



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016
OPEN SESSION

SUBJECT	Commissioners Court Meeting Minutes
DEPARTMENT & PERSON MAKING REQUEST	County Clerk's Office Sally W. Peters, Deputy Clerk/Administrative Assistant
PHONE # OR EXTENSION #	830-249-9343, ext. 212
TIME NEEDED FOR PRESENTATION	1 minute
WORDING OF AGENDA ITEM	Consideration and action on the Minutes for November 28, 2016 and December 1, 2016.
REASON FOR AGENDA ITEM	To approve the Minutes from the previous Commissioners Court meetings.
IS THERE DOCUMENTATION	After approval, the minutes will be posted on the County website.
WHO WILL THIS AFFECT?	The public
ADDITIONAL INFORMATION	None



**KENDALL COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

COMMISSIONER COURT DATE: 12/12/2016
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: 12/12/2016
OPEN SESSION

SUBJECT	Cash Summary September 2016
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 for September 2016
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
MONTH ENDING September 30, 2016

Funds	Beg Balance	Receipts (includes Journal Entries and Transfers In)	Disbursements (includes Journal Entries and Transfers Out)	Ending Balance
10-General Fund	\$ 1,499,300.72	\$ 3,012,138.56	\$ 3,050,487.22	\$ 1,460,952.06
11-Road & Bridge	\$ 205,319.30	\$ 1,280,610.54	\$ 353,977.81	\$ 1,131,952.03
12-EMS Donations	\$ 11,729.09	\$ 15.00	\$ 139.96	\$ 11,604.13
13-Courthouse Security	\$ 18,590.45	\$ 4,051.23	\$ 2,014.50	\$ 20,627.18
14-Animal Facility Donations	\$ 16,794.33	\$ 441.66	\$ 100.00	\$ 17,135.99
15-Lateral Road & Bridge	\$ 155,802.60	\$ -	\$ -	\$ 155,802.60
16-Court Reporter Service	\$ 46,815.31	\$ 1,560.00	\$ 1,869.00	\$ 46,506.31
17-Attorney-Hot Check	\$ 24,188.47	\$ 69.20	\$ 219.49	\$ 24,038.18
19-Records Mgmt (County Clerk)	\$ 53,081.40	\$ 19,279.24	\$ 12,880.04	\$ 59,480.60
20-Law Library	\$ 21,400.62	\$ 3,640.00	\$ 2,831.75	\$ 22,208.87
21-Justice Court Technology	\$ 15,864.26	\$ 2,000.38	\$ 1,038.58	\$ 16,826.06
22-Justice Court Building Security	\$ 22,514.12	\$ 498.10	\$ 257.65	\$ 22,754.57
23-County & District Technology	\$ 10,360.93	\$ 448.82	\$ 250.92	\$ 10,558.83
24-Alternative Dispute Resolution	\$ 4,255.21	\$ 1,720.00	\$ 900.00	\$ 5,075.21
25-District Clerk Records Mgmt	\$ 60,053.16	\$ 2,857.66	\$ 1,334.53	\$ 61,576.29
26-County Clerk Rec. Archive Fund	\$ 75,308.67	\$ 18,580.00	\$ 8,445.59	\$ 85,443.08
27-Vital Statistics Records	\$ 1,523.00	\$ 97.00	\$ 49.00	\$ 1,571.00
28-Pre-Trial Intervention	\$ 16,977.00	\$ 1,115.00	\$ 942.00	\$ 17,150.00
29-LEOSE Training	\$ 45,391.57	\$ -	\$ -	\$ 45,391.57
33-Juv Probation-State Grant	\$ 15,757.49	\$ 35,132.27	\$ 17,698.66	\$ 33,191.10
34-Juv Probation Title IV E	\$ 2,035.73	\$ 0.02	\$ -	\$ 2,035.75
35-Juvenile Probation	\$ (120,215.22)	\$ 142,109.76	\$ 12,085.54	\$ 9,809.00
41-MVDIT Interest	\$ 629.38	\$ -	\$ -	\$ 629.38
42-Election Services Contract Fund	\$ 26,665.75	\$ 20,093.14	\$ 20,093.14	\$ 26,665.75
43-Fire Inspection & Permit Fund	\$ 25,337.85	\$ 3,923.50	\$ 150.00	\$ 29,111.35
50-Crime Victims Grant	\$ (78,684.66)	\$ 107,094.62	\$ 28,409.96	\$ (0.00)
80-Tobacco Settlement	\$ 28,416.44	\$ -	\$ 13,278.16	\$ 15,138.28
81-Historical Commission	\$ 11,071.85	\$ -	\$ 271.63	\$ 10,800.22
84-Abandoned Vehicles	\$ 4,952.75	\$ -	\$ -	\$ 4,952.75
93-Texas State Fees	\$ 227,281.14	\$ 98,502.93	\$ 50,692.24	\$ 275,091.83

KENDALL COUNTY SUMMARY OF CASH BALANCES
MONTH ENDING September 30, 2016

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	\$ 9,549.04	\$ 602.11	\$ 391.05	\$ 9,760.10
63-Series 2013 UnLimited Tax Road Bond	\$ 44,492.13	\$ 4,000.20	\$ 1,078.19	\$ 47,414.14
64-Series 2014 Limited Tax Refunding	\$ 67,372.27	\$ 1,222.95	\$ 866.44	\$ 67,728.78
71-Herff Road Project	\$ 221,972.31	\$ 992,965.83	\$ 985,633.97	\$ 229,304.17
72-Law Enforcement Center Project	\$ 347,944.56	\$ 2.12	\$ 107,929.36	\$ 240,017.32
85-Local S.O. Forfeiture	\$ 2,478.04	\$ 0.02	\$ -	\$ 2,478.06
87-Federal S.O. Forfeiture	\$ 33,504.90	\$ 20,000.28	\$ 13,255.98	\$ 40,249.20
90-Trust Account	\$ 303,881.23	\$ 8,745.92	\$ 307,963.95	\$ 4,663.20
96-Public Grants	\$ 80.85	\$ 2,105.40	\$ 2,105.40	\$ 80.85

Examined and Approved by Auditor's office

Cortina Speer

Date

12/1/16



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016 OPEN SESSION	
SUBJECT	Cow Creek Groundwater Conservation District Relocation
DEPARTMENT & PERSON MAKING REQUEST	Darrel L. Lux, County Judge
PHONE # OR EXTENSION #	830-249-9343, ext. 213
TIME NEEDED FOR PRESENTATION	3 minutes
WORDING OF AGENDA ITEM	Discussion and action concerning the status of the Cow Creek Groundwater Conservation District office relocation.
REASON FOR AGENDA ITEM	Status of the District's relocation.
IS THERE DOCUMENTATION	No
WHO WILL THIS AFFECT?	Cow Creek Groundwater Conservation District
ADDITIONAL INFORMATION	None



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016
OPEN SESSION

SUBJECT	Holiday Schedule for Solid Waste, Recycle Center and the Brush Site
DEPARTMENT & PERSON MAKING REQUEST	Development Management - Richard Tobolka
PHONE # OR EXTENSION #	830-249-9343 Ext. 250
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Discussion, consideration and action on Holiday Schedule for Solid Waste, Recycle Center and the Brush Site.
REASON FOR AGENDA ITEM	Holiday Schedule for Solid Waste, Recycle Center and the Brush Site
IS THERE DOCUMENTATION	No
WHO WILL THIS AFFECT?	General public
ADDITIONAL INFORMATION	None



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016
OPEN SESSION

SUBJECT	Event Coordinator job description
DEPARTMENT & PERSON MAKING REQUEST	Parks Department, Daniel Vetter, Parks Manager
PHONE # OR EXTENSION #	830.537.3470 Ext. 509
TIME NEEDED FOR PRESENTATION	1 Minute
WORDING OF AGENDA ITEM	Consideration and action on revising job description to reflect daily job duties.
REASON FOR AGENDA ITEM	Revise job description.
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	Parks Department
ADDITIONAL INFORMATION	None

KENDALL COUNTY CLASS SPECIFICATION

Event Coordinator- Parks Dept.

Grade: 9

GENERAL SUMMARY

Under the supervision of the Parks Manager, the purpose of this position is to provide outstanding customer service and organize memorable events that meet quality expectations. Employees in this position classification provide professional administrative and management support. This position is responsible for assisting the Parks Manager in planning and coordinating events of the event center.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Planning, implementation and follow-up for all special events and meetings.

Communicates with clients to identify their needs and to ensure customer satisfaction.

Organizes facility for parking, traffic control, security, and first aid.

Performs various clerical duties including answering the telephone and emails, typing documents, record transactions and billing invoices, scheduling appointments, facility tours and assist with the annual budget preparation for the event center.

Maintains supplies inventory for the event center by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

Incorporates marketing techniques and public relations to promote the event center.

Maintains and designs county website and social media webpages for the event center.

Assists the Parks Manager with fiscal year budget preparation regarding the event center.

LICENSES AND CERTIFICATIONS

Must possess a valid driver's license.

EXPERIENCE AND TRAINING

High school diploma or GED. Associates Degree in Hospitality, Marketing, Business, or Communications preferred, or a minimum of 3 years related work experience.

Communication, marketing and/or public relations experience desirable.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and skills of:

- Word processing
- Website maintenance and other computer software, including but not limited to, Microsoft Office (Word, Excel and Power Point)
- Office equipment (Computer, Phone, Printer etc.)
- Policies, procedures, and rules of the assigned department function or operation.
- Superior organizational skills.

Ability to:

- Work without direct supervision in a small office environment.
- Work flexible hours, including evenings and weekends.
- Resolve problems efficiently as they arise.
- Perform each essential duty satisfactorily.
- Establish and maintain effective records maintenance and file management systems.
- Respond effectively to the most sensitive inquiries or complaints.
- Follow safe work practices including workplace safety policies and procedures.
- Communicate effectively both verbally and in writing, and in presenting information and responding to questions regarding functional area of assignment.
- Operate a motor vehicle.
- Serve the public and represent the County with courtesy and professionalism

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



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016

OPEN SESSION

SUBJECT	Recreation Coordinator job description.
DEPARTMENT & PERSON MAKING REQUEST	Parks Department, Daniel Vetter, Parks Manager
PHONE # OR EXTENSION #	830.537.3470 Ext. 509
TIME NEEDED FOR PRESENTATION	2 Minutes
WORDING OF AGENDA ITEM	Consideration and action on revising job title and description to reflect daily job duties.
REASON FOR AGENDA ITEM	Revise job description.
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	Parks Department
ADDITIONAL INFORMATION	None

KENDALL COUNTY CLASS SPECIFICATION

Recreation Coordinator- Parks Dept.

Grade: 9

GENERAL SUMMARY

Under general supervision of the Parks Manager, the purpose of the position is to perform professional duties such as planning, developing, and coordinating recreational programs for the Kendall County Parks Department. The Recreation Coordinator will also be responsible for the park rentals and special events throughout the department.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Plans, organizes, and coordinates the operations of assigned recreation programs and facilities.

Markets recreation programs through the Parks Department website, mass email, social media calendar and social media pages including, Facebook, Twitter and Instagram.

Assists the Parks Manager with actively seeking and applying for grant opportunities pertaining to recreation programs.

Participates in programs, special events and activities held in the evenings and/or on weekends.

Makes oral and written presentations on department activities and proposed programs to various community organizations and boards as required by the Parks Manager.

Maintains general accounting and fiscal functions including, but not limited to: processing invoices and requisitions, preparing monthly expenditure reports, and compiling year-end summaries.

Receives, records, and prepares receipts for payments of special events and park rentals.

Assists the Parks Manager with fiscal year budget preparation regarding recreational activities.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by two (2) years' experience in special event or office management.

LICENSES AND CERTIFICATIONS

Must possess a valid driver's license.

Must possess First Aid CPR Certification.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and skills of:

- Event coordination and planning.
- The function and role of the county in developing and coordinating a recreational program for county departments, community agencies, and the general public.
- Planning outdoor recreation programs, special events, and special projects.
- Budget and administration
- Techniques for providing a high level of customer service to public and county staff.
- Record keeping principles and procedures.
- Website maintenance and other computer software, including but not limited to: Microsoft Office (Word, Excel and Power Point)

Ability to:

- Work flexible hours, including evenings and weekends.
- Work independently without direct supervision.
- Maintain appropriate certification and training as required.
- Operate a motor vehicle.
- Respond effectively to the most sensitive inquiries or complaints.

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**KENDALL COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

COMMISSIONER COURT DATE: 12/12/2016 OPEN SESSION	
SUBJECT	Burn Ban
DEPARTMENT & PERSON MAKING REQUEST	Darrel L. Lux, County Judge Jeffery Fincke, Fire Marshal
PHONE # OR EXTENSION #	830-249-9343, ext. 213
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
IS THERE DOCUMENTATION	No
WHO WILL THIS AFFECT?	Countywide
ADDITIONAL INFORMATION	None



**KENDALL COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

COMMISSIONER COURT DATE: 12/12/2016 OPEN SESSION	
SUBJECT	Abandonment of a portion of Avenue B and alley in Waring, TX
DEPARTMENT & PERSON MAKING REQUEST	Chad Carpenter, Commissioner Precinct 4
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	10 minutes
WORDING OF AGENDA ITEM	Consideration and action concerning abandoning a portion of Avenue B and adjacent alley in Waring, Texas.
REASON FOR AGENDA ITEM	Request of landowners who own contiguous tracts of land.
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	Owners of tracts contiguous to the property to be abandoned.
ADDITIONAL INFORMATION	None

STATE OF TEXAS

KENDALL COUNTY

KENDALL COUNTY ORDER NO. 12-12-2016

**ORDER ABANDONING A PORTION OF AVENUE B AND VARIOUS ALLEYS IN THE TOWN OF
WARING, KENDALL COUNTY, TEXAS**

WHEREAS, the Commissioners Court of Kendall County, Texas has found as follows:

1. The following tracts (Exhibits A,B,C,D,E) were a portion of certain streets and alleys formerly donated and conveyed to the State of Texas and later Kendall County; and
2. These tracts have never been opened for use by the public; have never been used as public streets, roads or thoroughfares; and have never been laid out, cleared, graded or maintained by the County of Kendall or any other municipality; and
3. That all of said streets, alleys and segments of certain streets have for more than twenty years, been enclosed by fence with adjoining tracts of land and that the public now has no easement or right to use the same; and
4. That the use and purposes for which said streets, alleys, and segments of streets were dedicated have wholly failed and a necessity for the continuance of such streets, alleys and segments of streets no longer exists.

NOW THEREFORE, IT IS ORDERED that, effective immediately, the following tracts of land listed below and which are more fully described by a metes and bounds description which are marked as Exhibits A, B, C, D and E attached hereto and made a part hereof for all purposes are HEREBY, abandoned and vacated by Kendall County, Texas. This Order immediately vests any interest previously held in the property by Kendall County to the contiguous legal property owners named in Exhibits A,B,C,D and E:

1. Grantor: County of Kendall, Texas;
Grantee: Waring Volunteer Fire Department;
0.084 acre tract more fully described in Exhibit A, Pages 1 and 2.
2. Grantor: County of Kendall, Texas;
Grantee: Waring Volunteer Fire Department;
0.170 acre tract more fully described in Exhibit B, Pages 1, 2 and 3;

3. Grantor: County of Kendall, Texas;
Grantee: Estate of Arturo and Adeline Morquecho;
0.096 acre tract more fully described in Exhibit C, Pages 1 and 2.
4. Grantor: County of Kendall, Texas;
Grantee: Josie Boerner;
0.023 acre tract more fully described in Exhibit D, Pages 1 and 2.
5. Grantor: County of Kendall, Texas;
Grantee: Estate of Maria Inez Garcia;
0.137 acre tract more fully described in Exhibit E, Pages 1 and 2.

APPROVED AND EFFECTIVE this 12th day of December, 2016.

Darrel L. Lux
Judge
Kendall County, Texas

Attest:

Darlene Herrin
County Clerk

Donnie Boerner Surveying Company L.P.

228 Holiday Road ♦ Comfort, Texas 78013

Phone: 830-377-2492

FIRM NO. 10193963

Field Notes for an 0.084 Acre Tract of Land

Being a 0.084 acre tract being part of Avenue B, Town of Waring as recorded in Volume 10, Page 300, Deed Records, Kendall County, Texas, said 0.084 acre tract being more particularly described by metes and bounds as follows:

Beginning at a point in the at the intersection of the southwest line of Waring-Welare Road with the northwest line of Avenue B and also being the east corner of Lot 1, Block 9, Town of Waring, said point bears, South 46 degrees 12 minutes 24 seconds East, a distance of 140.00 feet from a steel rod found with a red "HCLSC 5357" plastic cap at the north corner of Lot 1, Block 9;

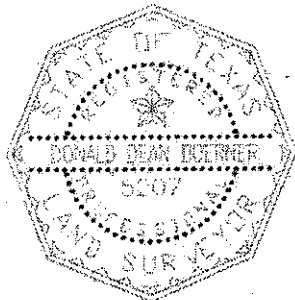
Thence, with the southwest line of Waring-Welare Road, across Avenue B, South 46 degrees 12 minutes 24 seconds East, a distance of 30.00 feet to a point for corner;

Thence, departing the southwest line of Waring-Welare Road, with the center of Avenue B, South 43 degrees 47 minutes 36 seconds West, a distance of 121.51 feet to a point for corner;

Thence, North 46 degrees 12 minutes 24 seconds West, a distance of 30.00 feet to a point in the northwest line of Avenue B, the southeast line of Lot 5, Block 9;

Thence, with the northwest line of Avenue B, the southeast line of Lots 5, 4 and 1, Block 9, North 43 degrees 47 minutes 36 seconds East, a distance of 121.51 feet to the **Place of Beginning** and containing 0.084 acres of land.

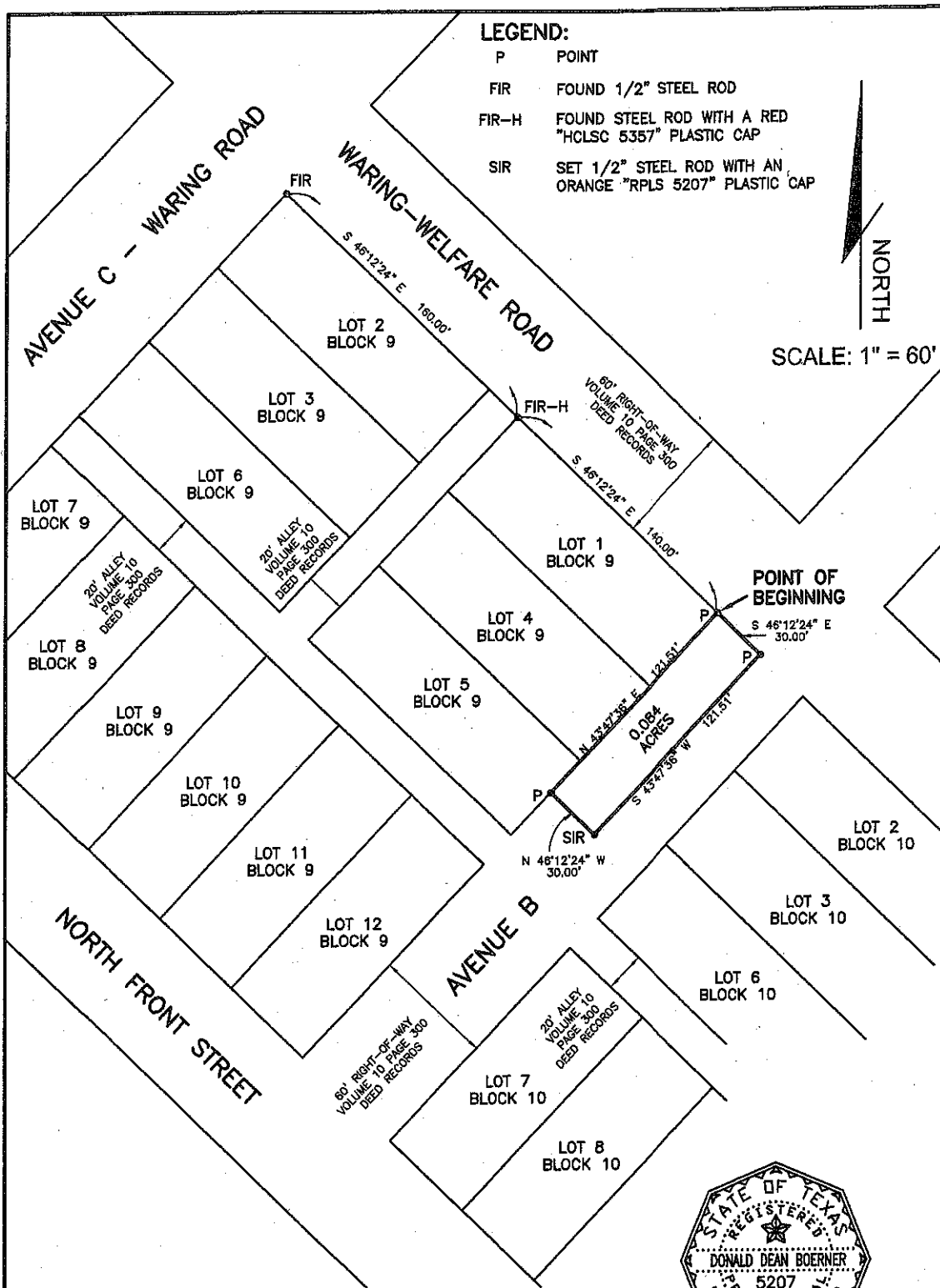
Note: A survey plat of the above described tract was prepared. Basis of bearing was established from the State Plane Coordinate System North American datum of 1983, Texas South Central Zone.



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

Donald Dean Boerner

Registered Professional Land Surveyor No. 5207



GENERAL NOTES:

- 1) BASIS OF BEARING WAS ESTABLISHED FROM THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983, TEXAS SOUTH CENTRAL ZONE.
- 2) A FIELD NOTE DESCRIPTION WAS PREPARED FOR THIS TRACT.

SURVEY MAP SHOWING: A 0.084 ACRE TRACT BEING PART AVENUE B, TOWN OF WARING AS RECORDED IN VOLUME 10, PAGE 300, DEED RECORDS, KENDALL COUNTY, TEXAS.

DONNIE BOERNER SURVEYING COMPANY L.P.
 228 HOLIDAY ROAD
 COMFORT, TEXAS 78013
 PH: 830-377-2492

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND, THAT THIS PLAT CORRECTLY REPRESENTS THE FACTS FOUND AT THE TIME OF THIS SURVEY AND THAT THERE ARE NO VISIBLE EASEMENTS OR ENCROACHMENTS OF BUILDINGS ON ADJOINING PROPERTY AND THAT ALL BUILDINGS ARE WHOLLY LOCATED ON THIS PROPERTY EXCEPT AS SHOWN ABOVE.

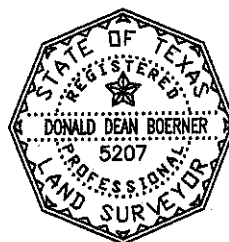
Donald Dean Boerner

DONALD DEAN BOERNER
 REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5207

FIRM NO. 10193963

DATE 07-07-2016

JOB NO: 16-500



Donnie Boerner Surveying Company L.P.

228 Holiday Road ♦ Comfort, Texas 78013

Phone: 830-377-2492

FIRM NO. 10193963

Field Notes for an 0.170 Acre Tract of Land

Being a 0.170 acre tract being parts of abandoned alleys located in Block 9, Town of Waring as recorded in Volume 10, Page 300, Deed Records, Kendall County, Texas, said 0.170 acre tract being more particularly described by metes and bounds as follows:

Beginning at a steel rod found with a red "HCLSC 5357" plastic cap in the southwest line of Waring-Welare Road at the north corner of Lot 1, Block 9, Town of Waring;

Thence, departing the southwest line of Waring-Welare Road, with the northwest line of Lots 1, 4 and 5, Block 9, South 43 degrees 47 minutes 36 seconds West, a distance of 150.00 feet to a ½" steel rod found at the west corner of Lot 5, Block 9;

Thence, with the southwest line of Lot 5, Block 9, South 46 degrees 12 minutes 24 seconds East, a distance of 129.00 feet to a point for corner;

Thence, departing the southwest line of Lot 5, Block 9, South 43 degrees 47 minutes 36 seconds West, a distance of 10.00 feet to a ½" steel rod set with an orange "RPLS 5207" plastic cap in the center of a 20' alley recorded in Volume 10, Page 300, Deed Records, Kendall County, Texas;

Thence, with the center of said alley, North 46 degrees 12 minutes 24 seconds West, a distance of 139.00 feet to a ½" steel rod set with an orange "RPLS 5207" plastic cap for corner;

Thence, South 43 degrees 42 minutes 17 seconds West, a distance of 10.00 feet to a point at the north corner of Lot 10, Block 9, the east corner of Lot 9, Block 9;

Thence, with the northeast line of Lots 9, 8 and 7, Block 9, North 46 degrees 12 minutes 24 seconds West, a distance of 150.00 feet to a point in the southeast line of Avenue C also known as Waring Road at the north corner of Lot 7, Block 9;

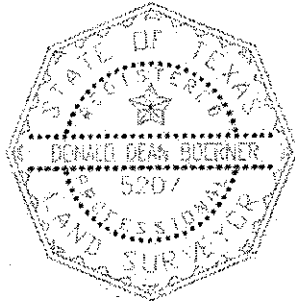
Thence, with the southeast line of Avenue C, the northwest line of a 20' alley, North 43 degrees 47 minutes 16 seconds East, a distance of 20.00 feet to a point at the west corner of Lot 6, Block 9;

Thence, departing the southwest line of Avenue C, with the southwest line of Lot 6, Block 9, South 46 degrees 12 minutes 24 seconds East, a distance of 139.99 feet to a point at the south corner of Lot 6, Block 9;

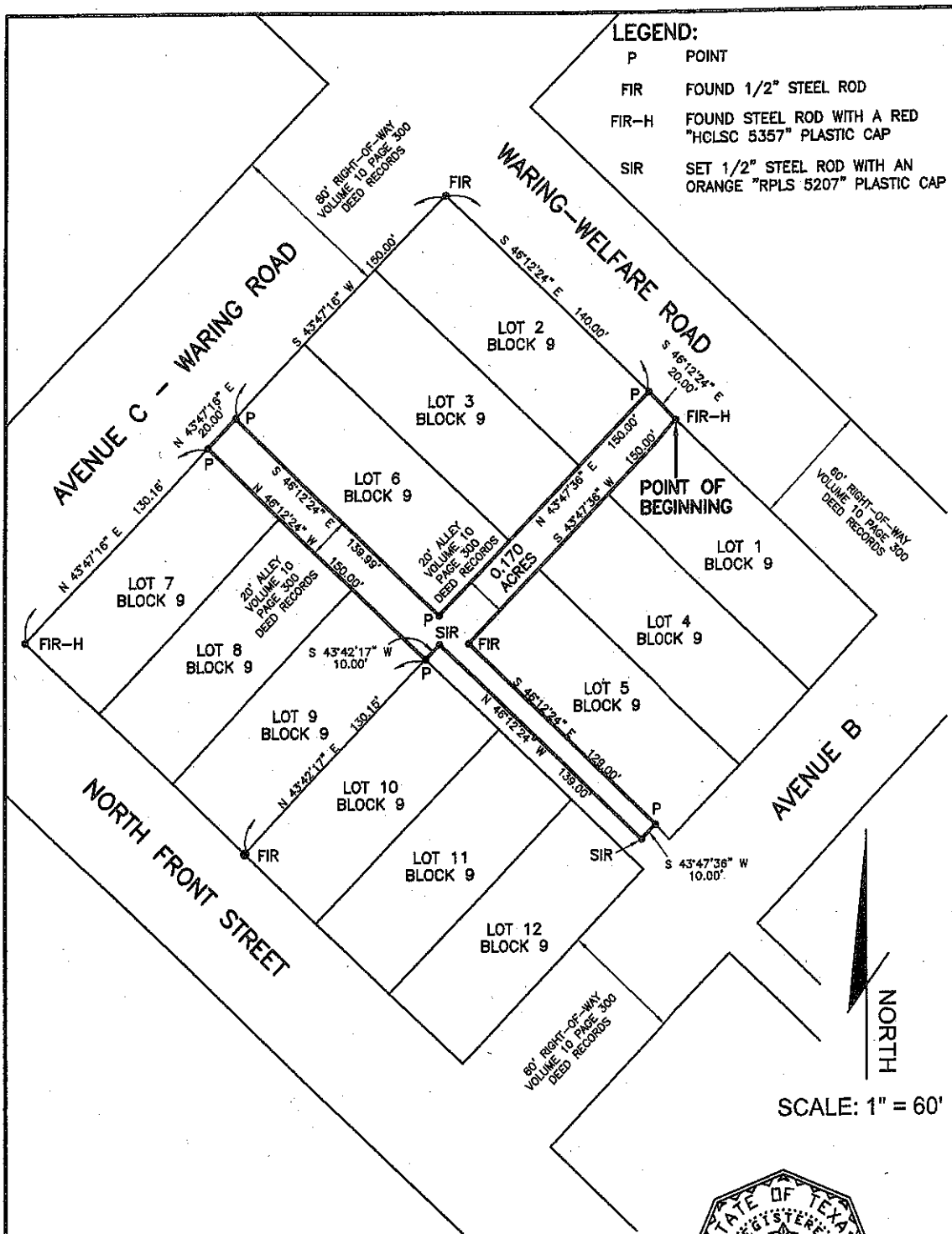
Thence, with the southeast line of Lots 6, 3 and 2, Block 9, North 43 degrees 47 minutes 36 seconds East, a distance of 150.00 feet to a point in the southwest line of Waring-Welare Road at the east corner of Lot 2, Block 9;

Thence, with the southwest line of Waring-Welare Road, the northeast line of a 20' alley, South 46 degrees 12 minutes 24 seconds East, a distance of 20.00 feet to the **Place of Beginning** and containing 0.170 acres of land.

Note: A survey plat of the above described tract was prepared. Basis of bearing was established from the State Plane Coordinate System North American datum of 1983, Texas South Central Zone.



Donald Dean Boerner
Registered Professional Land Surveyor No. 5207



GENERAL NOTES:

1) BASIS OF BEARING WAS ESTABLISHED FROM THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983, TEXAS SOUTH CENTRAL ZONE.

2) A FIELD NOTE DESCRIPTION WAS PREPARED FOR THIS TRACT.

SURVEY MAP SHOWING: A 0.170 ACRE TRACT BEING PARTS OF ABANDONED ALLEYS LOCATED IN BLOCK 9, TOWN OF WARING AS RECORDED IN VOLUME 10, PAGE 300, DEED RECORDS, KENDALL COUNTY, TEXAS.

DONNIE BOERNER SURVEYING COMPANY L.P.
228 HOLIDAY ROAD
COMFORT, TEXAS 78013
PH: 830-377-2492

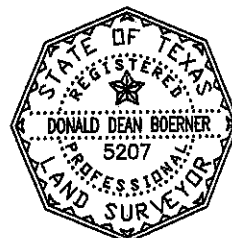
I HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND, THAT THIS PLAT CORRECTLY REPRESENTS THE FACTS FOUND AT THE TIME OF THIS SURVEY AND THAT THERE ARE NO VISIBLE EASEMENTS OR ENCROACHMENTS OF BUILDINGS ON ADJOINING PROPERTY AND THAT ALL BUILDINGS ARE WHOLLY LOCATED ON THIS PROPERTY EXCEPT AS SHOWN ABOVE.

DONALD DEAN BOERNER
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5207

FIRM NO. 10193963

DATE 07-07-2016

JOB NO: 16-500



Donnie Boerner Surveying Company L.P.

228 Holiday Road ♦ Comfort, Texas 78013

Phone: 830-377-2492

FIRM NO. 10193963

Field Notes for an 0.096 Acre Tract of Land

Being a 0.096 acre tract being part of Avenue B, Town of Waring as recorded in Volume 10, Page 300, Deed Records, Kendall County, Texas, said 0.096 acre tract being more particularly described by metes and bounds as follows:

Beginning at a point in the at the intersection of the northeast line of North Front Street with the southeast line of Avenue B and also being the west corner of Lot 7, Block 10, Town of Waring;

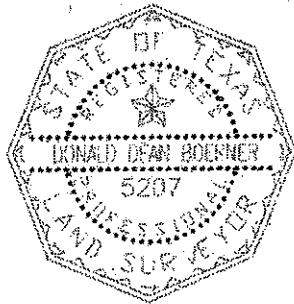
Thence, with the northeast line of North Front Street, across Avenue B, North 46 degrees 12 minutes 24 seconds West, a distance of 30.00 feet to a point for corner;

Thence, departing the northeast line of North Front Street, with the center of Avenue B, North 43 degrees 47 minutes 36 seconds East, a distance of 140.00 feet to a point for corner;

Thence, South 46 degrees 12 minutes 24 seconds East, a distance of 30.00 feet to a point for corner;

Thence, South 43 degrees 47 minutes 36 seconds West, a distance of 140.00 to the Place of **Beginning** and containing 0.096 acres of land.

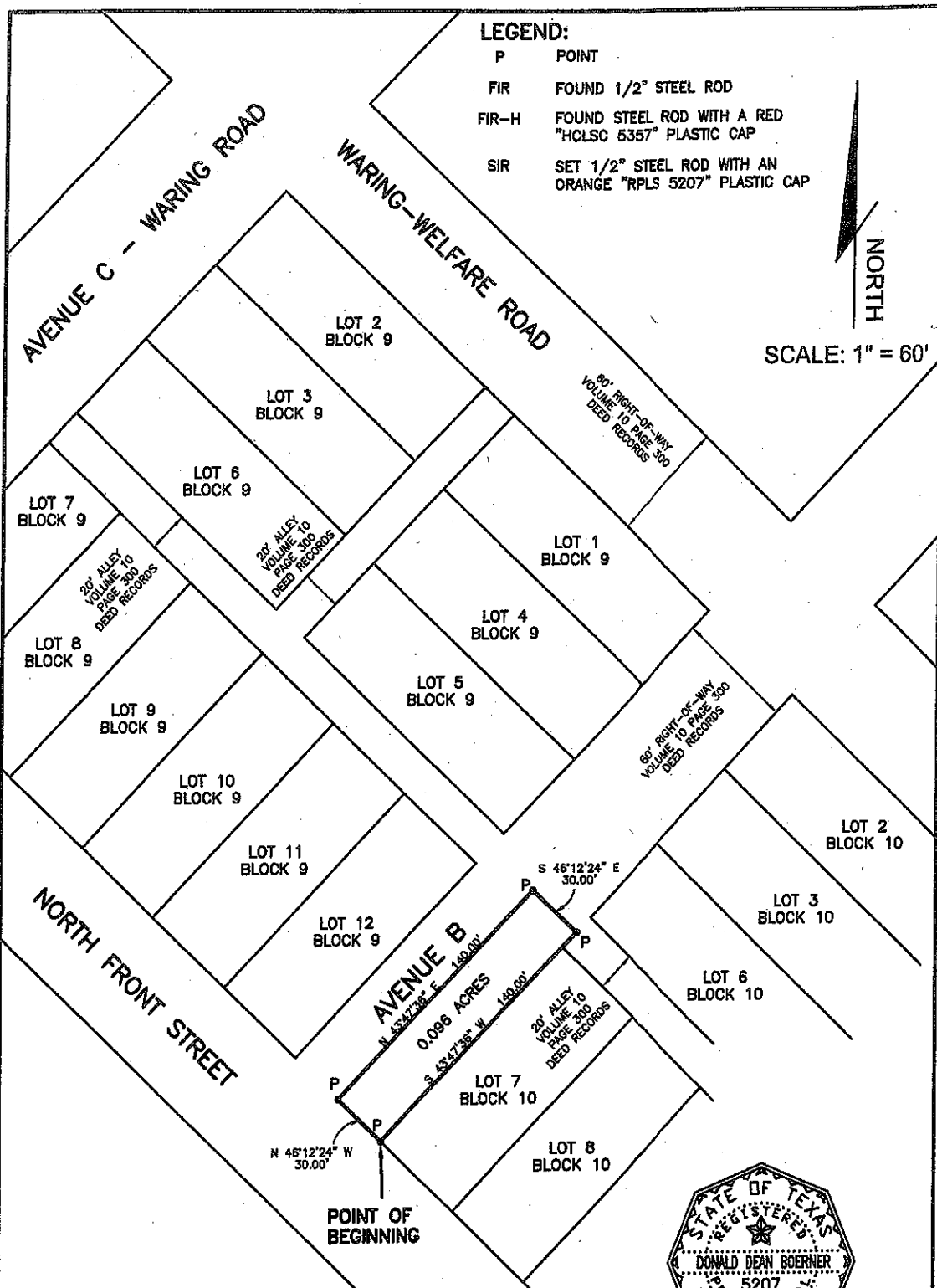
Note: A survey plat of the above described tract was prepared. Basis of bearing was established from the State Plane Coordinate System North American datum of 1983, Texas South Central Zone.



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

Donald Dean Boerner

Registered Professional Land Surveyor No. 5207



GENERAL NOTES:

1) BASIS OF BEARING WAS ESTABLISHED FROM THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983, TEXAS SOUTH CENTRAL ZONE.

2) A FIELD NOTE DESCRIPTION WAS PREPARED FOR THIS TRACT.

SURVEY MAP SHOWING: A 0.096 ACRE TRACT BEING PART AVENUE B, TOWN OF WARING AS RECORDED IN VOLUME 10, PAGE 300, DEED RECORDS, KENDALL COUNTY, TEXAS.

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND, THAT THIS PLAT CORRECTLY REPRESENTS THE FACTS FOUND AT THE TIME OF THIS SURVEY AND THAT THERE ARE NO VISIBLE EASEMENTS OR ENCROACHMENTS OF BUILDINGS ON ADJOINING PROPERTY AND THAT ALL BUILDINGS ARE WHOLLY LOCATED ON THIS PROPERTY EXCEPT AS SHOWN ABOVE.

DONNIE BOERNER SURVEYING COMPANY L.P.

**228 HOLIDAY ROAD
COMFORT, TEXAS 78013**

PH: 830-377-2492

FIRM NO. 10193963

**DONALD DEAN BOERNER
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5207**

DATE 07-07-2016

JOB NO: 16-500

Donnie Boerner Surveying Company L.P.

228 Holiday Road ♦ Comfort, Texas 78013

Phone: 830-377-2492

FIRM NO. 10193963

Field Notes for an 0.023 Acre Tract of Land

Being a 0.023 acre tract being parts of abandoned alleys located in Block 9, Town of Waring as recorded in Volume 10, Page 300, Deed Records, Kendall County, Texas, said 0.023 acre tract being more particularly described by metes and bounds as follows:

Beginning at a point at the north corner of Lot 10, Block 9, Town of Waring;

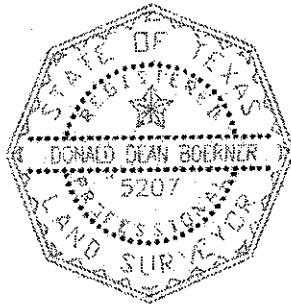
Thence, North 43 degrees 42 minutes 17 seconds East, a distance of 10.00 feet to a ½" steel rod set with an orange "RPLS 5207" plastic cap in the center of a 20' alley recorded in Volume 10, Page 300, Deed Records, Kendall County, Texas;

Thence, with the center of said alley, South 46 degrees 12 minutes 24 seconds East, a distance of 100.00 feet to a point for corner;

Thence, South 43 degrees 47 minutes 36 seconds West, a distance of 10.00 feet to a point at the east corner of Lot 11, Block 9, the north corner of Lot 1, Block 9;

Thence, with the northeast line of Lot 11 and 10, Block 9, North 46 degrees 12 minutes 24 seconds West, a distance of 100.00 feet to the Place of Beginning and containing 0.023 acres of land.

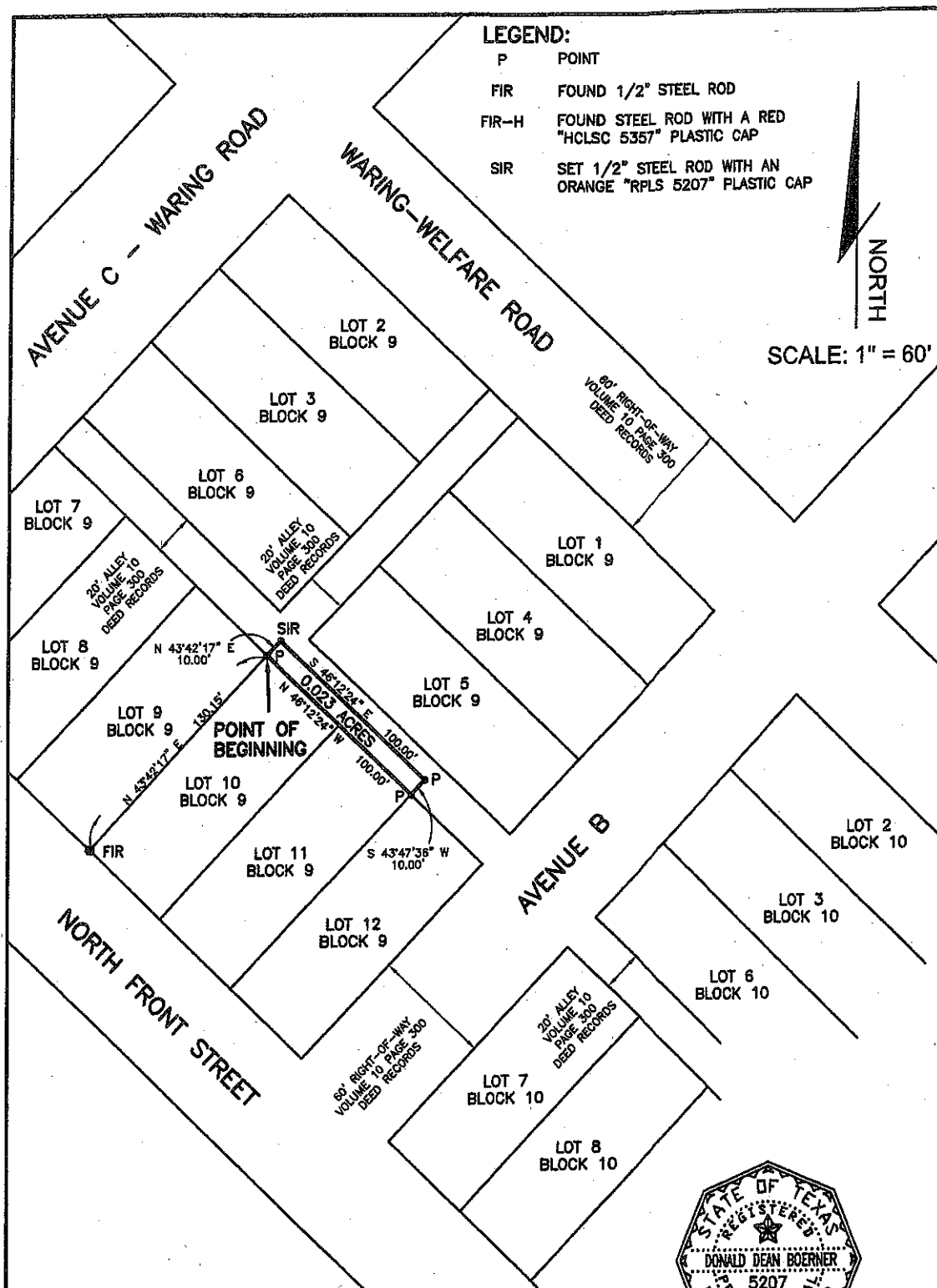
Note: A survey plat of the above described tract was prepared. Basis of bearing was established from the State Plane Coordinate System North American datum of 1983, Texas South Central Zone.



A handwritten signature in dark ink, appearing to read "D. D. Boerner".

Donald Dean Boerner

Registered Professional Land Surveyor No. 5207



GENERAL NOTES:

1) BASIS OF BEARING WAS ESTABLISHED FROM THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983, TEXAS SOUTH CENTRAL ZONE.

2) A FIELD NOTE DESCRIPTION WAS PREPARED FOR THIS TRACT.

SURVEY MAP SHOWING: A 0.023 ACRE TRACT BEING PARTS OF ABANDONED ALLEYS LOCATED IN BLOCK 9, TOWN OF WARING AS RECORDED IN VOLUME 10, PAGE 300, DEED RECORDS, KENDALL COUNTY, TEXAS.

DONNIE BOERNER SURVEYING COMPANY L.P.
 228 HOLIDAY ROAD
 COMFORT, TEXAS 78013
 PH: 830-377-2492

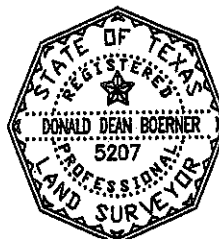
FIRM NO. 10193963

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND, THAT THIS PLAT CORRECTLY REPRESENTS THE FACTS FOUND AT THE TIME OF THIS SURVEY AND THAT THERE ARE NO VISIBLE EASEMENTS OR ENCROACHMENTS OF BUILDINGS ON ADJOINING PROPERTY AND THAT ALL BUILDINGS ARE WHOLLY LOCATED ON THIS PROPERTY EXCEPT AS SHOWN ABOVE.

DONALD DEAN BOERNER
 REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5207

DATE 07-07-2016

JOB NO: 16-500



Donnie Boerner Surveying Company L.P.

228 Holiday Road + Comfort, Texas 78013

Phone: 830-377-2492

FIRM NO. 10193963

Field Notes for an 0.137 Acre Tract of Land

Being a 0.137 acre tract being part of Avenue B and abandoned alleys located in Block 9, Town of Waring as recorded in Volume 10, Page 300, Deed Records, Kendall County, Texas, said 0.137 acre tract being more particularly described by metes and bounds as follows:

Beginning at the south corner of Lot 12, Block 9, Town of Waring;

Thence, with the southeast line of Lot 1, Block 9, the northwest line of Avenue B, North 43 degrees 47 minutes 36 seconds East, a distance of 130.00 feet to a point at the east corner of Lot 12, Block 9;

Thence, with the northeast line of Lot 12, Block 9, North 46 degrees 12 minutes 24 seconds West, a distance of 50.00 feet to a point at the north corner of Lot 12, Block 9;

Thence, North 43 degrees 47 minutes 36 seconds East, a distance of 10.00 feet to a point for corner;

Thence, South 46 degrees 12 minutes 24 seconds East, a distance of 39.00 feet to a point for corner;

Thence, North 43 degrees 47 minutes 36 seconds East, a distance of 10.00 feet to a point in the southwest line of Lot 5, Block 9;

Thence, with the southwest line of Lot 5, Block 9 South 46 degrees 12 minutes 24 seconds East, a distance of 11.00 feet to a point at the south corner of Lot 5, Block 9;

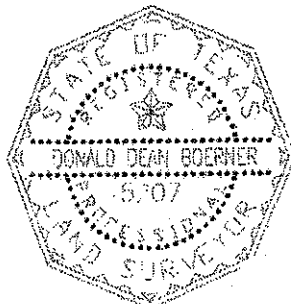
Thence, with the southeast line of Lot 5, Block 9, North 43 degrees 47 minutes 36 seconds East, a distance of 28.49 feet to a point for corner;

Thence, across Avenue B, South 46 degrees 12 minutes 24 seconds East, a distance of 30.00 feet to a point for corner;

Thence, South 43 degrees 47 minutes 36 seconds West, a distance of 178.49 feet to a point in the northeast line of North Front Street for corner;

Thence, with the northeast line of North Front Street, North 46 degrees 12 minutes 24 seconds West, a distance of 30.00 feet to the Place of Beginning and containing 0.137 acres of land.

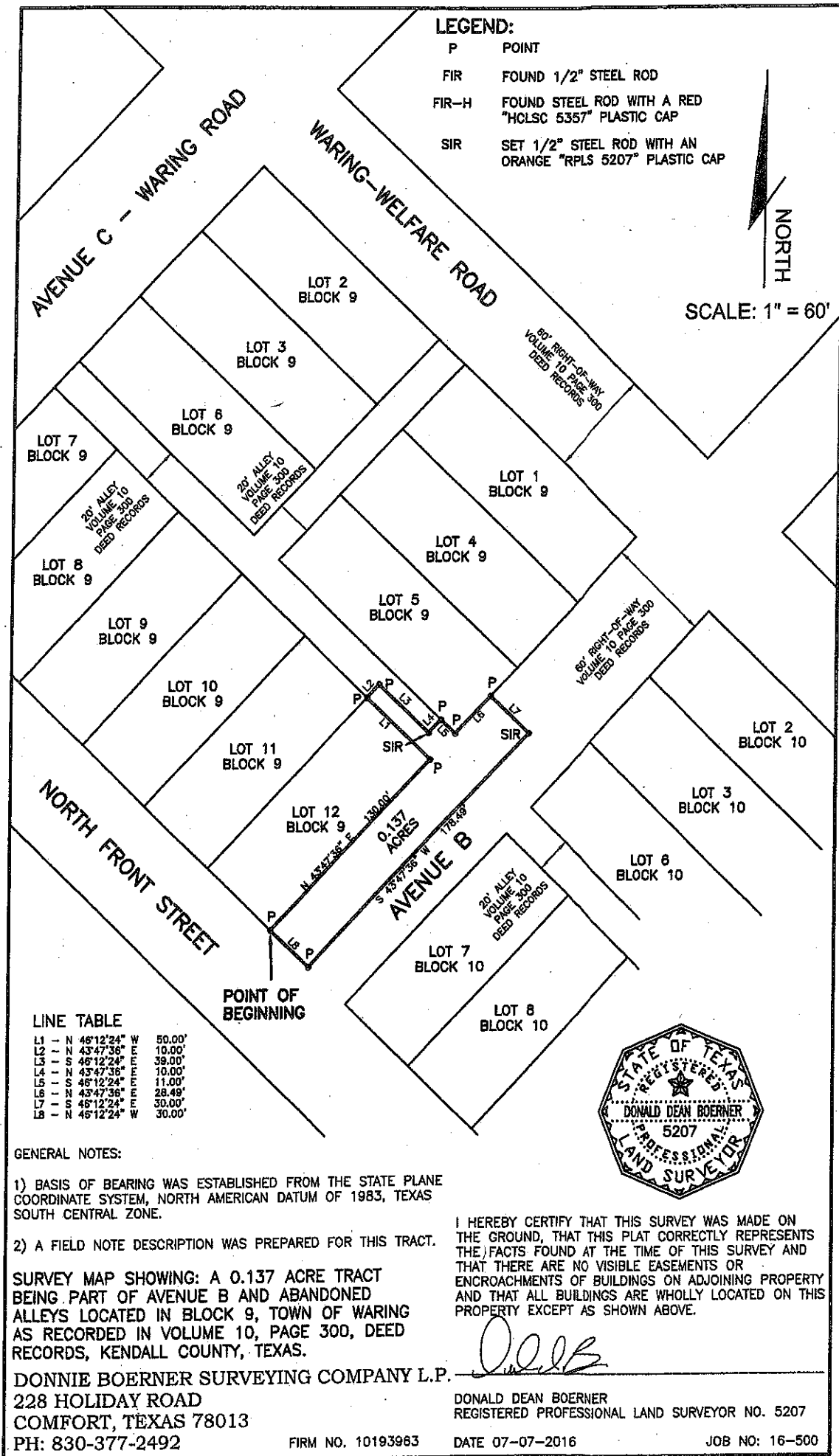
Note: A survey plat of the above described tract was prepared. Basis of bearing was established from the State Plane Coordinate System North American datum of 1983, Texas South Central Zone.



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

Donald Dean Boerner

Registered Professional Land Surveyor No. 5207





KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016 OPEN SESSION	
SUBJECT	Public hearing concerning revised order regulating food establishments in Kendall County.
DEPARTMENT & PERSON MAKING REQUEST	Don Allee, County Attorney
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	15 minutes
WORDING OF AGENDA ITEM	Public hearing concerning adoption of a revised order regulating food establishments in Kendall County pursuant to Chapter 437, Texas Health and Safety Code.
REASON FOR AGENDA ITEM	The current comprehensive order was adopted in 2003. An order adopting amended Food Establishment Rules adopted by the State of Texas was approved by the Court on June 27, 2016. The proposed order would replace both orders. Prior to adopting a revised order, a public hearing is required.
IS THERE DOCUMENTATION	Proposed Order (Note: The proposed order is subject to revision by the Commissioners Court prior to adoption.)
WHO WILL THIS AFFECT?	All food establishments operating in Kendall County, including those within the City of Boerne.
ADDITIONAL INFORMATION	None

STATE OF TEXAS
KENDALL COUNTY

KENDALL COUNTY ORDER NO. _____

**AN ORDER REGARDING THE REGULATION OF FOOD ESTABLISHMENTS INCLUDING
FOOD SERVICE ESTABLISHMENTS, RETAIL FOOD STORES, MOBILE FOOD UNITS,
TEMPORARY FOOD ESTABLISHMENTS AND ROADSIDE FOOD VENDORS**

WHEREAS, pursuant to Chapter 437, Texas Health and Safety Code, counties have authority to enforce state laws and rules concerning food service establishments, retail food stores, mobile food units, and roadside food vendors; and

WHEREAS, pursuant to Section 437.003, Texas Health and Safety Code, the Commissioners Court has the authority to require food service establishments, retail food stores, mobile food units, and roadside food vendors in the unincorporated area of the county, including areas in the ETJ of a municipality to obtain a permit from the county; and

WHEREAS, pursuant to Section 437.0057, Texas Health and Safety Code, counties may require certification under Subchapter D, Chapter 438, Texas Health and Safety Code, for each food handler who is employed by a food service establishment in which food is prepared on-site for sale to the public and which holds a permit issued by the county; and

WHEREAS, pursuant to Section 437.0076, Texas Health and Safety Code, counties may require each fixed or mobile location retail establishment in which food is prepared on-site for sale to the public and which holds a permit issued by the county to employ a food manager certified under Subchapter G, Chapter 438, Texas Health and Safety Code; and

WHEREAS, pursuant to Section 437.012, Texas Health and Safety Code, counties may require the payment of a fee for issuing or renewing a permit issued under Chapter 437, Texas Health and Safety Code, subject to the provisions and limitations set out therein; and

WHEREAS, pursuant to Section 437.0185, Texas Health and Safety Code, the Commissioners Court may impose an administrative fee on a person the county requires to hold a permit issued under Chapter 437, Texas Health and Safety Code, if the person violates the provisions of Chapter 437, Texas Health and Safety Code, or a rule or order adopted under such chapter, such fee not to exceed \$500 per day, with each day that a violation continues or occurs being a separate violation for the purposes of imposing a penalty; and

WHEREAS, previous orders adopted by the Commissioners Court require amendments in order to remain current with state laws and rules;

NOW THEREFORE, the following **ORDER** is adopted and effective this _____ day of _____ 2016.

Section 1. Enforcement of State Law and Rules and Definitions:

- A. Kendall County adopts the provisions of Chapter 437, Texas Health and Safety Code, as applicable to counties, and the "TEXAS FOOD ESTABLISHMENT RULES" adopted by the State of Texas as published in 25 TAC 228.

B. As used in this Order:

- (1) The words "authorized agent or employee" mean the employees or agents of Kendall County.
- (2) The words "foodborne illness" mean an episode in which two (2) or more persons experience a similar illness, usually gastrointestinal in nature, after ingestion of a common food and epidemiological analysis implicates the food as the source of the illness.
- (3) The words "food establishment" mean a food service establishment, a retail food store, a temporary food establishment, a mobile food unit, and/or a roadside-food vendor.
- (4) The words "food manager" means an individual who conducts, manages, or operates a food establishment.
- (5) The word "food handler" means any employee working at a food establishment who cooks, prepares, packages, or un-packages food, or who serves food to the consumer.
- (6) The words "regulatory authority" mean the Kendall County Commissioners Court and officers or employees of Kendall County acting under the authority of the Commissioners Court.
- (7) The word "state laws and rules" mean the state laws contained in Chapter 437, Texas Health and Safety Code and the rules contained in 25 Texas Administrative Code Chapter 228.
- (8) The words "supervisory personnel" mean individuals having supervisory responsibilities and any other person working in a food establishment who is in charge of food preparation service.

Section 2. Permits Required and Exemptions:

- A. A person may not operate a food establishment in the unincorporated areas of Kendall County, including areas located within the extra-territorial jurisdiction ("ETJ") of a municipality, without a permit issued by the county. Permits are not transferable from one entity or person to another entity or person, or from one location to another location, except as otherwise permitted by this Order. A valid and current permit must be posted in or on every food establishment regulated by this Order.
- B. A food establishment operated solely by a nonprofit organization is exempt from the permitting requirements of this Order, but is not exempt from compliance with state laws and rules. The regulatory authority may require any information necessary to determine whether an organization is a nonprofit organization for purposes of this exemption.
- C. A bed and breakfast establishment with seven or fewer rooms for rent that serves only breakfast to its overnight guests is not a food establishment for purposes of this Order. Any other bed and breakfast is a food establishment and shall follow the applicable state laws and rules and must obtain a permit under this Order.

Section 3. Application for Permit and Applicable Fees:

- A. Any person desiring to operate a food establishment in Kendall County shall make written application for a permit on forms provided by the regulatory authority. The application must contain the name and address of each applicant, the location and type of the proposed food establishment, the square footage of the establishment, and any other pertinent information required by the regulatory authority, and be signed by each applicant. One (1) food permit shall

be issued for one (1) location, even if the establishment is a combination of a food establishment and a retail food store. An incomplete application will not be accepted. Failure to provide all required information, or falsifying information required may result in denial or revocation of the permit. Renewal of permits is required on an annual basis and the same information is required for renewal of a permit as for an initial permit.

- B. Prior to the approval of an initial permit, the regulatory authority shall inspect the proposed food establishment to determine compliance with state laws and rules. A food establishment that does not comply with state laws and rules shall be denied a permit. If the inspection indicates that the proposed food establishment complies with the requirements of this Order, and has paid the required fee, the regulatory authority shall issue a food permit.
- C. A permit shall begin on January 1 of each year and expire on December 31 each year at which time the permit must be renewed. Temporary food service permits for outdoor events shall be valid only for the duration of the event and temporary food service permits for indoor events shall be valid for four (4) days from the date of issuance. Food permits which have been issued after January 1 of the current year shall be valid through December 31 of the current year and must be renewed prior to January 1 of the succeeding year. Temporary permits issued during the current year and prior to the effective date of this Order, shall be valid through the effective date on the permit.
- D. The following fee schedule applies to permits issued under this Order:

<u>Gross Annual Income of Food Establishment</u>	<u>Fee</u>
\$0.00 - \$24,999.00	\$100.00*
\$25,000.00 - \$49,999.99	\$125.00
\$50,000.00 - \$149,999.99	\$200.00
\$150,000.00 -- or more	\$300.00
• Fee for new food establishments during the initial year of operation.	

Fees - Other Food Establishments/Late Charges

Late Fee Assessment - \$5.00 per day

Temporary Events - \$20.00)

(Note: Fee for Temporary Events shall be paid before event)

Foster Homes Inspection Fee - \$35.00

Child Care Centers - \$75.00

Mobile Vendors - \$100.00

Convenience Stores/Mini-Marts (selling only prepackaged food) \$100.00

Bed & Breakfast -\$100.00

Hotels/Motels - \$100.00

Nonprofit organizations are exempt from paying fees but must comply with state law, rules and applicable provisions of this Order.

Section 4. Review of Plans:

Whenever a food establishment is constructed or extensively remodeled and whenever an existing structure is converted for use as a food establishment, plans and specifications for such construction, remodeling or conversion shall be submitted to the regulatory authority for review before work is begun. Extensive remodeling means that twenty percent (20%) or greater of the area of the food establishment is to be remodeled. The plans and specifications shall indicate the proposed layout, equipment arrangement, mechanical plans and construction materials of work areas, and the type and model of proposed fixed equipment and facilities. The plans and specifications shall be approved by the regulatory authority if they meet the requirements of state law and rules. The approved plans and specifications

must be followed in the construction, remodeling or conversion. Failure to follow approved plans and specifications will result in a permit being denied, suspended, or revoked.

Section 5. Enforcement of Order, State Law and Rules:

A. Denial of Permit Application, Suspension or Revocation of Existing Permit:

- (1) The regulatory authority may, after giving notice and providing an opportunity for hearing, deny issuance of a permit, or suspend or revoke a permit for failure to be in compliance with this Order, any violation of this Order or for any violation of the state law or rules.
- (2) Notice for the denial of the issuance of a permit or the suspension or revocation of a permit shall be in writing and mailed by first class mail, certified mail, return receipt requested, to the permit holder or applicant at the address as shown on the current permit, application for permit, or application for permit renewal. The reason for the denial, suspension, or revocation shall be stated in the notice. The permit holder or applicant shall have ten (10) business days from the receipt of the notice to request a hearing to appeal the denial, suspension, or revocation of the permit. The request shall be in writing, addressed to the County Judge, and hand delivered to the office of the County Judge or mailed by first class mail, certified mail, return receipt requested to: "County Judge, Kendall County, Texas, Kendall County Courthouse, 201 East San Antonio, Boerne, Texas 78006". If no request for hearing is received by the regulatory authority within ten (10) business days of receipt of the notice by the permit holder or applicant, the regulatory authority may take the proposed action without a hearing. (Note: The procedure for the conduct of a hearing will be provided to the appealing permit holder or applicant by the regulatory authority within five (5) business days following receipt of the request for a hearing.)

B. Immediate Suspension of Food Permit:

- (1) The regulatory authority may, without advance notice or hearing, immediately suspend a food permit if the holder of the permit does not comply with the requirements of this Order, or if the operation of the subject food establishment does not comply with the requirements of state law or rules, **and** if, in the determination of the regulatory authority, the violation creates an immediate threat to the health and safety of the public. Suspension of the food permit is effective upon service of notice, which may be given orally or in writing by the regulatory authority to the permit holder or to officers or employees of the permit holder on the premises of the subject food establishment. When a food permit is suspended, food service operations at the subject food establishment shall cease immediately and shall not be resumed until authorized by the regulatory authority or other competent authority.
- (2) If the condition that results in the immediate suspension of a food permit is not corrected within twenty-four (24) hours of the effective time of the suspension to the satisfaction of the regulatory authority, and the permit holder desires to appeal the suspension, the permit holder shall have five (5) business days from the receipt of the notice to request a hearing to appeal the suspension of the permit. The request shall be in writing, addressed to the County Judge, and hand delivered to the office of the County Judge or mailed by first class mail, certified mail, return receipt requested to: "County Judge, Kendall County, Texas, Kendall County Courthouse, 201 East San Antonio, Boerne, Texas 78006". If no request for hearing is received by the regulatory authority within five (5) business days of receipt of the notice by the permit holder or applicant, and the condition that results in the suspension is not corrected to the satisfaction of the regulatory authority, the subject permit shall remain suspended until the condition resulting in the suspension is corrected to the satisfaction of the regulatory authority. (Note: The procedure for the conduct of a hearing will be provided to the appealing permit holder by the regulatory authority within

five (5) business days following receipt of the request for a hearing.) The regulatory authority may terminate the suspension of the permit at any time if the reason for suspension of the permit no longer exists.

C. Administrative Penalty:

- (1) The regulatory authority may impose an administrative penalty on a permit holder if the permit holder violates this Order or state law or rules. The penalty may not exceed \$500 per day and each day that a violation occurs or continues is a separate violation for the purpose of imposing a penalty.
- (2) The amount of the penalty shall be based on: (a) the seriousness of the violation; (b) the history of prior violations by the permit holder; (c) efforts to correct the violation by the permit holder; and (d) any other matter that justice may require. Enforcement of the penalty may be stayed during the time the imposition of the penalty is under judicial review in accordance with the provisions set out in Section 437.0185, Texas Health and Safety Code.

D. Criminal Penalty:

- (1) A person commits an offense if the person operates a food service establishment, retail food store, mobile food unit, or roadside food vendor without a permit required by the regulatory authority.
- (2) An offense is a Class C misdemeanor. Each day on which a violation occurs constitutes a separate offense.

E. Injunction: The Criminal District Attorney or attorney with enforcement authority in the county may sue in district court to enjoin a food service establishment, retail food store, mobile food unit, or roadside food vendor from operating without a permit if a permit is required by this Order.

Section 6. Inspections:

- A. Inspection Frequency: Depending on the workload of the County Health Sanitarian and assistants, an inspection of a food establishment should be performed at least once every twelve (12) months by the regulatory authority. Additional inspections of a food establishment may be performed as often as necessary for the enforcement of this Order.
- B. Access: Agents of the regulatory authority, including the County Health Sanitarian and assistants, upon presentation of proper identification, shall be permitted to enter any food establishment at any reasonable time for the purpose of making inspections in accordance with this Order and to determine compliance with this Order, state law and rules. The agents shall be permitted to examine the records of a food establishment to obtain information pertaining to food and supplies purchased, received, or used, and/or to identify persons employed at the food establishment.
- C. Report of Inspections: When an inspection of a food establishment is made by the regulatory authority, the findings shall be recorded on an inspection report form and a weighted point value demerit for each requirement violated shall be recorded. Remarks shall be written with reference to any violation and shall state the corrective action to be taken. The score for the inspection shall be calculated by subtracting all demerits awarded from a perfect score of one hundred (100).
- D. Correction of Violations: The inspection report form shall specify a period of time for correction of any violations found. Correction of violations shall be accomplished within the period specified, in accordance with the following provisions:

- (1) If an immediate threat to the health and safety of the public exists as determined by the regulatory authority or as defined by the state law or rules (For example: complete lack of refrigeration or sewage backup into the establishment), the food establishment shall immediately cease food service operations. Food service operations shall not be resumed until the immediate threat to the health and safety of the public no longer exists as determined by the regulatory authority.
 - (2) Violations awarded four demerits or more shall require immediate corrective action. Within five (5) business days after the inspection, the holder of the food permit shall submit a written report to the regulatory authority stating that such violations have been corrected. A follow-up inspection shall be conducted by the regulatory authority to confirm the correction of such violations.
 - (3) Violations awarded three demerits or less, shall require corrective action within ten (10) business days of the inspection.
 - (4) When the inspection score of a food establishment is less than seventy (70) points, the food establishment shall initiate corrective action on all identified violations within forty-eight (48) hours of the inspection. One (1) or more re-inspections will be conducted at reasonable time intervals as determined by the regulatory authority to confirm that corrective action is initiated and completed.
 - (5) Any violations by temporary food service establishments shall be corrected immediately. If violations are not corrected, the food establishment shall cease food service operations and operations shall not resume until authorized by the regulatory authority.
- E. Cessation of Food Service Operations, Appeal and Hearing: Failure to comply with any time limits for corrective action to be taken may result in an order to cease food service operations. A permit holder may appeal inspection findings and/or an order to cease food service operations as set out in Section 5.B.
- F. Resuming Operations: Whenever a food establishment is required under the provisions of this Order to cease food service operations, operations shall not be resumed until the regulatory authority determines by re-inspection that conditions responsible for the requirement to cease operations no longer exist. Opportunity for re-inspection shall be offered by the regulatory authority within twenty-four (24) hours of the initial inspection.

Section 7. Examination and Condemnation of Food:

- A. Hold Order and Destruction of food: When inspections are being conducted of food establishments by the regulatory authority, food may be examined or sampled by the regulatory authority as often as necessary for enforcement of this Order and state law and rules. The regulatory authority may, upon notice to the owner or person in charge of the food establishment specifying the reasons therefor, place a hold order on any food found in violation of this Order, state law or rules concerning food service sanitation. The regulatory authority shall tag, label, or otherwise identify any food subject to the hold order. No food subject to a hold order shall be used, served, or removed from the food establishment. Storage of food under a hold order may be permitted under conditions specified by the regulatory authority unless storage is not possible without risk to the public health. If storage is not possible, immediate destruction of the food shall be ordered by the regulatory authority and accomplished by the food establishment.
- B. Appeal: A permit holder may appeal a hold order and/or destruction of food by following the procedure set out in Section 5.B.

Section 8. Possibility of Disease Transmission by an Employee of a Food Establishment:

When the regulatory authority has reasonable cause to suspect the possibility of disease transmission from any food establishment employee, the food establishment shall provide the regulatory authority with a medical history of the subject employee. The regulatory authority shall make any other investigation as may be necessary and take appropriate action including any or all of the following measures:

- A. Immediate exclusion of the employee from all food establishments;
- B. The immediate closing of the food establishments concerned until, in the opinion of the regulatory authority, no further danger of disease transmission exists;
- C. Restriction of the employee's services to some area of the food establishment where there would be no danger of disease transmission;
- D. Medical and laboratory examination of the employee, other employees of the food establishment and/or examination and analysis of their bodily fluids.

Section 9. Certified Food Protection Manager and Food Handler Requirements:

- A. Unless exempt, a food establishment in which food is prepared on-site for sale to the public shall comply with the following requirements:

- (1) At least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service shall be a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program. Such employee shall be on-site at all times when food services are being provided to the public. It shall be unlawful for any person owning, operating, or managing a food establishment to allow the establishment to provide food services to the public without a certified food protection manager on-site.
- (2) The original food protection manager certificate shall be posted in a location in the food establishment that is conspicuous to the consumers.
- (3) Except in a temporary food establishment, at least one certified food protection manager shall be employed by each food establishment.
- (4) Except in a temporary food establishment, all food employees except the certified food protection manager shall successfully complete an accredited food handler training course within sixty (60) days of employment at the food establishment.
- (5) The food establishment shall maintain on premises a certificate of completion of the food handler training course for each food employee.

- B. Exemption from Requirements: Certified food protection managers will not be required in the following situations:

- (1) Food establishments that serve, sell, or distribute only prepackaged foods and/or only beverages. This exemption does not apply to an establishment where potentially hazardous food is packaged on the premises or where packaging of food is altered or removed by employees of the establishment.

- (2) Food establishments which limit displays or service of unpackaged foods to only those which are not potentially hazardous such as candies, nuts, and produce.
- (3) Nonprofit organizations which only serve food to their members.
- (4) Food establishments inspected at least once each week by state or federal food sanitation inspectors,
- (5) Child care facilities as defined by Section 42.002, Human Resources Code;

C. Educational Requirements in lieu of Certification, The following establishments may be exempt from the requirement to have a certified food protection manager if they comply with the educational requirements indicated.

- (1) State licensed child care centers and/or private schools which prepare meals for children shall be exempt if all cooks employed at the location attend training and testing administered by a city health department.
- (2) Temporary food service establishments (indoor events) shall be if exempt if they either: (a) have one individual who is responsible for food preparation at the event attend training and testing administered by a city health department; or (b) retain a certified food protection manager to advise on the minimal standards of operation needed for the event and who shall be responsible for hygienic operations at the event.
- (3) Temporary food service establishments (outdoor events) shall be exempt if they either: (a) have one individual who is responsible for food preparation at the event attend training and testing administered by a city health department; or (b) retain a certified food protection manager to advise on the minimal standards of operation needed for the event and who shall be responsible for hygienic operations at the event; or (c) the food establishment undergoes periodic inspection by the regulatory authority during the event.

D. Responsibilities of a Certified Food Protection Manager: Responsibilities of a certified food protection manager include:

- (1) Identifying hazards in the day-to-day operation of a food establishment that provides food for human consumption;
- (2) Developing or implementing specific policies, procedures or standards to prevent food borne illness;
- (3) Supervising or directing food preparation activities and ensuring appropriate corrective actions are taken as needed to protect the health of the consumer;
- (4) Training the food establishment employees on the principles of food safety as set out herein; and
- (5) Performing in-house self-inspections of daily operations on a periodic basis to ensure that policies and procedures concerning food safety have been implemented and are being followed.
- (6) Training food handlers under their supervision which shall include instruction on the critical aspects of food handling as defined in the Texas Department of Health rules on food service sanitation, including, but not limited to: (a) temperature requirements for potentially hazardous foods (including storage, preparation, display, and transportation; (b) common

sources of contamination and prevention of cross contamination; (c) personal hygiene and application of good hygienic practices; (d) proper methods for sanitizing equipment and utensils; and (e) proper labeling, storage, and use of toxic chemicals.

E. Additional Training Requirements: The regulatory authority may require certified food protection managers and food handlers to successfully complete additional training when:

- (1) The employing food establishment has repeated or persistent violations of this Order, state laws or rules, code requirements, and/or effective corrective action has not been taken within a reasonable period of time;
- (2) The food establishment has been determined by the regulatory authority to be the source of food borne illness; or
- (3) There is evidence, during an inspection by the regulatory authority that food handlers are not being properly trained by certified food protection managers. (A score of seventy (70) or less on the inspection report shall be considered evidence of a lack of sufficient training).

All costs associated with additional training shall be the responsibility of the owner or operator of the food establishment concerned.

Section 11. Severability: If any section, subsection, sentence, clause, phrase, or portion of this Order is, for any reason, held invalid or unconstitutional by any court or agency of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Order.

Section 12. Repeal of Prior Orders: Previous orders adopted by the Commissioners Court concerning the subject of this Order are hereby repealed and replaced by this Order.

Section 13: Effective Date: The provisions of this Order shall take effect on _____.

Approved by the Commissioners Court on the ____ day of _____ 2016.

Darrel L. Lux, County Judge

Attest:

Darlene Herrin, County Clerk



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016
OPEN SESSION

SUBJECT	Revised order regulating food establishments in Kendall County.
DEPARTMENT & PERSON MAKING REQUEST	Don Allee, County Attorney
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	10 minutes
WORDING OF AGENDA ITEM	Consideration and action concerning adoption of a revised order regulating food establishments in Kendall County pursuant to Chapter 437, Texas Health and Safety Code.
REASON FOR AGENDA ITEM	The current comprehensive order was adopted in 2003. An order adopting amended Food Establishment Rules adopted by the State of Texas was approved by the Court on June 27, 2016. The proposed order would replace both orders.
IS THERE DOCUMENTATION	Proposed Order (Note: The proposed order is subject to revision by the Commissioners Court prior to adoption.)
WHO WILL THIS AFFECT?	All food establishments operating in Kendall County, including those within the City of Boerne.
ADDITIONAL INFORMATION	None



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016 OPEN SESSION	
SUBJECT	Request for Relief from Road Frontage & Platting Requirements Old San Antonio Road
DEPARTMENT & PERSON MAKING REQUEST	Development Management - Richard Tobolka
PHONE # OR EXTENSION #	830-249-9343 Ext. 250
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on a request for relief from road frontage and platting requirements in accordance to section 101 and 102 of the Kendall County Development Rules and Regulations. The proposed division would create a \pm 4 acre tract and \pm 11 acre tract. The proposed 4 acre tract fronts on Old San Antonio Road to be annexed into the City of Boerne. The proposed 11 acre tract would be combined with an existing Cibolo Preserve tract (Priscilla Jean Heard)
REASON FOR AGENDA ITEM	Request for Relief from Road Frontage & Platting Requirements Old San Antonio Road
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	Pct #2
ADDITIONAL INFORMATION	None

REQUEST FOR RELIEF (Variance)

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

1. Date: November 30, 2016
2. Location of Property: Old San Antonio Road Adjacent to the City of Boerne Wastewater Treatment Facility and the Cibolo Preserve property
3. Name of Development (If Applicable)
4. Property Owner/Developer Name: Priscilla Jean Heard, individually and as the Trustee of the Falkner Heard, Jr. Trust
5. Relief Requested (Reference the specific Section/Paragraph of the current KC Development Rules and Regulations:

Requesting relief from minimum tract size (+/- 4 acres to be annexed by the City of Boerne)
6. Reason(s) for Requesting Relief: (Please refer to Section 106, Relief by County Commissioners Court in answering these questions)
 - a. What 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.

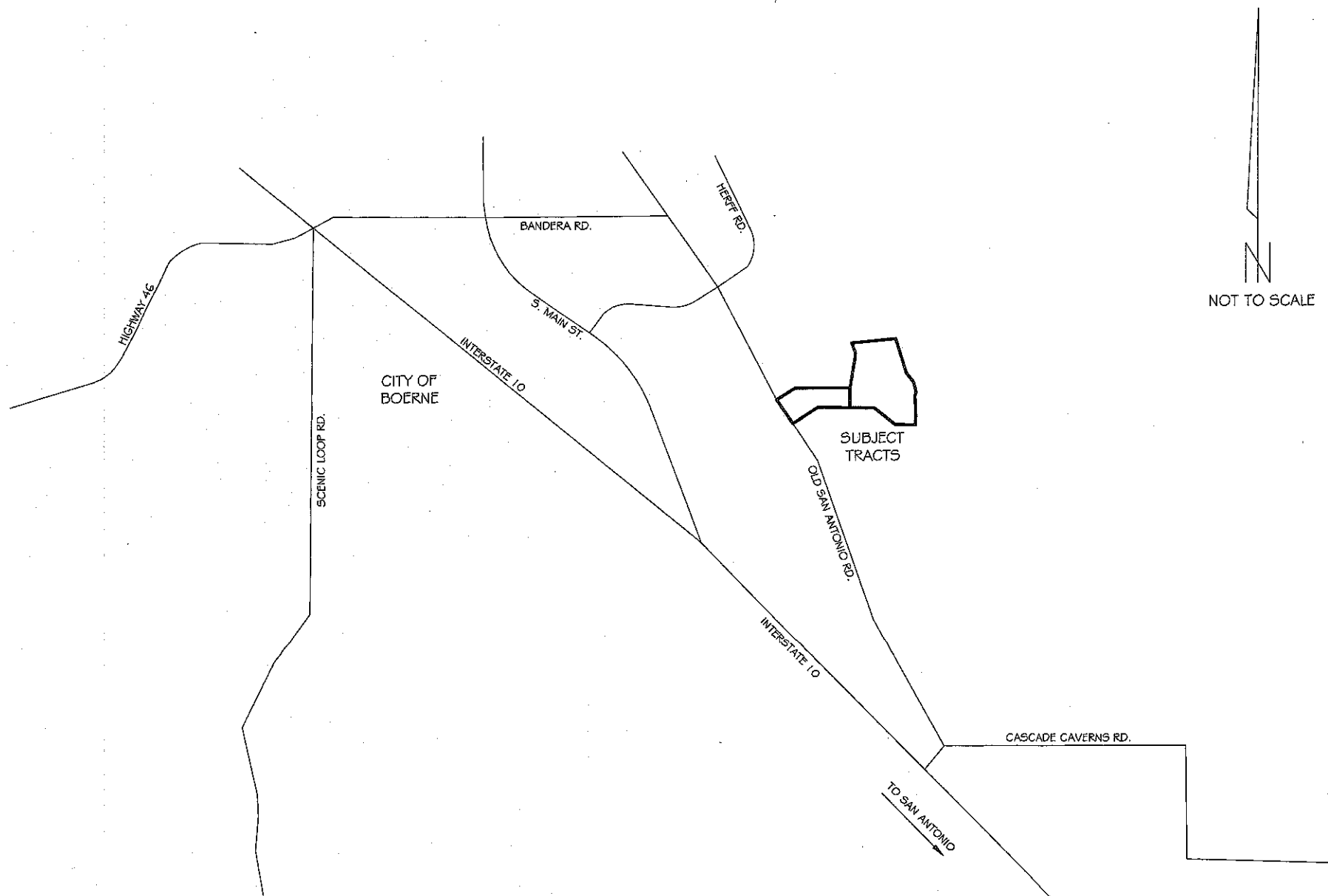
The rear portion of the +/- 15 acre parent tract will be combined with the adjoining Cibolo Preserve property and will leave a sub-standard 4 acre tract which will be annexed into the City of Boerne
 - b. Why is relief necessary for the preservation and enjoyment of a substantial property right of yours?

The 4 acre tract is below 6 acres
 - c. Will the granting of relief not be detrimental to the public's health, safety, and welfare? Please explain.

Not to my knowledge
 - d. Will the granting of relief not have the effect of preventing the orderly subdivision of other land in the area? Please explain.

Not to my knowledge

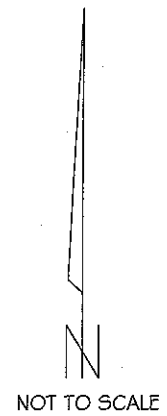

Priscilla Jean Heard



LOCATION MAP

BOERNE WASTEWATER
TREATMENT
AND RECYCLING CENTER

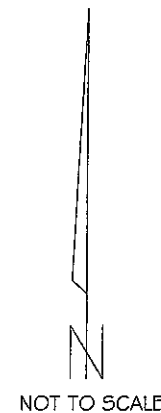
PRISCILLA JEAN HEARD
15.090 ACRES
VOLUME 683, PAGES
158-161
OFFICIAL RECORDS



OLD SAN ANTONIO ROAD
VARIABLE WIDTH RIGHT-OF-WAY
+/- 308.8 FEET OF ROAD
FRONTAGE

EXISTING

BOERNE WASTEWATER
TREATMENT
AND RECYCLING CENTER



PROPOSED
11.022 ACRES
TRACT 2
NO ROAD FRONTAGE
TO BE COMBINED WITH THE
ADJOINING CIBOLO PRESERVE
500.0 ACRE TRACT
VOLUME 1135, PAGES 273-281
OFFICIAL RECORDS

PROPOSED
4.088 ACRES
TRACT 1

OLD SAN ANTONIO ROAD
VARIABLE WIDTH RIGHT-OF-WAY
+/- 308.8 FEET OF ROAD
FRONTAGE

PROPOSED



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016
OPEN SESSION

SUBJECT	Classification and Compensation Study
DEPARTMENT & PERSON MAKING REQUEST	Darrel L. Lux, County Judge Corinna Speer, County Auditor
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Consideration and action on the approval for the County Auditor to request proposals for a Comprehensive Classification and Compensation Study.
REASON FOR AGENDA ITEM	Discuss moving forward with the proposals for a comprehensive classification and compensation study.
IS THERE DOCUMENTATION	No
WHO WILL THIS AFFECT?	For the RFP, the County Auditor and the HR Director.
ADDITIONAL INFORMATION	No



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016
OPEN SESSION

SUBJECT	Resolution for authorized signatories for the 2016 Texas CDBG 7216251
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 to approve the resolution to designate authorized signatories for the 2016 Texas CDBG 7216251 (Kendall County WCID #1, Water System Improvements).
REASON FOR AGENDA ITEM	Grant 7216251 Requirement
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	The Public
ADDITIONAL INFORMATION	None

RESOLUTION AUTHORIZING SIGNATORIES

A RESOLUTION BY KENDALL COUNTY, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TXCDBG) CONTRACT NUMBER 7216251.

WHEREAS, the Kendall County has received a 2016 Texas Community Development Block Grant award to provide Water Improvements; and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE KENDALL COUNTY, TEXAS, AS FOLLOWS:

The County Judge be authorized to execute contractual documents between the Texas Department of Agriculture and the County for the 2016 Texas Community Development Block Grant Program

The County Judge, County Auditor and County Treasurer be authorized to execute the *State of Texas Purchase Voucher and Request for Payment Form* documents required for requesting funds approved in the 2016 Texas Community Development Block Grant Program

PASSED AND APPROVED BY THE COMMISSIONERS COURT OF KENDALL COUNTY, TEXAS,
on _____, 2016.

APPROVED:

County Judge

ATTEST:

County Clerk



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016
OPEN SESSION

SUBJECT	Resolution to for CDBG Civil Rights Policies
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 to approve the required CDBG Civil Rights policies. (Kendall County WCID #1, Water System Improvements)
REASON FOR AGENDA ITEM	Grant 7216251 Requirement
IS THERE DOCUMENTATION	Yes - Resolution
WHO WILL THIS AFFECT?	The Public
ADDITIONAL INFORMATION	None

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

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS' COURT OF KENDALL COUNTY, TEXAS, THAT KENDALL COUNTY ADOPTS THE FOLLOWING:

1. Citizen Participation Plan and Grievance Procedures (Form A1013);
2. Section 3 Policy (Form A1002);
3. Excessive Force Policy (Form A1003)
4. Section 504 Policy and Grievance Procedures (Form A1004); and
5. Fair Housing Policy (Exhibit 1015).

Passed and approved this _____ day of _____, 2016.

County Judge

Printed Name of County Judge

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

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

In accordance with federal law, if there is a significant number of the population who are non-English speaking residents and are affected by the TxCDBG project, such citizens should have 'meaningful access' to all aspects of the TxCDBG project. To provide 'meaningful access', Grant Recipients may need to provide interpreter services at public hearings or provide non-English written materials that are routinely provided in English. Examples of such vital documents include application, complaint procedures, complaint procedures, answers to complaints, notices, notices of rights and disciplinary action, and any additional documents that contain information that is critical for obtaining federal services and/or benefits, or is required by law. For more information, see LEP.gov

COMPLAINT PROCEDURES

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

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

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to the County Judge, at 201 E. San Antonio, Ste. 122, Boerne, TX 78006 or may call (830) 249-9343.
2. A copy of the complaint or grievance shall be transmitted by the County Judge to the entity that is the subject of the complaint or grievance and to the County Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The County Judge shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3. above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the TxCDBG for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

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

PUBLIC HEARING PROVISIONS

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

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

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

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

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

1. The County shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the TxCDBG project, the County shall hold a public hearing and review its program performance including the actual use of the TxCDBG funds.

3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the TxCDBG project or for the closeout of the TxCDBG project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents..
4. The County shall retain documentation of the TxCDBG project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

DARREL LUX, COUNTY JUDGE

DATE

**EL CONDADO Kendall County
PLAN DE PARTICIPACIÓN CIUDADANA
PROGRAMA DE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

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

De acuerdo con la ley federal hay un número significativo de población que son residentes y que no hablan inglés y son afectados por el proyecto TxCDBG, estos ciudadanos deben tener "acceso significativo" a todos los aspectos del proyecto TxCDBG. Para proporcionar "acceso significativo", receptores de la subvención pueden ser utilizados para proporcionar servicios de interpretación en las audiencias públicas o proporcionar materiales no escritos en inglés que se proporcionan de manera rutinaria en Inglés. Ejemplos de tales documentos vitales incluyen la aplicación, los procedimientos de quejas, procedimientos de queja, las respuestas a las quejas, avisos, avisos de derechos y las medidas disciplinarias, y los documentos adicionales que contienen información que es fundamental para la obtención de los servicios y/o beneficios federales, o es requerido por ley. Para obtener más información, consulte LEP.gov.

PROCEDIMIENTOS DE QUEJA

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

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

1. Una persona que tiene una queja o reclamación sobre cualquiera de los servicios o actividades en relación con el proyecto TxCDBG, o si se trata de una propuesta, en curso o determinado proyecto TxCDBG, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito a County Judge, a 507 D Easy Highway Street 201 E. San Antonio, Ste. 122, Boerne, TX 78006 o puede llamar a (830) 249-9343.
2. Una copia de la queja o reclamación se transmitirá por el County Judge a la entidad que es encargada de la queja o reclamación y al Abogado del Condado dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que la reclamación fue recibida.
3. El County Judge deberá cumplir una investigación de la queja o reclamación, si es posible, y dará una respuesta oportuna por escrito a la persona que hizo la denuncia o queja dentro de los diez (10) días.
4. Si la investigación no puede ser completada dentro de los diez (10) días hábiles anteriormente, la persona que hizo la queja o denuncia será notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o quejas y detallará cuando se deba completar la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la TxCDBG para su posterior revisión y comentarios.
6. Se proporcionará copias de los procedimientos de queja y las respuestas a las quejas, tanto en Inglés y Español, u otro lenguaje apropiado.

ASISTENCIA TÉCNICA

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

DISPOSICIONES AUDIENCIA PÚBLICA

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

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

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

1. Como mínimo, el Condado/ deberá tener por lo menos un (1) audiencia pública antes de presentar la solicitud al Departamento de Agricultura de Texas.
2. El Condado conservará la documentación de la convocatoria(s) audiencia, un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otra documentación relativa a la propuesta de utilizar los fondos para tres (3) años a partir de la liquidación de la subvención para el Estado. Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.

3. La audiencia pública deberá incluir una discusión con los ciudadanos como se indica en el manual correspondiente de aplicación TxCDBG, pero no se limita a, el desarrollo de las necesidades de vivienda y desarrollo comunitario, la cantidad de fondos disponibles, todas las actividades elegibles bajo el programa TxCDBG y el uso de fondos últimos contratos TxCDBG, en su caso. Los ciudadanos, con especial énfasis en las personas de bajos y moderados ingresos que son residentes de las zonas de tugurios y tizón, se fomentará a presentar sus opiniones y propuestas sobre el desarrollo de la comunidad y las necesidades de vivienda. Los ciudadanos deben ser conscientes de la ubicación en la que podrán presentar sus puntos de vista y propuestas en caso de que no pueda asistir a la audiencia pública.
4. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

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

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

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

Darrel Lux, Judge

Fecha

SECTION 3 POLICY

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

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

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

Darrel Lux, County Judge

Date

Excessive Force Policy

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

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

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

Darrel Lux

Signature

County Judge

Date

Section 504 Policy against Discrimination based on Handicap and Grievance Procedures

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

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

- g. The Section 504 coordinator shall maintain the files and records of the Kendall County relating to the complaints files.
- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to Kendall County within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that Kendall County complies with Section 504 and HUD regulations.

Darrel Lux, County Judge

Date

Fair Housing Policy

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

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

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

Signature

Darrel Lux
County Judge

Date



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016

OPEN SESSION

SUBJECT	Proclaim April as Fair Housing Month
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 to proclaim April as Fair Housing Month (Kendall County WCID #1, Water System Improvements).
REASON FOR AGENDA ITEM	Grant 7216251 Requirement
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	The Public
ADDITIONAL INFORMATION	None

PROCLAMATION OF APRIL AS FAIR HOUSING MONTH

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

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

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

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

Passed and adopted by the Commissioners' Court of Kendall County, Kendall County, State of Texas, on the _____ day of _____, 2016.

APPROVED:

County Judge

ATTEST:

County Clerk



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016
OPEN SESSION

SUBJECT	Interlocal Agreement with LCRA modification
DEPARTMENT & PERSON MAKING REQUEST	Darrel L. Lux, County Judge Al Auxier, County Sheriff
PHONE # OR EXTENSION #	830-249-9343
TIME NEEDED FOR PRESENTATION	5 minutes
WORDING OF AGENDA ITEM	Consideration and action concerning the AMENDMENT 1 to the INTERLOCAL COOPERATION AGREEMENT FOR MOBILE RADIO SERVICES AND EQUIPMENT BETWEEN KENDALL COUNTY AND LOWER COLORADO RIVER AUTHORITY.
REASON FOR AGENDA ITEM	Installation of radio tower in Comfort
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	Sheriff's Department
ADDITIONAL INFORMATION	None

AMENDMENT 1
to the
INTERLOCAL COOPERATION AGREEMENT
FOR MOBILE RADIO SERVICES AND EQUIPMENT
BETWEEN KENDALL COUNTY
AND LOWER COLORADO RIVER AUTHORITY

This Amendment to the "Interlocal Cooperation Agreement," dated March 12, 2012 ("Agreement") between the Lower Colorado River Authority ("LCRA") and Kendall County, Texas ("Kendall County"), to be effective for all purposes as of January 1, 2017 (the "Effective Date") for the purpose of modifying the Agreement to the following extent:

1. LCRA and Kendall County hereby agree that Attachment D of the Agreement shall be amended to include the installation and use of additional equipment, improvements, and facilities to the equipment approved for installation under the Agreement. **New Attachment D-1** shall be appended to the Agreement, as attached to this Amendment, and incorporated in the Agreement for all purposes. References in the Agreement to Attachment D shall include **Attachment D-1**. The parties also agree that LCRA shall manage the additional tower and equipment, the new site, and LCRA will keep the software and hardware up to date.
2. All other terms and conditions of the original Agreement shall remain in full force and effect.

WITNESS THE DULY AUTHORIZED SIGNATURES of the parties hereinafter set out.

**LOWER COLORADO
RIVER AUTHORITY**

KENDALL COUNTY

Authorized Signature

Authorized Signature

By: _____
[Printed name]

By: _____
[Printed name]

Title

Title

Date Signed: _____, 2016.

Date Signed: _____, 2016.

ATTACHMENT D 1
INTERLOCAL COOPERATION AGREEMENT BETWEEN
KENDALL COUNTY AND LCRA

SERVICE DESCRIPTION AND FEES

<u>DESCRIPTION</u>	<u>FEES</u>
Comfort Tower, (LCRA's Radio Site) 700 MHz radio antenna, electronics, communications links to support 700 MHz trunked radio system with the switch at LCRA TOCC in Austin, Texas	\$300,000.00

Authorized by: _____
Date: _____



**KENDALL COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

COMMISSIONER COURT DATE: 12/12/2016 OPEN SESSION	
SUBJECT	Emergency response
DEPARTMENT & PERSON MAKING REQUEST	Road and Bridge: Ricky Pfeiffer , Road Supervisor
PHONE # OR EXTENSION #	830-249-9343 EXT 656
TIME NEEDED FOR PRESENTATION	2 Minutes
WORDING OF AGENDA ITEM	Discuss and take action to pay Road and Bridge employee(s) for emergency call out time.
REASON FOR AGENDA ITEM	Special compensation for emergency call out
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	Road and Bridge Department, payroll
ADDITIONAL INFORMATION	None

**KENDALL COUNTY
Road & Bridge Department**

**EMERGENCY RESPONSE TIME
Summary: November 2016**

Employee Name	Date	Total Call Out Hrs	Compensated Time
James Justice	11/25/2016	2.0	2.0
Todd Rutherford	11/25/2016	2.0	2.0

The above listed employee(s) were called out to: Remove stump on Edge Falls Rd.

Emergency call out pay is time and a half of the employee's current hourly rate.

Approximate grand total amount: \$123.09

Commissioners Court: 12/12/2016



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016 OPEN SESSION	
SUBJECT	Hazard Mitigation Plan
DEPARTMENT & PERSON MAKING REQUEST	Emergency Management, Jeffery Fincke EMC
PHONE # OR EXTENSION #	830 249-3721
TIME NEEDED FOR PRESENTATION	10 minutes
WORDING OF AGENDA ITEM	Dscussion and Action on draft of the Kendall County/Boerne Hazard Mitigation Plan.
REASON FOR AGENDA ITEM	Approval of the draft with revision, corrections or additions for H2O Partners to work on and then present the final version for approval.
IS THERE DOCUMENTATION	Yes on website
WHO WILL THIS AFFECT?	County/City
ADDITIONAL INFORMATION	Only as acted upon according to plan if needed.



**KENDALL COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

COMMISSIONER COURT DATE: 12/12/2016
OPEN SESSION

SUBJECT	Emergency Management Basic Plan and Annexes
DEPARTMENT & PERSON MAKING REQUEST	Emergency Management, Jeffery Fincke EMC
PHONE # OR EXTENSION #	830 249-3721
TIME NEEDED FOR PRESENTATION	3 minutes
WORDING OF AGENDA ITEM	Presentation of Jurisdiction (Kendall County) Preparedness Profile
REASON FOR AGENDA ITEM	Present Jurisdiction Preparedness Profile good until 2021
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	County
ADDITIONAL INFORMATION	Plan will be review annual and changes made as necessary, plan will be review after any use of and updated as necessary.

Jurisdiction Preparedness Profile

Jurisdiction: Kendall County

Report Date: 12/1/2016 1:21 PM

Plan Record: Primary

County: KENDALL

COG: 18-Alamo Area Council of Governments

DC Region: DDC 18 San Antonio

Associations: Boerne

EMC: Jeff Fincke

DC: Summer Ray

Assessment of Planning Preparedness: Advanced

Funding Status: NOT-EMPG

Requirements for the Basic level of Preparedness:

1. Legal documents establishing the local Emergency Management Program:

City Ordinance Date:

Court Order Date: 9/9/1985

Joint Resolution Date: 12/2/2003

NIMS Adoption Date: 6/13/2005

DEM 147 Date: 7/3/2013

Mitigation Action Plan Date: 1/20/2005

2. Current Planning documents as listed below:

A. Data below is based on documents sent to the Division of Emergency Management.

B. To be considered current, documents must have been prepared/revised or updated by change within 5 years.

C. Deficiencies listed refer to like-numbered items in State Planning Standards.

D. The list of annexes below include only those required by the state.

<u>Document</u>	<u>Plan Date</u>	<u>Review Date</u>	<u>Expire Date</u>	<u>NIMS</u>	<u>Status</u>	<u>Deficiencies</u>	<u>Action Required</u>
Requirements for BASIC LEVEL of Preparedness, these Annexes:							
Basic Plan	04/11/2016	05/23/2016	04/11/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex A	04/21/2016	05/23/2016	04/21/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex B	04/27/2016	05/23/2016	04/27/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex C	04/25/2016	05/23/2016	04/25/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex E	04/21/2016	05/20/2016	04/21/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex I	04/11/2016	05/23/2016	04/11/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex M	04/22/2016	05/13/2016	04/22/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex N	04/11/2016	05/20/2016	04/11/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex O	04/22/2016	05/20/2016	04/22/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex Q	04/27/2016	05/23/2016	04/27/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex V	04/27/2016	05/23/2016	04/27/2021	Yes	Approved		Revise by 5th anniversary of Plan date

Requirements for INTERMEDIATE LEVEL of Preparedness (Basic + these Annexes):

Annex D	04/27/2016	05/23/2016	04/27/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex F	04/27/2016	05/20/2016	04/27/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex G	04/21/2016	05/23/2016	04/21/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex H	04/26/2016	05/23/2016	04/26/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex J	04/27/2016	05/23/2016	04/27/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex K	05/02/2016	05/20/2016	05/02/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex L	05/02/2016	05/20/2016	05/02/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex R	04/27/2016	05/20/2016	04/27/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex S	04/25/2016	05/23/2016	04/25/2021	Yes	Approved		Revise by 5th anniversary of Plan date

Requirements for ADVANCED LEVEL of Preparedness (Basic + Intermediate + these Annexes):

Annex P	04/11/2016	05/20/2016	04/11/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex T	04/25/2016	05/23/2016	04/25/2021	Yes	Approved		Revise by 5th anniversary of Plan date
Annex U	05/25/2016	05/23/2016	05/25/2021	Yes	Approved		Revise by 5th anniversary of Plan date



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016 OPEN SESSION	
SUBJECT	Public Hearing Tapatio Springs Unit 1, Block 6, Lot 1A
DEPARTMENT & PERSON MAKING REQUEST	Development Management - Richard Tobolka
PHONE # OR EXTENSION #	830-249-9343 Ext. 250
TIME NEEDED FOR PRESENTATION	5 Minutes
WORDING OF AGENDA ITEM	Application filed by Bob Koricanek for Dos Mijos Ranch, LLC for the proposed revision of the subdivision plat for Tapatio Springs Unit 1, Block 6, Lot 1A filed in Vol.7, Pg.322 of the plat records of Kendall County, Texas. The proposed plat revision will create two lots out of a previously combined four lots by amending plat.
REASON FOR AGENDA ITEM	Public Hearing Tapatio Springs Unit 1, Block 6, Lot 1A
IS THERE DOCUMENTATION	Yes
WHO WILL THIS AFFECT?	Pct #1
ADDITIONAL INFORMATION	None



KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

COMMISSIONER COURT DATE: 12/12/2016
OPEN SESSION

SUBJECT	Emergency Management Tabletop Exercise
DEPARTMENT & PERSON MAKING REQUEST	Jeffery Fincke, EMC
PHONE # OR EXTENSION #	830 249-3721 830 249-9343 ext. 451
TIME NEEDED FOR PRESENTATION	Workshop
WORDING OF AGENDA ITEM	(2:00 p.m.) Emergency Management Tabletop Exercise concerning emergency management training practices and policies.
REASON FOR AGENDA ITEM	To exercise a range of issues based on established training practices and policies related to an emergency response and testing of the Emergency Response Plan for our jurisdiction/agency.
IS THERE DOCUMENTATION	No
WHO WILL THIS AFFECT?	Elected officials, department heads and the department head's designated second-in-charge
ADDITIONAL INFORMATION	This will be a guided discussion of a series of scenario injects related to an incident, designed to explore a range of issues. Everyone is encouraged to participate in exploring issues related to the scenario by asking questions or offering ideas that assist in determining processes, limitations, capabilities, policies and alternatives.