

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 8th day of September, 2017 at 9:00 o'clock a.m.**, in the County Courtroom, Suite 207B of 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 Meeting of September 5, 2017, (if available);
 - (b) Ratification of submission of the Governor's eGrant Application for Law Enforcement security devices at no cost to the County;
 - (c) Annual Support of Trout Stocking Program at Fort Richardson SHP (\$300);
 - (d) Adopt Tax Roll for FY18;
 - (e) Set Annual Jury Fee for Petit or Grand Jury Service in Jack County for FY18 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);
 - (f) Setting of Fees for Sheriff and Constable Office for FY18 to remain the same;
 - (g) Pursuant to Section 51.305, Government Code, the Commissioners Court of Jack County will adopt a district court records archive user fee of up to \$5 for the filing of a suit, including an appeal from an inferior court, or a cross-action, counterclaim, intervention, contempt action, motion for new trial, or third-party petition, in a district court in this county. The fee shall be effective with the implementation of this year's budget and shall remain in effect until further action of the Commissioners Court;
4. **Timed Agenda:**
 - (a) 9:00 A.M. - Public Hearing on Proposed County Budget for FY18;
 - (b) 9:00 A.M. - Public Hearing to consider a plan for the District Clerk's and County Clerk's Technology Fund, to fund, under Government Code Chapter 5.1, Subchapter D, for the preservation and restoration of the District Clerk's and County Clerk's records';
5. Action, if any, on item 4(b) above;
6. Budget Workshop FY 18;
7. Discussion of Commissioner Precinct Operations;
8. Reports, if any, by other Department Heads;
9. Set County Compensation, Expenses, and Allowances for Elected County and Precinct Officers for FY18;
10. Set Salary Schedules for County Employees for FY18;
11. 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);
12. Adjustments in Proposed Budget for FY18 and Adoption of Budget;
13. Adopt Tax Rates to Fund Budget for FY18;
14. Consider ratification of the amount of property taxes collected for FY17 be the decreased/same/increased over those of last year and by the adoption of the proposed tax rate;
15. Update on Courthouse Repair Project 2017 details, if any;
16. Update on status of County activities, if any, under the CTIF Grant and FEMA Flood Grant and approval of execution of payment request and other forms;
17. FUTURE AGENDA ITEMS; AND;
18. ADJOURNMENT.

Dated this the ^{5th} ~~6th~~ day of September, 2017

Commissioners Court of Jack County, Texas


Mitchell G. Davenport, Judge of Commissioners Court

FILED FOR RECORD

_____ O'CLOCK _____ M

SEP 05 2017

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 ^{5th} ~~6th~~ day of September, 2017, and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the ^{5th} ~~6th~~ day of September, 2017, at 8:47am

Vanessa James

Vanessa James, County Clerk of Jack County, Texas

By: Suzanne Brooks
Deputy Clerk



MINUTES

On this the 8th day of September, 2017 the Commissioners Court of Jack County, Texas met in Regular session at 9:23 a.m. with the following elected officials present:

Keith Umphress, Commissioner Pct. 1
James L Brock, Commissioner Pct. 2
Henry Birdwell, Jr., Commissioner Pct. 3
Terry Ward, Commissioner Pct. 4
Mitchell G. Davenport, County Judge

FILED FOR RECORD

_____ O'CLOCK _____ M

OCT 02 2017

VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS

PUBLIC FORUM

No members of the public present

BY _____ DEPUTY

PAYMENT OF ACCOUNTS AND CLAIMS

All accounts and claims were submitted to the Court for approval.

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

CONSENT AGENDA ITEMS

The following items were taken up under the Consent Agenda:

- (a) Approval of Minutes of Meeting of September 5, 2017 (if available);
- (b) Ratification of submission of Governor's eGrant Application for Law Enforcement security devices at no cost to the County;
- (c) Annual Support of Trout Stocking Program at Fort Richardson SHP (\$300);
- (d) Adopt Tax Roll for FY18;
- (e) Set Annual Jury Fee for Petit or Grand Jury Service in Jack County for FY18 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);
- (f) Setting of Fees for Sheriff and Constable Office for FY18 to remain the same;
- (g) Pursuant to Section 51.305, Government Code, the Commissioners Court of Jack County will adopt a district court records archive user fee of up to \$5 for the filing of a suit, including an appeal from an inferior court, or a cross-action, counterclaim, intervention, contempt action, motion for new trial, or third-party petition, in a district court in this county. The fee shall be effective with the implementation of this year's budget and shall remain in effect until further action of the Commissioners Court;

Judge Davenport made a motion to adopt consent agenda items. Commissioner Ward seconded and the motion carried unanimously.

TIMED AGENDA

- (a) 9:00 a.m. – Public Hearing on Proposed County Budget for FY18;
No members of the public present.
- (b) 9:00 a.m. – Public Hearing to consider a plan for the District Clerk's and County Clerk's Technology Fund, to fund, under Government Code Chapter 5.1, Subchapter D, for the preservation and restoration of the District Clerk's and County Clerk's records';
No members of the public present.

ACTION, IF ANY, ON ITEM (b) ABOVE

Commissioner Ward mad a motion to continue with item (b) from timed agenda. Judge Davenport seconded and the motion passed 4-0. One Commissioner had stepped out of the Courtroom.

BUDGET WORKSHOP FY18

The Commissioner continued their discussion of the proposed budget for FY18.

DISCUSSION OF COMMISSIONER PRECINCT OPERATIONS

No discussion made.

REPORTS, IF ANY, BY OTHER DEPARTMENT HEADS

No discussion made.

SET COUNTY COMPENSATION, EXPENSES, AND ALLOWANCES FOR ELECTED
COUNTY AND PRECINCT OFFICERS FOR FY18
SET SALARY SCHEDULES FOR COUNTY EMPLOYEES FOR FY18

Commissioner Birdwell made a motion to set as shown in attachment. Commissioner Umphress seconded and the motion carried unanimously.

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)

Commissioner Ward made a motion to allow the same discount for FY17. Commissioner Birdwell seconded and the motion carried unanimously.

ADJUSTMENTS IN PROPOSED BUDGET FOR FY18 AND ADOPTION OF BUDGET

Commissioner Umphress made a motion to adopt the proposed county budget with the changes made since its filing. Commissioner Birdwell seconded and the motion carried unanimously.

ADOPT TAX RATES TO FUND BUDGET FOR FY18

Commissioner Birdwell made a motion to adopt the tax rate of \$0.495314 cents at the rollback rate. (General Rate: Maintenance & Operations: \$0.345269, Interest and Sinking Rate: \$0.041523 and Road & Bridge Rate: \$0.108522.) Commissioner Umphress seconded and the motion carried unanimously.

CONSIDER RATIFICATION OF THE AMOUNT OF PROPERTY TAXES COLLECTED FOR
FY17 BY THE DECREASED/SAME/INCREASED OVER THOSE OF LAST YEAR AND BY
THE ADOPTION OF TH PROPOSED TAX RATE

Commissioner Umphress made a motion to ratify our action just take to the effect that the amount of property taxes collected be increased by \$535,658 over those of last year by the adoption of a tax rate of \$0.495314 per \$100 of evaluation. Commissioner Birdwell seconded and the motion carried unanimously.

Commissioner Umphress Precinct #1 – yes

Commissioner Brock Precinct #2 – yes

Commissioner Birdwell Precinct #3 – yes

Commissioner Ward Precinct #4 – yes

County Judge Davenport - yes

UPDATE ON COURTHOUSE REPAIR PROJECT 2017 DETAILS, IF ANY

Nothing new to report.

UPDATE ON STATUS OF COUNTY ACTIVITIES, IF ANY, UNDER THE CTIF GRANT
AND FEMA FLOOD GRANT AND APPROVAL OF EXECUTION OF PAYMENT
REQUEST AND OTHER FORMS

Kim Gibby gave an update on CTIF, only an estimate at this point regarding how much is left in the grant.

FUTURE AGENDA ITEMS

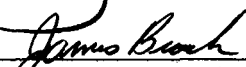
No future agenda items.

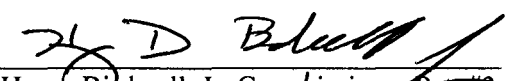
ADJOURNMENT

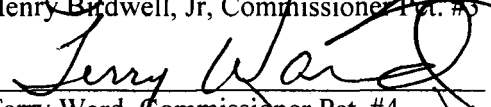
There being no further business motion was made by Commissioner Brock to adjourn. Commissioner Ward seconded the motion to adjourn. The motion carried 4-1.

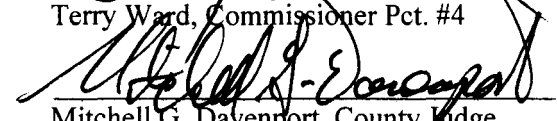
Meeting was adjourned at 3:35 p.m.


Keith Umphress, Commissioner Pct. #1

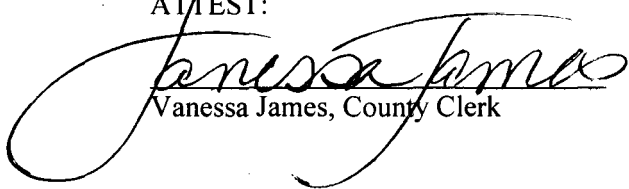

James Brock, Commissioner Pct. #2


Henry Bidwell, Jr, Commissioner Pct. #3


Terry Ward, Commissioner Pct. #4


Mitchell G. Davenport, County Judge

ATTEST:


Vanessa James, County Clerk



2017 -- 2018
SALARIES
 (Maximum for the Year)
 (Effective October 1, 2017)

Elected Officials

<u>Position</u>	<u>Salary</u>
County Judge	\$44,958
County Commissioner	44,958
Sheriff	49,342
County Clerk	42,759
Tax Assessor-Collector	42,759
District Clerk	42,759
Justice of the Peace	42,759
Treasurer	42,759
County Attorney	42,759
Constable	42,759

Appointed Officials

<u>Position</u>	<u>Salary Cap</u>
Auditor	\$44,958
Assistant Auditor	32,651
Veterans Service Officer	8,192
Emergency Management Coordinator	7,732
Co. Ext. Agent - Agr & Nat. Resources	16,240
Co. Ext. Agent - Family & C. Science	16,240

Employees
 (Maximum Salary)

<u>Position</u>	<u>Salary</u>
Sheriff's Chief Deputy	\$46,200
Asst. 911 Co-ordinator & Secretary	35,316
Sheriff's Deputy:	
Lt.	42,418
Sgt.	39,299
Corporal	37,740
Deputy	36,180
Chief Communications Officer	39,861
Jail	
Administrator	43,980
Sgt.	36,551
Corporal	34,398
Jailer	32,244
Controller/Jailer/Dispatcher	32,244
Work Program Chief	0
Clerk 1	32,480
Clerk 2	30,937
Clerk 3	29,415
Building Maintenance/Custodian Supt	47,099
Custodian	32,528
Road Hand	32,528
Part-time Employee	\$15.23 per hour

**COUNTY CLERK – JACK COUNTY, TEXAS
PRESERVATION AND RESTORATION RECORDS PLAN
FY 2018**

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 - \$136,461.30 – 8/9/2017
- Records Archive Account - \$87,530.95 – 8/9/2017

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 on-line dating back to 1990 with 561 volumes of Deed Records to be added on-line once our server is updated. 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.



Vanessa James, County Clerk, Jack County, Texas



GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

P.O.Box 13528 • Austin, TX 78711-3528

July 5, 2017

The Honorable Vanessa James
County Clerk
Jack County
100 N. Main St., Suite 208
Jacksboro, Texas 76458-1746

FILED FOR RECORD

9:39 O'CLOCK A M

JUL 10 2017

VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS

BY Rebecca W. Hefner DEPUTY

Dear Ms. James:

Our office is compiling the *2018 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 sheriffs and constables and directs that these fees be reported to the Comptroller.

By law, these fees must be set before October 1 of each year and reported to the Comptroller's office no later than October 16. Failure to meet this deadline will result in 2017 fees remaining in effect throughout 2018. **Please be aware that even if the county has not changed fees, the county is still responsible for reporting that information to the Comptroller's office.** If there are no fee changes, please review the fees to make sure they are correct.

Enclosed are instructions for reporting the 2018 fees to our office. To review and file your county's revised fees, use the following ID code to gain access: 46178935. Please complete the *2018 Sheriffs' and Constables' Fees* report electronically by October 16, 2017.

The *2018 Sheriffs' and Constables' Fees* report will be available on our Program's page at comptroller.texas.gov/programs/support/sheriffs/ on January 1, 2018.

If you need assistance with the report, please contact Ron Gipson of our Data Analysis and Transparency Division at ronald.gipson@cpa.texas.gov or 1-800-531-5441, ext. 6-8530.

Sincerely,

Glenn Hegar

Enclosure

cc: The Honorable Mitchell Davenport
Ronald D. Gipson

Sheriffs' and Constables' Fees Update Due by October 16, 2017

ATTENTION: County Judge and Commissioners Court

Changes to your sheriffs' and constables' fees for 2018, as authorized by Texas Local Government Code Section 118.131, must be submitted to the Comptroller's office no later than October 16, 2017.

To meet this deadline and to comply with the law, you must:

- Place this item on your commissioners court meeting agenda, and
- Adopt the fees before October 1, 2017.

ATTENTION: County Clerk

To report your 2018 fees:

- Go to mycpa.cpa.state.tx.us/sacf/
- **Go to the "Submit" option and enter ONLY the access code** listed on the enclosed letter.
- Select the **"Submit"** button.

The new page will list current fees that are in effect for your county.

If there are no changes:

- Indicate by marking **"Submit with No Fee or Address Changes."**
- Enter the required information.
- Select **"Submit."**

OR

If there are changes adopted by the commissioners court on or before October 1, 2017:

- Indicate by marking **"Submit with Fee or Address Changes."**
- Enter the required information.
- Select **"Submit"** to go to the next page.
- Change or add any new fees your county may have adopted for 2018.
- Use the tool bar located above the list of fees to add new fees or change the address and/or phone number to appear in the online report.
- Select **"Submit."**

Thank you for your assistance. If you have questions, please contact Ron Gipson at ronald.gipson@cpa.texas.gov or 1-800-531-5441, ext. 6-8530.

2018 - JACK COUNTY
You have successfully updated the fees for your county with no changes.