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FIVE Signature DOCUMENT(s) FOR CONSIDERATION

Minister’s Letter of Appreciation

DATE(s) TO REMEMBER

**Next Legislative Briefing - January 12, 2001 @ 9:00 a.m. - Commissioners Courtroom
TO: THE HONORABLE COMMISSIONERS COURT
FROM: BETTY J. CULBREATH-LISTER, DIRECTOR
HEALTH AND HUMAN SERVICES
DATE: JANUARY 3, 2000
SUBJECT: APPROVAL OF CONTRACT AMENDMENT OF FY 2000-2001 RYAN WHITE CARE ACT TITLE II FUNDS

Background of Issue
The Dallas County Judge is the grantee and legal recipient of Ryan White CARE Act Title II funds, and Dallas County Health and Human Services (DCHHS) is designated to serve as the Administrative Agency for Ryan White Title II funds for the Dallas Health Services Delivery Area (HSDA), which includes Dallas, Collin, Denton, Hunt, Ellis, Rockwall, and Kaufman counties. In accordance with the provisions of Title II of the Ryan White C.A.R.E. Act, the Ryan White Consortium of North Texas (Consortium) is charged with the responsibility of establishing priorities for the allocation of Title II funds and determining the categorical allocation of funds by service category. The Administrative Agency tracks the expenditure of funds by the service providers throughout the year and makes recommendations, when appropriate, to reallocate funds.

On May 16, 2000, Commissioners Court was briefed on the award of contracts under the allocation of FY 2000-2001 Ryan White CARE Act Title II grant. On May 23, 2000, Commissioners Court ordered contract awards for Ryan White CARE Act Title II funds (Court Order #2000-1065) that included $9,483.00 to Dallas County Health Division in the service category of outpatient medical care. On June 13, 2000, Commissioners Court was briefed on the awards of contracts under the allocation of the FY 2000-2001 Ryan White CARE Act Title II grant. On June 23, 2000, Commissioners Court ordered contract awards for Ryan White CARE Act Title II funds (Court Order #2000-1249) that included $6,862.00 to Dallas County Health Division in the service category of outpatient medical care. Dallas County Health Division is requesting to reallocate FY 2000-2001 Ryan White CARE Act Title II grant funds in the amount of $6,862.00 from personnel and fringe benefit line items to a medical supplies line item to ensure timely expenditure of the total award within the contract period.

Fiscal Impact
There is no fiscal impact on Dallas County.

Operational Impact
The Administrative Agency staff will coordinate and monitor the programmatic and fiscal accountability of the subcontractors in accordance with the responsibilities assigned by the Commissioners Court. The programmatic and fiscal contract compliance will be reviewed by the Administrative Agency staff who are specifically assigned the responsibility of compliance audits of the HIV service subcontractors.

Legal Impact
The signature of the County Judge is required on the contract amendment, and the Commissioners Court must approve the amended budget.
**Recommendation**

It is recommended that Commissioners Court approve the request for Dallas County Health Division to reallocate FY 2000-2001 Ryan White CARE Act Title II grant funds in the amount of $6,862.00 in the outpatient medical care service category, from personnel and fringe benefit line items to a medical supplies line item to ensure timely expenditure of the total award within the contract period, and authorize the County Judge to sign the contract amendment with the provider on behalf of Dallas County.

RECOMMENDED BY:  

Betty J. Culbreath-Lister, Director, Health and Human Services

cc: J. Allen Clemson, Court Administrator  
Virginia Porter, County Auditor
GRANT: Ryan White Title II
EIN NUMBER: 75-6000905

SERVICES CATEGORIZED: Outpatient Medical Services

PROPOSED FEE FOR SERVICE PER UNIT: $201.52

NUMBER OF UNITS OF SERVICES TO BE PROVIDED: 81.11

TOTAL COST OF SERVICES: $16,345.00

PROPOSED UNIT/UNITS OF SERVICE: Clinic Visits

BREAKDOWN OF TOTAL COSTS AND PROPOSED FEE FOR SERVICE:

**DIRECT COSTS**

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<tr>
<th>A</th>
<th>DIRECT COST ITEMS</th>
<th>B</th>
<th>TOTAL COST</th>
<th>C</th>
<th>UNIT COST</th>
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**INDIRECT/ADMINISTRATIVE COSTS**

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*NOTE: TOTAL INDIRECT COST CANNOT EXCEED 10% OF THE APPROVED AWARD FOR THE SERVICE CATEGORY*
A. OFFICE SUPPLIES $3,116.00

Client medical record file folders, materials for new enrollment packets, notebooks for reports, log books for manual back-up system, copy paper, computer ribbons, pens, pencils, staples, tape, etc.

B. MEDICAL SUPPLIES $8,000.00

Medical supplies as needed for physical examinations and laboratory testing: table paper, drape sheets, vacutainer tubes, needles, syringes, tongue blades, cotton balls, ear speculums, etc.

C. STAFF TRAVEL $80.00

Early Intervention Clinic nurse and psychosocial counselor to attend inservice programs and conferences as needed for continuing education.

\[(258.06 \text{ miles} \times 0.31 \text{ per mile} = 80.00)\]

D. COMPUTER EQUIPMENT/SUPPLIES $1,200.00

FileMaker Pro – Updated version to enhance data collection/reports used in program evaluation and computer software purchased throughout the grant period.

E. CONTRACTUAL SERVICES $1,849.00

Name of Subcontractor: Lab Corp., Inc.
Amount of subcontract: $1,849.00.
Method of Selection: Dallas County selects the subcontractor by competitive bid.
Period of performance: April 1, 2000 - February 28, 2001
Description of Activities: Laboratory tests performed on each client include but are not limited to:

- CBC with differential
- Hep C Virus Antibody
- CD4 Lymphocyte count with percentages
- Hep B Surface Antigen


F. OTHER DIRECT COSTS

- Printing of medical forms/literature, purchasing educational materials $1,350.00.
- Postage for patient mailings, referral forms $150.00
- Monthly copying fees $50.00/mo. = $600.00
  Total = $2,100.00

G. TOTAL DIRECT COSTS

$16,345.00

H. PROGRAM INCOME

No program income is anticipated.

I. THIRD PARTY REIMBURSEMENTS

Patients are screened for insurance (private, Medicaid/Medicare) at enrollment. When applicable, insurance forms are completed and billing is processed by Dallas County Health Division Administration.

Dallas County Health & Human Services
HIV Early Intervention Clinic
2377 N. Stemmons Freeway LB12
Dallas, Texas 75207-2710
EIN: 75-6000905
DALLAS COUNTY HEALTH AND HUMAN SERVICES
HIV EARLY INTERVENTION CLINIC
2377 N. STEMMONS FREEWAY LB12
DALLAS, TEXAS 75207-2710 EIN: 75-6000905
BUDGET JUSTIFICATION FOR INDIRECT COSTS
RYAN WHITE TITLES I AND II, AND HOPWA GRANTS
ATTACHMENT A-3 (b)

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<tr>
<td>H. TOTAL INDIRECT COSTS</td>
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I. PROGRAM INCOME

No program income anticipated

J. THIRD PARTY REIMBURSEMENTS

Patients are screened for insurance (private, Medicaid/Medicare) at enrollment. When applicable, insurance forms are completed and billing is processed by Dallas County Health Division administration.
**ATTACHMENT B-1**

**PERFORMANCE OBJECTIVE FORM**

**AGENCY:** Dallas County Health & Human Services, HIV Early Intervention Clinic  
**ADDRESS:** 2377 N. Stemmons Freeway LB12  
Dallas, Texas 75207 - 2710

**GRANT:** Ryan White Title II  
**EIN NUMBER:** 75-6000905

**PREPARED BY:** Dianne Blocker  
**PHONE NUMBER:** (214) 819-2129

I. OBJECTIVES (BRIEFLY STATE YOUR MEASURABLE OBJECTIVES)  
IF THERE ARE PROBLEM AREAS, DESCRIBE YOUR PLAN TO SOLVE THEM, INCLUDING YOUR TARGET COMPLETION DATE.

<table>
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<tr>
<th>LIST SERVICE CATEGORY, AND PERFORMANCE OBJECTIVES</th>
<th>UNIT OF MEASURE</th>
<th>ANNUAL GOAL (UNITS)</th>
<th>TARGET COMPLETION DATES</th>
<th>OTHER PLANS, COMMENTS</th>
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B=C+D+E+F+G+H+I+J

DO NOT USE ACRONYMS
DATE: December 21, 2000

TO: Allen Clemson, County Administrator

FROM: Gary Lindsey, Captain, Patrol Division

SUBJECT: Texas Department of Transportation Safe and Sober and Safety and Weight Enforcement Grants

THRU: Channels

BACKGROUND:

The Texas Department of Transportation has announced their call for traffic safety grants for FY 2002 which are due in Austin by January 22, 2001.

The Sheriff's Department has had DWI and Speed enforcement safety grants since 1994 and currently has a two year Safe and Sober Grant (Speed, DWI and Occupant Protection) in the amount of $213,000 which expires on September 30, 2001. This grant provides for Speed and DWI enforcement on certain Dallas County freeways and Occupant protection enforcement County wide as detailed in the Operational Plan of the grant. This briefing request permission to resubmit for the grant.

The Sheriff's Department received permission from the Court under Court Order 2000-122 to submit a Safety and Weight Enhanced Enforcement Program grant to the Texas Department of Transportation (TxDOT) in January. The purpose of the grant is to increase weight and safety inspection of commercial vehicles. TxDOT did not fund this grant in FY 2001 but has again called for grants for Commercial Vehicle Safety for FY 2002. The Sheriff's Department desires to submit a three year Commercial Vehicle Safety grant again for FY 2002, 2003 and 2004.

IMPACT ON OPERATIONS - Safe and Sober Grant:

The FY 2001 Safe and Sober grant provides $213,000 for approximately 7,000 hours of speed, DWI and occupant restraint enforcement with a County match of $53,250.

The speed enforcement portion of the Safe and Sober Grant focuses speed enforcement activities on Dallas County freeways that have a high number of speed-related crashes and experience at least 85% noncompliance with the posted speed limits. Off-duty deputies patrol these targeted areas during the hours of 6:00 AM to midnight seven days a week. The grant targeted freeways are primarily areas where local police agencies do little or no speed enforcement.
The occupant protection portion of the grant concentrates enforcement efforts on increasing the usage of safety belts and child restraint systems thereby decreasing injuries sustained in crashes. Enforcement is conducted countywide during the daylight hours seven days a week.

DUI enforcement is conducted on selected sites in Dallas County that have a high incident of alcohol related accidents and injuries. This enforcement is conducted from 10:00 PM to 4:00 AM, Thursday night through Sunday morning and during holiday periods such as Memorial Day, July 4th and New Year’s Eve.

A copy of the FY 2000 Administrative Evaluation Report for the Safe and Sober Grant is attached.

During FY 2000, 15,270 citations were issued for Speeding Over The Posted Speed Limit in the targeted freeway areas. Countywide 2,008 safety belt and child restraint were issued and 230 arrests were made for DWI.

Many of the performance objectives of the Safe & Sober grant were exceeded. One of the objectives of the grant was to increase the usage of seat belts and child restraint systems by 3%. Surveys sites indicated a 10.2% increase in the usage of seat belt and an 8.4% increase in the use of child restraint systems from October 1, 1999 until August 2000. Arrest for DWI/DUI Minor were up 21.69% and exceeded what was proposed (See attached).

The only objective not met in the grant was drivers complying with the speed limits. Even though there was a 657% increase in the number of citations issued, the speed surveys conducted indicated a decrease in the number of drivers complying with the posted speed limits.

IMPACT ON OPERATIONS - Safety and Weight Enhanced Enforcement Program:

In 1999 Dallas County experienced 1,890 commercial vehicle accidents. Of those 1,890 crashes, 1,321 of the crashes (70%) resulted in injury or death to one or more individuals. In the same year, commercial vehicle accidents accounted for only 5% of the total number of crashes in Dallas County, yet they accounted for more than double that percentage of fatalities.

With the economy in North Texas rising and the fact that four major interstate highways run through Dallas County (IH20, IH30, IH35, and IH45), Dallas County ranks at or near the top in the amount of commercial vehicle traffic. Interstate 20 between IH45 and IH35 averages 950 commercial motor vehicles per hour. This takes place in a county with an estimated population for 1999 of 2,042,944.

In FY1999, the Dallas County Sheriff’s Department commercial vehicle enforcement unit stopped 2,245 commercial vehicles. That number is only 10% of the number of commercial motor vehicles that traveled I-20 between I-45 and I-35 in one day. The Sheriff’s Department proposes with this grant to increase commercial vehicle enforcement in Dallas County to address issues of overweight/oversize vehicles, state safety inspections, and permit violations.

In FY 1999, 35% of the commercial vehicles stopped by the Commercial Vehicle Enforcement Unit were overweight. In FY 2000, 50% of the commercial vehicles stopped were found to be overweight. The number of oversize/overweight permits issued statewide has steadily increased over the years. In 1992 the Texas Department of Transportation issued 347,000 permits. The number increased steadily up to 505,000 in 1998, where it dropped off slightly to 495,000 in 1999. That
The number averages out to about 1800 new permits issued each day. According to TXDOT permit office supervisors, a very large percentage of those permits start, pass through, or terminate in Dallas County. Increased permit checks are needed to verify that oversize/overweight vehicles have permits, and that the information is true and correct. The Sheriff's Department's Commercial Vehicle Enforcement Unit has uncovered a number of permits that have been falsified. Some permits have been filled in by the applicant and simply called in to the Permit Office for a specific height or weight. On numerous occasions these permits have been examined and inconsistencies discovered. Applicants have given the permit office measurements that are shorter or of less weight than the actual measurement of the load. The permit is approved, paid for, and routed with the lower measurement. The applicant then writes in the correct measurements on the permit that is carried by the vehicle operator. When stopped, the driver then displays his permit that appears to be valid. Permits are issued so that TXDOT can track the movement of oversize/overweight vehicles throughout the state. This allows the permit office to detour loads around construction sites, train crossings, low bridges, low power lines, and other hazardous situations. The fraudulent practice of changing the measurements on permits creates a potentially dangerous situation. Without valid permits with the correct route on them, oversize/overweight vehicles travel throughout the county striking objects (bridge pillars, power lines, etc.) causing unnecessary damage and traffic congestion, which in turn causes secondary accidents resulting in more damage and injury.

The current compliment of commercial vehicle enforcement deputies performs limited safety inspections under Chapter 547 of the Texas Transportation code. While limited in scope, these inspections reveal numerous safety violations each year. During FY99, the commercial vehicle enforcement unit cited at least one safety violation on 1,660 (74%) of the commercial motor vehicles stopped. In FY 2000, the number of safety violations found on commercial vehicles stopped was 76%. These violations included: inadequate air brake reservoir, no low air warning device, defective airbrakes, defective horn, inadequate mirrors, no brake lamps, inadequate clearance lamps, fail to flag extended load, inadequate or no mud flaps, and no slow moving vehicle emblem. These are violations that can lead to accidents resulting in serious injuries or death.

This grant proposes to increase commercial vehicle traffic enforcement efforts by increasing the number of hours devoted to weighing trucks, conducting safety inspections under Chapter 547 Texas Transportation Code, and conducting oversize/overweight permit checks on highways throughout Dallas County. These objectives will be accomplished using overtime enforcement through the following actions:

1. Random spot-checks for weight and safety inspections
2. Setting up commercial vehicle weigh stations for the following.
   A. Weight enforcement
   B. Safety inspections under TC Chapter 547.
   C. Check of oversize/overweight permits.
   D. Insure proper Drivers License type for vehicle operators.

The goals of this grant is to increase the number of overweight citations issued by 230%, to increase the number of safety violation citations issued by 123% and to establish a system to verify permits, report Oversize/Overweight violations and track companies which have a pattern of repeated offenses.
in Dallas County. The increase in citations under this grant is expected to generate revenues to the County in excess of the County match.

FINANCIAL:

The Texas Department of Transportation will reimburse Dallas County for overtime expenses associated with these grants. The Safe and Sober grant for FY 2002 and 2003 proposes approximately 7,000 hours of enforcement at a cost of $222,260 per year and a county match of $53,803 for fringe benefits and vehicle usage each year. Payments to the Justice of the Peace Courts for October and November 2000 totaled $56,712.64 for citations written under the Safe and Sober Grant. This grant is expected to generate revenues to the County in excess of the County match.

The Safety and Weight Enhanced Enforcement Program grant for FY 2002 requests $253,375 in federal funds for 7,100 hours of enforcement overtime reimbursement and the purchase of equipment for the program. County match for FY 2002 would be $53,250 for fringe benefits and vehicle usage. The grant request for FY 2003 is $219,895 in federal funds for 7,000 hours of enforcement overtime reimbursement and a County match of $53,529 for fringe benefits and vehicle usage each year. The request for FY 2004 is $219,775 in federal funds for 6,700 hours of enforcement overtime reimbursement and a County match of $53,507 for fringe benefits and vehicle usage each year.

RECOMMENDATION:

It is recommended that the Court allow for the submitting of traffic safety grants for Safe and Sober for Fiscal Years 2002 through 2003 and Safety and Weight Enhanced Enforcement Program for Fiscal Years 2002, 2003 and 2004.

Gary Ladd
Captain

Reviewed by: David Kuykendall
David Kuykendall, Assistant Chief Deputy, Operation Services
Date: 12/21/00

Reviewed by: D. J. Chandler
D. J. Chandler, Chief Deputy, General Services Bureau
Date: 1-2-1
ORDER NO: ________________

DATE: ________________

STATE OF TEXAS §§

COUNTY OF DALLAS §§

BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County, Texas, held on the _______ day of __________________, 2001, on motion made by ____________________________ and seconded by ____________________________, the following Order was adopted:

WHEREAS, on January 9, 2001 the Dallas County Commissioners Court was briefed on a grant proposal to the Texas Department of Transportation to fund patrol activities on designated state and federal highways for a two year period, FY 2002 and FY 2003, beginning October 1, 2001 and ending September 30, 2003; and

WHEREAS, the Commissioners Court wishes to decrease the number of crashes, injuries and fatalities caused by speeding, and/or drunk and drugged drivers through specific enforcement activities; and

WHEREAS, the proposal requests funding of $222,350 for FY 2002 with a county match of $53,803 and funding of $222,350 for FY 2003 with a county match of $53,803; and

WHEREAS, the grant program is expected to generate revenues to the County in excess of the County match.

NOW THEREFORE IT IS ORDERED, ADJUDGED, AND DECREED that the Dallas County Commissioners Court approves the submission of a grant to TxDOT for a Safe and Sober grant for FY 2002 and FY 2003 for $222,350 per year with a County match of $53,803 per year and further authorizes the County Judge to sign the grant request on behalf of Dallas County.

DONE IN OPEN COURT this the ________________ day of __________________________, 2001.

_________________________________  ___________________________________  ___________________________________
Lee F. Jackson                   Jim Jackson                           Mike Cantrell
County Judge                    Commissioner District #1              Commissioner District #2

_________________________________  ___________________________________
John Wiley Price                  Kenneth A. Mayfield              
Commissioner District #3          Commissioner District #4

Recommended By: ____________________________
David Kuykendall, Assistant Chief Deputy
Charge Number: 00-01-02-A1-DM

Project Title: SAFE AND SOBER STEP

Subgrantee Agency: COUNTY OF DALLAS

Project Period: from 10/8/99 to 9/30/00

Grant Budget Amount: $266,250.00

Federal Expenditures: $135,256.07

State Expenditures: $0

Local (match) Expenditures: $59,757.99

Project Stated Objective(s):
A. To reduce the number of speed crashes by 2% from the baseline year (12 months: April 1995 through March 1996) total number of 478 speed crashes to 467 speed crashes by September 30, 2000.
B. To increase the percentage of vehicles in compliance with the speed limit by 1.5 percentage points by September 30, 2000.
C. To increase the total number of speed citations by at least 150% from the baseline year (12 months: April 1995 through March 1996) total number of 2017 speed citations to 5042 speed citations by September 30, 2000.
D. To reduce the number of alcohol related crashes by 3% from the baseline year (12 months: August 1995 through July 1996) total number of 59 alcohol-related crashes to 57 alcohol-related crashes by September 30, 2000.
E. To increase DWI/DUI Minor arrests by 10% from the baseline year (12 months: October 1996 through September 1997) total number of 189 DWI/DUI Minor arrests to 208 DWI/DUI Minor arrests by September 30, 2000.
F. To increase safety belt use among drivers and front seat passengers by 3 percentage points and child passenger restraint use by 3 percentage points by September 30, 2000.
G. To increase the total number of occupant protection (OP) citations issued by 1000% from a baseline period (12 months: October 1996 through September 1997) total number of 87 OP citations to 957 OP citations by September 30, 2000.

Objective(s) Accomplished:
A. Yes, speed related crashes were reduced by 79% from 478 to 100.
C. Yes, speed citations were increased by 657% from 2017 to 15,270.
D. Yes, alcohol related crashes were reduced from 59 to 25 (58%).
E. Yes, DWI/DUI Minor arrests were increased from 189 to 230, which is a 21.69%.
F. Yes, we had an increase of both overall front seat usage and child restraint usage. The front seat usage increase was 10.2% from 73.9 to 84.1 and child restraint usage was increased from 54.1 to 62.5 or 8.4%.
G. Yes, op citations were increased from 87 to 2008 which is an increase of 2208%.

Reason if Objective(s) Were Not Accomplished:
B. No, the number of drivers complying with the speed limit actually decreased in spite of the 657% increase in speeding citations issued by our agency.

Performance Indicators:

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>Proposed</th>
<th>Achieved</th>
</tr>
</thead>
</table>
| A. Citations/arrests issued under STEP by number and type. DWI/DUI/M
  Seatbelt/child restraint                                                          |          |          |
| B. Total number of arrests or citations (including STEP) for:                        |          |          |
  DWI/DUI Minor                                                                      | 208      | 230      |
  Speed Over Limit                                                                  | 5042     | 15270    |
  Safety Belt/Child Restraint                                                        | 957      | 2008     |
| C. Number of arrests/citations per enforcement hours worked.                         |          |          |
                                                                                     | 3.0      | 3.68     |
Performance Indicators:

D. Speed Performance Indicators
1. Maintenance of non-Step Speed citation activity. yes
2. Number of speed-related crashes. 467 100
3. Post survey to determine percent of vehicles exceeding posted speed limits at STEP sites. 76.1 91.35

E. DWI Performance Indicators
1. Maintenance of non-STEP DWI arrest activity. no
2. Number of alcohol-related crashes. 57 25
3. Number of officers working DWI STEP trained in SFST. 2
4. Number of officers working DWI STEP.

F. Occupant Protection Performance Indicators
1. Maintenance of non-STEP safety belt and child restraint activity. yes
2. Number of OPVC conducted. 0 0
3. Number of OPVC attendees. 0 0
4. Number and results of occupant protection surveys conducted. 2 73.9, 54.1 2 84.1, 62.5
5. Percentage point change in observed safety belt and child restraint usage between pre and post surveys. +3. +3 +10.2, +8.4
6. Number of officers working OP STEP trained in the TOPS course. 2
7. Number of officers working OP STEP. 29

G. Number of presentations conducted in support of this grant. 0 12
H. Number of persons attending presentations. 0 298
I. Number of media exposures. 5 9
J. Number of community events in which STEP officers participated. 0 0
K. Number of public information and education materials produced. 0 0
L. Number of public information and education materials distributed. 0 0

Self-Sufficiency Attained: No

Contributions of independent groups: None

Program Income (PI) Earned: $ 0
Describe how PI was used: N/A

Comments:

Subgrantee Authentication: By: Captain Gary Lindsey
(Date: 11/9/00)
### Dallas County Traffic Program Fees Collected By

**Justice of Peace System - All Courts by Paper Types**

**For Fiscal Year: 2001**

**Year to Date: October, 2000 thru November, 2000**

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**Total Paper Type: 22,703.25**

**TOTAL COUNTY TRAFFIC:**

27,186.50

**County Retains 80% of Fund 040 & 50% of 210.**

**Following Funds Are State/Officers Funds: 000 100 110 120 130 140 160 170 180 190 200**
ORDER NO: __________________

DATE: __________________

STATE OF TEXAS § §

COUNTY OF DALLAS § §

BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County, Texas, held on the

______ day of __________________________, 2001, on motion made by __________________________.

and seconded by __________________________, the following Order was adopted:

WHEREAS, on January 9, 2001 the Dallas County Commissioners Court was briefed on a grant proposal to the Texas Department of Transportation to fund enhanced commercial vehicle enforcement activities on designated state and federal highways for a three year period, FY 2002, FY 2003 and FY 2004, beginning October 1, 2001 and ending September 30, 2004; and

WHEREAS, the Commissioners Court wishes to increase the number of random spot checks for weight and safety violations of commercial motor vehicles through specific enforcement activities; and

WHEREAS, the proposal requests funding of $253,375 for FY 2002 with a county match of $53,250, funding of $219,895 for FY 2003 with a county match of $53,529; and $219,775 for FY 2004 with a county match of $53,507; and

WHEREAS, the grant program is expected to generate revenues to the County in excess of the County match.

NOW THEREFORE IT IS ORDERED, ADJUDGED, AND DECREED that the Dallas County Commissioners Court approves the submission of a grant to TxDOT for a Safety and Weight Enhanced Enforcement Program grant for $253,375 for FY 2002 with a county match of $53,250, funding of $219,895 for FY 2003 with a county match of $53,529; and $219,775 for FY 2004 with a county match of $53,507 and further authorizes the County Judge to sign the grant request on behalf of Dallas County.

DONE IN OPEN COURT this the _____________ day of __________________________, 2001.

__________________________________________________________
Lee F. Jackson
County Judge

__________________________________________________________
Jim Jackson
Commissioner District #1

__________________________________________________________
Mike Cantrell
Commissioner District #2

__________________________________________________________
John Wiley Price
Commissioner District #3

__________________________________________________________
Kenneth A. Mayfield
Commissioner District #4

Recommended By: _______________________________________
David Kuykendall, Assistant Chief Deputy
Fiscal year 2002, 2003 and 2004
Proposal for Highway Safety Funding

ADMINISTRATIVE INFORMATION

Project Title: SAFETY & WEIGHT ENHANCED ENFORCEMENT PROGRAM (SWEEP)
Proposing Agency/Organization: Dallas County Sheriff's Department
Address: 1512 E. Langdon Rd.
         Dallas, TX 75241
Contact Person: Gary Lindsey
Title: Patrol Division Captain
Phone Number: (972)225-6118 FAX Number: (972)225-8175
Internet Address: 
Project Year: 1st
Amount of Federal Funds Requested:
   FY2002: $253,375
   FY2003: $219,895
   FY2004: $219,775
Attachments: A. Proposed Project Description with Action Plan
             B. Proposed Project Budget
             C. Supporting Documentation (optional - see proposal instructions)

Authentication: FOR THE PROPOSING AGENCY
Signature: ____________________________
Title: ________________________________
Date: ________________________________

TxDOT Use Only

Received by: __________________________
District/Division: _____________________

TxDOT Date Stamp

Page 1 of 9
I. PROBLEM IDENTIFICATION

A. Problem Statement and Documentation: Provide a statement of the nature and magnitude of the current traffic safety problem(s) to be addressed by this project. Use current statistical data (cite source and date of the information) to document the nature and magnitude of these problems. Please provide sufficient data to prove the problem is significant and can be addressed by the proposed activities.

According to NHTSA, over 5,000 people die each year from accidents involving commercial motor vehicles in the United States. In 1999 Dallas County experienced 1,890 commercial vehicle accidents. Of those 1,890 crashes, 1,321 of the crashes (70%) resulted in injury or death to one or more individuals. In the same year, commercial vehicle accidents accounted for only 5% of the total number of crashes in Dallas County, yet they accounted for more than double that percentage of fatalities.

With the economy in North Texas rising and the fact that four major interstate highways run through Dallas County (IH20, IH30, IH35, and IH45), Dallas County ranks at or near the top in the amount of commercial vehicle traffic. Interstate 20 between IH45 and IH35 averages 950 commercial motor vehicles per hour. This takes place in a county with an estimated population for 1999 of 2,042,944. In FY1999, the Dallas County Sheriff’s Department commercial vehicle enforcement unit stopped 2245 commercial vehicles. That number is only 10% of the number of commercial motor vehicles that traveled IH20 between IH45 and IH35 in one day. When compared to the total number of commercial vehicles traveling throughout the rest of Dallas County, the percentage becomes so low that enforcement efforts barely scratch the surface. The Dallas County Sheriff’s Department proposes to operate a Commercial Vehicle Traffic Enforcement Program on the freeway system of Dallas County to address issues of overweight/oversize vehicles, state safety inspections, and permit violations.

Millions of dollars are spent annually to repair roadways in Dallas County. Undoubtedly, a sizeable amount is directly attributed to damage caused by commercial vehicles that are loaded beyond the limits set by the Transportation code. Of the 2245 commercial vehicles stopped by the Dallas County Sheriff’s dept. in FY1999, 781 trucks (35%) were cited for being overweight.

Overweight/oversize commercial vehicles are a problem in Dallas County. Oversize/overweight vehicles damage roadways, cause traffic congestion by operating during rush hour curfews, are a traffic hazard by using multiple lanes and by having increased stopping distances in the event of an emergency. These oversize/overweight vehicles are not allowed to operate on the interstate system in Dallas County between 7-9 a.m. and 4-6 p.m. They are also prohibited on IH635 from 7-9 a.m. and 3-7 p.m. These curfews are to promote a smoother rush hour period. Traffic congestion behind a wide load that takes up more than one lane can slow traffic and cause traffic to stack up for miles behind it. These oversize/overweight vehicles have been found to be operating during curfew hours on a daily basis. With a limited number of Deputies available to enforce the curfew, manufactured housing, portable buildings, construction equipment, large machinery pieces and various other oversize/overweight vehicles traverse Dallas County virtually unchecked regardless of the hour or traffic conditions.
Proposals for Highway Safety Funding
TXDOT Form 1851 rev 11991

Commercial motor vehicles also present an increased danger for motor vehicle traffic accidents. Unlike a passenger vehicle, a truck tractor is incapable of achieving 100% braking efficiency for stopping in the event of an emergency. A commercial vehicle's brakes are only 70% as effective at stopping the vehicle as a passenger car's brakes. Also, unlike a passenger car's brakes, a commercial vehicle's brakes may require up to a quarter of a second to react to the brake pedal pressure applied by the driver. A commercial vehicle's brakes are designed to operate under loaded conditions and their brakes are not as efficient when they are empty. However, although a commercial vehicle's brakes may be more efficient when loaded, its kinetic energy increases with the additional weight. A forty ton truck tractor/semi-trailer combination traveling at a speed of seventy miles per hour generates 13,081,819 foot pounds of kinetic energy. A three thousand pound passenger car traveling at the same speed generates 490,568 foot pounds of kinetic energy. Therefore the truck tractor/semi-trailer combination possesses almost 27 times more foot pounds of kinetic energy than the passenger car. The passenger car would have to be traveling at a speed of three hundred and sixty one miles per hour to generate the same number of foot pounds of kinetic energy as the truck. Thus, the truck tractor/semi-trailer combinations are potentially more lethal.

As the weight of a vehicle increases, so does the distance it takes for the vehicle to stop in the event of an emergency. The increased stopping distances result in an increased risk of oversize/overweight vehicles being involved in traffic accidents. Also, the heavier the vehicle, the higher the risk of damage, injuries and fatalities. As an example, the Governor of Texas was nearly crushed recently by a vehicle owned and operated by a company that the Dallas Sheriff's department frequently cites for overweight violations in Dallas County.

Commercial vehicle safety inspections are another area where enforcement is lacking. The current compliment of commercial vehicle enforcement deputies performs limited safety inspections under Chapter 547 of the Texas Transportation code. While limited in scope, these inspections reveal numerous safety violations each year. During FY99, the commercial vehicle enforcement unit cited at least one safety violation on 1,660 (74%) of the commercial motor vehicles stopped. These violations included: inadequate air brake reservoir, no low air warning device, defective airbrakes, defective horn, inadequate mirrors, no brake lamps, inadequate clearance lamps, fail to flag extended load, inadequate or no mud flaps, and no slow moving vehicle emblem. Other safety violations including: load on a non load surface, inadequate bed, fail to secure loose materials, overweight, over length, over height, and all moving violations (speeding, following too close, etc.) are also targeted by the unit. Due to the limited resources available, the unit has not been able to make enough of an impact to encourage voluntary compliance for many of these unsafe commercial vehicles. Many of these commercial vehicles are placed out of service or impounded by the unit because of excessive unsafe violations.

Oversize/overweight permits are a third area in which increased enforcement is needed. The number of oversize/overweight permits issued statewide has steadily increased over the years. In 1992 the Texas Department of Transportation issued 347,000 permits. The number increased steadily up to 505,000 in 1998, where it dropped off slightly to 495,000 in 1999. That number averages out to about 1800 new permits issued each day. According to TXDOT permit office supervisors, a very large percentage of those permits start, pass through, or terminate in Dallas County. Permit checks are needed to verify that oversize/overweight vehicles have permits, and that the information is true and correct. The Dallas County Sheriff's department commercial vehicle enforcement unit has uncovered a number of permits that have been falsified. Some permits have been filled in by the applicant and simply called in to the Permit Office for a specific height or weight. On numerous occasions these permits have been examined and
inconsistencies discovered. Applicants have given the permit office measurements that are shorter or of less weight than the actual measurement of the load. The permit is approved, paid for, and routed with the lower measurement. The applicant then writes in the correct measurements on the permit that is carried by the vehicle operator. When stopped, the driver then displays his permit that appears to be valid. Permits are issued so that TxDOT can track the movement of oversize/overweight vehicles throughout the state. This allows the permit office to detour loads around construction sites, train crossings, low bridges, low power lines, and other hazardous situations. The fraudulent practice of changing the measurements on permits creates a potentially dangerous situation. Without valid permits with the correct route on them, oversize/overweight vehicles travel throughout the county striking objects (bridge pillars, power lines, etc.) causing unnecessary damage and traffic congestion, which in turn causes secondary accidents resulting in more damage and injury.

II. PROJECT PLAN

A. Problem Solution: The proposed solution should describe the scope of work and activities to be performed to address the traffic safety problem as defined in the problem statement.

Dallas County proposes to increase commercial vehicle traffic enforcement efforts by increasing the number of hours devoted to weighing trucks, conducting safety inspections under Chapter 547 Texas Transportation Code, and conducting oversize/overweight permit checks on TxDOT highways throughout Dallas county. These objectives will be accomplished using overtime enforcement through the following actions:

1. Random spot-checks for weight and safety inspections
2. Set up commercial vehicle weigh stations for the following.
   A. Weight enforcement
   B. Safety inspections under TC Chapter 547.
   C. Check oversize/overweight permits.
   D. Insure proper Drivers License type for vehicle operators.

B. Objective: The objective indicates the specific purpose of the project.

To conduct a Commercial Vehicle Weight and Safety Inspection program in Dallas County by September 30, 2002.
To conduct a Commercial Vehicle Weight and Safety Inspection program in Dallas County by September 30, 2003.
To conduct a Commercial Vehicle Weight and Safety Inspection program in Dallas County by September 30, 2004.
C. **Performance Goals:** State the goals as they relate to the objective. Goals should follow the SMART principle—**Specific, Measurable, Action-oriented, Realistic, and Time framed.**

**FY 2002**
1. To increase the total number of overweight citations by 230% from the baseline year (January 1999 through December 1999) total of 781 citations to 2,577 citations by September 30, 2002.

2. To increase the total number of safety violation citations by 123% from the baseline year (January 1999 through December 1999) total of 1,660 citations to 3,702 citations by September 30, 2002.

3. To establish a system to verify permits, report Oversize/Overweight violations and track companies which have a pattern of repeated offenses in Dallas County.

**FY 2003**
1. To increase the total number of overweight citations by 230% from the baseline year (January 1999 through December 1999) total of 781 citations to 2,577 citations by September 30, 2003.

2. To increase the total number of safety violation citations by 123% from the baseline year (January 1999 through December 1999) total of 1,660 citations to 3,702 citations by September 30, 2003.

3. To establish a system to verify permits, report Oversize/Overweight violations and track companies which have a pattern of repeated offenses in Dallas County.

**FY 2004**
1. To increase the total number of overweight citations by 230% from the baseline year (January 1999 through December 1999) total of 781 citations to 2,577 citations by September 30, 2004.

2. To increase the total number of safety violation citations by 123% from the baseline year (January 1999 through December 1999) total of 1,660 citations to 3,702 citations by September 30, 2004.

3. To establish a system to verify permits, report Oversize/Overweight violations and track companies which have a pattern of repeated offenses in Dallas County.

D. **Performance Indicators:** List the performance indicators that will be used to measure and evaluate project progress throughout the grant period.

The following performance indicators, when applicable, shall be included in each Performance Report or Annex Report, and summarized in the Administrative Evaluation:

A. Citations issued under the Safety & Weight Enhanced Enforcement Program for each of the following types:
   1. Overweight violations.
   2. Safety violations (Chapter 547).
   3. Oversize/overweight permit violations.
B. Subgrantee total citations (including SWEEP) for each of the following:
   1. Overweight violations.
   2. Safety violations (Chapter 547).
   3. Oversize/overweight permit violations.
C. Number of commercial vehicles weighed.
D. Number of commercial vehicle safety inspections conducted under Chapter 547.
E. Number of Oversize/Oversize permits checked.
F. Number of permit violations reported to TXDOT permit office.
G. Number of presentations conducted in support of this grant.
H. Number of persons attending presentations.
I. Number of media exposures (i.e., news releases and interviews).
J. Number of community events in which Enforcement Program Deputies participated (i.e., health or safety fairs, and booths).

F. Action Plan: Specify the project activities and time frames by completing Form 1852s.
OBJECTIVE: To conduct a Commercial Vehicle Weight and Safety Inspection program in Dallas County by September 30, 2002.

TASK: To fulfill administrative and general grant requirements.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBLE</th>
<th>PROJECT MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Grant Delivery meeting held</td>
<td>Department</td>
<td>P</td>
</tr>
<tr>
<td>2. Requests for reimbursement submitted</td>
<td>Subgrantee</td>
<td>P P P P P P P P P P P</td>
</tr>
<tr>
<td>4. Grant progress review meeting.</td>
<td>Subgrantee &amp; Department</td>
<td>P P P</td>
</tr>
<tr>
<td>5. Conduct on-site monitoring visit.</td>
<td>Department</td>
<td>P</td>
</tr>
<tr>
<td>6. Submit letter regarding signature authority.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>7. Submit Cost Assumption Plan.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>9. Submit operational cost per vehicle mile. (if applicable)</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>10. Submit Project Extension Request. (if applicable)</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>11. Submit Operational Plan for approval.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>13. Issue news release(s).</td>
<td>Subgrantee</td>
<td>P P P P</td>
</tr>
</tbody>
</table>
### ACTION PLAN

**OBJECTIVE:** To conduct a Commercial Vehicle Weight and Safety Inspection program in Dallas County by September 30, 2003.

**TASK:** To fulfill administrative and general grant requirements.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBLE</th>
<th>PROJECT MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Grant Delivery meeting held.</td>
<td>Department</td>
<td>P</td>
</tr>
<tr>
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<td>Subgrantee</td>
<td>P P P P P P P P P</td>
</tr>
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<td>Subgrantee &amp; Department</td>
<td>P P P</td>
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<td>P</td>
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</tr>
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<td>Subgrantee</td>
<td>P P P</td>
</tr>
</tbody>
</table>

**KEY:**
- P = planned activity
- C = completed activity
- R = revised
OBJECTIVE: To conduct a Commercial Vehicle Weight and Safety Inspection program in Dallas County by September 30, 2004.

TASK: To fulfill administrative and general grant requirements.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBLE</th>
<th>PROJECT MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Grant Delivery meeting held.</td>
<td>Department</td>
<td>P</td>
</tr>
<tr>
<td>2. Requests for reimbursement submitted</td>
<td>Subgrantee</td>
<td>P P P P P P P P</td>
</tr>
<tr>
<td>6. Grant progress review meeting.</td>
<td>Subgrantee &amp; Department</td>
<td>P P P</td>
</tr>
<tr>
<td>5. Conduct on-site monitoring visit.</td>
<td>Department</td>
<td>P</td>
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<td>P</td>
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<td>P</td>
</tr>
<tr>
<td>13. Issue news release(s).</td>
<td>Subgrantee</td>
<td>P P P</td>
</tr>
</tbody>
</table>

KEY: P = planned activity  
C = completed activity  
R = revised
### PROJECT BUDGET FY2002

**SAFETY AND WEIGHT ENHANCED ENFORCEMENT PROGRAM (SWEEP)**  
(Title of Project)

**COUNTY OF DALLAS**  
(Name of Subgrantee)

(Round figures to nearest $)

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>Local/State Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### BUDGET CATEGORY I - LABOR COSTS

**Salaries**  
Hourly wage rates are estimated for budget purposes only. Reimbursements will be based on actual costs per employee in accordance with Subgrantee's payroll policy and state rate.

**A. ENFORCEMENT (overtime)**

1. Deputies: 6400 hours  
   @ $30 per hour = 192000  
   $192,000  
   $0  
   $192,000

2. Sergeants: 700 hours  
   @ $37 per hour = 25900  
   $25,900  
   $0  
   $25,900

3. Lieutenants:  
   @ per hour = 0  
   $0  
   $0  
   $0

**B. PI&E ACTIVITIES (overtime)**  
[not to exceed 10% of (100) salaries]

   0 hours  
   @ $0 per hour = 0

**C. OTHER SALARIES**  
(i.e., overtime staff, supervisory support, and in-house instructors for OP violators course: not to exceed 10% of total grant amount)

   $0  
   $0  
   $0

**TOTAL SALARIES**

$217,900  
$0  
$217,900

**Fringe Benefits**

**A. Rate:** 18.38% (if not included in hourly rate)

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>Local/State Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$40,050</td>
<td>$40,050</td>
</tr>
</tbody>
</table>

**B. Other salaries:**

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>Local/State Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**TOTAL FRINGE BENEFITS**

$0  
$40,050  
$40,050

**Travel and Per Diem**  
Mileage (documentation of rate is required prior to reimbursement), airfare, car rental, per diem, etc. Reimbursements will be based in accordance with Subgrantee's travel policy not to exceed state rates.

**TOTAL TRAVEL & PER DIEM**

$275  
$0  
$275

**TOTAL LABOR COSTS**

$218,175  
$40,050  
$258,225
## BUDGET CATEGORY II - OTHER DIRECT COSTS:

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(400) Equipment (specify type/quantity)</td>
<td>$35,000</td>
<td>$0</td>
<td>$35,000</td>
</tr>
<tr>
<td>(500) Supplies (postage, printing, &amp; office supplies, etc.)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>(700) Other Miscellaneous (specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. SUBGRANTEE VEHICLE MILEAGE</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Rates used only for budget estimate. Reimbursement will be made according to the approved Subgrantee’s average cost per mile to operate patrol vehicles, not to exceed the state rate. Documentation of cost per mile is required prior to reimbursement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Match Only:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20,000 miles at $0.66 per mile =</td>
<td>$0</td>
<td>$13,200</td>
<td>$13,200</td>
</tr>
<tr>
<td>B. REGISTRATION FEES (training, workshops, conferences, etc.)</td>
<td>$200</td>
<td>$0</td>
<td>$200</td>
</tr>
<tr>
<td>C. PUBLIC INFORMATION AND EDUCATION (PI&amp;E) MATERIALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Educational items:</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(examples: brochures, bumper stickers, posters, flyers, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Promotional items</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(examples: key chains, magnets, pencils, pens, mugs, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL PI&amp;E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>TOTAL OTHER MISCELLANEOUS</td>
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</tr>
<tr>
<td>$200</td>
<td>$13,200</td>
<td>$13,400</td>
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</tr>
<tr>
<td>TOTAL OTHER DIRECT COSTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$35,200</td>
<td>$13,200</td>
<td>$48,400</td>
<td></td>
</tr>
<tr>
<td>SUMMARY:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL LABOR COSTS</td>
<td>$218,175</td>
<td>$40,050</td>
<td>$258,225</td>
</tr>
<tr>
<td>TOTAL OTHER DIRECT COSTS</td>
<td>$35,200</td>
<td>$13,200</td>
<td>$48,400</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$253,375</td>
<td>$53,250</td>
<td>$306,625</td>
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<tr>
<td>Fund Sources:</td>
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</tr>
<tr>
<td>Percent Share</td>
<td>83%</td>
<td>17%</td>
<td></td>
</tr>
</tbody>
</table>
BUDGET NARRATIVE: [Include in narrative form any needed explanations as to specifics on travel (where to, what for, etc.), kinds of equipment, details on large dollar items and subcontracts, etc.]

Included in this budget is a request for $35,000 in equipment. Approximately $30,000 of this money is to purchase a set of 12' ramp scales and a trailer. These scales are a necessary item in order to weigh enough commercial vehicles to make a noticeable impact. The bulk of the enforcement hours will be at large weigh stations. We will be setting up these 12' ramp scales and making all commercial vehicles exit. The trucking industry is continually changing. In an effort to beat weight tickets in court they have started spreading out their last two axles to a distance of about 10 feet. This spreadaxle requires us to weigh the trucks with portable scales. Using portable scales is much more time consuming than with ramp scales. Thus, reducing the number of trucks that we can process. The fewer trucks processed, the more limited effect we can have toward safer trucks. These scales will also address the problems associated with weighing triaxles. A triaxle is three axles grouped close together to bear a large amount of dense weight. Due to the size and weight of objects being transported by trucks today, many superheavy vehicles are employing triaxles to bear the weight. These triaxles must also be weighed by hand with portable scales. The addition of these ramp scales will allow us to conduct more efficient and safer weigh stations. By enabling us to weigh more trucks we will also be able to inspect more trucks. These scales will allow us to enhance our enforcement efforts throughout Dallas county. The remainder of the equipment request will be used to purchase a lidar unit. Lidar is a laser used for speed detection. Using radar technology to enforce speed for large vehicles is tricky at best. These cases can be difficult to win in court. By deploying a laser where radar has typically been used, the margin for error is dramatically reduced. Less margin for error equals more wins in court. Without the addition of the above mentioned items, our ability to impact unsafe trucks will be much more limited.
**PROJECT BUDGET FY2003**

**SAFETY AND WEIGHT ENHANCED ENFORCEMENT PROGRAM**

**COUNTY OF DALLAS**

(Round figures to nearest $)

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>Local/State Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$275</td>
<td>$40,329</td>
<td>$275</td>
</tr>
</tbody>
</table>

**BUDGET CATEGORY I - LABOR COSTS**

(100) **Salaries**

Hourly wage rates are estimated for budget purposes only. Reimbursements will be based on actual costs per employee in accordance with Subgrantee's payroll policy and state rate.

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
<th>Rate</th>
<th>Federal Funds</th>
<th>Local/State Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. ENFORCEMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Deputies:</td>
<td>6220</td>
<td>$31</td>
<td>$192,820</td>
<td>$0</td>
<td>$192,820</td>
</tr>
<tr>
<td>@ $31 per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Sergeants:</td>
<td>700</td>
<td>$38</td>
<td>$26,600</td>
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<td>$26,600</td>
</tr>
<tr>
<td>@ $38 per hour</td>
<td></td>
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<tr>
<td>3. Lieutenants:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td><strong>B. PI&amp;E ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td><strong>C. OTHER SALARIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

(0) **TOTAL SALARIES**

$219,420

(200) **Fringe Benefits**

A. Rate: 18.38% (if not included in hourly rate)

$0 $40,329 $40,329

B. Other salaries: 

$0 $0 $0

**TOTAL FRINGE BENEFITS**

$0 $40,329 $40,329

(300) **Travel and Per Diem**

Mileage (documentation of rate is required prior to reimbursement), airfare, car rental, per diem, etc. Reimbursements will be based in accordance with Subgrantee's travel policy not to exceed state rates.

**TOTAL TRAVEL & PER DIEM**

$275 $0 $275

**TOTAL LABOR COSTS**

$219,695 $40,329 $260,024
BUDGET CATEGORY II - OTHER DIRECT COSTS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(400) Equipment</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>(500) Supplies</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>(700) Other Misc.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**A. SUBGRANTEE VEHICLE MILEAGE**
Rates used only for budget estimate. Reimbursement will be made according to the approved Subgrantee’s average cost per mile to operate patrol vehicles, not to exceed the state rate. Documentation of cost per mile is required prior to reimbursement.

*For Match Only:*
20,000 miles at $0.66 per mile = 13200

<table>
<thead>
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<th></th>
<th>$0</th>
<th>$13,200</th>
<th>$13,200</th>
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</thead>
<tbody>
<tr>
<td>B. REGISTRATION FEES</td>
<td>$200</td>
<td>$0</td>
<td>$200</td>
</tr>
</tbody>
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**C. PUBLIC INFORMATION AND EDUCATION (PI&E) MATERIALS**
1. Educational items:
   - $0 (examples: brochures, bumper stickers, posters, flyers, etc.)
2. Promotional items:
   - $0 (examples: key chains, magnets, pencils, pens, mugs, etc.)

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<thead>
<tr>
<th></th>
<th>$0</th>
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</thead>
<tbody>
<tr>
<td>TOTAL PI&amp;E</td>
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<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**TOTAL OTHER MISCELLANEOUS**

<table>
<thead>
<tr>
<th></th>
<th>$200</th>
<th>$13,200</th>
<th>$13,400</th>
</tr>
</thead>
</table>

**TOTAL OTHER DIRECT COSTS**

<table>
<thead>
<tr>
<th></th>
<th>$200</th>
<th>$13,200</th>
<th>$13,400</th>
</tr>
</thead>
</table>

**SUMMARY:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Funds</th>
<th>Percent Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL LABOR COSTS</td>
<td>$219,695</td>
<td>80%</td>
</tr>
<tr>
<td>TOTAL OTHER DIRECT COSTS</td>
<td>$200</td>
<td>20%</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$219,895</td>
<td>$53,529</td>
</tr>
</tbody>
</table>

**Fund Sources:**

<table>
<thead>
<tr>
<th>Percent Share</th>
<th>80%</th>
<th>20%</th>
</tr>
</thead>
</table>

**BUDGET NARRATIVE:**
Include in narrative form any needed explanations as to specifics on travel (where to, what for, etc.), kinds of equipment, details on large dollar items and subcontracts, etc.
PROJECT BUDGET FY2004
SAFETY AND WEIGHT ENHANCED ENFORCEMENT PROGRAM
(COUNTY OF DALLAS)
(Round figures to nearest $)

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>LABOR COSTS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(100) Salaries</td>
<td>Federal</td>
<td>Local/State</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Hourly wage rates are estimated for budget purposes only. Reimbursements will be based on actual costs per employee in accordance with Subgrantee's payroll policy and state rate.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. ENFORCEMENT (overtime)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Deputies: 6000 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>@ $32 per hour = 192000</td>
<td>$192,000</td>
<td>$0</td>
<td>$192,000</td>
</tr>
<tr>
<td>2. Sergeants: 700 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>@ $39 per hour = 27300</td>
<td>$27,300</td>
<td>$0</td>
<td>$27,300</td>
</tr>
<tr>
<td>3. Lieutenants: hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>@ per hour = 0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>B. PI&amp;E ACTIVITIES (overtime)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[not to exceed 10% of (100) salaries]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 hours @ $0 per hour = 0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>C. OTHER SALARIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i.e., overtime staff, supervisory support, and in-house instructors for OP violators course: not to exceed 10% of total grant amount)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

TOTAL SALARIES $219,300 $0 $219,300

(200) Fringe Benefits
A. Rate: 18.38% (if not included in hourly rate) $0 $40,307 $40,307
B. Other salaries: $0 $0 $0

TOTAL FRINGE BENEFITS $0 $40,307 $40,307

(300) Travel and Per Diem
Mileage (documentation of rate is required prior to reimbursement), airfare, car rental, per diem, etc. Reimbursements will be based in accordance with Subgrantee's travel policy not to exceed state rates.

TOTAL TRAVEL & PER DIEM $275 $0 $275

TOTAL LABOR COSTS $219,575 $40,307 $259,882

Page 1 of 2
### BUDGET CATEGORY II - OTHER DIRECT COSTS:

<table>
<thead>
<tr>
<th></th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(400) Equipment</strong> (specify type/quantity)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>(500) Supplies</strong> (postage, printing, &amp; office supplies, etc.)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>(700) Other Miscellaneous (specify)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### A. SUBGRANTEE VEHICLE MILEAGE
- Rates used only for budget estimate. Reimbursement will be made according to the approved Subgrantee's average cost per mile to operate patrol vehicles, not to exceed the state rate. Documentation of cost per mile is required prior to reimbursement.
- **For Match Only:**
  - 20,000 miles at $0.66 per mile = 13200

<table>
<thead>
<tr>
<th></th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$13,200</td>
<td>$13,200</td>
</tr>
</tbody>
</table>

#### B. REGISTRATION FEES (training, workshops, conferences, etc.)
<table>
<thead>
<tr>
<th></th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$200</td>
<td>$0</td>
<td>$200</td>
</tr>
</tbody>
</table>

#### C. PUBLIC INFORMATION AND EDUCATION (PI&E) MATERIALS
1. Educational items: $0
   - (examples: brochures, bumper stickers, posters, flyers, etc.)
2. Promotional items: $0
   - (examples: key chains, magnets, pencils, pens, mugs, etc.)

<table>
<thead>
<tr>
<th></th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL PI&amp;E</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**TOTAL OTHER MISCELLANEOUS** | $200 | $13,200 | $13,400

**TOTAL OTHER DIRECT COSTS** | $200 | $13,200 | $13,400

**SUMMARY:**
- **TOTAL LABOR COSTS** | $219,575 | $40,307 | $259,882
- **TOTAL OTHER DIRECT COSTS** | $200 | $13,200 | $13,400

**GRAND TOTAL** | $219,775 | $53,507 | $273,282

**Fund Sources:**
- Percent Share
  - 80% 20%

**BUDGET NARRATIVE:** [Include in narrative form any needed explanations as to specifics on travel (where to, what for, etc.), kinds of equipment, details on large dollar items and subcontracts, etc.]
MEMORANDUM
DALLAS COUNTY SHERIFF'S DEPARTMENT

DATE: December 29, 2000
TO: Allen Clemson, County Administrator
FROM: Gary Lindsey, Captain, Patrol Division
SUBJECT: Texas Department of Transportation Safe and Sober Education Grant
THRU: Channels

BACKGROUND:
The Texas Department of Transportation has announced their call for traffic safety grants for FY 2002 which are due in Austin by January 22, 2001.

The Sheriff's Department has had DWI and Speed enforcement safety grants since 1994 and currently has a Safe and Sober Grant (Speed, DWI and Occupant Protection) but does not have an education component to it. The Safe and Sober Education Program is an educational program targeted at inexperienced drivers. In 1998, 709 people who were nineteen years of age and younger were killed and approximately 30,000 were injured in vehicles accidents in the State of Texas. The number of deaths in motor vehicles is one fifth of the persons killed on the roads in 1998 and is disproportionate to drivers older than nineteen. This program will educate high school age drivers on the importance of seatbelt safety, the perils of drinking and driving, the repercussions of speeding, and other unsafe behaviors that contribute to accidents. Currently students in high school are not offered drivers education course in public schools. The Safe and Sober Program will educate high school students on topics that private beginner driver courses do not cover. Young drivers tend to be infatuated with the their newfound freedom of driving, and are not aware of the consequence when they get behind the wheel of a vehicle. This coupled with peer pressure that comes with being young is a combination for disaster.

IMPACT ON OPERATIONS
The Safe and Sober Education Grant proposes to make presentations and handout material available to groups of young drivers at schools and other youth groups using deputies on overtime. The Department is in the process of developing a Mobile Intoxilyzer which will be taken to the locations for display along with a demonstration of the DWI arrest process.

The FY 2002 Safe and Sober Education grant will provide $46,150 which would provide for the purchase of equipment for presentations and overtime money for approximately 1,000 hours of speed, DWI and occupant restraint education with a County match of $12,757 for fringe benefits and vehicle usage.
The proposal for the FY 2003 Safe and Sober Education grant will provide $40,150 which would provide for approximately 1,000 hours of speed, DWI and occupant restraint education with a County match of $12,941 for fringe benefits and vehicle usage.

FINANCIAL:

The Texas Department of Transportation will reimburse Dallas County for overtime expenses associated with this grant. The Safe and Sober Education grant for FY 2002 and 2003 proposes approximately 1,000 hours of educational time and equipment at a cost of $46,150 per year and a county match of $12,757 for fringe benefits and vehicle usage for FY 2002 and approximately 1,000 hours of educational time at a cost of $40,150 per year and a county match of $12,941 for fringe benefits and vehicle usage for FY 2003.

Payments to the Justice of the Peace Courts for October and November 2000 totaled $56,712.64 for citations written under the Safe and Sober Grant. This grant is expected to generate revenues to the County in excess of the County match for both the Safe and Sober grant and the Safe and Sober Education Grant.

RECOMMENDATION:

It is recommended that the Court allow for the submitting of Safe and Sober Education traffic safety grant for Fiscal Years 2002 through 2003.
BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County, Texas, held on the
________ day of ______________________, 2001, on motion made by ________________________________
and seconded by ________________________________, the following Order was adopted:

WHEREAS, on January 9, 2001 the Dallas County Commissioners Court was briefed on a grant proposal to the Texas
Department of Transportation to fund traffic safety educational activities for a two year period, FY 2002 and FY 2003, beginning
October 1, 2001 and ending September 30, 2003; and

WHEREAS, the Commissioners Court wishes to decrease the number of crashes, injuries and fatalities caused by speeding,
unrestrained and/or drunk and drugged drivers involving young drivers through specific educational activities; and

WHEREAS, the proposal requests funding of $46,150 for FY 2002 with a county match of $12,757 and funding of $40,150
for FY 2003 with a county match of $12,941; and

WHEREAS, the Safe and Sober grant program is expected to generate revenues to the County in excess of the County match
for this grant.

NOW THEREFORE IT IS ORDERED, ADJUDGED, AND DECREED that the Dallas County Commissioners Court
approves the submission of a grant to TxDOT for a Safe and Sober grant for $46,150 for FY 2002 with a county match of
$12,757 and funding of $40,150 for FY 2003 with a county match of $12,941 and further authorizes the County Judge to sign
the grant request on behalf of Dallas County.

DONE IN OPEN COURT this the __________________ day of ____________________________, 2001.

__________________________________________  ____________________________________________  ____________________________________________
Lee F. Jackson                                      Jim Jackson                                       Mike Cantrell
County Judge                                      Commissioner District #1                        Commissioner District #2

__________________________________________  ____________________________________________
John Wiley Price                                     Kenneth A. Mayfield                         
Commissioner District #3                           Commissioner District #4

Recommended By: __________________________________________________________
David Kuykendall, Assistant Chief Deputy
# Safe & Sober Education Grant

**Proposing Agency/Organization:** County of Dallas  
1512 E. Langdon Rd.  
Dallas, TX 75241

**Contact Person:** Senior Sergeant Kevin Feinglas  
**Project Director**

**Phone Number:** 972-225-6118  
**FAX Number:** 972-225-8175

**Project Periods:**  
From: Oct. 1, 2001 to: Sept. 30, 2002  

**Project Years:** 1st & 2nd

**Amount of Federal Funds Requested:**  
FY2002: $46,150  
FY2003: $40,150

**Attachments:**  
A. Proposed Project Description with Action Plan  
B. Proposed Project Budget  
C. Supporting Documentation (optional - see proposal instructions)

**FOR THE PROPOSING AGENCY:**

**Signature:**  
**Title:**  
**Date:**

**TxDOT Use Only**

**Received By:**  
**District/Division:**  
**Date Received:**  
**Stamp**
II. PROJECT PLAN

A. Problem Solution: [The proposed solution should describe the scope of work and activities to be performed to address the traffic safety problem as defined in the problem statement.]

The Safe and Sober Education Program is an educational program targeted at inexperienced drivers. In 1998, 709 people who were nineteen years of age and younger were killed in vehicles accidents in The State of Texas. This is one fifth of the persons killed on the roads in 1998 and is disproportionate to drivers of older than nineteen. This program will educate high school age drivers on the importance of seatbelt safety, the perils of drinking and driving, the repercussions of speeding, and other subjects that contribute to accidents. Currently students in high school are not offered a drivers education course in public schools. The Safe and Sober Program will educate high school students on topics that private beginner driver courses do not cover. Young drivers tend to be infatuated with the their newfound freedom of driving, and are not aware of the consequence when they get behind the wheel of a vehicle. This coupled with peer pressure that comes with being young is a combination for disaster.

B. Objective: [The objective indicates the specific purpose of the project.]

To conduct a Safe & Sober education in Dallas County by September 30, 2002.
To conduct a Safe & Sober education in Dallas County by September 30, 2003.

C. Performance Goals:

1. To conduct public information and educational activities by October 1, 2001 through FY2003.

2. Reduction of accidents by inexperienced drivers through instruction of not drinking and driving, the importance of wearing a seatbelt, not speeding, etc.
D. **Performance Indicators:** The following performance indicators, when applicable, shall be included in each Performance Report or Annex Report, and summarized in the Administrative Evaluation.

The following performance indicators, when applicable, shall be included in each Performance Report and summarized in the Administrative Evaluation:

A. Number of community programs presented in support of this grant.
B. Number of school programs presented in support of the grant.
C. Number of persons attending presentations.
D. Number of Media exposures (i.e., news releases and interviews).
E. Number of public information and education materials distributed (by item).
F. Number of public information and education materials produced.
G. Number of inexperienced drivers involved in traffic accidents in Subgrantee's jurisdiction.
H. Number of inexperienced drivers involved in alcohol related accidents in Subgrantee’s jurisdiction.

E. **Action Plan:** [Specify the project activities and time frames by completing Form 1852s.]
**ACTION PLAN**

**OBJECTIVE:** To conduct a Safe and Sober Education Program in Dallas County by September 30, 2002.

**TASK:** To fulfill administrative and general grant requirements.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBLE</th>
<th>PROJECT MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>OC NO DE JA HE MR AP MY JN JJ AU SI OC NO</td>
</tr>
<tr>
<td>1. Grant delivery meeting held.</td>
<td>Department</td>
<td>P</td>
</tr>
<tr>
<td>2. Requests for Reimbursement submitted.</td>
<td>Subgrantee</td>
<td>P P P P</td>
</tr>
<tr>
<td>4. Grant progress review meeting.</td>
<td>Subgrantee &amp; Department</td>
<td>P P P</td>
</tr>
<tr>
<td>5. Conduct on-site monitoring visit.</td>
<td>Department</td>
<td>P</td>
</tr>
<tr>
<td>7. Administrative Evaluation submitted.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>8. Operational Plan submitted for approval.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>9. Submit letter regarding signature authority.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>10. Submit operational cost per vehicle mile</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>(if applicable).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Submit Operational Plan for approval.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>13. Submit Project Extension Request</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>(if applicable).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**KEY:**
- **P** - planned activity
- **C** - completed activity
- **R** - revised
**ACTION PLAN**

OBJECTIVE: To conduct a Safe and Sober Education Program in Dallas County by September 30, 2002.

TASK: Conduct public information and education (PI & E) activities.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contact the Department regarding PI &amp; E procedures and planning.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>2. Determine types of materials needed.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>3. Develop proposed materials.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>4. Submit proposed materials and the PI &amp; E plan to the Department for approval.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>5. Approve materials and plan.</td>
<td>Department</td>
</tr>
<tr>
<td>6. Produce/distribute materials.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>7. Maintain records of all PI &amp; E material received/distributed.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>8. Report on activities.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>9. Conduct news conference(s)</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>10. Issue news release(s).</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>11. Conduct presentations.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>12. Participate in community events (i.e., health or safety fairs, booths).</td>
<td>Subgrantee</td>
</tr>
</tbody>
</table>

**PROJECT MONTH**

<table>
<thead>
<tr>
<th></th>
<th>OC</th>
<th>NO</th>
<th>DE</th>
<th>JA</th>
<th>FE</th>
<th>MR</th>
<th>AP</th>
<th>MY</th>
<th>JN</th>
<th>JI</th>
<th>AU</th>
<th>SI</th>
<th>OC</th>
<th>NO</th>
</tr>
</thead>
</table>

KEY: P - planned activity
C - completed activity
R - revised
# ACTION PLAN

**OBJECTIVE:** To conduct a Safe and Sober Education Program in Dallas County by September 30, 2003.

**TASK:** To fulfill administrative and general grant requirements.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
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<tbody>
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<td>P</td>
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<tr>
<td>9. Submit letter regarding signature authority.</td>
<td>Subgrantee</td>
<td></td>
</tr>
<tr>
<td>10. Submit operational cost per vehicle mile (if applicable).</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>11. Submit Operational Plan for approval.</td>
<td>Subgrantee</td>
<td></td>
</tr>
<tr>
<td>12. Conduct educational programs.</td>
<td>Subgrantee</td>
<td></td>
</tr>
<tr>
<td>13. Submit Project Extension Request (if applicable).</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
</tbody>
</table>

**KEY:**
- **P** planned activity
- **C** completed activity
- **R** revised
**ACTION PLAN**

**OBJECTIVE:** To conduct a Safe and Sober Education Program in Dallas County by September 30, 2003.

**KEY:**
- P = planned activity
- C = completed activity
- R = revised

**TASK:** Conduct public information and education (PI & E) activities.

<table>
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<tr>
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<tr>
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<td>Subgrantee</td>
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</tr>
<tr>
<td>10. Issue news release(s).</td>
<td>Subgrantee</td>
<td>P P P P</td>
</tr>
<tr>
<td>12. Participate in community events (i.e., health or safety fairs, booths).</td>
<td>Subgrantee</td>
<td></td>
</tr>
</tbody>
</table>
I. PROBLEM IDENTIFICATION:

The Safe and Sober Education Program is an educational program targeted at inexperienced drivers. In 1998, 709 people who were nineteen years of age and younger were killed in vehicles accidents in The State of Texas. This is one fifth of the persons killed on the roads in 1998 and is disproportionate to drivers of older than nineteen. This program will educate high school age drivers on the importance of seatbelt safety, the perils of drinking and driving, the repercussions of speeding, and other subjects that contribute to accidents. Currently students in high school are not offered a drivers education course in public schools. The Safe and Sober Program will educate high school students on topics that private beginner driver courses do not cover. Young drivers tend to be infatuated with the their newfound freedom of driving, and are not aware of the consequence when they get behind the wheel of a vehicle. This coupled with peer pressure that comes with being young is a combination for disaster.

II. OBJECTIVE/PERFORMANCE GOALS:

FY 2002

To conduct a Safe and Sober Education Program in Dallas County by September 30, 2002.

Reduction of accidents by inexperienced drivers through instruction of not drinking and driving, the importance of wearing a seatbelt, not speeding, etc.

FY 2003

To conduct a Safe and Sober Education Program in Dallas County by September 30, 2003.

Reduction of accidents by inexperienced drivers through instruction of not drinking and driving, the importance of wearing a seatbelt, not speeding, etc.
III. **PERFORMANCE INDICATORS:**

The following performance indicators, when applicable, shall be included in each Performance Report and summarized in the Administrative Evaluation:

A. Number of community programs presented in support of this grant.
B. Number of school programs presented in support of the grant.
C. Number of persons attending presentations.
D. Number of Media exposures (i.e., news releases and interviews).
E. Number of public information and education materials distributed (by item).
F. Number of public information and education materials produced.
G. Number of inexperienced drivers involved in traffic accidents in Subgrantee’s jurisdiction.
H. Number of inexperienced drivers involved in alcohol related accidents in Subgrantee’s jurisdiction.

IV. **RESPONSIBILITIES OF THE SUBGRANTEE:**

A. Carry out the objective/performance goals of this grant by implementing the Action Plan in this attachment.

B. Prior to beginning grant, develop an Operational Plan according to the Department’s site selection criteria and submit for approval either as an attachment to this grant or within 30 days of grant start. The Operational Plan will include:
   - Education sites: List of schools and other organizations to which presentations will be made.
   - Time Frames: Approximate number of schools and organizations educational presentations will be made to each month.

C. Implement the Operational Plan as approved. Any changes require prior written Department approval. A grant amendment is not required unless the Plan is incorporated in the grant agreement.

D. All newly developed public information and education (PI&E) materials must be submitted to the Department for written approval prior to final production.

E. An Administrative Evaluation summarizing all activities and accomplishments will be submitted on Department approved forms no later than 45 days after the grant ending date.

F. Attend meetings according to the following:
   1. The Subgrantee will arrange for meetings with the Department as indicated in the Action Plan to present status of activities, discuss problems and schedule for the following quarter’s work.
2. The project coordinator or other qualified person will be available to represent the Subgrantee at meetings requested by the Department.

G. For out-of-state travel expenses to be reimbursable, the Subgrantee must have obtained the approval of the Department prior to the beginning of the trip. Grant approval does not satisfy this requirement.

H. Maintain verification that wages or salaries for which reimbursement is requested is for work exclusively related to this project.

I. Ensure that the hours worked under the grant are for educational activities.

J. Ensure that each officer working on the project will complete an officer's daily report form. The form should include: name, date, badge/identification number, type grant worked, site, mileage if applicable (including starting and ending mileage), hours worked, officer and supervisor signatures.

K. Ensure that no officer above the rank of Lieutenant (or equivalent title) will be reimbursed for enforcement duty.

L. Support grant efforts with public information and education (PI&E).

M. Ensure that salaries for employees reimbursed under this grant will in no way supplant (i.e., replace state or local expenditures with the use of federal grant funds) Subgrantee wages for activities which are already supported by local or state funds.

N. Subgrantee may work additional hours on holidays or special events not covered under the Operational Plan. However, additional hours must be reported in the Project Performance Report that covers the time period for which the additional hours were worked.

V. RESPONSIBILITIES OF THE DEPARTMENT:

A. Monitor the Subgrantee's compliance with performance obligations and fiscal requirements of this grant.

B. Provide program management, technical assistance, and attend meetings as appropriate.

C. Reimburse the Subgrantee for all eligible costs as defined in Attachment B, Approved Project Budget. Requests for Reimbursement will be processed up to the maximum amount payable as indicated on the cover page of this agreement.

D. Perform an administrative review of the project at the close of the grant period to include a review of adherence to budget, Action Plan and attainment of objective/performance goals.
### ACTION PLAN

**OBJECTIVE:** To conduct a Safe and Sober Education Program in Dallas County by September 30, 2002.

**TASK:** To fulfill administrative and general grant requirements.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBLE</th>
<th>PROJECT MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Grant delivery meeting held.</td>
<td>Department</td>
<td>P</td>
</tr>
<tr>
<td>2. Requests for Reimbursement submitted.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>4. Grant progress review meeting.</td>
<td>Subgrantee &amp; Department</td>
<td>P</td>
</tr>
<tr>
<td>5. Conduct on-site monitoring visit.</td>
<td>Department</td>
<td>P</td>
</tr>
<tr>
<td>7. Administrative Evaluation submitted.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>8. Operational Plan submitted for approval.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>9. Submit letter regarding signature authority.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>10. Submit operational cost per vehicle mile (if applicable).</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>11. Submit Operational Plan for approval.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>12. Conduct educational programs.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>13. Submit Project Extension Request (if applicable).</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
</tbody>
</table>
OBJECTIVE: To conduct a Safe and Sober Education Program in Dallas County by September 30, 2002.

TASK: Conduct public information and education (PI & E) activities.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBLE</th>
<th>PROJECT MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contact the Department regarding PI &amp; E procedures and planning.</td>
<td>Subgrantee</td>
<td></td>
</tr>
<tr>
<td>2. Determine types of materials needed.</td>
<td>Subgrantee</td>
<td></td>
</tr>
<tr>
<td>3. Develop proposed materials.</td>
<td>Subgrantee</td>
<td></td>
</tr>
<tr>
<td>4. Submit proposed materials and the PI &amp; E plan to the Department for approval.</td>
<td>Subgrantee</td>
<td></td>
</tr>
<tr>
<td>5. Approve materials and plan.</td>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>6. Produce/distribute materials.</td>
<td>Subgrantee</td>
<td></td>
</tr>
<tr>
<td>7. Maintain records of all PI &amp; E material received/distributed.</td>
<td>Subgrantee</td>
<td></td>
</tr>
<tr>
<td>8. Report on activities.</td>
<td>Subgrantee</td>
<td></td>
</tr>
<tr>
<td>9. Conduct news conference(s)</td>
<td>Subgrantee</td>
<td></td>
</tr>
<tr>
<td>10. Issue news release(s).</td>
<td>Subgrantee</td>
<td>P P P P</td>
</tr>
<tr>
<td>12. Participate in community events (i.e., health or safety fairs, booths).</td>
<td>Subgrantee</td>
<td></td>
</tr>
</tbody>
</table>
# ACTION PLAN

**OBJECTIVE:** To conduct a Safe and Sober Education Program in Dallas County by September 30, 2003.

**TASK:** To fulfill administrative and general grant requirements.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
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<th>PROJECT MONTH</th>
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<tbody>
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<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
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<td>Subgrantee &amp; Department</td>
<td>P P</td>
</tr>
<tr>
<td>5. Conduct on-site monitoring visit.</td>
<td>Department</td>
<td>P</td>
</tr>
<tr>
<td>7. Administrative Evaluation submitted.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
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<td>P</td>
</tr>
<tr>
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<td>P</td>
</tr>
<tr>
<td>10. Submit operational cost per vehicle mile (if applicable).</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>11. Submit Operational Plan for approval.</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
<tr>
<td>13. Submit Project Extension Request (if applicable).</td>
<td>Subgrantee</td>
<td>P</td>
</tr>
</tbody>
</table>

**KEY:**
- P planned activity
- C completed activity
- R revised
OBJECTIVE: To conduct a Safe and Sober Education Program in Dallas County by September 30, 2003.

TASK: Conduct public information and education (PI & E) activities.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contact the Department regarding PI &amp; E procedures and planning.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>2. Determine types of materials needed.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>3. Develop proposed materials.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>4. Submit proposed materials and the PI &amp; E plan to the Department for approval.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>5. Approve materials and plan.</td>
<td>Department</td>
</tr>
<tr>
<td>6. Produce/distribute materials.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>7. Maintain records of all PI &amp; E material received/distributed.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>8. Report on activities.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>9. Conduct news conference(s)</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>10. Issue news release(s).</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>11. Conduct presentations.</td>
<td>Subgrantee</td>
</tr>
<tr>
<td>12. Participate in community events (i.e., health or safety fairs, booths).</td>
<td>Subgrantee</td>
</tr>
</tbody>
</table>
# PROJECT BUDGET

**FY 2002**

Safe & Sober Education Program  

(Title of Project)

County of Dallas  

(Name of Subgrantee)

(Round figures to nearest $)

<table>
<thead>
<tr>
<th></th>
<th>Federal Funds</th>
<th>Local/State Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUDGET CATEGORY I - LABOR COSTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(100) Salaries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(<em>X</em> overtime or ___ regular time; type X in the appropriate blank)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary rates are estimated for budget purposes only. Reimbursements will be based on actual costs per employee in accordance with Subgrantee’s payroll policy and salary rate.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[list by position]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Deputies</td>
<td>500 Hours at $30 per hour</td>
<td>$15,000</td>
<td>$0</td>
</tr>
<tr>
<td>B. Sergeants</td>
<td>500 Hours at $37 per hour</td>
<td>$18,500</td>
<td>$0</td>
</tr>
<tr>
<td>C.</td>
<td></td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>D.</td>
<td></td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL SALARIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(200) Fringe Benefits 18.38%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[list for each salary range]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Deputies</td>
<td>$0</td>
<td>$2,757</td>
<td>$2,757</td>
</tr>
<tr>
<td>B. Sergeants</td>
<td>$0</td>
<td>$3,400</td>
<td>$3,400</td>
</tr>
<tr>
<td>C.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>D.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL FRINGE BENEFITS</strong></td>
<td>$0</td>
<td>$6,157</td>
<td>$6,157</td>
</tr>
<tr>
<td>(300) Travel and Per Diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage (documentation of rate is required prior to reimbursement), airfare, car rental, per diem, etc. Reimbursements will be based in accordance with Subgrantee’s travel policy not to exceed state rates.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL TRAVEL &amp; PER DIEM</td>
<td>$400</td>
<td>$0</td>
<td>$400</td>
</tr>
<tr>
<td><strong>TOTAL LABOR COSTS</strong></td>
<td>$33,900</td>
<td>$6,157</td>
<td>$0</td>
</tr>
</tbody>
</table>

**BUDGET CATEGORY II - OTHER DIRECT COSTS:**

(400) **Equipment** (specify type/quantity)  

<table>
<thead>
<tr>
<th></th>
<th>Federal Funds</th>
<th>Local/State Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Laptop Computer</td>
<td>$3,500</td>
<td>$0</td>
<td>$3,500</td>
</tr>
<tr>
<td>1 - Powerpoint Proj</td>
<td>$3,500</td>
<td>$0</td>
<td>$3,500</td>
</tr>
</tbody>
</table>

General.12/00

Page 1 of 4
### Supplies (postage, printing, & office supplies, etc.)

<table>
<thead>
<tr>
<th></th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Contractual Services (specify)

<table>
<thead>
<tr>
<th></th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Other Miscellaneous

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Office expenses</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>B. Telephone/fax</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>C. Copier services/fees</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>D. Registration fees (training, workshops, conferences, etc.)</td>
<td>$250</td>
<td>$0</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>E. Public information &amp; education (PI&amp;E) materials</td>
<td>1. Educational items: $2,500</td>
<td>$0</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Vehicle Mileage FOR Match Only</td>
<td>10000 Miles at $0.66 per mile</td>
<td>$0</td>
<td>$6,600</td>
<td>$6,600</td>
</tr>
</tbody>
</table>

### TOTAL OTHER MISCELLANEOUS

<table>
<thead>
<tr>
<th></th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### TOTAL OTHER DIRECT COSTS

<table>
<thead>
<tr>
<th></th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$12,250</td>
<td>$6,600</td>
<td>$18,850</td>
</tr>
</tbody>
</table>

### BUDGET CATEGORY III - INDIRECT COSTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(800) Indirect Costs Rate at ___%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### SUMMARY:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL LABOR COSTS</td>
<td>$33,900</td>
<td>$6,157</td>
<td>$40,057</td>
<td></td>
</tr>
<tr>
<td>TOTAL OTHER DIRECT COSTS</td>
<td>$12,250</td>
<td>$6,600</td>
<td>$18,850</td>
<td></td>
</tr>
<tr>
<td>TOTAL INDIRECT COSTS</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
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</tbody>
</table>

### GRAND TOTAL

<table>
<thead>
<tr>
<th></th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$46,150</td>
<td>$12,757</td>
<td>$58,907</td>
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</table>

### Fund Sources:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent Share</td>
<td>78%</td>
<td>22%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### BUDGET NARRATIVE:

Include in narrative form any needed explanations as to specifics on travel (where to, what for, etc.) kinds of equipment, details on large dollar items and subcontracts, etc.

Travel to attend traffic safety meetings. Equipment is needed to make presentation to large audiences of senior high youth and other youth groups.

General: 12/00
## PROJECT BUDGET
### FY 2003
**Safe & Sober Education Program**

**County of Dallas**

### BUDGET CATEGORY I - LABOR COSTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Federal</th>
<th>Local/State</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| A. Deputies | 500 Hours | $31 per hour | $15,500 | $0 | $15,500 
| B. Sergeants | 500 Hours | $38 per hour | $19,000 | $0 | $19,000 |
| C. | $0 | $0 | $0 |
| D. | $0 | $0 | $0 |
| **TOTAL SALARIES** | **$34,500** | **$0** | **$34,500** |

<table>
<thead>
<tr>
<th>Fringe Benefits</th>
<th>18.38%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Deputies</td>
<td>$0</td>
</tr>
<tr>
<td>B. Sergeants</td>
<td>$0</td>
</tr>
<tr>
<td>C.</td>
<td>$0</td>
</tr>
<tr>
<td>D.</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL FRINGE BENEFITS</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel and Per Diem</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage (documentation of rate is required prior to reimbursement), airfare, car rental, per diem, etc. Reimbursements will be based in accordance with Subgrantee's travel policy not to exceed state rates.</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL TRAVEL &amp; PER DIEM</strong></td>
<td><strong>$400</strong></td>
</tr>
</tbody>
</table>

| **TOTAL LABOR COSTS** | | |
|-----------------------| | |
| **$34,900** | **$6,341** | **$41,241** |

### BUDGET CATEGORY II - OTHER DIRECT COSTS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Federal</th>
<th>Local/State</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment (specify type/quantity)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
(500) **Supplies** (postage, printing, & office supplies, etc.)

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

(600) **Contractual Services** (specify)

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

(700) **Other Miscellaneous**

A. **Office expenses**

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

B. **Telephone/fax**

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

C. **Copier services/fees**

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

D. **Registration fees** (training, workshops, conferences, etc.)

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250</td>
<td>$0</td>
<td>$250</td>
</tr>
</tbody>
</table>

E. **Public information & education (PI&E) materials**

1. Educational items

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

   (examples: brochures, bumper stickers, posters, flyers, etc.)

2. Promotional items

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

   (examples: key chains, magnets, pencils, pens, mugs, etc.)

   **TOTAL PI&E**

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,500</td>
<td>$0</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

F. **Vehicle Mileage FOR Match Only**

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

10,000 Miles at $0.66 per mile

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$6,600</td>
<td>$6,600</td>
</tr>
</tbody>
</table>

**TOTAL OTHER MISCELLANEOUS**

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**TOTAL OTHER DIRECT COSTS**

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,250</td>
<td>$6,600</td>
<td>$11,850</td>
</tr>
</tbody>
</table>

**BUDGET CATEGORY III - INDIRECT COSTS**

(800) **Indirect Costs** Rate at ___%

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**SUMMARY:**

**TOTAL LABOR COSTS**

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$34,900</td>
<td>$6,341</td>
<td>$41,241</td>
</tr>
</tbody>
</table>

**TOTAL OTHER DIRECT COSTS**

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,250</td>
<td>$6,600</td>
<td>$11,850</td>
</tr>
</tbody>
</table>

**TOTAL INDIRECT COSTS**

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$40,150</td>
<td>$12,941</td>
<td>$53,091</td>
</tr>
</tbody>
</table>

**Fund Sources:**

<table>
<thead>
<tr>
<th>Percent Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>76%</td>
</tr>
<tr>
<td>24%</td>
</tr>
</tbody>
</table>

**BUDGET NARRATIVE:** [Include in narrative form any needed explanations as to specifics on travel (where to, what for, etc.) kinds of equipment, details on large dollar items and subcontracts, etc.]

Travel to attend traffic safety meetings.

General. 12/00
# PROJECT BUDGET

**FY 2002**

Safe & Sober Education Program

(tick of Project)

County of Dallas

(Name of Subgrantee)

## BUDGET CATEGORY I - LABOR COSTS

(100) **Salaries**

Hourly wage rates are estimated for budget purposes only. Reimbursements will be based on actual costs per employee in accordance with Subgrantee's payroll policy and salary rate.

### A. ENFORCEMENT (overtime)

1. Deputies: 500 hours
   - $30 per hour = $15,000
2. Sergeants: 500 hours
   - $37 per hour = 18,500
3. Lieutenants: 0 hours
   - $0 per hour = 0

### B. PI&E ACTIVITIES (overtime)

[not to exceed 10% of (100) salaries]

0 hours @ $0 per hour = 0

### C. OTHER

(i.e., overtime staff, supervisory support, conducting surveys, in-house instructors for OP violators course: not to exceed 10% of total grant amount)

Type, # hours, rate = 0

**TOTAL SALARIES**

$33,500

(200) **Fringe Benefits**

A. Rate: 18.38% (if not included in hourly rate)

B. Other salaries:

**TOTAL FRINGE BENEFITS**

$6,157

(300) **Travel and Per Diem**

Mileage (documentation of rate is required prior to reimbursement), airfare, car rental, per diem, etc. Reimbursements will be based in accordance with Subgrantee's travel policy not to exceed state rates.

**TOTAL TRAVEL & PER DIEM**

$400

**TOTAL LABOR COSTS**

$33,900

Enfbud 12/00
### BUDGET CATEGORY II - OTHER DIRECT COSTS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(400)</td>
<td>Equipment (specify type/quantity)</td>
<td>$7,000</td>
<td>$0</td>
<td>$7,000</td>
</tr>
<tr>
<td></td>
<td>1-Laptop Computer</td>
<td>$3,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-Powerpoint Projector</td>
<td>$3,500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| (500)   | Supplies (postage, printing, & office supplies, etc.) | $0 | $0 | $0 |

| (700)   | Other Miscellaneous (specify) | | | |
| A       | SUBGRANTEE VEHICLE MILEAGE | $0 | $0 | $0 |
|         | Rates used only for budget estimate. Reimbursement will be made according to the approved Subgrantee’s average cost per mile to operate patrol vehicles, not to exceed the state rate. Documentation of cost per mile is required prior to reimbursement. | | | |
|         | For Match Only: | | | |
|         | 10,000 miles at $0.66 per mile = $6,600 | | | |
| B       | REGISTRATION FEES (training, workshops, conferences, etc.) | $250 | $0 | $250 |

| C       | PUBLIC INFORMATION AND EDUCATION (PI&E) MATERIALS | | | |
|         | Educational items (examples: brochures, bumper stickers, posters, flyers, etc.) | $2,500 | $0 | $2,500 |
|         | Promotional items (examples: key chains, magnets, pencils, pens, mugs, etc.) | $2,500 | | $2,500 |
|         | TOTAL PI&E | $2,750 | $0 | $2,750 |

| TOTAL OTHER MISCELLANEOUS | $0 | $0 | $0 |

| TOTAL OTHER DIRECT COSTS | $12,250 | $0 | $12,250 |

| SUMMARY: | | | |
| TOTAL LABOR COSTS | $33,900 | $6,157 | $40,057 |
| TOTAL OTHER DIRECT COSTS | $12,250 | $6,600 | $18,850 |
| GRAND TOTAL | $46,150 | $12,757 | $58,907 |

**Fund Sources:**

Percent Share: 78% 22%

**BUDGET NARRATIVE:**

[Include in narrative form any needed explanations as to specifics on travel (where to, what for, etc.), kinds of equipment, details on large dollar items and subcontracts, etc.]

Travel to attend traffic safety meetings. Equipment will be used to make presentations to large audiences of senior high youth and other youth groups.

Enfbud 12/00
## BUDGET CATEGORY I - LABOR COSTS

### (100) Salaries

Hourly wage rates are estimated for budget purposes only. Reimbursements will be based on actual costs per employee in accordance with Subgrantee's payroll policy and salary rate.

**A. ENFORCEMENT (overtime)**

1. **Deputies:**
   - 500 hours
   - $31 per hour = $15,500
   - $0
   - $15,500

2. **Sergeants:**
   - 500 hours
   - $38 per hour = $19,000
   - $0
   - $19,000

3. **Lieutenants:**
   - 0 hours
   - $0 per hour = $0
   - $0
   - $0

**B. PI&E ACTIVITIES (overtime)**

[not to exceed 10% of (100) salaries]

- 0 hours @ $0 per hour = $0
- $0
- $0
- $0

**C. OTHER**

(i.e., overtime staff, supervisory support, conducting surveys, in-house instructors for OP violators course: not to exceed 10% of total grant amount)

- Type, # hours, rate = 0
- $0
- $0
- $0

**TOTAL SALARIES**

<table>
<thead>
<tr>
<th>Federal</th>
<th>Local/State</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$34,500</td>
<td>$0</td>
<td>$34,500</td>
</tr>
</tbody>
</table>

### (200) Fringe Benefits

**A. Rate:** 18.38% (if not included in hourly rate)

- $0
- $6,341
- $6,341

**B. Other salaries:**

- $0
- $0
- $0

**TOTAL FRINGE BENEFITS**

- $0
- $6,341
- $6,341

### (300) Travel and Per Diem

Mileage (documentation of rate is required prior to reimbursement), airfare, car rental, per diem, etc. Reimbursements will be based in accordance with Subgrantee's travel policy not to exceed state rates.

**TOTAL TRAVEL & PER DIEM**

- $400
- $0
- $400

**TOTAL LABOR COSTS**

<table>
<thead>
<tr>
<th>Federal</th>
<th>Local/State</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$34,900</td>
<td>$6,341</td>
<td>$41,241</td>
</tr>
</tbody>
</table>
### BUDGET CATEGORY II - OTHER DIRECT COSTS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Federal Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(400) Equipment</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>(500) Supplies</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>(700) Other Miscellaneous</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**A. SUBGRANTEE VEHICLE MILEAGE**

Rates used only for budget estimate. Reimbursement will be made according to the approved Subgrantee’s average cost per mile to operate patrol vehicles, not to exceed the state rate. Documentation of cost per mile is required prior to reimbursement.

For Match Only:

- 10,000 miles at $0.66 per mile = $6,600

**B. REGISTRATION FEES (training, workshops, conferences, etc.)**

- $250

**C. PUBLIC INFORMATION AND EDUCATION (PI&E) MATERIALS**

1. Educational items: $0
   - (examples: brochures, bumper stickers, posters, flyers, etc.)
   - $2,500
2. Promotional items
   - (examples: key chains, magnets, pencils, pens, mugs, etc.)
   - $2,500

**TOTAL PI&E**

- $2,750

**TOTAL OTHER MISCELLANEOUS**

- $0

**TOTAL OTHER DIRECT COSTS**

- $5,250

**SUMMARY:**

<table>
<thead>
<tr>
<th>Source</th>
<th>Funds</th>
<th>State/Local Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL LABOR COSTS</td>
<td>$34,900</td>
<td>$6,341</td>
<td>$41,241</td>
</tr>
<tr>
<td>TOTAL OTHER DIRECT COSTS</td>
<td>$5,250</td>
<td>$6,600</td>
<td>$11,850</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

- $40,150

**Fund Sources:**

Percent Share

- 76%
- 24%

**BUDGET NARRATIVE:**

[Include in narrative form any needed explanations as to specifics on travel (where to, what for, etc.), kinds of equipment, details on large dollar items and subcontracts, etc.]

Travel to attend traffic safety meetings.

Enbud 12/00
January 2, 2001

TO: Commissioners Court

THROUGH: Dan Savage, Assistant Administrator for Operations

FROM: Chris Thompson, Director, Communications & Central Services

SUBJECT: 911 Emergency Fee Agreement - BroadBand Office Communications, Inc.

Background of Issue
The Public Utility Commission (PUC) of Texas granted a service provider certificate of authority (SPCOA) authorizing BroadBand Office Communications, Inc. to provide local telephone service. The company has completed Interconnect Agreements with Southwestern Bell (SWB) and GTE. BroadBand Office Communications will provide facilities based local service and resale SWB and GTE services. Prior to offering local service, this company must make 911 fee arrangements with the public safety answering entities in their service area. Dallas County is such an entity.

During Briefing Session of November 5, 1997, the Court approved a 911 Service Fee Agreement. The purpose of this briefing is to present for approval a 911 Emergency Fee Agreement for approval.

Impact on Operations
Subscribers (customers) and Public Safety Answering Points will see no change in 911 service. The interconnect agreements provide access to existing 911 service. However, facilities based providers must link their switches with the existing 911 tandem offices. This agreement contains provisions for testing these links and provides procedures for providing 911 service in the event these links go down.

Legal Information
The Civil Section of the District Attorney’s office reviewed and approved the agreement.

Financial Impact/Considerations
Fees, administrative charges and billing procedures are identical to those currently in place with SWB and GTE. Fees previously collected and paid to Dallas County by SWB and GTE will be collected and paid by BroadBand Office Communications.

Recommendation
Approve the 911 Emergency Fee Agreement. The agreement is available for review in the Telecommunications Department.
Dallas County Information Technology Services

TO: J. Allen Clemson
Dallas County Commissioners Court Administrator

FROM: Sandra K. Peters
Computer Operations Supervisor, SCT/Information Technology Services

THRU: John Nero
Account Executive, SCT/Information Technology Services

SUBJECT: Contract for data services between Investigative Services and Dallas County.

DATE: January 2, 2001

Background

A request has been received from Investigative Services, to purchase a Seven Year Criminal History Tape, and a monthly Criminal History Extract Tape.

Financial Impact/Considerations

Cost Recovery

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Set Up Cost</td>
<td>70.00</td>
</tr>
<tr>
<td>Seven Year Criminal History Tape</td>
<td>825.00</td>
</tr>
<tr>
<td>Annual Cost of monthly Criminal History Extract Tape</td>
<td>720.00</td>
</tr>
<tr>
<td>Total First Year Cost</td>
<td>$1,690.00</td>
</tr>
<tr>
<td>Succeeding Annual Cost</td>
<td>$720.00</td>
</tr>
</tbody>
</table>

Project Schedule

Implementation by SCT/Information Technology Services will commence within thirty days of the contract execution date.

Recommendation

SCT/Information Technology Services recommends this request.

Reviewed By: John Hennessey, Management Information Systems Director

504 Records Building Dallas, TX 75202 Phone: (214) 653-6141 Fax: (214) 653-67
BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County, Texas, held on the ______ day of ____________, 2001, on motion made by ____________________________ and seconded by ____________________________, the following order was adopted:

WHEREAS, This issue was briefed before Commissioners Court on January 09, 2001; and
WHEREAS, Investigative Services, has requested a Seven Year Criminal History Tape, and a monthly Criminal History Extract Tape; and
WHEREAS, The District Attorney’s Office has previously reviewed the data and rendered the opinion that it is public information under the Public Information Act; and
WHEREAS, The County Clerk has previously approved the data content; and
WHEREAS, Investigative Services, has paid $1,690.00 in advance for a Seven Year Criminal History Tape, and a monthly Criminal History Extract Tape, and in the future will pay $720.00 annually for a monthly Criminal History Extract Tape; and
WHEREAS, The services will begin within thirty days of the execution of the contract; and
WHEREAS, This request is recommended by the MIS Director.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Dallas County Commissioners Court authorizes County Judge Lee F. Jackson to execute the contract between the County of Dallas and Investigative Services, on behalf of the County of Dallas. Investigative Services, has paid $1,690.00 in advance for a Seven Year Criminal History Tape, and a monthly Criminal History Extract Tape, and will in the future pay $720.00 annually for a monthly Criminal History Extract Tape.
DONE IN OPEN COURT this the ___________________ day of ____________________, 2001.

Lee F. Jackson
Dallas County Judge

Jim Jackson
Commissioner, District No.1

Mike Cantrell
Commissioner, District No. 2

John Wiley Price
Commissioner, District No. 3

Kenneth A. Mayfield
Commissioner, District No. 4

Recommended By:  
John Nero, Account Executive, SCT/Information Technology Services

John M. Hennessey, Management Information Systems Director
CONTRACT FOR COMPUTER SERVICES

BETWEEN COUNTY OF DALLAS, TEXAS AND INVESTIGATIVE SERVICES

Investigative Services, whose principal office address is P. O. Box 276294 Sacramento, CA 95827 (hereinafter referred to as "Requestor"), and County of Dallas, Texas (hereinafter referred to as "County"), by and through the Dallas County Commissioners Court, and in consideration of the mutual covenants, agreements, and promises herein contained, do agree as follows:

I. SERVICES AND COST

County through its Information Technology Services Department will produce for the use of Requestor a computer generated Seven Year Criminal History Tape, and a monthly Criminal History Extract Tape.

Requestor agrees to reimburse County in the sum of:

- Administrative Fee: $75.00
- Set Up Cost: $70.00
- Seven Year Criminal History Tape: $825.00
- Annual Cost of Monthly Criminal History Extract Tape: $720.00
- Total First Year Cost: $1690.00

Succeeding Annual Cost: $720.00

Requestor will reimburse County all of its costs in advance on an annual basis, before any services shall be provided by County. Subject to any change in costs, all future payments for annual costs in succeeding years shall be in the amount of seven hundred and twenty dollars ($720.00), due and payable thirty (30) days prior to the start of each year. Under the terms of this Contract, County will not provide to Requestor any complainant information or defendants' social security numbers.

Requestor understands and agrees that County may convert computer systems, or may address potential problems in existing systems (including, but not limited to, year 2000 compliance) as deemed necessary by County which may require County to reprogram its system in order to produce the above described judicial records. In that event, County shall provide Requestor thirty (30) days written notice of any cost of reprogramming or increase in annual costs. Requestor agrees to pay County such costs, unless it notifies County otherwise in writing within ten (10) days of receipt of notice from County. If Requestor sends County such written rejection of these additional costs, this Contract and all obligations hereunder shall immediately terminate.
II. TERM

The initial term of this Contract shall be one year from the date of execution. This Contract shall be automatically renewed annually thereafter unless either party gives written notice to the other thirty (30) days prior to the annual renewal date that it elects not to renew the Contract.

III. TERMINATION

In addition to termination set forth in Section I and II, either of the parties shall have the right, in each party’s sole discretion and at its sole option, to terminate this Contract by giving the other party thirty (30) days written notice of its intention to terminate.

IV. WARRANTY DISCLAIMER: LIMITATION OF LIABILITY: SOLE REMEDY

a. County does not warrant the accuracy of the information provided, and shall not be liable to Requestor or any other person for any damages arising, directly or indirectly, from any inaccurate information.

b. County shall not be liable for any defects in software or data, including "viruses" which may be inadvertently transmitted along with the requested information.

c. If either party breaches this Contract, the sole remedy shall be cancellation of the Contract. County shall provide all information due up to the date of cancellation: Requestor shall pay all fees owed up to the date of cancellation. County shall refund to Requestor all prepaid amounts on a pro rata basis for periods extending beyond the date of cancellation. Neither party shall be liable for any other damages, including costs, expenses or attorneys’ fees, arising from the breach.

d. It is the express intention of the parties hereto that Requestor shall protect, defend, indemnify and hold County harmless from any and all claims, demands, judgments and expenses resulting from County’s performance under this Contract. If County becomes a participant in legal proceedings due to the incidental or consequential use of information provided to Requestor, Requestor shall hold County harmless and indemnify County from all liability, including, but not limited to, all damages that may be awarded, attorneys’ fees, court costs, and any and all other costs.

e. Requestor understands and agrees that County shall suffer no liability or expense of any kind as a result of this Contract, other than a refund of fees paid in accordance with subsection (c) of this section.
Requestor acknowledges and understands that often the information and records that have been purchased are required to be changed, including changes or deletions made pursuant to court-ordered expunctions of criminal records. Future copies of files already requested may be different and not agree with those previously delivered. Future monthly reports will not reference or notify Requestor of records that have been expunged pursuant to court order. Requestor shall take all steps necessary to insure that any requestor and any subsequent user of this information is properly informed of the likelihood of such changes and the existence in the database of records that have been expunged subsequent to the original receipt by Requestor of the information from County.

It is the express intention of the parties hereto that Requestor shall be solely responsible and liable for any damages, liability or any cause of action resulting from the expungement of previously acquired information from County and agrees to protect, defend, indemnify and hold County harmless from any and all claims, demands, judgments, costs (including attorneys’ fees) and expenses resulting from any sale, distribution or use of content or information furnished by County under this Contract to Requestor including but not limited to any expunged criminal histories, records or other information. All costs and expenses will be paid by Requestor as they accrue.

This Indemnification Provision shall survive the termination of this Contract.

V. AMENDMENTS OR MODIFICATION

This Contract shall not be amended or modified except by written agreement executed by duly authorized representatives of Requestor and County.

VI. VENUE AND GOVERNING LAW

This Contract is expressly made subject to County’s Sovereign Immunity, Title 5, Texas Civil Practice and Remedies Code. This Contract and all matters pertinent thereto shall be construed and enforced in accordance with the laws of the State of Texas, and venue shall lie exclusively in Dallas County, Texas.

VII. FORMAL COURT APPROVAL

This Contract is expressly subject to and contingent upon formal approval by the Dallas County Commissioners Court.
IN WITNESS WHEREOF by their signatures hereon each of the undersigned represents and warrants that they are the duly authorized agents of each entity and have full right and authority to enter into this Contract. This Contract is to be effective upon the signature of both County and Requestor.

EXECUTED THIS ___ day of ____________, 2000.

COUNTY OF DALLAS

BY: LEE F. JACKSON
COUNTY JUDGE

REQUESTOR

BY: Bill Branson
Owner

APPROVED AS TO FORM:

BY: John B. Dahill
Advisory Chief.
Civil Section
TO: J. Allen Clemson  
Dallas County Commissioners Court Administrator
FROM: Sandra K. Peters  
Computer Operations Supervisor, SCT/Information Technology Services
THRU: John Nero  
Account Executive, SCT/Information Technology Services
SUBJECT: Contract for data services between West Group and Dallas County.
DATE: December 15, 2000

Background

A request has been received from West Group, to purchase a weekly Assumed Name Tape, a weekly Civil Court Extract Tape, a weekly UCC Tape, a one-time Seven Year Criminal History Tape, and a monthly Criminal History Extract Tape.

Financial Impact/Considerations

Cost Recovery:

<table>
<thead>
<tr>
<th>Cost Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Set Up Cost</td>
<td>70.00</td>
</tr>
<tr>
<td>Annual Cost for weekly Assumed Name Tape</td>
<td>1,508.00</td>
</tr>
<tr>
<td>Annual Cost for weekly UCC Tape</td>
<td>1,872.00</td>
</tr>
<tr>
<td>Annual Cost for weekly Civil Court Extract Tape</td>
<td>2,600.00</td>
</tr>
<tr>
<td>Cost for One-time Seven Year Criminal History Tape</td>
<td>835.00</td>
</tr>
<tr>
<td>Annual Cost for monthly Criminal History Extract Tape</td>
<td>720.00</td>
</tr>
<tr>
<td>Total First Year Cost</td>
<td>$7,680.00</td>
</tr>
</tbody>
</table>

Succeeding Annual Cost $6,700.00

Project Schedule

Implementation by SCT/Information Technology Services will commence within thirty days of the contract execution date.

Recommendation

SCT/Information Technology Services recommends this request.

Reviewed By: John Hennessey, Management Information Systems Director

504 Records Building  Dallas, TX 75202  Phone: (214) 653-6141  Fax: (214) 653-6708
COURT ORDER

ORDER NO. __________________

DATE __________________

STATE OF TEXAS
COUNTY OF DALLAS

BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County.

Texas, held on the ___________ day of _________________, 2001 on motion made

by ________________________________________________, and seconded

by ________________________________________________. the following order was adopted:

WHEREAS, This issue was briefed before Commissioners Court on January 09, 2001; and

WHEREAS, West Group, has requested a weekly Assumed Name Tape, a weekly Civil Court

Index Tape and a weekly UCC Tape, a one-time Seven Year Criminal History Tape.

and a monthly Criminal History Extract Tape; and

WHEREAS, The District Attorney’s Office has previously reviewed the data and rendered the

opinion that it is public information under the Public Information Act; and

WHEREAS, The County Clerk has previously approved the data content; and

WHEREAS, West Group, has paid $7,680.00 in advance for a weekly Assumed Name Tape, a

weekly Civil Court Index Tape and a weekly UCC Tape, a one-time Seven Year Criminal History Tape, and a monthly Criminal History Extract Tape, and in the

future will pay $6,700.00 annually for a weekly Assumed Name Tape, a weekly

Civil Court Index Tape and a weekly UCC Tape, and a monthly Criminal History Extract Tape; and

WHEREAS, The services will begin within thirty days of the execution of the contract; and

WHEREAS, This request is recommended by the MIS Director.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Dallas County

Commissioners Court authorizes County Judge Lee F. Jackson to execute the contract between

the County of Dallas and West Group, on behalf of the County of Dallas. West Group, has paid

$7,680.00 in advance for a weekly Assumed Name Tape, a weekly Civil Court Index Tape, a

weekly UCC Tape, a one-time Seven Year Criminal History Tape, and a monthly Criminal

History Extract Tape, and will in the future pay $6,700.00 annually for a weekly Assumed Name

Tape, a weekly Civil Court Index Tape, a weekly UCC Tape, and a monthly Criminal History

Extract Tape.
DONE IN OPEN COURT this the ____________ day of ______________ , 2001.

Lee F. Jackson
Dallas County Judge

Jim Jackson
Commissioner, District No.1

Mike Cantrell
Commissioner, District No. 2

John Wiley Price
Commissioner, District No. 3

Kenneth A. Mayfield
Commissioner, District No. 4

Recommended By: 
John Nero, Account Executive, SCT/Information Technology Services

John M. Hennessey, Management Information Systems Director
STATE OF TEXAS

COUNTY OF DALLAS

CONTRACT FOR COMPUTER SERVICES

BETWEEN COUNTY OF DALLAS, TEXAS AND WEST GROUP

West Group, whose principal office address is 610 Opperman Drive Eagan, Mn 55123 (hereinafter referred to as "Requestor") and County of Dallas, Texas (hereinafter referred to as "County") by and through the Dallas County Commissioners Court, and in consideration of the mutual covenants, agreements, and promises herein contained, do agree as follows:

I. SERVICES AND COST

County through its Information Technology Services Department will produce for the use of Requestor a computer generated weekly Assumed Name Tape, a weekly Civil Court Index Tape, a weekly UCC Tape, a One-time Seven Year Criminal History Tape, and a monthly Criminal History Extract Tape.

Requestor agrees to reimburse County in the sum of:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Setup Fee</td>
<td>70.00</td>
</tr>
<tr>
<td>One-time Seven Year Criminal History Tape</td>
<td>835.00</td>
</tr>
<tr>
<td>Annual Cost for Monthly Criminal History Extract Tape</td>
<td>720.00</td>
</tr>
<tr>
<td>Annual Cost for Weekly Assumed Name Tape</td>
<td>1,508.00</td>
</tr>
<tr>
<td>Annual Cost for Weekly Civil Extract Tape</td>
<td>2,600.00</td>
</tr>
<tr>
<td>Annual Cost for Weekly UCC Tape</td>
<td>1,872.00</td>
</tr>
<tr>
<td>Total First Year Cost</td>
<td>$7,680.00</td>
</tr>
<tr>
<td>Succeeding Annual Cost</td>
<td>$6,700.00</td>
</tr>
</tbody>
</table>

Requestor will reimburse County all of its costs in advance on an annual basis, before any services shall be provided by County. Subject to any change in costs, all future payments for annual costs in succeeding years shall be in the amount of six thousand seven hundred dollars ($6,700.00), due and payable thirty (30) days prior to the start of each year. Under the terms of this Contract, County will not provide to Requestor any complainant information or defendants' social security numbers.

Requestor understands and agrees that County may convert computer systems, or may address potential problems in existing systems (including, but not limited to, year 2000 compliance) as deemed necessary by County which may require County to reprogram its system in order to produce the above described judicial records. In that event, County shall provide Requestor thirty (30) days written notice of any cost of reprogramming or increase in annual costs. Requestor agrees to pay County such costs, unless it notifies County otherwise in writing within ten (10) days of receipt of notice from County. If Requestor sends County such written rejection of these additional costs, this Contract and all obligations hereunder shall immediately terminate.
II. TERM

The initial term of this Contract shall be one year from the date of execution. This Contract shall be automatically renewed annually thereafter unless either party gives written notice to the other thirty (30) days prior to the annual renewal date that it elects not to renew the Contract.

The Parties agree that upon the effective date of this Contract, any prior agreements or contracts between the parties shall be terminated. Further the parties agree that there are no outstanding obligation between the parties pursuant to any prior agreements or contracts.

III. TERMINATION

In addition to termination set forth in Section I and II, either of the parties shall have the right, in each party's sole discretion and at its sole option, to terminate this Contract by giving the other party thirty (30) days written notice of its intention to terminate.

IV. WARRANTY DISCLAIMER: LIMITATION OF LIABILITY; SOLE REMEDY

a. County does not warrant the accuracy of the information provided, and shall not be liable to Requestor or any other person for any damages arising, directly or indirectly, from any inaccurate information.

b. County shall not be liable for any defects in software or data, including "viruses" which may be inadvertently transmitted along with the requested information.

c. If either party breaches this Contract, the sole remedy shall be cancellation of the Contract. County shall provide all information due up to the date of cancellation; Requestor shall pay all fees owed up to the date of cancellation. County shall refund to Requestor all prepaid amounts on a pro rata basis for periods extending beyond the date of cancellation. Neither party shall be liable for any other damages, including costs, expenses or attorneys' fees, arising from the breach.

d. It is the express intention of the parties hereto that Requestor shall protect, defend, indemnify and hold County harmless from any and all claims, demands, judgments and expenses resulting from County's performance under this Contract. If County becomes a participant in legal proceedings due to the incidental or consequential use of information provided to Requestor, Requestor shall hold County harmless and indemnify County from all liability, including, but not limited to, all damages that may be awarded, attorneys' fees, court costs, and any and all other costs.

e. Requestor understands and agrees that County shall suffer no liability or expense of any kind as a result of this Contract, other than a refund of fees paid in accordance with subsection (c) of this section.
f. Requestor acknowledges and understands that often the information and records that have been purchased are required to be changed, including changes or deletions made pursuant to court-ordered expunctions of criminal records. Future copies of files already requested may be different and not agree with those previously delivered. Future monthly reports will not reference or notify Requestor of records that have been expunged pursuant to court order. Requestor shall take all steps necessary to insure that any requestor and any subsequent user of this information is properly informed of the likelihood of such changes and the existence in the database of records that have been expunged subsequent to the original receipt by Requestor of the information from County.

It is the express intention of the parties hereto that Requestor shall be solely responsible and liable for any damages, liability or any cause of action resulting from the expungement of previously acquired information from County and agrees to protect, defend, indemnify and hold County harmless from any and all claims, demands, judgments, costs (including attorneys’ fees) and expenses resulting from any sale, distribution or use of content or information furnished by County under this Contract to Requestor including but not limited to any expunged criminal histories, records or other information. All costs and expenses will be paid by Requestor as they accrue.

This Indemnification Provision shall survive the termination of this Contract.

V. AMENDMENTS OR MODIFICATION

This Contract shall not be amended or modified except by written agreement executed by duly authorized representatives of Requestor and County.

VI. VENUE AND GOVERNING LAW

This Contract is expressly made subject to County’s Sovereign Immunity, Title 5, Texas Civil Practice and Remedies Code. This Contract and all matters pertinent thereto shall be construed and enforced in accordance with the laws of the State of Texas, and venue shall lie exclusively in Dallas County, Texas.

VII. FORMAL COURT APPROVAL

This Contract is expressly subject to and contingent upon formal approval by the Dallas County Commissioners Court.
IN WITNESS WHEREOF by their signatures hereon each of the undersigned represents and warrants that they are the duly authorized agents of each entity and have full right and authority to enter into this Contract. This Contract is to be effective upon the signature of both County and Requestor.

EXECUTED THIS ___ day of _______________.2000.

COUNTY OF DALLAS

BY: LEE F. JACKSON
COUNTY JUDGE

REQUESTOR

BY: Linnea Grooms
Senior Director
Westlaw Public Records
West Group

APPROVED AS TO FORM:

BY: John B. Dahill
Advisory Chief.
Civil Section
TO: John M. Hennessey  
Dallas County M.I.S. Coordinator

FROM: Angi Bell, Computer Acquisition Specialist  
Dallas County Data Services/SCT

THRU: John Nero, Account Executive  
Dallas County Information Technology Services

SUBJECT: County Clerk FY2001-006 Replacement Request & 
FY01 Support Services – Service Enhancement Request #67

DATE: January 9, 2001

The County Clerk is requesting the replacement of 74 CRT’s located in the Frank Crowley Courts Building with PC’s and laser jet printers. The devices are distributed among all thirteen County Criminal Courts and the Processing Bond Forfeiture Units. The County Clerk is recommending that funding for this request come from the County Clerk’s Records Management and Preservation Account.

The M.I.S. Coordinator recommends that computer related FY2001-006 replacement request for a total of $283,116 be funded from the County Clerk’s 913/914 Preservation Account =00532.0000.08630.2001.0000.94009.0000

Background

The request was reviewed by the M.I.S. Coordinator and has been recommended to be replaced at a cost of $258,143. In addition, the M.I.S. Coordinator recommends approval of SER#67 in the amount of $24,973 for the installation services. The total cost of replacement hardware and software plus installation is $283,116.

Financial Impact/Considerations

The total one-time cost of this request are as follows:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Server - DELL PowerEdge 2400</td>
<td>$11,200</td>
</tr>
<tr>
<td>74</td>
<td>Workstation - DELL GX110</td>
<td>$118,400</td>
</tr>
<tr>
<td>1</td>
<td>Network - Switch/Chassis</td>
<td>$18,038</td>
</tr>
<tr>
<td></td>
<td>Cabling</td>
<td>$8,409</td>
</tr>
<tr>
<td>15</td>
<td>HP 8000N Printer</td>
<td>$43,500</td>
</tr>
</tbody>
</table>

509 Main Street, Ste. 504  Dallas, TX 75202  Phone: (214)653-6141  Fax: (214)653-6708
<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP 1100SE Printer</td>
<td>$410</td>
</tr>
<tr>
<td>Novell Client Access License (Netware)</td>
<td>$7,324</td>
</tr>
<tr>
<td>Zenworks Server/Desktop Bundle</td>
<td>$3,297</td>
</tr>
<tr>
<td>GroupWise 5.2</td>
<td>$5,311</td>
</tr>
<tr>
<td>McAfee Anti-Virus Deluxe, 2 year maintenance included</td>
<td>$1,332</td>
</tr>
<tr>
<td>Corel WordPerfect 8.0</td>
<td>$9,694</td>
</tr>
<tr>
<td>Netscape Navigator</td>
<td>0</td>
</tr>
<tr>
<td>Forvus Client Access License</td>
<td>$6,290</td>
</tr>
<tr>
<td>MS Office 97 Professional</td>
<td>$24,938</td>
</tr>
<tr>
<td>Installation services for approved request - SER#67</td>
<td>$24,973</td>
</tr>
</tbody>
</table>

**Total One-Time Costs:**

$283,116

The total ongoing costs of this request are as follows:

| Years 1-3 | Warranty on Standard Workstation | $0   |
| Years 1-3 | Warranty on Server               | $0   |
| Year 1    | Warranty on Printer              | $0   |
| Years 2-5 | 16 Printers @ $50 ea. per year for a 4 year total of | $3,200|
|           | 1 Server @ $350 ea. per year     | $350 |

**Total Ongoing Costs:**

$3,550

**Total Projected Costs (5yrs):**

$286,666
Funding

Funding is available to purchase this computer related request from the County Clerk's Preservation Account #00532.0000.08630.2001.0000.94009, which requires transferring the monies into account #00120.4031.08630.20001. The total cost of this request is $283,116.

Project Schedule

SER=67 will provide support services to the County Clerk, Criminal Division, for the installation of computer hardware and software. This will include: project management, purchasing, shipping receiving and transportation of hardware, coordination of cable installation, installation of communications equipment, installation of one server, installation of 74 PC's, installation of 1 personal printer, installation of 15 network printers, and establishment of IP connectivity to the mainframe for FORVUS access. The project is scheduled for completion within 60 days of SER approval.

Recommendation

The M.I.S. Coordinator recommends that Commissioners Court approve the use of the County Clerk's Preservation Account #00532.0000.08630.2001.0000.94009, which requires transferring the monies into account #00120.4031.08630.2001, to provide for computer and hardware replacements for a total cost of $283,116.

Approved By: Earl Bullock, County Clerk

Reviewed By: John Hennessey, M.I.S. Coordinator
ORDER NO: ______________________

DATE: ______________________

STATE OF TEXAS

COUNTY OF DALLAS

BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County, Texas,

held on the _______ day of ____________________________, 2001, on motion made

by ________________________________, and seconded

by ________________________________, the following order was adopted:

WHEREAS, This issue was briefed before Commissioners Court on January 9, 2001 concerning the computer related replacement request #FY2001-006 and Service Enhancement Request #67 by SCT/Information Technology Services to meet the installation requirements of the County Clerk Project; and

WHEREAS, Funding for the total one time cost of $283,116 is available from the County Clerk’s 913/914 Preservation Account #00532.0000.08630.2001.0000.94009, which requires transferring the monies into account #00120.4031.08630.2001; and

WHEREAS, A three year warranty is provided with the server. Beginning in the fourth year, maintenance for this equipment will cost approximately $350/year (based on current prices). Future maintenance costs will be funded by the County General Fund; and

WHEREAS, A one year warranty is provided with the printer. Beginning in the second year, maintenance for this equipment will cost approximately $50/year (based on current prices). Future maintenance costs will be funded by the County General Fund; and

WHEREAS, This SER will provide: project management, purchasing, shipping/receiving and transportation of hardware, coordination of cable installation, installation of communications equipment, installation of one server, installation of 74 PC’s, installation of 1 personal printer, installation of 15 network printers, and establishment of IP connectivity to the mainframe for FORVUS access services; and

WHEREAS, The above request has been recommended by the M.I.S. Coordinator.
IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Dallas County Commissioners Court authorizes and approves the expenditure of FY2001-006 computer related replacement request and SER #67 in the amount of $249,975 for a total one time cost of $283,116 to be funded from the County Clerk's 913.914 Preservation Account #00532.0000.08630.2001.0000.94009, which requires transferring the monies into account #00120.4031.08630.2001. The Dallas County Commissioners Court further authorizes the County Judge to sign Service Enhancement Request #67 on behalf of Dallas County.

DONE IN OPEN COURT this the __________ day of ________________________, 2001.

Lee F. Jackson, County Judge               Jim Jackson, Commissioner               Mike Cantrell, Commissioner
                                          Road and Bridge, District 1        Road and Bridge, District 2

John Wiley Price, Commissioner               Kenneth A. Mayfield, Commissioner
                                          Road and Bridge, District 3        Road and Bridge, District 4

RECOMMENDED BY:  John Nero, Account Executive, Information Technology Services

Earl Bullock, County Clerk

John M. Hennessey, M.I.S. Coordinator
SERVICE ENHANCEMENT REQUEST NO. 67 FOR
SUPPLEMENTAL SERVICES

Name of Client: Dallas County
Date of Request: January 9, 2001
Agreement: Master OnSite Services Agreement between Dallas County and SCT dated November 3, 1992

All terms defined in the Agreement shall have the same meaning ascribed to them therein when used in this Service Enhancement Request. Pursuant to Section 12 of the Agreement, Client hereby requests that SCT perform the Supplemental Services described below. The parties acknowledge that any Supplemental Services to be performed pursuant to this Service Enhancement Request shall be performed under the terms and conditions of the Agreement. In addition, unless otherwise set forth below, any payments to be made by Client to SCT under this Service Enhancement Request shall be made pursuant to the terms and conditions of the Agreement. The amounts to be paid by Client to SCT under this Service Enhancement Request shall be in addition to any other amounts which Client is obligated to pay to SCT under the Agreement.

Description of Supplemental Services:

This SER will provide support services to the County Clerk, Criminal Division, for the installation of computer hardware and software. This will include: project management, purchasing, shipping/receiving and transportation of hardware, coordination of cable installation, installation of communications equipment, installation of one server, installation of 74 PC’s, installation of 1 personal printer, installation of 15 network printers, and establishment of IP connectivity to the mainframe for FORVUS access.

In the event the SER service is unavailable during this period, the existing Data Services/SCT staff will continue to provide the support services for up to 30 days. If SCT is unable to provide the agreed to service from another source, the County will not be charged for the individual cost representing the services until such services are resumed. Partial month charges will be prorated based upon the number of days Dallas County is without the services.
Projected Start Date for Services: January 15, 2001
Projected End Date for Services: March 15, 2001

Total amount to be paid by Client to SCT under this Service Enhancement Request: $24,973 to be billed as the services are Rendered each month for the period.

CLIENT AUTHORIZATION OF REQUEST:

County of Dallas, TX

By: ____________________________
Printed Name: John Hennessey
Title: Dallas County MIS Coordinator

By: ____________________________
Printed Name: Lee F. Jackson
Title: Dallas County Judge

SCT APPROVAL OF REQUEST:

SCT SOFTWARE & RESOURCE MANAGEMENT CORPORATION

By: ____________________________
Printed Name: ____________________________
Title: ____________________________
Date of Approval: ____________________________
Date: January 9, 2001

Memo To: J. Allen Clemson
Administrator, Commissioners Court

From: John Nero
Account Executive, SCT/Data Services

Subject: Implementation of the Automated Fax Pilot Project &
FY01 Support Services – Service Enhancement Request #66

BACKGROUND

The County of Dallas has the desire to automate the process of incoming and outgoing facsimiles. It has been determined that the volume of faxes the County of Dallas sends and receives would be unfeasible and more costly than executing a pilot. The Automated Fax Pilot would reduce the amount of paper being used, as well as the time it takes to transfer these documents. This project is now ready to proceed with the acquisition and installation of hardware, software, and cabling. This briefing will request SER funding from the Major Technology Fund #195 to complete the installation of the requested equipment and software.

SERVICE ENHANCEMENT REQUEST

This SER will provide support services to install and implement the Automated Fax Pilot, including the installation of computer hardware and software. This will include: Consulting Services, project management, purchasing, shipping/receiving and transportation of hardware, supervision of cable installation, installation of communications equipment, installation of 1 fax/e-mail servers, installation of 4 Castelle FaxPress 500 8 lines, and installation of 32 analog telephone lines. 24 of the lines will be on a single hunt group and dedicated for incoming faxes and 8 lines will be dedicated for outgoing faxes.

The administration requirements for the fax system are minimal since the product chosen for this task (Castelle FaxPress) integrates directly with the NetWare Directory Services, which is currently employed at the county of Dallas. Help Desk requirements are also expected to be low as long as emailing via GroupWise is the method used for sending and receiving facsimiles.
FINANCIAL IMPACT/CONSIDERATIONS

In order to proceed with the Fax Automation Pilot the following funding will be required.

<table>
<thead>
<tr>
<th>Contract consulting, installation, and implementation services</th>
<th>$18,567</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total SER Cost</td>
<td>$18,567</td>
</tr>
</tbody>
</table>

RECOMMENDATION

It is recommended that the Dallas County Commissioners Court approve the Service Enhancement Request No. 66 for the implementation of the Fax Automation Pilot. Funding for the project is from the Major Technology Fund #195, and has been approved by MIS Director in the amount of $18,567.

Reviewed by:

John Hennessey, MIS Director
ORDER NO. ___________________

DATE ____________________

STATE OF TEXAS
COUNTY OF DALLAS

BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County, held on the ____________ day of ________________, 2001 on motion made by ____________________________, and seconded by ____________________________, the following order was adopted:

WHEREAS, This issue was briefed before Commissioners Court on January 9, 2001 concerning the Service Enhancement Request #66 by SCT/IT Services to meet the installation requirements of the Dallas County Automated Fax Pilot Project; and

WHEREAS, Funding for this SER will be provided through the Major Technology Fund #195.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Dallas County Commissioners Court approves and authorizes the attached Service Enhancement Request #66 in the amount of $18,567 for the installation services for the Dallas County Automated Fax Pilot Project. Funding is available through the Major Technology Fund #195. The Dallas County Commissioners Court further authorizes the County Judge to sign Service Enhancement Request #66 on behalf of Dallas County.

DONE IN OPEN COURT this the ____________ day of ________________, 2001.

Lee F. Jackson
Dallas County Judge

Jim Jackson
Commissioner, District No. 1

Mike Cantrell
Commissioner, District No. 2

John Wiley Price
Commissioner, District No. 3

Kenneth A. Mayfield
Commissioner, District No. 4

Recommended By:

John Nero, Account Executive, Data Services/SCT

John M. Hennessey, Dallas County MIS Director
SERVICE ENHANCEMENT REQUEST NO. 66 FOR 
SUPPLEMENTAL SERVICES

Name of Client: Dallas County

Date of Request: January 9, 2001

Agreement: Master OnSite Services Agreement between Dallas County and SCT dated November 3, 1992

All terms defined in the Agreement shall have the same meaning ascribed to them therein when used in this Service Enhancement Request. Pursuant to Section 12 of the Agreement, Client hereby requests that SCT perform the Supplemental Services described below. The parties acknowledge that any Supplemental Services to be performed pursuant to this Service Enhancement Request shall be performed under the terms and conditions of the Agreement. In addition, unless otherwise set forth below, any payments to be made by Client to SCT under this Service Enhancement Request shall be made pursuant to the terms and conditions of the Agreement. The amounts to be paid by Client to SCT under this Service Enhancement Request shall be in addition to any other amounts which Client is obligated to pay to SCT under the Agreement.

Description of Supplemental Services:

This SER will provide support services for the Pilot Fax Automation Project for the installation of computer hardware and software. This will include: project management, purchasing, shipping/receiving and transportation of hardware, installation of communications equipment, installation of 1 fax server, installation of 4 Castelle FaxPress 5000 8 lines, installation of 32 analog telephone lines to be provided by Dallas County, and integrate FaxPress software with Dallas County GroupWise and NDS. Test and verify system installation, integration, and functionality.

In the event the SER service is unavailable during this period, the existing Data Services/SCT staff will continue to provide the support services for up to 30 days. If SCT is unable to provide the agreed to service from another source, the County will not be charged for the individual cost representing the services until such services are resumed. Partial month charges will be prorated based upon the number of days Dallas County is without the services.
Projected Start Date for Services: January 15, 2001
Projected End Date for Services: March 15, 2001

Total amount to be paid by Client to SCT under this Service Enhancement Request: $18,567 to be billed as the services are Rendered each month for the period.

CLIENT AUTHORIZATION OF REQUEST:

County of Dallas, TX

By: ______________________________
Printed Name: John Hennessy
Title: Dallas County MIS Coordinator

By: ______________________________
Printed Name: Lee F. Jackson
Title: Dallas County Judge

SCT APPROVAL OF REQUEST:

SCT SOFTWARE & RESOURCE MANAGEMENT CORPORATION

By: ______________________________
Printed Name: ______________________________
Title: ______________________________

Date of Approval: ______________________________
DALLAS COUNTY
PURCHASING DEPARTMENT

January 09, 2001

TO: The Honorable Commissioners Court

FROM: Gloria McCulloch Webb, Purchasing Analyst

SUBJECT: Purchase of Passenger Vehicles, Bid No. 2001-026-708

BACKGROUND/ISSUE
Dallas County Commissioners Court, at their regularly scheduled session held on December 05, 2000 and January 02, 2001, authorized the award of Bid No. 2001-026-708, Purchase of Passenger Vehicles to Various Vendors. Item Number 9: One Ton Extended Length Cargo Van, quantity of 7, was withheld from award pending briefing to the Commissioners Court.

Dallas County received a total of five (5) bona fide bids for Item Number 9: One Ton Extended Length Cargo Van. All bids received complied with Dallas County minimum specification requirements. Listed below are the prices including conversion costs:

<table>
<thead>
<tr>
<th>Vendors</th>
<th>Bid Cost</th>
<th>Conversion</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawrence Marshall Chev</td>
<td>$19,982</td>
<td>$3,772</td>
<td>$23,754</td>
</tr>
<tr>
<td>Philpott Ford</td>
<td>19,988</td>
<td>3,504</td>
<td>23,492</td>
</tr>
<tr>
<td>Lawrence Marshall Ford</td>
<td>20,090</td>
<td>3,504</td>
<td>23,594</td>
</tr>
<tr>
<td>Showcase Chevrolet</td>
<td>20,200</td>
<td>3,772</td>
<td>23,972</td>
</tr>
<tr>
<td>Village Ford</td>
<td>20,388</td>
<td>3,504</td>
<td>23,892</td>
</tr>
</tbody>
</table>

The Automotive Service Center (ASC) has submitted a request to the Purchasing Department requesting that Item Number 9: One Ton Extended Length Cargo Van be awarded to the second low bidder (Philpott Ford) due to the cost of the after market conversion of the vehicles in order to meet the Sheriff Department’s transportation requirements. The after market conversion consists of installing security cages and seats between the driver and the inmates. Due to the different physical characteristics of the Chevrolet Van and the Ford Van the cost of installing security cages and seats are higher for the Chevrolet van. According to our current supplier (O.C.I. Manufacturing) who performs the after market conversion of the vehicles, the current cost of converting a van manufactured by Chevrolet costs $3,772 compared to $3,504 for a van manufactured by Ford. The difference is $268.00 per vehicle. ASC believes the conversion cost should be considered in determining the evaluated cost of each vehicle. The cost of conversion was not mentioned in the Dallas County specification requirements. Bidders were not informed the additional cost of conversion would be added to their vehicle cost in order to obtain the final evaluated cost of the vehicle.

To change the evaluation criteria at this time would compromise the bidding process.

FINANCIAL IMPACT
Awarding to the apparent low bidder will result in an additional net expenditure of $262 per vehicle (includes conversion costs) for a total cost of $1,834.

RECOMMENDATION
The Purchasing Department recommends awarding to the apparent low bidder, Lawrence Marshall Chevrolet, LP. Automotive Service Center recommends award to Philpott Ford based on the best value including conversion costs.

Upon Court direction, an Award Court Order will be scheduled for the next regular agenda.

Approved By:

John J. Cantwell, Purchasing Director

c: Chris Thompson, Director, Communication and Central Services
   Dick Wakeman, Fleet Manager Automotive Service Center

509 Main St. (Records Bldg.)
6th. Floor, Room 623

Dallas, Texas 75202 (214) 653-7431
MEMORANDUM

Date: January 3, 2001
To: Dallas County Commissioners Court
From: Michael K. Griffiths, Director
Re: Contract Amendment With Correctional Services Corporation for Operations of the Dallas Youth Academy Program/Detention Overflow Component

Background Of Issue

The Juvenile Department has been collaborating with Correctional Services Corporation (CSC) to modify the services provided at the Lyle B. Medlock Youth Treatment Center and the Dallas Youth Academy (formerly named the Last Chance program). The Dallas County Juvenile Board, at its October 23, 2000 meeting, approved this department’s request to proceed with full implementation of the new treatment approach and with revisions to the program components at both facilities. The Board then approved the request of the Juvenile Department to amend the contract with CSC for operations of the Dallas Youth Academy and Detention Overflow Component at its December 18, 2000 meeting to: (1) expand the Dallas Youth Academy by 12 additional beds and (2) allow immediate access to the 40 detention overflow beds.

The purpose of this briefing is to request Commissioners Court approval of the contract amendment with Correctional Services Corporation.

Revised Treatment Approach

There are two primary goals of this modification: (1) To be more therapeutic, less reliant on written materials and rote memorization, and more focused on equipping youth to make better decisions upon their return home and (2) Develop program components with a shorter length of stay.

The new treatment modality at both facilities is called the Strategic Model and was developed by Dr. Jon McCaine, National Treatment Director for Youth Services International (YSI), which was acquired by CSC in the past year. Dr. McCaine is a nationally recognized leader in the field of treating juveniles. He has previously served as Clinical Director for the Arizona Department of Juvenile Corrections. Dr. McCaine’s Strategic Model has been developed and revised over the past eight years and has been
implemented in many Arizona and YSI facilities. The Dallas programs are among the first of the CSC programs to adopt the treatment approach.

Dr. McCaine has been very involved in implementing the Strategic Model in Dallas. He personally conducted the initial week-long staff training in September. He conducts regular conference calls with treatment staff to discuss the implementation process. He is also arranging for "staff sharing" with programs currently utilizing the Strategic Model that will temporarily bring staff from those programs to Dallas and send Dallas staff to those more experienced programs to enhance local staff's understanding of the model. The implementation process is ongoing, but as of January 1, 2001, the Strategic Model is essentially in complete use at both Medlock and Youth Academy.

**Development of Revised Program Components**

With the implementation of the Strategic Model, we are revising program components at both facilities, with some focus on shorter lengths of stay. The current configuration of program components are as follows:

**Medlock:**
- 48 beds of Residential Drug Treatment, with a six months length of stay
- 24 beds of Level of Care IV Residential Treatment Center, with a six to nine length of stay
- 24 beds of Boot Camp, with a six months length of stay

**Youth Academy:**
- 44 beds of a 60 day sanctions program, used primarily for youth who violate their conditions of probation

The 48 bed residential drug treatment component at Medlock is funded by a federal grant that requires a six month length of stay. We explored with the funding source the possibility of developing a component with a shorter length of stay, but were told that the six months requirement was statutory and could not be modified. Juvenile Department personnel, CSC staff and Dr. McCaine are all concerned that the strict boot camp approach is not a good fit with the Strategic Model. Therefore, the boot camp component from Medlock will be replaced with a short term 90 day Level Of Care IV component. We do believe that it is appropriate to continue a physical training aspect to all programs, but the true boot camp approach will be discontinued. The short term Youth Academy program will continue to contain an emphasis on physical training and some elements of the boot camp. The Youth Academy has always been considered a therapeutic boot camp program and Dr. McCaine and CSC staff are confident that the Strategic Model will be effective in the Youth Academy program.
A summary of the revisions to the program components and length of stay follows.

**Lyle B. Medlock Youth Treatment Center**

**Residential Drug Treatment**

This facility will continue to treat males only. The 48 bed Residential Substance Abuse Treatment (RSAT) component, funded by the Office of the Governor, Criminal Justice Division (CJD), will remain at this facility without any changes.

**Residential Treatment - Level Of Care IV Short Term**

This component will continue to treat 24 youth who are assigned level of care (LOC) IV. The targeted length of stay will now be three months, with the ability to extend treatment on a case by case basis if needed.

**Residential Treatment - Level of Care IV Long Term**

This component will function as a 24 bed residential treatment program for youth with more severe offenses and who are more entrenched in delinquent behavior. This program component will be specifically designed to accept those youth assigned a Progressive Sanction Level V by our juvenile courts, with a required length of stay of at least 6 months. The profile of these Progressive Sanction Level V youth will include those who are difficult to place in other contracted residential facilities and who may have unsuccessfully discharged from other facilities and those youth who are extremely aggressive. No additional staff at the Medlock facility are needed to implement these revisions.

**Harry Hines Juvenile Detention Annex**

**Youth Academy component**

This component will continue to operate as a 60 day program. The program currently accepts 44 youth (approximately 37 males, 7 females) but will expand to a total of 56 beds: 44 beds for males and 12 beds for females (with some flexibility in ratio). The profile of youth appropriate for this program will continue to target youth who violate their conditions of probation but will expand to allow admission for youth who are in need of placement as an initial disposition. Some of the youth appropriate for the proposed additional 12 beds are currently waiting in the detention overflow component of the Harry Hines Annex for openings in the Youth Academy program. Creation of these additional beds will allow youth to actually begin treatment earlier. CSC will need to hire one additional caseworker to accommodate the addition of 12 beds and a Licensed Vocational Nurse for the entire facility that will extend medical coverage during evening hours.
Detention Overflow Component

The current overflow component allows 52 beds to be utilized for the Lone Star detention center when its capacity reaches a population of 200. CSC also currently contracts with other county jurisdictions to fill any remaining overflow beds with pre-adjudication youth, with this department having priority of all beds. The expansion to 56 beds for the Youth Academy component will now allow 40 beds remaining for detention overflow. This remaining amount is deemed sufficient in meeting department needs when considering our prior use of this component. The new contract amendment being recommended will now allow access to all 40 beds without prior written notice and activation costs at the current per diem rate of $80.94.

Continuing Care

We are using the term “continuing care” instead of “after care” to emphasize the importance of youth continuing to utilize the concepts learned during their residential stay upon return to the community. A key to the continuing care is to ensure that youth have access to community-based services upon their return home that will support their reintegration into their home and community. We are developing plans to have all youth transition from the CSC residential programs into a community-based program that will be coordinated with the Strategic Model design. We will utilize our existing non-residential providers and are developing new resources for these services. CSC staff will need to coordinate with the community based programs to provide continuing care services.

The role and duties of CSC continuing care staff will change significantly from their original Aftercare duties by no longer tracking and monitoring youth successfully discharged from residential treatment. During initial contract negotiations, CSC agreed to performance guarantees, based in part, to these specific aftercare services. Therefore, the contract amendments being recommended for operations at both facilities will eliminate performance guarantees.

Operational Impact

With full utilization of the Strategic Model at both facilities, our goal is to have the revised program components at the Dallas Youth Academy/Detention Overflow Component in place and functioning by mid January. Juvenile Department staff will continue to work closely with CSC to implement these changes. We will also develop training materials to present to probation officers and other department staff on the changes and how to incorporate those changes into our supervision of youth while in placement and upon the youth’s return to the community.
The expansion of the Youth Academy program and the shorter term component at Medlock will increase the number of youth who will be treated locally, and will reduce the number of youth in out of county, contract placements. These changes are part of the Department's overall strategy to reduce our reliance on long term, out of county placements.

The Brown Schools is currently operating the Dallas County Juvenile Justice Charter School in this facility. They will be required to provide educational services for these 12 additional youth. They also provide educational services for any Dallas County youth assigned to the detention overflow component and to all youth from other county jurisdictions that CSC contracts for use of the remaining overflow beds.

**Performance Measures**

The ultimate measure of success for these changes will be in improved successful discharge rates, lower lengths of stay, and lower recidivism. We will continue to monitor CSC's performance in these critical areas and will provide updates to the Juvenile Board and Commissioners Court on the progress in implementing these changes and outcomes of the services. Last September, the Court was briefed and approved the Juvenile Department's recommendation to renew existing contracts with CSC for operations of both facilities. Attachment 1 provides FY 2000 performance data for both facilities.

**Fiscal Impact**

The services provided by CSC are funded from the Juvenile Department's placement budget. We receive funding from the Texas Juvenile Probation Commission and the Office of the Governor, Criminal Justice Division (CJD) for services at the Medlock Center. TJPC has given approval of the operational funding we receive from them that will allow for the shorter lengths of stay proposed for the residential treatment center Level of Care IV component at the Medlock Center. The current per diem rate for the 44-bed Youth Academy is $87.34 and will apply to the 12-bed expansion. The current monthly cost for operations of the Youth Academy is $116,890 and will increase to $148,690. The cost for these beds will come from our existing residential placement budget. These 12 additional beds will be utilized for youth who are currently placed in longer-term contract residential programs. Shorter lengths of stay followed by lower cost continuing care programs (compared to long term residential stays) will allow the department to serve more youth with our current funding level. The per diem rate for the detention overflow component is $80.94. The department's FY 2001 budget includes $247,000 for 16 detention overflow beds. If detention population is such that more than 16 detention overflow beds are needed for extended periods, we will coordinate with the office of Budget and Evaluation to identify additional funding needs.
Legal Impact

The contract amendment for operations of the Dallas Youth Academy/Detention Overflow Component, Attachment 2, has been approved as to form by Assistant District Attorney John Dahill. The signature of the Chairman of the Juvenile Board and the Dallas County Judge is required on the contract amendment with Correctional Services Corporation. The contract amendment for operations of the Lyle B. Medlock facility is currently being developed and will be presented at a later date to the Court for formal approval.

Recommendation

It is recommended that the Dallas County Commissioners Court approves the request of the Juvenile Department to amend the contract with Correctional Services Corporation for operations of the Dallas Youth Academy/Detention Overflow Component and to authorize the Dallas County Judge to sign the contract amendment on behalf of Dallas County.

Recommended by:  

Michael K. Griffths, Director
ATTACHMENT 1

FY 2000 STATISTICAL REPORT

Performance Of Correctional Services Corporation

At Lyle B. Medlock Youth Treatment Center and Last Chance program

### Admissions And Discharges

<table>
<thead>
<tr>
<th>Program</th>
<th>Fiscal YTD Admissions</th>
<th>Fiscal YTD Discharge</th>
</tr>
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<tr>
<td><strong>Medlock</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 4</td>
<td>27</td>
<td>34</td>
</tr>
<tr>
<td>Level 5</td>
<td>34</td>
<td>24</td>
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<tr>
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<td>39</td>
<td>40</td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>32</td>
<td>38</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>132</td>
<td>134</td>
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<tr>
<td><strong>Last Chance</strong></td>
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<tr>
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<td><strong>Total Both</strong></td>
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<tr>
<td><strong>Programs</strong></td>
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<td>346</td>
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### Discharge Outcome

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<th>Program</th>
<th>Fiscal YTD Discharge</th>
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<th>% Successful</th>
<th>Total Unsuccessful</th>
<th>% Unsuccessful</th>
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<tbody>
<tr>
<td><strong>Medlock</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Level 4</td>
<td>34</td>
<td>23</td>
<td>68%</td>
<td>11</td>
<td>32%</td>
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<tr>
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<td>9</td>
<td>38%</td>
<td>15</td>
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<td>30</td>
<td>75%</td>
<td>10</td>
<td>25%</td>
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<tr>
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<td>25</td>
<td>69%</td>
<td>11</td>
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<td>47</td>
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<tr>
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<td><strong>Total Both</strong></td>
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<td><strong>Programs</strong></td>
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## Recidivism To Date

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<th># With Any Referral</th>
<th>% With Any Referral</th>
<th># With Del. Referral</th>
<th>% Delinquent Referral</th>
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<tbody>
<tr>
<td></td>
<td>Total</td>
<td>Successful</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Medlock</td>
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<td>23</td>
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<td>35%</td>
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<td>0%</td>
<td>0</td>
<td>0%</td>
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<td>23%</td>
<td>3</td>
<td>10%</td>
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<tr>
<td>Substance Abuse</td>
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<td>2</td>
<td>8%</td>
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<tr>
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<td>Total</td>
<td>191</td>
<td>66</td>
<td>35%</td>
<td>22</td>
<td>12%</td>
</tr>
<tr>
<td>Total Both Programs</td>
<td>278</td>
<td>83</td>
<td>30%</td>
<td>32</td>
<td>12%</td>
</tr>
</tbody>
</table>

## Length Of Stay-Days

| Program          | Fiscal Year To Date | | | | |
|------------------|---------------------|---|---|---|
|                  | Unsuccessful | Successful | Total |
| Medlock          |            |            |       |
| Level 4          | # of Discharge | 11 | 23 | 34 |
|                  | Length Of Stay | 154 | 278 | 238 |
| Level 5          | # of Discharge | 15 | 9 | 24 |
|                  | Length Of Stay | 122 | 325 | 198 |
| Boot Camp        | # of Discharge | 10 | 30 | 40 |
|                  | Length Of Stay | 82 | 236 | 197 |
| Substance Abuse  | # of Discharge | 11 | 25 | 36 |
|                  | Length Of Stay | 134 | 252 | 216 |
| Last Chance      | # of Discharge | 21 | 191 | 212 |
|                  | Length Of Stay | 36 | 59 | 57 |
ATTACHMENT 2
AMENDMENT NO. 2
TO THE
CONTRACT FOR OPERATION AND PROGRAMMING OF
96-BED SECURE FACILITY
BETWEEN
DALLAS COUNTY AND THE
DALLAS COUNTY JUVENILE BOARD
(COUNTY)
AND
CORRECTIONAL SERVICES CORPORATION
(CONTRACTOR)

I. PURPOSE:


II. AMENDED PROVISIONS:

Contract Amendment No. 2 is in addition to the original contract and Contract Amendment No. 1 and shall not change any contractual provisions agreed upon in the original contract or Contract Amendment No. 1 except as specifically set forth herein. The following provisions are added to the Contract For Operation And Programming of 96-Bed Secure Facility:

3. SCOPE OF WORK

C. (1) Contractor agrees to expand the 44-bed secure, short-term post-adjudication residential program by an additional 12 beds (56 total) that will be located on the second floor that houses the 52-bed pre-adjudication detention overflow program for a 60 day period, including a 120 day aftercare component for those youth successfully discharged from the residential component. These 12 beds will be kept separate and independent from the pre-adjudication program. Wherever reference is made in the original contract and Amendment No. 1 to the 44-bed secure, short-term post-adjudication residential program, such reference (s) shall include those 12 expansion beds unless otherwise specifically stated in this Amendment No. 2. The 12 bed expansion shall remain in effect for the term of the original contract unless Contractor is notified in writing by County that the 12 bed expansion will be discontinued.
(2) Contractor agrees to accept up to 40 youth from County into the 52-bed pre-adjudication detention overflow program, on an as needed basis, throughout the term of the contract as renewed for FY 2001 per Board order No: 2000-071 dated August 28, 2000 and Court order No: 2000-1834 dated September 12, 2000. Contractor agrees to waive all contractual requirements for implementation costs and prior notification and de-activation of these forty beds.

D. (1) Contractor shall be prepared to accept youth for the additional 12 beds in the 44-bed post-adjudication program upon written notification by the County.

E. (1) Contractor shall be prepared to accept up to 40 youth from the County for the 52-bed pre-adjudication detention overflow program on an as needed basis.

5. FUNDING AND PAYMENT FOR CONTRACTOR SERVICES

C. (1) Contractor shall now be compensated $148,769 monthly for operations of the 56-bed secure, short-term post-adjudication residential program at a per diem rate of $87.34. This compensation shall provide for same materials, goods and services as in Section 3, paragraph C of the original contract. Monthly compensation shall be made only after services are actually rendered. Contractor will not be reimbursed for any implementation costs associated with the expansion of the 12-beds.

E. (1) Contractor agrees that there will be no additional compensation for Aftercare services for any of those 12 expansion youth who successfully complete the 60 day residential component and who enroll and participate in the 120 day Aftercare component.

G. (1) Contractor shall be compensated at a per diem rate of $80.94 only for the actual number of days each youth, up to 40 beds, is assigned to the 52-bed pre-adjudication detention overflow program. This compensation shall provide for same materials, goods and services as in Section 3, paragraph G of the original contract. Monthly compensation shall be made only after services are actually rendered. Contractor will not be compensated for any activation costs associated with the use, on an as needed basis, for the 40 beds in the 52-bed pre-adjudication detention overflow program.

14. PERFORMANCE GUARANTEE BY THE CONTRACTOR

The Performance Guarantee applies to all juveniles who successfully discharge from the 60 day residential component and have an opportunity to participate in the 120 day Aftercare program. The performance guarantee is in the form of a retainage of 8% of the monthly compensation to Contractor for operation of the post-adjudication program. Dallas County releases each month’s retainage as the juveniles who are successfully discharged during the retainage month achieve a 90 day anniversary of release without recidivating.

On April 1, 2001, this clause will be eliminated. The last performance guarantee shall apply to those juveniles who successfully discharge from the 60 day residential component by December 31, 2000 and have an opportunity to participate in the first 90 days (January 1, 2001 through March 31, 2001) of the 120 day Aftercare program. The retainage of 8% of the monthly compensation to Contractor will end on March 31, 2001. The first full monthly compensation paid to Contractor for operation of the post-adjudication program without retainage will be for services beginning April 1, 2001. Dallas County will release each months retainage for those juveniles who are successfully discharged by December 31,
III. TERM:

This amendment will take effect from the date of execution until September 30, 2001.

IV. TERMINATION OF THIS AMENDMENT:

This Amendment No. 2 may be terminated by either party by giving thirty (30) days written notice to the other party hereto of the intent to terminate. Such termination will not affect the terms of the original Contract For Operation And Programming Of 96-Bed Secure Facility with Correctional Services Corporation.

V. ACCEPTANCES:

By their acceptances below, the representatives of Dallas County, the Dallas County Juvenile Board and contractor executing this amendment represent that they are duly authorized to amend the contract on behalf of their party and to validly bind their party to all terms, conditions, performances and provisions set forth herein.

DALLAS COUNTY
JUVENILE DEPARTMENT

Mike Griffiths, Director

Date: __________________________

CORRECTIONAL SERVICES
CORPORATION

James F. Slattery, President and CEO

Date: __________________________

DALLAS COUNTY and
DALLAS COUNTY JUVENILE BOARD

Judge Lee F. Jackson
Dallas County Judge and Chairman
of the Dallas County Juvenile Board

Date: __________________________

Approved as to form:

______________________________

John B. Dahill
Assistant District Attorney

Date: __________________________
MEMORANDUM

Date: January 3, 2001
To: Dallas County Commissioners Court
From: Michael K. Griffiths, Director
Subject: Criminal Justice Policy Council Placement Study

Background of Issue

On September 28, 2000, the Dallas County Juvenile Board approved the Juvenile Department's request to participate in a placement study conducted by the Criminal Justice Policy Council for the Texas Juvenile Probation Commission (TJPC). The study examined the identifying characteristics of a random sample of juveniles referred to departments in nine Texas Counties, including Dallas County. The purpose of the study was to determine the impact of these characteristics on disposition and placement decisions. The study required that Juvenile Department staff collect information on case files and complete questionnaires in accordance with the directions and timelines provided by the Criminal Justice Policy Council. TJPC agreed to reimburse the Juvenile Department $10.00 per case review. The review was conducted by a group of experienced probation officers who completed the questionnaires outside of their regular work day and are to be compensated $8.00 for each review completed. The remaining $2.00 per review will be allocated to the Department's DDA account. The Juvenile Department has completed its review and the questionnaires have been submitted to the Texas Juvenile Probation Commission. The purpose of this briefing is to request Commissioners Court approval to advance general funds to reimburse the probation officers who participated in this review at $8.00 per case review completed.

Operational Impact

Staff of the Criminal Justice Policy Council trained the Juvenile Department staff on how to review cases and collect the information needed to complete the case questionnaires. A total of 350 case reviews were completed by the participating group of officers. These reviews were completed outside of their regular work day and therefore had no impact on their day to day job responsibilities. Reimbursements to the officers for these services will be processed through the county's payroll system by the Auditors Office.
**Fiscal Impact**

As per the contract with TJPC, the Juvenile Department will receive $10 per verified case that has been reviewed for the purpose of this study. Based on the 350 case studies that were completed, TJPC will reimburse the department $3,500 for its services. The Juvenile Department proposes to compensate the staff participating in this study at a rate of $8.00 per questionnaire and allocate the remaining $2.00 per questionnaire to the department's DDA account. An invoice was submitted to TJPC for these services, however, we have not yet received their payment.

**Legal Impact**

The Juvenile Board through Board Order 2000-085 dated September 25, 2000 approved the Criminal Justice Policy Placement Study Contract and the proposed staff compensation plan. Commissioners Court approval is required to reimburse the officers who participated in this study, as the money will have to be advanced from the County’s general fund.

**Recommendation**

It is recommended that the Dallas County Commissioners Court authorize an advance of $2,800 (350 cases x $8) in General Funds to reimburse the probation officers who participated in the Placement Study at a rate of $8.00 per completed questionnaire. It is also recommended that the Commissioners Court authorize the transfer of the remaining $2.00 per completed questionnaire to the Juvenile Department’s DDA account upon receipt of funds from TJPC.

Recommended by:  

Michael K. Griffitthe, Director
Date: January 2, 2001

To: Dallas County Commissioners Court

From: Michael K. Griffiths, Director

Subject: Notice of Grant Award for the Third Year JJDP Challenge Grant Funds from the Criminal Justice Division of the Office of the Governor for the JJAEP Truancy Program

Background of Issue

This Notice of Grant Award for the Third Year JJDP Challenge Grant Funds from the Criminal Justice Division of the Office of the Governor for the JJAEP Truancy Program was originally briefed to the Court on October 17, 2000. The associated Court Order was not submitted on time, therefore the Notice of Grant Award is being re-briefed.

At the August 28, 2000 Juvenile Board meeting, an application was submitted to the Criminal Justice Division of the Office of the Governor (CJD) for continued funding from the federal Juvenile Justice and Delinquency Prevention Act Challenge Program. We have received the attached Notice of Grant Award from CJD for FY 2001, in the amount of $247,000.

The purpose of this briefing is to request Commissioners Court acceptance of the grant to continue the funding for the JJAEP Truancy Program for the third year.

Operational Impact

Acceptance of continued funding will allow for a shift to a case manager focus in our attempts to address the truancy of the JJAEP students. As a result of the transition to a new JJAEP contractor, Children's Comprehensive Services (CCS), and coupled with CCS' focus on student behavior management through utilization of the Boy's Town model, we anticipate a marked improvement in individual student behavior and attendance as well as overall increase in average daily attendance for the JJAEP. We believe a shift to a case manager focus will help to support the behavioral management approach being instituted by CCS.

Performance Measures

The primary goal for this program is to improve individual, as well as overall, student attendance. The workload measures that will be used to measure the effectiveness of the staff assigned to the program include: the number of referrals received; the number of home visits performed; and the number of referrals made to social service agencies. The outcome measures that will be used to measure the effectiveness of this program include: the number of students that are eventually transported to the JJAEP; the number of truancy petitions filed in the Justice of the Peace courts; and the overall attendance rate for the JJAEP. With the shift in focus to a case manager focus, it is anticipated that the number of home visits and referrals to social service agencies will increase. It is also anticipated that the number of students transported and the number of petitions filed will decrease over time. The goal for the attendance rate has been set at ninety percent (90%).

2600 Lone Star Drive, Box 5 Dallas, Texas 75212 (214) 698-2200
JJAEP CJD Notice of Grant Award

Overall annual attendance for the JJAEP:

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Load</td>
<td>85%</td>
<td>77%</td>
<td>75%</td>
</tr>
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</table>

Workload Measures: 1999-2000

- Referrals received: 302
- Home visits performed: 62
- Referrals made to social service agencies: 5

Outcome Measures: 1999-2000

- Transports made to JJAEP: 751
- Petitions filed in JP courts: 97

Fiscal Impact

Total funding available is $247,000. If accepted, the grant will cover all costs of operating this program.

Legal Impact

Authorization from the Commissioners court is required for the Dallas County Judge, Dallas County Auditor, and Director of Juvenile Services to sign the Grant Acceptance Notice.

CJD requires specific language in the Court Order that states in the event of the loss or misuse of these grant funds, the funds will be returned by Dallas County to CJD in full.

Recommendation

It is recommended that the Commissioners Court accept the continued funding from the Juvenile Justice and Delinquency Prevention Act Challenge Program administered by the Criminal Justice Division of the Office of the Governor for the truancy intervention program at the Dallas County Juvenile Justice Alternative Education Program. It is also recommended that the Commissioners Court authorize the Dallas County Judge, Dallas County Auditor, and Director of Juvenile Services to sign the Notice of Grant Award.

Recommended by: 

Michael K. Griffiths, Director

2600 Lone Star Drive, Box 5 Dallas, Texas 75212 (214) 698-2200
October 2, 2000

The Honorable Lee F. Jackson  
Dallas County  
411 Elm Street, 2nd Floor  
Dallas, Texas 75202

Dear Judge Jackson:

I am pleased to announce a grant award for $247,000 to your organization for the following project: Dallas County JJAEP. I am dedicated to ensuring that communities throughout the state receive resources to make Texas a safer place. Funding for your project contributes to this effort. Your talent, dedication, and hard work will ensure its success.

The attached Statement of Grant Award contains more specific information about your award. Call my Criminal Justice Division at (512) 463-1919 if you have any questions. Thank you for your work and best wishes for a successful project.

Sincerely,

GEORGE W. BUSH  
GWB.htm  
15004-02
OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
STATEMENT OF GRANT AWARD

Grant Number: JC-99-J20-15004-02
Grantee Name: Dallas County
Project Title: Dallas County JJAEP
Grant Period: 09/01/2000 - 08/31/2001
Program Fund: JC-JJDP Challenge Funds

CJD Award: $247,000
Grantee Cash Match: $0
Grantee In-Kind Match: $0
Total Project Cost: $247,000

The Governor’s Criminal Justice Division (CJD) has awarded the above-referenced grant. The approved budget is reflected in the attached Budget Summary. This grant is subject to and conditioned upon acceptance of the Governor’s Criminal Justice Division’s rules in Title I, Part I, Chapter 3, Texas Administrative Code. Applicable special conditions are cited below. By signing and submitting the Grantee Acceptance Notice to CJD, the grant officials accept the responsibility for the grant project and certify their agreement to the conditions of grant funding.

Required Attachments
Resolution from Governing Body

1999-Youth & Juvenile Services
Post Office Box 12428, Austin, Texas 78711 (512) 463-1919
Grant Number: JC-99-J20-15004-02
Grantee: Dallas County
Project Title: Dallas County JJAEP
Grant Period: 09/01/2000 to 08/31/2001
Funding Source: JC-JJDP Challenge Funds

Region: 0400
Date: 10/05/00

CJD Cash Match In-Kind TOTAL
A. Personnel: $223,994 $0 $0 $223,994
B. Contractual: $0 $0 $0 $0
C. Travel: $16,740 $0 $0 $16,740
D. Equipment: $0 $0 $0 $0
E. Construction: $0 $0 $0 $0
F. Supplies: $6,266 $0 $0 $6,266
G. Indirect: $0 $0 $0 $0
Total: $247,000 $0 $0 $247,000

Budget Detail:
A. 4 Caseworkers (100%) $136,108
   1 Truancy Coordinator (100%) $33,056
   Fringe Benefits $54,830
C. Local Travel $16,740
F. Office Supplies $3,926; Pagers $180; Cellular Phone $2,160

1999-Youth & Juvenile Services
Post Office Box 12428, Austin, Texas 78711 (512) 463-1919
OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
GRANT ACCEPTANCE NOTICE

JC-99-J20-15004-02
Dallas County
Dallas County JJAEP

This Acceptance Notice should be signed and returned to the Criminal Justice Division (CJD) by November 16, 2000. The grantee will not receive any grant funds until this notice is executed and returned to CJD.

The authorized official, financial officer, and project director, referred to below as grantee officials, for this grant project must read the following and indicate agreement by signing this Acceptance Notice below:

• The authorized official for the grantee accepts the grant award.

• The grantee officials agree to the terms of the grant, including the rules and documents adopted by reference in Title I, Part I, Chapter 3, Texas Administrative Code.

• It is understood that a violation of any term of the grant may result in CJD placing a temporary hold on grant funds, permanently deobligating all or part of the grant funds, requiring reimbursement for funds already spent, or barring the organization from receiving future grants.

• The grantee officials understand that they must satisfy all special conditions placed on this grant before receiving any funds.

• The grant must have three separate persons designated to serve as grant officials.

The position designated by the authorized official to request grant adjustments is the (select one):

XX PROJECT DIRECTOR

N\A FINANCIAL OFFICER

Signature of Financial Officer
Virginia Porter

Name & Title (must print or type)
Auditor, Dallas County

Official Agency Mailing Address
509 Main Street, Room 407

City/Zip Code
Dallas, Texas 75202

Signature of Authorized Official
Lee F. Jackson, Dallas County Judge

Name & Title (must print or type)
411 Elm Street, 2nd Floor

Official Agency Mailing Address
Dallas, Texas 75202

City/Zip Code
(214)653-7555 (214)653-6586

Telephone Number
(214)653-6472 (214)653-6440

Fax Number

1999-Youth & Juvenile Services

Post Office Box 12428, Austin, Texas 78711 (512) 463-1919
January 9, 2001

TO: Commissioners Court

FROM: John P. Nolan, P.E., Assistant Director, Engineering & Project Management

THROUGH: Dan Savage, Assistant Administrator for Operations

SUBJECT: Henry Wade Juvenile Justice Center Parking Lot Expansion

Background: The parking lot at the Henry Wade Juvenile Center is overcrowded and in order to alleviate the parking shortage and to prevent “on street parking”, the Commissioners Court purchased an adjacent property. At the direction of Commissioners Court a temporary parking lot is to be developed on this site. On December 7, 2000, bids were received for Bid No. 2001-033-723, Dallas County Parking Lot Drive Approach to Proposed New Parking Lot for Henry Wade Juvenile Justice Center. Bids were received as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admiral Construction Company</td>
<td>$3,936.10</td>
</tr>
<tr>
<td>R Con. Inc.</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Roadway Engineering &amp; Construction</td>
<td>$4,720.00</td>
</tr>
<tr>
<td>Europace, Inc.</td>
<td>$18,849.00</td>
</tr>
</tbody>
</table>

Impact/Operations: The construction of this parking lot approach will allow for the Road & Bridge District forces to construct the necessary parking lot that will alleviate the necessity of any “on street” parking adjacent to the Henry Wade Juvenile Center.

Legal: This project was advertised in accordance with all legal requirements and Commissioners Court policies. The Lone Star Park Owners Association was contacted regarding construction of the temporary parking lot and has agreed verbally to allow the construction of a temporary parking lot for a period of two years without the required landscaping.

M/WBE Information: See attached report prepared by M/WBE Officer.

Financial Impact: Funding to award this contract in the amount $3,936.10 was included in the Permanent Improvements approved for FY2001 Budget by the Commissioners Court in Fund 126.2001 (Permanent Improvements, FY2001).

Recommendation: It is recommended that Commissioners Court authorize award of a contract for the parking lot drive approach for the proposed new parking lot for the Henry Wade Juvenile Justice Center to Admiral Construction Company in the amount of $3,936.10 and authorized the County Judge to execute the contract documents on behalf of Dallas County.

Approved by:

Dan Savage, Assistant Administrator for Operations
MEMORANDUM

DATE: December 11, 2000

TO: J. Allen Clemson,
    Court Administrator

FROM: Irvin Hicks
    Director - Minority Affairs

         (Management Summary)

The following is a synopsis of the subject narrative:

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Points</th>
<th>Submission of EEO1 Docs (?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R Con, Inc.</td>
<td>0*</td>
<td>N</td>
</tr>
<tr>
<td>Europace, Inc.</td>
<td>0*</td>
<td>N</td>
</tr>
<tr>
<td>Roadway Engineering &amp; Construction</td>
<td>0*</td>
<td>N</td>
</tr>
<tr>
<td>Admiral Construction Co.</td>
<td>9</td>
<td>Y</td>
</tr>
</tbody>
</table>

*Firm failed to submit M/WBE documentation, therefore bid does not comply with County's GFE policy.

Please feel free to contact me should you have questions/concerns regarding this matter.

Cc: Commissioners Court (thru J. Allen Clemson)
    John Cantwell
    John Nolan
    file(2001-033)
January 2, 2001

To: Commissioners Court

From: Shannon Brown  
Committee Chair

Subject: Approval of Local Charity Application Packet

Background

Court Order 2000-844 established the Dallas County Charitable Campaign and adopted the general guidelines for the campaign's operations, including the creation of the employee committee. The United Way of Metropolitan Dallas, Inc. was selected as the campaign's third party administrator. The committee and the administrator have developed the attached application packet to send to local charities interested in participating in the County's campaign. The purpose of this briefing is to present the application and recommend its approval.

Operational Impact

Dallas County's campaign is intended to support local charities that offer services that parallel those provided by the County. Thus, the guidelines outline some very specific criteria local charities must meet to be eligible to participate in the County's campaign. The recommended application packet is designed to have the interested organizations submit information in a uniform format. The goal of the application is to provide an objective tool for the committee's use in determining if the organization meets all of the established criteria.

The recommended application was patterned after the application used by the State and Federal campaigns. The format includes 20 specific eligibility guidelines. The first 14 guidelines are taken directly from the campaign's guidelines established by Commissioners Court. Three guidelines from the State's application were incorporated to address lobbying issues, fund-raising practices, and workplace solicitation. The committee also developed three guidelines aimed at ensuring that funds are used to increase direct services and not administrative costs.

The administrator will distribute the application packet to approximately 500 organizations. Completed applications will be returned to the committee for distribution and evaluation. As a point of reference, the City of Dallas campaign has 470 eligible organizations. It is anticipated that the County list of eligible organizations will be lower due to more restrictive guidelines.
Project Timeline

Below is a tentative timeline that will culminate with the actual pledge period beginning on May 4, 2001.

January 9, 2001  Brief Commissioners Court on application packet
January 15, 2001  Send applications to local charitable organizations and advertise in newspaper
February 2, 2001  Completed applications due to committee
February 15, 2001  Committee meets to determine eligible organizations
February 27, 2001  List of eligible organizations presented to Commissioners Court for approval
March  Committee and administrator develop campaign literature
April  Finalize campaign literature and plan kick-off event
May 4, 2001  Campaign kick-off, pledge period begins

Financial Impact

The campaign administrator is responsible for all costs associated with operating the campaign, including application distribution. The campaign administrator retains 10% of all contributions made during the campaign to offset these costs. As previously noted, the campaign administrator has submitted a budget of $55,000 for Dallas County’s campaign.

Legal Impact

The District Attorney’s Office, the Purchasing Department, and the Auditor’s Office have reviewed the application. Since the campaign does not involve the use of County funds, standard advertising requirements do not apply. However, the committee recommends the application be advertised in order to improve access for small local organizations.

State law authorizes County employees to allow payroll deductions for payments to charitable organizations (Local Government Code, Chapter 155.001(b)(3)). The County’s payroll system is equipped to manage these deductions.

Recommendation

The Employee Charitable Campaign Committee recommends approval of the attached local charity application packet. If approved, application distribution will begin on January 15, 2001.
Enclosed is the application packet for local charitable organizations interested in participating in the Dallas County Employee Charitable Campaign (the “Campaign). In 2001, Dallas County will conduct for the first time a workforce charitable campaign for our employees using payroll deductions. Certain non-profits will be eligible to participate in our campaign if they meet all of the criteria which emphasize a physical presence in Dallas County providing direct services to Dallas County residents in programs that match or complement service areas of Dallas County government.

The Campaign will be conducted in accordance with Chapter 155 of the Local Government Code and the guidelines adopted and formally approved by the Dallas County Commissioners Court in Court Order 2000-844, which are affixed hereto respectively as Exhibits A and B. These guidelines are explained in more detail in the following pages.

Two (2) copies of the completed application must be hand-delivered or sent by certified mail to the Dallas County Employee Charitable Campaign Committee (the “Committee). Applications will not be accepted if submitted electronically or by facsimile. The application must be received no later than 2:00 p.m. on Friday, February 2, 2001. An application received after that date will not be considered.

Please send completed applications to:

Dallas County Employee Charitable Campaign Committee
c/o Dallas County Purchasing Department
509 Main Street, Room 623
Dallas, Texas 75202
CONTACT INFORMATION

Any questions may be addressed to:

Shannon Brown
Chair, Dallas County Employee Charitable Campaign Committee
411 Elm Street, 3rd Floor
Dallas, TX 75202
(214) 653-6386
sbrown@dallascounty.org

OR

Mary Lurry
Local Campaign Manager
901 Ross Avenue
Dallas, TX 75202
(214) 978-0075
MLURRY@UnitedWayDallas.org
APPLICANT INFORMATION

Applicant organization's
incorporated name

Name to be used in
campaign literature

Federal Tax #

Mailing Address

Telephone #/FAX #

Street Address
(physical address)

Mailing Address
(if different than above)

Hours of operation

Contact Person, Title

Contact Telephone #

Web/E-mail Address

Please describe, in 25 words or less, the applicant organization's program(s). This description will be printed in the campaign brochure distributed to employees. Please put 1 word in each block.

| __________ | __________ | __________ | __________ | __________ |
| __________ | __________ | __________ | __________ | __________ |
| __________ | __________ | __________ | __________ | __________ |
| __________ | __________ | __________ | __________ | __________ |
| __________ | __________ | __________ | __________ | __________ |
| __________ | __________ | __________ | __________ | __________ |

Dallas County Employee Charitable Campaign
2000 Application for Local Charitable Organizations
Please state applicant organization's fundraising/administrative expenses percent (calculated from the IRS Form 990 by adding Line 14 to Line 15 and then dividing the total by Line 12). __________%.

In the space below, please describe in more detail the services the applicant organization provides, and the specific areas served in Dallas County. **This description will be used by the committee to evaluate if the applicant organization meets the established eligibility requirements.** This description should clearly demonstrate that the applicant organization provides services that are “closely related” to Dallas County functions as required in #12 of the **ELIGIBILITY GUIDELINES** provided below. Please limit this description to 225 words or less.

(Continue on additional page(s) as necessary.)

Dallas County Employee Charitable Campaign
2000 Application for Local Charitable Organizations
ELIGIBILITY GUIDELINES
FOR APPLICANT ORGANIZATION (the "APPLICANT")

Pursuant to Court Order 2000-844 and applicable state law, Dallas County has established specific eligibility guidelines for organizations interested in participating in the Campaign. Please indicate your organization's compliance with these guidelines by initialing and/or completing each item listed below.

1. Applicant is organized for charitable purposes under the Texas Non-Profit Corporation Act, Texas Revised Civil Statutes Annotated article 1396-1.01 et seq. (Vernon 1998), and its subsequent amendments, or holds a certificate of authority issued under that Act. (See required ATTACHMENT A.)
INITIALS: ____

2. Applicant is exempt from taxation under Section 501(a) of the Internal Revenue Code of 1986 as an organization described in Section 501(c)(3) of that code and to which contributions are deductible for income tax purposes under Section 170 of that code. (See required ATTACHMENT B.)
INITIALS: ____

3. Applicant fully complies with all applicable federal nondiscrimination laws, including Chapter 21, Title 42, United States Code.
INITIALS: ____

4. Applicant fully complies with all state statutes and rules relating to charitable organizations.
INITIALS: ____

5. Applicant has been in continuous operation in Dallas County for at least three (3) years.
INITIALS: ____

6. Applicant is not a private foundation as defined in Section 509(a) of the Internal Revenue Code.
INITIALS: ____

7. Applicant is governed by a voluntary board of citizens that meets at least twice each year to set policy and manage the affairs of the organization. (See required ATTACHMENT C.)
INITIALS: ____

Dallas County Employee Charitable Campaign
2000 Application for Local Charitable Organizations
8. Applicant accounts for its funds in accordance with generally accepted accounting principles (GAAP). Applicant organization has provided a copy of its latest Internal Revenue Service (IRS) Form 990. **(See required ATTACHMENT D.)**
INITIALS: ___

9. Applicant has an established physical presence in Dallas County in the form of an office or service facility that is available to members of the public and staffed at least fifteen (15) hours a week. Physical presence **cannot** be established solely through an “800” telephone number or the U.S. Postal Service.
INITIALS: ___

10. For this question, please check the appropriate statement and initial below:

Applicant is reviewed or audited in accordance with generally accepted auditing standards (GAAS) of the American Institute of Certified Public Accountants. Applicant's annual budget:

___ does not exceed $100,000, and applicant has provided an accountant's review offering full and open disclosure of the organization's internal operations,

OR

___ exceeds $100,000, and applicant has provided an independent audit completed by a certified public accountant in the immediately preceding year and conducted in accordance with generally accepted auditing standards (GAAS) of the American Institute of Certified Public Accountants.

**(See required ATTACHMENT E.)**

INITIALS: ___
119

11. For this question, please check the appropriate statement and initial below.

Applicant:

____  does not spend more than twenty-five percent (25%) of its annual revenue for administrative and fundraising expenses,

OR

____  applicant is seeking a temporary exemption from the twenty-five percent (25%) requirement and has attached documentation indicating that: the applicant's administrative and fundraising expenses are reasonable under the circumstances and that the applicant has a practical plan to reduce its administrative and fundraising expenses to twenty-five percent (25%) of its annual revenue within the next three years. *(See required ATTACHMENT F.)*

INITIALS: ____

12. Applicant predominately provides direct services to Dallas County residents closely related to Dallas County functions. Policy advocacy and litigation do not qualify as direct services. Applicant may meet this requirement by providing related services in the following areas (please check appropriate service areas):

____ animal control/shelters  ___ mental health services
____ civil justice  ___ mental retardation services
____ criminal justice  ___ road development
____ criminal rehabilitation  ___ senior citizen services
____ food banks  ___ services for abused/neglected children (including adoption and foster care)
____ health care services  ___ substance abuse prevention
____ homeless assistance  ___ substance abuse treatment
____ housing assistance  ___ trail and park development
____ public health  ___ utility assistance
____ job training/student asst.  ___ victims assistance
____ juvenile rehabilitation
____ law enforcement
____ litter control/beautification

A detailed description of these services should be provided in the APPLICANT INFORMATION portion of this application above.

INITIALS: ____

Dallas County Employee Charitable Campaign
2000 Application for Local Charitable Organizations
13. Applicant does not provide abortion services.
INITIALS: ___

14. Applicant does not provide any reproductive counseling services or distribute reproductive materials to juveniles without prior parental notification and consent.
INITIALS: ___

15. Applicant will not use contributions from the Dallas County Employee Charitable Campaign to conduct litigation or to engage in lobbying that would require registration under the Texas Government Code.
INITIALS: ___

16. Applicant's fund-raising practices are truthful and consumer-oriented, clearly identify and distinguish community-based organizations from statewide and international organizations, and ensure protection against: unauthorized use of a list of contributors to the organization; payment of commissions, kickbacks, finder fees, percentages, bonuses, or overrides for fund-raising; mailing of unordered merchandise or tickets with a request for money in return; and general telephone solicitation of the public.
INITIALS: ___

17. Applicant will adhere to the rules established by the employee committee regarding solicitation at employees' worksites.
INITIALS: ___

18. Applicant agrees to participate in the Campaign for one (1) complete year from the start date of the Campaign.
INITIALS: ___

19. Applicant agrees that any funds received as a result of participation in the Campaign will be used to expand direct services as described in APPLICANT INFORMATION above and not to expand or support administrative costs.
INITIALS: ___

20. Applicant agrees to submit, if requested, a simple summary of output measurements (i.e. individuals served, service units provided) at the end of the Campaign to demonstrate an increase in services.
INITIALS: ___
I, __________________________, am __________________________, am
(Name)

______________________________________'s agent,
(Applicant Organization)

authorized to apply on behalf of this applicant organization. I hereby certify to all
statements in this application, including the initialed items, and I affirm that all
information in this application is current, complete, accurate, and true.

______________________________________
Signature

______________________________________
Date Completed

______________________________________
Type or Print Name

______________________________________
Title

INITIALS: ___
REQUIRED ATTACHMENTS

The following information must be included with the application.

**Attachment A.** Attach copy of letter indicating that applicant is organized for charitable purposes under the Texas Non-Profit Corporation Act, Tex. Revised Civil Statutes Annotated article 1396-1.01 et seq. (Vernon 1998), or the certificate of authority issued under that Act.

**Attachment B.** Attach copy of IRS determination letter indicating that applicant is exempt from taxation under Section 501(a) of the United States Internal Revenue Code as an organization described in Section 501(c)(3) of that Code and to which contributions are deductible for income tax purposes under Section 170 of that Code.

**Attachment C.** Attach a copy of the most current membership of the Board identifying full name and city and state of residence.

**Attachment D.** Attach a completed Internal Revenue Service Form 990 filed with the IRS. Since private foundations are not eligible for participation in the Dallas County Employee Charitable Campaign, the Form 990 PF is not acceptable. If the Form 990 EZ is filed, please fill out the first two pages of the standard Form 990 and attach them to the filed form.

**Attachment E.** If applicant's annual budget does not exceed $100,000, attach an accountant's review offering full and open disclosure of the organization's internal operations,

OR

if applicant's annual budget exceeds $100,000, attach an independent audit of applicant organization completed by a certified public accountant in the immediately preceding year and conducted in accordance with generally accepted auditing standards (GAAS) of the American Institute of Certified Public Accountants.

**Attachment F.** If applicant requests a temporary exemption from #11 above, attach on a separate page or pages of documentation indicating that: the applicant organization's administrative and fundraising expenses are reasonable under the circumstances, and include the practical plan to reduce administrative and fundraising expenses to twenty-five percent (25%) of its annual revenue within the next three years.

Dallas County Employee Charitable Campaign
2000 Application for Local Charitable Organizations
§ 155.001. Deductions Authorized in Counties: Purposes

(a) The commissioners court, on the request of a county employee, may authorize a payroll deduction to be made from the employee's wages or salary for payment to a credit union.

(b) In a county with a population of 20,000 or more, the commissioners court, on the request of a county employee, may authorize a payroll deduction to be made from the employee's wages or salary for:

(1) payment of membership dues in a labor union or a bona fide employees association;
(2) payment of fees for parking in a county-owned facility; or
(3) payment to a charitable organization.

(c) In this section, "charitable organization" has the meaning assigned by Section 659.131, Government Code.

1999 Main Volume
§ 155.002. Employee's Request

(a) A request for a payroll deduction must:

(1) be in writing;
(2) be submitted to the county auditor; and

(3) state the amount to be deducted and the entity to which the amount is to be transferred.

(b) A request remains in effect until the county auditor receives a written notice of revocation signed by the employee.

(c) A payroll deduction may not exceed the amount stated in the request.

CREDIT(S)

1999 Main Volume

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987

HISTORICAL NOTES

HISTORICAL AND STATUTORY NOTES

1999 Main Volume

Prior Laws:
Acts 1975, 64th Leg., p. 2355, ch. 724, § 1.
Vernon's Ann.Civ.St. art. 2372h-4, § 1(b), (c).
Vernon's Texas Statutes and Codes Annotated

Local Government Code
Title 5. Matters Affecting Public Officers and Employees
Subtitle B. County Officers and Employees
Chapter 155. Deductions from Compensation of County Employees
Subchapter A. Authorized Deductions for Counties


§ 155.003. Payment of Administrative Costs

(a) Public funds may not be used to pay the administrative costs of making a deduction, except for a deduction relating to the payment of parking fees in a county-owned facility.

(b) The credit union, labor union, or employees association for whose benefit a deduction is made shall pay any administrative costs for making the deduction. The commissioners court shall determine the amount of the administrative costs.

Credit(s)

1999 Main Volume


<General Materials (GM) - References, Annotations, or Tables>

Historical Notes

Historical and Statutory Notes

1999 Main Volume

Prior Laws:
Acts 1975, 64th Leg., p. 2355, ch. 724, § 1.
Vernon's Ann. Civ. St. art. 2372h-4, § 3.
This chapter does not affect Chapter 617, Government Code.

**155.004. Other Statute Not Affected**

*81394* V.T.C.A., Local Government Code § 155.004

VERNON'S TEXAS STATUTES AND CODES ANNOTATED
LOCAL GOVERNMENT CODE
TITLE 5. MATTERS AFFECTING PUBLIC OFFICERS AND EMPLOYEES
SUBTITLE B. COUNTY OFFICERS AND EMPLOYEES
CHAPTER 155. DEDUCTIONS FROM COMPENSATION OF COUNTY EMPLOYEES
SUBCHAPTER A. AUTHORIZED DEDUCTIONS FOR COUNTIES


§ 155.004. Other Statute Not Affected

CREDIT(S)

1999 Main Volume

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987
Amended by Acts 1995, 74th Leg., ch. 76, § 5.9516, eff. Sept. 1, 1995

<General Materials (GM) - References, Annotations, or Tables>

HISTORICAL NOTES

HISTORICAL AND STATUTORY NOTES

1999 Main Volume

Prior Laws:
Acts 1969, 61st Leg., p. 1380, ch. 419
Acts 1975, 64th Leg., p. 2355, ch. 724, § 1.
STATE OF TEXAS
COUNTY OF DALLAS

BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County, Texas, held on the 25th day of April, 2000, on motion made by Mike Cantrell, Commissioner of District No. 2, and seconded by Jim Jackson, Commissioner of District No. 1, the following Court Order was adopted:

WHEREAS, Chapter 155 of the State of Texas Local Government Code authorizes county employees to request a deduction from their wages or salary for payment to a charitable organization; and

WHEREAS, it is beneficial to Dallas County and its employees to coordinate such payroll deductions through a single coordinated combined charitable campaign

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Dallas County Commissioners Court does hereby approve the establishment of the Dallas County Employees Charitable Campaign to be conducted in accordance with all applicable state and federal laws, with all administrative expenses to be paid by donated funds, and following policies established in the attached "Guidelines for the Dallas County Employees Charitable Campaign."

DONE IN OPEN COURT this the 25th day of April, 2000.

Lee F. Jackson, County Judge

John Wiley Price, District 3

Kenneth A. Mayfield, District 4
GUIDELINES FOR DALLAS COUNTY EMPLOYEES CHARITABLE CAMPAIGN

AUTHORITY

Dallas County will conduct a combined charitable campaign once each year to allow its employees to voluntarily make contributions to certain eligible non-profit organizations in accordance with the Texas Local Government Code, Sections 155.001 – 155.003 and Commissioners Court Order 2000-844 and its successors. This campaign will comply with all state and federal laws and rulings concerning the conduct of combined workplace charitable campaigns.

ADMINISTRATION

Dallas County will contract with a third party to conduct the administration of the campaign, including training of volunteers, development of materials, scheduling of employee information presentations and employee designation of recipients of donations, and receipt of funds from Dallas County and distribution of funds to all eligible organizations in accordance with rules established in the administrative contract. All costs of this contract will be covered by a deduction from the aggregate amount donated by Dallas County employees each year, and a budget will be approved in advance by the Dallas County Commissioners Court. There will be a maximum established for this annual budget in the administrative contract.

ELIGIBLE ORGANIZATIONS

To be eligible for participation in the Dallas County Employees Charitable Campaign, a charitable organization must be one that:

(A) is organized for charitable purposes under the Texas Non-Profit Corporation Act (Article 1396-1.01 et seq., Vernon’s Texas Civil Statutes) or holds a certificate of authority issued under that Act; and
(B) is exempt from taxation under Section 501(a) of the Internal Revenue Code of 1986 as an organization described in Section 501(c)(3) of that code and to which contributions are deductible for income tax purposes under Section 170 of that code; and
(C) complies with all applicable federal nondiscrimination law, including Chapter 21, Title 42, United States Code; and
(D) complies with all state statutes and rules relating to
charitable organizations and has been in continuous operation for at least three years; and
(E) is not a private foundation; and
(F) is governed by a voluntary board of citizens that meets at least twice each year to set policy and manage the affairs of the organization; and
(G) has an established physical presence in Dallas County in the form of an office or service facility that is available to members of the public and staffed at least 15 hours a week (physical presence cannot be established solely through an "800" telephone number or the U.S. Postal Service); and
(H) predominantly provides services closely related to Dallas County functions including health care services, public health, mental health and mental retardation services, juvenile and criminal rehabilitation, civil and criminal justice, law enforcement, trail and park development, litter control, housing and homeless assistance, job training, drug abuse treatment and prevention, senior citizen services, animal control and shelters, and services for abused and neglected children including adoption and foster care; and
(I) does not provide any abortion services; and
(J) does not provide any reproductive counseling services or distribute reproductive materials to juveniles without prior parental notification and consent; and
(K) if the organization's annual budget:

A. does not exceed $100,000, provides a completed Internal Revenue Service Form 990 and an accountant's review that offers full and open disclosure of the organization's internal operations; or
B. exceeds $100,000, provides a completed Internal Revenue Service Form 990 and be audited annually in accordance with generally accepted auditing standards of the American Institute of Certified Public Accountants; and

(L) does not spend more than 25 percent of its annual revenue for administrative and fund-raising expenses.

The Dallas County Employee Charitable Campaign Committee may recommend and the Commissioners Court may grant a charitable organization temporary exemption from the 25 percent requirement if the committee finds that:

(a) the organization's administrative and fund-raising expenses are reasonable under the circumstances; and
(b) the organization has a practical plan to reduce its administrative and fund-raising expenses to 25 percent of this annual revenue within the next three years.

EMPLOYEE COMMITTEE

Each year, the Commissioners Court will select an employee committee of eleven members after receiving nominations from elected officials and department heads. The employee committee will be responsible for reviewing all proposals received from interested agencies once each year. The annual eligibility determination period will be specified by the Commissioners Court. Following the guidelines for eligible organizations, the employee committee will recommend a list of participating agencies to the Commissioners Court. The Commissioners Court will formally approve an annual list of eligible entities after receiving a recommendation from the employee committee.
DATE: December 28, 2000
TO: Commissioners Court
THROUGH: Philip Scheps, Budget Officer
FROM: Rick Voorhies, Grants Planner
RE: Rationale for Same Date Briefing and Court Order

The DIVERT Court's FY2002 TNCP grant application is due to TNCP in Austin January 15, 2001. The complexity of putting together a project using multiple new funding rules, the short time frame since the initial TNCP meetings and the required submission date necessitate the same date briefing and Court Order. A timely approval is essential, therefore, the referenced briefing and Court Order will be presented during the January 9, 2001 Court.
DATE: December 28, 2000

TO: Commissioners Court

THROUGH: Philip Scheps.
          Budget Officer

FROM: Rick Voorhies.
      Grants Planner

RE: TNCP Grant Application for the DIVERT Court
    (COURT ORDER ON FORMAL AGENDA)

Background

The Office of the Governor, Criminal Justice Division (CJD), Texas Narcotics Control Program (TNCP) has announced the availability of funds under the Governor’s Criminal Justice Plan for FY2002 and is accepting applications for new grant funding. TNCP applications are due in Austin by January 15, 2001.

The application is for continued funding from TNCP. TNCP has indicated a willingness to fund operating costs for treatment drug courts, but will not fund treatment costs associated with these courts. The purpose of this briefing is to discuss this grant application and to make a recommendation regarding its submission.

Operational Impact

The TNCP grant asks for funding to continue current staffing levels of the DIVERT court. The grant will only fund operating costs and will not pay for treatment costs. DIVERT Court staff funded by the grant includes one full-time Court Manager, one full-time Community Service Officer II, a full-time Clerk Grade 8, a part-time prosecutor, two part-time bailiffs, and three part-time security officers.
The TNCP application anticipates a minimum of 150 participants. For FY00 the program served 222 persons. There are currently 115 in the program as of December 1, 2000. DIVERT Court is currently held one night and one afternoon per week. During FY00 there were 61 graduates from the program. The first DIVERT Court participant graduation was February 23, 1999. For the first two months of FY2001 there have been an additional 13 graduates. DIVERT Court staff anticipates that there will be 60 successful graduates from the program for FY2001.

Program Evaluation

The DIVERT Court Program has five goals upon which Performance Measures can be calculated. The stated goals of the program are:
1) to provide early screening, assessment, and court intervention;
2) to provide effective court supervision;
3) to provide an program of drug treatment, substance abuse education, and rehabilitative services;
4) to reduce recidivism; and,
5) to reduce the cost to the criminal justice system.

Major outcomes are (1) to return sober law abiding citizens to the community; (2) to reduce arrests among participants who complete the program compared to a group of eligible offenders who did not participate in the program; and (3) to reduce the costs of diverting offenders from normal case processing compared to a group of eligible offenders who did not participate in the program.

The preliminary results of a long term outcome evaluation study being conducted by SMU Psychology Department, shows 13 percent of the successful graduates of DIVERT were rearrested during the 12 months following graduation compared to 59 percent of the control group. Additionally, only two percent of the DIVERT group was rearrested within the first six months of the follow-up period, and 29 percent of the control group was rearrested within the same time frame.

To define a comparison group, the research design included a random method of assigning offenders while matching on personal characteristics, criminal history and current offense. The DIVERT group consisted of 45 individuals who had graduated successfully from the program between February 23, 1999, and September 28, 1999. The control group consisted of 41 offenders arrested in 1997 who would have been eligible for DIVERT, had it existed. Because of legal and ethical implications, identifying a control group before the program was implemented was necessary for a good experimental comparison. For example, if the offender meets the selection criteria, then selecting one individual over another to participate in DIVERT is not feasible.
The second outcome level for the DIVERT Program is the reduction in costs within the criminal justice system. A cost-benefit study of the program is being undertaken as part of a SMU study and should be able to provide a dollar costs/savings amount upon completion of the study in April 2001.

The primary goals of the DIVERT Program were met as evidenced by the following program outcomes. Major findings for the TNCP program year June 1, 1999 – May 31, 2000 are:

I. **Expedited Processing** - 60% of offenders receiving Substance Abuse Evaluations were seen within 10 days following arrests.

II. **Retention rates** - 74% of all participants entering the program either successfully completed DIVERT or are active participants in the program, exceeding the national average (72%).

III. **Successful program participants** - 60 participants completed the program

IV. **Decreased drug and alcohol use** - Participants reduced the frequency of alcohol and drug use as evidenced by a 11% urinalysis positive testing rate.

V. **Recidivism at one year post graduation** - Of the 24 individuals at one-year post graduation, only two participants were rearrested, representing an 8% recidivism rate.

**Financial Impact**

The grant requests funding of $180,914 and requires a 25% County cash match of $60,305 for a project total of $241,219. The initial four months of the grant have been budgeted in FY01 county match. The remaining eight months of the grant year will fall in budget year FY2002 and will be allocated in that budget. Most of the costs are for salaries and benefits. Approximately $10,347 is requested for office supplies, postage, court ordered interpreters and bus passes and $3,500 is for conference travel. **Indirect cost recovery is not allowed under the TNCP funding source.**

If the grant is awarded, the County may apply for continuation funding up to a total of four years. The program is currently in the third year of operational funding through TNCP. Funding is not automatic and the County must reapply each year. The match in future years remains at 25%.

**There is no requirement that the County continue the program upon the end of TNCP funding.**

The program intends to increase participation to 150 as quickly as possible after the funding award, expects an increase in treatment costs with an increased program census, and anticipates that the projected available treatment dollars will be sufficient through May 31, 2001 when the current Office of Justice Program (OJP) grant ends. The OJP grant funds the treatment and testing portion of the DIVERT project.
**Additional Funding**

DIVERT has filed a SAMHSA Targeted Capacity grant application for a new grant to fund treatment and testing. The Commissioners Court approved the application on September 5, 2000. As noted, the OJP grant ends May 31, 2001, the SAMHSA grant anticipated start date is July 1, 2001. The DIVERT staff is currently filing a request with OJP to extend the current grant end date to approximately August 31, 2001 to allow for the use of all grant funds and program income.

The DIVERT program has been told by OJP that they *may* qualify for an OJP enhancement grant which would cover treatment costs. The grant application deadline is unannounced but is anticipated to be February or March 2001.

**Recommendation**

The Office of Budget and Evaluation recommends the Commissioners Court approve submission of the grant application to the Texas Narcotics Control Program for funding for the DIVERT Court in the amount of $180,914 with a County match of $60,305, and authorize the County Judge to sign all related documents.
DATE: January 2, 2001
TO: Commissioners Court
THROUGH: Philip Scheps, Budget Officer
FROM: Rick Voorhies, Grants Planner

RE: Rationale for Same Date Briefing and Court Order

The Institute of Forensic Science’s FY2002 TNCP grant application is due to TNCP in Austin January 15, 2001. The complexity of putting together a project using multiple new funding rules, the short time frame since the initial TNCP meetings and the required submission date necessitate the same date briefing and Court Order. A timely approval is essential, therefore, the referenced briefing and Court Order will be presented during the January 9, 2001 Court.
Background

The Office of the Governor, Criminal Justice Division (CJD), Texas Narcotics Control Program (TNCP) has announced the availability of funds under the Governor’s Criminal Justice Plan for FY2002 and is accepting applications for new grant funding. TNCP applications are due in Austin by January 15, 2001.

The application is for new grant funding from TNCP. TNCP has indicated willingness to fund equipment costs for DNA laboratories under the Forensic DNA Laboratory Improvement Initiative. The purpose of this briefing is to discuss this grant application and to make a recommendation regarding its submission.

Operational Impact

The Institute of Forensic Science provides DNA testing services in all manner of criminal investigations to law enforcement agencies and district attorney offices. All DNA testing
performed by the Institute is currently done using the Short Tandem Repeat (STR) method. During 2001 additional testing services will be provided using the Mitochondrial DNA method.

The TNCP grant funds will be used to acquire additional equipment for evidence processing and sample storage, so as to accommodate the increase in staff involved in DNA testing. The activities of the project will consist of acquiring the specified equipment, and performing as necessary instrument validation studies of specific equipment items prior to using them in casework.

Specific equipment to be purchased are as follows:

2 – Genetic Analyzers This is a capillary electrophoresis instrument used in DNA sample processing and analysis.

2 – GeneAmp 9600 This instrument is used in DNA sample processing.

2 – Freezers Equipment to be used for long-term storage of DNA evidence samples.

1 – Spectrophotometer Instrument used to process evidence samples prior to DNA analysis.

3 – Bench-top Centrifuge Equipment used to process DNA evidence.

1 – Computer Upgrade to server that currently is used for entry of CODIS data.

Digital Evidence Documentation system – Consisting of one digital camera, one computer, and one laser printer to be used for documenting evidence and experimental results.

Program Evaluation

The Institute of Forensic Science has two stated goals to be achieved through this grant project. The stated goals of the program are:

1) to reduce turnaround time for DNA casework using the STR method from 3.4 months to 1.5 months; and,

2) to increase the cases assisted by STR analysis from 123 (adjusted for FY00 based on 8 months data) to 300 cases for FY2001.
Financial Impact

The grant application requests funding of $207,500 and requires no County match. The grant is totally for new equipment. **Indirect cost recovery is not allowed, as there are no personnel cost.**

Recommendation

The Office of Budget and Evaluation recommends the Commissioners Court approve submission of the grant application to the Texas Narcotics Control Program for equipment funding for the Institute of Forensic Science in the amount of $207,500 with no County match, and authorize the County Judge to sign all related documents.
January 3, 2001

To: Members of the Commissioners Court

From: Mattye Mauldin Taylor
Director of Personnel/Civil Service

Subject: Modifications to the Drug and Alcohol Policy

Background
Earlier this year, Commissioners Court approved a revised copy of the Drug and Alcohol Policy for Dallas County. The purpose of this Briefing is to request approval for minor modifications to the policy. Those modifications include:

1. Increasing the amount of fluids and the length of time in which the fluids may be given to an employee who is having problems providing an adequate urine specimen for testing;
2. Including language regarding the Sheriff’s Department General Orders on drug testing;
3. Other editorial/language clarifications.

The Sheriff’s Department had requested a review of three issues, which included:

1. Due process,
2. Administrative leave with pay while the second split-test results were being confirmed and,
3. The different disciplinary actions for positive drug test results. John Dahill and I met with Chief Deputy Larry Forsythe and Legal Advisor Leslie Sweet, and all issues have been resolved. The Policy in the Sheriff’s General Orders is consistent with Dallas County, with one exception. If an employee tests positive in the Sheriff’s Department, the case is referred to Internal Affairs for a final review.

Impact on Operations
Adoption of these modifications will update the policy and provide clarification to managers and employees.

Financial Impact
No additional funding is required to adopt and implement these modifications.

Legal Review
The Civil Section of the District Attorney’s Office has reviewed these modifications.

Recommendation
The Personnel/Civil Service Department recommends Commissioners Court adopt these minor modifications to the Drug and Alcohol Policy and allow immediate implementation, without the standard 30-day review.

Recommended by:

Mattye Mauldin Taylor

551 Main Street, Room 103
Criminal Courts Building
Dallas, Texas 75202
(214) 653-7638
and/or alcohol means (1) an employee tested positive for alcohol in excess of a concentration of 0.04 or greater grams of alcohol when measured per 210 liters of breath, 100 milliliters of blood, or 67 milliliters of urine, or (2) had a positive drug test, and/or (3) documented specific instances of drug or alcohol abuse obtained by personal observations and corroborated by a trained supervisor or an Elected Official/Department Head. This may include observing actual use of drugs or alcohol, and/or physical signs of behavior which would include, but is not limited to, slurred speech, odor of alcohol on breath, glazed and/or blood shot eyes, inability to walk a straight line, staggering, drowsiness, incoherent conversation, physical or verbal altercation, inability to perform job functions, and/or an accident or injury or history of accidents or injuries in which the actions of the employee apparently caused or cannot be discounted as having caused the accident or injury.

(E) Employees working in an official undercover capacity within the guidelines of the Sheriff’s Department General Orders and Standard Operating Procedures are an exception to this policy.

(F) Employees occupying safety-sensitive positions as defined under the Department of Transportation rules are prohibited from using alcohol during the four (4) hours prior to performing safety-sensitive functions, from using alcohol during the first eight (8) hours following an accident, or until a post-accident alcohol test is administered. Drug tests will be administered within 32 hours of an accident.

9.03 Consequences. Employees who violate the Drug and Alcohol Policy are subject to appropriate disciplinary action, up to and including termination.

(A) Refusal to Test. An employee who refuses to submit to drug or alcohol testing will be immediately terminated from employment with Dallas County. Any one of the following constitutes a refusal to test: (1) a direct refusal to test, (2) failure to provide adequate breath, blood or other specimens of the human body for alcohol and drug testing without a valid medical explanation (3) tampering with or attempting to adulterate the specimen or collection procedures or (4) leaving the scene of an accident or injury without a valid reason before a drug and/or alcohol test is administered.

1. If an employee is unable to provide a urine sample or adequate urine amount, he or she shall be given no more than 24 ounces of fluids for a period of up to two hours, the amount of fluid given to the donor is not to exceed 40 ounces, distributed reasonably over a three (3) hour period. If the employee is still unable to provide an adequate specimen, the insufficient specimen will be discarded and testing will be discontinued. The Medical Review Officer will be contacted to determine whether or not the sample will taken by saliva, blood or hair. The Medical Review Officer will also determine if the employee's inability to provide a sample is genuine or constitutes refusal to test.
Drugs

(C) If the supervisor has reasonable cause to believe an employee is under the influence of drugs, then the supervisor must:

(1) transport the employee to the nearest County approved drug test facility; after testing, ensure the employee is safely transported home; and

(2) suspend the employee with pay until the result of the drug test has been received.

(D) If the drug test result is positive:

(1) the Medical Review Officer 3 will contact the employee to discuss the positive test result;

(2) and if the employee can not satisfactorily explain the positive result, the Medical Review Officer will inform the employee that a split-sample second test has been ordered;

(3) the Medical Review Officer will notify the designated Personnel Representative of the positive drug test result;

(4) the designated Personnel Representative will notify the supervisor;

(5) the supervisor will then immediately notify the employee that he/she is being suspended without pay until receipt of the result of the split-sample second test result. If the split-sample second test result comes back negative, the first test result will be rendered negative, and the employee will be reinstated, with back pay. However, if the split-sample second test result comes back positive, the employee will immediately be terminated from employment with Dallas County; and

(6) the designated Personnel Representative will be notified and he/she will provide the employee with referral information regarding local substance abuse professionals.

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3Medical Review Officer (MRO) is a licensed physician responsible for interpreting the results of drug tests. The MRO is hired by the certified laboratory under contract with Dallas County.
Drug and Alcohol Testing for Safety-Sensitive Positions
(Part B)

9.11 In addition to the policies outlined in Part A of this policy which apply to all Dallas County employees, the County has established further guidelines for employees occupying safety-sensitive positions which are contained in Part B of this policy. These policies are in compliance with the U.S. Department of Transportation's (DOT) rules regarding Controlled Substances and Alcohol Use and Testing Procedures for Transportation Work Place Drug and Alcohol Testing Programs which were published February 15, 1994.

9.12 **Definition of Safety-Sensitive Positions.** Any position that requires an employee or applicant (1) to possess a commercial driver's license and operate a commercial vehicle as defined by DOT[^4] or (2) any other position designated by Commissioners Court as safety-sensitive. The specific positions defined as safety-sensitive positions in Dallas County, as of the adoption of this policy, are listed in Attachment A.^[5]

9.13 Sheriff's Department Personnel may be subject to additional requirements under the Departmental General Order 304. Law enforcement employees of the Sheriff's Department should contact the Sheriff's Personnel Office for a copy of this order.

9.134 **Pre-Employment Testing for Safety-Sensitive Positions.** In addition to reasonable cause testing for all County employees as outlined in Part A of this policy, employees and/or applicants applying for safety-sensitive positions are also required to take a drug pre-screening test prior to being hired into such a position. If evidence of the use of illegal drugs by an applicant is discovered either through testing or other means, the employment process will be suspended. If an applicant refuses to take the drug test, the employment process will be suspended. If an applicant attempts to substitute or contaminate his or her drug screen specimen, the employment process will be suspended.

[^4]: "Commercial motor vehicle" means a self-propelled or towed vehicle, other than a farm vehicle with a gross weight, registered weight, or gross weight rating of less than 48,000 pounds, that is used on a public highway to transport passengers or cargo if:

(A) the vehicle or combination of vehicles has a gross weight, registered weight, or gross weight rating of more than 26,000 pounds;

(B) the vehicle is designed to transport more than 16 passengers, including the driver; or

(C) the vehicle is used to transport hazardous materials in a quantity requiring placarding by a regulation issued under the Hazardous Materials Transportation Act.

[^5]: This list is subject to change, without prior notice, at the discretion of the Commissioners Court and or federal statue. Employees and managers should check with the Personnel/Civil Service Department for the most recent list of safety-sensitive positions.
Applicants will be barred in the future from being hired into safety-sensitive positions with the County and from being hired into non-safety sensitive County positions for two years from the date of test or refusal to test.

9.145 Employees/Applicants include all employees who are currently occupying a safety-sensitive position, as well as those who are hired, promoted, demoted, or transferred to safety-sensitive positions. In pre-screening for hiring, all applicants and employees will only be tested for drugs. Current employees should be aware that if they are tested for drugs in the pre-screening process for a safety-sensitive position and the results are positive, the employee is subject to immediate termination for being under the influence of drugs while on County premises.

9.156 **Testing Methodology and Procedures for Pre-Employment/Pre-Duty Testing.** The pre-employment testing will consist of a drug test only. When the applicant goes for testing, the following documents/forms are required: (1) a valid photo identification (driver's license) (2) a social security card (3) a Drug Test Authorization Form and (4) a Chain of Custody Form.

9.167 **Steps Involved in Pre-Employment/Pre-Duty Testing.** The supervisor and applicant/employee must follow these procedures:

(A) Pre-employment offer made to applicant by hiring authority;

(B) Designated Personnel Representative is notified of pre-employment offer and begins mandatory background check involving only issues related to drug testing and CDL;

(C) Hiring authority contacts the Dallas County Employee Health Center to schedule a date for a drug test and a new employee physical. (The date for the physical must be at least three days from the date of the drug test. **The date for the drug test must be scheduled at least three days prior to the physical.** This will allow the results of the drug test to be known prior to the applicant taking his or her physical);

(D) Employee/applicant receives instructions from hiring authority to go for pre-employment drug test at the designated medical facility, clinic, or collection site;

(E) Employee/applicant is also given tentative date for physical, pending a negative result from the drug test;

(F) Employee/applicant takes required identification, Chain of Custody and Drug Test Authorization Forms to the designated medical facility, clinic, or collection site and is given the drug test.

(G) If pre-employment/pre-duty drug test result is negative:

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(1) Designated medical facility Medical Review Officer (MRO) notifies designated Personnel Representative of negative result;

(2) Designated Personnel Representative begins mandatory background check involving only issues related to drug testing and CDL. Personnel will check the applicant's past two years of work history in a safety-sensitive position. The applicant cannot have any of the following: alcohol tests with a 0.04 percent or greater, a positive drug test, and/or any refusal to submit to drug test;

(3) Designated Personnel Representative notifies hiring authority and the Employee Health Center that applicant can continue with the employment process; and

(4) Hiring authority contacts applicant to continue with the physical.

(H) If pre-employment/pre-duty drug test is positive:

(1) Medical Review Officer notifies applicant of positive result;

(2) Designated medical facility Medical Review Officer notifies designated Personnel Representative of positive result;

(3) Designated Personnel Representative will then cancel the scheduled employment physical; however, if applicant is an employee, the employee and his/her current supervisor will be notified that a split-sample second test will be conducted;

(4) Employee's current supervisor will then immediately suspend the employee without pay until the result of the split-sample second test has been received. If the split-sample second test result comes back negative, the first test will be rendered negative, and the employee will be reinstated, with back pay. However if the split-sample second test result comes back positive, the employee will immediately be terminated from employment with Dallas County.6

9.178 Random Drug and Alcohol Testing. Employees who work in safety-sensitive positions are also subject to random drug and alcohol testing. The County's testing administrator will use an unbiased, random selection process to select and request an employee to be tested. The percentage of employees to be tested will be at the rate of 50% per year for drugs and 25% per year for alcohol. The County may modify the random percentage in

6 A split-sample second testing will be conducted on all Dallas County current employees who test positive for drugs, including pre-employment screening.
the future according to changes in DOT requirements. The following procedures will be followed:

(1) A work site is randomly selected by the County's third party testing vendor. The third party vendor randomly selects individuals/sites for testing.

(2) The testing personnel will arrive unannounced at the work site prior to the employees being disbursed for the day's activities. A list of employees to be tested will be provided by the Departmental Representative upon arrival at the test site. The arrival time is to be coordinated with the Departmental Representative. If an employee is selected for random drug and/or alcohol testing, he/she must take the appropriate tests. Refusal to test will be considered insubordination and the employee will be immediately terminated;

(3) Employees for testing will provide valid identification (driver's license) and social security number prior to testing; and

(4) Results of alcohol test are provided at the time of testing, however a drug test may not be confirmed for up to five days.

9.182 Results of Random Drug Testing. Any action taken by the County will depend on the results of the employee's drug and/or alcohol test.

Alcohol

(A) If the alcohol test result shows an alcohol concentration level of 0.02 to .039 when measured per 210 liters of breath, 100 milliliters of blood, or 67 milliliters of urine, then:

(1) ensure employee is safely transported home;

(2) the employee will remain off work, without pay, for at least 24 hours before he/she can return to work;

(3) the Medical Review Officer will notify the designated Personnel Representative of the positive result; and

(4) after the employee returns to work, he/she is given, at a minimum, a written warning. Stronger disciplinary action may be taken in compliance with the County's Disciplinary Policy if the supervisor deems it appropriate.

(B) If the alcohol test result is 0.04 percent or greater, then the supervisor must:

(1) ensure employee is safely transported home;
(2) notify the employee, in writing, of his or her termination from Dallas County; and
(3) notify the designated Personnel Representative who will provide the employee with referral information regarding local substance abuse professionals.

Drugs

(C) If the drug test result is positive, then:

(1) the Medical Review Officer will attempt to notify employee of positive result of drug test; if, after twenty-four hours, the MRO is unable to contact the affected employee, the department will be notified for assistance.

(2) If the affected employee can not satisfactorily explain the positive result, the Medical Review Officer will inform notify the employee that the split-sample second test has been ordered;

(3) the Medical Review Officer will notify the designated Personnel Representative regarding the positive drug test result;

(4) the designated Personnel Representative will notify supervisor of employee's positive drug test result;

(5) the employees who test positive for drugs in violation of this policy will be immediately suspended without pay until receipt of the result of the split-sample second test result. If the split-sample second test result comes back negative, the first test result will be rendered negative, and the employee will be reinstated, with back pay. However, if the split-sample second test result comes back positive, the employee will immediately be terminated from employment with Dallas County; and

(6) the designated Personnel Representative will be notified and he/she will provide the employee with referral information regarding local substance abuse professional referrals as required by federal regulation.

9.1920 Post Accident Testing. Following an accident involving a Dallas County employee driving a commercial motor vehicle, the County shall test the driver for drugs and/or alcohol as soon as practicable, if:

(A) the accident involved a fatality;

(B) the driver receives a citation under state or local law for a moving traffic violation arising from the accident and the accident involved:
(1) one or more of the individuals, including the employee, being required to receive medical attention; or

(2) one of more of the motor vehicles being towed away from the scene of the accident; or

(C) the employee is exhibiting behaviors consistent with those outlined in Section 9.02 (D).


(A) Each employee involved in a DOT-recordable accident will provide an alcohol test within 8 hours of the accident and a drug test within 32 hours. If these time frames cannot be met, documentation regarding the lack of compliance must be made.

(B) An employee who is seriously injured and cannot provide a specimen at the time of the accident may be required to provide the necessary authorization for the County to obtain the medical reports and other documents that would indicate whether there were alcohol or drugs in his/her system.

9.2122 Consequences of Post Accident Testing. The results of positive drugs and/or alcohol testing are identical to those outlined under Reasonable Cause and Random Testing in Section 9.10 of this Policy.

9.2223 Record Keeping. DOT Records regarding Dallas County's Alcohol and Drug Testing Program will be kept by the Personnel/Civil Service Department. Non-DOT records will be kept by the County's third party testing vendor and all reports will be prepared, maintained, and submitted in accordance with DOT rules.

9.2324 Training. All supervisors of employees covered by this policy are required to attend training which covers the physical behavioral, speech, and performance traits which indicates the use of drugs or alcohol, as well as the federal requirements pertaining to employees required to possess a Commercial Driver's License.

All employees covered by this policy will be provided with educational materials which provide information regarding the alcohol and drug testing policy, including Department of Transportation requirements if a Commercial Driver's License is required.

9.2425 Various Departmental Responsibilities. Different County Departments will assume various roles in implementing the Drug and Alcohol Policy. They include:
(A) Elected Officials and Department Heads will be responsible for assisting in identifying jobs where applicants and employees are required to possess a Commercial Driver’s License and/or occupy safety-sensitive positions.

(B) Supervisors and Managers are responsible for documenting poor performance, for recognizing and reporting reasonable cause when they believe the employee is under the influence of drugs and/or alcohol, and for carrying out procedures outlined in this policy.

(C) Personnel/Civil Service Department is responsible for:

1. ensuring that all job descriptions, postings, and advertisements for safety-sensitive positions reflect the Commercial Driver’s License and drug and/or alcohol testing requirements;

2. verifying that all applicants and employees who are subject to testing prior to being hired, promoted, demoted, or transferred to safety-sensitive positions have complied with all testing requirements prior to a safety-sensitive appointment;

3. ensuring compliance with DOT required training for employees and supervisors;

4. assisting departments in complying with this policy; and

5. maintaining all appropriate records.

(D) Employee Health Center or a designated medical facility or clinic will act as the collection site for all drug and alcohol testing. Their responsibilities include:

1. obtaining a signed consent form from the applicant or employee for drug and alcohol testing in a designated laboratory;

2. arranging transportation of the specimen to the laboratory;

3. coordinating collections with Designated Personnel Representative third party contractors;

4. ensuring compliance with federal requirements for drug and alcohol testing as outlined by DOT;

5. receiving test results in accordance with legally and medically approved procedures, methods and techniques;

6. communicating test results to designated Personnel Representative immediately upon receipt from the laboratory;
(6) maintaining records of all examinations, tests, and results in the employee’s medical files and for ensuring privacy and confidentiality in accordance with federal requirements;

(8) preparing and maintaining the annual calendar year summary of the results Dallas County’s alcohol and drug testing programs as required by DOT rules; and

(9) coordinating the random portion of the testing by notifying departments of those employees who must report for testing.

9.2526 All County employees who believe they may have a problem with substance abuse should immediately contact the County’s Employee Assistance Program. This is a free, confidential service provided by the County to its employees. Contact the Personnel/Civil Service Department for the most current telephone number.

9.2627 Questions. Any questions regarding this policy, please call the Personnel/Civil Service Department at (214) 653-6515.
January 9, 2001

MISCELLANEOUS

1) FACILITIES MANAGEMENT DEPARTMENT - requests authorization to purchase chemicals and the related services to flush and clean the closed chill water system at the Lew Sterrett Facility. The cleaning of the system is recommended by the County’s Water Treatment Consultant and is needed to prevent failure of the HVAC system. The cost is approximately $6,200 and funds are available in Fund 00126 (Permanent Improvements) 08130 (Building and Land Improvements) FY 2001 budget, 70038 (Project Minor Building Alterations).

TRAVEL REQUESTS


MISCELLANEOUS EQUIPMENT

DEPARTMENT: 4871
ITEMS: Justice of the Peace 7-1
ESTIMATED COST: 1 - Correcting Electronic Typewriter $530
FUNDING SOURCE: Contingency Furniture & Equipment
EXPENDITURE SOURCE: 00120.4871.08410.2001 (General Fund, Justice of the Peace 7 Department, Special Equipment, Fy2001)
PROPOSED ACTION: Justice of the Peace 7 requests to purchase one typewriter. The equipment is needed due to additional staff the Court received as a result of the Constable's traffic program. Recommended by the Office of Budget Evaluation.

TELECOMMUNICATIONS

193rd Civil District Court M-0012007 - requests to install three new cat-5 data-lines and relocate two on the 4th floor of the George Allen Courts Building to provide network connectivity. Installation: $206.85; no monthly service increase. Recommended.

Sheriff Patrol M-0012010 - requests to install one cat-5 data-line to provide connection to network. Installation: $41.37; no monthly service increase. Recommended.

Sheriff Bonds M-0012033 - requests to install a phone line in Room B4 to be used with a fax. Installation: $37.75; no monthly service increase. Recommended.

Sheriff M-0012044 - requests to install a cat-5 data-line from the female search room to the basement of Sterrett "B" Building. Installation: $178.40; no monthly service increase. Recommended.

Sheriff M-0012045 - requests to install three cat-5 data-lines in Room B1117 to provide network connection. Installation: $124.11; no monthly service increase. Recommended.

Constable Precinct 8-1 M-0012049 - requests to install a coaxial cable in Room 101 to connect to mainframe. Installation: $162.00; no monthly service increase. Recommended.

District Tax Court M-0012060 - requests to install a cat-5 data-line in Room 359 of the George Allen Courts Building to provide connection for printer. Installation: $124.11; no monthly service increase. Recommended.

Treasurer M-0012061 - requests to install two cat-5 data-lines on the 3rd floor of the Records Building to provide connection to network. Installation: $41.37; no monthly service increase. Recommended.
County Clerk M-0012062 - requests to install two multi-line phones on the 2nd floor of the Records Building due to relocation. Installation: $82.97; no monthly service increase. Recommended.

Juvenile @ Cliff House M-0012063 - requests to install a cat-5 data-line from 2nd floor office to 1st floor data closet. Installation: $140.00; no monthly service increase. Recommended.

County Auditor M-0012064 - requests to install a single-line phone in Room 401 of the Records Building. Installation: $37.75; no monthly service increase. Recommended.

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

Pagers

DSO/NTATTF M-0012059 - requests a alphanumeric pager for new Task Force Member. Monthly service increase: $5.95. Recommended.

Pagers are funded by the requesting department unless otherwise indicated.