

**DALLAS COUNTY  
CAPITAL IMPROVEMENT PLAN**

**FY2004**



**PREPARED BY:  
DALLAS COUNTY OFFICE OF BUDGET AND EVALUATION**

# 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**

<b>Major Capital Development Fund (Fund 196)</b>	<b>Amount</b>
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
<b>TOTAL</b>	<b>52,328,000</b>

**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
<b>TOTAL</b>	<b>5,382,508</b>

**Permanent Improvement Fund (Fund 126)**

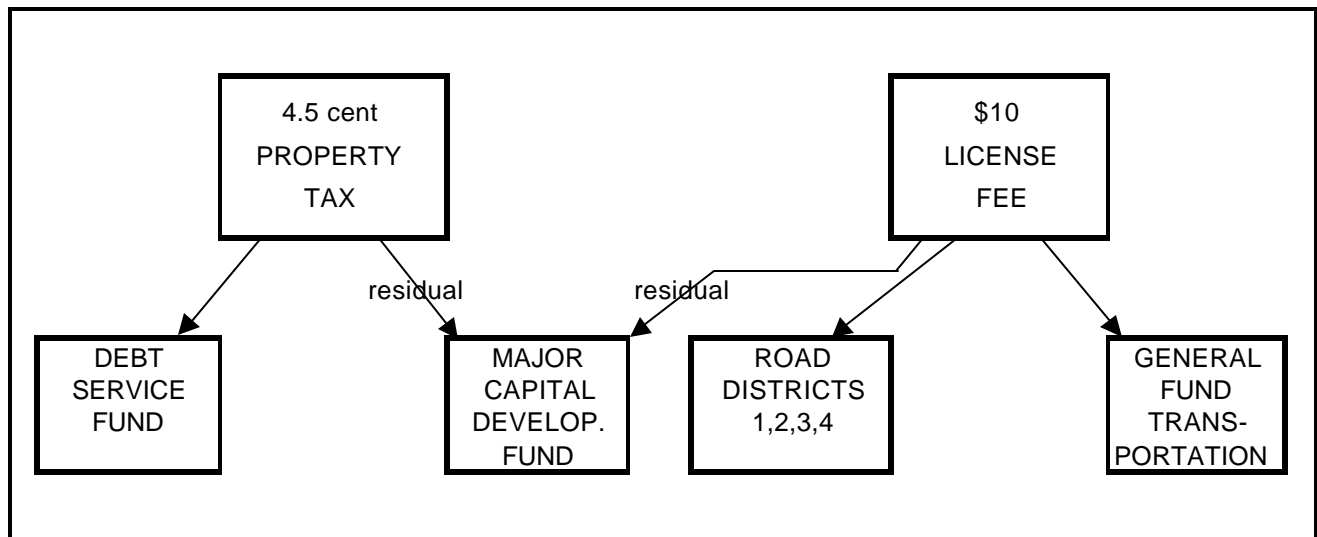
**Building**

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
Low Sterrett Justice Center	224,900
Transfer to MCDF (Civil Courts)	500,000
<b>Total</b>	<b>2,240,434</b>

## 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 4/5<sup>th</sup>'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
<b>Revenues</b>							
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 Mus.			170,098	165,152	160,207	155,262	150,316
Per. Improvement Fund			500,000	500,000	500,000	500,000	500,000
CivilCourt 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
<b>TOTAL</b>			<b>53,474,654</b>	<b>59,599,806</b>	<b>54,344,013</b>	<b>61,504,937</b>	<b>69,801,073</b>
<b>Expenditures</b>							
	<b>Actuals +</b>	<b>Prior Years</b>	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>
	<b>Encumbrances</b>	<b>Available</b>					
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
<b>TOTAL</b>		<b>18,232,189</b>	<b>52,328,000</b>	<b>37,303,000</b>	<b>48,181,338</b>	<b>61,098,180</b>	<b>69,777,595</b>
<b>ENDING BALANCE</b>			<b>1,146,654</b>	<b>22,296,806</b>	<b>6,162,675</b>	<b>406,757</b>	<b>23,478</b>
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 – 21<sup>st</sup> 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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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
<b>Total</b>	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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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						
<b>Total</b>	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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
Planning/Programming						
Land Acquisition						
Architecture/Engineering						
Construction/Acquisition	2,801,466					2,801,466
Equipment						
<b>Total</b>	<b>2,801,466</b>					<b>2,801,466</b>

**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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
Planning/Programming/Design Cost						
Land Acquisition						
Architecture/Engineering						
Construction/Acquisition			1,528,338	4,000,000	7,200,000	12,728,333
Financial Repayment						
<b>Total</b>			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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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
<b>Revenues</b>							
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	
<b>TOTAL REVENUE</b>		<b>10,789,877</b>	<b>8,749,200</b>	<b>8,235,753</b>	<b>14,238,823</b>	<b>21,277,559</b>	<b>n/a</b>
<b>Expenditures</b>							
	<b>Prior Years Available</b>						
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
<b>TOTAL EXPENDITURE</b>	<b>7,269,909</b>	<b>9,382,508</b>	<b>7,982,144</b>	<b>1,595,000</b>	<b>695,000</b>	<b>695,000</b>	<b>23,309,081</b>
<b>ENDING BALANCE</b>		<b>1,407,369</b>	<b>767,056</b>	<b>6,640,753</b>	<b>13,543,823</b>	<b>20,582,559</b>	<b>n/a</b>
<b>Reserve (10% of Expenditures)</b>		<b>938,251</b>	<b>798,214</b>	<b>159,500</b>	<b>69,500</b>	<b>69,500</b>	

**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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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 1 li 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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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.

	<b>FY2004</b>	<b>F2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>TOTAL</b>
<b>Revenues</b>						
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
<b>TOTAL</b>	<b>2,240,434</b>	<b>2,252,499</b>	<b>2,297,549</b>	<b>2,366,475</b>	<b>2,437,469</b>	<b>n/a</b>
	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>TOTAL</b>
<b>Expenditures</b>						
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
Lew 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
<b>TOTAL</b>	<b>2,240,434</b>	<b>2,252,499</b>	<b>2,297,549</b>	<b>2,366,475</b>	<b>2,437,469</b>	<b>11,594,426</b>
 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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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
<b>Total</b>	<b>790,000</b>					<b>790,000</b>

**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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
HVAC	80,000					80,000
Plumbing						
Roofing						
Flooring						
Fire Alarm / Smoke Detectors						
Telephone						
Waterproofing						
Parking						
Painting						
Environmental Remediation						
Elevators						
Electrical						
Energy Management System						
Other						
<b>Total</b>	<b>80,000</b>					<b>80,000</b>

**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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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
<b>Total</b>	<b>537,500</b>	<b>537,500</b>	<b>537,500</b>	<b>537,500</b>	<b>537,500</b>	<b>2,687,500</b>

**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**

	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
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 4/5<sup>th</sup>. 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 4/5<sup>th</sup> 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 4/5<sup>th</sup>'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. This program allows Dallas County to assist local cities to gain maximum credit under the Regional Transportation Council's evaluation criteria for local financial support.
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