



98 JUL -8 AM 9 49

Barbara Middleton

BARBARA MIDDLETON
COUNTY CLERK POLK CO

**NOTICE OF MEETING OF THE
COMMISSIONERS COURT OF POLK COUNTY, TEXAS # 73**

Notice is hereby given that a Regular meeting of the above named Commissioners' Court will be held on Tuesday, July 14, 1998 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, July 8, 1998

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, July 8, 1998, and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting

Notice filed, Wednesday, July 8, 1998

Barbara Middleton, County Clerk

By *Barbara Middleton / by C. Bigler*



COMMISSIONERS COURT AGENDA

for: TUESDAY - JULY 14, 1998 - 10.00 A.M.

CALL TO ORDER

- 1 WELCOME - Public Comments
- 2 INFORMATIONAL REPORTS
- 3 CONSIDER APPROVAL OF MINUTES for meeting of, June 23, 1998

NEW BUSINESS

- 4 CONSIDER APPOINTMENT OF COUNTY ELECTION PRECINCT JUDGES
- 5 CONSIDER ANY/ALL NECESSARY ACTION PERTAINING TO BID #98-07 "PURCHASE OF WHEEL LOADER, WITH SALE OR TRADE-IN OF USED LOADER, PCT 4"
- 6 CONSIDER ANY/ALL NECESSARY ACTION PERTAINING TO BID #98-08 "SALE OF USED MANLIFT"
- 7 CONSIDER APPROVAL OF PUBLIC TRANSIT AGREEMENT
- 8 CONSIDER OFFERS TO PURCHASE COUNTY TAX FORECLOSURE PROPERTIES, (Pct. 1), Lot 64, Foresters Retreat #1 (Pct. 2), Lots 59-62, Lake Livingston R&R Club #1.
- 9 RECEIVE INTERNAL AUDIT REPORTS FOR TAX OFFICE (MOTOR VEHICLE DIVISION) AND JUSTICE OF THE PEACE, PCT 4
- 10 CONSIDER SUBDIVIDER'S REQUEST TO REVERT MARSTON HEIGHTS SUBDIVISION TO ACREAGE
- 11 CONSIDER AMENDING COUNTY SUBDIVISION SPECIFICATIONS, "ARTICLE II, ROADS, #5" TO INCLUDE, *REQUIRING A FINAL COATING OF A MINIMUM WIDTH OF EIGHTEEN FEET (18') OF NO LESS THAN TWO (2) COATS CHIP & SEAL MATERIAL MEETING CURRENT COUNTY PERMANENT ROAD CONSTRUCTION SPECIFICATIONS*
- 12 CONSIDER APPROVAL TO ADVERTISE FOR THE SALE OF SURPLUS PROPERTY, PCT 2 (Pup Trailer and Pneumatic roller unit)
- 13 CONSIDER APPROVAL TO ISSUE TIME WARRANT FOR PRECINCT 1 EQUIPMENT REPAIRS, IN AN AMOUNT NOT TO EXCEED \$7,000 00, AT AN INTEREST RATE NOT TO EXCEED 5 8%, FOR A PERIOD OF TWO YEARS

CONSENT AGENDA ITEMS

- 14 CONSIDER APPROVAL AND PAYMENT OF BILLS (by Schedule)
- 15 CONSIDER APPROVAL OF REQUIRED BUDGET AMENDMENTS #98-12
- 16 CONSIDER APPROVAL OF PERSONNEL ACTION FORMS

ADJOURN

Next regularly scheduled meeting - July 28, 1998, 10 00 a m

STATE OF TEXAS }

DATE July 14, 1998

COUNTY OF POLK }

REGULAR CALLED MEETING
James J "Buddy" Purvis - Absent

BE IT REMEMBERED ON THIS THE 14th DAY OF JULY, 1998
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 COUNTY COMMISSIONER PCT#1, BOBBY SMITH COUNTY
COMMISSIONER PCT#2 R R "DICK" HUBERT, COUNTY COMMISSIONER PCT#4,
BARBARA MIDDLETON- COUNTY CLERK, & KAREN REMMERT, COUNTY AUDITOR,
THE FOLLOWING AGENDA ITEMS, ORDERS, AND DECREES WERE DULY HAD,
CONSIDERED, & PASSED

- 1 WELCOME & CALLED TO ORDER BY JUDGE JOHN P THOMPSON AT 10 00 AM
MINISTER WAS NOT AVAILABLE TO CONDUCT OPENING PRAYER JUDGE
THOMPSON STATED COURT WILL START & RECEIVE THE MINISTER WHEN HE
ARRIVES

PUBLIC COMMENTS

- (A) BENNY FOGLEMAN ASKED A QUESTION ABOUT ITEM #4 ON
TODAY S AGENDA

2 INFORMATIONAL REPORTS

- A SYLVIA BIVINS- EXTENSION OFFICE INTRODUCED HER NEW SECRETARY,
JUDY ISAACS GAVE AN UPDATE OF SOME COMPLETED PROJECTS
ANNOUNCED RITA ROEDER HAS BEEN SELECTED AS THE NEW FAMILY
COMMUNITY EDUCATION CHAIRMAN FOR POLK COUNTY
- B BARBARA MIDDLETON- COUNTY CLERK JUST RETURNED FROM THE
COUNTY & DISTRICT CLERKS ASSOC CONFERENCE IN ABILENE, HELD
JUNE 21 THRU 27th RECEIVING 12 HRS OF CONTINUING EDUCATION
CREDIT SHE THANKED THE COMMISSIONERS COURT FOR HAVING
THE OPPORTUNITY OF ATTENDING
- C BOBBY PIXLEY- FIVE STAR UTILITIES, INSPECTOR OF COUNTY SEPTIC
INSTALLATION, NOTIFIED THE COURT OF CHANGES THAT HAVE BEEN
MADE, REGARDING A PERMIT FOR NEW INSTALLATION AS WELL AS
ANY ADDITIONAL WORK ON AN EXISTING SYSTEM HE ALSO REPORT-
ED NEW STATE RULES AND REGULATION CONCERNING LICENSING
REQUIREMENTS FOR INSTALLERS OF SEPTIC EQUIPMENT A "CLASS II"
LICENSE WILL BE MANDATORY FOR ALL INSTALLERS, BY JULY 31, 1998
- D SCOTT SPRINGFIELD- OPERATIONS MANAGER OF RURAL METRO AMBULANCE
SERVICE, GAVE AN UPDATE ON COMMUNICATION CENTER & RAISED
ITS TOWER, HAS CHANGED ITS RADIO FREQUENCY AT THE REQUEST OF
THE FCC RURAL METRO HAS BEEN ASSISTING SHEPHERD EMS, BUT DUE
TO "SOME PROBLEMS" IN SHEPHERD, THEY WILL NO LONGER ASSIST
THEM

(1)

- 2 **Continued- INFORMATIONAL REPORTS)**
- E DUE TO THE ABSENCE OF SHERIFF NELSON, JUDGE THOMPSON INFORMED THE COURT, THE SHERIFF'S OFFICE HAS BEEN NOTIFIED THAT ITS MOST RECENT APPLICATION WITH THE U S JUSTICE DEPT HAS BEEN APPROVED FOR (2) NEW OFFICERS, AND WILL FUND 75% OF THEIR SALARIES, WITH THE COUNTY PROVIDING 25%, FOR THE NEXT (3) YEARS, BEGINNING WITH THE NEW FISCAL YEAR, OCTOBER 1, 1998
- F JOHN McDOWELL & TEXAS FOREST SERVICE, REPORTED THAT ALTHOUGH SOME AREAS OF THE COUNTY HAS RECEIVED SOME RAIN, HIS RECOMMENDATION IS TO LEAVE THE BURN BAN IN PLACE FOR NOW
- G KAREN REMMERT-AUDITOR HAS ACCEPTED A JOB WITH THE GALVESTON COUNTY WATER DISTRICT IN DICKINSON SHE WILL BE LEAVING HER POSITION SOON
- H CAROL BIGLER, CHIEF DEPUTY COUNTY CLERK, REPORTED ON ISSUANCE OF STATE/CERTIFIED BIRTH CERTIFICATES, SINCE INSTALLING STATE BUREAU OF VITAL STATISTICS VIA COMPUTER FROM AUSTIN THE COMPARISON WAS REPORTED FOR THE LAST (3) YEARS
- I BILL HARDY, COMMENTED ABOUT MR PIXLEY, PERFORMANCE OF INSPECTING SEWER INSTALLATION & PERMITS IN POLK COUNTY
- 3 MOTIONED BY BOBBY SMITH SECONDED BY R R "Dick" HUBERT, TO APPROVE MINUTES FOR MEETING OF JUNE 23, 1998
ALL VOTING YES
- 4 MOTIONED BY BOBBY SMITH, SECONDED BY B E "Slim" SPEIGHTS, "ADOPTION OF ONE YEAR TERM" 1998/1999, FOR SERVING AS ELECTION PRECINCT JUDGES AND OR/ ALTERNATES & APPROVE APPOINTMENT OF ELECTION PRECINCT JUDGES AND ALTERNATES FROM LISTS SUBMITTED BY COUNTY CHAIRS
ALL VOTING YES (SEE ATTACHED)
- 5 **BID #98-07 - Pct #4**
- (A) MOTIONED BY B E "Slim" SPEIGHTS, SECONDED BY BOBBY SMITH, TO TABLE PURCHASE OF "NEW WHEEL LOADER" until next Court Meeting July 28 1998
- (B) AWARD SALE OF USED LOADER TO B & R EQUIPMENT, AMOUNT OF \$16,009 00 CASH
ALL VOTING YES
- 6 **BID #98-08 - MAINTENANCE DEPT - "SALE OF USED MANLIFT"**
MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SPEIGHTS TO AWARD BID # 98-08 TO WHITE STONE CONTRACTORS, FOR RECEIPT OF 30 FT MARKLIFT, PLUS \$ 6000 00
ALL VOTING YES
- 7 MOTIONED BY BOBBY SMITH, SECONDED BY B E "Slim" SLEIGHTS APPROVAL OF PUBLIC TRANSIT AGREEMENT
ALL VOTING YES (SEE ATTACHED)

- 8 (A) MOTIONED BY B E "Slim" SLEIGHTS SECONDED BY R R "Dick" HUBERT TO ACCEPT OFFER TO PURCHASE TAX FORECLOSURE PROPERTY IN PRECINCT #1 - LOT 64, FORESTERS RETREAT #1
ALL VOTING YES
(B) MOTIONED BY BOBBY SMITH SECONDED BY B E "Slim" SLEIGHTS TO ACCEPT OFFER TO PURCHASE TAX FORECLOSURE PROPERTY IN PRECINCT #2 - LOTS 59-62, LAKE LIVE REEL & RIFLE CLUB #1
ALL VOTING YES
- 9 MOTIONED BY R R "Dick" HUBERT SECONDED BY B E "Slim" SLEIGHTS, TO RECEIVE INTERNAL AUDIT REPORTS FOR TAX OFFICE (Motor Vehicle Division) & JUSTICE OF THE PEACE, PCT #4
ALL VOTING YES (SEE ATTACHED)
- 10 MOTIONED BY BOBBY SMITH, SECONDED BY B E "Slim" SLEIGHTS TO "TABLE" ITEM #10 CONSIDER SUBDIVIDER S REQUEST TO REVERT MARSTON HEIGHTS SUBDIVISION TO ACREAGE
ALL VOTING YES
- 11 MOTIONED BY BOBBY SMITH, SECONDED BY B E "Slim" SLEIGHTS, APPROVE AMENDING COUNTY SUBDIVISION SPECIFICATIONS, "ARTICLE II, ROADS, #5" TO INCLUDE, REQUIRING A FINAL COATING OF A MINIMUM WIDTH OF EIGHTEEN FEET (18') OF NO LESS THAN TWO (2) COATS CHIP & SEAL MATERIAL MEETING CURRENT COUNTY PERMANENT ROAD CONSTRUCTION SPECIFICATIONS
ALL VOTING YES
- 12 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SLEIGHTS APPROVAL TO ADVERTISE FOR THE SALE OF SURPLUS PROPERTY, PCT #2 (Pup railer and Pneumatic roller unit)
ALL VOTING YES
- 13 MOTIONED BY BOBBY SMITH, SECONDED BY R R "Dick" HUBERT APPROVAL TO ISSUE TIME WARRANT, PCT #1, EQUIPMENT REPAIRS, IN AN AMOUNT NOT TO EXCEED \$7,000 00, AT AN INTEREST RATE NOT TO EXCEED 5 8%, FOR A PERIOD OF TWO YEARS
ALL VOTING YES
- 14 MOTIONED BY BOBBY SMITH, SECONDED BY R R "Dick" HUBERT, TO APPROVE PAYMENT OF BILLS (by Schedule), PLUS (4) ADDITIONAL SCHEDULES AND THE ADDENDUM SUBMITTED BY THE COUNTY AUDITOR, WITH CORRECTIONS (Delete #1 & #4, making Total \$50,584 54)
ALL VOTING YES (SEE ATTACHED)

(3)

Item #14

DATE	AMOUNT	CHECK NUMBERS
6-23-98	19,190 85	132870 & 132871
6-23-98	83,926 89	132872 - 132882
6-25-98	153,820 62	132883 - 132889
6-29-98	147,253 53	132890 - 132897
7-01-98	8,422 19	344-346 182 1075 & 1076
7-02-98	56,173 78	132898 - 133029
7-08-98	149,866 51	133030 - 133203
7-09-98	154,568 14	133204 - 133210
7-10-98	36,015 46	133211 - 133304
7-13-98	8,404 96	133305
Addendum 7-14-98	50,584 54	To appear on future schedule

15 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SLEIGHTS, APPROVAL OF BUDGET AMENDMENTS #98-12, AS REQUESTED BY COUNTY AUDITOR
ALL VOTING YES (SEE ATTACHED)

16 MOTIONED BY R R "Dick" HUBERT, SECONDED BY BOBBY SMITH, APPROVAL OF PERSONNEL ACTION FORMS
ALL VOTING YES

17 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SLEIGHTS, TO ADJOURN COURT, THIS 14th DAY OF July, 1998 AT 10 45 am
ALL VOTING YES


JOHN P THOMPSON, COUNTY JUDGE

ATTEST


BARBARA MIDDLETON, COUNTY CLERK

COMMCRT8
JUL14 WPD

(4)

XX

98 JUN 17 AM 9 26

POLK COUNTY DEMOCRATIC PARTY
810 W CHURCH ST
LIVINGSTON, TX 77351
409 327-8222

Barbara Middleton
BARBARA MIDDLETON
COUNTY CLERK POLK CO

Polk County Commissioner's Court
Polk County Courthouse
Livingston, TX 77351

Gentlemen

Pursuant to House Bill 331 effective September 1, 1997, I am sending you my list of approved election officials to represent the Democratic Party in General Elections. The names preceded by an asterisk are currently serving as election judges or alternates.

Precinct Number	Names
1	*Irene Milner Marie McFarland Lounell Steagall
2	*LaVee McVay Margie Lea Rose Teal
3	*Aline Fisher Marjorie Styles Emogene Shelton
4	*Marilyn Loving Hershell Phillips Katherine Phillips
5	*Rose Marie Gross Jean Murray Eloise Mobley Carol Barmore
6	*Patricia Travis Woody Travis Lillian Bennett
7	*Cannon Pritchard Twyla Dickerson Nell Dillon
8	*Elaine Barrington JoJanna Nesmith
9	*Nelle Dudley Barbara McCarty Joyce Jones
10	*Bobby Smiley Syble Loving Laura Fuller Alice Splettstosser

- 11 *Keith Anderson
Marilyn Handley
Gladys Swearingen
- 12 *~~Betty Adams~~ #A
*Jean Williams
~~Jewel Hunter~~ #A
- 13 *Alice Fay Carter
Maudine Robran
Ravenel Lawless
- 14 *Joe Roeder
Rita Roeder
Raymond Box
- 15 *D K Price
Eunice Swint
Louise Collins
- 16 *Trudie Neal
Shirley Crager
Sarah Cox
Vivian Hickman
- 17 *Claude Baldree
Marie Arrington
Norma Barton
- 18 *Bettye Washington
Johnny Robinson
Stella Johnson

Sincerely,



Richard L Gilbert
Polk County Democratic Chair

POLK COUNTY DEMOCRATIC PARTY
810 W CHURCH ST
LIVINGSTON TX 77351
409 327-8222 FAX 409 327-5970

Polk County Commissioner's Court
Polk County Courthouse
Livingston, TX 77351
fax 327-6879

Gentlemen

Please add the following name to the approved list of experienced election workers on behalf of the Democratic Party

Rita Abshier
P O Box 1474
Onalaska, TX 77360

Sincerely,



Richard L. Gilbert, Chairman
Polk County Democratic Party

Polk County Republican Party

401 North Washington
Livingston, Tx 77351
409-327-VOTE

June 30, 1998

Dear John.

Per the Texas Election Code I am submitting my list of names for Election Judges and Alternate Judges. It is my understanding that this will be for a one year appointment.

- Precinct 1 Election Judge - Beth Genenwein
- Precinct 2 Alternate Judge - Bessie Johnson
- Precinct 3 Election Judge - Dottie Clevenger
- Precinct 4 Election Judge - Danielle Welborn
- Precinct 5 Election Judge - Marie Martin
- Precinct 6 Election Judge - Denise Wingate
- Precinct 7 Election Judge - Dewayne Coburn
- Precinct 8 Alternate Judge - John Brown
- Precinct 9 Alternate Judge - Kathy Welch
- Precinct 10 Election Judge - Leon Stricklen
- Precinct 11 Alternate Judge - Gladys Swearingen
- Precinct 12 Alternate Judge - No name to submit.
- Precinct 13 Election Judge - James Hendrix
- Precinct 14 Alternate Judge - Hazel Rumbly
- Precinct 15 Election Judge - Joyce Munson
- Precinct 16 Election Judge - Donna Borne
- Precinct 17 Alternate Judge - Frances Bailey -
- Precinct 18 Alternate Judge - No name to submit.

In addition I am submitting the name of Eloise Borne to serve as the presiding judge of the Early Voting Ballot Board. This appointment is to be a Republican according to the Texas Election Code

At your request I would be happy to furnish the names and addresses of the people listed above. Thanking you in advance for your cooperation.

Sincerely,



Benny Fogleman
Republican Party County Chairman

DATE June 30, 1998

TO BENNY FOGLEMAN
RICHARD GILBERT
HONORABLE JOHN THOMPSON, COUNTY JUDGE

FROM CAROL BIGLER
POLK COUNTY CLERK'S OFFICE

THE FOLLOWING LIST SHOWS THE RESULTS OF THE GUBNATORIAL ELECTION IN 1994 BY
PRECINCT ELECTION BOX. RESULTS SHOW THAT THE REPUBLICANS WILL HAVE JUDGES
PRESIDING OVER 10 OUT OF THE 18 PRECINCT BOXES AS INDICATED

BOX	REP/DEM	RICHARDS	BUSH
1	R	54	70
2	D	196	143
3	R	713	840
4	R	318	379
5	R	384	534
6	R	770	813
7	R	395	547
8	D	191	125
9	D	137	103
10	R	412	415
11	D	120	78
12	D	119	81
13	R	60	101
14	D	232	181
15	R	78	136
16	R	607	979
17	D	170	130
18	D	181	23

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT ME AT
327-6804

CBigler

CONSIDER AMENDING COUNTY SUBDIVISION SPECIFICATIONS.
"ARTICLE II. ROADS. #5." To include, *Requiring a final coating of a minimum width of eighteen feet (18') of no less than two (2) coats chip & seal material meeting current county permanent road construction specifications.*

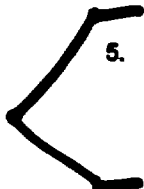


SUBDIVIDED IN THE FOLLOWING FORM

I (OR WE) NAME OF MORTGAGE/MORTGAGES OWNER/S AND HOLDER/S OF A LIENS AGAINST THE ABOVE DESCRIBED PROPERTY SAID LIEN/S BEING EVIDENCED BY AN INSTRUMENT OF RECORD IN VOLUME _____, PAGE OF THE MORTGAGE RECORDS OF POLK COUNTY TEXAS DO HEREBY IN ALL THINGS SUBORDINATE TO SAID SUBDIVISION AND DEDICATION SAID LIEN/S AND I (OR WE) HEREBY CONFIRM THAT I AM (OR WE ARE) THE PRESENT OWNER/S OF THE LIEN AND HAVE NOT ASSIGNED THE SAME, NOR ANY PART THEREOF

ARTICLE II - ROADS

- 1 ALL OF THE INGRESS AND EGRESS ROADS OR MAIN ROADS OR STREETS IN THE SUBDIVISION MUST BE NOT LESS THAN SIXTY (60) FEET IN WIDTH AND ALL LATERAL ROADS OR STREETS MUST NOT BE LESS THAN SIXTY (60) FEET IN WIDTH
- 2 ALL DEAD END STREETS MUST PROVIDE A CUL-DE-SAC OF A RADIUS OF NOT LESS THAN FORTY (40) FEET
- 3 ADEQUATE DRAINAGE MUST BE PROVIDED TO PREVENT WATER FROM FLOODING THE ROADS DURING WET WEATHER
- 4 ALL PIPES WATER GAS ELECTRICAL OR OTHERWISE EXCEPT CULVERTS MUST BE BURIED WITH THE TOP OF THE PIPE NOT LESS THAN TWENTY-FOUR (24) INCHES BELOW THE LEVEL OF THE GROUND OR BELOW DITCH LEVEL WHEN CROSSING AT A STREET NO UTILITY SUCH AS WATER LINES TV CABLES ETC MAY PASS THROUGH CULVERTS OR IN A DITCH
- 5 ALL THE ROADS OR STREETS SHALL, NOT LESS THAN TWO (2) YEARS AFTER THE PLAT OF THE SUBDIVISION HAS BEEN ACCEPTED AND FILED FOR RECORD, BE CROWNED TWENTY-TWO (22) FEET WITH SIX (6) INCH COMPACT GRAVEL OR OTHER SUITABLE MATERIALS TO MAKE AN ALL-WEATHER ROAD ALL-WEATHER ROADS MUST BE COMPOSED OF NATURAL MATERIALS
- 6 IT SHALL BE THE DUTY AND RESPONSIBILITY OF THE SUBDIVIDER TO INFORM THE COMMISSIONER OF THE PRECINCT IN WHICH THE SUBDIVISION IS LOCATED WHEN THE ROADS ARE TO BE CROWNED IN ORDER THAT THE COMMISSIONER MAY INSPECT THE SAME DURING SUCH WORK AND BE INFORMED AND ABLE TO MAKE A REPORT TO THE COMMISSIONERS COURT
- 7 IT IS THE RESPONSIBILITY AND DUTY OF SAID SUBDIVIDER DURING THE PRELIMINARY CONSTRUCTION OF SAID ROADS TO CONSULT WITH THE COMMISSIONER OF THE PRECINCT IN WHICH THE SUBDIVISION IS LOCATED CONCERNING DRAINAGE LOCATION AND SIZE OF CULVERTS HOWEVER SHALL BE IN ACCORDANCE WITH STANDARD ENGINEERING PRACTICES NO



AGREEMENT

STATE OF TEXAS)
)
 COUNTY OF POLK)

THIS AGREEMENT is made at Polk County, Texas, on this 1st day of September, 1997, by and between BRAZOS VALLEY COMMUNITY ACTION AGENCY, d/b/a BRAZOS TRANSIT SYSTEM, hereinafter referred to as B.T.S. and the County of Polk, hereinafter referred to as County

RECITAL

The County wishes to secure the services of BTS to make available to the citizens of the County, a public transit system

- 1 **TERM** This Agreement shall be for a term of two (2) years commencing on September 1, 1997, and expiring on August 31, 1999
- 2 **CONSIDERATION** The County shall pay as consideration for the services of BTS as delineated in the section
 - a. **Operation Costs** The County shall reimburse BTS for 25% of all allowable operations costs as so attached to this Agreement. Such reimbursement shall not exceed a maximum of \$35,000.00 for the first year and \$35,000.00 for the second year. Cost of operations is defined as fuel, oil, salaries of drivers and other expenses as set out in 49 U.S.C.A., Surface Transportation Act of 1982. Such reimbursement shall be on a monthly basis upon submission of a bill by BTS.

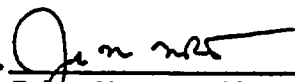
3. **ROUTES AND SCHEDULES:** BTS shall be responsible for establishing all routes, schedules, operations hours operational days. In establishing such, BTS shall consider to the most practical extent possible, the advise and desires of the County.
4. **FARES:** The County shall be responsible for establishing all fares and public livery rates pertaining to the operation of the transportation system. Such shall be established through the public hearing process.
5. **ADMINISTRATION:** BTS shall be the sole agent responsible for the administration of the public transit system
6. **INSURANCE:** BTS shall maintain general liability insurance at the rate prescribed by regulatory authorities and applicable to public transit services and shall furnish the County with proof of such coverage prior to commencement of operations and at such times as requested by the County
7. **HOLD HARMLESS:** BVCAA shall indemnify and save harmless the County and its agents from harm or damages of any character, type or description brought or made for on account of any injuries or damages received or sustained by any person or persons or property, arising out of, or employees in the execution or performances of the Agreement.
8. **GOVERNING LAW:** This Agreement shall be governed and constructed in accordance with the laws of the State of Texas.

9. **SERVICE OF NOTICE:** Any notice required or permitted to be given by this Agreement shall be deemed given when personally delivered to recipient thereof, or mailed by registered or certified mail, return receipt requested, postage prepaid, to the appropriate recipient thereof, in the case of the Contractor, at the business address specified in his proposal, and in the case of BVCAA at 504 E 27th Bryan, Texas 77803, or at any other address which either party may subsequently designate in writing to other party.
10. **ENTIRE AGREEMENT:** This Service Agreement contains the entire agreement between the parties herein described Any oral representations or modification concerning the Agreement shall be of no force and effect unless such are reduced to writing.

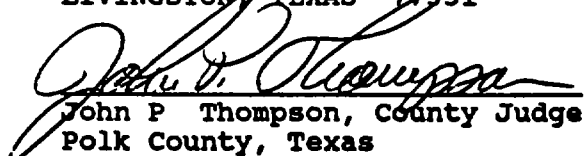
SIGNED the 14th day of July, 1998.

BRAZOS VALLEY COMMUNITY
ACTION AGENCY

POLK COUNTY, TEXAS
JOHN P. THOMPSON, COUNTY JUDGE
POLK COUNTY COURTHOUSE, 3RD FLR
LIVINGSTON, TEXAS 77351

BY. 

John M. McBeth
Senior Administrator



John P. Thompson, County Judge
Polk County, Texas

FILED FOR RECORD

98 JUL 14 AM 11:11

BARBARA MIDDLETON
COUNTY CLERK
POLK COUNTY, TEXAS

REPORT ON AUDIT OF
FINANCIAL OPERATIONS
OF THE
TAX ASSESSOR COLLECTOR
MOTOR VEHICLE DIVISION
OF POLK COUNTY
JANUARY 1998

FINAL REPORT

POLK COUNTY

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REPORT TO MANAGEMENT ON
AUDIT OF FINANCIAL OPERATIONS OF THE
TAX ASSESSOR COLLECTOR
MOTOR VEHICLE DIVISION
POLK COUNTY, TEXAS

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

Tax Assessor Collector

Marion 'Bid' Smith

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

June 9, 1998

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 Motor Vehicle Division of the Tax Assessor Collector is responsible for the collection of state and county fees in regards to the operation of motor vehicles on Texas highways. Of the various fees collected are title fees for proof of ownership, registration fees which includes road and bridge fees for the County, sales tax on vehicle purchases, marine vehicle sales taxes, and Tax Assessor fees of office for the County. The main tax office is located on 416 N Washington in Livingston, Texas. There are tax offices located in the Onalaska and Corrigan subcourthouses. The Commissioners Court has not approved additional collection agencies for the purpose of motor vehicle registration.

The Motor Vehicle Division of the Tax Assessor Collector has five bank accounts in which state and local monies are deposited. All monies collected for motor vehicle registration with the exception of motor vehicle inventory are deposited into the main motor vehicle operating bank account. The chief deputy is responsible for disbursing the funds within the other four bank accounts.

The fees collected by the two subcourthouse tax offices are deposited with a local bank in their city. The chief deputy is responsible for disbursing those funds into the main operating account for disbursement to the state and county.

The fees that are disbursed from the motor vehicle division of the Tax Assessor Collector represent 13% of the County's budgeted revenues for the County's general fund

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.

I conducted an audit of the financial operations of the Tax Assessor Collection Motor Vehicle Division for Polk County on March 17, 1998. I examined the cash receipts, daily, weekly, and monthly reports and supporting documentation of transactions for the period of January, 1998. Due to information received concerning missing deposits, the County Auditor broadened the scope of this audit to include the period of October, 1997, through April, 1998. In order to establish a level of confidence in relation to the collection and disbursements of state and county funds, an additional period of September, 1996, through September, 1997, was performed to track the reporting and collections of county funds.

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 Motor Vehicle Division of the Tax Assessor Collector offices 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.

RESULTS

I believe that the discrepancies found conclude that the balances and collections in regards to the financial operations of the Motor Vehicle Division of the Tax Assessor Collector the periods audited were not in all material respects appropriately discharged and/or charged, collected, remitted and reported.

CONCLUDING REMARKS

I appreciate the assistance provided to the County Auditor's office by the staff of the Tax Assessor Collector Property Tax Division for their assistance in collection of the missing funds and the assistance provided by the Motor Vehicle Division in their consistent endeavor to implement correcting procedures

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

June 9, 1998

SUMMARY OF FINDINGS AND RECOMMENDATIONS

Revenue and Collections Reconciliation

The County Auditor had requested on a regular basis for approximately four months the reports and bank reconciliations for the months of October, 1997, through February, 1998. The County Auditor is to receive a monthly report and bank reconciliation of all county offices and bank accounts in a timely manner.

The County Auditor was told by the Tax Assessor that he was aware of the delinquency, but to please allow additional time for the new chief deputy to perform her duties.

When the audit of January, 1998, was performed and a complete daily deposit was found missing, the scope of the audit was increased to include seven months of fiscal year 1998, beginning October 1, 1997, through April 30, 1998.

Due to the overall discrepancies and reporting problem, the County Auditor increased the scope of the audit to also cover the period of September 1, 1996, through September 30, 1997, to insure proper remittances of state and county funds. The County Auditor reviewed the collections, remittances, and reporting procedures of the chief deputy prior to the appointment of the current chief deputy in November, 1997.

Revenues collected and deposited into the main bank account for Motor Vehicle Division were found to be reasonably accurate except for the missing deposit of January 5, 1998. A worksheet describing the revenues collected according to the Texas Department of Transportation - RTS and the deposits according to the bank account is included in this report, marked Exhibit 'A'.

The County Auditor interviewed all the employees within the motor vehicle division of the Tax Assessor Collector. Only one employee made acknowledgment of the missing deposit. That employee made a verbal report to the County Judge after performance of an exit interview with the Personnel Director. The County Judge informed the County Auditor of the missing deposit. The County Auditor informed the County Judge of the late reports and bank reconciliations and that a field audit was planned for late March, 1998. Due to the report of the missing deposit, the County Auditor performed the audit on the following day.

The January, 1998, revenue deposits are short in the amount of \$37,038 23 which consists of \$3,938 15 cash and \$33,100 08 in checks

The chief deputy initially admitted that there had been some problem with the daily deposit and the Tax Assessor had been informed. During the interview process in the presence of the Tax Assessor, the chief deputy admitted that the Tax Assessor had not been informed of the discrepancy of the report nor that the deposit was missing.

On one or more occasions, the chief deputy admitted to taking monies and reports to her home to work on. There are instances in which the chief deputy worked at a subcourthouse tax office for a day substituting for the regular employee. At the end of that day's work, the receipts were taken home with the chief deputy and left there. The regular employee questioned the chief deputy about the deposit of that day's receipts and the chief deputy had to return to her residence to collect the money and make the deposit.

Upon the recommendation of the County Auditor, the Tax Assessor drafted a letter to each customer for January 5, 1998, business transactions paid by checks. The letter included a request that a replacement check be forwarded to the Tax Assessor and if a stop payment fee was charged, upon receiving a copy of the bank service charge, the county would reimburse the customer.

As of June 5, 1998, \$30,134 69 of the checks has been receipted, leaving \$2,965 39 in checks left outstanding to be collected. The cash in the amount of \$3,938 15 has been filed with the bonding company for collection.

The two subcourthouses deposit money receipts in a local bank account. From the daily reports a check is written to zero out these accounts on a daily basis. These checks are deposited into the main bank account. The chief deputy is the employee responsible for disbursing these funds. The employees at the subcourthouse do not have access or authority to prepare disbursement of funds from these depository accounts.

The two checks written for the January 5, 1998, daily receipts were in the amounts of \$11,765.37 (Onalaska) and \$3,525.13 (Corrigan).

These two checks were voided and new checks were written and deposited into the main bank account for disbursement

Of the missing deposit, \$15,290 50 was actually in the two outlying bank accounts. The amount of checks to be redeposited from Livingston customers was in the amount of \$17,809 58

RECOMMENDATION

The chief deputy should inform the Tax Assessor Collector of any discrepancies, either with cash, bank accounts, and/or reports.

The chief deputy should have informed not only the Tax Assessor about the missing deposit, but also the County Auditor and/or upper County Management

Bank reconciliations should be performed the same week that the bank statements are received. A copy of the bank reconciliation and monthly RTS report should be submitted to the County Auditor for verification and auditing

If the bank reconciliations and reports had been prepared in a timely fashion, the motor vehicle division and the County Auditor would have had earlier knowledge of the missing deposit.

The chief deputy or any other county employee should not take money belonging to a state or county agency out of the office. Those funds are the property of another agency and should be properly safeguarded. In the event of a loss, the responsibility would revert to the County causing an unbudgeted expenditure to replace the lost monies

Upon the first event of the chief deputy taking monies to her residence, there should have been some documentation of the happening. This should have been reported to the proper County officials (not just the Tax Assessor)

Procedures should be implemented to eliminate this from occurring and if not followed, the employee should receive disciplinary action from the tax assessor

The chief deputy should zero out the bank accounts of the Onalaska and Corrigan tax offices on a daily basis. The chief deputy should reconcile the bank account in relation to the monthly RTS report. Any discrepancies should be properly documented and disposition explained in the reports sent to the County Auditor.

The Tax Assessor should provide adequate training and develop a procedures manual for the motor vehicle division. The current chief deputy does not appear to possess adequate knowledge of the required reporting to the state or county to prepare the reports or bank reconciliations in a timely fashion.

ANALYSIS OF TIMELY DEPOSITS

In performing an analysis of timely daily deposits, the November 26, 1997, deposit was short in the amount of \$5,358 68. The chief deputy made a note on the daily report of an error and that a corrected deposit would be made at a later date.

The County Auditor questioned the Tax Assessor concerning this deposit. He was not aware of this problem and had not been notified. The \$5,358 68 was deposited on December 31, 1997, thirty-four (34) days later.

MAIN BANK ACCOUNT - DEPOSITS

There were four deposits that ranged from one to six days being deposited later than normal. These four deposits appeared within the time frame of the missing January 5, 1998, deposit. The December 31, 1997, deposit that should have been deposited January 2, 1998, was deposited January 5, 1998, the same day of the missing deposit.

It appears that after the January 5, 1998, missing deposit, the routine of accurate daily deposits are being made.

TIMELY REPORTS AND DISBURSEMENTS

The chief deputy is responsible for preparing the Motor Vehicle Sales and Use Tax reports on a monthly basis. The chief deputy writes a check from the main bank account to be deposited into the motor vehicle sales bank account for electronic withdrawals by the State of Texas. The interest earned on these deposits is reported on a monthly report and disbursed to the State.

The chief deputy has not complied with the job duties in regards to timely reports and disbursements to the State of Texas for motor vehicle sales and use taxes. The following is a summary of the month, amount, due date, and submission date.

<u>Month End</u>	<u>Amount</u>	<u>Due</u>	<u>Prepared</u>	<u>Days Late</u>
10/31/97	350,527 87	11/10/97	12/15/97	15
11/30/97	333,246 93	12/10/97	03/12/98	92
12/31/97	316,738 08	01/12/98	03/12/98	60
01/31/98	318,160 60	02/10/98	03/12/98	32
02/28/98	290,302 37	03/10/98	04/29/98	49
03/31/98	370,101 26	04/10/98	04/29/98	19
04/30/98	449,469 50	05/11/98	05/05/98	6 early

The sales and use tax should be deposited on a weekly basis into the motor vehicle sales tax bank account for disbursement to the state. The following is a summary of the delinquency of weekly deposits due to the State Comptroller.

<u>Date Collected</u>	<u>Amount</u>	<u>Date Deposited</u>
10/27 - 10/31/97	87,160.16	12/15/97
11/03 - 11/07/97	103,199 18	12/16/97
11/10 - 11/14/97	102,111 35	12/17/97
11/17 - 11/21/97	65,497 08	12/17/97
11/01 - 11/30/97	1,827 89	12/22/97 Boat Sales Tax
11/24 - 11/28/97	62,431 16	02/03/98
12/06 - 12/31/97	316,722 91	02/03/98
01/02 - 01/23/98	235,599 29	02/03/98
01/26 - 01/30/98	82,561 28	03/11/98
02/02 - 02/27/98	289,439 16	03/11/98
11/97 - 03/31/98	11,143 91	04/17/98 Boat Sales Tax
03/02 - 03/31/98	369,007 11	04/28/98
04/03 - 04/24/98	370,167 04	04/30/98

From the two summaries, you will note that the October 27-31, 1997, monies was not deposited until December 15, 1997, when the October monthly report was prepared

Although these monies are deposited into the main bank account and interest revenue is earned, the interest earned on these revenues when deposited into the proper bank account is sent to the State, and therefore is not county money

The Parks and Wildlife State office has been in contact with the motor vehicle division in regards to the boat sales taxes. From the prepared summaries, six months of boat sales tax fees were not deposited or disbursed until April 17, 1998, when the state questioned the whereabouts of the revenues

RECOMMENDATION

Weekly or daily transfer checks should be disbursed from the main bank account and deposited into the motor vehicle sales tax bank account

Timely deposits will allow the State to withdraw electronically the funds due for sales tax purposes, interest revenues earned would be accurately accounted for, and disbursed appropriately

The County Auditor has not calculated the interest earnings that is probably due to the state if the money had been properly disbursed to the motor vehicle sales tax bank account.

Boat Sales Tax fees should be disbursed in a timely manner. Timely operations provides for adequate and proper accounting for state and county revenues

REFUNDS

Documentation for refunds due to customers for the months of January and February, 1998, were found in various desks. A total of \$786 37 in refunds were due to these customers and no record was found of these remittances to citizens could be found.

RECOMMENDATION

Refund checks should be prepared and disbursed on a weekly basis This would eliminate any refunds to citizens being overlooked or lost

The County Auditor recommends that the Motor Vehicle Division should run a report on refunds due and trace those refunds through the bank account and reconcile those monies

The County Auditor recommends that a disbursement check be prepared for each refund due to a citizen that can not be reconciled to a disbursement check

ESCAPEE MAIL RECEIPTS

During the March 17, 1998 audit, mail receipts ranging in dates of February 1 through March 6, 1998 These mail receipts were kept in a post office bin and had not been entered into the RTS system The money remittances were still in their original envelopes The enclosed checks had not been restrictively endorsed, 'Polk County Tax Assessor for Deposit Only' These remittances totaled in the amount of \$52,482 80 and with the annual percentage rate of 2 84% for interest revenues, The Tax Assessor main bank account lost approximately \$124 in interest revenues

RECOMMENDATION

Mail receipts should be processed on a daily basis All checks, money orders, and cashiers checks should be restrictively endorsed to safeguard these funds

Failure to properly deposit revenues results in lost interest revenues for the County and other agencies

DISBURSEMENT CHECKS

While performing the March 17, 1998 audit, a search of the office was performed to attempt to find the missing deposit The County Auditor found two checks in the chief deputy's desk drawer

These two checks were made out to Polk County, dated March 11, 1998, and in the amounts of \$215,660 09 and \$199,614 98. These two checks represent revenues due to Polk County for the months of January and February, respectively. These monies were for the Road & Bridge fund consisting of budgeted auto registration monies.

The county's general operating bank account lost approximately \$257 38 and \$397 53, respectively in interest revenues. The County Auditor requested that these checks be sent to the County Treasurer for the next day's receipts. These two checks were finally receipted on April 6, 1998, resulting in a further loss of twenty-seven (27) days of interest revenues for the County.

RECOMMENDATION

Revenues due to the County should be deposited with the County Treasurer on a daily/weekly basis. These two checks represent 19% of the revenues budgeted for the Road and Bridge fund.

Timely disbursements to the County will adequately supply the revenues needed for the Road and Bridge budget and result in additional interest revenues for the County.

VIT - VEHICLE INVENTORY ESCROW

Local automobile dealers submit payment to the motor vehicle division for vehicle inventory tax. These payments are usually in the form of a check. Several dealerships had contacted the chief deputy in regards to their checks not clearing their bank account. The response was that the motor vehicle division was behind, but that all deposits had been made.

After several inquiries to the County Auditor from these dealerships, it was discovered that these deposits had not been made. The chief deputy had several checks and reports in a desk drawer.

RECOMMENDATION

VIT payments from automobile dealerships should be deposited on daily basis. The chief deputy should prepare a report and bank reconciliation to insure adequate tracking of agency payments. This bank account is prepared on a quarterly basis by the county depository.

MISCELLANEOUS MAIL RECEIPTS

During the performance of the search for the missing deposit, the County Auditor discovered additional receipts in the form of checks and cash totaling \$22,465 17 in the chief deputy's cash drawer. These monies had not been processed or deposited.

RECOMMENDATION

All monies should be deposited on a daily basis to adequately safeguard the assets and allow for interest revenues to be earned.

The County Auditor recommends that the chief deputy communicate any problem to the Tax Assessor in a timely manner. The County Auditor also recommends that correspondence be communicated to the auditor's office for reporting purposes. The County Auditor can assist in reporting and documenting the discrepancy, and in addition, provide implementation of procedures to correct the problem and adequately safeguard county assets.

Exhibit A

Tax Assessor - Collector
Reconciliation of Motor Vehicle Collection Revenues and Bank Deposits

Description	October Amounts	November Amounts	December Amounts	January Amounts	February Amounts	March Amounts	April Amounts	May Amounts	June Amounts
Title Fees	13 767 00	12 220 00	12 844 00	12 857 00	11 284 00	16 822 00	17 290 00		
Registration	212 113 65	166 767 62	214 384 37	219 389 79	202 971 61	621 210 08	313 737 08		
Young Farmers	380 00	255 00	380 00	405 00	330 00	560 00	530 00		
IMP	301 97	-	485 51	867 09	215 53	1 772 31	29 647 80		
Subtotal	226 562 22	179 242 62	228 073 88	233 518 88	214 801 14	440 364 39	361,204 88		
Sales Tax	350 468 89	333 238 77	316 722 91	318 160 57	289 439 16	369 007 11	449 587 83		
TimeLag adjs	-	(36 96)	-	-	-	-	(650 17)		
MVD Fees Report	577 031 11	512 384 43	544 796 79	551 679 45	504 240 30	809 371 50	810 141 74		
Refunds	1,378 06	514 60	134 78	48 44	-	-	-		
MV redemptions	130 42	-	1 417 52	-	-	117 58	758 33		
Bank error adj	1 00	-	-	-	-	-	-		
MVD adj	576 02	194 82	202 50	278 40	818 34	422 91	-		
Boat Sales	3 555 21	306 25	3 684 39	3 669 07	2 732 75	1 648 60	3 490 02		
Interest	247 90	831 50	1 536 88	1 956 16	1 395 22	1 737 83	2 144 44		
Extra/Corrected Deposits	-	(14 19)	-	-	0 10	-	56 25		
Total Adjustments	5 888 61	1 912 98	6 976 07	3 232 07	4 946 41	3 926 92	6 446 04		
Total Revenues	582 919 72	514 297 41	551 772 86	554 931 52	509 186 71	813 298 42	816 587 78		
Total Deposits	582,919 72	514,408 56	551,661 71	517,893 29	509,166 71	837,619 17	821,749 24		
Over (Short)	-	111 15	(111 15)	(37 038 23)	(20 00)	24 316 75	5 161 46		
January 5 Missing Deposit	-	-	-	37,038 23	-	24 316 75	4 850 53		50 88
Differences	-	111 15	(111 15)	0 00	(20 00)	-	310 93		

Total 1/5/98 Missing 37 038 23
 Less checks collected 30 134 69
 Less cash noncollectible 3,938 15
 Remaining checks to collect 2 965 39

** Prepared by Peik County Auditor Karen Remmert

mvd-ty08audtbl.xls

EXHIBIT 'A'

FILED FOR RECORD

98 JUL 14 AM 11:11

BARBARA MIDDLETON
COUNTY CLERK
POLK COUNTY, TEXAS

**REPORT ON FOLLOW-UP AUDIT OF
FINANCIAL OPERATIONS
OF THE
TAX ASSESSOR COLLECTOR
MOTOR VEHICLE DIVISION
OF POLK COUNTY
JUNE 1998**

FOLK COUNTY

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**REPORT TO MANAGEMENT ON FOLLOW-UP
AUDIT OF FINANCIAL OPERATIONS OF THE
TAX ASSESSOR COLLECTOR
MOTOR VEHICLE DIVISION
POLK COUNTY, TEXAS**

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

Tax Assessor Collector

Marion 'Bid' Smith

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

June 19, 1998

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

Since the audit performed in March, 1998, for the month of January, 1998, was expanded to cover a twenty month time frame beginning September, 1996, through April, 1998, a follow-up audit was performed June 10, 1998 to assure that all funds were appropriately accounted for and safeguarded.

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.

I conducted an audit of the financial operations of the Tax Assessor Collection Motor Vehicle Division for Polk County on June 10, 1998. I examined the cash receipts, daily reports and supporting documentation of transactions for the period of June 10, 1998.

RESULTS

I believe that the evidence found conclude that the balances and collections in regards to the financial operations of the Motor Vehicle Division of the Tax Assessor Collector the periods audited were not in all material respects appropriately discharged and/or charged, collected, remitted and reported.

CONCLUDING REMARKS

I appreciate the assistance provided to the County Auditor's office by the staff of the Tax Assessor Collector Motor Vehicle Division.

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

June 19, 1998

SUMMARY OF FINDINGS AND RECOMMENDATIONS

PRIOR AUDIT FINDINGRevenue and Collections Reconciliation

All bank reconciliations are being done within a timely manner. There has been a segregation of duties implemented in regards to the deposits and bank reconciliations.

The bank deposits and reports are being audited on a monthly basis by the County Auditor. The Commissioners Court will be advised to the status of these revenue collections on a periodic basis.

PRIOR AUDIT FINDINGANALYSIS OF TIMELY DEPOSITS

The County Auditor did not prepare an analysis of the receipts found in this follow-up audit due to the time frame involved and the numerous dates found on these checks and money orders.

PRIOR AUDIT FINDINGREFUNDS

Cash refunds from each cash drawer are put into an envelope by each deputy clerk. Each clerk gives the envelope to the chief deputy, who in turn gives these monies to the Tax Assessor-Collector.

This cash is being handled two or more times without being counted in the presence of two employees. Each employee needs something in writing to corroborate that the amount of cash was indeed turned over to another employee.

PRIOR AUDIT FINDINGESCAPEE MAIL RECEIPTS

Three boxes of mail receipts were opened and counted in the amount of \$109,768.93. None of these checks or money orders had been restrictively endorsed 'for deposit only, Polk County Tax Assessor'.

The pending file (Box 1) contains mail receipts that are needing additional documentation for processing. These mail receipts were dated in ranges from July 8, 1997, through May 30, 1998, in the amount of \$39,129.18.

I have discussed with the Tax Assessor, the possibility of returning these checks and money orders to the citizens. The majority of these checks would not be honored by the banks if deposited at this point.

The Tax Assessor did not feel that these monies should be deposited into a separate bank account, due to the complex tracking required for dealing with insufficient information.

It was agreed that copies of these checks and the documentation accompanying would be kept on file in the Tax Assessor's office and the original paperwork returned to the citizen

A special stamp is being designed for endorsing these checks for now and in the future, to eliminate the possibility of another party cashing one of these checks before being returned to its rightful owner.

The May mail receipts (Box 2) contained funds in the amount of \$20,668.87. These are called 'skips', but really should be referred to as the Escapees mail registration.

The June mail receipts (Box 3) contained funds in the amount of \$49,970.88 in 'skips'.

The County has lost several hundred dollars in interest due to these funds not being deposited on a daily basis. The Tax Assessor has proceeded with implementing a plan to eliminate mail receipts from being accumulated over a lengthy period of time.

The Commissioners Court might consider an additional employee for specifically bank deposits, bank and report reconciliations, and mail receipting for both the motor vehicle and property tax divisions of the Tax Assessor-Collector.

FILED FOR RECORD

98 JUL 14 AM 11 11

BARBARA MIDDLETON
COUNTY CLERK
POLK COUNTY, TEXAS

REPORT ON AUDIT OF
FINANCIAL OPERATIONS
JUSTICE OF PEACE, PRECINCT. #4
POLK COUNTY, TEXAS
AS OF JUNE 30, 1998

POLK COUNTY

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REPORT TO MANAGEMENT ON
AUDIT OF FINANCIAL OPERATIONS OF THE
JUSTICE OF THE PEACE, PRECINCT #4
POLK COUNTY, TEXAS

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

Justice of the Precinct #4

Judge Howard Lilley

Criminal District Attorney

Honorable John Holleman

Texas Ranger

Kenneth Hammack

County Commissioners

Honorable Bernice E Speights, Commissioner Precinct #1
Honorable Jack Bob Smith, Commissioner Precinct #2
Honorable James J. Purvis, Commissioner Precinct #3
Honorable Richard R. Hubert, Commissioner Precinct #4



KAREN REMMERT
County Auditor

POLK COUNTY

LIVINGSTON TEXAS

June 30, 1998

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

INTRODUCTION

The Justice of the Peace office is responsible for the collection of fines and fees for various state and county entities including Parks and Wildlife, Department of Public Safety, Polk County Sheriff, and small civil claims

The Justice of the Peace, Precinct #4 represents approximately 16% of the general fund's budget in regards to Fines and Forfeiture Revenues

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

I conducted an audit of the financial operations of the Justice of the Peace, Precinct #4 on April 15, 1998. I examined the cash receipts, daily, weekly, and monthly reports and supporting documentation of transactions for the period of March, 1998

Due to the nature of the evidence and information confiscated from the Justice of the Peace, Precinct #4 offices, the scope of the audit was broadened to cover the time period beginning April, 1996, through April, 1998

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 Justice of the Peace office 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

RESULTS

I believe the discrepancies found conclude that the balances and collections in regards to the financial operations of the Justice of the Peace, Precinct #4 for periods audited ~~were not~~ in all material respects appropriately discharged and/or charged, collected, remitted and reported

CONCLUDING REMARKS

I appreciate the assistance provided to the County Auditor by the Texas Ranger, Kenneth Hammack

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

The findings and recommendations are respectfully submitted,

Karen Remmert, CGFM
Polk County Auditor

June 30, 1998

FINDINGS & RECOMMENDATIONS

FINDING - COMPUTER AUTHORIZATION AND SECURITY LEVELS

Both the Court Clerk and Secretary for Justice of the Peace, Precinct #4 have separate work stations. Both employees have access to each others' security passwords for the computer operating system. The Elected Official does not use a computer and therefore writes manual receipts.

Due to the sensitive nature of receipting monies for Justice of the Peace's office, no one should have access to another employee's security passwords.

I have informed the Data Processing Manager that these security measures have been breached and the employees involved are never to give out their passwords for any purpose.

RECOMMENDATION

Neither employee should use the other employee's password. There is absolutely no need to warrant this action. This has allowed permanent records to be altered and embezzlement has prevailed.

This breach of computer security has eliminated the audit trail provided by the computer system pertaining to the actions of each employee operator.

Data Processing was contacted approximately three weeks prior to this finding to change every operator's security password. The Data Processing Department has complied with this request and as of April 14, 1998, Justice of the Peace, Precinct #4 operators have new passwords. These employees have been instructed that no one is to be given this password at anytime.

FINDING - AUTHORITY OF DISMISSALS, JAIL/COMMUNITY SERVICE, AND LOWERING OF FINES AND FEES

The Justice of the Peace, DPS trooper, and/or other law enforcement official involved should sign off on all dismissals. Proper paper work such as copies of proof of liability insurance, defensive driving courses, etc should be attached to all dismissals.

This action would eliminate falsifying records to show dismissals, when in actuality that person paid the county money for their assessed fees and fines.

Jail time is time actually spent in a correctional facility either in Polk County or another location for fines and fees. Proper paper work should be attached to prove that jail time spent existed.

Community Service is time in which the defendant works at a public facility to pay off their fines and fees. That defendant and the supervisor of the public facility should sign off on the time served for payment of fines and fees. There are approximately twenty-five (25) records (randomly chosen for compliance auditing) that have been showed serving community service with no actual proof that this service was performed for the purpose of paying off fines and fees.

Lowering of fines and fees should be documented and signed off by the Justice of the Peace. At no time should the clerk or secretary be allowed to dismiss cases or lower fines and fees.

RECOMMENDATION

Segregation of authority on dismissals, jail/community service time, and lowering of fines and fees will eliminate any falsifying of county records for the reason of embezzling county funds.

Changes including voiding receipts or reversals should be approved by the County Auditor's office. The County Auditor has contacted the computer programmers to proceed with the possibility of implementing this action.

In the future all dismissals, changes due to jail time or community service will be scrutinized on a regular routine basis. All proper paper work should accompany the reports given to the County Auditor's office.

FINDING - RECEIPTS

Justice of the Peace should be the only person with a pre-numbered receipt book. Additional personnel was budgeted for the convenience of having adequate staff for normal operating hours. Those personnel should be entering the information into the computer system and generating computerized receipts. Handwritten receipts either on a manual receipt book or telephone message book have been written by both county employees.

The Justice of the Peace, Court Clerk and Secretary were writing manual receipts from a telephone "while you were away" message book issued by the County Auditor's office for the use of recording telephone messages only.

These telephone messages are not issued for the intention of a county receipt book and should have never been used for this purpose. When the court clerk was asked to produce her receipt books, she had to go to her vehicle and retrieve the necessary documents. Those books are County property and should not be removed from the premises for any reason.

RECOMMENDATION

Pre-numbered receipt book has been issued to the Justice of the Peace for the purpose of writing a receipt for monies taken in when other personnel are not in the office to generate a computerized receipt. The elected official has been instructed that he is the only person authorized to write manual receipts.

When personnel has returned to the office, the manual receipts should be entered into the computer system to generate the correct receipt and the copy of the manual receipt should be attached to the auditor's copy of the weekly report.

This would establish an audit trail that all monies are properly recorded and receipted.

FINDING - CASH RECEIPTS

Cash taken in a prior periods were receipted various months after the fact. Following the County Auditor's field on April 15, 1998, the court clerk started repaying the cash funds that were embezzled as far back as April 29, 1997. The court clerk has admitted to the County Auditor and Assistant Auditor of the embezzlement.

When the County Auditor questioned the Justice of the Peace, he informed the County Auditor that he had suspected the court clerk of theft since October, 1997. The Justice of the Peace was counseled by another County Official not to inform the County Auditor's office of his findings.

A worksheet "Exhibit A" has been included in this report of the handwritten receipts, date accepted, amount, date receipted to the County and additional information. Copies of the handwritten receipts and computer generated forms of each cause has been included.

A schedule of records "Exhibit B" changed to show community service served, receipt #000000 manually typed into the computer system, and the amount of money paid through community service time has been included.

Because of the two County employees having access to each others' passwords it will be virtually impossible to track all the records changed and to provide evidence of how many of the employees are actually responsible for the fraud and embezzlement.

Because of these employees contacting the computer software programmers for information on how to fix their errors, these employees have learned how to manipulate the system. This has caused a lack of confidence that all altered records have been discovered.

RECOMMENDATION

The Texas Ranger should provide access for polygraphs tests for both County employees After these tests are administered, the Criminal District Attorney should be allowed the decision of if and/or whom to prosecute

Upon the test administered and outcome, the employees involved should be terminated Additional security measures to avoid manipulation of county records should be implemented

The County Auditor is working with the computer programmers to eliminate any further fraud or embezzlement be allowed through the system Handwritten receipts (other than authorized by the County Auditor allowed to the Justice of the Peace) should be ceased All receipts should be computer generated upon receipt from the defendant

The County Auditor has contacted the Data Processing Manager on more than two occasions to provide receipt paper with the words,

"County of Polk , Texas"
"Official Receipt"

and the departments' name printed on the receipt with the clerk's signature included Usage of official receipts would assist in eliminating the falsifying of documents for the purpose of embezzlement Signs in county offices acknowledging the use of special receipts would make the public aware of accepting anything other than official county receipts

EXHIBIT A

Justice of Peace, Precinct #4
Audit WorksheetC/S = Community Service
D = Deferred

12

<u>Cause #</u>	<u>Name</u>	<u>Date Received</u>	<u>Amount</u>	<u>Date Received to County</u>	<u>Amount Rcvd if Different</u>	<u>Explanation</u>
30896	Lyza Marie Faris	01/08/98	145 00	04/14/98		
32445	David Cummings	01/20/98	95 00	04/14/98		
32447	Michael L. Criswell	01/12/98	110 00	04/14/98	50 00	
32425	Shannon Thompson	01/08/98	59 25	04/14/98		C/S served
30962	Chasity Reed	10/22/97	80 00	03/05/98		D
31529	Belinda Brown	01/30/98	70 00	03/24/98	15 00	
31261	Juan Hernandez	02/13/98	95 00	04/17/98	80 00	
28552	Ed Tierney	05/23/98	60 00	02/13/98		
28844	John Mann	09/13/98	48 00	01/15/97		Dismissed
31893	Martin Perez	10/06/97	105 00	05/01/98		Receipt #000000
31732	Suzanne Spears	10/06/97	50 00	02/11/98		Cash paid system notes money order payment
29982	John Childree	11/07/97	50 00	03/08/98		
B40906	Gary Sullivan	12/29/97	55 00			
32378	Juergin Gutting	12/15/97	51 00			
28544	Timothy Johnson	04/08/98	90 00	04/08/98	70 00	
30817	Christopher Hambrick	03/26/97	200 00	04/08/97	168 00	C/S & Receipt #000000
30098	Paul Finney	04/02/97	60 00	04/29/97		C/S & Receipt #000000
30713	Monica Hutz	04/07/97	50 00	05/08/97	50 00	
31028	Glen Wayne Criske	04/29/97	85 00	09/04/97	95 00	C/S & Receipt #000000
31049	Kenneth McKee	05/28/97	150 00	05/14/97	85 00	C/S & Receipt #000000
25537	Reginald Harper	05/30/97	100 00	05/28/97	100 00	
31262	Jesse Allen Crim	06/13/97	60 00			
30863	Tabitha Riley	07/14/97	50 00			
30549	Matthew Brown	07/22/97	110 00	08/13/97	95 00	C/S & Receipt #000000
31655	Mark Fairchild	08/07/97	85 00	08/01/97	20 00	Receipt #000000
	Edward William	08/15/97	80 00	08/08/97	300 00	Receipt #000000
				08/08/97	65 00	D

DATE 04/14/1998

TIME 06 48

RECEIVED OF: FARIS, LYZA MARIE

FOR: FARIS, LYZA MARIE

DESCRIPTION: NO LIABILITY INSURANCE

HOWARD LILLEY
JUSTICE OF THE PEACE, PCT. 4
POLK COUNTY, TEXAS

RECEIPT # 840631

CASE # 030696

ANDERSON

AMOUNT DUE \$145.00

AMOUNT PAID \$145.00

BALANCE \$.00

PAYMENT TYPE C

CHECK NO

COLLECTED BY PS



WHILE YOU WERE AWAY

FOR <u>TICKET</u>		DATE <u>1-6-97</u>	TIME <u>AM</u>
M	<u>with</u>	<u>30695</u>	
OF	<u>LYZA M FARIS</u>		PHONED <input checked="" type="checkbox"/>
PHONE	AREA CODE	NUMBER	EXTENSION
MESSAGE	<u>SPEED DIAL</u>		RETURNED YOUR CALL
	<u>PAID</u>	<u>1145</u>	PLEASE CALL
	<u>OFFICE</u>	<u>H. L. Lilly</u>	WILL CALL AGAIN
			CAME TO SEE YOU
			WANTS TO

13

DATE 04/14/1998
TIME 06:55

HOWARD LILLEY
JUSTICE OF THE PEACE, PCT. 4
POLK COUNTY, TEXAS

RECEIPT # 840632
CASE # 032445

RECEIVED OF: CUMMINGS, DAVID CURTI
FOR: CUMMINGS, DAVID CURTIS
DESCRIPTION: EXPIRED REGISTRATION

GOODWIN
AMOUNT DUE \$95.00
AMOUNT PAID \$95.00
BALANCE \$ 00
PAYMENT TYPE C
CHECK NO
COLLECTED BY PS

Receipt ~~WHILE YOU WERE AWAY~~

FOR	DATE 4-20-98	TIME	A.M. P.M.
M	David A Cummings		
OF	ticket # 032445		
PHONE	AREA CODE	NUMBER	EXTENSION
MESSAGE	Expired Reg		
SIGNED	PS DL 95 8A		
	OFFICE CITY		

PHONED
 RETURNED YOUR CALL
 PLEASE CALL ME
 WILL CALL AGAIN
 I CAME TO SEE YOU
 WANTS TO SEE YOU

DATE 04/14/1998

TIME 06 57

RECEIVED OF: CRISWELL, MICHAEL LOU

FOR: CRISWELL, MICHAEL LOUIS

DESCRIPTION: FAIL TO CONTROL SPEED

HOWARD LILLEY
JUSTICE OF THE PEACE, PCT. 4
POLK COUNTY, TEXAS

RECEIPT # 840633

CASE # 032447

PERRY

AMOUNT DUE \$50 00

AMOUNT PAID \$50.00

BALANCE \$ 00

PAYMENT TYPE C

CHECK NO

COLLECTED BY PS

Receipt **WHILE YOU WERE AWAY**

FOR Michael L. Criswell DATE 4-12-98 TIME 5 AM PM

OF D. 1109R PHONED

PHONE D. 1109R RETURNED YOUR CALL

MESSAGE # 32447 PLEASE CALL

Fail to control WILL CALL AGAIN

Speed CAME TO SEE YOU

SIGNED [Signature] WANTS TO SEE YOU

OFFICE COPY

APPROX. LITH NO 11
BY: 1987
REPLACED BY: 1987
TIME 06:57
CASE NO. 032447

DATE 04/14 '1998

TIME 07 07

RECEIVED OF THOMPSON, SHANNON WAY

FOR THOMPSON, SHANNON WAYNE

DESCRIPTION FAIL TO DRIVL IN SINCLE MARKED LANE

HOWARD LILLEY
OFFICE OF THE CLERK, DISTRICT CLERK
POLK COUNTY, TEXAS

RECEIPT # 840635
CASE # 032425

GOODWIN

AMOUNT DUE \$110 00
AMOUNT PAID \$59 25
BALANCE \$50 75

PAYMENT TYPE C
CHECK NO
COLLECTED BY PS

WHILE YOU WERE AWAY			
FOR	Shannon W. Thompson		DATE 4-16-98 TIME 1:00 P.M.
M	OF Pd 5925		<input checked="" type="checkbox"/> PHONED <input checked="" type="checkbox"/> RETURNED YOUR CALL <input type="checkbox"/> PLEASE CALL <input checked="" type="checkbox"/> WILL CALL AGAIN <input type="checkbox"/> CAME TO SEE YOU <input checked="" type="checkbox"/> WANTS TO SEE YOU
PHONE	AREA CODE DDC	NUMBER	
MESSAGE	due on or before		
SIGNED	4-12-98		OFFICE CITY

Print key Output
 5763SS1 V3R1M0 940909 S10240CD
 Display Device DSPAUD165
 User AUD

Page 1
 04/17/98 11 27

crm#07 JP CRIMINAL DOCKET INQUIRE MODE

case # 030962 DL/ID# 09440893 soc sec no
 name REED, CHASITY
 Payment History

	date paid	time	receipt	amount	refund	PAID	BALANCE
01	03 05 1998	090622	000000	7000		100	
02						200	
03						1500	
04						500	
05						300	
06						3000	
07							
08							
09							
10							

To select, key the line # here 01 and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program

crm#64 Enter to view payments
 crm#33

F12 to return to docket

1 2 3 4 5 6 7 8 9 0
 * #
 Printed in U.S.A.

PHONE CALL

FOR Chasity Reed DATE 4/17/98 TIME 12 A.M. P.M.

M _____

OF #10507111 FAX MOBILE 030962 PHONED

PHONE AREA CODE NUMBER EXTENSION RETURNED YOUR CALL

MESSAGE let her make PLEASE CALL

WILL CALL AGAIN

CAME TO SEE YOU

WANTS TO SEE YOU

SIGNED _____ CASCADE FORM C4 400

17

5743881 VCR1M0_940908 Print key Output S10240CD Page 1
06/10/98 15:22:58

Display Device DSPAUD165
User AUD

case # 031529 DL/ID# 15270416 INQUIRE MODE 000

name BRUNN, BELINDA soc sec no

Payment History

E TO		U/Law Docket Collections		DUE TO		PAID		BALANCE	
OND	DUE	PAID	BALANCE	JCPT	DUE	TO	PAID	BALANCE	
EDA	100	100	100	LEDCE	200	200	100	100	1-00M+
EMI	50	50	50	CVC	1500	1500	500	500	0-50 +
JP	500	500	500	CR	500	500	250	250	5-00 +
RFEE	250	250	250	TEC	300	300	500	500	2-50 +
	500	500	500	COUN	3500	3500	300	300	5-00 +
									1-00 +
									0-50 +
									5-00 +
									2-50 +
									5-00 +
									1-00 +
									2-00 +
									15-00 +
									5-00 +
									3-00 +
									35 00 +
									75-00 M

sts 4000 4000 TOTAL
 lts entered 07 07 1997 reference void send
 lts paid 11 12 1997 collected by PS warrant date
 lts changed 03 24 1998 changed by PS disc date due
 E12 to return to docket Enter to view payments crmf33

18

PHONE CALL

FOR DELIVER DATE 7-10 TIME 10 AM

M FAK MOBILE

OF 157111

PHONE AREA CODE 703 NUMBER 270 6641 EXTENSION

MESSAGE PAID TO cash

SIGNED PATRICIA

PHONED RETURNED YOUR CALL PLEASE CALL WILL CALL AGAIN CAME TO SEE YOU WANTS TO SEE YOU

CASCADE ⑧ FORM C4 400

5763551 V3R1M0 940909 Print Key Output S10240CD 06/12/98 09 32 41 Page 1

Display Device DSPAUD165
User AUD

cc007 ? JP CRIMINAL DOCKET INQUIRE MODE

case # 031261 DL/ID# soc sec no
name HERNANDEZ, JUAN ROSA

Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 02 13 1998	081803	840412	8000		100	
02 04 17 1998	125729	840667	1500		200	
04					1900	
05					250	
06					1300	
07						
08						
09						
10						

To select key the line # here and press Enter TOTAL
F12 to return to collections Roll up for next page aid sw
F24 to end this program t date

F12 to return to docket ctmf64 te due
Enter to view payments ctmf33

19

Receipt WHILE YOU WERE AWAY

FOR JUAN ROSA HERNANDEZ DATE 7-13-98 9 AM

M OF Pol. No. Valdez DL

PHONE AREA CODE NUMBER EXTENSION
MESSAGE 95 00A 1

PHONED
RETURNED YOUR CALL
PLEASE CALL
WANT TO CALL AGAIN
WANTS TO SEE YOU
WANTS TO SEE YOU

SIGNED OFFICE CITY

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crm#07 JP CRIMINAL DOCKET INQUIRE MODE
 case # 028552 DL/ID# 00829407 soc sec no 167 66 9381
 name EDWARD PATRICK TIERNEY
 address 325 EAST SHERWOOD ST

View Docket Collections

DUE TO	DUE	PAID	BALANCE	DUE TO	DUE	PAID	BALANCE
BOND				JCPT	100		100
LEDA	100		100	LEDC	200		200
LEMI	50		50	CVC	1500		1500
CJP	500		500	GR	250		250
ARFEE	500		500	COUN	3800		3800

costs 3200 TOTAL 7000
 date entered 01 29 1996 reference void sw D
 date paid collected by
 date changed 01 15 1997 changed by AS warrant date
 FI2 to return to docket dsc date due
 Enter to view payments crmf33

20

FOR Ed Tierney DATE 1/23 AM P.M.
 M # 20552
 OF NO valid ref.
 PHONE AREA CODE NUMBER EX EXTENSION
 FAX # (601) 454-1551
 MESSAGE
 TELEPHONED
 RETURNED YOUR CALL
 PLEASE CALL
 WILL CALL AGAIN
 CAME TO SEE YOU
 WANTS TO SEE YOU
 SIGNATURE: [Signature]

5763SS1 V3R1M0 940909 Print Key Output S10240CD Page 1
 06/23/98 15 10 14

Display Device DSPAUD165
 User AUD

crmf07 JP CRIMINAL DOCKET INQUIRE MODE
 case # 028844 DL/ID# 04396125 soc sec no 467 06 4438

Payment History

date paid	time	receipt amount	refund	PAID	BALANCE
01 05 01 1996	144230	060131	4800	100	
02				200	
03				1500	
04				500	
05				300	
06					
07					
08					
09					
10					

To select, key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program

F12 to return to docket crmf64 te due
 Enter to view payments crmf33

21

FOR John Mann DATE 4-15 TIME 11:00 AM/PM
 M John Mann
 OF John Mann
 PHONE AREA CODE NUMBER EXTENSION
 FAX #
 MESSAGE Speeding ticket
#028844
John Mann 12/11/98
 TELEPHONED
 RETURNED YOUR CALL
 PLEASE CALL
 WILL CALL AGAIN
 CAME TO SEE YOU
 WANTS TO SEE YOU
 ID SEE YOU
 FAX # 1154

Success
 PHONE CALL

Print Key Output
 -5763881 V3R1M0 940909
 Display Device : DSPJP4
 User : MANDY

S10240CD

Page 1
 04/01/98 16:15:09

cltf06

PAYMENT

number 031893 date paid 02 11 1998 time 130519

receipt 000000

Due to	Paid	Due to	Paid
BOND		JCPT	100
LEOA	100	LEOCE	200
LEMI	50	CVC	1500
CJP	500	CR	500
GR	250	TFC	300
ARFEE	500	COUN	6500

TOTAL PAID 10500

paid by PEREZ, MARTIN
 collected by AS

payment type 8
 changed by

check no
 change date
 refund sw

- F12- Page back
- F13- Apply changes
- F14- Remove this Payment

- F19- Post to Collections
- F20- Reprint Receipt

- F22- Reverse Payment
- F24- exit this program
- ENTER - Next Payment

Receipt

PHONE CALL

FOR: Martin Perez DATE: 04/01/98 TIME: 9:15 AM

M: Martin Perez

OF: 31893 Sp.

PHONE: FAX MOBILE AREA CODE: 318 NUMBER: 93 EXTENSION: Sp.

MESSAGE: Pd 105.00
CIASK

SIGNED: [Signature]

CASCADE FORM C4 400

5763SS1 V3R1M0 940909 Print Key Output

S10240CD

04/01/98 Page 1
16:15:33

Display Device : DSPJP4
User : MANDY

cltf06

PAYMENT

number 031732 date paid 03 06 1998 time 120951

receipt 840513

Due to	Paid	Due to	Paid
BOND		JCPT	100
LEOA	100	LEOCE	200
LEMI	50	CVC	1500
CJP	500	CR	500
GR	250	TFC	300
ARFEE	500	COUN	1000

TOTAL PAID 5000

paid by SPEARS, SUZANNE MARIE
collected by PS

payment type 0
changed by

check no
change date
refund sw

- F12- Page back
- F13- Apply changes
- F14- Remove this Payment

- F19- Post to Collections
- F20- Reprint Receipt

- F22- Reverse Payment
- F24- exit this program
- ENTER - Next Payment

Receipt

PHONE CALL

FOR Suzanne Spears DATE 10-6 TIME A M P M

OF

PHONE FAX MOBILE AREA CODE 909 NUMBER 31732 EXTENSION

MESSAGE 50.00 DD

SIGNED due 11-25-97

PHONED RETURNED YOUR CALL PLEASE CALL WILL CALL AGAIN? CAME TO SEE YOU? WANTS TO SEE YOU?

CASCADE FORM C4-400

Print Key Output
5763SS1 V3R1M0 940909

S10240CD

Page 1
04/01/98 16:17:22

Display Device : DSPJP4
User : MANDY

crmf07

JP CRIMINAL DOCKET

CHANGE MODE

case # 029982

DL/ID# 015584827

soc.sec.no 411 65 6701

name CHILDREE, JOHN DANIEL
Case Disposition

judgement N	plea N	disp date/code 11 22 1996	04A0	of State
dismissal date 11 22 1996				6
dismissal reason				
RENEWED DL WITH IN 10 DAYS				
dsc date due		dsc date complete		6
trial date/time		dsc Sec. 143A(a)		N CDL N
fine due date		appeal date		N

Enter to exit this window F17 go to Disposition Notes
crmf08

Option ----> 3

Receipt

FOR		DATE	11-7-97	TIME		A.M.	
M		John Childree					P.M.
OF							
PHONE	<input type="checkbox"/> FAX	<input type="checkbox"/> MOBILE	7-50 EA			PHONED	
MESSAGE		AREA CODE	NUMBER	EXTENSION		RETURNED YOUR CALL	
			# 29982			PLEASE CALL	
			speeding			WILL CALL AGAIN	
			no balance			CAME TO SEE YOU	
SIGNED						WANTS TO SEE YOU	

CASCADE FORM C4 400

24

Display Device DSPAUD165
User AUD

CRMP15 RECORD OF BAIL SETTING INQUIRE MODE

case # BA0906 DL/ID# SOC SEC NO

name SULLIVAN, GARY LEE
address
address
city/state/zip

bail amount 200
date/time bond set 12 04 1997 8 00AM
Offense/Notes PUBLIC INTOXICATION

JC cause code 1150

date/time released
bail set by
bondsman

bail received by
Security Description

Option <<<<<

2=Print form
4=Case activity notes
5=Issued Documents
7=PID related
9=Function keys

PHONE CALL

FOR GARY SULLIVAN DATE 6-24-97 TIME 11 AM

OF PHILADELPHIA

PHONE WORK HOME FAX EXTENSION

MESSAGE PLEASE CALL

SIGNED [Signature]

1	PHONED	
2	RETURNED YOUR CALL	
3	PLEASE CALL	
4	WILL CALL AGAIN	
5	CAME TO SEE YOU	
6	WANTS TO SEE YOU	

CASCADE FORM C4 400

2.5

5763551 V3R1M0 940909 Print Key Output S10240CD 06/23/98 Page 1
 Display Device DSPAUD165 VOL
 User AUD

crmF07 JP CRIMINAL DOCKET INQUIRE MODE
 case # 032378 DL/ID# 05350654 soc sec no
 name GUTTING JUERGEN ACHIM
 Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01						100
02						1700
03						25
04						300
05						3575
06						
07						
08						
09						
10						

To select, key the line # here and press Enter TOTAL 8500
 F12 to return to collections Roll up for next page oid sw
 F24 to end this program t date
 F12 to return to docket crmf64 te due
 Enter to view payments crmf33

PHONE CALL

FOR Juergen A DATED 2-15 TIME 7 AM P M

PHONED
 RETURNED YOUR CALL
 PLEASE CALL
 WILL CALL AGAIN
 GAVE TO
 WANTS TO SEE YOU
 SEE YOU

PHONE FAX NUMBER EXTENSION

MESSAGE: No seal belt

SIGNED: Pat Stok

CASCADE ⑤ FORM C4-100

26

06/22/76 10 50 00

S1024UCL

Display Device

User DSPAUBIE5
AUD

crmf07 JP CRIMINAL DOCKET INQUIRE MODE

case # 028544 CL/ID# 0209415
name JOHNSON, TIMOTHY PAUL
Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 04 08 1996	132050	060062	7000		100	
02					200	
03					1500	
04					250	
05					3800	
06						
07						
08						
09						
10						

To select, key the line # here and press Enter
F12 to return to collections Roll up for next page
F24 to end this program

F12 to return to docket
F12 to return to docket
crmf33 Enter to view payments
crmf33

27

Receipt # 4-8-96 NO. 000425
Date 4-8-96 \$10.00

FROM Timothy Johnson
Ninety Dollars
FOR RENT of Ticket # 21544

ACCT PAID DUE
90.00
BY Smith

FROM TO
cash check money BY

Display Device
User

JSPAUL123
AUD

VOL.

44 PAGE

588

crmfo7 JP CRIMINAL DOCKET INQUIRE MODE

Case # 030817 name HAMBRICH, CHRISTOPHER DUANE MIN
DC7IDW soc sec no

Payment History

date paid	time	receipt amount	refund	PAID	BALANCE
01 04 08 1997	082354	000000	16800	100	
02				200	
03				1500	
04				290	
05				13600	3200
06					
07					
08					
09					
10					

To select, key the line # here and press Enter
F12 to return to collections Roll up for next page
F24 to end this program

TOTAL 3200

28 F12 to return to docket
crmfo4 Enter to view payments
crmfo3

Receipt No. 3-26-97 No. 068481

FROM: Charles Hambrich \$200.00 DOLLARS

FOR: Drug Purchase for

DATE: 3-26-97

FOR: Ticket # 3217

FROM: Ross of Drug Store

ACCT	PAID	DUE
	200.00	

BY: [Signature]

5708551 vjfm

10240LD

06/22/98 11 19 20

Display Device DSPDU125
User AUD

crmf07

JP CRIMINAL DOCKET

INGUIPE MODE

case # 030978 SLID# 1115755

SOC SEC NO 452 99 7520

name FINNEY, PAUL EDWARD
Payment History

date paid	time	receipt amount	refund
01 04 29 1997	135558	000000	6000

PAID	BALANCE
100	
200	
1500	
250	
2800	

To select, key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program

F12 to return to docket

Enter to view payments

crmf33

29

Receipt No. 068487

FROM Paul Finney \$60.00 DOLLARS

DATE 4-22-98

FOR 1161 Zip

RECEIVED BY [Signature]

FROM [Signature] TO [Signature]

PAID 60.00

cash check money order

5763551 VERMIC 740904

S10240CD

06/22/98 11:23:33

Display Device
User DSPAD3173
AUD

VOL.

44 PAGE

590

JP CRIMINAL DOCKET INQUIRE MODE

Case # 030713 DL7ID# 0210423

name HUIZE, MONICA ANNA
Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 05 06 1997	101815	740753	5000		100	
02 07 04 1997	125214	000000	9500		200	
03					1500	
04					500	
05					300	
06					10500	
07						
08						
09						
10						

To select, key the time # here and press Enter
F12 to return to collections Roll up for next page
F24 to end this program

F12 to return to docket
F12 to view payments
crmf33

30

Receipt

FROM: Monica Huize
FOR RENT: Justice PCO
FOR: Justice PCO
DATE: 4-9-97 NO. 060482
DOLLARS: \$50.00

FROM: JDC
ACCT: cash
PAID: 50.00 check
DUE: money order

BY: [Signature]

DATE: June 6-20-97

5763SS1 V3R1M0 940909 Print key Output S10240CD 06/24/98 Page 1
10 11 21

Display Device DSPAUD165
User AUD

ctmf07 JP CRIMINAL DOCKET INQUIRE MODE
case # 031028 DL/ID# 006980860 soc sec no

name CRISKE, GLEN WAYNE
address 620 W PALMETTO PLAIN

Notes/Disposition Details

WORKED OUT COMMUNITY SERVICE

31 F13 record updated information Enter to exit this window
ctmf35

Receipt
Date 6/24/98 No. 068500
FROM 17 WALKER CULKE \$ DOLLARS
FOR
FROM CULKE TO
ACCT PND DUE
cash check money order
BY
SC 1152

5763551 V3FJMC 940907

S10240CD

06/22/98 13 24 07

Display Device
User

DSFADD:59
AUD

VOL.

JP CRIMINAL DOCKET

INQUIRE MODE

case # 031049 name MCKEY KENNETH BRYAN
DL ID# 05083161

44 PAGE 592

Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 05 28 1997	114552	740870	10000		100	
02					200	
03					1500	
04					500	
05					300	
06					6000	
07						
08						
09						
10						

To select, key the line # here and press Enter
F12 to return to collections Roll up for next page
F24 to end this program

total
old sw
t date

F12 to return to docket

Enter to view payments

32

Receipt No: 068531

DATE: 06-28-97

FROM: Kenneth Mckey

FOR RENT: \$2000

FOR: [unclear]

TO: [unclear]

ACCT PAID DUE

cash check money order

Signature: [unclear]

861182

5763SS1 V3P.MU 943435

S10240CD

06/22/98 13 27 17

Display Device
User

LSFAUD1&S
AUD

crm07 JP CRIMINAL DOCKET INQUIRE MODE

case # 25537 DL7ID# soc sec no
name HAPPEK, REGINALD LAMONX
; address 2115 SPENCE
address

View Docket Collections
BALANCE DUE TO PAID DUE PAID BALANCE

DUE TO DUE PAID DUE TO DUE PAID BALANCE

costs TOTAL
date entered 11 07 1994 reference void sw
date paid collected by warrant date 06 16 1995
date changed 06 17 1997 changed by AS
F12 to return to docket Enter to view payments
crm0733

Receipt

Date: 5/30/97 No. U68535

FROM: Reginald Happek \$100.00 DOLLARS

TO: Bill Happek # 25537

FOR: Bill # 11117

FROM: _____ TO: _____

ACCT	<input type="radio"/> Cash
PAID	<input type="radio"/> check
DUE	<input type="radio"/> money order

BY: *[Signature]*

Display Device DSRAUD165
 User AUD

crmf07 JP CRIMINAL DOCKET INQUIRE MODE

case # 031262 DL/ID# 05721436 soc sec no
 name CRIM, JESSE ALLEN

Payment History

date paid	time	receipt amount	refund	PAID	BALANCE
01 06 13 1997	134628	000000	9500	100	
02				200	
03				1500	
04				250	
05				6300	
06					
07					
08					
09					
10					

To select, key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program

F12 to return to docket
 Enter to view payments
 crmf33

34

Receipt Date: 6-13-98 No. 068543

FROM: Jesse Allen
 Sixty Four

FOR RENT
 FOR #

\$64.00 DOLLARS

FROM: TO:

ACCT: PND: DUE: cash check money order

BY: [Signature]

Display Device DSPAUD165
User AUD

crm#07 JP CRIMINAL DOCKET INQUIRE MODE

case # 030863 DL/ID# 13997650 soc sec no

name RILEY, TABITHA MASTERS
Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 08 01 1997	090633	741125	2000		100	
02 08 01 1997	093919	000000	6500		200	
03					1500	
04					500	
05					300	
06					4500	
07						
08						
09						
10						

To select, key the line # here and press Enter
F12 to return to collections Roll up for next page old sw
F24 to end this program t date

F12 to return to docket crmf64 Enter to view payments
crm#33

Receipt

Date: 06/14/98 to 06/14/98 No. 60214

FROM: Riley, Tabitha \$50.00 DOLLARS

FOR: J. F. Smith

FROM: J. F. Smith

ACCT: cash check money order

PND:

DUE:

BY: J. F. Smith

Display Device
User

DSPAUD165
AUD

crm07 JP CRIMINAL DOCKET INQUIRE MODE

44 PAGE 596

case # 030549 DL/ID# 01655779 soc sec no
name BROWN, MATTHEW MELBURN

Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 08 08 1997	095208	000000	30000		100	
02					200	
03					1500	
04					7500	
05					500	
06						
07						
08						
09						
10						

To select, key the line # here and press Enter
F12 to return to collections Roll up for next page
F24 to end this program

F12 to return to docket
crm64 Enter to view payments
crm633

36

Receipt

FROM: Matthew Brown
DATE: 7-22-98
NO. 068579
\$110 DOLLARS

FOR RENT
FOR: 11162
1500

FROM: # 3416
TO: Depured
per JY

BY: J. Smith

cash
check
money order

951152

Display Device DSPAUD165
User AUD

crm07 JP CRIMINAL DOCKET INQUIRE MODE
case # 031655 DL/ID# 07603503 soc sec no
name FAIRCHILD, MARK HARRISON
Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 08 08 1997	102623	741156	6500		100	200
02					1500	500
03					4 300	2500
04						
05						
06						
07						
08						
09						
10						

To select, key the line # here and press Enter
F12 to return to collections Roll up for next page
F24 to end this program

F12 to return to docket
crm#64 te due
Enter to view payments
crm#33

37

Receipt
Date: 6/24/98
FROM: Mark Fairchild
FOR RENT: 1000.00
FOR: 2000.00
TOTAL: 3000.00 DOLLARS
BY: [Signature]
ACCT PAID DUE
FROM: [Signature] TO: [Signature]

EXHIBIT B

5765551 VBR1M0 940909 Print key Output 810240CD Page 1
04/17/98 10 43 59
Display Device DSPAUD165
User AUD

case # 030133 JP CRIMINAL DOCKET INQUIRE MODE
DL/ID# 15192652 sec sec no 450 31 0553
name FISHER BRIAN DANIEL
Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 06 30 1997	132119	740582	5000		100	
02 02 18 1998	08572*	000000	28500		200	
03					1500	
04					7500	
- 05					500	
06						
07						
08						
09						
10						

To select key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program
 F12 to return to docket
 crmf64 Enter to view payments
 crmf33

40

5743851 V3R1M0 940909 Print key Output 810240CD Page 1
04/17/98 11 25 19

Display Device DBPAUD165
User AUD

crsf07 JP CRIMINAL DOCKET INQUIRE MODE

case # 27135 DL/ID# sec sec ne
name MCOOKEN, TYRASHIA M. Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 03 11 1998	110337	000000	11500		100	
02					200	
04					1500	
05					500	
06					300	
07					3500	
08						
09						
10						

TOTAL

To select key the line # here and press Enter
F12 to return to collections Roll up for next page
F24 to end this program

F12 to return to docket
F12 to return to view payments
old se t date 10 02 1995
crsf64 te due
crsf33

41

Page 1
04/17/98 11:35:21

5763881 V3R1M0 940909 Print key Output 810240CD
Display Device DSPAUD165
User AUD

case # 032355 JP CRIMINAL DOCKET INQUIRE MODE
DL/ID# sec sec no

name VENEGAS LORENA
Payment History

	date paid	time	receipt	amount	refund
01	03 12 1998	104643	000000	9500	
02					
03					
04					
05					
06					
07					
08					
09					
10					

PAID	BALANCE
100	
1700	
25	
300	
4575	

To select key the line # here and press Enter
 F12 to return to collections. Roll up for next page
 F24 to end this program

old sw
t date
to due

Enter to view payments
crmf53

42

3763881 V3R1M0 940909 Print key Output 810240CD Page 1
 04/17/98 11 36 21

Display Device DSFAUD165
 User AUD

case # 032043 DL/ID# 12103583 INQUIRE MODE
 name HASSEY RANDAL SCOTT sec sec no 498 33 0372
 Payment History

crmf07 -JP CRIMINAL DOCKET

date paid	time	receipt	amount	refund	PAID	BALANCE
01 10 15 1997	121617	000000	11000		100	
02					1700	
03					25	
04					300	
05					6075	
06						
07						
08						
09						
10						

To select key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program
 F12 to return to docket
 crmf64 Enter to view payments
 crmf33

43

5763551 V3R1M0 440909 Print key Output 810240CD Page 1
 Display Device D99AUD165 04/17/98 11:27:14
 User AUD

case # 030483 JP CRIMINAL DOCKET INQUIRE MODE
 DL/ID# 15248987 sec sec no 438 30 9549

name PLATTENBURG CHRISTOPHER S
 Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 03 17 1997	062804	000000	10000		100	
02					200	
03					1500	
04					250	
05					6800	
06						
07						
08						
09						
10						

To select key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program

F12 to return to docket
 Enter to view payments

44

8763881 VCRIMO 940909 Print key Output 810240CD Page 1
04/17/98 11 37 35
Display Device DSPAUD165
User AUD

case # 030484 JP CRIMINAL DOCKET INQUIRE MODE
DL/ID# 13248987 sec sec no 638 30 5569
name FLATTENBURG CHRISTOPHER B
Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 03 17 1997	062813	000000	10000		100	
02					200	
03					1500	
04					250	
05					4800	
06						
07						
08						
09						
10						

TOTAL
 To select key the line # here and press Enter
 F12 to return to collections Roll up_for_next page
 F24 to end this program
 F12 to return to docket
 Enter to view payments
 craf64 to due
 craf63

45

Page 1
04/17/98 11 57 02

Print key Output 810240CD

Display Device
User

DEPAUD145
AUG

crmf07

UP CRIMINAL DOCKET

INQUIRE_D008

case # 032698

DL/ID# 01745140

sec sec no

name MASSEY RICHARD LEE JR

Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 03 13 1998	140122	000000	11000		100	
02					1700	
03					25	
04					300	
05					6075	
06						
07						
08						
09						
10						

To select key the line # here and press Enter
F12 to return to collections Roll up for next page
F24 to end this program

F12 to return to docket

Enter to view payments
crmf64
crmf53

46

9763881 VCR1MO 440909

Print key Output 810240CD

Page 1
04/17/98 11 51 57

Display Device DSPAUD165

User AUD

INQUIRE MODE

JP CRIMINAL DOCKET

case # 029905 DL/ID# 04469619
soc sec no 458 92 1947

name BILLEN LOUIS MILTON
Payment History

date paid time receipt amount refund

01	02	03	04	05	06	07	08	09	10
02	11	1998	100649	000000	5000				
PAID BALANCE									
100									
200									
1500									
250									
1800									

TOTAL

To select key the line # here and press Enter
F12 to return to collections Roll up for next page
F24 to end this program

old sw
date
to due
Enter to view payments

F12 to return to docket

47

5763551 V3R1M0 940909 Print Key Output 810240CD Page 1
 Display Device DSPAUD165 04/17/98 11 51 03
 User AUB

case # 031924 JP CRIMINAL DOCKET INQUIRE MODE
 name MUEHR MICHAEL DL/ID# 17232549 sec sec no

date paid	time	receipt	amount	refund	PAID	BALANCE
01 02 06 1998	072206	000000	8500		100	
02					1700	
03					25	
04					300	
05					3575	
06						
07						
08						
09						
10						

To select key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program
 F12 to return to docket
 Enter to view payments

48

5763881 VCRIMO 940909 Print key Output 810240CD Page 1
 04/17/98 11 49 17

Display Device DBPAUD165
 User AUD

crpf07 JP CRIMINAL DOCKET INQUIRE MODE

case # 24378 DL/ID# 007612694 sec sec no

name MOODARD CONNIE Payment History

date paid	time	receipt	amount	refund
01 02 04 1998	123857	000000	8500	
02				
03				
04				
05				
06				
07				
08				
09				
10				

PAID BALANCE
 100
 1900
 800
 250
 .90

To select, key the line # here and press Enter

F12 to return to collections Roll up for next page

F24 to end this program

TOTAL
 old sw
 t date

crpf64 to due

F12 to return to docket

Enter to view payments
 crpf33

49

5765851 V3R1H0 940909 Print key Output 810240CD Page 1
 Display Device DSPAUD168 04/17/98 11 48 26
 User AJO

case # 27100 DL/ID# INQUIRE MODE
 name WRIGHT, JENNIFER sec sec no 444 39 8404
 Payment History

date paid	time	receipt	amount	refund
01 06 23 1995	000096	057270	2500	
02 02 04 1998	120742	000000	2500	
03				
04				
05				
06				
07				
08				
09				
10				

JP CRIMINAL DOCKET
 PAID BALANCE
 500
 100
 90
 TOTAL
 690

To select key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program

F12 to return to docket
 Enter to view payments
 craf44 to due
 craf33

50

Print Key Output 810240CD
04/17/98 11 47 32
Page 1

5743851 VERINO 940909
Display Device DSPAUD165
User AUD

case # 028083 name VALDREZ JEREMY
DL/ID# 00920197
JP CRIMINAL DOCKET
INGUIRE MODE
sec sec no

Payment History

date paid	time	receipt	amount	refund
01 02 03 1998	154201	000000	10500	
02				
03				
04				
05				
06				
07				
08				
09				
10				

PAID BALANCE
100
200
1500
250
3800

To select key the line # here and press Enter
F12 to return to collections Roll up for next page
F24 to end this program
F12 to return to docket
Enter to view payments

51

Print key Output S10240CD
04/17/98 11 46 18
Page 1

5743881 V3R1M0 940909

Display Device DSPAUD165
User AUD

case # 028244 JP CRIMINAL DOCKET INQUIRE MODE

DL/ID# 12530614 sec sec ne

name SIMS KENNETH WAYNE
Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 02 03 1998	121351	000000	5000		100	
02					200	
03					1500	
04					500	
05					300	
06					1000	4500
07						
08						
09						
10						
					TOTAL	4500

To select, key the line # here and press Enter
F12 to return to collections Roll up for next page
F24 to end this program

F12 to return to docket
Enter to view payments
crm764
crm764
crm764

52

5743881 V3R1M0 Y40909 Print key Output 810240CD Page 1
Display Device DSPAUD165 04/17/98 11 45 17
User AUD

cmf07 JP CRIMINAL DOCKET INQUIRE MODE 1

case # 031731 DL/ID# 16238253
name MCFARREN STANSON R
Payment History

date paid	time	receipt	amount	refund
01 12 16 1997	115414	000000	5000	
02				
03				
04				
05				
06				
07				
08				
09				
10				

PAID	BALANCE
100	
200	
1500	
500	
300	
1000	

To select key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program
 cmf04 to due
 Enter to view payments cmf03

53

5743881 VCR1M0 940909 Print key Output 810240CD Page 1
 Display Device DSPAUD1AS 04/17/98 11 44 02
 User AUB

case # 031785 JP CRIMINAL DOCKET INQUIRE MODE
 DL/ID# 0938555 soc sec no 429 43 4922
 Name SEACROVES ROY CHARLES JR
 Payment History

date paid	time	total	amount	refund	PAID	BALANCE
01 10 06 1997	104447	000000	9500		100	
02					200	
04					1500	
05					250	
07					4500	
08						
09						
10						

To select key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program
 F12 to return to docket
 Enter to view payments

54

Print key Output S10240CD Page 1
 04/17/98 11 42 04

8743881 VCR1NO 940909

Display Device DSPAUD165
 User AUD

INQUIRE MODE

JP CRIMINAL DOCKET

sec sec no 466 49 3953

DL/ID# 02385072

case # 020764

name PETTIES CASONYA ANN JOHNSON

Payment History

	date paid	time	receipt	amount	refund	PAID	BALANCE
01	10 22 1997	095435	000000	10500		100	
02						200	
03						1500	
04						500	
05						300	
06						500	
07						6500	
08							
09							
10							

To select key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program
 F12 to return to docket
 Enter to view payments

55

5763881 V3R1M0 940909 Print key Output 810240CD Page 1
 Display Device DSPAUD145 04/17/98 11 29 86
 User AUG

crmf07 JP CRIMINAL DOCKET INQUIRE HOME
 case # 032761 DL/ID# 01634915 sec sec no
 name PARKER VALERIE YVONNE Payment History

date paid	time	recalcat	amount	refund
01 03 09 1998	122904	000000	11500	
02				
03				
04				
05				
06				
07				
08				
09				
10				

To select key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program
 F12 to return to docket
 Enter to view payments

PAID BALANCE
 100
 1700
 25
 300
 4975

TOTAL
 old as
 t date
 to due
 crmf04
 crmf33

56

5743881 VCR1ND 940909 Print key Output S10240CD Page 1
04/17/98 11 28 36
Display Device D8PAUD16S
User AJD

crmf07 JP CRIMINAL DOCKET INQUIRE MODE

case # 031326 DL/ID# 01738094 sec sec no
name MARTINEZ DORA ELIA
Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 02 20 1998	104013	000000	7000	4	100	
02					200	
03					1500	
04					250	
06					3800	
07						
08						
09						
10						

To select key the line # here and press Enter
F12 to return to collections Roll up for next page
F24 to end this program
F12 to return to docket
Enter to view payments
crmf44
crmf33

57

5763881 V3R1M0 940909 Print key Output 810240CD Page 1
04/17/98 11 27 59

Display Device DSPAUD165
User AUD

case # 030592 JP CRIMINAL DOCKET INQUIRE MODE
DL/ID# 07650791 sec sec no

name TUCKER JOHN WAYNE
Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 02 03 1998	131625	000000	5000		100	
02					200	
03					1500	
04					500	
05					300	
06					1000	
07						
08						
09						
10						

To select key the line # here and press Enter
F12 to return to collections Roll up for next page
F24 to end this program

F12 to return to docket
Enter to view payments
craf33

58

Print key Output 810240CD 06/22/98 13 25 19

Display Device DPM00189
User AUD

crmf07 UP CRIMINAL DOCKET INQUIRE MODE
Case 8-029487 DC/109-02323719

Name NELSON, JOSEPH PAUL
Payment History

Date paid	time	Receipt	amount	Refund
01 05 01 1997	140212	1000000	8500	
02				PAID BALANCE
03			200	
04			1500	
05			500	
06			500	
07			500	
08			5500	
09				
10				

F12 to return to docket
F26 to end this program
F25 to return to collections Roll up for next page
F24 to return to date
F23 to return to date
F22 to return to date
F21 to return to date
F20 to return to date
F19 to return to date
F18 to return to date
F17 to return to date
F16 to return to date
F15 to return to date
F14 to return to date
F13 to return to date
F12 to return to docket
Enter to view payments
crmf33

5743881 VERIMO 440909 PRINT KEY 00V90V 810240CD 06/22/98 14 16 28
 Display Device DSPRODT85
 User AUD

STAF07 JP CRIMINAL DOCKET
 CASE # 030247 DC7IDW 0163377Y 305 315 110
 name BROWN MATTHEW MELBURN
 Payment History

date paid	time	receipt amount	refund	PAID BALANCE
01 08 1997		093208	000000	30000
03				100
04				200
05				1300
06				2300
07				500
08				
09				
10				

to select key the time w here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program
 F12 to return to docket
 Enter to view payments
 STAF03

60

Print key Output S10240CD 06/22/98 14 10 50 Page 1

5743881 VCR1M0 940909
 Display Device DSPA00133
 User AUD

crmf07
 name RILEY TABITHA MASTERS
 Payment History

CRIMINAL DOCKET INQUIRE MODE

date paid	time	receipt	amount	refund	PAID	BALANCE
08-01-1997	090633	274125	2000		200	
08-08-01-1997	093714	000000	0000		200	
04					1500	
06					300	
07					300	
08					4500	
09						
10						

Enter to view payments crmf33

Enter to view docket crmf33

61

5763881 VCR1110 440909 810240CD 06/22/98 13 34 19 Page 1
 Display Device DSPR00783
 User A00

CRF07 JP CRIMINAL DOCKET INQUIRE MODE
 CASE# 001282 DOCKET# 03721938 REC REC NO

name CRIM JESSE ALLEN
 Payment History

date paid	time	receipt amount	refund
01 04 13 1997	134628	000000	000000
02		100	PAID BALANCE
03		200	
04		1500	
05		200	
06		4300	
07			
08			
09			
10			

To select key the line # and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program
 CRF07 Enter to view payments
 CRF03

62

Print Key Output 810240CD Page 1
 8743881 VCR1HO 940909 06/23/98 15 52 36

Display Device DBFAUD165
 User AUD

crmf07 JP CRIMINAL DOCKET INQUIRE MODE

case # 000817 DL/ID# sec sec no
 name HAMBRIK CHRISTOPHER DUANE MIN
 Payment History

date paid	time	receipt amount	refund	PAID	BALANCE
01 04 08 1997	082354	000000	16800	100	200
				1500	
				1250	
				13600	3200

TOTAL 3200

To select, key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program

F12 to return to docket crmf44 to date
 Enter to view payments crmf33

63

Print Key Output Page 1
 5763881 V3R1M0 940909 810240CD 06/23/98 15.51.41
 Display Device DBPAUD165
 User AUD

crmf07 JP CRIMINAL DOCKET INQUIRE MORE

case # 030098 DL/ID# 14113735 sec sec no 452 39 7930
 name FINNEY PAUL EDWARD

Payment History

date paid	time	receipt	amount	refund	PAID	BALANCE
01 04 29 1997	135558	000000	6000		100	200
					1500	2500
					2500	2800

02
03
04
05
06
07
08
09
10

To select, key the line # here and press Enter
 F12 to return to collections Roll up for next page
 F24 to end this program

F12 to return to docket crmf64 to due
 Enter to view payments crmf33

64

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
015 ROAD & BRIDGE ADM	19 190 85
TOTAL OF ALL FUNDS	19 190 85
THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT	
KAREN REMBERT	<i>Karen Rembert</i>
COUNTY AUDITOR	<i>John R. Thompson</i>
JOHN THOMPSON	
COUNTY JUDGE	

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	13 228 58
015 ROAD & BRIDGE ADM	348 51
032 ENVIRONMENTAL SERVICES	79 80
061 DEBT SERVICE FUND	70 250 00
TOTAL OF ALL FUNDS	83 926 89

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

KAREN REBERT

Karen Rebert

COUNTY AUDITOR

John H. Thompson

JOHN THOMPSON

COUNTY JUDGE

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	85 764 87
015 ROAD & BRIDGE ADM	28 419 59
028 POLK COUNTY HISTORICAL COMM	853 40
032 ENVIRONMENTAL SERVICES	8 760 39
048 DISTRICT ATTY SPECIAL FUND	389 63
051 AGING DEPT	5 730 13
101 ADULT SUPERVISION	15 417 81
104 DTP - CSR	269 35
108 CCP - SURVEILLANCE	764 44
109 SPECIALIZED CASeload CCP	818 63
184 JUVENILE PROBATION	2 195 29
185 CCAP - JUVENILE PROBATION	5 106 09
TOTAL OF ALL FUNDS	153 820 62

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

KAREN REMBERT *Karen Rembert*

COUNTY AUDITOR

JOHN THOMPSON *John A. Thompson*

COUNTY JUDGE

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	73 333 48
015 ROAD & BRIDGE ADM	21 804 04
032 ENVIRONMENTAL SERVICES	4 948 11
048 DISTRICT ATTY SPECIAL FUND	1 119 00
061 DEBT SERVICE FUND	28 433 60
101 ADULT SUPERVISION	11 895 75
108 CCP - SURVEILLANCE	11 843 20
109 SPECIALIZED CASELOAD CCP	557 70
104 JUVENILE PROBATION	1 331 41
105 CCP - JUVENILE PROBATION	3 967 24
TOTAL OF ALL FUNDS	147 253 53

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

KAREN ROEMERT
 COUNTY AUDITOR
 JOHN THOMPSON
 COUNTY JUDGE

Karen Roemert

 COUNTY AUDITOR
John Thompson

 COUNTY JUDGE

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
012 ELECTED OFFICIALS FEE ACCOUNTS	7 993 00
028 POLK COUNTY HISTORICAL COM	429 19
TOTAL OF ALL FUNDS	8 422 19

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

KAREN REMBERT

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE

Karen Rembert

John W. Thompson

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	39 230 19
015 ROAD & BRIDGE ADM	452 26
027 SECURITY FUND	40 00
032 ENVIRONMENTAL SERVICES	5 851 48
049 DISTRICT ATTY HOT CHECK FUND	14 95
051 ASING DEPT	2 171 21
088 JUDICIARY FUND	349 76
090 DRUG FORFEITURE FUND	8 029 00
093 CO CLERK RECORDS MGMT FUND	14 95
TOTAL OF ALL FUNDS	56 173 78

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

Karen Rorbert
 KAREN RORBERT
 COUNTY AUDITOR

John Thompson
 JOHN THOMPSON
 COUNTY JUDGE

SCHEDULE OF BILLS BY FUND

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	86,097.96
015	ROAD & BRIDGE ADM	28,097.65
028	POLK COUNTY HISTORICAL COMH	253.40
028	ENVIRONMENTAL SERVICES	9,731.63
048	DISTRICT ATTY SPECIAL FUND	380.63
051	AGING DEPT	5,480.65
101	ADULT SUPERVISION	15,963.25
104	DTP - CSR	478.53
108	CCP - SURVEILLANCE	764.44
109	SPECIALIZED CASELOAD CCP	816.63
184	JUVENILE PROBATION	2,195.28
185	CCAP - JUVENILE PROBATION	5,108.09
TOTAL OF ALL FUNDS		154,568.14

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

KAREN ROBERT
 COUNTY AUDITOR
Karen Robert

JOHN THOMPSON
 COUNTY JUDGE
John A. Thompson

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	4,494.49
015 ROAD & BRIDGE ACH	781.74
032 ENVIRONMENTAL SERVICES	407.71
034 FEMA DISASTER FUNDS	72.20
051 AGING DEPT	497.80
061 DEBT SERVICE FUND	26,691.85
088 JUDICIARY FUND	870.27
TOTAL OF ALL FUNDS	26,015.46

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

KAREN REHERT
 COUNTY AUDITOR
 JOHN THOMPSON
 COUNTY JUDGE

Karen Rehert

John P. Thompson

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION

DISBURSEMENTS

010 GENERAL FUND

8 404 96

TOTAL OF ALL FUNDS

8 404 96

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

KAREN REBERT
COUNTY AUDITOR

Karen Rebert

JOHN THOMPSON
COUNTY JUDGE

John Thompson



KAREN REMMERT
County Auditor

POLK COUNTY
LIVINGSTON TEXAS

Addendum to Schedule of Bills for Commissioners Court (July 14, 1998)

DFM Corporation, Emergency Management	288 00
Grays' Wholesale Tire, Road&Bridge, Pct#4	2,509 50
Galloway Exxon, Road&Bridge, Pct#4	948 90
General Fund, Emergency Management	164 63
Anglin Tire Service, Road&Bridge, Pct#3	170 00
M & M Auto Supply, Road&Bridge, Pct#2	1,741 18
Peters\ Tractor, Road&Bridge, Pct#2	7 89
Mustang Tractor, Road&Bridge, Pct#2	588 66
Richards Electric, Road&Bridge, Pct#2	98 50
Chuck's Diesel, Road&Bridge, Pct#2	315 00
Texas Automotive, Road&Bridge, Pct#2	38 78
Onalaska Tire, Road&Bridge, Pct#2	1,392 63
Commercial Billing, Pct#1	70 70
Jimmy's Auto Parts, Road&Bridge, Pct#1	45 33
USA Auto, Road&Bridge, Pct#1	62 13
Ogletree Trucking, Road&Bridge, Pct#1	45 00
Texas Automotive Parts, Road&Bridge, Pct#1	24 96
Armor Research, Road&Bridge, Pct#4	255 98
RUS of Conroe, Road&Bridge, Pct#4	1,056 90
Zee Medical, Road&Bridge, Pct#4	77 35
Thomas Supply, Road&Bridge, Pct#4	413 61
Jimmy's Auto, Road&Bridge, Pct #4	18 69

John P. Thompson

Joe Shotwell, Road&Bridge, Pct#4	161 30
Eastex Communication, Road&Bridge, Pct#4	70 00
Harrison Body Shop, Road&Bridge, Pct#4	10 50
USA Auto, Road&Bridge, Pct#4	193 67
Mustang Tractor, Road&Bridge, Pct#4	40 18
Evans Welding, Road&Bridge, Pct#4	401 76
Burkhalter Trailer Sales, Road&Bridge, Pct#4	103 80
Alston Mfg , Road&Bridge, Pct#4	1,355 08
Texas Automotive Parts, Road&Bridge, Pct#4	36 54
Little Beaver, Inc , Road&Bridge, Pct#4	92 00
Circle C Mfg , Road&Bridge, Pct#4	109 40
Commercial Billing, Road&Bridge, Pct#4	79 63
City Office Supply, Road&Bridge, Pct#3	64 61
Etox, Inc , Road&Bridge, Pct#3	82 08
Diamond Cleaning Equip, Road&Bridge, Pct#3	46 57
Sears, Road&Bridge, Pct#3	299 84
LeBlanc's Home&Auto, Road&Bridge, Pct#3	75 29
Grays Wholesale Tire, Road&Bridge, Pct#2	1,080 00
Terry Brown, County Court @ Law	150 00
Linda Jones, County Court @ Law	200 00
E L McClendon, County Court @ Law	375 00
Terry Pace, County Court @ Law	300 00
Joe Roth, County Court @ Law	1,025 00
Burrell Rowe, County Court @ Law	1,350 00
Robert Wharton, County Court @ Law	100 00
Pinto Construction, Road&Bridge, Pct#2	32,898 40

Total of Addendum

~~51,037 17~~
50,584.54

John P. Thompson

POLK CO AUDITOR

VOL

	Increase	Decrease	Comments
015-621-100		9,796 34	Finalized figures with adjusting journal entries due to correct Auditor's error for period 13 closing of 6/96/97
015-621-936	300 00		Roadsbridge Pct11 per request Commissioner Spilgus
015-621-571	65 27		Roadsbridge Pct11 per request Commissioner Spilgus
015-621-337	310 00		Reimb from Cherokee Forest PDA
015-621-338	1,286 00		Reimb from William Lilly
015-621-339	4,662 07		Reimb from Holiday Lake Estates Reimb from various property owner associations
015-369-100			
015-622-100		1,133 79	Finalized figures with adjusting journal entries due to correct Auditor's error for period 13 closing of 6/96/97
015-622-456	3,000 00		Roadsbridge Pct12 per request Commissioner Smith
015-622-339	33,723 03		Roadsbridge Pct12 per request Commissioner Smith
015-622-336	2,500 00		Reimb from THPOA and City of Onalaska
015-622-337		2,500 00	Roadsbridge Pct12 per request Commissioner Smith
015-369-200	4,313 56		Reimb from Lake Liv Estates and Kitchapee Forest
015-622-436	39,237 23		Reimb from Lake Liv Estates THPOA, City of Onalaska, Kitchapee Forest
015-622 440	1,500 00		Per County Auditor for payment of expenditures
010-457-427			Per Justice of Peace Precinct 13 request
010-457-572	600 00		Per Justice of Peace Precinct 13 request
015-623-100		25,699 96	Finalized figures with adjusting journal entries due to correct Auditor's error for period 13 closing of 6/96/97
015-623-354	500 55		Per County Auditor for payment of expenditures
015-623-440	865 00		Per County Auditor for payment of expenditures
015-623-337		500 55	Per County Auditor for payment of expenditures
015-623-461		300 00	Per County Auditor for payment of expenditures
015-623-485		565 00	Per County Auditor for payment of expenditures

015-624-100	Carryover budget	46,064 60	
015-624-100	Carryover budget		
015-624-254	Tires/Tubes	5 439 40	
015-624-237	Material/Supplies	5,000 00	
015-624-238	Calverts	5,000 00	
015-624-456	Parts & Repair	15,000 00	
015-370-425	Insurance Claims - Pct#4	4,251 86	
015-624-456	Parts & Repair	4,251 86	
010-457-572	Office Equipment	1,275 00	
030-511-450	Building Repairs	449 30	
010-426-400	County Court & Law Attorney Fees	10,000 00	
010-435-401	District Court Attorney Fees		
010-560-422	Radio Repair	50 00	
010-560-450	Insurance Reimb	20,895 55	
010-560-454	Auto Repairs		
010-645-450	Building maintenance	625 00	
015-370-300	Insurance Reimbursement	372 93	
025-590-486	Parts - Repairs	373 95	
025-594-377	Material/Supplies	5,900 00	
010-342-600	Insurance claim reimbursements	23 000 20	

244 042 02

96,249 45

Difference due to increased/reimbursed revenues and expenditures

Finalized figures with adjusting journal entries due to
to correct Auditor's error for period 13 closing of '98697
Move money to cover expenditures
Move money to cover expenditures
Move money to cover expenditures
Move money to cover expenditures
Insurance claim

Justice of Peace #3 Insurance claim reimbursement
Insurance claim reimbursement - Corrigana
per Judge Phillips and Judge Thompson
per Judge Phillips and Judge Thompson

Insurance claim reimbursement for radio repairs
Necessarily insurance repair costs for Judge Thompson
Necessarily insurance repair costs for Judge Thompson

Insurance claim reimbursement for sidewalk damage
Landfill reimbursed insurance claim
Landfill reimbursed insurance claim
Insurance claim for building and sign damage

Various insurance claims reimbursed by Pitan Indemnity

Date Audited: 7/14/98
Audited by: John S. Thompson

DATE: JUNE 24 1998 THROUGH JULY 07, 1998

NO	EMPLOYEE NAME	DEPT	JOB CLASSIFICATION	TYPE OF EMPLOYEE	SALARY GROUP	ACTION TAKEN
(1)	RITA BATTISE MARSH	TAX OFFICE	#104 CHIEF DEPUTY CLERK	REGULAR FULL TIME	151 \$20,114.89	DEMOTION TO #105 DEPUTY CLERK 10/2 \$16,127.51 EFFECTIVE 06/24/98
(2)	LAVNA GAIL BULLOCK	TAX OFFICE	#105 DEPUTY CLERK	REGULAR FULL TIME	102 \$16,127.51	PROMOTION TO #902 OFFICE MANAGER 14/1 \$18,181.42 EFFECTIVE 06/24/98
(3)	LESLIE BURKS	TAX OFFICE	#902 OFFICE MANAGER	REGULAR FULL TIME	141 \$19,151.42	PROMOTION TO #104 CHIEF DEPUTY 15/4 \$20,114.89 EFFECTIVE 06/24/98
(4)	MELINDA G. BLOODWORTH	SHERIFF DEPARTMENT	#1043 TELECOM OPERATOR	REGULAR PART TIME	114(1) \$7.95	RE-HIRE EFFECTIVE 06/30/98
(5)	ROBERT C BERRY	WASTE MANAGEMENT	#904 COLLECTION STATION ATTEND	PART TIME LABOR POOL	UNCLASSIFIED \$5.15	NEW HIRE EFFECTIVE 7/02/98
(6)	TERRE BARNES	TAX OFFICE	#105 DEPUTY CLERK	REGULAR FULL TIME	102 \$16,127.51	EMERGENCY RE-HIRE EFFECTIVE 7/06/98
(7)	SANDRA DUNBAR	SHERIFF DEPARTMENT	#1043 TELECOM OPERATOR	REGULAR PART TIME	114(1) \$7.95	SEPARATION EFFECTIVE 6/24/98
(8)	GEORGE BIGLER	SHERIFF BALUFF	#1049 BALUFF	LABOR POOL	UNCLASSIFIED \$5.51	RECLASSIFIED TO TEMP P/T 1049 BALUFF UNCLASS. \$5.52 EFFECTIVE 7/8/98
(9)	RICHARD PACE	WASTE MANAGEMENT	#108 HEAVY EQUIP OPERATOR	REGULAR FULL TIME	142 \$19,621.81	RESIGNED EFFECTIVE 7/1/98
(10)	RITA BATTISE MARSH	TAX DEPARTMENT	#105 DEPUTY CLERK	REGULAR FULL TIME	102 \$16,127.51	RESIGNED EFFECTIVE 06/30/98
(11)	GEORGE BIGLER	MAINTENANCE/ CUSTODIAL	#803 CUSTODIAL/MAINT WORKER	LABOR POOL	74(1) \$6.52	SEPARATION EFFECTIVE 7/8/98
(12)						
(13)						
(14)						
(15)						
(16)						
(17)						
(18)						

