



# POLK COUNTY COMMISSIONERS COURT

October 12, 2004  
10:00 A.M.

Polk County Courthouse, 3rd floor  
Livingston, Texas

2004-093

## NOTICE

Is hereby given that a regular meeting of the Polk County Commissioners Court will be held on the date stated above, at which time the following subjects will be discussed;

### Agenda topics

FILED FOR RECORD

2004 OCT -5 A 9:29

1. CALL TO ORDER.
  - Invocation
  - Pledges of Allegiance
2. PUBLIC COMMENTS.
3. INFORMATIONAL REPORTS.
4. CONSIDER APPROVAL OF MINUTES OF THE REGULAR MEETING OF SEPTEMBER 28, 2004.
5. CONSIDER ANY/ALL NECESSARY ACTION REGARDING ANNUAL PURCHASES, BID #2004-20, OIL, GAS & DIESEL, BIDS #2004-21.01 THROUGH 21.06 (PCT. 1) ROAD MATERIALS; BIDS #2004-22.01 THROUGH 22.06 (PCT. 2) ROAD MATERIALS; BIDS #2004-23.01 THROUGH 23.06 (PCT. 3) ROAD MATERIALS; BIDS #2004-24.01 THROUGH 24.06 (PCT. 4) ROAD MATERIALS; BID #2004-25 BULK PURCHASE OF LIMESTONE ROAD BASE AND BID #2004-26 TIRES & TUBES.
6. CONSIDER PCT. 2 CONSTABLE'S REQUEST TO APPROVE APPOINTMENT AND BOND OF MITCH NEWMAN AS RESERVE DEPUTY CONSTABLE, PCT. 2.
7. CONSIDER APPROVAL OF COUNTY CLERK'S SUBMITTAL FOR APPOINTMENT OF ELECTION JUDGES AND ALTERNATES FOR A TWO YEAR ELECTION CYCLE BEGINNING NOVEMBER 2004.
8. CONSIDER APPROVAL OF OFFER ON TAX FORECLOSURE PROPERTIES (PCT. 3) LOT 1A, BLOCK 3, CORRIGAN ORIGINAL TOWNSITE, CAUSE #T00-067; (PCT. 4) LOTS, 11, 12 & 13, HOLLY HILLS #7, CAUSE #T00-256, H1500022600, H1500022700 & H1500022800; (PCT. 1) LOT 25, SUNSET SHADOWS #2, CAUSE #98-090, ACCT. #S3000004200.
9. CONSIDER APPROVAL OF BUDGET REVISIONS, AS PRESENTED BY THE COUNTY AUDITOR.
10. CONSIDER APPROVAL OF BUDGET AMENDMENTS, AS SUBMITTED AND REVIEWED BY COURT APPOINTED COMMITTEE.   
# 2004-24 AND # 2005-01
11. CONSIDER APPROVAL OF SCHEDULE OF BILLS.
12. CONSIDER APPROVAL OF PERSONNEL ACTION FORMS.

### ADJOURN

By: John P. Thompson, County Judge

Posted: October 5, 2004

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of the 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 Polk County Courthouse at a place readily accessible to the general public at all times on Tuesday, October 5, 2004 and that said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

BARBARA MIDDLETON, COUNTY CLERK

BY:

(Deputy)



October 12, 2004  
10:00 a.m.

**COMMISSIONERS COURT**  
**of Polk County, Texas**  
County Courthouse, 3rd floor  
Livingston, Texas

**ADDENDUM to Posting # 2004-093**

The following will serve to amend the Agenda of the Commissioners Court Meeting scheduled for October 12, 2004 at 10:00 A.M.

**AMEND TO ADD;**

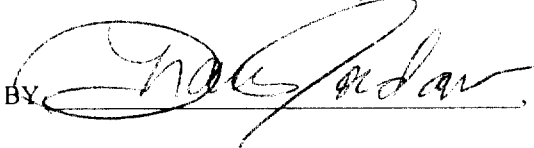
- 13. CONSIDER APPROVAL TO REINSTATE COUNTY JOB DESCRIPTIONS FOR KITCHEN HELPER AND HEAD COOK, AS AMENDED.
- 14. CONSIDER APPROVAL OF UPDATE TO POLK COUNTY MASTER STREET ADDRESS GUIDE (MSAG).

Dated: Friday, October 8, 2004

Commissioners Court of Polk County, Texas  
By: John P. Thompson, County Judge

I, the undersigned County Clerk, do hereby certify that the above Addendum to the Notice of Meeting of the Polk County Commissioners Court is a true and correct copy of said Addendum and that I posted a true and correct copy of said Addendum at the door of the Polk County Courthouse at a place readily accessible to the general public at all times on Friday, October 8, 2004 and that said Addendum remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

BARBARA MIDDLETON, COUNTY CLERK

BY , Deputy

FILED FOR RECORD

2004 OCT -8 P 3:58

STATE OF TEXAS }

COUNTY OF POLK }

**VOL 50 PAGE 1425**  
DATE: **OCTOBER 12, 2004**  
REGULAR MEETING  
All Members Present

**COMMISSIONERS COURT**  
**AGENDA POSTING #2004-0093**

BE IT REMEMBERED ON THIS THE 12th DAY OF OCTOBER, 2004  
THE HONORABLE COMMISSIONERS COURT MET IN "REGULAR" CALLED  
MEETING WITH THE FOLLOWING OFFICERS AND MEMBERS PRESENT,  
TO WIT;

HONORABLE JUDGE JOHN P. THOMPSON, COUNTY JUDGE, PRESIDING.  
BOB WILLIS-COMMISSIONER PCT#1, BOBBY SMITH - COMMISSIONER PCT #2,  
JAMES J. "Buddy" PURVIS-COMMISSIONER PCT #3, C.T. "TOMMY" OVERSTREET  
COMMISSIONER PCT #4, BARBARA MIDDLETON, COUNTY CLERK & B.L. "BOB"  
DOCKENS COUNTY AUDITOR, THE FOLLOWING AGENDA ITEMS, ORDERS  
AND DECREES WERE DULY MADE, CONSIDERED & PASSED.

1. WELCOME & CALLED TO ORDER BY JUDGE JOHN P. THOMPSON AT 10:00 A.M.  
INVOCATION BY REV. HAROLD ISAACS OF BEACON BAY BAPTIST CHURCH..  
PLEDGES TO THE U.S. AND TEXAS FLAGS WERE LED BY JOE ROEDER.
2. PUBLIC COMMENTS:  
REV. ISAACS GAVE THE COURT A REPORT ON THE HEALTH & CONDITION  
OF FORMER COMMISSIONER DICK HUBERT. HE IS IMPROVING FOLLOWING  
MAJOR SURGERY AND MAY GET TO COME HOME THIS WEEK.
3. INFORMATIONAL REPORTS:
  - A. KENNETH HAMBRICK, EMERGENCY MANAGEMENT COORDINATOR GAVE A  
REPORT ON THIS YEAR'S FLU SHOTS. HE SAID THE VACCINE IS IN VERY SHORT  
SUPPLY AND HE DOESN'T THINK THERE WILL BE ANY AVAILABLE FOR THE  
COUNTY EMPLOYEES.
  - B. BARBARA MIDDLETON, COUNTY CLERK, REMINDED EVERYONE OF EARLY VOTING  
PERIOD THAT WILL BE BEGINNING OCTOBER 18<sup>TH</sup> THROUGH OCTOBER 29<sup>TH</sup> AT  
ALL (3) COURTHOUSE LOCATIONS. IF MORE INFORMATION IS NEEDED PLEASE  
CALL THE CLERK'S OFFICE.
  - C. COMMISSIONER SMITH INVITED EVERYONE TO THE 100<sup>TH</sup> YEAR CELEBRATION  
IN ONALASKA THIS SATURDAY, OCTOBER 16<sup>TH</sup>.
  - D. COMMISSIONER WILLIS REQUESTED A FUTURE REPORT FROM THE PREVIOUS  
COURT APPOINTED COMMITTEE ON AGING.
4. MOTIONED BY BOBBY SMITH, SECONDED BY TOMMY OVERSTREET, TO APPROVE  
MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 28, 2004.  
ALL VOTING YES.
5. (SKIPPED - UNTIL END OF SESSION)
6. MOTIONED BY BOBBY SMITH, SECONDED BY TOMMY OVERSTREET, TO APPROVE  
THE APPOINTMENT AND BOND OF MITCHELL NEWMAN AS RESERVE DEPUTY  
CONSTABLE PRECINCT #2.  
ALL VOTING YES.

7. MOTIONED BY JAMES J. "Buddy" PURVIS, SECONDED BY BOB WILLIS, TO APPROVE THE APPOINTMENTS OF ELECTION JUDGES & ALTERNATES FOR A TWO (2) YEAR ELECTION CYCLE, BEGINNING NOVEMBER 2004, FROM THE LIST SUBMITTED BY COUNTY CLERK.  
 ALL VOTING YES. (SEE ATTACHED)

**8. TAX FORECLOSURE PROPERTIES:**

**A. PRECINCT #3**

MOTIONED BY JAMES J. "Buddy" PURVIS, SECONDED BY BOB WILLIS, TO ACCEPT OFFER TO PURCHASE TAX FORECLOSURE PROPERTY, LOT 1A, BLOCK 3, OF CORRIGAN ORIGINAL TOWNSITE, CAUSE #T00-067.

ALL VOTING YES.

**B. PRECINCT #4**

MOTIONED BY TOMMY OVERSTREET, SECONDED BY BOB WILLIS, TO ACCEPT OFFER TO PURCHASE TAX FORECLOSURE PROPERTY, LOTS 11, 12, & 13, IN HOLLY HILLS#7, CAUSE #T00-256, HI500022600, HI500022700 & HI500022800.

ALL VOTING YES.

**C. PRECINCT # 1**

MOTIONED BY BOB WILLIS, SECONDED BY BOBBY SMITH, TO ACCEPT OFFER TO PURCHASE TAX FORECLOSURE PROPERTY, LOT 25, IN SUNSET SHADOWS #2, CAUSE #98-090, ACCT#S3000004200.

ALL VOTING YES.

9. MOTIONED BY JAMES J. "Buddy" PURVIS, SECONDED BY BOBBY SMITH, TO APPROVE THE BUDGET REVISIONS (FY-2004 BUDGET) #2004-24, (FY-2005 BUDGET) #2005-01.  
 ALL VOTING YES. (SEE ATTACHED)

10. MOTIONED BY JAMES J. "Buddy" PURVIS, SECONDED BY BOBBY SMITH, TO APPROVE THE BUDGET AMENDMENTS (FY-2004 BUDGET) #2004-24(a) & (FY2005) #2005-01(a).  
 ALL VOTING YES. (SEE ATTACHED)

11. MOTIONED BY TOMMY OVERSTREET, SECONDED BY BOB WILLIS, APPROVAL AND PAYMENT OF BILLS BY SCHEDULE INCLUDING ADDENDUM.  
 ALL VOTING YES. (SEE ATTACHED)

DATE	AMOUNT	CHECK NUMBERS	YEAR
9/21/04	\$1,933.40	188884 - 188888	FY 2004
9/22/04	\$11,062.80	188889 - 188920	FY 2004
9/23/04	\$64,307.26	ACH - 457	FY 2004
9/23/04	\$209,440.11	ACH - 458	FY 2004
9/23/04	\$127.73	ACH - 459	FY 2004
9/23/04	\$258.00	188921 - 188963	FY 2004
9/23/04	\$1,442.00	188964 - 188967	FY 2004
9/23/04	\$6,182.90	188968 - 188988	FY 2004
9/28/04	\$50,393.34	188989 - 189021	FY 2004
9/29/04	\$75,020.18	ACH - 460	FY 2004

9/29/04	\$10,957.50	189022 - 189024	FY 2004
9/29/04	\$5,363.08	189025	FY 2004
9/30/04	\$4,904.75	189026 - 189043	FY 2004
10/1/04	\$78,766.75	189044 - 189052	FY2005
10/6/04	\$237,870.91	189053 - 189160	FY2004
10/6/04	\$2,158.08	189161 - 189162	FY2005
10/6/04	\$2,250.50	189163 - 189168	FY2004
10/6/04	\$280.00	189169 - 189174	FY2005
10/12/04	\$840.60	Addendum	FY2005
<b>TOTAL</b>	<b>\$763,559.89</b>		

12. MOTIONED BY BOB WILLIS, SECONDED BY BOBBY SMITH, TO APPROVE THE PERSONNEL ACTION FORMS, INCLUDING ADDITIONS & DELETIONS.  
ALL VOTING YES. (SEE ATTACHED)
13. MOTIONED BY TOMMY OVERSTREET, SECONDED BY BOBBY SMITH, APPROVAL TO REINSTATE COUNTY JOB DESCRIPTIONS KITCHEN HELPER & HEAD COOK, AS AMENDED.  
ALL VOTING YES. (SEE ATTACHED)
14. MOTIONED BY BOB WILLIS, SECONDED BY TOMMY OVERSTREET, TO APPROVE UPDATE TO POLK COUNTY MASTER STREET ADDRESS GUIDE (MSAG), TO INCLUDE ROBIN DRIVE (previously unlisted street-not a county road) IN PRECINCT #2.  
ALL VOTING YES. (SEE ATTACHED)
5. ANNUAL BIDS FOR ROAD & BRIDGE DEPARTMENTS:
- A. BID #2004-20 - OIL, GREASE, GASOLINE, & DIESEL:  
MOTIONED BY TOMMY OVERSTREET, SECONDED BY BOB WILLIS, TO AWARD BID TO HUGHES PETROLEUM PRODUCTS, INC. OF CORRIGAN TEXAS.  
ALL VOTING YES.
- B. BID #2004-26 - TIRES & TUBES:  
MOTIONED BY TOMMY OVERSTREET, SECONDED BY BOB WILLIS, TO AWARD BID TO GRAY'S WHOLESALE (State contract) & A to Z TIRE & BATTERY OF LIVINGSTON, FOR LOCAL PURCHASES AS NEEDED.  
ALL VOTING YES.
- C. BID # 2004-25 - BULK PURCHASE OF LIMESTONE ROAD BASE (ROCK):  
MOTIONED BY TOMMY OVERSTREET, SECONDED BY BOB WILLIS, TO AWARD BID TO EAST TEXAS ASPHALT CO, LTD. OF LUFKIN, TEXAS.  
ALL VOTING YES.

**ALL OTHER ANNUAL BIDS FOR ROAD MATERIAL PURCHASES:**

**PRECINCT #1**

MOTIONED BY BOB WILLIS, SECONDED BY BOBBY SMITH TO AWARD THE FOLLOWING BIDS TO THE VENDORS LISTED BELOW.

ALL VOTING YES.

- BID #2004-21.01 CHIP & SEAL - PINTO CONSTRUCTION COMPANY, INC.
- BID #2004-21.02 CRACKED FUEL OIL - BRYAN & BRYAN ASPHALT ROAD OIL CO, INC.
- BID #2004-21.03 HOT/COLD MIX - SUPER PATCH TO CLEVELAND ASPHALT PRODUCTS & RELATED MIX - EAST TEXAS ASPHALT CO, LTD.
- BID #2004-21.04 LIME STABILIZATION - PINTO CONSTRUCTION COMPANY, INC.
- BID #2004-21.05 LIMESTONE BASE - EAST TEXAS ASPALT CO, LTD.
- BID #2004-21.06 OTHER BASE MATERIALS;  
OIL STABILIZED BASE/CONCRETE ROCK/ SANDSTONE- EAST TEXAS ASPHALT CALICHE BASE & BIG ROCK - HOOT'S LOADER SERVICE.

**PRECINCT #2**

MOTIONED BY BOBBY SMITH, SECONDED BY BOB WILLIS, TO AWARD THE FOLLOWING BIDS TO THE VENDORS LISTED BELOW.

ALL VOTING YES.

- BID #2004-22.01 CHIP & SEAL - PINTO CONSTRUCTION COMPANY, INC.
- BID #2004-22.02 NONE
- BID #2004-22.03 HOT/COLD MIX - (SUPER PATCH) CLEVELAND ASPHALT PRODUCTS & RELATED MIX - EAST TEXAS ASPHALT CO, LTD.
- BID #2004-22.04 LIME STABILIZATION - PINTO CONSTRUCTION COMPANY, INC.
- BID #2004-22.05 LIMESTONE BASE - EAST TEXAS ASPHALT CO, LTD.
- BID #2004-22.06 OTHER BASE MATERIALS;  
OIL STABILIZED BASE/CONCRETE ROCK/ SANDSTONE- EAST TEXAS ASPHALT CALICHE BASE & BIG ROCK - HOOT'S LOADER SERVICE.

**PRECINCT #3**

MOTIONED BY JAMES J. "Buddy" PURVIS, SECONDED BY BOBBY SMITH, TO AWARD THE FOLLOWING BIDS TO THE VENDORS LISTED BELOW.

ALL VOTING YES.

- BID #2004-23.01 CHIP & SEAL - PINTO CONSTRUCTION COMPANY, INC.
- BID #2004-23.02 CRACKED FUEL OIL - NONE
- BID #2004-23.03 HOT/COLD MIX - EAST TEXAS ASPHALT CO, LTD.
- BID #2004-23.04 LIME STABILIZATION - PINTO CONSTRUCTION COMPANY, INC.
- BID #2004-23.05 LIMESTONE BASE - EAST TEXAS ASPHALT CO, LTD.
- BID #2004-23.06 OTHER BASE MATERIALS - EAST TEXAS ASPHALT CO, LTD.

**PRECINCT #4**

MOTIONED BY TOMMY OVERSTREET, SECONDED BY BOB WILLIS, TO AWARD THE FOLLOWING BIDS TO THE VENDORS LISTED BELOW.

ALL VOTING YES.

- BID #2004-24.01 CHIP & SEAL - PINTO CONSTRUCTION COMPANY, INC.
- BID #2004-24.02 CRACKED FUEL OIL - BRYAN & BRYAN ASPHALT ROAD OIL CO.INC.
- BID #2004-24.03 HOT/COLD MIX - EAST TEXAS ASPHALT CO, LTD.;  
SUPER PATCH - CLEVELAND ASPHALT
- BID #2004-24.04 LIME STABILIZATION - PINTO CONSRUCTION CO.,INC.
- BID #2004-24.05 LIMESTONE BASE - EAST TEXAS ASPHALT CO.,INC.

PRECINCT #4 - CONTINUED

BID# 2004-24.06 OTHER BASE MATERIALS;

OIL STABILIZED BASE & CONCRETE ROCK- EAST TEXAS ASHPALT  
SAND & GRAVEL MIX - BUCKS UNLIMITED

CALICHE BASE & BIG ROCK - HOOTS LOADER SERVICE

MOTIONED BY TOMMY OVERSTREET, SECONDED BY BOB WILLIS, TO ADJOURN COURT  
THIS 12<sup>th</sup> DAY OF OCTOBER 2004 AT 10:19 A.M.

ALL VOTING YES.

  
\_\_\_\_\_  
JOHN P. THOMPSON, COUNTY JUDGE

ATTEST:

  
\_\_\_\_\_  
BARBARA MIDDLETON, COUNTY CLERK

C:\Barbara M\COMMCR.T. 2004\OCT12.2004.wpd





Item  
#5

POLK COUNTY ENTERPRISE

**LEGAL NOTICE**

POLK COUNTY  
NOTICE OF BIDS

FOR THE PURCHASE OF  
OIL, GAS, & DIESEL  
ROAD MATERIALS  
LIMESTONE ROAD BASE  
TIRES & TUBES

TO BE AWARDED IN  
COMMISSIONERS' COURT  
OCTOBER 12, 2004 - 10:00 AM



**POLK COUNTY  
NOTICE OF BIDS**

The Polk County Commission-  
ers Court is accepting Bids for  
the FY2005 purchase of;

- BID #2004-20: Oil, gas & diesel.
- BID #2004-21.01 thru 21.06:  
Precinct 1 Road Materials.
- BID #2004-22.01 thru 22.06:  
Precinct 2 Road Materials.
- BID #2004-23.01 thru 23.06:  
Precinct 3 Road Materials.
- BID #2004-24.01 thru 24.06:  
Precinct 4 Road Materials.
- BID #2004-25: Bulk Purchase of  
Limestone Road Base.
- BID #2004-26: Tires & Tubes.

Specifications and required  
submittal forms may be ob-

tained by contacting the Polk  
County Auditor's Office  
(936)327-6811. Eligible Bids must  
be submitted individually - by  
designated bid item # - on the  
form provided by the County.  
Bids must be sealed, identified  
on the exterior of the mailer  
package with the appropriate  
bid# and received at the office of  
the County Auditor - 516 W.  
Church - Livingston, Texas  
77351 prior to 2:00 p.m. on Friday,  
October 1, 2004. At 2:30 p.m. on  
the deadline date, bids will be  
opened and read in the Polk  
County Commissioners Court-  
room, 3<sup>rd</sup> floor of the Polk County  
Courthouse, Livingston, Texas.  
The subject bids are scheduled to  
be awarded in the Commission-  
ers Court session to be held on  
Tuesday, October 12, 2004 at  
10:00 a.m. The Polk County  
Commissioners Court reserves  
the right to reject any or all bids  
or to accept the bid deemed to  
serve the best interest of the  
County.



Item #7



Barbara Middleton  
County Clerk

P. O. Drawer 2119 - Livingston, Texas 77351  
Telephone (936) 327-6805 - Fax (936) 327-6874

October 12, 2004

Honorable Commissioners Court  
John P. Thompson, County Judge  
Commissioner Bob Willis  
Commissioner Bobby Smith  
Commissioner Buddy Purvis  
Commissioner Tommy Overstreet

**Re: AMENDED Appointment of Election Judges & Alternates**

Texas Election Code - Section 32.002 / Appointment Procedures

**Appointments** of the following persons to serve as **Election Judges & Alternates** for **(20) Voting Precincts** of Polk County. Included with this appointment, is the request for approval for the **Judges & Alternates serve for (2) Year election cycle, 2004 & 2005.** In the event that any **Vacancies** occur during this period the County Clerk is authorized to make the necessary replacement appointments.

Election Judges & Alternates		
Precinct #1 Segno	Shirley Cain, Judge	Irene Milner, Alternate
Precinct #2 Ace	Eloise Borie, Judge	Elizabeth "Liz" Ellis, Alternate
Precinct #3 Goodrich	Dorothy Clevenger, Judge	Aline Fisher, Alternate
Precinct #4 Lutheran Church	Jerry Hawkins, Judge	Mary Placker, Alternate
Precinct #5 Scenic Loop	Danny Freeman, Judge	Jean Murray, Alternate
Precinct #6 Onalaska	James Oestreich, Judge	Patricia Travis, Alternate
Precinct #7 City Hall - Liv	Doyle Coburn, Judge	Jerry Reeves, Alternate
Precinct #8 Leggett	Lorena Johnson, Judge	Melisa Chapman, Alternate
Precinct #9 Moscow	Shirley Eleby, Judge	June Parrish, Alternate

Precinct #10 Corrigan	Bobby Smiley, Judge	Jeff Divine, Alternate
Precinct #11 Barnes	Jerry Swearingen, Judge	Noel Proctor, Alternate
Precinct #12 Indian Village	Sharon Miller, Judge	Armando Rodriquez, Alt.
Precinct #13 Dallardsville	Frances Adams, Judge	Hershel Phillips, Alternate
Precinct #14 Indian Springs	Joe Roeder, Judge	Hazel Rumby, Alternate
Precinct #15 Schwab City	Velma Key, Judge	Janell(Nell)Mayo, Alternate
Precinct #16 VFW Hall	Danielle Welborn, Judge	Trudie Neal, Alternate
Precinct #17 Blanchard	Hugh Myers, Judge	Clewis Brecheen, Alternate
Precinct #18 Dunbar	Stella Jackson, Judge	Shelbi Matthews, Alternate
Precinct #19 Escapee's Act.	Dianne Harlan, Judge	Dennis Sanders, Alternate
Precinct #20 Escapee's Care	Arthur Ziebell, Judge	LaJune Howell, Alternate

ADDITIONAL APPOINTMENTS:  
Sec. 32.002 & 127.005 (e)\*\*\*

Central Counting Station Judge - Barbara Middleton  
Alternate Judge - Steve Hullihen  
Alternate Judge - Dick Cooley

Republican Representative - Bob Dockens  
Democratic Representative - Dennis Teal

Central Counting - Manager - Sarah Chance  
Assistant - Kathy Martin  
Alternate - Schelana Walker

\*\*\*Resolution Board, Early Ballot Board,  
shall be appointed by the County Clerk.

Respectfully submitted,

Barbara Middleton  
County Clerk & Elections Administrator

C:\ELECTION JUDGES.APPOINTED.OCT2004.wpd

**interoffice  
MEMORANDUM**

To: Judge John P. Thompson & Commissioners Court  
From: Barbara Middleton - County Clerk  
Subject: Commissioners Court Agenda - **October 12, 2004**

**FILLING VACANCIES (APPOINTMENTS) OF ELECTION JUDGES**

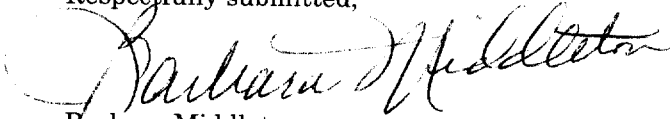
Date: **October 4, 2004**

**Commissioners Court Agenda for October 12, 2004**

I am requesting the APPROVAL of the following persons to be APPOINTED to fill the vacancies in the voting precincts listed. The following persons have moved or resigned their appointments to be election judges or alternates for this election year.

<b>Voting Precinct</b>	<b>Resignations</b>	<b>New Appointments</b>
Precinct #20 Escapee's Care Center	Betty Mobry, Judge	Arthur Ziebell, Judge
Precinct #5 Scenic Loop VFD	Rose Marie Gross, Alternate	Jean Murray, Alternate
Precinct #8 Leggett ISD	Sylvia Chitty, Judge Monte Chitty, Alternate	Lorena Johnson, Judge Melisa Chapman, Alternate
Precinct #2 - Ace So. Polk County VFD	Kathleen Williams	Elizabeth "Liz" Ellis

Respectfully submitted,

  
Barbara Middleton



REVISION  
Amendments CHANGES BY FUND

FY 2004

FUND DESCRIPTION	INCREASE/DECREASE
010 GENERAL FUND	.00
015 ROAD & BRIDGE ADM	.00
051 AGING	.00

THE PRECEDING LIST OF AMENDMENTS WAS REVIEWED AND APPROVED.

B. L. DOCKENS

COUNTY AUDITOR

JOHN P. THOMPSON

COUNTY JUDGE



# 2004-24

REVISION  
Amendments CHANGES BY FUND

FY 2004

FUND DESCRIPTION	INCREASE/DECREASE
010 GENERAL FUND	.00
015 ROAD & BRIDGE ADM	.00

THE PRECEDING LIST OF AMENDMENTS WAS REVIEWED AND APPROVED.

B. L. DOCKENS

COUNTY AUDITOR

JOHN P. THOMPSON

COUNTY JUDGE



ACCOUNT NUMBER	ACCOUNT NAME	DATE	AMOUNT	OLD BUDGET AMENDED BUDGET	AMOUNT OF CHANGE	DESCRIPTION	CLK
2004 010-342-551	TRA PATROL REIMBUR	09/27/2004	2K4R24	167,206.23-	181,068.94-	RECORD CK DUE FROM TRA,SHER K	
2004 010-342-551	TRA PATROL REIMBUR	09/27/2004	2K4R24	181,068.94-	181,068.93-	CORRECT AMOUNT ON CK DUE FR K	
	TOTAL AMENDMENTS		2	TOTAL CHANGES	13,862.70-		
2004 010-450-452	EQUIPMENT REPAIR	09/22/2004	2K4R23	1,600.00	400.00	MOVE FUNDS TO OFC EQUIP,K,C K	
2004 010-450-572	OFFICE FURNISHINGS	09/22/2004	2K4R23	1,200.00	2,400.00	MOVE FUNDS FROM EQUIP REPAIR K	
	EXPENSE SUMMARY - DIST CLERK			TOTAL AMENDMENTS	2	TOTAL CHANGES	
	TOTAL AMENDMENTS		2	TOTAL CHANGES	.00		
2004 010-499-423	MOBILE PHONE	09/23/2004	2K4R24	200.00	435.00	MOVE FUNDS FROM TRAVEL,M,SM K	
2004 010-499-427	TRAVEL/TRAINING	09/23/2004	2K4R24	3,000.00	2,765.00	MOVE FUNDS TO MOBILE PHONE; K	
2004 010-499-487	TAX STATEMENT EXPE	09/23/2004	2K4R24	31,000.00	30,150.00	MOVE FUNDS TO CAPITAL OUTLA K	
2004 010-499-573	CAPITAL OUTLAWY	09/23/2004	2K4R24	.00	850.00	MOVE FUNDS FROM TAX STMT EX K	
	EXPENSE SUMMARY-TAX ASSES/COLL			TOTAL AMENDMENTS	4	TOTAL CHANGES	
	TOTAL AMENDMENTS		4	TOTAL CHANGES	.00		
2004 010-510-300	UNIFORMS	09/23/2004	2K4R24	2,000.00	2,032.00	MOVE FUNDS FROM SUPPLIES/RE K	
2004 010-510-332	SUPPLIES/REPAIRS -	09/23/2004	2K4R24	28,158.69	28,126.69	MOVE FUNDS TO UNIFORMS;E,DA K	
2004 010-510-332	SUPPLIES/REPAIRS -	09/23/2004	2K4R24	18,126.69	28,126.69	MOVE FUNDS FROM MOBILE PHON K	
2004 010-510-423	MOBILE PHONE/PAGER	09/23/2004	2K4R24	1,800.00	1,680.00	MOVE FUNDS TO SUPPLIES/REPA K	
	MAINTENANCE - CUSTODIAL			TOTAL AMENDMENTS	4	TOTAL CHANGES	
	TOTAL AMENDMENTS		4	TOTAL CHANGES	.00		
2004 010-511-370	UNIFORMS	09/27/2004	2K4R24	2,000.00	1,600.00	MOVE FUNDS TO SUPPLIES/REPA K	
2004 010-511-423	MOBILE PHONE/PAGER	09/27/2004	2K4R24	2,500.00	2,200.00	MOVE FUNDS TO SUPPLIES/REPA K	
2004 010-511-450	REPAIR/REPLACEMENT	09/27/2004	2K4R24	117,984.87	118,784.87	MOVE FUNDS FROM OTHER LINE K	
2004 010-511-452	SUPPLIES/OFFICE EQ	09/27/2004	2K4R24	6,716.50	6,616.50	MOVE FUNDS TO SUPPLIES/REPA K	
	MAINTENANCE - ENGINEERING			TOTAL AMENDMENTS	4	TOTAL CHANGES	
	TOTAL AMENDMENTS		4	TOTAL CHANGES	.00		
2004 010-552-300	UNIFORMS	09/24/2004	2K4R24	600.00	800.00	MOVE FUNDS FROM RADIO EQUIP K	
2004 010-552-572	RADIO/OFFICE EQUIP	09/24/2004	2K4R24	3,887.99	3,687.99	MOVE FUNDS TO UNIFORMS;B,CU K	
	SUMMARY-CONSTABLE, PCT. #2			TOTAL AMENDMENTS	2	TOTAL CHANGES	
	TOTAL AMENDMENTS		2	TOTAL CHANGES	.00		
2004 010-560-105	SALARIES	09/27/2004	2K4R24	1,330,099.65	1,341,664.14	RECORD CK DUE FROM TRA,SHER K	
2004 010-560-201	SOCIAL SECURITY	09/27/2004	2K4R24	109,308.31	110,192.99	RECORD CK DUE FROM TRA,SHER K	
2004 010-560-203	RETIREMENT	09/27/2004	2K4R24	95,825.94	96,621.58	RECORD CK DUE FROM TRA,SHER K	
2004 010-560-204	WORKERS COMPENSATI	09/27/2004	2K4R24	64,879.16	65,462.36	RECORD CK DUE FROM TRA,SHER K	
2004 010-560-206	UNEMPLOYMENT INSUR	09/27/2004	2K4R24	4,490.20	34.69	RECORD CK DUE FROM TRA,SHER K	
2004 010-560-330	FUEL & OIL	09/23/2004	2K4R24	112,000.00	112,632.07	MOVE FUNDS FROM VEHICLE REP K	
2004 010-560-422	RADIO/COMMUNICATIO	09/23/2004	2K4R24	8,578.37	7,176.79	MOVE FUNDS TO MOBILE PHONES K	
2004 010-560-423	MOBILE PHONES	09/23/2004	2K4R24	21,063.14	22,464.72	MOVE FUNDS FROM RADIO COMMU K	
2004 010-560-454	VEHICLE REPAIR	09/23/2004	2K4R24	40,000.00	39,367.93	MOVE FUNDS TO FUEL,M,NETTLE K	
	EXPENSE SUMMARY - SHERIFF DEPT			TOTAL AMENDMENTS	9	TOTAL CHANGES	
	TOTAL AMENDMENTS		9	TOTAL CHANGES	13,862.70		
2004 010-697-300	UNIFORMS	09/23/2004	2K4R24	350.00	550.00	MOVE FUNDS FROM TRAVEL,J,BA K	
2004 010-697-427	TRAVEL/TRAINING	09/23/2004	2K4R24	7,500.00	7,300.00	MOVE FUNDS TO UNIFORMS;J,BA K	
	EXPENSE SUMMARY-ENVY ENFORCEMT			TOTAL AMENDMENTS	2	TOTAL CHANGES	
	TOTAL AMENDMENTS		2	TOTAL CHANGES	.00		
2004 015-369-300	CULVERT/MATERIAL R	09/24/2004	2K4R24	3,635.79-	6,188.90-	RECORD CK CHANDLER LAND&TLM K	
	TOTAL AMENDMENTS		1	TOTAL CHANGES	2,553.11-		
2004 015-613-000	PRECINCT #3-PERM R	09/22/2004	2K4R24	284,266.42	283,266.42	MOVE FUNDS TO FUEL OIL,B,PU K	
2004 015-613-330	FUEL / OIL	09/22/2004	2K4R24	23,000.00	24,000.00	MOVE FUNDS FROM CARRYOVER;B K	
	PRECINCT#3-PERM RD EXP SUMMARY			TOTAL AMENDMENTS	2	TOTAL CHANGES	
	TOTAL AMENDMENTS		2	TOTAL CHANGES	.00		
2004 015-622-100	PCT 2 BUDGET CARRY	09/27/2004	2K4R24	46,154.50	44,154.50	MOVE FUNDS TO FUEL,B,SMITH K	
2004 015-622-330	FUEL/OIL	09/27/2004	2K4R24	49,000.00	51,000.00	MOVE FUNDS FROM CARRYOVER;B K	
	PRECINCT #2 - ROAD & BRIDGE			TOTAL AMENDMENTS	2	TOTAL CHANGES	
	TOTAL AMENDMENTS		2	TOTAL CHANGES	.00		
09/27/2004 13:03:14				REPORT OF GENERAL LEDGER AMENDMENTS			
ACCOUNT NUMBER	ACCOUNT NAME	DATE	AMOUNT	OLD BUDGET AMENDED BUDGET	AMOUNT OF CHANGE	DESCRIPTION	CLK
2004 015-623-315	OFFICE SUPPLIES	09/24/2004	2K4R24	1,000.00	1,350.00	RECORD CK CHANDLER LAND&TLM K	
2004 015-623-456	PARTS & REPAIRS	09/24/2004	2K4R24	83,157.77	85,360.88	RECORD CK CHANDLER LAND&TLM K	
	TOTAL AMENDMENTS		2	TOTAL CHANGES	2,553.11		



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REPORT OF GENERAL LEDGER AMENDMENTS

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ACCOUNT NUMBER	ACCOUNT NAME	DATE	AMOUNT NUMBER	OLD BUDGET AMOUNT	AMENDED BUDGET AMOUNT	AMOUNT OF CHANGE	DESCRIPTION	CLK
2004 010-401-105	SALARIES	10/06/2004	2K4R24	19,372.50	15,464.78	3,907.72	MOVE FUNDS TO SALARIES/PART K	K
2004 010-401-108	SALARIES - PART/RTI	10/06/2004	2K4R24	.00	3,907.72	3,907.72	MOVE FUNDS FROM SALARIES;J K	K
2004 010-401-352	CONTINGENCIES	10/06/2004	2K4R24	29,379.58	19,949.58	9,430.00	MOVE FUNDS TO AUDITING FEES K	K
2004 010-401-401	AUDITING FEES	10/06/2004	2K4R24	25,000.00	34,430.00	9,430.00	MOVE FUNDS FROM CONTINGENCI K	K
	EXPENSE SUMMARY - COMM COURT			TOTAL AMENDMENTS	TOTAL CHANGES	.00		
2004 010-455-315	OFFICE SUPPLIES	10/04/2004	2K4R24	1,300.00	1,407.38	107.38	MOVE FUNDS FROM EQUIP.MAINT K	K
2004 010-455-351	EQUIPMENT MAINTENA	10/04/2004	2K4R24	1,500.00	1,392.62	107.38	MOVE FUNDS TO OFC SUPPLIES; K	K
	EXPENSE SUMMARY - JP #1			TOTAL AMENDMENTS	TOTAL CHANGES	.00		
2004 010-456-427	OFFICE SUPPLIES	10/04/2004	2K4R24	1,000.00	1,107.38	107.38	MOVE FUNDS FROM TRAVEL;D.JO K	K
2004 010-456-427	TRAVEL/TRAINING	10/04/2004	2K4R24	875.00	767.62	107.38	MOVE FUNDS TO OFC SUPPLIES; K	K
	EXPENSE SUMMARY - JP #2			TOTAL AMENDMENTS	TOTAL CHANGES	.00		
2004 010-510-300	UNIFORMS	10/05/2004	2K4R24	2,032.00	2,057.00	25.00	MOVE FUNDS FROM MOBILE PHON K	K
2004 010-510-332	SUPPLIES/REPAIRS -	10/05/2004	2K4R24	28,246.69	28,239.69	53.00	MOVE FUNDS FROM MOBILE PHON K	K
2004 010-510-423	MOBILE PHONE/PAGER	10/05/2004	2K4R24	1,680.00	1,627.00	53.00	MOVE FUNDS TO SUPPLIES;E.DA K	K
2004 010-510-423	MOBILE PHONE/PAGER	10/05/2004	2K4R24	1,627.00	1,602.00	25.00	MOVE FUNDS TO UNIFORMS;E.DA K	K
	MAINTENANCE - CUSTODIAL			TOTAL AMENDMENTS	TOTAL CHANGES	.00		
2004 010-511-330	FURNISHED TRANSPOR	10/05/2004	2K4R24	11,700.00	11,471.00	229.00	MOVE FUNDS TO OTHER LINE IT K	K
2004 010-511-423	MOBILE PHONE/PAGER	10/05/2004	2K4R24	2,200.00	2,210.00	10.00	MOVE FUNDS FROM FURN.TRANS. K	K
2004 010-511-450	REPAIR/REPLACEMENT	10/05/2004	2K4R24	118,784.87	118,937.87	153.00	MOVE FUNDS FROM FURN.TRANS. K	K
2004 010-511-452	SUPPLIES/OFFICE EQ	10/05/2004	2K4R24	6,616.50	6,682.50	66.00	MOVE FUNDS FROM FURN.TRANS. K	K
	MAINTENANCE - ENGINEERING			TOTAL AMENDMENTS	TOTAL CHANGES	.00		
2004 010-512-333	GROCERIES	10/05/2004	2K4R24	76,959.00	76,259.00	700.00	MOVE FUNDS TO PAPER SUPPLIE K	K
2004 010-512-333	GROCERIES	10/05/2004	2K4R24	76,259.00	75,709.00	550.00	MOVE FUNDS TO TRANSPORT;W.C K	K
2004 010-512-333	GROCERIES	10/05/2004	2K4R24	75,709.00	75,659.00	50.00	MOVE FUNDS TO TRANSPORT;W.C K	K
2004 010-512-334	PAPER/SUNDRY SUPPL	10/05/2004	2K4R24	19,876.00	20,576.00	700.00	MOVE FUNDS FROM GROCERIES;W K	K
2004 010-512-426	TRAVEL - TRANSPORT	10/05/2004	2K4R24	15,072.00	15,622.00	550.00	MOVE FUNDS FROM GROCERIES;W K	K
2004 010-512-426	TRAVEL - TRANSPORT	10/05/2004	2K4R24	15,622.00	15,672.00	50.00	MOVE FUNDS FROM GROCERIES;W K	K
	EXPENSE SUMMARY - JAIL			TOTAL AMENDMENTS	TOTAL CHANGES	.00		
2004 010-554-315	OFFICE SUPPLIES	09/30/2004	2K4R24	500.00	627.24	127.24	MOVE FUNDS FROM OTHER LINE K	K
2004 010-554-423	MOBILE PHONE	09/30/2004	2K4R24	600.00	585.00	15.00	MOVE FUNDS TO OFC SUPPLIES; K	K
2004 010-554-423	MOBILE PHONE	09/30/2004	2K4R24	585.00	570.00	15.00	MOVE FUNDS TO OFC SUPPLIES; K	K
2004 010-554-572	RADIO EQUIPMENT	09/30/2004	2K4R24	3,700.00	3,602.76	97.24	MOVE FUNDS TO OFC SUPPLIES K	K
	SUMMARY - CONSTABLE, PCT.4			TOTAL AMENDMENTS	TOTAL CHANGES	.00		
2004 010-560-300	UNIFORMS	09/30/2004	2K4R24	12,200.00	13,100.00	900.00	MOVE FUNDS FROM TRAVEL;M.NE K	K
2004 010-560-330	FUEL & OIL	09/30/2004	2K4R24	112,632.07	116,882.07	4,250.00	MOVE FUNDS FROM OTHER LINE K	K
2004 010-560-330	FUEL & OIL	10/04/2004	2K4R24	116,882.07	116,527.80	354.27	MOVE FUNDS TO VEHICLE REPAI K	K
2004 010-560-393	LAW ENFORCEMENT SU	09/30/2004	2K4R24	19,940.73	18,940.73	1,000.00	MOVE FUNDS TO FUEL/OIL;M.NE K	K
2004 010-560-427	TRAVEL/TRAINING	09/30/2004	2K4R24	17,000.00	16,100.00	900.00	MOVE FUNDS TO UNIFORMS;M.NE K	K
2004 010-560-450	REIMB INS VEHICLE	10/04/2004	2K4R24	19,436.01	19,790.28	354.27	MOVE FUNDS FROM FUEL;M.NETT K	K
2004 010-560-454	VEHICLE REPAIR	09/30/2004	2K4R24	39,367.93	36,117.93	3,250.00	MOVE FUNDS TO FUEL/GAS;M.NE K	K
	EXPENSE SUMMARY - SHERIFF DEPT			TOTAL AMENDMENTS	TOTAL CHANGES	.00		
2004 010-695-315	OFFICE SUPPLIES	10/05/2004	2K4R24	3,500.00	3,495.00	5.00	MOVE FUNDS TO TRAVEL;EMERG K	K
2004 010-695-421	BDG & SEWAGE EXP	09/29/2004	2K4R24	500.00	350.00	150.00	MOVE FUNDS TO SATELLITE;K.H K	K
2004 010-695-420	TELEPHONE/MOBILE &	09/29/2004	2K4R24	6,500.00	6,500.00	150.00	MOVE FUNDS FROM TRAVEL;K.HA K	K
2004 010-695-423	SATELLITE SERVICES	09/29/2004	2K4R24	2,192.00	2,242.00	100.00	MOVE FUNDS FROM TRAVEL;K.HA K	K
2004 010-695-423	SATELLITE SERVICES	09/29/2004	2K4R24	2,292.00	2,442.00	150.00	MOVE FUNDS FROM BLDG;SEWAGE K	K
2004 010-695-427	TRAVEL/TRAINING	09/29/2004	2K4R24	5,290.95	5,190.95	100.00	MOVE FUNDS TO SATELLITE SER K	K

ACCOUNT NUMBER	ACCOUNT NAME	DATE	AMDMT NUMBER	OLD BUDGET AMOUNT	AMENDED BUDGET AMOUNT	AMOUNT OF CHANGE	DESCRIPTION	CLK
2004 010-695-427	TRAVEL/TRAINING	09/29/2004	2K4R24	5,190.95	5,040.95	150.00-	MOVE FUNDS TO TELEPHONE,K.H K	K
2004 010-695-427	TRAVEL/TRAINING	10/05/2004	2K4R24	5,040.95	5,045.95	5.00	MOVE FUNDS FROM OFC SUPPLIE K	K
EXPENSE SUMMARY - EMERG MGMT				TOTAL AMENDMENTS	8 TOTAL CHANGES	.00		
2004 015-369-100	CULVERT/MATERIAL R	09/30/2004	2K4R24	68,521.72-	68,896.12-	374.40-	RECORD CK FROM PUTNAMS LAND K	K
TOTAL AMENDMENTS				1 TOTAL CHANGES	374.40-			
2004 015-613-000	PRECINCT #3-PERM R	10/05/2004	2K4R24	283,266.42	279,966.42	3,300.00-	MOVE FUNDS TO FUEL,PCT #3 K	K
2004 015-613-330	FUEL / OIL	10/05/2004	2K4R24	24,000.00	27,300.00	3,300.00	MOVE FUNDS FROM CARRYOVER,P K	K
PRECINCT#3-PERM RD EXP SUMMARY				TOTAL AMENDMENTS	2 TOTAL CHANGES	.00		
2004 015-621-339	CONSTRUCTION CONTR	09/30/2004	2K4R24	231,391.47	231,765.87	374.40	RECORD CK FROM PUTNAMS LAND K	K
PRECINCT #1 - EXPENSE SUMMARY				TOTAL AMENDMENTS	1 TOTAL CHANGES	374.40		
2004 051-645-333	RAW FOOD	09/29/2004	2K4R24	78,467.34	78,167.34	300.00-	MOVE FUNDS TO FOOD DELIVERY K	K
2004 051-645-334	FOOD DELIVERY	09/29/2004	2K4R24	2,600.00	2,900.00	300.00	MOVE FUNDS FROM RAW FOODS;B K	K
2004 051-645-334	FOOD DELIVERY	09/30/2004	2K4R24	2,900.00	2,600.00	300.00-	MOVE FUNDS TO PAPER GOODS;B K	K
2004 051-645-343	PAPER FOOD GOODS/S	09/30/2004	2K4R24	9,500.00	9,800.00	300.00	MOVE FUNDS FROM FOOD DELIVE K	K
EXPENSE SUMMARY - AGING DEPT				TOTAL AMENDMENTS	4 TOTAL CHANGES	.00		

REVISION  
AMENDMENT

CHANGES BY FUND

FY 2005

FUND DESCRIPTION	INCREASE/DECREASE
010 GENERAL FUND	.00
051 AGING	.00

THE PRECEDING LIST OF AMENDMENTS WAS REVIEWED AND APPROVED.

B. L. DOCKENS

*[Signature]*

COUNTY AUDITOR

JOHN P. THOMPSON

COUNTY JUDGE

# 2005-01

ACCOUNT NUMBER	ACCOUNT NAME	DATE	AMOUNT	OLD BUDGET AMOUNT	AMOUNT OF CHANGE	DESCRIPTION	CLK
2005 010-342-600	INSURANCE CLAIMS	10/05/2004	2K5R01	.00	524.40	RECORD CK FROM TAC;SHERIFF	K
2005 010-342-600	INSURANCE CLAIMS	10/05/2004	2K5R01	524.40	1,048.80-	CORRECT AMOUNT ON 2K5R01;SH	K
	TOTAL AMENDMENTS			2	524.40-		
2005 010-512-391	MEDICAL SERVICES	10/05/2004	2K5R01	110,000.00	5,000.00-	MOVE FUNDS TO MEDICAL-INMAT	K
2005 010-512-392	MEDICAL-SUPPLIES	10/05/2004	2K5R01	.00	5,000.00	MOVE FUNDS FROM MEDICAL SUP	K
	TOTAL AMENDMENTS			2	.00		
2005 010-560-450	REIMB INS VEHICLE	10/05/2004	2K5R01	.00	524.40	RECORD CK FROM TAC;SHERIFF	K
	TOTAL AMENDMENTS			1	524.40		
2005 015-369-300	CUVERT/MATERIAL R	10/06/2004	2K5R01	.00	238.50-	RECORD CK DAN MARSH;PCT#3	R
	TOTAL AMENDMENTS			1	238.50-		
2005 015-623-339	CONSTRUCTION CONTR	10/06/2004	2K5R01	20,000.00	238.50	RECORD CK DAN MARSH;PCT#3	R
	TOTAL AMENDMENTS			1	238.50		
2005 051-645-333	RAW FOOD	10/05/2004	2K5R01	65,000.00	1,200.00-	MOVE FUNDS TO COMPUTER EXPE	K
2005 051-645-353	COMPUTER SOFTWARE	10/05/2004	2K5R01	.00	1,200.00	MOVE FUNDS FROM RAW FOODS;D	K
	TOTAL AMENDMENTS			2	.00		

AMENDMENT CHANGES BY FUND

FY2004

*Budget  
Amendment*

FUND DESCRIPTION	INCREASE/DECREASE
010 GENERAL FUND	147,931.24
THE FOLLOWING LIST OF AMENDMENTS HAS REVERSED AND APPROVED:	
H. L. COCKENS	
COUNTY AUDITOR	
JOHN P. THOMPSON	
COURTNEY JUNG	

*# 2004-24 (A)*

ACCOUNT NUMBER	ACCOUNT NAME	DATE	AMOUNT NUMBER	OLD BUDGET AMOUNT	AMENDED BUDGET AMOUNT	AMOUNT OF CHANGE	DESCRIPTION	CLX
2004 010-409 331	PROPERTY/ASSESSOR MACH	10/12/2004	264A24	45,100.00	45,530.12	430.12	AMEND FOR UNBUDGETED EXPENS	K
2004 010-409 420	TELEPHONE	10/12/2004	264A24	122,722.45	124,249.90	1,527.45	AMEND FOR UNBUDGETED EXPENS	K
2004 010 409-441	CAS/HEAT	10/12/2004	264A24	21,419.45	24,756.84	3,337.39	AMEND FOR UNBUDGETED EXPENS	K
EXP SUMMARY - GENERAL OPERATION				TOTAL AMENDMENTS	TOTAL CHANGES			
			264A24	190,515.00	194,765.00	4,250.00	AMEND FOR UNBUDGETED EXPENS	K
EXPENSE SUMMARY - CO CT 9 LAW				TOTAL AMENDMENTS	TOTAL CHANGES			
			264A24	95,000.00	103,971.64	8,971.64	AMEND FOR UNBUDGETED EXPENS	K
2004 010-453-403	ATTORNEY FEES	10/12/2004	264A24	12,200.00	13,129.37	929.37	AMEND FOR UNBUDGETED EXPENS	K
2004 010-453-403	APPEALS & TRANSPORT	10/12/2004	264A24	2,500.00	3,700.00	1,200.00	AMEND FOR UNBUDGETED EXPENS	K
2004 010-465 107	APPEALS & TRANSPORT	10/12/2004	264A24	12,000.00	13,317.44	1,317.44	AMEND FOR UNBUDGETED EXPENS	K
2004 010-465-103	ATTORNEY FEES-253T	10/12/2004	264A24	111,000.00	120,769.51	9,769.51	AMEND FOR UNBUDGETED EXPENS	K
2004 010-465-412	WRITING JUDGES	10/12/2004	264A24	2,000.00	2,039.94	39.94	AMEND FOR UNBUDGETED EXPENS	K
2004 010-465 424	TRAVEL-COURT REPORT	10/12/2004	264A24	3,700.00	4,787.44	1,087.44	AMEND FOR UNBUDGETED EXPENS	K
2004 010-465 430	COURT REPORTERS	10/12/2004	264A24	500.00	511.80	11.80	AMEND FOR UNBUDGETED EXPENS	K
EXPENSE SUMMARY - JUDICIAL				TOTAL AMENDMENTS	TOTAL CHANGES			
			264A24	124,300.00	147,071.43	22,771.43	AMEND FOR UNBUDGETED EXPENS	K
EXPENSE SUMMARY - JAIL				TOTAL AMENDMENTS	TOTAL CHANGES			
			264A24	12,000.00	18,000.00	6,000.00	AMEND FOR UNBUDGETED EXPENS	K
2004 010-540-699	WATCHING GRANT	10/12/2004	264A24	2,000.00	5,000.00	3,000.00	AMEND FOR UNBUDGETED EXPENS	K
EXPENSE SUMMARY - FIRE DEPT				TOTAL AMENDMENTS	TOTAL CHANGES			
			264A24	11,132.00	13,457.09	2,325.09	AMEND FOR UNBUDGETED EXPENS	K
2004 010-643 411	PAUPER CASH AND LO	10/12/2004	264A24	1,000.00	1,000.00	0.00	AMEND FOR UNBUDGETED EXPENS	K
EXPENSE SUMMARY - SOCIAL SERV				TOTAL AMENDMENTS	TOTAL CHANGES			
			264A24	93,172.00	99,372.00	6,200.00	AMEND FOR UNBUDGETED EXPENS	K
2004 010-631-573	CAPITAL OUTLAY	10/12/2004	264A24	0.00	93,172.00	93,172.00	AMEND FOR UNBUDGETED EXPENS	K
EXPENSE SUMMARY - ALL OTHERS				TOTAL AMENDMENTS	TOTAL CHANGES			
			264A24	1,000.00	1,000.00	0.00	AMEND FOR UNBUDGETED EXPENS	K

AMENDMENT CHANGES BY FUND

FY2005

INCREASE/DECREASE

FUND DESCRIPTION      INCREASE/DECREASE  
010    GENERAL FUND      18,013.79  
015    ROAD & BRIDGE AKA    461,337.10

THE FOLLOWING LIST OF AMENDMENTS WAS REVIEWED AND APPROVED:

*Budget  
Commitment  
#2005-01(A)*

H. G. DOCKENS

COUNTY AUDITOR

JOHN P. THOMPSON


COUNTY JUDGE

ACCOUNT NUMBER	ACCOUNT NAME	DATE	AMOUNT NUMBER	FIELD BUDGET NUMBER	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	DESCRIPTION	CLK
2005 010 643-105	SALARIES	10/12/2004	2K5A01		47,974.96		33,466.16	14,447.90		AMEND FOR REORGANIZATION OF R	K
2005 010 643-105	SALARIES	10/12/2004	2K5A01		33,466.16		23,466.16	10,000.00		AMEND FOR REORGANIZATION OF R	K
2005 010 645-103	SALARIES	10/12/2004	2K5A01		27,466.16		27,466.16	1,000.00		AMEND FOR REORGANIZATION OF R	K
2005 010 645-200	LONGEVITY PAY	10/12/2004	2K5A01		11,755.44		21,755.44	10,000.00		AMEND FOR REORGANIZATION OF R	K
2005 010 645-201	SOCIAL SECURITY	10/12/2004	2K5A01		600.00		120.00	480.00		AMEND FOR REORGANIZATION OF R	K
2005 010 645-202	GROUP INSURANCE	10/12/2004	2K5A01		1,610.61		1,192.13	1,218.49		AMEND FOR REORGANIZATION OF R	K
2005 010 645-203	RETIREMENT	10/12/2004	2K5A01		1,951.84		5,931.84	2,941.34		AMEND FOR REORGANIZATION OF R	K
2005 010 645-204	WORKERS COMPENSATION	10/12/2004	2K5A01		3,177.18		1,572.56	1,305.22		AMEND FOR REORGANIZATION OF R	K
2005 010 645-206	UNEMPLOYMENT INSUR	10/12/2004	2K5A01		236.12		254.92	31.27		AMEND FOR REORGANIZATION OF R	K
2005 010 645-406	SOCIAL SERV	10/12/2004	2K5A01		171.77		126.37	45.40		AMEND FOR REORGANIZATION OF R	K
			TOTAL AMENDMENTS		11		1,000.00	1,000.00			
			TOTAL CHANGES				23,160.01				
2005 010 643-103	SALARIES	10/12/2004	2K5A01		97,042.13		120,969.15	23,027.01		RECLASSIFY R. ZBRANEX	X
2005 010 643-104	SALARIES - PART/T	10/12/2004	2K5A01		27,610.49		4,521.04	21,027.61		RECLASSIFY R. ZBRANEX	X
2005 010 643-202	CRCOE INSURANCE	10/12/2004	2K5A01		21,727.36		25,459.20	5,941.81		RECLASSIFY R. ZBRANEX	X
2005 010 645-204	WORKERS COMPENSATION	10/12/2004	2K5A01		1,081.20		1,095.20	14.38		RECLASSIFY R. ZBRANEX	X
			TOTAL AMENDMENTS		4		5,946.22				
			TOTAL CHANGES				44,218.72				
2005 015-013-000	PRECINCT #2-PRM RD KCV SUMMARY	10/12/2004	2K5A01		00		44,218.72			AMEND FOR 722004 50% CARRYO R	K
			TOTAL AMENDMENTS		1		44,218.72				
			TOTAL CHANGES				150,193.69				
2005 015-013-000	PRECINCT #1-PRM R	10/12/2004	2K5A01		00		150,193.69			AMEND FOR 722004 50% CARRYO R	R
			TOTAL AMENDMENTS		1		150,193.69				
			TOTAL CHANGES				256,904.78				
2005 015-014-000	PRECINCT #4-PRM R	10/12/2004	2K5A01		00		256,904.78			AMEND FOR 722001 50% CARRYO R	K
			TOTAL AMENDMENTS		1		256,904.78				
			TOTAL CHANGES				513,809.56				




FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	1,225.00
090	DRUG FORFEITURE FUND	708.40
		-----
	TOTAL OF ALL FUNDS	1,933.40

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

B. L. DOCKENS 

COUNTY AUDITOR \_\_\_\_\_

JOHN P. THOMPSON 

COUNTY JUDGE

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	6,994.79
015	ROAD & BRIDGE ADM	1,128.70
049	DISTRICT ATTY HOT CHECK FUND	130.74
051	AGING	737.13
088	JUDICIARY FUND	474.30
090	DRUG FORFEITURE FUND	1,597.14
TOTAL OF ALL FUNDS		11,062.80

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

B. L. DOCKENS



COUNTY AUDITOR

JOHN P. THOMPSON



COUNTY JUDGE

*ACH 457*

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	41,048.67
015	ROAD & BRIDGE ADM	10,500.16
027	SECURITY	302.37
049	DISTRICT ATTY HOT CHECK FUND	573.06
051	AGING	956.70
083	MUSEUM OPERATING FUND	82.52
101	ADULT SUPERVISION	8,313.71
185	CCAP - JUVENILE PROBATION	2,530.07
TOTAL OF ALL FUNDS		64,307.26

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

B. L. DOCKENS

*B. L. Dockens*

COUNTY AUDITOR

JOHN P. THOMPSON

*John P. Thompson*

COUNTY JUDGE

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	132,759.57
015	ROAD & BRIDGE ADM	37,637.79
027	SECURITY	1,200.10
049	DISTRICT ATTY HOT CHECK FUND	1,617.82
051	AGING	4,213.65
083	MUSEUM OPERATING FUND	345.53
101	ADULT SUPERVISION	23,767.47
185	CCAP - JUVENILE PROBATION	7,898.18
TOTAL OF ALL FUNDS		209,440.11

*ACH 458*

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

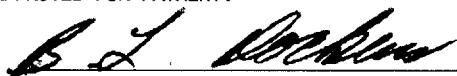
B. L. DOCKENS *B. L. Dockens*  
COUNTY AUDITOR \_\_\_\_\_  
JOHN P. THOMPSON \_\_\_\_\_  
COUNTY JUDGE *John P. Thompson*

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	127.73
	-----
TOTAL OF ALL FUNDS	127.73

ACH 459

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

B. L. DOCKENS



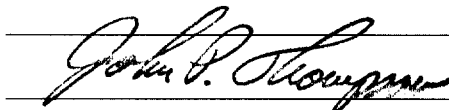
COUNTY AUDITOR

\_\_\_\_\_

JOHN P. THOMPSON

\_\_\_\_\_

COUNTY JUDGE



FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	258.00
	-----
TOTAL OF ALL FUNDS	258.00

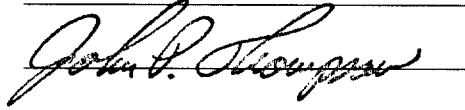
THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

B. L. DOCKENS



COUNTY AUDITOR

JOHN P. THOMPSON



COUNTY JUDGE

SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	1,442.00
	-----
TOTAL OF ALL FUNDS	1,442.00

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

B. L. DOCKENS



COUNTY AUDITOR

JOHN P. THOMPSON



COUNTY JUDGE

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	3,265.32
015	ROAD & BRIDGE ADM	766.62
027	SECURITY	30.00
101	ADULT SUPERVISION	1,571.28
185	CCAP - JUVENILE PROBATION	549.68
	TOTAL OF ALL FUNDS	6,182.90

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

B. L. DOCKENS



COUNTY AUDITOR

JOHN P. THOMPSON

COUNTY JUDGE





FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	3,857.50
015	ROAD & BRIDGE ADM	46,535.84
		-----
	TOTAL OF ALL FUNDS	50,393.34

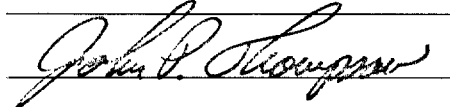
THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

B. L. DOCKENS



COUNTY AUDITOR

JOHN P. THOMPSON



COUNTY JUDGE



FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	48,054.02
015	ROAD & BRIDGE ADM	12,744.91
027	SECURITY	364.85
049	DISTRICT ATTY HOT CHECK FUND	604.26
051	AGING	1,192.78
083	MUSEUM OPERATING FUND	118.06
101	ADULT SUPERVISION	8,860.72
185	CCAP - JUVENILE PROBATION	3,080.58
TOTAL OF ALL FUNDS		75,020.18

*ACH 460*

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

B. L. DOCKENS *B. L. Dockens*

COUNTY AUDITOR \_\_\_\_\_

JOHN P. THOMPSON \_\_\_\_\_

COUNTY JUDGE *John P. Thompson*

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	10,957.50
	-----
TOTAL OF ALL FUNDS	10,957.50

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

B. L. DOCKENS



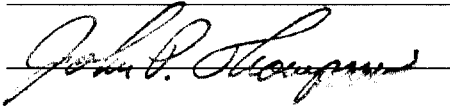
COUNTY AUDITOR

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JOHN P. THOMPSON

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COUNTY JUDGE



**VOL 50 PAGE 1458** SCHEDULE OF BILLS BY FUND

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	3,304.62
015	ROAD & BRIDGE ADM	871.90
027	SECURITY	33.18
048	DISTRICT ATTY SPECIAL FUND	1.80
049	DISTRICT ATTY HOT CHECK FUND	64.61
051	AGING	107.53
083	MUSEUM OPERATING FUND	8.93
101	ADULT SUPERVISION	561.01
108	CCP - SURVEILLANCE	57.90
109	SPECIALIZED CASELOAD CCP	26.40
184	JUVENILE PROBATION	106.44
185	CCAP - JUVENILE PROBATION	218.76
	TOTAL OF ALL FUNDS	5,363.08

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

B. L. DOCKENS



COUNTY AUDITOR

JOHN P. THOMPSON



COUNTY JUDGE

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	4,377.07
015	ROAD & BRIDGE ADM	319.40
027	SECURITY	32.89
051	AGING	127.79
088	JUDICIARY FUND	47.60
-----		
	TOTAL OF ALL FUNDS	4,904.75

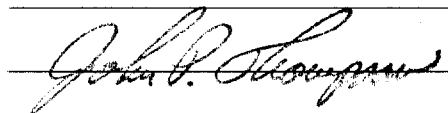
THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

B. L. DOCKENS



COUNTY AUDITOR

JOHN P. THOMPSON



COUNTY JUDGE

FY  
2005

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	43,475.65
015	ROAD & BRIDGE ADM	25,711.31
027	SECURITY	50.60
049	DISTRICT ATTY HOT CHECK FUND	13.36
051	AGING	1,253.96
061	DEBT SERVICE FUND	7,466.50
083	MUSEUM OPERATING FUND	214.82
184	JUVENILE PROBATION	186.56
185	CCAP - JUVENILE PROBATION	393.99
TOTAL OF ALL FUNDS		78,766.75

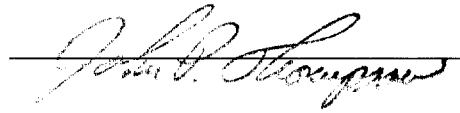
THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

B. L. DOCKENS



COUNTY AUDITOR


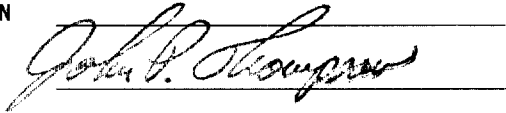
JOHN P. THOMPSON



COUNTY JUDGE

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	65,377.13
015	ROAD & BRIDGE ADM	166,942.37
027	SECURITY	60.87
040	LAW LIBRARY FUND	167.00
049	DISTRICT ATTY HOT CHECK FUND	951.53
051	AGING	3,274.95
090	DRUG FORFEITURE FUND	348.07
093	CO CLERK RECORDS MGMT FUND	748.99
TOTAL OF ALL FUNDS		237,870.91

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

B. L. DOCKENS   
COUNTY AUDITOR \_\_\_\_\_  
JOHN P. THOMPSON   
COUNTY JUDGE \_\_\_\_\_

SCHEDULE OF BILLS BY FUND

FUND	DESCRIPTION	DISBURSEMENTS
010	GENERAL FUND	547.08
015	ROAD & BRIDGE ADM	1,584.00
027	SECURITY	27.00
TOTAL OF ALL FUNDS		2,158.08

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

B. L. DOCKENS



COUNTY AUDITOR

JOHN P. THOMPSON



COUNTY JUDGE



SCHEDULE OF BILLS BY FUND

FUND DESCRIPTION	DISBURSEMENTS
010 GENERAL FUND	2,250.50
	-----
TOTAL OF ALL FUNDS	2,250.50

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

B. L. DOCKENS



COUNTY AUDITOR

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JOHN P. THOMPSON



COUNTY JUDGE

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**VOL 50 PAGE 1464**

Addendum Schedule of Bills for Court Dated OCT 12, 2004  
FY-05

OMNI SAN ANTONIO

\$ 840.60 DA HOT CHECK FUND

A handwritten signature in cursive script, likely of the auditor, is centered on the page.

#12

DATE: SEPTEMBER 29 THROUGH OCTOBER 12, 2004

COPY

DELETE

NO.	EMPLOYEE NAME	POSITION	DESCRIPTION	EMPLOYMENT STATUS	GROUP	RATE	DATE	REASON
(1)	DANA GLEN PIPER	SHERIFF	1037 - DEPUTY SHERIFF (PATROL)	REGULAR	1701	\$24,798.44		PROMOTION TO SHERIFF, REG FT, 1035 - DETECTIVE, (2001) (\$28,758.58) EFFECTIVE 10/09/2004
(2)	STEVEN K. RILEY	SHERIFF	1037 - DEPUTY SHERIFF (PATROL)	REGULAR	1701	\$24,798.44		RESIGNATION EFFECTIVE 09/27/2004
(3)	MARIA TERESA ALVAREZ	TAX ASSESSOR/ COLLECTOR	105 - DEPUTY CLERK	REGULAR	1103	\$19,372.50		RESIGNATION EFFECTIVE 10/09/2004
(4)	SHEILA JEANICE PAGE	SOCIAL SERVICES	103 - SECRETARY II	REGULAR	1202	\$19,858.81		PROMOTION TO SOCIAL SERVICES, REG FT, 902 - OFFICE MANAGER, (15/01) (\$22,466.16) EFFECTIVE 10/09/2004
(5)	JANET L. COCHRAN	AGING/ LIVINGSTON	1285 - COOK	LABOR POOL (900)	05/01	\$8,591.00		RECLASSIFY TO AGING/LIVINGSTON, REG PT, 1288 - KITCHEN HELPER, (08/01) (\$8,831.00) EFFECTIVE 10/09/2004
(6)	LISA OLIVER	AGING/ LIVINGSTON	1289 - AGING SERVICES WORKER	REGULAR	11/01	\$8,984.00		RECLASSIFY TO AGING/LIVINGSTON, REG PT, 1284 - HEAD COOK, (12/01) (\$9,311.00) EFFECTIVE 10/09/2004
(7)	ROBERT J. ZBRANEK	EMERGENCY MANAGEMENT	1045 - COMPUTER RECORDS SPECIALIST	REGULAR	13/08	\$11,071.00		RECLASSIFY TO EMERGENCY MANAGEMENT, REG FT, 1048 - COMPUTER RECORDS SPECIALIST, (13/08) (\$13,027.81) EFFECTIVE 10/09/2004
(8)	CHRISTINA MARRIN	SHERIFF	1037 - DEPUTY SHERIFF (PATROL)	REGULAR	1701	\$24,798.44		MERIT INCREASE TO (10/09) (\$24,798.44) EFFECTIVE 10/09/2004
(9)	RONNIE R. (FNU) CHIDERS	SHERIFF	1035 - DETECTIVE	REGULAR	2001	\$20,433.65		MERIT INCREASE TO (10/09) (\$20,433.65) EFFECTIVE 10/09/2004
(10)	MICHAEL C. (FNU) FINEGAN	SHERIFF	1035 - DETECTIVE	REGULAR	2001	\$20,433.65		MERIT INCREASE TO (10/09) (\$20,433.65) EFFECTIVE 10/09/2004
(11)	DAVID L. (FNU) COMPTON	SHERIFF	1035 - DETECTIVE	REGULAR	2001	\$20,433.65		MERIT INCREASE TO (10/09) (\$20,433.65) EFFECTIVE 10/09/2004
(12)	JAMES A. (FNU) WALKER	SHERIFF	1035 - DETECTIVE	REGULAR	2001	\$20,433.65		MERIT INCREASE TO (10/09) (\$20,433.65) EFFECTIVE 10/09/2004
(13)	JAMIE A. (FNU) JAMES	SHERIFF	1035 - DETECTIVE	REGULAR	2001	\$20,433.65		MERIT INCREASE TO (10/09) (\$20,433.65) EFFECTIVE 10/09/2004
(14)	SCOTT CLAY WRIGHT	SHERIFF	1037 - DEPUTY SHERIFF (PATROL)	REGULAR	1701	\$24,798.44		NEW HIRE EFFECTIVE 10/15/2004
(15)	WILLIAM EDGAR JERRY	SHERIFF	1037 - DEPUTY SHERIFF (PATROL)	REGULAR	1701	\$24,798.44		NEW HIRE EFFECTIVE 10/15/2004
(16)								
(17)								
(18)								
(19)								
(20)								
(21)								
(22)								
(23)								

Add Add



#12

**CLASS NO.** 1264

**EEOC CATEGORY:** Service-Maintenance

**PAY GROUP:** 12

**FLSA:** Non-exempt

**SUMMARY OF POSITION:**

Oversees preparation of and prepares and serves nutritious meals in accordance with established menus and requirements; orders and receives foodstuffs; and prepares reports.

**ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Aging Services Director.
2. Directs: Supervises Cooks and Kitchen Helpers.
3. Other: Has contact with other departmental employees, vendors, and persons for whom the meals are prepared.

**EXAMPLES OF WORK:**

**Essential Duties\***

Supervises person(s) who assist in washing food before preparation, washing dishes and utensils, and cleaning tables, floors, and kitchen equipment;

Orders and receives food and cleaning supplies weekly;

Keeps records and prepares reports on food usage;

Assists with menu planning to ensure proper nutrition of senior citizens;

Prepares nutritious snacks and/or meals according to established menus and time schedules;

Maintains kitchen area, equipment, and utensils in a safe, clean, and neat manner according to health regulations;

Maintains adequate inventory of food and staples;

Takes care to present a clean personal appearance and to wash hands frequently during food preparation and clean up;

Assists in serving meals to senior citizens;

Oversees packaging and delivery of meals to other centers and to homebound senior citizens;

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

Assists in cleaning facilities, including cleaning bathrooms and disposing of garbage properly; and

Other Important Duties\*

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* good nutrition.

*Ability to:* train, supervise, motivate, and evaluate employees; communicate effectively, both orally and in writing; plan balanced menus, taking cost into consideration; perform basic mathematical and recordkeeping skills; establish and maintain effective working relationships with senior citizens and other county employees; maintain a clean, neat appearance; and maintain appropriate necessary certifications.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent, plus two years of related experience as a cook;

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

**CERTIFICATES AND LICENSES REQUIRED:**

Appropriate Texas driver's license.

#13

**CLASS NO.** 1266

**EEOC CATEGORY:** Service-Maintenance

**PAY GROUP:** 6

**FLSA:** Non-exempt

**SUMMARY OF POSITION:**

Assists in assembling meals and food items in accordance with established requirements and keeps area, equipment, and utensils clean and orderly.

**ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Aging Services Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other departmental employees and persons for whom the meals are prepared.

**EXAMPLES OF WORK:**

**Essential Duties\***

Appropriately packages food and drink items and other materials to be delivered to other senior citizen community centers and to individual homebound senior citizens, taking care to ensure proper proportions and correct numbers of each item;

May assist in delivery of meals;

Maintains kitchen area, equipment, and utensils in a safe, clean, and neat manner according to health regulations;

Acts as a prep cook for all locations;

Assists in maintaining adequate inventory of food and staples;

Assists in cooking and serving meals to senior citizens;

Takes care to present a clean personal appearance and to wash hands frequently during food preparation and clean up;

Washes dishes and utensils, cleans tables, floors, and kitchen equipment, and assists in washing food before preparation;

Assists in cleaning facilities, including cleaning bathrooms and disposing of garbage properly; and

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

Other Important Duties\*

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Ability to:* follow oral and written instructions in counting, measuring, and packaging food items; establish and maintain effective working relationships with senior citizens and other county employees; and maintain Texas driver's license applicable to job responsibilities and good driving record.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Adequate educational training to be able to read, write, and follow directions;

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

**CERTIFICATES AND LICENSES REQUIRED:**

Appropriate Texas driver's license.



**VOL 50 PAGE 1471**

#14

POLK COUNTY  
COMMISSIONERS COURT  
MSAG CHANGES  
10/12/2004

STREET	PCT	CTY	ROAD	LOW	HIGH	MILEAGE	COMMENTS
ROBIN DR	2		NO	100	235	0.1352	ADD NEW STREET TO MSAG

Approved by Commissioners Court  
October 12, 2004

