<table>
<thead>
<tr>
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<th>PAGE NOS.</th>
</tr>
</thead>
<tbody>
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<td>Photo Op at 8:30 a.m.</td>
</tr>
<tr>
<td>2) <strong>THE SIXTH FLOOR MUSEUM AT DEALY PLAZA</strong></td>
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<tr>
<td>Presentation of Resolution - Dallas County Administration Building</td>
<td></td>
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<tr>
<td>3) <strong>COUNTY TREASURER</strong></td>
<td>Distributed</td>
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<tr>
<td>Review of 2001-2005 Depository Bank Bid Proposal</td>
<td></td>
</tr>
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<td>4) <strong>HEALTH &amp; HUMAN SERVICES</strong></td>
<td></td>
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<td>a) FY 2001-2002 Ryan White Title II Funds Contract Awards - Attachment B</td>
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<td>c) Approval of Contract Awards for FY 2000 Housing Opportunities for Persons with AIDS Funds</td>
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FIVE SIGNATURE DOCUMENT(s) FOR CONSIDERATION

Minister’s Letter of Appreciation

DATE(s) TO REMEMBER

** March 30, 2001 @ 9:00 a.m. - Commission on Jail Standards Report to Commissioners Court followed by Legislative Briefing - Commissioners Courtroom
TO:  HONORABLE COMMISSIONERS COURT
FROM:  BETTY J. CULBREATH-LISTER, DIRECTOR HEALTH AND HUMAN SERVICES
DATE:  MARCH 21, 2001
SUBJECT:  FY 2001-2002 RYAN WHITE TITLE II FUNDS CONTRACT AWARDS

Background of Issue
The Dallas County Judge is the grantee and legal recipient of Ryan White Title II Funds. 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. DCHHS will also serve as the Administrative Agency for the two expansion areas, which will include Navarro County and the Sherman HSDA (inclusive of Grayson, Fannin, and Cooke counties). In accordance with the provisions of Title II of the Ryan White CARE Act, the local planning body, the Ryan White Consortium of North Texas 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 FY 2001-2002 Ryan White Title II contract amount is $2,054,574 (TDH Document No. 560009056-2002, Contract change Notice No. 05).

On July 24, 2000, the service category awards were established by the Ryan White Consortium of North Texas (RWCNT). The Administrative Agency issued a competitive Request for Proposals (RFP) to determine the specific contract award recommendations for FY 2001-2002 Ryan White Titles I and II, and HOPWA funds. On October 9, 2000, the Administrative Agency made RFPs available to all interested parties. A proposal submission deadline was 2:00 p.m. on November 20, 2000. The proposals were reviewed and scored by an External Review Committee (ERC), which was comprised of individuals demographically reflective of the Dallas HSDA’s HIV/AIDS cases.

Under provisions of the Ryan White CARE Act Amendments of 2000, the Administrative Agency’s ERC reviews and evaluates requests for funding by service providers. The Administrative Agency reviews the initial recommendations from the ERC and makes final recommendations for the award of contracts to Dallas County Commissioners Court.

The FY 2001-2002 Ryan White Title II funds in the amount of $201,325 allocated to the Sherman HSDA and Navarro County will be sole source to current service providers, specifically $171,901 will be allocated to AIDS Resource Center of Texoma for the Sherman HSDA and $29,424 to AIDS Resources of Rural Texas for Navarro County.

Fiscal Impact
The FY 2001-2002 Ryan White Title II contract award to the Dallas HSDA is $2,054,574 of which funds in the amount $201,325 is allocated to the Sherman HSDA and Navarro County. Under provisions of the Ryan White CARE Act Amendments of 2000, the Administrative Agency may receive up to ten percent of the total award of $1,853,249 for the Dallas HSDA, or $187,345 for administration including staff salaries, benefits, equipment, and supplies. The remaining of the FY 2001-2002 Ryan White Title II award in the amount of $1,665,904 is allocated as follows: $195,000 to the Texas Department of Health (TDH) for the State of Texas AIDS Drug Assistance Program, $29,000 for RWCNT support, and $1,441,904 to specific service providers in the Dallas HSDA.

Of the $1,643,229 Ryan White Title II funds available to subcontract to specific service providers, $1,238,697 is being recommended for contract approval as presented on Attachment B. Contracts and budgets for the remaining obligated

2377 Stemmons Freeway Dallas, Texas 75207-2710
Suite 200 LB-16
Office (214) 819-1842
FAX (214) 819-1850
funds in the amount of $404,532 and budget for the Administrative Agency will be submitted to Dallas County Commissioners Court under separate briefing and court order.

**Operational Impact**

Administrative Agency staff will coordinate and monitor the programmatic and fiscal accountability of the subcontractors in accordance with the responsibilities assigned by Dallas County Commissioners Court. The programmatic and fiscal contract compliance will be reviewed by Administrative Agency staff who are specifically assigned the responsibility of conducting compliance audits of the HIV services sub-grantees. The administrative award from this grant provides the funds for these positions through the Administrative Agency budget.

**Legal Impact**

The Dallas County Commissioners Court must approve the award of contracts, and authorize the County Judge to sign the contracts on behalf of Dallas County.

**Recommendation**

It is recommended that the Dallas County Commissioners Court approve the award of FY 2001-2002 Ryan White Title II contracts in the amount of $1,238,697 to service providers named herein as reflected on Attachment B and authorize the County Judge to sign the contracts with each respective agency and the Texas Department of Health on behalf of Dallas County.

**RECOMMENDED BY:** Betty J. Culbreath-Lister, Director Health and Human Services

J. Allen Clemson, Court Administrator
Virginia Porter, County Auditor
<table>
<thead>
<tr>
<th>AGENCY</th>
<th>SERVICE CATEGORY</th>
<th>FY 2001-2002 Title II Award</th>
</tr>
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<tbody>
<tr>
<td>AIDS Arms</td>
<td>Comprehensive Case Management</td>
<td>$20,822.00</td>
</tr>
<tr>
<td>AIDS Interfaith</td>
<td>Minority Access</td>
<td>$40,370.00</td>
</tr>
<tr>
<td></td>
<td>Transportation (people)</td>
<td>$76,712.00</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$117,082.00</strong></td>
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<tr>
<td>AIDS Resource Center</td>
<td>Client Advocacy</td>
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</tr>
<tr>
<td></td>
<td>Food - Pantry</td>
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<tr>
<td></td>
<td>Information &amp; Referral</td>
<td>$7,518.00</td>
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<tr>
<td></td>
<td>Insurance Assistance</td>
<td>$115,633.00</td>
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<tr>
<td></td>
<td>Medical Case Management</td>
<td>$19,993.00</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
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</tr>
<tr>
<td>AIDS Services of Dallas</td>
<td>Food - Prep Meals</td>
<td>$33,129.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$33,129.00</strong></td>
</tr>
<tr>
<td>AIDS Services of North Texas</td>
<td>Insurance Assistance</td>
<td>$16,000.00</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$16,000.00</strong></td>
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<tr>
<td>Dallas County Health</td>
<td>Outpatient Medical Care</td>
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<td><strong>TOTAL</strong></td>
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<tr>
<td>Dental Health Programs</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$51,100.00</strong></td>
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<tr>
<td>Home Health Services</td>
<td>Home Health Care</td>
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<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$26,189.00</strong></td>
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<tr>
<td>Human Services Network</td>
<td>Minority Access</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$100,000.00</strong></td>
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<tr>
<td>Johnnie's Manor</td>
<td>Comprehensive Case Management</td>
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<td></td>
<td>Medical Case Management</td>
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<tr>
<td></td>
<td>Transportation (people)</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$230,913.00</strong></td>
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<tr>
<td>Legacy Counseling</td>
<td>Food - Prep Meals</td>
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<td></td>
<td>Sub stance Abuse</td>
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<td><strong>TOTAL</strong></td>
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<td>Open Arms</td>
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<td><strong>TOTAL</strong></td>
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<tr>
<td>Renaissance III</td>
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<td><strong>TOTAL</strong></td>
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<tr>
<td>Welcome House</td>
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<tr>
<td>White Rock Friends</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$40,000.00</strong></td>
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<tr>
<td><strong>TOTAL OBLIGATED FUNDS FOR DALLAS HSDA FOR THIS BRIEFING</strong></td>
<td></td>
<td><strong>$1,238,697.00</strong></td>
</tr>
<tr>
<td>AIDS Resource Center of Texoma</td>
<td></td>
<td><strong>$171,901.00</strong></td>
</tr>
<tr>
<td>AIDS Resources of Rural Texas</td>
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<td><strong>$29,424.00</strong></td>
</tr>
<tr>
<td>Other Obligated Funds</td>
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<tr>
<td><strong>TOTAL FUNDS TO BE ALLOCATED TO SERVICE PROVIDERS</strong></td>
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<td><strong>$1,643,229.00</strong></td>
</tr>
<tr>
<td>State ADAP</td>
<td></td>
<td><strong>$195,000.00</strong></td>
</tr>
<tr>
<td>RWCNT</td>
<td></td>
<td><strong>$29,000.00</strong></td>
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<tr>
<td>Program Administration</td>
<td></td>
<td><strong>$187,345.00</strong></td>
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<tr>
<td><strong>TOTAL TITLE II AWARD</strong></td>
<td></td>
<td><strong>$2,054,574.00</strong></td>
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</tbody>
</table>

L:\USR\GRANTS\GKOAME\2001-2002award\2001-2002-T1AWARD.123
TO: COMMISSIONERS COURT
FROM: BETTY CULBREATH-LISTER, DIRECTOR
DATE: March 27, 2001
SUBJECT: COUNSELING CONTRACT BETWEEN HOME LOAN COUNSELING CENTER AND THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

BACKGROUND

The Dallas County Home Loan Counseling Center ("HLCC") has worked closely with HUD in its delivery of housing counseling and mortgage loan educational services since 1989. The HLCC's monthly Homebuyer Seminar Series and the UPCAP program have been HUD/FHA approved since inception. The HLCC's overall operation became a HUD approved and nationally recognized housing counseling agency in February 2001.

To further expand our counseling program to low and moderate income families, HUD has requested that we execute a contract with them to provide a new once-a-month, four hour evening Homebuyer education seminar in Spanish. This will serve to increase our client volume of non-English speaking families who desire to purchase a home.

FISCAL IMPACT

No funds will be provided by HUD under this counseling contract. The HLCC's bi-lingual housing counselor will incorporate this Homebuyer Seminar into her work load.

OPERATIONAL IMPACT

The effective date of the contract is April 1, 2001 through December 31, 2001.

LEGAL IMPACT

This counseling contract (Memorandum of Understanding) is to be signed by the County Judge, with both copies then sent to HUD, who will return one copy to the HLCC to keep on file.

RECOMMENDATION

It is recommended that the Commissioners Court does hereby approve this Memorandum of Understanding between HUD and HLCC, and authorizes the County Judge to sign the contract on behalf of Dallas County.

Recommended by: Betty Culbreath-Lister, Director

cc: J. Allen Clemson, County Administrator
Virginia Porter, County Auditor
Ryan Brown, Acting Budget Officer
This Memorandum of Understanding ("MOU") is entered into this ______ day of March, 2001, by and between the United States Department of Housing and Urban Development, Dallas Office ("HUD") and the Dallas County Home Loan Counseling Center ("HLCC"). This MOU constitutes an expression of hope and intent for HUD and HLCC to work together, each within its own policies, towards economic and community empowerment in our community. The MOU represents a starting point for an evolving and flexible relationship between HUD and HLCC.

RECITALS

WHEREAS, HUD and HLCC have identified a range of mutually beneficial areas of cooperation;

WHEREAS, Dallas County is facing critical challenges in the areas of economic development and community development, education, public safety, affordable housing and homeownership, and a range of additional issues related to the overall health and welfare of the community residents;

WHEREAS, Dallas County is already engaged in a wide range of housing, economic development and community development programs and is playing a major role in the community in alleviating poverty, improving housing, providing job training, assisting small businesses, and overcoming discrimination;

WHEREAS, HUD desires to tap the skills and resources that HLCC has accumulated in administering a wide variety of programs, including homeless assistance and homeownership counseling;

WHEREAS, HUD and HLCC recognize that each has resources and capabilities that can be mutually beneficial. Maximum use of HUD's programs and technical assistance to the HLCC will increase their effectiveness in delivering key services to the community. HUD staff will benefit from the insights, expertise, experience and community roots which have been developed by the HLCC;

WHEREAS, the effective date of the contract is April 1, 2001 through December 31, 2001.

NOW, THEREFORE, HUD and HLCC to the following:

A. PARTNERSHIP

Dallas HUD Staff and HLCC will work closely together to implement the Homeowner Education Learning Program ("HELP"). The effort will be to initiate a dialogue which focuses on ways that attendees can gain the know-how they need to purchase and maintain their home and improve their way of life.
B. TRAINING, COMMUNICATION, INFORMATION SHARING

HLCC will provide "free of charge" Spanish "HELP" courses. First-time homebuyers who complete the course will receive a Certificate of Completion. These courses are offered to help homebuyers answer the questions they are having about the homebuying process.

Contents of the course shall include, but will not be limited to the following:

- Budgeting for Your Home;
- Shopping for Your Home;
- Shopping for Your Lender;
- Now You are Ready to Close; and
- How to Care for Your Home After Closing.

1. HLCC will maintain sign-in/sign-out sheets for each session.
2. HLCC will assure that attendees attend full session prior to approving them for certification.
3. HLCC will submit sign-in/sign-out sheets with lists of names to HUD.
4. HLCC will present certificates to attendees after HUD has signed.
5. HUD will provide resource persons for HELP sessions as needed.
6. HUD will provide resource materials for HELP sessions.
7. HUD will make staff available to participate in training sessions.
8. HUD will provide and sign certificates.

C. NOTICE TO PARTIES

C. Donald Babers, LMSW
   Senior Community Builder
   U.S. Department of Housing and Urban Development
   Dallas Office

Jamie Fitchko, Administrator
Dallas County Home Loan Counseling Center ("HLCC")

D. HELP PROCEDURES

In accordance with Mortgagee Letters 96-48 AND 97-37, HELP Classes may be provided by HUD approved counseling agencies and other non-profit or for-profit organizations engaged in Homebuyer education which meets FHA, Fannie Mae, or Freddie Mac requirements.

After review of the prospective partner's experience and performance, the Dallas HUD office will partner with members of these groups to provide Homebuyer Education to clients. When a partnership is established, a Document of Agreement is signed.
The Agreement includes the following:

The Partner will maintain sign-in and sign-out sheets for each session. The Partner will assure that attendees attend full session prior to approving attendees for certification. The Partner will submit sign-in/sign-out sheets and/or a certified list of attendees names to HUD. The Partner will present certificates to attendees after HUD has signed. HUD will provide resource persons for HELP sessions. HUD will provide resource materials for HELP sessions. HUD will make staff available to participate in training sessions as needed. HUD will provide and sign certificates.

E. IN-HOUSE PROCEDURES

Community Builders ("CB") will confer with the HELP Coordinator CB regarding prospective HELP Partners in their assigned jurisdiction.

Partners will submit class schedules to HUD.*

Class Schedules are posted on the HUD WEB for each partner when received.*

Upon receipt of names, HUD prints the certificate. The names are maintained in the computer as well as is the Partner File.*

Partners are asked to include space on the sign-in sheet for the SS# to enhance our ability to identify those attendees who close on a HUD secured loan. (Submission of the SS# is voluntary on the part of the attendees.)

HUD has also asked the Partners to establish a tracking system of their clients for the same purpose.

(*These activities are performed by the Associate Community Builder or designee.)

HLCC:

BY: ________________________
Lee F. Jackson
County Judge

HUD:

BY: ________________________
C. Don Babers
HUD Senior Community Builder

APPROVED AS TO FORM:

BY: ________________________
John A. Dahill, Assistant District Attorney
Advisory Chief, Civil Section

Recommended by: ________________________
Betty Culbreath-Lister, Director
Background of Issue

The United States Department of Housing and Urban Development (HUD) administers the Housing Opportunities for Persons with AIDS (HOPWA) grant program. These funds are available to provide housing and related services to persons affected by HIV in the Dallas Eligible Metropolitan Statistical Area (EMSA), which includes Dallas, Collin, Denton, Hunt, Ellis, Henderson, Rockwall, and Kaufman counties. The City of Dallas is the grantee and legal recipient of the FY 2000 HOPWA funds. Through an Interlocal Cooperation Contract with the City of Dallas, Dallas County is the Project Sponsor, and Dallas County Health and Human Services (DCHHS) serves as the Administrative Agency for the FY 2000 HOPWA grant. DCHHS is charged with the responsibility of establishing priorities for the allocation of HOPWA funds and determining the categorical allocation by service category.

The Dallas City Council, by Council Resolution No.00-3750 approved the Interlocal Cooperation Contract with DCHHS to continue as the Administrative Agency for the FY 2000 HOPWA program. The total FY 2000 HOPWA funds available to Dallas County is $2,206,140. The distribution of these funds is as follows:

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Emergency/Tenant Based Rental Assistance</td>
<td>$995,790</td>
</tr>
<tr>
<td>Housing Facilities Operations</td>
<td>$1,139,000</td>
</tr>
<tr>
<td>Dallas County Program Administration</td>
<td>$71,350</td>
</tr>
<tr>
<td><strong>Total Award</strong></td>
<td><strong>$2,206,140</strong></td>
</tr>
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The Dallas County Commissioners Court approved the Interlocal Cooperation Contract for FY 2000 HOPWA with the City of Dallas on February 27, 2001, with Court Order No. 2001-430. The term of the Interlocal Cooperation Contract is January 1, 2001 through September 30, 2003.

On July 24, 2000, the Dallas Eligible Metropolitan Area (EMA) Ryan White Planning Council (RWPC) established the service category awards. The Administrative Agency issued a competitive Request for Proposals (RFP) to determine the specific contract award recommendations for FY 2001-2002 Ryan White Titles I and II, and FY 2000 HOPWA funds. On October 9, 2000, the Administrative Agency made RFPs available to all interested parties. A proposal submission deadline was 2:00 p.m., on November 20, 2000. The proposals were reviewed and scored by an External Review Committee (ERC), which was comprised of individuals demographically reflective of the Dallas EMSA's HIV/AIDS cases.

The Administrative Agency's ERC reviews and evaluates requests for funding by service providers. The Administrative Agency reviews the initial recommendations from the ERC and makes final recommendations for the award of contracts to Dallas County Commissioners Court.
Fiscal Impact

Under the provisions of the 24 CFR part 574-HOPWA, the Administrative Agency may receive up to seven percent of the total award for its own administrative costs. The HOPWA 2000 administrative budget is established in the amount of $71,350, which includes staff salaries, benefits, and supplies. Funds in the amount of $1,139,000 available to service providers to provide housing facility operations services have been awarded as follows:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Amount</th>
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<tr>
<td>AIDS Services Of Dallas</td>
<td>$801,350</td>
</tr>
<tr>
<td>Community Drug Aftercare Program</td>
<td>$40,000</td>
</tr>
<tr>
<td>Johnnie's Manor</td>
<td>$196,650</td>
</tr>
<tr>
<td>Legacy Counseling Center, Inc</td>
<td>$101,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,139,000</strong></td>
</tr>
</tbody>
</table>

Contracts and budgets from AIDS Services of Dallas, Johnnie’s Manor, and Legacy Counseling Center, Inc. are being recommended for approval under this court order and briefing totaling $1,099,000. The contract and budget from Community Drug Aftercare Program in the amount of $40,000 will be submitted to Dallas County Commissioners Court under a separate court order and briefing.

Operational Impact

Administrative Agency’s staff will coordinate and monitor the programmatic and fiscal accountability of the subcontractors in accordance with the responsibilities assigned by Dallas County Commissioners Court. The programmatic and fiscal contract compliance will be reviewed by Administrative Agency staff who are specifically assigned the responsibility of conducting compliance audits of the HIV services sub-grantees. The administrative award from this grant provides the funds for these positions through the Administrative Agency budget.

Legal Impact

The Dallas County Commissioners Court must approve the award of contracts, and authorize the County Judge to sign the contracts on behalf of Dallas County.

Recommendation

It is recommended that the Dallas County Commissioners Court approve the award of FY 2000 HOPWA contracts in the amount of $1,099,000 to specific service providers named herein, and authorize the County Judge to sign the contracts with each respective service provider on behalf of Dallas County.

RECOMMENDED BY: [Signature]
Betty J. Calbreath-Lister, Director, Health and Human Services

cc: J. Allen Clemson, Court Administrator
Virginia Porter, County Auditor
TO: THE HONORABLE COMMISSIONERS COURT
FROM: BETTY J. CULBREATH-LISTER, DIRECTOR
HEALTH AND HUMAN SERVICES
DATE: MARCH 21, 2001
SUBJECT: APPROVAL OF CONTRACT AWARDS FOR FY 2001-2002 RYAN WHITE TITLE I FUNDS

Background of Issue

The Dallas County Judge is the grantee and legal recipient of Ryan White Title I funds, and Dallas County Health and Human Services (DCHHS) is designated to serve as the Administrative Agency for Ryan White Title I funds for the Dallas Eligible Metropolitan Area (EMA). In accordance with the provisions of Title I of the Ryan White C.A.R.E. Act, the grantee appoints members to serve on the Dallas EMA Ryan White Planning Council (hereinafter RWPC). The RWPC is charged with the responsibility of establishing priorities for the allocation of Title I funds and determining the categorical allocation of funds by service category.

On July 24, 2000, the service category awards were established by the RWPC. The Administrative Agency issued a competitive Request for Proposals (RFP) to determine the specific contract award recommendations for FY 2001-2002 Ryan White Titles I and II, and Housing Opportunities for People With AIDS (HOPWA) funds. On October 9, 2000, the Administrative Agency made RFPs available to all interested parties. A proposal submission deadline was 2:00 p.m. on November 20, 2000. The proposals were reviewed and scored by an External Review Committee (ERC), which was comprised of individuals demographically reflective of the Dallas EMA’s HIV/AIDS cases.

Under provisions of the Ryan White C.A.R.E. Act Amendments of 2000, DCHHS’s ERC reviews and evaluates requests for funding by service providers. The DCHHS reviews the initial recommendations from the ERC and makes final recommendations for the award of contracts to Commissioners Court.

Fiscal Impact

The FY 2001-2002 Ryan White C.A.R.E. Act Title I award is $12,098,406.00, of which $553,852.00 is allocated to the Administrative Agency for the Administration of funds, $329,000.00 for the program support budget, $193,000.00 for the RWPC, and $608,643.00 for the Ryan White C.A.R.E. Act Title I Congressional Black Caucus (CBC) supplemental award.

Of the remaining $4,805,839.00 obligated FY 2001-2002 Ryan White C.A.R.E. Act Title I funds to be approved by Dallas County Commissioners Court, funds in the amount of $1,604,538.00, are being recommended for contract approval under this briefing and court order. The Administrative Agency’s budget in the amount of $553,852.00, the program support budget in the amount of $329,000.00, and the RWPC budget in the amount of $193,000.00, are also being recommended for approval. The recommended organizational chart and relevant job descriptions for the Administrative Agency are submitted as Attachment D, pending budget approval. Budgets and contracts for the remainder of the obligated funds in the amount of $3,201,301.00, and FY 2001-2002 Ryan White C.A.R.E. Act Title I CBC funds in the amount of $608,643.00, will be submitted under separate briefing and court order.
Operational Impact

Administrative Agency staff will coordinate and monitor the programmatic and fiscal accountability of the subcontractors in accordance with the responsibilities assigned by Commissioners Court. The programmatic and fiscal contract compliance will be reviewed by Administrative Agency staff who are specifically assigned the responsibility of conducting compliance audits of the HIV services sub-grantees. The administrative award from this grant provides the funds for these positions through the Administrative Agency’s budget.

Legal Impact

The Dallas County Commissioners Court must approve the award of contracts, and authorize the County Judge to sign the contracts on behalf of Dallas County.

Recommendation

It is recommended that the Dallas County Commissioners Court approve the award of contracts under the allocation of FY 2001-2002 Ryan White C.A.R.E. Act Title I funds to specific service providers totaling $1,604,538.00, the Administrative Agency’s budget in the amount of $553,852.00, the program support budget in the amount of $329,000.00, and the RWPC support budget in the amount of $193,000.00, as reflected on (Attachment C), and authorize the County Judge to sign the contracts on behalf of Dallas County.

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

c: J. Allen Clemson, Court Administrator  
Virginia Porter, County Auditor
<table>
<thead>
<tr>
<th>AGENCY</th>
<th>SERVICE CATEGORY</th>
<th>FY 2001-2002 AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS Services of Dallas</td>
<td>Comprehensive Case Management</td>
<td>$63,174.00</td>
</tr>
<tr>
<td></td>
<td>Food - Prep. Meals</td>
<td>$98,000.00</td>
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<tr>
<td></td>
<td>Medical Case Management</td>
<td>$85,570.00</td>
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<tr>
<td></td>
<td>Transportation (people)</td>
<td>$26,687.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$273,431.00</td>
</tr>
<tr>
<td>Home Health Services</td>
<td>Home Health Care</td>
<td>$100,000.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$100,000.00</td>
</tr>
<tr>
<td></td>
<td>Adult Day Care</td>
<td>$34,000.00</td>
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<tr>
<td></td>
<td>Client Advocacy</td>
<td>$41,688.00</td>
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<tr>
<td>Human Services Network</td>
<td>Substance Abuse</td>
<td>$60,000.00</td>
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<tr>
<td></td>
<td>Minority Access</td>
<td>$25,530.00</td>
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<td></td>
<td>TOTAL</td>
<td>$161,218.00</td>
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<tr>
<td>Johnnie's Manor</td>
<td>Comprehensive Case Management</td>
<td>$26,000.00</td>
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<tr>
<td></td>
<td>Food - Prep. Meals</td>
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<td></td>
<td>Medical Case Management</td>
<td>$81,000.00</td>
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<tr>
<td></td>
<td>Mental Health</td>
<td>$135,844.00</td>
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<tr>
<td></td>
<td>Transportation (people)</td>
<td>$70,000.00</td>
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<td>TOTAL</td>
<td>$356,003.00</td>
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<td>Legacy Counseling</td>
<td>Food - Prep. Meals</td>
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<td></td>
<td>Mental Health</td>
<td>$115,000.00</td>
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<td>Substance Abuse</td>
<td>$78,000.00</td>
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<td></td>
<td>Buddy/Companion</td>
<td>$15,000.00</td>
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<td></td>
<td>TOTAL</td>
<td>$220,000.00</td>
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<tr>
<td>Open Arms</td>
<td>Child Care</td>
<td>$210,000.00</td>
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<tr>
<td></td>
<td>Client Advocacy</td>
<td>$53,813.00</td>
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<td></td>
<td>Mental Health</td>
<td>$38,247.00</td>
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<td>TOTAL</td>
<td>$302,060.00</td>
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<tr>
<td>Welcome House</td>
<td>Client Advocacy</td>
<td>$32,000.00</td>
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<td></td>
<td>Food - Prep. Meals</td>
<td>$48,866.00</td>
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<td></td>
<td>Minority Access</td>
<td>$35,960.00</td>
</tr>
<tr>
<td></td>
<td>Substance Abuse</td>
<td>$75,000.00</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>$191,826.00</td>
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<tr>
<td><strong>TOTAL OBLIGATED FUNDS FOR THIS BRIEFING</strong></td>
<td></td>
<td>$1,604,538.00</td>
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<tr>
<td><strong>TOTAL OBLIGATED FUNDS SUBMITTED WITH LAST BRIEFING</strong></td>
<td></td>
<td>$5,558,072.00</td>
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<tr>
<td><strong>REMAINING OBLIGATED FUNDS</strong></td>
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<td>$3,201,301.00</td>
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<tr>
<td><strong>TOTAL FUNDS TO BE ALLOCATED TO SERVICE PROVIDERS</strong></td>
<td></td>
<td>$10,363,911.00</td>
</tr>
<tr>
<td>State ADAP</td>
<td></td>
<td>$50,000.00</td>
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<tr>
<td>Program Support</td>
<td></td>
<td>$329,000.00</td>
</tr>
<tr>
<td>HSPC support</td>
<td></td>
<td>$193,000.00</td>
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<tr>
<td>Program Administration</td>
<td></td>
<td>$553,852.00</td>
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<tr>
<td>CBC Initiative</td>
<td></td>
<td>$608,843.00</td>
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<tr>
<td><strong>TOTAL TITLE I AWARD</strong></td>
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<td>$12,098,406.00</td>
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## I. PERSONNEL

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>FTE</th>
<th>%</th>
<th>Salary</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>Grants Compliance Officer</td>
<td>45.20%</td>
<td>32,172</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Program Monitor - Karin Pettles</td>
<td>56.50%</td>
<td>29,046</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Program Monitor - Gilbert Kouame</td>
<td>56.50%</td>
<td>28,257</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Program Monitor - Daniel Edwards</td>
<td>56.50%</td>
<td>25,667</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Health Analyst - Dan Error</td>
<td>56.50%</td>
<td>26,722</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Senior Grants Analyst - Mitos Llauder</td>
<td>56.50%</td>
<td>29,046</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Auditor - Guy Minton</td>
<td>56.50%</td>
<td>28,257</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Auditor - Gary Armstrong</td>
<td>56.50%</td>
<td>25,200</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Auditor - Lyneice Jordan</td>
<td>56.50%</td>
<td>21,570</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Administrative Assistant - Vivian Wilson</td>
<td>56.50%</td>
<td>21,395</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Administrative Assistant - Wilson Judd</td>
<td>56.50%</td>
<td>20,188</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>General Office Clerk - Cindy Dougherty</td>
<td>56.50%</td>
<td>13,382</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Systems Oper Analyst - Allen Wang</td>
<td>28.25%</td>
<td>17,295</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Building Supervisor - Michael Johnson</td>
<td>28.25%</td>
<td>6,764</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Grants Fiscal Manager - Jeff Jordan</td>
<td>56.50%</td>
<td>30,631</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Grants Management Officer - new</td>
<td>56.50%</td>
<td>34,903</td>
<td></td>
</tr>
<tr>
<td>Q</td>
<td>Quality Assurance Manager - new</td>
<td>56.50%</td>
<td>29,086</td>
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</tr>
</tbody>
</table>

## II. FRINGE BENEFITS

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Details</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance (Admin Allocation)</td>
<td>14 employees @ 4,000 ea.</td>
<td>31,640</td>
</tr>
<tr>
<td>Insurance (Shared w/ DCHHS @ 80%, 20%)</td>
<td>1 employee @ 3,200 ea.</td>
<td>1,808</td>
</tr>
<tr>
<td>Insurance (Shared w/ DCHHS @ 50%, 50%)</td>
<td>2 employees @ 2,000 ea.</td>
<td>2,260</td>
</tr>
<tr>
<td>Social Security</td>
<td>7.65% 32,098</td>
<td></td>
</tr>
<tr>
<td>Retirement</td>
<td>7.00% 29,371</td>
<td></td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>0.35% 1,469</td>
<td></td>
</tr>
</tbody>
</table>

Total Personnel Expenses: $419,581
Total Fringe Benefits: $98,646
### III TRAVEL

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A Local Travel</strong> Local staff travel for on-site program monitoring and fiscal compliance audit.</td>
<td>1,500</td>
</tr>
<tr>
<td><strong>B Out-of-Jurisdiction Travel</strong> 2 trips @ 555</td>
<td>16,404</td>
</tr>
<tr>
<td>1 Travel for two (2) admin staff and one (1) HSPC staff to participate in HRSA sponsored training in Washington, DC</td>
<td>11,100</td>
</tr>
<tr>
<td>Ground transportation 4 days @ 10 x 3</td>
<td>120</td>
</tr>
<tr>
<td>Lodging 4 nights @ 115 x 3</td>
<td>1380</td>
</tr>
<tr>
<td>Per Diem 5 days @ 50 x 3</td>
<td>750</td>
</tr>
<tr>
<td>Air Fare @ 800 x 3</td>
<td>2400</td>
</tr>
<tr>
<td>Conference Fee @ 300 x 3</td>
<td>900</td>
</tr>
<tr>
<td>2 Travel for two (2) admin staff to attend quarterly meetings of Title 1 EMA's in Austin, TX</td>
<td>2,224</td>
</tr>
<tr>
<td>Ground transportation 400 miles @ 0 345 x 2</td>
<td>276</td>
</tr>
<tr>
<td>Lodging 1 night @ 70 x 2</td>
<td>140</td>
</tr>
<tr>
<td>Per Diem 2 days @ 35 x 2</td>
<td>140</td>
</tr>
<tr>
<td>3 Travel for two (2) admin staff to attend Titles I - IV meeting in Austin, TX to be held during May 2001.</td>
<td>856</td>
</tr>
<tr>
<td>Ground transportation 400 miles @ 0 345 x 2</td>
<td>276</td>
</tr>
<tr>
<td>Lodging 1 night @ 70 x 2</td>
<td>140</td>
</tr>
<tr>
<td>Per Diem 2 days @ 35 x 2</td>
<td>140</td>
</tr>
<tr>
<td>Conference Fee @ 150 x 2</td>
<td>300</td>
</tr>
<tr>
<td>4 Travel for two (2) admin staff to attend quarterly SCSN meetings in Austin, TX.</td>
<td>2,224</td>
</tr>
<tr>
<td>Ground transportation 400 miles @ 0 345 x 2</td>
<td>276</td>
</tr>
<tr>
<td>Lodging 1 night @ 70 x 2</td>
<td>140</td>
</tr>
<tr>
<td>Per Diem 2 days @ 35 x 2</td>
<td>140</td>
</tr>
</tbody>
</table>

### IV EQUIPMENT

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>**A General consumable office supplies to support grant related activities.</td>
<td>$</td>
</tr>
</tbody>
</table>

### V SUPPLIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>**A General consumable office supplies to support grant related activities.</td>
<td>3,000</td>
</tr>
</tbody>
</table>

### VI CONTRACTUAL

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A State ADAP</strong></td>
<td>50,000</td>
</tr>
<tr>
<td><strong>B Contract (Direct Services)</strong></td>
<td>10,972,554</td>
</tr>
<tr>
<td><strong>Priority Rank Order:</strong></td>
<td><strong>REGULAR</strong></td>
</tr>
<tr>
<td><strong>1) OUTPATIENT MEDICAL CARE</strong></td>
<td></td>
</tr>
<tr>
<td>1.1 Medical Care</td>
<td>2,685,428</td>
</tr>
<tr>
<td>1.2 Medical Case Management</td>
<td>752,487</td>
</tr>
<tr>
<td><strong>2) MEDICATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>2.1 Drug Reimbursement</td>
<td>623,006</td>
</tr>
<tr>
<td>2.2 Transportation of Medicine</td>
<td>80,000</td>
</tr>
<tr>
<td><strong>3) DENTAL CARE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>4) HOUSING</strong></td>
<td></td>
</tr>
<tr>
<td>4.1 Short Term Assistance</td>
<td>-</td>
</tr>
<tr>
<td>4.2 Long Term Assistance</td>
<td>-</td>
</tr>
<tr>
<td>4.3 Housing Facility Operations</td>
<td>-</td>
</tr>
</tbody>
</table>
### 5) FOOD
- 5.1 Food Pantry: 185,712
- 5.2 Congregate Meals: 360,092
- 5.3 Home Delivered Meals: 21,000

### 6) TRANSPORTATION (PEOPLE)
- 6.0: 313,342

### 7) CASE MANAGEMENT
- 7.1 Comprehensive Case Management: 646,376
- 7.2 Client Advocacy: 480,070

### 8) HOME HEALTH CARE
- 8.1 Home Health Care: 211,000
- 8.2 Hospice Care: 32,000

### 9) MENTAL HEALTH COUNSELING
- 9.0: 424,383

### 10) INSURANCE ASSISTANCE
- 10.0: 509,000

### 11) SUBSTANCE ABUSE TREATMENT
- 11.0: 213,000

### 12) INFORMATION AND REFERRAL
- 12.0: 224,000

### 13) ACCESS FOR TARGETED POPULATIONS
- 13.1 Access for Underserved Populations: 264,148
- 13.2 Interpretation Services and Sign Language: 59,330

### 14) LEGAL SERVICES
- 14.0: 111,600

### 15) DAY/RESPITE CARE FOR ADULTS
- 15.0: 105,000

### 16) DAY/RESPITE CARE FOR CHILDREN/ADOLESCENTS
- 16.0: 210,000

### 17) BUDDY/COMPANION SERVICES
- 17.0: 133,706

Unobligated: 1,003,173

### VII OTHER ADMINISTRATIVE COSTS

| A. | Telephone local and long distance, and internet access time. All means necessary to communicate with contractors, the community, grantor, and to obtain HIV/AIDS information. | 500 |
| B. | Copier rental and printing charges for Title I administrative activities. | 1,500 |
| C. | Postage for grant related materials. | 1,500 |
| D. | Training provided to staff to keep current on HIV/AIDS issues and job related requirements. | 3,500 |
| E. | External Review Committee materials and supplies. Committee reviews proposals and makes recommendations for Title I subrecipient agencies. | 240 |
| F. | Office equipment maintenance. | 200 |
| G. | Advertising for public notice of the RFP. | 400 |
| H. | Audit-Potion of County-wide OMB Cir. A-128 Audit | 1,300 |

### VII PLANNING COUNCIL SUPPORT
- 193,000

### IX PROGRAM SUPPORT
- 329,000

### X INDIRECT COSTS
- 5,582

### TOTAL BUDGET
- $12,098,406
BUDGET JUSTIFICATION
DALLAS COUNTY HEALTH AND HUMAN SERVICES/Dallas EMA
PLANNING COUNCIL SUPPORT BUDGET
FY 2001 - 2002 Ryan White Title I

I. PERSONNEL

A. HIV Services Planner - Will Longoria
   Coordinates implementation of the Comprehensive Plan
   FTE 64.75% $ 29,999

B. HSPC Administrative Assistant - Martin Gozales
   Conducts programmatic reviews of subcontractors
   FTE 64.75% $ 23,344

C. Planning Council/Consortium Manager - new
   Overseeing of the day-to-day operations of the Planning Council/Consortium. Prepares reports as needed.
   FTE 64.75% $ 33,333

II. FRINGE BENEFITS

Insurance 3 employees @ 4,000 $ 7,770
Social Security 7.65% 6,631
Retirement 7.00% 6,067
Workers Compensation 0.35% 303

III. TRAVEL

A. Local Travel @ 345/mile
   $ 600

B. Out-of-Jurisdiction Travel
   $ 7,774

1. Travel for three (3) planning council representatives to participate in HRSA sponsored training in Washington DC
   3 trips @ 1,850 $ 5,550
   Ground transportation 4 days @ 10 x 1 $ 40
   Lodging 4 nights @ 115 x 1 $ 460
   Per Diem 5 days @ 50 x 1 $ 250
   Air Fare 800 x 1 $ 800
   Conference Fee 300 x 1 $ 300

2. Travel for one (1) planning council staff and one (1) planning council representative to attend quarterly meetings in Austin, TX:
   4 trips @ 556 $ 2,224
   Ground transportation 400 miles @ 0.345 x 2 $ 276
   Lodging 1 night @ 70 x 2 $ 140
   Per Diem 2 days @ 35 x 2 $ 140

IV. EQUIPMENT

$ -

V. SUPPLIES

A. General consumable office supplies to support HSPC grant related activities
   $ 629

VI. CONTRACTUAL

A. Needs Assessment/Comprehensive activities to identify clients' service needs and to develop a comprehensive plan for these services
   $ 72,000
### OTHER ADMINISTRATIVE COSTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Telephone, local and long distance, and internet access time. All means necessary to communicate with Planning Council members and participants, the community, grantor, grantee, and to obtain HIV/AIDS updates</td>
<td>$100</td>
</tr>
<tr>
<td>B. Copier rental and printing charges for Planning Council materials.</td>
<td>$700</td>
</tr>
<tr>
<td>C. Postage for Planning Council-related materials.</td>
<td>$400</td>
</tr>
<tr>
<td>D. Training provided to staff to keep current on HIV/AIDS issues and job related requirements</td>
<td>$1</td>
</tr>
<tr>
<td>E. Publication/Promotion costs for planning Council recruitment for membership and to announce public forums and focus groups</td>
<td>$300</td>
</tr>
<tr>
<td>F. Reasonable and out-of-pocket expenses incurred as a result of participating in the Planning Council and related grantee meetings</td>
<td>$3,000</td>
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</table>

#### VIII INDIRECT COSTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Transportation</td>
<td>$400</td>
</tr>
<tr>
<td>Mileage @ $3.45 per mile</td>
<td>$250</td>
</tr>
<tr>
<td>Taxi Vouchers</td>
<td>$50</td>
</tr>
<tr>
<td>Bus Vouchers</td>
<td>$100</td>
</tr>
<tr>
<td>2. Child Care</td>
<td>$200</td>
</tr>
<tr>
<td>3. Food</td>
<td>$2,000</td>
</tr>
<tr>
<td>4. Lost Wages</td>
<td>$400</td>
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#### TOTAL BUDGET

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$193,000</td>
</tr>
<tr>
<td>Category</td>
<td>Budget</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>I. PERSONNEL</td>
<td>$ -</td>
</tr>
<tr>
<td>II. FRINGE BENEFITS</td>
<td>$ -</td>
</tr>
<tr>
<td>III. TRAVEL</td>
<td>$ -</td>
</tr>
<tr>
<td>IV. EQUIPMENT</td>
<td>$ -</td>
</tr>
<tr>
<td>V. SUPPLIES</td>
<td>$ -</td>
</tr>
<tr>
<td>VI. CONTRACTUAL</td>
<td>$ 329,000</td>
</tr>
</tbody>
</table>

The HIV Services Planning Council will select specific initiatives this year that will assist the Council and/or service providers with increasing their capacity to provide more efficient and cost-effective services. It will also include technical assistance to standardize and enhance service delivery data collection and reporting within the EMA.

- **Program Support**: $9,000
- **Care Coordinator**: $275,000
- **Program Evaluation**: $45,000

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
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<tr>
<td>VII. OTHER ADMINISTRATIVE COSTS</td>
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</tr>
<tr>
<td>VIII. INDIRECT COSTS</td>
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**TOTAL AWARD**

$ 329,000
Dallas CEO and
Administrative Agency
(New positions and reclassifications pending budget approvals)

Attachment D

CEO:
Judge Lee Jackson

DCHHS Director:
Betty Culbreath Lister

DCHHS Deputy Director:
Zachary Thompson

Assistant Director for Client Services and Federal Grants Compliance

Grants Management Division
Grants Management Officer

Internal Auditors
(3)

RWPC/Consortium Manager
(NEW)

Program Monitors
(3)

Grants Manager

Cost Effectiveness Consultant

Data Manager

HOPWA Supervisor

RWPC/Consortium Professional Health Planner
(Reclass)

Admin. Analyst
(Reclass from Administrative Asst.)

Budget Analyst

Quality Assurance Advisor

Building Services Manager

HOPWA Case Manager (2)

(Reclass)

Clerk/Receptionist

Administrative Assistant

Health (Outcome) Advisor

HOPWA Administrative Clerk
Dallas Ryan White Planning Council (RWPC)/Ryan White Consortium of North Texas (Consortium)

Support Staff

Job Title: RWPC/Consortium Manager
Status: Exempt
Salary: Grade I/Recommended
Reports to: RWPC/Consortium Chair and Dallas County Health and Human Services Assistant Director for Client Services and Federal Grants Compliance

Job Summary
The RWPC/Consortium Manager’s responsibilities shall be as follows:
• Provide direction to both the RWPC/Consortium and its support staff toward the complete and legal fulfillment of all RWPC/Consortium responsibilities as set out in law, regulations, and policies.
• Manage the budget of the RWPC/Consortium support in accordance with federal, state, and local regulations.
• Provided day-to-day management of the RWPC/Consortium activities and staff.
• Provide day-to-day management of the support staff operations and be responsible for interviewing, evaluating, and recommending termination of staff, in consultation with the RWPC/Consortium chair and the DCHHS Assistant Director for Client Services and Federal Grants Compliance.

Qualifications (Skills and Experience)
• Master’s degree in public/community health, health administration, business management, or related health science field.
• Five years management experience, including direct supervision of community health programs.
• Demonstrated skills in policy development and interpretation of law, regulations, and grant policy.
• Proven ability in analyzing behavioral, social, and demographic data and trends.
• Knowledge of behavioral, social and/or urban research applications, methodologies and procedures including statistics.
• Knowledge and experience using advanced microcomputer capabilities and demonstrated skill with spreadsheets (Excel), statistical software (SPSS), database (Access), presentation (Power Point) and mapping applications.
• Demonstrates strong written and oral communication skills, including public speaking.
• Ability to work with a broad base of community members, including volunteers, and the ability to disseminate information to people with various levels of technical expertise.

The RWPC/Consortium manager shall have overall management responsibility for the following:
• 15% E Devise and present to the RWPC/Consortium, on an annual basis, a timeline for the work of the Dallas RWPC/Consortium.
• 20% E Act as the RWPC/Consortium’s point of request for public information and as a liaison with and between the RWPC/Consortium, its standing committees, ad hoc committees, and the Administrative Agent.
• 15% E Facilitate and enhance regional cooperation among other planning councils, consortia, service providers, consumers, and constituent communities.
• 25% E Assist the RWPC/Consortium and or its committees in responding to funding source recommendations, including assisting with interpretations of law, regulations, and policy. Then develop and facilitate a process to adopt and implement these changes in a timely manner, as approved by RWPC/Consortium, including drafting and introducing policy to the RWPC/Consortium.
• 25% E Support and carryout all RWPC/Consortium mandates and initiatives as approved by the RWPC/Consortium and in accordance with funding source agencies/grantors and local county regulations.
DALLAS COUNTY JOB DESCRIPTION

Job Title: Quality Assurance Advisor
Status: Exempt
Salary: Grade G/Recommended
Reports to: Assistant Director for Client Services and Federal Grants Compliance

Job Summary
Quality Assurance Advisor (QAA) ensures programmatic compliance with Federal and State defined standards of care for HIV/AIDS related services. QAA needs to possess knowledge of standards of care for HIV/AIDS related health and social services and their relationship to Federal and State grant requirements. Needs to have skills related to program analysis, program evaluation, and implementation of quality assurance plans. QAA must also demonstrate an ability to develop tools related to monitoring quality assurance and program compliance.

Management Scope:
None.

Duties and Responsibilities
25% E Reviews Federal and State legislation, policies, and procedures relevant to HIV/AIDS health and social service programs and develops implementation plans for ensuring quality assurance. Ensures compliance with Federal, State, and local legislation, policies, and procedures by the County, sub-recipient agencies, and governing bodies.

25% E Provides technical assistance as needed to ensure that sub-recipient agencies are in compliance with the applicable Federal and State standards of care.

25% E Assesses the quality of the current health and social services delivery system for a twelve-county area by analyzing and evaluating programs of sub-recipient agencies.

20% E Assists with components of grant application and grant compliance reporting for five federal and State grants.

5% N Performs other duties as assigned.

Minimum Qualifications
Must possess education and experience equivalent to a bachelor’s degree from an accredited college or university. Preferred degree is in public health, law, and/or business. Two (2) to four (4) years of additional experience required.
Dallas Ryan White Planning Council (RWPC)/Ryan White Consortium of North Texas (Consortium) Support Staff

Job Title: Professional Health Planner
Status: Exempt
Salary: Grade G/Recommended
Reports to: RWPC/Consortium Manager

Job Summary:
This position will promote a system-wide approach to HIV/AIDS services planning. This position will plan and facilitate the implementation of research and planning studies needed to support the achievement of RWPC/Consortium strategic goals in all functional areas, including fund allocation, public policy, and public information. Responsibilities will include facilitating collaboration among HIV/AIDS researchers, service providers, policy makers, and members of target populations in comprehensive planning activities, and providing technical assistance to the RWPC/Consortium.

Qualifications (Skills and Experience)
- Master's degree in public/community health, health administration, or related health science field or equivalent professional experience.
- Two years related work experience.
- Proven ability in analyzing behavioral, social, and demographic data and trends. Knowledge of behavioral, social and/or urban research applications, methodologies and procedures including statistics.
- Knowledge and experience using advanced microcomputer capabilities and demonstrated skill with spreadsheets (Excel), statistical software (SPSS), database (Access), presentation (PowerPoint) and mapping applications.
- Demonstrates strong written and oral communication skills, including public speaking.
- Ability to work with a broad base of community members, including volunteers, and the ability to disseminate information to people with various levels of technical expertise.

Primary Responsibilities
- 30% E Assists the Ryan White Support Staff Office and RWPC/Consortium as requested in strategic planning, data analysis, and evaluation in various activities, which may include HIV/AIDS service delivery and fund resources/needs across service categories.
- 20% E Responsible for planning and implementing assessments of local, HIV/AIDS related community resources and needs, including: organizing, conducting and analyzing results of focus groups, designing, supervising and analyzing results of surveys; collecting and analyzing secondary research data; analyzing and communicating findings; utilizing oral and written reports, charts, graphs, and maps.
- 20% E Coordinate special research projects, such as service effectiveness studies, comprehensive needs assessments, and quality assurance initiatives.
- 10% E Prepare/update the Comprehensive Plan to develop, organize, coordinate and implement more effective and cost-effective systems of essential services to individuals and families with HIV disease across a 12-county area.
- 10% E Conduct epidemiological studies of HIV/AIDS.
- 10% E Attend meetings and present reports to the RWPC/Consortium and related committees.
Dallas County Job Description

Job Title: Administrative Analyst  
Status: Exempt  
Salary: Grade C/Recommended  
Reports to: Assistant Director for Client Services and Federal Grants Compliance

Job Summary:
Assists the DCHHS Grants Division in the review of the sub-recipient HIV services agencies funded with Dallas County pass-through grants with COMPIS data collection and reporting requirements. This position has primary responsibility for coding, maintenance, review and correction of information, which is submitted to the funding agencies and community planning bodies. Provides technical assistance training to large and small group settings.

Qualifications:
• Bachelor’s degree in computer science preferred or eight years related experience or a combination of the two.
• Must have passed data manager’s proficiency exam through the Texas Department of Health.
• Demonstrates strong written and oral communication skills.
• Ability to disseminate information to people with various levels of technical expertise.
• Demonstrates problem solving and decision making skills.
• Knowledge of spreadsheets, databases, and various word processing packages.

Primary Responsibilities:
• 60% E Responsible for monitoring and maintaining all COMPIS data collection.
• 15% E Responsible for forwarding and receiving client level data on services delivered by sub-recipient agencies.
• 15% E Provides technical assistance training to sub-recipient agencies as needed.
• 5% N Works with grantor agencies as needed regarding data collection systems.
• 5% N Other duties as assigned.
DALLAS COUNTY JOB DESCRIPTION

Job Title: Grants Management Officer
Status: Exempt
Salary: Grade K/Recommended
Reports to: Assistant Director for Client Services and Federal Grants Compliance

Job Summary:
Grants Management Officer (GMO) oversees day to day operations of the Grants Division in the absence of the Assistant Director for Client Services and Federal Grants Compliance. GMO needs to possess knowledge of Federal, State, and local HIV/AIDS health and social service agencies and grants. Needs to have skills related to public health and human services management and administration. GMO must also demonstrate an ability to understand issues related to HIV/AIDS program and fiscal compliance, quality assurance, outcome assessment, cost effectiveness, data interpretation and evaluation, and program planning.

Management Scope:
In absence of Assistant Director for Client Services and Federal Grants Compliance, supervises 17-member staff and oversees 20 sub-recipient agencies receiving funds from five federal and State grants totaling over $17 million.

Duties and Responsibilities
20% E In absence of Assistant Director for Client Services and Federal Grants Compliance, oversees the day-to-day operations of 17 member staff, including hiring, training, and evaluation.

20% E Reviews Federal and State legislation, policies, and procedures relevant to HIV/AIDS health and social service programs. Helps to ensure compliance with Federal, State, and local legislation, policies, and procedures by the County, sub-recipient agencies, and governing bodies.

20% E Oversees the procurement process to sub-recipient agencies, including development of requests for proposals.

20% E Oversees components of grant application and grant compliance reporting for five Federal and State grants.

5% N Assesses the effectiveness of the current health and social services delivery system for a twelve-county area.

5% N Develops collaborative relationships between local, regional, and State representatives to further develop an effective continuum of care for a twelve-county region.

5% N Serves as a liaison for Dallas County, communicating HIV/AIDS service-related information, between grantors (USDHHS, USHUD, and TDH), sub-recipient agencies, and community groups.

5% N Performs other duties as assigned.

Minimum Qualifications
Must possess education and experience equivalent to a master's degree from an accredited college or university. Preferred degree is in public health, law, and/or business.
DALLAS COUNTY JOB DESCRIPTION

Job Title: Cost Effectiveness Consultant
Status: Exempt
Salary: Grade K/Recommended
Reports to: Assistant Director for Client Services and Federal Grants Compliance

Job Summary:
The Cost Effectiveness Consultant (CEC) will work in collaboration with the Texas Department of Health (TDH) and Dallas County Health and Human Services (DCHHS) to facilitate a standardized cost-based reimbursement/unit cost reimbursement for grant funded HIV health and social services in Dallas County and across the state of Texas. CEC needs to possess knowledge of HIV-related health and social services—especially related to cost and scope of work. Needs to have written and verbal presentation skills. CEC must also demonstrate an ability to provide consultation and training to TDH and DCHHS personnel.

Management Scope:
None

Duties and Responsibilities
20% E Work with the TDH External Workgroup on Cost-Based Reimbursement. Specific focus will be on developing a standardized HIV/AIDS health and social services taxonomy, revision of policies and procedures associated with procurement, and exploration of fiscal monitoring issues.

20% E Work with TDH and selected consultants to develop reference and implementation materials to guide and assist TDH and TDH-funded administrative agencies as they implement cost-based reimbursement strategies.

15% E To travel to TDH and TDH-funded administrative agencies in order to provide on-site training and technical assistance to relevant staff.

15% N Provide off-site training, technical assistance, and support to TDH and TDH-funded administrative agencies via telephone, fax, and e-mail communications.

10% E Facilitate joint meetings with TDH and TDH-funded administrative agencies on issues related to cost-based reimbursement strategies. Develop conference presentations and materials to be used for disbursement at TDH-sponsored events.

10% E Evaluate the implementation of cost-based reimbursement strategies among TDH-funded administrative agencies and develop contingency plans to correct barriers or delays as they occur. Identify geographic areas having difficulties with unit cost implementation as well as geographic areas having high levels of success. Highlight best-case examples and areas in need of improvement.

10% E Prepare annual reports on activities, including an assessment of the statewide unit cost implementation and suggestions for training needs.

Minimum Qualifications
Must possess education and experience equivalent to a master’s degree from an accredited college or university. Preferred degree is in public health and/or business.
Dallas Ryan White Planning Council/RWPC/Ryan White Consortium of North Texas (Consortium)

Support Staff

Job Title: Planning Council Administrative Coordinator
Status: Exempt
Salary: Grade C/Recommended
Reports to: RWPC/Consortium Manager

Job Summary:
This position serves as the primary coordinator of Council information and activities. Position is responsible for scheduling and preparing materials for all RWPC/Consortium and committee meetings. Responsible for maintaining compliance with the “Open Meetings Act”, and providing information to community members in a manner that will most likely allow their complete participation in applicable activities. Assists volunteers in responding to recommendations and mandates. Under the direction of the RWPC/Consortium manager, facilitates RWPC/Consortium processes to ensure the support, implementation, and continuation of all RWPC/Consortium mandates and initiatives in accordance with federal and local regulations.

Qualifications:
• Bachelor’s degree (any field) preferred.
• One year related work experience.
• Demonstrates strong written and oral communication skills, including public speaking.
• Ability to disseminate information to people with various levels of technical expertise.

Primary Responsibilities:
• 60% E Responsible for creating and maintaining all meeting documentation including agendas, official minutes and tape recordings in an up-to-date and organized manner.
• 10% E Responsible for forwarding and receiving Council-related information to/from the RWPC/Consortium-related information to/from the Council, committees, the public, etc. as directed.
• 10% E Assist in putting together all mail outs and ensuring, to the extent possible, the mailouts are received by a date that allows for the reading and/or use of the materials in advance of any applicable meeting.
• 5% N Maintain the RWPC/Consortium archives of minutes, notices, attachments, etc.
• 5% N Update information for the RWPC Orientation Manual.
• 5% N Assist in securing locations and preparing materials to be used/needed at all meetings and for making sure those materials are at the meetings in advance.
• 5% N Other duties as assigned.
Dallas County Job Description

Job Title: Administrative Analyst
Status: Exempt
Salary: Grade C/Recommended
Reports to: Assistant Director for Client Services and Federal Grants Compliance

Job Summary:
Assists the DCHHS Grants Division in the review of the sub-recipient HIV services agencies funded with Dallas County pass-through grants with COMPIS data collection and reporting requirements. This position has primary responsibility for coding, maintenance, review and correction of information, which is submitted to the funding agencies and community planning bodies. Provides technical assistance training to large and small group settings.

Qualifications:
• Bachelor's degree in computer science preferred or eight years related experience or a combination of the two.
• Must have passed data manager’s proficiency exam through the Texas Department of Health.
• Demonstrates strong written and oral communication skills;
• Ability to disseminate information to people with various levels of technical expertise;
• Demonstrates problem solving and decision making skills;
• Knowledge of spreadsheets, databases, and various word processing packages.

Primary Responsibilities:
• 60% E Responsible for monitoring and maintaining all COMPIS data collection.
• 15% E Responsible for forwarding and receiving client level data on services delivered by sub-recipient agencies.
• 15% E Provides technical assistance training to sub-recipient agencies as needed.
• 5% N Works with grantor agencies as needed regarding data collection systems.
• 5% N Other duties as assigned.
MEMORANDUM

Date: March 21, 2001
To: Dallas County Commissioners Court
From: Michael K. Griffiths, Director
Subject: Agreement with the City of Grand Prairie for Juvenile Accountability Incentive Block Grant "Turnback" Funds

Background of Issue

Seventeen jurisdictions within Dallas County have pooled their funding from the federal Juvenile Accountability Incentive Block Grant (JAIBG) for the purpose of creating a centralized data base for juvenile records, called the Dallas County Juvenile Information System (JIS). The ultimate goal of the project is for law enforcement, prosecutors, courts, probation, schools and social service providers to access a common records system for juvenile offenders. A Juvenile Crime Enforcement Coalition (JCEC) was established to set goals and priorities for the project. A JCEC Executive Committee was designated to provide oversight for the project. Dallas County has served as the manager for the overall project. The JAIBG is administered by the State of Texas, Office of the Governor, Criminal Justice Division (CJD). Total funding for the JAIBG project was $1,380,831 in the first year and $1,869,072 for the second year.

The second year of JAIBG funding provided for a portion of the grant dollars to be returned to the participating jurisdictions to purchase equipment and/or services to access the JIS. These "turnback" funds are allocated based upon the percentage of total funding each jurisdiction contributed to the JAIBG project. We are in the process of developing sharing funds agreements with the participating jurisdictions for the turnback dollars. The purpose of this briefing is to request Commissioners Court approval of the sharing funds agreement with the City of Grand Prairie. We are also requesting Court approval to develop sharing funds agreements with the other participating jurisdictions and utilize the Miscellaneous Briefing process to present subsequent agreements for formal court approval.

Impact on Operations and Maintenance

The City of Grand Prairie will purchase a server, two switches, and 6 PCs with their turnback funds. Details of the equipment to be purchased are provided in Attachment C to the agreement. Other jurisdictions will purchase similar equipment and/or services that will allow them to access and use the JIS. Each jurisdiction is responsible for the purchase, installation and maintenance of all equipment purchased with turnback funds.
Legal Information

A formal sharing funds agreement has been developed with the City of Grand Prairie. The agreement has been submitted to the District Attorney’s office for review. The same format will be used for agreements with other jurisdictions. The signature of the Dallas County Judge is required on the agreement. The City of Grand Prairie agreement is attached, without Attachment D. Uniform Grant and Contract Management Standards which is not provided due to its length. With the Court’s approval, we will submit Miscellaneous Briefings as future agreements are developed with the other jurisdictions for JAIBG turn back funds. The Court approved the sharing funds agreement with the City of Dallas when the JAIBG award for year 2 was formally accepted.

Fiscal Information

The City of Grand Prairie is receiving $25,319.84 in turnback funds from the JAIBG. Grand Prairie will use their own funds for the balance of $383 on the total cost of the equipment. Funding is available from the JAIBG, no County funds are involved. A listing of all jurisdictions and their turnback allocation follows.

<table>
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<tr>
<th>JURISDICTION</th>
<th>GRANT</th>
<th>MATCH</th>
<th>TOTAL</th>
<th>% of TOTAL</th>
<th>TURNBACK FUNDS</th>
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Performance Measures

There are no specific performance measures for each jurisdiction's turnback funding. The funds will be used to purchase equipment and/or services to allow access to and utilization of the JIS.

Project Schedule/Implementation

Jurisdictions are in the process of developing plans for their use of turnback funds. Staff of The Harbour Group are assisting some jurisdictions in analyzing their needs and determining what equipment and/or services are needed to access the JIS. All turnback funds must be spent by June 30, 2001.

Recommendation

It is recommended that the Dallas County Commissioners Court approve the Sharing Funds Agreement with the City of Grand Prairie allowing Grand Prairie to be reimbursed $25,319.84 from the JAIBG to purchase equipment that will allow access to and utilization of the JIS. It is also recommended that Commissioners Court authorize Judge Lee F. Jackson to sign the agreement on behalf of Dallas County. We also recommend that Commissioners Court authorize the Juvenile Department to prepare similar agreements with other jurisdictions participating in the JAIBG and utilize the Miscellaneous Briefing process to request Court approval of these agreements.

Recommended by: Michael K. Griffiths, Director
JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT
SHARING FUNDS AGREEMENT
BETWEEN
DALLAS COUNTY, TEXAS
AND
THE CITY OF GRAND PRAIRIE

THIS AGREEMENT (the "Agreement"), is made and entered into by and between the following Parties:

Dallas County, Texas (hereinafter referred to as "COUNTY"), located at the Administration Building - 2nd Floor, 411 Elm Street, Dallas, TX 75202, is a corporate and political body recognized as a legal subdivision of the State of Texas pursuant to Article XI, Section 1 of the Texas Constitution;

City of Grand Prairie, Texas (hereinafter referred to as "CITY"), located at 317 West College Street, Grand Prairie, Texas 75050 is a home rule municipality pursuant to Section 5, Article 11 of the Texas Constitution;

WHEREAS, the Omnibus Consolidated and Emergency Supplemental Appropriation Act of 1999 (Public Law 105-277) allocated $250,000,000.00 to the Juvenile Accountability Incentive Block Grant ("JAIBG") for the purpose of providing funds to State and local governments to develop programs that promote greater accountability in the juvenile justice system; and

WHEREAS, the Office of the Governor’s Criminal Justice Division ("CJD") will administer the JAIBG which is a “reimbursement grant” for the State of Texas and has notified the Parties of their respective awards; and

WHEREAS, the award of JAIBG funds requires a ten percent (10%) local cash match from each of the Parties; and

WHEREAS, recent community planning efforts have identified the need for improved coordination among jurisdictions and branches of the juvenile justice system, especially in the area of information collection and sharing; and

WHEREAS, qualifying units of local government may waive their right to their award and request those funds be awarded to and expended for their benefit by a larger or contiguous unit of local government; and
WHEREAS, jurisdictions within Dallas County wish to collaborate in using JAIBG funds to develop and implement an integrated data processing system (the "Dallas County Juvenile Information System") linking law enforcement, prosecutors, probation officials and Child Protective Services; and

WHEREAS, COUNTY serves as lead agency for the project and has submitted a consolidated application for JAIBG funding to CJD; and

WHEREAS, CITY has waived its rights to apply for and requested that its respective grant funds be awarded to COUNTY to be expended for their benefit by participating in the collaborative effort more particularly described in Exhibit "A" attached hereto and incorporated herein for all purposes; and

WHEREAS, CITY has authorized COUNTY to submit a consolidated application for JAIBG funding to CJD for the purposes of developing and implementing the integrated data processing system described in Exhibit "A"; and

WHEREAS, COUNTY has established a dedicated account in which all JAIBG funds shall be controlled by the Dallas County Auditor’s Office in strict accordance with CJD guidelines and procedures;

WHEREAS, CITY agrees to provide its respective ten percent (10%) cash match of $6,082 to COUNTY for the collaborative effort which shall be deposited in the dedicated account; and

FURTHER, CITY agrees to continue its participation in the Juvenile Crime Enforcement Coalition;

NOW THEREFORE, in consideration of the premises, promises and mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is mutually covenanted and agreed by and between the Parties hereto as follows:

I. PURPOSE

The Parties agree and acknowledge that the Dallas County JAIBG Collaboration was established in 1998 when fifteen jurisdictions within Dallas County pooled their Year 1 Funding from the Federal JAIBG for the purpose of creating a centralized data base for juvenile records known as "Phase I" of the project. Phase I included the following aspects of the project: establishing
the hardware and software for the core data base, and integrating the new data base with the Caseworker system which is used by juvenile probation, prosecutors and the Juvenile Courts.

COUNTY and CITY further agree and acknowledge their continued desire to participate in the Dallas County JAIBG Collaboration and pool their Year 2 Funding from the Federal JAIBG for Phase II of the project which will expand the initial system created under Phase I in the following manner: provide an automated arrest report; expand the number of agencies providing data to the system; provide automation of referral process; provide for school notification reports; and enhance District Attorney processes.

II. TERM

The term of this Agreement shall commence on the date of the last signature approving this Agreement and shall terminate upon final expenditure of the funds in accordance with the grant.

III. INITIAL JAIBG FUNDING AMOUNTS

Prior to the COUNTY'S submission of a consolidated application to the State of Texas, Office of the Governor, the CJD initially allocated the following funds to CITY:

CITY $54,740

IV. LOCAL MATCH FUNDS

CITY shall be solely responsible for its respective cash match, as required by the terms of this JAIBG award, and said sum shall be directly transferred to COUNTY'S dedicated account for this grant in the following amount:

CITY $6,082
V.

CITY WAIVES RIGHT TO APPLY FOR FUNDING

Pursuant to CITY Council Resolution 3644 dated the 7th of March, 2000, and the Application Waiver, both attached hereto and incorporated herein for all purposes as Exhibit “B”, CITY delegated to COUNTY its right to apply for funding under the JAIBG and committed its required cash match to COUNTY.

VI.

TRANSFERRED FUNDS

CITY agrees to have its initial CJD funding and local match funds, described in Sections III and IV supra, directly transferred to COUNTY pursuant to this Agreement in the following amount:

CITY $60,822

VII.

EQUIPMENT FUNDS TO BE REIMBURSED

The following amount reflects the portion of the CITY’S transferred funds, described in Article VI supra, which shall be returned to CITY, for the purchase of equipment more particularly described on Exhibit “C” attached hereto and incorporated herein for all purposes, under the reimbursement procedures set forth in Articles VIII and IX infra.

CITY $ 25,319.84

XIII.

PURCHASE BY CITY

COUNTY and CITY agree and acknowledge that CITY shall purchase the items set forth in Exhibit “C” on its own behalf. Once CITY has purchased said equipment, CITY shall be solely
responsible for providing to COUNTY all necessary documentation to receive reimbursement in accordance with JAIBG guidelines and procedures. Any use of this equipment shall comply with at least one of the twelve (12) enumerated JAIBG program purposes.

IX.

REIMBURSEMENT PROCEDURES

Given the nature of the JAIBG reimbursement funding and the COUNTY’s role as lead agency for Phase II of the project, COUNTY and CITY agree the following procedures shall govern any of CITY’S requests for reimbursement under the grant.

(A) City Requests Payment in Advance to Purchase Equipment Pursuant to an Invoice:

(1) CITY shall provide to COUNTY, in writing, notice that said equipment been requisitioned and actually received by CITY pursuant to a valid purchase order;

(2) Such written notice to COUNTY shall include a copy of the appropriate invoice or other necessary documentation to confirm the purchase amount for the specific item of equipment;

(3) COUNTY shall request on CITY’S behalf an advance payment from the CJD for the purchase amount indicated on the invoice or other documentation described in (2) above within fifteen (15) days of receiving a written request from CITY;

(4) COUNTY shall disperse said advance funds for the purchase amount to CITY within twenty-one (21) days of receipt of funds from CJD; and

(5) CITY shall provide documentation to COUNTY within thirty (30) days of receipt of funds from COUNTY that all vendors’ invoices have been paid in full with the CJD advanced funds.
City Requests Reimbursement for Actual Payment of Equipment Pursuant to a Receipt

1. **CITY** shall provide to **COUNTY**, in writing, notice that a specific item of equipment described on Exhibit "C" has been purchased and payment has been made to the vendor;

2. Such written notice to **COUNTY** shall include a copy of the appropriate receipt or other necessary documentation to confirm the purchase and payment for the specific item of equipment;

3. **COUNTY** shall request on **CITY**'s behalf reimbursement from the CJD for the amount reflected on the receipt or other documentation described in (2) above within fifteen days (15) days of receiving a written request from **CITY**, and

4. **COUNTY** shall disperse said reimbursement funds, for the actual amount paid, to **CITY** within twenty-one (21) days of receipt of reimbursement funds from the CJD.

All Other Reimbursement Requests by City:

1. **CITY** and **COUNTY** agree that all other reimbursement requests made by **CITY** shall be handled by **COUNTY** as expeditiously as possible and in accordance with all CJD guidelines and procedures.

**CITY** agrees and acknowledges that no reimbursement shall be made herein until the cash match described in Article IV has been received by **COUNTY** and deposited into the dedicated account for this grant.
X.

APPLICATION OF TRANSFERRED FUNDS

COUNTY agrees to expend CITY'S transferred funds, described in Article VI supra, during Phase II of the project in accordance with Exhibit “A” and any further determinations made by the JCEC Executive Committee on behalf of the Dallas County JAIBG Collaboration.

COUNTY has no obligation to provide any additional funds under this Agreement, even if the JAIBG funds are insufficient to fully accomplish the priorities set forth in Exhibit “A”.

In the event JAIBG funds remain upon completion of the project set forth herein, as determined by COUNTY, COUNTY may expend such funds on other eligible projects under the grant in COUNTY’S sole discretion.

XI.

UNIFORM GRANT AND CONTRACT MANAGEMENT STANDARDS

COUNTY and CITY agree that all services provided and/or goods and materials purchased with transferred and equipment funds, described in Sections VI and VII of this Agreement, shall be managed to meet the requirements of the Uniform Grant and Contract Management Standards (UGCMS) promulgated pursuant to Section 783 of the Government Code and the Common Rule of OMB Section 36, more particularly described in Exhibit “D” attached hereto and incorporated herein for all purposes.

XII.

RECORDS/RIGHT TO INSPECTION

COUNTY and CITY agree to establish a set of records that comply with the requirements of grant funding from the State of Texas, Office of the Governor’s Criminal Justice
Division. CITY further agrees that the State of Texas, Office of the Governor’s Criminal Justice Division, and COUNTY shall have the right of timely and unrestricted access to any books, documents, papers, or other records created pursuant to this Agreement in order to make audits, examinations, excerpts, transcripts and copies of such documents. This right also includes timely and reasonable access to CITY'S personnel for the purpose of reviewing, interviewing, evaluating and monitoring related to such documents.

XIII.

RETENTION OF RECORDS

COUNTY and CITY agree to maintain any and all records created pursuant to this Agreement for a minimum of five (5) years after the termination of this Agreement. If any litigation, claim, or audit involving these records begins before the retention period expires, COUNTY and CITY shall retain the records and documents for not less than five (5) years or until all litigation, claims, or audit findings are resolved, whichever is later.

XIV.

AGENCY

COUNTY and CITY agree and acknowledge that each entity is not an agent of the other entity and that each entity is responsible for its own acts, forbearance, negligence and deeds, and for those of its agents or employees in conjunction with the performance of work covered under this Agreement.

XV.

INDEMNIFICATION

COUNTY and CITY agree that both COUNTY and CITY shall each be responsible for their own negligent acts or omissions or other tortious conduct in the course of
performance of this Agreement, without waiving any sovereign or governmental immunity available to either COUNTY or CITY under Texas law and without waiving any available defenses under Texas law. Nothing in this paragraph shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities.

XVI.

AMENDMENTS OR MODIFICATION

This Agreement shall not be amended or modified except by written agreement executed by duly authorized representatives of the Parties.

XVII.

ASSIGNMENT

The Parties shall not sell, assign, transfer or convey this Agreement, in whole or in part, without the prior written consent of the Parties.

XVIII.

WAIVER OF TRANSACTION FEE

COUNTY agrees that CITY shall not be charged any transaction fees to access the Dallas County Juvenile Information System.

XIX.

NOTICE

Any notice or certification provided for in this Agreement to be given by either Party to the other shall be required to be in writing and shall be deemed given when personally delivered or within three (3) business days after being deposited in the United States Mail, postage prepaid, certified, return receipt requested or registered addressed as follows:
To COUNTY: County Judge
Lee F. Jackson
Administration Building - 2nd Floor
411 Elm Street
Dallas, Texas 75202

To CITY: City Manager
Tom Hart
P.O. Box 530011
Grand Prairie, Texas 75053-0011

XX.

SEVERABILITY

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

XXI.

ENTIRE AGREEMENT

This Agreement, including all Exhibits, constitutes the entire Agreement between the Parties hereto and supersedes any other agreement concerning the subject matter of this transaction, whether oral or written.

XXII.

VENUE AND GOVERNING LAW

This Agreement shall be expressly subject to the sovereign immunity of COUNTY and the governmental immunity of CITY, Title 5 of the Texas Civil Practice and Remedies Code, as amended, and all applicable federal and state law. This Agreement shall be governed by and construed in accordance with the laws and case decisions of the State of Texas. Exclusive venue
for any legal action regarding this Agreement filed by either CITY or COUNTY shall be in Dallas County, Texas.

XXIII.

NO THIRD-PARTY BENEFICIARY ENFORCEMENT

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement and any right of action relating to such enforcement shall be strictly reserved to COUNTY and CITY and nothing contained in this Agreement shall be construed to create any rights for any third parties.

XXIV.

FORMAL COURT APPROVAL

This Agreement 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 Agreement. This Agreement is to be effective upon the signature of both COUNTY and CITY.

COUNTY OF DALLAS:  

BY: Lee F. Jackson  
County Judge

APPROVED AS TO FORM:

BY: John B. Dahill  
Advisory Chief, Civil Section

CITY OF GRAND PRAIRIE:

BY: Tom Hart  
City Manager
EXHIBIT A

DALLAS COUNTY JAIBG COLLABORATION
YEAR 2 FUNDING (PHASE II)

Background of Dallas County JAIBG Collaboration

The Dallas County JAIBG Collaboration was established when fifteen jurisdictions within Dallas County pooled their funding from the federal Juvenile Accountability Incentive Block Grant (JAIBG) for the purpose of creating a centralized data base for juvenile records. The ultimate goal of the project is for law enforcement, prosecutors, courts, probation, schools and social service providers to access a common records system for juvenile offenders. A Juvenile Crime Enforcement Coalition (JCEC) was established to set goals and priorities for the project. Specific work groups were formed to address technology needs, data reporting needs, legal requirements and additional funding. A JCEC Executive Committee was designated to provide oversight for the project. Dallas County serves as the manager for the overall project.

Year 1 Funding - Phase I

Initial project research lead the Executive Committee to realize that the project should be completed in phases. For the first year of the project, it was determined that the best approach was to focus on meeting the reporting requirements of Section 51.08c of the Family Code, which requires that municipal and justice of the peace courts transfer jurisdiction to the Juvenile Courts upon the third Class C misdemeanor filing. Phase I included: establishing the hardware and software for the core data base; designating the method for juvenile justice agencies to access the data base; and integrating the new data base with the Caseworker system, which is used by juvenile probation, prosecutors and the Juvenile Courts. At the end of Phase I the Dallas County Juvenile Information System (JIS) is a working prototype, with 14 agencies providing data to the system.

Year 2 (Phase II) Participation

The Dallas County JAIBG Collaboration continues for Year 2 under the same operating guidelines as Year 1. The Dallas County JCEC met on March 22, 2000 and certified the continuing use of JAIBG funds for the Dallas County JIS. A JCEC Executive Committee was again designated to provide oversight for the project. Participating jurisdictions have submitted a resolution by their governing body and a formal waiver signed by the appropriate official delegating their grant funds and local matching funds to Dallas County. The Year 2 funding application has been approved by the Office of the Governor, Criminal Justice Division.

Year 2 Priorities and Funding

The Harbour Group was selected through a competitive Request for Proposals (RFP) process to operate the JIS and complete enhancements and improvements to the system. A total of $1,090,000 is allocated to The Harbour Group for Year 2 of the JAIBG project to complete the following tasks: ongoing operation of the JIS, incorporating data from additional agencies, develop data entry for the District Attorney, develop school notification functionality, develop an automated arrest report, and other improvements to the system.
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, OF WAIVING THE CITY'S ELIGIBILITY TO APPLY FOR A SEPARATE GRANT THROUGH THE JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT PROGRAM, NAMING DALLAS COUNTY AS THE RECIPIENT OF THE WAIVED FUNDS, AUTHORIZING THE CITY'S PARTICIPATION IN THE JUVENILE CRIME ENFORCEMENT COALITION CREATED BY DALLAS COUNTY, AND AUTHORIZING THE CHIEF OF POLICE OR HIS DESIGNEE(S) TO REPRESENT THE CITY OF GRAND PRAIRIE AND SERVE ON THE DALLAS COUNTY JUVENILE CRIME ENFORCEMENT COALITION.

WHEREAS, the Federal Appropriations Act for 1998 allocated $250,000,000 to the Juvenile Accountability Incentive Block Grant (JAIBG) for the purpose of providing funds to state and local governments to develop programs that promote greater accountability in the juvenile justice system and is continuing this program for its second year; and

WHEREAS, the Criminal Justice Division (CJD) of the Office of the Governor will administer the JAIBG for the State of Texas and has notified the City of Grand Prairie of its eligibility for award of $54,740; and

WHEREAS, the award of JAIBG funds requires a ten percent local cash match, which will total $6,082 for the City of Grand Prairie; and

WHEREAS, recent community planning efforts have identified the need for improved coordination among jurisdictions and branches of the juvenile justice system, especially in the area of information collection and sharing; and

WHEREAS, jurisdictions within Dallas County wish to collaborate in using JAIBG funds to develop and implement an integrated data processing system linking law enforcement, prosecutors, probation officials and Child Protective Service; and

WHEREAS, Dallas County shall serve as lead agency for the project and will submit a consolidated application for JAIBG funding to CJD; and

WHEREAS, the City of Grand Prairie waives the right to directly apply for JAIBG funding yet desires to participate in the collaborative effort and authorizes Dallas County to submit a consolidated application for JAIBG funding to CJD for the purposes of developing and implementing an integrated data processing system; and

WHEREAS, the City of Grand Prairie agrees to provide the required ten percent cash match, totaling $6,082, to the collaboration effort; and

WHEREAS, the City of Grand Prairie agrees to participate in the Juvenile Crime Enforcement Coalition created by Dallas County, and appoints the Chief of Police or his designee(s) to represent the City of Grand Prairie to serve on the Dallas County Juvenile Crime Enforcement Coalition.
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS.

SECTION 1: THAT the City Council of the City of Grand Prairie, Texas, waives its individual eligibility and authorizes Dallas County to submit a consolidated application to the State of Texas, Office of the Governor, Criminal Justice Division, for funding under the Juvenile Accountability Incentive Block Grant program for the purposes of creating an integrated data processing system for juvenile offender and child abuse cases in Dallas County and agrees to provide the required ten percent cash match of $6,082 to the project.

SECTION 2: THAT this resolution shall be in full force and effect from and after its passage and approval in accordance with the Charter of the City of Grand Prairie and it is accordingly so resolved.


Ruthe Jackson
MAYOR, CITY OF GRAND PRAIRIE, TEXAS

ATTEST:

Don Hammar
City Secretary

APPROVED AS TO FORM:

Donald B. Postell
City Attorney
Application Waiver for the Juvenile Accountability Incentive Block Grant

Eligible applicants for block grant funds may waive their right to apply for a direct grant of funds. This can be done in two ways.

Please indicate below which option the city or county wishes to choose and have the Authorized Official (the Mayor, City Manager or County Judge) sign in the appropriate location.

If there are any questions or assistance is needed, please call Heather Morgan at 512/475-2252 or Nicole Lievsay at 512/463-1919.

The city or county of (name of jurisdiction to receive funds) waives application for funds available under the Juvenile Accountability Incentive Block Grant (JABG), it is understood that the Governor's Office may use the funds earmarked for the above named jurisdiction to provide eligible services to combinations of local governments that are not eligible to receive their own separate grant.

City of Grand Prairie

Date

Signature of Authorized Official

City of Grand Prairie

Date

Signature of Authorized Official

City of Grand Prairie

Date

Signature of Authorized Official

City of Grand Prairie

Date

Signature of Authorized Official

City of Grand Prairie

Date

Signature of Authorized Official

City of Grand Prairie

Date

Signature of Authorized Official

City of Grand Prairie

Date

Signature of Authorized Official

City of Grand Prairie

Date

Signature of Authorized Official

City of Grand Prairie

Date

Signature of Authorized Official
EXHIBIT C
EQUIPMENT TO BE PURCHASED BY CITY

1 each Server

Base unit: Dell power edge 4400 base, 933 MHz with Cache, P3 Xeon
Processor: 2nd processor, 933 MHz/256 K, P3, Xeon, for Dell Power Edge 4400
Memory: 1 GB SDRAM, 133 MHz, 4 X 256 MB DIMMs, for Dell Power Edge 4400
Keyboard
Monitor
Misc hardware and software

Sub Total $8,106
Installation $1,500
Total $9,606

2 each Cisco 3548 Switches @ $3,347 each.

Total $6,694

6 each Dell Computers #84 RC956850, 4100 series, Pentium III including keyboards, monitors, and processors @ $1,567 each.

Total $9,402

Sub Total $25,702.00
City Match of 382.16
Total from County $25,319.84
The Governance Committee recommends that 14 computer related FY2001 budget requests for a total of $197,955 be funded from the Information Technology Services Contingency Fund.

**Background**

All new computer related requests submitted to the Budget Office as part of the FY2001 budget process were forwarded to I.T. Services/SCT for review. These requests were scored by the M.I.S. Director according to an established scoring system used in previous years to rank all computer related requests.

The lists and all supporting detail were distributed to members of the Governance Committee. I.T. Services/SCT distributed a list of revised price estimates for all requests to the Governance Committee members. After discussion the Governance Committee voted to recommend the following:

- Approve the projects within the sequence numbers 1-15, with the exception of number 3, for funding from the I.T. Services Contingency Fund.
- Approve $17,996 for the installation and delivery of all approved requests utilizing temporary services provided by a State catalog vendor and funded from the I.T. Services Contingency Fund.
Financial Impact/Considerations

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

<table>
<thead>
<tr>
<th>Request No.</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>#FY2001-087</td>
<td>Comm. &amp; Central Services - Memory Upgrade and Dial Up Access</td>
<td>$2,561</td>
</tr>
<tr>
<td>#FY2001-017</td>
<td>Juvenile Department - MS BackOffice Server 4.5</td>
<td>$37,554</td>
</tr>
<tr>
<td>#FY2001-019</td>
<td>Juvenile - Probation Services - 15 Computers</td>
<td>$34,179</td>
</tr>
<tr>
<td>#FY2001-083</td>
<td>Public Works - Transp. &amp; Des. - HP Plotter 1055CM</td>
<td>$8,935</td>
</tr>
<tr>
<td>#FY2001-041</td>
<td>Personnel/Civil Service - Six Computers</td>
<td>$13,112</td>
</tr>
<tr>
<td>#FY2001-102</td>
<td>Elections Department - Modem Rack - Expansion</td>
<td>$3,000</td>
</tr>
<tr>
<td>#FY2001-021</td>
<td>Juvenile - Placement Unit - Three Computers w/Modems</td>
<td>$6,856</td>
</tr>
<tr>
<td>#FY2001-014</td>
<td>District Clerk Office - Three LaserJet Printers</td>
<td>$5,905</td>
</tr>
<tr>
<td>#FY2001-009</td>
<td>District Clerk Office - MS Office Professional 2000</td>
<td>$8,075</td>
</tr>
<tr>
<td>#FY2001-022</td>
<td>Juvenile - Youth Village - Computer and Printer</td>
<td>$2,625</td>
</tr>
<tr>
<td>#FY2001-023</td>
<td>Juvenile - Youth Village - HP LaserJet 4050TN Printer</td>
<td>$1,675</td>
</tr>
<tr>
<td>#FY2001-008</td>
<td>Public Defender - Five Computers</td>
<td>$12,126</td>
</tr>
<tr>
<td>#FY2001-034</td>
<td>Probate Court #3 - Notebook Computer</td>
<td>$3,771</td>
</tr>
<tr>
<td>#FY2001-091</td>
<td>Fire Marshall - Three Computers w/17&quot; Monitors, Printers and Server</td>
<td>$39,585</td>
</tr>
<tr>
<td>All Requests</td>
<td>Installation and Delivery Services for all approved requests</td>
<td>$17,996</td>
</tr>
</tbody>
</table>

Total One-Time Costs: $197,955
The total ongoing costs of this request are as follows:

- **Years 1-3**  Warranty on Standard Microcomputer  $0
- **Years 1-3**  Warranty on Notebook Computer  $0
- **Years 1-3**  Warranty on Server  $0
- **Year 1**  Warranty on Printer  $0
- **Years 4-5**  33 - Standard Microcomputers @ $96 ea. per year  $6,336
- **Years 4-5**  1 - Notebook Computer @ $200 ea. per year  $400
- **Years 4-5**  1 - Server @ $350 ea. per year  $700
- **Years 2-5**  9 - Printers/Plotter @ $50 ea. per year  $1,800

**Total Ongoing Costs:**  $9,236

**Total Projected Costs (5yrs):**  $207,191

**Funding**

The FY2001 budgeted amount for new requests from the I.T. Services Contingency Fund is $225,000. Approval of this request would reduce the available balance by $197,955.

**Project Schedule**

This equipment will be installed with the use of temporary services to supplement in house staff in order to expedite the installation within 30 days after it is received from the manufacturer. The 60 man months allocated to Network Services form the annual work plan will also be used to support the County’s PC Enterprise Network environment, special projects, and requests received throughout the year.

**Recommendation**

The Governance Committee recommended that these requests be funded and forwarded to the Commissioners Court for further consideration. I.T. Services/SCT has reviewed all approved requests and concurs with the Governance Committee’s recommendation that 14 high ranking requests be funded from the FY2001 I.T. Services Contingency Fund #00120.9940.08630.2001.

Reviewed By: 

John M. Hennessey, M.I.S. Director
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 March 27, 2001; and

WHEREAS, The Governance Committee scored all FY2001 computer related requests received by the Budget Department as part of the FY2001 Budget process; and

WHEREAS, The Governance Committee voted to approve 14 requests from County departments for submission to the Dallas County Commissioners Court for consideration; and

WHEREAS, Funding for the total one time cost of $197,955 is available from the FY2001 I.T. Services Contingency Fund #00120.9940.08630.2001; and

WHEREAS, A three year warranty is provided with the standard microcomputer. Beginning in the fourth year, maintenance for this equipment will cost approximately $96/year (based on current prices). Future maintenance costs will be funded by the County General Fund; and

WHEREAS, A three year warranty is provided with the notebook computer. Beginning in the fourth year, maintenance for this equipment will cost approximately $200/year (based on current prices). Future maintenance costs will be funded by the County General Fund; 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/plotter. Beginning in the fourth 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, Funding for vendor-provided temporary services to install the approved equipment and software has been included; 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 the implementation of 14 computer related budget requests for a total one time cost of $197,955 to be funded from the FY2001 I.T. Services Contingency Fund #120.9940.08630.2001.

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

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

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

RECOMMENDED BY: ____________________________
John Nero, Account Executive, I.T. Services/SCT

John M. Hennessey, M.I.S. Director
MEMORANDUM

TO: Commissioners Court

THROUGH: Commissioner Kenneth A. Mayfield, District No. 4

FROM: Selas Camarillo, P.E., R.P.L.S. Assistant Director – Property Division

SUBJECT: Offer to Purchase Tax Foreclosed Property

DeSoto ISD vs. Robert Axley, Cause No. 90-40908, DCAD No. 65071986510070100, 80.3838 Acres, known as 419 N. Westmoreland Road

BACKGROUND

The property that is the subject of the referenced cause number was struck off to the DeSoto ISD, as trustee for the School City of DeSoto and Dallas County on April 2, 1996, pursuant to Section 34.01(c) of the Tax Code.

DeSoto ISD has offered the property for resale via a sealed bid procedure at least once before and no bids were received. DeSoto ISD is now requesting consent to purchase the property from the City of DeSoto and Dallas County for the full amount owed each taxing agency in the delinquent tax Judgment plus all costs due on the tax foreclosure suit.

The subject property consists of approximately 80.3838 acres of land and is zoned single family. The current Dallas Central Appraisal District value is $482,410.00.

IMPACT ON OPERATIONS

Removing this property from the DeSoto ISD tax foreclosure inventory list will reduce administrative and file management expenses.

LEGAL INFORMATION

The sale is pursuant to the Texas Property Tax Code, Section 34.05 and the Policy adopted by the Commissioners Court by Court Order 2000-1423, regarding the sale of tax foreclosed property to taxing jurisdictions for public purposes. Consent is not required when the full judgment amount is paid; however the school district has requested Dallas County and the City of DeSoto consent to the sale to eliminate any cause for concern.
FINANCIAL IMPACT

DeSoto ISD has offered to purchase the property for the full amount of the judgment of $451,439.70. The total amount due Dallas County under the Judgment is $23,700.50. Below is a summary of the distribution:

DISTRIBUTION SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judgment Amount</td>
<td>$451,439.70</td>
</tr>
<tr>
<td>DeSoto ISD Offer Amount</td>
<td>$451,439.70</td>
</tr>
<tr>
<td>Less Court Costs &amp; Publication Fee:</td>
<td>($1,585.50)</td>
</tr>
<tr>
<td>Net Proceeds to All Taxing Units:</td>
<td>$449,854.20</td>
</tr>
</tbody>
</table>

**Distribution of Net Proceeds:**

- **City of DeSoto (1987-94 & prorated 1995 thru Judgment)**: $121,854.89
- **Dallas County (1987-94 & prorated 1995 thru Judgment)**: **$23,700.51** ($449,854.20)

PERFORMANCE MEASURES IMPACT

No Impact.

RECOMMENDATION

The Director of Public Works recommends that the Commissioners Court consent to the offer from the DeSoto ISD to purchase the tax foreclosure property at 419 N. Westmoreland Road, DeSoto, Texas for the total amount of the tax judgment plus all costs due in Cause No. 90-40908 or $451,439.70.

If the Commissioners Court concurs, a court order authorizing the above actions will be placed on the next regular agenda.

APPROVED BY:

[Signature]
Donald R. Holzwarth, P.E.
Director of Public Works

Attachments

cc: David Childs, Tax Assessor/Collector
    Ed Lopez, LHGBGPS
February 23, 2001

Ms. Camilla Browder
211 E. Pleasant Road
DeSoto, TX 75115

Mrs. Sheila Fuqua Carter
LINEBARGER HEARD GOGGAN
BLAIR GRAHAM PENA & SAMPSON
2323 Bryan Street, Suite #1720
Dallas, Texas 75201

RE: Cause # 90-40908, DeSoto ISD v. Robert Axley
Offer to Purchase Property

Dear Ladies:

The property that is the subject of the above referenced cause number has been struck off to the DeSoto ISD, as trustee for the School, City and County, since April 2, 1996. The amount owed per the judgment is $451,439.70. The break down is as follows:

<table>
<thead>
<tr>
<th></th>
<th>87-94 Jdgmnt</th>
<th>87-94 P+J Int.</th>
<th>95 Prorated Taxes</th>
<th>95 Prorated Att'y Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeSoto City</td>
<td>114,236.04</td>
<td>4,350.47</td>
<td>2,839.46</td>
<td>425.92</td>
<td>$121,854.89</td>
</tr>
<tr>
<td>Dallas County</td>
<td>20,287.09</td>
<td>772.98</td>
<td>2,287.35</td>
<td>349.10</td>
<td>$23,700.50</td>
</tr>
<tr>
<td>DeSoto ISD</td>
<td>234,529.12</td>
<td>8,631.38</td>
<td>6,822.77</td>
<td>1,023.41</td>
<td>$251,306.66</td>
</tr>
<tr>
<td>CED</td>
<td>51,048.10</td>
<td>1,944.02</td>
<td>0</td>
<td>0</td>
<td>$52,992.12</td>
</tr>
</tbody>
</table>

Court Costs & Publication Fee
Total Amount Due per the Judgment

$1,585.50
$451,439.70

The School District is willing to purchase the property from the City and the County for the full amount owed to them; that amount being $121,854.89 for the City of DeSoto and $23,700.50 for Dallas County. The School will also pay the costs due on the suit, which amounts to $1585.50.
Please request that the City Council and the County Commissioner's Court place this item on the approval agenda and forward copy of the resolution and/or minutes to our office once completed.

Thank you in advance for your prompt attention to this matter. If you have any questions, do not hesitate to contact me.

Sincerely,

Elke L. Daniel

Cc: John R. Ames, DeSoto Tax Office
March 13, 2001

TO: The Honorable Commissioners Court

FROM: Scott McDowell, Senior Buyer

SUBJECT: Off contract purchase of office furniture

Background/Issue
On February 22, 2001, Judge Karen Johnson of the 95th District Court purchased office furniture from Office Depot. Specifically, the furniture items purchased were one bookcase, three storage cabinets, one lateral file, one double pedestal desk and one computer desk. Judge Johnson personally paid for the purchase and is requesting reimbursement from Dallas County. The Executive Desk, Inc. is the contracted vendor for office furniture for Dallas County (ref. Bid No. 2000-017-211/expires 11-20-01). The furniture purchased by Judge Johnson is of less quality than the furniture Dallas County normally purchases from The Executive Desk, Inc. The cost of the furniture is slightly less than the cost would have been if it had been purchased according to policy by utilizing the Dallas County furniture contract.

Financial Impact
The total cost of all the furniture Judge Johnson purchased is $699.60. Funds are available in the 95th District Court DDA account.

Recommendation
The vendor, Office Depot, delivered the furniture in good faith and the furniture is currently being utilized by the 95th District Court personnel. It is recommended that the Dallas County Commissioners Court authorizes the off contract purchase of the furniture and the reimbursement to Judge Johnson in the amount of $699.60.

Should the Court concur with the recommendation, an award court order will be scheduled for the next regular agenda.

Recommended for Approval by:

[Signature]
John J. Cantwell, Purchasing Director

cc: Ron McKay
March 21, 2001

TO: The Honorable Commissioners Court

FROM: Willa Roberts, Senior Buyer

SUBJECT: Award to other than the lowest bidder -Bid Number 2001-068-785, “Purchase of a Forklift”.

BACKGROUND/ISSUE

Dallas County Commissioners Court, at their regularly scheduled session held on March 12, 2001, authorized Bid Number 2001-068-785, to be opened.

Eight (8) bids were received as follows:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shannon Corp</td>
<td>$18,775.00</td>
</tr>
<tr>
<td>Lone Star Forklift, Inc.</td>
<td>$19,500.00</td>
</tr>
<tr>
<td>Powr Lift Corp.</td>
<td>$19,695.00</td>
</tr>
<tr>
<td>Sunbelt Industrial Truck</td>
<td>$19,991.00</td>
</tr>
<tr>
<td>Shoppa’s Material Handling</td>
<td>$21,742.00</td>
</tr>
<tr>
<td>Stewart &amp; Stevenson Serv.</td>
<td>$21,824.00</td>
</tr>
<tr>
<td>Briggs Equipment Co.</td>
<td>$21,953.00</td>
</tr>
<tr>
<td>Darr Equipment</td>
<td>$22,669.00</td>
</tr>
</tbody>
</table>

Shannon Corp., is the lowest bidder with a proposed amount of $18,775.00. Their bid is noncompliant for the following reason:

The bid specified that the vendor provide a Forklift with a 680 am hour 36 volt battery, to include a 36 volt, single phase charger (matched to battery with matching connectors). Shannon Corp. proposed a 510 AMP battery with 600 AMP charge. Shannon stated they could not provide 680 AMP battery. Due to the size of their proposed Forklift a larger battery will not fit.

FINANCIAL IMPACT:

As a result of the above, Lone Star Forklift, Inc. is the lowest compliant bidder meeting all of the requirements, as specified in Bid No. 2001-068-785, with an increased cost of $725.00.

RECOMMENDATION:

The lowest bidder is noncompliant with bid specifications. As a result the Purchasing Department in conjunction with the Election Department recommend that the Forklift be award to the lowest compliant bidder, Lone Star Forklift, Inc., the lowest compliant bidder.
Should the Commissioners Court concur with the recommendation, Bid No. 2001-068-785 “Purchase of a Forklift” for the amount of $19,500.00, will be scheduled for award on the next regular agenda.

Approved by:

[Signature]

John Cantwell, Purchasing Director

cy: Donald R. Durrell - Elections Department
March 21, 2001

TO: Commissioners Court

THROUGH: J. Allen Clemson, Administrator

FROM: Rick Loessberg, Director of Planning & Development

SUBJECT: FY2001 CDBG/HOME Allocation Process

BACKGROUND

Dallas County has participated in the CDBG program since 1988. Under this program, the County receives federal funding which can be used to undertake a wide variety of code, capital improvement, housing, and social service activities in the County's unincorporated area and in fourteen of its smaller cities. By virtue of participating in the CDBG program, the County also receives HOME funding (which can only be used for housing-related activities) and will, for the first time in FY2001, also receive Emergency Shelter Grant (ESG) funding.

HUD has recently informed staff that the County will be receiving $2,362,622 in FY2001 CDBG assistance and $661,000 in FY2001 HOME assistance; collectively, these amounts are about $229,000 larger than what the County received for FY2000. In addition, the County will also receive $77,000 in FY2001 ESG funding. So that the $3,023,626 in CDBG/HOME funding can be utilized, the following allocation process has been developed (because there are several policy issues associated with receiving ESG funding for the first time, a separate briefing on these funds will be conducted at a later date).

IMPACT ON OPERATIONS

Under the County's CDBG program, HOME/CDBG funds are first allocated for the program's administrative expenses and for consortium-wide projects like the Home Loan Counseling Center; these allocations cover the County's cost of operating the CDBG program and typically account for about one-third of the program's total funding. The remaining funds are then allocated to each participating city and to the County's unincorporated area using a formula that takes into account each entity's low/moderate income population and total population. Each entity then determines how it wishes to utilize this funding, and depending upon the entity's preference, these projects are principally implemented by the County, the entity, or some combination of the two.
The County typically only reviews proposed projects to ensure that they are eligible under HUD’s regulations. However, because of the adverse impact that a large number of small projects can have on the program’s ability to meet HUD’s annual spending requirements, staff has been allowed in the past to require cities to revise their proposed list of projects (if necessary) so that larger projects would be undertaken. To further emphasize and clarify the importance of having larger projects, staff would like to require this year that all projects other than code enforcement have budgets of at least $30,000. In addition, staff would also like to continue being able to strongly encourage cities that already have partially-funded CDBG projects to either finish funding these projects or to continue allocating funding to them before they begin funding new activities.

Over the past couple of years, about 13%-24% of the CDBG/HOME program’s funds have been allocated to housing rehabilitation. However, because of the uncertainty surrounding new federal lead paint abatement regulations (the effective date for these new regulations, which are much more cumbersome and stringent than the current rules, has already been delayed twice), staff would propose that no new funding be allocated during this funding cycle. Should either the new regulations subsequently be rescinded or local contractors successfully complete the required training and licensing (at present, no local contractor has undergone all of the training, and none have any intention of doing so any time soon), then cities can either reallocate existing funding to rehab at that time or wait until the next funding cycle to allocate new funding.

HUD regulations also require the County to establish annual program objectives for the CDBG program. For the past several years, the County has required that CDBG projects must meet at least one of the six objectives listed below, and for the County’s FY2001 funding, staff would propose that these objectives continue to be utilized.

- Promote low/moderate income homeownership;
- Eliminate community-threatening conditions;
- Provide for ADA-accessibility;
- Improve the local economies of communities with limited tax bases, limited growth, and/or high unemployment;
- Improve/maintain existing low/moderate income neighborhoods; and
- Provide for orderly growth.

**IMPACT ON FINANCE**

It is proposed that $956,150 of the $3,023,626 be allocated in the following manner:

<table>
<thead>
<tr>
<th>Category</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Administration</td>
<td>$175,000</td>
</tr>
<tr>
<td>Housing Rehab Admin</td>
<td>$120,000</td>
</tr>
<tr>
<td>CDBG Project Engineer</td>
<td>$ 86,000</td>
</tr>
<tr>
<td>CHDO Activities</td>
<td>$ 99,150</td>
</tr>
<tr>
<td>Home Loan Counseling Center</td>
<td>$354,000</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>Construction Inspector</td>
<td>$ 72,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$956,150</strong></td>
</tr>
</tbody>
</table>
This $956,150 total is about $136,000 larger than last year’s figure. About one-half ($72,000) of this $136,000 increase is associated with creating a dedicated construction inspector position for the CDBG program; providing for a dedicated inspector will allow the CDBG program to adequately oversee its capital improvement projects without adversely affecting Public Works’ transportation projects. The funding for this new position (which includes both equipment and a vehicle) is only conditionally being reserved at this time; funding will only be finalized upon a satisfactory staffing review from the Budget Office and the concurrence of the Court.

The remaining $64,000 increase is associated with small $10,000-$15,000 increases in the CHDO, General Administration, Housing Rehab Administration, and CDBG Engineer budgets (the CHDO allocation is required by federal law and, pursuant to that statute, is equivalent to 15% of the County’s HOME award). It also includes a somewhat larger $25,000 increase for the Counseling Center which still represents only about a 10% increase in the Counseling Center’s budget; please note that with the Counseling Center’s budget now being $354,000, which is equivalent to 15% of the County’s FY2001 CDBG award, the County’s program will not be able to fund any other public service during this funding cycle (HUD limits CDBG spending on public services to no more than 15% of an entitlement’s annual award). However, as the cities have typically not sought to fund any public services, this should not cause a problem during this funding cycle.

No new staffing is associated with any of these various administrative/service-delivery budgets, and detailed line-item budgets for the Counseling Center, the CDBG Engineer, Housing Rehab Administration, and General Administration will be developed and presented to the Court for review later this summer.

In addition to these proposed allocations, the Counseling Center has also requested $200,000 for the upfront cost program. This figure is identical to what was allocated for the current year.

As a substitute for housing rehabilitation funding, staff would also propose that the $361,850 in HOME funding that is available after the $299,150 has been set aside for the upfront cost program and for CDHO activities be allocated for at-large housing replacement. This $361,850 is almost identical to the $361,014 that was allocated for housing rehab for this current year and would be used to demolish and replace owner-occupied low/moderate income housing that is too dilapidated to rehabilitate. This program would utilize the rehab program’s existing staff and would allow them to transition into another activity once the expected last group of housing rehab contracts is completed in the first quarter of FY2002. It is also anticipated that any rehab funding that any city might possess after the new lead paint regulations go into effect would be converted into replacement funding as well.

After setting aside funding for the aforementioned administrative expenses and consortium-wide programs, a total of $1,406,476 is available for the County’s unincorporated area and for participating CDBG cities; this amount is $377,087 less than what was available to these entities last year largely because the $361,850 that is now being set-aside for at-large housing replacement would have previously been combined with the CDBG money that was available. Since cities were
always willing to allocate an amount for housing rehab out of their total award from the County that was larger than the total amount of HOME funds that the County had available, HOME funding and CDBG funding have always been combined when determining a city's annual allocation. However, since HOME funding can only be used for housing activities and since it is not likely that the cities that previously used portions of their allocation for housing rehab will budget comparable amounts for replacement housing (the cost of constructing one replacement home would account for about 75%-100% of most cities' total allocation), it is no longer feasible to combine CDBG and HOME sources when calculating the cities' allocations.

Using the County's CDBG allocation formula, the proposed FY2001 CDBG allocation awards are as follows:

<table>
<thead>
<tr>
<th>City</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sachse</td>
<td>$ 53,798</td>
</tr>
<tr>
<td>Cockrell Hill</td>
<td>$141,351</td>
</tr>
<tr>
<td>Glenn Heights</td>
<td>$ 76,653</td>
</tr>
<tr>
<td>Cedar Hill</td>
<td>$ 92,476</td>
</tr>
<tr>
<td>Lancaster</td>
<td>$113,924</td>
</tr>
<tr>
<td>Seagoville</td>
<td>$109,002</td>
</tr>
<tr>
<td>University Park</td>
<td>*</td>
</tr>
<tr>
<td>Balch Springs</td>
<td>$127,838</td>
</tr>
<tr>
<td>Wilmer</td>
<td>$125,879</td>
</tr>
<tr>
<td>Hutchins</td>
<td>$107,244</td>
</tr>
<tr>
<td>Rowlett</td>
<td>$ 91,070</td>
</tr>
<tr>
<td>Coppell</td>
<td>$ 70,324</td>
</tr>
<tr>
<td>Farmers Branch</td>
<td>$ 96,344</td>
</tr>
<tr>
<td>Duncanville</td>
<td>$100,915</td>
</tr>
<tr>
<td>Unincorporated</td>
<td>$ 99,658</td>
</tr>
</tbody>
</table>

*University Park has again returned its award so that it can be redistributed among the other participating entities.

In reviewing these amounts, please note that they are generally about 18%-22% and $12,000-$35,000 lower than what the cities received last year and are equivalent to 78.9% of last year's total awards. Should the County wish to reduce the impact of adding a new inspector position and of not combining HOME funds with CDBG funds in the allocation process, then by eliminating the funding that is currently proposed for indirect costs, the new inspector position, and/or the unincorporated area's $99,658 allocation, it is possible to increase the awards to the cities by 3.6%-15.8%; such increases would result in the awards being equivalent to 81.7%-91.3% of last year's figures.

**PROJECT SCHEDULE**

Application materials will be provided to each city by April 6, and the cities will then be given until 4:00 p.m on June 20 to notify the County of how they wish to utilize this funding (such a schedule provides the cities with about two more weeks than what has been available in previous years). If no notification is received by June 20, it will be assumed that the entity is not interested in utilizing its award. So that no city inadvertently lets its award revert back to the program, staff will contact each city about two weeks before June 20 to remind them of the upcoming deadline.
To help encourage public input, the County will hold a public hearing in May and in July, and the participating cities will be required to conduct at least one public hearing before submitting their project proposals to the County. Once staff has had the opportunity to review the eligibility of the requested projects, the Court will be briefed on the proposed activities, including how the County's $99,658 unincorporated area allocation will be utilized. Final decisions regarding projects that will be using FY2001 funding have to be made and submitted to HUD no later than August 15. Once approved by HUD, these projects can then begin operation as soon as October 1, 2001.

RECOMMENDATION

It is recommended that the proposed FY2001 CDBG objectives, allocations, and project review process be approved.

Recommended by:

J. Allen Clemson, Administrator

cc: CDBG cities
    CDBG staff
    Ryan Brown, Acting Budget Officer
    Virginia Porter, Auditor
    Don Holzwarth, Public Works Director
March 20, 2001

To: Members of Commissioners Court

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

Subject: Request to Hire Recent Law School Graduates Pending Bar Exam Results

Background
The District Attorney's Office submitted a request to employ recent law school graduates who have taken the State Bar Exam and are waiting for their results. These individuals are allowed to practice law under the State Bar of Texas guidelines. With regard to salary, the District Attorney's Office desires to pay these individuals five percent (5%) less than the current minimum salary for entry level attorneys (ADA I). The District Attorney's Office also recommends that this time worked, while waiting Bar Exam scores, will not count as legal experience as a licensed attorney in future pay decisions.

Impact on Operations
This process will allow the District Attorney's Office to recruit recent graduates and hire while the employees wait for the results of their Bar Exams.

Financial Impact
There is no additional financial impact associated with this request.

Recommendation
The Personnel/Civil Service Department recommends Commissioners Court approve (1) the hiring of recent law school graduates who have taken the Bar Exam and are waiting for results, (2) the identification of these attorneys as ADA Ia, (3) the compensation rate for these attorneys to be five percent (5%) below the current hiring levels and (4) this time period not be counted as legal experience in future pay decisions. If the test results reveal the employee has not satisfactorily passed the Bar Exam, the employee will be terminated from the position of Attorney.

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

501 Main Street, Room 103
Criminal Courts Building
Dallas, Texas 75202
(214) 653-7638
March 27, 2001

To: Commissioners Court  
From: Dan Savage, Assistant Administrator for Operations  
Subject: Charitable Campaign Signs and Posters

**Background**  
The Commissioners Court approved court order 2000-844 on April 25, 2000 which sets forth policies and procedures for conducting charitable campaigns within Dallas County government. A copy of this court order as it will appear in the forthcoming County Code is attached. The court order provides 10 explicit criteria for an organization to participate in the campaign. There are a number of organizations that meet these criteria that may not choose to participate in a combined charitable campaign, but may wish to encourage County employees to participate in other charitable events. From time to time the County has been asked to allow signs or posters to be placed in County buildings encouraging employees to participate in charitable fund raising events. Current County policy requires specific approval from Commissioners Court to post signs or posters in County buildings. This policy was adopted with the passage of Court Order 93-1443 on August 31, 1993. A copy of the pertinent sections of that court order is attached. If the Commissioners Court has an interest in amending the current policy, a policy could be developed using the eligibility criteria set forth in Court Order 2000-844 which would enable these requests to be handled on an administrative basis. Such a policy might include provisions for the location of signs and posters, the placement, duration, and removal of such signs and posters.

**Impact On Operations**  
Present policy allows such signs and posters to be placed with Commissioners Court approval. Individuals responsible for placing signs are also responsible for their removal.

**Financial Impact**  
No direct budget impact is anticipated as a result of implementing this type of policy.

**Recommendation**  
Staff recommends that a policy be developed which will allow the posting of signs and posters to promote fund raising events for Dallas County based organizations which meet the eligibility criteria set forth in Court Order 2000-844.

Recommended by

Dan Savage, Assistant Administrator for Operations

Dallas County Administration Building  
411 Elm Street, 3rd Floor  
Dallas, Texas 75202-3317  
Telephone (214)653-7650  
Fax (214)653-6517  
e-mail: dsavage@dallascounty.org
ARTICLE XIV. CHARITABLE CAMPAIGNS*

Sec. 82-1001. Authority.

The county will conduct a combined charitable campaign once each year to allow its employees to voluntarily make contributions to certain eligible nonprofit organizations in accordance with the V.T.C.A. Local Government Code §§ 155.001—155.003 and commissioners court Order No. 2000-44 and its successors. This campaign will comply with all state and federal laws and rulings concerning the conduct of combined workplace charitable campaigns.

Ord. No. 2000-844, 4-25-2000

Sec. 82-1002. Administration.

The 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 the 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 the county employees each year, and a budget will be approved in advance by the county commissioners court. There will be a maximum established for this annual budget in the administrative contract.

Ord. No. 2000-844, 4-25-2000

Sec. 82-1003. Employee committee.

Each year, the commissioners court will select an employee committee of 11 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.
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.

7. Does not provide any abortion services;

8. Does not provide any reproductive counseling services or distribute reproductive materials to juveniles without prior parental notification and consent; and

9. If the organization's annual budget:
   a. Does not exceed $100,000.00, 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 $100,000.00, 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

10. Does not spend more than 25 percent of its annual revenue for administrative and fundraising expenses.

b. The 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:

(1) The organization's administrative and fundraising expenses are reasonable under the circumstances; and

(2) The organization has a practical plan to reduce its administrative and fundraising expenses to 25 percent of this annual revenue within the next three years.

(Ord. No. 2000-844, 4-25-2000)
USE OF FACILITIES

A. COUNTY BUILDINGS - GENERAL

5.00 There shall be no public solicitation within the hallways, offices, or other areas of Dallas County government facilities unless approved by Commissioners Court.

5.01 There shall be no inter-County, inter-office or employee solicitation unless approved by the Commissioners Court.

5.02 If approved by Commissioners Court, solicitation of employees during normal working hours shall be scheduled with the elected official or the department head involved.

5.03 No signs, posters, handbills, or notices shall be posted in, on, or about Dallas County facilities without the prior written approval of the Commissioners Court. Individuals responsible for posting signs, posters, handbills or notices are responsible for the removal of same. The Facilities Management Department shall remove any unauthorized sign, poster, handbill or notice. This policy does not prohibit the posting of general and routine information material on bulletin boards in employee work areas or official posting areas for legal documents.

   No union or employee association signs, posters, handbills, or notices shall be posted in, on, or about Dallas County government facilities without the prior written approval of Dallas County Director of Personnel/Civil Service. Upon review and approval the materials to be posted will be forwarded to the various departments for posting on non-work related bulletin boards only.

5.04 All requests for use of buildings and grounds except those involving The Sixth Floor exhibit as provided in Section D must be initially filed with the Commissioners Court Administrator.

B. COUNTY BUILDINGS and GROUNDS - SPECIAL USE

5.05 Any entity established by constitutional, statutory or governmental action and civic organizations when acting in furtherance of established County projects, programs and/or goals may be granted special use of County facilities.
March 21, 2001

TO: Commissioners Court

THROUGH: Ryan Brown, Acting Budget Officer

FROM: Carlo P. Pacot, Budget and Policy Analyst

SUBJECT: Tax Assessor’s request to convert a part time Data Processing Coordinator to full time

Background

The Tax Assessor has requested Commissioners Court approval to convert a part-time Data Processing Coordinator to full-time as part of the tax consolidation Tax Office improvements. In the “Tax Consolidation Update” briefing on February 27, 2001 (attached), the Commissioners Court approved the recommendation to have the Office Budget and Evaluation (OBE) review the Tax Assessor’s request. The purpose of this briefing is to make a recommendation to the Commissioners Court on the above request.

Operational Impact

Currently there are two full-time data processing positions in the Tax Office, (one Data Processing Manager Grade KM and one Data Processing Coordinator Grade EM). A part time position was hired on January 19, 2000 to help with the tax consolidation project. The incumbent was hired for her extensive experience with the USG Tax Collection System from the City of Dallas Tax Office where she was involved in the testing of software changes and staff training.

As stated in the “Tax Consolidation Update” briefing, the new full time position will be responsible for the following:

- test/document program changes
- identifying problem areas
- training tax office staff and other taxing units on the use of the tax system
- coordinate Appraisal District problem updates

Most of the Tax Office property tax terminals (98%) are now on networked PC’s, the opposite of what it was about a year ago when the office utilized mainframe “dumb terminals”. The advantages of using networked PCs, are e-mail and future workflow process applications.
However, the networked PCs also involve new complexities and problems that require a skilled technician to resolve on a daily basis. The current data processing coordinator provides the function of an in-house PC expert and uses most of her time resolving PC-related problems. Therefore, not much time can be dedicated to the learning of the intricacies of the Tax System software itself and resolving problems. Another technician is needed to administer the software side of the property tax system.

The requested full-time position is anticipated to be the same grade as the current Data Processing Coordinator, who is responsible for PC network and PC software-related issues. The new position will be responsible for resolving property tax collection software issues. To ensure continuity of operation, the two Data Processing Coordinator positions will be cross-trained to do each other's job and also to do the Data Processing Manager's job in her absence. In addition, as identified by the Arthur Andersen report, training is a major concern and a weak area in the Tax Office. The incumbent has already started preparing a training plan and a training manual for the tax office staff.

The incumbent has been working an average of 30-hours-per-week. For the last four weeks she has been working full time on location at the City of Dallas to correct 1,500 out of balance accounts. These accounts must be corrected before the April 1, 2001 consolidation start date.

**Financial Impact**

Making the current part-time data processing coordinator full-time will cost $12,996 including benefits for the remainder of the fiscal year. Extra help funds are available within the Tax Office budget to fund the full-time position for the remainder of FY2001. The Tax Office's FY2002 extra help budget will be reduced by an amount equal to the salary of this new position.

**Recommendation**

The Office of Budget and Evaluation recommends that the Commissioners Court approve a Data Processing Coordinator in the Tax Office by converting a current part-time position to full time, and that the Personnel/Civil Service department review the position for appropriate grade.

CC: David Childs, County Tax Assessor/Collector
    Mattye Mauldin-Taylor, Personnel Director
February 27, 2001

To: Commissioners Court  
From: J. Allen Clemson, Administrator  
Subject: Tax Consolidation Update

BACKGROUND OF ISSUE

Dallas County’s contract with the City of Dallas and the Dallas Independent School District established an April 1, 2001 date for the consolidation of tax collections. The County’s Tax Assessor/Collector has been working with the City and School to ensure a smooth transition of DISD’s and the City of Dallas’ tax collection data from the City to the County and to make several improvements to the County’s tax collection operation. To assist the Tax Assessor/Collector with the tax consolidation project and the improvement to the County’s property tax collection operation, the Commissioners Court approved the following enhancements:

- Upgrade of the County’s mainframe computer;
- Retain the consultant firm of Jefferson Wells for property tax process improvements and monitoring of the tax consolidation activities;
- Develop a database application that automatically posts and transfers tax collections and interest earnings to participating taxing entities;
- Purchase and install modular furniture to improve office efficiency; and
- Install a PC network for property tax collection and accounting staff.

The purpose of this briefing is to update the Commissioners Court on the status of the tax collection project and address areas where additional assistance is needed.
IMPACT ON OPERATIONS

The enhancements approved by the Commissioners Court for the property tax collection system are all complete or will soon be complete:

- The County’s mainframe computer upgrade has been completed on time and on budget. This was a critical activity as without the upgrade the City and School tax collection data could not have been consolidated into the County’s tax collection system:
- Jefferson Wells has had property tax consultant Daisy Power on site providing consultant assistance on an approximate one-half time basis. The number of hours provided and billed are within the approved budget; however, her work has been re-directed from process improvements and monitoring to management and coordination of the consolidation project. During the period the consultant has been working in Dallas County the Tax Assessor Collector has maintained a vacancy in his Chief Clerk position to offset the cost of the consultant:
- The development of the data base program to post collections and interest is a very critical component to insure a successful consolidation project. The budget for this computer program was approved by Commissioners Court Order 2000-1054 at a cost of $21,000. The actual cost of the software program is $16,000 which includes interface software that allows the data base program to work with our tax collection software:
- Modular furniture has been installed on time and within budget; and
- PC network was installed on time and within budget.

Process improvements that have been implemented to date for property tax collection, along with improved banking arrangements, have resulted in Dallas County at the end of January having 17.5% more collections ($20,742,966) than the same time last year as well as $65,320 in interest earnings on County collections that was not realized in prior years.

CRITICAL ACTIVITIES

The single-most critical activity is the timely and accurate merger of the City and School tax collection data into the County’s tax collection system. This activity is being performed by Linebarger & Heard and is on schedule with no anticipated problems or complications. After consolidation the County will distribute tax collections daily and monthly distribute each taxing unit’s prorated share of interest earnings. This is a new activity and is made possible by a new data base program that will interface the property tax accounting system with the property tax collection system. The revisions to the property tax accounting system began about the same time as the retirement of the long-time Accounting Manager for the Tax
Office. The Tax Assessor Collector hired a new Accounting Manager and has utilized the services of the retired Accounting Manager through extra help funds to train the new Accounting Manager on the old tax accounting system.

The new Tax Accounting Manager has now resigned and a replacement Manager has been selected and will start work within the next two weeks. To insure that the property tax accounting operation continues without interruption and the new Tax Accounting Manager is properly trained on the new data base program, the Tax Assessor Collector needs approximately 160 hours of additional consultant time from Jefferson Wells at a cost of $12,800. This additional expense will be in lieu of utilizing the services of the recently retired Accounting Manager as this training will be on the new system which the retired Manager has limited experience with. Another item that is needed to help support tax accounting is to provide the new Tax Accounting Manager with a laptop computer. This incumbent is a qualified, experienced computer programmer and will use this equipment to advance the new tax collection data base program.

Dallas County's automated tax collection system had a major increase in capacity and has accepted the City and School tax collection data and history. The Tax Assessor Collector requests that a part-time position in his office that assists the Data Services Coordinator be made full time. The position will test program changes, identifying problem areas, train tax office staff and other taxing units on the use of the tax systems and coordinate Appraisal District problems and updates. If approved, this request will provide ten hours a week of additional data process support at a cost of $10,088 plus benefits.

LEGAL IMPACT

N/A

MINORITY BUSINESS ENTERPRISE

N/A

SCHEDULE

Dallas County will consolidate DISD's and the City of Dallas' tax data with Dallas County's data effective April 1, 2001 and will issue our first consolidated delinquent statements in May of 2001 and issue the first consolidated property tax statements in October of 2001.
FINANCIAL IMPACT

Cost for the tax accounting training and support and PC is $16,800. The estimated cost of allowing the part-time position to go full time is $10,088 plus benefits. Funding is available from 120.9950.09110.2001, General Fund Unallocated Reserves.

RECOMMENDATION

Dallas County Commissioners Court is provided with an overview of what to this point has been a very successful tax consolidation project. At this juncture the most critical action is the consolidation of DISD’s and the City of Dallas’ tax data into the County’s tax system starting March 31, 2001 with completion on April 2, 2002. The next most critical activity is the County’s ability to daily post and transfer tax collection data to various taxing units. Insure that the Tax Office has continuity in the tax accounting area and the new Accounting Manager is properly trained and equipped on the use of the new data base program.

It is recommended that the Commissioners Court approve the following items:

1) 160 hours of consulting time at a cost of $12,800;

2) provide the new Tax Accounting Manager with a PC at a cost of $4,000 (Funding for this item is available from the savings on the data base software program); and

3) have the Office of Budget and Evaluation review the Assistant Data Processing Coordinator in the Tax Office to determine if it should be moved to full-time status.

Recommended by:

J. Allen Clemson, Administrator
Date: March 27, 2001
To: Commissioners Court
From: Kristin Branam, Policy Analyst
Subject: Employment Hiring Policy
All Comments Received on Second Comment Period

BACKGROUND

On November 21, 2000, the Commissioners Court was briefed by Personnel on the revised Employment/Hiring policy. The policy which was briefed was later revised by Personnel, and this revision was sent out for a 30 day comment period on December 18, 2000. Specific comments from departments were sent to the Personnel Department for consideration. The policy was rebriefed on February 27, 2001, and sent out for a second comment period (7 days only). Attachment 1 is the policy which was sent out for comment. Attachments B-1 through B-3 are the comments received.

COMMENTS

Two of the three comments recommended acceptance of the policy. (B-1 and B-2) The third comment posed a question, which was specific to the department and was discussed with the commenter separately.

RECOMMENDATION

Staff recommends that the Employment Hiring policy be approved as written and attached.

Approved by:

J. Allen Clemson, Administrator
Attachments
EMPLOYMENT HIRING POLICY

Purpose

5.00 The purpose of this policy is to ensure that sound, consistent and effective personnel selection methods are used to identify the best suited applicant to fill positions in Dallas County. This policy complies with applicable federal, state and local laws and statutes.

Creation of a Position

5.01 Dallas County defines its structure by positions, not people. People carry out the functions and duties of the position. The following rules apply to all Dallas County positions:

(A) Every full-time, part-time and temporary employee in Dallas County must be assigned to a position with an assigned position number; and

(B) There must be at least one fund for each position. If there is more than one fund, the sum of the proportions of all funds must total 100%.

5.02 Dallas County uses an integrated HR/Payroll/Finance System as a mechanism for position control. In the System, each position has a job title, job code, location and an assigned position number.

(For specific procedures on the Creation of a Position, see Steps 1-3 of the Standard Operating Procedures for Hiring.)

Recruitment Process

5.03 Job Posting. Once a position has been created in the System, all positions (except those defined as Category A employees) must be posted or announced. The type of recruiting strategy will determine the length of time a position will be posted. The following guidelines shall apply:

(A) All positions must be posted through the Personnel/Civil Service Department;

(B) If the Hiring Department is interested in recruiting applicants inside and outside Dallas County, the hiring department shall:

(1) Post nonexempt and exempt positions for the standard posting period of ten (10) and fifteen (15) working days, respectively; or
(2) Request a reduced number of posting days with the minimum being five (5) working days; or

(3) Post hard-to-fill positions until filled.

(C) If the department is only interested in recruiting Dallas County employees, the position vacancy will be posted in-house or intra-departmental for a minimum of five (5) or three (3) working days, respectively; and

(D) The Personnel/Civil Service Department shall terminate the posting as scheduled unless notification is received from the hiring department three (3) working days prior to the closing date.

5.04 Request to Post. While every effort is made to post a position on the Job Vacancy Listing as soon as possible, the Hiring Department must complete and submit to the Personnel/Civil Service Department Job Requisition Form (P/CS 101) no later than 4:30 p.m. each Tuesday, in order to allow timely processing for the posting to appear on the next available Job Vacancy Listing.

(A) The Personnel/Civil Service Department will verify the availability of funds, existence of the position number and termination status of the last incumbent with the Auditor’s Office prior to posting the position.

(B) If the position is posted for outside recruitment efforts, the Personnel/Civil Service Department will forward a New Employee Packet to the Hiring Department. The forms contained in the packet must be completed by the prospective employee and presented to a Personnel Representative at the Employee Health Center prior to completing the employee physical. Employees not completing the required forms may not be allowed to proceed with the employee physical and may be rescheduled.

(C) The job posting will include the salary, job title, location, and closing date. However, only the job duties and job qualifications approved by the Civil Service Commission shall be included in the job posting.

5.05 Recruiting Strategy. The Personnel/Civil Service Department and the Hiring Department shall recruit qualified applicants through a variety of sources such as local newspapers and other publications, job fairs and career days. Electronic notices will be distributed to County departments, other agencies and organizations, along with the utilization of other electronic sources, such as the Internet. The Hiring Department may request additional recruiting efforts on Job Requisition Form (P/CS 101). In addition:

(A) Job Postings and applications are available via the Internet, satellite offices, and some local libraries;

(B) Job vacancy information is available via Dallas County’s Job Hotline Telephone
Hiring Departments are encouraged to recruit for their positions. When discussing career opportunities with potential applicants, the Hiring Department should encourage applicants to apply through the County's website which will send the resume directly to the Personnel/Civil Service Department or the Sheriff's Personnel Office if applying for law enforcement or clerical positions in the Sheriff Department or the applicant can download and print a copy of the employment application to complete and deliver in person, or send via fax or mail. This submission will:

1. ensure the screening and evaluation of the candidate's minimum qualifications as required by the Dallas County Civil Service Commission;
2. ensure the applicant's information is included in the County's official database;
3. act as the official document when a salary analysis is being prepared on an applicant; and
4. designate the Personnel/Civil Service Department as the official record keeper for applications submitted.

(Note: If the Hiring Department receives applications and/or resumes directly, it is responsible for forwarding all such applications to the Personnel/Civil Service Department immediately. Applicants cannot officially be considered for employment or a salary analysis quoted without an application being accurately completed and signed by the applicant).

(D) Other factors to be considered:

1. **Americans with Disabilities Act (ADA).** The County's employment and selection process will provide reasonable accommodations to persons with disabilities, in accordance with the Americans with Disabilities Act of 1990 (ADA). Requests for employment accommodation may be made to the Employee Relations Specialist in the Personnel/Civil Service Department.

2. **Minimum Age Requirements.** Persons 16 to 18 years of age may be hired in non-hazardous positions. Occupations declared to be hazardous to persons between 16 and 18 years of age by the Department of Labor include: motor vehicle driver and outside helper, operating power-driven machines, operating elevators and power-driven hoisting equipment, operating chain saws, operating circular saws and guillotine shears, and roofing, and excavation labor. Persons under the age of 16 years will not be employed by the County, unless they are hired through programs approved by Commissioners Court (i.e., summer youth, work study, etc.). All appointees shall have attained the minimum age of 16 years and must be able to provide a proof of age certificate (either driver's license or birth
(3) **Selective Service.** Every male who is at least 18 years old, but has not yet attained the age of 26 years old, seeking employment with Dallas County, shall submit documentation evidencing his registration or exemption from registration with the Federal Selective Service System.

(4) **Residency Requirements.** All regular, full-time exempt employees who are classified at Grades "G" through "P" on Exempt Salary Schedule E; or are classified at Grades "A1" through "K1" on Open Pricing Exempt Salary Schedule E-1; or are classified at Grade "II" through "PP" on Salary Schedule S; or are classified at Grade "FM" through "PM" on Exempt Technical Salary Schedule E-T; and have a full-time employment date of May 1, 1991 or after; and who are employed by departments that fall under the jurisdiction of the Civil Service System must reside in Dallas County. *(See Section A - 6.00 (Residency Requirements) for specific details.)*

(5) **Nepotism.** Applicants who have immediate family members presently working in a department will not be allowed to work in the same department. *(See Section A - 2.13 (Nepotism Policy) of the Dallas County Administrative Policies and Procedures Manual for specific details.)*

(6) **Verification of Employment Eligibility.** Persons selected for hire must produce documentation establishing both identity and authorization to work in the United States and sign the I-9 verification form within 72 hours of the date of employment begins, as required by the Immigration Reform and Control Act of 1986. Examples of documentation include, but are not limited to: (1) U.S. Passport, (2) Certificate of U.S. Citizenship, (3) Certificate of Naturalization, (4) unexpired foreign passport, (5) Driver's license or picture ID card and Social Security Card, (6) U.S. Military ID and original or certified birth certificate. In the event an employee is unable to provide evidence of employment eligibility within the time limits required by law, the employee either will not be hired or will be terminated. Employees who are not eligible to continue employment due to an expired work authorization date will be terminated.

*(For specific procedures to follow when implementing the Recruiting Process, see Steps 4-5 of the Standard Operating Procedures for Hiring.)*

**Application Process**

5.06 **Completion and Submission.** All applications and resumes shall be received by the Personnel/Civil Service Department in response to posted positions. Only applications
and/or resumes of candidates who meet the minimum qualifications will be forwarded to the Hiring Manager. A resume and/or Dallas County Employment Application (Form P/CS 300f) must be submitted for each position by 5:00 p.m. on the closing date. If a resume is submitted, an applicant must complete and submit a Dallas County Employment Application to the Personnel/Civil Service Department prior to an interview being conducted.

5.07 Review and Evaluation. The Personnel/Civil Service Department will evaluate all applications received for position vacancies based on the:

(A) completeness of the application (incomplete applications will not be forwarded to the Hiring Department);

(B) minimum qualifications as outlined in the job posting. Where applicable, substitutions will be made on a two to one ratio with respect to education and directly related paid work experience. (For example, if a counseling position requires a four year college degree in psychology, sociology or related field, and the applicant possesses a high school diploma, eight (8) years of directly related work experience is required to substitute for the college degree).

5.08 Distribution and Receipt. If an applicant meets the minimum qualifications for the position, the Personnel/Civil Service Department will forward an Applicant Referral List and application(s) and/or resumes to the respective department within two (2) days of receipt.

(Step 5 of the Standard Operating Procedures for Hiring outlines the specific steps to follow in the Application Process.)

Selection Process

5.09 Selection Guidelines. The Selection Process is the primary responsibility of the Hiring Department. The Hiring Department must ensure that all Dallas County policies and procedures are followed. The following guidelines shall apply specifically to the Hiring Department:

(A) Reviewing of Applications. Carefully and consistently review all applications and select applicants for interview;

(B) Scheduling Interviews. When an applicant is contacted for an interview and he/she has not completed an application, the Hiring Department should adhere to language contained in 5.05 (C).

(C) Preparing for Interviews. The Elected Official/Department Head or designee should prepare for the interview by:
(1) obtaining a copy of the job description and reviewing the job's essential functions and required skill levels and qualifications;
(2) preparing a set of job-related interview questions that all applicants are asked; and
(3) contacting the Employment Section of the Personnel/Civil Service Department if review or assistance with developing interview questions is needed.

(D) **Conducting the Interviews.** The Elected Official/Department Head or designee may conduct the interview(s) or delegate the interviewing to a supervisor who is in a grade higher than the position being filled. Equal Employment Opportunity (EEO) guidelines must be adhered to in the interview process. All interview questions must be job-related questions. Based on an applicant's response to the core questions, the interviewer may ask follow-up questions. The Personnel/Civil Service Department recommends the utilization of the Interview and Evaluation Worksheet (Form P/CS 125) to document specific facts concerning the applicant's qualification and rationale for selection.

(E) **Testing.** At the request of the department, if testing is required, applicants under consideration for a position will be required to take all applicable performance tests. The Civil Service Commission shall be the final judge of the scope and content of such tests. All performance tests should be reviewed by the Personnel/Civil Service Department prior to being administered.

(F) **Selecting Final Candidates.** Once the selected candidates have been identified, the Hiring Department may proceed with the following:

(1) **Salary Determination.** The Personnel/Civil Service Department is responsible for approving starting salaries above the minimum. Hiring Departments should refrain from discussing the salary to be offered, if above the minimum, until salary verification is received from the Personnel/Civil Service Department. *See Section A - 5.19 (Compensation Policy) of the Dallas County Administrative Policies and Procedures Manual for specific details.*

(2) **Verification of Educational/Certification/License Qualifications.** All information provided on employment applications and resumes will be subject to verification. The following steps shall be followed for applicants being considered for employment:

(a) applicant is responsible for submitting all required documents such as high school/GED diplomas, college degrees/transcripts, professional/technical certifications and licenses; and

(b) the Hiring Department is responsible for ensuring that all required
qualification verification documents are submitted and forwarded to the Personnel/Civil Service Department.

(3) **Employment References Checks.** In order to verify information about an applicant's knowledge, skills, abilities, and other qualifications that will be important to successful performance in a new position, job-related inquiries should be made of current and former supervisors and persons who can supply relevant information. The offer of employment is contingent on receiving satisfactory references on the selected candidate. The Personnel/Civil Service Department recommends the utilization of the Reference Check Worksheet (Form P/CS 135).

(4) **Criminal Background Checks.** Appointment to certain positions are contingent on completion of a background check. *See Section A ( ) (Criminal Background Checks) of the Dallas County Administrative Policies and Procedures Manual for specific details.*

(5) **Physical Examination.** A physical examination is required of all new and former employees. The Dallas County Employee Health Center conducts pre-employment physical examinations for all new and former employees. All new appointees and reappointees to employment for a duration of more than 30 days having a break in service of more than six months, will be required to take and pass a physical examination at the County's expense as a condition of employment. The offer of employment is contingent on the selected candidate passing the physical examination. *See Section A - 5.28 (Employment Physicals Policy) of the Dallas County Administrative Policies and Procedures Manual for specific details.*


*(Steps 6-7 of the Standard Operating Procedures for Hiring outline the specific steps to follow in the Selection Process.)*

**Forms Distribution**

5.10 **Forms Distribution.** After completion of applicable forms and the employee physical:

(A) The Hiring Department submits the New Employee and Position Change Form (Court Order) no later than noon on Friday, in order to allow the Auditor's Office a full week to process the Court Order and place it on Commissioners Court's Agenda on the next available Tuesday. *(Note: The effective date of the New
Employee and Position Change Form must fall within the immediate prior, current or subsequent pay period of the Form:

(B) The Personnel/Civil Service Department forwards the following forms to the Auditor’s Office, Treasurer’s Office, or other applicable departments:

1. Employment Eligibility Verification Form I-9
2. Employee’s Withholding Allowance Certificate Form W-4
3. Texas County and District Retirement System Member Information Form
4. Dallas County Benefit Enrollment Worksheet
5. Election to Withhold Personal Information

(C) Upon the submission of these forms, the Auditor’s Office and the Personnel/Civil Service Department proceed with a series of final checks, approvals and signatures:

(D) Having been approved by the Director of Personnel/Civil Service and the County Auditor, the Personnel Court Order is forwarded to the Clerk of the Commissioners Court and prepared for the Court’s consideration and final action.

5.11 New Employee Orientation. New employees shall be scheduled to attend the New Employee Orientation no later than the first Monday after date of hire. Orientation will be held every Monday from 8:30 a.m to 11:30 a.m. for new full-time employees and 8:30 a.m. to 9:30 a.m. for part-time employees unless otherwise scheduled. Employees can be scheduled for New Employee Orientation by contacting the Personnel/Civil Service Department.

Performance Reviews

5.12 Evaluation Period. All new and former employees must serve a probationary period of six months (twelve months for uniformed law enforcement personnel) during which their work performance and general suitability for the department are carefully evaluated.

(A) It is recommended that the supervisor conduct at least two written performance evaluations during the probationary period. The evaluation should take place:

1. No later than the midpoint of the probationary period;
2. No later than 30 days before the completion of the probationary period.

(B) In addition to these evaluations, the supervisor should conduct an evaluation at any time there is a question concerning the employee’s quality of performance or suitability for the department. If at any time during the probationary period, the employee’s performance or general suitability for employment in the department is found to be unsatisfactory, the employee will be released as provided in Section

(For specific procedures on Performance Reviews, see Step 8 of the Standard Operating Procedures for Hiring.)

5.13 Hiring Files. The Hiring Department shall maintain confidential files of the selection process and retain all material related to the position vacancy for three (3) years in accordance with the records retention schedule.

5.14 Distribution of Applications After Hiring Process. The Hiring Department must forward the Applicant Referral List and all applications and resumes sent for the job vacancy back to the Personnel/Civil Service Department no later than 10 days after the selection process has been completed.

5.15 Employment Classification. Each employee will be classified as a regular, full-time employee. If an applicant is hired for part-time, temporary, extra-help, or seasonal employment, the Hiring Department shall be responsible for providing the employee with the terms of their employment. (i.e., persons hired to fill temporary, seasonal, or extra-help positions are not entitled to regular, full-time employee benefits, such as the County’s insurance program.)

5.16 Falsification of Records. All required documentation must be provided and the authenticity of such documentation verified by the Hiring Department prior to an applicant being employed by the County. Any applicant who provides false or inaccurate information or documentation when applying for a posted position shall be disqualified from consideration for that position. External applicants shall also be disqualified from employment consideration for any other County position for a minimum period of one year from the date of the application. Any material misrepresentation of facts or failure to report pertinent data on the application form by internal employees shall be just cause for dismissal.
Supervisor's Checklist

☐ Preparation Before the New Employee's First Day

In order to provide a warm welcome to the new employee, identify those items that need to be accomplished or prepared prior to the new employee's arrival.

- Send welcome letter confirming reporting time, date, and place.
- Send internal memo to coworkers announcing new employee's arrival date and duties.
- Prepare work area/desk; remove signs of previous employee.
- Paint office and clean carpet if needed.
- Order supplies.
- Assemble materials.
- Order name plate.
- Order business cards.
- Order telephone and other credit cards.
- Install telephone (or complete change order).
- Arrange for computer and software installation.
- Select a "buddy."
- Coordinate a meaningful first work assignment
- Prepare job standards.
- Arrange for lunch with appropriate person for the first day.
- Schedule training.
- Complete request form for access to the Dallas County mainframe and network, and appropriate software programs.

☐ Materials To Send the New Employee Before the First Day

Frequently, the new employee benefits from reading information about the new organization before the duties of his or her new job claim first priority. Determine the information that is appropriate to send to the new employee for a review, prior to the first day on the new job. Identify which information is simply to be read and which requires action by the new employee.

- Maps
- Parking areas; sticker or pass
- Where, when, and at what time to report
- Supervisor's name and location
- Whom to report to on the first day
- Normal work hours
- Position, title, and salary
- Copy of job description
First-Day Activities for New Employees

The following are sample activities the new employees can do on the first day of a new job. Select those activities that are appropriate for your department. Keep in mind that the activities will not necessarily be the same for all new employees.

- Receive a genuine welcome by the supervisor.
- Receive an enthusiastic introduction to co-workers.
- Complete a tour of the building and work area.
- Receive an overview of the department (i.e., organizational chart) and its relationship to the organization.
- Length of probationary period
- Receive a job description, outline of duties, and a schedule for training.
- Be assigned a “buddy”.
- Have a lunch with coworkers, supervisors, “buddy”, human resource representative.
- Discuss how to report an absence.
- Receive written materials and resources.
- Identify how to get supplies.
- Discuss safety procedures and identify evacuation routes.
- Obtain an organization identification card.
- Complete an initial work assignment.
- Operate the phone system.
- Complete security procedures.
- Send and receive electronic mail.
- Identify inappropriate behavior that can cause discipline or termination.
**Dallas County**  
**Reference Check Worksheet**

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<th>Reference Checked By:</th>
<th>Date:</th>
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## Reference Information

**Candidate Information**

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<tr>
<th>Dates of Applicant's Employment:</th>
<th>Position(s) Held:</th>
<th>Reason for Leaving:</th>
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</table>

**Please comment on the following:**

What were the individual’s primary job duties?

---

How would you describe the individual’s quality of work performed?

---

In what areas was the individual most effective?

---

Describe the individual’s ability to work with others (peers, supervisors, subordinates, customers, etc.).

---

How would you rate the individual’s productivity?

---

Comment on the individual’s overall attendance, dependability, energy and initiative:

---

How could the individual have improved his/her effectiveness at work?

---

Is there anything else about this individual (relevant to his/her work experience) that was not touched on that you would like to share?

---

Applicant’s Signature: ___________________________ Date: ______________________

Form PCS 135  
11 00
Date:

John Doe
5555 Beverly Hills Dr.
Beverly Hills, Texas 77555

Dear Mr. Doe,

It is my pleasure to offer you employment with Dallas County as «Position_Title» reporting to «Supervisor’s Name» and working in the «Work_Location». I believe that Dallas County is an exciting organization to work for, and I am excited about you joining our team. The terms of this confidential offer are as follows:

As we discussed, your employment date will be «Employment Start Date». As a «Position_Title», you will receive a biweekly salary of «Biweekly_Base_Salary». This is equivalent to an “Annual Base Salary” of «Annual_Base_Salary».

As a full-time employee, you will also be able to participate in our benefit program. The enclosed summary will provide you with information regarding the benefits we offer.

All applicable County personnel policies and procedures, will be covered with you in our New Employee Orientation on «Date/Time New Employee Orientation».

It is with great pleasure and anticipation that we welcome you as a member of the «Name of Department» team. Should you have any questions concerning this offer, please call me at (214) 653-5555. If you choose to accept the position, please sign and date this letter and return it to me by «Date_Offer_To_Be_Accepted».

Again, I look forward to your acceptance and becoming part of the Dallas County team.

Sincerely,

Hiring Manager Name
Title

Accepted By:

Hiring Manager Name
Title

«First_Name» «Last_Name»

Date

Form P-CS 160
11-00
Date:

John Doe
5555 Beverly Hills Dr.
Beverly Hills, Texas 77555

Dear Mr. Doe,

It is my pleasure to offer you employment with Dallas County as "Position Title" reporting to "Supervisor's Name" and working in the "Work Location". I believe that Dallas County is an exciting organization to work for, and I am excited about you joining our team. The terms of this confidential offer are as follows:

As we discussed, your employment date will be "Employment Start Date". As a "Position Title", you will receive a biweekly salary of "Biweekly Base Salary". This is equivalent to an "Annual Base Salary" of "Annual Base Salary".

As a full-time employee, you will also be able to participate in our benefit program. The enclosed summary will provide you with information regarding the benefits we offer.

All applicable County personnel policies and procedures will be covered with you in our New Employee Orientation on "Date/Time New Employee Orientation".

It is with great pleasure and anticipation that we welcome you as a member of the "Name of Department" team. Should you have any questions concerning this offer, please call me at (214) 653-5555. If you choose to accept the position, please sign and date this letter and return it to me by "Date Offer To Be Accepted".

Again, I look forward to your acceptance and becoming part of the Dallas County team.

Sincerely,

Hiring Manager Name
Title

Accepted By:

«First_Name» «Last_Name» Date

Form P CS 160
11 00
Dallas County
Personnel Civil Service Job Requisition Form

Requisition Number: [Assigned by Personnel Dept]

Position Title: _____________________________

Position Grade: __________________________

New Position: Yes No Replacement For: 
(Your Name)

Reason for Vacancy (Please check one):
☐ Termination Quit Date:
☐ Promotion Date:
☐ Demotion Date:
☐ Lateral Transfer Date:

Job Code: ____________________________

Position Number: _______________________

Preferred Requirement (In addition to Job Description Requirements):

Updated Job Description Attached: Yes No Work Hours:

Contact Person: Last First Telephone Number: ()

Please note that all positions are posted by Tuesday of the week following receipt of the Personnel Requisition Form 6-3 unless approval to deviate is obtained from the Personnel Civil Service Department – Employment Division.

**Recruiting Strategy (If desired, please indicate preferred method of recruiting)**

<table>
<thead>
<tr>
<th>Postings</th>
<th>Networking</th>
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</tr>
</tbody>
</table>

**Auditor’s Department Approvals:***

Funds Available: Yes No Availability Date: __________________________

Authorized Salary: $ ________ Authorized Grade and/or Step: Grade Step

Name of Authorizing Person: Last Name First Name Date: __________________________

For New Positions:

Approval by Commissioners Court: Yes No Date: __________________________

Form 6-3
DALLAS COUNTY EMPLOYMENT APPLICATION
EQUAL OPPORTUNITY EMPLOYER

DATE:

POSITION TITLE: ___________________________________________ REQUISITION #: __________________________ DEPT.: __________________________

SECTION I - PERSONAL DATA

<table>
<thead>
<tr>
<th>NAME (LAST)</th>
<th>(FIRST)</th>
<th>(MIDDLE)</th>
<th>SOCIAL SECURITY NUMBER / /</th>
</tr>
</thead>
</table>

| TELEPHONE NUMBER(S) (AREA CODE AND NUMBER) / / | / / |
| ALTERNATE: / / |

<table>
<thead>
<tr>
<th>ADDRESS (STREET)</th>
<th>(CITY)</th>
<th>(STATE)</th>
<th>(ZIP CODE)</th>
<th>DRIVER'S LICENSE NUMBER: (STATE) (TYPE) (RESTRICTIONS)</th>
</tr>
</thead>
</table>

PREVIOUS ADDRESSES DURING THE LAST FIVE YEARS

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
</table>

SECTION II - OTHER EMPLOYMENT-RELATED INFORMATION

DESIRED EMPLOYMENT STATUS (CHECK BELOW):

(1) □ Full-time  (2) □ Part-time  (3) □ Temporary

Have you ever been employed by Dallas County? (1) □ Yes (2) □ No

Department(s) ___________________________ Date: ____________

If "YES," what is your current department? ___________________________________________

If you answer "YES" to any of the above questions, please attach a detailed explanation.

SECTION III - EDUCATION & TRAINING

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>COMPLETE ADDRESS</th>
<th>GRADUATED (□ YES □ NO) OR GED (□ YES □ NO) (If you answered &quot;NO&quot; to the above, explain why you were unable to graduate)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COLLEGE OR UNIVERSITY</th>
<th>COMPLETE ADDRESS</th>
<th>DEGREE (□ YES □ NO) TYPE OF DEGREE (NUMBER OF HOURS COMPLETED)</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEGREE (□ YES □ NO) TYPE OF DEGREE (NUMBER OF HOURS COMPLETED)</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TRADE SCHOOL</th>
<th>COMPLETE ADDRESS</th>
<th>DEGREE (□ YES □ NO) CERTIFICATION (□ YES □ NO) TYPE OF DEGREE (NUMBER OF HOURS COMPLETED)</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEGREE (□ YES □ NO) CERTIFICATION (□ YES □ NO) TYPE OF DEGREE (NUMBER OF HOURS COMPLETED)</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
</table>

List any job-related certificates/certifications/licensese that you have:

Date issued: ___________________________ Current (□ YES □ NO)

List any other education, training, or special skills that you have:

List any machines or equipment that you are qualified and experienced at operating:

List any languages that you fluently speak (□ YES □ NO)

(DALLAS COUNTY POLICY REQUIRES THAT ALL MALE APPLICANTS BETWEEN THE AGES OF 18 AND 26 SHOW PROOF OF FEDERAL SELECTIVE SERVICE REGISTRATION, OR EXEMPTION THEREOF).

Are you a male between the ages of 18 and 26? (1) □ Yes (2) □ No

Are you registered with selective service? (1) □ Yes (2) □ No
### SECTION IV - WORK EXPERIENCE

(List the last 10 years' work experience beginning with most recent)

<table>
<thead>
<tr>
<th>(1) NAME OF EMPLOYER</th>
<th>TYPE OF BUSINESS</th>
<th>NAME AND TITLE OF SUPERVISOR</th>
<th>WANT EMPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADDRESS</strong></td>
<td><strong>(City)</strong></td>
<td><strong>(Street)</strong></td>
<td><strong>(Zip Code)</strong></td>
</tr>
<tr>
<td>DATES Employed:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>M/M/Y</strong></td>
<td><strong>S/T/L</strong></td>
<td><strong>R/O</strong></td>
<td></td>
</tr>
<tr>
<td>FROM</td>
<td>TO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION OF DUTIES:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(2) NAME OF EMPLOYER</th>
<th>TYPE OF BUSINESS</th>
<th>NAME AND TITLE OF SUPERVISOR</th>
<th>WANT EMPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADDRESS</strong></td>
<td><strong>(City)</strong></td>
<td><strong>(Street)</strong></td>
<td><strong>(Zip Code)</strong></td>
</tr>
<tr>
<td>DATES Employed:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>M/M/Y</strong></td>
<td><strong>S/T/L</strong></td>
<td><strong>R/O</strong></td>
<td></td>
</tr>
<tr>
<td>FROM</td>
<td>TO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION OF DUTIES:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(3) NAME OF EMPLOYER</th>
<th>TYPE OF BUSINESS</th>
<th>NAME AND TITLE OF SUPERVISOR</th>
<th>WANT EMPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADDRESS</strong></td>
<td><strong>(City)</strong></td>
<td><strong>(Street)</strong></td>
<td><strong>(Zip Code)</strong></td>
</tr>
<tr>
<td>DATES Employed:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>M/M/Y</strong></td>
<td><strong>S/T/L</strong></td>
<td><strong>R/O</strong></td>
<td></td>
</tr>
<tr>
<td>FROM</td>
<td>TO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION OF DUTIES:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION V - CHARACTER REFERENCES

(List three character references other than former employers or relatives)

<table>
<thead>
<tr>
<th>(1) Name:</th>
<th>Address:</th>
<th>Phone:</th>
<th>Occupation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2) Name:</td>
<td>Address:</td>
<td>Phone:</td>
<td>Occupation:</td>
</tr>
<tr>
<td>(3) Name:</td>
<td>Address:</td>
<td>Phone:</td>
<td>Occupation:</td>
</tr>
</tbody>
</table>

I certify that all statements information provided in this application is true and correct, and that any misrepresentation may be grounds for termination. I understand that any employment offer is contingent upon verification of my application and receipt of any and all required documentation may be required by Dallas County. I authorize Dallas County to access my and all information presented on my contact the persons and entities listed in this application, and do release from any and all liability. I further authorize the release of any and all agencies that receives such information that may be relevant to this application. I hereby release Dallas County and any entity which releases information about me to Dallas County for any reasonable actions taken in verifying this application or conducting a criminal history background check. I understand that acceptance of this application by Dallas County will result in it becoming an official document subject to public review disclosure under the Texas Public Information Act. All employees of Dallas County are advised by article 5154 (C) of VAC 8 that participation in strikes or organized work stoppages will result in the loss of civil service rights, reemployment rights, and other benefits and/or privileges obtained through employment with Dallas County.

Signature: ____________________________  Date: ____________________________

P. O. Box 5001, Dallas, Texas 75224

(Rev. 12/1/2004)
REQUEST FOR SALARY ANALYSIS

To: Compensation Department

Date:

Department: __________________________________________ Telephone Number Ext. ( )

(Department Representative): ______________________________ Telephone Fax Number ( )

Request for Salary Analysis (check one):

☐ New Hire   ☐ Promotion   ☐ Demotion   ☐ Lateral   ☐ Rehire   ☐ Other

Applicant Name: ____________________________ Social Security Number: ____________

(Last) (First) (Middle) ______________

Position Title: ____________________________ Position Number: ____________ Grade: ____________

Requisition No.

Note: Hiring Departments shall be responsible for verifying any and all information related to the position and ensuring that the application includes the following:

☐ complete dates of employment (including months and years)
☐ employment history for the last 10 years
☐ highest education obtained (i.e., high school/GED, college degree, and/or college hours)
☐ copy of certification(s) and license(s) if applicable.

Provide any additional information (if necessary):

________________________________________

________________________________________

________________________________________

Department Representative Signature:

Salary Analysis Determination will be forwarded to the requesting department within 36 hours.
From: Bill Melton  
To: Kristin Branam  
Date: Wed, Mar 14, 2001 3:26 PM  
Subject: Re: Employment Hiring Policy — Comments invited

Kristin:

We have reviewed the proposed Policy and support its implementation.

Thank you,

Bill Melton

>>> Kristin Branam 03/14 1:56 PM >>>

The employment hiring policy was re-briefed following the comment period on Tuesday, March 13, 2001. The briefing can be viewed by accessing the 3/13/01 Agenda on the Dallas County website, and clicking on the briefing title under the staff section, or jumping to pages 120-145.

If you cannot access the briefing, I can fax it to you (25 pages). Please call me at 214-653-7320 to make this request, or reply to this email.

During briefing it was mentioned that some departments may not have received the request for comments on this policy. For that reason, the Commissioners ordered a second brief comment period. The attachment is the policy in its most current form. Please comment by 4:30 p.m., Tuesday, March 20, 2001.

CC: Mattye Mauldin-Taylor
Concur with the proposed Dallas County Hiring Policy.

>>> Kristin Branam 03/14 1:56 PM >>>
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From: Jim Badgett  
To: Branam, Kristin  
Date: Fri, Mar 16, 2001 10:23 AM  
Subject: Re: Employment Hiring Policy — Comments invited

March 16 2001

Comments on Employment Hiring Policy

Kristin

I have reviewed the proposed Employment Hiring Policy. I agree with all of it with the possible exception of 5.09 (D), which may only require clarification.

I use one Assistant Fire Marshal and one staff member when interviewing either Assistant Fire Marshals or staff members. Since I conduct the interview and the other participates in the interviewing process, will this be permissible under this section? I believe the individuals who presently work in the position being filled are in an excellent position to evaluate the candidate/applicant.

Jim Badgett  
Dallas County Fire Marshal
MISCELLANEOUS

1) BUDGET & EVALUATION - requests permission that the Grants Planner be allowed to electronically sign the name of the County Judge to an application for reimbursement of funds from the Bureau of Justice Assistance under their 2001 Bulletproof Vest Partnership (BVP) program. The BVP program provides reimbursement of up to 50% of the cost of providing vests for all sworn law enforcement personnel within the entity applying for reimbursement. This is the second year Dallas County will apply for reimbursement and under this application, Dallas County is requesting reimbursement for 50% of all purchases made since March 1, 2000 ($12,187.35), and the purchases not reimbursed as a part of the 2000 award ($5,181.83). The reimbursement, approximately $17,369.18, will be deposited as General Fund Revenue. This request for reimbursement will not affect the Commissioners Court approval process for the purchase of vests.

2) COUNTY AUDITOR - requests permission to increase the East Dallas, Grand Prairie and Valley View Tax Office substation change funds to $1,500 instead of the current $1,000.

3) FACILITIES MANAGEMENT - requests authorization:
   a) to perform minor modifications to Constable’s office area at 1411 W. Beltline Road. The modifications are expected to allow the public better definition between the Justice of the Peace’s offices and the Constable’s offices. Estimated cost is $3,500. Funds are available from Permanent Improvement, Building Renovations, Fy2001 Budget, (126.8130.2001).
   b) to modify office spaces on the ninth floor of the George Allen Courts Building. Modifications will provide work space more consistent with County space standards for Maintenance Manager, Office Manager, and Contracts Manager. Estimated cost is $6,525. Funds are available from Permanent Improvement, Building Renovations, FY2001 Budget, (126.8130.2001).
c) to install 3 static pressure monitors with audible alarms in the 3rd floor TB Clinic at the HHS Building. This is requested to provide warning of problems with system. Estimated cost is $2,600. Funds are available from Permanent Improvement, Building Renovations, FY2001 Budget. (126.8130.2001).

d) for temporary security modifications to the 283rd District Court for the 6 capital murder trials of the escaped inmates from the Texas Prison System as requested by Judge M. Francis, due to the high profile and high-risk nature of these trials. Estimated cost is $2,175. Funds are available from Permanent Improvement, Building Renovations, FY2001 Budget. (126.8130.2001).

4) **HEALTH & HUMAN SERVICES** - requests authorization for the County Treasurer, Bill Melton, to release payroll for the Center for Disease Control and Prevention (STD/HIV Prevention Training Center) Continuation Grant for the months of April and May, 2001.

**TRAVEL REQUESTS**

5) **SHERIFF'S DEPARTMENT** - Darryl Thomas - Gore Outerwear Product Knowledge Seminar - Baltimore, MD - March 28-30, 2001 at no cost to Dallas County.


7) **HEALTH & HUMAN SERVICES** - requests:


c) T. Witt, J. Harris, J. Holub, J. Murphy, L. Ray, S. Jones, L. DeVaney, and J. Norris - "Auto Theft Prevention Authority Conference" - South Padre, Texas - April 22-26, 2001 at no cost to Dallas County ($4,184 to be paid by NTATTTF funds).


e) Margaret Caldwell, Barbara Davis, Deborah Owens, and Elizabeth Bui - National Immunization Conference - Atlanta, GA - May 29-June 1, 2001 at no cost to Dallas County.

EXCEPTION TO TRAVEL REQUESTS
UNLESS SPECIFICALLY OBJECTED TO, ALL ITEMS PRESENTED AS EXCEPTIONS ARE CONSIDERED TO BE APPROVED


MISCELLANEOUS EQUIPMENT

1) DEPARTMENT: 3110 Sheriff's Office (Executive)
ITEMS: 5 - Guest Chairs
ESTIMATED COST: $750
FUNDING SOURCE: Within Budget
EXPENDITURE SOURCE: 00120.3110.02910.2001 (General Fund, Executive, Property under $500, FY2001)
PROPOSED ACTION: The Sheriffs Office requests authorization to replace five broken guest chairs. Recommended by Office of Budget and Evaluation.

2) DEPARTMENT: 1070
ITEMS: County Auditor
- 4 Drawer letter file cabinet
- 5 Drawer lateral file cabinet
ESTIMATED COST: $0
FUNDING SOURCE: N/A (Surplus Furniture)
EXPENDITURE SOURCE: N/A
PROPOSED ACTION: The Auditors Office requested to transfer six (6) file cabinets from the surplus. Recommended by Records Management.

3) DEPARTMENT: 1020
ITEMS: Commissioners Court Admin.- Planning & Dev.
- 1 cellular phone ($0)
- 1 phone adapters ($25 each)
- 1 Rate ICM ($29.99 mo.)
ESTIMATED COST: $235
FUNDING SOURCE: Contingencies, Furniture and Equipment
EXPENDITURE SOURCE: 00120.1020.07213.2000 (General Fund, Commissioners Court Adm, Cellular Phones, FY2001)
PROPOSED ACTION: The Director of Planning and Development requests a cell phone for his use when out of the office. Recommended by Communications and Central Services.

4) DEPARTMENTS: 4040
ITEMS: Public Defender
- 35mm Camera
ESTIMATED COST: $125
FUNDING SOURCE: Contingencies, Furniture and Equipment
EXPENDITURE SOURCES: 00120.4040.8610.2001 (General Fund, Public Defender, Special Equipment, FY2001)
PROPOSED ACTION: Chief Public Defender, Jane Roden, requests authorization to replace one (1) 35mm camera recently stolen from the Juvenile Section. The camera aids juvenile crime scene investigations. Recommended by Office of Budget and Evaluation.
Justice of the Peace Precinct 6-1
1. Mosley Safe
$0 (Surplus)
N/A
N/A
J.P. Precinct 6-1 is requesting the safe from surplus to increase security in their court. The safe will be used to secure documents and money received by the court. Recommended by Office of Budget and Evaluation.

**TELECOMMUNICATIONS REQUESTS**

**Facilities** - requests:
M-0103035 - to install two phone lines at each of these locations (6th Floor Museum, Administration Building, Records Building, and Old Red Court House) to provide support to the new fire alarm monitoring system. Installation: $465.50; no monthly service increase. **Recommended.**

M-0103037 - to relocate the employee time clock from the break room to the entry. Installation: $39.50; no monthly service increase. **Recommended.**

**CSCD** - requests:
M-0103027 - to install a single-line in Room A1-12 to provide access to the operations console. Installation: $60.50; no monthly service increase. **Recommended.**

M-0103028 - to install a data-line in Room A-3 to relocate Probation Computer. Installation: $45.39; no monthly service increase. **Recommended.**

**Sheriff M-0103033** - requests to install a data-line cable in Room B-1001 to provide access to network. Installation: $140.00; no monthly service increase. **Recommended.**

**Dallas Challenge M-0103020** - requests to install a multi-line in Room 1-3 to relocate Operations Manager. Installation: $42.00; no monthly service increase. **Recommended.**

**District Clerk** - requests:
M-0103022 - to install a single-line to be used with a modem in the Criminal Division. Installation: $60.50; no monthly service increase. **Recommended.**
M-0102080 - to install a second multi-line phone in Suite 137 of the North Dallas Government Center. Installation: $42.00; no monthly service increase. **Recommended.**

191st **Civil District Court** M-0102078 - requests to install a single-line in Room 314-Z to support a fax machine. Installation: $136.50; no monthly service increase. **Recommended.** Funding for the above request is available from countywide Department 800, line item 432. Telephone Contingency.