



**HUNT COUNTY  
SHERIFF**

16,950 (1)


**Terry Jones, Sheriff**

2801 Stuart Street  
Greenville, TX 75401  
903.453.6800

# Memo

**FILED FOR RECORD**  
at 2:00 o'clock P M

**AUG 24 2021**

**BECKY LANDRUM**  
County Clerk, Hunt County, Tex.  
By 

To: Bobby Stovall, County Judge  
From: Cheryl Tate, Financial Controller **CAT**  
CC: William Oxford, Chief Deputy  
Date: August 17, 2021  
Re: Crime Control 2020-2021 Budget Amendment Request

The following deposit was made to the Crime Control Account in August, 2021.  
It is requested the funds be allocated to the Expenditure Categories as follows:

8/12/2021                      Deposit Amount: \$4,797.50                      Donations

**THE STATE OF TEXAS**  
County of Hunt

Before me, \_\_\_\_\_ County Auditor, who  
in and for the County of Hunt, personally appeared \_\_\_\_\_ who  
being duly sworn upon his oath, says that the above claim is within his knowledge, just and true, that the claim has not been  
paid, that all just and legal offsets, payments and credits have been allowed. That the County of Hunt has received the  
benefit of said claim.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_ Deputy  
County Auditor, Hunt County, Texas

**Vender No.:** 12036

**Date:** 08/02/21

**No.** \_\_\_\_\_

**PAY TO:**

Hunt County Sheriff  
Crime Control Account

**PURPOSE**

Proceeds from March 2021 Auction – Tag 13584

**Amount of Claim** \_\_\_\_\_ \$ 4,797.50

10-501-2800-903

Approved \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
County Judge

This document is the support for the attached Check Vouchers to reimburse Jail Commissary and Crime Control for March Auction Proceeds. A separate check voucher will be submitted once we received the check from the July Auction.

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Hunt County Tag 13610 and 13647 Purchase Price of \$22,659.00 and \$22,700.00  
Both sold at March Auction

PO# 13-119 Jail Commissary Check # 2135 01/10/2013 \$22,659.00  
Sold at Auction for \$1,751.00 - 5% Due to Rene Bates  
Due to Jail Commissary \$1,683.45

PO# 13-123 Jail Commissary Check # 2156 07/15/2013 \$22,700.00  
Sold at Auction for \$1801.00 - 5% Due to Rene Bates  
Due to Jail Commissary \$1,710.95

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Hunt County Tag 13583 and 13584 Purchase Price of \$40,337.00 each  
PO # 11-072 Crime Control Check # 1855 06/01/2011 \$80,674.00

Tag 13584 sold at March Auction  
Tag 13583 sold at July Auction

Tag # 13584 sold at March Auction for \$5,050.00 - 5% Due to Rene Bates  
Due to Crime Control \$4,797.50

Tag # 13583 sold at July Auction for \$  
Due to Crime Control

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Hunt County Tag 00536 Purchase Price of \$25,598.81

Sold at July Auction

PO # 12-115 Crime Control Check # 1931 08/30/2012 \$25,598.81  
Sold at July Auction for \$  
Due to Crime Control

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Hunt County Tag 00378 Purchase Price of \$8,228.49 after trade-in

Sold at July Auction

PO# Unknown Crime Control Check # unknown  
Sold at July Auction for \$  
Due to Crime Control

14,950 (2)



PO BOX 484  
Sulphur Springs TX 75483  
903-885-7561 ext 230  
farmcountrytx.com  
wade@farmcountrytx.com

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AUG 24 2021

By BECKY LANDRUM  
County Clerk, Hunt County, Tex.

## Sales Quote

Customer Name:	HUNT CO PCT 4	Date:	
Salesman Name:		Expiration Date:	
Make/Model	Description	Serial Number	Retail Price
2021 CASE FARMALL 100C	CAB 4WD LOADER		\$ 67,800.00

PRICE BASED ON TIPS CONTRACT #191001

Sub-Total:	\$ 67,800.00
Sales Tax:	
HET Tax	
TITLE FEE	
Grand Total:	\$ 67,800.00

### Payment Schedule

Down payment:	\$0.00
Interest Rate:	
Term:	

Monthly Payment Estimate:	#NUM!
Annual Payment Estimate:	#NUM!

Annual Pay

16,950 (3)

County without prejudice to other remedies provided by the law. **Where delivery times are critical, Hunt County reserves the right to award accordingly.**

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**XI. COUNTY-OWNED SUPPLIES AND EQUIPMENT**

By **BECKY LANDRUM**  
County Clerk, Hunt County, Tex.

All County-owned supplies, equipment and machinery must be used only for County business. Elected Officials and Department Heads are responsible for the proper accounting for, maintenance of and use of County equipment.

**A. Receipt of New Property -- Tagging**

New expendable equipment with a value of \$500 to \$9,999.99 will be tagged with a **GREEN** Hunt County Property tag with a sequential number; capital equipment with a value of \$10,000.00 or more will be tagged with a **BLUE** Hunt County Property tag with a sequential number; any equipment purchased with grant funds will be tagged with a **RED** Hunt County Property tag with a sequential number for inventory purposes by the Purchasing Department. Should the tagging of weapons be impractical the serial number of the weapon shall be used as the county property tag number.

**B. Elected Official and Department Head Responsibility**

Each Elected Official and Department Head is responsible for the custody and care of county property assigned to their respective department. County property may be used only for County purposes. Each Elected Official and Department Head is responsible for ensuring that assets are tracked and secured in a manner that is most likely to prevent theft, loss, damage or misuse of assets. Care shall be taken to insure all necessary precautions are in place so that assets are secured.

**C. Controlled Property**

Each Elected Official and Department Head shall maintain control over property not defined under the capitalization policy, yet considered high-risk items. High-risk items include, but are not limited to, weapons, electronics, tools, and computer peripherals. Each Elected Official or Department Head to track such items shall establish internal procedures. The County Auditor upon request shall make reports of high-risk items available for inspection.

The Information Systems Department shall maintain an inventory of all computer equipment for the purpose of tracking and maintenance. This inventory does not absolve Elected Officials and Department Heads from the responsibility of assuring stewardship of the property or the reporting requirements for the property.

**D. Transfer of Property (LGC\$262.011(j))**

The Purchasing Agent is authorized by Commissioners' Court to transfer supplies, materials and equipment among the various County departments. The transfer or trade of any equipment (not limited to capital items) from one department to another must be handled through Purchasing. In the event an item is no longer required, the department shall notify the Purchasing Department in writing. The Purchasing Department will direct appropriate action to be taken.

The Purchasing Department and other departments are encouraged to make inquiries as to unused or unneeded equipment in the possession of other departments, but the decision as to whether the

property is unneeded ultimately rests with the Purchasing Agent as authorized by Commissioners' Court.

The Purchasing Agent shall furnish a list of transferred supplies, materials and equipment to the County Auditor.

#### **E. Missing or Stolen Property**

Lost or stolen property must be reported immediately. The Elected/Appointed Official or Department Head must make reports when an item is identified as "missing" and the department cannot prove that theft occurred. Assets identified as "missing" shall not be immediately removed from the inventory listing, but shall be retained until a thorough search can be made to determine that the asset is not located elsewhere in the county. The user department is required to make a thorough and adequate search for the missing item and document steps taken to locate the asset.

After the initial physical inventory certification is provided to a County Department, items not located during subsequent inventories will be subject to a timeframe before allowing any removal of assets from inventory.

To allow sufficient time to find the item, "missing" assets will be retained on the inventory list for a one year period. At the end of the one year period in which a missing item is not located, the responsible Elected/Appointed Official or Department Head shall provide a memo to the Purchasing Agent and the Commissioners' Court outlining the circumstances surrounding the missing item. The Elected/Appointed Official or Department Head shall also jointly present to the Commissioners' Court voting session in which the Purchasing Agent makes a request of the Commissioners' Court to remove the item from inventory.

If an item is stolen, the Elected/Appointed Official or Department Head shall report the stolen item(s) from their department immediately to the Hunt County Sheriff's Office and the Hunt County Risk Manager and shall complete an incident report. The user department shall send a copy of the incident report to the Purchasing Department.

#### **F. Disposal of Surplus or Salvage Property (LGC§263, Subchapter D)**

The Purchasing Agent may periodically request that the Commissioners' Court declare property "surplus" (in excess of needs, but still useful) or "salvage" (valueless property). Surplus or salvage property may be sold by competitive bid or auction by the Purchasing Agent as provided in Section §263 of the Local Government Code. Surplus or salvage property is not limited to capital items as defined herein.

County employees will be given the same opportunity afforded to other persons to bid on and purchase surplus properties offered at a public sale or auction. Purchasing Department employees (directly or through third party) **may not** bid on items sold at auction.

No Purchasing Department employee or his or her immediate family may bid on property sold through a Sealed Bid Sale. Purchasing Department employees may not knowingly purchase or receive merchandise through a third party through a Sealed Bid Sale.

Hunt County may sell, donate surplus or salvage property to another county, political subdivision or non-profit organization within the county, or offer the property as a trade-in for new property of the same general type with approval of the Commissioner's Court. The Commissioners' Court may order the property to be destroyed or disposed of if bids are not received from a public auction or sealed bid sale.

**G. Inventory Arrangements – Resignation, Retirement or Removal**

When an Elected Official or a Department Head leaves his or her County employment, arrangements must be made with auditing for an inventory far enough in advance to insure that the inventory can be taken before the termination date. The Auditor / Purchasing department will provide to the Commissioners' Court a full report, noting any discrepancies between property actually located and property listed on the inventory. The Elected/Appointed Official or Department Head will be personally accountable to the Court for all missing items.

**H. Annual Inventory**

On July 1 of each year, the Purchasing Agent shall file an inventory of all property of the county with the District Judges, County Auditor and Commissioners' Court based on the information submitted by the Elected/Appointed Officials and Department Heads for the purpose of financial accounting and inventory control.

**I. Annual Inventory of Weapons**

Any department that is in the possession of a Hunt County issued firearm(s) will have their firearm(s) inventory done on an Annual basis.

**XII. LEGAL BASIS FOR PURCHASING**

**A. Govt. Code Chapter §2254 -- Professional Services Procurement Act**

Counties may not bid contracts for professional services. These contracts instead must be awarded on the basis of "demonstrated competence and qualification for the type of professional services to be performed." Fees must be "fair and reasonable," consistent with and not in excess of published recommended practices and fees of applicable professional organizations, and not in excess of any maximums specified by State law. "Professional services" includes services within the scope of the practice of: accounting, architecture, optometry, professional engineering; this includes services performed by any licensed architect, optometrist, physician, surgeon, certified public accountant or registered professional engineer in connection with his or her professional employment or practice.

**B. Code Chapter §271, Subch. D -- Purchase Under State Contract**

The State Purchasing and General Services Commission may perform purchasing services for local governments (including counties). The county may participate by adopting a resolution. The contents required in the resolution are stated in the statute. A county that purchases under state contract satisfies all competitive bidding laws. As per Resolution #11132007 adopted by the Commissioners' Court 11/13/07.

Acceptance letter Hunt County

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at 2:00 o'clock 9 M

AUG 24 2021

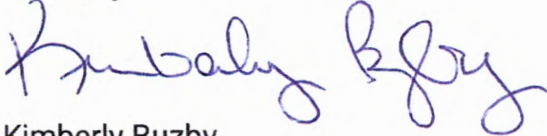
RE: Renewal of Hunt County Annual contract #020-08 for vending machines effective September 1, 2021 through August 31, 2022

BECKY LANDRUM  
County Clerk, Hunt County, Tex.  
By 

We at Buzz-by Vending thank you for entrusting us with another year of providing our great county with our services.

We are excited to except and look forward to doing business together in the coming year.

Sincerely



Kimberly Buzby  
BUZZ BY VENDING