

**Upcoming
Council Agenda Items**

Memorandum



CITY OF DALLAS

DATE March 20, 2015

TO Members of the Public Safety Committee: Sheffie Kadane (Chair), Adam Medrano (Vice-Chair), Dwaine Caraway, Jennifer S. Gates, Sandy Greyson, Scott Griggs

SUBJECT Service Contract for Radio Tower Repairs

The April 8, 2015 Council Agenda will include an item to authorize a five-year contract with AmChel Communications, Inc., to provide radio tower repair services in an amount not to exceed \$387,000. The contract will establish pricing for a specific term for services which include installation and repair of antennas, cables, lightning protection devices, tower lighting equipment, security equipment, tower grounding and other repair services as needed.

The City currently owns and maintains 30 communication antenna towers with heights up to 500 feet which are used in the City's radio communication systems. The radio network supports the operations of various departments including Police, Fire-Rescue, Water Utilities, Park and Recreation, Transportation, Street Services, Sanitation, Aviation, Code Compliance and Convention and Event Services.

Please contact Bill Finch at 670-1890 if you have any questions.

A handwritten signature in black ink that reads "Jill Jordan".

Jill A. Jordan, P.E.,
Assistant City Manager

c: Honorable Mayor and Members of the City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, First Assistant City Manager
Eric D. Campbell, Assistant City Manager

Mark McDaniel, Assistant City Manager
Joey Zapata, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager – Mayor & Council

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Date: March 20, 2015

To: Honorable Members of the Public Safety Committee: Sheffie Kadane (Chair), Adam Medrano (Vice Chair), Dwaine R. Caraway, Jennifer S. Gates, Sandy Greyson, and Scott Griggs

Subject: Authorize Acceptance of the City of Dallas BKZ1433 Consultant Service Contract to Conduct Comprehensive Job Analyses for Fire-Rescue Uniformed Ranks

Business Development and Procurement Services has recommended the contract to conduct comprehensive job analyses for the following Dallas Fire-Rescue Department (DFR) uniformed ranks be awarded to Ergometrics and Applied Personnel Research, Inc. (Ergometrics):

Trainee Fire Rescue Officer
Fire Rescue Driver Engineer
Fire Rescue Lieutenant
Fire Rescue Captain
FireRescue Battalion/Section Chief

Trainee Fire Prevention Officer
Senior Fire Prevention Officer
Fire Prevention Lieutenant
Fire Prevention Captain
Fire Prevention Section Chief

Ergometrics will be responsible for performing a comprehensive job analysis for each of the 10 ranks and developing an examination plan based on the results of the analyses.

A job analysis is a systematic process for collecting information about a job (e.g., tasks, tools, knowledges, skills, and abilities (KSAs) and work environment). The job analysis procedures include: 1) observing employees doing their jobs, 2) conducting focus group meetings, 3) completing questionnaires, and 4) analyzing the data from the questionnaires.

The existing job analyses for which the current employment tests are based are over 10 years old and must be updated in order to develop job-related tests that reflect current job requirements and are compliant with federal and other statutes. DFR has experienced organizational and technological changes such as the addition of a modernized Urban Search and Rescue Team, a Wildland Firefighting Team, an Explosive Ordnance Team, thermal imager use, and Computer Aided Dispatch System implementation since the last job analyses. Industry standards dictate that in-depth job analyses should be conducted every few years to ensure tests and other selection instruments reflect current job information. The job analysis information is used to establish the examination plan including the proper weights of test components (e.g., written examination and assessment center) to ensure that the most qualified person is hired or promoted. The City is seeking favorable recommendation from the Public Safety Committee to authorize the acceptance of the consultant service contract to Ergometrics and Applied Personnel Research, Inc. This item will be placed on the March 25, 2015 City Council Agenda.

Eric D. Campbell
Assistant City Manager

cc: Honorable Mayor and Members of the City Council
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DATE: March 20, 2015

TO: Members of the Public Safety Committee:
Sheffie Kadane (Chair), Adam Medrano (Vice Chair), Dwaine Caraway, Jennifer S. Gates,
Sandy Greyson, Scott Griggs

SUBJECT: Authorize Acceptance of Grant Award and Execution of the Grant Agreement for Fireman's Fund

The City of Dallas has been awarded a grant by Fireman's Fund under The Heritage Program in the amount of \$12,927.00 for the training and education at Fire Station #56 in Council District 11.

The Fireman's Fund will allow DFR to purchase a laptop, software and ancillary equipment specifically for Station 56 as part of planned officer training improvement. The software allows for the facilitator to create fire, smoke, explosions and other such real-life hazards encountered during emergencies. This will improve our response capabilities and provide an invaluable training resource.

The City is seeking recommendation from the Public Safety Committee to authorize the acceptance of the grant funds and execution of the grant agreement between the City of Dallas and Fireman's Fund. This item will be placed on the March 25, 2015 City Council Addendum.



Eric D. Campbell
Assistant City Manager

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TO: Honorable Members of the Public Safety Committee: Sheffie Kadane (Chair), Adam Medrano (Vice Chair), Dwaine R. Caraway, Jennifer S. Gates, Sandy Greyson, Scott Griggs

SUBJECT: Authorize a Three-Year Master Agreement for Police Pre-employment polygraph examinations

Upon completion of a formal competitive proposal process, the City seeks authorization to initiate a three-year master agreement for Police pre-employment polygraph examinations totaling \$360,400 with the most responsive bidders Ruiz Protective Service, Inc. in the amount of \$320,400 and Dalhousie Polygraph Services, Inc. in the amount of \$40,000.

This Master Agreement will provide pre-employment polygraph examinations for all Police sworn and selected civilian applicants. All applicants applying for Dallas Police Department (DPD) positions are required to have a polygraph examination as part of the personnel screening process. The pre-employment polygraph examination is an essential tool utilized by Police administrators as part of the selection process of possible candidates. It is anticipated that approximately 3,850 applicants will be tested within the next three years. In certain instances where DPD hosts large recruiting events away from the Dallas Ft. Worth Metroplex, DPD provides all of the needed facilitators to complete testing at that location to encourage more applicants.

The City is seeking support and recommendation from the Public Safety Committee to authorize this master agreement for the Police pre-employment polygraph examinations. This item will be placed on the April 8, 2015 City Council Agenda.

A handwritten signature in cursive script, reading "Eric D. Campbell".

Eric D. Campbell
Assistant City Manager

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Date: March 20, 2015

To: Honorable Members of the Public Safety Committee: Sheffie Kadane (Chair), Adam Medrano (Vice Chair), Dwaine R. Caraway, Jennifer S. Gates, Sandy Greyson, and Scott Griggs

Subject: Authorize a One-Year Renewal Option to the Contract with Xerox, State and Local Solutions, Inc. for Meter Operations and a Parking Management Information System

The City seeks authorization to exercise the option for a one-year renewal to the contract with Xerox, State and Local Solutions, Inc. (formerly ACS State and Local Solutions, Inc.) for services related to meter operations and a parking management information system for the period May 2, 2015 through May 1, 2016. Estimated net annual parking revenue is \$7,500,000.

In 2005, City Council authorized two concurrent 5-year agreements and one 1-year renewal option with ACS State and Local Solutions, Inc. to provide a comprehensive turnkey parking management system. Professional services included Parking Management Information Systems, Customer Services, and Parking Meter and Parking Lot Collections and Maintenance.

In addition, the 1-year renewal option will benefit the City by:

- 1) The removal of the baseline revenue guarantee provision for 2013, 2014, and 2015 and waiver of any corresponding penalties;
- 2) The addition of ten (10) IPS M5 single-space high-tech parking meters;
- 3) The provision of additional handheld software integration for parking enforcement;
- 4) The transfer of any responsibility for fees related to credit card processing (meters and citations) and meter operations from to Xerox, State and Local Solutions, Inc.;

The City is seeking a recommendation from the Public Safety Committee to accept the option for a one-year renewal to the contract with Xerox, State and Local Solutions, Inc. (formerly ACS State and Local Solutions, Inc.) for services related to meter operations and a parking management information system. This item will be placed on the March 25, 2015 City Council Agenda.



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Assistant City Manager

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SUBJECT Authorize a Construction Contract to Renovate, Upgrade and Expand the Security System at Dallas City Hall and Parking Garage

The April 8, 2015 Council Agenda will include an item to authorize a construction contract with Schneider Electric Buildings Americas, Inc. in the amount of \$853,956 to renovate, upgrade and expand the building security system at Dallas City Hall and the parking garage. Design of this important security project began in April, 2013 and proposals for the construction contract were received in August, 2014.

This contract addresses the maintenance and reliability issues experienced with the current video and access control systems installed in 2009. This project integrates the video and access control systems using current technology, provides surveillance coverage of the parking garage, enhances plaza and surface parking lot surveillance, increases camera resolution throughout the system, significantly increases video storage, provides updated intercom capabilities, expands card access capabilities for sensitive areas of the facility, and better supports future integration with the fire alarm system. As resources allow, this system will accommodate future expansion to address security in other facilities such as the Oak Cliff Municipal Center.

The implementation of these security enhancements will provide a safer environment for the public, elected and appointed officials, and staff conducting business in Dallas City Hall.

Please contact me or Errick Thompson at (214) 670-0196 if you have any questions.


Mark McDaniel
Assistant City Manager

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Errick Thompson, P.E., Equipment and Building Services