



APPROVED BUDGET FISCAL YEAR 2004

**FOR THE FISCAL YEAR
BEGINNING OCTOBER 1, 2003
AND ENDING SEPTEMBER 30, 2004**

Dallas County

FY2004

Approved Budget



for the fiscal year
beginning October 1, 2003
and ending September 30, 2004



Jim Jackson
Commissioner, Precinct #1



Margaret Keliher
County Judge



Mike Cantrell
Commissioner, Precinct #2



John Wiley Price
Commissioner, Precinct #3



Kenneth A. Mayfield
Commissioner, Precinct #4

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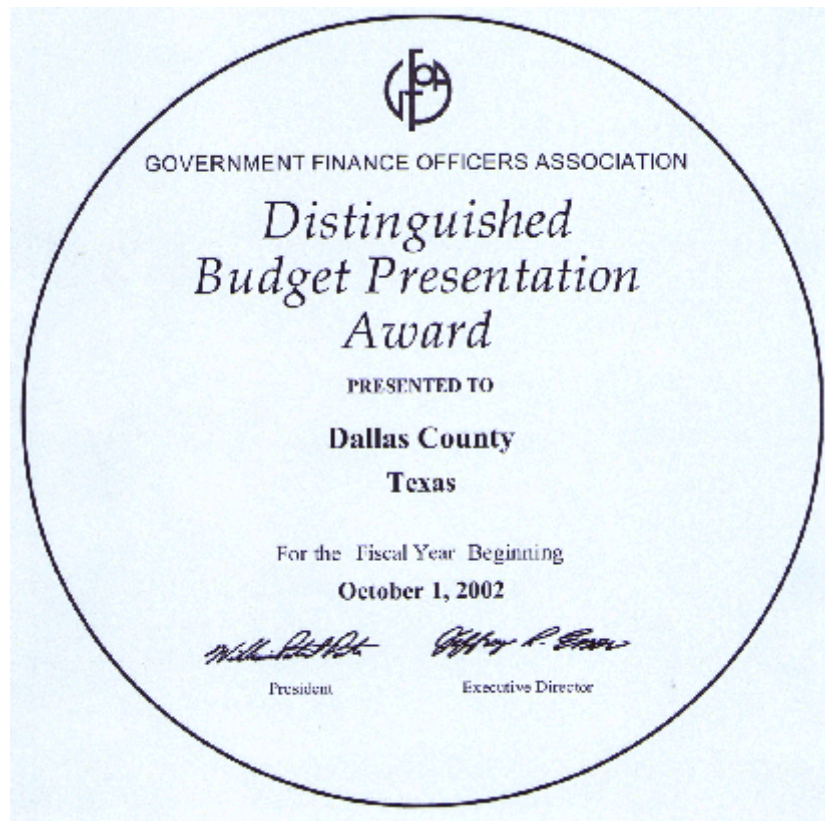
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GFOA BUDGET AWARD



The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to Dallas County for its annual budget for the fiscal year beginning October 1, 2002.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

FIRST PREFACE

An Introduction to County Government in Texas

Texas county government is generally an extension of state government, focusing on the judicial system, health and welfare service delivery, law enforcement, and road construction. In contrast to other parts of the country, Texas counties seldom have responsibility for schools, water and sewer systems, electric utilities, and commercial airports. County governments in Texas have no ordinance-making powers other than those explicitly and narrowly granted by state law.

Dallas County shares organizational features with the state's other 253 counties; its governing body (the Commissioners Court) consists of one member elected at large (the County Judge) and four members (County Commissioners) elected from districts. In Dallas County, the County Judge is an executive and administrator in addition to his duties as presiding officer of the Commissioners Court. The Dallas County Judge has no judicial responsibilities, unlike those in smaller Texas counties.

The Commissioners Court sets the County tax rate, adopts the budget, appoints boards and commissions, approves grants and personnel actions, and oversees the administration of county government. Each Commissioner also supervises a Road and Bridge District. The Commissioners Court also approves the budget and sets the tax rate for a hospital district, which is charged with the responsibility for providing acute medical care for citizens who otherwise would not receive adequate medical service.

Other elected officials are the County and District Clerks, Tax Assessor, Sheriff, District Attorney, Treasurer, and the Constables. All trial court judges (District Judges, County Court Judges and Justices of the Peace) are also elected. The State District Judges in each county select the County Auditor, who serves as the chief accountant for the County.

The Commissioners Court of Dallas County serves as both the legislative and executive branch of government, with budget authority over most county departments, including those headed by other elected officials. The high number of elected officials, including many with judicial authority, creates an organizational structure quite unlike the more familiar council- manager hierarchy. The diagram on page vii portrays the organizational structure of Dallas County.

SECOND PREFACE

Citizen's Guide to Obtaining Information Related to the Budget

Dallas County, including the Dallas County Hospital District, is a billion-dollar-a-year enterprise that encompasses hundreds of different services. As such, funding information can often be a daunting task. The following suggestions may make the search for information more efficient.

Budget-In-Brief - a pocket-sized condensation of the budget document is available from the Office of Budget and Evaluation. For individuals seeking an overview and discussion of the major themes of the current budget, the Budget-In-Brief offers a more concise alternative to the complete budget document. The Budget-In-Brief can also be found on the Internet at the following address: <http://www.dallascounty.org>.

Current Year - if an individual seeks to understand the issues and debate that characterized the current (FY2004) budget discussion, the Budget Officers' transmittal letter in Part I to this document centers on this information.

Taxes - if an individual seeks to understand how the property tax rate is set and the methods and trends of evaluating property in the County, information on this topic is located in the Revenue Section of Part III, after the "General Fund" tab.

Debt and Interest Payments - information on the County's policies in regard to long and short term debt (i.e., the issuance of municipal bonds) is found in Part IV, "Debt and Debt Service."

The Dallas Area Economy - for information on the economic and demographic characteristics of the area, see "Demographics/Economics of Dallas County."

Specific Departments and Services - for readers who seek information on a particular department (e.g., Sheriff's Office, Health Department, Constable, etc.), Part III, "General Fund" contains a department-by-department summary of the mission, staffing, and budgetary history of each department. Department-by-department performance measures and goals are included in the attachment to this document.

Public Involvement - if the reader seeks involvement in the decision process, the section entitled "Budget Development Process" provides instructions and times of public hearings. The Budget-In-Brief also contains information on volunteer opportunities at Dallas County.

Other Information - citizens who have trouble obtaining the information they need are welcome to contact the Office of Budget and Evaluation or their County Commissioner.

COUNTY LEADERSHIP

COMMISSIONERS COURT

County Judge	Margaret Keliher
Commissioner, Precinct #1	Jim Jackson
Commissioner, Precinct #2	Mike Cantrell
Commissioner, Precinct #3	John Wiley Price
Commissioner, Precinct #4	Kenneth A. Mayfield

OTHER ELECTED OFFICIALS

Tax Assessor/Collector	David Childs, PhD
County Clerk	Cynthia Calhoun
District Clerk	Jim Hamlin
County Treasurer	Lisa Hembry
County Sheriff	James C. Bowles
District Attorney	Bill Hill

APPOINTED OFFICIALS/DEPARTMENT HEADS

Agriculture Extension Agent	Troy Douglas Andrews
Assistant Court Administrator/Operations	Dan Savage
Auditor	Virginia Porter
Budget Officer	Ryan Brown
Commissioners Court Administrator	J. Allen Clemson
Comm. Supervision & Corrections Director	Ron Goethals
Chief Juvenile Probation Officer	Mike Griffiths
Chief Medical Examiner	Dr. Jeffrey J. Barnard
Data Services	John Hennessey
District Courts Administrator	Ron Mackay
Elections Administrator	Bruce Sherbet
Office of Security/Emergency Mgmt.	Danny Chandler
Health and Human Services Director	Betty J. Culbreath-Lister
Human Resources/Civil Services Director	Mattye Mauldin-Taylor, PhD
Parkland Hospital CEO	Dr. Ron Anderson
Public Works Director	Donald R. Holzwarth, P.E.
Public Defender	Jeanette Drescher Green
Purchasing Agent	Phillip Vasquez
Veterans Service Officer	Colonel Stonell Greene

COUNTY LEADERSHIP

PRESIDING JUDGES

Civil District Courts	Carlos Lopez
County Courts at Law	Robert Jenevein
County Criminal Courts	Dan Clancy
Criminal District Courts	Karen Greene
Family District Courts	Frances Harris
First Administrative Judicial Region	John Ovard
Juvenile District Courts	Cheryl Shannon
Local Administrative District Judge	Bill Rhea
Probate Courts	Nikki DeShazo

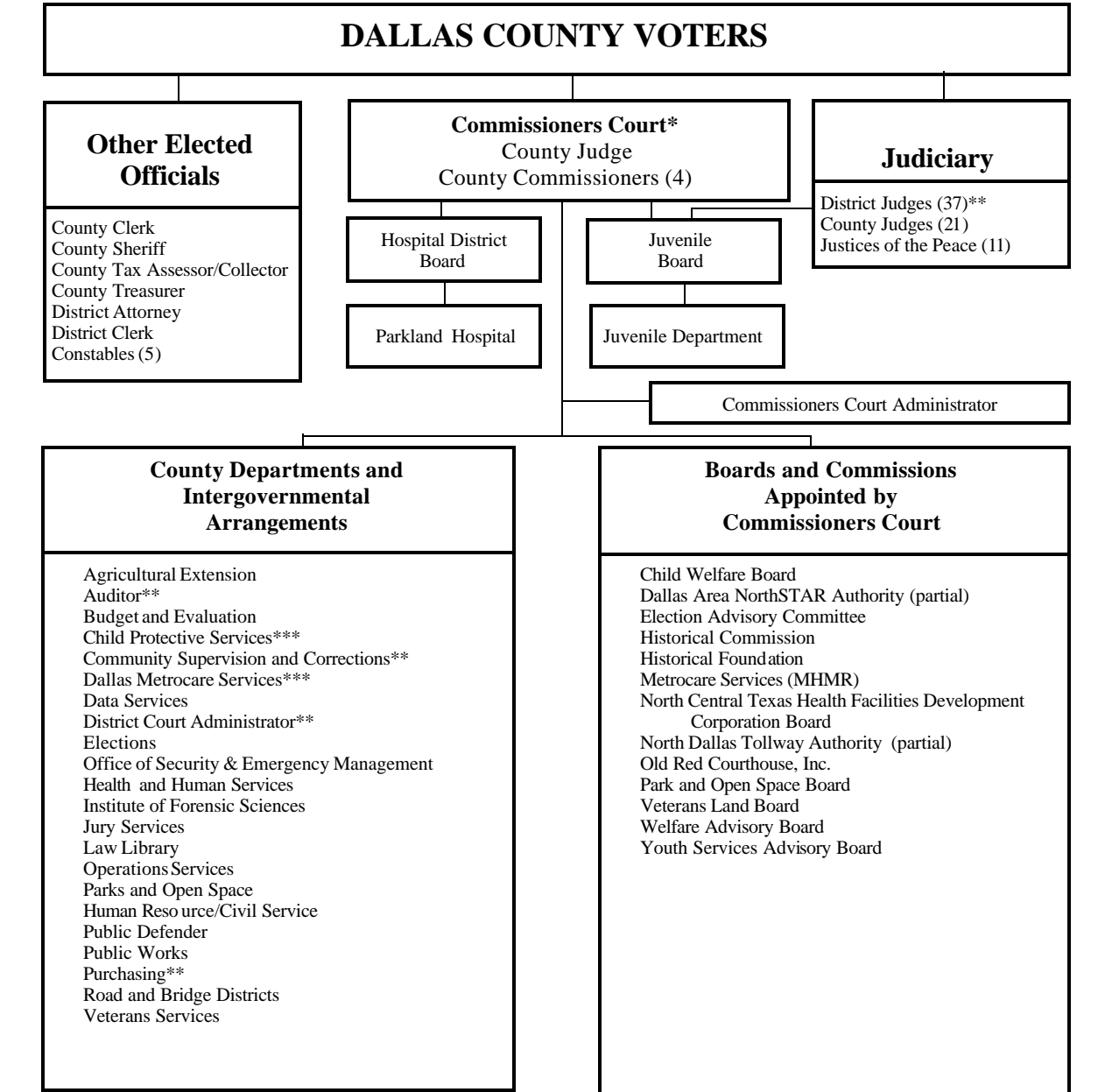
CONSTABLES

Constable, Precinct #1	Derick Evans
Constable, Precinct #2	Michael Gothard
Constable, Precinct #3	Rick Richardson
Constable, Precinct #4	R.L. Skinner
Constable, Precinct #5	Michael Dupree

JUSTICES OF THE PEACE

Justice of the Peace, Precinct #1-1	Thomas Jones
Justice of the Peace, Precinct #1-2	Cleophas Steele
Justice of the Peace, Precinct #1-A	Charles Rose
Justice of the Peace, Precinct #2-1	Gerry Cooper
Justice of the Peace, Precinct #2-2	Ken Blackington
Justice of the Peace, Precinct #3-1	Al Cercone
Justice of the Peace, Precinct #3-2	Sandra Ellis
Justice of the Peace, Precinct #3-3	Steven Seider
Justice of the Peace, Precinct #3-A	Jim Terry
Justice of the Peace, Precinct #4-1	Mike Petty
Justice of the Peace, Precinct #4-2	Bob Whitney
Justice of the Peace, Precinct #5-1	Luis Sepulveda
Justice of the Peace, Precinct #5-2	Juan Jasso

COUNTY ORGANIZATION



* Members of the Commissioners Court serve on the following boards and committees: Texas Jail Standards Commission, Texas Juvenile Probation Commission, Dallas County Juvenile Board, National Association of Counties (NACO), Deferred Compensation Committee, NACO Large Urban Counties Caucus, Texas Conference of Urban Counties Chair, Texas Association of Regional Councils, IH635 Coordination Committee, North Central Texas Council of Governments (NCTCOG) Board, Dallas Regional Mobility Coalition, Public Health Advisory Board, North Texas Commission, DFW Partners in Mobility, Regional Transportation Council, NCTCOG Air Carrier Policy Council, Loop 9 Policy Advisory Group, Texas 21 Statewide Transportation Coalition; Mental Health Task Force, Dallas County DWI Task Force, Community Justice Council, Dallas County Housing Finance Corporation, Dalhoma Trail Advisory Committee, Dallas County Civil Service Commission, and Public Employee Benefit Cooperative Board.

** The 37 District Judges appoint the County Auditor, the District Court Administrator, and participate in selecting the Directors of the Juvenile Department, the Community Supervision and Corrections Department and the Purchasing Agent.

*** CSCD, CPS and Dallas Metrocare Services (formerly called Dallas County MHMR) are independent agencies with important County programmatic connections.



DALLAS COUNTY

OFFICE OF BUDGET AND EVALUATION

February 27, 2004

TO: Commissioners Court, Elected Officials,
Employees and Citizens of Dallas County

FROM: Ryan Brown
Budget Officer

SUBJECT: APPROVED FY2004 BUDGET

INTRODUCTION

This document contains the approved operating and capital budgets for Dallas County's fiscal year which begins on October 1, 2003 and ends on September 30, 2004 (FY2004). The budget was approved unanimously by the Dallas County Commissioners Court on September 30, 2003, after a five-month budget process, during which County Department Heads, Elected Officials, and citizens presented their ideas and requests for analysis and discussion.

The purpose of this letter is to provide background on the budget process and to summarize the most significant decisions made by the Court during the FY2004 resource allocation process.

COUNTY MISSION AND STRATEGIC PLAN

The assigned missions of county government in Texas are those narrowly delegated by state law (see First Preface). Accordingly, Dallas County Commissioners Court has chosen not to create an overall strategic plan for service delivery but rather to target those areas in which inter-governmental coordination and/or rapidly changing environmental conditions have created the need for a more formalized process.

Within the last five years, the areas which have been the subject of formal, targeted planning are as follows: ã regional transportation, ã juvenile justice, ã data processing, ã tax collection and æJustice of the Peace Collections.

Regional Transportation - Regional transportation planning finds its way into the County's major capital development and bond programs which are discussed in Part VI of this document. The County's Public Works Department created an extensive multi-year strategic plan which is updated every quarter.

Juvenile Justice - The juvenile justice strategic plan was completed in FY94 and called for large scale improvements to facilities and tracking tools to insure continuous improvement of outcomes. The Henry Wade Juvenile Justice Center was completed in FY96 and the old detention center was reactivated in FY98 as a privatized residential facility, all in conformance with the long-term plan. The Wade Center expansion will be completed in FY2004 as outlined in the five-year capital plan to be discussed below. The County maintains extensive recidivism tracking tools to measure the outcomes of its juvenile programs, another major result of the strategic planning effort.

Data Processing - The ten-year data processing improvement plan was created by the County's outsourced data processing department and calls for migration from a mainframe to a distributed environment. Thus far, elections, civil courts, general ledger/purchasing and payroll have moved either partially or fully toward the distributed environment. The plan is updated annually and discussed during the data processing budget hearing. In FY2004, the plan will be further implemented with the migration of the Civil Courts system from the mainframe to a network based system. In addition, Dallas County will be renegotiating several provisions of the IT outsourcing agreement.

Tax Collection - A long term strategic goal of the County was realized in FY2002 when consolidated tax collection became effective. In particular, the City of Dallas and Dallas Independent School District joined the County, the Hospital District and 26 smaller jurisdictions in a consolidated collection effort expected to offer economies of scale to all governmental bodies. This effort will be continued in FY2004.

Justice of the Peace Collections - Improving Justice of the Peace Collections has been a strategic goal of the County for the last five years. In FY2004 Dallas County continues toward this goal with the continued improvement of the operations of the Centralized Collections Center for Traffic Citations. In addition, Dallas County will implement several collections tools including drivers license and vehicle registration blocks for individuals who owe funds.

Most other departments have plans which can be considered more tactical than strategic, and since most are headed by independently-elected officials (e.g., District Attorney, District Clerk, Tax Assessor/Collector, County Clerk, etc.), no formal mechanism other than the annual budget process exists to create or enforce a coordinated planning process.

The FY2004 budget includes a five-year capital improvement plan. During the budget process, each department was asked to review its facility and technology needs through the year 2008. These plans were reviewed by the Commissioners Court and prioritized to fall within the constraints of an all-cash financing strategy (which is discussed later in this letter). The results are presented after the **ACapital Improvements** tab in this document.

FINANCIAL POLICIES

Dallas County has operated for many years with a set of financial policies that transcend a particular budget year. These policies are provided in their entirety in Part II **Trends and Summaries.** Strict adherence to these policies is a key factor in the financial strength of the County, as evidenced by the County's long-standing AAA/Aaa bond ratings.

The most significant policy directives that mold the formulation of the annual budget are summarized below:

- \$ The Budget Officer is required by policy to present the Commissioners Court with a balanced budget that contains a no-tax-increase assumption as a starting point for budget discussions. This **baseline** budget must assume that the tax rate is adjusted downward to the **effective rate** which counteracts the revenue-enhancing effects of an increasing tax base.
- \$ The budget, as presented by the Budget Officer, and as finally adopted, must contain a projected unencumbered cash ending balance which is no less than 10.5% of budgeted expenditures.
- \$ The budget as presented, and as finally adopted, may utilize a drawdown of beginning balance only to the extent that such drawdown does not exceed 4% of total General Fund resources.

These policies, and other less significant policies, create a budget process characterized by a **resource-limited** discussion, rather than a **service needs** discussion. The Commissioners Court may increase the property tax rate above the effective rate, if sufficient justification is presented during the budget process that service enhancements are necessary or advisable.

FY2004 is the fourth year of a policy directive that limits capital expenditures to only those projects that can be funded without incurring long-term debt. In FY2001 Dallas County sold the last of the remaining debt authorized by the 1991 bond election. This move toward a **debt-free** financial structure is a significant departure from the County's prior practice. See the **Capital Improvement Plan**.

BASIS OF BUDGETING, ACCOUNTING, AND TAXATION

The County Auditor is by law the officer charged with maintaining the books of account of County government, and is functionally and organizationally independent of the Commissioners Court. The County Auditor provides revenue estimates and the budget must be balanced utilizing these estimates.

The County utilizes the modified accrual basis of accounting for financial reporting in accordance with generally accepted accounting principles. The Auditor's revenue estimates count only cash expected to be actually received in the next fiscal year.

Encumbrance accounting is utilized for materials, goods and services documented by purchase orders or contracts. It has been the practice of the County to increase the subsequent year's appropriation, but only if necessary, to complete these transactions. The approved annual budget, with amendments as approved by Commissioners Court, is the management control device utilized by the County.

All governmental bodies in Texas utilize the same tax cycle, as established by state law. Property tax bills must be mailed by October 1st and are based on a certified tax roll created by an independent Central Appraisal District and delivered to the County on the prior August 1st. Taxes are not delinquent until after the subsequent February 1st, with penalties accruing for late payment.

The County Auditor prepares a Comprehensive Annual Financial Report (CAFR) for each fiscal year. Each CAFR shows expenditures on a GAAP basis and budget basis for comparison. The County's CAFR has been awarded the GFOA Certificate of Excellence in Financing Reporting for the last 20 years. This document, and the internal controls associated with the County's finance management, is subject to an annual independent audit.

GENERAL STRUCTURE OF THE COUNTY'S BUDGET

Dallas County accounts for its financial resources through the use of *funds*, each of which has a self-contained set of accounts and an ending balance which is carried forward to the subsequent year. The Operating Budget consists of 17 funds, although the most significant public service and financial decisions made by the Commissioners Court are embodied in the following six funds:

- ! **The General Fund** - accounts for the majority of all County revenues and most large expenditures related to the County's mission;

- ! **The Permanent Improvement Fund** - provides a dedicated funding source for maintenance of County infrastructures;

- ! **The Major Technology Fund** - provides a dedicated funding source for major information systems projects;

- ! **The Major Capital Development Fund** - provides a dedicated funding source to transition Dallas County from a debt-dependent capital structure to a program of all cash financing of large projects;

- ! **The Interest and Debt Fund** - dedicated to repaying principal and interest on debt;

- ! **The Road and Bridge Fund** - serves as the source of funding for County road projects and as a reserve for debt service on tax-exempt bonds issued for road projects.

Each of these funds, except the Road and Bridge Fund, receives a portion of the annual tax levied on all County property. The Road and Bridge Fund receives its funding from a vehicle license fee.

Table II-1 in Part II, **Trends and Summaries** of this document lists and describes all operating funds which are part of the operating budget process.

GENERAL FUND OVERVIEW

Key Themes - Early in the FY2004 budget process Dallas County realized that there was going to be a gap between revenues and expenditures. As a result, the Commissioners Court instituted a 15-week “rolling” hiring freeze in March 2003. The hiring freeze was created in a manner that allowed Departments to not have to leave a position vacant for more than 15-weeks but required most positions to be held vacant for 15-weeks. In addition, Commissioners Court required that all departments to submit budget requests that either included a 10% revenue increase or a 10% expenditure decrease from their FY2003 budgeted amount. These budgeting techniques, in addition to a slight tax increase allowed Commissioners Court to close a 16 million dollar budget gap with minimal interruption in County Services.

The final budget was adopted on September 30, 2003, with total General Fund expenditures of \$338.6 million, a decrease of \$6.8 million (-2%) over the estimated FY2003 expenditures. The county’s property tax rate was set at 20.39 cents per \$100 assessed valuation, an increase of .79 cents from FY2003. The rate remains among the lowest of urban counties in Texas. Figure I-1 displays the historical trend of the County’s tax rate.

New and Expanded Programs - The FY2004 budget includes very few new or expanded programs. Among the new programs, the most substantial was nineteen additional Detention Service Officers to ensure continued state certification of the Dallas County Jails.

The FY2004 budget includes the net deletion of 61 positions. Many of the deletions were the result of efficiencies gained over the last few years. The Institute of Forensic Sciences transitioned to digital photography which resulted in the elimination of two positions. The Sheriff’s Office eliminated their Civil Division with the workload transferring to the Constable Office with no additional staffing. The Sheriff also reorganized his command staff resulting in the deletion of seven positions. The Juvenile Department modified the residential program offered at the Youth Village. The capacity was reduced from 88 to 80 youths with the average length of stay being reduced from 11 months to 6 months. This will allow more children to be served by the program each year.

GENERAL FUND DEPARTMENTS

The County’s operations are conveniently grouped into five categories: **J** Justice Administration, **L** Law Enforcement, **H** Health and Social Services, **C** Community Services, and **M** Management Services. The following paragraphs discuss the highlights of the FY2004 budget in each of these categories.

JUSTICE ADMINISTRATION

Overview of Services - Dallas County provides facilities and support services for the operation of District Courts, County Courts, and Justice of the Peace Courts. The District and County Clerks, in addition to providing passports, marriage licenses, etc., perform those administrative functions associated with processing cases, safeguarding records, and collecting court fees, fines, and forfeitures. The District Attorney's Office prosecutes offenders on behalf of the people, while the Public Defender is responsible for the legal defense of individuals who cannot afford representation, as determined by a judge. Dallas County Judges operate the jury system which provides jurors for the 69 courts. The Frank Crowley Courts Building, the George L. Allen, Sr. Courts Building, the Henry Wade Juvenile Justice Center and the Records Building are largely dedicated to court and court-related activities, while the Justices of the Peace operate from sub-courthouses which are located throughout the County.

The Justice System is funded largely at FY2003 levels. During FY2003, Dallas County implemented the Justice of the Peace Centralized Collection process. Sheriff and Constable deputies write traffic tickets using hand-held computers that print the ticket. The information from the hand-held computers is uploaded into the Justice of the Peace Court system with all Internet, Interactive Voice Response and mail-in payments processed through the Centralized Collections unit. For FY2003 Dallas County realized \$3 million more in Justice of the Peace revenues than in FY2002, largely due to this system.

Dallas County added four Public Defenders during FY2003. Two of these additional Public Defenders are working in the Juvenile Courts with one additional Public Defender for each of the Felony and Misdemeanor courts. The addition of these positions resulted in a savings of \$500,000 for FY2004.

Effective October 1, 2003 the Grand Jury Department was dissolved with two clerks transferring to the District Attorney's Office to process cases heard by the Grand Jury. The Grand Jury selection process was not changed. The District Criminal Judges will be able to continue to select their respective grand jurors through the commissioner process or by requesting volunteers through the Criminal District Court Manager's Office or the respective Court's Office. This change resulted in the deletion of eight full-time positions for a savings of \$500,000

During FY2003, Commissioners Court supported legislation to allow the County Judge to appoint truancy court masters to hear truancy court cases filed by the Dallas Independent School District. This change allowed the cases to be moved from the City of Dallas Municipal courts which were operated in Dallas County facilities with Dallas County staff and Municipal Judges. This legislation will improve the efficiency of the truancy courts. In addition, Dallas County opened a third truancy court in the Frank Crowley Courts building late in FY2003. The addition of this court will allow Dallas County to maintain the goal of having truancy cases heard within 14 days of filing. Dallas County will continue to work with the Dallas County Independent School District to automate the filing of truancy cases.

LAW ENFORCEMENT

Overview of Services - The County's law enforcement efforts are led by the Sheriff, who is responsible for the six County jails and various related activities including a central kitchen, laundry, photo lab and print shop. The Sheriff also has a patrol division which operates in the unincorporated portion of the County. The five elected Constables serve civil papers and certain criminal warrants throughout the County, and operate as bailiffs in the 11 Justice of the Peace Courts. The Institute of Forensic Sciences is supervised by the County Medical Examiner and encompasses the morgue and a regional crime lab which has a wide array of diagnostic tools available for analyzing evidence in criminal cases. Community Supervision and Corrections and the Public Service department operate programs which offer judges work-related alternatives to incarceration. In FY2002, Commissioners Court approved the creation of the Office of Security and Emergency Management (OSEM). The OSEM offers emergency services to the unincorporated areas of the County and coordinates County-wide emergency preparedness.

Dallas County started FY2004 with only 10 Detention Service Officer vacancies, the lowest vacancy level in many years. The Sheriff's Office will continue to work hard to maintain this low vacancy rate. As a result of this low vacancy rate the Dallas County Sheriff's Office is expending significantly less overtime than in past fiscal years. The FY2004 Budget assumes this lower level of overtime will continue.

As part of the FY2004 budget, 19 Detention Service Officers were added to the Sterrett West Tower in order to comply with the Jail Commission Standards which requires a 1:48 staffing ratio. The addition, of these officers will allow the Dallas County Jail to be certified for the twentieth straight year.

The County continues to house inmates from the U.S Marshall's Office and the Immigration and Naturalization Service. These jail contracts have provided revenue to contribute toward fixed costs and have allowed the Sheriff to maintain a stable staffing level during periods of changing jail population. Dallas County also operates the municipal jail for the City of Dallas. This intergovernmental arrangement, now in its 19th year, provides efficiencies for both jurisdictions.

As part of the FY2004 balancing strategies the Sheriff's Office eliminated their Civil Division with the workload transitioning to the Constable Offices. The Sheriff also reorganized his command staff resulting in the deletion of seven positions. In addition, the Sheriff's Office combined the supervision of the Central Intake, Intake/Release and Bond Division which resulted in the deletion of three positions. Lastly, with the expected benefits of the Adult Information System being developed the Sheriff's Office agreed to delete nine position once the system is up and operating.

The Office of Security & Emergency Management offers emergency services to the unincorporated areas of the County and coordinates countywide emergency preparedness. The Office of Security & Emergency Management will provide Commissioners Court with a Countywide Security assessment early in FY2004.

Since 1984 Dallas County has used an agreed upon Constable Staffing Standard that determined the staffing of a Constable Office based on the number of papers received for service. For FY2004 this Constable Staffing Standard resulted in the deletion of one deputy and two clerks.

HEALTH AND SOCIAL SERVICES

Overview of Services - The County has broad responsibilities for public health, social services, mental health services and acute care for indigents, which it disposes through a combination of intergovernmental arrangements and County staff in the Juvenile and Health and Human Services Departments. The Juvenile Department provides services for youth ages 10-16 who become involved in the juvenile justice system as a result of delinquent conduct. Child Protective Services is a state agency which cooperates with the County to insure the safety of abused or neglected children. The County shares certain mental health responsibilities with the Dallas MetroCare Services, an agency whose board is appointed by the Commissioners Court. In addition, the County participates in the NorthSTAR program for managed mental health care.

During FY2002, the Hospital District, Dallas County and the University of Texas Medical Branch at Galveston (UTMB) entered into a contract for UTMB to provide inmate health services beginning December 1, 2002. The contract is now in its second year and continues to be a successful initiative for all parties. The Hospital District and UTMB continue to review all aspects of health care within the jail to provide more efficient quality healthcare for inmates.

For FY2004, \$500,000 in Housing Bonds were approved by Commissioners Court to be utilized for welfare assistance expenditures. For this, the general fund welfare budget was reduced to reflect the Housing Bond funds usage. The amount budgeted for Mortgage Assistance was increased by nearly \$100,000 to better reflect the volume of individuals applying for this type of welfare assistance.

During FY2003, the Dallas County Health and Human Services Department received a Public Health Preparedness and Response for Bio-terrorism grant. The grant provided total funding of \$3.54 million and funds 34 full-time positions. The positions include clerical, administrative, technical, medical and outreach staff.

The grant funds are utilized to focus on the following areas: Preparedness, Planning, and Readiness Assessment, Surveillance and Epidemiology Capacity, Laboratory Capacity-Biologic Agent, Health Alert Network/Communications and Information Technology, Communicating Health Risks and Health Information Dissemination and Education and Training.

The Health and Human Services Department maintains partnerships with all Dallas County cities to provide strategic leadership, direction, assessment and coordination of activities to ensure county wide readiness and collaboration for bio-terrorism and other outbreaks of infectious disease and other public health threats and emergencies.

Dallas County decreased its FY2004 contribution to the state for enhanced Behavioral Health Services by \$440,000. Value options and DANSA will provide Commissioners Court a presentation concerning the impact of this decrease early in FY2004.

Dallas County Commissioners Court encouraged Child Protective Services (CPS) and local advocacy groups to address salary issues with the State Legislature and during the 77th Legislature several improvements were made. All CPS employees received pay raises. In addition, two bills were passed and signed by the Governor to encourage local solutions to CPS turnover problems. Specifically, Senate Bill 961 allows County

and City governments to supplement caseworker salaries.

During the FY2002 budget process, Commissioners Court approved \$384,000 for a supplemental pay program authorized by Senate Bill 961 for Dallas County CPS employees. The intent of the program was to reduce the vacancy and turnover rates and increase the tenure of CPS staff in Dallas County.

In FY2002, a total of 108 CPS employees received an incentive payment. Preliminary results indicate that the average tenure of entry level employees improved by 20% and the turnover rate dropped from approximately 35% to 9%. The result is better services for at-risk children in Dallas County

In FY2004, the Juvenile Department will be implementing a variety of innovative revenue producing initiatives. The Juvenile Department will increase the reimbursement received through the Title IV-E Administrative claim through a higher eligibility rate and more complete time study. This initiative will generate \$1.2 million in additional reimbursement. The department will also contract with the Texas Department of Protective and Regulatory Services for the use of eight (8) shelter beds at the Letot Center. This initiative will generate revenue of \$250,000. Additionally, the department will implement a nominal fee schedule for post-adjudication services. This initiative will generate revenue of \$250,000.

For FY2004, the Juvenile Department will also be implementing a variety of creative expenditure reductions. The Juvenile Department will modify the residential program offered at the Youth Village. The capacity will be reduced from 88 to 80 and the average length of stay will be reduced from 11 months to six (6) months, allowing the number of juveniles served by the program each year to increase. In addition, the average daily population for contract residential placement will be maintained at 138 or less. The Juvenile Department also reduced their line item budget for certain items. These expenditure reductions resulted in the Juvenile Departments budget decreasing \$1.2 million.

The 192-bed expansion of the Henry Wade Juvenile Justice Center will be completed in late FY2004. This will allow the Juvenile Department to completely move out of the old Juvenile Center on Harry Hines. In addition, Dallas County will no longer need to purchase overflow beds.

During FY2004, the Juvenile Department will take over the operation of the Dallas County Juvenile Justice Charter School from an outside vendor. The Dallas County Juvenile Justice Charter School provides educational services for youth housed in County facilities or court-ordered to County programs. The school system has an average daily attendance of approximately 500 students. In addition, the department oversees the operation of the Dallas County Juvenile Justice Alternative Education Program (JJAEP) for youth who have been expelled from their public school.

The Juvenile Department researched several programs that offer intensive, in-home services to youth and their families in lieu of residential placement. The programs combine the services of mental health professionals and juvenile probation officers to address the core problems of the family while ensuring that the youth faces the consequences of their actions.

The department contracts with three providers that have nationally successful programs. These programs cost an average of \$65 per day compared to residential placements that cost an average of \$95 per day. This initiative will save Dallas County \$340,000 per year in placement costs.

COMMUNITY SERVICES

Overview of Services - The Community Services departments perform a wide array of functions for individuals in the County. The County is responsible for all elections of a County-Wide nature and provides election-related services on a reimbursement basis for political parties, municipalities, and special districts. The Public Works Department and Road and Bridge Districts share responsibilities for road repair and thoroughfare improvement on roads within and outside the corporate limits of the 26 cities in the County. The County's Veterans Service Officer assists veterans and their dependents with obtaining government benefits. The Agricultural Extension Service is a joint project among the County, the State and the State University system, to offer programs and expert advice to County residents on agricultural and horticultural topics. The Park and Open Space program provides regional leadership and planning for greenbelt and trail acquisitions.

The Public Works Department will continue the 1991 Bond Program projects in FY2004 with an effort to have all projects in the construction phase this Fiscal Year and completed by FY2006. This will allow for Major Impact, Thoroughfare and TEA 21 Projects to be the department's main focus in future years. Public Work has scheduled Singleton Boulevard in the City of Dallas and McArthur Boulevard in Irving as two major projects that will be put into construction during FY2004.

Public Works has also made significant progress in the design of the first MCIP projects and utilized new project design methodologies. Public Works continues to provide a strong example of how strategic planning can assist them in meeting their goals and objectives.

The Household Hazardous Waste Network, which consists of 15 cities and the County operates a fixed site waste collection point for highly toxic pollutants contained in common household and automotive products continues to be successful. Citizen participation continues at a high volume and the cost per participation continues to decrease due to cost saving process initiatives.

Dallas County continues to use a touch screen voting system for early voting and a scantron system for Election Day. The Elections Department's budget continues to fluctuate depending on the number of elections in the fiscal year. For FY2004 the Commissioners added an Early Voting by Mail Supervisor to supervise the mail in ballot process.

In FY2004, construction of the UTD Trail in Richardson and on the Roy Orr Trail in DeSoto will be completed. In addition, construction on the Muddy Creek Trail in Sachse and Wylie will begin, design work on the South Mesquite Trail will be completed, and the design of a new entrance and educational plaza for Cedar Ridge Preserve will begin

The Public Works Department is in its fifth year of executing its strategic plan, which focuses on improving the department's capacity to make high value-added transportation improvements for citizens of the County. The strategic plan is monitored quarterly and new objectives are continually added as the original objectives are accomplished.

The County is also participating with cities through local share matching for the federal transportation initiative (TEA 21), and by cost sharing on certain local thoroughfare projects. In addition, the County has established dedicated funding to accelerate certain high impact transportation projects expected to have a significant effect on economic development.

MANAGEMENT SERVICES

Overview of Services - The Management Services departments operate the machinery of County government. Among the largest of these departments is the Tax Office, which collects taxes for the County, the Hospital District, the City of Dallas, Dallas Independent School District, the Community College District and several smaller jurisdictions. The Tax Office also operates the motor vehicle registration and title transfer process on behalf of the State. Other Management Services departments include the Office of the Court Administrator (which encompasses Communications and Central Services, Facilities Management, and Engineering and Project Management), the County Auditor, the Human Resources/Civil Service Department, the Purchasing Department, the Office of Budget and Evaluation, and the Data Services Department, which was outsourced to a private company in 1992.

The County's commitment to e-government continued to grow in FY2003. A Web Master position was created in FY2003 to maintain and expand Dallas County's Internet presence at www.dallascounty.org. In addition, individuals are able to pay their property tax, renew their vehicle registration and pay traffic tickets online. Individuals wanting to look up Commissioners Court agenda items or apply for a position may also do this online.

As part of the FY2004 budget, Commissioners Court authorized the County Auditor a Justice of the Peace Auditor to increase the number of Justice of the Peace audits conducted each year.

As a result of efficiencies gained over the years as new technology was utilized, the Tax Office was able to delete four position in FY2004. As the County continues to automate the collection of property taxes and registration of vehicle additional efficiencies will be gained.

The County's FY2003 financial documents have again been awarded the highest awards from the Government Finance Officers' Association. The Comprehensive Annual Financial Report will be submitted in hopes on continuing this tradition.

Dallas County has a five volume set of quarterly performance measure reports, which are produced, graded, analyzed, discussed and used to make resource allocation decisions. The first three of these volumes are available on the County's web site at <http://www.dallascounty.org>. The Commissioners Court devotes one afternoon each month to in-depth discussion of performance-related topics and communicates with department heads who have made significant progress toward good performance or who may need additional assistance in meeting their performance goals.

CAPITAL IMPROVEMENT PLAN

Overview - The annual Capital Improvement Plan (CIP) consists of those items whose long useful lives distinguish them from recurring operational needs. Capital projects may be funded in one of three ways: a) with cash, b) through the proceeds of voter-approved bonds, or c) through the issuance of an annual Certificate of Obligation. Beginning in FY98, a set-aside of a portion of the County's property tax has been earmarked for major technology improvements. Beginning in FY2000, the Major Capital Development Fund was established to provide a funding mechanism to replace debt financing for major projects.

The County maintains a five-year Capital Improvement Plan which is updated each year and approved along with the annual budget. The first year of the five year plan becomes the approved capital budget and is shown on Table I-1.

The County has historically funded large capital improvements with tax-exempt bonds. Beginning in FY2000, the Commissioners Court embarked upon a program to lower the County's long-term debt to zero over a period of time, transitioning to an all-cash financing structure.

In order to accomplish this transition, County staff was requested to prepare a construction schedule for the major types of infrastructure (transportation, buildings, and parks) that might result from the cash flow available from the existing FY2000 debt service tax rate (4.5 cents) as it might be applied to a growing tax base. Under conservative estimates of tax base growth, the funds not needed for declining debt service, together with surplus license fee revenue, create a funding constraint. The Commissioners Court determined that unless economic conditions substantially weaken, sufficient cash will be available from these sources to fund the major infrastructure projects needed. The Capital Improvement Plan contained in Part VI of this document reflects this funding constraint.

Debt finance may be used for interim financing of a short duration, in order to match the larger construction drawdowns to the cash flow available. Thoroughfare improvement and County participation in federal highway initiatives have been scheduled to coincide with the Public Works Department's estimate of the County's project management capacity.

Table I-1

FUNDED CAPITAL AND TECHNOLOGY PROGRAMS

(Combines all funding sources)

Bond Funds (transportation)	50,000,000
Major Capital Development Fund	
Transportation Impact Projects	6,666,000
TEA-21 Participation Program	8,908,642
Thoroughfare Program	6,091,358
Open Space Trails	135,000
Trinity River Acquisitions	50,000
Allen Civil Courts Renovation	22,383,334
Juvenile Detention Center	2,801,466
Kay's Jail Replacement	540,200
Major Technology Fund	
Civil Courts System Replacement	2,353,436
Conference of Urban Counties	61,822
Oracle Upgrade 11i	2,042,250
Technology Equipment	285,000
Technology Personnel	640,000
Permanent Improvement Fund	
Administration Building	65,000
Frank Crowley Courts Building	790,000
Countywide Improvements	537,500
Sterrett North Tower	25,000
Henry Wade Juvenile Justice Center	80,000
Decker Jail	6,034
Lew Sterrett Justice Center	224,900
Health and Human Services	12,000
Transfer to MCDF	500,000
Total	\$105,198,942

BOND RATING

Dallas County had its AAA/Aaa superior credit rating confirmed by both major rating agencies, reflecting steady management, healthy reserves, and modest debt levels. Dallas County is one of the very few counties (19) in the nation to earn a superior credit rating by both Moody's Investors Service and Standard and Poors, Inc. Additional information on the County's bond rating can be found following the [Debt and Debt Service](#) tab.

PERFORMANCE REPORTING

Dallas County has evolved a system of performance reports that is explained more fully in the [Trends and Summaries](#) section and in the attachment to this document. The FY98 budget was the first to include mission statements, performance goals, and performance measures for each County department. The FY99 budget was the first which required the development of performance measures prior to the approval of new resources. The FY2000 budget expanded this requirement to all departments, regardless of their requests for new resources. These performance measures are discussed monthly at a [Performance Forum](#) intended to highlight the importance of establishing accountability standards for County services. The attachment to this budget document is a compilation of all final performance reports for FY2003.

The County's system of management reports and gainsharing programs each was awarded an achievement award by the National Association of Counties in FY98. The Management Report consists of five volumes: [an overall statistical summary of workload](#), [a report consisting of court-by-court comparison of justice system costs](#), [a performance indicator report](#), [a juvenile recidivism report](#) and [a major projects review](#).

REINVENTION AND GAINSHARING

The FY2004 budget continues for the seventh year the Departmental Discretionary Account (D.D.A.), which is a line item in each department's budget with the following characteristics:

- \$ seeded annually in an amount that depends on department size;
- \$ can be increased through distinct management initiative, such as finding a cost savings or holding a position vacant;
- \$ can be spent substantially at the discretion of the Department Head on performance awards, travel, training, employee incentives, amenities, etc.

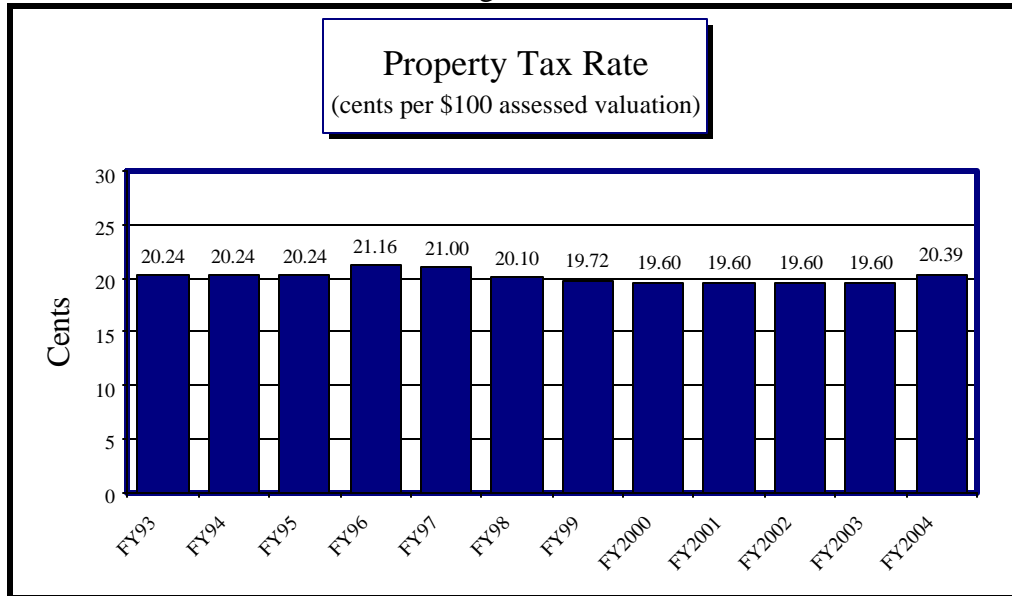
The last point is a significant departure from historical County procedure, which called for extremely tight oversight on even the smallest expenditures. The new policy replaces the detailed oversight with more general restrictions and departmental discretion.

The ability for a department to share in the proceeds of a management initiative has resulted in several important cost savings to taxpayers. The most significant use of this gainsharing has been to induce departments to leave authorized positions vacant for periods of six months to one year. The D.D.A. award is made only if the Commissioners Court determines that the department can continue to provide adequate services and that there will be no increase in overtime to offset the savings.

HISTORICAL INFORMATION

The FY2004 tax rate was adopted on September 30, 2003. The tax rate was set at 20.39 cents per \$100 assessed valuation, an increase of .79 cents from FY2003. The rate remains among the lowest rate of urban counties in Texas. Figure I-1 depicts the historical level of the County's property tax rate.

Figure I-1



The General Funds ending balance of \$35.5 million exceeds the important policy test established by Commissioners Court. Figure I-2 places this balance in historical context.

Figure I-2

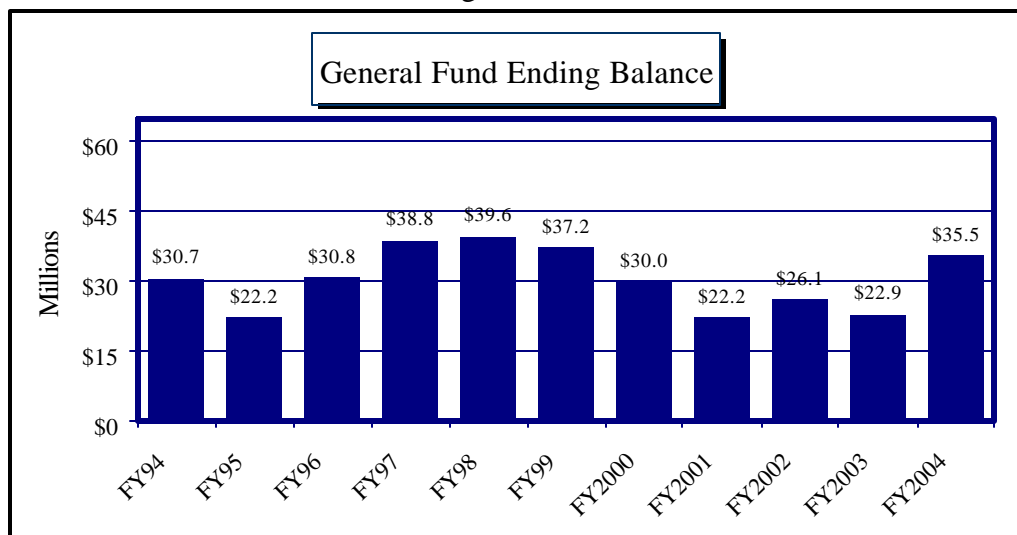


Table I-2 summarizes the FY2004 appropriations and reserves for all operating funds. As shown, the adopted budget totals \$683.41 million. Figure I-3 provides a graphical representation of the sources and uses of funds.

Table I -2
Summary of Major Sources and Uses of Funds
(\$1,000)

	General Fund	Debt Service	Perm Improv.	Major Tech.	Major Capital	Road & Bridge	Child Support	Dispute Res.	Sub-total
Sources									
Beginning Reserves	18,396	11,749		4,511	2,714	12,206	(65)	63	49,574
Property Taxes	196,249	30,087	2,230	6,196	17,968				252,729
License Fees	1,133					32,200			33,333
Fines and Forfeitures	12,328					7,945			20,273
Fees of Office	57,091				2,000		3		59,093
Interest	8,364	717		85	600	83	1	1	9,852
Reimb. for Services	27,875					3,427	736	460	32,498
Miscellaneous	17,874	4,752			6,237	324	13		29,200
Grants									0
C.O. Proceeds					23,286				23,286
Total	<u>\$339,310</u>	<u>\$47,305</u>	<u>\$2,230</u>	<u>\$10,792</u>	<u>\$52,805</u>	<u>\$56,185</u>	<u>\$689</u>	<u>\$524</u>	<u>\$509,839</u>
Transfers To	34,824	1,488	0	0	670	5,490	1,133	0	43,605
Grand Total	<u>\$374,134</u>	<u>\$48,793</u>	<u>\$2,230</u>	<u>\$10,792</u>	<u>\$53,475</u>	<u>\$61,675</u>	<u>\$1,821</u>	<u>\$524</u>	<u>\$553,444</u>
Uses									
Justice Administration	93,599			2,415	22,383			389	118,786
Law Enforcement	110,360				540				110,900
Health & Social Services	55,078				2,801				57,880
Community Services	8,514				21,350	9,130	1,811		40,804
Management Services	55,718		1,730	1,539					58,988
Capital and Technology									0
Debt Service		39,265			4,752				44,017
Other	9,293			925					10,218
Ending Reserves	35,556	9,529		1,409	1,147	16,746	10	5	64,401
Total	<u>\$368,118</u>	<u>\$48,793</u>	<u>\$1,730</u>	<u>\$6,289</u>	<u>\$52,973</u>	<u>\$25,876</u>	<u>\$1,821</u>	<u>\$394</u>	<u>\$505,994</u>
Transfers From	6,017	0	500	4,503	501	35,799	0	130	47,450
Grand Total	<u>\$374,134</u>	<u>\$48,793</u>	<u>\$2,230</u>	<u>\$10,792</u>	<u>\$53,475</u>	<u>\$61,675</u>	<u>\$1,821</u>	<u>\$524</u>	<u>\$553,444</u>
Change in Reserves	\$17,160	(\$2,220)	\$0	(\$3,102)	(\$1,567)	\$4,540	\$75	(\$58)	\$14,827

Notes:

The Parking Garage Revenue Fund has not been included. This fund will not be utilized in FY2004. All outstanding parking revenue bonds were paid off in FY2003.

Table I –2 (cont.)
 Summary of Major Sources and Uses of Funds
 (\$1,000)

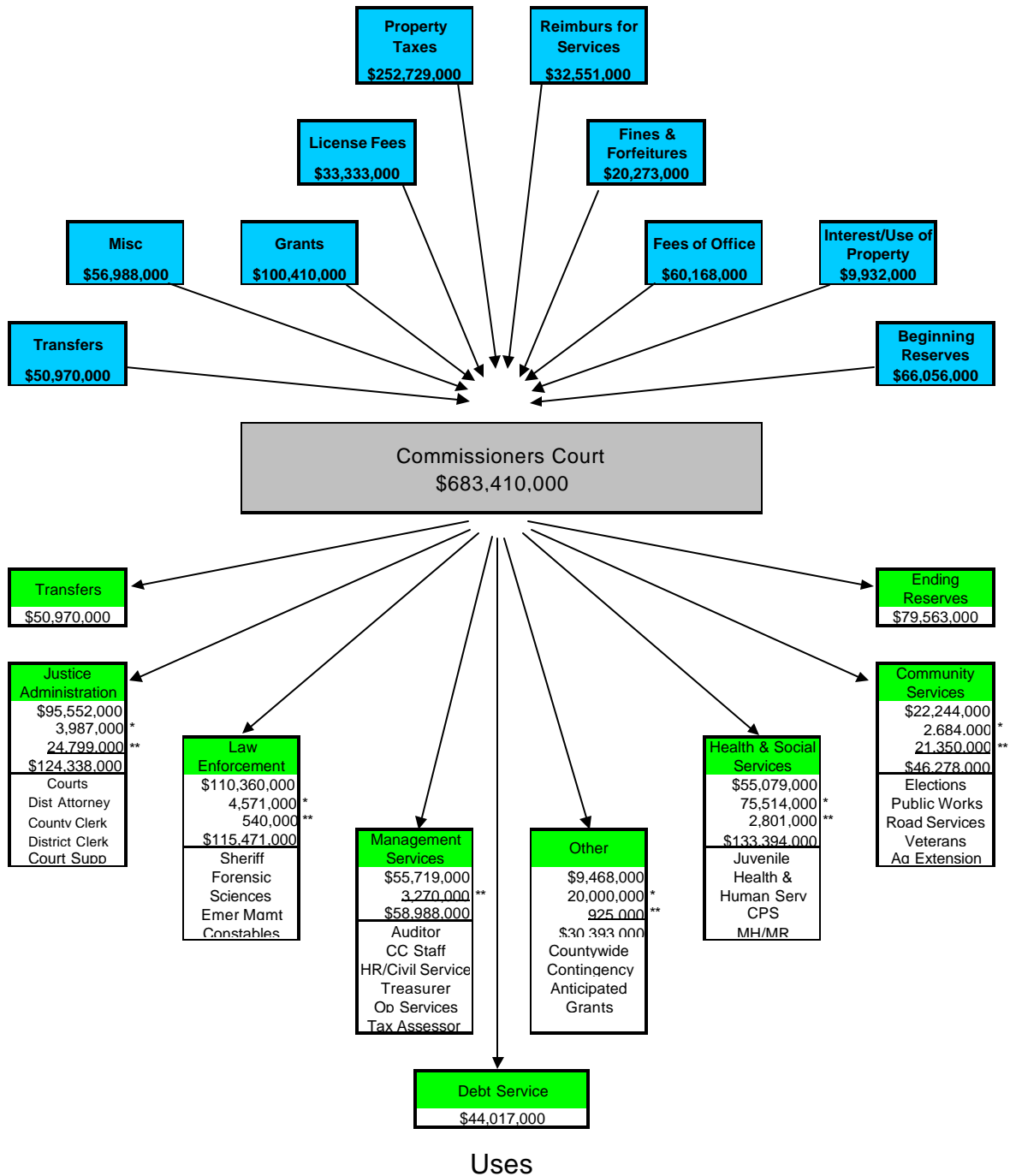
	Grant	Juvenile Probation	Law Library	Hist. Ex./Comm	Appellate Court	Sub-total	Grand Total
Sources							
Beginning Reserves	15,198	116	596	(6)	579	16,482	\$66,056
Property Taxes						0	\$252,729
License Fees						0	\$33,333
Fines and Forfeitures						0	\$20,273
Fees of Office			792		283	1,075	\$60,168
Interest	60	2	9	2	7	80	\$9,932
Reimb. for Services			53			53	\$32,551
Miscellaneous	1,349			3,152		4,502	\$33,702
Grants	97,217	3,193				100,410	\$100,410
C.O. Proceeds						0	\$23,286
Total	<u>\$113,825</u>	<u>\$3,310</u>	<u>\$1,449</u>	<u>\$3,148</u>	<u>\$869</u>	<u>\$122,601</u>	<u>\$632,440</u>
Transfers To	7,365	0	0	0	0	7,365	\$50,970
Grand Total	<u>\$121,189</u>	<u>\$3,310</u>	<u>\$1,449</u>	<u>\$3,148</u>	<u>\$869</u>	<u>\$129,966</u>	<u>\$683,410</u>
Uses							
Justice Administration	3,987		994		571	5,551	\$124,338
Law Enforcement	4,571					4,571	\$115,471
Health & Social Services	75,514					75,514	\$133,394
Community Services	2,684			2,789		5,473	\$46,278
Management Services						0	\$58,988
Capital and Technology						0	\$0
Debt Service						0	\$44,017
Other	20,000		175			20,175	\$30,393
Ending Reserves	14,396	118	280	149	219	15,161	\$79,563
Total	<u>\$121,152</u>	<u>\$118</u>	<u>\$1,449</u>	<u>\$2,938</u>	<u>\$790</u>	<u>\$126,446</u>	<u>\$632,440</u>
Transfers From	\$38	\$3,193	\$0	\$210	\$79	3,520	\$50,970
Grand Total	<u>\$121,190</u>	<u>\$3,310</u>	<u>\$1,449</u>	<u>\$3,148</u>	<u>\$869</u>	<u>\$129,966</u>	<u>\$683,410</u>
Change in Reserves	(\$803)	\$2	(\$316)	\$155	(\$359)	(\$1,321)	\$13,507

Notes:

The Parking Garage Revenue Fund has not been included. This fund will not be utilized in FY2004. All outstanding parking revenue bonds were paid off in FY2003.

Figure I – 3

Graphical Summary of Major Sources and Uses of Funds
Sources



Grant resources (*) and technology and major capital projects (**) are shown as additional to local resources within the appropriate program category.

TRENDS AND SUMMARIES

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BUDGET PROCESS

BUDGET DEVELOPMENT

Dallas County's fiscal year begins on October 1st and ends on September 30th. The budget process for each upcoming fiscal year begins in February with the preparation of a Budget Manual. This manual is distributed to departments in March. The departments use the Budget Manual as an operations guide for budget submissions. Included are detailed instructions, necessary forms, and completed examples to assist the departments in submitting their budgetary information. Also included in this manual is the calendar of events with critical dates highlighted.

Departmental responses and requests for new and expanded programs are due to the Office of Budget and Evaluation no later than the middle of May. These requests are evaluated and used to develop a Baseline Budget which, by policy, contains no increase in the tax rate other than the increase required to offset a decrease in the tax base. The Baseline Budget is not a recommended budget, but is a starting point for the Commissioners Court. The Baseline Budget is presented to the Commissioners Court in July and forms the basis of discussion at budget hearings.

The Baseline Budget contains revenue estimates developed by the County Auditor and transmitted to the Office of Budget and Evaluation in early June. Depending upon revenue estimates, the Office of Budget and Evaluation may be required to recommend a reduced level of expenditures in certain areas in order to provide a balanced budget without an increase in taxes.

Departmental requests for new and expanded programs are reviewed by appropriate staff departments who formulate recommendations to Commissioners Court. For example, the Data Services Department and the Governance Committee review and make recommendations on new program requests related to data processing. The Office of Budget and Evaluation makes recommendations on requests for additional personnel. Other items subject to staff review are vehicles, office equipment, radios and salary grade changes.

In late July, the Dallas Central Appraisal District certifies the tax roll and the Dallas County Tax Office calculates the "effective tax rate." This is the tax rate which provides the County with the same revenue that was received in the previous year when applied to existing (rather than newly constructed) property.

During early August, departmental budget hearings are held which allow discussions between Elected Officials/Department Heads, and the Commissioners Court on funding levels and other policy issues. Because the Baseline Budget is balanced without a tax increase, the Commissioners Court's approval of any new program must be accompanied by a revenue increase, an offsetting expenditure decrease, or a drawdown of available reserves.

The public is invited to attend all budget hearings and to participate in the discussion as time permits. At the conclusion of the hearings, the Commissioners Court proposes a tax rate. State law requires a formal public hearing on the proposed tax rate.

The Commissioners Court approves the tax rate and makes final budgetary decisions by mid-September. The final proposed budget is prepared and distributed to departments for their review. The budget is then formally adopted by Commissioners Court after a required public hearing.

BUDGET ADMINISTRATION

The adopted budget becomes a fiscal plan and legal appropriation for County spending. State law forbids overall spending above the amount specified in the adopted budget and generally forbids transfers among funds in excess of the amount budgeted. The monitoring of the County's fiscal progress during the year is a shared responsibility of the department head, the Office of Budget and Evaluation, and the County Auditor.

The County's budgeted ending balance is actually an appropriated reserve. Practically, this means that a department which appears to be exceeding its original budget may receive additional funds during the year through a transfer from the appropriated reserve. This transfer must be approved by Commissioners Court, generally on the recommendation of the Office of Budget and Evaluation. Often these transfers are a result of environmental change (higher-than-expected jail census, for example), which is beyond the control of County officials.

The Office of Budget and Evaluation is responsible for briefing the Commissioners Court on all situations which appear to result in an over-budget condition. This task is accomplished by a series of interim reports on budget compliance for the year in progress. These interim reports concentrate on historical problem areas (i.e., areas in which expenditures have been difficult to predict) and on new programs which were approved with the expectation of enhanced service and/or revenue. The interim reports also provide the Auditor an opportunity to update revenue projections and explain any variance between actual revenues and projections.

The Office of Budget and Evaluation utilizes a complex expenditure model to continually predict the probable unencumbered cash balance at the end of the year in progress. This model involves a mix of methodologies evolved over the years through continual refinement. Some expenditures can be accurately extrapolated from partial-year data, some bear a seasonal pattern, and some require the combined judgement of a Budget Analyst and a departmental fiscal analyst to arrive at a reasonable prediction. The expenditure model is intended to offer managers an early warning of impending problems.

The Office of Budget and Evaluation performs the actual transfer of appropriation (if required) based on the Commissioners Court approval. The Purchasing Department creates encumbrances against many categories of expenditures to insure that sufficient funding is available for the entire year.

In addition to the formal interim report, the Office of Budget and Evaluation also prepares and distributes to the Commissioners Court a weekly list of balances in various contingency or County-wide accounts that are used throughout the year. Examples are: **â** unallocated reserves, **ã** miscellaneous equipment accounts, **ä** tort claim liability account, and **å** data processing contingency. In this way, the Court has a continuous record of its use of these funds.

Departments generally cannot exceed their personnel budget since they are prohibited from hiring any individual without an authorized position being available and all departments are fully funded for their authorized positions. In practice, the vacancy savings or “lag” is not available for departmental spending, since a negative value is budgeted for each department. This prevents large vacancy surpluses from developing. The Office of Budget and Evaluation is responsible for estimating the aggregate lag in the County.

PERFORMANCE AND MANAGEMENT REPORTING

Dallas County utilizes a five-volume set of Management Reports (in addition to accounting data) to continually evaluate outcomes and incorporate this information into resource allocation decisions. The attachment to this budget document is devoted to this performance-based budgeting approach. This section summarizes these reports.

Volume I - Management Overview - this report is produced by the Office of Budget and Evaluation and is organized by the functional categories of County departments. All large departments have one or more workload trend indicators included in the report. The Budget Analyst assigned to each department produces a narrative which focuses on data which appears to be departing from historical trends or budgetary expectations.

Volume II - Judicial System Workload and Effective Measures - this report is a comparative study of the County’s courts - an \$84 million operation under the control of 75 Elected Officials (Judges, District Attorney, County and District Clerks). Both workload and outcome indicators are provided, with special emphasis on the controllable portion of the expenditures, such as court-appointed counsel and use of visiting judges.

The primary performance measure used is “*cost per disposition*” of a case, measured in a consistent manner. Trends in these costs may reflect the efficiency of the judge, or may reflect unavoidable costs such as a high number of (expensive) capital murder cases. The narrative is expected to explore these nuances and provide a fair explanation to a complex phenomenon.

Volume III - Performance Indicators - beginning with the FY99 budget, departments were expected to accompany any request for new resources with performance measures that could be used to judge the success of the newly-funded operations. The FY2000 budget process required all departments to develop performance measures and targets whether or not they were requesting new or expanded programs. Performance measures are usually a combination of output measures, efficiency measures, and outcome measures. The quarterly Performance Measure Report provides the Court with opportunities to track the progress of the performance measures.

The Commissioners Court recognized that accumulating and reporting data on outcomes is simply the first (and perhaps easiest) step in accomplishing a true Performance Based Budget.

Accordingly, the system in use makes use of the following additional steps in integrating outcome data into decision making:

- Each outcome and efficiency measure is assigned a negotiated target for the forthcoming fiscal year;
- Each quarterly report contains narrative discussion of each indicator prepared jointly by the department and the Office of Budget and Evaluation;
- Each performance indicator is “graded” against its target by the Office of Budget and Evaluation, with due regard for seasonal effects and other measures that illuminate the underlying causes of good or bad performance;
- Performance indicators that fail to meet their targets are subject to progressively meaningful corrective steps, such as a inclusion on a “watch” list, a written requests to a department head to explain substandard performance, a assignment of a member of Commissioners Court to investigate the data on behalf of the entire court, and a invitation to appear at a Performance Forum.
- Typically, these steps are sequential and result in reversal of the negative trend, cancellation of the program, or other corrective action;
- Performance indicators that consistently meet targets are formally recognized;
- Performance indicators related to recently-added resources are given additional visibility, as a check on the “promises” made during the request for resources;
- Performance indicators are discussed monthly at the Performance Forum, and at the beginning of each annual budget hearing.

Volume IV - Juvenile Recidivism Measures - the Juvenile Recidivism Report was the recipient of the 1996 National Association of County’s “*Achievement Award*,” and is arguably the most comprehensive examination of outcomes in a juvenile department available in the nation. The County spends millions of taxpayer dollars to rehabilitate youthful offenders by providing them therapeutic residential environments and community-based aftercare, often at costs of \$80 to \$120 per day of treatment. The Juvenile Recidivism Report tracks the juveniles at various times *after* the juvenile system has made its best efforts to transform the juvenile into a productive, rule-following society member.

Volume V - Major Projects and Major Technology Review - this bimonthly report is accompanied by a special session of Commissioners Court to review the progress of each large construction or technology development program currently planned or underway. The staff typically calls attention to projects with potential funding, scheduling, or design problems, so that management can focus on these problems. Senior managers from involved departments participate in drafting the report and the review session that follows.

Other Methods - in addition to these formal reports, performance goals may be assigned on a per-project basis as a result of a new program being approved. Also, annual performance reviews with each appointed Department Head offer an opportunity for the Commissioners Court to express their policy direction related to performance targets for the upcoming fiscal year.

Summary - Dallas County's commitment to accountability through performance reporting is deep-rooted. The performance reports are constantly being reevaluated and departmental targets are often revised when new information is presented. It is anticipated that progress toward performance goals will become an increasing factor in resource allocation in subsequent years.

STATEMENT OF FINANCIAL POLICIES

The Commissioners Court has approved the following Statement of Financial Policies to guide the County in the areas of Accounting, Auditing, Financial Planning, Investments, Budgeting, Revenue Estimating, Reserve Balances and Debt Management. All major budget decisions are made in the context of these policies.

I. GENERAL

- 1.01 The County will operate on a fiscal year which begins on October 1st and ends on September 30th.
- 1.02 The County will conduct its financial affairs in conformity with State and Federal Laws, and this Statement of Financial Policy, which shall be approved by Commissioners Court and reviewed on an annual basis as a part of the budget process.

II. ACCOUNTING, AUDITING AND FINANCIAL PLANNING

- 2.01 The Dallas County Auditor's Office will continue to maintain records on a basis consistent with accepted principles and standards for local government accounting, as determined by GASB and GFOA.
- 2.02 Regular monthly and annual financial reports are issued summarizing financial activity by fund and department and comparing actual resources and expenditures with budgeted amounts, as required by Articles 114.025, 111.091, and 111.092 of the Revised Statutes of Texas.
- 2.03 The Auditor's Office provides monthly reports on the total cost of specific services by type of expenditure and by fund, in accordance with Articles 114.025, 111.091, and 111.092 of the Revised Statutes of Texas.
- 2.04 A financial audit will continue to be performed annually by an independent public accounting firm, and an official opinion and annual financial report will continue to be published and issued, as authorized by Article 115.045 of the Revised Statutes of Texas.
- 2.05 Dallas County prepares and maintains a five-year plan which: a) updates reserve and expenditure projections for the next five years, b) projects capital improvement requirements over the five-year period, including future operating costs associated with all projects, c) updates revenue projections for the next five-year period, d) provides a comparison of

revenues and expenses for each year in the period, and e) lists the long-term strategies selected to identify future risks and opportunities

- 2.06 Dallas County will continue to identify areas for evaluation efforts by either staff, committees, or consultants, in order to judge the effectiveness and efficiencies of County services.
- 2.07 Cost/benefit studies will be conducted, where appropriate and applicable, on non-recurring expenditures and capital projects.
- 2.08 Full disclosure will continue to be provided in the annual financial and budget reports and bond representations, in accordance with Articles 115.045, 114.025, 111.091, and 111.092 of the Revised Statutes of Texas.

III. INVESTMENT AND CASH MANAGEMENT

- 3.01 The County Treasurer's Office will collect, deposit, and disburse all funds on a schedule which insures optimum cash availability, in accordance with Article 113.043, 113.065, 113.901, 113.001-005, 113.021-024, and 113.041-047 of the Revised Statutes of Texas.
- 3.02 The County Treasurer is the Chief Investment Officer of Dallas County as authorized in Court Order #97-2216 by the Commissioners Court and shall invest the funds of Dallas County to achieve the highest and best yield, while at the same time maintaining the financial security, integrity and optimum liquidity of said funds.
- 3.03 Dallas County shall maintain a written Dallas County Investment Policy, as developed by the County Treasurer and approved by the Commissioners Court, to comply with the Public Funds Investment Act of 1995, 74th Texas Legislature; amended by the 75th Texas Legislature, 1997.
- 3.04 The County Treasurer will insure the proper collateralization of all Dallas County funds and will maintain an original copy of all security and/or surety pledges and advances made by the Depository Bank or other parties in behalf of Dallas County funds, and/or investment transactions which shall be held at the Federal Reserve Bank of Dallas, or with a disinterested third party bank.
- 3.05 The County Treasurer shall handle all original reconciliation of Dallas County bank accounts with the Depository Bank and shall resolve all financial differences between Dallas County and the Depository Bank.
- 3.06 The County Treasurer shall develop a Depository Bank Bid proposal for presentation to the Dallas County Financial Review Committee and Dallas County Commissioners Court prior to April of each odd numbered year, to be bid competitively in May of each odd numbered year, except under circumstances where a four-year Depository Contract is enacted.

- 3.07 There shall be a Dallas County Financial Review Committee, chaired by the County Treasurer, and consisting of the County Judge, County Auditor, Budget Director, Commissioners Court Administrator, Assistant District Attorney, and M/WBE Director, whose duties and responsibilities may be found in Court Order #97-2216.
- 3.08 The County Treasurer will provide the Commissioners Court a detailed financial report at each regular term of the Commissioners Court and shall make all books and accounts of the County Treasurer available to the Commissioners Court in accordance with Section 114.026 of the Local Government Code of Texas.
- 3.09 The County Treasurer will provide the Commissioners Court a detailed Quarterly Investment Report in accordance with the Public Funds Investment Act of 1995, 74th Texas Legislature; amended by the 75th Texas Legislature, 1997, showing all financial investments, trades, par and market values, etc., for the preceding quarter in accordance with the Public Funds Act.
- 3.10 The County Treasurer will maintain a Drawdown and Construction Schedule for all Dallas County contractors, In-House Construction management personnel, vendors, and all other groups, organizations, or persons receiving routine payments from Dallas County, as provided to the County Treasurer on a monthly basis, in accordance with Court Order #87-1858, and as supplied by various departments, in order to plan investment schedules and make timely payments.
- 3.11 The County Treasurer will handle all matters relating to bonded indebtedness with regard to original issuance, registration, book entry, payment, financial disclosure statements, etc., in accordance with State and Federal Law.
- 3.12 The County Treasurer has contract oversight for contracts with the Dallas County Financial Advisor and Dallas County Bond Counsel and shall be the regular contact for the purposes of contract administration questions including any ongoing and regular consultation with the Financial Advisor and Bond Counsel; Bond Sale preparation; presentations to the Financial Review Committee; requests for special legal opinions or financial analysis; support services for Arbitrage and Remarketing Agreements and in cooperation with the Office of Budget and Evaluation, the coordination of major Briefings to the Dallas County Commissioners court with regard to all bond-related matters.
- 3.13 The County Treasurer shall be the Dallas County liaison with the Dallas County Arbitrage Rebate Advisor developing all necessary information to track the arbitrage responsibility to the Federal Government, recommending and making such payments as required, and notifying the Commissioners Court routinely, with regard to the financial status and need for escrow of funds for Arbitrage Rebate Payments.
- 3.14 The Dallas County Treasurer shall conduct its treasury activities with financial institution(s) based upon written contracts which specify compensating balances, service charges, terms, and other conditions as authorized by the Texas Legal Government Code and Revised Statute of

Texas and as required under GASB and in accordance with General Accepted Account Principals.

IV. BUDGETING

- 4.01 The County budgets resources on a fiscal year which begins October 1st and ends on the following September 30th.
- 4.02 Budget packages for annual preparation, which include forms and instructions, shall be distributed to County departments no later than April 15th each year. Departments and Elected Officials must return their proposals no later than May 1st in that year.
- 4.03 The Baseline Budget shall be prepared and distributed to all of the Commissioners Court members on or before July 15th of the preceding fiscal year.
- 4.04 The Baseline Budget shall be presented in the following format:
 - a) Revenue estimates by major item;
 - b) Operating and maintenance expenditures by object code, major expense categories, functionally related departments and program summaries;
 - c) Debt service summarized by issues detailing principal, interest and reserve amounts by fund.
- 4.05 The Baseline Budget shall also contain information regarding:
 - a) Proposed personnel staffing levels including an index to job classification and salary ranges;
 - b) A detailed schedule of equipment to be purchased by departments;
 - c) A detailed schedule of capital projects;
 - d) Any additional information, data, or analysis requested of management by the Commissioners Court.
- 4.06 The Baseline Budget submitted on July 15th shall be balanced with no tax increase over the effective rate.
- 4.07 The estimated revenues for the forthcoming fiscal year shall be provided by the Auditor's Office with the exception of ad valorem taxes for the current year, grant revenues, and interfund transfers.
- 4.08 The Dallas County Commissioners Court shall adopt the budget by Court Order as close to October 1st as is possible.
- 4.09 A quarterly report on the budget status and trends will be prepared by the Office of Budget and Evaluation as authorized by the Local Government Code of the Revised Statutes of Texas. In addition, the third quarter report shall include revenues and expenditure projections through the end of the fiscal year so that projected overruns and underruns can be considered for use in the subsequent budget year.

- 4.10 The Dallas County budgeting procedures attempt to identify distinct functions and activities performed by the County, and to allocate budget resources adequate to perform these functions and activities at a specified level of services.
- 4.11 The County will continue to integrate performance measurement and productivity indicators with the budget process where appropriate.
- 4.12 The committed, but as yet “unencumbered” balance of agreed to, in process multi-year and revolving projects will be reappropriated automatically in the subsequent fiscal year per the Court Order adopting the budget.
- 4.13 Appropriations, as approved by the Commissioners Court, will be set upon the books of the County by the County Auditor in the following ten general categories:
- 1) Salaries and Salary Related Expenditures
 - 2) Automobile Travel and Transportation
 - 3) All Other Operating Costs
 - 4) Property and Equipment
 - 5) Unallocated Reserve
 - 6) State Reimbursements
 - 7) Nonbudgeted
 - 8) Court Appointed Attorneys
Extra Court Reporters
Transcript-Felony Pauper Appeals
Psychiatric Evaluations
 - 9) Conference Expense and Dues and Subscriptions
 - 10) Departmental Discretionary Account

Detailed expenditures in each of these ten categories will be maintained by the County Auditor. Therefore, any material deviations anticipated in these ten categories will require a request for transfer from the appropriate Department Head.

- 4.14 Only the Commissioners Court shall have authority to transfer expenditure appropriations over \$500 (five hundred dollars) from any department category of object codes to any other department or non-departmental major object code category. Transfers of such funds amount

to a new appropriation and therefore must be adjusted prior to expenditure of such amounts.

- 4.15 Any transfer shall only be made when it is requested by a Department Head, reviewed by the Office of Budget and Evaluation and approved by Commissioners Court.
- 4.16 The Department Head may request a transfer under \$500 from any major category of expenditure to any other major category of expenditure by submitting their request on the Budget Adjustment Form to the Office of Budget and Evaluation and receiving approval from that office and the Commissioners Court Administrator. Such adjustments will be reported quarterly to Commissioners Court. At no time, however, will funds be transferred into or from the Personnel, Fringe Benefit, or Conference Expenditure categories without Court approval.

V. ROAD AND BRIDGE BUDGETING AND ACCOUNTING

- 5.01 Commissioners Court will annually determine the available resources for Road District budgets by taking the Auditor's revenue projections and making a determination of a) revenues to be transferred to the General Fund, b) revenues to be transferred to debt service use, c) revenues to be used to purchase common equipment, and d) revenues to be used to establish reserves.
- 5.02 The County's four Road and Bridge Districts will share remaining available resources each year according to the following formula. Each district will receive an allotment equal to .001 times the number of documented type "A" miles times available resources plus an equal share of all remaining available resources.
- 5.03 Road and Bridge funds dedicated to debt service will be accounted for separately from funds dedicated to road maintenance and construction.
- 5.04 Road and Bridge Districts shall reappropriate unencumbered cash balances from their prior fiscal year operating budget, to the operating budget of each subsequent fiscal year. Each individual Road and Bridge District shall receive only that amount of unencumbered cash remaining in their own budget at the end of the fiscal year, as certified by the County Auditor. The reappropriated cash balances will be in addition to, and not part of, each District's calculated budget allocation. Encumbrances will be separately enumerated by the Auditor and discussed individually in a briefing session before the Commissioners Court.
- 5.05 Projects undertaken within city limits will normally result in a cost-sharing arrangement with the city. The city will provide a depository account in an amount equal to its expected share of the project.
- 5.06 Road and Bridge superintendents will provide an annual estimate of projects they intend to undertake, including the cost of the project and the cost-sharing, or reimbursement

arrangements, if any. Normally, this estimate will be made in conjunction with the Public Works Department (for bond projects) and the cities.

- 5.07 Road and Bridge superintendents will submit a list of “Common Equipment” to the Office of Budget and Evaluation for inclusion in the Baseline Budget. “Common Equipment” is equipment to be shared by the districts and paid for by “common” funds, i.e., prior to the application of the formula discussed in Section 5.02.
- 5.08 Road and Bridge superintendents will submit individual lists of district equipment to the Office of Budget and Evaluation for inclusion in the Baseline Budget. The list will include rationale for purchase or replacement. The Office of Budget and Evaluation will obtain an objective third-party opinion of the needs of each district.

VI. REVENUES AND TRANSFERS

- 6.01 Dallas County will maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source by doing the following:
 - a) Establishing user charges and fees as permitted by law at a level related to the cost of providing that service including indirect costs;
 - b) Pursuing legislative change, where necessary, to permit increases in user charges and fees;
 - c) Aggressively collecting property tax revenues, including the filing of suit where appropriate and necessary, as authorized by the Texas Property Tax Code.
- 6.02 Dallas County will pay for all current expenditures with current resources as required by Article XI, Section 7 of the Constitution, and by Article 111.091 - 111.093 of the Revised Statutes of Texas.
- 6.03 Dallas County will limit its reliance on non-recurring sources of revenue by adhering to the following principles:
 - a) Dependence on intergovernmental grants will not exceed 10% of the operating budget;
 - b) County matching funds for federal and state grants will not exceed 22% of the income of such grants;
 - c) The use of prior year fund balances for recurring expenditures will not exceed 4% of total general fund resources;
 - d) Revenue from ad valorem taxes will not exceed 50% of the total budgeted expenditures.
- 6.04 Transfers between funds, unless so contained in the Budget approved by Court Order, will only be accomplished after approval by the Commissioners Court.

- 6.05 The County will support the operations of the Road and Bridge Districts from the vehicle registration fee authorized by the Texas Legislature, and will credit all fines and forfeitures from Court operations to the general fund.

VII. RESERVES

- 7.01 The County will maintain an unallocated reserve to provide for small increases in service delivery costs as well as unanticipated needs that may arise throughout the year.

THEREFORE, IT WILL BE NECESSARY FOR OFFICIALS AND DEPARTMENT HEADS TO REVIEW AND CONTROL EXPENDITURES SUCH THAT THE RATE OF EXPENDITURE DOES NOT EXCEED THE APPROVED BUDGET.

Cases of anticipated material deviation should be covered by a request for a transfer to any of the control categories. This request shall be from the Department Head in writing and include justification for such action. Such requests should be submitted to the Office of Budget and Evaluation for initial review, they will then be forwarded to Commissioners Court for their consideration and approval.

- 7.02 The above described unallocated reserve and specified contingencies shall be established at a minimum of one half of one percent of the total general fund expenditures for any year. These funds can only be appropriated by an affirmative vote of three of the five Commissioners Court members.
- 7.03 The County will also establish an emergency reserve for use in the event of a calamity and/or the loss of a major revenue source. This reserve will be maintained at not less than 10% of the general fund expenditures and its use is restricted to one-time expenditures to pay for disaster recovery and unanticipated liability and may only be used to offset operating expenditures where major revenue shortfall occurs. These funds can only be appropriated by unanimous consent of Commissioners Court.
- 7.04 Insurance reserves will be established at a level consistent with the Risk Manager's recommendations which together with purchased insurance policies, adequately indemnify the County and its officers and directors against loss.
- 7.05 Upon completion of any project or purchase of capital equipment or final payment for a specific allocation (i.e., grant match, consultant study, etc.), any remaining allocation shall be refunded to the appropriate unallocated reserve of that fund and considered available for other purposes. It is therefore incumbent that a project manager be identified before a project is initiated. The designated project manager will be responsible for notifying the Office of Budget and Evaluation that a project is completed. The Office of Budget and Evaluation will then verify the same to the Auditor's Office and funds will be transferred after the Commissioners Court has authorized same. This will be accomplished on a quarterly basis.

VIII. PERSONNEL

- 8.01 At no time shall the number of regular full-time employees on the payroll exceed the total number of positions authorized by Commissioners Court. All personnel actions shall at all times be in strict conformance with applicable federal, state, and County policies.
- 8.02 Overtime compensation is authorized by department and may only be expended for specific tasks as approved in the current budget. Overtime compensation shall be paid on the basis of time and one-half for all so authorized classifications.

Prior to authorizing overtime hours, each department official must have certified with the County Auditor that funds are available for the tasks to be performed. Monthly expenditures shall not exceed the monthly average of the total appropriation by task, unless prior approval by the Commissioners Court is granted or the department official can certify that such an expenditure was a result of a natural disaster or threat of loss of life.

- 8.03 Deletion and downgrades of positions may occur at any time during the fiscal year at the Department Head or Elected Official's request or if a review of workload statistics indicates that a reduction in force is practical in a department.

Reductions in elected officials' budgeted positions will only be accomplished with their approval. All funds appropriated for such deleted positions will be returned to the appropriate fund in the Unallocated Reserve Account.

- 8.04 Additions, position reclassifications, reorganizations, etc., must be prepared and reviewed in January or July of any fiscal year. Exceptions to this policy will only be allowed with Court approval.
- 8.05 The Court may institute a freeze during the fiscal year on hiring, promotions, transfers, and capital equipment purchases. Such action will not be used arbitrarily and will allow for exceptions in appropriate areas to comply with emergency needs such as natural disasters and/or loss of major revenue sources.

IX. FIXED ASSETS

- 9.01 All purchases of physical assets with a value of \$500 shall be placed on the County inventory.
- 9.02 The County will maintain these assets at a level adequate to protect Dallas County's capital investment and to minimize future maintenance and replacement costs by:
- a) Developing and maintaining a five-year plan for capital projects (i.e., all improvements and acquisitions over \$500,000 with a useful life of at least five years), and will authorize all capital projects in accordance with this adopted plan;

- b) Providing for adequate maintenance of capital plant and equipment replacement under the above stated amount in the annual operating budget through the use of an adopted capital improvement fund and equipment replacement schedule.
- 9.03 Capital expenditures for projects and equipment are budgeted by item or project and must be spent accordingly. Any request for unbudgeted capital equipment or projects throughout the fiscal year must be submitted to the Office of Budget and Evaluation and approved by the Commissioners Court prior to a requisition being issued to Purchasing if such request exceeds \$500.
- 9.04 Each Department would be allowed to make comparable capital substitutions or unauthorized capital purchases that do not exceed \$500 provided they submitted their request on a Budget Adjustment Form and it was approved by both the Office of Budget and Evaluation and the Commissioners Court Administrator. Such adjustments will be reported quarterly to the Commissioners Court.
- 9.05 Where possible, items in good useable condition placed in surplus will be used:
- a) To supplement expenditure for new budgeted capital purchases;
 - b) To supplement expenditure for replacement/budgeted capital purchases;
 - c) To supply needed unbudgeted new and replacement equipment;

X. DEBT MANAGEMENT

- 10.01 The County will not use long-term debt for current operations in accordance with Article XI, Section 7 and Article VIII, Section 9, of the Constitution and by the Local Government Code of the Revised Statutes of Texas.
- 10.02 When Dallas County finds it necessary to issue bonds, the following policy will be adhered to:
- a) Average weighted general obligation bond maturities will be kept at ten and one-half (10½) years;
 - b) Issues will be scheduled so that an equal principal amount is retired each year over the life of the issue to produce a total debt schedule with a yearly declining balance;
 - c) Debt service for all funds in any year will not exceed 25% (twenty-five percent) of the total annual operating budgets;
 - d) Total bonded debt will not exceed 1% (one percent) of the net valuation of taxable property in Dallas County based on 100% (one hundred percent) of the net appraised valuation;
 - e) Reserve funds will be provided to adequately meet debt service requirements in the subsequent year;
 - f) Interest earning on these reserve fund balances will be used for debt services purposes;

- g) Bond finance will be confined to capital improvement projects which could not feasibly be financed from current revenues;
 - h) The term of any bond issue will not exceed the useful life of the capital project/faculty or equipment for which the borrowing is intended.
- 10.03 The County will issue Certificates of Obligation (C.O.s) only in very modest amounts and only for projects which meet well-defined criteria, as follows:
- a) C.O.s will be issued with a term not to exceed ten years;
 - b) The term of each issue of C.O.s will not exceed the dollar weighted average useful life in the projects and equipment to be purchased with the proceeds;
 - c) Total C.O. debt issued in each fiscal year shall be limited to the greater of \hat{a} 5% of total debt projected to be outstanding at the end of the current fiscal year, or \hat{a} the amount of C.O. debt scheduled to be retired during the current fiscal year;
 - d) C.O. debt which has a revenue source other than ad valorem taxation sufficient to pay its debt service is not subject to the above limitation;
- 10.04 Bond program planning efforts and market timing will be coordinated with overlapping jurisdictions in support of these policies.
- 10.05 The County Treasurer shall be responsible for the handling and payment of all bonded indebtedness of Dallas County and shall serve as Paying Agent/Registrar for Dallas County bond and/or certificate issues, as authorized by the Commissioners Court, and shall serve as liaison with any Dallas County Arbitrage Rebate Service, in accordance with Court Order #87-2033.
- 10.06 Dallas County officials shall operate in accordance with Court Order #88-021 for all functions related to the issuance of Dallas County bonds and/or certificates.

Table I-1

EXPERIENCE OF COUNTY LEADERSHIP

	<u>Commissioners Court</u>	<u>Years of Dallas County Service</u>
County Judge	Margaret Keliher	7
Commissioner, Precinct #1	Jim Jackson	27
Commissioner, Precinct #2	Mike Cantrell	17
Commissioner, Precinct #3	John Wiley Price	33
Commissioner, Precinct #4	Kenneth A. Mayfield	17
 <u>Elected Officials</u>		
County Clerk	Cynthia Calhoun	1
County Sheriff	James C. Bowles	17
County Treasurer	Lisa Hembry	1
District Attorney	Bill Hill	5
District Clerk	Jim Hamlin	9
Tax Assessor/Collector	David Childs, PhD	22
 <u>Appointed Officials/Department Heads</u>		
Agriculture Extension Agent	Troy Douglas Andrews	1
Assistant Court Administrator/Operations	Dan Savage	7
County Auditor	Virginia Porter	16
Office of Budget and Evaluation Director	Ryan Brown	10
Commissioners Court Administrator	J. Allen Clemson	24
Comm. Supervision & Corrections Director	Ron Goethals	23
District Courts Administrator	Ron Mackay	6
Elections Administrator	Bruce Sherbet	27
Fire Marshal	Bob Grant	12
Health and Human Services Director	Zachary Thompson	7
Institute of Forensic Sciences	Dr. Jeffrey J. Barnard	16
Chief Juvenile Probation Officer	Mike Griffiths	9
Human Resources/Civil Service	Mattye Mauldin-Taylor, PhD	7
Chief Public Defender (Interim)	Jeanette Drescher Green	7
Public Works Director	Donald R. Holzwarth, P.E.	5
Purchasing Agent	Phillip Vasquez	3
Office of Security & Emergency Mgmt.	Danny Chandler	31
Veterans Service Officer	Colonel Stonell Greene	16

DEMOGRAPHICS/ECONOMICS OF DALLAS COUNTY

Dallas County is located in north central Texas, and is strategically central to the economic region including the states of Texas, Louisiana, Arkansas, Oklahoma and New Mexico. Dallas County is also centrally located within the United States.

The Dallas County region was opened for settlement by the Mexican colonization laws and was included in an empresario grant before 1836, but actual settlement was delayed until 1841. The first Texas legislature created Dallas County from parts of Robertson and Nacogdoches counties on March 30, 1846, and designated the town of Dallas (a post office since 1844) as temporary "Seat of Justice." The act does not state whom the county's name honors; it probably was George M. Dallas, then vice-president of the United States. Two elections were held in 1850 to fix the City of Dallas as the permanent county seat.

The County encompasses an area of 880 square miles. The 2000 Census reported a population of 2,218,899.

The City of Dallas is the second largest city in Texas and the eighth largest city in the U.S. Dallas, the county seat of Dallas County, has an incorporated land area of approximately 380 square miles and is the major component of the second largest Standard Metropolitan Statistical Area ("SMSA") in Texas and the ninth largest SMSA in the country.

ECONOMY

Dallas first began building its diversified economy as an agricultural trade center in the mid-1800's and has since developed into the wholesale and retail market center for the entire southwest. Passage of the North American Free Trade Agreement (NAFTA) has strengthened the metro area's trade sector. Dallas' strength as a trade center has allowed the finance, insurance and manufacturing industries to grow, building strong ties to petroleum by becoming the industry's banker. To date, Dallas remains the headquarters of many oil and gas companies.

The area's diversified economy has suffered due to the slow down in the economy. Employers have instituted hiring freezes and reductions in force. However, the area remains a favorite for long-term development due in part to its transportation infrastructure, cost of doing business and workforce.

The following paragraphs and tables contain statistical information pertaining to Dallas County and areas which include the County, such as the Dallas/Fort Worth Consolidated Metropolitan Statistical Area, which consists of the Dallas-Fort Worth SMSA plus Hood and Wise Counties. Whenever available, County-wide information was used in lieu of city or multi-county information.

Top Private Employers

Over 245,500 businesses are located in the Dallas area. There are approximately 72,737 corporations with over 7,000 headquartered in the area. Below are the top twenty employers located within the Dallas/Fort Worth Consolidated Metropolitan Statistical Area, as reported by the Greater Dallas Chamber of Commerce:

<u>Company</u>	<u>Product</u>	<u>Employees</u>
United Parcel Service	Air Carrier Delivery Service	8,000
Alcatel	Telecommunications Manufacturing	7,000
Minyard Food Stores, Inc.	Retail Grocery Store Chain	6,495
COMPUSA Inc.	Retail Computer Store	5,000
Vought Aircraft Industries Inc.	Diversified Manufacturers	3,700
American Staff Resources	Employment Services	3,500
Fidelity Investments	Financial Services	3,500
Trend Personnel Services, Inc.	Employment Services	3,500
Fujitsu Network Communications	Telecommunications Manufacturing	3,200
ClubCorp	Country Clubs Corporation	3,000
Metromedia Restaurant Group	Restaurant Corporation	3,000
Nation's Personnel Inc.	Employment Services	3,000
Premier Consulting Inc.	Employment Services	2,800
Alcon	Diversified Manufacturing	2,600
Alliance Data Systems	Information Technology	2,500
Mary Kay, Inc.	Cosmetics Corporation	2,000
Potter Concrete LTD	Construction & Contractors	1,547
Ernst & Young LLP	Accounting	1,500
Adam's Mark Hotels	Hotel Chain	1,300
Geico Direct	Insurance	1,260

Source: Greater Dallas Chamber of Commerce, 2002

Sales Taxes

The City of Dallas, along with 14 of its suburbs, pays a 8.25% retail sales tax comprised of a 6.25% State tax, a 1.00% local tax, and a 1.00% Regional Transit Authority tax.

Income Taxes

Neither the State of Texas, the County nor any city in the County has a personal or corporate income tax.

LABOR FORCE
Civilian Labor Force Estimates

	Annual				
	<u>2003</u>	<u>2002</u>	<u>2001</u>	<u>2000</u>	<u>1999</u>
Dallas County					
(November 2003)					
Total Civilian Labor Force	1,270,698	1,294,931	1,265,215	1,235,879	1,205,832
Total Unemployment	87,715	95,863	67,174	42,795	42,515
Percent Unemployed	6.9%	7.4%	5.3%	3.5%	3.5%
Total Employment	1,182,983	1,199,068	1,198,041	1,193,084	1,163,317
State of Texas (Actual)					
Total Civilian Labor Force	11,013,800	10,687,532	10,462,712	10,324,527	10,219,113
Total Unemployment	638,800	651,032	507,442	437,488	472,234
Percent Unemployed	5.8%	6.1%	4.9%	4.2%	4.6%
Total Employment	10,375,000	10,036,320	9,955,270	9,887,039	9,746,879
United States (Actual)					
Total Civilian Labor Force	146,878,000	143,446,000	141,746,700	140,863,000	139,368,000
Total Unemployment	8,398,000	8,209,000	6,563,000	5,655,000	5,880,000
Percent Unemployed	5.7%	5.7%	4.6%	4.0%	4.2%
Total Employment	138,479,000	135,237,000	135,183,700	135,208,000	133,488,000

Source: Texas Workforce Commission, 2004
U.S. Bureau of Labor Statistics, 2004

FORTUNE/FORBES 500 COMPANIES

The Dallas/Fort Worth area is home to the headquarters of 16 of the nation's Fortune 500 companies and 18 of the nation's Forbes 500 companies. Many additional Fortune and Forbes 500 companies maintain U.S. administrative offices in the Dallas/Fort Worth area, although their corporate headquarters are located elsewhere.

**Fortune 500 Headquarters in the Dallas/Fort Worth Area
(Publicly Held Companies)**

Number	Company	Revenues (\$ Millions)
2	Exxon Mobil	\$191,581
50	J.C. Penney	32,004
58	TXU	27,927
97	Electronic Data Systems	21,543
108	AMR	18,963
129	Fleming	15,628
141	Kimberly-Clark	14,524
153	Halliburton	13,405
211	Burlington Northern Santa Fe	9,208
236	Texas Instruments	8,201
265	Advance PCS	7,034
281	Centex	6,711
290	Dean Foods	6,230
317	Southwest Airlines	5,555
348	Radio Shack	4,776
368	D.R. Horton	4,456
493	Lennox International	3,120

Source: *Fortune*, 2002

**Forbes Largest Private Companies Headquartered in the Dallas/Fort Worth Area
(Privately Held Companies)**

Number	Company	Revenues (\$ Millions)
46	Sammons Enterprises	\$3,085
91	Kinko's Business Services	2,000
109	Dr. Pepper Bottling/Seven-Up Bottling Group	1,820
110	VarTec Telecom	1,820
129	Hunt Consolidated/Hunt Oil	1,700
136	Glazer's Wholesale Drug	1,600
140	Builders FirstSource	1,561
166	Mary Kay Cosmetics	1,400
192	Austin Industries	1,257
204	Ben E Keith	1,185
248	ClubCorp	1,015

Source: *Forbes.com*, 2002

The following table shows the employment forecast for the combined D/FW Consolidated Metropolitan Statistical Area.

**Forecast of Non-Agricultural Employment
Dallas/Fort Worth CMSA**

	2010	2000	1990	1986	1980	1970
Construction	214,784	184,160	150,200	140,343	103,827	65,019
Manufacturing/Mining	471,027	431,643	396,963	381,546	354,606	282,932
Wholesale/Trade/Comm	371,203	350,791	325,073	303,705	233,758	156,542
Retail	635,427	536,546	431,157	383,622	284,544	285,522
Service/Fire	1,316,051	1,095,491	840,759	753,205	479,940	178,823
Government/Education	315,756	275,041	234,423	219,207	209,851	150,250
TOTAL EMPLOYMENT	<u>3,324,248</u>	<u>2,873,672</u>	<u>2,378,575</u>	<u>2,181,628</u>	<u>1,666,526</u>	<u>1,119,088</u>
TOTAL POPULATION	<u>4,977,600</u>	<u>4,534,300</u>	<u>3,933,000</u>	<u>3,580,000</u>	<u>2,930,530</u>	<u>2,351,568</u>

Source: North Central Texas Council of Governments

PERSONAL INCOME

In 2000, Dallas had a per capita personal income (PCPI) of \$35,216. The PCPI for Dallas ranked fourth in Texas, and was 126 percent of the state's average, \$28,035, and 120 percent of the national average, \$29,469.

In 2000, Dallas had a total personal income (TPI) of \$124.705 billion. The TPI for Dallas ranked second in the state. TPI includes the earnings, dividends, interest and rent and transfer payments by the residents of Dallas.

Average Hourly Earnings (March 2001)

Industry	Average Wage
All	\$19.17
Blue Collar Average	\$13.61
White Collar Average	\$23.81

Source: Bureau of Economic Analysis, 2002

TRANSPORTATION

Dallas' success as a world-class leader in transportation is a result of its excellent airports, rail routes and interstate highway systems. Positioned nearly equidistant to both United States coasts, Dallas is easily accessible to all areas of the U.S., Canada and Mexico. In addition, Dallas is the center point between North America's four largest business centers - New York, Los Angeles, Chicago and Mexico City.

Air

Dallas/Fort Worth International Airport, just 17 miles from downtown Dallas, is the second busiest airport in the world. Over 60 million passengers a year travel through the airport. The Metroplex is served by seven international and 22 domestic airlines as well as one charter airline. Service is provided to over 179 worldwide destinations with a total of 1,002 daily flights.

Source: DFW Airport

Rail

Dallas is a major hub for hundreds of rail routes. Major railroads that serve the Dallas area include: Burlington Northern Santa Fe, Cotton Belt (subdivision of Southern Pacific), Kansas City Southern Lines, Southern Pacific and Union Pacific.

Amtrak provides passenger train service at Union Station in downtown Dallas with four lines: Chicago, Los Angeles, Houston and San Antonio.

Dallas Area Rapid Transit (DART)

DART provides express transportation between 12 suburban communities and downtown Dallas. In addition, DART provides a local and suburban network of bus routes, flyer/charter service and the downtown Hop-A-Bus service. DART moves more than 200,000 people a day across their 700 square mile service area. By 2013, DART plans to have 93 miles of light rail, 48 miles of High Occupancy Vehicle (HOV) lanes and 18 miles of commuter rail service in full operation.

Source: DART

EDUCATION

The Dallas Independent School District has an approximate student enrollment of 163,763 (as of October 29, 2001), making it the eleventh largest school district in the U.S. The school system has 218 schools covering much of Dallas County in a 351 square mile area. In addition, DISD offers nine magnet schools, eight middle school academies and seven elementary vanguard schools for the gifted. Some of the largest school districts in the County are listed below:

Largest Independent School Districts in Dallas County

School District	Number of Schools	Total Enrollment
Dallas	218	163,763
Garland	65	52,500
Richardson	55	35,275
Mesquite	42	33,164
Irving	37	27,961
Carrollton/Farmer's Branch	36	24,937
Grand Prairie	30	20,000

There are 48 college and university campuses within 65 miles of Dallas; 21 two-year schools, 24 four-year schools and three graduate schools. Graduate programs are available at 18 universities. Colleges and universities in the D/FW area enroll over 247,000 students and grant 30,000 degrees each year. According to the 2000 Census, nearly 27% of the population of Dallas County that is 25 years of age or older have a college degree.

Largest Dallas/Fort Worth Colleges and Universities

College/University	Fall 2002 Enrollment
Dallas County Community College (7 Campuses)	59,819
Collin County Community College	37,000
Tarrant County College (4 Campuses)	31,169
University of North Texas	30,256
University of Texas at Arlington	21,180
University of Texas at Dallas	12,208
Southern Methodist University	10,064
Texas Woman's University	7,928
Texas Christian University	7,832

Source: Individual Schools, 2002

TOURISM

Dallas is the number one visitor destination in Texas for conventions, leisure activity and business. More than 14.9 million people visited metropolitan Dallas spending \$10.6 billion in direct dollars. These direct dollars resulted in an economic benefit to the Dallas area of \$18 billion dollars.

Dallas has more than 294 hotels. There are over 5,000 restaurants in Dallas, more per capita than New York City. Dallas also offers more shopping centers per capita than any other major U.S. city.

Dallas has the largest urban arts district in America. There are 161 museums, galleries and artistic attractions throughout the immediate area. Nightlife in Dallas offers something for everyone. There are various entertainment districts throughout the city including: Deep Ellum, Greenville Avenue, McKinney Avenue, Oak Lawn and the West End Historic District.

CONVENTION CENTER

The Dallas Convention Center is the hub of Dallas' meeting and convention success. It is the largest convention center in Texas, with over two-million square feet of total space. There are 105 meeting rooms and one-million square feet of exhibit and meeting space. The convention center also boasts a fully equipped theater along with catering capabilities and a cafeteria. In addition to having both covered and open parking, the center is also equipped with the largest urban heliport/vertiport in the world.

MOST POPULAR ATTRACTIONS

DALLAS/FORT WORTH

Dallas Alley	Mesquite Championship Rodeo
Dallas Arboretum & Botanical Gardens	Morton H. Meyerson Symphony Center
Dallas Farmer's Market	Ripley's Palace of Wax
Dallas Market Center	Six Flags Over Texas
Dallas Museum of Art	The Science Place
Dallas Zoo & Aquarium	The Sixth Floor
Deep Ellum	West End MarketPlace
Las Colinas	Six Flags Hurricane Harbor

Source: Dallas Convention & Visitors Bureau, 2001

CULTURE

Cultural activities are available on a daily basis in the Dallas area. There are over 110 live performances nightly. Approximately 40 professional and community theaters, 13 symphony and chamber orchestras, four ballet groups and two opera associations exist in the area. There are also 21 museums and 100 galleries. Dallas boasts a 60-acre Dallas Arts District, the largest downtown arts district in the country, anchored by the Dallas Museum of Art and the Morton H. Meyerson Symphony Center.

Fair Park, the site of the annual State Fair of Texas, hosts major cultural exhibits and events including: The Science Place, Dallas Aquarium, Museum of African-American Life & Culture, Starplex Amphitheater, the Women's Museum and the Dallas Historical Society. Dallas also has 81 public library branches holding 5.5 million volumes.

RECREATION

The city of Dallas has 406 public parks covering nearly 50,000 acres. There are over 60 lakes and reservoirs within 100 miles of Dallas covering more than 550,000 acres and three state recreation areas covering over 5,000 acres. There are 40 private, 20 municipal and 17 daily fee golf courses in the area.

The Dallas area hosts numerous national annual sporting events and has several large amusement parks. Major golf tournaments include the Dallas Reunion Pro Am, GTE Byron Nelson and the Southwestern Bell Colonial Golf Tournament. Dallas is one of only eight cities nationwide with all four major professional sports teams: the 1993, 1994, and 1996 Superbowl Champion Dallas Cowboys football team, the Dallas Mavericks basketball team, the Texas Rangers baseball team and the Dallas Stars hockey team. The new Texas Motor Speedway hosts NASCAR and Indy car racing.

HEALTHCARE

Dallas is a major medical center providing “state-of-the-art” equipment and facilities. There are 31 hospitals in the Dallas area which are licensed for approximately 12,286 beds. Included in this figure, are two pediatric and five long-term/rehabilitation hospitals. The Dallas area also has a total of over 5,000 medical doctors, at least 500 of which are family or general practitioner doctors.

Major Dallas Area Hospitals

Hospital	Beds
Baylor University Medical Center	998
Parkland Memorial Hospital	990
Presbyterian Hospital of Dallas	900
Medical City Dallas Hospital	700
St. Paul Medical Center	540
Methodist Medical Center	476

Source: Hospitals, 2002

Table II-4

MISCELLANEOUS STATISTICAL INFORMATION

Year of Incorporation: 1846

Area in Square Miles: 880

Number of Incorporated Cities in Dallas County: 25

Number of School Districts in Dallas County: 15

Population by Decade

1850	2,743	1930	325,691
1860	8,665	1940	298,564
1870	13,314	1950	614,799
1880	33,488	1960	951,527
1890	67,042	1970	1,327,321
1900	82,726	1980	1,556,549
1910	135,748	1990	1,852,820
1920	210,551	2000	2,218,899

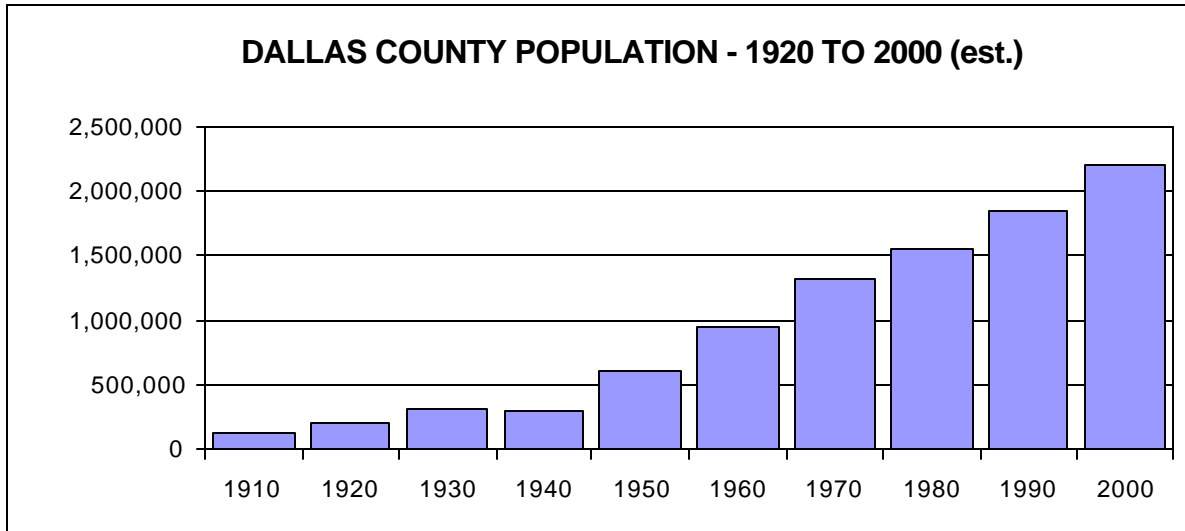


Table II-5
GENERAL FUND REVENUE BY SOURCE
(\$ in Thousands)

	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Budget 2004
Taxes	150,770	163,841	175,321	179,947	197,382
Fines and Forfeitures	8,088	9,428	8,864	10,651	12,328
Fees of Office	93,395	52,649	58,679	55,818	57,090
Contributions / Transfers	33,583	42,939	50,169	45,458	45,814
Interest and Rentals	13,128	12,850	9,015	7,223	8,364
Reimbursements	32,997	28,835	35,377	29,722	27,875
Miscellaneous	<u>7,995</u>	<u>9,332</u>	<u>9,029</u>	<u>7,385</u>	<u>7,368</u>
Total Revenue	339,956	319,874	346,454	336,204	356,221
Beginning Balance	38,015	30,007	29,883	26,072	18,396
	<u>377,971</u>	<u>349,881</u>	<u>376,337</u>	<u>362,276</u>	<u>374,617</u>
<u>Total Resources</u>					

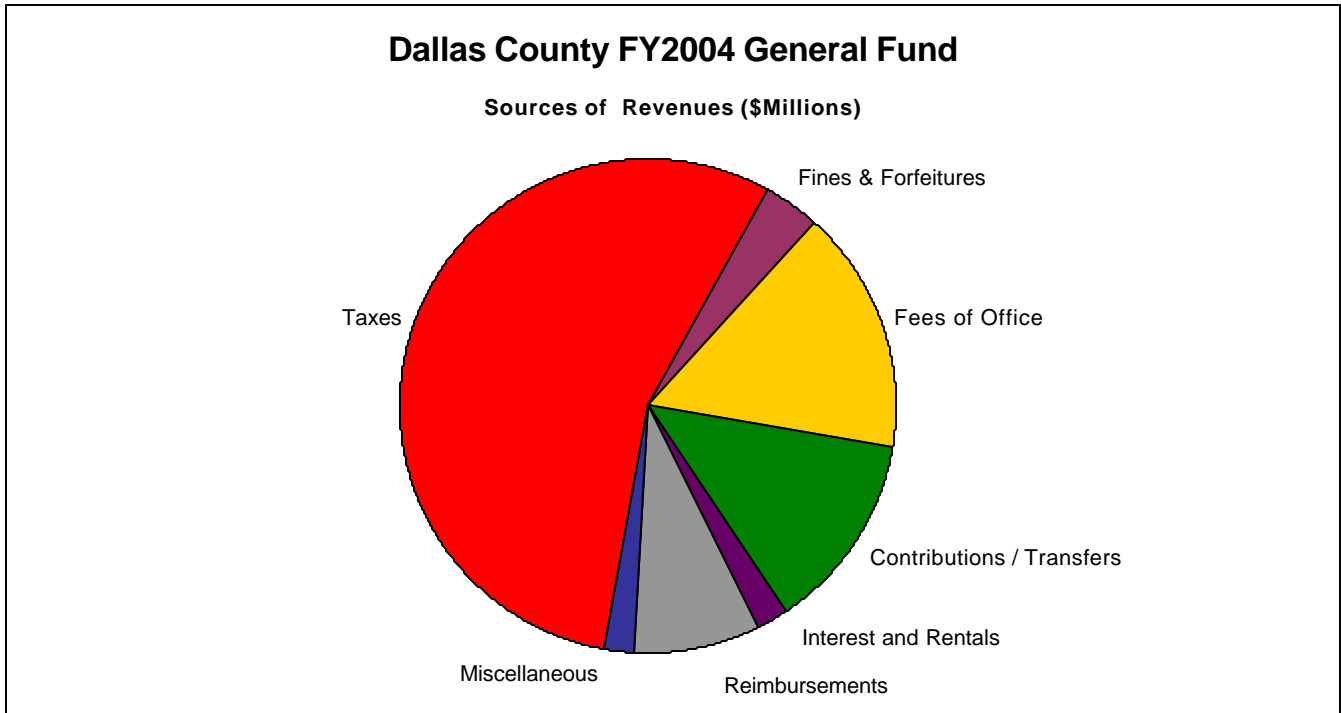
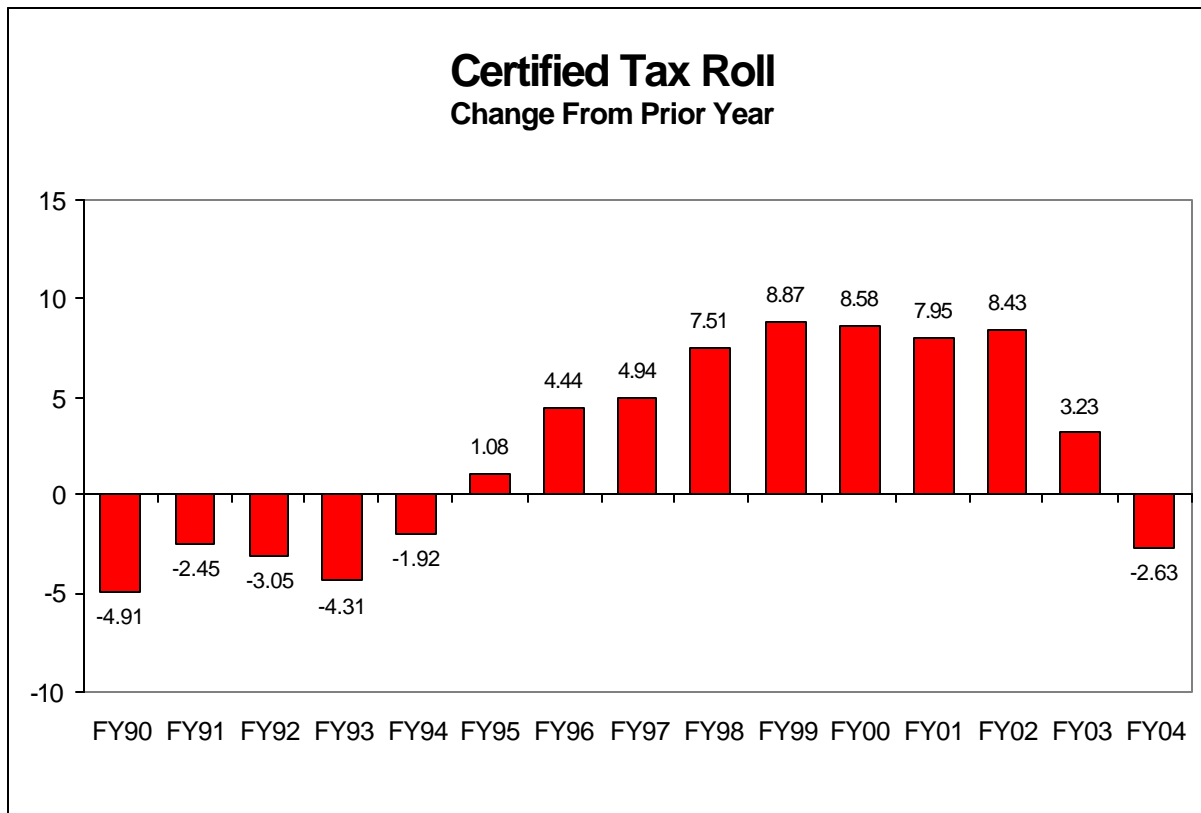


Table II-6
TAXABLE VALUE OF PROPERTY
(\$ in Millions)

	Actual FY00	Actual FY01	Actual FY02	Actual FY03	Budget FY04
Land	32,781	34,390	37,364	39,804	40,444
Improvements	71,488	79,209	85,816	91,075	92,213
Business Personal Property	24,415	25,531	28,560	28,898	27,048
Total Market Value	129,190	139,130	151,740	159,777	159,705
Less: All Exemptions and Capital Value Loss	(22,510)	(25,139)	(28,079)	(30,966)	(32,044)
<hr/>					
Taxable Value	106,174	113,991	123,661	126,262	127,661
Value In Dispute	<u>430</u>	<u>1,090</u>	<u>1,120</u>	<u>2,549</u>	<u>1,477</u>
Total Taxable Value	106,604	115,081	124,781	128,811	126,184



TabTable II-7
PROPERTY TAX RATE TRENDS
(Cents per \$100 Assessed Valuation)

NAME OF FUND	Actual FY00	Actual FY01	Actual FY02	Actual FY03	Actual FY04
General	14.420	14.420	14.420	14.420	15.832
Permanent Improvement	0.180	0.180	0.180	0.180	0.180
Major Capital Development	1.050	1.150	1.450	1.450	1.450
Major Technology	0.500	0.500	0.500	0.500	0.500
Subtotal: Maintenance & Operations	16.15	16.150	16.550	16.550	17.962
Debt Service	<u>3.450</u>	<u>3.350</u>	<u>3.050</u>	<u>3.050</u>	<u>2.428</u>
Total County Tax Rate	19.600	19.600	19.600	19.600	20.390
Hospital District Tax Rate	19.600	25.400	25.400	25.400	25.400

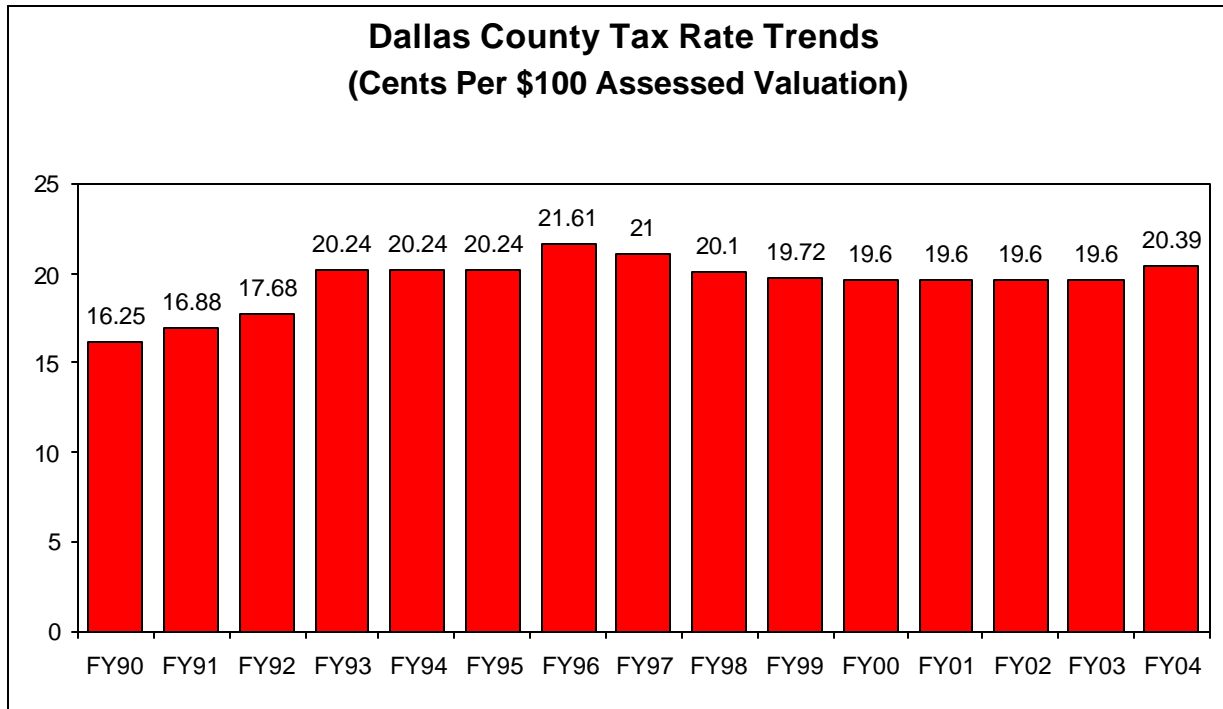
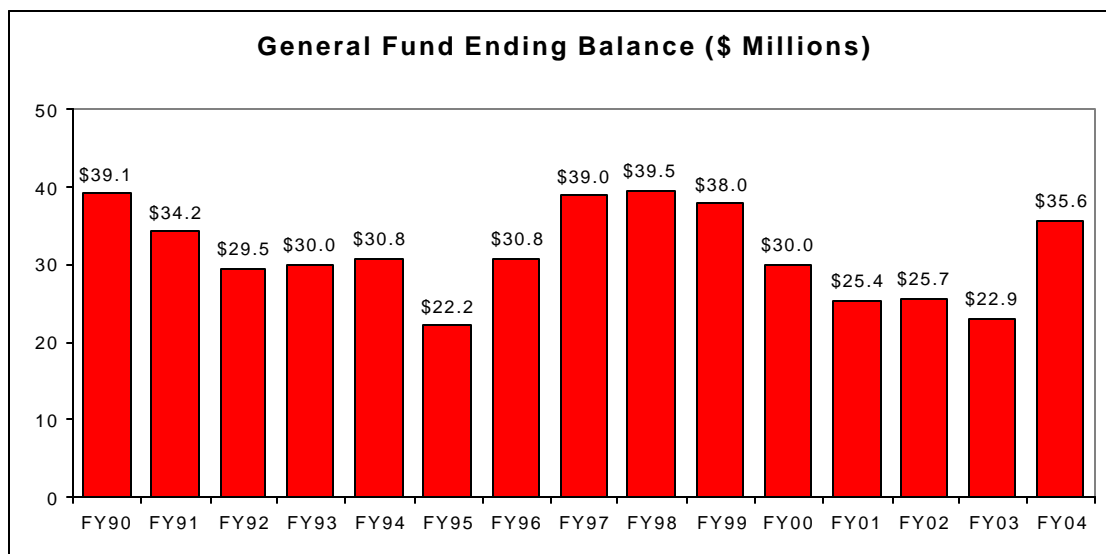


Table II-8
EXPENDITURE TRENDS BY FUND
(\$ in Thousands)

NAME OF FUND	Actual FY00	Actual FY01	Actual FY02	Actual FY03	Budget FY04
General	315,395	327,072	346,057	341,565	374,134
Permanent Improvement	1,841	2,622	2,236	1,357	2,230
Major Capital Development	1,170	5,432	35,509	13,478	52,625
Major Technology	<u>5,846</u>	<u>1,945</u>	<u>6,581</u>	<u>2,448</u>	<u>10,792</u>
Subtotal - Operations	342,252	337,071	390,383	358,848	439,781
Road and Bridge	11,104	12,266	11,876	10,944	47,396
Child Support	1,757	1,868	1,905	1,879	1,821
Community Supervision	34,839	36,073	35,293	34,482	37,612
Alternate Dispute Resolution	489	476	500	669	524
Historical Exhibit	1,983	3,048	2,968	2,521	3,128
Interest and Debt	50,006	48,880	47,231	43,993	48,793
Parking Garage	823	988	1,001	969	0
Juvenile Probation	2,033	2,358	3,206	3,185	3,311
Grants	45,413	59,992	59,597	81,818	100,000
HIV Services	12,800	4,648	0	0	0
Law Library	814	1,003	1,271	1,189	1,449
Appellate Court	<u>304</u>	<u>261</u>	<u>279</u>	<u>361</u>	<u>869</u>
Subtotal - Other Funds	162,365	171,861	165,127	182,010	244,903
Total Expenditures	504,617	508,932	555,510	546,858	684,684

Table II-9
ENDING BALANCE TRENDS BY FUND
(\$ in Thousands)

NAME OF FUND	Actual FY00	Actual FY01	Actual FY02	Actual FY03	Budget FY04
General	30,006	25,361	25,697	22,877	35,621
Permanent Improvement	991	981	98	263	0
Major Capital Development	14,391	27,928	7,103	33,697	297
Major Technology	<u>81</u>	<u>4,288</u>	<u>(139)</u>	<u>9,400</u>	<u>1,547</u>
Subtotal - Operations	41,161	55,323	32,759	66,237	37,465
Road and Bridge	5,509	8,622	4,358	9,648	16,746
Child Support	141	287	65	(66)	10
Alternate Dispute Resolution	135	142	175	106	5
Historical Exhibit	869	367	181	330	144
Interest and Debt	16,606	17,159	13,712	12,579	9,529
Parking Garage	386	324	159	146	0
Law Library	1,488	1,365	986	711	280



GENERAL FUND

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GENERAL FUND

Introduction

The County's General Fund, along with several smaller funds of similar character, is the primary budgetary mechanism for controlling expenditures in support of the County's missions. This Part III of the budget document discusses the nature of General Fund revenue, expenses, and reserves and provides an operational guide to the various County departments.

Although technically separate accounting entities (due to State law), the Child Support Fund, Dispute Resolution Fund, and Law Library Fund are functionally administered as if they were part of the General Fund. Accordingly, they are discussed within this section of the Budget.

Other funds that have the character of capital project funds, even though they may be funded directly by the property tax, are discussed within Part VI: "Capital Improvement Program." Examples include the Permanent Improvement Fund and the Major Technology Fund and the Major Capital Development Fund. Likewise, Grant Funds and Debt Service Funds are described in separate sections of this document.

The transmittal letter to this document, and more specifically Table I-2 on page 6, provides a comparison of the FY2004 General Fund budget with actual FY2003 results. A longer term historical picture of the County's expenditures can be seen in the "Trends and Summaries" section of this document.

General Fund Revenues are discussed on pages 54-78. Following this section, each County department is discussed in detail, along with its mission, staff allocation, and performance measures.

GENERAL FUND REVENUE

Description and Analysis of Major Revenues

The General Fund receives revenue from a variety of different sources including transfers from other County funds. Table III-1 lists the primary sources of revenue expected in FY2004 in descending order compared to the FY2003 actual revenues. Table II-5 on page 55 provides a historical listing of certain revenues.

The County Auditor is constitutionally required to estimate revenue for the upcoming fiscal year, and the Adopted Budget must balance within the constraints of these projections. As will be discussed more fully below, the property tax is by far the largest revenue under the direct control of the Commissioners Court. Most other revenue sources are either established or limited by State legislative action, and any major change in such revenues can only be accomplished at the biennial legislative session.

The following paragraphs describe the largest General Fund revenue sources and provide historical data and analysis on each. The Auditor's projections for all categories of revenue are provided in Table III-2 which follows the discussion of individual revenues. Typically, the Auditor uses a linear extrapolation of past year revenues to estimate the next year's revenue. Exceptions to this rule are found in the categories of prisoner revenues and federal reimbursements, whose projections are based on more detailed analysis.

Property Tax

The property tax is the largest single source of revenue for the County, comprising approximately 51% of all revenue. The amount received by the County is the product of a tax rate established by the Commissioners Court and the tax base provided for all jurisdictions within the County by the Dallas Central Appraisal District. Because the tax base (i.e., the taxable value of all real estate and business inventory in the County, less certain exemptions) rises and falls as a result of economic factors, State law requires that each public body calculates and discloses the tax rate change that compensates for the base change in a way that the only additional operating revenue available to the government is as a result of new construction. The so-called "effective rate" is therefore the appropriate starting point for each budget. Increases above the effective rate - and not the prior year rate - are deemed to be the "true" tax increase. The Dallas County Commissioners Court normally attempts to adjust the tax rate to the effective rate each year, and the Budget Officer's Baseline budget must by policy contain this assumption.

Figure III-1 demonstrates the recent history of the tax base, which is currently rising strongly following an economic downturn in the late 80's and early 90's.

Table III-1
Primary Sources of General Fund Revenues

	FY2003 Actual	FY2004 Budget	% Change
Property Taxes (41110,41210,41310,41410)	\$178,958,397	\$196,249,083	10%
Auto License Fees* (47422)	16,222,809	15,000,000	-8%
Justice of the Peace Fines and Fees (43210,45560)	10,598,363	12,001,122	13%
Tax Assessor Fees (45131,45132, 45133)	11,231,669	11,382,265	1%
County Clerk Fees (45510)	11,165,359	10,685,976	-4%
Mixed Beverage Fees (45120)	8,496,320	8,496,320	0%
Court Fines/Forfeitures* (47421)	9,101,809	7,945,007	-13%
Constable Fees (45250)	7,758,999	7,934,772	2%
Bond Fund/Road & Bridge Reimbursement (47424)	6,457,607	6,717,225	4%
City/County Jail Contract (46253)	6,272,636	6,286,437	0%
District Clerk Fees (45530)	5,428,511	5,584,471	3%
Forensic Institute Reimbursements (46350)	4,920,332	5,359,952	9%
Parkland Community Health (46770)	4,919,316	5,082,661	3%
Federal Reimbursements (47040, 47750, 47760, 47770)	6,062,206	4,917,010	-19%
Building/ Parking Lot Rentals (44511, 44514, 44512, 44513)	3,921,835	4,794,020	22%
Telephone Revenue (48041,48042)	3,726,391	3,690,000	-1%
Interest Earnings (44230)	3,358,878	3,060,000	-9%
Certificates of Title Fees (45110)	2,902,108	2,755,000	-5%
Sheriff Fees (45320)	2,040,720	2,465,381	21%
Courthouse Security Fees (45525)	1,272,976	1,175,000	-8%
Prisoner Contracts (46251, 46252, 46254, 46257, 46262)	2,494,997	1,118,618	-55%
District Attorney/ Jury Fees (43510, 45580, 45590)	1,096,158	838,846	-23%
Records Management Fees (46540)	677,483	800,000	18%
Steno Fees (45540)	760,160	750,000	-1%
Bingo Licenses (42410)	656,113	670,000	2%
All Other	26,067,102	29,978,884	15%
Total	\$336,569,253	\$355,738,050	6%

Note: numbers in parenthesis are revenue codes that correspond to the Auditor's revenue estimates in Table III-2

* Transfer from Road & Bridge Fund

Figure III-1

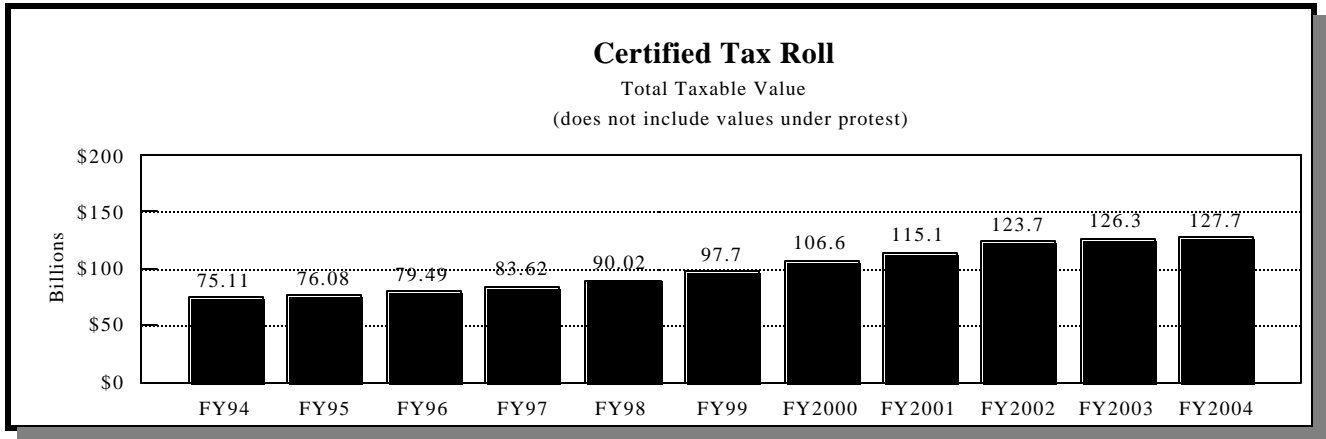
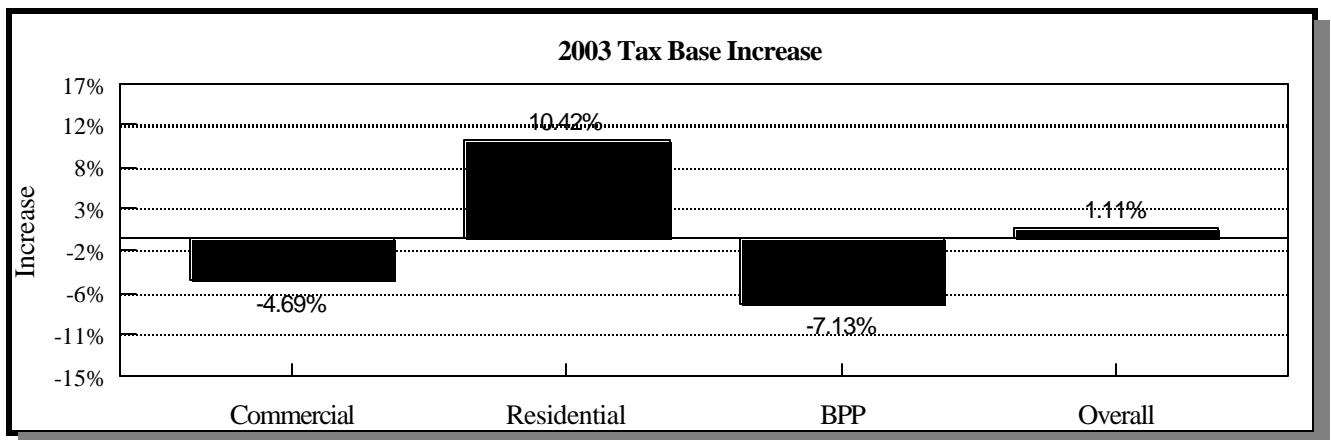


Figure III-2 is a breakdown of the overall 1.11% increase in the tax base, demonstrating the slowing down of the local economy with decreases in Commercial and Business Personal Property (BPP). However, the negative change in the business sector was more than offset by a healthy increase in Residential Property.

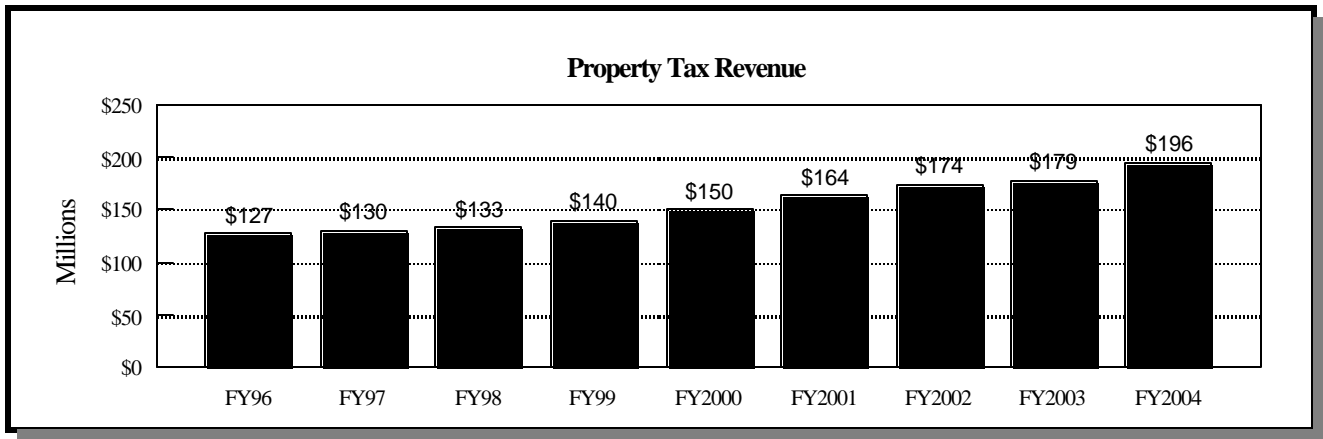
Figure III-2



The history of the tax rate can be found on page 57 in the “Trends and Summaries” section. The rate is actually the sum of an operating and maintenance (O & M) component and a debt service component. State law contains different provisions for taxpayers’ ability to challenge and rollback these rates. Dallas County’s rates have never been challenged. The Commissioners Court Order establishing the rate is found in Appendix A.

Figure III-3 is a nine year history of the General Fund revenue produced by property taxes. The increase in revenue is produced by (a) new construction, or (b) an increase in tax rate over the effective rate.

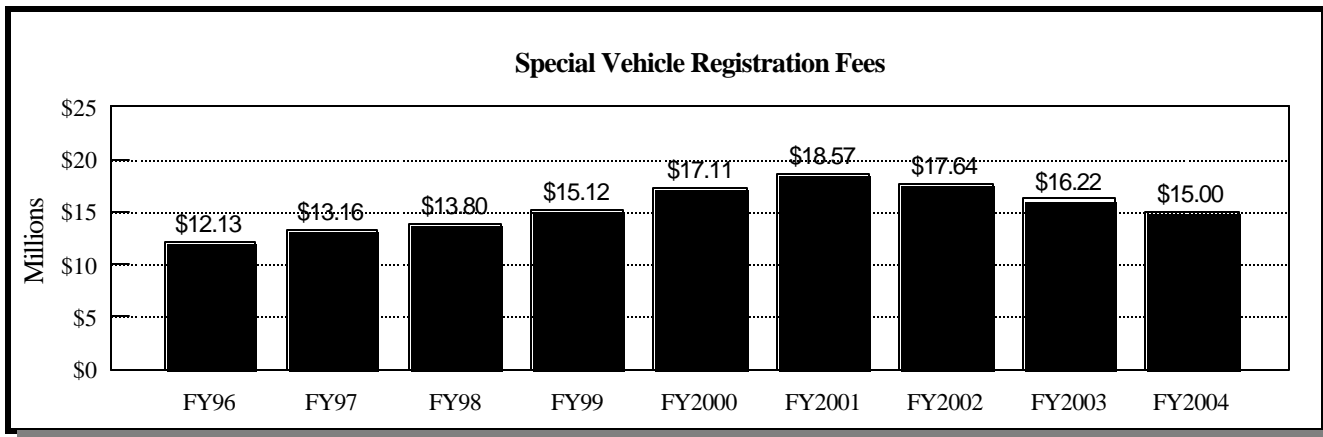
Figure III-3



Special Vehicle Registration Fees

The County receives from the State 5% commission on sales taxes for new vehicle sold in the County except rental cars-computed using the total sales taxes from the prior calendar year. It is credited to the Road and Bridge Fund 105 revenue and then later transferred to the General Fund revenue. An eight year history of the Special Vehicle Registration Fees is seen in Figure III-4.

Figure III-4

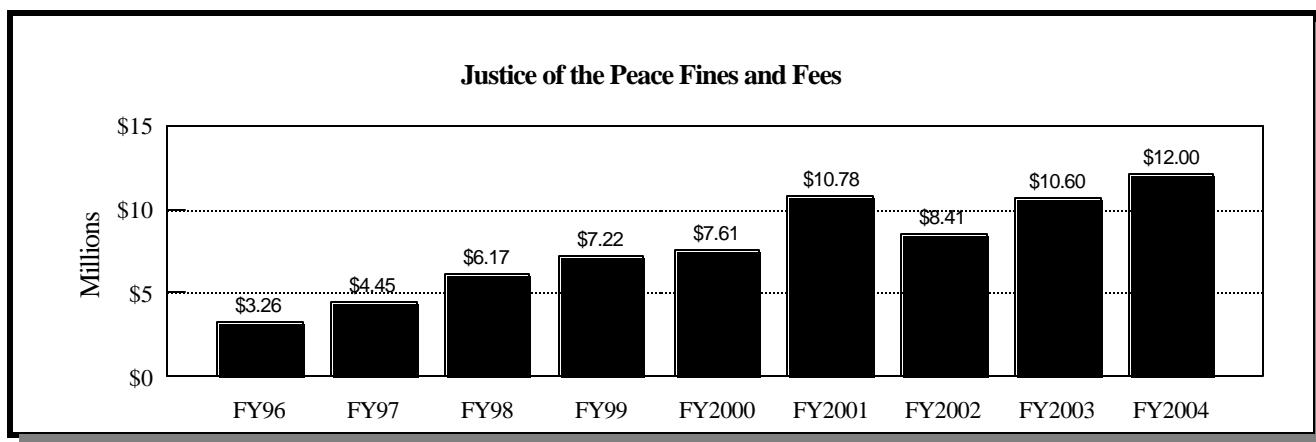


Justice of the Peace Fines and Fees

Justice of the Peace fines consist of monies collected as the result of the disposition of cases heard before each judge. Such revenue has increased significantly since FY95 and is expected to continue that trend in FY2003.

The FY2003 and FY2004 increases are due to the Central Collections program initiated by the County and the resulting collection of fines. Also the Justice of the Peace collects fees from the various civil and criminal cases settled before each JP Court. Civil fees include jury deposits, filing fees, jury fees, citation fees, witness fees, proceeds from the sale of impounded stock, docket fees, abstract of judgement fees, and copy charges. Criminal fees are comprised of Criminal Justice Planning Fund taxes, Commission on Law Enforcement Officer Standards and Education taxes, Crime Victims Compensation Act court costs, and Judicial and Court Professional Training Fund court costs. The estimated total for fines and fees for FY2004 is \$12 million. Receipts for the past nine years are plotted in Figure III-5.

Figure III-5



Tax Assessor Fees

The Tax Assessor/Collector collects property taxes for the County of Dallas and several other entities within and outside the County proper to include local school districts, the hospital district, the community college district, levy districts and several cities located within the County. Entities are charged \$1.15 per parcel fee. The Tax Assessor also receives commission from the State for processing and collecting Vehicle Registrations/Titles fees, Beer & Wine License fees, and charges for making certified tax document copies. Tax Assessor fees was \$2 million lower in FY2001, than in FY2000 due to collection fee swap with the Hospital District that lowered the tax collection fee charged by the Tax Assessor to \$1.15 per parcel instead of a certain percentage of the total taxes collected. In Figure III-6 below, FY2002 showed a sharp increase from FY2001, a nine year high, due to the addition of the City of Dallas and the Dallas the Independent School District to the list of served entities. The FY2003 Tax Assessor Fees total is projected to be at \$11.5million.

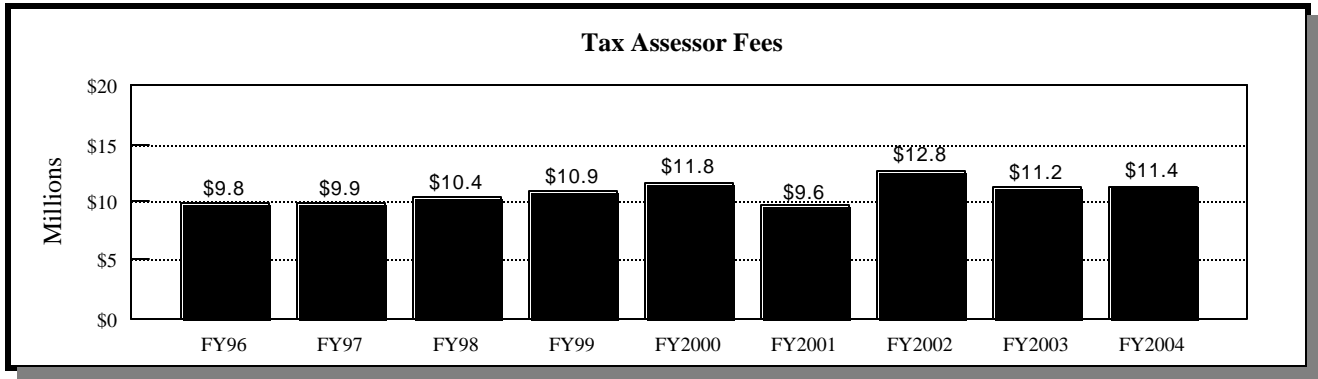
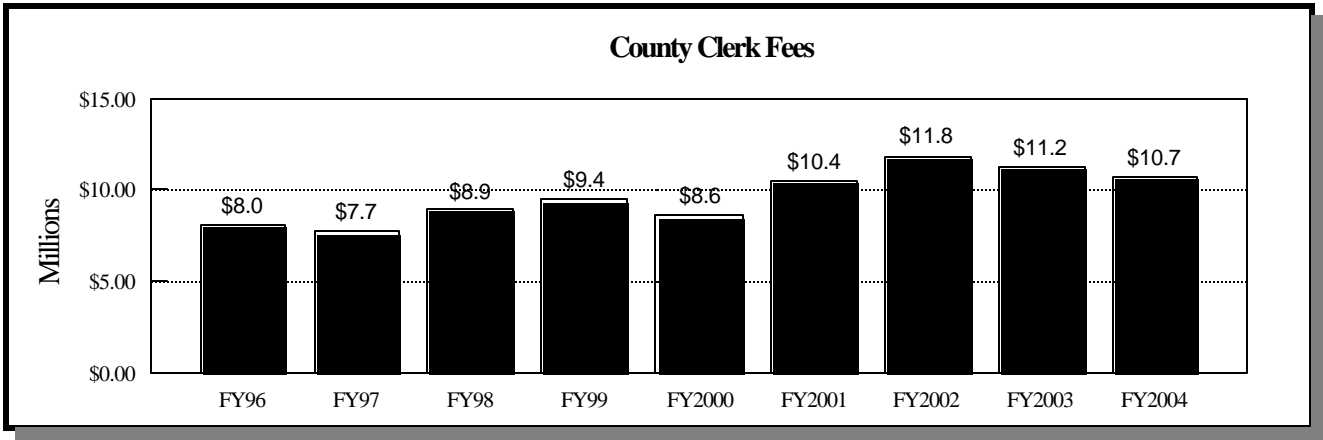


Figure III-6

County Clerk Fees

The County Clerk collects fees for civil and probate matters and criminal cases filed in the County courts. Civil and probate fees include the following: appraisers; assumed names; beer licenses; certified copies; court reporter costs in civil cases; all actions pertaining to the establishment of drainage systems or drainage districts; ex-officio services in relation to roads, bridges, and ferries; Federal Tax Lien Certificates; fishing, hunting, and trapping licenses; guardianship; handling expenses for civil cases; interpreter's fees; jury deposits; law library fees; declarations of informal marriages; marriage licenses; appointed personnel in mental cases; establishment of a navigation district; continuing education for probate judges and staff; records management and preservation; filing or registering any document; county civil court dockets; probate court dockets; fee payment by credit card; fees authorized by the Business and Commercial Code including statements and continuing statements, termination statements, assignments, releases, certificates of filing, copies, and prescribed forms. Criminal fees include the following: court costs to benefit the Criminal Justice Planning Fund and the Law Enforcement Officer Standards and Education Fund; jury fees; personal bonds; Judicial and Court Personnel Training Fund; trial fees; interpreter fees; expunction of criminal records; attorneys appointed by the court; and filing fees. County Clerk Fees averaged above \$9 million per year in the last five years. The FY2003 estimate is \$11.7 million. The collection of County Clerk Fees for the past nine years is shown in Figure III-7.

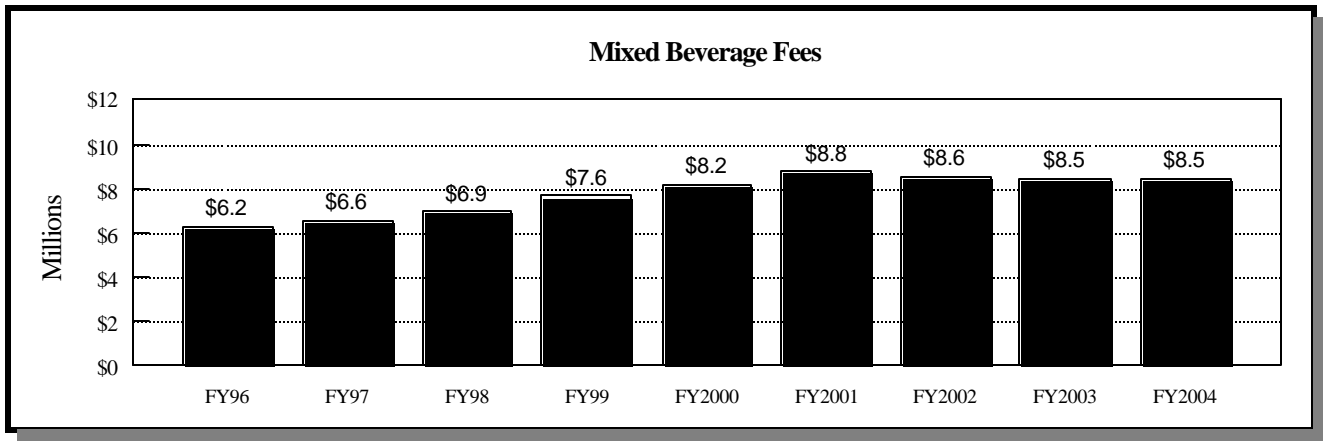
Figure III-7



Mixed Beverage Fees

Mixed Beverage Fees are taxes collected by the State of Texas from establishments which serve alcoholic beverages. Each establishment pays 14% of its gross receipts, and the State Comptroller remits 10.7143% on a quarterly basis to the county in which the establishment is located. As illustrated in Figure III-8, such fees have grown steadily over the past eight years through FY2001 and slightly lower in F2002 when business in drinking establishments and restaurants slowed down after the September 11, 2001 events. FY2004 receipts are expected to be about the same as the FY2003 total at \$8.5 million.

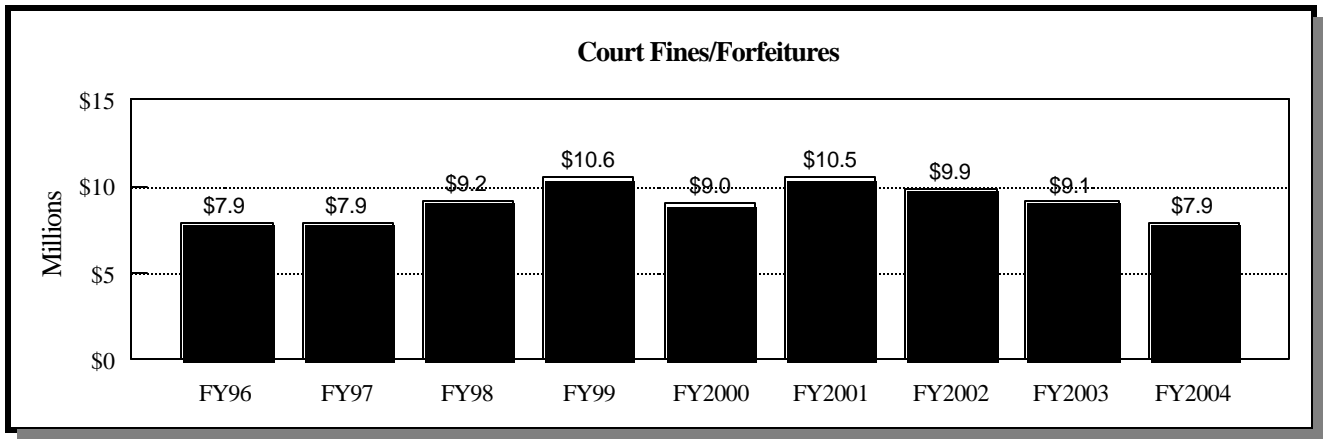
Figure III-8



Court Fines and Forfeitures

Fines and forfeitures ordered by the County Criminal Courts and District Courts are deposited by statute in the Road and Bridge Fund. They are subsequently transferred to the General Fund. Collections are made from a collection office, created in FY96, under the supervision of the County Clerk. As observed in Figure III-9, revenue has declined starting in FY2002. Fines and Forfeitures are expected at \$7.9 million in FY2004.

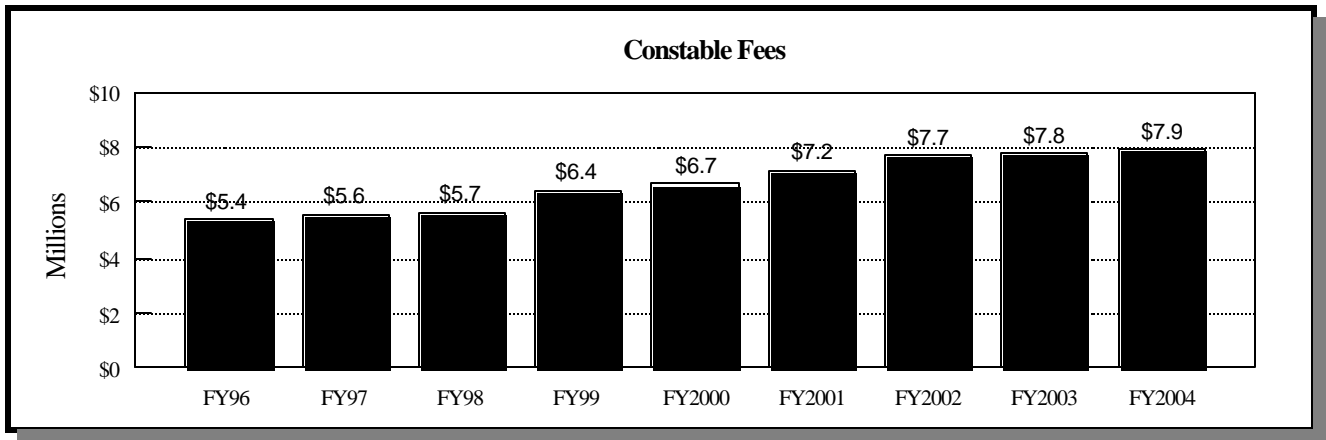
Figure III-9



Constable Fees

Constable Offices receive fees for the service of various civil process and criminal warrants. Generally, the Constable service fee is set annually by the Commissioners Court and collected by the Justice of the Peace upon filing of the civil case or resolution of the criminal warrant. Fees are collected on citations, criminal and civil subpoenas, evictions, injunctions, protective orders, orders, writs, and warrants. Constable Fees are expected to total \$7.9 million in FY2004. Figure III-10 displays an eight year history of such fees.

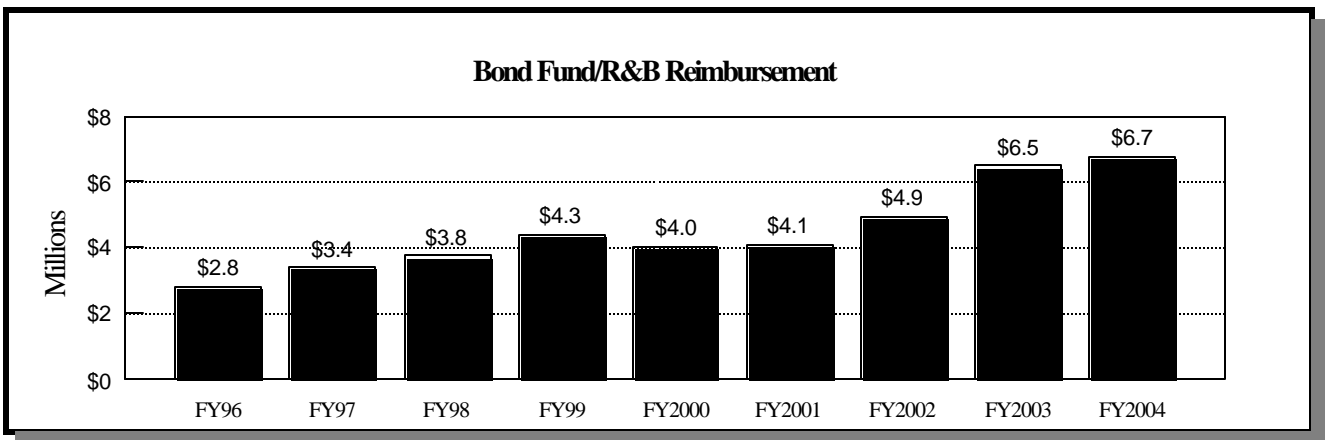
Figure III-10



Bond Fund/Road and Bridge Reimbursement

This revenue is a transfer from various funds to the General Fund in support of transportation-related projects. The Road and Bridge Fund reimburses the General Fund for the Sheriff Patrol activity, including indirect costs. Bond funds are used to repay the General Fund for the portion of the Public Works Department that works on bond projects. The FY2004 reimbursement is set at \$6.7 million. Figure III-11 exhibits an eight year history of the reimbursements.

Figure III-11

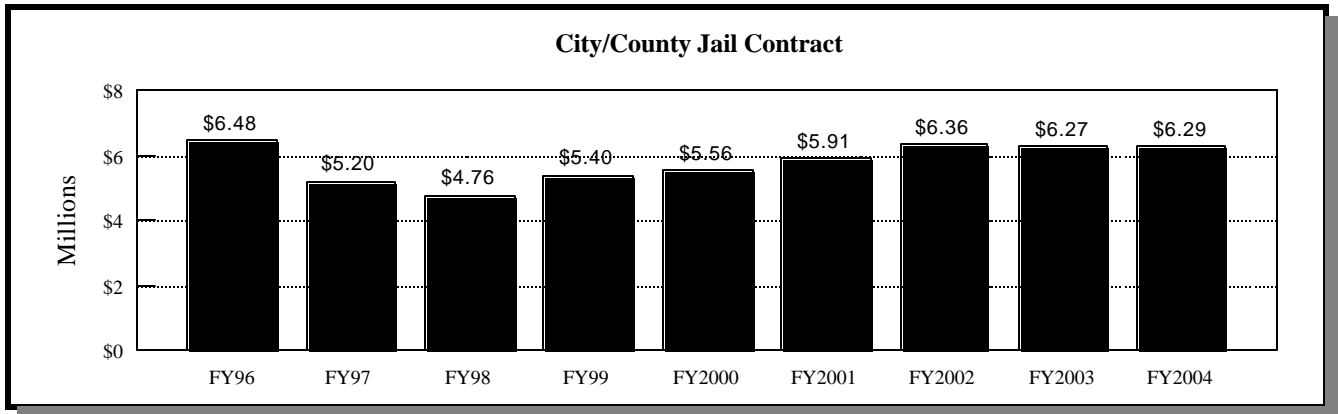


City/County Jail Contract

The County has for nineteen years had an annually renewable contract with the City of Dallas to function as the City's jail by processing all City inmates including Class C Misdemeanors and housing City inmates. In FY97,

Dallas County modified the agreement with the City to refine the definitions of the activities to be included in the reimbursement. The amount of the City/County Jail Contract is the result of a calculation that takes into account the number of City inmates processed into the County Jail system, the number of City inmates housed in the County Jail system, and the cost to operate the County Jail system. In FY2004, the City/County Jail Contract revenue is expected to be \$6.29 million. The contract amount for the past eight years is displayed in Figure III-12.

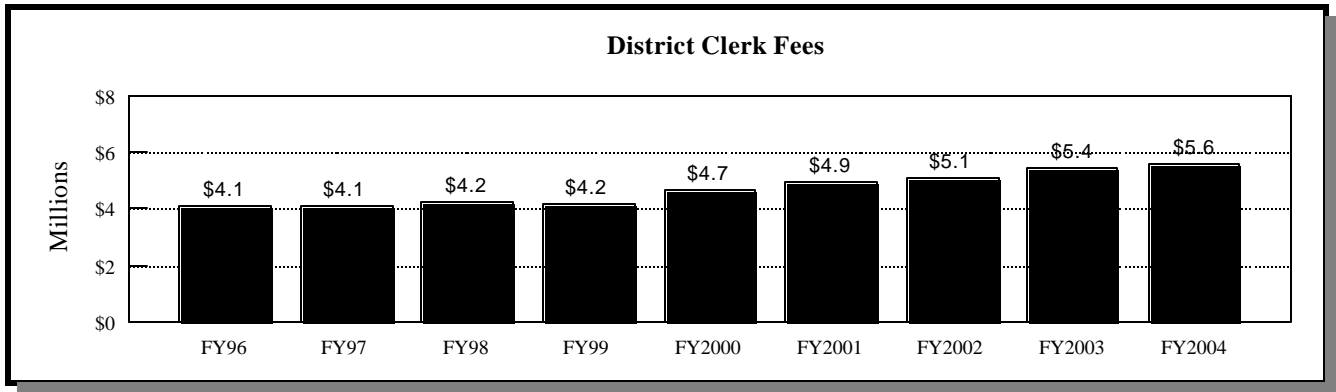
Figure III-12



District Clerk Fees

The District Clerk collects fees for civil and criminal cases filed in the District courts. Fees for civil cases include stenographer’s fees, divorce/annulment fees, handling expenses, interpreter fees, jury deposits, law library fees, fees from the sale of unlawful gas and oil, filing fees, certified copies, and mailed civil process service. Fees for criminal cases include Criminal Justice Planning Fund taxes, Law Enforcement Standards and Education Fund taxes, interpreter fees, Crime Victims Compensation Act fees, fees for the expunction of criminal records, jury fees, personal bond fees, Judicial and Court Personnel Training Fund fees, and filing fees. District Clerk Fees have averaged more than \$4 million over the past eight years and are expected to be about \$5.6 million in FY2004. An eight year history of District Clerk Fees is shown in Figure III-13.

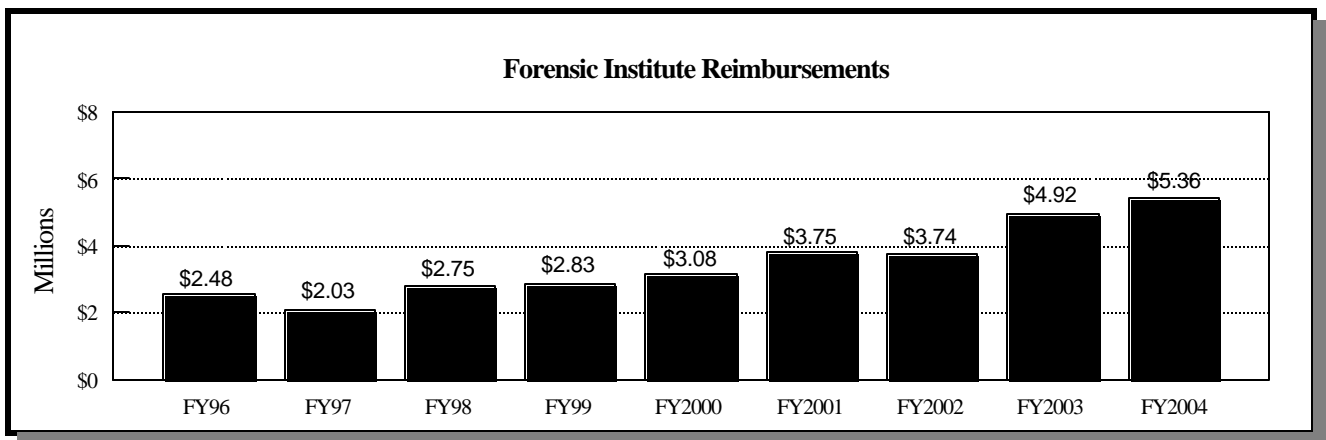
Figure III-13



Forensic Institute Reimbursements

Forensic Institute reimbursements consist of fees for autopsies and various forensic laboratory tests conducted for other entities within the region. The reimbursement revenues have been increasing since FY98. The FY2004 revenues are expected to be at \$5.36 million. Reimbursements collected for the past eight years are plotted in Figure III-14.

Figure III-14

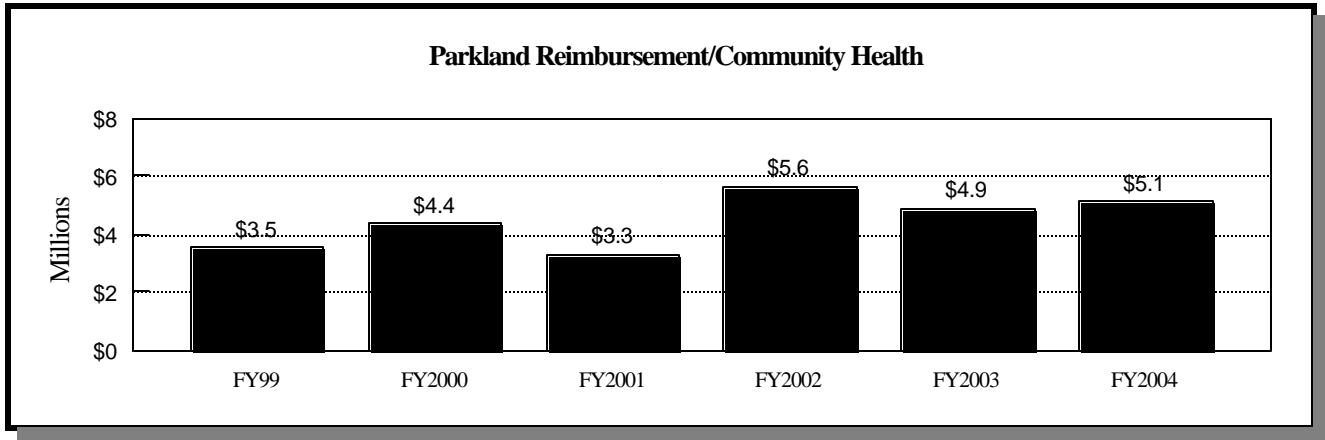


Parkland Hospital Reimbursement: Community Health

The Dallas County Hospital District is financially responsible for certain community health services such as the diagnosis and treatment of sexually transmitted diseases and tuberculosis, well-child and low-birth weight baby clinics, and some laboratory operations-activities operated under contract with the County's Health and Human

Services Department. The Hospital District is billed monthly by the County for the County’s actual cost of each of these activities. The FY2004 budget of \$5.1 million, displayed in Figure III-15, is slightly higher than the FY2003 actual reimbursement.

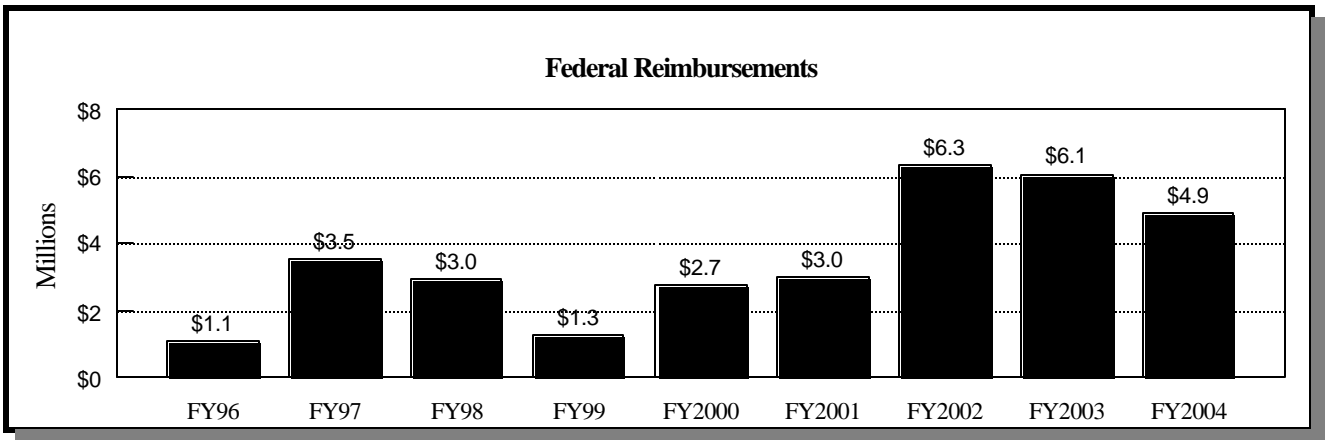
Figure III-15



Federal Reimbursements

The County has led the State in an aggressive pursuit of Federal reimbursement under various provisions of the Medicaid program and Social Security Act. An example is the Title IV-E program which deals with children in foster care. The County’s extensive juvenile operations qualify for reimbursement under this Title. Figure III-16 depicts eight years of revenue that have resulted from this ongoing initiative.

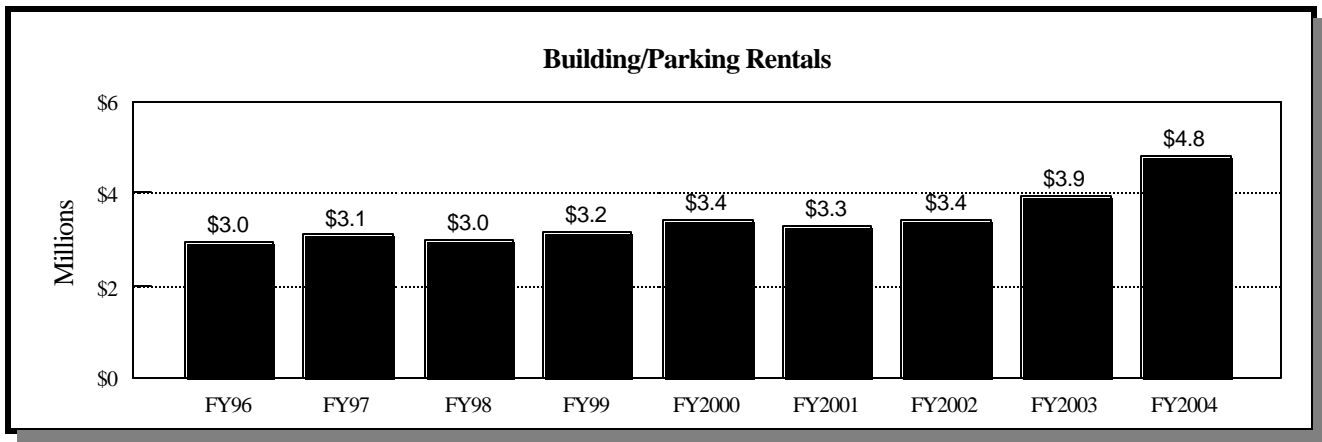
Figure III-16



Building/Parking Rentals

Revenue from the rental of buildings and parking facilities consists primarily of the lease of a portion of the Health and Human Services facility to the State of Texas for use by the Department of Protective and Regulatory Services. Such revenue also includes parking garage and cafeteria rentals. Building/Parking rentals are a consistent source of revenue because of the existence of long term contracts. A \$1.1 million increase from FY03 to \$4.8 million is expected in FY2004 due to parking fee increase. Rental income for the past eight years is shown in Figure III-17.

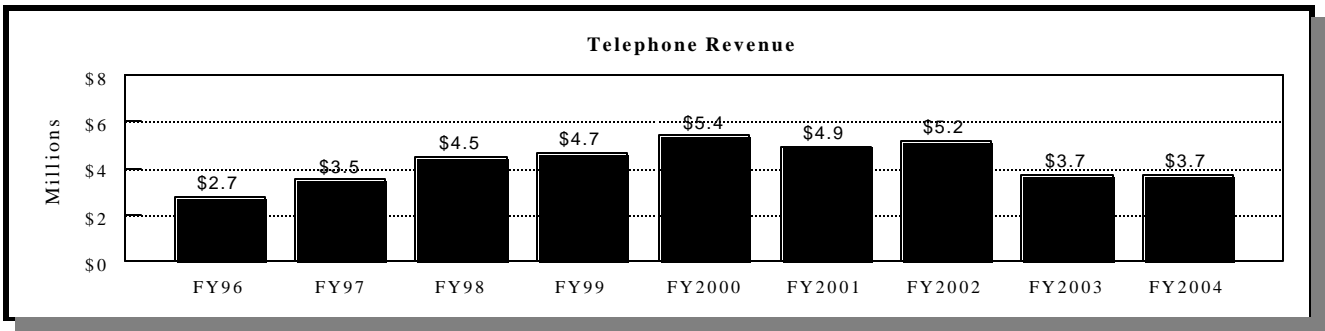
Figure III-17



Telephone Revenue

Telephone revenue consists of commissions from telephones available to prisoners confined to the various jails operated by the County. Under the contract with Southwestern Bell, a prisoner is charged a “per minute” rate to make local or long distance calls. Revenue has increased significantly from FY96 through FY2002 because the commission rate for the County increases by contract every two years. However, call volume dropped in FY2003 and expected to be the same in FY2004. An eight year history of telephone commissions is displayed in Figure III-18.

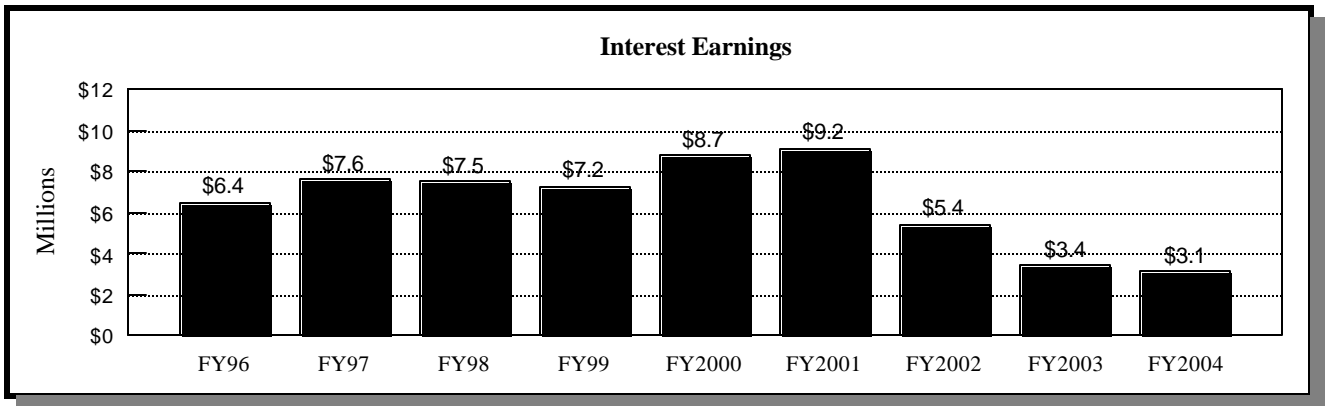
Figure III-18



Interest Earnings

Interest earnings are revenues gained through the investment of the General fund balance and other general fund monies which may become available during a fiscal year. The County Treasurer is responsible for this activity. Investments are made based upon the availability of funds, including float on checks issued but not yet presented for payment at the depository bank as well as other money management practices. Due to very low interest rates, the FY2002 interest earnings dropped significantly and the lowest in the last eight years. Even lower interest earnings are projected for FY2004 at \$3.1 million. An eight year history of interest earnings is shown in Figure III-19.

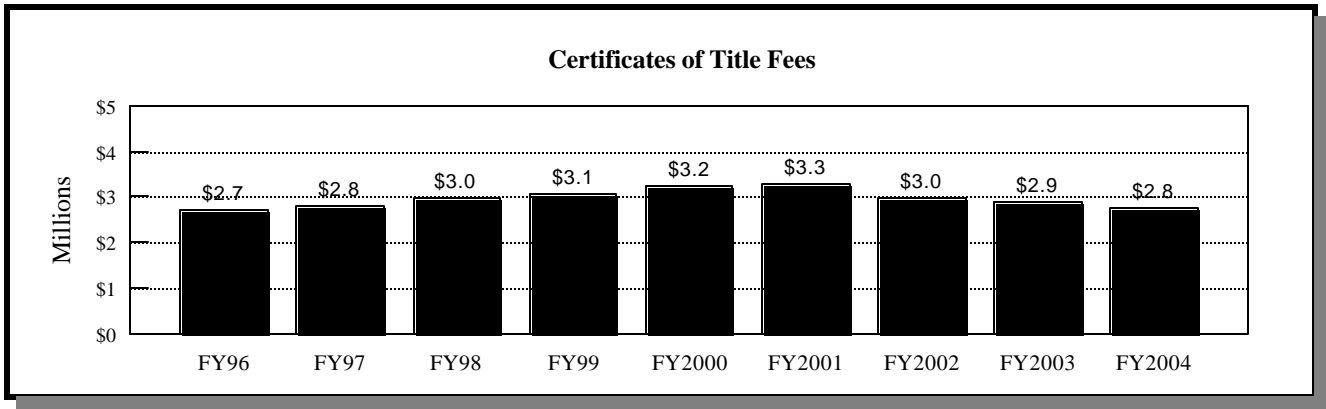
Figure III-19



Certificates of Vehicle Title Fees

Certificates of Title Fees are collected by the Tax Assessor/Collector for the application or re-issuance of a certificate of title for an automobile, motorcycle, or motor home. Such fees have remained relatively constant over the past five years. The revenue for FY2004 is expected to total \$2.8 million. An eight year history of Title fees is displayed in Figure III-20.

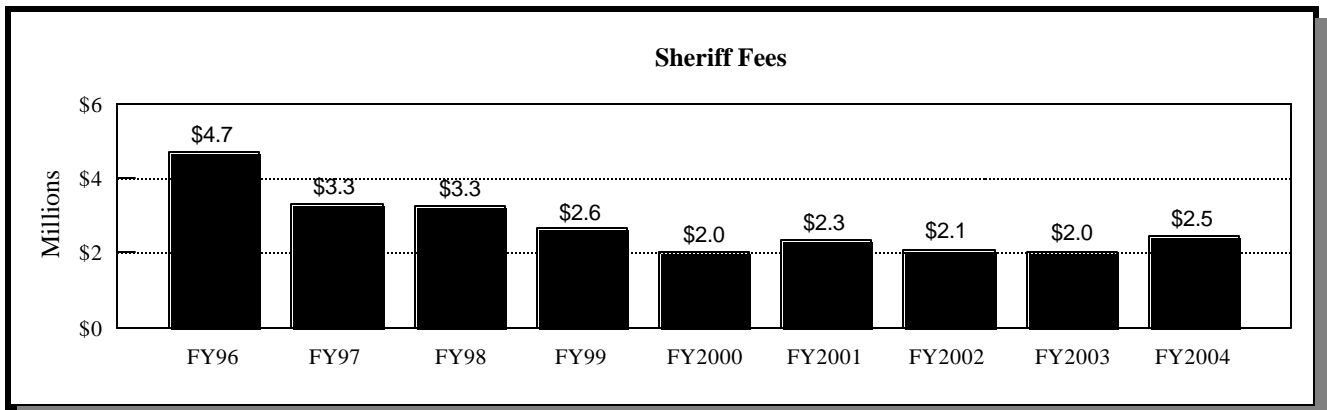
Figure III-20



Sheriff Fees

The County Sheriff is authorized by State law to collect fees relating to various civil and criminal matters. Further, the Sheriff collects fees for keeping and selling impounded livestock. In criminal cases, the Sheriff is authorized to collect fees for the following: executing a warrant of arrest, summoning a witness, serving a writ, taking and approving a bond, commitments and releases, jury fees, attending a prisoner, conveying a prisoner to the county jail after conviction, conveying a prisoner arrested on a warrant from another county, and mileage expenses associated with process service. Revenues from these sources have remained stable. The eight year history of Sheriff Fees is found in Figure III-21. The apparent large increase in FY96 was due to the inclusion of revenue from keeping prisoners from other jurisdictions. FY2004 revenues are projected at \$2.5 million.

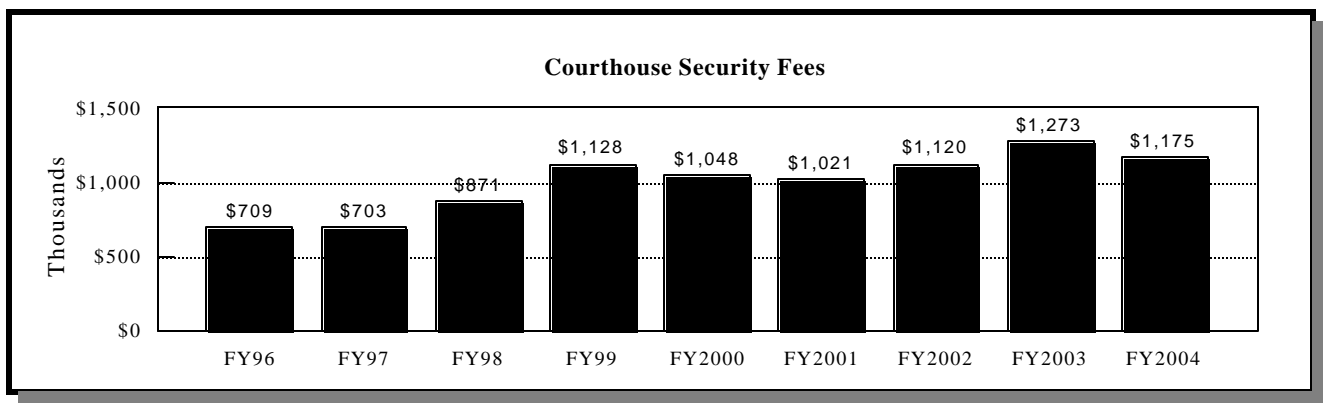
Figure III-21



Courthouse Security Fees

The County and District Clerks assess a Courthouse Security Fee to provide security services for the courts housed within the County. The District Clerk collects a \$5 fee on all felony trial convictions and a \$3 fee on all misdemeanor convictions that occur within the District Courts. Likewise, the County Clerk assesses a \$3 fee on all misdemeanor convictions from the County Criminal Courts or County Courts at Law. These funds are deposited through the Treasurer's Office into the Courthouse Security Fund and then transferred to the General Fund. This revenue is earmarked by statute for use in financing items associated with security services within the County's courthouses. An eight year history of the Courthouse Security Fee revenue is charted on Figure III-22. FY2004 revenues are estimated at \$1.175 million.

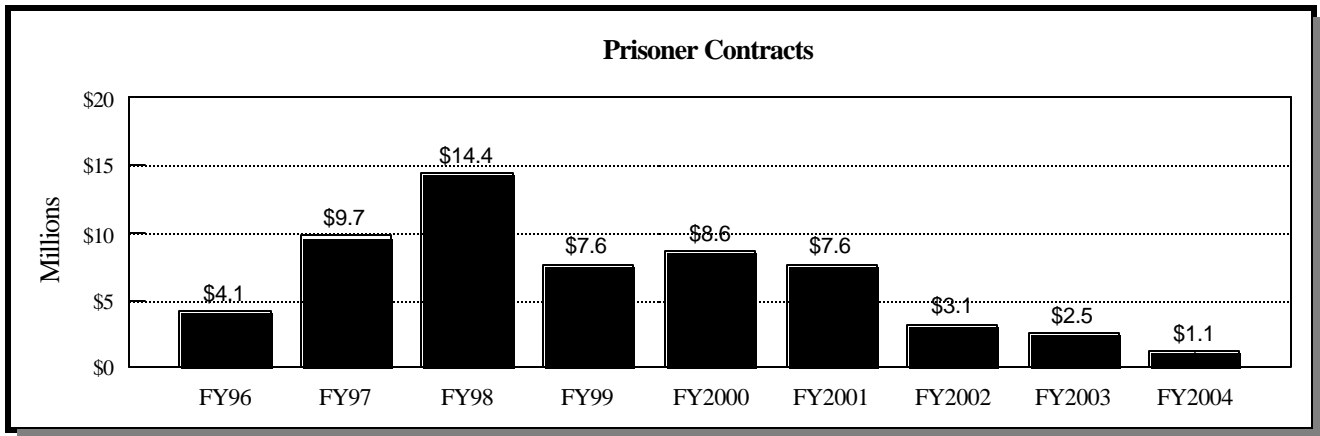
Figure III-22



Prisoner Contracts

Beginning in FY96, Dallas County began contracting with various states to hold for a fee, out-of-state inmates. At the end of FY2001, Dallas County had contracts with Ellis County, Collin County and an open-ended contract with INS and the U.S. Marshal Service. The FY2002 revenue dropped significantly from FY2001 with the 67% reduction in the number of INS contract inmates with the decline continuing in FY2003 and to less than half of FY2003 actual estimated for FY2004 at \$1.1 million. Figure III-23 illustrates an eight-year history of revenue associated with prisoner contracts.

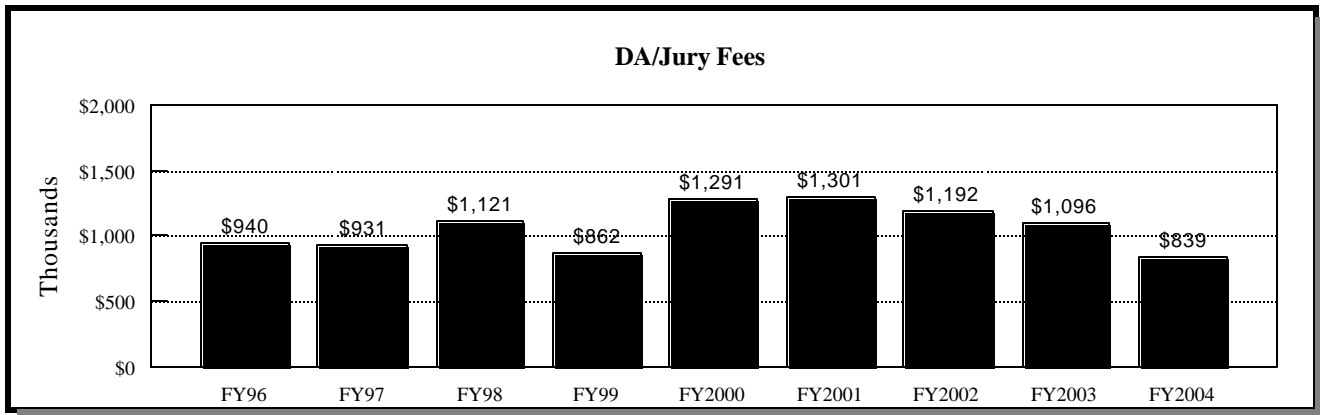
Figure III-23



District Attorney/Jury Fees

District Attorney and Jury Fees are monies collected from all civil and criminal cases in which convictions are obtained. The District Attorney receives a percentage of all money collected for the state. Jury fees are collected from all cases in which there is a conviction. As exhibited in Figure III-24, such revenue has averaged about \$1 million over the past eight years. The total projected for FY2004 is \$839,000.

Figure III-24

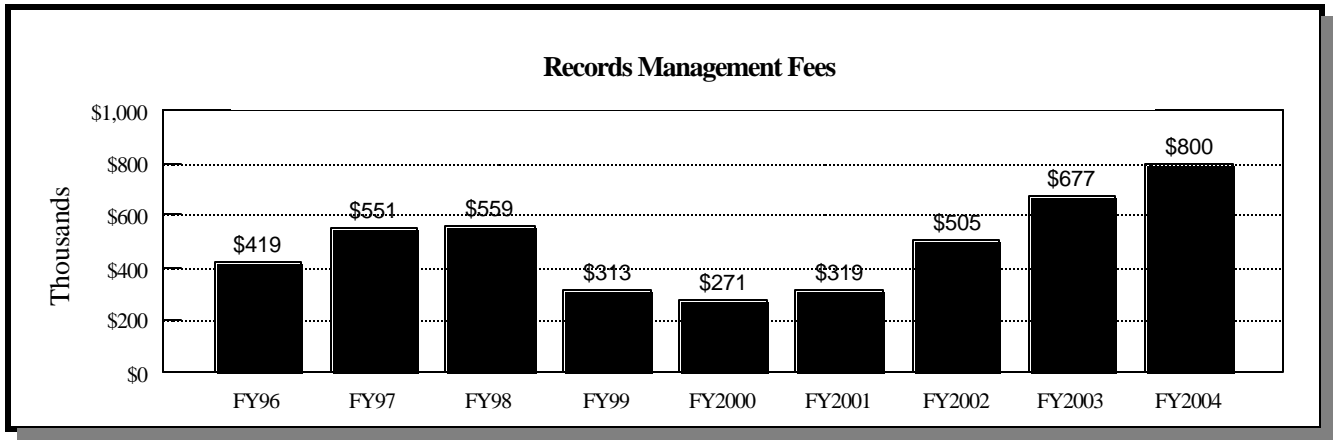


Records Management Fees

The Records Management Fee is assessed by the County Clerk on most documents filed within his office. Birth, death, and fetal death record filings are excluded from being subject to this fee. By law, this fee is to be set at no more than \$5 per document and paid at the time of filing.

The purpose of the Records Management Fee is to provide a funding source for records preservation and automation projects which may enhance the Clerk’s ability to maintain the County’s records. Although this fee is unique to the County Clerk, the Commissioners Court must approve expenditures from this account. Figure III-25 charts fee revenues for the past eight years. Revenues dropped by about 50 percent in FY99 due to lower qualifying expenditures. FY2004 collections is projected at \$800,000.

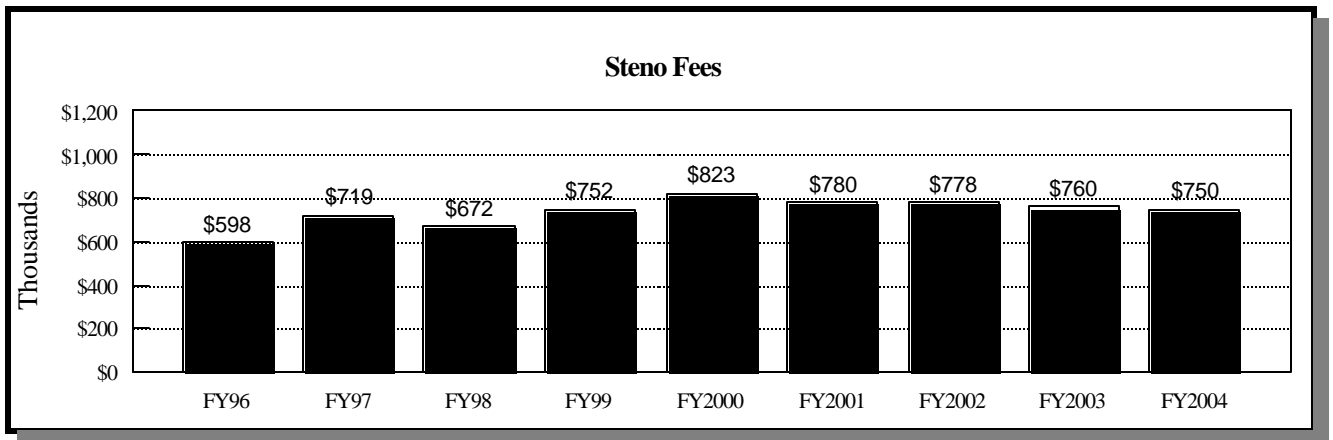
Figure III-25



Stenographer Fees

Stenographer Fees are charged for proceedings in County and District courts for the services of court reporters. Associated revenues averaged at \$732,000 in the last eight years and expected to total \$750,000 for FY2004. The eight-year history of stenographer fees is illustrated in Figure III-26.

Figure III-26



Bingo Licenses

Bingo License fees are collected from operators of bingo parlors by the Tax Assessor/Collector. As indicated in Figure III-27, such revenue went up in FY2003 from a seven year low in FY2002. The FY2004 projection is \$670,000.

Figure III-27

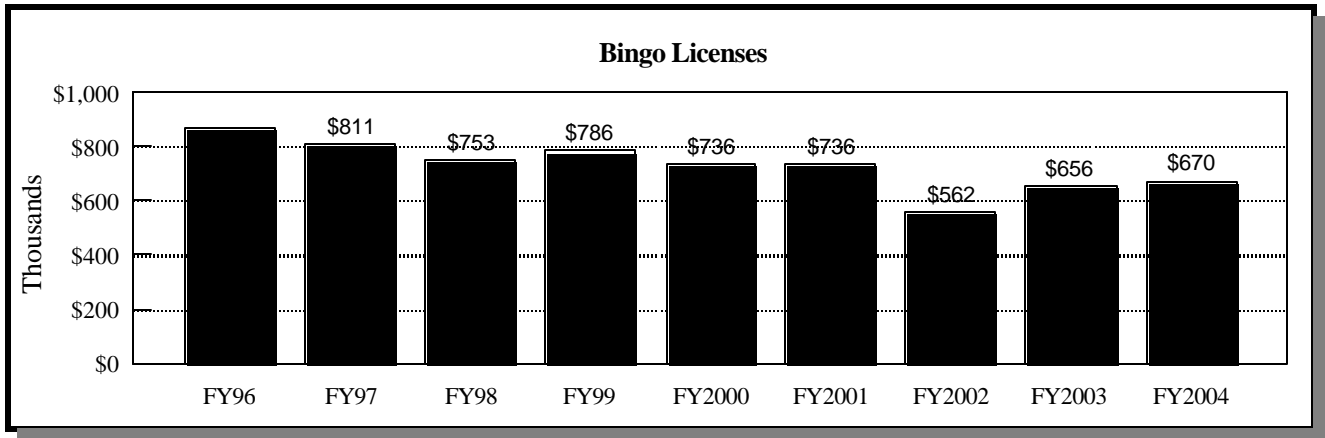


Table III - 2
COUNTY AUDITOR'S FY2004 GENERAL FUND REVENUE ESTIMATES

Fund=00120 (General Fund)			
Account	FY2003	FY2004	Variance
	Actual	Estimate	FY04-FY03
Ad Valorem & Property Tax			
41110 Property Tax - Current Year	173,957,258	190,804,400	16,847,142
41210 Delinquent Property Tax	3,130,136	3,516,087	385,951
41310 P & I Property Tax Count	766,212	719,770	(46,442)
41410 P & I Delinquent Tax	1,044,050	1,144,826	100,776
41510 Occupation Taxes	60,740	64,000	3,260
	-----	-----	-----
Subtotal	178,958,397	196,249,083	17,290,686
Licenses, Permits & Registrations			
42110 Beer Wine Liquor License	390,967	350,000	(40,967)
42410 Bingo Fees	656,113	670,000	13,887
42510 Admission Race Track	113,147	113,000	(147)
	-----	-----	-----
Subtotal	1,160,227	1,133,000	(27,227)
Fines and Forfeitures			
43110 Contempt Fines	61,820	52,201	(9,619)
43210 J. P. Court Fines	8,525,378	9,878,009	1,352,631
43310 Criminal Fines	1,320,420	2,057,961	737,541
43410 Fines Child Safety	81,781	246,000	164,219
43510 Forfeitures	308,761	94,000	(214,761)
	-----	-----	-----
Subtotal	10,298,161	12,328,171	2,030,010
Money and Property			
44230 Interest on Investments	3,358,878	3,060,000	(298,878)
44239 Interest Contra	(915,123)	(700,000)	215,123
44250 Interest Bond Forfeiture	13,342	10,915	(2,427)
44310 Bond Prem, Insurance Claims	143,623	165,000	21,377
44410 District Clerk Investment	336,367	317,329	(19,038)
44511 Buildings	2,050,884	2,020,000	(30,884)
44512 Cafeteria	156,377	180,000	23,623
44513 Rental Miscellaneous	28,963	32,820	3,857
44514 Parking	1,685,611	2,561,200	875,589
44515 Voting Machines	412,424	655,309	242,885
44540 Audio tape Rentals - Mus	9,654	10,562	908
44551 Sales Miscellaneous	25,313	32,520	7,207
44553 Sales of Equipment	2,296	2,509	213
44556 Sheriff's Sale of Proper	8,983	6,000	(2,983)
44557 Sale of Real Estate (R-O-W)	20,192	0	(20,192)
44560 Proceeds of Sale - FA	54,801	10,000	(44,801)

Table III - 2
COUNTY AUDITOR'S FY2004 GENERAL FUND REVENUE ESTIMATES

Fund=00120 (General Fund)			
Account	FY2003	FY2004	Variance
	Actual	Estimate	FY04-FY03
Subtotal	7,392,585	8,364,164	971,579
Charges for Current Services - Gen. Gvt.			
45110 Certificate of Title Fee	2,902,108	2,755,000	(147,108)
45120 Mixed Beverage Fees	8,496,320	8,496,320	0
45131 Commission - Property Ta	7,161,722	7,368,265	206,543
45132 Commission - Motor Vehicle	4,055,221	4,000,000	(55,221)
45133 Commission- Beer & Wine	14,726	14,000	(726)
45140 County Judge Fees	9,304	9,311	7
45151 Treasurer - Service Fees	745,250	826,000	80,750
45152 Treasurer - NSF	0	11,494	11,494
45153 Treasurer - Stop Pay	0	3,935	3,935
45160 Certified Copies Fees	529,183	520,551	(8,632)
Subtotal	23,913,834	24,004,876	91,042
Charges for Current Services - Public Safety			
45220 Work Release Fees	411,180	394,537	(16,643)
45250 Constable Fees	7,758,999	7,934,772	175,773
45320 Sheriff - Fees - Other	2,040,720	2,465,381	424,661
45330 Sheriff - Patrol Fees	587,861	755,859	167,998
45340 Breath Alcohol - County	105,156	91,332	(13,824)
45350 State Arrest Fees - County	25,284	25,284	0
Subtotal	10,929,200	11,667,165	737,965
Charges for Current Services- Judiciary			
45480 Contingency - Charges fo	0	9,075	9,075
45505 Appellate Court Fees	75,726	78,943	3,217
45510 County Clerk Fees	11,165,359	10,685,976	(479,383)
45520 O C Service/ Recording F	13,975	11,000	(2,975)
45525 Court House Security Fee	1,272,976	1,175,000	(97,976)
45530 District Clerk Fees	5,428,511	5,584,471	155,960
45540 Civil Court Reporter Fee	760,160	750,000	(10,160)
45550 Civil Penalties Fees	11,427	11,317	(110)
45560 J P Fees	2,072,985	2,123,113	50,128
45580 District Attorney Fees	543,757	513,545	(30,212)
45590 Jury Fees	243,641	231,301	(12,340)
45610 Pretrial Release Fees	119,026	65,000	(54,026)
45615 Interlocking Monitoring	42,488	42,502	14

Table III - 2
COUNTY AUDITOR'S FY2004 GENERAL FUND REVENUE ESTIMATES

Fund=00120 (General Fund)			
Account	FY2003	FY2004	Variance
	Actual	Estimate	FY04-FY03
45620 Probate Judge Fees	(12)	86	98
45630 Trial Fees	378	340	(38)
45640 Estray Fees	10,620	9,600	(1,020)
45650 Juvenile Probation Fees	129,570	127,246	(2,324)
	-----	-----	-----
Subtotal	21,890,586	21,418,515	(472,071)
Reimbursement for Current Services- Gen Gvt.			
46020 Election Administrative	565,125	300,000	(265,125)
46050 911 Emergency Service	110,168	111,248	1,080
46060 Accounting Service Fees	28,547	31,073	2,526
46070 Data Service Fees	176,341	75,000	(101,341)
46110 Passport Pictures	142,377	155,000	12,623
46140 Public Access Fees	46,039	53,000	6,961
46170 Billing Administration F	6,532	5,000	(1,532)
46180 Service Charge	484,605	447,424	(37,181)
	-----	-----	-----
Subtotal	1,559,734	1,177,745	(381,989)
Reimbursement for Services - Public Safety			
46220 Community Service Admini	115,593	111,076	(4,517)
46230 Constables Commissions	47,494	80,934	33,440
46240 Bail Bond Application Fe	11,500	12,000	500
46251 INS Detainees	2,246,563	1,000,000	(1,246,563)
46252 Inmates - Federal	95,865	28,618	(67,247)
46253 Inmates - City of Dallla	6,272,636	6,286,437	13,801
46254 Inmates - Out of State L	0	10,000	10,000
46256 Sheriff - Transportation	155,124	155,124	1
46257 Dart Prisoners	72,604	80,000	7,396
46259 Baylor Health Service Po	9,180	7,600	(1,580)
46260 Fax Fees-Bail Bond	112,338	125,000	12,663
46261 INS Inmate TB X-Ray	0	0	0
46262 Inmates - Collin County	79,965	0	(79,965)
46266 JJAEP - SPOTLIGHT	189,929	0	(189,929)
46350 Professional Service Fee	4,920,332	5,359,952	439,620
46360 Finger Printing-Sheriff	17,540	17,076	(464)
	-----	-----	-----
Subtotal	14,346,663	13,273,817	(1,072,846)
Reimbursement for Services - Judicial			
46530 District Clerk Subscribe	47,800	49,000	1,200

Table III - 2
COUNTY AUDITOR'S FY2004 GENERAL FUND REVENUE ESTIMATES

Fund=00120 (General Fund)			
Account	FY2003	FY2004	Variance
	Actual	Estimate	FY04-FY03
46540 Records Management Fee	677,483	800,000	122,517
46541 Records Management - Dis	0	150,000	150,000
46542 Records Management - Cou	2,132,792	2,580,100	447,308
46545 Law Library	0	115,000	115,000
46550 Refund Legal Notices	69,974	84,344	14,371
46560 Misdemeanor Traffic Fees	22,085	21,000	(1,085)
46580 Judiciary reimbursement	85,015	245,000	159,985
46582 DA Longevity Pay	0	200,000	200,000
46590 Masters Fees	3,396	2,596	(800)
46615 D A Child Protective Ser	120,219	296,484	176,265
46640 Restitution - Attorney F	554,564	548,353	(6,211)
46645 Indigent Defense Award	781,962	1,042,616	260,654
46660 Public Defender Restitution	51,047	48,740	(2,307)
46680 Physical Restitution Cen	5,440	6,256	816
46690 Food Stamp Fraud Prosecution	3,360	5,000	1,640
	-----	-----	-----
Subtotal	4,555,135	6,194,489	1,639,354
Reimbursement for Services - Health & Welfare			
46730 Fees Psychological Testing	2,937	2,642	(295)
46740 Medicaid - EPSDT	11,605	24,400	12,795
46745 Health - Medicaid-Juveni	850	5,040	4,190
46750 Medicaid- HIV	3,137	4,900	1,763
46751 Medicaid-STD	47,439	79,000	31,561
46752 Medicaid-JDC	24,481	35,000	10,519
46753 Medicaid-TB	44	50,055	50,011
46760 Health - Service Program	206,255	283,810	77,555
46765 Health - Tatoo Removal	2,450	0	(2,450)
46770 Parkland Community Health	4,919,316	5,082,661	163,345
46780 Parkland Jail Health	2,098,731	0	(2,098,731)
46810 Child Immunization Fees	9,797	7,800	(1,997)
46820 Sexually Transmitted Disease	154,922	198,683	43,761
46825 Special Examinations Fee	202,214	313,000	110,786
46830 T B Clinic Fees	103,860	116,394	12,534
46835 Vaccines- Foreign Travel	679,161	838,840	159,679
46840 Food Process Inspection	69,945	69,900	(45)
46845 Medical Charges - Univ.	28,830	16,000	(12,830)
46850 Hazardous Material Spill	27,601	30,000	2,399
46860 Environmental Health Rev	73,842	71,000	(2,842)
	-----	-----	-----
Subtotal	8,667,418	7,229,125	(1,438,293)

Table III - 2
COUNTY AUDITOR'S FY2004 GENERAL FUND REVENUE ESTIMATES

Fund=00120 (General Fund)			
Account	FY2003	FY2004	Variance
	Actual	Estimate	FY04-FY03
Intergovernmental Revenue - Gen Govt.			
47030 Interfund Transfers	0	4,000,000	4,000,000
47040 Federal /State Financial	776,702	736,646	(40,056)
47050 Aid to Dependent Children	117,824	98,070	(19,754)
47110 Receipts In Lieu of Taxes	9,937	8,678	(1,259)
47120 Voter Registration Fees	293,033	293,033	0
	-----	-----	-----
Subtotal	1,197,495	5,136,427	3,938,932
Intergovernmental Revenue - Public Safety			
47215 Capital Murder Appeal Ca	14,960	14,960	0
47220 S.C.A.A.P. Award	0	200,000	200,000
47222 Southwest Border Prosecution	416,250	680,000	263,750
47280 Miscellaneous	719,161	0	(719,161)
	-----	-----	-----
Subtotal	1,150,371	894,960	(255,411)
Intergovernmental Revenue - Streets & Highway			
47421 From Road & Bridge - Fines	9,101,809	7,945,007	(1,156,802)
47422 From Road & Bridge - Other	16,222,809	15,000,000	(1,222,809)
47424 From Road & Bridge - Transportation	6,457,607	6,717,225	259,618
47480 Miscellaneous Transfers	4,759,109	4,685,197	(73,912)
	-----	-----	-----
Subtotal	36,541,334	34,347,429	(2,193,905)
Intergovernmental Revenue - Judiciary			
47510 Witness Reimbursement Fe	269,666	276,634	6,968
47580 Miscellaneous Transfers	1,118,265	493,855	(624,410)
	-----	-----	-----
Subtotal	1,387,931	770,489	(617,442)
Intergovernmental Revenue - Health & Welfare			
47750 Social Security Recovere	77,600	73,301	(4,299)
47760 IV-E Child Exp-Reimb. EX	43,490	41,303	(2,187)
47770 IV-E Administration Gene	5,164,414	4,065,760	(1,098,654)
	-----	-----	-----
Subtotal	5,285,503	4,180,364	(1,105,139)
Miscellaneous			

Table III - 2
COUNTY AUDITOR'S FY2004 GENERAL FUND REVENUE ESTIMATES

Fund=00120 (General Fund)			
Account	FY2003 Actual	FY2004 Estimate	Variance FY04-FY03
48010 Cash/Over Short	(47)	49	96
48020 Income From Old Warrants	121,500	200,000	78,500
48030 Unclaimed Monies	1,476,933	1,354,000	(122,933)
	-----	-----	-----
Subtotal	1,598,386	1,554,049	(44,337)
Commissions			
48041 Telephone Commissions Lo	3,019,132	2,930,000	(89,132)
48042 Telephone Commissions Lo	707,259	760,000	52,741
48050 Refund Prior Expenditure	405,480	237,523	(167,957)
48080 Contingency Revenue	0	0	0
48090 Indirect Cost Reimbursement	1,087,783	1,330,000	242,217
48120 Other Income	500,981	461,659	(39,322)
48125 DART Employee Passes	0	80,000	80,000
48130 Sheriff's Gun Range Receipt	15,659	15,000	(659)
	-----	-----	-----
Subtotal	5,736,294	5,814,182	77,888
<hr/>			
TOTAL REVENUES	\$ 336,569,253	\$ 355,738,050	\$ 19,168,797

Table III-4
AUTHORIZED POSITIONS

Department	END OF FY99	END OF FY2000	END OF FY2001	END OF FY2002	END OF FY2003	BEGIN FY2004
GENERAL FUND						
<i>Justice Administration</i>						
County Clerk						
Administration (#4031)	170	175	175	175	175	177
Collections (#4032)	17	17	17	18	18	18
District Clerk (#4020)	240	243	247	253	254	254
District Attorney						
Administration (#4011)	317	332	334	339	342	342
Special Allocation (#4012)	14	14	14	14	14	14
Public Defender (#4060)	60	60	63	66	72	76
District Courts						
Administration (#4051)	2.25	2.25	2.25	2.25	2.25	2
Criminal Courts Manager (#4470)	2	2	2	2	2	3
Criminal Courts (various)	45	45	45	45	45	45
Drug Courts (#4013)	1	1	1	1	1	1
Criminal Magistrates (#4460)	8	8	8	8	8	8
Staff Attorneys (#4465)	5	5	5	5	5	5
Civil Courts (various)	39	39	39	39	39	39
Tax Court (#4180)	0	0	0	0	0	0
Civil Masters (#4175)	2	2	2	2	2	2
Family Courts (various)	28	28	28	28	28	28
Juvenile Courts (various)	10	10	10	10	10	10
County Courts						
Criminal Courts Manager (#4620)	2	2	2	2	2	2
Criminal Courts (various)	37	37	37	37	37	37
Criminal Court of Appeals	3	3	3	3	3	3
Courts at Law (various)	15	15	15	15	15	15
Probate Courts (various)	23	24	24	25	25	25
Justices of the Peace Courts (various)	140	144	144	143	140	136
J.P. Central Collections (#4883)	0	0	0	4	8	12
Truancy Court Program (various)	0	0	0	13	15	22
Jury Services						
Grand Jury (#4065)	8	8	8	8	8	0
Central Jury (#4060)	8	9	9	9	9	9
Justice Administration Subtotal	1,196.25	1,225.25	1,234.25	1,266.25	1,279.25	1,285

Table III-4
AUTHORIZED POSITIONS

Department	END OF FY99	END OF FY2000	END OF FY2001	END OF FY2002	END OF FY2003	BEGIN FY2004
Law Enforcement						
Sheriff's Department						
Executive (#3110)	15	15	15	16	16	16
Special Investigations (#3111)	12	11	11	11	1	0
Intelligence (#3112)	8	8	8	8	9	9
General Services (#3121)	11	11	12	11	11	7
Human Resources (#3122)	11	12	12	11	10	10
Training Academy (#3123)	8	8	8	8	8	8
Communications (#3124)	27	26	26	28	28	28
Fiscal Affairs (#3125)	7	8	8	9	9	32
Photo Lab (#3126)	6	6	6	6	6	5
Print Shop (#3127)	3	3	3	3	3	0
Bond Section (#3128)	72	76	76	76	76	47
Bailiff (#3129)	81	82	82	82	82	82
Warrant Execution (#3130)	70	70	70	70	71	70
Fugitive (#3131)	15	15	16	16	16	16
Civil (#3132)	10	10	10	10	10	2
Patrol (#3133)	51	51	54	54	52	51
Criminal Investigations (#3134)	14	14	14	14	14	14
Physical Evidence (#3135)	8	8	8	8	8	8
Fleet (#3136)	1	1	1	1	1	1
Freeway Management (#3137)	0	0	34	34	34	34
Detention Administration (#3140)	15	15	13	13	13	11
Sterrett North Tower Jail (#3141)	338	338	338	338	338	341
Sterrett West Tower Jail (#3142)	214	215	215	215	210	229
Old Jail (#3143)	0	0	0	0	0	0
Suzanne Kays Jail (#3144)	135	135	121	121	121	121
Allen Bldg. Jail (#3145)	121	122	122	122	122	122
Decker Jail (#3146)	139	139	124	16	16	0
Central Intake (#3147)	186	182	182	183	188	190
Classification/Release (#3150)	181	177	177	177	183	183
Inmate Programs (#3151)	21	20	14	14	9	5
Food Service (#3152)	52	35	35	35	35	34
Laundry Services (#3153)	8	8	8	8	8	8
Subtotal - Sheriff's Department	1,840	1,821	1,823	1,718	1,708	1,684
Institute of Forensic Sciences						
Crime Lab (#3311)	52	52	52	52	59	58
Breath Alcohol (#3113)	4	4	4	5	5	4
Medical Examiner (#3312)	51	52	52	53	53	46

Table III-4
AUTHORIZED POSITIONS

Department	END OF FY99	END OF FY2000	END OF FY2001	END OF FY2002	END OF FY2003	BEGIN FY2004
Subtotal - Institute	107	108	108	110	117	108
Security & Emergency Management (#3340)	33	34	34	34	34	33
Constables (Various)	217	225	221	222	226	224
Public Service Program (#3330)	7	7	3	3	3	3
Law Enforcement Subtotal	2,204	2,195	2,189	2,087	2,088	2,052
 HEALTH AND SOCIAL SERVICES						
Health & Human Services						
Administration (#5210)	12	14	20	20	20	17
Welfare (#2070)	34.5	35.5	33.5	33.5	32.5	31.5
Environmental Health (#5211)	10	11	11	11	11	11
Employee Health Center (#1110)	4	5	5	5	5	5
STD Clinic (#5215)	16	16	19	19	19	19
TB Clinic (#5216)	13	13	13	13	16	17
Jail Health (#5217)	114	137	147	144	0	0
Public Health Lab (#5212)	13	13	13	13	13	13
Preventive Health (#5213)	27	27	27	28	28	27
Communicable Disease Control (#5214)	6	6	6	9	6	6
HIV Testing & Counseling	3	3	0	0	0	0
Subtotal - Health & Human Svcs.	252.5	280.5	294.5	295.5	150.5	146.5
Juvenile Department						
Administration (#5110)	196	196	196	196	192	192
Detention Center (#5114)	168	168	168	178	169	169
Youth Village (#5117)	66	66	66	66	64	56
Emergency Shelter (#5115)	40	40	40	40	40	40
Letot Center (#5116)	54	55	55	55	55	55
Subtotal - Juvenile Dept.	524	525	525	535	520	512
Health & Social Services Subtotal	776.5	805.5	819.5	830.5	670.5	658.5
 COMMUNITY SERVICES						
Public Works (#2010)	59	61	63	66	67	67
Elections (#1210)	24	27	36	36	36	37
Texas Coop. Extension (#2050)	10	10	10	10	10	9
Veterans Services (#2060)	3	3	3	3	3	3
Community Services Subtotal	96	101	112	115	116	116

Table III-4
AUTHORIZED POSITIONS

Department	END OF FY99	END OF FY2000	END OF FY2001	END OF FY2002	END OF FY2003	BEGIN FY2004
MANAGEMENT SERVICES						
County Judge's Office (#1010)	5	5	5	5	5	5
Court Administrator						
Administration (#1020)	10	10	10	10	10	10
Park & Open Space (#2030)	1	2	2	2	2	2
Data Services (#1090)	2	3	3	4	5	5
Operation Services						
Facilities Management (#1022)	153	153	149	150	150	150
Engineering & Project Management (#1021)	4	6	6	4	4	3
Communications (#1023)	5	6	6	6	3	3
Automotive Service Center (#1027)	13	13	13	13	13	12
Records Management (#1024)	10	5	12	12	12	12
Storeroom Management (#1025)	0	5	0	0	0	0
Wilmer Property Maintenance (#5340)	3	3	3	3	3	3
Subtotal - Operation Services	188	191	189	188	185	183
Tax Assessor/Collector (#1035)	229	229	229	233	233	227
County Treasurer (#1050)	18	18	20	20	20	18
County Auditor (#1070)	89	89	89	90	90	88
Human Resource/Civil Service (#1040)	20	21	21	21	21	21
Purchasing (#1080)	13	13	11	13	13	13
Budget Office (#1090)	10	10	9	9	9	9
Management Services Subtotal	585	591	588	595	593	581
GENERAL FUND TOTAL	4,858	4,918	4,943	4,894	4,747	4,693
OTHER FUNDS						
CHILD SUPPORT FUND						
Child Support (#4053)	16	16	16	16	16	15
Family Court Services (#4052)	18	18	18	19	19	17
Child Support Fund Total	34	34	34	35	35	32
DISPUTE MEDIATION FUND						
Dispute Mediation (#4054)	0.75	0.75	0.75	0.75	0.75	1
Dispute Mediation Fund Total	0.75	0.75	0.75	0.75	0.75	1
LAW LIBRARY FUND						
Law Library (#6010)	8	8	8	8	8	8
Law Library Fund Total	8	8	8	8	8	8

Table III-4
AUTHORIZED POSITIONS

Department	END OF FY99	END OF FY2000	END OF FY2001	END OF FY2002	END OF FY2003	BEGIN FY2004
ROAD AND BRIDGE FUND						
Road & Bridge Districts						
District 1 (#2510)	29	29	29	28	28	24
District 2 (#2520)	35	35	35	35	35	35
District 3 (#2530)	43	43	43	43	46	46
District 4 (#2540)	42	42	42	46	45	43
Road & Bridge Fund Total	149	149	149	152	154	148
GRANT FUND						
Court Administrator						
CDBG (#9089)	12	2.5	2.5	2.5	2.5	3
Housing Rehabilitation	0	2	2	2	2	2
Institute of Forensic Sciences						
DNA STR Validation & Implement. (#3003)	1	1	1	1	1	1
Mitochondria DNA	1	1	1	1	0	0
Sheriff's Department						
Jail Substance Abuse (#1100)	6	6	6	6	6	6
Auto Theft Task Force (#5600)	8	4	4	4	4	3
COPS Universal Hiring	2	2	2	2	2	2
District Attorney						
Domestic Violence Task Force	18	10	10	0	0	0
Collaborative Domestic Violence - A (#6009)	0	0	4	4	4	4
Collaborative Domestic Violence - B (#6010)	0	0	5	5	5	4
Collaborative Domestic Violence - C (#6007)	0.0	0.0	0.0	2.5	2.5	3.5
Local Law Enforcement Block Grant	0	2	4	4	4	3
Regional Training Coordinator (#6001)	1	1	1	1.5	1.5	1.5
Protective Order Case Manager (#6002)	1	1	1	2	2	1
Child Abuse Court Prosecutor (#6015)	0	0	0	0	0	2
Child Abuse Intake Prosecutor (#6006)	0	0	1	1	1	0
Child Victim's Assistant Program (#6008)	0	0	1	1.5	1.5	1.5
Protective Order Prosecutor (#6000)	1	1	1	1.5	1.5	1.5
Project Safe Neighborhoods (#6014)	0	0	0	0	0	1
Environmental Prosecutor (#6012)	0	0	0	0.75	0.75	1
Public Defender						
Parent/Youth Advocate	0	0	0	0	1	1
District Courts						
DIVERT (#6201)	5	5	5	8	9	2

Table III-4
AUTHORIZED POSITIONS

Department	END OF FY99	END OF FY2000	END OF FY2001	END OF FY2002	END OF FY2003	BEGIN FY2004
Contable Precinct #1						
Specialized Law Enforcement Program	2	2	2	2	2	0
County Crim. Courts						
Domestic Violence Court		6	6	6	6	1
Indigent Defense Coordinator	0	0	0	0	1	1
Health & Human Services						
VD Epidemiology (#8706)	14	17	20	20	20	20
STD Training Center (#8709)	4	4	4	4	4	4
STD - Control(#8711)	3	3	3	3	3	3
Bioterrorism	0	0	0	3	3	36
AIDS Surveillance (#8703)	5	5	5	5	5	6
City AIDS Grant (#8700)	1	1	1	1	1	1
Community & Rural Health (#8712)	4	5	5	5	5	4
Tuberculosis Elimination (#8707)	20	20	20	20	19	20
Tuberculosis Prevention & Control (#8701)	13	13	13	13	13	13
Hansen's Disease(#8705)	1	1	1	1	1	1
Immunization Travel (#8710)	7	7	0	0	0	0
Hepatitis B (#7001)	3	3	0	0	0	0
Immunization Registry (#8708)	14	14	24	24	24	20
Refugee Health Services (#8702)	4	4	4	4	4	4
Nutrition Program (#8400)	29	39	40	40	40	40
Ryan White	15.5	12	12	12	12	18
HOPWA (#8200)	2	2	3	3	3	3
Section 8 Rental Assistance (#8000)	21	25	28	28	28	43
Supportive Housing	1	0	0	0	0	0
Home Loan Counseling Center (#9081)	6	6	6	6	6	6
CEAP (#8300)	7	7	7	7	7	9
Weatherization (#8302)	3	4	4	4	4	8
Juvenile Department						
State Aid (#7108)	40	52	52	52	52	52
Drug Intervention/Prevention (#7104)	6	6	6	6	6	6
Community Corrections Asst. (#7103)	36	43	43	43	43	41
Drug Court Diversion Program (#7007)	0	0	2	2	2	2
JJAEP Mentoring Program (#7708)	0	0	2	2	2	2
Sexual Offender Discretionary Grant	0	0	0	0	0	1
In-Home Family Preservation (#7114)	0	1	1	1	1	1
Special Needs Grant (TCOMI) (#7116)	0	0	0	0	0	1

Table III-4
AUTHORIZED POSITIONS

Department	END OF FY99	END OF FY2000	END OF FY2001	END OF FY2002	END OF FY2003	BEGIN FY2004
KIDS in COURT (#7600)	0	0	2	2	2	0
JJDP (#7001)	0	2	5	5	5	0
Project SPOTLIGHT (#7004)	0	3	5	5	5	0
Texas Education Grant (#7200)	0	1	1	1	1	1
Charter School (#7500)	0	0	0	0	9	9
Progressive Sanctions (JPO) (#7118)	12	0	0	0	0	0
Progressive Sanctions (ISP) (#7120)	6	0	0	0	0	0
Youth Treatment Services (#7400)	2	0	0	0	0	0
JAIBG (#7301)	1	0	0	0	0	0
JJAEP Discretionary (#7111)	5	0	4	0	0	0
Project 75216 (#7102)	1	1	1	1	1	1
Project 75217 (#7107)	0	0	1	1	1	1
JJAEP (#7105)	1	0	0	0	0	0
Grant Fund Total	345.5	347.5	384.5	382.25	392.25	423
Escrow Funds						
Tax Assessor/Collector						
Vehicle Inventory Tax	2	2	2	2	2	2
Household Hazardous Waste Program	1	0	0	0	4	4
GRAND TOTAL	5,398	5,457	5,519	5,472	5,341	5,305

DALLAS COUNTY FY2004 BUDGET

Fund 120 - General Fund
By Department and Function

Department	FY2003 Approved Budget	FY2003 Year End Budget	FY2003 Actual Expenditures	FY2004 Approved Budget	Variance (FY2004- FY2003)
General Government					
1010 County Judge	333,657	330,509	309,721	332,567	(1,090)
1020 Commissioners Court Administrator	896,873	938,870	891,973	901,032	4,159
1021 Operation Services - Engineering	913,896	904,872	832,866	820,071	(93,825)
1022 Operation Services - Facilities	17,411,763	18,243,920	17,221,542	17,924,924	513,161
1023 Operation Services - Commun/Central Services	2,882,117	2,883,761	2,543,858	2,735,293	(146,824)
1024 Operations Service - Records Management	538,609	567,370	546,050	522,472	(16,137)
1027 Operations - Auto Service Center	624,350	655,836	613,720	594,165	(30,185)
5340 Wilmer Substance Abuse Facility	183,173	184,803	177,434	171,399	(11,774)
1035 Tax Assessor/Collector	10,187,987	10,268,347	9,812,673	9,791,225	(396,762)
1040 Human Resource/Civil Service	4,453,626	2,250,808	2,200,573	5,571,458	1,117,832
1050 County Treasurer	1,106,242	1,108,547	960,180	1,009,684	(96,558)
1060 Office of Budget & Evaluation	612,406	659,808	628,825	591,108	(21,298)
1070 County Auditor	4,759,227	4,821,258	4,588,748	4,651,875	(107,352)
1080 Purchasing	724,179	741,760	727,544	683,004	(41,175)
1090 Data Services	10,821,632	10,836,816	10,777,918	10,259,897	(561,735)
1210 Elections	4,477,825	4,833,202	4,341,935	4,666,196	188,371
Subtotal General Government	60,927,562	60,230,487	57,175,560	61,226,370	298,808
Community Services					
2010 Public Works	4,198,267	4,236,433	4,014,795	4,217,934	19,667
2030 Park and Open Space	137,769	140,824	76,610	153,914	16,145
2050 Texas Cooperative Extension	272,700	285,941	280,536	258,849	(13,851)
2060 Veterans Service	167,189	164,550	162,247	170,300	3,111
6010 Library Assistance	50,940	50,940	50,940	48,940	(2,000)
Subtotal Community Services	4,826,865	4,878,688	4,585,128	4,849,937	23,072
Law Enforcement					
3110 Executive	1,162,845	1,139,556	1,138,510	1,000,900	(161,945)
3111 Special Investigation	-	78,986	78,982	-	-
3112 Intelligence	534,272	603,343	588,209	568,640	34,368
3121 General Services	707,983	793,235	791,748	531,865	(176,118)
3122 Personnel	888,323	823,539	750,777	698,118	(190,205)
3123 Training	520,813	486,099	476,707	524,085	3,272
3124 Communications	1,239,532	1,199,501	1,196,119	1,232,591	(6,941)
3125 Fiscal	694,352	748,222	726,498	704,820	10,468
3126 Photo Lab	362,420	370,523	338,250	385,631	23,211

DALLAS COUNTY FY2004 BUDGET

DALLAS COUNTY FY2004 BUDGET

Fund 120 - General Fund
By Department and Function

Department	FY2003 Approved Budget	FY2003 Year End Budget	FY2003 Actual Expenditures	FY2004 Approved Budget	Variance (FY2004- FY2003)
3127 Print Shop	164,537	136,374	136,323	-	(164,537)
3128 Bonds	2,998,248	3,028,170	3,023,429	2,856,992	(141,256)
3129 Bailiff	5,815,420	6,618,741	6,618,320	5,376,276	(439,144)
3130 Warrants	4,071,155	4,352,429	4,328,410	3,994,434	(76,721)
3131 Fugitive Transport	1,353,625	1,409,904	1,408,698	1,363,823	10,198
3132 Civil	563,008	614,419	613,265	165,621	(397,387)
3133 Patrol	3,457,092	3,764,620	3,643,679	3,487,297	30,205
3134 Criminal Investigation	864,483	903,760	905,866	890,365	25,882
3135 Physical Evidence	486,475	488,806	488,482	477,864	(8,611)
3136 FLEET	84,039	123,329	113,688	80,344	(3,695)
3137 Freeway Management	2,139,515	2,222,018	2,193,752	2,123,610	(15,905)
3140 Detention Services	1,255,653	1,216,834	1,207,366	1,330,640	74,987
3141 North Tower	15,118,560	16,237,143	16,229,395	15,241,290	122,730
3142 West Tower	9,622,723	11,075,392	11,069,870	10,103,981	481,258
3144 Suzanne B. Kays Jail	5,523,061	5,802,761	5,781,872	5,531,331	8,270
3145 George Allen Jail	5,517,426	5,998,305	5,996,852	5,530,032	12,606
3146 Decker Jail	-	42,309	42,308	-	-
3147 Central Intake	7,562,293	7,606,350	7,563,143	7,528,221	(34,072)
3150 Classification and Release	7,814,909	8,058,011	8,002,454	7,936,395	121,486
3151 Inmate Program	404,548	397,723	386,636	253,708	(150,840)
3152 Central Kitchen	7,419,257	7,417,417	7,270,591	6,926,704	(492,553)
3153 Central Laundry	958,089	948,829	851,138	883,105	(74,984)
subtotal Sheriff's Office	89,304,656	94,706,648	93,961,337	87,728,683	(1,575,973)
3210 Constable Precinct #1	2,774,604	2,839,063	2,646,388	2,591,720	(182,884)
3220 Constable Precinct #2	2,447,220	2,524,049	2,486,832	2,142,960	(304,260)
3230 Constable Precinct #3	1,979,171	2,695,978	2,397,975	2,403,023	423,852
3240 Constable Precinct #4	2,361,635	2,457,223	2,448,499	2,130,318	(231,317)
3250 Constable Precinct #5	1,465,320	1,593,705	1,507,793	1,575,126	109,806
3260 Constable Precinct #6	26,795	112,259	112,100	108,237	81,442
3270 Constable Precinct #7	898,933	295,838	289,033	157,138	(741,795)
3311 Crime Lab	3,855,192	3,898,101	3,971,668	4,018,453	163,261
3312 Medical Examiner	4,472,220	4,511,665	4,323,479	4,148,848	(323,372)
3313 Breath Alcohol Program	298,559	293,943	226,454	261,720	(36,839)
subtotal Institute of Forensic Sciences	8,625,971	8,703,709	8,521,601	8,429,021	(196,950)

DALLAS COUNTY FY2004 BUDGET

DALLAS COUNTY FY2004 BUDGET

Fund 120 - General Fund
By Department and Function

Department	FY2003 Approved Budget	FY2003 Year End Budget	FY2003 Actual Expenditures	FY2004 Approved Budget	Variance (FY2004- FY2003)
3320 Community Supervision	473,085	473,085	400,035	408,000	(65,085)
3321 Pre/Post Trial Release	909,042	909,042	775,761	825,445	(83,597)
3330 Public Service Program	190,913	186,342	165,473	171,844	(19,069)
3340 Office of Security and Emergency Management	2,235,888	2,478,081	2,341,898	2,513,280	277,392
Subtotal Law Enforcement	113,693,233	119,975,022	118,054,725	111,184,795	(2,508,438)
4011 District Attorney	24,139,445	24,559,382	24,464,350	24,391,227	251,782
4012 DA-Special Allocation	0	9,072	-8,052	0	0
4013 Drug Court Program	216,516	214,617	207,548	202,580	(13,936)
4020 District Clerk	9,997,552	10,101,679	9,976,416	10,216,399	218,847
4031 County Clerk	9,181,151	9,393,147	9,201,808	9,728,498	547,347
4032 County Clerk-Collections	722,324	736,755	680,832	741,494	19,170
4033 Truancy Courts Clerk	-	-	-	755,939	755,939
5420 Truancy Courts	438,073	735,456	642,238	-	(438,073)
5430 Truancy Enforcement	519,100	519,100	519,100	531,500	12,400
4040 Public Defender	5,086,667	5,156,235	4,968,565	5,215,571	128,904
4051 District Court Administration	183,344	188,824	185,821	164,531	(18,813)
4052 Family Court Services	0	0	-42	0	0
4055 Child Support Fund	611,756	611,756	611,756	1,002,500	390,744
4060 Jury Service	1,573,043	1,577,079	1,561,291	1,415,363	(157,680)
4065 Grand Jury Service	462,304	472,006	467,151	58,000	(404,304)
4071 5th Court of Appeals	75,725	76,137	71,716	78,942	3,217
4072 First Administrative Judicial Region	122,802	122,802	122,556	119,582	(3,220)
4080 Court Cost Miscellaneous	3,419,616	124,499	114,564	2,985,523	(434,093)
4110 14th Civil District Court	174,113	178,281	171,746	175,313	1,200
4115 44th Civil District Court	168,745	174,823	167,049	168,585	(160)
4120 68th Civil District Court	176,066	187,597	163,165	160,191	(15,875)
4125 95th Civil District Court	141,310	160,653	142,288	143,562	2,252
4130 101st Civil District Court	177,088	176,160	174,627	178,838	1,750
4135 116th Civil District Court	171,974	172,124	164,624	172,169	195
4140 134th Civil District Court	187,255	200,800	171,279	179,991	(7,264)
4145 160th Civil District Court	179,429	186,434	180,261	176,906	(2,523)
4150 162nd Civil District Court	184,565	164,229	150,014	161,351	(23,214)
4155 191st Civil District Court	179,150	182,067	159,502	170,096	(9,054)
1011 Truancy Courts	-	-	-	796,207	796,207
4160 192nd Civil District Court	185,853	191,367	181,522	178,229	(7,624)
4165 193rd Civil District Court	147,725	169,833	144,853	139,207	(8,518)

DALLAS COUNTY FY2004 BUDGET

DALLAS COUNTY FY2004 BUDGET

Fund 120 - General Fund
By Department and Function

Department	FY2003 Approved Budget	FY2003 Year End Budget	FY2003 Actual Expenditures	FY2004 Approved Budget	Variance (FY2004- FY2003)
4170 298th Civil District Court	172,338	195,436	180,960	180,219	7,881
4175 Civil District Masters	220,826	207,523	207,031	220,073	(753)
4180 Civil Tax Court	74,100	74,395	74,225	50,800	(23,300)
4210 254th Family Court	367,253	4 06,362	403,613	365,186	(2,067)
4215 255th Family Court	363,152	4 03,326	393,101	346,527	(16,625)
4220 256th Family Court	388,536	436,342	431,572	387,701	(835)
4225 301st Family Court	392,061	393,863	371,536	395,797	3,736
4230 302nd Family Court	399,493	441,400	434,606	392,597	(6,896)
4235 303rd Family Court	379,420	447,418	446,537	387,022	7,602
4240 330rd Family Court	372,510	359,242	338,996	379,428	6,918
4250 IV-D Court	197,500	229,172	228,920	211,222	13,722
4310 304th Juvenile Court	1,867,639	2,265,439	2,241,540	1,963,976	96,337
4320 305th Juvenile Court	2,101,774	2,278,404	2,276,864	2,101,453	(321)
4401 Criminal District Court	670,009	803,848	791,054	646,874	(23,135)
4402 Criminal District Court	666,681	890,830	850,683	640,419	(26,262)
4403 Criminal District Court	642,380	832,590	808,455	652,832	10,452
4404 Criminal District Court	642,526	722,232	713,790	642,391	(135)
4405 Criminal District Court	652,424	844,071	833,356	640,291	(12,133)
4410 194th Criminal District Court	664,714	779,337	704,776	651,586	(13,128)
4415 195th Criminal District Court	666,089	821,363	820,899	654,089	(12,000)
4420 203rd Criminal District Court	661,614	893,102	877,939	634,062	(27,552)
4425 204th Criminal District Court	655,381	806,971	789,123	637,025	(18,356)
4430 265th Criminal District Court	660,657	814,728	768,156	652,767	(7,890)
4435 282nd Criminal District Court	643,619	769,406	768,659	637,356	(6,263)
4440 283rd Criminal District Court	672,559	1,460,612	1,455,455	693,561	21,002
4445 291st Criminal District Court	424,645	628,399	627,519	431,019	6,374
4450 292nd Criminal District Court	688,140	784,319	781,027	650,818	(37,322)
4455 363rd Criminal District Court	570,222	798,653	744,781	561,565	(8,657)
4460 Criminal District	1,120,393	1,155,813	1,143,289	1,122,733	2,340
4465 Staff Attorneys	375,290	391,512	387,763	375,752	462
4470 Criminal District	152,058	138,454	122,542	185,089	33,031
4480 Change of Venue	-	16,040	16,040	-	-
4501 County Court at Law #1	246,724	275,519	255,789	249,218	2,494
4502 County Court at Law #2	286,498	294,847	292,893	285,945	(553)
4503 County Court at Law #3	286,393	301,559	292,246	286,529	136
4504 County Court at Law #4	255,884	281,052	258,507	261,927	6,043
4505 County Court at Law #5	250,499	296,658	270,382	250,123	(376)

DALLAS COUNTY FY2004 BUDGET

DALLAS COUNTY FY2004 BUDGET

Fund 120 - General Fund
By Department and Function

Department	FY2003 Approved Budget	FY2003 Year End Budget	FY2003 Actual Expenditures	FY2004 Approved Budget	Variance (FY2004- FY2003)
4601 County Criminal Court #1	417,697	425,830	405,715	381,969	(35,728)
4602 County Criminal Court #2	422,393	535,885	509,519	392,392	(30,001)
4603 County Criminal Court #3	424,607	469,778	450,558	421,191	(3,416)
4604 County Criminal Court #4	421,686	427,638	309,579	306,844	(114,842)
4605 County Criminal Court #5	417,051	429,475	392,892	358,607	(58,444)
4606 County Criminal Court #6	409,018	423,709	419,845	399,835	(9,183)
4607 County Criminal Court #7	407,922	403,347	255,641	230,403	(177,519)
4608 County Criminal Court #8	424,243	430,734	374,791	365,994	(58,249)
4609 County Criminal Court #9	409,398	459,364	449,309	408,210	(1,188)
4610 County Criminal Court #10	412,095	441,653	432,130	388,915	(23,180)
4611 County Criminal Court #11	402,069	405,165	362,973	349,343	(52,726)
4615 County Criminal Court of Appeals	315,500	324,643	316,191	318,746	3,246
4616 County Criminal Court of Appeals #2	423,626	445,983	390,154	378,979	(44,647)
4617 County Criminal Court - Magistrate	109,801	115,575	114,443	110,585	784
4620 County Criminal Court Manager	127,935	140,647	136,849	136,020	8,085
4701 Probate Court #1	429,885	439,865	437,839	437,128	7,243
4702 Probate Court #2	449,737	454,652	448,642	455,722	5,985
4703 Probate Court #3	862,619	969,963	953,043	775,654	(86,965)
4704 Investigators/Court	245,376	250,199	216,922	225,250	(20,126)
4811 J.P- 1-1	656,733	659,600	634,831	592,839	(63,894)
4812 J.P- 1-2	515,446	529,393	521,777	496,077	(19,370)
4821 J.P- 2-1	482,129	508,201	489,903	554,022	71,894
4822 J.P- 2-2	659,173	652,612	606,814	636,742	(22,431)
4831 J.P- 3-1	526,912	561,237	530,284	492,033	(34,880)
4832 J.P- 3-2	358,811	370,624	353,868	362,870	4,059
4833 J P 3-3	387,408	395,973	357,813	404,263	16,854
4841 J.P- 4-1	616,060	614,522	571,640	613,424	(2,637)
4842 J P 4-2	411,214	425,323	403,281	437,894	26,680
4851 J.P- 5-1	421,049	426,301	420,141	457,655	36,607
4852 J.P- 5-2	291,621	286,624	278,988	273,550	(18,071)
4861 J.P- 1A	192,277	202,807	200,017	199,076	6,799
4862 J.P- 3A	235,256	300,351	272,875	280,808	45,552
4863 J P 5-A	30,018	33,609	29,296	-	(30,018)
4883 J.P. Special Project	583,563	679,256	591,818	731,957	148,395
Subtotal Justice Administration	92,575,020	95,323,689	92,803,554	93,609,263	1,034,242

DALLAS COUNTY FY2004 BUDGET

DALLAS COUNTY FY2004 BUDGET

Fund 120 - General Fund
By Department and Function

Department	FY2003 Approved Budget	FY2003 Year End Budget	FY2003 Actual Expenditures	FY2004 Approved Budget	Variance (FY2004- FY2003)
Health and Social Services					
5110 Juvenile Administration	21,567,970	21,393,708	21,075,768	20,156,148	(1,411,822)
5114 Juvenile-Detention	9,056,697	9,468,368	9,128,605	9,074,221	17,524
5115 Juvenile-Emergency	1,860,627	1,881,256	1,860,572	1,872,270	11,643
5116 Juvenile-Letot Center	2,678,211	2,789,029	2,772,022	2,756,001	77,790
5117 Juvenile-Youth Village	3,373,203	3,401,381	3,257,216	3,019,032	(354,171)
subtotal Juvenile Department	38,536,708	38,933,742	38,094,183	36,877,672	(1,659,036)
5210 Health Administration	1,324,300	1,311,869	1,304,852	1,241,079	(83,221)
1110 Employee Health Clinic	373,451	373,396	321,410	367,774	(5,677)
2070 Welfare Assistance	4,022,925	4,138,971	4,014,719	3,944,654	(78,271)
5211 Environmental Health	598,458	640,234	640,140	588,679	(9,779)
5212 Public Health Lab	1,149,256	1,171,798	1,215,108	1,156,230	6,974
5213 Preventive Health	1,787,128	1,750,379	1,697,885	1,861,842	74,714
5214 Communicable Disease	365,403	371,953	326,058	341,738	(23,665)
5215 STD Clinic	1,100,193	1,107,677	1,065,277	1,125,802	25,609
5216 TB Clinic	1,001,843	1,047,685	1,004,060	1,005,794	3,951
5217 Inmate Health Service	810,092	1,735,978	1,695,054	-	(810,092)
subtotal Health and Human Services	12,533,049	13,649,940	13,284,563	11,633,592	(899,457)
5310 Mental Health Program	4,781,306	4,781,306	4,781,306	4,303,174	(478,132)
5330 CPS Program	2,190,133	2,190,133	2,182,297	2,263,766	73,633
Subtotal Health and Social Services	58,041,196	59,555,126	58,342,348	55,078,204	(2,962,992)
9910 Countywide Appropriation	4,623,054	6,166,598	6,124,333	5,242,900	619,846
9920 Salary Lag	(5,683,528)	(6,183,528)	-	-	5,683,528
9930 Cash Match for Grants	3,764,696	3,818,843	3,818,843	4,197,061	432,365
9940 Reserves and Contingencies	1,202,275	51,283	11,348	3,231,760	2,029,485
Total Operating Departments	333,970,373	343,807,136	340,923,932	338,620,290	4,649,916
9950 Emergency Reserves	35,063,091	25,220,420	-	35,513,942	450,851
Grand Total	369,033,464	369,036,623	340,915,840	374,134,230	5,100,766

DALLAS COUNTY FY2004 BUDGET

DALLAS COUNTY FY2004 BUDGET

Fund 120 - General Fund

By Expense Code

Account	FY2003 Approved Budget	FY2003 Year End Budget	FY2003 Actual Expenditures	FY2004 Approved Budget	Variance (FY2004- FY2003)
Salaries and Benefits					
01010 Salaries - Official	6,654,407	6,699,667	6,674,727	6,995,946	341,539
01020 Salaries - Assistant	169,048,015	165,461,777	162,777,210	166,823,101	(2,224,914)
01025 Supplemental Pay	-	125,000	119,395	393,000	393,000
01040 Salaries - Court Reporters	3,960,894	4,040,243	3,922,225	3,918,270	(42,624)
01050 Salaries - Overtime	2,092,414	6,407,188	6,328,131	2,143,875	51,461
01060 Salaries - Extra Help	3,694,447	5,322,402	5,217,128	3,417,348	(277,099)
01070 Automobile Allowance	94,288	103,887	99,892	106,065	11,777
01080 Mileage Reimbursement	249,213	272,221	222,666	231,213	(18,000)
01090 Salary Lag	(6,183,528)	(6,183,528)	-	(4,686,888)	1,496,640
01110 Social Security	-	(223)	(5,285)	-	-
01111 FICA	11,402,853	11,441,010	11,016,473	11,333,903	(68,951)
01112 Medicare	2,640,855	2,687,209	2,610,680	2,658,056	17,201
01120 Sick Leave Payoff	200,000	200,977	200,965	225,000	25,000
01140 Insurance -Employer	19,853,625	21,711,493	21,710,467	23,429,018	3,575,393
01150 Fringe Benefits Retirement-Employer	14,652,605	15,100,031	14,793,634	15,248,644	596,039
01160 Unemployment Insurance	200,000	464,990	464,989	550,000	350,000
01170 Child Care Subsidy	29,501	29,501	16,394	24,500	(5,001)
01190 Workers Compensation-County	2,469,045	2,471,119	2,471,012	3,341,691	872,646
Subtotal Salaries and Benefits	231,058,634	236,354,964	238,640,703	236,152,742	5,094,107
Operating Expenses					
02011 Classified Advertising	72,700	72,700	67,270	72,500	(200)
02012 Advertisement for Bids	35,000	35,000	26,526	19,500	(15,500)
02013 Legal Notices	108,500	110,500	128,256	89,500	(19,000)
02030 Administrative Expense	-	-	46	-	-
02040 Armored Car Service	355,398	355,398	332,315	340,200	(15,198)
02050 Conference/Staff Development Expense	42,924	42,924	18,424	28,109	(14,815)
02070 Delivery Service	31,000	31,000	29,007	31,000	-
02080 Dues & Subscriptions	299,965	357,065	351,861	269,315	(30,650)
02082 Subscriptions	-	-	259	-	-
02090 Property Less than \$5000	357,705	442,795	361,552	33,538	(324,167)
02093 Computer Hardware less than \$5000	5,556	80,962	74,897	14,175	8,619
02095 Computer Software	-	3,548	3,357	900	900
02097 Radios less than \$5000 (8/30/01)	17,100	17,100	15,069	-	(17,100)

DALLAS COUNTY FY2004 BUDGET

DALLAS COUNTY FY2004 BUDGET

Fund 120 - General Fund

By Expense Code

Account	FY2003 Approved Budget	FY2003 Year End Budget	FY2003 Actual Expenditures	FY2004 Approved Budget	Variance (FY2004- FY2003)
02150 License & Permit Fees	63,585	63,585	38,712	55,645	(7,940)
02155 Notary /Bonds Fees	10,613	10,863	8,104	7,276	(3,337)
02160 Office Supplies	1,605,210	1,649,295	1,552,770	1,611,914	6,704
02170 Postage	1,597,668	1,730,895	1,503,360	1,946,894	349,226
02180 Printing / Imaging Expense	776,632	792,847	675,718	761,067	(15,565)
02190 Publications	250	250	-	100	(150)
02220 DDA - Savings To Taxpayers	106,188	126,186	-	-	(106,188)
02230 DDA - Spendable Balance	801,966	782,711	284,383	705,395	(96,571)
02310 Petit Jury	900,000	900,000	896,433	802,800	(97,200)
02320 Grand Jury	55,000	55,000	54,130	58,000	3,000
02330 Visiting Judges	45,000	13,000	20,417	47,000	2,000
02340 Visiting Court Reporters	335,000	399,775	469,724	200,000	(135,000)
02350 Election Workers	349,000	343,600	321,685	179,150	(169,850)
02410 Substitute Court Reporters	1,055,492	1,005,870	1,048,762	1,045,000	(10,492)
02430 Consulting Fees	200,000	238,500	257,720	493,000	293,000
02440 Classroom Training	28,950	29,746	27,730	8,700	(20,250)
02460 Training Fees	36,085	34,150	22,961	19,770	(16,315)
02510 Ammunition/Explosives	49,800	49,800	44,451	48,525	(1,275)
02520 Crime Scene Supplies	4,050	4,050	4,226	4,050	-
02530 Law Enforcement Badges	10,500	10,500	14,597	10,750	250
02540 Groceries	5,537,812	5,456,042	5,471,718	5,289,459	(248,353)
02545 Household Utensils	660,222	652,247	498,567	546,450	(113,772)
02550 Detention Supplies	212,789	212,749	288,696	223,364	10,575
02575 Clothing & Bedding	679,035	679,035	646,044	554,307	(124,728)
02580 Reserve Deputy Bond	8,500	8,500	-	3,600	(4,900)
02590 County Auto Maintenance	1,249,571	1,628,652	1,549,939	1,306,862	57,291
02610 Auto Parts & Supplies	-	-	-	-	-
02620 Towing / Road Service	7,500	7,500	-	4,000	(3,500)
02630 Radio Parts & Supplies	121,510	121,510	124,075	121,510	-
02640 Maintenance/Labor on Building/Office Eq	460,091	457,399	407,195	492,562	32,471
02650 Special Equipment Maintenance	73,750	73,750	71,038	64,780	(8,970)
02660 Computer Maintenance (Non Contractual)	4,600	4,600	952	4,600	-
02670 Maintenance	1,899,163	1,899,163	1,856,553	1,823,163	(76,000)
02680 Building Material	-	-	3,459	-	-
02690 Hardware & Electrical Supplies	307,320	300,135	194,660	279,270	(28,050)

DALLAS COUNTY FY2004 BUDGET

DALLAS COUNTY FY2004 BUDGET

Fund 120 - General Fund

By Expense Code

Account	FY2003 Approved Budget	FY2003 Year End Budget	FY2003 Actual Expenditures	FY2004 Approved Budget	Variance (FY2004- FY2003)
02710 Plumbing Supplies	159,300	159,300	93,539	154,550	(4,750)
02720 Janitorial Supplies	667,841	706,539	764,982	707,646	39,805
02730 Small Tools	19,924	19,324	18,564	17,675	(2,249)
02740 Painting Supplies	48,350	48,350	47,726	46,250	(2,100)
02750 Welding Supplies	18,000	18,000	4,070	16,400	(1,600)
02760 Ground Maintenance	142,100	142,100	134,858	123,700	(18,400)
02770 Extermination/Fumigation	136,000	136,000	18,676	100,500	(35,500)
02810 Groceries-Other	500	500	-	-	(500)
02825 Animal & Livestock Feed & Supplies	16,750	17,600	9,051	8,500	(8,250)
02830 Animal Disposal	750	750	799	500	(250)
02835 Autopsy Supplies	83,000	83,000	131,211	124,490	41,490
02840 Laboratory Supplies	916,440	863,440	1,078,533	893,890	(22,550)
02845 Chemicals	3,100	3,100	8,594	3,100	-
02850 Breath Alcohol Testing Supplies	1,500	1,500	-	2,000	500
02860 Cylinder Gases	9,400	9,400	11,083	9,400	-
02870 Drafting /Survey Supplies	12,000	12,000	15,046	11,000	(1,000)
02880 Election Supplies	132,942	140,352	69,480	160,204	27,262
02890 Voting Machine Supplies	122,021	123,461	103,988	107,294	(14,727)
02910 Voting Machine Transportation	34,000	34,000	33,911	35,300	1,300
02920 Drug & Medical Supplies	856,710	855,585	706,178	769,612	(87,098)
02930 Photo Supplies	151,400	151,400	98,794	100,900	(50,500)
02940 Laundry & Cleaning Supplies	54,050	54,050	43,588	49,700	(4,350)
02950 Books & Supplements	257,213	256,570	277,176	188,099	(69,114)
02960 Training Supplies	25,700	25,700	26,608	23,500	(2,200)
02970 Uniforms	377,590	379,605	342,707	342,940	(34,650)
02975 Payment Old Cancelled Warrants	500	500	3,149	500	-
02980 Auto Expense - Incidental	11,575	9,244	3,324	8,322	(3,253)
02995 Psychological Services	5,000	5,000	2,644	7,500	2,500
03002 Lumber	1,500	1,500	1,450	1,500	-
03010 Cement Screte	1,000	1,000	2,000	1,000	-
03030 Hazardous Waste Disposal	66,600	64,100	67,910	62,500	(4,100)
03040 Trash / Litter Removal	360,000	360,000	310,619	357,000	(3,000)
03050 Signage	23,500	23,500	16,807	18,500	(5,000)
03060 Surety Bonds	10,680	10,680	2,908	178	(10,502)
03070 Death/Burial Expense	127,840	127,840	110,568	70,315	(57,525)

DALLAS COUNTY FY2004 BUDGET

DALLAS COUNTY FY2004 BUDGET

Fund 120 - General Fund

By Expense Code

Account	FY2003 Approved Budget	FY2003 Year End Budget	FY2003 Actual Expenditures	FY2004 Approved Budget	Variance (FY2004- FY2003)
03090 Reporting Vital Statistics	3,660	3,660	2,104	2,660	(1,000)
03095 Fuel	1,200	1,200	566	1,000	(200)
04010 Business Travel	424,950	424,950	410,384	386,400	(38,550)
04110 Legislative Travel	35,000	35,000	38,531	25,000	(10,000)
04210 Conference Travel	33,200	33,200	20,737	33,200	-
04410 Relocation Expense	15,000	15,000	13,390	15,000	-
04440 Miscellaneous Reimbursable	-	-	6,780	-	-
05020 Day Treatment Program	2,894,450	2,929,450	2,764,781	2,896,500	2,050
05040 Residential Placement	8,673,636	8,673,636	8,510,724	7,675,600	(998,036)
05050 Juvenile Groceries	222,400	219,900	211,657	247,300	24,900
05060 Emergency Foster Care	221,240	221,240	7,548	50,000	(171,240)
05070 Long-Term Foster Care	149,100	149,100	117,709	243,000	93,900
05080 School/Recreation Expense	66,900	66,900	8,747	21,100	(45,800)
05090 Non-Court Related Expense	-	-	(10,090)	-	-
05095 Medical Expenses	-	-	4,903	-	-
05110 Emergency Food Assistance	75,784	75,784	46,448	60,000	(15,784)
05120 Emergency Medical Assistance	2,338	2,338	710	2,000	(338)
05130 Mortgage Assistance	284,972	284,972	251,610	381,000	96,028
05140 Transportation Assistance	307,743	307,743	231,593	243,317	(64,426)
05150 Rental Assistance- Emergency	1,576,225	1,679,225	1,645,551	1,431,000	(145,225)
05160 Furnishings Assistance	6,054	6,054	-	2,000	(4,054)
05170 Room & Board	296,192	296,192	436,049	300,000	3,808
05180 Utilities Assistance	6,371	6,371	750	4,000	(2,371)
05181 Utilities Assistance - Elderly	54,682	54,682	36,873	40,000	(14,682)
05182 Utilities Assistance - Emergency	294,445	294,445	175,359	200,000	(94,445)
05183 Utilities Assistance - Co Payment	71,508	71,508	53,191	48,000	(23,508)
05190 Testing Expense	1,600	1,600	1,349	-	(1,600)
05560 Sign Painting & Lettering	6,000	6,000	647	6,000	-
05590 Other Professional Fees	6,316,056	7,443,590	7,348,508	6,577,543	261,487
05610 Judicial Region - Local Issue	122,802	122,802	122,556	119,582	(3,220)
06020 Court Appointed Attorney - Misdemeanor	1,600,000	1,657,328	1,166,059	1,050,000	(550,000)
06030 Court Appointed Attorney - Felony	4,858,581	5,613,210	5,245,890	5,150,000	291,419
06040 Court Appointed Attorney - Penalty	1,771,419	1,112,182	1,000,716	850,000	(921,419)
06050 Court Appointed Attorney - Appeals	1,075,000	1,331,000	1,235,828	1,600,000	525,000
06055 Court Appointed Attorney - Writs	-	102,000	178,582	-	-

DALLAS COUNTY FY2004 BUDGET

DALLAS COUNTY FY2004 BUDGET

Fund 120 - General Fund

By Expense Code

Account	FY2003 Approved Budget	FY2003 Year End Budget	FY2003 Actual Expenditures	FY2004 Approved Budget	Variance (FY2004- FY2003)
06060 Court Appointed Attorney - Investigator	220,000	357,000	369,100	350,000	130,000
06070 Court Appointed Attorney -Child Welfare	2,550,600	2,785,157	2,935,498	2,600,000	49,400
06080 Court Appointed Attorney - Delinquency	1,350,000	1,288,345	1,130,573	1,200,000	(150,000)
06090 Court Appointed Advocates	46,500	51,050	48,297	45,500	(1,000)
06095 Court Appointed Masters/Referees	35,000	-	-	35,000	-
06110 Psychiatric Investigation	276,000	211,400	247,029	274,400	(1,600)
06115 Ct. Appt. Ad-Item Full Guardianship	110,000	141,175	117,738	110,000	-
06120 Transcripts of Proceedings	900,000	842,950	885,154	850,000	(50,000)
06130 Court Appointed Interpreter	484,700	583,399	659,613	658,000	173,300
06140 Expert Testimony	90,000	99,500	119,019	90,000	-
06150 Juror Housing & Meals	22,000	22,000	14,555	15,000	(7,000)
06160 Witness Fees	260,000	260,000	257,660	263,000	3,000
06170 Trial Expense Other Court Costs	186,000	262,480	253,027	108,500	(77,500)
06180 Expenses -Visiting Judges & CT Reporter	110,000	102,270	111,690	40,000	(70,000)
06185 Reimbur. State Death Penalty Writ	-	-	27,144	-	-
06510 Appraisal District Share	2,510,999	2,510,999	2,511,424	2,512,700	1,701
06520 Maintenance Contracts	2,643,946	2,643,236	2,485,847	3,094,628	450,682
06522 Two-Way Radios	140,000	140,000	139,971	130,000	(10,000)
06530 CPS Contracts	1,885,833	1,885,833	1,866,644	1,964,866	79,033
06540 Data Processing Contract	8,580,021	8,580,021	8,611,320	7,603,125	(976,896)
06550 EMS Service	99,600	220,600	184,383	252,200	152,600
06560 Fire Fighting	55,000	55,000	30,720	50,000	(5,000)
06570 Janitorial Service -Contractual	1,500,000	1,500,000	1,148,335	1,386,927	(113,073)
06580 Medical School Contract	197,230	197,230	197,230	214,800	17,570
06590 Mental Health Contracts	4,445,473	4,445,473	4,445,473	4,000,925	(444,548)
06610 Records Management Contracts	9,500	9,500	3,200	5,698	(3,802)
06620 Other Contractual Services	343,200	343,200	297,023	391,225	48,025
07010 Building Rental	865,124	872,824	777,009	847,196	(17,928)
07020 Equipment Rental	740,738	897,510	775,188	1,000,475	259,737
07030 Other Rental	164,353	175,853	95,047	117,053	(47,300)
07050 Truck Rental	14,500	21,000	40,108	31,499	16,999
07210 Telecommunications	125,000	125,000	145,347	150,000	25,000
07211 Telephones	1,525,827	1,519,827	1,223,764	1,386,298	(139,529)
07212 Long Distance	125,000	125,000	57,170	95,500	(29,500)
07213 Cellular Phones	246,400	257,784	266,160	223,078	(23,322)

DALLAS COUNTY FY2004 BUDGET

DALLAS COUNTY FY2004 BUDGET

Fund 120 - General Fund

By Expense Code

Account	FY2003 Approved Budget	FY2003 Year End Budget	FY2003 Actual Expenditures	FY2004 Approved Budget	Variance (FY2004- FY2003)
07214 Pagers	57,064	57,144	39,356	58,402	1,338
07230 Utilities	6,325,000	6,425,000	6,410,831	7,278,000	953,000
07234 Cable Television	270	270	-	135	(135)
07541 General Liability	18,139	18,139	1,535	10,100	(8,039)
07542 Property Insurance	228,107	228,107	243,711	268,000	39,893
07560 Claims Against County	200,000	200,000	324,172	200,000	-
07930 Transfer to Other Funds	2,370,211	3,484,966	3,039,744	2,665,858	295,647
07940 Transfer to State	100,000	100,000	112,995	219,900	119,900
07950 Local Match for Grants	3,764,696	3,818,843	3,818,843	4,197,061	432,365
Subtotal Operating	102,824,015	107,243,234	102,083,546	100,798,416	(2,025,599)
Capital					
08120 Buildings	-	-	-	-	-
08130 Building Improvements	3,000	19,595	12,611	-	(3,000)
08132 Major Elevator Improvements	-	-	-	-	-
08135 In House Alterations	-	-	-	-	-
08310 Infrastructure	-	-	-	-	-
08410 Furniture & Equipment	42,912	15,801	15,801	1,526,280	1,483,368
08414 Office Equipment	-	-	-	-	-
08416 Medical Equipment	-	-	-	25,000	25,000
08418 General Equipment	-	228	228	-	-
08520 Telecommunication Equipment	-	-	-	-	-
08610 Special Equipment	17,784	27,963	17,708	-	(17,784)
08620 Vehicles	-	-	-	-	-
08625 Trucks	-	-	-	23,000	23,000
08630 Computer Hardware	24,028	154,420	145,247	94,850	70,822
09110 Unallocated Reserve	1,658,269	-	-	1,650,650	(7,619)
09120 Emergency Reserve	33,404,822	25,220,420	-	33,863,292	458,470
09130 New Program Contingency	-	-	-	-	-
Subtotal Capital	35,150,815	25,438,427	191,595	37,183,072	2,032,257
Grand Total	369,033,464	369,036,623	340,915,840	374,134,230	5,100,766

DALLAS COUNTY FY2004 BUDGET



JUSTICE ADMINISTRATION

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COUNTY CLERK

Department #4031

Mission Statement

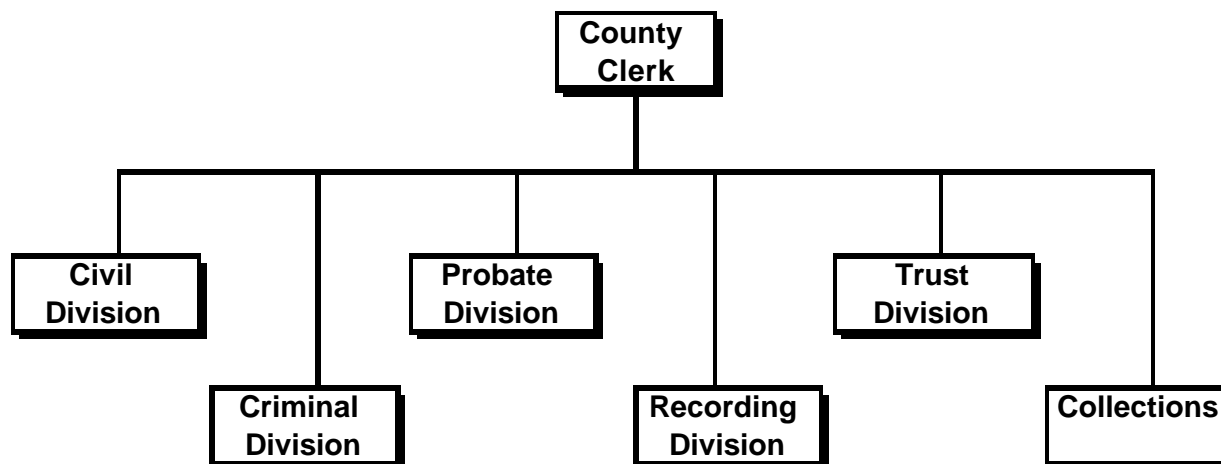
The mission of the County Clerk is to provide quality service to our customers, the citizens, Texas Bar, real estate community, and other county offices by effectively planning, developing, implementing, and administering a department through continual improvement that utilizes modern technology and techniques.

Description

The County Clerk is an elected official with a four-year term of office and must maintain, in perpetuity, various records related to the courts, the Commissioners Court, real estate transactions, and vital statistics. The County Clerk's office also issues marriage licenses and operates a collection division which aggressively works to collect amounts owed the County in a timely manner.

The Clerk's office is organized generally along functional lines with a division supporting each of the major court families. The recording division's duties include handling deeds, marriage licenses, birth and death certificates, assumed names, mail control, and indexing of records. The Trust division handles investments and notifies parties of their outstanding debts resulting from probate and civil filings. Lastly, the County Clerk's Collections division collects on fines and fees for the County Criminal Courts (see also Collections Department, #4032).

Organizational Chart



FY2004 Budget Highlights

- ! In FY2004, the County Clerk was authorized two new full-time positions for the Probate Division. One position will be responsible for handling appeals and case transfers. This position is funded through the Probate Escrow Fund. The second position was converted from two part-time positions and manages the files available for public information.

- ! The County Clerk identified several new fees for service that could be implemented or existing fees that could be increased in FY2004. It is estimated that these fee changes will result in \$228,000 in additional revenue.

- ! A request for proposals will be issued in FY2004 to modernize the County Clerk's records management division. A consultant has been hired to review the current recording process, prepare a request for proposals, and assist in the evaluation of responses received. The intent is to implement the new system for FY2005.

- ! In FY2004, the County Clerk will pilot an e-filing program to allow for the electronic filing of civil cases.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$6,080,287	\$6,126,045	\$6,555,199	\$6,660,893
Operations	2,772,919	3,153,946	2,666,381	3,037,605
Capital	<u>184,436</u>	<u>0</u>	<u>228</u>	<u>30,000</u>
Total	\$9,037,642	\$9,279,991	\$9,221,808	\$9,728,498

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	175	175	175	177
Extra Help	\$188,642	\$231,512	\$330,784	\$212,488
Overtime	\$11,797	\$27,500	\$9,630	\$0

Authorized Position Detail (Grade)

1 County Clerk (Official)	13 Criminal Court Clerk Supervisor (A)
1 Chief Deputy Clerk (N)	1 M.L.V.S. Supervisor (A)
1 Information Systems Coord. (IM)	1 Process Support Supervisor (A)
1 Criminal Division Manager (I)	1 Executive Secretary (10)
1 Civil Division Manager (G)	1 Clerk V (9)
1 Civil/Probate Trust Supervisor (G)	1 Records Technician (9)
1 Probate Division Manager (G)	3 Accounting Clerk III (8)
1 Recording Division Manager (G)	4 Clerk IV (8)
1 Special Assistant (F)	1 Senior Secretary (8)
1 Assistant Criminal Manager (E)	1 Accounting Clerk II (7)
1 Assistant Civil Manager (C)	1 Cashier III (7)
1 Assistant Manager Recording (C)	41 Clerk III (7)
1 Bond Forfeiture Supervisor (C)	7 Cashier II (6)
1 Commissioners Court Clerk (C)	28 Clerk II (6)*
1 Court Operations Supervisor (C)	32 Clerk I (5)
1 Bond Forfeiture Supervisor (A)	6 Data Entry Clerk I (5)
1 Civil Process Supervisor (A)	17 Clerical Assistant II (4)
1 Criminal Costing Supervisor (A)	

*One position funded through Probate Escrow

COUNTY CLERK - COLLECTIONS

Department #4032

Mission Statement

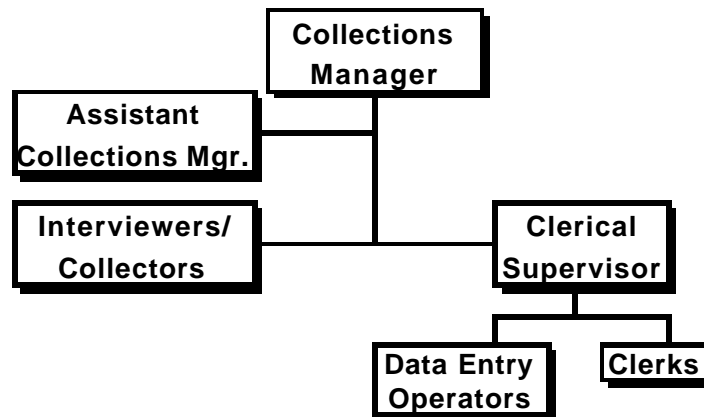
The mission of the County Clerk's Collections Division is to collect the fines and court fees owed to the County by individuals who have been found guilty of breaking the law.

Description

The Collections Division began in 1993 as a response to large amounts of unpaid fines and fees in the County Criminal Courts. Originally begun as a pilot program to prove its effectiveness, the program now sees referrals from all of the courts.

In operation, an adjudicated defendant who cannot immediately pay his or her fine and court costs is required to attend a session with a County employee who conducts a thorough credit assessment, takes a partial payment, and assigns a payment plan to the individual. The Collections Division aggressively monitors the success of the agreed-to payment plan and refers individuals who fail to comply with their payment plan back to the court for action.

Organizational Chart



FY2004 Budget Highlights

- The FY2004 County Clerk Collections budget represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$602,662	\$640,581	\$659,339	\$714,894
Operations	26,464	24,558	21,493	26,600
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$629,126	\$665,139	\$680,832	\$741,494

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	17	18	18	18

Authorized Position Detail (Grade)

1 Collections Manager (H)	1 Clerk IV (8)
1 Assistant Collections Manager (C)	3 Clerk II (6)
1 Financial Counselor (C)	2 Data Entry Clerk II (6)
5 Interviewer/Collector (A)	4 Clerk I (5)

DISTRICT CLERK

Department #4020

Mission Statement

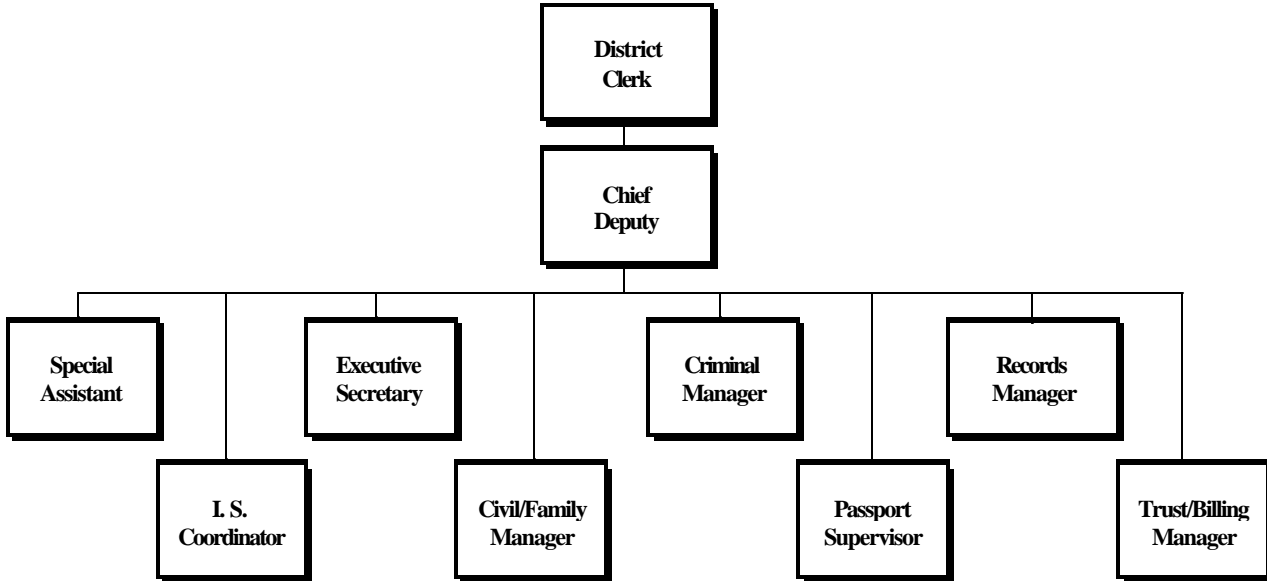
The mission of the District Clerk is to provide the Judicial System and the public with information and support in the most technologically advanced method possible by: 1) Fulfilling our statutory duties as record custodian and fee officer to the best of our abilities. 2) Fostering an environment for our employees that encourages the development of new ideas and the willingness to improve productivity. 3) Implementing our goals and objectives with a team based approach to decision making throughout the organization. 4) Striving to be a leader and example to other county and state agencies.

Description

The District Clerk provides direct clerical staff to each of the thirty-seven District Courts in Dallas County, as well as staff to handle many related accounting, billing, and records management functions. In particular, the District Clerk has a large billing and trust accounting division to insure that cash associated with resolved civil and family cases is appropriately transferred, invested, or distributed. The District Clerk also has a role in advising the Commissioners Court on matters related to records management and preservation.

The District Clerk also serves as collection agent for the Juvenile and Criminal District Courts. The Juvenile District Court collection program generates letters to parents and youth who have not made payment for court costs, probations fees, and restitution. If the individuals do not respond to the letter, a contempt of court motion is filed and served. The program is projected to collect approximately \$840,000 in FY2003. A similar program is used for the Criminal District Courts. All fifteen courts are participating in the program that requires probationers to pay all fees before their probation is complete.

Organizational Chart



FY2004 Budget Highlights

! The District Clerk’s FY2004 budget represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$8,279,289	\$9,188,431	\$8,495,272	\$9,507,426
Operations	618,100	631,630	571,284	650,027
Capital	<u>112,283</u>	<u>165</u>	<u>0</u>	<u>0</u>
Total	\$9,009,672	\$9,820,226	\$9,066,556	\$10,212,303

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	247	253	254	254
Extra Help	\$84,486	\$71,193	\$64,399	\$78,605
Overtime	\$71,337	\$88,975	\$34,677	\$62,739

Authorized Position Detail (Grade)

1 District Clerk (Official)	3 Records Supervisor I (A)
1 Chief Deputy Clerk (N)	4 Interviewer/Collector (A)
1 Civil/Family Courts Operations Manager (K)	1 Executive Secretary (10)
1 Information Systems Coordinator (IM)	
1 Civil/Family Court Operations Mgr. (I)	2 Clerk V (9)
1 Human Resources Administrator (I)	2 Criminal Trainer (9)
1 Criminal Courts Manager (I)	1 Evidence Registrar (8)
1 Trust/Collections Manager (H)	3 Accounting Clerk III (8)
1 Criminal Courts Operations Manager (G)	1 Civil Family Trainer (8)
1 Accounting Supervisor (F)	30 Clerk IV (8)
1 Investment Analyst (F)	1 Accounting Clerk II (7)
1 Special Assistant (F)	63 Clerk III (7)
1 Civil/Family Juvenile Operations Manager (F)	2 Account Resolution Clerk (6)
1 Records Manager (F)	3 Accounting Clerk I (6)
1 Database/Software Analyst (EM)	2 Cashier II (6)
1 Civil Courts/Tax Supervisor (E)	60 Clerk II (6)
1 Criminal Courts Supervisor (E)	1 Clerical Assistant I (5)
1 Family/IV-D Courts Supervisor (E)	35 Clerk I (5)
1 Accountant I (C)	2 Trust/Accounting Clerk (5)
1 Assistant Collections Manager (C)	7 Clerical Assistant II (4)
1 Criminal Support Supervisor (C)	3 Clerical Assistant I (3)
1 Criminal Collections Coordinator (C)	
1 Magistrate Courts Supervisor (C)	
1 Civil/Family Process Supervisor (B)	
1 Civil/Family Desk Supervisor (B)	
1 Account Resolution Coordinator (A)	
1 Accountant (A)	
1 Passport Supervisor (A)	

DISTRICT ATTORNEY

Department #4011

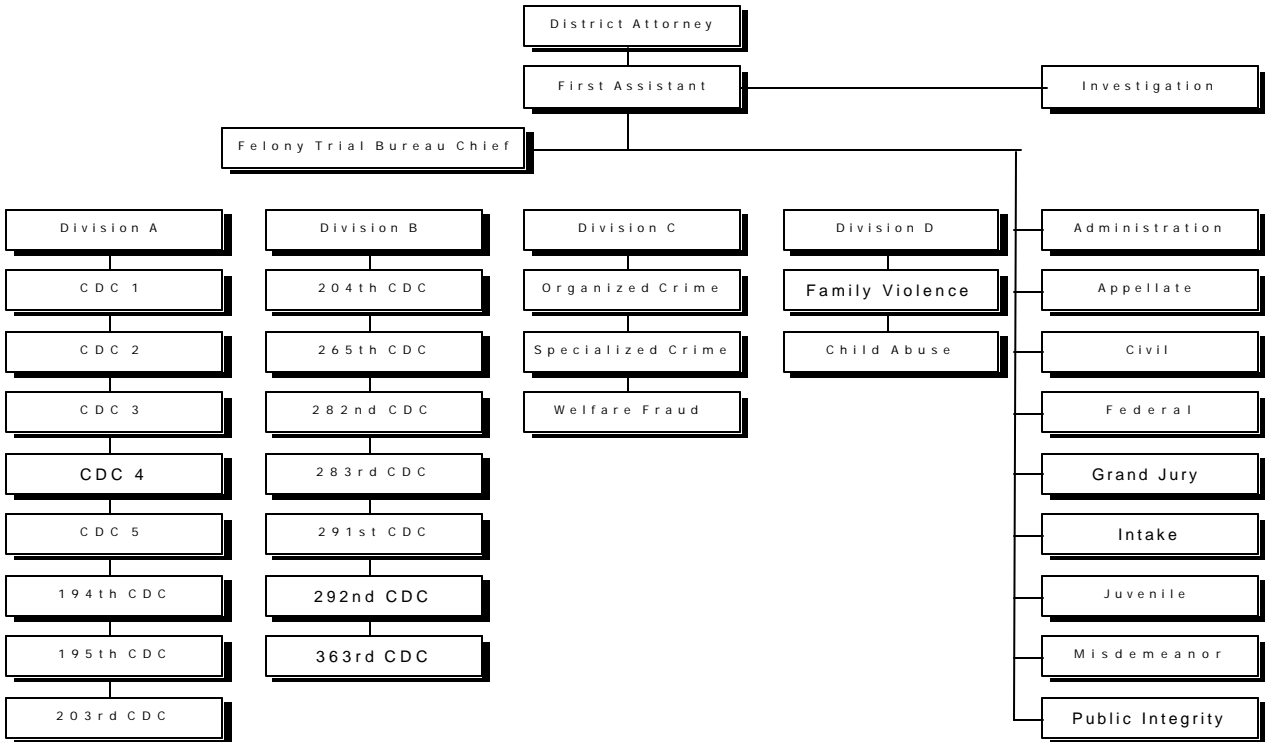
Mission Statement

The mission of the District Attorney is to represent the people fairly and efficiently in legal matters within the judicial system.

Description

The accomplishment of this mission involves work in criminal, juvenile, and family matters of law. The District Attorney has criminal jurisdiction over felony and misdemeanor cases, as well as statutory duties in the appellate process, grand jury process, prosecution of juvenile delinquency cases, and in the enforcement of child support, child welfare, and protective order laws. The office also represents the State in mental illness cases, and represents the County and its elected officials in civil and federal litigation. The District Attorney is elected every four years.

Organizational Chart



FY2004 Budget Highlights

- In the FY2004 budget, the District Attorney's Office implemented several initiatives to reduce expenditures and gain operating efficiencies. The primary initiative was the reorganization of the administrative functions of the grand jury. This process involved deleting two court reporter positions and five bailiff positions for an annual savings of \$448,500. In addition, the department converted investigator positions in the misdemeanor courts to legal assistants and utilized the savings to add additional resources to the family violence courts.
- The District Attorney's Office identified several new revenue opportunities in FY2004. The Southwest Border Prosecution grant provides funds to reimburse counties that prosecute cases referred by the federal government. The projected revenue for this initiative in FY2004 is \$680,000. The office also implemented a new fine recommendation schedule for misdemeanor offenses in June 2003 that is projected to increase revenues by \$750,000.
- The increase in the amount of funds budgeted for Extra Help reflects the District Attorney's efforts to convert full-time positions to part-time positions, when practical. Currently, the District Attorney has five positions operating under this job-share agreement in the areas of Intake, Appellate, Family Violence, and the Magistrate Courts.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$20,857,717	\$22,393,210	\$23,305,724	\$23,302,827
Operations	1,045,121	1,222,763	1,144,312	1,088,400
Capital	<u>27,033</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$21,929,871	\$23,615,973	\$24,450,036	\$24,391,227

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	334	339	342	342
Extra Help	\$81,821	\$154,891	\$201,981	\$303,482

Authorized Position Detail (Grade)

1 District Attorney (Official)	1 Victim/Witness Investigator (D)
1 District Attorney First Assistant (00)	1 Child Abuse Liaison (C)
1 Trial Bureau Chief (00)	1 Juvenile Victim Assistant Coordinator (C)
12 Attorney VII	1 Personnel Coordinator (C)
12 Attorney VI	1 Administrative Assistant (A)
39 Attorney V	13 Legal Assistant (A)
55 Attorney IV	1 Grand Jury Court Reporter (00)
42 Attorney III	4 Executive Secretary (10)
16 Attorney II	9 Senior Legal Secretary (9)
23 Attorney I	1 Family Violence Technician (9)
1 Investigator V	28 Legal Secretary (8)
1 Investigator IV	1 District Attorney Records Super. (7)
5 Investigator III	2 Accounting Clerk II (7)
42 Investigator II	1 Secretary (6)
2 Investigator I	4 Clerk II (6)
1 DA Administrative Assistant (F)	16 Clerk I (5)
1 Paralegal (F)	1 Clerical Assistant II (4)
1 Claims Investigator (E)	

PUBLIC DEFENDER

Department #4040

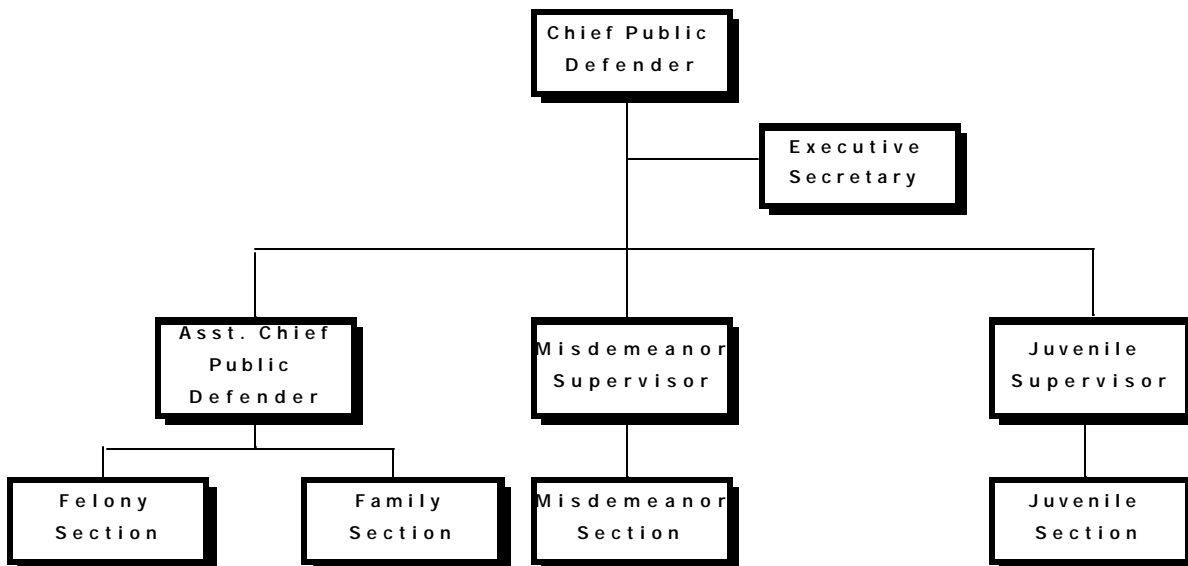
Mission Statement

It is the mission of the Public Defender's Office to encourage Judges to use the office as a cost-effective means to provide legal defense to individuals who cannot afford legal representation in all of the Criminal District, Judicial District, County Criminal, Juvenile, Family and Mental Illness Courts, by hiring and training competent attorneys and providing meaningful investigation of cases.

Description

The Public Defender's Office aims to effectively represent clients in pre-trial motion hearings, jail visits, record checks, plea negotiations, competency hearings, client and witness interviews, and both jury and bench trials. Because no judge is required to appoint a Public Defender, the Chief Public Defender is also responsible for expanding the scope of the office by convincing the judges that this form of defense is more cost-effective than appointing outside legal counsel. The office is under the direction of the Chief Public Defender who is appointed by Commissioners Court.

Organizational Chart



FY2004 Budget Highlights

! The Public Defender FY2004 budget represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$4,046,219	\$4,345,380	\$4,885,456	\$5,049,491
Operations	62,586	55,347	75,608	41,200
Capital	<u>9,760</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$4,118,565	\$4,400,728	\$4,961,065	\$5,090,691

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	63	66	72	76
Extra Help	\$21,752	\$24,721	\$35,614	\$35,325

Authorized Position Detail (Grade)

1 Chief Public Defender (ATT 8)	1 Investigator III (69)
1 Public Defender (ATT 7)	5 Investigator II (68)
2 Public Defender (ATT 6)	1 Paralegal (F)
8 Public Defender (ATT 5)	1 Interpreter (C)
23 Public Defender (ATT 4)	1 Administrative Assistant (C)
13 Public Defender (ATT 3)	1 Senior Legal Secretary (9)
13 Public Defender (ATT 2)	2 Legal Secretary (8)
2 Public Defender (ATT 1)	1 Clerical Assistant II (4)

CENTRAL JURY SERVICES

Department # 4060

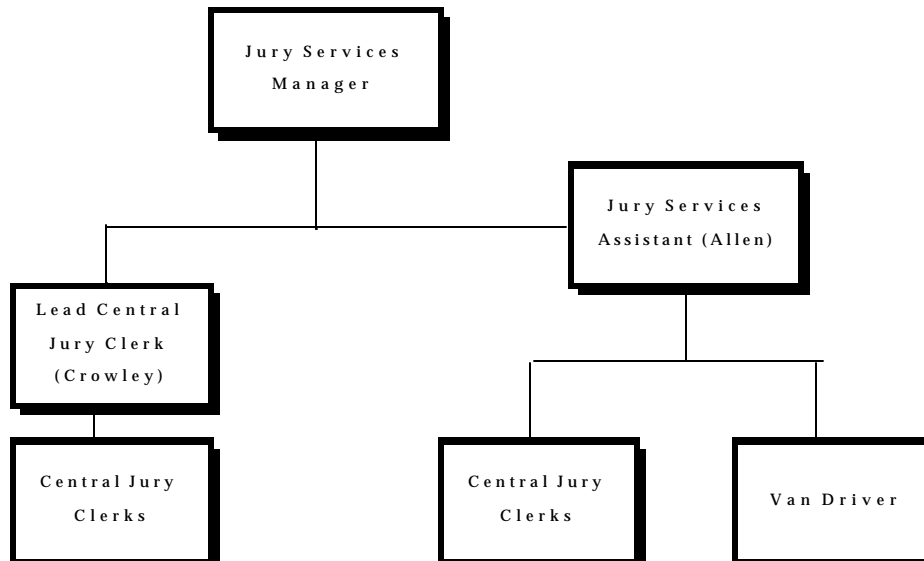
Mission Statement

The mission of the department is to supply the courts with an adequate number of jurors while maintaining a cost efficient budget.

Description

The Central Jury Department is responsible for summoning jurors, juror orientation, assembling jury panels, dispatching jury panels, invoicing juror payments, and responding to public inquiries. Jurors for Civil, Justice of the Peace, and Juvenile Courts are summoned to the George Allen Courts Building. Juvenile jurors are transported to the Henry Wade Juvenile Justice Center via the Jury Services van. Jurors for Criminal Courts are summoned to the Frank Crowley Courts Building.

Organizational Chart



FY2004 Budget Highlights

! The FY2004 budget for the Central Jury reduces the number of jury days by eight (8) additional days, bringing the total number of non-jury weeks to ten (10).

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$325,948	\$346,950	\$350,331	\$359,431
Operations	1,200,266	1,123,106	1,188,395	1,055,932
Capital	<u>3,330</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,529,544	\$1,470,056	\$1,538,726	\$1,415,363

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	9	9	9	9
Extra Help	\$10,744	\$12,100	\$8,869	\$12,400

Authorized Position Detail (Grade)

1 Manager Jury Services (F)	5 Clerk I (5)
1 Jury Services Coordinator (D)	1 Light Truck Driver (5)
1 Clerk IV - Lead Central Jury Clerk (8)	

GRAND JURY SERVICES

Department #4065

Description

In FY2004, the functions of the grand jury support staff were absorbed by the District Attorney's Office. Two clerical positions were transferred to the District Attorney's Office and one position was transferred to the Criminal District Court Manager to provide assistance to the District Judges in assembling grand jury panels. The FY2004 budget amount reflects the projected per diem payments to citizens serving as grand jurors.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$372,033	\$381,704	\$405,278	\$0
Operations	65,021	71,929	61,873	58,000
Capital	<u>3,684</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$440,738	\$453,633	\$467,151	\$58,000

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Budget	FY2004 Budget
Full Time Employees	8	8	8	0

Authorized Position Detail (Grade)

Two positions were transferred to the District Attorney's Office and one position was transferred to the Criminal Court Manager. The remaining five positions were deleted.

LAW LIBRARY

Department 470.6010

Mission Statement

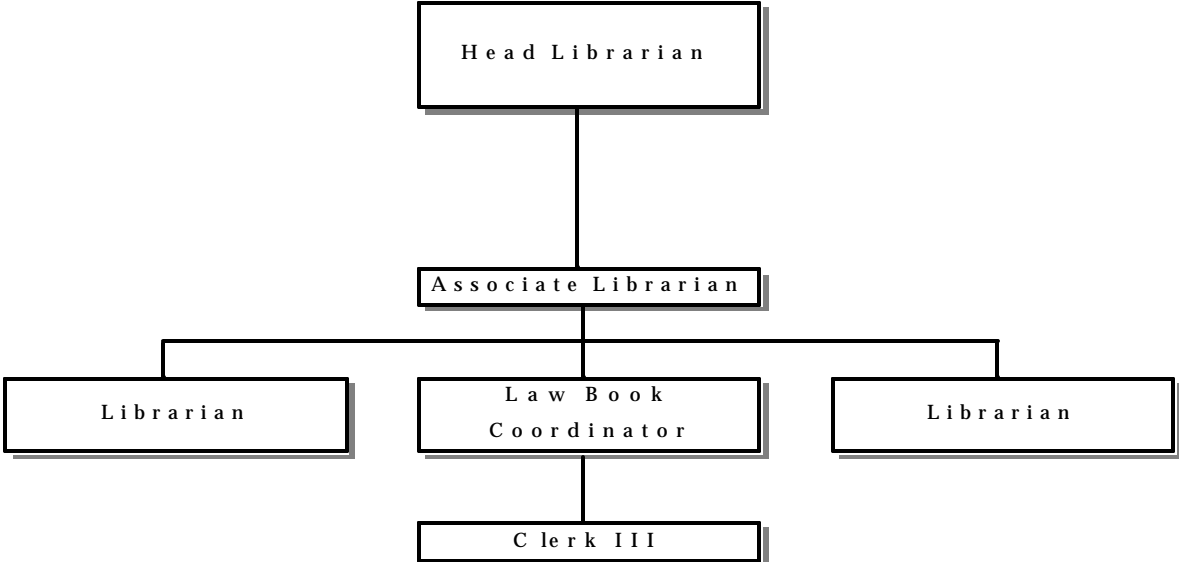
The Dallas County Law Library shall provide access to practice-oriented legal information resources to attorneys, judges, the legal community, Dallas County officials and the general public. Materials in all formats and of all types shall be added to the collection in support of the practice of law.

Description

The Law Library is funded through a \$15 fee assessed on all civil case filings (other than tax cases). All budgetary decisions are made by Commissioners Court, although state statutes restrict the use of Law Library funds to certain items.

The Law Library Department has two main collections: a civil library in the George Allen Building and a criminal library in the Frank Crowley Criminal Courts Building. In addition, smaller collections are available to inmates within the secure portion of each County jail.

Organizational Chart



FY2004 Budget Highlights

- ! The FY2004 budget for the Law Library includes a Transfer to Other Funds in the amount of \$175,000 based on Texas House Bill 1107 for purchasing or leasing library materials or equipment and subscriptions to obtain access to electronic research networks for use by judges in the County.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$352,866	\$384,194	\$400,480	\$400,528
Operations	649,425	765,925	789,540	768,580
Capital	<u>379</u>	<u>121,325</u>	<u>(926)</u>	<u>0</u>
Total	\$896,230	\$1,271,444	\$1,189,094	\$1,169,108

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	8	8	8	8
Extra Help	\$6,370	\$6,365	\$6,365	\$6,365

Authorized Position Detail (Grade)

1 Librarian II (H)
1 Associate Librarian (F)
2 Librarian I (C)

1 Law Book Coordinator (C)
3 Clerk III (7)

DISTRICT COURT ADMINISTRATION

Department # 4051

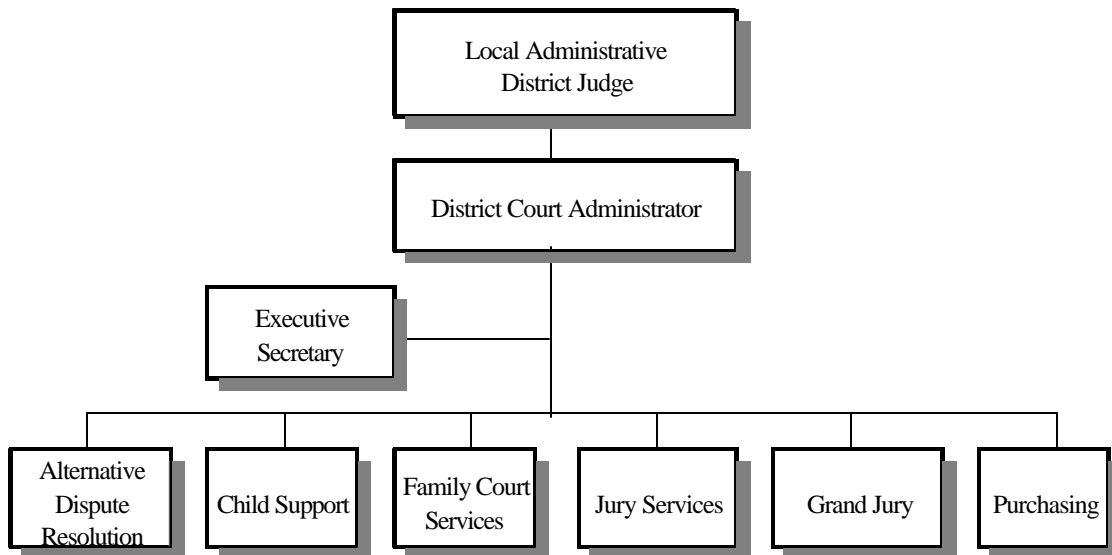
Mission Statement

The mission of District Court Administration is to facilitate County support for the effective administration of justice.

Description

The Office of District Court Administration serves as a liaison for the District Courts. In addition, this office manages the service delivery departments of Child Support, Family Court Services, Jury Services, the Grand Jury, Alternate Dispute Resolution, and Purchasing, connecting them with one another, with other County departments, and with the Commissioners Court to facilitate County support for the effective administration of justice. The District Court Administrator is appointed by the Local Administrative District Judge, who is elected annually by the 37 District Judges to handle administrative matters on their behalf. This Office is located in the George Allen Courts Building.

Organizational Chart



FY2004 Budget Highlights

- The FY2004 budget for District Court Administration represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$200,047	\$197,863	\$173,802	\$162,726
Operations	5,483	2,973	3,321	1,805
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$205,530	\$200,836	\$177,123	\$164,531

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	2.25	2.25	2.25	2.00

Authorized Position Detail (Grade)

1 District Court Administrator (P)
 1 Administrative Assistant to DCA (J) *
 1 Executive Secretary (10)

* This position is funded 100% through the Alternate Dispute Resolution Fund beginning FY2004.

CRIMINAL DISTRICT COURTS

Mission Statement

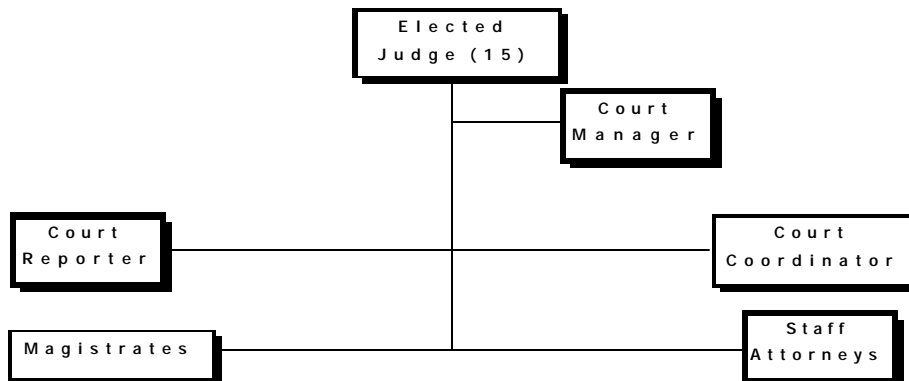
The mission of the fifteen Criminal District Courts is to administer justice in a fair and equitable manner, while protecting the rights of the accused.

Description

Each of the fifteen Criminal District Courts has a presiding judge who is elected from the County at large every four years. These courts have original jurisdiction over all felony cases. In addition to the court staff assigned directly to the judge, each court is assigned two bailiffs and requires support from Staff Attorneys, the District Clerk, the District Attorney, and the Public Defender's Office (in some cases). The Criminal District Courts are located in Frank Crowley Criminal Courts Building. The Criminal District judges select an individual to serve as Court Manager for the group.

There are six full-time criminal magistrates who arraign all prisoners booked into the Dallas County jail system and who serve as auxiliary criminal district judges of limited jurisdiction. They hear uncontested pleas, revocations and adjudications, as well as contested examining trials, writs, extradition cases, bond forfeitures and other matters. They also conduct competency hearings to determine an individual's mental ability to stand trial. Cases originate from the 15 Criminal District Courts. This department has staff located in the Frank Crowley Criminal Courts Building and in Central Intake, at the Lew Sterrett Jail.

Organizational Chart



FY2004 Budget Highlights

- ! The FY2004 Criminal District Courts budget represents a continuation of FY2003 service levels.
- ! Operations funding budgeted in FY2004 appears substantially lower than FY2003 actuals due to the use of a court cost department. This department holds the difference between what is estimated to be spent from certain court cost line items and what is budgeted in each court. Capital Murder expenses are a good example of why this court cost fund is used. Funds are not budgeted in each court to handle the expected cost of a Capital Murder-Death Penalty trial, since it is not known which courts will be hearing the case. Funds are transferred from the court cost fund into individual courts when needed.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$3,649,988	\$3,589,099	\$3,757,124	\$3,845,989
Operations	9,483,789	9,638,415	10,146,438	7,135,451
Capital	<u>6,776</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$13,140,553	\$13,227,514	\$13,903,562	\$10,981,440

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	61	61	61	62
Extra Help	\$133,651	\$145,209	\$158,449	\$160,651

Authorized Position Detail (Grade)

15 District Judge (Official)	1 Senior Staff Attorney (K)
6 Criminal District Court Magistrate (00)	1 Staff Attorney (H)
15 Court Coordinator (EE)	1 Judicial Law Clerk (F)
17 Court Reporter (CR)	1 Drug Court Coordinator (E)
1 Criminal District Court Manager (M)	2 Senior Secretary (8)
1 Chief Staff Attorney (M)	1 Admin Grand Jury Bailiff (67)

CIVIL DISTRICT COURTS

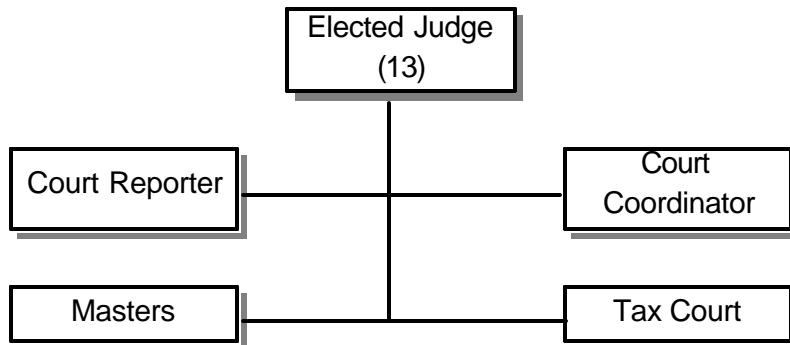
Mission Statement

The mission of the thirteen Civil District Courts is to administer justice in a fair and equitable manner, while protecting the rights of the parties involved.

Description

Each of the thirteen Civil District Courts has a presiding judge who is elected from the County at large every four years. In addition to the court staff assigned directly to the judge, each court is assigned one bailiff and requires support from the District Clerk's office. The Civil District Courts are located in the George Allen Courts Building. These courts utilize a visiting judge to hear all matters related to tax cases in Dallas County.

Organizational Chart



FY2004 Budget Highlights

- ! Expenditures are inclusive of the 13 Civil District Courts and do not include the Civil Masters Court or the Civil Tax Court.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,867,900	\$1,868,712	\$1,649,964	\$1,877,816
Operations	235,493	301,074	\$326,322	\$301,861
Capital	<u>7,659</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$2,111,052	\$2,169,784	\$1,961,585	\$2,179,677

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Budget	FY2004 Budget
Full Time Employees	39	39	39	39

Authorized Position Detail (Grade)

13 District Judge (Official)
13 Court Coordinator (E)

13 Court Reporter (CR)

CIVIL DISTRICT COURT MASTERS

Department # 4175

Mission Statement

The mission of the Civil District Masters is to assist the Civil District judges by hearing motions, pleas and other civil matters in a fair and equitable manner, while protecting the rights of the parties involved. Civil District judges are therefore allowed to spend more time hearing trials and reduce the backlog of cases pending in the Civil District Courts.

Description

The Civil District Masters are two individuals appointed by the 13 Civil District Court judges. These positions were created in FY98 to relieve the backlog of cases in the Civil District Courts. The Masters assist the Civil District judges by hearing motions, conducting research, and other duties as assigned by the Civil District judges. The Masters are supported by the District Clerk's office. The Civil District Masters are located in the George Allen Courts Building.

FY2004 Budget Highlights

- ! The FY2004 budget for the Civil District Court Masters represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$204,718	\$187,204	\$182,029	\$218,318
Operations	1,182	1,556	1,760	1,755
Capital	<u>758</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$206,659	\$188,759	\$183,789	\$220,073

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	2	2	2	2

Authorized Position Detail (Grade)

2 Civil Master (00)

CIVIL DISTRICT TAX COURT

Department # 4180

Mission Statement

The mission of the Civil District Tax Court is to administer tax law in a fair and equitable manner, while protecting the rights of the parties involved.

Description

The Civil District Tax Court has a presiding visiting judge who is appointed to serve at the discretion of the Civil District Court judges. This court has original jurisdiction over civil tax cases for all taxing entities within Dallas County. In addition to the visiting judge, bailiff, and court reporter, the court requires support from the District Clerk's office and the attorneys contracted to pursue delinquent tax cases for the taxing entities within Dallas County. The Civil District Tax Court is located in the George Allen Courts Building.

FY2004 Budget Highlights

! The FY2004 budget represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$0	\$0	\$0	\$0
Operations	89,640	78,236	67,530	50,800
Capital	0	0	0	0
Total	\$89,640	\$78,236	\$67,530	\$50,800

Authorized Position Detail* (Grade)

1 Visiting Judge

1 Court Reporter - Visiting Judge

*These are part-time employees that Commissioners Court has approved to handle tax cases. The majority of the visiting judge's salary is paid by the State. The County pays the difference between the State salary and the salary currently being paid to the Civil District Court judges, and a daily per diem for travel and food expenses.

FAMILY DISTRICT COURTS

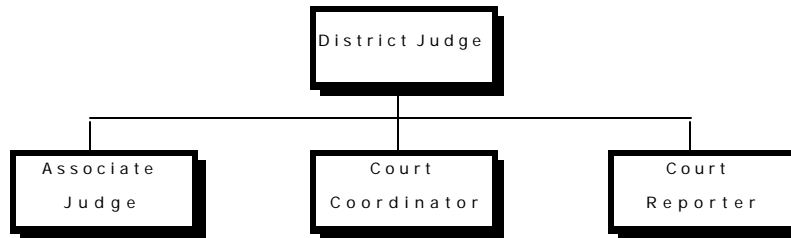
Mission Statement

The mission of the seven Family District Courts is to administer justice in a fair and equitable manner, while protecting the rights of the parties involved.

Description

Each of the seven Family District Courts has a presiding Judge elected from the County at large every four years. These courts have original jurisdiction over divorce cases, and any subsequent legal actions in the same case. Each court has an Associate Judge and is assigned one Bailiff from the Sheriff's Department. The courts also require support from the District Clerk, the District Attorney, and the Public Defender's Office (in some courts). The Family District Courts are located in the George Allen Courts Building.

Organizational Chart



FY2004 Budget Highlights

! The FY2004 budget for the Family District Courts represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,711,852	\$1,764,483	\$1,686,550	\$1,918,280
Operations	1,201,924	979,775	883,554	735,978
Capital	<u>4,744</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$2,918,520	\$2,744,258	\$2,570,102	\$2,312,258

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	28	28	28	28

Authorized Position Detail (Grade)

7 District Judge (Official)
7 Associate Judge (00)

7 Court Coordinator (E)
7 Court Reporter (CR)

FAMILY DISTRICT COURTS - IV-D CHILD SUPPORT

Department # 4250

Mission Statement

The mission of the IV-D Child Support Courts is to recover financial support from the separated, divorced or “renegade” parent.

Description

Title IV-D of the Social Security Act is Federal legislation intended to recover financial support for custodial parents. The Attorney General of the State of Texas is empowered to file cases on behalf of a custodial parent for child support enforcement. Dallas County contracts with the Attorney General and provides office space and payroll system services for this effort. In addition, the District Clerk provides court clerk staff to process the cases and the County is reimbursed for 66% of the cost of court process. The County also pays for Court Reporters used in the three IV-D Court Masters and provides Public Defenders when necessary in a IV-D case.

FY2004 Budget Highlights

! The three FY2004 IV-D Courts baseline budget represents an increase to maintain FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$0	\$0	\$0	\$0
Operations	185,275	172,353	224,706	211,222
Capital	0	0	0	0
Total	\$185,275	\$172,353	\$224,706	\$211,222

FAMILY COURT SERVICES

Department # 4052
Fund #160

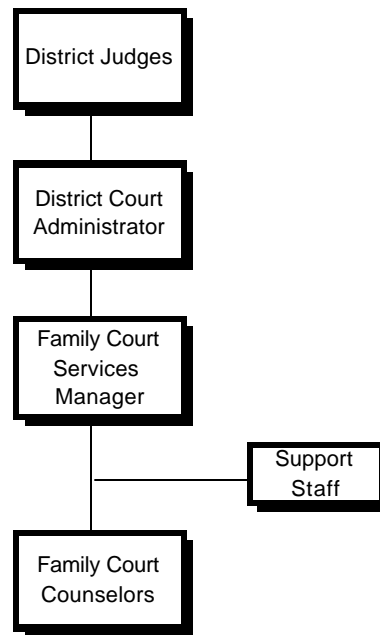
Mission Statement

The mission of Family Court Services is to effectively assist the Family and Juvenile District Courts and to facilitate decisions concerning the best interests of children by evaluating, mediating, and educating families regarding contested and uncontested conservatorship issues.

Description

Family Court Services assists the Family and Juvenile District Courts by evaluating, mediating and educating families regarding contested and uncontested conservatorship issues. This office provides family studies to the Courts to assist them in making custody decisions. Family Court Services is funded through the Child Support Fund. This Fund was established to provide an administrative framework for providing services to families in which adoptions or guardianships are being created or contested, and for collecting child support payments when ordered by a court. This office is located in the George Allen Courts Building.

Organizational Chart



FY2004 Budget Highlights

! The FY2004 budget for this department represents the deletion of two positions, the Assistant Manager for the whole year and one counselor for eight months after the retirement of the incumbent.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,053,857	\$1,149,242	\$1,053,104	\$1,069,829
Operations	20,439	29,060	25,451	223,157
Capital	<u>1,624</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,075,920	\$1,178,302	\$1,078,555	\$1,092,986

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Budget	FY2004 Budget
Full Time Employees	18	19	19	17

Authorized Position Detail (Grade)

1 Family Court Services Manager (K)
13 Family Court Counselor (G)

1 Senior Secretary (8)
2 Data Entry Clerk II (6)

CHILD SUPPORT

Department #4053
Fund # 160

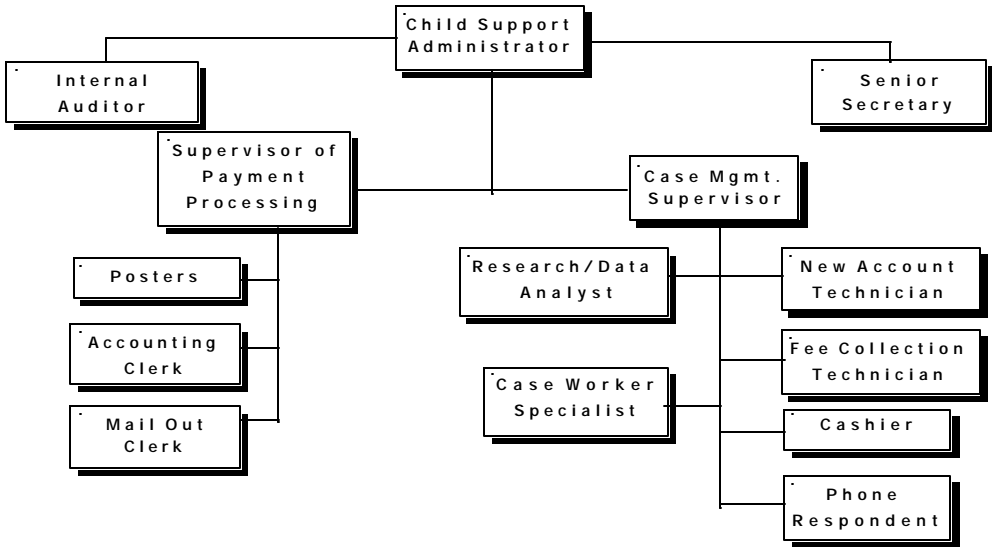
Mission Statement

The mission of the Child Support Department is to receive and record child and spousal support payments and forward them to the appropriate party(s) in a timely manner, as required by the State of Texas Family Code.

Description

The Child Support Department is funded through the Child Support Fund. This Fund was established to provide an administrative framework for collecting child support payments when ordered by a court, and to provide services to families in which adoptions or guardianships are being created or contested. The General Fund supplements revenue derived from a fee added to certain civil judgments, child support processing fees, adoption study fees, and other fees for service. Currently five of the seven family courts order payments be made through the Dallas County Child Support Department, as do the two juvenile court judges. The other two family courts use a private registry which also monitors cases for compliance. This Office is located in the George Allen Courts Building.

Organizational Chart



FY2004 Budget Highlights

- ! The FY2004 budget for Child Support includes the elimination of two positions that have been held vacant in the past as part of the 10% budget reduction. This will save approximately \$91,632.
- ! In FY2004, the Child Support Office will implement a Local Rule program. This program would change the focus of the department from receiving payments to pursuing collections. A total of four positions will be created and three positions will be deleted for a net increase of one position.
- ! The FY2004 budget also includes overtime and extra help for peak processing periods. Also the budget represents continued funding for professional services (under “Operations”) to fund two temporary employees to cover absences throughout the department and assist in processing payments daily.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$604,793	\$596,291	\$508,952	\$572,177
Operations	176,473	176,502	133,456	145,911
Capital	<u>912</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$782,178	\$772,793	\$642,407	\$718,088

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	16	16	16	15
Extra Help	\$17,800	\$15,004	\$19,805	\$18,607

Authorized Position Detail (Grade)

1 Child Support Administrator (J)
1 Fiscal Monitor (E)
1 Case Management Supervisor (C)
1 Casework Specialist (A)
1 Research and Data Specialist (10)
1 Senior Secretary (8)

2 Clerk II (6)
1 Accounting Clerk I (6)
1 Cashier II (6)
2 Clerk I (5)
1 Clerk Typist (5)
1 Data Entry Clerk I (5)

Implementation of Local Rule

Create four (4) positions

Attorney

Local Rule Supervisor

Interview Clerk

Intake Clerk

Delete three (3) positions

Clerk II (6)

Clerk I (5)

Clerk Typist (5)

JUVENILE DISTRICT COURTS

Department # 4310, 4320

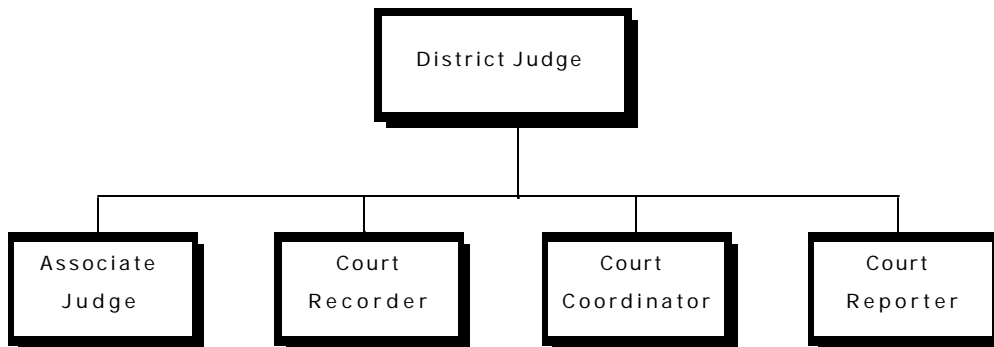
Mission Statement

The mission of the two Juvenile District Courts is to administer justice in a fair and equitable manner, while protecting the rights of the parties involved.

Description

Each of the two Juvenile District Courts has a presiding Judge elected from the County at large every four years. These courts have original jurisdiction over juvenile delinquency cases, any subsequent legal actions in the same case, and any child abuse case when the child has not been involved in a Family District Court case. Each court has an Associate Judge and is assigned two Bailiffs from the Sheriff's Department. The courts also require support from the District Clerk, the District Attorney, the Public Defender's Office (in some courts), and the Juvenile Department. The Juvenile District Courts are located in the Henry Wade Juvenile Justice Center.

Organizational Chart



FY2004 Budget Highlights

! The FY2004 budget for the Juvenile District Courts represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$610,006	\$631,910	\$631,395	\$644,659
Operations	3,470,607	3,886,040	4,197,793	3,566,870
Capital	<u>445</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$4,081,058	\$4,517,950	\$4,829,188	\$4,211,529

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	10	10	10	10

Authorized Position Detail (Grade)

2 District Judge (Official)
2 Associate Judge (00)
2 Court Coordinator (00)

2 Court Reporter (CR)
2 Court Recorder (D)

COUNTY CRIMINAL COURTS

Mission Statement

The mission of the twelve County Criminal Courts is to administer justice in a fair and equitable manner, while protecting the rights of the accused.

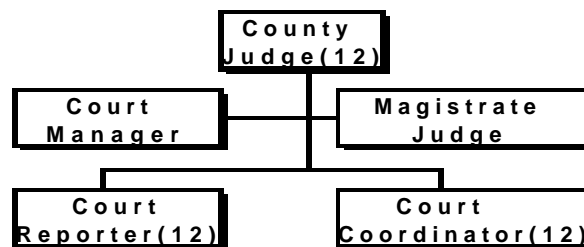
Description

The County Criminal Courts have original jurisdiction over all A and B misdemeanors committed in Dallas County. These offenses carry a maximum penalty of a \$4,000 fine and one year in jail. Each judge is elected to a four-year term, with unexpected vacancies filled by appointment by the Commissioners Court.

Each judge appoints a court coordinator and a court reporter to work in his/her court. The twelve judges together with the judge of the County Criminal Court of Appeals select the County Criminal Court Manager, who has an administrative assistant. Since FY97, the judges also select a County Criminal Magistrate Judge.

As of June 1, 2003, two of the twelve courts have been designated to hear only family violence-related cases. Each of these courts is supported by the County Clerk, the Sheriff (who provides bailiffs), the District Attorney, and the Public Defender.

Organizational Chart



FY2004 Budget Highlights

- ! The FY2004 County Criminal Courts budget represents a continuation of FY2003 service levels.
- ! Operations funding budgeted in FY2004 appears substantially lower than FY2003 actuals due to the use of a court cost department. This department holds the difference between what is estimated to be spent from certain court cost line items and what is budgeted in each court. Use of this fund allows for a flexible response to changes in court workloads. Funds are transferred from the court cost fund into individual courts when needed.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$3,377,554	\$3,290,377	\$3,290,377	\$3,558,194
Operations	1,716,456	1,887,260	1,887,260	1,595,286
Capital	<u>18,128</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$5,114,139	\$5,177,638	\$5,177,638	\$5,153,480

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	39	39	39	39
Extra Help	\$6,444	\$2,957	\$17,522	\$0

Authorized Position Detail (Grade)

12 County Judge (Official)	12 Court Reporter (CR)
1 Criminal Court Magistrate (00)	12 Court Coordinator (EE)
1 County Criminal Court Manager (M)	1 Senior Secretary (8)

COUNTY CRIMINAL COURT OF APPEALS

Department #4615

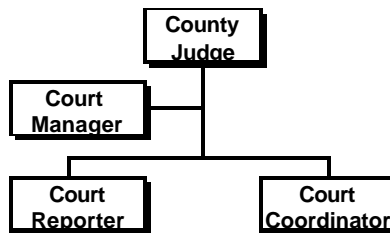
Mission Statement

The mission of the County Criminal Court of Appeals is to administer justice in a fair and equitable manner, while protecting the rights of the accused.

Description

The County Criminal Court of Appeals hears Class C Misdemeanor cases appealed from the Justices of the Peace and Municipal Courts. These trials are generally held on a *trial de novo* basis, tried as though no previous trial had been held. The Court of Appeals is headed by a judge elected by all County voters to a four-year term and is located in the Frank Crowley Building.

Organizational Chart



FY2004 Budget Highlights

! The FY2004 budget for this department represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$280,816	\$281,262	\$294,537	\$289,876
Operations	23,707	27,953	21,653	22,225
Capital	<u>596</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$305,118	\$309,216	\$316,191	\$312,101

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	3	3	3	3

Authorized Position Detail (Grade)

1 County Judge (Official)
1 Court Coordinator (E)

1 Court Reporter (CR)

COUNTY COURTS AT LAW

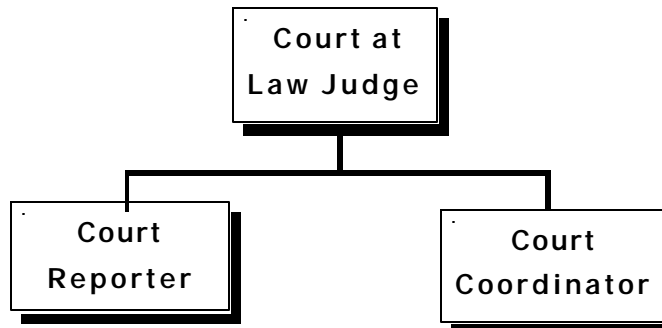
Mission Statement

The mission of the County Courts at Law is to administer justice in a fair and equitable manner to those who bring their disputes before the court.

Description

Dallas has five County Courts at Law. These courts try cases involving debt, damage-collision, negligence, personal injury, delinquent taxes, and eminent domain. These courts also hear appeals from the Justice of the Peace Courts from around the County. Each County Court at Law is headed by an elected judge and is located within the County's Records Building.

Organizational Chart



FY2004 Budget Highlights

- ! The FY2004 budget represents a continuation of current service levels.
- ! County Courts at Law #1, #4, and #5 utilize contract court reporters. Appropriations for this function are budgeted as an operations cost. Use of contract court reporters save Dallas County taxpayers approximately \$5,000 to \$15,000 per year per court.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,054,934	\$1,065,661	\$1,001,225	\$1,115,560
Operations	164,610	250,688	252,492	218,182
Capital	<u>860</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,220,404	\$1,316,350	\$1,253,717	\$1,333,742

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	15	15	15	15

Authorized Position Detail (Grade)

5 County Judge (Official)
5 Court Reporter (CR)

5 Court Coordinator (E)

PROBATE COURTS #1 and 2, Investigators/Court Visitors Program

Department #4701, 4702, 4704

Mission Statement

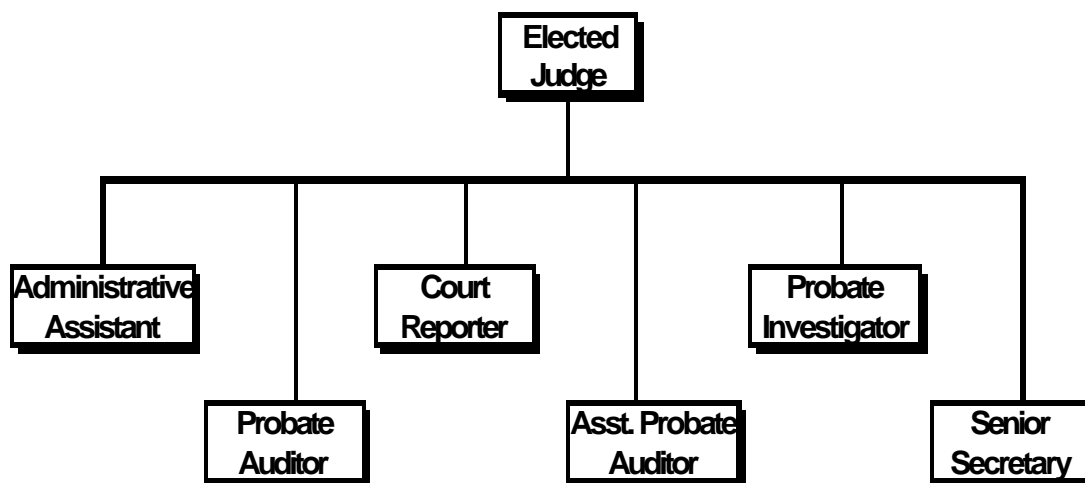
The mission of the Probate Courts is to hear cases related to wills, guardians, and other probate matters, and to rule in a manner that is impartial, fair, and in the best interest of the parties involved.

Description

There are three Probate Courts in Dallas County, two of which deal exclusively with probate matters. Probate Court #3 (see following budget) handles probate matters as well as all mental illness-related cases. Probate Courts adjudicate cases involving the probate of wills, appointment of guardians, settlement of executor's accounts, transactions of all business pertaining to deceased persons, and the appointment of guardians for minors as provided by law.

The three probate judges also maintain constant oversight of individuals who are under the custodianship of the courts. A group of trained volunteers under the direction of the investigators maintains the Court Visitors Program to help monitor guardianship cases up for annual review.

Organizational Chart



FY2004 Budget Highlights

! The FY2004 budgets for these departments represent a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$965,933	\$1,041,538	\$960,868	\$1,067,351
Operations	38,554	55,212	43,745	50,749
Capital	<u>8,352</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,012,839	\$1,096,750	\$1,004,613	\$1,118,100

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	15	16	16	16
Extra Help	\$10,052	\$15,958	\$14,399	\$15,000

Authorized Position Detail (Grade)

2 County Judge (Official)	1 Program Coordinator (A)*
2 Administrative Assistant (G)	2 Clerk IV (8)
2 Probate Auditor (F)	2 Accounting Clerk I (5)
3 Probate Court Investigator (F)	2 Court Reporter(CR)

*This position is funded out of the Probate Escrow Fund

PROBATE COURT #3/ MENTAL ILLNESS COURT

Department #4703

Mission Statement

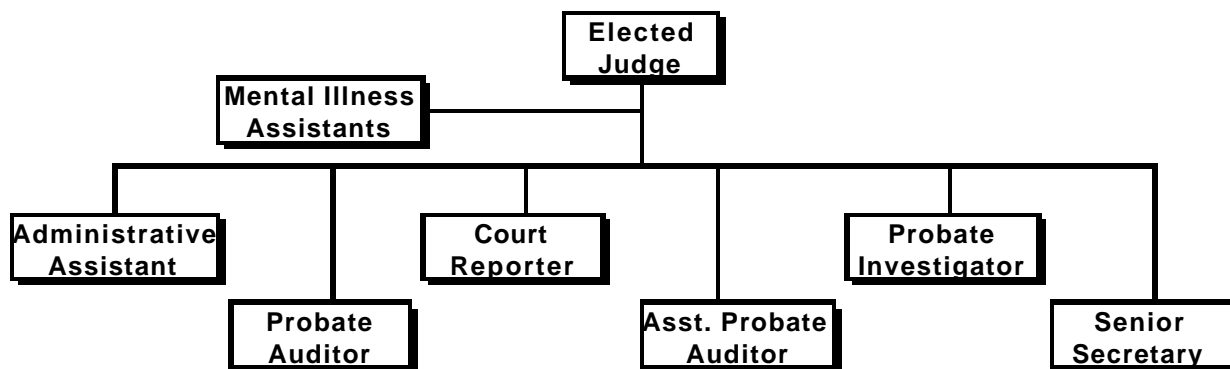
The mission of Probate Court #3/ Mental Illness Court is to protect the rights of those individuals who are unable to make reasonable decisions on their own, as well as to rule impartially in traditional probate matters.

Description

Probate Court #3 has primary jurisdiction in mental illness and chemical dependency cases, in addition to jurisdiction in cases involving the probate of wills, appointment of guardians, settlement of executor's accounts, transactions of all business pertaining to deceased persons, and the appointment of guardians for minors as provided by law. The budget for this court includes specialized support staff to perform the functions associated with the mental illness/chemical dependency cases.

The Judge of Probate #3 makes decisions regarding the institutionalization of individuals who are alleged to be a danger to themselves or others as a result of mental illness. These decisions must be continually reviewed in light of new information provided by the medical staff at treatment facilities.

Organizational Chart



FY2004 Budget Highlights

- ! The FY2004 budget for this departments reflects a change in operations procedure for the Mental Illness Court. Previously, the Mental Illness re-commitment and forced medication trials were held in Kaufman County, for which Kaufman was reimbursed. Beginning August 1, 2003, the Mental Illness re-commitment and forced medication hearings are being held by Judge Loving at the Mental Illness Court at an estimated savings of \$110,000 per year to Dallas County.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$543,003	\$551,421	\$520,440	\$581,845
Operations	448,105	380,288	357,835	193,809
Capital	<u>338</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$991,446	\$931,710	\$878,274	\$775,654

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	9	9	9	9

Authorized Position Detail (Grade)

1 County Judge (Official)	2 Mental Illness Assistant (A)
1 Administrative Assistant (G)	1 Accounting Clerk (6)
1 Probate Auditor (F)	1 Clerk IV - Docket Assistant (8)
1 Mental Illness Assistant (F)	1 Court Reporter (CR)

JUSTICES OF THE PEACE

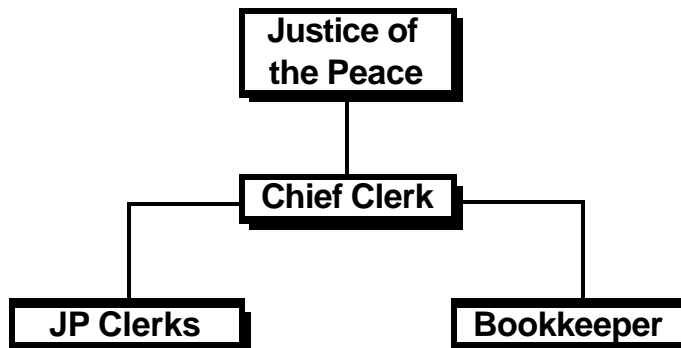
Mission Statement

The mission of each of the County's eleven Justices of the Peace is to guarantee all citizens fair and equal access to the judicial system, to hear and decide all legal matters brought before the court in a timely manner, and to enable the lay person to resolve their differences legally, peaceably, and with minimal expense.

Description

Justice of the Peace Courts have original jurisdiction in criminal cases where the fine does not exceed \$500, and civil matters when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue warrants of search and arrest, conduct preliminary hearings, and perform marriages. Any justice precinct that includes a city of 8,000 or more residents may elect one additional Justice of the Peace. Each Justice Court in Dallas County is headed by a judge who is elected to a four-year term.

Organizational Chart



FY2004 Budget Highlights

- The net change for the FY2004 is the reduction of five clerks resulting in an overall budget decrease of \$138,747. Total net change of FY2004 budget is a decrease of \$168,765.
- Justice of the Peace Freeman, Pct. 5A term expired December 31, 2002. The FY2004 Baseline Budget represents one less Justice of the Peace Court in Precinct 5, which reflects an additional decrease of \$30,018 in the overall Justice of the Peace budget.
- Two non-appointed Justices of the Peace will continue to perform Judicial tasks until the end of their terms, which is reflected in the staffing of their courts.
- The Collections Center began operating October 15, 2002 out at the North Dallas Government Center. The Dallas County Sheriff's Department and the Constables began filing traffic citations through the AutoCite Program November 1, 2002. One Justice of the Peace from each precinct participated in the AutoCite program through the end of February 2003.
- The five participating Judges decided to discontinue participating in the program during the second quarter of FY2003.
- Justice of the Peace 2-1 began receiving AutoCite Program citations that are processed through the Collection Center during the second quarter of FY2003.
- FY2003 was the first complete year of operating the Two Truancy Courts. The Collaboration with the City of Dallas allowed the Truancy Courts to accept filings from D.I.S.D. during the school year.
- The District Attorney's Office continues to coordinate their Hot Check Program with five precincts.
- The specifications were developed for an automated Justice of the Peace System.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$5,460,922	\$5,086,782	\$4,913,658	\$5,447,837
Operations	223,841	415,314	581,325	341,106
Capital	<u>4,930</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$5,689,693	\$5,502,096	\$5,494,984	\$5,788,943

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	144	143	140	136

Authorized Position Detail (Grade)

13 Justice of the Peace (Official)	1 Clerk II (6)
12 Chief Clerks (C)	13 Clerk III (7)
2 Clerk V (9)	94 Clerk I (5)
1 Clerk IV (8)	

JUSTICE OF THE PEACE JONES

Department #4811

FY2004 Budget Highlights

- The FY2004 Budget for Justice of the Peace Jones' court represents four less clerks based on the approved workload standards.
- The FY2004 authorized staffing includes two contingency clerks for an approved revenue enhancement project.
- During FY2003 Justice of the Peace Jones proposed a Management Initiative to improve operations of the court. The Dallas County Commissioners Court approved Management Initiative and authorized the reorganization of Justice of the Peace Precinct 1-1 staffing, resulting in savings of \$9,431.
- The reorganization deleted the chief clerk position and created a management team consisting of four upgraded grade five clerk positions, to one Senior Secretary, two Clerk Supervisors and one upgraded backup bookkeeper position.
- During FY2003 Justice of the Peace Jones held a total of five clerk positions vacant. One position was held vacant in order to utilize for overtime, which is a continuation of a previous approved D.D.A management initiative. Justice of the Peace Jones utilized four temporary clerks throughout FY2003 instead of filling the remaining four vacant clerk positions in the court. Operating expenditures of the court are projected at \$217,372, which includes the four temporary clerks.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$363,359	\$443,224	\$427,369	\$554,745
Operations	97,292	142,884	217,372	38,094
Capital	<u>2,964</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$463,615	\$586,108	\$644,741	\$592,839

DALLAS COUNTY FY2004 BUDGET

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	13	16	18	15

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk II (6)
2 Clerk V (9)	9 Clerk I (5)
1 Clerk IV (8)	
1 Clerk III (7)	

JUSTICE OF THE PEACE STEELE

Department #4812

FY2004 Budget Highlights

- ! The FY2004 Budget for Justice of the Peace Steele's court represents two less clerks based on the approved workload.
- ! The FY2004 Budget includes one contingency clerk for an approved revenue enhancement project.
- ! In FY2003 Justice of the Peace Steel held two clerk positions vacant and utilized temporary clerks during peak times of operations. Operating expenditures are projected at \$95,525, which includes the two temporary clerks.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$261,216	\$338,041	\$418,295	\$460,894
Operations	31,701	48,308	95,525	24,623
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$292,917	\$386,349	\$510,819	\$485,517

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	6	12	13	12

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk II (7)
1 Chief Clerk (C)	9 Clerk I (5)

JUSTICE OF THE PEACE COOPER

Department #4821

FY2004 Budget Highlights

- The FY2004 Budget for Justice of the Peace Cooper's court includes two additional clerks based on the approved workloads standards.
- During FY2003 Justice of the Peace Precinct 2-1 began receiving AutoCite Program citations that are processed through the Collection Center. Also, the budget represents funding for professional services (under "Operations") to fund temporary clerks during peak walk up times and to cover employee absences throughout the fiscal year.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$465,940	\$454,604	\$426,519	\$497,088
Operations	32,155	33,571	38,051	56,934
Capital	0	0	0	0
Total	\$498,474	\$488,175	\$464,571	\$554,022

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Budget	FY2003 Actual	FY2004 Budget
Full Time Employees	14	14	11	13
Extra Help	0	0	\$10,000	\$22,000

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk III (7)
1 Chief Clerk (C)	10 Clerk I (5)

JUSTICE OF THE PEACE BLACKINGTON

Department #4822

FY2004 Budget Highlights

- The FY2004 Budget for Justice of the Peace Blackington's court represents one less clerk based on the approved workload standards.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$638,652	\$574,228	\$571,215	\$617,881
Operations	23,711	21,938	16,364	18,861
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$662,364	\$596,166	\$587,579	\$636,742

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	19	15	17	16

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk III (7)
1 Chief Clerk (C)	13 Clerk I (5)

JUSTICE OF THE PEACE CERCONO

Department #4831

FY2004 Budget Highlights

- The FY2004 Budget for Justice of the Peace Cercone's court represents one less clerk based on the approved workload standards.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$467,928	\$463,077	\$479,070	\$457,279
Operations	23,292	31,126	40,368	34,504
Capital	0	0	0	0
Total	\$491,220	\$494,203	\$519,438	\$492,033

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	18	15	14	11

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk III (7)
1 Chief Clerk (C)	8 Clerk I (5)

JUSTICE OF THE PEACE ELLIS

Department #4832

FY2004 Budget Highlights

- ! The FY2004 Budget for Justice of the Peace Ellis' court represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$301,849	\$318,118	\$318,689	\$341,603
Operations	15,047	15,801	18,407	21,267
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$316,895	\$333,920	\$337,096	\$362,870

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	8	8	8	8

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk III (7)
1 Chief Clerk (C)	5 Clerk I (5)

JUSTICE OF THE PEACE SEIDER

Department #4833

FY2004 Budget Highlights

- The FY2004 Budget for Justice of the Peace Seider's court represents one additional clerk based on the approved workload standard.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$347,008	\$373,353	\$308,926	\$382,151
Operations	14,685	14,833	27,405	21,612
Capital	<u>1,638</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$363,331	\$388,186	\$336,331	\$404,263

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	10	10	9	10

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk III (7)
1 Chief Clerk (C)	7 Clerk I (5)

JUSTICE OF THE PEACE PETTY

Department #4841

FY2004 Budget Highlights

- ! The FY2004 Budget for Justice of the Peace Petty's court represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$625,571	\$576,313	\$514,771	\$583,347
Operations	36,573	31,588	26,773	29,077
Capital	<u>1,621</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$663,765	\$607,901	\$541,544	\$613,423

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	18	18	16	16

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk III (7)
1 Chief Clerk (C)	13 Clerk I (5)

JUSTICE OF THE PEACE WHITNEY

Department #4842

FY2004 Budget Highlights

- The FY2004 Budget for Justice of the Peace Whitney's court represents one additional clerk based on approved workload standards.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$297,995	\$342,157	\$369,372	\$414,652
Operations	13,626	14,370	22,821	23,242
Capital	<u>908</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$312,529	\$356,528	\$392,193	\$437,894

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	7	9	10	11

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk III (7)
1 Chief Clerk (C)	8 Clerk I (5)

JUSTICE OF THE PEACE SEPULVEDA

Department #4851

FY2004 Budget Highlights

- The FY2004 Budget for Justice of the Peace Sepulveda's court represents one additional clerk based on the approved workload standards.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$272,749	\$338,187	\$380,742	\$434,508
Operations	14,532	17,314	23,676	23,147
Capital	0	0	0	0
Total	\$287,282	\$355,501	\$404,418	\$457,655

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	8	9	10	11

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk III (7)
1 Chief Clerk (C)	8 Clerk I (5)

JUSTICE OF THE PEACE JASSO

Department #4852

FY2004 Budget Highlights

- The FY2004 Budget for Justice of the Peace Jasso's court represents one less clerk based on the approved workload standards.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$208,460	\$222,096	\$260,482	\$251,915
Operations	12,754	18,293	30,031	21,635
Capital	0	0	0	0
Total	\$221,214	\$240,389	\$290,513	\$273,550

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	4	6	6	5

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk III (7)
1 Chief Clerk (C)	2 Clerk I (5)

JUSTICE OF THE PEACE ROSE

Department #4861

FY2004 Budget Highlights

- The FY2004 Budget for Justice of the Peace Rose's court represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$343,155	\$215,193	\$186,951	\$189,298
Operations	43,459	7,500	8,506	9,778
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$389,773	\$222,694	\$195,457	\$199,076

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	10	4	3	3

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)
1 Chief Clerk (C)
1 Clerk III (7)

JUSTICE OF THE PEACE TERRY

Department #4862

FY2004 Budget Highlights

- The FY2004 Budget for Justice of the Peace Terry's court represents continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$251,281	\$261,955	\$251,258	\$262,476
Operations	14,104	12,183	16,026	18,332
Capital	0	0	0	0
Total	\$265,391	\$274,138	\$267,284	\$280,808

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	6	6	5	5

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)
1 Chief Clerk (C)

1 Clerk III (7)
2 Clerk I (5)

J.P. CENTRAL COLLECTIONS CENTER

Department # 4883

Mission Statement

The mission of the Dallas County J.P. Central Collections is to receive and process traffic citations generated from the AutoCite Program and provide consistency in handling traffic citations in Dallas County.

Description

The J.P. Central Collections was established to collect and process all initial payments related to traffic citations issued in Dallas County by the Sheriff and Constables Offices. In an effort to provide the general public a convenient way in handling their traffic tickets, Dallas County Commissioners Court approved this innovative approach to increase efficiencies in processing traffic cases received by the Justice of the Peace. A centralized location to process all initial requests and payments for traffic citations will decrease the turnaround time in processing traffic citations. The Automated Ticket System allows for the Central Collections Center to have access to a traffic citation within in 24 hours of the issuance of the citation and a allows defendants to pay immediately or request a Driving Safety Course, which makes the process more timely. In FY2003, a Steering Committee was developed to determine procedures, approve a consolidated fine schedule and to provide oversight to the overall operations of the J.P. Central Collections Center. The Steering Committee included representatives from Commissioners Court and five Justices of the Peace, one from each precinct.

FY2004 Budget Highlights

- The J.P. Central Collections Center is located at the North Dallas Government Center.
- During the first quarter of FY2004, four positions were added to accommodate the increase in workload.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$0	\$10,361	\$240,574	\$275,339
Operations	0	23,813	314,924	456,618
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$0	\$34,175	\$585,498	\$731,957

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	0	4	8	12
Extra Help	\$0	\$2,200	\$64,000	\$50,000

Authorized Position Detail (Grade)

1 Chief Clerk (C)
2 Clerk III (7)

9 Clerks (5)

TRUANCY COURT ADMINISTRATION

Department # 1011

Mission Statement

The mission of the Dallas County dedicated Truancy Courts is to hear cases timely and ensure consistency in disposition and enforcement of the truancy court orders.

Description

During FY2003 the Commissioners Court authorized the creation of a third dedicated Truancy Court to handle truancy cases. Currently, the largest school district filing truancy cases in Dallas County is Dallas Independent School District (D.I.S.D.). In FY2002, Dallas County initiated a pilot project that established a partnership with the City of Dallas and D.I.S.D., which would focus on enforcement of truancy cases filed in Dallas County. Senate Bill 358 passed during the 78th Legislature established the Truancy Courts as a constitutional court. The primary goal of the Truancy Court model is to be more proactive in reducing truancy in Dallas County by utilizing a case management approach. Once the truant is placed under a court order, case managers provide monitoring of school attendance, counseling, referrals to local resources, and other family-strengthening services to truant and their families.

FY2004 Budget Highlights

- Truancy Court Administration FY2004 budget includes the Administration functions of the courts.
- Beginning in FY2004 all three courts will function as County Courts. The Truancy Court Magistrates are appointed by the County Judge and approved by Commissioners Court. Additionally, the three Magistrates salaries and benefits are included in the FY2004 budget.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$0	\$260,518	\$360,954	\$515,703
Operations	0	179,700	158,016	257,504
Capital	<u>0</u>	<u>35,544</u>	<u>0</u>	<u>0</u>
Total	\$0	\$475,762	\$518,970	\$796,207

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	0	13	15	7
Extra Help	\$0	\$0	\$27,500	\$50,000

Authorized Position Detail (Grade)

3 Magistrates
1 Truancy Coordinator (G)
3 Social Service Coordinators (EE)

TRUANCY COURT CLERKS

Department # 4033

Mission Statement

The mission of the Dallas County dedicated Truancy Courts is to hear cases timely and ensure consistency in disposition and enforcement of the truancy court orders.

Description

During FY2003 the Commissioners Court authorized the creation of a third dedicated Truancy Court to handle truancy cases. Currently, the largest school district filing truancy cases in Dallas County is Dallas Independent School District (D.I.S.D.). In FY2002, Dallas County initiated a pilot project that established a partnership with the City of Dallas and D.I.S.D., which would focus on enforcement of truancy cases filed in Dallas County. Senate Bill 358 passed during the 78th Legislature established the Truancy Courts as a constitutional court. The primary goal of the Truancy Court model is to be more proactive in reducing truancy in Dallas County by utilizing a case management approach. Once the truant is placed under a court order, case managers provide monitoring of school attendance, counseling, referrals to local resources, and other family-strengthening services to truants and their families.

FY2004 Budget Highlights

- Truancy Court Clerks FY2004 budget includes only those positions with the clerical functions.
- Beginning in FY2004 all three courts will function as County Courts. Due to the change in statute Truancy Court clerks function under the Dallas County Clerk. The County Clerk deputizes all the clerks that are assigned to the three truancy courts.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$0	\$0	\$0	\$755,939
Operations	0	0	0	0
Capital	0	0	0	0
Total	\$0	\$0	\$0	\$755,939

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	0	0	0	15
Extra Help	\$0	\$0	\$0	\$0

Authorized Position Detail (Grade)

3 Clerks III (7)
 3 Clerks (6)
 9 Clerks (5)

FIRST ADMINISTRATIVE JUDICIAL REGION

Department #4072

Mission Statement

The mission of the First Administrative Judicial Region is to support the District Court Judges by assisting with efficient case flow management and consistent procedural operations.

Description

The thirty-four counties in the First Administrative Judicial Region share regional expenses in proportion to their population. The presiding judge of the region is typically an active or former District Judge who assumes administrative duties, such as assignment of visiting judges within the region. The District Judges in the First Administrative Judicial Region approve a regional budget and a pro-rata share of this budget is assigned to Dallas County. The Region files this budget with Dallas County, but is not approved by Commissioners Court.

The Region's three employees utilize Dallas County's payroll system and benefits system, although decisions regarding compensation rest with the judges.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$0	\$0	\$0	\$0
Operations	\$122,802	\$122,801	\$122,556	\$119,582
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$122,802	\$122,801	\$122,556	\$119,582

FIFTH DISTRICT COURT OF APPEALS

Department # 4071

Mission Statement

The mission of the Fifth District Court of Appeals is to administer justice in a fair and equitable manner, while protecting the rights of the accused.

Description

The Fifth District Court of Appeals consists of thirteen Justices elected to staggered six-year terms. The number of seats elected by each of the seven 5th District Court counties' (Dallas, Collin, Grayson, Hunt, Kaufman, Rockwall, Van Zandt) is determined by the population distribution of each county. The jurisdiction of the Court of Appeals extends to intermediate appeals from both civil and criminal cases from District and County Courts.

The budget for the Fifth District Court of Appeals is not administered by the Commissioners Court, although Dallas County supplements the Justices' salaries through this department. The State pays an Appeals Court Justice 95% (\$107,350) of the salary set for a Supreme Court Justice (\$113,000). The County may, and has chosen to, supplement the salary of each Justice up to a combined total of \$1,000 less than the salary of a Supreme Court Justice. Dallas County supplements the salary of each 5th District Court of Appeals Justice by \$4,650 for a total Justice Salary of \$112,000. (\$107,350 + \$4,650)

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$70,784	\$77,061	\$71,716	\$78,942
Operations	0	0	0	0
Capital	0	0	0	0
Total	\$70,784	\$77,061	\$71,716	\$78,942



LAW ENFORCEMENT

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SHERIFF'S OFFICE

Mission Statement

The Dallas County Sheriff's Office is committed to protect and serve the community with integrity, pride and professionalism through the operation of a safe and humane jail system that meets all statutory mandates and is certified by the State of Texas Commission on Jail Standards. The Dallas County Sheriff's Office is additionally committed to swift, fair and effective enforcement of laws in Dallas County.

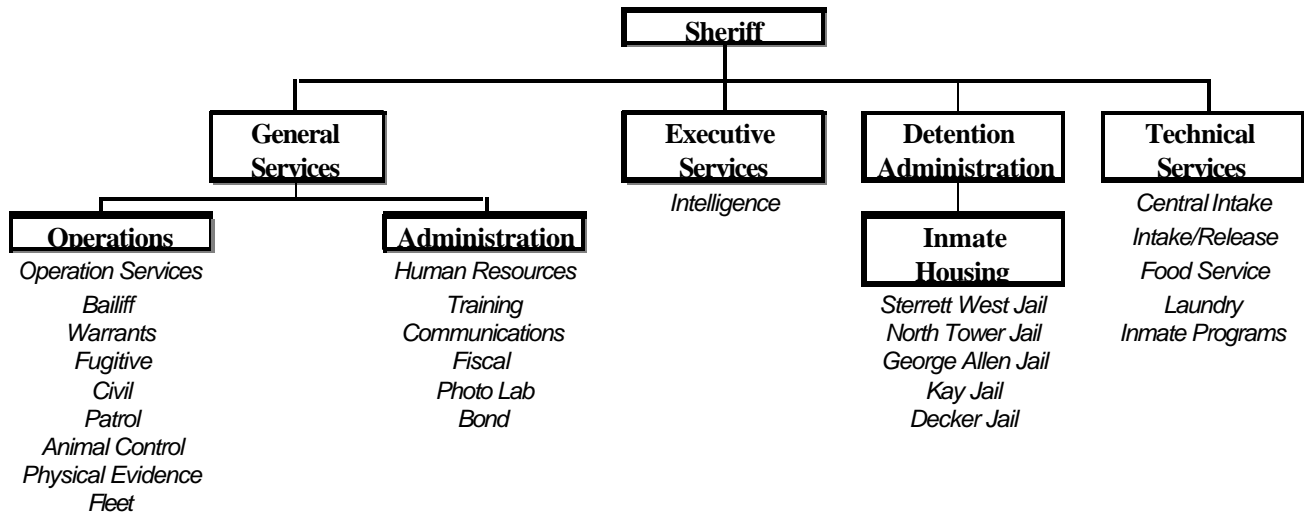
Description

The County Sheriff is an elected official and administers the largest department in County government. In Dallas County, the Sheriff's responsibilities center on jail administration and law enforcement in unincorporated parts of the County. The Sheriff's Office comprises four major sections (General Services, Executive Services, Detention Technical Services and Inmate Housing) each of which is headed by a Chief Deputy. Detention Technical Services is additionally supported by an Assistant Chief Deputy. As illustrated on the organizational chart, the Sheriff's Office consists of a total of twenty-eight budgets each representing a functional area. These budgets are shown on the following pages.

The Sheriff's Office operates six major jail facilities (of which two are temporarily depopulated) with a total of 8,187 bunks; a central kitchen providing more than 9.5 million meals a year; a laundry washing more than two million pounds a year; a book-in process that processes more than 100,000 individuals each year; as well as numerous support operations.

For the past nineteen years, the County has had an annual contract worth about \$5.8 million with the City of Dallas to function as the city jail. Currently, the County has an open-ended contract with the U.S. Marshal, Immigration and Naturalization Service, DART and Baylor. In addition, the Sheriff's Office provides law enforcement services to the Town of Sunnyvale.

Organizational Chart



FY2004 Budget Highlights

- ! The Sheriff's Office budget is based on an estimated jail population of 6,748. This is a slight increase over the FY2003 average population of 6,663. This population projection includes 120 contract inmates, which is equal to the number of inmates that make up the Auditor's Office revenue projection for FY2004. Additionally, the FY2004 budget includes funding for George Allen, North Tower, Suzanne Kays and West Tower at full capacity.
- ! The Sheriff's Office FY2004 Budget was developed with the assumption that there will be an average of ten DSO positions vacant throughout FY2004. For FY2004, \$1.8 million in overtime has been budgeted as a result of anticipated vacancies and incidental overtime usage. Incidental overtime usages include Fugitive Deputies taking more than eight hours for a trip, Patrol Deputies writing a ticket at the end of a shift or Warrant Officers finishing booking in an inmate.
- ! The Print Shop Division was shut down and all County print jobs will be out-sourced.
- ! The Sheriff's Office will no longer provide meals to Officers in each of the jails.

FY2004 Budget Highlights (Continued)

! The Sheriff's Office FY2004 Budget includes thirty-six staff deletions in the following departments:

General Services Division	4 positions deleted
Human Resources Division	1 position deleted
Print Shop Division	3 positions deleted
Bonds Division	7 positions deleted
Warrant Execution Division	2 positions deleted
Civil Division	7 positions deleted
Detention Administration Division	2 positions deleted
Central Intake	8 positions deleted
Inmate Programs Division	1 position deleted
Food Services Division	1 position deleted

! The Sheriff's Office FY2004 Budget includes the following staff additions:

The addition of a Deputy in the Patrol Division partially funded by the COPS grant and the Town of Sunnyvale.

The addition of two Detention Service Officers in the North Tower Jail to supervise all inmate visits to the nurses' station.

The addition of one Detention Service Officer in the West Tower Jail to provide additional supervision of high risk inmates.

The addition of nineteen Detention Service Officers in the West Tower Jail to provide the 1:48 staffing ratio required by the Jail Commission.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$75,986,892	\$86,534,158	\$84,780,143	\$78,858,579
Operations	9,108,512	9,775,201	9,161,093	8,870,104
Capital	<u>708,145</u>	<u>789,035</u>	<u>(65)</u>	<u>0</u>
Total	\$85,803,549	\$97,098,395	\$93,941,172	\$87,728,682

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	1,822	1,717	1,707	1,684

Authorized Position Detail (Grade)

1 County Sheriff (Official)	886 Detention Service Officer (40)
1 Legal Advisor (OO)	1 Cook/Chill Specialist (10)
1 Information Systems Coord. (IM)	1 Executive Secretary (10)
1 Chief Financial Officer (K)	1 Intake Coordinator (10)
1 Director of Inmate Programs (J)	4 Food Service Supervisor (9)
1 Data Manager (I)	1 Accounting Clerk III (8)
1 Fiscal Manager (H)	7 Bond/Warrant Desk Processing Clerk (8)
1 Public Information Officer (H)	1 Clerical Training Coordinator (8)
1 Assistant Data Manager (G)	20 Clerk IV (8)
1 Assistant Director of Inmate Programs (G)	5 Dispatcher (8)
1 Asst. Director of Nutrition & Processing (G)	1 Evidence Registrar (8)
1 Assistant Director of Operations (G)	2 Head Cook (8)
1 Photographic Services Manager (G)	1 Personnel Technician II (8)
1 Human Resources Coordinator (E)	1 Quartermaster (8)
1 Audio Visual Manager (D)	6 Senior Secretary (8)
1 Production Manager (C)	1 Video Technician Assistant (8)
3 Bond/Warrant Processing Supervisor (A)	3 Accounting Clerk II (7)
1 Buyer (A)	5 Assistant Dispatcher (7)
6 Communications Supervisor (A)	4 Bulk Food Technician (7)
1 Photographer (A)	7 Clerk III (7)
4 Chief Deputy (73)	1 Fingerprint Technician II (7)
1 Assistant Chief Deputy (72)	1 Photo Technician II (7)
11 Captain (70)	1 Accounting Clerk I (6)
16 Lieutenant (69)	14 Cashier II (6)
39 Sergeant (68)	25 Clerk II (6)
10 Lance Sergeant (67)	2 Data Entry Clerk II (6)
307 Deputy (66)	12 Secretary (6)
12 Detention Service Manager (43)	3 Validation Desk Clerk (6)
1 Classification Supervisor (42)	157 Clerk I (5)
40 Detention Service Supervisor (42)	1 Data Entry Clerk I (5)
22 Classification Specialist (40)	30 Clerical Assistant (4)

SHERIFF'S OFFICE - EXECUTIVE

Department #3110

Description

The major function of the Executive Division is to formulate, execute and enforce the policies of the Dallas County Sheriff's Office. The County Sheriff is an elected position with a four-year term. The Internal Affairs Section is budgeted in this Division.

FY2004 Budget Highlights

! The FY2004 budget for the Executive Division represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$981,302	\$987,291	\$1,089,826	\$950,408
Operations	63,219	63,754	48,684	50,492
Capital	<u>0</u>	<u>100,185</u>	<u>0</u>	<u>0</u>
Total	\$1,044,521	\$1,151,230	\$1,138,510	\$1,000,900

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	15	16	16	16

Authorized Position Detail (Grade)

1 Sheriff (Official)	1 Sergeant (68)
1 Legal Advisor (OO)	3 Deputy (66)
1 Public Information Officer (H)	1 Executive Secretary (10)
2 Chief Deputy (73)	3 Senior Secretary (8)
1 Captain (70)	1 Secretary (6)
1 Lieutenant (69)	

DALLAS COUNTY FY2004 BUDGET

SHERIFF'S OFFICE - SPECIAL INVESTIGATION

Department #3111

Description

Prior to FY2003, the Special Investigation Division was responsible for the investigation of offenses involving the use, possession, sale and transportation of controlled substances.

FY2004 Budget Highlights

! For FY2004, the Special Investigation Division was not funded.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$608,596	\$651,747	\$78,982	\$0
Operations	78,555	(1)	0	0
Capital	<u>379</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$687,530	\$651,746	\$78,982	\$0

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY20004 Budget
Full Time Employees	11	11	1	0

Authorized Position Detail (Grade)

No Staff Authorized for FY2004.

SHERIFF'S OFFICE - INTELLIGENCE

Department #3112

Description

The Intelligence Division cooperates with local, state and federal law enforcement agencies in assembling and disseminating criminal intelligence obtained from Dallas County jail inmates and other field sources. Deputies monitor the jails to develop information related to jail and court security issues. The Intelligence Division of the Sheriff's Office is staffed with one officer for each jail. This division also cooperates with federal, state and local law enforcement agencies in the investigations of individuals and organizations suspected of illegal narcotic activity.

FY2004 Budget Highlights

! The FY2004 budget for the Intelligence Division represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$432,761	\$448,226	\$559,571	\$547,017
Operations	20,797	17,599	28,638	21,623
Capital	0	0	0	0
Total	\$453,558	\$465,825	\$588,209	\$568,640

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	8	8	9	9

Authorized Position Detail (Grade)

1 Lieutenant (69)
7 Deputy (66)

1 Clerk II (6)

SHERIFF'S OFFICE - GENERAL SERVICES

Department #3121

Description

The General Services Division provides the planning, direction and control of all of the administrative and support services in the General Services Bureau. In addition, the division provides administrative support and control of field operations and judicial services. These divisions include: Intelligence, Bailiff, Warrants, Fugitive, Civil, Patrol, Criminal Investigation and Physical Evidence Sections, and the Administrative Division that consists of Personnel, Training, Communications, Fiscal Affairs and Fleet Management. The administration of the inmate contracts is managed by a Captain and a Sergeant.

FY2004 Budget Highlights

- ! The FY2004 budget for the General Services Division of the Sheriff's Office includes the deletion of the following positions one Assistant Chief Deputy, one Captain, one Detention Service Supervisor and one Secretary.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$632,106	\$668,802	\$784,320	\$527,468
Operations	14,476	11,575	7,428	4,397
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$646,582	\$680,377	\$791,748	\$531,865

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	12	11	11	7

Authorized Position Detail (Grade)

1 Assistant Chief Deputy (72)
3 Captain (70)

1 Sergeant (68)
1 Deputy (66)
1 Senior Secretary (8)

SHERIFF'S OFFICE - HUMAN RESOURCES

Department #3122

Description

The Human Resources Division recruits, interviews, investigates, screens and hires all qualified applicants for certified law enforcement and civilian positions within the Dallas County Sheriff's Office. The hiring process for certified law enforcement officers includes a drug screen, polygraph, physical exam and extensive background investigation. Additionally, the Human Resources Division is responsible for processing and maintaining all employee files, pay requests and benefit enrollments for the Sheriff's Office.

FY2004 Budget Highlights

- ! In FY2003, the Human Resources Division was reorganized to operate more efficiently. As a result, the Personnel Analyst IV position was deleted. In addition, the Human Resources Manager position, the Personnel Technician III position and the Recruiter/Trainer position were deleted. Three positions were added, including a Human Resources Supervisor, a Deputy and a Clerk I.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$654,119	\$656,295	\$588,855	\$518,103
Operations	98,745	198,644	158,430	180,015
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$752,864	\$854,939	\$747,284	\$698,118

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	12	11	10	10

Authorized Position Detail (Grade)

1 Human Resources Coordinator (E)
1 Sergeant (68)
3 Deputy (66)

1 Detention Service Officer (40)
1 Personnel Technician II (8)
1 Clerk II (6)
2 Clerk I (5)

SHERIFF'S OFFICE - TRAINING ACADEMY

Department #3123

Description

The Training Academy prepares and presents in-house training programs for all Sheriff's Office personnel in state-mandated basic courses for certified law enforcement and detention personnel, as well as providing this service for other local law enforcement agencies. The Sheriff's Training Academy is under contract with the Texas Commission on Law Enforcement Officer's Standards and Education (TCLEOSE) to conduct basic certification courses. The Training Academy also operates a state-of-the-art gun range that is utilized by area law enforcement agencies for a fee.

FY2004 Budget Highlights

! The FY2004 budget for the Training Division represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$453,019	\$460,473	\$409,792	\$456,950
Operations	89,582	67,287	63,607	67,135
Capital	<u>626</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$543,227	\$527,760	\$473,399	\$524,086

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	8	8	8	8

Authorized Position Detail (Grade)

4 Sergeant(68)
1 Deputy (66)

1 Secretary(6)
2 Data Entry Clerk II (6)

SHERIFF'S OFFICE - COMMUNICATIONS

Department #3124

Description

This division is the 24-hour communications center for Dallas County law enforcement, fire, ambulance, rescue service and 9-1-1 emergency service. The Communications Division handles calls for service, dispatch and the flow of criminal justice information. This section also monitors the court, fire, door/elevator and evidence locker alarm systems.

FY2004 Budget Highlights

- ! The FY2004 budget for the Communications Division continues the phasing out of five Senior Sergeants and the addition of six Clerical Supervisors and one Clerk, authorized in FY2002.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,009,049	\$1,035,790	\$1,089,956	\$1,126,756
Operations	68,290	132,466	106,228	105,836
Capital	<u>974</u>	<u>0</u>	<u>(65)</u>	<u>0</u>
Total	\$1,077,339	\$1,168,256	\$1,196,119	\$1,232,591

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	26	28	28	28

Authorized Position Detail (Grade)

1 Lieutenant (69)	5 Assistant Dispatcher (7)
6 Communications Supervisor (A)	1 Clerk II (6)
5 Dispatcher (8)	10 Clerk I (5)

SHERIFF'S OFFICE - FISCAL AFFAIRS

Department #3125

Description

The major function of the Fiscal Affairs Division is to collect, account and distribute all moneys received by the Sheriff's Office. The purchasing function for the entire department is handled in this office. The billing of bond recovery invoices and collection of these invoices are also processed by the Fiscal Affairs Division. The Fiscal Affairs Division is also responsible for the operation of the property evidence room. Uniforms are budgeted centrally in this division. In FY2004, the Fiscal Affairs Division took over the bond window and warrant confirmation function from the Bonds Division.

FY2004 Budget Highlights

- ! As part of the Sheriff's Office 10% plan, the Bond Division was re-organized and one Sergeant, one Deputy, three Lead Bond/Warrant Processing Clerks, seven Bond/Warrant Processing Clerks, ten Clerk IV positions and one Accounting Clerk I were transferred to the Fiscal Affairs Division.
- ! The Sheriff's Office transferred the Bail Bond Window function to the Fiscal Affairs Division. The Bail Bond Window provides support for the Bail Bond Board and processes bail bondsmen applications.
- ! A Fiscal Manager position was created to manage the Bail Bond Window.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$349,355	\$340,866	\$428,684	\$413,102
Operations	267,176	246,038	296,704	291,718
Capital	<u>364</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$616,895	\$586,904	\$725,388	\$704,820

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	8	9	9	32

Authorized Position Detail (Grade)

1 Chief Financial Officer (K)	10 Clerk IV (8)
1 Fiscal Manager (H)	1 Evidence Registrar (8)
3 Bond/Warrant Processing Supervisor (A)	1 Quartermaster (8)
2 Deputy (66)	3 Accounting Clerk II (7)
1 Accounting Clerk III (8)	1 Accounting Clerk I (6)
7 Bond/Warrant Desk Processing Clerk (8)	1 Clerk II (6)

SHERIFF'S OFFICE - PHOTO LAB

Department #3126

Description

The Photo Lab provides photographic laboratory services to the Dallas County Sheriff's Office, all Dallas County governmental offices/departments and courts and to all area criminal justice/governmental agencies on a fee basis. The lab serves as the nucleus for planning, research, maintenance, standardization, requisitioning and issuing of all photographic equipment and supplies for the Dallas County Sheriff's Office.

FY2004 Budget Highlights

- ! The FY2004 budget for the Photo Lab Division represents a continuation of FY2003 service levels.
- ! In FY2003, the District Attorney's Office, using LLEBG funds purchased digital equipment for the Photo Lab.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$316,201	\$224,015	\$280,141	\$295,644
Operations	95,585	84,538	56,333	89,987
Capital	<u>7,873</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$419,659	\$308,553	\$336,474	\$385,631

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	5	5	5	5

Authorized Position Detail (Grade)

1 Photographic Services Manager (G)
1 Photographer (A)

1 Lance Sergeant (67)
1 Photo Technician II (7)
1 Clerk II (6)

SHERIFF'S OFFICE - PRINT SHOP

Department #3127

Description

Prior to FY2004, the Print Shop is the County's primary source of providing in-house printing.

FY2004 Budget Highlights

! As part of the Sheriff's Office 10% plan, the Print Shop Division was shut down. All print jobs will be out-sourced.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$153,730	\$148,026	\$135,352	\$0
Operations	506	547	971	0
Capital	<u>4,766</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$159,002	\$148,573	\$136,323	\$0

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	3	3	3	0

Authorized Position Detail (Grade)

No Staff Authorized for FY2004.

SHERIFF'S OFFICE - BONDS

Department #3128

Description

The Bond Division processes warrants through the Criminal Justice system, provides approval and acceptance of all bonds posted in Dallas County (excluding municipal courts) and confirms the existence of active warrants issued by Dallas County courts. The Fiscal Affairs Division now assists in the regulation of the entire bail bond business in Dallas County. As part of the FY2004 plan to reduce expenditures, the Sheriff's Office reorganized the Bond Division and absorbed the Pre-Trial Release Department into the Bond Division, eliminating the Pre-Trial Release Department.

FY2004 Budget Highlights

- ! The FY2004 budget for the Bonds Division of the Sheriff's Office includes the deletion of one Lieutenant, three Sergeants and three Lance Sergeants.

- ! One Sergeant, one Deputy, three Lead Bond/Warrant Processing Clerks, seven Bond/Warrant Processing Clerks, ten Clerk IV positions and one Accounting Clerk I were transferred to the Fiscal Affairs Division.

- ! As part of the Sheriff's reorganization, a Data Manager and Assistant Data Manager position were created and will report to the Assistant Chief Deputy over Technical Services.

- ! During FY2004, the Sheriff's Office will evaluate the Bond Division's operations and continue to adjust staffing levels accordingly.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$2,906,680	\$2,718,213	\$2,985,248	\$2,822,578
Operations	45,564	50,658	34,778	34,413
Capital	<u>754</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$2,949,998	\$2,768,871	\$3,020,026	\$2,856,991

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	76	76	76	47

Authorized Position Detail (Grade)

1 Data Manager (I)	4 Clerk II (6)
1 Assistant Data Manager (G)	3 Validation Desk Clerk (6)
1 Clerk IV (8)	35 Clerk I (5)
	2 Clerical Assistant II (4)

SHERIFF'S OFFICE - BAILIFF

Department #3129

Description

The Bailiff Division provides security to the courts in five different locations on a daily basis, including auxiliary courtrooms for visiting judges. The responsibility of performing bailiff functions for the Justice of the Peace Courts belongs to the Constable Offices. Bailiffs are generally responsible for: security, transporting prisoners, execution of warrants and serving civil papers. The functions of the Bailiff Division are conducted through a combination of full-time Sheriff's Deputies and a bailiff pool of part-time employees who can be assigned as needed to the courts.

FY2004 Budget Highlights

! In FY2004, the Sheriff's Office will cap the bailiff pool at fifteen positions at any one time. This results in a savings of \$626,945.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$5,906,095	\$5,813,311	\$6,612,114	\$5,371,809
Operations	3,961	5,342	6,206	4,466
Capital	0	0	0	0
Total	\$5,910,056	\$5,818,653	\$6,618,320	\$5,376,275

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	82	82	82	82
Bailiff Pool	\$1,063,496	\$1,199,884	\$1,500,247	\$517,608

Authorized Position Detail (Grade)

1 Lieutenant (69)	78 Deputy (66)
2 Sergeant (68)	1 Clerk I (5)

SHERIFF'S OFFICE - WARRANT EXECUTION

Department #3130

Description

The Warrant Execution Division performs various tasks related to the service of criminal warrants and the apprehension of persons with outstanding felony and misdemeanor charges. This section also executes mental illness warrants and orders of protective custody. The Warrant Division also works with various other law enforcement agencies on focused crime task forces.

FY2004 Budget Highlights

- ! The FY2004 budget for the Warrant Execution Division represents a continuation of FY2003 service levels.
- ! The number of Deputies in the Warrant Execution Division was reduced by one position due to the expiration of one grant funded Deputy position.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$3,722,520	\$3,643,201	\$4,207,949	\$3,897,315
Operations	131,221	96,033	118,685	97,119
Capital	<u>21,228</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$3,874,969	\$3,739,234	\$4,326,634	\$3,994,434

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	70	70	71	70

Authorized Position Detail (Grade)

1 Lieutenant (69)
5 Sergeant (68)
57 Deputy (66)

3 Clerk III (7)
1 Secretary (6)
3 Clerk I (5)

SHERIFF'S OFFICE - FUGITIVE

Department #3131

Description

The Fugitive Division provides the transportation of all persons wanted by Dallas County from out-of-County and out-of-State and aids other states in extradition of those persons who are in Dallas County's custody. Dallas County has a contract with the U.S. Marshal to provide some transportation for prisoners wanted in Dallas County. Dallas County utilizes the State's travel rate to operate as cost effectively as possible.

FY2004 Budget Highlights

! All bench warrants to and from the Texas Department of Criminal Justice will be by bus. In addition, the Sheriff's Office will coordinate with the District Attorney's Office on all extraditions to ensure that the charge is valid.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$944,142	\$919,661	\$975,239	\$928,216
Operations	449,408	421,269	433,458	435,605
Capital	<u>125,369</u>	<u>122,995</u>	<u>0</u>	<u>0</u>
Total	\$1,518,919	\$1,463,925	\$1,408,698	\$1,363,822

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	16	16	16	16

Authorized Position Detail (Grade)

1 Lieutenant (69)	10 Deputy (66)
1 Sergeant (68)	3 Clerk I (5)
	1 Data Entry Clerk I (5)

SHERIFF'S OFFICE - CIVIL

Department #3132

Description

This division conducts sales on abandoned vehicles and real property. In addition, the Civil Division of the Sheriff's Office is responsible for the correspondence, collection and dispersal of all monies, and the issuance of deeds and/or titles connected with vehicle sales.

FY2004 Budget Highlights

- ! The FY2004 budget for the Civil Division includes the deletion of one Sergeant, five Deputies and one Data Entry Operator II.
- ! All work will be transferred to the Constable Precincts and the precincts will serve all papers for Dallas County.
- ! The Deputy position and Clerk III positions in the Civil Division will conduct all Sheriff's Office sales.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$515,930	\$509,259	\$581,717	\$160,532
Operations	20,707	26,072	31,548	5,090
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$536,637	\$535,331	\$613,265	\$165,622

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	10	10	10	2

Authorized Position Detail (Grade)

1 Deputy (66)

1 Clerk III (7)

SHERIFF'S OFFICE - PATROL

Department #3133

Description

The Patrol Division is responsible for patrolling all roads and streets in unincorporated areas of the County and the Town of Sunnyvale which has a contract with the Sheriff's Office for police services. This division investigates disturbance calls, domestic violence reports and motor vehicle accidents in the County and in cities where the Municipal Police Department has made a request for assistance. The Patrol Division's budget includes the animal control unit of the Sheriff's Office.

FY2004 Budget Highlights

- ! The FY2004 budget includes eight Deputies and a Lance Sergeant that will be reimbursed by the Town of Sunnyvale. One new Deputy, funded by the COPS grant, has been added that will be reimbursed by the Town of Sunnyvale.
- ! The number of Deputy positions decreased by one due to the expiration of a grant funded position.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$3,355,803	\$3,305,925	\$3,247,958	\$3,157,968
Operations	308,047	408,273	393,895	329,329
Capital	<u>359,438</u>	<u>202,009</u>	<u>0</u>	<u>0</u>
Total	\$4,023,288	\$3,916,207	\$3,641,853	\$3,487,297

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	54	54	52	51

Authorized Position Detail (Grade)

1 Lieutenant (69)
3 Sergeant (68)
5 Lance Sergeant (67)

40 Deputy (66)
1 Secretary (6)
1 Clerk I (5)

SHERIFF'S OFFICE - CRIMINAL INVESTIGATIONS

Department #3134

Description

The Criminal Investigation Division provides various law enforcement activities in unincorporated Dallas County including investigating criminal offenses, making arrests, preparing charges for prosecution, maintaining records and criminal files and providing testimony as required. The Criminal Investigations Division assists local municipalities with investigations as requested. One authorized Deputy is reimbursed by the Town of Sunnyvale based on their contract with the County to provide police services.

FY2004 Budget Highlights

! The FY2004 budget for the Criminal Investigation Division represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$769,926	\$825,732	\$869,920	\$857,990
Operations	46,445	36,477	32,474	32,376
Capital	0	60,111	0	0
Total	\$816,371	\$922,320	\$902,394	\$890,366

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	14	14	14	14

Authorized Position Detail (Grade)

1 Lieutenant (69)	10 Deputy (66)
2 Sergeant (68)	1 Secretary (6)

SHERIFF'S OFFICE - PHYSICAL EVIDENCE

Department #3135

Description

The Physical Evidence Division performs various law enforcement activities in unincorporated Dallas County such as conducting crime scene investigations, gathering evidence, comparing fingerprints and providing court testimony on their findings. The Physical Evidence Division also assists other agencies as needed.

FY2004 Budget Highlights

- ! The FY2004 budget for the Physical Evidence Division represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$454,274	\$433,992	\$472,970	\$462,461
Operations	18,459	18,224	15,511	15,404
Capital	<u>717</u>	<u>20,037</u>	<u>0</u>	<u>0</u>
Total	\$462,963	\$472,253	\$488,482	\$477,865

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	8	8	8	8

Authorized Position Detail (Grade)

1 Lieutenant (69)
1 Sergeant (68)

5 Deputy (66)
1 Fingerprint Technician II (7)

SHERIFF'S OFFICE - FLEET MANAGEMENT

Department #3136

Description

The major function of Fleet Management is to account for the 230 vehicles assigned to the Sheriff's Office and to coordinate all transactions affecting those vehicles. The unit also oversees the installation of emergency equipment in all vehicles.

FY2004 Budget Highlights

! The FY2004 budget for the Fleet Management Division is less than FY2003 expenditures because overtime was not funded for this division.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$74,016	\$75,300	\$81,998	\$61,598
Operations	79,457	12,094	31,690	18,746
Capital	<u>14,711</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$168,184	\$87,394	\$113,688	\$80,344

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	1	1	1	1

Authorized Position Detail (Grade)

1 Deputy (66)

SHERIFF'S OFFICE - FREEWAY MANAGEMENT

Department # 3137

Description

In FY2000, Dallas County implemented a Freeway Management Program, whereby, Dallas County entered into a freeway management partnership with the Texas Department of Transportation and various cities in the southern portion of the County. As a result, the Dallas County Sheriff's Office provides a full range of law enforcement services to the region's freeway system, including dedicated units for accident investigation, traffic enforcement and freeway clearance.

FY2004 Budget Highlights

! The FY2004 budget for the Freeway Management Program represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,540,046	\$1,639,094	\$2,079,818	\$2,013,036
Operations	131,751	118,001	113,934	110,575
Capital	<u>2,068</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,673,865	\$1,757,095	\$2,193,752	\$2,123,611

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	34	34	34	34

Authorized Position Detail (Grade)

1 Lieutenant (69)	25 Deputy (66)
3 Sergeant (68)	1 Secretary (6)
4 Lance Sergeant (67)	

SHERIFF'S OFFICE - DETENTION ADMINISTRATION

Department #3140

Description

Detention Administration conducts the daily operations of the Detentions Division which consists of four jail facilities, Support Services and Inmate Programs. The division ensures that the processing and housing of inmates complies with Article 5115.1 Vernon's Texas Civil Statutes.

FY2004 Budget Highlights

- ! In FY2003, one Sergeant was approved to manage the Special Response Team in the jails. As a result, one Deputy was deleted.

- ! In order to reduce total expenditures, one Assistant Chief Deputy and one Senior Secretary were deleted.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,125,249	\$1,085,269	\$1,182,127	\$1,300,966
Operations	21,045	35,496	25,239	29,674
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,146,294	\$1,120,765	\$1,207,366	\$1,330,640

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	13	13	13	11

Authorized Position Detail (Grade)

2 Chief Deputy (73)	3 Deputy (66)
1 Sergeant (68)	3 Detention Service Officer (40)
	2 Senior Secretary (8)

SHERIFF'S OFFICE - STERRETT NORTH JAIL

Department #3141

Description

The North Jail Tower at the Lew Sterrett Jail was opened in May of 1993. The North Tower is the County's largest jail and was designed to house 2,364 prisoners. In the summer of 1994, additional bunks were added bringing the number of bunks to 3,292. The Sterrett North Jail has two building control centers which allow access between the outside areas and the inside areas and is composed of six housing floors. A portion of the facility is used for a jail industry program, in which inmates make and repair mattresses, coveralls and shower curtains.

FY2004 Budget Highlights

- ! As agreed to in FY2001, the Sheriff's Office will continue to convert Sergeants and Lieutenants in the Jails to Detention Service Supervisors and Detention Service Managers as vacancies occur.
- ! In order to increase efficiency, two Detention Service Officer positions were added in September 2003 to supervise the nurses' station. In addition, one Detention Service Officer was transferred from the West Tower to the North Tower to act as a transfer officer for the female psych inmates.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$13,212,749	\$14,384,315	\$15,879,903	\$14,889,299
Operations	366,027	332,356	349,493	351,992
Capital	<u>20,076</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$13,598,852	\$14,716,671	\$16,229,395	\$15,241,291

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	338	338	338	341

Authorized Position Detail (Grade)

1 Captain (70)

10 Deputy (66)

3 Detention Service Manager (43)

10 Detention Service Supervisor (42)

316 Detention Service Officer (40)

1 Secretary (6)

SHERIFF'S OFFICE - STERRETT WEST JAIL

Department #3142

Description

The Sterrett West Tower at the Lew Sterrett Jail is designed to house 1,478 prisoners. The Sterrett West Jail has two building control centers that allow access between the outside areas and the inside areas. A third control center, located in the loading dock/kitchen area, is no longer being used or staffed. The Sterrett West Jail is composed of nine housing floors and an infirmary. The Court Desk operation is responsible for transporting all prisoners to and from scheduled court appearances and is part of the Sterrett West Jail budget.

FY2004 Budget Highlights

- ! As agreed to in FY2001, the Sheriff's Office will continue to convert Sergeants and Lieutenants in the Jails to Detention Service Supervisors and Detention Service Managers as vacancies occur.
- ! In order to operate more efficiently, five Detention Service Officers were transferred to the Central Intake Division to work in the sally ports.
- ! In September 2003, the Sheriff's Office added one Detention Service Officer position in order to supervise high-risk inmates. In addition, one Detention Service Officer was transferred from the West Tower to the North Tower to transport female psych inmates.
- ! The Jail Commission clarified a variance that allowed the Sheriff's Office to count Detention Service Officers in the 1:48 ratio. As a result, nineteen Detention Service Officers were added to meet the Jail Commission Standards.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$8,517,191	\$9,454,064	\$10,915,452	\$9,964,970
Operations	138,676	151,843	154,419	139,011
Capital	<u>0</u>	<u>20,000</u>	<u>0</u>	<u>0</u>
Total	\$8,655,867	\$9,625,907	\$11,069,870	\$10,103,981

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	215	215	210	229

Authorized Position Detail (Grade)

1 Captain (70)	10 Detention Service Supervisor (42)
12 Deputy (66)	202 Detention Service Officer (40)
3 Detention Service Manager (43)	1 Secretary (6)

SHERIFF'S OFFICE - KAYS JAIL

Department #3144

Description

In 1994, the County used State funds, which were intended to temporarily ease overcrowding, to build a permanent detention facility. The Kays Jail is a 1,008-bed medium-security detention facility constructed in a vacant warehouse. This jail was named in honor of Sheriff's Deputy Suzanne Kays who was killed in the line of duty only days after becoming a Deputy. The Kays Jail is laid out in three zones, on a single floor with only one control center.

FY2004 Budget Highlights

! As agreed to in FY2001, the Sheriff's Office will continue to convert Sergeants and Lieutenants in the Jails to Detention Service Supervisors and Detention Service Managers as vacancies occur.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$3,548,254	\$4,631,627	\$5,701,903	\$5,431,659
Operations	64,412	74,798	79,969	99,673
Capital	0	0	0	0
Total	\$3,612,666	\$4,706,425	\$5,781,872	\$5,531,332

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	121	121	121	121

Authorized Position Detail (Grade)

1 Captain (70)	9 Detention Service Supervisor (42)
5 Deputy (66)	102 Detention Service Officer (40)
3 Detention Service Manager (43)	1 Secretary (6)

SHERIFF'S OFFICE - ALLEN JAIL

Department #3145

Description

The George Allen Jail is an 807-bed maximum security facility located on the upper floors of the George L. Allen Sr. Courts Building in downtown Dallas. The Allen Jail has three building control centers, two of which control the access between unsecured areas and the jail. There are four housing floors each with a control center in the Allen Jail.

FY2004 Budget Highlights

! As agreed to in FY2001, the Sheriff's Office will continue to convert Sergeants and Lieutenants in the Jails to Detention Service Supervisors and Detention Service Managers as vacancies occur.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$4,800,714	\$5,536,673	\$5,911,307	\$5,449,242
Operations	73,031	76,541	85,545	80,789
Capital	<u>3,543</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$4,877,288	\$5,613,214	\$5,996,852	\$5,530,031

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	122	122	122	122

Authorized Position Detail (Grade)

1 Captain (70)	9 Detention Service Supervisor (42)
5 Deputy (66)	103 Detention Service Officer (40)
3 Detention Service Manager (43)	1 Secretary (6)

SHERIFF'S OFFICE - DECKER JAIL

Department #3146

Description

The Decker Detention Facility maintains the security, safety and control of inmates housed in this facility and operates in compliance with the Texas Jail Standards Commission guidelines. The Decker Detention Facility is a renovated hotel in downtown Dallas that has been made into a medium security facility, with 1,080 bunks. The reduction in the overall jail population allowed the Decker Detention Facility to be closed during FY96 through part of FY2002 for renovations. Decker Jail has one building control center and is composed of eight housing floors.

FY2004 Budget Highlights

- ! For the first three months of FY2003, Decker was opened due to the significant increase in the jail population. Decker Jail was depopulated in December when the population decreased.
- ! The FY2004 Budget assumes that Decker will be depopulated for FY2004.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$3,415,084	\$2,447,216	\$42,308	\$0
Operations	37,190	50,658	0	0
Capital	<u>1,190</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$3,453,464	\$2,497,874	\$42,308	\$0

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	124	16	16	0

Authorized Position Detail (Grade)

No Staff Authorized for FY2004.

SHERIFF'S OFFICE - CENTRAL INTAKE

Department #3147

Description

Central Intake is responsible for the processing of arrested persons into the Dallas County jail system. Activities include searching prisoners, approving arrest documents, computer processing, escorts to Magistrates and Pre-Trial Release, record processing, collections and storage of valuables. Central Intake is responsible for two control centers, one which permits access from the Sterrett lobby, and another which controls access into the holding cells. Central Intake staff is responsible for classifying fingerprints of incoming prisoners, and verifying the identities of prisoners prior to their release.

FY2004 Budget Highlights

- ! In FY2003, Commissioners Court approved the transfer of five Detention Service Officers from the West Tower to Central Intake to operate the sally ports.
- ! As a result of technology related to the classification of fingerprints, the Central Intake Division will delete eight Detention Service Officer positions at mid-year.
- ! The Sheriff's Office is in the process of reorganizing the Central Intake and Classification/Release Division to provide more efficiencies within the jails.
- ! As part of the Sheriff's plan to absorb Pre-Trial Release, two Classification Specialists were added to determine if inmates qualify for pre-trial release.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$6,637,911	\$6,964,097	\$7,356,473	\$7,306,595
Operations	182,947	221,928	206,670	221,625
Capital	<u>0</u>	<u>(58,138)</u>	<u>0</u>	<u>0</u>
Total	\$6,804,383	\$7,127,887	\$7,563,143	\$7,528,220

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	182	183	188	190

Authorized Position Detail (Grade)

1 Captain (70)	1 Intake Coordinator (10)
1 Information Systems Coordinator (IM)	3 Clerk IV (8)
3 Lieutenant (69)	3 Clerk III (7)
6 Sergeant (68)	1 Secretary (6)
9 Deputy (66)	52 Clerk I (5)
80 Detention Service Officer (40)	28 Clerical Assistant II (4)
2 Classification Specialist (40)	

SHERIFF'S OFFICE - CLASSIFICATION/RELEASE

Department #3150

Description

The Classification/Release Division continues the processing of County jail inmates from the Central Intake Section into the County jail system. Processing inmates into the County jail system includes prisoner search, storage of property and money, issuance of jail clothing, prisoner classification, transfer to assigned jails and transfer of inmates to Court and other facilities. The Classification Division process court dispositions, computes all fines and time imposed by the Courts. The Classification Division is also responsible for public information concerning inmates. This section distributes more than 135,000 pieces of mail to the prisoners each year.

FY2004 Budget Highlights

- ! The FY2004 budget for the Classification/Release Division represents a continuation of FY2003 service levels.
- ! The Sheriff's Office is in the process of reorganizing the Classification/Release and Central Intake Division to provide more efficiencies within the jails.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$6,611,672	\$7,045,657	\$7,809,743	\$7,747,106
Operations	234,355	218,172	192,711	189,288
Capital	<u>64,761</u>	<u>98,583</u>	<u>0</u>	<u>0</u>
Total	\$6,910,788	\$7,362,412	\$8,002,454	\$7,936,394

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	177	177	183	183

Authorized Position Detail (Grade)

1 Captain (70)	43 Detention Service Officer (40)
3 Lieutenant (69)	1 Clerical Training Coordinator (8)
8 Sergeant (68)	6 Clerk IV (8)
19 Deputy (66)	14 Cashier II (6)
1 Classification Supervisor (42)	15 Clerk II (6)
1 Detention Service Supervisor (42)	1 Secretary (6)
20 Classification Specialist (40)	50 Clerk I (5)

SHERIFF'S OFFICE - INMATE PROGRAMS

Department #3151

Description

The Inmate Programs Division coordinates all education for inmates within the jails, all alcohol and substance abuse programs and all outside agency contact with inmates. This division is also responsible for supplying indigent inmates with hygiene kits. The Library Section provides law library and general circulation services to the inmates. The Recreation Section coordinates and inspects all gym programs. The Video Services Section maintains televisions in the jail system and produces programming for the inmates. The Sheriff's Office offers no religious services directly but, coordinates and schedules religious services conducted by volunteers and church groups.

FY2004 Budget Highlights

- ! The Director of Inmate Programs, Assistant Director of Inmate Programs, Audio Visual Manager, Video Technician Assistant and seven Detention Service Officer positions are paid for by the Commissary Fund.

- ! For FY2004, one Detention Service Officer, authorized for the law libraries has been deleted as a cost savings measure.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$604,424	\$559,512	\$376,206	\$240,822
Operations	99,162	99,486	10,430	12,885
Capital	<u>10,928</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$714,514	\$658,998	\$386,636	\$253,707

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	14	14	9	5

Authorized Position Detail (Grade)

1 Director of Inmate Programs (J) *

1 Assistant Director of Inmate Programs (G) *

1 Audio Visual Manager (D) *

7 Detention Service Officer (40)*

1 Video Technician Assistant (8) *

5 Detention Service Officer (40)

* These positions are funded through the
Commissary Escrow Account.

SHERIFF'S OFFICE - FOOD SERVICE

Department #3152

Description

The Food Service Division is responsible for the purchase, storage, preparation and delivery of all meals for inmates housed in the Dallas County jail facilities. All food provided for the five Dallas County Jails, the Juvenile Detention Center and the Emergency Shelter are prepared in the Central Kitchen and transported to the individual jails in large refrigerated trucks. In addition to food service, the management of the Food Service Division is responsible for the supervision of Laundry Services. The Sheriff's Office uses trusty labor throughout the Central Kitchen, resulting in the need to staff Detention Service Officers to supervise the trusties.

FY2004 Budget Highlights

- ! As part of the Sheriff's Office plan to reduce expenditures, the Sheriff's Office has cut \$400,000 from grocery expenditures by not providing meals to officers in the jails as well as reducing the number of meals provided to inmates in Central Intake and Release. The Jail Commission has approved the number of meals that may be served to inmates in Central Intake.
- ! In addition, one Secretary has been deleted.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,462,003	\$1,557,813	\$1,728,731	\$1,587,211
Operations	5,268,502	4,929,565	5,541,861	5,339,493
Capital	<u>69,354</u>	<u>197,370</u>	<u>0</u>	<u>0</u>
Total	\$6,799,859	\$6,684,748	\$7,270,591	\$6,926,704

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	35	35	35	34

Authorized Position Detail (Grade)

1 Captain (70)	16 Detention Service Officer (40)
1 Assistant Director of Nutrition & Processing (G)	1 Cook Chill Specialist (10)
1 Assistant Director of Operations (G)	4 Food Service Supervisor (9)
1 Production Manager (C)	2 Head Cook (8)
1 Buyer (A)	4 Bulk Food Technician (7)
1 Detention Service Supervisor (42)	1 Clerk II (6)

SHERIFF'S OFFICE - LAUNDRY SERVICES

Department #3153

Description

The Laundry Services Division is responsible for washing, drying and sorting the clothing and bedding for all inmates in the County Jail as well as in the Juvenile Detention Center. The folding and sorting of clean laundry are done in each jail by the laundry officers authorized in those facilities.

FY2004 Budget Highlights

! The FY2004 budget for the Laundry Services Section represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$271,671	\$217,375	\$315,581	\$371,756
Operations	594,214	774,317	535,557	511,349
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$865,885	\$991,692	\$851,138	\$883,105

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	8	8	8	8

Authorized Position Detail (Grade)

8 Detention Service Officer (40)

CONSTABLES

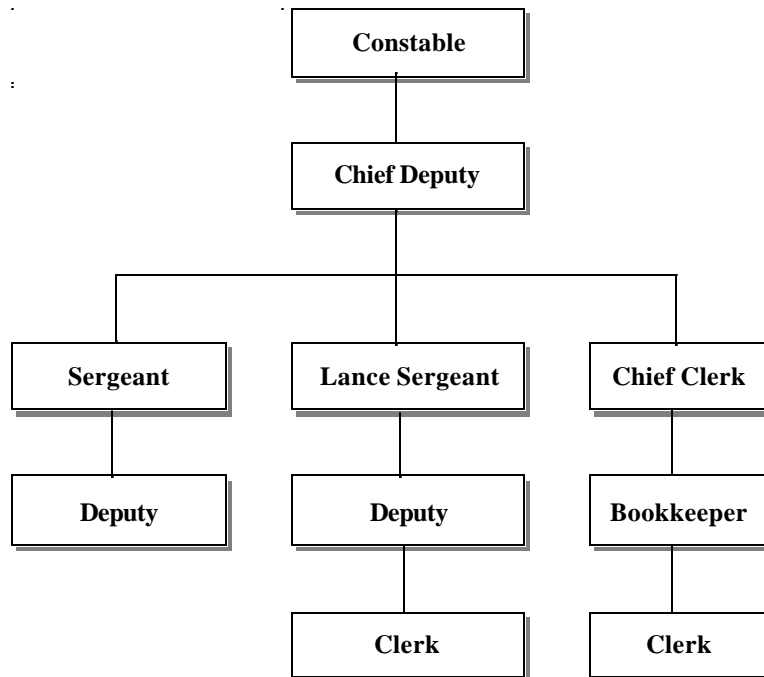
Description

Constables are elected officials who are responsible for the service of a variety of legal process within the boundaries of their precinct and occasionally in other precincts within the county. Each Constable is assigned to two or three Justice of the Peace Courts and works closely with the Judges of their respective courts.

Constable deputy staffing is determined annually based on the number of civil and criminal papers assigned to each office for service. Deputy Constables are required to be sworn peace officers, and have all of the rights and responsibilities associated with this designation. In particular, Deputy Constables may be called upon to protect the public in emergencies and may arrest perpetrators of unlawful acts.

Dallas County Constables have the opportunity to obtain additional staff dedicated to traffic enforcement, but only under conditions that require a rigorous safety plan and demonstrated cooperation with any city police forces that might also be enforcing traffic laws in the same area.

Organizational Chart



FY2004 Budget Highlights

- ! In December of 2001, the Department of Justice approved Dallas County's redistricting plan. As a result, the number of Constable Precincts was reduced from eight to five, with two sub-precincts. Constable Precinct 1-A and Constable Precinct 3-A will be absorbed into the other precincts when the elected official's term ends.

- ! Based on the staffing calculation, the following staff adjustments were made:
 - C Constable Precinct 1 earned one clerk position.
 - C Constable Precinct 2 staffing level was reduced by three Deputy positions and one Clerk position.
 - C Constable Precinct 3 reduced their staffing level by one Deputy position and three Clerk positions.
 - C Constable Precinct 5 reduced their staff by one Deputy position and one Clerk position.
 - C Constable Precinct 5 earned two Deputy positions.

- ! During FY2003, Constable Dupree received Commissioner Court approval to expand his traffic safety program with two additional Traffic Deputies.

- ! Commissioners Court funded two Deputy Constable positions that will be dedicated as a mental health unit in Constable Precinct 5.

- ! An additional Truancy Court was added in FY2004. As a result, Constable Precinct 5 received one Deputy Constable position to serve as a Truancy Court Bailiff.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$10,379,181	\$9,473,127	\$11,200,411	\$10,571,238
Operations	543,233	603,489	675,483	533,564
Capital	<u>544,941</u>	<u>282,058</u>	<u>0</u>	<u>0</u>
Total	\$11,467,355	\$10,358,674	\$11,875,894	\$11,104,802

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	221	222	226	224

Authorized Position Detail (Grade)

7 Constable (Official)	147 Deputy Constable I (66)
5 Deputy Constable IV (69)	6 Constable Chief Clerk (C)
5 Deputy Constable III (68)	9 Clerk III (7)
4 Deputy Constable II (67)	41 Clerk I (5)

CONSTABLE EVANS

Department #3210

FY2004 Budget Highlights

- ! The FY2004 budget for Constable Evans includes salaries for 39 Deputies (4 traffic) and 15 Clerks.
- ! Based on the staffing calculation, Constable Evans earned one Clerk position.
- ! Historical expenditures shown prior to FY2002 are from the Constable's precinct prior to redistricting.

Financial Trends

Budget Category	FY20001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,174,178	\$1,883,100	\$2,473,335	\$2,457,288
Operations	71,219	138,825	173,053	134,433
Capital	<u>165,007</u>	<u>80,588</u>	<u>0</u>	<u>0</u>
Total	\$1,410,404	\$2,102,513	\$2,646,388	\$2,591,721

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	27	52	54	55

Authorized Position Detail (Grade)

1 Constable (Official)	36 Deputy Constable I (66)
1 Deputy Constable IV (69)	1 Constable Chief Clerk (C)
1 Deputy Constable III (68)	2 Clerk III (7)
1 Deputy Constable II (67)	12 Clerk I (5)

CONSTABLE GOTHARD

Department #3220

FY2004 Budget Highlights

- ! The FY2004 budget for Constable Gothard includes salaries for 31 Deputies (6 traffic) and 11 Clerks.
- ! Based on the FY2004 staffing calculation, Constable Gothard reduced his staff by three Deputy positions and one Clerk position.
- ! Historical expenditures shown prior to FY2002 are from the Constable's precinct prior to redistricting.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,144,453	\$1,681,666	\$2,343,358	\$2,041,891
Operations	63,173	161,983	143,348	97,349
Capital	<u>131,115</u>	<u>80,588</u>	<u>0</u>	<u>0</u>
Total	\$1,338,741	\$1,338,741	\$2,486,706	\$2,139,240

Staffing Trends

Staff Category	FY20001Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	24	43	47	43

Authorized Position Detail (Grade)

1 Constable (Official)	28 Deputy Constable I (66)
1 Deputy Constable IV (69)	1 Constable Chief Clerk (C)
1 Deputy Constable III (68)	2 Clerk III (7)
1 Deputy Constable II (67)	8 Clerk I (5)

CONSTABLE RICHARDSON

Department #3230

FY2004 Budget Highlights

- ! The FY2004 budget for Constable Richardson includes salaries for 32 Deputies and 11 Clerks.
- ! As part of Constable Richardson's 10% plan, the precinct will reduce the number of Deputy positions by one and delete three Clerk positions.
- ! Historical expenditures shown prior to FY2002 are from the Constable's precinct prior to redistricting.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,139,062	\$1,303,548	\$2,261,133	\$2,289,872
Operations	53,856	61,865	131,242	113,150
Capital	<u>21,933</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,214,851	\$1,365,413	\$2,392,375	\$2,403,022

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	23	35	48	44

Authorized Position Detail (Grade)

1 Constable (Official)	29 Deputy Constable I (66)
1 Deputy Constable IV (69)	1 Constable Chief Clerk (C)
1 Deputy Constable III (68)	2 Clerk III (7)
1 Deputy Constable II (67)	8 Clerk I (5)

CONSTABLE SKINNER

Department #3240

FY2004 Budget Highlights

- ! The FY2004 budget for Constable Skinner includes salaries for 33 Deputies (8 traffic) and 11 Clerks.
- ! Historical expenditures shown prior to FY2002 are from the Constable's precinct prior to redistricting.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$2,336,816	\$2,007,674	\$2,320,762	\$2,015,814
Operations	113,499	77,729	120,737	114,505
Capital	<u>131,079</u>	<u>60,441</u>	<u>0</u>	<u>0</u>
Total	\$2,581,394	\$2,145,844	\$2,441,499	\$2,130,319

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	50	42	45	45

Authorized Position Detail (Grade)

1 Constable (Official)	30 Deputy Constable I (66)
1 Deputy Constable IV (69)	1 Constable Chief Clerk (C)
1 Deputy Constable III (68)	2 Clerk III (7)
1 Deputy Constable II (67)	8 Clerk I (5)

CONSTABLE DUPREE

Department #3250

FY2004 Budget Highlights

- ! The FY2004 budget for Constable Dupree includes salaries for 26 Deputies (4 traffic and 2 mental health) and 7 Clerks.
- ! In March 2003, Commissioners Court approved Constable Dupree's request to expand his traffic safety program by two Traffic Deputies.
- ! As part of their 10% plan, Constable Dupree has agreed to give up one Deputy position and one Clerk I position.
- ! Based on the FY2004 staffing calculation, Constable Precinct 5 earned two Deputy positions.
- ! Constable Dupree received one Deputy position to bailiff a truancy court.
- ! Commissioners Court approved two Deputy positions to serve as Mental Health Peace Officers.
- ! Historical expenditures shown prior to FY2002 are from the Constable's precinct prior to redistricting.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Budget	FY2004 Budget
Personnel	\$910,223	\$1,183,127	\$1,419,002	\$1,500,999
Operations	51,365	98,144	88,728	74,127
Capital	<u>26,147</u>	<u>60,441</u>	<u>0</u>	<u>0</u>
Total	\$987,735	\$1,341,712	\$1,507,730	\$1,575,126

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	20	27	29	34

Authorized Position Detail (Grade)

1 Constable (Official)	1 Constable Chief Clerk (C)
1 Deputy Constable IV (69)	1 Clerk III (7)
1 Deputy Constable III (68)	5 Clerk I (5)
24 Deputy Constable I (66)	

CONSTABLE BAGBY

Department #3260

FY2004 Budget Highlights

- ! The FY2004 budget for Precinct 1-A includes the salary and benefits for Constable Bagby only. Since redistricting occurred in December of 2001, Constable Bagby no longer has any employees, but will continue to operate from the Lancaster sub-courthouse until the end of his term.
- ! Historical expenditures shown prior to FY2002 are from the Constable's precinct prior to redistricting.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Budget	FY2004 Budget
Personnel	\$1,329,132	\$439,135	\$112,100	\$108,237
Operations	49,701	447	0	0
Capital	<u>46,781</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,425,614	\$439,582	\$112,100	\$108,237

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	28	1	1	1

Authorized Position Detail (Grade)

1 Constable (Official)

CONSTABLE PAPPAS

Department #3270

FY2004 Budget Highlights

- ! The FY2004 budget for Precinct 3-A includes the salary and benefits for Constable Pappas and the Constable Chief Clerk. Constable Pappas' staff was absorbed into Constable Richardson, Constable Precinct 3, in FY2003.
- ! Historical expenditures shown prior to FY2002 are from the Constable's precinct prior to redistricting.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,329,844	\$974,877	\$270,721	\$157,138
Operations	97,417	64,496	18,375	0
Capital	<u>22,789</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,450,140	\$1,039,373	\$289,096	\$157,138

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	29	19	2	2

Authorized Position Detail (Grade)

1 Constable (Official)

1 Constable Chief Clerk (C)

INSTITUTE OF FORENSIC SCIENCES

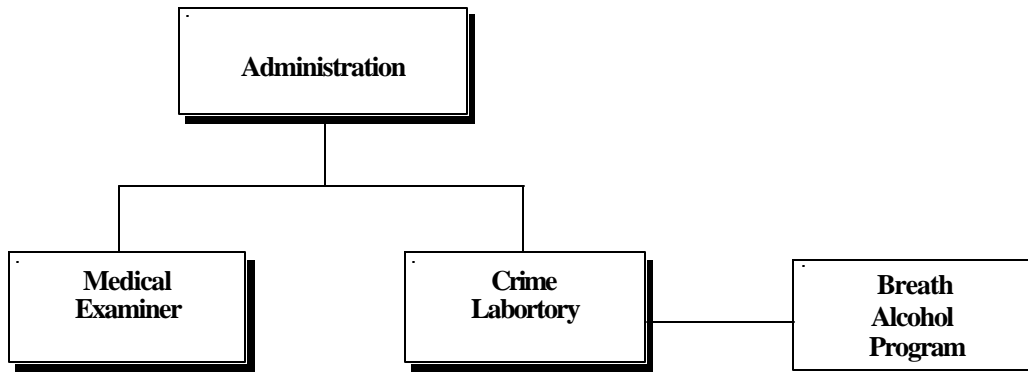
Mission Statement

The Dallas County Southwestern Institute of Forensic Sciences is committed to serving the needs of Dallas County residents and other governmental agencies by providing a broad spectrum of forensic services that are performed accurately, impartially, and timely.

Description

The Institute is comprised of two County Departments: the Medical Examiner's Office and the Crime Laboratory. The Institute offers its services in support of law enforcement, prosecution, and private agencies and individuals which operate in Dallas County and the surrounding areas. In addition, the Institute operates the Breath Alcohol Program within the Crime Lab. The Institute is also a teaching facility which offers medical students an opportunity to learn and study forensic and laboratory analysis.

Organizational Chart



Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$6,138,385	\$6,338,568	\$6,929,165	\$6,907,838
Operations	1,339,063	1,498,556	1,424,493	1,496,183
Capital	<u>117,492</u>	<u>73,322</u>	<u>0</u>	<u>25,000</u>
Total	\$7,594,940	\$7,910,446	\$8,353,658	\$8,429,021

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	108	110	116	108

BREATH ALCOHOL PROGRAM

Department #3313

Mission Statement

The mission of the Breath Alcohol Program is to support breath alcohol testing programs operated by local police departments through qualified supervision and training of instrument operators, maintenance and certification of breath test instruments, and testifying in legal proceedings.

Description

This program oversees breath alcohol testing equipment and operators and provides applicable testimony. The activities of the program are regulated by the Texas Department of Public Safety (DPS). Currently, the Dallas County program contracts with 21 agencies on a fee for service basis for supervision of local breath test programs.

FY2004 Budget Highlights

- ! The FY2004 Breath Alcohol budget represents a temporary filling of a vacant full-time position with part-time help for a cost savings of \$41,252..

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Proj.	FY2004 Budget
Personnel	\$229,697	\$191,420	\$186,938	\$226,981
Operations	31,444	25,221	16,621	15,839
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$261,141	\$216,641	\$203,559	\$252,820

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	4	5	5	4

Authorized Position Detail (Grade)

3 Intoxilyzer Tech Supervisor (HM)

1 Secretary (6)

CRIMINAL INVESTIGATION LABORATORY

Department #3311

Mission Statement

The mission of the Criminal Investigation Laboratory is to provide the best scientific, technical and analytical expertise and information possible to its consumers.

Description

The accomplishment of this mission requires that Crime Lab employees have excellent knowledge and skills in the various areas of analysis, identification and assessment of drugs, environmental hazards, firearms and fingerprints. Also, the Crime Lab provides analysis of biological specimens for presence of drugs and/or other toxic substances to the Medical Examiner and other municipal and County agencies.

FY2004 Budget Highlights

! The FY2004 Crime lab budget includes the deletion of one full-time Questioned Document Examiner at a savings of \$65,447 as part of the 10% reduction initiative by the Institute of Forensic Sciences.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Proj.	FY2004 Budget
Personnel	\$2,565,671	\$2,691,044	\$2,889,839	\$3,137,957
Operations	654,129	691,136	781,056	721,127
Capital	<u>76,533</u>	<u>73,322</u>	<u>0</u>	<u>0</u>
Total	\$3,296,333	\$3,455,502	\$3,670,895	\$3,859,084

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Budget	FY2004 Budget
Full Time Employees	52	52	59	58

Authorized Position Detail (Grade)

1 Drug & Environmental Toxic Chief (PM)	1 Toxicology Chemist III (GM)
1 Physical Evidence Chief (OM)	6 Toxicology Chemist II (E)
1 Sr Forensic Biologist (JM)	3 Lead Lab Technician (9)
1 Senior Toxicology Chemist (IM)	5 Evidence Registrar (8)
1 Quality Manager (IM)	1 Senior Secretary (8)
1 Senior GC/MS Chemist (IM)	1 Accounting Clerk II (7)
1 Sr. Trace Evidence Examiner (IM)	1 Secretary (6)
11 Forensic Biologist II (GM)	1 Data Entry Operator III (6)
6 Firearms Examiner (GM)	1 Clerk I (Typist) (5)
2 GC/MS Chemist (GM)	1 Laboratory Aide (4)
3 Trace Evidence Examiner (FM)	
8 Drug Chemist (EM)	

MEDICAL EXAMINER

Department #3312

Mission Statement

The mission of the Medical Examiner is to properly determine and certify the cause and manner of death of all individuals within its jurisdiction, focusing on those persons dying suddenly, violently or unexpectedly in Dallas County.

Description

The accomplishment of this mission involves meticulous investigation and documentation (written/photographic) of scenes of death, collection of physical evidence, application of appropriate identification techniques, and autopsies and analysis as needed. The Medical Examiner also has responsibility for the disposition of paupers and unclaimed/unidentified bodies to the State Anatomical Board or by interment within the County. The Chief Medical Examiner/Institute of Forensic Sciences Director is appointed by the Commissioners Court.

FY2004 Budget Highlights

- ! The FY2004 Medical Examiner budget includes the elimination of nine full-time positions as part of their attempt to reduce expenses by 10%. It also includes the discontinuation of Indigent Burials in lieu of a cremation contract with UTSW.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Budget	FY2004 Budget
Personnel	\$3,343,017	\$3,456,104	\$3,466,424	\$3,405,011
Operations	653,490	782,199	746,430	694,272
Capital	<u>40,959</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$4,037,466	\$4,238,303	\$4,212,672	\$4,099,283

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Budget	FY2004 Budget
Full Time Employees	52	53	53	46
Extra Help	\$58,600	\$73,072	\$45,656	\$25,050

Authorized Position Detail (Grade)

1 Director-Institute Forensic Sciences (K2)	1 Executive Secretary (10)
1 Chief Deputy Medical Examiner (J1)	1 Sr. Medical Transcriptionist (9)
7 Medical Examiner (I1)	10 Autopsy Technician (9)
1 Chief Field Agent (I)	3 Medical Transcriptionist (8)
1 Forensic Coordinator (H)	1 Clerk IV (8)
1 Assistant Chief Field Agent (G)	2 Secretary I (6)
11 Field Agent (E)	1 Clerk/Typist III (5)
1 Autopsy Room Supervisor (E)	1 Utility Clerk (3)
2 Pathologist (A1)	

OFFICE OF SECURITY & EMERGENCY MANAGEMENT

Department #3340

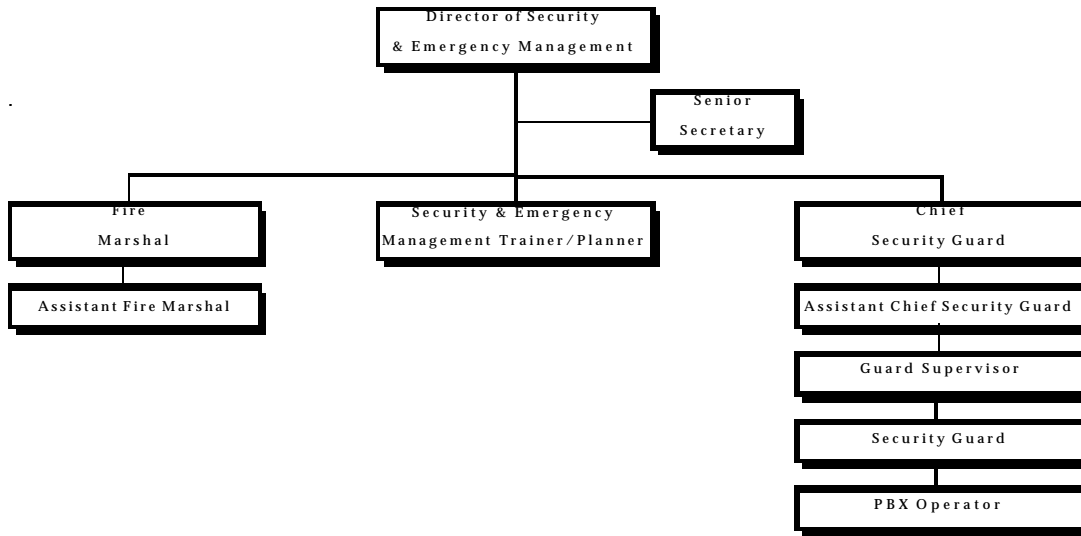
Mission Statement

The mission of the Dallas County Office of Security and Emergency Management is to protect the lives, environment and property of the citizens of Dallas County through an incident management system of mitigation, preparedness, response and recovery, fire inspection and investigation of unincorporated parts of Dallas County and within those municipalities operating under mutual aid agreements. The Department will use its resources for the protection of the health, welfare and property of the citizens of Dallas County through a cost effective, cost efficient and highly trained team of professionals proficient in the specialities of fire suppression, law enforcement, intelligence gathering and analysis, hazardous materials management, emergency/contingency planning and response.

Description

The Office of Security and Emergency Management will investigate the causes of fires, inspect buildings for fire safety, educate citizens in fire prevention and coordinate emergency management planning. The office is also responsible for fire safety in all County owned/occupied buildings and fire suppression as well as emergency medical services in the unincorporated areas of the County. The Dallas County Volunteer Fire Department is managed by this office and is responsible for fire suppression, first responder emergency medical services and HazMat responses in the unincorporated areas of the County. In addition, the Office of Security and Emergency Management will administer the County's contracted security as well as the deployment of Dallas County Security Officers. The Officers patrol all County buildings and respond to breaches in security as needed at any time.

Organizational Chart



FY2004 Budget Highlights

- ! As part of the 10% plan submitted by the Office of Security and Emergency Management, one Guard Supervisor position was deleted.
- ! The number of contract Security Guards used at the Lew Sterrett Justice Facility was reduced during non-peak hours.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$0	\$1,351,998	\$1,414,321	\$1,354,688
Operations	0	788,260	927,577	1,158,592
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$0	\$2,140,618	\$2,341,898	\$2,513,280

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	0	34	34	33

Authorized Position Detail (Grade)

1 Director of Security and Emerg. Mgmt. (N)	1 Senior Secretary (8)
1 Trainer/Planner (G)	2 Assistant Chief of Security (8)
1 Chief Security Guard (D)	3 Guard Supervisor (7)
1 Fire Marshal (70)	20 Security Guard (6)
2 Assistant Fire Marshal (68)	1 Clerk I (5)

COMMUNITY SUPERVISION AND CORRECTIONS

Department #3320

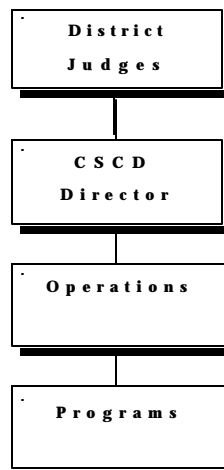
Mission Statement

The mission of the Community Supervision and Corrections Department (CSCD) and its personnel is to endeavor to: Ø Protect society by timely responses to violations, prompt investigations of reports by citizens, staying aware of the offender's mental and emotional status, interaction with area law enforcement personnel, monitoring the offender's interaction to be alert for potential conflicts or risk to society, Û Enforce the orders of the Court, Û Provide an atmosphere and opportunities to bring about or support positive changes in the offender, and Û Provide effective programs and sentencing alternatives that minimize the cost of the Criminal Justice System without increasing the risk to society.

Description

CSCD provides over 600 locally based probation officers responsible for enforcing the orders of the 15 felony and 11 misdemeanor court judges as they provide supervision and a wide range of rehabilitative services and resources for about 60,000 probationers in Dallas County. CSCD operates in 11 locations in Dallas County and contracts with the County to operate the County's Pre-Trial and Post-Trial Release Programs. The CSCD's operating budget, expenditures, and revenues are accounted for in Fund 128. The County administrative structure processes the CSCD staff pay and benefits. This general fund department was established to budget and account for capital equipment and office space provided by the County for CSCD staff as required by State Statute.

Organizational Chart



FY2004 Budget Highlights

! The FY2004 Budget for this department represents a continuation of FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$0	\$0	\$0	\$0
Operations	361,431	391,135	394,689	408,000
Capital	<u>5,256</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$366,687	\$391,135	\$394,689	\$408,000

PRE-TRIAL RELEASE

Department #3321

Mission Statement

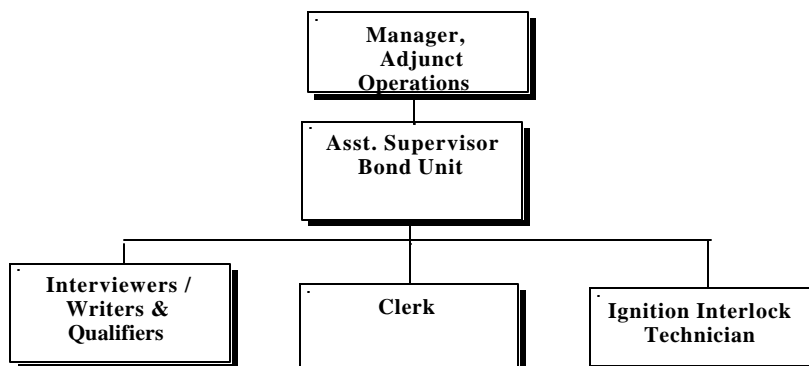
The mission of the Pre-Trial Release program is to identify those accused with a minimal threat to society who should be released on bond while awaiting trial, reducing jail populations. The County contracts with Community Supervision and Corrections to perform this mission.

Description

The Pre-Trial Release program is tasked with identifying low-risk offenders who have a high probability of appearing at their assigned court date without being incarcerated. Individuals become qualified for pre-trial release only if their alleged offense is of a non-violent nature and only if a thorough reference check has been conducted.

Staff of the Pre-Trial program are located adjacent to the jail's Central Intake Section. The Sheriff's jailers work in tandem with this operation's staff to facilitate the movement of individuals through the pre-trial process.

Organizational Chart



FY2004 Budget Highlights

! As part of the County's efforts to reduce expenditures, this department was absorbed by the Sheriff's Office in February 2004.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$0	\$0	\$0	\$0
Operations	439,913	393,659	438,119	435,558
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$439,913	\$393,659	\$438,119	\$435,558

Staffing Trends (Contract Employees)

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2003 Budget
Full Time Employees	9	9	9	9

Authorized Position Detail

1 CSO Manager	2 Qualifiers
1 CSO Assistant Supervisor	2 Interlock Technician
2 Interviewer/Writer	1 Clerk II

POST-TRIAL RELEASE

Department #3321

Mission Statement

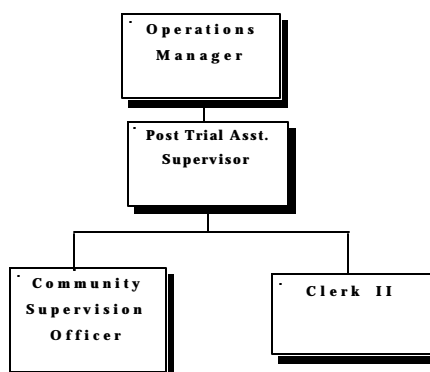
The mission of the Post-Trial Release program is to place convicted individuals into programs that allow them to maintain employment while serving out their punishment. The County contracts with Community Supervision and Corrections to perform this mission.

Description

The Post-Trial Release program actually encompasses five functional areas: work release, weekend release, child support, community service, and electronic monitoring. Each of these serve as an alternative to the full-time incarceration of convicted individuals. Work release and weekend release allow for inmates to maintain employment while serving out their jail sentence. The child support division helps to ensure the timely payment of child support obligations. Community service monitors those obligated to serve out community service time as part of their sentence. Finally, the electronic monitoring operation of the Post-Trial Release program involves a contract with a vendor who tracks the whereabouts of individuals restricted to or from a certain proximity.

The staff of this program are located in the Frank Crowley Criminal Courts Building and is mostly made up of Community Supervision Officers. The Post-Trial Release program is in operation weekdays from 8am to 5pm.

Organizational Chart



FY2004 Budget Highlights

- ! Two Community Supervision Officer positions were deleted from the Post-trial FY2004 budget because of the decline in workload volume mostly in Weekend Service.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$0	\$0	\$0	\$0
Operations	477,041	431,723	455,624	385,888
Capital	0	0	0	0
Total	\$477,041	\$431,723	\$455,624	\$385,888

Staffing Trends (Contract Employees)

Staff Category	FY2001 Actual	FY2002 Proj.	FY2003 Actual	FY2004 Budget
Full Time Employees	11	10	10	8

Authorized Position Detail

1 Assistant Supervisor
 5 Community Supervision Officer

2 Clerk II

PUBLIC SERVICE PROGRAM

Department #3330

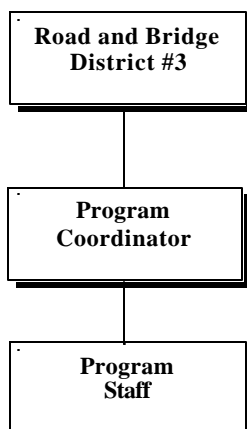
Mission Statement

The Public Service Program places major emphasis upon reducing contract labor, adding revenues from recycling as well as creating a sound environmental atmosphere for Dallas County. The benefits from the Public Service Program directly impact our individual departments receiving clients, the debtors themselves and more importantly any work otherwise contracted. The program goal is to save tax payer money, enabling indigents to repay their debt to Dallas County.

Description

The Public Service Program makes community service available as a court-ordered sanction. Clients participating in the program perform various tasks under the direct supervision of County employees. These tasks may include seasonal mowing of county property, collection and sorting of materials for recycling and assistance with general office support functions. In all cases, work performed under this program offsets costs that would otherwise be borne by County taxpayers. The program is managed through the Road and Bridge District #3.

Organizational Chart



FY2004 Budget Highlights

- The FY2004 Public Service Program budget represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$134,190	\$148,328	\$132,944	\$142,848
Operations	5,664	21,368	26,885	26,746
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$139,854	\$169,697	\$159,829	\$169,594

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	7	3	3	3
Extra Help	\$55,529	\$21,512	\$21,472	\$21,472

Authorized Position Detail (Grade)

1 Public Service Program Coordinator (D)

1 Public Service Program Crewman (6)

1 Public Service Program Assistant II (8)



HEALTH AND HUMAN SERVICES

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HEALTH & HUMAN SERVICES

Mission Statement

The mission of the Dallas County Health & Human Services Department is to protect the health of the citizens of Dallas County through disease prevention and intervention, and through promotion of a healthy community and environment. DCHHS will promote a healthy community through assessment, community input, education, disease monitoring, regulation, and health services which help control the spread of disease; and to direct its human and financial resources toward assisting low income, disabled, homeless citizens, and toward serving the older adult population through nutrition and recreation. The Department will make every effort to ensure that the people of Dallas County receive the information and services needed to maintain and improve their health and provide stewardship of public resources.

Description

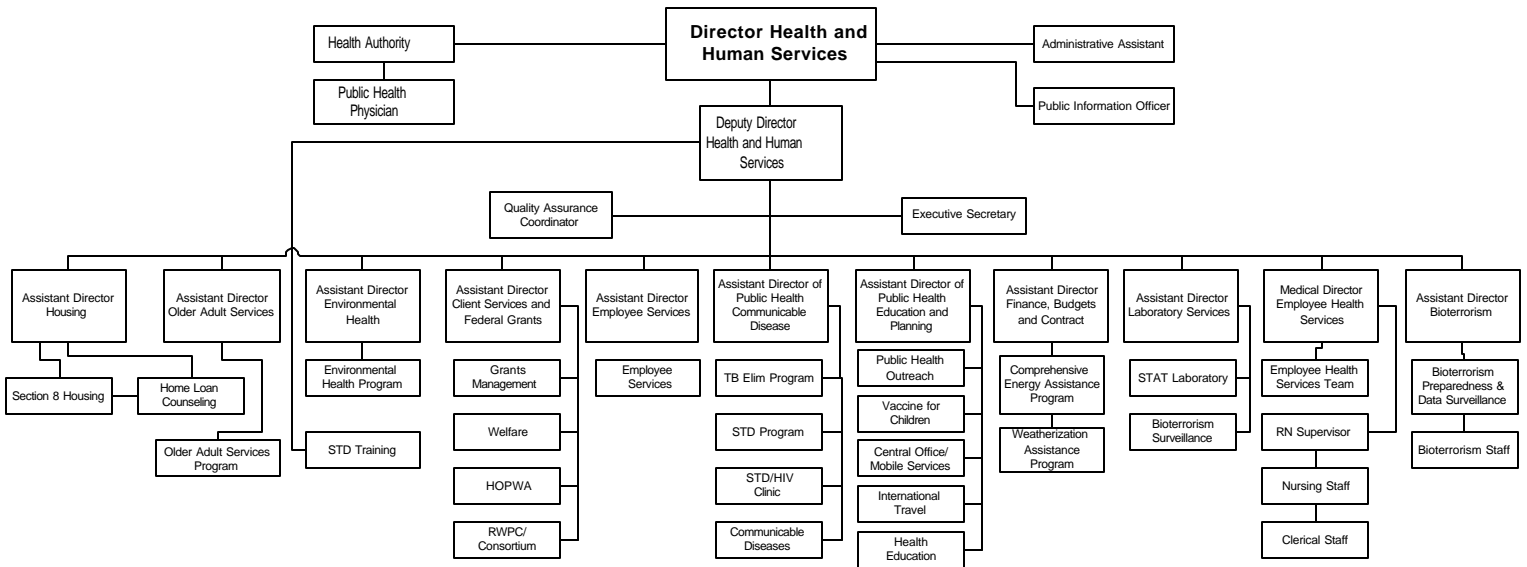
The Health and Human Services Department is responsible for all public health and public assistance services (including grant-funded programs, Ryan White Program and Bioterrorism) offered by the County. Public health includes services at on-site and satellite clinics, a laboratory, prevention health immunizations, environmental hazard monitoring, sanitation, food inspection and epidemiological activities. The Dallas County Hospital District is financially responsible for certain community health services such as the diagnosis and treatment of sexually transmitted diseases and tuberculosis, well-child and low-birth weight baby clinics, and some laboratory operations. The County also receives grants from the Texas Department of Health to offset the costs of public health services.

The human services division is inclusive of public assistance provided on a temporary basis to County residents who meet certain income and disability requirements. The programs include but are not limited to rental, utility, housing, and nutrition assistance. The department supplements these County-funded services through state and federal grants.

The department also has the management responsibility of the Employee Health Clinic. This center is located in downtown Dallas and is the location for pre-employment screening and one-on-one employee/physician visits.

During FY2003, Inmate Health Services was outsourced to the University of Texas Medical Branch of Galveston, Texas.

Organizational Chart



Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$13,479,114	\$14,328,688	\$7,180,164	\$7,340,514
Assistance Payments	3,428,018	2,249,527	2,672,329	2,484,000
Operations	2,026,494	2,776,469	1,308,800	1,325,925
Capital	<u>53,834</u>	<u>28,996</u>	<u>0</u>	<u>0</u>
Total	\$18,987,460	\$19,383,680	\$11,161,293	\$11,150,439

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	295	296	146	142
Extra Help	\$333,866	\$469,427	\$28,278	\$28,278
Overtime	\$249,014	\$357,202	\$0	\$0

H&HS - ADMINISTRATION

Department #5210

Mission Statement

The mission of the Administration division is to plan, direct, and provide the operational overview of the department in an efficient and effective manner.

Description

The Administration Division manages the day-to-day activities of the department. All accounting, purchasing, and personnel activities are centralized to allow the department's programs to focus on service delivery rather than administrative tasks. This division also acts as the County liaison with other health and public assistance agencies. The Medical Director serves as the County Health Authority and supervises all physicians, nurses, and other medical personnel.

FY2004 Budget Highlights

- The FY2004 budget for the administration of the Health & Human Services Department represents a continuation of current service levels.
- For FY2004, a Cashier II position has been deleted.
- For FY2004, the Assistant Director, Public Health/Communicable Disease position has been moved to the TB Clinic budget.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,018,267	\$1,230,942	\$1,251,386	\$1,183,009
Operations	44,183	44,189	53,215	38,270
Capital	<u>10,680</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,073,130	\$1,275,132	\$1,304,601	\$1,221,279

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	21	21	20	17

Authorized Position Detail (Grade)

1 Medical Director/Health Authority (H1)	1 Personnel Analyst (C)
1 Director of Health & Human Services (H2)	1 Administrative Assistant (C)
1 Deputy Director (D2)	1 Executive Secretary (10)
1 Assistant Director, Prev. Health/Edu/Planning (JM)	2 Senior Secretary (8)
1 Assistant Director, Finance, Budgets and Contracts (M)	1 Clerk IV (8)
1 Assistant Director, Operations and Employee Svcs.(I)	1 Lead Cashier (7)
1 Quality Assurance Coordinator (G)	1 Cashier II (6)
1 Staff Development Trainer/Coordinator (F)	1 Light Truck Driver (5)

H&HS - WELFARE

Department #2070

Mission Statement

The mission of the Welfare Division is to provide short-term financial assistance to eligible County residents.

Description

The Welfare Division provides emergency financial assistance to persons and families who have no other means of support. In Dallas County, an applicant for public assistance must be disabled or the primary caretaker of a person with a disability in order to be eligible for assistance. In addition, an applicant cannot be receiving any other form of government or private assistance. These strict requirements ensure that Dallas County truly is a “safety net” for indigent residents. The County’s assistance is temporary until the individual is able to return to work or until they develop other resources such as Social Security Income (SSI), Worker’s Compensation, or Social Security Disability Income (SSDI). Assistance usually is in the form of room and board, utility payments, or transportation. In addition to regular County funds, the department receives State and Federal funding which enhance the ability of this department to meet the needs of Dallas County citizens.

FY2004 Budget Highlights

- The FY2004 budget for the Welfare Department represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,182,851	\$1,408,737	\$1,308,323	\$1,400,054
Assistance Payments	3,428,018	2,249,527	2,672,329	2,484,000
Operations	33,808	91,825	33,997	36,075
Capital	0	0	0	0
Total	\$4,644,677	\$3,750,090	\$4,014,649	\$3,920,129

DALLAS COUNTY FY2004 BUDGET

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	33.5	33.5	32.5	31.5
Extra Help	\$21,657	\$20,600	\$16,139	\$16,139
Overtime	\$410	\$0	\$0	\$0

Authorized Position Detail (Grade)

1 Coordinator of Client Services (I)	6 Caseworker (CC)
1 Information Systems Coordinator (IM) *	3 Clerk II (6)
1 Lead Case Manager Field (FF)	4 Clerk I (5)
1 Caseworker Lead Intake (EE)	1 Data Entry Operator II (5)
1 Housing Coordinator (EE)	1 Van Driver (5)
1 Caseworker II (EE)	1 Clerical Assistant II (4)
8 Case Manager Lead (DD)	1 Clerical Assistant I (3)
1 Case Monitor (C)	

* This position is funded partially through the General Fund (50%) and partially through the Ryan White/AIDS program (50%).

H&HS - ENVIRONMENTAL HEALTH

Department #5211

Mission Statement

The mission of the Environmental Health program is to ensure the public's safety in the areas of animal control, vector control, and general sanitation within Dallas County.

Description

The Environmental Health program provides a wide array of services. The program inspects food establishments, foster homes, day care centers, and swimming pools for the unincorporated areas of Dallas County as well as certain cities through contract arrangements. In addition, this program provides animal control activities and protects the County's water supply through septic tank inspections, water system surveys, and illegal dumping investigations. Dallas County also operates a St. Louis Encephalitis surveillance program through this division to anticipate potential outbreaks of this mosquito-borne disease and proactively spray insecticide in hazardous areas.

FY2004 Budget Highlights

- The FY2004 budget for the Environmental Health Division represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$537,701	\$574,817	\$599,756	\$553,479
Operations	27,837	14,219	40,383	25,663
Capital	<u>0</u>	<u>18,996</u>	<u>0</u>	<u>0</u>
Total	\$565,538	\$608,033	\$640,139	\$579,142

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	11	11	11	11
Extra Help	\$6,352	\$15,616	\$24,375	\$24,375

Authorized Position Detail (Grade)

1 Assistant Director, Environmental Health (J)	1 Senior Secretary (8)
1 Entomologist/Vector Control Supv. (E)	2 Animal Warden (6)
3 Sanitarian (E)	1 Secretary (6)
2 Nuisance Abatement Officer (66)	

H&HS - PUBLIC HEALTH LAB

Department #5212

Mission Statement

The mission of the Public Health Lab is to accurately perform tests on specimens provided by the County's various clinics to establish the existence of a disease.

Description

The Public Health Lab performs serological, biological, and bacteriological analyses and tests for the diagnosis of disease to determine the effectiveness of treatment and to control the spread of communicable diseases. The lab is located in the Health & Human Services Building in close proximity to the STD Clinic and TB Clinic, the primary users of the lab's services. In order to provide timely results from certain tests, a satellite lab is actually located at the STD Clinic. The lab works in conjunction with the County's grant funded Bio-Terrorism division by performing Bio-Terrorism testing. The activities of the lab are the primary source of federal reimbursement for tests performed for eligible patients. The lab is certified biannually to meet the standards of the Clinical Laboratory Improvement Act (CLIA) of 1988. The l

FY2004 Budget Highlights

- The FY2004 budget for Public Health Lab represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$637,694	\$653,538	\$684,035	\$660,842
Operations	348,140	467,930	425,053	482,638
Capital	<u>19,682</u>	<u>10,000</u>	<u>0</u>	<u>0</u>
Total	\$1,005,516	\$1,131,469	\$1,109,088	\$1,143,480

DALLAS COUNTY FY2004 BUDGET

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	13	13	13	13

Authorized Position Detail (Grade)

1 Public Health Lab Manager (I)
1 Microbiologist II (G)
5 Microbiologist I (C)
2 Med. Lab Tech (A)

1 Lead Lab Technician (9)
1 Senior Lab Technician (8)
1 Senior Secretary (8)
1 Clerk II (6)

H&HS - PREVENTIVE HEALTH

Department #5213

Mission Statement

The mission of the Preventive Health program is to provide general public health services that motivate healthy lifestyles, encourage childhood vaccinations, and promote health education across Dallas County.

Description

The Preventive Health program operates clinics throughout Dallas County (excluding the City of Dallas) in the area of well-child care, low birth-weight, and childhood immunizations. One permanent clinic is located at the Health & Human Services building and mobile clinics are offered at community buildings. Typically 30-35 clinics are scheduled during the month with a nurse traveling from site to site each day for the clinic. In addition to these regularly scheduled clinics, the program began to offer specialized clinics to address specific health concerns such as Hepatitis B and senior citizen clinics. In addition, this program conducts a clinic where clients can receive the necessary vaccinations for foreign travel. This service is provided to the clients at cost, with the revenue received offsetting the cost of the vaccine and staff.

FY2004 Budget Highlights

- For FY2004 one Public Health Nurse II position was deleted.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,217,886	\$1,245,298	\$1,174,400	\$1,328,655
Operations	812,237	669,424	523,483	521,257
Capital	<u>3,495</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$2,033,618	\$1,914,723	\$1,697,883	\$1,849,912

DALLAS COUNTY FY2004 BUDGET

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY 2004 Budget
Full Time Employees	27	28	28	27
Extra Help	\$10,799	\$0	\$12,139	\$12,139

Authorized Position Detail (Grade)

2 Field Nurse Supervisor (GM)	1 Clerk IV (8)
1 Nurse Educator (FM)	1 Clerk II (6)
10 Public Health Nurse II (EM)	2 Data Entry Clerk (5)
1 Statistician (F)	1 Clerk I (5)
1 Medicaid Eligibility Specialist (C)	4 Clinic Aide (5)
1 Health Educator (EE)	1 Clerk I / Receptionist (5)
1 Clinic Licensed Vocational Nurse (8)	

H&HS - COMMUNICABLE DISEASE CONTROL

Department #5214

Mission Statement

The mission of the Communicable Disease Control program is to monitor the incidence of communicable diseases within the County and coordinate treatment programs and action plans in the event of an epidemic or centralized outbreak of disease.

Description

The Communicable Disease Control program coordinates the surveillance, investigation, and intervention in cases related to communicable diseases (except for AIDS, sexually transmitted diseases, and tuberculosis), for the entire County. State law requires that certain diseases be reported to the County for epidemiological purposes to track public health and identify potential health problems before they escalate. This program works hand-in-hand with the Environmental Health program to dispense rabies vaccinations when necessary, to investigate the possibility of lead poisoning in children when a lead-infested site is discovered, and to educate parents when a day care center inspection reveals the presence of disease. As a secondary function, this program consults with private physicians and clinics to identify rare diseases that could be of a concern to public health.

FY2004 Budget Highlights

- The FY2004 Communicable Disease Control budget represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$283,540	\$339,389	\$307,527	\$310,516
Operations	17,274	28,737	18,530	25,087
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$300,814	\$368,126	\$326,057	\$335,603

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	6	9	6	6

Authorized Position Detail (Grade)

1 Health Nurse Specialist (GM)
3 Registered Nurse II (EM)

1 Data Entry Operator III (6)
1 Clerk II (6)

H&HS - STD CLINIC

Department #5215

Mission Statement

The mission of the Sexually Transmitted Disease (STD) Clinic is to prevent the spread of STDs through treatment, education and prevention efforts.

Description

Located on the first floor of the Health & Human Services Building, the STD Clinic serves as the primary diagnostic and treatment center for STDs in Dallas County. The clinic is open during the day, five days a week and in the evenings four days a week. Test for all major STDs such as gonorrhea, syphilis, chlamydia, and AIDS are performed. If detected, the clinic also provides treatment and referrals. In addition, the clinic performs epidemiological activities such as partner identification, notification, and counseling. As a secondary function, the clinic offers consultation and training to private physicians, agencies and professional staff of smaller treatment centers.

FY2004 Budget Highlights

- The FY2004 budget for the STD Clinic represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$973,512	\$954,293	\$983,699	\$1,029,713
Operations	60,483	78,567	81,257	78,812
Capital	<u>110</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,034,105	\$1,032,861	\$1,064,956	\$1,108,525

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	19	19	19	19

Authorized Position Detail (Grade)

1 Physician (C1)	1 Clerk IV (Supervisor) (8)
2 Nurse Practitioner (LM)	4 Clerk II (6)
7 Registered Nurse (EM)	1 Phlebotomist (5)
1 Crisis Intervention Counselor (G)	2 Clerk I (5)

H&HS - TB CLINIC

Department #5216

Mission Statement

The mission of the Tuberculosis (TB) Clinic is to prevent the spread of tuberculosis by providing diagnostic treatment, prevention programming, and epidemiological services.

Description

The TB Clinic serves as the central intake point for services for individuals with tuberculosis. The clinic provides medical services such as confirmation skin tests, chest x-rays, and treatment plans. In addition, clinic staff conducts interviews with patients to determine other people who may be at risk of the disease from their contact with an infected individual. Clinic staff develops treatment plans which are implemented by nurses and outreach workers across the County. These treatments, education and follow-up activities are performed by a field staff funded through a State contract. The Clinic is responsible for maintaining a TB database for epidemiological purposes as well as for reporting disease incidence data to the Texas Department of Health.

FY2004 Budget Highlights

- For FY2004, the Assistant Director - Public Health/Communicable Disease was moved from Health Administration to the TB Clinic Budget.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$680,371	\$743,260	\$871,038	\$874,246
Operations	99,495	117,174	132,882	118,123
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$779,866	\$860,435	\$1,003,920	\$992,369

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	13	13	16	17
Extra Help	\$18,278	\$19,971	\$0	\$0

Authorized Position Detail (Grade)

1 Physician (C1)	1 Licensed Vocational Nurse III/ Field (9)
1 Assistant Director - Public Health/Comm (MM)	3 Licensed Vocational Nurse II/ Clinic (8)
1 RN Supervisor (FM)	1 Clerk II (6)
2 Registered Nurse (EM)	1 Outreach Worker (5)
1 Disease Intervention Specialist II (DD)	1 PBX/Receptionist (5)
1 Disease Intervention Specialist I (CC)	1 Community Service Aide (5)
1 Diagnostic Radiologist Technician (BM)	1 Clerical Assistant II (4)

JUVENILE DEPARTMENT

Mission Statement

The mission of the Dallas County Juvenile Department is to rehabilitate juvenile offenders, promote the interests of victims, and protect the community at large.

Description

The Juvenile Department provides a continuum of services for youth age 10-16 who become involved in the juvenile justice system as a result of delinquent conduct. The Dallas County Juvenile Board oversees the programmatic aspects of the department. The composition of the Juvenile Board is set forth in State law and includes two members of Commissioners Court, the two Juvenile District Court Judges, one Judge from each of the Civil, Family, and Criminal District Courts, the Local Administrative Judge, and the chair of the Youth Services Advisory Board. The Commissioners Court maintains authority over the department's budget.

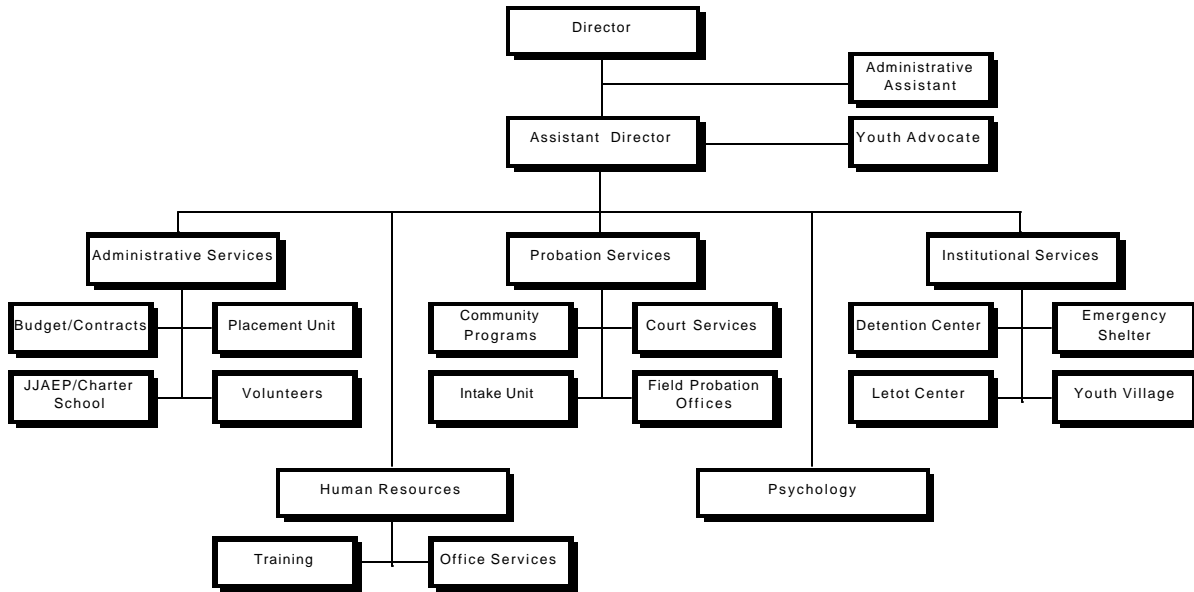
The budgetary organization of the department is divided into two components: the four County-operated facilities and Administration, which includes all probation services, psychological services, human resources, and contract management. The department's four facilities include the Juvenile Detention Center, the Emergency Shelter, the Dallas County Youth Village, and Letot Center. Each of these facilities is discussed in more detail on the following pages.

The department contracts with several residential providers, in Texas and across the nation, for youth in need of long-term treatment. These contracts include a private provider who operates two residential programs in County-owned buildings. In a precedent setting contract, this provider has agreed to performance guarantees that include monetary reimbursement to the County if recidivism goals are not met.

In 1997, the legislature mandated the counties provide alternative education program to youth expelled from their local school districts. Dallas County chose to implement this program through a private contractor rather than with County staff. The Juvenile Justice Alternative Education Program (JJAEP) will be operated by Children's Comprehensive Services, Inc. in FY2004.

Beginning in 1999, the department further expanded on privatization in educational opportunities for the delinquent population through charter schools. The department requested charter school status through the Texas Education Agency in order to improve the educational services offered at the department's facilities and programs. During FY2004, the charter school will transition from a private contractor to being operated directly by the Juvenile Board.

Organizational Chart



Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$23,429,166	\$25,498,775	\$25,268,812	\$24,500,222
Operations	1,793,517	2,542,316	2,505,620	2,928,650
Placement	8,267,213	10,059,999	10,322,083	9,448,800
Capital	<u>81,729</u>	<u>58,725</u>	<u>0</u>	<u>0</u>
Total	\$33,571,625	\$38,159,815	\$38,096,515	\$36,877,672

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	525	535	520	512
Extra Help	\$1,154,977	\$1,508,961	\$1,405,327	\$822,432
Overtime	\$33,055	\$99,793	\$117,369	\$0

JUVENILE - ADMINISTRATION

Department #5110

Mission Statement

The mission of the Juvenile Department's Administration Division is to provide comprehensive supervision for probation services and the four residential facilities.

Description

There are a wide variety of services provided to juvenile offenders through the Juvenile Department. Probation forms the foundation of service provision for youth in the juvenile justice system. These services include assessment, deferred prosecution, if appropriate, mediation, community restitution, aftercare services, and ongoing supervision through the field probation offices. In addition, this division provides general administration for all of the department's programs such as training, contract monitoring, and coordination of volunteer efforts.

FY2004 Budget Highlights

- ! The FY2004 budget includes a reduction in funding for contract residential placement in the amount of \$447,000. In order to meet this reduced funding level, the average daily contract residential placement population will need to be maintained at 148 (118 in residential placements and 30 in family preservation programs).
- ! The Juvenile Department identified two revenue initiatives during the FY2004 budget process. The department will continue to enhance the revenue received through the Title IV-E Administrative Claim through a higher eligibility rate and more complete time study. In addition, the department will submit a proposed fee schedule to the Juvenile Board for post-adjudication services.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$9,284,009	\$10,078,435	\$9,932,089	\$9,900,398
Operations	751,932	902,822	830,518	806,950
Placement	8,267,213	10,059,999	10,322,083	9,448,800
Capital	<u>15,883</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$18,319,037	\$21,041,256	\$21,084,690	\$20,156,148

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	196	196	192	192
Extra Help	\$17,002	\$83,828	\$84,589	\$76,462
Overtime	\$0	\$0	\$668	\$0

Authorized Position Detail (Grade)

1 Director of Juvenile Services (F2)	10 Asst. to Probation Supervisor (FF)
1 Assistant Director (D2)	2 Asst. DIU Lead Counselor (FF)
1 Chief Psychologist (NM)	1 Caseworker III (FF)
1 Deputy Director Probation Services (M)	1 Training Supervisor (F)
1 Deputy Director Admin. Services (M)	78 Juvenile Probation Officers (EE)
1 Manager Community Programs (J)	1 Chemical Assessment Specialist (EE)
1 Field Probation Manager (J)	9 Drug Intervention Specialist (EE)
1 Placement Services Manager (J)	1 Youth Advocate Counselor (EE)
1 Human Resource Administrator (I)	5 Caseworker II (EE)
1 Budget/Management Supervisor (I)	1 Volunteer Coordinator (E)
1 Database Manager (GM)	1 Sr. Training Specialist (D)
1 Senior Fiscal Monitor (G)	1 Contract Officer (D)
1 Education Services Coordinator (G)	1 Electronic Monitoring Specialist (CC)
1 Diversion Unit Supervisor (G)	1 Training Specialist (C)
12 Probation Supervisor (G)	1 Title IV-E Specialist (C)
1 Counselor III (G)	1 Medicaid Specialist (C)
2 Contracts Coordinator (G)	2 Juvenile Residential Officer I (AA)

Authorized Position Detail (Grade) cont.

2 Administrative Assistant (A)
1 Database Management Assistant (A)
5 Juvenile Transport Officer (8)
2 Clerk IV (8)
3 Senior Secretary (8)

1 Accounting Clerk I (6)
1 Secretary (6)
25 Clerk II (6)
6 Clerk I (5)
1 Van Driver (5)

JUVENILE - DETENTION CENTER

Department #5114

Mission Statement

The mission of the Juvenile Detention Center is to provide a safe and secure environment for young offenders awaiting adjudication in the Juvenile Court system.

Description

The County Juvenile Detention Center is a 24-hour facility used to detain youth who are alleged to be in violation of the family and/or criminal codes and are considered dangerous or incorrigible. The Center is certified to hold 200 youth ages 10-16 in single occupancy rooms with an additional 16 isolation beds available. Youth are assigned to a unit of the Center based on their age and offense. All detained youth receive a complete psychological evaluation. In addition, the Center provides educational programs through the Charter School, including General Educational Development (GED) and Texas Assessment of Academic Skills (TAAS) curriculum, access to on-site medical care, and group counseling sessions.

FY2004 Budget Highlights

- ! The FY2004 budget for the Detention Center is based on a projected detention population of 236 and assumes that the department will keep the Detention Center at its rated capacity of 216 and access overflow beds at the Harry Hines facility when necessary. The funding for the contract for overflow beds has been included in the Detention Center's budget to provide a total cost of detaining pre-adjudicated youth.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$7,380,127	\$8,166,752	\$7,867,395	\$7,418,821
Operations	687,092	1,238,946	1,282,645	1,655,400
Capital	<u>30,577</u>	<u>39,150</u>	<u>0</u>	<u>0</u>
Total	\$8,097,796	\$9,444,848	\$9,150,040	\$9,074,221

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	168	178	169	169
Extra Help	\$805,875	\$1,003,173	\$892,906	\$416,249
Overtime	\$10,915	\$91,377	\$112,251	\$0

Authorized Position Detail (Grade)

1 Dep. Director of Institutional Services (O)	30 Juvenile Detention Officer I (AA)
1 Superintendent (L)	2 Senior Admissions Coordinator (9)
2 Psychologist (IM)	1 Juvenile Transport Officer (8)
1 Business Manager (G)	1 Environ. & Food Services Manager (8)
2 Psychologist Assistant (FM)	1 Senior Secretary (8)
1 Program Coordinator (E)	1 Clerk IV (8)
14 Juvenile Detention Supervisor (EE)	25 Admissions Coordinator (7)
1 Juvenile Probation Officer (EE)	1 Clerk II (6)
40 Juvenile Detention Officer III (CC)	2 Service Attendant II (4)
36 Juvenile Detention Officer II (BB)	6 Service Attendant I (3)

JUVENILE - MARZELLE HILL CENTER

Department #5115

Mission Statement

The mission of the Marzelle Hill Center is to provide temporary, residential care for adolescents who have entered the juvenile justice system and are in need of transitional living arrangements.

Description

The Hill Center provides licensed, emergency residential care with 54 beds for adolescents age 10-16 who are referred to the Juvenile Department. These youth do not need to be detained while they are awaiting trial, however, they do not have a home or family to whom they can be released. While in the center, the youth receive medical services, counseling and educational services.

FY2004 Budget Highlights

- ! The FY2004 budget for the Hill Center represents a continuation of current service levels. The authorized direct care staff of 27 is sufficient to meet the child to staff ratio of one staff member for every eight children required for licensing through the Texas Department of Protective and Regulatory Services at a projected average daily population of 54.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,692,648	\$1,820,720	\$1,841,472	\$1,853,320
Operations	19,901	26,980	19,100	18,950
Capital	<u>895</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,713,444	\$1,847,700	\$1,860,572	\$1,872,270

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	40	40	40	40
Extra Help	\$55,176	\$69,188	\$60,847	\$59,420
Overtime	\$3,358	\$5,700	\$2,557	\$0

Authorized Position Detail (Grade)

1 Superintendent (I)	9 Juvenile Residential Officer I (AA)
1 Program Monitor (G)	1 Senior Secretary (8)
8 Juvenile Residential Supervisor (EE)	1 Cook II (6)
9 Juvenile Residential Officer III (CC)	1 Service Attendant (3)
9 Juvenile Residential Officer II (BB)	

JUVENILE - LETOT CENTER

Department #5116

Mission Statement

The mission of Letot Center is to serve as the central location for local police agencies to divert runaway youth in Dallas County and to prevent these youth from entering the juvenile justice system.

Description

Letot Center is a 38-bed residential and counseling center for troubled adolescents. Law enforcement agencies in the County bring runaways and truants to Letot Center as an alternative to detention. Once at Letot Center, the youth is reunited with family, if possible, and the family is offered ongoing counseling services. Youth that cannot return home are provided with short-term residential care. The Letot Center was built entirely with private funds raised by the Letot Capital Foundation.

FY2004 Budget Highlights

- ! The FY2004 budget for Letot Center represents a continuation of current service levels. The authorized direct care staff of 21 is sufficient to meet the child to staff ratio of one staff member for every eight children required for licensing through the Texas Department of Protective and Regulatory Services at a projected average daily population of 32.
- ! The department entered into a contract with the Texas Department of Protective and Regulatory Services to provide 8 beds for children who have been removed from their home. This initiative is projected to generate \$250,000 in revenue for the County and provide much-needed transitional beds for at-risk youth.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$2,509,011	\$2,682,105	\$2,736,236	\$2,666,201
Operations	33,847	29,908	35,386	89,800
Capital	<u>489</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$2,543,347	\$2,712,013	\$2,771,622	\$2,756,001

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	55	55	55	55
Extra Help	\$125,297	\$143,517	\$130,932	\$86,527
Overtime	\$1,888	\$1,326	\$1,102	\$0

Authorized Position Detail (Grade)

1 Superintendent (K)	21 Juvenile Residential Officer III (CC)
1 Operations Manager (H)	1 Juvenile Transport Officer (8)
2 Caseworker Supervisor (G)	1 Senior Secretary (8)
2 Caseworker IV (G)	1 Secretary (6)
1 Asst. Probation Supervisor (FF)	1 Clerk I (5)
6 Caseworker III (FF)	1 Service Attendant II (4)
2 Juvenile Residential Supervisor (EE)	1 Service Attendant (3)
7 Caseworker II (EE)	
6 Juvenile Probation Officer (EE)	

JUVENILE - YOUTH VILLAGE

Department #5117

Mission Statement

The goal of the Dallas County Youth Village is to provide a rehabilitative environment which promotes positive behavioral change in delinquent youth and enables them to become productive members of their community.

Description

The Dallas County Youth Village is an 88-bed community based, treatment oriented, state licensed facility in southeast Dallas County. The facility is a placement option for males who have been adjudicated in the juvenile justice system who requires placement outside their home for a period of six to nine months. The Youth Village program includes an individualized treatment plan of educational, vocational, recreational, spiritual, medical, and psychological services.

FY2004 Budget Highlights

- ! The FY2004 budget for the Youth Village is based on an average daily enrollment of 80, a decrease of 8 beds. The program is being redesigned to lower the average length of stay from 11 months to 6 months, allowing the overall number of children served by the program each year to increase. This modification will eliminate eight (8) positions and result in savings of \$342,000. The authorized direct care staff of 34 is sufficient to meet the child to staff ratio of one staff member for every eight children required for licensing.

- ! In FY2004, the Youth Village kitchen will continue to provide dinner to the youth and staff at both the open campus and the secure 96-bed Medlock facility. Breakfast and lunch will continue to be provided by the Sheriff's Cook/Chill operation.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$2,563,371	\$2,750,763	\$2,891,620	\$2,661,482
Operations	300,745	343,660	337,971	357,550
Capital	<u>33,885</u>	<u>19,575</u>	<u>0</u>	<u>0</u>
Total	\$2,898,001	\$3,113,998	\$3,229,591	\$3,019,032

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	66	66	64	56
Extra Help	\$151,627	\$209,255	\$236,053	\$183,774
Overtime	\$961	\$1,390	\$791	\$0

Authorized Position Detail (Grade)

1 Superintendent (K)	13 Juvenile Residential Officer III (CC)
1 Program Manager (I)	11 Juvenile Residential Officer II (BB)
1 Business Manager (G)	10 Juvenile Residential Officer I (AA)
1 Caseworker Supervisor (G)	1 Building Mechanic (9)
1 Psychologist Assistant (FM)	1 Senior Secretary (8)
5 Caseworker II (EE)	2 Secretary (6)
5 Juvenile Residential Supervisor (EE)	1 Cook II (6)
	2 Cook I (4)

CHILD PROTECTIVE SERVICES

Department #5330

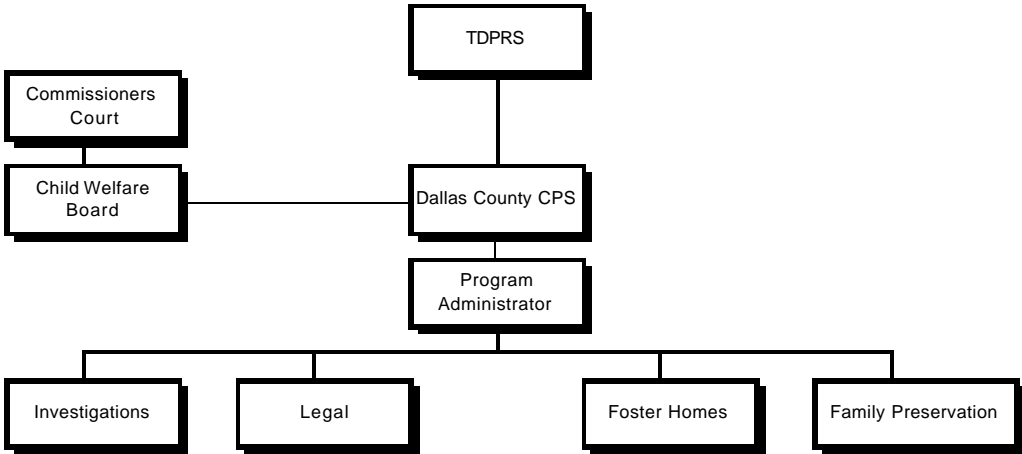
Mission Statement

The mission of Child Protective Services is to effectively provide protection to the children of Dallas County and provide services to enhance the functioning of the clients and their families. Child Protective Services is committed to the development and provision of prevention, intake, investigation, on-going legal and permanency services to the client population recognizing and respecting cultural differences. The Child Protection Services vision is to provide the highest quality services to our clients, be responsive to the individualized needs of our culturally diverse communities, and to be able to manage resources in a changing environment.

Description

The responsibility for abused and neglected children is shared by the County and Dallas County Child Protective Services (CPS) as a division of the Texas Department of Protective and Regulatory Services (TDPRS). The personnel involved in direct service delivery are all TDPRS employees, although the County supplements the State budget to provide certain specific programs to protect children. In addition, the County funds the Referral and Evaluation of Abused Children (REACH) Clinic operated at Children’s Medical Center by the University of Texas Southwestern Medical Center. The clinic is intended to expedite examinations when child abuse is suspected. These supplemental programs are discussed on the following pages.

Organizational Chart



FY2004 Budget Highlights

- ! The FY2004 budget for Child Protective services includes funding for four family-based safety services units and an adoption unit. The contracts for these units are on a cost-reimbursement basis, meaning the County will not be charged for any vacancies that occur throughout the year.
- ! The supplemental pay program has been maintained in the FY2004 budget. Caseworkers will receive \$1,200 after completing one year of service in Dallas County and \$1,500 after completing three years of services in Dallas County.
- ! The FY2004 budget includes the continuation of the homestudy caseworker to perform studies for children who have been removed from their home who might be able to be placed with a relative rather than in the foster care system.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Placement	\$16,394	\$23,000	\$28,727	\$20,000
Supplemental Programs	1,356,219	1,640,580	1,813,244	1,754,200
Salary Retention Program	0	388,000	53,400	68,500
Other Operations	<u>255,471</u>	<u>296,528</u>	<u>286,926</u>	<u>210,100</u>
Total	\$1,628,084	\$2,348,108	\$2,182,297	\$2,052,800

CPS - ADOPTION/PERMANENCY UNIT

Mission Statement

The mission of the Adoption/Permanency Unit is to expedite the adoption process for children by recruiting and identifying appropriate adoptive homes.

Description

The Adoption/Permanency Unit is a specialized unit within Child Protective Services that was funded by Dallas County in FY2001 in response to the increasing number of children in foster care waiting for an adoptive home. The unit provides services to children in cases where parental rights have been terminated, but the children are not currently living in homes where adoption is an option. The caseworkers in this unit focus on identifying families from around the State and the nation who are interested in adoption. These caseworkers are able to dedicate their full attention to finding families, rather than also having to address issues with other children such as visitation, court hearings, and crisis situations.

The cost of the unit is eligible for reimbursement from several federal programs at a rate of 42%.

FY2004 Budget Highlights

! The FY2004 budget for the Adoption/Permanency Unit represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
County Contribution	\$83,603	\$139,141	\$147,830	\$174,434
Title IV-E Reimbursement	<u>\$60,540</u>	100,757	<u>107,049</u>	<u>126,314</u>
Total	\$144,143	\$239,898	\$254,879	\$300,748

CPS - MPPACT UNIT

Mission Statement

The mission of the Model Project for the Prevention of Abandoned Children in Texas (MPPACT) Unit is to prevent the placement of children into foster care and thereby avoid the expense of State and County foster care assistance payments by preserving the family unit while protecting the safety of the children.

Description

The MPPACT Unit is a specialized unit within Child Protective Services that was funded by Dallas County in FY97 after the expiration of a federal grant. The unit provides services to families with an infant or child exposed prenatally to drugs and/or alcohol, as well as families with children that are HIV positive. Most families, usually single mothers, are referred to the unit from Parkland Memorial Hospital when the child is born with health problems associated with drug and/or alcohol addiction. Child Protective Services investigates the referral and works with the mother to determine if she is willing to enter drug treatment as a condition of receiving MPPACT Unit services.

Intensive services are provided for a period of nine to twelve months and include parenting skills training, extended family support, and assistance in accessing other social services. The cost of the unit is eligible for reimbursement from the federal Title IV-E program at a rate of 42%.

FY2004 Budget Highlights

! The FY2004 budget for the MPPACT Unit represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
County Contribution	\$283,224	\$257,996	\$274,822	\$300,303
Title IV-E Reimbursement	<u>147,764</u>	<u>186,825</u>	<u>199,099</u>	<u>217,460</u>
Total	\$430,988	\$444,821	\$473,921	\$517,763

CPS - FAMILY BASED SAFETY SERVICES

Mission Statement

The mission of the Family Based Safety Services Unit is to prevent the placement of children into foster care and thereby avoid the expense of State and County foster care assistance payments by preserving the family unit while protecting the safety of the children.

Description

The Family Based Safety Services Unit is a specialized unit within Child Protective Services. The unit provides intensive services to families for a period of three to four months to develop a positive family environment in order to avoid removing children from the home and placing them in foster care. This particular unit is designed for cases where a referral alleging abuse or neglect has been received, and without intervention, the child or children would likely be removed from the home.

Families appropriate for services from this unit will typically have multiple problems such as financial concerns, children with special health needs, and parents in need of child care education, but are willing to actively participate in treatment. Families assigned to this unit will have a caseworker who will visit the family at least two to three times each week and will be available for crisis intervention, if needed. This unit has seven caseworkers each with a caseload of six families. The cost of the unit is eligible for reimbursement from the federal Title IV-E program at a rate of 42%.

FY2004 Budget Highlights

! The FY2004 budget for the Family Based Safety Services Unit represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
County Contribution	\$282,895	\$334,824	\$355,692	\$400,509
Title IV-E Reimbursement	<u>204,850</u>	<u>242,456</u>	<u>257,570</u>	<u>290,024</u>
Total	\$487,745	\$577,280	\$613,262	\$690,533

CPS - MODERATE RISK FAMILY BASED SAFETY SERVICES

Mission Statement

The mission of the Moderate Risk Family Based Safety Services Unit is to prevent the placement of children into foster care and thereby avoid the expense of State and County foster care assistance payments by preserving the family unit while protecting the safety of the children.

Description

The Moderate Risk Family Based Safety Services Unit is a specialized unit within Child Protective Services funded by Dallas County for the first time in FY98. The unit provides services to families for a period of six to nine months to build on strengths and resources in order to avoid removing children from the home and placing them in foster care. This particular unit is designed for cases where an allegation of abuse or neglect has been reported and an investigation has determined that there is "reason to believe" the allegations, but there is not sufficient legal evidence to remove the child or children from the home.

Families appropriate for services from this unit will typically have multiple problems such as financial concerns, children with special health needs, and parents in need of child care education. Families assigned to this unit will have a caseworker who will visit the family at least once each week and will coordinate other social services such as medical appointments, psychological testing, and financial assistance. This unit has seven caseworkers each with a caseload of eight to twelve families. The cost of the unit is eligible for reimbursement from the federal Title IV-E program at a rate of 42%.

FY2004 Budget Highlights

- ! The FY2004 budget for the Moderate Risk Family Based Safety Services Unit represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
County Contribution	\$188,932	\$240,781	\$243,228	\$279,735
Title IV-E Reimbursement	<u>136,811</u>	<u>174,359</u>	<u>176,131</u>	<u>202,567</u>
Total	\$325,743	\$415,140	\$419,359	\$482,302

CPS - HIGH RISK FAMILY BASED SAFETY SERVICES

Mission Statement

The mission of the High Risk Family Based Safety Services Unit is to prevent the placement of children into foster care and thereby avoid the expense of State and County foster care assistance payments by preserving the family unit while protecting the safety of the children.

Description

The High Risk Family Based Safety Services Unit is a specialized unit within Child Protective Services. The unit provides intensive services to families for a period of three to four months to develop a positive family environment in order to avoid removing children from the home and placing them in foster care. This particular unit is designed for cases where a referral has been received alleging abuse or neglect with children under the age of four years.

Families assigned to this unit will have a caseworker who will visit the family at least twice each week with the availability of a caseworker for crisis intervention, as needed.. This unit has six caseworkers each with a caseload of eight families. The cost of the unit is eligible for reimbursement from the federal Title IV-E program at a rate of 42%.

FY2004 Budget Highlights

! The FY2004 budget for the High Risk Family Based Safety Services Unit represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
County Contribution	\$171,671	\$222,860	\$236,835	\$266,360
Title IV-E Reimbursement	<u>124,311</u>	<u>161,381</u>	<u>171,501</u>	<u>192,881</u>
Total	\$295,982	\$384,241	\$408,336	\$459,241

CPS - REACH CLINIC

Mission Statement

The mission of the Referral and Evaluation of Abused Children (REACH) Clinic is to provide expeditious, specialized, comprehensive medical and social evaluations for suspected and known abused and neglected children and their siblings in Dallas County.

Description

Dallas County contracts with Child Protective Services and the University of Texas Southwestern Medical Center for the operation of the REACH Clinic. The clinic is located at Children's Medical Center and was developed to offer prompt medical examinations for suspected cases of child abuse without the additional trauma of waiting in a hospital's emergency room. With a medical report, CPS can continue the investigation of abuse allegations more effectively and move rapidly to place a child in foster care, if warranted. The clinic physician also testifies in court when needed. As a secondary function, the clinic provides routine medical examinations and care for children in foster care. The clinic is staffed with four full-time positions: a physician, a nurse practitioner, a social worker, and a secretary.

FY2004 Budget Highlights

! The FY2004 budget for the REACH Clinic represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
County Contribution	\$345,894	\$345,894	\$345,894	\$345,894

MENTAL HEALTH AND MENTAL RETARDATION

Department #5310

Mission Statement

The purpose of Dallas County's mental health and mental retardation contracts is to promote high quality support, treatment, and assistance to people who live with the challenges of mental illness and mental retardation.

Description

In previous years, these contracts were made directly and exclusively with Dallas County Mental Health and Mental Retardation (DCMHMR), now called Dallas MetroCare Services. This arrangement, however, was changed on July 1, 1999, by the rollout of the Medicaid managed care waiver plan known as NorthSTAR.

Under the NorthSTAR pilot study, the State pooled together all mental health and substance abuse treatment funding in a seven-county region including Dallas. NorthSTAR blended local match funds with federal and state funds (i.e. Medicaid, TCADA dollars, and federal block grants). Those funds were then disbursed to two behavioral health organizations (BHOs) in FY2000 (and one BHO for FY2001), who in turn reimburse providers for services rendered to Medicaid and medically indigent persons. Dallas County has retained its mental retardation contracts with Dallas MetroCare Services. Behavior and Psychiatric Services and Personal Family Assistance remain unchanged and are funded through the *Other Contracts* of the FY2004 budget.

FY2004 Budget Highlights

- The FY2004 budget for Mental Health and Mental Retardation was reduced by 10%.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Contribution to NorthSTAR	\$4,404,000	\$4,503,838	\$4,445,473	\$4,000,925
Contribution to Metrocare	<u>209,351</u>	<u>335,833</u>	<u>335,833</u>	<u>302,249</u>
Total	\$4,613,351	\$4,836,665	\$4,781,306	\$4,303,174



COMMUNITY SERVICES

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TEXAS COOPERATIVE EXTENSION/DALLAS COUNTY

Department #2050

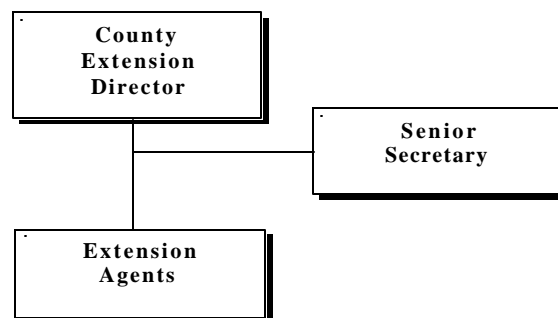
Mission Statement

The Dallas County Extension Service is dedicated to providing research based information and outreach education to the citizens of Dallas County. It is our goal to involve local citizens in the planning and implementation of quality educational programs, relevant to the needs of Dallas County.

Description

The County Extension Service provides informal education to citizens of Dallas County in subjects related to agriculture, natural resources, horticulture, family and consumer science, community development, and youth development. Volunteers are recruited, trained and supported by extension agents to increase the outreach capability of the department.

Organizational Chart



FY2004 Budget Highlights

! As part of the department's 10% cost reduction plan, a clerk was converted to part time.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$247,106	\$242,350	\$266,251	\$248,149
Operations	9,340	11,075	14,286	10,700
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$256,446	\$253,425	\$280,536	\$258,849

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	10	10	10	9
Extra Help	\$0	\$0	\$0	\$21,417

Authorized Position Detail (Grade)

1 County Extension Director (00)
6 County Extension Agents (00)

1 Executive Secretary (10)
1 Secretary I (6)

ELECTIONS

Department #1210

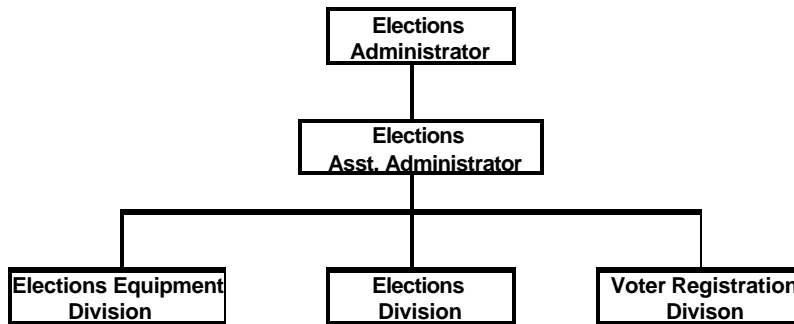
Mission Statement

The mission of the Elections Department is to conduct reliable elections and accurately maintain voter registration records for Dallas County's citizen. Uphold the laws, policies and court decisions of federal, state, and local jurisdictions. Commit to excellence and competence by maintaining the highest level of knowledge and expertise in the election process. Maintain public confidence in honest and impartial elections. Provide equal opportunity to participate in the democratic process. Responsible for just and equitable treatment to the general public, elected and appointed officials and county staff. Maintain a positive role in community relations by being accessible, informative and receptive to both individuals and groups. Protect the public's interest from manipulation for personal or partisan gain while respecting the rights of all. Maintain a productive and efficient operation through a well-managed election environment through actions and communication. Maintain the highest level of integrity in performing all duties of the electoral process. It is therefore understood, that nurturing and protecting Democracy are a team effort in the profession of voter registration and election administration.

Description

Under the direction of the Elections Administrator, the department strives to enhance the following processes: voter registration, ballot preparation, absentee balloting, early voting, and acquisition and security of voting machines. In addition to conducting all County-wide elections, the department further provides service to the communities and political parties of the County by contracting with them to hold various elections within their jurisdiction.

Organizational Chart



FY2004 Budget Highlights

- ! The FY2004 budget for the Election Department includes funding for the September 13, 2003 Constitutional Amendment Election of which 76 percent of the cost will be charged to FY2004 because of normal billing cycle delay.
- ! An “Early Voting By Mail Supervisor” position was added to the authorized full time positions.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,979,940	\$2,551,916	\$2,204,935	\$2,288,082
Operations	1,671,026	1,955,930	1,991,813	2,338,114
Capital	<u>54,363</u>	<u>0</u>	<u>145,187</u>	<u>40,000</u>
Total	\$3,705,329	\$4,507,846	\$4,341,935	\$4,666,196

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	36	36	36	37
Extra Help	\$403,946	\$566,133	\$415,072	\$404,100
Overtime	\$244,764	\$431,779	\$248,340	\$274,675

Authorized Position Detail (Grade)

1 Election Administrator (N)	1 Lead Election Technician (10)
1 Asst. Elections Administrator (I)	5 Election Technician (9)
1 Voter Registration Supervisor (F)	1 Election Warehouse Technician (9)
1 Elections Warehouse Manager (E)	1 Voter Registration Supv. Assistant (8)
1 Central Counting Supervisor (D)	1 Accounting Clerk III (8)
1 Election Aide (C)	1 Admin Clerk III (7)
1 Early Voting Supervisor (C)	10 Clerk II (6)
1 Executive Secretary (10)	7 Clerk I (5)
1 Electronic Technician (10)	1 Light Truck Driver (5)

VETERANS SERVICES

Department #2060

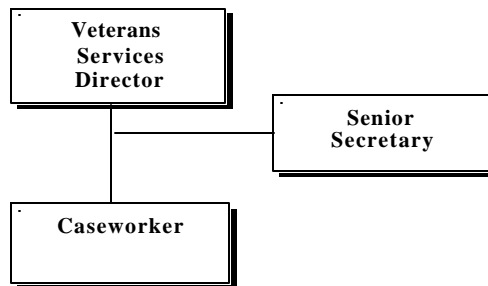
Mission Statement

The mission of Veterans Services is to assist county residents and family members who served in the Armed Forces of the United States in accessing entitlements provided to veterans and administered by the Department of Veterans Affairs.

Description

The Veterans Services Office assists veterans and/or family members in accessing Department of Veterans Affairs entitlement programs. The department also provides consultation to Commissioners Court and veterans service organizations; facilitates loan applications; collaborates with various political entities on veterans affairs; and is the Dallas County representative at all veteran commemorative events.

Organizational Chart



FY2004 Budget Highlights

The FY2004 Veteran's Services budget is a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$145,377	\$158,846	\$158,232	\$165,950
Operations	5,023	3,908	4,015	4,350
Capital	<u>489</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$150,889	\$162,753	\$162,247	\$170,300

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	3	3	3	3

Authorized Position Detail (Grade)

1 Veterans Services Officer (I)
1 Senior Secretary (8)

1 Caseworker I (CC)

PARK AND OPEN SPACE

Department #2030

Mission Statement

The mission of Park and Open Space is to partner with the cities of Dallas County to create a nationally recognized trail system and acquire open space parks when appropriate.

Description

The Park and Open Space program consists of a manager to administer the program and an engineer to oversee improvements in County-acquired property. The funding of these projects is accomplished through previously issued bonds and a portion of the Major Capital Development Fund. Prior to FY2001, this program was included in Commissioners Court Administration.

FY2004 Budget Highlights

- The FY2004 Park and Open Space budget represents a continuation of current services.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$127,466	\$121,138	\$64,146	\$140,214
Operations	3,842	0	11,963	12,200
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$131,308	\$121,138	\$76,109	\$152,414

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	2	2	2	2

Authorized Position Detail (Grade)

1 Open Space Administrator (F)

1 Open Space & Parks Designer / Engineer (FM)

PUBLIC WORKS

Department #2010

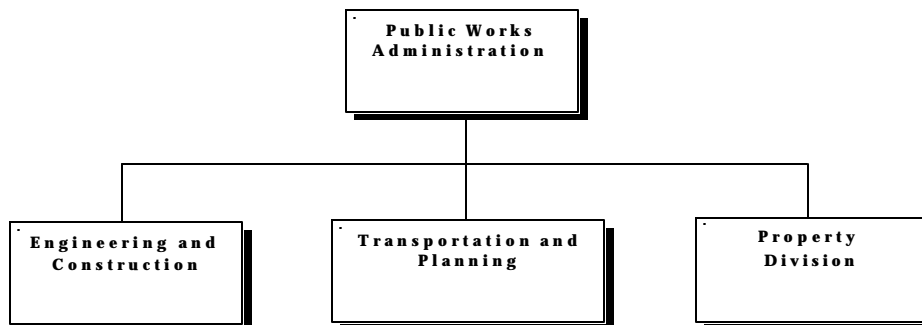
Mission Statement

Our mission is to improve the quality of life of our customers—the citizens, taxpayers, transportation users, communities, and internal County partners—by effectively planning, developing, implementing and administering approved regional public works transportation projects, supporting maintenance of countywide roads and bridges, and providing real property management services.

Description

The Public Works Department is divided into four operational divisions. The Engineering and Construction division is responsible for the technical design process involved in construction and public work projects. The Transportation and Planning division are responsible for all transporting/planning, as well as the implementation of major transportation improvements throughout the County. The Program and Engineering Management Division is responsible for the financial administration and engineering management activities of the department. Finally, the Property division is responsible for appraisal, and acquisition of right-of-way.

Organizational Chart



FY2004 Budget Highlights

- The FY2004 Public Works budget represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$3,149,435	\$3,519,673	\$3,817,020	\$4,015,894
Operations	150,963	167,380	183,091	117,364
Capital	53,257	20,160	0	0
Total	\$3,353,655	\$3,707,214	\$4,000,111	\$4,133,258

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	63	66	67	67

Authorized Position Detail (Grade)

1 Director of Public Works (D2)	2 Engineer Technician (PE1)
1 Assistant Dir. Program/Eng. Mgmt. (PE11)	1 Senior Transportation Planner (I)
1 Assistant Dir. Engr./Construction (PE15)	1 Senior Property Appraiser (H)
1 Assistant Dir. Trans. Planning (PE14)	1 Accounts Manager (H)
1 Assistant Dir. Property (PE11)	1 Property Supervisor (F)
2 Senior Project Engineer (PE11)	4 Property Appraiser (F)
5 Project Engineer (PE10)	1 Senior Property Acquisition Agent (F)
2 Senior. Civil Designer (PE8)	1 Office Manager (A)
4 Civil Designer (PE6)	1 Property Management Specialist (A)
3 Senior Construction Inspector (PE7)	1 Party Chief (GM)
1 Transportation Planner (F)	3 Property Acquisition Agent (D)
1 Transportation Engineer (PE6)	1 Contract Administrator (10)
1 Program Manager (PE6)	1 Field Trans. Tech. Supervisor (8)
1 GIS Analyst / Coordinator (PE5)	1 Instrument Tech (8)
1 Bridge Program Coordinator (EM)	1 Senior Secretary (8)
10 Construction Inspector (DM)	1 Accounting Clerk III (8)
2 GIS Tech (CM)	2 Field Trans. Technicians (7)
3 CAD Operator (BM)	2 Secretary I (6)

MANAGEMENT SERVICES

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OFFICE OF THE COUNTY JUDGE

Department #1010

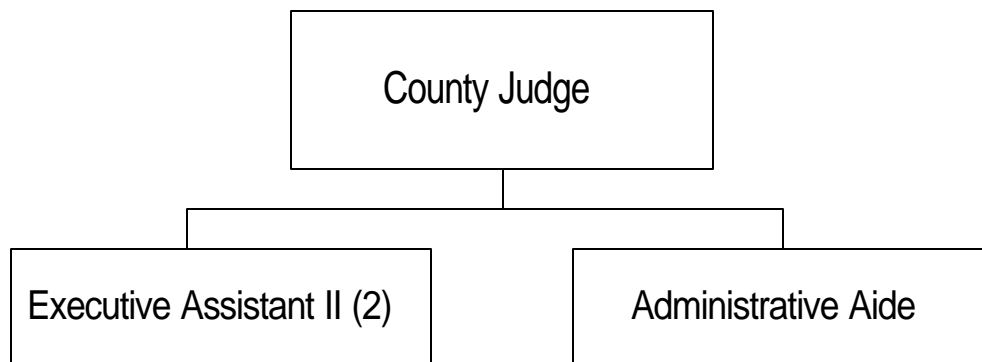
Mission Statement

The Mission of the Office of the County Judge is to provide executive oversight, leadership, and coordination in the use of County resources to promote governmental efficiency and fiscal responsibility.

Description

The County Judge is the senior elected official in the County. The County Judge and the four County Commissioners comprise the Commissioners Court, the County's executive and legislative body. The County Judge presides at all meetings of the Commissioners Court and is generally the individual that represents the County both ceremonially and contractually. The County Judge is a county-wide elected official with a four-year term.

Organizational Chart



FY2004 Budget Highlights

- ! The County Judge reorganized the department with the following staff changes: (a) the Executive Assistants I and II positions, grades E and I respectively, were reclassified to Grade G-Executive Assistant II, (b) a new Administrative Aide, Grade E was added, and (c) the two secretarial positions were deleted for a net overall decrease of one position.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$270,682	\$316,857	\$305,968	\$329,189
Operations	9,205	4,356	3,753	3,378
Capital	<u>1,114</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$281,001	\$321,213	\$309,721	\$332,567

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	5	5	5	4

Authorized Position Detail (Grade)

1 County Judge (Official)

1 Administrative Aide (E)

2 Executive Assistant II (G)

COMMISSIONERS COURT ADMINISTRATOR

Department #1020

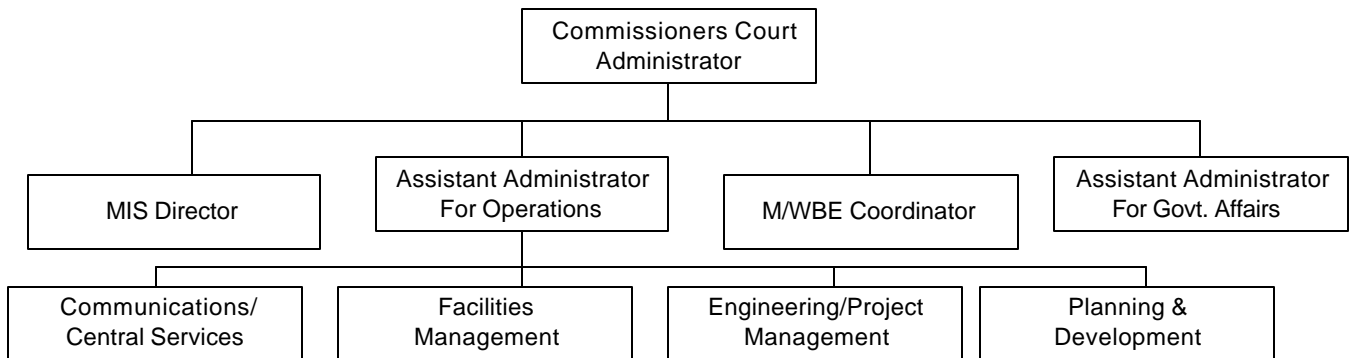
Mission Statement

The mission of the Commissioners Court Administrator is to ensure an orderly flow of information to the Commissioners Court and to ensure that their policy decisions are expressed clearly and carried out appropriately.

Description

The Commissioners Court selects the Commissioners Court Administrator who serves as their chief of staff, agenda coordinator, and primary implementor of Court policy. The Commissioners Court Administrator supervises several administrative and grant-related positions, as shown on the organizational chart below. The Community Development Block Grant (CDBG) and Open Space Programs are managed under Planning & Development.

Organizational Chart



FY2004 Budget Highlights

The FY2004 Budget for this department represents a continuation of the FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$962,612	\$815,937	\$784,891	\$824,112
Operations	124,206	101,301	107,645	76,920
Capital	<u>7,929</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,094,747	\$917,238	\$892,536	\$901,032

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	10	10	10	10

Authorized Position Detail (Grade)

1 Commissioners Court Administrator (H2)	1 Minority Business Officer (G)
1 Assistant Administrator of Operations (D2)	1 Court Recorder (D)
1 Assistant Administrator of Governmental Affairs (O)	1 Administrative Assistant (C)
1 Director of Planning/Development (K)	1 Executive Secretary (10)
1 Project/Policy Analyst (G)	1 Senior Secretary (8)

TAX ASSESSOR/COLLECTOR

Department #1035

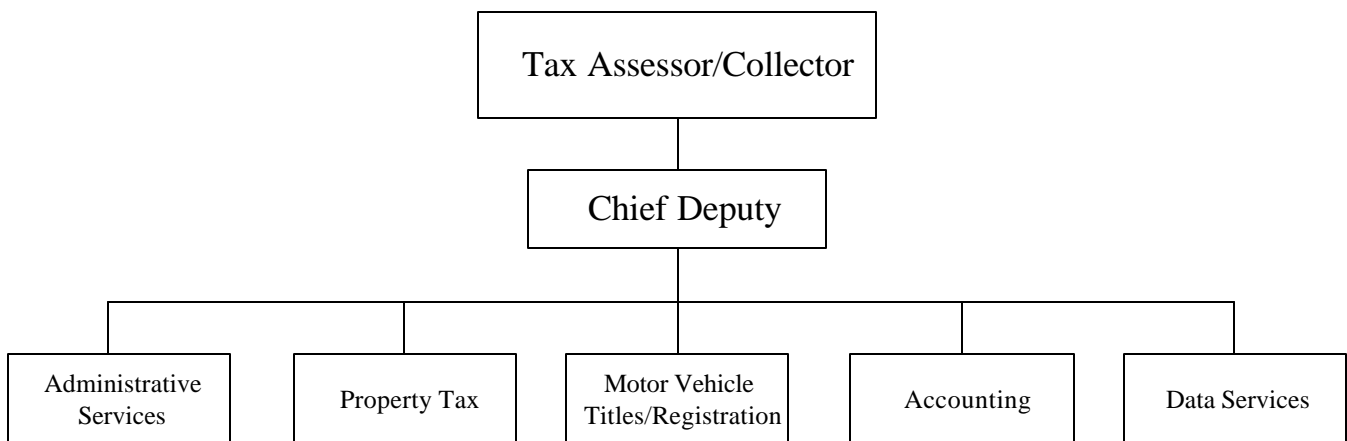
Mission Statement

The mission of the Dallas County Tax Office is to efficiently and effectively collect and account for property tax revenues owed to the County and to all client organizations contracting with the County for tax collection services.

Description

The Tax Office (with nine branch offices) collects current and delinquent ad valorem taxes on real and personal property for Dallas County, the Hospital District, Community College District and over 25 cities, school districts, and special districts. The branch offices are strategically located throughout the County in order to provide convenient, customer service oriented services. The Tax Assessor/Collector is elected County-wide to a four year term.

Organizational Chart



FY2004 Budget Highlights

- ! The departments 10% cost reduction plan included the following: Ø deletion of 3 positions, Ū elimination of overtime, Ū reduction of extra help by 41%, and Ū 26% reduction of contracted tax statement printing and mailing cost. Combined with built in salary lag (\$167,365) and other expense allocations that were deleted or reduced by OBE, the Tax Assessor's FY2004 budget is \$396,762 lower than the FY2003 budget.

- ! A position, frozen to fund the Motor Vehicle section incentive pay program, was deleted and \$50,000 was allocated in salary to fund the expanded program that now includes the Telephone Information Unit.

- ! Two positions that were reimbursed by the Special Inventory Tax Fund were moved to that fund.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$7,877,888	\$8,578,211	\$8,795,662	\$8,731,798
Operations	974,715	995,193	1,108,379	1,059,427
Capital	<u>623,767</u>	<u>0</u>	<u>28,412</u>	<u>0</u>
Total	\$9,476,370	\$9,573,404	\$9,932,453	\$9,791,225

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	229	233	233	227
Extra Help	\$390,549	\$397,563	\$346,030	\$118,863
Overtime	\$36,332	\$63,196	\$45,258	\$0

Authorized Position Detail (Grade)

1 Tax Assessor/Collector (Official)	1 Supervisor Property Tax (H)
1 Chief Deputy (O)	1 Tax Motor Vehicle Supervisor (H)
1 Accounting Systems Manager (KM)	1 Assistant Highway Supervisor (F)
1 Tax Accounting Manager (K)	1 Funds Accounting Supervisor (G)
1 Tax Personnel Coordinator (I)	2 Tax D. P. Coordinator (EM)

Authorized Position Detail (Grade)
continued

1 Refunds Accounting Supervisor (E)	2 Lead TIU Clerk (7)
1 Assistant Supervisor Property Tax (E)	1 Tax Courier (7)
8 Highway Branch Manager (D)	23 Clerk III (7)
1 Complex Research Manager (C)	83 Clerk II (6)
1 Tax Litigation Supervisor (C)	11 TIU Clerk (6)
1 Data Entry Supervisor II (A)	1 Data Entry Clerk II (6)
2 Tax Cashier Supervisor (A)	2 Accounting Clerk I (6)
1 Tax Mail/Supply Supervisor (A)	1 Secretary I (6)
1 Telephone Info Unit (TIU) Supv. (A)	3 Cashier II (6)
1 Bank Reconciliation Assistant (A)	42 Clerk I (5)
1 Executive Secretary (10)	1 Data Entry Clerk I (5)
13 Clerk V (9)	1 Cashier I (5)
6 Clerk IV (8)	1 Mail & Supply Clerk (5)
3 Accounting Clerk III (8)	1 Clerical Assistant II (4)
2 Senior Secretary (8)	

COUNTY TREASURER

Department #1050

Mission Statement

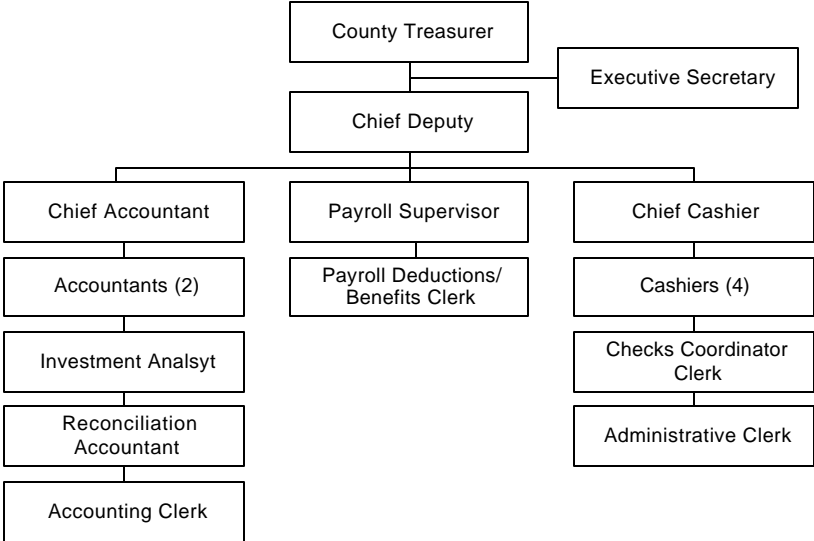
The Mission of the Dallas County Treasurer’s Office is to operate and maintain a public office fully compliant with governing law, responsible to the citizens’s of the County and to build an ongoing spirit of harmony and cooperation with Officials, employees and citizens regarding the operation of their County Treasurer’s Office.

Description

In accordance with the statutes of the State of Texas, the Dallas County Treasurer receives, receipts, posts, deposits and distributes all funds of the County as authorized. As Chief Investment Officer for the County, the County Treasurer is responsible for the safety, liquidity, and yield on all County Funds. The County Treasurer also utilizes professional and timely procedures to insure that payroll deductions, payments, and required reporting, as well as the same for all other funds and requirements of Dallas County are met. The County Treasurer seeks to enhance the financial performance of Dallas County by innovative means of financial

operation in association with the banking and financial community, professional associations, Commissioners Court, and the other Elected and appointed officials in Dallas County and as a member of various County Committees.

Organizational Chart



FY2004 Budget Highlights

- ! The FY2004 budget for the County Treasurer includes the deletion of two positions for an annual saving of \$84,300.
- ! The County Treasurer also identified other operational savings such as canceling a subscription to The Wall Street Journal, utilizing more pre-sort mail services, and reducing utilization of Federal Express for check delivery.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$933,029	\$930,320	\$874,660	\$912,419
Operations	92,765	94,274	92,768	97,265
Capital	<u>2,568</u>	<u>9,676</u>	<u>0</u>	<u>0</u>
Total	\$1,028,362	\$1,034,270	\$967,428	\$1,009,684

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Budget	FY2004 Budget
Full Time Employees	20	20	20	18

Authorized Position Detail (Grade)

1 County Treasurer (Official)	1 Executive Secretary (10)
1 First Assistant Treasurer (K)	1 Accounting Clerk III (8)
1 Chief Accountant (I)	3 Clerk III (7)
1 Investment Analyst (F)	1 Accounting Clerk/Cashier (7)
1 Payroll Specialist (F)	1 Accounting Clerk I (6)
2 Accountant III (F)	1 Clerk II (6)
1 Accountant I (C)	1 Clerk I (5)
1 Payments Coordinator (C)	

COUNTY AUDITOR

Department #1070

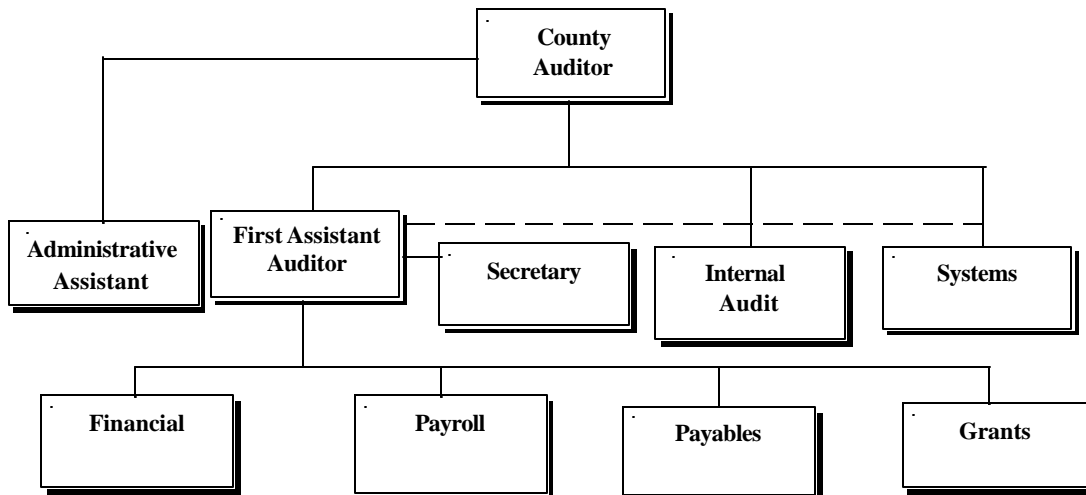
Mission

The mission of the County Auditor is to ensure that the County's obligations to the taxpayers, of efficiently managing and reporting the County finances, are fulfilled through strict enforcement of state and federal statutes.

Description

The Auditor has the duty to protect the assets of Dallas County. As one of the financial officers, the Auditor must keep the general accounting records; control the disbursements of funds; prepare financial reports; prescribe systems for the receipt and disbursement of County grants; audit payrolls and voucher disbursements; and prepare annual estimates of budget revenues. The office must also determine that all financial transactions are legal and consistent with County policies. All these are accomplished with the help of the state-of-the-art Oracle Financial System that went live on May 1, 1999. The 37 District Judges select the Auditor.

Organizational Chart



FY2004 Budget Highlights

! The FY2004 Budget includes the following as part of department's 10% cost reduction plan: Ø net decrease of two position (1 addition and 3 deletions), Û one year downgrade of two(2) positions, Ü one year funding of Information Systems Manager from Major Technology Fund, Ū 56% reduction in Extra Help, and Ŭ elimination of Overtime.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$4,188,342	\$4,534,649	\$4,535,517	\$4,598,375
Operations	93,524	60,772	58,231	53,500
Capital	<u>22,183</u>	<u>20,679</u>	<u>0</u>	<u>0</u>
Total	\$4,304,049	\$4,616,097	\$4,593,748	\$4,651,875

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	89	90	90	88
Extra Help	\$50,164	\$41,688	\$37,287	\$21,825
Overtime	\$18,460	\$9,023	\$3,683	\$0

Authorized Position Detail (Grade)

1 County Auditor (OO)	1 Accounts Payable, Asst Manager (H)
1 First Assistant Auditor (D2)	1 Supervisor Reconciliation (G)
1 Information Systems Security Manager (MM)	5 Internal Auditor IV (G)
1 Manager Internal Audit (M)	1 Accounts Payable Supervisor (G)
1 Manager Financial Audit (L)	2 Accountant III (F)
1 Senior Information Systems Auditor (IM)	1 Benefits Supervisor (E)
1 Payroll Manager (K)	1 Payroll Supervisor (E)
1 Accounts Payable Manager (K)	9 Internal Auditor III (E)
1 Revenue Fin Ctrl Audit Supervisor (K)	1 Administrative Assistant Auditor (E)
1 Assistant Internal Audit Manager (J)	1 Budget Control Supervisor (E)
1 Senior Grants Auditor (I)	2 Internal Auditor II (D)
2 Senior Internal Auditor (I)	5 Internal Auditor I (C)
1 Supervisor Reporting (H)	1 Auditor I (C)
1 Information Systems Auditor (GM)	4 Accountant I (C)

1 Cash Analyst (C)
1 Micro Computer Technician (C)
1 Accountant (A)
1 Purchasing Auditor (A)
1 Senior Property Clerk (10)
2 Accounting Clerk IV (9)

1 Senior Secretary (8)
7 Accounting Clerk III (8)
4 Accounting Clerk II (7)
14 Accounting Clerk I (6)
4 Clerk I (5)
1 Clerk Assistant I (3)

HUMAN RESOURCE/CIVIL SERVICE

Department #1040

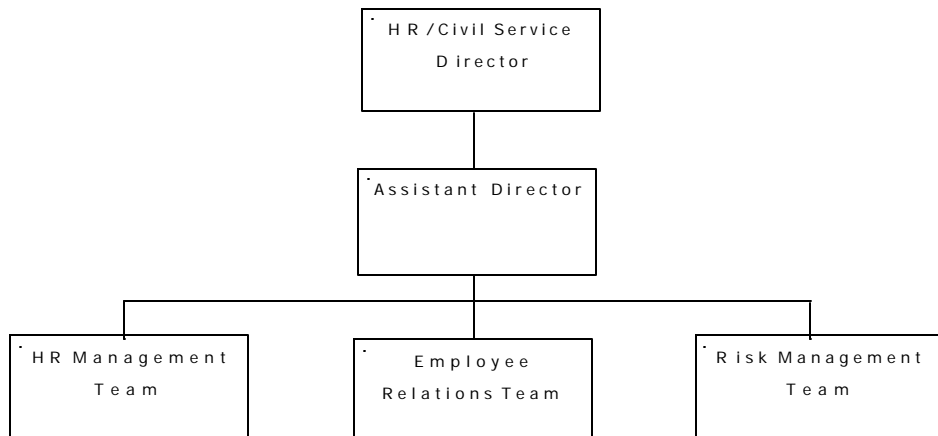
Mission Statement

The mission of the Human Resource (HR)/Civil Service department is to provide effective personnel services by developing and implementing policies, programs and services which contribute to the attainment of County and employee goals by assisting County departments in their effort to: 1) Hire qualified employees 2) Provide a safe, discrimination /harassment free work environment 3) Provide employee/staff development 4) Retain their valued employees.

Description

The HR/Civil Service Department is responsible for establishing policies related to hiring, evaluating, and retaining County employees, including training, orientation and grievance processes. In addition, the HR/Civil Service Department advises the Commissioners Court on appropriate classification of employees and salary levels. The risk management team is also under the management of the HR/Civil Service Department.

Organizational Chart



FY2004 Budget Highlights

- ! The FY2004 Budget reflects a decrease in Transportation Assistance of \$64,142 from FY2003 level with the use of Annual Pass instead of the current monthly bus passes.

- ! Unemployment insurance is increased by 140% from \$200,000 to \$550,000.

- ! Workers Compensation is increased by \$872,646 to \$3.34 million. The FY2003 budget did not reflect the full amount of what was needed for FY2003 because prior year balance of about \$904,000 was available in the escrow account. With the escrow balance depleted in FY2004, the full amount is budgeted in FY2004 which reflects the projected expenditure in FY2003. Although Workers Compensation is budgeted in this department, appropriations are periodically distributed to departments to cover the workers comp “premiums” charged to departments and zeroed out of the Human Resource/Civil Service department budget by year-end. Charging premiums to all departments and all funds, is a mechanism used by the Auditor to be able to charge grants and other funds their fair share of Workers’Comp cost

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$5,157,082	\$1,638,564	\$1,703,023	\$5,184,684
Operations	374,949	484,633	497,451	386,774
Capital	<u>12,861</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$5,544,892	\$2,123,197	\$2,200,473	\$5,571,458

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	21	21	21	21
Extra Help	\$0	\$4,749	\$9,353	\$3,000

Authorized Position Detail (Grade)

1 HR/Civil Service Director (D2)	1 Risk Specialist/Coordinator (L)
1 Asst. Director of Personnel/Civil Service (M)	1 HRIS/Comp Specialist/Coor (J)

1 Senior Compensation Analyst (I)
1 Employee Relations Specialist (I)
1 Safety Officer (H)
1 Benefits Specialist (G)
1 Workers Compensation Specialist (G)
1 Compensation/HRIS Specialist (G)
2 Personnel Analyst III (G)
1 Staff Development Specialist (G)
1 Personnel Analyst II (E)
2 Personnel Analyst I (C)

1 Executive Secretary (10)
3 Personnel Technician II (8)
1 Clerk II (6)

EMPLOYEE HEALTH CENTER

Department #1110

Mission Statement

The mission of the Employee Health Center is to provide medical services to current and prospective employees to promote health and safety in the workplace.

Description

The Employee Health Center was established in FY91 and provides general non-acute care and wellness programs for County employees. At the center, employees receive general medical surveillance examinations (blood glucose and blood pressure checks), primary care treatment for common illnesses, and basic health information. The concept of the center is to provide on-site health services to County employees to provide preventive treatment that will enable employees to remain at work. In addition, the staff is responsible for all physical examinations and drug testing on new employees. The Health & Human Services Department is responsible for the management of the center.

FY2004 Budget Highlights

- The FY2004 Employee Health Clinic budget represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$285,246	\$287,785	\$285,714	\$315,611
Operations	40,586	45,297	36,196	48,155
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$325,832	\$333,082	\$321,910	\$363,766

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	5	5	5	5

Authorized Position Detail (Grade)

1 Physician (C1)

2 Registered Nurse (EM)

1 Health Center Administrator (GM)

1 Clerk I (5)

PURCHASING DEPARTMENT

Department #1080

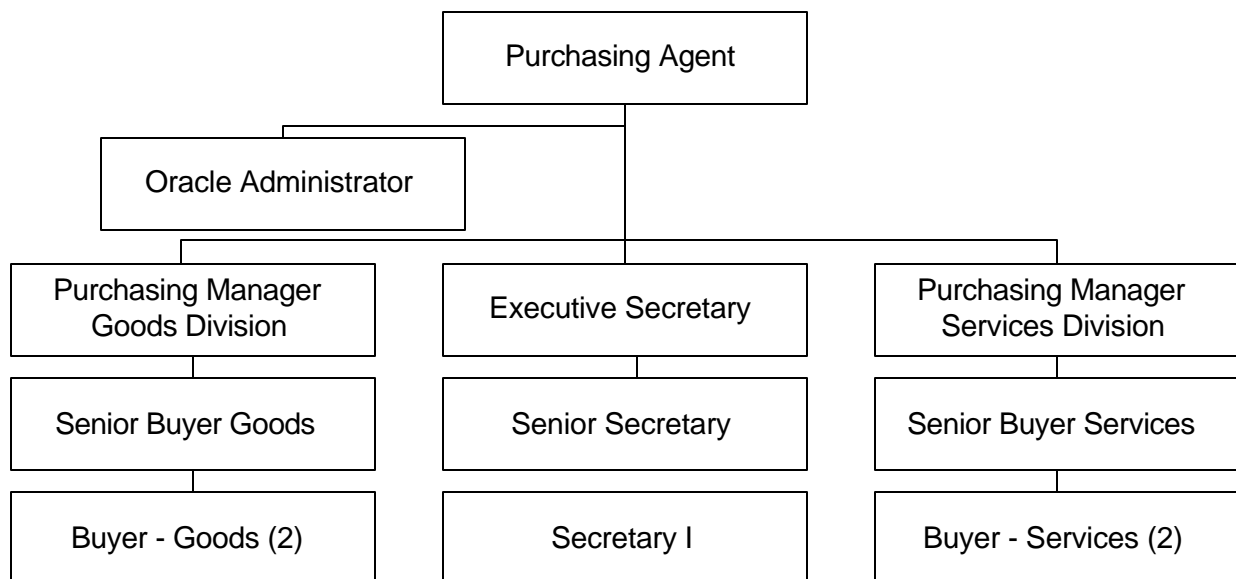
Mission Statement

The mission of the Purchasing Department is to provide our customers with professional services, support and advice for execution of departmental programs resulting in the effective procurement of quality and cost effective goods and services.

Description

This department is responsible for maintaining vendor lists, reviewing new products, establishing and maintaining annual contracts and ensuring that the County receives goods and services at competitive prices. The Purchasing Director of the County is selected by a committee of three District Judges and two County Commissioners.

Organizational Chart



FY2004 Budget Highlights

- ! As part of the Purchasing Department's 10% plan, the Purchasing Department will reduce the cost of county-wide advertising by \$26,000 by moving bid notice advertising from the Dallas Morning News to a less expensive newspaper meeting the state requirements for general circulation.

- ! The Purchasing Department also plans to reduce office supply and printing expenditures by \$8,030 using the internet to post bid notices instead of mailing out bids to vendors.

- ! In addition, the Purchasing Department is holding one Buyer position vacant until the County receives at least \$40,000 in new revenue generated by participating as a lead agency in the US Communities Cooperative Purchasing Program.

Financial Trends

Budget Category	FY20001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$559,168	\$642,991	\$680,027	\$661,600
Operations	32,424	40,697	39,955	21,404
Capital	<u>1,275</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$592,867	\$683,688	\$725,981	\$683,004

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	11	13	13	13

Authorized Position Detail (Grade)

1 Purchasing Agent (O)	4 Buyer (B)
1 Purchasing Manager - Goods (H)	1 Executive Secretary (10)
1 Purchasing Manager - Services (H)	1 Senior Secretary (8)
1 Oracle Administrator (G)	1 Secretary I (6)
2 Senior Buyer (E)	

OPERATIONAL SERVICES - AUTOMOTIVE SERVICE CENTER

Department #1027

Mission Statement

The mission of the Automotive Service Center Section of the Communications and Central Services Division is to efficiently maintain the County's fleet of vehicles.

Description

The Automotive Service Center provides fuel, preventive maintenance, and routine maintenance at the County-operated service center. Non-routine repairs are made through contracts with outside vendors.

FY2004 Budget Highlights

- For FY2004, one Auto Mechanic position was deleted.
- During FY2003 Commissioners Court authorized a reclassification review of the Fleet Manager and Shop Foreman positions.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$512,662	\$553,167	\$572,010	\$545,969
Operations	42,468	49,200	45,936	33,896
Capital	<u>92,719</u>	<u>19,419</u>	<u>0</u>	<u>0</u>
Total	\$647,849	\$621,782	\$617,946	\$579,865

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	13	13	13	12

Authorized Position Detail (Grade)

1 Fleet Coordinator (F)	6 Auto Mechanic (10)
1 ASC Supervisor (F)	1 Sr. Secretary (8)
2 Senior Auto Mechanic (10)	1 Shop Parts Clerk (5)

OPERATIONAL SERVICES - RECORDS MANAGEMENT

Department #1024

Mission Statement

The mission of the Records Management Section of the Communications and Central Services Division is to provide for efficient, economical and effective controls of all County records consistent with the requirements of the Texas Local Government Records Act and accepted records management practice.

Description

Records Management manages an array of storage and retrieval projects including imaging, microfilming, and the operation of a records warehouse facility. The main long-term records storage facility for the County is located at 2121 French Settlement and is overseen by this section.

FY2004 Budget Highlights

- The FY2004 Records Management budget represents a continuation of current services.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$415,032	\$441,799	\$443,781	\$446,034
Operations	68,903	81,572	81,778	67,438
Capital	<u>17,285</u>	<u>54,000</u>	<u>20,490</u>	<u>0</u>
Total	\$501,220	\$577,372	\$546,050	\$513,472

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Budget	FY2004 Budget
Full Time Employees	12	12	12	12
Extra Help	\$0	\$0	\$0	\$0

Authorized Position Detail (Grade)

1 Records Management Officer (H)

1 Records Analyst (C)

1 Records Center Supervisor (A)

1 Lead Mail & Supply Clerk (6)

6 Clerk I (5)

2 Clerk Assistant I (3)

FACILITIES MANAGEMENT-WILMER MAINTENANCE

Department #5340

Mission and Description

The Wilmer Maintenance section of Facilities Management is required to maintain the campus of the Wilmer Substance Abuse Center. The staff for this campus are permanently assigned to the site and are supervised by the maintenance manager of Facilities Management.

FY2004 Budget Highlights

- The FY2004 Wilmer Maintenance budget represents a continuation of current service levels

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$122,816	\$100,007	\$129,686	\$124,728
Operations	32,252	52,264	49,262	44,421
Capital	<u>4,359</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$159,427	\$152,271	\$178,948	\$169,149

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	3	3	3	3

Authorized Position Detail (Grade)

1 Air Conditioning Lead Mechanic (AM)

2 Mechanic (9)

OPERATIONAL SERVICES - ENGINEERING & PROJECT MANAGEMENT

Department #1021

Mission Statement

The mission of the Engineering and Project Management division of the Operational Services Department is to perform quality architectural projects and to properly manage major capital projects throughout the County.

Description

This department has the responsibility of managing all County-wide utility and architectural expenses, evaluating space requests, and supervising the elevator maintenance contract.

FY2004 Budget Highlights

- For FY2004, a Project Engineer position has been deleted.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$275,690	\$247,279	\$248,161	\$241,936
Operations	6,100,292	545,343	584,704	534,525
Capital	<u>399,379</u>	<u>375,564</u>	<u>0</u>	<u>0</u>
Total	\$6,775,361	\$1,168,187	\$832,865	\$776,461

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Budget	FY2004 Budget
Full Time Employees	6	4	4	3

Authorized Position Detail (Grade)

1 Assistant Director of Engineering (OM)
1 Project Engineer (PE 10)

1 Contracts Support Assistant (10)

OPERATIONAL SERVICES - COMMUNICATIONS

Department #1023

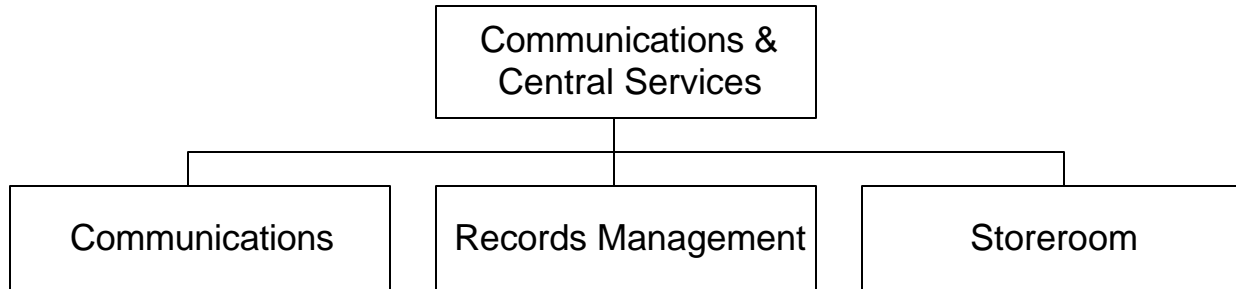
Mission Statement

The mission of the Communications section of the Communications and Central Services division is to provide communication services in an effective and efficient manner.

Description

The Communications section is responsible for all telecommunications contracts and radio purchases and installations in County vehicles.

Organizational Chart



FY2004 Budget Highlights

- The FY2004 Communications budget represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$366,933	\$383,019	\$248,885	\$223,126
Operations	2,126,609	2,474,148	2,294,972	2,509,917
Capital	<u>158,523</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$2,652,065	\$2,857,167	\$2,543,857	\$2,733,043

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	6	6	3	3

Authorized Position Detail (Grade)

1 Director of Communications and Central Services (N)

1 Radio Communications Manager (HM)
1 Executive Secretary (10)

OPERATIONAL SERVICES - FACILITIES MANAGEMENT

Department #1022

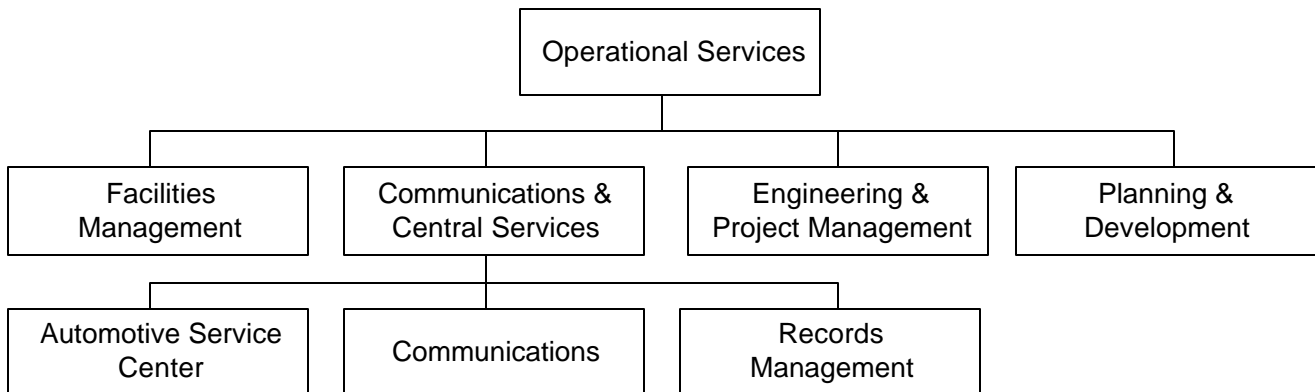
Mission Statement

The mission of the Facilities Management division of Operational Services is to provide excellent, professional, efficient, and cost-effective services for the maintenance of the County's facilities and infrastructure including facilities maintenance, in-house construction, contract and property management.

Description

The primary responsibility of Facilities Management is the maintenance of Dallas County facilities. Maintenance of Dallas County facilities includes preventive maintenance as well as various skilled trades such as carpentry, electrical, painting, HVAC and plumbing. Facilities Management supervises various contracts including janitorial, window cleaning, trash and dumpster pick up, and parking. The department is also responsible for the Wilmer substance abuse facility maintenance (under contract with Community Supervision and Corrections).

Organizational Chart



FY2004 Budget Highlights

- The FY2004 budget represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$5,635,391	\$6,350,647	\$6,571,948	\$6,258,840
Operations	7,201,105	11,767,067	11,475,561	12,037,711
Capital	<u>147,499</u>	<u>22,888</u>	<u>0</u>	<u>0</u>
Total	\$12,983,995	\$18,140,602	\$18,047,509	\$18,296,551

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	149	150	150	150

Authorized Position Detail (Grade)

1 Assistant Director (N)	6 Plumber (9)
1 Maintenance Manager (J)	1 Contracts Support Assistant (10)
1 Senior Property Mgr (G)	49 Building Mechanic (9)
1 Facility and Space Planner (G)	5 Painter (9)
7 Maintenance Supervisor (F)	6 Electronic Technician (9)
1 Construction Supervisor (F)	6 Carpenter (9)
1 Planner/Estimator (F)	3 Electrician (9)
1 Contracts Manager (D)	3 AC Mechanic (9)
2 Lead Plumber (AM)	1 Plasterer (9)
7 Lead Buidling Mechanic (AM)	3 Welder (9)
5 Lead AC Mechanic (AM)	3 Utility Construction Worker (9)
1 Lead Electronic Mechanic (AM)	1 Contract Administrator (8)
6 Lead Electrician (AM)	1 Storekeeper I (8)
2 Lead Carpenter (AM)	1 Senior Secretary (8)
1 Lead Construction Foreman (AM)	1 Shipping / Receiving Clerk (7)
1 Lead Painter (AM)	12 Maintenance Technician (7)
1 Lead Welder (AM)	1 Dispatcher (6)
2 Contract Compliance Officer (10)	2 Service Attendant II (4)
1 Lead Kitchen Equipment Mechanic (AM)	2 Service Attendant I (2)

OFFICE OF BUDGET AND EVALUATION

Department #1060

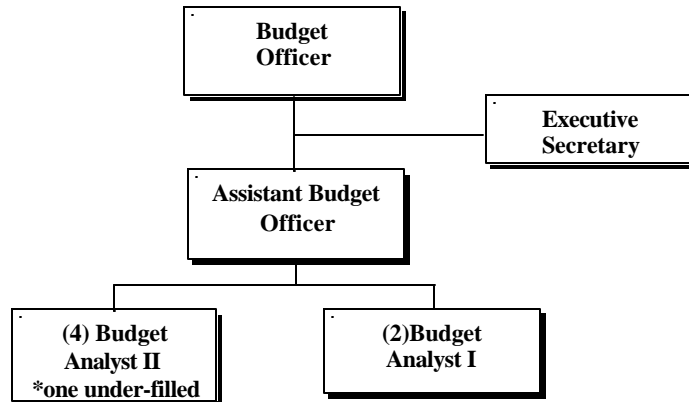
Mission Statement

The mission of the Office of Budget and Evaluation is to assist the Dallas County Commissioners Court with the task of wisely, effectively, and efficiently deploying and monitoring the financial resources available for the benefit of all citizens of the County.

Description

The Office of Budget and Evaluation coordinates a five-month budget process that includes the evaluation of all departments' requests with recommendations to the Commissioner's Court. The Office of Budget and Evaluation also coordinates the submission of all grant requests and manages certain social services contracts with other agencies. During the year, the Office of Budget and Evaluation prepares interim budget reports, performance reports, staffing studies, offers transfer recommendations, and generally serves as an early warning of financial stress.

Organizational Chart



FY2004 Budget Highlights

! The FY2004 Budget for this department represents a continuation of the FY2003 service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$536,969	\$519,337	\$564,232	\$568,058
Operations	32,637	29,237	66,593	23,050
Capital	<u>313</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$569,646	\$548,574	\$630,825	\$591,108

Staffing Trends

Staff Category	FY2001 Actual	FY 2002 Actual	FY 2003 Actual	FY 2004 Budget
Full Time Employees	9	9	9	9
Extra Help	\$5,000	\$0	\$0	\$0

Authorized Position Detail (Grade)

1 Budget Officer (F2)	3 Budget/Policy Analyst II (G)
1 Assistant Budget Officer (N)	2 Budget/Policy Analyst I (D)
1 Senior Budget Analyst (J)* <i>under-filled</i>	1 Executive Secretary (10)

DATA SERVICES/SchlumbergerSema

Department #1090

Mission Statement

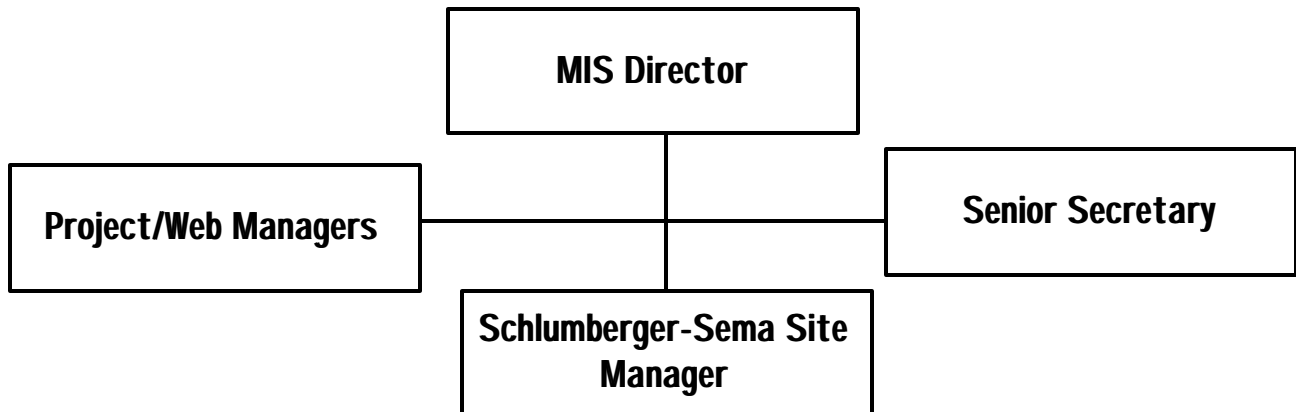
The mission of Data Services is to provide high quality service to Dallas County relating to information technology while achieving total customer satisfaction and practicing the highest professional standards.

Description

In FY2002, the Commissioners Court signed a new five-year contract, effective November 1, 2002, with SchlumbergerSema, Inc. to provide outsourced data processing services to all County user departments. This contract replaced the contract with ACS, Inc who had this contract since 1992. Policy direction for this contract is provided through a Governance Committee chaired by the County Judge. This committee acts in a top level advisory capacity to the Commissioners Court concerning the allocation of current resources and the development of a long-range Computer Services Master Plan.

The County employs a senior level executive - the MIS Director - to manage the contract with SchlumbergerSema, Inc.

Organizational Chart



FY2004 Budget Highlights

- ! The FY2004 budget for Data Services is \$561,735 lower than the FY2003 approved budget with their cost reduction plan that included elimination of COLA, performance bond, and savings from renegotiated maintenance contracts for hardware and software.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$138,925	\$369,820	\$446,336	\$446,495
Operations - Contractual	9,785,276	9,958,245	10,331,582	9,813,402
Capital	<u>37,313</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$9,961,514	\$10,327,970	\$10,777,918	\$10,259,897

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	3	4	5	5

Authorized Position Detail (Grade)

1 MIS Director (H2)

1 Senior Project Manager (OM)

1 Web Manager (IM)

1 Information Systems Coordinator (IM)

1 Senior Secretary (08)

COUNTY-WIDE APPROPRIATIONS

Index

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COUNTY-WIDE APPROPRIATIONS

Department #9910

Description

The Miscellaneous County-Wide budget provides a spending point for a variety of goods and services that cannot be identified with a single department. Examples are consultant services, insurance costs, association dues that benefit the County as a whole, and payments to the Central Appraisal District.

FY2004 Budget Highlights

The FY2004 budget for this department is a continuation of FY2003 activities. Each item included in the Countywide budget is discussed on the following pages.

- \$225,000 *Sick Leave (1120)* This line is used to budget for the portion of unused sick leave paid to qualified employees as they leave the County.
- \$1,000 *Retirement - Co. Portion (1150)* This line item is used to fund the County's portion of additional retirement credits in the TCDRS that may be purchased based on prior military service.
- \$19,500 *Advertisement for Bids (2012)* This account is designed to accommodate the expenses relating to the advertisement of bids and requests for proposals issued through the Purchasing Department. This account was decreased in FY2004 as a result of the Purchasing Department's initiative to lower bid costs through better utilization of the *Daily Commercial Record*.
- \$70,500 *Legal Notices (2013)* This budget is used to fund expenses for publishing a variety of required legal notices. These notices include: adoption of the County budget and tax rate, Sheriff's sale of property, etc. This account was decreased in FY2004 as a result of the Purchasing Department's initiative to lower bid costs through better utilization of the *Daily Commercial Record*. Payments to outside attorneys representing Dallas County in civil matters is budgeted in line 2430 - Consulting Fees. Payment of damages resulting from a civil suit is made from line 7560 - Claims against Dallas County.

\$340,200 *Armored Car Service (2040)* This account pays for the Countywide use of armored cars. For FY2004, the County Treasurer re-evaluated the armored car service contract and reduced the number of pick-ups to lower the cost by \$15,000.

\$189,100 *Dues & Subscriptions (2080)* This line funds memberships in certain organizations that benefit the County as a whole. These include:

NACO	\$36,500
TAC	2,500
NCTCOG	22,700
Conference of Urban Counties	45,000
County Judges & Commissioners	2,500
Lone Star Industrial Park (property)	2,800
Lexis Subscription	17,000
Trammel Crow (property)	17,500
North Central TX Regional Cert. Agency	28,600
Government Finance Officers Assoc.	4,000
Purchasing Cooperative	10,000

\$481,000 *Consulting Fees (2430)* This line is used to fund payments to outside attorneys that represent Dallas County in civil matters. Expenses awarded to injured parties as a result of a civil claim against the County are paid from line 7560 - Claims against Dallas County.

\$5,500 *Service Emblem Pins (2530)* This allows the purchase of service pins for County employees who reach predesignated lengths of service.

\$500 *Payment Canceled Warrants (2975)* Each year, dozens of checks are issued by the Treasurer that go un-deposited. After 365 days, the checks are canceled and the money is returned to the General Fund. Occasionally, some checks must be reissued. Since the fiscal year in which the check was originally issued has been closed out, these reissued checks require a funding source; this budget line is used for that purpose.

\$15,000 *Hazardous Waste Disposal (3030)* This account funds the fees charged for the disposal of Hazardous Waste. Prior to FY99 this account was budgeted as part of 5590 - Professional Services.

\$15,000 *Moving Expense (4410)* This account is used to pay for unanticipated expenses relating to moving County offices and equipment.

\$671,500 *Professional Services (5590)* This account is used to pay for professional service contracts that benefit the County as a whole, rather than an individual department.

Financial Advisory Services	40,000
Bond Counsel Services	10,000
Arbitrage Rebate Services	11,000
Appraisal Services	3,800
Court Reporters	9,000
Crowley Garage (including Expenses)	245,000
Outside Audit	230,000
Comm. Court Advisor	122,700

\$2,512,700 *Tax Appraisal District (6510)* This account is used to fund Dallas County’s share of the expenses of the Dallas Central Appraisal District.

\$8,500 *Insurance Special Coverage (7541)* This budget pays the premium on insurance for money and securities handled by the County Treasurer and the depository bank.

\$268,000 *Property Insurance (7542)* This account is used to fund the premiums for catastrophic coverage (\$500,000 deductible) on County buildings and major equipment. These policies also cover boilers, and radio towers against total loss.

\$200,000 *Claims Against County (7560)* This budget is used to fund any damages that may be awarded to parties as a result of a civil action against the County. The cost of hiring outside attorneys to represent the County are expended out of 2430 - Consulting Fees.

\$219,900 *Transfer to State (7940)* This budget is used to pay taxes to the State on revenues earned from the various County-owned parking garages and lots.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$55,517	\$196,142	\$200,965	\$226,000
Operations	6,062,550	4,713,233	6,124,333	5,016,900
Capital	<u>0</u>	<u>592,422</u>	<u>0</u>	<u>0</u>
Total	\$6,118,067	\$5,501,797	\$6,325,298	\$5,242,900

CONTINGENT APPROPRIATIONS

Department #9940

Description

The Contingency budget is used for items that will be appropriated in various departments contingent upon some future activity or distribution formula. No expenditures occur in this budget, rather, funds are transferred from this budget to the user-departments and expended through these budgets. Since there are no expenses in this budget, the figures below show the initial appropriation for each fiscal year.

FY2004 Budget Highlights

The FY2004 budget for contingent appropriations has been developed using the assumptions detailed below.

Personnel

- \$1,027,500 Funding for staff positions for traffic programs in certain Constable precincts subject to review of first quarter results, clerical efficiencies in the County and District Clerk's Offices, and clerical staff for two Justices of the Peace with revenue initiatives.
- \$153,100 Funding for health insurance contingency.

Operations

- \$523,200 Funding to redistribute each department's unspent D.D.A balances.

Capital

- \$1,500,000 Funding for replacement equipment and vehicles in FY2004.

Since funds budgeted in Department 9940 - Contingency are transferred to the department using the funds prior to being spent the Financial Trends table below compares the budgets over four years rather than actual amounts spent.

Financial Trends

Budget Category	FY2001 Budget	FY2002 Budget	FY2003 Budget	FY2004 Budget
Personnel	\$75,000	\$1,701,066	\$575,431	\$1,180,600
Operations	579,842	590,300	626,844	523,200
Capital	<u>1,379,769</u>	<u>1,448,075</u>	<u>0</u>	<u>1,500,000</u>
Total	\$2,034,611	\$3,739,441	\$1,202,275	\$3,203,800

COUNTY-WIDE VACANCY SAVINGS

Description

In the FY2004 budget, each authorized full-time position is fully funded. Since the possibility is remote that each department will have all positions filled the entire year, a negative appropriation is required in order to adjust the overall expenditure level (and as a consequence, the required tax rate) to a realistic level. This adjustment is known as salary lag.

Prior to FY2004, salary lag was budgeted centrally, rather than in each department's budget. Under this policy, departments were not held responsible for vacancy management. Beginning in FY2004, each department has a salary lag target they are expected to meet through the management of vacancies as they occur throughout the year. The target is based on the County's overall salary lag experience rather than on each department's history.

Beginning in FY97, Departmental Managers can choose to manage vacancies above expected salary lag and receive a portion of any savings in their Departmental Discretionary Account. This can be achieved by holding a specific authorized position vacant for at least six months. The Office of Budget and Evaluation is responsible for insuring that any savings to be shared with the department are "true" savings, and not merely a shifting of salary expense to additional overtime.

Financial Trends

Budget Category	FY2001 Budget	FY2002 Budget	FY2003 Budget	FY2004 Budget
Lag Budget	(\$5,925,454)	(\$5,720,176)	(\$6,183,528)	(\$4,686,888)
Salary Budget	\$171,491,730	\$175,913,942	\$175,702,422	\$173,787,367
Lag Percentage	3.5%	3.3%	3.5%	2.7%

UNALLOCATED, EMERGENCY RESERVES

Departments #9950

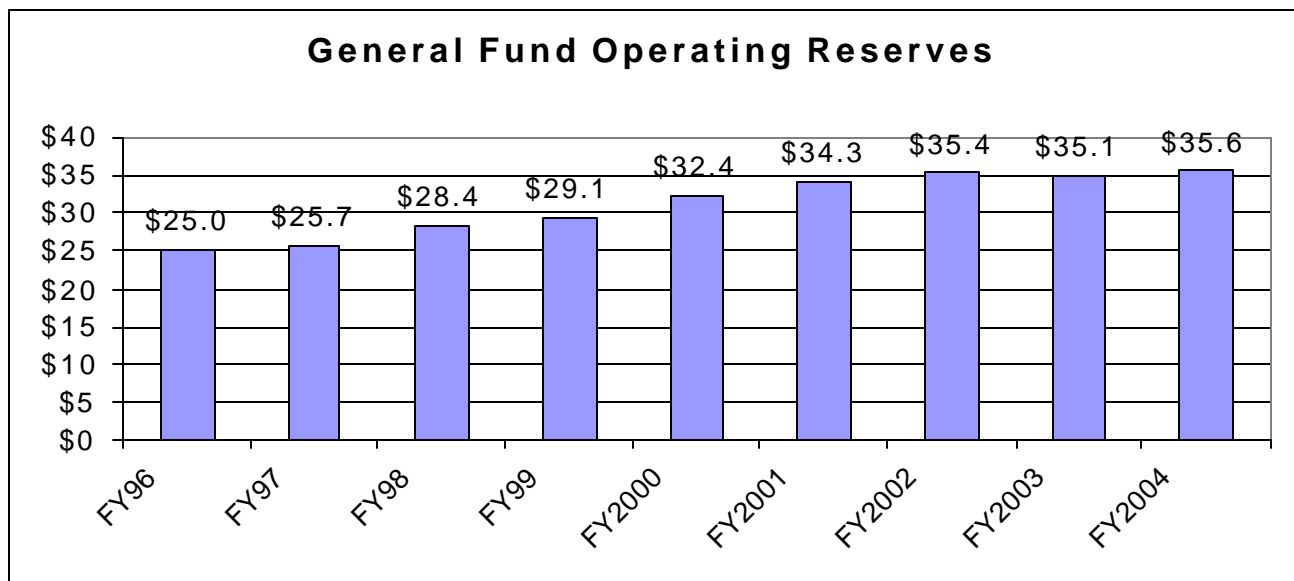
Description

The County's approved budget appropriates all revenues certified by the County Auditor, including a full appropriation of the budgeted ending balance. The County's policy is to budget ½% of budgeted expenditures as an Unallocated Reserve and the remainder of the projected ending balance as an Emergency Reserve. Unallocated Reserve is intended for routine, although unanticipated expenditures throughout the year and requires a majority vote of the Commissioners Court.

Emergency Reserves are intended for significant unanticipated emergency needs and require a unanimous vote of the Commissioners Court before being spent (i.e., transferred to another budget). Occasionally, Emergency Reserves are used as an appropriation source for funds received that exceed the Auditor's projection. That is, they are spent with the knowledge that they will be replenished at year end by larger-than-anticipated revenue. Texas law forbids total appropriations that exceed the originally approved budget, and therefore without use of Emergency Reserves in this manner, additional revenue could not be spent in the year it is received.

Financial Summary

The recent history of the two reserves is shown below.





DEBT AND DEBT SERVICE

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DEBT AND DEBT SERVICE

Fund #205

Fund #304

The County accounts for its bonded debt through the Interest and Debt Fund. This fund is used to pay the principal, interest, and fiscal agent fees for all tax-secured County bonds. The primary source of revenue for this fund is ad valorem taxes although surplus funds from automobile license fees have historically been used to reduce the tax rate for debt service.

TYPES OF BONDED DEBT AND DEBT LIMITS

The County's outstanding bonds are of three (3) general types, each subject to different legal restrictions. The three types of bonds are as follows:

Limited Tax Bonds - These bonds and Certificates of Obligation (C.O.s) are used for permanent improvements other than roads and are repaid by a tax levied against all property in the County. The tax is limited to 80¢ per \$100 of assessed valuation.

Unlimited Tax Bonds - These bonds are issued to finance transportation projects and are secured by a property tax which can be set at an unlimited rate. However, the amount of unlimited tax-secured debt outstanding may not exceed 25% of the assessed valuation of real property within the County.

Revenue Bonds - Seldom used by Dallas County, these bonds are secured only by the revenues produced by a specific project, e.g., a parking garage.

Debt Limit - As a practical matter, neither the County's debt service tax nor its total debt is anywhere near the constitutional limits described in the preceding paragraphs. The policy of the Commissioners Court limiting total debt service to payments to 25% of total operational expenditures is the primary factor that constrains the County's debt load. As mentioned in the transmittal letter, the county's financial plan calls for a multi-year trend toward cash - rather than debt - financing of major projects.

DEBT POLICY

In addition to statutory provisions effecting local government debt issuance, Dallas County adheres to debt management policies and principles designed to preserve its financial integrity, and to ensure the aggressive maintenance of superior bond ratings from both Moody's Investors Service (Aaa) and Standard & Poor's Corporation (AAA).

The most significant components of the county's debt management principles are listed below. A full statement of the County's debt management policy can be found in the "Trends and Summaries" section of this budget document.

- Average weighted general obligation bond maturities is maintained at ten and one-half (10 ½) years;
- Each bond issue is structured so that an equal principal amount is retired each year over the life of the issue to produce a total debt schedule with a yearly declining balance;
- Debt service for all funds in any year may not exceed 25% (twenty-five percent) of the total annual operating budgets;
- Total bonded debt may not exceed 1% (one percent) of the net valuation of taxable property in Dallas County based on 100% (one hundred percent) of the net appraised valuation;
- The tax rate for debt service is maintained at a rate that provides a beginning balance in the Interest & Debt Fund equal to 50% of the subsequent year's debt service;
- Certificates of Obligation (C.O.s) are issued with a term not to exceed ten years;
- Total C.O. debt issued in each fiscal year shall be limited to the greater of (i) 5% of total debt projected to be outstanding at the end of the current fiscal year, or (ii) the amount of C.O. debt scheduled to be retired during the current fiscal year, plus, debt for which a funding source other than the debt service tax is available.

Dallas County, in seeking to maximize cost savings to taxpayers, has from time to time issued refunding bonds designed to reduce the amount of interest paid on previously - issued debt by selling new bonds, at a reduced interest rate, and using the proceeds of such a sale to pay off existing high rate debt. Additionally, Dallas County utilizes interest earned on issued bond debt, as well as reserve fund balances as a means in keeping the tax rate for debt service as low as possible.

BOND RATINGS

Moody's Investors Service ("Moody's") and Standard and Poor's Corporation ("S&P") have assigned their municipal bond ratings of "Aaa" and "AAA", respectively to the Tax Note series (\$25 million) sold during the fourth quarter of FY2003.

TOTAL OUTSTANDING DEBT

Table IV-1 summarizes the total indebtedness of Dallas County as of October 1, 2003, Table IV-2 provides additional detail on the purposes of past certificate of obligation issues.

The pattern of debt maturity is shown in Table IV-3, reflecting the County's practice of issuing its long term debt as 20 year serial bonds with equal principal repayment each year.

STANDARD AND POOR'S RATING OF RECENT COUNTY DEBT

STANDARD & POOR'S	PUBLIC FINANCE
Publication date: 28-Aug-2003 Reprinted from RatingsDirect	
Dallas County, Texas Credit Analysts: James Breeding, Dallas (1) 214-871-1407; Alexander M Fraser, Dallas (1) 214-871-1406	
Credit Profile \$25.0M Tax Notes Series 2003 dtd 09/15/2003 due 08/15/2008 AAA	Rationale The 'AAA' rating on Dallas County, Texas' tax notes reflects the county's:
Sale date: 08-SEP-2003	<ul style="list-style-type: none">• Large and diverse economic base,• Above-average wealth and income levels,• Good financial position and management with a competitive tax rate, and• Manageable debt levels with limited debt-financed capital needs.
AFFIRMED \$258.647 MIL GO Bonds, Various Series AAA	The county's full faith and credit pledge secures the notes.
OUTLOOK: STABLE	

Dallas County's population of roughly 2.2 million includes Dallas, Texas ('AAA' GO debt rating) and Irving, Texas ('AAA' GO debt rating), as well as a number of other Dallas suburbs. The 900-mile county is in north-central Texas and is adjacent to Tarrant and Collin counties, both of which are also 'AAA' GO debt rated. Since the Dallas-Fort Worth MSA has outperformed the considerable statewide expansion over the past several years, the county continues to diversify its employment base and add new residential areas. Taxable assessed valuation (AV) for fiscal 2003 grew by 3.9% over the 2002 AV level to roughly \$128.4 billion, which was an increase of more than 60% since fiscal 1995. Fiscal 2004 AV, however, showed a slight decrease of about 0.4%. The tax base is not concentrated; and the 10 leading taxpayers account for just 6% of total AV, although it includes considerable investment by electronics and telecommunications firms such as Texas Instruments Inc., Southwestern Bell Telephone L.P., Verizon Communications, and MCI/WorldCom Inc. Overall, the economy's continued diversification is expected to maintain the resilience demonstrated during prior national economic shifts. Per capita effective buying income is 118% of the national average and retail sales are 124% of the national average.

Table IV-1

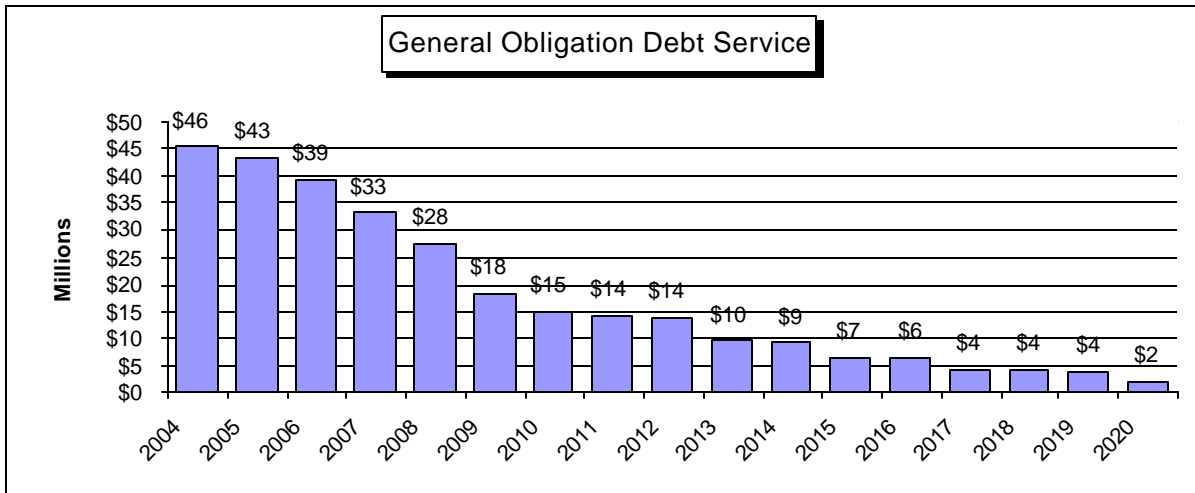
**DALLAS COUNTY
OUTSTANDING BONDED INDEBTEDNESS**

Issue Description	Amount Outstanding
<u>Unlimited Tax Bonds</u>	
Series 1985B	\$1,445,000
Series 1993A	23,395,800
Series 1995	3,885,300
Series 1996	19,508,125
Series 1997	11,276,126
Series 2000	43,498,875
Series 2000A	1,475,000
Series 2001 A	97,596,288
<hr/>	
Total Unlimited Tax Bonds	\$ 202,080,514
Total Unlimited Tax Bonds allowed by constitutional limits	\$ 39,250,000,000
 <u>Limited Tax Bonds</u>	
Series 1993B	\$28,648,425
Series 1996 A	539,205
Series 1997A	15,553,537
Series 2000B	12,852,665
Series 2001B	8,024,000
Tax Note Series 2003	23,475,840
<hr/>	
Total Limited Tax Bonds	\$89,093,672
Total Limited Tax Bonds allowed by constitutional limits	\$1,962,500,000
 <u>Certificates of Obligation</u>	
Series 1997B-C.O.	\$3,267,000
Series 1998-C.O.	4,785,265
<hr/>	
Total Certificates of Obligation	\$8,052,265
 TOTAL BONDED DEBT	
	\$299,226,451
 Total Bonded Debt payments in FY2004	 \$39,244,588
Total Bonded Debt payments per fiscal year allowed by constitutional limits	\$83,489,750

Table IV-2

**DALLAS COUNTY USES OF
CERTIFICATE OF OBLIGATION FINANCING**

<u>Series</u>	<u>Purpose in Years</u>	<u>Amount issued</u>	<u>Amount Outstanding 10/01/03</u>	<u>Final Maturity</u>	<u>Term</u>
1997-B	Finance Package - Phase I JP Courts Improvements, Elections System, Institute Security System, Elevator Upgrade, Old Red Visitor Center, Decker Jail Fence, Reactivation of Old Detention Center, Personnel Department Improvements	8,000,000	3,267,000	08/15/06	8
1998	Energy Improvement Program, Computer Upgrades, Elections System, Elevator Upgrade, Physical Improvements	8,700,000	4,785,265	08/15/07	8
TOTAL OUTSTANDING			\$8,052,265		



**Table IV-3
DALLAS COUNTY
GENERAL OBLIGATION DEBT SERVICE**

Fiscal Year	Principal	Interest	Total	Cumulative % of Principal Amortized
2004	34,905,000	10,688,037	45,593,037	15.70 %
2005	29,817,370	13,562,084	43,379,455	29.11%
2006	27,908,394	11,578,593	39,486,987	41.66 %
2007	23,821,285	9,194,479	33,015,765	52.38 %
2008	21,845,000	5,822,975	27,667,975	62.20 %
2009	13,620,000	4,740,968	18,360,968	68.33 %
2010	10,750,000	4,032,456	14,782,456	73.16 %
2011	10,725,000	3,478,181	14,203,181	77.99 %
2012	10,685,000	2,925,075	13,610,075	82.79 %
2013	7,215,000	2,373,943	9,588,943	86.04 %
2014	7,220,000	1,992,700	9,212,700	89.29 %
2015	5,425,000	1,228,093	6,653,093	91.73 %
2016	5,425,000	940,875	6,365,875	94.17 %
2017	3,675,000	660,875	4,335,875	95.82 %
2018	3,675,000	472,750	4,147,750	97.47 %
2019	3,675,000	284,625	3,959,625	99.13 %
2020	1,930,000	96,500	2,026,500	100 %
Total	\$222,317,049	\$74,073,209	\$296,390,260	

DEBT SERVICE PROJECTION MODEL

Because Dallas County has for many years utilized excess revenue from the vehicle license fee to offset the property tax rate for debt service, the establishment of the annual debt service tax rate requires a projection of the operations of the four Road and Bridge districts. The Debt Service Model is used to estimate the availability of excess funds prior to the setting of the tax rate.

The projection requires assumptions about the future of the license fee revenue, the growth in the tax base, and future bond issuance scheduling, including borrowing rate assumptions. Less significant projection assumptions involve smaller revenue sources (e.g. transfers from other funds) and use of the license fee for equipment replacement.

Table IV-4 is an example of the debt service model used to establish debt service tax rate. The notes to Table IV-4 provide additional detail for each section of the model.

Beginning with the FY2000-2004 Capital Improvement Plan, the Commissioners Court has established its intention to manage its large construction and computer infrastructure projects within the constraints of the cash flow provided by a tax rate diverted from debt service to the new Major Capital Development Fund. A full explanation of this plan is contained in the transmittal letter to this document. The Major Capital Development Fund projects are discussed in detail following the Capital Improvement Plan tab in this document.

DEBT SERVICE TAX ANALYSIS BASE CASE

(in thousands)

PART I: ROAD & BRIDGE OPERATIONAL ANALYSIS											PART II: NON-TAX SOURCES OF FUNDS FOR DEBT SERVICE				
FISCAL YEAR	SOURCES				CURRENT USES						FISCAL YEAR	INT. ON EXISTING BOND FUNDS	TRAN NEW BOND FUNDS	OTHER TRANSFERS	NON-TAX FUNDS TOTAL
	BEG. BALANCE	LIC. FEE	OTHER FEES	INT.	TRANS. TO GEN. FUND	BUDGET ALLOCATION	BRIDGE/EQP EXPENSES	CURRENT SURPLUS	AVAIL FOR MAJOR CAP	ENDING BALANCE					
FY03	0	17,849	0	78	6,407	7,100	1,000	3,420	2,710	710	FY03	1,470	0	1011	2,481
FY04	355	17,849	0	64	5,735	7,500	1,000	4,032	3,637	750	FY04	743	0	1011	1,754
FY05	375	18,027	0	64	5,850	7,575	1,000	4,041	3,659	758	FY05	557	0	1011	1,568
FY06	379	18,208	0	95	5,967	7,651	1,000	4,064	3,678	765	FY06	627	0	1011	1,638
FY07	383	18,390	0	95	6,086	7,727	1,000	4,054	3,664	773	FY07	470	0	1011	1,481
FY08	386	18,574	0	95	6,208	7,805	1,000	4,042	3,648	780	FY08	353	0	107	460
FY09	390	18,759	0	94	6,332	7,883	1,000	4,030	3,631	788	FY09	264	0	0	264
FY10	394	18,947	0	94	6,459	7,961	1,000	4,015	3,613	796	FY10	198	0	0	198
FY11	398	19,137	0	94	6,588	8,041	1,000	3,999	3,593	804	FY11	149	0	0	149
FY12	402	19,328	0	93	6,720	8,121	1,000	3,982	3,572	812	FY12	0	0	0	0
FY13	406	19,521	0	93	6,854	8,203	1,000	3,963	3,549	820	FY13	0	0	0	0

PART III: DEBT SERVICE FUND ANALYSIS

FISCAL YEAR	RESERVE			INT ON (see note 1)	USES								RESERVE		BEG. BAL PLUS TAX		FISCAL YEAR
	BEGINNING BALANCE	RESERVE BALANCE	NON-TAX SOURCES		PROPERTY TAX BASE	SERVICE TAX RATE	SERVICE TAX LEVY	CONST. REVENUE	TAX COLLECT 99%	TOTAL SOURCES	DEBT SERVICE	DEBT SERVICE	TOTAL DEBT SERVICE	INCREASE (DECREASE)	ENDING BALANCE	AS % OF DEBT SVC	
FY03	22,704	454	2,481	128,811,174	3.050	39,287	0	38,895	64,534	44,198	0	44,198	(2,368)	20,336	139%	51%	FY03
FY04	19,060	381	1,754	128,762,467	3.050	39,273	0	38,880	60,075	40,736	0	40,736	279	19,339	142%	47%	FY04
FY05	19,339	387	1,568	132,625,341	2.650	35,146	0	34,794	56,088	38,584	0	38,584	(1,835)	17,504	140%	50%	FY05
FY06	17,504	525	1,638	136,604,101	2.160	29,506	0	29,211	48,878	34,778	0	34,778	(3,404)	14,100	134%	50%	FY06
FY07	14,100	423	1,481	140,702,224	1.720	24,201	0	23,959	39,963	28,393	0	28,393	(2,530)	11,570	134%	50%	FY07
FY08	11,570	347	460	144,923,291	1.390	20,144	0	19,943	32,319	23,175	0	23,175	(2,426)	9,144	136%	50%	FY08
FY09	9,144	274	264	149,270,990	1.090	16,271	0	16,108	25,791	18,361	0	18,361	(1,714)	7,430	138%	50%	FY09
FY10	7,430	223	198	153,749,119	0.920	14,145	0	14,003	21,854	14,782	0	14,782	(357)	7,072	145%	50%	FY10
FY11	7,072	212	149	158,361,593	0.870	13,777	0	13,640	21,073	14,203	0	14,203	(202)	6,870	146%	50%	FY11
FY12	6,870	206	0	163,112,441	0.700	11,418	0	11,304	18,380	13,610	0	13,610	(2,100)	4,770	134%	50%	FY12
FY13	4,770	143	0	169,636,938	0.550	9,330	0	9,237	14,150	9,589	0	9,589	(209)	4,561	146%	50%	FY13
FY14	4,561	137	0	176,422,416	0.470	8,292	0	8,209	12,906	9,213	0	9,213	(867)	3,693	139%	50%	FY14
FY15	3,693	111	0	183,479,313	0.437	8,018	0	7,938	11,742	8,836	0	8,836	(787)	2,906	132%	42%	FY15
FY16	2,906	87	0	190,818,485	0.437	8,339	0	8,255	11,249	6,653	0	6,653	1,690	4,596	168%	44%	FY16
FY17	4,596	138	0	198,451,225	0.390	7,740	0	7,662	12,396	6,366	0	6,366	1,434	6,030	193%	72%	FY17

PART IV: ASSUMPTIONS

BOND ISSUANCE SCHEDULE	

	Int on Balances	Lic. Fee Growth	Tax Base Growth	R&B Exp Growth
FY03	2.00%	0.00%	0.00%	0.00%
FY04	2.00%	0.00%	0.00%	0.00%
FY05	2.00%	1.00%	3.00%	1.00%
FY06	3.00%	1.00%	3.00%	1.00%
FY07	3.00%	1.00%	3.00%	1.00%
after FY08	3.00%	1.00%	3.00%	1.00%

NOTES TO TABLE IV-4 PART I OF DEBT SERVICE MODEL

Fiscal Year - The Dallas County fiscal year begins October 1ST, of the calendar year prior to that listed in this column. Example: FY98 begins October 1, 1997.

Beginning Balance - This amount represents contingency funds, specifically designed to be at a constant level at the beginning of the coming fiscal year.

License Fee - Amount received from optional \$10 license fee collected on each vehicle registered in the County. Revenue estimate from this fee provided by the County Auditor's Office.

Other Fees - This amount represents the combination of the Highway License Fee (#561) and the Gross Axle Weight Fee (#565). Revenue estimate from this fee provided by the County Auditor's Office.

Interest - The amount of interest income earned on the combined total of the beginning balance, license fee revenue, and the revenue earned from other fees, after all transfers and payments have been made.

Transfer to the General Fund - This amount represents monies paid to general fund departments from the Road and Bridge Fund for services provided to (or in relation to) Road and Bridge operations throughout the fiscal year. General Fund departments which receive these transfers include the Sheriff's Department and the Public Works Department, as well as the payment of fees through the general fund in support of the Nuisance Abatement Officer.

Budget Allocation - The amounts listed in this column represent the annual budget allocation for operation of all four Road and Bridge Districts.

Bridge/Equipment Expenses - This amount represents the funds budgeted for use in the purchase of heavy equipment (now paid for out of unencumbered cash balances returned to the individual Road and Bridge Districts and the end of the fiscal year), and support of the "off-system bridge" program, administered by the Bridge Repair Specialist.

Current Surplus - This amount represents the difference between the total fees and interest in Part I, less all transfers, expenses, and allocations.

Note: There is an adjustment made to the current surplus column in order to obtain a \$750,000 ending balance in the current year, and the assumption that half of that amount may be spent to offset any moderate contingency which might arise in the course of a fiscal year.

Available for Major Capital Development Fund - This amount represents the difference between the current surplus in Part I, less 10% of Budget allocation set aside for the ending balance. This amount is then transferred to the Major Capital Development Fund.

PART II OF DEBT SERVICE MODEL

Fiscal Year - The Dallas County fiscal year begins October 1 of the calendar year prior to that listed in this column. Example: FY00 begins October 1, 1999.

Interest on Bonds - The revenue earned from deposits and investments of funds from bonds sold and before the proceeds are spent on authorized bond projects.

Transfers - This amount represents debt service payments on C.O. debt issued by the County on behalf of the 6th Floor Exhibit and/or the General Fund that are to be reimbursed by the Historical Commission and/or the General Fund.

Non-Tax Funds Total - Represents the total of bond fund interest and other transfers.

PART III OF DEBT SERVICE MODEL

Reserve Beginning Balance - represents the sum of the beginning fund balance in the Debt Service Fund (205) and the beginning fund balances from Road & Bridge Fund 105-5 and 105-8.

Interest on Reserve Balance - this amount represents the amount of interest income earned on deposits and investments on the Reserve Beginning Balance.

Non-Tax Sources - represents all funds not derived from taxation, which after expenses, can be used to pay debt service. This number is also the Non-Tax Funds number from Part II.

Property Tax Base - this amount represents the Total Taxable Value of all property in Dallas County as certified by the Dallas Central Appraisal District and adjusted by the Tax Assessor Collector.

Debt Service Tax Rate - the tax rate, set annually by the Commissioners Court, dedicated to payment on bonded indebtedness of the County.

Debt Service Tax Levy - the amount of revenue which will be received (assuming 100% collection rate) when the Debt Service Tax Rate is applied to the Property Tax Base number which, after adjustments, is the Total Taxable Value of all property in Dallas County.

New Construction Revenue - the amount of revenue which will be received (assuming a 100% collection rate) when the Debt Service Tax Rate is applied to the amount of New Construction per \$100 of value (not included in Property Tax Base number).

Tax Collect 99% - this number represents the amount of revenue (including New Construction) that would be received if only 99% of all taxes due in a given year were collected.

Total Sources - this represents the total of the Tax Collect 99% column, the Reserve Beginning Balance, the interest earned on the Reserve Balance, and all Non-Tax Sources from Part II.

Existing Debt Service - the amount due to be paid in the current year on debt issued in previous years.

New Debt Service - this number represents the amount which will have to be paid on new debt which has been, or is projected to be issued in a given fiscal year.

Reserve Increase (Decrease) - this number represents the amount by which the Reserve Beginning Balance will have to be either increased or decreased after Total Debt Service is subtracted from Total Sources in a given fiscal year.

Ending Balance - the amount remaining in the Reserve Beginning Balance after any increases or decreases are made in the Reserve Increase (Decrease) column.

Beginning Balance plus Tax as a % of Debt Service - the total of the Reserve Beginning Balance and the Tax Collect 99% number divided by the Total Debt Service due in a given fiscal year.

Beginning Balance as a % of Debt Service - the percentage obtained by dividing the Reserve Beginning Balance by the Total Debt Service. This percentage, by County policy, must be at least 50% in a given fiscal year.

Table IV-5

INTEREST AND DEBT FUND

Fund 205

Fund Summary

(\$1,000)

	FY2003 Actual	FY2004 Budget	Difference
Beginning Balance	\$14,239	\$16,549	\$2,310
Revenues			
Property Tax	37,850	30,086	(7,764)
Interest	1,100	700	(400)
Other	17	17	0
Transfer from Other Funds	2,553	6,240	3,687
Total Revenue	41,521	37,044	(4,477)
Total Sources	55,760	53,593	(2,167)
Expenditures and Transfers	39,211	39,211	0
Total Expenditures and Transfers	39,211	39,211	0
Ending Balance	\$16,549	\$14,328	(\$2,221)

GRANT FUNDS

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GRANT FUNDS

Introduction

In FY2004 Dallas County will receive in excess of \$97 million in grant funding from federal, state, local, and private funding sources. These grants support a variety of County administered programs that directly benefit the citizens of Dallas County and enable the County to offer expanded services to its citizens that might not otherwise be financially feasible. Grants provide a substantial source of revenue and are aggressively pursued when they support appropriate County services and policies.

Some grantors require that the County “invest” in the grant in the form of either a cash or an “in-kind” match, and in several instances the match must increase each year of funding until the County assumes full financial responsibility for support of the program. In FY2004, the County’s “investment” in grant funded programs is approximately \$4.4 million, almost all of which is a cash investment.

In general, the County budgets its cash match, when required, in the General Fund, Department 9930. However, some grant match may come from departmental funds, special funds, bonds, or other sources.

The County accounts for its grant resources through the use of two funds:

- The Grant Fund Fund 00466 - used for the majority of all grants
- Juvenile Probation Commission Fund Fund 00464 - used for staff expenses associated with Juvenile Probation Officers

This section discusses the County’s processes for managing grants and provides a description of each grant approved or anticipated to be active in FY2004.

The Grants Management Process

It is the policy of the Dallas County Commissioners Court that all grant applications and grant awards must be briefed to and approved by Commissioners Court prior to their submission or acceptance. This enables the Court to review proposed new programs and to evaluate the effectiveness of ongoing grant-funded projects that are applying for continuation funds. This also assures Commissioners Court approval of the grant revenue and of any County matching funds that must be appropriated.

The Dallas County Office of Budget and Evaluation monitors and reports grant activity to the Commissioners Court and assist County departments in the grant development process. Specifically, the Office of Budget and Evaluation performs the following functions:

- Identifying grant funding opportunities
- Providing technical assistance
- Writing applications
- Reviewing applications
- Coordinating county-wide grant applications
- Briefing Commissioners Court on grant activities

The County Auditor has a grants section with designated staff who handle grant accounting. When Commissioners Court approves acceptance of a grant award, the Auditor's office sets up an appropriation of funds based on the grant budget. The Auditor's grants section performs the following functions:

- Setting up the grant budget in one of the grant funds
- Monitoring of grant expenditures
- Financial reporting to the funding agency
- Verifying adherence to grant conditions and federal regulations

Developing and managing the program is the responsibility of the specific County department requesting the grant funding. The department has the following responsibilities:

- Implementing the program
- Hiring and training any staff
- Reporting program activities to the funding source
- Collecting and evaluating outcome measures
- Justifying to Commissioners Court any request for continued County funding of the program beyond the grant

Table V-1

CONSOLIDATED FINANCIAL SUMMARY - GRANT FUNDS (\$ Thousands)

Fund 464 - Juvenile Probation Commission Fund Fund 466 - Grant Fund

	<u>FY03 Projection</u>	<u>FY04 Budget</u>	<u>Difference</u>
Beginning Balance	2,308	15,198	12,890
Revenue from Grants *	95,940	98,157	2,217
Transfers from Other Funds *	6,950	7,365	414,650
Total Sources	105,198	120,720	15,522
Expenditures on Programs	90,000	120,720	30,720
Ending Balance	15,198	0	(15,198)

* The amounts listed represent the projected amounts for FY2003, and the annual amounts included in the FY2004 budget.

COMMISSIONERS COURT

Fund 466

GRANTS SUMMARY

Grant Title	Grant Amount	County Match	Indirect Costs
Adult Criminal Justice Information System	250,000	83,333	0
Community Development Block Grant	2,312,006	0	50,000
Alcohol Awareness Program	19,059	10,263	0
Emergency Shelter Grant Program	79,000	0	0
Home	698,335	0	0
Indigent Defense Services	891,419	0	0
Local Law Enforcement Block Grant	901,851	100,206	0
Safe Havens: Supervised Visitation and Safe Exchange	342,972	0	0
TOTAL	5,494,642	193,802	50,000

Match detailed here includes cash and in-kind match, departmental funds, and special funds.

Project Title: Adult Criminal Justice Information System

Description: The Criminal Justice Division (CJD) of the Governor’s Office provides funds to Dallas County to develop an adult criminal justice information system. The Dallas County Adult Criminal Justice Information System will be modeled on the Dallas County Juvenile Information System (JIS). All of the grant funding will be allocated to complete a multi-phased project to develop an integrated adult criminal justice information system in Dallas County.

Budget Overview: CJD has awarded the County \$250,000 for the period September 1, 2003 through August 31, 2004, with a 25% required County match of \$83,333. The County expects to receive continuation funding at the \$250,000 level for a maximum of three more years. The second year of funding will continue the development, design and implementation of an adult criminal justice integrated data system.

Project Title: Community Development Block Grant

Description: Community Development Block Grant: Federal funds allocated to Dallas County for their consortium cities to funds eligible activities that will meet one of the following national objectives: benefit low and moderate-income persons; prevent or eliminate slums or blight; and meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Budget Overview: The County has CDBG funds of \$2,312,006 available for use in FY2004. Activities funded in the past include: capital improvements such as water, sewer improvements, street/roads improvements, parks, senior citizen center improvements, and code enforcement and blight removal.

Project Title: Alcohol Awareness Program

Description: To promote alcohol awareness in Dallas County Schools.

Budget Overview: The grant provides funding in the amount of \$19,059 to conduct an Alcohol Awareness Book Cover Drawing Contest and Essay Competition in the Dallas County Schools.

Project Title: Emergency Shelter Grant (ESG)

Description: ESG funds may be used for one or more of the eligible homeless-related activities identified such as: renovation, major rehabilitation, or conversion of buildings for use as emergency shelters; provision of essential services for the homeless, which include services concerned with employment, health, drug abuse, education, housing transportation, child care, and obtaining other federal, state, or local assistance/benefits; shelter operating costs, such as maintenance, insurance utilities, rent, and furnishings; and Homeless prevention efforts, which include short-term subsidies to defray delinquent rent and utility charges for families that have received eviction or utility termination notices, security deposits or first month's rent to permit a homeless family to move into its own apartment, mediation programs for landlord-tenant disputes, legal services programs for the representation of indigent tenants in eviction proceedings, and payments to prevent foreclosure.

Budget Overview: This is the second year of direct funding from HUD for the ESG Program. FY2004 grant award amount is \$79,000. ESG assistance will be used to provide funding for the operating utilities of emergency shelters located anywhere within the County and funding is allocated on the basis of competitively-evaluated proposals.

Project Title: HOME

Description: Federal funds received by Dallas County to conduct only housing activities.

Budget Overview: The grant provides funds in the amount of \$698,335. Previous activities funded include: housing rehabilitation and housing replacement. Presently, Dallas County is doing housing replacement due to lead-based paint stipulations. A condition of funding is that no less than 15% of the HOME funds be set-aside for CHDO (Community Housing Development Organizations) to develop affordable housing for the community which it serves.

Project Title: Indigent Defense Grant

Description: The Texas Defense Act mandates funds be made available to counties for Indigent Defense. The amount of funding awarded to Dallas County is based on the population, relative to all other counties in Texas, plus a \$5,000 base amount for all counties.

Budget Overview: The Indigent Defense Grant is a formula grant. The County is anticipated to spend approximately 1.3 million more in indigent defense expenditures in FY2002 than FY2001. Dallas County is expected to receive approximately \$891,419 during FY2004.

Project Title: Local Law Enforcement Block Grant

Description: Dallas County receives funding from the U.S. Bureau of Justice Assistance based on a formula derived from the Uniform Crime Report, Part I Violent Crimes. Funds may be used for law enforcement support, enhancing security in and around schools, supporting treatment drug courts, enhancing the adjudication of violent offender cases, establishing multi-jurisdictional task forces, establishing crime prevention programs, and defraying the cost of indemnification insurance for law enforcement officers.

Budget Overview: Total FY2004 grant award: \$901,851 and a County match of \$100,206. Dallas County will use funds to support the continuation of the development of an Adult Criminal Justice Information System (CJIS) and all related AIS projects.

Project Title: Safe Havens: Supervision and Visitation Center

Description: This is a new community initiative. Dallas County will act as lead agency of the entire Faith and Liberty's Place program and The Family Place will act as the lead agency of the collaborating agencies: Child and Family Center; Child Abuse Prevention Center; Dallas Children's Advocacy Center; Genesis Women's Shelter; Salesmanship Club Youth and Family Centers; Victim's Outreach; and the Dallas County Family District Court. The primary goal of this project seeks to reduce the danger posed to the custodial parent and child victims of family violence during visitation with the non-custodial parent.

Budget Overview: Funding for this project created Faith and Liberty's Place, a supervised visitation center (Program), housed at the Dallas Child and Family Guidance Center. The Family Place provides project oversight. Total two year grant award: \$342,972.

DISTRICT ATTORNEY

Fund 466

GRANTS SUMMARY

Grant Title	Grant Amount	County Match	Indirect Costs
Environmental Prosecutor-Fund 421	34,778	36,770	0
Collaborative Domestic Violence Project A- Fund 421	131,602	87,795	0
Child Abuse Court Prosecutor and Investigator	164,474	0	0
Protective Order Prosecutor - VAWA	80,000	26,670	0
Regional Training Coordinator - VAWA	80,000	26,670	0
Collaborative Domestic Violence Project C -VAWA	218,972	72,990	0
Protective Order Case Manger - VOCA	59,199	16,365	0
Child Victim's Assistant Program - VOCA	43,668	24,316	0
Collaborative Domestic Violence Project B - VOCA	123,716	42,929	0
Domestic Violence Court - VAWA	193,855	143,956	0
Project Safe Neighborhood	66,602	0	0
TOTAL	1,196,866	478,461	0

Match detailed here includes cash and in-kind match, departmental funds, and special funds.

Project Title: Environmental Prosecutor

Description: The Environmental Prosecutor & Law Enforcement Training is funded under the State Criminal Justice Planning Fund 421. The grant provides for one part-time ADA Grade III prosecutor at a minimum of 30 hours per week. The position liaisons with federal and city agencies to ensure a coordinated effort at enforcement. This initiative seeks to address all four facets of the issue: to educate the community, law enforcement and the judiciary in environmental crime awareness and to facilitate multi-agency cooperation for efficient prosecution of violators. The goal of the project is to reduce the number and severity of environmental crimes occurring in Dallas County, to educate law enforcement and the community in issues of awareness, preventing reporting and prosecution.

Budget Overview: The Environmental Prosecutor & Law Enforcement Training has a benchmark of \$34,778 with a County cash match of \$36,770. The grant awards funds one full-time Environmental Prosecutor.

Project Title: Child Victim's Assistant

Description: The Child Victim's Assistant grant funded under the Victims' of Crime Act (VOCA) funds a full-time child victim's assistant and a part-time intern who initiate contact with victim and parents, maintain contact with victim and parents, notify and monitor witness attendance at trials and pleas, located and contact missing victims and witnesses and take care of children who are witnesses and required to be in court. The Child Victim's Assistant Program grant has no limit to the number of years it may be funded and no maximum funding level.

Budget Overview: The VOCA program requires a 20% grant match, which may be in-kind. This project's FY2004 award is \$43,668 with \$12,316 in County match and an in-kind match of \$12,000.

Project Title: Domestic Violence Projects

Description: The District Attorney's Office has joined in a collaborative effort with 32 other local agencies including 13 local police departments, all Dallas County Constables, domestic violence shelters, medical facilities, and legal and counseling services to launch an aggressive and coordinated response to perpetrators of domestic violence and their victims. The grant funds personnel and equipment for members of the task force as well as equipment to develop a comprehensive, computerized, county-wide communication system to link all county agencies that have contact with battered women and their abusers. The communication system will provide information on historical as well as current status and activities of both the offender and the victim to all appropriate agencies. The task force is developing a centralized response to victims and perpetrators of sexual assault, domestic violence, and stalking that does not currently exist.

The District Attorney's office has been awarded three Collaborative Domestic Violence Projects. The collaborative projects bring together and coordinate the family violence personnel of the Dallas County Criminal District Attorney's Office, the DeSoto Police Department and the Lawyers Against Domestic Violence unity of Legal Services of North Texas.

The Collaborative Domestic Violence Project A is funded under the State Criminal Justice Planning Fund 421. The grant provides funds for one full-time felony prosecutor, one full-time protective order prosecutor, one misdemeanor investigator and a misdemeanor clerk in the District Attorney's office. The four full-time positions funded through this grant will provide the following services: prosecute domestic violence cases through the District Courts of Dallas County and provide support to the staff in prosecution of domestic violence.

Budget Overview: This is a continuation grant in its second year of funding with a decreasing funding. The grant award for this year is \$131,602 with a County match of \$87,795.

The Collaborative Domestic Violence Project B is funded under the Victims of Crime Act (VOCA). The

grant provides funds for two half-time civil attorneys, two full-time family violence case workers, one family violence assistant and one protective order clerk. The six staff funded by this grant provides services to assist the victims of domestic violence in preparing and filing civil documents, counseling victims of domestic violence.

Budget Overview: The grant awards \$123,716 for salaries and fringes and a \$30,929 County match and an in-kind match of \$12,000. The grant requires a 20% County match.

The Collaborative Domestic Violence Project C is funded under the Victims Against Women's Act (VAWA). The grant funds a felony prosecutor, a protective order caseworker, and a part-time inter. The felony prosecutor position handles the increasing number of felony family violence cases filed and disposed of in Dallas County.

Budget Overview: The grant awards \$218,971 in salaries and fringes, travel expenses for trainers and program staff. An in-kind match of \$72,990 from contracted volunteer hours.

Project Title: Child Abuse Court Prosecutor and Investigator

Description: The Child Abuse Court Prosecutor and Investigator grant is funded under the State Criminal Justice Planning Fund 421. The goal of the project is to increase the number of child abuse bond cases disposed of annually, decrease the length of the disposition time of child abuse bond cases.

Budget Overview: The grant provides funding for a prosecutor and an investigator. The prosecutor handles the increasing number of felony family violence cases filed and disposed of in Dallas County. The grant awards \$131,579 and requires a County match of \$33,893 for the second year.

Project Title: Regional Training Coordinator

Description: The Criminal Justice Division of the Governor's Office provides funding for a full-time Training Coordinator and two part-time interns to organize and schedule training sessions for law enforcement officers, prosecutors, medical professionals, emergency shelter staff, victim advocates and other appropriate professionals. The coordinator and interns develop training materials, update informational bulletins sent to course graduates, secure training locations, recruit and schedule qualified trainers, schedule sessions, and enroll attendees. In the first four years of the grant, the Family Violence Division of the District Attorney's Office trained over 5,000 individuals to more effectively identify and respond to violent crimes against women.

Budget Overview: The grant awards a total of \$80,000 for personnel, travel expenses, and supplies and printed training materials. The County provides an in-kind match of \$26,667 from volunteer hours. The staff for this grant consists of one Training Coordinator and two part-time Interns. The grant requires a 25% match.

Project Title: Protective Order Case Manager

Description: The Protective Order Case Manager grant is funded under the Victim's of Crime Act (VOCA). This program responds to the increasing number of victims of domestic violence who are requesting judicial orders for protection from further violence at the hands of a family member or a significant other. The Protective Order Case Manager and two part-time intern assistants (68.6% each) coordinate taking protective order applications from victims of domestic violence, child abuse, and elder abuse. They file the applications with the court and coordinate the service of papers to the respondent through the Constable's offices. They coordinate the resetting of protective order court hearings when service is not accomplished. The staff also assists crime victims with crime victim compensation requests. The Case Manager recruits, trains, assigns and supervises volunteers who work with victims of violence to assist them through 'the system' and to act as victim advocates.

Budget Overview: The grant awards \$59,199 to fund salaries and fringe benefits for the staff of the program, as well as minimal expenses for local travel and office supplies with a County match of \$1,365. The County provides an in-kind match of \$15,000 from the contracted volunteers in the program. The staff for this grant consists of one Protective Order Case Manager, two part-time Interns. The grant requires a 20% grant match. Indirect cost recovery is not allowed under VOCA rules.

Project Title: Protective Order Prosecutor

Description: This grant is funded under the Violence Against Women Act (VAWA). This program responds to the increasing number of victims of domestic violence who are requesting judicial orders for protection from further violence at the hands of a family member or a significant other, and significantly reduces the time between filing of a complaint and the issuance of a protective order by the court. It is funded by a grant from the Criminal Justice Division (CJD) of the Governor's Office which began in June of 1997. The grant pays for the salary of a full-time prosecutor who oversees the protective order section of the Family Violence Division of the District Attorney's Office and the timely presentation of protective order cases in court. It also funds a part-time intern who assists in taking protective order applications and who acts as the District Attorney's liaison to local domestic violence shelters. The grant requires a 25% match, which may be in-kind, and has no limit to the number of years it may be funded.

Budget Overview: The grant awards \$80,000 for salaries and fringes, with a \$26,670 in-kind County match. The staff for this grant consists of one full-time Prosecutor, one part-time intern.

Project Title: Domestic Violence Court

Description: The Texas Legislature, in 1999, authorized a new court for Dallas County with the stipulation that the court was to be 100% dedicated to the adjudication of domestic violence cases. District Court No. 10 was established as that Court in Dallas County on April 1, 2000. There are now two courts handling domestic violence cases in Dallas County. The court will handle cases that involve domestic violence,

whether spousal, child, or elder abuse. The Criminal Justice Division of the Governor's Office awarded Dallas County federal and state assistance under the funding auspices of the Violence Against Women Act.

Budget Overview: The grant award is \$193,355, with a County Match of \$143,956. The grant requires a minimum 25% county match. The staff for this grant consists of one Chief Assistant District Attorney, one Assistant District Attorney, one District Attorney Investigator, two Bailiffs, a Court Clerk, one Court Assistant.

Project Title: Project Safe Neighborhood

Description: The U.S. Department of Justice through the Office of the U.S. Attorney General for North Texas funds the Project Safe Neighborhoods. The Project Safe Neighborhoods (PSN) is a nationwide commitment to reduce gun crime in America by networking existing local programs that target gun crime and providing those programs with additional tools necessary to be successful. A task force has been formed which is known as the PSN Task Force, consisting of various agencies. The prevalence of gun violence is widely known in this area and makes a great impact on Dallas County, in both the loss of lives and in public funding required for apprehension and prosecution of gun related crimes. The problem effects both the adult justice system and the juvenile system equally.

Budget Overview: The grant award is \$66,602 with no required County match. The grant funds the salary and fringe benefits for a clerk grade 6 position for a maximum of two years.

Office of Safety and Emergency Management (OSEM)

Fund 466

GRANTS SUMMARY

Grant Title	Grant Amount	County Match	Indirect Costs
State Homeland Security Grant	659,633	0	0
Phase II EOC Block Grant Program	461,447	153,816	0
Total	1,121,080	153,816	0

Match detailed here includes cash and in-kind match, departmental funds, and special funds.

Project Title: State Homeland Security Grant

Description: The U.S. Department of Justice (DOJ) through the Texas Engineering Extension Service (TEEX) has awarded Dallas County to purchase equipment to enhance Weapons of Mass Destruction response capabilities. The Texas Domestic Preparedness Assessment for Dallas County and its mutual aid partners were completed during FY2004. The function of the assessment was to identify shortfalls or gaps in the areas of planning, organization, equipment, training and exercises required to respond to Weapons of Mass Destruction (WMD) terrorism incidents.

Budget Overview: Funds awarded under this grant is divided into two parts: the base grant is in the amount of \$149,663 and is for the purchasing of items to meet local needs from the Texas Sub-recipient Agreement Authorized Equipment List. The regional allocation is for \$510,000 and is to be used specifically to purchase equipment for Dallas County and its mutual aid jurisdictions, to improve regional capabilities.

Project Title: Phase II EOC Block Grant Program

Description: Dallas County is one of the grantees for the Urban Area Security Initiative-II (UASI-II) grant. A work group was developed with representatives from each of the participating jurisdictions. The Dallas-UASI Strategic Plan was developed with the aid of the North Central Texas Council of Governments, with input from all UASI members. The plan will serve as a guide in the disbursement of future grant funds.

Budget Overview: Funds in the amount of \$461,447 have been awarded to Dallas County to be utilized to address the key requirements identified in the Plan.

HEALTH AND HUMAN SERVICES

Fund 466

GRANTS SUMMARY

Grant Title	Grant Amount	County Match	Indirect Costs
AIDS Surveillance	250,473	0	40,175
City Aids	44,484	0	0
Community and Rural Health	218,357	79,018	0
Community Energy Assistance Program	1,508,906	0	0
Emergency Assistance Program	61,655	0	0
Hansen's Disease	35,643	22,930	7,284
Immunization Registry	1,100,682	130,489	122,872
Nutrition Meals	700,000	271,464	25,000
Nutrition Transportation	240,000	75,241	0
TB Refugee Health Screening	289,242	29,466	32,736
STD Control	148,122	27,266	0
Tuberculosis Prevention Center	662,531	205,604	102,676
Tuberculosis Elimination	483,953	72,715	75,574
VD Epidemiology	1,303,474	0	86,088
STD PTC Part III - Training	237,570	0	33,566
HIV Unique	11,394	0	0
Hepatitis C - HIV	1,568	0	0
OPHP/Bioterrorism Preparedness Lab	3,548,222	0	127,873
Lab Bioterrorism Preparedness	215,628	0	0
STD PTC CDC	431,156	0	55,859
Ryan White - Title I	13,205,009	0	154,514

Grant Title	Grant Amount	County Match	Indirect Costs
Ryan White - Title II	2,188,325	0	27,919
Ryan White - Title II Supplement	163,518	0	23,768
TDH	1,128,940	0	13,346
HOPWA	2,597,640	0	2,390
Section 8- Voucher Program	24,518,727	0	0
Section 8 - Certificates	1,211,575	0	0
Walker Distress Fund	500,000	0	0
Weatherization Programs	769,092	0	0
Healthy Vision 2010	9,474	0	0
City Home 2004	300,000	0	0
TOTAL	58,128,426	914,193	931,640

Match detailed here includes cash and in-kind match, departmental funds, and special funds.

Project Title: Aids Surveillance

Description: The Dallas County Department of Health and Human Services collects incidence data on confirmed cases of HIV/AIDS from local medical practitioners, medical facilities, laboratories, and key community agencies, compiles the data and reports to the Texas Department of Health on a weekly basis. The information is used by the Texas Department of Health and the Centers for Disease Control to determine and deploy the resources necessary in this community to combat the spread of the disease.

Budget Overview: The Texas Department of Health provides funding of \$290,578 to conduct HIV/STD surveillance activities. The City of Dallas also contributes \$44,484 to this program to fund one Disease Intervention Specialist to assist in the AIDS surveillance effort. The staff for this grant consists of one Project Coordinator, three Disease Intervention Specialists, one Data Entry Clerk, one Secretary.

Project Title: Community and Rural Health

Description: This grant from the Texas Department of Health provides funding for Dallas County's Epidemiologist who is responsible for identifying, diagnosing and investigating health problems and hazards in the community. The grant also provides for three public health nurses who assist the Epidemiologist in informing and educating the community about health status and linking people to needed personal health services. It is the responsibility of the Epidemiologist to develop policies and plans that support individual and community health efforts and to enforce laws and regulations that protect health and ensure safety. This program is also responsible for environmental health services and inspections.

Budget Overview: The Texas Department of Health provides \$221,318 to fund four County positions and Dallas County matches with \$79,018. The State also funds one State-paid employee assigned to the Environmental Health program. The staff for this grant consists of one Epidemiologist, three Public Health Nurses, one State-funded Sanitarian.

Project Title: Comprehensive Energy Assistance Program

Description: Since 1993, the Texas Department of Housing and Community Affairs (TDHCA) has contracted with the Dallas County Department of Health and Human Services to provide emergency assistance for heating and air conditioning costs to low-income households in Dallas County when the absence of such services constitutes a threat to the health and well being of individuals in the household. Health and Human Services staff process applications and payments of client utility bills in accordance with program guidelines and regulations. The majority of grant funding goes directly to client payments with minimal funding approved for administrative and personnel costs.

Budget Overview: The TDHCA award to the County is \$1,508,906; of that \$1,357,929 is used for direct client services and \$150,977 is available for administrative and personnel costs. The staff for this grant consists of one Program Coordinator, two Eligibility Referral Specialists, two Receptionist/Appointment Clerks, and two Accounting Clerks.

Project Title: Emergency Assistance Programs

Description: The Texas Department of Housing and Community Affairs contracts with Dallas County to administer the Oil Overcharge Program (OOC) and the Emergency Nutrition/Temporary Emergency Relief Program (ENTERP). ENTERP funds are used to provide housing assistance to clients eligible for services under the County General Assistance Program. OOC funds are used for energy related assistance (natural gas and electricity) for welfare eligible clients. The County uses existing staff to process payments. No administrative costs are paid from these grants and all funds are used to provide direct services.

Budget Overview: For FY2004, the County will receive \$61,655 in ENTERP and OOC funding. The grant total of \$61,655 is matched 100% by Health and Human Services departmental funds (general fund) expended for food, emergency shelter, and energy related assistance. No staff is associated with this grant.

Project Title: Hansen's Disease

Description: The Texas Department of Health contracts with Dallas County to provide specialized public health nursing services to Hansen's disease patients. Services include assistance to local physicians in providing quality outpatient services; provision and coordination of outreach services, patient follow-up, and case finding; performance of eye, foot, and other contract screens; coordination of a Hansen's Disease nursing care program

within Dallas County with other existing health care and social service agencies; and coordination of patient education efforts in the community and in the patient's home environment.

Budget Overview: The Texas Department of Health provides \$35,643 and the County provides a match of \$22,930. The staff for this grant consists of one Public Health Nurse.

Project Title: HIV Services

Description: In addition to the Housing for Persons with AIDS (HOPWA) grant (see HOPWA grant description later in this section), Dallas County is the recipient of three grants that support the delivery of services to HIV/AIDS positive individuals and their families: Ryan White Title I Formula Grant, Ryan White Title II, and State HIV. These grants are administered by the HIV Grants Management Division in the County's Health and Human Services Department.

Funding from each of these sources is used to provide community-based outpatient health and support services for low-income persons living with AIDS/HIV and their families. Services include comprehensive medical care, prescription drugs, counseling, transportation, nutrition programs, home care and hospice care. Funds may also be used to provide in-patient case management to prevent unnecessary hospitalization or to expedite hospital discharge. The County, in cooperation with the HIV Health Services Council and the HIV Services Consortium, determines service priorities based on a needs assessment and contracts with local area providers for delivery of services. A competitive proposal process is conducted annually to select providers.

Budget Overview: Total funding for the three grants in FY2004 is \$18,236,378. No match of County funds is required. The staff for this grant consists of one Contracts Compliance Officer, one Grants Manager, three Program Monitors, two Fiscal Auditors, one Grants Analyst, one HIV Services Planner, three Administrative Assistants, one Clerk, one part-time Information Specialist.

Project Title: Housing for Persons With AIDS

Description: The United States Department of Housing and Urban Development provides funding for the Housing Opportunities for Persons with AIDS (HOPWA) program. Funds are designated to provide housing (rental and utility assistance), and related supportive services to persons infected with HIV and affected family members. The Dallas County Health and Human Services Department administers the funds for the Dallas Eligible Metropolitan Statistical Area (EMSA) which includes Dallas, Collin, Denton, Hunt, Ellis, Henderson, Rockwall and Kaufman counties. The award amount is based on the number of reported AIDS cases in the EMSA. As the Administrative Agent for the EMSA, Dallas County is responsible for selecting providers in the community, through a competitive bidding process, to provide services to eligible clients. Such providers currently include the Visiting Nurse Association (home health services), Family Services, Inc. (counseling and social services), Healthcorp (home health services), AIDS Services of Dallas (a residential program for persons with AIDS), Johnnie's Manor (housing), and the Dallas County Health Division (clinic services). The grant pays for two full-time Case Workers.

Budget Overview: HOPWA grants are awarded to the County for three year periods. The total HOPWA County award available for use in FY2004 is \$2,597,640. The staff for this grant consists of two full-time Case Workers.

Project Title: Immunization Registry

Description: This program provides immunization clinics in various sites around the county, offering vaccines to all populations, but with special emphasis on children under two. The program also offers special programs in schools and to senior citizens. Program staff also investigate all reported and suspected cases of measles, rubella, pertussis, paralytic poliomyelitis, diphtheria, mumps and tetanus. The program follows-up on all children who are due or overdue for doses of vaccine. After hours clinics are held to insure barrier-free access to immunization services. Dallas County has entered into a subcontract with the Community Council of Greater Dallas wherein \$20,000 of the grant is used by the Community Council to provide outreach, information, and education on the benefits of childhood immunization to the targeted community to encourage participation in the program.

Budget Overview: The grant from the Texas Department of Health provides \$1,100,682 for personnel, vaccine, and operating expenses. The County is providing \$130,489 in matching funds. This represents a combined funding for several programs that historically were funded separately such as the Hepatitis B and the Inner-city Immunization Programs. The staff for this grant consists of two Public Health Nurses, five Licensed Vocational Nurses, one Health Program Specialist, one Clinic Supervisor, one Community Service Aide, one Clinic Aide, one Data Entry Operator, one Data Manager/Analyst, one Clerk, two Public Health Nurses, one Licensed Vocational Nurse, one Outreach Worker, one Community Service Aide, two clerks, and two state-funded Human Services Technicians.

Project Title: Nutrition Program

Description: The Dallas County Nutrition Program provides a nutritious noon meal five days a week to persons 60 years of age and older at 20 senior citizen centers located throughout Dallas County. The program also offers educational and outreach services, recreational activities and supportive services (i.e. health screening). The Nutrition Program is a cooperative effort between Dallas County, the Dallas Area Agency on Aging, churches and non-profit agencies and municipalities. The program also provides daily transportation for senior citizens to travel to and from the nutrition sites and to participate in related programs and activities. The program is funded through a Title III Older Americans Act grant administered by the Dallas Area Agency on Aging, USDA funds, participant contributions and county matching funds. Approximately 1,000 persons per day participate in the Dallas County program.

Budget Overview: Dallas County receives \$700,000 in Title III funding and provides \$271,464 in matching funds. The transportation program receives \$240,000 in funding and provides \$75,241 in county match. USDA and participant contributions for FY2004 are not included as part of the cost reimbursement agreement during this funding period. The staff for this grant consists of one Administrator, two Contract Managers, one Office

Manager, one Statistician, two Center Administrators, one Senior Secretary, twenty Center Managers, five part-time Center Assistants, and five part-time Outreach Workers.

Project Title: Refugee Health Screening

Description: The Texas Department of Health provides funding for health screening services for newly arrived refugees using bilingual or multilingual workers. Screening includes complete medical histories, chest x-rays, review of immunization status and administration of needed vaccines, TB screening and testing, physical examinations, mental status assessment, laboratory tests when indicated, and referral for medical or dental care when needed. Health education in the native language of the refugee and information about local health resources is an integral part of the screening encounter.

Budget Overview: The Texas Department of Health provides \$289,242 to support the Refugee TB Program. For FY2004, Dallas County will provide a cash match of \$29,466. The staff for this grant consists of one Registered Nurse, three Outreach Workers.

Project Title: Section 8 Rental Assistance

Description: Dallas County operates a Section 8 rental assistance program to help low-to-moderate income families with rent payments. The County administers a total of 3,433 rental certificates for the U.S. Department of Housing and Urban Development. Individuals and families apply to the Dallas County Department of Health and Human Services for assistance with rent payments. Once financial need and eligibility is established, participants have 60 days to find suitable housing which must meet specified city codes and federal standards.

Budget Overview: The County currently has the contract authority from the U.S. Department of Housing and Urban Development to spend \$253,233 to administer this program. The total grant award for the Section 8 Choice Voucher Program is \$24,518,727 and Section 8 certificates \$1,211,575. A portion of each Section 8 rental certificate is allocated toward administrative expenses and cannot be used for direct rental assistance. The administrative funds are used for personnel and program operating expenses. The grant requires no county match. The staff for this grant consists of eight full-time Caseworkers, three Inspectors, one Administrator, one Senior Secretary, one Clerk/typist, three Accounting Clerks, one Accountant.

Project Title: STD/HIV Prevention

Description: The STD Control Program offers information and education about sexually transmitted diseases, and includes the operation of surveillance programs to detect syphilis, pelvic inflammatory disease infections, and penicillin resistant gonorrhea. Clinic services include medical treatment, immunizations, patient interviews and counseling, and obstetrical, gynecological and family planning services. Partner notification for HIV patients is provided.

Budget Overview: The Texas Department of Health provides \$148,122 for County personnel and provides direct assistance of \$75,986 in the form of two state-funded positions. The County provides \$27,266 to fund staff salaries not funded by the grant. The staff for this grant consists of one Disease Intervention Specialist, one Public Health Technician, one Registered Nurse, two state-funded positions.

Project Title: STD Elimination (VD Epidemiology)

Description: The VD Epidemiology Program provides public clinics that offer STD diagnostic and treatment services, information and education about STD infection, and referral for effective prevention counseling. The clinics also maintain records to document and report incidence of such disease to the Texas Department of Health.

Budget Overview: The Texas Department of Health provides \$1,303,474 to support the scope of work of the VD Epidemiology Program. The staff for this grant consists of nine Disease Intervention Specialists, one Disease Intervention Specialist Supervisor, three Clerks, one Operations Manager.

Project Title: STD Training Center

Description: The STD Training Center offers formal lectures, class discussion, audio-visual presentations, clinical, laboratory, and practicum training in STD control activities to medical professionals and students. The STD Training Center sub-contracts with the Southwestern Medical Center, the University of Texas School of Public Health, and various other organizations for the formal education services described above. Teleconferencing of various courses in English and Spanish is also offered.

Budget Overview: Funding comes from the Centers for Disease Control through the Texas Department of Health in the amount of \$237,570. No county match is required. The staff for this grant consists of one Program Manager, one Administrative Assistant, one Public Health Nurse, one Senior Laboratory Technician.

Project Title: TB Elimination

Description: The Texas Department of Health provides funding to Dallas County to provide basic services for tuberculosis prevention and control. Activities include administration and professional direction of the TB Control program, including operating public clinics, management of TB cases and suspected cases, isolation and drug therapy regimens as needed, surveillance, infection control, screening of high-risk populations and appropriate follow-up efforts, and professional education.

Budget Overview: The Texas Department of Health provides funding of \$483,953. The County contributes \$72,715 to fund salaries not provided for in the grant. The staff for this grant consists of one RN Supervisor, one Public Health Nurse, four Licensed Vocational Nurses, one Diagnostic Radiologist Technician, eleven Outreach Workers, three part-time Outreach workers, one Disease Intervention Specialist, and one Clerk.

Project Title: TB Prevention and Control

Description: Program staff manage treatment of TB cases, including coordination of patient isolation until the patient is non-infectious and monitoring of individual drug therapy regimens. The program conducts outreach to individuals of identified sub-groups who have tuberculosis or are at high risk of developing tuberculosis, including investigation, surveillance, and follow-up to prevent them from being lost to treatment. The program has also developed a tuberculosis registry by which high risk sub-groups in the County can be effectively monitored.

Budget Overview: The Texas Department of Health provides \$662,531 to fund the staff of this program. The County contributes \$205,604 to fund staff salaries not covered by the grant. The staff for this grant consists of one Registered Nurse Supervisor, one Field Nurse Supervisor, four Public Health Nurses, three Licensed Vocational Nurses, one Outreach Worker, one Micro-Computer Technician, two Clerks.

Project Title: Weatherization Program

Description: The Texas Department of Housing and Community Affairs (TDHCA) has contracted with Dallas County Health and Human Services Department to temporarily administer the Weatherization Assistance Program for Low-Income Persons in Dallas County. The program will caulk, weather-strip, insulate ceilings, replace and repair doors and windows, patch holes in building envelopes, and insulate inefficient water heaters in almost 200 low-income homes in the Dallas area. The program will also tune-up, repair or replace inefficient and unhealthy heating and cooling appliances.

Budget Overview: TDHCA provides \$769,092 to pay for administrative expenses and salaries, for materials, and for labor involved in repair and installation of weatherization modifications. No County match is required. The staff for this grant consists of one Clerk, one Assessor, and one Coordinator.

Project Title: Bioterrorism Preparedness

Description: The Dallas County Health and Human Services worked through the Public Health Advisory Committee in developing a work-plan for use of the allocated funds for Bioterrorism. Dallas County solicited input from all participating cities. The focus areas for funding include: preparedness planning and readiness, surveillance and epidemiology capacity, laboratory capacity - biological agents, health alert network/communications and information technology, risk communication and health information dissemination; and education and training.

Budget Overview: Dallas County Health and Human Services has received two grant awards to fund positions and equipment for FY2004. The total award of the grants is \$3,763,850.

INSTITUTE OF FORENSIC SCIENCES

Fund 466

GRANTS SUMMARY

Grant Title	Grant Amount	County Match	Indirect Costs
No Suspect Casework DNA Backlog Reduction Program	420,000	0	0
Total	420,000	0	0

Match detailed here includes cash and in-kind match, departmental funds, and special funds.

Project Title: No Suspect Casework DNA Backlog Reduction Program

Description: The grant provides new resources to address the no suspect cases, some diversion of existing resources will be required to fulfill program objectives. The goal of the second year of the Institute's portion of the Texas North Suspect Casework Project will generate approximately 3,200 STR profiles from evidence in no suspect casework.

Budget Overview: The National Institute of Justice (NIJ) is providing \$420,000 for professional services, and supplies. All sample processing and analysis is completed in-house. Two in-house contract scientists were hired and trained to perform DNA processing (extraction, quantitation, amplification, and profile generation) exclusively on no suspect casework. Also, regular staff analysts were utilized to train the contract scientists and interpret STR data, and CODIS entry of DNA profiles.

JUDICIAL

Fund 466

GRANTS SUMMARY

Grant Title	Grant Amount	County Match	Indirect Costs
DIVERT Court	0	68,124	0
DIVERT Court CJD Fund 421	69,300	13,860	0
Total	69,300	81,984	0

Match detailed here includes cash and in-kind match, departmental funds, and special funds.

Project Title: Drug Intervention Court

Description: The grant funds the implementation and first year operation of a part-time drug treatment court known by the acronym DIVERT (Dallas Initiative for DiVersion and Expedited Rehabilitation and Treatment). Participants are offered a comprehensive and integrated program of drug treatment and rehabilitation services supervised by the DIVERT program judge who requires regular court appearances to assess progress. Successful completion of the program offers the possibility that charges will be dismissed.

Drug addiction is determined through the County's Pre-trial Release program and treatment services are provided by licensed and certified agencies that currently have contracts with the County's Community Supervision and Corrections Program. After 30 months of operation, the court has supervised over 500 first-time, non-violent drug addicted offenders. There have been 90 successful graduates who have completed the course and have had charges dismissed. Currently the DIVERT program is funded by three grants, one from the Office of Justice Programs used for treatment and the other two from Criminal Justice Division of the Office of the Governor for operational cost.

Budget Overview: As part of the FY2004 approved County Match the Divert Court program shortfall for operating expenditures is included in the amount of \$68,124. The grant does generate program income to cover operational expenditures. The staff for this grant includes one full-time Court Manager, one full-time Community Service Officer II, a full-time Clerk Grade 8, a part-time prosecutor, two part-time bailiffs, and three part-time security officers.

The second award for the DIVERT program is also from the Criminal Justice Division, Texas Narcotics Control Program under the Office of the Governor. The level of funding provides for two additional full-time licensed chemical dependency counselors for six months of the program and one community supervision officer. The additional counselor positions funded under this grant allows DIVERT to send new indigent clients through an “in-house” outpatient treatment program operated in conjunction with CSCD, and use existing treatment funds for inpatient and outpatient treatment for existing DIVERT clients.

The Office of Governor, Criminal Justice Division awarded first year funding for the DIVERT Court Program Adult Substance Abuse Residential Treatment Project. The grant award is \$69,300 with a County match of \$13,860. The funds will be used to provide residential services.

JUVENILE DEPARTMENT

Fund 466

GRANTS SUMMARY

Grant Title	Grant Amount	County Match	Indirect Costs
Community Youth Development Project 75216	47,804	19,449	0
Community Youth Development Project 75217	43,860	16,571	0
Community Corrections	2,244,697	455,379	0
In-Home Preservation Services	70,000	43,073	0
Juvenile Drug Court Diversion Program	100,522	26,209	0
Juvenile Drug Court Program	499,565	57,000	0
JJAEP Mentor Program	64,902	14,964	0
JJAEP Program Region X	215,717	0	0
JAIBG	1,451,009	161,223	0
Juvenile Probation Assistance Programs	2,062,025	235,887	0
Progressive Sanctions	1,426,523	1,221,083	0
Public Charter School	4,466,056	0	0
Residential Substance Abuse Treatment	1,246,347	486,907	0
Sex Offender Management Discretionary Grant	146,943	48,891	0
Special Needs Diversionary Program Offenders	239,632	0	0
YIPE	205,311	77,700	0
Total	14,530,913	2,864,336	0

Match detailed here includes cash and in-kind match, departmental funds, and special funds.

Project Title: Community Youth Development Project 75216

Description: The program funds a Community Liaison Officer (CLO) at South Oak Cliff High School who provides intensive case management services to youth displaying truant behavior. The students are identified by school personnel, Justice of the Peace courts, or police officers assigned to Project 75216. Several governmental and community-based agencies, including the Dallas County Juvenile Department, are collaborating in Project

75216 to provide a variety of interventions and services to youth and their families in Zip Code 75216. The grant's Community Liaison Officer is the County's representative to the Networking Collaborators Group.

Budget Overview: The Texas Department of Protective and Regulatory Services through the Community Council of Greater Dallas provides \$47,804 with a County match of \$19,449 to fund the salary, fringe benefits, and supplies for the Community Liaison Officer. The staff for this grant consists of one Community Liaison Officer.

Project Title: Community Youth Development Project 75217

Description: The program funds a Community Liaison Officer (CLO) at H. Grady Spruce High School, the Cluster Schools, the Police Department or any other subcontractor will receive intensive case management services designated to address the needs of the child and siblings, and insure that they do not penetrate further into the Juvenile Justice System. The students are identified by school personnel, Justice of the Peace courts, or police officers assigned to Project 75217. Several governmental and community-based agencies, including the Dallas County Juvenile Department, are collaborating in Project 75217 to provide a variety of interventions and services to youth and their families in Zip Code 75217. The grant's Community Liaison Officer is the County's representative to the Networking Collaborators Group.

Budget Overview: The Texas Department of Protective and Regulatory Services through the Community Council of Greater Dallas provides \$43,860 with a County match of \$16,571 to fund the salary, fringe benefits, and supplies for the Community Liaison Officer. The staff for this grant consists of one Community Liaison Officer.

Project Title: In-Home Family Preservation Program

Description: The program provides services to juveniles and their families by use of a team to provide intensive in-home services that address issues that contribute to the child's risk of removal. The program is run by the Juvenile Department's Aftercare unit. The grant anticipates the Juvenile Department will provide services to 28 youths during FY04 through the use of a team consisting of a Probation Officer, a case manager, a case worker, and a family therapist. If the in-home intervention is entirely successful, Dallas County can expect to save approximately \$20,250 per youth (\$567,000 for 28 youths) minus the match, that would have otherwise been incurred by the Department for residential services.

Budget Overview: Funding for the grant in FY2004 is \$70,000. Dallas County provides a match of \$43,073. The County match will be provided by the FY2004 Juvenile Department budget for non-residential services. The staff for this grant consists of one Probation officer, a Case Manager, a Case Worker, a Family Therapist.

Project Title: Juvenile Drug Court Diversion Program

Description: The Drug Court Diversion Program established a specialized court for certain less serious drug-related offenses. The focus of the program is accountability, sobriety, substance abuse, education, treatment and other related services to address substance abuse and family problems. The program functions similar to deferred prosecution, with successful completion of the program resulting in the adjudication being set aside. Youth participating in the drug court access existing substance abuse services through the department's Substance Abuse Unit and available community services.

Budget Overview: The Drug Court Diversion FY2004 award is for \$100,522 with a County match of \$26,209. The grant funds five hours per week for an associate judge, a full time coordinator, and a probation officer. This is a decreasing funding ratio grant with a first benchmark set at \$167,537. Funding is decreased by 20% for each subsequent year of funding.

Project Title: Juvenile Drug Court Program

Description: The Juvenile Department received a grant award from the United States Department of Justice, Office of Justice Programs (OJP), Drug Courts Program Office (DCPO), to assist developing and establishing a juvenile drug court for juvenile offenders charged with drug related offenses. The program will provide six months of intensive judicial intervention and supervision of juveniles and families involve in substance abuse. The Juvenile Drug Court (JDC) is designed to promote abstinence and alter behavior with a combination of incentives, escalating sanctions, mandatory drug testing, treatment, and aftercare programs. The JDC model requires the participating of the youth and family treatment, where treatment providers can effectively focus on developing a therapeutic relationship.

Budget Overview: The JDC grant provides a maximum of three years funding. The grant includes funding for one full-time probation officer. The grant award of \$499,565 funds 75% of the total three year project. An annual local match of \$57,000 will be met through currently budgeted funds for drug screens, drug assessments, and office space.

Project Title: Juvenile Justice Alternative Education Program (JJAEP)

Description: In 1996 the Texas Education Agency (TEA) provided funds to Dallas County for the start up and operation of a legislatively mandated juvenile justice alternative education program (JJAEP). The education program must provide academic courses that enable eligible expelled students to perform at grade level. The alternative education program has been developed and implemented in cooperation with Region X Education Service Center and all fifteen Dallas County Independent School Districts. Education services are provided through a County contract with Community Education Partners (CEP), the actual operator of program services. The County employs a JJAEP administrator who acts as the liaison between the County and CEP and between the school districts and CEP. He monitors the CEP contract, reviews operations for compliance, and submits progress reports to the Juvenile Board.

Budget Overview: The County receives \$53 per day from the Texas Juvenile Probation Commission for each child enrolled in the JJAEP. The County pays Children Comprehensive Services \$48.75 per day for each child. The \$4.25 difference is deposited in Fund 466, Department 320 to support the salary of the JJAEP Administrator. Estimated total funding for the year is \$215,717. The staff for this grant consists of one JJAEP Administrator. The estimated funded for the JJAEP Mentor Program is \$64,902 with a county match of \$14,964.

Project Title: Juvenile Accountability Incentive Block Grant

Description: Dallas County has joined with fifteen (15) other local jurisdictions that have received JAIBG funding to form a coalition with Dallas County as the lead agency and recipient of the grant award. Funding will be used to develop an integrated data system linking law enforcement, prosecutors, courts, probation, schools, and social services providers to provide better coordination among the participating local jurisdictions and branches of the juvenile justice system. The system will have case tracking elements designed to allow efficient processing of juvenile offender and child abuse cases, will simplify communications between the partner agencies, and will provide improved access to information for each agency.

Budget Overview: Dallas County and its partners have been awarded \$1,451,009. The cash match of \$161,223 is based on a cash match from each jurisdiction that will share in the award and equates to 10 % of each jurisdiction's proportion of the total award. The staff for this grant consists of one Project Director.

Project Title: Juvenile Probation Assistance

Description: TJPC provides assistance to Dallas County to fund various juvenile probation staff and services including probation supervision and residential and non-residential services. Funded non-residential services include casework supervision services, psychological and psychiatric diagnosis and treatment (including individual and group counseling), day treatment programs, medical and dental treatment, and clothing provision. Residential services include foster care management and placement in residential treatment services. TJPC funds also support additional probation officers to implement and carry out the progressive sanctions guidelines which hold youth accountable for their actions and result in more children on probation for longer periods of time. These funds also support two Victims Assistance Coordinators who work with juveniles performing community service to make restitution for their offenses.

Budget Overview: The Texas Juvenile Probation Commission provides \$2,062,025 to support the activities of the Dallas County Juvenile Probation Department. Approximately \$1 million of these funds is used for residential placement costs. The County provides \$235,887 in matching funds. The staff for this grant consists of sixty Juvenile Probation Officers, five Intensive Supervision Juvenile Probation Officers, three Probation Supervisors, six Assistants to Probation Supervisor, one Child Care Worker Supervisor, One Child Care Worker, two Victims Assistance Coordinators, one Counselor, two Caseworkers, three Psychologists, four Psychologist Assistants, two Juvenile Transport Officers, three Senior Secretaries, one Secretary.

Project Title: Residential Substance Abuse Treatment (RSAT)

Description: The Criminal Justice Division of the Governor's Office has awarded two grants to the Juvenile Department to provide residential substance abuse treatment to juveniles in residential treatment at the County's Youth Village. This grant funds substance abuse services in the 48 bed secure substance abuse unit. Length of treatment is between six and twelve months. The program includes education (academics, life skills, substance abuse, interpersonal relations), therapeutic recreational services, case management, 12-step support, and group, individual and family therapy. Aftercare services are provided by grant staff.

Budget Overview: For FY2004 the Criminal Justice Division has awarded the County \$1,246,347 for staff and operational expenses of the program. The County provides a cash match of \$486,907. CJD allows Juvenile Department expenditures for contractual placement, utilities, equipment and other facility operating cost associated with the Residential Substance Abuse Program to qualify as cash match for the program without an additional cash outlay. The staff for this grant consists of two Licensed Chemical Dependency Counselors, two Counselors-in-training, one Child Care Worker Supervisor, one part-time Child Care Worker, three Child Care Worker II, one Child Care Worker III.

Project Title: Sexual Offender Management Discretionary Grant

Description: A two year program funded to establish a comprehensive juvenile justice management team to evaluate current prosecutorial, defense, corrections and treatment practices and develop a work plan to enhance services to juvenile sex offenders to ensure victim protection and public safety.

Budget Overview: The funding is for \$146,943 for 24-months. The project period: September 1, 2004 - August 30, 2005. The grant includes funding for a unit supervisor level position.

Project Title: Special Needs Diversionary Program Offenders

Description: The Texas Juvenile Probation Commission has funded Dallas County Juvenile Department to operate a Special Needs Program in conjunction with Dallas Metrocare Services, funded by the Texas Council on Offenders with Mental Impairments. The program has been in operation since October 15, 2001. The Special Needs Program is composed of four probation officers, four Dallas Metrocare counselors, one supervisor, one part-time psychologist, and one part-time psychiatrist and four mentors. The program is designed to serve youth who meet the following criteria: Axis I diagnosis, Global Assessment of Functioning (GAF) Score of 50 or less or in Special Education or at risk of removal from the home due to psychiatric symptoms and a guardian willing to participate in the program. The intent of the program is to provide mental health services and intensive supervision to youth on probation and their families who would otherwise not be served in the community. Services provided to the youth and family are provided in the home and the community and include but are not limited to: intensive supervision, individual and family counseling in the home, case management services, contact with school officials, skills training, psychiatric evaluations, and

team consultations with the psychologist.

Budget Overview: The project period for the grant is 09/01/2004 - 08/31/2004. The total award for the twelve month period is \$239,632 with no County match.

Project Title: Progressive Sanctions

Description: *Progressive Sanctions JPO.s*, - The Progressive Sanctions JPO grant provides partial funding for 35 juvenile probation officers who are assigned to juvenile offenders who are assigned to Level I, II, III of the Progressive sanctions model. Local cash match is utilized to fund the remainder of salaries and fringes of these positions.

Progressive Sanctions 1-2-3 Program, Funding from this grant is used for enhancing existing programs for Juveniles assigned to the progressive sanctions model.

Progressive Sanctions ISJPO, This grant provides funding for eleven intensive supervision juvenile probation officers who are assigned to juvenile offenders at Level IV of the Progressive Sanctions model. Local match is required to fund a portion of the salaries and fringes.

Budget Overview: The project period for the programs is 09/01/2004 - 08/31/2004. The total award for the three programs is \$1,426,523 with a County match of \$1,221,083.

Project Title: Public Charter School

Description: The Charter School operates under the auspices of the Dallas County Juvenile Board, which serves as the School Board for the Charter School. The Charter School has no facility related expenses as with a typical school district or charter school. Except, for the Bethesda program, all Charter School services are provided within facilities that are owned and maintained by Dallas County. The Bethesda program was operated by a private provider under contract to Dallas County, with the contractor responsible for providing the facility. The contract with Bethesda was terminated by Dallas County in May 2003. The charter school operations at the Bethesda Campus ended effective May 23, 2003, the last day of the regular school year.

The direct education services of the Charter School are provided by The Brown Schools, which operates under a contract with the Dallas County Juvenile Board. The Brown Schools is reimbursed every six weeks at a per diem rate for actual attendance. Any equipment and durable goods and materials are purchased directly by Dallas County through standard County purchasing processes and are owned and maintained by Dallas County. There are staff assigned to the Juvenile Department and paid from Charter School funds that are responsible for oversight of the overall Charter School operation.

Budget Overview: The Charter School operates with state and federal contributions. No local tax dollars are available. State funds are primarily provided based upon actual attendance as reported to the Texas

Education Agency. Federal funds are available through various title programs and are treated much like a grant program. The Charter School operates on a “pay as you go” basis and must manage cash flow ensure continued operation. Annual budgets are developed based upon projections for attendance. There is no debt associated with the Charter School. The FY2004 Charter School payment is \$4,466,056.

Project Title: Youth Intervention, Prevention, & Education (YIPE) Program

Description: The Texas Juvenile Probation Commission (TJPC) provides funds for the Youth Intervention, Prevention and Education program. The YIPE Program screens all youth entering the Dallas County Detention center for possible substance abuse. When indicated by the screening, full chemical dependency assessments are conducted and appropriate treatment interventions are recommended. YIPE staff also provide substance abuse education to youth and their families and intervention group sessions for those youths whose screening indicates a need for more services beyond basic education but less than formal outpatient treatment.

Budget Overview: TJPC provides \$205,311 to fund the salaries and fringe benefits for the six positions budgeted with a County match of \$77,700. The staff for this grant consists of four Drug Intervention Specialists, one Drug Intervention Lead Counselor, one Secretary.

LAW ENFORCEMENT

Fund 466

GRANTS SUMMARY

Grant Title	Grant Amount	County Match	Indirect Costs
Auto Theft Task Force	620,400	178,680	0
Auto Theft Prevention Authority	559,812	0	0
Chemical Jail Dependency Treatment Program	179,981	200,000	0
Impaired Driver Traffic Safety Grant	25,000	0	0
Project Safe Neighborhoods	99,500	0	0
Regional Auto Insurance Fraud Task Force	184,064	0	0
TXDOT Safe & Sober	191,725	191,032	0
TXDOT SWEEP	256,475	122,503	0
Total	2,116,957	692,215	0

Match detailed here includes cash and in-kind match, departmental funds, and special funds.

Project Title: Auto Theft Task Force

Description: The North Texas Auto Theft Task Force is a multi-jurisdictional specialized auto theft investigation unit under the direction of the Dallas County Sheriff. The task force targets commercial auto theft offenders in the five county area, including salvage yards, chop shops, wrecker services, pawn shops, used car dealers, transporters of stolen vehicles, and large organized auto theft rings; identifies offenders; conducts investigations; and seizes assets. In addition to its own investigations, the North Texas Auto Theft Task Force works cooperatively with other area law enforcement agencies in some surveillance and investigation activities. In addition to grant-funded staff, two Investigators from the Department of Public Safety and one Senior Special Agent from the National Insurance Crime Bureau are assigned to the task force.

Budget Overview: The Auto Theft Prevention Authority (ATPA), funded through a \$1.00 fee assessed on all vehicle insurance policies in Texas, provides funding for the North Texas Auto Theft Task Force. The grant program is in its ninth year of funding and receives \$1,180,212 from the ATPA for salaries, local travel expenses, and supplies and equipment, including vehicle leases with a County match of \$178,680. The staff for this grant consists of one Task Force Commander, one Secretary, three Dallas County Deputy Sheriff, one Collin County Deputy Sheriff, one Denton County DA Investigator, one Ellis County Deputy Sheriff, and one Rockwall County

Deputy Sheriff.

Project Title: Chemical Jail Assistance Dependency Program

Description: Dallas County has operated a chemical dependency treatment program in the jail since 1991. The program provides drug and alcohol evaluation and assessment screening for inmates and assigns them to an appropriate therapeutic living environment. Once in the program, inmates receive treatment services including group and individual therapy, attend Alcoholics Anonymous and Narcotics Anonymous sessions and participate in chemical dependency education classes. Upon release, the program provides referral to community resources.

Budget Overview: The County receives funding from the Texas Department of Criminal Justice, Community Justice Assistance Dependency Program (CJAD), through the Community Supervision and Corrections Department (CSCD - Adult Probation) to support this program. (Grant funding is actually awarded to CSCD which in turn uses the funds to support the Jail Inmate Substance Abuse Program.) Funding of \$179,981 supports salaries for the six person staff and minimal training expenses. For FY2004, the County is providing a cash match of \$200,000 to support personnel costs. The staff for this grant consists of one Program Coordinator, four Counselors, one Aftercare Coordinator.

Project Title: Impaired Driver Traffic Safety Grant

Description: The National Highway Traffic Safety Administration (NHTSA) provided the Dallas County Sheriff's Department additional funding for two enhanced periods to impact the impaired driver in Texas. The additional grant funds allowed DWI enforcement seven days a week during two enhanced enforcement periods during July 4th and Christmas and New Year's Eve holidays.

Budget Overview: The grant provides an additional \$25,000 for overtime to conduct DWI enforcement from June 27 through July 13, 2004 and December 19, 2004 through January 4, 2004.

Project Title: Selective Traffic Enforcement Program

Description: In 1999, the Texas Department of Transportation (TXDOT) replaced the two programs that provided funds for programs in Dallas County to enforce DWI traffic laws, seat belt laws, and posted speed limits with a single program. The STEP Safe and Sober program funds specific DWI enforcement activities designed to decrease the number of crashes, fatalities and injuries caused by drunk and drugged drivers and also focuses on speed enforcement activities on those Dallas County highways that have a high number of speed-related crashes, and experience approximately 85% noncompliance with the posted speed limits. Sheriff's deputies patrol and monitor designated roads in Dallas County during hours of peak DWI and/or speeding activity to apprehend and remove violators from the roads. The grant also funds activities to decrease injuries and fatalities from traffic accidents by enforcing the proper use of seat belts and child restraints.

Budget Overview: The Texas Department of Transportation provides a total of \$448,200 to fund both of these programs and the County provides matching funds of \$313,535. Funding pays for the overtime labor costs of the off-duty Sheriff's deputies who patrol the roadways, travel and training expenses, and mileage costs. The staff for this grant consists of off-duty Sheriff's Deputies, part-time.

CAPITAL IMPROVEMENT PLAN

FY2004 CAPITAL IMPROVEMENT PLAN (covering the five-year period beginning October 1, 2003)

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PART I: Introduction

Summary - This document contains a five-year plan to improve major capital facilities related to Dallas County's mission. The five-year plan is intended to be reviewed and extended each year during the County's annual budget process.

The Dallas County Commissioners Court has stated its intention to phase in the larger projects in such a way to avoid the need to issue additional long term debt. The cash needed to undertake the projects will be made available from the funding stream that will no longer be required to service the diminishing debt of the County. In essence, the property tax for debt service will be diverted over time to create a fund (the Major Capital Development Fund) for major projects, whose timing will be adjusted to conform to the constraints associated with the available cash.

As part of the decision making process for major capital projects. Dallas County reviews the cost of maintaining older facilities with newer more efficient facilities. In addition, to reviewing the space needs of growing programs and services. Building projects are reviewed with the programming of additional staff and maintenance costs in future budgets. Generally, Dallas County transportation projects are done in partnership with local cities, the state and federal departments. The ongoing maintenance of the completed project is the responsibility of the partner with Dallas County providing funding in order to leverage dollars to provide enhanced thoroughfare projects for the citizens of Dallas County. Open space projects are open spaces with minimal maintenance and upkeep with an occasional trail project that is done in partnership with a local municipality

The remainder of this document is organized as follows:

Part II describes the projects to be funded through the Major Capital Development Fund (MCDF) that was discussed in the prior paragraph. Although expenditures planned beyond FY2008 are more subject to change, an extended plan is presented to show the magnitude of the MCDF. The MCDF will fund three categories of projects: (a) transportation, (b) parks and open space, and (c) buildings. The policy statement associated with project selection and approval is provided in Appendix B.

Part III of this document describes the Major Technology Fund, which includes all computer system repairs, replacement and upgrades. The MTF receives a designated portion of the County's property tax rate. The policy statement associated with this fund is provided in Appendix C.

Part IV of this document describes the projects included in the Permanent Improvement Fund. These projects tend to be major infrastructure replacements whose large cost and long useful life suggest a dedicated funding source. Examples of these projects include roof replacement and HVAC upgrades.

Adopted Capital Budget - Only projects approved by Commissioners Court as part of the FY2004 budget process or briefed to Commissioners Court during the fiscal year are considered an approved project. These approved expenditures are shown in Table I. All subsequent year estimates are for planning purposes only, and will be reevaluated at the conclusion of each year's budget process, when new tax base information becomes available.

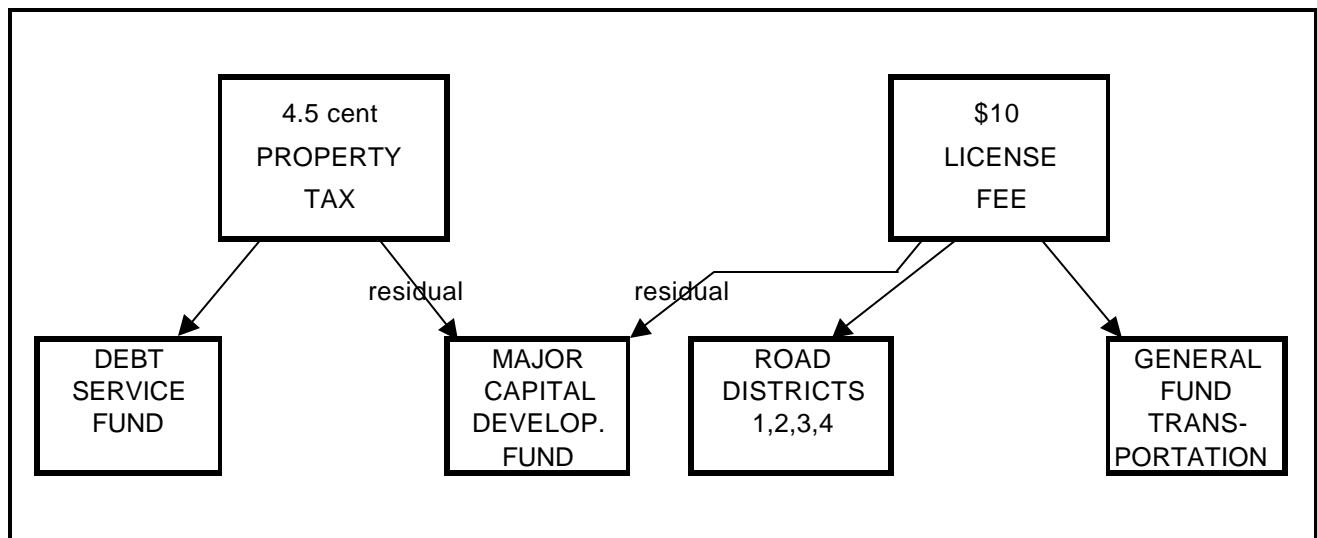
**TABLE I
DALLAS COUNTY
FY2004 ADOPTED BUDGET**

Major Capital Development Fund (Fund 196)	Amount
Transportation Impact Projects	6,666,000
TEA-21 Participation Program	8,908,642
Thoroughfare Program Design	6,091,358
Open Space Trail Acquisition and Improvements	185,000
George Allen Civil Courts Renovation	22,383,334
Henry Wade Juvenile Detention Center	2,801,466
Kays Jail (reallocation of appropriations used for Henry Wade Project)	540,200
Tax Note Repayment	4,752,000
TOTAL	52,328,000
Major Technology Fund (Fund 195)	
Civil Courts System Replacement	2,353,436
Conference of Urban Counties	61,822
Oracle Upgrade 11 I	2,042,250
Technology Equipment	285,000
Technology Personnel	640,000
TOTAL	5,382,508
Permanent Improvement Fund (Fund 126)	
<u>Building</u>	
Administration Building	65,000
North Tower	25,000
Frank Crowley Criminal Courts	790,000
Decker Jail	6,034
Health and Human Services	12,000
Henry Wade Juvenile Center	80,000
County Wide Improvements	537,500
Lew Sterrett Justice Center	224,900
Transfer to MCDF (Civil Courts)	500,000
Total	2,240,434

PART II: Major Capital Development Fund

The Major Capital Development Fund (MCDF) is a segregated funding source that is used to fund large capital projects similar in nature to projects formerly funded by Dallas County through bonds. It is the key component of moving the County away from issuing new debt and funding capital projects on a cash basis.

Sources of Funding - Each year, revenue generated from 4.5 cents of the County tax rate that is not required for debt service is transferred to the MCDF. Additionally, a portion of the \$10 motor vehicle license fee surplus funds is transferred to the MCDF. The license fee funds the operations of the four Road and Bridge districts and reimburses the General Fund for transportation-related activities. After these needs are satisfied, any additional funds are transferred to the MCDF. The figure below shows the general flow of funding into the MCDF.



All interest earned on monies in the Major Capital Development Fund are retained in the fund to be allocated to approved projects. In the event that a project is completed using less than the allocated amount, the remaining balance will remain in the fund to be allocated to future projects.

General Nature of Projects – The MCDF funds three categories of projects: (a) transportation, (b) parks and open space, and (c) buildings. Transportation projects include thoroughfare projects, TEA-21 transportation projects, and major impact projects. Parks and open space projects focus primarily on the construction of a County-wide trail system, but some acquisition of new open space is included. The building category includes major upgrades and construction of County facilities with widely varying uses in support of the County’s mission.

Allocation Process for Funds - Each year as part of the annual budget process, the Office of Budget and Evaluation distributes a request for all County departments to submit their long-term capital needs for the next budget year and up to four (4) years following the next fiscal year. When these requests are received by the Office of Budget and Evaluation, those that meet the eligibility for funding under the Major Capital Development Fund are summarized and referred to the Major Capital Development Committee composed of the Budget Officer, County Treasurer, and Commissioners Court Administrator. The Major Capital Development Committee reviews each request to insure that it is an eligible project, that it is consistent with current County priorities, that the proposed funding schedule seems appropriate, and that the need for the project is clearly justified. The Committee then prioritizes each project with all other requests. Once the Major Capital Development Committee has completed its review process, all requests for funding, along with the Committee's recommended priority listing, are submitted to Commissioners Court for approval during the budget workshops. Once funding is approved, each department receiving funding provides the County Treasurer with a draw-down schedule of when funds will be spent to ensure maximum investment returns on unspent balances.

Distribution of Funding Among Districts - With regard to Thoroughfare, TEA-21 and Major Impact programs, an equal amount of funding will be allocated to each Road and Bridge district. Each district is eligible for additional thoroughfare funding under the District Thoroughfare Equalization (DTE) program. Under this program, a district may receive the difference between the Auditor's license fee revenue estimate and the actual revenue received to go toward thoroughfare projects up to the maximum amount of general County road maintenance funding received by any one district. This allocation is made "after the fact" once the books have closed on the previous year's revenues. Appendix C of this document contains the full policy related to transportation funding.

The Major Capital Development Fund maintains by policy a reserve equal to 10% of the expenditures in a given year. This is intended to be an emergency reserve and will only be allocated to projects upon a 4/5th's vote of Commissioners Court.

Chart 1 summarizes the MCDF projects included in the Capital Improvement Plan and includes planned expenditures beyond FY2008 to show the magnitude of the fund. The total project budget is illustrated in Chart 1, whereas each individual project page shows anticipated funding for a five year fiscal year period, beginning with the approved current fiscal year allocations.

Chart 1

Sources and Uses of Funds - Major Capital Development Fund

Approved Five Year Capital Plan

	FY2004	FY2005	FY2006	FY2007	FY2008
Revenues					
Beginning Balance	2,713,659	1,146,654	22,296,806	6,162,675	406,757
Revenue - Property Tax	17,967,592	23,304,000	25,859,000	34,148,000	40,096,000
Revenue - License Fee	3,637,000	3,659,000	3,678,000	3,664,000	3,648,000
Interest Earnings	600,000	625,000	650,000	675,000	700,000
Repayment from the 6th Floor Museum	170,098	165,152	160,207	155,262	150,316
Per. Improvement Fund	500,000	500,000	500,000	500,000	500,000
Civil Court Filing Fee	2,000,000	1,200,000	1,200,000	1,200,000	1,200,000
Tax Note Proceeds	21,600,000	0	0	12,000,000	23,100,000
Sale of Harry Hines Property	2,600,000	0	0	0	0
Sale of Kays Jail Property	0	29,000,000	0	0	0
City Center TIF	0	0	0	3,000,000	0
Revenue Bond Proceeds	1,686,305	0	0	0	0
TOTAL	53,474,654	59,599,806	54,344,013	61,504,937	69,801,073

	Actuals + Encumbrances	Prior Years Available	FY2004	FY2005	FY2006	FY2007	FY2008
Expenditures							
Transportation Major Impact Projects	0		6,666,000	6,666,000	6,666,000	6,666,000	6,666,000
TEA-21 Participation Program	0		8,908,642	0	5,000,000	5,000,000	5,000,000
Thoroughfare Program	5,525,816	1,274,184	6,091,358	15,000,000	20,000,000	20,000,000	20,000,000
Open Space - Trails	1,781,152	2,425,346	135,000	635,000	1,235,000	1,347,180	2,176,595
Open Space - Trinity River Acquisitions	0	0	50,000	250,000	0	0	0
Allen Civil Courts	23,416,666	0	22,383,334	0	0	0	0
Records Civil Courts	1,471,662	0	0	0	1,528,338	4,000,000	7,200,000
Institute of Forensic Sciences	27,897	3,632,103	0	4,000,000	9,000,000	9,000,000	4,500,000
Henry Wade Juvenile Detention Center	18,998,532	0	2,801,466	0	0	0	0
Sheriff Academy	0	150,000	0	0	0	0	1,350,000
Kays Jail Replacement	124,772	1,435,028	540,200	6,000,000	0	0	10,800,000
Old Red Courthouse Phase I	2,715,206	1,934,794	0	0	0	0	0
Old Red Courthouse Phase II	5,448,414	4,251,586	0	0	0	0	0
Fueling Station	14,417	235,583	0	0	0	0	0
Investment Building	248,445	251,555	0	0	0	0	0
Sub Courthouse Acq. And Construction	756,102	2,306,273	0	0	0	0	0
Plaza Improvements	0	0	0	0	0	3,000,000	0
Parking Garage	1,350,568	335,737	0	0	0	0	0
Tax Note Payment			4,752,000	4,752,000	4,752,000	12,085,000	12,085,000
TOTAL		18,232,189	52,328,000	37,303,000	48,181,338	61,098,180	69,777,595

ENDING BALANCE **1,146,654** **22,296,806** **6,162,675** **406,757** **23,478**

Reserve (10% of Expenditures) 5,232,800 3,730,300 4,818,134 6,109,818 6,977,760

Ending Balance Less Reserve

The Office of Budget and Evaluation has included a Tax Note sale in FY2007 and FY2008 in order to show a positive ending balance.

These sales may not occur if projects are moved or if prior year balances are available to ensure positive ending balances.

Transportation Program

Background - Dallas County has historically utilized a combination of long-term bond funds, state payments, cash-on-hand, and interlocal agreements to operate a Transportation Program. The goal of this program is to maintain the cross-county flow of traffic in an efficient manner. The program is managed by the Public Works Department, which serves as a planning and contracting agency rather than actually performing the roadwork. Beginning after the completion of the projects approved in a 1991 bond election, the Commissioners Court has directed that cash finance will replace the traditional debt finance technique for transportation projects. A description of the three major types of transportation projects follows:

Major Impact Projects – Dallas County has chosen to take on a leadership role in the transportation issues of the region. As such, the County has considered funding several major impact projects. Examples of major projects include restructuring of a highway interchange or construction of a new transportation corridor. Projects must be classified as Arterial Thoroughfares as approved by the Regional Transportation Council and approved by a minimum of 4 members of Commissioners Court. These projects will cost several million dollars each to implement and funding will begin in FY2004.

Transportation Equity Act – 21st Century (TEA-21) Participation - Dallas County participates with local cities in projects utilizing federal funding under the North Central Texas Council of Government (NCTCOG) TEA-21 Program. Projects are recommended by NCTCOG to the federal government based on a variety of criteria including, environmental benefit, economic impact, and level of local matching funds. The County has pledged funding to several of these City-based projects in order to ensure matching federal funds. The County will be asked to fulfill its funding commitment as the project begins.

Thoroughfare Projects - The County's Road and Bridge policy and a court-approved methodology for assessing thoroughfare improvement guides the Public Works Department in on-going planning for transportation system improvement. In part, this includes maintaining a current County Road List of approximately 1,500 miles of designated roadways, which is used in the development of a Regional Thoroughfare Plan (RTP). The planning mechanism for transportation system improvements depends heavily on the RTP, which is assembled by the North Central Texas Council of Governments (NCTCOG) on behalf of all cities and counties in the Dallas/Ft. Worth metropolitan area. The Regional Transportation Council (RTC) then approves this plan. The County participates in NCTCOG technical committees and the RTC, along with representatives from other jurisdictions, the Texas Department of Transportation, and major public transportation agencies.

NCTCOG periodically produces a "needs analysis" which prioritizes all thoroughfares based on traffic volume, accidents, cost/benefit ratio for improvements, and other factors important to transportation mobility. With this list, and input from city staff members on local preferences through a Call for Projects, the County's Public Works Department prepares a recommendation to Commissioners Court. This recommendation includes information on other funding sources (e.g., cities, state, federal, turnpike authority) which may be available. Commissioners Court then balances the needs, the intergovernmental inputs, and the overall affordability of the projects to arrive at the final list of approved projects.

PROGRAM: Transportation
PROJECT: Major Impact Projects

PROJECT DESCRIPTION

As part of the Capital Improvement Plan (CIP), Dallas County will consider funding for major impact projects. These projects are transportation improvements having significant regional or wide-area benefits where participation by the County would advance construction by several years. The Public Works Department has corresponded with the major transportation agencies (TXDOT, NTTA, and DART) requesting nominations for this category of projects. Public Works will do an intensive analysis of the possible projects, perhaps using a consultant as well as a multi-discipline team from the County. Recommendations will be made, coordinated with each applicable Commissioner and the County Judge, and then presented for discussion and approval by the entire Commissioners Court. All the details of County partnerships with participating agencies will be explicitly stated in Interlocal Agreements.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming	6,666,000					6,666,000
Preliminary Design		6,666,000				6,666,000
Primary Design						
Design Compl/ ROW						
ROW/Utilities						
Construction			6,666,000	6,666,000	6,666,000	19,998,000
Total	6,666,000	6,666,000	6,666,000	6,666,000	6,666,000	26,664,000

OPERATING BUDGET IMPACT

Once constructed the on-going maintenance will be the responsibility of the County’s partner agency.

REVENUE OR EFFICIENCY OFFSET

These infrastructure investments will impact transportation investments for critically needed improvements by accelerating the time it takes to get the projects completed and reaping intended benefits.

ALTERNATIVE TO CAPITAL OUTLAY

Without these impact projects, the County will experience deterioration of transportation infrastructure. Commuter delays will increase directly attributable to roads and bridges that have exceeded their design capacity. Rather than funding these projects, the County may allow any impact projects to be fully funded by state, federal, or other local agencies when those agencies believe the expenditure is warranted.

PROGRAM: Transportation

PROJECT: Transportation Equity Act-21st Century (TEA-21) Participation Program

PROJECT DESCRIPTION

Dallas County participates with local cities and other entities to increase local share of projects submitted under the NCTCOG TEA-21 Call for Projects. The Court approved a final slate of projects to which Dallas County committed its participation. These projects are listed in Appendix F.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming	8,908,642					8,908,642
Preliminary Design						
Primary Design			5,000,000			5,000,000
Design Compl/ ROW						
ROW/Utilities						
Construction				5,000,000	5,000,000	10,000,000
Funding Participation						
Total	8,908,642		5,000,000	5,000,000	5,000,000	23,908,642

OPERATING BUDGET IMPACT

Once constructed the on-going maintenance will be the responsibility of the County's partner agency.

REVENUE OR EFFICIENCY OFFSET

These infrastructure investments will leverage federal transportation dollars for critically needed improvements to the County regional thoroughfares.

ALTERNATIVES TO CAPITAL OUTLAY

Without this outlay, the county will experience continued deterioration of transportation infrastructure and an increase in commuter delays associated with roads that have exceeded their design capacity.

PROGRAM: Transportation
PROJECT: Thoroughfare Program

PROJECT DESCRIPTION

Dallas County participates with local cities and entities to improve regional County thoroughfares. Improvement projects on routes classified as a minor arterial route or higher on the most recent NCTCOG Regional Thoroughfare Plan and County’s unincorporated roadways are included in the program. Commissioners Court will approve projects using a Program Year concept, with the Program Year (PY) being the year of construction contract award. The first PY selected will be 2004, with the amount programmed depending upon projected cash flows. The remaining PY projects will be slated for the next 10 years if enough projects are submitted. Due to cash flow considerations, Public Works assumes that FY's 2005 and 2006 will have projects with mostly completed designs from the 1991 Bond Program. The details of County partnerships with participating cities will be explicitly stated in Interlocal Agreements. Public Works will also ensure that only high-priority improvements that can be executed in an efficient manner and have the full backing of all the stakeholders are recommended for funding. Projects that can be expedited will be given a higher priority. A list of approved Thoroughfare Projects is included in Appendix G.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Prelim. Design						
Primary Design						
Design Compl / ROW						
Row / Utilities						
Construction	6,091,358	15,000,000	20,000,000	20,000,000	20,000,000	81,091,358
Total	6,091,358	15,000,000	20,000,000	20,000,000	20,000,000	81,091,358

PRIOR YEARS ALLOCATION AVAILABLE

\$1,274,184

OPERATING BUDGET IMPACT

The first construction funding has been scheduled to begin in 2004, as the 1991 Bond Program Expenditures run out. \$15,000,000 will be available in FY2005 and \$20,000,000 per year is programmed for construction in succeeding years. The exact amount used for each activity will depend on the number and complexity of the projects, but initially Public Works assumes that FY2004 projects will use designs completed through the 1991 Bond Program.

REVENUE OR EFFICIENCY OFFSET

There are no direct offsets to the County as a result of this investment. However, these infrastructure investments will leverage local transportation dollars for critically needed improvements to the County regional thoroughfares.

ALTERNATIVES TO CAPITAL OUTLAY

Without this outlay, the County will experience continued deterioration of transportation infrastructure and an increase in commuter delays.

Park and Open Space Program

Background - In 1980, the Commissioners Court adopted its first Open Space Plan to evaluate and preserve naturally-significant and environmentally-sensitive open landscape. The 1980 plan resulted in the acquisition of 12 preserves in the County totaling 990.10 acres. In 1990, the County updated and expanded its plan to include county-wide environmental assessment. This plan was adopted by the Commissioners Court on October 15, 1991. It has guided the County in selecting new park and open space since its adoption and will continue to do so into the next century. Today, 2,967 acres are available for the public's use and enjoyment in 21 preserves.

In 1997, the County also adopted its first comprehensive trail plan. This plan will guide the County in selecting trail projects which will link together the County's communities, historical and cultural resources, recreational parks, and open space preserves. This plan will facilitate the use of trails to reach business, retail, and workplaces by foot and bicycle rather than by automobile and will bring recreational opportunities into neighborhoods to the people rather than people having to travel to recreational destinations.

An advisory Park and Open Space Board oversee both the 1991 plan and the Trail Plan. The Board recommends property and trail corridors to the court for acquisition. Actual acquisition is a cooperative effort between the County, local cities, and the State. Technical assistance is provided on implementation of the plan by the Dallas County Park and Open Space program staff. Thus, the open space program, from planning to implementation, includes various levels of governmental agencies, private sector representatives from the real estate/development industry, tourism and recreation industries, and power utilities as well as the citizens.

The 1997 plan, like its 1991 companion plan, is divided into three phases of implementation. Phased I allows cities and citizens to nominate properties and/or trail corridors for consideration. Phase II evaluates the nominations against criteria defined in the 1997 plan and also dictated by the economic climate. Finally, Phase III sets up the acquisition or development method which will be: 1) an outright purchase of land from the owner which will either become a trail or open space preserve; 2) a match of County funds with City, State, or Federal government funds; 3) a match of County funds with foundation monies; 4) dedication of a property, portion of a property, or easement in combination with any of the previous methods of acquisitions; 5) purchase of public easement rights; or 6) the County can match a City's trail development funds and allow the City to seek matching funds from whatever sources it may choose.

Changes Made to FY2004 Plan - In FY2004, Parks and Open Space will continue planning activities that will result in future acquisition and construction. Funding for FY04 includes \$50,000 for Trinity River Acquisitions and \$135,000 for the salaries of the two Park and Open Space employees. A revised schedule of projects is listed in Appendix E.

PROGRAM: Open Space Program
PROJECT: Trails

PROJECT DESCRIPTION

This project provides funding for the construction of eighteen miles of hard surface trails in Dallas, Lancaster, Richardson and Irving. These projects will allow the County to continue to establish a comprehensive trail system with components in the eastern, western, southern, and northern portions of the County. They will serve densely-populated areas and will readily connect with the 23 miles of existing trail.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming	135,000	135,000	135,000	135,000	135,000	675,000
Land Acquisition						
Architecture/Engineering						
Construction/Acquisition		500,000	1,100,000	1,212,180	2,041,595	4,853,775
Equipment						
Total	135,000	635,000	1,235,000	1,347,180	2,176,595	5,528,775

PRIOR YEARS ALLOCATION AVAILABLE

\$2,425,346

OPERATING BUDGET IMPACT

Once constructed, the on-going maintenance will be the responsibility of the County's partner municipality.

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

1) Reduce County contribution by seeking grant funds; 2) Require cities to provide all of the funding for trails; 3) Do not pursue creation of a County-wide trail system.

PROGRAM: Open Space Program

PROJECT: Trinity River Acquisitions / Improvements

PROJECT DESCRIPTION

This program enables the County to improve and acquire up to an additional 400 acres along the Trinity River in the County's unincorporated southeastern corner. Such acquisition will allow the County to continue to establish a long contiguous corridor along the river that will help ensure the survival of wildlife in the area as well as assemble the local corridor needed for the Trinity Trail System that will start at Lake Texoma and end at Lake Livingston. The improvements will consist of hard surface walking area and a parking lot which will help allow the County to open its Alligator/Palmetto Preserve to the public.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming						
Land Acquisition	50,000	250,000				300,000
Architecture/Engineering						
Construction/Acquisition						
Equipment						
Total	50,000	250,000				300,000

OPERATING BUDGET IMPACT

This project consists of open space with no on-going maintenance with the minor exception of repair of the hard surface parking lot.

ALTERNATIVES TO CAPITAL OUTLAY

- 1) Reduce County contribution by seeking grant funding;
- 2) Seek land donations;
- 3) Do not acquire additional land;
- 4) Do not construct amenities.

Major Building Program

Background - The Major Building Program consists of acquisition, construction, or renovation projects related to County facilities. As the result of age, change in scope of County business, or the actions of other governmental entities, there is a continual need to assess the need to renovate or add to the County's physical plant. The recommended projects require a sizable outlay of resources, usually over several years. One of the key values in providing a 5-year plan for review by Commissioners Court is to paint a picture of the investment required in County buildings.

The Major Building projects are generally managed by the Engineering and Project Management Department with oversight by the Commissioners Court Assistant Administrator. Once approved, the progress of these projects will be reported to Commissioners Court at the bi-monthly Major Projects Review.

Changes Made to FY2004 Plan

Revenues – Have been updated in keeping with current estimates.

Allen Civil Courts – The remainder of the contract cost was allocated in FY04, rather than splitting the allocations between FY04 and FY05 to better reflect actual timing of needed funds.

Juvenile Detention Center (Henry Wade) – Reduced allocation by \$540,200 as the project borrowed allocated funds in this amount from the Kays Jail project during FY2003. In FY04, the \$540,200 will be allocated once more to the Kays Jail project

Kays Jail Replacement – A \$540,200 allocation appears in FY04 to repay the project from funds borrowed by the Juvenile Detention Center (Henry Wade). The FY04 Juvenile Detention Center allocation has been reduced by \$540,200.

Records Civil Courts – The FY06 allocation has been reduced by \$1,471,662 as these expenditures have already occurred during FY02 and charged to the Fund for the project's design work.

Tax-Note Payment – The County facilitated a tax-note in FY03 to assist with paying the expenditures related to the Allen Civil Courts project. For this, a repayment amount of \$4,752,000 has been included in the Fund over the next five years for the payback of the tax-note.

PROGRAM: Major Building
PROJECT: George Allen Civil Courts

PROJECT DESCRIPTION

This project involves substantial renovation of the George Allen Courts Building to better utilize the civil courts space. Major construction will occur between FY2004 and FY2006. The Allen Building construction will begin in FY04.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming						
Land Acquisition						
Architecture/Engineering						
Construction/Acquisition	22,383,334					22,383,334
Equipment						
Total	22,383,334					22,383,334

PRIOR YEARS ALLOCATION AVAILABLE

\$1,439,146

OPERATING BUDGET IMPACT

Numerous functions will be temporarily impacted by the renovation or move in ways yet to be determined. Due to the addition of 200,000 square feet of office space, there will be additional maintenance staff added. Furthermore, additional utility and janitorial costs will be seen once the building is complete.

REVENUE OR EFFICIENCY OFFSET

Minor savings in security staffing costs.

ALTERNATIVES TO CAPITAL OUTLAY

None

PROGRAM: Major Building
PROJECT: Henry Wade Juvenile Justice Center

PROJECT DESCRIPTION

A 192-bed expansion of the Henry Wade Juvenile Justice Center is necessary to accommodate an increasing population. The expansion is estimated to be completed by the end of FY2004.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming						
Land Acquisition						
Architecture/Engineering						
Construction/Acquisition	2,801,466					2,801,466
Equipment						
Total	2,801,466					2,801,466

PRIOR YEARS ALLOCATION AVAILABLE

None

OPERATING BUDGET IMPACT

With the expansion, additional staff and operating expenses will be incurred beginning in FY2005. Operating expenses that will increase at Henry Wade due to expansion include maintenance and utilities, but will be somewhat offset by eliminating juvenile operations at the Harry Hines location.

REVENUE OR EFFICIENCY OFFSET

Land at the Harry Hines Juvenile location could be sold or utilized for another County function.

ALTERNATIVES TO CAPITAL OUTLAY

Based on projections of juvenile detention rates, additional space is needed. If the existing juvenile detention center is not expanded, another facility must be either expanded or constructed.

PROGRAM: Major Building
PROJECT: Kays Jail Replacement

PROJECT DESCRIPTION

Due to the proposed extension of the Woodall Rogers freeway, the County will be forced to move the Kays Jail. A new facility could be constructed or additional bunks may be added to an existing jail. The project is on an undefined time-frame as the proposed extension has not yet begun.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming		6,000,000				6,000,000
Land Acquisition						
Architecture/Engineering						
Construction/Acquisition	540,200				10,800,000	11,340,200
Equipment						
Total	540,200	6,000,000			10,800,000	17,340,200

PRIOR YEARS ALLOCATION AVAILABLE

\$1,435,028

OPERATING BUDGET IMPACT

Additional bunks in an existing jail may increase maintenance and utility costs or if a new jail facility is built, energy efficiencies may be gained that actually reduce the utility and maintenance costs.

REVENUE OR EFFICIENCY OFFSET

The State of Texas will purchase the Kays Jail property from the County at a price based upon an appraisal of the land and building. This is estimated to be \$29,000,000.

ALTERNATIVES TO CAPITAL OUTLAY

The County could decide not to replace the Kays Jail and move inmates to other County jails, if space is available.

PROGRAM: Major Buildings
PROJECT: Tax-Note Payment

PROJECT DESCRIPTION

In FY2003, the County sold Tax Note's to assist with paying the cost of the Civil Court expansion project. The total Tax Note Proceed was \$21,600,000 and will be repaid over five years from the Major Capital Fund.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming						
Land Acquisition						
Architecture/Engineering						
Construction/Acquisition						
Financial Repayment	4,752,000	4,752,000	4,752,000	4,752,000	4,752,000	23,760,000
Total	4,752,000	4,752,000	4,752,000	4,752,000	4,752,000	23,760,000

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

None

PROGRAM: Major Buildings
PROJECT: Records Civil Courts

PROJECT DESCRIPTION

This project involves substantial renovation, including the replacement of substandard infrastructure, of the Records Building Courts Building to better utilize the civil courts space. The Records Building is anticipated to begin construction in FY 2006.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming/Design Cost						
Land Acquisition						
Architecture/Engineering						
Construction/Acquisition			1,528,338	4,000,000	7,200,000	12,728,333
Financial Repayment						
Total			1,528,338	4,000,000	7,200,000	12,728,333

PRIOR YEARS ALLOCATION AVAILABLE

None

OPERATING BUDGET IMPACT

Numerous functions will be temporarily impacted by the renovation or move in ways yet to be determined.

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

The County could choose not to renovate the Records Building court rooms.

PROGRAM: Major Buildings
PROJECT: Institute of Forensic Sciences

PROJECT DESCRIPTION

The Institute of Forensic Sciences is currently located in a building adjacent to the Parkland Hospital emergency room. The existing building is overcrowded and no longer conducive to medical examiners and crime lab functions. The construction of a new building or the purchase of an existing building in a nearby area is anticipated to relieve the overcrowding issue.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming						
Land Acquisition		4,000,000				4,000,000
Architecture/Engineering						
Construction/Acquisition			9,000,000	9,000,000	4,500,000	22,500,000
Financial Repayment						
Total		4,000,000	9,000,000	9,000,000	4,500,000	26,500,000

PRIOR YEARS ALLOCATION AVAILABLE

\$3,632,103

OPERATING BUDGET IMPACT

Additional utilities and janitorial expense will be incurred once the larger facility is occupied by the Institute of Forensic Sciences staff. No additional staff is anticipated to be added upon move-in of the new facility.

REVENUE OR EFFICIENCY OFFSET

The adequate space for equipment and staff will increase efficiency of the medical examiners and crime labs operations. The existing property can be sold when the new building is built.

ALTERNATIVES TO CAPITAL OUTLAY

Although the County could remain in the current overcrowded facility or lease additional space in another facility, a new building would provide a useful life of 30 plus years.

PROGRAM: Major Buildings
PROJECT: Sheriff Academy

PROJECT DESCRIPTION

The previous funds allocated for this project is for design services for a new Sheriff Academy. Currently the Sheriff's Academy is located at Kays Jail and would be required to find a new location when the Woodall Rogers extension project occurs and forces the County to sell the Kays Jail facility.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming						
Land Acquisition						
Architecture/Engineering						
Construction/Acquisition					1,350,000	1,350,000
Financial Repayment						
Total					1,350,000	1,350,000

PRIOR YEARS ALLOCATION AVAILABLE

\$150,000

OPERATING BUDGET IMPACT

May require additional utility and janitorial costs.

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

Relocate the Sheriff's Academy to an existing County facility.

PROGRAM: Major Buildings

PROJECT: Old Red Courthouse Phase I

PROJECT DESCRIPTION

Repair and replacement of the exterior sandstone façade of the Old Red Courthouse is needed to ensure the buildings integrity. A completed study revealed numerous failures of individual sandstone blocks.

FUNDING SUMMARY

No planned future allocations

PRIOR YEARS ALLOCATION AVAILABLE

\$1,934,794

OPERATING BUDGET IMPACT

Depending on the ultimate use of the building, additional County maintenance and security staff may be required.

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

None

PROGRAM: Major Buildings

PROJECT: Old Red Courthouse Phase II

PROJECT DESCRIPTION

The Old Red Courthouse renovation is composed of a total internal renovation to include windows, doors, ceiling, staircases, and courtrooms.

FUNDING SUMMARY

No planned future allocations

PRIOR YEARS ALLOCATION AVAILABLE

\$4,251,586

OPERATING BUDGET IMPACT

Depending on the financial success of the museum, additional County maintenance and security staff may be necessary. Furthermore, utility costs are anticipated to slightly increase due to increased activity in the building.

REVENUE OR EFFICIENCY OFFSET

Lease payments from the Old Red Foundation for use of the building.

ALTERNATIVES TO CAPITAL OUTLAY

The building has been leased to a non-profit corporation that intends to raise private funds for a museum. The final configuration of the building may modify somewhat the mix of public and private funding required to finish the project.

PROGRAM: Major Buildings

PROJECT: Fueling Station

PROJECT DESCRIPTION

The construction of an automotive fueling station at the intersection of Industrial and Elm Streets.

FUNDING SUMMARY

No planned future allocations

PRIOR YEARS ALLOCATION AVAILABLE

\$235,583

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

The efficiency of the Automotive Service Center will increase as the current fueling station is located on its physical property and created vehicle congestion and safety hazards.

ALTERNATIVES TO CAPITAL OUTLAY

Maintain the current fueling station at the Automotive Service Center or have all County vehicles utilize a credit card for fuel purchases at private gas stations.

PROGRAM: Major Buildings
PROJECT: Investment Building

PROJECT DESCRIPTION

The movement of the Juvenile Substance Abuse Unit from the old Juvenile Administration Building located at 4711 Harry Hines to the 414 RL Thornton building and the movement of the Community Supervision and Corrections Department staff from the 414 RL Thornton building to other County facilities. Renovations will be done to 414 RL Thornton for this project.

FUNDING SUMMARY

No planned future allocations

PRIOR YEARS ALLOCATION AVAILABLE

\$251,555

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

Permanently close the building, move all staff to other and sell the property.

PROGRAM: Major Buildings

PROJECT: Sub Courthouse Acquisition and Construction

PROJECT DESCRIPTION

The relocation of County offices within the North East portion of the County.

FUNDING SUMMARY

No planned future allocations

PRIOR YEARS ALLOCATION AVAILABLE

\$2,306,273

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

Potential trade of properties with the City of Garland.

ALTERNATIVES TO CAPITAL OUTLAY

None

PROGRAM: Major Buildings

PROJECT: Parking Garage

PROJECT DESCRIPTION

The construction of a second underground parking garage in the downtown plaza area.

FUNDING SUMMARY

No planned future allocations

PRIOR YEARS ALLOCATION AVAILABLE

\$335,737

OPERATING BUDGET IMPACT

There will be an additional cost of a parking garage management contract once the garage is ready for operation.

REVENUE OR EFFICIENCY OFFSET

The expended funds are to be reimbursed by revenue received from the parking garage

ALTERNATIVES TO CAPITAL OUTLAY

Do not move forward with the construction of the underground parking garage.

PROGRAM: Major Buildings
PROJECT: Plaza Improvements

PROJECT DESCRIPTION

Improvements to the plaza area located on the East side of the Records Building and Old Red Courthouse.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming						
Land Acquisition						
Architecture/Engineering						
Construction/Acquisition				3,000,000		3,000,000
Financial Repayment						
Total				3,000,000		3,000,000

PRIOR YEARS ALLOCATION AVAILABLE

None

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

It is anticipated that the expenditures related to the plaza improvements will be paid from TIF funds.

ALTERNATIVES TO CAPITAL OUTLAY

None

PART III: Major Technology Program

Background – The Major Technology Program consists of large-scale projects for migration to improved technology. As the County requires increased technology to provide more efficient and effective services and operations, the need to upgrade or purchase equipment, software and consulting services may be required. The projects that are recommended by staff and approved by Commissioners Court are placed in the Major Technology Program.

The Major Technology projects are recommended and managed by the MIS Director. Once approved, the progress of each project is reported to Commissioners Court at the bi-monthly Major Technology Review.

Chart 2 summarizes the Major Technology Fund projects included in the Capital Improvement Plan.

Changes Made to FY2004 Plan

Revenues – Have been updated in keeping with current estimates.

Civil Courts System Replacement – The project received an increase in appropriations for FY2004 to better reflect the actual cost of the project.

Computer Replacement Equipment - The name has changed to Technology Equipment and now has appropriations for new and replacement computers that are recommended by the Governance Committee.

Criminal / Warrants / Bonds - The project schedule was moved from FY2004 through FY2005 to FY2005 and FY2006.

Loan to General Fund – During the FY04 budget process, the Commissioners Court authorized a \$4 million dollar loan from the Major Technology Fund to the General Fund. The loan was to assist the County in balancing the FY04 budget.

Chart 2 Major Technology Fund

Major Technology Fund (Fund 195)

		FY2004	FY2005	FY2006	FY2007	FY2008	TOTAL
Revenues							
Beginning Balance		4,510,984	1,407,369	767,056	6,640,753	13,543,823	n/a
Revenue - Property Tax		6,193,893	6,255,831	6,380,947	6,508,565	6,638,736	n/a
Interest Earnings / Interfund Trans.		85,000	86,000	87,750	89,505	95,000	n/a
General Fund Loan Payback		0	1,000,000	1,000,000	1,000,000	1,000,000	
TOTAL REVENUE		10,789,877	8,749,200	8,235,753	14,238,823	21,277,559	n/a
Expenditures							
	Prior Years Available						
Civil Courts System Replace.	5,287,293	2,353,436	0	0	0	0	7,640,729
Conference of Urban Counties	0	61,822	0	0	0	0	61,822
Criminal / Warrants / Bonds	0	0	7,287,144	900,000	0	0	8,187,144
Oracle Upgrade 11 I	0	2,042,250	0	0	0	0	2,042,250
Technology Equipment	249,185	285,000	285,000	285,000	285,000	285,000	1,674,185
Technology Personnel	0	640,000	410,000	410,000	410,000	410,000	2,280,000
Institute Case Billing	230,000	0	0	0	0	0	230,000
E - Commerce Expansion	203,108	0	0	0	0	0	203,108
Institute Crime Lab Evidence Track	220,000	0	0	0	0	0	220,000
Infrastructure	151,152	0	0	0	0	0	151,152
District Clerk Imaging	618,691	0	0	0	0	0	618,691
Wireless Connectivity	88,574	0	0	0	0	0	88,574
Sheriff Intake	221,906	0	0	0	0	0	221,906
Loan to General Fund	0	4,000,000	0	0	0	0	4,000,000
TOTAL EXPENDITURE	7,269,909	9,382,508	7,982,144	1,595,000	695,000	695,000	23,309,081
ENDING BALANCE		1,407,369	767,056	6,640,753	13,543,823	20,582,559	n/a
Reserve (10% of Expenditures)		938,251	798,214	159,500	69,500	69,500	

PROGRAM: Major Technology
PROJECT: Civil Courts System Replacement

PROJECT DESCRIPTION

The current civil courts system is a legacy system that no longer meets the needs of the user departments. The new system will be designed to meet the specific needs of the County Clerk, the District Clerk, Justice of the Peace Courts and staff of the courts, including enhanced payment processing and record keeping.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming						
Professional Fees						
Equipment	2,353,436					2,353,436
Total	2,353,436					2,353,436

PRIOR YEARS ALLOCATIONS AVAILABLE

\$5,287,293

OPERATING BUDGET IMPACT

As with the implementation of any major system, operational impacts are to be expected. The full extent of staffing changes will be dependent on the new system selected and will likely not occur until FY2005. In addition, there will be on-going software and hardware licensing and maintenance costs.

REVENUE OR EFFICIENCY OFFSET

The new Civil Courts Management System will allow for some staff savings and enhanced revenue collection from the Justice of the Peace Courts.

ALTERANTIVES TO CAPITAL OUTLAY

None

PROGRAM: Major Technology
PROJECT: Conference of Urban Counties

PROJECT DESCRIPTION

For over three years the Texas Conference of Urban Counties has coordinated meetings of Texas counties' Information Technology Directors. During these meetings efforts by counties to create new or newer versions of integrated criminal justice systems have been discussed. A cost sharing project has been established by the Texas Conference of Urban Counties to coordinate Texas counties' separate criminal justice systems and find methods to create better systems for less money than if these systems were developed independently.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming	61,822					61,822
Professional Fees						
Equipment						
Total	61,822					61,822

PRIOR YEARS ALLOCATION AVAILABLE

None

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

The ability to work with numerous Texas counties to develop an IT system will allow for efficiency and cost sharing savings.

ALTERNATIVES TO CAPITAL OUTLAY

Dallas County could determine to update their criminal justice system without participating in the Texas Conference of Urban Counties coordinated program.

PROGRAM: Major Technology
PROJECT: Oracle Upgrade 11i

PROJECT DESCRIPTION

Upgrade the existing Oracle Financials system from release 11 to release 11i which will provide enhanced self-service functionality, enhanced benefits processing.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming						
Professional Fees						
Equipment	2,042,250					2,042,250
Total	2,042,250					2,042,250

PRIOR YEARS ALLOCATION AVAILABLE

None

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

Upgrading the Oracle Financial systems will keep Dallas County's system within the current version that Oracle supports.

ALTERNATIVES TO CAPITAL OUTLAY

None

PROGRAM: Major Technology
PROJECT: Technology Equipment

PROJECT DESCRIPTION

New and upgraded computer equipment is required each year throughout the County, primarily in the form of new PC's and printers. This funding source is used to purchase PC's and printers recommended each year by the Governance Committee for Technology.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming						
Professional Fees						
Equipment	285,000	285,000	285,000	285,000	285,000	1,425,000
Total	285,000	285,000	285,000	285,000	285,000	1,425,000

PRIOR YEARS ALLOCATION AVAILABLE

\$249,185

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

Continue to utilize outdated computer equipment.

PROGRAM: Major Technology
PROJECT: Technology Personnel

PROJECT DESCRIPTION

The Major Technology Fund pays the salary and fringe benefits of the MIS Director, Senior Project Manager, Web Manager and Document Imaging Administrator. For FY2004, the Auditor's Office Information Systems Security Manager position will be funded by the Major Technology Fund as the position will be dedicated to the Oracle Upgrade 11i project. Also in FY04, the cost of additional staff for Schlumberger has been added to work on high priority JP and Truancy Court projects

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Salary and Benefits	640,000	410,000	410,000	410,000	410,000	2,280,000
Total	640,000	410,000	410,000	410,000	410,000	2,280,000

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

None

PROGRAM: Major Technology
PROJECT: Institute Case Billing

PROJECT DESCRIPTION

The case billing system of the Institute of Forensic Sciences has become outdated and periodically fails. The current system is not equipped to provide automated data to allow for review. The new system will automate the billing process and provide ease of data collection for the Institute's staff to utilize for managerial decisions.

PRIOR YEARS ALLOCATION AVAILABLE

\$230,000

FUNDING SUMMARY

No planned future allocations

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

Continue to utilize the current outdated billing system

PROGRAM: Major Technology
PROJECT: E-Commerce Expansion

PROJECT DESCRIPTION

Supports the County's e-business and e-government initiative by funding components of the internet website as well as providing user departments with their own ability to update the content of the County website.

FUNDING SUMMARY

No planned future allocations

PRIOR YEARS ALLOCATION AVAILABLE

\$203,108

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

Continue operations with the current limited technology.

PROGRAM: Major Technology

PROJECT: Institute Crime Lab Evidence Tracking

PROJECT DESCRIPTION

The project will provide new PC based workstations with barcode reading capability to assist in the documentation of chain of custody.

FUNDING SUMMARY

No planned future allocations

PRIOR YEARS ALLOCATION AVAILABLE

\$220,000

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

There is an option to increase the evidence registration fees to make this project cost neutral over a period of time.

ALTERNATIVES TO CAPITAL OUTLAY

Continue to utilize outdated and manual documentation methods.

PROGRAM: Major Technology
PROJECT: Infrastructure

PROJECT DESCRIPTION

This project consists of multiple projects to increase improvements and efficiencies with Dallas County's information system.

FUNDING SUMMARY

No planned future allocations

PRIOR YEARS ALLOCATION AVAILABLE

\$151,152

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

Not to improve the County's infrastructure

PROGRAM: Major Technology
PROJECT: District Clerk Imaging

PROJECT DESCRIPTION

This project will provide the necessary imaging equipment and technology to allow District Clerk documents to be imaged rather than stored on hardcopy or microfilm.

FUNDING SUMMARY

No planned future allocations

PRIOR YEARS ALLOCATION AVAILABLE

\$618,691

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

Once the imaging project has been started and is fully operational, there may be an opportunity to reduce the amount of positions that are responsible for District Clerk documents.

ALTERNATIVES TO CAPITAL OUTLAY

Not image District Clerk documents.

PROGRAM: Major Technology
PROJECT: Wireless Connectivity

PROJECT DESCRIPTION

An upgrade of the County's entire email system to a vendor supported software version which provides the ability to access email via the web and over wireless handheld PDAs.

FUNDING SUMMARY

No planned future allocation

PRIOR YEARS ALLOCATION AVAILABLE

\$88,574

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

None

PROGRAM: Major Technology
PROJECT: Sheriff Intake

PROJECT DESCRIPTION

A significant expansion of the original imaging project to handle the conversion of microfiche to online imaging for more than 900,000 fingerprint records as well as provide for the imaging of all fingerprints from project initiation forward.

FUNDING SUMMARY

No planned future allocation

PRIOR YEARS ALLOCATION AVAILABLE

\$221,906

OPERATING BUDGET IMPACT

The ability to maintain documents through imaging rather than microfiche may reduce workloads and the reduction of clerical staffing at Intake may occur.

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

Maintain fingerprint records on microfiche.

PROGRAM: Major Technology
PROJECT: Loan to General Fund

PROJECT DESCRIPTION

During the FY2004 budget process, Commissioners Court approved a loan in the amount of \$4,000,000 from the Major Technology Fund to the General Fund to balance the FY2004 budget. The loan will be repaid from the General Fund to the Major Technology Fund over a four-year period.

FUNDING SUMMARY

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Planning/Programming	4,000,000					4,000,000
Professional Fees						
Equipment						
Total	4,000,000					4,000,000

OPERATING BUDGET IMPACT

None

REVENUE OR EFFICIENCY OFFSET

None

ALTERNATIVES TO CAPITAL OUTLAY

None

PART IV: Permanent Improvement Fund

The Permanent Improvement Fund (Fund 126) receives a portion of the County's operating tax rate (0.18 cents), and is managed by the Facilities Management Department. The projects included in the Permanent Improvement Fund are largely targeted to maintain the integrity of the County's physical plant. These include roof repair, HVAC upgrades, external facade repair, carpeting, and woodwork. A portion of the Permanent Improvement Fund is set aside for minor building renovations, such as wall relocation, doors, and customer counters. These projects are discussed and approved throughout the year.

The majority of the work on Permanent Improvement projects is performed by County staff, although certain specialty work may be contracted out. Since the Permanent Improvement Fund is a "carve-out" of the operating tax rate, these capital projects are actually being cash-financed through the operating budget. The use of a separate fund and designated portion of tax rate ensures a higher degree of continuity in maintenance effort and acts to discourage deferred maintenance in those years in which fiscal constraints are tighter.

Revenues	FY2004	F2005	FY2006	FY2007	FY2008	TOTAL
Beginning Balance	10,237	0	0	0	0	n/a
Revenue - Property Tax	2,230,197	2,252,499	2,297,549	2,366,475	2,437,469	11,584,189
TOTAL	2,240,434	2,252,499	2,297,549	2,366,475	2,437,469	n/a
	FY2004	FY2005	FY2006	FY2007	FY2008	TOTAL
Expenditures						
Administration Building	65,000	0	0	0	0	65,000
North Tower	25,000	0	0	0	0	25,000
Frank Crowley Criminal Courts	790,000	0	0	0	0	790,000
Decker Jail	6,034	0	0	0	0	6,034
Health and Human Services	12,000	0	0	0	0	12,000
Henry Wade Juvenile Center	80,000	0	0	0	0	80,000
County Wide Improvements	537,500	537,500	537,500	537,500	537,500	2,687,500
Low Sterrett Justice Center	224,900	0	0	0	0	224,900
Transfer to MCDF (Civil Courts)	500,000	500,000	500,000	500,000	500,000	2,500,000
Anticipated Future Expenditures	0	1,214,999	1,260,049	1,328,975	1,399,969	5,203,992
TOTAL	2,240,434	2,252,499	2,297,549	2,366,475	2,437,469	11,594,426
 ENDING BALANCE	 0	 0	 0	 0	 0	 n/a

PROGRAM: Permanent Improvement Fund
BUILDING: Administration Building

FUNDING SUMMARY FOR MAJOR REPAIR OR REPLACEMENT

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
HVAC						
Plumbing						
Roofing						
Flooring						
Fire Alarm / Smoke Detectors	65,000					65,000
Telephone						
Waterproofing						
Parking						
Painting						
Environmental Remediation						
Elevators						
Electrical						
Energy Management System						
Other						
Total	65,000					65,000

DESCRIPTION OF PROJECTS

The FY2004 project will include a replacement of the fire alarm panel.

PROGRAM: Permanent Improvement Fund
BUILDING: North Tower Jail

FUNDING SUMMARY FOR MAJOR REPAIR OR REPLACEMENT

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
HVAC						
Plumbing						
Roofing						
Flooring						
Fire Alarm / Smoke Detectors	25,000					25,000
Telephone						
Waterproofing						
Parking						
Painting						
Environmental Remediation						
Elevators						
Electrical						
Energy Management System						
Lock System						
Other						
Total	25,000					25,000

DESCRIPTION OF PROJECTS

Edwards fire panel parts will be purchased and inventoried to expedite repair time. Historically the repair times have been prolonged due to extended delivery times.

PROGRAM: Permanent Improvement Fund
BUILDING: Frank Crowley Criminal Courts Building

FUNDING SUMMARY FOR MAJOR REPAIR OR REPLACEMENT

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
HVAC	15,000					15,000
Plumbing						
Roofing						
Flooring						
Fire Alarm / Smoke Detectors						
Telephone						
Waterproofing						
Parking						
Painting						
Environmental Remediation						
Elevators						
Electrical						
Energy Management System						
Other	775,000					775,000
Total	790,000					790,000

DESCRIPTION OF PROJECTS

The other projects include \$300,000 for the replacement of hot water lines, \$225,000 to replace worn and stained fabric on all courtroom walls and \$250,000 to upgrade cracking and peeling millwork in the courtrooms.

PROGRAM: Permanent Improvement Fund

BUILDING: Decker Jail

FUNDING SUMMARY FOR MAJOR REPAIR OR REPLACEMENT

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
HVAC	6,034					6,034
Plumbing						
Roofing						
Flooring						
Fire Alarm / Smoke Detectors						
Telephone						
Waterproofing						
Parking						
Painting						
Environmental Remediation						
Elevators						
Electrical						
Energy Management System						
Other						
Total	6,034					6,034

DESCRIPTION OF PROJECTS

The HVAC project will perform annual inspection analysis and eddy current of Carrier chillers.

PROGRAM: Permanent Improvement Fund
BUILDING: Health and Human Services

FUNDING SUMMARY FOR MAJOR REPAIR OR REPLACEMENT

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
HVAC	12,000					12,000
Plumbing						
Roofing						
Flooring						
Fire Alarm / Smoke Detectors						
Telephone						
Waterproofing						
Parking						
Painting						
Environmental Remediation						
Elevators						
Electrical						
Energy Management System						
Other						
Total	12,000					12,000

DESCRIPTION OF PROJECTS

The HVAC project will be to perform annual inspection analysis and eddy current of Trane chillers.

PROGRAM: Permanent Improvement Fund
BUILDING: Henry Wade Juvenile Justice Center

FUNDING SUMMARY FOR MAJOR REPAIR OR REPLACEMENT

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
HVAC	80,000					80,000
Plumbing						
Roofing						
Flooring						
Fire Alarm / Smoke Detectors						
Telephone						
Waterproofing						
Parking						
Painting						
Environmental Remediation						
Elevators						
Electrical						
Energy Management System						
Other						
Total	80,000					80,000

DESCRIPTION OF PROJECTS

In FY2004, to ensure dependability of major HVAC equipment, a 10 year overhaul will be performed on the Trane chillers. In addition, stop inspections and repairs will be performed on flakt fans.

PROGRAM: Permanent Improvement Fund
BUILDING: County- Wide Building Improvements

FUNDING SUMMARY FOR MAJOR REPAIR OR REPLACEMENT

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
HVAC						
Plumbing						
Roofing	200,000	200,000	200,000	200,000	200,000	1,000,000
Flooring	200,000	200,000	200,000	200,000	200,000	1,000,000
Fire Alarm / Smoke Detectors						
Windows	12,500	12,500	12,500	12,500	12,500	62,500
Waterproofing						
Parking						
Painting						
Environmental Remediation	50,000	50,000	50,000	50,000	50,000	250,000
Elevators						
Electrical						
Energy Management System						
Other	75,000	75,000	75,000	75,000	75,000	375,000
Total	537,500	537,500	537,500	537,500	537,500	2,687,500

DESCRIPTION OF PROJECTS

The County Wide Building Improvements Project is used to fund minor renovations through the County each year. Typical projects include asbestos and lead paint abatement, minor building alterations, replacement flooring, and minor roof repair.

PROGRAM: Permanent Improvement Fund
BUILDING: Low Sterrett Justice Center

FUNDING SUMMARY FOR MAJOR REPAIR OR REPLACEMENT

	FY2004	FY2005	FY2006	FY2007	FY2008	Total
HVAC	35,000					35,000
Plumbing						
Roofing						
Flooring						
Fire Alarm / Smoke Detectors						
Telephone						
Waterproofing						
Parking						
Painting						
Environmental Remediation						
Elevators						
Electrical	150,000					150,000
Energy Management System						
Other	39,900					39,900
Total	224,900					224,900

DESCRIPTION OF PROJECTS

For FY2004, the installation of phase two intercom and door control system will be completed. The Low Sterrett Kitchen will receive five replacement refrigeration evaporator coils and one replacement refrigeration system along with a replacement ice machine.

Appendices to Capital Improvement Plan

Appendix A	Major Capital Development Fund Policy Statement
Appendix B	Major Technology Fund Policy Statement
Appendix C	Road and Bridge District Funding of Transportation Projects
Appendix D	Elevator / Escalator Inventory
Appendix E	Park and Open Space Project Schedule
Appendix F	Approved TEA-21 Projects
Appendix G	Approved Thoroughfare Projects
Appendix H	Approved Major Impact Projects

Appendix A

MAJOR CAPITAL DEVELOPMENT FUND

Policy Statement

The Dallas County Commissioners Court, by the following policies and procedures, creates a Major Capital Development Fund to be used to fund the development and construction of significant additions to the County's parks/open space and trail system, buildings and grounds, and transportation systems. This special fund will utilize revenue from a dedicated portion of the County tax rate and a portion of license plate fees as outlined below.

I. GENERAL / ELIGIBILITY FOR FUNDING

1.00 The Major Capital Development Fund is established to receive an appropriation for four special categories for major capital development:

Parks/Open Space and Trails;
Major Buildings and Grounds; and
Transportation;
Minor Buildings and Grounds.

1.01 Before projects that fall in the categories described in Rule 1.00 are eligible for funding, they must also meet the following criteria:

Parks/Open Space and Trails - Be identified in the Dallas County Parks and Open Space Plan or Master Trail Plan or support a project identified in these plans and be recommended by a majority of the County Parks/ Open Space Board.

Buildings and Grounds - Be the construction, renovation or major repair of a County building and/or surrounding grounds. Projects must have an approximate life expectancy of twenty (20) years and a total project cost of at least \$1,000,000.

Transportation - Be a project that is identified in the most current North Central Texas Council of Governments' (NCTCOG) Metropolitan Transportation Plan and/or a State Highway Project. Thoroughfare improvements shall be limited to routes classified as a minor arterial route or higher in the most current NCTCOG Regional Thoroughfare Plan or are on the County's list of unincorporated roadways.

Minor Buildings and Grounds - Be a new improvement to or repair of a County building and/or surrounding grounds. Projects - must be less than \$1,000,000, but greater than \$100,000. These projects are items not typically addressed in the County Permanent Improvement Fund and not normally a project that would require the issuance of long-term debt.

II. TRANSFERS TO THE FUND AND FUND CONTROLS

- 2.00 Each year, revenue generated from 4.5 cents of the County tax rate that is not required for debt service and license fee surplus that results from County Financial Policies, Section V. Road and Bridge Budgeting and Accounting, Rule 5.01, will be transferred to the Major Capital Development Fund described in Rule 1.00.
- 2.01 The current year's revenue, along with four additional years revenue estimate, will be used to develop a five-year plan for each of the four categories eligible for funding. Assumptions to be used for future years' revenue will be conservative and approved by the Commissioners Court.
- 2.02 All interest earned on monies in the Major Capital Development Fund shall be retained by the fund. Interest earnings shall only be reallocated for eligible projects with the approval of the Commissioners Court.
- 2.03 The Major Capital Development Fund shall retain a minimum ending balance equal to 10% of each year's approved or projected expenditures. This balance shall be designated as an emergency reserve. No expenditures from an emergency reserve shall be made without a 4/5th vote of the Commissioners Court.
- 2.04 Once a project is completed, any remaining funds allocated for that project will be returned to the Major Capital Development Fund for reallocation by the Commissioners Court to other projects eligible for funding from this fund.

III. APPROPRIATIONS FROM THE FUND

- 3.00 Each year as part of the annual budget process, the Office of Budget and Evaluation will distribute a request for all County Departments to submit their long-term capital needs for the next budget year and up to four (4) years following the next fiscal year. When these requests are received by the Office of Budget and Evaluation, those that meet the eligibility for funding under the Major Capital Development Fund will be summarized and referred to the Major Capital Development Committee (see Section V for the composition and responsibilities of the Committee). The Major Capital Development Committee will review each request to insure that it is an eligible project, that it is consistent with current County priorities, objectives and/or policies, that the proposed funding schedule seems appropriate, that its cost and benefit are accurately stated, and that the need for the project is clearly justified. The Committee will then prioritize each project with all other requests and approved projects. The Committee will be mindful of a Commissioner's prioritization of projects within the Commissioner's district and not substitute the Committee's judgment for the Commissioner's on such priorities. Once the Major Capital Development Committee has completed its review process, all requests for funding, along with the Committee's recommended priority listing, will be submitted to the Commissioners Court for approval.
- 3.01 The Commissioners Court will review the requests and recommendations for funding from the Major Capital Development Fund. Projects approved by the Court for funding shall include the actual appropriation for the next fiscal year as well as committed appropriations

for the next four (4) years. Transportation projects may show an additional five years of projected activity.

- 3.02 The status of all projects funded from the Major Capital Development Fund shall be presented to the Commissioners Court as part of the bi-monthly Major Projects Review.
- 3.03 Once a project is approved and funded and/or has received a commitment of funding from the Major Capital Development Fund, such funding or commitment for funding may only be withdrawn, delayed or amended by a 4/5th. vote of the Commissioners Court.
- 3.04 It is highly desirable for projects to be funded in total in a single year. If that is not practicable or if special conditions exist, a project may be funded in part over a maximum of three (3) years to allow the accumulation of adequate funds. In extremely special cases where there is a critical need for the timely completion of a project and adequate funding is not available, short-term borrowing may be arranged over a period not to exceed five (5) years. In these cases, the annual appropriation from the fund will equal the required debt service (principal & interest) for the timely repayment of the borrowed funds. For the purpose of this policy the term "project" refers to a single improvement or related group of improvements including costs of design, contracted activity such as design, acquisition and construction of the improvement.
- 3.05 Appropriations for Minor Buildings and Grounds projects shall not exceed 10% of each year's new revenue.

IV. PROJECT PLANNING, DESIGN AND CONSTRUCTION

- 4.00 Funds allocated from the Major Capital Development Fund may be used for the planning, design, acquisition and construction of eligible projects.
- 4.01 Transportation projects that are eligible for funding will be identified from a call for projects distributed to cities, the Texas Department of Transportation, the North Texas Tollway Authority, Dallas Area Rapid Transit, and the Dallas County Public Works Department. A call for projects is intended to:
 - 1) reflect current transportation needs;
 - 2) be synchronized with federal and local funding; and
 - 3) leverage and maximize other funding such as TEA-21 and MPDF.
- 4.02 When the Public Works Department, through the process established in Rule 4.01 of this policy, identifies potential projects, they shall coordinate the development and prioritization of bridge and thoroughfare projects with the Commissioner of the District in which the project is located, and other highway, tollway, transit and ITS projects with all of the Commissioners Court.

4.03 Transportation projects will be accomplished and funded using a five-phase implementation cycle, detailed in the Public Works Capital Improvement Program and Project Management System. The Project Management System involves a Program Year concept (year of construction award) and prescribed activities leading up to construction award. Basic tasks in each year include:

- 4) Phase One - Initiate preliminary design (in-house), negotiate interlocal agreement;
- 5) Phase Two - Negotiate with consultant, award design contract and initiate final design;

- 6) Phase Three - Begin ROW acquisition, complete final design;

Phase Four - Complete ROW acquisition, initiate and complete utility adjustment, prepare project for letting; and

Phase Five - Advertise project, complete final interlocal agreement, award construction contract and initiate construction. The Project Management cycle will be repeated each year as new projects are selected as part of the Capital Improvement Plan update. Selected projects that already have some elements completed (preliminary design, ROW, or utilities adjusted) will be slotted in the appropriate Project Management phase and implemented within a shorter time frame.

V. MAJOR CAPITAL DEVELOPMENT COMMITTEE

5.00 The Major Capital Development Committee shall consist of the Departments primarily responsible for the planning and implementation of projects that are eligible for funding from the Major Capital Development Fund along with the Budget Officer, County Treasurer and the Commissioners Court Administrator who will be the Committee Chair. The other committee members are the Assistant Commissioners Court Administrator (Buildings and Grounds), the Director of Planning and Development (Parks/Open Space and Trails) and the Director of Public Works (Transportation).

5.01 While carrying out the responsibilities assigned by these policies and procedures, the Committee shall weigh the corporate needs of the County and, to the extent possible, present recommendations to the Commissioners Court which fairly respond to these needs. Committee members are to be mindful of their particular areas of responsibility, but shall not let those responsibilities take precedence over greater needs in other areas outside of their responsibility.

5.02 The Budget Officer will provide the Committee a listing of each request eligible for or requesting funding from the Major Capital Development Fund by June 1 of each year. The Committee will evaluate and analyze each request and present their prioritized recommendations to the Commissioners Court by July 15 of each year.

5.03 Once funding is approved from the major Capital Development Fund, each department receiving funding shall provide the County Treasurer, prior to the beginning of a project, with a draw-down schedule of when funds will be spent.

Appendix B

MAJOR TECHNOLOGY IMPROVEMENT FUND

Policy Statement

The Dallas County Commissioners Court, by the following policies and procedures, creates a Major Technology Improvement Fund. This fund will be used to accomplish the migration of the County's legacy mainframe systems and applications to industry standard and supported automated systems and address mission critical technology needs. This special fund shall only be used to fund the one-time cost for the purchase, development, implementation and first year's support of new and replacement systems. This special fund will receive revenue from a dedicated portion of the County's tax rate as outlined below. Monies will only be appropriated from this special fund annually as part of the County's annual budget process. The main purpose of this special fund is to provide a mechanism for Dallas County to meet its most critical automation needs.

I. GENERAL/ELIGIBILITY FOR FUNDING

- 1.00 The Major Technology Fund is established to fund costs, such as computer hardware, software and associated implementations that:
- 1) Address technology migration described in the Data Processing Feasibility Study and Five Year Plan;
 - 2) Including reoccurring expenditures approved by Commissioners Court that are mission critical;
 - 3) The repair, replacement and upgrade of mission critical technology (technology that performs required tasks and without the automated support, critical tasks will not be able to be performed or will only be able to be performed with the commitment of significant resources).

II. TRANSFERS TO THE FUND AND FUND CONTROLS

- 2.00 Each year, revenue generated from .50 cents of the County tax rate will be transferred to the MAJOR TECHNOLOGY IMPROVEMENT FUND. This portion of the tax rate is specifically excluded from the calculation of the effective tax rate.
- 2.01 In addition to the current year funding, four additional year's revenue will be estimated for use in the development of the Major Technology Improvement Fund Five-Year Plan. The assumption to be used in making the revenue estimates shall be prepared by the Office of Budget and Evaluation and be approved by the Commissioners Court.
- 2.02 All interest earned on monies in this fund will be retained by the fund to be used for future projects and shall not be retained by a department, project or transferred to any other fund.

- 2.03 The Major Technology Improvement Fund shall retain a minimum ending balance equal to 10% of each year's approved and/or projected expenditures. This balance shall be designated as an emergency reserve. No expenditures from the emergency reserve shall be made without a 4/5th's vote of the Commissioners Court.
- 2.04 Once a project is completed, any remaining funds appropriated for that project will be unencumbered and transferred to the Major Technology Improvement Fund balance for future use.

III. APPROPRIATIONS FROM THE FUND

- 3.00 Each year, as part of the annual operating budget process, the County Budget Office will distribute a request for all County departments to submit their long-term computer hardware and software requests for the current year and projected needs for up to four (4) additional years. When these requests are received, they will be summarized and referred to the County's Director of Management Information Systems. The Director will review each request to insure it is an eligible project, that its cost and benefit are accurately stated, that the need for the project is clearly justified and then prioritize the proposed project with all other requests and previously approved projects. Once the Director has completed his review process, all requests for funding, along with the Director's recommended priority listing, is submitted to the Major Technology Improvement Committee for review of the proposed projects and prioritization (see Section IV for the composition and responsibilities of the Committee). Once the Committee has finalized its review, the listing is submitted to the Commissioners Court for final approval.
- 3.01 Subject to the conditions and constraints of these policies and procedures, the Commissioners Court shall approve a Major Technology Program each year that will include projects that are funded by appropriations from the Major Technology Improvement Fund. Such approval shall include the actual appropriation for the next fiscal year as well as committed appropriations for the next four (4) years.
- 3.02 Once a project is approved and funded and/or has received a commitment of funding from the Major Technology Improvement Fund, such funding or commitment for funding cannot be withdrawn without a majority vote of the Commissioners Court.
- 3.03 It is highly desirable for projects to be funded in total in a single year. If that is not practicable or special conditions exist, a project may be funded in part over a maximum of two (2) years to allow the accumulation of adequate funds. In extremely special cases where there is a critical need for the timely completion of a project and adequate funding is not available, short-term borrowing may be arranged over a period not to exceed three (3) years. In these cases the annual appropriation from the fund will equal the required debt service (principle & interest) for the timely repayment of the borrowed funds.

- 3.04 If it is determined that a project's cost will exceed the amount of funds appropriated, one or more of the following action(s) must be taken;
- 1) Project is canceled;
 - 2) The project scope is reduced so it can be completed within budget;
 - 3) Additional funds are transferred to this project from sources other than the Major Technology Fund; and/or
 - 4) Additional funds are transferred to this project from the Major Technology Fund emergency reserve or from appropriations for other projects. Transfers from other projects may cause that project to be delayed to a subsequent fiscal year.
- 3.05 Each year the final schedule of five year's spending from the Major Technology Fund shall be included in the County's annual budget.

IV. MAJOR TECHNOLOGY IMPROVEMENT COMMITTEE

- 4.00 The Major Technology Improvement Committee shall consist of the Chair and Vice Chair of the Data Processing Governance Committee, Budget Officer, Commissioners Court Administrator and Director of Management Information Systems. The Chair of the Data Processing Governance Committee shall be the Chair of the Major technology Improvement Committee.
- 4.01 The Director of Management Information Systems will provide the Committee a listing of each request eligible for or requesting funding from the Major Technology Improvement Fund by June 1 of each year. The Committee will evaluate and analyze each request and present their prioritized recommendations to the Commissioners Court by July 15 of each year.
- 4.02 The Committee shall review each project to insure they are eligible for funding, consistent with current priorities, objectives and policies, that their proposed funding schedule seems appropriate, their cost benefits are accurately stated and that the need for the project is clearly justified.
- 4.03 The Director of Management Information Systems shall staff the Committee and shall be responsible for compiling all information, scheduling meetings and reporting to the Commissioners Court.
- 4.04 The status of each project approved in the Major Technology Improvement Fund shall be included in the Commissioners Courts' bi-monthly Review of all Major Technology projects.

Appendix C

TRANSPORTATION FUNDING POLICY

County transportation funding will be allocated through the following two methods:

A. The **Road and Bridge Funds** are created from motor vehicle license fees allocated in the annual operating budget for the maintenance of County roads and cooperation with cities on various transportation projects. These projects form the County's **Road Upgrade Program**. By policy of the Commissioners Court, these funds are allocated in proportion to the miles of county maintained roads in each Road and Bridge District.

B. The **Major Capital Development Fund** provides funding for larger, long-term projects that may require a more substantial financial commitment, generally new construction or major rehabilitation. This fund includes four components:

1. **Impact Program**: Dallas County will reserve funds for major transportation projects including service roads, main lanes, interchanges, and rights of way for state and federal highways and tollways.
2. **TEA-21 Matching Program**: Dallas County will provide more than minimum required local match for important transportation projects that have been submitted to the North Central Texas Council of Governments to be considered for TEA-21 funding. This program will fund up to 20% of the cost of selected TEA-21 projects provided the sponsoring City funds a minimum of 20% and the project meets other eligibility criteria approved by the Commissioners Court.
3. **Thoroughfare Program**: Provides funding for the design, right-of-way acquisition and construction of thoroughfares throughout Dallas County. Projects included in this program must be included in the Regional Thoroughfare Plan as published by the North Central Texas Council of Governments, may include financial participation by other governments and are typically ones that have been funded in the past through a County Bond Program.
4. **Annual DTE Program (District Thoroughfare Equalization)**: Annually receives an allocation of all motor vehicle license fee revenue that exceeds the annual Auditor's revenue estimate or unallocated and uncommitted funds in the Major Capital Development Fund. During the annual Capital Project review process, funding for the DTE Program will be limited to an amount that is equal to the sum of each road and bridge district's funding under the Road Upgrade Program subtracted from the road and bridge district that receives the greatest amount of funding. These funds are available to each road and bridge district on a pro rata basis of their funding shortfall to the total funding allocated. These funds may be used to supplement projects that would otherwise be funded through one of the other transportation programs. In years where funding is not available to fund 100% of the DTE Program the funding shortfall may be carried forward and a subsequent year's funding may exceed the funding limit until the shortfall is eliminated.

Appendix D

ELEVATOR AND ESCALATOR INVENTORY

Administration Building

- 2 – County Business
- 3 – Kennedy Exhibit

George Allen Courts Building

- 6 – Public
- 2 – Jail Access
- 3 – Jail-Interior
- 1 – District Clerk
- 1 – Facilities Management
- 1 – Freight
- 2 – Escalators

Frank Crowley Building

- 7 – Public
- 1 – Service
- 4 – County Employees
- 4 – Jail-Inmate
- 8 – Public Escalators

Bill Decker Detention Center

- 2 – Jail-Visitors
- 2 – Jail - Interior
- 5 – Freight
- 1 – Cart Lift
- 1 – Cabana Lift
- 1 – Parking Garage

Cook Chill Warehouse 2121 French Settlement

- 1 – County Business

Health and Human Services / South

2355 Stemmons (CPS)

- 5 - Public

Health and Human Services / North

2377 Stemmons

- 3 – Public
- 1 – Dumbwaiter

Institute of Forensic Sciences

- 3 – County Business

Kennedy Parking Garage

- 2 – Public

Investment Building

1 – Public

Justice Center Parking Garage

2 – C Garage

3 – D Garage

North Dallas Government Center

1 – Public

North Tower Jail

2 – Jail Visitor

7 – Jail

1 - Freight

Oak Cliff Sub-courthouse

1 – Public

Old Red Courthouse

2 - Public

Records Building Complex

2 – Records Building - Public

2 – Records Annex - Public

2 – Criminal Courts – Jail Access

1 – Freight – Jail Access

1 – Elm Street – Public

Lew Sterrett

2 – A Building – Jail

2 – A Building Jail-Visitors

5 – B Building - Jail

Henry Wade Juvenile Justice Center

2600 Lone Star Drive

3 – Public

2 – Court Access

1 – Jail Detention

Appendix E

PARKS AND OPEN SPACE PROJECT SCHEDULE For the five year period beginning October 1, 2003

FY2004

Trinity River Acquisitions / Improvements (Unincorporated Dallas County)

FY2005

Kiest Trail (City of Dallas)

Ten Mile Creek Trail (City of Lancaster)

Trinity River Acquisitions / Improvements (Unincorporated Dallas County)

FY2006

Ten Mile Creek Trail (City of Dallas)

Rowlett Creek Trail (City of Garland)

Kiest Trail (City of Dallas)

Santa Fe Trail (City of Dallas)

FY2007

Rowlett Creek Trail (City of Garland)

Campion Trail (City of Irving)

FY2008

Campion Trail (City of Dallas)

Palmetto Preserve (Unincorporated Dallas County)

Chalk Hill Trail (City of Dallas)

Trinity River Acquisitions (Unincorporated Dallas County)

Appendix F

APPROVED TEA-21 PROJECTS AND ESTIMATED COUNTY PARTICIPATION COST As of September 22, 2003

District 1

Avondale Avenue, Beacon Street, and Inward Road Intersections - \$51,917
Belt Line Road – SH 289 / Preston to Dallas Parkway - \$547,448
Inwood Road at Lovers Lane - \$75,713
Valley View Lane – Nicholson to IH 635 – \$520,001
Campbell Road – Jay Ell Road to US 75 - \$3,519,700
Belt Line Road – Metrocrest to Webb Chapel - \$750,000

District 2

IH 635 Freeway Frontage Roads – Kingsley to LaPrada - \$0
IH 635 Video Surveillance - \$550,000
Winters Park/Spring Creek Greenbelt - \$364,321
Lake Ray Hubbard Transit Center - \$487,536

District 3

Beckley Avenue at Commerce & Colorado - \$59,489
Buckner Boulevard at Scyene- \$31,651
Camp Wisdom Road at Houston School & Polk - \$59,489
Colorado Boulevard at Jefferson – \$43,265
Gaston Avenue at Munger – \$48,673
Gaston Avenue at Washington - \$54,081
Red Bird at Hampton Road & Polk Street – \$58,407
IH 30 / R.L. Thornton Freeway – \$263,804
Inwood Road – Lemmon to Harry Hines - \$1,321,648
Loop 12 / Buckner Boulevard – Lake June to US 175 - \$268,293
Harry Hines – Motor to Oaklawn - \$132,237
Oak Lawn Avenue at IH 35E – \$40,953
Olive Street at Woodall Rogers – \$28,122
Pearl Street at Woodall Rogers – \$42,183

District 4

Yarmouth Street at Zang Boulevard – \$48,673
IH 30 Frontage Roads – MacArthur to TRA RR Spur - \$494,000

Appendix G

APPROVED THOROUGHFARE PROJECTS AND ESTIMATED COUNTY PARTICIPATION COST As of September 22, 2003

District 1

Midway Road – Spring Valley to Dooley - \$196,000
Arapaho Road – Addison Road to Surveyor - \$1,432,812
Old Denton Road – Whitlock to Trinity Mills - \$2,500,000
IH 35E / Spur 348 – Northwest Highway to Spurs 482/Storey - \$899,000
Hillcrest Road – Royal to Loop 12/NW Highway - \$737,500
Collins Road at Plano Road - \$175,000
Spring Valley Road at Wetherred & Goldmark - \$475,000
Belt Line Road – Plano Road to Jupiter - \$333,200
Main Street – Interurban to US 75 - \$200,000
Belt Line at Dallas Parkway - \$838,174
Preston Road – Mimosa to North of Royal - \$2,363,130
Royal Lane – Webb Chapel to Marquis - \$1,216,116
Mockingbird Lane - Hillcrest to West of DNT - \$2,145,293
Campbell at Plano Road - \$267,395

District 2

Mockingbird Lane – West Lawther to East Lawther - \$710,000
Northwest Highway – Centerville to LaPrada - \$722,500
Miller Road – Centerville to Garland City Limits - \$458,000
Military Parkway – IH 635 to Carmack - \$1,915,000
Collins Road – Tripp to US 80 - \$1,157,500
Pioneer Road – Bruton to Beltline - \$4,100,000
Country Club Road – Walnut to Commerce - \$2,112,500
Skillman Road / Audelia Road – Whitehurst to Adleta - \$885,000
LaPrada Road – Larry to Millmar - \$849,420
Shiloh Road – IH 635 to Kingsley - \$2,095,639
Lawson Road – Milam to Clay Mathis - \$5,086,750
Miller Road – Dalrock to Chiesa - \$2,327,228
Murphy at Blackburn - \$804,150

District 3

IH635 Service Road – Lake June to Quail - \$796,666
Cockrell Hill Road – Wintergreen to FM 1382 - \$4,697,500
Fair Park Link – Exposition to Hall - \$1,475,000
Linfield Road – SH 310 to Illinois - \$716,000
Routh Road – Ross to US 75 South Bound Service Road - \$1,050,000
Jim Miller Road – Elam to Loop 12 - \$1,180,000
Cockrell Hill Road – LaReunion to IH 30 – \$1,120,000
Hampton Road at Bear Creek - \$628,333
Houston School Road – Wheatland to Belt Line - \$3,495,485
Industrial Boulevard – South of IH 30 to North of Commerce - \$2,857,140
Martin Luther King, Jr. – North of Trinity to Gould - \$808,605
Live Oak – Liberty to Peak - \$2,016,206
Singleton – Chalk Hill to East of Peoria - \$2,373,624
Wintergreen – IH 35 to Houston School Road - \$5,282,098
Elm/Commerce Resurfacing - \$500,000
Dolphin – Haskell to IH 30 - \$1,055,604

District 4

Clark Road (City of Dallas)- \$934,133
Clark Road (City of Duncanville)- \$436,664
Clark Road (City of Cedar Hill)- \$529,203
IH30 Westbound Frontage Road- \$384,000
IH30 Eastbound Frontage Road- \$652,000
Las Colinas Blvd. – Colwell to Lake Carolyn Parkway - \$2,000,000
SH 121 Bypass – County Line to Denton Tap Road – \$300,000
Sandy Lake – Denton Tap to SH121 – \$1,300,000
Belt Line/Mansfield – Fire Station to City Limit - \$3,057,006
Ledbetter/Grady Niblo – Merrifield to Mt. Creek - \$2,978,304
East Wintergreen - South Cockrell Hill to East City Limit - \$1,159,697
SH 161 Corridor – SH 183 South Frontage to Conflans - \$1,571,589
Hunter Ferrell Road – Belt Line to Story - \$3,780,000

Appendix H

APPROVED MAJOR IMPACT PROJECTS ESTIMATED COUNTY PARTICIPATION COST As of September 22, 2003

District 1

Northwest Corridor Participation - \$500,000

District 2

None

District 3

None

District 4

Mountain Creek Parkway – IH 20 to Spur 408 - \$5,000,000

Northwest Corridor Participation - \$500,000

OTHER FUNDS

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DALLAS COUNTY HOSPITAL DISTRICT

Mission Statement

The mission of the Dallas County Hospital District through the Parkland Health & Hospital System is to provide medical and hospital care and other health-related services for the needy and indigent residents of Dallas County.

Description

The Dallas County Hospital District operates the 990-bed Parkland Memorial Hospital and nine community-based comprehensive health centers called Community Oriented Primary Care (COPC) Clinics. To qualify for tax supported health care as a Dallas County resident, a family must have an income at or below 250% of the federal poverty level. In addition to providing for the medical needs of indigent County residents, Parkland Hospital serves as the primary teaching and research hospital for the University of Texas Southwestern Medical Center (UTSWMC). Although the Hospital District operates semi-autonomously, its board is appointed by Commissioners Court, and its tax rate and budget are subject to final approval by Commissioners Court.

As the Dallas County population continues to grow and the fact that the current economic downturn has contributed to a large population of uninsured, indigent residents in Dallas County, Parkland and Dallas County Commissioners continue to face the challenge of providing quality healthcare while maintaining financial viability.

In response, Parkland officials implemented a variety of cost containment measures including the reduction of positions, greater prescription drug payments by non-indigent clients, and prepayment for some services by outpatient clients. Furthermore, previously funded capital projects in the amount of \$18.7 million were deferred to assist with financial challenges.

The FY2004 Dallas County Hospital District Tax Rate is 25.4 cents. The 25.4 cents is a continuation of the FY2003 tax rate. Overall revenue is anticipated to increase 2% or \$13 million in FY04. The largest increase is projected to be patient revenue, \$301 million in FY03 to \$310 million in FY04.

Expenditures for the Parkland system are projected to rise from \$810 million in FY03 to \$820 million in FY04, an increase of 1%. The increase is mostly accounted for in increased supplies. The mission of the Parkland system and its ability to continue to expand its services in the face of federal and state cutbacks will be discussed further in 2004. Dallas County will continue to examine the best long term plans and strategies for public health care, recognizing that the Parkland system has a national reputation for excellence and is an important partner with the University of Texas Southwestern Medical School at Dallas.

Parkland Health & Hospital System
FY 2004 Operating Budget
(dollars in thousands)

	Accrual <u>Basis</u>
REVENUES	
Patient	\$310,726
Provision for Bad Debt	55,000
Taxes	322,955
Disproportionate Share/Upper Payment Limit	71,087
Tobacco Settlements	4,948
Other	69,210
Total Revenues	\$833,926
EXPENSES	
Salaries	336,286
Benefits	49,895
Supplies	156,168
Pharmaceuticals	80,948
Purchased Medical Services	101,324
Provision for Bad Debt	55,000
Interest	118
Depreciation	<u>40,684</u>
Total Expenses	820,423
Net Operating Excess/(Loss)	<u>\$13,503</u>

HISTORICAL COMMISSION FUND

Fund #00168

Mission Statement

The mission of the Dallas County Historical Commission is to register and preserve historically significant sites within the county.

Description

This fund accounts for receipts and disbursements of the Historical Commission, an advisory body to Commissioners Court in the area of renovation and preservation of historically significant sites and related activities. Most receipts of Fund 168 are entirely donated, however, the Commission does generate some revenue from the sale of commemorative items. Projects accomplished include the review of historical marker placements and the restoration of the Bryan Cabin and the Old Red Courthouse.

FY2004 Budget Highlights

- The FY2004 budget for the Historical Commission reflects a continuation of current service levels.

Historical Commission Fund

Financial Summary

	<u>FY03 Proj.</u>	<u>FY2004 Budget</u>	<u>Difference</u>
Beginning Balance	\$20,807	\$20,175	(\$632)
Revenue	368	200	(168)
Total Sources	\$21,175	\$20,375	(\$800)
Expenditures	\$1,000	\$15,200	\$14,200
Ending Balance	\$20,175	\$5,175	(\$15,000)

HISTORICAL EXHIBIT FUND

Fund #169

Mission Statement

The mission of the Historical Exhibit is to preserve and protect the former Texas School Book Depository building and Dealey Plaza; to provide educational programs which interpret these sites, and to operate a historical museum related to the late President John F. Kennedy.

Description

This fund relates to the operation of the Sixth Floor Museum, an historical exhibit covering the life, times, death and legacy of President John F. Kennedy. The Museum is in the Dallas County Administration Building, formally the Texas School Book Depository, overlooking the site of the Kennedy assassination. Admission fees to the exhibit are deposited in Fund 169, which pays certain direct expenses of the exhibit under terms of a contract with Dallas County. The fund also makes loan repayments to the Interest and Debt Fund.

FY2004 Budget Highlights

- The FY04 budget represents a continuation of current service levels.

Historical Exhibit Fund

Financial Summary

	<u>FY2003 Proj.</u>	<u>FY2004 Budget</u>	<u>Difference</u>
Beginning Balance	\$218,543	(\$26,309)	(\$244,852)
Revenues:			
Admissions Fee	2,698,747	3,152,300	453,553
Miscellaneous	4,657	1,692	(2,965)
Total Revenue	\$2,703,404	\$3,153,992	\$450,553
Total Sources	\$2,921,947	\$3,127,683	\$205,736
Expenditures:			
Historical Foundation Contract	\$158,110	\$179,110	\$21,000
Operations	2,420,096	2,409,791	(10,305)
Capital Projects	195,007	225,000	29,993
Transfer for Debt Service	175,043	170,098	(4,945)
Total Expenditures	\$2,948,256	\$2,983,999	\$35,743
Ending Balance	(\$26,309)	\$143,684	\$169,993

ALTERNATE DISPUTE RESOLUTION FUND

Department #4054
Fund #162

Mission Statement

The mission of the Alternate Dispute Resolution Fund is to provide a convenient and cost-effective method of resolving various disputes before they become expensive and time-consuming issues for the court system.

Description

The County collects a \$10 fee for each civil court case (other than tax-related cases) that is filed in a District Court. The fee is deposited into Fund 162, and its use is restricted to programs using alternate dispute resolution techniques (e.g., dispute mediation, arbitration), which are generally designed to provide an alternative to formal litigation within the court system. The County uses these funds to reimburse the Child Support Fund (160) for mediation activities, to fund the ADR Coordinator, and to contract with Dispute Mediation Services, Inc. (DMS) to perform a number of alternate dispute resolution functions.

FY2004 Budget Highlights

- The FY2004 baseline budget for Alternate Dispute Resolution Fund represents a continuation of FY2003 service levels.

Alternate Dispute Resolution Fund

Financial Summary

	<u>FY2003 Projected</u>	<u>FY2004 Budget</u>	<u>Difference</u>
Beginning Balance	\$271,847	\$62,502	(\$209,345)
Revenues:			
Mediation Fees	\$460,000	\$460,000	\$0
Interest Income	\$1,000	\$1,000	\$0
Total Revenue	\$461,000	\$461,000	\$0
Total Sources	\$732,847	\$523,502	(\$209,345)
Expenditures:			
Contract with DMS	\$320,000	\$320,000	\$0
County Mediation	\$50,345	\$68,833	\$18,488
Transfer to Fund 160	\$300,000	\$130,000	(\$170,000)
Total Expenditures	\$670,345	\$518,833	(\$151,512)
Ending Balance	\$62,502	\$4,669	(\$57,833)

ROAD & BRIDGE DISTRICT #1

Department 2510

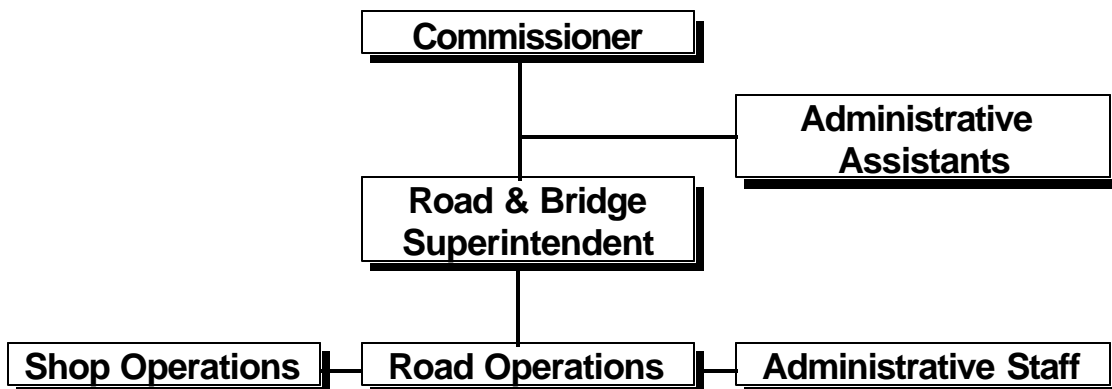
Mission Statement

The mission of Dallas County's Road and Bridge Districts is the effective maintenance, improvement and construction of roads and/or road systems throughout the County, utilizing construction and management techniques designed to maximize operational efficiency and manage increasing traffic volume through tangible improvements to transportation systems both existing and under development.

Description

Road and Bridge District #1, under the supervision of Commissioner Jim Jackson, is responsible for the maintenance, improvement and construction of roads in the northwest portion of the County. Although District #1 does not contain any County roads within its boundaries, the Road and Bridge operation regularly participates in both cost-sharing and fully reimbursed contract work with area municipalities.

Organizational Chart



FY2004 Budget Highlights

- For FY2004, three Equipment Operator II and one Construction Equipment Mechanic positions were deleted.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,130,460	\$1,116,368	\$1,120,098	\$1,138,600
Operations	1,755,655	1,131,772	1,675,026	1,094,124
Capital	<u>85,747</u>	<u>148,744</u>	<u>82,737</u>	<u>0</u>
Total	\$2,971,862	\$2,396,884	\$2,877,861	\$2,232,724

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	29	28	28	24

Authorized Position Detail (Grade)

1 County Commissioner (OO)	1 Milling Machine Operator (10)
1 Commissioner Admin. Asst. II (H)	4 Crew Chief/Equipment Operator IV (9)
1 General Foreman (H)	7 Equipment Operator II (7)
1 Commissioner Admin. Asst. I (F)	1 Equipment Operator I (6)
1 Shop Foreman (D)	1 Clerk IV (8)
1 Commissioner Office Manager (C)	1 Clerk II (6)
3 Construction Equipment Mechanic (10)	

ROAD & BRIDGE DISTRICT #2

Department 2520

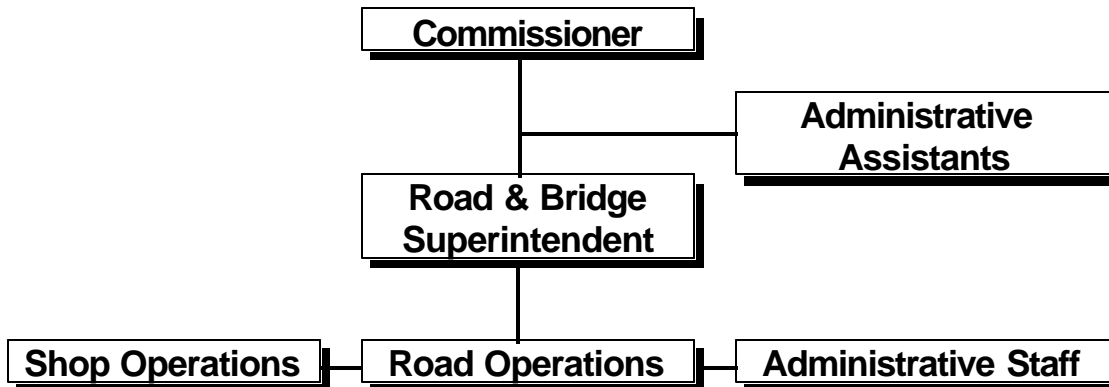
Mission Statement

The mission of Dallas County's Road and Bridge Districts is the effective maintenance, improvement and construction of roads and/or road systems throughout the County, utilizing construction and management techniques designed to maximize operational efficiency and manage increasing traffic volume through tangible improvements to transportation systems both existing and under development.

Description

Road and Bridge District #2, under the supervision of Commissioner Mike Cantrell, is responsible for the maintenance, improvement and construction of roads in the northeast portion of the County. Presently, District #2 maintains 11.044 miles of County road and participates in numerous joint road projects and fully reimbursed contract work with area municipalities.

Organizational Chart



FY2004 Budget Highlights

- The FY2004 Road and Bridge District 2 budget represents a continuation of current services.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,423,796	\$1,559,946	\$1,517,148	\$1,555,770
Operations	2,019,446	1,843,768	1,062,139	944,312
Capital	<u>281,451</u>	<u>174,076</u>	<u>116,425</u>	<u>0</u>
Total	\$3,724,693	\$3,577,790	\$2,695,712	\$2,500,082

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	35	35	35	35

Authorized Position Detail (Grade)

1 County Commissioner (OO)	
1 Road and Bridge Superintendent (L)	
1 Commissioner Admin. Asst. II (H)	1 Senior Secretary (8)
1 General Foreman (H)	3 Equipment Operator III (8)
1 Commissioner Admin. Asst. I (F)	1 Shop Assistant (8)
1 Shop Foreman (D)	1 Clerk II (6)
1 Road Foreman (D)	8 Equipment Operator II (7)
1 Commissioner Office Manager (C)	6 Equipment Operator I (6)
2 Construction Equipment Mechanic (10)	1 Road & Bridge Crewmen (5)
3 Crew Chief/Equipment Operator IV (9)	1 Service Attendant (3)

ROAD & BRIDGE DISTRICT #3

Department 2530

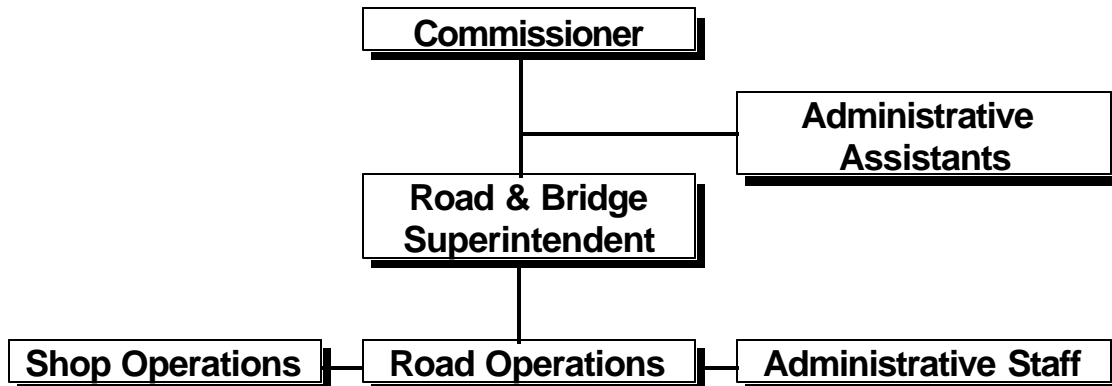
Mission Statement

The mission of Dallas County's Road and Bridge Districts is the effective maintenance, improvement and construction of roads and/or road systems throughout the County, utilizing construction and management techniques designed to maximize operational efficiency and manage increasing traffic volume through tangible improvements to transportation systems both existing and under development.

Description

Road and Bridge District #3, under the supervision of Commissioner John Wiley Price, is responsible for the maintenance, improvement and construction of roads in the central and southeast portions of the County. Presently, District #3 maintains 121.928 miles of County road and participates in numerous joint road projects and fully reimbursed contract work with area municipalities.

Organizational Chart



FY2004 Budget Highlights

- The FY2004 Road and Bridge District #3 budget represents a continuation of current service levels.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,297,401	\$1,504,412	\$1,647,113	\$1,850,499
Operations	840,416	962,367	1,048,889	746,570
Capital	<u>142,047</u>	<u>416,181</u>	<u>223,168</u>	<u>0</u>
Total	\$2,279,864	\$2,882,961	\$2,919,170	\$2,597,069

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	43	43	46	46

Authorized Position Detail (Grade)

1 County Commissioner (OO)	
1 Road and Bridge Superintendent (L)	1 Senior Secretary (8)
1 Commissioner Admin. Asst. II (H)	8 Equipment Operator III (8)
1 General Foreman (H)	1 Shop Assistant (8)
1 Commissioner Admin. Asst. I (F)	9 Equipment Operator II (7)
1 Shop Foreman (D)	1 Clerk II (6)
1 Road Foreman (D)	1 Public Service Program Assistant I (6)
1 Commissioner Office Manager (C)	8 Equipment Operator I (6)
3 Construction Equipment Mechanic (10)	1 Mechanic Helper (5)
4 Crew Chief/Equipment Operator IV (9)	1 Road and Bridge Crewmember (5)

ROAD & BRIDGE DISTRICT #4

Department 2540

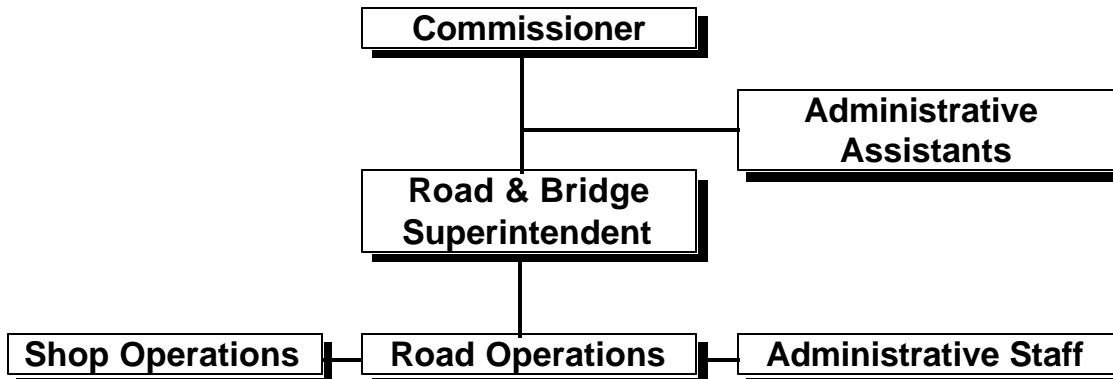
Mission Statement

The mission of Dallas County's Road and Bridge Districts is the effective maintenance, improvement and construction of roads and/or road systems throughout the County, utilizing construction and management techniques designed to maximize operational efficiency and manage increasing traffic volume through tangible improvements to transportation systems both existing and under development.

Description

Road and Bridge District #4, under the supervision of Commissioner Kenneth A. Mayfield, is responsible for the maintenance, improvement and construction of roads in the west and southwest portions of the County. Presently, District #4 maintains 7.401 miles of County road and participates in numerous joint road projects and fully reimbursed contract work with area municipalities.

Organizational Chart



FY2004 Baseline Budget Highlights

- For FY2004 one Commissioner Administrative Assistant I (F) position was deleted.

Financial Trends

Budget Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Personnel	\$1,641,495	\$1,751,974	\$1,758,233	\$1,862,195
Operations	1,101,109	1,047,751	618,753	978,131
Capital	<u>572,719</u>	<u>284,805</u>	<u>75,412</u>	<u>0</u>
Total	\$3,315,323	\$3,084,530	\$2,452,398	\$2,840,326

Staffing Trends

Staff Category	FY2001 Actual	FY2002 Actual	FY2003 Actual	FY2004 Budget
Full Time Employees	42	46	45	43

Authorized Position Detail (Grade)

1 County Commissioner (OO)	
1 Road and Bridge Superintendent (L)	
1 Commissioner Admin. Asst. II (H)	4 Crew Chief/Equip. Operator IV (9)
2 General Foreman (H)	1 Senior Secretary (8)
1 Commissioner Admin. Asst. I (F)	7 Equipment Operator III (8)
1 Shop Foreman (D)	9 Equipment Operator II (7)
1 Road Foreman (D)	1 Accounting Clerk II (7)
1 Commissioner Office Manager (C)	6 Equipment Operator I (6)
2 Construction Equipment Mechanic (10)	1 Mechanic Helper (5)
1 Milling Machine Operator (10)	1 Road and Bridge Crewman (5)
	1 Groundskeeper I (3)

Road and Bridge Fund
Financial Summary

	<u>FY2003 Projected</u>	<u>FY2004 Budget</u>	<u>Difference</u>
Beginning Balance	\$10,507,020	\$12,206,179	\$1,699,159
Revenues:			
Auto License Fees	\$17,200,000	\$17,200,000	\$0
Spec. Veh. Reg.	16,222,809	15,000,000	(1,222,809)
Fines & Forfeit.	8,747,022	7,945,007	(802,015)
Contract Services	2,676,689	3,426,689	0
Interfund Transfers	7,058,442	5,490,092	750,000
Other	324,453	324,453	(1,568,350)
Interest Income	83,000	83,000	0
Total Revenue	\$52,312,415	\$49,469,241	(\$2,843,174)
Total Sources	\$62,819,435	\$61,675,420	(\$1,144,015)
Expenditures:			
District 1	\$3,112,641	\$3,590,368	\$477,727
District 2	2,880,507	2,885,880	5,373
District 3	4,719,651	4,293,390	(426,261)
District 4	3,317,325	3,367,331	50,006
Transfer to GF	24,627,103	24,945,006	317,903
Transfer to Debt	4,794,730	646,525	(4,148,205)
Transfer to Other	7,058,442	5,058,442	(2,000,000)
Other	4,385	142,400	138,015
Total Expenditures	\$50,514,784	\$44,929,342	(\$5,585,442)
Ending Balance	\$12,304,651	\$16,746,078	\$4,441,427



APPENDIX A

Court Orders Establishing Tax Rate and Adopting FY2004 Operating and Capital Budgets for the County

This Appendix contains copies of the Commissioners Court Orders approved on September 30, 2003, which established the FY2004 tax rate for the County and adopted the Operating and Capital Budgets.

ORDER NO: 2003 1778

COURT ORDER

12

DATE: SEP 30 2003

STATE OF TEXAS §

COUNTY OF DALLAS §

**AN ORDER OF THE COMMISSIONERS COURT OF
DALLAS COUNTY, TEXAS, ADOPTING THE ANNUAL
BUDGET FOR DALLAS COUNTY FOR FISCAL YEAR 2004**

BE IT REMEMBERED at a regular meeting of Commissioners Court of Dallas County, Texas, held on the 30th day of September, 2003 on a motion made by Jin Jackson, Commissioner Dist. #1 and seconded by Jchn Wiley Price, Commissioner Dist. #3, the following Court Order was adopted:

WHEREAS, Chapters 111.063 through 111.073 of the Revised Civil Statutes of the State of Texas prescribes the method by which the Dallas County Commissioners Court shall adopt an annual budget; and

WHEREAS, a budget for the fiscal year beginning October 1, 2003 and ending September 30, 2004 has been proposed by the Budget Officer; and

WHEREAS, the proposed budget has been filed with the County Auditor and County Clerk as prescribed by law; and

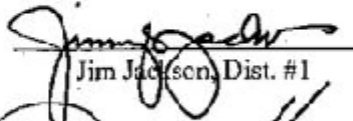
WHEREAS, a public hearing on the proposed budget was conducted on September 30, 2003 as prescribed by law; and

WHEREAS, the salaries and allowances of certain elected officials have been proposed and appropriate notifications to these elected officials have been given.

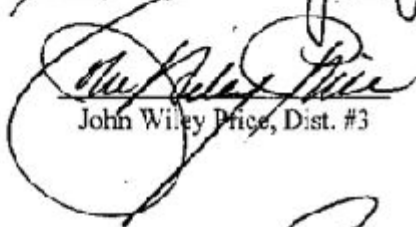
IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Commissioners Court of Dallas County adopts and approves the proposed budget for Dallas County for the fiscal year beginning October 1, 2003 and ending September 30, 2004.

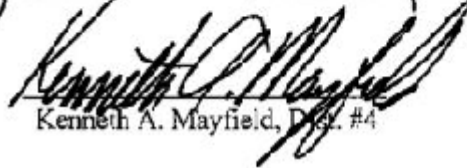
DONE IN OPEN COURT this the 30th day of September, 2003.


Margaret Kelihier, County Judge


Jim Jackson, Dist. #1


Mike Cantrell Dist. #2


John Wiley Price, Dist. #3


Kenneth A. Mayfield, Dist. #4

Recommended by: 
Ryan Brown, Budget Officer

ITEM #12 ON AGENDA - TUESDAY, SEPTEMBER 30, 2003.

COURT ORDER

ORDER NO: 2003 1780

144

DATE: SEP 30 2003

STATE OF TEXAS §

COUNTY OF DALLAS §

**AN ORDER OF THE COMMISSIONERS COURT OF
DALLAS COUNTY, TEXAS, MAKING TAX LEVIES
FOR DALLAS COUNTY FOR TAX YEAR 2003**

BE IT REMEMBERED at a regular meeting of Commissioners Court of Dallas County, Texas, held on the 30th day of September, 2003 on a motion made by Jim Jackson, Commissioner Dist. #1, and seconded by John Wiley Price, Commissioner Dist. #3, the following Court Order was adopted:

WHEREAS, the Commissioners Court has considered all requests for County expenditures for the fiscal year beginning October 1, 2003 and has been provided with estimated revenues for such year by the County Auditor; and

WHEREAS, the Commissioners Court has caused appropriate legal notice of the proposed ad valorem tax rate to be published according to State law; and

WHEREAS, a public hearing was conducted on September 2, 2003 to allow public comment on the proposed tax rate for tax year 2003; and

WHEREAS, Commissioners Court action is required to finally adopt a tax rate for tax year 2003 and to levy such tax on each \$100 of assessed valuation of all taxable property within the County; and

WHEREAS, Commissioners Court may levy an occupation tax on coin-operated machines in the County not to exceed one-fourth of the State tax levied on such operations.

NOW IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Commissioners Court of Dallas County hereby levies a tax of \$0.2039 on each \$100 assessed valuation of all taxable property in the County, as more fully described below:

FOR MAINTENANCE AND OPERATIONS


\$.15832 for general operating purposes
.01450 for Major Capital Development Fund
.00500 for Major Technology Fund
.00180 for Permanent Improvement Fund
\$.17962 TOTAL MAINTENANCE AND OPERATIONS TAX


FOR DEBT SERVICE

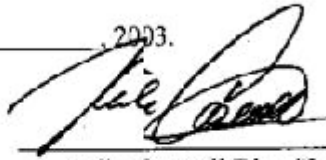
\$.00456 for Road Refunding Bonds, Series 1993A, Account 511
.00535 for Permanent Improvement Refunding Bonds, Series 1993B, Account 512
.00178 for Permanent Improvement Refunding Bonds, Series 2000B, Account 527
.00016 for Permanent Improvement Refunding Bonds, Series 2001B, Account 529
.00119 for Road Bonds, Series 1995, Account 515
.00196 for Road Bonds, Series 1996, Account 519
.00036 for Certificates of Obligation, Series 1996A, Account 520
.00170 for Road Refunding Bonds, Series 1997, Account 521
.00041 for Permanent Improvement Refunding Bonds, Series 1997A, Account 522
.00070 for Certificate of Obligation, Series 1997B, Account 523
.00004 for Certificate of Obligation, Series 1998, Account 524
.00250 for Road Bonds, Series 2000, Account 525
.00357 for Road Bonds, Series 2001A, Account 528
\$.02428 TOTAL DEBT SERVICE TAX

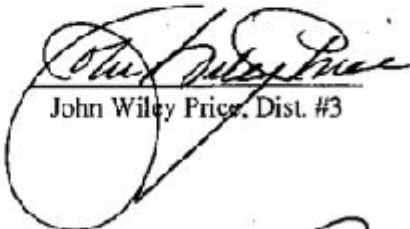
BE IT THEREFORE FURTHER ORDERED, ADJUDGED AND DECREED that the Commissioners Court of Dallas County levies an occupation tax on coin-operated machines equal and amounting to one fourth of the occupation tax so levied by the State of Texas.

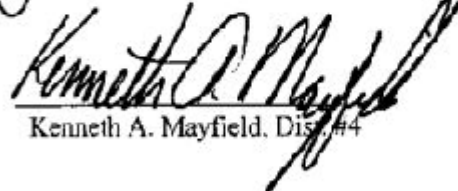
DONE IN OPEN COURT this the 30th day of September, 2003.


Margaret Keliher, County Judge


Jim Jackson, Dist. #1


Mike Cantrell, Dist. #2


John Wiley Price, Dist. #3


Kenneth A. Mayfield, Dist. #4

Recommended by: 
Ryan Brown, Budget Officer

APPENDIX B

Court Orders Establishing Tax Rate and Adopting FY2003 Budget for the Dallas County Hospital District

This Appendix contains copies of the Commissioners Court Orders approved on September 17, 2002 which established the FY2003 tax rate for the Hospital District and adopted the annual budget.

COURT ORDER

ORDER NO. 2003 1779

DATE SEP 30 2003

STATE OF TEXAS §

COUNTY OF DALLAS §

**AN ORDER OF THE COMMISSIONERS COURT OF
DALLAS COUNTY, TEXAS, ADOPTING THE ANNUAL
BUDGET OF THE DALLAS COUNTY HOSPITAL
DISTRICT FOR FISCAL YEAR 2004**

BE IT REMEMBERED at a regular meeting of the Commissioners Court of Dallas County, Texas, held on the 30th day of September, 2003 on a motion made by Jim Jackson, Commissioner Dist. #1, and seconded by John Wiley Price, Commissioner Dist. #3, the following Court Order was adopted:

WHEREAS, the Commissioners Court has set the tax rate and levied taxes for the Dallas County Hospital District for the fiscal year beginning October 1, 2003; and

WHEREAS, the Board of Managers of the Dallas County Hospital District has requested approval of a proposed annual budget, which has been prepared and filed with this County on September 10, 2003 and is summarized on the attachments; and

WHEREAS, the proposed budget sets forth the proposed expenditures of the Dallas County Hospital District for the fiscal year beginning October 1, 2003 and ending September 30, 2004;

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED by the Commissioners Court of Dallas County, Texas, that the annual budget document, together with exhibit A, all attached hereto, constitute the annual budget conditionally approved, and shall control expenditures of funds by the Dallas County Hospital District for the period beginning October 1, 2003 and ending September 30, 2004. Such budget may be changed, amended, or funds reallocated only by order of the Dallas County Commissioners Court.

DONE IN OPEN COURT, this the 30th day of September, 2003.

Margaret Keliher
Margaret Keliher, County Judge

Jim Jackson
Jim Jackson, District #1

Mike Cantrell
Mike Cantrell, District #2

John Wiley Price
John Wiley Price, District #3

Kenneth A. Mayfield
Kenneth A. Mayfield, District #4

Recommended by: Ryan Brown
Ryan Brown, Budget Officer

Parkland Health & Hospital System
FY2004 Board Recommended Operating Budget (accrual basis)
Presented to the Commissioners Court - September 16, 2003
(dollars in thousands)

<u>Workload Volumes</u>	<u>Total</u>
Inpatient Discharges	43,001
Deliveries	15,800
Emergency Visits	163,866
Outpatient Clinic Visits	443,783
COPC Visits	<u>408,319</u>
Total Ambulatory	1,015,968

Income Statement

Revenues	
Patient	310,726
Provision for Uncollectible Accounts	55,000
Disproportionate Share/ UPL	71,087
Taxes	322,955
Tobacco Settlement	4,948
Other	<u>69,210</u>
Total Revenues	\$833,926
Expenses	
Salaries	336,286
Benefits	49,895
Purchased Medical Services	101,324
Supplies	156,168
Pharmaceuticals	80,948
Provision for Uncollectible Accounts	55,000
Interest	118
Depreciation	<u>40,684</u>
Total Expenses	\$820,423
Net Operating Excess	<u>\$13,503</u>

COUNTY CLERK
DALLAS COUNTY

2003 SEP 10 PM 2: 01

FILED

ORDER NO: 2003 1781

COURT ORDER

15

DATE: SEP 30 2003

STATE OF TEXAS §

COUNTY OF DALLAS §

AN ORDER OF THE COMMISSIONERS COURT OF
DALLAS COUNTY, TEXAS, MAKING TAX LEVIES
FOR THE DALLAS COUNTY HOSPITAL DISTRICT
FOR TAX YEAR 2003

BE IT REMEMBERED at a regular meeting of Commissioners Court of Dallas County, Texas, held on the 30th day of September, 2003 on a motion made by Jim Jackson, Commissioner Dist. #1 and seconded by John Wiley Price, Commissioner Dist. #3, the following Court Order was adopted:

WHEREAS, the Commissioners Court has considered all requests for expenditures for the Dallas County Hospital District for the fiscal year beginning October 1, 2003 and has been provided with estimated revenues for such year; and

WHEREAS, the Commissioners Court has caused appropriate legal notice of the proposed ad valorem tax rate to be published according to State law; and

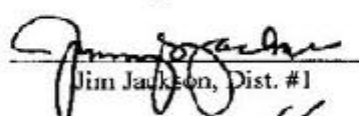
WHEREAS, a public hearing was conducted on September 2, 2002 to allow public comment on the proposed tax rate for tax year 2003; and

WHEREAS, Commissioners Court action is required to finally adopt a tax rate for tax year 2003 and to levy such tax on each \$100 of assessed valuation of all taxable property within the County.

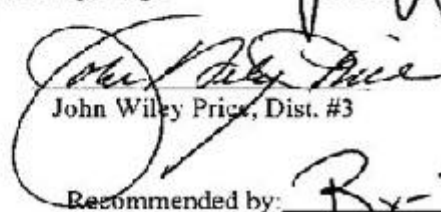
NOW IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Commissioners Court of Dallas County hereby levies for the current tax year an ad valorem tax of \$0.2540 for each \$100 valuation of all taxable property for general operating purposes of the Dallas County Hospital District.

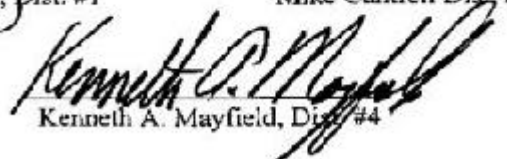
DONE IN OPEN COURT this the 30th day of September, 2003


Margaret Kelihier, County Judge


Jim Jackson, Dist. #1


Mike Cantrell Dist. #2


John Wiley Price, Dist. #3


Kenneth A. Mayfield, Dist. #4

Recommended by: 
Ryan Brown, Budget Officer

APPENDIX C

Glossary of Terms, Abbreviations and Acronyms

Account Code: A series of numbers used to identify and classify expenditures or revenues within an organizational unit. The account code consists of a fund code, department or activity code, an object or expenditure code, and a category code as set forth in the “Chart of Accounts.”

Accrual Accounting: The accrual basis of accounting matches revenue and related expenses based upon the timing of underlying economic events, regardless of when monies are received or disbursed. Revenues are recorded when earned. Expenses are recorded when incurred.

Ad Valorem Tax: A tax levied against the value of real or business personal property. Currently, Dallas County assesses ad valorem taxes at 100% of market value allowing a 20% homestead exemption on the taxpayer’s place of residence.

Appropriation: An authorization to make expenditures or incur an obligation against the resources of the County.

ASC - Automotive Service Center: Vehicle repair center operated by Dallas County.

Assessed Valuation: A value established for real or personal property for the purpose of levying a property tax. The assessed values in Dallas County are set by the Dallas Central Appraisal District which is a separate entity.

Baseline Budget: The previous fiscal year’s approved budget adjusted for inflation.

Bonded Indebtedness: The total amount of principal due on bonds which have been sold to finance capital projects such as streets, bridges and buildings.

Budget: The financial plan for a fiscal year that matches resources with expenditures. The Dallas County fiscal year is October 1 through September 30.

Budget Adjustment: A change in the authorized level of funding (appropriations) for a department or line item object code. These adjustments are made only with Commissioners Court approval upon staff recommendation.

Budget Control: A general set of guidelines established in a policy and procedures statement which allows for monitoring and management of funds that have been appropriated for use in providing a service.

Glossary of Terms, Abbreviations and Acronyms (continued)

Budget Policy: A statement or plan which describes how certain aspects of the budget are formulated and the rules to be followed as the budget is put into operation after adoption.

CAFR: The County Auditor's Financial Report, issued annually.

Capital Equipment: Non-consumable items purchased with an estimated useful life of at least two years and a value of \$500 or more.

CASA - Court Appointed Special Advocates: Individuals who serve as guardian ad items in child welfare/abuse cases to represent the best interests of the child. Dallas County contracts with Dallas CASA, a non-profit corporation, to provide these services in the two Juvenile District Courts.

C.O. - Certificate of Obligation: A medium-term debt instrument which can be issued without voter approval. C.O.'s are normally used to fund capital and equipment in small amounts between major bond elections.

CEP - Community Education Partners: Dallas County's contractor for the Juvenile Justice Alternative Education Program.

CIP - Capital Improvement Plan - An index of items whose long, useful lives distinguish them from recurring operational needs.

CJD - Criminal Justice Division: A division of the Governor's Office which provides over \$100 million in grant funds to local, regional and statewide projects.

Contributions: Generally used to identify funds used from one fund to augment revenue in another. Booked as expenditures by the contributing fund, and revenue by the receiving fund.

CPS: Child Protective Services.

Current Taxes: Taxes that are levied and collected prior to being delinquent. The tax year begins January 1st. Unpaid taxes become delinquent on February 1st, after which time penalty and interest charges accrue.

DART - Dallas Area Rapid Transit

Debt Service: The County's obligation to pay the principal and interest on all bond and other debt instruments according to a payment schedule developed at the time the instruments are issued.

Glossary of Terms, Abbreviations and Acronyms (continued)

Delinquent Taxes: Taxes that remain unpaid at February 1st.

Department: A major division or unit of the County responsible for a service or operation or a group of related operations within a functional area.

DPD: (city of) Dallas Police Department.

DDA - Departmental Discretionary Account: An account within each department's line-item budget which is intended to encourage entrepreneurial management by allowing senior managers more flexibility to make spending decisions and creating stronger incentives to save taxpayer dollars.

Disbursement: Payment of goods or service by cash or check.

DIVERT - The Dallas Initiative for Diversified and Expedited Rehabilitation and Training: A part-time drug treatment court aimed at providing treatment and rehabilitative services under judicial supervision to first-time non-violent offenders.

DMS - Dispute Mediation Services, Inc.: A non-profit corporation which provides a number of alternate dispute resolution functions for Dallas County through a contract.

Effective Rate: In any year, the calculated tax rate which would produce the same tax revenue as the prior year on existing property. All jurisdictions in Texas are required to calculate and publish their effective rate, which then becomes the "zero point" against which any tax increases are measured.

Encumbrance: An obligation of the County for which funds have been set aside (not expended) for a future known or expected expenditure.

Ending Balance: The amount of unencumbered cash available at the end of each fiscal year. Becomes the "Beginning Balance" for the subsequent fiscal year.

Enterprise Fund: A fund to account for operations that are financed and operated in a manner similar to business enterprises.

Estimated Revenue: The amount of projected revenue for the fiscal cycle. Projections are generally based on prior experiences.

Fees of Office (Revenue): Fees charged by various County departments to provide a service to the public or another governmental entity.

Glossary of Terms, Abbreviations and Acronyms (continued)

Fines and Forfeitures (Revenue): Revenue generated through fines assessed by various courts and through bail bond and property forfeitures.

Fiscal Year: The period signifying the beginning and ending of an account period. Dallas County's fiscal year is October 1st through September 30th.

Fixed Assets: See Capital Equipment.

Fund: An independent fiscal and accounting entity, segregated to perform specific activities or functions. Each fund balances its appropriations to own revenues. Dallas County has sixteen operating funds, one agency fund and one enterprise fund.

Fund Balance: The excess of a fund's assets over its liabilities for the accounting period. State law prohibits deficits.

GAAP - The Generally Accepted Accounting Practices in the United States.

General Fund: The main operating fund of the County, Fund 120.

General Obligation Bonds: Also known as G.O. Bonds. Debt instruments where the taxing power of the governmental entity is used to guarantee repayment.

GFOA - The Government Finance Officers Association of the United States and Canada.

Grant: Contribution of assets, usually cash and sometimes property, from one organization to another in order to sponsor specific projects.

Homestead Exemption: A partial or full exemption from the payment of real estate taxes on a taxpayer's principal residence. *Dallas County's Homestead Exemption is 20%.*

HOPWA - Housing Opportunities for Persons with AIDS: A federally-funded program through the U.S. Department of Housing and Urban Development to provide housing assistance to individuals and their family members infected with HIV.

JJAEP - The Juvenile Justice Alternative Education Program: Established by the Texas Legislature to provide continuing education for youth expelled from their home schools. Operation of the program is contracted to a private agency, with oversight provided by the Dallas County Juvenile Board and all 15 independent school districts located in Dallas County.

Glossary of Terms, Abbreviations and Acronyms (continued)

Lag: The projected or actual difference between salary appropriations and actual spending. The estimated annual amount of lag is budgeted as a negative appropriation to avoid over-taxation.

Line Item Budget: A budget that lists each object code for departments separately with the dollar amount budgeted.

Long Term Debt: Debt with a maturity of more than one year from the date of issuance.

Modified Accrual Accounting: Accounting basis used in Dallas County. Expenditures are booked at the time liability occurs, but revenues are booked when received.

MTF - Major Technology Fund: Designated portion of the property tax rate which is used to fund large computer infrastructure upgrades.

NCTCOG - North Central Texas Council Of Governments: One of 24 Regional Councils of Government in the State. Serves Wise, Denton, Collin, Palo Pinto, Parker, Tarrant, Dallas, Rockwall, Hunt, Kaufman, Erath, Hood, Johnson, Ellis, Somervell and Navarro Counties.

NorthSTAR: A county-founded managed-case alternative to behavioral health care and substance abuse treatment previously provided by State-funded agencies.

NTTA - North Texas Tollway Authority

Object Code: Numerical coded description of expenditure types.

Operating Budget: That portion of the budget that provides goods and services used in daily operations.

Property Tax: Taxes levied on both real and business personal property according to the appraised value and the tax rate.

RAAD - Rapid Access Assessment and Diversion: A specialized team of mental health counselors available to law enforcement officers needing assistance with mentally ill offenders.

Reimbursement for Service (Revenue): Funds received as a result of Dallas County providing an agreed-upon service to another entity or individual.

Reserve: Appropriations in the budget which have no specific use. Unallocated Reserves are used to fund unanticipated needs that arise during a budget year. Emergency Reserves are to be used only in case of extreme circumstances (i.e., major fire damage).

Glossary of Terms, Abbreviations and Acronyms (continued)

Revenue from Use of Money (Revenue): Interest received from time deposits, and other investments.

Salary Lag: See “Lag”

SCT - Systems and Computer Technology, Inc.: The private firm chosen by Dallas County in 1992 to be its data processing department.

State Fees (Revenue): Funds received as payment from the State of Texas in return for administering a State program, or collecting revenue for the State.

STEP - Selective Traffic Enforcement Program: A program of the Texas Department of Transportation designed to reduce traffic accidents and fatalities through specific traffic law enforcement activities aimed at speeding, seat belt use and driving while intoxicated.

TAC - Texas Association of Counties: Texas Statewide organization which provides continuing education and insurance services for counties and their elected officials.

TECLEOSE - Texas Commission on Law Enforcement Officer’s Standards and Education: Governing body responsible for commissioning jailers and peace officers.

TDPRS - The Texas Department of Protective and Regulatory Services: The state agency responsible for investigating reports of child abuse/neglect. Dallas County Child Protective Services is the local division of this agency.

TxDOT - Texas Department of Transportation

TJPC - The Texas Juvenile Probation Commission: The state agency responsible for monitoring and dispersing state funds to local juvenile departments.

Time Deposit: Investment of idle funds with a depository at a negotiated interest rate.

Unencumbered Balance: The amount of an appropriation that is neither expended nor obligated (encumbered). That amount of appropriation available for future use.

UTD - University of Texas at Dallas

YSAB - The Youth Services Advisory Board: A volunteer board established to provide community input to the Dallas County Juvenile Board and the Dallas County Child Welfare Board and is responsible for reviewing and recommending programs appropriate for funding from the Juror Donation Fund.