Wisian, Commissioner Precinct 2 / Deb Riebe, Legal Affairs and Compliance Director
33. Discussion and possible action regarding the use of new facilities – Burdick Center: Andra M. Wisian, Commissioner Precinct 2

ADJOURNMENT

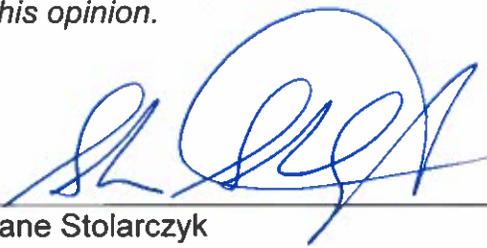
**The Court reserves the right to adjourn, by majority vote, into Executive Session at any time during the course of this meeting to discuss any of the matters listed in this agenda, in the order deemed appropriate, as authorized by Chapter 551, Open Meetings, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.0745, 551.075, 551.076, 551.087, and 551.089 or to seek the advice of its attorney and/or other attorneys representing Kendall County on any matter in which the duty of the attorney to the Commissioners Court under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with chapter 551 of the Texas Government Code or as otherwise may be permitted under chapter 551. Action, if any, will be taken in the open session.*

***Pursuant to Texas Local Government Code §§ 81.022, 81.023, and 81.030, the commissioners court: shall issue the notices, citations, writs, and process necessary for the proper execution of its powers and duties and the enforcement of its jurisdiction; shall punish a*

person held in contempt by a fine of not more than \$25 or by confinement for not more than 24 hours; and may require that testimony before the court be given under oath subjecting false statements subject to prosecution under Section 37.02, Penal Code.

***This agenda has been reviewed and approved by the Court's legal counsel. This paragraph is intended to constitute a legal opinion of the Court's legal counsel that the presence of any subject in and Executive Session portion of the agenda is properly noticed pursuant to the Texas Open Meetings Act. This constitutes an interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by that attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to that attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Dated this the 22nd day of May 2025.


Shane Stolarczyk
Kendall County Judge

I, the undersigned County Clerk, do hereby certify NOTICE of regular meeting of the above-named Commissioners Court is a true and correct copy of said Notice and that I have caused said Notice to be posted on the door at the Courthouse of Kendall County, Texas, located at 201 E. San Antonio Avenue on the 22nd day of May 2025.


Denise Maxwell
County Clerk
with permission

Deputy County Clerk

Posted at 4:35 pm on the 22nd day of May 2025 MAM

NOTE: The Kendall County Commissioners Court complies with A.D.A. requirements. If you have an impairment and wish to appear at a meeting, please call (830) 249-9343, 72 hours in advance to make arrangements.

WELCOME TO THE



Kendall County Commissioners Court

Honorable County Judge Shane Stolarczyk Presiding

Jennifer McCall

Commissioner, Precinct 1

Andra M. Wisian

Commissioner, Precinct 2

Richard Chapman

Commissioner, Precinct 3

Chad Carpenter

Commissioner, Precinct 4

Dress Code and Decorum:

- All persons shall be attired in a manner reflecting the dignity of the Court.
 - No hats/caps/other headwear (unless prior permission of the Court is granted)
 - No shorts
 - No tank tops
 - No shirts with vulgar language
 - No bare midriffs
- Food, gum, tobacco products, and vaping are not allowed in the courtroom.
- Persons should remain quiet and respectful at all times. No talking, laughing, or other loud or obnoxious behavior is permitted while in session

PLEASE SILENCE CELL PHONES AND ELECTRONIC DEVICES

*In accordance with Rules of Procedure, Conduct, and Decorum at Meetings of the Kendall County
Commissioners Court

Adopted December 10, 2012, amended March 9, 2015

Prayer

To view Kendall County's Policy on Prayer please visit <https://www.kendallcountytexas.gov/298/Commissioners-Court>.

Please rise and remove your cover.

Pledge of Allegiance to the United States Flag

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Pledge to the Texas Flag

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

Comments from the bench is an opportunity to share items of community interest as allowed under and limited by Texas Government Code Section 551.0415.

- Commissioner Jennifer McCall, Precinct 1
- Commissioner Andra M. Wisian, Precinct 2
- Commissioner Richard Chapman, Precinct 3
- Commissioner Chad Carpenter, Precinct 4
- Shane Stolarczyk, County Judge

Declarations of Conflict of Interest is an opportunity for members of the Court to identify and disclose actual or perceived conflicts of interest.



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

May 2025 Service Awards

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Sheryl D'Spain
Treasurer

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-331-8220

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

2-5 Minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

May 2025

Rebecca Fincke	Elections	10 Years
Charity Fegenbush	Animal Control	10 Years
Melody Hansen	JP1	15 Years

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Recognize County employees for their service to the County.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Service award

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

Consent Agenda: Items on the Consent Agenda are considered to be of a routine nature and may require only limited discussion. All items under the Consent Agenda are heard and acted upon collectively unless opposition is presented. Any member of the Commissioners Court may request that an item be removed from the Consent Agenda and considered separately for the purpose of discussion and voting.



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Approve Commissioner Court Minutes - May 12 Special Called Meeting

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Paula Pfeiffer - County Clerk's Office

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 232

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

To approve the Minutes from the previous Commissioners Court Meeting.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

The minutes need to be approved by Commissioners Court.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Public

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
- YES

DOCUMENTATION:

- NO
- YES
- INTENDED FOR THE PUBLIC
- INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

THE STATE OF TEXAS

COUNTY OF KENDALL BE IT REMEMBERED, that the Commissioners' Court of Kendall County, Texas, was begun and held at a Special Called Meeting at the Courthouse in Boerne, Texas, on the 12th day of May, 2025.

Present: SHANE STOLARCZYK, COUNTY JUDGE
JENNIFER MCCALL, COMMISSIONER, PCT. #1
ANDRA M. WISIAN, COMMISSIONER, PCT. #2
RICHARD CHAPMAN, COMMISSIONER, PCT. #3
CHAD CARPENTER, COMMISSIONER, PCT. #4
PAULA PFEIFFER, DEPUTY COUNTY CLERK

1. Call to Order - 2:31 p.m.
2. Public Comments: Len White, Bonnie Clanin
3. Discussion regarding the County's long-term firefighting needs and future support of the Volunteer Fire Departments and the City of Boerne Fire Department.
4. Being no further business, the meeting was adjourned at 4:05 p.m.

EXAMINED AND APPROVED THIS 27TH DAY OF MAY 2025.

COUNTY JUDGE
KENDALL COUNTY, TEXAS

ATTESTED: _____
COUNTY CLERK
KENDALL COUNTY, TEXAS

The Court reserves the right to adjourn, by majority vote, into Executive Session at any time during the course of this meeting to discuss any of the matters listed in this agenda, in the order deemed appropriate, as authorized by Chapter 551, Open Meetings, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.0745, 551.075, 551.076, 551.087, and 551.089 or to seek the advice of its attorney and/or other attorneys representing Kendall County on any matter in which the duty of the attorney to the Commissioners Court under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with chapter 551 of the Texas Government Code or as otherwise may be permitted under chapter 551. Action, if any, will be taken in the open session.

This agenda has been reviewed and approved by the Court's legal counsel. This paragraph is intended to constitute a legal opinion of the Court's legal counsel that the presence of any subject in and Executive Session portion of the agenda is properly noticed pursuant to the Texas Open Meetings Act. This constitutes an interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by that attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to that attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Amend Commissioner Court Minutes - May 13, 2025 Regular Meeting

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Kim Pena - County Clerk's Office

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 238

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

To amend the Minutes from the previous Commissioners Court Meeting, May 13, 2025. Specifically Item Numbers 22 and 23.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

The minutes need to be amended and approved by Commissioners Court for items #22 and #23. Previous meeting, these two agenda items were blended together in a motion and need to be separated and voted on individually.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Public

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
- YES

DOCUMENTATION:

- NO
- YES
- INTENDED FOR THE PUBLIC
- INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

THE STATE OF TEXAS

COUNTY OF KENDALL BE IT REMEMBERED, that the Commissioners' Court of Kendall County, Texas, was begun and held at a Regular Meeting at the Courthouse in Boerne, Texas, and via Zoom on the 13th day of May 2025.

Present: SHANE STOLARCZYK, COUNTY JUDGE
JENNIFER MCCALL, COMMISSIONER, PRECINCT #1
ANDRA WISIAN, COMMISSIONER, PRECINCT #2
RICHARD CHAPMAN, COMMISSIONER, PRECINCT #3
CHAD CARPENTER, COMMISSIONER, PRECINCT #4
KIM PEÑA, DEPUTY COUNTY CLERK

1. Call to Order – 9:01 a.m.
2. Rabbi Yossi Marrus of Chabad of Boerne led the Prayer
3. Liam Bowers, a 5th grade student from Curington Elementary School led the Pledge of Allegiance to the United States and Texas Flags
4. Comments from the bench to share items of community interest as allowed under and limited by Texas Government Code Section 551.0415.
Jennifer McCall, Commissioner Precinct #1, Andra Wisian, Commissioner Precinct #2, Richard Chapman, Commissioner Precinct #3, and County Judge, Shane Stolarczyk
5. Declarations of Conflict of Interest - None

6. THE STATE OF TEXAS

COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to proclaim May 2025 as Mental Health Awareness Month in Kendall County. (attached)

Motion was made by Shane Stolarczyk, County Judge, seconded by Andra Wisian, Commissioner, and carried by a vote of 5-0.

7. THE STATE OF TEXAS

COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to proclaim May 11 – 17, 2025 as National Prevention Week in Kendall County. (attached)

Motion was made by Shane Stolarczyk, County Judge, seconded by Jennifer McCall, Commissioner, and carried by a vote of 5-0.

8. At 9:26 a.m. a Public Hearing was held on whether to accept the Proposition A Committee's recommendation for the County to participate in a conservation easement on property at 25 Spring Creek Road, Boerne, Texas 78006 with Proposition A Funds. (attached)

The following person spoke: Michael Ethridge

At 9:45 a.m. the Public Hearing concluded.

9. A motion was made by Chad Carpenter, Commissioner, seconded by Jennifer McCall, Commissioner to table this item to after today's Executive Session and carried by a vote of 3-2 with Jennifer McCall, Commissioner, Andra Wisian, Commissioner and Chad Carpenter, Commissioner voting in favor and Shane Stolarczyk, County Judge and Richard Chapman, Commissioner, voting against.

10. Consent Agenda:

Items on the Consent Agenda are considered to be of a routine nature and may require only limited discussion. All items under the Consent Agenda are heard and acted upon collectively unless opposition is presented. Any member of the Commissioners' Court may request that an item be removed from the Consent Agenda and considered separately for the purpose of discussion and voting.

- a. Consideration and action to approve the minutes from the April 22, 2025 Regular Meeting
- b. Consideration and action to accept the list of donations received in April 2025 (attached)
- c. Consideration and action to ratify time-sensitive disbursements made on 4/4/2025 and 4/21/2025 (attached)
- d. Presentation of Compensation Time Report for February, March and April 2025
- e. Consideration and action to ratify the revised National Day of Prayer Proclamation approved in Commissioners Court on April 22, 2025 (attached)
- f. Consideration and action to approve Boerne Volunteer Fire Department's Stipend Policy (attached)
- g. Consideration and action to approve Bergheim Volunteer Fire Department's Stipend Policy (attached)
- h. Consideration and action to approve Kendalia Volunteer Fire Department's Stipend Policy (attached)
- i. Consideration and action to approve an amending plat of the Heartland at Tapatio Springs creating Lot 25 A in accordance to the Kendall County Development Regulations. The purpose of the amending plat is to combine two lots into one lot. The proposed lot will have access to Heartland Lane and will be served by public water and sewer by provided Texas Water Company. (Scott and Tonja Strahan, Owners) (attached)
- j. Consideration and action to approve an amending plat of Cordillera Ranch Unit 301A creating Lot 10A in accordance to the Kendall County Development Regulations. The purpose of the amending plat is to combine two lots into one lot. The proposed lot will have access to Vaquero Pass and Ledgestone Trail and the lots are served by public water and sewer provided by GBRA (David N. Newberry and Taylor Ehret Newberry, Owners) (attached)
- k. Consideration and action to approve to ratify the contract between the Sheriff's Office and the LESO Defense Logistics Program formally known as the 10-33 Program.

10a. THE STATE OF TEXAS

COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to approve the Consent Agenda items for May 13, 2025.

Motion was made by Richard Chapman, Commissioner, seconded by Chad Carpenter, Commissioner, and carried by a vote of 5-0.

- 10b. Richard Chapman, Commissioner rescinded motion to approve the Consent Agenda items for May 13, 2025 made a motion to approve all the consent agenda items except for the minutes, item a., seconded by Chad Carpenter, Commissioner.**

10c. THE STATE OF TEXAS

COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to amend the Kendall County Road and Bridge Report March 2025 for Precinct 1, the Cattle guard replacement, that is being stricken and the report will be amended and resubmitted.

Motion was made by Jennifer McCall, Commissioner, seconded by Andra Wisian, Commissioner, and carried by a vote of 5-0.

- 11. PUBLIC COMMENTS: Sheryl D'Spain, Kendall County Treasurer**
The following person spoke during item #22: Jay Hiler, a student from Geneva School of Boerne

The following agenda items #22 and #23 were addressed out of sequence

22. THE STATE OF TEXAS

COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to approve the 4-H Gun Club's plan to construct of a skeet and trap field complex on the property leased to the Kendall County Youth Ag & Equestrian Center at Joshua Springs Park & Preserve. (attached)

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COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to appoint two court members to work with general counsel to update the property and facilities lease at Joshua Springs Park & Preserve with the 4-H Horse Club, Kendall County Jr. Livestock, and the Kendall County Youth Ag & Equestrian Center non-profit organizations.

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13. The burn ban remains off.

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COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to allow the Purchasing Agent to solicit an RFQ for a Construction Manager-Agent as well as proceed with a two-step process for a Construction Manager-At-Risk for the project of 119 Old San Antonio Road.

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COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to approve the addendum in the amount of \$51,012.00 for year two subscription of the Motorola Body Worn Camera and Video-As-A-Service 5 year term Agreement for the Sheriff's Office.

Motion was made by Shane Stolarczyk, County Judge, seconded by Jennifer McCall, Commissioner, and carried by a vote of 5-0.

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COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to allow the Purchasing Agent to solicit an RFP for Lease of Property for Food Truck Vendors.

Motion was made by Richard Chapman, Commissioner, seconded by Chad Carpenter, Commissioner, and carried by a vote of 5-0.

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- 24. No action taken on the draft of a resolution regarding water supply sustainability with the goal of taking action to adopt the resolution during the May 13 or the May 27 Commissioners Court meeting.**

25. THE STATE OF TEXAS

COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to approve the naming of a private road off Waring Welfare Road serving multiple properties. (attached)

Motion was made by Chad Carpenter, Commissioner, seconded by Richard Chapman, Commissioner, and carried by a vote of 5-0.

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COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to approve the hiring of an Assistant Criminal District Attorney. (attached)

Motion was made by Shane Stolarczyk, County Judge, seconded by Chad Carpenter, Commissioner, and carried by a vote of 5-0.

At 11:27 a.m. recessed Open Session

At 11:35 a.m. went into Executive Session

At 11:56 a.m. the Court took a lunch break

At 1:09 p.m. the Court resumed Executive Session

- I. Pursuant to Texas Government Code Ann. § 551.071 (Attorney Consultation), Texas Government Code Ann. § 551.0745 (Personnel Matters County Advisory Board), and Texas Government Code Ann. § 551.074 (Personnel Matters), consultation with legal counsel to seek the advice of attorney(s) representing the County concerning pending and/or threatened litigation, settlement offers, and/or matters in which the duties of the attorney(s) under the Texas Rules of Professional Conduct of the State Bar of Texas require confidential communications.
 1. *Kendall County v. Vaqueros Del Mar, LLC*, lawsuit pending in 451st Judicial District Court of Kendall County
 2. Holden Brothers Auto
 3. Kendall County Fire Code - Eastpoint Energy
 4. County Historical Property
 5. County water supply/resources
 6. Kendall County Policies and Procedures
 - a. Purchasing Policy - First Responders' Communication Services
 - b. EMS Operations
 - c. EMS Mentoring wrap-up
 - d. Management Training Class Feedback
 - e. General Counsel Transition Period
 - f. Department Head Evaluations
 - g. Bergheim Volunteer Fire Department budgeted firefighter personnel funding
 - h. Personnel Policy – Volunteers

- II. Pursuant to Texas Government Code Ann. § 551.072 (Real Property) a governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
 1. Proposition A Update
 - a. Red
 - b. White
 - c. Blue

- III. Pursuant to Texas Government Code Ann. § 551.076 (Security Devices/Audits), a governmental body is not required to conduct an open meeting to deliberate the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.
 1. Active Shooter Training

27. Action resulting from Executive Session deliberations

- I. Texas Government Code Ann. § 551.071, Texas Government Code Ann. § 551.0745, and Texas Government Code Ann. § 551.074:
 1. *Kendall County v. Vaqueros Del Mar, LLC*, lawsuit pending in 451st Judicial District Court of Kendall County
 2. Holden Brothers Auto
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 - f. Department Head Evaluations
 - g. Bergheim Volunteer Fire Department budgeted firefighter personnel funding
 - h. Personnel Policy – Volunteers

At 4:39 p.m. the Court closed Executive Session

At 4:44 p.m. the Court resumed Open Session

9. THE STATE OF TEXAS

COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to approve the purchase of a conservation easement of the property owned by Carolyn Chipman Evans contingent upon the dissolution of the partnership regarding the 45 acres and in proof of her full ownership thereafter of the full 50 acres.

Motion was made by Shane Stolarczyk, County Judge, seconded by Richard Chapman, Commissioner, and carried by a vote of 5-0.

THE STATE OF TEXAS

COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, for the county to participate in Champion High School Senior service day on Thursday, May 15 from 10:00 a.m. to noon.

Motion made by Andra Wisian, Commissioner, seconded by Shane Stolarczyk, County Judges, carried by a vote of 5-0.

27.16 g. (a.) THE STATE OF TEXAS

COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to allocate \$143,026.00 to be used to enter into a contract with the Bergheim Volunteer Fire Department conditioned on it providing protection to the area it covers as well as the county by hiring professional off duty firefighters to be stationed at the Bergheim Fire Station on a part time basis and to appoint Commissioner Wisian and another court member to work with the Kendall County Fire Department, Legal Counsel and the County Auditor to prepare an agreement for this funding and for the county to provide payroll, bookkeeping and related administrative support and any other requirements necessary to carry out the development of fire protection coverage from the Bergheim Volunteer Fire Department,

Motion was made by Andra Wisian, Commissioner, seconded by Jennifer McCall, Commissioner, carried by a vote of 5-0.

27.16 g. (b.) THE STATE OF TEXAS

COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to proceed with job postings for two full time fire fighters to serve the Bergheim Fire Department and for the Fire Marshall to work with Bergheim Fire Department, Chief Adam Hawkins on the job postings, schedules and other matters.

Motion was made by Andra Wisian, Commissioner, seconded by Jennifer McCall, Commissioner, carried by a vote of 5-0.

Being no further business, the meeting was adjourned at 5:22 p.m.

EXAMINED AND APPROVED THIS 27TH DAY OF MAY 2025.

ATTESTED: _____

**COUNTY JUDGE
KENDALL COUNTY, TEXAS**

**COUNTY CLERK
KENDALL COUNTY, TEXAS**

The Court reserves the right to adjourn, by majority vote, into Executive Session at any time during the course of this meeting to discuss any of the matters listed in this agenda, in the order deemed appropriate, as authorized by Chapter 551, Open Meetings, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.0745, 551.075, 551.076, 551.087, and 551.089 or to seek the advice of its attorney and/or other attorneys representing Kendall County on any matter in which the duty of the attorney to the Commissioners Court under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with chapter 551 of the Texas Government Code or as otherwise may be permitted under chapter 551. Action, if any, will be taken in the open session.

This agenda has been reviewed and approved by the Court's legal counsel. This paragraph is intended to constitute a legal opinion of the Court's legal counsel that the presence of any subject in and Executive Session portion of the agenda is properly noticed pursuant to the Texas Open Meetings Act. This constitutes an interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by that attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to that attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Amend Commissioner Court Minutes - May 13, 2025 Regular Meeting

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Kim Pena - County Clerk's Office

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 238

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

To amend the Minutes from the previous Commissioners Court Meeting, May 13, 2025. Specifically Item Numbers 27.16 g. (a.) and 27.16 g. (b.).

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

The minutes need to be amended and approved by Commissioners Court for items #27. I 6 g. (a.) and #27. I 6 g. (b.). Previous meeting, the second item number a motion made prior to the previous motion being rescinded. These two items need to be revisited and the motions remade.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Public

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

THE STATE OF TEXAS

COUNTY OF KENDALL BE IT REMEMBERED, that the Commissioners' Court of Kendall County, Texas, was begun and held at a Regular Meeting at the Courthouse in Boerne, Texas, and via Zoom on the 13th day of May 2025.

Present: SHANE STOLARCZYK, COUNTY JUDGE
JENNIFER MCCALL, COMMISSIONER, PRECINCT #1
ANDRA WISIAN, COMMISSIONER, PRECINCT #2
RICHARD CHAPMAN, COMMISSIONER, PRECINCT #3
CHAD CARPENTER, COMMISSIONER, PRECINCT #4
KIM PEÑA, DEPUTY COUNTY CLERK

1. Call to Order – 9:01 a.m.
2. Rabbi Yossi Marrus of Chabad of Boerne led the Prayer
3. Liam Bowers, a 5th grade student from Curington Elementary School led the Pledge of Allegiance to the United States and Texas Flags
4. Comments from the bench to share items of community interest as allowed under and limited by Texas Government Code Section 551.0415.
Jennifer McCall, Commissioner Precinct #1, Andra Wisian, Commissioner Precinct #2, Richard Chapman, Commissioner Precinct #3, and County Judge, Shane Stolarczyk
5. Declarations of Conflict of Interest - None

6. THE STATE OF TEXAS

COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to proclaim May 2025 as Mental Health Awareness Month in Kendall County. (attached)

Motion was made by Shane Stolarczyk, County Judge, seconded by Andra Wisian, Commissioner, and carried by a vote of 5-0.

7. THE STATE OF TEXAS

COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to proclaim May 11 – 17, 2025 as National Prevention Week in Kendall County. (attached)

Motion was made by Shane Stolarczyk, County Judge, seconded by Jennifer McCall, Commissioner, and carried by a vote of 5-0.

8. At 9:26 a.m. a Public Hearing was held on whether to accept the Proposition A Committee's recommendation for the County to participate in a conservation easement on property at 25 Spring Creek Road, Boerne, Texas 78006 with Proposition A Funds. (attached)

The following person spoke: Michael Ethridge

At 9:45 a.m. the Public Hearing concluded.

9. A motion was made by Chad Carpenter, Commissioner, seconded by Jennifer McCall, Commissioner to table this item to after today's Executive Session and carried by a vote of 3-2 with Jennifer McCall, Commissioner, Andra Wisian, Commissioner and Chad Carpenter, Commissioner voting in favor and Shane Stolarczyk, County Judge and Richard Chapman, Commissioner, voting against.

10. Consent Agenda:

Items on the Consent Agenda are considered to be of a routine nature and may require only limited discussion. All items under the Consent Agenda are heard and acted upon collectively unless opposition is presented. Any member of the Commissioners' Court may request that an item be removed from the Consent Agenda and considered separately for the purpose of discussion and voting.

- a. Consideration and action to approve the minutes from the April 22, 2025 Regular Meeting
- b. Consideration and action to accept the list of donations received in April 2025 (attached)
- c. Consideration and action to ratify time-sensitive disbursements made on 4/4/2025 and 4/21/2025 (attached)
- d. Presentation of Compensation Time Report for February, March and April 2025
- e. Consideration and action to ratify the revised National Day of Prayer Proclamation approved in Commissioners Court on April 22, 2025 (attached)
- f. Consideration and action to approve Boerne Volunteer Fire Department's Stipend Policy (attached)
- g. Consideration and action to approve Bergheim Volunteer Fire Department's Stipend Policy (attached)
- h. Consideration and action to approve Kendalia Volunteer Fire Department's Stipend Policy (attached)
- i. Consideration and action to approve an amending plat of the Heartland at Tapatio Springs creating Lot 25 A in accordance to the Kendall County Development Regulations. The purpose of the amending plat is to combine two lots into one lot. The proposed lot will have access to Heartland Lane and will be served by public water and sewer by provided Texas Water Company. (Scott and Tonja Strahan, Owners) (attached)
- j. Consideration and action to approve an amending plat of Cordillera Ranch Unit 301A creating Lot 10A in accordance to the Kendall County Development Regulations. The purpose of the amending plat is to combine two lots into one lot. The proposed lot will have access to Vaquero Pass and Ledgestone Trail and the lots are served by public water and sewer provided by GBRA (David N. Newberry and Taylor Ehret Newberry, Owners) (attached)
- k. Consideration and action to approve to ratify the contract between the Sheriff's Office and the LESO Defense Logistics Program formally known as the 10-33 Program.

10a. THE STATE OF TEXAS

COUNTY OF KENDALL It is ordered by the Commissioners' Court of Kendall County, Texas, to approve the Consent Agenda items for May 13, 2025.

Motion was made by Richard Chapman, Commissioner, seconded by Chad Carpenter, Commissioner, and carried by a vote of 5-0.

- 10b. Richard Chapman, Commissioner rescinded motion to approve the Consent Agenda items for May 13, 2025 made a motion to approve all the consent agenda items except for the minutes, item a., seconded by Chad Carpenter, Commissioner.**

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27. Action resulting from Executive Session deliberations

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Motion was made by Andra Wisian, Commissioner, seconded by Jennifer McCall, Commissioner, carried by a vote of 5-0.

Being no further business, the meeting was adjourned at 5:22 p.m.

EXAMINED AND APPROVED THIS 27TH DAY OF MAY 2025.

ATTESTED: _____

**COUNTY JUDGE
KENDALL COUNTY, TEXAS**

**COUNTY CLERK
KENDALL COUNTY, TEXAS**

The Court reserves the right to adjourn, by majority vote, into Executive Session at any time during the course of this meeting to discuss any of the matters listed in this agenda, in the order deemed appropriate, as authorized by Chapter 551, Open Meetings, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.0745, 551.075, 551.076, 551.087, and 551.089 or to seek the advice of its attorney and/or other attorneys representing Kendall County on any matter in which the duty of the attorney to the Commissioners Court under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with chapter 551 of the Texas Government Code or as otherwise may be permitted under chapter 551. Action, if any, will be taken in the open session.

This agenda has been reviewed and approved by the Court's legal counsel. This paragraph is intended to constitute a legal opinion of the Court's legal counsel that the presence of any subject in and Executive Session portion of the agenda is properly noticed pursuant to the Texas Open Meetings Act. This constitutes an interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by that attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to that attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Approve Commissioner Court Minutes - May 13, 2025 Regular Meeting

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Kim Pena - County Clerk's Office

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 238

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

To approve the Minutes from the previous Commissioners Court Meeting.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

The minutes need to be approved by Commissioners Court.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Public

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
- YES

DOCUMENTATION:

- NO
- YES
- INTENDED FOR THE PUBLIC
- INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Auditor's Monthly Financial Report

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

County Auditor's Office
Corinna Speer, County Auditor

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 240

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Present County Auditor's Monthly Financial Report for March and April 2025.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Present County Auditor's Monthly Financial Report

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

County Auditor's February Monthly Financial Report

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

County of Kendall

OFFICE OF THE



COUNTY AUDITOR

CORINNA SPEER
County Auditor

May 12, 2025

Honorable Kirsten Cohoon, 451st District Judge

Honorable Commissioners Court:

Shane Stolarczyk, County Judge

Jennifer McCall, Commissioner Precinct 1

Andra M. Wisian, Commissioner Precinct 2

Richard Chapman, Commissioner Precinct 3

Chad Carpenter, Commissioner Precinct 4

In accordance with Texas Local Government Code Chapter 114.025 (a) and the guidelines provided by the Standard Financial Management System for Texas Counties issued by the Comptroller's Office of the State of Texas, I hereby submit the County Auditor's Monthly Financial Report for Kendall County, Texas for the month ending March 31, 2025.

Sincerely,

Corinna Speer
Kendall County Auditor

Kendall County, Texas
Governmental Funds
Fiscal Year 2025

Governmental Funds are comprised of both Major Funds and Non-Major Funds.

Major Funds include:

General Fund	10
Road & Bridge	11

Capital Projects Funds:

Capital Projects - 2022 Tax Note	70
Open Space/Conservation Land	74

Non-Major Funds include:

Special Revenue Funds:

Courthouse Security	13
Lateral Road & Bridge	15
Court Reporter Service	16
Attorney Hot Checks	17
County Clerk Records Management	19
Law Library	20
Justice Court Technology	21
Justice Court Building Security	22
County & District Courts Technology	23
Alternative Dispute Resolution	24
District Clerk Records Management	25
Court Clerk Records Archive	26
Vital Statistics Records	27
Pre Trial Intervention	28
LEOSE Training Allocation	29
County Jury Fund	30
County Records Mgmt & Preservation	31
Appellate Judicial System	32
* Juvenile Board State Grants	33
Local Truancy Prev & Diversion Fund	36
Court-Initiated Guardianship Fund	37
MVDIT Interest	41
Election Services Contract	42
Fire Inspection & Permit	43
Crime Victims Grant	50
Coronavirus Local Fiscal Recovery Funds	55
Senate Bill (SB) 22 - Sheriff	56
Senate Bill (SB) 22 - Prosecutor	57
Tobacco Settlement	80
* Opioid Abatement Fund	83
Sheriff Abandoned Vehicles	84
Sheriff Local Asset Forfeiture	85
Sheriff Federal Asset Forfeiture	87
CDA Forfeiture	88
Bond Forfeiture Commission	89
* Public Grant Account	96

Debt Service Funds:

Series 2016 Limited Tax Gen Oblig Bond	65
Series 2022 Tax Note	66
Series 2023 Limited Tax Gen Oblig Bond	67

All funds listed are reflected on the cash balance report.
*Funds are not budgeted. Not reported on the Rev/Expense Vs Budget Data

Kendall County, Texas
Statement of Revenues & Expenses vs. Budget Data
General Fund By Department - Fund 10
Month Ending March 31, 2025

Revenues - By Department		Adopted Budget	March Revenue	Year to Date	Remaining Budget	% Collected
310	Property Taxes	\$ 31,260,000.00	\$ 451,266.83	\$ 30,371,978.83	\$ 888,021.17	97.16%
318	State Comptroller	\$ 6,797,900.00	\$ 489,082.66	\$ 2,361,686.08	\$ 4,436,213.92	34.74%
319	Penalty & Interest	\$ 195,000.00	\$ 39,349.62	\$ 102,041.70	\$ 92,958.30	52.33%
320	License & Permits	\$ 572,000.00	\$ 26,890.00	\$ 276,454.00	\$ 295,546.00	48.33%
333	State & Federal Grants	\$ 307,500.00	\$ 390.00	\$ 43,602.30	\$ 263,897.70	14.18%
340	Fees of Office	\$ 1,377,000.00	\$ 94,664.36	\$ 489,520.38	\$ 887,479.62	35.55%
341	Other Fees	\$ 2,457,432.00	\$ 190,709.92	\$ 1,120,340.84	\$ 1,337,091.16	45.59%
350	Fines & Forfeitures	\$ 765,200.00	\$ 78,976.81	\$ 378,219.60	\$ 386,980.40	49.43%
360	Interest	\$ 1,900,000.00	\$ 133,702.65	\$ 828,628.87	\$ 1,071,371.13	43.61%
361	Miscellaneous	\$ 724,000.00	\$ 16,465.67	\$ 157,753.63	\$ 566,246.37	21.79%
390	Other Financing Sources	\$ 7,336,985.00	\$ -	\$ -	\$ 7,336,985.00	0.00%
Total Revenue		\$ 53,693,017.00	\$ 1,521,498.52	\$ 36,130,226.23	\$ 17,562,790.77	67.29%

Expenditures - By Department		Adopted Budget	March Expenses	Year to Date	Remaining Budget	% Spent
400	County Judge	\$ 626,921.00	\$ 48,093.18	\$ 266,390.48	\$ 360,530.52	42.49%
401	County Commissioners	\$ 7,800,907.00	\$ 160,143.23	\$ 4,186,866.64	\$ 3,614,040.36	53.67%
402	County Engineer	\$ 1,615,473.00	\$ 87,262.31	\$ 653,001.92	\$ 962,471.08	40.42%
403	County Clerk	\$ 729,632.00	\$ 61,786.30	\$ 363,502.84	\$ 366,129.16	49.82%
404	Elections	\$ 529,489.00	\$ 22,202.79	\$ 269,763.84	\$ 259,725.16	50.95%
405	Veterans Services	\$ 71,371.00	\$ 4,602.26	\$ 29,808.72	\$ 41,562.28	41.77%
406	Emergency Management	\$ 164,698.00	\$ 56,975.83	\$ 91,479.83	\$ 73,218.17	55.54%
408	Animal Control	\$ 797,106.00	\$ 60,836.49	\$ 373,280.61	\$ 423,825.39	46.83%
409	Non-Departmental	\$ 49,032.00	\$ (17,847.36)	\$ 20,283.06	\$ 28,748.94	41.37%
411	Commissioner, Pct. 1	\$ 138,516.00	\$ 10,710.78	\$ 69,259.65	\$ 69,256.35	50.00%
412	Commissioner, Pct. 2	\$ 129,117.00	\$ 9,962.90	\$ 56,454.05	\$ 72,662.95	43.72%
413	Commissioner, Pct. 3	\$ 135,064.00	\$ 12,643.99	\$ 66,022.10	\$ 69,041.90	48.88%
414	Commissioner, Pct. 4	\$ 140,523.00	\$ 9,306.25	\$ 63,272.41	\$ 77,250.59	45.03%
415	Information Technology	\$ 1,175,477.00	\$ 91,468.89	\$ 490,262.17	\$ 685,214.83	41.71%
435	District Court	\$ 735,043.00	\$ 32,207.37	\$ 284,039.27	\$ 451,003.73	38.64%
436	CPS Court	\$ 54,826.00	\$ 2,615.36	\$ 23,530.36	\$ 31,295.64	42.92%
437	Court Systems	\$ 341,641.00	\$ 39,360.64	\$ 150,327.63	\$ 191,313.37	44.00%
438	Pre Trial Services	\$ 333,880.00	\$ 25,044.73	\$ 166,699.61	\$ 167,180.39	49.93%
450	District Clerk	\$ 863,915.00	\$ 69,761.15	\$ 393,724.95	\$ 470,190.05	45.57%
455	Justice of the Peace, Pct. 1	\$ 243,122.00	\$ 16,005.17	\$ 113,129.60	\$ 129,992.40	46.53%
456	Justice of the Peace, Pct. 2	\$ 263,306.00	\$ 17,434.38	\$ 119,705.04	\$ 143,600.96	45.46%
457	Justice of the Peace, Pct. 3	\$ 323,382.00	\$ 26,928.02	\$ 147,648.89	\$ 175,733.11	45.66%
458	Justice of the Peace, Pct. 4	\$ 343,586.00	\$ 25,572.81	\$ 162,198.23	\$ 181,387.77	47.21%
470	Criminal District Attorney	\$ 2,152,534.00	\$ 163,847.02	\$ 1,053,483.56	\$ 1,099,050.44	48.94%
473	General Counsel	\$ 819,801.00	\$ 33,808.26	\$ 242,530.74	\$ 577,270.26	29.58%
495	County Auditor	\$ 1,226,075.00	\$ 148,540.71	\$ 640,824.28	\$ 585,250.72	52.27%
496	Human Resources	\$ 423,917.00	\$ 25,696.40	\$ 172,275.01	\$ 251,641.99	40.64%
497	County Treasurer	\$ 246,287.00	\$ 18,497.37	\$ 117,592.57	\$ 128,694.43	47.75%
498	Purchasing	\$ 225,359.00	\$ 12,530.14	\$ 72,594.85	\$ 152,764.15	32.21%
499	County Tax A/C	\$ 1,172,326.00	\$ 88,548.68	\$ 565,577.07	\$ 606,748.93	48.24%
510	Courthouse & Buildings	\$ 2,030,509.00	\$ 176,922.86	\$ 1,040,450.48	\$ 990,058.52	51.24%
512	Detention	\$ 5,312,723.00	\$ 426,083.73	\$ 2,863,368.47	\$ 2,449,354.53	53.90%
540	Emergency Medical Services	\$ 5,051,427.00	\$ 349,674.19	\$ 2,354,605.74	\$ 2,696,821.26	46.61%
544	Volunteer F.D.	\$ 1,393,761.00	\$ 509,519.71	\$ 874,273.38	\$ 519,487.62	62.73%
545	Rural Fire	\$ 507,828.00	\$ 23,852.34	\$ 147,887.39	\$ 359,940.61	29.12%

Kendall County, Texas
Statement of Revenues & Expenses vs. Budget Data
General Fund By Department - Fund 10
Month Ending March 31, 2025

Expenditures	Adopted Budget	March Expenses	Year to Date	Remaining Budget	% Spent
551 Constable, Pct. 1	\$ 116,696.00	\$ 8,933.56	\$ 58,716.60	\$ 57,979.40	50.32%
552 Constable, Pct. 2	\$ 115,199.00	\$ 7,651.00	\$ 53,931.44	\$ 61,267.56	46.82%
553 Constable, Pct. 3	\$ 123,011.00	\$ 8,057.57	\$ 57,434.40	\$ 65,576.60	46.69%
554 Constable, Pct. 4	\$ 120,774.00	\$ 8,573.16	\$ 60,093.85	\$ 60,680.15	49.76%
560 County Sheriff	\$ 8,052,180.00	\$ 574,649.49	\$ 3,881,541.62	\$ 4,170,638.38	48.20%
565 Department of Public Safety	\$ 1,900.00	\$ -	\$ 299.99	\$ 1,600.01	15.79%
570 Juvenile Probation	\$ 299,797.00	\$ 16,321.16	\$ 118,654.75	\$ 181,142.25	39.58%
579 Adult Probation	\$ 24,823.00	\$ 1,785.31	\$ 9,981.87	\$ 14,841.13	40.21%
580 Central Communications	\$ 719,088.00	\$ 359,544.00	\$ 359,544.00	\$ 359,544.00	50.00%
595 Solid Waste	\$ 257,750.00	\$ 42,462.53	\$ 126,891.68	\$ 130,858.32	49.23%
596 Brush Site	\$ 133,800.00	\$ 7,983.94	\$ 58,014.49	\$ 75,785.51	43.36%
597 Recycling	\$ 63,758.00	\$ 4,537.98	\$ 28,563.95	\$ 35,194.05	44.80%
620 Road & Bridge Salary	\$ 3,101,336.00	\$ 248,797.14	\$ 1,485,828.49	\$ 1,615,507.51	47.91%
635 County Health & Welfare	\$ 110,472.00	\$ 8,138.56	\$ 52,122.15	\$ 58,349.85	47.18%
636 Health Inspector	\$ 259,719.00	\$ 16,325.63	\$ 99,206.31	\$ 160,512.69	38.20%
645 Culture & Health Services	\$ 105,500.00	\$ 12,500.00	\$ 39,500.00	\$ 66,000.00	37.44%
650 Library Systems	\$ 550,250.00	\$ 137,562.00	\$ 412,686.50	\$ 137,563.50	75.00%
660 Parks	\$ 953,707.00	\$ 71,853.47	\$ 431,041.28	\$ 522,665.72	45.20%
665 Extension Services	\$ 287,610.00	\$ 20,400.14	\$ 123,901.82	\$ 163,708.18	43.08%
670 County Conservation	\$ 79,100.00	\$ 6,400.00	\$ 32,000.00	\$ 47,100.00	40.46%
700 Transfers Out	\$ 47,973.00	\$ -	\$ (42,260.83)	\$ 90,233.83	-88.09%
Total Expenditures	\$ 53,693,017.00	\$ 4,413,075.52	\$ 26,153,809.80	\$ 27,539,207.20	48.71%
Excess Revenue Over(under) Expenditures:	\$ -	\$ (2,891,577.00)	\$ 9,976,416.43		

Kendall County, Texas
Statement of Revenues & Expenses vs. Budget Data
Other Governmental Budgeted Funds
Totals - Month Ending March 31, 2025

	Budget Rev / Exp	Revenue Collected as of 03/31/25	Expenditures as of 03/31/25	Excess Revenue Over (under) Expenditures
11 Road & Bridge	\$ 5,367,315.00	\$ 857,397.63	\$ 998,339.10	\$ (140,941.47)
13 Courthouse Security	\$ 50,000.00	\$ 22,062.57	\$ 6,547.38	\$ 15,515.19
15 Lateral Road & Bridge	\$ 150,000.00	\$ 31,692.83	\$ 118,212.50	\$ (86,519.67)
16 Court Reporter Service	\$ 20,000.00	\$ 9,991.85	\$ 9,191.15	\$ 800.70
19 County Clerk Records Management	\$ 193,446.00	\$ 60,166.49	\$ 71,303.28	\$ (11,136.79)
20 Law Library	\$ 59,000.00	\$ 13,545.00	\$ -	\$ 13,545.00
21 Justice Court Technology	\$ 32,614.00	\$ 8,513.69	\$ 9,120.00	\$ (606.31)
22 Justice Court Building Security	\$ 35,000.00	\$ 41.17	\$ -	\$ 41.17
23 County & District Courts Technology	\$ 7,900.00	\$ 583.23	\$ -	\$ 583.23
24 Alternative Dispute Resolution	\$ 10,000.00	\$ 6,950.00	\$ 4,180.00	\$ 2,770.00
25 District Clerk Records Management	\$ 29,200.00	\$ 11,655.22	\$ 9,000.00	\$ 2,655.22
26 County Clerk Records Archive	\$ 162,522.00	\$ 54,188.63	\$ -	\$ 54,188.63
27 Vital Statistics Records	\$ 500.00	\$ 249.00	\$ -	\$ 249.00
28 Pre Trial Intervention	\$ 30,600.00	\$ 7,523.00	\$ -	\$ 7,523.00
29 LEOSE Training Allocation	\$ 24,000.00	\$ 18,213.19	\$ 180.00	\$ 18,033.19
30 County Jury Fund	\$ 25,000.00	\$ 4,689.29	\$ 2,000.00	\$ 2,689.29
31 County Records Mgmt & Preservation	\$ -	\$ -	\$ -	\$ -
32 Appellate Judicial System	\$ 4,300.00	\$ 1,930.00	\$ 1,165.00	\$ 765.00
36 Local Truancy Prev & Diversion Fund	\$ 19,360.00	\$ 10,441.20	\$ -	\$ 10,441.20
37 Court-Initiated Guardianship Fund	\$ 7,000.00	\$ 3,270.00	\$ -	\$ 3,270.00
41 MVDIT Interest	\$ 42,835.00	\$ 27,105.12	\$ 22,454.42	\$ 4,650.70
42 Election Services Contract	\$ 21,041.00	\$ 21,653.09	\$ 4,454.70	\$ 17,198.39
43 Fire Inspection & Permit	\$ 175,095.00	\$ 40,479.70	\$ 83,570.87	\$ (43,091.17)
50 Crime Victims Services	\$ 182,498.00	\$ 40,732.24	\$ 92,547.90	\$ (51,815.66)
55 Coronavirus Local Fisc Recvy Funds	\$ 1,500,000.00	\$ 44,576.56	\$ 561,689.79	\$ (517,113.23)
56 Senate Bill (SB) 22 - Sheriff	\$ 350,000.00	\$ 358,484.42	\$ 319,924.86	\$ 38,559.56
57 Senate Bill (SB) 22 - Prosecutor	\$ 175,000.00	\$ 180,424.88	\$ 37,178.68	\$ 143,246.20
65 Series 2016 Limited Tax Gen Oblig Bond	\$ 2,482,400.00	\$ 3,123,057.76	\$ 2,352,000.00	\$ 771,057.76
66 Series 2022 Tax Note	\$ 801,758.00	\$ 794,823.40	\$ 738,250.00	\$ 56,573.40
67 Series 2023 Limited Tax Gen Oblig Bond	\$ 4,294,600.00	\$ 4,042,185.19	\$ 3,941,050.00	\$ 101,135.19
70 Capital Projects - 2022 Tax Note	\$ 3,000,000.00	\$ 16,182.93	\$ 729,693.83	\$ (713,510.90)
74 Open Space/Conservation Land	\$ 20,000,000.00	\$ 289,465.67	\$ 1,541,316.92	\$ (1,251,851.25)
80 Tobacco Settlement	\$ 62,000.00	\$ 812.97	\$ 8,801.96	\$ (7,988.99)
84 Sheriff Abandoned Vehicles	\$ 3,300.00	\$ -	\$ 613.00	\$ (613.00)
85 Sheriff Local Asset Forfeiture	\$ 20,000.00	\$ 2,369.91	\$ 12,890.98	\$ (10,521.07)
87 Sheriff Federal Asset Forfeiture	\$ 64,500.00	\$ 21,319.68	\$ 7,323.41	\$ 13,996.27
88 CDA Forfeiture	\$ 115,000.00	\$ 2,627.89	\$ 6,654.18	\$ (4,026.29)
89 Bond Forfeiture Commission	\$ 54,000.00	\$ 3,428.54	\$ -	\$ 3,428.54
Totals	\$ 39,571,784.00	\$ 10,132,833.94	\$ 11,689,653.91	\$ (1,556,819.97)

Kendall County, Texas
Combined Statement of Receipts and Disbursements
All Funds - Governmental, Private Purpose and Agency Funds
Month Ending March 31, 2025

Fund	Cash Balances 2/28/2025	Receipts w/Transfers In	Disbursements w/Transfers Out	Cash Balances 03/31/2025
10 General Fund	\$ 40,693,830.75	\$ 4,535,359.86	\$ 7,414,188.47	\$ 37,815,002.14
11 Road & Bridge	\$ 5,283,015.32	\$ 101,061.33	\$ 137,889.96	\$ 5,246,186.69 *
13 Courthouse Security	\$ 127,057.68	\$ 4,260.33	\$ 1,123.73	\$ 130,194.28
15 Lateral Road & Bridge	\$ 227,750.17	\$ 719.01	\$ -	\$ 228,469.18
16 Court Reporter Service	\$ 50,923.86	\$ 1,792.71	\$ 759.00	\$ 51,957.57
19 County Clerk Records Management	\$ 592,745.70	\$ 10,949.61	\$ 9,974.08	\$ 593,721.23
20 Law Library	\$ 87,087.79	\$ 2,415.00	\$ -	\$ 89,502.79
21 Justice Court Technology	\$ 52,053.98	\$ 1,823.18	\$ 760.00	\$ 53,117.16
22 Justice Court Building Security	\$ 38,503.44	\$ 9.00	\$ -	\$ 38,512.44
23 County & District Technology Archive	\$ 25,887.47	\$ 97.01	\$ -	\$ 25,984.48
24 Alternative Dispute Resolution	\$ 1,547.42	\$ 1,255.00	\$ -	\$ 2,802.42
25 Records Management	\$ 13,020.75	\$ 1,835.98	\$ -	\$ 14,856.73
26 County Clerks Records Archive	\$ 538,560.20	\$ 9,689.55	\$ -	\$ 548,249.75
27 Vital Statistics Records	\$ 1,589.50	\$ 46.00	\$ -	\$ 1,635.50
28 Pre Trial Intervention	\$ 57,167.47	\$ 1,555.00	\$ -	\$ 58,722.47
29 LEOSE Training Allocation	\$ 76,114.74	\$ 10,011.81	\$ -	\$ 86,126.55
30 County Jury Fund	\$ 10,286.87	\$ 828.61	\$ -	\$ 11,115.48
31 County Records Mgmt & Preservation	\$ 48,466.45	\$ -	\$ -	\$ 48,466.45
32 Appellate Judicial System	\$ 420.00	\$ 345.00	\$ -	\$ 765.00
33 Juvenile Board	\$ 17,765.14	\$ 47,666.00	\$ 21,309.35	\$ 44,121.79
36 Local Truancy Prev & Diversion Fund	\$ 94,961.74	\$ 2,234.00	\$ -	\$ 97,195.74
37 Court-Initiated Guardianship Fund	\$ 20,580.00	\$ 900.00	\$ -	\$ 21,480.00
41 M.V.D.I.T. Interest	\$ 93,820.00	\$ 4,665.48	\$ 3,732.05	\$ 94,753.43
42 Election Services Contract	\$ 54,379.29	\$ -	\$ 847.75	\$ 53,531.54
43 Fire Inspection & Permit	\$ 184,465.58	\$ 585.64	\$ 12,047.16	\$ 173,004.06
50 Crime Victims Grant	\$ (36,859.26)	\$ -	\$ 14,956.40	\$ (51,815.66) *
55 Coronavirus Local Fisc Recvy Funds	\$ 1,625,511.70	\$ 28,299.86	\$ 44,354.68	\$ 1,609,456.88
56 Senate Bill (SB) 22 - Sheriff	\$ 408,708.14	\$ 267,189.79	\$ 531,801.60	\$ 144,096.33
57 Senate Bill (SB) 22 - Prosecutor	\$ 237,827.35	\$ 11,283.82	\$ 20,789.64	\$ 228,321.53
65 Series 2016 Limited Tax Gen Oblig Bond	\$ 1,168,864.61	\$ 19,874.03	\$ -	\$ 1,188,738.64
66 Series 2022 Tax Note	\$ 1,089,565.10	\$ 4,605.34	\$ -	\$ 1,094,170.44
67 Series 2023 Limited Tax Gen Oblig Bond	\$ 338,300.47	\$ 117,514.56	\$ -	\$ 455,815.03
70 Capital Projects 2022 Tax Note	\$ 344,754.64	\$ 14,377.12	\$ 60,274.90	\$ 298,856.86
74 Open Space/Conservation Land	\$ 20,192,061.01	\$ 6,513.70	\$ 4,008.31	\$ 20,194,566.40
80 Tobacco Settlement	\$ 123,761.29	\$ 133.61	\$ 6,429.71	\$ 117,465.19
81 Historical Commission	\$ 7,015.67	\$ -	\$ -	\$ 7,015.67
82 County Donations	\$ 85,328.83	\$ 2,952.00	\$ 3,865.52	\$ 84,415.31
83 Opioid Abatement Fund	\$ 41,087.98	\$ 132.45	\$ -	\$ 41,220.43
84 Sheriff Abandoned Vehicles	\$ 2,329.75	\$ -	\$ -	\$ 2,329.75
85 Sheriff Local Asset Forfeiture	\$ 110,197.31	\$ 15,852.81	\$ 20,943.76	\$ 105,106.36
87 Sheriff Federal Asset Forfeiture	\$ 183,738.79	\$ 7,851.06	\$ 919.25	\$ 190,670.60
88 CDA Forfeiture	\$ 126,157.23	\$ 431.36	\$ -	\$ 126,588.59
89 Bond Forfeiture Commission	\$ 67,733.42	\$ 29.73	\$ -	\$ 67,763.15
90 Trust Account	\$ 1,206,709.70	\$ 637.33	\$ -	\$ 1,207,347.03
93 State Fees	\$ 243,371.68	\$ 61,544.57	\$ -	\$ 304,916.25
96 Public Grant Account	\$ (291,945.91)	\$ 1,224,080.66	\$ 579,172.30	\$ 352,962.45
	<u>\$ 75,666,220.81</u>	<u>\$ 6,523,408.91</u>	<u>\$ 8,890,147.62</u>	<u>\$ 73,299,482.10</u>

* Funds that receive money from the General Fund at year end.

Kendall County, Texas
 Summary of Outstanding Bonded Debt
 FY2025 - Month Ending March 31, 2025

Total Paid to Date in FY25

Series 2016 Limited Tax Bonds - Law Enforcement Center Project - Fund 65

<u>Year Ending 9/30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$2,200,000.00	\$282,000.00	\$2,482,000.00
2026	\$2,000,000.00	\$240,000.00	\$2,240,000.00
2027	\$2,000,000.00	\$200,000.00	\$2,200,000.00
2028	\$2,000,000.00	\$15,000.00	\$2,150,000.00
2029	\$2,000,000.00	\$90,000.00	\$2,090,000.00
2030	\$2,000,000.00	\$45,000.00	\$2,045,000.00
2031	\$2,000,000.00	\$15,000.00	\$2,015,000.00
Total	\$14,200,000.00	\$887,000.00	\$15,222,000.00

Principal	\$ 2,200,000.00
Interest	\$ 152,000.00

Series 2023 General Obligation Bonds - Open Space/Conservation Land - Fund 67

<u>Year Ending 9/30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$3,500,000.00	\$794,600.00	\$4,294,600.00
2026	\$3,500,000.00	\$619,600.00	\$4,119,600.00
2027	\$1,000,000.00	\$507,100.00	\$1,507,100.00
2028	\$1,000,000.00	\$456,100.00	\$1,456,100.00
2029	\$1,000,000.00	\$407,100.00	\$1,407,100.00
2030	\$1,400,000.00	\$347,100.00	\$1,747,100.00
2031	\$1,385,000.00	\$277,475.00	\$1,662,475.00
2032	\$1,425,000.00	\$207,225.00	\$1,632,225.00
2033	\$1,405,000.00	\$136,475.00	\$1,541,475.00
2034	\$1,135,000.00	\$72,975.00	\$1,207,975.00
2035	\$1,115,000.00	\$22,300.00	\$1,137,300.00
Total	\$17,865,000.00	\$3,848,050.00	\$21,713,050.00

Principal	\$ 3,500,000.00
Interest	\$ 441,050.00

Balance Due Current Fiscal Year

Principal Payments due in FY2025:	\$	-
Interest Payments due in FY2025:	\$	483,550.00

Kendall County, Texas
 Summary of Outstanding Other Debt
 FY2025 - Month Ending March 31, 2025

Series 2022 Tax Note - Jail Addition and EMS Facility - Fund 66

Total Paid to Date in FY25

<u>Year Ending 9/30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$665,000.00	\$136,757.75	\$801,757.75
2026	\$940,000.00	\$113,244.50	\$1,053,244.50
2027	\$1,030,000.00	\$84,384.00	\$1,114,384.00
2028	\$1,125,000.00	\$52,813.25	\$1,177,813.25
2029	\$1,240,000.00	\$18,166.00	\$1,258,166.00
Total	\$5,000,000.00	\$405,365.50	\$5,405,365.50

Principal	\$ 665,000.00
Interest	\$ 73,250.00

Balance Due Current Fiscal Year

Principal Payments due in FY2025:	\$ -
Interest Payments due in FY2025:	\$ 63,507.75

Kendall County, Texas
Schedule of Funds on Deposit
Month Ending March 31, 2025

Financial Institution	Type of Investment	Balance 03/31/2025
Frost Bank- County Depository	Checking	\$ 28,206,722.47
Logic	Public Fund Investment Pool	\$ 43,815,806.54
Banc of California	Certificate of Deposit	\$ 235,500.00
Bank of Ann Arbor	Certificate of Deposit	\$ 235,500.00
BOKF, National Association	Certificate of Deposit	\$ 224,250.00
Dacotah Bank	Certificate of Deposit	\$ 235,500.00
Farmers & Merchants State Bank	Certificate of Deposit	\$ 216,741.03
Hebron Savings Bank	Certificate of Deposit	\$ 235,500.00
Heritage Bank of Commerce	Certificate of Deposit	\$ 181,334.17
Middlefield Banking Company	Certificate of Deposit	\$ 33,258.97
National Bank of St. Anne	Certificate of Deposit	\$ 6,616.79
New OMNI Bank, NA	Certificate of Deposit	\$ 235,500.00
One United Bank	Certificate of Deposit	\$ 235,500.00
Optus Bank	Certificate of Deposit	\$ 235,500.00
Pinnacle Bank	Certificate of Deposit	\$ 213,194.18
Republic Bank & Trust Company	Certificate of Deposit	\$ 235,500.00
Rockland Trust Company	Certificate of Deposit	\$ 138,383.21
SSB Community Bank	Certificate of Deposit	\$ 235,500.00
Truist Bank	Certificate of Deposit	\$ 131,221.65
United Bank	Certificate of Deposit	\$ 235,500.00
Total		\$ 75,522,529.01

County of Kendall

OFFICE OF THE



COUNTY AUDITOR

CORINNA SPEER
County Auditor

May 21, 2025

Honorable Kirsten Cohoon, 451st District Judge

Honorable Commissioners Court:

Shane Stolarczyk, County Judge

Jennifer McCall, Commissioner Precinct 1

Andra M. Wisian, Commissioner Precinct 2

Richard Chapman, Commissioner Precinct 3

Chad Carpenter, Commissioner Precinct 4

In accordance with Texas Local Government Code Chapter 114.025 (a) and the guidelines provided by the Standard Financial Management System for Texas Counties issued by the Comptroller's Office of the State of Texas, I hereby submit the County Auditor's Monthly Financial Report for Kendall County, Texas for the month ending April 30, 2025.

Sincerely,

Corinna Speer
Kendall County Auditor

Kendall County, Texas
Governmental Funds
Fiscal Year 2025

Governmental Funds are comprised of both Major Funds and Non-Major Funds.

Major Funds include:

General Fund	10
Road & Bridge	11

Capital Projects Funds:

Capital Projects - 2022 Tax Note	70
Open Space/Conservation Land	74

Non-Major Funds include:

Special Revenue Funds:

Courthouse Security	13
Lateral Road & Bridge	15
Court Reporter Service	16
Attorney Hot Checks	17
County Clerk Records Management	19
Law Library	20
Justice Court Technology	21
Justice Court Building Security	22
County & District Courts Technology	23
Alternative Dispute Resolution	24
District Clerk Records Management	25
Court Clerk Records Archive	26
Vital Statistics Records	27
Pre Trial Intervention	28
LEOSE Training Allocation	29
County Jury Fund	30
County Records Mgmt & Preservation	31
Appellate Judicial System	32
* Juvenile Board State Grants	33
Local Truancy Prev & Diversion Fund	36
Court-Initiated Guardianship Fund	37
MVDIT Interest	41
Election Services Contract	42
Fire Inspection & Permit	43
Crime Victims Grant	50
Coronavirus Local Fiscal Recovery Funds	55
Senate Bill (SB) 22 - Sheriff	56
Senate Bill (SB) 22 - Prosecutor	57
Tobacco Settlement	80
* Opioid Abatement Fund	83
Sheriff Abandoned Vehicles	84
Sheriff Local Asset Forfeiture	85
Sheriff Federal Asset Forfeiture	87
CDA Forfeiture	88
Bond Forfeiture Commission	89
* Public Grant Account	96

Debt Service Funds:

Series 2016 Limited Tax Gen Oblig Bond	65
Series 2022 Tax Note	66
Series 2023 Limited Tax Gen Oblig Bond	67

All funds listed are reflected on the cash balance report.

*Funds are not budgeted. Not reported on the Rev/Expense Vs Budget Data

Kendall County, Texas
Statement of Revenues & Expenses vs. Budget Data
General Fund By Department - Fund 10
Month Ending April 30, 2025

Revenues - By Department		Adopted Budget	April Revenue	Year to Date	Remaining Budget	% Collected
310	Property Taxes	\$ 31,260,000.00	\$ 232,413.77	\$ 30,604,392.60	\$ 655,607.40	97.90%
318	State Comptroller	\$ 6,797,900.00	\$ 550,735.11	\$ 2,912,421.19	\$ 3,885,478.81	42.84%
319	Penalty & Interest	\$ 195,000.00	\$ 24,466.86	\$ 126,508.56	\$ 68,491.44	64.88%
320	License & Permits	\$ 572,000.00	\$ 59,765.00	\$ 336,219.00	\$ 235,781.00	58.78%
333	State & Federal Grants	\$ 307,500.00	\$ 34,712.47	\$ 78,314.77	\$ 229,185.23	25.47%
340	Fees of Office	\$ 1,377,000.00	\$ 119,458.85	\$ 608,979.23	\$ 768,020.77	44.23%
341	Other Fees	\$ 2,457,432.00	\$ 201,013.92	\$ 1,321,354.76	\$ 1,136,077.24	53.77%
350	Fines & Forfeitures	\$ 765,200.00	\$ 83,448.65	\$ 461,668.25	\$ 303,531.75	60.33%
360	Interest	\$ 1,900,000.00	\$ 157,147.04	\$ 985,775.91	\$ 914,224.09	51.88%
361	Miscellaneous	\$ 724,000.00	\$ 19,748.57	\$ 177,502.20	\$ 546,497.80	24.52%
390	Other Financing Sources	\$ 7,336,985.00	\$ -	\$ -	\$ 7,336,985.00	0.00%
Total Revenue		\$ 53,693,017.00	\$ 1,482,910.24	\$ 37,613,136.47	\$ 16,079,880.53	70.05%

Expenditures - By Department		Adopted Budget	April Expenses	Year to Date	Remaining Budget	% Spent
400	County Judge	\$ 626,921.00	\$ 46,450.20	\$ 312,840.68	\$ 314,080.32	49.90%
401	County Commissioners	\$ 7,800,907.00	\$ 5,991.46	\$ 4,192,858.10	\$ 3,608,048.90	53.75%
402	County Engineer	\$ 1,615,473.00	\$ 108,878.94	\$ 761,880.86	\$ 853,592.14	47.16%
403	County Clerk	\$ 729,632.00	\$ 53,517.25	\$ 417,020.09	\$ 312,611.91	57.15%
404	Elections	\$ 529,489.00	\$ 35,955.93	\$ 305,689.77	\$ 223,799.23	57.73%
405	Veterans Services	\$ 71,371.00	\$ 4,573.26	\$ 34,381.98	\$ 36,989.02	48.17%
406	Emergency Management	\$ 164,698.00	\$ 6,471.49	\$ 97,951.32	\$ 66,746.68	59.47%
408	Animal Control	\$ 797,106.00	\$ 60,125.22	\$ 433,405.83	\$ 363,700.17	54.37%
409	Non-Departmental	\$ 49,032.00	\$ 1,217.16	\$ 21,500.22	\$ 27,531.78	43.85%
411	Commissioner, Pct. 1	\$ 138,516.00	\$ 9,806.42	\$ 79,066.07	\$ 59,449.93	57.08%
412	Commissioner, Pct. 2	\$ 129,117.00	\$ 8,869.66	\$ 65,323.71	\$ 63,793.29	50.59%
413	Commissioner, Pct. 3	\$ 135,064.00	\$ 10,656.19	\$ 76,678.29	\$ 58,385.71	56.77%
414	Commissioner, Pct. 4	\$ 140,523.00	\$ 9,252.53	\$ 72,524.94	\$ 67,998.06	51.61%
415	Information Technology	\$ 1,175,477.00	\$ 88,062.62	\$ 578,324.79	\$ 597,152.21	49.20%
435	451st District Court	\$ 735,043.00	\$ 62,422.44	\$ 346,461.71	\$ 388,581.29	47.13%
436	CPS Court	\$ 54,826.00	\$ 8,824.76	\$ 32,355.12	\$ 22,470.88	59.01%
437	Court Systems	\$ 341,641.00	\$ 15,305.49	\$ 165,633.12	\$ 176,007.88	48.48%
438	Pre Trial Services	\$ 333,880.00	\$ 25,844.44	\$ 192,544.05	\$ 141,335.95	57.67%
450	District Clerk	\$ 863,915.00	\$ 58,637.38	\$ 452,362.33	\$ 411,552.67	52.36%
455	Justice of the Peace, Pct. 1	\$ 243,122.00	\$ 16,889.45	\$ 130,019.05	\$ 113,102.95	53.48%
456	Justice of the Peace, Pct. 2	\$ 263,306.00	\$ 16,752.71	\$ 136,457.75	\$ 126,848.25	51.82%
457	Justice of the Peace, Pct. 3	\$ 323,382.00	\$ 22,200.42	\$ 169,849.31	\$ 153,532.69	52.52%
458	Justice of the Peace, Pct. 4	\$ 343,586.00	\$ 31,486.13	\$ 193,684.36	\$ 149,901.64	56.37%
470	Criminal District Attorney	\$ 2,152,534.00	\$ 154,460.84	\$ 1,207,944.40	\$ 944,589.60	56.12%
473	General Counsel	\$ 819,801.00	\$ 48,173.94	\$ 290,704.68	\$ 529,096.32	35.46%
495	County Auditor	\$ 1,226,075.00	\$ 40,775.05	\$ 681,599.33	\$ 544,475.67	55.59%
496	Human Resources	\$ 423,917.00	\$ 24,450.58	\$ 196,725.59	\$ 227,191.41	46.41%
497	County Treasurer	\$ 246,287.00	\$ 17,498.89	\$ 135,091.46	\$ 111,195.54	54.85%
498	Purchasing	\$ 225,359.00	\$ 14,914.21	\$ 87,509.06	\$ 137,849.94	38.83%
499	County Tax A/C	\$ 1,172,326.00	\$ 87,433.72	\$ 653,010.79	\$ 519,315.21	55.70%
510	Courthouse & Buildings	\$ 2,030,509.00	\$ 98,821.22	\$ 1,139,271.70	\$ 891,237.30	56.11%
512	Detention	\$ 5,312,723.00	\$ 381,735.75	\$ 3,245,104.22	\$ 2,067,618.78	61.08%
540	Emergency Medical Services	\$ 5,051,427.00	\$ 607,833.95	\$ 2,962,439.69	\$ 2,088,987.31	58.65%
544	Volunteer F.D.	\$ 1,393,761.00	\$ 194,240.19	\$ 1,068,513.57	\$ 325,247.43	76.66%
545	Rural Fire	\$ 507,828.00	\$ 17,206.18	\$ 165,093.57	\$ 342,734.43	32.51%

Kendall County, Texas
Statement of Revenues & Expenses vs. Budget Data
General Fund By Department - Fund 10
Month Ending April 30, 2025

Expenditures	Adopted Budget	April Expenses	Year to Date	Remaining Budget	% Spent
551 Constable, Pct. 1	\$ 116,696.00	\$ 7,993.02	\$ 66,709.62	\$ 49,986.38	57.17%
552 Constable, Pct. 2	\$ 115,199.00	\$ 7,306.50	\$ 61,237.94	\$ 53,961.06	53.16%
553 Constable, Pct. 3	\$ 123,011.00	\$ 8,107.14	\$ 65,541.54	\$ 57,469.46	53.28%
554 Constable, Pct. 4	\$ 120,774.00	\$ 8,152.60	\$ 68,246.45	\$ 52,527.55	56.51%
560 County Sheriff	\$ 8,052,180.00	\$ 558,829.45	\$ 4,440,371.07	\$ 3,611,808.93	55.14%
565 Department of Public Safety	\$ 1,900.00	\$ 174.24	\$ 474.23	\$ 1,425.77	24.96%
570 Juvenile Probation	\$ 299,797.00	\$ 25,284.83	\$ 143,939.58	\$ 155,857.42	48.01%
579 Adult Probation	\$ 24,823.00	\$ 1,545.94	\$ 11,527.81	\$ 13,295.19	46.44%
580 Central Communications	\$ 719,088.00	\$ 179,772.00	\$ 539,316.00	\$ 179,772.00	75.00%
595 Solid Waste	\$ 257,750.00	\$ 27,010.01	\$ 153,901.69	\$ 103,848.31	59.71%
596 Brush Site	\$ 133,800.00	\$ 7,888.79	\$ 65,903.28	\$ 67,896.72	49.26%
597 Recycling	\$ 63,758.00	\$ 5,522.28	\$ 34,086.23	\$ 29,671.77	53.46%
620 Road & Bridge Salary	\$ 3,101,336.00	\$ 233,357.03	\$ 1,719,185.52	\$ 1,382,150.48	55.43%
635 County Health & Welfare	\$ 110,472.00	\$ 8,107.17	\$ 60,229.32	\$ 50,242.68	54.52%
636 Health Inspector	\$ 259,719.00	\$ 55,171.02	\$ 154,377.33	\$ 105,341.67	59.44%
645 Culture & Health Services	\$ 105,500.00	\$ 27,750.00	\$ 67,250.00	\$ 38,250.00	63.74%
650 Library Systems	\$ 550,250.00	\$ -	\$ 412,686.50	\$ 137,563.50	75.00%
660 Parks	\$ 953,707.00	\$ 59,803.06	\$ 490,844.34	\$ 462,862.66	51.47%
665 Extension Services	\$ 287,610.00	\$ 24,447.62	\$ 148,349.44	\$ 139,260.56	51.58%
670 County Conservation	\$ 79,100.00	\$ 6,400.00	\$ 38,400.00	\$ 40,700.00	48.55%
700 Transfers Out	\$ 47,973.00	\$ -	\$ (42,260.83)	\$ 90,233.83	-88.09%
Total Expenditures	\$ 53,693,017.00	\$ 3,648,358.77	\$ 29,802,138.57	\$ 23,890,878.43	55.50%
Excess Revenue Over(under) Expenditure:	\$ -	\$ (2,165,448.53)	\$ 7,810,997.90		

Kendall County, Texas
Statement of Revenues & Expenses vs. Budget Data
Other Governmental Budgeted Funds
Totals - Month Ending April 30, 2025

	Budget Rev / Exp	Revenue Collected as of 04/30/25	Expenditures as of 04/30/25	Excess Revenue Over (under) Expenditures
11 Road & Bridge	\$ 5,367,315.00	\$ 3,773,505.19	\$ 1,045,712.05	\$ 2,727,793.14
13 Courthouse Security	\$ 50,000.00	\$ 26,376.61	\$ 30,181.81	\$ (3,805.20)
15 Lateral Road & Bridge	\$ 150,000.00	\$ 32,389.42	\$ 118,212.50	\$ (85,823.08)
16 Court Reporter Service	\$ 20,000.00	\$ 11,780.72	\$ 9,191.15	\$ 2,589.57
19 County Clerk Records Management	\$ 193,446.00	\$ 72,369.53	\$ 87,441.59	\$ (15,072.06)
20 Law Library	\$ 59,000.00	\$ 15,645.00	\$ -	\$ 15,645.00
21 Justice Court Technology	\$ 32,614.00	\$ 10,481.19	\$ 10,640.00	\$ (158.81)
22 Justice Court Building Security	\$ 35,000.00	\$ 48.17	\$ -	\$ 48.17
23 County & District Courts Technology	\$ 7,900.00	\$ 704.73	\$ -	\$ 704.73
24 Alternative Dispute Resolution	\$ 10,000.00	\$ 8,075.00	\$ 4,180.00	\$ 3,895.00
25 District Clerk Records Management	\$ 29,200.00	\$ 13,842.68	\$ 13,500.00	\$ 342.68
26 County Clerk Records Archive	\$ 162,522.00	\$ 65,368.61	\$ -	\$ 65,368.61
27 Vital Statistics Records	\$ 500.00	\$ 307.00	\$ -	\$ 307.00
28 Pre Trial Intervention	\$ 30,600.00	\$ 8,563.00	\$ -	\$ 8,563.00
29 LEOSE Training Allocation	\$ 24,000.00	\$ 18,213.19	\$ 845.50	\$ 17,367.69
30 County Jury Fund	\$ 25,000.00	\$ 5,437.50	\$ 2,000.00	\$ 3,437.50
31 County Records Mgmt & Preservation	\$ -	\$ -	\$ -	\$ -
32 Appellate Judicial System	\$ 4,300.00	\$ 2,230.00	\$ 1,165.00	\$ 1,065.00
36 Local Truancy Prev & Diversion Fund	\$ 19,360.00	\$ 12,865.59	\$ -	\$ 12,865.59
37 Court-Initiated Guardianship Fund	\$ 7,000.00	\$ 3,690.00	\$ -	\$ 3,690.00
41 MVDIT Interest	\$ 42,835.00	\$ 29,750.25	\$ 22,687.37	\$ 7,062.88
42 Election Services Contract	\$ 21,041.00	\$ 21,653.09	\$ 4,454.70	\$ 17,198.39
43 Fire Inspection & Permit	\$ 175,095.00	\$ 49,839.84	\$ 94,721.49	\$ (44,881.65)
50 Crime Victims Services	\$ 182,498.00	\$ 75,552.49	\$ 107,771.99	\$ (32,219.50)
55 Coronavirus Local Fisc Recvy Funds	\$ 1,500,000.00	\$ 50,443.77	\$ 578,952.59	\$ (528,508.82)
56 Senate Bill (SB) 22 - Sheriff	\$ 350,000.00	\$ 359,009.16	\$ 321,924.86	\$ 37,084.30
57 Senate Bill (SB) 22 - Prosecutor	\$ 175,000.00	\$ 181,245.95	\$ 46,831.22	\$ 134,414.73
65 Series 2016 Limited Tax Gen Oblig Bond	\$ 2,482,400.00	\$ 3,136,809.82	\$ 2,352,000.00	\$ 784,809.82
66 Series 2022 Tax Note	\$ 801,758.00	\$ 799,317.21	\$ 738,250.00	\$ 61,067.21
67 Series 2023 Limited Tax Gen Oblig Bond	\$ 4,294,600.00	\$ 4,105,833.81	\$ 3,941,050.00	\$ 164,783.81
70 Capital Projects - 2022 Tax Note	\$ 3,000,000.00	\$ 16,182.93	\$ 734,458.83	\$ (718,275.90)
74 Open Space/Conservation Land	\$ 20,000,000.00	\$ 289,465.67	\$ 1,541,316.92	\$ (1,251,851.25)
80 Tobacco Settlement	\$ 62,000.00	\$ 942.41	\$ 8,801.96	\$ (7,859.55)
84 Sheriff Abandoned Vehicles	\$ 3,300.00	\$ -	\$ 613.00	\$ (613.00)
85 Sheriff Local Asset Forfeiture	\$ 20,000.00	\$ 2,713.12	\$ 12,890.98	\$ (10,177.86)
87 Sheriff Federal Asset Forfeiture	\$ 64,500.00	\$ 24,047.44	\$ 7,323.41	\$ 16,724.03
88 CDA Forfeiture	\$ 115,000.00	\$ 3,488.77	\$ 7,654.18	\$ (4,165.41)
89 Bond Forfeiture Commission	\$ 54,000.00	\$ 4,633.75	\$ 2,070.00	\$ 2,563.75
Totals	\$ 39,571,784.00	\$ 13,232,822.61	\$ 11,846,843.10	\$ 1,385,979.51

Kendall County, Texas
Combined Statement of Receipts and Disbursements
All Funds - Governmental, Private Purpose and Agency Funds
Month Ending April 30, 2025

Fund	Cash Balances 3/31/2025	Receipts w/Transfers In	Disbursements w/Transfers Out	Cash Balances 04/30/2025
10 General Fund	\$ 37,815,032.14	\$ 1,510,682.45	\$ 3,678,008.20	\$ 35,647,706.39
11 Road & Bridge	\$ 5,246,186.69	\$ 5,712,969.16	\$ 2,844,234.55	\$ 8,114,921.30 *
13 Courthouse Security	\$ 130,194.28	\$ 4,314.04	\$ 23,634.43	\$ 110,873.89
15 Lateral Road & Bridge	\$ 228,469.18	\$ 696.59	\$ -	\$ 229,165.77
16 Court Reporter Service	\$ 51,957.57	\$ 1,788.87	\$ -	\$ 53,746.44
19 County Clerk Records Management	\$ 593,721.23	\$ 12,203.04	\$ 16,138.31	\$ 589,785.96
20 Law Library	\$ 89,502.79	\$ 2,100.00	\$ -	\$ 91,602.79
21 Justice Court Technology	\$ 53,117.16	\$ 1,967.50	\$ 1,520.00	\$ 53,564.66
22 Justice Court Building Security	\$ 38,512.44	\$ 7.00	\$ -	\$ 38,519.44
23 County & District Technology Archive	\$ 25,984.48	\$ 121.50	\$ -	\$ 26,105.98
24 Alternative Dispute Resolution	\$ 2,802.42	\$ 1,125.00	\$ -	\$ 3,927.42
25 Records Management	\$ 14,856.73	\$ 2,187.46	\$ 4,500.00	\$ 12,544.19
26 County Clerks Records Archive	\$ 548,249.75	\$ 11,179.98	\$ -	\$ 559,429.73
27 Vital Statistics Records	\$ 1,635.50	\$ 58.00	\$ -	\$ 1,693.50
28 Pre Trial Intervention	\$ 58,722.47	\$ 1,040.00	\$ -	\$ 59,762.47
29 LEOSE Training Allocation	\$ 86,126.55	\$ -	\$ 665.50	\$ 85,461.05
30 County Jury Fund	\$ 11,115.48	\$ 748.21	\$ -	\$ 11,863.69
31 County Records Mgmt & Preservation	\$ 48,466.45	\$ -	\$ -	\$ 48,466.45
32 Appellate Judicial System	\$ 765.00	\$ 300.00	\$ -	\$ 1,065.00
33 Juvenile Board	\$ 44,121.79	\$ 23,834.00	\$ 21,371.23	\$ 46,584.56
36 Local Truancy Prev & Diversion Fund	\$ 97,195.74	\$ 2,424.39	\$ -	\$ 99,620.13
37 Court-Initiated Guardianship Fund	\$ 21,480.00	\$ 420.00	\$ -	\$ 21,900.00
41 M.V.D.I.T. Interest	\$ 94,753.43	\$ 4,845.25	\$ 2,433.07	\$ 97,165.61
42 Election Services Contract	\$ 53,531.54	\$ -	\$ -	\$ 53,531.54
43 Fire Inspection & Permit	\$ 173,004.06	\$ 9,360.14	\$ 11,150.62	\$ 171,213.58
50 Crime Victims Grant	\$ (51,815.66)	\$ 34,820.25	\$ 15,224.09	\$ (32,219.50) *
55 Coronavirus Local Fisc Recvy Funds	\$ 1,609,456.88	\$ 23,130.01	\$ 34,525.60	\$ 1,598,061.29
56 Senate Bill (SB) 22 - Sheriff	\$ 144,096.33	\$ 2,524.74	\$ 4,000.00	\$ 142,621.07
57 Senate Bill (SB) 22 - Prosecutor	\$ 228,321.53	\$ 10,473.61	\$ 19,305.08	\$ 219,490.06
65 Series 2016 Limited Tax Gen Oblig Bond	\$ 1,188,738.64	\$ 38,652.06	\$ 24,900.00	\$ 1,202,490.70
66 Series 2022 Tax Note	\$ 1,094,170.44	\$ 8,193.81	\$ 3,700.00	\$ 1,098,664.25
67 Series 2023 Limited Tax Gen Oblig Bond	\$ 455,815.03	\$ 259,448.62	\$ 195,800.00	\$ 519,463.65
70 Capital Projects 2022 Tax Note	\$ 298,856.86	\$ 36,403.40	\$ 41,168.40	\$ 294,091.86
74 Open Space/Conservation Land	\$ 20,194,566.40	\$ 5.39	\$ 5.39	\$ 20,194,566.40
80 Tobacco Settlement	\$ 117,465.19	\$ 129.44	\$ -	\$ 117,594.63
81 Historical Commission	\$ 7,015.67	\$ -	\$ -	\$ 7,015.67
82 County Donations	\$ 84,415.31	\$ 1,190.00	\$ -	\$ 85,605.31
83 Opioid Abatement Fund	\$ 41,220.43	\$ 30,113.42	\$ -	\$ 71,333.85
84 Sheriff Abandoned Vehicles	\$ 2,329.75	\$ -	\$ -	\$ 2,329.75
85 Sheriff Local Asset Forfeiture	\$ 105,106.36	\$ 343.21	\$ -	\$ 105,449.57
87 Sheriff Federal Asset Forfeiture	\$ 190,670.60	\$ 5,397.01	\$ 2,669.25	\$ 193,398.36
88 CDA Forfeiture	\$ 126,588.59	\$ 1,860.88	\$ 2,000.00	\$ 126,449.47
89 Bond Forfeiture Commission	\$ 67,763.15	\$ 1,205.21	\$ 2,070.00	\$ 66,898.36
90 Trust Account	\$ 1,207,347.03	\$ 640.42	\$ -	\$ 1,207,987.45
93 State Fees	\$ 304,916.25	\$ 64,900.87	\$ 160,864.68	\$ 208,952.44
96 Public Grant Account	\$ 352,962.45	\$ 2,199,798.34	\$ 2,082,862.40	\$ 469,898.39
	<u>\$ 73,299,512.10</u>	<u>\$ 10,023,603.27</u>	<u>\$ 9,192,750.80</u>	<u>\$ 74,130,364.57</u>

* Funds that receive money from the General Fund at year end.

Kendall County, Texas
 Summary of Outstanding Bonded Debt
 FY2025 - Month Ending April 30, 2025

Total Paid to Date in FY25

Series 2016 Limited Tax Bonds - Law Enforcement Center Project - Fund 65

<u>Year Ending 9/30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$2,200,000.00	\$282,000.00	\$2,482,000.00
2026	\$2,000,000.00	\$240,000.00	\$2,240,000.00
2027	\$2,000,000.00	\$200,000.00	\$2,200,000.00
2028	\$2,000,000.00	\$15,000.00	\$2,150,000.00
2029	\$2,000,000.00	\$90,000.00	\$2,090,000.00
2030	\$2,000,000.00	\$45,000.00	\$2,045,000.00
2031	\$2,000,000.00	\$15,000.00	\$2,015,000.00
Total	\$14,200,000.00	\$887,000.00	\$15,222,000.00

Principal	\$ 2,200,000.00
Interest	\$ 152,000.00

Series 2023 General Obligation Bonds - Open Space/Conservation Land - Fund 67

<u>Year Ending 9/30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$3,500,000.00	\$794,600.00	\$4,294,600.00
2026	\$3,500,000.00	\$619,600.00	\$4,119,600.00
2027	\$1,000,000.00	\$507,100.00	\$1,507,100.00
2028	\$1,000,000.00	\$456,100.00	\$1,456,100.00
2029	\$1,000,000.00	\$407,100.00	\$1,407,100.00
2030	\$1,400,000.00	\$347,100.00	\$1,747,100.00
2031	\$1,385,000.00	\$277,475.00	\$1,662,475.00
2032	\$1,425,000.00	\$207,225.00	\$1,632,225.00
2033	\$1,405,000.00	\$136,475.00	\$1,541,475.00
2034	\$1,135,000.00	\$72,975.00	\$1,207,975.00
2035	\$1,115,000.00	\$22,300.00	\$1,137,300.00
Total	\$17,865,000.00	\$3,848,050.00	\$21,713,050.00

Principal	\$ 3,500,000.00
Interest	\$ 441,050.00

Balance Due Current Fiscal Year

Principal Payments due in FY2025:	\$ -
Interest Payments due in FY2025:	\$ 483,550.00

Kendall County, Texas
 Summary of Outstanding Other Debt
 FY2025 - Month Ending April 30, 2025

Series 2022 Tax Note - Jail Addition and EMS Facility - Fund 66

Total Paid to Date in FY25

<u>Year Ending 9/30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$665,000.00	\$136,757.75	\$801,757.75
2026	\$940,000.00	\$113,244.50	\$1,053,244.50
2027	\$1,030,000.00	\$84,384.00	\$1,114,384.00
2028	\$1,125,000.00	\$52,813.25	\$1,177,813.25
2029	\$1,240,000.00	\$18,166.00	\$1,258,166.00
Total	\$5,000,000.00	\$405,365.50	\$5,405,365.50

Principal	\$ 665,000.00
Interest	\$ 73,250.00

Balance Due Current Fiscal Year

Principal Payments due in FY2025:	\$	-
Interest Payments due in FY2025:	\$	63,507.75

Kendall County, Texas
Schedule of Funds on Deposit
Month Ending April 30, 2025

Financial Institution	Type of Investment	Balance 04/30/2025
Frost Bank- County Depository	Checking	\$ 24,587,909.17
Logic	Public Fund Investment Pool	\$ 46,966,331.14
Banc of California	Certificate of Deposit	\$ 235,500.00
Bank of Ann Arbor	Certificate of Deposit	\$ 235,500.00
BOKF, National Association	Certificate of Deposit	\$ 224,250.00
Dacotah Bank	Certificate of Deposit	\$ 235,500.00
Farmers & Merchants State Bank	Certificate of Deposit	\$ 216,741.03
Hebron Savings Bank	Certificate of Deposit	\$ 235,500.00
Heritage Bank of Commerce	Certificate of Deposit	\$ 181,334.17
Middlefield Banking Company	Certificate of Deposit	\$ 33,258.97
National Bank of St. Anne	Certificate of Deposit	\$ 6,616.79
New OMNI Bank, NA	Certificate of Deposit	\$ 235,500.00
One United Bank	Certificate of Deposit	\$ 235,500.00
Optus Bank	Certificate of Deposit	\$ 235,500.00
Pinnacle Bank	Certificate of Deposit	\$ 213,194.18
Republic Bank & Trust Company	Certificate of Deposit	\$ 235,500.00
Rockland Trust Company	Certificate of Deposit	\$ 138,383.21
SSB Community Bank	Certificate of Deposit	\$ 235,500.00
Truist Bank	Certificate of Deposit	\$ 131,221.65
United Bank	Certificate of Deposit	\$ 235,500.00
Total		\$ 75,054,240.31



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Monthly Fee Office Reports - Consent Agenda

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

County Auditor's Office
Corinna Speer, County Auditor

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 240

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action to approve April Fee Office Reports.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Consideration and action to approve April Fee Office Reports.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Fee Office Reports

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

Fees Of Office Report
FY'25

	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>Total</u>
Animal Control	\$2,420.00	\$2,042.00	\$2,140.00	\$2,050.00	\$1,170.00	\$2,098.00	\$1,785.00						\$13,705.00
Brush Site	\$2,001.00	\$1,927.00	\$1,749.00	\$1,560.00	\$1,690.00	\$3,045.00	\$2,732.15						\$14,704.15
Constable 1	\$100.00	\$350.00	\$250.00	\$0.00	\$0.00	\$5,568.18	\$450.00						\$6,718.18
Constable 2	\$100.00	\$200.00	\$250.00	\$0.00	\$200.00	\$100.00	\$450.00						\$1,300.00
Constable 3	\$350.00	\$100.00	\$200.00	\$0.00	\$0.00	\$0.00	\$450.00						\$1,100.00
Constable 4	\$500.00	\$0.00	\$350.00	\$0.00	\$0.00	\$635.00	\$0.00						\$1,485.00
Criminal District Attorney	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00						\$800.00
Elections-Public Info Fees	\$0.00	\$25.00	\$0.00	\$0.00	\$10.00	\$10.00	\$108.40						\$153.40
Fire Marshal	\$5,745.00	\$16,811.00	\$2,410.00	\$4,081.50	\$6,798.98	\$3,843.00	\$8,312.96						\$48,002.44
Health Inspector	\$1,650.00	\$3,850.00	\$55,725.00	\$45,225.00	\$1,850.00	\$1,835.00	\$2,100.00						\$112,235.00
Parks	\$2,044.00	\$2,210.00	\$3,300.00	\$6,980.00	\$4,640.00	\$12,018.00	\$4,716.00						\$35,908.00
Pretrial Services	\$920.00	\$712.00	\$675.00	\$745.00	\$680.00	\$1,035.00	\$825.00						\$5,592.00
Sheriff's Office	\$1,059.77	\$1,086.00	\$1,004.00	\$370.00	\$530.00	\$953.00	\$672.66						\$5,675.43
Solid Waste-Boerne	\$19,098.00	\$18,510.00	\$21,871.00	\$19,493.00	\$18,361.00	\$25,452.00	\$21,845.00						\$144,630.00
Solid Waste-Comfort	\$910.00	\$1,055.00	\$984.00	\$1,003.00	\$974.00	\$1,147.00	\$1,442.00						\$7,515.00
Treasurer	\$0.00	\$0.00	\$60.00	\$30.00	\$390.00	\$0.00	\$0.00						\$480.00
<i>The following reports contain fees that are remitted to the State of Texas:</i>													
County Clk-Fees of Ofc	\$52,933.07	\$47,200.74	\$47,754.74	\$42,609.33	\$39,553.25	\$50,356.41	\$48,262.50						\$328,670.04
County Clk-Criminal	\$21,929.50	\$24,390.50	\$17,081.00	\$19,887.40	\$18,960.00	\$21,533.98	\$22,231.02						\$146,013.40
County Clk-Prob Fees	\$9,793.00	\$5,797.00	\$5,057.00	\$7,680.00	\$9,636.00	\$5,116.00	\$7,094.50						\$50,173.50
County Engineer	\$38,070.00	\$27,625.00	\$18,225.00	\$22,999.00	\$43,200.00	\$34,190.00	\$44,250.00						\$228,559.00
District Clerk-Civil	\$19,387.55	\$27,753.67	\$34,360.76	\$30,747.38	\$14,009.93	\$37,230.89	\$23,805.78						\$187,295.96
District Clerk-Criminal	\$16,475.63	\$21,166.80	\$18,645.08	\$14,397.99	\$13,803.74	\$21,003.08	\$23,603.24						\$129,095.56
JP 1	\$25,615.44	\$27,993.76	\$19,184.01	\$27,930.08	\$28,276.06	\$28,197.92	\$30,963.99						\$188,161.26
JP 2	\$11,359.22	\$13,701.20	\$10,598.67	\$12,568.91	\$16,065.06	\$11,546.05	\$12,033.91						\$87,873.02
JP 3	\$14,415.49	\$10,737.74	\$9,297.01	\$10,812.70	\$16,912.92	\$17,160.60	\$8,660.33						\$87,996.79
JP 4	\$57,448.00	\$39,603.33	\$53,148.18	\$51,918.67	\$50,617.24	\$57,680.78	\$62,410.74						\$372,826.94
Tax Assessor	\$133,015.92	\$110,761.89	\$115,289.40	\$510,013.24	\$138,133.41	\$2,945,476.12	not yet rev'd						\$3,952,689.98
												Total:	\$6,159,359.05
TOTAL	\$437,340.59	\$405,609.63	\$439,608.85	\$833,902.20	\$426,461.59	\$3,287,231.01	\$329,205.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,159,359.05
<i>FY '24 Totals for Comparison</i>	<i>\$359,772.34</i>	<i>\$327,490.67</i>	<i>\$365,451.39</i>	<i>\$782,211.75</i>	<i>\$423,976.97</i>	<i>\$3,064,491.50</i>	<i>\$440,258.01</i>	<i>\$404,565.71</i>	<i>\$397,380.76</i>	<i>\$463,111.72</i>	<i>\$373,372.85</i>	<i>\$377,281.82</i>	<i>\$7,779,365.49</i>



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

FY25 Budget Adjustments- Consent Agenda

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

County Auditor's Office
Corinna Speer, County Auditor

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 240

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action on the approval of amending the FY2025 budget through certification of revenue and regular budget adjustments.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Budget adjustments needed within the departments during the current fiscal year.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Departments needing budget amendments. County Budget.

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

List of budget adjustments to be approved by the Commissioners Court.

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

TO: KENDALL COUNTY COMMISSIONERS COURT

FROM: COUNTY AUDITOR'S OFFICE

DATE: MAY 27, 2025

THE FOLLOWING BUDGET AMENDMENTS TRANSFER BUDGETED FUNDS FROM ONE LINE ITEM TO ANOTHER.

10-401-56094	CONTINGENCIES - RENOVATIONS	-	721,584
10-510-55130	CAPITAL PROJECTS-BUILDING CONSTRUCTION	+	417,083
10-512-55130	CAPITAL PROJECTS-BUILDING CONSTRUCTION	+	135,490
10-540-55130	CAPITAL PROJECTS-BUILDING CONSTRUCTION	+	169,011
10-401-56030	CONTINGENCIES - OTHER COMP	-	8,869
10-401-53330	OPERATING	-	1,000
10-401-56032	CONTINGENCIES - COUNTY STUDY	-	60,677
10-401-56050	CONTINGENCIES - EMERG FUEL	-	25,000
10-401-56060	CONTINGENCIES - TECHNOLOGY	-	25,000
10-401-56065	CONTINGENCIES - RECYCLING	-	30,000
10-401-56090	CONTINGENCIES - REAL ESTATE	-	60,140
10-415-56060	CONTINGENCIES - TECHNOLOGY	-	25,000
10-415-54240	INTERNET SERVICES	-	46,000
10-497-54270	CONFERENCE/TRAINING	-	1,000
10-497-53150	BANK CHARGES/FEES	-	3,000
10-499-54061	COUNTY APPRAISAL DISTRICT	-	3,100
10-540-55530	OFFICE FURNITURE	-	50,000
10-545-55530	OFFICE FURNITURE	-	4,266
10-660-55200	VEHICLE PURCHASE/TOTAL VALUE	-	1,306
10-540-55200	VEHICLE PURCHASE/TOTAL VALUE	-	159,580
10-400-52100	EMPLOYEE INSURANCE BENEFIT	+	2,076
10-401-54810	DUES	+	300
10-402-51530	COMPENSATION PAYOUT	+	8,000
10-402-52100	EMPLOYEE INSURANCE BENEFIT	+	6,850
10-403-51530	COMPENSATION PAYOUT	+	600
10-403-52110	457(B) ER MATCH	+	200
10-404-51530	COMPENSATION PAYOUT	+	5,000
10-405-51530	COMPENSATION PAYOUT	+	600
10-406-53360	UNIFORMS	+	500
10-406-54530	RADIO/RADAR - REPAIR & MAINT	+	500
10-406-55900	OTHER CAPITAL OUTLAY	+	24,000
10-409-54820	PROPERTY & LIAB INSURANCE	+	189,000
10-411-52020	GROUP INSURANCE	+	533
10-415-52100	EMPLOYEE INSURANCE BENEFIT	+	2,060
10-435-51530	COMPENSATION PAYOUT	+	1,000
10-435-52020	GROUP INSURANCE	+	9,034
10-438-51530	COMPENSATION PAYOUT	+	200
10-450-51530	COMPENSATION PAYOUT	+	12,000
10-455-51530	COMPENSATION PAYOUT	+	600
10-455-51055	CLERK	+	355
10-456-51055	CLERK	+	6,344
10-456-51530	COMPENSATION PAYOUT	+	100
10-458-51530	COMPENSATION PAYOUT	+	800
10-470-51032	ASSISTANT ATTORNEYS	+	12,045
10-470-51035	ADMINISTRATIVE MANAGER	+	4,751

10-470-51530	COMPENSATION PAYOUT	+	7,250
10-497-51530	COMPENSATION PAYOUT	+	50
10-497-53330	OPERATING	+	10,700
10-498-51530	COMPENSATION PAYOUT	+	200
10-498-52100	EMPLOYEE INSURANCE BENEFIT	+	2,718
10-499-51530	COMPENSATION PAYOUT	+	5,500
10-510-51530	COMPENSATION PAYOUT	+	7,250
10-510-55900	OTHER CAPITAL OUTLAY	+	22,987
10-512-51530	COMPENSATION PAYOUT	+	3,500
10-512-52100	EMPLOYEE INSURANCE BENEFIT	+	10,078
10-540-51530	COMPENSATION PAYOUT	+	600
10-540-54530	RADIO/RADAR - REPAIR & MAINT	+	402
10-540-54820	PROPERTY & LIAB INSURANCE	+	8,300
10-545-51530	COMPENSATION PAYOUT	+	5,500
10-553-53330	OPERATING	+	595
10-554-53330	OPERATING	+	1,033
10-570-51530	COMPENSATION PAYOUT	+	3,000
10-570-53330	OPERATING	+	2,582
10-570-54095	RESIDENTIAL FUNDS	+	16,345
10-570-54096	DETENTION	+	60,800
10-596-51530	COMPENSATION PAYOUT	+	1,700
10-596-54540	VEHICLE - REPAIR & MAINT	+	17,500
10-597-51530	COMPENSATION PAYOUT	+	500
10-620-51530	COMPENSATION PAYOUT	+	27,000
10-635-51530	COMPENSATION PAYOUT	+	300
10-636-51530	COMPENSATION PAYOUT	+	100
10-408-53300	FUEL & OIL	-	800
10-408-51530	COMPENSATION PAYOUT	+	800
10-415-53330	OPERATING	-	1,700
10-415-54861	CONTRACT SERVICES	+	1,700
10-495-54061	COUNTY APPRAISAL DISTRICT	-	300
10-495-51530	COMPENSATION PAYOUT	+	300
10-496-52100	EMPLOYEE INSURANCE BENEFIT	-	3,200
10-496-51530	COMPENSATION PAYOUT	+	3,000
10-496-52110	457(B) ER MATCH	+	200
10-560-53300	FUEL & OIL	-	23,228
10-560-51530	COMPENSATION PAYOUT	+	5,750
10-560-52100	EMPLOYEE INSURANCE BENEFIT	+	15,978
10-560-52110	457(B) ER MATCH	+	1,500
10-570-54010	ACCOUNTING/AUDITING	-	500
10-570-54520	OFFICE EQUIP - REPAIR & MAINT	-	200
10-570-54260	MILEAGE	+	700
10-660-53330	OPERATING	-	23,500
10-660-51530	COMPENSATION PAYOUT	+	2,500
10-660-54500	BUILDINGS - REPAIR & MAINT	+	21,000
10-665-52030	RETIREMENT	-	3,000
10-665-51530	COMPENSATION PAYOUT	+	3,000

70-540-55130	CAPITAL PROJECTS-BUILDING CONSTRUCTION	-	39,516
70-512-55130	CAPITAL PROJECTS-BUILDING CONSTRUCTION	+	39,516
74-409-56750	REAL ESTATE	-	698
74-409-54999	OTHER SERVICES & CHARGES	+	698

THE FOLLOWING BUDGET AMENDMENT WILL INCREASE THE FIRE INSPECTION & PERMIT FUND BUDGET THROUGH CERTIFICATION OF NEW REVENUE.

REVENUE

43-390-46750	FUND BALANCE TO BE EXPEND	+	5,270
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EXPENSE

43-545-52040	WORKERS COMPENSATION	+	794
43-545-54240	INTERNET SERVICES	+	210
43-545-55530	OFFICE FURNITURE	+	4,266



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Certified copy of the District Judge's Order - Assistant Auditor's Salaries

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Corinna Speer, County Auditor

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext 240

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Receive the District Judge's certified court order of assistant auditor's salaries.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Required per LGC 84.902

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Assistant Auditor's

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Certified District Court order of the salaries of the Assistant Auditors

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

THE STATE OF TEXAS

THE COUNTY OF KENDALL

*
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*
*

IN THE DISTRICT COURT

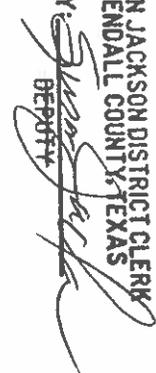
451ST JUDICIAL DISTRICT

KENDALL COUNTY, TEXAS

ORDER

Under authority of and in compliance with Local Government Code Section 84.021 and Section 152.905, it is hereby Ordered by the undersigned, Judge of the 451st Judicial District of Texas, that the positions and base salaries of the County Auditor's Assistants are fixed and determined by the District Judge as set out below to be paid on the performance of services. All Assistants are entitled to supplemental pay, longevity and benefits.

	<u>Salary</u>
Assistant Internal Auditor	\$93,600
Assistant Auditor IV	\$84,968
Assistant Auditor III	\$75,192
Assistant Auditor I	\$64,865
Assistant Auditor I	\$63,960

BY: 
DEPUTY
SUSAN JACKSON DISTRICT CLERK
KENDALL COUNTY, TEXAS

2025 MAY -2 AM 8:51

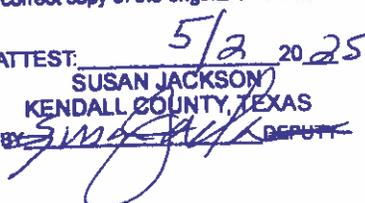
FILED

This order shall take effect on the 5th day of May, 2025.

**CERTIFIED TRUE AND CORRECT COPY CERTIFICATE
STATE OF TEXAS
COUNTY OF KENDALL**

The document to which this certificate is affixed, containing 1 pages, is a full, true and correct copy of the original on file and of record in my office.



ATTEST: 5/2 2025
SUSAN JACKSON
KENDALL COUNTY, TEXAS
BY:  DEPUTY

SIGNED AND ORDERED this 2nd day of May, 2025.


Judge Kirsten B. Cochran
451st Judicial District of Texas





Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Sales Tax Report

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Sheryl D'Spain
Treasurer's Office

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-331-8220

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Presentation of Sales Tax Report

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

To report on the portion of sales tax reimbursed from the State Comptroller's office.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

one page report

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

none



Sheryl D'Spain

Kendall County Treasurer

201 E. San Antonio, Suite 302 · Boerne, TX. 78006

830-249-9343 ext. 220 · Fax 830-249-9340

sheryl.dspain@co.kendall.tx.us

May 27, 2025

TO: Honorable Shane Stolarczyk, County Judge
Honorable Jennifer McCall, Commissioner, Pct. 1
Honorable Andra Wisian, Commissioner, Pct. 2
Honorable Richard Chapman, Commissioner, Pct. 3
Honorable Chad Carpenter, Commissioner, Pct. 4

RE: Comparison report for the collection of sales tax in Kendall County

In May, Kendall County received collections of \$ 544,173.81 for the month of March 2025. This figure is up by 5.39% from collections the previous year. Our year-to-date collections are \$ 1,780,573.44, an increase of 6.90% from last year.

A handwritten signature in blue ink that reads "Sheryl D'Spain". The signature is written in a cursive, flowing style.

Sheryl D'Spain
Treasurer

Month Collection Received	Sales Tax Collection For Month	Sales Tax Collection 2024	Sales Tax Collection 2025	% Change From 2024	2024 Sales Tax Collections Year To Date	2025 Sales Tax Collections Year To Date	% Change From 2024
Jan-25	Nov-24	\$ 504,478.37	\$ 520,990.48	3.27%	\$ 504,478.37	\$ 520,990.48	3.27%
Feb-25	Dec-24	\$ 678,274.23	\$ 721,292.90	6.34%	\$ 1,182,752.60	\$ 1,242,283.38	5.03%
Mar-25	Jan-25	\$ 451,488.92	\$ 469,930.65	4.08%	\$ 1,634,241.52	\$ 1,712,214.03	4.77%
Apr-25	Feb-25	\$ 450,544.05	\$ 524,185.60	16.35%	\$ 2,084,785.57	\$ 2,236,399.63	7.27%
May-25	Mar-25	\$ 516,351.53	\$ 544,173.81	5.39%	\$ 2,601,137.10	\$ 2,780,573.44	6.90%
Jun-25	Apr-25	\$ 503,769.35	\$ -		\$ 3,104,906.45	\$ -	
Jul-25	May-25	\$ 542,192.63	\$ -		\$ 3,647,099.08	\$ -	
Aug-25	Jun-25	\$ 567,506.49	\$ -		\$ 4,214,605.57	\$ -	
Sep-25	Jul-25	\$ 515,583.64	\$ -		\$ 4,730,189.21	\$ -	
Oct-25	Aug-25	\$ 502,324.82	\$ -		\$ 5,232,514.03	\$ -	
Nov-25	Sep-25	\$ 519,934.92	\$ -		\$ 5,752,448.95	\$ -	
Dec-25	Oct-25	\$ 544,120.04	\$ -		\$ 6,296,568.99	\$ -	

Total Sales Tax Revenue in Previous Years

Year	Total Collections	% Change From Previous Year
2024	\$6,296,568.71	6.22%
2023	\$5,928,279.22	11.63%
2022	\$5,310,424.55	11.74%



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Cash Summary at Frost Bank March 2025

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Sheryl D'Spain
County Treasurer

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-331-8220

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action to approve cash summary at Frost Bank for March 2025

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

This report is made in compliance with the provisions of Chapter 114.026 of the Local Government Code, which requires regular reporting of financial transactions for the County funds to the Commissioners Court.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

The cash summary spreadsheet will be provided to the Court and will be available to the public on the Treasurer's page on the County website once approved by Commissioners Court.

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

KENDALL COUNTY SUMMARY OF CASH BALANCES AT FROST BANK
MONTH ENDING MARCH 31, 2025

Funds	Beg Balance	Receipts (includes Journal Entries and Transfers In)	Disbursements (includes Journal Entries and Transfers Out)	Ending Balance
65-Series 2016 Limited Tax Gen.Oblig.Bond	\$ 9,465.44	\$ 15,480.22	\$ -	\$ 24,945.66
66-Series 2022 Tax Note	\$ 3,241.45	\$ 487.76	\$ -	\$ 3,729.21
67-Series 2023 Ltd Tax Gen.Oblig.Bond	\$ 79,399.04	\$ 116,534.91	\$ -	\$ 195,933.95
70-Capital Projects 2022 Tax Note	\$ 344,637.26	\$ 117.50	\$ 45,897.90	\$ 298,856.86
74-Open Space/Conservation Land	\$ 20,188,052.70	\$ 6,508.31	\$ -	\$ 20,194,561.01
85-Local S.O. Forfeiture	\$ 8,316.08	\$ 10,004.50	\$ 5,471.88	\$ 12,848.70
87-Federal S.O. Forfeiture	\$ 44,575.14	\$ 7,323.53	\$ 919.25	\$ 50,979.42
88-CDA Asset Forfeiture	\$ 14,087.94	\$ 6.57	\$ -	\$ 14,094.51
90-Trust Account	\$ 1,174,309.03	\$ 514.54	\$ -	\$ 1,174,823.57
96-Public Grants	\$ (291,945.91)	\$ 644,908.36	\$ -	\$ 352,962.45
CASH BALANCES	\$ 21,574,138.17	\$ 801,886.20	\$ 52,289.03	\$ 22,323,735.34

Cash Summary Report prepared by the Treasurer *Aspin* Date: 5/6/25

Cash Summary Report examined and approved by the Auditor's office *Corinna Speer* Date: 5/7/25

KENDALL COUNTY SUMMARY OF CASH BALANCES AT FROST BANK
MONTH ENDING MARCH 31, 2025

	Beg Balance	Receipts (includes Journal Entries and Transfers In)	Disbursements (includes Journal Entries and Transfers Out)	Ending Balance
10-General Fund	\$ 1,857,421.39	\$ 4,404,350.12	\$ 4,414,188.47	\$ 1,847,583.04
11-Road & Bridge	\$ 418,388.28	\$ 82,621.58	\$ 137,889.96	\$ 363,119.90
13-Courthouse Security	\$ 15,882.36	\$ 3,838.93	\$ 1,123.73	\$ 18,597.56
15-Lateral Road & Bridge	\$ 38,061.48	\$ -	\$ -	\$ 38,061.48
16-Court Reporter Service	\$ 50,923.86	\$ 1,792.71	\$ 759.00	\$ 51,957.57
19-Records Mgmt (County Clerk)	\$ 22,529.77	\$ 8,788.15	\$ 9,974.08	\$ 21,343.84
20-Law Library	\$ 87,087.79	\$ 2,415.00	\$ -	\$ 89,502.79
21-Justice Court Technology	\$ 52,053.98	\$ 1,823.18	\$ 760.00	\$ 53,117.16
22-Justice Court Building Security	\$ 38,503.44	\$ 9.00	\$ -	\$ 38,512.44
23-County & District Technology	\$ 25,887.47	\$ 97.01	\$ -	\$ 25,984.48
24-Alternative Dispute Resolution	\$ 1,547.42	\$ 1,255.00	\$ -	\$ 2,802.42
25-District Clerk Records Mgmt	\$ 13,020.75	\$ 1,835.98	\$ -	\$ 14,856.73
26-County Clerk Rec. Archive Fund	\$ 34,807.59	\$ 7,780.00	\$ -	\$ 42,587.59
27-Vital Statistics Records	\$ 1,589.50	\$ 46.00	\$ -	\$ 1,635.50
28-Pre-Trial Intervention	\$ 57,167.47	\$ 1,555.00	\$ -	\$ 58,722.47
29-LEOSE Training	\$ 76,114.74	\$ 10,011.81	\$ -	\$ 86,126.55
30-County Jury Fund	\$ 10,286.87	\$ 828.61	\$ -	\$ 11,115.48
31-County Records Mgmt & Pres Fund	\$ 48,466.45	\$ -	\$ -	\$ 48,466.45
32-Appellate Judicial System Fund	\$ 420.00	\$ 345.00	\$ -	\$ 765.00
33-Juv Probation-State Grant	\$ 17,765.14	\$ 47,666.00	\$ 21,309.35	\$ 44,121.79
36-Local Truancy Prev & Diversion	\$ 94,961.74	\$ 2,234.00	\$ -	\$ 97,195.74
37-Court-Initiated Guardianship Fund	\$ 20,580.00	\$ 900.00	\$ -	\$ 21,480.00
41-MVDIT Interest	\$ 93,820.00	\$ 4,665.48	\$ 3,732.05	\$ 94,753.43
42-Election Services Contract Fund	\$ 54,379.29	\$ -	\$ 847.75	\$ 53,531.54
43-Fire Inspection & Permit Fund	\$ 43,139.84	\$ 50.00	\$ 12,047.16	\$ 31,142.68
50-Crime Victims Grant	\$ (36,859.26)	\$ -	\$ 14,956.40	\$ (51,815.66)
55-Coronavirus Local Fisc Recvy Fund	\$ -	\$ 22,177.34	\$ 22,177.34	\$ -

KENDALL COUNTY SUMMARY OF CASH BALANCES AT FROST BANK
MONTH ENDING MARCH 31, 2025

56-Senate Bill (SB) 22-Sheriff	\$ -	\$ 265,900.80	\$ 265,900.80	\$ -
57-Senate Bill (SB) 22-Prosecutor	\$ -	\$ 10,394.82	\$ 10,394.82	\$ -
80-Tobacco Settlement	\$ 88,510.10	\$ -	\$ 6,429.71	\$ 82,080.39
81-Historical Commission	\$ 7,015.67	\$ -	\$ -	\$ 7,015.67
82-County Donations	\$ 85,328.83	\$ 2,952.00	\$ 3,865.52	\$ 84,415.31
83-Opioid Abatement Fund	\$ 6,146.34	\$ -	\$ -	\$ 6,146.34
84-Abandoned Vehicles	\$ 2,329.75	\$ -	\$ -	\$ 2,329.75
89-Bond Forfeiture Commission	\$ 67,733.42	\$ 29.73	\$ -	\$ 67,763.15
93-Texas State Fees	\$ 243,371.68	\$ 61,544.57	\$ -	\$ 304,916.25
CASH BALANCES	\$ 3,638,383.15	\$ 4,947,907.82	\$ 4,926,356.14	\$ 3,659,934.83



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Cash Summary at Frost Bank April 2025

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Sheryl D'Spain
County Treasurer

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-331-8220

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

2 Minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Discuss and approve cash summary at Frost Bank for April 2025

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

This report is made in compliance with the provisions of Chapter 114.026 of the Local Government Code, which requires regular reporting of financial transactions for the County funds to the Commissioners Court.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

The cash summary spreadsheet will be provided to the Court and will be available to the public on the Treasurer's page on the County website once approved by Commissioners Court.

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

KENDALL COUNTY SUMMARY OF CASH BALANCES AT FROST BANK
MONTH ENDING APRIL 30, 2025

Funds	Beg Balance	Receipts (Includes Journal Entries and Transfers In)	Disbursements (Includes Journal Entries and Transfers Out)	Ending Balance
65-Series 2016 Limited Tax Gen.Oblig.Bond	\$ 24,945.66	\$ 9,406.27	\$ 24,900.00	\$ 9,451.93
66-Series 2022 Tax Note	\$ 3,729.21	\$ 491.33	\$ 3,700.00	\$ 520.54
67-Series 2023 Ltd Tax Gen.Oblig.Bond	\$ 195,933.95	\$ 62,005.46	\$ 195,800.00	\$ 62,139.41
70-Capital Projects 2022 Tax Note	\$ 298,856.86	\$ -	\$ 4,765.00	\$ 294,091.86
74-Open Space/Conservation Land	\$ 20,194,561.01	\$ 5.39	\$ -	\$ 20,194,566.40
85-Local S.O. Forfeiture	\$ 12,848.70	\$ 5.70	\$ -	\$ 12,854.40
87-Federal S.O. Forfeiture	\$ 50,979.42	\$ 3,091.69	\$ 875.00	\$ 53,196.11
88-CDA Asset Forfeiture	\$ 14,094.51	\$ 449.33	\$ 1,000.00	\$ 13,543.84
90-Trust Account	\$ 1,174,823.57	\$ 521.43	\$ -	\$ 1,175,345.00
96-Public Grants	\$ 352,962.45	\$ 1,158,367.14	\$ 1,041,431.20	\$ 469,898.39
CASH BALANCES	\$ 22,323,735.34	\$ 1,234,343.74	\$ 1,272,471.20	\$ 22,285,607.88

Cash Summary Report prepared by the Treasurer *Adipain* Date: *5/19/25*
 Cash Summary Report examined and approved by the Auditor's office *Colinna Speer* Date: *5/19/25*

KENDALL COUNTY SUMMARY OF CASH BALANCES AT FROST BANK
MONTH ENDING APRIL 30, 2025

	Beg Balance	Receipts (includes Journal Entries and Transfers In)	Disbursements (includes Journal Entries and Transfers Out)	Ending Balance
10-General Fund	\$ 1,847,613.04	\$ 1,391,900.41	\$ 3,678,008.20	\$ (438,494.75)
11-Road & Bridge	\$ 363,119.90	\$ 2,901,120.48	\$ 2,844,234.55	\$ 420,005.83
13-Courthouse Security	\$ 18,597.56	\$ 3,905.77	\$ 23,634.43	\$ (1,131.10)
15-Lateral Road & Bridge	\$ 38,061.48	\$ -	\$ -	\$ 38,061.48
16-Court Reporter Service	\$ 51,957.57	\$ 1,788.87	\$ -	\$ 53,746.44
19-Records Mgmt (County Clerk)	\$ 21,343.84	\$ 10,108.99	\$ 16,138.31	\$ 15,314.52
20-Law Library	\$ 89,502.79	\$ 2,100.00	\$ -	\$ 91,602.79
21-Justice Court Technology	\$ 53,117.16	\$ 1,967.50	\$ 1,520.00	\$ 53,564.66
22-Justice Court Building Security	\$ 38,512.44	\$ 7.00	\$ -	\$ 38,519.44
23-County & District Technology	\$ 25,984.48	\$ 121.50	\$ -	\$ 26,105.98
24-Alternative Dispute Resolution	\$ 2,802.42	\$ 1,125.00	\$ -	\$ 3,927.42
25-District Clerk Records Mgmt	\$ 14,856.73	\$ 2,187.46	\$ 4,500.00	\$ 12,544.19
26-County Clerk Rec. Archive Fund	\$ 42,587.59	\$ 9,330.00	\$ -	\$ 51,917.59
27-Vital Statistics Records	\$ 1,635.50	\$ 58.00	\$ -	\$ 1,693.50
28-Pre-Trial Intervention	\$ 58,722.47	\$ 1,040.00	\$ -	\$ 59,762.47
29-LEOSE Training	\$ 86,126.55	\$ -	\$ 665.50	\$ 85,461.05
30-County Jury Fund	\$ 11,115.48	\$ 748.21	\$ -	\$ 11,863.69
31-County Records Mgmt & Pres Fund	\$ 48,466.45	\$ -	\$ -	\$ 48,466.45
32-Appellate Judicial System Fund	\$ 765.00	\$ 300.00	\$ -	\$ 1,065.00
33-Juv Probation-State Grant	\$ 44,121.79	\$ 23,834.00	\$ 21,371.23	\$ 46,584.56
36-Local Truancy Prev & Diversion	\$ 97,195.74	\$ 2,424.39	\$ -	\$ 99,620.13
37-Court-Initiated Guardianship Fund	\$ 21,480.00	\$ 420.00	\$ -	\$ 21,900.00
41-MVDIT Interest	\$ 94,753.43	\$ 4,845.25	\$ 2,433.07	\$ 97,165.61
42-Election Services Contract Fund	\$ 53,531.54	\$ -	\$ -	\$ 53,531.54
43-Fire Inspection & Permit Fund	\$ 31,142.68	\$ 8,841.16	\$ 11,150.62	\$ 28,833.22
50-Crime Victims Grant	\$ (51,815.66)	\$ 34,820.25	\$ 15,224.09	\$ (32,219.50)
55-Coronavirus Local Fisc Recvy Fund	\$ -	\$ 17,262.80	\$ 17,262.80	\$ -

KENDALL COUNTY SUMMARY OF CASH BALANCES AT FROST BANK
MONTH ENDING APRIL 30, 2025

56-Senate Bill (SB) 22-Sheriff	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -
57-Senate Bill (SB) 22-Prosecutor	\$ -	\$ 9,652.54	\$ 9,652.54	\$ -
80-Tobacco Settlement	\$ 82,080.39	\$ -	\$ -	\$ 82,080.39
81-Historical Commission	\$ 7,015.67	\$ -	\$ -	\$ 7,015.67
82-County Donations	\$ 84,415.31	\$ 1,190.00	\$ -	\$ 85,605.31
83-Opioid Abatement Fund	\$ 6,146.34	\$ 29,985.08	\$ -	\$ 36,131.42
84-Abandoned Vehicles	\$ 2,329.75	\$ -	\$ -	\$ 2,329.75
89-Bond Forfeiture Commission	\$ 67,763.15	\$ 1,205.21	\$ 2,070.00	\$ 66,898.36
93-Texas State Fees	\$ 304,916.25	\$ 64,900.87	\$ 160,864.68	\$ 208,952.44
CASH BALANCES	\$ 3,659,964.83	\$ 4,529,190.74	\$ 6,810,730.02	\$ 1,378,425.55



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Investment Report 2nd Qtr. FY 25 (January, February, March)

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Sheryl D'Spain
Treasurer

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-331-8220

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Discuss and approve Investment Report 2nd Qtr. FY 25 (January, February, March)

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

This report is made in compliance with the provisions of Chapter 2256 of the Local Government Code, the Public Funds Investment Act, which requires quarterly reporting of the investment transactions for the County funds to the Commissioners Court

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Investment report spreadsheets

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

Logic FY 2025

2nd Quarter FY 2025 Jan-Mar 2025	Beginning Balance	Jan. Int. 4.5390%	Feb. Int. 4.5009%	Mar. Int. 4.4641%	Deposits Jan	Deposits Feb	Deposits Mar	Withdrawals Jan	Withdrawals Feb	Withdrawals Mar	Ending Qtr. Balance
General	\$35,080,874.78	\$133,978.78	\$121,555.80	\$131,009.74	\$2,000,000.00	\$0.00	\$0.00	\$2,000,000.00	\$0.00	\$3,000,000.00	\$32,467,419.10
Road & Bridge	\$5,078,380.52	\$19,512.65	\$16,733.87	\$18,439.75	\$0.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$4,883,066.79
Courthouse Sec	\$110,367.43	\$425.44	\$382.45	\$421.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$111,596.72
Lateral Road & Bridge	\$188,310.31	\$725.85	\$652.53	\$719.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190,407.70
Cty Clk Recs Mgmt	\$566,072.46	\$2,181.93	\$1,961.54	\$2,161.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$572,377.39
Cty Clk Rec Arc	\$500,092.09	\$1,927.61	\$1,732.91	\$1,909.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$505,662.16
Fire Marshal	\$209,815.81	\$808.74	\$701.19	\$535.64	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00	\$0.00	\$141,861.38
Coronavirus Local Fis	\$1,959,130.02	\$7,344.42	\$5,840.96	\$6,122.52	\$0.00	\$0.00	\$0.00	\$135,183.93	\$211,619.77	\$22,177.34	\$1,609,456.88
Sheriff SB22	\$459,387.14	\$1,770.72	\$1,574.34	\$1,288.99	\$0.00	\$0.00	\$0.00	\$0.00	\$54,024.06	\$265,900.80	\$144,096.33
Prosecutor SB22	\$253,531.32	\$967.30	\$842.74	\$889.00	\$0.00	\$0.00	\$0.00	\$7,459.37	\$10,054.64	\$10,394.82	\$228,321.53
2016 LTD Tax Gen Obl	\$2,750,057.16	\$11,331.21	\$8,001.80	\$4,393.81	\$310,000.00	\$0.00	\$0.00	\$0.00	\$1,919,991.00	\$0.00	\$1,163,792.98
Series 2022 Tax Note	\$1,631,260.54	\$6,469.30	\$4,593.81	\$4,117.58	\$77,000.00	\$0.00	\$0.00	\$0.00	\$633,000.00	\$0.00	\$1,090,441.23
Series 2023 Ltd Tax Gen	\$3,265,602.88	\$13,478.77	\$8,010.78	\$979.65	\$378,000.00	\$0.00	\$0.00	\$0.00	\$3,406,191.00	\$0.00	\$259,881.08
Capital Projects 2022	\$761,993.60	\$2,524.87	\$117.38	\$0.12	\$0.00	\$0.00	\$0.00	\$289,532.45	\$474,986.02	\$117.38	\$0.00
Open Space/Conserv.	\$16,137,827.37	\$62,176.66	\$4,008.31	\$5.39	\$3,150.00	\$0.00	\$0.00	\$7,601.33	\$16,195,552.70	\$4,008.31	\$0.00
Tobacco Settlement	\$34,995.04	\$134.88	\$121.27	\$133.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,384.80
Opioid Abatement	\$34,687.75	\$133.71	\$120.18	\$132.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,074.09
Local SO Forf	\$101,140.90	\$389.86	\$350.47	\$376.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$92,257.66
Federal SO Forf	\$138,152.43	\$532.50	\$478.72	\$527.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$139,691.18
CDA Asset Forf	\$111,254.92	\$428.85	\$385.52	\$424.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$112,494.08
Trust Account	\$32,165.23	\$123.97	\$111.47	\$122.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,523.46
TOTAL	\$69,405,099.70	\$267,368.02	\$178,278.04	\$174,711.21	\$2,768,150.00	\$0.00	\$0.00	\$2,689,777.08	\$22,975,419.19	3,312,598.65	\$43,815,806.54

FROST BANK INTEREST FY 2025

2nd Qtr Jan-Mar FY 2025	Jan. Int	Feb. Int.	Mar. Int	Total Qtr Int Earned
Account Name	0.69%	0.69%	0.69%	
General (10)	\$2,138.77	\$2,443.80	\$2,081.66	\$6,664.23
2016 Ltd Tax Gen Ob Bond(65)	\$52.03	\$332.82	\$8.53	\$393.38
Series 2022 Tax Note (66)	\$13.34	\$13.85	\$1.63	\$28.82
Series 2023 LTD Tax Gen Oblig Bond (67)	\$63.97	\$525.77	\$68.82	\$658.56
Capital Projects-2022 Tax Note (70)	\$11.72	\$7.70	\$0.00	\$19.42
Local (85)	\$8.18	\$5.12	\$4.50	\$17.80
Federal (87)	\$21.18	\$18.61	\$23.53	\$63.32
CDA Asset Forfeiture (88)	\$8.70	\$6.84	\$6.57	\$22.11
Trust Account (90)	\$0.00	\$29.08	\$514.54	\$543.62
Total	\$2,317.89	\$3,383.59	\$2,709.78	\$8,411.26

**Security State CDARS
Investments**

2nd Qtr FY 2025
January-March

CDAR	CERT NUMBER	Jan-Mar Int.
Acct ID 1027524288		
Banc of California	24045	\$2,521.81
Bank of Ann Arbor	34120	\$2,521.81
Dacotah Bank	17437	\$2,521.81
Hebron Savings Bank	8811	\$2,521.81
National Bank of St. Anne	16752	\$70.85
New OMNI Bank, NA	23086	\$2,521.81
OneUnited Bank	23966	\$2,521.81
Optus Bank	35241	\$2,521.81
Republic Bank & Trust Co.	23627	\$2,521.81
Rockland Trust Company	9712	\$1,481.85
SSB Community Bank	29858	\$2,521.81
United Bank	22858	\$2,521.81
Acct ID 1027784638		
Farmers & Merchants State Bank	5969	\$2,337.14
Middlefield Banking Company	13716	\$358.63
Acct ID 1029517386		
BOKF, NA	4214	\$1,776.34
Heritage Bank of Commerce	33905	\$1,436.39
Pinnacle Bank	35583	\$1,688.76
Truist Bank	9846	\$1,039.44
TOTAL INTEREST		\$35,407.50

**Certificate of Deposit Account Registry Service (CDARS)
Investment List**

BANK NAME	ACCT NUMBER	AMOUNT	MATURITY DATE	INTEREST PAID BACK TO COUNTY	INTEREST RATE
Acct ID 1027524288					
Banc of California	24045	\$235,500.00	7/17/2025	Quarterly	4.32%
Bank of Ann Arbor	34120	\$235,500.00	7/17/2025	Quarterly	4.32%
Dacotah Bank	17437	\$235,500.00	7/17/2025	Quarterly	4.32%
Hebron Savings Bank	8811	\$235,500.00	7/17/2025	Quarterly	4.32%
National Bank of St. Anne	16752	\$6,616.79	7/17/2025	Quarterly	4.32%
New OMNI Bank, NA	23086	\$235,500.00	7/17/2025	Quarterly	4.32%
OneUnited Bank	23966	\$235,500.00	7/17/2025	Quarterly	4.32%
Optus Bank	35241	\$235,500.00	7/17/2025	Quarterly	4.32%
Republic Bank & Trust Company	23627	\$235,500.00	7/17/2025	Quarterly	4.32%
Rockland Trust Company	9712	\$138,383.21	7/17/2025	Quarterly	4.32%
SSB Community Bank	29858	\$235,500.00	7/17/2025	Quarterly	4.32%
United Bank	22858	\$235,500.00	7/17/2025	Quarterly	4.32%
Acct ID 1027784638					
Farmers & Merchants State Bank	5969	\$216,741.03	9/11/2025	Quarterly	4.35%
Middlefield Banking Company	13716	\$33,258.97	9/11/2025	Quarterly	4.35%
Acct ID 1029517386					
BOKF, National Association	4214	\$224,250.00	8/13/2026	Quarterly	3.20%
Heritage Bank of Commerce	33905	\$181,334.17	8/13/2026	Quarterly	3.20%
Pinnacle Bank	35583	\$213,194.18	8/13/2026	Quarterly	3.20%
Truist Bank	9846	\$131,221.65	8/13/2026	Quarterly	3.20%
TOTAL INVESTMENT		\$3,500,000.00			



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Road & Bridge Report

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Kendall County Road & Bridge:
Don L Evans, Road and Bridge Supervisor

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-995-2995 ext 656

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Summary of Road and Bridge Report For April 2025

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Monthly Road and Bridge Report

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

County Wide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Description of Work Performed

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

Kendall County Road Bridge April 2025 Report

Precinct	Address	Street	Location	Activity	Notes	Task ID	Date
1	208	E SAN ANTONIO AVE	Historic Jail	Assist other Agency	Haul JBC Unlock Generator	66489	4/29/2025
1	201	E SAN ANTONIO AVE	Courthouse	Assist other Agency	Haul 4x5 Sheets Metal Cover Well Hole	66235	4/21/2025
1		CASCADE CAVERNS RD	0.0 - 1.4	Brush	Cut Overhead Brush	66143	4/4/2025
1		WHITWORTH RD	0 - 1.26	Edge of Pavement	Patch Shoulder Of Road	66288	4/23/2025
1		DODGE RD	1.5 - 2.038	Edge of Pavement	Edge Of Pavement	66234	4/22/2025
1		DODGE RD	0.0 - 1.5	Edge of Pavement	Pothole Repair	66236	4/21/2025
1		OLD FREDERICKSBURG RD	0 - 1.45	Edge of Pavement	Patched Edge Of Road	66144	4/4/2025
1		CASCADE CAVERNS RD	0.0 - 1.5 Miles	Mowing	Shred And Weed Eat ROW	66093	4/3/2025
1		JOHNS RD	0.0 To 0.63	Edge of Pavement	Sweeping And Edge Road	66286	4/24/2025
1		CASCADE CAVERNS RD	0.0 - 1.5 Miles	Pothole Repair	Edge Work And Pothole Repair	66094	4/3/2025

Kendall County Road Bridge April 2025 Report

Precinct	Address	Street	Location	Activity	Notes	Task ID	Date
2		KREUTZBERG RD	0.3	Brush	Remove Branch Off Road	66481	4/30/2025
2	202	CHARGER BLVD	Brush Site	Equipment	Grinder Broke Cleaned Machine	66098	4/2/2025
2	202	CHARGER BLVD	Brush Site	Equipment	Grinder Breakdown Broken Teeth	66103	4/1/2025
2	202	CHARGER BLVD		Grind Brush	Grind Brush	66488	4/30/2025
2	202	CHARGER BLVD	Brush Site	Grind Brush	Grind Brush	66491	4/29/2025
2	202	CHARGER BLVD	Brush Site	Grind Brush	Haul Grinder To Brush Site From Comfort Yard Grind Brush	66492	4/28/2025
2	202	CHARGER BLVD	Brush Site	Grind Brush	Grind Brush Breakdown Machine Broke Teeth	66104	4/1/2025
2		KREUTZBERG RD	0 - 3.32	Pothole Repair	Pothole Repair By Mailboxes	66140	4/10/2025
2		KREUTZBERG RD	3.32 - 4.32	Pothole Repair	Patch Edge Of Road And Potholes	66138	4/9/2025
2		CAMP ALZAFAR RD	0 - 1.912	Pothole Repair	Patched Edge Of Road And Potholes	66137	4/8/2025

Kendall County Road Bridge April 2025 Report

Precinct	Address	Street	Location	Activity	Notes	Task ID	Date
3		OLD BLANCO RD	0.5 - 0.8	Brush Removal	Clean Roadway And Tree Removal	66248	4/15/2025
3		OLD BLANCO RD	0.0 - 0.5	Brush Removal	Clean Roadway And Overhead	66240	4/14/2025
3	517	EDGE FALLS RD		Cattle Guard	Stage Gradall And Forklift	66487	4/30/2025
3		EDGE FALLS RD		Cattle Guard	Deliver New Cattle Guard	66482	4/30/2025
3		JONES CEMETERY RD	0	Cattle Guard	Weld Broken Wind On Cattle Guard	66239	4/21/2025
3	1133	FM 3351 N	Kendalia Yard	Clean	Haul Material Out Of Yard	66129	4/1/2025
3		OLD BLANCO RD	35 - 50	Culvert Work	Clean Culvert Pipes	66290	4/23/2025
3	319	OLD BLANCO RD	3.8 - 4.3	Culvert Work	Cleaned Out Culvert	66230	4/15/2025
3		EDGE FALLS RD	121 & 748	Debris Removal	Pick Up Debris In ROW	66281	4/24/2025
3	508	EDGE FALLS RD		Equipment Staging	Stage Equipment For Job	66283	4/25/2025
3		RIVER RANCH RD	From FM 474 To End 1 Side 1.64 Miles	Herbicides and Vegetation		66238	4/14/2025
3		KEMMER TRL	River Trail Subdivision Kemmer Trail Ridge Trail River Trail Hardy Trail South River Trail	Herbicides and Vegetation	Broadleaf Maintenance	66237	4/14/2025
3	221	FAWN VALLEY DR		Non Road and Bridge	Set Up Cones And Barricades Traffic Control For Early Voting	66285	4/25/2025
3		OLD BLANCO RD	0. To 1.1	Seal Coat Prep	Cut/Clean Ditches	66493	4/22/2025
3		OLD BLANCO RD	35 - 114	Seal Coat Prep	Prep Edge Of Road	66289	4/21/2025
3		OLD BLANCO RD	1.5 - 1.9	Seal Coat Prep	Haul 3 Loads Fill Dirt ROW	66228	4/17/2025
3		OLD BLANCO RD	2.0 - 2.3	Seal Coat Prep	Haul 4 Loads Fill Dirt For ROW	66227	4/16/2025

Kendall County Road Bridge April 2025 Report

Precinct	Address	Street	Location	Activity	Notes	Task ID	Date
3		OLD BLANCO RD	4.5 - 5.5	Seal Coat Prep	Haul 3 Loads Fill Dirt	66229	4/14/2025
3		OLD BLANCO RD	5.3 - 5.5	Seal Coat Prep	Haul Fill Dirt	66258	4/11/2025
3		OLD BLANCO RD	5.2 - 5.3	Seal Coat Prep	Hauled Fill Dirt To Headwaters Worked On Broom	66256	4/10/2025
3		OLD BLANCO RD	3.9 - 5.2	Seal Coat Prep	Haul Fill Dirt	66257	4/9/2025
3		OLD BLANCO RD	3.3 - 3.9	Seal Coat Prep	Haul Fill Dirt	66251	4/8/2025
3		OLD BLANCO RD	2.9 - 3.3	Seal Coat Prep	Haul Fill Dirt	66252	4/7/2025
3		OLD BLANCO RD	2.2 - 2.9	Seal Coat Prep	Haul Fill Dirt	66254	4/4/2025
3		OLD BLANCO RD	1.0 - 2.2	Seal Coat Prep	Haul Fill Dirt	66255	4/3/2025
3		OLD BLANCO RD	215 - 225	Seal Coat Prep	Prep Edge Of Road	66131	4/2/2025

Kendall County Road Bridge April 2025 Report

Precinct	Address	Street	Location	Activity	Notes	Task ID	Date
4	28	FM 473	Comfort Solid Waste	Assist other Agency	Work Comfort Solid Waste	66244	4/12/2025
4	1207	FM 1376	Sisterdale VFD	Assist other Agency	Pick Up 50 Gallon Drum From Sisterdale VFD Filled Up At Pico In Bergheim Delivered Back To Sisterdale VFD	66100	4/1/2025
4	201	BIG JOSHUA CREEK RD		Brush	Remove Dead Tree	66484	4/30/2025
4	3	OLD COMFORT RD		Brush	Haul Brush From Comfort Yard To Brush Site	66099	4/2/2025
4	25	ZOELLER LN		Brush Removal	Brush Removal From Recent Storm	66282	4/24/2025
4		BIRCH RD	0.0 - 0.85	Brush Removal	Cut And Haul Brush Haul Brush To Fire Dept	66287	4/23/2025
4		WARING WELFARE RD	0.0 - 1.2	Brush Removal	Pick Up/Haul Off Fallen Limb	66253	4/7/2025
4	3	OLD COMFORT RD		CDL Training	CDL Driver Training	66318	4/30/2025
4	3	OLD COMFORT RD		CDL Training	CDL Driver Training	66294	4/24/2025
4	3	OLD COMFORT RD		CDL Training	CDL Driver Training	66243	4/14/2025
4	3	OLD COMFORT RD		CDL Training	CDL Driver Training	66292	4/8/2025
4	3	OLD COMFORT RD		CDL Training	CDL Driver Training	66250	4/7/2025
4	3	OLD COMFORT RD		CDL Training	CDL Driver Training Truck Walk Around Training	66051	4/2/2025
4	3	OLD COMFORT RD		County Road and Bridge	Drive To San Antonio Pick Up Parts	66291	4/17/2025
4	3	OLD COMFORT RD		Fabricate	Weld Wings To Cattle Guard For Edge Falls Road	66299	4/28/2025
4		RIVER BEND RD	From FM 473 To S. River Bend Rd 1.95	Herbicides and Vegetation	Grass Maintenance	66494	4/30/2025

Kendall County Road Bridge April 2025 Report

Precinct	Address	Street	Location	Activity	Notes	Task ID	Date
4		S RIVER BEND RD	From River Bend Rd To End Both Sides .54	Herbicides and Vegetation	Grass Maintenance	66495	4/30/2025
4		N RIVER BEND RD	From River Bend Rd To FM 473 Both Sides 1.63	Herbicides and Vegetation	Grass Maintenance	66497	4/30/2025
4		SPARKLING SPRINGS DR	From Upper Cibolo Creek Rd To End Both Sides 1.70 Miles	Herbicides and Vegetation	Broadleaf Maintenance	66232	4/22/2025
4		UPPER CIBOLO CREEK RD	From IH 10 To 341 Upper Cibolo Creek Rd Both Sides 5.58 Miles	Herbicides and Vegetation	Broadleaf Maintenance	66231	4/22/2025
4		UPPER SISTERDALE RD	From FM 473 To FM 1376 Both Sides 7.28 Miles	Herbicides and Vegetation	Broadleaf Maintenance	66245	4/11/2025
4		MARQUARDT RD	From Violet Creed Bridge To FM 1376 Both Sides	Herbicides and Vegetation	Broadleaf Maintenance	66147	4/10/2025
4		MARQUARDT RD	From Cravey Rd To Violet Creek Bridge Both Sides	Herbicides and Vegetation	Broadleaf Maintenance	66146	4/10/2025
4		WALNUT GROVE RD	From Nelson Rd To Schmidt Lane Both Sides	Herbicides and Vegetation	Broadleaf Maintenance	66148	4/10/2025
4		EAST ST	From Altgelt To End Both Sides	Herbicides and Vegetation		66142	4/9/2025
4		IDLEWILDE BLVD	From US 87 To FM 473 Both Sides	Herbicides and Vegetation	Broadleaf Maintnenace	66141	4/9/2025

Kendall County Road Bridge April 2025 Report

Precinct	Address	Street	Location	Activity	Notes	Task ID	Date
4		RIVER OAKS RD	River Oaks Subdivision Both Sides River Oaks Rd, Seale Hill Rd Oleander Rd, Misty Valley Milner Ln, Feather Hill Rd	Herbicides and Vegetation	Broadleaf Maintenance	66139	4/9/2025
4		THIRD ST	From Live Oak St To End Both Sides	Herbicides and Vegetation	Broadleaf Maintenance	66151	4/7/2025
4		OLD COMFORT RD	From FM 289 To Fm 289 Both Sides	Herbicides and Vegetation	Broadleaf Maintenance	66150	4/7/2025
4		CEMETARY ST	From 2nd St To North Creek Both Sides	Herbicides and Vegetation	Broadleaf Maintenance	66152	4/7/2025
4		MANOR DR	From 2nd St To North Creek Both Sides	Herbicides and Vegetation		66153	4/7/2025
4		SECOND ST	From Broadway To Cemetery Rd Both Sides	Herbicides and Vegetation	Broadleaf Maintenance	66154	4/7/2025
4		OLD COMFORT RD	Sprayed R&B Yard	Herbicides and Vegetation	Broadleaf Maintenance	66149	4/7/2025
4		SHADY OAKS DR	Stone Springs Estates Shady Oaks Dr Lost Pilot Ln Deer Meadow Ln Vista View Rd	Herbicides and Vegetation	Broadleaf Maintenance	66117	4/4/2025
4		CRAVEY RD	From Waring Welfare Rd To Violet Pass Both Sides 2.01 Miles	Herbicides and Vegetation	Broadleaf Maintenance	66115	4/4/2025
4		WALNUT GROVE RD	From Cravey Rd To Nelson Rd Both Sides 1.57 Miles	Herbicides and Vegetation	Broadleaf Maintenance	66116	4/4/2025

Kendall County Road Bridge April 2025 Report

Precinct	Address	Street	Location	Activity	Notes	Task ID	Date
4		MAJESTIC OAKS DR	Southern Oaks Subdivision Majestic Oaks Dr Mesquite Trail Pecan Pkwy Mulberry Ln Agarita Court	Herbicides and Vegetation	Broadleaf Maintenance	66106	4/3/2025
4	28	FM 473	Comfort Solid Waste	Non Road and Bridge	Work Comfort Solid Waste	66295	4/26/2025
4	118	N RIVER BEND RD	James Kiehl Park	Non Road and Bridge	Haul Base To James Kiehl River Bend	66097	4/2/2025
4		SPANISH PASS RD	46 - 44 Solid Waste	Pothole Repair	Patched Potholes At Solid Waste	66313	4/29/2025
4		COMANCHE RD	100/114	Seal Coat Prep	Clear ROW	66483	4/30/2025
4	100	COMANCHE RD		Seal Coat Prep	Clear ROW Cut Brush	66486	4/29/2025
4		APACHE RD	305 - 308	Seal Coat Prep	Cut Brush To Clear ROW For Seal Coat Prep	66296	4/28/2025
4	305	APACHE RD		Seal Coat Prep	Cut And Haul Brush (Seal Coat Prep) Haul Brush To Fire Dept	66293	4/24/2025
4		BIRCH RD	0.0 To 0.85	Seal Coat Prep	Cut And Clean Ditches	66233	4/22/2025
4	134	BIRCH RD		Seal Coat Prep	Scrape Edges Of Road Haul Off Dirt	66485	4/21/2025
4		ALAMO RD	113 - 401	Seal Coat Prep	Reshape Ditch Lines Pick Up Soils	66249	4/17/2025
4		ALAMO RD	103 - 110	Seal Coat Prep	Reshape Ditch Lines Pick Up Spoils	66247	4/16/2025

Kendall County Road Bridge April 2025 Report

Precinct	Address	Street	Location	Activity	Notes	Task ID	Date
4		ALAMO RD	301 - 309	Seal Coat Prep	Reshape Ditch Lines And Pick Up Spoils Joe West Rd/Prather Rd Done	66242	4/15/2025
4		ALAMO RD	301 - 309	Seal Coat Prep	Reshape Ditch Lines And Pick Up Spoils	66241	4/14/2025
4	510	ALAMO RD		Seal Coat Prep	Cut Ditches	66246	4/11/2025
4	115	ALAMO RD	0 - 1	Seal Coat Prep	Cut Ditches	66145	4/10/2025
4	110	ALAMO RD		Seal Coat Prep	Cut Ditches	66135	4/9/2025
4		GRAPE CREEK RD		Seal Coat Prep	Patch Spots	66134	4/8/2025
4		GRAPE CREEK RD	1361 - 467	Seal Coat Prep	Haul Dirt, Patch Spots	66125	4/7/2025
4		GRAPE CREEK RD	1361 - 467	Seal Coat Prep	Reshape Ditch Line Cut Silt And Grass From Ditch Line	66128	4/4/2025
4		GRAPE CREEK RD	2414 - 1361	Seal Coat Prep	Reshape Ditch Lines, Cut Silt And Grass Out Of Ditch Line	66096	4/3/2025
4		GRAPE CREEK RD	3398 -2414	Seal Coat Prep	Reshape Ditch Lines, Cut Silt And Grass Out Of Ditch Line	66105	4/2/2025
4		GRAPE CREEK RD	0 - 3.10	Seal Coat Prep	Edge Of Road And Ditch Lines	66050	4/1/2025
4	3	OLD COMFORT RD		Testing	Random DOT Drug Testing	66127	4/7/2025
4	1175	N MAIN ST	EMS	Training	Traffic Management For First Responders Training	66311	4/29/2025
4	3	OLD COMFORT RD	Boerne EMS	Training	Management Training	66261	4/24/2025
4	1275	N MAIN ST	Boerne EMS	Training	Management Training	66260	4/23/2025
4	1275	N MAIN ST	Boerne EMS	Training	Management Training	66259	4/22/2025

Kendall County Road Bridge April 2025 Report

Precinct	Address	Street	Location	Activity	Notes	Task ID	Date
4	1175	N MAIN ST	Boerne EMS	Training	TAC Training Slips, Trips And Falls	66220	4/16/2025
4	3	OLD COMFORT RD	Tac Training In Round Rock	Training	County Management And Risk Conference (TAC) 4/9 - 4/11	66262	4/11/2025
4	3	OLD COMFORT RD		Training	Mental Health Training	66092	4/2/2025



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Road & Bridge Monthly Sign Report

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Kendall County Road & Bridge:
Don L Evans, Road and Bridge Supervisor

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-995-2995 ext 656

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Summary Of Signs For April 2025

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Monthly Sign Report

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

County Wide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Description of Work Performed

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

Kendall County April 2025 Sign Report

Precinct	Address #	Street	Location Description	Activity	Notes	Task ID	Date
1		ALTA DR	@ .01 Miles	Repair Sign Support	Repair Stop Sign Pole	66371	4/22/2025
1		ARROWHEAD DR	@ .33 Miles	Install Sign	Replace Street Name Sign	66370	4/22/2025
1		BALCONES RD WEST	@ .01 Miles	Repair Sign	Repair Road May Flood Sign	66346	4/14/2025
1		CEDAR PL	@ .01 Miles	Replace Sign	Replace Street Name Sign	66369	4/22/2025
1		DEEP HOLLOW DR		Barricades	Pick Up Barricades	66343	4/9/2025
1		DODGE RD	@ .28 Miles	Remove	Remove 2 Short Pipes In ROW	66372	4/22/2025
1		E WINDING LOOP	Fabricate @ Shop	Fabricate and Install	Fabricate Street Name Sign	66358	4/15/2025
1	560	HANNAH LN	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66345	4/11/2025
1	310	PRESTON TRL	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66344	4/11/2025
1		SCENIC LOOP RD	@ .9 Miles	Remove	Remove Broken Chevron	66380	4/25/2025
1		VALLERIE LN	@ .05 Miles	Data Collection	Collect Data On Guard Rail	66375	4/23/2025
1		VALLERIE LN	@ .01 Miles	Trim Brush	Trim Brush Around Stop Sign	66376	4/23/2025

Kendall County April 2025 Sign Report

Precinct	Address #	Street	Location Description	Activity	Notes	Task ID	Date
2	319	AMMANN RD	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66325	4/3/2025
2		CANDY LN	@ .01 Miles	Place or Remove Temp Sign	Place Temporary Yield Sign	66180	4/2/2025
2		CANDY LN	@ .01 Miles	Replace Sign & Pole	Replace Yield Sign & Pole	66181	4/3/2025
2	202	CHARGER BLVD	Fabricate @ Shop	Fabricate and Install	Fabricate & Install Info Sign	66357	4/15/2025
2		KENDALL VIEW DR	@ .01 Miles	Repair Sign	Repair Street Name Sign	66374	4/23/2025
2	208	LONE STAR	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66333	4/7/2025
2	106	SWEDE CRK	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66381	4/29/2025
2	11	TIN CUP LOOP	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66382	4/29/2025
2	120	WHITE OAK TRL	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66364	4/17/2025
2	107	WINDVIEW DR	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66383	4/30/2025

Kendall County April 2025 Sign Report

Precinct	Address #	Street	Location Description	Activity	Notes	Task ID	Date
3		BUNTLINE DR	@.42 Miles	Replace Sign	Replace Street Name Sign	66341	4/9/2025
3		CRABAPPLE RD	@ 3.04 Miles	Object Marker Repair	Object Marker Repair	66177	4/1/2025
3		CRABAPPLE RD	@ 3.57 Miles	Object Marker Repair	Object Marker Repair	66179	4/1/2025
3		CRABAPPLE RD	@ 3.43 Miles	Object Marker Repair	Object Marker Repair	66178	4/1/2025
3	34	LINWOOD RDG	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66337	4/7/2025
3		OLD BLANCO RD	@ 4 Miles	Object Marker Replace	Replace Object Marker	66390	4/30/2025
3	308	OLD BLANCO RD	@ 3.46 Miles	Object Marker Replace	Replace Object Marker	66389	4/30/2025
3		REMINGTON DR	@ 1.16 Miles	Repair Sign Support	Repair Knocked Over Chevron	66342	4/9/2025
3		SISTERDALE LINDENDALE RD	@ 1.1 Miles	Object Marker Repair	Repair Object Marker	66373	4/22/2025

Kendall County April 2025 Sign Report

Precinct	Address #	Street	Location Description	Activity	Notes	Task ID	Date
4		ALAMO RD	@ 1.94 Miles	Repair Sign	Repair 30 MPH Sign	66347	4/14/2025
4		BELOW RD	@ .26 Miles	Repair Sign	Repair "Y" Intersection Sign	66182	4/3/2025
4		BIRCH RD	@ Alamo Road	Repair Sign	Repair Stop Sign Pole	66349	4/14/2025
4		BLUE RDG	@ Fifth St	Repair Sign Support	Repair Stop Sign Pole	66176	4/1/2025
4		CAMP CAPERS RD	@ .05 Miles	Replace Sign	Replace Road May Flood Sign	66335	4/7/2025
4		COMANCHE RD	@ Apache Rd	Repair Sign Support	Repair Street Name Sign Pole	66350	4/14/2025
4		COUNTRY LN	@ Pankratz Rd	Repair Sign	Repair Stop Sign	66348	4/14/2025
4	48	CRAVEY RD	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66339	4/9/2025
4	48	CRAVEY RD	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66354	4/14/2025
4	218	EIGHTH ST		Install Sign	Install No Dumping Sign	66367	4/22/2025
4	711	FIFTH ST	@ Intersection	Object Marker Repair	Object Marker Repair	66175	4/1/2025
4		FIR RD	@ Alamo Rd.	Repair Sign Support	Repair Street Name Sign Pole	66351	4/14/2025
4	340	FM 1621	Fabricate @ Shop	Fabricate and Install	Fabricate & Install Street Name Sign	66334	4/7/2025
4	716	FM 289	Fabricate @ Shop	Fabricate	Fabricate Horse Signs For Parks	66356	4/15/2025
4	105	FRIENDSHIP DR	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66379	4/25/2025
4	115	HAWK RD	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66384	4/30/2025
4		HOLIDAY RD	@ Below Road	Install	Reflective Tape On Cattle Guard	66329	4/3/2025

Kendall County April 2025 Sign Report

Precinct	Address #	Street	Location Description	Activity	Notes	Task ID	Date
4		HOLIDAY RD	@ 6.69	Repair Sign Support	Straighten Leaning Watch For Water On Rd. Sign Pole	66328	4/3/2025
4		HOPE RD	@ Alamo Rd	Repair Sign Support	Repair Stop Sign Pole	66352	4/14/2025
4	51250	IH 10 W ACCESS	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66184	4/3/2025
4		LINDNER AVE	@ .12 Miles	Repair Sign Support	Repair Yield Sign Pole	66326	4/3/2025
4	201	OLD NUMBER 9 HWY	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66330	4/4/2025
4		POSSUM CREEK RD	@ .01 Miles	Clean	Clean Dead End Sign	66183	4/3/2025
4	113	PRATHER RD	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66360	4/17/2025
4		SADDLE WOOD TRL	@ .03 Miles	Replace Support	Replace No Outlet Sign Pole	66361	4/17/2025
4		SADDLE WOOD TRL	@ .9 Miles	Remove Sign	Picked up Knocked Over Sign	66362	4/17/2025
4		SEVENTH ST	@ .43 Miles	Repair Sign	Repair Stop Sign	66331	4/4/2025
4		SEVENTH ST	@ .44 Miles	Repair Sign	Repair Stop Sign	66332	4/4/2025
4		SEVENTH ST	@ Main St	Fabricate and Install	Fabricate & Install Seventh St Sign	66336	4/9/2025
4	206	SEVENTH ST		Install Sign	Install No Dumping Sign	66368	4/22/2025
4		SHADY OAKS DR	@ Cravey Rd	Replace Sign	Replace Shady Oaks Street Name Sign	66340	4/9/2025
4		SKY LINE DR	@ .01 Miles	Install Sign	Install Skyline Dr. Street Name Sign	66327	4/3/2025
4		THIRD ST	@ .5 Miles	Object Marker Repair	Repair Object Marker	66365	4/22/2025

Kendall County April 2025 Sign Report

Precinct	Address #	Street	Location Description	Activity	Notes	Task ID	Date
4		UPPER SISTERDALE RD	@ 5.22 Miles	Replace Sign & Pole	Replace Loose Livestock Sign	65738	4/24/2025
4		WALL ST	@ Comfort Place	Fabricate And Replace	Fabricate & Install Street Name Signs	66355	4/15/2025
4	241	WARING WELFARE RD	Fabricate @ Shop	Fabricate	Fabricate Address Plate	66353	4/14/2025
4		WARING WELFARE RD	@ 5.96 Miles	Repair Sign Support	Repair Stop Sign Pole	66363	4/17/2025
4		WARING WELFARE RD	@ 1.24 Miles	Remove	Remove Traffic Counters	66388	4/30/2025
4		WARING WELFARE RD	@ 2.57 Miles	Remove Sign	Remove Knocked Over 45 MPH Sign	66359	4/17/2025
4		WARING WELFARE RD	@ 2.57 Miles	Install Sign	Install 45 MPH Sign That Was Repaired	66366	4/22/2025
4		WARING WELFARE RD	@ 1.24 Miles	Install	Install Traffic Counters	66377	4/24/2025
4		WARING WELFARE RD	@ 7.89 Miles	Replace Sign	Replace 45 MPH Sign	66378	4/24/2025
County Wide			Various Locations	Turn Signs	Turn Burn Signs To Reflect Ban Off	66338	4/9/2025

PUBLIC COMMENTS is an opportunity for the general public to address the Court on any matter. The Court may not discuss any presented issue, nor may any action be taken on any issue at this time. Pursuant to the Commissioners Court's rules of procedure and decorum, each person who appears before the court shall be limited to a maximum of three (3) minutes to make their remarks.



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Accounts Payable Claims

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

County Auditor's Office
Corinna Speer, County Auditor

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 240

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

2 Minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action on the approval of accounts payable claims for purchases, services and vendors.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

To pay current accounts payable claims.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Departments that have AP claims.

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Current claims to be approved for payment.

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

All claims have been approved and signed by the County Auditor.



Kendall County, TX

Accounts Payable Claims

Commissioners Court 5/27/25

Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Vendor: 7627 - Ace Flooring Solutions, LLC					
Ace Flooring Solutions, LLC	SK3442-1	Carpet/Flooring - 1st Floor Courthouse	10-510-54500	05/27/2025	30,665.05
Ace Flooring Solutions, LLC	SK3442-2	Carpet/Flooring - 2nd Floor Courthouse	10-510-54500	05/27/2025	19,273.40
					<u>49,938.45</u>
Vendor: 7276 - Amazon Capital Services, Inc.					
Amazon Capital Services, Inc.	11Q6-R66G-13K3	Credit - Return Laptop Case & Stand	10-497-53100	05/27/2025	-40.58
Amazon Capital Services, Inc.	11TK-MMMV-76KL	Fuel Transfer Pump	11-620-53330	05/27/2025	249.99
Amazon Capital Services, Inc.	13GM-HYG7-QHY4	Misc. Office Supplies	10-495-53100	05/27/2025	112.21
Amazon Capital Services, Inc.	16RP-NQH6-4N9K	HP Laserjet Toner Cartridge	10-415-53330	05/27/2025	238.90
Amazon Capital Services, Inc.	1C3Q-NQ7Q-HMKJ	Credit - Return Cable Kit	10-510-54500	05/27/2025	-53.98
Amazon Capital Services, Inc.	1C3Q-NQ7Q-JJHQ	Battery Adapter	10-510-53330	05/27/2025	9.99
Amazon Capital Services, Inc.	1C3Q-NQ7Q-TWYJ	Laptop Power Supply & Caldigit T4 Port	10-415-53330	05/27/2025	455.27
Amazon Capital Services, Inc.	1DJ3-XXPP-6XHX	Phone Adapters & Powdered Drink Mix	11-620-53330	05/27/2025	46.62
Amazon Capital Services, Inc.	1DLY-M96F-6XMC	Misc. IT Items-Cables,Temp.Sensor	10-415-53330	05/27/2025	694.03
Amazon Capital Services, Inc.	1FGC-MY9M-96H6	Pens	10-403-53100	05/27/2025	17.70
Amazon Capital Services, Inc.	1FV7-Y6WL-KR97	Keyboard & Mouse	10-470-53100	05/27/2025	82.39
Amazon Capital Services, Inc.	1FV7-Y6WL-KR97	Misc. Office Supplies	50-475-53330	05/27/2025	102.07
Amazon Capital Services, Inc.	1GGG-66FT-V9D7	ScanGauge Automotive Data Logs (2)	11-620-53330	05/27/2025	312.94
Amazon Capital Services, Inc.	1HQ1-RTGK-4D4X	Pens, Labels, Envelopes, File Sorter	10-403-53100	05/27/2025	426.76
Amazon Capital Services, Inc.	1HTY-DDP3-1HTP	LED Lights (6)	11-620-53330	05/27/2025	270.00
Amazon Capital Services, Inc.	1LRW-GQWG-TR7Q	Misc. IT Items-Cables,Smart CardReader	10-415-53330	05/27/2025	329.72
Amazon Capital Services, Inc.	1MJ1-PRHR-33D4	Folders	10-498-53100	05/27/2025	18.80
Amazon Capital Services, Inc.	1MJ3-6HHN-6G7G	Equipment Keys	11-620-53330	05/27/2025	19.93
Amazon Capital Services, Inc.	1NXL-JQ4D-WGQC	Wall Plates - Blanco	10-510-54500	05/27/2025	89.10
Amazon Capital Services, Inc.	1QFH-XD1V-1PR1	Credit - Return Battery Adapter	10-510-53330	05/27/2025	-9.99
Amazon Capital Services, Inc.	1QN9-M7XQ-6M3X	Fire Hydrant Wrench- #3	11-620-53330	05/27/2025	35.99
Amazon Capital Services, Inc.	1QRT-L149-79PL	PC Supplies, Bins & Office Decorations	10-497-53100	05/27/2025	103.30
Amazon Capital Services, Inc.	1RCH-Q43N-6HQY	Jumbo Paper Clips	10-499-53100	05/27/2025	39.62
Amazon Capital Services, Inc.	1T36-PJJH-NMDG	Flash Drives	10-560-53330	05/27/2025	118.28
Amazon Capital Services, Inc.	1TLN-NXWW-4VGV	Credit - Return Folders	10-498-53100	05/27/2025	-18.80
Amazon Capital Services, Inc.	1TRT-KCHW-VCH4	Wire Stripping Tool, Pliers & Drain Gun	10-510-53330	05/27/2025	340.06
Amazon Capital Services, Inc.	1VDL-L6TF-1CHR	Replacement LED Strobes - #0054	11-620-53330	05/27/2025	72.89
Amazon Capital Services, Inc.	1WQV-VV7V-H419	Drawer Organizer	10-497-53100	05/27/2025	23.98
					<u>4,087.19</u>
Vendor: 6379 - American Fidelity Assurance Company					
American Fidelity Assurance Company	2496189A	PP 5/9/25 FSA - Bal/Co Empl	10-000-22505	05/27/2025	4,039.52
					<u>4,039.52</u>

Accounts Payable Claims

Post Dates: 5/27/2025 - 5/27/2025

Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Vendor: 1451 - American Tire Distributors					
American Tire Distributors	S206578413	Tires (4) #54	11-620-54540	05/27/2025	573.72
American Tire Distributors	S206834383	Tires (4) #125	11-620-54540	05/27/2025	478.36
					<u>1,052.08</u>
Vendor: 4032 - American United Life Insurance Co.					
American United Life Insurance Co.	INV0021098	3rd Qtr Annual Admin Svc Fee - 457(B) Plan G72081	10-496-54861	05/27/2025	312.50
					<u>312.50</u>
Vendor: 5832 - Apache Rifleworks					
Apache Rifleworks	KC05012025	Training Ammo (391)	10-560-54270	05/27/2025	3,999.93
					<u>3,999.93</u>
Vendor: 4640 - Aqua Beverage Company					
Aqua Beverage Company	303475	5 Gal. Drinking Water (2) - JP #4	10-458-54861	05/27/2025	28.50
Aqua Beverage Company	306637	Cooler Rental - JP #4	10-458-54861	05/27/2025	10.50
					<u>39.00</u>
Vendor: 1077 - AT&T Mobility					
AT&T Mobility	287346687386X05152025	Fuel Units SIM Card Svc (2) - 4/8/25 - 5/7/25	10-510-54240	05/27/2025	39.64
					<u>39.64</u>
Vendor: 3198 - Atmos Energy					
Atmos Energy	Mtr 000835578 5/13/25	3036404200 4/10/25 - 5/9/25 EMS Comfort	10-540-54400	05/27/2025	140.35
					<u>140.35</u>
Vendor: 7681 - Audrey Zuber					
Audrey Zuber	INV0021132	Juror Pay 4/30/25	10-458-54850	05/27/2025	20.00
					<u>20.00</u>
Vendor: 7215 - B&H Foto & Electronics Corp					
B&H Foto & Electronics Corp	233746890	Synology NAS 40TB, NAS 60TB w/ Diskstations & DIMM	10-415-53330	05/27/2025	3,792.12
B&H Foto & Electronics Corp	233848498	Apple Magic Mouse - Comm #2	10-415-53330	05/27/2025	92.88
					<u>3,885.00</u>
Vendor: 7548 - Best Auto Parts					
Best Auto Parts	9206-812104	4" V Band Clamp - Stock	11-620-54540	05/27/2025	35.98
Best Auto Parts	9206-813296	Hydraulic Hoses (342) & Fittings (8) #118	11-620-54540	05/27/2025	954.76
					<u>990.74</u>
Vendor: 7679 - Betsy McFarland					
Betsy McFarland	INV0021130	Juror Pay 4/30/25	10-458-54850	05/27/2025	20.00
					<u>20.00</u>
Vendor: 7047 - BGE, Inc.					
BGE, Inc.	20562	On-Call Plan Review-Engineer Svcs/Jan'25 - Mar'25	10-402-54861	05/27/2025	19,323.75
					<u>19,323.75</u>
Vendor: 4865 - Boerne Dental Center					
Boerne Dental Center	57551 4/1/25	Eval, Xrays 4/1/25/Case #25-029	10-512-54050	05/27/2025	147.00
Boerne Dental Center	57551 4/1/25.	Eval, Xrays & Extraction 4/1/25/Case #25-035	10-512-54050	05/27/2025	400.00

Accounts Payable Claims

Post Dates: 5/27/2025 - 5/27/2025

Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Boerne Dental Center	57551 4/15/25	Eval, Xrays & Extraction 4/15/25/Case #25-033	10-512-54050	05/27/2025	400.00
Boerne Dental Center	57551 4/22/25	Eval, Xrays & Extraction 4/22/25/Case #25-032	10-512-54050	05/27/2025	687.00
Boerne Dental Center	57551 4/29/25	Eval, Xrays & Extractions(2) 4/29/25/Case #25-030	10-512-54050	05/27/2025	687.00
Boerne Dental Center	57551 4/8/25	Eval, Xrays & Extraction 4/8/25/Case #25-031	10-512-54050	05/27/2025	400.00
Boerne Dental Center	57551 4/8/25.	Eval, Xrays & Extraction 4/8/25/Case #25-034	10-512-54050	05/27/2025	400.00
					3,121.00
Vendor: 1040 - Boerne Office Supply, L.C.					
Boerne Office Supply, L.C.	13578	Office Chairs (4)	10-512-53330	05/27/2025	996.00
					996.00
Vendor: 3397 - Boerne Pest Control					
Boerne Pest Control	31609	Bi-Monthly Pest Control Svcs - 4 Staudt St/Jan '25	10-510-54861	05/27/2025	75.00
Boerne Pest Control	32265	Qrtly Pest Control Svcs/Apr '25 Boerne EMS	10-540-54861	05/27/2025	85.00
Boerne Pest Control	32312	Pest Control Svcs - KCNA	10-660-54861	05/27/2025	45.00
Boerne Pest Control	32313	Pest Control Svcs - JSPP	10-660-54861	05/27/2025	145.00
Boerne Pest Control	32333	Qtly Pest Control Svc/May'25 - CH	10-510-54861	05/27/2025	85.00
					435.00
Vendor: 2700 - Bound Tree Medical, LLC					
Bound Tree Medical, LLC	85758495	Misc Medical Supplies	10-540-53910	05/27/2025	4,500.48
Bound Tree Medical, LLC	85760526	Misc Medical Supplies	10-540-53910	05/27/2025	125.50
					4,625.98
Vendor: 5755 - Brady Constantine					
Brady Constantine	INV0021140	Reimb Mil- Vehicle Drop/Outfitting 5/16/25-5/17/25	10-406-53330	05/27/2025	522.20
					522.20
Vendor: 7676 - Cali Redd					
Cali Redd	INV0021108	Court Reporter Svcs 4/21,4/23 & 4/24/25	10-435-54089	05/27/2025	1,500.00
					1,500.00
Vendor: 7455 - CAPPs Rent A Car Incorporated					
CAPPs Rent A Car Incorporated	NAT-359i11	Vehicle Lease/Apr '25 - R. Esterak	87-560-53330	05/27/2025	875.00
					875.00
Vendor: 7690 - Carey Edwards					
Carey Edwards	INV0021133	Selected Juror 4/28/25 - 4/30/25	10-435-54850	05/27/2025	70.00
					70.00
Vendor: 3361 - CDW Government, Inc.					
CDW Government, Inc.	AD7I53L	Zebra Z-Selct Receipt Paper 36pk (4)	10-560-53330	05/27/2025	591.28
CDW Government, Inc.	AD9PH9R	APC Replacement Battery	10-415-53330	05/27/2025	292.20
CDW Government, Inc.	AD9S68N	Adobe Acrobat Pro License (5)	10-415-54523	05/27/2025	44.00
CDW Government, Inc.	AD9TN2F	Laserjet Toner	10-499-53100	05/27/2025	140.11
CDW Government, Inc.	AD9WZ7B	APC Smart - UPS 120V & APC Rack PDU 120V	10-415-53330	05/27/2025	2,402.65
					3,470.24

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Vendor: 6025 - Cecil Atkission Motors, Inc.					
Cecil Atkission Motors, Inc.	34575	Door Stop Link #1667	10-545-54540	05/27/2025	57.06
					57.06
Vendor: 6751 - Central Texas Autopsy, PLLC					
Central Texas Autopsy, PLLC	14485	Autopsy - A. Guereque	10-455-54051	05/27/2025	2,800.00
Central Texas Autopsy, PLLC	14486	Autopsy - E. Haner	10-455-54051	05/27/2025	2,800.00
Central Texas Autopsy, PLLC	14490	Autopsy - P.M.Pena	10-455-54051	05/27/2025	2,800.00
					8,400.00
Vendor: 2932 - Central Texas Electric Co-op					
Central Texas Electric Co-op	Meter 2031688 5/15/25	23385801 4/14/25 - 5/14/25 R&B	11-620-54400	05/27/2025	122.33
Central Texas Electric Co-op	Meter 2031689 5/15/25	27961000 4/14/25 - 5/14/25 R&B	11-620-54400	05/27/2025	46.38
Central Texas Electric Co-op	Meter 9000043 5/15/25	27570100 4/14/25 - 5/14/25 R&B	11-620-54400	05/27/2025	510.20
					678.91
Vendor: 5724 - Christine Jacques					
Christine Jacques	INV0021143	Jun '25 Rent - JP #2	10-456-54600	05/27/2025	1,700.00
					1,700.00
Vendor: 7692 - Cigna Healthcare					
Cigna Healthcare	67496854	Refund - Overpayment M. Weiss	10-341-44510	05/27/2025	788.86
					788.86
Vendor: 4795 - Cinar Interiors, Inc.					
Cinar Interiors, Inc.	44349	Remove Old Flooring/Install New - 400 E. Blanco Rd	10-510-55130	05/27/2025	23,632.30
Cinar Interiors, Inc.	44349	Labor & Carpet Glue - 400 E. Blanco Rd	10-510-55130	05/27/2025	1,887.15
					25,519.45
Vendor: 1160 - City of Boerne Utilities					
City of Boerne Utilities	M-0001 5/15/25	01-4520-00 4/1/25 - 5/1/25 400 Blanco Rd E 2	10-510-54400	05/27/2025	30.08
City of Boerne Utilities	M-0001 5/15/25	01-5110-00 4/1/25 - 5/1/25 Old Jail	10-510-54400	05/27/2025	41.56
City of Boerne Utilities	M-0001 5/15/25	01-5100-00 4/1/25 - 5/1/25 210 E. San Antonio	10-510-54400	05/27/2025	384.89
City of Boerne Utilities	M-0001 5/15/25	01-4510-00 4/1/25 - 5/1/25 400 Blanco Rd E 1	10-510-54400	05/27/2025	387.21
City of Boerne Utilities	M-0001 5/15/25	01-5120-00 4/1/25 - 5/1/25 Historic Courthouse	10-510-54400	05/27/2025	709.32
City of Boerne Utilities	M-0001 5/15/25	03-0575-02 4/1/25 - 5/1/25 221 Fawn Valley	10-510-54400	05/27/2025	1,194.26
City of Boerne Utilities	M-0001 5/15/25	01-5220-01 4/1/25 - 5/1/25 Courthouse	10-510-54400	05/27/2025	6,986.63
City of Boerne Utilities	M-0001 5/15/25	01-4660-00 4/1/25 - 5/1/25 114 Blanco Rd E	10-510-54400	05/27/2025	8.52
					9,742.47
Vendor: 7151 - Clint Schulle					
Clint Schulle	INV0021100	Reimb Reg/Meal/Miles- Co Audit Inst 4/29/25-5/2/25	10-495-54270	05/27/2025	1,122.05
					1,122.05
Vendor: 1753 - Comfort Auto & Truck Supply					
Comfort Auto & Truck Supply	434272	Mobil 0w-20 (12qts) - Stock	10-560-54540	05/27/2025	83.88
Comfort Auto & Truck Supply	434804	Automatic Transmission Fluid (6qts) #1803	10-560-54540	05/27/2025	41.94
Comfort Auto & Truck Supply	434823	Wiper Blades #1909	10-560-54540	05/27/2025	24.15
Comfort Auto & Truck Supply	434824	Oil Filter #2206	10-560-54540	05/27/2025	5.33

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Comfort Auto & Truck Supply	434825	Oil Filter #2102	10-560-54540	05/27/2025	5.33
Comfort Auto & Truck Supply	434826	Oil Filter #2301	10-560-54540	05/27/2025	5.33
Comfort Auto & Truck Supply	434827	Oil Filter #2404	10-560-54540	05/27/2025	5.33
Comfort Auto & Truck Supply	434828	Oil Filter #2106	10-560-54540	05/27/2025	5.33
Comfort Auto & Truck Supply	434829	Oil Filter #2008	10-560-54540	05/27/2025	5.33
Comfort Auto & Truck Supply	434830	Air Filter #2008	10-560-54540	05/27/2025	17.33
Comfort Auto & Truck Supply	434831	Oil Filter #1803	10-560-54540	05/27/2025	5.33
Comfort Auto & Truck Supply	434837	Fleet Bearing Assy & Parts #1803	10-560-54540	05/27/2025	293.40
Comfort Auto & Truck Supply	434838	Automatic Transmission Fluid - Stock	10-560-54540	05/27/2025	41.94
Comfort Auto & Truck Supply	435148	Oil Filter, Brake Pads & Rotors #2303	10-560-54540	05/27/2025	482.23
Comfort Auto & Truck Supply	435149	Cabin Air/Oil Filters #2411	10-560-54540	05/27/2025	26.68
Comfort Auto & Truck Supply	435152	Oil Filter #2302	10-560-54540	05/27/2025	5.33
Comfort Auto & Truck Supply	435374	Brake Pad #2204	10-560-54540	05/27/2025	62.99
Comfort Auto & Truck Supply	435376	Brake Pad #2204	10-560-54540	05/27/2025	39.99
Comfort Auto & Truck Supply	435494	Credit - Brake Pads #2204 (Ref Inv#435374/435376)	10-560-54540	05/27/2025	-102.98
Comfort Auto & Truck Supply	435496	Hose Clamp #2204	10-560-54540	05/27/2025	2.08
Comfort Auto & Truck Supply	435585	Oil Filter #2204	10-560-54540	05/27/2025	5.33
Comfort Auto & Truck Supply	435586	Air/Oil Filters #2308	10-560-54540	05/27/2025	25.14
Comfort Auto & Truck Supply	435587	Oil Filter #2208	10-560-54540	05/27/2025	5.33
Comfort Auto & Truck Supply	435588	Air/Oil Filters, Brake Pads & Rotors #2107	10-560-54540	05/27/2025	287.05
Comfort Auto & Truck Supply	435766	Lug Nuts (6) #2202	10-560-54540	05/27/2025	65.94
Comfort Auto & Truck Supply	435872	Oil Filter & Brake Pad #2207	10-560-54540	05/27/2025	115.24
Comfort Auto & Truck Supply	435874	Brake Pad #2204	10-560-54540	05/27/2025	109.91
Comfort Auto & Truck Supply	435875	Oil Filter, Brake Rotors & Pads #2202	10-560-54540	05/27/2025	267.24
Comfort Auto & Truck Supply	436378	Washer Pump #2102	10-560-54540	05/27/2025	18.87
Comfort Auto & Truck Supply	436379	Washer Pump - Stock	10-560-54540	05/27/2025	18.87
Comfort Auto & Truck Supply	436820	Oil Filter #2403	10-560-54540	05/27/2025	5.33
Comfort Auto & Truck Supply	436821	Boxed Capsules & Washer Fluid Cap #2002	10-560-54540	05/27/2025	23.00
Comfort Auto & Truck Supply	436822	Oil Filter & Wiper Blades #2007	10-560-54540	05/27/2025	28.81
Comfort Auto & Truck Supply	436823	Oil Filter, Transmission Fluid/Platinum Kit #1804	10-560-54540	05/27/2025	120.64
Comfort Auto & Truck Supply	436824	Oil Filter, Brake Pad & Rotors #2205	10-560-54540	05/27/2025	267.24
Comfort Auto & Truck Supply	436997	Oil Filter #1911	10-512-54540	05/27/2025	5.33
Comfort Auto & Truck Supply	436999	Oil Filter #2409	10-560-54540	05/27/2025	5.33
Comfort Auto & Truck Supply	437000	Oil Filter, Washer Pump, Brake Pad & Rotors #2203	10-560-54540	05/27/2025	286.11
Comfort Auto & Truck Supply	437176	Battery & Core Deposit #2108	10-560-54540	05/27/2025	236.69
Comfort Auto & Truck Supply	437195	Credit-Battery Core Deposit #2108 (Ref Inv#437176)	10-560-54540	05/27/2025	-18.00
Comfort Auto & Truck Supply	437390	O-Ring Kit #170	11-620-54540	05/27/2025	8.12
Comfort Auto & Truck Supply	437391	T6 5W40 Oil (4gal) #15	11-620-53300	05/27/2025	99.96
Comfort Auto & Truck Supply	437403	Hydraulic Fittings & O-Ring #170	11-620-54540	05/27/2025	53.37
Comfort Auto & Truck Supply	437490	Rubber Undercoating - R&B	11-620-53610	05/27/2025	327.84
Comfort Auto & Truck Supply	437491	Fuse Block #54	11-620-54540	05/27/2025	13.49
Comfort Auto & Truck Supply	437501	4-Way Electrical Connectors #54	11-620-54540	05/27/2025	4.91
Comfort Auto & Truck Supply	437648	Oil Filter & Back Up Alarm #241	11-620-54540	05/27/2025	34.24
Comfort Auto & Truck Supply	437649	Oil Filter #187	11-620-54540	05/27/2025	5.33

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Comfort Auto & Truck Supply	437650	Auxiliary Tank Fuel Filter #241	11-620-53330	05/27/2025	16.57
Comfort Auto & Truck Supply	437651	Air Filter #566	11-620-54540	05/27/2025	15.53
Comfort Auto & Truck Supply	437652	Fuel Filter #566	11-620-54540	05/27/2025	2.66
Comfort Auto & Truck Supply	437654	Air/Hydraulic Filters #15	11-620-54540	05/27/2025	144.92
Comfort Auto & Truck Supply	437967	Brake Master Cylinder #33	11-620-54540	05/27/2025	57.03
Comfort Auto & Truck Supply	438030	Tubing Bender - Shop	11-620-53330	05/27/2025	8.99
Comfort Auto & Truck Supply	438030	Brakeline #33	11-620-54540	05/27/2025	7.77
Comfort Auto & Truck Supply	438067	Brake Fluid - Stock	11-620-53300	05/27/2025	7.99
Comfort Auto & Truck Supply	438115	License Plate Light & Heater Hose #175	11-620-54540	05/27/2025	13.09
Comfort Auto & Truck Supply	438220	Blower Motor Assembly #12	11-620-54540	05/27/2025	80.29
Comfort Auto & Truck Supply	438237	Oil Filter #182	11-620-54540	05/27/2025	5.33
Comfort Auto & Truck Supply	438255	Air/Oil Filters #1667	10-545-54540	05/27/2025	22.66
Comfort Auto & Truck Supply	438256	Air/Oil Filters #12	11-620-54540	05/27/2025	59.81
Comfort Auto & Truck Supply	438257	Battery for Light Tester - Shop	11-620-53330	05/27/2025	72.39
Comfort Auto & Truck Supply	438258	Washer Fluid Concentrate - Shop	11-620-53610	05/27/2025	38.99
Comfort Auto & Truck Supply	438261	55 gal Drum OW20 Engine Oil - SO Tahoes	10-560-53300	05/27/2025	1,150.00
Comfort Auto & Truck Supply	438313	Orifice Tube #54	11-620-54540	05/27/2025	2.50
Comfort Auto & Truck Supply	438328	AA Batteries - Shop	11-620-53330	05/27/2025	5.96
Comfort Auto & Truck Supply	438331	AAA Batteries - Shop	11-620-53330	05/27/2025	5.96
Comfort Auto & Truck Supply	438460	Hydraulic Hose Fittings #220	11-620-54540	05/27/2025	8.39
Comfort Auto & Truck Supply	438470	Oiler for Drill Press - Shop	11-620-53330	05/27/2025	27.99
					5,237.75
Vendor: 1692 - Commercial Kitchen Parts & Svc					
Commercial Kitchen Parts & Svc	0008379-IN	Kitchen PM Maintenance 4/1/25 - 5/1/25	10-512-54861	05/27/2025	344.00
Commercial Kitchen Parts & Svc	0008458-IN	Kitchen PM Maintenance 5/1/25 - 6/1/25	10-512-54861	05/27/2025	344.00
Commercial Kitchen Parts & Svc	0736796-IN	Svc Call/Labor/Parts - Repair Walk in Cooler	10-512-53330	05/27/2025	915.29
Commercial Kitchen Parts & Svc	0736797-IN	Svc Call/Labor/Parts - Repair Walk in Freezer	10-512-53330	05/27/2025	959.27
					2,562.56
Vendor: 4254 - Corrie Lindstrom					
Corrie Lindstrom	INV0021106	Reimb Local Mileage 4/22/25	10-499-54260	05/27/2025	23.80
					23.80
Vendor: 3382 - County Information Resource Agency					
County Information Resource Agency	INV993207121	May '25 Basic Email & Information Protection Pkg	10-415-54240	05/27/2025	3,439.80
					3,439.80
Vendor: 6346 - Covetrus North America/Butler Animal Health Supply, LLC					
Covetrus North America/Butler Animal Health Supply, LLC	DM39207	Canine Advantage (4) & Medical Syringes (5 bx)	10-408-53400	05/27/2025	4,353.76
Covetrus North America/Butler Animal Health Supply, LLC	DM41386	Medical Syringes (5 bx)	10-408-53400	05/27/2025	62.30
					4,416.06
Vendor: 7369 - Data Optics Cable, Inc					
Data Optics Cable, Inc	367576	Cat6 Burial Outdoor for KCSO Watchguard Cams	10-415-53330	05/27/2025	678.00
Data Optics Cable, Inc	367576	Fiber Panel - 400 E Blanco	10-415-53330	05/27/2025	179.00
					857.00

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Vendor: 6393 - Deanna Lynne Gombert					
Deanna Lynne Gombert	INV0021105	Reimb Local Mileage 4/1, 4/8, 4/15, 4/29	10-499-54260	05/27/2025	95.20
					<u>95.20</u>
Vendor: 1033 - Dependable Insurance Agency					
Dependable Insurance Agency	001030	Notary Bond 5/13/25 - 5/13/29 - M. Invergo	10-512-54800	05/27/2025	71.57
					<u>71.57</u>
Vendor: 1677 - Ecolab, Inc.					
Ecolab, Inc.	6352287371	Alcohol Wipes 200pk (25)	10-636-53330	05/27/2025	242.75
					<u>242.75</u>
Vendor: 7682 - Edwin H. Gregory					
Edwin H. Gregory	INV0021134	Selected Juror 4/28/25 - 4/30/25	10-435-54850	05/27/2025	140.00
					<u>140.00</u>
Vendor: 7695 - Estate of Robert J. Cline Sr					
Estate of Robert J. Cline Sr	66978178	Refund - Overpayment R. Cline Sr	10-341-44510	05/27/2025	277.50
					<u>277.50</u>
Vendor: 6968 - FasPsych, LLC					
FasPsych, LLC	043025005	On Call Medical Health Svcs/Apr '25	10-512-54861	05/27/2025	6,365.00
					<u>6,365.00</u>
Vendor: 5476 - Five Star Correctional Services, Inc.					
Five Star Correctional Services, Inc.	47874	Inmate Meals 3/27/25 - 4/2/25	10-512-53315	05/27/2025	4,961.62
Five Star Correctional Services, Inc.	47915	Inmate Meals 4/3/25 - 4/9/25	10-512-53315	05/27/2025	4,766.53
Five Star Correctional Services, Inc.	47957	Inmate Meals 4/10/25 - 4/16/25	10-512-53315	05/27/2025	4,798.59
Five Star Correctional Services, Inc.	47997	Inmate Meals 4/17/25 - 4/23/25	10-512-53315	05/27/2025	4,925.82
Five Star Correctional Services, Inc.	48024	Inmate Meals 4/24/25 - 4/30/25	10-512-53315	05/27/2025	4,819.55
					<u>24,272.11</u>
Vendor: 1429 - Galls, LLC					
Galls, LLC	029803040	Vest,Coat,Pants,Cuff Case & Shirts(4) -E.Oesterich	10-560-53360	05/27/2025	432.50
Galls, LLC	029803062	Uniform Jacket & Shirt - B.Portan	10-560-53360	05/27/2025	330.22
Galls, LLC	030408976	Uniform Vest - S. Bernal	10-560-53360	05/27/2025	378.25
Galls, LLC	030814344	Uniform Jacket & Uniform Shirts (2) - G. Abrego	10-512-53360	05/27/2025	131.76
Galls, LLC	030907626	Uniform Jacket - A. New	10-512-53360	05/27/2025	76.56
Galls, LLC	030974752	Uniform Jacket & Namestrip - D. Gray	10-512-53360	05/27/2025	64.90
Galls, LLC	030987232	Uniform Shirts (4) - G. Abrego	10-512-53360	05/27/2025	148.71
Galls, LLC	030987233	Uniform Shirt - A. New	10-512-53360	05/27/2025	49.90
Galls, LLC	030987234	Uniform Shirts (3) - G. Meyer	10-512-53360	05/27/2025	101.97
Galls, LLC	031091109	Uniform Pants (3) - G. Abrego	10-512-53360	05/27/2025	114.72
Galls, LLC	031206573	Uniform Shirts (2) - D. Gray	10-512-53360	05/27/2025	76.48
Galls, LLC	031206593	Uniform Shirts (2) & Pants (2) - R. Gonzales	10-560-53360	05/27/2025	289.64
Galls, LLC	031206689	Uniform Pants - A. New	10-512-53360	05/27/2025	38.24
Galls, LLC	031206690	Uniform Pants (4) - G. Meyer	10-512-53360	05/27/2025	152.96
Galls, LLC	031206691	Uniform Shirts (4) - J. Whatmough	10-560-53360	05/27/2025	204.00

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Galls, LLC	031206701	Uniform Pants - M. Colwell	10-560-53360	05/27/2025	70.54
Galls, LLC	031219548	Ext Vest, Vest, Pants & Cuff Case (2) - A. Ramiez	10-560-53360	05/27/2025	388.34
Galls, LLC	031249586	Uniform Pants (4) - J. Lestourgeon	10-512-53360	05/27/2025	152.96
Galls, LLC	031262090	Uniform Pants (2) - C. Buysse	10-540-53360	05/27/2025	180.00
Galls, LLC	031262091	Uniform Pants (2) - O. Hennessey	10-540-53360	05/27/2025	174.00
Galls, LLC	031324931	Uniform Shirts (4) - J. Lestourgeon	10-512-53360	05/27/2025	152.96
Galls, LLC	031324932	Uniform Shirts (9) - J. Conley	10-512-53360	05/27/2025	331.41
					4,041.02
Vendor: 7687 - Garret M. Rigdon					
Garret M. Rigdon	INV0021139	Selected Juror 4/28/25 - 4/30/25	10-435-54850	05/27/2025	140.00
					140.00
Vendor: 7696 - Glenn R. Voss					
Glenn R. Voss	67512641	Refund - Overpayment S. Voss	10-341-44510	05/27/2025	2,252.29
					2,252.29
Vendor: 6715 - GovOS, Inc.					
GovOS, Inc.	INV-9728	Vanguard-Subscription Monthly/Apr '25	19-403-54310	05/27/2025	4,496.78
					4,496.78
Vendor: 2412 - Grainger					
Grainger	9496728040	Sand Bags (100)	11-620-53330	05/27/2025	55.53
					55.53
Vendor: 4650 - Greenwalt Court Reporting					
Greenwalt Court Reporting	8145	Court Reporter Svcs & Miles 4/24/25 Probate Docket	10-400-56010	05/27/2025	695.90
Greenwalt Court Reporting	8145	Court Reporter Svcs 4/1/25 Remote Docket	10-400-56010	05/27/2025	600.00
Greenwalt Court Reporting	8145	Court Reporter Svcs 4/8/25 Probate Docket	10-400-56010	05/27/2025	600.00
Greenwalt Court Reporting	8145	Court Reporter Svcs 4/22/25 Remote Docket	10-400-56010	05/27/2025	600.00
Greenwalt Court Reporting	8147	Grand Jury Testimony 4/15/25	10-470-54020	05/27/2025	600.00
					3,095.90
Vendor: 1067 - GVTC					
GVTC	128200-014 5/1/25	5/1/25 - 5/31/25 Local - Animal Control	10-408-54200	05/27/2025	214.22
GVTC	128200-014 5/1/25	5/1/25 - 5/31/25 Internet - Animal Control	10-408-54240	05/27/2025	164.95
GVTC	128200-014 5/1/25	5/1/25 - 5/31/25 Local - Parks	10-660-54200	05/27/2025	83.92
GVTC	128200-014 5/1/25	5/1/25 - 5/31/25 Internet - Parks	10-660-54240	05/27/2025	112.46
GVTC	136257-001 5/1/25	5/1/25 - 5/31/25 Local - CH	10-510-54200	05/27/2025	123.62
GVTC	136257-001 5/1/25	5/1/25 - 5/31/25 Internet - CH	10-510-54240	05/27/2025	1,406.56
GVTC	136257-001 5/1/25	5/1/25 - 5/31/25 Local - SO	10-560-54200	05/27/2025	31.90
GVTC	136257-002 5/1/25	5/1/25 - 5/31/25 Local - CPS Court Fax	10-436-54200	05/27/2025	27.36
GVTC	136257-003 5/1/25	5/1/25 - 5/31/25 Local - JP #2	10-456-54200	05/27/2025	31.90
GVTC	136257-003 5/1/25	5/1/25 - 5/31/25 Internet - JP #2	10-456-54240	05/27/2025	127.42
GVTC	136257-008 5/1/25	5/1/25 - 5/31/25 Local - EMS	10-540-54200	05/27/2025	31.90
GVTC	136257-008 5/1/25	5/1/25 - 5/31/25 Internet - EMS	10-540-54240	05/27/2025	131.42
GVTC	136257-009 5/1/25	5/1/25 - 5/31/25 Local - Adult Prob Fax	10-579-54200	05/27/2025	27.36
GVTC	136257-010 5/1/25	5/1/25 - 5/31/25 Local - SO	10-560-54200	05/27/2025	118.52

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GVTC	136257-010 5/1/25	5/1/25 - 5/31/25 Internet - SO	10-560-54240	05/27/2025	410.88
GVTC	136257-010 5/1/25	5/1/25 - 5/31/25 Local - Adult Probation	10-579-54200	05/27/2025	103.92
GVTC	136257-011 5/1/25	5/1/25 - 5/31/25 Cable Service	10-560-53330	05/27/2025	128.64
GVTC	136257-013 5/1/25	5/1/25 - 5/31/25 Local - Elections	10-404-54200	05/27/2025	23.94
GVTC	136257-013 5/1/25	5/1/25 - 5/31/25 Internet - Elections	10-404-54240	05/27/2025	42.13
GVTC	136257-013 5/1/25	5/1/25 - 5/31/25 Internet - JP #3	10-457-54240	05/27/2025	42.13
GVTC	136257-013 5/1/25	5/1/25 - 5/31/25 Internet - Const #3	10-553-54240	05/27/2025	42.13
GVTC	136257-014 5/1/25	5/1/25 - 5/31/25 Local - JP #3	10-457-54200	05/27/2025	18.16
GVTC	136257-015 5/1/25	5/1/25 - 5/31/25 Local - Elections	10-404-54200	05/27/2025	163.61
GVTC	136257-015 5/1/25	5/1/25 - 5/31/25 Local - Pre Trial Svcs	10-438-54200	05/27/2025	94.14
GVTC	136257-015 5/1/25	5/1/25 - 5/31/25 Local - Courthouse	10-510-54200	05/27/2025	4,246.69
GVTC	136257-015 5/1/25	5/1/25 - 5/31/25 Local - EMS	10-540-54200	05/27/2025	115.70
GVTC	136257-015 5/1/25	5/1/25 - 5/31/25 Local - SO	10-560-54200	05/27/2025	1,665.04
GVTC	136257-015 5/1/25	5/1/25 - 5/31/25 Local - Adult Probation	10-579-54200	05/27/2025	258.74
GVTC	136257-015 5/1/25	5/1/25 - 5/31/25 Local - R&B	11-620-54200	05/27/2025	399.07
GVTC	136257-016 5/1/25	5/1/25 - 5/31/25 Local - Brush Site	10-596-54200	05/27/2025	22.95
GVTC	136257-016 5/1/25	5/1/25 - 5/31/25 Internet - Brush Site	10-596-54240	05/27/2025	48.74
GVTC	136257-019 5/1/25	5/1/25 - 5/31/25 Local - 10 Staudt St	10-510-54200	05/27/2025	27.36
GVTC	226752-749 5/1/25	5/1/25 - 5/31/25 Local - Pre Trial Svcs	10-438-54200	05/27/2025	22.70
GVTC	226752-749 5/1/25	5/1/25 - 5/31/25 Internet - Pre Trial Svcs	10-438-54240	05/27/2025	138.44
GVTC	226769-717 5/1/25	5/1/25 - 5/31/25 Local - EMS Voss	10-540-54200	05/27/2025	22.95
GVTC	226769-717 5/1/25	5/1/25 - 5/31/25 Internet - EMS Voss	10-540-54240	05/27/2025	132.60
					10,804.17
Vendor: 7250 - Hays City Corporation					
Hays City Corporation	1622308-IN	87 Oct Gas(1,375gal)&Diesel(1,800gal)-Comfort Yard	11-620-53300	05/27/2025	7,586.71
					7,586.71
Vendor: 3628 - Hays County Treasurer					
Hays County Treasurer	INV0021120	PID# 2044,1970,1981/Feb '25	10-570-54096	05/27/2025	7,250.00
Hays County Treasurer	INV0021125	PID# 2044,2044,1981/Mar '25	10-570-54096	05/27/2025	9,750.00
Hays County Treasurer	INV0021126	PID# 2044,1970,2058,1981,2004/Apr '25	10-570-54096	05/27/2025	20,500.00
					37,500.00
Vendor: 7680 - Helena T. Choate					
Helena T. Choate	INV0021131	Juror Pay 4/30/25	10-458-54850	05/27/2025	20.00
					20.00
Vendor: 5223 - Hill Country Animal League SPCA, Inc.					
Hill Country Animal League SPCA, Inc.	341197	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	110.00
Hill Country Animal League SPCA, Inc.	341252	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	130.00
Hill Country Animal League SPCA, Inc.	341254	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	110.00
Hill Country Animal League SPCA, Inc.	341338	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	180.00
Hill Country Animal League SPCA, Inc.	341499	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	90.00
Hill Country Animal League SPCA, Inc.	341525	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	105.00
Hill Country Animal League SPCA, Inc.	341526	Vaccination & Sedation w/o Surgery	10-408-53400	05/27/2025	30.00

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Hill Country Animal League SPCA, Inc.	341527	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	140.00
					895.00
Vendor: 7658 - Hill Country Waste Solutions LLC					
Hill Country Waste Solutions LLC	144321	ID #641620321639 - 139 Mark Twain/Jun '25	10-660-54400	05/27/2025	110.00
Hill Country Waste Solutions LLC	144322	ID #641620321641 - 716 FM 289/Jun '25	10-660-54400	05/27/2025	160.00
Hill Country Waste Solutions LLC	144323	ID #641620321665 - 702 FM 289/Jun '25	10-408-54400	05/27/2025	330.00
Hill Country Waste Solutions LLC	144324	ID #641620321689 - 3 Old Comfort Rd/Jun '25	11-620-54400	05/27/2025	330.00
Hill Country Waste Solutions LLC	144325	ID #641620321704 - Comfort Park/Jun '25	10-660-54400	05/27/2025	110.00
Hill Country Waste Solutions LLC	144326	ID #641620321716 102 Independence Pkwy/Jun '25	10-540-54400	05/27/2025	40.00
Hill Country Waste Solutions LLC	144327	ID #641620321728 40 Voss Pkwy/Jun '25	10-540-54400	05/27/2025	90.00
					1,170.00
Vendor: 6763 - Hillyard, Inc.					
Hillyard, Inc.	605797065	Nitrile Gloves (14 bx) & Urinal Screens (9 bx)	10-510-53310	05/27/2025	438.27
					438.27
Vendor: 6133 - Holt & Holt Funeral Homes					
Holt & Holt Funeral Homes	2025036-C	Pauper Burial - K. Wetzel	10-409-54052	05/27/2025	1,150.00
Holt & Holt Funeral Homes	2025036-R	Transport & Supplies - K. Wetzel	10-409-54052	05/27/2025	2,050.00
					3,200.00
Vendor: 7087 - Hyde Kelley LLP					
Hyde Kelley LLP	3959	Special Counsel Services 2/13/25 - 2/20/25	10-401-56010	05/27/2025	848.70
Hyde Kelley LLP	3959	Legal Svcs - Prepare Audit Letter-Fiscal Year '24	10-473-54020	05/27/2025	68.00
Hyde Kelley LLP	3999	Special Counsel Services 3/6/25 - 3/19/25	10-401-56010	05/27/2025	1,112.92
					2,029.62
Vendor: 7677 - Independent Health Services, Inc					
Independent Health Services, Inc	111016	Inmate Rx/Mar '25	10-512-54050	05/27/2025	2,974.13
Independent Health Services, Inc	111748	Inmate Rx/Apr '25	10-512-54050	05/27/2025	3,002.87
					5,977.00
Vendor: 3727 - Indigent Healthcare Solutions, Ltd.					
Indigent Healthcare Solutions, Ltd.	79779	Jun '25 Services	10-635-54523	05/27/2025	1,516.00
					1,516.00
Vendor: 7686 - Jacquelyn M. Baker					
Jacquelyn M. Baker	INV0021138	Selected Juror 4/28/25 - 4/30/25	10-435-54850	05/27/2025	140.00
					140.00
Vendor: 7048 - Jasmine Glaser					
Jasmine Glaser	INV0021104	Reimb Local Mileage/Apr '25	10-570-54260	05/27/2025	95.90
					95.90
Vendor: 2271 - Jason Allen					
Jason Allen	06698	Reimb Hazmat Training	11-620-54270	05/27/2025	49.00
Jason Allen	405DLA083825391	Reimb DPS Hazmat Endorsement	11-620-54810	05/27/2025	11.00

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Jason Allen	UZTX61KKQH	Reimb Finger Printing for Hazmat	11-620-54810	05/27/2025	96.23
					156.23
Vendor: 3097 - Jason Barter					
Jason Barter	INV0021116	Reimb Meals/Mileage - TJA Conf 4/28/25 - 5/2/25	10-512-54270	05/27/2025	114.41
					114.41
Vendor: 7450 - Jefferson Cano					
Jefferson Cano	13646	Legal Prof Svcs-Matters ID: 00782.001/Feb '25	10-473-54020	05/27/2025	19,286.93
					19,286.93
Vendor: 6319 - Jenkins Service Solutions Inc					
Jenkins Service Solutions Inc	2779	Replace/Install 5Ton Heat Pump - 221 Fawn Valley	10-510-55900	05/27/2025	11,891.00
					11,891.00
Vendor: 7694 - Jennifer E. Wardle					
Jennifer E. Wardle	67339566	Refund - Overpayment J. Wardle	10-341-44510	05/27/2025	55.00
					55.00
Vendor: 1796 - JJAT					
JJAT	INV0021109	Regis-Post Legis&Budget Conf 7/21-7/23 -J. Bradley	10-570-54270	05/27/2025	185.00
JJAT	INV0021110	Regis-Post Legis&Budget Conf 7/21-7/23 -J. Glaser	10-570-54270	05/27/2025	185.00
					370.00
Vendor: 1148 - Joanne Bradley					
Joanne Bradley	INV0021122	Reimb Mileage - Mar/Apr/May '25	10-570-54260	05/27/2025	805.00
					805.00
Vendor: 6986 - Johns Road Business Center LLC					
Johns Road Business Center LLC	INV0021146	Jun '25 Rent - Pre Trial Svcs	10-438-54600	05/27/2025	3,583.13
					3,583.13
Vendor: 7688 - Joseph Paul Smothers					
Joseph Paul Smothers	INV0021141	Selected Juror 4/28/25 - 4/30/25	10-435-54850	05/27/2025	140.00
					140.00
Vendor: 3840 - JP Morgan Chase Bank Na					
JP Morgan Chase Bank Na	Card # 2366 5/5/25	RV Resort Reserv. -JMI Conf 9/7 - 9/12 M.Invergo	10-512-54270	05/27/2025	301.00
JP Morgan Chase Bank Na	Card # 2366 5/5/25	Hotel - (4 Empl) TJA Conf 4/28/25 - 5/2/25	10-512-54270	05/27/2025	2,341.57
JP Morgan Chase Bank Na	Card #1883 5/5/25	Hotel-Oper&Maint Watershed Dams/N.Mercado 4/29-5/1	10-402-54270	05/27/2025	514.05
JP Morgan Chase Bank Na	Card #1883 5/5/25	Regis Oper&Maint Watershed Dams/N.Mercado 4/29-5/1	10-402-54270	05/27/2025	225.00
JP Morgan Chase Bank Na	Card #1883 5/5/25	Hotel Bal/TAC Mgmt&Risk Conf 4/9-4/11 McGraw&Speer	10-495-54270	05/27/2025	1,127.85
JP Morgan Chase Bank Na	Card #1997 5/5/25	Regis-HC Dark Sky Conf 5/22/25 M.Schulle & W.Speer	10-402-54270	05/27/2025	50.00
JP Morgan Chase Bank Na	Card #1997 5/5/25	OSSF DR License Fee -D.Beck	10-402-54810	05/27/2025	113.75
JP Morgan Chase Bank Na	Card #1997 5/5/25	Hotel - Exper. Clerk Conf. 4/15/25 M.Hansen	10-455-54270	05/27/2025	130.96
JP Morgan Chase Bank Na	Card #1997 5/5/25	HRCI Training Textbook,App&Exam Fee-D.Riebe	10-473-54270	05/27/2025	1,079.00
JP Morgan Chase Bank Na	Card #1997 5/5/25	Coffee Maker, Wall Clock & Misc Supplies	10-498-53330	05/27/2025	232.05
JP Morgan Chase Bank Na	CARD #1997.5/5/25	Credit - Cancel Airfare/Judge Conf.-S.Stolarczyk	10-361-46020	05/27/2025	-320.32
JP Morgan Chase Bank Na	Card #2263 5/5/25	File Folders	10-408-53100	05/27/2025	31.84
JP Morgan Chase Bank Na	Card #2263 5/5/25	Folders, Pens and Dividers	10-408-53100	05/27/2025	105.55

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
JP Morgan Chase Bank Na	Card #2263 5/5/25	Copy Paper (3)	10-408-53100	05/27/2025	118.47
JP Morgan Chase Bank Na	Card #2263 5/5/25	Soap,Sponges,Zip Lock Bags, Hose Reels/Nozzles	10-408-53330	05/27/2025	248.35
JP Morgan Chase Bank Na	Card #2263 5/5/25	Molded Fiber Litter Trays (2 CS)	10-408-53330	05/27/2025	148.97
JP Morgan Chase Bank Na	Card #2263 5/5/25	Barrier Fence & T Posts	10-408-53330	05/27/2025	83.76
JP Morgan Chase Bank Na	Card #2263 5/5/25	Rabies Testing Vouchers (10)	10-408-53400	05/27/2025	400.00
JP Morgan Chase Bank Na	Card #2263 5/5/25	Dog & Puppy Food	10-408-53401	05/27/2025	269.70
JP Morgan Chase Bank Na	Card #2370 5/5/25	Paint	10-512-53330	05/27/2025	21.59
JP Morgan Chase Bank Na	Card #2396 5/5/25	Copy Paper (3)	10-540-53100	05/27/2025	124.71
JP Morgan Chase Bank Na	Card #2396 5/5/25	Isopropyl Alcohol (4-pack)	10-540-53910	05/27/2025	69.90
JP Morgan Chase Bank Na	Card #2396 5/5/25	Regis. - STRAC Conf. -7/16-7/17 M. Gutierrez	10-540-54270	05/27/2025	318.00
JP Morgan Chase Bank Na	Card #2396 5/5/25	CPR AED eCards	10-540-54270	05/27/2025	346.50
JP Morgan Chase Bank Na	Card #2396 5/5/25	CPR AED eCards	10-540-54270	05/27/2025	399.00
JP Morgan Chase Bank Na	Card #2396 5/5/25	BTS Workshop 9/9 - 9/10 (4 Paramedics)	10-540-54270	05/27/2025	1,192.00
JP Morgan Chase Bank Na	Card #2412 5/5/25	TxSA Conf 7/12-7/15 A.Auxier/K.Reser/K.Klaerner	10-560-54270	05/27/2025	1,175.00
JP Morgan Chase Bank Na	Card #2412 5/5/25	Hotel-CIT Assoc Conf 4/6/25-4/9/25 Quade&Cokerham	10-560-54270	05/27/2025	1,202.10
JP Morgan Chase Bank Na	Card #2412 5/5/25	Hotel - Investigation Crse 4/13-4/17 Meyer&Ramirez	10-560-54270	05/27/2025	626.99
JP Morgan Chase Bank Na	Card #2412 5/5/25	Regis JMI Conf 9/8-9/12/25 K. Reser	10-560-54270	05/27/2025	345.00
JP Morgan Chase Bank Na	Card #2412 5/5/25	Hotel-Task Force Operation 4/22-4/24/25 R.Esterak	87-560-53330	05/27/2025	438.00
JP Morgan Chase Bank Na	Card #2412 5/5/25	Hotel-Task Force Operation 4/16-4/17/25-R.Esterak	87-560-53330	05/27/2025	181.00
JP Morgan Chase Bank Na	Card #2510 5/5/25	Mixed Oil	10-660-53330	05/27/2025	114.48
JP Morgan Chase Bank Na	Card #2510 5/5/25	Safety Glasses,Gloves,Hard Hat	10-660-53330	05/27/2025	64.91
JP Morgan Chase Bank Na	Card #2510 5/5/25	Ant Bait	10-660-53330	05/27/2025	51.94
JP Morgan Chase Bank Na	Card #2510 5/5/25	Air Fresheners - RMEC	10-660-53330	05/27/2025	51.88
JP Morgan Chase Bank Na	Card #2510 5/5/25	Water Bottles	10-660-53330	05/27/2025	16.47
JP Morgan Chase Bank Na	Card #2510 5/5/25	Lumber, Pvc, Ball Balve, Pvc Glue (office)	10-660-54500	05/27/2025	115.64
JP Morgan Chase Bank Na	Card #3049 5/5/25	OSSF Designated Rep Trng 5/19/25 - 5/21/25 D.Beck	10-402-54270	05/27/2025	595.00
JP Morgan Chase Bank Na	Card #3049 5/5/25	Computer Desks (2) & File Cabinet	10-435-53100	05/27/2025	402.60
JP Morgan Chase Bank Na	Card #3049 5/5/25	Regis - TCRA Online Cont Ed Courses/S. Sueltenfuss	10-435-54270	05/27/2025	615.00
JP Morgan Chase Bank Na	Card #3049 5/5/25	Business Cards - PreTrial Services (Qty. 100)	10-438-53100	05/27/2025	65.77
JP Morgan Chase Bank Na	Card #3049 5/5/25	HP Toner (4) & Batteries	10-455-53100	05/27/2025	242.98
JP Morgan Chase Bank Na	Card #3049 5/5/25	Postage Stamps (10 Rolls)	10-457-53110	05/27/2025	730.00
JP Morgan Chase Bank Na	Card #3049 5/5/25	Hotel Bal -TAC CMR Conf. 4/8/25-4/10/25 (3 Empl)	10-496-54270	05/27/2025	1,053.62
JP Morgan Chase Bank Na	Card #3049 5/5/25	Hotel Balance(2)-TxPPA Spring Conf 4/21/25-4/24/25	10-498-54270	05/27/2025	877.10
JP Morgan Chase Bank Na	Card #3049 5/5/25	Wallplates (Qty.50) - 400 E. Blanco	10-510-54500	05/27/2025	110.50
JP Morgan Chase Bank Na	Card #3049 5/5/25	Black Maxx Disposable Exam Gloves (17 bx)	10-512-53330	05/27/2025	1,235.46
JP Morgan Chase Bank Na	Card #3049 5/5/25	8 ft Folding Tables (3)	10-560-54091	05/27/2025	239.94
JP Morgan Chase Bank Na	Card #3049 5/5/25	TDLR Sanitarian License Renewal - D. Sueltenfuss	10-636-54810	05/27/2025	110.00
JP Morgan Chase Bank Na	Card #3367 5/5/25	Crime Lab Postage	10-560-53110	05/27/2025	99.52
JP Morgan Chase Bank Na	Card #3367 5/5/25	Crime Lab Postage	10-560-53110	05/27/2025	75.66
JP Morgan Chase Bank Na	Card #3367 5/5/25	Crime Lab Postage	10-560-53110	05/27/2025	67.18
JP Morgan Chase Bank Na	Card #3367 5/5/25	Crime Lab Postage	10-560-53110	05/27/2025	18.55
JP Morgan Chase Bank Na	Card #3367 5/5/25	Crime Lab Postage	10-560-53110	05/27/2025	19.36
JP Morgan Chase Bank Na	Card #3367 5/5/25	Crime Lab Postage	10-560-53110	05/27/2025	28.23
JP Morgan Chase Bank Na	Card #3367 5/5/25	Crime Lab Postage	10-560-53110	05/27/2025	94.94

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
JP Morgan Chase Bank Na	Card #3367 5/5/25	Handgun Evidence Boxes(25) & Security Tape(2)	10-560-53330	05/27/2025	143.38
JP Morgan Chase Bank Na	Card #3367 5/5/25	HDMI Adapters & Presenter Remotes	10-560-53330	05/27/2025	119.96
JP Morgan Chase Bank Na	Card #3367 5/5/25	Gun Cleaning Supplies	10-560-53330	05/27/2025	286.10
JP Morgan Chase Bank Na	Card #4020 5/5/25	Hotel-Pros.Domestic Viol Conf. 4/8 - 4/11 R. Hard	10-470-54270	05/27/2025	508.74
JP Morgan Chase Bank Na	Card #4020 5/5/25	Dog Food - K9 Cadillac	50-475-53330	05/27/2025	49.99
JP Morgan Chase Bank Na	Card #4170 5/5/25	Ridgid Power Drain Cleaning Machine & Auger	10-510-53330	05/27/2025	229.50
JP Morgan Chase Bank Na	Card #4170 5/5/25	Door Keys (2) - Road&Bridge	10-510-53330	05/27/2025	14.91
JP Morgan Chase Bank Na	Card #4170 5/5/25	Cable, Clamps, Wire, & Hooks	10-510-54500	05/27/2025	231.19
JP Morgan Chase Bank Na	Card #4170 5/5/25	Fire Barrier Foam, Silicone,Flat Washer & Bolts	10-510-54500	05/27/2025	32.37
JP Morgan Chase Bank Na	Card #4170 5/5/25	Mini Blinds & Thresholds - 4 Staudt St.	10-510-54500	05/27/2025	190.16
JP Morgan Chase Bank Na	Card #4170 5/5/25	Primer (6 cans)	10-510-54500	05/27/2025	38.88
JP Morgan Chase Bank Na	Card #4170 5/5/25	Silicone, Breaker & Caulk Saver	10-510-54500	05/27/2025	80.88
JP Morgan Chase Bank Na	Card #4170 5/5/25	Wood - Courtroom Bench Remodel	10-510-54500	05/27/2025	96.14
JP Morgan Chase Bank Na	Card #4170 5/5/25	Water Heater, Sink & Faucet - 400 E. Blanco	10-510-54500	05/27/2025	491.46
JP Morgan Chase Bank Na	Card #4170 5/5/25	Electrical Supplies/Outlets - 4 Staudt St	10-510-54500	05/27/2025	101.84
JP Morgan Chase Bank Na	Card #4170 5/5/25	Water Softener Salt (1 Pallet)	10-512-53330	05/27/2025	448.36
JP Morgan Chase Bank Na	Card #4754 5/5/25	Snap Connectors (4) - Boerne EMS	10-510-54500	05/27/2025	13.95
JP Morgan Chase Bank Na	Card #5759 5/5/25	Flat Washers - #0001	10-596-54540	05/27/2025	33.75
JP Morgan Chase Bank Na	Card #5759 5/5/25	Aluminum Oxide (50lb)	11-620-53330	05/27/2025	79.98
JP Morgan Chase Bank Na	Card #5759 5/5/25	Height Pole - Unit 0146	11-620-53330	05/27/2025	235.05
JP Morgan Chase Bank Na	Card #5759 5/5/25	Nuts,Bolts,Washers	11-620-54540	05/27/2025	204.81
JP Morgan Chase Bank Na	Card #5759 5/5/25	Window Tint - #233 & #234	11-620-54540	05/27/2025	400.00
JP Morgan Chase Bank Na	Card #7150 5/5/25	Portfolio W/Zip (6)	10-435-53100	05/27/2025	179.70
JP Morgan Chase Bank Na	Card #7150 5/5/25	Lunch For Jurors	10-435-54850	05/27/2025	205.78
JP Morgan Chase Bank Na	Card #7446 5/5/25	Designated Rep Lic Test Fee 4/29/25- T. Keeling	10-402-54270	05/27/2025	30.00
JP Morgan Chase Bank Na	Card #7446 5/5/25	Car Wash - #107	10-402-54540	05/27/2025	20.00
JP Morgan Chase Bank Na	Card #7446 5/5/25	Copy Paper (2)	10-457-53100	05/27/2025	78.98
JP Morgan Chase Bank Na	Card #7446 5/5/25	Member Fee - Restoration Hardware	10-473-53330	05/27/2025	200.00
JP Morgan Chase Bank Na	Card #7446 5/5/25	Overnight Mail TJJJ Refund Check	10-495-53110	05/27/2025	35.33
JP Morgan Chase Bank Na	Card #7446 5/5/25	TCDRS Conf Regis 7/17/25-7/18/25 Espino&Deshwal	10-496-54270	05/27/2025	560.00
JP Morgan Chase Bank Na	Card #7446 5/5/25	Desk- Cpl.Laferney Office	10-565-53330	05/27/2025	1,065.00
JP Morgan Chase Bank Na	Card #7446 5/5/25	CTEHA Conf Regis 5/15-5/16/25 - D. Sueltenfuss	10-636-54270	05/27/2025	175.00
JP Morgan Chase Bank Na	Card #7446 5/5/25	CTEHA Conf Regis 5/15-5/16/25 - B. Bell	10-636-54270	05/27/2025	175.00
JP Morgan Chase Bank Na	Card #7972 5/5/25	Regis SRP Planning Conf. 5/20 - 5/21 S.Zoeller	10-665-54910	05/27/2025	90.00
JP Morgan Chase Bank Na	Card #7972 5/5/25	Regis SRP Planning Conf. 5/20 - 5/21 K.Dutton	10-665-54920	05/27/2025	90.00
JP Morgan Chase Bank Na	Card #7972 5/5/25	Program Supplies - Kronkosky/Golden Age Center	10-665-54920	05/27/2025	47.37
JP Morgan Chase Bank Na	Card #7972 5/5/25	Regis SRP Planning Conf. 5/20 - 5/21 H.Putrite	10-665-54930	05/27/2025	90.00
JP Morgan Chase Bank Na	Card #7972 5/5/25	Horse Judging Online Course - H.Putrite	10-665-54930	05/27/2025	200.00
JP Morgan Chase Bank Na	Card #7972 5/5/25	Hotel/Horse Judging Contest 4/9-4/10 H. Putrite	10-665-54930	05/27/2025	217.35
JP Morgan Chase Bank Na	CARD #7972,5/5/25	Credit Tax - Envelopes	10-665-53100	05/27/2025	-10.79
JP Morgan Chase Bank Na	Card #8626 5/5/25	Wifi Antennas (4)	10-560-53330	05/27/2025	810.80
JP Morgan Chase Bank Na	Card #8731 5/5/25	Misc Supplies	10-495-53330	05/27/2025	154.42
JP Morgan Chase Bank Na	Card #8731 5/5/25	Mouse For Laptop	10-497-53100	05/27/2025	16.88
JP Morgan Chase Bank Na	Card #8731 5/5/25	Government Week Event - Food Supplies	10-497-53330	05/27/2025	229.38

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
JP Morgan Chase Bank Na	Card #8731 5/5/25	Hotel-Treas Cont Ed Conf 4/21/25-4/24/25 S.D'Spain	10-497-54270	05/27/2025	563.55
JP Morgan Chase Bank Na	Card #8731 5/5/25	Hotel- Transport PID #2044/Lubbock,Tx	10-570-53330	05/27/2025	124.30
JP Morgan Chase Bank Na	Card #8926 5/5/25	Command Board Pro	10-406-53330	05/27/2025	410.00
JP Morgan Chase Bank Na	Card #8926 5/5/25	Regis-TEEXMunic.Fire School 7/20-7/23 M.Dollarhide	10-545-54270	05/27/2025	1,000.00
JP Morgan Chase Bank Na	Card #8926 5/5/25	Hotel-TEEXMunic.Fire School 7/20-7/23 M.Dollarhide	10-545-54270	05/27/2025	513.90
JP Morgan Chase Bank Na	Card #9985 5/5/25	Hotel Bal-TAC Mgt&Risk Conf 4/8-4/10 (2 Rooms) R&B	11-620-54270	05/27/2025	1,099.14
JP Morgan Chase Bank Na	Card #9985 5/5/25	Vehicle Registrations - List	11-620-54810	05/27/2025	93.00
					33,233.56
Vendor: 6487 - Judge Sidney Lee Harle					
Judge Sidney Lee Harle	INV0021099	Mileage - Dist Crt Judge 4/30/25	10-435-54081	05/27/2025	54.60
					54.60
Vendor: 1941 - K.W. Towing L.L.C.					
K.W. Towing L.L.C.	48461	Towing #2303	84-560-54980	05/27/2025	210.00
					210.00
Vendor: 7270 - Katelyn Laird					
Katelyn Laird	147	Court Reporter Svcs & Mileage 4/30/25	10-435-54089	05/27/2025	575.50
Katelyn Laird	154	Court Reporter Svcs & Mileage 5/15/25 - 5/16/2025	10-435-54089	05/27/2025	1,151.00
					1,726.50
Vendor: 7685 - Kelly Casillas					
Kelly Casillas	INV0021137	Selected Juror 4/28/25 - 4/30/25	10-435-54850	05/27/2025	140.00
					140.00
Vendor: 1208 - Kendall Co. Treasurer					
Kendall Co. Treasurer	INV0021127	CWB Donations 4/28/25 - 4/30/25	10-435-54850	05/27/2025	630.00
Kendall Co. Treasurer	INV0021127	CVC Donations 4/28/25 - 4/30/25	10-435-54850	05/27/2025	140.00
Kendall Co. Treasurer	INV0021128	CWB Donations 4/30/25	10-458-54850	05/27/2025	180.00
Kendall Co. Treasurer	INV0021128	CVC Donations 4/30/25	10-458-54850	05/27/2025	60.00
					1,010.00
Vendor: 3610 - Kendall County Fair Association, Inc.					
Kendall County Fair Association, Inc.	INV0021147	Jun '25 Lease - Brush Site	10-596-54610	05/27/2025	2,000.00
					2,000.00
Vendor: 5629 - Kendall County Veterinary Center					
Kendall County Veterinary Center	150094	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	90.00
Kendall County Veterinary Center	150353	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	105.49
Kendall County Veterinary Center	151091	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	105.49
Kendall County Veterinary Center	154125	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	105.49
Kendall County Veterinary Center	154852	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	270.00
Kendall County Veterinary Center	158866	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	105.49
Kendall County Veterinary Center	159383	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	213.87
Kendall County Veterinary Center	160422	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	105.49
Kendall County Veterinary Center	160842	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	129.68
Kendall County Veterinary Center	161923	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	105.49

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Kendall County Veterinary Center	166548	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	73.98
Kendall County Veterinary Center	166798	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	105.49
Kendall County Veterinary Center	166806	Spay/Neuter & Vaccination Pkg	10-408-53400	05/27/2025	105.49
Kendall County Veterinary Center	172326	Spay/Neuter & Vaccination Pkg (3) & Microchip	10-408-53400	05/27/2025	379.46
Kendall County Veterinary Center	172443	Spay/Neuter, Vaccination Pkg & Dewormer	10-408-53400	05/27/2025	125.24
					2,126.15
Vendor: 2357 - Kendall W. Styskal M.D.					
Kendall W. Styskal M.D.	INV0021144	Apr '25 EMS Director	10-540-54050	05/27/2025	3,625.00
Kendall W. Styskal M.D.	INV0021145	May '25 EMS Director	10-540-54050	05/27/2025	3,625.00
					7,250.00
Vendor: 1334 - Kerr County Clerk					
Kerr County Clerk	INV0021096	Mental Commitment/Cause #MHT25-076	10-400-54090	05/27/2025	825.00
Kerr County Clerk	INV0021097	Mental Commitment/Cause #MHT25-081	10-400-54090	05/27/2025	597.50
					1,422.50
Vendor: 6351 - Kirsten B. Cohoon					
Kirsten B. Cohoon	INV0021102	Reimb Mil/Htl - Judge Mtg 4/30/25-5/1/25 & 5/8/25	10-435-54270	05/27/2025	521.00
					521.00
Vendor: 1095 - L.C.R.A.					
L.C.R.A.	TMR0021226	Apr '25 AirTime - Const #1	10-551-54220	05/27/2025	40.00
L.C.R.A.	TMR0021227	Apr '25 AirTime - Const #2	10-552-54220	05/27/2025	40.00
L.C.R.A.	TMR0021228	Apr '25 AirTime - Const #3	10-553-54220	05/27/2025	60.00
L.C.R.A.	TMR0021229	Apr '25 AirTime - Const #4	10-554-54220	05/27/2025	60.00
L.C.R.A.	TMR0021231	Apr '25 AirTime - EM Mgmt	10-406-54220	05/27/2025	240.00
L.C.R.A.	TMR0021232	Apr '25 AirTime - EMS	10-540-54220	05/27/2025	600.00
L.C.R.A.	TMR0021233	Apr '25 AirTime - Fire	10-545-54220	05/27/2025	3,760.00
L.C.R.A.	TMR0021234	Apr '25 AirTime - JP #1	10-455-54220	05/27/2025	20.00
L.C.R.A.	TMR0021234	Apr '25 AirTime - JP #2	10-456-54220	05/27/2025	20.00
L.C.R.A.	TMR0021234	Apr '25 AirTime - JP #3	10-457-54220	05/27/2025	20.00
L.C.R.A.	TMR0021234	Apr '25 AirTime - JP #4	10-458-54220	05/27/2025	20.00
L.C.R.A.	TMR0021235	Apr '25 AirTime - R&B	11-620-54220	05/27/2025	720.00
L.C.R.A.	TMR0021236	Apr '25 AirTime - Animal Control	10-408-54220	05/27/2025	180.00
L.C.R.A.	TMR0021236	Apr '25 AirTime - Detention	10-512-54220	05/27/2025	100.00
L.C.R.A.	TMR0021236	Apr '25 AirTime - SO	10-560-54220	05/27/2025	2,360.00
					8,240.00
Vendor: 5939 - Loaded Threads Ink & Stitch Co.					
Loaded Threads Ink & Stitch Co.	10620	Monogrammed Uniform Shirts (3) - K. Simmons	10-560-53360	05/27/2025	78.00
Loaded Threads Ink & Stitch Co.	10643	Monogrammed Uniform Shirts (2) - K.Ramirez	10-560-53360	05/27/2025	52.00
					130.00
Vendor: 5851 - Local Government Solutions, LP					
Local Government Solutions, LP	73229	JP Court Prof. Sol Svcs Lic/Hosting/Backup Jun '25	21-455-54523	05/27/2025	324.00
Local Government Solutions, LP	73230	JP Court Prof. Sol Svcs Lic/Hosting/Backup Jun '25	21-456-54523	05/27/2025	324.00

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Local Government Solutions, LP	73232	JP Court Prof. Sol Svcs Lic/Hosting/Backup Jun '25	21-458-54523	05/27/2025	436.00
					1,084.00
Vendor: 7167 - Lorisa Hill					
Lorisa Hill	INV0021117	Reimb Meals - TJA Conf 4/28/25 - 5/2/25	10-512-54270	05/27/2025	31.43
					31.43
Vendor: 7671 - Mansfield Service Partners, LLC					
Mansfield Service Partners, LLC	IN-00198325	Bulk Oil T2 HD 15W40 (200 gal)	11-620-53300	05/27/2025	2,506.00
					2,506.00
Vendor: 6231 - Mateo J. Santos					
Mateo J. Santos	INV0021123	Reimb - Juror Food & Supplies	10-435-54850	05/27/2025	34.91
					34.91
Vendor: 3658 - McCreary, Veselka, Bragg & Allen, P.C.					
McCreary, Veselka, Bragg & Allen, P.C.	301341	Collection Fees	10-350-45013	05/27/2025	155.60
McCreary, Veselka, Bragg & Allen, P.C.	302568	Collection Fees	10-350-45013	05/27/2025	99.00
McCreary, Veselka, Bragg & Allen, P.C.	302569	Collection Fees	10-350-45013	05/27/2025	60.00
					314.60
Vendor: 5113 - Miguel & Leugim Tire Shop					
Miguel & Leugim Tire Shop	7812	Dismount/Mount/Disposal (4) #125 & Mount (1) #174	11-620-54540	05/27/2025	132.00
					132.00
Vendor: 6426 - MobilexUSA					
MobilexUSA	48656654	Inmate Xrays (3) & Transportation Fees	10-512-54050	05/27/2025	630.00
					630.00
Vendor: 6026 - Motorola Solutions, Inc.					
Motorola Solutions, Inc.	1162417935	Body Worn Camera&Video Manager Cloud Svc- Year 2/5	10-560-54523	05/27/2025	51,012.00
					51,012.00
Vendor: 6590 - MVBA, LLC					
MVBA, LLC	302638	Collections Apr '25	10-540-54075	05/27/2025	696.18
					696.18
Vendor: 6454 - New Braunfels Welders Supply Inc					
New Braunfels Welders Supply Inc	380006	Medical Oxygen Cylinders (6)	10-540-53910	05/27/2025	78.50
					78.50
Vendor: 7390 - Nicolas Eliodoro Mercado					
Nicolas Eliodoro Mercado	INV0021101	Reimb Mil -Nat'l Watershed Coalition 4/28/25-5/1/25	10-402-54270	05/27/2025	394.80
					394.80
Vendor: 5843 - Onsite Pro Can					
Onsite Pro Can	38717	Portable Rentals 4/26/25 - 5/24/25	11-620-54861	05/27/2025	675.00
					675.00

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Vendor: 1064 - Pedernales Electric Coop, Inc. Pedernales Electric Coop, Inc.	Meter 785902 5/10/25	3001577188 4/8/25 - 5/8/25/EMS Voss	10-540-54400	05/27/2025	<u>557.02</u> 557.02
Vendor: 7683 - Philip Metzger Philip Metzger	INV0021136	Selected Juror 4/28/25 - 4/30/25	10-435-54850	05/27/2025	<u>140.00</u> 140.00
Vendor: 1079 - Pico Propane Operating, LLC Pico Propane Operating, LLC	1461389	Propane (91gal) - Voss Pkwy Fuel Tank	10-540-54400	05/27/2025	<u>217.47</u> 217.47
Vendor: 3877 - Pitney Bowes Global Financial Services LLC Pitney Bowes Global Financial Services LLC	3320705972	Postage Machine Lease 3/30/2025 - 6/29/2025	10-409-54621	05/27/2025	<u>1,026.39</u> 1,026.39
Vendor: 2375 - Qualification Targets, Inc. Qualification Targets, Inc.	22502593	Qualification Targets (50)	29-553-54280	05/27/2025	<u>51.65</u> 51.65
Vendor: 7182 - Quarles Petroleum Quarles Petroleum	CT-2023543	861365450 Apr '25 Animal Control	10-408-53300	05/27/2025	26.34
Quarles Petroleum	CT-2023544	861365476 Apr '25 Courthouse	10-510-53300	05/27/2025	91.12
Quarles Petroleum	CT-2023544	861365476 Apr '25 Juv Prob	10-570-53300	05/27/2025	30.38
Quarles Petroleum	CT-2023545	861365492 Apr '25 EMS	10-540-53300	05/27/2025	339.46
Quarles Petroleum	CT-2023546	861365526 Apr '25 SO	10-560-53300	05/27/2025	206.55
Quarles Petroleum	CT-2023547	861365534 Apr '25 Ext Svcs	10-665-53300	05/27/2025	341.27
Quarles Petroleum	CT-2023548	861365542 Apr '25 Detention	10-512-53300	05/27/2025	<u>174.23</u> 1,209.35
Vendor: 2480 - Redwood Toxicology Laboratory, Inc. Redwood Toxicology Laboratory, Inc.	01520620253	PID #2004/ Mar '25	10-570-54861	05/27/2025	<u>30.35</u> 30.35
Vendor: 7689 - Regina S. White Regina S. White	INV0021142	Selected Juror 4/28/25 - 4/30/25	10-435-54850	05/27/2025	<u>140.00</u> 140.00
Vendor: 7399 - Renee Marie Vance Renee Marie Vance	INV0021113	Reimb Meals/Mileage - TJA Conf 4/28/25 - 5/2/25	10-512-54270	05/27/2025	<u>124.02</u> 124.02
Vendor: 3048 - Reston Express Distributing, Inc. Reston Express Distributing, Inc.	49041	Uniform Shirts (5) - F. Whitt	10-560-53360	05/27/2025	100.50
Reston Express Distributing, Inc.	49277	Animal Adoption Forms (500)	10-408-53330	05/27/2025	<u>225.00</u> 325.50
Vendor: 4701 - Rita P. Wiseman Rita P. Wiseman	INV0021135	Selected Juror 4/28/25 - 4/30/25	10-435-54850	05/27/2025	<u>140.00</u> 140.00

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Vendor: 6740 - Robert Green					
Robert Green	INV0021111	Reimb Meals - TJA Conf 4/28/25 - 5/2/25	10-512-54270	05/27/2025	53.02
					<u>53.02</u>
Vendor: 2645 - Sam Houston State University					
Sam Houston State University	INV0021112	Regis - JMI Conf 9/8/25 - 9/12/25 (5 Empl)	10-512-54270	05/27/2025	1,575.00
					<u>1,575.00</u>
Vendor: 7132 - Schmoyer Reinhard LLP					
Schmoyer Reinhard LLP	35386	Legal Svcs - Vaqueros Del Mar, LLC/Feb '25	10-473-54020	05/27/2025	36,678.10
Schmoyer Reinhard LLP	35508	Legal Svcs - Vaqueros Del Mar, LLC/Mar '25	10-473-54020	05/27/2025	12,077.30
					<u>48,755.40</u>
Vendor: 7133 - SHI-Government Solutions, Inc.					
SHI-Government Solutions, Inc.	GB00558288	Workstation&Server EPP+EDR Renewals Apr'25-Apr'26	10-415-54523	05/27/2025	12,969.54
					<u>12,969.54</u>
Vendor: 7691 - SLP Comfort LLC					
SLP Comfort LLC	66974411	Refund - Overpayment G. Smith	10-341-44510	05/27/2025	297.06
					<u>297.06</u>
Vendor: 7247 - South Texas Blood & Tissue Center					
South Texas Blood & Tissue Center	CM14660	Credit/Blood (1unit)(Ref Inv#I07049092 ID#491202)	10-540-53910	05/27/2025	-590.00
South Texas Blood & Tissue Center	I07049092	Whole Blood (1 unit) Shipment ID #491912	10-540-53910	05/27/2025	590.00
South Texas Blood & Tissue Center	I07049092	Whole Blood (1 unit) Shipment ID #490767	10-540-53910	05/27/2025	590.00
South Texas Blood & Tissue Center	I07049092	Whole Blood (1 unit) Shipment ID #491202	10-540-53910	05/27/2025	590.00
					<u>1,180.00</u>
Vendor: 4793 - Southern Tire Mart LLC					
Southern Tire Mart LLC	4710294024	Tires (21) - Stock	10-560-54540	05/27/2025	3,121.14
					<u>3,121.14</u>
Vendor: 6402 - Stephanie L. Fincke					
Stephanie L. Fincke	INV0021119	POD Svc Reimb/Apr '25	10-406-54861	05/27/2025	200.00
					<u>200.00</u>
Vendor: 6899 - Stephen H. Anthony					
Stephen H. Anthony	INV0021114	Reimb Meals/Mileage - TJA Conf 4/28/25 - 5/2/25	10-512-54270	05/27/2025	144.16
					<u>144.16</u>
Vendor: 4029 - Stericycle, Inc.					
Stericycle, Inc.	8010350581	Biohazard Waste Removal/Apr '25	10-512-54861	05/27/2025	67.36
Stericycle, Inc.	8010653323	Biohazard Waste Removal/May '25	10-512-54861	05/27/2025	67.36
					<u>134.72</u>
Vendor: 5441 - Susan Jackson, District Clerk					
Susan Jackson, District Clerk	CK 1881	G/J Cash Payouts & Donations 5/6/25	10-435-54850	05/27/2025	660.00
Susan Jackson, District Clerk	INV0021124	Court Costs #24-597CR (25-175)	10-341-44580	05/27/2025	358.00
					<u>1,018.00</u>

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Vendor: 7678 - Tanner Jason Spenrath					
Tanner Jason Spenrath	INV0021129	Juror Pay 4/30/25	10-458-54850	05/27/2025	20.00
					<u>20.00</u>
Vendor: 1353 - TDCAA					
TDCAA	263335	Regis-Civil Law Conf 5/7/25 - 5/9/25 - B. Lipo	10-470-56625	05/27/2025	500.00
TDCAA	263335.	Regis-Civil Law Conf 5/7/25 - 5/9/25 - N. Bishop	10-470-54270	05/27/2025	500.00
					<u>1,000.00</u>
Vendor: 7073 - Texas Lock & Door Closer, Inc.					
Texas Lock & Door Closer, Inc.	235706	Keys (10) - Voss EMS	10-510-53330	05/27/2025	50.00
					<u>50.00</u>
Vendor: 6445 - Texas Road Repair, Inc					
Texas Road Repair, Inc	1786	Pot Hole Repair - R&B	11-620-54710	05/27/2025	5,062.50
					<u>5,062.50</u>
Vendor: 1038 - Texas Wildlife Damage Mgmt Fund					
Texas Wildlife Damage Mgmt Fund	257109	Field Agents - Flach & Cravey/Apr '25	10-670-54070	05/27/2025	6,400.00
					<u>6,400.00</u>
Vendor: 7675 - Tommy Hill					
Tommy Hill	INV0021115	Reimb Meals/Mileage - TJA Conf 4/28/25 - 5/2/25	10-512-54270	05/27/2025	126.78
					<u>126.78</u>
Vendor: 6824 - Travis County Medical Examiner					
Travis County Medical Examiner	3300009599	Autopsy - J. Garcia	10-458-54051	05/27/2025	4,085.00
					<u>4,085.00</u>
Vendor: 7693 - Tricare					
Tricare	67339566	Refund - Overpayment J. Wardle	10-341-44510	05/27/2025	690.10
					<u>690.10</u>
Vendor: 7130 - Trisha Coons					
Trisha Coons	INV0021107	Reimb Mil/Pkng-Tyler Connect Conf 5/11/25-5/14/25	10-496-54270	05/27/2025	239.53
					<u>239.53</u>
Vendor: 6781 - U.S. OXO, LLC					
U.S. OXO, LLC	42882	Gas Cylinder Rentals/Apr '25	11-620-53330	05/27/2025	201.00
					<u>201.00</u>
Vendor: 3590 - Uline, Inc.					
Uline, Inc.	192042071	Bags (2 bd) Gloves (20 bx) & Cleaning Supplies	10-512-53330	05/27/2025	933.00
					<u>933.00</u>
Vendor: 6778 - Verathon, Inc.					
Verathon, Inc.	81100345	LoPro S4 Blades (10)	10-540-53910	05/27/2025	456.40
Verathon, Inc.	81108520	Large Stylet (10)	10-540-53910	05/27/2025	183.20
Verathon, Inc.	81108966	Medium Stylet (10)	10-540-53910	05/27/2025	124.00
Verathon, Inc.	81132995	LoPro S4 Blades (10)	10-540-53910	05/27/2025	479.65
					<u>1,243.25</u>

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Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Vendor: 5038 - Victor Nieto					
Victor Nieto	INV0021118	Reimb - CDL License	11-620-54810	05/27/2025	97.00
					<u>97.00</u>
Vendor: 6064 - Victoria County					
Victoria County	41202025	PID #2033/ Apr '25	10-570-54096	05/27/2025	6,000.00
					<u>6,000.00</u>
Vendor: 1017 - W & W Tire Co.					
W & W Tire Co.	527001	Mount/Balance #2302	10-560-54540	05/27/2025	100.00
W & W Tire Co.	527193	Mount/Balance #2002	10-560-54540	05/27/2025	50.00
W & W Tire Co.	527447	Dismount/Mount/Balance (4) & Disposal (4) - #54	11-620-54540	05/27/2025	210.00
W & W Tire Co.	527522	Rotate & Balance #24260	10-553-54540	05/27/2025	48.00
W & W Tire Co.	527552	Flat Repair #176	10-660-54540	05/27/2025	25.00
W & W Tire Co.	527683	Tires/Mount/Balance/Disposal (2) #1911	10-512-54540	05/27/2025	476.00
W & W Tire Co.	527696	Flat Repair #3012	10-660-54540	05/27/2025	25.00
					<u>934.00</u>
Vendor: 1161 - Waste Management					
Waste Management	8879833-0007-0	40yd Container 4/1/25 - 4/30/25 - 400 E. Blanco Rd	10-510-54400	05/27/2025	904.09
					<u>904.09</u>
Vendor: 6884 - WorkQuest					
WorkQuest	PINV0278258	Floor Cleaner (3 cs) & Pot/Pan Detergent	10-512-53330	05/27/2025	1,327.09
					<u>1,327.09</u>
Vendor: 6254 - Xerox Financial Services, LLC					
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - Co Judge	10-400-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - Co Engineer	10-402-54620	05/27/2025	243.45
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - Co Clerk	10-403-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - Elections	10-404-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - Animal Ctrl	10-408-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Maint (2) 4/26/25 - 5/25/25	10-409-54620	05/27/2025	50.00
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - 498 DistCrt	10-409-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - Dist Judge	10-435-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - Dist Clerk	10-450-54620	05/27/2025	243.45
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - Dist Clerk	10-450-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - JP #1	10-455-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - JP #2	10-456-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - JP #3	10-457-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - JP #4	10-458-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25-CrimDistAtty	10-470-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - Auditor	10-495-54620	05/27/2025	243.45
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - HR	10-496-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - Treasurer	10-497-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - Tax A/C	10-499-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - Detention	10-512-54620	05/27/2025	243.45

Accounts Payable Claims

Post Dates: 5/27/2025 - 5/27/2025

Vendor Name	Payable Number	Description (Item)	Account Number	Post Date	Amount
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - EMS	10-540-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 SO	10-560-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - SO (CID)	10-560-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - Ext Svcs	10-665-54620	05/27/2025	227.41
Xerox Financial Services, LLC	40475480	Copy Machine Lease 4/26/25 - 5/25/25 - R&B	11-620-54620	05/27/2025	227.41
					<u>5,572.00</u>
Vendor: 5610 - Zoetis US LLC					
Zoetis US LLC	9027655816	Canine Vaccines (100)	10-408-53400	05/27/2025	597.00
					<u>597.00</u>
				Grand Total:	<u><u>545,915.22</u></u>

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	513096.79
11 - ROAD AND BRIDGE	25329.94
19 - COUNTY CLERK RECORD	4496.78
21 - JUSTICE COURT TECHNO	1084
29 - LEOSE TRAINING	51.65
50 - CRIME VICTIMS GRANT	152.06
84 - ABANDONED VEHICLES	210
87 - S.O. FEDERAL ASSET FORF	1494
Grand Total:	545915.22

Account Summary

Account Number	Account Name	Expense Amount
10-000-22505	Accrued Payroll Benefits	4,039.52
10-341-44510	Ambulance Collections	4,360.81
10-341-44580	Bond Forfeitures	358.00
10-350-45013	J.P. #1 Fines	314.60
10-361-46020	Refunds	-320.32
10-400-54090	Committing Mentally Ill	1,422.50
10-400-54620	Lease - Office Equipment	227.41
10-400-56010	Contingencies - Legal	2,495.90
10-401-56010	Contingencies - Legal	1,961.62
10-402-54270	Conference/Training	1,808.85
10-402-54540	Vehicle - Repair & Maint	20.00
10-402-54620	Lease - Office Equipment	243.45
10-402-54810	Dues	113.75
10-402-54861	Contract Services	19,323.75
10-403-53100	Office Supplies	444.46
10-403-54620	Lease - Office Equipment	227.41
10-404-54200	Telephone	187.55
10-404-54240	Internet Services	42.13
10-404-54620	Lease - Office Equipment	227.41
10-406-53330	Operating	932.20
10-406-54220	Radio Air Time	240.00
10-406-54861	Contract Services	200.00
10-408-53100	Office Supplies	255.86
10-408-53300	Fuel & Oil	26.34
10-408-53330	Operating	706.08
10-408-53400	Vet Supplies	8,434.21
10-408-53401	Animal Food	269.70
10-408-54200	Telephone	214.22

Account Summary		
Account Number	Account Name	Expense Amount
10-408-54220	Radio Air Time	180.00
10-408-54240	Internet Services	164.95
10-408-54400	Utilities	330.00
10-408-54620	Lease - Office Equipment	227.41
10-409-54052	Pauper Burial	3,200.00
10-409-54620	Lease - Office Equipment	277.41
10-409-54621	Lease Postage Equipment	1,026.39
10-415-53330	Operating	9,154.77
10-415-54240	Internet Services	3,439.80
10-415-54523	Software Maintenance	13,013.54
10-435-53100	Office Supplies	582.30
10-435-54081	Special Assigned District Judge	54.60
10-435-54089	Special Court Reporter	3,226.50
10-435-54270	Conference/Training	1,136.00
10-435-54620	Lease - Office Equipment	227.41
10-435-54850	Juror Expense	2,860.69
10-436-54200	Telephone	27.36
10-438-53100	Office Supplies	65.77
10-438-54200	Telephone	116.84
10-438-54240	Internet Services	138.44
10-438-54600	Rent - Bldgs/Office Space	3,583.13
10-450-54620	Lease - Office Equipment	470.86
10-455-53100	Office Supplies	242.98
10-455-54051	Autopsy	8,400.00
10-455-54220	Radio Air Time	20.00
10-455-54270	Conference/Training	130.96
10-455-54620	Lease - Office Equipment	227.41
10-456-54200	Telephone	31.90
10-456-54220	Radio Air Time	20.00
10-456-54240	Internet Services	127.42
10-456-54600	Rent - Bldgs/Office Space	1,700.00
10-456-54620	Lease - Office Equipment	227.41
10-457-53100	Office Supplies	78.98
10-457-53110	Postage	730.00
10-457-54200	Telephone	18.16
10-457-54220	Radio Air Time	20.00
10-457-54240	Internet Services	42.13
10-457-54620	Lease - Office Equipment	227.41
10-458-54051	Autopsy	4,085.00
10-458-54220	Radio Air Time	20.00
10-458-54620	Lease - Office Equipment	227.41
10-458-54850	Juror Expense	320.00

Account Summary		
Account Number	Account Name	Expense Amount
10-458-54861	Contract Services	39.00
10-470-53100	Office Supplies	82.39
10-470-54020	Legal	600.00
10-470-54270	Conference/Training	1,008.74
10-470-54620	Lease - Office Equipment	227.41
10-470-56625	Apportionment Funds	500.00
10-473-53330	Operating	200.00
10-473-54020	Legal	68,110.33
10-473-54270	Conference/Training	1,079.00
10-495-53100	Office Supplies	112.21
10-495-53110	Postage	35.33
10-495-53330	Operating	154.42
10-495-54270	Conference/Training	2,249.90
10-495-54620	Lease - Office Equipment	243.45
10-496-54270	Conference/Training	1,853.15
10-496-54620	Lease - Office Equipment	227.41
10-496-54861	Contract Services	312.50
10-497-53100	Office Supplies	103.58
10-497-53330	Operating	229.38
10-497-54270	Conference/Training	563.55
10-497-54620	Lease - Office Equipment	227.41
10-498-53100	Office Supplies	0.00
10-498-53330	Operating	232.05
10-498-54270	Conference/Training	877.10
10-499-53100	Office Supplies	179.73
10-499-54260	Mileage	119.00
10-499-54620	Lease - Office Equipment	227.41
10-510-53300	Fuel & Oil	91.12
10-510-53310	Custodial Supplies	438.27
10-510-53330	Operating	634.47
10-510-54200	Telephone	4,397.67
10-510-54240	Internet Services	1,446.20
10-510-54400	Utilities	10,646.56
10-510-54500	Buildings - Repair & Maint	51,360.94
10-510-54861	Contract Services	160.00
10-510-55130	Capital Projects-Building Construction	25,519.45
10-510-55900	Other Capital Outlay	11,891.00
10-512-53300	Fuel & Oil	174.23
10-512-53315	Food	24,272.11
10-512-53330	Operating	6,836.06
10-512-53360	Uniforms	1,593.53
10-512-54050	Medical-Other	9,728.00

Account Summary		
Account Number	Account Name	Expense Amount
10-512-54220	Radio Air Time	100.00
10-512-54270	Conference/Training	4,811.39
10-512-54540	Vehicle - Repair & Maint	481.33
10-512-54620	Lease - Office Equipment	243.45
10-512-54800	Bonds	71.57
10-512-54861	Contract Services	7,187.72
10-540-53100	Office Supplies	124.71
10-540-53300	Fuel & Oil	339.46
10-540-53360	Uniforms	354.00
10-540-53910	Medical Supplies	7,197.63
10-540-54050	Medical-Other	7,250.00
10-540-54075	EMS Billing Collections	696.18
10-540-54200	Telephone	170.55
10-540-54220	Radio Air Time	600.00
10-540-54240	Internet Services	264.02
10-540-54270	Conference/Training	2,255.50
10-540-54400	Utilities	1,044.84
10-540-54620	Lease - Office Equipment	227.41
10-540-54861	Contract Services	85.00
10-545-54220	Radio Air Time	3,760.00
10-545-54270	Conference/Training	1,513.90
10-545-54540	Vehicle - Repair & Maint	79.72
10-551-54220	Radio Air Time	40.00
10-552-54220	Radio Air Time	40.00
10-553-54220	Radio Air Time	60.00
10-553-54240	Internet Services	42.13
10-553-54540	Vehicle - Repair & Maint	48.00
10-554-54220	Radio Air Time	60.00
10-560-53110	Postage	403.44
10-560-53300	Fuel & Oil	1,356.55
10-560-53330	Operating	2,198.44
10-560-53360	Uniforms	2,323.99
10-560-54091	Crime Prevention Service	239.94
10-560-54200	Telephone	1,815.46
10-560-54220	Radio Air Time	2,360.00
10-560-54240	Internet Services	410.88
10-560-54270	Conference/Training	7,349.02
10-560-54523	Software Maintenance	51,012.00
10-560-54540	Vehicle - Repair & Maint	6,201.48
10-560-54620	Lease - Office Equipment	454.82
10-565-53330	Operating	1,065.00
10-570-53300	Fuel & Oil	30.38

Account Summary		
Account Number	Account Name	Expense Amount
10-570-53330	Operating	124.30
10-570-54096	Detention	43,500.00
10-570-54260	Mileage	900.90
10-570-54270	Conference/Training	370.00
10-570-54861	Contract Services	30.35
10-579-54200	Telephone	390.02
10-596-54200	Telephone	22.95
10-596-54240	Internet Services	48.74
10-596-54540	Vehicle - Repair & Maint	33.75
10-596-54610	Rent - Property/Land	2,000.00
10-635-54523	Software Maintenance	1,516.00
10-636-53330	Operating	242.75
10-636-54270	Conference/Training	350.00
10-636-54810	Dues	110.00
10-660-53330	Operating	299.68
10-660-54200	Telephone	83.92
10-660-54240	Internet Services	112.46
10-660-54400	Utilities	380.00
10-660-54500	Buildings - Repair & Maint	115.64
10-660-54540	Vehicle - Repair & Maint	50.00
10-660-54861	Contract Services	190.00
10-665-53100	Office Supplies	-10.79
10-665-53300	Fuel & Oil	341.27
10-665-54620	Lease - Office Equipment	227.41
10-665-54910	Stock Shows	90.00
10-665-54920	FCH Agent	137.37
10-665-54930	4-H Programs	507.35
10-670-54070	Trappers	6,400.00
11-620-53300	Fuel & Oil	10,200.66
11-620-53330	Operating	1,717.78
11-620-53610	Paint,Chemicals & Herbicides	366.83
11-620-54200	Telephone	399.07
11-620-54220	Radio Air Time	720.00
11-620-54270	Conference/Training	1,148.14
11-620-54400	Utilities	1,008.91
11-620-54540	Vehicle - Repair & Maint	3,506.41
11-620-54620	Lease - Office Equipment	227.41
11-620-54710	Cont Serv - Pothole Repair	5,062.50
11-620-54810	Dues	297.23
11-620-54861	Contract Services	675.00
19-403-54310	Imaging - New Records	4,496.78
21-455-54523	Software Maintenance	324.00

Account Number	Account Name	Expense Amount
21-456-54523	Software Maintenance	324.00
21-458-54523	Software Maintenance	436.00
29-553-54280	Training	51.65
50-475-53330	Operating	152.06
84-560-54980	Wrecker Service	210.00
87-560-53330	Operating	1,494.00
	Grand Total:	<u>545,915.22</u>



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Stipend for VFD

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

County Auditor's Office
Corinna Speer, County Auditor

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 240

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

2 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action to approve the stipend amounts to be paid to the Volunteer Fire Departments.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Approve stipend amounts

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

VFD

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Burn Ban

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Shane Stolarczyk, County Judge
Brady Constantine, Fire Marshal

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

3 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action on the burn ban (Authority Section 352.081, Local Government Code)

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

To determine whether or not there is a need for a ban on burning.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

The Public

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Kendall County Women's Shelter Presentation

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Shane Stolarczyk, County Judge
Brooke House, Chief Program Officer, KCWS

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 212

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

10-15 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Presentation from Kendall County Women's Shelter

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

To update the Court and community on the services that the KCWS provides.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

The Public

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".





KENDALL COUNTY WOMEN'S SHELTER

KENDALL COUNTY WOMEN'S SHELTER



UPDATED 2024

OUR MISSION:



KENDALL COUNTY WOMEN'S
SHELTER

KCWS is dedicated to providing comprehensive support, resources, and shelter for survivors and their pets, while also raising awareness about the impact and origins of domestic abuse.

OUR VISION:

To provide an environment for families experiencing domestic abuse, offering them **shelter, support,** and **resources** to break the cycle.

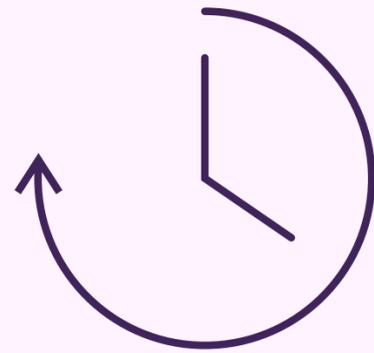
We believe in the inherent **strength** and **resilience** of every individual, and we are committed to fostering a community where **awareness, respect,** and **compassion** prevail.



WHY WE DO THIS WORK:

Statistics Obtained from:
The National Domestic Violence Hotline (thehotline.org)
Texas Center for Family Violence 2021 State of the State Report

National Statistics (US):



On Average,
**24 PEOPLE
PER MINUTE**
Will Experience Rape,
Physical Violence, or
Stalking by an
Intimate Partner



1 IN 3 WOMEN

Have been Raped, Physically Abused, or
Stalked by an Intimate Partner

State-Wide Statistics (TX):



Texans Killed by Intimate
Partners in 2023.



Number of Women Killed by a Firearm
has doubled in the past decade
(63% of Female Deaths in 2022).



of CPS cases reported there was
“reason to believe” domestic
abuse was also present.

WHAT IS DOMESTIC ABUSE?

A PATTERN OF BEHAVIOR USED TO GAIN OR MAINTAIN POWER AND CONTROL OVER AN INTIMATE PARTNER OR FAMILY MEMBER.

TYPES OF ABUSE:

- *Physical
- *Mental/Emotional
- *Verbal
- *Financial
- *Sexual
- *Religious/Cultural
- *Technological

TRAUMA RESPONSES: THE 4F'S

These *stress-responses* are natural biological mechanisms that help us react to perceived threats.

These occur when the demands of one's environment are greater than their perceived ability to cope with the stress.

 <h3>Fight</h3> <ul style="list-style-type: none">RageAngerBullyingNarcissismIntimidation	 <h3>Flight</h3> <ul style="list-style-type: none">PanicWorryPlanningRuminationPerfectionism
 <h3>Freeze</h3> <ul style="list-style-type: none">DissociationDisconnectionDay-DreamingFeeling NumbFeeling Stuck	 <h3>Fawn</h3> <ul style="list-style-type: none">People-PleasingCo-DependencyNeglect SelfIdentity IssuesBoundary Issues

“WHY DON'T THEY JUST LEAVE?”

Some General Barriers to Leaving an Abuser:

- Fear of the Abuser
- Financial Dependency on Abuser
- Attempting to Protect the Relationship between Abuser and Children, Maintain Structure for Children
- Difficulty Navigating Necessary Criminal/Legal Systems
- Religious Ideologies
- Feelings of Shame or Guild Around their Experiences
- Social Isolation
- Lack of/Low Quality Social Support
- Immigration Status

On Average, a Survivor Will Make a Plan/Attempt to Leave Their Abuser

7 Times

Before Permanently Exiting the Relationship

(Either by physically leaving the abuser or by the death of at least one of the partners.)

CYCLE OF ABUSE

This cycle is a four-stage pattern that abusive behavior can take – sometimes hundreds of times over.

An abuser might cycle through these four stages in anywhere from a few hours to a year or more.

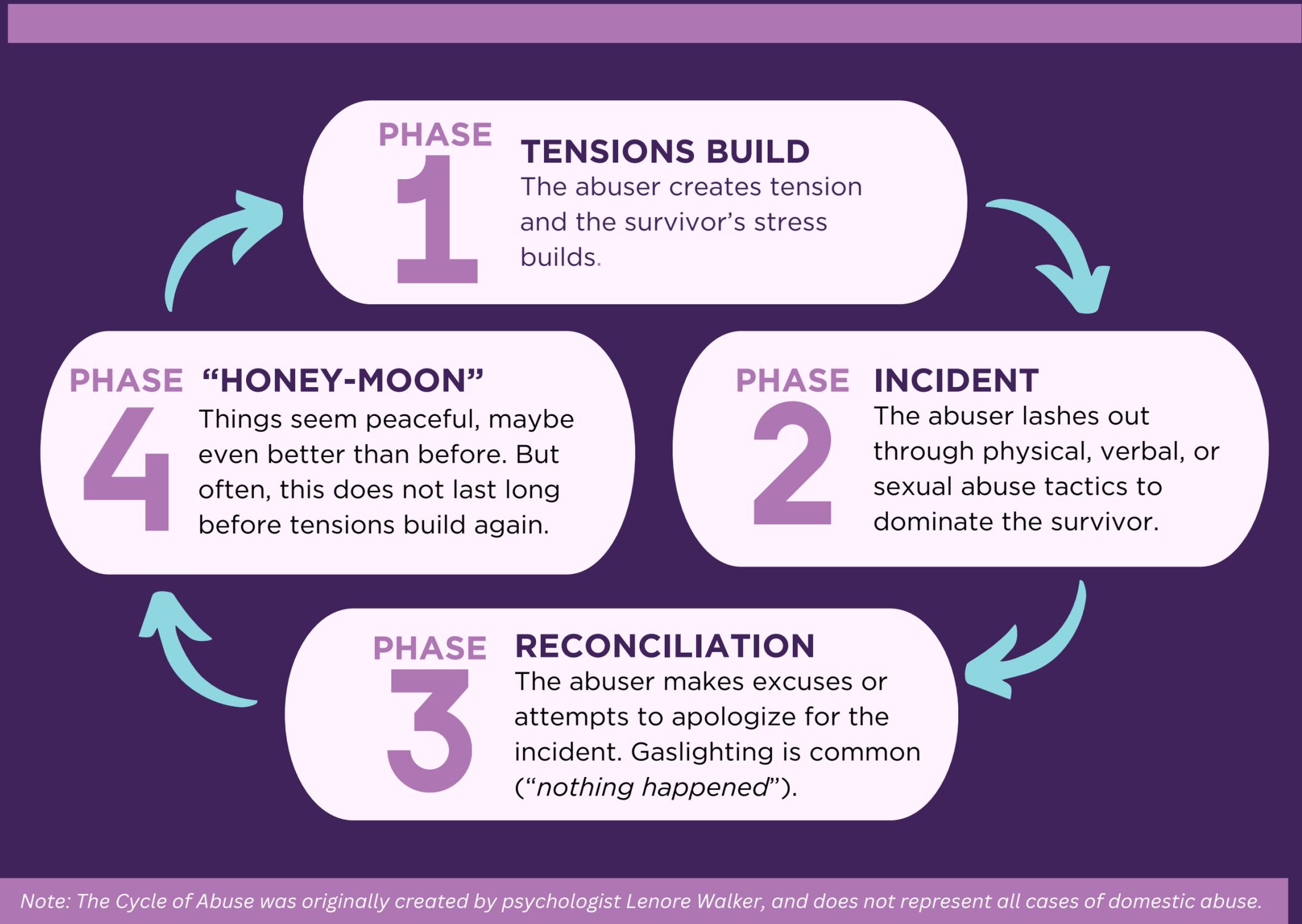
Common Survivors Statements:

“It’ll never happen again.”

“He says he’s really sorry.”

“It’s my fault I made him angry—I should be a better partner.”

“He’s only controlling because he loves me.”



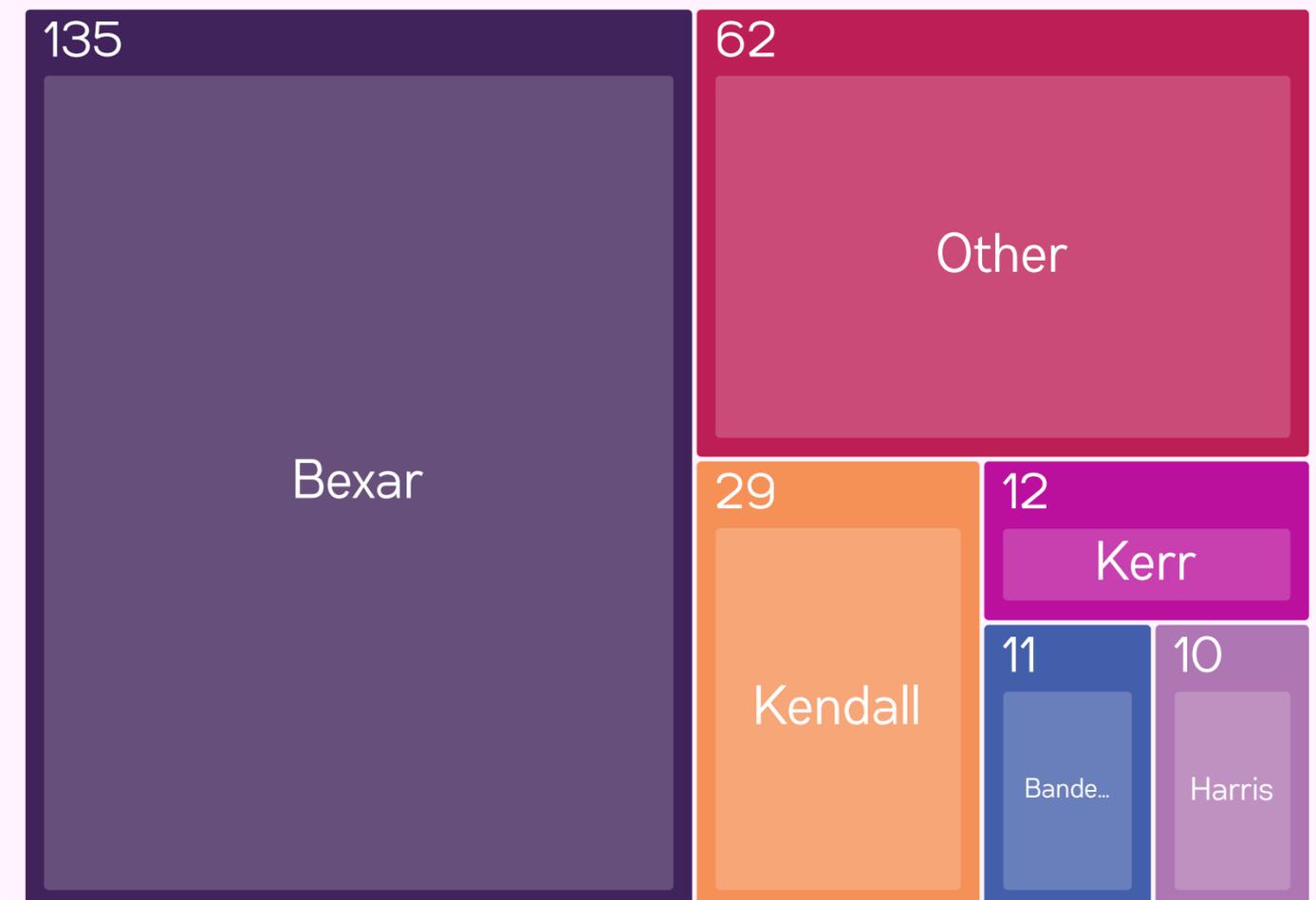
WHAT AREAS DO WE SERVE?

We serve **more than just Kendall County**. In fact, a majority of our clients seek services from Bexar County (San Antonio).

KCWS serves victims of domestic abuse and their children, **no matter where they are from**.

- For qualifying residential clients, if they can meet us in Kendall County, we will accept them into our housing program. Often times, we can work to offer them assistance to get here.
- Many services can be provided through the phone, and we can also offer a few of our nonresidential services this way.

KCWS 2023 Census Data



WHAT WE DO:

Support/Advocacy for Both Residential and Nonresidential Clients:



Programming/
Case Management



Child Services



Legal Advocacy
(POs, CPS, Divorce)



Transportation



Counseling Services



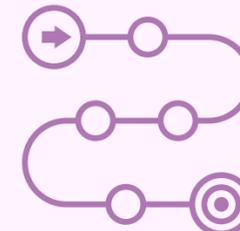
Food/Nutrition
Assistance



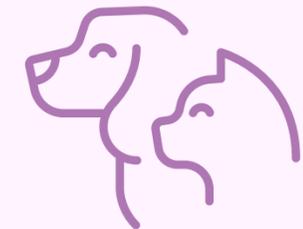
Hygiene, Household,
& Personal Needs



24/7 Crisis
Intervention



Safety Planning



Pet Services

KCWS STATISTICS (2024)

259 TOTAL CLIENTS



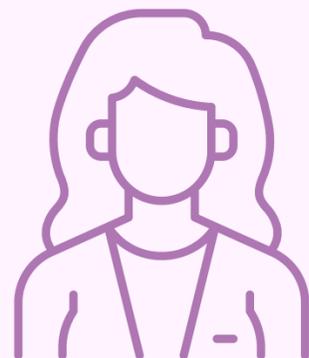
1,829

Crisis Calls Received
(Avg. 5/day)



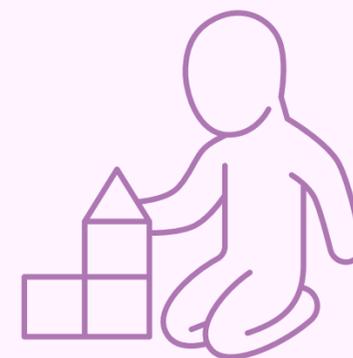
11,040

Counts of Direct
Client Services



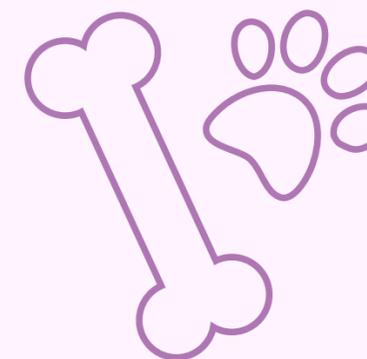
163

ADULT Clients
Served



96

CHILD Clients
Served



31

Pets Served

225
Survivors
Received
Shelter

34
Non-
Resident
Clients

Nearly 2
Safety Plans
Created

RESIDENTIAL VS. NON-RESIDENTIAL



RESIDENTIAL:
CLIENTS COME TO STAY AT OUR SHELTER AND GO THROUGH OUR HOUSING PROGRAM. THEY STAY ANYWHERE FROM 1 NIGHT TO 9 MONTHS WITH US WHILE RECEIVING SERVICES.



NON-RESIDENTIAL:
SURVIVORS MAY NOT ALWAYS NEED HOUSING SERVICES IF THEY HAVE A SAFE PLACE TO STAY.

BUT WE CAN STILL OFFER THEM OTHER FORMS OF ADVOCACY THROUGH OTHER SUPPORT SERVICES & OFFERING NON-HOUSING RESOURCES.

VIOLENCE PREVENTION: STARTING BEFORE ADULTHOOD

KCWS has a strong focus on community education and prevention efforts.

Our teen dating violence prevention program, **Young Hearts**,

Young Hearts offers informative, age-appropriate presentations on these subjects to younger students in their school district, other student organizations, as well as open-community audiences.

We believe that education and understanding can start prior to adulthood.





Questions,
Comments, or
Concerns?



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Request to allow purchasing agent to solicit an RFP.

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Sharon Barter, Purchasing Agent

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 241

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

Consent Agenda

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and Action to allow the Purchasing Agent to solicit an RFP for VOIP Telephone and Internet Services.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Commissioner's Court must approve Purchasing Agent to solicit an RFP.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Purchasing Agent

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

N/A

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Grant Discretionary Exemption to Competitive Bidding Process and approve contract with FasPsych.

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Sharon Barter, Purchasing Agent

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 241

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

2 Minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action to grant a discretionary exemption to the competitive bidding process because services are considered of a professional nature as authorized by Texas Local Government Code § 262.024(a)(4) and approve the extended agreement with FasPsych, LLC for Inmate 24 hour on-call mental health services for Calender Year 2025.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Grant Exemption to the Competitive Bidding process because services are of a professional nature, and approve the renewal of 2025 contract with current vendor, FasPsych, LLC.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Detention / Purchasing

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Renewal agreement.

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None



STATE OF TEXAS

§

IN THE

COUNTY OF KENDALL

§

§

COMMISSIONERS COURT

**ORDER GRANTING DISCRETIONARY EXEMPTION FROM SECTION 262.023
OF THE TEXAS LOCAL GOVERNMENT CODE FOR PROFESSIONAL SERVICES**

WHEREAS, Section 262 of the Texas Local Government Code requires the Commissioners Court to comply with competitive procurement procedures for purchase of one or more items under a contract that will require an expenditure exceeding \$50,000; and

WHEREAS, Section 262(a)(4) of the Texas Local Government Code authorizes the Commissioners Court to grant an exemption for “a personal or professional service,”; and

WHEREAS, Kendall County wishes to procure professional services from **FasPsych, LLC** for 24 hour on-call mental health services for inmates in the Kendall County Jail;

NOW THEREFORE, BE IT ORDERED BY THE COMMISSIONERS COURT FOR KENDALL COUNTY THAT: The provisions of the Texas Local Government Code §262.024(a)(4) shall apply to exempt the procurement of professional services with **FasPsych, LLC** for 24 hour on-call mental health services for inmates within the Kendall County Jail from the competitive procurement procedures because it qualifies as a professional service pursuant to Texas Government Code **2254.002(2)(A)(v)**.

EFFECTIVE THIS 27TH DAY OF MAY 2025.

SHANE STOLARCZYK, COUNTY JUDGE



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Amending Plat of The Crossing River Forest Section Lot 298A

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Commissioner Pct. 3 - Richard Chapman
Staff Engineer - Clay Forister

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 250

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

5 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action on approving an amending plat of The Crossing River Forest Section creating Lot 298A in accordance with the Kendall County Development Regulations. (Douglass V. and Janet C. Weikel, Owners)

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Amending Plat of The Crossing River Forest Section Lot 298A

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Pct. 3

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Amending plat document.

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

The purpose of the amending plat is to combine Lots 298 and 299 into into one Lot 298A. The proposed lot will have access to Hidden Lake Drive and will be served by individual on-site well and OSSF.

AMENDING PLAT
 THE CROSSING RIVER FOREST SECTION - LOT 298A
 BEING LOT 298 AND LOT 299
 AS RECORDED IN VOLUME 1, PAGES 82-87,
 PLAT RECORDS, KENDALL COUNTY, TEXAS
 CREATING LOT 298A
 THE CROSSING RIVER FOREST SECTION

1 LOT CREATED
 (2 LOTS INTO 1 LOT)
 NO NEW ROADS CREATED

STATE OF TEXAS
 COUNTY OF KENDALL

THE OWNERS OF THE LAND IDENTIFIED BY LOT AND BLOCK NUMBERS RECORDED IN THE VOLUME AND PAGE NUMBERS SHOWN ON THIS PLAT, AND WHOSE NAMES ARE SUBSCRIBED HERETO, AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, ACKNOWLEDGE THAT THIS PLAT WAS MADE FROM ACTUAL SURVEYS ON THE GROUND AND DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAIN EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

 DOUGLASS V. WEIKEL

 JANET C. WEIKEL

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED DOUGLASS V. WEIKEL AND JANET C. WEIKEL KNOWN TO ME TO BE THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS ____ DAY OF _____, A.D. 2025.

 NOTARY PUBLIC IN AND FOR
 THE STATE OF TEXAS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND AND THAT THIS PLAT CORRECTLY REPRESENTS THE FACTS FOUND AT THE TIME OF THIS SURVEY.

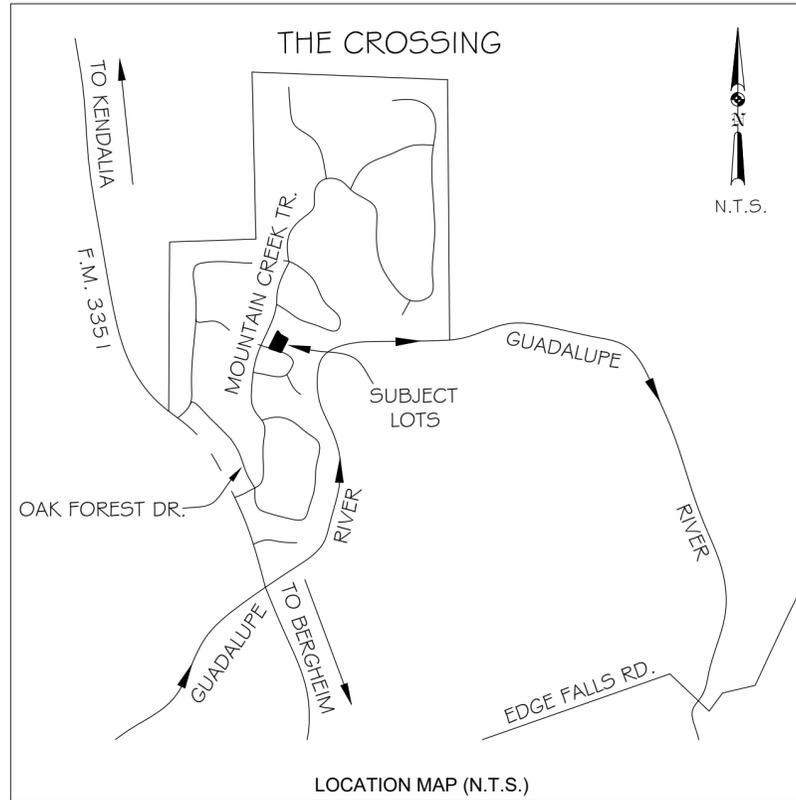
 WES REXRODE - PFEIFFER LAND SURVEYING
 REGISTERED PROFESSIONAL LAND SURVEYOR
 NO. 6001 BOERNE, TEXAS 78006
 PH. 830 - 249 - 3385
 PREPARED MARCH 24, 2025
 JOB NUMBER: 26-25



BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED WES REXRODE, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS ____ DAY OF _____, A.D. 2025.

 NOTARY PUBLIC IN AND FOR
 THE STATE OF TEXAS



THE ENGINEERING CONSULTANT, COUNTY ENGINEER OR PROJECT ENGINEER OF KENDALL COUNTY, TEXAS HAS REVIEWED THIS AMENDING PLAT FOR CONFORMANCE TO ALL REQUIREMENTS OF THE KENDALL COUNTY DEVELOPMENT RULES AND REGULATIONS.

 ENGINEER

THIS AMENDING PLAT OF LOT 298 AND LOT 299, THE CROSSING, RIVER FOREST SECTION AS RECORDED IN VOLUME 1, PAGES 82-87, PLAT RECORDS, KENDALL COUNTY, TEXAS CREATING LOT 298A, THE CROSSING, RIVER FOREST SECTION HAS BEEN SUBMITTED TO AND CONSIDERED BY THE COMMISSIONERS COURT OF KENDALL COUNTY, TEXAS AND IS HEREBY APPROVED BY SUCH COURT.

DATED THIS ____ DAY OF _____ A.D., 2025.

BY: _____
 COUNTY JUDGE

 COMMISSIONER, PRECINCT #1

 COMMISSIONER, PRECINCT #2

 COMMISSIONER, PRECINCT #3

 COMMISSIONER, PRECINCT #4

GENERAL NOTES:

- 1) THESE LOTS ARE IN THE BLANCO INDEPENDENT SCHOOL DISTRICT.
- 2) THESE LOTS ARE NOT LOCATED WITHIN FLOOD ZONE 'AE', AS SHOWN ON THE KENDALL COUNTY FLOOD INSURANCE RATE MAP NO. 48259C0325F, EFFECTIVE DATE DECEMBER 17, 2010.
- 3) WATER SERVICE PROVIDED BY PRIVATE ON-SITE WATER WELLS MEETING THE REQUIREMENTS OF COW CREEK GROUNDWATER CONSERVATION DISTRICT AND T.C.E.Q. WELLS SHALL HAVE A 100' RADIUS SANITARY CONTROL EASEMENT UNLESS A SMALLER EASEMENT IS PERMITTED BY THE COW CREEK GROUNDWATER CONSERVATION DISTRICT.
- 4) SEWAGE FACILITIES ARE PROVIDED BY PRIVATE ON-SITE SEWAGE FACILITY CONSTRUCTED ON THE LOT BY THE OWNER THEREOF DESIGNED BY A REGISTERED SANITARIAN OR A REGISTERED ENGINEER AND APPROVED UNDER THE RULES OF KENDALL COUNTY AND T.C.E.Q.
- 5) ELECTRICAL SERVICE TO THIS TRACT PROVIDED BY PEDERNALES ELECTRIC COOPERATIVE
- 6) TELEPHONE SERVICE TO THIS TRACT PROVIDED BY GUADALUPE VALLEY TELEPHONE COOPERATIVE
- 7) THESE LOTS ARE NOT WITHIN THE ETJ OF AN INCORPORATED CITY.
- 8) THESE LOTS SUBJECT TO BUT NOT LIMITED TO RESTRICTIONS RECORDED IN VOLUME 121, PAGE 1045, VOLUME 122, PAGE 219, VOLUME 124, PAGE 9, VOLUME 130, PAGE 404, VOLUME 128, PAGE 918, D.R., VOLUME 234, PAGE 416, VOLUME 272, PAGE 437, VOLUME 339, PAGE 444 O.R., VOLUME 507, PAGE 588, O.R., VOLUME 1104, PAGE 120, O.R., VOLUME 1348, PAGE 196, O.R., VOLUME 1383, PAGE 637, O.R., VOLUME 1388, PAGE 299, O.R., VOLUME 1393, PAGE 865, O.R., VOLUME 1401, PAGE 999, O.R., VOLUME 1401, PAGE 1003, O.R., VOLUME 1418, PAGE 309, O.R., VOLUME 1487, PAGE 1009, O.R., VOLUME 1631, PAGE 808, VOLUME 1761, PAGE 397, DOCUMENT NUMBERS 365819, 365820, 386707, 388503, 381149, 395727, 395215 O.R. AND VOLUME 1, PAGES 82-87, P.R.
- 9) THIS PLAT DOES NOT ALTER OR AMEND ANY EXISTING EASEMENTS, SETBACKS OR COVENANTS/RESTRICTIONS UNLESS OTHERWISE NOTED.
- 10) PROPERTY OWNERS ARE ADVISED THAT THEY ARE RESPONSIBLE FOR MAINTENANCE OF DRAINAGE EASEMENTS ON THEIR PROPERTY AND MAY NOT UTILIZE THESE EASEMENTS FOR ANY PURPOSE DETRIMENTAL TO THEIR INTENDED USE. (I.E. NO FENCES, SHRUBBERY, STRUCTURES OR SEPTIC FIELDS. KENDALL COUNTY RESERVES THE RIGHT OF ACCESS TO SUCH EASEMENTS.)
- 11) BUILDING SET BACK LINES ARE 50' ALONG THE FRONT OF EACH LOT AND 10' ALONG CORNERSIDE LOTS.
- 12) LAKECROFT INC. RESERVES TO ITSELF, ITS SUCCESSORS AND ASSIGNS AN EASEMENT 5' WIDE ALONG THE SIDE, FRONT AND REAR OF ALL LOTS FOR INSTALLATION AND MAINTENANCE OF UTILITIES INCLUDING BUT NOT LIMITED TO GAS, WATER, ELECTRICITY, TELEPHONE, DRAINAGE AND SEWERAGE INCLUDING THE RIGHT TO REMOVE AND/OR TRIM TREES, SHRUBS OR PLANTS. THERE IS A 20' WIDE TELEPHONE EASEMENT RESERVED ALONG THE FRONT OF ALL LOTS FOR THE INSTALLATION AND MAINTENANCE OF TELEPHONE LINES.
- 13) THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT, THEREFORE ALL SETBACKS, EASEMENTS, COVENANTS, ENCUMBRANCES, ZONING OR LAND USE REGULATIONS MAY NOT BE SHOWN HEREON. THE SURVEYOR DID NOT COMPLETE AN ABSTRACT OF TITLE.
- 14) ADJOINERS ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY.
- 15) HORIZONTAL DATUM: TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NAD83.
- 16) ALL BUILDING SETBACK LINES, RECORDED EASEMENTS, UNRECORDED EASEMENTS, PLAT RESTRICTIONS, DEED RESTRICTIONS AND ZONING ORDINANCES, IF ANY, SHOULD BE CONFIRMED BY THE HOME OWNERS ASSOCIATION, LANDOWNER AND/OR THE ARCHITECTURAL CONTROL COMMITTEE BEFORE ANY PLANNING OR CONSTRUCTION.
- 17) ONLY APPARENT UTILITIES WERE LOCATED, SHOWN AND IDENTIFIED TO THE BEST OF THE SURVEYOR'S KNOWLEDGE. NO ATTEMPT HAS BEEN MADE AS PART OF THIS SURVEY TO SHOW THE EXISTENCE, SIZE, DEPTH, CONDITION, OR LOCATION OF ANY UNDERGROUND UTILITIES. FOR INFORMATION REGARDING UTILITIES PLEASE CONTACT THE APPROPRIATE AGENCY. IRRIGATION VALVES AND SPRINKLER HEADS, IF ANY, NOT LOCATED BY THIS SURVEY OR SHOWN HEREON.
- 18) ANY DEPICTION OR NOTE ON THIS SURVEY OR ANY STATEMENT CONTAINED ON THIS SURVEY CONCERNING SPECIAL FLOOD HAZARD AREAS DOES NOT CONSTITUTE A REPRESENTATION OR WARRANTY BY THE SURVEYOR THAT THE PROPERTY AND/OR STRUCTURES LOCATED ABOVE SPECIAL FLOOD HAZARD AREAS WILL BE FREE FROM FLOODING OR FLOOD DAMAGE OR THAT FLOODING DOES NOT OCCUR ABOVE SPECIAL FLOOD HAZARD AREAS. SPECIAL FLOOD HAZARD AREAS ARE SUBJECT TO CHANGE AS DETAILED STUDIES OCCUR AND/OR WATERSHED OR CHANNEL CONDITIONS CHANGE. THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP) FLOOD INSURANCE RATE MAP (FIRM) IS FOR USE IN ADMINISTERING THE NFIP; IT DOES NOT NECESSARILY IDENTIFY ALL AREAS SUBJECT TO FLOODING, PARTICULARLY FROM LOCAL DRAINAGE SOURCES OF SMALL SIZE, OR ALL PLANIMETRIC FEATURES OUTSIDE SPECIAL FLOOD HAZARD AREAS.
- 19) COMMERCIAL WASTE COLLECTION AND DISPOSAL SERVICES ARE AVAILABLE TO THE SUBDIVISION.

STATE OF TEXAS
 COUNTY OF KENDALL

I, DENISE MAXWELL COUNTY CLERK OF KENDALL COUNTY, CERTIFY THAT THE PLAT BEARING THIS CERTIFICATE WAS FILED AND DULY RECORDED ON THE ____ DAY OF _____ 2025, AT ____ O'CLOCK ____ M IN THE PLAT RECORDS OF KENDALL COUNTY TEXAS, DOCUMENT NO _____.

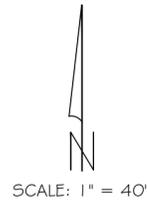
TAX CERTIFICATE AFFIDAVIT FILED THIS DATE, DOCUMENT NO. _____.

BY _____ DEPUTY

PFEIFFER LAND SURVEYING
 918 ADLER STREET
 BOERNE, TX 78006
 830-249-3385
 FIRM NO. 10193761
 EMAIL: rpls6001@gvtc.com

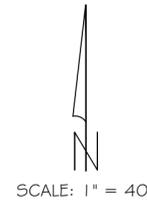
EXISTING - AS RECORDED

Lot 298 and Lot 299, Block 18
The Crossing, River Forest Section
recorded in Volume 1, Pages 82-87,
Plat Records, Kendall County, Texas.



AMENDED

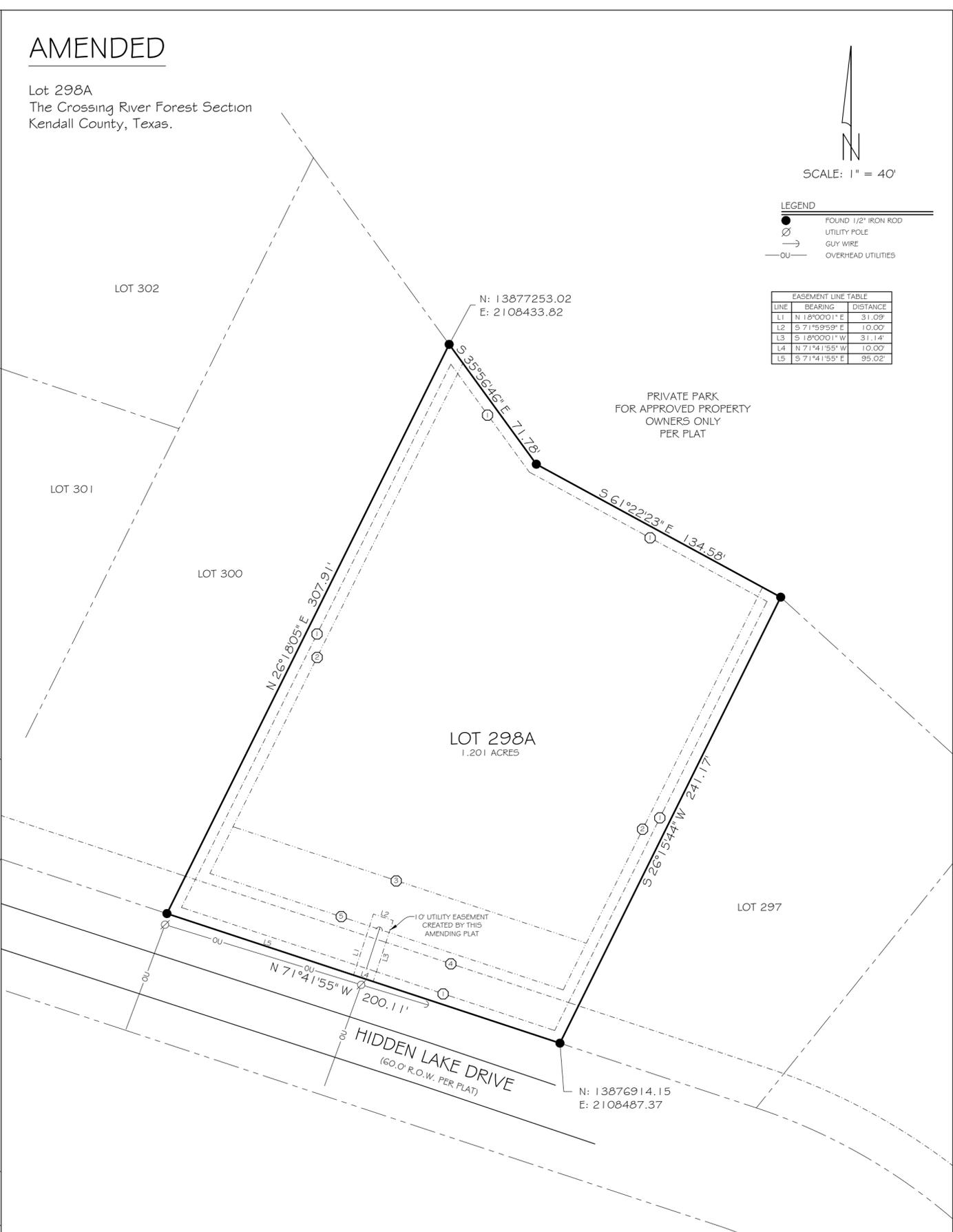
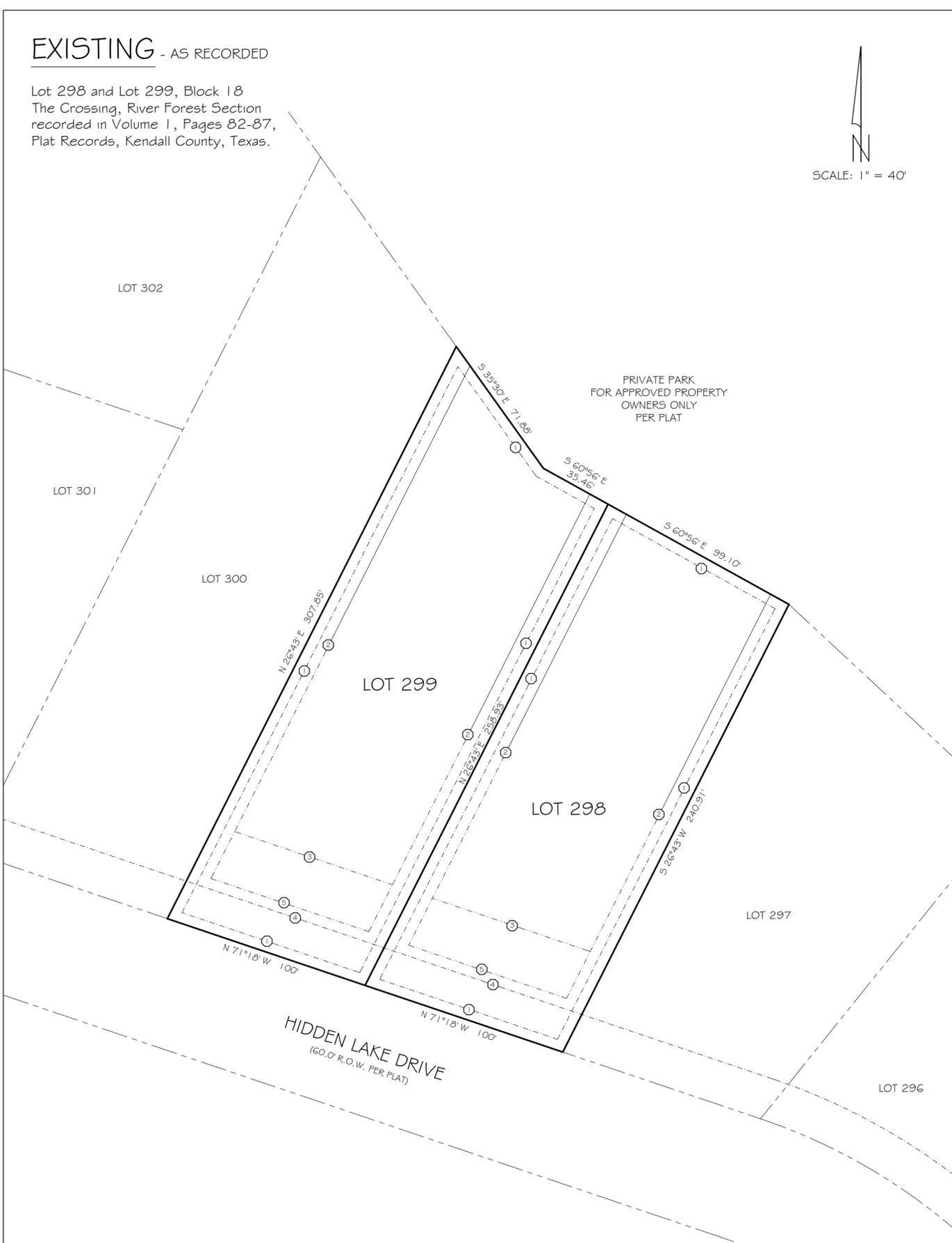
Lot 298A
The Crossing River Forest Section
Kendall County, Texas.



LEGEND

- FOUND 1/2" IRON ROD
- UTILITY POLE
- GUY WIRE
- OU— OVERHEAD UTILITIES

LINE	BEARING	DISTANCE
L1	N 18°00'01" E	31.09'
L2	S 71°59'59" E	10.00'
L3	S 18°00'01" W	31.14'
L4	N 71°41'55" W	10.00'
L5	S 71°41'55" E	95.02'



KEYNOTES:

- ① 5' UTILITY EASEMENT PER PLAT
- ② 10' BUILDING SETBACK LINE PER PLAT
- ③ 50' BUILDING SETBACK LINE PER PLAT
- ④ 20' TELEPHONE EASEMENT PER PLAT
- ⑤ 25' BUILDING SETBACK LINE VOLUME 130, PAGE 404 DEED RECORDS

PFEIFFER LAND SURVEYING
918 ADLER STREET
BOERNE, TX 78006
830-249-3385
FIRM NO. 10193761



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Amendment to Cashier's Check Deposit Agreement for Miralomas Unit 3

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Commissioner Pct. 1 - Jennifer McCall
County Engineer - Mary Ellen Schulle

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 252

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

5 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action on approving an amendment to the cashiers checks deposit agreement for Miralomas Unit 3 to extend the agreement for two additional years.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Amendment to Cashier's Check Deposit Agreement for Miralomas Unit 3

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Pct. 1

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Amendment to Cashier's Check Deposit Agreement for Miralomas Unit 3

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

STATE OF TEXAS §
COUNTY OF KENDALL §

AMENDMENT TO CASHIER'S CHECKS DEPOSIT AGREEMENT

THIS AMENDMENT ("Amendment") between Kendall County, ("County"), a body corporate and politic under the laws of the State of Texas, and Miralomas Development Corporation ("Miralomas"), a company authorized to conduct business in the State of Texas, (each a "Party" and collectively the "Parties").

WITNESSETH

WHEREAS, the Parties executed the CASHIERS CHECK DEPOSIT AGREEMENT (the "Existing Agreement"), executed on May 31, 2023 (attached hereto as "Exhibit A" and incorporated by reference); and

WHEREAS, the Parties hereto desire to amend the Existing Agreement for the purpose of extending the time of performance for the Existing Agreement by two (2) years.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. Amendments to the Existing Agreement.

- 1.1. The "Acknowledgement" section of the Existing Agreement is hereby modified by changing the time of performance from June 12, 2025 to June 12, 2027.

IN WITNESS WHEREOF, this Amendment is signed, accepted, and agreed to by all parties by and through the parties or their agents or authorized representatives. All parties hereby acknowledge that they have read and understood this Amendment and the attachments and exhibits hereto. All parties further acknowledge that they have executed this legal document voluntarily and of their own free will.

KENDALL COUNTY

Shane Stolarczyk, County Judge

Date

ATTEST:

Denise Maxwell, County Clerk

MIRALOMAS DEVELOPMENT CORPORATION

Susan Wright
Name: *Susan Wright*
Title: *Authorized Agent*

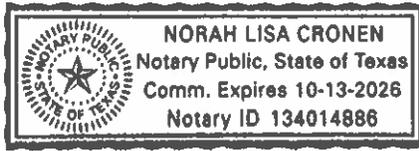
5-21-2025

Date

Susan Wright

Susan Wright
Authorized Agent
Miralomas Development Corporation

SIGNED AND SWORN TO BEFORE ME THIS 21st DAY OF May 2025.



Norah Cronen

NOTARY PUBLIC STATE OF Texas
My Commission Expires: Oct. 13, 2026

Exhibit A

COUNTY OF KENDALL

201 E. San Antonio Ave Ste 101
Boerne, TX 78006
Fax: 830-249-6206



Richard J. Tobolka, P.E., CFM
County Engineer
richard.tobolka@co.kendall.tx.us
830-331-8250

To: Sheryl D'Spain—County Treasurer
From: Richard Tobolka—County Engineer
Subject: Cash Deposit Agreement- Miralomas Garden Homes Subdivision, Unit 3
Date: June 2nd, 2023

Miralomas Garden Homes Subdivision, Unit 3, Cash Deposit, Commissioners Court Agenda June 12th 2023.

In the amount of \$1,166,589.55 cash deposit for Street and Drainage Improvements in the subject subdivision.

Please place the attached original in the bank security box.

Received by: _____

SDSpain 6/5/23

STATE OF TEXAS
COUNTY OF BEXAR

CASH DEPOSIT AGREEMENT

Before me, the undersigned authority, on this day personally appeared Susan Wright who on his/her oath deposed as follows:

"I am Susan Wright, Authorized Agent for Miralomas Development Corporation, the owner and developer of the subdivision located in Kendall County, Texas identified as Miralomas Garden Homes-Unit 3.

I or someone representing me have delivered to Kendall County via wire transfer in the amounts of:

- (1) One million one hundred sixty-six thousand five hundred eighty-nine and 55/100 dollars (\$1,166,589.55) as cash deposits to serve as a financial guarantee pursuant to section 204.1000, Kendall County, Texas Development Rules and Regulations for satisfactory and timely completion of:
- (1) Street and drainage improvements in the subject subdivision.

I acknowledge and agree on behalf of myself and as Authorized Agent of Miralomas Development Corporation, that the funds will be deposited in an interest bearing account by the County Treasurer, with any interest accruing to such funds to be retained in the account for the benefit of Kendall County. I further acknowledge and agree that, in the event that completion of the street and drainage improvements in the above named subdivision are not completed in accordance with the final plat and construction drawings and specifications approved by the County and within the time set by the County, such time being June 12, 2025 such funds will be forfeited to Kendall County, Texas to use to complete the street and drainage improvements in such subdivision."

SIGNED THIS 31 DAY OF MAY, 2023

Susan Wright

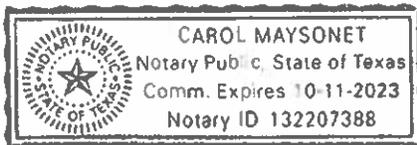
Susan Wright
Authorized Agent
Miralomas Development Corporation

SIGNED AND SWORN TO BEFORE ME THIS 31 DAY OF MAY, 2023

Carol Maysonet

NOTARY PUBLIC, STATE OF _____

My Commission Expires: 10-11-2023





Approved
5/10/23

Miralomas - Unit 3
OPINION OF PROBABLE COST
STREET AND DRAINAGE IMPROVEMENTS

ITEM NO.	TxDOT ITEM CODE (*, **)	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
STREET IMPROVEMENTS						
1.	110-6001	Street and Parking Excavation	CY	9,990	\$34.18	\$341,458.20
2.	132-6001	Street Embankment	CY	1,440	\$82.50	\$118,800.00
3.		8" Aggregate Base	SY	9,257	\$9.60	\$88,867.20
4.	354-6005	2" Type D HMA	SY	9,257	\$15.00	\$138,855.00
5.		6" of 95% Compacted Subgrade	SY	9,257	\$1.00	\$9,257.00
6.	310-6027	Prime Coat	GAL	1,852	\$8.94	\$16,556.88
7.	3079-6023	Tack Coat	GAL	926	\$5.06	\$4,685.56
8.		8" Limestone Curb	LF	4,609	\$32.00	\$147,488.00
9.		8" Limestone Header Curb	LF	34	\$32.00	\$1,088.00
10.	530-6004	Commercial Driveway	SY	22	\$131.25	\$2,887.50
11.	105-6039	Remove Existing Pavement	SY	2,021	\$5.00	\$10,105.00
12.		Slide Gate Chinkapin	EA	1	\$35,000.00	\$35,000.00
SUBTOTAL STREET IMPROVEMENTS:						\$915,048.34

STREET IMPROVEMENTS - SIGNAGE						
1.		R1-1 Stop (30") (High Intensity)	EA	2	\$328.65	\$657.30
2.		9" Street Name, Block Number (High Intensity)	EA	8	\$186.03	\$1,488.24
3.		R2-1 24"x30" Speed Limit (25 MPH) (High Intensity)	EA	2	\$303.85	\$607.70
4.	672-6016	Raised Blue Pavement Marker (Type II)	EA	5	\$6.05	\$30.25
5.	666-6048	24" White Thermoplastic Stop Bar	LF	30	\$10.15	\$304.50
SUBTOTAL SIGNAGE IMPROVEMENTS						\$3,087.99

DRAINAGE IMPROVEMENTS						
1.	1106-002	Drainage Excavation	CY	373	\$26.50	\$9,884.50
2.	132-6001	Drainage Embankment	CY	148	\$82.50	\$12,210.00
3.	464-6017	18" RCP (Class IV)	LF	80	\$101.20	\$8,096.00
4.	460-6004	30" CMP	LF	40	\$151.20	\$6,048.00
5.	420-6054	Concrete Headwall	CY	10.0	\$1,280.00	\$12,800.00
6.	465-6425	15' Type C1 Inlet	EA	1	\$13,000.00	\$13,000.00
7.	402-6001	Trench Excavation Protection	LF	120	\$15.52	\$1,862.40
8.	432-6003	6" Concrete Rip Rap	SY	50	\$614.40	\$30,720.00
9.	420-6009	Drain Concrete Collars	CY	0.4	\$1,270.80	\$508.32
10.	432-6042	Drain Baffle Blocks	CY	0.8	\$1,530.00	\$1,224.00
11.	7294-6015	Pond A - Detention Pond Concrete Demolition	SY	80.0	\$95.00	\$7,600.00
12.	420-6062	Pond A - Retaining Wall	CY	85.0	\$1,700.00	\$144,500.00
SUBTOTAL DRAINAGE IMPROVEMENTS						\$248,453.22

TOTAL STREETS AND DRAINAGE IMPROVEMENTS: \$1,166,589.55

*Items with a TxDOT Item Code listed have Unit Pricing based on TxDOT State Average Bid Unit Pricing Workbook: Bid Item Average Cost (txdot.gov)

**Items without TxDOT Item Code were not found on TxDOT Average Low Bid Unit Pricing, and are determined by engineering estimate

P:\126\16\04\Excel\230418a1 OPC.xlsx



Handwritten signature

Transportation | Water Resources | Land Development | Surveying | Environmental

4/18/2023

telephone: 210-375-9000 address: 2000 NW LOOP 410 SAN ANTONIO, TX 78213 website: PAPE-DAWSON.COM

San Antonio | Austin | Houston | Fort Worth | Dallas Texas Engineering Firm #470 Texas Surveying Firm #10029800

STATE OF TEXAS
COUNTY OF BEXAR

CASH DEPOSIT AGREEMENT

Before me, the undersigned authority, on this day personally appeared Susan Wright who on his/her oath deposed as follows:

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SIGNED THIS 31 DAY OF MAY, 2023.

Susan Wright

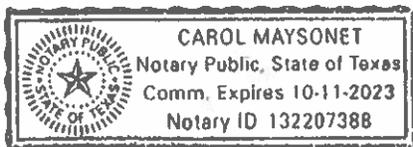
Susan Wright
Authorized Agent
Miralomas Development Corporation

SIGNED AND SWORN TO BEFORE ME THIS 31 DAY OF MAY, 2023

Carol Maysonet

NOTARY PUBLIC, STATE OF _____

My Commission Expires: 10-11-2023





Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Engineering Update

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

County Engineer - Mary Ellen Schulle

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 252

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

5 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Update from the Engineering Department

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Engineering Update

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Pct. 1-4

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

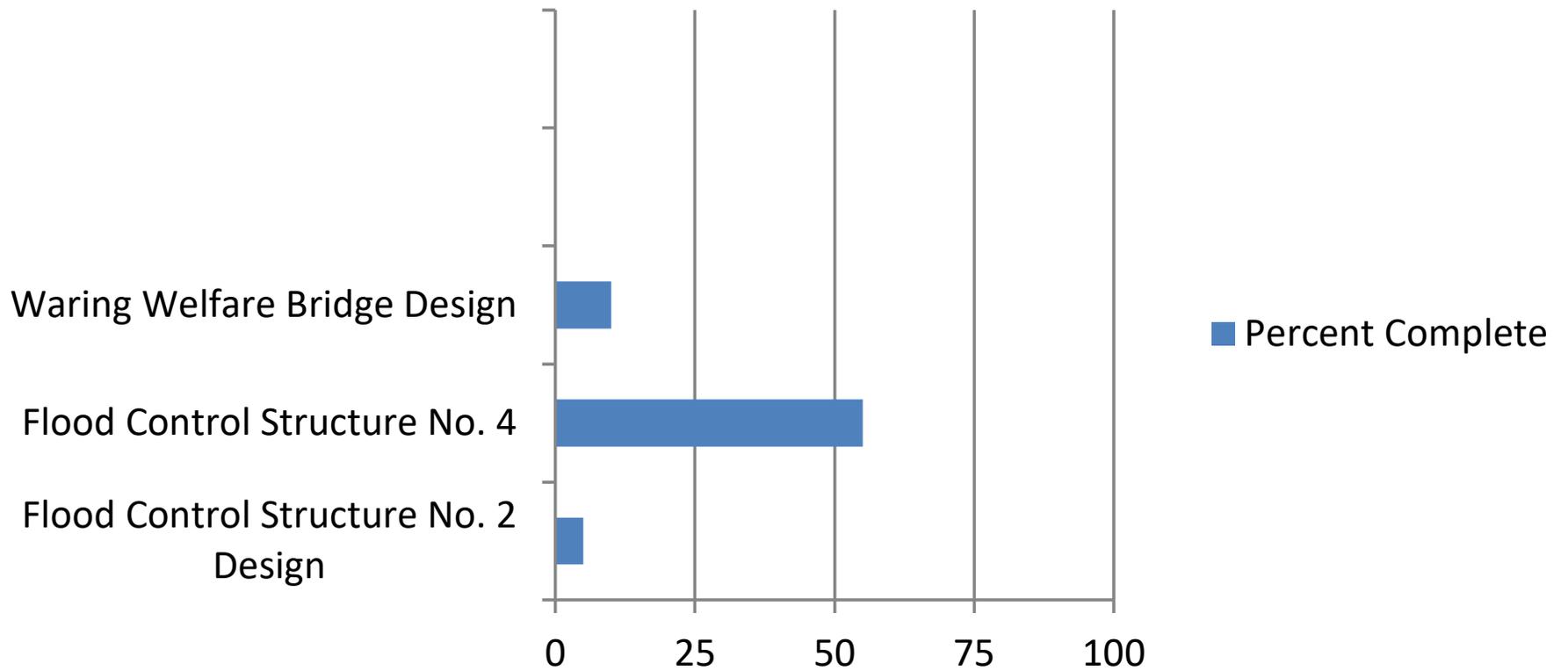
PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

List of current projects

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

County Projects - Percent Complete



Subdivision Construction Status

Subdivision	Site Grading	Subdgrade	Base	Pavement	Project Closing	Requested Final Inspection	Construction Complete
The Heartland at Tapatio							
Clearwater Ranch							
Cordillera Unit 220							
High Garden Phase I							
Miralomas Unit 3							

Plats In Review

Name	Precinct
George's Ranch Unit 2A Final Plat	2
George's Ranch Unit 2B Final Plat	2
Cordillera Ranch Unit 201C Final Plat	2
Bergheim Grove Commercial Subdivision Preliminary Plat	3
High Garden Phase 2 Final Plat	4
High Garden Phase I Plat Revision	4
Becker Lane Business Park Final Plat	4
Miralomas Unit 1 Plat Revision	1
High Garden Phase 1 Plat Revision	4
Kendall Woods Office Complex Plat Revision	4



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Create another Project Manager position

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Juanita Espino, Human Resources Director

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830.249.9343 ext. 600

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

3 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action to create another Project Manager position in the County Engineer Department. The Engineer IV position in the current budget would be eliminated.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

The need for a Project Manager due to work demands.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

The Public

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Job Description

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

none

KENDALL COUNTY CLASS SPECIFICATION

PROJECT MANAGER

Department: County Engineer

FLSA: Non-exempt

Report to: County Engineer

Work Status: Full-time

Compensation Committee Reviewed: 04/11/2024 **EEO Category:**

GENERAL SUMMARY

Under supervision of the County Engineer, the purpose of the position is to direct activities, operations, and programs related to the County Engineer's Office. Employees in this classification are responsible for planning, operations, construction, maintenance, safety, environmental compliance, floodplain management, on-site sewage facilitation, and developing local government codes.

ESSENTIAL FUNCTIONS

Provides engineering and management direction for planning, development, rules and regulations, national flood insurance program, floodplain management, on-site sewage facility, and 911 and rural addressing.

Represents the County at state and local levels concerning activities of the Engineer's Office.

Review and process subdivision/development plats working closely with applicants from beginning to the end of the process.

Discuss and provide guidance to developers, citizens, staff, etc. regarding subdivision and development regulations.

Prepares notification letters, documents, correspondence, and GIS maps.

Works with department staff to review site plans, plats, variance requests, development applications, lighting applications, etc. for conformity with Kendall County Development Rules and Regulations.

Conducts necessary research for projects including fieldwork, photographic documentation, and other project related functions.

Assist with updates and maintenance of Kendall County Development Rules and Regulations.

EXPERIENCE AND TRAINING

Bachelor of Science degree with five year's previous experience or training that includes civil engineering design and construction projects, roadway design and construction, hydraulics and hydrology, real estate development, development management and operations. Bachelor of Science degree may be substituted with a minimum of ten years' previous experience or training that includes civil engineering design and construction projects, roadway design and

construction, hydraulics and hydrology, real estate development, development management and operations.

LICENSES AND CERTIFICATIONS

Possess and maintain a valid Texas driver's license.

Possess or obtain within nine months of employment Floodplain Manager Certification.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Engineering principles, practices and methods.
- Development code and local, state, and federal codes.
- Operate office equipment, including computer, copier, and facsimile machine in an effective and professional manner, including internet acquisition, and electronic communication.
- Must be familiar and able to use Microsoft Office Word, Excel and Power Point.
- Be familiar with and able to use engineering software such as ArcGIS, Global Mapper, AutoCAD, Microstation, HEC-RAS, HY-8, HEC-HMS, and Win TR-55.
- Speak English

Ability to:

- Utilize various advisory and design data and information such as budgets, reports, documents and files.
- Communicate verbally and in writing.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with the general public, departmental customers and various County personnel.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, and sit.
- Exert light physical work in an office environment in a mainly sedentary position.

Equal Opportunity

Kendall County will not discriminate on the basis of race, color, religion, national origin, sex, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification (BFOQ) exists. Employees who need an accommodation because of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Job descriptions for Criminal District Attorney's Office

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Juanita Espino, Human Resources Director

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830.249.9343 ext. 600

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

2 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action to ratify the revised job descriptions for the Criminal District Attorney's Office that were previously approved by the Compensation Committee.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Update the job descriptions for the CDA's Office

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

CDA's Office staff

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

See attached documents

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

none

Job Code	Job Title	Classification	Approval Date
N/A	Criminal Justice Grant Coordinator	n/a	Jan-25
CDA-A1	ACDA I	19	
CDA-A2	ACDA II	21	
CDA-A3	ACDA III	24	
CDA-A4	ACDA IV	25	
CDA-A6	First Assistant CDA	28	
CDA-I1	CDA Investigator I	15	
CDA-I2	CDA Investigator II	16	
CDA-IDF1	Digital Forensic Investigator	20	
CDA-SA1	Legal Administrative Manager	17	
CDA-ICA1	Investigator - Crime Analyst I	12	
CDA-ICA2	Investigator - Crime Analyst II	14	
CDA-SLC1	Legal Clerk I	6	
CDA-SLC2	Legal Clerk II	8	
CDA-SLC3	Legal Clerk III	12	
CDA-SLC4	Legal Clerk IV	13	
CDA-VA1	Assistant Victim Advocate I	8	
CDA-VA2	Assistant Victim Advocate II	10	
CDA-VA3	Assistant Victim Advocate III	12	
CDA-VA4	Victim Advocate & Grants Coordinator	12	



Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - A2
Department	Criminal District Attorney	Opening Date	05/16/2025
Reports To	Elected	Status	Exempt
Classification	19	Job Description Date	05/27/2025

Assistant Criminal District Attorney I

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

This position represents the State primarily in misdemeanor, juvenile, and justice of the peace cases. Kendall County has a very active jury trial docket, which necessitates an enthusiastic, energetic person who wants to work in a busy, well-respected office as part of a family-oriented community, and to hone trial skills with an eye toward developing as a career prosecutor. Other aspects of criminal prosecution, such as felony crimes, may be assigned as necessary as well as civil duties of the criminal district attorney.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties are assigned by the Criminal District Attorney and the First Assistant to include the following:

- Handle appellate matters, including drafting briefs and participating in oral arguments. Review requests for State's appeals.
- Must be willing to regularly go to trial.
- Evaluate assigned cases by reviewing documentation, conducting necessary legal research on applicable law, interviewing witnesses or persons with knowledge of the case, gathering evidence, and determining most appropriate action(s) to be taken.
- Negotiate case resolutions and ensure compliance with all discovery obligations.
- Manage court docket and case schedules to ensure court deadlines are met and records and documentation are accurate and up to date.
- Understand and work well with technology.
- Draft, file and respond to necessary motions, briefs, or other legal documents.
- Represent the State in trials before the court and jury. Responsible for all aspects of trial, including conducting jury selection, presenting opening statements, direct and cross-examinations of witnesses, and closing arguments.
- Perform other duties as assigned. May be assigned, as needed, to any other aspect of criminal prosecution, or other statutory and constitutional duties required of the Criminal District Attorney's Office.
- Provide law enforcement with support on 24/7 basis as needed, including on scene as directed.
- Attendance and punctuality are essential functions of the job.
- Follow all policies of Kendall County and the Criminal District Attorney's Office.
- Seek justice in every case according to current law.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Education and/or Experience

Education:

- Bachelor's Degree from a four-year college or university
- Juris Doctor (JD) degree from an accredited school of law. *Candidates awaiting bar results will be considered.*

<input type="checkbox"/>	<i>You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both</i>
<input type="checkbox"/>	<i>You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame</i>
Certificates, Licenses, Registrations	
<ul style="list-style-type: none"> • License to Practice Law in the State of Texas • Possess a valid Texas Driver's License or Texas Identification Card 	
Preferred Qualifications	
<ul style="list-style-type: none"> • Internship or work within a prosecutor's office or in the criminal justice field. 	
Additional Information	
<p>LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using innovative techniques or style; Ability to make effective and persuasive speeches and presentation on controversial or complex topics.</p> <p>MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; Ability to apply concepts of basic algebra and geometry.</p> <p>REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.</p> <p>WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.</p> <p>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. While performing the duties of this job, the employee is frequently required to stand; walk; use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.</p> <p>TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.</p>	
How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us .	

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.

If you require reasonable accommodation in completing an application, any pre-employment testing, the interview process, or otherwise participating in the selections, please direct your inquiries to Kendall County Human Resources at (830) 249-9343.

Disclaimer: This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.



Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - A2
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Exempt
Classification	21	Job Description Date	05/27/25

Assistant Criminal District Attorney II

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Under general supervision of the Criminal District Attorney, the purpose of the position is to be responsible for representing the County/State in all Courts. Responsible for assisting the Criminal District Attorney with all aspects of criminal prosecution and/or other responsibilities of the Criminal District Attorney. Persons in this classification perform a variety of complex, administrative, technical and professional work in representing the State. May have some supervisory duties over other attorneys. May also be required to handle and/or supervise the civil duties of the criminal district attorney as well.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties are assigned by the Criminal District Attorney and the First Assistant to include the following:

- Handle appellate matters, including drafting briefs and participating in oral argument. Review requests for State's appeals.
- Perform duties associated with bond forfeiture and asset seizure/ forfeiture as assigned.
- Handle civil matters including open records/ open meetings requests/ issues, occupational license applications, expunctions, requests for non-disclosure, and mental health commitments.
- Mentor/ supervise CDA I as well as interns, as assigned.
- Act as lead prosecutor as assigned.
- Responsible for the initial intake of assigned cases when filed by the law enforcement agency.
- Work closely with law enforcement to ensure adequate investigation of cases.
- Prepare and present cases to the Grand Jury.
- Prepare for pre-trial and post-conviction hearings (motions for discovery, motions to suppress evidence, motions to revoke probation, etc.).
- Perform legal research and writing daily; maintain up-to-date knowledge of law.
- Document work on each case/ investigation in the electronic management system.
- Prepare for and conduct trials and hearings (bench or jury).
- Perform witness interviews; contact victims and contact law enforcement agency personnel.
- Provide law enforcement with support on 24/7 basis as needed, including on scene as directed.
- Attendance and punctuality are essential functions of the job.
- Provide information and interviews to the local press with supervisor's permission.
- Follow all policies of Kendall County and the Criminal District Attorney's Office.
- Seek justice in every case according to current law.
- Perform other duties as assigned. May be assigned, as needed, to any other aspects of criminal prosecution, or other statutory and constitutional duties required of the Criminal District Attorney's Office.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Minimum Qualifications

- Applicants must have a professional attitude, effective communication skills, ability to multi-task and be a self-starter.

Education and/or Experience

Education:

- Bachelor's Degree from a four-year college or university
- Juris Doctor (JD) degree from an accredited school of law. Candidates awaiting bar results will be considered.

Experience:

- At least two (2) years of criminal prosecution experience with criminal jury trial and/or appellate experience.

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- License to Practice Law in the State of Texas
- Possess a valid Texas Driver's License or Texas Identification Card

Preferred Qualifications

- Five (5) years of criminal prosecution experience with felony trial experience

Additional Information

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using innovative techniques or style; Ability to make effective and persuasive speeches and presentation on controversial or complex topics.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand, walk, use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.

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Salary	\$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - A3
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Exempt
Classification	24	Job Description Date	05/27/25

Assistant Criminal District Attorney III

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

This position requires a thorough knowledge of all phases of criminal prosecution and law enforcement procedures. Under the direct supervision of the First Assistant Criminal District Attorney, this individual is responsible for handling and supervising the prosecution of juvenile, justice of the peace, misdemeanor, and felony offenses. This position has daily contact with the public and is responsible for assisting the Criminal District Attorney with trying cases and handling all criminal law matters. The directive of this position is to ensure that criminals are properly prosecuted based upon given facts and application of current law. May also be required to handle and/or supervise the civil duties of the criminal district attorney as well.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties are assigned by the Criminal District Attorney and the First Assistant to include the following:

- Handle appellate matters, including drafting briefs and participating in oral arguments. Review requests for State's appeals.
- Perform duties associated with bond forfeiture and asset seizure/ forfeiture as assigned.
- Handle civil matters including open records/ open meetings requests/ issues, occupational license applications, expunctions, requests for non-disclosure, and mental health commitments.
- Mentor/ supervise CDA I as well as interns, as assigned.
- Act as lead prosecutor as assigned.
- Responsible for the initial intake of assigned cases when filed by the law enforcement agency.
- Work closely with law enforcement to ensure adequate investigation of cases.
- Prepare and present cases to the Grand Jury.
- Prepare for pre-trial and post-conviction hearings (motions for discovery, motions to suppress evidence, motions to revoke probation, etc.).
- Perform legal research and writing daily; maintain up-to-date knowledge of law.
- Document work on each case/ investigation in the electronic management system.
- Prepare for and conduct trials and hearings (bench or jury).
- Perform witness interviews; contact victims and contact law enforcement agency personnel.
- Provide law enforcement with support on 24/7 basis as needed, including on scene as directed.
- Attendance and punctuality are essential functions of the job.
- Provide information and interviews to the local press with supervisor's permission.
- Follow all policies of Kendall County and the Criminal District Attorney's Office.
- Seek justice in every case according to current law.
- Perform other duties as assigned. May be assigned, as needed, to any other aspects of criminal prosecution, or other statutory and constitutional duties required of the Criminal District Attorney's Office.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Minimum Qualifications

- Applicants must have a professional attitude, effective communication skills, ability to multi-task and be a self-starter.

Education and/or Experience

Education:

- Bachelor's Degree from a four-year college or university
- Juris Doctor (JD) degree from an accredited school of law. Candidates awaiting bar results will be considered.

Experience:

- At least ten (10) years of criminal prosecution experience with criminal jury trial and/or appellate experience.

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | <i>You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both</i> |
| <input checked="" type="checkbox"/> | <i>You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame</i> |

Certificates, Licenses, Registrations

- License to Practice Law in the State of Texas
- Possess a valid Texas Driver's License or Texas Identification Card

Additional Information

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using innovative techniques or style; Ability to make effective and persuasive speeches and presentation on controversial or complex topics.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand; walk; use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

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If you require reasonable accommodation in completing an application, any pre-employment testing, the interview process, or otherwise participating in the selections, please direct your inquiries to Kendall County Human Resources at (830) 249-9343.

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Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - A4
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Exempt
Classification	25	Job Description Date	05/27/25

Assistant Criminal District Attorney IV

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

This position requires a thorough knowledge of all phases of criminal prosecution and law enforcement procedures. Under the direct supervision of the First Assistant Criminal District Attorney, this individual is responsible for handling and supervising the prosecution of juvenile, justice of the peace, misdemeanor, and felony offenses. This position has daily contact with the public and is responsible for assisting the Criminal District Attorney with trying cases and handling all criminal law matters. The directive of this position is to ensure that criminals are properly prosecuted based upon given facts and application of current law. May also be required to handle and/or supervise the civil duties of the criminal district attorney as well.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties are assigned by the Criminal District Attorney and the First Assistant to include the following:

- Handle appellate matters, including drafting briefs and participating in oral arguments. Review requests for State's appeals.
- Perform duties associated with bond forfeiture and asset seizure/ forfeiture as assigned.
- Handle civil matters including open records/ open meetings requests/ issues, occupational license applications, expunctions, requests for non-disclosure, and mental health commitments.
- Mentor/ supervise other assistant CDAs as well as interns, as assigned.
- Act as lead prosecutor as assigned.
- Responsible for the initial intake of assigned cases when filed by the law enforcement agency.
- Work closely with law enforcement to ensure adequate investigation of cases.
- Prepare and present cases to the Grand Jury.
- Prepare for pre-trial and post-conviction hearings (motions for discovery, motions to suppress evidence, motions to revoke probation, etc.).
- Perform legal research and writing daily; maintain up-to-date knowledge of law.
- Document work on each case/ investigation in the electronic management system.
- Prepare for and conduct trials and hearings (bench or jury).
- Perform witness interviews; contact victims and contact law enforcement agency personnel.
- Provide law enforcement with support on 24/7 basis as needed, including on scene as directed.
- Attendance and punctuality are essential functions of the job.
- Provide information and interviews to the local press with supervisor's permission.
- Follow all policies of Kendall County and the Criminal District Attorney's Office.
- Seek justice in every case according to current law.
- Perform other duties as assigned. May be assigned, as needed, to any other aspects of criminal prosecution, or other statutory and constitutional duties required of the Criminal District Attorney's Office.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Minimum Qualifications

- Applicants must have a professional attitude, effective communication skills, ability to multi-task and be a self-starter.

Education and/or Experience

Education:

- Bachelor's Degree from a four-year college or university
- Juris Doctor (JD) degree from an accredited school of law. Candidates awaiting bar results will be considered.

Experience:

- At least fifteen (15) years of criminal prosecution experience with criminal jury trial and/or appellate experience.
- Over five (5) years supervising and training prosecutors preferred but not required.

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- License to Practice Law in the State of Texas
- Possess a valid Texas Driver's License or Texas Identification Card

Additional Information

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using innovative techniques or style; Ability to make effective and persuasive speeches and presentation on controversial or complex topics.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand, walk, use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

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If you require reasonable accommodation in completing an application, any pre-employment testing, the interview process, or otherwise participating in the selections, please direct your inquiries to Kendall County Human Resources at (830) 249-9343.

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Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - A6
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Exempt
Classification	28	Job Description Date	05/27/25

First Assistant Criminal District Attorney

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Under limited supervision of the Criminal District Attorney (CDA), the purpose of the position is to perform or supervise all attorneys responsible for the prosecution of felony and misdemeanor crimes committed by adults and juveniles in Kendall County. Persons in this classification perform a variety of complex, high level administrative, supervisory, technical and professional work in representing the State in all aspects of Adult and Juvenile prosecutions for all levels of offense (Class C - Capital Crimes), Victim Services, and Community Outreach.

Essential Duties and Responsibilities

- Responsible for all other duties of the Criminal District Attorney (CDA) in the CDA's absence.
- Supervision - Acts in the absence of the Criminal District Attorney; supervises employee time sheets and requests for time off, annual employee performance reviews, coordinates or performs employee counseling regarding work related reprimands. Supervises attorneys and all staff of the CDA's Office including prosecutors, support staff, victim advocates, and investigators; coordinates on call schedule for prosecutors, and ensures appropriate resources and training is provided to perform their assigned duties.
- Intake - Coordinate and schedule attorneys for daily magistrate intake procedures; Evaluate criminal cases with arrests prior to magistrate proceedings, and recommend bond amounts based on an agreed bond schedule; Train prosecutors to perform jail intake, and participate in jail intakes on a rotating basis.
- Prepare for pre-trial and post-conviction hearings (motions for discovery, motions to suppress evidence, motions to revoke probation, etc.); perform witness interviews, contact victims, and contact law enforcement agency personnel; obtain convictions and appropriate punishment according to current law, and uphold convictions when appealed by drafting appellate briefs and arguing at the appellate court level.
- Supervise filing bond forfeitures and handling asset forfeiture cases.
- Supervise Motions to Revoke/Adjudication
- Supervise, maintain, and periodically update policies and procedures for the Kendall County Pretrial Intervention Program
- Review requests for State's appeals, court transcripts then make a determination regarding appeal viability. Prepare or assign the preparation of State's Appeals.
- Maintain records on all CLE and TCOLE training requirements for all attorneys and investigators employed by the CDA's office; coordinates training to ensure all required personnel training hours are achieved within budget and scheduled so as not to interfere with the daily operations of the CDA's office.
- Ensure proper handling of juvenile case intake and prosecution procedures.
- Maintain and periodically update policies and procedures for the victim services division regarding protective orders, victim contact, response procedures, and prosecution assistance; work with the Kendall County Women's Shelter to provide services to residents.
- Maintain policies and procedures for the handling of CCT representation, civil commitment proceedings for sexually violent offenders, truancy cases, occupational driver's license applications, mental commitments, civil environmental cases, and open records/open meetings act issues.
- Serve as the CDA representative on community and professional boards as necessary; give presentations to the community relating to the CDA's office; provide information and interviews to the local press.

<ul style="list-style-type: none"> • In the event the CDA is incapacitated, assume all duties of the elected CDA as necessary. • Coordinate and schedule prosecutors to be on-call on a rotating basis. • Work with local law enforcement to improve policies, procedures, and quality of criminal investigations. • Serve as the CDA representative on community and professional boards as necessary; give presentations to the community relating to the CDA's office; provide information and interviews to the local press. • Keep up to date on all legislative changes that impact the prosecution of criminal offenses and the operations of the CDA's Office; implement necessary policy, procedure and operations changes due to changes in the law; coordinate training for all prosecutors and staff to be sufficiently informed on relevant laws and best practices • Be on call 24/7 and go out to crime scenes as needed • Keep the elected Criminal District Attorney informed on all matters 	
<p>Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.</p>	
<p>Knowledge, Skills, and Abilities</p>	
<p>Knowledge:</p> <ul style="list-style-type: none"> • A thorough knowledge of all phases of criminal prosecution, criminal law and procedure, the rules of evidence, trial procedure, and law enforcement procedures. • Of the daily operations and administration requirements of running a Criminal District Attorney's Office <p>Ability to:</p> <ul style="list-style-type: none"> • Go to trial, and train others to go to trial, on any criminal offense, including Capital Felonies • Utilize various advisory and design data and information such as budgets, reports, documents and files. • Communicate verbally and in writing to allow comprehension by receiving party. • Understand and exchange information with elected CDA, co-workers, and subordinates when receiving assignments and instructions. • Communicate effectively with the general public, departmental customers and various elected officials, department heads, law enforcement, and County personnel. 	
<p>Education and/or Experience</p>	
<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's Degree from a four-year college or university • Juris Doctor (JD) degree from an accredited school of law. <p>Experience</p> <ul style="list-style-type: none"> • At least fifteen (15) years of criminal prosecution experience with extensive felony trial experience, including capital offenses to a jury • Over ten (10) years supervising and training prosecutors 	
<input type="checkbox"/>	<p><i>You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both</i></p>
<input checked="" type="checkbox"/>	<p><i>You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame</i></p>
<p>Certificates, Licenses, Registrations</p>	
<ul style="list-style-type: none"> • License to Practice Law in the State of Texas • Possess a valid Texas Driver's License or Texas Identification Card 	
<p>Preferred Qualifications</p>	
<ul style="list-style-type: none"> • Over 20 years of criminal prosecution experience 	
<p>Additional Information</p>	
<p>LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using innovative techniques or style; Ability to make effective and persuasive speeches and presentation on controversial or complex topics.</p> <p>MATHEMATICAL: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; Ability to apply concepts of basic algebra and geometry.</p>	

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand, walk, use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

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Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - I1
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Non-Exempt
Classification	15	Job Description Date	05/27/25

CDA Investigator I

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Under general supervision of the Criminal District Attorney, and direct supervision of the Chief CDA Investigator, the purpose of the position is to perform all necessary investigations and provide support associated with preparation of cases for criminal prosecution and trial. Assist prosecutors during misdemeanor and felony criminal case investigation, intake, or trial. Handle all aspects of evidence. Serve subpoenas as needed. Work with local law enforcement.

Essential Duties and Responsibilities

- Prepare, file, serve, and track subpoenas; including Grand Jury subpoenas. Review subpoenas for service at least one week prior to trial.
- Keep Prosecutors informed of problems in serving witnesses.
- Prepare courtroom and exhibits as instructed by Prosecutors. Run criminal histories on jury panel prior to the day of trial. Testify in court pertaining to investigative activities and findings.
- Prepare case reports and statistical data.
- Draft and serve subpoenas for employment, medical, financial and education records and other documentation as determined to be necessary. Conduct criminal history inquiries on defendants, complainants, and witnesses.
- Request evidence and videos from the arresting agency for review by the Prosecutor prior to trial and for use during trial. Ensure the chain of custody for all items of evidence is carefully maintained without any gaps.
- Confer with forensic evidence, pathology medicine, serology, fingerprint and ballistics experts and prepare reports of findings.
- Provide security for prosecutors, staff, complainants, and witnesses while in trial or as requested.
- Draft and/or execute evidentiary search warrants, arrest warrants, court orders for handwriting exemplars, writs of attachment, and civil injunctions as requested.
- Maintain logs of daily and monthly investigation activities, and coordinate investigations with Federal, State, County, and City Law Enforcement Agencies when assigned or assist when requested.
- Respond to problems raised by other departments; support staff or attorneys
- Perform other job-related duties as assigned.
- Follow all policies of Kendall County and the Criminal District Attorney's Office.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Knowledge, Skills, and Abilities

Applicants must have a professional attitude, effective communication skills, ability to multi-task and be a self-starter.

Possess good verbal and writing skills when communicating with attorneys, police agencies, witnesses and citizens. Be diplomatic and tactful, Work efficiently and effectively in high-pressure situations. Be diplomatic and tactful. Demonstrate analytical ability and use sound judgment and common sense. Carry a firearm with legal authority and have knowledge of circumstances that would apply to its proper use. Work cooperatively with attorneys and support staff. Proficient use of computers and related technology and software.

Knowledge of:

- Criminal investigation procedures; knowledge of Texas Penal Code; case management; knowledge of courtroom procedures.
- Law Enforcement management

Ability to:

- Analyze daily issues requiring planning for interrelated activities that may involve more than one department.
- Define problems, collect data, establish facts, and draw valid conclusions and interpret an extensive variety of technical instructions.
- Exercise judgment, decisiveness, and creativity in uncertain, highly stressful situations.
- Provide guidance assistance and/or interpretation to others on how to apply procedures and standards to specific situations.
- Communicate verbally and in writing to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when giving and receiving assignments and instructions.
- Communicate and interact with general public, attorneys, judges, and local, state, and federal law enforcement officials.
- Provide verbal direction to personnel in conformance of rules, regulations, and other directives.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders.
- Operate motor vehicles, sometimes at high rates of speed.
- Use firearms, radios, radar gun, handcuffs, leg irons, stun cuff, taser, and first aid equipment.
- Maintain physical ability to restrain offenders and perform self-defense tactics as needed.
- Required to be on call 24 hours a day. May be required to work more than 40 hours during the work week.
- Attendance is an essential function of the position.
- Must have motor vehicle liability insurance, personal injury insurance, and a personal vehicle.
- Must live within a 50-mile radius of the Criminal District Attorney's Office.
- Clean Criminal Record. Must pass a criminal background check and drug test.

Education and/or Experience

Education:

- High School Diploma supplemented by college coursework or vocational training in Criminal Justice, Law Enforcement or a closely related field.

Experience:

- At least (10) years of law enforcement experience
- At least three years of criminal investigation experience;

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- Basic Texas Peace Officer Certification;
- Current Texas Peace Officer License;
- Must qualify with duty firearm annually;
- Valid Texas Criminal Information Center/National Criminal Information Center Certification;
- Maintain TCOLE proficiency.
- Possess a valid Texas Driver's License

Preferred Qualifications

- Associate's Degree from an accredited institution,
- Intermediate Texas Peace Officer Certification Insert

Additional Information

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints;

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.

If you require reasonable accommodation in completing an application, any pre-employment testing, the interview process, or otherwise participating in the selections, please direct your inquiries to Kendall County Human Resources at (830) 249-9343.

Disclaimer: This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.



Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - I3
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Non-Exempt
Classification	16	Job Description Date	05/27/25

CDA Investigator II

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Under general supervision of the Criminal District Attorney, and direct supervision of the Chief CDA Investigator, the purpose of the position is to perform all necessary investigations and support associated with preparation of cases for criminal prosecution and trial. Assist prosecutors during misdemeanor and felony criminal case investigation, intake, or trial. Handle all aspects of evidence. Serve subpoenas as needed. Work with local law enforcement. Provide supervision to the investigative staff and maintain TCOLE agency accreditation.

Essential Duties and Responsibilities

- Prepare, file, serve and track subpoenas, including Grand Jury subpoenas. Review subpoenas for service at least one week prior to trial.
- Prepare courtroom and exhibits as directed by Prosecutors. Run criminal histories as directed for criminal proceedings. May testify in court pertaining to investigative activities and findings.
- Draft and serve subpoenas for employment, medical, financial and education records and other documentation as determined to be necessary. Conduct criminal history inquiries on defendants, complainants, and witnesses.
- Request evidence and videos from the arresting agency for review by the Prosecutor prior to trial and for use during the trial. Ensure the chain of custody for all items of evidence is carefully maintained without any gaps.
- Provide security for prosecutors, staff, complainants, and witnesses while in trial or as requested.
- Maintain logs of daily and monthly investigation activities, and may coordinate investigations with Federal, State, County, and City Law Enforcement Agencies when assigned or assist when requested.
- Review search warrants, arrest warrants and court orders associated with the investigation of criminal actions.
- Work directly with attorneys in preparing cases for trial including the evaluation of cases, identifying needed follow-up, securing evidence and establishing proper chain of custody.
- Transport trial witnesses as necessary, conduct onsite examinations of crime scenes and assist with the preparation of trial exhibits.
- Conduct background investigations on applicants to the CDA Office.
- Respond to officer involved shootings, homicides, and other scenes as requested.
- Assist with extradition requests.
- Collaborate with local, state and federal law enforcement agencies.
- Represent District Attorney's Office in meetings and at conferences.
- Supervise and manage investigative staff. Maintain investigator personnel and TCOLE files. Ensure all investigators are up to date and current with TCOLE requirements. Arrange training as needed for investigators.
- Ensure prosecutors receive adequate investigative support. Record annual evaluations of investigative staff and make hiring or disciplinary recommendations. Draft budget requests and supporting data based on evaluation of investigative needs.
- Fulfill and maintain all TCOLE law enforcement agency requirements. Maintain law enforcement agency accreditation.
- Follow all policies of Kendall County and the Criminal District Attorney's Office.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Knowledge, Skills, and Abilities

Applicants must have a professional attitude, effective communication skills, ability to multi-task and be a self-starter.

Good verbal and written communication and ability to work efficiently and effectively in high-pressure situations. Possesses analytical ability, is diplomatic and tactful, and uses good judgment and common sense. Possesses proficient verbal and written skills to communicate information to attorneys, police agencies, witnesses and citizens. Carry a firearm with legal authority and have knowledge of circumstances that would apply to its proper use. Investigator is responsible for working cooperatively with attorneys and support staff. Investigator must be computer literate.

Knowledge of:

- Criminal investigation procedures; knowledge of Texas Penal Code; case management; knowledge of courtroom procedures.
- Law Enforcement management

Ability to:

- Analyze daily issues requiring planning for interrelated activities that may involve more than one department.
- Define problems, collect data, establish facts, and draw valid conclusions and interpret an extensive variety of technical instructions.
- Exercise judgment, decisiveness, and creativity as required in uncertain, highly stressful situations.
- Provide guidance assistance and/or interpretation to others on how to apply procedures and standards to specific situations.
- Communicate verbally and in writing to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when giving and receiving assignments and instructions.
- Communicate and interact with general public, attorneys, judges, and local, state, and federal law enforcement officials.
- Provide verbal direction to personnel in conformance of rules, regulations, and other directives.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders.
- Operate motor vehicles, sometimes at high rates of speed.
- Use firearms, radios, radar gun, handcuffs, leg irons, stun cuff, taser, and first aid equipment.
- Maintain physical ability in order to restrain offenders and perform self-defense tactics as needed.
- Required to be on-call 24 hours a day. May be required to work more than 40 hours during the work week.
- Attendance is an essential function of the position.
- Must have motor vehicle liability insurance, personal injury insurance and a personal vehicle.
- Must live within 50-mile radius of the Criminal District Attorney's Office.
- Clean Criminal Record. Must pass a criminal background check and drug test.

Education and/or Experience

Education:

- Associate's Degree from an accredited institution in Criminal Justice, Law Enforcement or a closely related field.

Experience:

- At least fifteen (15) years of law enforcement experience;
- At least ten (10) years of criminal investigation experience;
- At least five (5) years of supervision other law enforcement officers;
- Experience working in a prosecutor's office preferred.



You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both



You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- Advanced Texas Peace Officer Certification;
- Current Texas Peace Officer License;
- Must qualify with duty firearm annually;

- Valid Texas Criminal Information Center/National Criminal Information Center Certification;
- Maintain TCOLE proficiency.
- Possess a valid Texas Driver's License

Additional Information

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints;

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

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Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - IDF1
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Exempt
Classification	20	Job Description Date	05/27/25

Digital Forensic Investigator

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

The position applies knowledge of Texas laws, police procedures and criminal behavior to collect and interpret digital communications data. Has the demonstrated skills to perform the extraction, interpret the results, draft warrants, and teach analysts and investigators in the expertise. Will be responsible for overseeing digital forensic efforts including identification, preservation, collection, and examination of digital evidence. The primary purpose of the position is to accept, find, and preserve digital data and artifacts and to provide scientific forensic analysis of evidence for use by the criminal justice community as well as managing/performing in-lab analyses, technical field assistance, and providing expert witness testimony in forensic analysis of digital devices. The position may supervise one or more Forensic Analysts/Investigators in support of these activities if a digital forensic lab is established.

Essential Duties and Responsibilities

- Examine and analyze digital forensic evidence;
- Set up the infrastructure to perform managerial, supervisory, administrative and advanced professional work directing a team responsible for the examination and analysis of digital forensic evidence;
- Plan, direct, review, and evaluate the work of other digital forensic analysts/investigators;
- Draft and update policy and procedure to be incorporated for best practices (SWGDE);
- Research and apply for grant funding / Manage the procurement of equipment;
- Maintain logs of daily and monthly investigation activities;
- Coordinate cyber-investigations with Federal, State, County, and City Law Enforcement Agencies when assigned or assist when requested;
- Represent Criminal District Attorney's Office in meetings and at conferences;
- Record annual evaluations of unit staff and assist in hiring or disciplinary recommendations;
- Draft budget requests and supporting data based on evaluation of investigative needs;
- Provide testimony regarding evidence in legal proceedings;
- Maintain best practices in the acquisition and examination of evidence;
- Train and assist other law enforcement agencies;
- Form and articulate expert opinions based on analysis and report findings;
- Prepare courtroom presentation and exhibits as directed by prosecutors;
- Draft and review technical digital search warrants, arrest warrants and court orders associated with the investigation of criminal actions;
- Must be available (on-call) as needed;
- Establish and maintain effective working relationships with assigned supervisors, other county employees, law enforcement personnel, vendors, contractors, and the general public;
- Perform all other related duties as assigned.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Duties Applicable Upon Hiring of Initial Employee

The creation of this position is the first step in creating a regional digital forensic lab. The initial hire will be tasked with spearheading the creation of a regional digital forensics lab. Steps toward that goal include, but are not limited to:

- Seeking our grants and other funding opportunities;
- Contacting rural law enforcement agencies to provide services;
- Creating and making presentations to local governments such as City Council and Commissioners Court;
- Drafting Memorandums of Understanding related to the creation of a regional digital forensics lab;
- Completing a needs assessment for the digital forensic lab to include equipment, personnel, facilities, etc;

Minimum Qualifications

- Live within 50-mile radius of the Criminal District Attorney's Office
- Clean criminal record and pass a criminal background check and drug test
- Applicants must have a professional attitude, effective communication skills, ability to multi-task and be a self-starter.
- Qualify with duty firearm annually

Education and/or Experience

Education

- Bachelor's degree in computer science or technology-related field preferred. In lieu of bachelor's degree, an associate's degree and four years of experience or an equivalent combination of education and experience;

Experience

- Five (5) years' experience as a Digital Forensic Investigator and
- At least ten (10) years of related experience in a law enforcement agency;
- Demonstrated experience testifying in legal setting;
- Experience using digital forensics hardware and software and in developing operating procedures and policies in support of improvement and obtaining and retaining lab accreditation;

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- Advanced Texas Peace Officer Certification
- Current Texas Peace Officer License
- Certification for TCIC/NCIC access
- Maintain TCOLE proficiency
- Hold a valid driver's license
- TCOLE certification in Cybercrime proficiency and/ or an equivalent industry standard certification

Preferred Qualifications

- Preference for Certificated Forensic Computer Examiner (CFCE) from International Association of Computer Investigative Specialists or International Association of Computer Investigative Specialists (IACIS) Forensic Computer Examiner Certification
- 3 years supervising other law enforcement personnel

Additional Information

LANGUAGE SKILLS: Ability to read, analyze, interpret, and comprehend instructions, (whether written or verbal), correspondence, documentation, professional journals, technical procedures, or governmental regulations. Ability to compose correspondence, documentation, reports, and procedures. Ability to effectively present information and respond to questions in one-on-one, small group situations, and large groups (i.e. prosecutors, judges, juries, law enforcement officers, etc.) in person or on the telephone. Ability to respond to inquiries in a manner that can be easily comprehended. Ability to respond effectively to the most sensitive inquiries, complaints, and situations.

MATHEMATICAL SKILLS: Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

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Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA – SA1
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Non-Exempt
Classification	17	Job Description Date	05/25/57

Legal Administrative Manager

The Kendall County Criminal District Attorney’s office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Primary: Legal Administrative Manager

The position of Legal Administrative Manager provides high-level administrative support and professional assistance to the Criminal District Attorney, involving management of daily operations for a growing office. Handles confidential and sensitive information and corresponds with elected officials, department heads, other governmental agencies, members of the legislature, County decision-makers, and the general public with a focus on professionalism and customer service. Responsible for the office's overall operations including the development and integration of the policies, processes, and procedures. Also required are special project management, research and analysis, budget management, and human resource management. Primary contact on behalf of the Criminal District Attorney for other Department Heads and Elected Officials.

Secondary: Special Projects Liaison

Supporting the County Judge & Commissioners Court, facilitates the implementation of special initiatives requiring project management and multi-disciplinary collaboration. The focus of this position will be to coordinate, manage and complete evolving departmental projects that support new or changing legislation, reporting needs, or operations changes to support employees or departments.

Essential Duties and Responsibilities

Primary: Legal Administrative Office Manager

- Manage legal support staff, including recruitment, onboarding, training, and performance evaluation;
- Supervise personnel including instructing, assigning, reviewing and planning the work of others; monitoring work standards; coordinating operations; allocating personnel and equipment, and recommending employee hiring, transfers promotions, and salary increases; reviews personnel complaints and takes appropriate action; follow disciplinary procedures as needed for individual personnel;
- Monitor vacation and sick leave, arranging training and travel, recommending employee hiring, transfers, promotions, suspensions, dismissals and salary increases; addressing personnel complaints; collaborating with Human Resources regarding personnel matters;
- Evaluate office work-flow processes;
- Oversee all legal support staff; Motivate and inspire staff while facilitating personal growth; Ensure adherence to Office and County Policies; Foster a productive working environment
- Organize, index, and file legal and administrative documents;
- Manage work related travel for all office employees as well as witnesses;
- Review and process mail for legal staff;
- Ensure reception maintains a professional representation of the office;
- Prepare Commissioners Court Agenda requests
- Attend meetings with the Criminal District Attorney or on her behalf;
- Oversee and coordinate the processing of departmental contracts; Serve as principal contract liaison between General Counsel, County Auditor, and vendors; Complies with procurement and contract management policies; Manage office budgets and supports management of grant funds;
- Correspond with Case Management Software provider to ensure the system cost-effectively supports office processes and procedures; Evaluate manual work assignments and workflows to determine if cost effective automated alternatives

could be implemented;

- Tasks include but are not limited to management over attorney and support staff caseload monitoring, case management integration, and discovery production compliance;
- Support Assistant Criminal District Attorney with Expunction Orders, Nondisclosure Orders, Occupational License Orders, PIRs, Asset Seizures, Asset Forfeitures, Truancy;
- Serve as liaison for implementation and maintenance of case management software and provides time-sensitive solutions should urgent situations arise;
- Manage filing system and records according to records retention schedules;
- Ensure effective policies and procedures are followed related to Discovery requirements;
- Assist or assign as necessary to support duties. Cover duties of other legal assistants or clerks as required;
- Establish project development schedules and coordinate the effort of affected staff activities to attain desired goals and objectives.

Secondary: Special Projects Liaison

- Apply project management skills and experience to independently deliver results for short and long-term initiative with varying size and complexity. Spearhead multifaceted projects within the county, taking charge of scoping, planning, coordination, management, execution, and evaluation; Manages the design, development, and implementation to include, but not limited to gathering and defining the project requirements, obtains staffing requirements;
- Conduct financial, budget, and performance analysis related to County priorities as directed by the County Judge; prepares special reports as requested; Researches and analyzes key demographics, financial information, public safety reports, and economic data to assess the status of and identify future trends related to the County Judge and Commissioners Court priorities; Analyze data, interpret policies, procedures and regulations, develop appropriate conclusions, and prepare reports; Develops detailed project plans to include objectives, timelines, and resources;
- Build and maintain relationships, and communicate plans to key stakeholders including County departments as well as public and private entities at all levels to stimulate buy-in and collaboration; Interview and consult with department officials, employees and others to give and receive information; Lead or contribute to cross-functional working groups, tackling administrative and operational challenges head-on, ensuring consistent collaboration and efficient problem solving; Act as liaison with other departments affected by systems changes; Establish effective working relationships with department leadership and subject matter experts within the department and lead teams that may have differing perspectives toward goals and outcomes;
- Conduct project kickoff meetings; communicates individual roles and project expectations; ensures all project team members have the tools and training required to perform effectively; Provides work direction and leadership to assigned projects, including scheduling, assignment of work, and review of project efforts;
- Monitor project milestones and critical dates to identify potential risk to project schedule; identifies ways to resolve schedule issues; Keeps County Judge current on any changes; Assesses variances from the project plans; gathers metrics, and develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, cost, and quality objectives
- Conduct formal quality assurance reviews during and upon project completion of projects to confirm acceptance and satisfaction

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Knowledge, Skills, and Abilities

- Possess strong strategic, analytical and problem-solving skills; Exercise judgment, decisiveness, and creativity required in uncertain situations; Ability to handle high-level administrative issues; to analyze and solve work-related problems; to communicate effectively, clearly and concisely both orally and in writing and to prepare and arrange a variety of written, statistical, and illustrative materials in an organized required format;
- Demonstrate a passion for people and public service and will have proved success independently driving complex operational projects and initiatives from conception through implementation, monitoring and closure; provide guidance to others;
- Possess knowledge of legal terminology; local, state and federal laws, policies rules, and regulations; research methods and techniques; administrative and court procedures; the legislative process and legal practices and procedures; public notice requirements; codes, regulations, ordinances and laws governing the operations of the County and other governmental entities; accepted business practices and procedures;
- Have knowledge of County organization and functions of various County departments and political subdivisions
- Demonstrate knowledge of the principles and practices of planning, project development, bench marking, strategic plan development, administration, budgeting, evaluation, and program implementation;
- Able to conduct research; to draft, prepare, and interpret legal documents; to conduct investigations; and to

communicate effectively; Must have sound research skills and the ability to find and extract information from a variety of sources including the internet and person to person conversations; Must have experience with locating, securing, and synthesizing a diversity of information;

- Proficient computer experience in database management, creating spreadsheets, publications, graphics, and narrative reports, applications submissions, and correspondence.
- Analyze major issues requiring complex planning for interrelated activities that may involve more than on department; Resolve conflicts and respond appropriately to complaints;
- Ability to provide leadership to work groups and project teams, distill complex information to inform decision-making, work with individuals from diverse backgrounds, and build consensus among people with varying opinions; Skillfully build effective relationships, including moving others to act;
- Meet deadlines under stressful conditions; Complete multiple priority projects with conflicting deadlines;
- Maintain confidential information in accordance with legal standards and/or County regulations;

Education and/or Experience

Education

- Bachelor’s degree from an accredited four-year college or university in a field of study related to the essential duties of the position;

Experience

- At least fifteen (15) years in an administrative or executive assistant position;
- At least fifteen (5) years of experience working in a position related to the essential duties of the position;
- At least five (5) years of administrative and supervisory experience

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- Must have a valid Texas Driver’s License

Preferred Qualifications

- Post-Graduate degree in business administration, management, paralegal studies, or course work related to the essential duties of the position.
- 15 years of experience working in public service in a supervisory role

Additional Information

LANGUAGE SKILLS: Ability to read, analyze, interpret, and comprehend instructions, (whether written or verbal), correspondence, documentation, professional journals, technical procedures, or governmental regulations. Ability to compose correspondence, documentation, reports, and procedures. Ability to effectively present information and respond to questions in one-on-one and small group situations to broad and varying audiences, whether in person or on the telephone. Ability to respond to inquiries in a manner that the respondent can comprehend. Ability to respond effectively to the most sensitive inquiries, complaints, and situations.

MATHEMATICAL SKILLS: Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables. Ability to apply common sense, good judgment, and problem-solving skills in difficult situations.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand, walk, use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

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Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - ICA1
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Non-Exempt
Classification	12	Job Description Date	05/27/25

Investigator – Crime Analyst I

The Kendall County Criminal District Attorney’s office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Under the general supervision of the Criminal District Attorney, the position has the primary responsibility for providing analytical, investigative, and technical resources and support within the Criminal District Attorney’s Office. The position maintains databases and data sets in order to measure and track activities of the office, and work to develop, maintain, and refine an arrest alert system to provide real-time information regarding people of interest, identified crime patterns, or specific investigations. The position manages the flow and storage of intelligence data into the office and assists with trial preparation and evidentiary presentations that may include graphs, maps, timelines, etc. Responsibilities include social media data mining, conducting public/private criminal records searches, review of recordings from public/private surveillance cameras and computer aided-dispatch feeds, review of recorded telephone calls, use of crime mapping technology, review of digital forensic results, etc. The position is also responsible for coordinating discovery and ensuring that it is done in accordance with state law and office policy. Testifying about intelligence gathered is to be expected. A secondary responsibility of this position is to assist law enforcement by special assignment.

Work is performed independently under prescribed guidelines with complete confidentiality, and it requires a high degree of initiative, maturity, integrity, accountability and good judgment. Direct supervision is received from the Chief CDA Investigator. Guidance and direction on specific cases is received from the attorney assigned to the case. Supervision is not a normal function of this position. Evening work and other work outside of a normal work schedule can be expected. This position will be appointed by the Criminal District Attorney as an investigator under the authority of Texas Government Code § 41.102(a).

Essential Duties and Responsibilities

- Conduct complex research and strategic crime analysis to identify and evaluate patterns and trends, gather additional evidence, and make connections to broader criminal activities;
- Collect and compile criminal intelligence information and statistics to generate intelligence data for support in investigations and prosecutions;
- Research, analyze, evaluate, and correlate criminal intelligence information to determine source reliability, accuracy, and integrity; develop investigative leads and links; and distinguish patterns and trends.
- Organize and maintain sensitive, non-sensitive, and open-source case data and files into a logical, concise, and understandable order for retrieval if further analysis is needed. Collect raw data from a variety of law enforcement sources to convert into criminal intelligence information;
- Organize and analyze collected data, prepare final reports by the assigned completion date;
- Develop and conduct presentations/visual aides to demonstrate findings related to trends/facts/analyses, before law enforcement personnel, the court, and other community stakeholders; Prepare and present detailed graphical presentations (intelligence reports, charts, graphs, timelines), posters, exhibits, timelines, digital presentations (i.e. PowerPoint), and visual aids when necessary for meetings, public functions, educational venues and trial;
- Collect, compile and analyze intelligence data to find the links between criminals and crimes, the relationships between criminals and crime groups, and patterns on organized crimes, white-collar crime, and major conspiracies;
- Develop and produce crime maps using geographic information systems applications; Analyze call detail records, cell site information, and digital forensic reports;
- Obtain social media records, IP address records and various third-party records kept by such entities as iCloud or Google; Obtain audio and video evidence, including 911 calls, surveillance videos, body-worn camera footage, email records, financial records, and jail correspondence; Capture and preserve evidence from public social media postings of suspects, witnesses, or relevant information to the investigated incident;

- Develop and maintains effective liaisons with local, state and federal law enforcement agencies to exchange criminal intelligence information and crime trend data; Participate in multi-agency task force investigations; assist in the coordination of major case investigations; Assist, as needed, processing tips related to Internet Crimes Against Children;
- Statistics/Miscellaneous: Develop and maintain criminal cases statistics from intake through disposition; prepare monthly reports from statistics gathered to assist the Criminal District Attorney's Office in understanding the trends and caseloads for the county; Create and maintain various in-house databases, filing, and records management systems;
- Trial Support: Attend trial and assist prosecuting attorneys; observe proceedings to identify issues that require immediate action in real time; Provide audio/visual assistance at trial; identifies and procures relevant punishment evidence prior to and potentially during trial;
- Technical: Convert digital evidence, such as video evidence that uses a proprietary player, into viewable and easily presentable formats; Redact recordings, video evidence, and other digital media as needed by prosecutor
- May testify in court;
- Work non-conventional hours as needed; periodically subject to on call status to assist law enforcement agencies;
- May train, coach and mentor others.

Note: *The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned.*

Knowledge, Skills, and Abilities

- Ability to**
- Communicate in a courteous, timely, and professional manner;
 - Maintain confidentiality of privileged and sensitive data or information
 - Interpret rules, regulations, policies, and procedures;
 - Research, gather, and analyze data;
 - Establish/maintain effective working relationships at all organizational levels and with other agencies and the public;
 - Access and use NCIC/TLETS data
 - Multitask, complete projects effectively, meet deadlines, prioritize an ever-changing workflow and perform effectively under pressure and stress;
 - Work with minimal supervision and interface with all levels of employees;
 - Independently plan and accomplish work assignments and make decisions within scope of authority;
 - Maintain a systematic approach to organizing files;

- Knowledge of**
- Modern principles and procedures of law enforcement work;
 - Texas criminal justice system;
 - Investigative procedures, crime trends, law enforcement report writing and data systems such as CAD/ARS/RMS;

Education and/or Experience

- A bachelor's degree in criminal justice, Public Administration, Business Administration, Social Science, Statistics, or a field closely related to the position's duties and responsibilities.
- One (1) years of related experience in a law enforcement agency or in a position with verifiable professional analytical and practical skills.

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- Valid Texas driver's license
- Crime Analyst Certificate Preferred

Additional Information

LANGUAGE SKILLS: Ability to read, analyze, and interpret law enforcement, court documents, and other legal documents. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions and deal with several abstract and concrete variables. Ability to respond in a timely manner to common inquiries or complaints. Ability to work closely with others in technical matters, ability to maintain a sense of control under pressure of urgent conditions and be able to work in small groups where teamwork is essential in maintaining the accuracy of work. Ability to respond to common inquiries and/or complaints from the general public, other

government agencies or departments, law enforcement, and attorneys. Ability to write reports and correspondence. Above average presentation skills. Must be able to speak, understand and comprehend the English language.

MATHEMATICAL SKILLS: Ability to calculate figures. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; to calculate figures and amounts such as area, circumference, and volume; to apply concepts of basic algebra and geometry; to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables. Ability to apply common sense, good judgment, and problem-solving skills in difficult situations.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand, walk, use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), Westlaw, e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

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If you require reasonable accommodation in completing an application, any pre-employment testing, the interview process, or otherwise participating in the selections, please direct your inquiries to Kendall County Human Resources at (830) 249-9343.

Disclaimer: This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.



Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA – ICA2
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Non-Exempt
Classification	14	Job Description Date	05/27/25

Investigator - Crime Analyst II

The Kendall County Criminal District Attorney’s office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Under the general supervision of the Criminal District Attorney, the position has the primary responsibility for providing analytical, investigative, and technical resources and support within the Criminal District Attorney’s Office. The position maintains databases and data sets in order to measure and track activities of the office, and work to develop, maintain, and refine an arrest alert system to provide real-time information regarding people of interest , identified crime patterns, or specific investigations. The position manages the flow and storage of intelligence data into the office and assists with trial preparation and evidentiary presentations that may include graphs, maps, timelines, etc. Responsibilities include social media data mining, conducting public/private criminal records searches, review of recordings from public/private surveillance cameras and computer aided-dispatch feeds, review of recorded telephone calls, use of crime mapping technology, review of digital forensic results, etc. The position is also responsible for coordinating discovery and ensuring that it is done in accordance with state law and office policy. Testifying about intelligence gathered is to be expected. A secondary responsibility of this position is to assist law enforcement by special assignment.

Work is performed independently under prescribed guidelines with complete confidentiality, and it requires a high degree of initiative, maturity, integrity, accountability and good judgment. Direct supervision is received from the Chief CDA Investigator. Guidance and direction on specific cases is received from the attorney assigned to the case. Supervision is not a normal function of this position. Evening work and other work outside of a normal work schedule can be expected. This position will be appointed by the Criminal District Attorney as an investigator under the authority of Texas Government Code § 41.102(a).

Essential Duties and Responsibilities

- Conduct complex research and strategic crime analysis to identify and evaluate patterns and trends, gather additional evidence, and make connections to broader criminal activities;
- Collect and compile criminal intelligence information and statistics to generate intelligence data for support in investigations and prosecutions;
- Research, analyze, evaluate, and correlate criminal intelligence information to determine source reliability, accuracy, and integrity; develop investigative leads and links; and distinguish patterns and trends.
- Organize and maintain sensitive, non-sensitive, and open-source case data and files into a logical, concise, and understandable order for retrieval if further analysis is needed. Collect raw data from a variety of law enforcement sources to convert into criminal intelligence information;
- Organize and analyze collected data, prepare final reports by the assigned completion date;
- Develop and conduct presentations/visual aides to demonstrate findings related to trends/facts/analyses, before law enforcement personnel, the court, and other community stakeholders; Prepare and present detailed graphical presentations (intelligence reports, charts, graphs, timelines), posters, exhibits, timelines, digital presentations (i.e. PowerPoint), and visual aids when necessary for meetings, public functions, educational venues and trial;
- Collect, compile and analyze intelligence data to find the links between criminals and crimes, the relationships between criminals and crime groups, and patterns on organized crimes, white-collar crime, and major conspiracies;
- Develop and produce crime maps using geographic information systems applications; Analyze call detail records, cell site information, and digital forensic reports;
- Obtain social media records, IP address records and various third-party records kept by such entities as iCloud or Google; Obtain audio and video evidence, including 911 calls, surveillance videos, body-worn camera footage, email records, financial records, and jail correspondence; Capture and preserve evidence from public social media postings of suspects, witnesses, or relevant information to the investigated incident;

- Develop and maintains effective liaisons with local, state and federal law enforcement agencies to exchange criminal intelligence information and crime trend data; Participate in multi-agency task force investigations; assist in the coordination of major case investigations; Assist, as needed, processing tips related to Internet Crimes Against Children;
- Statistics/Miscellaneous: Develop and maintain criminal cases statistics from intake through disposition; prepare monthly reports from statistics gathered to assist the Criminal District Attorney's Office in understanding the trends and caseloads for the county; Create and maintain various in-house databases, filing, and records management systems;
- Trial Support: Attend trial and assist prosecuting attorneys; observe proceedings to identify issues that require immediate action in real time; Provide audio/visual assistance at trial; identifies and procures relevant punishment evidence prior to and potentially during trial;
- Technical: Convert digital evidence, such as video evidence that uses a proprietary player, into viewable and easily presentable formats; Redact recordings, video evidence, and other digital media as needed by prosecutor
- May testify in court;
- Work non-conventional hours as needed; periodically subject to on call status to assist law enforcement agencies;
- May train, coach and mentor others.

Note: *The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned.*

Knowledge, Skills, and Abilities

Ability to

- Maintain confidentiality of privileged and sensitive data or information
- Access and use NCIC/TLETS data
- Multitask, complete projects effectively, meet deadlines, prioritize an ever-changing workflow and perform effectively under pressure and stress;
- Work with minimal supervision and interface with all employees; Independently plan and accomplish work assignments;
- Maintain a systematic approach to organizing files;

Knowledge of

- Modern principles and procedures of law enforcement work;
- Texas criminal justice system;
- Investigative procedures, crime trends, law enforcement report writing and data systems such as CAD/ARS/RMS;

Education and/or Experience

- A bachelor's degree in criminal justice, Public Administration, Business Administration, Social Science, Statistics, or a field closely related to the position's duties and responsibilities.
- Three (3) years of related experience in a law enforcement agency or in a position with verifiable professional analytical and practical skills.

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- Valid Texas driver's license
- Crime Analyst Certificate preferred

Additional Information

LANGUAGE SKILLS: Ability to read, analyze, and interpret law enforcement, court documents, and other legal documents. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions and deal with several abstract and concrete variables. Ability to respond in a courteous, professional, and timely manner to common inquiries or complaints. Ability to work closely with others in technical matters, ability to maintain a sense of control under pressure of urgent conditions and be able to work in small groups where teamwork is essential in maintaining the accuracy of work. Ability to respond to common inquiries and/or complaints from the general public, other government agencies or departments, law enforcement, and attorneys. Ability to write reports and correspondence. Above average presentation skills. Must be able to speak, understand and comprehend the English language; Establish/maintain effective working relationships at all organizational levels and with other agencies and the public;

MATHEMATICAL SKILLS: Ability to calculate figures. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; to calculate figures and amounts such as area, circumference, and volume; to apply concepts of basic algebra and geometry; to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables. Ability to apply common sense, good judgment, and problem-solving skills in difficult situations; interpret rules, regulations, policies, and procedures; Research, gather, and analyze data;

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand, walk, use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), Westlaw, e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

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Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA – SLC1
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Non-Exempt
Classification	6	Job Description Date	05/27/25

Legal Clerk I

The Kendall County Criminal District Attorney’s office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Under direct supervision of the Legal Operations Director and general supervision of the Criminal District Attorney, the purpose of the position is to provide clerical and legal support to the Criminal District Attorney’s staff. Greet customers warmly and ascertain problems or reason for contacting the office and refer to legal assistants or prosecutors, as necessary.

Essential Duties and Responsibilities

- Perform administrative tasks including processing and distributing mail and faxes daily; data entry, making copies, keeping the office organized, keeping track of supply inventory, and maintaining office equipment.
- Process Misdemeanor and Felony files.
- Process all incoming communication, court filings, and correspondence from attorneys, witnesses, law enforcement, victims, or the general public to ensure that it is documented and placed in the relevant case file. Document and notify all relevant parties.
- Monitor, document, and update all case settings for court dockets. Ensure all settings or changes are updated in the appropriate case file and office calendar.
- Assist Legal Clerks II - IV as assigned.
- Coordinate Discovery, Information, and Plea support.
- Provide direct assistance to JP, Pretrial Intervention and Commissioners Court attorneys.
- Review patrol video to ensure there are no aggravating circumstances such as demeanor or inculpatory statements, and notify prosecutor of any problems.
- Review driving record/criminal history on defendants and generate or amend complaints.
- Communicate with offices concerning evidence reports and obtain signatures, summons and evidence.
- Communicate with court offices, JP’s office, security and reception in courthouse, and attend monthly court dates provide assistance; coordinate rescheduling of cases.
- Coordinate with Justice of the Peace offices, organize, generate, and forward annual schedule and locations.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Knowledge, Skills, and Abilities

Knowledge of:

- Standard concepts, practices and procedures within the legal field.

Ability to:

- Utilize various advisory and design data and information such as budgets, reports, documents and files.
- Use of a multi-line telephone, hands-on computer experience and excellent writing skills.
- Communicate verbally and in writing to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with the general public, departmental customers and various County personnel

Education and/or Experience

- High school diploma or GED;
- Two (2) years clerical work experience.
- Experience in criminal and civil law would be helpful but not required.

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- Must possess a valid Texas Driver's License

Additional Information

LANGUAGE SKILLS: Strong oral and written communication skills. Ability to effectively provide information and positively respond to questions from external and internal customers in person and by phone. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Must be able to apply common sense to carry out instructions provided in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, draw valid conclusions and attempt assistance. Investigates matters of considerable impact and must routinely deal with emotional and possibly uncooperative individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand, walk, use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

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Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - SLC2
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Non-Exempt
Classification	8	Job Description Date	05/25/27

Legal Clerk II

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Under direct supervision of the Legal Operations Director and general supervision of the Criminal District Attorney, the purpose of the position is to assist prosecutors in all aspects of prosecution. Perform moderate to complex administrative support duties to include preparing correspondence and legal documents, greet visitors and respond to or refer questions, answer and route telephone calls to the appropriate person, prepare files for both jury and non-jury dockets, and ensure incoming documents are received by the appropriate prosecutor.

Essential Duties and Responsibilities

- Jail reports – Run and print current inmate jail reports daily, notify CJIS and jail of discrepancies requiring corrections; determine the type of case, prepare preliminary offense report and record in appropriate database.
- Bond filing – Create and record bond information and notification alerts, review weekly updates with the arresting agency.
- Intake – Match cases and related materials with jail records, request priors on enhanced offenses, order and review rap sheets on cases, accept or reject all TRNs in the DPS CJIS reporting site.
- Transfer video files onto individual disks, enter cases in software program, scan offense report into database, and create files.
- Order necessary paperwork (Rap Sheets), and coordinate with the prosecutors for witness lists.
- Prepare indictments, complaint & information, motions, and other legal documents for prosecutors to review and file with the court. Receive complaints signed by investigators, and obtain prosecutors review and signature for documentation.
- Prepare, coordinate, and assist prosecutors with Grand Jury preparation and presentation.
- Prepare dismissals, non-prosecution forms on JP cases, and motions and settings, for assigned attorney. Update database and file hard-copies in the file room.
- Enter additional information from new cases into database; Fact-check all information entered from booking such as spelling of name, date of birth, DL number, date of offense, offense code, etc.
- Print out plea offer and waivers for the case; enter attorney information into database when receiving court appointed attorney information or letter of representation.
- Probation Cases/Evidence/Appellate - Prepare and file paperwork for Motions to Revoke Probation and Motions to Adjudicate; Prepare witness lists and subpoenas.
- Request evidence from investigating agency and give it to the attorney with case.
- Receive appellate notifications from the Court of Appeals and schedule appellate deadlines on the calendar and provide files to prosecutors.
- Jury Docket - Check jury lists for prior criminal history of jurors, prepare judgments, assist the investigator with incoming calls regarding jury trial, assist prosecutors prepare for trial with paperwork and/or witnesses.
- Court Preparation and Coordination – Receive updated dockets, print plea documents, print and update judgments for cases that have plead guilty, update calendar with contested hearings, draft subpoena applications for the Clerk's office, and accompany prosecutors to court. Coordinate with victim services.

- Apply for bench warrants for non-county defendants to attend upcoming court dates and request translators as required.
- Contact attorneys prior to court date to confirm court attendance, hearing and trial status, and anticipated length of time for hearings. Coordinate bond forfeiture, remittitur hearings, and capias pro finum dockets. Coordinate special dockets for probation revocation hearings, pleas, open pleas of guilty, jail dockets, and all pretrial matters not set on scheduled court dates.
- Receive applications to the Judge for occupational driver’s license and prepare checklist for attorney to approve before sending to the Judge.
- Obtain jail credit for all defendants prior to court dates. Prepare jail dockets, notify the clerk’s office and schedule inmate transfers. Determine if inmates have filed affidavits of indigence and/or been appointed attorneys. Ensure there are no other pending cases in the county and that all cases are disposed of prior to the defendant being transferred to another facility.
- Monitor FTA warrants to create warrant round up lists.
- Discovery responses – Receive and log discovery requests, draft inventory of materials and notify defense attorneys, obtaining signature of receipt. Create 39.14 Discovery Compliance document for submission to court prior to plea or trial.
- Provide coverage for the receptionist.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Knowledge, Skills, and Abilities

- Knowledge of:
- Excellent secretarial skills and must be familiar with a variety of standard concepts, practices and procedures.
- Ability to:
- Demonstrate good public relations skills, communication abilities, and professional demeanor.
 - Use of a multi-line telephone, hands-on computer experience and excellent writing skills.
 - Ability to read and interpret documents such as statutes, rules, and judicial decisions.
 - Ability to draft legal documents, such as briefs, pleadings, motions, and any discovery.
 - Ability to communicate effectively with the public and persons in the legal system.

Education and/or Experience

- High school diploma or GED;
- Five (5) years clerical work experience.
- Experience in criminal and civil law would be helpful but not required.

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- Must possess a valid Texas Driver’s License
- Paralegal Certification preferred but not required

Additional Information

LANGUAGE SKILLS: Strong oral and written communication skills. Ability to effectively provide information and positively respond to questions from external and internal customers in person and by phone. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Must be able to apply common sense to carry out instructions provided in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, draw valid conclusions and attempt assistance. Investigates matters of considerable impact and must routinely deal with emotional and possibly uncooperative individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand, walk, use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to

stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

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Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA – SLC3
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Non-Exempt
Classification	12	Job Description Date	05/27/25

Legal Clerk III

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Under direct supervision of the Legal Operations Director and general supervision of the Criminal District Attorney, the purpose of the position is to assist prosecutors in all aspects of prosecution. Perform moderate to complex administrative support duties to include preparing correspondence and legal documents, greet visitors and respond to or refer questions, answer and route telephone calls to the appropriate person, prepare files for both jury and non-jury dockets, and ensure incoming documents are received by the appropriate prosecutor.

Essential Duties and Responsibilities

- Supervise/Direct Legal Clerk I & II as assigned;
- Jail reports – Run and print current inmate jail reports daily, notify CJIS and jail of discrepancies requiring corrections; determine the type of case, prepare preliminary offense report and record in appropriate database.
- Bond filing – Create and record bond information and notification alerts, review weekly updates with the arresting agency.
- Intake – Match cases and related materials with jail records, request priors on enhanced offenses, order and review rap sheets on cases, accept or reject all TRNs in the DPS CJIS reporting site.
- Transfer video files onto individual disks, enter cases in software program, scan offense report into database, and create files.
- Order necessary paperwork (Rap Sheets), and coordinate with the prosecutors for witness lists.
- Prepare indictments, complaint & information, motions, and other legal documents for prosecutors to review and file with the court. Receive complaints signed by investigators, and obtain prosecutors review and signature for documentation.
- Prepare, coordinate, and assist prosecutors with Grand Jury preparation and presentation.
- Prepare dismissals, non-prosecution forms on JP cases, and motions and settings, for assigned attorney. Update database and file hard-copies in the file room.
- Enter additional information from new cases into database; Fact-check all information entered from booking such as spelling of name, date of birth, DL number, date of offense, offense code, etc.
- Print out plea offer and waivers for the case; enter attorney information into database when receiving court appointed attorney information or letter of representation.
- Probation Cases/Evidence/Appellate - Prepare and file paperwork for Motions to Revoke Probation and Motions to Adjudicate; Prepare witness lists and subpoenas.
- Request evidence from investigating agency and give it to the attorney with case.
- Receive appellate notifications from the Court of Appeals and schedule appellate deadlines on the calendar and provide files to prosecutors.
- Jury Docket - Check jury lists for prior criminal history of jurors, prepare judgments, assist the investigator with incoming calls regarding jury trial, assist prosecutors prepare for trial with paperwork and/or witnesses.
- Court Preparation and Coordination – Receive updated dockets, print plea documents, print and update judgments for cases that have plead guilty, update calendar with contested hearings, draft subpoena applications for the Clerk's office, and accompany prosecutors to court. Coordinate with victim services.

- Apply for bench warrants for non-county defendants to attend upcoming court dates and request translators as required.
- Contact attorneys prior to court date to confirm court attendance, hearing and trial status, and anticipated length of time for hearings. Coordinate bond forfeiture, remittitur hearings, and capias pro finum dockets. Coordinate special dockets for probation revocation hearings, pleas, open pleas of guilty, jail dockets, and all pretrial matters not set on scheduled court dates.
- Receive petitions from the District Clerk for occupational driver's license and prepare checklist for attorney to approve before sending to the Judge.
- Obtain jail credit for all defendants prior to court dates. Prepare jail dockets, notify the clerk's office and schedule inmate transfers. Determine if inmates have filed affidavits of indigence and/or been appointed attorneys. Ensure there are no other pending cases in the county and that all cases are disposed of prior to the defendant being transferred to another facility.
- Monitor FTA warrants to create warrant round up lists.
- Discovery responses – Receive and log discovery requests, draft inventory of materials and notify defense attorneys, obtaining signature of receipt. Create 39.14 Discovery Compliance document for submission to court prior to plea or trial.
- Provide coverage for the receptionist.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Knowledge, Skills, and Abilities

Knowledge of:

- Excellent secretarial skills and must be familiar with a variety of standard concepts, practices and procedures.

Ability to:

- Demonstrate good public relations skills, communication abilities, and professional demeanor.
- Use of a multi-line telephone, hands-on computer experience and excellent writing skills.
- Ability to read and interpret documents such as statutes, rules, and judicial decisions.
- Ability to draft legal documents, such as briefs, pleadings, motions, and any discovery.
- Ability to communicate effectively with the public and persons in the legal system.

Education and/or Experience

- High school diploma or GED;
- Ten (10) years clerical work experience.
- A degree in paralegal studies or related field may supplement years of experience.
- Experience in criminal and civil law would be helpful but not required.

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- Must possess a valid Texas Driver's License
- Legal Assistant or Paralegal Certification preferred but not required

Additional Information

LANGUAGE SKILLS: Strong oral and written communication skills. Ability to effectively provide information and positively respond to questions from external and internal customers in person and by phone. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Must be able to apply common sense to carry out instructions provided in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, draw valid conclusions and attempt assistance. Investigates matters of considerable impact and must routinely deal with emotional and possibly uncooperative individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand, walk, use

fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.

If you require reasonable accommodation in completing an application, any pre-employment testing, the interview process, or otherwise participating in the selections, please direct your inquiries to Kendall County Human Resources at (830) 249-9343.

Disclaimer: This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.



Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA – SLC4
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Non-Exempt
Classification	13	Job Description Date	05/25/27

Legal Clerk IV

The Kendall County Criminal District Attorney’s office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Under direct supervision of the Legal Operations Director and general supervision of the Criminal District Attorney, the purpose of the position is to assist prosecutors in all aspects of prosecution. Perform moderate to complex administrative support duties to include preparing correspondence and legal documents, greet visitors and respond to or refer questions, answer and route telephone calls to the appropriate person, prepare files for both jury and non-jury dockets, and ensure incoming documents are received by the appropriate prosecutor.

Essential Duties and Responsibilities

- Supervise/Direct Legal Clerk I - III as assigned;
- Jail reports – Run and print current inmate jail reports daily, notify CJIS and jail of discrepancies requiring corrections; determine the type of case, prepare preliminary offense report and record in appropriate database.
- Bond filing – Create and record bond information and notification alerts, review weekly updates with the arresting agency.
- Intake – Match cases and related materials with jail records, request priors on enhanced offenses, order and review rap sheets on cases, accept or reject all TRNs in the DPS CJIS reporting site.
- Transfer video files onto individual disks, enter cases in software program, scan offense report into database, and create files.
- Order necessary paperwork (Rap Sheets), and coordinate with the prosecutors for witness lists.
- Prepare indictments, complaint & information, motions, and other legal documents for prosecutors to review and file with the court. Receive complaints signed by investigators, and obtain prosecutors review and signature for documentation.
- Prepare, coordinate, and assist prosecutors with Grand Jury preparation and presentation.
- Prepare dismissals, non-prosecution forms on JP cases, and motions and settings, for assigned attorney. Update database and file hard-copies in the file room.
- Enter additional information from new cases into database; Fact-check all information entered from booking such as spelling of name, date of birth, DL number, date of offense, offense code, etc.
- Print out plea offer and waivers for the case; enter attorney information into database when receiving court appointed attorney information or letter of representation.
- Probation Cases/Evidence/Appellate - Prepare and file paperwork for Motions to Revoke Probation and Motions to Adjudicate; Prepare witness lists and subpoenas.
- Request evidence from investigating agency and give it to the attorney with case.
- Receive appellate notifications from the Court of Appeals and schedule appellate deadlines on the calendar and provide files to prosecutors.
- Jury Docket - Check jury lists for prior criminal history of jurors, prepare judgments, assist the investigator with incoming calls regarding jury trial, assist prosecutors prepare for trial with paperwork and/or witnesses.
- Court Preparation and Coordination – Receive updated dockets, print plea documents, print and update judgments for cases that have plead guilty, update calendar with contested hearings, draft subpoena applications for the Clerk’s office, and accompany prosecutors to court. Coordinate with victim services.

- Apply for bench warrants for non-county defendants to attend upcoming court dates and request translators as required.
- Contact attorneys prior to court date to confirm court attendance, hearing and trial status, and anticipated length of time for hearings. Coordinate bond forfeiture, remittitur hearings, and capias pro finum dockets. Coordinate special dockets for probation revocation hearings, pleas, open pleas of guilty, jail dockets, and all pretrial matters not set on scheduled court dates.
- Receive applications to the Judge for occupational driver's license and prepare checklist for attorney to approve before sending to the Judge.
- Obtain jail credit for all defendants prior to court dates. Prepare jail dockets, notify the clerk's office and schedule inmate transfers. Determine if inmates have filed affidavits of indigence and/or been appointed attorneys. Ensure there are no other pending cases in the county and that all cases are disposed of prior to the defendant being transferred to another facility.
- Monitor FTA warrants to create warrant round up lists.
- Discovery responses – Receive and log discovery requests, draft inventory of materials and notify defense attorneys, obtaining signature of receipt. Create 39.14 Discovery Compliance document for submission to court prior to plea or trial.
- Provide coverage for the receptionist.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Knowledge, Skills, and Abilities

- Knowledge of:
- Excellent secretarial skills and must be familiar with a variety of standard concepts, practices and procedures.
- Ability to:
- Demonstrate good public relations skills, communication abilities, and professional demeanor.
 - Use of a multi-line telephone, hands-on computer experience and excellent writing skills.
 - Ability to read and interpret documents such as statutes, rules, and judicial decisions.
 - Ability to draft legal documents, such as briefs, pleadings, motions, and any discovery.
 - Ability to communicate effectively with the public and persons in the legal system.

Education and/or Experience

- High school diploma or GED;
- Ten (15) years clerical work experience.
- A degree in paralegal studies or related field may supplement years of experience.
- Experience in criminal and civil law would be helpful but not required.

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- Must possess a valid Texas Driver's License
- Legal Assistant or Paralegal Certification preferred but not required

Additional Information

LANGUAGE SKILLS: Strong oral and written communication skills. Ability to effectively provide information and positively respond to questions from external and internal customers in person and by phone. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Must be able to apply common sense to carry out instructions provided in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, draw valid conclusions and attempt assistance. Investigates matters of considerable impact and must routinely deal with emotional and possibly uncooperative individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand, walk, use

fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

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Disclaimer: This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.



Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - VA1
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Non-Exempt
Classification	8	Job Description Date	05/27/25

Assistant Victim Advocate I

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

The Assistant Victim Advocate I is assigned to the Victim Assistance/Advocacy Program of the Criminal District Attorney's Office. The primary function of this grant funded program is to provide assistance to victims of crime. Under the supervision of the Victims Assistance Coordinator, duties of the Advocate I include assisting victims of criminal activity by informing victims of their rights, assisting victims in participating in all stages of the criminal justice process, assisting in the provision of services for victims and family members and ensuring that victims receive such services in a timely and efficient manner. A bi-lingual Spanish speaking Advocate I is preferred, but not required, and duties would include translating for victims of crime whose primary language is Spanish. The Advocate I must work with members of the judiciary, prosecutors, law enforcement personnel, service providers, community groups and volunteers to accomplish the program's objectives. Since the program is funded through grants administered by the Governor's office, the Advocate I must assist in the preparation and processing of the grant application and perform duties in compliance with grant requirements

Essential Duties and Responsibilities

- Provide crisis intervention; be on-call 24 hours per day, available to assist attorneys, law enforcement personnel, dispatch personnel, and victims of crime.
- Ensure that victims are timely interviewed and service needs identified, if possible, within 24 hours after offense.
- Provide legal advocacy for victims by advising them of their rights, services available to assist victims, family members and pets, providing safety plans, and information concerning protective orders.
- Assist prosecutors in obtaining protective orders and preparing for court hearings by meeting with victims and other witnesses, obtaining statements, preparing affidavits, taking photographs and other assistance as directed by the prosecutor.
- If bi-lingual, translate for Spanish speaking victims and witnesses.
- Assist in scheduling of court hearings.
- Determine victim's eligibility for support systems
- Instruct victims concerning the criminal justice process.
- Coordinate provision of services by providers to victims, including medical care, counseling, social services, indigent health, housing, shelter, MHMR, and child protective services.
- Provide timely notification to victims of court settings, schedules of services provided, and other events of importance.
- Provide transportation for victims and family members as necessary (or coordinate provision of transportation with service providers or community advocates).
- Accompany victims to all court appearances and other activities as necessary to ensure that victims are not exposed to abusers, that all services are timely provided, and that the victims fully participate in the criminal justice process.
- Properly complete forms for documentation of services provided by the program and ensure that such forms are properly filed to provide accurate documentation of support services provided to each victim.
- Assist victims in completing Victim Impact Statement and pursuing restitution, either through the Crime Victims' Compensation Act, or criminal court proceedings as appropriate, with follow-up, as necessary.
- Prepare and make presentations to community groups regarding crime victim issues.
- Assist in recruiting and training volunteers to assist victims.

- Arrange with local businesses (grocers, restaurants, and motels) to provide shelter and food in emergency situations.
- Arrange with the shelter or motels for housing of victims, children and pets.
- Assist victims and family members in securing clothing and other essential items from providers.
- Secure and provide victims with vouchers to be used for food at local grocery stores or restaurants.
- Assist victims in securing AFDC, indigent health care, H.U.D. housing, and mental health care, as applicable.
- Assist victims in communicating with employers, landlords, and creditors, as needed.
- Provide counseling, either in-house, or by contract, as needed.
- Make arrangements for provision of childcare as needed.
- Ensure compliance with applicable laws and regulations, grant requirements, County Orders, County and office policies and procedures.
- Attend meetings and other organizational functions on behalf of the County Attorney's office
- Respond to citizen inquiries and complaints.
- Perform other duties as assigned by the department head, supervisor and prosecutors.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Knowledge, Skills, and Abilities

Ability to:

- If bilingual, Converse in English and Spanish, translate for victims and others whose primary language is Spanish.
- Exercise judgment, decisiveness, and creativity as required in stressful situations.
- Work with prosecutors, other personnel and volunteers so that all functions are accomplished in accordance with County and office policies and procedures and applicable laws, orders, and regulations.
- Communicate verbally and in writing to permit comprehension by others.
- Understand and correctly exchange information with supervisors and co-workers when giving and receiving assignments and instructions.
- Communicate in person, by telephone, and electronically, and interact in a courteous, respectful and effective manner with victims, the general public, judges, attorneys, elected and appointed officials of the County and of other organizations, other County personnel, and volunteers.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, and sit for long periods of time.
- Perform light physical and intellectually stressful work in an office and/or court room environment in a mainly sedentary position.
- Safely operate motor vehicles and travel locally and out of town.
- Operate office equipment, including computer, copier, and facsimile machine in an effective and professional manner, including internet acquisition, electronic communication, and word processing

Education and/or Experience

High school diploma or equivalent and at least two (2) years' experience working in an office setting with some experience in victim services, domestic violence, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <i>You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both</i> |
| <input type="checkbox"/> | <i>You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame</i> |

Certificates, Licenses, Registrations

- Must possess a valid Texas Driver's License

Additional Information

LANGUAGE SKILLS: Strong oral and written communication skills. Ability to effectively provide information and positively respond to questions from external and internal customers in person and by phone. Ability to write routine reports and correspondence. Ability to effectively present information in on-on-one and small group situations to clients and other employees of the organization.

MATHEMATICAL SKILLS: Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Must be able to apply common sense to carry out instructions provided in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, draw valid conclusions and attempt assistance. Investigate matters of considerable impact and must routinely deal with emotional and possibly uncooperative individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand, walk, use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

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Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - VA2
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Non-Exempt
Classification	10	Job Description Date	05/27/25

Assistant Victim Advocate II

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Under direct supervision of the Criminal District Attorney (CDA) Investigator and general supervision of the Criminal District Attorney, the purpose of the position to ensure that victims of crime in Kendall County receive assistance and are afforded their rights under the Crime Victims' Bill of Rights. Serves as a point of contact for victims of crimes being prosecuted by the Kendall County CDA's office and acts as a liaison between the victims, prosecutors and law enforcement. Fluent Spanish speaker is preferred but not required. If Spanish speaking, provides Spanish/English oral and written translation services.

Essential Duties and Responsibilities

- Provide crisis intervention; be on-call 24 hours per day, available to assist prosecutors, law enforcement personnel, and victims of crime.
- Ensure that victims are timely contacted, if possible, within 24 hours of a reported crime; evaluate victims' eligibility for available services and support and offer support.
- Advise victims of their rights under Chapter 65 of the Texas Code of Criminal Procedure and provide assistance and information related to the Crime Victims' Compensation Fund and Victim Impact Statements.
- Provide direct assistance to victims by notifying crime victims of case status and providing information about the criminal justice system; Accompany victims to trials, hearings, oral arguments, or other proceedings as necessary; maintain contact with victims and their families; provide or coordinate transportation for victims as necessary; Ensure security and confidentiality of sensitive and/or protected information; assist victims with safety planning and violence prevention
- Serve as liaison between victims and prosecutors/law enforcement; Assist with researching and responding to questions from victims, victim advocacy groups, prosecutors, law enforcement agencies, and other state and federal offices.
- Refer victims to appropriate services and resources; maintain knowledge of services available to victims throughout Kendall County and the surrounding areas; serve as liaison with outside non-profit, government agencies, or volunteers that offer assistance to crime victims.
- Assist victims in communication with employers, landlords, and creditors as needed.
- Assist in obtaining U-Visas as necessary.
- Provide assistance in obtaining family violence, stalking, and sexual assault protective orders for victims; perform initial intake and evaluation procedures; assist prosecutors by coordinating court dates, notifying victims/witnesses, drafting documents, preparing for hearings, and other tasks as assigned.
- Provide instruction and give public presentations on victim related issues to internal and external groups and agencies as needed; Attend meetings and functions on behalf of the Criminal District Attorney's Office as assigned
- Maintain and update regional contact phone and mailing lists to ensure the accurate dissemination of information.
- Respond to direct or indirect inquiries, including any communication reporting alleged criminal activity received, whether in person, in writing, by phone, or by email.
- Perform related work as assigned.
- Comply with all agency policies and procedures, including those pertaining to ethics and integrity.
- Comply with all grant requirements; report activity and gather information as required under the grant

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Knowledge, Skills, and Abilities

Ability to:

- If bilingual, Converse in English and Spanish, translate for victims and others whose primary language is Spanish.
- Exercise judgment, decisiveness, and creativity as required in stressful situations.
- Work with prosecutors, other personnel and volunteers so that all functions are accomplished in accordance with County and office policies and procedures and applicable laws, orders, and regulations.
- Communicate verbally and in writing to permit comprehension by others.
- Understand and correctly exchange information with supervisors and co-workers when giving and receiving assignments and instructions.
- Communicate in person, by telephone, and electronically, and interact in a courteous, respectful and effective manner with victims, the general public, judges, attorneys, elected and appointed officials of the County and of other organizations, other County personnel, and volunteers.
- Follow safe work practices including workplace safety policies and procedures.
- Safely operate motor vehicles and travel locally and out of town.

Education and/or Experience

- High school diploma or GED;
- Bachelor's degree from an accredited college or university in one of the following (or closely related) fields; mental health, social or behavioral sciences, or criminal justice. *Non-degree equivalent experience will be considered on a case-by-case basis.*
- Four (4) years of full-time experience working in the following (or closely related) fields: crime victim advocacy, general mental health and behavioral counseling including clinical crisis intervention and/or trauma counseling.

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- Must possess a valid Texas Driver's License

Additional Information

LANGUAGE SKILLS: Strong oral and written communication skills. Ability to effectively provide information and positively respond to questions from external and internal customers in person and by phone. Ability to write routine reports and correspondence. Ability to effectively present information in on-on-one and small group situations to clients and other employees of the organization.

MATHEMATICAL SKILLS: Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Must be able to apply common sense to carry out instructions provided in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, draw valid conclusions and attempt assistance. Investigates matters of considerable impact and must routinely deal with emotional and possibly uncooperative individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand, walk, use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.

If you require reasonable accommodation in completing an application, any pre-employment testing, the interview process, or otherwise participating in the selections, please direct your inquiries to Kendall County Human Resources at (830) 249-9343.

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Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - VA3
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Non-Exempt
Classification	12	Job Description Date	05/27/25

Assistant Victim Advocate III

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Under direct supervision of the Criminal District Attorney (CDA) Investigator and general supervision of the Criminal District Attorney, the purpose of the position to ensure that victims of crime in Kendall County receive assistance and are afforded their rights under the Crime Victims' Bill of Rights. Serves as a point of contact for victims of crimes being prosecuted by the Kendall County CDA's office and acts as a liaison between the victims, prosecutors and law enforcement. Fluent Spanish speaker is preferred but not required. If Spanish speaking, provides Spanish/English oral and written translation services.

Essential Duties and Responsibilities

- Provide crisis intervention; be on-call 24 hours per day, available to assist prosecutors, law enforcement personnel, and victims of crime.
- Ensure that victims are timely contacted, if possible, within 24 hours of a reported crime; evaluate victims' eligibility for available services and support and offer support.
- Advise victims of their rights under Chapter 65 of the Texas Code of Criminal Procedure and provide assistance and information related to the Crime Victims' Compensation Fund and Victim Impact Statements.
- Provide direct assistance to victims by notifying them of case status and providing information about the criminal justice system; Accompany victims to trials, hearings, oral arguments, or other proceedings as necessary; maintain contact with victims and their families; provide or coordinate transportation for victims as necessary; Ensure security and confidentiality of sensitive and/or protected information; assist victims with safety planning and violence prevention
- Serve as liaison between victims and prosecutors/law enforcement; Assist with researching and responding to questions from victims, victim advocacy groups, prosecutors, law enforcement agencies, and other state and federal offices.
- Refer victims to appropriate services and resources; maintain knowledge of services available to victims throughout Kendall County and the surrounding areas; serve as liaison with outside non-profit, government agencies, or volunteers that offer assistance to crime victims.
- Assist victims in communication with employers, landlords, and creditors as needed.
- Assist in obtaining U-Visas as necessary.
- Provide assistance in obtaining family violence, stalking, and sexual assault protective orders for victims; perform initial intake and evaluation procedures; assist prosecutors by coordinating court dates, notifying victims/witnesses, drafting documents, preparing for hearings, and other tasks as assigned.
- Provide instruction and give public presentations on victim related issues to internal and external groups and agencies as needed; Attend meetings and functions on behalf of the Criminal District Attorney's Office as assigned
- Maintain and update regional contact phone and mailing lists to ensure the accurate dissemination of information.
- Respond to direct or indirect inquiries, including any communication reporting alleged criminal activity received, whether in person, in writing, by phone, or by email.
- Perform related work as assigned.
- Comply with all agency policies and procedures, including those pertaining to ethics and integrity.
- Comply with all grant requirements; report activity, and gather information as required under the grant

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

Knowledge, Skills, and Abilities

Ability to:

- If bilingual, converse in English and Spanish, translate for victims and others whose primary language is Spanish.
- Exercise judgment, decisiveness, and creativity as required in stressful situations.
- Work with prosecutors, other personnel and volunteers so all functions are accomplished in accordance with County and office policies and procedures and applicable laws, orders, and regulations.
- Communicate verbally and in writing to permit comprehension by others.
- Understand and correctly exchange information with supervisors and co-workers when giving and receiving assignments and instructions.
- Communicate in person, by telephone, and electronically, and interact in a courteous, respectful and effective manner with victims, the general public, judges, attorneys, elected and appointed officials of the County and of other organizations, other County personnel, and volunteers.
- Follow safe work practices including workplace safety policies and procedures.
- Safely operate motor vehicles and travel locally and out of town.

Education and/or Experience

- High school diploma or GED;
- Bachelor's degree from an accredited college or university in one of the following (or closely related) fields; mental health, social or behavioral sciences, or criminal justice. *Non-degree equivalent experience will be considered on a case-by-case basis.*
- Eight (8) years of full-time experience working in the following (or closely related) fields: crime victim advocacy, general mental health and behavioral counseling including clinical crisis intervention and/or trauma counseling.

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- Must possess a valid Texas Driver's License

Additional Information

LANGUAGE SKILLS: Strong oral and written communication skills. Ability to effectively provide information and positively respond to questions from external and internal customers in person and by phone. Ability to write routine reports and correspondence. Ability to effectively present information in on-on-one and small group situations to clients and other employees of the organization.

MATHEMATICAL SKILLS: Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Must be able to apply common sense to carry out instructions provided in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, draw valid conclusions and attempt assistance. Investigate matters of considerable impact and must routinely deal with emotional and possibly uncooperative individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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. While performing the duties of this job, the employee is frequently required to stand, walk, use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.

If you require reasonable accommodation in completing an application, any pre-employment testing, the interview process, or otherwise participating in the selections, please direct your inquiries to Kendall County Human Resources at (830) 249-9343.

Disclaimer: This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.



Salary	\$ - \$	Location	Boerne, Texas
Job Type	Full-Time	Job Number	CDA - VA4
Department	Criminal District Attorney	Opening Date	00/00/00
Reports To	Elected	Status	Non-Exempt
Classification	12	Job Description Date	05/27/25

Victim Advocate Coordinator

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes employees who conduct themselves according to the highest ethical standards, those who work to seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

Under general supervision of the Criminal District Attorney, the position is in charge of the Victim's Assistance/Advocacy Program of the CDA's office. The primary function of this grant funded program is to provide assistance to victims of crime. Duties of the Coordinator include supervising assigned personnel and either personally or through assigned staff and/or volunteers, informing crime victims of their rights, assisting victims in participating in all stages of the criminal justice process, increasing the range and availability of services for victims and family members and ensuring that victims receive such services in a timely and efficient manner. The position must work with members of the judiciary, prosecutors, law enforcement personnel, service providers, community groups and volunteers to accomplish the objectives of the program. Since the program is funded through grants administered by the Governor's office, the Coordinator must prepare the grant application, process the application through appropriate entities for approval and then ensure that the program is carried out in compliance with grant requirements. The position is responsible for maintaining documentation in support of all services provided, coordinating training and scheduling of volunteer services, and handling budgetary matters necessary to administration of the grant. In addition to the grant for Victim Services, the Coordinator also manages all other grant applications applicable to the Criminal District Attorney's Office.

Essential Duties and Responsibilities

Victim Advocate Coordinator

- Provide crisis intervention; be on-call 24 hours per day, available to assist attorneys, law enforcement personnel, dispatch personnel, and victims of crime.
- Supervise assigned personnel in the daily operations of the program.
- Develop procedures for provision of services to victims.
- Ensure that victims are timely interviewed and service needs identified, if possible, within 24 hours after offense.
- Provide legal advocacy for victims by advising them of their rights, services available to assist victims, family members and pets, providing safety plans, and information concerning protective orders.
- Assist prosecutors in obtaining protective orders and preparing for court hearings by meeting with victims and other witnesses, obtaining statements, preparing affidavits, taking photographs and other assistance as directed by the prosecutor.
- Determine victim's eligibility for support systems
- Advise victims of the criminal justice process.
- Coordinate provision of services by providers to victims, including medical care, counseling, social services, indigent health, housing, shelter, MHMR, and child protective services.
- Develop a tracking system to assure timely notification to victims of court settings, schedules of services provided, and other events of importance.
- Personally, or through staff and/or volunteers, provide transportation for victims and family members as necessary (or coordinate provision of transportation with service providers or community advocates).
- Personally, or through assigned staff and/or volunteers, act as advocate for victims in all court proceedings, accompany victims to all court appearances and other activities as necessary to ensure that victims are not exposed to abusers, that all services are timely provided, and that the victims fully participate in the criminal justice process.
- Develop forms for documentation of services provided by the program and ensure that such forms are properly completed and filed to provide accurate documentation of support services provided to each victim.

- Assist victims in completing Victim Impact Statement and pursuing restitution, either through the Crime Victims' Compensation Act, or criminal court proceedings as appropriate, with follow-up, as necessary.
- Prepare and make presentations to community groups regarding crime victim issues.
- Recruit and train volunteers to provide assistance to victims.
- Arrange with local businesses (grocers, restaurants, and motels) to provide shelter and food in emergency situations.
- Arrange with the shelter or motels for housing of victims, children and pets.
- Assist victims and family members in securing clothing and other essential items from providers.
- Secure and provide victims with vouchers to be used for food at local grocery stores or restaurants.
- Assist victims in securing AFDC, indigent health care, H.U.D. housing, and mental health care, as applicable.
- Assist victims in communicating with employers, landlords, and creditors, as needed.
- Provide counseling, either in-house, or by contract, as needed.
- Make arrangements for provision of childcare as needed.
- Ensure compliance with applicable laws and regulations, grant requirements, County Orders, County and office policies and procedures.
- Attend meetings and other organizational functions on behalf of the Criminal District Attorney's office.
- Respond to citizen inquiries and complaints.
- Perform other duties as assigned by the department head.

Grant Coordinator

- Identify, research, screen, and rate prospective grant funders; develop and manage a grants calendar, including deadlines and restrictions; ensure all submission and reporting deadlines are met
- Compile information for, write, and edit grant inquiries and proposals, consistent with each funders' priorities, preferences, and guidelines.
- Review program, project, and activity budgets for which grant funding is sought and make recommendations to present it clearly and effectively to prospective funders
- Manage grant applications, keep in contact with grant-making entities, and provide additional and supportive materials when requested.
- Coordinate the development, submission and management of institutional grants.
- Prepare effective letters of inquiry and grant applications--manage drafting, revising, editing, and assembling support documents and organizing proposals independently and with program staff.
- Facilitate team formation, conceptualization, writing and review of major multidisciplinary proposals.
- Write and edit a variety of comprehensive narrative and budgetary justification for stylistic consistency according to a recognized and approved style, logic and policy of funding organizations.
- Track funding opportunities and inform collaborators and partners of potential grant funding opportunities. Track reporting schedules and facilitate development and writing of reports. Record and maintain data on proposal submissions and track annual numbers and funding amounts requested and awarded.
- Provide guidance and support to grant project directors/managers and others regarding grant guidelines and procedures governing state, federal and private grant proposal submissions; and reviewer expectations.
- Maintain continuity of writing style among different writers and throughout the material.
- Manage the development of several proposals, reports and other projects simultaneously to meet firm deadlines;
- Conceptualize and develop grant proposal templates for programs, special projects and capital opportunities.

Note: *The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.*

Knowledge, Skills, and Abilities

Ability to:

- If bilingual, Converse in English and Spanish, translate for victims and others whose primary language is Spanish.
- Exercise judgment, decisiveness, and creativity as required in stressful situations.
- Work with prosecutors, other personnel and volunteers so that all functions are accomplished in accordance with County and office policies and procedures and applicable laws, orders, and regulations.
- Communicate verbally and in writing to permit comprehension by others.
- Understand and correctly exchange information with supervisors and co-workers when giving and receiving assignments and instructions.

- Communicate in person, by telephone, and electronically, and interact in a courteous, respectful and effective manner with victims, the general public, judges, attorneys, elected and appointed officials of the County and of other organizations, other County personnel, and volunteers.
- Follow safe work practices including workplace safety policies and procedures.
- Perform light physical and intellectually stressful work in an office and/or court room environment
- Safely operate motor vehicles and travel locally and out of town.

Education and/or Experience

- High school diploma or GED;
- Bachelor’s degree from an accredited college or university in one of the following (or closely related) fields; mental health, social or behavioral sciences, or criminal justice. *Non-degree equivalent experience will be considered on a case-by-case basis.*
- Ten (10) years of full-time experience working in the following (or closely related) fields: crime victim advocacy, general mental health and behavioral counseling including clinical crisis intervention and/or trauma counseling.

You can qualify by an equivalent combination of education and experience, through EITHER years of education OR years of directly related experience, OR a combination of both

You can qualify with fewer years of experience IF YOU obtained SIGNIFICANTLY MORE relevant experience in criminal prosecution, such as number or types of trials, than one would typically receive within a similar time frame

Certificates, Licenses, Registrations

- Must possess a valid Texas Driver’s License

Additional Information

LANGUAGE SKILLS: Strong oral and written communication skills. Ability to effectively provide information and positively respond to questions from external and internal customers in person and by phone. Ability to write routine reports and correspondence. Ability to effectively present information in on-on-one and small group situations to clients and other employees of the organization.

MATHEMATICAL SKILLS: Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Must be able to apply common sense to carry out instructions provided in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, draw valid conclusions and attempt assistance. Investigates matters of considerable impact and must routinely deal with emotional and possibly uncooperative individuals.

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TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to cda@co.kendall.tx.us.

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If you require reasonable accommodation in completing an application, any pre-employment testing, the interview process, or otherwise participating in the selections, please direct your inquiries to Kendall County Human Resources at (830) 249-9343.

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Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

New timekeeping system

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Juanita Espino, Human Resources Director

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830.249.9343 ext. 600

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

3 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action to approve the purchase of a new time and attendance software program.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Tyler Technologies Time and Attendance software is a better system that is tied to our financial program. Supervisors will have up to date and accurate leave information of employees in the respective departments.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Quote provided by Tyler Technologies.

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

none



Sales Quotation For:
 Kendall County
 201 E San Antonio Ave
 Boerne TX 78006-2013
 Trisha Coons
 +1 (830) 331-8247
 trisha.coons@co.kendall.tx.us

Quoted BY Robin Reeves
 Quote Expiration 10/18/25
 Quote Name Time & Attendance w-
 Mobile Access

Tyler Annual Software – SaaS			
Description	List Price	Discount	Annual
Tyler One			
Identity			
Workforce Direct	\$ 0	\$ 0	\$ 0
Time & Attendance			
Time & Attendance	\$ 16,334	\$ 1,633	\$ 14,701
TOTAL:	\$ 16,334	\$ 1,633	\$ 14,701

Third Party Software & Hardware				
Description	Quantity	Unit Price	Extended Price	Annual
Tyler One				
Time & Attendance				
Touchscreen 7 : No Reader	3	\$ 0	\$ 6,285	\$ 629
TOTAL:			\$ 6,285	\$ 629

Services			
Description	Hours/Units	Extended Price	
Time & Attendance			
Professional Services	128	\$ 18,560	
Project Management	1	\$ 2,000	
TOTAL:			\$ 20,560

Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 14,701
Total Third Party Hardware, Software, Services	\$ 6,285	\$ 629
Total Tyler Services	\$ 20,560	
Summary Total	\$ 26,845	\$ 15,330

Comments

Work will be delivered remotely unless otherwise noted in this agreement.

Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

Client will work with a third party for Identity Provider.

Workforce Direct

The use of certain Tyler application(s) requires Client to engage and use an identity provider that meets Open ID Connect (OIDC) or Security Assertion Markup Language (SAML) standards (each, an "IdP"), such as Microsoft Entra ID, Okta, Google Cloud Identity or RapidIdentity. Client will permit these applications to directly federate with such IdP. Client is responsible for (a) keeping Client and its representatives' passwords secure and confidential, (b) any account activity or access that occurs pursuant to Client and its representatives' passwords, its account or IdPs, and (c) notifying Tyler of any unauthorized access to its account. If you already have an IdP in place, you must provide Tyler with the name of the IdP and IT provider contact to facilitate federation. Failure to provide Tyler with the ability to federate to a supported IdP may result in disrupted deployment and implementation schedules and additional costs. If you do not have an IdP in place, please contact us for additional information in a timely manner.

Time & Attendance

Time & Attendance includes Time & Attendance Mobile Access

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.

- Annual Maintenance and Support fees are first payable when Tyler makes the software accessible to the Client, and SaaS fees, Hosting fees, and Subscription fees are first payable on the first day of the month following the date this quotation was signed (or if later, the commencement of the agreement's initial term). Any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the agreement.

Fees for services included in this sales quotation shall be invoiced as indicated below.

- Implementation and other professional services fees shall be invoiced as delivered.
- Client has six months to use the services. If Client does not use the services within six months, Tyler may remove the unused services or issue a new quote to provide services at then-current rates.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____

Date: _____

Print Name: _____

P.O.#: _____



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Appoint Public Information Officer

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Shane Stolarczyk, County Judge

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 296

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

7 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action on appointing Lisa Cronen Kendall County's Public Information Officer.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

The purpose is to ensure timely communication between the county government and the public. The PIO will allow for centralized communication and coordination to ensure the county is meeting legal and regulatory compliance.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Temporary management of the General Counsel Budget

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Nicole Bishop, Interim General Counsel/District Attorney
Shane Stolarczyk, County Judge

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 296

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

2 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action on order granting Nicol Bishop managment of the General Counsel budget while acting as interim General Counsel.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Necessary to manage department budget and authorize expenditures as temporary department head.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Commissioners Court

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Replace Electronic Door Operators and System Components

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Richard Chapman Commissioner Pct.3
Brian Stegall IT Director

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

5 Minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action to approve using up to 45K (Forty-five Thousand) dollars of ARPA funds to complete the repairs on the Boerne EMS Building.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

The system is failing and all components are at or past "end of life". One door is not working as as other failures occur, no parts or service is available.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2023

SUBJECT: Enter a brief description of the agenda request.

Facility Use Agreement

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Richard Chapman
Commissioner Pct. 3

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 X339

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

5 Minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action to approve a facility use agreement for the training rooms at Voss and Boerne EMS.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

To provide a means by which the public can use the training rooms and the Boerne and Voss EMS stations.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

General Guidelines, a property use application and an idemnification form.

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

**KENDALL COUNTY FACILITIES MANAGEMENT
PROPERTY USE APPLICATION**

PLEASE COMPLETE ALL SECTIONS.

Location requested: _____

Event Date(s): _____

Time of event: _____

Description of event (if more than three lines, please provide an attachment):

_____ Electricity required

_____ Set up equipment (tables/chairs/podium/speakers, etc.) requested from County

Contact Person: _____

Address: _____ City: _____ State: __ Zip: _____

Cell phone number: _____ Email: _____

Name of Organization: _____

_____ Non-Profit _____ For-Profit

Primary contact person: _____

Address: _____ City: _____ State: __ Zip: _____

Business phone number: _____ Email: _____

Event on-site contact person & cell phone number: _____

Applicant's signature: _____

Applicant's printed name: _____

Date: _____

***Attach copy of Contact Person's Driver's License**

Guidelines for the Use of County-Owned Property (Excludes County Parks & Recreational Facilities)

The Kendall County Commissioners Court is responsible for policy development and budgetary control within the county government. They have the authority to provide and maintain county facilities and set regulations for the control and security of all buildings and grounds owned, operated, or leased by Kendall County.

This policy ensures that county facilities are used efficiently for government business and guarantees the safety of employees and the public. All county facilities are designated for governmental purposes, though the Commissioners Court can authorize exceptions or amend the policy as needed.

The policy is enforced fairly and without discrimination based on political, religious, philosophical, or ideological viewpoints.

Policy Guidelines:

Submission Process:

- Submit the Property Use Agreement with and Indemnification Form via email to lissy.sanmiguel@co.kendall.tx.us
- The locations that may be requested are:
 - Voss EMS Training Room; 40 Voss Parkway Bergheim, TX 78006
 - Main EMS Training Room; 1175 N. Main, Boerne, TX 78006

Usage Fee:

- A usage fee, set by the Commissioners Court, may be required before the event date. This fee covers associated costs. Additional costs may apply based on the request. The invoice must be paid no later than two hours before the event. The County may pursue legal remedies for non-payment of billed amounts for damage repair.

**RELEASE, INDEMNIFICATION
AND HOLD HARMLESS AGREEMENT**

THAT I, the undersigned _____, hereby
RELEASE and **HOLD HARMLESS** Kendall County, Texas (“County”) and all of its officials,
officers, agents and employees in both their public and private capacities, from any and all
claims, losses, damages, causes of action, suits and liability of every kind that may arise from any
of their act(s) and/or omission(s) that may occur as a result of my request to seek their help,
assistance, and/or service in connection with _____
_____.

It is further agreed that the execution of this “**Release, Indemnification and Hold
Harmless Agreement**” will not constitute a waiver by the County of the defense of governmental
immunity where applicable, or any other defense recognized by law and/or the courts of the State
of Texas.

SIGNED this the _____ day of _____, 20_____.

Signature: _____

Printed Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone #: _____



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Kendall County EMS & Fire Services public survey

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Andra M. Wisian, Kendall County Commissioner, Pct. 2
Richard Chapman, Kendall County Commissioner, Pct. 3

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

Commissioner Wisian, 830-431-0391
Commissioner Chapman, 830-431-5361

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

5 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consider and take all appropriate action to release to the public the results of the Kendall County EMS & Fire Services Survey.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

The Kendall County EMS & Fire Services Survey has concluded, and was commissioned for public release as well as to assist the Commissioners Court in planning for vital emergency services.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Survey results

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

CountyPOV Dashboard

Fire / EMS Survey
Kendall County, TX
2025



Background

The County commissioned OnPointe Insights to conduct the Fire department EMS survey from April 9th to May 10th, 2025. A total of 924 surveys were completed (+/- 3.2% statistical margin of error). The online survey measured...

- Refer a Friend Rating (willingness to refer the County to a friend)
- Comparison to other cities
- EMS department awareness and rating
- Fire department awareness and rating
- Support for increasing property taxes
- Support for increasing sales taxes
- Expansion priorities
- Volunteering interest
- Demographics

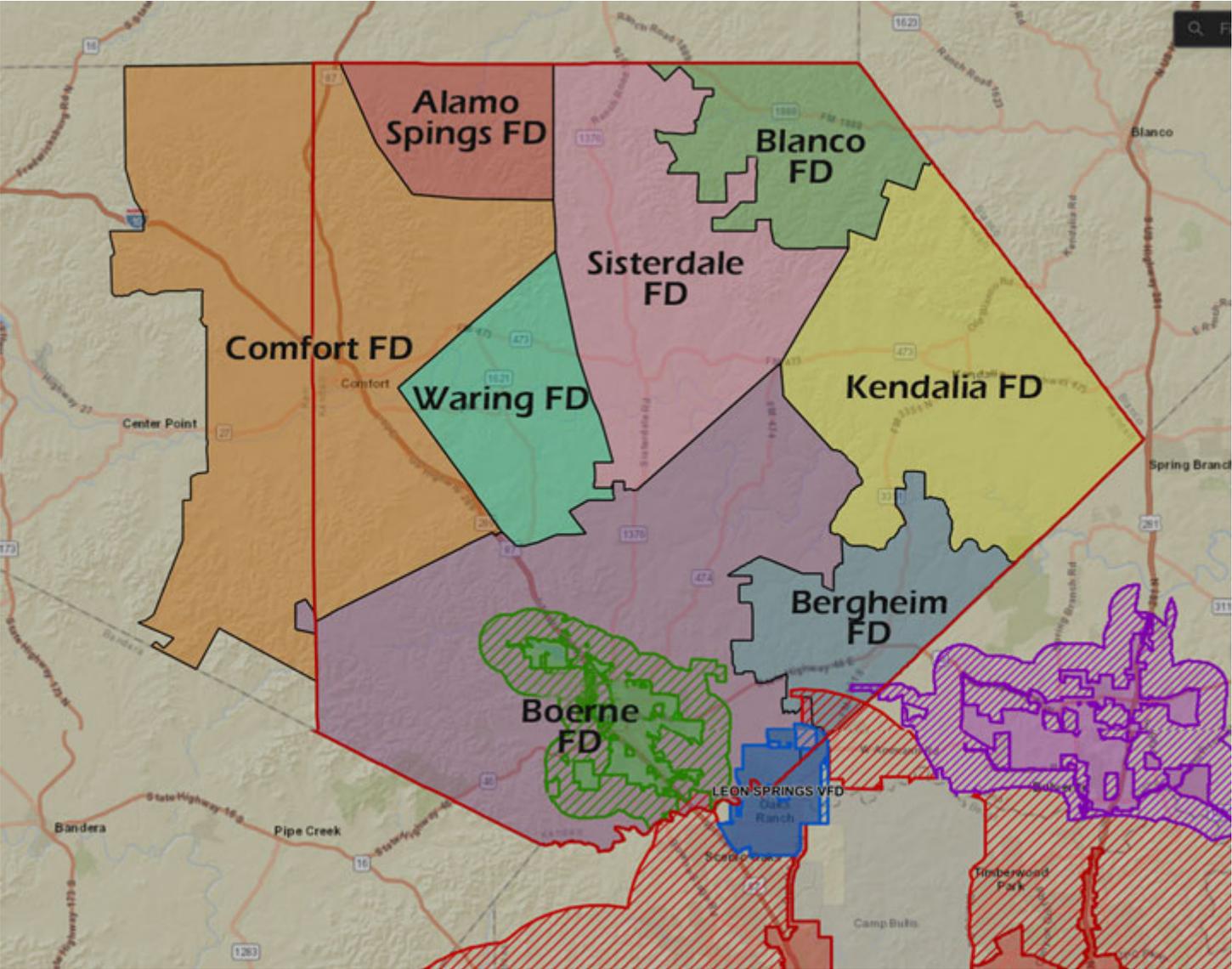
Reviewing the data

This Online Dashboard presents results in an interactive way.

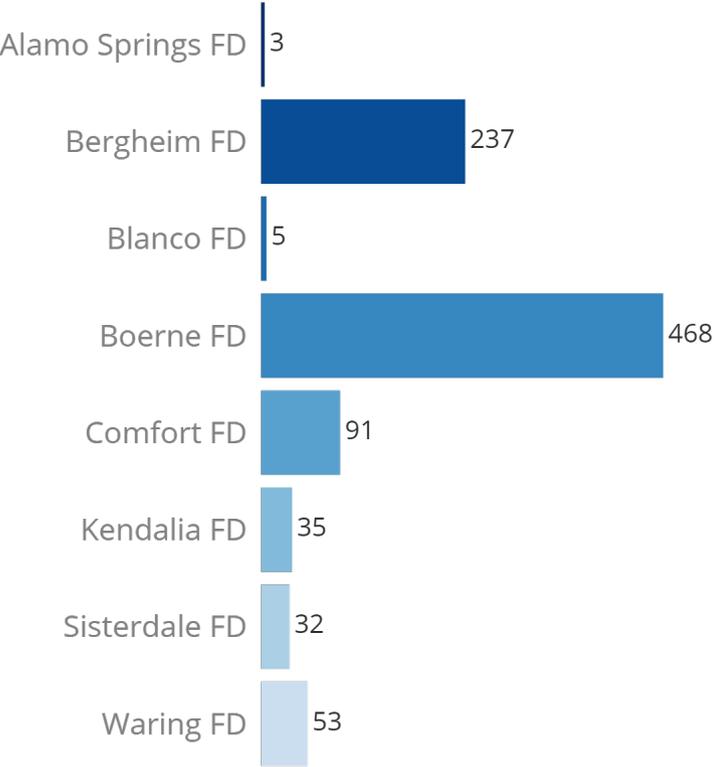
- Use filters to explore (like age, gender and time in the County)
- Review comments by filtering on specific topics.
- Download the data you want into PDF or PowerPoint.

Kendall County Fire District of Participants

Kendall County



Count in each FD



Sample Size: 924

Demo Filters

Age

(All)

Time in County

(All)

Children at home

(All)

Area

(All)

Residence type

(All)

Insurance cancellation

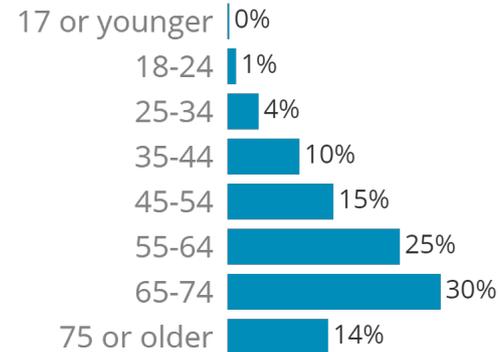
(All)

Education level

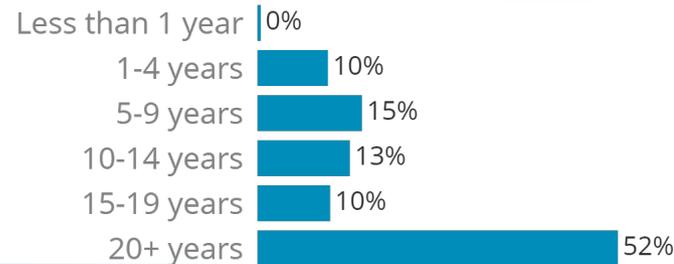
(All)

Sample: 924

Age



Years in County



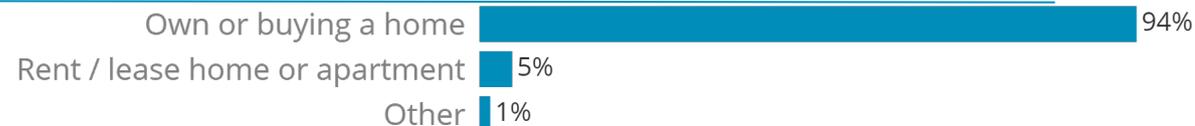
Children



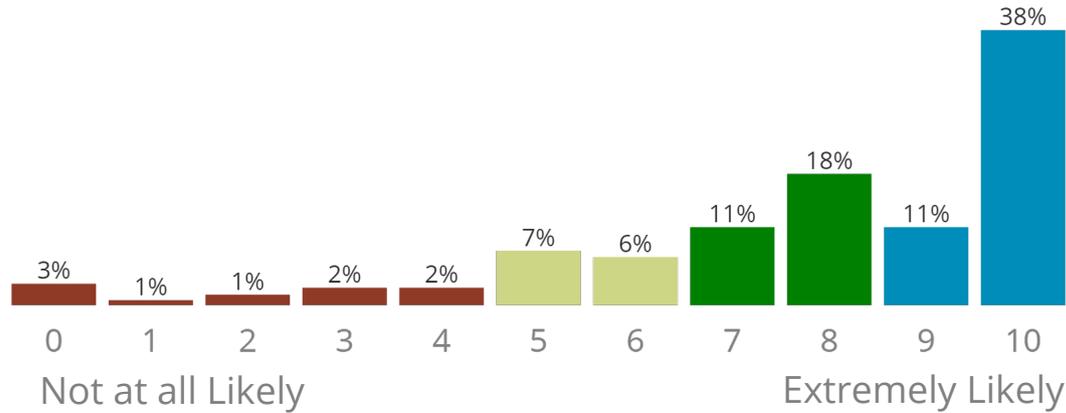
Education level



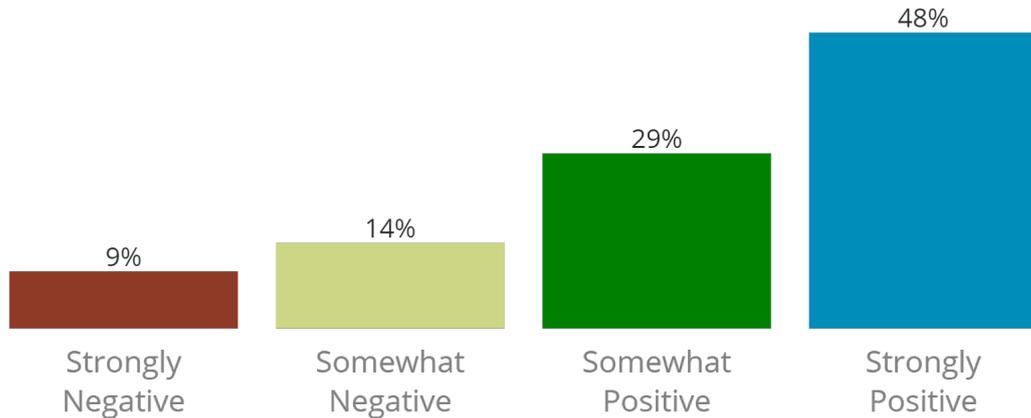
Residence



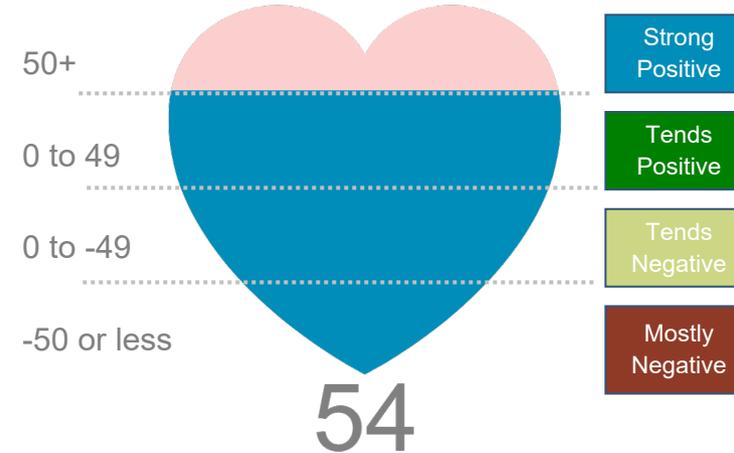
Would Refer a Friend (from 0 to 10)



Recommend to a Friend - Groupings



County Refer a Friend Score



The Refer a Friend Score is calculated by subtracting both Negative from both Positive ratings

Demo Filters

Age

(All)

Time in County

(All)

Children at home

(All)

Area

(All)

Residence type

(All)

Insurance cancellation

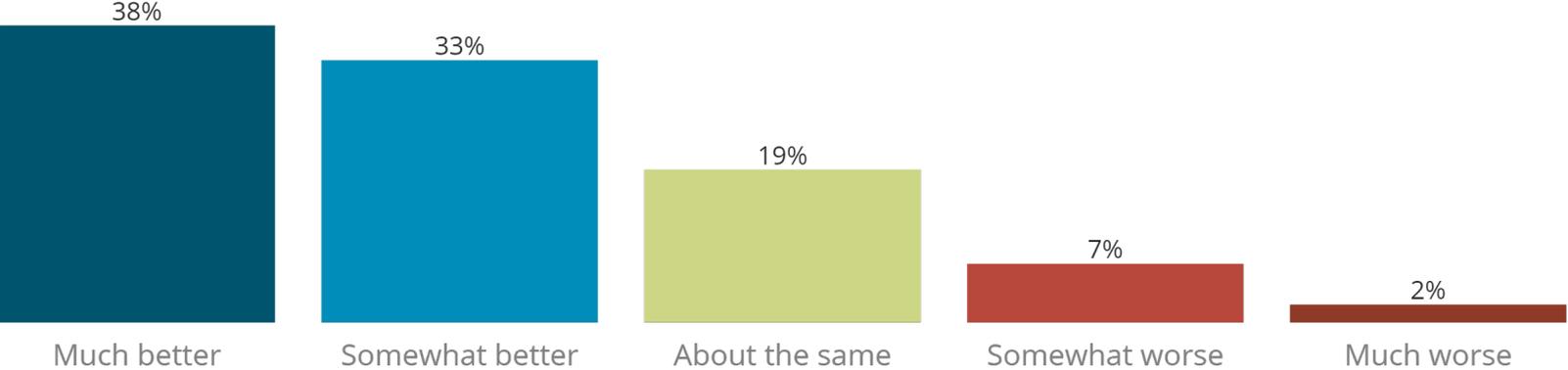
(All)

Education level

(All)

Sample: 924

Compared to other counties



Demo Filters

Age

Time in County

Children at home

Area

Residence type

Insurance cancellation

Education level

Sample: 924

County-Supported Volunteer Fire Department Services

The County-supported Volunteer Fire Departments have recently provided key services across multiple fire response areas. These include:

- **Alamo Springs**
- **Bergheim**
- **Boerne (excluding within city limits)**
- **Comfort**
- **Kendalia**
- **Sisterdale**
- **Waring**

The data on the following pages were provided by the county and shown to respondents as background information about their local fire department and county EMS services..

Here are some key details about the recent services provided by the County Emergency Medical Services (EMS). They are independent from Volunteer Fire Departments.

Kendall County EMS	City #	County #
Calls	2734	1978
Avg Resp Time	8	13
Avg Time on Scene	20	19
	40	40

Kendall County EMS	All Visits
Medical	724
Falls	576
Motor Vehicle Accident	462
Diff Breathing	214
Sick Person	201
Abd Pain	156
Altered Mental	155
Chest Pain	143
Seizures	111
Other	90

Alamo Springs VFD	Area #	Area %	County %
Fire	8	14%	8%
Medical assist/rescue	21	37%	45%
Hazardous conditions	0	0%	5%
Service	11	19%	12%
Good intent*	10	18%	23%
Alarms no Fire	7	12%	7%
Total	57	100%	100%

Boerne FD (county only excludes City of Boerne)	Area #	Area %	County %
Fire	50	6%	8%
Medical assist/rescue	368	44%	45%
Hazardous conditions	89	11%	5%
Service	90	11%	12%
Good intent*	188	22%	23%
Alarms no Fire	57	7%	7%
Total	842	100%	100%

Kendalia VFD	Area #	Area %	County %
Fire	3	9%	8%
Medical assist/rescue	19	56%	45%
Hazardous conditions	1	3%	5%
Service	3	9%	12%
Good intent*	7	21%	23%
Alarms no Fire	1	3%	7%
Total	34	100%	100%

Waring VFD	Area #	Area %	County %
Fire	19	21%	8%
Medical assist/rescue	46	50%	45%
Hazardous conditions	1	1%	5%
Service	13	14%	12%
Good intent*	11	12%	23%
Alarms no Fire	2	2%	7%
Total	92	100%	100%

*Good intent, e.g. canceled enroute, smoke scare, controlled burns, etc.

Bergheim VFD	Area #	Area %	County %
Fire	33	6%	8%
Medical assist/rescue	257	48%	45%
Hazardous conditions	9	2%	5%
Service	73	14%	12%
Good intent*	122	23%	23%
Alarms no Fire	40	7%	7%
Total	534	100%	100%

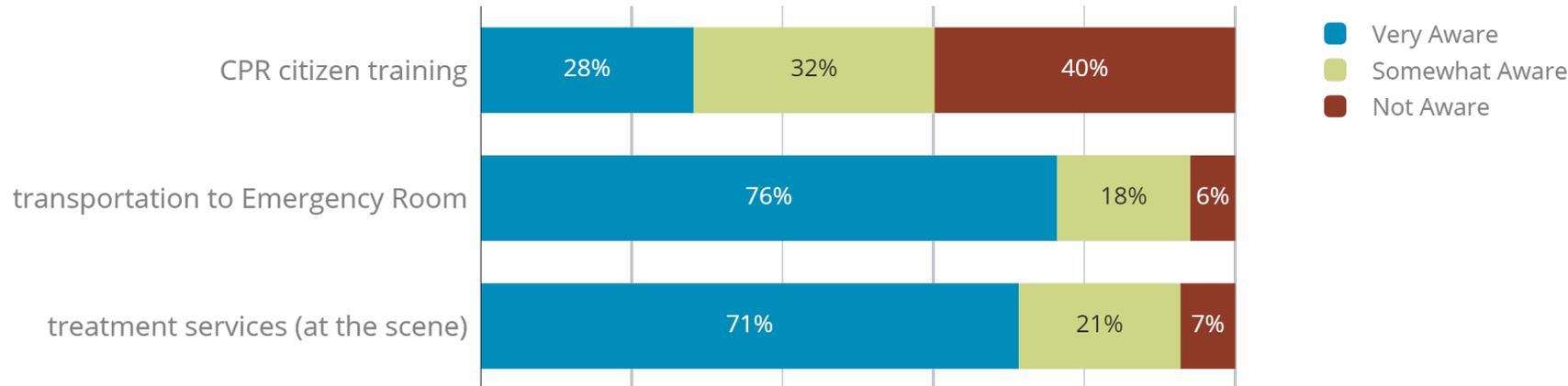
Comfort VFD	Area #	Area %	County %
Fire	43	8%	8%
Medical assist/rescue	227	45%	45%
Hazardous conditions	6	1%	5%
Service	65	13%	12%
Good intent*	133	26%	23%
Alarms no Fire	33	7%	7%
Total	507	100%	100%

Sisterdale VFD	Area #	Area %	County %
Fire	14	16%	8%
Medical assist/rescue	40	46%	45%
Hazardous conditions	0	0%	5%
Service	9	10%	12%
Good intent*	23	26%	23%
Alarms no Fire	1	1%	7%
Total	87	100%	100%

Kendall County	County #	County %
Fire	170	8%
Medical assist/rescue	978	45%
Hazardous conditions	106	5%
Service	264	12%
Good intent*	494	23%
Alarms no Fire	141	7%
Total	2153	100%

*Good intent, e.g. canceled enroute, smoke scare, controlled burns, etc.

EMS department awareness



EMS department rating



Demo Filters

Age

(All)

Time in County

(All)

Children at home

(All)

Area

(All)

Residence type

(All)

Insurance cancellation

(All)

Education level

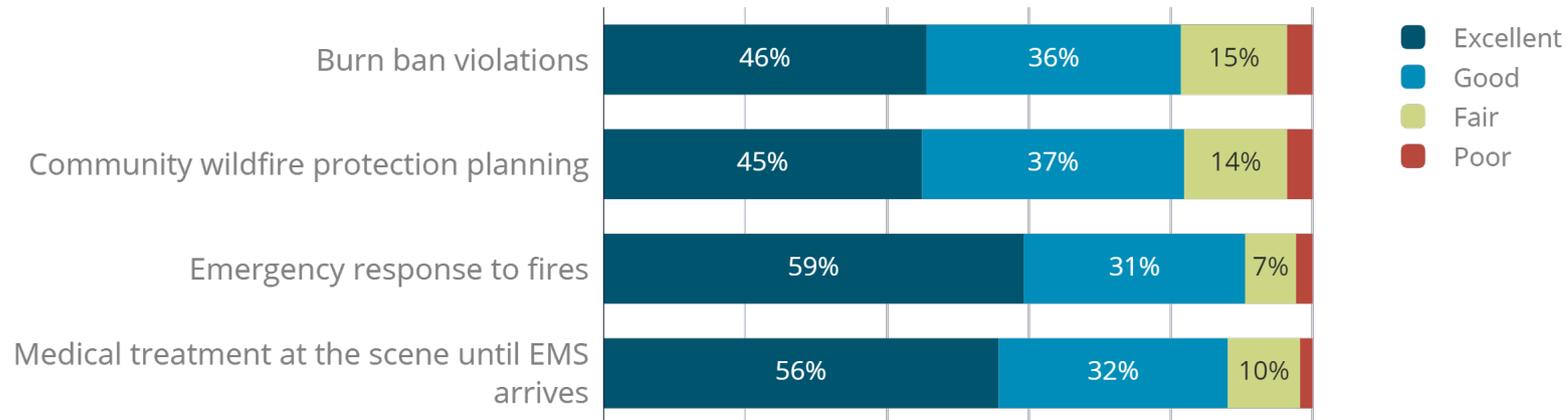
(All)

Sample: 924

Fire department awareness



Fire department rating



Demo Filters

Age

(All)

Time in County

(All)

Children at home

(All)

Area

(All)

Residence type

(All)

Insurance cancellation

(All)

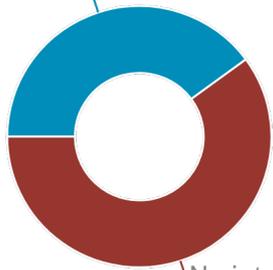
Education level

(All)

Sample: 924

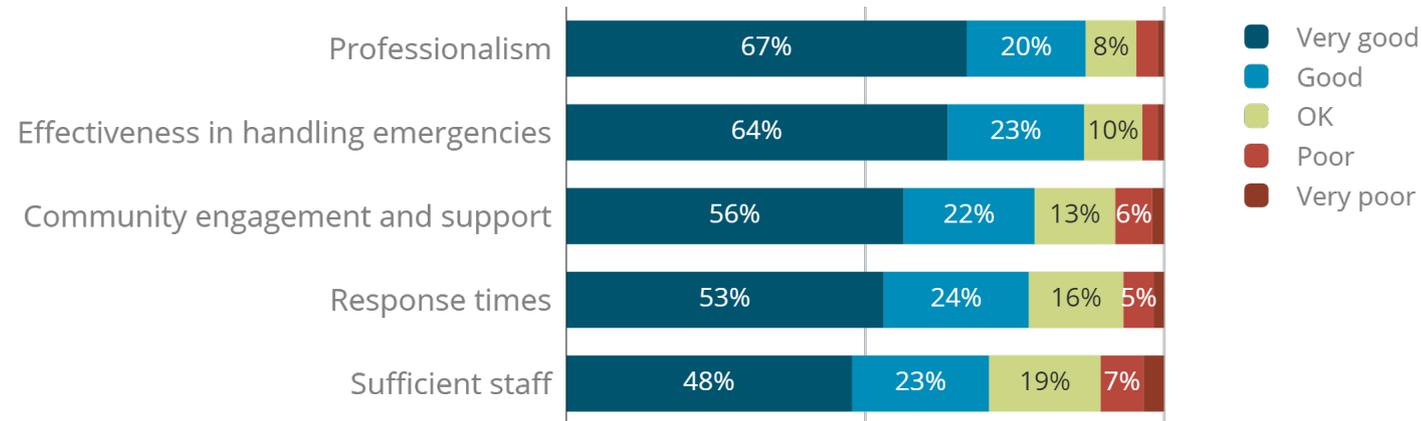
Contacted EMS in the past year

Yes, interacted:
40%

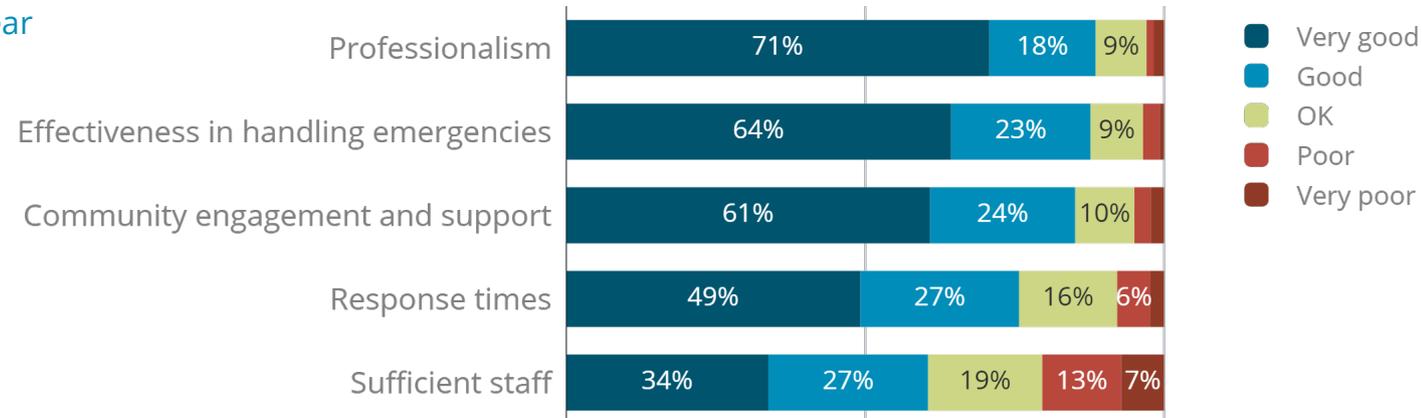


No interaction:
60%

Emergency department staff rating

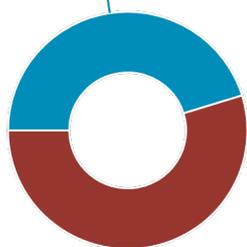


Fire department staff rating - All Areas Combined



Contacted Fire Department in the past year

Yes, interacted:
45%



No interaction:
55%

Demo Filters

Age

(All)

Time in County All

Children at home

(All)

Area

(All)

Residence type

(All)

Insurance cancellation

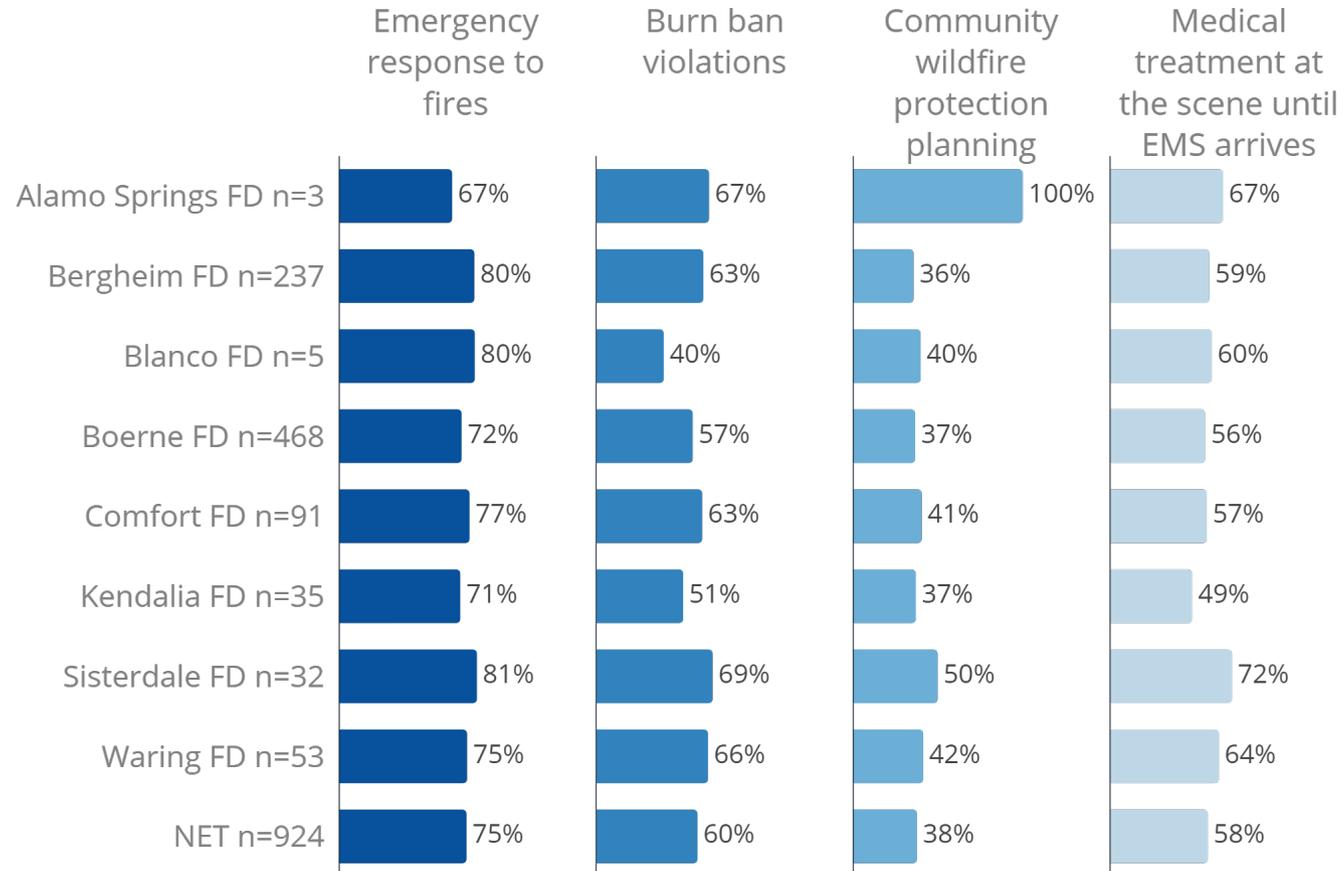
(All)

Education level

(All)

Sample: 924

% Very Aware



Demo Filters

Age

(All)

Time in County

(All)

Children at home

(All)

Area

(All)

Residence type

(All)

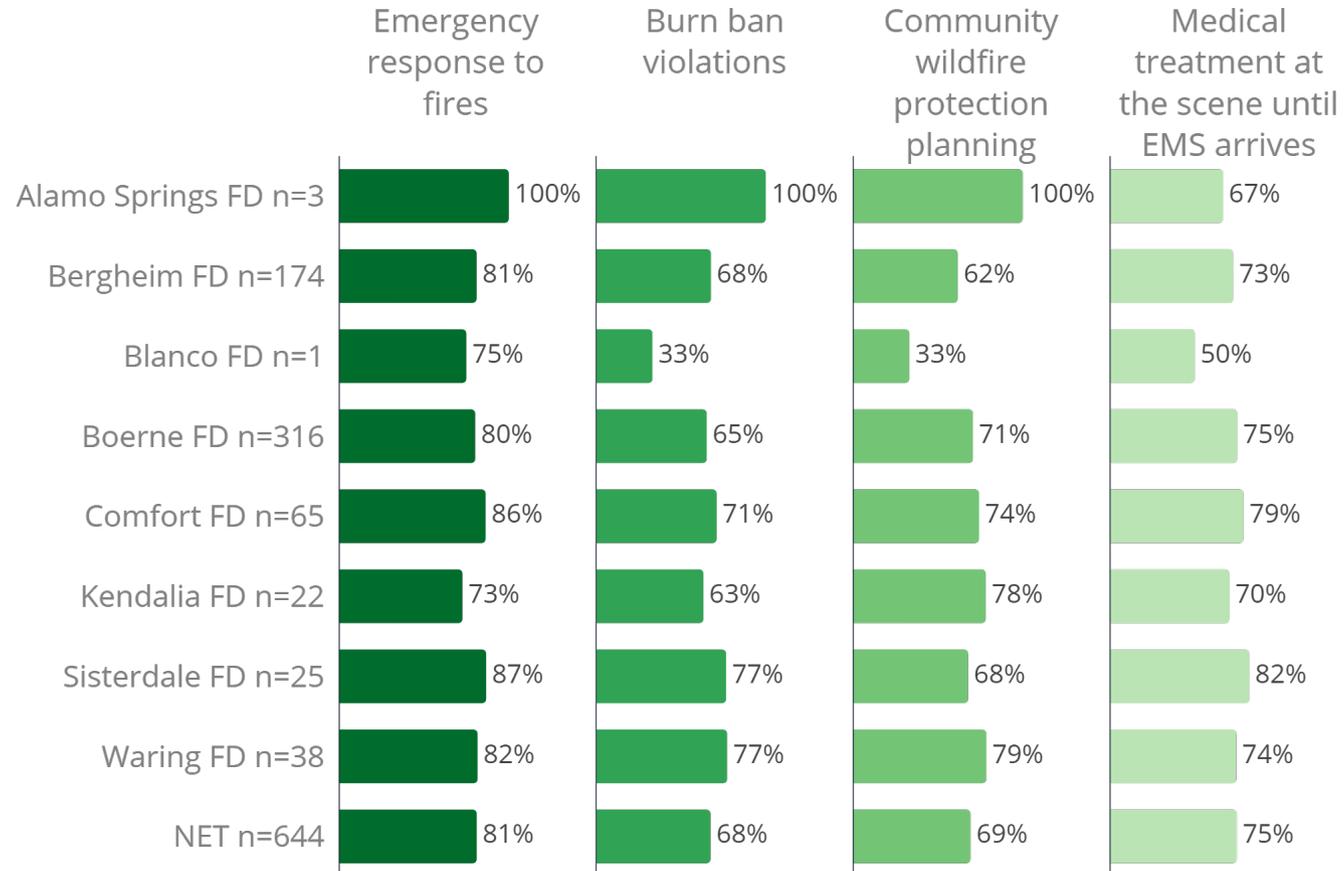
Insurance cancellation

(All)

Education level

(All)

% Excellent / Good



Demo Filters

Age

(All)

Time in County

(All)

Children at home

(All)

Area

(All)

Residence type

(All)

Insurance cancellation

(All)

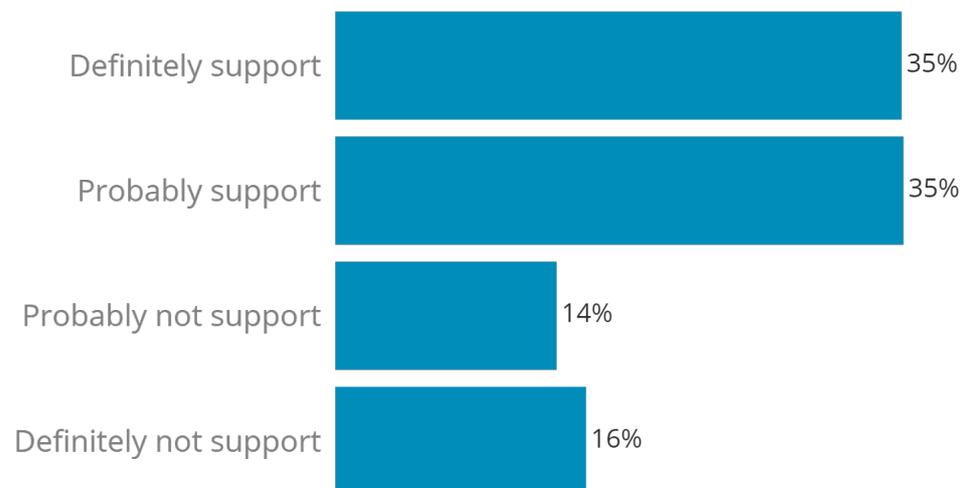
Education level

(All)

Kendall County EMS is fully funded by County property taxes.

Currently, the County-supported Volunteer Fire Departments are funded by a combination of County taxes, donations, grants, and fundraisers.

To invest in additional staffing, expansion of facilities/new stations, fire apparatus, gear, and miscellaneous equipment we may need a small increase in property taxes.



Demo Filters

Age

(All)

Time in County

(All)

Children at home

(All)

Area

(All)

Residence type

(All)

Insurance cancellation

(All)

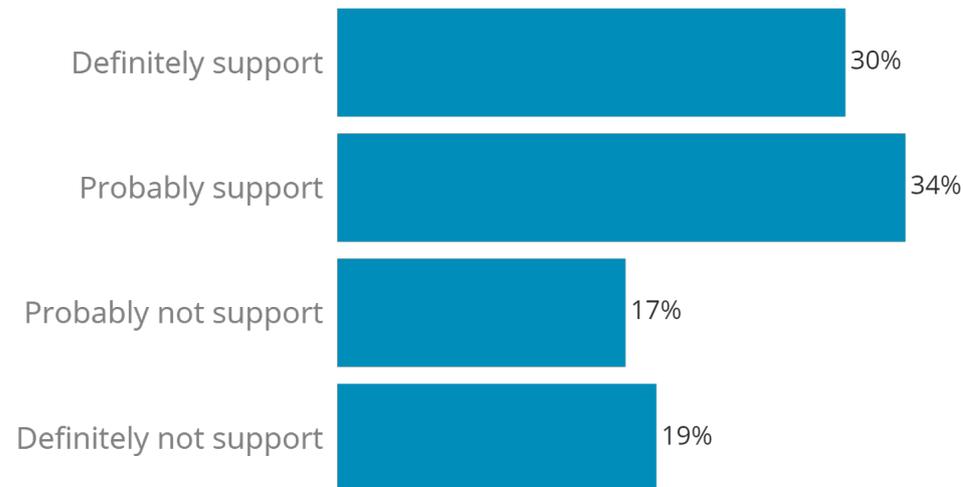
Education level

(All)

Sample: 924

To invest in additional staffing, expansion of facilities/new stations, fire apparatus, gear, and miscellaneous equipment for County-supported Volunteer Fire Departments, a County sales tax is another option. All County residents and visitors to the unincorporated part of the County would pay the sales tax on certain purchases.

The State of Texas currently has a sales tax of 6.25%, and Kendall County adds an additional 0.5%, equating to 6.75%.



Demo Filters

Age

Time in County

Children at home

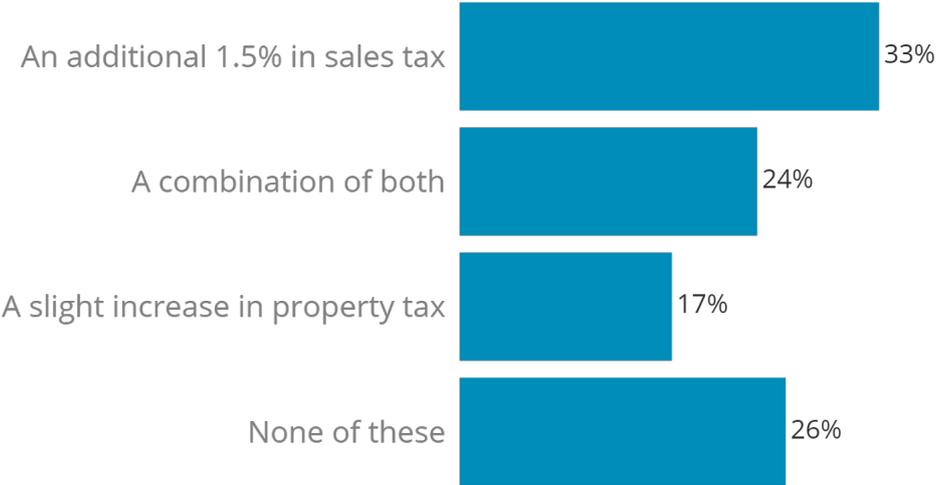
Area

Residence type

Insurance cancellation

Education level

Sample: 924



Demo Filters

Age

Time in County

Children at home

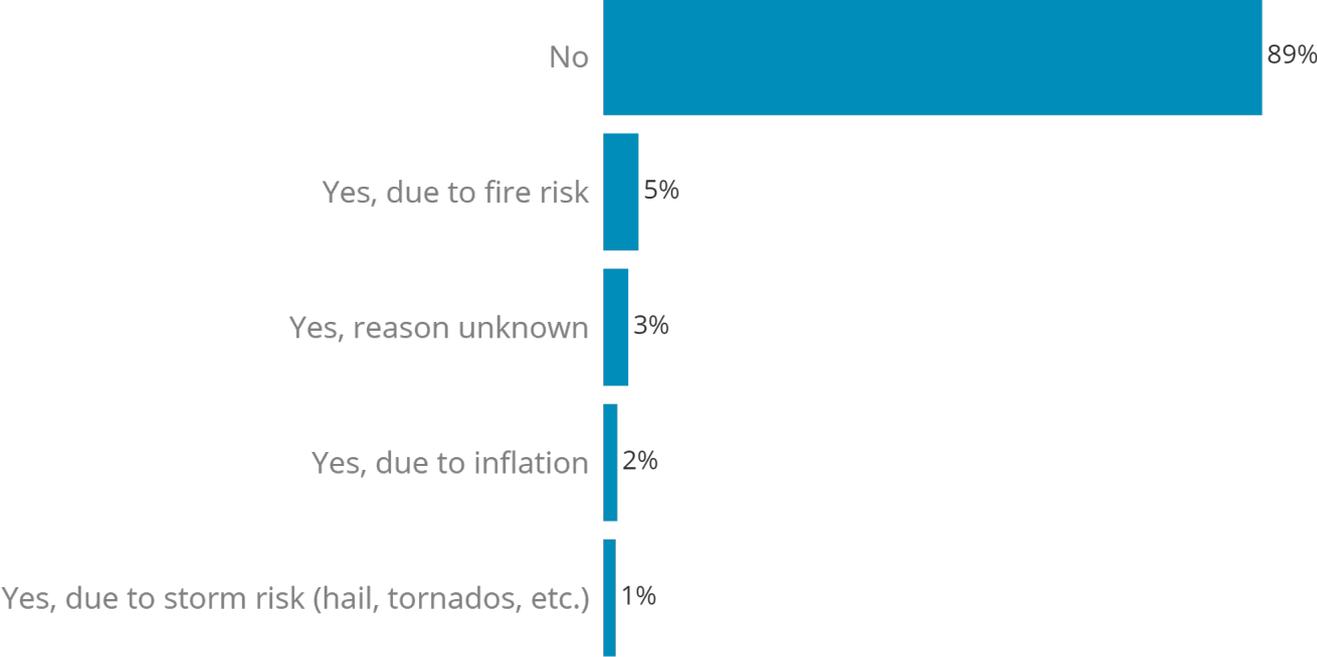
Area

Residence type

Insurance cancellation

Education level

Sample: 924



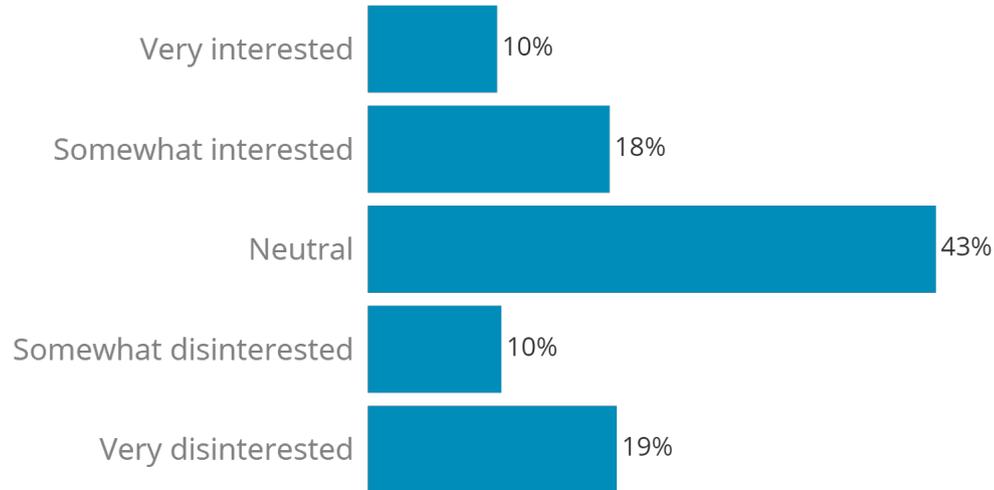
Demo Filters

- Age: (All)
- Time in County: (All)
- Children at home: (All)
- Area: (All)
- Residence type: (All)
- Insurance cancellation: (All)
- Education level: (All)

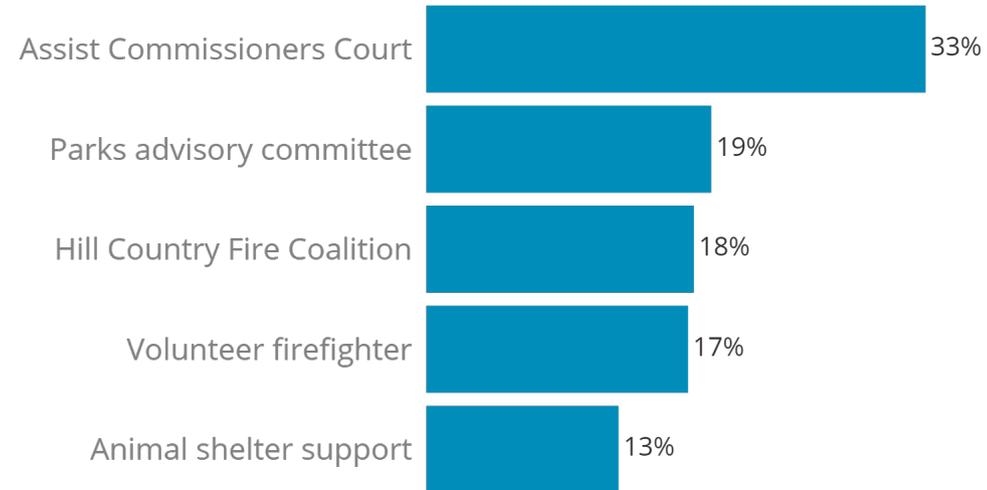
Sample: 924

Kendall County has opportunities for resident volunteers to support Volunteer Fire Departments, the animal shelter, the parks advisory committee, the Hill Country Fire Coalition, and assisting the Commissioners Court.

Interest in Volunteering



Volunteering interest



Demo Filters

Age

(All)

Time in County

(All)

Children at home

(All)

Area

(All)

Residence type

(All)

Insurance cancellation

(All)

Education level

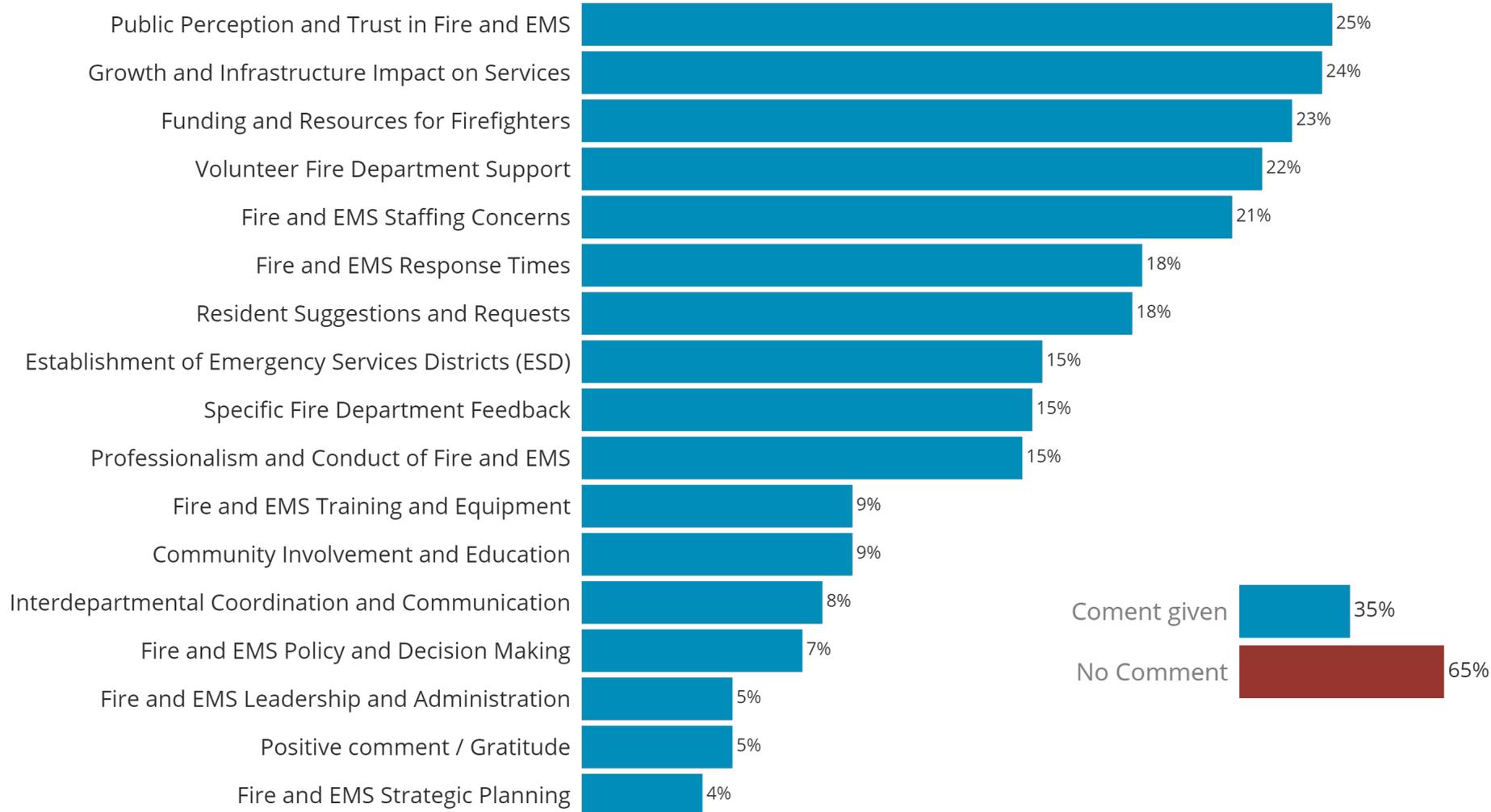
(All)

Sample: 924

Comments: Anything more to say?

Kendall County

We asked residents to add any additional comments. This is a summary.



Demo Filters

Age

(All)

Time in County

(All)

Children at home

(All)

Area

(All)

Residence type

(All)

Insurance cancellation

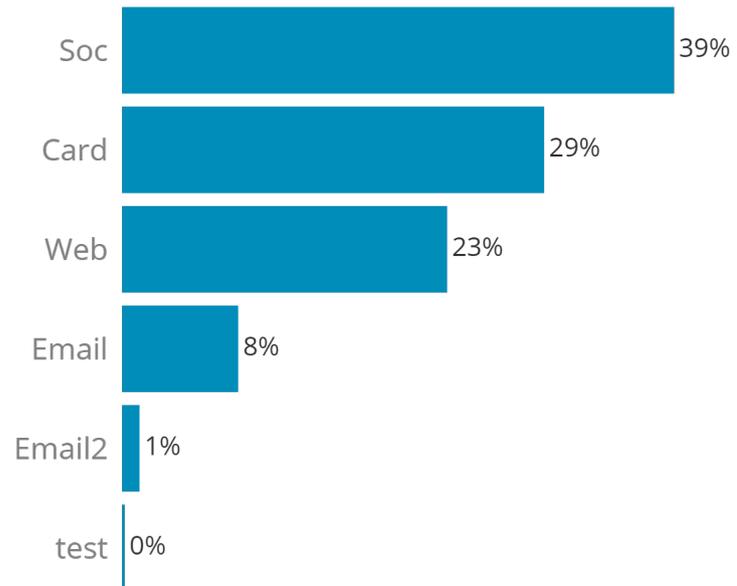
(All)

Education level

(All)

Sample Size: 304

Survey Invitation Source



	Average	Minimum	Median
Time_Minutes	8.5↑	1.7	7

Demo Filters

Age

Time in County

Children at home

Area

Residence type

Insurance cancellation

Education level



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Resolution supporting water conservation and sustainability

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Andra M. Wisian, Kendall County Commissioner, Pct. 2

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-431-0391

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

10 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consider and take all appropriate action to adopt a resolution supporting water conservation and sustainability.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

It is important to communicate to County residents that the Commissioners Court supports water conservation and sustainability

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Draft of resolution

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

None

Exhibit A

Water Conservation & Water Sustainability for all Stakeholders

RESIDENTS

Indoor Water Conservation Tips:

Repair or replace leaking fixtures

Install water-efficient fixtures

Modify water use habits, including:

- Taking shorter showers
- Filling the tub halfway or less
- Turning off the water while showering, shaving, and brushing teeth
- Using a dishwasher instead of hand washing, scraping food from dishes instead of pre-washing, and using one wash water sink and one rinse sink
- Using minimal water when cooking and put a lid on pots to reduce evaporation.
- Avoiding using running water to thaw frozen foods.
- Keeping a pitcher of cold water in the refrigerator instead of running the tap until it gets cold and using a refillable water glass or bottle to reduce dishwashing.
- Composting food scraps instead of using water-consuming garbage disposals

Outdoor Water Conservation Tips:

Water less frequently and more deeply to encourage deeper, more drought-tolerant root systems.

Water lawns and gardens before 10 a.m. and after 6 p.m. to minimize evaporation, and do not water on windy days.

To reduce runoff in clay soil, use the "cycle and soak" method by sprinkling periodically, for short durations to allow water to soak in, and then sprinkling again.

Regularly inspect sprinkler heads to ensure they are aimed and fix any leaks or broken heads.

Install irrigation controllers that automatically adjust and turn off watering based on rainfall.

For targeted watering of specific plants, water manually with a hose with a shut-off nozzle or a watering can instead of sprinklers.

Choose Drought-Tolerant Landscaping, including native and adapted species.

Consider replacing some or all of the lawn with drought-tolerant groundcover, native plants, or xeriscaping.

Raise the mower blade height so taller grass can shade the soil, reduce evaporation, and promote deeper root growth.

Apply a layer of mulch around plants and garden beds to help retain soil moisture, reduce evaporation, suppress weeds, and moderate soil temperature. Leave grass clippings on the lawn as mulch.

Install rainwater harvest systems or rain barrels to collect rainwater from your roof for irrigation and home use.

Cover pools and spas to reduce evaporation.

Patronize commercial car washes that recycle water, and when washing a car at home, use a bucket of soapy water and a hose with a shut-off nozzle.

Use a broom to clean driveways, sidewalks, and patios instead of hosing them down.³²

Use a soil moisture meter to determine when plants need water, preventing overwatering.

COMMUNITY AND REGIONAL EFFORTS:

Be aware of and adhere to any water restrictions or drought contingency plans implemented by water utility providers.

Inquire about rebates and other incentives for rainwater harvesting or other conservation programs, rebates, and educational resources.

Report water waste and excessive runoff to the appropriate utility company.

Support state and local water conservation initiatives aimed at water conservation and drought preparedness.

Understand the sources of the County's water and the challenges facing those water sources, especially during drought conditions, fostering a greater appreciation for water conservation.

WATER UTILITY PROVIDERS

Place a pause on any new water utility service agreements in the service area until new regional water supply projects are developed.

Develop a drought contingency plan and enforce water use restrictions during drought conditions, as mandated by the Texas Commission on Environmental Quality.

Explore and develop alternative water sources, such as rainwater harvesting, stormwater capture and reuse, and graywater reuse.

Explore the feasibility of storing treated water underground in aquifer storage and recovery during wet periods for use during dry periods.

Conduct regular and thorough water loss audits to identify the volume and sources of water loss within the distribution system.

Implement proactive leak detection programs and invest in upgrading and replacing aging water infrastructure, including pipes and meters, which are prone to leaks and inefficiencies.

Ensure the accuracy of water meters for both supply and customer use and implement measures to prevent and detect unauthorized water use, such as theft or illegal connections.

Develop and implement comprehensive public education campaigns to raise awareness about water conservation practices working with local businesses, schools, and community organizations.

Offer programs and incentives to encourage customers to adopt water-efficient fixtures and practices.

COW CREEK GROUNDWATER CONSERVATION DISTRICT

Conduct workshops on water-wise landscaping (xeriscaping), efficient irrigation techniques, and indoor water conservation measures.

Develop and implement water conservation education programs for local schools.

Provide Technical Assistance to well owners on water-efficient well management, leak detection, and best management practices for various water uses.

Collaborate with the County and local municipalities, agricultural organizations, businesses, and environmental groups to promote water conservation initiatives and amplify their reach.

Offer or facilitate water audits for residential, commercial, and agricultural users to identify areas for potential water savings.

Provide information and resources on the benefits and techniques of rainwater harvesting and graywater reuse.

Continue to look at new rules and continue to enforce rules that conserve, preserve, protect, recharge, and prevent waste of groundwater, including well-spacing, production limits, well construction standards, and permitting.

Implement and enforce Drought Contingency Plans with specific water conservation measures that become mandatory during declared drought stages.

Continue to drill monitor wells to collect data about groundwater levels, water quality, and water use within the district is crucial for informed decision-making and for evaluating the effectiveness of conservation efforts.

Work with Groundwater Management Areas in joint planning with other districts to establish Desired Future Conditions for the aquifers.

PRIORITY GROUNDWATER MANAGEMENT AREA 9

Continue to work with the Cow Creek Groundwater Conservation District to address critical groundwater problems and to conserve, preserve, and protect the recharge and storage of groundwater and groundwater reservoirs.

TEXAS OFFICE OF THE GOVERNOR AND THE TEXAS LEGISLATURE

Advocate for specific water-related legislation, clearly articulating the urgency of addressing Texas's water challenges, and work to build consensus and facilitate collaboration among all stakeholders.

Support proposals for dedicated funding streams for water infrastructure projects to ensure that sufficient state resources are allocated to water conservation, infrastructure development, and drought mitigation efforts.

Recognize that water needs vary across the state, and work with the Texas Water Development Board's regions and the Priority Groundwater Management Areas to plan accordingly.

Promote water conservation as a key component of Texas's water strategy, encouraging both individual and institutional efforts to reduce water consumption.

Sources

Texas Water Development Board

Guadalupe-Blanco River Authority

U.S. Census Bureau Quick Facts

Environmental Protection Agency, Water Sense

Alliance for Water Efficiency

Texas Commission on Environmental Quality

Cow Creek Groundwater Conservation District

Texas Groundwater Protection Committee

Priority Groundwater Management Area 9

STATE OF TEXAS,

KENDALL COUNTY

**KENDALL COUNTY RESOLUTION
SUPPORTING WATER CONSERVATION AND SUSTAINABILITY**

WHEREAS, the Trinity Aquifer, which provides water for municipalities, utility companies, rural homes, irrigation, agriculture, livestock, and other domestic uses in Kendall County, is a low production aquifer that recharges slowly, with only 4–5% of rain recharging it; and,

WHEREAS, when demand or pumping exceeds the recharge rate of the Trinity Aquifer, the net result is a loss of available water for all residents and landowners who draw from the aquifer; and,

WHEREAS, the Canyon Lake reservoir, a major water source for Kendall County, is less than 47% full, and continues to break its lowest level ever recorded since the reservoir was created and filled in the 1960s; and,

WHEREAS, the Canyon Lake reservoir needs more than average rainfall to bring the lake back to a full level; and,

WHEREAS, the annual average of 90,000 acre-feet that is available from Canyon Lake under the Guadalupe-Blanco River Authority's permit has been fully committed for almost two decades; and,

WHEREAS, Kendall County has experienced severe to exceptional drought during the past three years; and,

WHEREAS, according to the Texas Comptroller, Texas gains approximately 1200 new residents a day, and Kendall County's population has grown approximately 17% From April 1, 2020, to July 1, 2024,

NOW, THEREFORE, BE IT RESOLVED that the Kendall County Commissioners Court supports all stakeholders engaging in water conservation and sustainability practices as outlined in Exhibit A.

The Recitals above are true and correct and are incorporated in this Resolution as recited verbatim.

ADOPTED AND EFFECTIVE THIS _____ DAY OF MAY 2025.

<p>_____ Shane Stolarczyk County Judge</p>	<p>_____ Jennifer McCall Commissioner Pct. 1</p>
<p>_____ Andra M. Wisian Commissioner Pct. 2</p>	<p>_____ Richard Chapman Commissioner Pct. 3</p>
<p>_____ Chad Carpenter Commissioner Pct. 4</p>	<p>ATTEST: _____ Denise Maxwell, County Clerk</p>

DRAFT



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Comfort Chamber is requesting approval for road closures for a grassroots group called Comfort Neighbors. They are holding a Community Rally in Comfort Park called "Celebrate Comfort" on Saturday June 7th. The road closure is on 5th Street along Comfort Park between Main Street and Broadway from 8am-12:00pm Saturday June 7

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Chad Carpenter, Kendall County Commissioner, Pct. 4

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

8304316216

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

5 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and Action, allowing the Comfort Chamber of Commerce to use Kendall County barricades and close 5th Street along Comfort Park between Main Street and Broadway from 8am-12:00pm, Saturday June 7 for their celebrate comfort event.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Road Closures require county approval.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

The Comfort Community

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

NA

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

NA



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Comfort Chamber of Commerce is requesting permission to sell beer July 4th, 2025 at their booth during their annual Independence Celebration.

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Chad Carpenter, Commissioner, Pct. 4

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-431-6216

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

5 Minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and Action giving the Comfort Chamber of Commerce permission to sell beer on July 4th, 2025, at the Comfort Park, during Comfort's annual Independence Celebration.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

TABC requires a letter of permission from Commissioner's court that allows the Chamber to sell alcohol at this location.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

The Public

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

Routine Yearly Request required by TABC in order for the sell of alcohol to be approved and a license to be obtained.



COUNTY OF KENDALL

SHANE STOLARCZYK

COUNTY JUDGE

Christina Bergmann
Commissioner, Precinct 1

Andra Wisian
Commissioner, Precinct 2

Richard Chapman
Commissioner, Precinct 3

Chad Carpenter
Commissioner, Precinct 4

May 27, 2025

Rose Burckhardt
Greater Comfort Area Chamber of Commerce
P.O. Box 777
Comfort, TX 78013

Dear Ms. Burckhardt:

The Greater Comfort Area Chamber of Commerce has the Kendall County Commissioners Court's permission to sell beer at their booth located in the Comfort Park on Thursday, July 4, 2025, from 9:00 a.m. until 3:00 p.m., with the provision that servers are in accordance with the laws of the State of Texas and the policies of the Texas Alcoholic Beverage Commission.

I hope your event is enjoyable and successful.

Sincerely,

Shane Stolarczyk
County Judge

SS:mm



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Comfort Chamber of Commerce is requesting permission to use the north portion of Kendall County Property at Main and 8th Streets (Parcel ID: 21388/Faltin Field) for parade parking during the Comfort Independence Celebration July 4th 2025

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Chad Carpenter, Commissioner, Pct. 4

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-431-6216

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

5 Minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and Action allowing the Comfort Chamber of Commerce permission to use the north portion of Kendall County Property at Main and 8th Streets (Parcel ID: 21388/Faltin Field) for parade parking during the Comfort Independence Celebration July 4th, 2025.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Permission to use county property

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

The Public

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

NONE

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

Routine Yearly Request



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Comfort Chamber is requesting approval for road closures for their July 4th parade. Closures are requested for July 4th from 8am-11:30am.

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Chad Carpenter, Kendall County Commissioner, Pct. 4

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

8304316216

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

5 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and Action, allowing the Comfort Chamber of Commerce to close county roads: Water street from 4th to 8th, 8th street from Water to Broadway, Broadway from 8th street to 5th, 5th street from Broadway to High, High street from 5th street to Lindner Road, and from Lindner Road to Highway 27. The closures would begin July 4th at 8:00am and end at 11:30am.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

Road Closures require county approval.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

The Comfort Community

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
- YES

DOCUMENTATION:

- NO
- YES
- INTENDED FOR THE PUBLIC
- INTENDED FOR THE COURT ONLY

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PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

Parade Map.

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

NA



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Firefighting personnel for the Bergheim Vounteer Fire Department (VFD) and other VFD in Kendall County

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Andra M. Wisian, Kendall County Commissioner, Pct. 2

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

Commissioner Wisian, 830-431-0391

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

15 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consider and take all appropriate action regarding Firefighting personnel for Bergheim Fire Department and other VFDs in Kendall County

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

To protect the health, safety and welfare of Kendall County residents, the Commissioners Court desires to provide firefighting personnel to assist the County's volunteer fire departments.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

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PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

NA

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".

NA



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Efficiency Audit of the HR department

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Andra Wisian, Commissioner Precinct 2
Deb Riebe, Legal and Compliance

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 296

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

7 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Consideration and action to approve directive for Deb Riebe, Legal and Compliance, to conduct an audit of the Kendall County Human Resources department.

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

The purpose is to identify strengths, efficiency opportunities, available resources, and current policies and procedures in order to provide the court with recommendations for improvements.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
 YES

DOCUMENTATION:

- NO
 YES
 INTENDED FOR THE PUBLIC
 INTENDED FOR THE COURT ONLY

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PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".



Commissioners Court Agenda Request Form

Commissioners Court Date:

05/27/2025

SUBJECT: Enter a brief description of the agenda request.

Use of the Burdick Center for offices

DEPARTMENT AND/OR PERSON MAKING THE REQUEST: Non routine agenda requests or an item that will require any type of budget adjustment must have a precinct commissioner co-sponsor the agenda request to be placed on the agenda.

Andra Wisian, Commissioner Pct. 2

PHONE NUMBER + EXTENSION: i.e. 830-249-9343 ext. 212

830-249-9343 ext. 296

TIME NEEDED FOR PRESENTATION: How many minutes will be needed to present the item?

7 minutes

PROPOSED AGENDA ITEM WORDING: Enter the detailed wording of the Agenda Item as it should appear on the Agenda **Wording is subject to change as General Counsel and the County Judge have final determination on wording for an agenda item.*

Discussion and possible action regarding the use of new facilities: Burdick Center

REASON FOR THE AGENDA ITEM: Enter the detailed wording as to why the item should be placed on the agenda.

The purpose is to identify the most effective use of the space at the Burdick Center based on location, size and security.

WHO WILL THIS AFFECT: For example, enter "Countywide", a specific Precinct #, or "The Public"

Countywide

WILL THIS AGENDA ITEM REQUIRE AND/OR RESULT IN ANY TYPE OF ADJUSTMENT TO THE COUNTY BUDGET?

- NO
- YES

DOCUMENTATION:

- NO
- YES
- INTENDED FOR THE PUBLIC
- INTENDED FOR THE COURT ONLY

If there is documentation, **please submit it by noon on the Wednesday before Commissioners Court.** In addition, all Power Point Presentations/ slides must be submitted to the Judge's Office and the IT Department by noon on the Wednesday prior to Commissioners Court. This is will allow IT time to make sure presentations work as expected. Failure to provide all required supporting documents may result in the removal of the item from the agenda. **Deadlines are subject to change. Advance notice will be given by the County Judge's office.*

PROVIDE A BRIEF DESCRIPTION OF THE DOCUMENTATION BEING SUBMITTED:

ADDITIONAL INFORMATION: Enter any additional information specific to this request to assist the Court in understanding the nature of the item or enter "None".