

FILED AND RECORDED
OFFICIAL PUBLIC RECORD
POLK COUNTY TEXAS



97 APR 23 AM 9 43

Barbara Middleton

BARBARA MIDDLETON
COUNTY CLERK POLK CO

**NOTICE OF MEETING OF THE
COMMISSIONERS COURT OF POLK COUNTY, TEXAS # 42**

Notice is hereby given that a Regular meeting of the above named Commissioners' Court will be held on Monday, April 28, 1997 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, April 23, 1997

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, April 23, 1997, and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting

Notice filed, Wednesday, April 23, 1997

Barbara Middleton, County Clerk

By

Barbara Middleton



COMMISSIONERS COURT

for: MONDAY - APRIL 28, 1997 - 10:00 AM

CALL TO ORDER

- 1 WELCOME - Public Comments & Discussion
- 2 INFORMATIONAL REPORTS
- 3 CONSIDER APPROVAL OF MINUTES for meeting of, April 14, 1997

NEW BUSINESS

- 4 CONSIDER RENEWAL OF OFFICE SPACE LEASE AT POLK COUNTY REGIONAL HEALTH CENTER FOR TEXAS DEPARTMENT OF HEALTH
- 5 REVIEW AND ACCEPT INTERNAL AUDIT REPORTS SUBMITTED BY COUNTY AUDITOR (Case Dismissals, Justices of the Peace, Pcts 1-4 / Cellular Phone Accounts)
- 6 CONSIDER ANY/ALL NECESSARY ACTION PERTAINING TO ABANDONMENT OF A PORTION OF B&C ROAD LOCATED IN PRECINCT 3 (INCLUDING PUBLICATION OF "NOTICE OF INTENT TO ABANDON ROAD")
- 7 CONSIDER OFFERS SUBMITTED FOR PURCHASE OF TAX FORECLOSURE PROPERTIES, AS FOLLOWS, PCT 1 CAUSE #92-183 / FORESTERS RETREAT, LOT 66, CAUSE #93-072 / GREEN ACRES, LOTS 572 & 573, CAUSE #93-089 / LAKESHORE ESTATES #2, BLOCK 6, LOTS 20 & 21
- 8 CONSIDER APPROVAL OF PERMIT PROCESS FOR COUNTY ROAD & R.O W CROSSING BY UTILITY, PIPELINE, ETC
- 9 CONSIDER ACCEPTANCE OF COUNTY TREASURER'S FY1997 2ND QUARTERLY REPORT (JAN - MAR)

CONSENT AGENDA ITEMS

- 10 CONSIDER APPROVAL AND PAYMENT OF BILLS (by Schedule)
- 11 CONSIDER APPROVAL OF PERSONNEL ACTION FORMS

ADJOURN

Next regularly scheduled meeting - May 12, 1997, 10 00 a m

97 APR 25 AM 9 25

ADDENDUM TO

Barbara Middleton

NOTICE OF MEETING # 42

BARBARA MIDDLETON
COUNTY CLERK POLK CO

COMMISSIONERS COURT OF POLK COUNTY, TEXAS

THE FOLLOWING WILL SERVE TO AMEND THE AGENDA OF THE COMMISSIONERS COURT MEETING SCHEDULED FOR APRIL 28, 1997 AT 10 00 A.M.

ADD:

12. CONSIDER APPROVAL OF BUDGET AMENDMENT #97-08.
13. CONSIDER ORDER DESIGNATING SURPLUS PROPERTY - FOR SALE BY PUBLIC AUCTION.
14. CONSIDER ANY/ALL NECESSARY ACTION PERTAINING TO REGULATION OF OVERWEIGHT VEHICLES ON COUNTY ROADS.

Posted on April 25, 1997

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 April 25, 1997 and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting

Dated April 25, 1997

Barbara Middleton, County Clerk

By *Barbara Middleton*

STATE OF TEXAS }

DATE April 28, 1997

COUNTY OF POLK }

REGULAR CALLED MEETING
ALL PRESENT

BE IT REMEMBERED ON THIS THE 28th DAY OF APRIL 1997
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 JAMES J "BUDDY" PURVIS PCT#3 R R "DICK" HUBERT
COMMISSIONER PCT#4, BARBARA MIDDLETON COUNTY CLERK & KAREN REMMERT,
COUNTY AUDITOR, WHEN & WERE AMONG OTHER PROCEEDINGS HAD, CONSIDERED AND
PASSED

- 1 MEETING WAS CALLED TO ORDER BY JUDGE JOHN P THOMPSON AT
10 00 AM
 - a MOLLY JOHNSON, TAYLOR LAKE ESTATES READ A LETTER TO
COMMISSIONERS COURT, ABOUT THE CONDITION OF THE ROADS
IN SUBDIVISION
 - b DON BROUSSARD TAYLOR LAKE ESTATES ASKED MR SPEIGHTS
ABOUT CONTACTING THE OIL COMPANIES RESPONSIBLE FOR
DAMAGING ROADS THE OIL COMPANY IS NEGOTIATING AN AMOUNT
TO REPAIR THE ROADS
 - c SHEP GREEN, BIG THICKET LAKE ESTATES THANKED THE COURT
FOR HELP IN APPLYING TO THE GOVERNOR FOR STATE FUNDS
TO FIX THE ACCESS ROAD AND BUILD A NEW BRIDGE ACROSS THE
CREEK

- 2 INFORMATIONAL REPORTS
 - a BOBBY SMITH INFORMED COURT THAT THE ANNUAL ONALASKA BAR-B-
QUE & AUCTION WAS A TREMENDOUS SUCCESS HE THANKED EVERYONE
FOR ALL THEIR HELP
 - b VIRGINIA SMITH, DIRECTOR OF AGING HAS GIVEN HER NOTICE OF
RESIGNATION & RETIREMENT EFFECTIVE MAY 27, 1997
 - c SYLVIA ASHWORTH BIVINS, GAVE A REPORT ON YOUTH DEVELOPMENT
FROM THE EXTENSION OFFICE
 - d DICK HUBERT, REPORTED THE 3rd ANNUAL COUNTY SURPLUS AUCTION
ON MAY 10 1997 AT THE OLD PRECINCT BARN IN LEGGETT, TEXAS
 - e JUDGE THOMPSON, REPORTED ON THE APPLICATION REQUESTED FOR
STATE FUNDS TO FIX THE NEW ACCESS ROAD & BRIDGE TO BE BUILT
AT BIG THICKET LAKE ESTATES HE ALSO SPOKE ABOUT THE VETERANS
THAT SERVED IN OPERATION DESERT STORM IN SAUDI ARABIA
IF VETERANS HAVE ILLNESS'S THEY NEED TO CONTACT GLENN CLARK,
POLK COUNTY VETERANS SERVICE OFFICER
 - f BOBBY SMITH REPORTED THAT OLD GROVETON ROAD, NOW FM 3459,
WILL BE EXTENDED 3 1 MILES, BY STATE OF TEXAS TRANSPORTATION
DEPT, IN THE NEAR FUTURE

- 3 MOTIONED BY BOBBY SMITH, SECONDED BY R R "DICK" HUBERT TO APPROVE MINUTES OF MEETING OF APRIL 14, 1997
ALL VOTING YES
- 4 MOTIONED BY BOBBY SMITH, SECONDED BY B E "SLIM" SPEIGHTS TO APPROVE RENEWAL OF OFFICE SPACE LEASE AT POLK COUNTY REGIONAL HEALTH CENTER FOR TEXAS DEPARTMENT OF HEALTH AND CONSTRUCTION FOR RENOVATION OF ADDITIONAL SPACE LEASED, TO BE PERFORMED AT TDH EXPENSE
ALL VOTING YES (SEE ATTACHED)
- 5 MOTIONED BY R R "DICK" HUBERT, SECONDED BY B E "SLIM" SPEIGHTS TO ACCEPT INTERNAL AUDIT REPORTS SUBMITTED BY COUNTY AUDITOR (CASE DISMISSALS, JUSTICES OF THE PEACE, PCT#1-4/CELLULAR PHONE ACCOUNTS)
ALL VOTING YES
- 6 MOTIONED BY BOBBY SMITH, SECONDED BY R R "DICK" HUBERT TO DELETE ITEM #6 "CONSIDER ACTION PERTAINING TO ABANDONMENT OF A PORTION OF B & C ROAD, IN PRECINCT #3 "
ALL VOTING YES
- 7 MOTIONED BY B E "SLIM" SPEIGHTS, SECONDED BY R R "DICK" HUBERT TO ACCEPT OFFERS SUBMITTED ON TAX FORECLOSURE PROPERTIES, PRECINCT #1, LISTED AS FOLLOWS
FORESTERS RETREAT, LOT 66 - CAUSE #92-183
GREEN ACRES LOTS 572 & 573 - CAUSE #93-089
LAKESHORE ESTATES #2 BLOCK 6, LOTS 20 & 21
ALL VOTING YES
- 8 MOTIONED BY BOBBY SMITH, SECONDED BY B E "SLIM" SPEIGHTS TO APPROVE PERMIT PROCESS FOR COUNTY ROAD & R O W CROSSING BY UTILITY PIPELINE, ETC (SEE ATTACHED)
ALL VOTING YES
- 9 MOTIONED BY BOBBY SMITH, SECONDED BY R R "DICK" HUBERT TO ACCEPT COUNTY TREASURER'S (FY 1997) 2nd QUARTERLY REPORT, (JAN - MAR)
ALL VOTING YES (SEE ATTACHED)

- 10 MOTIONED BY JAMES J "BUDDY" PURVIS SECONDED BY BOBBY SMITH TO APPROVE PAYMENT OF BILLS (BY SCHEDULE) PLUS ADDENDUM ALL VOTING YES (SEE ATTACHED)

DATE	AMOUNT	CHECK NUMBERS
4-14-97	16,292 62	123113 - 123123
4-14-97	20 00	123124
4-18-97	185,469 78	123125 - 123132
4-18-97	28 336 13	123133 - 123234
4-22-97	2 899 34	9193 - 9197
4-22-97	76 043 44	123235 - 123238
4-23-97	271,195 26	123239 - 123391
4-24-97	11 421 40	123392 & 123393
4-25-97	37 209 56	123394 - 123438
4-28-97	195 00	123439

- 11 MOTIONED BY BOBBY SMITH, SECONDED BY JAMES J "BUDDY" PURVIS TO APPROVE PERSONNEL ACTION FORMS ALL VOTING YES (SEE ATTACHED)
- 12 MOTIONED BY BOBBY SMITH, SECONDED BY JAMES J "BUDDY" PURVIS TO APPROVE BUDGET AMENDMENT #97-08, AS SUBMITTED BY THE COUNTY AUDITOR ALL VOTING YES (SEE ATTACHED)
- 13 MOTIONED BY JAMES J "BUDDY" PURVIS, SECONDED BY BOBBY SMITH TO APPROVE ORDER DESIGNATING SURPLUS PROPERTY (ONE ADDITIONAL LIST) FOR SALE BY PUBLIC AUCTION ALL VOTING YES (SEE ATTACHED)
- 14 MOTIONED BY BOBBY SMITH, SECONDED BY B E "SLIM" SPEIGHTS TO APPROVE NECESSARY ACTION PERTAINING TO REGULATION OF OVERWEIGHT VEHICLES ON COUNTY ROADS ALL REGULATIONS TO BE DRAFTED BY COURT, WILL BE SUBMITTED IN THE NEAR FUTURE ALL VOTING YES
- 15 MOTIONED BY R R "DICK" HUBERT, SECONDED BY B E "SLIM" SPEIGHTS TO ADJOURN COURT THIS 28th DAY OF APRIL, 1997 AT 10 47 AM ALL VOTING YES

JOHN P THOMPSON, COUNTY JUDGE

ATTEST

BARBARA MIDDLETON, COUNTY CLERK

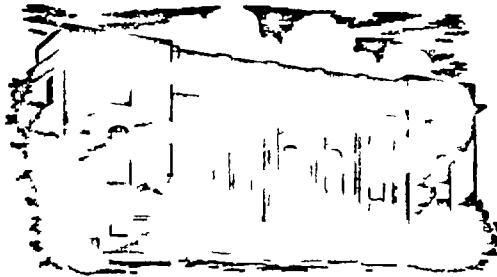
Hewitt#5

REPORT ON AUDIT OF
CELLULAR TELEPHONES
FOR THE
COUNTY OF POLK, TEXAS
APRIL 1997

POLK COUNTY, TEXAS

TABLE OF CONTENTS

LETTER OF TRANSMITTAL	4
VERNON TEXAS CODES ANNOTATED ...	6
REPORT DISTRIBUTION ...	7
SUMMARY OF FINDINGS & RECOMMENDATIONS	9



KAREN REMMERT
County Auditor

POLK COUNTY
LIVINGSTON TEXAS

HONORABLE JUDGE JOE NED DEAN, 258TH JUDICIAL DISTRICT
HONORABLE JUDGE ROBERT HILL TRAPP, 411TH JUDICIAL DISTRICT
HONORABLE MEMBERS OF COMMISSIONERS COURT
POLK COUNTY, TEXAS

INTRODUCTION

To expedite operations within the county entity, cellular telephones have been distributed to various departments. Cellular telephone users were placed on an honor system for reimbursement of personal calls.

SCOPE

The scope of this audit was to examine all departments assigned cellular telephones. There are twenty-seven cellular telephones assigned to sixteen departments within the county. The increased air-time usage of cellular telephones prompted the audit.

The objectives of this audit were to determine assignment of the cellular telephones, that proper authorization for usage was assigned, and whether phones were being used only for business purposes.

We conducted an audit of the cellular telephone invoices for the period of October, 1995, through September, 1996, encompassing the entire fiscal year of 1996.

The broad purpose of the internal auditing is to help ensure the integrity of the county's financial operations. The objectives for auditing the cellular telephone accounts are to help assure that

- cellular telephones are assigned for authorization of use

- cellular telephones are being used only for business purposes
- all money owed to the county for personal usage has been receipted
- all users of cellular telephone are in compliance with statutes

RESULTS

Detailed phone bills were examined for calling patterns. Signed departmental telephone invoices were used to determine the identity of the party called and if the user had reimbursed the County for personal calls

In cases where the user did not reimburse the county for personal calls, personnel files were used for locating frequently called telephone numbers. Individuals that owe money to the County have been asked to reimburse the county in a timely manner.

CONCLUDING REMARKS

Vernon's Texas Codes Annotated is included on page six in this report for reference. It is strictly prohibited for governmental employees to purchase cellular telephone service for personal use through the state, even if they reimburse the qualified ordering entity.

County's management should take immediate action to correct any misuse of government property for personal use. The County may choose to offer the same pricing that it offers on our state contract to employees for personal use.

When the county offers a governmental plan for personal use, the bill must go to the employee's home address and must not reference the entity that they work for on the bill.

Sincerely,



Karen Remmert, CFGM

April 11, 1997

VERNON'S TEXAS CODES ANNOTATED
GOVERNMENT CODE
CHAPTER 39
'ABUSE OF OFFICE'

39 01 Definitions

In this chapter

- (1) 'Law relating to a public servant's office or employment' means a law that specifically applies to a person acting in the capacity of a public servant and that directly or indirectly
 - (A) imposes a duty on the public servant, or
 - (B) governs the conduct of the public servant
- (2) 'Misuse' means to deal with property contrary to
 - (A) an agreement under which the public servant holds the property,
 - (B) a contract of employment or oath of office of a public servant,
 - (C) a law, including provisions of the General Appropriations Act specifically relating to government property, that prescribes the manner of custody or disposition of the property, or
 - (D) a limited purpose for which the property is delivered or received

39.02 Abuse of Official Capacity

- (a) A public servant commits an offense if, with intent to obtain a benefit or with intent to harm or defraud another, he intentionally or knowingly
 - (1) violates a law relating to the public servant's office or employment or
 - (2) misuses government property, services, personnel, or any other thing of value belonging to the government that has come into the public servant's custody or possession by virtue of the public servant's office or employment.

REPORT TO MANAGEMENT ON
AUDIT OF CELLULAR TELEPHONE
FOR THE COUNTY OF POLK, TEXAS

Copies of this report have been mailed to the following:

District Judges

Honorable Judge Joe Ned Dean, 258th Judicial District
Honorable Judge Robert Hill Trapp, 411th Judicial District

County Judge

Honorable John Thompson

County Commissioners

Honorable Bernice E. Speights, Commissioner Precinct No. 1
Honorable Bobby Smith, Commissioner Precinct No. 2
Honorable James J. Purvis, Commissioner Precinct No. 3
Honorable R. R. Hubert, Commissioner Precinct No 4

SUMMARY OF FINDINGS AND RECOMMENDATIONS

<u>Department</u>	<u>Annual Cost</u>	<u>Reimbursement</u>
County Judge	1571.45	273.83
Texas Ranger	784.94	85.26
Game Warden	5.78	5.78
County Auditor (2)	1626 38	376.17
Treasurer	189.18	92.75
Tax Assessor	416 49	00.00
Maintenance Engineer	801 29	.60
Sheriff (3)	1697 71	00 00
Social Services	541.02	71.80
Emergency Management (2)	1270.31	35.46
Road&Bridge, Pct #1 (2)	1109.35	00.00
Road&Bridge, Pct #2 (1)	1772.67	218 77
Road&Bridge, Pct #3 (4)	4534.84	8.99
Road&Bridge, Pct #4 (2)	1532.70	16.29
Waste Management (2)	2686 90	363.01
Aging (2)	291 39	00.00
	<hr/>	<hr/>
Totals	20832.40	1548.71

Within the department name enclosed in parenthesis are the number of cellular telephones assigned to each department. Of the sixteen departments utilizing cellular phones, seven departments had annual usage that was above the county average

Utilizing personnel records for frequently called phone numbers, there is approximately \$451 owed to the county for phone calls to personal residences

The amount for other personal phone calls was undetermineable due to the number of calls placed by each user for the twelve month period.

While utilizing the honor system, only 7% of the total cellular telephone costs was reimbursed to the county.

With an average of 21% - 30% of cellular costs being reimbursed to the county by four of the largest users, there is a potential savings of \$4,375 - \$6,250 annually

RECOMMENDATION

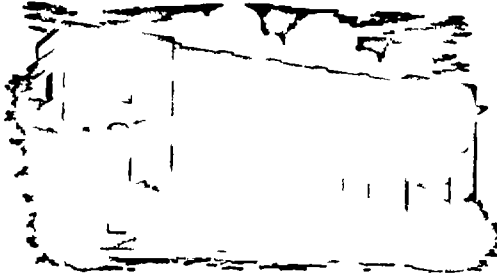
The County Auditor recommends that the County offer employees a governmental plan for cellular telephones This would eliminate a potential audit by the state contractor and/or possible allegations against any of the Countys' public servants involving abuse of official capacity and subsequent removal from office.

**REPORT ON AUDIT OF
DISMISSALS BY
JUSTICE OF THE PEACE
PRECINCT #1
FEBRUARY 1997**

POLK COUNTY

TABLE OF CONTENTS

LETTER OF TRANSMITTAL..	4
REPORT DISTRIBUTION	7
SUMMARY OF FINDINGS & RECOMMENDATIONS.	9



KAREN REMMERT
County Auditor

POLK COUNTY

LIVINGSTON TEXAS

February 28, 1997

Honorable Judge Joe Ned Dean, 258th Judicial District
Honorable Judge Robert Hill Trapp, 411th Judicial District
Honorable Judge Thompson and Members of Commissioners Court
Polk County, Texas

INTRODUCTION

Justices of the Peace are authorized to dismiss cases only in certain circumstances. In civil proceedings, justices can dismiss cases only in those instances where the statutes specifically authorize them to do so. In criminal proceedings, justices can dismiss cases only when specifically authorized to do so by statute or when directed to do so by the prosecution (district attorney).

Statutorily-based reasons for dismissing cases include

defendant showing

- ▶ proof of a hunting license
- ▶ a valid drivers license
- ▶ proof of insurance
- ▶ proof of motor vehicle registration
- ▶ proof of vehicle inspection certificate
- ▶ proof of acquisition of a child safety seat
- ▶ proof of completing a driving safety course
- ▶ provide statement from licensed physician stating that for medical reasons the defendant is unable to wear a safety belt

- ▶ in certain cases, when deferred adjudication is given, and
- ▶ in certain cases, evidence that he has complied with requirements imposed by the justice of the peace

The actual statutes give more information as when dismissal is mandatory and when it is discretionary. All case dismissals should be noted in the applicable docket book along with the reason(s) for dismissal.

SCOPE

The scope of this audit was to examine all dismissed cases, information and operations to ensure their mathematical accuracy, legality, and propriety. It is a process of determining whether all transactions are properly recorded in the accounts, and appropriately reflected in statements and reports.

We conducted an audit of the Justice of the Peace for Precinct #1. We examined the criminal dockets, cash receipts, monthly reports and supporting documentation of dismissed cases for the period of January 1, 1995, to September 30, 1995.

The broad purpose of the internal auditing is to help ensure the integrity of the county's financial operations. The objectives for auditing the dismissed cases of the justices of the peace are to help assure that

- . the justice has collected all the money that he/she is supposed to,
- . the money collected was properly remitted to the appropriate party,
- . other property is properly managed,
- . all money and other property is properly accounted for, properly reported, and adequately safeguarded, and
- . the operations of the office conform to prescribed procedures for dismissed cases are in compliance with the statutes

RESULTS

After considering all aspects of the audit, we found nothing that would lead us to conclude that the balances and collections in regards to dismissed cases for the Justice of the Peace for Precinct #1 office for the period audited were not in all material respects appropriately discharged and/or charged, collected, remitted and reported.

CONCLUDING REMARKS

We appreciate the assistance provided to the county auditor's office by the Justice of the Peace and staff of Precinct #1

This report is intended for the information of management and applicable regulatory agencies. However, this report is a matter of public record and its distribution is not limited.

Sincerely,



Karen Remmert, CGFM

REPORT TO MANAGEMENT ON
AUDIT OF DISMISSALS BY
JUSTICE OF THE PEACE PRECINCT #1

POLK COUNTY, TEXAS

Copies of this report have been mailed to the following:

District Judges

Honorable Judge Joe Ned Dean, 258th Judicial District
Honorable Judge Robert Hill Trapp, 411th Judicial District

County Judge

Honorable John Thompson

Justice of the Peace, Precinct #1

Honorable Judge Mary Placker

County Commissioners

Honorable Bernice E Speights, Commissioner Precinct No. 1
Honorable Bobby Smith, Commissioner Precinct No. 2
Honorable James J Purvis, Commissioner Precinct No. 3
Honorable R R Hubert, Commissioner Precinct No. 4

SUMMARY OF FINDINGS AND RECOMMENDATIONS

SUMMARY OF FINDINGS AND RECOMMENDATIONS

DISMISSED CASES

For the period of nine months, the Justice of the Peace dismissed a total of 54 cases. We randomly chose a sample of 43 of the dismissed cases to audit. From the sample of dismissals chosen, a negative confirmation letter was sent to each of the recipients. Twenty of the letters were returned because of insufficient address or moved and left no forwarding address.

From the sample chosen the auditor took the receipt number, name, docket number, the amounts of fines and fees that would have been charged. The auditor traced the receipts to each docket number and double checked the information taken from the monthly report.

The information taken from the docket book included the reasons for dismissals, and if there was an amount paid, date paid and how paid (whether payment was by cash, check, money order or cashier's check).

If there was an amount paid, it was due to two tickets being issued at the same time (ie one ticket for speeding and one ticket for no insurance). With the showing of proof of insurance, one ticket would have been dismissed, but fines and fees would have been collected for the speeding ticket.

The auditor verified that the dismissed cases had reasons for the dismissals documented on the system and were appropriately dismissed. Of the fines and fees collected, the auditor verified that the receipts received were deposited and that the county treasurer's office receipted these funds. Voided or canceled receipts were verified and all copies of the receipt were present and marked "void".

RECOMMENDATION

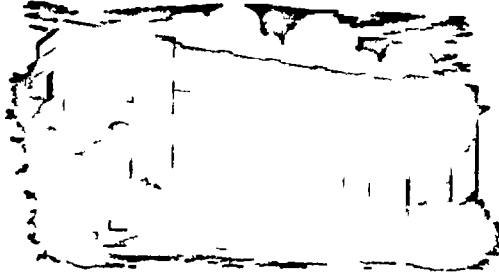
All dismissed cases should be fully documented for the legal support of the Justice of the Peace. The new software installed for the Justice of the Peace office has the ability for explanation of dismissal. No further recommendation needed.

REPORT ON AUDIT OF
DISMISSALS BY
JUSTICE OF THE PEACE
PRECINCT #2
FEBRUARY 1997

POLK COUNTY

TABLE OF CONTENTS

LETTER OF TRANSMITTAL .. 4
REPORT DISTRIBUTION .. 7
SUMMARY OF FINDINGS & RECOMMENDATIONS 9



KAREN REMMERT
County Auditor

POLK COUNTY
LIVINGSTON TEXAS

February 28, 1997

Honorable Judge Joe Ned Dean, 258th Judicial District
Honorable Judge Robert Hill Trapp, 41th Judicial District
Honorable Judge Thompson and Members of Commissioners Court
Polk County, Texas

INTRODUCTION

Justices of the Peace are authorized to dismiss cases only in certain circumstances. In civil proceedings, justices can dismiss cases only in those instances where the statutes specifically authorize them to do so. In criminal proceedings, justices can dismiss cases only when specifically authorized to do so by statute or when directed to do so by the prosecution (district attorney).

Statutorily-based reasons for dismissing cases include

defendant showing

- ▶ proof of a hunting license
- ▶ a valid drivers license
- ▶ proof of insurance
- ▶ proof of motor vehicle registration
- ▶ proof of vehicle inspection certificate
- ▶ proof of acquisition of a child safety seat
- ▶ proof of completing a driving safety course
- ▶ provide statement from licensed physician stating that for medical reasons the defendant is unable to wear a safety belt

- ▶ in certain cases, when deferred adjudication is given, and
- ▶ in certain cases, evidence that he has complied with requirements imposed by the justice of the peace

The actual statutes give more information as when dismissal is mandatory and when it is discretionary. All case dismissals should be noted in the applicable docket book along with the reason(s) for dismissal.

SCOPE

The scope of this audit was to examine all dismissed cases, information and operations to ensure their mathematical accuracy, legality, and propriety. It is a process of determining whether all transactions are properly recorded in the accounts, and appropriately reflected in statements and reports.

We conducted an audit of the Justice of the Peace for Precinct #1. We examined the criminal dockets, cash receipts, monthly reports and supporting documentation of dismissed cases for the period of January 1, 1995, to September 30, 1995

The broad purpose of the internal auditing is to help ensure the integrity of the county's financial operations. The objectives for auditing the dismissed cases of the justices of the peace are to help assure that

- the justice has collected all the money that he/she is supposed to,
 - . the money collected was properly remitted to the appropriate party,
 - . other property is properly managed,
 - . all money and other property is properly accounted for, properly reported, and adequately safeguarded, and
- the operations of the office conform to prescribed procedures for dismissed cases are in compliance with the statutes

RESULTS

After considering all aspects of the audit, we found nothing that would lead us to conclude that the balances and collections in regards to dismissed cases for the Justice of the Peace for Precinct #2 office for the period audited were not in all material respects appropriately discharged and/or charged, collected, remitted and reported.

CONCLUDING REMARKS

We appreciate the assistance provided to the county auditor's office by the Justice of the Peace and staff of Precinct #2.

This report is intended for the information of management and applicable regulatory agencies. However, this report is a matter of public record and its distribution is not limited.

Sincerely,

Karen Remmert
Karen Remmert, CGFM

REPORT TO MANAGEMENT ON
AUDIT OF DISMISSALS BY
JUSTICE OF THE PEACE PRECINCT #2

POLK COUNTY, TEXAS

Copies of this report have been mailed to the following:

District Judges

Honorable Judge Joe Ned Dean, 258th Judicial District
Honorable Judge Robert Hill Trapp, 411th Judicial District

County Judge

Honorable John Thompson

Justice of the Peace, Precinct #2

Honorable Judge David Johnson

County Commissioners

Honorable Bernice E Speights, Commissioner Precinct No. 1
Honorable Bobby Smith, Commissioner Precinct No. 2
Honorable James J Purvis, Commissioner Precinct No. 3
Honorable R. R Hubert, Commissioner Precinct No. 4

SUMMARY OF FINDINGS AND RECOMMENDATIONS

SUMMARY OF FINDINGS AND RECOMMENDATIONS

DISMISSED CASES

For the period of nine months, the Justice of the Peace dismissed a total of one hundred and five (105) cases. We randomly chose a sample of eighty-six (86) of the dismissed cases to audit. From the sample of dismissals chosen, a negative confirmation letter was sent to each of the recipients. Twenty (20) of the letters were returned because of insufficient address or moved and left no forwarding address.

From the sample chosen the auditor took the receipt number, name, docket number, the amounts of fines and fees that would have been charged. The auditor traced the receipts to each docket number and double checked the information taken from the monthly report.

The information taken from the docket book included the reasons for dismissals, and if there was an amount paid, date paid and how paid (whether payment was by cash, check, money order or cashier's check)

If there was an amount paid, it was due to two tickets being issued at the same time (ie one ticket for speeding and one ticket for no insurance). With the showing of proof of insurance, one ticket would have been dismissed, but fines and fees would have been collected for the speeding ticket.

The auditor verified that the dismissed cases had reasons for the dismissals documented on the system and were appropriately dismissed. Of the fines and fees collected, the auditor verified that the receipts received were deposited and that the county treasurer's office receipted these funds. Voided or canceled receipts were verified and all copies of the receipt were present and marked "void".

RECOMMENDATION

All dismissed cases should be fully documented for the legal support of the Justice of the Peace. The new software installed for the Justice of the Peace office has the ability for explanation of dismissal. No further recommendation needed.

REPORT ON AUDIT OF
DISMISSALS BY
JUSTICE OF THE PEACE
PRECINCT #3
FEBRUARY 1997

POLK COUNTY

TABLE OF CONTENTS

LETTER OF TRANSMITTAL	. 4
REPORT DISTRIBUTION 7
SUMMARY OF FINDINGS & RECOMMENDATIONS 9



KAREN REMMERT
County Auditor

POLK COUNTY
LIVINGSTON TEXAS

February 28, 1997

Honorable Judge Joe Ned Dean, 258th Judicial District
Honorable Judge Robert Hill Trapp, 411th Judicial District
Honorable Judge Thompson and Members of Commissioners Court
Polk County, Texas

INTRODUCTION

Justices of the Peace are authorized to dismiss cases only in certain circumstances. In civil proceedings, justices can dismiss cases only in those instances where the statutes specifically authorize them to do so. In criminal proceedings, justices can dismiss cases only when specifically authorized to do so by statute or when directed to do so by the prosecution (district attorney).

Statutorily-based reasons for dismissing cases include

defendant showing:

- ▶ proof of a hunting license
- ▶ a valid drivers license
- ▶ proof of insurance
- ▶ proof of motor vehicle registration
- ▶ proof of vehicle inspection certificate
- ▶ proof of acquisition of a child safety seat
- ▶ proof of completing a driving safety course
- ▶ provide statement from licensed physician stating that for medical reasons the defendant is unable to wear a safety belt

- ▶ in certain cases, when deferred adjudication is given, and
- ▶ in certain cases, evidence that he has complied with requirements imposed by the justice of the peace

The actual statutes give more information as when dismissal is mandatory and when it is discretionary. All case dismissals should be noted in the applicable docket book along with the reason(s) for dismissal.

SCOPE

The scope of this audit was to examine all dismissed cases, information and operations to ensure their mathematical accuracy, legality, and propriety. It is a process of determining whether all transactions are properly recorded in the accounts, and appropriately reflected in statements and reports.

We conducted an audit of the Justice of the Peace for Precinct #1. We examined the criminal dockets, cash receipts, monthly reports and supporting documentation of dismissed cases for the period of January 1, 1995, to September 30, 1995.

The broad purpose of the internal auditing is to help ensure the integrity of the county's financial operations. The objectives for auditing the dismissed cases of the justices of the peace are to help assure that

- the justice has collected all the money that he/she is supposed to,
- the money collected was properly remitted to the appropriate party,
- . other property is properly managed,
- . all money and other property is properly accounted for, properly reported, and adequately safeguarded, and
- . the operations of the office conform to prescribed procedures for dismissed cases are in compliance with the statutes

RESULTS

After considering all aspects of the audit, we found nothing that would lead us to conclude that the balances and collections in regards to dismissed cases for the Justice of the Peace for Precinct #3 office for the period audited were not in all material respects appropriately discharged and/or charged, collected, remitted and reported

CONCLUDING REMARKS

We appreciate the assistance provided to the county auditor's office by the Justice of the Peace and staff of Precinct #3.

This report is intended for the information of management and applicable regulatory agencies. However, this report is a matter of public record and its distribution is not limited.

Sincerely,

Karen Remmert

Karen Remmert, CGFM

REPORT TO MANAGEMENT ON
AUDIT OF DISMISSALS BY
JUSTICE OF THE PEACE PRECINCT #3

POLK COUNTY

Copies of this report have been mailed to the following:

District Judges

Honorable Judge Joe Ned Dean, 258th Judicial District
Honorable Judge Robert Hill Trapp, 411th Judicial District

County Judge

Honorable John Thompson

Justice of the Peace, Precinct #3

Honorable Judge Harvey Stamper

County Commissioners

Honorable Bernice E Speights, Commissioner Precinct No. 1
Honorable Bobby Smith, Commissioner Precinct No. 2
Honorable James J Purvis, Commissioner Precinct No. 3
Honorable R. R Hubert, Commissioner Precinct No. 4

SUMMARY OF FINDINGS AND RECOMMENDATIONS

SUMMARY OF FINDINGS AND RECOMMENDATIONS

DISMISSED CASES

For the period of nine months, the Justice of the Peace dismissed a total of five hundred and eight (508) cases. We randomly chose a sample of three hundred and twenty-six (326) of the dismissed cases to audit. From the sample of dismissals chosen, a negative confirmation letter was sent to each of the recipients. Seventy-nine (79) of the letters were returned because of insufficient address or moved and left no forwarding address.

From the sample chosen the auditor took the receipt number, name, docket number, the amounts of fines and fees that would have been charged. The auditor traced the receipts to each docket number and double checked the information taken from the monthly report.

The information taken from the docket book included the reasons for dismissals, and if there was an amount paid, date paid and how paid (whether payment was by cash, check, money order or cashier's check).

If there was an amount paid, it was due to two tickets being issued at the same time (ie one ticket for speeding and one ticket for no insurance). With the showing of proof of insurance, one ticket would have been dismissed, but fines and fees would have been collected for the speeding ticket.

The auditor verified that the dismissed cases had reasons for the dismissals documented on the system and were appropriately dismissed. Of the fines and fees collected, the auditor verified that the receipts received were deposited and that the county treasurer's office receipted these funds. Voided or canceled receipts were verified and all copies of the receipt were present and marked "void".

RECOMMENDATION

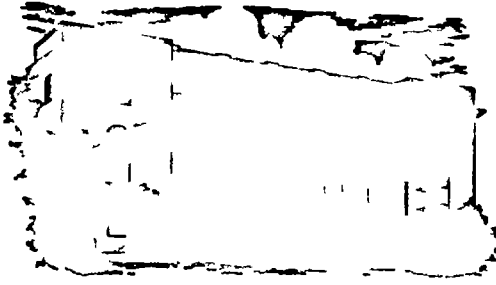
All dismissed cases should be fully documented for the legal support of the Justice of the Peace. The new software installed for the Justice of the Peace office has the ability for explanation of dismissal. No further recommendation needed.

REPORT ON AUDIT OF
DISMISSALS BY
JUSTICE OF THE PEACE
PRECINCT #4
FEBRUARY 1997

POLK COUNTY

TABLE OF CONTENTS

LETTER OF TRANSMITTAL	4
REPORT DISTRIBUTION	7
SUMMARY OF FINDINGS & RECOMMENDATIONS	9



KAREN REMMERT
County Auditor

POLK COUNTY
LIVINGSTON TEXAS

February 28, 1997

Honorable Judge Joe Ned Dean, 258th Judicial District
Honorable Judge Robert Hill Trapp, 411th Judicial District
Honorable Judge Thompson and Members of Commissioners Court
Polk County, Texas

INTRODUCTION

Justices of the Peace are authorized to dismiss cases only in certain circumstances. In civil proceedings, justices can dismiss cases only in those instances where the statutes specifically authorize them to do so. In criminal proceedings, justices can dismiss cases only when specifically authorized to do so by statute or when directed to do so by the prosecution (district attorney).

Statutorily-based reasons for dismissing cases include

defendant showing

- ▶ proof of a hunting license
- ▶ a valid drivers license
- ▶ proof of insurance
- ▶ proof of motor vehicle registration
- ▶ proof of vehicle inspection certificate
- ▶ proof of acquisition of a child safety seat
- ▶ proof of completing a driving safety course
- ▶ provide statement from licensed physician stating that for medical reasons the defendant is unable to wear a safety belt

- ▶ in certain cases, when deferred adjudication is given, and
- ▶ in certain cases, evidence that he has complied with requirements imposed by the justice of the peace

The actual statutes give more information as when dismissal is mandatory and when it is discretionary. All case dismissals should be noted in the applicable docket book along with the reason(s) for dismissal.

SCOPE

The scope of this audit was to examine all dismissed cases, information and operations to ensure their mathematical accuracy, legality, and propriety. It is a process of determining whether all transactions are properly recorded in the accounts, and appropriately reflected in statements and reports.

We conducted an audit of the Justice of the Peace for Precinct #4. We examined the criminal dockets, cash receipts, monthly reports and supporting documentation of dismissed cases for the period of January 1, 1995, to September 30, 1995.

The broad purpose of the internal auditing is to help ensure the integrity of the county's financial operations. The objectives for auditing the dismissed cases of the justices of the peace are to help assure that

- the justice has collected all the money that he/she is supposed to,
- the money collected was properly remitted to the appropriate party,
- other property is properly managed,
- all money and other property is properly accounted for, properly reported, and adequately safeguarded, and
- the operations of the office conform to prescribed procedures for dismissed cases are in compliance with the statutes

RESULTS

After considering all aspects of the audit, we found nothing that would lead us to conclude that the balances and collections in regards to dismissed cases for the Justice of the Peace for Precinct #4 office for the period audited were not in all material respects appropriately discharged and/or charged, collected, remitted and reported

CONCLUDING REMARKS

We appreciate the assistance provided to the county auditor's office by the Justice of the Peace and staff of Precinct #4

This report is intended for the information of management and applicable regulatory agencies. However, this report is a matter of public record and its distribution is not limited.

Sincerely,

Karen Remmert
Karen Remmert, CGFM

REPORT TO MANAGEMENT ON
AUDIT OF DISMISSALS BY
JUSTICE OF THE PEACE PRECINCT #4

POLK COUNTY

Copies of this report have been mailed to the following:

District Judges

Honorable Judge Joe Ned Dean, 258th Judicial District
Honorable Judge Robert Hill Trapp, 411th Judicial District

County Judge

Honorable John Thompson

Justice of the Peace, Precinct #4

Honorable Judge Howard Lilley

County Commissioners

Honorable Bernice E. Speights, Commissioner Precinct No. 1
Honorable Bobby Smith, Commissioner Precinct No. 2
Honorable James J Purvis, Commissioner Precinct No. 3
Honorable R. R. Hubert, Commissioner Precinct No. 4

SUMMARY OF FINDINGS AND RECOMMENDATIONS

SUMMARY OF FINDINGS AND RECOMMENDATIONS

DISMISSED CASES

For the period of nine months, the Justice of the Peace dismissed a total of three hundred and eleven (311) cases. We randomly chose a sample of one hundred and fifty (150) of the dismissed cases to audit. From the sample of dismissals chosen, a negative confirmation letter was sent to each of the recipients. Eighty-one (81) of the letters were returned because of insufficient address or moved and left no forwarding address.

From the sample chosen the auditor took the receipt number, name, docket number, the amounts of fines and fees that would have been charged. The auditor traced the receipts to each docket number and double checked the information taken from the monthly report.

The information taken from the docket book included the reasons for dismissals, and if there was an amount paid, date paid and how paid (whether payment was by cash, check, money order or cashier's check).

If there was an amount paid, it was due to two tickets being issued at the same time (ie one ticket for speeding and one ticket for no insurance). With the showing of proof of insurance, one ticket would have been dismissed, but fines and fees would have been collected for the speeding ticket.

The auditor verified that the dismissed cases had reasons for the dismissals documented on the system and were appropriately dismissed. Of the fines and fees collected, the auditor verified that the receipts received were deposited and that the county treasurer's office receipted these funds. Voided or canceled receipts were verified and all copies of the receipt were present and marked "void".

RECOMMENDATION

All dismissed cases should be fully documented for the legal support of the Justice of the Peace. The new software installed for the Justice of the Peace office has the ability for explanation of dismissal. No further recommendation needed.

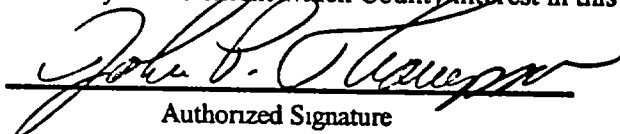
**Regulations and Provisions to
Permit Construction on County Road Right-of-Way**

It is the intent of Polk County to adopt rules and regulations for installing, adjusting, altering, maintaining and/or relocating pipelines or utility lines which include minimum applicable requirements as set forth by the State of Texas and the Code of Federal Regulations for construction, operation, maintenance and relocation of such pipelines and facilities. These specifications cover all public utility lines, mains, low pressure and high pressure pipelines and will be permitted for construction, alteration, maintenance, or relocation under the following regulations and provisions

- A) In the event it becomes necessary to alter or relocate the pipeline or utility for which permission is sought, due to widening or improving the county roads within the existing road easement at the point or along the route of said utility construction, applicant or its successor, if any, will perform the alteration or relocation at its own cost and expense, and said company will save and hold harmless Polk County from any claims, or causes of action due to any claims for damages or injuries sustained by any person or property occasioned by its operation under this permit
- B) All road crossings will be bored unless stipulated otherwise
- C) All road crossings will be at a minimum depth of 60" below the lowest existing grade for a minimum distance of 20 feet beyond each right-of-way line
- D) All parallel utility construction will be a minimum depth of 36" below existing road ditches
- E) Any damage whatsoever to any county road, roadbed, ditches, or the structure on or in the county right of way caused by laying, constructing, maintaining, repairing, or relocating of a utility and/or pipeline in, under, across, or along county road right of way shall be repaired immediately and restored to as good or better condition as before construction. Such repair and restoration will be at the sole cost and expense of the owner or operator of the pipeline or utility
- F) In the event construction is delayed or halted by adverse weather conditions, labor stoppages or mechanical difficulties, the company will insure that all ditches are cleaned and will drain as good or better as before construction
- G) While contractor is upon the county right-of-way, all spoils, materials and excavations will be marked with proper barricades and lights at night, on holidays and weekends. If contractor's machinery impedes any lane of traffic, or is in a position to cause danger to the normal movement of traffic, contractor will provide as many flag men as is necessary to provide for the safe, orderly movement of vehicular traffic
- H) Submit a route map and plat indicating the description of the point the pipeline or utility begins, the direction and the distance of the proposed utility and/or pipeline, as it affects the County Roads through Polk County, Texas

- I) Submit detailed plans and specifications for the construction, alteration, maintenance and relocation of such utility or pipelines indicating proposed work to be performed, type of construction, type of pipe, pipe size, wall thickness of pipe, type of material or substance to be carried in the pipe, and anticipated working pressure
- J) At least forty-eight (48) hours before commencing construction of any pipeline or utility in, under, across or along any County Road, notice of the time such construction is to commence will be given to the County Commissioner of the Precinct in which the work is being done, in order that he or his agent may supervise and inspect such construction. However, in cases of emergency requiring immediate maintenance or repair of any pipeline or utility, notice should be given to the Commissioner as soon as possible
- K) Upon completion of construction in, under, across, or along county road right of way, contractor will notify County Commissioner so a final inspection can be made
- L) A non-refundable application fee of \$100 00 will be assessed before any type of construction can commence
- M) Additional conditions or stipulations (For County use only)

 The undersigned agrees to perform, at its own expense, all the required work, including later relocation of the pipeline or facility if requested by the Commissioners Court of Polk County, Texas and understands that Polk County is granting use of property within the limits of County Roads only to the extent which County interest in this property permits



April 28, 1997
Date

County Judge, Polk County
Title



POLK COUNTY, TEXAS

Application for Utility/Pipeline Construction in County Right-of-way

Application No. _____ Date: _____

Name of Company _____

Address _____

City, State Zip _____

Location of Utility/Pipeline Construction _____

As shown on attached map and plat

Type of Construction

Water/Sewer Cable Low Pressure Pipeline High Pressure Pipeline

Are there any adjacent easements available? Yes No

If Yes, describe need for this request _____

Attachments Fee Paid Map Plat Plans and specifications

The undersigned agrees to perform, at its own expense, all the required work, including later relocation of the pipeline or facility if requested by the Commissioners Court of Polk County, Texas and understands that Polk County is granting use of property within the limits of County Roads only to the extent which County interest in this property permits

Signature of Applicant

Title

Approval

On this, the _____ day of _____ 1997 Approval is given for work as shown in the attached notice.

Authorized Signature for Polk County

Date

POLK COUNTY TREASURER SECOND QUARTERLY REPORT FOR THE MONTHS OF JANUARY, FEBRUARY, MARCH 1997

FUND	BEG BALANCE	RECEIPTS	DISBURSEMENTS	INVESTMENT	BALANCE
GENERAL	31,781 58	3,851,598 09	3,880 233 89	2,324,686 15	2,327,842 13
HOTEL TAX	6,651 70	5,938 62	6,709 54	0 00	5,880 78
ROAD & BRIDGE	26,087 83	1,561 228 17	1,454,101 10	1,282,480 99	1,115,695 89
PERM RD IMPR	0 00	0 00	0 00	33,387 16	33,387 16
SECURITY	1,392 86	4,380 50	288 00	47,865 75	53,351 21
ENV SERVICE	4,533 87	263,186 25	245,070 43	875,632 83	898 282 32
FEMA	1,545 13	8,316 90	5 309 02	47 362 16	51 915 17
LAW LIBRARY	12,852 32	3,060 00	1,557 50	0 00	14 354 82
D A SPECIAL	(594 94)	0 00	0 00	0 00	(594 94)
D A HOT CHECK	30,731 31	5,888 64	1,734 10	0 00	34,885 85
AGING	50 757 29	137,022 46	134,098 23	0 00	53 681 52
DEBT SERVICE	36,618 07	1,338,787 69	1,370,416 43	891,349 12	897,348 45
94 CO ENV SERVICE	3,180 42	182,500 00	183,143 80	398,773 99	401 320 61
91 CO ENV SERVICE	0 00	0 00	0 00	59,899 87	59,899 87
PRISON	1,774 42	0 00	0 00	163,286 91	165 061 33
94 CO JAIL/BLDGS	3,001 80	5,500 00	8 385 03	87,448 83	87 563 60
JUDICIARY	64,505 91	78 558 08	64,208 68	0 00	78 854 33
SO CONTRABAND	302 04	0 00	0 00	461 30	763 34
DA CONTRABAND	684 30	0 00	684 30	5 232 03	5 232 03
DRUG SEIZURE PEND	6,085 00	1,891 00	9,956 00	58 242 04	58 242 04
RAP	2,287 14	14 040 00	5,980 02	48,190 69	56 517 81
RECORDS MGMT	655 82	2,073 50	4 679 82	0 00	(1 950 50)
ADULT PROB	(3,756 75)	243 748 02	242,240 85	0 00	(2,249 58)
TOTAL	283,057 22	7,708,737 82	7,618,797 52	6 322 287 72	6,695,295 34

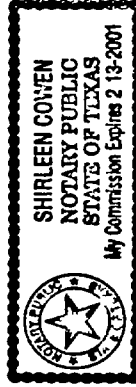
This report is made in accordance with provisions of Gov Code 2256, The Public Funds Investment Act, which require quarterly reporting of investment transactions for county funds to the commissioners court. The investments held in Polk County's portfolio comply with the Public Funds Investment Act and with the County's investment policy and strategies

I HEREBY CERTIFY THAT THE FOREGOING REPORT IS TRUE AND CORRECT

Cheryl Tamez
 CHERYL TAMEZ
 COUNTY TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME THIS 21ST DAY OF APRIL, 1997

Shirleen Cowen



JP #2	(5 00)	17,402 35	16,362 35	0 00	1,035 00
JP #3	10,727 50	100,583 11	103,845 61	0 00	7,485 00
HISTORICAL	5,360 47	14,483 81	16,688 40	225,108 67	228,264 55
ON SITE SEWER FAC	0 00	2,804 70	2,804 70	0 00	0 00
TCDP	0 00	0 00	0 00	0 00	0 00
ACF GRANT	0 00	0 00	0 00	0 00	0 00
PAYROLL	2,365 24	811 647 59	811 448 03	0 00	2 564 80
PERMANENT	7,864 81	1,834 36	6 900 00	329,664 97	332 464 14
AVAILABLE	2,228 61	10 89	0 00	103 950 89	106 190 49
FED EQUITABLE SHARE	3 086 48	0 00	0 00	0 00	3 086 48
GRAND TOTAL	314,685 33	8 657,504 83	8 576 846 61	6 981 022 25	7 376 365 80

VOL

43 PAGE 318

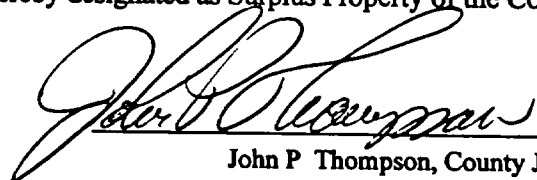


ORDER
OF THE POLK COUNTY COMMISSIONERS COURT
Designating "Surplus Property" for disposal

WHEREAS, in a regularly called meeting of the Polk County Commissioners Court on April 28, 1997, the following items were determined to be "Surplus property", as defined by Local Government Code, Chapter 263 Subchapter D, Section 263 151,

(see Departmental listings provided by County Auditor and attached hereto as Exhibit "A")

THEREFORE, the aforementioned items are hereby designated as Surplus Property of the County and shall be offered for sale in public auction.

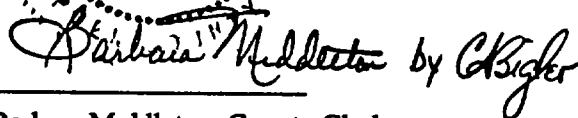

John P. Thompson, County Judge

CERTIFICATE OF THE COUNTY CLERK

The undersigned, being the County Clerk of Polk County, Texas, does hereby certify that this ORDER was duly adopted by the Commissioners Court for Polk County, effective as of April 28, 1997

IN WITNESS WHEREOF, I have affixed my signature and the official seal of the Polk County Commissioners Court to this certification.



 by C. Bigler

Barbara Middleton, County Clerk
Polk County, Texas

PROPERTY
ACQUISITION

AS APPEARING IN THE
PUBLIC RECORDS OF THE
STATE OF MISSISSIPPI

- 015623-00094
- 015623-00097
- * 015623-00107
- * 015623-00135
- 015623-00159
- 015623-00164
- 015623-00184
- 015623-00185
- 015623-00186
- 015623-00187
- 015623-00188
- 015623-00189
- 015623-00190
- 015623-00192
- 015623-00193

- Caterpillar V6 Dozer
- Earth Moving Scraper
- 5 Hobbs Lowboy Trailer
- 83 Ford Vacuum Trk
- Acme Grinder
Western Auto
Lawnmower
- Glovers Gas Heater
- Glovers Gas Heater
- Glovers Gas Heater
- Glovers Gas Heater
- Glovers Gas Heater
- Glovers Gas Heater
- LeBlond Key Lathe Machine
- Van-Norman Drill Press
Milwaukee
Drill Press

- 10K7942
- 1455
- 938019
- 1ED188049C V115945
- 2557
- 000834
- 835622
- 9433
- 74898

FAX NO 4093985950

APR-24-97 THU 9:32 AM ROAD & BRIDGE PCT 3

1-5 A
-CONTINUED

APR 24 1997
FPO 93

PROPERTY
INVENTORY

PROPERTY
INVENTORY
SERIAL

- 015623-00195
- 015623-00196
- * 015623-00211
- 015623-00214

- Monarch kathe
- Vermont Generator
- 1985 GMC Dump
- 5 HP Mower

- 13624
- 700052
- 1675704 GIER
- 544956

PROPERTY INVENTORY

List Approved by
Commissioner's Court
Date / /

POLK COUNTY
INVENTORY LISTING
COUNTY SURPLUS PROPERTY AUCTION

Lot #2 Road + Bridge

N/A

BRACK 6M
Duradiner
Bedliner

PN7070008

Lot #2 Road + Bridge

SCHEDULE OF BILLS BY FUND

FUND	DESCRIPT C I	DISBURSEMENTS
010	GENERAL FUND	100 996 00
015	ROAD & BRIDGE ADM	33 732 51
032	ENVIRONMENTAL SERVICES	9 623 62
051	AGING DEPT	9 179 95
101	ADULT SUPERVISION	18 914 02
104	DTP - CSR	841 43
107	CCP CORRIGAN OFFICE	1 419 72
108	CCP - SUPERVILLAGE	1 915 56
184	JUVENILE PROBATION	2 877 46
185	CCAP - JUVENILE PROBATION	5 959 11
TOTAL OF ALL FUNDS		185 469 78

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

DATE 4-18-97

APPROVED BY James Bennett

County Auditor
John P. Dwyer

COPY

COPY

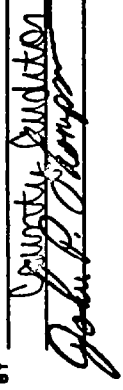
SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	6 637 55
015 ROAD & BRIDGE ADH	1 004 58
032 ENVIRONMENTAL SERVICES	209 39
049 DISTRICT ATTY HOT CHECK FUND	594 94
051 AGING DEPT	205 57
054 DEBT SERVICE FUND	19 497 50
088 JUDICIARY FUND	186 40
TOTAL OF ALL FUNDS	28 336 13

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

DATE 4-18-97

APPROVED BY


 COUNTY CLERK

COPY

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	9 820 67
015 ROAD & BRIDGE ADM	5 824 15
032 ENVIRONMENTAL SERVICES	637 80
TOTAL OF ALL FUNDS	16 292 62

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

DATE 4-14-97 APPROVED BY [Signature]
[Signature]
[Signature]

COPY

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	20 00
TOTAL OF ALL FUNDS	20 00

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

DATE 4-14-92 APPROVED BY

Sam Bennett
Wm. F. Buckley
John P. Dwyer

COPY

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
038 POLK COUNTY HISTORICAL COMM	2 899 34
TOTAL OF ALL FUNDS	2 899 34

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

DATE 4-22-97 APPROVED BY *James Raymond*
John P. O'Keefe

COPY

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	150 00
015 ROAD & BRIDGE ADM	193 06
088 JUDICIARY FUND	75 700 38
TOTAL OF ALL FUNDS	76 043 44

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

DATE 4-22-97 APPROVED BY

Kevin Lee Stewart
 County Auditor
John P. Grogan

COPY

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	136 392 79
018 ROAD & BRIDGE ADH	40 074 41
032 ENVIRONMENTAL SERVICES	4 801 82
040 LAW LIBRARY FUND	280 40
049 DISTRICT ATTY HOT CHECK FUND	265 00
051 AGING DEPT	9 728 44
070 ENV SERVICE - '94 CO ISSUE	2 350 00
088 JUDICIARY FUND	75 700 38
093 CO CLERK RECORDS MGMT FUND	1 800 00
TOTAL OF ALL FUNDS	271 195 26

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

DATE 4-23-97 APPROVED BY *Shirley J. Bennett*
Carlyle S. Smith
John P. O'Keefe

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
015 ROAD & BRIDGE ADM	11 121 40
TOTAL OF ALL FUNDS	11 121 40

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

DATE 4-24-97 APPROVED BY *Seren Leggett*
Joseph Shover
John P. Clapper

Addendum

Additional

COPY

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	9 051 53
015 ROAD & BRIDGE ADM	234 25
022 ENVIRONMENTAL SERVICES	129 46
051 AGING DEPT	320 89
073 1994 C/O JAIL/BLDG RENOV ISSUE	27 471 43
TOTAL OF ALL FUNDS	37 209 56

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

DATE 4-25-97 APPROVED BY *John R. Thompson*
County Auditor

COPY

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	195 00
TOTAL OF ALL FUNDS	195 00

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

DATE 4-28-97 APPROVED BY *Spencer Bennett*
George A. Ludwig
John P. Thompson

FOLK COUNTY - BUDGET AMENDMENT
 REQUEST #97-08
 REQUESTED 4/28/97
 REQUESTED BY Karen Rembert, County Auditor

	Increase	Decrease	Comments
010-696-572 010-696-427	300 00	300 00	To cover expenditures for delayed 1996 billing Move money to cover expenditures
015-621-570 ⁵⁷³	1,700.22		Insurance claim on 80 Mack Truck
051-645-394 051-645-344 051-645-428	1 000 00	500 00 500 00	To cover safety and medical expenditures per Virginia Smith Move money to cover expenditures Move money to cover expenditures
032-598-311 032 598-420 032-598-490 032 598-493 032 598-495 032 598-377	4 898.57	250 00 1,554.20 2,065 00 136 40 892.97	Move money to cover expenditures Move money to cover expenditures Move money to cover expenditures Move money to cover expenditures Move money to cover expenditures To cover expenditures approved by Andy Phillips, DETCOG per Jay Barbee
010-560-454	4 125 81		Insurance reumb for D Goldsby accident in March 1997
010-435-400 010-435-400 010-435-401	10 000 00 4,518 00	10,000 00	To cover expenditures for court appointed attorneys Money received by D Clerk for reimbursement of attorney fees Move money to cover expenditures
	26,242.60	15 898 57	(Difference \$10344 03 consisting of \$5826 03 of insurance reimbursements, and \$4518 00 of fees collected by District Clerk (010-342 700))

Date Approved:
 Approved By:

4/28/97


DATE APRIL 15, 1997 THROUGH APRIL 25, 1997

NO	NAME	DEPT	JOB CLASSIFICATION	TYPE OF EMPLOYEE	SALARY GROUP	ACTION TAKEN
(1)	JOY N. MCKEEHAN	SHERIFF	#1043 TELECOMMUNICATION OPER.	REGULAR FULL TIME	81 \$14,597.80	NEW-HIRE EFFECTIVE 04/23/97
(2)	MACK GIBSON	ROAD & BRIDGE PRECINCT #4	#108 HEAVY EQUIPMENT OPER.	LABOR POOL	13- \$9.55	REHIRE EFFECTIVE 04/23/97
(3)	JOE STANLEY	WASTE MGT	#904 COLLECTION STATION ATTEN	REGULAR PART TIME	UNCLASSIFIED \$5.00	RESIGNED EFFECTIVE 04-15-97
(4)	SHARON JORDAN	COUNTY CLERK	#1045 COMPUTER RECORD SPEC	REGULAR FULL TIME	11/1 \$16,127.51	MERIT INCREASE TO 11/2 \$ 16,520.87 EFFECTIVE 04-30-97
(5)	LARRY HENSLEY	ROAD & BRIDGE PRECINCT #2	#114 LABORER	REGULAR FULL TIME	56 \$13,546.06	RECLASSIFIED TO #109 LIGHT EOT OPER 12/1 \$16,936.08 EFFECTIVE 04-30-97
(6)	EARL R. HUDSON	ROAD & BRIDGE PRECINCT #3	#905 TRUCK DRIVER	LABOR POOL	11- \$7.75	NEW-HIRE EFFECTIVE 04-24-97
(7)	JAMES RUSSELL PLACKER	ROAD & BRIDGE PRECINCT #3	#905 TRUCK DRIVER	LABOR POOL	11- \$7.75	RE-HIRE EFFECTIVE 04-22-97
(8)	CARLO SPITALERI	SHERIFF	#1043 TELECOMMUNICATION OPER.	REGULAR FULL TIME	92 \$14,999.31	RESIGNED 04-22-97
(9)	VIRGINIA SMITH	AGING SERVICES	#1261 AGING SERVICES DIRECTOR	REGULAR FULL-TIME	18/7 \$28,378.57	RETIRED EFFECTIVE 08-27-97
(10)	JERRY NY	JAIL	#1055 CORRECTIONS OFFICER	TEMPORARY FULL TIME	11/1 \$16,127.51	RECLASSIFIED TO REGULAR FULL TIME 11/1 \$16,127.51 EFFECTIVE 04-30-97
(11)	ROBERT HAM	SHERIFF	#1037 DEPUTY SHERIFF PATROL	REGULAR FULL-TIME	142 \$19,143.23	DISMISSAL 04-23-97
(12)	DENNIS ALLEN	SHERIFF	#1037 DEPUTY SHERIFF	REGULAR FULL TIME	14/1 \$18,634.82	MERIT INCREASE TO 14/2 \$19,143.23 EFFECTIVE 04-30-97
(13)						
(14)						
(15)						
(16)						
(17)						