

## AGENDA ITEM REQUEST

### KENDALL COUNTY COMMISSIONERS COURT

#### COURT DATE:

- ☒ Regular Agenda: 04-14-2014  
☐ Supplemental Agenda: \_\_\_\_\_  
☐ Special Agenda: \_\_\_\_\_  
☐ Executive Session: \_\_\_\_\_

SUBJECT: Minutes

REQUESTED BY: Sally W. Peters, Deputy Clerk / Administrative Assistant  
(Please print your name and title)

PHONE #/EXT: 212 TIME NEEDED FOR PRESENTATION: 1 minute

WORDING OF AGENDA ITEM (Please write it the way you think it should appear) :

Consideration and action on approval of the Minutes for March 24, 2014.

---

---

---

---

---

---

---

Received: \_\_\_\_\_

Commissioners' Agenda

Date: \_\_\_\_\_

Time: \_\_\_\_\_

## AGENDA ITEM REQUEST

### KENDALL COUNTY COMMISSIONERS COURT

#### COURT DATE:

- ☒ Regular Agenda : 4 /14/2014  
☐ Supplemental Agenda: \_\_\_\_\_  
☐ Special Agenda: \_\_\_\_\_  
☐ Executive Session: \_\_\_\_\_

SUBJECT: FY2014 Budget Adjustments

REQUESTED BY: Corinna Speer, County Auditor

(Please print your name and title)

PHONE NUMBER/EXTENSION: 240

TIME NEEDED FOR PRESENTATION: \_\_\_\_\_

WORDING OF AGENDA ITEM (Please write it the way you think it should appear) :

Consideration and action on the approval of FY2014 Budget Adjustments.

TO: KENDALL COUNTY COMMISSIONER'S COURT

FROM: COUNTY AUDITOR'S OFFICE

DATE: APRIL 14, 2014

THE FOLLOWING BUDGET ADJUSTMENTS HAVE BEEN REQUESTED BY VARIOUS COUNTY OFFICIALS AND CAN BE MADE THROUGH NORMAL BUDGET AMENDMENT PROCEDURES.

A BUDGET ADJUSTMENT IS NEEDED IN THE COUNTY COMMISSIONERS' BUDGET FOR MISCELLANEOUS EXPENSES.

10-401-54810	DUES	+	410
10-401-54861	CONTRACT SERVICES	+	315
10-401-56020	CONTINGENCIES-MISCELLANEOUS	-	725

A BUDGET ADJUSTMENT IS NEEDED IN THE ELECTIONS DEPARTMENT'S BUDGET FOR MISCELLANEOUS EXPENSES.

10-404-53110	POSTAGE	+	2,000
10-404-54844	VOTER REGISTRATION	+	1,500
10-404-54999	OTHER SERVICES & CHARGES	-	3,500

A BUDGET ADJUSTMENT IS NEEDED IN THE NON-DEPARTMENTAL BUDGET FOR MISCELLANEOUS EXPENSES.

10-409-53110	POSTAGE	+	2,150
10-409-53150	BANK CHARGES & FEES	+	50
10-409-52060	UNEMPLOYMENT INSURANCE	-	2,200

A BUDGET ADJUSTMENT IS NEEDED IN THE JUSTICE OF THE PEACE PRECINCT ONE'S BUDGET FOR LEASE-OFFICE EQUIPMENT EXPENSES.

10-455-54620	LEASE-OFFICE EQUIPMENT	+	400
10-409-54620	LEASE-OFFICE EQUIPMENT	-	400

A BUDGET ADJUSTMENT IS NEEDED IN THE COUNTY ATTORNEY'S BUDGET FOR LAW BOOK EXPENSES.

10-475-53120	LAW BOOKS	+	300
10-475-54020	LEGAL	-	300

A BUDGET ADJUSTMENT IS NEEDED IN THE COURTHOUSE & RELATED BUILDINGS BUDGET FOR MISCELLANEOUS EXPENSES.

10-510-53330	OPERATING	+	500
10-510-54504	REPAIRS-JP4/COMFORT EMS	+	1,000
10-510-54522	HARDWARE MAINTENANCE	+	7,500
10-510-54861	CONTRACT SERVICES	+	2,700
10-510-54503	REPAIRS-EMS	-	1,500
10-510-54860	CONTRACT LABOR	-	2,000
10-510-55200	VEHICLE PURCHASE/TOTAL VALUE	-	700
10-409-52060	UNEMPLOYMENT INSURANCE	-	7,500

TO: KENDALL COUNTY COMMISSIONER'S COURT

FROM: COUNTY AUDITOR'S OFFICE

DATE: APRIL 14, 2014

THE FOLLOWING BUDGET ADJUSTMENTS HAVE BEEN REQUESTED BY VARIOUS COUNTY OFFICIALS AND CAN BE MADE THROUGH NORMAL BUDGET AMENDMENT PROCEDURES.

A BUDGET ADJUSTMENT IS NEEDED IN THE LAW ENFORCEMENT CENTER'S BUDGET FOR MEDICAL-OTHER EXPENSES.

10-512-54050	MEDICAL-OTHER	+	5,000
10-512-53330	OPERATING	-	5,000

A BUDGET ADJUSTMENT IS NEEDED IN THE BERGHEIM VOLUNTEER FIRE DEPARTMENT'S BUDGET FOR ALLOCATIONS-CAPITAL EXPENSES.

10-542-56510	ALLOCATIONS-CAPITAL EXPENSES	+	10,800
10-542-55510	DATA PROCESSING EQUIPMENT	-	800
10-542-55900	OTHER CAPITAL OUTLAY	-	10,000

A BUDGET ADJUSTMENT IS NEEDED IN THE ALAMO SPRINGS VOLUNTEER FIRE DEPARTMENT'S BUDGET FOR ALLOCATIONS-CAPITAL EXPENSES.

10-543-56510	ALLOCATIONS-CAPITAL EXPENSES	+	2,100
10-543-55900	OTHER CAPITAL OUTLAY	-	2,100

A BUDGET ADJUSTMENT IS NEEDED IN THE RURAL FIRE DEPARTMENT'S BUDGET FOR MISCELLANEOUS EXPENSES.

10-545-54510	MACHINERY-REPAIR & MAINT	+	153
10-545-54820	PROPERTY & LIAB INSURANCE	+	1,600
10-545-55510	DATA PROCESSING EQUIPMENT	+	8,500
10-545-56515	ALLOCATIONS-SISTERDALE	+	118
10-545-56517	ALLOCATIONS-BERGHEIM	+	1
10-545-54220	RADIO AIR TIME	-	1,601
10-545-54270	CONFERENCE/TRAINING	-	153
10-545-55900	OTHER CAPITAL OUTLAY	-	8,500
10-548-53330	OPERATING (SVFD)	-	118

A BUDGET ADJUSTMENT IS NEEDED IN THE COMFORT VOLUNTEER FIRE DEPARTMENT'S BUDGET FOR ALLOCATIONS-CAPITAL EXPENSES.

10-546-56510	ALLOCATIONS-CAPITAL EXPENSES	+	5,000
10-546-55900	OTHER CAPITAL OUTLAY	-	5,000

A BUDGET ADJUSTMENT IS NEEDED IN THE KENDALIA VOLUNTEER FIRE DEPARTMENT'S BUDGET FOR ALLOCATIONS-CAPITAL EXPENSES.

10-547-56510	ALLOCATIONS-CAPITAL EXPENSES	+	7,200
10-547-55900	OTHER CAPITAL OUTLAY	-	7,200

TO: KENDALL COUNTY COMMISSIONER'S COURT

FROM: COUNTY AUDITOR'S OFFICE

DATE: APRIL 14, 2014

THE FOLLOWING BUDGET ADJUSTMENTS HAVE BEEN REQUESTED BY VARIOUS COUNTY OFFICIALS AND CAN BE MADE THROUGH NORMAL BUDGET AMENDMENT PROCEDURES.

A BUDGET ADJUSTMENT IS NEEDED IN THE SISTERDALE VOLUNTEER FIRE DEPARTMENT'S BUDGET FOR ALLOCATIONS-CAPITAL EXPENSES.

10-548-56510	ALLOCATIONS-CAPITAL EXPENSES	+	6,000
10-548-55900	OTHER CAPITAL OUTLAY	-	6,000

A BUDGET ADJUSTMENT IS NEEDED IN THE WARING VOLUNTEER FIRE DEPARTMENT'S BUDGET FOR ALLOCATIONS-CAPITAL EXPENSES.

10-549-56510	ALLOCATIONS-CAPITAL EXPENSES	+	3,900
10-549-55900	OTHER CAPITAL OUTLAY	-	3,900

A BUDGET ADJUSTMENT IS NEEDED IN THE CONSTABLE PRECINCT FOUR'S BUDGET FOR MISCELLANEOUS EXPENSES.

10-554-54200	TELEPHONE	+	140
10-554-55900	OTHER CAPITAL OUTLAY	+	2
10-554-53330	OPERATING	-	142

A BUDGET ADJUSTMENT IS NEEDED IN THE SHERIFF DEPARTMENT'S BUDGET FOR MISCELLANEOUS EXPENSES.

10-560-54240	INTERNET SERVICES	+	2,190
10-560-54531	SMALL EQUIPMENT -REPAIR & MAINT	+	183
10-560-55900	OTHER CAPITAL OUTLAY	+	13,460
10-560-59201	VEHICLE-INTEREST	+	911
10-560-53330	OPERATING	-	1,783
10-560-54200	TELEPHONE	-	2,190
10-560-54540	VEHICLE-REPAIR & MAINT	-	11,860
10-560-55200	VEHICLE PURCHASE/TOTAL VALUE	-	911

A BUDGET ADJUSTMENT IS NEEDED IN THE CENTRAL COMMUNICATIONS BUDGET FOR ALLOCATION EXPENSES.

10-580-56240	ALLOCATIONS- CITY OF BOERNE	+	18,000
10-409-52060	UNEMPLOYMENT INSURANCE	-	18,000

A BUDGET ADJUSTMENT IS NEEDED IN THE BRUSH SITE DEPARTMENT BUDGET FOR VEHICLE REPAIR & MAINTENANCE EXPENSES.

10-596-54540	VEHICLE-REPAIR & MAINTENANCE	+	6,000
10-409-52060	UNEMPLOYMENT INSURANCE	-	6,000

TO: KENDALL COUNTY COMMISSIONER'S COURT

FROM: COUNTY AUDITOR'S OFFICE

DATE: APRIL 14, 2014

THE FOLLOWING BUDGET ADJUSTMENTS HAVE BEEN REQUESTED BY VARIOUS COUNTY OFFICIALS AND CAN BE MADE THROUGH NORMAL BUDGET AMENDMENT PROCEDURES.

A BUDGET ADJUSTMENT IS NEEDED IN THE COUNTY HEALTH & WELFARE'S BUDGET FOR POSTAGE EXPENSES.

10-635-53110	POSTAGE	+	40
10-635-54200	TELEPHONE	-	40

A BUDGET ADJUSTMENT IS NEEDED IN THE COUNTY HEALTH INSPECTOR'S BUDGET FOR POSTAGE EXPENSES.

10-636-53110	POSTAGE	+	50
10-636-53100	OFFICE SUPPLIES	-	50

A BUDGET ADJUSTMENT IS NEEDED IN THE ROAD & BRIDGE DEPARTMENT'S BUDGET FOR POSTAGE EXPENSES.

11-620-53110	POSTAGE	+	100
11-620-54523	SOFTWARE MAINTENANCE	-	100

A BUDGET ADJUSTMENT IS NEEDED IN THE EMS DONATION FUND BUDGET FOR MISCELLANEOUS EXPENSES.

12-540-53330	OPERATING	+	1,800
12-540-55900	OTHER CAPITAL OUTLAY	+	2,325
12-540-54861	CONTRACT SERVICES	-	4,125

A BUDGET ADJUSTMENT IS NEEDED IN THE COURTHOUSE SECURITY FUND BUDGET FOR OPERATING EXPENSES.

13-510-53330	OPERATING	+	2,630
13-510-55900	OTHER CAPITAL OUTLAY	-	2,630

A BUDGET ADJUSTMENT IS NEEDED IN THE JUSTICE COURT TECHNOLOGY FUND BUDGETS FOR DATA PROCESSING EQUIPMENT EXPENSES.

21-455-55510	DATA PROCESSING EQUIPMENT	+	2,600
21-456-55510	DATA PROCESSING EQUIPMENT	+	1,300
21-457-55510	DATA PROCESSING EQUIPMENT	+	2,600
21-458-55510	DATA PROCESSING EQUIPMENT	+	3,900
21-455-54523	SOFTWARE MAINTENANCE	-	2,600
21-456-54523	SOFTWARE MAINTENANCE	-	1,300
21-457-54523	SOFTWARE MAINTENANCE	-	2,600
21-458-54523	SOFTWARE MAINTENANCE	-	2,875
21-458-53330	OPERATING	-	1,025

TO: KENDALL COUNTY COMMISSIONER'S COURT

FROM: COUNTY AUDITOR'S OFFICE

DATE: APRIL 14, 2014

THE FOLLOWING BUDGET ADJUSTMENTS HAVE BEEN REQUESTED BY VARIOUS COUNTY OFFICIALS AND CAN BE MADE THROUGH NORMAL BUDGET AMENDMENT PROCEDURES.

A BUDGET ADJUSTMENT IS NEEDED IN THE COUNTY & DISTRICT TECHNOLOGY FUND BUDGET FOR OPERATING EXPENSES.

23-450-53330	OPERATING	+	225
23-403-53330	OPERATING	-	225

A BUDGET ADJUSTMENT IS NEEDED IN THE JUVENILE PROBATION BUDGET FOR CONTRACT SERVICE EXPENSES.

35-570-54861	CONTRACT SERVICES	+	5,000
35-570-54096	DETENTION	-	5,000

A BUDGET ADJUSTMENT IS NEEDED IN THE CRIME VICTIMS BUDGET FOR DATA PROCESSING EQUIPMENT EXPENSES.

50-475-55510	DATA PROCESSING EQUIPMENT	+	1,850
50-475-54270	CONFERENCE/TRAINING	-	1,850

Received: \_\_\_\_\_

Commissioners' Agenda

Date: \_\_\_\_\_

Time: \_\_\_\_\_

## AGENDA ITEM REQUEST

### KENDALL COUNTY COMMISSIONERS COURT

#### COURT DATE:

- ☒ Regular Agenda : 4 /14/2014  
☐ Supplemental Agenda: \_\_\_\_\_  
☐ Special Agenda: \_\_\_\_\_  
☐ Executive Session: \_\_\_\_\_

SUBJECT: Accounts Payable Claims

REQUESTED BY: Corinna Speer, County Auditor

(Please print your name and title)

PHONE NUMBER/EXTENSION: 240

TIME NEEDED FOR PRESENTATION: \_\_\_\_\_

WORDING OF AGENDA ITEM (Please write it the way you think it should appear) :

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



## AGENDA ITEM REQUEST

### KENDALL COUNTY COMMISSIONERS COURT

#### COURT DATE:

- ☒ Regular Agenda: 04-14-2014  
☐ Supplemental Agenda: \_\_\_\_\_  
☐ Special Agenda: \_\_\_\_\_  
☐ Executive Session: \_\_\_\_\_

SUBJECT: Bond for County Surveyor

REQUESTED BY: Darrel L. Lux, County Judge

PHONE #/EXT: 213 TIME NEEDED FOR PRESENTATION: 5 minutes

WORDING OF AGENDA ITEM (Please write it the way you think it should appear) :

Consideration and action concerning the approval of a bond for Wes Rexrode, who was appointed to fill  
the unexpired term of the Office of County Surveyor.

---

---

---

---

---

# Invoice

**Dependable Insurance Agency**

604 N. Main Street  
P. O. Box 507  
Boerne TX 78006-0507  
Phone: (830) 249-3528  
Fax: (830) 249-2579  
E-mail: scott@dependable-ins.com

Invoice Number: **117820**

**Bill To: Kendall County**

Auditor's Office  
201 E San Antonio St  
Boerne TX 78006

Contact Code: 917

Agency Contact: Scott Lowry

Invoice Date	Agent	Due Date	Effective Date	Expiration Date
3/24/2014	DEP	3/24/2014	4/1/2014	1/1/2015

Type	LOB	Company	Policy Number	Reference	Amount
NEW	BONDC	WES	61977252 (SURVEYOR)	KENDALL CO SURVEYOR BOND - REXRODE - Kendall County	\$50.00

THANK YOU FOR YOUR PAYMENT

Invoice Total: **\$50.00**

Texas



# Western Surety Company

## OFFICIAL BOND AND OATH

THE STATE OF TEXAS

County of Kendall

} ss

KNOW ALL PERSONS BY THESE PRESENTS:

BOND No. 61977252

That we, Wesley Rexrode, as Principal, and  
WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of Texas, as Surety, are held  
and bound unto <sup>1</sup>Kendall County Judge, his successors in office,  
in the sum of <sup>2</sup> Five Thousand and 00/100 DOLLARS (\$5,000.00),  
for the payment of which we hereby bind ourselves and our heirs, executors and administrators, jointly and severally, by  
these presents.

Dated this 24th day of March, 2014.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden Principal was on  
the 24th day of March, 2014, duly Appointed  
(Elected—Appointed)  
to the office of County Surveyor in and for <sup>3</sup>Kendall County, State of Texas, for  
a term of Indefinite year commencing on the 1st day of April, 2014.

NOW THEREFORE, if the said Principal shall well and faithfully perform and discharge all the duties required of  
him by law as the aforesaid officer, and shall <sup>4</sup>  
faithfully perform the duties of the office.

then this obligation to be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that regardless of the number of years this bond may remain in force and the number of  
claims which may be made against this bond, the liability of the Surety shall not be cumulative and the aggregate  
liability of the Surety for any and all claims, suits, or actions under this bond shall not exceed the amount stated above.  
Any revision of the bond amount shall not be cumulative.

PROVIDED, FURTHER, that this bond may be cancelled by the Surety by sending written notice to the party to  
whom this bond is payable stating that, not less than thirty (30) days thereafter, the Surety's liability hereunder shall  
terminate as to subsequent acts of the Principal.

W. Rexrode Principal  
WESTERN SURETY COMPANY  
By Paul T. Bruflat  
Paul T. Bruflat, Senior Vice President

Submit to:  
SECRETARY OF STATE  
Government Filings Section  
P O Box 12887  
Austin, TX 78711-2887  
512-463-6334  
512-463-5569 - Fax  
Filing Fee: None



STATEMENT OF OFFICER

Statement

I, Wes Rexrode, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

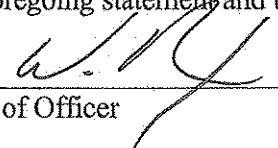
Position to Which Elected/Appointed: County Surveyor (unexpired term)

City and/or County: Kendall County

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: April 1, 2014

  
Signature of Officer

Submit to:  
SECRETARY OF STATE  
Government Filings Section  
P O Box 12887  
Austin, TX 78711-2887  
512-463-6334



OATH OF OFFICE

Filing Fee: None

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,  
I, Wes Rexrode, do solemnly swear (or affirm), that I will faithfully  
execute the duties of the office of County Surveyor of Kendall County of  
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws  
of the United States and of this State, so help me God.

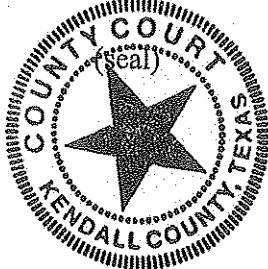
A handwritten signature in dark ink, appearing to read "W. Rexrode".

Signature of Officer

State of Texas  
County of Kendall

Sworn to and subscribed before me  
this

1st day of April, 20 14.



A handwritten signature in dark ink, appearing to read "Darlene Herrin".  
Signature of Notary Public or Other Officer

Administering Oath

Darlene Herrin, County Clerk, Kendall County, Texas

Printed or Typed Name

## AGENDA ITEM REQUEST

### KENDALL COUNTY COMMISSIONERS COURT

#### COURT DATE:

- ☒ Regular Agenda: 04-14-2014  
☐ Supplemental Agenda: \_\_\_\_\_  
☐ Special Agenda: \_\_\_\_\_  
☐ Executive Session: \_\_\_\_\_

SUBJECT: Child Abuse Prevention Month Proclamation

REQUESTED BY: Katie Gleason, Texas Department of Family and Protective Services

PHONE #/EXT: 213 TIME NEEDED FOR PRESENTATION: 5 minutes

WORDING OF AGENDA ITEM (Please write it the way you think it should appear) :

Consideration and action to proclaim April as Child Abuse Prevention Month.

---

---

---

---

---

---

---

---

## Kendall County Child Services Board

---

### *Proclamation: April is Child Abuse Prevention Month*

sponsored by the *Kendall County Child Services Board*

**WHEREAS**, In *FY* 2013, approximately 700,000 children were confirmed abuse and neglect victims in the United States. The number of Texas children reported as confirmed victims of abuse or neglect reached a staggering high totaling 66,398 and 157 children died in Texas as a result of abuse or neglect. Parents continue to be the main perpetrators of child maltreatment. In America, every 11 seconds a child is abused or neglected; and

**WHEREAS**, In Kendall County, 47 children were confirmed cases of abuse and neglect, as cited by the Texas State Department of Protective & Regulatory Services, these numbers do not account for the victims who were abused by an acquaintance, family friend, a neighbor, minister or coach. These victims remain unreported; and

**WHEREAS**, Child abuse/neglect are complex and ongoing problems in our society affecting great numbers of children. It is the 2nd most common chronic disease of childhood; and

**WHEREAS**, As a community, we must make every effort to promote prevention programs because effective child abuse prevention programs succeed because of collaborative partnerships among agencies, schools, religious organizations, law enforcement, district attorneys, counselors, victim advocates, agencies, and the business community; and

**WHEREAS**, In 2014, the Kendall County Child Services Board hopes to encourage everyone in the community to become increasingly aware about the importance of prevention and "Stand Up to Child Abuse!" The community needs to become part of the solution; and

**WHEREAS**, Any person who has "cause to believe" or suspicion that "abuse has occurred or will occur," must report according to Texas State Law;

**NOW, THEREFORE**, I, Darrel L. Lux, Kendall County Judge, do hereby proclaim the month of April, 2014 to be recognized as *Child Abuse Prevention Month* in Kendall County and urge all citizens to work together either by wearing or displaying the blue ribbon, designed to promote awareness about this unspeakable crime, and sponsored by the Kendall County Child Services Board, The Kendall County community is encouraged to "Stand Up to Child Abuse," get involved in prevention efforts against abuse and neglect before it even occurs. The more we work together as a community, the less a child will hurt.

Dated this the 14th day of April, 2014

Proclaimed by the Honorable Kendall County Judge,



Received: \_\_\_\_\_

Commissioners' Agenda

Date: \_\_\_\_\_

Time: \_\_\_\_\_

## AGENDA ITEM REQUEST

### KENDALL COUNTY COMMISSIONERS COURT

#### COURT DATE:

☒ Regular Agenda :

☐ Supplemental Agenda:

☐ Special Agenda:

☐ Executive Session:

4.14.2014

SUBJECT: TRANSFER EMS UNIT TO FACILITIES

REQUESTED BY: ROBERT KINSEY FACILITIES MANAGER  
(Please print your name and title)

PHONE NUMBER/EXTENSION: \_\_\_\_\_

TIME NEEDED FOR PRESENTATION: 5 minutes

WORDING OF AGENDA ITEM (Please write it the way you think it should appear):

CONSIDERATION AND ACTION ON THE  
TRANSFER OF EMS UNIT (AFTER BOX HAS  
BEEN REMOVED) TO FACILITIES AND INSTALL FLAT BED  
FROM OLD ROAD + BRIDGE TRUCK. [Signature] 4.2.2014  
(Signature) (Date)



## AGENDA ITEM REQUEST

### KENDALL COUNTY COMMISSIONERS COURT

#### COURT DATE:

- ☒ Regular Agenda: 04-14-2014  
☐ Supplemental Agenda: \_\_\_\_\_  
☐ Special Agenda: \_\_\_\_\_  
☐ Executive Session: \_\_\_\_\_

SUBJECT: Burn Ban

REQUESTED BY: Darrel L. Lux, County Judge / Jeffery Fincke, Fire Marshal  
(Please print your name and title)

PHONE #/EXT: 213 TIME NEEDED FOR PRESENTATION: 5 minutes

WORDING OF AGENDA ITEM (Please write it the way you think it should appear) :

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

---

---

---

---

---

---

---

---

Received: \_\_\_\_\_

Commissioners' Agenda

Date: \_\_\_\_\_

Time: \_\_\_\_\_

## AGENDA ITEM REQUEST

### KENDALL COUNTY COMMISSIONERS COURT

#### COURT DATE:

- ☒ Regular Agenda : 4/14/2014  
☐ Supplemental Agenda: \_\_\_\_\_  
☐ Special Agenda: \_\_\_\_\_  
☐ Executive Session: \_\_\_\_\_

SUBJECT: After Hours Response Time

REQUESTED BY: Gene Sparks, Road & Bridge Administrative Manager

(Please print your name and title)

PHONE NUMBER/EXTENSION: 656

TIME NEEDED FOR PRESENTATION: 5 minutes

WORDING OF AGENDA ITEM (Please write it the way you think it should appear):

Discuss and take action to pay Road & Bridge employee(s) for time after hours placing barricades to close roads for Frühlingsfest "Spring Celebration" in Comfort.

## AGENDA ITEM REQUEST

### KENDALL COUNTY COMMISSIONERS COURT

#### COURT DATE:

- ☒ Regular Agenda: 04-14-2014  
☐ Supplemental Agenda: \_\_\_\_\_  
☐ Special Agenda: \_\_\_\_\_  
☐ Executive Session: \_\_\_\_\_

SUBJECT: Job Classification for Road & Bridge Employee

REQUESTED BY: Ricky Pfeiffer, Road Superintendent

PHONE #/EXT: 656 TIME NEEDED FOR PRESENTATION: 5 minutes

WORDING OF AGENDA ITEM (Please write it the way you think it should appear) :

Consideration and action to change the job classification of a Road & Bridge employee from an assistant Crew Leader (Matrix Level 10) to a Crew Leader (Matrix Level 11).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **KENDALL COUNTY CLASS SPECIFICATION**

### **ASSISTANT CREW LEADER**

**Job Code:**

---

#### **GENERAL SUMMARY**

Under direction, the purpose of the position is to assist in the management of assigned work crews in maintenance and construction of road and bridge projects, prepare and operate construction and maintenance equipment, provides instruction to work crews and ensures safety compliance and completion of assigned tasks.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS**

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

Oversees assigned work crew by assigning tasks, providing instruction, and ensuring completion of assigned tasks.

Perform construction and maintenance of roads and bridges including road patching, line striping, fence building, and concrete work as assigned utilizing various heavy and light construction equipment; clears land and work sites for projects; surveys work site.

Troubleshoots minor issues and problems with construction and maintenance projects as they arise.

Ensures construction equipment is in good working order and monitors fuel levels; orders materials.

Completes daily logs and reports regarding daily work crew tasks.

Ensure proper signage of construction and maintenance projects for the safety of personnel and the public; flags traffic; constructs barricades; follows work site safety guidelines.

Cleans culverts as needed.

Assists fire departments as needed.

## **EXPERIENCE AND TRAINING**

High school diploma or GED; supplemented by three (3) to five (5) years previous experience or training that includes road construction, work zone safety, and heavy equipment operation.

## **LICENSES AND CERTIFICATIONS**

Must possess valid driver's license with tanker endorsement and also Flagger Training or must be able to obtain license and training within 6 months of date of hire.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Heavy Construction and maintenance equipment.
- Environmental rules and regulations and State statutes regarding roads.
- Correct English usage and grammar.

### **Ability to:**

- Supervise employees and provide evaluation and counseling in regards to performance of job duties.
- Utilize various advisory and design data and information such as maintenance manuals and construction plan documents.
- Provide guidance assistance and/or interpretation to others on how to apply procedures and standards to specific situations.
- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors, subordinates, and co-workers when giving and receiving assignments and instructions.
- Communicate and interact with public and work crew.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders.
- Use heavy and light construction and maintenance equipment and chemicals.
- Operate a motor vehicle.
- Exert heavy physical effort involving objects and materials of 50 pounds to 100 pounds.

***Assistant Crew Leader Class Specification***  
**KENDALL COUNTY**

---

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

## **KENDALL COUNTY CLASS SPECIFICATION**

### **CREW LEADER**

**Job Code:**

---

#### **GENERAL SUMMARY**

Under limited supervision, the purpose of the position is to oversee work crews in maintenance and construction of road and bridge projects, operate construction and maintenance equipment, assign work tasks and provide decision making at the work-site, and ensure safety of crew personnel.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS**

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

Supervises 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.

Perform construction and maintenance of roads and bridges including road patching, line striping, fence building, and concrete work as assigned utilizing various heavy and light construction equipment; ensures construction projects remain within set specifications; clears land and work sites for projects.

Troubleshoots issue and problems with construction and maintenance projects as they arise.

Ensures construction equipment is in good working order and monitors fuel levels.

Maintains records of daily operations of the construction or maintenance work site.

Ensure proper signage of construction and maintenance projects for the safety of personnel and the public; follows work site safety guidelines.

Monitors weather conditions as related to construction projects.

Assists fire departments as needed.

## **EXPERIENCE AND TRAINING**

High school diploma or GED; supplemented by three (3) to five (5) years previous experience or training that includes road construction, work zone safety, and heavy equipment operation.

## **LICENSES AND CERTIFICATIONS**

Must possess valid commercial driver's license with tanker endorsement and also Flagger Training or must be able to obtain license and training within 6 months from date of hire.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Heavy Construction and maintenance equipment.
- Environmental rules and regulations and State statutes regarding roads.
- Correct English usage and grammar.

### **Ability to:**

- Supervise employees and provide evaluation and counseling in regards to performance of job duties.
- Utilize various advisory and design data and information such as maintenance manuals and construction plan documents.
- Provide guidance assistance and/or interpretation to others on how to apply procedures and standards to specific situations.
- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors, subordinates, and co-workers when giving and receiving assignments and instructions.
- Communicate and interact with public and work crew.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders.
- Use heavy and light construction and maintenance equipment and chemicals.
- Operate a motor vehicle.
- Exert heavy physical effort involving objects and materials of 50 pounds to 100 pounds.



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

## AGENDA ITEM REQUEST

### KENDALL COUNTY COMMISSIONERS COURT

#### COURT DATE:

- ☒ Regular Agenda: 04-14-2014  
☐ Supplemental Agenda: \_\_\_\_\_  
☐ Special Agenda: \_\_\_\_\_  
☐ Executive Session: \_\_\_\_\_

SUBJECT: Veteran Services change in hours

REQUESTED BY: Gene Sparks, Veteran Services

PHONE #/EXT: 336 TIME NEEDED FOR PRESENTATION: 5 minutes

WORDING OF AGENDA ITEM (Please write it the way you think it should appear) :

Notify the Court regarding Veterans Services office hours shifting to Friday mornings 8 a.m. to 12 p.m.  
and by appointment as needed. The change will occur beginning the week of April 20, 2014.

---

---

---

---

## AGENDA ITEM REQUEST

### KENDALL COUNTY COMMISSIONERS' COURT

#### COURT DATE:



Regular Agenda

14 April 2014



Supplemental Agenda:

\_\_\_\_\_



Special Agenda:

\_\_\_\_\_



Executive Session:

\_\_\_\_\_

**SUBJECT:** Cordillera Ranch Subdivision

**REQUESTED By:** Gene Miertschin, Commissioner, Pct. 2/ Terry Anderson, County Engineer

(Please print your name and title)

**PHONE NUMBER/EXTENSION:** (830) 331-8239 or Ext. 300

**TIME NEEDED FOR PRESENTATION:** 5 minutes

**Wording of Agenda item** ( *Please write it the way you think it should appear*):

Consider and act upon a request for relief in Unit 207B in the Cordillera Ranch Subdivision from the 1990  
Subdivision Rules and Regulations as follows: (1) use a prime coat under 1-1/2 " HMAC pavement in lieu of  
a one course surface treatment; (2) Use a 6" roll curb on Clubs Dr. in lieu of the standard 7" curb; (3) Use a  
12" roll curb on Toscana in lieu of the standard 7" curb; (4) Use a 50 feet right-of-way for Toscana with a 20  
feet wide paved surface in lieu of a 36 feet paved surface;; (5) Use a 29 feet paved surface for Clubs Dr. in  
lieu of a 36 feet paved surface; and (6) allow utilities ( water, sewer, electric and telephone) within the  
roadway right-of-way in lieu of them being in a utility easement.

Received: \_\_\_\_\_

Commissioners' Agenda

Date: \_\_\_\_\_

Time: \_\_\_\_\_

## AGENDA ITEM REQUEST

### KENDALL COUNTY COMMISSIONERS COURT

#### COURT DATE:

- ☒ Regular Agenda : April 14, 2014  
☐ Supplemental Agenda: \_\_\_\_\_  
☐ Special Agenda: \_\_\_\_\_  
☐ Executive Session: \_\_\_\_\_

SUBJECT: Request for Relief 63± acres approximately of 400ft North West of intersection of Tiffany and Pleasant Valley Drive N

REQUESTED BY: Richard Tobolka – Development Manager  
(Please print your name and title)

PHONE NUMBER/EXTENSION: \_\_\_\_\_ ext. 250

TIME NEEDED FOR PRESENTATION: 5 minutes

WORDING OF AGENDA ITEM (Please write it the way you think it should appear) :

Consideration and action on a request for relief from the platting requirements and road frontage in accordance section 101 and 102 of the Kendall County Development Rules and Regulations.

The proposed division of 63± acres would result in 3 tracts all greater than 16± acres accessed by an easement approximately 40ft wide. (Dale Lewis)

Gene Miertschin, Commissioner Pct. 2

*Richard Tobolka*  
(Signature)

4/3/2014  
(Date)

## REQUEST FOR RELIEF (Variance)

From the Kendall County (KC) Development Rules and Regulations  
(Section 106)

1. Date 4/4/2014
2. Location of Property: Near the north end of  
Pleasant Valley Drive North
3. Name of Subdivision (If Applicable): Pleasant Valley area  
(unplatted land)
4. Property Owner/Developer Name: \_\_\_\_\_
5. Relief Requested (Reference the specific Section/Paragraph of the current KC Development Rules and Regulations and state the relief requested:  
101.1000 Subdivision plat submission  
300.1100.1 250 Ft. frontage on public road  
We request relief so that we can divide a 63 acre  
tract into three tracts. These tracts will share  
a single driveway.
6. Reason(s) for Requesting Relief: (Please refer to Section 106, Relief by County Commissioners Court in answering these questions)
  - a. Are there special circumstances or conditions affecting the land involved such that the strict interpretation of the provisions of these regulations would deprive you of the reasonable use of this land: Yes (if "yes" please state the special circumstances or conditions)  
The land only has about 50 feet of frontage  
on a public roadway. We have been unable to  
sell the tract in one piece.
  - b. Is relief necessary for the preservation and enjoyment of a substantial property right of yours? Yes (if "yes", please state the substantial property right involved)  
We have the right to sell our land in  
a reasonable manner, size and price and  
without relief to the rules we are unable to do so.

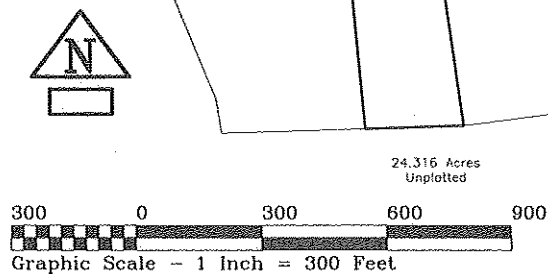
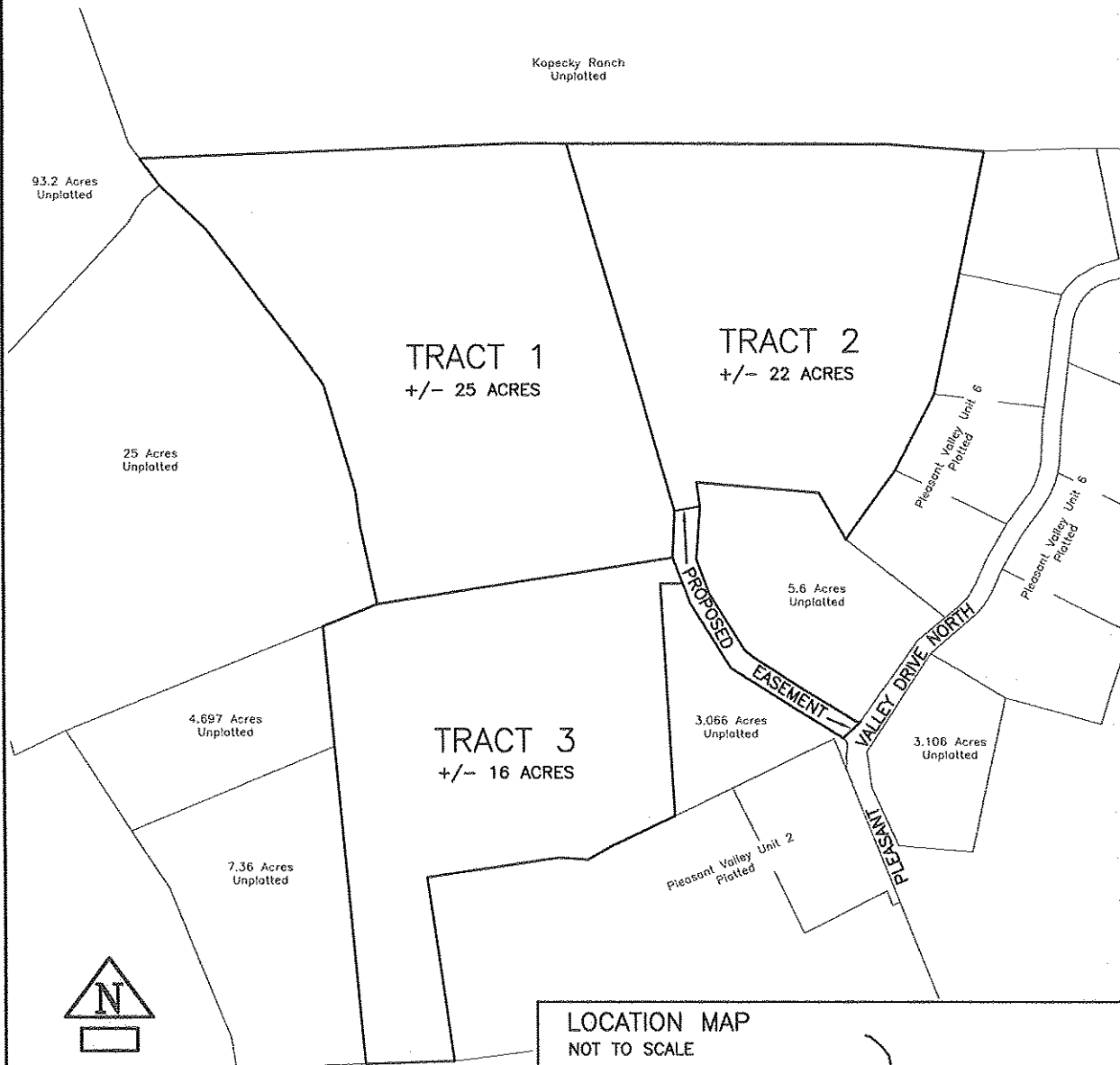
Dale Lewis  
Property Owner Signature

DALE LEWIS  
Print Owner Name

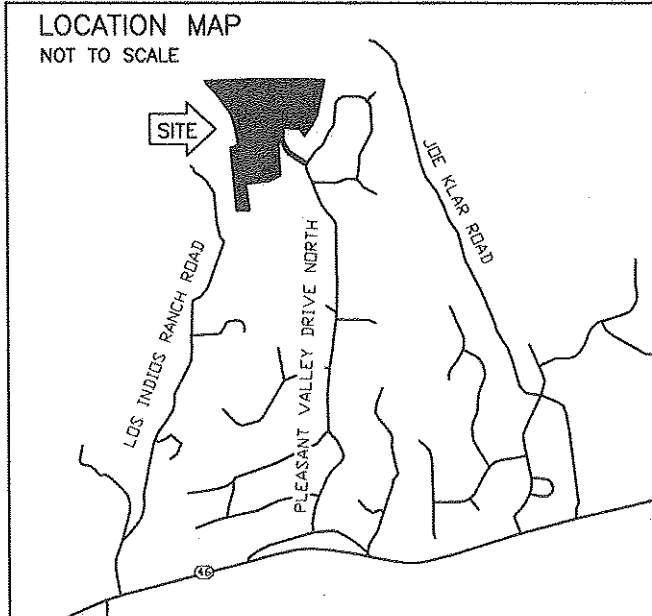
Phone Number 712771-4458

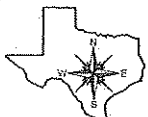
Date 4-4-14

PROPOSED DIVISION OF APPROXIMATELY 63 ACRES BEING A REMAINING PORTION OF THE UNPLATTED LAND IN THE PLEASANT VALLEY AREA. THE PROPOSED DIVISION WILL CREATE THREE TRACTS CONTAINING AT LEAST 15 ACRES EACH. THE ACCESS TO A PUBLIC ROADWAY WILL BE VIA A SHARED PRIVATE DRIVEWAY OVER A VARIABLE WIDTH STRIP WITH EACH TRACT HAVING EITHER FEE SIMPLE INTEREST IN THE STRIP OR AN INGRESS - EGRESS EASEMENT FOR ROADWAY PURPOSES.



**PRELIMINARY**  
This document shall not be recorded, or used in any transaction, for any purpose.





**Schwarz**  
*Land Surveying &  
Development, Inc.*

723 NORTH MAIN, BOERNE, TEXAS 78006  
PHONE: (830) 816-8907 Metro FAX: (830) 584-0445  
FIRM LICENSE NO. 10132600

Job No. 14-042

## AGENDA ITEM REQUEST

### KENDALL COUNTY COMMISSIONERS COURT

#### COURT DATE:

- ☒ Regular Agenda: 04-14-2014  
☐ Supplemental Agenda: \_\_\_\_\_  
☐ Special Agenda: \_\_\_\_\_  
☐ Executive Session: \_\_\_\_\_

SUBJECT: Removal of structures at County-owned property in Comfort

REQUESTED BY: Kenneth Rusch, Commissioner Pct. 4

PHONE #/EXT: 830-995-3798 TIME NEEDED FOR PRESENTATION: 5 minutes

WORDING OF AGENDA ITEM (Please write it the way you think it should appear) :

Consideration and action to approve the removal of structures at the County-owned property known as  
Faltin Field located at 8th and Main Streets in Comfort.

---

---

---

---

---