

**NOTICE OF MEETING (•) OF THE  
COMMISSIONERS COURT OF JACK COUNTY, TEXAS**

• Assistive Listening Devices Available on Request for Use During Court Session

Notice is hereby given that a Meeting of the above named Commissioners Court will be held on **Friday the 5<sup>th</sup> day of September at 9:00 o'clock a. m.**, in the County Courthouse, Jacksboro, Texas, at which time the following subjects\* will be discussed and appropriate action taken, to-wit:

These subjects may or may not be discussed in the order shown. All items listed below as part of the called "Consent Agenda Items" require no deliberation by the Court. Each Court member has the prerogative of removing an item from this agenda so that it may be considered separately.

**FILED FOR RECORD**

\_\_\_\_\_ O'CLOCK \_\_\_\_\_ M.

**SEP 02 2014**

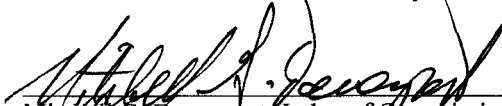
JANICE ROBINSON, County Clerk  
JACK COUNTY, TEXAS

BY \_\_\_\_\_ DEPUTY

1. PUBLIC FORUM (Limited to 5 minutes per person);
2. PAYMENT OF CLAIMS;
3. CONSENT AGENDA ITEMS:
  - (a) Approval of Minutes of Meeting of September 3, 2014;
  - (b) Authorize Advertising for Bids for Fuel and Lubricants for FY15 for Sheriff's Department and Commissioner Precincts;
  - (c) Authorize Advertising for Bids on Maintainer in the Heavy Equipment Fund;
  - (d) Authorize Advertising for Bids for Rock and Road Materials for Commissioner Precincts for FY15;
  - (e) Annual support of Trout Stocking Program at Fort Richardson SHP (\$300);
  - (f) Adopt Tax Roll for FY15 as finalized by the Jack County Appraisal District;
  - (g) Set Annual Jury Fee for Petit or Grand Jury Service in Jack County FY15 at \$6.00 for the first day of service and \$30.00 for every day of service thereafter or as may be set hereafter by the State Comptroller (Government Code, (§61.001));
  - (h) Setting of Fees for Sheriff and Constable Office for FY15;
  - (i) Adoption of a Family Protection Fee in the amount of \$15 per terms of Section 51.961, Government Code;
  - (j) Contribution to Jack County Water Soil Conservation District (\$1,000);
  - (k) Adoption of Resolution in Support of County Application for Funds under the Texas Indigent Defense Grant Program;
  - (l) Adoption of Tax Discounts as Allowed by Law: Homestead (§11.13 Property Tax Code) and Discount for Early Payment (§31.05[b] Property Tax Code);
4. **Timed Agenda: 9:00 a.m.;**  
**Public Hearing on Proposed County Budget for FY15;**
5. Set County Compensation, Expenses, and Allowances for Elected County and Precinct Officers for FY15;
6. Set Salary Schedules for County Employees for FY15;
7. ~~Adoption of Participation Rate in the Texas County & District Retirement System for the FY15,~~ *MOD*
8. Budget Workshop FY15;
9. Adjustments in Proposed Budget for FY15 and Adoption of Budget;
10. Adopt Tax Rates to Fund Budget for FY15;
11. Discussion of Commissioner Precinct Operations;
12. FUTURE AGENDA ITEMS; AND;
13. ADJOURNMENT.

Dated and signed this the 2nd day of September, 2014

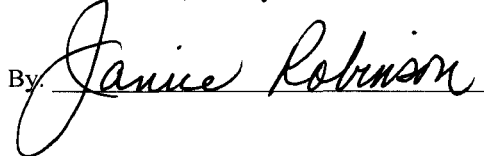
Commissioners Court of Jack County, Texas

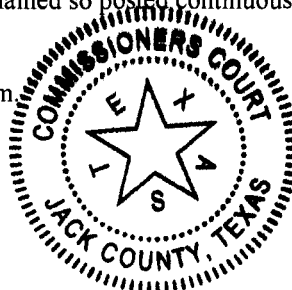
  
\_\_\_\_\_  
Mitchell G. Davenport, Judge of Commissioners Court

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of the above named Commissioners Court, is a true and correct copy of said Notice, and that I posted a true and correct copy of said Notice on the bulletin board at the Courthouse door of Jack County, Texas, at a place readily accessible to the general public at all times on the 2nd day of September, 2014, and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the 2nd day of September, 2014, at 8:54 o'clock a.m.

Janice Robinson, County Clerk of Jack County, Texas

By  \_\_\_\_\_



MINUTES

On this the 5<sup>th</sup> day of September, 2014 the Commissioners Court of Jack County, Texas met in Regular session at 9:04 a.m. with the following elected officials present:

Fearl F. Smith, Commissioner Pct. 1  
James L Brock, Commissioner Pct. 2  
James L. Cozart, Commissioner Pct. 3  
Terry Ward, Commissioner Pct. 4  
Mitchell G. Davenport, County Judge

FILED FOR RECORD

\_\_\_\_\_ O'CLOCK \_\_\_\_\_ M.

SEP 08 2014

JANICE ROBINSON, County Clerk  
JACK COUNTY, TEXAS

BY \_\_\_\_\_ DEPUTY

PUBLIC FORUM

No members of the public were present.

TIMED AGENDA ITEMS

9:04 A.M. – 9:12A.M.

Public Hearing to consider a plan for the District Clerk's and County Clerk's Records Management, Technology, Court Records, and Archiving Funds for FY15 Budget;

Commissioner Cozart made a motion to accept these plans. Judge Davenport seconded and the motion carried unanimously.

9:20 A.M. – 9:21A.M.

Public Hearing on Proposed County Budget for FY15;

No members of the Public were present therefore the hearing was closed.

PAYMENT OF ACCOUNTS AND CLAIMS

All accounts and claims were submitted to the Court for approval. Those submitted were approved and entered into the computer of the County Treasurer.

Commissioner Cozart made a motion to pay all bills. Judge Davenport seconded and the motion carried unanimously.

CONSENT AGENDA ITEMS

- (a) Approval of Minutes of Meetings of September 3, 2014;
- (b) Authorize Advertising for Bids for Fuel and Lubricants for FY15 for Sheriff's Department and Commissioner Precincts;
- (c) Authorize Advertising for Bids on Maintainer in the Heavy Equipment Fund;
- (d) Authorize Advertising for Bids for Rock and Road Materials for Commissioner Precincts for FY15;
- (e) Annual support of Trout Stocking Program at Fort Richardson SHP (\$300);
- (f) Adopt Tax Roll for FY15 as finalized by the Jack County Appraisal District;
- (g) Set Annual Jury Fee for Petit or Grand Jury Service in Jack County FY15 at \$6.00 for the first day of service and \$40.00 for every day of service thereafter or as may be set hereafter by the State Comptroller (Government Code, (§61.001);
- (h) Setting of Fees for Sheriff and Constable Office for FY15;
- (i) Adoption of a Family Protection Fee in the amount of \$15 per terms of Section 51.961, Government Code; - **ITEM REMOVED – PREVIOUSLY ACTED ON**
- (j) Contribution to Jack County Water Soil Conservation District (\$1,000);
- (k) Adoption of Resolution in Support of County Application for Funds under the Texas Indigent Defense Grant Program;
- (l) Adoption of Tax Discounts as Allowed by Law: Homestead (§11.13 Property Tax Code) and Discount for Early Payment (§31.05[b] Property Tax Code);

Judge Davenport made a motion to remove item "i", correct item "g" to be set at \$40 then approve the Consent Agenda items. Commissioner Ward seconded and the motion carried unanimously.

COMPENSATION, EXPENSES, AND ALLOWANCES

Set County Compensation, Expenses, and Allowances for Elected County and Precinct Officers for FY15;

Commissioner Cozart made a motion to approve this item. Judge Davenport seconded and the motion carried 4 – 0. Commissioner Smith did not vote.

SALARY SCHEDULES

Set Salary Schedules for County Employees for FY15;

Commissioner Cozart made a motion to approve this item. Judge Davenport seconded and the motion carried unanimously.

BUDGET WORKSHOP FY15

The Commissioners Court continues to work through the Budget for FY2014-15.

ADJUSTMENTS IN PROPOSED BUDGET FY15

Adjustments in Proposed Budget for FY15 and Adoption of Budget;

Commissioner Cozart made a motion to approve adjustments to the FY15 Budget and Adoption of the FY15 Budget. Commissioner Brock seconded and the motion carried 4 – 1. Commissioner Smith opposed.

TAX RATES FY15

Adopt Tax Rates to Fund Budget for FY15;

Total Tax Rate: \$0.392111  
General – \$0.268292  
Interest & Sinking – \$0.055292  
Road & Bridge – \$0.068527

Commissioner Ward made a motion to accept the Tax Rate of \$0.392111 for the FY15 Budget. Commissioner Smith seconded and the motion carried unanimously.

Commissioner Smith – For  
Commissioner Brock – For  
Commissioner Cozart - For  
Commissioner Ward – For  
Judge Davenport – For

Commissioner Ward made a motion to ratify the Tax Rate from FY14 to the Tax Rate of \$0.392111 for the FY15 Budget. Commissioner Cozart seconded and the motion carried 4 – 0. Commissioner Smith did not vote.

PRECINCT OPERATIONS

Discussion of Commissioner Precinct Operations; - None

ADJOURNMENT

There being no further business motion was made by Commissioner Cozart to adjourn and seconded by Commissioner Brock. The motion carried unanimously.

Meeting was adjourned at 11:00 a.m.

*Fear F. Smith*  
Fear F. Smith, Commissioner Pct. #1  
*James Brock*  
James Brock, Commissioner Pct. #2  
*James L. Cozart*  
James L. Cozart, Commissioner Pct. #3  
*Terry Ward*  
Terry Ward, Commissioner Pct. #4  
*Mitchell G. Davenport*  
Mitchell G. Davenport, County Judge

ATTEST:

*Janice Robinson*  
Janice Robinson, County Clerk



IN THE COMMISSIONERS COURT  
OF JACK COUNTY, TEXAS

SEP 05 2014

JANICE ROBINSON, County Clerk  
JACK COUNTY, TEXAS

ORDER SETTING TAX RATES AND LEVYING TAXES

BY \_\_\_\_\_ DEPUTY

On the 5<sup>th</sup> day of September, 2014, at a regular meeting of the Commissioners' Court of Jack County, Texas, the Court considered setting tax rates for, the 2014 tax year, for both the general operating fund, debt service, and county special fund.

The following motion was offered by Commissioner Terry Ward and seconded by Commissioner Smith: "I move that property taxes be increased by the adoption of a tax rate of \$0.392111 per \$100 of evaluation for the 2014 tax year."

Adopted by the following vote:

Aye	Nay
_____ Fearl Smith	_____
_____ James L. Brock	_____
_____ James L. Cozart	_____
_____ Terry Ward	_____
_____ Mitchell G. Davenport	_____

The Court found that the FY15 rates should be at 100% of evaluation and 26.8292 cents for the general operating fund, 5.5292 cents for the debt service, and 6.8527 cents for the county special fund; all per \$100 value of evaluation.

IT IS THEREFORE ORDERED that the tax rates for the FY15 (2014) tax year are 26.8292 cents for the general operating fund, 5.5292 cents for debt service, and 6.8527 cents for the county special fund; all per \$100 value evaluation and on 100% of evaluated value.

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

IT IS FURTHER ORDERED that taxes are accordingly levied for the 2014 tax year.

SIGNED on this the 5<sup>th</sup> day of September, 2014.

*Mitchell G. Davenport*  
\_\_\_\_\_  
Mitchell G. Davenport,  
County Judge of Jack County, Texas

*James L. Brock*  
\_\_\_\_\_  
James L. Brock,  
County Commissioner, Prct. 2, Jack County

*Terry Ward*  
\_\_\_\_\_  
Terry Ward,  
County Commissioner, Prct. 4, Jack County

*Fearl F. Smith*  
\_\_\_\_\_  
Fearl F. Smith,  
County Commissioner, Prct. 1, Jack County

*James L. Cozart*  
\_\_\_\_\_  
James L. Cozart,  
County Commissioner, Prct. 3, Jack County

ATTEST:  
*Janice C. Robinson*  
\_\_\_\_\_  
Janice C. Robinson,  
County Clerk of Jack County, Texas



FILED FOR RECORD

\_\_\_\_\_ O'CLOCK \_\_\_\_\_ M.

SEP 05 2014

JANICE ROBINSON, County Clerk  
JACK COUNTY, TEXAS

BY \_\_\_\_\_ DEPUTY

**2014 -- 2015  
SALARIES  
(Maximum for the Year)**

**Elected Officials**

<u>Position</u>	<u>Salary</u>
County Judge	\$40,778
County Commissioner	40,778
Sheriff	42,720
County Clerk	38,784
Tax Assessor-Collector	38,784
District Clerk	38,784
Justice of the Peace	38,784
Treasurer	38,784
County Attorney	38,784
Constable	38,784

**Appointed Officials**

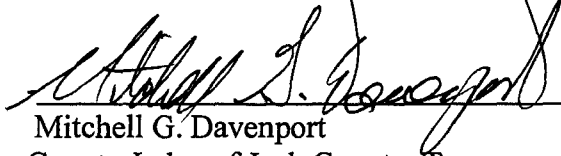
<u>Position</u>	<u>Salary Cap</u>
Auditor	\$40,778
Assistant Auditor	29,615
Veterans Service Officer	7,430
Emergency Management Coordinator	7,013
Co. Ext. Agent - Agr & Nat. Resources	14,730
Co. Ext. Agent - Family & C. Science	14,730

**Employees  
(Maximum Salary)**

<u>Position</u>	<u>Salary</u>
Sheriff's Chief Deputy	\$40,000
Sheriff's Deputy/911 Co-ordinator	32,032
Asst. 911 Co-ordinator & Secretary	32,032
Sheriff's Deputy - Lt.	36,726
Sheriff's Deputy	31,325
Deputy/SRO	33,435
Chief Communications Officer	34,511
Jail Administrator	38,078
Jail Sgt.	31,646
Controller/Jailer/Dispatcher	27,917
Work Program Chief	32,824
Clerk 1	29,460
Clerk 2	28,061
Clerk 3	26,680
Building Maintenance/Custodian Supt	42,720
Custodian	29,504
Road Hand	29,504
County Attorney Part-time Secretary	19,592

## **PUBLIC NOTICE**

The Jack County Commissioners' Court will conduct a public hearing to consider a plan for the District Clerk's and County Clerk's Records Management, Technology, Court Records, and Archiving Funds, to fund, GC 51, subchapter D, for the preservation and restoration of the District Clerk's and County Clerk's records. The meeting will be held on September 5, 2014 at 9:00 a.m. in the County Courtroom, Room 207 of the Jack County Courthouse, 100 N. Main St., Jacksboro, Texas.

  
\_\_\_\_\_  
Mitchell G. Davenport  
County Judge of Jack County, Texas

**FILED FOR RECORD**

\_\_\_\_\_  
O'CLOCK \_\_\_\_\_ M.

**AUG 18 2014**

JANICE ROBINSON, County Clerk  
JACK COUNTY, TEXAS

BY \_\_\_\_\_ DEPUTY

**Jan Robinson**

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**From:** County Judge [countyjudge@jackcounty.org]  
**Sent:** Friday, September 05, 2014 1:35 PM  
**To:** Sharon Robinson  
**Subject:** FY15 Tax Rates for Jack County

Following are the Property Tax Rates adopted this morning by the Commissioners Court for Tax Year 2014:

<b>Adopted Tax Rate Total (FY15): *</b>	<b>\$0.392111</b>
<i>General Rate:</i>	\$0.268292
<i>Interest &amp; Sinking Rate:</i>	\$0.055292
<i>Road &amp; Bridge Rate:</i>	\$0.068527

\* per \$100 of value

We will also deliver a copy of the Order of Setting for your benefit.

**Mitchell G. Davenport**  
**County Judge - Jack County, Texas**

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Click Here to See Your Options  
<http://www.i-info.com/go/ctacs>

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No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2014.0.4765 / Virus Database: 4015/8159 - Release Date: 09/05/14

S U S A N

C O M B S

TEXAS COMPTROLLER of PUBLIC ACCOUNTS

P.O. Box 13528 • AUSTIN, TX 78711-3528



July 17, 2014

*Submitted  
9.5.14  
JC*

**FILED FOR RECORD**

\_\_\_\_\_ O'CLOCK \_\_\_\_\_ M.

**JUL 21 2014**

JANICE ROBINSON, County Clerk  
JACK COUNTY, TEXAS

BY \_\_\_\_\_ DEPUTY

The Honorable Janice Robinson  
County Clerk  
Jack County  
100 N. Main St., Suite 208  
Jacksboro, Texas 76458

Dear Ms. Robinson:

Our office is in the process of compiling the *2015 Sheriffs' and Constables' Fees* report as required under Texas Local Government Code Section 118.131. This law requires each commissioners court to set fees charged for civil services by the offices of the sheriff and constables and directs that these fees be reported to the Comptroller.

By law, each year these fees must be set before Oct. 1 and reported to the Comptroller's office no later than Oct. 15. We will compile and publish the report and the new fees become effective on Jan. 1, 2015. Failure to meet this deadline will result in 2014 fees remaining in effect throughout 2015. Even if there are no fee changes, please review the fees to make sure they are correct.

Enclosed are instructions for reporting the 2015 fees to our office. To review and file your county's revised fees, please use the following digit access ID code to gain access: 49073865. Please complete the *2015 Sheriffs' and Constables' Fees* report electronically by Oct. 15, 2014. Be aware that even if the county has no changes in fees, the county is still responsible for reporting that information to the Comptroller's office. The county is also responsible for reviewing the listed fees for accuracy.

The *2015 Sheriffs' and Constables' Fees* report will be available on our Texas Ahead website at [www.texasahead.org/lga/sheriffs](http://www.texasahead.org/lga/sheriffs) on Jan. 1, 2015.

If you need assistance completing the report, please contact Frank Alvarez of our Economic Development and Analysis Division at [frank.alvarez@cpa.state.tx.us](mailto:frank.alvarez@cpa.state.tx.us) or 1-800-531-5441, ext. 6-9231.

Sincerely,

A handwritten signature in cursive script that reads "Susan Combs".

Susan Combs

Enclosure

cc: The Honorable Mitchell G. Davenport  
Frank Alvarez, EDA Regional Representative



OCT 10 2014

JANICE ROBINSON, County Clerk  
JACK COUNTY, TEXAS  
DEPUTY

# COUNTY OF JACK

## STATE OF TEXAS

### Resolution in Support of County Application for Funds under the Texas Indigent Defense Grant Program

**WHEREAS**, under the provisions of the Texas Government Code Section 79.037 and Texas Administrative Code Chapter 173, counties are eligible to receive grants from the Texas Indigent Defense Commission to provide improvements in indigent defense services in the county; and

**WHEREAS**, this grant program will assist the county in the implementation and the improvement of the indigent criminal defense services in this county; and

**WHEREAS**, Jack County Commissioners Court has agreed that in the event of loss or misuse of the funds, Jack County Commissioners assures that the funds will be returned in full to the Texas Indigent Defense Commission.

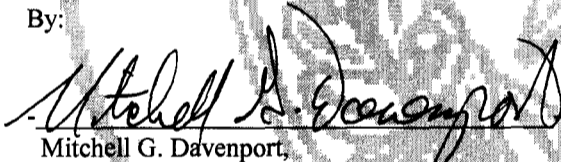
**NOW THEREFORE, BE IT RESOLVED** and ordered that the County Judge of this county is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Indigent Defense Formula Grant Program and all other necessary documents to accept said grant; and

**BE IT FURTHER RESOLVED** that the County Auditor is designated as the Financial Officer for this grant.


Adopted this 5<sup>th</sup> day of September, 2014.

COUNTY OF JACK

By:

  
\_\_\_\_\_  
Mitchell G. Davenport,  
County Judge of Jack County, Texas

Attest:

  
\_\_\_\_\_  
Janice C. Robinson,  
County Clerk of Jack County, Texas



**COUNTY CLERK – JACK COUNTY, TEXAS**      **FILED FOR RECORD**  
**PRESERVATION AND RESTORATION RECORDS PLAN**      O'CLOCK \_\_\_\_\_ M.  
**FY 2015**

**SEP 05 2014**

JANICE ROBINSON, County Clerk  
JACK COUNTY, TEXAS

BY \_\_\_\_\_ DEPUTY

**EXECUTIVE SUMMARY**

The purpose of this document is to define the restoration and preservation, digital capture, storage, retention and management of archived records belonging to the County Clerk's Office. Records maintained in the County Clerk's office have been identified to fall under the category of "Preservation and Restoration Plan" that will provide reproduction and archiving of such records and assist in maximizing storage space and making records readily available for optimum viewing. It is the intent of the County Clerk to follow guidelines set by the Texas State Library and Archives Commissioner for preservation of such records.

**GOAL**

The goal is to reproduce and archive all documents, regardless of type, as efficiently as possible. The County Clerk's Office is also looking at restoring records, suspending or reducing deterioration of public records, improving the public access to these documents in a manner that reduces the risk of deterioration, and possible reducing or eliminating paper documents.

**SCOPE**

The scope of this document includes the following:

- \*All County Clerk records filed at the Jack County Courthouse
- \*Plans to restore and preserve records with significant historical value
- \*Future plans are to improve public and governmental access and provide an archive for records that have or will be imaged.

This document addresses the restoration and preservation needs of the County Clerk Records Archive. No other departments are addressed.

**FUNDS**

Currently the funds available for projects are:

Records Management Account - \$91,708.96 – 8/31/2014

Records Archive Account - \$55,555.30 – 8/31/2014

**SECTION ONE: RECORDS CURRENTLY IN REPOSITORY**

**INVENTORY**

Currently the County Clerk's office has many docket books and files that are related to civil and criminal actions which have occurred throughout the years. Vital statistic files dating back many years include birth, death, and marriage records.

## **SECTION TWO: RESTORATION AND PRESERVATION**

### **PERMANENT RECORDS**

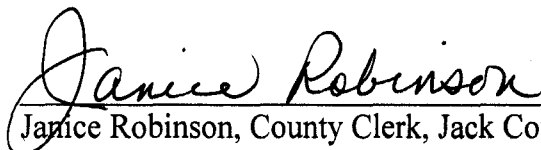
After reducing and/or reproducing these records, the County Clerk plans to utilize the space for the growing number of cases occurring daily. The reproduction will allow better access to the records and will alleviate over crowding of storage rooms and archive facilities by assisting in eliminating items that are not required to be maintained permanently. Historical Records will be imaged and made available on-line when applicable.

### **SECTION THREE: FUTURE PLANS**

Records are currently imaged by case file and stored off-site by our software provider. This assists in archiving the imaged records and provides the capability of viewing them on-line 24/7 for approved users. At this time we have over 75,000 images of records dating back to 1995. With our software through i-Docket we have an ongoing service that makes available case files and images for judges, court staff and the public.

### **PUBLIC AND GOVERNMENTAL ACCESS**

It is the intent of the County Clerk's Office to make older public records more accessible on the computer and by index, at a future date. This will allow additional access to County Clerk records, and provide an archive method to back-up our imaging system.

  
Janice Robinson, County Clerk, Jack County, Texas

