REPORTS/RECOMMENDATIONS/REQUESTS

1) Dallas Zoological Society .............................................. N/A
   Presentation by Mike Haggerty

2) PARKLAND HEALTH & HOSPITAL SYSTEM

   First Quarter 2004 Financials ...................................... N/A
   Presentation by Cynthia Comparin
   Parkland Board of Managers, Chair

3) HEALTH and HUMAN SERVICES

   a) Dallas County Health and Human Services/Older Adult
      Services Program Service Contract for FY2004 .................. 4-16
   b) Texas Department of Health Housing Opportunities for
      Persons with AIDS FY 2004-2005 Contract Funds ............... 17-19
   c) Amendment to the Professional Services Agreement with
      Schlumbergersema, Inc. ........................................... 20-22

4) ELECTIONS

   Early Voting Judge Changes ....................................... 23-25
5) **PURCHASING**

a) Contract Extension- Annual Contract for the Purchase of X-Ray Supplies and Preventive Maintenance Agreement
   Bid No. 2003-064-1301 ........................................ 26-28

b) Contract Extension, Annual Contract for the Transport of Deceased Persons, Bid No. 2002-017-1097 ................. 29-30


6) **ENGINEERING & PROJECT MANAGEMENT**

Henry Wade Juvenile Justice Center Expansion - Change Order No. 3 . . . 34-48

7) **PUBLIC WORKS**

a) St. Philip’s Neighborhood Development Corporation
   Land Transfer Time Extension 3601 and 3609
   Holmes, Dallas, Texas ........................................ 49-53
   (COURT ORDER ON FORMAL AGENDA)

b) T.R. Hoover Community Development Corporation
   Land Transfer Program Time Extensions ..................... 54-59
   (COURT ORDER ON FORMAL AGENDA)

8) **MANAGEMENT INFORMATION SYSTEMS**

Amendment No. 2 to JIS and AIS Contract ........................ 60-74

9) **STAFF**

a) Hospital District Request for Proposal for Long Range Planning ................................. Handout

b) Sports Venue Development Project ............................. N/A
10) Miscellaneous, Travel Requests, Miscellaneous Equipment, and Telecommunications Requests .............................. 75-82

11) PUBLIC COMMENTS

Speakers ................................................................. N/A

12) Major Capital Projects Review ................................. Handout

FIVE SIGNATURE DOCUMENT(s) FOR CONSIDERATION

Minister’s Letter of Appreciation

DATE(s) TO REMEMBER
February 3, 2004

TO: COMMISSIONERS COURT

FROM: Zachary S. Thompson, Director of Health and Human Services

SUBJECT: Dallas County Health and Human Services/ Older Adult Services Program Service Contract for FY’2004

Background
The Dallas County Health and Human Services/Older Adult Services Program has received the Service Contract from the Dallas Area Agency on Aging (DAAA) for Senior Center Operations and Transportation Services for the period October 1, 2003 through September 30, 2004. The contract was based upon an application submitted to the DAAA earlier this year. The contract outlines the funding limits, legal obligations and program requirements of Dallas County and the DAAA.

Operational Impact
The Older Adult Services Program agrees to provide services as described in the Title III-B (Transportation) and Title III-C (Senior Center Operations) application. The Older Adult Services Program will provide approximately 130,000 trips to 604 unduplicated older persons to and from senior centers and related activities. At least 4500 unduplicated older persons will be served approximately 279,496 meals at 19 senior center locations throughout Dallas County.

Fiscal Impact

Funding for Transportation and Senior Center Operations are as follows:

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<th>Senior Center Operations</th>
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<td>Title III-C: $700,000</td>
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<td>Participant Contributions</td>
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<td>County Match: $271,464</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

2377 Stemmons Freeway
Suite 600 LB-16
Dallas, Texas 75207-2710
Office (214) 819-1858
FAX (214) 819-6022
Legal Information
The Service Contract require signatures of the County Judge and the DAAA. The Service Contract has been reviewed by the District Attorney's Office and has been approved as to form.

Recommendation
It is recommended that the Commissioner's Court approve the FY '2004 Service Contract with the DAAA, and authorizes the County Judge to sign the Service Contract on behalf of Dallas County.

Recommended by: Zachary S. Thompson
Director of Health and Human Services

c: Allen Clemson, Court Administrator
   Virginia Porter, County Auditor
   Dianne Rucker, Assistant Director, OASP
STATE OF TEXAS  
COUNTY OF DALLAS  

CONTRACT NO. 04-7331-SC  
04-7302-TP  

PAGE 1 OF 11  

SERVICE CONTRACT  
under the Dallas Area Agency on Aging  
AREA PLAN FOR AGING SERVICES  

This contract is made and entered into by and among the Dallas Area Agency on Aging ("DAAA") located at 400 North St. Paul, Suite 200, Dallas, Texas 75201 and Dallas County ("County" or "Contractor"), on behalf of Dallas County Health and Human Services ("DCHHS") Older Adult Services Program ("OASP") pursuant to the authority granted by Title III of the Older Americans Act.

WITNESSETH

WHEREAS, the State of Texas, acting through the Texas Department on Aging, has designated the Community Council of Greater Dallas to act as Grantee for the Area Agency on Aging in Dallas County; and

WHEREAS, DAAA receives funds from the Older Americans Act for planning and developing programs, and pursuant to such designation, DAAA desires to engage the County to provide certain services for the elderly in the Planning and Service Area. The provision of service is intended to enhance independent living, quality of life and to avoid premature institutionalization. Accordingly, the County shall engage in the stated activities, which support the goals and objectives of the Older Americans Act and the mission of DAAA as it relates to the Older Americans Act.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENT THAT DAAA, and the County, in consideration of the covenants, conditions and promises set forth below, do mutually agree to the following:

ARTICLE I  
SCOPE OF SERVICE

The County agrees to provide the services and activities necessary to comply with the FY 2004 Proposal for Services, which for all purposes is incorporated by reference into this contract, unless expressly modified by this contract.

Contract Period: The last approved budget whether original or amended, shall be deemed applicable to this contract for the period, October 1, 2003 through September 30, 2004 (hereinafter called the "contract period").

The County agrees to provide administrative oversight to nutrition sites, senior centers and/or multi-purpose centers as outlined in the Proposal for Services and shall ensure compliance with all applicable Texas Administrative Code Rules, including Title 40, Part 9, Rules 270.1, 270.5, 254.17, 254.19, 254.21 and any directives provided by DAAA through updates to the Program Operations Manual.

Meal Services: The number of units of meal service under this project for the contract period shall be approximately 279,496. A unit of service is defined as one meal served. The number of persons receiving service shall be approximately 4,500.
DAAA agrees to reimburse the County for such meal services on a cost reimbursement basis. Title III compensation for the provision of these services shall not exceed $700,000.00. The County shall provide at least $271,464.00 from other sources to satisfy matching requirements so long as County received the maximum Title III compensation.

The County shall submit all program income derived from participant contributions to DAAA with the monthly Participant Contribution Report. The program income goal for the Contract Period shall be $120,000.00.

Meals shall be served at least 250 days per year unless a waiver has been granted, in writing, by DAAA. DAAA shall provide the meals for the program through a contract with the congregate meal food service vendor. These meals shall have been appropriately prepared and ready to be served by County without additional preparations.

The County shall establish an advisory council whose role is to advise the administrative office on matters relating to the delivery of nutrition and supportive services throughout the service area and to assist in establishing project goals and objectives.

The County shall assure maintenance of a system of meal reservations and ordering at all sites that minimizes waste. Meals shall be ordered two days in advance of the date they are to be served; standing meal orders are not permitted. Documentation of meals served shall be maintained through the use of site rosters and information management software provided by DAAA.

The County shall maintain files for all eligible participants containing a Participant Information Form completed at the time of intake and a Nutrition Checklist completed at the time of intake and updated on an annual basis.

The County shall assure the provision of nutrition education with a minimum duration of fifteen minutes at each site at least once a month. Nutrition education topics and sources shall be subject to review and approval by a qualified and licensed dietician under contract with DAAA. A nutrition education plan for the contract period shall be submitted as requested by DAAA. Written documentation of nutrition education topics and participation shall be submitted by the County to DAAA on a monthly basis.

The County shall conduct aggressive outreach and provide linkage to other social services to assure access for identified target populations. The County shall submit an outreach plan for the contract period as directed by DAAA. Written documentation of outreach activities shall be submitted by the County to DAAA on a monthly basis.

The County shall assure that site councils consisting of center participants are established at each site to provide input into activities and decisions that affect their site. Site council members shall be elected for one-year terms through a process open to all center participants. Site councils shall establish by-laws and operational procedures subject to approval by the County and DAAA.

The County shall immediately investigate and notify DAAA of complaints of food-borne illness made by persons after consuming food at a nutrition site. The County shall report any such incidences involving two or more persons within a similar time frame to the appropriate local health authority and promptly notify DAAA of the results of investigations initiated by the local health authority.

Transportation Services: The County shall provide transportation services to eligible participants at fifteen senior centers in accordance with TAC 270.02. The eligible participants shall provide County with reasonable notice prior to requiring such transportation services. The number of units of service
under this project for the contract period shall be approximately 130,000. A unit of service is defined as a single one-way trip. The number of persons receiving service shall be approximately 604.

DAAA agrees to reimburse the County for said transportation services on a fixed unit rate basis at a unit rate of $1.84. Title III compensation for the provision of these services shall not exceed $240,000.00. The County shall provide at least $75,241.00 from other sources to satisfy matching requirements so long as County received the maximum Title III compensation.

ARTICLE II
METHOD OF PAYMENT

DAAA agrees to make payment to the County in the amounts and upon the terms and provisions as described in Article I of this contract.

The County shall submit reimbursement requests to DAAA by the 6th day of the month following the month in which services were provided. DAAA shall reimburse the County within 30 days of receipt of the reimbursement request.

ARTICLE III
REPORTING

The County agrees to utilize information management software provided by DAAA to compile and report monthly performance data by the 6th day of the month following the month in which services were provided. The County shall submit all other reports required by DAAA by a method and date designated by DAAA.

ARTICLE IV
MATCHING REQUIREMENTS/EXPENDITURE OF FUNDS

The County is required to provide a minimum match of ten percent (10%) of the total project cost so long as County received the maximum amount of compensation under this Contract. All matching cash shall be expended for goods and services necessary for and specifically identifiable to the project. Documentation of match expenditures shall be maintained by the County for review by DAAA.

The County shall ensure that no funds under this contract are used, either directly or indirectly, in the support of any religious or anti-religious activity, worship, or instruction.

ARTICLE V
PROGRAM INCOME

Participants shall be afforded the opportunity to make voluntary and confidential contributions toward the cost of these services. No eligible participant shall be denied service based on inability or unwillingness to contribute. Persons not eligible for Title III meals shall pay the full meal cost set by DAAA. The County shall develop and implement procedures for collecting participant contributions in accordance with general policies established by DAAA in accordance with 40 TAC 270.1. Participant contributions collected by the County shall be submitted to DAAA on a monthly basis.
ARTICLE VI
FUNDING OBLIGATIONS

The County acknowledges that obligation of DAAA hereunder for payment herein provided for is limited to the availability of funds appropriated to the Texas Department on Aging for the State of Texas, and that unless and until adequate funds have been received by DAAA under the grant from Texas Department on Aging, DAAA shall have no obligations to the County.

The County understands that the Texas Department on Aging operates on a reimbursement basis. Therefore, the County must have sufficient financial solvency to sustain said contract performance until adequate funds are received by DAAA to compensate County.

Notwithstanding any provisions contained herein, the obligations of the County under this Contract is expressly contingent upon the availability of funding from any sources for each item and obligation contained herein for the term of the Contract and any extensions thereto. DAAA shall have no right of action against County in the event County is unable to fulfill its obligations under this Contract as a result of lack of sufficient funding for any item or obligation from any source utilized to fund this Contract or failure to budget or authorize funding for this Contract during the current or future fiscal years. In the event that County is unable to fulfill its obligations under this Contract as a result of lack of sufficient funding, or if funds become unavailable, County, at its sole discretion, may provide funds from a separate source or may terminate this Contract by written notice to DAAA at the earliest possible time prior to the end of its fiscal year.

ARTICLE VII
ACKNOWLEDGEMENT

The County shall acknowledge funding and support by DAAA and TDOA in all publicity and promotions relating to this project. The credit line should read:

“This (project, program, service) is supported, in part, by the Dallas Area Agency on Aging and the Texas Department on Aging.”

ARTICLE VIII
GENERATED INCOME

The County shall maintain records of any income generated by or derived directly or indirectly from activities conducted pursuant to the Contract. Income may include, but is not limited to, donations, service fees, usage or rental fees and royalties on payments and copyrights. Expenditures of such income shall be in accordance with 40 CFR 92-25(g). A record of expenditures shall be maintained on site for monitoring purposes.

ARTICLE IX
PAYMENT SUSPENSION, CONTRACT TERMINATION and RECAPTURE OF FUNDS

The County shall comply with all requirements of this contract. Failure to comply with reporting requirements and/or failure to satisfactorily render service as described in Article I may result in payment suspension or other forms of penalties or sanctions to be determined by law.

Payments may be withheld pending prescribed corrective actions by the County or a decision may be made by DAAA to terminate the contract for cause. Contracts may be terminated under the following circumstances:
Termination for cause: Except as otherwise stated elsewhere in this Contract, DAAA and the County may terminate this contract in whole, or in part, at any time before the date of completion, when it is determined that either party has failed to comply with the conditions of the contract. The terminating party shall promptly notify the other parties in writing of the determination and the reasons for the action, together with the effective date. Payments made to County or recoveries by DAAA under contracts terminated for cause shall be in accordance with the legal rights and liabilities of all parties.

Termination for convenience: Except as otherwise stated elsewhere in this Contract, DAAA or the County may terminate the contract in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated.

If the contract is terminated as provided above, DAAA may require the County to transfer title and deliver to DAAA or to another authorized service provider any property of value in excess of $500.00 acquired with Federal funds or assigned to the County by DAAA for the purposes of this contract as described in Article XI.

A party shall recover from the others an amount equal to payments made or earned during the period which the other party failed to comply with contract specifications.

The above actions may be appealed as according to 40 TAC 254.13.

ARTICLE X
SEVERABILITY

The invalidity or unenforceability of any provision of this Contract will not affect the validity or enforceability of any other provision of this contract.

ARTICLE XI
PROPERTY USE AND DISPOSITION

DAAA may purchase or transfer title to the County real or personal property for use in connection with the contract. The County agrees to maintain adequate property control records, establish adequate safeguards to prevent loss, damage and/or theft to property acquired in accordance with sound business practices.

So long as reasonable safeguards were established, County shall not assume any risk nor responsibility for any loss or damage to the property, for reasonable wear and tear, or to the extent that such property is consumed in the performance of this contract.

When personal property is acquired and is no longer used for the purpose intended, approval may be given by DAAA to use the property for other purposes. Use for other purposes shall be limited to:

1) Projects or programs supported by other Federal grants or assistance
2) Activities not supported by other Federal grants or assistance agreements but
When real property is acquired, renovated or constructed to carry out the services under this Contract, the County shall assure that for not less than 10 years after the acquisition or renovation, or not less than 20 years after construction, the facility will be used for the purpose intended.

The County assures that any laborer or mechanic employed by any contractor or subcontractor in the performance of work on the facility, whose sole use is to carry out the services under this Contract, will be paid wages at rates not less than those prevailing for similar work in the locality as determined by the Secretary of Labor in accordance with the Act of March 3, 1931 (40 U.S.C. 276a-5, commonly known as the Davis-Bacon act), and with respect to the labor standards specified in this clause, the authority and functions set forth in reorganization plan number 14 of 1950 (15 FR 3176; 64 Stat. 1267), and section 2 of the Act of June 13, 1934 (40 U.S.C. 276c) shall apply.

ARTICLE XII
APPLICABLE STATUTES AND REGULATIONS

This contract shall be subject to the Constitution and all related applicable statutes, ordinances, rules, and regulations of the United States of America, the State of Texas, and to any governmental body or agency having lawful jurisdiction or the authorized representative or agent of any of them.

References to particular statutes, ordinances, rules or regulations of governmental bodies or agencies having lawful jurisdiction shall not be considered restrictive of the applicability of any other statute, ordinance, rule or regulation applicable that may apply to this contract.

ARTICLE XIII
RECORD RETENTION

The County shall maintain all records pertinent to this agreement, including but not limited to financial, statistical, property, participant records, and supporting documentation for a period of no less than five (5) fiscal years from the date of acceptance of the final contract close-out and until any outstanding litigation, audit or claim has been resolved.

The County further agrees that any governmental body or agency having lawful jurisdiction shall have access to and the right to audit, examine, and copy any documents or materials related to this Contract for a period of no less than five (5) fiscal years from contract close-out.

Any approved subcontracts issued pursuant to the terms of this contract shall be subject to all requirements herein.

ARTICLE XIV
AUDIT REQUIREMENTS

The County shall have an independent audit for any fiscal year in which it receives $500,000.00 or more in Federal funds combined. Said audit shall be conducted by an independent public accounting firm using generally accepted auditing standards and shall be submitted to DAAA within one hundred eighty (180) days of the end of the County's fiscal year. Contractors receiving funding under the $500,000.00 threshold are required to have a copy of the agency audit available for review by DAAA during the annual review process.

The County shall provide an audit in accordance with standards for financial and compliance audits contained in the Standards for Audits of Governmental Organization, Programs, Activities and Functions issued by the U.S. General Accounting Office; the Single Audit Act of 1984; OMB Circular
ARTICLE XV
OUTREACH AND COORDINATION

The County shall establish procedures and mechanisms necessary to assure effective outreach and coordination within the local aging network to assure that various activities and programs operate pursuant to the Older Americans Act and 42 U.S.C. 3001 et seq. Outreach activities must be documented and must include, at a minimum, the type of outreach activities conducted and the number of contacts made.

The County shall be actively involved in the local aging network through coordination with other Title III contractors and social service agencies to plan, identify and assess the need for services. Where appropriate and feasible, the County will work cooperatively with other entities to develop collaborative programs.

The County is required to be a focal point for the following activities: Outreach, Transportation, Nutrition Education, Site Council, and Collocation.

ARTICLE XVI
TARGETING

To the maximum extent feasible the County shall give preference in the delivery of services to: (1) older individuals with greatest economic need (with particular attention to low-income minority individuals); (2) older individuals who have greatest social need (with particular attention to low-income minority individuals); (3) older individuals with severe disabilities; (4) older individuals with limited English-speaking ability; and, (5) older individuals with Alzheimer's Disease or related disorder with neurological and organic brain dysfunction and the caretakers of such individuals.

ARTICLE XVII
CONFIDENTIALITY

The County shall assure that all client records are maintained in such a manner as to protect the privacy of participants and that no information about the participant is disclosed without the informed consent of the person unless the disclosure is required for program monitoring by authorized Federal, State or local monitoring agencies or to a law enforcement or public protective service agency. Client records must be maintained in secure, locked facilities when not in use by authorized personnel. Access to client information maintained in computer equipment must be limited through accepted computer security practices, including but not limited to, password protection.

The County shall manage client complaints and grievances with the same level of confidentiality under the privacy provision implied in this article and as according to 40 TAC 254.19.

ARTICLE XVIII
PERSONNEL

The County shall furnish all necessary personnel who have the skills and expertise needed to perform the service required under this contract. The County shall provide all supervision and coordination of activities necessary to complete the terms of this contract.
The County shall provide in-service training to all personnel and volunteers relative to the performance of this contract. Training shall include, but not be limited to, the Older Americans Act and its regulations, documentation, record keeping, and client confidentiality. The County, where applicable, shall have appropriate staff attend the 15-hour Food Service Certification class. The County shall participate in and require all appropriate personnel to participate in all training, workshops, conferences, and seminars sponsored by the AAA.

ARTICLE XIX
LIABILITY TO THIRD PERSONS

County and DAAA do not assume any liability to third persons, nor will DAAA or County reimburse the other parties for their liability to third persons, with respect to loss due to death, bodily injury, or damage to property resulting in any way from the performance of this contract or any subcontract hereunder.
Each party shall give the other parties or their representatives immediate notice of any suit or action filed, or prompt notice of any claim made against that party arising out of the performance of this contract. Each party shall furnish immediately to the other parties copies of all pertinent papers received by that party in connection with any such suit, action or claim. County, DAAA or the Texas Department on Aging shall have the option to intervene in such actions to represent their respective interests.

ARTICLE XX
CONFLICTS OF INTERESTS

Each party's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value for any purpose that is or gives the appearance of being motivated by a desire for private gain or favorable treatment for themselves or others, particularly those with whom they have family, business, or other personal ties.

No officer, agent, or employee of all parties or their subcontractors shall participate in any decision relating to this contract which affects his/her personal interest directly or indirectly.

Each party shall not hire any person in an administrative or management capacity or other staff position funded under this contract if a member of the person's immediate family is employed in any capacity by that respective party.

ARTICLE XXI
INSURANCE AND LICENSING

County and DAAA shall secure licensing when appropriate, and shall maintain adequate liability insurance that comply with all applicable state and federal statutes. Proof of licensing and insurance shall be made available to each party’s monitoring agents upon request.

ARTICLE XXII
INDEPENDENT CONTRACTOR

In performance of obligations under this contract, each party shall act as an independent contractor and not as an agent, representative or employee of the other parties. No employee, agent, or representative of a party shall be considered an employee, agent or representative of the other parties nor be eligible for any benefits, rights or privileges afforded the other parties' employees, agents or representatives.
The County shall not subcontract or assign work to be performed under the terms of this Contract to a third party without prior written notification to DAAA and prior written consent from the DAAA Executive Director. The County, in subcontracting any of the performance herein, understands and assures that its subcontractor shall comply with the terms and conditions of this contract.

ARTICLE XXIII
VENUE

All claims against DAAA by the County, or vice versa, seeking, as a legal right, the payment of money, adjustment or interpretation of contract terms, or other relief, arising under or relating to the contract shall be filed in Dallas County.

In the case of claims requiring federal jurisdiction, filing shall be within the Federal court district in which alleged events occur or in which the DAAA administrative office resides.

ARTICLE XXIV
INDEMNITY

County and DAAA agree that each shall be responsible for its own negligent acts or omissions or other tortious conduct in the course of performance of this Contract, without waiving any sovereign immunity available to County 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.

ARTICLE XXV
FORCE MAJEURE

To the extent that either party to this contract shall be wholly or partially prevented from the performance within the term of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, invasion, insurrection, accident, order of court, judge, or civil authority, an act of God, or any cause reasonable beyond the party's control and not attributable to its neglect, then in such event the service delivery shall be provided according to emergency management plans.

ARTICLE XXVI
CONTRACT NOTICES

Any notice required or permitted to be given pursuant to this contract shall be in writing and shall be deemed given upon actual receipt or upon deposit in the United States Postal Service Post Office with the proper postage affixed and addressed to the parties indicated on Page 1 of the opening statement of this contract.

ARTICLE XXVII
ORAL AND WRITTEN AGREEMENT

All oral or written agreements made prior to this contract have been reduced to writing and are contained herein by the execution of this contract. The County understands and agrees that any prior agreement is terminated as of the effective date of this contract. Both parties agree that DAAA shall not be liable for any costs incurred by County except to the extent provided in this contract. When 45 C.F.R., or its appendices, provide that a cost is allowable only when authorized in writing, prior written approval from DAAA must be obtained.
ARTICLE XXVIII
CONTRACT MODIFICATIONS

Any alterations, additions, or deletions to the terms of this contract which are required by changes in Federal law or regulations are automatically incorporated into this contract without written amendment hereto, and shall become effective on the date designated by such law or regulation.

DAAA or the County may request changes in the scope of the services to be performed under this contract. Such changes that are mutually agreed upon by and among DAAA and the County in writing shall be incorporated into this contract. This contract shall be governed and construed in accordance with the laws of the State of Texas, and venue shall be in Dallas County, Texas.

ARTICLE XXIX
EMERGENCY MANAGEMENT

The County shall cooperate with DAAA, the Texas Department of Public Safety, the Federal Emergency Management Agency (FEMA), county and local government entities and engage in those activities that meet the needs of the elderly during and after natural, civil defense, and/or man-made disasters.

The County shall appoint an emergency management coordinator to participate in planning activities in accordance with 40 TAC 260.1.

ARTICLE XXX
SOVEREIGN IMMUNITY

This Agreement is expressly made subject to County's Sovereign Immunity, Title 5 of the Texas Civil Practices and Remedies Code, and all applicable federal and state law. The parties expressly agree that no provision of this Agreement is in any way intended to constitute a waiver or any immunities from suit or from liability that the parties or the County has by operation of law. Nothing in this Agreement is intended to benefit any third party beneficiary.

ARTICLE XXXI
SIGNATORY WARRANTY

The person or persons signing and executing this Contract, or representing themselves as signing and executing this Contract, on behalf of County or DAAA do hereby warrant and guarantee that he, she or they have been duly authorized by County and DAAA, respectively, to execute this Contract on behalf of each entity, respectively, and to validly and legally bind County and DAAA respectively, to all terms, performances and provisions herein set forth.
EXECUTED THIS _____ DAY OF ___________________________ 200__.

DAAA: ______________________

BY: Norman L. Moorehead, Director

COUNTY: ______________________

BY: Margaret Keliher, County Judge

Recommended:

By: Zachary Thompson, Director of DCHHS

*Approved as to Form:

By: Bob Schell
Chief, Civil Division
Assistant District Attorney

*By law, the District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).
TO: THE HONORABLE COMMISSIONERS COURT

FROM: ZACHARY THOMPSON, DIRECTOR
HEALTH AND HUMAN SERVICES

DATE: FEBRUARY 17, 2004

SUBJECT: TEXAS DEPARTMENT OF HEALTH HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS FY 2004-2005 CONTRACT FUNDS

Background of Issue
The contract between the Texas Department of Health (TDH) and Dallas County Health and Human Services (DCHHS), specifies that DCHHS will administer State of Texas Housing Opportunities for Persons with AIDS (TDH HOPWA) grant funds. The purpose of these grant funds, in the amount of $55,033, is to meet the housing needs of low income individuals with acquired immunodeficiency syndrome (AIDS) that reside in Cooke, Fannin, Grayson, and Navarro counties. The FY 2004-2005 contract between TDH and DCHHS (TDH Document No. 7560009056 2005, Contract Change Notice No. 04, Attachment No. 05) was received as an official contract award on January 5, 2004, in the amount of $55,033 and was briefed in Commissioner's Court on January 20, 2004.

The TDH HOPWA award of $55,033 is designated funding to be contracted on a sole source basis. The AIDS Resource Center of Texoma (ARCOT) receives designated funding in the amount of $38,447 to provide short-term and tenant-based rental assistance to eligible individuals and families impacted by HIV/AIDS residing in Cooke, Fannin, and Grayson counties. The remaining amount of $16,586 is designated funding to the AIDS Resources of Rural Texas (ARRT) to provide short-term and tenant-based rental assistance to eligible individuals and families impacted by HIV/AIDS residing in Navarro County.

Fiscal Impact
There is no fiscal impact on Dallas County.

Operational Impact
DCHHS staff will coordinate and monitor the programmatic and fiscal accountability of the subcontractors in accordance with the responsibilities assigned to them by the Dallas County Commissioners Court.

Legal Impact
The Dallas County Commissioners Court must approve the award recommendations, and authorize the County Judge to sign the contracts on behalf of Dallas County.
Recommendation
It is recommended that the Dallas County Commissioners Court does hereby approve the award of TDH HOPWA grant funds for FY 2004-2005 in the amount of $38,447 to AIDS Resource Center of Texoma and $16,586 to AIDS Resources of Rural Texas for a total of $55,033 as presented in Attachment A, and authorize the County Judge to sign the contracts with the specific service providers on behalf of Dallas County.

RECOMMENDED BY:  
Zachary C. Thompson, Director
Department of Health and Human Services

attachment

c: J. Allen Clemson, Court Administrator
   Virginia Porter, County Auditor
<table>
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<tr>
<th>AGENCY</th>
<th>SERVICE CATEGORY</th>
<th>HOPWA Award</th>
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<td>AIDS Resource Center of Texoma</td>
<td>Short-Term/Tenant-Based Rental Assistance</td>
<td>$38,447.00</td>
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<td></td>
<td>TOTAL</td>
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<td>AIDS Resources of Rural Texas</td>
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MEMORANDUM

TO: COMMISSIONERS COURT
FROM: Zachary Thompson, Director
       Health and Human Services Department
DATE: February 3, 2004
SUBJECT: AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT
       WITH SCHLUMBERGERSEMA, INC.

BACKGROUND

On September 9, 2004, the Commissioners Court approved the Texas Department of Health contract Attachment No. 13: Office of Public Health - Public Health Preparedness and Response for Bioterrorism. DCHHS is requesting approval for the professional services agreement with SchlumbergerSema, Inc. to provide (1) one LAN/WAN administrator. The effective date of the SchlumbergerSema agreement will be from September 1, 2003 to August 31, 2004.

OPERATIONAL IMPACT

There is no operational impact to Dallas County.

FINANCIAL IMPACT

There is no financial impact to Dallas County. The funding is being provided by the TDH Office of Public Health Practice - Public Health Preparedness and Response for Bioterrorism. SchlumbergerSema, Inc. agrees to provide (1) one LAN/WAN administrator to provide technical support for the Bioterrorism division. The cost should not exceed $45,000.00.

LEGAL IMPACT

The County Judge is required to sign the agreement after approval by the Commissioners Court. The District Attorney's Office, Civil Section has reviewed and modified the contract content and the contract has been approved as to form.
RECOMMENDATION

It is recommended that the Dallas County Commissioners Court does hereby approve the professional services agreement with SchlumbergerSema, Inc. to provide (1) one LAN/WAN administrator, and authorize the County Judge to sign the Agreement on behalf of Dallas County.

Recommended by:  
Zachary Thompson, Director

c:  J. Allen Clemson, Court Administrator
    Virginia Porter, Auditor's Office
    Ryan Brown, Budget Officer
Amendment Number 1

to Service Agreement Number 15: For Professional Services Agreement
as continued in that certain
Master Information Technology Services Agreement by and between
County of Dallas, Texas U.S.A. and SchlumbergerSema Inc.

WHEREAS, Dallas County, Texas ("County") and SchlumbergerSema Inc. ("Service Provider") entered into that certain Master Technology Services Agreement (the "Agreement") effective December 1, 2002; and

WHEREAS, the County and Service Provider now desire to modify and amend the Services Agreement Number 15: For the resources and knowledge to orchestrate, deploying, and managing the proposed infrastructure specifically for the Health Alert Network (HAN) and the National Electronic Disease Surveillance System (NEDSS) to achieve DCHHS’s goal for securing, collecting, and immediate exchanging critical health data.

NOW THEREFORE, in consideration of the premises and mutual covenants as contained herein, County and Service Provider hereby modify and amend Service Agreement Number 15 as follows:

1. Article 5, Terms and Conditions of Payment, shall be modified to read as follows:

DCHHS agrees to compensate Service Provider for each month during the original term and any extension thereof on an as needed basis per month; for a total not-to-exceed annual amount of Forty-Five Thousand and 00/100 ($45,000.00). Service for a month shall not exceed $6,756.25.

2. Article 4, Term, shall be modified to read as follows:

The term of this Agreement 15 shall be conditional on full funding from TDH. Services will be provided on an on demand basis and will be considered as full-time support. Service Provider shall provide the support services until such time as the allotted funding has been expended.

This Agreement 15 shall initially begin September 1, 2003 and end August 31, 2004.

The Agreement may be renewed by mutual agreement for the term of September 1, 2003 through August 31, 2004, and thereafter by mutual consent be renewed annually beginning August 31, 2004 for four (4) additional years, for a total of five (5) years. The Agreement 15 shall terminate at the earlier of the end of five (5) years, August 31, 2008, or at the time full or partial funding from TDH is discontinued.

In the event that the funding from TDH is reduced, the parties may enter into another Agreement based on the reduced funding.

Except as otherwise provide above and unless specifically modified by this Amendment Number 1, the provisions of Service Agreement 15 will remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment Number 1 by their duly authorized representatives.

DALLAS COUNTY, TEXAS U.S.A.

Reviewed By: [Signature]

Name: Margaret Keliher

Title: County Judge

Amendment Number 1 to Appendix N, Service Agreement Number 12 For Training Services
Master Information Technology Services Agreement
January 28, 2004

TO: Commissioners Court

FROM: Bruce R. Sherbet, Elections Administrator

SUBJECT: Early Voting Judge Changes

ISSUE

On July 22, 2003, the Dallas County Commissioners Court appointed early voting judges for the 2003-2004 term (Court Order 2003-1295). The elections department has received requests to replace early voting election judges in three early voting locations. Following are the early voting judge changes requested by Commissioner Price and Commissioner Mayfield:

Location | Current EV Judge | Recommended EV Judge | Requested by
----------|-----------------|---------------------|----------------
Lancaster Rec. Center | Norman Whitlow | James Daniels | Commissioner Price
1700 Veterans Pkwy. | 1555 Birkenhead | Lancaster 75134
Lancaster 75146 | Lancaster 75134 | Lancaster 75134

Grauwyler Rec. Center | Joe Burkleo | Pat Mashburn | Commissioner Mayfield
7780 Harry Hines | 545 Lacewood | 1106 S. E. 2nd
Dallas 75235 | Dallas 75224 | Grand Prairie 75051

Grand Prairie Dev. Center | Amanda Rumping | Pat Everroad | Commissioner Mayfield
206 W. Church | 1025 N.W. 9th | 2603 Santa Barbara
Grand Prairie 75053 | Grand Prairie 75050 | Grand Prairie 75052

Duncanville Library | Royce Bullard | Lucie Weaver | Commissioner Mayfield
201 James Collins | 1062 Briar Hill | 301 Cindy Way
Duncanville 75137 | Duncanville 75137 | DeSoto 75115

SCHEDULE

The term of appointment for the early voting judges will end July 31, 2004.

LEGAL

Section 83.032 of the Texas Election Code authorizes Commissioners Court to appoint early voting judges.

RECOMMENDATION

It is recommended that the Dallas County Commissioners Court approve the above recommended early voting judge changes recommended by Commissioner Price and Commissioner Mayfield.
Hello Charline - so nice to visit with you on the phone. To confirm our phone conversation about names for the court order due today by 4 pm, Commissioner Mayfield is appointing new early voting judges as follows:

Duncanville Library, Lucie Weaver
301 Cindy Way, DeSoto 75115
h 972.223.4350 luciebw@earthlink.net
(Royce Bullard has retired)

Grauwylar Park Rec - Mr. Pat Mashburn
1106 SE 2nd, Grand Prairie 75051
h - 972.263.5276  cell - 214.232.8716

Grand Prairie Development Center
Patricia (Pat) Everroad
2603 Santa Barbara, Grand Prairie 75052
h 972.263.3683 patbever2001@yahoo.com
(Amanda Rumping has taken a full time job)

Looking forward to working with you!!

>> Marilyn

Marilyn Little, Administrative Asst
Kenneth A. Mayfield
Dallas County Commissioner
Phone 214.339.8381  Fax 214.337.9558

CC: Lucie Weaver; Pat Everroad
Due to the numerous complaints received from the city and school district officials and constituents regarding the county's appointed Early Voting Judge in Lancaster, this has caused grave concern. At this time we would like to remove Norman Whitlow with James Daniels.

This causes grave concerns, especially since this is a very important election.

Commissioner Mayfield also is requesting the appointed Early Voting Judge at Grawyler be replace with a new judge. Marilyn has the name, but will submit the name to you after the Commissioner Mayfield approves.

We are targeting to have court orders placed on the Feb. 3rd Agenda.

Thanks,
Dapheny

CC: cartricee washington
DALLAS COUNTY
PURCHASING DEPARTMENT

February 3, 2004

TO: The Honorable Commissioners Court

FROM: Mary Stephens, Buyer

SUBJECT: Contract Extension – Annual Contract for the Purchase of X-Ray Supplies and Preventive Maintenance Agreement, Bid No. 2003-064-1301

BACKGROUND/ISSUE

Dallas County Commissioners Court, at their regularly scheduled session held on March 25, 2003, authorized the award of Bid No. 2003-064-1301, Annual Contract for the Purchase of X-Ray Supplies and Preventive Maintenance Agreement, with Excel Imaging, Inc., for the period March 25, 2003 through March 24, 2004. The contract provides film, chemicals and preventive maintenance services for various types of X-Ray machines and equipment located throughout the clinics and laboratories of Dallas County.

In accordance with the contract terms and upon mutual agreement, the contract may be extended for an additional twelve (12) month period based on existing terms, conditions and pricing set forth in the bid. As a result of Excel Imaging, Inc.'s compliance with contract specifications, it is recommended that the county exercise the first twelve (12) month extension option contained within Bid No. 2003-064-1301. Exceling Imaging, Inc. has agreed to extend their contract with Dallas County in accordance with the existing terms, conditions, and prices set forth in the original bid award.

INSURANCE AND M/WBE (EEOI) COMPLIANCE

County records reflect that current insurance certificates are on file meeting the contract requirements as currently set forth for Bid No. 2003-064-1301 and as awarded to Excel Imaging, Inc. In addition, Excel Imaging, Inc. has provided Dallas County with an updated EEOI form for the Commissioners review.

FINANCIAL IMPACT

For the period of March 25, 2003 through January 28, 2004, Dallas County’s total expenditures for the above reference contract were approximately $13,444.66.

RECOMMENDATION

It is the recommendation of the Purchasing Department, that the Dallas County Commissioners Court authorizes the first twelve (12) month extension of Bid No. 2003-064-1301, Annual Contract for the Purchase of X-Ray Supplies and Preventive Maintenance Agreement. The extension is based on existing terms, conditions and pricing set forth in the original bid award.

Should the Court concur with this recommendation, a Court Order will be scheduled for the next regular agenda.

Approved by:

Phillip J. Rasquez, Purchasing Director

C: File – Bid No. 2003-064-1301
January 26, 2004

Dallas County Purchasing Dept.
509 Main Street
Suite 623
Dallas, TX 75202-4616

Subject: Annual Contract for the Purchase of X-ray Supplies and Preventative Maintenance Agreement, Bid No. 2003-064-1301

In accordance with the provisions of the subject contract, Excel Imaging, Inc. agree: to extend the terms of the contract for an additional twelve-month period based on the terms and conditions set forth upon awarded, for the period 3/24/2004 to 3/24/2005.

In accordance with your request dated January 15, 2004, updated copies of our insurance and EEO1 form are attached.

If you have any questions about this agreement, please call me at 214-435-8119 or 214-351-4048.

Thank you for your consideration.

Sincerely,

[Signature]

Jennifer Wheaton
Director of Sales and Marketing, Dallas Region

Enclosures

Copy to: Excel Imaging, Inc. Accounting
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CHECK ONE:

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- Women-Owned Firm Certification
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Signature/Date: Jennifer A. Wheaton
Typed Name and Title: Jennifer A. Wheaton
Director of Sales & Marketing
February 3, 2004

TO: The Honorable Commissioners Court
FROM: Scott McDowell, Senior Buyer
SUBJECT: Contract Extension, Annual Contract for the Transport of Deceased Persons, Bid No. 2002-017-1097

BACKGROUND/ISSUE

The Dallas County Commissioners Court awarded Bid No. 2002-077-1097, Annual Contract for the Transport of Deceased Persons, to Reliable Transport Group on March 5, 2002. This contract was extended for one additional year on March 4, 2003 per Court Order 2003-384. This contract provides for the transport of deceased persons for the Office of the Medical Examiner.

In accordance with contract terms and mutual agreement by all parties, the contract may be extended for one additional year based on the original terms and conditions set forth in the Bid. As a result of Reliable Transport Group's compliance with contract requirements, satisfactory performance and favorable pricing, it is the recommendation of the Office of the Medical Examiner that Dallas County exercise the final one year extension option of the contract.

INSURANCE AND MWBE COMPLIANCE REQUIREMENTS

Reliable Transport Group is currently in compliance with insurance requirements and a Vendor Statistical Report is attached for the Court’s review.

FINANCIAL IMPACT

As of this date, Dallas County has spent $233,510.00 on this contract. This represents approximately 2,600 bodies.

RECOMMENDATION

The Purchasing Department, in conjunction with the Office of the Medical Examiner recommends a one year extension of Bid No. 2002-077-1097, Annual Contract for the Transport of Deceased Persons to Reliable Transport Group for the period beginning March 5, 2004 through March 4, 2005.

Should the Court concur with the recommendation, a Court Order will be scheduled for the next regular agenda.

RECOMMENDED FOR APPROVAL

Phillip J. Vasquez, Purchasing Director/sm
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- Non-Minority Owned Firm

Signed by: [Signature]

Krislyn L. Hyde

[Date]
TO: The Honorable Commissioners Court
FROM: Scott McDowell, Senior Buyer
SUBJECT: Contract Extension, Annual Contract for Random Drug and Alcohol Testing Services, Bid No. 2002-081-1101

BACKGROUND/ISSUE

The Dallas County Commissioners Court awarded Bid No. 2002-081-1101, Annual Contract for Random Drug and Alcohol Testing Services on March 19, 2002 to MedAlert Industrial Health. This contract was extended for one year by the Commissioners Court per Court Order No. 2003-428 on March 11, 2003. This contract provides for the collection, testing, transporting and record retention of random drug and alcohol test specimens for Dallas County and is managed by the Human Resources Department.

In accordance with contract terms and mutual agreement by all parties, the contract may be extended for one additional year based on the original terms and conditions set forth in the Bid. As a result of MedAlert Industrial Health’s compliance with contract requirements and satisfactory performance, it is the recommendation of the Human Resources Department that the County exercise the final one year option to extend. MedAlert Industrial Health has agreed to extend the contract.

INSURANCE AND MWBE COMPLIANCE REQUIREMENTS

MedAlert Industrial Health is in compliance with insurance requirements and a Vendor Statistical Report is attached for the Court’s review.

FINANCIAL IMPACT

From March 03 to the present, the County has spent $19,985.00 on this contract.

RECOMMENDATION

The Purchasing Department, in conjunction with the Human Resources Department recommends the final one year extension of Bid No. 2002-081-1101, Annual Contract for Random Drug and Alcohol Testing Services to MedAlert Industrial Health for the period of March 21, 2004 through March 20, 2005.

Should the Court concur with the recommendation, a Court Order will be scheduled for the next regular agenda.

RECOMMENDED FOR APPROVAL

Phillip J. Vasquez, Purchasing Director/sm
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**FEMALE**

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**TOTAL**

|                  | **18** | **18** | **17**   | **0**           | **3**         | **0**        | **0** |

**CHECK ONE:**

- Minority-Owned Firm Certification
- Women-Owned Firm Certification
- Non-Minority Owned Firm

**Signature:** Patricia Osei

**Date:** 1-26-20
NCTRCA

D/M/WBE CERTIFICATION

Med-Alert Industrial Health Management

has filed with the Agency the appropriate Affidavit and is hereby certified as a
Minority Business Enterprise

providing service(s) in the following areas:
621111; 621999; 54138; 62134;
Offices of Physicians (except Mental Health Specialists), All Other Miscellaneous Ambulatory
Health Care Services; Testing Laboratories; Offices of Physical, Occupational and Speech

This Certification is valid beginning September 2003 and supersedes any registration or listing
previously issued. This certification must be updated annually by submission of a Annual Update Affidavit. At any
time there is a change in ownership or control of the firm, notification must be made immediately to the North
Central Texas Regional Certification Agency.

Certificate expiration September 20 04
Issued date September 20 03

CERTIFICATION NO. BMMB20413Y0904

John Kelly
Certification Administrator
February 3, 2004

To: Commissioners Court
From: Bernard E. Blanton
Subject: Henry Wade Juvenile Justice Center Expansion – Change Order No. 3

BACKGROUND:
Court Order No. 2002-2347, 12-31-02 Authorized a construction contract with Cadence McShane Corporation.
Court Order No. 2003-1649, 09-09-09 Change Order No. 1; Building code related issues
Court Order No. 2003-2239, 12-09-03 Change Order No. 2; Water Booster Pumps and Sprinkler Heads.

Total construction at this present date is approximately 63% complete. Only the upgrade of the electronic security system, carpet installation and fire alarm system for the existing building cost items are addressed in this Change Order No. 3 request.

IMPACT/OPERATION: The following items are added to the construction contract due to the conditions established in the bid documents, Fire Code related issues requiring revisions as instructed by the City of Dallas Fire Department or upgrades recommended at the time of the initial project investigation during the planning phase for the expansion by the Design Consultants:

CHANGE ORDER NO. 3

<table>
<thead>
<tr>
<th>DAYS</th>
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<td>Add 0</td>
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3.1 Deleted.

3.2 Furnish and install an updated Electronic Security System as proposed to include; Touchscreen Workstations, Network Upgrade, Video Surveillance, Reengineering.

Owner Request; CMC-71 Rev HKS, PC-026 Add 0 $159,239

3.3 Contractor to acknowledge Proposal Option #2: Delete furnishing carpet and base. Contractor to install all of the carpet and base as furnished by Dallas County and/or it's contract vendor as recommended.

Owner Request; CMC-73 HKS, PC-025 Delete 0 ($20,645)

3.4 Furnish and install a fire alarm system for the public and detention areas of the existing building to meet the current 1988 City of Dallas Fire Code as directed by City of Dallas Fire Department prior to a Certificate of Occupancy being issued for the current building additions.

| Public Areas: (Alarm & Electrical) | $106,770 |
| Detention Areas: (Alarm & Electrical) | 130,782 |
| Subcontractors: (Mgt., Design, Supv., Fees) | 2,418 |
| General Cont’r: (Insurance, Bond, Fees) | 26,691 |
| Total | $266,661 |

City of Dallas Request; CMC-78, HKS, PC Add 0 $266,661

George L. Allen Sr. Courts Building
600 Commerce St., 9th Floor, Suite 900 Dallas, Texas 75202-6633
e-mail: bblanton@dallascounty.org
Tel: 214-653-6730
Fax: 214-653-6729
CHANGE ORDER NO. 3 Cont’d

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Request that the total amount of $405,255 be added to the construction contract. The completion date remains unchanged, November 22, 2004. Except as noted above, all terms of the original agreement will remain in full force and effect.

LEGAL: N/A

M/WBE INFORMATION: N/A

FINANCIAL IMPACT:

The total proposed cost for Change Order No. 3 is $405,255. Funds will be available for this Change Order No. 3 from FY2004 MCIP appropriations for the project (Fund 196.0.08130.2004.0.70043).

- Original Contract: $16,334,700
- Previous Change Orders: 396,375
- Total Contract to Date: 16,731,075
- Change Order No. 3: 405,255
- Revised Contract Amount: $17,136,330

As a result of this Change Order No. 3, $405,255 and no additional days added to the construction contract. The completion date remains unchanged, November 22, 2004.

RECOMMENDATION: Engineering & Project Management recommends that the Dallas County Commissioners Court authorize Change Order No. 3 in the amount of $405,255 and no additional days added to the construction contract with Cadence McShane Corporation to complete the Henry Wade Juvenile Justice Center Expansion. The County Judge to sign on behalf of Dallas County.

Approved by:

Dan Savage
Assistant Administrator for Operations
January 20, 2004

Bernie Blanton  
Dallas County Engineering  
600 Commerce Street 9th Floor  
Dallas, Texas 75202

RE: HENRY WADE EXPANSION  
HKS Project No. 5787  
Proposed Change 026

Dear Mr. Blanton:

Please find enclosed a copy of cost information submitted by Cadence McShane related to Proposed Change number 026 dated January 16, 2004. We have reviewed this information and to the best of our knowledge and belief, it represents a fair and reasonable request in the amount of $159,239.00. This cost includes the mark-up by Cadence McShane. This change is an Owner requested change.

If you have any questions, or you require any additional information, please feel free to contact me at your convenience.

Best Regards,

Johnny T. Luttrull  
Construction Administrator

Attachments

cc: Paul Liptak w/ attachments  
    Pei Basgen w/ attachments  
    Jim Nunn w/ attachments  
    File w/attachments
January 16, 2004

Mr. Johnny Luttrull
HKS
1919 McKinney Ave.
Dallas, Texas 75201-1753

RE: Henry Wade Juvenile Justice Center Expansion
CM Project No. 3029, HKS Project No. 5787

Subject: CMC #71 Rev., HKS PC-026 Lata Tech Touch Screen

Dear Johnny:

Please find attached the above referenced Revised Proposed Change. The dollar amount for MCS was negotiated and agreed to by Lata Tech and ISI. Also attached is a letter from MCS requesting information that has been on hold pending the resolution of the change.

This is an owner requested change. Please authorize us to proceed as soon as possible.

Should you have any questions regarding this proposed change, please contact the undersigned.

Sincerely,

CADENCE McSHANE CORPORATION

Bobby Pare
Project Manager

Enclosures
Bk
DI
File
Bernie Blanton - Dallas County
January 6, 2004

Bernie Blanton
Dallas County Engineering
600 Commerce Street 9th Floor
Dallas, Texas 75202

RE: HENRY WADE EXPANSION
HKS Project No. 5787
Proposed Change 025

Dear Mr. Blanton:

Please find enclosed a copy of cost information submitted by Cadence McShane related to Proposed Change number 025 dated January 5, 2004. We have reviewed this information and to the best of our knowledge and belief, it represents a fair and reasonable request in the credit amount of ($1,860.00). With this change, the specified carpet would be changed to the Lee's Faculty IV carpet and a credit would be returned to the Owner. Please note other options on the contractor's proposal and advise which option Dallas County would like to accept.

If you have any questions, or you require any additional information, please feel free to contact me at your convenience.

Best Regards,

Johnny T. Luttrull
Construction Administrator

Attachments

cc: Paul Liptak w/ attachments
    Pei Basgen w/ attachments
    Jim Nunn w/attachments
    File w/attachments
January 5, 2004

Mr. Johnny Luttrull  
HKS  
1919 McKinney Ave.  
Dallas, Texas 75201-1753

RE: Henry Wade Juvenile Justice Center Expansion  
CM Project No. 3029, HKS Project No. 5787

Subject: CMC #73, HKS-025; Change in Carpet and Base

Dear Johnny:

Please find attached the above referenced Proposed Change. To accommodate the PC, I have priced it as three separate options.

Option #1 Change carpet to Lee's Faculty IV  
Credit ($1,860)

Option #2 Delete furnishing carpet and base, Install Only  
Credit ($20,645)

Option #3 Delete carpet from contract  
Credit ($18,750)

This is an owner requested change. Please advise concerning which option the County would like to proceed with and authorize us to proceed as soon as possible.

Should you have any questions regarding this proposed change, please contact the undersigned.

Sincerely,

CADENCE McSHANE CORPORATION

Bobby Paré  
Project Manager

Enclosures  
Bk  
Dl  
File
January 27, 2004

Bernie Blanton
Dallas County Engineering
600 Commerce Street 9th Floor
Dallas, Texas 75202

RE: HENRY WADE EXPANSION
HKS Project No. 5787
CMC 78

Dear Mr. Blanton:

Please find enclosed a copy of cost information submitted by Cadence McShane proposal number 78 dated January 16, 2004. We have reviewed this information and to the best of our knowledge and belief, it represents a fair and reasonable request in the amount of $266,661.00.

This change is required to address the fire alarm system in the existing building. I have attached a copy of a letter written by Mr. Jay Loucks with the Dallas Fire Department, which states why this change is required. The fire code for the existing and new building is the 1988 Dallas Fire Code. Although the existing building was constructed prior to the adoption of this code, the 1988 Dallas Fire Code is a retroactive code. The existing building must meet the 1988 Dallas Fire Code prior to a Certificate of Occupancy being issued for the current additions.

If you have any questions, or you require any additional information, please feel free to contact me at your convenience.

Best Regards,

Johnny T. Luttrull
Construction Administrator

Attachments

CC: Paul Liptak w/ attachments
    Pei Basgen w/ attachments
    Jim Nunn w/attachments
    File w/attachments
January 16, 2004

Mr. Johnny Luttrull
HKS
1919 McKinney Ave.
Dallas, Texas  75201-1753

RE:  Henry Wade Juvenile Justice Center Expansion
     CM Project No. 3029, HKS Project No. 5787

Subject:  CMC #78 Fire Alarm for Existing Building

Dear Johnny

Please find attached the above referenced Proposed Change. This proposal consists of the fire alarm for the public areas and the fire alarm for the detention area. The housing units not attached to the existing building are not included.

This is an owner requested change. Please authorize us to proceed as soon as possible.

Should you have any questions regarding this proposed change, please contact the undersigned.

Sincerely,

CADENCE McSHANE CORPORATION

[Signature]

Bobby Paré
Project Manager

Enclosures
Bk
D1
File
Bernie Blanton-Dallas County
December 22, 2003

Mr. Johnny T. Luttrull  
Vice President  
HKS  
1919 McKinney Avenue  
Dallas, TX 75201

Re: Fire Alarm System for Henry Wade Juvenile Center  
HKS Project No. 5787  
Meeting Minutes

Dear Mr. Luttrull:

I have received your correspondences concerning the meeting minutes for the meeting held November 26, 2003. I have the following comments:

1.1 No comment.

1.2 No comment.

1.3 The meeting minutes state that the existing housing areas are exempt from current code requirements. It should be noted that all communicating housing areas that are a part of this building are subject to current code requirements per Dallas Fire Code – 1999 edition (Uniform Fire Code – 1997 edition with Dallas amendments), Section 1007.2.1.2. This section states, “For the purpose of Section 1007 (Fire Alarm Systems), area separation walls shall not define separate buildings.” Thus the fire alarm system must be extended throughout the entire building as noted in Item 1.1. The fire alarm system will not be required to be extended to the remote housing buildings that are connected only by extended passageways with this building.

1.4 No comment.

I hope this has helped clarify the requirements for this facility. Should you have any further comments or questions, please feel free to contact me at 214-670-3782.

Sincerely,

[Signature]

Jay Loucks, P.E.  
Senior Fire Protection Engineer  
City of Dallas

Cc: Sammy Urtega, Senior Fire Protection Office  
Lt. Derrick Cherry
December 18, 2003

Jay Loucks, P. E.
City of Dallas
Fire Department
Education and Inspection Division
1551 Baylor Street
Dallas, Texas 75226

RE: HENRY WADE EXPANSION
HKS Project No. 5787
Meeting Minutes

Dear Mr. Loucks:

Please find enclosed a copy of the meeting report of your site visit to the Henry Wade Juvenile Justice Center on November 26, 2003. Cadence McShane is proceeding with the fire protection for the project per the attached meeting minutes. So we are sure of your instructions, please provide a written response of your understanding of the meeting minutes within thirty (30) days so we can proceed with the project without delay. The project team wishes to comply with your concerns so we can receive the Certificate of Occupancy in a timely manner.

If you have any questions, or you require any additional information, please feel free to contact me at your convenience.

Best Regards,

Johnny T. Luttrull
Construction Administrator

Attachments

cc: Dan Savage w/attachments
Bernie Blanton w/attachments
Paul Liptak w/attachments
Jim Nunn w/attachments
Bobby Paret w/attachments
File w/attachments
Project Meeting No. 01

Project: Henry Wade Juvenile Justice Center
2606 Lone Star Drive
Dallas, Texas 75212

Location: Jobsite Conf. Room

This 1st construction Conference was held on today’s date at the jobsite on the above referenced project.

Present at the Meeting:

Mr. Jay Loucks JK Dallas Fire Department
Mr. Sammy Urtega SU Dallas Fire Department
Mr. Randy Wadley RW Dallas County
Mr. Bernie Blanton BB Dallas County
Mr. Steve Langford SF Dallas County
Mr. Jim Nunn JN HKS Inc.
Mr. Wiley Chandler WC Tx Fire & Security
Mr. Randy Hayes RH All Fair Electric
Mr. Bill Klekotta BK Cadence McShane
Mr. Bobby Paret BP Cadence McShane

Discussion Items:

This meeting was called to discuss the requirements for receiving the Certificate of Occupancy for the expansion of the Visitation Center and the new construction of the new building.

1.1 The Public areas of the existing building once modified by the expansion of the visitation wing must be brought up to the current code standards. Per Mr. Loucks before we can get the Certificate of Occupancy, we must bring the public areas up to code now. Then, the entire building must be brought up to code with in one year of bringing the new building on line (Oct. 2005). It was outlined on the floor plan what area is considered public (copy attached). Mr. Loucks will require Dallas County to write a letter of commitment to Dallas Fire stating they will comply with the above. Mr. Loucks stated he would help in the writing of this letter.

1.2 Wiley Chandler of Tx. Fire & Sprinkler will perform a walk through the public area to provide pricing to bring the public areas up to code now. This will be included in the letter to Dallas Fire.

1.3 The existing housing areas are exempt from being brought up to current code.
1.4 The fire alarm permit is attainable for the expansion and housing, Texas Fire & Security just needs to pay the fee.

The statements made herein are the writer’s understanding of the various discussions held and conclusions reached. Other participants are requested to review the statements herein and advise the Dallas office of Cadence McShane Corporation of any errors or omissions, in writing, within forty-eight (48) hours from their receipt of these meeting minutes. Otherwise, the minutes shall remain as written.

CADENCE MCSHANE CORPORATION

Bobby Parét
Project Manager

CC: All Attendees
April 16, 2003

Mr. Wiley Chandler
Texas Fire & Security, Inc.
2603 Southwell, Suite #103
Dallas, TX 75229

Re: Henry Wade Juvenile Justice Center Expansion
2606 Lone Star
Fire Alarm Requirements

Dear Mr. Chandler:

This letter is to clarify the fire alarm requirements for the building(s) noted above. It should be noted that the applicable code for the purpose of fire alarm system requirements for an existing building is the 1988 Dallas Fire Code. Although the building was constructed prior to the adoption of this code, the 1988 Dallas Fire Code is a retroactive code. Section 16-13.401(a) of this code states that all existing buildings occupied or designed to be occupied by more than ten (10) employees or occupants are required to have a fire alarm system in accordance with this Section.

A question has been raised concerning the requirements in existing areas that are either remodeled or where a building addition occurs. In the case of a building addition, the addition(s) as well as the existing building are required to comply with the 1999 Dallas Fire Code. Section 1007.2.1.2 states that for the purpose of fire alarm systems, area separation walls shall not define separate buildings. In effect the entire property is treated as a single building for the purpose of fire alarms. Thus the requirements in the new addition will also be enforced throughout the entire facility.

In the case of area remodels, the fire alarm system must be consistent throughout the entire space. The particular area of concern deals with the addition of visual notification devices (strobes). The Dallas Fire Department policy concerning the installation of visual notification devices is as follows. Although the Dallas Fire Code-1988 edition does not specifically require visual notification, should visual alarm notification be provided in order to alert hearing impaired individuals that there is a fire emergency in the building, this notification must be installed in all public accessible areas and common use areas throughout in accordance with the Dallas Fire Code-1999 edition (Uniform Fire Code-1997 edition with Dallas amendments), Section 1007.3.3.3.4. In addition, areas with visual notification must have the devices spaced and coverage limitations in accordance with NFPA 72-1996 edition Section 6-4. This policy then avoids providing alarm notification in only portions of a space and leaving other areas noncompliant and in effect prevents discrimination.
It is apparent that there will be a connecting corridor between the two buildings. I will attempt to detail the fire alarm requirements pertaining to this communication. Any initiating device (smoke detector, manual pull station or waterflow device) activated within this corridor must alarm both buildings and the corridor. Any initiating device activated in either building must alarm throughout the building of incidence and within the connecting corridor as well as send a trouble signal to the communicating building.

Should you have any addition questions or comments, please feel free to call me at 214-670-3782 or you may e-mail me at jloucks@mail.ci.dallas.tx.us.

Sincerely,

Jay Loucks, P.E.
Senior Fire Protection Engineer
Dallas Fire Department
January 28, 2004

MEMORANDUM:

TO: Commissioners Court

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

SUBJECT: Rationale for Same Date Briefing and Court Order
         St. Philips Neighborhood Development Corporation and T. R. Hoover
         Community Development Corporation Land Transfer Program Time
         Extensions

On November 21, 2003 and December 17, 2003, the City of Dallas requested Dallas
County approve certain changes in the City's Land Assembly Program proposals
submitted by St. Philips Neighborhood Development Corporation and T. R. Hoover
Community Development Corporation. The City of Dallas has advised that the both
non-profit organizations are ready to start construction as soon as County's approval is
obtained. Any delay could jeopardize the contractors work schedule.

In order to avoid additional delay in the commencement of construction, we have placed
the Court Order for T. R. Hoover and St. Philips timeline extensions on today's Formal
Agenda.

Donald R. Holzwarth P.E.
Director of Public Works

PAE:pe/Ş\ MyDocuments:/DTAX:/Rational lt NonProfitsr
TO: Commissioners Court  
FROM: Selas Camarillo, P.E., R.P.L.S., Assistant Director-Property Division  
SUBJECT: St. Philip's Neighborhood Development Corporation Land Transfer Time Extension  
3601 and 3609 Holmes, Dallas, Texas

BACKGROUND
Commissioners Court Order No. 98-2411, as amended, approved the procedures outlined in City of Dallas ordinance No. 23713 as the City's plan for implementing its Land Assembly Program to sell tax foreclosed and seized properties to non-profit organizations which develop housing for low-income persons.

St. Philip's Neighborhood Development Corporation ("St. Philips"), a city certified CHDO, purchased two tax foreclosed properties under the City's Land Assembly Program. St. Philip's is in default of its proposal as it relates to the time taken to build on the vacant lots and is requesting changes in the sale prices of the homes, and the number of affordable homes to be constructed on each of the subject properties. Changes in the proposal are subject to the approval of the governing bodies of all affected taxing units, i.e., City, County and School.

IMPACT ON OPERATIONS
On January 27, 2004, the Commissioners Court approved the amendment to the City's Land Assembly Program regarding the Transfer of Tax Foreclosed Properties to Non-Profit Organizations. City staff solely manages the City's Land Assembly Program. Since 1998, the Commissioners Court has agreed to participate in the Program by consenting to the use of tax-foreclosed properties for inclusion in this program. As this is a City managed program, the City has the responsibility to administer, monitor, oversee and verify all activities related to the program. At this time, the County's role is secondary due to the limited resources and is comprised primarily of assembling information from the City to assist the Commissioners in providing the consent required under the Program. As a result, County staff has not reviewed the qualifications or current status conditions of T. R. Hoover. The Director of Planning and Development provided assistance in the preparation of this briefing.

St. Phillips purchased properties at 3601 Holmes and 3609 Holmes, which are in south Dallas. A summary of each proposal follows:

PROPERTY AT 3601 HOLMES, DALLAS
- On August 27, 1999, St. Philips submitted a proposal to the City for the purchase and development of one single-family home targeted at a low-income homebuyer.
- The City's price for property was $1,389.69,
- DCAD's appraised value is $5,220.00,
- The lot is 10,430 square feet (actually large enough to accommodate two properties),
- On October 27, 1999, the City Council approved the acceptance of the proposal,
- On March 21, 2000, a Quitclaim Deed was executed to the property, and St. Philips had until March 21, 2003 to develop the improvement on the lot, price of proposed house improvement $61,331,
- Property is in default. However, if City, Dallas County and Dallas ISD approve this item, the default would be cured.
Revised/Proposed Development Plan for 3601 Holmes:

- Construct two single-family homes, rather than one as initially proposed,
- On June 26, 2003, the City Planning Commission approved the preliminary replat, pending final approvals by City departments,
- Request extension of timeline for development of property, from March 21, 2003 to March 21, 2006,
- One home is 80% complete,
- Each home is 3 bedrooms/2 baths, and consists of approx. 1,360 square feet,
- Price of each home: Initially $61,331, Proposed $95,000.

PROPERTY AT 3609 HOLMES, DALLAS

- On June 16, 2000, St. Philips submitted a proposal to the City for the purchase and development of one single-family home targeted at a low-income homebuyer,
- The City’s price for property was $1,500.75,
- DCAD’s appraised value is $5,530,
- The lot is 11,050 square feet (actually large enough to accommodate two properties),
- On September 13, 2000, the City Council approved the acceptance of the proposal,
- On December 29, 2000, a Quitclaim Deed was executed to the property, and St. Philips had until December 29, 2003 to develop the improvement on the lot; price of proposed house improvement $61,331,
- Property is in default,
- The City and Dallas ISD have approved this Amendment, and if Dallas County approves this item, the default would be cured.

Revised/Proposed Development Plan for 3609 Holmes:

- Construct two single-family homes, rather than one as initially proposed,
- This property will be combined with other properties for the development of twelve single-family housing units targeted at low-income homebuyers, a pocket park and homeowner’s association (Hamburg Addition),
- On June 26, 2003, the City Planning Commission approved the preliminary replat, pending final approvals by City departments,
- Request extension of timeline for development of property, from December 29, 2003 to December 29, 2006,
- Each home is 3 bedrooms/2 baths and consists of approx. 1,360 square feet,
- Price of each home: Initially $61,331, Proposed $95,000.

FINANCIAL IMPACT

The current DCAD value for the vacant lot at 3601 Holmes is $5,220 and 3609 Holmes is $5,550. Development of these vacant tracts will substantially increase the assessed valuation (up to $95,000 each), thereby generating greater tax revenue to Dallas County. Funds from the City’s Home Investment Partnership Program (“HOME”) will be used on the two houses at 3601 Holmes to subsidize the construction and purchase of the homes so that they will be affordable to low-income families. Each house has $7,495 in construction subsidy and $7,500 in mortgage assistance that will be applied to the homebuyer’s mortgage loan amount as a forgivable loan decreasing the sale price of each house from $95,000 to $80,005. For the 2 units at 3609 Holmes, HOME funds of $16,666.67 will be used for infrastructure cost and $13,983.33 for construction subsidy for each unit. The total amount for each unit will be $30,650 and will be applied to the homebuyer’s mortgage loan amount as a forgivable loan decreasing the sales price of each house from $95,000 to $64,350.
The forgivable loans do not have to be repaid to the City as long as the deed restrictions of each property are not violated.

**PERFORMANCE MEASURE IMPACT**

N/A

**RECOMMENDATION**

Based on the information provided by the City of Dallas, the Director of Public Works, with the concurrence of the Director of Planning and Development, recommends that the Commissioners Court approve changes in the City’s Land Assembly Program proposals submitted by St. Philip’s Neighborhood Development Corporation on August 27, 1999 and June 16, 2000 for 3601 and 3609 Holmes, Dallas: (1) allowing for changes in number, size and cost of houses, (2) providing for an extension of the time lines for the development of the properties from March 21, 2003 to March 21, 2006, and from December 29, 2003 to December 29, 2006, respectively, and (3) consenting to the City’s execution of correction deeds and amended deed restrictions.

Due to time constraints, we have placed the Court Order on today’s Formal Agenda.

**APPROVED BY:**

Donald R. Holzwarth, P.E.
Director of Public Works

Attachment

Xc: Rick Loessberg, Director of Planning and Development
November 21, 2003

Pam Easterling
Property/Title Specialist
Public Works Department, Dallas County
Dallas, Texas 75202

Re: 3601 and 3609 Holmes

Dear Ms. Easterling:

The purpose of this letter is to request that Dallas County consider approval of the time line extension requested for the development of 3601 and 3609 Holmes. On March 21, 2000 and December 29, 2000, the City of Dallas sold the properties at 3601 and 3609 Holmes to St. Philip's Neighborhood Development Corporation (SPNDC) through the House Bill 110 private sale approved by City Council.

SPNDC now desires to request changes in and extensions of the time lines under its proposals to develop affordable housing. SPNDC's amended proposals are to construct a minimum of two (2) single-family homes rather than one (1) on each property to sell to low-income homebuyers. SPNDC is asking that the time line for construction and occupancy of the home at 3601 Holmes be extended to March 21, 2006 and 3609 Holmes until December 29, 2006, subject to approvals by affected taxing units.

The City Council will vote on this action during the December 8, 2003 Council meeting.

Please inform me of the County's decision regarding this request. If you have any questions contact me at (214) 670-3601 or Etoria Anderson at (214) 670-4941.

Sincerely,

Mark G. Obeso, Assistant Director
Housing Department

c: Claude Allen, Nonprofit Development Manager
   Etoria Anderson, Contract Compliance Administrator
January 28, 2004

MEMORANDUM:

TO: Commissioners Court

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

SUBJECT: Rationale for Same Date Briefing and Court Order
St. Philips Neighborhood Development Corporation and T. R. Hoover
Community Development Corporation Land Transfer Program Time
Extensions

On November 21, 2003 and December 17, 2003, the City of Dallas requested Dallas County approve certain changes in the City’s Land Assembly Program proposals submitted by St. Philips Neighborhood Development Corporation and T. R. Hoover Community Development Corporation. The City of Dallas has advised that the both non-profit organizations are ready to start construction as soon as County’s approval is obtained. Any delay could jeopardize the contractors work schedule.

In order to avoid additional delay in the commencement of construction, we have placed the Court Order for T. R. Hoover and St. Philips timeline extensions on today’s Formal Agenda.

Donald R. Holzwarth P.E.
Director of Public Works

411 Elm Street, 4th Floor
Dallas, Texas 75202
(214) 653-7151
January 28, 2004

MEMORANDUM

TO: Commissioners Court
FROM: Selas Camarillo, P.E., R.P.L.S., Assistant Director - Property Division
SUBJECT: T. R. Hoover Community Development Corporation
Land Transfer Program Time Extensions

BACKGROUND

Commissioners Court Order No. 98-2411, as amended, approved the procedures outlined in City of Dallas Ordinance No. 23713 as the City's plan for implementing its Land Assembly Program to sell tax foreclosed and seized properties to non-profit organizations which develop housing for low-income persons.

T. R. Hoover Development Corporation ("T. R. Hoover"), a non-profit organization, purchased fourteen tax-foreclosed properties under the City's Land Assembly Program. T. R. Hoover is in default with these properties as it relates to the time taken to build on the vacant lots and is requesting changes in the time-lines to develop the 14 properties, the square footages and cost of the homes. Changes in the proposals are subject to the approval of the governing bodies of all affected taxing units, i.e., City, County and School.

IMPACT ON OPERATIONS

On January 27, 2004, the Commissioners Court approved the amendment to the City's Land Assembly Program regarding the Transfer of Tax Foreclosed Properties to Non-Profit Organizations. City staff solely manages the City's Land Assembly Program. Since 1998, the Commissioners Court has agreed to participate in the Program by consenting to the use of tax-foreclosed properties for inclusion in this program. As this is a City managed program, the City has the responsibility to administer, monitor, oversee and verify all activities related to the program. At this time, the County's role is secondary due to the limited resources and is comprised primarily of assembling information from the City to assist the Commissioners in providing the consent required under the Program. As a result, County staff has not reviewed the qualifications or current status conditions of T. R. Hoover. The Director of Planning and Development provided assistance in the preparation of this briefing.

TR Hoover purchased the various properties below in March, June and December of 2000. Below is a summary of the proposed changes:

<table>
<thead>
<tr>
<th>PROPERTY</th>
<th>PROPOSED TIME-LINE EXTENSION</th>
<th>SQ. FOOTAGE</th>
<th>SALES PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 2618 Starks</td>
<td>December 29, 2003 to December 29, 2004</td>
<td>1,138 to 1,500</td>
<td>$62,000 to $71,000</td>
</tr>
<tr>
<td>2. 2619 Starks</td>
<td>December 29, 2003 to December 29, 2004</td>
<td>1,138 to 1,340</td>
<td>$62,000 to $64,000</td>
</tr>
<tr>
<td>3. 2534 Ghent</td>
<td>December 29, 2003 to December 29, 2004</td>
<td>1,138 to 1,500</td>
<td>$62,000 to $71,000</td>
</tr>
<tr>
<td>4. 2562 Starks</td>
<td>March 15, 2003 to March 15, 2006</td>
<td>1,138 to 1,300-1600</td>
<td>$62,000 to $64,000-73,500</td>
</tr>
<tr>
<td>5. 2233 Dyson</td>
<td>March 15, 2003 to March 15, 2006</td>
<td>1,138 to 1,300-1600</td>
<td>$62,000 to $64,000-73,500</td>
</tr>
<tr>
<td>6. 2334 Bethurum</td>
<td>June 23, 2003 to June 23, 2006</td>
<td>1,138 to 1,300-1600</td>
<td>$62,000 to $64,000-73,500</td>
</tr>
<tr>
<td>7. 2313 Dyson</td>
<td>June 23, 2003 to June 23, 2006</td>
<td>1,138 to 1,300-1600</td>
<td>$62,000 to $64,000-73,500</td>
</tr>
<tr>
<td>8. 5122 Echo</td>
<td>June 23, 2003 to June 23, 2006</td>
<td>1,138 to 1,300-1600</td>
<td>$62,000 to $64,000-73,500</td>
</tr>
<tr>
<td>9. 2850 Farragut</td>
<td>June 23, 2003 to June 23, 2006</td>
<td>1,138 to 1,300-1600</td>
<td>$62,000 to $64,000-73,500</td>
</tr>
<tr>
<td>10. 2411 Garven</td>
<td>June 23, 2003 to June 23, 2006</td>
<td>1,138 to 1,300-1600</td>
<td>$62,000 to $64,000-73,500</td>
</tr>
<tr>
<td>11. 2324 Bethurum</td>
<td>June 23, 2003 to June 23, 2006</td>
<td>1,138 to 1,300-1600</td>
<td>$62,000 to $64,000-73,500</td>
</tr>
<tr>
<td>12. 2623 Hooper</td>
<td>December 29, 2003 to December 29, 2006</td>
<td>1,138 to 1,300-1600</td>
<td>$62,000 to $64,000-73,500</td>
</tr>
<tr>
<td>13. 2517 Lowery</td>
<td>December 29, 2003 to December 29, 2006</td>
<td>1,138 to 1,300-1600</td>
<td>$62,000 to $64,000-73,500</td>
</tr>
<tr>
<td>14. 2539 Ghent</td>
<td>December 29, 2003 to December 29, 2006</td>
<td>1,138 to 1,300-1600</td>
<td>$62,000 to $64,000-73,500</td>
</tr>
</tbody>
</table>
Commissioners Court  
January 28, 2004  
Page 2  

T. R. Hoover plans to develop one single-family home on each of the properties. The construction of the homes at 2618 and 2619 Starks has been completed and 2534 Ghent is 80% complete. T. R. Hoover cannot close on the sale of the properties with the homebuyers because of the default on the original time-lines for completion of construction and sale. T. R. Hoover requires an extension from the City to be able to complete closing documents. The properties will be deed-restricted for affordability, and the Deed Restrictions will be amended to allow T. R. Hoover to provide one single-family home on each property. These properties are all located in south Dallas. The City is committed to ensuring that T. R. Hoover complies with the extended time-lines.

FINANCIAL IMPACT

The average DCAD value for these vacant properties is $3,900 per lot. Development of these vacant tracts will increase the assessed valuation of the 14 properties by $60,000 to $70,000 each, thereby generating greater tax revenue to Dallas County. If extensions are not granted, T. R. Hoover will be in default and the properties will revert to the taxing units. T. R. Hoover was awarded funds through the Ideal Homebuyer Assistance Program (IHAP) to provide mortgage assistance and lease purchase financing for low-income homebuyers purchasing newly constructed homes in the Ideal Neighborhood. T. R. Hoover was also awarded HOME funds from the City to subsidize the construction and purchase of the homes.

PERFORMANCE MEASURE IMPACT

N/A

RECOMMENDATION

Based on the information provided by the City of Dallas, the Director of Public Works, with the concurrence of the Director of Planning and Development, recommends that the Commissioners Court approve changes in the City’s Land Assembly Program proposals submitted by T. R. Hoover Community Development Corporation on the 14 properties shown herein: (1) allowing for changes in the square foot footage and sales price of the houses, (2) providing for extensions of the time-lines for the development of the properties, and (3) consenting to the City’s execution of correction deeds and amended deed restrictions on the properties.

Due to time constraints, we have placed the Court Order on today’s Formal Agenda.

APPROVED BY:

Donald R. Holzwarth, P.E.
Director of Public Works

Attachments

xc: Rick Loessberg, Director of Planning and Development
December 17, 2003

Pam Easterling
Property/Title Specialist
Public Works Department, Dallas County
Dallas, Texas 75202

Re: T. R. Hoover Community Dev. Corp. (Tax Foreclosed Properties)

Dear Ms. Easterling:

The purpose of this letter is to request that Dallas County consider approval of the time line extension requested by T. R. Hoover Community Development Corporation (T. R. Hoover) for the development of the following properties.

<table>
<thead>
<tr>
<th>Property</th>
<th>Time line Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) 2618 Starks</td>
<td>December 29, 2004</td>
</tr>
<tr>
<td>2) 2619 Starks</td>
<td>December 29, 2004</td>
</tr>
<tr>
<td>3) 2534 Ghent</td>
<td>December 29, 2004</td>
</tr>
<tr>
<td>4) 2562 Starks</td>
<td>March 15, 2006</td>
</tr>
<tr>
<td>5) 2233 Dyson</td>
<td>March 15, 2006</td>
</tr>
<tr>
<td>6) 2334 Bethurum</td>
<td>June 23, 2006</td>
</tr>
<tr>
<td>7) 2313 Dyson</td>
<td>June 23, 2006</td>
</tr>
<tr>
<td>8) 5122 Echo</td>
<td>June 23, 2006</td>
</tr>
<tr>
<td>9) 2850 Farragut</td>
<td>June 23, 2006</td>
</tr>
<tr>
<td>10) 2411 Garden</td>
<td>June 23, 2006</td>
</tr>
<tr>
<td>11) 2324 Bethurum</td>
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</tr>
<tr>
<td>12) 2623 Hooper</td>
<td>December 29, 2006</td>
</tr>
<tr>
<td>13) 2517 Lowery</td>
<td>December 29, 2006</td>
</tr>
<tr>
<td>14) 2539 Ghent</td>
<td>December 29, 2006</td>
</tr>
</tbody>
</table>

On March 15, 2000, June 23, 2000 and December 29, 2000, the City of Dallas sold the properties to T. R. Hoover through the House Bill 110 private sale approved by City Council.

T. R. Hoover now desires to request changes in and extensions of the time lines under its proposals to develop affordable housing. T. R. Hoover still proposes to develop one (1) single-family home on each of the properties. T. R. Hoover is asking that the time line for construction and occupancy of the homes be extended to reflect the aforementioned dates, subject to approvals by all affected taxing units.
The construction of the homes at 2618 and 2619 Starks has been completed, and 2534 Ghent is 80% complete. However, T. R. Hoover cannot close on the sale of the properties with the homebuyers because the time lines for the properties extend beyond the 3-year construction and sale date. T. R. Hoover requires an extension in order for the City to be able to complete closing documents.

T. R. Hoover’s request is tentatively scheduled for the January 28, 2004 City Council agenda. We ask that the County also consider approval of T. R. Hoover’s time line extension request.

Please inform us of the County’s decision regarding this request. If you have any questions contact me at (214) 670-3601 or Etoria Anderson at (214) 670-4941.

Sincerely,

Mark G. Obeso, Assistant Director
Housing Department

c: Claude Allen, Nonprofit Development Manager
       Etoria Anderson, Contract Compliance Administrator
December 03, 2003

Mr. John Wiley Price
County Commissioner District 3
1506 E Langdon Road
Dallas, Texas 75216

RE: 2618 Starks Ave, 2534 Ghent St, 2619 Starks Ave

Dear Commissioner Price:

Just a short note to express our sincere appreciation to you for the help in our efforts to revitalize our community. T.R. Hoover CDC in just 5 years of operations has built 34 new homes for families in the Ideal Community along with a 5,000sqft Multipurpose Center with free services to the community. TR Hoover Community Development Corporation has three new homes that have been constructed on the addresses listed above which were scheduled for closing on two of them Nov 17, 2003. We are in default with these properties as it relates to the time taken to build on the vacant lots under the HB110 and are requesting to be placed on your Boards agenda for January’s meeting to request extension.

We look forward to working with you in the future and would like to extend an open invitation to you to visit our neighborhood again to see the results of our partnership.

Again, thank you and may god continue to bless you.

Very Truly Yours

T. R. HOOVER COMMUNITY DEVELOPMENT CORPORATION

[Signature]

Sherri Mixon
Executive Director
Commissioners Court awarded the contract for Operation and Enhancement of the Dallas County Juvenile Information System (JIS) and Development of the Adult Information System (AIS) to InfoIntegration. The contract is for the period of July 1, 2003 to June 30, 2004. The initial contract was in the amount of $722,836 and provided for the following tasks: six month of operation of the JIS, twelve months of overall project management, four tasks involving enhancements to the JIS and three tasks to continue development of the AIS. The AIS and JIS project plan included proving additional funding to InfoIntegration once the JIS Executive Committee approved the overall work plan for the project and once additional funding for the AIS was secured. The purpose of this briefing is to request Court approval of Amendment No. 2 to the contract with InfoIntegration, which provides additional funding of $430,430.66 for seven additional tasks for the JIS and $553,100.00 for 6 tasks for AIS.

Impact on Operations and Maintenance

Amendment No. 2 provides for 6 more months of operation of the JIS, expanded Court functionality (to include District Courts), electronic signature and electronic filing to DPS, and additional enhancements for existing users. Amendment No. 2 also provides for AIS development efforts for the Pre-Trial Release, Bonds, DA Intake, Prosecution Report, Grand Jury and very basic Prosecution Case Management modules. Amendment No. 2 is attached and provides a detailed explanation of each Deliverable Task. The JIS Executive Committee and the AIS Executive Committee have approved these enhancements.

Fiscal Impact

The JIS amount of $430,430.66 in funding for Amendment No. 2 is completely provided by the Juvenile Accountability Incentive Block Grant (JAIBG). The total Year 5 JAIBG award to Dallas County is $1,451,009, with a cash match of $161,224, for total funding of $1,612,233. Dallas County’s share of the award is $412,504, with an associated cash match of $45,834, which are the only Dallas County funds required for this project. Other participating jurisdictions are responsible for their cash match. There is $1,323,760 allocated from the JAIBG grant for the JIS operation and enhancements. The remaining JAIBG funds are returned to the participating jurisdictions and used primarily to assist in their accessing and using the JIS. Amendments No.
1 and No. 2 bring total JIS funding for this grant year to $1,242,749.10. The JIS Executive Committee will determine how the remaining $81,010.90 will be allocated. A portion of the funds will be required to provide for continued operations and maintenance of the system.

**Legal Impact**

Amendment No. 2 has been submitted to the District Attorney for review and approval. The contract will require the signature of the Dallas County Judge. InfoIntegration is in compliance with all requirements of the initial contract, including insurance.

**Project Schedule/Implementation**

The contract with InfoIntegration is for the period of July 1, 2003 through June 30, 2004 and coincides with the term of the JAIBG. The enhancements to the JIS and AIS authorized by Amendment No. 2 are projected to be completed by June 30, 2004.

**Performance Measures**

The primary performance measure for this contract is completion of the individual deliverable tasks related to the enhancement of the JIS and development of the AIS by the specific deadlines listed in the contract. All work on both the JIS and AIS projects is progressing appropriately. InfoIntegration has completed the following deliverable tasks as of December 30, 2003:

1. JIS Henry Wade Intake Functionality
2. JIS Letot Intake Functionality
3. JIS Victim Services
4. JIS Substance Abuse
5. JIS Psychological Services
6. JIS Detention Functionality
7. JIS Probation Functionality
8. JIS Deferred Prosecution Functionality
9. JIS Mentoring/Volunteer
10. JIS Legislative Changes
11. AIS Book-In/Magistrate Court Integration
12. AIS Magistrate Court module
13. AIS Warrants module

The value of the above completed deliverables is $780,544. Additionally, InfoIntegration has completed $182,229.94 for 6 months of operations and $37,345.50 for project management for the first 6 months.

Additionally, the following measures are tracked related to the ongoing operations of the JIS, with performance through August 31, 2004:

- A Help Desk to respond to problems will be available on a continuous 24 by 7 basis - InfoIntegration has maintained the Help Desk as required
- Help Desk calls during regular business hours will be responded to within 4 hours - 157 calls have been received and all were responded to within 4 hours
- At least 80% of all problem issues will be resolved within 5 days - 151 of 157 (96%) of the calls are resolved within 5 days, 65% of the calls are resolved in less than 24 hours
• The JIS will be available to users 98% of the time (no more than 14 hours of down time within any calendar month) - there was a total of 396 minutes (6.6 hours) of down time out of 89,280 minutes in July and August for a 99.6% availability
• At least 85% of users will express satisfaction in an annual user survey - the survey will be completed in April 2004.

Performance Bond

InfoIntegration has a Performance Bond for the entire $722,835.61 initial contract value including operations and project management. Staff and John Hennessey do not recommend requiring InfoIntegration to secure an additional performance bond for the $202,986 value of Amendment No. 2. InfoIntegration has already completed work that has been reviewed and accepted as complete by Dallas County and payments have been made or are in process for $780,544. A total of $162,300 of the remaining initial contract value is for the operation and maintenance and project management services, which are provided and compensated for on a monthly basis. There is no specific deliverable tasks associated with these ongoing services. Therefore, the existing bond provides sufficient coverage for the additional tasks included in Amendment No. 2. InfoIntegration will provide verification from the bonding company that the existing performance bond will extend to the services included in Amendment No. 2.

M/WBE

InfoIntegration is certified by NCTRCA as a woman-owned business. InfoIntegration also subcontracts with OC3 Media, which is recognized by Dallas County as a minority-owned company. To date, OC3 Media has received $81,130 for their work on the JIS and AIS. Total participation for OC3 is projected at $168,340.

Recommendation

It is recommended that the Dallas County Commissioners Court approve Amendment No. 2 to the contract with InfoIntegration for the Operation and Enhancement of the Dallas County Juvenile Information System and Development of the Adult Information System and that the Dallas County Judge be authorized to sign the contract amendment and related documents on behalf of Dallas County.

Recommended by: ____________________________

John M. Hennessey
AMENDMENT NO. 2

to the

CONTRACT FOR OPERATION AND ENHANCEMENT OF THE
DALLAS COUNTY JUVENILE INFORMATION SYSTEM AND THE
DEVELOPMENT OF THE ADULT INFORMATION SYSTEM

BETWEEN

DALLAS COUNTY
(COUNTY)

AND

INFOINTEGRATION, INC.
(CONTRACTOR)

I PURPOSE:

Contract Amendment No. 2 amends and supplements the original contract agreement executed between Dallas County and InfoIntegration, Inc. as authorized by Dallas County Commissioners Court Order No. 2003-1250 dated July 15, 2003. The purpose of Amendment No. 2 is to provide additional funds for Contractor to complete seven additional tasks as part of Phase V of the Juvenile Information System project and six additional tasks as part of the Adult Information System project. Funding for Phase V of the Juvenile Information System project is provided by the State of Texas, Office of the Governor, Criminal Justice Division (CJD) under Grant # JB-01-J20-13292-05. Funding for the Adult Information System project is provided by the Local Law Enforcement Grant, the State of Texas, Office of the Governor, Criminal Justice Division (CJD) under Grant #JB-01-J20-13292-05 and by the State of Texas, Office of the Governor, Criminal Justice Division (CJD) under Grant #DB-02-A10-16011-03. Services provided under Amendment No. 2 shall be subject to all requirements of Grant # JB-01-J20-13292-05 and Grant #DB-02-A10-16011-03 administered by CJD.

II AMENDED PROVISIONS:

Contract Amendment No. 2 shall not change any contractual provisions agreed upon in the original contract; each provision shall remain in effect throughout the term of the agreement with the exception of the following amended provisions.
A. SECTION 6. SCOPE OF SERVICES

SECTION 6. SCOPE OF SERVICES is amended by adding Paragraph (i) read as follows.

(i.) Contractor agrees to provide services authorized by Contract Amendment No. 2, for additional tasks for operation and enhancement of the JIS and development of the AIS, as described in the following: (1) Amendment No. 2 Contract Tasks (Exhibit D); (2) Request for Proposals No. 2003-096-1338 (Exhibit A); (3) the original proposal submitted by Contractor (Exhibit B) in response to the Request for Proposals No. 20031-0960-1338, Exhibits A, B, and D are specifically incorporated into this contract by reference. To the extent there is a conflict between the terms of this contract and the exhibits, it is agreed by all parties that their provisions shall be given priority in the following manner: (1) this contract and subsequent amendments; (2) No. 2 Contract Tasks (Exhibit D); (3) contractor’s proposal (Exhibit B); and (4) the Request for Proposals No. 2001-009-686 (Exhibit A).

B. SECTION 8. TERMS AND CONDITIONS OF PAYMENT FOR SERVICES AND BUDGET JUSTIFICATION

SECTION 8. TERMS AND CONDITIONS FOR PAYMENT FOR SERVICES AND BUDGET JUSTIFICATION is amended by adding Paragraphs (u.), (v.), and (w.) in their entirety to read as follows.

(u.) Contractor understands and all parties agree that this Amendment No. 2 is contingent upon the receipt of funds by County from Grant #JB-01-J20-13292-05 and Grant #DB-02-A10-16011-03, administered by the State of Texas, Office of Governor, Criminal Justice Division. The parties agree that in the event County is unable to perform its obligations under this Contract Amendment due to a lack of, or reduction in, funding or resources in the above referenced grants, County may, at its sole discretion: (1) fund the project from other sources; (2) reduce the Contract requirements to match any reduced funding; or (3) immediately terminate the Contract all without penalty. Contractor shall be entitled to payment as set forth in this Amendment for any services provided prior to the date of any termination. Temporary interruptions in funding or resources shall not immediately result in contract termination if mutually agreed upon in writing by the parties.

(v.) Compensation for services provided under this Amendment No. 2 shall not exceed Nine Hundred Eight-Three Thousand Five Hundred Thirty and 06/100 dollars ($983,530.06), allocated among projects as Four Hundred Thirty Thousand Four Hundred Thirty and 06/100 Dollars ($430,430.06) for Phase V of the JIS and Five Hundred Fifty Three Thousand One Hundred and 00/100 Dollars ($553,100.00) for continued development of the AIS. There will be no compensation from Dallas County for services above the Scope of Services and fees outlined in this Amendment, unless the Scope of Services and associated fees are revised through a formal written amendment. This contractual maximum of Seven Hundred
Twenty-Two Thousand Eight Hundred Thirty-Five and 61/100 dollars ($722,835.61) for the initial contract and Nine Hundred Eight-Three Thousand Five Hundred Thirty and 06/100 dollars ($983,530.06) for Amendment No. 2 shall apply to any references in this contract to a maximum compensation amount.

Progress payments shall be made to Contractor for services provided for by Amendment No. 2 based upon the following Deliverable Tasks and associated written documentation. All work required and provided under this Contract Amendment by Contractor must be completed by June 30, 2004. The listed completion dates for individual Deliverable Tasks are projections made to ensure that the overall project remains on schedule. In the event that the schedule changes, County will provide written notice to Contractor. However, Contractor shall notify the Juvenile Department in writing of significant delays in the project schedule as soon as those delays are identified. Failure of Contractor to make reasonable efforts to ensure that the Deliverable Tasks are completed as scheduled shall result in County taking whatever action County determines necessary, at County’s sole discretion, to ensure the project is completed by June 30, 2004. Such action by County may include, but is not limited to, securing services from a third party and termination of this contract.

<table>
<thead>
<tr>
<th>Amendment No. 2 Deliverable Task and Written Documentation</th>
<th>Projected Completion Date</th>
<th>Disbursement Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Task No. 27: JIS Operations and Maintenance – 2nd Six Months</strong></td>
<td>June 30, 2004, with monthly billing</td>
<td>Not to exceed $162,300.00</td>
</tr>
<tr>
<td>Written Documentation: Technical and user documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task No. 28: JIS Hot Site implementation with Dallas Police Department</strong></td>
<td>June 30, 2004, with monthly billing</td>
<td>Not to exceed $2,200.00</td>
</tr>
<tr>
<td>Written Documentation: Technical and user documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task No. 29: JIS Additional District Court Functionality</strong></td>
<td>June 30, 2004, with monthly billing</td>
<td>Not to exceed $139,296.30</td>
</tr>
<tr>
<td>Written Documentation: Technical and user documentation</td>
<td></td>
<td></td>
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<tr>
<td><strong>Task No. 30: JIS Electronic Signature Component</strong></td>
<td>June 30, 2004, with monthly billing</td>
<td>Not to exceed $45,000.00</td>
</tr>
<tr>
<td>Written Documentation: Technical and user documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task No. 31: JIS District Court/Clerk EDR Electronic filing to DPS</strong></td>
<td>June 30, 2004, with</td>
<td>Not to exceed</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Amendment No. 2</th>
<th>Projected Completion Date</th>
<th>Disbursement Amount</th>
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<tr>
<td>Deliverable Task and Written Documentation</td>
<td></td>
<td></td>
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<tr>
<td><strong>Written Documentation</strong>: Technical and user documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task No. 32</strong>: JIS Addition of Other Dallas County Agencies</td>
<td>June 30, 2004, with monthly billing</td>
<td>Not to exceed $34,791.60</td>
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<tr>
<td><strong>Written Documentation</strong>: Technical and user documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task No. 33</strong>: JIS Additional Functionality for Existing Users</td>
<td>June 30, 2004, with monthly billing</td>
<td>Not to exceed $26,842.16</td>
</tr>
<tr>
<td><strong>Written Documentation</strong>: Technical and user documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task No. 21</strong>: AIS Pre-trial Release Module</td>
<td>March 31, 2004, with monthly billing</td>
<td>Not to exceed $77,900.00</td>
</tr>
<tr>
<td><strong>Written documentation</strong>: User and technical documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task No. 22</strong>: AIS Bonds Module</td>
<td>March 31, 2004, with monthly billing</td>
<td>Not to exceed $116,500.00</td>
</tr>
<tr>
<td><strong>Written Documentation</strong>: User and technical documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task No. 23</strong>: AIS Design &amp; Develop the Prosecution Report</td>
<td>March 31, 2004, with monthly billing</td>
<td>Not to exceed $48,500.00</td>
</tr>
<tr>
<td><strong>Written Documentation</strong>: User and technical documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task No. 24</strong>: District Attorney Intake Module</td>
<td>April 30, 2004, with monthly billing</td>
<td>Not to exceed $176,000.00</td>
</tr>
<tr>
<td><strong>Written Documentation</strong>: User and technical documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task No. 25</strong>: Grand Jury Module</td>
<td>April 30, 2004, with monthly billing</td>
<td>Not to exceed $57,000.00</td>
</tr>
<tr>
<td><strong>Written Documentation</strong>: User and technical documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task No. 26</strong>: Prosecution Basic Case Management Module</td>
<td>April 30, 2004, with monthly billing</td>
<td>Not to exceed $76,700.00</td>
</tr>
<tr>
<td><strong>Written Documentation</strong>: User and technical documentation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
III. ACCEPTANCES:

By their signatures below, the representatives of Dallas County and Contractor executing Amendment No. 1 represent that they are duly authorized to execute the Amendment No. 1 on behalf of their Party and to validly bind their Party to all terms, conditions, performances and provisions set forth herein.

DALLAS COUNTY

By: __________________________
Margaret Keliher
Dallas County Judge

Date: ________________________

INFOINTEGRATION, INC.

By: __________________________
Tonya M. Brenneman, President

Date: ________________________

Recommended:

By: __________________________
John M. Hennessey
MIS Director

Date: ________________________

Approved as to form*:

By: __________________________
Bob Schell, Chief Civil Section
Assistant District Attorney

*By law, the District Attorneys' Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).
Amendment No. 2
Exhibit D

Dallas County JIS – Phase V
January 1 – June 30, 2004
Contract Attachment

<table>
<thead>
<tr>
<th>Task</th>
<th>Completion Dates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 28 – JIS Hot-site Implementation with DPD</td>
<td>Apr. 1, 2004 – June 30, 2004</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>Task 29 – Additional District Court Functionality</td>
<td>Jan. 1, 2004 – June 30, 2004</td>
<td>$139,296.30</td>
</tr>
<tr>
<td>Task 30 – Electronic Signature Component</td>
<td>Mar. 1, 2004 – June 30, 2004</td>
<td>$45,000.00</td>
</tr>
<tr>
<td>Task 31 – District Court/Clerk EDR Elec. Filing to DPS</td>
<td>Feb. 1, 2004 – June 30, 2004</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Task 32 – Addition of Other Dallas County Agencies</td>
<td>Jan. 1, 2004 – June 30, 2004</td>
<td>$34,791.60</td>
</tr>
<tr>
<td>Task 33 – Additional Functionality for Existing Users</td>
<td>Jan. 1, 2004 – June 30, 2004</td>
<td>$26,842.16</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$430,430.06</strong></td>
</tr>
</tbody>
</table>

Deliverable Statements

**Task 27 – Ongoing Operations & Maintenance of JIS**
- System Administration and Security
- Routine Updates of Agency Data into JIS
- Ongoing support of Agency Administration Function – Police, Municipal Courts, ISDs
- Ongoing support of County Administration Function – District Attorney, Juvenile Department, Detention Court, District Court
- Helpdesk Management & User Satisfaction Survey
- Trouble Resolution for Helpdesk Tickets
- Change Management – Generation of change orders for out of scope issues causing new development
- Agency/User Training
- Database Performance Tuning
- Problem Resolution of Data Inconsistencies
- Weekly audits of incoming manually and uploaded records
- Ongoing support of Record Retention and Expungement
- Disaster Recovery and Backup Management
- Routine Maintenance and Periodic Upgrades to hardware and software
- Ongoing VPN Support
- Monthly reporting of Issue Management, User Satisfaction, and JIS metrics
Task 28 – JIS Hot-site Implementation with DPD
A – Meeting with DPD staff to determine technical requirements and specifications
B – Server Set-Up, Configuration, and Software Installation
   - Management and oversight of additional T1 installation
   - Configuration and software installation on existing server at DPD
   - Installation of SQL Server 2000 on existing server at DPD
   - Import current production JIS application and database to existing server at DPD
   - Configuration of replication service on current JIS server
   - Configuration of replication service on hot-site SQL server
   - Finalization and testing of hot-site fail-over

Task 29 – Additional District Court Functionality
A – Ability to Receive, Accept/Reject, and Modify Online Court Documents Prepared by Probation Officers (14)
   - Formation & facilitation of Online Court Document User Group
   - Business requirements gathering and documentation
   - Creation of 3 new JIS roles: District Judge, District Judge Admin, and Court Coordinator
   - Development of 3 District Court queues to receive online documents from Probation, including print capability, based on user role (304th, 305th, Detention)
   - Finalization and testing of receipt of online referrals, document acceptance/rejection, and printing of documents
   - User manual documentation for receipt of online documents
   - Online training documentation for receipt of online documents
   - Technical documentation of new functionality
   - Application and functionality changes transitioned to production environment
B – Ability to Generate Online Court Orders & Judgments (Approximately 40)
   - Business requirements gathering and documentation
   - Automation of Court Orders and Judgments
   - Development of insert, update, display, and print capabilities for the new PDFs
   - Testing and finalization of new PDF functionality
   - User manual documentation of new PDFs
   - Online training documentation of new PDFs
   - Technical documentation of new functionality
   - Application and database changes transitioned to production environment
C – Development of New Tab for Court Orders & Judgments
   - Business requirements gathering and documentation
   - Development of new tab and access based on system user roles
   - Testing and finalization of tab access and security
   - User manual documentation of new tab functionality
   - Online training documentation of new tab functionality
   - Technical documentation of new tab functionality
   - Application and database changes transitioned to production environment
D – JIS Training & Onboarding of District Judge Staff
   - Preparation & training documentation for District Judges & staff
   - Four 2-hour training sessions – approximately 12-15 per session
Task 30 – Electronic Signature Component
A – Set-up, Configuration, and Deployment of Electronic Signature Equipment
- Installation and roll out of purchased electronic signature equipment
- Database expansion and configuration for indexing of electronic signatures
- Application modifications to integrate signatures with Orders and Judgments
- Testing and finalization of new online signature equipment

B – Ability to Electronically Sign Online Court Orders & Judgments
- Business requirements gathering and documentation
- Development of insert, update, display, and print capabilities with Online Signatures
- Integration of Online Signatures with Creation & Automation of Court Orders & Judgments
- Testing and finalization of new online signature functionality
- User manual documentation of new online signature functionality
- Online training documentation of new online signature functionality
- Technical documentation of new functionality
- Application and database changes transitioned to production environment

Task 31 – District Court/Clerk EDR Elec. Filing to DPS
A – Requirements Gathering with State DPS with EDR Representatives
- Facilitation of meeting with DPS and Intake, Deferred Prosecution, District Attorney, and District Clerk to discuss EDR requirements
- Business requirements gathering and documentation

B – Enhancements to JIS to Account for Supplemental Disposition Reporting
- Business requirements gathering and documentation
- Development of supplemental report generation functionality
- Testing and finalization of new supplemental reports functionality
- User manual documentation of new supplemental reports functionality
- Online training documentation of new supplemental reports functionality
- Technical documentation of new supplemental reports functionality
- Application and database changes transitioned to production environment

C – Development of JIS Functionality to Generate EDR
- Business requirements gathering and documentation
- Development of EDR functionality
- Testing and finalization of new EDR functionality
- User manual documentation of new EDR functionality
- Online training documentation of new EDR functionality
- Technical documentation of new EDR functionality
- Application and database transitioned to production environment

D – Design and Implementation of Reporting Path to DPS
- Testing and finalization of EDR reporting path with DPS
- Technical documentation of new EDR functionality
- EDR transitioned to production environment
Task 32 – Addition of Other Dallas County Agencies
A – Addition of other law enforcement agencies
- University of Texas at Dallas (UTD) Police
- Methodist Hospital Police
- DART Police
- Dallas County Constable Precinct 1
- Dallas County Constable Precinct 2
- Dallas County Constable Precinct 3
- Dallas County Constable Precinct 3a
- Dallas County Constable Precinct 4a
- Dallas County Constable Precinct 5
  - Establishing JIS access for each agency
  - Setting up VPN connectivity and user accounts for each agency
  - Agency training for each agency (no more than 1 half-day session per agency)

B – Addition of other educational agencies (Charter Schools – 12)
- A. W. Brown-Fellowship Charter School
- Alpha Charter School
- Dallas Advantage Charter School
- Dallas Can Academy Charter School
- Dallas Community Charter School
- DCJJ Charter School
- Gateway Charter Academy
- Life Charter School
- NOVA Charter School
- Pegasus Charter School
- Renaissance Charter School
- Texas Language Charter School
  - Establishing JIS access for each agency
  - Setting up VPN connectivity and user accounts for each agency
  - Group Agency training for school agencies (no more than 5 group sessions)

Task 33 – Additional Functionality for Existing Users
Development of Additional JIS Enhancements & Functionality as Approved by JIS Executive Committee
- Business requirements gathering and documentation
- Application development and database changes for new functionality
- Testing and finalization of new functionality
- User manual documentation of new functionality
- Online training documentation of new functionality
- Technical documentation of new functionality
- Application and database changes transitioned to production environment
Dallas County AIS Phase III
January - April, 2004
Contract Attachment

<table>
<thead>
<tr>
<th>Task</th>
<th>Completion Dates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 21 - Pre-Trial Release Module</td>
<td>January 2, 2004 - March 31, 2004</td>
<td>$ 77,900.00</td>
</tr>
<tr>
<td>Task 22 - Bonds Module</td>
<td>January 2, 2004 - March 31, 2004</td>
<td>$ 116,500.00</td>
</tr>
<tr>
<td>Task 24 - District Attorney Intake Module</td>
<td>January 2, 2004 - April 30, 2004</td>
<td>$ 176,500.00</td>
</tr>
<tr>
<td>Task 25 - Grand Jury Module</td>
<td>January 2, 2004 - April 30, 2004</td>
<td>$ 57,000.00</td>
</tr>
<tr>
<td>Task 26 - Prosecution Case Management Module</td>
<td>January 2, 2004 - April 30, 2004</td>
<td>$ 76,700.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$ 553,100.00</strong></td>
</tr>
</tbody>
</table>

**Deliverable Statements**

**Task 21 – Pre-Trial Release Module**
- Formation and facilitation of a cross-functional user group that defines, tests, and finalizes the required Pre-trial Release Module functionality
- Detailed business requirements definition and documentation for the Pre-trial Release Module as defined in the business/process flows
- AIS Pre-trial Release Module and functionality defined, developed, tested and agreed upon by the cross-functional user group
- Module application and database changes integrated and successfully working and incorporated within AIS and the development environment
- User and technical documentation

**Task 22 – Bonds Module**
- Formation and facilitation of a cross-functional user group that defines, tests, and finalizes the required Bonds Module functionality
- Detailed business requirements definition and documentation for the Bonds Module as defined in the business/process flows
- AIS Bonds Module and functionality defined, developed, tested and agreed upon by the cross-functional user group
- Module application and database changes integrated and successfully working and incorporated within AIS and the development environment
- User and technical documentation
Task 23 - Design and Development of the Prosecution Report
- Formation and facilitation of a cross-functional DA user group that defines, tests, and finalizes the required Prosecution report (offense and arrest reports) functionality
- Detailed business requirements definition and documentation for the Prosecution Report as defined by the cross-functional user group
- AIS Prosecution Report functionality defined, developed, tested and agreed upon by the cross-functional DA user group
- Formation and facilitation of a cross-represented Police user meeting to share requirements and gain input regarding the required reporting
- Application and database changes integrated and successfully working and incorporated within AIS and the development environment
- User and technical documentation

Task 24 - District Attorney Intake Module
- Formation and facilitation of a cross-functional DA user group that defines, tests, and finalizes the required Intake functionality
- Detailed business requirements definition and documentation for the electronic filing process from and to police users, the case review process, and the indictment/information document preparation defined by the cross-functional user group
- AIS DA Intake Module functionality defined, developed, tested and agreed upon by the cross-functional DA user group
- Module application and database changes integrated and successfully working and incorporated within AIS and the development environment
- User and technical documentation

Task 25 - Grand Jury Module
- Formation and facilitation of a cross-functional Grand Jury user group that defines, tests, and finalizes the required Grand Jury functionality
- Detailed business requirements definition and documentation for the electronic filing process of indictments, grand jury referrals, case hearings, true bill/no bill process and notification as defined by the cross-functional Grand Jury user group
- AIS Grand Jury Module functionality defined, developed, tested and agreed upon by the cross-functional Grand Jury user group
- Module application and database changes integrated and successfully working and incorporated within AIS and the development environment
- User and technical documentation

Task 26 - Prosecution Case Management Module
- Formation and facilitation of a cross-functional DA/Prosecutor user group that defines, tests, and finalizes the required Prosecution Case Management functionality
- Detailed business requirements definition and documentation for the electronic filing process for the case assignment, and the case management process as defined by the cross-functional DA/Prosecutor user group
- AIS Prosecution Case Management Module functionality defined, developed, tested and agreed upon by the cross-functional DA user group
- Module application and database changes integrated and successfully working and incorporated within AIS and the development environment
- User and technical documentation
February 3, 2004

MISCELLANEOUS

1) COUNTY JUDGE - requests approval for Carter Blood Care to hold blood drives on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 23, 2004</td>
<td>Lew Sterrett Jail</td>
<td>11:00 p.m. to 2:00 a.m.</td>
</tr>
<tr>
<td>April 15, 2004</td>
<td>Frank Crowley</td>
<td>9:00 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>July 19, 2004</td>
<td>Dallas County Govt. (G.P.)</td>
<td>8:30 a.m. to 12:30 p.m.</td>
</tr>
<tr>
<td>July 19, 2004</td>
<td>Health &amp; Human Services</td>
<td>9:00 a.m. to 2:00 p.m.</td>
</tr>
<tr>
<td>July 20, 2004</td>
<td>George Allen Courts Bldg.</td>
<td>8:00 a.m. to 12:00 p.m.</td>
</tr>
<tr>
<td>July 21, 2004</td>
<td>Frank Crowley (2 day drive)</td>
<td>9:00 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>July 21, 2004</td>
<td>Records Building</td>
<td>9:00 a.m. to 2:00 p.m.</td>
</tr>
<tr>
<td>July 22, 2004</td>
<td>Frank Crowley</td>
<td>9:00 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>July 22, 2004</td>
<td>Henry Wade Justice Center</td>
<td>8:00 a.m. to 12:30 p.m.</td>
</tr>
<tr>
<td>July 22, 2004</td>
<td>North Dallas Govt. Center</td>
<td>8:00 a.m. to 11:30 a.m.</td>
</tr>
</tbody>
</table>

2) FACILITIES MANAGEMENT DEPARTMENT - The following departments have requested vending machines that are of too low volume to be economically feasible for our vending contractor, M-C Vending. Court policy allows for the Purchasing and Facilities Departments to source alternative contracting in these cases. The following are our recommendations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Support, George Allen, 1st Floor</td>
<td>Dr. Pepper Bottling Company of Texas</td>
</tr>
<tr>
<td>Schlumberger, Records Bldg., 5th Floor</td>
<td>Coca-Cola Enterprises, Inc.</td>
</tr>
<tr>
<td>Volunteer Fire Station, 1927 S. Beltline</td>
<td>Dr. Pepper Bottling Company of Texas</td>
</tr>
</tbody>
</table>

3) DATA SERVICES DEPARTMENT - requests approval:

a) for a DSL line from Southwestern Bell (SBC) via the State of Texas Department of Information Resources contract to support the move of the County’s web server. Cost is $1,800. Funding is available in the Project Budget, 00195.0.08630.2001.0.92011. Reviewed by IT Steering Committee, January 27, 2004. Recommended by the MIS Director.

b) to engage a Java Programmer at a rate of $90 per hour from Symmetrix Solutions to modify the County’s web based credit card applications to interface with the new Bank of America system. Funding not to exceed $9,000 is available in the Project Budget, 00195.0.08630.2001.0.92011. Recommended by the MIS Director.
4) **PUBLIC WORKS DEPARTMENT** - requests authorization to transfer a Flat File Cabinet from the Public Works Department to the Facilities Management Department. The Facilities Department will utilize the cabinet in the George Allen basement to store blue prints. Recommended by the Office of Budget and Evaluation.

5) **HUMAN RESOURCE/CIVIL SERVICE DEPARTMENT** - requests approval to reimburse the following HR line items from the Benefits Trust for printing costs and supplies used during Benefits Enrollment 2004.

<table>
<thead>
<tr>
<th>Account #</th>
<th>Account Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02180</td>
<td>Printing/Imaging</td>
<td>$8,688.00</td>
</tr>
<tr>
<td>02160</td>
<td>Office Supplies</td>
<td>$5,829.14</td>
</tr>
</tbody>
</table>

Total: $14,571.14

**TRAVEL REQUESTS**

6) **CONSTABLE, PRECINCT 2** - requests approval for Sgt. Casstevens, Deputies Kuhn, Kurtz, Rollins, Suits and Pittman to attend the mandated Civil Process School in Austin, Texas on February 8-12, 2004 and for the use of two County vehicles at no other cost to Dallas County.

7) **PUBLIC WORKS DEPARTMENT** - requests approval for Kasem Elkhalid to attend and participate in the Microsoft Access Advanced One-Day Seminar in Dallas, Texas on March 18, 2004: $149 is available in General Fund, Public Works Department, Conference/Staff Development Account, FY Budget 2004, (00120.2010.2050.2004).

8) **PURCHASING DEPARTMENT** - requests approval for Phillip Vasquez or a Purchasing’s Department Representative to attend the County Purchasing Association Board of Directors Meeting in Austin, Texas on February 12-13, 2004. $296 is available from the DDA Account.

9) **INSTITUTE OF FORENSIC SCIENCES** - requests approval for:

   a) David Spence to attend a Footwear Impression Training Class in Austin, Texas on March 7-12, 2004: $754 is available in General Fund, Crime Lab Department, Conference Travel Account, FY Budget 2004, (00120.3311.04210.2004).
b) Dr. Stacy Denison and Ismael Parra to attend the Level 1 Blood Spatter Course in Carrollton, Texas on August 2-6, 2004: $780 (registration fee) is available in General Fund, Crime Lab Department, Conference Travel Account, FY Budget 2004, (00120.3311.04210.2004).


10) **HEALTH & HUMAN SERVICES DEPARTMENT** - requests approval for:

a) Manuel Migoni and Brent Dickerson to attend the Section 8 RHIP Training in Anaheim, CA on February 4-7, 2004: $1,062 is available in Grant Fund, Section 8 Department, Training Fee Account, FY Budget 2000, (00466.08050.2460.2000).

b) Dr. Assefa Tulu to attend the National Bio Watch Workshop: Bio Watch Cities Leading the Way in Washington, D.C. on February 10-12, 2004 at **no cost to Dallas County**.

c) Carmen Friday, Kesete Yohannes, Leslie Anderson, and Regina Hawkins to attend the Section 8 Tenmast Software PIC Training in Dallas, Texas on February 11, 2004: $500 (registration fees) is available in Grant Fund, Section 8 Department, Training Fee Account, FY Budget 2000, (00466.08050.2460.2000).

d) Regina Richardson-Idaho, Joyce McQuirter, and Oscar Hernandez to attend the advanced STD MIS Computer Training Course in Austin, Texas on February 11-13, 2004: $1,630 is available in Grant Fund, VD Epidemiology Department, Conference Training Account, FY Budget 2004, (00466.8706.02460.2004).


f) Betty Gray to attend the Texas On-Site Wastewater Research Council Conference and receive Continuing Education Hours in Waco, Texas on March 2-3, 2004: $210.40 is available in General Fund, Environmental Health Department, Training Account, FY Budget 2004, (00120.5211.02460.2004) and $90 is available in General Fund, Environmental Health Department, Mileage Account, FY Budget 2004, (00120.5211.01080.2004).
g) Anthony Jenkins to attend the Texas On-Site Wastewater Research Council Conference and receive Continuing Education Hours in Waco, Texas on March 2-3, 2004: $210.40 is available in General Fund, Environmental Health Department, Training Account, FY Budget 2004, (00120.5211.02460.2004) and $75 is available in General Fund, Environmental Health Department, Mileage Account, FY Budget 2004, (00120.5211.01080.2004).

h) Rudolph Phillips to attend the Texas On-Site Wastewater Research Council Conference and receive Continuing Education Hours in Waco, Texas on March 2-3, 2004: $210.40 is available in General Fund, Environmental Health Department, Training Account, FY Budget 2004, (00120.5211.02460.2004) and $97.50 is available in General Fund, Environmental Health Department, Mileage Account, FY Budget 2004, (00120.5211.01080.2004).

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

Travel Request briefed after travel has occurred:

11) PUBLIC WORKS DEPARTMENT - requests approval for Wayne Barr to attend and participate in the Safety Inspection of In Service Bridges 2-Week Course in Austin, Texas on February 2-13, 2004 and the use of a County vehicle to travel outside the County line and at no other cost to Dallas County. (Seven exceptions since January, 2002 to present).

MISCELLANEOUS EQUIPMENT

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>ITEMS:</th>
<th>ESTIMATED COST:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1035 Tax Assessor/Collector</td>
<td>16 - Computers - $868 each</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16 - Surge Protectors - $28 each</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16 - Cable Drops - $150 each</td>
<td></td>
</tr>
<tr>
<td>FUNDING SOURCE:</td>
<td></td>
<td>Major Technology Fund</td>
</tr>
<tr>
<td>$16,736</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**DEPARTMENT:** 1040  
**ITEM:**  
**ESTIMATED COST:** $2,195  
**FUNDING SOURCE:** Reserves and Contingency, Furniture and Equipment  
**PROPOSED ACTION:** The County Auditor requests approval to purchase a check signing machine to replace a 11-year-old machine that's broken and can no longer be repaired. This machine will be used to sign the more than 45,000 Special and Trust checks the Auditor signs per year. Currently the Auditor's Office is manually signing these checks. It's a slow process and ties up the time of a senior staff every day to sign the checks by hand. The Treasurer's Office signs the same checks by machine after they're signed by the Auditor. The machine will provide a running count, record of the checks signed, more security, and more professional appearance. Furthermore, with the signing machine, the check signing duty can be delegated to one of the clerical staff which can't be done with the manual signature process. Recommended by the Office of Budget and Evaluation.

**DEPARTMENT:** 1035  
**ITEMS:**  
**ESTIMATED COST:** $336  
**FUNDING SOURCE:** Reserves and Contingency, Furniture and Equipment
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ITEMS</th>
<th>ESTIMATED COST</th>
<th>FUNDING SOURCE</th>
<th>EXPENDITURE SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4) 2060</td>
<td>Veterans Service</td>
<td>1 - 5 drawer, letter size, vertical with locks</td>
<td>$265</td>
<td>Within Budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>00120.2060.02090.2004 (General Fund, Veterans Service, Property less than $5,000, FY2004)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PROPOSED ACTION: The Tax Office requests approval to purchase two vertical filing cabinets with locks for the Irving substation. These cabinets are needed as the existing cabinets are now filling up to capacity. Recommended by Records Management.</td>
<td></td>
</tr>
<tr>
<td>(5) 1090</td>
<td>Data Services</td>
<td>1 - DLT tape drive 1 - Server rack 1 - Console Switch 12 - DLT IV tapes</td>
<td>$922</td>
<td>Major Technology Fund</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>00195.0.08630.2001.0.9201I (Major Technology, Computer Hardware, FY2001, E-Commerce Project)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PROPOSED ACTION: Additional equipment required to bring web project in house. Recommended by the MIS Director.</td>
<td></td>
</tr>
<tr>
<td>(6) 3311</td>
<td>Institute of Forensic Sciences - Criminal Inv. Laboratory</td>
<td>1 - Date/Time Clock</td>
<td>$635</td>
<td>Reserves and Contingency, Furniture and Equipment</td>
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<td></td>
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<td></td>
<td>00120.3311.02090.2004 (General Fund, Crime Lab, Equipment less than $5,000, FY2004)</td>
<td></td>
</tr>
</tbody>
</table>
PROPOSED ACTION: Dr. Barnard of the Institute of Forensic Sciences is requesting permission to replace the Evidence Registration Time/Date stamp clock that did not adjust for the year 2004. The current clock has been certified by the contracted maintenance provider as no longer having parts available to update the wheel. Recommended by Office of Budget and Evaluation.

(7) DEPARTMENT: Home Loan Counseling Center
ITEMS:
2 - Standard Computers w/ Microsoft Office - $1,600 each
2 - Printers - $470 each
ESTIMATED COST: $4,140
FUNDING SOURCE: Within Budget
EXPENDITURE SOURCE: 00466.0.02093.2002.0.09318 (Grant Fund, Computer Hardware less than $5,000, FY2004, Home Loan Counseling Center Grant)

PROPOSED ACTION: The Home Loan Counseling Center requests authorization to purchase two standard computers and two printers. One computer and printer is a replacement for the Center's administrator as the current computer is not appropriate to upgrade to accommodate new mortgage software programs. The second computer and printer are to be utilized by one of the Housing Counselor positions that have never been assigned a computer. Recommended by the Management Information Systems Director.

(8) DEPARTMENT: Sheriff’s Office, Inmate Programs
ITEMS:
8 - Typewriters ($110)
ESTIMATED COST: $880
FUNDING SOURCE: Within Budget
EXPENDITURE SOURCE: Commissary Fund
PROPOSED ACTION: The Sheriff’s Office, Inmate Programs Division has requested approval to replace eight typewriters used by the inmates. The typewriters are used by the inmates conducting legal research in the jail law libraries. Recommended by the Office of Budget and Evaluation.

(9) DEPARTMENT: Probate Court 1
ITEMS:
1 - Computer with flat-screen monitor - $1,800
2 - Printers - $800
Judge Nikki DeShazo of Probate Court 1 is requesting permission to expend DDA funds for a new computer and printer for her bench and a new printer to replace the current non-working unit in her office. Recommended by Office of Budget and Evaluation.

TELECOMMUNICATIONS REQUEST

CSCD M-0401045 requests to install a Southwestern Bell single-line on the 2nd floor of the east office to support a Kiosk Server. Installation: $75.00; monthly service increase: 35.00; Recommended.

District Clerk M-0401015 requests to install a new phone line cable in the Trust department to relocate employee to new location. Equipment: $38.00; Installation: $0.00; labor covered by contract; no monthly service increase. Recommended.

Family Court Services M-0401034 requests to relocate existing single-line phone to a new location. Equipment: $0.00; Installation: $0.00; labor covered by contract; no monthly service increase. Recommended.

Civil Court Masters M-0401031 requests to program a number change for an existing single-line phone for Associate Judge. Equipment: $0.00; Installation: $0.00; labor covered by contract; no monthly service increase. Recommended.

Auditors M-0401023 requests to install a phone line in room 407 of the Records building to relocate a single-line for a new employee. Installation: $33.00; monthly service increase: 35.00; Recommended.

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