

FILED AND RECORDED



NOV 20 11 5 16

**NOTICE OF MEETING OF THE  
COMMISSIONERS COURT OF POLK COUNTY, TEXAS # 96**

Notice is hereby given that a Regular meeting of the above named Commissioners' Court will be held on Monday, November 25, 1996 at 10 00 a.m. in the County Courthouse, Livingston, Texas, at which time the following subjects will be discussed, to wit

**SEE ATTACHED AGENDA**

Dated Wednesday, November 20, 1996

Commissioners' Court of Polk County, Texas

By John P. Thompson  
John P. Thompson, County Judge

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of Polk County Commissioners Court, is a true and correct copy of said Notice, and that I posted a true and correct copy of said notice in the County Courthouse of Polk County, Texas, at a place readily accessible to the general public at all times on Wednesday, November 20, 1996, and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting

Notice filed, Wednesday, November 20, 1996

Barbara Middleton, County Clerk

By Barbara Middleton



# COMMISSIONERS COURT AGENDA

for: MONDAY - NOVEMBER 25, 1996 - 10:00 A.M.

## CALL TO ORDER

- 1 WELCOME - Public Comments & Discussion
- 2 INFORMATIONAL REPORTS
- 3 CONSIDER APPROVAL OF MINUTES for meeting of November 12, 1996

## OLD BUSINESS (tabled from last Agenda)

- 4 CONSIDER APPROVAL OF MINUTES for the meetings of October 11 & 28, 1996
- 5 CONSIDER APPROVAL OF 1996 BUDGET AMENDMENT # 14 (as requested by County Auditor for year end adjustments)

## NEW BUSINESS

- 6 CONSIDER APPROVAL TO REPLACE COLONIAL AS EMPLOYEE DENTAL COVERAGE CARRIER WITH AMERITAS (w/ no change in benefits or premiums Change due to Colonial's discontinuation of coverage)
- 7 CONSIDER APPROVAL OF COUNTY TREASURER'S AMENDED 1996 FOURTH QUARTERLY REPORT (July - September)
- 8 CONSIDER OFFERS TO PURCHASE COUNTY TAX FORECLOSURE PROPERTIES, PRECINCT #2 - WIGGINS VILLAGE #2, LOTS 288 & 290
- 9 CONSIDER APPROVAL OF PERSONNEL MANAGEMENT SYSTEM UPDATE, TO AMEND JOB DESCRIPTION OF SOLID WASTE ENFORCEMENT OFFICER AND LEGAL ASSISTANTS FOR DELINQUENT TAX COLLECTION
- 10 CONSIDER ANY/ALL NECESSARY ACTION PERTAINING TO BID # 96-19 & 96-20 (Purchase of vehicles for Maintenance Engineering & Custodial), INCLUDING APPROVAL TO ISSUE TIME WARRANTS IN THE AMOUNT OF SAID PURCHASE

**COMMISSIONERS COURT AGENDA FOR  
02/13/95 - PAGE 2**

- 11 CONSIDER MATTERS INCIDENT TO JUSTICE DEPARTMENT "LOCAL LAW ENFORCEMENT BLOCK GRANT", including appointment of Advisory Board & scheduling of public hearing, as required by grant guidelines

**CONSENT AGENDA ITEMS**

- 12 CONSIDER APPROVAL AND PAYMENT OF BILLS (by Schedule)
- 13 CONSIDER APPROVAL OF PERSONNEL ACTION FORMS

**ADJOURN**

Next regularly scheduled meeting - December 9, 1996, 10 00 a m

STATE OF TEXAS }  
 COUNTY OF POLK }

DATE NOVEMBER 25, 1996  
 REGULAR CALLED MEETING  
 COMMISSIONER PURVIS PCT#3-ABSENT

BE IT REMEMBERED ON THIS THE 25th DAY OF NOVEMBER, 1996  
 THE HONORABLE COMMISSIONERS COURT MET IN REGULAR CALLED MEETING  
 WITH THE FOLLOWING OFFICERS AND MEMBERS PRESENT, TO WIT  
 JOHN P THOMPSON, COUNTY JUDGE, PRESIDING B E "SLIM" SPEIGHTS,  
 COMMISSIONER PCT#1, BOBBY SMITH, COMMISSIONER PCT#2, R R "DICK"  
 HUBERT, COMMISSIONER PCT#4 AND BARBARA MIDDLETON, COUNTY CLERK,  
 WHEN & WERE AMONG OTHER PROCEEDINGS HAD, CONSIDERED AND PASSED

- 1 MEETING WAS CALLED TO ORDER BY JUDGE JOHN P THOMPSON AT  
 10 00 AM  
 PUBLIC COMMENTS NONE
- 2 INFORMATIONAL REPORTS
  - a COMMISSIONER HUBERT, CONGRATULATED COMM "SLIM" SPEIGHTS  
 FOR BECOMING THE GRANDFATHER OF TRIPLETS ROSE SPEIGHTS  
 DAUGHTER & HER HUSBAND HAVE TWO GIRLS & ONE BOY
- 3 MOTIONED BY BOBBY SMITH, SECONDED BY R R "DICK" HUBERT TO  
 APPROVE MINUTES FOR MEETING OF NOVEMBER 12, 1996  
 ALL VOTING YES
- 4 MOTIONED BY R R "DICK" HUBERT, SECONDED BY B E "SLIM" SPEIGHTS  
 TO APPROVE MINUTES FOR MEETINGS OCT 11th & OCT 28th, WITH NOTED  
 CORRECTIONS  
 ALL VOTING YES (SEE ATTACHED)
- 5 MOTIONED BY R R "DICK" HUBERT, SECONDED BY B E "SLIM" SPEIGHTS  
 TO TABLE ITEM #5, "CONSIDER APPROVAL OF 1996 BUDGET AMENDMENT #14"  
 ALL VOTING YES
- 6 MOTIONED BY BOBBY SMITH, SECONDED BY B E "SLIM" SPEIGHTS TO REPLACE  
 COLONIAL AS EMPLOYEE DENTAL COVERAGE CARRIER WITH AMERITAS (WITH  
 NO CHANGE IN BENEFITS OR PREMIUMS CHANGE DUE TO COLONIAL'S  
 DISCONTINUATION OF COVERAGE)  
 ALL VOTING YES (SEE ATTACHED)

- 7 MOTIONED BY R.R."DICK" HUBERT, SECONDED BY BOBBY SMITH TO RECEIVE TREASURER'S AMENDED (1996) FOURTH QUARTERLY REPORT (JULY - SEPTEMBER)  
ALL VOTING YES (SEE ATTACHED)
- 8 MOTIONED BY R R "DICK" HUBERT, SECONDED BY B E "SLIM" SPEIGHTS TO ACCEPT OFFER TO PURCHASE TAX FORECLOSURE PROPERTY IN WIGGINS VILLAGE #2, LOTS 288 & 290  
ALL VOTING YES
- 9 a MOTIONED BY R R "DICK" HUBERT, SECONDED BY B E "SLIM" SPEIGHTS TO APPROVE PERSONNEL MANAGEMENT SYSTEM UPDATE, TO AMEND JOB DESCRIPTION OF SOLID WASTE ENFORCEMENT OFFICER  
ALL VOTING YES  
b MOTIONED BY BOBBY SMITH, SECONDED BY R R "DICK" HUBERT TO APPROVE PERSONNEL MANAGEMENT SYSTEM UPDATE, TO AMEND JOB DESCRIPTION OF LEGAL ASSISTANTS FOR DELINQUENT TAX COLLECTION  
ALL VOTING YES
- 10 a BID #96-19  
MOTIONED BY BOBBY SMITH, SECONDED BY B E "SLIM" SPEIGHTS TO AWARD BID FROM FORD-MERCURY OF CONROE, FOR PURCHASE OF 1997 FORD PICK-UP FOR CUSTODIAL DEPARTMENT, INCLUDING APPROVAL TO ISSUE TIME WARRANT FOR \$13,492 75 FOR 3-YEARS  
b BID #96-20  
MOTIONED BY BOBBY SMITH, SECONDED BY B E "SLIM" SPEIGHTS TO AWARD BID FROM FORD-MERCURY OF CONROE, FOR PURCHASE OF 1997 FORD PICK-UP FOR MAINTENANCE & ENGINEERING DEPARTMENT, INCLUDING APPROVAL OF TIME WARRANT FOR \$ 18,519 75 FOR 3-YEARS  
ALL VOTING YES
- 11 MOTIONED BY BOBBY SMITH, SECONDED BY B E "SLIM" SPEIGHTS TO APPOINT AN ADVISORY BOARD TO CONSIDER MATTERS NECESSARY TO CONFORM TO SPECIAL REQUIREMENTS OF THE JUSTICE DEPARTMENT, TO APPLY FOR A "LOCAL LAW ENFORCEMENT BLACK GRANT"  
THE ADVISORY BOARD WILL CONSIST OF THE FOLLOWING PERSONS  
SHERIFF BILLY NELSON  
AL SUMRALL - D A 'S STAFF  
JUDGE JOHN P THOMPSON  
BETTY JACKSON - L I S D  
DELL BROWN - CRIMESTOPPERS  
A PUBLIC HEARING WILL BE HELD MONDAY, DECEMBER 2, 1996 AT 9 00 AM  
ALL VOTING YES

- 12 MOTIONED BY BOBBY SMITH, SECONDED BY R R "DICK" HUBERT TO APPROVE  
PAYMENT OF BILLS BY SCHEDULE, PLUS ADDENDUM  
ALL VOTING YES

DATE	AMOUNT	CHECK NUMBERS
11-13-96	76,694 50	119810-119995
11-15-96	2,000 00	9173
11-18-96	181,920 02	119996-120005
11-19-96	75,425 22	120006-120034
11-21-96	181,067 99	120035-120197
11-21-96	26,679 52	120198-120215
11-25-96	36,815 59	120216-120252
11-25-96	1,098 50	5 BILLS BY ADDENDUM TO APPEAR ON FUTURE SCHEDULE

- 13 MOTIONED BY R R "DICK" HUBERT, SECONDED BY B E "SLIM" SPEIGHTS  
TO APPROVE PERSONNEL ACTION FORM, WITH THE EXCEPTION OF ITEM #10,  
PENDING APPROPRIATE BUDGET AMENDMENT  
ALL VOTING YES

- 14 MOTIONED BY R R "DICK" HUBERT, SECONDED BY B E "SLIM" SPEIGHTS TO  
ADJOURN COURT THIS 25th DAY OF NOVEMBER, 1996 AT 10 23 AM  
ALL VOTING YES

  
JOHN P THOMPSON, COUNTY JUDGE

ATTEST

  
BARBARA MIDDLETON, COUNTY CLERK



**COLONIAL**  
LIFE & ACCIDENT INSURANCE COMPANY  
A UNUM COMPANY

Paul H. Clifton Jr.  
President

November 7, 1996

Betty Rundell  
County of Polk Texas  
Court House  
Livingston, TX 77351

Dear Ms Rundell

Colonial Life & Accident Insurance Company is committed to providing superior products that meet customer needs and provide the very best insurance coverage. A recent review of our dental line of business has shown us that our existing plans and premiums are not as competitive as those offered by other companies. As a result, we have reevaluated our competitive position in the dental market and have decided that it's in the best interest of our customers for you to place your dental policies with a carrier who is strongly committed to the dental market and can provide you with outstanding customer service and products.

In line with this philosophy, Colonial has arranged for Ameritas Life Insurance Corp, a premier dental carrier, to rewrite our dental business. Effective December 31, 1996, Colonial will no longer insure your employees, however, Ameritas will begin performing all administrative functions associated with this business including customer service and claims administration on January 1, 1997. To transfer your group coverage to Ameritas, you must simply sign a new application which your Colonial agent will deliver to you along with an updated contract form and contact details. Your plan benefits and rates will remain the same until your Section 125 plan anniversary date.

Ameritas has a leadership role in the distribution, administration, claims adjudication, and management of dental care insurance. Ameritas provides coverage through employer-based policies to more than 1.5 million employees and their dependents. The company has more than \$180 million of dental premium and processes more than 1.35 million claims annually.

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November 7, 1996

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Strong service and flexibility in dental plan administration are Ameritas' primary goals and, they believe, their strongest asset. In a recent survey, conducted by a well-known industry analyst and independent research firm located in Lincoln, Nebraska, Ameritas customers scored an average of 4.55 in customer satisfaction against a maximum of 5—far higher than any other carrier included in the survey. We are confident that your policy will be in most capable hands.

Our goal is for the rewrite transition to be as smooth as possible and to minimize any inconvenience to you. We also are concerned that this change not affect your employees and your Section 125 plan dates, if you offer dental on a pre-tax basis.

Colonial remains committed to meeting the needs of our dental customers during the transition to Ameritas. If you have any questions or would like further information, please contact your insurance agent.

We value you as a customer and appreciate your choosing Colonial as your original dental insurance carrier. We look forward to continuing to serve your voluntary benefits needs with our other outstanding products.

Sincerely,



Paul Clifton, Jr  
President



David C Moore LLIF  
Executive Vice President - Group and Pension



One Ameritas Way / P O Box 81889 / Lincoln NE 68501 1889  
Bus (402) 467 7747 / WATS 800-543 7784 / FAX (402) 467 7883

Dear Policyholder,

As you have already been notified, Ameritas Life Insurance Corp has signed an agreement to rewrite the dental business of Colonial Life & Accident Insurance Company. We are extremely pleased by this growth and even more pleased to have the opportunity to serve you as our customer!

As an Ameritas policyholder, you will receive the same quality products and service formerly provided by Colonial. Founded in 1887, Ameritas is a mutual insurance company that has administered group dental plans since 1959. With more than \$2.4 billion in assets, Ameritas is a leader in the dental care employee benefits marketplace. We provide superior service, cost containment and support, and we have regional offices and brokers nationwide.

Ameritas is recognized nationally as a leader in dental products and services. We are rated A+ (Superior) by the A.M. Best Company, one of the oldest and best-known analysts, and AA "Excellent" for claims-paying ability by Standard & Poor's. A recent study conducted by The Gallup Organization, Inc. ranked Ameritas as "Excellent" for courtesy, efficient communication, understanding of customers' inquiries and delivering as promised. We have also been recognized by the Ward Financial Group for achieving outstanding financial results in the areas of safety, consistency and performance between the years of 1990 and 1995.

Convenience and service are our goals, so we intend to make this transition as seamless as possible. On December 2, 1996, Ameritas will mail a packet to you containing your policy, certificates, a Question/Answer document and an Ameritas acceptance application. To continue coverage, you need only sign the Ameritas acceptance application provided in your packet. You will receive a follow-up call the week of December 9, 1996. Your dental coverage will continue with Ameritas honoring Colonial rates and rate guarantees on all transferred business until renewal.

The transfer of dental business from Colonial to Ameritas will be effective January 1, 1997. Beginning on this date, all premium billing and collections for coverage periods on and after January 1, 1997 will be completed by Ameritas, all claims will be paid by Ameritas and all premium should be paid to Ameritas. Reconciliation of premium for coverage prior to January 1, 1997 will be done by Colonial. On the average, claims are processed within five days of receipt.

Ameritas is happy to provide you with quality dental products and services that secure the well-being of you and your family. If you have questions, call Group Claims at (800) 487-5553, or Group Administration at (800) 659-2223. We look forward to serving you!

Sincerely,

David C Moore, LLIF  
Executive Vice President - Group and Pension

POLK COUNTY TREASURER FOURTH QUARTERLY REPORT FOR THE MONTHS OF JULY AUGUST SEPTEMBER 1996 (AMENDED)

FUND	BALANCE	RECEIPTS	DISBURSEMENT	INVESTMENT	BALANCE
GENERAL	(94 311 30)	1 912 043 85	1 690 969 04	361 498 18	498 241 69
HOTEL TAX	8 461 72	7 899 73	6 928 68	0 00	7 431 77
ROAD & BRIDGE	28 856 22	808 983 48	816 797 40	548 432 39	569 474 69
PERM RD IMPR	1 570 02	25 068 52	19 705 42	32,066 72	38 999 84
SECURITY	40 318 96	4 575 00	60 00	0 00	44 833 96
ENV SERVICE	4 179 24	241 930 45	169 145 52	714 965 51	792 919 69
FEMA	9 618 00	85 669 85	84 918 98	105 622 77	115 990 64
LAW LIBRARY	15 281 36	3 490 00	2 925 37	0 00	15 826 01
D A SPECIAL	3 617 94	10 942 58	10 942 58	0 00	3 617 94
D A HOT CHECK	31 052 04	11 478 88	12 935 10	0 00	29 595 82
AGING	73 871 23	119 895 99	121 800 26	0 00	72 086 96
DEBT SERVICE	18 113 87	986 543 32	876 675 71	432 20	128 413 68
94 CO ENV SERVICE	1 525 60	13 000 00	14 396 32	596 052 24	596 181 52
91 CO ENV SERVICE	0 00	0 00	0 00	58 345 37	58 345 37
PRISON	2 468 42	210 000 00	210 694 00	159 049 06	160 823 48
94 CO JAILBLDGS	4 711 00	50 000 00	50 790 20	100 436 90	104 357 70
JUDICIARY	64 901 89	72,552 19	71 140 99	0 00	66 313 19
SO CONTRABAND	303 41	4 817 10	4 818 47	449 18	751 22
DA CONTRABAND	0 00	694 30	0 00	4 427 74	5 112 04
DRUG SEIZURE PEND	0 00	15 981 00	15 981 00	37 694 77	37 694 77
RAP	(152,17)	17 887 00	21 735 42	50 976 99	46 976 40
RECORDS MGMT	(750 16)	7 443 39	6 439 21	0 00	255 00
ADULT PROB	4 518 41	228 961 76	241 056 21	0 00	(7 576 04)
TOTAL	216 135 80	4 839 946 39	4 439 874 88	2,770 430 02	3 396 637 33
HISTORICAL	2 978 11	5 711 31	6 802 05	223 239 74	225 325 11
ON SITE SEWER FAC	0 00	22,896 97	13 303 22	0 00	9 633 75
TCDP	0 00	280 00	280 00	0 00	0 00
ACF GRANT	0 00	0 00	0 00	0 00	0 00
PAYROLL	2 600 93	802 272 36	802 313 49	0 00	2,559 80
PERMANENT	11 964 14	12,751 25	20 991 50	321 731 67	325 455 56
AVAILABLE	3 259 13	95 472 94	96 000 00	107 734 91	110 466 98
FED EQUITABLE SHARE	3 086 48	0 00	0 00	0 00	3 086 48
GRAND TOTAL	240 022 59	5 779 371 22	5 378 365 14	3 423 136 34	4 063 165 01

I HEREBY CERTIFY THAT THE FOREGOING REPORT IS TRUE AND CORRECT

*Cheryl Jamez*  
 CHERYL JAMEZ  
 COUNTY TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME  
 THIS 24TH DAY OF OCTOBER 1996

*Shirleen Cowen*



TO Judge John Thompson  
 FROM Jay Barbee  
 DATE 11 November 1996  
 SUBJECT Change in Job Title & Job Description

Page 1 of 2

=====

My present Job Title is Solid Waste Enforcement Officer and can be located in Book 1 of the Personnel Management System under Class No 910, (please see attached) In order to increase the effectiveness of this position, I am requesting the following changes in both the job title and job description

1 The job title be changed to Environmental Enforcement Officer

The basis for my request in the job title change is in Section 343 024 Authority to Enter Premises, located in the Health and Safety Code which reads as follows

- (a) A county official, agent, or employee charged with the enforcement of health, environmental, safety, or fire laws may enter any premises in the unincorporated area of the county at a reasonable time to inspect, investigate, or abate a nuisance or to enforce this chapter
- (b) Before entering the premises, the official, agent, or employee must exhibit proper identification to the occupant, manager, or other appropriate person

I believe this change is necessary and cite the following as one example

You are somewhat familiar with the Lord property on Wapita North in Impala Woods In order to determine whether or not there was a violation of the Public Health Nuisance statute, it was necessary for me to enter upon the Lord property In this particular instance, there were several violations and the appropriate charges have been filed in Judge David Johnson's Court

The following requested changes, in my opinion, simply make the job description more appropriately characterize the actual duties of the position

- 2 Under the title ORGANIZATIONAL RELATIONSHIPS, Section 3 Other, replace Texas Department of Health with Texas Natural Resources Conservation Commission (TNRCC)
- 3 Under the subtitle ESSENTIAL DUTIES change the phrase "Issues litter citations" to "Issues citations"

TO: Judge John Thompson  
FROM: Jay Barbee  
DATE: 11 November 1996  
SUBJECT: Change in Job Title & Job Description

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- 4 Under the subtitle, Knowledge of, change the entire paragraph to read Ordinances adopted by Polk County Commissioners Court, "Litter Abatement Act, as amended, and the Health and Safety Code of the State of Texas, as amended
  - 5 Under the title CERTIFICATES AND LICENSES REQUIRED, delete the entire second paragraph which reads as follows Must complete the Texas Department of Health Code Enforcement Officer application requirements and/or necessary training

In the event that you should approve this request and in order to determine how the above requested changes should be made, I have taken the liberty of providing Ms Betty Rundell with a copy of this memo

By the way, my proposed ordinance for removing abandoned vehicles from private property would solve the problem on Gazelle Drive in Impala Woods very nicely

**Job Description. ENVIRONMENTAL ENFORCEMENT OFFICER**

CLASS NO 910

EEOC CATEGORY: Protective Service Workers

PAY GROUP 14

FLSA Nonexempt

**SUMMARY OF POSITION**

Patrols the County to identify, investigate and alleviate sources of illegal dumping, littering and public nuisance as defined by County order and/or state and federal codes, statues and regulations, issuing citations to offenders and participating in any necessary prosecution. Provides public education in Solid Waste disposal to citizens and organizations within the County.

**ORGANIZATIONAL RELATIONSHIPS**

- 1 Reports to Waste Management Administrator
- 2 Directs This is a non-supervisory position
- 3 Other Has daily contact with the public, frequent contact with County law enforcement personnel and other county departments - specifically the Waste Management Department, has occasional contact with state regulatory agencies such as the Texas Department of Health and Texas Natural Resources Conservation Commission

**EXAMPLES OF WORK****Essential Duties\***

Patrols rural areas of the County to locate sites of illegal dumping, identify offenders and take necessary measures to alleviate said dumping

Works outdoors in hot, cold and/or wet weather

Issues waste managements and environmentally related citations

Investigates complaints of illegal dumping, littering and public nuisance defined within the health and safety code, issuing notices of fines as required by law

Keeps daily log of activities

Generates the required reports of department activity and data for submission to supervisor

Maintains the records pertaining to the enforcement office

\* for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.

CLASS NO. 910 (Continued)

Provides public education of solid waste disposal /littering issues to citizens through individual contact with the public, media contact and through public instructional forum (i.e., school - club - business/company assistance)

Monitors loads for hazardous materials and directs such loads appropriately;

Other Important Duties\*

Performs such other duties as may be assigned

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES.**

*Knowledge of* Environmentally related Orders of the Polk County Commissioners Court, the Litter Abatement Act, as amended, the Health and Safety Code of the State of Texas, as amended and other associated rules, regulations and standards

*Ability to* communicate well with citizens in a direct but polite manner; establish and maintain effective working relationships with other county offices and employees, as well as appropriate state agencies and representatives of those agencies

**ACCEPTABLE EXPERIENCE AND TRAINING**

High school graduation, or its equivalent

Two years of work experience,

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

**CERTIFICATES AND LICENSES REQUIRED**

Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education

Must complete the Texas Department of Health Code Enforcement Officer application requirements and/or necessary training,

Valid Texas driver's license

\* for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.

## Job Description

### Delinquent Tax Specialist/Legal Assistant

**Name:** Diana Oakman

**Department:** Tax Office

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#### Primary Function:

As a representative of Heard, Goggan, Blair & Williams, the Delinquent Tax Specialist/Legal Assistant is responsible assisting in the process of collecting delinquent tax accounts by providing customer service and administrative support to taxpayers, the Polk County Tax office and the law firm

#### Responsibilities.

- Provide supervision to the Legal Assistant employed by the law firm to work in the Tax Office
- Proofing legal documents, including abstracts, petitions, citations and documents related to Sheriff's Sales
- Monitor progress of accounts in the litigation process and make appropriate updates to account information
- Provide administrative support for Sheriff's Sales, including gathering buyer information, preparing disbursement requisitions
- Maintain the inventory of properties held in trust by Polk County
- Assist taxpayers, Tax Office personnel and others with questions regarding delinquent accounts
- Arrange payment installment agreements with taxpayers and approve agreements established by Tax Office personnel for accounts in litigation.
- Assure payments for court costs are applied and disbursed correctly
- Process tax payments
- Assist Tax Office personnel with current tax collection efforts.
- Other duties as assigned

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**Job Description****Abstractor/Legal Assistant****Name: Vanessa Wright****Department: Tax Office**

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**Primary Function:**

As a representative of Heard, Goggan, Blair & Williams, the Legal Assistant is responsible assisting in the process of collecting delinquent tax accounts through preparation of title work and by providing customer service and administrative support to taxpayers, the Polk County Tax office and the law firm

**Responsibilities:**

- Prepare title work associated with delinquent tax collection litigation efforts
- Provide Appraisal District and property owners with information regarding changes in tax roll information concerning delinquent taxes
- Contact individuals and organizations which may have an interest in a property targeted for litigation
- File and distribute responses to notification of legal action
- Receive and log all bankruptcy correspondence
- Assist taxpayers, Tax Office personnel and others with questions regarding delinquent accounts
- Provide assistance to the Delinquent Tax Specialist/Legal Assistant.
- Assist Tax Office personnel with current tax collection efforts
- Other duties as assigned



**Job Description. DELINQUENT TAX SPECIALIST**

CLASS NO 404

EEOC CATEGORY Office and Clerical

PAY GROUP 18

FLSA Nonexempt

**SUMMARY OF POSITION**

Performs administrative, legal, clerical, and secretarial support services associated with the collection of delinquent taxes to the public, the Tax Office personnel and the law firm contracting with the County for the collection of delinquent taxes. This position is contingent upon the agreement executed between the County and the law firm contracting for the collection of delinquent taxes.

**ORGANIZATIONAL RELATIONSHIPS**

- 1 Reports to Tax Assessor-Collector and the County's contracted Delinquent Tax Collection firm
- 2 Directs Supervises Legal Assistant / Abstractor
- 3 Other Works closely with departmental employees, other county departments and tax related entities, the general public and the County's delinquent tax collection law firm

**EXAMPLES OF WORK****Essential Duties\***

Responsible for proofing legal documents, including abstracts, petitions, citations and other documents related to Sheriff's tax sales,

Monitors the progress of accounts in the litigation process and makes appropriate updates to the account information,

Provides administrative support for the preparation and execution of Sheriff's tax sales, including gathering buyer information and preparing disbursement requisitions,

Responsible for maintaining the inventory of properties held in trust by the County,

Assists Taxpayers, Tax Office Personnel, other entities and the general public with inquiries regarding delinquent accounts,

Arranges payment installment agreements with Taxpayer and approves any such agreements established by other Tax Office personnel for accounts in litigation

Responsible for assuring the correct application and disbursement of court costs related to delinquent tax collection litigation

\* for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

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Processes tax payments.

Other Important Duties\*

May assist Tax Office personnel with current tax collection efforts, and

Performs such other duties as may be assigned

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of* legal terminology, applicable codes, procedures, statutes, and courtroom procedures

*Skill to* operate, or demonstrate an ability to operate, a computer using standard word processing software and operate basic office machinery

*Ability to* communicate effectively, both orally and in writing (requires good interviewing skills), gather, analyze, and evaluate facts and report the results clearly, accurately, and impartially, establish and maintain files, work under extreme pressure, train, supervise, motivate, and evaluate, establish and maintain effective working relationships with other county employees, employees of outside agencies and organizations, and the general public, and maintain appropriate necessary certifications

**ACCEPTABLE EXPERIENCE AND TRAINING**

Bachelor's degree plus one year of experience in a legal setting,

or high school graduation, or its equivalent and graduation from an accredited legal assistant or paralegal program plus two years of experience in a legal setting,

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

**CERTIFICATES AND LICENSES REQUIRED**

Certification as a Paralegal desirable

\* for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.

Job Description. LEGAL ASSISTANT / ABTRACTOR

CLASS NO 405

EEOC CATEGORY Office and Clencal

PAY GROUP 13

FLSA Nonexempt

SUMMARY OF POSITION

Performs administrative, legal clencal, and secretarial support services for an assigned division of the Tax Assessor-Collector's office pertaining to delinquent tax collection. This position is contingent upon the agreement executed between the County and law firm contracting for the collection of delinquent taxes.

ORGANIZATIONAL RELATIONSHIPS

- 1 Reports to Delinquent Tax Specialist
- 2 Directs This is a non-supervisory position
- 3 Other Works closely with departmental employees, other county departments, the general public and the delinquent tax collection firm contracted by the County

EXAMPLES OF WORKEssential Duties\*

Provides assistance and support services to Delinquent Tax Specialist,

Prepares title work associated with delinquent tax collection litigation efforts,

Provides information to the Appraisal District and to property owners regarding changes in tax roll which are associated with delinquent taxes,

Contacts individuals and/or entities which may have interest in property targeted for litigation,

Files and distributes responses to notifications of legal action pertaining to delinquent taxes,

Receives and logs all bankruptcy correspondence associated with delinquent tax collection,

Assists Taxpayers, Tax Office personnel and others with inquiries regarding delinquent tax accounts,

Other Important Duties\*

May assist other Tax Office personnel with current tax collection efforts,

\* for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.

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CLASS NO 405 (Continued)

Performs such other duties as may be assigned

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES.**

*Knowledge of* legal terminology, applicable codes, procedures, statutes, and other information related to abstract / title procedures

*Skill to* operate, or demonstrate an ability to operate, a computer using standard word processing software and operate basic office machinery

*Ability to* communicate effectively, both orally and in writing, gather, analyze, and evaluate facts and report the results clearly, accurately, and impartially; establish and maintain files, work under extreme pressure, establish and maintain effective working relationships with other county employees, employees of outside agencies and organizations, and the general public; and maintain appropriate certifications, as may be required

**ACCEPTABLE EXPERIENCE AND TRAINING**

High School graduation and two years of experience in a legal setting related to abstract / title work,

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

**CERTIFICATES AND LICENSES REQUIRED**

None

\* for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.

11/96

**MEMORANDUM**

**TO:** The Polk County Enterprise **ATTN:** Classified - Linda  
**FROM:** Marcia Cook, Assistant  
Polk County Judge's Office **DATE:** October 29, 1996  
**RE:** LEGAL NOTICE for BID # 96-19

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**NOTICE OF BID #96-19**

The Polk County Commissioners Court is accepting Bids for; "PURCHASE OF NEW OR USED LIGHT DUTY PICKUP TRUCK". Specifications may be obtained by contacting the Polk County Auditor's Office (409)327-6811 Eligible Bids must be sealed, identified on the exterior of the envelope as "BID # 96-19" and received at the office of the County Auditor - Polk County Courthouse, Livingston, Texas 77351 prior to 9 00 A.M on Monday, November 18, 1996, at which time Bids will be opened and publicly read in the Polk County Commissioners Courtroom, 3rd floor of the Polk County Courthouse, Livingston, Texas FAX bids will be received by the County Auditor at (409) 327-6898 until the stated bid deadline and must be accompanied by a cover sheet addressed to the County Auditor which CLEARLY states the Bid number (#) and "Title" BID #96-19 is scheduled to be awarded in a Commissioners Court session to be held on Monday, November 25, 1996 at 10 00 a m The Polk County Commissioners Court reserves the right to reject any or all Bids or to accept the Bid deemed to serve the best interest of the County

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(Please publish **THURSDAYS, OCTOBER 31 & NOVEMBER 7, 1996**)

**THANKS !**



"A Tony Gullo Company"

To: Polk County  
Livingston, Texas

November 18, 1996

Re: Vehicle Bid #96-19

Please consider my proposal to furnish the following vehicle to your agency All specifications are met except when noted

#1 1997 Ford F150 Regular Cab & Chassis  
1/2 Ton Pick-up  
GVWR ----5550#

Bid Price \$13,492 75

#2 1997 Ford Ranger Regular Cab & Chassis  
1/2 ton Compact Pick-up  
GVWR ----4680#

Bid Price \$11,588 75

Bids include all/any Concessions that are available to eligible Gov't Agencies

Delivery 4 to 6 weeks

Bid includes delivery to Livingston, Texas

Respectfully submitted,

Charles E Heintz,  
Municipal Sales Director

Hwy 105 at I-45  
800 W Davis  
Conroe, Texas 77301

Conroe (409) 756-7781  
Houston (409) 443-2359  
Fax (409) 788-2683



POLK COUNTY, TEXAS

VOL 42 PAGE 813

**BID SPECIFICATIONS**Bid # 96-20**DESCRIPTION OF Bid:** "PURCHASE OF NEW OR USED 3/4 TON UTILITY PICKUP TRUCK."**BID OPENING &****SUBMITTAL DEADLINE:** Monday - November 18, 1996 - 9 00 a m - Commissioners Courtroom - Polk County Courthouse - Livingston, Texas**DATE OF AWARD**

Monday - November 25, 1996 10 00am

**SPECIFICATIONS / INSTRUCTIONS:**

Polk County is requesting bids for the purchase of one (1) 3/4 ton utility pickup truck for Maintenance (Engineering) services, meeting the following minimum bid specifications,

New or used  
3/4 ton, full size cab & chassis  
w/ service body (Rawson - Koening)  
GVWR 8600  
8 cylinder (5.8L - gasoline)  
Automatic transmission  
Air-conditioning  
Heavy duty rear bumper  
Trailer towing package  
Ladder rack

**NOTE** Specifications are intended as a general guideline. Properly noted exceptions will be considered if they do not negatively effect or reduce the quality of the item.

**BIDDERS MUST FOLLOW THE PRESCRIBED PROCEDURES FOUND WITHIN THE LEGAL NOTICE FOR THE AFOREMENTIONED BID.**

**We appreciate your interest and participation !**







"A Tony Gullo Company"

To Polk County, Texas  
Livingston, Texas

Re Truck Bid #96-20

Please consider my proposal to furnish the following  
vehicle to your agency All specifications are met

1997 Ford F250HD Cab & Chassis  
Including Rawson-Koenig Service Body  
w/Ladder Rack

Bid Price \$18,519 75

Bid includes all/any Concessions that are available to  
eligible Gov't Agencies

Delivery 4 to 6 weeks from award date

Price includes delivery to Livingston, Texas

Respectfully submitted,

  
Charles E Heintz,  
Municipal Sales Director

Hwy 105 at I-45  
800 W Davis  
Conroe, Texas 77301

Conroe (409) 756-7781  
Houston (409) 443-2359  
Fax (409) 788-2683

Item #11

LOCAL LAW ENFORCEMENT BLOCK GRANT  
POLK COUNTY ADVISORY BOARD

Billy Ray Nelson  
Sheriff  
327-6810

Al Sumrall  
Asst District Attorney  
327-6868

Stephen Phillips  
Judge, County Court at Law  
327-6856

Betty Jackson, Principal  
Livingston Elementary  
328-2180

Dell Brown  
Crimestoppers  
328-2200

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	14 136 38
015 ROAD & BRIDGE ADM	46 645 63
032 ENVIRONMENTAL SERVICES	273 34
034 FEMA DISASTER FUNDS	85 35
051 AGING DEPT	94 00
061 DEBT SERVICE FUND	18 462 80
TOTAL OF ALL FUNDS	79 697 50

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT  
 DATE 11-13-96 APPROVED BY [Signature]

[Signature]  
[Signature]

SCHEDULE OF BILLS BY FUND

FUND	DESCRIPTION	DISBURSEMENTS
028	POLK COUNTY HISTORICAL COM	2 000 00
	TOTAL OF ALL FUNDS	2 000 00

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT  
 DATE 11-15-96 APPROVED BY Kenneth A. Bennett

Sydney A. Miller  
Robert P. Clinger

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	101 187 26
015 ROAD & BRIDGE ADM	32,760 13
032 ENVIRONMENTAL SERVICES	8,729 70
048 DISTRICT ATTY SPECIAL FUND	42 68
051 AGING DEPT	7,726 74
101 ADULT SUPERVISION	18,292 90
104 DTP - CSR	788 89
107 CCP CORRIGAN OFFICE	1,210 89
108 CCP - SURVEILLANCE	2,014 34
184 JUVENILE PROBATION	2,877 45
185 CCAP - JUVENILE PROBATION	6,338 84
TOTAL OF ALL FUNDS	181,920 02

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT

DATE 4-11-56

APPROVED BY

*Wm Bennett*  
*Charles H. Miller*  
*John P. O'Keefe*

SCHEDULE OF BILLS BY FUND

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	4,969 67
015	ROAD & BRIDGE ADM	983 91
032	ENVIRONMENTAL SERVICES	502 53
049	DISTRICT ATTY HOT CHECK FUND	160 00
051	AGING DEPT	1 216 33
061	DEBT SERVICE FUND	67,051 98
089	JUDICIARY FUND	40 80
TOTAL OF ALL FUNDS		75,425 22

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT

DATE 11-19-96

APPROVED BY *Terrell J. Spawcett*

*Terrell J. Spawcett*  
*John J. Clumpner*

SCHEDULE OF BILLS BY FUND

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	117,783 70
011	HOTEL OCCUPANCY TAX FUND	389 93
015	ROAD & BRIDGE ADM	27,537 64
027	SECURITY FUND	20 00
032	ENVIRONMENTAL SERVICES	5,172 41
034	FEMA DISASTER FUNDS	441 00
051	AGING DEPT	15,702 08
070	ENV SERVICE - 94 CO ISSUE	10,187 70
073	1994 C/O JAIL/BLDG RENOV ISSUE	1,767 00
088	JUDICIARY FUND	325 00
094	COUNTY RECORDS MGMT FUND	1,741 53
TOTAL OF ALL FUNDS		181,067 99

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT

DATE 11-21-96

APPROVED BY *Robert Bennett*

*Quetta Bullock*  
*John A. Long*

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	20,539 26
011 HOTEL OCCUPANCY TAX FUND	5,087 48
032 ENVIRONMENTAL SERVICES	224 64
034 FEMA DISASTER FUNDS	49 95
061 AGING DEPT	909 19
TOTAL OF ALL FUNDS	26,679 52

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT

DATE 11-21-96

APPROVED BY [Signature]

[Signature]

*Additional  
FY 96*



SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	22,172 03
015 ROAD & BRIDGE ADM	599 01
032 ENVIRONMENTAL SERVICES	711 65
040 LAW LIBRARY FUND	1 394 84
051 AGING DEPT	1,079 15
061 DEBT SERVICE FUND	10,869 91
TOTAL OF ALL FUNDS	36 815 59

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT  
 DATE 11-25-96 APPROVED BY John Bennett

Barbara Knight  
John P. Dwyer

*Additional*



KAREN REMMERT  
County Auditor

# POLK COUNTY

LIVINGSTON TEXAS

November 25, 1996

**Addendum to Schedule of Bills for Commissioners Court**

Onalaska Fire Department (Collapsable Drop Tank)	\$ 800 00
Texas Dept Health (Landfill Officer Basic Code Course)	90 00
Texas A&M University (Landfill Officer Basic Course)	280 00
Petroleum Info Corp (Lease Map for Throckmorton County)	402 00
Karen Remmert (Reimb For Out of County Travel) <i>November</i>	246 50
	-----
Total of Addendum	\$ 1,098 50

*John P. Thompson*

DATE NOVEMBER 12 1998 THROUGH NOVEMBER 22, 1998

NO	NAME	DEPT	JOB CLASSIFICATION	TYPE OF EMPLOYEE	SALARY GROUP	ACTION TAKEN
(1)	IRVIN L GOLDEN	WASTE MGT	#904 COLLECTION STATION ATTEN	REGULAR PART TIME	UNCLASSIFIED \$4 75	NEW HIRE EFFECTIVE 11 13-98
(2)	RICKY GOODSON	WASTE MGT	#904 COLLECTION STATION ATTEN	REGULAR PART TIME	UNCLASSIFIED \$4 87	DISMISSAL EFFECTIVE 11 12-98
(3)	BARBARA WATTS	J P #3	#106 COURT CLERK	REGULAR FULL TIME	103 \$18 127 51	MERIT INCREASE TO 105 \$18,000 00 EFFECTIVE 11 13-98
(4)	PAULA D GRIES	SHERIFF DEPT	#1043 TELECOMMUNICATIONS	REGULAR FULL TIME	B1 \$14 997 80	DISMISSAL EFFECTIVE 11 12-98
(5)	CATHERINE L WITTE	SHERIFF DEPT	#1043 TELECOMMUNICATIONS	REGULAR PART TIME	UNCLASSIFIED \$6 30	RESIGNED EFFECTIVE 11 12-98
(6)	DELORES SWEARINGEN	R & B PRECINCT #3	#102 SECRETARY	REGULAR FULL TIME	92 \$14 889 31	MERIT INCREASE TO 94 \$15,734 18 EFFECTIVE 11 27-98
(7)	DALE EDWARDS	WASTE MGT	#106 HEAVY EQUIP OPERATOR	REGULAR FULL TIME	131 \$17 788 34	DISMISSAL EFFECTIVE 11 14-98
(8)	SHANNON MATTHEWS	SHERIFF	#1043 TELECOMMUNICATIONS	REGULAR FULL TIME	B1 14 597 80	NEW-HIRE EFFECTIVE 11 18-98
(9)	CINDY SHEFFIELD	TAX OFFICE	#405 LEGAL ASSISTANT	REGULAR FULL TIME	131 \$17 788 34	CHANGED TITLE ONLY TO #405 LEGAL ASSISTANT/ABSTRACTOR EFFECTIVE 11/27/98
(10)	DIANA OAKMAN	TAX OFFICE	#405 LEGAL ASSISTANT	REGULAR FULL TIME	1311 \$22 748 97	AMEND CLASS/TITLE TO #404 DELINQUENT TAX S PEGALIST 188 \$27 032 16 EFFECTIVE 11 27-98
(11)						
(12)						
(13)						
(14)						
(15)						
(16)						

