DALLAS COUNTY COMMISSIONERS COURT
BRIEFING AGENDA

APRIL 3, 2001

MAJOR CAPITAL PROJECTS REVIEW - 8:00 A.M.

to be followed by

REGULAR COURT

REPORTS/RECOMMENDATIONS/REQUESTS

PAGE NOS.

1) WORK FORCE COMMISSION

Presentation ....................................................... Insert

2) HEALTH & HUMAN SERVICES

a) Amendment to Texas Department of Health Contract #7560009056 2001, Attachment #08A (STD-HIV) ...................... 3-7

b) Extension of Interlocal Cooperative Contract between the City of Dallas and Dallas County .................. 8-11

c) Texas Department of Health Contract #7560009056 2002, Attachment #07 (STD - Training) .................. 12-19

3) PURCHASING DEPARTMENT

Annual Contract for Janitorial Services:

i) Frank Crowley/Lew Sterrett Justice Center;
Bid No. 2000-100-393 ........................................ 20-23
ii) Henry Wade Juvenile Justice Center; Bid No. 2000-099-391... 24-27

4) COMMUNICATIONS & CENTRAL SERVICES

Radio Maintenance Contract Renewal Central Communications and Electronics ............................................. 28-30

5) PUBLIC WORKS DEPARTMENT

2001 Major Capital Improvement Program Request for Consultant Services ............................................. 31-42

6) PERSONNEL/CIVIL SERVICE

a) Wellness Program ................................................. Insert

b) District Attorney's Office Request to Modify the Demotion Policy .................................................. 43-46

7) JP, Precinct 8 Staffing, Budget and Operations Discussion ......................................................... N/A

8) Legislation Issues .................................................. N/A

9) Redistricting ........................................................ N/A

10) Miscellaneous, Travel Requests, Miscellaneous Equipment, and Telecommunications Requests .................. 47-53

FIVE SIGNATURE DOCUMENT(s) FOR CONSIDERATION

Minister’s Letter of Appreciation

DATE(s) TO REMEMBER

** April 6, 2001 @ 9:00 a.m. - Legislative Briefing - Commissioners Courtroom
MEMORANDUM

TO: COMMISSIONERS COURT
FROM: Betty Culbreath-Lister, Director
DATE: April 3, 2001
SUBJECT: AMENDMENT TO TEXAS DEPARTMENT OF HEALTH CONTRACT
#7560009056 2001, ATTACHMENT #08A

BACKGROUND

An amendment to Texas Department of Health (TDH) Contract #7560009056 2001, Attachment #08A, STD-HIV has been received from TDH. This Attachment for STD-HIV is being amended by TDH to add funds in the category of personnel due to conversion of funds from direct assistance. The term of this contract amendment is September 1, 2000 through August 31, 2001.

IMPACT ON OPERATIONS

Attachment #08A STD-HIV of the Texas Department of Health contract amendment will have no impact on operations.

FINANCIAL CONSIDERATIONS

Attachment #08A STD-HIV adds $17,752 in the category of personnel.

LEGAL CONSIDERATIONS

The Commissioners' Court approval is required.
RECOMMENDATION

It is respectfully recommended that the Dallas County Commissioners Court does hereby approve the amendment of the Texas Department of Health Contract #7560009056 2001, Attachment #08A (STD-HIV) to add $17,752 in the category of personnel.

Recommended by: [Signature]
Betty Culbreath-Lister, Director

c: J. Allen Clemson, Court Administrator
Virginia Porter, County Auditor
Ryan Brown, Acting Budget Officer
The Texas Department of Health, hereinafter referred to as RECEIVING AGENCY, did heretofore enter into a contract in writing with DALLAS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT hereinafter referred to as PERFORMING AGENCY. The parties thereto now desire to amend such contract attachment(s) as follows:

<table>
<thead>
<tr>
<th>SUMMARY OF TRANSACTION:</th>
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<tr>
<td>ATT. NO. 08A: STD - HIV</td>
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<td>TEXAS DEPARTMENT OF HEALTH</td>
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By: [Signature of person authorized to sign]

Melanie A. Doyle, Director
Grants Management Division
(Name and Title)

Date: 3/21/01
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*Federal funds are indicated by a number from the Catalog of Federal Domestic Assistance (CFDA), if applicable. REFER TO BUDGET SECTION OF ANY ZERO AMOUNT ATTACHMENT FOR DETAILS.
**RECEIVING AGENCY PROGRAM:** BUREAU OF HIV AND STD PREVENTION  
**PERFORMING AGENCY:** DALLAS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT  
**CONTRACT TERM:** 09/01/2000 THRU: 08/31/2001  
**TDH DOC. NO.** 7560009056 200108A CHG. 18

### REVISED CONTRACT BUDGET

**DIRECT ASSISTANCE**

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### FINANCIAL ASSISTANCE

**OBJECT CLASS CATEGORIES**

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<td>$17,752.00</td>
<td>$98,789.00</td>
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**PERFORMING AGENCY SHARE:**

- Program Income (Carryover) 0.00 0.00 0.00
- Program Income (Projected) 0.00 0.00 0.00
- Other Match 0.00 0.00 0.00

**RECEIVING AGENCY SHARE:**

- $81,037.00  $17,752.00  $98,789.00
- $0.00  $0.00  $0.00

**Detail on Indirect Cost**

- **Rate** 0.00 %  
- **Base** $0.00  
- **Total** $0.00

**Budget Justification:** Increase in financial assistance category due to conversion of funds from direct assistance (Budget DB400, Item # 095) category.

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Financial status reports are due the 30th of December, 30th of March, 30th of June, and the 30th of November.
MEMORANDUM

TO: COMMISSIONERS COURT
FROM: Betty Culbreath-Lister, Director
DATE: April 3, 2001
SUBJECT: EXTENSION OF INTERLOCAL COOPERATIVE CONTRACT BETWEEN THE CITY OF DALLAS AND DALLAS COUNTY

BACKGROUND

One of the major aspects of the Dallas County Health and Human Services' Department is the prevention of the spread of communicable diseases. AIDS is a communicable disease and the surveillance program has the responsibility of surveying and accounting for every AIDS case in Dallas County.

The Dallas County Health and Human Services' Department has received an Extension of the Interlocal Cooperative contract authorized by Council Resolution No. 00-0668 between Dallas County and the City of Dallas. The term of the contract has been extended through April 30, 2001.

OPERATIONAL IMPACT

The Extension of the Interlocal Cooperative contract, Council Resolution No. 00-0668 with the City of Dallas will have no impact on operations.

LEGAL IMPACT

The County Judge is required to sign the contract after approval by the Commissioners' Court.
FINANCIAL CONSIDERATIONS

There will be no financial impact to Dallas County.

RECOMMENDATION

It is respectfully recommended that the Dallas County Commissioners Court does hereby approve the Extension of Interlocal Cooperative contract of the City of Dallas AIDS Investigation contract authorized by Council Resolution No. 00-0668, and authorizes the County Judge to sign the contract.

Recommended By:  

Betty Culbreath-Lister, Director

c:  
J. Allen Clemson, Court Administrator  
Virginia Porter, County Auditor  
Ryan Brown, Acting Budget Officer
THE STATE OF TEXAS §
§
§
COUNTY OF DALLAS §
§
§
EXTENSION OF INTERLOCAL COOPERATIVE CONTRACT

THIS EXTENSION of that certain General Fund Contract No. 00-0668, for an Epidemiologist for the AIDS Investigation Program (the “Contract”) by and between the City of Dallas, a Texas municipal corporation (the “City”), and Dallas County Department of Health and Human Services (the “Contractor”), evidences the following:

1. The term of the Contract is revised as follows:
   The term shall be extended through April 30, 2001.

2. All other terms, provisions, conditions, and obligations of the Contract between the City and Contractor shall remain in full force and effect, and said Contract, and this Extension shall be construed together as a single contractual agreement.

The Contract is extended at the request of the Contractor by the CITY in accordance with the terms of the Contract, Section 4.

CITY OF DALLAS
TEODORO J. BENAVIDES, City Manager

By_________________________
Assistant City Manager

DATE:_______________________

CONTRACTOR
Dallas County Health and Human Services
AIDS Investigation Program

By_________________________
Name

Authorized Official

RECOMMENDED BY:

By_________________________
Mary K. Vaughn, Director
Environmental & Health Services

madeleine b. johnson, city attorney

Approved as to form:

By_________________________
Assistant City Attorney

*Submitted to City Attorney *}

*sh*
WHEREAS, concern about AIDS spreads broadly across virtually all demographic groups; and

WHEREAS, a comprehensive approach to prevention, education and treatment is required to reduce the rate of HIV infection; and

WHEREAS, General Fund dollars have been designated by the City Council to provide public health and medical services for the increased number of low-income and indigent persons due to HIV and HIV-related illness; NOW THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That the City Manager be and is hereby authorized to enter into and execute a contract with Dallas County for the continuation of the AIDS Investigation Program in an amount not to exceed $37,500 for the period March 1, 2000 through February 28, 2001.

SECTION 2. That the City Controller be and is hereby authorized to disburse funds from Fund 0001, Agency EHS, Org. 4036, Object Code 3099, Encumbrance No. PDGH183005, Vendor No. 254543, in an amount not to exceed $37,500.

SECTION 3. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

DISTRIBUTION: Environmental and Health Services City Attorney's Office Budget and Management Services City Controller's Office/R. Givens

APPROVED BY
CITY COUNCIL
FEB 23 2000

City Secretary
MEMORANDUM

TO: COMMISSIONERS COURT
FROM: Betty Culbreath-Lister, Director
DATE: April 3, 2001
SUBJECT: TEXAS DEPARTMENT OF HEALTH CONTRACT #75600090562002, ATTACHMENT #07 (STD - TRAINING)

BACKGROUND

Texas Department of Health (TDH) Contract #75600090562002, Attachment #07 (STD - Training), provides training for selected personnel engaged in public and private Sexually Transmitted Disease (STD) control activities. This attachment is effective April 1, 2001 and will expire on March 31, 2002.

OPERATIONAL IMPACT

Attachment #07, STD - Training of the Texas Department of Health contract will have no impact on operations.

LEGAL IMPACT

The County Judge is required to sign the contract after approval by the Commissioners Court.

FINANCIAL IMPACT

Attachment #07, STD - Training, provides $150,702 in the categories of salaries and fringe benefits to fund three (3) positions. In addition, Attachment #07 provides $38,120 in the category of travel, $6,559 in the category of supplies, $6,000 in the category of contractual, and $11,620 in the category of other, with total direct charges of $213,001 and $34,028 in the category of indirect charges.
RECOMMENDATION

It is respectfully recommended that the Dallas County Commissioners Court does hereby approve the Texas Department of Health Contract #7560009056 2002, Attachment #07 (STD - Training), and authorizes the County Judge to sign the contract on behalf of Dallas County.

Recommended By: Betty Culbreath-Lister, Director

c: J. Allen Clemson, Court Administrator
Virginia Porter, County Auditor
Ryan Brown, Acting Budget Officer
The Texas Department of Health, hereinafter referred to as RECEIVING AGENCY, did heretofore enter into a contract in writing with
DALLAS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT hereinafter referred to as PERFORMING AGENCY.
The parties thereto now desire to amend such contract attachment(s) as follows:

<table>
<thead>
<tr>
<th>SUMMARY OF TRANSACTION:</th>
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</thead>
<tbody>
<tr>
<td>ATT. NO. 07: STD - TRAINING</td>
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All terms and conditions not hereby amended remain in full force and effect.

EXECTED IN DUPLICATE ORIGINALS ON THE DATES SHOWN.

Authorized Contracting Entity (type above if different from PERFORMING AGENCY) for and in behalf of:

**PERFORMING AGENCY:**
DALLAS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT

By: __________________________
(Signature of person authorized to sign contracts)

(Name and Title)

Date: ________________________

RECOMMENDED:

By: __________________________
(PERFORMING AGENCY Director, if different from person authorized to sign contract)

**RECEIVING AGENCY:**
TEXAS DEPARTMENT OF HEALTH

By: __________________________
(Signature of person authorized to sign contracts)

Melanie A. Doyle, Director
Grants Management Division
(Name and Title)

Date: 3/15/01

Cover Page 1
### DETAILS OF ATTACHMENTS

<table>
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<tr>
<th>Att/And No.</th>
<th>TDH Program/ID</th>
<th>Term</th>
<th>Financial Assistance</th>
<th>Direct Assistance</th>
<th>Total Amount (TDH Share)</th>
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*Federal funds are indicated by a number from the Catalog of Federal Domestic Assistance (CFDA), if applicable. REFER TO BUDGET SECTION OF ANY ZERO AMOUNT ATTACHMENT FOR DETAILS.*
PERFORMING AGENCY: DALLAS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT

RECEIVING AGENCY PROGRAM: BUREAU OF HIV AND STD PREVENTION

TERM: April 01, 2001 THRU: March 31, 2002

SECTION 1. SCOPE OF WORK:

PERFORMING AGENCY shall operate a Sexually Transmitted Disease (STD)/Human Immunodeficiency Virus (HIV) Prevention Training Center Part III (PTC III) to provide training for selected personnel engaged in public and private STD control activities.

PERFORMING AGENCY shall also provide all administrative supervision, and RECEIVING AGENCY Program shall provide all technical/programmatic supervision for the PTC III staff employed under this contract Attachment.

PERFORMING AGENCY shall comply with all applicable federal and state laws, rules, regulations, standards, and guidelines in effect on the beginning date of this contract unless amended. The following document(s) are incorporated by reference and made a part of this contract Attachment. These include:

- 42 USC §§ 241, 243, 247b, and 247c.

Within thirty (30) days of receipt of an amended standard(s) or guideline(s), PERFORMING AGENCY shall inform RECEIVING AGENCY Program, in writing, if it will not continue performance under this Attachment in compliance with the amended standard(s) or guideline(s). RECEIVING AGENCY may terminate the Attachment immediately or within a reasonable period of time as determined by RECEIVING AGENCY.

PERFORMING AGENCY shall immediately comply with all applicable policies adopted by RECEIVING AGENCY Program.

PERFORMING AGENCY shall perform all activities in accordance with established standards and objectives described in RECEIVING AGENCY’S guidelines as set out in "Guidelines for Managing STD Prevention Training Centers (Revised 1993)” and RECEIVING AGENCY Program’s Grant application for Center for Disease Control and Prevention (CDC) Cooperative Agreement Sexually Transmitted Diseases/Human Immunodeficiency Virus (STD/HIV) Prevention Training Centers (PTCs) for Part III, dated March 6, 2000. All the above-named documents are incorporated herein by reference and made a part of this contract Attachment.

PERFORMING AGENCY shall employ a PTC III Manager, PTC III Trainer, and a PTC III Administrative Assistant. The PTC III Manager shall supervise daily operations and coordinate activities with RECEIVING AGENCY Program. The PTC III Manager and PTC III Trainer shall
conduct training activities outside the geographic area of PERFORMING AGENCY as well as attend out-of-state conferences and/or meetings.

PERFORMING AGENCY shall provide other personnel and resources which shall include office space, computers, and all necessary office equipment needed to support the PTC III staff employed under this contract Attachment.

PERFORMING AGENCY shall operate a clinic within its facility for diagnostic, treatment, and training purposes. Clinics and staff serving patients identified through the STD program case finding and investigation activities shall be utilized as experiential training settings. In addition, PERFORMING AGENCY shall provide training facilities which include 5000 square feet of space and all audio/visual equipment needed to support the training activities.

PERFORMING AGENCY shall conduct the following STD training courses:

- Introduction to STD Intervention (ISTDI)
- HIV/STD Partner Counseling and Referral Services (PCRS)
- Fundamentals of STD Intervention
- STD Facts and Fallacies
- The Never Ending Journey-Cultural Competence
- STD*MIS
- Principles of Supervision in STD Control
- STD Intervention for Supervisors
- Syphilis Elimination Rapid Response
- Customized Courses

RECEIVING AGENCY shall assume lead responsibility for preparation and finalization of all documents required for the annual re-application for funds administered through the notice of Cooperative Agreement # R30/CCR612794-05. This shall be done in coordination with PERFORMING AGENCY and the University of Texas at San Antonio Health Science Center School of Nursing.

PERFORMANCE MEASURES

PERFORMING AGENCY shall provide HIV/STD related training to public and private health care professionals/para-professionals located in the United States.

PERFORMING AGENCY shall coordinate with RECEIVING AGENCY Program to prepare and finalize all required RECEIVING AGENCY Program and CDC program reports as referenced in the RECEIVING AGENCY Program’s CDC PTC Grant application for Part III, dated March 6, 2000. PERFORMING AGENCY shall respond through and with RECEIVING AGENCY Program’s written approval to all correspondence sent by CDC.

PERFORMING AGENCY shall meet all RECEIVING AGENCY Program deadlines for submission of applications for continued funding, semi-annual progress reports, and annual financial status reports, and any other documents required by CDC.

SECTION II. SPECIAL PROVISIONS:

ATTACHMENT - Page 2
General Provisions, Assurances Article, is revised to include the following:

PERFORMING AGENCY shall comply with all federal and state non-discrimination statutes, regulations, and guidelines. PERFORMING AGENCY shall provide services on a non-discriminatory basis without regard to race, color, national origin, ethnicity, disability, age, gender, religion, or sexual orientation.

PERFORMING AGENCY shall not accept or collect fees from course participants.

RECEIVING AGENCY Program shall supply PERFORMING AGENCY with the most current version of the document entitled "Content of AIDS-Related Written Materials, Pictorials, Audiovisuals, Questionnaires, Survey Instruments, and Educational Sessions in Centers for Disease Control Assistance Programs," and its preface which is written by RECEIVING AGENCY. PERFORMING AGENCY has provided RECEIVING AGENCY Program with written acknowledgment of receipt and assurance of compliance with these guidelines.

PERFORMING AGENCY shall ensure that materials and services are provided in languages other than English, as appropriate for clients.

PERFORMING AGENCY shall ensure that a complaint process is established and posted for public access.

All records pertaining to this contract Attachment must be retained by PERFORMING AGENCY and made available to RECEIVING AGENCY, the Comptroller General of the United States, the Texas State Auditor, or any of their authorized representatives, and in accordance with RECEIVING AGENCY’S General Provisions.
SECTION III. BUDGET:

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Total reimbursements will not exceed $247,029.00.

Financial status reports are due the 30th of July, 30th of October, 30th of January, and the 30th of June.

The indirect cost amount shown above is based upon an approved indirect cost rate on file at RECEIVING AGENCY. Indirect charges to this contract may not exceed the amount shown above, except by prior written approval of RECEIVING AGENCY.
TO: The Honorable Commissioners Court  
FROM: Linda Boles, Purchasing Analyst  
SUBJECT: Annual Contract for Janitorial Services at Frank Crowley/Law Sterrett Justice Center, Bid #2000-100-393

Background/Issue
On October 24, 2000, the Commissioners Court re-awarded the aforementioned contract to Janes Enterprise for the period of October 24, 2000 through May 31, 2001. The contract provides janitorial services to approximately 470,000 gross square feet of space at the Frank Crowley and Law Sterrett facilities. In accordance with contract terms and upon mutual agreement, the contract may be extended for an additional twelve-month period based on the existing terms and conditions. As a result of Janes Enterprise's compliance with contract specifications, the Facilities Management Department requests that the County exercise the twelve-month extension option contained within Bid #2000-100-393.

Janes Enterprise has agreed to extend the contract for janitorial services at the Frank Crowley and Law Sterrett facilities in accordance with the existing terms, conditions and pricing set forth and awarded (as attached).

The proposal submitted by Janes Enterprise reflects average savings of approximately 14.25% - 20.25% when compared to the remaining proposals. Historically, Dallas County has experienced increases in janitorial services due to resolicitation of these contracts. Therefore, the extension is recommended.

Financial Impact
In accordance with the pricing, terms and conditions set forth in Bid #2000-100-393, Dallas County incurs annual expenditures totaling approximately $419,317.44 for janitorial services at the Henry Wade Juvenile Justice Center.

Recommendation
In accordance with the terms and conditions set forth in Bid #2000-100-393, the Purchasing and Facilities Management Departments recommend that the janitorial service contract as awarded to Janes Enterprise be extended for an additional twelve-month period based on the existing terms, conditions and pricing set forth and awarded, effective June 1, 2001 through May 31, 2002 at an estimated annual cost of $419,317.44.

Should the Court concur with this recommendation, a Court Order will be scheduled for the April 10, 2001 Formal Agenda.

Recommended for Approval by:

John J. Cantwell, Purchasing Director
February 12, 2001

Dallas County Purchasing Dept.
Attn: Linda Boles
613 Records Bldg. 6th Floor
Dallas, Texas 75202

Re: Contract Renewal For Frank Crowley Courts Building/Lew Sterrett Justice Center

Linda Boles;

James Enterprise would like to exercise its option to extend the contract for the above mentioned areas for another 12 month term. The current contract terms will remain the same.

Also, there has been a change in our EEO1 status, since the last contract period.

If further information is needed, please call our office @ 972-299-0021.

Thank you for the opportunity to provide our services to the County.

James Enterprise
JoAnna James
## Permanent Full-Time Employment

**DALLAS COUNTY**  
**VENDOR STATISTICAL REPORT**

**COMPANY NAME:** James Enterprise  
**ADDRESS:** 605 Cedar St, Cedar Hill, TX 75104  
**TELEPHONE:** (972) 299-0021

### Male

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**Total**  

- Male: 16 + 40 + 28 = 84
- Female: 8 + 28 + 27 = 63

### Check One:

- Minority-Owned Firm Certification
- Woman-Owned Firm Certification

**Signature:**

**Typed Name and Title:**
DALLAS COUNTY
PURCHASING DEPARTMENT

DATE: January 25, 2001

TO: Mack Richardson, Fac. Mgt.
FROM: Linda Boles, Purchasing Analyst

SUBJECT: Annual Contract for Janitorial Services @ Frank Crowley/Lew Sterrett. Bid #2000-100-393

The aforementioned contract, as re-awarded to James Enterprise is to expire on 5/31/01. As the Contract Manager, please update all estimated quantities and make any revisions to the terms, conditions and/or general requirements.

Please return this form (signed) and all revisions to the contract to the Purchasing Department no later than February 16, 2001.

REPLY: Upon review of Solicitation #2000-100-393 (Check One)

a. Services currently performed by the Contractor is in compliance with contract requirements. As a result of the contract extension option contained within the bid specifications, this department requests that the contract be extended for an additional twelve month period.

b. Revisions are required and have been made (see attached).

c. Revisions are not required. However, we request that the contract be re-solicited due to the following reasons:


d. The services/products contained within this contract are no longer utilized by this department

Additional Comments:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Signature of Contract Manager:

[Signature]

02/02/01

613 Records Bldg., 6th Floor
Dallas, Texas 75202
(214) 653-7431
TO: The Honorable Commissioners Court  
FROM: Linda Beles, Purchasing Analyst  
SUBJECT: Annual Contract for Janitorial Services @ Henry Wade Juvenile Justice Center  
Bid #2000-099-391

Background/Issue
On March 28, 2000, the Commissioners Court awarded the aforementioned contract to James Enterprise for the period of May 1, 2000 through April 30, 2001. The contract provides janitorial services at the Henry Wade Juvenile Justice Center (approx. 113,000 gross sq.ft.) In accordance with contract terms and upon mutual agreement, the contract may be extended for an additional twelve-month period based on the existing terms and conditions. As a result of James Enterprise's compliance with contract specifications, the Facilities Management Department requests that the County exercise the twelve-month extension option contained within Bid #2000-099-391.

James Enterprise has agreed to extend the contract for janitorial services at the Henry Wade Juvenile Justice Center in accordance with the existing terms, conditions and pricing set forth and awarded. (see attached).

The proposal submitted by James Enterprise reflects average savings of approximately 27.7 - 99.7% when compared to the remaining proposals. Historically, Dallas County has experienced increases in janitorial services due to re-solicitation of these contracts. Therefore, the extension is recommended.

Financial Impact
Dallas County incurs annual expenditures totaling approximately $73,044.00 for janitorial services at the Henry Wade Juvenile Justice Center.

Recommendation
In accordance with the terms and conditions set forth in Bid #2000-099-391, the Purchasing and Facilities Management Departments recommend that the janitorial service contract as awarded to James Enterprise be extended for an additional twelve-month period based on the existing terms, conditions and pricing set forth and awarded, effective May 1, 2001 through April 30, 2002 at an estimated annual cost of $73,044.00.

Should the Court concur with this recommendation, a Court Order will be scheduled for the April 10, 2001 Formal Agenda.

Recommended for Approval by:

John J. Cantwell, Purchasing Director
February 12, 2001

Dallas County Purchasing Dept.
Attn: Linda Boles
613 Records Bldg. 6th Floor
Dallas, Texas 75202

Re: Contract Renewal For Henry Wade Juvenile Justice Center

Linda Boles;

James Enterprise would like to exercise its option to extend the contract for the above mentioned areas for another 12 month term. The current contract terms will remain the same.

Also, there has been a change in our EEO1 status, since the last contract period.

If further information is needed, please call our office @ 972-299-0021.

Thank you for the opportunity to provide our services to the County.

James Enterprise
JoAnna James
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TOTAL | 8 | | | | | | |

CHECK ONE:
- Minority-Owned Firm Certification
- Women-Owned Firm Certification
- Non-Minority Owned Firm

Signature: Johnna James
Typed Name and Title: Johnna James, Vice President
DALLAS COUNTY  
PURCHASING DEPARTMENT

DATE: January 25, 2001  
TO: Mack Richardson, Fac. Mgt.  
FROM: Linda Boles, Purchasing Analyst  
SUBJECT: Annual Contract for Janitorial Services @ Henry Wade Juvenile Center  
Bid #2000-099-391

The aforementioned contract, as awarded to James Enterprise is to expire on 4/30/01. As the Contract Manager, please update all estimated quantities and make any revisions to the terms, conditions and/or general requirements.

Please return this form (signed) and all revisions to the contract to the Purchasing Department no later than February 16, 2001.

REPLY: Upon review of Solicitation #2000-099-391 (Check One)

a. Services currently performed by the Contractor is in compliance with contract requirements. As a result of the contract extension option contained within the bid specifications, this department requests that the contract be extended for an additional twelve month period.

b. Revisions are required and have been made (see attached).

c. Revisions are not required. However, we request that the contract be re-solicited due to the following reasons: __________________________________________
__________________________________________________________________________
__________________________________________________________________________

_____ d. The services/products contained within this contract are no longer utilized by this department

Additional Comments: _______________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Signature of Contract Manager:

[Signature]

02/02/01

613 Records Bldg., 6th Floor  
Dallas, Texas 75202  
(214) 653-7431
March 27, 2001

TO: Commissioners Court

THROUGH: Chris Thompson, Director
Communications and Central Services

FROM: Mark Weathersby
Radio Communications Manager

SUBJECT: Radio Maintenance Contract Renewal
Central Communications and Electronics

Background

The County’s current radio maintenance agreement with Central Communications has now been in effect for 11 months and will expire on April 30, 2001. This agreement was initially briefed and awarded in 1998 as a one-year contract with four twelve-month extension options. In all, Central Communications has been our maintenance contractor for 9 years.

Provisions within Central’s contract allow for 1) two additional one-year extensions, and 2) the opportunity to adjust monthly amounts paid for routine maintenance. The purpose of this memorandum is to discuss the renewal and any adjustments of Central’s contract and to make a recommendation to the Court for consideration.

User’s Survey

Before continuing our relationship with Central Communications, a telephone survey was conducted of various radio user departments to determine their overall level of satisfaction with Central’s performance. Responses received indicate their performance has been ‘good to excellent’ in five separate categories surveyed. No negative comments were received. Categories included in the telephone survey were:

- Response Time
- Work Quality
- Helpful Attitude
- Expertise
- Overall Effectiveness

In addition to maintaining the County’s base, mobile, and portable radio equipment, Central has proven their ability to perform other radio related projects as required by Dallas County including numerous vehicular installations. The Radio Communications Manager concurs with the user departments assessments concerning Central’s ability to perform their duties as specified in the contract.
Cost Considerations

The contract with Central Communications consists of a fixed per-unit rate for routine radio maintenance plus a per-unit cost for vehicular emergency equipment installations and mobile radio transfers.

The fixed per-unit rate for maintenance is adjusted each year upwards or downwards as maintainable equipment is either added or removed from the County’s inventory. The adjustments for the fourth year includes numerous additions which are explained in more detail in the following paragraphs.

**Additional Equipment** - due to various projects that were approved in FY00 (PIR’s and replacements) 71 portable and 35 mobile radios will be added to the maintenance contract for the fourth contract year as this equipment is no longer covered by its new equipment warranty (see attachment A for a departmental breakdown of this equipment and current unit pricing).

The cost to add the additional equipment described above to the maintenance contract will provide an annual cost increase of $9,912.12. Normally, this cost would be offset by radios purchased in the current year, however, due to budget considerations no new equipment was ordered in FY01.

**Financial Impact**

The cost to add the equipment purchased in FY00 will result in the fourth year contract cost as shown below, as compared to the current year.

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**Total Fourth Year Contract Cost** $129,597

As shown, adding the new pieces of equipment will result in an annual cost increase of $9,912 for the fourth contract year. Sufficient funding is available in the Communications Budget to fund this contract for the five remaining months of FY2001.

**Recommendation**

The Radio Communications Manager, with concurrence from Purchasing and the vendor, Central Communications and Electronics, recommends a twelve-month contract extension beginning May 1, 2001 through April 30, 2002 with amended pricing as described herein.
## Attachment A

### FY00 Equipment

#### Equipment

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**Total Monthly Cost**  $ 10,799.82

**Total Annual Cost (fourth year)**  $ 129,597.84
MEMORANDUM

TO: Dallas County Commissioners Court

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

RE: 2001 Major Capital Improvement Program (MCIP): Request for Consultant Services

Background

In the past, the County has called on the North Central Texas Council of Governments (NCTCOG) for assistance in evaluating and ranking candidate thoroughfare system projects. In 1999, facing a backlog in needed work caused by an inability to fill two key Transportation Planning positions, the County requested assistance once again from the NCTCOG for the evaluation and ranking of projects submitted under the 2000 MCIP call for projects. These services were provided by a local consultant in a contractual agreement with the NCTCOG, and at no extra cost to the County. Under that funding agreement, the consultant developed a database program—the Transportation Automated Prioritization System (TAPS)—for the evaluation and ranking of future MCIP projects. The department is now requesting permission to encumber the services of this consultant to provide technical training to its transportation planning staff on the project evaluation database program it developed.

Progress to Date

The Department has since filled the Transportation Planning positions referred to above and now has the capability to conduct the 2001 MCIP project evaluation in-house. However, some technical training assistance from the consultant is needed for staff to use the TAPS project evaluation database program. Although the consultant provided a brief review last year on the contents of this database, the Department believes that to fully utilize this database program, a more comprehensive hands-on training session is needed. In addition, the Department is requesting that the consultant conduct an independent review of the evaluation results obtained by staff to assure that both the technical process and results are accurate.
Financial Impact
A Scope of Consultant Services requested (attached) was recently developed and forwarded to the consultant in question for a fee estimate. As the fee estimate (attached) indicates, the consultant is requesting $20,868 to conduct both the technical training and independent review of the evaluation results. Under a similar contractual agreement with the NCTCOG last year, this consultant was paid $75,000 to develop the TAPS project evaluation database and to conduct the MCIP project evaluation. At that expense we believe that the County is making a financially wise decision by opting for the necessary technical training to enable its staff to conduct future thoroughfare project evaluations in-house as opposed to annually contracting with a consultant to do so. Furthermore, the latter would be necessary given the NCTCOG’s recent decision to discontinue funding for thoroughfare program project evaluations.

Recommendation
Pending Court approval of the Department’s proposed direction, a Court order authorizing the County to enter into a contractual agreement with the said consultant to provide the services requested above, will be prepared for the next Court session.

Approved By: Donald R. Holzwarth, P.E.
Director

Attachments
Xc: Don Cranford
    Edith Ngwa
    Files (MCIP Call for Projects, Reading File)
## FEE ESTIMATE PREPARED FOR DALLAS COUNTY

### Task 1: Understanding of Major Capital Improvement Program (MCIP) Evaluation Methodology and Database

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**Meeting: Kickoff**
- 3

**1.1 Evaluation Methodology Understanding**
- 3

**1.2 Understanding of the TAPS Evaluation Database Program**
- 6

**1.3 Recommended Changes to 2001 MCIP Evaluation Methodology and TAPS Project Evaluation and Database Program**
- 7

**Meeting**
- 3

**Task 2: Training for TAPS Evaluation Database**
- 24

**2.1 TAPS Evaluation Database Training Preparation**
- 8

**2.2 TAPS Evaluation Database Training**
- 4

**2.3 Project Database Modification**
- 4

**2.4 TAPS Database Technical Consultation Services**
- 8

**Task 3: Meta-Evaluation of Preliminary Evaluation Results**
- 13

**3.1 Reconciliation of Application Data and Database Entry**
- 2

**3.2 Preliminary Evaluation Scores and Rank Verification**
- 8

**Meeting**
- 3

**Task 4: Review of Final Evaluation and Ranking**
- 13

**4.1 Review of Cities' Preliminary Evaluation Comments**
- 4

**4.2 Review of Final Scores and Ranking**
- 4

**4.3 Recommendation and Ranking of Projects Based on Technical Meeting**
- 2

**TOTAL MAN- HOUR ESTIMATE**
- 72

### Drafts

- Reports & Manuals: $100.00 (reports x 50 pages x $0.20 per sheet x # of copies)

### Final Reports & Manuals

- $190.00 (reports x 50 pages x $0.20 per sheet x # of copies)

### Memoros

- $10.00 (memos x 10 pages x $0.20 per sheet)

### Travel

- $86.25 ($0.345 per mile x # of miles)

### Computer

- $1,250.00 ($25.00 per hour x # of hours)

### Total Expenses

- $1,636.25

$20,868.00 Total Fee plus Expenses

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Dallas County Fee.xls.Fee
### Equal Employment Opportunity
#### 2001 Employer Information Report

Kimley-Horn and Associates, Inc.
3001 Weston Parkway
Cary, NC 27513

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REQUEST FOR PROFESSIONAL SERVICES

FOR

THE 2001 MAJOR CAPITAL IMPROVEMENT PROGRAM

FEBRUARY 2001
INTRODUCTION

The Dallas County Public Works Department is requesting professional services from Kimley-Horn and Associates (KHA) to provide technical training assistance to its Public Works staff on the Transportation Automated Prioritization System (TAPS). Dallas County is additionally requesting, as part of this 'Request for Professional Services', that KHA conduct an independent review of the Public Works Department's 2001 Major Capital Improvement Program (MCIP) preliminary and final project evaluation results.

PURPOSE / STATEMENT OF WORK

The purpose of this request is two-fold: 1) to procure the professional services of KHA to provide technical training to 5 Dallas County Public Works Department Transportation Planning employees to enable them to utilize the TAPS database program developed last year for the scoring and ranking of the County's MCIP roadway projects. 2) to procure same services for an accurate and independent review of the County's 2001 MCIP preliminary and final project evaluation results. The details of the tasks and sub-tasks to be conducted under the above requested services are outlined under “Proposed Scope of Services” in a later section of this document.

The County believes KHA is the best qualified team to provide the above services given the firm’s previous experiences with the County’s 1991 Bond Program and the 2000 Major Capital Improvement Program. Additionally, because the database for which professional training is requested was developed as part of a contract agreement with KHA, the County believes that KHA is in a better position than most other firms to provide the services requested.

Dallas County is requesting that KHA, upon receiving this ‘Request for Professional Services’, submit a ‘time and fee estimate’ for the tasks and sub-tasks requested herein as a prerequisite for any contract agreements. Dallas County Public Works staff will in turn brief the Dallas County Commissioners’ Court on the purpose and intent of the cost estimate submitted. Should the latter be approved by the Court, Dallas County Public Works staff will meet with KHA representatives to finalize a contract agreement.

The County requires that the services requested in this proposal be delivered between March 15, 2001 and August 30, 2001. The requested TAPS training should be conducted prior to the April 27, 2001 deadline for Dallas County 2001 MCIP project submittal. Task 3, ‘Meta-Evaluation of Preliminary Evaluation Results’ on the other hand, should be completed by June 15, 2001, and Task 4, ‘Review of Final Evaluation and Ranking’ by August 10, 2001.
PRODUCT
All work performed under this 'Request for Professional Services' will be documented in a series of technical memoranda and a technical training manual, both of which will make up a final report that will be presented to the County, in a reproducible format, at the end of the contract period. The technical memoranda and final report will include a detailed description of the procedures and analyses conducted to ensure the accuracy and completeness of the County's preliminary and final project evaluation results. The Technical Training Manual on the other hand will include detail descriptions of the TAPS database program and step-by-step instructions on how to run and modify the program.

STUDY OBJECTIVES
The objectives of the services requested from KHA in this 'Request for Professional Services' are two-fold:
1. To enable Public Works Transportation Planning personnel to independently operate the TAPS database program to evaluate MCIP projects submitted for this and subsequent years' funding.
2. To assure an independent, accurate and unbiased final scoring and ranking of thoroughfare system projects submitted for Dallas County 2001 Major Capital Improvement Program funding.

PROPOSED SCOPE OF SERVICES

TASK 1 -Understanding of Major Capital Improvement Program (MCIP) Evaluation Methodology and Database

The Consultant will be expected to demonstrate a concrete understanding of the goals and objectives of the Dallas County Regional Thoroughfare Program. Additionally, the Consultant will be expected to demonstrate an equal understanding of the following: the Dallas County "Proposed Evaluation Methodology to Score and Rank Candidate Thoroughfare System Improvements"; and the Transportation Automated Prioritization System (TAPS)—an Access-based project evaluation database program. Upon completion of all tasks stated in this Request, the Consultant will be expected to propose a set of well thought-out recommendations for improvement of both the Dallas County Proposed Evaluation Methodology and the TAPS Database Program.

Kick-off Meeting
The consultant will participate in one kick-off meeting.

1.1 -Evaluation Methodology Understanding
The Consultant will be expected to thoroughly review the Dallas County "Proposed Evaluation Methodology to Score and Rank Candidate Thoroughfare System Improvements" and provide a 2-3 page narrative that reflects his/her understanding of the methodology as well as the goals and objectives of the Dallas County Regional Thoroughfare Program.
Deliverables
- 2-3 page technical memo of Consultant's understanding of the Dallas County “Proposed Evaluation Methodology to Score and Rank Candidate Thoroughfare System Improvements” and objectives of the Thoroughfare Program.

1.2 - Understanding of the TAPS Evaluation Database Program
The Consultant will be expected to demonstrate a concrete understanding of the TAPS project evaluation database program. This knowledge should be reflected in a TAPS Training Manual developed by the Consultant for Dallas County Transportation Planning staff. This manual should contain a detail description of the project evaluation database, the names and function of each file, form, query, report and table in the database program, and step-by-step instructions on how to modify, input data into, and query information out of the database.

Deliverables
- 2 copies of a 'TAPS Training Instructions Manual'.

1.3 - Recommended Changes to 2001 MCIP Evaluation Methodology and TAPS Project Evaluation and Database Program
Given his/her substantive knowledge of the goals and objectives of the Dallas County Thoroughfare Program, and upon completion of Tasks 3 and 4 outlined below, the Consultant will be expected to recommend changes for improvement of the current MCIP Evaluation Methodology and TAPS database program.

Deliverables
- 15 copies of a final report that contains recommended changes for improvement of the 2001 MCIP Evaluation Methodology and TAPS database program.

Meeting
The consultant will participate in one meeting towards the completion of Task 1.

TASK 2 – Training for TAPS Evaluation Database
The Consultant will provide comprehensive training to 5 Transportation Planning staff on how to operate and modify the TAPS evaluation database program. The Consultant will also be expected to provide ongoing technical consultation services via telephone or on-site, as needed, for an expected period of up to one year following this training.

2.1 - TAPS Evaluation Database Training Preparation
Time for preparation of the training outlined in Task 2.2.

2.2 – TAPS Evaluation Database Training
The above training will include but may not be limited to the following:
   i) A comprehensive tutorial on how the database was developed;
ii) a list of the associated files, tables, forms, reports and queries and an outline of what they contain/ how they work;

iii) a tutorial on how to link new 1995 and 2025 NCTCOG model run files to the Access database.

iv) A tutorial on how to create a connection between the Arcview-based NCTCOG maps and the Access database.

v) a tutorial on how to enter data into and query data out of the database;

vi) a tutorial on how to create new queries, tables, forms, and reports; and

vii) a tutorial on how to modify existing queries, tables, forms, and reports to reflect changes to the evaluation methodology.

Deliverables
- 2 copies of a ‘TAPS Training Instructions Manual’ that contain all tasks outlined in (2.1) above.

2.3 – Project Database Modification
The Database Consultant will also provide training to enable Dallas County Transportation Planning staff to modify the existing TAPS evaluation database program to reflect recent changes to the Evaluation Methodology. At the end of the training period, Transportation Planning staff, under the supervision of the Consultant, should be able to modify the database to reflect the afore-mentioned changes. Consultant will review said modifications, upon their completion, to certify their accuracy and appropriateness.

Deliverables
- 2 copies of a ‘TAPS Training Instructions Manual’ that contain a summary of instructions on how to modify the database to reflect recent changes to the Methodology
- Verification and certification of proof of TAPS database modification

2.4 – TAPS Database Technical Consultation Services
The Consultant will agree to provide technical consultation services on a per fee basis for a period of up to one year following the completion of training of Transportation Planning staff. Such consultation services will include but may not be limited to brief TAPS refresher courses either over the telephone or on-site, as desired, and onsite TAPS software consultation in the event staff experiences technical difficulties with the program. Planning staff will be required to make a verbal request at least 2 hours in advance of over-the-telephone requested consultation services. For on-site consultation services, staff will be required to submit such a request via e-mail/fax at least 24 hours in advance.

Deliverables
- Verbal correspondence over the telephone, as needed
- On-site consultant services, as needed
TASK 3 – Meta-Evaluation of Preliminary Evaluation Results

Consultant will be expected to conduct a thorough and comprehensive meta-evaluation of the processes and results of the 2001 MCIP Preliminary Evaluation upon staff's completion of said evaluation.

3.1 – Reconciliation of Application Data and Database Entry

The consultant will review the application materials submitted for each proposed project for comprehensibility and completeness. Specific application data to be reviewed include but is not limited to project cost estimates, project roadway functional classification, traffic volume, speed and accident data, and proposed project improvements. The Consultant will check to ensure that the application data is complete and that the TAPS database accurately reflects the project details as outlined on the application form. Special attention should be paid to the project description narrative to ensure that this supplemental information is incorporated into the analysis of the project, as necessary. The Consultant will provide one-page bullet summaries of such supplemental information. The Consultant will reconcile all project database inputs and outputs with information submitted on project applications.

Deliverables
• A memo or brief report certifying the comprehensibility and completeness (or lack thereof) of project applications.
• One-page bullet summaries of supplemental project information.

3.2 – Preliminary Evaluation Scores and Rank Verification

The Consultant will be expected to review the results of the preliminary evaluation conducted by Transportation Planning staff, prior to the preliminary evaluation results being made public. The Consultant will be expected to analyze the 10 evaluation criteria scores for each proposed project. Consultant will additionally double-check the following: project's qualification for multiplier bonus points; project's qualification for "Distressed" and "Under-Utilized" Area points; and finally, project's qualification for Special Case # 1, Special Case #2 and Special Case #3 rating. Upon completion of this thorough review, the Consultant will provide a technical memo—"Preliminary Evaluation Analyses Report"—outlining the analyses performed, a list of projects, if any, that need further data analyses and an itemized list of the analyses to be completed. For projects whose analyses are complete and accurate, Consultant will provide a note to that effect.

Deliverables
• 2 copies of a ‘Preliminary Evaluation Analyses Report’.
Meeting
The consultant will participate in one meeting towards the completion of Task 3.

TASK 4 – Review of Final Evaluation and Ranking

4.1 – Review of Cities’ Preliminary Evaluation Comments
Consultant will be expected to review all comments on the preliminary evaluation submitted by the cities and verify that Transportation Planning staff have reviewed and incorporated these suggestions/recommendations for changes, where necessary. Consultant will critically analyze those comments from cities that consist of recommendations for changes to the Dallas County MCIP Evaluation Methodology and/or process, and provide a summary of these comments in a separate section of a final report.

Deliverables
- Note on final report that cities’ preliminary evaluation results comments were reviewed for validity and were incorporated, where necessary, into final results.
- Section of final report outlining cities’ recommendations for changes to the evaluation methodology and/or process.

4.2 – Review of Final Scores and Ranking
Consultant will be expected to review the final evaluation results on a project-by-project and criteria-by-criteria basis. Any inconsistencies or inaccuracies and the methods to correct them will be noted in a technical memo—“Final Evaluation Analyses Report”—that will make up one section of the final report.

Deliverables
- 2 copies of a “Final Evaluation Analyses Report”.

4.3 – Recommendation and Ranking of Projects Based on Technical Merit
The Consultant will be expected to rank and recommend projects for Dallas County MCIP funding in 2006 and 2007, based on the overall technical merit of the projects and on the Consulting Team’s personal experience and knowledge of the Dallas County area.

Deliverables
- List of ranking and recommendation of projects for improvement.

Meeting
The consultant will participate in one meeting towards the completion of Task 4.
March 28, 2001

To: Members of the Commissioners Court

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

Subject: District Attorney’s Office Request to Modify the Demotion Policy

Background
The District Attorney’s Office has submitted a request (Attachment A) seeking approval to modify the County’s Demotion Policy (Attachment B) as it applies to attorneys. Their specific request is to be able to calculate the salaries for attorneys who have been downgraded to qualify as if they were a new hire because the current county policy would cause them to be paid below minimum.

County policy prohibits an employee from being hired below the minimum of the range in a position for which the employee meets all qualifications. However, the Demotion Policy does not allow a demoted employee to have the salary calculated as if he/she were a new hire.

Impact on Operations
Allowing only attorneys who have been demoted to have their salaries calculated as if they were new hires could have a profound impact on operations in terms of overall fairness and equity. When employees are hired, their education and experience are evaluated to determine the starting salary. Once employees are hired, however, their future salary movements are determined by job performance. The impact of implementing a policy to qualify demoted attorneys as if they are new hires could result in a situation where a demoted attorney with comparable or less experience is paid substantially more than others in the same job grade. This could occur because there is no mechanism in place to automatically compensate the employees up to maximum in-hire, based on their tenure with Dallas County. Therefore, the recommendation is not to change the policy at this time unless it is applied to all employees, not just attorneys or to other demoted employees.

Financial Impact
Adoption of the policy could have a substantial financial impact, especially if the policy is adopted for all demoted employees. Managers may promote employees and then demote them in order to have their experience and tenure with the County considered in their new salary analysis, which may result in higher salaries for the employees. If it is only applied to demoted attorneys, the projected financial cost will be limited, unless the District Attorney’s Office applied the policy in the manner stated earlier.

Recommendation
The Personnel/Civil Service Department does not recommend a change in the Demotion Policy as requested by the District Attorney’s Office.

Recommended by

Mattye Mauldin-Taylor, Ph.D., Director
Personnel/Civil Service Department

501 Main Street, Room 103
Criminal Courts Building
Dallas, Texas 75202
(214) 653-7638
March 14, 2001

TO: Mattye Mauldin-Taylor

From: Kimberly Key Gilles for Bill Hill

RE: Demoted Attorneys

Request is hereby made to develop a policy on the demotion of attorneys since the current policy causes them to fall below the existing salary structure. The current policy is found in the Dallas County Policy Manual Section A 3.22 and states that the "employee maintains the same relative position within the respective pay grade."

This policy assumes the same range of pay for all positions. This assumption works for non-attorney positions. The attorney positions, however, have different ranges of pay as designed in the structural reorganization that took place in the FY2000 budget process. The ranges are designed to allow those who stay with the office for long periods of time to continue to receive raises while waiting on promotions. Because of a "promote from within" policy in the District Attorney’s Office, the lower grades have more turnover and higher promotion rates than the higher grades. The ranges are satisfactory and no request is made to change them. The issue is how to adjust for this difference in ranges and adhere to county policy. It is believed that a separate policy will have to be adopted by the court to address this issue.

The issue is best explained by a problem example. An ADA III attorney assigned to the Appellate division decides to become a trial attorney. This individual must move to an ADA I trial position in order to make change. Under the current demotion policy, an attorney maintaining the same relative position in the ADA I position would fall below the minimum of the salary structure for an ADA I solely because of the difference in the size of the range of pay for an ADA I and an ADA III. If this same lawyer applied for the ADA I position as a new hire, they would qualify at the max-in-hire level because of the length of experience as a licensed attorney. Clearly someone who has worked for over a year briefing trial issues is of more value than a newly licensed attorney with no work experience.

We are asking that any attorney who is downgraded be allowed to qualify as if they were a new hire because the current county policy would cause them to be paid below minimum. Please brief this issue to the court.
DEMOTIONS

3.19 Definition. A demotion is a reduction of an employee's salary from a higher grade to a lower grade as a result of:

(A) the inability of the employee to fulfill the functions of the job;
(B) the employee's request for such change;
(C) disciplinary action;
(D) a reduction-in-force (RIF);
(E) significant changes as the result of organizational/program changes.

* The above are examples and are not intended to be all inclusive.

3.20 Salary Determination. An employee who has been demoted will have his or her new salary determined by the Elected Official/Department Head with Commissioners Courts' approval based on one of the following:

(A) the employee will be placed at the same relative position in the new salary range that he or she was paid prior to the demotion (for example, if an employee's position in the range is at maximum in hire prior to the demotion, the employee's salary will be placed at the maximum in hire of the pay range for the reduced grade);

(B) the employee returns to the position and salary held prior to the promotion plus any merit increase approved by the Elected Official/Department Head prior to the demotion;

(C) the employee's salary with regards to a reduction-in-force will be determined according to the Reduction-In-Force Policy (3.29);

(D) an employee whose job grade changes or increases due to reclassification, reorganization or salary schedule changes and who does not receive a salary increase (unless it was to place the employee at the minimum of the new job grade), may later be placed in a lower pay grade and not receive a salary decrease as long as the salary is within the range of the new position. However, if the employee is later placed at the same or higher job grade, the employee's new salary will be based on the original salary/job grade held prior to the downgrade, or on the employee's current salary, whichever is greater. The salary/job grade held prior to the downgrade is the reference point for future salary determinations. This action may result in an employee receiving a promotion, but not an actual pay increase.
3.21 **Probationary Period.** An employee who is promoted and does not successfully complete the probationary period in the new position may be:

(A) demoted to the employee's previous position grade, provided such a position exist and the Elected Official/Department Head approves;

(B) transferred/demoted to another suitable position within the department for which the employee qualifies, provided such a position exist and the Elected Official/Department Head approves; or

(C) terminated in the event no suitable positions are vacant.

3.22 **Salary Reduction.** A demotion must result in a minimum decrease in salary of 5%, unless the related policy exception in 3.20(D) was applied. The employee's reduced salary may not fall below the minimum or above the maximum of the new salary range.

[Court Order #2000-1461, 07/25/00]
April 3, 2001

MISCELLANEOUS

1) **FAMILY COURT SERVICES** - requests permission to be placed permanently on the approved list to order 10 new MAPSCO’s each budget year. It is also requested that one copy of each of the contiguous counties, Tarrant, Denton, Collin and Ellis be purchased each year to be shared by all staff members. Family Court Services' Counselors routinely make home visits in the course of conducting social studies of families as ordered by the Family and Juvenile District Judges. The staff utilizes MAPSCO's for directions to these locations. The total estimated cost for FY01 will be approximately $271.21, at a per unit rate of $20.77 for the Dallas and Tarrant County versions and $14.27 for the other three counties. Funds are available in Family Court Services FY01 budget.

2) **FACILITIES MANAGEMENT** - received a request from Ms. Jennifer Naughton, President of the Dallas County Employees Credit Union, requesting use of the parking lot at the Health & Human Services building on Thursday, April 26, 2001 from 6:00 p.m. to 7:30 p.m. The Credit Union will use the lot to hold its Annual Meeting of the Membership. In celebration of their 40th Anniversary, they will host an outdoor barbecue. The Credit Union will provide the appropriate insurance coverage and security as well as restore the lot to its pre-event condition. Set up will commence at approximately 4:00 p.m.

3) **PLANNING & DEVELOPMENT** - requests:

   a) that Austin Street Trail Project be canceled because developer that requested project did not submit an alternative trail alignment before February 27 deadline (developer has had a total of approximately 180 days to develop a suitable alignment). An alternative alignment is needed because adjacent parking facility that developer constructed obstructs the original alignment. **(COURT ORDER ON FORMAL AGENDA)**
b) An additional contract extension for Bid 2000-223-624, (home repairs at 722 Cedar Street, Cedar Hill, TX) to resolve several issues. At the time that the work write up was completed, the maximum grant amount was $25,000 and carpet replacement was not included. Even though staff has the administrative authority to do change orders within 15% of the cost estimate, this project has exceeded that amount through previous change orders. Since our grant limit is now $40,000 and there are funds available, staff is requesting that we do a $1,860 change order for carpet replacement and to extend this contract until April 7, 2001. So that this work can begin immediately, staff is requesting that this item be simultaneously briefed and court ordered.

(COURT ORDER ON FORMAL AGENDA)

c) Permission to request HUD to exempt the County from the new Lead-Based Paint Regulations for an additional 120 days, until August 10, 2001 to provide contractors with additional time to satisfy new training and licensing requirements.

(COURT ORDER ON FORMAL AGENDA)

4) HEALTH & HUMAN SERVICES - requests replacement of a vehicle damaged beyond repair in an accident. A vehicle for Section 8 was originally purchased in July 1997 through the Section 8 grant; however, it was damaged beyond repair by another motorist in October 2000. Dallas County received a settlement of $8,375 per Court Order 2001-319. The Department requests permission to use these funds to purchase the replacement vehicle. The Automotive Service Center estimates the cost of a replacement vehicle to be $22,000. The replacement vehicle will be a full size sedan, with the capability to accommodate the elderly and disabled clients applying or being re-certified for Section 8 vouchers. The balance of $14,225 is available from the Section 8 grant. Recommended by the Automotive Service Center.

5) COUNTY TREASURER - requests permission to place U.S. Savings Bonds Posters in Dallas County facilities for the period of April 15-May 15, 2001.
6) **HEALTH & HUMAN SERVICES** - requests:


**EXCEPTION TO TRAVEL REQUESTS**

**UNLESS SPECIFICALLY OBJECTED TO, ALL ITEMS PRESENTED**

**AS EXCEPTIONS ARE CONSIDERED TO BE APPROVED**

8) **SHERIFF'S DEPARTMENT** - Lt. F.A. Wendt - Drug Unit Commanders Academy - Fort Leonard Wood, MO - April 2-13, 2001 **at no cost to Dallas County**.
9) **PUBLIC WORKS DEPARTMENT** - Lily Arenas, Antoinette Bacchus, David McSwain and Laura Stuart - "Principles of Urban Street Design" Workshop - Fort Worth, TX - April 3-6, 2001 at no cost to Dallas County.


**MISCELLANEOUS EQUIPMENT**

1) **DEPARTMENT:** 3125  
**ITEMS:**  
Desk with typing return and bookshelf  
**ESTIMATED COST:** $1,010  
**FUNDING SOURCE:** Within Budget  
**EXPENDITURE SOURCE:** 00120.3125.02910.2001 (General Fund. Fiscal. Property under $500. FY2001)  
**PROPOSED ACTION:** The Sheriff's Office requests authorization to replace a broken desk. Recommended by the Office of Budget and Evaluation.

2) **DEPARTMENT:** 1090  
**ITEMS:**  
1 - Personal Computer with Software ($2635)  
1 - Printer ($420)  
**ESTIMATED COST:** $3,055  
**FUNDING SOURCE:** Major Technology Fund  
**EXPENDITURE SOURCE:** 00195.0000.08640.2001.0000.92014 (Major Technology. Computer Hardware. FY2001)  
**PROPOSED ACTION:** The Data Services Department requests authorization to purchase a Personal Computer and Printer for a new employee (Senior Project Manager). Recommended by the MIS Director.

3) **DEPARTMENT:** 4871  
**ITEMS:**  
1 - Mainframe Printer  
**ESTIMATED COST:** $650  
**FUNDING SOURCE:** D.D.A
EXPENDITURE SOURCE: 00120.4871.08630.2001 (General Fund, Justice of the Peace 7 Department, Computer Hardware, and FY2001)

PROPOSED ACTION: Justice of the Peace 7 requests to purchase one mainframe printer. The printer is needed due to the increase in the number of traffic citations being filed in their court as a result of the Constable’s traffic program. Recommended by the Office of Budget and Evaluation.

4) DEPARTMENT: 3136
ITEMS: Sheriff’s Office (Fleet)
ESTIMATED COST: 10 - light bars
FUNDING SOURCE: $5,900
EXPENDITURE SOURCE: Within Budget
PROPOSED ACTION: The Sheriff’s Office requests additional funding to purchase 10 light bars approved in the FY2001 Budget. Recommended by Office of Budget and Evaluation.

TELECOMMUNICATIONS REQUESTS

CSCD - requests:
M-0103041 - to install two single-line phones in additional office space for court unit. Installation: $42.00; no monthly service increase. Recommended.

M-0103042 - to install a single-line phone in Room A5-3 for additional staff member. Installation: $31.50; no monthly service increase. Recommended.

M-0103029 - to install one data-line in Room A1-12 to replace damaged wire. Installation: $44.39; no monthly service increase. Recommended.

Data Services M-0103052 - requests to relocate single-lines 6348 and 6366 due to office reorganization. Installation: $31.50; no monthly service increase. Recommended.
County Clerk M-0103038 - requests to install eighty nine (89) data-lines on the 2nd, 3rd and 4th floors of the Frank Crowley Courts Building to provide access to County network. Installation: $8900.00; no monthly service increase. **Recommended.**

**Juvenile** - requests:
M-0103048 - to install a speaker phone in the Placement Unit Conference Room to allow conference calls. Installation: $31.50; no monthly service increase. **Recommended.**

M-0103043 - to relocate phone lines for seven units due to internal moves at the Henry Wade Center. Installation: $168.00; no monthly service increase. **Recommended.**

**Sheriff M-0103039** - requests to replace single-line phones in the Communications Section with multi-lines to better answer incoming calls. Installation: $42.00; no monthly service increase. **Recommended.**

**Sheriff Intake-Release M-0103059** - requests to install five (5) data-lines in the basement computer room at the Lew Sterrett Justice Center. Installation: $470.00; no monthly service increase. **Recommended.**

**Inmate Programs M-0103071** - requests to install one data-line in 3rd floor Infirmary Room 3M-16. Installation: $140.00; no monthly service increase. **Recommended.**

**Sheriff Property Room M-0103070** - requests to install one data-line in the 2nd floor District Clerk’s Office to provide network access. Installation: $140.00; no monthly service increase. **Recommended.**

**Internal Affairs M-0103068** - requests to install six (6) data-lines in Room C1-5 to provide network access. Installation: $210.00; no monthly service increase. **Recommended.**

**Sheriff CID M-0103065** - requests to install three data-lines in the District Clerk’s Office to provide network access. Installation: $175.00; no monthly service increase. **Recommended.**

Funding for the above request is available from countywide Department 800, line item 432, Telephone Contingency.

**Pagers**

**Telecommunications M-0102013** - requests to provide a pager for the telecom clerk who frequently works in the field. Monthly service increase: $2.88. **Recommended.**

**Juvenile Administration M-0103049** - requests to provide a pager for officer in Detention Administration. Monthly service increase: $2.88. **Recommended.**
**Tax Office M-0103023** - requests to provide a pager for the Motor Vehicle Manager who frequently travels to various sub-stations. Monthly service increase: $2.88. **Recommended.**

**Engineering and Project Management M-0103045** - it has been determined that the Project Manager’s pager was lost within scope of assigned duties. It is therefore requested to replace pager with department funds. Installation: $49.00; no monthly service increase. **Recommended.**

Pagers are funded by the requesting department unless otherwise indicated.