

Mike Hunt
Commissioner Precinct 1



Terry Barber
Commissioner Precinct 3

Skeet Phillips
Commissioner Precinct 2

Ken Cates
Commissioner Precinct 4

Hal Richards
County Judge

NOTICE OF SPECIAL MEETING

Notice is hereby given that a special meeting of the Kaufman County Commissioners' Court will be held on **Tuesday, August 18, 2020 at 9:00 a.m., in the Kaufman County Commissioners Court Meeting Room located on 100 North Washington Street, Kaufman, Texas 75142** at which time the commissioners' court will consider the following items for discussion to wit:

INVOCATION;

PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG;

PLEDGE OF ALLEGIANCE TO THE TEXAS FLAG;

REMARKS FROM VISITORS; (Any member of the public that wishes to speak on an item that is on this agenda will need to sign in, complete a Public Participation Form, and present to County Clerk prior to court. Speakers will be restricted to a three-minute presentation.)

1. ROUTINE CORRESPONDENCE

2. CONSENT AGENDA

A. Discuss/Consider approving Commissioners Court Meeting Minutes for August 7, 2020.

3. Judge Richards; Discuss/Consider exiting regular meeting and enter Public hearing.

4. Laura Hughes; Public Hearing – to receive input regarding the adoption of the Kaufman County Clerk's Records Archive Funding Plan, pursuant to Local Government Code 118.025 (g).

5. Rhonda Hughey; Public Hearing – to receive input regarding the adoption of the Kaufman County District Court Records Archive Fee - \$10.00, pursuant to Local Government Code 51.305 (b) District Court Records Technology Fund.

6. Judge Richards; Public Hearing- on Proposed Budget for FY 2020-2021.

7. Judge Richards; Public Hearing – on Proposed Tax Rate for FY 2020-2021.

8. Judge Richards; Discuss/Consider exiting public hearing and enter back into regular meeting.

9. Judge Richards; Discuss/Consider adoption of the County Clerk's Records Archive Funding Plan.

10. Judge Richards; Discuss/Consider adoption of the District Court Records Archive Plan.

11. Judge Richards; Discuss/Consider setting salaries, expenses and other allowances of all elected county and precinct officers.

12. Jerry Dean; Discuss the FY 2020-2021 Budget.

13. Judge Richards; Discuss/Consider adopting budget of record for FY 2020-2021 and take record vote.

14. Judge Richards; Discuss/Consider setting 2020-2021-debt service tax rate as of 0.069704 and take record vote.

15. Judge Richards; Discuss/Consider setting 2020-2021 Maintenance and Operations tax rate as 0.346618 and Road & Bridge tax rate as 0.088635 and take record vote.

16. **Judge Richards;** Discuss/Consider ratifying the property tax of 0.504957 reflected in the FY 2020-2021 budget as take record vote.
17. **Judge Richards;** Discuss/Consider approving resolution for the County Transportation Infrastructure Grant Program.
18. **Motion to adjourn meeting.**

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Commissioners' Court will conduct a closed meeting in accordance with the Texas Open Meetings Act and the Government Code, Chapter 551, Subchapter D and E; as noted below

Attorney Consultation	Gov't Code §551.071
Real Property	Gov't Code §551.072
Contract being negotiated	Gov't Code §551.0725
Prospective gifts or donations	Gov't Code §551.073
Personnel Matters	Gov't Code §551.074
County Advisory Body deliberations	Gov't Code §551.0745
Security Devices or Security Audits	Gov't Code §551.076
Economic Development negotiations	Gov't Code §551.087

Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. Should any final action, final decision, or final vote be required in the opinion of the Commissioners' Court with regards to any matter considered in such closed or executive meeting or session, then the final action, final decision, or final vote shall be either:

- (a) in the open meeting covered by the notice upon the reconvening of the public meetings; or
- (b) at a subsequent open public meeting of the Commissioners' Court upon notice thereof; as the Commissioners' Court shall determine.

Signed this the 14th day of August, 2020.

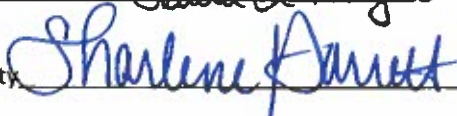

Hal Richards, Kaufman County Judge

I, the undersigned, County Clerk of the Kaufman County Commissioners' Court do hereby certify that the above notice of meeting of the Kaufman County Commissioners' Court is a true and correct copy of said notice, that I received said notice, and it was posted on the bulletin board at the courthouse door of Kaufman County, Texas at a place readily accessible to the general public at all times on the 14th day of August, 2020, and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Laura Hughes, County Clerk

By: 

Deputy



ANYONE WHO HAS IMPAIRMENTS REQUESTING AID AT THE COMMISSIONERS' COURT OR ANY PUBLIC MEETING MUST CALL THE COUNTY CLERK AT LEAST 72 HOURS PRIOR TO THE MEETING.

**COMMISSIONERS COURT
SPECIAL MEETING
AUGUST 7, 2020**

BE IT REMEMBERED that on this day, the Commissioners Court of Kaufman County, Texas met in a Special Meeting in the Commissioners Court Meeting Room, Kaufman Texas with the following members present: **Hal Richards**, County Judge; **Mike Hunt**, Commissioner Precinct No. 1; **Skeet Phillips**, Commissioner Precinct No. 2; **Terry Barber**, Commissioner Precinct No. 3; **Ken Cates**, Commissioner Precinct No. 4; **Laura Hughes**, County Clerk.

ROUTINE CORRESPONDENCE

CONSENT AGENDA

MOTION TO APPROVE CERTIFIED TAX ROLL

3. There came on to be a motion to approve the Certified Tax Roll for Kaufman County, as presented.

Motion was made by Commissioner Ken Cates and seconded by Commissioner Skeet Phillips. Motion was put to a vote. Motion carried and is so ordered.

MOTION TO APPROVE CERTIFIED TAX ROLL FOR ROAD AND BRIDGE

4. There came on to be a motion to approve the Certified Tax Roll for Kaufman County Road and Bridge, as presented.

Motion was made by Commissioner Skeet Phillips and seconded by Commissioner Mike Hunt. Motion was put to a vote. Motion carried and is so ordered.

MOTION TO TAKE RECORD VOTE ON PROPOSED TAX RATE

5. There came on to be a motion to approve taking a record vote on the proposed 2020 Tax Rate.

Motion was made by Commissioner Terry Barber and seconded by Commissioner Ken Cates. Motion was put to a record vote with all voting 'for'. Motion carried and is so ordered.

MOTION TO APPROVE PUBLIC HEARING DATE

6. There came on to be a motion to approve setting August 18, 2020 at 9:00 a.m. as the Public Hearing date for the Fiscal Year 2020-2021 Proposed Budget and adopting the Budget after the Public Hearing.

Motion was made by Commissioner Skeet Phillips and seconded by Commissioner Ken Cates. Motion was put to a vote. Motion carried and is so ordered.

MOTION TO APPROVE PUBLIC HEARING DATE

7. There came on to be a motion to approve setting August 18, 2020 at 9:00 a.m. as the Public Hearing date for the Proposed Tax Rate and adopting the Fiscal Year 2020-2021 Tax Rate after the Public Hearing.

Motion was made by Commissioner Mike Hunt and seconded by Commissioner Terry Barber.

Motion was put to a vote. Motion carried and is so ordered.

MOTION TO ADJOURN

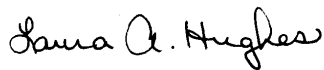
8. There came on to be a motion to adjourn.

Motion was made by Commissioner Skeet Phillips and seconded by Commissioner Terry Barber.

Motion was put to a vote. Motion carried and is so ordered.

I, Laura Hughes, County Clerk of Kaufman County, Texas, do hereby certify that the above Commissioner Court Minutes are a true and correct record of the proceedings from the Commissioners Court Meeting.

ATTEST:

A handwritten signature in black ink that reads "Laura A. Hughes". The signature is written in a cursive style with a large, stylized initial "L".

Laura Hughes, County Clerk



August 18, 2020

Kaufman County Commissioners Court

Re: County Clerk Records Archive Fee Plan

Dear Judge and Commissioners,

Attached is a written plan for funding the preservation and restoration of the County Clerk's Records, based on the requirements listed under Local Government Code 118.025 County Clerk's Records Archive. The required newspaper notice has been posted and after the public hearing, I will ask the Commissioners Court for their approval to continue collecting the Records Archive Fee of \$10.

Per the statute, the funds generated from the collection of the Records Archive Fee may be expended only for the preservation and restoration of the County Clerk's records.

While this office has aggressively pursued preservation of the records and has made major advancements towards that end, there are many records that still need to be preserved and restored. Some of those which will be addressed in the coming year include:

- Restoration, preservation and rebinding of older land record books;
- Indexing of older land records books, previously imaged;
- Restoration, imaging and merging of the historical probate, criminal, civil, juvenile and mental illness records into the Court Case Management System.

The yearly expenditures will be determined by the amount of money receipted and projects will be undertaken only when funds are available. The County Clerk will work with the Purchasing Agent and will adhere to and comply with Local Government Code 262, Subchapter C.

As always, you are invited to come see the progress that we have made using these funds and we would appreciate your vote to allow us to continue collecting and using these funds to restore Kaufman County's historical records.

Respectfully submitted,

A handwritten signature in cursive script that reads "Laura A. Hughes".

Laura Hughes
Kaufman County Clerk

ARCHIVAL PLAN
2020-2021

FOR PRESERVATION
AND RESTORATION
OF
KAUFMAN COUNTY
RECORDS



Office of Kaufman County Clerk
Laura A. Hughes

County Clerk Records Archive Plan

Local Government Code §118.025 provides a fee of ten dollars to be imposed for the recording or filing of a public document in the County Clerk's office for the purpose of preserving, restoring, and managing the County's historical records.

This section also states that the County Clerk shall prepare an annual written plan for funding the preservation and restoration of the County Clerk's records.

Vision and Goals

The Kaufman County Clerk's office seeks to continue to utilize the Archive Fee to digitally capture, index, archive and make publicly available the historical records held by the County Clerk, many dating back to 1848. This preservation and restoration will improve access to all documents, minimize the deterioration of existing documents and enhance the County Clerk's disaster recovery capabilities.

All County Clerk records are designated for records archive and include, but are not limited to the following:

Marriage Records	Deed & Deed of Trust Records	Criminal & Civil Records
Birth Records	Official Public Records	Probate Records
Death Records	Subdivision Plats	Lunacy Records
Registered Cattle Brands	Surveyor Records & Field Notes	Marks and Brand Books
Military Discharge Records	Court Books	Commissioner Court Minutes

Our primary goals are to use these funds to:

- **Provide and maintain systems for management of the receiving, filing, storing, retrieval of, and public access to records in the County Clerk's Office.**
This includes projects to acquire, implement, manage, update, and replace systems that handle paper and electronic records.
- **Improve public access to County Clerk records**
This enhances the public's ability to locate the records by improving access to information in house and through the internet.
- **Provide appropriate physical and electronic storage sites with the ability to retrieve information**
- **Reduce the use of paper documents filed in our Recording, Civil/Probate, and Misdemeanor Courts**
This includes redaction of certain personal identifiers such as Social Security numbers, birthdates, and bank account numbers to help protect individuals from identity theft while making sure that essential public records are accessible to the public.
- **Digitize existing records**
Digitizing paper increases protection of documents from disaster, dramatically increases the ability to track and locate documents, provides a clearer more readable image of documents, and greatly improves efficiency for the retrieval of documents by the public.
- **Perform restoration and preservation services on original records**

- **Make certain that appropriate disaster recovery and business resumption systems are in place**
Ensuring that a detailed structure is in place to prevent loss of these records in the event of a disaster is directly associated with protecting the archive and therefore, related to the primary intent of this legislation.
- **Support personnel necessary to support these goals**
Provides staff, training, and equipment to manage the archival priorities.

Records Archive Funding and Expenditures

2019-2020 Projected Revenues	\$ 365,000
Estimated Beginning Balance	\$ 130,000
2019-2020 Proposed Expenditures:	
Office Supplies	\$ 5,000
Office Furniture/Equipment	\$ 20,000
Book and Records Preservation	\$ 320,000
Mileage, Meals & Lodging	\$ 1,000
Training, Education, Conference	\$ 1,000
Software	\$ 20,000
Miscellaneous	\$ 750
Estimated Ending Balance	\$ 127,250

Restoring, Preservation and Automation Projects

Paper Based Books and Records

The County Clerk plans to capture the books and records digitally in an electronic format, index the information for easier access and preserve and rebind the books and records and all the historical value contained within. In addition, the digital images and indices will be loaded on to the computer system for easier access by government and public users.

Court Records

The County Clerk plans to preserve books and case folders in electronic format and merge the electronic data into the Court Management System to automate and streamline the process and provide users immediate access to the information, while insuring the preservation of the historical documents. Some of these books and case folders include Probate, Criminal, Civil, Mental Illness and Juvenile.

Summary

The legislature has provided a means to raise revenues for the preservation and restoration of older county records. This fee is an alternative to raising taxes or spending general fund monies to accomplish these projects. This plan will be implemented in phases, as funds are accrued, and the Clerk will utilize Interlocal Agreements where possible and all services will be done through the standard purchasing procedures.

Approval and implementation of the plan will ensure the preservation of Kaufman's priceless historical records.

The Kaufman County Clerk's Archive Plan was

APPROVED on this the 18th day of August, 2020.

Hal Richards, County Judge

Commissioner Mike Hunt

Commissioner Skeet Phillips

Commissioner Terry Barber

Commissioner Ken Cates

Attest:

Laura Hughes, County Clerk

KAUFMAN COUNTY DISTRICT COURT
RECORDS ARCHIVE PLAN FOR
PRESERVATION AND RESTORATION OF DISTRICT COURT
RECORDS ARCHIVE
2020– 2021

"State law requires district clerks to maintain large amounts of court records permanently. In order to preserve and maintain these documents, offices are storing documents electronically or on a digital format. State law and state library rules dictate that the film and digital images be maintained permanently with a storage plan to secure the future transition of digitized records to new media that allows access to these records."
81st (R) Legislative Session – SB 1685

The purpose of this plan is to define the restoration and preservation, digital capture, storage, retention and management of archived records belonging to the District Clerks' Office. It is the intent of the District Clerks' office to follow guidelines set by the Texas State Library and Archives Commissioner.

Government Code 51.305 DISTRICT COURT RECORDS TECHNOLOGY FUND:

- (1) **"Court document"** means any instrument, document, paper, or other record that the district clerk is authorized to accept for filing or maintenance. This includes any suit filed, including an appeal from an inferior court, or a cross-action, counterclaim, intervention, contempt action, motion for new trial, or third party petition in the district court of the county.
- (2) **"Deterioration"** means any naturally occurring process or a natural disaster that result in the destruction or partial destruction of a court document.
- (3) **"Preservation"** means any process that:
 - (A) Suspends or reduces the deterioration of a court document; or
 - (B) Provides public access to a court document in a manner that reduces the risk of deterioration.
- (4) **"Restoration"** means any process that permits the visual enhancement of a court document, including making the document more legible.
- (5) **\$10.00 for "Records Archive"** under Local Government Code, Sec. 51.305
 - (b) for the filing of a **Court Document** for preservation and restoration services performed in connection with maintaining a district court records archive.
 - a. The fee is to be paid at the time a person, excluding a state agency, presents a court document to the district clerk for filing.
 - b. The county treasurer shall establish a district court records technology fund in the general fund of the county for the deposit of the fees.

- c. The money generated from the fee imposed may only be expended for the preservation and restoration of the district records archive.
- d. Funds will be expended as provided by law and would include the following records from 1857 through current and future records:
 - i. Restoration and preservation of deteriorated books, permanent exhibits, and documents to prevent further deterioration will be done by A Texas Approved Vendor for Records Management Service.
 - ii. Digital scanning and filming of all court documents filed, to include purchase, maintenance and upgrades to scanners and computer software and hardware.
 - iii. Purchase of supplies needed for records preservation to include file folders or case binders, boxes, shelving, labels, archival supplies, etc.
 - iv. Provide for proper space and storage of books, files, documents, boxes, film, etc.
 - v. Provide computer terminals for public access to these documents in a manner that reduces the risk of deterioration.

Adopted by the Commissioners' Court of Kaufman County, Texas on this
the 18th Day of August 2020.

Honorable Mike Hunt
Commissioner Precinct 1

Honorable Skeet Phillips
Commissioner Precinct 2

Honorable Terry Barber
Commissioner Precinct 3

Honorable Ken Cates
Commissioner Precinct 4

Honorable Hal Richards
County Judge

Attest:

Honorable Laura Hughes
County Clerk

Statements required in notice if the proposed tax rate exceeds the no-new-revenue tax rate but does not exceed the voter-approval tax rate, as prescribed by Tax Code §26.06(b-2).

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$ _____ per \$100 valuation has been proposed by the governing body of _____.

PROPOSED TAX RATE \$ _____ per \$100

NO-NEW-REVENUE TAX RATE \$ _____ per \$100

VOTER-APPROVAL TAX RATE \$ _____ per \$100

The no-new-revenue tax rate is the tax rate for the _____ tax year that will raise the same amount of property tax revenue for _____ from the same properties in both the _____ tax year and the _____ tax year.
(preceding tax year) (current tax year) (name of taxing unit)

The voter-approval rate is the highest tax rate that _____ may adopt without holding an election to seek voter approval of the rate.
(name of taxing unit)

The proposed tax rate is greater than the no-new-revenue tax rate. This means that _____ is proposing to increase property taxes for the _____ tax year.
(current tax year) (name of taxing unit)

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON _____
(date and time)
at _____
(meeting place)

The proposed tax rate is not greater than the voter-approval tax rate. As a result, _____ is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the _____ of _____ at their offices or by attending the public hearing mentioned above.
(name of office responsible for administering the election) (name of taxing unit)

YOUR TAXES OWED UNDER ANY OF THE TAX RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

(List names of all members of the governing body below, showing how each voted on the proposal to consider the tax increase or, if one or more were absent, indicating absences.)

FOR the proposal: _____

AGAINST the proposal: _____

PRESENT and not voting: _____

ABSENT: _____

The 86th Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by _____ last year
(name of taxing unit)
to the taxes proposed to be imposed on the average residence homestead by _____ this year.
(name of taxing unit)

	2019	2020	Change
Total tax rate (per \$100 of value)	0.53711	0.504957	Decrease of .032155 per \$100, or 5.9%
Average homestead taxable value	\$187,150.00	\$200,981.00	Increase of 7.4%
Tax on average homestead	\$1,005.21	\$1014.87	Increase of \$9.66 or 0.96%
Total tax levy on all properties	\$57,400,693.70	\$60,457,045.83	Increase of \$3,056,352.13 or 5.3%%

(If the tax assessor for the taxing unit maintains an internet website)

For assistance with tax calculations, please contact the tax assessor for _____
(name of taxing unit)
at _____ or _____, or visit _____
(telephone number) (email address) (internet website address)
for more information.

(If the tax assessor for the taxing unit does not maintain an internet website)

For assistance with tax calculations, please contact the tax assessor for _____
(name of taxing unit)
at _____ or _____.
(telephone number) (email address)

RESOLUTION

A RESOLUTION OF THE COMMISSIONERS COURT OF KAUFMAN COUNTY, TEXAS,
AUTHORIZING THE SUBMISSION OF A COUNTY TRANSPORTATION
INFRASTRUCTURE FUND GRANT PROGRAM APPLICATION TO THE TEXAS
DEPARTMENT OF TRANSPORTATION AND APPROVING THE GRANT AWARD

WHEREAS, the Commissioners Court of Kaufman County desires to develop a viable community, including safe and dependable transportation routes for residential, commercial and industrial use; and

WHEREAS, the County is in an area affected by oil and gas production; and

WHEREAS, the County has identified county-maintained roads which have suffered damages as a result of energy-sector traffic; and

WHEREAS, it is necessary and in the best interests of Kaufman County to apply for funding under the County Transportation Infrastructure Fund;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS COURT OF KAUFMAN COUNTY, TEXAS IT APPROVES, ACCEPTS, AFFIRMS AND RATIFIES THE FOLLOWING:

1. The County Transportation Infrastructure Fund Application is, in all things, accepted and adopted by the Court as its valid and legal Application for funds through said program with the Texas Department of Transportation.
2. The Commissioners Court of Kaufman County accepts and approves the award of funds from the Texas Department of Transportation under the County Transportation Infrastructure Fund in the amount of \$150,245 with county agreed contribution of \$37,561.
3. All funds will be used in accordance with all applicable state, local and programmatic requirements including but not limited to procurement, environmental review, and real property acquisition requirements.
4. The List of Transportation Infrastructure Projects (Prioritized List) is hereby approved for both the Application and, as amended, the Agreement.
5. The County Judge, on behalf of the Commissioners Court and Kaufman County, is authorized to do all things necessary to execute the County Transportation Infrastructure Fund Grant Program Agreement and any

other necessary documents in support of same as he deems appropriate.

SIGNED THIS _____ day of July, 2020.

Hal Richards, County Judge

Precinct 1, Commissioner Mike Hunt

Precinct 2, Commissioner Skeet Phillips

Precinct 3, Commissioner Terry Barber

Precinct 4, Commissioner Ken Cates

Attest:

Kaufman County Clerk

By:_____