



99 MAR -3 AM 9 49

Barbara Middleton

BARBARA MIDDLETON
COUNTY CLERK POLK CO

**NOTICE OF MEETING OF THE
COMMISSIONERS COURT OF POLK COUNTY, TEXAS # 20**

Notice is hereby given that a Regular meeting of the above named Commissioners' Court will be held on Tuesday, March 9, 1999 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, March 3, 1999

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, March 3, 1999, and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting

Notice filed, Wednesday, March 3, 1999

Barbara Middleton, County Clerk

By *Barbara Middleton*



POLK COUNTY, TEXAS

COMMISSIONERS COURT AGENDA

for: TUESDAY - MARCH 9, 1999 - 10 00 A M

CALL TO ORDER

- 1 WELCOME - Public Comments
- 2 INFORMATIONAL REPORTS
- 3 CONSIDER APPROVAL OF MINUTES for meeting of, February 19, 1999

NEW BUSINESS

- 4 CONSIDER APPROVAL OF ORDER DESIGNATING SURPLUS MATERIALS (SCRAP METAL) AND ADVERTISE FOR THE SALE OF SURPLUS SCRAP METAL - ALL PRECINCTS
- 5 *"SKIP"* CONSIDER APPROVAL OF ORDER ADOPTED BY JUVENILE BOARD AND RELATING TO THE RESPONSIBILITY OF TRANSPORTING JUVENILES TO COURT PROCEEDINGS, APPEARANCES, ETC
- 6 CONSIDER APPROVAL OF AGREEMENT WITH HARRIS COUNTY FOR AUTOPSY SERVICES AS REQUESTED
- 7 RECEIVE AND RECORD INTERNAL AUDIT SUBMITTED BY COUNTY AUDITOR FOR JAIL COMMISSARY
- 8 CONSIDER APPROVAL TO ADVERTISE A REQUEST FOR PROPOSALS FOR COURTHOUSE ELEVATOR IMPROVEMENT/REPLACEMENT
- 9 CONSIDER APPROVAL OF OFFERS TO PURCHASE TAX FORECLOSURE PROPERTIES, AS FOLLOWS, (PCT 1) Lots 52-57, Block 6, Wild Country Lake Estates #2 (PCT 2) Lots 57 & 58, Block 4, Impala Woods #3, Lots 502 & 503 Block 6, Sportsmans Retreat #2 (PCT 4), ~~Lots 10-12 Indian Springs Lake Estates #3~~ *Also* Lots 167 & 168 Indian Springs Lake Estates #9, ~~Lots 21 & 22 Block 11 Indian Springs Lake Estates #2~~ *Declar* Lots 16-20, Indian Springs Lake Estates #10, Lots 209-213, Indian Springs Lake Estates #18
- 10 CONSIDER APPROVAL OF RESOLUTION PROVIDING A LIMITED PERIOD OF WORKERS COMPENSATION COVERAGE FOR VOLUNTEERS OPERATING COUNTY EQUIPMENT WITHIN THE SCOPE OF THE ROAD/BRIDGE CONSTRUCTION PROJECT AT BIG THICKET LAKE ESTATES

- #5
11 CONSIDER APPROVAL TO DONATE CERTAIN VOLUMES FROM THE POLK COUNTY LAW LIBRARY TO ANGELINA COLLEGE (NOTING BIDDING EXEMPTION)
- 12 CONSIDER APPROVAL TO ADVERTISE FOR BIDS FOR THE PURCHASE ON ONE (1) NEW MAINTAINER, PCT 3 ROAD & BRIDGE

CONSENT AGENDA ITEMS

- 13 CONSIDER APPROVAL OF BUDGET AMENDMENTS (FY) #19-11
- 14 CONSIDER APPROVAL AND PAYMENT OF BILLS (by Schedule)
- 15 CONSIDER APPROVAL OF PERSONNEL ACTION FORMS

ADJOURN

Next regularly scheduled meeting - March 23, 1999, 10 00 a m

FILED AND RECORDED
OFFICIAL PUBLIC RECORD
POLK COUNTY, TEXAS



99 MAR -5 PM 3 20

ADDENDUM TO

Barbara Middleton
NOTICE OF MEETING #20

BARBARA MIDDLETON
COUNTY CLERK

COMMISSIONERS COURT OF POLK COUNTY, TEXAS

THE FOLLOWING WILL SERVE TO AMEND THE AGENDA OF THE COMMISSIONERS COURT MEETING SCHEDULED FOR MARCH 9, 1999 AT 10 00 A M

ADD.

- ✓ 16 CONSIDER APPROVAL OF PCT 1 PERMANENT ROAD FUND EXPENDITURE

Posted on Friday, March 5, 1999

Commissioners' Court of Polk County, Texas

By

John P. Thompson

John P. Thompson, County Judge

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of Polk County Commissioners Court, is a true and correct copy of said Notice, and that I posted a true and correct copy of said notice at the door of the County Courthouse of Polk County, Texas, at a place readily accessible to the general public at all times on Friday, March 5, 1999 and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting

Dated Friday, March 5, 1999

Barbara Middleton, County Clerk

By

Doris Clift, Deputy

STATE OF TEXAS)

DATE March 9, 1999

COUNTY OF POLK)

"REGULAR" CALLED MEETING
ALL PRESENT

"COMMISSIONERS COURT"

BE IT REMEMBERED ON THIS THE 9th DAY OF MARCH, 1999
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, JAMES J "Buddy" PURVIS, COUNTY
COMMISSIONER PCT#3, R R "Dick" HUBERT, COUNTY COMMISSIONER
PCT#4, BARBARA MIDDLETON, COUNTY CLERK & BILL LAW, 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 A M
Opening prayer was delivered by Rev Don Casper of Schwab City Baptist
Church

PUBLIC COMMENTS None

- 2 **INFORMATIONAL REPORTS**
 - A Sheriff Billy Ray Nelson reported Jail passed inspection completed by
Commission on Jail Standards
 - B Commissioner Hubert reminded everyone to attend the 54th Annual
Trinity-Neches Livestock Show & Rodeo, at Barney Wiggins Arena
It begins Tuesday March 9th and runs through Friday March 12th
 - C Commissioner Speights reported that Billy Ray Ogden, a Precinct #1
employee, had passed away
- 3 MOTIONED BY BOBBY SMITH, SECONDED BY R R "Dick" HUBERT
APPROVAL OF MINUTES FOR MEETING OF FEBRUARY 19, 1999
ALL VOTING YES

- 4 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SPEIGHTS TO APPROVE "ORDER" DESIGNATING SURPLUS MATERIALS (SCRAP METAL) AND ADVERTISE FOR THE SALE OF SURPLUS SCRAP METAL FOR "ALL PRECINCTS".
ALL VOTING YES (SEE ATTACHED)
- 5 (SKIPPED UNTIL LATER)
JUDGE PHILLIPS WAS UNAVAILABLE
- 6 MOTIONED BY JAMES J "Buddy" PURVIS, SECONDED BY BOBBY SMITH APPROVAL OF AGREEMENT WITH HARRIS COUNTY FOR AUTOPSY SERVICES, AS REQUESTED
ALL VOTING YES (SEE ATTACHED)
- 7 MOTIONED BY BOBBY SMITH, SECONDED BY R R "Dick" HUBERT TO RECEIVE AND RECORD INTERNAL AUDIT SUBMITTED BY COUNTY AUDITOR FOR JAIL COMMISSARY
ALL VOTING YES (SEE ATTACHED)
- 8 MOTIONED BY JAMES J "Buddy" PURVIS, SECONDED BY R R "Dick" HUBERT, APPROVAL TO ADVERTISE "REQUEST FOR PROPOSALS FOR COURTHOUSE ELEVATOR IMPROVEMENT or REPLACEMENT".
ALL VOTING YES
- 9 a **PRECINCT #1.**
MOTIONED BY B E "Slim" SPEIGHTS, SECONDED BY R R "Dick" HUBERT APPROVAL TO ACCEPT OFFER TO PURCHASE TAX FORECLOSURE PROPERTY, LOTS 52-57, BLOCK 6, OF WILD COUNTRY LAKE ESTATES #2
ALL VOTING YES
- b **PRECINCT #2.**
MOTIONED BY BOBBY SMITH, SECONDED BY B E "Slim" SPEIGHTS APPROVAL TO ACCEPT OFFER TO PURCHASE TAX FORECLOSURE PROPERTY, LOTS 57 & 58, BLOCK 4, OF IMPALA WOODS #3, AND LOTS 502 & 503, BLOCK 6, OF SPORTSMAN RETREAT #2
ALL VOTING YES
- c. **PRECINCT #4.**
MOTIONED BY R R "Dick" HUBERT, SECONDED BY BOBBY SMITH, APPROVAL TO ACCEPT OFFER TO PURCHASE TAX FORECLOSURE PROPERTIES,
LOTS 167 & 168 OF INDIAN SPRINGS LAKE ESTATES #9,
LOTS 16-20 OF INDIAN SPRINGS LAKE ESTATES #10,
LOTS 209-213 OF INDIAN SPRINGS LAKE ESTATES #18
ALL VOTING YES

- 10 MOTIONED BY B E "Slim" SPEIGHTS, SECONDED BY R R "Dick" HUBERT APPROVE "RESOLUTION" PROVIDING A LIMITED PERIOD OF OPTIONAL WORKERS COMPENSATION COVERAGE FOR VOLUNTEERS OPERATING COUNTY EQUIPMENT WITHIN THE SCOPE OF THE ROAD/BRIDGE CONSTRUCTION PROJECT AT BIG THICKET LAKE ESTATES
ALL VOTING YES (SEE ATTACHED)
- 11 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SPEIGHTS, **TO "DELETE" Item #11,**
"APPROVAL TO DONATE CERTAIN VOLUMES FROM THE POLK COUNTY LAW LIBRARY TO ANGELINA COLLEGE,
(Noting bidding exemption) On recommendation by Judge Stephen Phillips
ALL VOTING YES
- 5 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim" SPEIGHTS APPROVE "ORDER" ADOPTED BY JUVENILE BOARD AND RELATING TO THE RESPONSIBILITY OF TRANSPORTING JUVENILES TO COURT PROCEEDINGS, APPEARANCES, ETC, AND CREATION A NEW BUDGET LINE ITEM OF \$5000 00 TO USE IN CASE OF EMERGENCY TRANSPORT
ALL VOTING YES (SEE ATTACHED)
- 12 MOTIONED BY BOBBY SMITH, SECONDED BY R R "Dick" HUBERT APPROVAL TO ADVERTISE FOR BIDS FOR THE PURCHASE OF ONE (1) NEW MAINTAINER, PCT #3 ROAD & BRIDGE
ALL VOTING YES
- 13 MOTIONED BY BOBBY SMITH, SECONDED BY R R "Dick" HUBERT APPROVAL OF BUDGET AMENDMENTS #99-11.
ALL VOTING YES (SEE ATTACHED)

14 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim"
 SPEIGHTS APPROVAL & PAYMENT OF BILLS (by schedule)
 PLUS ADDENDUM
 ALL VOTING YES (SEE ATTACHED)

DATE	AMOUNT	CHECK NUMBERS
2-22-99	38,052 00	138728 - 138730
2-22-98	18,330 76	138731 - 138846
2-26-99	143,767 55	138847 - 138859
3 01-99	35,695 36	216 218 & 1106 432 439 1008 1011
3-01-99	- 1,001 40	1008 Voided Check
3-04-99	- 170 00	135656 Voided Check
3-04 99	- 70 00	138046 Voided Check
3-04-99	25,430 38	138860 - 138904
3-04-99	137,868 40	138905 - 139045
3-04-99	54,857 60	Electronic Transfer
3-04-99	166,006 28	139046 - 139054
3-08-99	100 00	139055
3-09-99	8,121 34	Addendum (To appear on Future Schedule)

15 MOTIONED BY BOBBY SMITH, SECONDED BY B E "Slim" SPEIGHTS
 APPROVAL OF PERSONNEL ACTION FORMS (REVISED)
 ALL VOTING YES (SEE ATTACHED)

16 MOTIONED BY BOBBY SMITH, SECONDED BY R R "Dick" HUBERT,
 APPROVAL OF PCT #1 PERMANENT ROAD FUND EXPENDITURES,
 AS FOLLOWS

Mangum Road	3,590 ft x 20 ft	Chip & Seal \$10,530 00
Boat Dock Street	1,010 ft x 16 ft	Chip & Seal \$ 3,681 00
Lake Shore II	6 mi	Chip & Seal \$ 11,545 60
Herron Lane	425 ft	
Pigeon Drive	1,320 ft	
Goldfinch Drive	530 ft	
Blackbird Drive	1,205 ft	

COURT VOTED AS FOLLOWS ALL VOTING YES

17 MOTIONED BY R R "Dick" HUBERT, SECONDED BY B E "Slim"
SPEIGHTS TO ADJOURN COURT THIS 9th DAY OF MARCH 1999,
AT 10 30 A M
ALL VOTING YES

JOHN P THOMPSON, COUNTY JUDGE

ATTEST

Barbara Middleton
BARBARA MIDDLETON, COUNTY CLERK

C \WP51\COMMCRT9\MAR09 WPD

#4



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

WHEREAS, in a regularly called meeting of the Polk County Commissioners Court on March 9, 1999, the following items were determined to be "Surplus property", as defined by Local Government Code, Chapter 263 Subchapter D, Section 263 151,

Department	Item Description	Serial# / VIN	Polk Asset #
Road & Bridge, Pct 1, 2, 3 & 4	Misc scrap metal	N/A	N/A

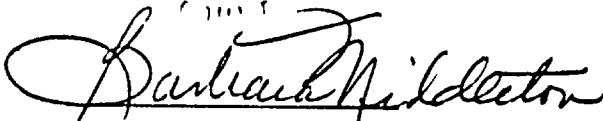
THEREFORE, the aforementioned items are hereby designated as Surplus Property of the County and shall be offered for sale by competitive bidding


John P. Thompson, County Judge

CERTIFICATE OF THE COUNTY CLERK

The undersigned, being the County Clerk of Polk County, Texas, does hereby certify that this ORDER was duly adopted by the Commissioners Court for Polk County on March 9, 1999

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

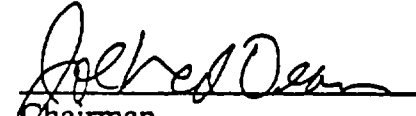
(copy)

Barbara Middleton, County Clerk
Polk County, Texas

#5

ORDER

In accordance with Title III, Section 52 026(c) , Texas Family Code, it is hereby Ordered that the Sheriff of the County in which a child is taken into custody shall transport the child to and from all scheduled Juvenile Court proceedings and appearances and other activities Ordered by the Juvenile Court.

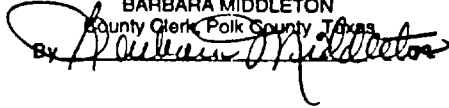
It is hereby certified that the foregoing Order was ~~was not~~ adopted in a meeting of the Juvenile Board of Polk, San Jacinto and Trinity Counties on December 7, 1998


Chairman

Voting For 4-0

Voting Against _____


Secretary

FILED FOR RECORDS
This 9th day of Mar 1999
at 11:00 o'clock A.
BARBARA MIDDLETON
County Clerk Polk County Texas
By 

#6

INTERLOCAL AGREEMENT

This Agreement is made and entered into by and between **HARRIS COUNTY**, a body corporate and politic under the laws of the State of Texas, and **POLK COUNTY**, a body corporate and politic under the laws of the State of Texas, pursuant to the Interlocal Cooperation Act, TEX GOV'T CODE ANN §§791 001 - 791 030 (Vernon Supp 1998)

RECITALS

Harris County has established and maintains the Office of the Harris County Medical Examiner (the "Medical Examiner") pursuant to TEX CODE CRIM PROC ANN art 49 25 (Vernon Supp 1998), and

Polk County desires the services of the Medical Examiner or her assistants to perform autopsies and provide court testimony in connection with cases where the death occurred in Polk County and in cases involving a criminal investigation or prosecution conducted by Polk County's prosecuting attorney regarding the cause of death, and

Pursuant to Chapter 771 of the Texas Government Code, Harris County and Polk County desire to execute an interlocal agreement for the performance of autopsies in Polk County

TERMS

A Harris County agrees that Polk County may request that the Medical Examiner and her assistants perform autopsies and provide court testimony regarding the cause of death. These services shall be performed under the supervision of the Medical Examiner and shall include such other duties as are customarily performed by one holding the position of Medical Examiner when performing an autopsy

B Upon completion of an autopsy requested by Polk County, the Medical Examiner shall file a report setting forth the findings in detail with the office of the Justice of the Peace who requested the autopsy. It is understood and agreed that the Medical Examiner shall keep full and complete records in accordance with TEX CODE CRIM PROC ANN art 49 25, §11 (Vernon Supp 1998)

C Harris County, acting through the Medical Examiner, agrees to furnish facilities, personnel, equipment, laboratory tests, and supplies necessary to perform the autopsies requested by Polk County

II

The term of this Agreement shall commence on April 1, 1999, and (unless sooner terminated in accordance with the provisions hereof) end on March 31, 2000

III

A In consideration for the services provided by Harris County under this Agreement, Polk County agrees to pay Harris County the sum of One Thousand Two Hundred and NO/100 Dollars (\$1,200 00) for each autopsy performed at the request of Polk County This basic fee includes only those services specifically set forth in Attachment A to this contract This fee does not include costs for special tests that may be required Polk County agrees to pay for any special tests, including but not limited to DNA tests, that may be required by the Justice of the Peace prosecuting attorney or for identification purposes based upon the County's reasonable cost Polk County further agrees to pay Harris County the additional sum of \$200 00 per hour for the time spent by the Medical Examiner or deputies in providing court testimony in cases prosecuted by the prosecuting attorney for Polk County including their travel time to and from court and any time spent waiting to provide court testimony

B By the 10th day of the subsequent calendar month, commencing with the calendar month of May 1999 and ending with the calendar month of April 2000, (unless the term of this Agreement is sooner terminated in accordance with the provisions hereof) Harris County agrees to submit to Polk County a written invoice requesting payment for the services performed under this Agreement the preceding calendar month Such invoice shall list the total number of autopsies performed for Polk County, the date or dates that the autopsies were performed and the total amount due for services performed Polk County agrees to pay the same within thirty (30) days of its receipt of the date of the invoice If Polk County fails to pay the full amount due within sixty (60) days of the date of the invoice the Medical Examiner's office will not receive or accept any additional cases until all outstanding amounts are paid in full Polk County fully understands and agrees that once a body is delivered to the Harris County Medical Examiner's Office and a case number is assigned, Polk County must pay the basic fee

IV

It is understood between the parties that Polk County shall have available the total maximum sum of Four Thousand and No/100 Dollars (\$4,000 00) certified available by Polk County as evidenced by the certification of funds set out in this Agreement, and any additional amounts which may be certified available by Polk County to fully discharge any and all liabilities which may be incurred by Polk County including any and all costs for any and all things or purposes, ensuing under or out of this Agreement In the event funds certified available by Polk County for this Agreement are no longer sufficient to compensate Harris County for the services provided under this Agreement, Harris County may immediately terminate this Agreement and Harris County shall have no further obligation to perform any services until Polk County certifies additional funds Polk County agrees to immediately notify Harris County regarding any additional certification of funds by Polk County for this Agreement

V

A It is understood and agreed that either Harris County or Polk County may terminate this Agreement, with or without cause, prior to the expiration of the term set forth above upon thirty (30) days prior written notice to the other party. Within ten (10) days after the effective date of such termination, Harris County shall submit its termination statement requesting payment for the month in which termination occurs in the manner set out above for submitting monthly statements.

B If Polk County defaults in the payment of any obligation hereunder, Harris County is authorized to terminate this Agreement with or without notice. Further, if Polk County defaults in payment of any obligation hereunder, Polk County is liable for expenses incurred by Harris County as a result of the default, including, but not limited to, attorney's fees, costs, and interest at the rate of 1% per month on all past due amounts. The amount of expenses incurred and interest accrued, if any, is in addition to any monies due for services rendered under this Agreement.

VI

Any notice permitted or required to be given to Polk County by Harris County hereunder may be given by certified United States Mail, postage prepaid, return-receipt requested, addressed to Polk County at the following address:

Commissioners Court, Polk County
Courthouse
Livingston, Texas 77351

Attention County Judge

This contract and any notice permitted or required to be given by Polk County to Harris County hereunder may be sent by certified United States Mail, postage prepaid, return-receipt requested, addressed to Harris County at the following address:

Commissioners Court, Harris County
Harris County Administration Building
1001 Preston, Ninth Floor
Houston, Texas 77002

Attention County Judge

Any notice mailed as provided for herein shall be deemed given and completed upon deposit in the United States Mail as aforesaid. Either party may designate a different address by giving the other party ten days' written notice.

VII

This instrument contains the entire Agreement between the parties hereto relating to the rights herein granted and the obligations herein assumed Any oral representations or modification concerning this instrument shall be of no force or effect excepting a subsequent modification in writing signed by all the parties hereto

EXECUTED in triplicate originals on this of FEB 09, 1999

APPROVED AS TO FORM

MICHAEL P FLEMING
County Attorney

HARRIS COUNTY

By *Linda Storey Mahar*
LINDA STOREY MAHAR
Assistant County Attorney

By *Robert Eckels*
Robert Eckels
County Judge

APPROVED

POLK COUNTY

By *Joy M Carter MD*
Joy M Carter, M D , FCAF
Harris County Medical Examiner

By *John P Thompson*
County Judge

CERTIFICATION OF FUNDS

I hereby certify that funds are available in the amount of \$4,000 00 to pay the obligation of Polk County under this contract

Stellian H Low
County Auditor
Polk County, Texas

MEDICAL LEGAL TOXICOLOGY LABORATORY DRUG TESTING

April 3, 1998

I Analgesics - reduce or eliminate pain**A Narcotic****1 Synthetic**

meperridine (Demerol)
methadone (Dolophine)
pentazocine (Talwin)
propoxyphene (Darvon)
tramadol (Ultram)
fentanyl (Sublimaze)

2 Semisynthetic (opiates) - derived from the opium plant

codeine
hydrocodone (Vicodin)
hydromorphone (Dilaudid)
morphine
oxycodone (Percodan)

B Non-narcotic

acetaminophen (Tylenol)
salicylates (Aspirin)
ibuprofen (Advil)

II Antidepressants - relieve depression**A Tricyclic**

amitriptyline (Elavil)
amoxapine (Ascendin)
clomipramine (Anafranil)
desipramine (Norpramin)
doxepin (Siquan)
imipramine (Tofranil)
nortriptyline (Aventyl)
trimipramine (Surmontil)

B Other

fluoxetine (Prozac)
paroxetine (Paxil)
trazodone (Desyrel)
venlafaxine (Effexor)
sertraline (Zolaft)
bupropion (Wellbutrin)
amoxapine (Ascendin)

Medical Legal Toxicology Laboratory Drug Testing - continued

- III **Anticonvulsants - prevent or relieve convulsions**
 carbamazepine (Tegretol)
 phenytoin (Dilantin)
 phenobarbital (Luminal)
- IV **Antihistamines - counteract action of histamine Produce drowsiness antiallergics**
 chlorpheiramine (Chlor-Trimeton)
 dimenhydrinate (Dramamine)
 diphenhydramine (Benadryl)
 doxylamine (Unisom)
 hydroxyzine (Atarax)
 pheniramine (in Triamin)
- V **Hallucinogens - produce hallucinations**
 Marijuana
 phencyclidine (PCP)
- VI **Hypnotics - induce sleep**
- A Barbiturates**
 amobarbital (Amytal)
 barbital
 butabarbital (Butisol)
 butalbital (Fiorinal)
 pentobarbital (Nembutal)
 phenobarbital (Luminal)
 secobarbital (Seconal)
- B Nonbarbiturates**
 ethchlorvynol (Placidyl)
 ethunamate (Valmid)
 flurazepam (Dalmane)
 glutethimide (Doriden)
 methaqualone
 zolpidem (Ambien)
 chloral hydrate (Noctec)

Medical Legal Toxicology Laboratory Drug Testing - continued

- VII **Stimulants**
- A Sympathomimetic amines - mimic sympathetic nervous system**
 amphetamine (Benzedrine)
 ephedrine (Primatene)
 methamphetamine (Desoxyn)
 methyphenidate (Ritalin)
 phenmetrazine (Preludin)
 phentermine (Fastin)
 phenylpropanolamine (PPA) (Contac, Acutrim)
 pseudoephedrine (Sudafed)
 fenfluramine
 Methylenedioxyamphetamine
 Methylenedioxymethamphetamine
- B Others**
 Caffeine
 Cocaine
 Nicotine
 strychnine
- VIII **Tranquilizers - induce a quieting or calming effect**
- A Benzodiazepines**
 alprazolam (Xanax)
 chlordiazepoxide (Librium)
 diazepam (Valium)
 lorazepam (Ativan)
 oxazepam (Serex)
 temazepam (Restonil)
 triazolam (Halcion)
- B Phenothiazines**
 chlorpromazine (Thorazine)
 thioridazine (Mellaril)
 promethazine (Phenergan)
- C Carbamates**
 carisoprodol (Soma)
 meprobamate (Miltown)
 methocarbamol (Robaxon)

Medical Legal Toxicology Laboratory Drug Testing - continued

- IX Volatiles
 alcohol
 methanol
 Isopropanol
 Acetone
- X Miscellaneous
- A Anti-psychotic
 clozapine (Clozaril)
 haloperidol (Haldol)
 loxapine (Loxitane)
- B Muscle Relaxant
 cyclobenzaprine (Flexeril)
- C Anesthetic
 ketamine
 lidocaine
- D Cardiac/Hypertension
 diltiazem (Cardizem)
 verapamil (Calan)
 propranolol (Inderal)
- XI Other
- carbon monoxide
 cyanide
 heavy metals
 ticlopidine (Ticlid) - platelet inhibitor
 dextromethorphan (Romilar) - antitussive
 acetaminophen
 olanzapine

ORDER AUTHORIZING EXECUTION OF INTERLOCAL AGREEMENT
BETWEEN HARRIS COUNTY AND POLK COUNTY

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

On this _____ day of FEB 09, 1999, the Commissioners Court of Harris County, Texas, sitting as the governing body of Harris County, upon motion of ^{Judge} ~~Commissioner~~ Eckels, seconded by Commissioner Fenteno, duly put and carried,

IT IS ORDERED that the County Judge or his designee be, and he is hereby authorized to execute an Agreement between Harris County and Polk County for the Harris County Medical Examiner to perform autopsies and provide court testimony in connection with cases where the death occurred in Polk County, and in cases involving a criminal investigation or prosecution conducted by Polk County regarding the cause of death, for a term beginning on April 1, 1999, and ending on March 31, 2000, said Agreement is incorporated herein by reference and made a part hereof for all intents and purposes as if set out in full word for word

Presented to Commissioners Court

FEB 09 1999

APPROVE _____
Recorded Vol _____ Page _____

C A File No 65 667

#10



THE POLK COUNTY COMMISSIONERS COURT

RESOLUTION TO ADD OPTIONAL WORKERS' COMPENSATION COVERAGE

WHEREAS, Polk County, Texas has entered into a contract with Texas Association of Counties (TAC) for coverage of County personnel under the TAC Workers' Compensation Self-Insurance Fund, hereinafter called the Fund and


WHEREAS the basic contract with the TAC Fund affords coverage for regular county employees, but provides for optional wider coverage by election of Commissioners' Court, and

WHEREAS it is the desire and intent of the Polk County Commissioners' Court that be afforded coverage under the Fund,

THEREFORE upon motion made by Commissioner B. E. Speights and seconded by Commissioner R. R. "Dick" Hubert the following order was adopted so that approved Volunteer Road Employees for the BTLE Bridge Construction will be included for Workers' Compensation benefits under the County's contract with Texas Association of Counties Workers' Compensation Self-Insurance Fund

Adopted in this regular session of the Polk County Commissioners Court, held March 9, 1999


John P. Thompson, County Judge
Polk County, Texas

Attest,

Barbara Middleton, County Clerk

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**REPORT ON AUDIT OF
COUNTY JAIL COMMISSARY
at SEPTEMBER 30, 1998**

*W H Law
County Auditor*

*Shirleen Cowen
Asst. County Auditor*

*Lola Silkwood
Internal Auditor*

VOL 45 PAGE 170

REPORT ON
AUDIT OF COUNTY JAIL COMMISSARY
SEPTEMBER 1998

ROLK COUNTY

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REPORT TO MANAGEMENT ON
AUDIT OF COUNTY JAIL COMMISSARY

POLK COUNTY, TEXAS

FIELD DATE February 17, 1999

Copies of this report have been submitted to the following

District Judges

Honorable Judge Elizabeth Coker, 258th Judicial District
Honorable Judge Robert Hill Trapp, 411th Judicial District

County Judge

Honorable Judge John Thompson

Law Enforcement Facility

Honorable Sheriff Billy R Nelson
Jail Administrator, Steve Chalender

County Commissioners

Honorable Bernice E 'Slim' Speights, Precinct 1
Honorable Jack Bob 'Bobby' Smith, Precinct 2
Honorable James J 'Buddy' Purvis, Precinct 3
Honorable R R 'Dick' Hubert, Precinct 4

Honorable District Judges
Honorable Members of Commissioners Court
Honorable Polk County Sheriff

INTRODUCTION

The sheriff of a county, according to House Bill 669, may operate or contract out with another person to operate, a commissary for the use of prisoners committed to the county jail

The jail commissary is considered a specialized retail store because of its location. The commissary's clientele is limited and exclusive in that to use a jail commissary, one must be a prisoner committed to a county jail

The commissary must be operated in accordance with rules adopted by the Commission on Jail Standards. In this regard, the sheriff has exclusive control of the commissary funds and only selected items can be purchased and sold

SCOPE

The scope of this audit of the county jail commissary is to determine the timeliness, accuracy, completeness, relevance, and reliability of information disclosed in the jail commissary reports associated with the operations of the commissary which is utilized by management and Commission on Jail Standards

The Commission on Jail Standards requires an audit report from the County Auditor according to Government Code, Chapter 511, Section 511 016 reporting on the commissary operations. The fiscal year 1998 was examined in this audit

RESULTS

We examined the commissary report book, bank reconciliations, bank account, sundry receipt books and supporting documentation for the months of January, March, and August of 1998

After considering all aspects of the audit, we found nothing that would lead us to conclude that the balances and collections for the county jail commissary for the period audited were not in all material respects appropriately charged, collected, remitted and reported

CONCLUDING REMARKS

We appreciate the assistance provided to the county auditor's office by the Polk County Sheriff, Jail Administrator, and staff

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

Sincerely,



William H Law
Polk County Auditor

February 22, 1999

SUMMARY OF FINDINGS AND RECOMMENDATIONS

SUMMARY OF FINDINGS AND RECOMMENDATIONS

JAIL COMMISSARY OPERATIONS

Commissary operations are a one day per week event, usually on Thursdays. Inmates must have their money in by 8 00 a m that Thursday morning before commissary shopping commences at 1 00 p m. The Correction officer is given a list of inmates with money in their commissary accounts. Each inmate on the list is called by their name in each holding tank and told how much they have to spend.

Two inmates at a time are escorted to the multi purpose room located in the law enforcement facility. Inmates shop and place items in trays for purchasing.

The outside commissary vendor's personnel process inmate payment sheets and each inmate must acknowledge the items purchased, prices charged, and signed the log sheet allowing the deduction to their inmate account.

After completion of commissary day, signed purchase sheets are given to the jail administration for processing into the commissary accounts. Jail administration personnel processes a check for payment of the total purchase for commissary personnel. Each inmate's purchase is updated in the computer accounting system.

The commissary must be operated in accordance with rules adopted by the Commission on Jail Standards. In this regard, the sheriff has exclusive control of the commissary funds and only selected items can be purchased and sold. LGC 351 0415 (b) (3) states the sheriff shall accept new bids to renew contracts of commissary suppliers every five years. The legislature has given the sheriff express authority to enter into a contract for the operation of a jail commissary.

The commissioners' court has no authority to control the sheriff's exercise of discretion in this regard.

SUMMARY OF FINDINGS AND RECOMMENDATIONS

The sheriff may use commissary proceeds only to

fund, staff, and equip a program addressing the social needs of the county prisoners, including an educational or recreational program and religious or rehabilitative counseling,

supply county prisoners with clothing, writing materials, and hygiene supplies,

establish, staff, and equip a library for the educational use of county prisoners

Commissary purchases made from proceeds realized by the county from the jail commissary operation are subject to the competitive bidding statutes. The sheriff should accept new bids to renew contracts of commissary suppliers every five years

Space appropriate to capacity of the jail should be provided for an inmate commissary or a written program should be established for inmates to obtain supplies from nearby sources

The sheriff of the county jail contracts with an outside supplier to deliver the inmates' items on a weekly basis

Commissaries must collect the state sales tax as levied by the Limited Sales, Excise, and Use Tax Act on all items sold in the commissary except food items, soft drinks and candy. If the facility is located within a city imposing a local sales tax then local tax is due as well

RECOMMENDATION

The sheriff needs to comply with the competitive bidding statutes and accept new bids to renew the outside commissary supplier every five years

The sheriff contracts with an outside commissary supplier that fills and delivers the inmates' orders to the jail. With this type of commissary there is no need for a collection of sales tax or tax report filing

SUMMARY OF FINDINGS AND RECOMMENDATIONS

COMMISSARY PRIVILEGES PLAN

The commissary must be operated in accordance with rules adopted by the Commission on Jail Standards. One such rule requires a plan providing for commissary privileges. The plan should include a schedule telling the prisoners

when the commissary services are available,
the procedures for purchasing the commissary items,
what items are available, and
the current prices of the items

The commissary is open one day a week and an outside supplier brings items to the law enforcement center. The inmates are escorted two at a time for shopping in the multi purpose room. The inmates shop and the commissary personnel processes the payment sheet for the inmates to sign. The jail staff inventories the items before distribution to the inmates.

The inmate commissary payment sheet includes the items purchased and prices for these articles. The inmate is required to sign the order sheet allowing the jail staff to draw money from the inmate's account for purchase of the items.

The payment sheets are processed for payment to the outside commissary vendor at the end of each commissary day.

FINDING

Signed jail commissary payment sheet totals were accurate. The commissary account receives a 5% mark up on all items purchased by the inmates. Payments to the outside commissary vendor were made correctly at the end of each commissary day.

SUMMARY OF FINDINGS AND RECOMMENDATIONS

RECOMMENDATION

No further recommendation needed

RESTRICTED AMOUNT OF ITEMS PURCHASED

Procedures should also restrict the amount of items that may be retained in the inmate's living area to minimize food stuffs that could create a vermin, fire or security hazard or surpluses that could be used in gambling. The inmates' commissary order sheet does have a limitation on items.

RECOMMENDATION

No further recommendation needed

INDIGENT PRISONERS

Indigent prisoners, if they ask, are to be supplied with paper, pencils, envelopes, and stamps, without charge.

Polk County inmates that are indigent are supplied with the above items as needed within a limited time space. Personal hygiene supplies are also supplied to these prisoners.

RECOMMENDATION

No further recommendation needed

SUMMARY OF FINDINGS AND RECOMMENDATIONS

COMMISSARY ACCOUNT MAINTENANCE

The sheriff should maintain commissary accounts showing the amount of proceeds from the commissary operation and the amount and purpose of disbursements made from the proceeds. The county jail may maintain a jail store and operate it at a profit, provided all profits are spent for the benefit, education, and welfare of jail inmates.

At least once each quarter of a county's fiscal year, the county auditor shall, without advance notice, fully examine the jail commissary accounts. The auditor shall verify the correctness of the accounts and report the findings of the examination to the commissioners court of the county. The county auditor is authorized to review commissary accounts, even if the accounts are actually maintained by the operator of the commissary.

FINDING

The county auditor verified the bank account through bank reconciliations and inmate ledger sheets to verify that all monies were properly deposited into the individual inmate accounts and the inmate trust fund bank account. All voided checks were found in the check book as recommended by the county auditor in the previous audit.

Reviewed a sample of sundry receipts and traced the amounts received to insure that those monies were properly recorded on the ledger account sheets of each inmate. Verified the amount posted and checked for correct calculations. Copies of voided receipts were found in the receipt books as recommended by the county auditor in the previous audit.

Monthly inmate commissary balance reports are not being submitted with the bank account reconciliation reports to the county auditor's office.

As to the disclosability of financial records relating to inmate trust accounts, the names of inmates, the sums deposited to their trust accounts and their financial transactions with the commissary are excepted from disclosure under the Opens Records Act by a common law right of privacy

RECOMMENDATION

Monthly inmate commissary balance reports should be submitted with the bank account reconciliation reports to the county auditor's office


Running checkbook balance should be maintained by adding deposits and subtracting checks written on check stubs as transactions occur


POLK COUNTY
By Bill Law County Auditor

BUDGET REVISION
855-11

March 9 1999

Fund Account	Description	Increase	Decrease	Comments	Original Budget	Amended Budget	Net Change
010-401 352	Contingencies		200.00	Increase in dues	50,000.00	52,390.00	2,390.00
010-401-481	Dues-CLCC Association	200.00			825.00	1,025.00	200.00
010-435-480	Contingencies		1,000.00	Court Reporter Services for Judge Dean while sitting for Judge Trapp	10,000.00	9,000.00	1,000.00
010-435-428	Travel-Court Reporters	1,000.00			5,000.00	6,000.00	1,000.00
010-560-427	Training		15.27	LLEBG workshop Expenses	12,000.00	11,983.73	16.27
010-560-555	Local Law Enforcement Bk Grant	16.27		LLEBG Workshop Expenses	0.00	16.27	16.27
015-621 108	Salaries Part Time		1,000.00	To cover unexpected expenses due to illness Pct 1 Commissioner Speights	4,255.80	6,255.80	2,000.00
015-621 339	Construction/Material	1,000.00			91,047.13	240,697.10	149,649.97
015-625-103	Tobacco Settlement		9,600.00	Transfer Funds to:			
015-623-339	Construction/Materials	5,000.00		Purchase Materials	150,606.00	141,006.00	-9,600.00
015-623-571	Road Machinery / Equipment	4,600.00		Purchase Tractor	50,000.00	61,022.30	11,022.30
095-331 100	Federal Revenues	-9,753.92		Federal Revenue Sharing	0.00	-9,753.92	-9,753.92
095-560-334	Operating Expenses	6,975.18		Purchase new vehicle equipment	0.00	6,975.18	6,975.18
Totals		10,037.53	11,816.27	Difference due to increased revenue vs expense			

Approved By 
Date 3/9/99

FILED FOR RECORDS
On the day of March 1999
11:00 o'clock
SARAH WIDDLETON
County Clerk


SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	9 083 00
015 ROAD & BRIDGE ADM	18 720 00
094 COUNTY RECORDS MGMT FUND	10 249 00
TOTAL OF ALL FUNDS	38 052 00

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

W H LAM

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE



SCHEDULE OF BILLS & FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	4 264 13
015 ROAD & BRIDGE ADM	479 53
032 ENVIRONMENTAL SERVICES	228 69
051 AGING DEPT	317 52
061 DEBT SERVICE FUND	12 191 64
088 JUDICIARY FUND	849 25
TOTAL OF ALL FUNDS	18 330 76

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

W M LAV

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE



SCHEDULE OF DISBURSEMENTS

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	88 231 16
015 ROAD & BRIDGE ADM	24 085 88
027 SECURITY FUND	556 06
029 POLK COUNTY HISTORICAL COMM	76 90
032 ENVIRONMENTAL SERVICES	4 974 87
048 DISTRICT ATTY SPECIAL FUND	119 36
051 AGING DEPT	1 786 01
101 ADULT SUPERVISION	13 460 88
108 CCP - SUPERVILLANCE	1 783 10
109 SPECIALIZED CASELOAD CCP	611 64
184 JUVENILE PROBATION	1 663 53
185 CCAP - JUVENILE PROBATION	4 418 16
TOTAL OF ALL FUNDS	143 767 55

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

W H LAW

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE

SCHEDULE OF BILLS PAYABLE

FUND DESCRIPTION	DISBURSEMENTS
012 ELECTED OFFICIALS FEE ACCOUNTS	25 594 00
028 POLK COUNTY HISTORICAL COMM	1 124 78
095 SHERIFFS FEDERAL REV SHARING	7 976 58
TOTAL OF ALL FUNDS	35 695 36

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

W. H. Law

V H LAW

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE

John H. Thompson

CHECK # 001008

BANK ACCT FEDERITY 03.01.1999 \$1.001.40 ✓
 *** VOID *** 0 0 *** VOID *** VOID *** VOID ***
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 ***** 001 40

EMERGENCY VEHICLE EQUIPMENT CO

P O BOX 386
PORT NECHES TX 77651

CHECK # 001008

095-560-334 SHERIFFS FEDERAL REV SH SUPPLI 1.001.40
 *** VOID *** VOID *** VOID *** VOID *** VOID ***
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CHECK # 135656

BANK ACCT MAIN 03/04 1999 \$170 00 ✓
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*****170 00

AUSTIN DEM SERVICES
12724 PICKET RDPE LANE
AUSTIN TX 78727

CHECK # 135656

010-695-490 GENERAL FUND PEF 12 170 00
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John P. Thompson

C - 8 3546

BANK ACCT MAIN 03 04 999 ✓
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*****70 00

LOUIS RISENHOVER

RT 1 BOX 480
LIVINGSTON TX 77351

CHECK # 138046

010-435-485 GENERAL FUND 1 21/9 70 00

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SCHEDULE OF BILLS - C

FUND	DESCR P ⁿ CN	DISBURSEME ^{TS}
010	GENERAL FUND	17 025 9
015	ROAD & SP LCE ADM	784 41
032	ENVIRONMENTAL SERVICES	6 135 73
034	FEMA DISASTER FUNDS	171 52
049	DISTRICT ATTY NOT CHECK FUND	234 74
051	AGING DEPT	289 92
068	JUDICIARY FUND	783 92
TOTAL OF ALL FUNDS		25 430 38

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

V M LAW

M. Law

COUNTY AUDITOR

John P. Thompson

JOHN THOMPSON


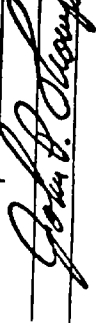
COUNTY JUDGE

SCHEDULE OF DISBURSEMENTS

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	93 125 21
015 PCAD & BRIDGE ADM	34 405 88
032 ENVIRONMENTAL SERVICES	9 433 84
049 DISTR CT ATTY NOT CHECK FUND	887 16
051 AGING DEPT	10 232 31
TOTAL OF ALL FUNDS	137 868 40

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

W H LAW
 COUNTY AID TOP
 JOHN THOMPSON
 COUNTY JUDGE

SCHEDULE OF DISBURSEMENTS

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	75 675 05
315 P2AC & BRIDGE ADM	22 923 8
027 SECURITY FUND	757 22
032 ENVIRONMENTAL SERVICES	9 533 84
048 DISTRICT ATTY SPECIAL FUND	380 63
051 AGING DEPT	5 553 70
063 MUSEUM OPERATING FUND	225 80
101 ADULT SUPERVISION	16 910 64
104 DTP - CSR	228 82
108 CCP - SUPERVILLANCE	1 368 16
109 SPECIALIZED CASELOAD CCP	909 25
184 JUVENILE PROBATION	2 485 98
185 CCAP - JUVENILE PROBATION	4 933 38
TOTAL OF ALL FUNDS	165 006 28

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

V H LAW

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE

[Signature]

[Signature]

SCHEDULE OF BILLS E FUND

FUND DESCRIPTION	DISBURSEMENTS
015 ROAD & BRIDGE ADH	100 00
TOTAL OF ALL FUNDS	100 00 ✓

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

V H LAW

COUNTY AUDITOR

JOHN THOMPSON

COUNTY JUDGE



Addendum Schedule of Bills for Court Dated 3/9/99

County Judges & Comm Assoc	\$700 00	Commissioner's Court
Cleveland Asphalt Products	\$1,735 07	R & B 3
John McDowell	\$16 27	Emergency Management
Excel Reporting & Associates	\$1,000 00	Court Reporter
Hilton Hotel/College Station	\$70 00	County Clerk
Texas Dept of Transportation	\$4,600 00	R & B 3
<hr/>		
TOTAL	\$8,121 34	

John P. Thompson
3/9/99

DATE FEBRUARY 22, 1999 THROUGH MARCH 09 1999

NO	EMPLOYEE NAME	DEPT	JOB CLASSIFICATION	TYPE OF EMPLOYEE	SALARY GROUP	ACTION
(1)	KAREN P PHILLIPS	SHEFF	#1043 TELECOMMUNICATION OPER	LABOR POOL	11/1 \$9 15	NEW HIRE EFFECTIVE 02/22/99
(2)	DEBORAH W ALLEN	TAX OFFICE	#105 DEPUTY CLERK	REGULAR FULL TIME	106 \$18,229 89	MERIT INCREASE TO 107 \$18,698 89 EFFECTIVE 03/03/99
(3)	DARLA AVERY	TAX OFFICE	#104 CHIEF DEPUTY	REGULAR FULL TIME	158 \$24,497 58	MERIT INCREASE TO 159 \$25,117 48 EFFECTIVE 03/03/99
(4)	TERRI BARNES	TAX OFFICE	#105 DEPUTY CLERK	REGULAR FULL TIME	102 \$16,530 70	MERIT INCREASE TO 103 \$16,943 97 EFFECTIVE 03/03/99
(5)	LAVNA GAIL BULLOCK	TAX OFFICE	#902 OFFICE MANAGER	REGULAR FULL TIME	14/1 \$19,630 21	MERIT INCREASE TO 142 \$20 112 35 EFFECTIVE 03/03/99
(6)	LESLIE BURKS	TAX OFFICE	#104 CHIEF DEPUTY	REGULAR FULL TIME	152 \$21 122 56	MERIT INCREASE TO 153 \$21,650 63 EFFECTIVE 03/03/99
(7)	RISA NY	TAX OFFICE	#902 OFFICE MANAGER	REGULAR FULL TIME	142 \$20 112 35	MERIT INCREASE TO 143 \$20,617 46 EFFECTIVE 03/03/99
(8)	BECKY MARCH	TAX OFFICE	#103 SECRETARY II	REGULAR FULL TIME	129 \$18 689 88	MERIT INCREASE TO 124 \$19 146 06 EFFECTIVE 03/03/99
(9)	EVA MARTINEZ	TAX OFFICE	#105 DEPUTY CLERK	REGULAR FULL TIME	10/1 \$16 117 43	MERIT INCREASE TO 102 \$16,530 70 EFFECTIVE 03/03/99
(10)	DANA OAKMAN	TAX OFFICE	#404 DELINQUENT TAX SPECIALIST	REGULAR FULL TIME	UNCLASSIFIED \$29 112 40	MERIT INCREASE TO UNCLASSIFIED \$29,847 40 EFFECTIVE 03/03/99
(11)	CANDY SHEFFIELD	TAX OFFICE	#404 DELINQUENT TAX SPECIALIST	REGULAR FULL TIME	UNCLASSIFIED \$23,328 68	MERIT INCREASE TO UNCLASSIFIED \$23,900 64 EFFECTIVE 03/03/99
(12)	PELLOPE PREMYT SMITH	TAX OFFICE	#105 DEPUTY CLERK	REGULAR FULL TIME	102 \$16,530 70	MERIT INCREASE TO 103 \$16,943 97 EFFECTIVE 03/03/99
(13)	TAMME SURRENCY	TAX OFFICE	#105 DEPUTY CLERK	REGULAR FULL TIME	103 \$16,943 97	MERIT INCREASE TO 104 \$17,267 24 EFFECTIVE 03/03/99
(14)	GINA ZEGLER	TAX OFFICE	#105 DEPUTY CLERK	REGULAR FULL TIME	105 \$17 793 46	MERIT INCREASE TO 106 \$18,229 89 EFFECTIVE 03/03/99
(15)	JENNIFER MOFFETT	TAX OFFICE	#105 DEPUTY CLERK	REGULAR FULL TIME	10/1 \$16,117 43	MERIT INCREASE TO 102 \$16,530 70 EFFECTIVE 03/03/99
(16)	BILLY RAY OGDEN	ROAD & BRIDGE PCT#1	#108 LIGHT EQUIPMENT OPERATOR	REGULAR FULL TIME	13/1 \$18 689 88	* DECEASED 03/07/99
(17)	JAMES V WALTERS	ROAD & BRIDGE PCT #1	#108 HEAVY EQUIPMENT OPERATOR	LABOR POOL	14/5 \$10 41	RECLASSIFY TO #110 FOREMAN II (MCI) \$12.00 EFFECTIVE 03/03/99
(18)	MISTY TOLAR	AUDITOR	#105 DEPUTY CLERK	REGULAR FULL TIME	10/1 \$16,117 43	MERIT INCREASE TO 103 \$16,943 97 EFFECTIVE 03/03/99
(19)	DARLA RHODES	AUDITOR	#107 BOOKKEEPER	REGULAR FULL TIME	11/3 \$17 796 46	MERIT INCREASE TO 115 \$18 689 88 EFFECTIVE 03/03/99
(20)						
(21)						

(Revised)

ADDITIONAL

ADDITIONAL

ADDITIONAL

