

## DRIVING RECORDS

Any applicant applying for a position in which they would be driving county vehicles may not have on their driving record more than two speeding tickets within the past two years, nor a driving while intoxicated conviction on their record in the past two years.

## CONCLUSION

It is your obligation as an employee to carefully read and study this Handbook. If you do not understand portions of this Handbook, or you lose your copy of this Handbook, contact your respective elected official for answers to your questions, or another copy.

The intent of this Handbook is to establish guidelines for Titus County employees. This Handbook does not cover every situation or all prohibited behavior. The employee is to use good judgment in all situations and any unreasonable action by an employee will be judged according to the circumstances.

- 10 -

IN THE MATTER OF  
APPROVING REPORTS OF  
COUNTY OFFICIALS

Motion was made by Commissioner Carl R. Ferrell and seconded by Commissioner Mike Price approving reports of the County Officials. Motion carried unanimously.

IN THE MATTER OF  
APPROVING PAYMENT  
OF BILLS

Motion was made by Commissioner J. W. Terrell, Jr. and seconded by Commissioner Mike Fields approving the payment of bills. Motion carried unanimously.

IN THE MATTER OF  
ADJOURNMENT

Motion was made by Commissioner J. W. Terrell, Jr. and seconded by Commissioner Mike Price to adjourn. Motion carried unanimously.

---

The above and foregoing minutes for the month of January, 1989 were read and approved this 13th day of February, 1989.

Alford L. Flanagan  
ALFORD L. FLANAGAN, COUNTY JUDGE

J. W. Terrell, Jr.  
J. W. TERRELL, JR.  
COMMISSIONER PRECINCT #3

Mike Price  
MIKE PRICE  
COMMISSIONER PRECINCT #1

Carl R. Ferrell  
CARL R. FERRELL  
COMMISSIONER PRECINCT #4

Mike Fields  
MIKE FIELDS  
COMMISSIONER PRECINCT #2

Eugenia Roach  
EUGENIA ROACH, COUNTY CLERK

COMMISSIONERS' COURT MINUTES FOR JANUARY, 1989 A.D.  
RECORDED ON THE 14th DAY OF FEBRUARY, 1989 A.D.

EUGENIA ROACH  
COUNTY CLERK, TITUS COUNTY, TEXAS

BY Joan Crover  
DEPUTY COUNTY CLERK

COMMISSIONERS' COURT  
REGULAR MEETING  
FEBRUARY 13, 1989

BE IT REMEMBERED THAT THE TITUS COUNTY COMMISSIONERS' COURT met in Regular Session on Monday, February 13th, 1989 in the Titus County Courtroom with the following members present:

ALFORD L. FLANAGAN  
MIKE PRICE  
MIKE FIELDS  
J. W. TERRELL, JR.  
CARL R. FERRELL  
EUGENIA ROACH

COUNTY JUDGE  
COMMISSIONER PRECINCT 1  
COMMISSIONER PRECINCT 2  
COMMISSIONER PRECINCT 3  
COMMISSIONER PRECINCT 4  
COUNTY CLERK

ABSENT: NONE  
and the following proceedings were had to wit:

IN THE MATTER OF  
APPROVING COUNTY  
BANK DEPOSITORY

Motion was made by Commissioner J. W. Terrell, Jr. and seconded by Commissioner Carl R. Ferrell to accept the bid of Guaranty Bank as the county bank depository. (No other bid was received.) Motion carried unanimously.

DEPOSITORY BID  
FOR  
TITUS COUNTY, TEXAS

County Commissioners  
Titus County, Texas

Gentlemen:

The undersigned, a national or state banking corporation, hereinafter called "Bidder", for the privilege of acting as Depository for Titus County, Texas for a term ending February 11, 1991, and for the further privilege of receiving funds to be designated by the County to be placed on demand or interest bearing deposits, agrees to the following terms and conditions:

- I. Bidder will pay to the County on all funds deposited with the Bidder the following rates of interest (must be indexed to the 13-week Treasury Bill discount rate as published in the Wall Street Journal).

A. On each time deposit of less than \$100,000.00

- |                               |                                                         |
|-------------------------------|---------------------------------------------------------|
| 1. 7 days through 29 days:    | T-Bill Discount Rate<br>(+ or -) <u>-100</u> basis pts. |
| 2. 30 days through 89 days:   | T-Bill Discount Rate<br>(+ or -) <u>-100</u> basis pts. |
| 3. 90 days through 179 days:  | T-Bill Discount Rate<br>(+ or -) <u>-100</u> basis pts. |
| 4. 180 days through one year: | T-Bill Discount Rate<br>(+ or -) <u>-100</u> basis pts. |
| 5. Over one year:             | T-Bill Discount Rate<br>(+ or -) <u>-100</u> basis pts. |

B. On each time deposit of more than \$100,000.00

- |                               |                                                         |
|-------------------------------|---------------------------------------------------------|
| 1. 7 days through 29 days:    | T-Bill Discount Rate<br>(+ or -) <u>-100</u> basis pts. |
| 2. 30 days through 89 days:   | T-Bill Discount Rate<br>(+ or -) <u>-100</u> basis pts. |
| 3. 90 days through 179 days:  | T-Bill Discount Rate<br>(+ or -) <u>-100</u> basis pts. |
| 4. 180 days through one year: | T-Bill Discount Rate<br>(+ or -) <u>-100</u> basis pts. |
| 5. Over one year:             | T-Bill Discount Rate<br>(+ or -) <u>-100</u> basis pts. |

C. Interest rate paid on daily balance in:

MONEY MARKET DEPOSIT Accounts:

T-Bill Discount Rate  
(+ or -) -150 basis pts.

SUPER NOW Accounts

T-Bill Discount Rate  
(+ or -) -175 basis pts.

NOW Accounts:

T-Bill Discount Rate  
(+ or -) -200 Basis Pts.

## Depository Bid for Titus County, Texas - Page 2

- |                                                                                             |                                                   |
|---------------------------------------------------------------------------------------------|---------------------------------------------------|
| II. Charge on overdrafts                                                                    | Guaranty Bank base rate<br>on amount of overdraft |
| III. Length of time permitted on Fund overdraft                                             | 0 days                                            |
| IV. Interest charge on short term loans of<br>less than one year                            | T-Bill Discount Rate<br>(+ or -) +200 basis pts.  |
| V. Charge for Cashier's Checks                                                              | No charge                                         |
| VI. Will you be willing to pay the cost<br>for checks for the various checking<br>accounts? | No                                                |
| VII. Will you provide safety deposit box<br>of sufficient size for county<br>requirements?  | Yes                                               |
- VIII. Bidder shall provide the County's deposit records and accounts for the period covered by this bid. Included in and required as a part of this duty are the following:
- A. Preparation of monthly statements showing debits, credits and balance of each separate fund.
  - B. Making its records available for audit by the County or its appointed representative.
  - C. Preparation of such other reports, accounts and records which may, from time to time, be required by the County in order that it may properly fulfill its fiscal duties.
  - D. Pledge approved securities as set forth in State regulations.

DATED this the 13th day of February, 19 89

BIDDER: Guaranty Bank, Mt. Pleasant

By:

Arthur B. Scharlach, Jr.

Title:

President and COO

IN THE MATTER OF  
OPENING BID FOR JUSTICE  
OF THE PEACE, PRECINCT  
#1, A COPIER

Motion was made by Commissioner Carl R. Ferrell and seconded by Commissioner J. W. Terrell, Jr. to accept the low bid of \$2,588.00 for a Mita #2035 Copier for Precinct #1 Justice of the Peace. Motion carried unanimously.

# A.C. SYSTEMS

1118 Jaycee Drive  
Langview, Texas 75604  
214/236-6679  
FAX 214/236-3421  
1-800-777-0686

COMMISSIONER'S COURT TITUS COUNTY  
MT. PLEASANT, TEXAS

## PROPOSAL

| DESCRIPTION                    | PRICE                  |
|--------------------------------|------------------------|
| MITA 2055 COPIER               | 2588.00                |
| FEATURES:                      |                        |
| 20 COPIES PER MINUTE           | EDITING                |
| TWO COLORS                     | MARGIN SHIFT           |
| BORDER ERASE                   | SPLIT COPYING          |
| ZOOM - 64 TO 156% - 2 MEMORIES |                        |
| COPYING SIZE UP TO 11" X 17"   |                        |
| OPTIONS AVAILABLE              |                        |
| STAND                          | N/C                    |
| AUTO DOC FEED - ADF2           | (19 COPIES PER MINUTE) |
| 10 BIN SORTER - AS7            | (25 SHEETS PER BIN)    |
| TOTAL                          | 2588.00                |

*Accepted  
2-13-89*

MAINTENANCE FREE PERIOD 120 DAYS

THANK YOU,

*Randal S. Marshall*  
RANDAL S. MARSHALL  
01-19-89

## IN THE MATTER OF OPENING BIDS FOR THE SHERIFF A COMMUNICATIONS CONTROL CONSOLE

Motion was made by Commissioner J. W. Terrell, Jr. and seconded by Commissioner Carl R. Ferrell to buy a communications control console from Motorola Communications & Electronics Inc. for the Sheriff's Department for the price of \$5,971.00. Motion carried unanimously. (No other bids were received.)

PROPOSAL

COMMUNICATIONS CONTROL CONSOLE

Pursuant to the Notice to Bidders, and in accordance with the Specifications and Conditions, the undersigned offers to furnish, install, and deliver to the Titus County Sheriff's Department a Communications Control Console for the sum of \$ five thousand nine hundred and seventy one Dollars.

Equipment Total.....\$ 5,435.00  
Installation.....\$ 536.00  
System Total.....\$ 5,971.00

Delivery of all equipment shall be on or before sixty (60) days upon receipt of order.

I certify that the above equipment offered meets all the requirements specified in the Bid Specifications or have noted in detail all deviations. I hereby accept the provisions of the Specifications and Conditions.

Respectfully Submitted

Motorola Communications & Electronics Inc.  
(Company Name)

Ray Narty  
(Authorized Signature)

P.O. Box 5038    Texarkana, Texas 75505    214-832-5199  
(Business Address and Telephone Number)

Optional Equipment:

1. add DTMF Decode capability to the Intercity Base Station - \$1,314.00
2. add Tone Remote Desk Set in Sheriff's Office - \$401.00

IN THE MATTER OF  
APPROVING JANUARY,  
1989, MINUTES

Motion was made by Commissioner J. W. Terrell, Jr. and seconded by Commissioner Mike Fields approving the January, 1989, minutes. Motion carried unanimously.

IN THE MATTER OF  
PAYING TREASURER'S ASSISTANT  
FOR FULL - TIME WORK  
IN JANUARY

Motion was made by Commissioner Mike Price and seconded by Commissioner J. W. Terrell, Jr. to pay the Treasurer's Assistant for full time work in January. Motion carried unanimously.

IN THE MATTER OF  
APPROVING MAINTENANCE FOR  
FOREST LANE, PRECINCT # 1

Motion was made by Commissioner Mike Price and seconded by Commissioner J. W. Terrell, Jr. approving maintenance of Forest Lane in Precinct # 1. This road has been in use for ten (10) years. Motion carried unanimously.

IN THE MATTER OF  
APPROVING REPORTS OF  
COUNTY OFFICIALS

Motion was made by Commissioner J. W. Terrell, Jr. and seconded by Commissioner Mike Price approving the reports that were submitted to the court by County Officials. Motion carried unanimously.

IN THE MATTER OF  
APPROVING PAYMENT  
OF BILLS

Motion was made by Commissioner J. W. Terrell, Jr. and seconded by Commissioner Carl R. Ferrell approving payment of bills. Motion carried unanimously.

IN THE MATTER OF  
TRI - LAKE VOLUNTEER  
FIRE DEPARTMENT

Motion was made by Commissioner J. W. Terrell, Jr. and seconded by Commissioner Mike Fields for the county to purchase a truck for \$2,000.00 for the Tri - Lake Volunteer Fire Department. Motion carried unanimously.

IN THE MATTER OF  
APPROVING DEPUTIES FOR  
NEWLY ELECTED OFFICIALS

Motion was made by Commissioner J. W. Terrell, Jr. and seconded by Commissioner Mike Price approving deputies for newly elected officials as follows: Treasurer's deputy, Paula Dyke; Tax Assessor - Collector's deputies, Rene Harper, Dana Wisinger, Tonya Buck, Betty Ferrell, Jeanett Lanning and Daisy Brooks; Sheriff's deputies, Troy Beckham, Robert Arellano, Eloy Chapa, Jr., Michael F. Mull, Mike Kellan, Ricky Poole, Leo Schakel, Ricky Chamness, Ronnie McKaugh, James A. Kain, Larkin Drummond, Bobby Simmons, Robert Johnson and Billy Joe McNutt. Motion carried unanimously.

IN THE MATTER OF  
REPLACEMENTS ON SALARY  
GRIEVANCE COMMITTEE

Motion was made by Commissioner J. W. Terrell, Jr. and seconded by Commissioner Carl R. Ferrell approving Myrtie E. Grisson, Gloria Holt and Billie Wanda Greene to serve on the Salary Grievance Committee to replace Max Loving, Roger Wayne Carlile and Claudia Blalock who could not serve on the committee. Motion carried unanimously.

IN THE MATTER OF  
APPROVING CONSTABLE BOND  
FOR BOBBY JOE SPEARMAN

Motion was made by Commissioner Carl R. Ferrell and seconded by Commissioner Mike Fields approving the constable bond for Bobby Joe Spearman with the county not paying the cost of the bond. Motion carried unanimously.

IN THE MATTER OF  
DRAGLINE CROSSING  
SW 19

Motion was made by Commissioner Mike Fields and seconded by Commissioner J. W. Terrell, Jr. to allow Texas Utilities to cross road SW 19 with a dragline. Motion carried unanimously.

IN THE MATTER OF  
CALL FOR BIDS TO  
PURCHASE FOOD FOR JAIL

No action taken.

IN THE MATTER OF  
AUDITOR'S 1989  
CONTRACT

Motion was made by Commissioner J. W. Terrell, Jr. and seconded by Commissioner Carl R. Ferrell to hire Oakerson, Arnold, Walker & Company as the county outside auditor for 1989. Motion carried unanimously.

AGREEMENT FOR EXAMINATION OF FINANCIAL STATEMENTS

Agreement made as of February 10, 1989, between County of Titus (hereinafter called the "County"), and Oakerson, Arnold, Walker & Co., Certified Public Accountants (hereinafter called the "Accountants").

In consideration of the mutual undertakings contained, the parties hereto agree as follows:

The Accountants shall examine the financial statements of the County for the year ended September 30, 1989, in accordance with generally accepted auditing standards and the Single Audit Act.

The financial statements are prepared on the basis of cash revenues and cash expenditures; consequently, such financial statements do not give effect to accounts receivable, accounts payable and accrued items. Further, a statement of fixed assets is not presented. The County's financial statements are not intended to present financial position and results of operations in conformity with generally accepted accounting principles. Therefore, our examination will be performed for the purpose of expressing an opinion as to the fairness of presentation of cash balances and investments arising from cash transactions of the County and as to the revenues collected and expenses paid and the financial information relating to long-term debt and interest expense.

The examination will include a general review of the system of internal control and accounting and reporting procedures of all funds including auditor's office, county tax office, treasurer's office, office of the justice of the peace, sheriff's office, etc.

The examination will include the financial and compliance audit of the Texas Community Development Program grant #707819.

The Accountants are not considering a detailed examination of all transactions nor do the Accountants expect that they would necessarily discover fraud, should any exist. The Accountants will, however, inform the County Auditor of any findings that appear unusual or abnormal.

The Accountants shall promptly bring to the attention of the County Auditor any unusual conditions which may, in the opinion of the Accountants, require auditing or accounting services to exceed those contemplated by this agreement, as evidenced by the amount of compensation estimated. The Accountants shall not proceed with performance of the additional services required by such unusual conditions unless specifically authorized to do so by the Commissioners' Court.



AGREEMENT OF EXAMINATION  
OF FINANCIAL STATEMENTS

-2-

February 10, 1989

The County shall make available to the Accountants all books, records, minutes, files and other documents of the County necessary for the satisfactory completion of the examination of financial statements.

The County acknowledges that it has responsibility for proper recording of transactions. The Accountants will report their findings in a standard accountants' report.

The Accountants shall perform the examination of financial statements and deliver the resulting report by January 31, 1990.

Upon completion of the examination of financial statements, at a time agreed to by the Accountants and the County, the Accountants shall report orally the findings of the examination of financial statements, if requested.

The fee for the examination described will be \$6,200.00 for the County audit exclusive of TCDP grant #707819. The fee for the audit of grant activity will be \$1,180.00 charged ratably per fiscal year as construction progresses.

OAKERSON, ARNOLD, Walker & CO.  
Certified Public Accountants

COUNTY OF TITUS

By B. L. Arnold

By Alfred L. H. Hagan  
Attest Eugenia R. Rosh

IN THE MATTER OF  
D.A.R. PRESENTING FLAGS  
TO COMMISSIONERS' COURT

The D.A.R. presented a United States flag and a Texas state flag to the Commissioners' Court.

IN THE MATTER OF  
ADJOURNMENT

Motion was made by Commissioner Carl E. Ferrell and seconded by Commissioner J. W. Terrell, Jr. to adjourn. Motion carried unanimously.