



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Commissioners Court Meeting Minutes
DEPARTMENT & PERSON MAKING REQUEST	County Clerk's Office Paula Pfeiffer, Deputy Clerk
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	1 minute
WORDING OF AGENDA ITEM	Consideration and action on approval of the Minutes for August 22 and September 6, 2022.
REASON FOR AGENDA ITEM	To approve the Minutes from the previous Commissioners Court meetings.
WHO WILL THIS AFFECT?	The public
ADDITIONAL INFORMATION	None



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	FY2022 Budget Amendments
DEPARTMENT & PERSON MAKING REQUEST	County Auditor's Office Corinna Speer, County Auditor
PHONE # OR EXTENSION #	830-249-9343 Ext. 240
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on the approval of amending the FY2022 budget through regular budget adjustment and certification of new revenue.
REASON FOR AGENDA ITEM	To correctly allocate funds needed in the budget.
IS THERE DOCUMENTATION	Yes Financial Transparency Link / County Auditor Web Page
WHO WILL THIS AFFECT?	Department budgets that needed an amendment
ADDITIONAL INFORMATION	None

TO: KENDALL COUNTY COMMISSIONERS COURT

FROM: COUNTY AUDITOR'S OFFICE

DATE: SEPTEMBER 12, 2022

THE FOLLOWING BUDGET AMENDMENT WILL INCREASE THE GENERAL FUND BUDGET THROUGH CERTIFICATION OF A NEW REVENUE SOURCE.

REVENUE:

10-333-43270	SOLID WASTE GRANT	+	15,000
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EXPENSE:

10-595-53900	GRANT EXPENDITURES	+	15,000
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TO: KENDALL COUNTY COMMISSIONERS COURT
 FROM: COUNTY AUDITOR'S OFFICE
 DATE: SEPTEMBER 12, 2022

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

COUNTY JUDGE:

10-400-52030	RETIREMENT		
10-401-56020	CONTINGENCIES - MISCELLANEOUS	+	1,271
		-	1,271

COUNTY COMMISSIONERS:

10-401-52030	RETIREMENT		
10-401-56020	CONTINGENCIES - MISCELLANEOUS	+	1,136
		-	1,136

COUNTY ENGINEER:

10-402-51480	GIS SPECIALIST		
10-402-52030	RETIREMENT	+	1
10-402-52100	EMPLOYEE INSURANCE BENEFIT	+	200
		-	201

COUNTY CLERK:

10-403-52020	GROUP INSURANCE		
10-403-52010	SOCIAL SECURITY TAXES	+	1,338
		-	1,338

ELECTIONS:

10-404-51030	ASSISTANTS		
10-404-53110	POSTAGE	+	4,189
10-404-54200	TELEPHONE	+	800
10-404-51490	TEMPORARY	+	151
		-	5,140

VETERANS SERVICE:

10-405-51320	VETERANS SERVICE OFFICER		
10-405-52030	RETIREMENT	+	47
10-405-52020	GROUP INSURANCE	+	170
		-	217

EMERGENCY MANAGEMENT:

10-406-51025	EXEMPT PERSONNEL		
10-406-52030	RETIREMENT	+	1
10-406-53330	OPERATING	+	158
		-	159

ANIMAL CONTROL:

10-408-53330	OPERATING		
10-408-54200	TELEPHONE	+	500
10-408-54050	MEDICAL - OTHER	+	37
		-	537

NON-DEPARTMENTAL:

10-409-53110	POSTAGE		
10-409-54861	CONTRACT SERVICES	+	2,345
10-409-54820	PROPERTY & LIAB INSURANCE	+	1,270
		-	3,615

INFORMATION TECHNOLOGY:

10-415-51030	ASSISTANTS		
10-415-51025	EXEMPT PERSONNEL	+	2
		-	2

DISTRICT COURT:

10-435-51051	COURT COORDINATOR		
10-435-54079	TRANSCRIPTS	+	1
10-435-54260	MILEAGE	+	9,000
10-435-54850	JUROR EXPENSE	+	300
10-401-56020	CONTINGENCIES - MISCELLANEOUS	+	500
		-	9,801

TO: KENDALL COUNTY COMMISSIONERS COURT
 FROM: COUNTY AUDITOR'S OFFICE
 DATE: SEPTEMBER 12, 2022

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

COURT SYSTEMS:

10-437-56623	ALLOCATIONS - DPS CRIME LAB	+	3,839
10-401-56020	CONTINGENCIES - MISCELLANEOUS	-	3,839

PRE TRIAL SERVICES:

10-438-51055	CLERK	+	4,372
10-438-51030	ASSISTANTS	-	4,372

DISTRICT CLERK:

10-450-51040	CHIEF DEPUTIES	+	1
10-450-51045	DEPUTIES	-	1

JUSTICE OF THE PEACE, PCT.1:

10-455-51055	CLERK	+	1
10-455-52030	RETIREMENT	+	458
10-455-52100	EMPLOYEE INSURANCE BENEFIT	-	459

JUSTICE OF THE PEACE, PCT.2:

10-456-52030	RETIREMENT	+	440
10-456-52020	GROUP INSURANCE	-	440

JUSTICE OF THE PEACE, PCT.3:

10-457-51055	CLERK	+	1
10-457-52030	RETIREMENT	+	500
10-457-52100	EMPLOYEE INSURANCE BENEFIT	-	501

JUSTICE OF THE PEACE, PCT.4:

10-458-52030	RETIREMENT	+	440
10-458-54861	CONTRACT SERVICES	+	20
10-458-54092	INTERPRETER	-	460

CRIMINAL DISTRICT ATTORNEY:

10-470-51300	INVESTIGATIONS	+	1
10-470-51521	STATE SALARY SUPPLEMENT	+	1,800
10-470-52030	RETIREMENT	+	4,940
10-470-53300	FUEL & OIL	+	450
10-470-53330	OPERATING	+	100
10-401-56020	CONTINGENCIES - MISCELLANEOUS	-	7,291

GENERAL COUNSEL:

10-473-51025	EXEMPT PERSONNEL	+	1
10-473-52030	RETIREMENT	+	403
10-473-52010	SOCIAL SECURITY TAXES	-	404

COUNTY AUDITOR:

10-495-51020	APPOINTED OFFICIALS	+	720
10-495-52030	RETIREMENT	+	1,370
10-495-54810	DUES	+	264
10-401-56020	CONTINGENCIES - MISCELLANEOUS	-	2,354

HUMAN RESOURCES:

10-496-51080	PART-TIME	+	1
10-496-52030	RETIREMENT	+	627
10-496-52100	EMPLOYEE INSURANCE BENEFIT	-	628

TO: KENDALL COUNTY COMMISSIONERS COURT
 FROM: COUNTY AUDITOR'S OFFICE
 DATE: SEPTEMBER 12, 2022

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

COUNTY TREASURER:

10-497-52030	RETIREMENT	+	485
10-497-53100	OFFICE SUPPLIES	+	200
10-497-53110	POSTAGE	+	100
10-497-54270	CONFERENCE/TRAINING	-	785

COUNTY TAX A/C:

10-499-52030	RETIREMENT	+	2,106
10-499-53330	OPERATING	+	1,000
10-499-54270	CONFERENCE/TRAINING	-	1,000
10-401-56020	CONTINGENCIES - MISCELLANEOUS	-	2,106

COURTHOUSE & RELATED BLDGS:

10-510-51530	COMPENSATION PAYOUT	+	481
10-510-52030	RETIREMENT	+	156
10-510-53100	OFFICE SUPPLIES	+	100
10-510-53300	FUEL & OIL	+	500
10-510-53330	OPERATING	+	2,000
10-510-54200	TELEPHONE	+	1,150
10-510-53360	UNIFORMS	-	2,387
10-510-54630	RENT - OTHER EQUIPMENT	-	2,000

DETENTION:

10-512-51055	CLERK	+	362
10-512-51090	SUPERVISORY	+	1
10-512-51220	MEDICAL PROFESSIONAL	+	391
10-512-51530	COMPENSATION PAYOUT	+	7,062
10-512-53300	FUEL & OIL	+	500
10-512-55130	CAPITAL PROJECTS-BUILDING CONSTRUCTION	+	695
10-512-54861	CONTRACT SERVICES	-	9,011

EMERGENCY MEDICAL SERVICES:

10-540-51035	ADMINISTRATIVE MANAGER	+	661
10-540-51060	EMS TECHNICIANS	+	12,000
10-540-51490	TEMPORARY	+	20,000
10-540-51530	COMPENSATION PAYOUT	+	951
10-540-52100	EMPLOYEE INSURANCE BENEFIT	+	4,859
10-540-54270	CONFERENCE/TRAINING	+	1,000
10-540-54540	VEHICLE - REPAIR & MAINT	+	1,000
10-540-55900	OTHER CAPITAL OUTLAY	+	13,107
10-540-53330	OPERATING	-	1,000
10-540-55200	VEHICLE PURCHASE/TOTAL VALUE	-	52,578

BERGHEIM VFD:

10-542-53300	FUEL & OIL	+	2,322
10-542-56510	ALLOCATIONS - CAPITAL EXPENSES	-	2,322

KENDALIA VFD:

10-547-54400	UTILITIES	+	1,400
10-547-54540	VEHICLE - REPAIR & MAINT	+	500
10-547-54270	CONFERENCE/TRAINING	-	1,400
10-547-54530	RADIO/RADAR - REPAIR & MAINT	-	500

TO: KENDALL COUNTY COMMISSIONERS COURT
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 DATE: SEPTEMBER 12, 2022

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RURAL FIRE:

10-545-51065	FIREFIGHTERS		
10-545-51150	FACILITY MANAGER	+	7,108
10-545-51530	COMPENSATION PAYOUT	+	1
10-545-51750	LONGEVITY	+	1,257
10-545-52030	RETIREMENT	+	50
10-545-52100	EMPLOYEE INSURANCE BENEFIT	+	2,082
10-545-54220	RADIO AIR TIME	+	121
10-545-52020	GROUP INSURANCE	+	302
		-	10,921

SISTERDALE VFD:

10-548-53330	OPERATING		
10-548-54270	CONFERENCE/TRAINING	+	2,800
10-548-54540	VEHICLE - REPAIR & MAINT	+	5,300
10-548-54050	MEDICAL - OTHER	+	500
10-548-54400	UTILITIES	-	1,500
10-548-54500	BUILDINGS - REPAIR & MAINT	-	1,500
10-548-54510	MACHINERY - REPAIR & MAINT	-	3,300
10-548-54531	SMALL EQUIP - REPAIR & MAINT	-	1,300
		-	1,000

CONSTABLE, PCT.1:

10-551-52030	RETIREMENT		
10-551-52020	GROUP INSURANCE	+	227
		-	227

CONSTABLE, PCT.2:

10-552-52030	RETIREMENT		
10-552-53330	OPERATING	+	239
		-	239

CONSTABLE, PCT.3:

10-553-52030	RETIREMENT		
10-553-53330	OPERATING	+	212
		-	212

CONSTABLE, PCT.4:

10-554-52030	RETIREMENT		
10-554-54200	TELEPHONE	+	226
		-	226

COUNTY SHERIFF:

10-560-54200	TELEPHONE		
10-560-54210	CELL PHONES	+	280
10-560-54270	CONFERENCE/TRAINING	+	1,200
		-	1,480

JUVENILE PROBATION:

10-570-52020	GROUP INSURANCE		
10-570-52030	RETIREMENT	+	615
10-570-52010	SOCIAL SECURITY TAXES	+	295
		-	910

ADULT PROBATION:

10-579-54200	TELEPHONE		
10-579-54500	BUILDINGS - REPAIR & MAINT	+	45
		-	45

RECYCLING:

10-597-51080	PART-TIME		
10-597-52100	EMPLOYEE INSURANCE BENEFIT	+	1
10-597-53360	UNIFORMS	+	41
		-	42

TO: KENDALL COUNTY COMMISSIONERS COURT
 FROM: COUNTY AUDITOR'S OFFICE
 DATE: SEPTEMBER 12, 2022

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COUNTY SOLID WASTE:

10-595-52100	EMPLOYEE INSURANCE BENEFIT	+	53
10-595-53900	GRANT EXPENDITURES	+	14,272
10-595-54430	WASTE DISPOSAL - SPANISH PASS	-	14,325

ROAD & BRIDGE DEPARTMENT:

10-620-51055	CLERK	+	158
10-620-51090	SUPERVISORY	+	1
10-620-51150	FACILITY MANAGER	+	1
10-620-51430	INSPECTORS	+	1
10-620-51530	COMPENSATION PAYOUT	-	161

COUNTY HEALTH & WELFARE:

10-635-52030	RETIREMENT	+	178
10-635-52100	EMPLOYEE INSURANCE BENEFIT	-	178

HEALTH INSPECTOR:

10-636-51030	ASSISTANTS	+	1
10-636-52030	RETIREMENT	+	496
10-401-56020	CONTINGENCIES - MISCELLANEOUS	-	497

PARKS:

10-660-51025	EXEMPT PERSONNEL	+	780
10-660-52030	RETIREMENT	+	246
10-660-53310	CUSTODIAL SUPPLIES	+	100
10-660-54510	MACHINERY - REPAIR & MAINT	+	700
10-660-51035	ADMINISTRATIVE MANAGER	-	1,026
10-660-54531	SMALL EQUIP - REPAIR & MAINT	-	800

COUNTY EXTENSION SERVICE:

10-665-51050	SECRETARIES	+	35
10-665-51612	4-H ASSISTANT	+	3,006
10-665-52030	RETIREMENT	-	3,041

ROAD & BRIDGE FUND:

11-620-53100	OFFICE SUPPLIES	+	50
11-620-53110	POSTAGE	+	100
11-620-54300	BIDDING & NOTICES	+	150
11-620-53607	COUNTY WIDE ENVIRONMENTAL	-	300

SPECIAL INVENTORY TAX FUND:

41-499-52030	RETIREMENT	+	27
41-499-52010	SOCIAL SECURITY TAXES	-	27

ELECTION SERVICES CONTRACT FUND:

42-404-51490	TEMPORARY	+	1,428
42-404-52010	SOCIAL SECURITY TAXES	+	110
42-419-51490	TEMPORARY	+	1,857
42-419-52010	SOCIAL SECURITY TAXES	+	143
42-404-53330	OPERATING	-	1,538
42-419-53330	OPERATING	-	2,000

FIRE INSPECTION & PERMIT FUND:

43-545-52030	RETIREMENT	+	209
43-545-52040	WORKERS COMPENSATION	+	1,200
43-545-53330	OPERATING	-	1,409



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Accounts Payable Claims
DEPARTMENT & PERSON MAKING REQUEST	Auditor's Office Corinna Speer, County Auditor
PHONE # OR EXTENSION #	830-249-9343 Ext. 240
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on the approval of accounts payable claims for purchases, services and vendors.
REASON FOR AGENDA ITEM	To pay current accounts payable claims.
IS THERE DOCUMENTATION	Yes Financial Transparency Link / County Auditor Web Page
WHO WILL THIS AFFECT?	Departments that have AP claims
ADDITIONAL INFORMATION	None



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Accept Donations
DEPARTMENT & PERSON MAKING REQUEST	County Auditor's Office Corinna Speer, County Auditor
PHONE # OR EXTENSION #	830-249-9343 Ext. 240
TIME NEEDED FOR PRESENTATION	2 Minutes
WORDING OF AGENDA ITEM	Consideration and action on accepting the list of donations on behalf of Kendall County as per Local Government Code 81.032.
REASON FOR AGENDA ITEM	Accept donations received in July 2022.
WHO WILL THIS AFFECT?	Countywide
ADDITIONAL INFORMATION	None

Kendall County, Texas
Donation List for Commissioners Court September 12, 2022.

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 August 1, 2022 and August 31, 2022.

Monetary Donations:

Date	Amount	Received From	Description of Donation	Specific Department or Purpose
08/01/22	\$ 10.00	Marjorie Paroli	Cash	Animal Control
08/02/22	\$ 100.00	Dr. Kendall Jones	Cash	Animal Control
08/03/22	\$ 5.00	Pamela Lewis	Cash	Animal Control
08/06/22	\$ 3.00	Karen Berkowitz	Cash	Animal Control
08/10/22	\$ 50.00	Layne Berdar	Cash	Animal Control
08/10/22	\$ 20.00	Phillip Wilson	Cash	Animal Control
08/11/22	\$ 40.00	Holly Casillas	Cash	Animal Control
08/23/22	\$ 20.00	Jean Camache	Cash	Animal Control
08/24/22	\$ 100.00	Gail Vecker	Cash	Animal Control
			S.O. Received Donation Check 6/23/22, Donation Form	
08/24/22	\$ 500.00	Alamo Market & Processing	Turned into Auditor's Office 8/24/22	Sheriff's Office
08/26/22	\$ 20.00	Robert & Kathleen Kunz	In Memory of MaryAnn Pankratz	EMS
08/29/22	\$ 20.00	David Perez	Cash	Animal Control

Other Donations:

Date	Received From	Description of Donation	Specific Department or Purpose
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KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Audit Firm
DEPARTMENT & PERSON MAKING REQUEST	Auditor's Office Corinna Speer, County Auditor
PHONE # OR EXTENSION #	830-249-9343 Ext. 240
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action to hire Neffendorf & Blocker, P.C. to perform the Fiscal Year 2022 independent audit.
REASON FOR AGENDA ITEM	Hire Audit Firm
WHO WILL THIS AFFECT?	County Auditor
ADDITIONAL INFORMATION	None



NEFFENDORF & BLOCKER, P.C.

August 31, 2022

To the Honorable Judge
and County Commissioners
Kendall County
Boerne, Texas 78006

We are pleased to confirm our understanding of the services we are to provide for Kendall County, Texas for the year ended September 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Kendall County, Texas as of and for the year ended September 30, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Kendall County Texas' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Kendall County, Texas' RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule- General Fund.
- 3) Budgetary Comparison Schedule- Road and Bridge Fund.
- 4) Schedule of Changes in Net Pension Liability and Related Ratios- TCDRS.
- 5) Schedule of Employer Contributions- TCDRS.

We have also been engaged to report on supplementary information other than RSI that accompanies Kendall County, Texas' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards.
- 2) Combining Balance Sheet- Nonmajor Governmental Funds.
- 3) Combining Statement of Revenues, Expenditures and Changes in Fund Balance- Nonmajor Governmental Funds

TEL: 830 997 3348 **EMAIL:** info@nb-cpa.com

P.O. Box 874 · 512 S Adams Street, Fredericksburg, TX 78624

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- 4) Combining Statement of Fiduciary Net Position- Private Purpose Trust Funds
- 5) Combining Statement of Additions, Deductions and Changes in Net Position- Private Purpose Trust Funds
- 6) Combining Statement of Fiduciary Net Position- Custodial Funds
- 7) Combining Statement of Additions, Deductions and Changes in Net Position- Custodial Funds.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Kendall County, Texas' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Kendall County, Texas' major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Kendall County, Texas' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Kendall County, Texas' in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts,

and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Neffendorf & Blocker, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such

request. If requested, access to such audit documentation will be provided under the supervision of Neffendorf & Blocker, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulator. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Hayley Blocker is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$27,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

In the event we are requested or authorized by the County or are required by any government regulation, subpoena, or other legal process to produce our documents or our personnel as witness with respect to our engagement for the County, the County shall, reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests. Any public request for documents, records or reports shall be forwarded to the County for proper response pursuant to the Texas Public Information Act.

In a legal action in which the firm or its partners are not the defendants, we shall also be entitled to fees at \$400.00 per hour and reimbursements for testimony if we are subpoenaed as a witness in subsequent litigation by third parties and such testimony involves the work we performed pursuant to this agreement. If we are ordered by a state or federal judge to permit the subsequent inspection and/or reproduction of files, records and other documents relating to work performed by us pursuant to this agreement, then you agree that we may comply with these orders without prior notice to you.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Honorable Judge and County Commissioners of Kendall County, Texas. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Kendall County, Texas and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Neffendorf & Blocker, P.C.

NEFFENDORF & BLOCKER, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Kendall County, Texas.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____ County Judge

Date: _____ September 12, 2022



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Cash Summary at Frost Bank July 2022
DEPARTMENT & PERSON MAKING REQUEST	Sheryl D'Spain Treasurer
PHONE # OR EXTENSION #	830-249-9343 ext 220
TIME NEEDED FOR PRESENTATION	2 minutes
WORDING OF AGENDA ITEM	Discuss and approve cash summary at Frost Bank July 2022
REASON FOR AGENDA ITEM	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.
IS THERE DOCUMENTATION	Yes, the report is on the County website under departments, County Treasurer once it is approved by Commissioners Court.
WHO WILL THIS AFFECT?	Countywide
ADDITIONAL INFORMATION	None

KENDALL COUNTY SUMMARY OF CASH BALANCES AT FROST BANK
MONTH ENDING July 31, 2022

	Beg Balance	Receipts (includes Journal Entries and Transfers In)	Disbursements (includes Journal Entries and Transfers Out)	Ending Balance
10-General Fund	\$ 2,775,639.20	\$ 1,513,149.46	\$ 2,704,600.41	\$ 1,584,188.25
11-Road & Bridge	\$ 830,855.93	\$ 148,175.09	\$ 75,310.73	\$ 903,720.29
13-Courthouse Security	\$ 74,339.35	\$ 4,871.98	\$ 1,367.03	\$ 77,844.30
15-Lateral Road & Bridge	\$ 64,689.21	\$ -	\$ 297.43	\$ 64,391.78
16-Court Reporter Service	\$ 31,350.77	\$ 2,263.56	\$ -	\$ 33,614.33
17-Attorney-Hot Check	\$ 37.61	\$ -	\$ -	\$ 37.61
19-Records Mgmt (County Clerk)	\$ 166,353.47	\$ 10,715.00	\$ 491.94	\$ 176,576.53
20-Law Library	\$ 81,940.25	\$ 3,045.00	\$ 1,320.46	\$ 83,664.79
21-Justice Court Technology	\$ 46,298.87	\$ 1,346.68	\$ -	\$ 47,645.55
22-Justice Court Building Security	\$ 38,188.06	\$ 19.88	\$ -	\$ 38,207.94
23-County & District Technology	\$ 22,843.82	\$ 183.49	\$ -	\$ 23,027.31
24-Alternative Dispute Resolution	\$ 2,260.00	\$ 1,405.00	\$ -	\$ 3,665.00
25-District Clerk Records Mgmt	\$ 19,508.61	\$ 1,159.13	\$ -	\$ 20,667.74
26-County Clerk Rec. Archive Fund	\$ 297,239.87	\$ 10,630.00	\$ 383.01	\$ 307,486.86
27-Vital Statistics Records	\$ 661.10	\$ 58.00	\$ 39.05	\$ 680.05
28-Pre-Trial Intervention	\$ 12,620.47	\$ 2,010.00	\$ -	\$ 14,630.47
29-LEOSE Training	\$ 53,757.58	\$ -	\$ -	\$ 53,757.58
30-County Jury Fund	\$ 3,785.01	\$ 715.44	\$ -	\$ 4,500.45
31-County Records Mgmt & Pres Fund	\$ 9,560.00	\$ 2,565.00	\$ -	\$ 12,125.00
32-Appellate Judicial System Fund	\$ 1,620.00	\$ 435.00	\$ -	\$ 2,055.00
33-Juv Probation-State Grant	\$ 66,006.66	\$ 23,120.48	\$ 29,119.06	\$ 60,008.08
34-Juv Probation Title IV E	\$ 1,424.11	\$ 0.08	\$ 462.39	\$ 961.80
36-Local Truancy Prev & Diversion	\$ 39,443.24	\$ 1,583.97	\$ -	\$ 41,027.21
37-Court-Initiated Guardianship Fund	\$ 3,120.00	\$ 690.00	\$ -	\$ 3,810.00
41-MVDIT Interest	\$ 25,173.97	\$ 307.23	\$ 1,110.94	\$ 24,370.26
42-Election Services Contract Fund	\$ 24,017.62	\$ -	\$ 10,250.00	\$ 13,767.62
43-Fire Inspection & Permit Fund	\$ 69,752.48	\$ 9,784.74	\$ 10,395.23	\$ 69,141.99
50-Crime Victims Grant	\$ (55,487.24)	\$ 6,010.50	\$ 19,037.44	\$ (68,514.18)
51-VAWA Grant	\$ (50,549.19)	\$ 24,434.31	\$ 14,816.67	\$ (40,931.55)
55-Coronavirus Local Fisc Recvy Fund	\$ 4,606,458.00	\$ 453.64	\$ 4,532,692.50	\$ 74,219.14
80-Tobacco Settlement	\$ 70,561.42	\$ -	\$ 33.95	\$ 70,527.47
81-Historical Commission	\$ 12,162.22	\$ -	\$ -	\$ 12,162.22
82-County Donations	\$ 105,125.92	\$ 4,240.00	\$ 23,830.26	\$ 85,535.66
84-Abandoned Vehicles	\$ 4,162.75	\$ -	\$ -	\$ 4,162.75
89-Bond Forfeiture Commission	\$ 33,382.98	\$ 2,035.56	\$ -	\$ 35,418.54
93-Texas State Fees	\$ 312,581.48	\$ 63,380.49	\$ 141,079.70	\$ 234,882.27
CASH BALANCES	\$ 9,800,885.60	\$ 1,838,788.71	\$ 7,566,638.20	\$ 4,073,036.11

KENDALL COUNTY SUMMARY OF CASH BALANCES AT FROST BANK
MONTH ENDING July 31, 2022

Funds	Beg Balance	Receipts (includes Journal Entries and Transfers In)	Disbursements (includes Journal Entries and Transfers Out)	Ending Balance
62-Series 2007 Lim. Tax Gen	\$ 16,682.02	\$ 0.14	\$ -	\$ 16,682.16
63-Series 2013 UnLimited Tax Road Bond	\$ 165,730.01	\$ 16,583.44	\$ -	\$ 182,313.45
64-Series 2014 Limited Tax Refunding	\$ -	\$ -	\$ -	\$ -
65-Series 2016 Limited Tax Gen.Oblig.Bond	\$ 349,941.11	\$ 1,840.29	\$ -	\$ 351,781.40
72-Law Enforcement Center Project	\$ -	\$ -	\$ -	\$ -
85-Local S.O. Forfeiture	\$ 23,947.17	\$ 1,834.39	\$ -	\$ 25,781.56
87-Federal S.O. Forfeiture	\$ 47,299.20	\$ 0.36	\$ 207.61	\$ 47,091.95
88-CDA Asset Forfeiture	\$ 73,050.85	\$ 1,223.37	\$ 578.71	\$ 73,695.51
90-Trust Account	\$ 5,353,296.58	\$ 37.97	\$ 1,303,126.00	\$ 4,050,208.55
96-Public Grants	\$ (606.65)	\$ 687.50	\$ -	\$ 80.85
CASH BALANCES	\$ 6,029,340.29	\$ 22,207.46	\$ 1,303,912.32	\$ 4,747,635.43

Cash Summary report prepared by the Treasurer

Shirley Spain

Date:

9/7/2022

Cash summary Report examined and approved by the Auditor's office

Corinna Speer

Date:



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Burn Ban
DEPARTMENT & PERSON MAKING REQUEST	Darrel L. Lux, County Judge Jeffery Fincke, Fire Marshal
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	3 minutes
WORDING OF AGENDA ITEM	Consideration and action on the burn ban (Authority Section 352.081, Local Government Code)
REASON FOR AGENDA ITEM	To determine whether or not there is a need for a ban on burning
WHO WILL THIS AFFECT?	Countywide
ADDITIONAL INFORMATION	Judge Lux lifted the BURN BAN September 1, 2022 at 10:30 a.m. To keep the BURN BAN <u>off</u> , it needs to be lifted by Order of Commissioners Court.



COPY

KENDALL COUNTY ORDER LIFTING THE BURN BAN

WHEREAS, the Kendall County Judge, with the agreement of the Kendall County Fire Marshal, has determined that conditions present in the unincorporated areas of Kendall County will allow outdoor burning,

IT IS HEREBY ORDERED by the Kendall County Judge that the Commissioners Court order on June 27, 2022 restricting all outdoor burning be RESCINDED.

Signed this the 1st day of September 2022 at 10:30 a.m.

A handwritten signature in black ink, appearing to read "D. Lux", written over a horizontal line.

Darrel L. Lux
Kendall County Judge

ATTEST:

A handwritten signature in black ink, appearing to read "Darlene Herrin", written over a horizontal line.

Darlene Herrin
County Clerk



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Out-of-state travel for Stephen Zoeller
DEPARTMENT & PERSON MAKING REQUEST	AgriLife Extension - Stephen Zoeller
PHONE # OR EXTENSION #	830-331-8242
TIME NEEDED FOR PRESENTATION	10 minutes
WORDING OF AGENDA ITEM	Consideration and action to approve out-of-state travel for Stephen Zoeller to travel to Columbus, Ohio for the National 4-H Hippology Contest October 9-14, 2022.
REASON FOR AGENDA ITEM	National 4-H contest
WHO WILL THIS AFFECT?	AgriLife Extension
ADDITIONAL INFORMATION	None



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Use of Faltin Field
DEPARTMENT & PERSON MAKING REQUEST	Don Durden, Commissioner Precinct 4
PHONE # OR EXTENSION #	210-414-9099
TIME NEEDED FOR PRESENTATION	5 minutes
WORDING OF AGENDA ITEM	Consideration and action on approving a request by the Comfort Athletic Booster Club to use Faltin Field to build a bonfire and light it the evening of September 21, 2022.
REASON FOR AGENDA ITEM	In conjunction with Comfort Homecoming festivities, Comfort Athletic Booster Club would like to again have bonfire rally at Faltin Field.
WHO WILL THIS AFFECT?	The Public
ADDITIONAL INFORMATION	Comfort Athletic Booster Club President, Shane West, is coordinating with the Comfort Volunteer Fire Department and Fire Marshal Jeff Fincke regarding burn permit.



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Resolution - Waring Welfare Bridge Replacement
DEPARTMENT & PERSON MAKING REQUEST	Assistant County Engineer - Mary Ellen Schulle
PHONE # OR EXTENSION #	830-249-9343 Ext. 250
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on a resolution for an equivalent match project with the Texas Department of Transportation for the replacement of an off system bridge located at Waring Welfare Road and Big Joshua Creek.
REASON FOR AGENDA ITEM	Resolution
WHO WILL THIS AFFECT?	Pct # 4
ADDITIONAL INFORMATION	A resolution was passed by Commissioners Court on June 13, 2022 with a local match participation of \$28,075.00. The resolution attached increases the local match participation to \$44,212.00 due to escalation of the Waring Welfare bridge replacement construction estimate.

RESOLUTION



The State of Texas
County of Kendall

WHEREAS, the federal off-system bridge program is administered by the Texas Department of Transportation (the State) to replace or rehabilitate structurally deficient and functionally obsolete (collectively referred to as deficient) bridges located on public roads and streets off the designated state highway system; and

WHEREAS, Kendall County, hereinafter referred to as the Local Government owns a bridge located on Waring-Welfare Road at the Joshua Creek, National Bridge Inventory (NBI) Structure Number 151310AA0116001, Local Designation Number 131-0-AA011-6-001; and

WHEREAS, a project to remedy the bridge is included in the currently approved program of projects as authorized by **Texas Transportation Commission Minute Order Number 116073 dated August 31, 2021, Control-Section-Job (CSJ) Number 0915-11-037**; and

WHEREAS, the usual fund participation ratio for projects on such program is 80 percent federal, 10 percent state and 10 percent Local Government; and

WHEREAS, Texas Administrative Code, Title 43, Section 15.55(d) (43 TAC Section 15.55(d)) provides that under specified conditions the 10 percent Local Government match fund participation requirement may be waived with agreement by the Local Government to perform, or cause to be performed, an equivalent dollar amount of structural improvement work on other deficient bridges or deficient mainlane cross-drainage structures within its jurisdiction, such a project of structural improvement work being referred to as an "equivalent-match project"; and

WHEREAS, the combined estimated local match fund participation requirement on the approved federal off-system bridge projects is \$44,212.00, hereinafter referred to as the "participation-waived" projects, such participation requirement the Local Government proposes be waived and in return perform or cause to be performed equivalent-match project structural improvement work.

THEREFORE, BE IT RESOLVED that the Local Government perform, or cause to be performed, the following equivalent-match project(s) in return for waiver of the local match fund participation requirement on the approved federal off-system bridge program (participation-waived) projects not yet awarded:

LOCATION (and NBI structure identification number, if applicable)	ON SCHOOL BUS ROUTE?	DESCRIPTION OF STRUCTURAL IMPROVEMENT WORK	ESTIMATED COST
Sisterdale-Lindendale Rd.	No	Replace failing box culvert with concrete arch pipe and headwalls	\$72,000.00

BE IT FURTHER RESOLVED that in receiving this waiver the Local Government acknowledges its obligation to conform with all conditions of 43 TAC Section 15.55(d); such conditions that include but are not restricted to the following:

1. The Local Government must be currently in compliance with load posting and closure regulations as defined in National Bridge Inspection Standards under US Code of Federal Regulations, Title 23, Section 650.303.
2. The equivalent-match project work increases the load capacity of the existing bridge or other mainlane cross-drainage structure, or upgrades the structure to its original load capacity with a minimum upgrade to safely carry school bus loading if located on a school bus route.
3. In performing, or causing to be performed, the equivalent-match project(s), the Local Government assumes all responsibilities for engineering and construction, and complying with all applicable state and federal environmental regulations and permitting requirements for the structures being improved.
4. The work on the proposed equivalent-match project(s) has not begun and will not begin until the local match fund participation waiver approval process has been completed.
5. The Local Government will be allowed three years after the contract award of the participation- waived project to complete the structural improvement work on the equivalent-match project(s).
6. Should this waiver request be approved, an appropriate written agreement or amendment to a previously executed agreement will be executed between the State and Local Government.

APPROVED BY KENDALL COUNTY COMMISSIONERS COURT ON THIS 12th DAY OF SEPTEMBER 2022.

County Judge

Commissioner Precinct 1

Commissioner Precinct 2

Commissioner Precinct 3

Commissioner Precinct 4



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Financial Guarantee- The Heartland at Tapatio Springs
DEPARTMENT & PERSON MAKING REQUEST	County Engineer - Richard Tobolka
PHONE # OR EXTENSION #	830-249-9343 Ext. 250
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on approval of Letter of Credit for The Heartland at Tapatio in the amount of \$936,617.00 for the construction of roadway and drainage. (Vaqueros Del Mar, LLC)
REASON FOR AGENDA ITEM	Financial guarantee-The Heartland at Tapatio Springs
WHO WILL THIS AFFECT?	Pct # 1
ADDITIONAL INFORMATION	The letter of credit will replace the Cashier's Cash Deposit accepted by Commissioners Court on 6-27-2022.

BANK OF AMERICA - CONFIDENTIAL

PAGE: 1

DATE: AUGUST 26, 2022

IRREVOCABLE STANDBY LETTER OF CREDIT NUMBER: 68181434

APPLICANT
VAQUEROS DEL MAR LLC
1 ESTANCIA LN
BOERNE, TX 78006

BENEFICIARY
KENDALL COUNTY JUDGE
201 E SAN ANTONIO
BOERNE, TX 78006

ISSUING BANK
BANK OF AMERICA, N.A.
ONE FLEET WAY
PA6-580-02-30
SCRANTON, PA 18507-1999

AMOUNT
NOT EXCEEDING USD 936,617.00
NOT EXCEEDING NINE HUNDRED THIRTY SIX THOUSAND SIX HUNDRED SEVENTEEN AND
00/100'S US DOLLARS

EXPIRATION
JUNE 27, 2023 AT OUR COUNTERS

WE HEREBY OPEN OUR IRREVOCABLE STANDBY LETTER OF CREDIT NUMBER
68181434 IN YOUR FAVOR.

THIS CREDIT IS AVAILABLE WITH BANK OF AMERICA, N.A. BY PAYMENT
AGAINST PRESENTATION OF BENEFICIARY'S DRAFT(S) AT SIGHT DRAWN ON BANK
OF AMERICA N.A.

DRAFTS MUST BE ACCOMPANIED BY:

1. THE ORIGINAL OF THIS LETTER OF CREDIT AND ALL AMENDMENTS, IF ANY.
2. WRITTEN CERTIFICATION SIGNED BY THE COUNTY JUDGE, ANY COUNTY COMMISSIONER OR THE COUNTY TREASURER THAT VAQUEROS DEL MAR LLC HAS FAILED TO COMPLETE CERTAIN SUBDIVISION IMPROVEMENTS CONSISTING OF ROADWAY AND DRAINAGE IMPROVEMENTS (THE "IMPROVEMENTS") FOR THE HEARTLAND AT TAPATIO SPRINGS WITHIN TWO (2) YEARS FROM THE DATE OF APPROVAL OF THE FINAL PLAT BY KENDALL COUNTY COMMISSIONERS COURT OR ALTERNATIVELY, THAT THE IMPROVEMENTS HAVE NOT BEEN COMPLETED AND THAT VAQUEROS DEL MAR LLC HAS FAILED TO TIMELY EXTEND THIS LETTER OF CREDIT.

IT IS A CONDITION OF THIS LETTER OF CREDIT THAT IT IS DEEMED TO BE AUTOMATICALLY EXTENDED WITHOUT AMENDMENT FOR PERIOD(S) OF ONE YEAR EACH FROM THE CURRENT EXPIRY DATE HEREOF, OR ANY FUTURE EXPIRATION DATE, UNLESS AT LEAST FORTY-FIVE (45) DAYS PRIOR TO ANY EXPIRATION DATE, WE NOTIFY YOU BY REGISTERED MAIL OR OVERNIGHT COURIER AT THE ABOVE LISTED ADDRESS THAT WE ELECT NOT TO CONSIDER THIS LETTER OF

ORIGINAL

BANK OF AMERICA - CONFIDENTIAL

PAGE: 2

THIS IS AN INTEGRAL PART OF LETTER OF CREDIT NUMBER: 68181434

CREDIT EXTENDED FOR ANY SUCH ADDITIONAL PERIOD.

THIS LETTER OF CREDIT MAY NOT BE CANCELLED BY THE APPLICANT PRIOR TO THE EXPIRATION DATE WITHOUT THE WRITTEN CONSENT OF THE BENEFICIARY.

PARTIAL DRAWINGS ARE PERMITTED. THE SUM OF SUCH PARTIAL DRAWS SHALL ON NO ACCOUNT EXCEED THE STATED AMOUNT OF THIS CREDIT, AND UPON ANY DRAW OR REDUCTION LETTER WHICH EXHAUSTS THIS CREDIT, THE ORIGINAL OF THIS CREDIT SHALL BE SURRENDERED TO US.

DRAFT(S) MUST STATE "DRAWN UNDER BANK OF AMERICA N.A., STANDBY LETTER OF CREDIT NUMBER 68181434 DATED AUGUST 26, 2022. "

BANK OF AMERICA NA AGREES THAT DRAFT(S) DRAWN AND DOCUMENTS PRESENTED IN CONFORMITY WITH THE TERMS OF THIS CREDIT WILL BE DULY HONORED ON PRESENTATION TO OUR OFFICES VIA COURIER AT BANK OF AMERICA, N.A. ONE FLEET WAY, PA6-580-02-30, SCRANTON, PA 18507-1999, ATTN: GLOBAL TRADE OPERATIONS, STANDBY UNIT.

COMMUNICATIONS WITH RESPECT TO THIS LETTER OF CREDIT SHALL BE IN WRITING AND SHALL BE ADDRESSED TO US AT ONE FLEET WAY, PA6-580-02-30, SCRANTON, PA 18507-1999, ATTN: GLOBAL TRADE OPERATIONS, STANDBY UNIT, PHONE: 1-800-370-7519, SPECIFICALLY REFERRING TO THE NUMBER OF THIS LETTER OF CREDIT.

EXCEPT AS OTHERWISE EXPRESSLY STATED HEREIN, THIS CREDIT IS ISSUED SUBJECT TO THE INTERNATIONAL STANDBY PRACTICES (ISP98), INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 590.

IF YOU REQUIRE ANY ASSISTANCE OR HAVE ANY QUESTIONS REGARDING THIS TRANSACTION, PLEASE CALL 800-370-7519 .



AUTHORIZED SIGNATURE

THIS DOCUMENT CONSISTS OF 2 PAGE(S).

ORIGINAL

Approval
 Rich Johella

6/9/2022



**The Heartland at Tapatio Springs
 Kendall County, Texas
 Project No. 2003.84**

*I. Street and Drainage Improvements
 Engineer's Opinion of Probable Cost*

Item No.	Description	Unit	Qty.	Unit Price	Amount
Street Improvements					
100 6001	Preparing R.O.W. Mass Lot Grading	Acre	2.5	\$5,000.76	\$12,501.90
110 6003	a) Excavation (Special)	CY	14,550	\$16.08	\$233,964.00
132 6007	b) Embankment ((Final) (Dens Cont) (Typ D) Street Earthwork	CY	11,000	\$5.68	\$62,480.00
110 6001	a) Excavation (Roadway)	CY	430	\$10.48	\$4,506.40
132 6008	b) Embankment (Final) (Ord Comp) (Typ D) Local Street Section	CY	10,080	\$5.50	\$55,440.00
341 6040	D-GR HMA TY-D PG64-22	Ton	560	\$63.37	\$35,487.20
247 6236	FL BS (RDWY DEL) (TY A) (GR 1-2) (FINAL POS	CY	1,600	\$79.14	\$126,624.00
310 6009	Prime Coat (MC-30)	Gal	1,440	\$3.95	\$5,688.00
529 6008	Conc Curb & Gutter (TY II)	LF	3,886	\$22.05	\$85,686.30
542 6001	Remove Metal Guard Beam Fence	ILF	57	\$2.36	\$134.52
540 6001	Metal W-Beam GD Fen (Tim Post)	LF	83	\$25.98	\$2,143.35
Subtotal Street Improvements:					\$624,655.67

Item No.	Description	Unit	Qty.	Unit Price	Amount
Drainage Improvements					
1.	Drainage Channel Excavation				
110 6002	a) Excavation (Channel)	CY	10,100	\$12.87	\$129,987.00
132 6007	b) Embankment ((Final) (Dens Cont) (Typ D)	CY	2,300	\$5.68	\$13,064.00
4326033.	c) Riprap (Stone Protection) (18 in) Drain A	CY	222	\$148.17	\$32,893.74
462 6003	a) Conc Box Culvert (4ft x 2ft)	LF	88	\$232.83	\$20,489.04
466 6180	b) Wing Wall (PW-1) (HW=5ft)	EA	2	\$11,627.30	\$23,254.60
450 6084	c) Rail (Handrail) (Decorative)	LF	56	\$117.40	\$6,574.40
432 6002	d) Riprap (Conc) (5in)	CY	20	\$327.36	\$6,547.20
4326033.	e) Riprap (Stone Protection) (18 in) Drain B	CY	11.5	\$148.17	\$1,703.96
460 6002	a) CMP (Gal Stl 18 in)	LF	64	\$61.61	\$3,943.04
432 6002	b) Riprap (Conc) (5in)	CY	1	\$327.36	\$327.36
466 6182	c) Wingwall (PW-1) (HW = 7ft)	CY	1	\$15,954.27	\$15,954.27
4326033.	Riprap (Stone Protection)(18 in) Pond Outlet Structure	CY	6	\$148.17	\$889.02
432 6002	Riprap (Conc) (5in)	CY	30	\$327.36	\$9,820.80
432 6042	Riprap (Conc) (Dissipater)	CY	0.5	\$2,097.22	\$1,048.61
4326033.	Riprap (Stone Protection)(18 in)	CY	20	\$148.17	\$2,963.40
Subtotal Drainage Improvements:					\$269,460.44

Total Street and Drainage Improvements: \$894,116.11

Notes: 1.) Unit prices are based on contractor bids from similar projects; however, due to current material pricing volatility, actual prices may vary considerably at time of bidding.

**The Heartland at Tapatio Springs
Kendall County, Texas
Project No. 2003.84**

*II. On-Site Sanitary Sewer System
Engineer's Opinion of Probable Cost*

<i>Item No.</i>	<i>Description</i>	<i>Unit</i>	<i>Qty.</i>	<i>Unit Price</i>	<i>Amount</i>
1.	6" Sanitary Sewer Pipe				
	a. 0'-6' depth	LF	390	\$36.00	\$14,040.00
	b. 6'-8' depth	LF	488	\$42.00	\$20,496.00
	c. 8'-10' depth	LF	1,134	\$48.00	\$54,432.00
	d. 10'-12' depth	LF	55	\$56.00	\$3,080.00
2.	Standard Manhole	EA	7	\$5,000.00	\$35,000.00
3.	Manhole Extra Depth	VF	25	\$500.00	\$12,500.00
4.	Service Lateral w/Cleanout	EA	29	\$1,500.00	\$43,500.00
5.	Saw-cut & Replace Existing Pavement	SY	30	\$150.00	\$4,500.00
6.	Trench Excavation Protection	LF	2,067	\$2.00	\$4,134.00
Total Sanitary Sewer Improvements:					\$191,682.00

Notes: 1.) Unit prices are based on contractor bids from similar projects; however, due to current material pricing volatility, actual prices may vary considerably at time of bidding.

**The Heartland at Tapatio Springs
Kendall County, Texas
Project No. 2003.84**

*III. On-Site Water Distribution System
Engineer's Opinion of Probable Cost*

<i>Item No.</i>	<i>Description</i>	<i>Unit</i>	<i>Qty.</i>	<i>Unit Price</i>	<i>Amount</i>
1.	8" C-900 Pipe	LF	1,935	\$45.00	\$87,075.00
2.	8" Gate Valve, MJ w/ Valve Box	EA	6	\$2,500.00	\$15,000.00
3.	6" Gate Valve, MJ w/ Valve Box	EA	2	\$2,200.00	\$4,400.00
4.	Std. Fire Hydrant Assembly w/Valve	EA	5	\$4,200.00	\$21,000.00
5.	Cast Iron Fittings	Ton	1.1	\$5,500.00	\$6,050.00
6.	1" Single Service, Short	EA	2	\$1,000.00	\$2,000.00
7.	1" Single Service, Long	EA	3	\$1,500.00	\$4,500.00
8.	2" Dual Service, Short	EA	6	\$1,400.00	\$8,400.00
9.	2" Dual Service, Long	EA	6	\$2,000.00	\$12,000.00
10.	Permanent Blow-off	EA	1	\$2,500.00	\$2,500.00
11.	Trench Excavation Protection	LF	1,935	\$1.50	\$2,902.50
12.	1" Irrigation	EA	2	\$1,500.00	\$3,000.00
13.	Saw-cut & Replace Existing Pavement	SY	30	\$100.00	\$3,000.00
14.	Hydrostatic Testing	LS	1	\$3,000.00	\$3,000.00
Total Water Improvements:					\$174,827.50

Notes: 1.) Unit prices are based on contractor bids from similar projects; however, due to current material pricing volatility, actual prices may vary considerably at time of bidding.

**The Heartland at Tapatio Springs
Kendall County, Texas
Project No. 2003.84**

*VI. Miscellaneous
Engineer's Opinion of Probable Cost*

<i>Item No.</i>	<i>Description</i>	<i>Unit</i>	<i>Qty.</i>	<i>Unit Price</i>	<i>Amount</i>
1.	Signage & Striping	LS	1	\$3,000.00	\$3,000.00
2.	Traffic Control	LS	1	\$2,500.00	\$2,500.00
3.	Re-vegetation (4" topsoil and hydromulch)	LS	1	\$8,000.00	\$8,000.00
4.	TPDES Measures (SWPPP)	EA	1	\$4,000.00	\$4,000.00
5.	Performance & Maintenance Bonds	EA	1	\$25,000.00	\$25,000.00
Total Miscellaneous:					\$42,500.00
Project Total:					\$1,303,125.61

Notes: 1.) Unit prices are based on contractor bids from similar projects; however, due to current material pricing volatility, actual prices may vary considerably at time of bidding.

894, 116.11

42, 500.00

936, 616.11





KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Release Financial Guarantee- The Heartland at Tapatio Springs
DEPARTMENT & PERSON MAKING REQUEST	County Engineer - Richard Tobolka
PHONE # OR EXTENSION #	830-249-9343 Ext. 250
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on releasing financial guarantee of \$1,303,126.00, in the form of a cashier's check deposit, for the construction of roads, drainage, central water, and central sewer for The Heartland at Tapatio Springs. The financial guarantee was in the form of a Cashier's Check Deposit Agreement. (Vaqueros Del Mar, LLC)
REASON FOR AGENDA ITEM	Release Financial guarantee-The Heartland at Tapatio Springs
WHO WILL THIS AFFECT?	Pct # 1
ADDITIONAL INFORMATION	The letter of credit, \$936,617.00, for construction of roads and drainage will replace the Cashier's Cash Deposit accepted by Commissioners Court on 6-27-2022.



copy

KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 6/27/2022 OPEN SESSION	
SUBJECT	Financial Guarantee The Heartland at Tapatio Springs
DEPARTMENT & PERSON MAKING REQUEST	County Engineer - Richard Tobolka
PHONE # OR EXTENSION #	Ext. 250
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on approval of Cashiers Check Deposit Agreement for The Heartland at Tapatio Springs in the amount of \$1,303,126.00 for construction of roads, drainage, central water, and central sewer. (Vaqueros Del Mar, LLC) Christina Bergmann Commissioner Pct. #1, Rick Tobolka, County Engineer
REASON FOR AGENDA ITEM	Financial Guarantee The Heartland at Tapatio springs
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	Pct # 1
ADDITIONAL INFORMATION	no

Approval
5-0

COPY

Approval
 Rick Johanna

6/9/2022



**The Heartland at Tapatio Springs
 Kendall County, Texas
 Project No. 2003.84**

**I. Street and Drainage Improvements
 Engineer's Opinion of Probable Cost**

Item No.	Description	Unit	Qty.	Unit Price	Amount
Street Improvements					
100 6001	Preparing R.O.W. Mass Lot Grading	Acre	2.5	\$5,000.76	\$12,501.90
110 6003	a) Excavation (Special)	CY	14.550	\$16.08	\$233,964.00
132 6007	b) Embankment ((Final) (Dens Cont) (Typ D) Street Earthwork	CY	11.000	\$5.68	\$62,480.00
110 6001	a) Excavation (Roadway)	CY	430	\$10.48	\$4,506.40
132 6008	b) Embankment (Final) (Ord Comp) (Typ D) Local Street Section	CY	10.080	\$5.50	\$55,440.00
341 6040	D-GR HMA TY-D PG64-22	Ton	560	\$63.37	\$35,487.20
247 6236	FL BS (RDWY DEL) (TY A) (GR 1-2) (FINAL POS	CY	1,600	\$79.14	\$126,624.00
310 6009	Prime Coat (MC-30)	Gal	1,440	\$3.95	\$5,688.00
529 6008	Conc Curb & Gutter (TY II)	LF	3,886	\$22.05	\$85,686.30
542 6001	Remove Metal Guard Beam Fence	ILF	57	\$2.36	\$134.52
540 6001	Metal W-Beam GD Fen (Tim Post)	LF	83	\$25.98	\$2,143.35
Subtotal Street Improvements:					\$624,655.67
Item No.	Description	Unit	Qty.	Unit Price	Amount
Drainage Improvements					
1.	Drainage Channel Excavation				
110 6002	a) Excavation (Channel)	CY	10,100	\$12.87	\$129,987.00
132 6007	b) Embankment ((Final) (Dens Cont) (Typ D)	CY	2,300	\$5.68	\$13,064.00
4326033.	c) Riprap (Stone Protection) (18 in) Drain A	CY	222	\$148.17	\$32,893.74
462 6003	a) Conc Box Culvert (4ft x 2ft)	LF	88	\$232.83	\$20,489.04
466 6180	b) WingWall (PW-1) (HW -5ft)	EA	2	\$11,627.30	\$23,254.60
450 6084	c) Rail (Handrail) (Decorative)	LF	56	\$117.40	\$6,574.40
432 6002	d) Riprap (Conc) (5in)	CY	20	\$327.36	\$6,547.20
4326033.	e) Riprap (Stone Protection) (18 in) Drain B	CY	11.5	\$148.17	\$1,703.96
460 6002	a) CMP (Gal Stl 18 in)	LF	64	\$61.61	\$3,943.04
432 6002	b) Riprap (Conc) (5in)	CY	1	\$327.36	\$327.36
466 6182	c) Wingwall (PW-1) (HW -7ft)	CY	1	\$15,954.27	\$15,954.27
4326033.	Riprap (Stone Protection)(18 in) Pond Outlet Structure	CY	6	\$148.17	\$889.02
432 6002	Riprap (Conc) (5in)	CY	30	\$327.36	\$9,820.80
432 6042	Riprap (Conc) (Dissipater)	CY	0.5	\$2,097.22	\$1,048.61
4326033.	Riprap (Stone Protection)(18 in)	CY	20	\$148.17	\$2,963.40
Subtotal Drainage Improvements:					\$269,460.44
Total Street and Drainage Improvements:					\$894,116.11

Notes: 1.) Unit prices are based on contractor bids from similar projects; however, due to current material pricing volatility, actual prices may vary considerably at time of bidding

**The Heartland at Tapatio Springs
Kendall County, Texas
Project No. 2003.84**

*II. On-Site Sanitary Sewer System
Engineer's Opinion of Probable Cost*

<i>Item No.</i>	<i>Description</i>	<i>Unit</i>	<i>Qty.</i>	<i>Unit Price</i>	<i>Amount</i>
1.	6" Sanitary Sewer Pipe				
	a. 0'-6' depth	LF	390	\$36.00	\$14,040.00
	b. 6'-8' depth	LF	488	\$42.00	\$20,496.00
	c. 8'-10' depth	LF	1,134	\$48.00	\$54,432.00
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2.	Standard Manhole	EA	7	\$5,000.00	\$35,000.00
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4.	Service Lateral w/Cleanout	EA	29	\$1,500.00	\$43,500.00
5.	Saw-cut & Replace Existing Pavement	SY	30	\$150.00	\$4,500.00
6.	Trench Excavation Protection	LF	2,067	\$2.00	\$4,134.00
Total Sanitary Sewer Improvements:					\$191,682.00

Notes: 1.) Unit prices are based on contractor bids from similar projects; however, due to current material pricing volatility, actual prices may vary considerably at time of bidding.

**The Heartland at Tapatio Springs
Kendall County, Texas
Project No. 2003.84**

*III. On-Site Water Distribution System
Engineer's Opinion of Probable Cost*

<i>Item No.</i>	<i>Description</i>	<i>Unit</i>	<i>Qty.</i>	<i>Unit Price</i>	<i>Amount</i>
1.	8" C-900 Pipe	LF	1,935	\$45.00	\$87,075.00
2.	8" Gate Valve, MJ w/ Valve Box	EA	6	\$2,500.00	\$15,000.00
3.	6" Gate Valve, MJ w/ Valve Box	EA	2	\$2,200.00	\$4,400.00
4.	Std. Fire Hydrant Assembly w/Valve	EA	5	\$4,200.00	\$21,000.00
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10.	Permanent Blow-off	EA	1	\$2,500.00	\$2,500.00
11.	Trench Excavation Protection	LF	1,935	\$1.50	\$2,902.50
12.	1" Irrigation	EA	2	\$1,500.00	\$3,000.00
13.	Saw-cut & Replace Existing Pavement	SY	30	\$100.00	\$3,000.00
14.	Hydrostatic Testing	LS	1	\$3,000.00	\$3,000.00
Total Water Improvements:					\$174,827.50

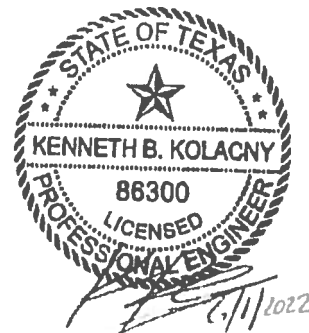
Notes: 1.) Unit prices are based on contractor bids from similar projects; however, due to current material pricing volatility, actual prices may vary considerably at time of bidding.

The Heartland at Tapatio Springs
Kendall County, Texas
Project No. 2003.84

VI. Miscellaneous
Engineer's Opinion of Probable Cost

<i>Item No.</i>	<i>Description</i>	<i>Unit</i>	<i>Qty.</i>	<i>Unit Price</i>	<i>Amount</i>
1.	Signage & Striping	LS	1	\$3,000.00	\$3,000.00
2.	Traffic Control	LS	1	\$2,500.00	\$2,500.00
3.	Re-vegetation (4" topsoil and hydromulch)	LS	1	\$8,000.00	\$8,000.00
4.	TPDES Measures (SWPPP)	EA	1	\$4,000.00	\$4,000.00
5.	Performance & Maintenance Bonds	EA	1	\$25,000.00	\$25,000.00
Total Miscellaneous:					\$42,500.00
Project Total:					\$1,303,125.61

Notes: 1.) Unit prices are based on contractor bids from similar projects; however, due to current material pricing volatility, actual prices may vary considerably at time of bidding.





KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Chapter 59 Asset Forfeiture Report
DEPARTMENT & PERSON MAKING REQUEST	CDA's Office - Nicole Bishop/Donna Sharp
PHONE # OR EXTENSION #	830-249-9343 Ext. 293
TIME NEEDED FOR PRESENTATION	1 minute
WORDING OF AGENDA ITEM	Consideration and action to approve the County Auditor to conduct an audit of CDA's Chapter 59 Asset Forfeiture Report as required by Article 59.06 of the Code of Criminal Procedure.
REASON FOR AGENDA ITEM	To follow statute requiring Commissioners Court to request the County Auditor audit the CDA's Chapter 59 Asset Forfeiture Report.
WHO WILL THIS AFFECT?	Kendall County
ADDITIONAL INFORMATION	None



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Grant Resolution - Criminal Justice Division (CJD) Public Safety Bullet-Resistant Shield Grant Program - Grant #4630701
DEPARTMENT & PERSON MAKING REQUEST	Al Auxier, County Sheriff
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	5 minutes
WORDING OF AGENDA ITEM	Consideration and action concerning a resolution for the submittal of a grant application for the Criminal Justice Division (CJD) Public Safety Bullet-Resistant Shield Grant Program.
REASON FOR AGENDA ITEM	Seeking approval to apply for the grant to fund the purchase of Bullet-Resistant Shields.
WHO WILL THIS AFFECT?	Kendall County Sheriff's Office
ADDITIONAL INFORMATION	None

RESOLUTION

WHEREAS, The Kendall County, Texas, Commissioners Court find it in the best interest of the citizens of Kendall County that the Sheriff's Office Homeland Security Grant for the purchase of Bullet-Resistant Shields be operated for the year 2022-2023; and

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

WHEREAS, The Kendall County, Texas, Commissioners Court designates Kendall County Sheriff Al Auxier 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, Texas, Commissioners Court approves submission of the grant application for the Sheriff's Office Homeland Security Grant for the purchase of Bullet-Resistant Shields.

Signed by:

Darrel L. Lux
Kendall County Judge

Christina Bergmann
Commissioner Pct. 1

Richard. W. Elkins
Commissioner Pct. 2

Richard Chapman
Commissioner Pct. 3

Don Durden
Commissioner Pct. 4

Passed and Approved this _____.

Date

Grant Number: 4630701



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Amendment to EMS Medical Director Agreement
DEPARTMENT & PERSON MAKING REQUEST	Brian Webb, EMS Administrator
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	5 minutes
WORDING OF AGENDA ITEM	Consideration and action on amending the EMS Medical Director Agreement.
REASON FOR AGENDA ITEM	Update EMS agreement
WHO WILL THIS AFFECT?	Kendall County EMS
ADDITIONAL INFORMATION	Increase agreement amount from \$28,000 to \$35,000



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022
OPEN SESSION

SUBJECT	Hill Country Dispute Resolution Center Contract
DEPARTMENT & PERSON MAKING REQUEST	Darrel L. Lux, County Judge
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	3 minutes
WORDING OF AGENDA ITEM	Consideration and action on the approval of the contract with the Hill Country Dispute Resolution Center for October 1, 2022 through September 30, 2023.
REASON FOR AGENDA ITEM	The Hill Country Dispute Resolution Center is a 501(c)(3) nonprofit corporation providing mediation services for Kendall County residents since 2003. Their pro-bono mediators, many of whom are attorneys, judges or other professionals, enable them to provide conflict resolution for all Kendall County residents that is accessible and affordable.
WHO WILL THIS AFFECT?	The public
ADDITIONAL INFORMATION	None



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Jail Expansion
DEPARTMENT & PERSON MAKING REQUEST	Richard Chapman, Commissioner Pct. 3 Rick Tobolka, County Engineer
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on how to proceed with the jail expansion.
REASON FOR AGENDA ITEM	Give guidance on what design to proceed with in the jail expansion.
WHO WILL THIS AFFECT?	Countywide
ADDITIONAL INFORMATION	None



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Kendall County Job Descriptions
DEPARTMENT & PERSON MAKING REQUEST	Juanita Espino, Human Resources Director
PHONE # OR EXTENSION #	830-249-9343 ext 600
TIME NEEDED FOR PRESENTATION	5 minutes
WORDING OF AGENDA ITEM	Consideration and action to approve the following job descriptions: General Counsel, Justice Court Clerk, Rotating Justice Court Clerk, Project Manager, Human Resources Clerk I, School Resource Officer, Canine Handler, Community Services Sergeant.
REASON FOR AGENDA ITEM	Revised job descriptions or new positions needing a job description
WHO WILL THIS AFFECT?	Kendall County
ADDITIONAL INFORMATION	No

KENDALL COUNTY JOB CLASSIFICATION GENERAL COUNSEL

Department: General Counsel
Report to: Commissioner Court
Date Approved:

FLSA: Exempt
Work Status: Full time
EEO Category: Professional

GENERAL SUMMARY

Appointed by the Commissioners Court, and under general supervision of the County Judge and Commissioners, the purpose of the position is to serve as legal counsel to the Commissioners Court. Persons in this classification are responsible for providing legal advice and opinions to the Commissioners Court and other duties as assigned by the Court.

ESSENTIAL FUNCTIONS

Functions as primary legal counsel to the County Judge, Commissioners Court and County Departments.

Provides legal counsel to elected officials when requested.

Serves as probate staff attorney for County Judge upon request.

Renders oral and written legal opinions to the County Judge and Commissioners on matters relating to the operation of county government.

Renders legal decisions to the County Judge and Commissioners that have countywide, and/or long-term implications.

Assists the County Judge's office in the preparation of notices of meetings of the Commissioners Court, the agenda for meetings and other public notices as required.

Attends regular and special meetings of the Commissioners Court as directed to provide legal advice and clarify County policy.

Assists the County Judge's office in the preparation of minutes and/or certified agendas of the meetings of the Commissioners Court.

Drafts county orders and resolutions.

Drafts or reviews deeds, easements, rights-of-way, releases, contracts and other legal instruments that involve the county.

Remains informed of state and federal legislation and judicial decisions that might impact county government.

Conducts legal research as needed.

As directed, attends meetings with County officials, employees, representatives of other governmental units, businesses, and/or the public.

Represents County in land purchases, sales and leases.

Serves on committees responsible for drafting and amending County personnel policies and development rules.

Functions as liaison with legal personnel at the Attorney General's office, the Texas Association of Counties and legal departments of other offices concerning civil matters.

Prepares and monitors the Office of General Counsel's annual budget.

Supervises any assigned 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; follows disciplinary procedures as needed for individual personnel including counseling, evaluation, and dismissal.

Provides for continuing education for any assigned staff.

Monitors the work of any outside attorneys hired by or provided for the County other than the Criminal District Attorney and attorneys assigned to that department.

Represents or assists in the representation of the County in all civil legal matters.

Performs other duties as assigned.

Education and/or Experience

- Requires Juris Doctorate degree from an accredited law school.
- Requires five years legal experience with three years experience working with governmental entities.
- Ten years legal experience, with five years experience working with governmental entities preferred.

Certificates, Licenses, Registrations

- State of Texas licensed attorney.
- Ability to maintain continuing education requirements of the State Bar of Texas.
- Current Texas drivers license.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal and State court decisions that affect Texas counties.
- Federal, state, and local laws and protocols related to Commissioners Court.
- State laws that relate to the operation of Texas counties including laws relating to competitive bidding, open meetings, public information and ethics.
- The general legal limitations of Texas counties and governmental entities in general.

- Laws and regulations relating to the employment of public employees.
- County orders, policies and procedures.
- Speak English
- Office procedures and equipment.

Ability to:

- Read, understand, interpret, explain to others and follow federal and state laws and regulations related to Texas counties and the Commissioners Court.
- Read, understand, interpret, explain to others and follow County orders, policies, procedures, and other legal documents.
- Read, understand, interpret and explain to others local ordinances and codes.
- Prepare, organize and maintain legal records.
- Establish and maintain effective working relationships with the members of the Commissioners Court, other elected officials, county department heads and county employees.
- Negotiate with others in an amicable manner and resolve disputes.
- Prepare and follow departmental budget.
- Operate standard office equipment, such as computers, calculators, and telephones.
- Supervise any assigned employees and provide evaluation and counseling in regards to performance of job duties.
- Exercise judgment, decisiveness, and creativity required in stressful situations.
- Communicate verbally and in writing so as to allow comprehension by others.
- Follow safe work practices including workplace safety policies and procedures.

Physical Demands

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

- Lift and/or move objects weighing up to 25 pounds.

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 as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.

KENDALL COUNTY CLASS SPECIFICATION

JUSTICE COURT CLERK

Department: Justice of the Peace

Report to: JP in Precinct

Date Approved:

FLSA: Non-exempt

Work Status: Full time

EEO Category: Administrative Support

GENERAL SUMMARY

Under general supervision, the purpose of the position is to manage the clerical and financial operations of the Kendall County Justice Court. Employees in this classification perform routine and non-routine clerical work. Position is responsible for completing, processing and maintaining various court documents with a high level of confidentiality and processes financial records for the court including collection of fees.

ESSENTIAL FUNCTIONS

Prepares and processes a variety of official documents such as citations, judgments, warrants, summons, writs, complaints, affidavits, routine reports, subpoenas, notices, jury lists and form letters; maintains documentation of all records of proceedings in all cases; and prepares correspondence for the court.

Maintains files for all criminal and civil records filed with the court.

Processes civil cases including convictions, small claims, and justice claims.

Collects and processes all monies received by the court through fines, fees, restitutions, and bonds; prepares bank deposits and reconciles receipts; prepares payments for outside agencies; and prepares the monthly financial reports.

Greets and assists the public in person and on the telephone; explains procedures, instructions on court processes, and fines and forms; and responds to inquiries on case status and answers unusual and difficult questions regarding procedures and time limits.

Reports conviction information to appropriate agencies.

Monitors defendant compliance with court orders and implements procedures for defendants who violate sentence conditions.

Attends hearings and acts as the clerk of the courtroom as required.

Conducts research through the computer, files, and dockets.

Prepares and transfers appeals to the proper court.

Maintains knowledge in legislative changes necessary to assist the public and update fees.

Maintains the court calendar through scheduling of all civil, bench, and jury trials and also scheduling show cause and other miscellaneous hearings.

Maintains confidentiality in regard to any and all information processed in the department.

Performs other duties, special projects and tasks assigned by the department head.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by one (1) to two (2) years previous experience or training that includes court procedures and clerical operations.

LICENSES AND CERTIFICATIONS

Must be able to be certified to use TCIC/TLETS (Texas Law Enforcement Telecommunications System) and the Texas Public Safety Reporting System.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Local, state, and federal laws
- Court procedures and legal terminology
- Office procedures and equipment.
- Computer equipment.
- Speak English.

Ability to:

- Utilize various advisory and design data and information such as court documents and court case files.
- 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 and 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 as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.

KENDALL COUNTY CLASS SPECIFICATION

ROTATING JUSTICE COURT CLERK

Department: Justice of the Peace
Report to: JP in Precinct
Date Approved:

FLSA: Non-exempt
Work Status: Full-time
EEO Category: Administrative Support

GENERAL SUMMARY

Under general supervision, the purpose of the position is to manage the clerical and financial operations of the Kendall County Justice Court. Employees in this classification perform routine and non-routine clerical work. Position is responsible for completing, processing and maintaining various court documents with a high level of confidentiality and processes financial records for the court including collection of fees.

This position requires rotating weekly or as needed between the Justice of the Peace offices.

ESSENTIAL FUNCTIONS

Prepares and processes a variety of official documents such as citations, judgments, warrants, summons, writs, complaints, affidavits, routine reports, subpoenas, notices, jury lists and form letters; maintains documentation of all records of proceedings in all cases; and prepares correspondence for the court.

Maintains files for all criminal and civil records filed with the court.

Processes civil cases including evictions, small claims, debt claims and repair and remedy cases.

Collects and processes all monies received by the court through fines, fees, restitutions, and bonds.

Greets and assists the public in person and on the telephone; explains procedures, instructions on court processes, and fines and forms; and responds to inquiries on case status and answers unusual and difficult questions regarding procedures and time limits.

Reports conviction information to appropriate agencies.

Attends hearings and acts as the clerk of the courtroom as required.

Conducts research through the computer, files, and dockets.

Prepares and transfers appeals to the proper court.

Maintains knowledge in legislative changes necessary to assist the public and update fees.

Maintains the court calendar through scheduling of all civil, bench and jury trials and also scheduling show cause and other miscellaneous hearings.

Maintains confidentiality in regard to any and all information processed in the department.

Performs other duties, special projects and tasks as assigned by the department head.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by one (1) to two (2) years previous experience or training that includes court procedures and clerical operations.

LICENSES AND CERTIFICATIONS

Must be able to be certified to use TCIC/TLETS (Texas Law Enforcement Telecommunications System) and the Texas Public Safety Reporting System.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Local, state and federal laws.
- Court procedures, processes and legal terminology.
- Office procedures and equipment.
- Computer equipment.
- Speak English.

Ability to:

- Utilize various advisory and design data and information such as court documents and court case files.
- 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 and County personnel.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, sit and stand.
- 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 as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.

KENDALL COUNTY CLASS SPECIFICATION

PROJECT MANAGER

Department: County Engineer

Report to: Engineer

Date Approved:

FLSA: Non-exempt

Work Status: Full-time

EEO Category: Service Maintenance?

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 field work, 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, 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 as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.

KENDALL COUNTY CLASS SPECIFICATION

Human Resources Clerk I

Department: Human Resources
Report to: Human Resources Director
Date Approved:

FLSA: Non-exempt
Work Status: Full-time
EEO Category: Administrative Support

GENERAL SUMMARY

Under general supervision, the purpose of the position is to perform a variety of complex clerical tasks in support of the Human Resources office. Performs general clerical duties such as answering telephones, directing inquiries, faxing information, and data entry.

ESSENTIAL FUNCTIONS

Acts as initial reception contact for the office in relation to the public, fellow employees, department heads, other entities, and outside vendors.

Performs new hire orientation, files workers' compensation claims and provide follow up.

Utilizes department-specific and county-wide systems for data access, input, and retrieval.

Assist department head and staff with paperwork processing during annual open enrollment periods.

Maintains a variety of files and records and releases information according to the County's policies and procedures.

Maintains confidentiality in regard to any and all information processed in the department.

OTHER DUTIES/RESPONSIBILITIES

Assists with payroll processing.

Performs other duties, special projects and tasks as assigned by the department head.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by 1-3 years' experience working in related field

LICENSES AND CERTIFICATIONS

No licenses or certifications are required for this position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Office procedures and equipment
- Computer equipment
- 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 as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.

KENDALL COUNTY CLASS SPECIFICATION

DEPUTY SHERIFF – SCHOOL RESOURCE OFFICER

Department: Sheriff's Office

Report to: Sheriff

Date Approved:

FLSA: Non-exempt

Work Status: Full-time

EEO Category: Protective Services

GENERAL SUMMARY

Under general supervision, the purpose of the position is to enforce laws and ordinances in order to maintain peace and public safety within Kendall County. Primarily assigned to schools within Kendall County to ensure student and staff safety at the school, in coordination with the Independent School District Administration and Staff.

ESSENTIAL FUNCTIONS

Participates in the investigation of criminal law violations occurring within Kendall County and the assigned school/ISD, to include but not limited to collection of evidence, crime information compilation, case preparation and participation in trial process.

Acts as the County's liaison with the assigned school, to include but no limited to cooperative work with Sheriff's Office staff, ISD staff and administration, and Juvenile Probation officers and Juvenile Court judges.

Uses County-provided fleet vehicles to patrol assigned schools, County roads, parks and commercial and residential properties in order to preserve the peace and enforce pertinent Local, State and Federal laws.

Being a visible presence during the school day in order to assist the school administration with general public safety services during school hours.

Serve as an appropriate and positive role model for students.

Responds to a variety of calls including those in difficult and dangerous situations and takes appropriate law enforcement action.

Coordinates necessary law enforcement services with outside law enforcement agencies, school administration, County departments, District Attorney, Court Administration and civil and criminal judges.

Develops positive relations with the school district administration, teachers and students, the general public, fellow employees and supervisors in an effort to enhance the Sheriff Office's presence in the County.

Performs a variety of routine and complex public safety work to accomplish crime investigation, traffic regulation and other related law enforcement activities.

Issues citations or warnings to violators during patrols; responds to service calls; investigates traffic accidents; follows up on investigations; interviews and interrogates witnesses, victims, and suspects; creates arrest and search warrants; serves warrants; processes crime scenes; testifies in court and presents cases to grand jury.

Gathers, packages, documents, secures, and transports physical evidence to ensure legal chain of custody.

Assists EMS and Fire Department with emergency calls.

Completes and/or reviews paperwork such as logs and reports, documenting shift activities, offenses, and accidents; victim and suspect statements; and other related information; completes documents to accurately record criminal offenses.

Prepares affidavits and serves warrants.

Other Duties and Responsibilities

Performs public relations duties including presentations to home owner associations, neighborhood watch programs and senior groups; coordinates crime stoppers; develops and implements the junior deputy program; attends community events to provide education to the public; conducts grant research for a variety of public relations programs.

Responds to county building emergency alarms, calls and complaints.

Ensures equipment is maintained and operational.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by one to two years of previous experience or training that includes law enforcement; knowledge of criminal laws and codes.

LICENSES AND CERTIFICATIONS

Must possess Peace Officer license for Texas; must possess valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Law enforcement laws and practices, criminal investigations, evidence collection, interrogation techniques, court proceedings, jail standards, and other legal processes.
- Office procedures and equipment.
- Computer and emergency equipment functions.
- Speak English.

Ability to:

- Define problems, collect data, establish facts, and draw valid conclusions and interpret an extensive variety of technical instructions.
- 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 school administrators, teachers and students, general public, attorneys, judges, and local, state, and federal law enforcement officials.
- Provide verbal direction in conformance of rules, regulations, and other directives.
- Follow safe work practices including workplace safety policies and procedures.
- Frequently required to 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.
- Main physical ability in order to restrain offenders and perform self-defense tactics as needed.

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 as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.

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KENDALL COUNTY CLASS SPECIFICATION

DEPUTY SHERIFF – CANINE HANDLER

Department: Sheriff's Office

Report to: Sheriff

Date Approved:

FLSA: Non-Exempt

Work Status: Full time

EEO Category: Protective Services

GENERAL SUMMARY

Under general supervision, the purpose of the position is to enforce laws and ordinances in order to maintain peace and public safety within Kendall County. Position is responsible for patrolling the county; resolving issues arising from conflict or concerns of the public; assisting in investigations; providing security for the courthouse and performing bailiff duties. Position is also responsible for public relations within the community.

ESSENTIAL FUNCTIONS

Ensures laws and ordinances are enforced and public peace and safety are maintained by performing law enforcement duties involving alleged crimes against persons or property; assists with patrol functions.

Patrols the County to reduce the commission of crimes and maintain law enforcement; patrols streets and neighborhoods in a police vehicle; apprehends and/or arrests persons who violate federal, state and local laws.

Issues citations or warnings to violators during patrols; responds to service calls; investigates traffic accidents; follows up on investigations; interviews and interrogates witnesses, victims, and suspects; creates arrest and search warrants; serves warrants; processes crime scenes; testifies in court and presents cases to grand jury.

Monitors radio calls; communicates with dispatcher and responds to complaints, reports of criminal events, requests for law enforcement, and domestic or public disputes; inspects suspicious areas and buildings; responds to security alarms; performs surveillance for protection of schools.

Gathers, packages, documents, secures, and transports physical evidence to ensure legal chain of custody.

Completes and/or reviews paperwork such as logs and reports, documenting shift activities, offenses, and accidents; victim and suspect statements; and other related information; complete documents to accurately record criminal offenses.

Be available for call-out with the canine at any time.

Provide care for the assigned canine to include providing the proper nutrition, grooming, training, medical care, affection and living conditions.

Provide the required monthly canine training and maintain all required training records.

OTHER DUTIES/RESPONSIBILITIES

Performs public relations duties including presentations and demonstration of the canine to schools and civic organizations as directed by the Sheriff, Chief Deputy or Patrol Lieutenant.

Ensures assigned equipment is maintained and operational at all times.

Other duties as assigned.

EXPERIENCE AND TRAINING

Minimum of three years' experience as a full-time peace officer with at least one year with the Kendall County Sheriff's Office.

Hold a TCOLE Intermediate Certification.

Capable of a non-emergency response time of no more than 40 minutes and be available for call-outs at any time.

Must be willing to attend canine and canine handler certification and recertification courses as required by the Kendall County Sheriff's Office.

LICENSES AND CERTIFICATIONS

Must possess Peace Officer license for Texas; must possess valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Law enforcement laws and practices, criminal investigations, evidence collection, interrogation techniques, court proceedings, and other legal processes.
- Current industry standards, training requirements and legal requirements related to deployment of canine in a law enforcement setting.

- Office procedures and equipment
- Computer and emergency equipment functions
- Speak English

Ability to:

- Define problems, collect data, establish facts, and draw valid conclusions and interpret an extensive variety of technical instructions.
- Exercise judgment, decisiveness, and creativity required in uncertain, highly stressful situations.
- 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.
- Prolonged periods of sitting at a desk and working on a computer, and standing, walking, bending and climbing at crime scenes.
- 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 offender and perform self-defense tactics as needed.

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 as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.

KENDALL COUNTY CLASS SPECIFICATION

COMMUNITY SERVICES SERGEANT - SHERIFF

Department: Sheriff's Office

Report to: Sheriff

Date Approved:

FLSA: Non-Exempt

Work Status: Full time

EEO Category: Protective Services

GENERAL SUMMARY

Under limited supervision, the purpose of the position is to oversee the community relations function of the Kendall County Sheriff's Office by implementing and maintaining programs for the general public that fosters the relationship between the Sheriff's Office and the community it serves. Perform a variety of technical duties in the enforcement of laws; the protection of person and property and the prevention of crimes. In addition, perform specialized police work, including public and community relations programs (Community Services), coordinate special events or projects as developed or assigned, and monitor and update the Sheriff's Office social media sites, providing continuous updates to facilitate communication between the Sheriff's Office and the public.

ESSENTIAL FUNCTIONS

Patrol assigned area to prevent crime and enforce laws and ordinances; respond to calls for service related to law enforcement and the general safety of the public; perform technical duties and tasks within the Sheriff's Department to enforce applicable laws, codes and statutes of the State of Texas and the County of Kendall; respond to criminal activity and disturbances; direct and escort traffic chases and apprehend suspects; conduct security checks on business and residential properties.

Serve arrest warrants; make arrests for crimes committed pursuant to penal code violations; perform booking procedures for new prisoners which may involve using handcuffs and other restraints; contact and interview witnesses to gain additional information.

Operate and maintain assigned county vehicles and related equipment; patrol assigned geographical areas within the county to detect and prevent crime, accidents and general infractions of the law and any other unusual situations; investigate alarms; respond appropriately.

Investigate criminal activity within the community; collect information related to crimes and produce cases and reports.

Investigate vehicular accidents; determine cause and fault; complete accident reports; operated radar to enforce speed limits.

Process and book prisoners into jail; process and transport prisoners, suspects and other individuals; take photographs and record fingerprints as appropriate.

Testify in court; prepare and process court reports as necessary; work with legal prosecution staff to prepare for testimony.

OTHER DUTIES/RESPONSIBILITIES

Engage in proactive policy activities with the public; provide guidance and information to the public on issues including safety, domestic violence, drug abuse and crime prevention.

Oversee and coordinate the School Resource Officer program, monitor and update the Sheriff's Office social media sites, coordinate the Citizen's Law Enforcement Academy, and the Sheriff's Office Reserve Officer Program.

Oversee, coordinate and administer educational and development classes/programs for various community organizations and schools; initiate and coordinate neighborhood crime watch programs; and develop the Department's Community Services program.

Serve as department liaison with home owners associations, community and civic organizations; plan, organize and coordinate Community Safety Fairs; coordinate and plan bicycle safety rodeo with area sponsors, conduct group tours of the Sheriff's Office; National Night Out activities; Halloween Safety Program for community children; and other special events or projects as developed or assigned.

Perform all other duties assigned by the Sheriff or Chief Deputy.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by three to five-years previous experience or training that includes law enforcement; knowledge of criminal laws and codes; knowledge of management and supervision of personnel.

Experience and training as a Community Services Officers and/or Public Information Officer is preferred.

Familiarity with Sheriff's Office administration, crime prevention, community policing and youth services.

LICENSES AND CERTIFICATIONS

Must possess Peace Officer license for Texas; must possess valid driver's license.

TCOLE Certification as a Crime Prevention Officer is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Texas Penal Code and Code of Criminal Procedures, criminal investigations, evidence collection, interrogation techniques, court proceedings, and other legal processes.
- Sheriff's Office policies, procedures and training.
- Community Service program development and implementation.
- Contemporary crime prevention practices.
- Laws pertaining to the release of public information.
- Office procedures and equipment.
- Computer and emergency equipment functions.
- Speak English.

Ability to:

- Manage workload and to effectively multitask and prioritize assignments.
- Organize statistical information and records.
- Define problems, collect data, establish facts, and draw valid conclusions and interpret an extensive variety of technical instructions.
- Exercise judgment, decisiveness, and creativity 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.
- Understand and exchange information with supervisors, subordinates, 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; analyze and recommend improvements to equipment and facilities.
- Prolonged periods of sitting at a desk in front of a computer.
- Operate a motor vehicle, 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.
- Maintain regular and predictable attendance.

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 as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Official Newspaper
DEPARTMENT & PERSON MAKING REQUEST	Darrel L. Lux, County Judge
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on setting the official newspaper for fiscal year 2023.
REASON FOR AGENDA ITEM	To choose the official newspaper for Kendall County business for fiscal year 2023.
WHO WILL THIS AFFECT?	All County Departments who advertise in the newspaper
ADDITIONAL INFORMATION	The Hill Country Weekly was the newspaper chosen for fiscal year 2022.



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Kendall County 2023 Holiday Calendar
DEPARTMENT & PERSON MAKING REQUEST	Darrel L. Lux, County Judge
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	2 minutes
WORDING OF AGENDA ITEM	Consideration and action concerning the 2023 Holiday Calendar for Kendall County.
REASON FOR AGENDA ITEM	To approve the holidays that Kendall County will observe in 2023.
WHO WILL THIS AFFECT?	County departments and the public
ADDITIONAL INFORMATION	None



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Commissioners Court 2023 Calendar
DEPARTMENT & PERSON MAKING REQUEST	Darrel L. Lux, County Judge
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	2 minutes
WORDING OF AGENDA ITEM	Consideration and action concerning the 2023 Commissioners Court Meetings Calendar.
REASON FOR AGENDA ITEM	To schedule Commissioner Court meeting dates for 2023.
WHO WILL THIS AFFECT?	Commissioners Court, County departments, the public
ADDITIONAL INFORMATION	None



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Approve private road name for 911 purposes
DEPARTMENT & PERSON MAKING REQUEST	Development Management Mike Howle, 911 coordinator
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	2 minutes
WORDING OF AGENDA ITEM	Consideration and action on approving a private road name "Fossil Creek Rd".
REASON FOR AGENDA ITEM	Addressing
WHO WILL THIS AFFECT?	Precinct 4
ADDITIONAL INFORMATION	Kenneth Mantor property currently at 43000 IH-10 W



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 9/12/2022 OPEN SESSION	
SUBJECT	Approve private road name for 911
DEPARTMENT & PERSON MAKING REQUEST	Development Mgt/911 coordinator Mike Howle
PHONE # OR EXTENSION #	830-331-8245
TIME NEEDED FOR PRESENTATION	2 min.
WORDING OF AGENDA ITEM	Consideration and action on approving a private road name "Zinke Farm Rd"
REASON FOR AGENDA ITEM	Addressing
WHO WILL THIS AFFECT?	Precinct 4
ADDITIONAL INFORMATION	Land being developed by Kelly Sutton. Large tract divisions.