

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS
POLK COUNTY, TEXAS



VOL 43 PAGE 1067

97 SEP 17 AM 9 42

Barbara Middleton

BARBARA MIDDLETON
COUNTY CLERK POLK CO

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

94

Notice is hereby given that a Regular meeting of the above named Commissioners' Court will be held on Monday, September 22, 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, September 17, 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, September 17, 1997, and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting

Notice filed, Wednesday, September 17, 1997

Barbara Middleton, County Clerk

By

Barbara Middleton

**COMMISSIONERS COURT****AGENDA**

for MONDAY - SEPTEMBER 22, 1997 - 10:00 A.M.**CALL TO ORDER**

- 1 WELCOME - Public Comments
- 2 INFORMATIONAL REPORTS
 - A Adopt Resolution honoring service of County Treasurer, Cheryl Tamez
 - B Record adoption of FY1998 Budget, following Public Hearing held at 9 30a m (prior to this meeting)
- 3 CONSIDER APPROVAL OF MINUTES for meeting of, September 8th(Regular) & 15th(Special), 1997

NEW BUSINESS

- 4 CONSIDER APPROVAL OF ORDER TO SET 1997 TAX RATE (Public Hearing held 9/15/97)
- 5 CONSIDER ANY/ALL NECESSARY ACTION PERTAINING TO BIDS #97-11A THROUGH #97-11G, COUNTY INSURANCES
- 6 CONSIDER APPROVAL OF AMENDMENT TO ORDER ADOPTING AN ANNUALLY DETERMINED CONTRIBUTION RATE FOR THE COUNTY RETIREMENT SYSTEM (TCDRS) (INCREASING EMPLOYER CONTRIBUTION RATE, ONLY)
- 7 CONSIDER APPROVAL OF INTERLOCAL AGREEMENT FOR PARTICIPATION IN TEXAS ASSOCIATION OF COUNTIES INSURANCE TRUST FUND
- 8 CONSIDER APPROVAL OF R O W CONTRACT FOR TxDOT IMPROVEMENTS ON FM1276 & US59 AT TRINITY RIVER BRIDGE
- 9 CONSIDER APPROVAL OF CHANGE IN SIGNATURE AUTHORIZATION FOR TEXAS COMMUNITY DEVELOPMENT PROGRAM (in conjunction with resignation/appointment of County Treasurer)
- 10 CONSIDER APPROVAL OF CRITERIA AND DISTRIBUTION OF UNEXPENDED TRAINING FUNDS TO PARTICIPATING VOLUNTEER FIRE DEPARTMENTS

- 11 CONSIDER APPROVAL OF PERSONNEL MANAGEMENT SYSTEM UPDATE #97-01
- 12 RECEIVE COUNTY AUDITOR'S INTERNAL AUDIT REPORTS FOR "PAYROLL OPERATIONS" AND "FINANCIAL OPERATIONS OF WASTE MANAGEMENT"
- 13 CONSIDER APPROVAL OF PRECINCT #4 PERMANENT ROAD EXPENDITURES FOR, 1 10 mi on Millgate Rd and 9 mi on Nettles Cemetery Rd
- 14 CONSIDER RESOLUTION ORDERING THE COUNTY'S RETENTION OF A PERCENTAGE OF ADDITIONAL FILING FEES MANDATED BY S B 1534 (Effec 9/1/97)

CONSENT AGENDA ITEMS

- 15 CONSIDER APPROVAL AND PAYMENT OF BILLS (by Schedule)
- 16 CONSIDER APPROVAL OF PERSONNEL ACTION FORMS
(Including any/all administrative changes resulting from Personnel Management System Update and FY1998 Budget)

ADJOURN

Next regularly scheduled meeting - October 10, 1997, 10 00 a m



FILED AND RECORDED
OFFICIAL PUBLIC RECORD
POLK COUNTY TEXAS

ADDENDUM TO
NOTICE OF MEETING # 94 97 SEP 19 AM 9 51

COMMISSIONERS COURT OF POLK COUNTY, TEXAS

Barbara Middleton

BARBARA MIDDLETON

THE FOLLOWING WILL SERVE TO AMEND THE AGENDA OF THE COMMISSIONERS COURT MEETING SCHEDULED FOR SEPTEMBER 22, 1997 AT 10 00 A M

AMEND.

13 TO READ, "Consider approval of Precinct #4 Permanent Road Expenditures for, 1 10 mi Millgate Rd , 0 9 mi Nettles Cemetery Rd , and 1 0 mi Soda Oak East "

ADD.

- 17 Consider approval of Budget Amendment #97-18, as requested by County Auditor
- 18 Consider acceptance of certain roads located in Texas Landing Subdivision, Pct #1, for County maintenance, as follows,

Texas Landing	-	0 15 mi	Longhorn Dr	-	0 43 mi
Lariat Lane	-	0 20 mi	Alamo Dr	-	0 03 mi
Chuckwagon	-	0 20 mi	Branding Iron	-	0 30 mi
- 19 Consider approval to advertise for purchase of New/Used Dump Trailer, Pct #3
- 20 Consider approval of Road & Bridge Pct, #3 request to issue four - 3yr time warrants, totaling \$25,827 11, for heavy equipment repair
- 21 Consider approval of Precinct #1 Permanent Road Expenditures for, 0 2 mi Taylor Lake Rd
- 22 Consider approval of Waste Management application for DETCOG FY98 Solid Waste Grant

Posted on Friday, September 19, 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 at the the door of the County Courthouse of Polk County, Texas, at a place readily accessible to the general public at all times on Friday, September 19, 1997 and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting

Dated Friday, September 19, 1997

Barbara Middleton, County Clerk

Barbara Middleton

STATE OF TEXAS }
 COUNTY OF POLK }

DATE SEPTEMBER 22, 1997
 REGULAR CALLED MEETING
 ALL PRESENT

"CORRECTED - MINUTES"

BE IT REMEMBERED ON THIS THE 22nd DAY OF SEPTEMBER, 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, COMMISSIONER 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
 PUBLIC COMMENTS
 - a JUDY McDOWELL, INTRODUCED A PROJECT (FROM CLEVELAND, TX), NEEDED FOR POLK COUNTY RESIDENTS IT IS A PROGRAM IN WHICH EMERGENCY MEDICAL SERVICE FILES FOR INDIVIDUALS WOULD BE PUT ON A MEDICINE CONTAINER, AND PLACED IN THE REFRIGERATOR OF EACH HOUSEHOLD FOR THIS PROGRAM TO BE FUNDED IN POLK COUNTY, SHE SAID THEY ARE DEPENDING STRICTLY ON DONATIONS THEY HAVE ARRANGED FOR DONATIONS TO BE ACCEPTED BY THE RED CROSS OFFICE
 - b SCHIELA BUXTON OF WIGGINS VILLAGE #1 SUBDIVISION, JUST WANTED TO TELL THE COMMISSIONER S COURT THEY ARE DOING A GREAT JOB, AND TO KEEP UP THE GOOD WORK
 - c SHEP GREEN STATED HIS APPRECIATION AND THANKS, FOR ALL THEIR HARD WORK ON THE NEW BUDGET
- 2 INFORMATIONAL REPORTS
 - a CHERYL TAMEZ, WAS HONORED WITH A RESOLUTION FOR HER YEARS OF SERVICE AS POLK COUNTY TREASURER, JANUARY 1987 THROUGH SEPTEMBER, 1997 (SEE ATTACHED)
 - b JUDGE THOMPSON, ON RECORDING OF (FY1998) BUDGET, FOLLOWING PUBLIC HEARING AT 9 30 AM (prior to this meeting)
 - c COMMISSIONER HUBERT, COMMENDED SHERIFF DEPUTY, JASON BRIDGES ON SAVING THE LIFE OF A CHILD, DURING A FIRE IN MOSCOW
- 3 MOTIONED BY BOBBY SMITH, SECONDED BY JAMES J "Buddy" PURVIS TO APPROVE MINUTES FOR MEETING OF SEPTEMBER 8th (Regular) and 15th (Special), 1997
 ALL VOTING YES

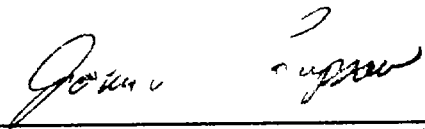
- 4 MOTIONED BY BOBBY SMITH, SECONDED BY JAMES J "Buddy" PURVIS TO APPROVE ORDER TO SET 1997 TAX RATE, AT 5089/per \$100 00 valuation (M & O 3851 and Debt Service rate 1238)
ALL VOTING AS FOLLOWS
JUDGE, JOHN P THOMPSON--YES
COMMISSIONER SPEIGHTS -- YES
COMMISSIONER SMITH ----- YES
COMMISSIONER PURVIS ----- YES
COMMISSIONER HUBERT ----- YES
(See attached)
- 5 BIDS 97-11A THROUGH 97-11G -- COUNTY INSURANCES
MOTIONED BY JAMES J "Buddy" PURVIS, SECONDED BY BOBBY SMITH TO AWARD BIDS TO ANCO (Jernigan -Dabney) TITAN INSURANCE, FOR \$131,985 00, ON COUNTY INSURANCES, (GENERAL LIABILITY, PUBLIC OFFICIALS LIABILITY, LAW ENFORCEMENT LIABILITY PROPERTY, BUSINESS AUTO, EQUIPMENT(mobile), AND ELECTRONIC EQUIPMENT
ALL VOTING YES
- 6 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SPEIGHTS, APPROVAL OF AMENDMENT TO ORDER ADOPTING AN ANNUALLY DETERMINED CONTRIBUTION RATE FOR THE COUNTY RETIREMENT SYSTEM (TCDRS) INCREASING EMPLOYER CONTRIBUTION RATE ONLY, TO 6%
ALL VOTING YES (SEE ATTACHED)
- 7 MOTIONED BY BOBBY SMITH, SECONDED BY JAMES J "Buddy" PURVIS, TO APPROVE INTERLOCAL AGREEMENT FOR PARTICIPATION IN TEXAS ASSOCIATION OF COUNTIES INSURANCE TRUST FUND
ALL VOTING YES (SEE ATTACHED)
- 8 MOTIONED BY BOBBY SMITH, SECONDED BY R R "Dick" HUBERT, TO APPROVE OF R O W CONTRACTS FOR TxDOT IMPROVEMENT ON FM 1276 & US 59 AT THE TRINITY RIVER BRIDGE
ALL VOTING YES (SEE ATTACHED)
- 9 MOTIONED BY BOBBY SMITH, SECONDED BY JAMES J "Buddy" PURVIS, APPROVAL OF CHANGE IN SIGNATURE AUTHORIZATION FOR TEXAS COMMUNITY DEVELOPMENT PROGRAM, (in conjunction with resignation/appointment of county treasurer)
ALL VOTING YES (SEE ATTACHED)
- 10 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SPEIGHTS APPROVAL OF CRITERIA & DISTRIBUTION OF UNEXPENDED TRAINING FOR (FY97) FUNDS TO PARTICIPATING VOLUNTEER FIRE DEPARTMENTS, WHICH IS \$5,615 50
ALL VOTING YES
- 11 MOTIONED BY BOBBY SMITH, SECONDED BY JAMES J "Buddy" PURVIS, TO APPROVE PERSONNEL MANAGEMENT SYSTEM UPDATE #97-01
ALL VOTING YES (SEE ATTACHED)

- 12 MOTIONED BY BOBBY SMITH, SECONDED BY JAMES J "Buddy" PURVIS, TO RECEIVE COUNTY AUDITOR S INTERNAL AUDIT REPORTS FOR "PAYROLL OPERATIONS" & "FINANCIAL OPERATIONS OF WASTE MANAGEMENT"
ALL VOTING YES (SEE ATTACHED)
- 13 MOTIONED BY BOBBY SMITH, SECONDED BY B E "Slim" SPEIGHTS, APPROVAL OF PRECINCT #4 PERMANENT ROAD EXPENDITURES FOR 1 10 mile of MILLGATE ROAD, 0 09 mi OF NETTLES CEMETERY ROAD, & 1 0 mi OF SODA EAST
ALL VOTING YES
- 14 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SPEIGHTS, APPROVE RESOLUTION ORDERING THE COUNTY'S RETENTION OF A PERCENTAGE (5%) OF ADDITIONAL FILING FEES MANDATED BY S B 1534 (effective 9/1/97), STATE OF TEXAS LEGISLATURE
ALL VOTING YES (SEE ATTACHED)
- 15 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
9-08 97	67,315 85	126377 - 126402
9-09-97	191,241 64	126404
9-11 97	8 882 07	126405 - 126435
9-15-97	800 00	126436
9-17-97	-1,709 95	VOIDED CHECKS #12237 125729 & 124730
9-18 97	3 000 00	126437 & 126438
9-19-97	142,296 23	126439 - 126444
9-19-97	194,782 60	126445 - 126585
9-22-97	42,250 01	ADDENDUM (TO APPEAR ON FUTURE SCHEDULE)

- 16 MOTIONED BY JAMES J "Buddy" PURVIS, SECONDED BY BOBBY SMITH, TO APPROVE PERSONNEL ACTION FORMS, (Including any administrative changes resulting from Personnel Management System update and FY 1998 Budget)
ALL VOTING YES
- 17 MOTIONED BY BOBBY SMITH, SECONDED BY B E "Slim" SPEIGHTS TO APPROVE BUDGET AMENDMENT #97-18, AS REQUESTED BY COUNTY AUDITOR, KAREN REMMERT
ALL VOTING YES (SEE ATTACHED)

- 18 MOTIONED BY R R "Dick" HUBERT, SECONDED BY BOBBY SMITH, TO ACCEPT CERTAIN ROADS LOCATED IN TEXAS LANDING SUBDIVISION, PCT #1, FOR COUNTY MAINTENANCE, AS FOLLOWS
- | | |
|-------------------------|-------------------------|
| Texas Landing - 0 15 mi | Longhorn Dr - 0 43 mi |
| Lariat Lane - 0 20 mi | Alamo Dr - 0 03 mi |
| Chuckwagon - 0 20 mi | Branding Iron - 0.30 mi |
- ALL VOTING YES
- 19 MOTIONED BY R R "Dick" HUBERT, SECONDED BY BOBBY SMITH, APPROVAL TO ADVERTISE FOR PURCHASE OF NEW/USED DUMP TAILER, PCT#3
ALL VOTING YES
- 20 MOTIONED BY R R "Dick" HUBERT, SECONDED BY BOBBY SMITH, TO APPROVE ROAD & BRIDGE PCT#3, REQUEST TO ISSUE FOUR (3year) TIME WARRANTS TOTALING \$25,827 11, FOR HEAVY EQUIPMENT REPAIR, ON OCTOBER 1,1997 OR THEREAFTER, (TO BE BUDGETED IN FY99 DEBT SERVICE)
ALL VOTING YES
- 21 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SPEIGHTS, APPROVAL OF PRECINCT #1 PERMANENT ROAD EXPENDITURES FOR 2 Miles of TAYLOR LAKE ROAD
ALL VOTING YES
- 22 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SPEIGHTS, APPROVAL OF WASTE MANAGEMENT APPLICATION FOR DETCOG FY98 SOLID WASTE GRANT
ALL VOTING YES
- 23 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SPEIGHTS, TO ADJOURN COURT THIS 22nd DAY OF SEPTEMBER, 1997 AT 10 53 AM
ALL VOTING YES



JOHN P THOMPSON, COUNTY JUDGE

ATTEST



BARBARA MIDDLETON, COUNTY CLERK

RESOLUTION
of the
POLK COUNTY COMMISSIONERS COURT

*Recognizing the Service of
Cheryl Tamez
County Treasurer January 1, 1987 - September 30, 1997*

WHEREAS Cheryl Tamez began serving as County Treasurer of Polk County Texas on January 1 1987 and has served continuously for over 10 years, and

WHEREAS throughout her term of office Cheryl has provided to Polk County the benefit of her qualified dependable and loyal service representing a valuable contribution to the organization and operation of the County Treasurer's Office, and

WHEREAS during her term of office Cheryl has faithfully administered her duties while providing assistance to the Citizens of this County, and

WHEREAS this Court wishes to recognize the exemplary service and acknowledge the valuable contribution made to Polk County by this individual,

NOW THEREFORE, BE IT RESOLVED

that this Resolution be entered into the official record of the Court recognizing the quality of public service provided by Cheryl Tamez to the Citizens of Polk County Texas and hereby offering the sincere appreciation and gratitude of this Commissioners Court

SIGNED AND ENTERED this the 22nd day of September 1997

John P Thompson County Judge



Attest,

Barbara Middleton

Barbara Middleton County Clerk

B E "Slim" Speights Comm Pct 1

Bobby Smith Comm Pct 2

James J "Buddy" Purvis Comm Pct 3

R R "Dick" Hubert Comm Pct 4

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ORDER

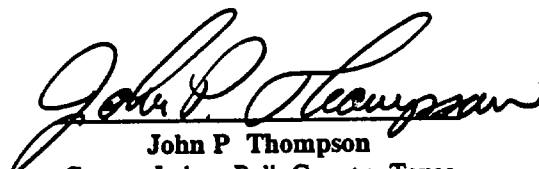
OF THE POLK COUNTY COMMISSIONERS COURT setting the 1997 Tax Rate (To fund the FY1998 Budget)

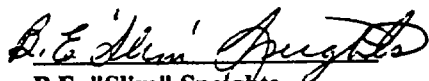
WE, the undersigned, being the membership of the Commissioners Court of Polk County, do hereby acknowledge that all requirements of notice, publication, hearings and voting related to the setting of the 1997 Tax Rate have been satisfied, and

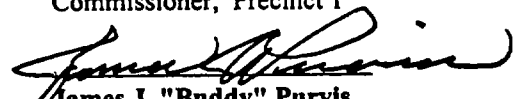
THE COMMISSIONERS COURT met on the date stated herein in a properly called session and with all members of the Court present a motion and second were made and the Court voted unanimously to set the 1997 Tax Rate as follows,

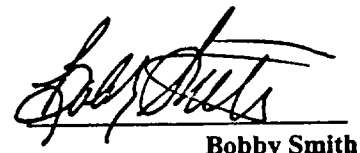
Maintenance & Operation	3060	(General Fund)
	<u>0791</u>	(Road & Bridge Fund)
Sub-Total M&O	3851	
Debt Service	1238	
TOTAL COUNTY TAX RATE	5089	

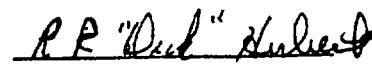
BE IT ORDERED on this, the 22nd day of September, 1997 that the Tax Rate set out above shall be entered into the official records of the Commissioners Court and shall be submitted to the Tax Assessor Collector of Polk County


John P. Thompson
County Judge, Polk County, Texas



B E "Slim" Speights
Commissioner, Precinct 1

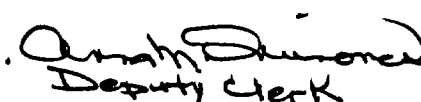

James J "Buddy" Purvis
Commissioner, Precinct 3


Bobby Smith
Commissioner, Precinct 2


R.R. "Dick" Hubert
Commissioner, Precinct 4

Attest,


Barbara Middleton, County Clerk


Deputy Clerk

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TEXAS COUNTY CLERK

Form ADCR-3B (County) - Revised 1997



USE THIS ORDER TO AMEND A PREVIOUSLY ADOPTED ADCR PLAN

PART ONE FORM OF ORDER TO BE ADOPTED AND INCLUDED IN MINUTES

The State of Texas

County of POLK

On this the 22nd day of September 19 97 the Commissioners Court of POLK County Texas ('the County') was convened in regular

session with the following members present

- John P. Thompson County Judge
- B.E. "Slim" Speights Commissioner Precinct #1
- Bobby Smith Commissioner Precinct #2
- James J. "Buddy" Purvis Commissioner Precinct #3
- R.R. "Dick" Hubert Commissioner Precinct #4 and
- Barbara Middleton County Clerk

~~Motion~~ R.R. "Dick" Hubert moved that the order (which is Exhibit One of these minutes), including all options checked and initialed in Section IV be adopted by the County. The motion was seconded by ~~Motion~~ B.E. "Slim" Speights and was adopted with the following members voting AYE John P. Thompson, B.E. "Slim" Speights, Bobby Smith, James J. "Buddy" Purvis and R.R. "Dick" Hubert and the following members voting NO None and _____

EXHIBIT ONE

AMENDMENT OF PREVIOUS ORDER
ADOPTING THE ANNUALLY DETERMINED CONTRIBUTION RATE PLAN
AND MAKING PLAN SELECTIONS THEREUNDER

WHEREAS, THE COUNTY previously adopted the Annually Determined Contribution Rate Plan under Subchapter H, Chapter 844 of the TCDRS Act (Subtitle F Title 8, Government Code) and made certain elections and selections authorized by said Act, and

WHEREAS, THE COURT finds it to be in the public interest to amend or add to the selections previously made by the County, now, therefore it is ORDERED

I EMPLOYEE DEPOSIT RATE

For each payroll period from and after January 1 1998 member deposits of each eligible County employee shall be made to the System at the rate of 7 %¹ of compensation and such deposits shall be withheld by the payroll officer and transmitted to the System for deposit to the individual employee account

II CURRENT SERVICE CREDIT PERCENTAGE

For service performed for the county on and after January 1, 1998, each member shall receive *multiple matching credit*, which when added to the rate used to determine the *current service credit* allowable under Section 843 403 of the TCDRS Act, will total 220 %² of the member's deposits Current service credit for periods ending prior to January 1, 1998 shall be at the greater of the rate in effect December 31 1997 or the rate to take effect January 1 1998

III PRIOR SERVICE CREDIT PERCENTAGE

Allocated (special) prior service credits granted to any member by the County and in effect December 31, 1997, shall be recomputed at 160 %³ of the maximum (special) prior service credit of each member affected

IV SELECTION AND ADOPTION OF OTHER OPTIONAL CREDITS AND BENEFITS

Effective January 1, 1998, in accordance with Section 844 704 of the TCDRS Act the County adopts the following additional rights, credits and benefits (*please have your County Judge check (✓) and initial each option selected or the line indicating that no options are being selected for 1998*)

To continue current optional benefits

¹ Four five six or seven percent

² The percentage may be 100%, 125% 150% 175% 200% 225%, 250% or the percentage currently in effect

³ Must be a multiple of 5%, may be the same as, but not less than the percentage previously adopted by the County

- () Vested Survivor Death Benefit under Sec 844 209⁴ (initial here) _____
- () Increase in Existing Annuities under Sec 844 208 at the rate of _____%⁵ (initial here) _____
- () Optional Benefit Eligibility Plan 2 (8 year Vesting/Retirement Eligibility) under Sec 844 210 (initial here) _____
- () Optional Benefit Eligibility Plan 3 ("Rule of 75" Retirement Eligibility) under Sec 844 211 (initial here) _____
- () Reinstatement ("Buy-Back") of Previously Forfeited Service Credit under Sec 843 003 (initial here) _____
- () Prior Service Credit for Military Service under Sec 843 202 (initial here) _____
- () Current Service Credit for Military Service under Sec 843 601 (initial here) _____
- () Pre Membership Credit under Sec 843 204 (initial here) _____
- () Recalculation of Benefit Credits on Full-Salary Basis under Sec 843 702 (initial here) _____
- () We elect none of the above plan options for 1998 (initial here) _____

V EMPLOYER CONTRIBUTION RATE

The County hereby undertakes to make monthly normal contributions and prior service contributions to the System at the annual rates determined from year to year by the System's actuary and approved by the Board of Trustees as provided by Subchapter H of Chapter 844 of the TCDRS Act. The total of such rates (excluding those for "picked up" contributions under Section 845 403(i) of the TCDRS Act and those if any to the Supplemental Death Benefits Fund) shall not exceed the maximum rate of 11% prescribed by Section 844 703(c) of the Act, and shall total 6%⁶ for the year 1998.

VI. OTHER PARTICIPATION PROVISIONS CONTINUED.

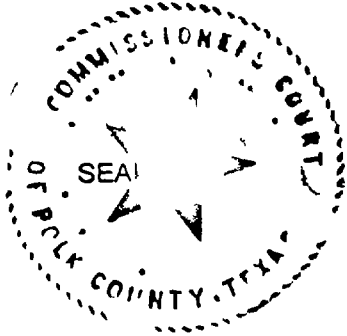
Except as modified by this Order, the orders previously adopted by the Commissioner's Court relating to participation in the System and in effect on December 31 1997, are continued in effect.

- ⁴ An explanation of all ADCR plan options can be found on pages 4-7 of the attached instructions.
- ⁵ The percentage may be 30, 40, 50, 60, 70 or 80.
- ⁶ Employer contribution rate should equal
- a) the ADCR Plan rate shown on Line 8 of Exhibit A plus the sum of
 - 1) the rate for COLA annuity increase if authorized (Line 19 Exhibit A) plus
 - 2) the rate for 8 year vesting and retirement eligibility at age 60, if authorized (Line 16 Exhibit A), plus
 - 3) the rate for "Rule of 75" early retirement eligibility if authorized, (Line 17 Exhibit A) plus
 - 4) the rate for reinstatement ("buy back") of previously forfeited service credit if authorized (Line 14 of Supplemental Exhibit A) plus
 - 5) the rate for "pre-membership" credit, if authorized, (line 14 of Supplemental Exhibit A), plus
 - 6) the rate for "full salary" adjustment, if authorized (Line 14 of Supplemental Exhibit A), or
 - b) any whole percentage rate (e.g., 4%, 5%, 6%, 7%, 8%, 9%, 10%, 11%) that is equal to or greater than the rate computed in accordance with the instructions set out in (a) immediately above. If you elect to contribute at an integer rate above the actuarially required rate, that rate will remain in effect unless it is changed by subsequent governing board order or the required contribution exceeds the elected rate.

PART THREE CLERK'S CERTIFICATION

I, Barbara Middleton Clerk of POLK

County and ex-officio Clerk of the Commissioners Court, do hereby certify that the foregoing is a full, true and correct copy of *Amendment of Previous Order Adopting the Annually Determined Contribution Rate Plan and Making Plan Selections Thereunder* and of the minutes pertaining to its adoption, as the same appear of record in Volume 43 Pages 985, of the official minutes of the Commissioners Court of POLK County, Texas



Given under my hand and seal of office this

22nd day of September, 1997

Barbara Middleton

County Clerk and Ex-Officio Clerk of the Commissioners Court

TEXAS ASSOCIATION OF COUNTIES INSURANCE TRUST FUND
(herein called the "Fund")

Group Life Insurance Program

Request for Participation in Insurance

Whereas, Article 3 51-2 of the Texas Insurance Code, authorizes counties and political subdivisions of the State of Texas to procure contracts insuring its officials, employees, and retirees or any class or classes thereof under a policy or policies of group life, group health, accident, accidental death and dismemberment, and hospital, surgical, and/or medical insurance issued by insurance companies licensed to do business in Texas, and

Whereas, the Interlocal Cooperation Act (TEX GOV CODE, Chapter 791), hereinafter the "Act," authorizes counties and other political subdivisions to contract or agree to perform governmental functions and services, including administrative functions and other governmental functions in which the contracting parties are mutually interested, and

Whereas, the Texas Association of Counties Insurance Trust Fund, hereinafter the "Fund," was created by Texas counties to make available life, accident, and health insurance for employees (including elected officials, appointed officials, and retained professionals) of political subdivisions and members of their families, and

Whereas, in accordance with the Act, the Restated Agreement and Declaration of Trust, and other applicable statutes, codes and authority, the Fund has purchased on behalf of and made available to such political subdivisions, a plan of life insurance for Participating Employers consisting of the following Policy and Supplementary Contracts issued to the Fund by Group Life and Health Insurance Company (GLH) hereinafter called the "Group Life Insurance Program "

- a. A Group Term Life Insurance Policy, Form No GLP-5(Rev)-TACITF, inclusive of the Accelerated Benefit Rider, Form No GLP-5-ABR-1-TACITF, and
- b. An Accidental Death, Dismemberment and Loss of Sight Benefits Supplementary Contract, Form No GLP-5(Rev)-AD&D-TACITF, and
- c. A Dependents' Group Term Life Insurance Benefits Supplementary Contract, Form No GLP-5(Rev)-DGL-TACITF,

Whereas, COUNTY OF POLK, is a Texas political subdivision, other than an incorporated city, town or village, has executed an Employer's Request for Participation in Trust and desires to execute this Request for Participation in Insurance, hereinafter the "Request for Participation," as an interlocal agreement, required by the Restated Agreement and Declaration of Trust and as an application for insurance, in order to become a Participant in the Group Life Insurance Program,

Now, Therefore, the Employer requests, in accordance with the provisions of the Restated Agreement and Declaration of Trust and the Interlocal Cooperation Act (TEX LOC GOV CODE, Chapter 791), that it be accepted for participation in insurance under the Group Life Insurance Program of the Fund as a Participating Employer, in accordance with the terms, coverages, benefits, conditions, exclusions, expenses, contributions and other provisions of the Group Life Insurance Program in which the Employer desires to participate, to be effective June 1, 1996, hereinafter called the "Coverage Effective Date," and, if accepted, agrees, to be bound as follows

Group No 36344

Form No APA-TACITF

Page 1

Agreement

The Participating Employer agrees to comply with the following requirements, if the Participating Employer is approved for participation in the Group Life Insurance Program

- 1 The Participating Employer shall be a "Participating Employer," as that term is defined in the Group Life Insurance Program and as restated in the Appendix of this document, as may be amended from time to time, or terminated at any time by the Fund and GLH, and shall be bound by, be subject to, and enjoy all of the terms of the Group Life Insurance Program, and the Participating Employer's participation may be terminated at any time by the Fund or GLH in accordance with the terms of the Group Policy issued to the Fund. Certain definitions of terms contained in this Agreement and in the Group Policy are attached hereto and incorporated herein.
- 2 All persons eligible to apply for coverage under the Group Life Insurance Program shall be subject to the medical guidelines and underwriting requirements of GLH as may be changed from time to time, and
- 3 The Participating Employer shall maintain participation by its eligible Employees under the Group Life Insurance Program at all times in accordance with the enrollment requirements of GLH, and
- 4 The Participating Employer shall remit all required premium payments in advance of the due date on a timely basis directly to the Fund. The initial premium rates are as shown below in the Rate Schedule. The Fund will forward the required premium payments to GLH on behalf of the Participating Employer. If premium payments are not received by GLH, or the Fund, insurance for the Participating Employer and all covered Employees shall cease in accordance with the terms of the Group Policy issued to the Fund, and
- 5 The Participating Employer shall provide eligibility and enrollment information, effective dates of employment, and all other data necessary for the efficient administration of the Group Life Insurance Program according to the terms and the requests of GLH, and
- 6 The Participating Employer shall enroll and maintain Employees in compliance with all applicable laws and regulations, including all reporting and disclosure requirements applicable to the Group Life Insurance Program as maintained by the Participating Employer.

The Participating Employer understands and agrees that if the Participating Employer fails to continue to meet participation requirements of the Fund and no longer qualifies for insurance coverage, GLH shall have the right to terminate that Participating Employer's participation in the Group Life Insurance Program on the premium due date following notification by GLH to the Fund and the Participating Employer of such termination.

The Participating Employer further understands that if a Participating Employer fails to maintain compliance, satisfactory to GLH, with the requirements enumerated herein, GLH shall have the right to terminate that Participating Employer's participation in the Group Life Insurance Program on the premium due date following notification by GLH to the Fund and the Participating Employer of such termination.

The Participating Employer further understands and agrees that premium adjustments will be negotiated between the Fund and GLH.

The Participating Employer hereby applies for the Group Life Insurance Program as described in the Schedule of Insurance below.

Group No 36344

Form No APA-TACITF

Page 2

Upon acceptance for participation, this Request for Participation shall be effective as an Interlocal Agreement pursuant to Chapter 791 of the Local Government Code and an Application and Agreement for Participation in Insurance with GLH

If any part of this Request for Participation, or the resulting Interlocal Agreement, is declared invalid, void, or unenforceable, the remaining parts and provisions shall continue in full force and effect. It is further agreed that all matters pursuant to this Request for Participation, or the Interlocal Agreement, are performable in Travis County, Texas, and that Travis County shall be the venue for all suits arising out of this Request for Participation, or the Interlocal Agreement, including without limitation, any suit to construe or enforce its terms

In the event of any conflict between the provisions of this Request for Participation and the Restated Agreement and Declaration of Trust, the Restated Agreement and Declaration of Trust shall control

SCHEDULE OF INSURANCE

“N.A.” in any space means “Not Applicable – coverage not applied for”

Group Term Life Insurance and Accidental Death, Dismemberment and Loss of Sight Benefits

<u>Class of Employees</u>	<u>Amount of Group Term Life Insurance*</u>	<u>Amount of AD&D</u>
<u>Basic Insurance</u>		
A Any full-time, active employee or any Elected or Appointed Official	\$15,000	\$15,000
B Retiree	\$7,000	N.A
<u>Supplemental Insurance</u>		
N.A		

* Total (Basic plus Supplemental) amount of group term life insurance for an Employee in the Group Life Insurance Program cannot exceed 400% of the Employee's Annual Salary

Group Term Life Insurance will reduce as follows

<u>Percent of the Original Amount</u>	<u>At Age</u>
to 65%	70
to 40%	75
to 25%	80
to 15%	85
to 10%	90

Group No 36344

Form No APA-TACITF

Class A Term Life coverage further reduces to \$7,000 at retirement. AD&D coverage terminates at retirement.

Class B Term Life coverage does not reduce or terminate with regard to age.

All AD&D insurance terminates upon the Employee's retirement.

The information shown in the Schedule of Insurance above will be the benefits available to persons eligible for insurance under this Request for Participation. The actual benefits provided to each Employee will be as that Employee applied for and as, if applicable, approved by GLH.

*** End of Schedule of Insurance ***

Initial Rate Schedule

The premium rates below are initial premium rates effective on the Coverage Effective Date. Premium rates are subject to change on the first Coverage Anniversary Date and on each Coverage Anniversary Date thereafter subject to any rate guarantee granted by GLH to the Participating Employer.

1	Initial premium rate for Basic Group Term Life Insurance per \$1,000 per month	\$ 41
2	Initial premium rate for Basic Accidental Death, Dismemberment and Loss of Sight Supplementary Contract (AD&D) Occupational -- per \$1,000 per month	\$ 05

*** End of Rate Schedule ***

Eligibility Requirements

- Waiting period for eligibility * 0 days 30 days 60 days ** 90 days
- Period of continuous employment waived on initial enrollment Yes No
- Coverage is provided to Retirees of the Participating Employer Yes No

Employee/Participating Employer Contributions

The Employee's portion of the monthly premium rate shall be

For Basic Group Term Life Insurance	0%
For Basic AD&D Insurance	0%

The Participating Employer will pay the difference between the total premium rate and the Employee's portion.

Group No 36344

Form No APA-TACITF

Page 4

Replacement of Insurance

The insurance applied for is not in addition to, nor is it to replace, any such insurance now contemplated or previously in force within the past year with another company covering Employees eligible for this insurance, except as follows

Replacement

N A
(Name of Insurance Company)

N A
(Date to which premiums are paid)

Plan Requirements

- 1 All active full-time Employees working 120 hours per month are eligible to apply for insurance Part-time and seasonal Employees are not eligible for insurance
- 2 Insurance for Employees will become effective on the first day of the Insurance Month on or next following the Employee's date of eligibility
- 3 The Participating Employer, while not an agent of GLH, will be responsible for collection of premiums from Employees, will notify Employees of the termination of their insurance, and will forward to Employees notices and/or amendments sent by GLH to the Participating Employer
- 4 The first Coverage Anniversary Date will be October 1, 1997, and then shall be October 1 of each subsequent year
- 5 Initial premium rates for the insurance applied for shall be calculated based on the Rate Schedule above and any amendments thereto
- 6 A minimum of 100% of the eligible Employees will be required if the Participating Employer is paying the entire premium cost.

A minimum of 75% of the eligible Employees will be required if the Participating Employer is paying only a portion of the premium cost.
- 7 The Employer should not cancel current insurance coverage until notified by GLH that this Request for Participation has been approved.
- 8 No insurance coverage or changes will become effective without approval of GLH.

Group No 36344

Form No APA-TACIF

Page 5

Special Representations

The following Special Representations and/or attached Amendment(s), if any, shall be considered a part of the Request for Participation.

*0 days for Elected or Appointed Officials

**90 days for all other employees

The Participating Employer acknowledges having read the foregoing provisions of this Request for Participation and understands and agrees that all statements provided are true and correct to the best of the Participating Employer's knowledge and belief

The undersigned parties have executed this Request for Participation

Applicant

Participating Employer COUNTY OF POLK

Address Polk County Courthouse Livingston, TX 77351
Street Address or P O Box City and State Zip Code

By [Signature] 9/22/97
Title Date

Verified and agreed to by the TEXAS ASSOCIATION OF COUNTIES INSURANCE TRUST FUND

By [Signature] 9/17/97
Title Date

GROUP LIFE AND HEALTH INSURANCE COMPANY

By [Signature] August 5, 1997
Ross B Snyder Date
Chief Executive Officer

Group No 36344

Form No APA-TACITF

**Appendix to
Request for Participation in Insurance**

Definitions as used in this Agreement

A. Dependent means (for purposes of the Dependents' Group Term Life Insurance Benefits Supplementary Contract)

- 1 An Employee's spouse, or
- 2 Any unmarried Child of an Employee, not in active military service, who is either
 - a. Within the age limits stipulated in this Request for Participation, or
 - b. A student who is within the age limits stipulated in this Request for Participation for students and who (1) meets the dependency requirements of the Internal Revenue Code, and (2) is attending an accredited educational institution as a full-time student, or
- 3 Any Disabled Child, provided that in the case of a Disabled Child who has reached the maximum age limit, or up to the maximum age limit for a student, such child is dependent upon the Employee for more than one-half of his or her support as defined by the Internal Revenue Code of the United States,

but excluding from 1, 2, and 3, above in any case

- a Any person who is an Employee as defined in the Group Policy,
- b Any person whose evidence of good health, furnished in accordance with the provisions hereof, is not accepted by GLH as satisfactory

B Child means the natural child of the Employee, a legally adopted child of the Employee (including a child living with the adopting parents during the period of probation), a stepchild of the Employee whose primary residence is the Employee's household, a child of the Employee's child who is dependent upon the Employee for more than one-half of his support as defined by the Internal Revenue Code, a child (a) whose primary residence is the Employee's household, and (b) to whom the Employee is legal guardian or related by blood or marriage, and (c) who is dependent upon the Employee for more than one-half of his support as defined by the Internal Revenue Code of the United States, or a child for whom the Employee has received a court order requiring that Employee to have financial responsibility for providing medical support.

C Disabled means any medically determinable physical or mental condition which prevents a child from engaging in self-sustaining employment; provided that the disability commences prior to such child's attainment of the limiting age and that satisfactory proof of such disability and dependency is submitted by the Employee within 31 days following the child's attainment of the limiting age

As a condition to the continued coverage of a Child as a Disabled Dependent beyond the limiting age, GLH shall have the right to require periodic certification by a physician of the Child's physical or mental condition, but not more frequently than annually after the two-year period following the Child's attainment of the limiting age

Group No 36344

Form No APA-TACITF

Page 7

- D Coverage Anniversary Date** the date shown in this Request for Participation as selected by the Participating Employer
- E Coverage Effective Date** means the date shown in this Request for Participation on which insurance under the Group Life Insurance Program commences for the Participating Employer
- F Coverage Month** means each succeeding monthly period, beginning on the Coverage Effective Date
- G Eligibility Date** means the first day following the date the Employee completes the number of days of continuous employment with the Participating Employer as specified in the "Eligibility Requirements" Section of this Request for Participation
- H Employee** means a person who regularly provides personal services at the Employee's usual and customary place of employment with the Participating Employer for not less than 120 hours per month in the business of the Participating Employer, and who is duly recorded as such on the payroll records of the Participating Employer and is compensated for such services by salary or wages. The term "Employee" shall also be deemed to include those persons, if any, designated by the Participating Employer who are considered Retirees under the Participating Employer's established procedures whereby individual selection by the Participating Employer or the Employee to be included in the Retiree classification is precluded. Employee is also deemed to include elected or appointed officials
- I Fund** means the Texas Association of Counties Insurance Trust Fund
- J Participating Employer** means each of the entities which have been designated by the Policyholder as Participating Employers by reason of that entity executing a Request for Participation in the Policyholder's Group Life Insurance Program provided such Request for Participation is executed and accepted by both the Policyholder and GLH
- K Retiree** means an Employee who has retired under the Participating Employer's established retirement program, provided such Retiree (1) is eligible for insurance hereunder as indicated in the "Eligibility Requirements" Section of this Request for Participation, and (2) held insurance under the Participating Employer's life insurance plan on the date of retirement.
- L Request for Participation** means the initial documents and any amendments thereto, in the form of a Substitution Request for Participation, which are prepared by GLH and the Fund and provided to each Participating Employer for their execution and which states the coverage for the Employees of the Participating Employer under the Policyholder's Group Life Insurance Program. The Request for Participation will indicate all coverages, definition changes, or other items which are unique to that Participating Employer's coverage under the Policyholder's Group Life Insurance Program

Agreement to Contribute Funds

(County Form)

THE STATE OF TEXAS

COUNTY OF TRAVIS

Contract No 118XXH1002
County Polk
Federal Project No N/A
CSJ No 0177-01-
ROW Account No 8011-1-

This Agreement by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the State, and Polk County, Texas, acting by and through its duly authorized officials under Commissioners Court Order dated the day of 1997, hereinafter called the County, shall be effective on the date of approval and execution by and on behalf of the State

WHEREAS, the State has previously requested the County to enter into a contractual agreement and acquire right of way for a highway project on Highway No U.S. 59 with the following project limits
From At the Trinity River
To , and

WHEREAS, the County has now requested that the State assume responsibility for acquisition of all necessary right of way for said highway project, and

WHEREAS, the County desires to voluntarily contribute to the State funds equal to ten (10) percent of the cost of the said right of way for the proper development and construction of the State Highway System,

NOW, THEREFORE, in consideration of the foregoing premises and the mutual benefits to be derived therefrom, the County shall contribute to the State an amount equal to ten (10) percent of the cost of the right of way to be acquired by the State and shall transmit to the State with the return of this agreement, duly executed by the County, a warrant or check payable to the Texas Department of Transportation in the amount of Six Thousand, Five Hundred & No/100 Dollars (\$ 6,500.00), which represents ten (10) percent of the estimated cost of the right of way. However, if it is found that this amount is insufficient to pay the County's obligation, then the County, upon request of the State, will forthwith supplement this amount in such amount as is requested by the State. Upon completion of the highway project and in the event the total amount as paid by the County is more than ten (10) percent of the actual cost of the right of way, any excess amount will be returned to the County by the State. Cost of the right of way acquired by the State shall mean the total value of compensation paid to owners, including but not limited to utility owners, for their property interests either through negotiations or eminent domain proceedings

Polk County, Texas

EXECUTION RECOMMENDED

By [Signature] County Judge

_____ District Engineer

By [Signature] Commissioner, Precinct Number 1

THE STATE OF TEXAS
Certified as being executed for the purpose and effect of activating and/or carrying out the orders established policies or work programs heretofore approved and authorized by the Texas Transportation Commission under the authority of Minute Order _____

By [Signature] Commissioner Precinct Number 2

By _____ Director of Right of Way

By [Signature] Commissioner Precinct Number 3

Date _____

By [Signature] Commissioner, Precinct Number 4

Texas Department of Transportation
Form D-15-130 Rev 9/91

Agreement to Contribute Funds
(County Form)

THE STATE OF TEXAS
COUNTY OF TRAVIS

Contract No 118XXH1003
County Polk
Federal Project No N/A
CSJ No 1408-01-
ROW Account No 8011-1-

This Agreement by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the State, and Polk County, Texas, acting by and through its duly authorized officials under Commissioners Court Order dated the day of 1997, hereinafter called the County, shall be effective on the date of approval and execution by and on behalf of the State

WHEREAS, the State has previously requested the County to enter into a contractual agreement and acquire right of way for a highway project on Highway No F M 1276 with the following project limits
From 4.82 km North of F.M. 943
To 4.0 km North of F.M. 943, and

WHEREAS, the County has now requested that the State assume responsibility for acquisition of all necessary right of way for said highway project, and

WHEREAS, the County desires to voluntarily contribute to the State funds equal to ten (10) percent of the cost of the said right of way for the proper development and construction of the State Highway System,

NOW, THEREFORE, in consideration of the foregoing premises and the mutual benefits to be derived therefrom, the County shall contribute to the State an amount equal to ten (10) percent of the cost of the right of way to be acquired by the State and shall transmit to the State with the return of this agreement, duly executed by the County, a warrant or check payable to the Texas Department of Transportation in the amount of Seven Hundred Fifty & No/100 Dollars (\$ 750.00), which represents ten (10) percent of the estimated cost of the right of way. However, if it is found that this amount is insufficient to pay the County's obligation, then the County, upon request of the State, will forthwith supplement this amount in such amount as is requested by the State. Upon completion of the highway project and in the event the total amount as paid by the County is more than ten (10) percent of the actual cost of the right of way, any excess amount will be returned to the County by the State. Cost of the right of way acquired by the State shall mean the total value of compensation paid to owners, including but not limited to utility owners, for their property interests either through negotiations or eminent domain proceedings

Polk County, Texas
By [Signature]
County Judge
By [Signature]
Commissioner Precinct Number 1
By [Signature]
Commissioner, Precinct Number 2
By [Signature]
Commissioner Precinct Number 3
By [Signature]
Commissioner Precinct Number 4

EXECUTION RECOMMENDED

District Engineer
THE STATE OF TEXAS
Certified as being executed for the purpose and effect of activating and/or carrying out the orders established policies or work programs heretofore approved and authorized by the Texas Transportation Commission under the authority of Minute Order _____
By _____
Director of Right of Way
Date _____

RESOLUTION

WHEREAS, the County of Polk has been awarded a Texas Community Development Grant for \$250,000 00 from the Texas Department of Housing and Community Affairs - Contract No 715641, and

WHEREAS, this Grant will provide first time State-approved on-site sewer facilities in the unincorporated Communities of Indian Springs and Reily Village, and

WHEREAS, the County of Polk will provide a minimum of \$ 12,500 00 for local match, and

WHEREAS, certain documents will need to be signed by authorized persons

THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSIONERS COURT OF THE COUNTY OF POLK,

THAT the below named individuals are designated by the County Commissioners Court as authorized signators for the following contractual documents

1 STATE OF TEXAS PURCHASE VOUCHER

- a. John P Thompson, County Judge
- b. Nola Reneau, County Treasurer

2 REQUEST FOR ADVANCE OF REIMBURSEMENT

- a. John P Thompson, County Judge
- b. Nola Reneau, County Treasurer

PASSED AND APPROVED THIS 22nd DAY OF September, 1997

John P. Thompson
 John P. Thompson, County Judge

ATTEST
Barbara Niddeter



RESOLUTION

WHEREAS, the County of Polk has been awarded a Texas Community Development Grant for \$250,000 00 from the Texas Department of Housing and Community Affairs - Contract No 703150, and

WHEREAS, this Grant will provide Bridge and Road access in the Big Thicket Lake Estates Neighborhood, and

WHEREAS, certain documents will need to be signed by authorized persons.

THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSIONERS COURT OF THE COUNTY OF POLK,

THAT the below named individuals are designated by the County Commissioners Court as authorized signators for the following contractual documents

1 STATE OF TEXAS PURCHASE VOUCHER.

- a. John P Thompson, County Judge
- b. Nola Reneau, County Treasurer

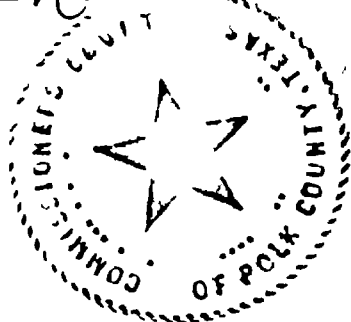
2 PAYMENT REQUEST

- a. John P Thompson, County Judge
- b. Nola Reneau, County Treasurer

PASSED AND APPROVED THIS 22nd **DAY OF** September **, 1997.**

John P. Thompson
 John P Thompson, County Judge

ATTEST:
Barbara Heddleton



PROPOSED PERSONNEL SYSTEM UPDATE**** (REVISED)****

(For consideration in the Meeting of September 22, 1997)

- 1 **UPDATE "PERSONNEL ACTION FORM".**
This update will add a space for the Unemployment Code. Also, the update will ensure that all Departments are using the most current revision of the "Personnel Action Form"
- 2 **CREATE NEW POSITION, TITLED "805-MAINTENANCE TECHNICIAN".**
This position was budgeted for FY1998 for the Maintenance-Engineering Dept. A copy of the proposed Job Description is attached
- 3 **CREATE NEW POSITION, TITLED "115-FOREMAN, I -ROAD & BRIDGE"**
This position is being created for the purpose of having an Equipment Operator who acts as crew leader and - in the absence of the Commissioner (or when required) - will assume Foreman duties. A copy of the proposed Job Description is attached
- 4 **CHANGE "110-FOREMAN, ROAD & BRIDGE" TO "110-FOREMAN, II -ROAD & BRIDGE.**
This is merely a change in the title of the existing Foreman position to distinguish between Foreman, I and Foreman, II. A copy of the proposed Job Description is attached
- 5 **UPDATE PAY GROUP CLASSIFICATION OF ALL JOB DESCRIPTIONS REALLOCATED WITHIN APPROVED JOB MARKET SURVEY**
This will update the "Pay Group" shown on all job descriptions which were reclassified within the Ray Associates Survey for current market equity. Amended copies of effected job descriptions will be distributed to each Department in the Personnel Update packet - reflecting the adjusted pay group. Also, administrative Personnel Action Forms have been prepared for these changes and (because there are 185 of them) they are not listed individually on Betty's PAF listing. Instead, they are shown as "Administrative Changes for Survey re-allocations & 1998 Budget changes
- 6 **UPDATE JOB INVENTORIES TO REFLECT CHANGES NOTED ABOVE.**
This will update will include, adding new positions created, making appropriate changes in position titles & pay groups, along with "cleanup" items - such as removing the inventory listing of the "403-Secretary, Tax Office" position which was deleted last year when the Secretary, II position was created
- 7 **AMEND CERTIFICATION REQUIREMENT (as per Sheriff's Dept.) ON "1043-TELECOMMUNICATIONS OPERATOR".**
To allow for obtaining certification within one year of employment
- ** 8 **UPDATE PAY SCHEDULE.**
To reflect the 2.5% cost of living increase approved and effective October 1, 1997

REPORT ON AUDIT OF
PAYROLL OPERATIONS
OF
POLK COUNTY
SEPTEMBER 1997

RECEIVED
SEP 12 1997
POLK CO.
JUDGE

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REPORT TO MANAGEMENT ON
AUDIT OF PAYROLL OPERATIONS OF
POLK COUNTY

Copies of this report have been provided 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

Payroll and Personnel Department

Nola Reneau, Chief Deputy Clerk for County Treasurer
Betty Rundell, Personnel Director

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



KAREN REMMERT
County Auditor

POLK COUNTY
LIVINGSTON TEXAS

September 12, 1997

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

INTRODUCTION

The payroll operations are processed in the County Treasurer's department located in the County Courthouse in Livingston, Texas. The County entity employs approximately two-hundred and eighty (280) employees. The County's payroll period is on a bi-weekly basis and creates twenty-six (26) pay periods per annum.

Payroll time begins on Wednesdays, and ends on Tuesdays, fourteen (14) days later. There are four categories of employment with the county:

Regular Full Time -

A regular full-time employee is appointed to an authorized position that involves, on the average, forty (40) work hours per week and that is expected to last at least six (6) months. Regular full-time employees may be either hourly or salaried.

Regular Part Time -

A regular part-time employee is appointed to an authorized position that involves a minimum of twenty (20) work hours per week, on the average, fewer than forty (40) work

hours per week and that is expected to last at least six (6) months. Part-time employees are paid on an hourly basis.

Temporary Full Time -

A temporary full-time employee is an employee hired to work an average of forty (40) hours per week for a period expected to last less than six (6) months. Temporary full-time employees may be either hourly or salaried.

Temporary Part Time -

A temporary part-time employee is an employee hired to work a minimum of twenty (20) work hours per week, an average of less than forty (40) hours per week, and for a period expected to last less than six (6) months. Part-time employees are paid on an hourly basis.

All elected officials, appointed officials, and departmental employees are classified as regular full time and paid on a salaried basis.

Regular and temporary part-time employees are paid on an hourly basis. Each employee excluding elected officials are required to fill out a time sheet to verify days and hours worked. The employee and department head certify this information, before payroll is processed.

SCOPE

The scope of this audit was to examine all payroll time sheets, reporting procedures, and internal control 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 payroll operations of Polk County. We examined the time sheets, payroll reports and supporting documentation of transactions for the pay period of August 20, 1997, to September 2, 1997.

The broad purpose of the internal auditing in Texas counties is to help ensure the integrity of the county's financial operations. The objectives for auditing the payroll operations of Polk County are to help assure that

the payroll department has properly allocated wages earned that it is supposed to,

the wages earned was properly remitted to the appropriate employee,

the employee for which the payroll check was issued was in existence,

that county policy in regards to the number of hours worked were in compliance to County policy

RESULTS

After considering all aspects of the audit and our findings we increased the scope of our audit to include a period of February, 1997, through September 2, 1997. We believe that the evidence found lead us to conclude that the policies and procedures in regards to the payroll operations of Polk County for the periods audited were not in all material respects appropriately discharged and/or charged, remitted and reported. The proper allocated wages and compensatory time were mathematically accurate. Non compliance with County policy was the major reason for a broader scope of the audit.

The personnel department receives the time sheets for recording leave time earned and taken (IE overtime, sick, vacation, personal leave, etc) The time sheets are given to the County Treasurer's chief deputy for payroll processing. The payroll clerk verifies the number of hours worked and inputs this information into the payroll computer system.

All time sheets are checked for proper signatures and mathematical accuracy. These time sheets have not been verified for compliance with County policy.

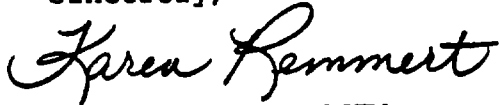
Implementation of compliance procedures are being designed and will be in effect in the near future. The County Auditor will be involved in verifying compliance with County policy and certifying payroll before checks are finalized.

CONCLUDING REMARKS

We appreciate the assistance provided to the County Auditor's office by the Personnel Director and County Treasurer, and the staff of the County Treasurer.

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
Polk County Auditor

September 4, 1997

SUMMARY OF FINDINGS AND RECOMMENDATIONS

Regular Full Time Employees

These employees are usually appointed to an authorized position that involves, on the average, forty (40) hours per week and that is expected to last at least six (6) months. These employees are paid a annual salary on a bi-weekly basis for twenty-six (26) periods annually

These employees, excluding exempt status employees, do not receive monetary overtime wages, but are compensated through the County's compensatory policy.

The County Auditor verified regular full time salaries and found no discrepancies in wages paid for this period.

RECOMMENDATION

No further recommendation needed.

Regular Part Time Employees

These employees are appointed to an authorized position that involves a minimum of twenty (20) work hours per week, on the average, fewer than forty (40) work hours per week and that is expected to last at least six (6) months. Part-time employees are paid on an hourly basis.

The scope of the audit was broadened due to noncompliance of county policy in regards to regular part-time employees.

Finding #1

One Road and Bridge employee that is classified as a regular part time employee, with employment beginning in March, 1997, had been paid for thirteen (13) pay periods. Twelve of these pay periods were in non compliance of County policy. The employee was worked for less than the twenty (20) work hour minimum requirement.

A summary worksheet marked "Exhibit A" is included in this report for informational purposes only. No names were submitted for discretionary purposes.

RECOMMENDATION

The department head needs to have this employee reclassified as a labor pool employee. This would allow the employer to work this employee for the number of hours needed without a minimum number of hours requirement.

Finding #2

A department within the general fund has an employee classified as a regular part time employee. This employee has been on County payroll since February, 1997, and has been paid for fourteen (14) pay periods. Nine (9) pay periods were in violation of County Policy.

A summary worksheet marked "Exhibit B" is included in this report for informational purposes only. No names were submitted for discretionary purposes.

RECOMMENDATION

The department head needs to either reclassify the employee as regular full time (budget permitting) or reduce the number work hours required per week for this employee.

This particular event of working the employee more than the allowed work hours caused the departmental budget to be in a deficit for budgeted part time salaries.

The payroll department should submit these types of payroll time sheets to the County Auditor to certify that there is budgeted funds to cover the amount of hours to be paid before finalizing the payroll for the processing paychecks.

Exhibit A

Road and Bridge Employee

<u>Pay Period</u>	<u>Hours Worked</u>
3/5/97 - 3/18/97	0 2
3/19/97 - 4/1/97	0 11
4/2/97 - 4/15/97	10 24 5
4/16/97 - 4/29/97	28 17
4/30/97 - 5/13/97	18 5 18 5
5/14/97 - 5/27/97	9 14 5
5/28/97 - 6/10/97	14 23
6/11/97 - 6/24/97	17 5 20 5
6/25/97 - 7/8/97	20 5 32 5
7/9/97 - 7/22/97	15 18
7/23/97 - 8/5/97	0 6
8/6/97 - 8/19/97	6 7
8/20/97 - 9/2/97	10 6

Pay Period in violation is in bold print

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County Auditor
Page 1

Exhibit B

General Fund Department Employee

<u>Pay Period</u>	<u>Hours Worked</u>
2/19/97 - 3/4/97	18
3/5/97 - 3/18/97	40 35
3/19/97 - 4/1/97	30 28
4/2/97 - 4/15/97	39 40
4/16/97 - 4/29/97	38 28
4/30/97 - 5/13/97	38 40
5/14/97 - 5/27/97	38 5 32
5/28/97 - 6/10/97	38 5 38 5
6/11/97 - 6/24/97	40 32
6/25/97 - 7/8/97	40 32
7/9/97 - 7/22/97	40 37
7/23/97 - 8/5/97	35 75 28 5
8/6/97 - 8/19/97	40 31 5
8/20/97 - 9/2/97	40 34 75

Pay Period in violation is in bold print

Prepared by the
County Auditor
Page 1

REPORT ON AUDIT OF
FINANCIAL OPERATIONS
OF THE
WASTE MANAGEMENT CENTER
OF POLK COUNTY
DECEMBER 1996

RECEIVED
SEP 12 1997
POLK CO.
JUDGE

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REPORT TO MANAGEMENT ON
AUDIT OF FINANCIAL OPERATIONS OF THE
WASTE MANAGEMENT CENTER

POLK COUNTY

Copies of this report have been provided 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

Waste Management Center

James Richardson, Administrator
Jay Barbee, Law Enforcement Officer

Criminal District Attorney

Honorable John Holleman

Texas Ranger

Kenneth Hammack

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



KAREN REMMERT
County Auditor

POLK COUNTY
LIVINGSTON TEXAS

September 11, 1997

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

INTRODUCTION

The main waste management facility is located on farm market road 942 West in Leggett, Texas. This landfill facility encompasses approximately 290 acres. The daily operations of the landfill consists of various types of waste customers. Private haulers, contract haulers, individual citizens, and container rentals compose the majority of revenues generated by the waste management landfill operation.

The Center also operates five citizen collection stations located throughout the County. These stations are located as follows:

Hwy 146 South	Precinct #1
Hwy 190 West	Precinct #2
Hwy 3459, Onalaska	Precinct #2
Union Springs Road	Precinct #3
Richardson Road	Precinct #4

The daily operations of these citizen collection stations consists of primarily household waste. They also provide a place for disposing of white goods, (appliances, furniture, etc.) The stations also serve as a site for discarding used oil and tires.

SCOPE

The scope of this audit was to examine all cash collections, reporting procedures, and internal control 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 financial operations of the Waste Management Center for Polk County. We examined the cash receipts, daily, weekly, and monthly reports and supporting documentation of transactions for the period of June, 1996, to December 6, 1996.

The broad purpose of the internal auditing in Texas counties is to help ensure the integrity of the county's financial operations. The objectives for auditing the financial operations of the Waste Management Center are to help assure that

the facility has collected all the money that it 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

RESULTS

After considering all aspects of the audit and our findings we increased the scope of our audit to include a period of January, 1995, through December, 1996. We believe that the discrepancies found lead us to conclude that the balances and collections in regards to the financial operations of the Waste Management Center for the periods audited were not in all material respects appropriately discharged and/or charged, collected, remitted and reported.

The landfill office manager, landfill clerk, and part-time office clerk were suspended until a full investigation was completed. The office manager and the landfill clerk received a stated probation period, a set amount of restitution, and community service hours. The part-time office clerk was found not guilty and reinstated as a landfill employee.

The County Auditor's internal audit report was not issued until after the Texas Ranger and Criminal District Attorney had completed their investigation and the case went before the judicial district court

CONCLUDING REMARKS

We appreciate the assistance provided to the County Auditor's office by the Texas Ranger, Criminal District Attorney, Environmental Services Law Enforcement Officer, and the staff of the Waste Management Center

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
Polk County Auditor

December 6, 1996

SUMMARY OF FINDINGS AND RECOMMENDATIONS

PETTY CASH CHANGE FUNDS

Included in the petty cash change box were several personal loans for the officer manager amounting to \$1,150. These included IOU's, sticky notes, and undeposited personal checks.

There was approximately \$192.49 on hand in the change box. The landfill operation office had been initially supplied with \$250 for petty cash. This petty cash amount was approved by the Commissioners Court with the intent that \$70 was to be used for making change and \$180 was to be used for buying small items needed on a day to day basis. Tickets for the expending of the \$180 were to be turned into the County Auditor's office for the recording of these small expenditures. The petty cash fund was reimbursed by the Waste Management Center's operating cash account maintained by the County.

The office manager without authority gave the Union Springs Citizens Collection Station Attendant, \$50 for making change. These funds were in a separate general ledger and segregated by citizen collection station sites. These citizen collection station change funds were set forth and approved by the Commissioners Court.

There was approximately \$181.95 in the landfill cash register that had not been maintained on the cash register and there were no tickets written for this amount.

RECOMMENDATION

The change funds and petty cash funds need to be separated due to the purpose and intent of the monies. Under no circumstances should the money assigned and approved by the Commissioners Court for the financial operation of the landfill be used in any other purpose other than what it was intended for.

Also, employees assigned a change fund should sign an agreement with the Waste Management Center. This agreement should be placed in the employees' files and upon separation from the County, that change fund should be received from the employee before their final payroll check is released. The Waste Management Center should provide a document verifying the return of the change fund and supply the employee with a copy.

GOLD TICKET COPIES

The landfill tickets were designed by landfill administration and approved by the county auditor. The original design consisted of three carbonless parts to each ticket, white copy for the customer, pink copy for the auditor, and the yellow ticket for the landfill.

On June 21, 1995, the landfill clerk acquired a purchase order for the purpose of printing additional tickets. After the purchase order was issued to the vendor, the landfill office manager modified the order placed to include an additional carbonless part to each ticket, the gold copy.

Those gold tickets were used to write receipts for landfill customers that required a receipt. The three remaining copies of that ticket were used for legitimate business customers. The gold tickets used for the embezzlement were handwritten in ink and showed no signs of carbon traces.

The waste management law enforcement officer, asked by the County Auditor to assist in an investigation, started questioning customers that visited the landfill site. These customers produced the gold tickets as their receipts. The law enforcement officer retained the original gold ticket and gave each customer a certified copy for their receipts.

When the three landfill employees were questioned as to when this embezzlement of county funds began, the employees stated that they had been in operation for approximately six months, a period of June, 1996 to December, 1996.

The County Auditor has the documentation that verifies that the fourth part of the ticket was added in 1995, not 1996, as the employees had made sworn statements to the Texas Ranger. This would indicate that this embezzlement had been in operation for approximately eighteen months.

For the period of June, 1996, through December, 1996, approximately \$ 8,077.77 of the monies embezzled with these gold tickets were not deposited or reported to the County.

A summary of the landfill gold ticket audit is marked "Exhibit A" and is included in this report.

RECOMMENDATION

The local printing vendor has been notified that no department within the County entity has the authority to modify any type of document used by the County without written permission of the County Auditor

The current administrator has worked diligently with the County Auditor's office to design the cash management functions of the landfill operations. The administrator and landfill office manager have implemented the suggested internal control functions and cash management procedures to ensure a systematic means of cash collections

The segregation of landfill cash operations and citizen collection station cash operations has been successfully implemented with daily deposits with the County Treasurer

No further recommendation needed

CITIZEN COLLECTION STATIONS

With the misappropriations of county funds apparent, the County Auditor broaden the scope of the audit to include cash collections at the citizen collection stations

Each collection station attendant utilizes a log for each customer that passes through their station. The log details the number of bags, amount charged, and the customer's signature. The County Auditor verified each collection station report and compared these with the amounts deposited with the County Treasurer

Because the scope of the audit had included landfill operations for the period June, 1995, through December, 1996, the County Auditor broadened the scope of the audit to include the period January, 1995, through November, 1996 for the citizen collection stations

Approximately \$7,551.33 of the monies collected at all the citizen collection stations was not deposited with the County Treasurer and was not properly reported on the reports submitted to the County Auditor's office. A summary of the citizen collection stations audit is marked "Exhibit B" and is included in this report.

RECOMMENDATION

On December 6, 1996, when the official audit was performed at the landfill office, all office employees were suspended until further notice and after completion of a full investigation and audit

The remaining landfill employees and the County Auditor's staff designed a cash collection system for the landfill and the citizen collection stations. Cash registers were purchased, installed and adequate training was provided for the employees at all sites. Collections from the landfill and stations are done on a daily basis with deposits at the County Depository Bank

The current administrator and office manager have implemented the procedures suggested by the County Auditor's office to enhance the collections at the landfill and citizen collection stations

Signs, stating that if you do not receive a cash register receipt for your money - please call 327-6811 (County Auditor), have been designed and placed at all cash collection sites.

Exhibit A

Exhibit A

Regional Waste Management Center
Landfill Gold Ticket Audit Worksheet

<u>Period</u>	<u>Ticket number</u>	<u>Customer Name</u>	<u>Auditor's Pink Copy Amount</u>	<u>Auditor's Daily Report Amount</u>	<u>Gold Copy Date</u>	<u>Gold Copy Customer Name</u>	<u>Gold Copy Amount Collected</u>
6-Jun	41045	American Railcar	185 00	185 00	8-Jun	Winters	48 14
10-Jun	41118	Champion Camden	305 00	305 00	12-Jun	Whitaker	55 33
14-Jun	41212	American Railcar	305 00	305 00	28-Jun	K & B	11 84
25-Jun	41439	Tribal	305 00	305 00	28-Jun	Mikes	158 25
1-Jul	41542	Champion Camden	305 00	305 00	2-Jul	Winters	55 33
2-Jul	41573	Onalaska	-	-	2-Jul	Mikes	125 00
3-Jul	41602	Onalaska	-	-		Circle A	42 03
4-Jul	41608	Bobby Henderson	62 50	62 50	4-Jul	K & B	11 84
4-Jul	41611	BFI	158 25	158 25	4-Jul	K & B	32 69
5-Jul	41615	190	-	-	8-Jul	K & B	14 01
5-Jul	41628	BFI	158 25	158 25	5-Jul	K & B	32 56
5-Jul	41630	State Park	264 00	264 00	8-Jul	K & B	23 35
8-Jul	41653	190	-	-	8-Jul	Winters	54 04
8-Jul	41657	190	-	-	8-Jul	K & B	37 36
8-Jul	41668	BFI	-	-	8-Jul	Gunn	21 01
10-Jul	41736	Construction Co	156 25	156 25	8-Jul	Woodhollow Apts	11 00
11-Jul	41768	Champion Camden	375 00	375 00	20-Aug	K & B	65 36
13-Jul	41799	BFI	125 00	125 00	12-Aug	Winters	37 36
13-Jul	41802	Jan	6 00	6 00	13-Aug	Gunn	28 02
15-Jul	41804	190	-	-	13-Jul	Woodhollow Apts	6 00
13-Jul	41819	Onalaska	-	-	13-Aug	LeBlanc	98 07
17-Jul	41866	BFI	-	-	18-Jul	Gunn	32 69
19-Jul	41917	190	125 00	125 00	19-Jul	K & B	32 69
24-Jul	41990	BFI	-	-	28-Jul	Exploration Employment	12 00
26-Jul	42025	Champion Corrigan	125 00	125 00	28-Jul	Gunn	37 34
27-Jul	42042	Stacey Smetley	305 00	305 00	27-Jul	Winters	55 33
27-Jul	42057	190	15 74	15 74	2-Aug	Holman	23 35
30-Jul	42084	146	-	-	30-Jul	Winters	60 33
30-Jul	42089	LP	-	-	30-Jul	Express Offfield Services	71 04
			305 00	305 00			

Exhibit A

1-Aug	42132	BFI	143 75	143 75	4-Oct	Holman	28 02
2-Aug	42141	Champion Camden	305 00	305 00	2-Aug	Gunn	30 35
2-Aug	42145	BFI	143 75	143 75	3-Aug	Winters	30 14
5-Aug	42162	Union Springs	-	-	5-Aug	Holman	14 01
5-Aug	42175	BFI	143 75	143 75	5-Aug	K & B	65 36
5-Aug	42180	Onalaska	-	-	8-Aug	Texas Trash	32 85
6-Aug	42195	BFI	143 75	143 75	8-Aug	Winters	60 33
7-Aug	42207	Champion Camden	305 00	305 00	8-Aug	Holman	14 01
10-Aug	42262	190	-	-	10-Aug	Mikes	156 25
13-Aug	42301	Tribal	305 00	305 00	13-Aug	Holman	23 35
14-Aug	42330	LP	305 00	305 00	15-Aug	K & B	49 04
16-Aug	42361	190	-	-	24-Aug	Holman	23 35
19-Aug	42364	Larry Hill	29 60	29 60	18-Aug	K & B	28 02
16-Aug	42365	190	-	-	16-Aug	Gunn	49 04
21-Aug	42447	Champion Camden	305 00	305 00	22-Aug	Mikes	62 50
22-Aug	42465	190	-	-	22-Aug	K & B	46 70
28-Aug	42509	190	-	-	22-Aug	K & B	72 43
28-Aug	42510	190	-	-	28-Aug	LeBlanc	85 38
28-Aug	42514	American Railcar	375 00	375 00	28-Aug	K & B	28 02
28-Aug	42518	BFI	143 75	143 75	28-Aug	Gunn	18 68
27-Aug	42539	Richardson Road	-	-	5-Sep	Holman	5 00
27-Aug	42547	Richardson Road	-	-	4-Sep	Woodhollow Apts	21 01
28-Aug	42566	Onalaska	-	-	Gunn	Holman	18 68
28-Aug	42568	American Railcar	375 00	375 00	29-Aug	K & B	32 69
30-Aug	42588	Champion Camden	305 00	305 00	30-Aug	Express Oilfield Services	27 58
30-Aug	42589	Champion Camden	305 00	305 00	30-Aug	Mikes	62 50
2-Sep	42600	190	-	-	2-Sep	LeBlanc	49 92
2-Sep	42603	Champion Camden	305 00	305 00	2-Sep	K & B	37 36
3-Sep	42620	Champion Corrigan	305 00	305 00	3-Sep	Holman	14 01
5-Sep	42679	Myers Roofing	5 92	5 92	9-Sep	K & B	42 03
5-Sep	42699	Myers Roofing	-	-	8-Sep	Cooper	22 02
9-Sep	42717	Champion Corrigan	305 00	305 00	9-Sep	Mikes	187 50
9-Sep	42720	Champion Camden	305 00	305 00	9-Sep	Holman	23 35
9-Sep	42726	Champion Camden	-	-	9-Sep	LeBlanc	58 04
9-Sep	42727	Onalaska	143 75	143 75	9-Sep	Express Oilfield Services	59 20
9-Sep	42730	BFI	115 00	115 00	11-Sep	Winters	60 37
9-Sep	42730	BFI	115 00	115 00	3-Oct	K & B	23 35
11-Sep	42765	Myers Roofing	23 68	23 68	3-Oct	K & B	23 35
11-Sep	42767	Champion Camden	305 00	305 00	11-Sep	Holman	23 35
11-Sep	42773	BFI	143 75	143 75	12-Sep	Gunn	28 02
12-Sep	42780	190	-	-	12-Sep	K & B	42 03

Exhibit A

13-Sep	42819	American Railcar	375 00	14-Sep	Holman	14 01
14 Sep	42829	Built Rifle	47 03	16-Sep	Holman	11 67
16-Sep	42837	190	-	18-Sep	LeBlanc	61 04
16-Sep	42840	Onalaska	-	18-Sep	K & B	32.69
16-Sep	42842	BFI	143 75	18-Sep	Gunn	28 02
16-Sep	42846	BFI	115 00	25-Sep	Saliers	28 60
17-Sep	42855	190	-	3-Oct	Holman	9 34
18-Sep	42874	BFI	143 75	18-Sep	Holman	23 35
18-Sep	42892	Tribal	305 00	19-Sep	Gunn	28 02
18-Sep	42893	Myers Roofing	23 68	23-Sep	K & B	23 35
20-Sep	42914	Champion Camden	305 00	23-Sep	LeBlanc	67 25
23-Sep	42950	Onalaska	-	23-Sep	K & B	37 36
24 Sep	42968	BFI	115 00	24-Sep	Mikes	62.50
25-Sep	42991	BFI	143 75	5-Oct	Holman	16 34
25-Sep	42998	Myers Roofing	11 84	3-Oct	Gunn	23 35
26-Sep	43010	146	-	26-Sep	K & B	23 35
27-Sep	43034	Onalaska	-	30-Sep	K & B	4 00
27-Sep	43038	190	-	28-Sep	Holman	14 01
30-Sep	43054	Big Sandy ISD	284 00	30-Sep	K & B	23.35
30-Sep	43055	BFI	143 75	30-Sep	K & B	37 36
30-Sep	43056	BFI	115 00	30-Sep	LeBlanc	64 58
30-Sep	43059	American Railcar	375 00	30-Sep	Gunn	28 02
2-Oct	43102	Myers Roofing	23 68	5-Oct	Winters	27 64
3-Oct	43128	American Railcar	185 00	4-Oct	K & B	9 36
4-Oct	43132	Champion Camden	305 00	4-Oct	Holman	23 35
7-Oct	43154	Onalaska	-	7-Oct	Holman	11 67
7-Oct	43159	Onalaska	-	7-Oct	Saliers	24 16
7-Oct	43163	Richardson Road	-	7-Oct	K & B	42.03
7-Oct	43164	Richardson Road	-	7-Oct	K & B	22.96
7-Oct	43176	Voided	-	7-Oct	K & B	41 46
7-Oct	43186	146	-	8-Oct	LeBlanc	27 76
8-Oct	43190	American Railcar	375 00	8-Oct	K & B	28 49
8-Oct	43194	Onalaska	-	10-Oct	K & B	26 49
8-Oct	43197	Champion Camden	305 00	8-Oct	Winters	60 34
9-Oct	43207	Tribal	305 00	8-Oct	K & B	18 66
10-Oct	43227	190	-	9-Oct	K & B	23.35
10-Oct	43236	L.P	305 00	10-Oct	Holman	63 10
11-Oct	43248	190	-	10-Oct	Express Offfield Services	23 35
11-Oct	43249	Onalaska	-	11-Oct	K & B	35 52
11-Oct	43255	Champion Camden	305 00	11-Oct	Mikes	61 39
11-Oct	43264	American Railcar	375 00	11-Oct	Express Offfield Services	14 01
12-Oct	43266	BFI	115 00	11-Oct	K & B	22.86
12-Oct	43274	190	-	11-Oct	K & B	21 57
				12-Oct	Winters	28 02
				14-Oct	Gunn	

Exhibit A

14-Oct	43279	190	143 75	-	15-Oct	Writers	60 34
14-Oct	43287	BFI	305 00	143 75	14-Oct	LeBlanc	82 98
14-Oct	43298	Champion Corrigan	143 75	305 00	16-Oct	K & B	37 38
15-Oct	43310	BFI	305 00	143 75	17-Oct	K & B	9 34
16-Oct	43330	Tribal	305 00	305 00	16-Oct	Gunn	28 02
17-Oct	43348	Tribal	305 00	305 00	18-Oct	Mikes	41 44
17-Oct	43353	Myers Roofing	23 68	23 68	17-Oct	Writers	21 57
17-Oct	43354	190	-	-	17-Oct	Gunn	28 02
17-Oct	43360	BFI	143 75	143 75	17-Oct	LeBlanc	15 41
18-Oct	43379	190	-	-	18-Oct	Express Offfield Services	61 37
21-Oct	43385	Champion Camden	305 00	305 00	21-Oct	K & B	28 75
21-Oct	43401	Voided	-	-	21-Oct	Mikes	37 36
21-Oct	43407	BFI	143 75	143 75	23-Oct	Holman	119 82
22-Oct	43421	BFI	143 75	143 75	22-Oct	K & B	18 68
22-Oct	43432	146	-	-	23-Oct	Gunn	14 01
25-Oct	43447	Myers Roofing	23 68	23 68	23-Oct	Mikes	21 01
25-Oct	43452	Onalaska	-	-	24-Oct	K & B	82 50
23-Oct	43453	Champion Camden	305 00	305 00	28-Oct	LeBlanc	11 67
25-Oct	43478	BFI	143 75	143 75	28-Oct	Gunn	82 99
25-Oct	43483	BFI	143 75	143 75	28-Oct	Writers	28 02
25-Oct	43487	190	-	-	25-Oct	K & B	80 34
25-Oct	43488	Champion Camden	305 00	305 00	25-Oct	Mikes	9 34
25-Oct	43490	Champion Corrigan	-	-	28-Oct	K & B	41 44
28-Oct	43500	Champion Corrigan	-	-	29-Oct	Mikes	51 37
29-Oct	43524	BFI	115 00	115 00	29-Oct	K & B	119 82
29-Oct	43536	Tribal	305 00	305 00	29-Oct	K & B	14 01
29-Oct	43538	Onalaska	-	-	31-Oct	Writers	60 34
30-Oct	43541	Champion Camden	305 00	305 00	31-Oct	Whitaker	55 33
30-Oct	43559	Tribal	305 00	305 00	31-Oct	Holman	14 01
31-Oct	43571	190	-	-	31-Oct	K & B	32 69
31-Oct	43573	190	-	-	31-Oct	Gunn	28 02
31-Oct	43578	Onalaska	-	-	31-Oct	Whitaker	55 33
1-Nov	43585	Champion Camden	305 00	305 00	1-Nov	K & B	14 01
1-Nov	43591	Ogletree	305 00	305 00	1-Nov	Mikes	56 01
2-Nov	43612	Wonder Chemical	47 36	47 36	4-Nov	Mikes	62 50
2-Nov	43617	190	-	-	Nov-47	Gunn	30 35
4-Nov	43641	Firemans Training Field	-	-	4-Nov	Holman	16 34
4-Nov	43644	Myers Roofing	23 68	23 68	5-Nov	Mikes	59 50
7-Nov	43702	190	-	-	6-Nov	Gunn	28 02
7-Nov	43706	Onalaska	-	-	12-Nov	Mikes	83 40
6-Nov	43711	Champion Camden	305 00	305 00	7-Nov	Whitaker	46 70

Exhibit A

7 Nov	43716	BFI	143 75	11-Nov	Trash Buster	14 01
7 Nov	43718	Champion Corrigan	305 00	11-Nov	K & B	37 36
8-Nov	43720	American Railcar	185 00	11-Nov	Gunn	28 02
8-Nov	43731	Indian Reservation	305 00	8-Nov	Holman	14 01
8-Nov	43732	BFI	115 00	8-Nov	K & B	42 03
8-Nov	43740	190	-	8-Nov	Mikes	62 50
9-Nov	43742	Myers Roofing	17 76	14-Nov	K & B	32 69
11 Nov	43758	Champion Corrigan	305 00	14-Nov	Whitaker	46 70
11 Nov	43762	Richardson Road	-	16-Nov	Winters	60 34
11 Nov	43764	BFI	143 75	16-Nov	K & B	-
11 Nov	43768	Fogle	23 68	12-Nov	Whitaker	14 01
12 Nov	43774	Myers Roofing	-	12-Nov	Express Offfield Services	48 70
12 Nov	43775	Richardson Road	-	12-Nov	Trash Buster	92 05
12 Nov	43794	Onalaska	-	12-Nov	Winters	18 75
13-Nov	43801	Tribal	-	13-Nov	Winters	60 34
15-Nov	43839	BFI	305 00	15-Nov	Mikes	83 40
15-Nov	43845	Champion Camden	143 75	15-Nov	K & B	9 34
15-Nov	43848	Champion Camden	305 00	15-Nov	Mikes	18 75
15-Nov	43848	Double L	16 35	15-Nov	Double L	16 35
16-Nov	43855	Champion Camden	305 00	18-Nov	Gunn	28 02
16-Nov	43868	Onalaska	-	18-Nov	K & B	18 68
18-Nov	43877	146	-	18-Nov	LeBlanc	103 76
19-Nov	43882	BFI	115 00	19-Nov	Mikes	93 40
19-Nov	43884	146	-	19-Nov	Express Offfield Services	110 48
19-Nov	43886	American Railcar	375 00	19-Nov	K & B	14 01
19-Nov	43893	190	-	26-Nov	K & B	4 67
19-Nov	43894	190	-	26-Nov	Whitaker	93 40
19-Nov	43896	190	-	19-Nov	Whitaker	55 33
19-Nov	43899	Larry Hill	-	26-Nov	K & B	4 67
20-Nov	43912	Champion Corrigan	29 60	26-Nov	K & B	14 01
20-Nov	43914	BFI	305 00	20-Nov	Permacon	58 20
20-Nov	43914	BFI	115 00	23-Nov	Permacon	9 34
21-Nov	43935	Fogle	105 00	2-Nov	Gunn	14 01
21 Nov	43939	Onalaska	-	22-Nov	K & B	11 68
22 Nov	43969	Champion Camden	305 00	23-Nov	K & B	11 84
23-Nov	43978	190	-	25-Nov	LeBlanc	77 61
23-Nov	43983	146	-	25-Nov	Trash Buster	16 35
23-Nov	43993	Trash Buster	18 35	5-Dec	K & B	24 89
23-Nov	43996	190	-	5-Dec	K & B	23 35
27 Nov	44019	Collier Construction	305 00	5-Dec	Gunn	28 02
27-Nov	44023	Champion Corrigan	-	3-Dec	Whitaker	45 65
27 Nov	44025	Champion Camden	-	3-Dec	K & B	9 34
27 Nov	44032	Tribal	-	29-Nov	Trash Buster	16 35
29-Nov	44053	BFI	143 75	29-Nov	K & B	11 88
29-Nov	44055	Champion Camden	228 75			

Exhibit A

2-Dec	44068	190			2-Dec	K & B	74.72
2-Dec	44081	Champion Camden	305.00	305.00	2-Dec	K & B	9.34
2-Dec	44085	Champion Camden	305.00	305.00	2-Dec	Express Oilfield Services	81.51
3-Dec	44110	Onalaska			3-Dec	K & B	23.35
3-Dec	44111	Onalaska			3-Dec	K & B	21.00
3-Dec	44125	Myers Roofing	23.68	23.68	5-Dec	Whitaker	55.33
4-Dec	44135	Tribal	305.00	305.00	4-Dec	Gunn	28.02
5-Dec	44150	190			5-Dec	Trash Buster	14.01
5-Dec	44153	BFI	115.00	115.00	5-Dec	K & B	28.02
5-Dec	44158	BFI	143.75	143.75	6-Dec	Mikes	83.40

(16 35)
 (16 35)

 8,077.77

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Exhibit B

Exhibit B

Regional Waste Management Center
Collection Stations Audit Worksheet

<u>Period</u>	<u>Collection Station Collection Amount</u>	<u>Collection Station Deposit Amount</u>	<u>County Receipted Amount</u>	<u>Deposited (Overages)/Shortages</u>
Jan-95	11 419 50	11 926 45	11 926 45	(506 95)
Feb-95	10 068 55	10 684 05	10 684 05	(614 50)
Mar 95	10 600 75	7 119 50	7 119 50	3 481 25
Apr 95	12,509 00	9 189 25	9 189 25	3,309 75
May-95	12,337 45	13 474 45	13,474 45	(1,137 00)
Jun-95	11,370 35	8 029 60	8 029 60	3 340 75
Jul-95	11 678 75	11 695 50	11 695 50	(16 75)
Aug-95	10 794 75	11,480 00	11 480 00	(685 25)
Sep-95	10,206 25	9 502 75	9 502 75	703 50
Oct 95	10 159 81	9,285 21	9,285 21	894 70
Nov-95	10,032 50	11 728 20	11 728 20	(1 693 70)
Dec-95	10 444 25	8 430 50	8,430 50	2,013 75
	131 623 01	122,533 46	122,533 46	9 089 55

Exhibit B

Jan-86	10 097 50	11,135 00	11,135 00	(1,037 50)
Feb-86	10 722 05	11,081 00	11,081 00	(358 95)
Mar 86	13 928 50	12 340 50	12,340 50	1 588 00
Apr 86	12,958 50	12,198 45	12,198 45	758 05
May-86	12,790 25	14,888 75	14,888 75	(2,098 50)
Jun-86	12,443 00	11,356 00	11,356 00	1,087 00
Jul-86	13 079 75	13 101 75	13 101 75	(22.00)
Aug-86	13,533 30	12,461 80	12,461 80	1,071 50
Sep-86	12 267 60	12,450 85	12 450 85	(183 25)
Oct 86	12 055 00	13 067 00	13,067 00	(1 012.00)
Nov-86	13 142.85	14,473.52	14 473 52	(1,330 57)
Dec-86	137 016 40	138 554 62	138 554 62	(1,538.22)

Combined total of 1985 & 1986

7,551 33

RESOLUTION AND ORDER OF THE
COMMISSIONERS COURT OF POLK COUNTY, TEXAS

WHEREAS, Subchapter J, Chapter 51, Government Code, as amended by the provisions of S B 1534 in 1997, provides for the collection of additional filing fees for basic civil legal services for indigents,

WHEREAS, the fees are required to be collected by clerks of each of the various courts and remitted to the county treasurer,

WHEREAS, the county treasurer is required to create and keep records and, in addition, is required to remit the fees, minus an amount ordered retained by the county commissioners court as authorized in said bill, to the Comptroller of Public Accounts on a quarterly basis, and

WHEREAS, the county incurs costs and expenses in the collection and remitting of such fees collected under Subsections (a)(2)-(5) of Section 51 901, Government Code,

WHEREAS, under subsection (e), Section 51 901, Government Code, the Commissioners Court may by order require the retention of five percent of the fees collected for deposit in the county's general revenue account,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the county treasurer shall deposit in the county's general revenue account five percent of the fees collected under the provisions of Subsections (a) (2)-(5), Section 51 901, Government Code, as amended in 1997, and

BE IT FURTHER RESOLVED that this resolution and order shall remain in effect until rescinded

ADOPTED this the 22nd day of September, 1997

B. E. "Buddy" Beagle
Commissioner, Pct. 1
Bob [unclear]
Commissioner, Pct. 2

James [unclear]
Commissioner, Pct. 3
R. B. "Dick" Hubert
Commissioner, Pct. 4

John P. Thompson
County Judge

by *Ann [unclear]*
Clerk
Barbara Middleton

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SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	9 292 98
015 ROAD & BRIDGE ADM	52 152 76
027 SECURITY FUND	2 054 11
051 AGING DEPT	3 816 00
TOTAL OF ALL FUNDS	67 315 85

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

DATE 9-8-97 APPROVED BY Karen Bennett
Robert P. Thompson

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	191 241 64
TOTAL OF ALL FUNDS	191 241 64

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

DATE 9-9-97 APPROVED BY *Kevin Bennett*
Lauretta English
John P. Thompson

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	6 616 03
015 ROAD & BRIDGE ADM	1 346 15
032 ENVIRONMENTAL SERVICES	317 67
051 AGING DEPT	132 22
088 JUDICIARY FUND	450 00
TOTAL OF ALL FUNDS	8 882 07

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

DATE Sept 14 1997 APPROVED BY

Seren Bennett

Cauchy Sullivan

John P. Thompson

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
032 ENVIRONMENTAL SERVICES	800 00
TOTAL OF ALL FUNDS	800 00

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

DATE 9-15-92 APPROVED BY John P. Stanger
County Auditor

SCHEDULE OF BILLS BY FUND

FUND DEEP P-211	DISBURSEMENTS
010 GENERAL FUND	3 000 00
TOTAL OF ALL FUNDS	<u>3 000 00</u>

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

DATE 9-18-92 APPROVED BY Karen Bennett
County Auditor
John P. Thompson

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EAST TEXAS ASPHALT CO

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 ATTN: PREMIUM ACCOUNTING
 BC# 60385
 OKLAHOMA CITY OK 73146-0389

CHECK # 124730

010 202 100 GENERAL FUND 37 03
 015 202 100 POAC & BRIDGE ADM 55 38
 010 202 100 GENERAL FUND 37 03
 0 5 202 100 ROAD & BRIDGE ADM 55 37
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SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	77 550 99
015 ROAD & BRIDGE ADM	26 190 73
028 POLK COUNTY HISTORICAL COMM	227 13
032 ENVIRONMENTAL SERVICES	8 128 74
051 AGING DEPT	5 891 55
101 ADULT SUPERVISION	13 623 67
104 DTP - CSR	607 32
107 CCP CORRIGAN OFFICE	1 068 65
108 CCP - SURVEILLANCE	1 490 49
109 SPECIALIZED CASELOAD CCP	1 818 63
184 JUVENILE PROBATION	2 115 29
185 CCAP - JUVENILE PROBATION	4 583 04
TOTAL OF ALL FUNDS	142 296 23

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

DATE 9-19-97

APPROVED BY

*Steven Deacon**County Auditor**John P. Adams*

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	105 289 21
011 HOTEL OCCUPANCY TAX FUND	64 75
015 ROAD & BRIDGE ADM	67 728 23
032 ENVIRONMENTAL SERVICES	11 312 51
049 DISTRICT ATTY HOT CHECK FUND	1 542 58
051 AGING DEPT	5 087 78
070 ENV SERVICE - 94 CO ISSUE	1 654 00
073 1994 C/O JAIL/BLDG RENOV ISSUE	2 103 54
TOTAL OF ALL FUNDS	194 782 60

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

DATE 9-19-92 APPROVED BY

James Semment

Quetta Jackson

John P. Adams



KAREN REMMERT
County Auditor

POLK COUNTY
LIVINGSTON TEXAS

Addendum to Schedule of Bills for Commissioners Court (September 22, 1997)

Anco Jernigan-Dabney - General Operations (Pending Budget Amendment)	230 00
IBM Corporation - Debt Service (Pending Budget Amendment)	11,959 43
Hydrex Environmental, Inc - Waste Management Center (Pending Budget Amendment)	7,688 00
James R Bruce, MD - General Fund for Autopsies (Pending Budget Amendment)	2,840 00
Broken Arrow Pest Control - Aging Services (Pending Budget Amendment)	30 00
William George - Aging Services (Pending Budget Amendment)	1,762 54
Glazier Foods - Aging Services (Pending Budget Amendment)	1,666 60
Bonnie Rodriguez - County Court @ Law (Pending Budget Amendment)	175 00
Sondra Hensarling - County Court @ Law (Pending Budget Amendment)	525 00
Linda Jones - County Court @ Law (Pending Budget Amendment)	200 00
Burrell Rowe - County Court @ Law (Pending Budget Amendment)	300 00
Stephen Taylor - Court Appointed Attorney (Pending Budget Amendment)	300 00
Terry Brown - Court Appointed Attorney (Pending Budget Amendment)	300 00
Tom Brown - Court Appointed Attorney (Pending Budget Amendment)	1,200 00
Joe D Roth - Court Appointed Attorney (Pending Budget Amendment)	1,600 00

Jerry Whiteker - Court Appointed Attorney (Pending Budget Amendment)	2,600 00
Mustang Tractor - Road&Bridge, Pct #1 (Pending Budget Amendment)	1,309 02
Hughes Oil Company - Road&Bridge, Pct #2 (Pending Budget Amendment)	2,357 99
Custom Products - Road&Bridge, Pct #2 (Pending Budget Amendment)	270 00
M & M Auto Supply - Road&Bridge, Pct #2 (Pending Budget Amendment)	108 37
Broken Arrow Pest Control - Custodial/Maintenance (Pending Budget Amendment)	265 00
Billy J Jones Rentals - Road&Bridge, Pct#3 (Pending Budget Amendment)	1,750 00
Hughes Oil - Road&Bridge, Pct#3 (Pending Budget Amendment)	415 00
LeBlanc's Coast to Coast - Road&Bridge, Pct#3 (Pending Budget Amendment)	11 49
Hart Heat Transfer - Road&Bridge, Pct#3 (Pending Budget Amendment)	279 04
White's Generator - Road&Bridge, Pct#3 Grant Money Reimbursement	234 85
Reinhardt Auto - Road&Bridge, Pct #3 (Pending Budget Amendment)	306 56
Mustang Tractor - Road&Bridge, Pct #3 (Pending Budget Amendment)	365 44
Buddy Purvis- Road&Bridge, Pct #3 (Pending Budget Amendment)	49 98
Emmons Glass - Road&Bridge, Pct #4 (Pending Budget Amendment)	344 75
Polk County Publishing (Pending Budget Amendment)	760 95
Sam's Wholesale Club	45 00
Total of Addendum	<u>42,250 01</u>

John P. Thompson

Revised

DATE: SEPTEMBER 09, 1997 THROUGH SEPTEMBER 19, 1997

NO	NAME	DEPT	JOB CLASSIFICATION	TYPE OF EMPLOYEE	SALARY GROUP	ACTION TAKEN
(1)	JOHNNIE B. THOMAS	AGING CORRIGAN SHERIFF	#1285 COOK	TEMPORARY PART-TIME	UNCLASSIFIED \$8.45	RECLASSIFY TO LABOR POOL EFFECTIVE 08-06-97
(2)	DAWA PAPER	SHERIFF DEPARTMENT	#1037 DEPUTY SHERIFF (PATROL)	REGULAR FULL TIME	141 \$18,684.32	RESIGNED EFFECTIVE 08-23-97
(3)	TERRI L. BARNES	TAX OFFICE	#105 DEPUTY CLERK	TEMPORARY FULL TIME	8-	NEW-HIRE EFFECTIVE 09-15-97
(4)	L.A. PRECOTT	SHERIFF DEPARTMENT	#1037 DEPUTY SHERIFF	LABOR POOL	14- \$8.08 \$8.50	LAY-OFF EFFECTIVE 09-01-97
(5)	J.C. ROBBINS	SHERIFF DEPARTMENT	#1037 DEPUTY SHERIFF	LABOR POOL	14- \$8.50	LAY-OFF EFFECTIVE 09-01-97
(6)	RONNIE BOGARY	SHERIFF DEPARTMENT	#1037 DEPUTY SHERIFF	LABOR POOL	14- \$8.50	LAY-OFF EFFECTIVE 09-01-97
(7)	CALVIN BISHOP	WASTE MANAGEMENT	#904 COLLECTION STATION ATTEN	LABOR POOL	UNCLASSIFIED \$5.15	RECLASSIFY TO #905 TRUCK DRIVER 11- \$8.75 LABOR POOL EFFECTIVE 9-3-97
(8)	JOHN HAYNES	WASTE MANAGEMENT	#904 COLLECTION STATION ATTEN	LABOR POOL	UNCLASSIFIED \$5.15	NEW-HIRE EFFECTIVE 09-19-97
(9)	KENNETH LATHAM	SHERIFF DEPARTMENT	#1037 DEPUTY SHERIFF PATROL	REGULAR FULL TIME	141 \$18,684.32	NEW-HIRE EFFECTIVE 10-01-97
(10)	LORI LOWRIE	COMMISSIONERS COURT	#102 SECRETARY	TEMPORARY FULL TIME	91 \$7.02	RECLASSIFY TO REG F/T SECT II 121 \$16,908.08 EFFECTIVE 10-01-97
(11)	DIANNE BASS	TREASURER OFFICE	#104 CHIEF DEPUTY	TEMPORARY FULL TIME	15- \$9.43	RECLASSIFY TO REGULAR F/T 157 \$22,740.97 EFFECTIVE 10-01-97
(12)	MISTY TOLAR	AUDITORS OFFICE	#102 SECRETARY	REGULAR PART TIME	9-	RETURN FROM MATERNITY LEAVE MINIMUM WAGE INCREASE EFFECTIVE 08-18-97
(13)	ADMINISTRATION CHANGES AS PER SURVEY					
(14)	MISTY TOLAR	AUDITORS OFFICE	#102 SECRETARY	REGULAR PART TIME	9-	REALLOCATIONS AND 1% BUDGET CHANGES EFFECTIVE 10-01-97
(15)	RALPH WESTCOTT	ROAD & BRIDGE PCT #4	#114 LABORER	REGULAR FULL TIME	5/3 \$12,587.33	RECLASSIFY TO #109 LIGHT EQT OPERATOR 121 \$16,936.08 EFFECTIVE 09-22-97
(16)						

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