



September 1, 2016

Mr. David D. Renken  
Comal County Auditor  
150 N Seguin Ave Ste 201  
New Braunfels, TX 78130-5122

Re: Comal County – Workers’ Compensation Program Renewal Questionnaire

Dear Mr. Renken,

Thank you for participating in TAC Risk Management Pool’s Workers’ Compensation Program. As we prepare your January 1, 2017 renewal, there are a few questions we need you to answer so that we can provide you the most comprehensive and cost effective Workers’ Compensation Coverage possible. To ensure that we have up-to-date information, please fill out each tab of the attached questionnaire completely and make any changes directly to the document. You can also provide supplemental sheets as necessary. Please note that omitted information may result in an exclusion from coverage.

*The Interlocal Participation Agreement, Section 4. Annual Contribution, 4.01 requires that the member timely submit to the Pool documentation necessary for the Pool to properly underwrite the renewal.*

**Please complete the Workers’ Compensation Renewal Questionnaire and return it and any supplemental documents by September 30, 2016:**

- Estimated Payroll – Please use the Estimated Payroll tab in the Excel worksheet to update your payroll and employee count by classification. This tab includes your 2015 actual payroll plus a 2% increase. If you do not return the worksheet with updated payroll information, your renewal will be processed with the 2015 actual payroll plus 2% as listed in the worksheet.
- Optional Coverages – This tab is used to report your decisions regarding optional coverage for certain categories of personnel and volunteers. Please note the instructions regarding how to report payroll for optional coverages.
- Employee Concentration – This tab is to report the number of employees working within each of your buildings.

- Aircraft and Aircraft and Pilot Info Cont – These tabs only needs to be completed if you own or lease an aircraft or if you employ any pilots.
- Watercraft Info – This tab only needs to be completed if you own, lease or charter any watercraft over 26 feet in length.
- Workers' Compensation Alliance Election Form – ***Please note: The form only needs to be completed, if you wish to make changes to your current Alliance participation. Should you choose to use this cost saving network, you will receive a 4% discount on your renewal. Please complete the form following this letter indicating whether or not you choose to participate.***

If you need help completing the **Workers' Compensation Renewal Questionnaire**, please contact me at 800-456-5974 or [luciav@county.org](mailto:luciav@county.org). Please complete the worksheets in the attached Excel workbook, save the document, and submit the completed workbook by replying to the email with the workbook attached.

We value your membership in the TAC Risk Management Pool and look forward to another successful year! Please do not hesitate to contact me if you would like to discuss your coverage options.

Sincerely,

Lucia Vivas  
Member Service Representative



**POLITICAL SUBDIVISION WORKERS' COMPENSATION ALLIANCE  
ELECTION FORM**

I elect to participate in the Political Subdivision Workers' Compensation Alliance.

January 1, 2017

Effective Date of Alliance Participation

I elect NOT to participate in the Political Subdivision Workers' Compensation Alliance.

Termination Date of Alliance Participation

Comal County

David Renken, County Auditor

Printed Name and Title

David Renken 9/19/16  
Signature of Workers' Compensation Coordinator or Pool Coordinator Date



TEXAS ASSOCIATION  
OF COUNTIES  
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TEXAS ASSOCIATION  
OF COUNTIES

# TEXAS ASSOCIATION of COUNTIES RISK MANAGEMENT POOL

## Workers' Compensation Renewal Questionnaire

### Comal County

Coverage Period: January 1, 2017 through January 1, 2018

Thank you for participating in the TAC Risk Management Pool's Workers' Compensation program. As we prepare your renewal, there are a few questions we need you to answer so that we can provide you the most comprehensive and cost effective coverage possible. Pursuant to the Interlocal Participation Agreement, Section 4. Annual Contribution, 4.01 requires that the member timely submit to the Pool documentation necessary for the Pool to properly underwrite the renewal. To ensure that we have up-to-date information, please fill out each page completely and make any changes directly to this document. You can also provide supplemental sheets as necessary. NOTE: Omitted information may result in an exclusion from coverage.

We value your membership in the TAC Risk Management Pool and look forward to another successful year! If you have any questions or need help completing the Renewal Questionnaire, please contact your Member Services Representative (listed below) at 800-456-5974.

Member Service Representative: Ms. Lucia Vivas, CIC, CISR

Email: [luciav@county.org](mailto:luciav@county.org)

### Pool Coordinator/Workers' Compensation Coordinator

Our records indicate that the Member has designated the individual below as the contact for this coverage. In accordance with the terms of the Interlocal Participation Agreement, the Pool Coordinator has express authority to represent and to bind the Member, and the Pool will not be required to contact any other individual regarding matters arising from or related to this Agreement. If the Member wishes to change or update the Pool Coordinator information, please make the necessary changes below.

Contact: Mr. David D. Renken

Email: [renked@co.comal.tx.us](mailto:renked@co.comal.tx.us)

Office Phone Number: (830) 221-1200

Fax Number: (830) 620-5592

Mailing Address: 150 N Seguin Ave Ste 201

City, State, Zip: New Braunfels, TX, 78130-5122

### General Information

	Yes or No
1. Do you use a manned aircraft in any capacity?	<b>No</b>
If Yes: Are your pilots employees?	
If yes, please complete the Aircraft and Aircraft and Pilot info tabs.	
Are your pilots volunteers?	
If yes, and you desire to include Workers' Compensation coverage please complete the Aircraft and Aircraft and Pilot info tabs.	
2. Do you have operations involving the loading, unloading, repair, or construction of watercraft or vessels, including work performed on barges or	<b>No</b>
3. Do you own, operate, or maintain a railroad, or own, lease, operate, or repair railroad equipment?	<b>No</b>
4. Do you engage in manufacturing, handling, transporting, distributing, or storing explosives or explosive substances (other than gasoline)?	<b>No</b>
5. Do you perform any underground, subaqueous, or tunneling operations?	<b>No</b>
6. Do you provide group transportation for employees to and from the workplace?	
If Yes:	
* Average number of employees in a vehicle per trip:	
* Maximum number of employees in a vehicle per trip:	
* Average number of daily trips:	
7. Do you have a County Fire Department that contracts with the state or National Forest Service to fight wildland fires?	<b>No</b>
If Yes: Please advise in the last 5 years for each fire the number of employees and duration in the explanation box below.	
For any "Yes" responses to the questions above, please provide a brief explanation:	

## Unreported Claims

1. Are you, or any officer or employee, aware of, or have knowledge of any circumstance, occurrence, fact or event which is likely to be a basis of a claim,

Yes or No

No

If yes, please describe:

2. Has the situation been reported to TAC Claims Department?

## Acknowledgement and Acceptance

**Member Name: Comal County**

Member acknowledges that the information submitted in this questionnaire is true and accurate, including all known potential claims. The information submitted may be used by the Pool in processing the renewal and in assessing the coverage needs of the Member. The questions posed, or any wording of the questionnaire, should not and may not be relied upon by the Member as implying that coverage exists for any particular claim or class of claims. The only coverage provided by the Pool to the Member is as described in the applicable Coverage Document, including any endorsements and the Contribution and Coverage Declaration, issued to a covered Member.

If the Member makes no changes, the Pool will assume the Member is reporting for the same information as in the previous applicable Coverage Period. The Member understands that any failure to fully and accurately answer the questionnaire and any attached documents may result in denial of coverage provided by the Pool.

Signature of County Judge or presiding official of the Political Subdivision

Date

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TEXAS ASSOCIATION of COUNTIES  
RISK MANAGEMENT POOL

Please enter the estimated payroll and the number of employees for calendar year 2017 in the highlighted columns.

Only include payroll for Elected Officials if your Commissioners Court has selected this Optional Coverage. For Optional Coverages, refer to the next tab for instructions on reporting this payroll.

Member Name : Comal County

Coverage Effective Date : 01/01/2017

Rating Class Code	Rating Class Description	Payroll + 2%	Current Number of Employees	Current Number of Volunteers	Estimated 2017 Payroll Amount	Estimated 2017 Number of Employees	Note
07422	Aircraft Ambulance						
07418	Aircraft Oper. (Patrol, Ambulan)						
07423	Airport						
07721	Ambulance						
09016	Amusement Park, Exhibition Center						
08391	Auto Mechanics	\$471,109	13		\$ 516,665	13	
09014	Bldg. Maintenance & Janitors	\$414,159	15		\$ 476,272	15	
05403	Carpentry (NOC)	\$57,369	1		\$ 67,522	1	
09220	Cemetery Operations						
04511	Chemical Analyst/Assayers	\$228,027	5		\$ 253,511	5	
08809	Chief Of Commissions & Directors						
08810	Clerical	\$6,372,138	186		\$ 7,533,853	190	
05606	Co. & Drain Dist. Commissioners						
08006	Commodity Dist.-Retail Grocery						
05203	Concrete Construction-Bridges						
07380	Drivers						
08811	Election Personnel	\$51,000	180		\$ 177,529	2	
05190	Electrical Wiring W/In Buildings	\$56,520	1		\$ 58,423	1	
08601	Engineers, Surveyors	\$262,778	4		\$ 358,608	3	
07704	Firefighters & Drivers						
09402	Garbage Collection & Drivers						
06319	Gas/Water Main Connection Constr						
09060	Golf Course						
08828	Homemaker Service						
08833	Hospital Professional & Clerical						
09040	Hospital, All Others						
09033	Housing Authority & Drivers						
09032	Housing Authority Mgrs & Empls						
04519	Insect Control						
08709	Inspectors, Samplers, Or Weighers Of Merchandise On Vessels Or Docks Classification						
06229	Irrigation/Drainage Construct.						
08812	Jurors	\$51,000	2,600		\$ 133,000	2900	
08742	Juv Probation, Collectors, Sales	\$611,290	16		\$ 707,292	21	
07722	Juvenile Detention Officers						
06219	Landfill Operation & Drivers, Excavation NOC						
07590	Landfill, Garbage Reduction						
07720	Law Enforcement	\$12,159,895	268		\$ 14,047,726	261	
08820	Law Office	\$1,818,161	36		\$ 2,145,322	36	
08838	Library/Museum-Prof. & Clerical						
08829	Nursing Home Employees						
05191	Office Technician	\$776,283	13		\$ 965,142	15	
09015	Parking Lots & Drivers						
09102	Parks & Recreation						
08227	Permanent Yard Employees						
08832	Physician Med.Lab. Minor Emer. Clinic	\$481,862	13		\$ 546,903	14	

Rating Class Code	Rating Class Description	Payroll + 2%	Current Number of Employees	Current Number of Volunteers	Estimated 2017 Payroll Amount	Estimated 2017 Number of Employees	Note
04299	Printing						
08264	Recycling Or Shredding Workers & Drivers	\$268,416	8		\$ 292,409	8	
09079	Restaurant, Food Preparation						
05506	Road Employees-Paving, Repaving	\$1,964,315	67		\$ 2,735,878	75	
09101	Schools - All Other Employees						
07580	Sewage Disposal Plant Operations						
07327	Stevedoring						
08017	Store Clerks						
09061	Swimming Pools						
09019	Toll Bridge Employees						
08831	Vet Hospital & Animal Control	\$189,166	6		\$ 203,779	5	
08859	Volunteers - All Others						
08857	Volunteers - Emergency Medical Personnel						
08855	Volunteers - Fire Fighters						
08856	Volunteers - Law Enforcement	\$53,040		10	\$ 90,000	10	
08292	Warehousing NOC And Driver						
07520	Waterworks Operation & Drivers						
03365	Welder						
08868	Youth & Community Cntr Directors						
					<u>\$ 31,309,834</u>	<u>3575</u>	

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# TEXAS ASSOCIATION of COUNTIES RISK MANAGEMENT POOL

If you wish to add additional coverages, please make your selection in the form below.

Please note, Chapter 504 Labor Code requires political subdivisions to have a majority vote to add or remove optional coverages for Volunteers, Elected Officials, Election Workers (non-employees) or Jurors.

Member Name : Comal County

### Current Optional Coverages Elected

- Election Workers (non-employees)
- Jurors
- Volunteers - Law Enforcement

### OPTIONAL COVERAGE CHANGES ONLY

#### 1. ELECTED OFFICIALS

Does your governing body desire this coverage?

Enter Yes or No:  No

If yes, include the estimated payroll of all elected officials on the payroll tab, based on the job responsibility of the elected official. If no, do not report the estimated payroll of any elected official.

#### 2. VOLUNTEERS

Does your governing body desire this coverage?

Enter Yes or No:  Yes

If yes, enter the estimated payroll on the payroll tab. Four classifications are available: Volunteers - Firefighters, Volunteers - Law Enforcement, Volunteers - Emergency Medical Personnel, and Volunteers - All Others. You may choose to cover any or all classifications.

Please note: You can calculate annual salary by using \$5,200 per volunteer, or if you have an auditable record of hours that each volunteer was on duty or participating in sponsored training you may determine the "salary" by multiplying the number of hours by the hourly wage that would have been used if the services had been provided by an employee.

#### 3. JURORS

Does your governing body desire coverage of Jurors?

Enter Yes or No:  Yes

If yes, enter the estimated payroll on the payroll tab.

#### 4. ELECTION WORKERS (NON-EMPLOYEES)

Does your governing body desire coverage of election personnel?

Enter Yes or No:  Yes

If yes, enter the estimated payroll on the payroll tab.

Please note: Election Personnel refers to temporary or contract personnel paid for service in the conduct of an election. Do not include payroll for county employees. County employed election staff should be reported under Clerical.



TEXAS ASSOCIATION of COUNTIES  
RISK MANAGEMENT POOL

Please update your list of locations and the number of employees at each location. Place an X in the 'Remove Location' column if this location is no longer valid. Update the employee counts for all locations. Add new locations at the bottom.

Member Name : Comal County

\*Complete this section if a location has 200 or more employees

Policy Effective Date	Structure Identifier	Local Address	Employee Count	Remove Location	Updated Employee Count	Maximum Employees At One Time	Number of Stories	Construction Code	Year Built
01/01/2017	Annex	150 North Seguin,New Braunfels,TX,78130	95		95				
01/01/2017	Bulverde Tax Office	30450 Cougar Bend,Bulverde,TX,78163	4		4				
01/01/2017	Courthouse	100 Main Plaza,New Braunfels,TX,78130	8		9				
01/01/2017	Extension Office	325 Resource Dr,New Braunfels,TX,78130	3		3				
01/01/2017	Goodwin Annex	1297 Church Hill Dr,New Braunfels,TX,78130	41		46				
01/01/2017	JP Precinct 1	145 David Jonas Dr,New Braunfels,TX,78130	12		14				
01/01/2017	JP Precinct 2	2350 Bulverde Road,Bulverde,TX,78163	4		4				
01/01/2017	JP Precinct 3	3079 W San Antonio St,New Braunfels,TX,78130	8		8				
01/01/2017	JP Precinct 4	160 Oak Drive,Canyon Lake,TX,78133	7		7				
01/01/2017	LANDA OFFICES	199 Main Plaza,New Braunfels,TX,78130	45		48				
01/01/2017	Probation Building	171 East Mill St,New Braunfels,TX,78130	17		23				
01/01/2017	Recycling Building	4755 Hwy 46 West,New Braunfels,TX,78130	2		2				
01/01/2017	Road & Bridge Office	195 David Jonas Dr.,New Braunfels,TX,78130	15		16				
01/01/2017	Road & Bridge Shop	195 David Jonas Dr.,New Braunfels,TX,78130	13		13				
01/01/2017	Sheriff's C.I.D.	132 S Water Lane,New Braunfels,TX,78130	28		28				
01/01/2017	Sheriff's Dept	3005 W San Antonio St,New Braunfels,TX,78130	127		123				
01/01/2017	Tax Office	205 North Seguin St ,New Braunfels ,TX,78130	18		18				
<b>Sum:</b>			<b>447</b>		<b>461</b>				

New Location(s)