



## KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

**COMMISSIONER COURT DATE: 1/14/2019**  
**OPEN SESSION**

<b>SUBJECT</b>	Commissioners Court Meeting Minutes
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	County Clerk's Office Sally Peters, Deputy Clerk/Administrative Assistant
<b>PHONE # OR EXTENSION #</b>	830-249-9343, ext. 212
<b>TIME NEEDED FOR PRESENTATION</b>	1 minute
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on the approval of the Minutes for December 26 and 27, 2018.
<b>REASON FOR AGENDA ITEM</b>	To approve the Minutes from the previous Commissioners Court meetings.
<b>WHO WILL THIS AFFECT?</b>	The public
<b>ADDITIONAL INFORMATION</b>	None



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

**COMMISSIONER COURT DATE: 1/14/2019  
OPEN SESSION**

<b>SUBJECT</b>	4-H Student Recognition
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Agrilife Extension - Hilary Putrite and Stephen Zoeller
<b>PHONE # OR EXTENSION #</b>	830-331-8242
<b>TIME NEEDED FOR PRESENTATION</b>	10 minutes
<b>WORDING OF AGENDA ITEM</b>	Recognize the 4-H Senior Division - Horse Judging Team who competed at the National Western Round Up Horse Judging Contest in Denver, Colorado.
<b>REASON FOR AGENDA ITEM</b>	Recognition of 4-H students
<b>WHO WILL THIS AFFECT?</b>	County Wide
<b>ADDITIONAL INFORMATION</b>	4-H Members are Trent Wisian, Josh Morrison and Caitlyn Upham



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 1/14/2019 OPEN SESSION</b>	
<b>SUBJECT</b>	Accounts Payable Claims
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Auditor's Office Corinna Speer, County Auditor
<b>PHONE # OR EXTENSION #</b>	830-249-9343 Ext 240
<b>TIME NEEDED FOR PRESENTATION</b>	3 Minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on the approval of accounts payable claims for purchases, services and vendors.
<b>REASON FOR AGENDA ITEM</b>	To pay current accounts payable claims.
<b>IS THERE DOCUMENTATION</b>	Yes Financial Transparency Link / County Auditor Web Page
<b>WHO WILL THIS AFFECT?</b>	Departments that have AP claims
<b>ADDITIONAL INFORMATION</b>	None



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

**COMMISSIONER COURT DATE: 1/14/2019  
OPEN SESSION**

<b>SUBJECT</b>	Accept Donations
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	County Auditor's Office Corinna Speer, County Auditor
<b>PHONE # OR EXTENSION #</b>	830-249-9343 Ext 240
<b>TIME NEEDED FOR PRESENTATION</b>	2 Minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on accepting the list of donations on behalf of Kendall County as per Local Government Code 81.032.
<b>REASON FOR AGENDA ITEM</b>	Accept donations received in December
<b>IS THERE DOCUMENTATION</b>	Yes
<b>WHO WILL THIS AFFECT?</b>	County Wide
<b>ADDITIONAL INFORMATION</b>	None

**Kendall County, Texas**  
**Donation List for Commissioners Court January 14, 2019**

*Pursuant to LGC 81.032, the commissioners court may accept a gift, grant, donation, bequest, or devise of money or other property on behalf of the county, including a donation under Chapter 26, Government Code, for the purpose of performing a function conferred by law on the county or a county officer.*

The following donations were received from December 1, 2018 to December 31, 2018.

**Monetary Donations:**

<u>Date</u>	<u>Amount</u>	<u>Received From</u>	<u>Description of Donation</u>	<u>Specific Department or Purpose</u>
11/27/18	\$ 55.60	Unity Church of Boerne	Cash	Animal Shelter
11/28/18	\$ 15.00	George Clegg	Credit Card	Animal Shelter
12/04/18	\$ 1,000.00	Patrick & Laura Conley	Cash	Sheriff's Office - Blue Santa
12/06/18	\$ 90.00	Cindy Gilbreath/Boerne Turn Verein	Cash	Sheriff's Office - Blue Santa
12/08/18	\$ 100.00	Valerie Rogler	Credit Card	Animal Shelter
12/01/18	\$ 40.00	Sue Palmer	Cash	Animal Shelter
12/04/18	\$ 5.00	Nancy Boerner	Cash	Animal Shelter
12/06/18	\$ 10.00	Sheri Verstraeten	Cash	Animal Shelter
12/06/18	\$ 5.00	Stacy La Lannie	Credit Card	Animal Shelter
12/12/18	\$ 50.00	Sheryl D'Spain	Cash	Animal Shelter
12/13/18	\$ 200.00	Bill Elliott	4) \$50 bills to be distributed with 4) St. Jude Bears also donated	Sheriff's Office - Blue Santa
12/15/18	\$ 5.00	Lauren Filek	Credit Card	Animal Shelter
12/15/18	\$ 100.00	Craig Wright	Cash	Animal Shelter
12/26/18	\$ 500.00	Bluebonnet Reality	Cash	Animal Shelter
12/26/18	\$ 30.00	Louise Homilius	Cash	Animal Shelter
12/28/18	\$ 2,500.00	Debra Welch	Cash	Animal Shelter
12/29/18	\$ 10.00	Chuck Shine	Cash	Animal Shelter
12/29/18	\$ 5.00	Tracie Costello	Cash	Animal Shelter
12/29/18	\$ 15.00	Maria Gallegos	Credit Card	Animal Shelter
12/29/18	\$ 40.00	Marceline Rawlins	Cash	Animal Shelter

**Other Donations:**

<u>Date</u>	<u>Received From</u>	<u>Description of Donation</u>	<u>Specific Department or Purpose</u>
12/13/18	Bill Elliott	4) St. Jude Bears	Sheriff's Office - Blue Santa
12/22/18	Macky Locklin	Cat Litter, Food, Bleach, Kitten Milk	Animal Shelter
12/22/18	Cheryl Smith	2-50 lbs Bags Dog Food, Case of Bleach, Case of Paper Towels	Animal Shelter
12/29/18	James Valderas	3 Buckets of Cat Litter, 2-24lbs Dry Cat Food	Animal Shelter



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 1/14/2019 OPEN SESSION</b>	
<b>SUBJECT</b>	Sales Tax Report
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Treasurer's office Sheryl D'Spain
<b>PHONE # OR EXTENSION #</b>	830-249-9343 ext. 220
<b>TIME NEEDED FOR PRESENTATION</b>	2 minutes
<b>WORDING OF AGENDA ITEM</b>	Presentation of Sales Tax report
<b>REASON FOR AGENDA ITEM</b>	To report on the portion of sales tax reimbursed from the State Comptroller's office.
<b>IS THERE DOCUMENTATION</b>	Yes, the report is on the County Website under departments, County Treasurer
<b>WHO WILL THIS AFFECT?</b>	Countywide
<b>ADDITIONAL INFORMATION</b>	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

January 14, 2019

TO: Honorable Darrel Lux, County Judge  
Honorable Christina Bergmann, Commissioner, Pct. 1  
Honorable Richard Elkins, Commissioner, Pct. 2  
Honorable Richard Chapman, Commissioner, Pct. 3  
Honorable Don Durden, Commissioner, Pct. 4

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

In December, Kendall County received collections of \$ 299,903.30 for the month of October 2018. This figure is up 8.49 % from October collections the previous year. Our year-to-date collections are \$ 3,472,222.80 an increase of 7.76 % from last year.

A handwritten signature in cursive script that reads "Sheryl D'Spain".

Sheryl D'Spain  
Treasurer

Sales Tax Report 2018

Sales tax collection for month	Month collection received	Sales Tax Collection 2017	Sales Tax Collection 2018	% change from 2017	% change from previous month collection	2017 sales tax collections Year to date	2018 sales tax collections year to date	% change from 2017
Nov 2017	JANUARY 2018	261,191.52	276,348.08	5.80%	0%	261,191.52	261,191.52	5.80%
Dec 2017	FEBRUARY 2018	314,514.37	325,797.63	3.59%	17.89%	575,705.89	602,145.71	4.59%
Jan 2018	MARCH 2018	229,737.08	253,698.62	10.42%	-22.13%	805,442.97	855,844.33	6.25%
Feb 2018	APRIL 2018	228,750.31	243,636.23	6.50%	-3.97%	1,034,193.28	1,099,480.56	6.31%
Mar 2018	MAY 2018	284,748.02	321,232.71	12.81%	31.85%	1,318,941.30	1,420,713.27	7.71%
Apr 2018	JUNE 2018	255,141.92	267,805.65	4.96	-16.63	1,574,083.22	1,841,888.87	7.26%
May 2018	JULY 2018	269,005.26	301,129.80	11.94%	12.44%	1,843,088.48	1,989,648.72	7.95%
Jun 2018	AUGUST 2018	291,203.88	317,505.07	9.04%	5.44%	2,134,292.36	2,307,153.79	8.10%
Jul 2018	SEPTEMBER 2018	280,325.76	284,367.06	1.44%	-10.44%	2,414,618.12	2,591,520.85	7.32%
Aug 2018	OCTOBER 2018	249,886.96	268,660.21	7.51%	-5.52%	2,664,505.08	2,860,181.06	7.34%
Sep 2018	NOVEMBER 2018	280,974.18	312,138.44	11.09%	16.18%	2,945,479.26	3,172,319.50	7.70%
Oct 2018	DECEMBER 2018	276,423.40	299,903.30	8.49%	-3.92%	3,221,902.66	3,472,222.80	7.76%

Total Sales Tax Revenue in Previous Years

Year	Total Collections	% change from previous year
2017	\$ 3,221,902.66	2.64%
2016	\$ 3,138,814.44	7.42%
2015	\$ 2,921,857.17	9%

\*\*covering payments from Nov 2017-Oct 2018



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 1/14/2019 OPEN SESSION</b>	
<b>SUBJECT</b>	Investment Report 4th Quarter FY 2018 (July August & September 2018)
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Sheryl D'Spain Treasurer
<b>PHONE # OR EXTENSION #</b>	830-249-9343 ext 220
<b>TIME NEEDED FOR PRESENTATION</b>	2 minutes
<b>WORDING OF AGENDA ITEM</b>	Discuss and approve Investment Report for 3rd Quarter FY 2018 (July, August & September 2018).
<b>REASON FOR AGENDA ITEM</b>	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 County funds to the Commissioners Court.
<b>IS THERE DOCUMENTATION</b>	Yes, the report is located on the County website under departments, County Treasurer once approved by Commissioners Court.
<b>WHO WILL THIS AFFECT?</b>	Countywide
<b>ADDITIONAL INFORMATION</b>	None

Kendall County Investment Summary FY 2018

**INTEREST ON INVESTMENTS**

**4th Qtr July-Sept FY 2018**

Total interest on Frost accounts	\$	10,797.27
Total interest on Logic Accounts	\$	117,607.30
Total interest on savings account	\$	252.06
Total interest on CD's	\$	3,397.15
<b>TOTAL INTEREST</b>	<b>\$</b>	<b>132,053.78</b>

**TOTAL INVESTMENTS at QTR END**

Total investments in Logic	\$	15,186,159.50
Total investment in Savings	\$	200,000.00
Total invesment in CD's	\$	1,295,000.00
<b>TOTAL INVESTMENTS</b>	<b>\$</b>	<b>16,681,159.50</b>

Investment report examined and approved by the Auditor's office

*Corinna Speer*

Date:

*11/7/19*

Investment report prepared by the Treasurer

*Sheryl Spain*

Date:

*11/8/19*

## Total interest earned on Kendall County investments for FY 2018

Total Interest earned on Frost account for FY 2018	\$ 34,992.81
Total Interest earned on Logic for FY 2018	\$ 535,226.83
Total Interest earned on Savings for FY 2018	\$ 776.47
<u>Total Interest earned on CD's for FY 2018</u>	<u>\$ 11,907.19</u>
<b>Total interest earned on investments for FY 2018</b>	<b>\$ 582,903.30</b>

## FROST BANK INTEREST FY 2018

4th Qtr July-Sept FY 2018	Jul. Int	Aug. Int.	Sept. Int	Total Qtr Int Earned
	1.61%	1.61%	1.61%	
Account Name				
<b>General (10)</b>	\$3,095.27	\$3,167.40	\$3,769.27	\$10,031.94
<b>2007 Ltd Tax Ob Bond (62)</b>	\$34.48	\$34.44	\$32.16	\$101.08
<b>2013 Unlim Tax Rd Bond (63)</b>	\$22.40	\$9.56	\$1.18	\$33.14
<b>2014 Ltd Tax Ref Bond(64)</b>	\$38.34	\$37.26	\$33.59	\$109.19
<b>2016 Ltd Tax Gen Ob Bond(65)</b>	\$10.29	\$4.22	\$0.13	\$14.64
<b>LEC Project (72)</b>	\$204.75	\$43.84	\$13.18	\$261.77
<b>Local (85)</b>	\$15.18	\$15.94	\$16.46	\$47.58
<b>Federal (87)</b>	\$33.38	\$33.63	\$36.09	\$103.10
<b>CDA Asset Forfeiture (88)</b>	\$10.56	\$11.37	\$13.72	\$35.65
<b>Trust Account (90)</b>	\$18.73	\$19.68	\$20.77	\$59.18
<b>Total</b>	<b>\$3,483.38</b>	<b>\$3,377.34</b>	<b>\$3,936.55</b>	<b>\$10,797.27</b>

## Logic FY 2018

4th Quarter FY 2018 July-September	Beginning Balance	July Int. 2.175%	Aug. Int. 2.1843%	Sept. Int. 2.2112%	Deposits	Withdrawals	Ending Qtr. Balance
General	\$16,236,520.97	\$29,278.20	\$27,181.74	\$22,947.84		\$5,500,000.00	\$10,815,928.75
Road & Bridge	\$1,884,194.23	\$3,480.47	\$3,502.01	\$3,436.50			\$1,894,613.21
Courthouse Sec	\$5,893.24	\$10.86	\$10.91	\$10.77			\$5,925.78
Lateral Road & Bridge	\$153,364.65	\$283.30	\$285.03	\$279.71			\$154,212.69
Cty Clk Recs Mgmt	\$267,870.38	\$494.83	\$497.85	\$488.58			\$269,351.64
Cty Clk Rec Arc	\$364,762.34	\$673.79	\$677.95	\$576.87		\$205,000.00	\$161,690.95
Juv Prob Title IV	\$72,055.02	\$133.11	\$122.08	\$87.10		\$32,000.00	\$40,397.31
Fire Marshall	\$100,257.74	\$185.23	\$186.36	\$182.85			\$100,812.18
2007 Lim Tax Obl	\$72,833.54	\$134.54	\$135.38	\$132.84			\$73,236.30
2013 Unlim Tax Rd Bd	\$351,454.66	\$649.20	\$624.74	\$595.54		\$25,000.00	\$328,324.14
2014 Lim Tax Ref Bond	\$96,276.36	\$177.84	\$178.95	\$175.60			\$96,808.75
2016 LTD Tax Gen Obl	\$481,188.11	\$888.84	\$581.01	\$377.29		\$275,000.00	\$208,035.25
LEC Project	\$3,861,289.35	\$5,686.48	\$3,919.64	\$2,470.16		\$2,969,000.00	\$904,365.63
Tobacco Settlement	\$6.97	\$0.00	\$0.00	\$0.00			\$6.97
Federal SO Fort	\$131,721.60	\$243.31	\$244.80	\$240.24			\$132,449.95
Trust Account	\$1,190,636.03	\$2,199.32	\$2,212.95	\$724.69		\$1,195,772.99	\$0.00
<b>TOTAL</b>	<b>\$25,270,325.19</b>	<b>\$44,519.32</b>	<b>\$40,361.40</b>	<b>\$32,726.58</b>	<b>\$0.00</b>	<b>10,201,772.99</b>	<b>\$15,186,159.50</b>

## CD INVESTMENT LIST

BANK NAME	ACCT NUMBER	AMOUNT	MATURITY DATE	INTEREST PAID BACK TO COUNTY	INTEREST RATE
Texas Regional	20647	\$250,000.00	11/27/2018	Qtr	0.75%
Centennial Bank (HCSB)	46027	\$50,000.00	11/4/2018	Qtr	0.70%
Hondo	50946	\$250,000.00	5/5/2020	Qtr	0.80%
Randolph Brooks	143831	\$245,000.00	1/8/2019	Monthly	1.40%
Security Service	9080	\$250,000.00	1/19/2019	Monthly	1.39%
Security State	60000022	\$250,000.00	6/7/2019	Monthly	1.20%

## CD Interest FY 2018

4th Qtr FY 2018 July-September					Total CD interest earned
BANK NAME	ACCT NUMBER	July Int.	Aug. Int.	Sept. Int.	
<b>Texas Regional</b>	<b>20647</b>		\$ 472.60		\$ 472.60
<b>Centennial</b>	<b>46027</b>		\$ 88.22		\$ 88.22
<b>Hondo</b>	<b>50946</b>			\$ 339.73	\$ 339.73
<b>Randolph Brooks</b>	<b>143831</b>	\$ 291.32	\$ 291.32	\$ 281.92	\$ 864.56
<b>Security Service</b>	<b>9080</b>	\$ 285.61	\$ 295.14	\$ 295.14	\$ 875.89
<b>Security State</b>	<b>60000022</b>	\$ 254.79	\$ 254.79	\$ 246.57	\$ 756.15
				Total Int	\$ 3,397.15

**SAVINGS MONEY MARKET ACCOUNT  
INVESTMENTS FY 2018**

4th Qtr FY 2018 July-Sept	ACCT NUMBER	INTEREST RATE	BEG. BALANCE	Jul-Sept Int	Deposit	ENDING BALANCE
Centennial	32535	0.30%	\$200,000.00	\$252.06		\$200,000.00

\*Savings interest sent to the County



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

**COMMISSIONER COURT DATE: 1/14/2019  
OPEN SESSION**

<b>SUBJECT</b>	Burn Ban
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Darrel L. Lux, County Judge Jeffery Fincke, Fire Marshal
<b>PHONE # OR EXTENSION #</b>	830-249-9343, ext. 213
<b>TIME NEEDED FOR PRESENTATION</b>	3 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on the burn ban (Authority Section 352.081, Local Government Code)
<b>REASON FOR AGENDA ITEM</b>	To determine whether or not there is a need for a ban on burning
<b>WHO WILL THIS AFFECT?</b>	Countywide
<b>ADDITIONAL INFORMATION</b>	None



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 1/14/2019 OPEN SESSION</b>	
<b>SUBJECT</b>	Grant Application - Stop Violence Against Women Act (VAWA)
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Victims Services Glennnda Wilke
<b>PHONE # OR EXTENSION #</b>	830-249-9343
<b>TIME NEEDED FOR PRESENTATION</b>	5 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action concerning a resolution for the submittal of a grant application for VAWA Assistance Formula Grant Program.
<b>REASON FOR AGENDA ITEM</b>	Provide the Court with information regarding this grant: The Stop Violence Against Women Act enhances the capacity of the CDA to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.
<b>WHO WILL THIS AFFECT?</b>	Kendall County
<b>ADDITIONAL INFORMATION</b>	None

# RESOLUTION

**WHEREAS**, the Kendall County Commissioners Court finds it in the best interest of the citizens of Kendall County that the Crime Victim Assistance/Advocacy Project be operated for the 2019-2020 years; and

**WHEREAS**, the Kendall County Commissioners Court agrees to provide applicable matching funds for the said project as required by the General Victim Assistance grant application (Violence Against Women Act, VAWA); and

**WHEREAS**, the Kendall County Commissioners Court agrees that in the event of loss or misuse of the Criminal Justice Division funds, Kendall County Commissioners Court assures that the funds will be returned to the Criminal Justice Division in full; and

**WHEREAS**, the Kendall County Commissioners Court designates Nicole Bishop, Kendall County Criminal District Attorney, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the Kendall County Commissioners Court approves submission of the grant application for the Crime Victim Assistance/Advocacy Project to the Office of the Governor, Criminal Justice Division.

Signed by:

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Darrel L. Lux  
Kendall County Judge

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Christina Bergmann  
Commissioner Pct. 1

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Richard W. Elkins  
Commissioner Pct. 2

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Richard Chapman  
Commissioner Pct. 3

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Don Durden  
Commissioner Pct. 4

Passed and Approved on the 14<sup>th</sup> day of January, 2019  
Grant Number: 3562702



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

**COMMISSIONER COURT DATE: 1/14/2019  
OPEN SESSION**

<b>SUBJECT</b>	Resolution for authorized signators for the 2018 Texas CDBG 7218260
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	County Auditor's Office Corinna Speer, County Auditor
<b>PHONE # OR EXTENSION #</b>	830-249-9343 Ext 240
<b>TIME NEEDED FOR PRESENTATION</b>	3 minutes
<b>WORDING OF AGENDA ITEM</b>	Discuss, consider and adopt resolution to designate authorized signators for the 2018 Texas CDBG program contract 7218260 (Kendall County WCID #1, Water Improvements).
<b>REASON FOR AGENDA ITEM</b>	2018 Texas CDBG 7218260 Requirement
<b>IS THERE DOCUMENTATION</b>	Yes - Resolution
<b>WHO WILL THIS AFFECT?</b>	The Public
<b>ADDITIONAL INFORMATION</b>	None

**RESOLUTION AUTHORIZING SIGNATORIES**

**A RESOLUTION BY THE COMMISSIONERS COURT OF KENDALL COUNTY DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TXCDBG) CONTRACT NUMBER 7218260.**

**WHEREAS**, Kendall County has received a 2018 Texas Community Development Block Grant award to provide Water Improvements; and

**WHEREAS**, it is necessary to appoint persons to execute contractual documents and documents requesting funds from the Texas Department of Agriculture, and;

**WHEREAS**, an original signed copy of the TxCDBG Depository/Authorized Signatories Designation Form (Form A202) is to be submitted with a copy of this Resolution, and;

**WHEREAS**, Kendall County acknowledges that in the event that an authorized signatory of the County changes (elections, illness, resignations, etc.) the County must provide TxCDBG with the following:

- a resolution stating who the new authorized signatory is (not required if this original resolution names only the title and not the name of the signatory); and
- a revised TxCDBG *Depository/ Authorized Signatories Designation Form (Form A202)*.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS COURT OF KENDALL COUNTY, TEXAS, AS FOLLOWS:**

The County Judge is authorized to execute contractual documents between the Texas Department of Agriculture and the County for the 2018 Texas Community Development Block Grant Program

The County Auditor is authorized to execute the State of Texas Purchase Voucher and Request for Payment Form documents required for requesting funds approved in the 2018 Texas Community Development Block Grant Program

**PASSED AND APPROVED BY THE COMMISSIONERS COURT OF THE KENDALL COUNTY, TEXAS, on \_\_\_\_\_, 2019.**

**APPROVED:**

\_\_\_\_\_  
County Judge

**ATTEST:**

\_\_\_\_\_  
County Clerk

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**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 1/14/2019 OPEN SESSION</b>	
<b>SUBJECT</b>	Resolution for CDBG Civil Rights Policies
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	County Auditor's Office Corinna Speer, County Auditor
<b>PHONE # OR EXTENSION #</b>	830-249-9343 Ext 240
<b>TIME NEEDED FOR PRESENTATION</b>	3 minutes
<b>WORDING OF AGENDA ITEM</b>	Discuss, consider and approve a resolution adopting required CDBG Civil Rights policies (Kendall County WCID #1, Water Improvements).
<b>REASON FOR AGENDA ITEM</b>	Texas CDBG 7216251 Requirement
<b>IS THERE DOCUMENTATION</b>	Yes - Resolution
<b>WHO WILL THIS AFFECT?</b>	The Public
<b>ADDITIONAL INFORMATION</b>	None

**Resolution Regarding Civil Rights****Kendall County, Texas**

Whereas, Kendall County, Texas, (hereinafter referred to as "Kendall County") has been awarded TxCDBG funding through a TxCDBG grant from the Texas Department of Agriculture (hereinafter referred to as "TDA");

Whereas, Kendall County, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, Kendall County, in consideration for the receipt and acceptance of federal funding for the Contract, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

Whereas, Kendall County, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135 is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the TxCDBG project area;

Whereas, Kendall County, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State's certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

Whereas, Kendall County, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with Limited English Proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each TxCDBG project;

Whereas, Kendall County, in accordance with Section 504 of the Rehabilitation Act of 1973 does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds;

Whereas, Kendall County, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period, to affirmatively further fair housing; and

Whereas, Kendall County, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS COURT OF Kendall County, TEXAS, THAT Kendall County ADOPTS THE FOLLOWING:

1. Citizen Participation Plan and Grievance Procedures (Form A1013);
  2. Section 3 Policy (Form A1002);
  3. Excessive Force Policy (Form A1003);
-

4. Section 504 Policy and Grievance Procedures (Form A1004);
5. Limited English Proficiency (LEP) Standards (Form A1010);
6. Fair Housing Policy (Form 1015); and
7. Code of Conduct Policy.

**Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019.**

\_\_\_\_\_  
County Judge  
Kendall County

\_\_\_\_\_  
Printed Name of Elected Official

**Kendall County  
CITIZEN PARTICIPATION PLAN  
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

*Note to Grant Recipients regarding Limited English Proficiency (LEP) requirements:*

In accordance with federal law, if there is a significant number of the population who are non-English speaking residents and are affected by the TxCDBG project, such citizens should have “meaningful access” to all aspects of the TxCDBG project. To provide ‘meaningful access’, Grant Recipients may need to provide interpreter services at public hearings or provide non-English written materials that are routinely provided in English. Examples of such vital documents include Citizen Participation notices (e.g. complaint procedures, hearing notices) civil rights notices, and any other published notice that may allow an eligible person with limited English proficiency to participate in discussing proposed CDBG activities.

For more information, see [LEP.gov](http://LEP.gov)

### COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas Department of Agriculture’s Texas Community Development Block Grant (TxCDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the Kendall County offices, 201 E. San Antonio, Ste. 122, 201 E. San Antonio, Ste. 122, Boerne, TX 78006, (830) 249-9343 during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to the County Judge, at 201 E. San Antonio, Ste. 122, 201 E. San Antonio, Ste. 122 or may call (830) 249-9343.
  2. A copy of the complaint or grievance shall be transmitted by the County Judge to the entity that is the subject of the complaint or grievance and to the County Attorney within five (5) working days after the date of the complaint or grievance was received.
  3. The County Judge shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
  4. If the investigation cannot be completed within ten (10) working days per 3. above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
  5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the TxCDBG for their further review and comment.
  6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.
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## TECHNICAL ASSISTANCE

When requested, the County shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of TxCDBG funds. The County, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

## PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by the County, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the TxCDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the County must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a TxCDBG application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The County shall comply with the following citizen participation requirements for the preparation and submission of an application for a TxCDBG project:

1. At a minimum, the County shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.
  2. The County shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.
  3. The public hearing shall include a discussion with citizens as outlined in the applicable TxCDBG application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the TxCDBG program, and the use of past TxCDBG contract funds, if applicable. Citizens, with particular emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.
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4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The County must comply with the following citizen participation requirements in the event that the County receives funds from the TxCDBG program:

1. The County shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the TxCDBG project, the County shall hold a public hearing and review its program performance including the actual use of the TxCDBG funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the TxCDBG project or for the closeout of the TxCDBG project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.
4. The County shall retain documentation of the TxCDBG project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

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**Darrel Lux, County Judge**

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**DATE**

**EL CONDADO DE KENDALL COUNTY**  
**PLAN DE PARTICIPACIÓN CIUDADANA**  
**PROGRAMA DE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

*Nota a los receptores de subvención en relación a requisitos de Dominio Limitado del Inglés:*

De acuerdo con la ley federal hay un número significativo de población que son residentes y que no hablan inglés y son afectados por el proyecto TxCDBG, estos ciudadanos deben tener "acceso significativo" a todos los aspectos del proyecto TxCDBG. Para proporcionar "acceso significativo", receptores de la subvención pueden ser utilizados para proporcionar servicios de interpretación en las audiencias públicas o proporcionar materiales no escritos en inglés que se proporcionan de manera rutinaria en Inglés.

Para obtener más información, consulte LEP.gov.

#### PROCEDIMIENTOS DE QUEJA

Estos procedimientos de queja cumplen con los requisitos del Departamento de Programa de Agricultura de Texas Community Development Block Grant (TxCDBG) y los requisitos del gobierno local de Texas se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en el Condado de (Dirección postal Kendall County, 201 E. San Antonio, Ste. 122, 201 E. San Antonio, Ste. 122, Boerne, TX 78006, (830) 249-9343, (teléfono) en horario de oficina.

A continuación, se presentan los procedimientos formales de quejas y quejas relativas a los servicios prestados en el marco del proyecto TxCDBG.

1. Una persona que tiene una queja o reclamación sobre cualquiera de los servicios o actividades en relación con el proyecto TxCDBG, o si se trata de una propuesta, en curso o determinado proyecto TxCDBG, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito a la County Judge, a Kendall County, 201 E. San Antonio, Ste. 122, 201 E. San Antonio, Ste. 122, Boerne, TX 78006, (830) 249-9343.
2. Una copia de la queja o reclamación se transmitirá por el County Judge a la entidad que es encargada de la queja o reclamación y al Abogado de el Condado dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que la reclamación fue recibida.
3. El County Judge deberá cumplir una investigación de la queja o reclamación, si es posible, y dará una respuesta oportuna por escrito a la persona que hizo la denuncia o queja dentro de los diez (10) días.
4. Si la investigación no puede ser completada dentro de los diez (10) días hábiles anteriormente, la persona que hizo la queja o denuncia sera notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o quejas y detallará cuando se debiera completar la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la TxCDBG para su posterior revisión y comentarios.
6. Se proporcionara copias de los procedimientos de queja y las respuestas a las quejas, tanto en Inglés y Español, u otro lenguaje apropiado.

Cuando lo solicite, el Condado proporcionará asistencia técnica a los grupos que son representantes de las personas de bajos y moderados ingresos en el desarrollo de propuestas para el uso de los fondos TxCDBG. El Condado, en base a las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, deberá determinar el nivel y tipo de asistencia.

## DISPOSICIONES AUDIENCIA PÚBLICA

Para cada audiencia pública programada y llevada a cabo por el Condado/, se observarán las disposiciones siguientes de audiencias públicas:

1. Aviso público de todas las audiencias deberá publicarse al menos setenta y dos (72) horas antes de la audiencia programada. El aviso público deberá publicarse en un periódico local. Cada aviso público debe incluir la fecha, hora, lugar y temas a considerar en la audiencia pública. Un artículo periodístico publicado también puede utilizarse para cumplir con este requisito, siempre y cuando cumpla con todos los requisitos de contenido y temporización. Los avisos también deben ser un lugar prominente en los edificios públicos y se distribuyen a las autoridades locales de vivienda pública y otros grupos interesados de la comunidad.
2. Cuando se tenga un número significativo de residentes que no hablan inglés serán una parte de la zona de servicio potencial del proyecto TxCDBG, documentos vitales como las comunicaciones deben ser publicados en el idioma predominante de estos ciudadanos que no hablan inglés.
3. Cada audiencia pública se llevará a cabo en un momento y lugar conveniente para los beneficiarios potenciales o reales e incluirá alojamiento para personas con discapacidad. Las personas con discapacidad deben poder asistir a las audiencias y el Condado/ debe hacer los arreglos para las personas que requieren ayudas o servicios auxiliares en caso de necesitarlo por lo menos dos días antes de la audiencia será pública.
4. Una audiencia pública celebrada antes de la presentación de una solicitud TxCDBG debe hacerse después de las 5:00 pm en un día de semana o en un momento conveniente en sábado o domingo.
5. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

El Condado deberá cumplir con los siguientes requisitos de participación ciudadana para la elaboración y presentación de una solicitud para un proyecto TxCDBG:

1. Como mínimo, el Condado deberá tener por lo menos un (1) audiencia pública antes de presentar la solicitud al Departamento de Agricultura de Texas.
  2. El Condado conservará la documentación de la convocatoria(s) audiencia, un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otra documentación relativa a la propuesta de utilizar los fondos para tres (3) años a partir de la liquidación de la subvención para el Estado. Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.
  3. La audiencia pública deberá incluir una discusión con los ciudadanos como se indica en el manual correspondiente de aplicación TxCDBG, pero no se limita a, el desarrollo de las necesidades de vivienda y desarrollo comunitario, la cantidad de fondos disponibles, todas las actividades elegibles bajo el programa TxCDBG y el
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uso de fondos últimos contratos TxCDBG, en su caso. Los ciudadanos, con especial énfasis en las personas de bajos y moderados ingresos que son residentes de las zonas de tugurios y tizón, se fomentará a presentar sus opiniones y propuestas sobre el desarrollo de la comunidad y las necesidades de vivienda. Los ciudadanos deben ser conscientes de la ubicación en la que podrán presentar sus puntos de vista y propuestas en caso de que no pueda asistir a la audiencia pública.

4. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

El Condado debe cumplir con los siguientes requisitos de participación ciudadana en el caso de que el Condado recibe fondos del programa TxCDBG:

1. El Condado celebrará una audiencia pública sobre cualquier cambio sustancial, según lo determinado por TxCDBG, se propuso que se hará con el uso de fondos TxCDBG de una actividad elegible a otro utilizando de nuevo los requisitos de notificación
2. Una vez finalizado el proyecto TxCDBG, el Condado/ celebrará una audiencia pública y revisara el desempeño del programa incluyendo el uso real de los fondos TxCDBG.
3. Cuando un número significativo de residentes que no hablan inglés se puede registra para participar en una audiencia pública, ya sea para una audiencia pública sobre el cambio sustancial del proyecto TxCDBG o para la liquidación del proyecto TxCDBG, publicará un aviso en Inglés y Español u otro idioma apropiado y se proporcionara un intérprete en la audiencia para dar cabida a las necesidades de los residentes.
4. El Condado conservará la documentación del proyecto TxCDBG, incluyendo aviso de audiencia(s), un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otro registro concerniente al uso real de los fondos por un período de a tres (3) años a partir de la liquidación del proyecto al estado.

Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de

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Darrel Lux, **County Judge**

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Fecha

**SECTION 3 POLICY**

In accordance with 12 U.S.C. 1701u (Section 3), Kendall County agrees to implement the following steps, which, to the *greatest extent feasible*, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated Civil Rights Officer.
- C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by TxCDBG grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; local HUD offices; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- D. Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in TxCDBG funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- E. Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
- F. Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by HUD or TDA to the Grant Recipient.
- G. Submit reports as required by HUD or TDA regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of federal fiscal year end (by October 20) which identify and quantify Section 3 businesses and employees.
- H. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

As officers and representatives of Kendall County, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

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Darrel Lux, County Judge

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Date

## **Excessive Force Policy**

In accordance with 24 CFR 91.325(b)(6), Kendall County hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of Kendall County to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of Kendall County to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction; and
3. Kendall County will introduce and pass a resolution adopting this policy.

As officers and representatives of Kendall County, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
County Judge

\_\_\_\_\_  
Date

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## **Section 504 Policy against Discrimination based on Handicap and Grievance Procedures**

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), Kendall County hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
  2. Kendall County does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
  3. Kendall County's recruitment materials or publications shall include a statement of this policy in 1. above.
  4. Kendall County shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
  5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the TxCDBG program, Kendall County shall ensure that they are provided with the information necessary to understand and participate in the TxCDBG program.
  6. Grievances and Complaints
    - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Kendall County) to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
    - b. Complaints should be addressed to the County Judge, 201 E. San Antonio, Ste. 122, Boerne, TX, 78006 or call (830) 249-9343, who has been designated to coordinate Section 504 compliance efforts.
    - c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
    - d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
    - e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the County Judge. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
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- f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by County Judge, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
- g. The Section 504 coordinator shall maintain the files and records of the Kendall County relating to the complaints files.
- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the Kendall County within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the Kendall County complies with Section 504 and HUD regulations.

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Darrel Lux, County Judge

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Date

**Over 5% Limited English Proficiency Plan**

Name Grantee:	Kendall County
Community Population:	37,008
LEP Population:	4.2% (1,477 total)
Languages spoken:  1) by more than 5% of the eligible population or beneficiaries and has more than 50 in number; or  2) By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries.	Spanish

<b>Program activities to be accessible to LEP persons:</b>	
<input checked="" type="checkbox"/>	Public Notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded project
<input checked="" type="checkbox"/>	Publications regarding Tx CDBG application, grievance procedures, <i>complaint procedures, complaint procedures, answers to complaints, notices, notices of rights and disciplinary action</i> , and other vital hearings, documents, and program requirements
<input checked="" type="checkbox"/>	Other program documents: Documents available in Spanish for directly assisted beneficiaries, if applicable.

<b>Resources available to Grant Recipient:</b>	
<input checked="" type="checkbox"/>	Translation services: available upon request
<input checked="" type="checkbox"/>	Interpreter services: available upon request with prior notice
	Other resources: _____

<b>Language Assistance to be provided:</b>	
<input checked="" type="checkbox"/>	Translation (oral and/or written) of advertised notices and vital documents for: <u>Public hearing, Complaint and Grievance, Equal Opportunity, Policy of Non-discrimination Based on Disability Status and Fair Housing notices are available in Spanish. Other CDBG required program notices are available in Spanish upon request.</u>
<input checked="" type="checkbox"/>	Referrals to community liaisons proficient in the language of LEP persons <u>Spanish-speaking liaisons are available upon request.</u>
<input checked="" type="checkbox"/>	Public meetings conducted in multiple languages: <u>Available upon request with two days advance notice.</u>
<input checked="" type="checkbox"/>	Notices to recipients of the availability of LEP services: <u>Included in translated notices.</u>
	Other services: _____

\_\_\_\_\_  
Signature - Chief Elected Official or Civil Rights Officer

\_\_\_\_\_  
Date

**Fair Housing Policy**

In accordance with Fair Housing Act, Kendall County hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

1. Kendall County agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
2. Kendall County agrees to plan at least one activity during the contract term to affirmatively further fair housing.
3. Kendall County will introduce and pass a resolution adopting this policy.

As officers and representatives of Kendall County, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
County Judge

\_\_\_\_\_  
Date

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## Code of Conduct Policy of Kendall County

As a Grant Recipient of a TxCDBG contract Kendall County shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the TxCDBG contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of Kendall County shall participate in the selection, award, or administration of a contract supported by TxCDBG funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of Kendall County shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving TxCDBG funds, that has any CDBG function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the TxCDBG activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet the National Program Objective.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet a National Program Objective, that might potentially receive benefits from TxCDBG awards may not participate in the selection, award, or administration of a contract supported by CDBG funding.

Any alleged violations of these standards of conduct shall be referred to the Kendall County District Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

**Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019.**

\_\_\_\_\_  
County Judge, Kendall County

*These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Texas Community Development Block Grant (TxCDBG) Program. The regulations related to conflict of interest and nepotism may be found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, Uniform Grant Management Standards by Texas Comptroller, 24 CFR 570.489(g) &(h), and 2 CFR 200.318*



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 1/14/2019 OPEN SESSION</b>	
<b>SUBJECT</b>	Proclamation of April as Fair Housing Month
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	County Auditor's Office Corinna Speer, County Auditor
<b>PHONE # OR EXTENSION #</b>	830-249-9343 Ext 240
<b>TIME NEEDED FOR PRESENTATION</b>	2 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on proclaiming the month of April as Fair Housing Month. This proclamation will help fulfill Fair Housing activity obligations as required by the grant (Kendall County WCID #1, Water Improvements).
<b>REASON FOR AGENDA ITEM</b>	Texas CDBG 7218260 Requirement
<b>IS THERE DOCUMENTATION</b>	Yes - Proclamation
<b>WHO WILL THIS AFFECT?</b>	The Public
<b>ADDITIONAL INFORMATION</b>	None

**PROCLAMATION OF APRIL AS FAIR HOUSING MONTH**

WHEREAS Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS The National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, WE, the Commissioners Court of Kendall County, do proclaim April as Fair Housing Month in Kendall County and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

Passed and adopted by the Commissioners Court of Kendall County, State of Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**APPROVED:**

\_\_\_\_\_  
County Judge

**ATTEST:**

\_\_\_\_\_  
County Clerk

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**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

**COMMISSIONER COURT DATE: 1/14/2019  
OPEN SESSION**

<b>SUBJECT</b>	Federal SCAAP Grant
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Sheriff - Al Auxier
<b>PHONE # OR EXTENSION #</b>	830-249-9721
<b>TIME NEEDED FOR PRESENTATION</b>	5 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action regarding the approval for the Sheriff's Office to apply for a federal grant for the purposes of reimbursement for housing illegal immigrants.
<b>REASON FOR AGENDA ITEM</b>	Seek permission to apply for the Federal SCAAP Grant
<b>WHO WILL THIS AFFECT?</b>	Kendall County
<b>ADDITIONAL INFORMATION</b>	None



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 1/14/2019 OPEN SESSION</b>	
<b>SUBJECT</b>	Justice Assistance Grant for a Mental Health Officer
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Sheriff - Al Auxier
<b>PHONE # OR EXTENSION #</b>	830-249-9721
<b>TIME NEEDED FOR PRESENTATION</b>	5 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action regarding the approval for the Sheriff's Office to apply for a state grant for the purposes of hiring a designated Mental Health Officer.
<b>REASON FOR AGENDA ITEM</b>	To apply for a Justice Assistance Grant
<b>WHO WILL THIS AFFECT?</b>	Kendall County
<b>ADDITIONAL INFORMATION</b>	None



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 1/14/2019 OPEN SESSION</b>	
<b>SUBJECT</b>	2019 Master Interlocal Agreement for Participation in TechShare
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	CDA's Office - Nicole Bishop
<b>PHONE # OR EXTENSION #</b>	830-249-9343
<b>TIME NEEDED FOR PRESENTATION</b>	2 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action concerning the approval of the 2019 Master Interlocal Agreement for Participation in TechShare.
<b>REASON FOR AGENDA ITEM</b>	Request Commissioners Court Approval of 2019 Master Interlocal Agreement for Participation in TechShare.
<b>WHO WILL THIS AFFECT?</b>	Kendall County CDA Office
<b>ADDITIONAL INFORMATION</b>	None



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 1/14/2019 OPEN SESSION</b>	
<b>SUBJECT</b>	Job Description for Operations Manager-EMS
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Juanita Espino, Human Resources Director
<b>PHONE # OR EXTENSION #</b>	830-249-9343 ext 600
<b>TIME NEEDED FOR PRESENTATION</b>	5 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action to approve the job description for Operations Manager-EMS.
<b>REASON FOR AGENDA ITEM</b>	New position and needing to advertise
<b>IS THERE DOCUMENTATION</b>	Yes
<b>WHO WILL THIS AFFECT?</b>	Emergency Medical Services Department
<b>ADDITIONAL INFORMATION</b>	No

## KENDALL COUNTY CLASS SPECIFICATION

### OPERATIONS MANAGER – EMERGENCY MEDICAL SERVICES

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#### GENERAL SUMMARY

Under the direction of the Emergency Medical Services Administrator, the purpose of the position is to manage the day-to-day activities of the Emergency Medical Services (EMS) Department. Employees in this classification provide professional administrative and supervisory work. Position is responsible for planning, directing, guiding, and supervising the work of the EMS office and EMS medics. In addition, participates in the hiring, promoting, suspensions and dismissal processes.

#### EXAMPLES OF ESSENTIAL FUNCTIONS

##### **Duties may include but are not limited to the following:**

Supervises office and Administrative Assistant tasks including attending various meetings, managing report preparations, department budget and expenditures, filing system and records retention and distribution.

Supervises personnel including instructing, assigning, reviewing and planning the work of the EMS crews; monitoring work standards; coordinating operations; allocating personnel and equipment; recommending employee hiring, transfers, promotions, and salary increases; take personnel complaints and passes to appropriate personnel if necessary; and follow disciplinary procedures as needed for individual personnel.

Prepare and maintain monthly reports.

Monitors departmental expenditures by ensuring funds availability and prepares requisitions and order supplies.

Assists in preparing the EMS Department budget including providing input, researching previous expenditures, and gathering and compiling of data for final approval by Commissioners Court.

Conducts on-site observations and evaluations of emergency medical operations; ensures ambulances and other emergency medical equipment is inspected for proper working order, supplies and cleanliness.

Responds to dispatched calls; provides medical services by performing triage and a variety of emergency medical treatments according to established medical protocols;

provide BLS, ACLS and a variety of invasive and non-invasive procedures for patient care.

Performs office tasks including answering the telephone and taking messages, making copies, scheduling appointments, scheduling EMS crews while maintaining the filing system and preparing new folders.

Assists in the training of new staff members.

### **EXPERIENCE AND TRAINING**

High school diploma or GED; supplemented by five or more years of previous experience or training that includes emergency response; knowledge and management/supervision of personnel.

### **LICENSES AND CERTIFICATIONS**

Must possess:

- DSHA Paramedic Certification
- CPR Certification
- ACLS Certification
- Valid driver's license
- ICS 100, 200, 300, 400, 700 and 800 certifications

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Management of Emergency Medical 911 Services.
- Modern office procedures and equipment.
- Computer and emergency equipment functions.
- Correct English usage and grammar.

**Ability to:**

- Supervise employees and provide evaluation and counseling in regards to performance of job duties.
- 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.
- Provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations.
- Exercise judgment, decisiveness, and creativity required in uncertain, highly stressful situations.
- Communicate verbally and in writing so as 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.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, drag, reach above the shoulders, grasp, pull, bend repeatedly; lift 150 pounds or greater with assistance.
- Operate ambulance and emergency medical equipment.
- Maintain physical ability in order to exert heavy physical effort for extended periods of time.
- Work with various conditions subject to infectious diseases, toxic waste, chemical, dust/mites, fume, odor, explosive, electrical and mechanical hazards; exposure to extreme cold, heat, temperature swings, constant noise and heights.

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.



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

**COMMISSIONER COURT DATE: 1/14/2019  
OPEN SESSION**

<b>SUBJECT</b>	Stop-the-Bleed Course for County Employees
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Jeffery Fincke, EMS
<b>PHONE # OR EXTENSION #</b>	830-249-9343
<b>TIME NEEDED FOR PRESENTATION</b>	3 minutes
<b>WORDING OF AGENDA ITEM</b>	Discussion and action on offering a final Stop-the-Bleed Course for Kendall County employees.
<b>REASON FOR AGENDA ITEM</b>	Update Court on progress and approval for a final course.
<b>WHO WILL THIS AFFECT?</b>	County Employees
<b>ADDITIONAL INFORMATION</b>	At no cost, this provides a one-time date for a final class for current employees that were not able to attend one of the first 8 classes.



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 1/14/2019 OPEN SESSION</b>	
<b>SUBJECT</b>	Request for Cremation payment
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Bill Ballard, General Counsel
<b>PHONE # OR EXTENSION #</b>	830-249-9343 ext 303
<b>TIME NEEDED FOR PRESENTATION</b>	5 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action concerning the payment of cremation charges as authorized by Kendall County Order #01-10-2005 in the amount of \$875.00 to Holt & Holt Funeral Home.
<b>REASON FOR AGENDA ITEM</b>	Kendall County is obligated, in certain circumstances, to pay the final expenses of deceased.
<b>WHO WILL THIS AFFECT?</b>	Kendall County
<b>ADDITIONAL INFORMATION</b>	None



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 1/14/2019 OPEN SESSION</b>	
<b>SUBJECT</b>	Request for Public Hearing for Installation of New Stop Signs & Yield Sign
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Operations Department Jean Maxwell, Manager
<b>PHONE # OR EXTENSION #</b>	830-249-9343 ext 652
<b>TIME NEEDED FOR PRESENTATION</b>	5 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on publishing notice for a Public Hearing concerning the installation of new stop signs and a yield sign at the following intersections: Stop Sign at Deer Path & Mountain Spring Drive, Stop Sign at Mountain View & Mountain Spring Drive, and Yield Sign at Valley View & Mountain Spring Drive.
<b>REASON FOR AGENDA ITEM</b>	Traffic Safety
<b>WHO WILL THIS AFFECT?</b>	Precinct 4
<b>ADDITIONAL INFORMATION</b>	None



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 1/14/2019 OPEN SESSION</b>	
<b>SUBJECT</b>	Invitation to bid - Sealcoat Work, Annual Contract
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Road & Bridge Ricky Pfeiffer, Road Supervisor
<b>PHONE # OR EXTENSION #</b>	830-249-9343
<b>TIME NEEDED FOR PRESENTATION</b>	5 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action regarding the publication of an invitation to bid sealcoat work, annual contract for Kendall County.
<b>REASON FOR AGENDA ITEM</b>	To solicit bids for various sealcoat road projects in Kendall County for the remainder of this fiscal year, with possible extensions of the contract.
<b>WHO WILL THIS AFFECT?</b>	Kendall County
<b>ADDITIONAL INFORMATION</b>	None