

THE STATE OF TEXAS §
THE COUNTY OF TRAVIS §

NTTA Contract #
02049-NTT-00-LS-TP

INTERLOCAL AGREEMENT

THIS CONTRACT is entered into by the Contracting Parties under Government Code, Chapter 791.

I. CONTRACTING PARTIES:

The Texas Department of Transportation
North Texas Tollway Authority
County of Dallas

TxDOT
NTTA
County

II. PURPOSE: TxDOT, NTTA and County agree that the following objectives and purposes of the Project will be fulfilled in a quick, efficient, safe and timely manner of the said purposes, as follows:

- A. Free and clear roadways
- B. Assist stalled and stranded motorists
- C. Assist law enforcement with traffic control when deemed necessary or when asked by law enforcement.

III. STATEMENT OF SERVICES TO BE PERFORMED: The County will undertake and carry out services described in **Attachment A, Scope of Services**.

IV. CONTRACT PAYMENT: The total amount of this contract shall not exceed \$5,000,000.00 and shall conform to the provisions of **Attachment B, Budget**. Payments shall be billed monthly.

V. TERM OF CONTRACT: Payment under this contract beyond the end of the current fiscal biennium is subject to availability of appropriated funds. If funds are not appropriated, this contract shall be terminated immediately with no liability to either party. This contract begins when fully executed by both parties and terminates on April 30, 2010 or when otherwise terminated as provided in this Agreement.

VI. LEGAL AUTHORITY:

THE PARTIES certify that the services provided under this contract are services that are properly within the legal authority of the Contracting Parties

The Commission, by Minute Order Nos. 101588 and 107737 has authorized TxDOT to accept the services by the County.

NTTA, by resolution or ordinance, dated 11/14/01, has authorized the NTTA to provide the scope of services, as shown in **Attachment D-1**.

County, by resolution or ordinance, dated 10/14/05, has authorized the County to provide the scope of services, as shown in **Attachment D-2**.

This contract incorporates the provisions of **Attachment A, Scope of Services**, **Attachment B, Budget and Payment Provisions**, **Attachment B-1, Cost Estimate**, **Attachment C, General Terms and Conditions**, **Attachment D-1 and D-2, Resolution or Ordinance** and **Attachment E, Location Map Showing Project-NOT APPLICABLE** and **Attachment F, Operation Plan**.

North Texas Tollway Authority

By



AUTHORIZED SIGNATURE
Allan Rutter

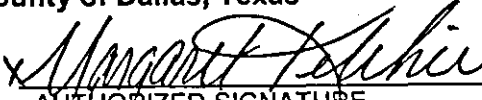
Date

Title

TYPED OR PRINTED NAME AND TITLE
Executive Director

The County of Dallas, Texas

By

x 

AUTHORIZED SIGNATURE
Margaret Keliher

Date

June 14, 2005

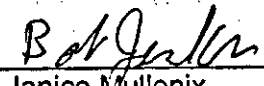
Title

TYPED OR PRINTED NAME AND TITLE
Dallas County Judge

FOR THE STATE OF TEXAS

Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By



Janice Mullenix
Director, Contract Services Section.
Office of General Counsel

Date

8/31/05

ATTACHMENT A

Scope of Services

A. TXDOT'S RESPONSIBILITIES

1. TxDOT shall provide management and coordination of the work for the Project. TxDOT's representatives shall drive all the routes during the various shifts and review daily activity logs to ensure motorist assistance and adequate frequency of coverage of each of the parties' highways and roadways is being provided.
2. TxDOT, in cooperation with the County and the NTTA, have developed an Operation Plan attached hereto and identified as Attachment F, and made a part of this Agreement. This Operation Plan includes operating procedures for the Project, including but not limited to the hours of operation, number and duration of shifts and traveled routes for the operation for the Project dependent upon daily staffing. TxDOT's, the County's and the NTTA's representatives responsible for the Project shall jointly agree upon this information. Without limiting the provisions of Article 5.E. hereof, the responsible representatives from TxDOT, the County and the NTTA shall jointly agree to any modifications to this Operation Plan.
3. TxDOT will make suitable, frequent, and complete inspections of materials, personnel, and equipment for the Project sufficient to determine that the Project and its components meet all applicable requirements in suitable manner to ensure the objectives of the Operation Plan are met. TxDOT will promptly notify the County and the NTTA if the objectives of the Operation Plan are not met.
4. TxDOT shall provide a facility for dispatching the patrollers for the Project. For the duration of this Agreement, the facility shall be the Transportation Management Satellite located at 8015 Churchill Way, Dallas, Texas. TxDOT shall provide access to TxDOT's incident management software, the TxDOT radio and Dallas Police Radio to assist with the dispatching of this operation.
5. During the transitional period of hiring and training the necessary personnel to fully staff the Project in accordance with the Operation Plan, TxDOT employees will be made available to the County as operators of the Project. These employees will remain on TxDOT's payroll but will be assigned to the operation of the Project.
6. TxDOT shall assist in the formal and on-the-job training for the Project as noted in the Operation Plan.
7. TxDOT shall compile statistics from the daily activity logs for the Project and provide this information to the other parties upon request or as noted in the Operation Plan. The logs and

the compiled statistics shall separately track and identify information relating to TxDOT's highways and the NTTA's roadways.

B. COUNTY'S RESPONSIBILITIES

1. The County shall operate the Courtesy Patrol under direct management and coordination of the TxDOT. The County shall employ personnel, provide all equipment and materials, and provide facilities to operate the Project unless noted otherwise hereinbefore. The County shall not be responsible for the direct costs incurred by TxDOT for the management and coordination of the Project.
2. The County shall provide opportunities, facilities, and documentation, as may be required, to enable TxDOT to carry on suitable, frequent, and complete inspections of materials, equipment and personnel to afford determination by TxDOT that all materials, equipment and personnel are readily available and in good working or operating condition and comply with the requirements of the Operation Plan. Upon notification of TxDOT that the objectives of the Operations Plan are not being met, the County will promptly take corrective measures to rectify the situation.
3. The County shall provide personnel for dispatching the Courtesy Patrol. The County shall provide equipment as deemed necessary to communicate with the Dallas County Sheriff's Office.
4. The County shall assist in the formal and on-the-job training for the Project as noted in the Operation Plan.
5. The County shall use reasonable care in fulfilling its obligations. The County will reimburse TxDOT or NTTA for equipment belonging to either party that is destroyed, lost or misplaced by the County.

C. NTTA'S RESPONSIBILITIES

1. The NTTA shall communicate and coordinate the NTTA needs with TxDOT to insure adequate coverage of the NTTA roadways.
2. If the NTTA at any time determines that it has adequate space available for assembling and convening patrollers at the start and conclusion of shifts and for parking Courtesy Patrol vehicles, the NTTA will permit the County to utilize same in the operation of the Courtesy Patrol.

ATTACHMENT B

Budget and Payment Provisions

1. The maximum amount of this Agreement without modification is \$5,000,000. A cost estimate for the operation of the Project is shown on Attachment B-1, attached hereto and made a part of this Agreement.
2. TxDOT will reimburse 80% of the total costs incurred for the operation of the Project as described in the Operation Plan with federal funds which include all direct and indirect costs. In addition, TxDOT will reimburse 16% of the costs for operating the Project with TxDOT matching funds. The NTTA will reimburse 4% of the total costs of operating the Project as described in the Operation Plan as matching funds. The County and TxDOT shall request this payment directly from the NTTA with a copy of the County's request sent to TxDOT for informational purposes. The County shall not be responsible for payment of any direct or indirect costs incurred in the operation of the Project.
3. TxDOT will reimburse the County for properly supported costs incurred under the terms and conditions of this Agreement. Reimbursement will be made by TxDOT to the County for labor, equipment, equipment maintenance, fuel and supplies provided the County has paid from County funds its obligations covering items of costs previously billed.
4. Upon each six (6) months anniversary date of the NTTA's commencement of participation in the Project pursuant to Attachment A, C., 3., the NTTA may review the daily activity logs maintained pursuant to this Agreement. If the NTTA believes that the logs indicate that the NTTA's roadways have received less or more coverage than indicated on the Operation Plan, the NTTA shall request in writing to the County and TxDOT that the County and TxDOT review said logs. Should the County and TxDOT agree with the NTTA after due consideration of the logs, the parties shall negotiate for appropriate modifications to the operation of the Project. Should the parties fail during negotiations to agree to appropriate modifications, the NTTA has the right to terminate its rights, duties and obligations pursuant to this Agreement in accordance with Attachment C, Article 6.

PAYMENTS

1. The County shall prepare and submit TxDOT's Form 132, "Billing Statement", or other type of invoice acceptable to TxDOT, and to the NTTA a Billing Statement acceptable to the NTTA on a quarterly basis for the operation and materials and/or equipment incurred by the County, which has been accepted by TxDOT.
 2. TxDOT shall prepare and submit a Billing Statement for the NTTA, or other type of invoice acceptable to the NTTA, on a quarterly basis for the operation and materials and/or equipment
- Interlocal - LGPerf

incurred by the TxDOT.

3. For costs to be reimbursed by TxDOT, an original and one (1) copy of the Billing Statement should be submitted to the following address:

Texas Department of Transportation

Attn: Director of Transportation Operations

PO Box 133067

Dallas, Texas 75313-3067

For costs to be reimbursed by the NTTA, an original and one (1) copy of the Billing Statement should be submitted to the following address:

North Texas Tollway Authority

Attn: Executive Director

P.O. Box 260729

Plano, Texas 75026

4. All Billing Statements shall be properly documented, summarizing the costs by description of work performed, quantity of materials and devices, unit price, labor costs, and extensions.

5. TxDOT will make payment to the County within thirty (30) days from receipt of the County's Billing Statement, provided that it is properly prepared, executed, and documented. TxDOT shall send to the NTTA a copy of TxDOT's payment transmittal memorandum when it is sent to the Dallas District Accounting Section.

The NTTA will make payment to the County within forty-five (45) days from the NTTA's receipt of the County's Billing Statement, provided that it is properly prepared, executed, and documented.

The NTTA will make payment to TxDOT within forty-five (45) days from receipt of TxDOT's Billing Statement, provided that it is properly prepared, executed, and documented.

6. Unsupported charges or charges after final acceptance by TxDOT will not be considered eligible for reimbursement. If applicable or necessary, TxDOT will prepare a final audit upon completion of the work authorized or at any time an audit is deemed to be in the best interest of TxDOT.

TxDOT will provide copies of its payment transmittal memorandum as an accommodation only, and without creating any obligation, liability, breach, representation or warranty with respect to whether the applicable Billing Statement is accurate, prepared in accordance with this Agreement or is otherwise proper for payment.

FY 2005 Proposed Courtesy Patrol Budget

Personnel		Extension	
Courtesy Patrol Officers	Months	Salary	
Salary (average)	\$0	0	\$0
Social Security 7.65%	\$0		
Retirement - 8%	\$0.00		
Health Insurance	\$0		
	\$0		\$0
Courtesy Patrol Officers - 34			
	(months)	monthly salary	
Salary monthly (average)			
30 employees @ 12 months	360	\$2,215	\$797,400
0 employees @ 10 months	0	\$2,215	\$0
0 employees @ 8 months	0	\$2,215	\$0
0 employees @ 6 months	0	\$2,215	\$0
2 employees @ 4 months	8	\$2,215	\$17,720
2 employees @ 2 months	4	\$2,215	\$8,860
total months worked	372		\$823,980
Social Security 7.65%		\$63,034	
Retirement - 8%		\$65,918	
Health Insurance		\$167,400	
		\$296,353	\$296,353
Supervisor			
Salary		\$38,196	\$38,196
Social Security			
Retirement			
Health Insurance			
		\$0	\$0
Assistant Supervisor			
Salary		\$32,136	\$34,368
Social Security 7.65%		2,629	
Retirement - 8%		2,749	
Health Insurance		5,400	
		\$10,779	\$10,779
Shift Leaders - 3			
Salary		\$29,616	\$88,848
Social Security 7.65%		6,797	
Retirement - 8%		7,108	
Health Insurance		16,200	
		\$30,105	\$30,105
Administrative Assistant			
Salary		\$21,816	\$21,816
Social Security 7.65%		1,669	
Retirement - 8%		1,745	
Health Insurance		5,400	
		\$8,814	\$8,814
Overtime			\$25,000
County Salary			\$969,012
TxDOT Salary			\$38,196
Total Salary			\$1,032,208
Total County Benefits			\$346,050
Total Personnel Costs			\$1,378,258

Operational Costs	
Cell Phones	\$16,000
Vehicles (10)	\$260,000
Fuel and maintenance	\$200,000
Hardware supplies	\$40,000
Office Supplies	\$12,000
Radios	\$10,000
Total	\$538,000

Misc. Costs	
Uniforms	\$55,000
Flares	\$20,000
Antifreeze	\$2,500
Absorbent	\$6,000
Total	\$83,500

Insurance Costs		Salary
Worker's Comp	\$1,032,208	\$112,348.06
Auto	\$2698.72 per vehicle 25 veh	\$68,068
General Liability		\$25,000
Garage Keeper	\$2,000	\$2,000
Total		\$207,416

Total Operational Cost \$828,916

Total Personnel Costs \$1,378,258

Indirect Costs (19.45% of County Salary) \$188,473

Total FY 2005 Budget \$2,395,647

NCTCOG share (80%) FY 06 \$1,916,518

Total TxDOT and NTTA share (20%) FY 06 \$479,129

COURT ORDER

ORDER NO: 2005 1110

DATE: JUNE 14, 2005

STATE OF TEXAS § §

COUNTY OF DALLAS § §

BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County, Texas, held on the 14th day of June, 2005, on motion made by John Wiley Price, Commissioner Dist. #3, and seconded by Maurine Dickey, Commissioner Dist. #1, the following Order was adopted:

WHEREAS, on June 7, 2005 the Dallas County Commissioners Court was briefed on a recommendation to continue the contract for the operation of the Courtesy Patrol Program; and


WHEREAS, the Courtesy Patrol Program provides a vital service to the freeway system and the region; and

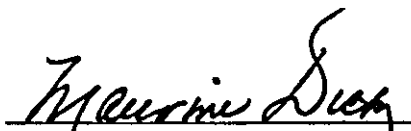
WHEREAS, Dallas County will operate the Courtesy Patrol Program through the Sheriff's Department; and

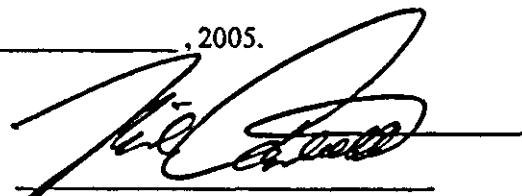
WHEREAS, Dallas County will purchase General Liability, Workers Compensation and Unemployment insurance policies for the Courtesy Patrol program and receive reimbursement for the cost of these policies.

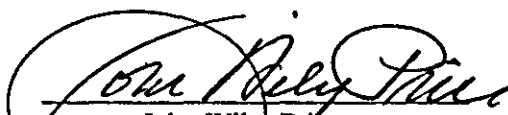
NOW THEREFORE IT IS ORDERED, ADJUDGED, AND DECREED that the Dallas County Commissioners Court authorizes the continuation of the Courtesy Patrol Program contract, which authorizes the program to be funded by full reimbursement from the North Central Texas Council of Governments, the Texas Department of Transportation and the North Texas Tollway Authority through Fiscal Year 2006, and authorizes the County Judge to sign all related documents.

DONE IN OPEN COURT this the 14th day of June, 2005.

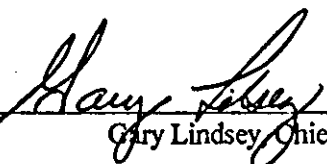

Margaret Keliher
County Judge


Maurine Dickey
Commissioner District #1


Mike Cantrell
Commissioner District #2


John Wiley Price
Commissioner District #3

ABSENT
Kenneth A. Mayfield
Commissioner District #4

Recommended By: 
Gary Lindsey, Chief Deputy

RESOLUTION NO. 01-79**A RESOLUTION OF THE NORTH TEXAS TOLLWAY AUTHORITY
AUTHORIZING THE EXECUTION OF AN INTERLOCAL COOPERATION
AGREEMENT FOR THE MOBILITY ASSISTANCE PROGRAM
BY AND BETWEEN TXDOT, DALLAS COUNTY AND THE NTTA
("COURTESY PATROL")**

November 14, 2001

WHEREAS, the North Texas Tollway Authority (the "NTTA") is a regional tollway authority governed by Chapter 366 of the Texas Transportation Code, said Chapter being referred to as the Regional Tollway Authority Act; and

WHEREAS, studies indicate that accidents, vehicle breakdowns and similar incidents significantly increase congestion and impair mobility along high-volume transportation corridors in this region and throughout the state; and

WHEREAS, in an effort to effectively perform incident management and thereby enhance mobility, the Texas Department of Transportation ("TxDOT") established a mobility assistance program commonly referred to as the "Courtesy Patrol Program" (the "Program") to provide motorist assistance and similar support on this region's highways; and


WHEREAS, the County of Dallas (the "County"), the NTTA and TxDOT have determined that it is mutually advantageous to adopt a unified approach to the Program and to share rights, obligations and costs arising in connection with the Program so as to provide those services on a coordinated and cooperative basis; and


WHEREAS, the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, authorizes various governmental entities to contract with one another to perform governmental functions and services, and Section 366.182.(b) of the Regional Tollway Authority Act authorizes the NTTA to enter into agreements with one or more parties to provide, among other things, personnel and services to operate the NTTA's turnpike projects; and

WHEREAS, the County, TxDOT and the NTTA have negotiated a document titled "Surface Transportation Program - Metropolitan Mobility Rehabilitation - Interlocal Cooperation Agreement For The Mobility Assistance Program" (the "Agreement") that specifies the term, scope and operation plan, as well as the allocation of costs and responsibilities, for the Program;

NOW, THEREFORE, BE IT RESOLVED that the NITA Board of Directors authorizes the Executive Director to execute the Agreement on behalf of the NITA

ATTEST.


Donald D. Dillard, Chairman


Ruby Franklin, Secretary

ATTACHMENT E

Location Maps Showing Routes

FY 2006 Proposed Courtesy Patrol Budget

Personnel

	Months	Salary	Extension
Courtesy Patrol Officers			
Salary (average)	\$0	0	\$0
Social Security 7.65%	\$0		
Retirement - 8%	\$0.00		
Health Insurance	\$0		\$0
Courtesy Patrol Officers - 34			
	(months)	monthly salary	
Salary monthly (average)			
34 employees @ 12 months	408	\$2,215	\$903,720
6 employees @ 10 months	60	\$2,215	\$132,900
0 employees @ 8 months	0	\$2,215	\$0
0 employees @ 6 months	0	\$1,963	\$0
0 employees @ 4 months	0	\$1,963	\$0
0 employees @ 2 months	0	\$1,963	\$0
total months worked	468		\$1,036,620
Social Security 7.65%	\$79,301		
Retirement - 8%	\$82,930		
Health Insurance	\$210,600		
	\$372,831		\$372,831
Supervisor			
Salary	\$38,196		\$38,196
Social Security			
Retirement			
Health Insurance	\$0		\$0
Assistant Supervisor			
Salary	\$32,136		\$34,368
Social Security 7.65%	2,629		
Retirement - 8%	2,749		
Health Insurance	5,400		
	\$10,779		\$10,779
Shift Leaders - 3			
Salary	\$29,616		\$88,848
Social Security 7.65%	6,797		
Retirement - 8%	7,108		
Health Insurance	16,200		
	\$30,105		\$30,105
Administrative Assistant			
Salary	\$21,816		\$21,816
Social Security 7.65%	1,669		
Retirement - 8%	1,745		
Health Insurance	5,400		
	\$8,814		\$8,814
Overtime			\$25,000
County Salary			\$1,181,652
TxDOT Salary			\$38,196
Total Salary			\$1,244,848
Total County Benefits			\$422,529
Total Personnel Costs			\$1,667,377

Operational Costs

Cell Phones	\$16,000
Vehicles (10)	\$260,000
Fuel and maintenance	\$200,000
Hardware supplies	\$40,000
Office Supplies	\$12,000
Radios	\$10,000
Total	\$538,000

Misc. Costs

Uniforms	\$55,000
Flares	\$20,000
Antifreeze	\$2,500
Absorbent	\$6,000
Total	\$83,500

Insurance Costs

	Salary	
Worker's Comp	\$1,244,848	\$112,348.06
Auto	\$2698.72 per vehicle 25 veh	\$68,068
General Liability		\$25,000
Garage Keeper	\$2,000	\$2,000
Total		\$207,416

Total Operational Cost \$828,916

Total Personnel Costs \$1,667,377

Indirect Costs (19.45% of County Salary) \$229,831

Total FY 2005 Budget \$2,726,124

NCTCOG share (80%) FY 05 \$2,180,899

Total TxDOT and NTTA share (20%) FY 05 \$545,225

ATTACHMENT C

General Terms and Conditions

Article 1. Additional Work

- A. If the County and/or NTTA is of the opinion that any assigned work is beyond the scope of this contract and constitutes additional work, it shall promptly notify TxDOT in writing. The written notice shall present the relevant facts and show how the work constitutes additional work.
- B. If TxDOT in its sole discretion finds that the work does constitute additional work, TxDOT shall so advise the County and/or NTTA and a written amendment will be executed. The County and/or NTTA shall not perform any proposed additional work or incur any additional costs before the execution of an amendment.
- C. TxDOT shall not be responsible for actions by the County and/or NTTA for any costs incurred by the County and/or NTTA relating to additional work that is performed before an amendment is executed or that is outside the scope of the contract, as amended.

Article 2. Amendments

This contract may only be amended by written agreement executed by all parties before the contract is terminated.

Article 3. Notice to Proceed

If Attachment A requires a notice to proceed, the County and/or NTTA shall not proceed with any work or incur any costs until TxDOT issues a written notice to the County and/or NTTA authorizing work to begin. Any costs incurred by the County and/or NTTA before receiving the notice are not eligible for reimbursement.

Article 4. Conflicts Between Agreements

If the terms of this contract conflict with the terms of any other contract between the parties, the most recent contract shall prevail.

Article 5. Nonconforming Work

If the County and/or NTTA submits work that does not comply with the terms of this contract, TxDOT shall instruct the County and/or NTTA to make any revisions that are necessary to bring the work into compliance with the contract. No additional compensation shall be paid for this work.

Article 6. Termination

This contract terminates at the end of the contract term, when all services and obligations contained in this contract have been satisfactorily completed, by mutual written agreement, or 30 days after either party gives notice to the other party, whichever occurs first. TxDOT shall compensate the County and/or NTTA only for those eligible expenses that are incurred during this contract and that are directly attributable to the completed portion of the work covered by this contract and only if the work has been completed in a manner satisfactory and acceptable to TxDOT. The County and/or NTTA shall neither incur nor be reimbursed for any new obligations after the date of termination.

Article 7. Funding

TxDOT shall pay for services from appropriation items or accounts from which like expenditures would normally be paid. Payments received by the County and/or NTTA shall be credited to the current appropriation items or accounts from which expenditures of that character were originally made. If for any reason subcontractors and suppliers, if any, are not paid before TxDOT reimburses the County and/or NTTA for their services, the County and/or NTTA shall pay the subcontractors and suppliers all undisputed amounts due for work no more than 10 days after the County and/or NTTA receives payment for the work.

unless a different time is specified by law. This requirement also applies to all lower-tier subcontractors and suppliers and must be incorporated in all subcontracts. If the County and/or NTTA fails to comply with this Article, TxDOT may withhold payments and suspend work until the subcontractors and suppliers are paid. The County and/or NTTA is authorized to submit requests for reimbursement no more frequently than monthly and no later than ninety (90) days after costs are incurred.

Article 8. Basis for Calculating Reimbursement Costs

TxDOT will reimburse the County and/or NTTA for actual costs incurred in carrying out the services authorized in Attachment A, Scope of Services, subject to the cost categories and estimated costs set forth in Attachment B, Budget. TxDOT shall compensate the County and/or NTTA for only those eligible expenses incurred during this contract that are directly attributable to the completed portion of the work covered by this contract, provided that the work has been completed in a manner satisfactory and acceptable to TxDOT. The County and/or NTTA shall not incur or be reimbursed for any new obligations after the effective date of termination. The County and/or NTTA shall bill TxDOT for actual travel expenses, not to exceed the limits reimbursable under State law. Out-of-State or out-of-country travel by the County and/or NTTA requires prior approval by TxDOT.

Article 9. Gratuities

Any person who is doing business with or who reasonably speaking may do business with TxDOT under this contract may not make any offer of benefits, gifts, or favors to employees of TxDOT. The only exceptions allowed are ordinary business lunches and items that have received the advanced written approval of the Executive Director of the Texas Department of Transportation.

Article 10. Conflict of Interest

The County shall not assign an employee to a project if the employee:

- A. owns an interest in or is an officer or employee of a business entity that has or may have a contract with TxDOT relating to the project;
- B. has a direct or indirect financial interest in the outcome of the project;
- C. has performed services regarding the subject matter of the project for an entity that has a direct or indirect financial interest in the outcome of the project or that has or may have a contract with TxDOT; or
- D. is a current part-time or full-time employee of TxDOT.

Article 11. Resources

All employees of the County and/or NTTA shall have adequate knowledge and experience to enable them to perform the duties assigned to them. The County and/or NTTA certifies that it currently has adequate qualified personnel in its employment to perform the work required under this contract or will be able to obtain adequate qualified personnel from sources other than TxDOT. On receipt of written notice from TxDOT detailing supporting factors and evidence, the County and/or NTTA shall remove from the project any employee of the County and/or NTTA who is incompetent or whose conduct becomes detrimental to the work. Unless otherwise specified, the County and/or NTTA shall furnish all equipment, materials, supplies, and other resources required to perform the work.

Article 12. Assignment Subcontracts

A subcontract may not be executed by the County and/or NTTA without prior written authorization by TxDOT. Subcontracts in excess of \$25,000 shall contain all applicable terms and conditions of this contract. No subcontract will relieve the County and/or NTTA of its responsibility under this contract. Neither party shall assign any interest in this agreement.

Article 13. Responsibilities of the Parties

Each party acknowledges that it is not an agent, servant, or employee of the other party. Each party is responsible for its own acts and deeds and for those of its agents, servants, or employees.

Article 14. Disputes

The County shall be responsible for the settlement of all contractual and administrative issues arising out of procurements entered in support of contract services. TxDOT shall be responsible for the settlement of any dispute concerning this contract unless the dispute involves a subcontract.

Article 15. Records and Ownership

- A. The County and/or NTTA agree to maintain all books, documents, papers, accounting records, and other evidence pertaining to costs at its office during the contract period and for four years from the date of final payment under the contract. These materials shall be made available for inspection and copying by TxDOT, by the State Auditor's Office, and by their authorized representatives. If the contract is federally funded, these materials shall also be made available for inspection and copying by the U.S. Department of Transportation and by the Office of the Inspector General.
- B. After completion or termination of this contract, all documents prepared by the County and/or NTTA or furnished to the County and/or NTTA by TxDOT shall be delivered to and become the property of TxDOT. All sketches, photographs, calculations, and other data prepared under this contract shall be made available, on request, to TxDOT without restriction or limitation of further use.
- C. TxDOT shall own all title to, all interests in, all rights to, and all intellectual property (including copyrights, trade and service marks, trade secrets, and patentable devices or methods) arising from or developed under this contract.
- D. Except to the extent that a specific provision of this contract states to the contrary, all equipment purchased by the County and/or NTTA or their subcontractors under this contract shall be owned by TxDOT and will be delivered to TxDOT at the time the contract is completed or terminated.
- E. The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds.

Article 16. Reference to Costs Principles and Circulars

Reimbursement with state or federal funds will be limited to costs determined to be reasonable and allowable under cost principles established in OMB Circular A-21, "Cost Principles for Educational Institutions," or OMB Circular A-87, "Cost Principles for State and Local Governments." The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in OMB Circular A-133.

Article 17. Equal Employment Opportunity

The County and/or NTTA agree to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented by Department of Labor regulations, 41 CFR Part 60. The County and/or NTTA agree to consider minority universities for subcontracts when the opportunity exists. The County and/or NTTA warrants that it has developed and has on file appropriate affirmative action programs as required by applicable rules and regulations of the Secretary of Labor.

Article 18. Nondiscrimination

- A. The County and/or NTTA shall comply with the regulations of the U.S. Department of Transportation relating to nondiscrimination in federally-assisted programs, including 49 CFR, Part 21; 23 CFR, Subchapter C; and 41 CFR, Part 60-74 (the Regulations).
- B. The County and/or NTTA, with regard to the work performed during this agreement, shall not discriminate on the basis of race, color, sex, national origin, age, religion, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment.
- C. In all solicitations either by competitive bidding or negotiation made by the County and/or NTTA for work to be performed under a subcontract, including procurements of materials and leases of equipment, but

not including routine purchase orders, each potential subcontractor or supplier shall be notified by the County and/or NTTA of the County's and/or NTTA's obligations under this agreement and the Regulations.

- D. The County and/or NTTA shall provide all information and reports required by the Regulations and directives issued under the Regulations and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the Texas Department of Transportation or the U.S. Department of Transportation to be pertinent to ascertain compliance with the Regulations or directives. If any information required of the County and/or NTTA is in the exclusive possession of another who fails or refuses to furnish this information, the County and/or NTTA shall so certify to the Texas Department of Transportation or the U.S. Department of Transportation, whichever is appropriate, and shall set forth what efforts the County and/or NTTA has made to obtain the requested information.
- E. In the event of the County's and/or NTTA's noncompliance with the nondiscrimination provision of this agreement, the Texas Department of Transportation shall impose such sanctions as it or the U.S. Department of Transportation may determine to be appropriate.
- F. The County and/or NTTA shall include the provisions of paragraphs A through E in every subcontract, including procurements of materials and leases of equipment, except routine purchase orders, unless exempt by the Regulations or directives. The County and/or NTTA shall take such lawful action with respect to any subcontract or procurement as the Texas Department of Transportation may direct as a means of enforcing these provisions, including sanctions for noncompliance. In the event the County and/or NTTA becomes involved in or is threatened with litigation with a subcontractor or supplier as a result of directions given by TxDOT, the County and/or NTTA may request the Texas Department of Transportation to enter into the litigation to protect the interests of the TxDOT. In addition, the County and/or NTTA may request the United TxDOTs to enter into litigation to protect the interests of the United States.

Article 19. Compliance with Laws

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations and with the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement. After receiving a written request from TxDOT, the County and/or NTTA shall furnish TxDOT with satisfactory proof of its compliance with this Article.

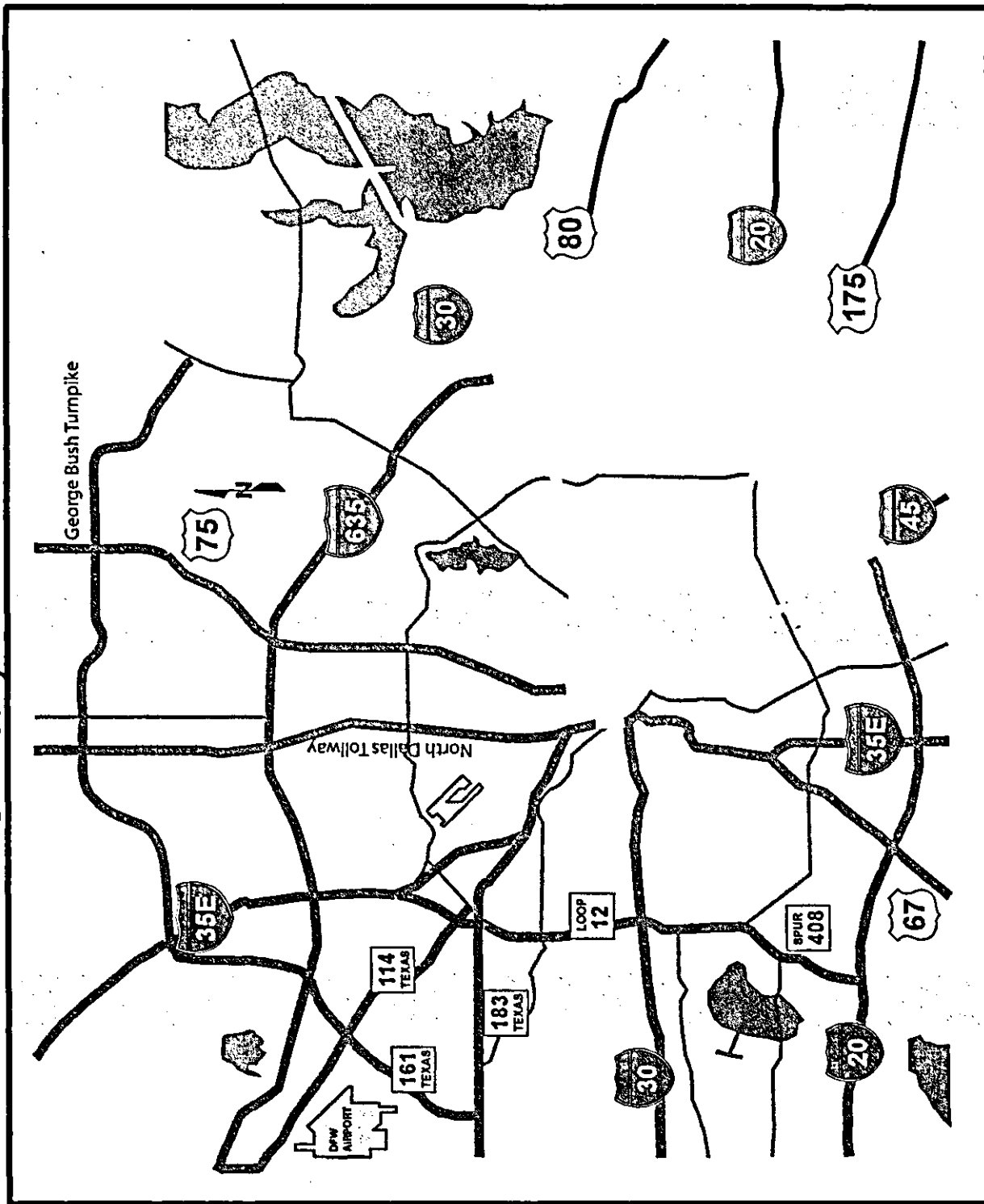
Article 20. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

ATTACHMENT D-1 & D-2

Resolution or Ordinance

Courtesy Patrol Routes



4 Routes

Courtesy Patrol Routes

George Bush Turnpike

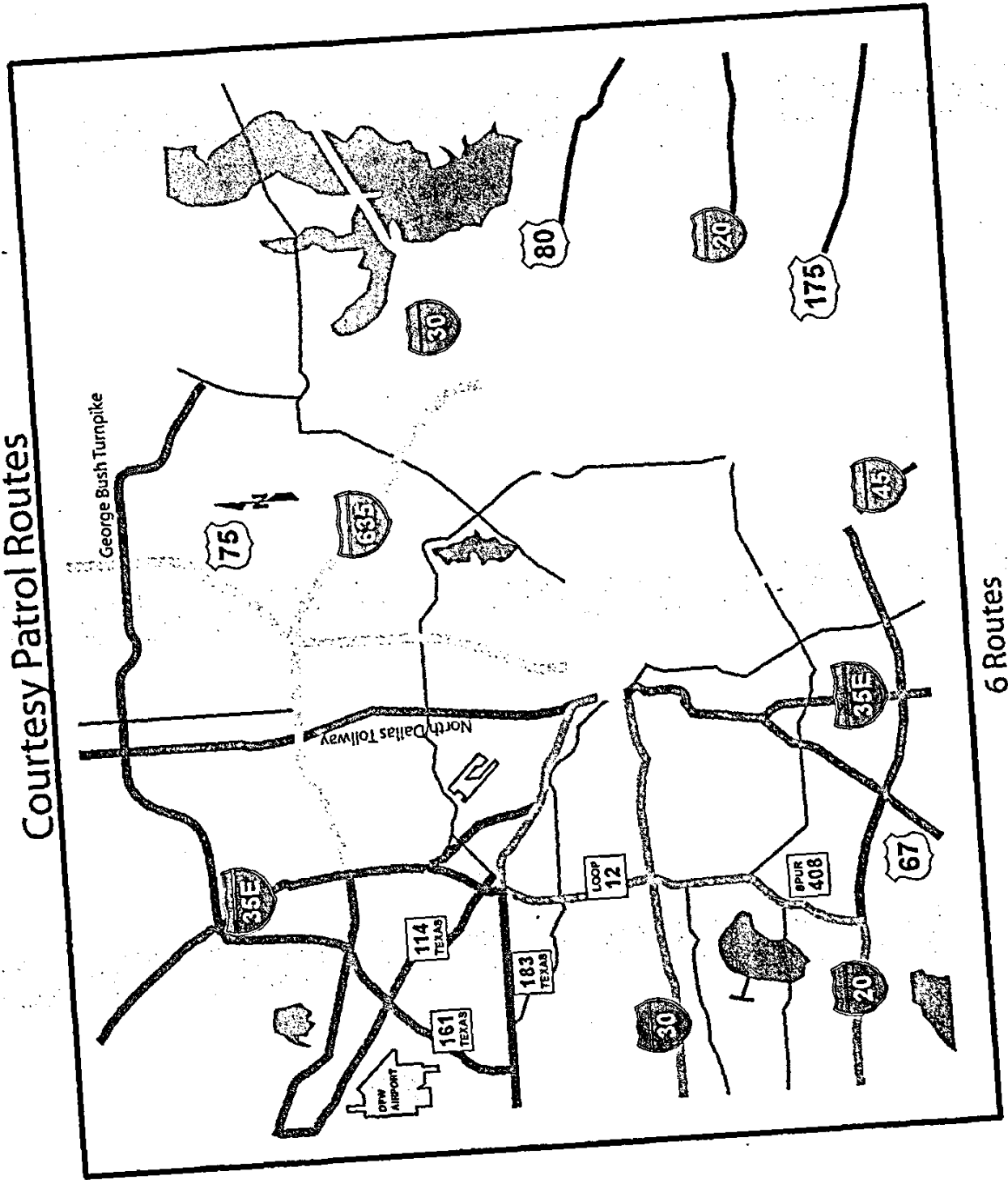
Dallas North Tollway

DFW AIRPORT

5 Routes

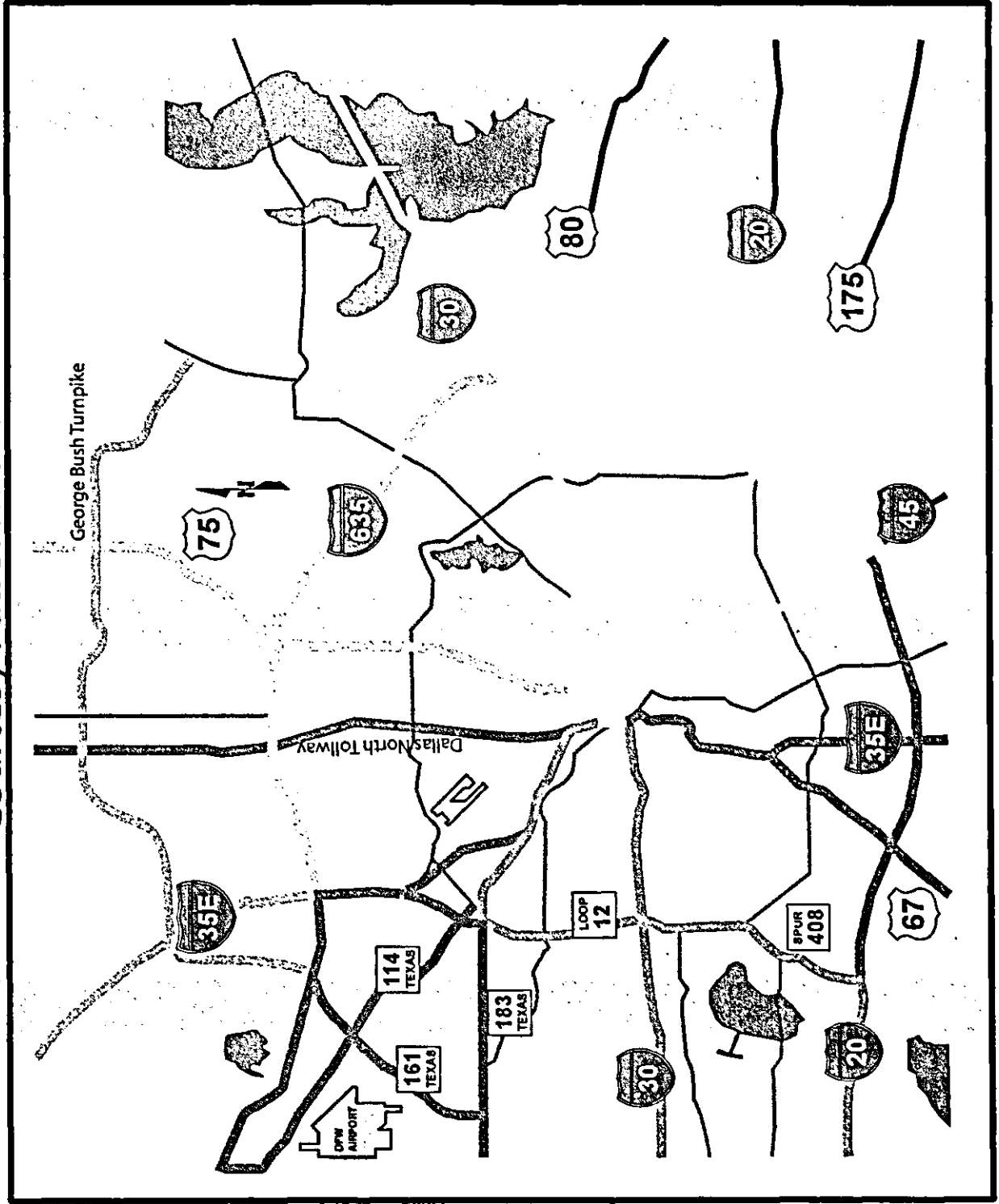
5 Routes

Courtesy Patrol Routes

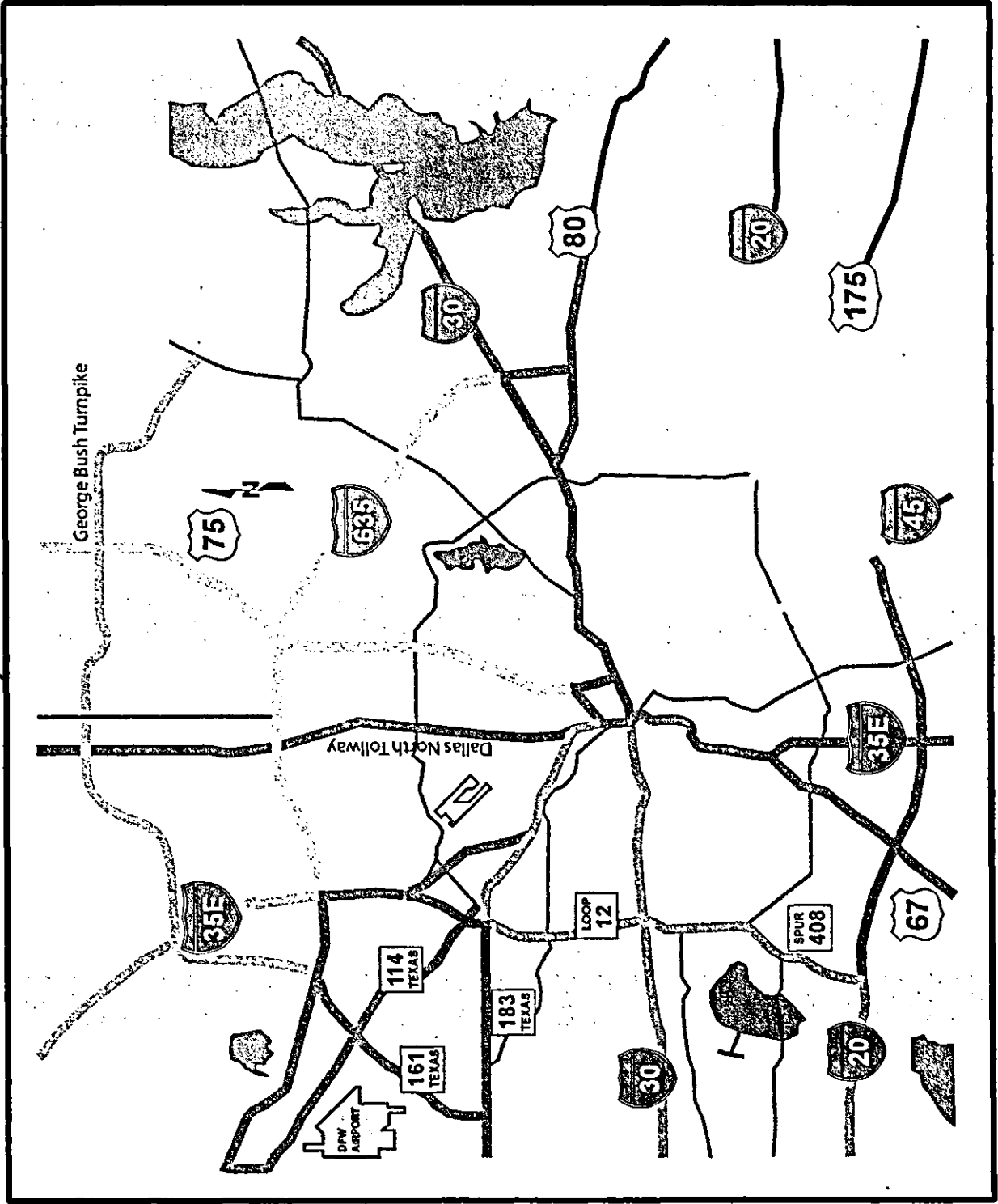


6 Routes

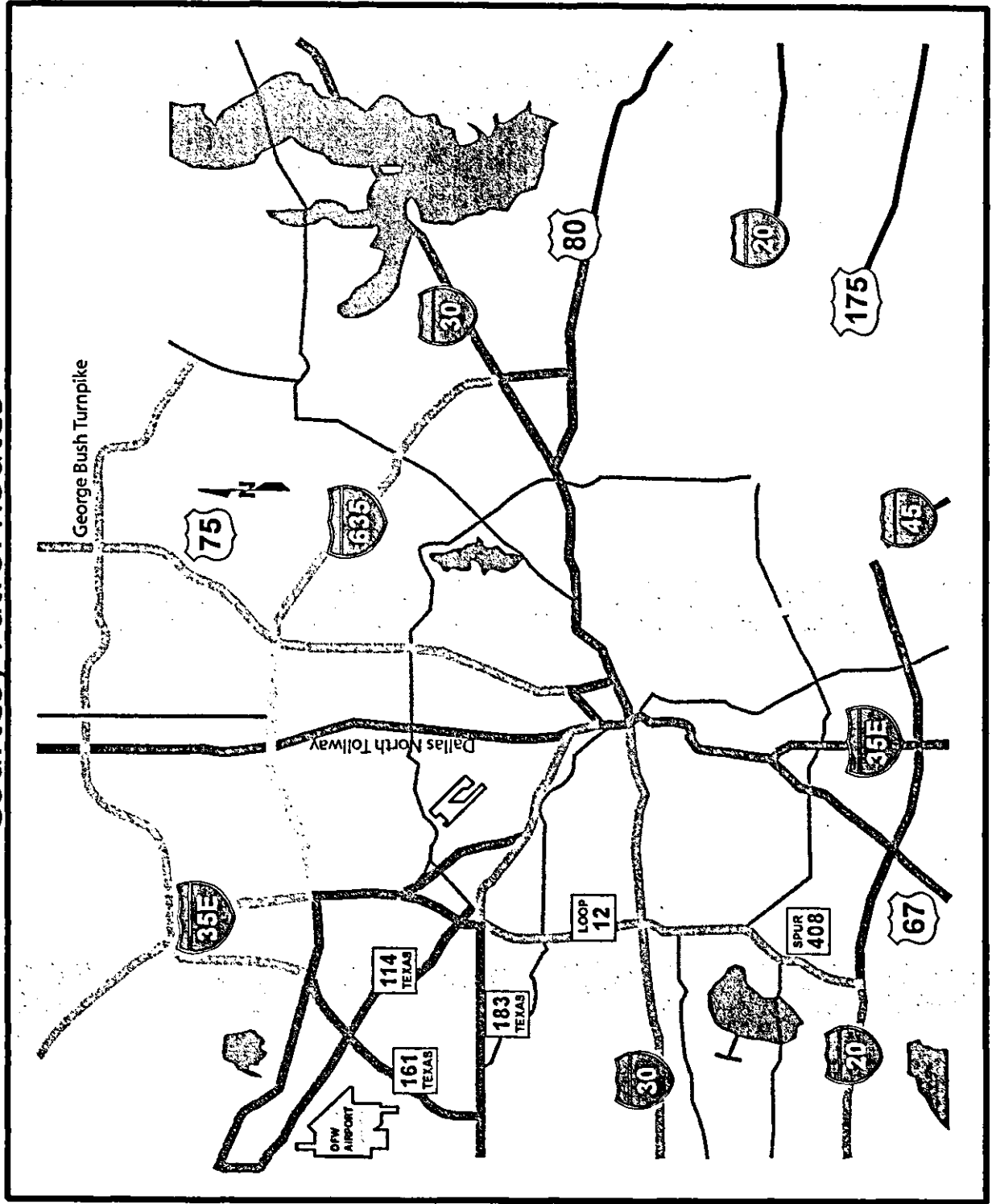
Courtesy Patrol Routes



Courtesy Patrol Routes



Courtesy Patrol Routes



Courtesy Patrol Routes

10 Routes

10 Routes

ATTACHMENT F

Operation Plan

DALLAS COUNTY COURTESY PATROL OPERATIONS MANUAL



INTRODUCTION

The Dallas District of the Texas Department of Transportation, Dallas County, the North Texas Tollway Authority, and the North Central Texas Council of Governments are dedicated to providing the area highways a Courtesy Patrol operation that will operate seven days a week. The highway miles covered are approximately two hundred and ninety-eight centerline miles. The primary function of the patrol is to keep highways operating at the highest level of service possible by assisting stalled motorists and reducing the time the highway is impaired by accidents.

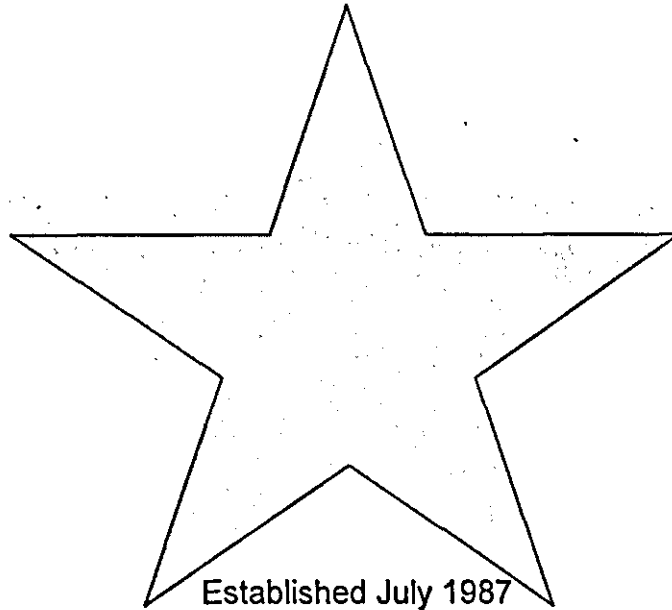
The partnering agencies are concerned about motorists in distress on the highway. Research has shown that the quicker a stalled vehicle is removed from the highway system, the less likelihood there is of an accident occurring, either directly or indirectly, as a result. The presence of a stalled vehicle on a high-speed traffic lane of the highway is a real and dangerous traffic hazard, not only to the occupants of the stalled vehicle, but also to those of other approaching vehicles. Our goal is to provide emergency roadside service to those motorists by means of gas, flat tires, water for radiators, or minor engine repair, i.e., fan belts or radiator hoses.

The secondary function of the patrol is to provide a travel facility free of hazardous debris and to report needed roadway repairs. The patrol personnel remove damaged guardrail, light standards, signs, and other debris from the roadway. During inclement weather they report hazardous highway conditions such as icing and high water.

DALLAS COUNTY

COURTESY PATROL

MANUAL



Established July 1987

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SECTION 6.....	ACCIDENT POLICY
SECTION 7.....	DRIVING RECORD
SECTION 8.....	D.U.I. AND D.W.I. POLICY

REVISED BY

Wayne D. Doakes, Sr.

Courtesy Patrol Program Manager

Scott Duncan

Courtesy Patrol Program Supervisor

SECTION 1

COURTESY PATROL OPERATORS

POLICY AND PROCEDURES

PERSONNEL QUALIFICATIONS

Each Dallas County Courtesy Patrol vehicle should be staffed by individuals who meet the qualifications for a Dallas County Courtesy Patroller. Dallas County Courtesy Patrollers will demonstrate knowledge of minor vehicle mechanics and first aid procedures. Courtesy Patrollers will be trained in and will adhere to policies and intent of the Texas Department of Transportation's Handbook of Safe Practices.

OPERATING HOURS

COURTESY PATROL OPERATES:

Monday through Friday: 4:30 am to 10:00 pm
Saturday and Sunday: 11:00 am to 8:00 pm

ROUTES

The Courtesy Patrol operates on all state freeways in Dallas County with partial coverage in Denton and Collin Counties. The routes are determined by traffic volumes and congestion, and will change periodically due to changes in traffic conditions. Any changes in routes will be made by the Courtesy Patrol Supervisor.

Holidays

On the following state holidays the Courtesy Patrol will operate with full (100%) crews during normal operating hours:

- New Years Day
- MLK (observed)
- Memorial Day (observed)
- Independence Day (observed)
- Labor Day

Courtesy Patrol will not operate on the following days:

- Thanksgiving Day
- Christmas Day

INSPECTING ROUTES FOR MAINTENANCE NEEDS

When driving their assigned routes, the Courtesy Patrollers will inspect signs, signals, pavement markings, illuminations, guardrails, roadways, etc., and report needed repairs to the appropriate maintenance section personnel. They will also inspect highways during inclement weather and notify police and/or maintenance section personnel of ice problems, flooding, etc., **IMMEDIATELY**.

EQUIPMENT MAINTENANCE

Each Courtesy Patrol crew will inspect their vehicle and all equipment daily. Secure necessary maintenance and replenish items used, such as fuel, water, and flares.

STRANDED MOTORIST POLICY

1. **Courtesy Patrol personnel must never pass up a stranded motorist, unless they have been dispatched to an accident, lane obstruction, or an emergency caused by inclement or severe weather conditions.**
2. If a stranded motorist is in the roadway, we must get them out the roadway as safely and quickly as possible.
3. If Courtesy Patrol personnel have stopped to assist a motorist and the motorist has help on the way, ask if they would like for you to call their help again.
4. If while patrolling we come upon any person walking on the shoulder of the freeway, our duty is to stop and offer any assistance we can to move this person to a safer location.
THIS IS A JUDGMENT CALL: Your option to transport within reason, take to the nearest service station, as always, offer phone use.
5. All Courtesy Patrol personnel must give a survey slip to everyone they have assisted.

PROCEDURES FOR INVESTIGATING STALLED OR IDLE VEHICLE

When investigating a stalled vehicle and providing the appropriate aid, your response will depend on whether or not the motorist is present and whether or not the vehicle was involved in an accident.

OCCUPIED VEHICLE IN THE TRAVEL LANES

1. Under the authority of the Transportation Code and Administrative Code, you are authorized to move any vehicle or personal property that presents a hazard to the motoring public. If this is not feasible, call the police to assist in the removal of the vehicle or property.
2. Remove vehicles from the travel lanes before assisting with minor repairs. Examples include: furnishing water for radiator, providing gasoline if out of fuel (one gallon limit), assisting in changing or inflating a flat tire, providing a jump start.
3. If repairs on a vehicle are beyond our ability, allow the motorist to use the cellular phone to call a wrecker, or other persons. If they have no one to call for assistance, the Courtesy Patrol unit may transport following the policies and procedures set forth in the D.C.C.P Operational Manual.

PROCEDURES FOR REMOVING OBSTRUCTIONS

1. If the obstruction is a traffic hazard and cannot be moved, position the truck and cones in an appropriate area separating the obstruction from the motoring public. Then contact the police and appropriate maintenance section for assistance.
2. If the obstruction is a traffic hazard and can be moved, remove it as soon as possible. Under no circumstances should the employee put himself or herself in a high-risk situation when removing debris from the roadway. If the traffic is too heavy, contact the dispatcher for assistance from another Courtesy Patrol vehicle or call the maintenance section supervisor for assistance. **NOTE:** The owner of the obstructing item may have a preference as to how it is removed, but his or her preference should only be accommodated if it does not compromise the safety of the public or the employee.
3. When personnel are sent to a stranded motorist call and notice a lane blockage, personnel must notify the dispatcher immediately and remove the lane blockage from the flow of traffic. Courtesy Patrol operators may then proceed to their original call. **A LANE BLOCKAGE IS TOP PRIORITY!**

4. The debris that is removed from the roadway must be left on the shoulder as far from the travel lanes as possible for the maintenance section to pick up. If the items removed from the roadway are valuable, the item(s) must be turned in to their shift leader. Property found on the right-of-way is state property and personal use of such will not be allowed.

HAZARDOUS MATERIALS

If a possible hazardous material situation exists in the roadway or on the State right-of-way, notify the shift leader and the local Police and Fire Departments. Assist with traffic control around the hazardous material. **Stay away from the hazardous material and let proper personnel take care of the situation.** The shift leader or his assistant will respond to survey the incident and notify the proper maintenance section and Environmental department.

INCIDENT PROCEDURES

1. **Basic lane closure**
Use at least 5 cones or flares per lane with a taper of at least 100 feet. The last cone in the taper must be at least 30 feet from the back of the Courtesy Patrol vehicle. Make a separate taper for each lane with a tangent of at least 5 cones or flares.
2. **Minor accident**
Make sure that it is a minor accident. Ask if anyone wants an ambulance and check to see if the vehicles are drivable. If the vehicles are not drivable, use the Courtesy Patrol truck to move them off of the traffic lanes.
3. **Major accident**
Notify the police immediately. Set out the proper traffic control devices (cones and/or flares), render first aid, protect the accident scene, and keep onlookers out of the accident scene.
4. **Stranded motorist (overheated)**
Never open the radiator if the vehicle is overheated. Let the vehicle cool off first, and then slowly release the pressure from the radiator. Start the engine before adding water or antifreeze. Use the proper P.P.E. **USE EXTREME CAUTION WHEN ASSISTING OVERHEATED VEHICLES.**
5. **Stranded Motorist (flat tire)**
Set out the proper safety devices. Check to make sure the motorist has a spare tire for their vehicle. If they do not have a spare tire, ask the motorist if they would like to use the phone to call for help or be transported to nearest tire shop to get a spare tire. If the motorist has a spare tire, check to see if the tire is inflated. Set the vehicle emergency brake and place the jack in the vehicles recommend lift point. **Never get under a vehicle while it is being supported by a jack.**
6. **Stranded motorist (minor engine repair)**
If the vehicle is blocking traffic, move it to the shoulder of the road. Find out what the problem is and if it can be fixed in a short period of time (no more than 30 minutes). If it cannot be fixed ask the motorist if they want to call for a wrecker, call home or leave the vehicle and have you transport them to their home or work. **All transports must be approved by dispatcher.**
7. **Abandon vehicle**
If the vehicle is left in a traffic lane you are authorized under the Transportation Code to remove the vehicle to the shoulder of the roadway or other secure location, i.e., service road,

parking lot, secured shoulder. If this is not possible call the Police to assist in the removal of the vehicle. If you must move the vehicle out of the general vicinity in which it was abandoned, always notify Police Department of the vehicle's new location.

8. **Stalled Eighteen Wheeler (in the lane)**

Notify the Police immediately, talk to the driver and find out what is wrong, find out if the truck can be moved (if the air brakes are not locked) let the driver call the trucking company, notify your shift leader. If the vehicle cannot be moved with the state truck, then follow basic lane closure procedures.

9. **Vehicle Fire**

First, check for any hazardous materials, i.e., flammable substances, oil or gas. Then call the Fire Department immediately and set up the proper traffic control devices. If possible, try to put out the fire. If the fire is too large, let it burn.

10. **Driving on Shoulder**

Do not exceed 20 miles per hour while driving on the shoulder. Use all lights and emergency equipment while on the shoulder. Use **EXTREME CAUTION** while backing on the shoulder and always use a spotter when possible.

11. **D.C.C.P. Transport Policy**

The Dallas County Courtesy Patrol will offer to transport any stranded motorist that the patroller feels presents a hazard to themselves and the motoring public. We will also offer transport assistance to those citizens we find walking on the shoulders of our freeway system. Some will accept our help and some will not. Our job is to offer the help explaining to them the dangers they face on the shoulders of high speed travel lanes.

The procedures to follow if they accept our service, is to first call in your location and inform the dispatcher of exactly what you have, where the person, or persons wish to be taken. The patroller will then determine if it is within a (ten) mile radius of his present location. If so, he will ask for permission to transport when given the go-ahead by the dispatcher. You then give your beginning mileage and at the end of the transport, your ending mileage.

The control center will track your transport progress and keep your shift-leader informed. **You do not need to call your shift-leader for transport permission.**

COURTESY PATROL INCIDENT SHEET

TRUCK # _____

Route # _____

Radio Code # _____

Date/Day: ____/____/____ - ____

Shift: ____ to ____

Driver: _____

Passenger(s): _____

Beginning Mileage: _____

Ending Mileage: _____

Incident Location: _____ Direction: _____ # of lanes: _____

Location: ☐ Left Shoulder ☐ Right Shoulder ☐ Lanes Blocked _____

Detection Method: ☐ CP ☐ Police ☐ Moving ☐ Call in ☐ Other: _____

Time Notified: _____ Time Arrived: _____ Time Departed: _____

Freeway Conditions at Arrival: ☐ (50+) mph ☐ (20-50) mph ☐ Stop & Go

Freeway Conditions at Departure: ☐ (50+) mph ☐ (20-50) mph ☐ Stop & Go

Vehicle License Plate: _____ State: _____

Driver Information: ☐ Male ☐ Female ☐ No Driver
Number of Occupants: ☐ Driver only ☐ 2 ☐ 3 ☐ 4+

Type of Incident: (only one)

- ☐ Stalled Vehicle
- ☐ Major Accident
- ☐ Minor Accident
- ☐ Flat Tire
- ☐ Fuel
- ☐ Roadway Debris
- ☐ Abandoned Vehicle
- ☐ Vehicle Fire
- ☐ Give Directions
- ☐ Special Event _____
- ☐ Other _____

Type of Assistance :(mark all that apply)

- ☐ Minor Engine Repair
- ☐ Jump Start
- ☐ Water & Coolant (Antifreeze)
- ☐ Push or Tow Vehicle
- ☐ Injury
- ☐ Fatality
- ☐ Hazardous Waste Clean Up
- ☐ Wrecker Called
- ☐ Motorist Use Phone
- ☐ Transport Motorist
- ☐ Accident Debris
- ☐ Tractor Trailer

SECTION 2 RULES AND REGULATIONS

RULES AND REGULATIONS

Effective immediately, all Courtesy Patrol personnel will adhere to the following rules and regulations outlined below. The only exceptions are noted.

Personnel Responsibilities

1. All personnel shall furnish their supervisor and the Control Center operator with a phone number where you can be reached (off duty).
2. All personnel are expected to work their full assigned shift. Once your name is put on the schedule to work extra, bridge demo, or special event, it becomes your assigned shift. The only exception will be illness or an emergency. Personnel must begin the shift by filling out a Courtesy Patrol vehicle inspection sheet. This procedure should be done at the beginning of the designated shift and should not exceed 15 minutes. Therefore, departure time should not exceed 30 minutes after the shift begins, unless repairs are required. **NOTE:** If an employee must leave the shift early, the remaining partner shall be responsible for the clean up of the patrol vehicle.
3. All personnel reporting more than 15 minutes late and not calling in prior to work will possibly be replaced on that shift at the discretion of the shift leader. If allowed to work, the employee will not be credited for any hour in which he/she is over 15 minutes late. If this continues to occur, he/she could face possible disciplinary action. All employees are required to be at work on time. **NO EXCEPTIONS.**
4. All personnel shall keep each other alert and share duties equally. All patrollers will become knowledgeable of all Courtesy Patrol duties (paperwork, radio operations, and vehicle inspections).
5. All personnel shall take a one (1) hour lunch break on an eight (8) hour shift. **This is mandatory.** Lunch break will be assigned for each crew and will be staggered for the entire fleet. All personnel shall notify the Control Center when they go to lunch, and give the exact location and establishment. Also, this establishment must be adjacent to the highway you are patrolling at that hour, or no more than two city blocks from any freeway.
6. All personnel must present a well-groomed personal appearance.
7. **Cellular phones are for County business only. Any personal calls must be paid for by the person making the call. If you need to make a personal call, get your supervisor's permission first.**
8. All paperwork and log sheets must be complete and correct when turned in to your shift leader.
9. When an employee calls in sick, they must notify their shift leader or Courtesy Patrol supervisor **2 hours** in advance of their shift. You must make contact with your shift leader or Courtesy Patrol supervisor. **Leaving a voice mail is not acceptable.**
10. Each employee is responsible for keeping track of their accumulated sick leave, comp time, and vacation time. **If you use time you don't have, you will not be paid.**
11. **Employees shall always follow the chain of command.** All problems should be resolved at lowest level possible.
12. No employee shall leave until his or her shift is over unless allowed or requested to do so by his or her shift leader.
13. All employees will be assigned uniforms, hand held radios, and required personal protective

equipment. If any of the assigned items become lost or stolen due to negligence, proper reimbursement for the cost of replacements will be required.

14. **Employees will not talk to insurance companies or attorneys concerning wrecks or County business unless requested to do so by the supervisor.**
15. All Dallas County Courtesy Patrol equipment issued to an employee, such as uniforms and all other personal protective equipment, becomes the employee's responsibility to maintain and account for. Should this equipment become lost, stolen, or damaged (other than normal wear and tear), it becomes the employee's financial responsibility to replace that item. This responsibility also extends to all equipment in county vehicles, including credit cards and vehicle keys.

GENERAL RULES

1. Partners shall be equally responsible for locking all doors and toolboxes of their assigned vehicle at the end of their shift **every day**.
2. When a Courtesy Patrol vehicle breaks down, the **vehicle operators** are responsible for notifying their shift leader. Logging the beginning and ending mileages and turning the truck in to the shop the same day, **by write/up**.
3. Vacation request will be approved or denied by the supervisors. No more than two (2) employees on a shift will be granted vacation at a time.
4. Courtesy Patrol Crews will run the same route for one (1) week then rotated to another route. All personnel shall stay on their assigned routes.
5. The Courtesy Patrol Dispatcher will answer all Dallas Police calls Monday through Friday. If there is no response after two calls, the Shift Leader will answer.
6. **When the shift leader is out for any reason, he will appoint his most competent and experienced lead worker to take charge of the crew until he returns.**
7. Only authorized personnel will be permitted to ride alone. These include the supervisor, shift leaders, and other personnel by the direction of the supervisor.
8. No Courtesy Patrol Crew will park to consume time or return to the shop earlier than 30 minutes prior to the end of their shift.
9. The shift leader is given full responsibility for their shift. If the shift leader is working a different shift, he carries the same authority and responsibility. All patrollers will respect his authority and knowledge of the job.
10. No personnel shall accept tips or gratuities. Employees will face immediate termination for such actions.
11. **Do not exceed 20 miles per hour while driving on the shoulder. Use EXTREME CAUTION while backing on the shoulder. Use a spotter when possible.**
12. **Courtesy Patrollers will obey all traffic laws when patrolling our freeways and driving our city streets. Failure to do so will result in disciplinary action up to and including termination.**
13. Courtesy Patrollers shall share the driving duties on a daily basis. Each person shall drive for no more than four (4) hours during an eight (8) hour shift.
14. Courtesy Patrol personnel shall notify the Control Center operator when they have stopped for any reason. They shall also notify the Control Center Operator when they are back in service.
15. All employees are required to possess a valid Texas Drivers License any time they are on duty.
16. All Police and State Radio volumes will be kept at a readable level.
17. Call back numbers will be given out by the Control Center Operators **ONLY** when Courtesy Patrollers are unable to locate the stranded motorist.

SAFETY AND PERSONAL PROTECTIVE EQUIPMENT

1. All Courtesy Patrol personnel must wear seat belts at all times. **NO EXCEPTIONS!**
2. Protective eyewear is a safety equipment item to be worn at all times. **NOTE:** If an employee's vision is impaired by the protective eyewear, the protective eyewear may be removed.
3. Each employee is required to bring all necessary equipment, uniforms, and personal safety equipment to work each day. If an employee forgets to bring required equipment to work, they will be charged with their own time to go home and get the equipment. **NOTE:** Each employee will be assigned a locker for the storage of his or her equipment. Employees will be responsible for ensuring all their equipment is secured.

Dallas County Courtesy Patrol Diesel and Gasoline Fill-Up Policy

The Morning Shift (5:00am- 1:30 pm) will fill their vehicles and gas cans each day before starting their route. Any exceptions require **Shift Leader approval**.

The Split-Shift (11:00am-7:30pm) will fill their vehicles at the start of the shift during the weekdays. On weekends, fill-ups will be done at the **Shift Leader's discretion**. Shift Leaders are responsible for making sure the shift's units are filled and ready for service at the start of the work week.

The Evening Shift (1:00pm-9:30pm) will also fill-up at the start of their shift each day.

All Patrollers should keep in mind that this policy, as stated, cannot always be followed to the letter. Trucks will sometimes be passed from crew to crew. Trucks may break down at times during a shift. This will require you to bring in one truck, pick up another, and refuel all over again.

The intent of this policy is to avoid unnecessary downtime for refueling during the second half of your shift, and to allow the **Shift-Leaders the discretion to use common sense when managing the Patrol time of his crew.**

SECTION 3

SAFETY PRECAUTIONS

SAFETY PRECAUTIONS

Courtesy Patrol work exposes department employees and equipment to the risk of accidents. For this reason, those who do this work must have proper training, the correct equipment, follow established safety rules, and exercise sound judgment. The general safety rules applicable to all work is found in the Texas Department of Transportation Handbook of Safe Practice (HBSP). The Occupational Safety Manual requires that each Courtesy Patroller be issued a personal copy of the HBSP. In addition to the general safety rules Courtesy Patrollers will observe the following special rules and precautions:

1. **Never turn your back on the traffic. Walk backwards if you have to.**
2. Consider the personal safety of yourself and those you are assisting first in all situations.
3. When conditions permit, keep yourself and your equipment well clear of open traffic lanes. Position people and equipment so that maximum sight distance is given to oncoming motorists.
4. Always try to have an escape route from the traffic. Somewhere to run!!
5. When working an accident, always make a long taper with five (5) cones per lane, or flares at night.
6. **When working an accident, do not set up at the bottom of a hill or in the blind spot of a curve.**
7. When working an accident on a bridge that has ice on it, do not set up on or past the bridge. Try to set up in advance of the bridge if possible. If you have to set up on or past the bridge, call another truck for assistance.
8. Make sure you and your partner are alert at all times, **be sure to watch each others back.**
9. If you see an incident you need to stop for but cannot get over, go to the next exit, turn around and come back. Then take care of the incident.

*Please see Section 4, Procedures for Removing Obstructions, for detailed information on this subject.
10. If you come up on an abandoned vehicle in the roadway, set out cones or flares, if you can, you are authorized under the Transportation Code to remove the vehicle to the shoulder of the road. If you can not safely remove the vehicle call the police and remain there until the vehicle is removed.
11. When assisting a motorist, do not stand on the traffic side of the vehicle.
12. Use all vehicle warning lights and signaling devices when stopped.
13. Use advanced warning devices (flares, cones, and arrow board) when stopped on the travel lanes.
14. Never position the Courtesy Patrol vehicle with the front facing oncoming traffic.
15. Always wear Personal Protective Equipment (uniform, gloves, safety glasses, steel toe shoes)

when doing Courtesy Patrol work outside the truck.

16. Whenever possible, position one crew member to warn oncoming traffic (flashlight with red wand, flares) and signal other Courtesy Patrollers if they are in danger.
17. Never pour gasoline into a carburetor when attempting to start an engine, **use starting fluid.**
18. When assisting a motorist with a flat tire on the traffic side of the vehicle, try to move the vehicle as far from the lane as possible before changing the flat. Set out cones or flares.

1. **If the vehicle is involved in an accident, observe the following procedures:**

If the vehicle presents a traffic hazard, stop far enough behind the accident that a taper of at least 60 feet, consisting of five (5) cones can be positioned in each lane that is blocked. For single lane closures, use five (5) cones during the day and also five (5) flares during night-time incidents. The last cone in the taper will be no less than 30 feet from the back of the Courtesy Patrol vehicle. The distance of the lane closure will be 100 feet. Cones will be spaced out equally for the 100 feet. (25 feet between each cone)

For multiple lane closures, use five (5) cones per lane during the day and also 5 flares per lane during night-time incidents. You will also use one (1) cone between each lane as a tangent. The last cone in the taper will be no less than 30 feet from the back of the Courtesy Patrol vehicle. The cones in each lane of the closure will be spaced a total of 60 feet. Cones will be spaced out equally in all lanes (15 feet between each cone).

If during a multiple lane blockage it is deemed necessary to open up all lanes except one, the Courtesy Patroller will reset the total spacing of the 5 cones to 100 feet.

2. If there are injuries, notify the police by radio or call 911 and provide assistance to the injured if possible. If there are **fatalities, do not move bodies** (Emergency medical services and medical examiner will handle the situation). **NOTE:** Use latex gloves and a CPR mask that are located in the First Aid Kit in applicable situations.
3. **UNDER NO CIRCUMSTANCES** should personnel stand behind the truck or in the taper point. Personnel must ignite the flares facing oncoming traffic. **DO NOT EVER TURN YOUR BACK TO THE ONCOMING TRAFFIC!**

SECTION 4

VACATION AND SICK LEAVE POLICY SECTION

VACATION AND SICK LEAVE POLICY

Courtesy Patrol Program Manager and Administrative Assistant will be responsible for maintaining time and attendance sheets for subordinates under the Dallas County Courtesy Patrol Command.

Call-in procedures for DCCP- If you are scheduled for shift duty and an emergency occurs with you or any member of your immediate family and you are unable to work at that time, you are to call your shift leader preferably the night before your shift begins. (If possible) If not when time permits please make a personal call to the Program Manager or Supervisor on duty. **(NO VOICEMAIL WILL BE ACCEPTED)**

Please remember if any member of your family becomes ill or incapacitated and you are needed to assist in their care, time off will be granted, if any member of your family should pass-away and you need time off to be with your family, it will be granted. Keep in mind these must be immediate family members (i.e. wife, husband, mother, father, grandfather, grandmother, brother, sister, your children, or step children)

Family medical emergency leave can be granted, when approved by County Human Resources.

1. Only two employees on a shift will be granted vacation at the same time.
2. If more than two people on one shift request vacation or comp-time off on the same day, it will be approved on a first come first serve basis. **(HOLIDAY TIME)**
3. Personnel taking sick leave are required to bring a doctors release anytime their sick leave exceeds three days.
4. Shift Leader's and Courtesy Patrol Supervisor's may request a doctor's release any time there is reason to suspect sick leave is being abused.

Employee Signature: _____

Employee Print Name: _____

Date: _____

Wayne Doakes Sr.
Program Manager
Dallas County Courtesy Patrol

SECTION 5

D.U.I. MOTORIST POLICY

D.U.I. MOTORIST POLICY

1. If Courtesy Patrol Personnel observe a suspected D.U.I. motorist, you must get the license plate number and their location and report it to the local Police. Personnel may stay with the D.U.I. motorist as long as they are on their route and are not exceeding the posted speed limit. If the D.U.I. motorist exits to a city street or off your route, personnel shall not follow them. We must give the local Police their last location and continue on our route.
2. Courtesy Patrol Personnel shall not attempt to pull over a suspected D.U.I. motorist or harass them in anyway!
3. Courtesy Patrol Personnel do not have any law enforcement powers. The Courtesy Patrollers duty is to patrol the freeway and relieve congestion, not to police the freeways. Do not become involved in pursuits. Do not attempt to apprehend any suspected criminals.

SECTION 6

ACCIDENT POLICY

(REPORTING ACCIDENTS OR DAMAGE)

- A. The driver of a Dallas County Sheriff's Department vehicle involved in an accident or who discovers damage to a County owned or leased vehicle will immediately notify the Communications Division, who will:
1. the dispatch emergency equipment and / or a wrecker if required,
 2. contact the police agency having jurisdiction if the vehicle was involved in an accident or if the damage was caused by criminal conduct.
 3. contact Sheriff's Department Patrol Division who will see that a proper accident report is made, if necessary,
 4. contact the Physical Evidence Section of the Sheriff's Department or make arrangements for photographs to be taken if Physical Evidence is unavailable,
 5. contact the driver's immediate supervisor.
- B. The driver of the County owned or leased vehicle will obtain the following information from the other driver(s) or property owner(s), which is necessary to complete the County of Dallas Auto, Equipment, Property, Accident Report Form 2a:
1. Name
 2. Home address
 3. Telephone number
 4. Business address and telephone number
 5. License number
 6. Make and model of vehicle
 7. Insurance information
 8. Place where auto will be towed (if applicable)
 9. Names, addresses and telephone numbers of anyone injured
 10. Names, addresses and telephone numbers of any witnesses
 11. Names, addresses and telephone numbers of any property owners whose property was damaged.
- C. Drivers should not make any statements concerning liability of fault to the other driver(s) or other witnesses.
- D. Drivers should advise the other driver(s) or property owner(s) that the vehicle involved was a Dallas County owned or leased vehicle, that Dallas County is self-insured and give the other driver(s), property owner(s) your name, and Dallas County employment telephone number.
- E. Proceed to the Criminal Investigations Division, located at the Frank Crowley Courts Building and give a sworn statement, (Affidavit in Any Fact), including all facts and necessary information.
- F. The driver involved will submit two initial reports to their immediate supervisor and the Commander of the Contracts and Analysis Division within twenty-four (24) hours from the time of the accident.

1. The two initial reports are the County of Dallas Auto, Equipment, Property Accident Report, Form 2a, and the Affidavit In Any Fact, Form 69/10-r.
2. Initial reports of accidents that occur on a Saturday, Sunday, and/or a recognized Dallas County holiday are due before the close of business on the first day immediately following that weekend day and/or Dallas County holiday.
3. If the driver is unable to submit the initial report due to injuries, the driver's supervisor is responsible for the submission of the required reports.

For information on disciplinary action, appeals classification, and driving records see Code of Conduct General Order Manual Section 336.06 under the Dallas County Sheriff Department Accident Review Board.

SECTION 7

D.U.I. AND D.W.I. POLICY

D.U.I. AND D.W.I. POLICY

The intent of this policy is to do all that we can to ensure safe driving by all employees who officially drive for the Department.

For the purpose of this policy, to receive a DUI/DWI means being convicted, receiving a probated sentence and/or appealing a conviction for driving a commercial or non-commercial vehicle, under the influence of alcohol or drugs or while intoxicated, while on-duty or off-duty.

To drive for the department, means driving vehicles and /or operating motor driven equipment for the department, regardless of who owns the vehicle. This includes an employee's personal vehicle.

Treatment programs include counseling and/or rehabilitation treatment, which may include aftercare.

REPORT TO SHERIFF

- A. Members of the Department are often involved in incidents which are not appropriate for introduction into the normal reporting system. Because of the uniqueness and/ or magnitude of these incidents, the Sheriff immediately needs a factual report from the personnel involved. The purpose of this order is to establish the requisites and format for writing a report to the Sheriff.
- B. A report will be immediately submitted by an employee which is addressed to the Sheriff and sent through the employee's Chain of Command when:
 - 1. Requested or ordered,
 - 2. A person is injured as a result of an employee's action.
 - 3. A Deputy discharges a firearm while on duty, in the line of duty, or off duty, except when engaged in a lawful sporting activity,
 - 4. Dallas County equipment is stolen, lost or damaged,
 - 5. An employee is involved in an off-duty incident in which the employee is the subject of an investigation conducted by another law enforcement agency.
 - 6. An employee is involved in a situation or incident in which the employee's supervisor reasonably believes that the situation or incident may result in a complaint being filed against that employee or,
 - 7. A Deputy makes an investigation and/or arrest while off-duty.
 - a. Off-duty employment activity is included.

INSTRUCTIONS FOR WRITING TO THE SHERIFF

- A. The report will be in block form and will be written in the first person.
- B. The report will be submitted on plain bond paper.
- C. Date: Spacing will be according to the length of the report. The date will be the date the report is written.
- D. Address: All reports will be directed to the Sheriff, by name as follows:

Lupe Valdez, Dallas County Sheriff
Frank Crowley Courts Building
133 N. Industrial Blvd., LB-31
Dallas, Texas 75207-4313

E. Subject: The subject should briefly explain why the report is written.

F. Salutations: All reports to the Sheriff will begin with the salutation "Sir."

G. Body: The following is a guide to be used:

1. The block paragraph form will be used with double spacing between paragraphs.
2. The opening paragraph will contain the date and time the officer was dispatched, notified or became involved in or observed the incident reported, assigned elements and the nature and location of the call or incident. It will identify the actors, times, places and any pertinent information concerning the incident.
3. The report will follow the sequence of events, starting at the beginning and will continue with a chronological account of actions and events, until it reaches the completion of the incident.
 - a. The report must be factual and contain only those events which actually transpired. If opinion or hearsay is to be included, be positive to clearly label it as such, i.e., (Reporting Officers note : _).
 - b. Superfluous collaboration is unnecessary.
 - c. The report will be brief, concise, complete and accurate.
 - d. The report will contain the name, address, age, sex and race of each individual involved.
 - e. The closing paragraph will contain the disposition or action taken or recommended in handling the incident.
 - f. The closing line.
 - g. The signature - will contain the employee's name, identification number, rank, Division and/or Section assigned. Example:

Name and Badge/Id Number
Rank
Division and/or Section

The employee will be terminated if he or she receives a second DUI/DWI conviction at any time during his or her employment with the department. If the conviction is appealed and overturned, the employee will be reinstated with back pay.

Cole, Athena

From: Lege, Marty
Sent: Friday, September 09, 2005 7:41 AM
To: Cole, Athena
Subject: FW: CP Budget
Attachments: budget and personnel 04-2005.xls

Athena,

This is the Courtesy Patrol contract term budget submitted to me by TxDOT after we had received the ILA to sign. You'll find that it identifies the 4% the NTTA is to pay each term year.

Thank you for your assistance!

Marty Legé
Command Center Manager
North Texas Tollway Authority
214-224-2231

mlege@ntta.org

One call does it all!

-----Original Message-----

From: Richard Cortez [mailto:RCORTEZ@dot.state.tx.us]

Sent: Thursday, June 30, 2005 2:30 PM

To: Lege, Marty

Subject: CP Budget

see attached

Thanks

Rick Cortez, P.E.

Freeway Management Engineer

TxDOT - Dallas District

214-320-4495 (phone)

214-320-4492 (fax)

rcortez@dot.state.tx.us

9/9/2005

FY 2005 Proposed Courtesy Patrol Budget

Personnel			Extension	Operational Costs	
Courtesy Patrol Officers	28 each	Salary		Cell Phones	\$15,300
Salary (average)	\$25,685	\$719,180		Vehicles (15)	\$390,000
Social Security 7.65%	\$1,964.90			fuel and maintenance	\$200,000
Retirement - 7%	\$1,797.95			Hardware supplies	\$40,000
Health Insurance	\$5,240			Office Supplies	\$12,000
	\$34,688		\$971,259.87	GPS Locators	\$4,080
				Misc.	
Courtesy Patrol Officers	4 each			Uniforms	\$51,668
Salary	\$25,685	\$102,740		flares	\$20,000
Social Security	\$7,859.61			antifreeze	\$2,500
Retirement	\$7,191.80			absorbent	\$6,000
Health Insurance	\$5,240				\$80,168
	\$45,976		\$45,976	Total	\$741,548
Program Supervisor	1 each			Total Operational Cost	\$741,548
Salary	\$32,448	\$32,448		Total Personnel Costs	\$1,274,595
Social Security	\$2,482.27			Indirect Costs (19.45% of Total Salary)	\$192,252
Retirement	\$2,271.36			Year Budget	\$2,208,395
Health Insurance	\$5,240			NCTCOG share (80%)	\$1,766,716
	\$42,442		\$42,442	NTTA share (4%)	\$70,669
Shift Leaders	3 each			TxDOT share (16%)	\$282,675
Salary	\$27,331	\$81,993			
Social Security	\$2,090.82				
Retirement	\$1,913.17				
Health Insurance	\$5,240				
	\$36,575		\$109,725		
Administrative Assistant	1 each				
Salary	\$25,292	\$25,292			
Social Security	\$1,934.84				
Retirement	\$1,770.44				
Health Insurance	\$5,240				
	\$34,237		\$34,237		
Maintenance Technician	1 each				
Salary	\$26,790	\$26,790			
Social Security	\$2,049.44				
Retirement	\$1,875.30				
Health Insurance	\$5,240				
	\$35,955		\$35,955		
Overtime			\$35,000		
Total Salary		\$988,443			
Total Personnel Costs			\$1,274,595		

FY 2006 Proposed Courtesy Patrol Budget

Personnel

Extension

Operational Costs

Courtesy Patrol Officers	32 each	Salary	
Salary (average)	\$26,558	\$849,865	
Social Security 7.65%	\$2,031.71		
Retirement - 7%	\$1,859.08		
Health Insurance	\$5,502		
	\$35,951		\$1,150,434.54

Courtesy Patrol Officers	7 each		
Salary	\$26,558	\$185,908	
Social Security	\$14,221.96		
Retirement	\$13,013.56		
Health Insurance	\$5,502		
	\$59,296		\$59,296

Program Supervisor	1 each		
Salary	\$33,551	\$33,551	
Social Security	\$2,566.67		
Retirement	\$2,348.59		
Health Insurance	\$5,502		
	\$43,968		\$43,968

Shift Leaders	3 each		
Salary	\$28,260	\$84,781	
Social Security	\$2,161.91		
Retirement	\$1,978.22		
Health Insurance	\$5,502		
	\$37,902		\$113,707

Administrative Assistant	1 each		
Salary	\$26,152	\$26,152	
Social Security	\$2,000.62		
Retirement	\$1,830.63		
Health Insurance	\$5,502		
	\$35,485		\$35,485

Maintenance Technician	1 each		
Salary	\$27,701	\$27,701	
Social Security	\$2,119.12		
Retirement	\$1,939.06		
Health Insurance	\$5,502		
	\$37,261		\$37,261

Overtime			\$35,000
Total Salary		\$1,207,958	
Total Personnel Costs			\$1,475,152

Cell Phones	\$16,065	
Vehicles (15)	\$409,500	
fuel and maintenance	\$210,000	
Hardware supplies	\$42,000	
Office Supplies	\$12,600	
GPS Locators	\$4,284	

Misc.		
Uniforms	\$33,649	
flares	\$21,000	
antifreeze	\$2,625	
absorbent	\$6,300	\$63,574

Total		\$758,023
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Total Operational Cost	\$758,023
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Total Personnel Costs	\$1,475,152
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Indirect Costs (19.45% of Total Salary)	\$234,948
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Year Budget	\$2,468,124
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NCTCOG share (80%)	\$1,974,499
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NTTA share (4%)	\$78,980
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TxDOT share (16%)	\$315,920
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FY 2007 Proposed Courtesy Patrol Budget

Personnel

Extension

Operational Costs

Courtesy Patrol Officers	39 each	Salary	
Salary (average)	\$27,461		\$1,070,990
Social Security 7.65%	\$2,100.79		
Retirement - 7%	\$1,922.29		
Health Insurance	\$5,777		
	\$37,261		\$1,453,196.48

Courtesy Patrol Officers	7 each		
Salary	\$27,461	\$192,229	
Social Security	\$14,705.51		
Retirement	\$13,456.02		
Health Insurance	\$5,777		
	\$61,400		\$61,400

Program Supervisor	1 each		
Salary	\$34,692	\$34,692	
Social Security	\$2,653.94		
Retirement	\$2,428.44		
Health Insurance	\$5,777		
	\$45,551		\$45,551

Shift Leaders	3 each		
Salary	\$29,221	\$87,663	
Social Security	\$2,235.41		
Retirement	\$2,045.48		
Health Insurance	\$5,777		
	\$39,279		\$117,837

Administrative Assistant	1 each		
Salary	\$27,041	\$27,041	
Social Security	\$2,068.64		
Retirement	\$1,892.88		
Health Insurance	\$5,777		
	\$36,780		\$36,780

Maintenance Technician	1 each		
Salary	\$28,643	\$28,643	
Social Security	\$2,191.17		
Retirement	\$2,004.99		
Health Insurance	\$5,777		
	\$38,616		\$38,616

Overtime			\$35,000
Total Salary		\$1,441,258	
Total Personnel Costs			\$1,788,381

Cell Phones	\$16,868
Vehicles (15)	\$429,975
fuel and maintenance	\$220,500
Hardware supplies	\$44,100
Office Supplies	\$13,230
GPS Locators	\$4,498

Misc.	
Uniforms	\$40,011
flares	\$22,050
antifreeze	\$2,756
absorbent	\$6,615
	\$71,432

Total	\$800,604
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Total Operational Cost	\$800,604
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Total Personnel Costs	\$1,788,381
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Indirect Costs (19.45% of Total Salary)	\$280,325
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Year Budget	\$2,869,309
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NCTCOG share (80%)	\$2,295,447
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NTTA share (4%)	\$91,818
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TxDOT share (16%)	\$367,272
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FY 2008 Proposed Courtesy Patrol Budget

Personnel			Extension	Operational Costs	
Courtesy Patrol Officers	46 each	Salary		Cell Phones	\$17,712
Salary (average)	\$27,461	\$1,263,219		Vehicles (15)	\$451,474
Social Security 7.65%	\$2,100.79			fuel and maintenance	\$231,525
Retirement - 7%	\$1,922.29			Hardware supplies	\$46,305
Health Insurance	\$6,066			Office Supplies	\$13,892
	\$37,550		\$1,727,313.95	GPS Locators	\$4,723
				Misc.	
Courtesy Patrol Officers	0 each			Uniforms	\$36,047
Salary	\$0	\$0		flares	\$23,153
Social Security	\$0.00			antifreeze	\$2,894
Retirement	\$0.00			absorbent	\$6,946
Health Insurance	\$0				\$69,039
	\$0		\$0	Total	\$834,669
				Total Operational Cost	\$834,669
Program Supervisor	1 each			Total Personnel Costs	\$2,009,772
Salary	\$35,872	\$35,872		Indirect Costs (19.45% of Total Salary)	\$281,502
Social Security	\$2,744.17			Year Budget	\$3,125,943
Retirement	\$2,511.01			NCTCOG share (80%)	\$2,500,754
Health Insurance	\$6,066			NTTA share (4%)	\$100,030
	\$47,193		\$47,193	TxDOT share (16%)	\$400,121
Shift Leaders	3 each				
Salary	\$30,215	\$90,644			
Social Security	\$2,311.42				
Retirement	\$2,115.02				
Health Insurance	\$6,066				
	\$40,707		\$122,121		
Administrative Assistant	1 each				
Salary	\$27,960	\$27,960			
Social Security	\$2,138.98				
Retirement	\$1,957.23				
Health Insurance	\$6,066				
	\$38,123		\$38,123		
Maintenance Technician	1 each				
Salary	\$29,617	\$29,617			
Social Security	\$2,265.67				
Retirement	\$2,073.16				
Health Insurance	\$6,066				
	\$40,021		\$40,021		
Overtime			\$35,000		
Total Salary		\$1,447,311			
Total Personnel Costs			\$2,009,772		

FY 2009 Proposed Courtesy Patrol Budget

Personnel			Extension	Operational Costs	
Courtesy Patrol Officers	46 each	Salary		Cell Phones	\$18,597
Salary (average)	\$27,461	\$1,263,219		Vehicles (15)	\$474,047
Social Security 7.65%	\$2,100.79			fuel and maintenance	\$243,101
Retirement - 7%	\$1,922.29			Hardware supplies	\$48,620
Health Insurance	\$6,369			Office Supplies	\$14,586
	\$37,854		\$1,741,265.64	GPS Locators	\$4,959
				Misc.	
Courtesy Patrol Officers	0 each			Uniforms	\$37,850
Salary	\$0	\$0		flares	\$24,310
Social Security	\$0.00			antifreeze	\$3,039
Retirement	\$0.00			absorbent	\$7,293
Health Insurance	\$0				\$72,491
	\$0		\$0	Total	\$876,403
Program Supervisor	1 each			Total Operational Cost	\$876,403
Salary	\$37,091	\$37,091		Total Personnel Costs	\$2,032,719
Social Security	\$2,837.47			Indirect Costs (19.45% of Total Salary)	\$282,719
Retirement	\$2,596.38			Year Budget	\$3,191,842
Health Insurance	\$6,369		\$48,894		
	\$48,894		\$48,894	NCTCOG share (80%)	\$2,553,473
Shift Leaders	3 each			NTTA share (4%)	\$102,139
Salary	\$31,242	\$93,726		TxDOT share (16%)	\$408,556
Social Security	\$2,390.01				
Retirement	\$2,186.93				
Health Insurance	\$6,369		\$126,564		
	\$42,188		\$126,564		
Administrative Assistant	1 each				
Salary	\$28,911	\$28,911			
Social Security	\$2,211.70				
Retirement	\$2,023.78				
Health Insurance	\$6,369		\$39,516		
	\$39,516		\$39,516		
Maintenance Technician	1 each				
Salary	\$30,624	\$30,624			
Social Security	\$2,342.70				
Retirement	\$2,143.65				
Health Insurance	\$6,369		\$41,479		
	\$41,479		\$41,479		
Overtime			\$35,000		
Total Salary		\$1,453,570			
Total Personnel Costs			\$2,032,719		