DALLAS COUNTY COMMISSIONERS COURT
BRIEFING AGENDA
JULY 10, 2001

REPORTS/RECOMMENDATIONS/REQUESTS

1) COUNTY TREASURER
   Nationwide Retirement Solutions Website .................................. 3-4

2) HEALTH & HUMAN SERVICES
   Renewal Agreement with Dallas Metro Care Services ....................... 5-11

3) STAFF
   Exit Interview Policy - All Comments Received ............................ 12-19

4) CDBG
   Proposed FY2001-02 CDBG & HOME Project Funding,
   Public Hearing Notification & Annual Action Plan ........................ 20-26

5) COMMUNICATIONS & CENTRAL SERVICES
   MCI Worldcom Local Telephone Service .................................... 27-28

6) PERSONNEL
   Disciplinary Action Policy-Revision ........................................ 29-32
7) **PUBLIC WORKS**

Clark Road Project 47101 - Dallas County  
Consultant Engineering Services Agreement with Dal-Tech .................. 33-35  
*(COURT ORDER ON FORMAL AGENDA)*

8) Legal Service Agreement for the Collection of Delinquent  
JP Citations ........................................................................................................ Insert

9) Miscellaneous, Travel Requests, Miscellaneous Equipment,  
and Telecommunications Requests ................................................................. 36-37

**FIVE SIGNATURE DOCUMENT(s) FOR CONSIDERATION**

Minister's Letter of Appreciation

**DATE(s) TO REMEMBER**
June 29, 2001

FOR BRIEFING AGENDA
July 10, 2001

Hon. Commissioners Court
Administration Building
411 Elm Street
Dallas, Texas 75202

Dear Members of the Court:

We have been meeting recently with Chet Shear, State Director of Nationwide Retirement Solutions with regard to enhancing Dallas County’s participation in the Nationwide Retirement Solutions Program.

These meetings have been most successful and we will be rolling out several new programs in the near future which we believe will be ultimately most beneficial to the employees of Dallas County.

One of the requests that Chet has made is for permission to use the Dallas County logo on the customized Nationwide Retirement Solutions Website that is due to go online August 1, 2001. We have viewed this site and find it professional and beneficial.

Accordingly, we present this information and Mr. Shear’s letter to you in Briefing form so that we might expedite this issue if agreeable to the Court.

Cordially,

Bill Melton
County Treasurer

BM/blm
Enclosures
xc: Mr. Chet Shear
June 28, 2001

Mr. Bill Melton  
Dallas County Treasurer  
303 Records Bldg.  
509 Main Street  
Dallas, TX 75202

RE: PERMISSION TO USE COUNTY LOGO ON CUSTOMIZED WEBSITE

Dear Mr. Melton:

I am writing to request that Nationwide Retirement Solutions (NRS) be allowed to use the Dallas County logo on its custom web site.

As you know, many services, including advice & calculators, are available to county employees who prefer to access our services through the web. We would like to make this experience special, and to give employees a better look and “feel” as they take advantage of this medium. This would be especially advantageous when a link is set up between the county’s employee benefit page and our web site.

This customization is not generally available to our client counties, and I would like to offer it to Dallas County. Your permission to use the logo may be rescinded at any time for any reason.

Once this request is approved, I will ensure that you see a complete mock up of our site prior to implementation.

Please let me know if you require any additional information, and I shall forward it immediately.

Very truly yours,

NATIONWIDE RETIREMENT SOLUTIONS

Chet Shear  
State Director

CTS:sg

Securities offered by Nationwide Investment Services Corporation, Member NASD.  
4747 N. 7th St., Suite 202, Phoenix, AZ 85014  (602) 266-2854
MEMORANDUM

TO: COMMISSIONERS COURT
FROM: Betty Culbreath-Lister, Director
DATE: July 10, 2001
SUBJECT: RENEWAL AGREEMENT WITH DALLAS METRO CARE SERVICES

BACKGROUND

It is the desire of Dallas County Health and Human Services to renew the Agreement with Dallas Metro Care Services (formerly Dallas County Mental Health and Mental Retardation) to refer their employees to Dallas County Health and Human Services TB Elimination Program, who test positive on the Mantoux skin test, and those who have not been previously screened for TB. The services to be provided will include x-ray screening, medical evaluations, and medication, if necessary, for a flat fee of $40 per employee screened. There will be a monthly billing process for these services, with invoices sent directly to Dallas Metro Care Services located at 1380 River Bend Drive, Dallas, Texas, 75247-4914.

IMPACT ON OPERATIONS

This agreement with Dallas Metro Care Services will generate $960 in revenue for Dallas County.

LEGAL CONSIDERATIONS

The County Judge is required to sign the Agreement after approval by the Commissioners Court. The District Attorney's Office, Civil Section, has reviewed and modified the Agreement content, and the Agreement has been approved as to form.
FINANCIAL CONSIDERATIONS

There is no financial impact to Dallas County.

PROJECT SCHEDULE

This Agreement shall be effective by both parties for the period of July 18, 2001, through July 18, 2002.

RECOMMENDATION

It is respectfully recommended that the Dallas County Commissioners Court approves the Agreement with Dallas Metro Care Services, and authorizes the County Judge to sign the Agreement on behalf of Dallas County.

Recommended by: Betty Culbreath-Lister, Director

c: J. Allen Clemson, Court Administrator
    Virginia Porter, County Auditor
    Ryan Brown, Acting Budget Officer
AN AGREEMENT BETWEEN DALLAS METRO CARE SERVICES
AND DALLAS COUNTY HEALTH AND HUMAN SERVICES

STATE OF TEXAS    }
COUNTY OF DALLAS  }

This Agreement is made by and between Dallas County on behalf of the Dallas County Health and Human Services Department ("COUNTY") and Dallas Metro Care Services ("METRO CARE").

I.

PURPOSE

COUNTY and METO CARE agree that pursuant to this Agreement COUNTY shall provide tuberculosis ("TB") screening for METRO CARE employees.

II.

FEE/BILLING

The fee for TB screening shall be the flat rate of forty dollars ($40.00) per employee screened. No later that the 5th day of each month, COUNTY shall send to METRO CARE a bill for services rendered during the prior month. Monthly billings shall be sent to METRO CARE, 1380 River Bend Drive, Dallas, Texas 75247-4914. All bills are due upon receipt by METRO CARE.

III.

TERM

This Agreement shall commence on July 18, 2001, and shall end on July 18, 2002, unless earlier terminated in accordance with Article V below.

IV.

SCOPE OF SERVICES

COUNTY shall provide TB screening to METRO CARE employees which includes chest X-rays, medical evaluations and medication, if needed.
V.

TERMINATION

Either party may terminate this Agreement, with or without cause, by providing thirty (30) days written notice to the other party. In the event of an early termination of this Agreement, METRO CARE shall pay for all services rendered by COUNTY prior to the effective termination date.

VI.

INDEMNITY

To the extent allowed by law, METRO CARE agrees to protect, defend, indemnify and hold harmless COUNTY, its officers and employees for any and all damages, claims, demands, judgments and costs (including attorney fees) as a result of injuries to persons or damage to property arising from or in connection with services rendered pursuant to this Agreement.

VII.

INSURANCE

METRO CARE shall obtain and maintain in full force and effect for the duration of this Agreement, at METRO CARE'S sole expense, insurance coverages written by companies approved by the State of Texas and acceptable to COUNTY in the following types and amounts:

1. Workers' Compensation insurance or self insured employee coverage in accordance with the Texas Workers' Compensation Act.

2. Comprehensive General Liability Insurance including Contractual Liability, covering but not limited to, the liability for injury or death of METRO CARE employees, extended to include personal injury coverage, with the minimum limits for each occurrence of $300,000.

3. Comprehensive Automotive and Truck Liability insurance covering owned, hired and non-owned vehicles, with the minimum limits of $300,000 per occurrence for bodily injuries and property damages.
VIII.

CONSENT TO TREATMENT

All METRO CARE employees shall be required to execute a Consent to Treatment and Waiver of Liability form, attached hereto as Exhibit “A” and incorporated herein by reference for all purposes, prior to any services being rendered by COUNTY.

IX.

SOVEREIGN IMMUNITY/VENUE

This Agreement is expressly subject to COUNTY’S Sovereign Immunity, Title 5, Texas Civil Practice and Remedies Code. This Agreement shall be construed in accordance with the laws of the State of Texas and exclusive venue for any legal actions between the parties arising from this Agreement shall lie in Dallas County, Texas.

X.

CONFIDENTIALITY

COUNTY and METRO CARE agree that the confidentiality of all reports, information, client records and data prepared, collected or assembled by COUNTY and METRO CARE pursuant to this Agreement shall be maintained in accordance with applicable federal and state law, rules and regulations.

XI.

SEVERABILITY

If any provision of this Agreement shall be held invalid, void or unenforceable, the remaining provisions, hereof shall not be affected or impaired, and such remaining provisions shall remain in full force and effect.

XII.

NOTICE

Any notice or certification provided for in this Agreement to be given by either party to the other shall be required to be in writing and shall be deemed given when personally delivered or within three (3) business days after being deposited in the United States Mail, postage prepaid, certified, return receipt requested or registered addressed as follows:
IN WITNESS WHEREOF by their signatures below each of the undersigned represents and warrants that they are the duly authorized agents of each entity and have full right and authority to enter into this Agreement. This Agreement is to be effective upon the signature of both COUNTY and METRO CARE.

COUNTY:

BY: Lee F. Jackson
County Judge

METRO CARE:

BY: Jim Blagg
CEO

APPROVED AS TO FORM:

BY: John B. Dahill, Advisory Chief
Civil Section

Recommended By: Betty Culbreath-Lister, Director
The Tuberculosis Clinic evaluates and treats Tuberculosis Only, not other disease.

### Possible Side Effects or Risks of TB Drugs

1. Allergic reaction, rash
2. Signs/Symptoms suggesting Hepatitis:
   a. Nausea, Vomiting
   b. Abdominal tenderness
   c. Jaundice (yellow skin, eyes)
   d. Dark urine
   e. Unexplained fever for more than 3 days
3. Numbness, tingling of the hands or feet
4. Flu-like symptoms
5. Easy bruising, bleeding
6. Joint pains
7. Kidney Problems
8. Changes in eyesight and/or Change in color vision
9. Lower effectiveness of birth control pills

If you are taking injectable TB drugs (a shot) on a schedule, you may have other side effects. These might include: hearing loss, loss of balance and kidney problems.

With the medicine called Rifampin (Rifadin) you will see a change in the color of your urine. Your urine may become bright yellow or orange. This is normal and is not a side effect of the medicine.

Overall the risks of taking TB drugs are usually small and health problems which may arise are usually reversible. Infrequently the side effects may be severe, and very rarely they may be disabling or fatal. The Dallas County Health Department believes that the benefits of drug treatment for tuberculosis outweigh the risks involved.

All of the information has been explained to me and in spite of the possible side effects of TB medicine, I agree to allow the Dallas County Health Department, TB Elimination Program, to administer Tuberculosis drugs for the treatment and/or to perform any necessary screening procedures including testing for the human immunodeficiency virus. I hereby waive any and all claims against Dallas County, its officers and employees which may arise as a result of such screening and/or treatment, and this waiver shall be binding upon my heirs, successors and assigns. If I have any problems or an emergency, I will immediately contact the following:

Contact Name: ___________________ Telephone Number: (____)______________

Emergency Telephone Number: (____)________________

Patient’s Signature Date Nurse’s Signature Date

Translator’s Signature Date
Date: July 10, 2001
To: Commissioners Court
From: Kristin Branam, Policy Analyst
Subject: Exit Interview Policy--All Comments Received

BACKGROUND

On May 8, 2001 Commissioners Court was briefed on the Exit Interview policy. The policy was approved for distribution for a thirty day comment period. Attachment A is the policy as it was sent out. Attachments B is the only comment received.

COMMENTS

The Treasurer's office recommended that the key card be added to the list of items to be recovered from a departing employee.

Response: Change recommended.

RECOMMENDATION

Staff recommends that the recommended change be made to the policy and then adopted into Section A of the Policies and Procedures Manual.

Approved by:

[Signature]
J. Allen Clemson, Administrator
EXIT INTERVIEW PROCESS

16.00 A personnel representative will conduct an exit interview with all regular, full-time employees terminating employment with Dallas County using an Employee Exit Interview Questionnaire (Exhibit AU). Part of language moved to Section 16.01.

16.00 Purpose. The purpose of the exit interview process is to obtain information from departing employees that may be used to improve Dallas County's work procedures, supervisory management practices, working conditions, and training efforts.

16.01 During the exit interview, the personnel representative will retrieve benefit cards, disseminate benefit information relative to the rights of terminating employees, as well as, receive pertinent information to be shared with Management and other interested parties. Language no longer necessary.

16.02 All County departments must notify the Personnel/Civil Service Department when an employee is terminating. The Personnel/Civil Service Department is responsible for contacting the employee to schedule and conduct the interview. The interview will last no longer than thirty (30) minutes and is conducted during normal working hours. Part of language moved to Section 16.01(A)-Other language no longer necessary.

16.03 In some instances, employees in outlying areas will be required to travel to the downtown location. Language no longer necessary.

16.04 Procedure. All full-time, regular employees leaving Dallas County shall be extended the opportunity to complete an Exit Interview Questionnaire. Whenever an employee submits his/her resignation or is terminated, the following procedures shall be followed:

A. All County departments shall notify the Personnel/Civil Service Department via the Notice of Separation (Form 6-5) when an employee ceases employment.

B. An Exit Interview Questionnaire (Exhibit PCS # ) and self-addressed, stamped envelope will be mailed by the Personnel/Civil Service Department to the employee's home address.

C. County departments are encouraged to conduct face-to-face exit interviews with their departing employees to also ascertain how the job and work environment might be improved. Basic guidelines governing departmental exit interviews are as follows:

1. The department's interview generally should be conducted by the level of supervision above the employee's immediate supervisor and held on the individual's last scheduled work day. The Exit Interview Questionnaire and Separation Checklist (PCS # ) may serve as a basis for the discussion.
2. During the course of the exit interview, it shall be the department's responsibility to retrieve County ID cards, property and materials.

16.02 Confidentiality. To the extent permitted by law, information obtained by the Personnel Department from the exit interview questionnaire is confidential. It will only be shared with County departments in a summary format. A summary report will be prepared and provided to all departments and Commissioners Court on a quarterly basis.

16.04 The information obtained during the exit interview is confidential and shared with departments via "summary" form. Incorporated into Section 16.02.
RECOMMENDED SEPARATION CHECKLIST

To be completed by the manager for placement in the separated employee’s personnel file.

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Last Date Worked:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last First MI</td>
</tr>
<tr>
<td>Position Title:</td>
<td></td>
</tr>
</tbody>
</table>

I. Review of Pay Policies:
- Vacation Pay
- Sick Pay
- Compensatory Pay
- Final Paycheck
- Other

II. Received from Employee
- I.D. Card
- Office Keys (i.e., office, desk, file cabinet)
- Beeper Cell Phone
- Laptop Computer/Printer
- County owned equipment/tool/material/manual(s)
- Uniform(s)
- Garage Access Card

III. General Benefits Explanation (Refer to the Personnel/Civil Service Department)
- COBRA - Benefits Continuation (Non-Retirees)
- Life Insurance Conversion for Retirees
- Benefits Continuation for Retirees
- Other

IV. General
- Resignation Letter Received (if applicable)
- Data Services notified to disable password(s)

V. Completion of Notice of Separation Form 6-5: _______ / _______ / _______ (Date)

Signature: ___________________________ Date: _______ / _______ / _______
(Manager Supervisor)
<table>
<thead>
<tr>
<th>Employee Name: (Optional)</th>
<th>Position Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Length of Service with Dallas County:</td>
</tr>
<tr>
<td></td>
<td>Length of Service with former Department:</td>
</tr>
</tbody>
</table>

**Reason for Separation: (please select one):**  
- [ ] Voluntary Resignation  
- [ ] Lay-Off  
- [ ] Retirement  
- [ ] Termination

**Reasons for Leaving (please select one):**
- [ ] Lack of Promotional Opportunity  
- [ ] Relocation  
- [ ] Supervision/manager  
- [ ] Another Job  
- [ ] Return to School  
- [ ] Environment  
- [ ] Increased Salary  
- [ ] Stay Home  
- [ ] Personal reasons  
- [ ] Dissatisfaction with Duties  
- [ ] Other

**Please complete the following statements by selecting the response that most closely applies:**

**Policies and Procedures.**

<table>
<thead>
<tr>
<th>The policies and procedures were similar to other employers.</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neither</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotional and transfer opportunities were similar to opportunities with other employers.</td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Neither</td>
<td>Agree</td>
<td>Strongly Agree</td>
</tr>
<tr>
<td>Policies and procedures were administered fairly and consistently.</td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Neither</td>
<td>Agree</td>
<td>Strongly Agree</td>
</tr>
<tr>
<td>We do an effective job of communicating policies and procedures to employees.</td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Neither</td>
<td>Agree</td>
<td>Strongly Agree</td>
</tr>
</tbody>
</table>

**Working Conditions.**

<table>
<thead>
<tr>
<th>Working conditions and physical facilities were beneficial to work productivity.</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neither</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisors treat employees with respect, dignity, and fairness.</td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Neither</td>
<td>Agree</td>
<td>Strongly Agree</td>
</tr>
<tr>
<td>The employees in my department were generally cooperative and worked as a team.</td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Neither</td>
<td>Agree</td>
<td>Strongly Agree</td>
</tr>
<tr>
<td>The County’s use of current technology was comparable to other employers.</td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Neither</td>
<td>Agree</td>
<td>Strongly Agree</td>
</tr>
<tr>
<td>I was provided the necessary office supplies, equipment, and tools to do my job.</td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Neither</td>
<td>Agree</td>
<td>Strongly Agree</td>
</tr>
</tbody>
</table>
Salary/Benefits.

The benefits package is superior to other companies or organizations.
Pay levels at Dallas County are similar to other organizations.
We do an effective job of linking merit pay with work performance compared to other employers.
My salary in relation to the level of work I was required to perform was similar to other organizations/companies.
My merit increase(s) appropriately reflected my overall job performance.

Internal Communications.

I felt "tuned in" on what was happening throughout the County as a whole.
I was informed ahead of time regarding changes that affect my work.
The duties and responsibilities of my job were explained to me.
My supervisor outlined the performance standards I was expected to meet.

Training and Development.

New employee orientation gave me some good information about County functions.
Initial on-the-job training was beneficial and enabled me to quickly become a productive member of the work group.
The training I received enabled me to do a better job and increase my pay.
I had the opportunity to use my skills/training/knowledge and develop my full potential.
I took advantage of the County's available internal training.
I took advantage of the County's available external training.

Supervisory Practices.

Supervisors are genuinely concerned for employees here and demonstrate fair and equal treatment.
Management is willing to make changes and improvements.
My supervisor provided appropriate recognition for work well done.
My ideas, suggestions and issues were given proper consideration.
I was encouraged by my supervisor to offer suggestions and improvements.
My performance reviews were given timely and fairly conducted by my supervisor.
1. What did you like most about your job?

2. What did you like least about your job?

3. Was the job realistically presented to you when you were hired?

4. Describe the most positive aspect(s) about working for Dallas County?

5. How can Dallas County improve its working environment?

6. Are there changes which could have been made to prevent you from leaving?

7. Would you recommend Dallas County as a good place to work? Why or why not?
From: Bill Melton
To: Kristin Branam
Date: Thu, Jun 28, 2001 4:48 PM
Subject: Re: Fwd: Exit Interview Policy--Comments requested

Suggest that on the Departmental Separation Check List, "Key Card" be listed as an item to be recovered from a terminating employee.
July 10, 2001

TO: Commissioners Court

THROUGH: Rick Loessberg, Director of Planning & Development

FROM: Kim D. Nobles, Community Development Administrator

SUBJECT: Proposed FY2001/02 CDBG & HOME Project Funding, Public Hearing Notification and Annual Action Plan

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) will make available to the County, beginning October 1, 2001, $2,362,626 in CDBG funds and $661,000 in HOME funds. In addition, four cities have a total of $160,831 remaining from CDBG projects that they have previously completed. As a result, a total of $3,184,457 is available for the upcoming fiscal year. In accordance with the County’s CDBG policies, staff and the program’s thirteen consortium cities have developed projects and activities in which to utilize these funds; these projects and activities will serve as the basis of the Annual Action Plan that is required by HUD.

DESCRIPTION OF PROPOSED PROJECTS

The cities submitted their proposed projects in accordance with the standards in the FY2001 notification letters, and a listing of the seventeen projects proposed by the cities and staff is contained in Attachment I.

In addition to the seventeen proposed projects, $956,150 will be allocated for the following support services and activities that were preliminarily approved by the Court on March 21, 2001:
$200,000 has also been allocated to the Up Front Cost Assistance Program per the Counseling Center’s request.

A comparison of the proposed allocation by project type to the current year’s allocation is as follows:

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Proposed Funding</th>
<th>Proposed Funding as Percentage of Total</th>
<th>Current Funding as Percentage of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Administration</td>
<td>$175,000</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>Rehabilitation Administration</td>
<td>$120,000</td>
<td>4%</td>
<td>4%</td>
</tr>
<tr>
<td>CDBG Project Engineer</td>
<td>$86,000</td>
<td>3%</td>
<td>3%</td>
</tr>
<tr>
<td>Construction Inspector</td>
<td>$72,000</td>
<td>3%</td>
<td>N/A</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$50,000</td>
<td>2%</td>
<td>2%</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>$1,298,121</td>
<td>41%</td>
<td>26%</td>
</tr>
<tr>
<td>Code Enforcement</td>
<td>$194,245</td>
<td>6%</td>
<td>13%</td>
</tr>
<tr>
<td>Parks</td>
<td>$67,596</td>
<td>2%</td>
<td>N/A</td>
</tr>
<tr>
<td>Housing Reconstruction/Rehab</td>
<td>$361,850</td>
<td>11%</td>
<td>24%</td>
</tr>
<tr>
<td>Home Loan Counseling Center</td>
<td>$354,000</td>
<td>11%</td>
<td>11%</td>
</tr>
<tr>
<td>Up-Front Cost Program</td>
<td>$200,000</td>
<td>6%</td>
<td>1%</td>
</tr>
<tr>
<td>Unincorporated Area</td>
<td>$106,495</td>
<td>3%</td>
<td>3%</td>
</tr>
<tr>
<td>CHDO</td>
<td>$99,150</td>
<td>3%</td>
<td>8%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,184,457</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**IMPACT ON FINANCE/OPERATIONS**

Detailed line-item budgets for CDBG Administration, Housing Rehabilitation Administration, the Home Loan Counseling Center and the CDBG Program Engineer are presented in Attachment II. No new staffing other than one new Construction Inspector position, which has been reviewed and recommended by the Budget Office, is requested.
PROJECT SCHEDULE

CDBG staff must publish a notice listing the proposed projects and the Annual Action Plan, provide for a 30-day comment period, and hold a public hearing. It is proposed that the 30-day comment period will begin July 12, that the list of the proposed projects will be published July 11 and that the proposed public hearing will be held July 24. Final decisions pertaining to funding and the Annual Plan must be completed and forwarded to HUD by August 15, 2001.

RECOMMENDATION

It is recommended that the County’s CDBG/HOME funds be allocated in the manner proposed for FY2001/2002 and that a public hearing be held during the regular session of the Commissioners Court on July 24, 2001.

Recommended by:

__________________________
J. Allen Clemson, Administrator

Attachments

cc: CDBG Consortium Cities
    Betty Lister, Director of Health & Human Services
    Ryan Brown, Director of Budget
    Virginia Porter, County Auditor
    Don Holzwarth, Director of Public Works
    Rick Loessberg, Director of Planning & Development
    CDBG staff
<table>
<thead>
<tr>
<th>Entity</th>
<th>Proposed Activity</th>
<th>Number Beneficiaries</th>
<th>% Low/Mod Income</th>
<th>Proposed Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balch Springs</td>
<td>Code Enforcement</td>
<td>17,400</td>
<td>53%</td>
<td>$107,405</td>
</tr>
<tr>
<td></td>
<td>Streets Reconstruction</td>
<td>2,299</td>
<td>65%</td>
<td>$38,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$145,405</strong></td>
</tr>
<tr>
<td>Cedar Hill</td>
<td>Curb &amp; Gutter Phase II</td>
<td>1,594</td>
<td>57%</td>
<td>$99,020</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$99,020</strong></td>
</tr>
<tr>
<td>Cockrell Hill</td>
<td>Water Main Replacement</td>
<td>3,800</td>
<td>70%</td>
<td>$151,365</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$151,365</strong></td>
</tr>
<tr>
<td>Coppell</td>
<td>Fire Hydrant Installation</td>
<td>285</td>
<td>75%</td>
<td>$75,282</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$75,282</strong></td>
</tr>
<tr>
<td>Duncanville</td>
<td>Code Enforcement</td>
<td>1836</td>
<td>54%</td>
<td>$50,000</td>
</tr>
<tr>
<td></td>
<td>Moore St. Water Improvement</td>
<td>48</td>
<td>82%</td>
<td>$58,054</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$108,054</strong></td>
</tr>
<tr>
<td>Farmers Branch</td>
<td>Waterline Replacement</td>
<td>970</td>
<td>64%</td>
<td>$103,185</td>
</tr>
<tr>
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<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$103,185</strong></td>
</tr>
<tr>
<td>Glenn Heights</td>
<td>Brookside/Willow Run Streets Reconstruction</td>
<td>82</td>
<td>89%</td>
<td>$82,106</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$82,106</strong></td>
</tr>
<tr>
<td>Entity</td>
<td>Proposed Activity</td>
<td>Number Beneficiaries</td>
<td>% Low/Mod Income</td>
<td>Proposed Funding</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------</td>
<td>----------------------</td>
<td>------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Hutchins</td>
<td>Original Hutchins Street Reconstruction</td>
<td>133</td>
<td>80%</td>
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<tr>
<td></td>
<td>Campbell Park Improvements</td>
<td>2805</td>
<td>53%</td>
<td>$67,596</td>
</tr>
<tr>
<td></td>
<td>Code Enforcement</td>
<td>2805</td>
<td>53%</td>
<td>$36,840</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$230,320</strong></td>
</tr>
<tr>
<td>Lancaster</td>
<td>Wintergreen Sanitary Sewer</td>
<td>30</td>
<td>62%</td>
<td>$121,955</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$121,955</strong></td>
</tr>
<tr>
<td>Rowlett</td>
<td>Dennis St. Reconstruction</td>
<td>263</td>
<td>73%</td>
<td>$128,175</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$128,175</strong></td>
</tr>
<tr>
<td>Sachse</td>
<td>Sewer Line</td>
<td>110</td>
<td>75%</td>
<td>$57,566</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$57,566</strong></td>
</tr>
<tr>
<td>Seagoville</td>
<td>Briar Creek Drainage &amp; Street Improvement</td>
<td>300</td>
<td>52%</td>
<td>$122,826</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$122,826</strong></td>
</tr>
<tr>
<td>Wilmer</td>
<td>College Street Reconstruction</td>
<td>714</td>
<td>77%</td>
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</tr>
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<td></td>
<td><strong>$134,703</strong></td>
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<tr>
<td>Unincorporated</td>
<td>Sandbranch Improvements</td>
<td>135</td>
<td>100%</td>
<td>$106,495</td>
</tr>
<tr>
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<td><strong>Total</strong></td>
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<td></td>
<td><strong>$106,495</strong></td>
</tr>
<tr>
<td>Entity</td>
<td>Proposed Activity</td>
<td>Number Beneficiaries</td>
<td>% Low/Mod Income</td>
<td>Proposed Funding</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------</td>
<td>----------------------</td>
<td>------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Up-Front Cost</td>
<td>First Time Home-Buyers</td>
<td>40 Households</td>
<td>100%</td>
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<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$200,000</strong></td>
</tr>
<tr>
<td>Housing</td>
<td>Housing Reconstruction</td>
<td>5 Homes</td>
<td>100%</td>
<td>$361,850</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$361,850</strong></td>
</tr>
<tr>
<td>Dallas County</td>
<td>CDBG Administration</td>
<td></td>
<td></td>
<td>$175,000</td>
</tr>
<tr>
<td></td>
<td>Housing Rehabilitation Administration</td>
<td></td>
<td></td>
<td>$120,000</td>
</tr>
<tr>
<td></td>
<td>Home Loan Counseling Center Admin.</td>
<td></td>
<td></td>
<td>$354,000</td>
</tr>
<tr>
<td></td>
<td>Project Engineer</td>
<td></td>
<td></td>
<td>$86,000</td>
</tr>
<tr>
<td></td>
<td>Construction Inspector</td>
<td></td>
<td></td>
<td>$72,000</td>
</tr>
<tr>
<td></td>
<td>Indirect Cost</td>
<td></td>
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<td>CHDO</td>
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<td>$99,150</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$956,150</strong></td>
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**Total CDBG & HOME Funds Allocated** $3,184,457
### FY2001 Community Development Block Grant
#### Administrative Budgets

**Attachment II**

<table>
<thead>
<tr>
<th>Cat</th>
<th>Description</th>
<th>CDBG Admin</th>
<th>Engineer</th>
<th>Inspector</th>
<th>Rehab Admin</th>
<th>HLCC Admin</th>
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<tr>
<td></td>
<td></td>
<td>2.5</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>Salaries</td>
<td>$126,500.00</td>
<td>$67,500.00</td>
<td>$34,500.00</td>
<td>$75,000.00</td>
<td>$245,207.00</td>
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<td>60</td>
<td>Hospital</td>
<td>$8,500.00</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td>$6,000.00</td>
<td>$16,000.00</td>
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<td>61</td>
<td>FICA</td>
<td>$9,500.00</td>
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<td>$5,000.00</td>
<td>$5,500.00</td>
<td>$17,700.00</td>
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<td>62</td>
<td>Retirement</td>
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<td>$5,500.00</td>
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<td>63</td>
<td>Workers Comp</td>
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<td>$900.00</td>
<td>$800.00</td>
<td>$14,000.00</td>
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<tr>
<td>101</td>
<td>Postage</td>
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<td>$50.00</td>
<td>$300.00</td>
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<tr>
<td>103</td>
<td>Office Supply</td>
<td>$3,000.00</td>
<td>$1,000.00</td>
<td>$2,000.00</td>
<td>$3,000.00</td>
<td>$3,800.00</td>
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<tr>
<td>116</td>
<td>Books</td>
<td>$700.00</td>
<td>$300.00</td>
<td>$1,000.00</td>
<td>$500.00</td>
<td>$600.00</td>
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<td>122</td>
<td>Photo</td>
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<td>$2,000.00</td>
<td>$1,500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>134</td>
<td>Printing</td>
<td>$100.00</td>
<td>$1,200.00</td>
<td>$3,000.00</td>
<td>$500.00</td>
<td>$1,500.00</td>
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<tr>
<td>213</td>
<td>Maint Office Eqpt.</td>
<td>$200.00</td>
<td>$707.00</td>
<td>$2,300.00</td>
<td>$200.00</td>
<td>$400.00</td>
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<td>344</td>
<td>Classified Ads</td>
<td>$5,000.00</td>
<td>-</td>
<td>$1,500.00</td>
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<td>$3,000.00</td>
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<tr>
<td>403</td>
<td>Professional Services</td>
<td>$1,000.00</td>
<td>-</td>
<td>$500.00</td>
<td>$3,500.00</td>
<td>$3,000.00</td>
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<tr>
<td>406</td>
<td>Mileage</td>
<td>$2,000.00</td>
<td>$400.00</td>
<td>$400.00</td>
<td>$6,000.00</td>
<td>$4,000.00</td>
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<tr>
<td>411</td>
<td>Rental Page</td>
<td>-</td>
<td>$500.00</td>
<td>$400.00</td>
<td>-</td>
<td>-</td>
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<tr>
<td>419</td>
<td>Dues/Registratn</td>
<td>$1,000.00</td>
<td>$400.00</td>
<td>$500.00</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
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<tr>
<td>431</td>
<td>Telephone</td>
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<td>-</td>
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<td>$100.00</td>
<td>$400.00</td>
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<tr>
<td>433</td>
<td>LD Telephone</td>
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<td>$100.00</td>
<td>$400.00</td>
<td>$200.00</td>
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<tr>
<td>439</td>
<td>Conference</td>
<td>$1,000.00</td>
<td>$700.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$2,000.00</td>
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<tr>
<td>800</td>
<td>Special Equipment</td>
<td>$701.00</td>
<td>$243.00</td>
<td>$2,000.00</td>
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<td>$2,734.00</td>
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<td>801</td>
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<td>$3,200.00</td>
<td>$2,000.00</td>
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<tr>
<td>829</td>
<td>Computer Equipment/Printer</td>
<td>$4,000.00</td>
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<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$2,000.00</td>
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<tr>
<td>256</td>
<td>Bldg. Usage Fees</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>$14,059.00</td>
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</table>

**Total FY2001 Budget**: $175,000.00 $86,000.00 $72,000.00 $120,000.00 $354,000.00

**Total FY2002 Budget**: $165,000.00 $80,000.00 - $108,000.00 $320,309.00
July 3, 2001

TO: Commissioners Court

THROUGH: Dan Savage, Assistant Administrator for Operations

FROM: Chris Thompson, Director, Communications and Central Services

SUBJECT: MCI Worldcom Local Telephone Service

Background of Issue
On March 13, 2001, staff briefed the Court regarding the continuation of local telephone service provided by MCI Worldcom. The recommendation to renew the term service plan was based on MCI's agreement that “Worldcom will renew your existing service agreement under the same terms and conditions with equal or better pricing” and a comparison of prices from SWB and AT&T. The Court approved the renewal but directed staff to send MCI a letter (five-signature) asking for an explanation of service outages at the Health and Human Service facility.

Although the existing contract expired on March 31st and despite numerous assurances that the contract was forthcoming, MCI did not provide a new contract until May 1, 2001. This contract did not accurately reflect the previous terms and conditions and other changes were identified by the District Attorney’s Civil Section (removal of automatic renewal clauses and other minor modifications). The new contract contained the existing 25 percent discounts but did not offer the promotional discounts for the service at George Allen. This alone amounted to $4,032 to $5,760 per month. In lieu of the promotional discounts, MCI offered an additional discount of 15 percent on all service beginning in the third year of the contract. MCI agreed to the contractual changes identified by the DA and was to forward a new contract which would have then been presented to the Court for consideration. To date, and again despite numerous assurances that both are being prepared, we have not receive an answer to our letter or the new contract.

In addition, MCI has now discontinued discounts and plans offered under the previous contract. This has resulted in increased rates of more than $25,000 per month. Complaints have been lodged with MCI and the matter has been referred to the District Attorney.

Impact On Operations
MCI currently provides all local service for the George Allen and Health and Human Services PBXs, outbound service for the Frank Crowley switch and data links for the election vote counting system. This service is summarized below:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th># OF T-1s</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Allen</td>
<td>10</td>
</tr>
<tr>
<td>H&amp;HS</td>
<td>5</td>
</tr>
</tbody>
</table>

509 Main Street • Suite 608 • Dallas, Texas 75202
Like service is available from a number of facilities based providers and can be installed within 45 to 60 days after receipt of an order. Preparing, releasing, evaluating and awarding a bid is anticipated to require about 45 days.

Financial Considerations
Comparable pricing is available from other providers.

Recommendation
Release a bid to replace the local telephone services currently provided by MCI Worldcom.
July 3, 2001

To: Members of Commissioners Court

From: Mattye Mauldin-Taylor, Ph.D.
       Director of Personnel/Civil Service

Subject: Disciplinary Action Policy-Revision

Background
The Personnel/Civil Service Department received a request from Commissioners Court to revise
the disciplinary action policy to include language limiting the authority to suspend, demote, or
terminate an employee to the Department Head/Elected Official. This revision was made and the
policy is hereby submitted to Commissioners Court for review and approval.

Impact on Operations
This revision will provide clarification and guidance to managers/supervisors and employees
when addressing these issues.

Financial Impact
Adoption of this policy will not impose any additional financial impact to the County.

Recommendation
The Personnel/Civil Service Department recommends Commissioners Court approve the attached
Disciplinary Action Policy changes.

Recommended by: Mattye Mauldin-Taylor, Ph.D.
Director of Personnel/Civil Service
DISCIPLINE/DISCIPLINARY ACTION POLICY

GENERAL

11.00 All employees shall be subject to disciplinary penalties for any action that is determined not to be in the interest of, or benefit to, Dallas County.

11.01 Except for dismissals during the probationary period as provided in Section A 2.07, all written reprimands, suspensions, demotions or dismissals shall be subject to provisions of Section A 4.21 - 4.26, Dismissal, and Section A 12.00, Grievance System Procedure.

11.02 Cause for verbal warning, written reprimand, suspension, demotion, or dismissal shall include, but not be limited to the following offenses:
   A) incompetence - non-satisfactory performance of assigned tasks;
   B) poor attendance - excessive absence and/or tardiness;
   C) insubordination - willful failure to perform assigned tasks;
   D) dishonesty - stealing County property or funds, misuse of County property or funds, or any falsifying act detrimental to the County or its employees;
   E) failure to notify immediate supervisor of absence;
   F) conviction of a criminal offense;
   G) misuse of leave privileges;
   H) disturbance - fighting or otherwise disrupting the harmonious relations between employees;
   I) work-related use or possession of alcohol or drugs - being under the influence or possession of intoxicating beverages or controlled substances such as narcotics or drugs of any kind;
   J) sexual harassment; or
   K) poor job performance.

PROCEDURE FOR DISCIPLINARY ACTION

11.03 Any act on the part of a County employee found to be in violation of these rules shall be subject to disciplinary action, i.e. verbal warning, written notice of employee's warning, reprimand, suspension, demotion or dismissal. The particular discipline in any case will be determined by a number of factors such as the severity of the act and the prior history of the employee.

11.04 Suspensions for nonexempt employees shall be for a set period ranging from one (1) day to two (2) weeks depending on the type of offense.

If an exempt employee is suspended for reasons other than a major safety violation, the suspension cannot be for a period of less than one (1) week, but must be handed out in increments of workweeks, beginning the first day of the employee's normally scheduled workweek.
workweek. Suspensions for a major safety violation may be for any period of time. A major safety violation is any action which poses a reasonable chance of causing injury to persons and/or damage to property.

11.05 An employee may be suspended pending the results of an investigation into suspected/alleged improprieties. With prior approval of Commissioners Court, such suspensions may be with pay.

11.06 During a suspension an employee shall not be eligible to use accrued leave time nor accrue additional leave benefits. Eligibility for, or participation in, any other County benefit plan will be as if the employee is on leave of absence without pay. The person responsible for Time and Attendance entry in the department will enter the leave without pay (LWOP) code to the official time and attendance system for the suspension period.

11.07 Suspended employees reinstated to employment by the Elected Official/Department Head will not be eligible to receive back pay or benefits with the exception of suspensions which have received prior approval in accordance with Section A 11.06.

11.08 Each disciplinary action shall be in writing ("Statement of Discipline") and delivered to the employee at the time disciplinary action is administered, or at the earliest possible time immediately after disciplinary action has been taken.

11.09 A Statement of Discipline should advise the employee of the following:
A) alleged action that caused the need for discipline;
B) the specific policy or rule violated;
C) statement of corrective action required;
D) nature of discipline being enforced;
E) except in the case of dismissal, a Statement of Discipline or action that will be taken if any future violation of the rules occur;
F) statement of employee's rights to appeal disciplinary action and conditions under which he/she may appeal.

11.10 Each Statement of Discipline should be signed by the Elected Official/Department Head/Supervisor.

11.11 The employee to be disciplined must acknowledge receipt of the Statement of Discipline. In the event of suspension, a copy of the Statement of Discipline form should also be sent to the County Auditor for review of employee status.

11.12 A copy of the Statement of Discipline must be forwarded to the Personnel/Civil Service Department for inclusion in the employee's personnel file.

11.13 Supervisors, section heads, and managers etc. do not have the authority to suspend, demote, or terminate an employee. Only Department Heads/Elected Officials have this authority. When these adverse actions are recommended to Department Heads/Elected Officials, written approval must be obtained before taking the action.
11.14 Assistance in determining appropriate disciplinary action may be obtained from the Personnel/Civil Service Department. All proposed disciplinary action of civil service employees must be reviewed with the Personnel/Civil Service Department prior to discussion with the employee.
July 3, 2001

MEMORANDUM

TO: Commissioners Court

FROM: Donald R. Holzwarth, P.E.
Director of Public Works

SUBJECT: CLARK ROAD MCIP PROJECT 47101
(Couch Street to Danieldale Road)
Contract for Consultant Engineering Services

Commissioner Mayfield has requested that since this project is on a fast track, and needing engineering services to move forward, that we not delay the schedule one week for further consideration. He has requested that the contract for engineering service be placed on the briefing and formal agenda for Tuesday, July 10, 2001.
July 3, 2001

MEMORANDUM

TO: Commissioners Court

THROUGH: Kenneth A. Mayfield, Commissioner District 4

FROM: Donald R. Holzwarth, P.E.
Director of Public Works

SUBJECT: CLARK ROAD MCIP PROJECT 47101
(Couch Street to Danieldale Road)
Contract for Consultant Engineering Services

BACKGROUND

Clark Road from Couch Street to Danieldale Road was selected in the first call for projects for the Major Capital Improvement Program for Program Year 2004. The project is located in Road and Bridge District 4 and in the cities of Cedar Hill, Dallas and Duncanville. A pre-design charrette was held with the participating cities, Dallas County staff, Consultant Engineer representatives and impacted utilities to define the scope of the project.

Public Works staff have followed County Policy and Procedures for the procurement of engineering services for design of the subject project. Dal-Tech Engineering, Inc., has been selected as the highest qualified firm for the subject project through a two-step selection process required by state statute and has proposed to perform the required services in the scope and for the fees set forth in Attachment “A” and “B” of the attached Contract for Consultant Engineering Services.

IMPACT ON SCHEDULE AND OPERATIONS

Engineering design services must begin immediately for projects to be let for construction in Program Year 2004. Since Public Works was able to use the Indefinite Quantity Delivery Contract for Surveying Services for some of the preliminary work, this project is ready for the commencement of design services.
FINANCIAL IMPACT

Dal-Tech Engineering, Inc., has proposed to perform the required engineering services for an amount not to exceed $168,302. There are sufficient money in the MCIP Program Project to fund the contract. Funds are available in Fund 196, Department 2010, Code 8010, FY 2000, Project 8120 for the Clark Road Project.

MWBE INFORMATION

Dal-Tech Engineering, Inc., is a certified WBE firm with the North Texas Central Council of Governments.

RECOMMENDATION

It is recommended that the County Judge be authorized and directed to execute the attached contract with Dal-Tech Engineering, Inc., in the amount of $168,302 to be paid from current MCIP funds located in Fund 196. If Commissioners Court is in agreement, an order has been placed on TODAY'S FORMAL AGENDA FOR EXECUTION.

Approved By:

Donald R. Holzwarth, P.E.
Director of Public Works

Attachments (Contract with Attachments)

Cc: Jim Smith, P.E.
jen
July 10, 2001

MISCELLANEOUS

1) COUNTY AUDITOR - requests approval of self-insurance budget as funding source for bank charges incurred as a result of faulty check generation processes. The problem was isolated and is not expected to reoccur.

(PLEASE REFER TO INFORMATION ITEM #3b)

TRAVEL REQUESTS

2) HEALTH & HUMAN SERVICES - requests:


c) Nancy Bernstein - Hansen's Disease Statewide Meeting - Austin, TX - July 30, 2001: $83.50 from Grant Fund, Hansen's Disease Department, Training Fee Account, FY2001 Budget, (00466.08705.02460.2001).

3) SHERIFF'S DEPARTMENT - Susanna Ferguson - 44th Annual Institute on Alcohol and Drug Studies - Austin, TX - July 22-27, 2001: $1,046 from CJAD Grant Fund, Sheriff's Department, Jail Substance Abuse Account, FY2001 Budget, (1100...
MISCELLANEOUS EQUIPMENT

DEPARTMENT: 3320
ITEMS: Community Supervision
1 - High Volume Fax Machine
ESTIMATED COST: $1,895
FUNDING SOURCE: Emergency Reserve
EXPENDITURE SOURCE: 00120.3320.08610.2001 (General Fund, Community Supervision, Special Equipment, FY2001)

PROPOSED ACTION: The Community Supervision and Corrections Department requests a replacement for a broken high volume fax machine. The fax machine to be replaced is nine years old and is un-repairable according to the service technician. Recommended by Office of Budget and Evaluation.

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