

# Memorandum



CITY OF DALLAS

DATE September 18, 2015

TO The Honorable Mayor and Members of the City Council

SUBJECT FY 2015-16 Budget Amendments

During the budget amendment workshop held earlier this week, a majority of Council Members expressed support through straw votes for the following amendments.

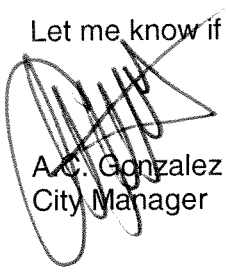
Source of Funds	Amount	Use of Funds	Amount
Fuel Savings	\$1,584,759	Cultural arts - to be allocated by Cultural Affairs Commission (*see note below)	\$300,000
Wellness program	532,780	Animal services	783,000
Mayor and Council Office reduction	132,000	Senior services home repair	215,604
		Code compliance - add 3 multi-family officers	286,155
		Safe routes	173,890
		Sidewalks for DART stations	173,890
		Community Prosecution enhancement	185,000
		Street & Alley Improvements	132,000
<b>Total \$2,249,539</b>		<b>Total \$2,249,539</b>	
<p>*Note: Cultural arts funds would be allocated by the Cultural Affairs Commission with the following guidance:</p> <ul style="list-style-type: none"> <li>✓ At least one-third should be allocated to culturally or ethnically specific artists, organizations, or programs.</li> <li>✓ At least one-third should be allocated to organizations whose primary focus is providing direct creative and artistic services and programs that serve youth and family in the City of Dallas.</li> <li>✓ At least one-third should be allocated to individual artists or emerging organizations through cultural contracts programs or the cultural centers.</li> </ul>			

In addition to the City Council member proposed amendments, support was expressed for 3 adjustments proposed by staff, including:

- ✓ Transfer \$25,000 for Youth Commission from the Park and Recreation Department to Intergovernmental Services.
- ✓ Accelerate \$7.3m of existing voter-approved street proposition bond funds from FY 2016-17 to FY 2015-16 for street and alley improvements.
- ✓ Increase Department of Aviation's transfer to the Aviation Capital Construction Fund using \$2.66m of additional Love Field concession revenues.

The above amendments and adjustments will be incorporated into the FY 2015-16 Appropriation Ordinances for approval Tuesday, September 22<sup>nd</sup> at 7:00 a.m.

Let me know if you have any questions.



A.C. Gonzalez  
City Manager

c: 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  
Jill A. Jordan, P.E., Assistant City Manager  
Joey Zapata, Assistant City Manager

Mark McDaniel, Assistant City Manager  
Eric Campbell, Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager

# Memorandum



CITY OF DALLAS

DATE September 18, 2015  
TO Honorable Mayor and Members of the City Council  
SUBJECT FY 2015-16 Budget: Proposed Amendment

Based on communication with Council Member Carolyn King Arnold this afternoon, Ms. Arnold proposes the following amendments to the FY 2015-16 budget:

Amendment #1 - Source of Funds:  
Planning and Design Studio - \$1,000,000

Amendment #1 - Use of Funds:  
Animal Shelter – enhance shelter capacity - \$410,000  
Library – Replace, rehab, or repair mobile library units - \$180,000  
City Hall healthy food option cafeteria - \$300,000  
Community Prosecutor (city-wide) - \$110,000  
Total - \$1,000,000

Amendment #2 - Source of Funds:  
Fuel savings - \$450,000

Amendment #2 - Use of Funds:  
Animal Shelter – enhance shelter capacity - \$450,000

Please let me know if you need additional information.

A handwritten signature in black ink, appearing to read 'A.C. Gonzalez'.

A.C. Gonzalez  
City Manager

c: 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

Jill A. Jordan, P.E., 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

# Memorandum



CITY OF DALLAS

DATE September 18, 2015

TO Honorable Mayor and Members of the City Council

SUBJECT FY 2015-16 Budget Discussion: Follow-up to Questions

During your Budget Amendment Workshop earlier this week, questions were asked about the staffing related to Open Records within the Public Information Office and whether the positions and Open Records responsibility would be better aligned within the City Secretary's Office.

The Public Information Office proposed budget for FY 2015-16 includes 2 positions and \$155,957 that is fully dedicated to Open Records. Additionally, 1 support position for the entire Public Information Office provides some support to the Open Records function when the number of requests and workload is more than the 2 fully dedicated staff is able to manage.

If Council amends the proposed budget to move the Open Records function from the Public Information Office to the City Secretary's Office, then 2 positions (\$155,957) could be transferred. The City Secretary has requested 3 positions. The third position that assists with open records serves PIO in other functions, therefore, the City Secretary's Office would need additional funding of \$60,000 for an additional full-time position.

Among the big cities in Texas, Open Records are processed within the Public Information Office in Houston and San Antonio. This function is assigned to the City Attorney's Office in Austin and the City Secretary/PIO in Fort Worth. Having this function within the Public Information Office in Dallas is in line with how other large peer cities manage open records requests.

Additionally, the Public Information Office is currently in the process of implementing an overhaul of the Open Records platform to make the system more efficient, transparent and provide online payment capabilities. The transfer of this function could delay the project.

Another issue that was discussed on Wednesday that warrants additional follow-up is in regards to "planning" positions within the City. Below is a matrix illustrating the number of positions whose job titles or descriptions explicitly refers to planning and typically require education and/or experience in city planning, public policy or architecture. The job title of Planner is a broad category that encompasses a wide variety of functional responsibilities and does not differentiate between technical specialties or area of focus. For example, some of the professionals classified as planner have educational and

professional expertise as transportation planners, historic preservation planners or zoning and land use planners.

Department	Chief Planner		Senior Planner		Planner		Planng Technician		Total	
	Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
Office of Economic Development	1								1	0
Planning & Neighborhood Vitality	1		8	4	1				10	4
Street Services	1						1		2	0
Sustainable Development & Construction	5		14	3	3				22	3
<b>Total</b>	<b>8</b>	<b>0</b>	<b>22</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>35</b>	<b>7</b>

The largest number of positions identified are in the Sustainable Development and Construction Department and their work is specialized in zoning or historic preservation cases and code amendments. The Planning and Neighborhood Vitality Department, which has the second largest number of planners, was created last year to consolidate broader planning functions related to citywide and neighborhood planning, bringing together existing planning positions from several departments including Sustainable Development and Construction, Housing, Public Works and the CityDesign Studio.

Additionally, there are other employees at various levels in the City who have planning backgrounds, although their job titles and functions are more specifically specialized to the delivery of personnel/project/program management, etc.

Please let me know if you need additional information.

  
 A.C. Gonzalez  
 City Manager

c: 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  
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 Elsa Cantu, Assistant to the City Manager

# Memorandum



CITY OF DALLAS

DATE September 18, 2015

TO Honorable Mayor and Members of the City Council

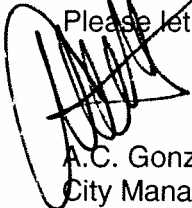
SUBJECT Required Motion to Adopt Ad Valorem Property Tax Rate

The Tuesday September 22<sup>nd</sup> City Council agenda includes the final reading and adoption of the appropriation ordinances for the proposed FY 2015-16 operating, grants/trusts, and capital budgets. These ordinances have been revised to reflect amendments that a majority of Council Members expressed support of through the straw vote process during the Amendment Workshop.

Additionally, the September 22<sup>nd</sup> agenda includes the ordinance setting the tax rate at \$0.7970 per \$100 valuation for FY 2015-16. The Texas Property Tax Code requires specific language in the motion to adopt the ordinance setting the tax rate. The motion must be made in the following form: *"I move that the property tax rate be increased by the adoption of a tax rate of \$0.7970, which is effectively a 4.88 percent increase in the tax rate."*

The vote on the budget ordinances and the vote on the tax rate must be record votes.

Please let me know if you need additional information.



A.C. Gonzalez  
City Manager

c: Warren M.S. Ernst, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
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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

# Memorandum



DATE: September 18, 2015

TO: Honorable Members of the Public Safety Committee:  
Adam Medrano (Chair), B. Adam McGough (Vice Chair), Jennifer S. Gates, Sandy Greyson,  
Philip T. Kingston, Tiffinni A. Young

SUBJECT: Response to Questions from the Monday, September 14, 2015 Public Safety Committee Meeting

The Public Safety Committee was briefed on Monday, September 14, 2015 regarding the upcoming addendum item #5 on the Tuesday, September 22, 2015 Council Agenda. This item is to authorize an interlocal agreement with Dallas County Health and Human Services to provide the professional services of its Health Authority for the City for the period October 1, 2015 through September 30, 2017.

At the briefing, we were asked to provide the committee members a copy of the interlocal agreement and a copy of the agreed upon plan for future response to public health emergencies that affect the City of Dallas; both items are attached. This item is scheduled for consideration by the Commissioners Court on Tuesday, September 29, 2015.

Additionally, we were asked to provide information on the previous actions for this resolution and reporting for future services rendered by the Health Authority on the City's behalf.

In the 2009-2010 adopted budget, the Environmental & Services Department was consolidated and the responsibility for the Health Authority was transferred to Dallas County Health and Human Services.

Previous interlocal agreements for professional services of the Health Authority to the City of Dallas were approved by City Council on October 11, 2011 (resolution: 11-2829) and on November 12, 2013 (resolution: 13-1928). However, these agreements did not include a reporting requirement to the City.

The proposed interlocal agreement with Dallas County Health and Human Services stipulates that monthly reports of Health Services performed within the City of Dallas by Dallas County Health and Human Services be sent to the City's Director of the Office of Emergency Management.

Should you have any questions please contact Rocky Vaz, Director of the Office of Emergency Management, at 214-670-4275.



Eric D. Campbell  
Assistant City Manager

Attachment

cc: 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

Jill A. Jordan, P.E., 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

THE STATE OF TEXAS    )  
  )  
COUNTY OF DALLAS    )

CITY/COUNTY INTERLOCAL CONTRACT FOR PUBLIC HEALTH SERVICES

This Interlocal Agreement (the “Contract”) is made and entered into in the County of Dallas, State of Texas, by and between the City of Dallas, a Texas municipal corporation, duly incorporated and existing under the constitution and laws of the State of Texas and the Dallas City Charter (the “City”), and the County of Dallas, Texas, a political subdivision of the State of Texas, created and existing under Article XI, Section 1 of the Texas Constitution (the “County”).

**WHEREAS**, the Interlocal Cooperation Act, Government Code Chapter 791, authorizes any local government to contract with one or more local governments to perform governmental functions and services;

**WHEREAS**, the City and County desire to enter into an agreement, in accordance with the Interlocal Cooperation Act and the Local Public Health Reorganization Act, Texas Health and Safety Code Chapter 121 (the “Act”) for the professional services of the Dallas County Health and Human Services Department (hereinafter, the “Health Authority”) to act on behalf of the City as its health authority for the limited purposes stated in this Contract, in providing essential public health services, as defined by Section 121.002 of the Act, and Chapter 81 of the Health and Safety Code regarding communicable diseases, but not for any purpose under the Texas Disaster Act of 1975; and

**WHEREAS**, the County has agreed to provide the essential public health services set forth in this Contract as the Health Authority for the City in accordance with the terms and conditions set forth herein for a period of two (2) years.

**NOW THEREFORE**, this Contract is hereby made and entered into by the City and County for the mutual considerations stated herein:

**I.**

For a two (2) year term commencing on October 1, 2015 and terminating on September 30, 2017, the City hereby appoints the County to serve as its Health Authority. County hereby agrees to perform the essential public health services set forth in Section 121.002 of the Act and to provide the services of its Medical Director, who has consented to act in the capacity of the City’s Health Authority with regard to providing the essential health services, for the two (2) year term of this Contract.

**II.**

The County agrees to notify the City’s Director of the Office of Emergency Management within 24 hours of an incidence in which it becomes aware of an infectious disease outbreak. The City’s



Director of the Office of Emergency Management will notify the appropriate City departments upon receipt of such notice from the County. The County will respond to the City's incidence report as soon as practicable, but no later than 24 hours after receipt, and will submit monthly epidemiology reports of reportable diseases and a report of health services rendered to the City. In accordance with Chapter 121 of the Act, the Dallas County Medical Director/Health Authority agrees that the Scope of Services to be provided by the Health Authority shall include duties that are:

- (1) necessary to implement and enforce a law to protect the public health; or
- (2) prescribed by the Public Health Board of the State of Texas.

The duties of the Health Authority shall also include:

- (1) establishing, maintaining, and enforcing quarantine in the Health Authority's jurisdiction;
- (2) aiding the Board in relation to local quarantine, inspection, disease prevention and suppression, birth and death statistics, and general sanitation in the Health Authority's jurisdiction;
- (3) reporting the presence of contagious, infectious, and dangerous epidemic diseases in the Health Authority's jurisdiction to the Board in a manner and at the times prescribed by the Board; and
- (4) reporting to the Board on any subject on which it is proper for the Board to direct that a report be made; and
- (5) aiding the Board in the enforcement of the following in the Health Authority's jurisdiction:
  - (A) proper rules, requirements, and ordinances;
  - (B) sanitation laws;
  - (C) quarantines rules; and
  - (D) vital statistics collections.

### **III.**

In the event of a public health disaster or communicable disease outbreak as described in Chapter 81 of the Health and Safety Code, the City and the County agree to act in a unified command structure in accordance with the document titled Standard Operating Procedure, Health Emergencies Unified Command, number D.14, effective October 1, 2015, attached hereto as

Exhibit A, that will ensure effective communication between City and County officials, a coordinated response to the public health emergency, and the efficient utilization of local, state, and federal resources and assistance. Within 8 hours of a request from the City's Director of the Office of Emergency Management, the County agrees to request resources from the State of Texas to assist with the public health emergency.

#### **IV.**

Sections 121.022 and Section 121.024 of the Act designates the Health Authority as "a state officer" when performing duties prescribed by the state law. Section 121.022(a)(1)- (2) requires the Health Authority to be a competent physician with a reputable professional standing, who is legally qualified to practice medicine in Texas and a resident of Texas. To be qualified to serve, Section 121.002(b)(1)- (2) requires the Health Authority to take and subscribe to the official oath, and file a copy of the oath and appointment with the Board. The Health Authority shall satisfy and maintain these requirements during his/her term as the City's Health Authority.

#### **V.**

Subject to Section VI hereunder, City agrees to reimburse County on a yearly basis for the direct costs incurred in the provision of professional services of the Health Authority on tasks assigned by the City in connection with the essential health services described in this Contract.

In consideration of the services to be performed by the County during the term of this Contract, the City shall pay the County in an amount not to exceed TWENTY THOUSAND AND 00/100 DOLLARS (\$20,000.00) at a rate of TEN THOUSAND AND 00/100 DOLLARS (\$10,000.00) per year (subject to appropriations) for services described in the Contract. Both parties agree that payments for the services specified under this Contract shall be from the City's current revenues and are subject to annual appropriations.

#### **VI.**

City shall not be liable to the County in excess of the amounts referenced above. Health Authority will not be required to perform any professional services on behalf of the City in excess of the above agreed upon amount within the two (2) year contract term. In the event of a public health emergency, the City's City Manager is authorized to purchase additional emergency health services in accordance with applicable law. The County will submit invoices to the City for reimbursement on a 6-month basis.

#### **VII.**

This Contract will commence on October 1, 2015 and terminate on September 30, 2017. Either party may terminate this Contract, without cause, upon thirty (30) days written notice to the other, with the understanding that all services and obligations being performed under this Contract shall cease upon the date specified in such notice.

### **VIII.**

This Contract shall be administered on behalf of the City by its Director of the Office of Emergency Management or his/her designee, who shall coordinate with the Health Authority on his/her duties and task assignments. Travel authorization shall be approved in advance by the City's Director. The County shall be represented by the Director of the Dallas County Health and Human Services Department, or his/her designee.

### **IX.**

All notices, communications and reports required or permitted under this Contract shall be personally delivered or mailed to the respective parties, at the addresses shown below, unless and until either party is otherwise notified in writing by the other party of a different address:

If intended for City, to:  
Rocky Vaz, Director  
Office of Emergency Management  
City of Dallas  
1500 Marilla, L2AN  
Dallas, Texas 75201

If intended for County, to:  
Zachary S. Thompson, Director  
Dallas County Department of Health and Human Services  
2377 N. Stemmons Frwy., Suite 600  
Dallas, Texas 75207-2710

### **X.**

Either party may review any and all of the services performed by the Health Authority under this Contract, including all records and billings relating to the performance of this Contract.

### **XI.**

This Contract is made subject to the provisions of the Charter and Ordinances of the City of Dallas, as amended, and the legislative enactments of the County, and all applicable legal terms and provisions of this Contract shall be governed by and construed in accordance with the laws and court decisions of the State of Texas. Exclusive venue for any legal action between the parties arising from this Contract shall be in Dallas County, Texas.

### **XII.**

In the event that one or more of the provisions contained in this Contract shall for any reason be held invalid, illegal, or unenforceable in any respect, this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein, and shall not affect the remaining provisions of this Contract, which shall remain in full force and effect.

### **XIII.**

To the extent allowed by law and without waiving any governmental immunities or defenses, the City agrees to indemnify, protect, defend and hold County harmless from any and all claims, demands, judgments and expenses of every kind arising out of the performance of this Contract. It is the intent of the parties that the Health Authority be treated as an employee of the City with respect to his/her duties under this Contract with respect to any claims by third parties arising from the Health Authority's activities on behalf of the City under this Contract.

### **XIV.**

This Agreement shall be expressly subject to the City and County's Governmental Immunity and County's Sovereign Immunity, Title 5 of the Texas Civil Practice and Remedies Code.

### **XV.**

This Contract embodies the complete agreement of the parties, superseding all oral or written previous and contemporary agreements between the parties relating to matters in this Contract. This Contract may be revised by written mutual consent of the parties. No oral modifications can be made to this Contract.

[Remainder of Page Intentionally Blank. Signatures are on following page.]

EXECUTED to be effective as of the 1<sup>st</sup> day of October, 2015, by City signing by and through its City Manager, duly authorized to execute same by City Council Resolution No. 15-\_\_\_\_\_ dated September 22, 2015, and by County, acting through the Dallas County Judge, duly authorized to execute same by Commissioner's Court Order No. \_\_\_\_\_ adopted by the Commissioner's Court on \_\_\_\_\_, 2015.

COUNTY OF DALLAS:

CITY OF DALLAS:  
A. C. GONZALEZ  
City Manager

By: \_\_\_\_\_  
Clay Lewis Jenkins  
Dallas County Judge

By: \_\_\_\_\_  
Assistant City Manager

RECOMMENDED BY:

RECOMMENDED BY:

\_\_\_\_\_  
Zachary S. Thompson, Director  
Dallas County Health & Human Services

\_\_\_\_\_  
Rocky Vaz, Director  
Office of Emergency Management

APPROVED AS TO FORM:\*

APPROVED AS TO FORM:

SUSAN T. HAWK  
DISTRICT ATTORNEY

WARREN M. S. ERNST  
City Attorney

By: \_\_\_\_\_  
Caroline L. Cross  
Assistant District Attorney

By: \_\_\_\_\_  
Assistant City 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 LEASE, 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).**



# STANDARD OPERATING PROCEDURE

TITLE: Health Emergencies Unified Command

NUMBER: D.14

EFFECTIVE: October 1, 2015

REVIEW: October 1, 2016

Page 1 of 3

## Purpose:

- I. To establish roles and responsibilities of the City of Dallas and Dallas County Health and Human Services in establishing a Unified Command during public health emergencies

## General Information:

- I. A public health emergency is defined as:
  - a. Any outbreak of disease that could affect the population at large of the City of Dallas.
  - b. Any incident or occurrence that could impact the overall health of the citizens of the City.
  - c. Any incident or occurrence that could impact the health of a specific population of the City.
- II. This agreement is developed in support of the interlocal agreement between the City of Dallas and Dallas County Health and Human Services to provide the professional services of its Health Authority for the City
- III. Unified Command Structure
  - a. Due to the complexity of a public health emergency, the DCHHS Health Authority and the City of Dallas Emergency Management Coordinator may choose to modify the command staff to configure to a Unified Command model.
  - b. A Unified Command organization consists of incident commanders from various jurisdictions or agencies operating together to form a single command structure.
  - c. As a team effort, a Unified Command structure overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework.
  - d. All agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident participate in the Unified Command structure and contribute to the following process and responsibilities:
    - i. Determining overall incident strategies.
    - ii. Selecting objectives.
    - iii. Ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives.
    - iv. Ensuring the integration of tactical operations.
    - v. Approving, committing and making optimal use of all assigned resources.

## Roles and Responsibilities:

- I. The Dallas County Health and Human Services:
  - a. Establish a Unified Command with City of Dallas representatives for public health emergencies affecting the City of Dallas
  - b. The Public Health Preparedness section will operate within the Incident Command System indefinitely, whole or in part and allowing for modular expansion.
    - i. In a Unified Command, the organizational structure of the general staff, each section's respective branches and subsequent groups will remain as depicted in the Public Health Capabilities plan developed by DCHHS with each activated as needed.
  - c. *PHP Incident Command Organization* may include incorporation of employees from multiple agencies other than DCHHS.



# STANDARD OPERATING PROCEDURE

TITLE: Health Emergencies Unified Command

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Page 2 of 3

- e. When possible, staffing ICS positions will be congruent to existing DCHHS functions (e.g. DCHHS Director is Incident Commander, Medical Director/Health Authority is Medical Officer, etc.)
- f. Depending on the complexity of the incident managed, unit leaders may be inserted into the organizational structure of each general section. These positions will be filled with any qualified employees not already performing an ICS function and/or competent Medical Reserve Corps (MRC) volunteers.

## II. The City of Dallas:

- a. Coordinate Emergency health and medical activities from the Unified Command when activated.
- b. Make provisions for the following response functions:
  - i. Establishment of a medical command post at the disaster site.
  - ii. Coordinating health and medical response team efforts.
  - iii. Triage of the injured if appropriate.
  - iv. Medical care and transport of the injured.
  - v. Identification, transportation, and disposition of the deceased.
  - vi. Holding and treatment areas for the injured.
  - vii. Isolating, decontaminating, and treating victims of hazardous materials or infectious diseases as needed.
- c. Request assistance of the Health Authority for additional response resources and coordinate resources through the Unified Command

## III. The Unified Command shall coordinate:

- a. Emergency health and medical activities from the Unified Command when activated.
- b. Rapid assessments of health and medical needs.
- c. Efforts of local health and medical organizations activated for an emergency assessing their needs, obtaining additional resources, and ensuring necessary services are provided.
- d. Emergency medical teams responding to a disaster to ensure the establishment of medical command posts.
- e. Neighboring community health and medical organizations on matters related to assistance from other jurisdictions.
- f. State and Federal officials regarding State and Federal assistance.
- g. Response units.
- h. Epidemiological screening
- i. Location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
- j. Information to the news media on casualties and instructions to the public on dealing with public health problems through the PIO.
- k. The provision of laboratory services required in support of emergency health and medical services.
- l. Implementation of any recommended preventive or mitigation measures including but not limited to: Immunization/Antibiotic distribution campaigns, and issuance of control orders
- m. Inspections of foodstuffs, water, drugs, and other consumables that were exposed to the hazard.
- n. Inspections of damaged buildings for health hazards.
- o. Disposal of dead animals with the city animal control agency.
- p. Implementation of measures to prevent or control disease vectors
- q. Preventive health services, including control of communicable diseases such as influenza
- r. Food handling and sanitation monitoring in emergency facilities.



# STANDARD OPERATING PROCEDURE

TITLE: Health Emergencies Unified Command

NUMBER: D.14

EFFECTIVE: October 1, 2015

REVIEW: October 1, 2016

Page 3 of 3

Approval and Implementation:

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Zachary Thompson, Director  
Dallas County Health and Human Services

A handwritten signature in cursive script, appearing to read 'Dr. Christopher Perkins', written above a horizontal line.

Dr. Christopher Perkins, Health Authority  
Dallas County Health and Human Services

A handwritten signature in cursive script, appearing to read 'Eric D. Campbell', written above a horizontal line.

Eric D. Campbell, Asst. City Manager  
City of Dallas

A handwritten signature in cursive script, appearing to read 'Rocky Vaz', written above a horizontal line.

Rocky Vaz, Director  
City of Dallas - Office of Emergency Management



# Memorandum



CITY OF DALLAS

DATE September 18, 2015

TO Honorable Mayor and Members of the City Council

SUBJECT **Transferring Citations from the Dallas Municipal Court to Justice of the Peace Courts**

On Monday, September 14<sup>th</sup>, 2015, the Judicial Ad Hoc Nominating Committee was briefed on the option of merging Municipal Court citations into the County Justice of the Peace (JP) Courts. At the direction of the Judicial Ad Hoc Nominating Committee, a subsequent meeting with County administrative staff occurred on Thursday, September 17<sup>th</sup>, to further explore the proposal at a high level. Earlier today we received an email from the County which states that the County is not interested in exploring a consolidation of Class C related court functions and gives several reasons for the County's position (see attached email).

In regards to outstanding questions asked during the Monday, September 14<sup>th</sup> briefing to the Ad Hoc Judicial Nomination Committee, please see responses below:

1.) **Question:** Does the County pursue outstanding citations?

**Response:** The County does enforce warrants for their citations. They do not upload their warrants to the "Regional" warrant database. While the County indicated they did not want to engage in additional warrant confirmations, any exception to their policy to upload City of Dallas warrants in the Regional database would need to be negotiated.

2.) **Question:** Would City of Dallas residents be able to attend Justice of the Peace Courts close to them, even if they are in another city (i.e.-Lancaster or Garland)?

**Response:** Defendants must attend the Justice of the Peace Court in the district where the citation was issued.

3.) **Question:** What would be the impact to the Dallas Community Courts?

**Response:** Financially, approximately \$140,000 in general fund money from Court and Detention Services and Judiciary would need to be retained to offset expenses for an associate judge (0.6 FTEs), bailiff (1.25 FTEs) and clerk (1.25 FTEs). Operationally, defendants who chose to contest their citation or resolve their citation through financial means would be forwarded to the County JP Court. Considering this fact, the JP Courts and Dallas Community Courts would need their processes and systems integrated before the City and County consolidated.

4.) **Question:** Does the Municipal Court have exclusive jurisdiction of civil cases, such as red light camera cases?

**Response:** The City's Municipal Court has exclusive jurisdiction of some types of civil proceedings, including violations of City parking ordinances, substandard building cases brought under Section 214.001 of the Local Government Code, property and structure maintenance cases brought under Subchapter C of Chapter 54 of the Local Government Code, red-light camera appeals, and school bus stop-arm appeals.

The City's Municipal Court does not have exclusive jurisdiction of other types of civil proceedings, such as dangerous dog determinations, animal cruelty hearings, hearings for forfeitures or destruction of gambling devices and proceeds (8-liner hearings), hearings to determine possession of allegedly stolen property (pawn shop hearings), junked vehicle cases, and health and safety and nuisance abatement cases brought under Subchapter B of Chapter 54 of the Local Government Code (which can be brought in the City's Municipal Court under Section 30.00005 of the Government Code).

5.) **Question:** Can the City or the City's Municipal Court transfer jurisdiction of some or all of its civil cases to the JP Courts or otherwise allow the JP Courts to hear those cases?

**Response:** The Attorney General of Texas has opined that state law does not provide for a transfer of proceedings from a municipal court to a JP court unless a state law explicitly allows the transfer. See Op. Tex. Att'y Gen. No. GA-0660 (2008). No statute authorizes a transfer to JP courts of the types of proceedings where the City's Municipal Court has exclusive jurisdiction. As for the types of proceedings where the City's Municipal Court does not have exclusive jurisdiction, the City's police officers and code inspectors could file those proceedings in JP courts.

6.) **Question:** Is there anything on the 3<sup>rd</sup> party collections contract that would rely on the existence of the City of Dallas Municipal Court?

**Response:** The contract could be amended in any number of ways. The City's third party collection agency, Municipal Services Bureau (MSB), could become the JP's primary collector, it could continue to pursue just the City's old citations, or the contract could be terminated. Choosing which strategy is most advantageous would be an item of negotiation between the City and the County.

Please contact me if you have any questions or need additional information.



Eric D. Campbell  
Assistant City Manager

Attachment

cc: 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

Jill A. Jordan, P.E., 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

**Carter, Gloria**

---

**From:** Ron Stretcher <Ron.Stretcher@dallascounty.org>  
**Sent:** Friday, September 18, 2015 9:59 AM  
**To:** Carter, Gloria; Rogers, Ryan; Bowers, Chris; ronald.evertt2@dallascityhall.com  
**Cc:** Darryl Martin; Gordon Hikel; Christina Gonzales; Ryan Brown; Russell Roden  
**Subject:** Court Consolidation

I have discussed the potential of exploring a consolidation of Court functions, as we discussed in our meeting yesterday, with Dallas County executive and elected leadership. Dallas County is not interested in exploring a consolidation of Class C related Court functions for the following reasons.

- Dallas County has worked over the past few years to reduce the volume of Class C violations processed through the Justice of the Peace (JP) Courts. The once robust traffic enforcement by Constables and the Dallas County Sheriff has been reduced to limited congestion mitigation activities on select freeways through agreements with specific cities.
- Dallas County has realigned JP Precincts and Courts to reflect the lower volume of traffic citations. The JP Courts are all staffed for current workload and could not handle the projected 2.5 times volume that would come from the City without significant additional staff resources. It is certain that additional JP Courts would be required, not just adding a few staff to existing JP Courts for the anticipated level of volume.
- Dallas County is in the early stages of implementing a new case management system for the JP Courts. Significant Court, IT and other County resources are all focused on this critical implementation. There is limited capacity for the planning required to even consider a transfer of municipal court functions at the same time as this implementation.
- There will be significant challenges to handle the volume of warrants that will come from increased Court activity. Class C warrants are currently a lower priority due to staff resources and the need to manage the jail population.
- Dallas County is participating in the Stepping Up Initiative with support from a Caruth Foundation Smart Justice Grant. This process is an in-depth analysis of current utilization of detention within Dallas County and how to reduce incarcerations and increase community support services. Dallas County is committed to this process leading to recommendations for any changes to incarceration practices and policy. Taking on additional cases with a potential of incarceration must be considered within this review and evaluation.

Please be assured that Dallas County is committed to a strong partnership with the City of Dallas. We recognize that we share the same goals of managing the taxpayer's money in a responsible manner. Please continue to reach out to discuss issues of mutual interest.

Ron Stretcher  
Director of Criminal Justice  
Dallas County  
469-385-1720  
[ron.stretcher@dallascounty.org](mailto:ron.stretcher@dallascounty.org)

# Memorandum



CITY OF DALLAS

DATE September 18, 2015

TO Honorable Mayor and Members of the City Council

SUBJECT **September 22, 2015 Agenda Item Nos. 35, 39, and 40 - Correction Memo**

Please note the correction to the September 22, 2015, Agenda Item Nos. 35, 39, and 40. The prior action should read as follows:

Information about this item was provided to the Public Safety Committee on September 3 ~~14~~, 2015.

Information about this item was provided to the Public Safety Committee on September 3 ~~14~~, 2015.

Information about this item will be presented to the ~~Transportation and Trinity River Project~~ Budget, Finance and Audit Committee on September 15 ~~8~~, 2015.

Should you have any questions or concerns, please feel free to contact me.

A handwritten signature in black ink, appearing to read 'Jill Jordan'.

Jill A. Jordan, P.E.

Assistant City Manager

c: 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

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

# Memorandum



Date: September 18, 2015

To: Honorable Mayor and Members of the City Council

Subject: Information on Residential Water Bill Inquiries

There have been many inquiries recently about residential water bills. Much of this is due to unusual weather patterns this year – record-breaking rainfall in the spring, followed by high temperatures and an extremely dry July and August. These conditions contributed to unusually low consumption and lower water bills in the spring followed by increased usage and higher water bills currently. June 2015 bills included the period when Dallas experienced over 20 inches of rainfall. The months of July and August had only 0.62 inches of rainfall. This sudden change in conditions contributed to the contrast between June’s residential water bills and those received in July, August and continuing into September.

Additionally, Dallas has a tiered rate structure where higher water use is billed at increasing rates. The tiered rate structure was adopted in October 2001 as part of a long-term water conservation strategy. Water usage over 15,000 gallons per month is billed at the fourth, and highest residential tier rate of \$7.63 per 1,000 gallons. The current first tier rate is \$1.80 per 1,000 gallons for the first 4,000 gallons used. The proposed rate increase does not go into effect until October 1, so the proposed rate has no impact on the July, August and September bills.

The National Weather Service Climate Prediction Center’s three month seasonal outlook for October through December forecasts lower than normal temperatures and higher than normal precipitation for the Dallas area. This should contribute to lower outdoor water use, and correspondingly lower water bills in the coming months.

Attached is information on water usage, rainfall and general information that may help you in responding to the questions you are receiving.

Please let me know if you have any questions or need additional information.



Mark McDaniel  
Assistant City Manager

c: A.C. Gonzalez, City Manager  
Craig Kinton, City Auditor  
Judge Daniel F. Solis, Administrative Judge  
Jill A. Jordan, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Council Office

Warren M. S. Ernst, City Attorney  
Rosa A. Rios, City Secretary  
Ryan S. Evans, First Assistant City Manager  
Eric D. Campbell, Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Jo M. (Jody) Puckett, P.E., Director

## **FAQ's RESIDENTIAL WATER BILL INQUIRIES (September 2015)**

**1. Why was my bill so high in July/August? I do not recall using that much water.**

**Answer** – In Dallas, we have seen an overall increase in water consumption for July and August as compared to the spring months and same period last year.

Last July and August rainfall totaled 4.44 inches. For July and August 2015, rainfall totaled 0.62 inches resulting in overall consumption averaging 96 million gallons a day (MGD) higher than the same period last year (567.0 MGD compared to 470.5 MGD last summer). Residential monthly consumption for July and August 2015 averaged 2.9 BG, which is 97% higher than the average of 1.5 BG for the prior four months (March through June 2015).

Customers have different consumption patterns. We always recommend customers to check for leaks on their property, including automatic sprinkler systems. In addition, customers can review and compare their consumption for the same period in prior years. Dallas Water Utilities (DWU) also offers free automatic irrigation system check-ups. To find out more about this service and to schedule an evaluation for a free irrigation system check, please visit <http://savedallaswater.com/> or contact us at (214) 670-3155.

**2. Is there a problem with my meter? Is that why my consumption is high?**

**Answer** – Meters are mechanical devices with a series of internal gears. These mechanisms move as water flows through the meter, recording the usage. All meters are factory calibrated to industry standards prior to being shipped, and last at least 10 to 15 years. Meters begin to wear and slow down with age, and eventually stop registering; therefore, allowing more water to flow through than is actually recorded. This means that older meters are most likely to under bill actual consumption. Water meters cannot run faster than designed to run, nor can they run backwards. It is not mechanically possible for the meter to register more water than the actual usage. DWU does routinely test meter accuracy, and has a replacement schedule for meters according to manufacturing recommendations.

**3. Have water rates increased this summer?**

**Answer** – Water rates have not increased since October 1, 2014, however, they are scheduled to be increased October 1, 2015. Please find attached a current and proposed rate sheet.

Residential water rates are based on the prior month's actual water usage. In addition to a customer charge, the bill contains a volume charge based on water usage. Dallas has had a four tiered increasing rate structure since 2001. The more water a customer uses, the higher the rate. The first 4,000 gallons has a rate of \$1.80 per 1,000 gallons while all usage in the fourth tier (over 15,000 gallons) is over four times higher and has a rate of \$7.63.

The contrast of little or no outdoor watering in May and June followed by more normal summer watering levels caused a significant change from one month's consumption to the following.

**4. My water bill is high. Is it possible I have a leak in the property?**

**Answer** - If a customer thinks their water consumption is higher than it should be, he/she should check their property for leaks. Some common water leaks include toilet flapper valves (the usual culprit of a “running” toilet) as well as automatic irrigation systems and swimming pools. Some leaks may be obvious, others may be sporadic and require some detective work.

**How to detect a leak?** First turn off all water using fixtures in your home. Next, go to your water meter and check to see if the red circular test hand on the face of the meter is moving. (The red hand is the low flow indicator.) If all known water use is turned off and the hand is moving, you either have a leak or something in your home is using water.

Toilets are the most common cause of high water usage and leaks in the home, and often occur without audible or visual evidence. Leaking toilets can waste as much as 200 gallons of water a day and if undetected could result in an additional 6,000 gallons of usage per month. A simple method to detect a toilet leak: put a few drops of food coloring in the toilet tank. If the toilet bowl shows traces of the food coloring 15 or 30 minutes later (without flushing), you have a leak. Toilet flapper valves wear out and should be checked once a year. The loss from leaking faucets and shower heads can also add up – a one drip per second can waste more than 3,000 gallons per year.

If a customer discovers a leak, and then repairs that leak, Dallas Water Utilities may be able to adjust the water bill. The contact number for leak adjustments is 214-670-3196 or the following email link:

[http://dallascityhall.com/departments/waterutilities/Pages/billing\\_water04.aspx](http://dallascityhall.com/departments/waterutilities/Pages/billing_water04.aspx)

**5. Is it possible for a meter to be read incorrectly?**

**Answer** - Although it is uncommon, the meter reader can incorrectly enter the reading in the hand-held device. For this reason, the hand-held device and the billing system identify suspected high or low consumption numbers. This information is reviewed, and suspected misreads are scheduled to be reread. If the read is found to be an over/under read, it is usually corrected before the invoice is generated or in the following month’s invoice.

**6. Could my bill be high because my consumption was estimated?**

**Answer** - While estimates are used from time to time, they typically do not lead to larger bills. DWU may occasionally estimate meter reads due to inclement weather, dangerous situations regarding hazards in or around meter boxes and when access to the meter is prohibited (i.e. box covered by construction or storm debris, trash, vehicles, etc.). If a meter read is estimated, the billing system is designed to calculate the estimated usage based on historical data for the same time period of previous years. The estimated consumption will be adjusted if found to be overstated when the next actual meter reading is obtained.



## Dallas Water Utilities Monthly Payment Rates

<b>Customer Charge</b>	<b>Current</b>	<b>Proposed</b>	<b>Current</b>	<b>Proposed</b>	<b>Current</b>	<b>Proposed</b>
	<b>Water</b>	<b>Water</b>	<b>Sewer</b>	<b>Sewer</b>	<b>Combined</b>	<b>Combined</b>
5/8 Inch Meter	\$4.85	\$5.12	4.45	4.58	\$9.30	\$9.70
3/4 Inch Meter	6.70	7.07	6.00	6.27	\$12.70	\$13.34
1 Inch Meter	9.74	10.28	8.75	9.10	\$18.49	\$19.38
1 1/2 Inch Meter	18.13	19.14	16.60	17.52	\$34.73	\$36.66
2 Inch Meter	29.50	31.14	26.15	27.60	\$55.65	\$58.74
3 Inch Meter	69.09	72.93	63.79	66.72	\$132.88	\$139.65
4 Inch Meter	114.79	121.17	103.90	106.68	\$218.69	\$227.85
6 Inch Meter	227.94	240.61	206.50	209.97	\$434.44	\$450.58
8 Inch Meter	378.85	400.50	340.15	350.51	\$719.00	\$751.01
10 Inch Meter or larger	582.59	614.98	525.50	550.72	\$1,108.09	\$1,165.70

### Usage Charge per 1,000 gallons

<b>Residential</b>	<b>Current</b>	<b>Proposed</b>	<b>Current</b>	<b>Proposed</b>
	<b>Water</b>	<b>Water</b>	<b>Sewer</b>	<b>Sewer</b>
Up to 4,000 gallons	1.80	1.87	4.95	5.20
4,001 to 10,000 gallons	3.91	4.13	4.95	5.20
10,001 to 15,000 gallons	5.50	5.81	4.95	5.20
Above 15,000 gallons	7.63	8.20	4.95	5.20
<b>General Services</b>				
Up to 10,000 gallons	3.05	3.47	3.70	3.95
Above 10,000 gallons	3.45	3.71	3.70	3.95
Above 10,000 gallons for usage more than 1.4 times annual monthly average	5.00	5.63	3.70	3.95
<b>Optional General Services</b>				
1st million gallons or less (minimum)	2,025.00	2,135.27	3.38	3.56
Above 1 million gallons (per 1,000 gallons)	2.75	2.95	3.38	3.56

### Proposed rates effective Oct. 1, 2015

The above Prompt Payment Rates apply if payment is received on or before the due date shown on the bill.

Payments received after the due date will incur a 5% late fee.

\* Sewer Charges for residential accounts are calculated on an average of the water billed in December, January, February and March (40,000 gallons maximum) or the actual month's water consumption, whichever is less. Sewer charges for general services and optional general services accounts are based on the month's water consumption unless sewer is metered separately.

Industrial wastewater discharges containing concentrations of BOD and/or Suspended Solids greater than 250 milligrams per liter are assessed sewer surcharges. Certain commercial users such as restaurants, bars/lounges, small food processors and equipment service facilities are assessed standard surcharges. These surcharges are included as part of the monthly bill.

# Memorandum



DATE September 18, 2015  
TO The Honorable Mayor and Members of the City Council  
SUBJECT **Business Assistance Center Program Information**

This memorandum is to provide information related to some of the impact of the Business Assistance Center program. This is a federally funded program through the Housing and Urban Development (HUD) – Community Development Block Grant (CDBG). The program guidelines and targets were developed under the guidance and approval of HUD. The following information is intended to provide you with statistics associated with the program's activity since FY 2008-09, one year after the program re-structuring began through this fiscal year:

7,180 Assisted of which 2,520 stated being an existing business  
4,741 Individual technical assistance sessions conducted  
871 Group technical assistance sessions conducted  
111 Incubator space utilized by a microenterprise  
498 New microenterprises created

The Business Assistance Center Program is designed to provide benefit for Low-to-Moderate Income Individuals by providing business development technical assistance to those who are interested in developing new microenterprises (5 or fewer employees including the business owner(s)) or are interested in expanding their existing microenterprise. Through the years the BAC program has helped thousands of clients start new businesses or grow the capacity of their existing businesses.

The following represent a sampling of success stories related to those who received technical assistance at the Business Assistance Centers:

**Denise Gee Uzzelle** enrolled in a BAC program Microenterprise Boot Camp and upon completion of the course Ms. Uzzelle formed **Starting Point Human Capital Advisors, LLC**. With the skills garnered from the BAC Boot Camp technical assistance she was able to secure a staffing contract with a multinational Fortune 100 corporation that will generate gross revenues at a little under \$65,000 in 2015.

**Sergio Cruz** the owner of **Lowmas Insurance & Financial Services**, enrolled in the BAC program for technical assistance and a loan readiness assessment when his business was still relatively new. Soon thereafter, Mr. Cruz was approved as an incubator tenant and has been operating his business for just over a year. Lowmas Insurance & Financial Services business has grown by 20-30% in sales and one (1) part time employee.

**Rosa Ashcraft & Jose Luis Soto**, owners of **JLS Doors and Hardware Installers, LLC**. enrolled in the BAC program to get technical assistance for obtaining a Minority Business Enterprise Certification (MBE). After attending multiple technical assistance sessions they have not only obtained their MWBE Certification, the company has grown from having no employees to having eight (8) full time employees. JLS Doors and Hardware Installers have successfully completed projects for Dallas Independent School District, Hospitals and Private Commercial Projects.

**Ignacio Moreno**, owner and sole employee of **Nachos Painting, LLC**. enrolled in the BAC program to receive technical assistance regarding how to do business and networking with general contractors in commercial construction. Nachos Painting, LLC. has grown to 2 employees and has successfully completed commercial projects for schools, churches and hospitals.

**Luis Zepeda**, owner of **Zepu Construction** enrolled in the BAC program to receive technical assistance to grow his business. Zepu Construction initially had 3 employees. Mr. Zepeda has attended the Blue Print Reading Course as well as multiple other group sessions on how to do business. Due to the BAC technical assistance, Zepu Construction has grown from three (3) employees to five (5) and has expanded their services to East Texas.

**Maria Macias** enrolled in the BAC program seeking technical assistance for starting a business and obtaining opportunities in cleaning commercial buildings. After receiving technical assistance, Ms. Macias started the **Pink Maids Company**. Pink Maids has one (1) employee, and was started to clean homes and has expanded to cleaning commercial buildings. The first year revenue was approximately \$9,600 and the projected revenue for this year is tracking for \$24,000.00.

**Dionicio Andrade** enrolled in the BAC program to receive technical assistance in how to use his experience in working with concrete to start a business. After receiving technical assistance, Mr. Andrade registered his business. D & N Concrete's first year revenues of approximately \$18,000.00 and in 2015 the projected revenues are 40,000.00. **D & N Concrete** has successfully completed commercial projects and has grown to nine (9) employees.

**Rogelio Maldonado**, a carpenter enrolled in the BAC program to receive technical assistance to start a business doing carpentry in the commercial construction industry. Since receiving technical assistance, he started **Maldos Custom Millwork** and has obtained commercial carpentry projects. The business has grown to ten (10) employees with an annual revenue of \$130,000.00.

**LaShonda McWilliams** enrolled in the BAC program to receive technical assistance in developing a Business Plan, receive direction in filing her DBA business name, and obtaining an EIN number for the company that she wanted to start, **Ground up Cleaning**. Ms. McWilliams also received technical assistance in registering her newly formed company as a City of Dallas Vendor, as well as, in establishing a business bank account with Comerica Bank. Her microenterprise was accepted into the incubator, and with additional technical assistance and mentoring, she was able to initially obtain \$15,000 in contracts. Ground up Cleaning presently has 7 contracts totaling \$65,000.

**Jesse Jenkins** enrolled in a sixteen week BAC program Business Development Class. During his enrollment in the class Mr. Jenkins obtained the DBA for a new business, **Advanced Service and Parts**. Upon graduation from the class, his business was accepted as an Incubator and obtained one (1) contract for \$15,000 with one vehicle to service. Advanced Service and Parts now has contracts in excess of \$210,000 with three (3) service technicians.

**Dr. Andrew Curtis** enrolled in the BAC program seeking Business Plan technical assistance and a startup loan referral. With the technical assistance given, Dr. Curtis was able to develop and obtain approval from Chase Bank for \$75,000 to open **All Care Injury** in a 3,000 sq. ft. Chiropractic office. Dr. Curtis' business has grown and now includes three (3) staff members and one (1) additional doctor with annual revenues of \$750,000.

**Mr. Calvin Golden** enrolled in the BAC program for Business Plan development technical assistance and a startup loan referral to start a business. With the technical assistance in writing a business plan, Mr. Golden was able to obtain a \$130,000 start-up loan to open a Wing-Stop franchise. He went on to open two (2) additional locations.

**Dr. Michael Burton** enrolled in the BAC program for Business Plan development technical assistance and help in setting up an LLC business startup for "**1<sup>st</sup> Eye Care**". He also received loan referral assistance in obtaining a \$765,000 construction loan. He was able to launch a four (4) Bay 1500 sq. ft. office operation with 2 ½ staff and revenues between \$325,000 - \$400,000 annually. The practice merged in a short length of time with another doctor, increasing to eight (8) bays and 4,000 sq. ft. office space with ten (10) staff members and annual combined revenues of \$3.5 million.

**Dr. George Daniels III** enrolled in the BAC program for Business Plan development technical assistance and help in setting up an LLC business startup for **Family Dentistry**. In addition to business plan development technical assistance and help in setting up an LLC corporation, he received a loan referral and was able to successfully obtain a \$85,000 startup loan from Bank One to start a practice that initially began with a two (2) chair operation in a 900 sq. ft. office with 1 ½ staff and annual revenues of \$210,000.

**Carlos Nunez** enrolled in the BAC program seeking technical assistance in starting a business, **TARGET PRODUCTIONS**. Mr. Nunez received technical assistance and was accepted as an incubator. Client also received assistance in obtaining a minority -owned business certification from the North Texas Regional Certification Agency. Target Productions outgrew the microenterprise to a company with nine (9) employees and annual sales of about \$1,800,000.

**John Rizo**, Attorney at Law enrolled in the BAC program seeking Business Plan development technical assistance and help in launching his practice, **Rizo & Associates, PLLC**. His practice now has three (3) employees with annual revenues of about \$280,000.

**Claudia Mirza** enrolled in the BAC program seeking Business Plan development technical assistance to start **AKORBI, Inc.**, a translation service company, initially a home based business.

The business has grown to a multi-million dollar global business solutions company with more than 600 employees worldwide.

**Carlos Branguer** enrolled in the BAC program seeking Business Plan development technical assistance to start a restaurant, **EL ZAGUAN**. Mr. Branguer had no restaurant experience, but the technical assistance received gave the client the practical business training to start EL ZAGUAN and make the restaurant a success. EL ZAGUAN has expanded to 2 locations with 18 employees and annual sales of \$1.1 Million.

Should you have any questions, please contact me at (214) 670-3296.



Ryan S. Evans  
First Assistant City Manager

C: A.C. Gonzalez, City Manager  
Warren M. S. Ernst, City Attorney  
Craig Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Eric D. Campbell, Assistant City Manager  
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Mark McDaniel, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Sana Syed, Public Information Officer  
Karl Zavitkovsky, Director, Office of Economic Development  
J. Hammond Perot, Assistant Director, Office of Economic Development  
Elsa Cantu, Assistant to the City Manager-Mayor & Council

# Memorandum



CITY OF DALLAS

DATE September 18, 2015

TO The Honorable Mayor and Members of the City Council

SUBJECT West Nile Virus Update

This week, eight positive WNV traps were confirmed in various locations throughout Dallas (see attachments). Furthermore, Dallas County Health and Human Services (DCHHS) announced additional positive human cases in the City of Dallas for the 2015 season.

Month	# of Positive Traps	
	2014	2015
May	0	0
June	0	1
July	8	28
Aug	12	50
Sept*	11	21

*\*2015 as of 9/18/15 and 2014 as of 9/30/14*

The City will continue to maintain an integrated mosquito management program as recommended by Dallas County and the Center for Disease Control (CDC) that focuses on surveillance, reduction of breeding sites, community outreach, public education and the use of adulticides.

Public information and outreach continues on radio, billboards, social media, and community meetings and at [www.dallascityhall.com](http://www.dallascityhall.com).

Please contact me if you have questions.

Joey Zapata  
Assistant City Manager

## Attachment

c: 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  
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Jeanne Chipperfield, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council



# CITY OF DALLAS

— PUBLIC INFORMATION OFFICE —

**FOR IMMEDIATE RELEASE**  
September 15, 2015

**FOR MORE INFORMATION CONTACT:**  
Crystal Woods – Code Compliance Services  
(214) 670-9573

## Areas in Dallas to be sprayed for West Nile Virus

**Dallas** –Weather permitting; the areas delineated below are scheduled for mosquito control spraying on Tuesday, September 15, 2015 and Wednesday, September 16, 2015 between 9:00 p.m. and 5:00 a.m. on each night.

**Control Areas:** The areas to be sprayed are within the following general boundaries:

6800 block of Trammel Drive (75214): **Northwest Highway** on the north, **Abrams Road** on the west, **Lawther Drive** on the east and **Ravendale Lane** on the south.

11900 block of Woodbridge Drive (75243): **Shadow Way** on the north, **Oakshire Place** on the west, and **Bushmils Road** on the east and **Summertree Lane** on the south.

While the insecticide is approved by the Environmental Protection Agency for treatment, residents in the above areas should avoid contact with the spray by staying indoors. Persons inside a vehicle while trucks are actively spraying should remain in their vehicles with the windows up and the air conditioner on until the trucks pass and the spray is no longer visible. Persons out during the scheduled spraying time should be alert for trucks and should not follow them. Residents who come in contact with the spray are advised to wash the affected area thoroughly with soap and water. The spray breaks down quickly in the presence of sunlight and has no residual effect.

### **Protection against mosquito bites**

Dallas residents are urged to take precautions against mosquito bites by reducing outdoor activity during evening and nighttime hours. Residents who are outside during these times should cover their arms and legs and use a mosquito repellent.

### **Prevent mosquito breeding**

Residents should eliminate standing water to prevent mosquito breeding and the spread of West Nile Virus. Breeding places for mosquitoes include swimming pools that are not kept clean, stagnant ponds, pet watering dishes, birdbaths, potted plants, old tires, empty containers, toys and clogged rain gutters and French drains. Standing water should be eliminated promptly, as mosquitoes can grow from egg to adult in as little as seven days. To report standing water or mosquito problems Dallas residents should call 3-1-1. For additional information on Mosquito Control visit [www.dallascityhall.com](http://www.dallascityhall.com).

# CITY OF DALLAS

— PUBLIC INFORMATION OFFICE —

**FOR IMMEDIATE RELEASE**  
September 16, 2015

**FOR MORE INFORMATION CONTACT:**  
Crystal Woods – Code Compliance Services  
(214) 670-9573

## Areas in Dallas to be sprayed for West Nile Virus

**Dallas** –Weather permitting; the areas delineated below are scheduled for mosquito control spraying on Wednesday, September 16, 2015 and Thursday, September 17, 2015 between 9:00 p.m. and 5:00 a.m. on each night.

**Control Areas:** The areas to be sprayed are within the following general boundaries:

7100 block of Valley View (75240): **Peyton Drive** on the north, **Hughes Lane** on the west, **Coit Road** on the east and **Lyndon B. Johnson Freeway** on the south.

13600 block of Garden Grove Drive (75253): **Sullivan Road** on the north, **Edd Road** on the west, **Woody Road** on the east and **US 175 (CF Hawn Fwy)** on the south.

While the insecticide is approved by the Environmental Protection Agency for treatment, residents in the above areas should avoid contact with the spray by staying indoors. Persons inside a vehicle while trucks are actively spraying should remain in their vehicles with the windows up and the air conditioner on until the trucks pass and the spray is no longer visible. Persons out during the scheduled spraying time should be alert for trucks and should not follow them. Residents who come in contact with the spray are advised to wash the affected area thoroughly with soap and water. The spray breaks down quickly in the presence of sunlight and has no residual effect.

### **Protection against mosquito bites**

Dallas residents are urged to take precautions against mosquito bites by reducing outdoor activity during evening and nighttime hours. Residents who are outside during these times should cover their arms and legs and use a mosquito repellent.

### **Prevent mosquito breeding**

Residents should eliminate standing water to prevent mosquito breeding and the spread of West Nile Virus. Breeding places for mosquitoes include swimming pools that are not kept clean, stagnant ponds, pet watering dishes, birdbaths, potted plants, old tires, empty containers, toys and clogged rain gutters and French drains. Standing water should be eliminated promptly, as mosquitoes can grow from egg to adult in as little as seven days. To report standing water or mosquito problems Dallas residents should call 3-1-1. For additional information on Mosquito Control visit [www.dallascityhall.com](http://www.dallascityhall.com).





# CITY OF DALLAS

— PUBLIC INFORMATION OFFICE —

FOR IMMEDIATE RELEASE  
September 18, 2015

FOR MORE INFORMATION CONTACT:  
Crystal Woods – Code Compliance Services  
(214) 670-9573

## Areas in Dallas to be sprayed for West Nile Virus

**Dallas** –Weather permitting; the areas delineated below are scheduled for mosquito control spraying on Friday, September 18, 2015 and Saturday, September 19, 2015 between 9:00 p.m. and 5:00 a.m. on each night.

**Control Areas:** The areas to be sprayed are within the following general boundaries:

6000 block of Jim Miller Road (75228): **Fenestra Drive** on the north, **Telegraph Avenue** on the west, **Senate Street** on the east and **RL Thornton Fwy** on the south.

10700 block of Sandalwood Drive (75228): **Apex Avenue** on the north, **Joaquin Drive** on the west, **Swaffar Drive** on the east and **San Lucas Avenue** on the south.

4500 block of College Park Drive (75229): **Forest Lane** on the north **Dwarfs Circle** on the west, **Leachman Circle** on the east and **Royal Lane** on the south.

12000 block of Snow White Drive (75244): **High Summit Drive** on the north, **Cox Lane** on the west, **Crestline Avenue** on the east and **Courtshire Drive** on the south.

While the insecticide is approved by the Environmental Protection Agency for treatment, residents in the above areas should avoid contact with the spray by staying indoors. Persons inside a vehicle while trucks are actively spraying should remain in their vehicles with the windows up and the air conditioner on until the trucks pass and the spray is no longer visible. Persons out during the scheduled spraying time should be alert for trucks and should not follow them. Residents who come in contact with the spray are advised to wash the affected area thoroughly with soap and water. The spray breaks down quickly in the presence of sunlight and has no residual effect.

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# CITY OF DALLAS

— PUBLIC INFORMATION OFFICE —

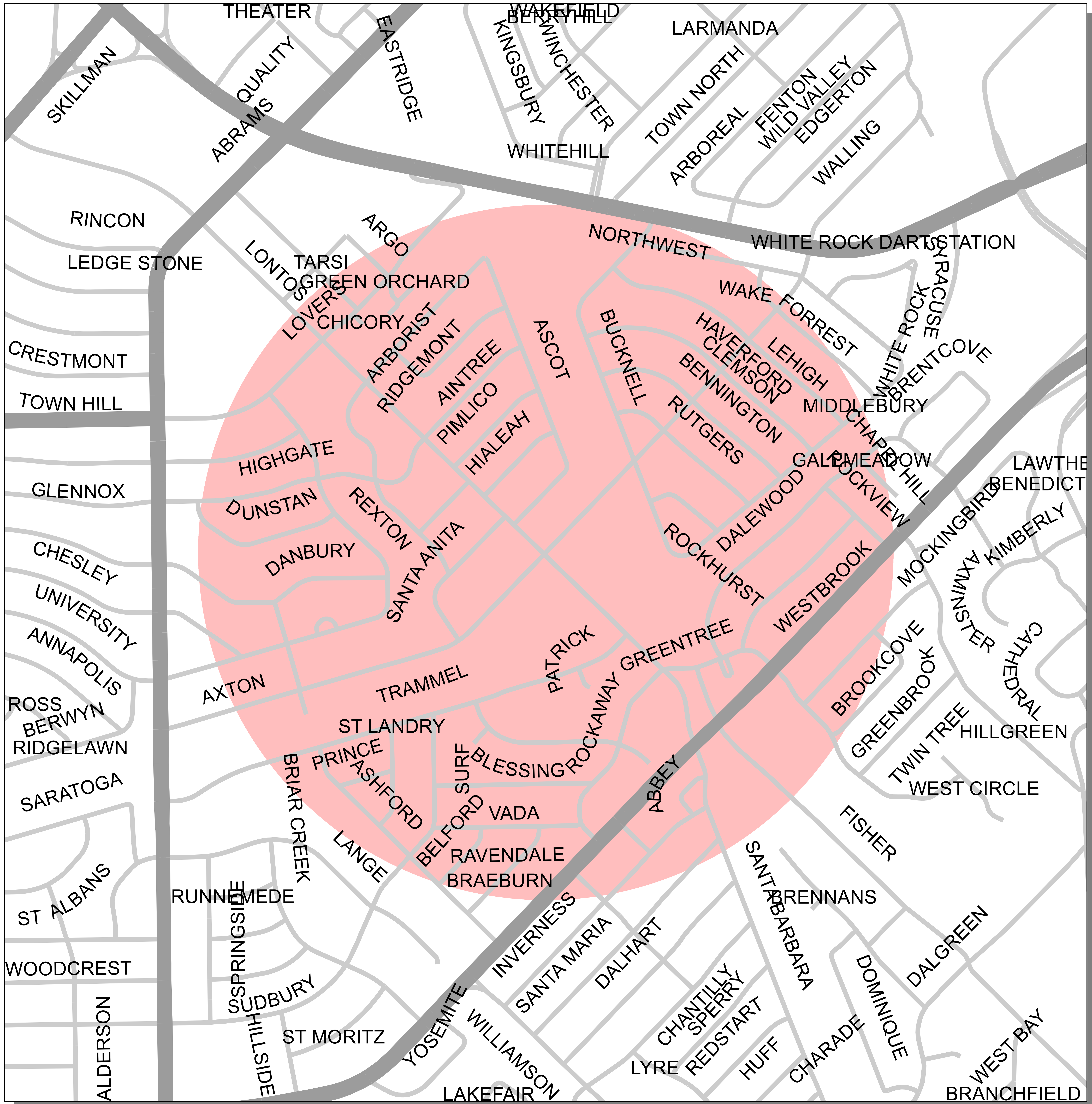
## **Prevent mosquito breeding**

Residents should eliminate standing water to prevent mosquito breeding and the spread of West Nile Virus. Breeding places for mosquitoes include swimming pools that are not kept clean, stagnant ponds, pet watering dishes, birdbaths, potted plants, old tires, empty containers, toys and clogged rain gutters and French drains. Standing water should be eliminated promptly, as mosquitoes can grow from egg to adult in as little as seven days. To report standing water or mosquito problems Dallas residents should call 3-1-1. For additional information on Mosquito Control visit [www.dallascityhall.com](http://www.dallascityhall.com).



# WNV Ground Spray Target Area

Spray Date: September 15, 2015 and September 16, 2015 from 9:00 p.m. to 5:00 a.m. on each night

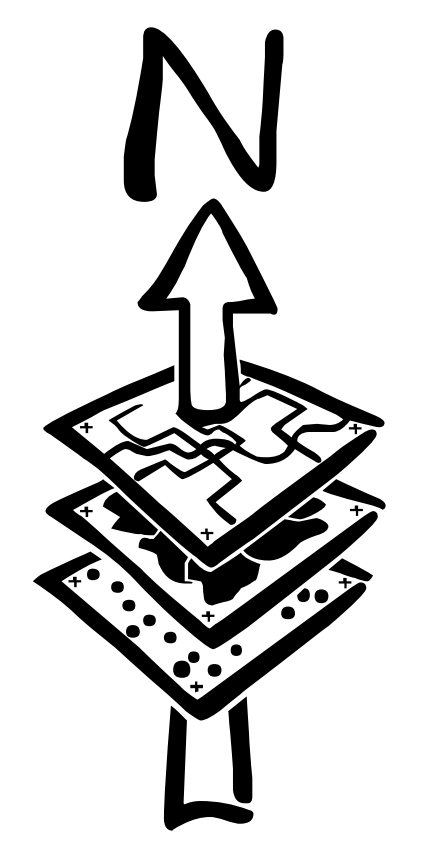


Data Source:  
 Roads, Waterways, Lakes, Parks - City of Dallas Enterprise GIS  
 Spray Areas - City of Dallas Code Compliance Services

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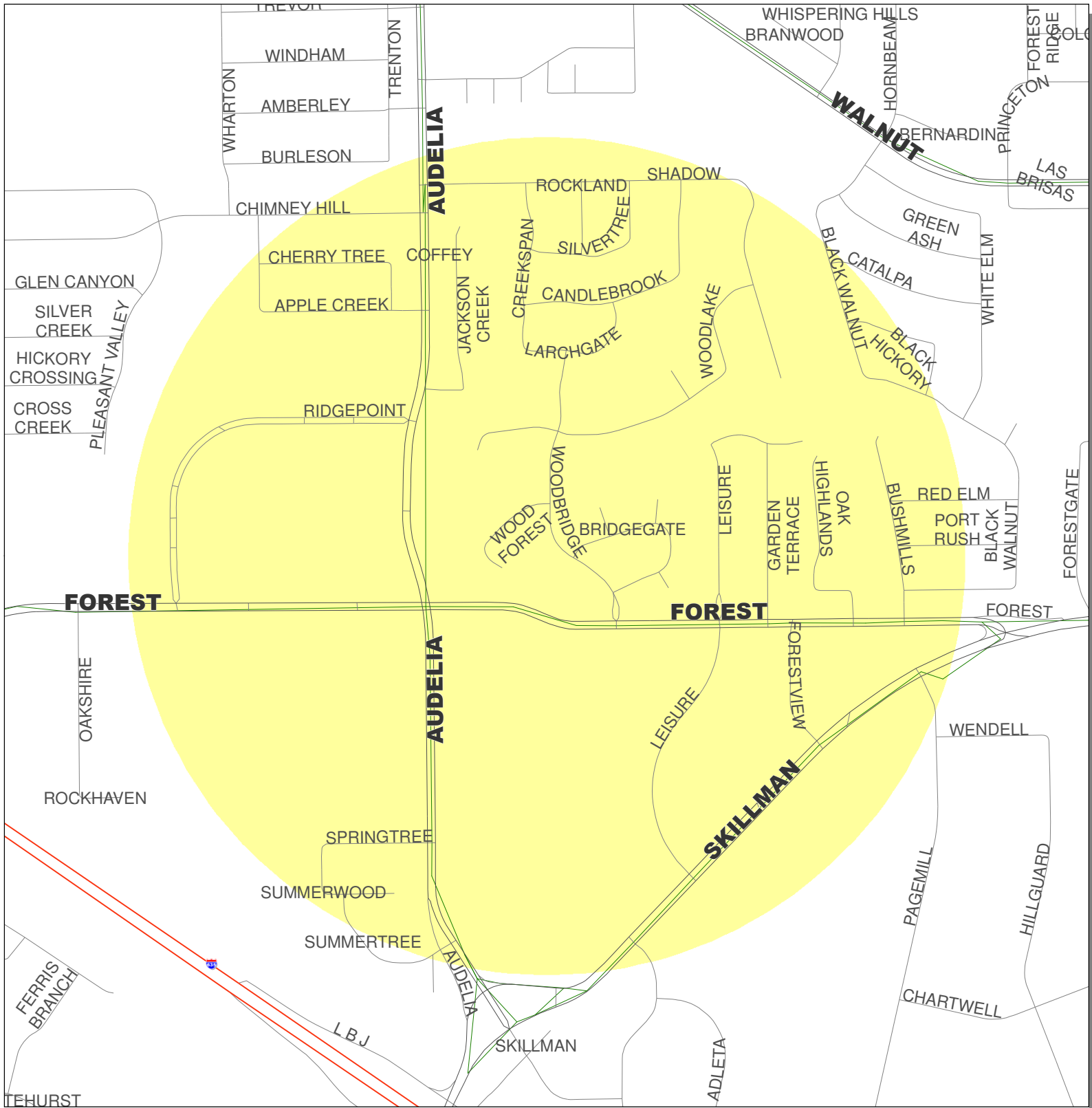


# WNV Ground Spray Target Area



Spray Date: September 15, 2015 and September 16, 2015 from 9:00 p.m. to 5:00 a.m. on each night

City of Dallas



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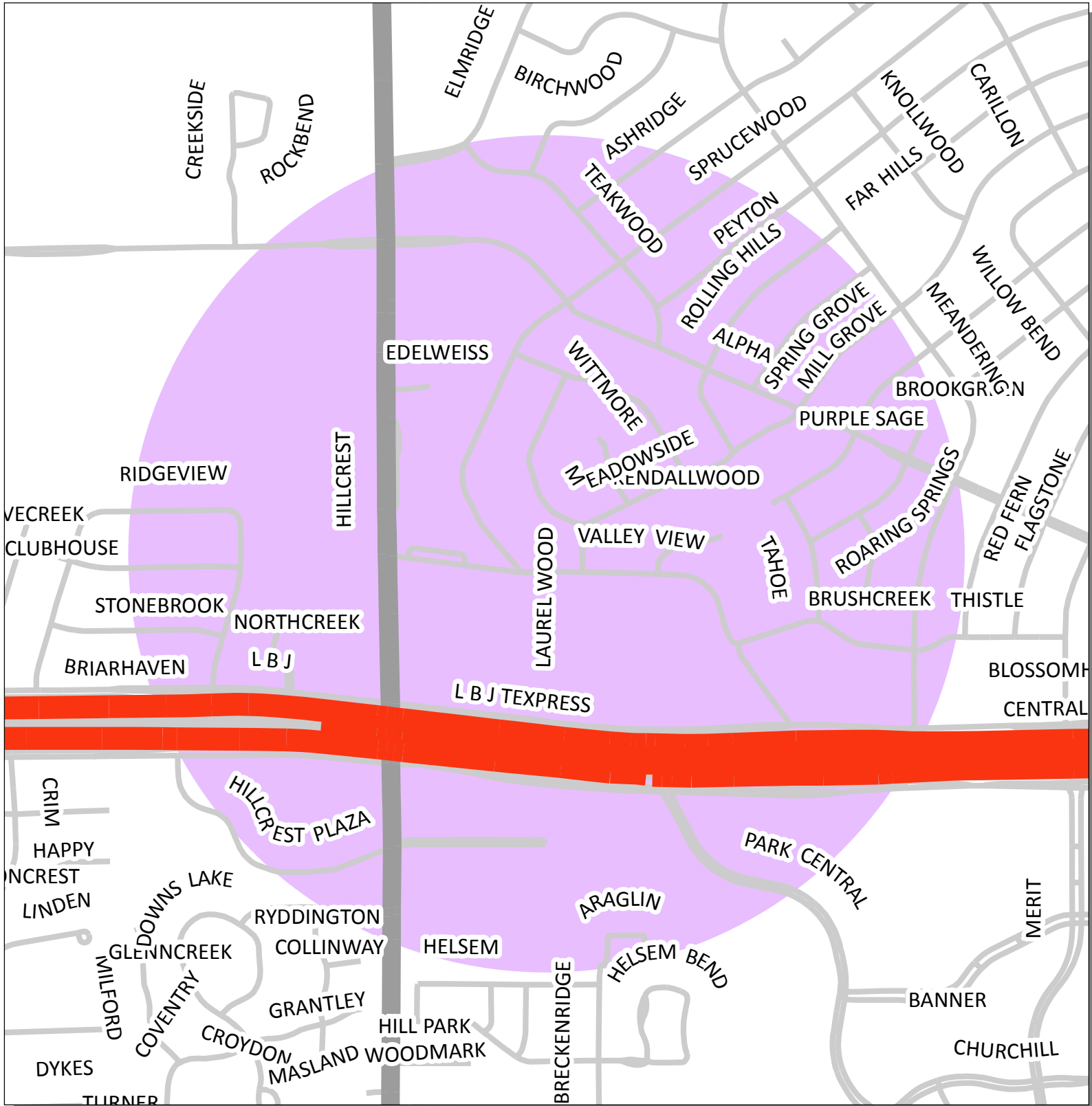
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# WNV Ground Spray Target Area



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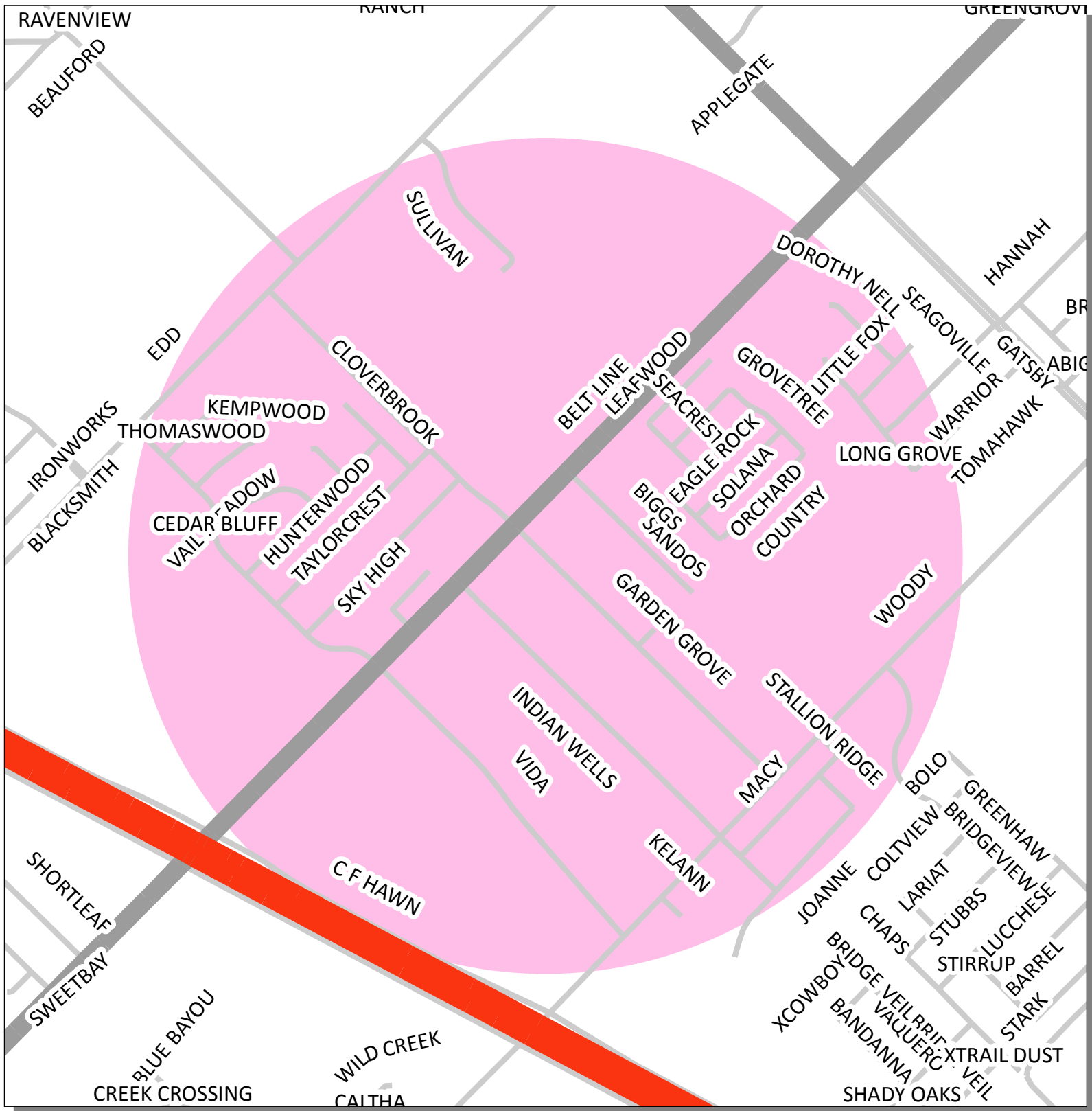
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Half Mile Radius



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 Half Mile Radius

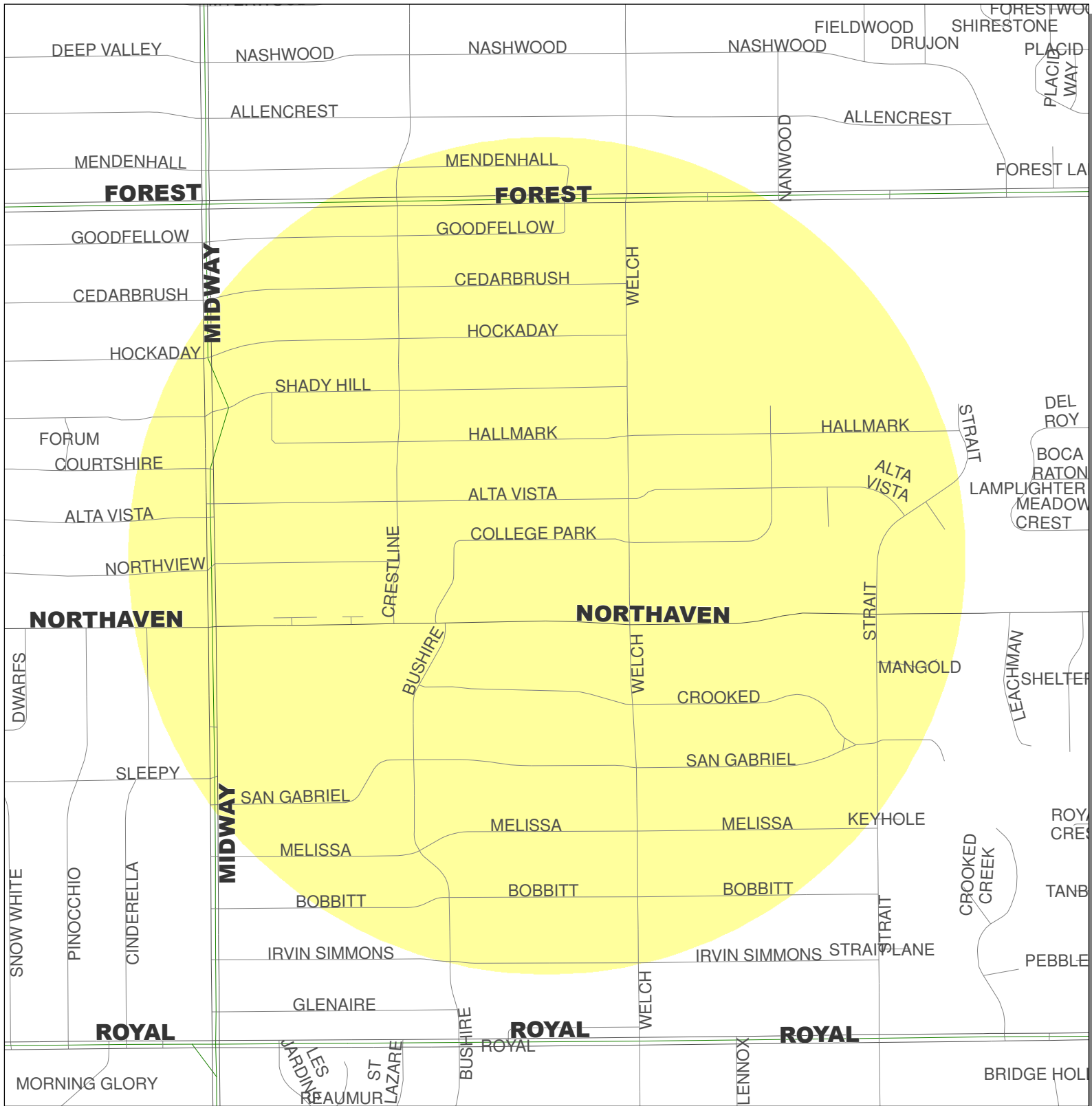


# WNV Ground Spray Target Area

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City of Dallas



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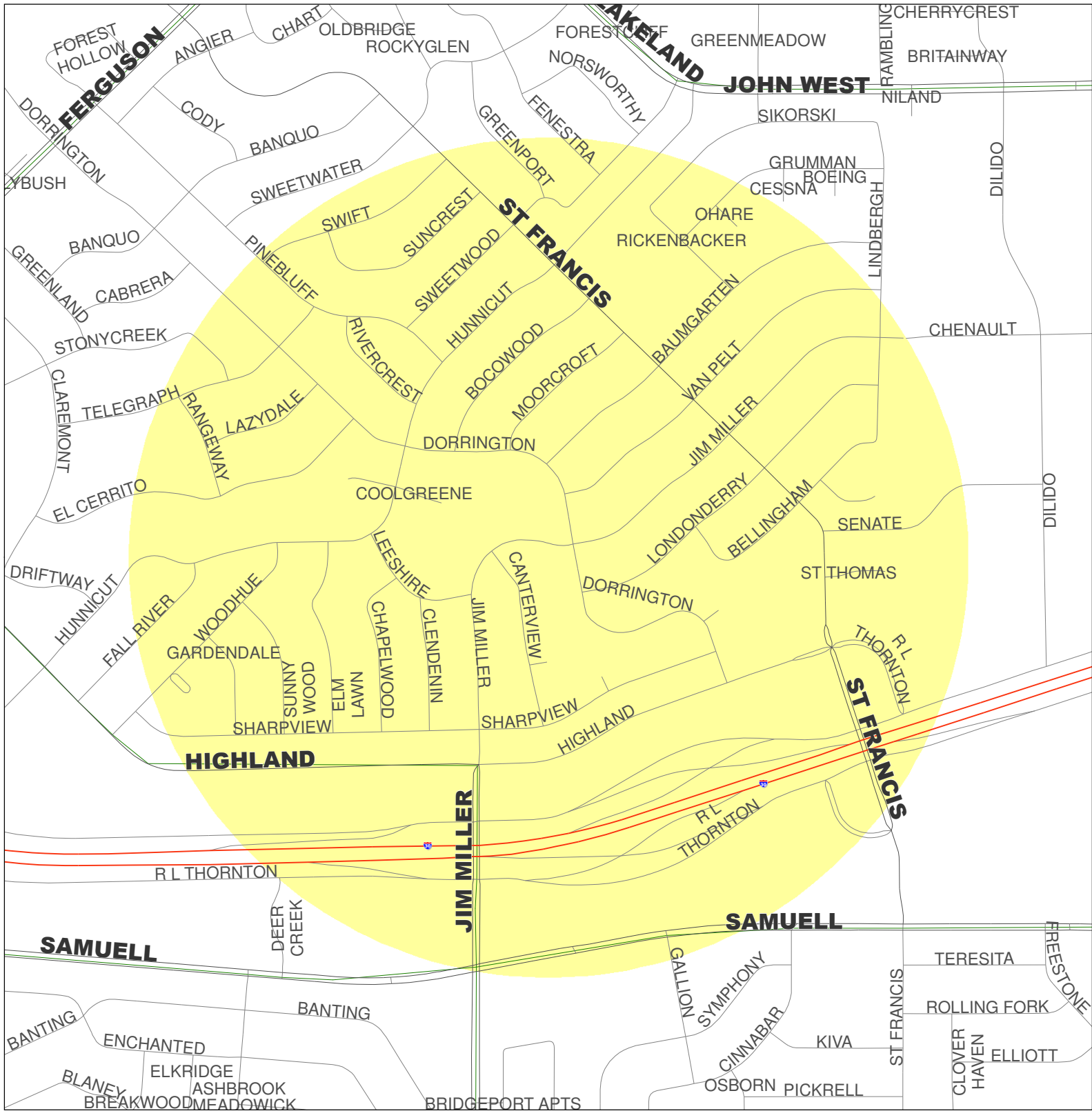
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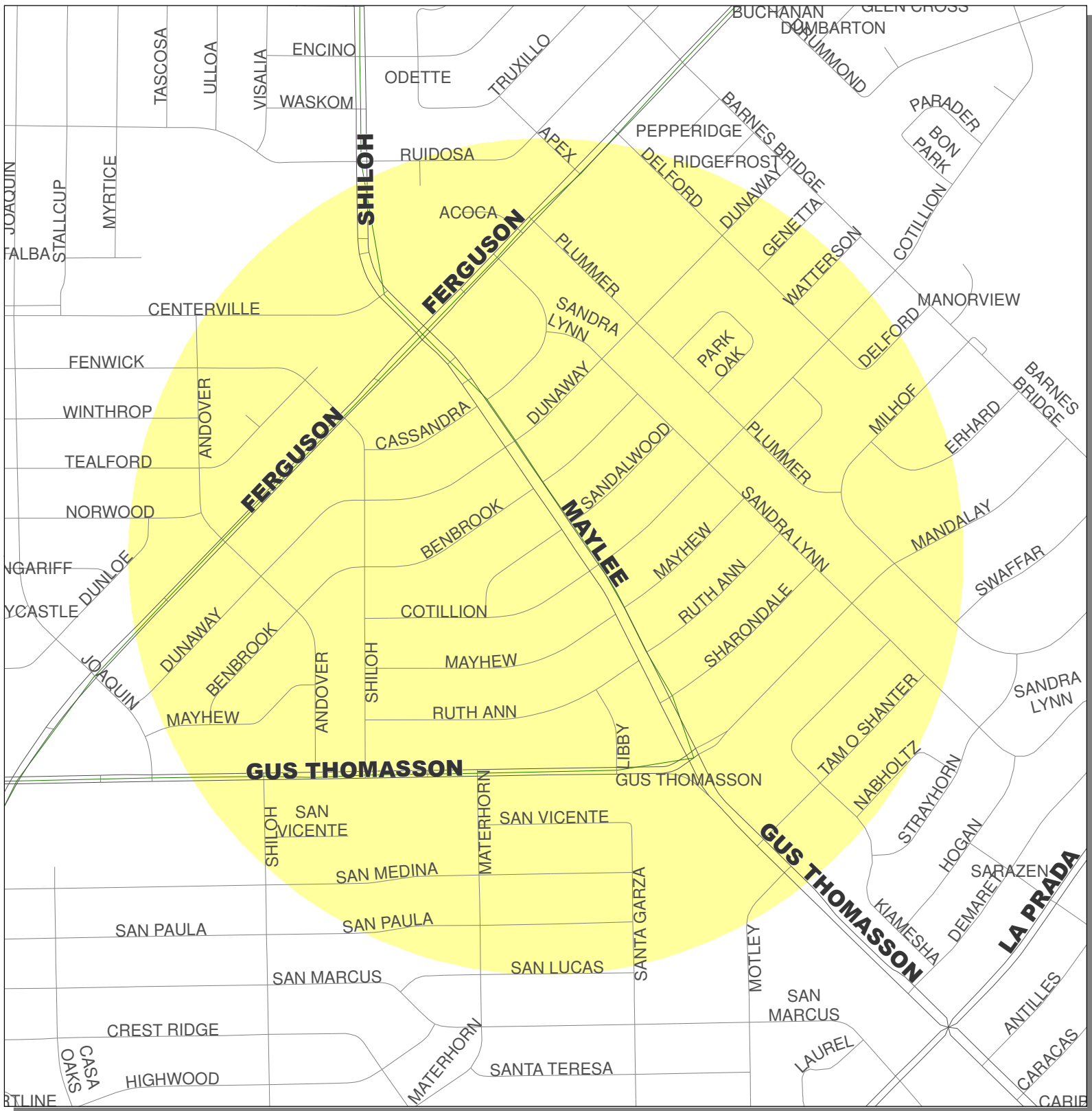
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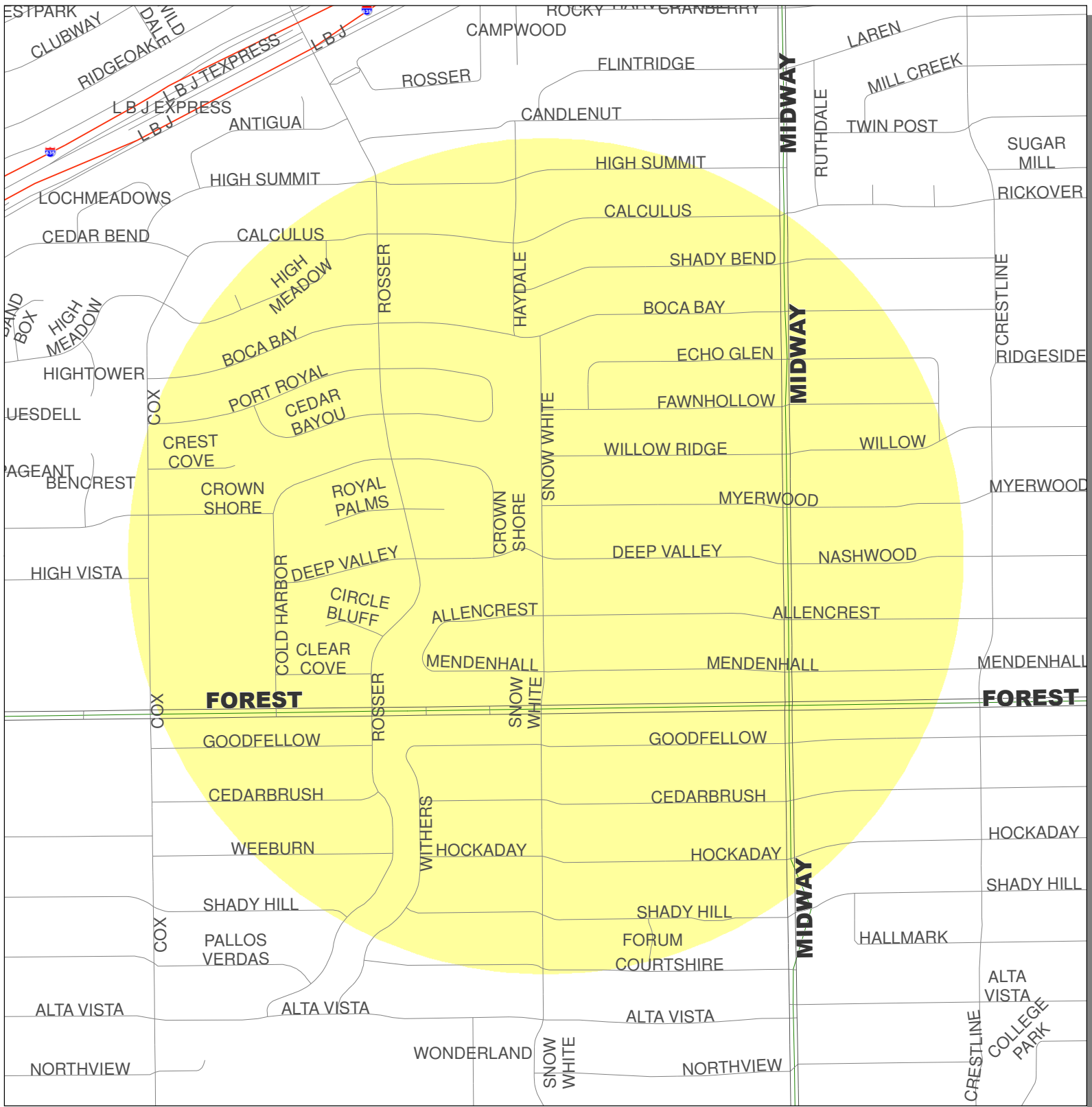


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