

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

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

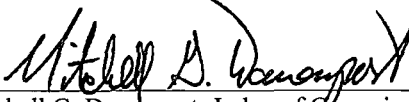
Notice is hereby given that a Meeting of the above named Commissioners Court will be held on **Monday the 25th day of April, 2016 at 10:00 o'clock a.m.**, in the County Courthouse, Jacksboro, Texas, at which time the following subjects* will be discussed and appropriate action taken, to-wit:

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.

1. PUBLIC FORUM (Limited to 5 minutes per person);
2. PAYMENT OF CLAIMS;
3. CONSENT AGENDA ITEMS:
 - (a) Approval of Minutes of Meetings of April 11, 2016;
 - (b) Review and Acceptance of Treasurer's and Auditor's Monthly Reports for period ending March, 2016;
 - (c) Receiving of certificates on continuing education involving the following County Commissioners: Precinct 1 B. Keith Umphress; Precinct 3 James L. Cozart; Precinct 4 Terry Ward;
 - (d) Approval of Credit Card for Justice of the Peace Stacy Spurlock with limit of \$5,000;
4. **Timed Agenda: None**
5. Discussion of Commissioner Precinct Operations;
6. Update on Courthouse Repair Project 2016 details, if any;
7. Update on status of County activities, if any, under the CTIF Grant and FEMA Flood Grant;
8. Reports, if any, by other Department Heads;
9. Update on plan for installation of Grant-Paid Repeater – County Judge;
10. Review of status of TxDOT Jack Road Summary 2016;
11. FUTURE AGENDA ITEMS; AND;
12. ADJOURNMENT.

Dated this the 22nd day of April, 2016

Commissioners Court of Jack County, Texas



Mitchell G. Davenport, Judge of Commissioners Court

FILED FOR RECORD

_____ O'CLOCK _____ M

APR 22 2016

VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS

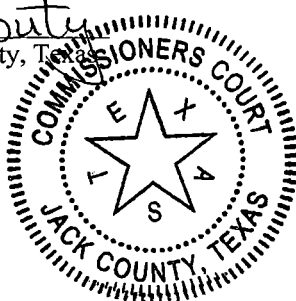
BY _____ DEPUTY

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 22nd day of April, 2016, and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the 22nd day of April, 2016, at 9:35 am.



Vanessa James, County Clerk of Jack County, Texas



MINUTES

On this the 25th day of April, 2016 the Commissioners Court of Jack County, Texas met in Regular session at 10:07 a.m. with the following elected officials present:

Keith Umphress, 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

MAY 09 2016

VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS

PUBLIC FORUM

BY _____ DEPUTY

Kim Gibby informed the Court that there would be a rabies vaccination clinic at the Fire Hall Saturday, April 25, 2016 from 8 a.m. to 12 p.m.

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. Adding an invoice for service maintenance agreement for the RAWs unit.

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

CONSENT AGENDA ITEMS

- (a) Approval of Minutes of Meeting of April 11, 2016;
- (b) Review and Acceptance of Treasurer's and Auditor's Monthly Reports for period ending March 2016;
- (c) Receiving of certificates on continuing education involving the following County Commissioners: Precinct 1 B. Keith Umphress; Precinct 3 James L. Cozart; Precinct 4 Terry Ward;
- (d) Approval of Credit Card for Justice of the Peace Stacy Spurlock with a limit of \$5,000;

Judge Davenport made a motion to adopt the Consent Agenda items. Commissioner Brock seconded the motion carried unanimously.

PRECINCT OPERATIONS

Commissioner Cozart reported that he has several roads damaged from rain. Commissioner Ward has one tin horn washed out and one road closed. He won't repair the tin horn at this time because they are about ready to put the bridge back in so it will soon be operational again. Commissioner Umphress reported that Coca Cola Ranch Road is still closed at this time.

COURTHOUSE REPAIR PROJECT 2016

No discussion made.

UPDATE ON CTIF GRANT AND FEMA FLOOD GRANT

Kim Gibby informed the Court that she has forwarded the workbooks she had to FEMA for reimbursement. She has not had a reply with any questions at this time. She felt that CTIF funds should be received soon. Any further damage should be reported by the commissioners soon so that maybe there can be reimbursement.

REPORTS FROM OTHER DEPARTMENT HEADS

Justice of the Peace Stacy Spurlock presented a letter to the Commissioner's Court updating them on the updates and changes she has made in the office since she was appointed.

Lisa Perry has stepped in to assist with getting information from Otis Elevator that the County is looking to get a contract for elevator maintenance.

UPDATE ON GRANT-PAID RADIO REPEATER

Judge Davenport informed the Court that he has not ordered the generator needed for the repeater. He has asked Frank Hefner to help him get it ordered.

REVIEW STATUS OF TXDOT JACK COUNTY ROAD SUMMARY 2016


Judge Davenport will re-send this information to the Commissioners so that they can check the mileage in their precincts to report to TXDOT.

FUTURE AGENDA ITEMS

None noted.

ADJOURNMENT

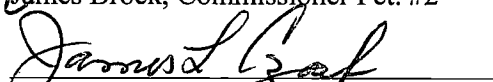
There being no further business motion was made by Commissioner Cozart to adjourn and seconded by Commissioner Brock. The motion carried unanimously. Meeting was adjourned at 11:29 a.m.



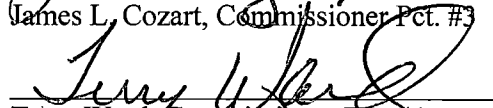
Keith Umphress, Commissioner Pct. #1



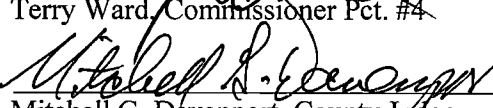
James Brock, Commissioner Pct. #2



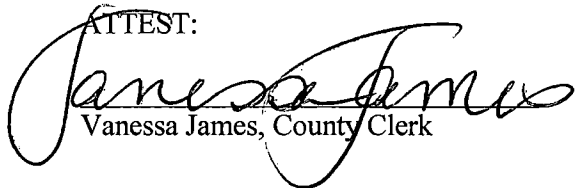
James L. Cozart, Commissioner Pct. #3



Terry Ward, Commissioner Pct. #4

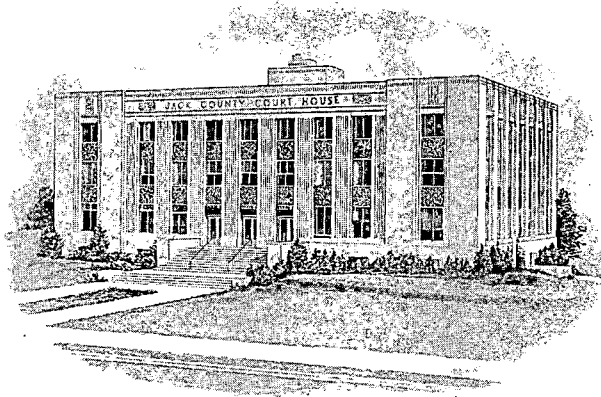


Mitchell G. Davenport, County Judge

ATTEST:

Vanessa James, County Clerk



JACK COUNTY



KIM GIBBY
County Treasurer
100 N. Main St., Ste. 201
Jacksboro, Texas 76458

JACKSBORO, TEXAS

AUDITOR & TREASURER'S CERTIFICATE

I hereby certify that the following constitutes the Jack County Treasurer's Report for the monthly period ending on March 31, 2016.

This report was prepared for the purposes of comparing and reconciling the actual balances of the County's cash accounts and investments, if any, to its general ledger for the period stated.

Respectfully submitted,

Kim Gibby

Kim Gibby, Jack County Treasurer

Agreed:

Lisa Perry

Lisa Perry, Jack County Auditor

FILED FOR RECORD

_____ O'CLOCK _____ M

APR 25 2016

VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

ORDER APPROVING TREASURER'S REPORT

After comparing and examining the Treasurer's Report for the monthly period ending March 31, 2016, and determining that the report is correct, the Court finds that the report should be approved. It is therefore ORDERED that the report is approved.

It is FURTHER ORDERED that the amounts received and paid from each fund, and the cash balance remaining in the Treasurer's custody are as indicated in the report itself.

ORDERED this 25th day of April, 2016.

Keith Umphress

Keith Umphress,
Commissioner, Pct. 1, Jack County

James Brock

James Brock,
Commissioner, Pct. 2, Jack County

James L. Cozart

James L. Cozart,
Commissioner, Pct. 3, Jack County

Terry Ward

Terry Ward,
Commissioner, Pct. 4, Jack County

Mitchell G. Davenport

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

ATTEST:

Vanessa James

Vanessa James, Interim County Clerk of Jack County, Texas

TREASURER'S REPORT MARCH 2016				
UNCLAIMED PROPERTY ACCOUNT				
Date		Description		Balance
1/31/16		BEGINNING BALANCE	\$ 6,930.19	
		Credits		
		Debits	\$ -	
		ENDING BALANCE	3/31/2016	\$ 6,930.19
EXTRADITION ACCOUNT				
Date		Description		Balance
3/31/16		BALANCE		\$1,422.90
00078 ACCOUNT				
Date	Rec'd From	Description		
3/31/16		BALANCE SHOWN ON STATEMENT	\$ 6,409,590.90	

RECAP OF MONEY MARCH 2016

	Fund Designation	Balance 03/01/16	Transfer Out	Receipts	Accts Payable	Payroll	Transfer In	Balance 03/31/16

10	Precinct #1	\$ (64,506.48)	\$ -		\$ 31,027.60	\$ 7,002.38	\$ 29,274.00	\$ (73,262.46)
20	Precinct #2	\$ 162,334.53	\$ -		\$ 32,287.13	\$ 7,483.36	\$ 29,274.00	\$ 151,838.04
30	Precinct #3	\$ 326,490.80	\$ -		\$ 22,173.36	\$ 7,716.08	\$ 29,274.00	\$ 325,875.36
40	Precinct #4	\$ 248,122.25	\$ -		\$ 35,669.73	\$ 7,881.76	\$ 29,274.00	\$ 233,844.76
50	Road & Bridge	\$ 217,282.45	\$ 117,096.00	\$ 208,581.96			\$ -	\$ 308,768.41
51	R&B Heavy Equipment	\$ 39,815.96	\$ -	\$ 33,073.63			\$ -	\$ 72,889.59
52	CTIF Fund	\$ 52,626.14	\$ -	\$ 262.13	\$ 7,773.20		\$ -	\$ 45,115.07
53	FEMA Fund	\$ 109,923.42	\$ -				\$ -	\$ 109,923.42
60	Lateral Road	\$ 245,493.93	\$ -				\$ -	\$ 245,493.93
70	Law Library	\$ 32,745.85	\$ -	\$ 595.00	\$ 250.00		\$ -	\$ 33,090.85
71	Appellate Judicial System	\$ -	\$ -	\$ 85.00	\$ 90.00		\$ -	\$ (5.00)
72	County Court RTA	\$ 110,748.26	\$ -	\$ 2,990.00	\$ 33,036.10		\$ -	\$ 80,702.16
73	District Court RTA	\$ 3,072.46	\$ -	\$ 151.69			\$ -	\$ 3,224.15
80	Records Preservation	\$ 10,029.98	\$ -	\$ 171.69			\$ -	\$ 10,201.67
81	Work Program	\$ 45.17	\$ -				\$ -	\$ 45.17
82	Guardianship Fund	\$ 4,080.00	\$ -	\$ 40.00			\$ -	\$ 4,120.00
83	Emergency Mgmt	\$ (76,187.63)	\$ -				\$ -	\$ (76,187.63)
84	CH Renovation	\$ 359,309.85	\$ -				\$ -	\$ 359,309.85
85	CH Renovation I&S fund bal	\$ 15,200.69	\$ -	\$ 45,234.94			\$ -	\$ 60,435.63
90	General Fund	\$ 3,433,991.77	\$ -	\$ 691,699.08	\$ 203,821.59	\$ 110,153.77	\$ -	\$ 3,811,715.49
91	Judge's State Supplement	\$ 3,275.22	\$ -				\$ -	\$ 3,275.22
92	Dist. & Co. Court Tech	\$ 7,188.69	\$ -	\$ 29.94			\$ -	\$ 7,218.63
93	Probate Education	\$ 3,067.32	\$ -	\$ 17.00			\$ -	\$ 3,084.32
94	Records Management	\$ 1,832.13	\$ -	\$ 274.36			\$ -	\$ 2,106.49
95	Courthouse Security	\$ 136,944.75	\$ -	\$ 779.09	\$ 270.64		\$ -	\$ 137,453.20
96	Justice Court Tech	\$ 23832.95	\$ -	\$ 364.00			\$ -	\$ 24,196.95
98	Interest & Sinking	\$ 254,168.69	\$ -	\$ 84,972.01			\$ -	\$ 339,140.70
99	State Fines & Fees	\$ 11,614.81	\$ -	\$ 12,717.31			\$ -	\$ 24,332.12

	TOTALS	\$ 5,672,543.96	\$ 117,096.00	\$ 1,082,038.83	\$ 366,399.35	\$ 140,237.35	\$ 117,096.00	\$ 6,247,946.09

	Pct 1	Pct 2	Pct 3	Pct 4	GF	Totals
Pct 1 transfer in:	\$ 29,274.00					
Pct 2 transfer in:		\$ 29,274.00				
Pct 3 transfer in:			\$ 29,274.00			
Pct 4 transfer in:				\$ 29,274.00		
GF transfer in:					\$ -	
R&B transfer out:	\$ 29,274.00	\$ 29,274.00	\$ 29,274.00	\$ 29,274.00		\$ 117,096.00
CTIF transfer out:						\$ -
State Fund transfer out:						\$ -

Jack County
Bank Account Reconciliaton
3/31/2016

Bank Balance According to Statement	\$ 6,409,590.90
Outstanding Deposits	\$ -
Outstanding Checks	\$ 161,644.81
Balance	<u>\$ 6,247,946.09</u>

Balance per General Ledger by Fund

10	PCT. 1	\$ (73,262.46)
20	PCT. 2	\$ 151,838.04
30	PCT. 3	\$ 325,875.36
40	PCT. 4	\$ 233,844.76
50	ROAD & BRIDGE C.W.	\$ 308,768.41
51	R&B Heavy Equipment	\$ 72,889.59
52	CTIF Fund	\$ 45,115.07
53	FEMA Fund	\$ 109,923.42
60	LATERAL ROADS	\$ 245,493.93
70	LAW LIBRARY	\$ 33,090.85
71	Appellate Judicial System	\$ (5.00)
72	County Court RTA	\$ 80,702.16
73	District Court RTA	\$ 3,224.15
80	Preservation fund	\$ 10,201.67
81	Work Program	\$ 45.17
82	Guardianship Fund	\$ 4,120.00
83	Emergency Management	\$ (76,187.63)
84	Courthouse Renovations	\$ 359,309.85
85	Courthouse Renovations I&S	\$ 60,435.63
90	GENERAL	\$ 3,811,715.49
91	COUNTY JUDGE EXCESS	\$ 3,275.22
92	Dist. & Co. Clerk Tech	\$ 7,218.63
93	PROBATE	\$ 3,084.32
94	RECORDS MANAGEMENT	\$ 2,106.49
95	COURTHOUSE SECURITY	\$ 137,453.20
96	J.P. TECHNOLOGY	\$ 24,196.95
98	INTEREST & SINKING	\$ 339,140.70
99	State Fines & Fees	\$ 24,332.12
	Balance per General Ledger	\$ 6,247,946.09
	Balance per Bank Statement	\$ 6,247,946.09
	Unlocated difference	\$ 0.00

We hereby certify that

BRIAN KEITH UMPHRESS

**successfully completed 16 hours
Continuing Education during the
West Texas Rural Counties
Association 2015 Professional
Education Conference held in
Abilene, Texas, October 28th & 29th**

Kathleen Hicks

**Kathleen Hicks,
HR&R, LLC**

FILED FOR RECORD

_____ O'CLOCK _____ M

APR 25 2016

**VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS**

BY _____ DEPUTY

We hereby certify that

JAMES L. COZART

**successfully completed 16 hours
Continuing Education during the
West Texas Rural Counties
Association 2015 Professional
Education Conference held in
Abilene, Texas, October 28th & 29th**

Kathleen Hicks

**Kathleen Hicks,
HR&R, LLC**

FILED FOR RECORD

_____ O'CLOCK _____ M

APR 25 2016

**VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS**

BY _____ DEPUTY

We hereby certify that

TERRY WARD

**successfully completed 16 hours
Continuing Education during the
West Texas Rural Counties
Association 2015 Professional
Education Conference held in
Abilene, Texas, October 28th & 29th**

Kathleen Hicks

**Kathleen Hicks,
HR&R, LLC**

FILED FOR RECORD

_____ O'CLOCK _____ M

APR 25 2016

**VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS**

BY _____ DEPUTY

CERTIFICATE OF PARTICIPATION

The V.G. Young Institute of County Government **AWARDED FOR RECORD**

Awards This Certificate To

_____ O'CLOCK _____ M

APR 25 2016

VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS

Brian Keith Umphress

BY _____ DEPUTY

For Successfully Completing 16.00 Hours of Educational Training

During the

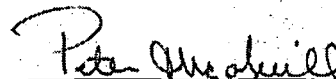
School for County Commissioners Courts

February 16-18, 2016 College Station, TX



Douglas L. Steele, Director, Texas A&M AgrLife Extension Service

**TEXAS A&M
AGRILIFE
EXTENSION**



Peter J. McGill, Director, V.G. Young Institute of County Government



V.G. YOUNG
Institute of
County
Government



Grover "Tiger" Worsham, President, County Judges and Commissioners Association of Texas

Jack County Auditor
 Monthly Report of Account Balances
 As of March 31, 2016

APR 25 2016

VANESSA JAMES, County Clerk
 JACK COUNTY, TEXAS

County Attorney Office	Account No.	Balance	DEPUTY
County Attorney Reimbursement	6408	0.00	
County Attorney Partial Payment	6424	274.85	
County Attorney Fee Fund	6416	1,359.11	

County Clerk Office	Account No.	Balance
County Clerk	12874	27,821.73
County Clerk RMF	992283	135,150.75
County Clerk Cash Bond	77070	6,481.92

County Constable Precinct 1	Account No.	Balance
Jack County Constable Precinct 1	73652	868.14

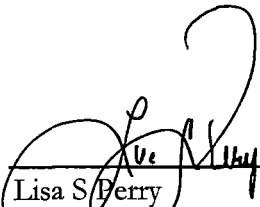
County Sheriff Office	Account No.	Balance
Seized Account	73164	7,964.25
Dare Account	73377	3,738.90
Melvin F Mayo, Sheriff	135208	13,821.76
Commissary Account	73849	39,829.84
Inmate Trust Fund	7455	805.93

County Tax Office	Account No.	Balance
Tax Escrow	8354	403.31
VIT Interest	93068	4,338.54
Ad Valorem Tax	1724	192,324.89
Personal Property Penalty	83100	33,599.89
Secretary of State (Chapter 19 Funds)	83925	4.42
Highway	1732	88,896.95
Vehicle Inventory Tax	14478	1,496.76
Sales Emission	93017	2,096.68
Sales Tax	1708	30,379.15
Registration Emission	92800	4,245.58

County Treasurer Office	Account No.	Balance
Unclaimed Property Account	957	6,930.19
TEXSTAR - Jail Construction	1190103097	106,950.23
TEXSTAR - Jail I & S	1190103098	40,962.97
Extradition Account	82562	1,422.90
County of Jack	78	6,409,590.90

District Clerk Office	Account No.	Balance
Fee Account	67423 (CK)	45,772.52
Trust Account	67504 (CK)	220,660.03
DC RMF Account	991147 (MM)	8,383.15

Justice of the Peace Office	Account No.	Balance
Partial Payment Account	72109	8,792.36
Main Account	125202	26,251.83



Lisa S. Perry
Jack County Auditor

04/25/2016
Date



JACK COUNTY
 ATTN LISA PERRY
 100 N MAIN ST STE 202
 JACKSBORO TX 76458-1746

MONTHLY STATEMENT OF ACCOUNT

RECEIVED

ACCOUNT: 1190103097

APR - 7 2016

ACCOUNT NAME: JAIL CONSTRUCTION

JACK COUNTY AUDITOR

STATEMENT PERIOD: 03/01/2016 - 03/31/2016

TEXSTAR MONTHLY SUMMARY: THE AVERAGE MONTHLY RATE WAS 0.3450%. THE AVERAGE WEIGHTED AVERAGE MATURITY WAS 45 DAYS AND THE NET ASSET VALUE FOR 03/31/16 WAS 1.000088.

MONTHLY ACTIVITY DETAIL

TRANSACTION DATE	DESCRIPTION	CONFIRMATION NUMBER	TRANSACTION AMOUNT	BALANCE
	BEGINNING BALANCE			106,918.88
03/31/2016	MONTHLY POSTING	9999888	31.35	106,950.23
	ENDING BALANCE			106,950.23

MONTHLY ACCOUNT SUMMARY

BEGINNING BALANCE	106,918.88
TOTAL DEPOSITS	0.00
TOTAL WITHDRAWALS	0.00
TOTAL INTEREST	31.35
ENDING BALANCE	106,950.23
AVERAGE BALANCE	106,918.88

ACTIVITY SUMMARY (YEAR-TO-DATE)

ACCOUNT NAME	DEPOSITS	WITHDRAWALS	INTEREST
JAIL CONSTRUCTION	0.00	0.00	82.72





JACK COUNTY
 ATTN LISA PERRY
 100 N MAIN ST STE 202
 JACKSBORO TX 76458-1746

MONTHLY STATEMENT OF ACCOUNT

ACCOUNT: 1190103098

ACCOUNT NAME: INTEREST & SINKING

STATEMENT PERIOD: 03/01/2016 - 03/31/2016

RECEIVED

APR - 7 2016

JACK COUNTY AUDITOR

TEXSTAR MONTHLY SUMMARY: THE AVERAGE MONTHLY RATE WAS 0.3450%. THE AVERAGE WEIGHTED AVERAGE MATURITY WAS 45 DAYS AND THE NET ASSET VALUE FOR 03/31/16 WAS 1.000088.

MONTHLY ACTIVITY DETAIL

TRANSACTION DATE	DESCRIPTION	CONFIRMATION NUMBER	TRANSACTION AMOUNT	BALANCE
	BEGINNING BALANCE			40,950.97
03/31/2016	MONTHLY POSTING	9999888	12.00	40,962.97
	ENDING BALANCE			40,962.97

MONTHLY ACCOUNT SUMMARY

BEGINNING BALANCE	40,950.97
TOTAL DEPOSITS	0.00
TOTAL WITHDRAWALS	0.00
TOTAL INTEREST	12.00
ENDING BALANCE	40,962.97
AVERAGE BALANCE	40,950.97

ACTIVITY SUMMARY (YEAR-TO-DATE)

ACCOUNT NAME	DEPOSITS	WITHDRAWALS	INTEREST
INTEREST & SINKING	0.00	0.00	31.70



_____ O'CLOCK _____ M

MAY 05 2016

VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS

April 25th, 2016

To: Judge Davenport, and the Jack County Commissioners,

I wanted to give you a brief update on the first 13 days I have spent as Justice of the Peace. _____ BY _____ DEPUTY

I have been evaluating daily procedures of the office, as well as the office as a whole. I have identified a few issues that needed immediate attention and I have already taken steps to address those issues. My first day at work, I spent with the Auditor, and Treasurer discussing, and getting acquainted with the interactions, and procedures that occur between their offices and the JP office. I also spent most of the afternoon with Judge Davenport, going over matters concerning arraignments and Inquest. We also went to the JCSO where he gave me a tour of the facilities and allowed me to sit in on his arraignment. I also approached him with a request concerning the use of the County Courtroom. He has agreed to share the courtroom with me, and has given me a dedicated day, one day a month, to conduct hearings and trials associated with JP court. This will alleviate the issue of the JP office being closed to the public during working hours, and will promote the image of professionalism I wish to expand on for the office.

Effective as of Monday, April 18, 2016, the office will be open for business from the hours of 8 am to 5 pm. We will no longer be closing for lunch. My staff will be alternating their lunch hours. I feel this is necessary to accommodate the working citizens of Jack County.

I have already gone through the back log of pending Small Claim Cases, and Debt Claim Cases, and have a full docket scheduled for the first designated day in the courtroom, which will be May 26th, 2016. I believe our civil docket will be back on track by the next court date in June. I have my first eviction hearing scheduled for May 3rd, 2016. I have also supplied my staff with the correct Petitions and Citations for the four types of civil cases that will be filed through our Justice Court. The old forms in use, had not been corrected to reflect the mandatory changes, of the new Rules of Civil Procedure for Justice Court, mandated by the Supreme Court of the State of Texas, starting in September 2013. It was also brought to my attention, my staff was confused as to which category a particular case needs to be filed, and have been filing some of them incorrectly. I have since sat down with them and given them the information needed to handle this issue from this point forward. I have also given my staff the necessary forms to file for an Occupational Driver License, something that the office had not done previously by the last administration. The law pertaining to this also changed in September 2013. The law now states that a person convicted of certain offenses can apply through the JP office, and I will be conducting this type of hearing. This was created to help take this type of case load off of the county court. I will be looking at the current forms in use for other Administrative hearings as soon as possible.

I have provided additional literature for my staff, to hand out with helpful phone numbers, such as Legal Aid, and a website Texas Law Help.org., and a link to the new rules of civil procedure. These are all supplied to my office free of charge.

I have also had the opportunity to speak with our County Attorney regarding the handling of our Jury and Judge Trial requests on traffic citations, and all other class c misdemeanors. He has agreed to assist me, as he is the prosecutor for the State, in conducting a Pre-Trial docket. This is typically done in our surrounding counties, and is very productive. It is a very beneficial process for our defendant's, Attorneys and the Officers. I would be happy to answer any questions you may have on this issue. I will be concentrating on the criminal docket this week and plan on getting the pre-trial docket set in May.

I have also helped my staff work out a few issues with our software. Frank Hefner will be installing a label printer to help with processing citations and civil cases. Mr. Hefner informed me the county had one available that was not in use. This is a small, but very helpful tool in the quick processing of a case, especially when you have multiple citations and civil cases to enter. The feature is already in the software currently in use. At this time, they are hand writing all the information on the case jackets and folders. He also is in the process of setting up a computer for my desk, which I believe will be available for my use as of today, and I also have plans to purchase a laptop or tablet and add our software to it. This will be

beneficial when out on an Inquest and will also be a very helpful tool in issuing search and arrest warrants when not in the office. I will also be able to use the laptop when conducting trials in the courtroom. He has also agreed to help me develop a user friendly, informative webpage for the JP office. This is will be a great tool for our citizens and my staff, supplying forms and information to the public that can be conveniently accessed at any time. He has assigned an email address for my use, but I have not been able to access it yet, as I have been waiting for my computer and my county issued cell phone. I should be able to pick up my cell phone today from Linda at the JCISO. She was on vacation last week.

I have also given my staff some new ideas on customer service and for organization, and processing. I have informed my staff that I will be hands on Judge, using my knowledge, to help in any area that may need assistance keeping the office caught up and on track.

I have informed my staff that I will be taking over all paperwork and data entry on an Inquest. I have experience in TER data entry, working with the funeral homes, and working with the Medical Examiner's Office.

My staff and I have spent several days cleaning out the small room located within our office, which has been used for storage, and we are in the process of converting that space into my private office. This has been a huge task, as it was full of 27 years of records and miscellaneous "stuff". Mr. Nash and his crew have been working hard to help me with this task. I commend them on their hard work. It is greatly appreciated. I feel this is one necessary change for the good of the office. This will be very helpful to try and eliminate any Ex-Parte communication between myself and the defendants, and litigants that will be communicating with my staff. Also, some information I might be discussing either in person or on the phone needs to be kept confidential, such as anything pertaining to minors or a matter dealing with an Inquest. Mr. Nash has been refurbishing a desk from storage, for my office. I felt this is best thing to do at this time, and will not require additional money spent on office furniture.

I am excited to share my experience and knowledge with this office and every change I make, will be made with the mindset for the good of the office, for the good of the county and its citizens, regardless if this is only until November or if I am allowed to remain in the office. I have been receiving support and knowledge from some of my long time friends who have been Judges for many years. I am ready to lead my staff in a productive and professional office. Last week, I had the opportunity to go with Judge Poynor to the WCSO to observe him conducting arraignments and have had several of my other Judges/Colleagues that have invited me to go with them. They may have 20 to 30 to arraign at one time, allowing me to see different scenarios. I will also have the privilege to work with and observe Judge Davenport in this area also. I am eager to continue to learn and absorb all that I can in this area, as well as conducting Inquests, as I believe anything I learn will benefit the citizens of this county. At this time, there is no training available, so anything I learn in these areas will be hands on experience.

My goal is to keep the lines of communication open between my office and the commissioner's court. I hope to have a great working relationship with each one of you.

Please feel free to call me anytime with any questions or concerns. I will supply my cell phone number to all of you this afternoon after my appointment with Linda.

Sincerely
Judge Stacy Spurlock