

QUALITY OF LIFE & ENVIRONMENT COMMITTEE  
DALLAS CITY COUNCIL COMMITTEE AGENDA

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CITY SECRETARY  
DALLAS, TEXAS

MONDAY, OCTOBER 26, 2015  
CITY HALL  
COUNCIL BRIEFING ROOM, 6ES  
1500 MARILLA  
DALLAS, TEXAS 75201  
9:00 A.M. – 10:30 A.M.

**Chair**, Councilmember Sandy Greyson  
**Vice-Chair**, Councilmember Tiffinni A. Young  
Councilmember Rickey D. Callahan  
Councilmember Mark Clayton  
Councilmember Philip T. Kingston  
Councilmember B. Adam McGough

Call to Order

1. Approval of September 28, 2015 Minutes
2. Approval of October 12, 2015 Minutes

**BRIEFINGS**

3. Youth Commission  
Brett Wilkinson  
*Managing Director, Intergovernmental Services*
4. Small Cell & Distributed Antenna Systems License Agreements with the City of Dallas Update  
Rick Galceran P.E.  
*Director, Public Works*
5. Dallas Animal Services Update  
Kris Sweckard  
*Director, Code Compliance Services*
6. Dallas Animal Services: Governance, Friends Policy, and Work Policies  
Kris Sweckard  
*Director, Code Compliance Services*

7. **UPCOMING AGENDA ITEMS**

**October 28, 2015**

- A. Agenda Item #19: Authorize a development agreement with Bluffview Park Improvement Project for the renovation of Bluff View Park located at 4524 Pomona Road - Financing: No cost consideration to the City
- B. Agenda Item #20: Authorize a contract for stormwater culvert repairs at Kidd Springs Park located at 700 West Canty Street - A S Con, Inc., lowest responsible bidder of two - Not to exceed \$208,670 - Financing: 2006 Bond Funds

- C. Agenda Item #21: Authorize an increase in the site package contract with J.C. Commercial, Inc. for revisions requested by the Park and Recreation Department, Dallas Water Utilities and Oncor Electric Delivery Company, LLC and a construction schedule extension due to significant weather delays in the first months of 2015 at Singing Hills Recreation Center located between Crouch Road and Patrol Way - Not to exceed \$137,651, from \$1,080,077 to \$1,217,728 - Financing: 2006 Bond Funds
- D. Agenda Item #39: Authorize the third twelve-month renewal option to the service contract for the processing and sale of recycled materials for the period January 1, 2016 through December 31, 2016 – Greenstar Mid-America, LLC - Estimated Revenue: \$1,880,075
- E. Agenda Item #40: Authorize (1) a contract for the construction of two 15-acre waste cells for a total of 30 acres, cells 6B1 and 6D2, with composite liner and leachate collection system, at the McCommas Bluff Landfill; and site improvements that include pavement of a perimeter road, main entrance road improvements, a new waste cell access road, entrance signage improvements, environmental enhancements including a wheel/undercarriage washing system and mud tracking reduction controls; and (2) an increase in appropriations in the Sanitation Capital Improvement Fund in the amount of \$4,804,946 from \$9,010,338 to \$13,815,284 - Hammett Excavation, Inc., lowest responsible bidder of four - Total not to exceed \$4,804,946 - Financing: Sanitation Capital Improvement Funds

Adjourn



Sandy Greyson, Chair  
Quality of Life & Environment Committee

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. Contemplated or pending litigation, or matters where legal advice is requested of the City Attorney. Section 551.071 of the Texas Open Meetings Act.
2. The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.072 of the Texas Open Meetings Act.
3. A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.073 of the Texas Open Meetings Act.
4. Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Section 551.074 of the Texas Open Meetings Act.
5. The deployment, or specific occasions for implementation of security personnel or devices. Section 551.076 of the Texas Open Meetings Act.
6. Deliberations regarding economic development negotiations. Section 551.087 of the Texas Open Meetings Act.

# Quality of Life & Environment Committee Meeting Record

**DRAFT**

**Meeting Date:** September 28, 2015      **Convened:** 9:08 a.m.      **Adjourned:** 10:48 a.m.

**Members Present:**

Sandy Greyson (Chair)  
Tiffinni A. Young (Vice-Chair)  
Rickey D. Callahan  
Mark Clayton  
Philip T. Kingston  
B. Adam McGough

**Members Absent:**

**Council Members Present:**

**Briefing Presenters**

Rick Galceran  
Director, Public Works  
  
Errick Thompson  
Director, Equipment & Building  
Services  
  
Willis Winters  
Director, Park and Recreation

**Guests:**

**Staff Present:**

Jill Jordan, Jennifer McRorey, Crystal Ross, Don Knight, David Cossum, Rosa Fleming, Willis Winters, Kris Sweckard, Errick Thompson, Christine Lanners, Peter Bratt, Eric Izuora

**AGENDA:**

**1. Approval of September 14, 2015 Minutes**

**Presenter(s):**

A motion was made to approve the minutes of September 14, 2015 committee meeting.

**Action Taken/Committee Recommendation(s):** Approve minute record of September 14, 2015 committee meeting.

**Motion made by:** Rickey D. Callahan

**Motion seconded by:** Tiffinni A. Young

**Item passed unanimously:**

**Item passed on a divided**

**Item failed unanimously:**

**Item failed on a divided vote:**

**2. Small Cell & Distributed Antenna Systems License Agreements with the City of Dallas**

**Presenter(s):** Rick Galceran

**Information Only**

This briefing sought direction from the committee on the establishment of a policy for the installation of small cell & distributed antenna systems (DAS) within the City’s right of ways.

The committee recommended the following:

- Have the briefing presented to the full city council;
- Maintain the standard permit application fee of \$750 in the interim until final ordinance is considered; and
- Charge \$2,500 per year for use of right-of-way license fee for installation of small cell & distributed antenna systems within City’s right-of-ways in the interim until final ordinance is considered

**Action Taken/Committee Recommendation(s):**

- Have the briefing presented to the full city council;
- Maintain the standard permit application fee of \$750 in the interim until final ordinance is considered; and
- Charge \$2,500 per year for use of right-of-way license fee for installation of small cell & distributed antenna systems within City’s right-of-ways in the interim until final ordinance is considered

**Motion made by:** Philip T. Kingston

**Motion seconded by:** Mark Clayton

**Motion opposed by:** Sandy Greyson & Rickey D. Callahan

**Item passed unanimously:**

**Item passed on a divided vote:**

**Item failed unanimously:**

**Item failed on a divided vote:**

**3. Clean Fleet Vehicle Policy**

**Presenter(s):** Errick Thompson

**Information Only**

This briefing, from Equipment and Building Services, provided the committee a review of the department’s efforts to support the objectives of existing and revised Clean Fleet Policies.

The briefing also sought the committee’s recommendation for upcoming council agenda items that would approve the revised Clean Fleet Policy, approve and accept TCEQ grant reimbursements, and approve application submission to NCTCOG for the Clean Fleets North Texas 2015 Call for Projects.

**Action Taken/Committee Recommendation(s):** Committee recommended all three agenda items to the October 14, 2015 Council Agenda.

**Motion made by:** Philip T. Kingston

**Motion seconded by:** Mark Clayton

**Item passed unanimously:**

**Item passed on a divided vote:**

**Item failed unanimously:**

**Item failed on a divided vote:**

**4. Mayor’s Youth Fitness Initiative Program Update**

**Presenter(s):** Willis Winters, Jennifer McRorey, & Crystal Ross

**Information Only**

This briefing provided the committee a review of the Mayor’s Youth Fitness Initiative (MyFi) program.

**Action Taken/Committee**

**Recommendation(s):**

**Motion made by:**

**Motion seconded by:**

**Item passed unanimously:**

**Item passed on a divided vote:**

**Item failed unanimously:**

**Item failed on a divided vote:**

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**Councilmember Sandy Greyson**  
Chair

# Quality of Life & Environment Committee Meeting Record

**DRAFT**

**Meeting Date:** October 12, 2015      **Convened:** 9:11a.m.      **Adjourned:** 10:47 a.m.

**Members Present:**

Sandy Greyson (Chair)  
Tiffinni A. Young (Vice-Chair)  
Mark Clayton  
Philip T. Kingston  
B. Adam McGough

**Members Absent:**

Rickey D. Callahan

**Council Members Present:**

Jennifer S. Gates

**Briefing Presenters**

David Cossum  
Director, Sustainable  
Development & Construction

Kelly High  
Director, Sanitation Services

Joey Zapata  
Assistant City Manager

**Guests:**

Zac Trahan, Texas Campaign for the Environment

**Staff Present:**

Joey Zapata, Tammy Palomino, David Cossum, Diana Lowrance, Sheila Delgado, Barbara McAninch, Willis Winters, Neva Dean, Kris Sweckard, Kelly High, Stephanie McHenry, Karen Plunkett, Eric Izuora

## AGENDA:

### 1. Approval of September 28, 2015 Minutes

**Presenter(s):**

The item was deferred to the October 26, 2015 meeting in order to:

- Review the motion on Item 3, Clean Fleet Vehicle Policy, which was to 'Recommend all three items to full council'; and
- Correct the motion on Item 3, Clean Fleet Vehicle Policy, which was unanimous.

**Action Taken/Committee Recommendation(s):** Defer approval of the minute record for the September 28, 2015 meeting to the October 26, 2015 meeting

**Motion made by:**

**Motion seconded by:**

Item passed unanimously:

Item passed on a divided

Item failed unanimously:

Item failed on a divided vote:

**2. Non-Required Fence Standards**

**Presenter(s):** David Cossum

**Information Only**

This briefing is a follow up to the May 26, 2015 and August 10, 2015 briefings to the committee that provided research on required materials for non-required and residential fences in other cities.

**Action Taken/Committee Recommendation(s):** The committee motioned to defer the item to a future committee date.

**Motion made by:** B. Adam McGough

**Motion seconded by:** Tiffinni A. Young

**Motion opposed by:** Philip T. Kingston

**Item passed unanimously:**

**Item passed on a divided vote:**

**Item failed unanimously:**

**Item failed on a divided vote:**

**3. Sanitation Services Bulk & Brush Collection**

**Presenter(s):** Kelly High

**Information Only**

This briefing provided an overview of the current bulk and brush collection program, discussed collection week realignments, began a policy discussion on possible changes to the current collection program, and discussed next steps that would involve public input and additional analysis steps to guide any recommended changes.

Committee members requested that more information on the collection process and drop off locations be shared with residents, for staff to increase enforcement on illegal set-out of construction materials, for staff to return to the committee with information on expected cost savings for any proposed changes to the collection program, proceed with realignment of the far-north sanitation district, review realignment in other sanitation districts, and bring back to the committee a draft survey that would measure resident use and satisfaction of collection service.

**Action Taken/Committee Recommendation(s):**

**Motion made by:**

**Motion seconded by:**

**Item passed unanimously:**

**Item passed on a divided vote:**

**Item failed unanimously:**

**Item failed on a divided vote:**

**4. Operation: Beautification Fall 2015 Registration**

**Presenter(s):** Joey Zapata

**Information Only**

A briefing memo was provided for this item which announced the Fall 2015 Operation: Beautification event.

**Action Taken/Committee**

**Recommendation(s):**

**Motion made by:**

**Motion seconded by:**

**Item passed unanimously:**

**Item passed on a divided vote:**

**Item failed unanimously:**

**Item failed on a divided vote:**

**5. Upcoming Agenda Items**

**Presenter(s):**

**Information Only**

Information on the following upcoming agenda items was provided to the committee:

- A. Agenda Item #5: Authorize a three-year service contract for food establishment inspections – Bureau Veritas North America, Inc., most advantageous proposer of two – Not to exceed \$340,000 - Financing: Current Funds (subject to annual appropriations)
- B. Agenda Item #24: Authorize a five-year contract with two five-year renewal options for trustee services for the Park and Recreation Trust of the City of Dallas - Bank of Texas N.A., only proposer - Financing: No cost consideration to the City
- C. Agenda Item #30: Authorize ordinances granting three franchises for solid waste collection and hauling, pursuant to Chapter XIV, of the City Charter, and Chapter 18, Article IV, of the Dallas City Code (list attached) - Estimated Annual Revenue: \$17,800
- D. Agenda Item #36: Authorize a twenty-four-month contract with the Department of State Health Services to provide on-line computer services for the City's Bureau of Vital Statistics program to obtain certified copies of birth certificates at a cost of \$1.83 for each birth certificate printed for the period September 1, 2015 through August 31, 2017 - Not to exceed \$25,000 annually for a total not to exceed \$50,000 - Financing: Water Utilities Current Funds (to be reimbursed by Current Funds) (subject to annual appropriations)

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**Councilmember Sandy Greyson**

Chair

# Memorandum



CITY OF DALLAS

DATE October 23, 2015

TO Honorable Members of the Quality of Life & Environment Committee: Sandy Greyson (Chair),  
Tiffinni A. Young (Vice Chair), Rickey D. Callahan, Mark Clayton, Philip T. Kingston, B. Adam McGough

SUBJECT **Youth Commission**

On Monday, October 26, 2015, the Quality of Life & Environment Committee will be briefed on the Youth Commission. The briefing will be provided by the Office of Intergovernmental Services.

The briefing materials are attached for your review.

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

A handwritten signature in blue ink that reads "Joey Zapata".

Joey Zapata

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

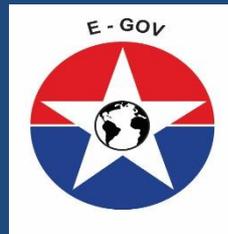
Eric D. Campbell, Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Mark McDaniel, Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council

# Youth Commission

Briefing to:

The Quality of Life & Environment  
Committee

October 26, 2015



# Youth Commission Background

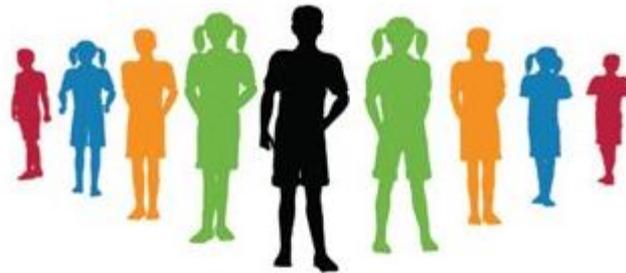
- August 1994 – City Council approved an ordinance to create a Youth Commission to address and advocate for issues that impact the lives of youth in Dallas
- Projects Included: Youth Forums, Crime Prevention, the Youth Resource Guide and a Smoking Ordinance
- September 2010- The Youth Commission was dissolved
- June 2015- Mayor Rawlings asked Councilmember Young to recommend whether to revive the Youth Commission
- \$25,000 included in FY2015-16 for this effort



# Mission

To inspire Dallas youth to become lifelong civic leaders actively engaged in assisting policy makers and promoting advocacy.

*Growing Great Leaders*



# Objectives

- Advise the City Council on City-related issues
- Provide a forum for voicing the concerns of youth
- Assist the City in the identification of programs that are needed in the community
- Promote regular and active civic engagement with the youth
- Perform other duties assigned by the City Council or City Manager



# Benefits to Youth

- Opportunity to develop leadership skills
- Increases volunteerism and community service
- Develops a working knowledge of local government
- Enhances classroom civic education
- Understand policymaking process



# Qualifications

- Full-time students in grades 9 – 12 in good standing
- Must be a resident of Dallas for at least 6 months prior to appointment
- Must be appointed by a Councilmember
- Must reside in the district of the Councilmember who appointed them



# Structure

- 15 members representing the Mayor and each Council District
- Serve a term of two years with a two year renewal option
  - First Commission will serve from January 2016-September 30, 2017
  - Thereafter, terms will be from October 1-September 30, for 2 year increments
- Mayor will appoint chair, and the full Council will appoint vice-chair
- The Youth Commission can create subcommittees



# Youth Commissioner Responsibilities

- Must attend monthly meetings
- A minimum time commitment of up to 4 hours per month (including full commission and committee meeting attendance)
- Advocate for youth related and other issues in respective council districts and the City as a whole



# Stakeholders

- The City Council will support the Commission through its Council Liaison
- The City Manager will provide necessary information and assistance to the commission in the performance of its duties and responsibilities
- Seeking external partnerships from public and private organizations to help support this effort



# Potential Projects

- The Youth Commission will be responsible for developing its own agenda and work plan. Examples of possible projects include:
  - Youth Summit
  - Park and Recreation Youth Programs
  - Public Safety and Crime Prevention
  - Participation in the National League of Cities and Texas Municipal League conferences
  - Water Conservation Projects
  - GrowSouth Initiative
  - Fair Park Institute
  - Neighborhood Plus



# Administration

- The Office of Intergovernmental Services will serve as program administrator to the Youth Commission
- \$25,000 was included for efforts in FY15-16 budget



# Timeline

- October 26, 2015 – Quality of Life Committee Briefing
- November 3, 2015 – Full Council Briefing
- November 10, 2015 – City Council Consideration
- November 15, 2015 – Begin Accepting Nominations
- December 18, 2015– Deadline for Nominations
- January 20, 2016 –Council Considers Appointees
- February 2016 – Youth Commission Retreat
- March 2016 – First Meeting



# Memorandum



DATE October 23, 2015

TO Honorable Members of the Quality of Life & Environment Committee: Sandy Greyson (Chair),  
Tiffinni A. Young (Vice Chair), Rickey D. Callahan, Mark Clayton, Philip T. Kingston, B. Adam McGough

SUBJECT **Small Cell & Distributed Antenna Systems License Agreements with the City of Dallas**

This memo is to provide additional information relating to (1) recent license requests to construct small cell networks including the installation of antennas and fiber in the City's right-of-way; and (2) related license fees pursuant to Section 43-115 of the Dallas City Code.

## Crown Castle – 38 Antennas

In April of 2015, Crown Castle submitted a license application to install 13 small cell antennas (antennas) in the public-right-of-way within the CBD. This request was routed to applicable departments for review and approval, and subsequently placed on hold until engineering plans on each location were provided. Crown Castle provided these plans in May 2015 for 12 of the 13 locations.

In July 2015, Crown Castle submitted a license request for the installation of 26 antennas in the public right-of-way located within the CBD. This request along with the appropriate plans for each location was submitted to the appropriate departments for review and approval.

In August 2015, Crown Castle submitted an amended license request to the previous requests submitted which included the identification of several different locations to form a final list of 38 small cell antennas to be installed in the City's right-of-way within the CBD. Crown Castle is proposing to install 27 antennas on Oncor poles and 11 antennas on City owned street lights.

During the review period of the final 38, staff discovered that Crown Castle failed to show their fiber connections for their small cell network. This information was subsequently requested in which final review took place after the Quality of Life Committee held in September 2015. At the time of the briefing staff did not realize the magnitude of the fiber installation which includes 7.5 miles or 39,840 l.f. of fiber to be installed in the right-of-way within the CBD. Of this, 2.78 miles could require street cuts.

Under city code, and as advised by the CAO, Crown Castle is required to pay license fees for their fiber installation. There are currently 97 licenses billed to other entities annually for the subsurface use of the right-of-way for cable/fiber optic lines installations.

## AT&T – 95 Antennas

In November 2014, AT&T submitted a license request to install 95 Antennas in the public right-of-way (32 – near Mockingbird/Santa Barbara, 27 – near Preston/ Walnut Hill, 36 – near Royal/Inwood). This request was routed to applicable departments for review and approval, and subsequently placed on hold until engineering plans on each location were provided. AT&T has provided plans on 12 of the 95 locations. Each of the above license applications are subject to the City's new small cell guidelines, pole owner approval as well as payment of applicable license fees for the use of the right-of-way.

License Fees

Section 43-115 of the Dallas City Code provides for a \$1,000 annual license fee to use the public right-of-way for uses other than those listed in Subsection (a) or is calculated in accordance with one of the following formulas, whichever is greater:

- (1) Fee for use of public right-of-way: area X market value X 85% X 12%.
- (2) Fee for subsurface use only: area X market value X 30% X 12%.
- (3) Fee for air rights use only (including awnings and canopies with a premise sign as defined in Section 51A-7.102(28) of the Dallas City Code): area X market value X 85% X 85% X 12%.

Antennas and fiber installation are not specified uses provided for in the City Code; therefore such uses would be calculated based on the formulas above.

Please feel free to contact me should you need additional information.



Ryan S. Evans  
First 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  
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# Memorandum



CITY OF DALLAS

DATE October 23, 2015

TO Honorable Members of the Quality of Life & Environment Committee: Sandy Greyson (Chair),  
Tiffinni A. Young (Vice Chair), Rickey D. Callahan, Mark Clayton, Philip T. Kingston, B. Adam McGough

SUBJECT **Dallas Animal Services Update**

On Monday, October 26, 2015, the Quality of Life & Environment Committee will be briefed on Dallas Animal Services Update. The briefing is attached for your review.

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

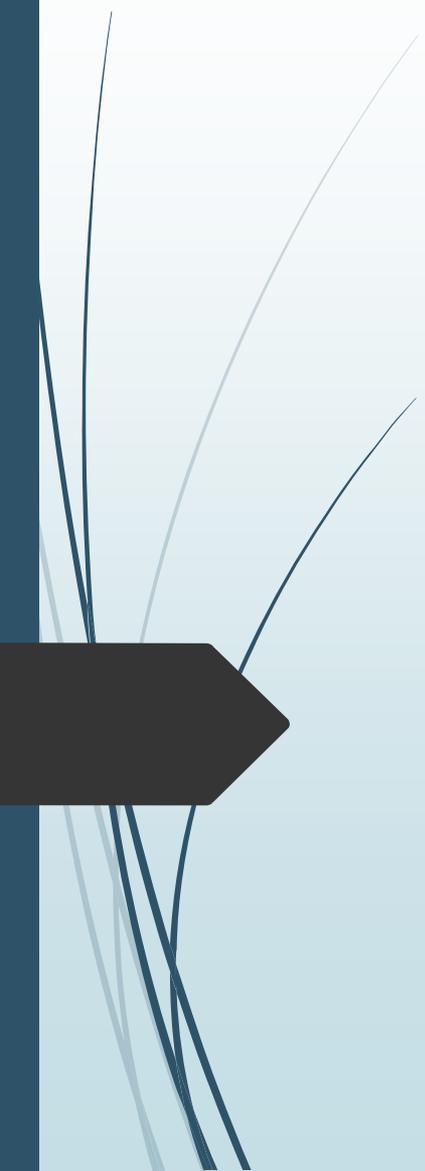
A handwritten signature in blue ink that reads "Joey Zapata".

Joey Zapata  
Assistant City Manager

## Attachment

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



# Dallas Animal Services Update

Quality of Life & Environment Committee

October 26, 2015



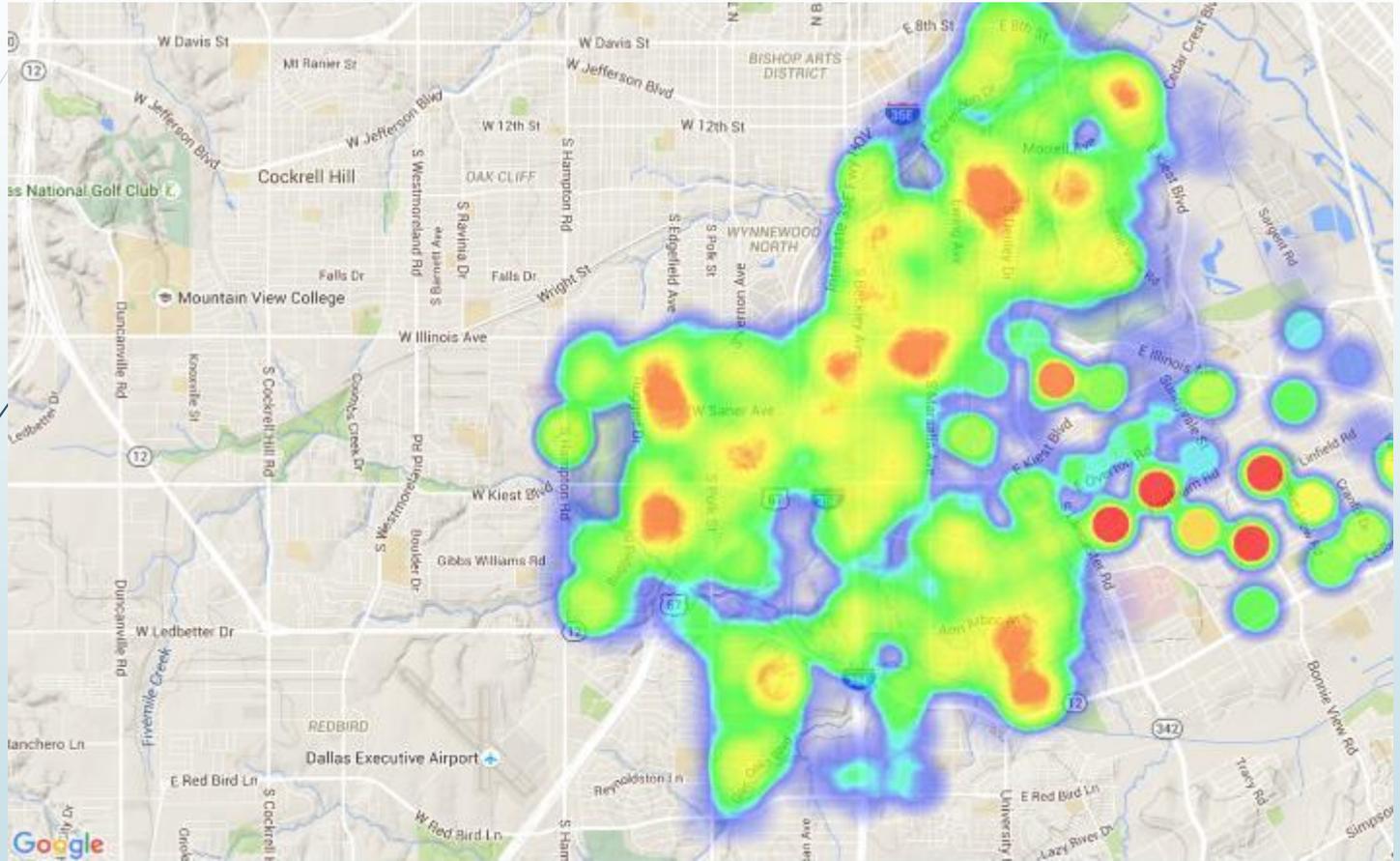
# Purpose

- ▶ As requested by Quality of Life Committee, provide a detailed, metrics-focused plan of action to improve loose dog enforcement through the following strategies:
  - ▶ Initiating targeted initiative modeled on DPD Targeted Area Action Grids (TAAG)
  - ▶ Achieving and maintaining full staffing
  - ▶ Improving technology
  - ▶ Enhancing outreach and enforcement initiatives
  - ▶ Identifying options to increase intake capacity

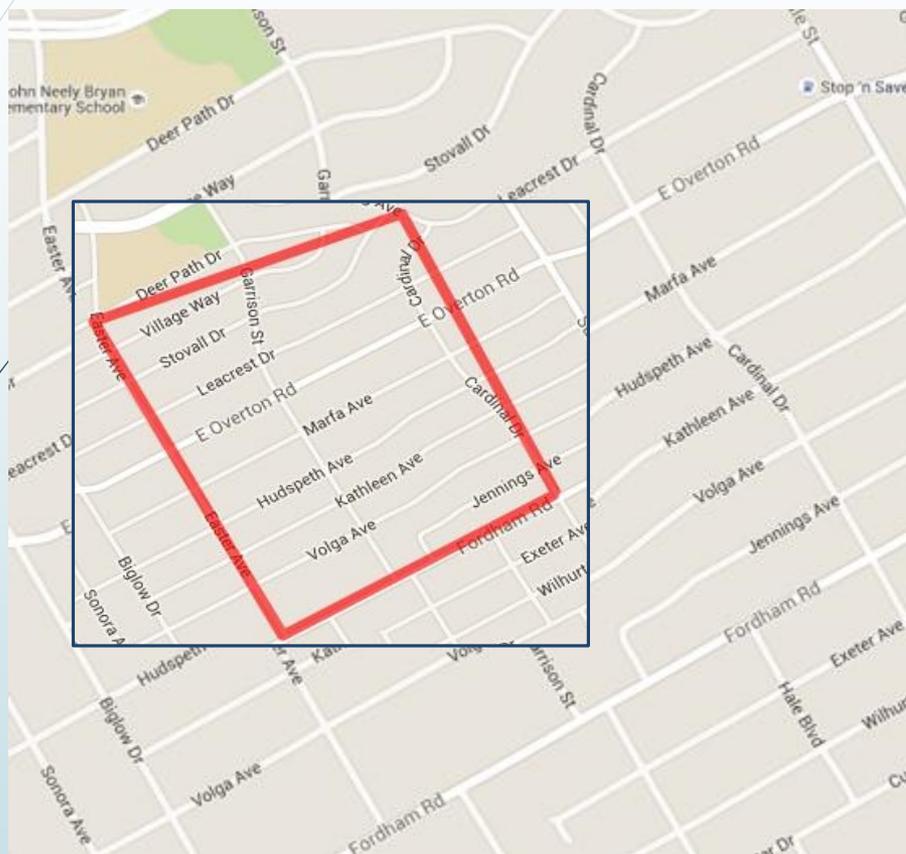
# Methodology

- ▶ Partnered with Communication & Information Services, GIS, Dallas Police Department, Court & Detention Services, and 311 on a deep data dive
- ▶ Data from April 1, 2015 – September 30, 2015 was loaded into an interactive mapping tool to identify highest concentrations of service requests
  - ▶ Nine service request types were chosen from 311 and 911 call types that are most indicative of loose dog issues
  - ▶ Chose Council Districts with over 5,000 calls for service
  - ▶ The “hot spots” were further analyzed and information compiled to identify areas with defined boundaries within these Council Districts

# District 4 Heat Map



# District 4 Selected Target Area

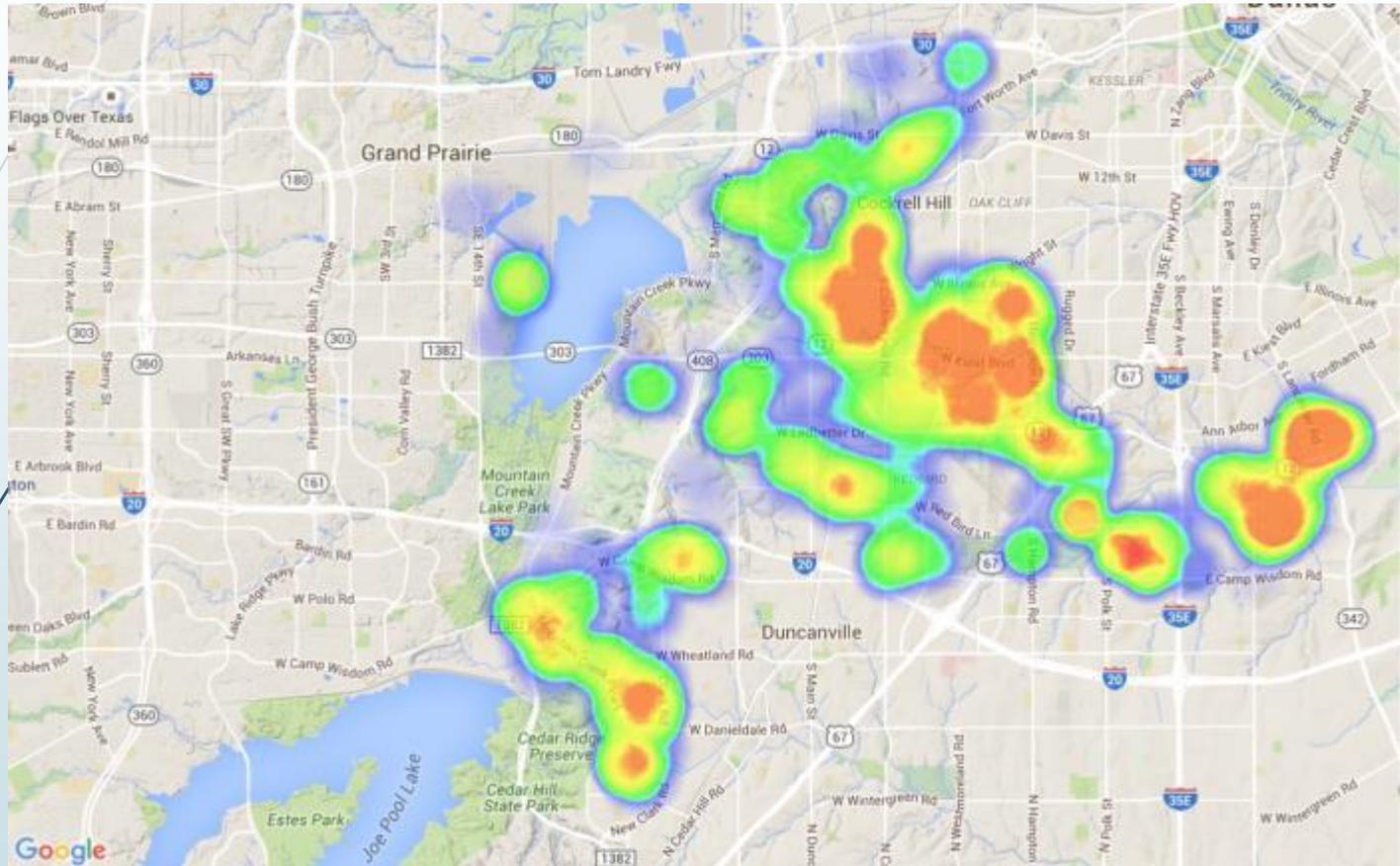


## Boundaries

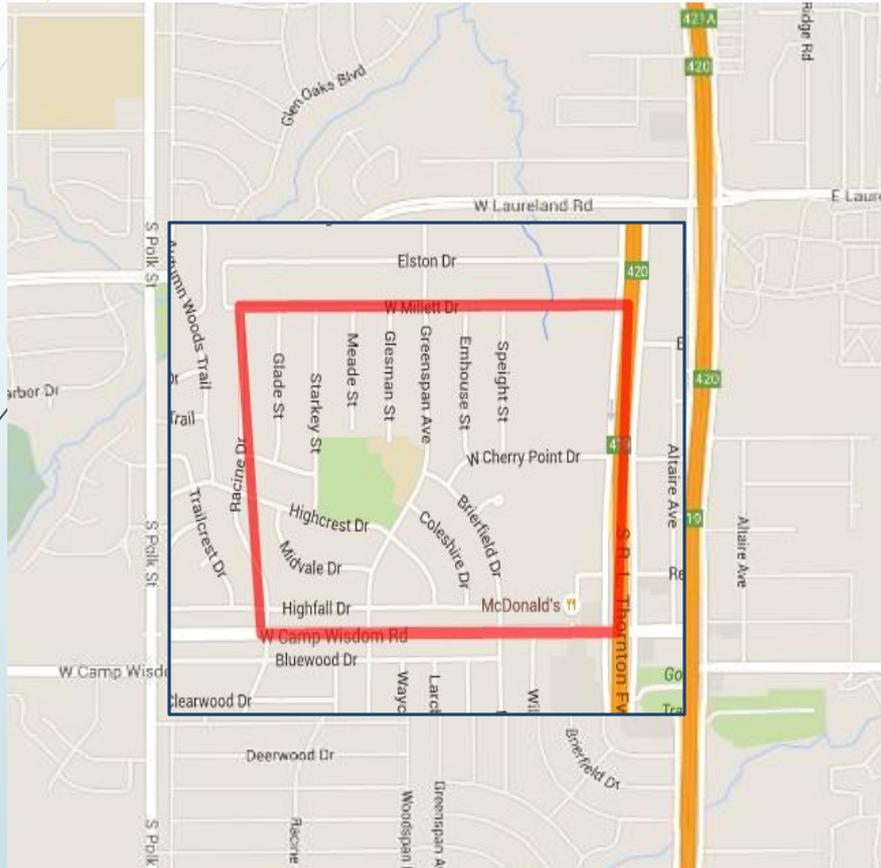
North: Deer Path, East: Cardinal,  
South: Fordham, West: Easter

Target Area Metrics			
	Apr -Sep 2015	Nov 2015	Goal
Service Requests	83	TBD	TBD
% High Priority Calls	34%	TBD	TBD
Priority Response Time	108 min	TBD	TBD
Intakes	42	TBD	TBD
Citations	9	TBD	TBD
Registered Animals	13	TBD	TBD
Outreach Events	0	TBD	TBD
Survey Results	N/A	TBD	TBD

# District 3 Heat Map



# District 3 Selected Target Area

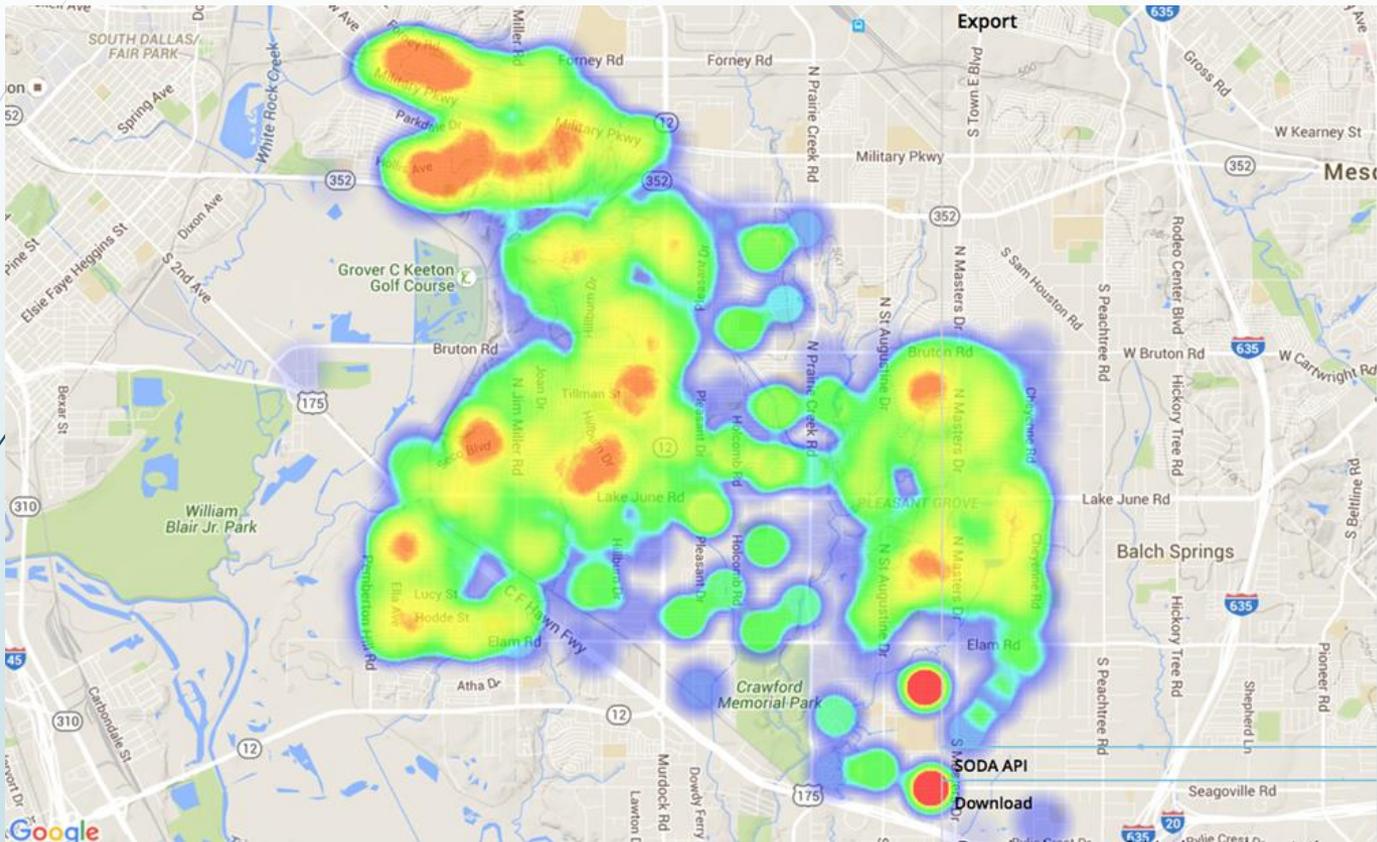


## Boundaries

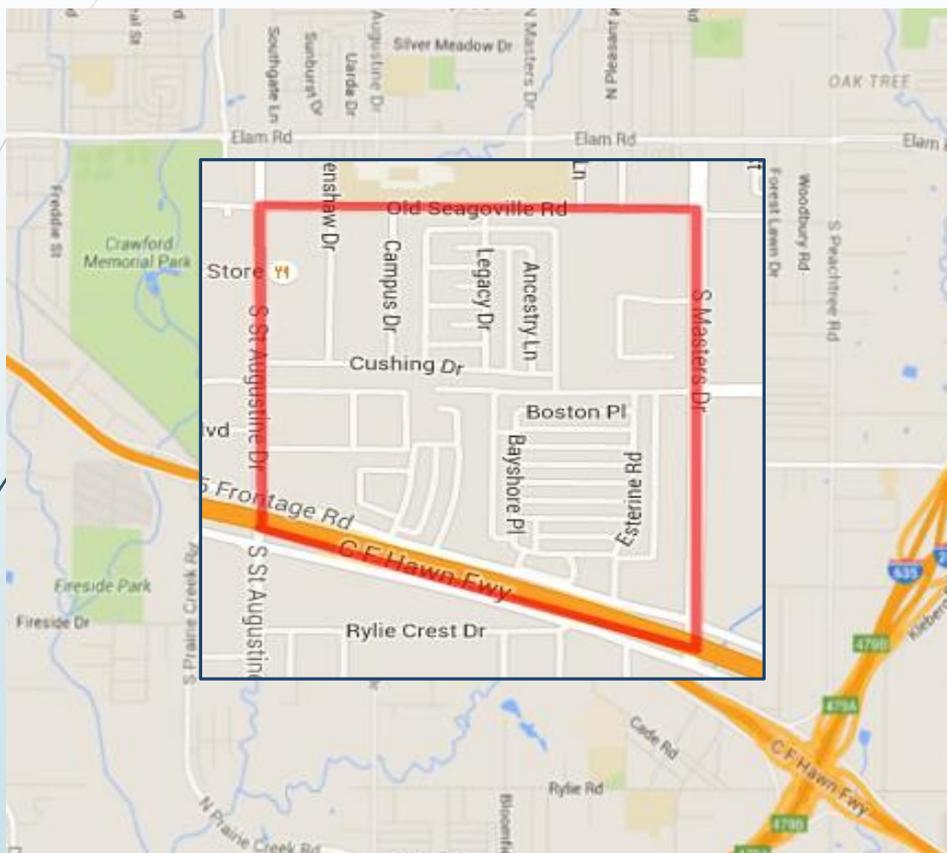
North: Millet, East: US-35, South:  
Camp Wisdom, West: Racine

Target Area Metrics			
	Apr -Sep 2015	Dec 2015	Goal
Service Requests	79	TBD	TBD
% High Priority Calls	24%	TBD	TBD
Priority Response Time	54 min	TBD	TBD
Intakes	31	TBD	TBD
Citations	4	TBD	TBD
Registered Animals	11	TBD	TBD
Outreach Events	0	TBD	TBD
Survey Results	N/A	TBD	TBD

# District 5 Heat Map



# District 5 Selected Target Area



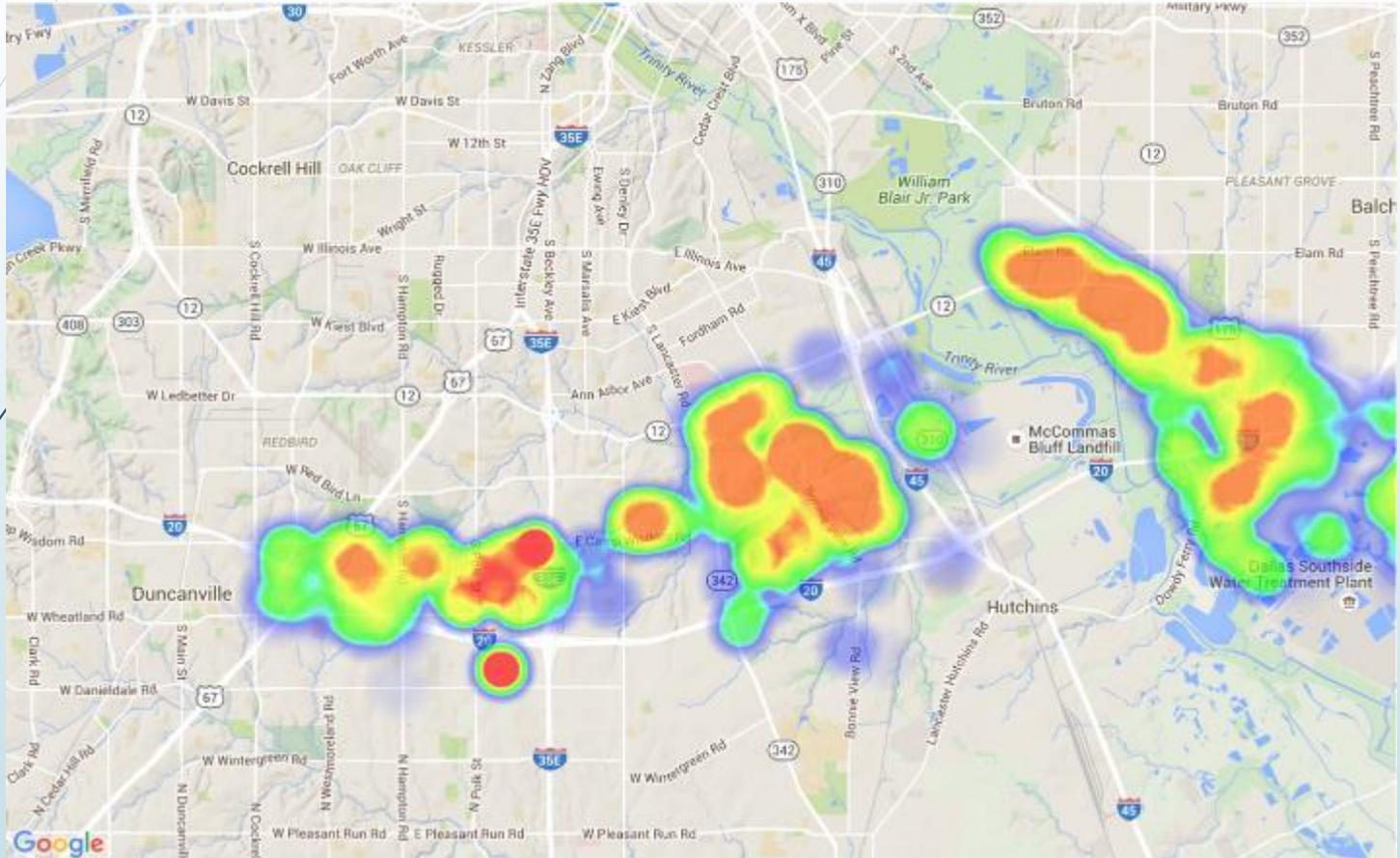
## Boundaries

North: Old Seagoville, East: Masters,  
South: CF Hawn, West: St. Augustine

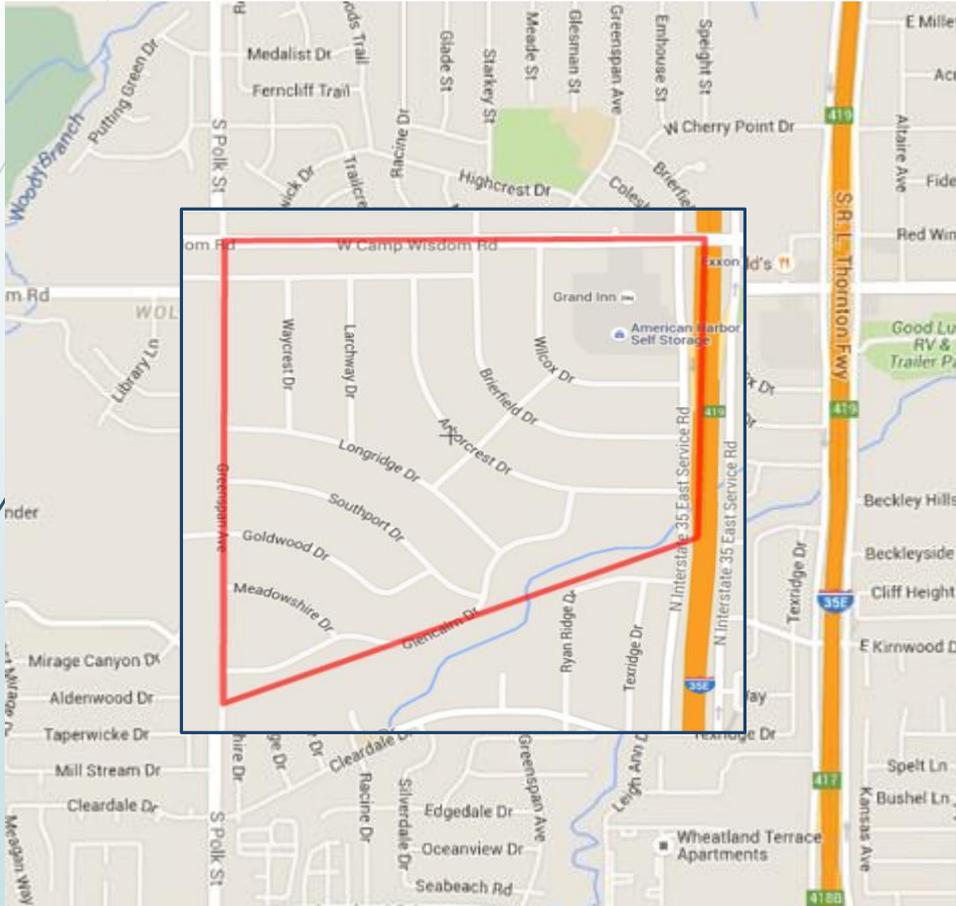
## Target Area Metrics

	Apr -Sep 2015	Jan 2015	Goal
Service Requests	52	TBD	TBD
% High Priority Calls	26%	TBD	TBD
Priority Response Time	35 min	TBD	TBD
Intakes	25	TBD	TBD
Citations	2	TBD	TBD
Registered Animals	12	TBD	TBD
Outreach Events	0	TBD	TBD
Survey Results	N/A	TBD	TBD

# District 8 Heat Map



# District 8 Selected Target Area



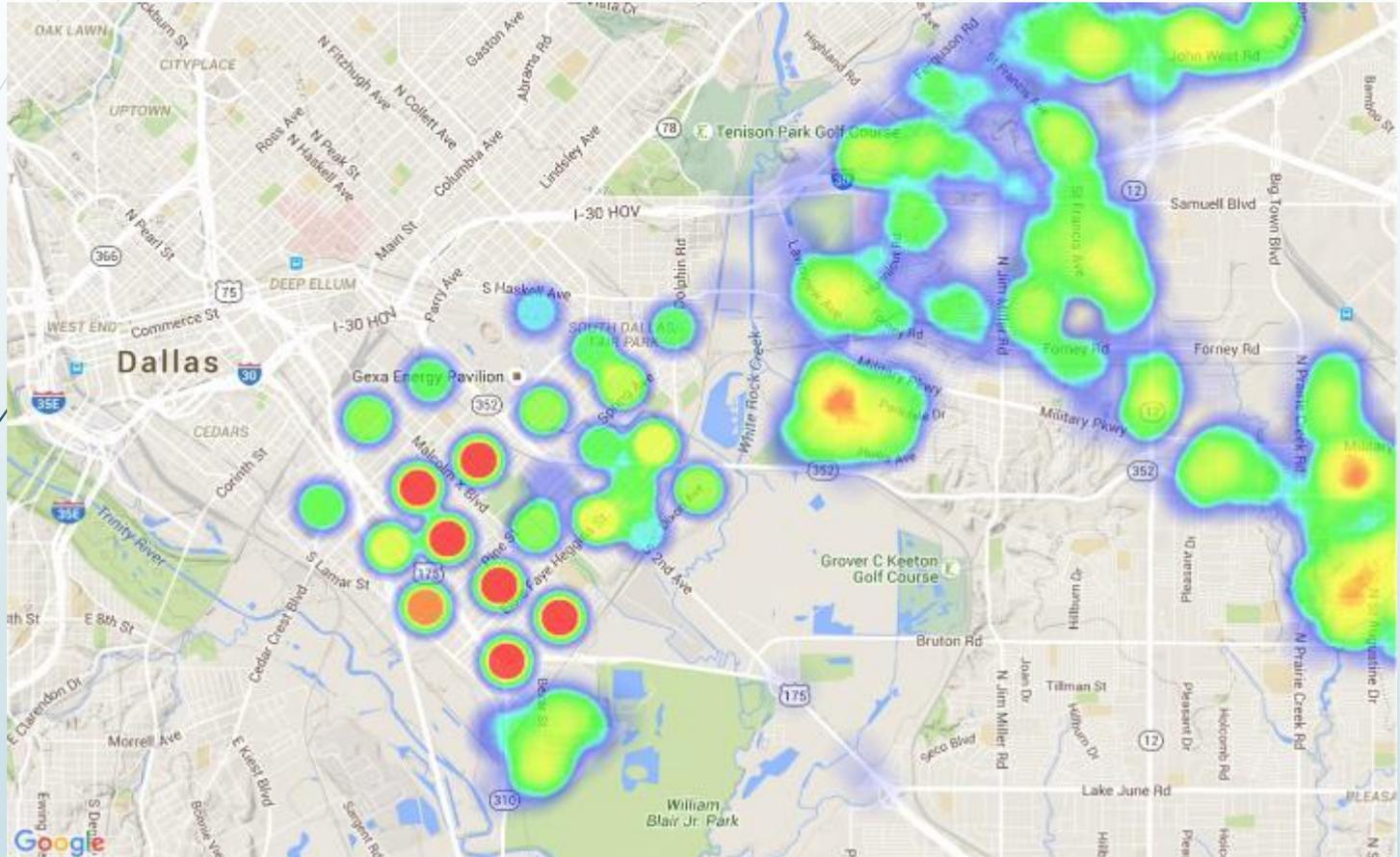
## Boundaries

North: Camp Wisdom, East: US-35,  
South: Glencairne, West: Greenspan

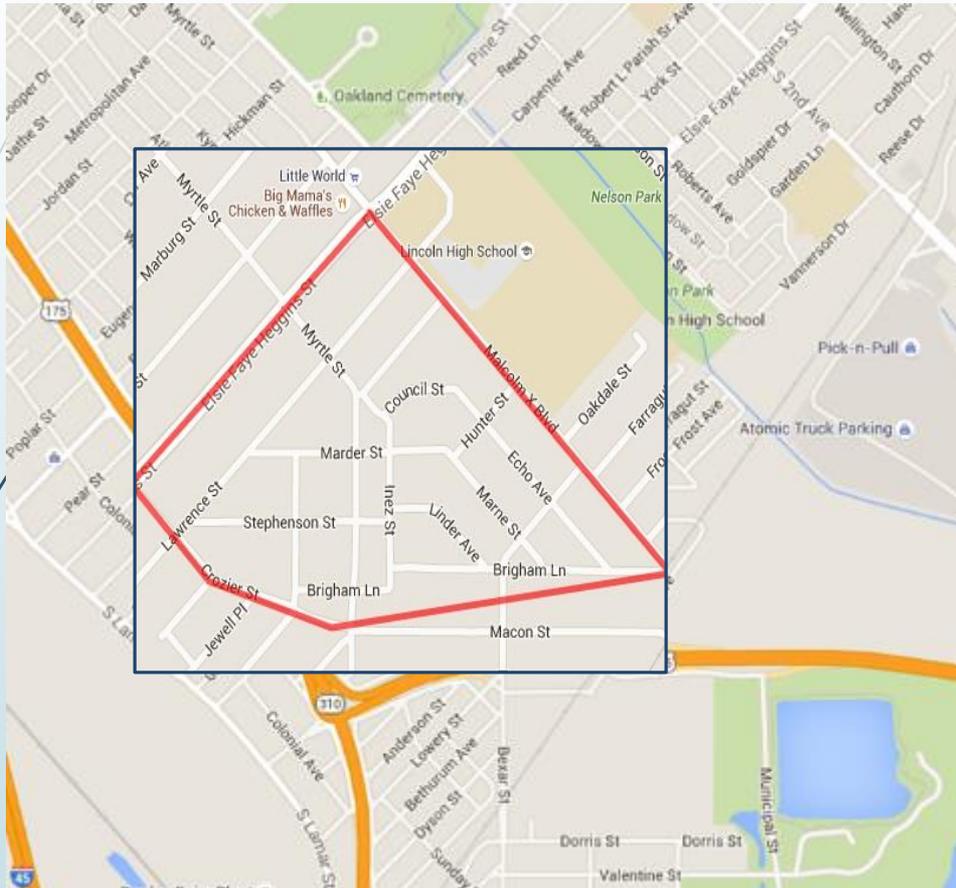
## Target Area Metrics

	Apr -Sep 2015	Feb 2015	Goal
Service Requests	53	TBD	TBD
% High Priority Calls	33%	TBD	TBD
Priority Response Time	46 min	TBD	TBD
Intakes	24	TBD	TBD
Citations	1	TBD	TBD
Registered Animals	13	TBD	TBD
Outreach Events	0	TBD	TBD
Survey Results	N/A	TBD	TBD

# District 7 Heat Map



# District 7 Selected Target Area



## Boundaries

North: Elsie Faye Heggins, East: Malcolm X,  
Southwest: Brigham & Crozier

## Target Area Metrics

	Apr -Sep 2015	Mar 2015	Goal
Service Requests	42	TBD	TBD
% High Priority Calls	36%	TBD	TBD
Priority Response Time	172 min	TBD	TBD
Intakes	31	TBD	TBD
Citations	2	TBD	TBD
Registered Animals	3	TBD	TBD
Outreach Events	0	TBD	TBD
Survey Results	N/A	TBD	TBD

# Targeted Response Initiative - November 2015 to March 2016

- ▶ Deploy existing resources to one of the targeted areas for a 30 day period
- ▶ No fewer than two trucks patrolling the area at least twice per week, as available
  - ▶ Priority response must be maintained citywide
- ▶ Focus on enforcement of loose and stray dogs
- ▶ Survey residents at beginning and end of period to capture residents' concerns and gauge progress
- ▶ Track and record activities and outcomes of the initiative in order to set goals
- ▶ Move to the next highest targeted area as we move through the five areas identified

# Southern Dallas Initiative - Begins April 2016

- ▶ Full implementation of trained resources from Southern Dallas Initiative budget enhancement
- ▶ Deploy Southern Dallas targeted team to high activity areas and targeted areas
- ▶ Launch education and outreach campaigns
- ▶ Evaluate success of Targeted Initiative and apply lessons learned
- ▶ Monitor response times and service impacts
- ▶ Track and report results

# Hiring Status

- ▶ Currently in process for 49 new hires to fill 41 vacancies by end of November 2015
  - ▶ Double filling 8 positions in anticipation of turnover
- ▶ Since last Quality of Life & Environment meeting
  - ▶ Began “additional pay” for all DAS staff on October 1, 2015 to improve retention
  - ▶ Participated in 3 hiring events with Texas Workforce Solutions
  - ▶ Advertised in five trade journals
  - ▶ Processed 349 applications
  - ▶ Conducted 75 interviews with more to come
  - ▶ Six position titles currently posted on City of Dallas website

# Intake Capacity

- Vision for intake capacity
  - Capacity matched to the need for loose dog intake
- Options under evaluation for programs
  - Review foster home program options for intakes
  - Ordinance review on mandatory microchipping and spay/neuter, stray/owned animal hold periods
- Options under evaluation for facilities
  - Identified three potential City facilities and estimating the costs/benefits for additional capacity sites
    - Will be included in FY16-17 budget process
  - Spay/neuter location(s)
  - Second animal shelter in southeast Dallas

# Next Steps

- ▶ Initiate targeted response initiative based on DPD TAAG beginning on November 1st
- ▶ Continue hiring process
- ▶ Continue technology advancements
- ▶ Support Animal Advisory Commission recommendation for development of a strategic plan to meet community needs

# Appendix A Project Matrix

Item	Goal	Action Item	Due Date	Participants	Notes & Status
1	Achieve full staffing for FY15-16 in Nov-15	Start 'additional pay' for all DAS employees in FY15-16	1-Oct-15	HR, CCS	Completed.
2	Achieve full staffing for FY15-16 in Nov-15	Evaluate more recruitment incentives to find qualified applicants	1-Oct-15	HR, CCS	Completed. Senior animal officer position added for career ladder.
3a	Achieve full staffing for FY15-16 in Nov-15	Hold hiring fair with on-site application, interviews and job offers	30-Oct-15	HR, CCS, CVS, WFS	Completed. Held three hiring events with Workforce Solutions (WFS).
3b	Achieve full staffing for FY15-16 in Nov-15	Expedite certifications for ASO's and other staff through on-site training and testing.	1-Mar-16	DAS	On track for Spring 2016.
4	Achieve full staffing for FY15-16 in Nov-15	Enhance targeted ads in trade journals and conferences	30-Oct-15	HR, CCS	Completed. Five trade journal advertisements were used.
5	Needed Civil Service support and changes	Civil Service participation in hiring fair, with on-site candidate review and qualification	30-Oct-15	Civil Service	Completed.
6	Needed Civil Service support and changes	Double-fill positions in anticipation of attrition	30-Nov-15	CCS	In progress. Eight positions authorized; 5 ASO, 3 AK2.
7	Needed Civil Service support and changes	Adopt any changes recommended in consultant report that could positively impact hiring processes	30-Nov-15	Civil Service	Civil Service is expediting application reviews to help fill DAS vacancies by 30-Nov-15
8	Maintain stable workforce	Explore outsourcing options for euthanasia services	31-Dec-15	BDP	Purchasing contacted several vendors and did not find interest. A formal procurement process will be initiated by December 31, 2015.
9	Maintain stable workforce	Enhance compassion fatigue program	31-Mar-16	HR, DAS	Review existing and potential new solutions by April 1, 2016
10	Maintain stable workforce	Expand training to enhance proficiencies	31-Mar-16	HR, DAS	De-escalation, customer service and team building trainings. DAS providing needs list.
11	Maintain stable workforce	Review span of control for effective supervision	31-Mar-16	HR, DAS	Meeting held Sept 30 for initial review/discussion of reporting structure; DAS providing updated org chart.
12	Maintain stable workforce	Reduce temporary and increase permanent staffing	31-Mar-16	HR, DAS	Complete assessment and recommendation for FY16-17 budget development.
13	Connect data flow between 311 and DAS	All hardware (mobile data terminals, improved mobile connectivity, radios) is in use in field	1-Aug-15	CIS	All known issues with Mobile units are resolved. DAS Confirmed on 9/25/15.

# Appendix A Project Matrix Cont.

Item	Goal	Action Item	Due Date	Participants	Notes & Status
14	Connect data flow between 311 and DAS	311-DAS database link will be complete; For example, 311 call data will flow into DAS database to trace an impounded animal through final disposition	31-Dec-15	CIS, DAS, GIS, 311	Project Charter finalized. Business Requirements Document under review by 311 and DAS. Timely response needed from all teams to meet the deadline.
15	Enhance data collection in 311 and DAS systems	Improved location capture	1-Aug-15	DAS	Completed August 1, 2015.
16	Enhance data collection in 311 and DAS systems	Implemented loose-owned service request type	1-Mar-14	311	Completed March 1, 2014.
17	Enhance data collection in 311 and DAS systems	Case information is directly entered into database in the field	30-Nov-15	DAS, CIS, HLP, Inc.	DAS is in the process of scheduling training (to be conducted by Chameleon vendor) for field officers in entering data in the "Activity" module. Training scheduled to begin 11/18/15.
18	Connect data flow between DAS and Courts	DAS field data and photographs will be available in the courts' database to improve prosecution and enforcement	30-Sep-16	CIS	Will be a part of the Comprehensive Technology Road map for DAS.
19	Assess utilization of GPS functionality	Would improve dispatching in 311 for efficient response	1-Jan-16	CIS, DAS, 311	311 has identified staff to be trained on dispatching using through the Chameleon software. Additional hardware required and will be ordered. Training of 311 Dispatch Team to be scheduled in November.
20	Assess utilization of GPS functionality	Would improve location capture for impounded dogs for reporting	1-Jan-16	CIS	A GPS tracking component has been ordered to added to the field officers Panasonic CF-53 mobile laptops. ETA for part is 10/21/15.
21	Make technology improvements at the shelter	Increase network bandwidth at DAS + Estimated FY15-16 cost: \$15,000	28-Dec-15	CIS, AT&T	AT&T has been engaged for the fiber. Expedited order submitted to request implementation sooner than 12/04/15.
22	Make technology improvements at the shelter.	Comprehensive technology assessment to determine needs to enhance customer experience and shelter operations.	1-Jan-16	CIS	In progress to hire a contractor as a dedicated, business analyst for a comprehensive tech assessment at DAS.

# Appendix A Project Matrix Cont.

Item	Goal	Action Item	Due Date	Participants	Notes & Status
23	Narrow the focus on smaller grids for greater impact	Coordinate with DPD on identifying targeted areas and hyper focus on the grids that need greatest outreach, education, enforcement	26-Oct-15	DAS, 311, GIS	Completed. Reviewed DPD 10-70-20 program model. Identified and mapped 9 service requests as primary loose dog indicators to narrow the grid.
24	Narrow the focus on smaller grids for greater impact	Strengthen tactics within grids. Examples: Daily tactical initiatives for outreach and enforcement, expedited response to animal calls, team capture approach, foot patrols	31-Mar-16	DAS	In progress to track specific metrics in target areas, including dispatch response time, citations, field impoundments, registrations, outreach, and surveys.
25	Schedule and communicate targeted areas	Coordinate targeted areas with DPD	31-Mar-16	DPD	In progress to initiate focus on targeted areas beginning in Nov-15. DAS will collaborate with DPD for crime watch meeting opportunities.
26	Schedule and communicate targeted areas	Leverage existing NextDoor and social media to share information and results	1-Nov-15	PIO	On track to launch on Oct-31 at the PetsForLife Outreach event.
27	Wrap vans with DAS information to show presence in community	Wrap vans with DAS information to show presence in community	31-Dec-15	EBS	In progress. Initial 8 vans targeted for completion by Dec. 31, 2015.
28	Develop and launch new marketing campaign to address loose dogs and responsible pet ownership	Develop and launch new marketing campaign to address loose dogs and responsible pet ownership	1-Dec-15	PIO	On track to launch on Oct-31 at the PetsForLife Outreach event.
29	Identify and work with new and existing community partners	Identify and work with new and existing partners: Schools, crime watches, neighborhood associations, businesses	31-Mar-16	DPD	In progress for upcoming sweeps. Additionally, DAS will partner with DPD Community Engagement Units and NPOs from SC, SE.
30	Identify and work with new and existing community partners	Identify and work with new and existing partners: Other City departments	31-Mar-16	CMO	In progress. Various city units engaged to continue support for DAS, including DPD, CIS, 311, GIS, HR, CVS, EBS and CAO.
31	Use Community Court citations and community service hours	Use Community Court citations and community service hours	31-Mar-16	CAO	Recommendations needed by 31-Mar-16.
32	Engage DPD for consulting on field response and metrics	Use Crime Analysis Unit model to guide new metrics; example, 'dispatch call for service' report	26-Oct-15	DPD	Completed and in progress for use during upcoming sweeps.

# Appendix A Project Matrix Cont.

22

Item	Goal	Action Item	Due Date	Participants	Notes & Status
33	Engage DPD for consulting on field response and metrics	Launch DAS scorecard modeled on DPD. Once grids are identified and metrics in each are assessed, potential metrics for improvement can be established, and may include: Reductions in response time, high priority calls, un-owned dog bites, impounded dogs; improvements in customer satisfaction, animal registrations, citations and spay/neutered animals	1-Apr-16	DPD, DAS	In development, pending results from targeted response initiative.
34	Conduct before and after surveys in targeted areas to measure impact	Surveys similar to virtual town hall meetings to place calls in specific areas	31-Mar-16	DPD	Use DPD 10-70-20 model. Secret shoppers option?
35	Review and update current call types, estimated response times (ERT), service level agreements (SLA), and performance	Review and update current call types, estimated response times (ERT), service level agreements (SLA), and performance	25-Jan-16	311	QOL briefing January 2016
36	Capacity matched to the need for loose dog intake	Review foster home program options for intakes	12-Nov-15	AAC	Need Animal Advisory Commission input
37A	Capacity matched to the need for loose dog intake	Identify city facilities as potential sites for captured or surrendered dogs	31-Mar-16	EBS, DAS, DEV	3 city-owned site under cost/benefit review for FY16-17.
37B	Capacity matched to the need for loose dog intake	Identify other facilities as potential sites for captured or surrendered dogs	31-Mar-16	CMO	Meeting held with SPCA of Texas on Oct-14, with focus on strengthening existing partnership for transfers.
38	Capacity matched to the need for loose dog intake	Mandatory microchipping and spay/neuter	12-Nov-15	AAC	Need Animal Advisory Commission input
39	Capacity matched to the need for loose dog intake	Initiate strategic plan to meet community needs	12-Nov-15	AAC	Need Animal Advisory Commission input

# Selected Target Area Profile Data

Target Area District	Parcel Count	Total Population	Total Household Units	Occupied Household Units	Vacant Household Units	Area in Square Miles
District 3	529	1,695	513	481	32	0.3539
District 4	811	1,994	792	711	81	0.2901
District 5	475	2,067	604	554	50	0.2812
District 7	352	474	212	172	40	0.1104
District 8	385	1,093	380	356	24	0.1881

\* US Census Bureau 2010 Census Blocks

\*\* Dallas Central Appraisal District tax parcels and appraisal data, 2015

# Memorandum



CITY OF DALLAS

DATE October 23, 2015

TO Honorable Members of the Quality of Life & Environment Committee: Sandy Greyson (Chair),  
Tiffinni A. Young (Vice Chair), Rickey D. Callahan, Mark Clayton, Philip T. Kingston, B. Adam McGough

SUBJECT **Dallas Animal Services: Governance, Friends Policy, and Work Policies**

On Monday, October 26, 2015, the Quality of Life & Environment Committee will be briefed on Dallas Animal Services: Governance, Friends Policy, and Work Policies. The briefing is attached for your review.

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

A handwritten signature in blue ink that reads 'Joey Zapata'.

Joey Zapata

Assistant City Manager

## Attachment

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  
Jill A. Jordan, P.E., 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

# Dallas Animal Services

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GOVERNANCE, FRIENDS POLICY & WORK POLICIES

QUALITY OF LIFE & ENVIRONMENT COMMITTEE

OCTOBER 26, 2015



# Purpose

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This briefing provides an overview of Dallas Animal Service's **Governance, Friends Policy, and Work Policies**

# Governance

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# Background – Governance

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## STATE STATUTE – HEALTH AND SAFETY CODE – SEC 823.005

- The governing body of a county or municipality in which an animal shelter is located shall appoint an advisory committee to assist in complying with the requirements of this chapter

## REQUIREMENTS

- Advisory committee must be composed of
  - At least one licensed veterinarian
  - One county or municipal official
  - One person whose duties include the daily operation of an animal shelter
  - One representative from an animal welfare organization
- The advisory committee shall meet at least three times a year

# Background – Governance

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On April 14, 2014, the Quality of Life & Environment Committee with the support Animal Shelter Commission recommended amending Chapter 2 of the Dallas City Code so that it would align with the State Health and Safety Code

- Align Dallas with surrounding localities and provide the opportunity to use City shelter managers/directors to fill this mandated role
- Provided the ability to meet the required appointments of the Commission

On August 13, 2014, Council approved ordinance NO-29403 that enacted the code amendments recommended by the Quality of Life & Environment committee

# Background – Governance

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## CITY CODE FOLLOWING AUGUST 13, 2014 COUNCIL ACTION

- **Animal Advisory Commission** ~~Animal Shelter Commission~~ shall be an advisory body of 15 members.
- Each city council member shall appoint one member to the commission.
- The Mayor shall appoint the Chair, and the full city council shall appoint the Vice-Chair.
- All members shall be appointed for an initial term to expire on August 31, 1985.
- Subsequent appointments will be made in August of each odd-numbered year for a two-year term beginning on September 1.
- All members shall serve until their successors are appointed and qualified.

## REQUIREMENTS

- One member must be a licensed veterinarian
- One member must be a city or county official
- One member must have duties including the daily operation of an animal shelter
- One member must be a representative from an animal welfare organization
- Eleven members must be chosen from the general public
- ~~No member may be a city employee working in the department designated by the city manager to operate a city owned animal shelter~~
- **The commission must meet at least three times a year and may hold additional meetings at the call of the chair** ~~The commission must meet at least once each calendar month and may hold additional meetings at the call of the chair~~

# Friends Policy

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# Types of Placement Partnerships

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## Adoption Agency

- Chapter 7 of the Dallas City Code identifies these as “an animal welfare organization or animal placement group approved by the director to take impounded dogs and cats from animal services for adoption to the public”
- All community partners willing to transfer animals that are a 501(c)3 non-profit organization in good standing will be eligible to apply for transfer of animals from DAS
- Animals that are transferred to an approved partner are done so at no charge to the organization and the organizations are required to house and place all animals in compliance with the state and local ordinances
  - There are no additional services provided with these transfers beyond the intake treatments and care initiated by DAS

## Individuals and Groups

- Are able to adopt animals from DAS at standard or promotional rates, which includes free at times, to ensure animals released by DAS are in compliance with the law and following best sheltering practices
  - This includes vaccination, neutering and microchipping

## Animal Advisory Commission reviewed the partnership process at the October 1, 2015 meeting

- Partnership process review will be part of an upcoming strategic plan

# Work Policies

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# Quality Management System

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DAS uses written work instructions to guide daily operations

Written procedures are designed to produce consistent delivery of services for our residents, businesses and visitors

On an annual basis, staff conducts an annual review of all work instructions and forms to ensure that they mirror the division's current processes

For 2015, Dallas Animal Service has a total of 56 work instructions

- 10 Updated
- 7 Created
- 28 are currently under review

# Quality Management System

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The QMS identifies defects in and encourages revisions and creation of work instructions to promote efficiency

In response to the accidental euthanasia of three dogs, DAS:

- Revised 3 existing work instructions
  - Euthanasia
  - Transfer
  - Intake
- Created 1 new work instruction for conducting shelter rounds
- All policies and revisions have been implemented and staff has been trained in associated areas

# Next Steps

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Receive input from the Quality of Life & Environment Committee on Dallas Animal Services' Governance, Friends Policy, and Work Policies

Review items with Dallas Animal Advisory Commission

 <b>City of Dallas</b>	Document Number:	CCS-WKI-101	Revision Number:	6
	Approved By:	Director of Code Compliance	Effective Date:	10/14/15
	Description of Last Change:	Updated all steps to reflect process improvements		
Document Title:	Euthanasia Process 4.2., 5.5, 7.1, 8.1 in ISO 9001:2008			

**PURPOSE:** This work instruction establishes uniform guidelines for the animal euthanasia process at Dallas Animal Services and Adoption Center.

**SCOPE:** This work instruction shall apply to all Department of Code Compliance personnel that perform animal euthanasia.

**RESPONSIBILITY & AUTHORITY:** All managers and supervisors are responsible for ensuring that employees follow this work instruction.

**SAFETY:** Follow all applicable City of Dallas safety guidelines associated with this work instruction Occupational Health & Safety.

**ENVIRONMENT:** Follow all applicable City of Dallas Environmental procedures associated with this work instruction Environmental Quality.

**DEFINITIONS:**

Euthanasia: to put an animal to death in a humane manner.

Database: a software program designed for inventory and record keeping in regards to Dallas Animal Services and Adoption Center.

“A” Number: a six digit identification number assigned by the database.

Sharps Container: a red, plastic container used to safely dispose of syringes and vaccine vials.

Tranquilizer or (Trang): a control substance that induces sedation by reducing irritability or excitement.

Identiband: a clear plastic band worn around the neck of animals which identifies its six digits “A” Number assigned by the database.

Needle Gauge: the size and diameter of a hypodermic needle

Designated Shelter Staff: consists of temporary workers, customer service reps, or any other specially assigned Animal Service employee.

**GUIDELINES:** The Dallas City Code, Chapter 7 Animals, Section 7-2.8 and the Texas State Health and Safety Code, Section 821.052, Subchapter C specify that if an animal is not redeemed within the appropriate time period specified in Section 7-2.6 the animal will become the property of the City and may be placed for adoption, euthanized, or otherwise disposed of as recommended by the Director.

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Document Title:	Euthanasia Process 4.2., 5.5, 7.1, 8.1 in ISO 9001:2008			

## WORK INSTRUCTION:

1. Manager or Supervisor assigns an Animal Services Officer to the Euthanasia Lab to perform euthanasia on sick, injured animals, or animals that have completed their holding period and have not been selected for adoption or placement with a transfer partner.
  - 1.1. The Lab Officer shall make sure that the wash area for the vehicles next to the loading and unloading dock is equip with the cleaning solutions, brush, and sprayer for staff to sanitize their vehicles before starting in the Euthanasia Lab. (**Note:** The supplies out in the vehicle wash bay area will be marked for field staff use only).
  - 1.2. The Lab Officer opens the safe and verifies the amount of euthanasia drugs and tranq on hand.
  - 1.3. The Lab Officer completes the Euthanasia Log (CCS-FRM-158) located in the safe in the euthanasia lab to keep track of the amount of drugs used daily.
  - 1.4. The Lab Officer shall euthanize sick or injured animals housed in the euthanasia holding area first or any animal with an emergency related condition.
2. Officer shall access the Pre-Euthanasia Report within the database and obtain all animals listed on the Pre-Euthanasia Report (Computer Generated).
  - 2.1. The Animal Service Officer shall prioritize by euthanizing sick and/or neonates first.
  - 2.2. Lab Officer shall not play any music in the lab and be in a calm manner at all times.
  - 2.3. Lab Officer shall not let another animal see any animal being euthanized.
3. Designated Shelter Staff shall assist the Animal Services Officer in the lab.
  - 3.1. Designated Staff shall bring the animal to the euthanasia lab and hold the animal for the Animal Services Officer.
4. The Lab Officer verifies that the animal is eligible for euthanasia.
  - 4.1. Animals eligible for euthanasia are verified as follows:

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4.1.1. Animals that have been approved by the Veterinarian Staff and documented in the database;

4.1.1.1. Endangered or Federally protected animals and animals that can be rescued should be the exception, and must be signed off by a Supervisor or Manager. Wildlife that is sick or injured may be humanely euthanized without being signed off as long as it doesn't contradict any Federal Laws.

4.1.2. Animals signed off by Veterinarian Staff due to severe sickness/ injury or owner surrender are exempt from this holding period.

4.1.3. Animals that have cleared the appropriate holding period as follows:

4.1.3.1. Owned domestic animals are held for ten (10) days not including the date of intake.

4.1.3.2. All stray domestic animals are held for three (3) days not including the date of intake.

4.1.3.3. All other owned domestic animals eligible for euthanasia shall be signed off by the Shelter Manager or their Designee after their respective holding period.

**NOTE:** The Shelter Manager or their designee shall select animals that are eligible for euthanasia. All animals that have completed their holding period and have not been selected for adoption or placement with a transfer partner shall be euthanized according to the following steps.

5. The Animal Services Officer (ASO) shall visually review the information in the database for any comments or instructions on each animal before euthanasia.

6. The Animal Service Officer shall verify that the animal matches the information in the database.

6.1.1. The Animal Services Officer shall verify that the animal's Identiband matches the information in the database and scans the animal for a microchip. If the ASO have any questions or discrepancy, stop, get with the Shelter Manager or their designee before continuing the euthanasia.

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Document Title:	Euthanasia Process 4.2., 5.5, 7.1, 8.1 in ISO 9001:2008			

- 6.1.1.1. If no notes exist in the database, staff shall return the animal to its original kennel, enter notes into the database describing any discrepancies and inform a Supervisor.
- 6.1.1.2. If notes state that the animal could not be banded, proceed to the next step.
- 6.1.2. The Animal Services Officer shall verify as much of the following information in the database to ensure the correct animal is euthanized;
  - 6.1.2.1. Reason for euthanasia;
  - 6.1.2.2. The animal’s holding period has expired by reviewing the correct date for euthanasia within the database;
  - 6.1.2.3. Animal’s description, sex, and picture matches the animal (click on the picture icon on the database to view the picture);
  - 6.1.2.4. Shelter Management or their designee has given proper authorization for euthanasia.
- 6.2. Scan and check the animal for a microchip implant or any other ID.
  - 6.2.1. If the animal has a microchip or any other ID that has not been previously recorded in the database.
    - 6.2.1.1. Do not proceed with euthanasia.
    - 6.2.1.2. Immediately record the microchip or ID information within the appropriate fields in the database.
    - 6.2.1.3. Mark the animal as “Poss Owned” under “Outcome Request” in the database to initiate the process to locate and contact the owner.
  - 6.2.2. If the animal has a microchip or any other ID and the information has been recorded into the database proceed to the next step.
- 7. The Officer shall add the animal(s) that are verified and eligible for euthanasia to the Euthanasia Log (158) as they go.
- 8. When performing euthanasia, the Officer shall use the appropriate gauge needle (see Needle Size CCS-FRM-200) according to the size of the animal and perform one of the approved listed methods as followed:

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8.1. Intravascular – IV (vein injection) NOTE: This method is used first because it is less invasive to the animal. IV injections require 1cc/10lbs. of body weight for dogs.

8.2. Intra-Peritoneal – IP (stomach injection) NOTE: This method is used on cats, puppies, kittens and wildlife. IP injections require 3cc/10lbs. of body weight.

8.3. Intra-cardiac – IC (heart injection only to be given under complete sedation)

**NOTE:** Intra-cardiac – IC is only to be used as a last resort when all other methods have not been proven to be effective.

9. Verify that the animals heart has stopped beating using the following methods:

9.1. Use the heart stick (syringe that is inserted into animal to verify death) to verify that the heart has stopped beating after a responsible amount of time.

9.2. Use a stethoscope to listen for a heartbeat.

9.3. Verify the eye reflex by touching the corner of the eye.

9.4. If the animal's heart is still beating, administer more Fatal Plus as appropriate.

10. After the Animal Services Officer has verified death, the Officer shall remove the identiband. The animal's collar, identiband, harness, chains, etc, should all be thrown away and the animal is placed inside a black plastic garbage bag.

11. Place the bag in the gondola (grey plastic container).

12. When the gondola is filled, designated Shelter Staff shall then place the deceased animals inside the refrigerator.

13. Remove the used needle from the syringe and place it in the sharps container.

13.1. Clean out the syringe with tap water.

13.2. Clean off the euthanasia table with disinfectant solution and prepare for the next animal.

13.3. Update the database; with all appropriate information and the amount of drugs used.

14. After euthanasia is complete, the lab, holding area, and freezer must be properly sanitized by the assigned designated shelter staff.

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**REFERENCES:**

Dallas City Code, Chapter 7 Animals, Section 7-2.8

Texas State Health and Safety Code, Section 821.052, Subchapter C

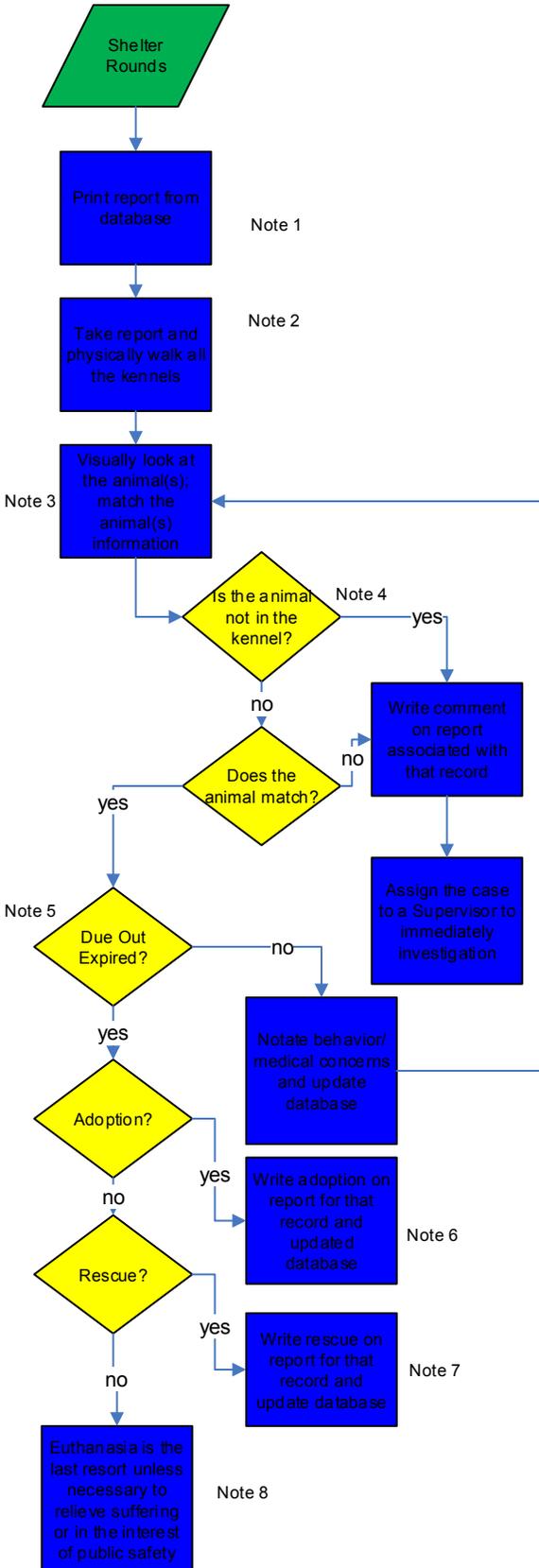
**RECORDS:**

CCS-FRM-158                      Euthanasia Log (158)

CCS-FRM-200                      Needle Size

Computer Generated              Pre-Euthanasia List

 City of Dallas	Document Number:	CCS-WKI-105	Revision Number:	2
	Approved By:	Director	Effective Date:	8/24/2015
	Description of Last Change	Revised to reflect current process		
Document Title:	Shelter Rounds 4.2., 5.5, 7.1, 8.1 in ISO 9001:2008			



**Purpose:** This work instruction establishes uniform guidelines for the Shelter Rounds at Dallas Animal Services.

**Scope:** This work instruction applies to all Department of Code Compliance personnel that conduct Shelter Rounds at Dallas Animal Services.

**Responsibility and Authority:** All Managers and Supervisors are responsible for ensuring that all employees follow this work instruction.

**Safety:** Follow all applicable City of Dallas safety guidelines associated with this work instruction.

**Environmental:** Follow all applicable City of Dallas Environmental procedures associated with this work instruction.

**Notes:**

1. Log onto the Chameleon database and run the Daily Inventory Report by clicking on "Report" and "Run a report" or press F3 at any screen on the database. Select "Daily Inventory Report" report and click "OK" a window will popup asking for date ranges. Click on the calendar icon and select the day you are conducting inventory. Print the report.
2. The report is listed by room numbers. Start with the injured and tag room (pod 138) first, then the puppy hall area (pod 115, 113, and 104), the healthy kennels (pod 132, 134, and 136), then the sick areas (pod 133, 135, and 137), and then the rest of the areas in the shelter.
3. Match the animal in the kennel to the report and the kennel card that is posted on the kennel door. Document any corrections needed:
  - a. Print out corrected or missing kennel cards and replace after finishing the walk.
4. If the correct animal(s) is not in the kennel, document this on your report. After the walk, assign the case to a Supervisor to investigate. Note that you might find the missing animal(s) in a different kennel. Notate on the printed report and continue.
5. Record notes on the animals medical condition and/or behavior (see CCS-FRM-183 What's your Animals Condition), and likely outcome of animal on your inventory sheet. Update the electronic record when the walk through is complete.

Before the review date, determine if the animal(s) will be moved to adoption, placed in the transfer program, or may need to be euthanized by observing the animal(s) behavior and/or review medical issue(s) observed or noted in the record. Notate the findings on the printed report. After the walk, update all necessary changes, and add your notes to the comment and/or memo section of the animal's record.

On or after the review date, verify if the disposition decision is still correct or should be changed. To updated the system:

**A.** Enter the animal "ID number" or the "Kennel number" and press F12 to find the record on the database. Make sure the record matches on the printed report that your are making changes to. **Before making any updates/changes in the system review any notes, memos, hold requests and medical records.** If these items are unclear, stop and ask for clarification from the appropriate staff member. Notate any changes being made in the comment section. Additional information can be placed in the animal memo.

**B.** Press F8 to update each record as changes are made.

6. If the animal(s) is going to be moved to adoption do the following:

**A.** Go to step 5A to pull the record. Set the "Status" field to "AVAILABLE", the "Sub status" to "ADOPT EXAM"; (unless the adoption exam was already done during the intake process), and the "Outcome Request" to "ADOPTION". Once the changes are made press F8 to update each record.

7. If the animal(s) is being referred to the transfer program change the "Outcome Request" to "RESCUE". Notify the Transfer Coordinator that the animal is in the transfer program and give the Transfer Coordinator 72 hours to initiate communication with the partner groups. If there is no interest from citizens or transfer partners in 72 hours, reassess the disposition options for the animal. Press F8 to update.

8. If the animal(s) is to be euthanized, change the "Status" field to "LAB", "Outcome Type" is "EUTH", the "Outcome Subtype" would be part of the reason why the animal(s) is being euthanized, and the "Outcome Condition" is based on the Asilomar conditions of the animal. Notate comments discussing the behavioral and medical concerns about the animal. Press F8 to update.

**See (CCS-WKI-101) Euthanasia Process**

**References:**

External Document                      A Guide to the Asilomar Definitions

**Records:**

CCS-FRM-183                                      What's Your Animal Condition  
 Computer Generated                      Daily Inventory Report  
 Computer Generated                      Kennel Card

 <b>City of Dallas</b>	Document Number:	CCS-WKI-147	Revision Number:	5
	Approved By:	Director	Effective Date:	5/18/15
	Description of Last Change:	Updated to reflect current process		
Document Title:	Transfer Placement 4.2, 5.5, 7.1 and 8.1 in ISO 9001:2008			

**PURPOSE:** This work instruction establishes uniform guidelines for placing animals with transfer partners.

**SCOPE:** This work instruction shall apply to all Department of Code Compliance Animal Services Division personnel.

**RESPONSIBILITIES:** All managers and supervisors are responsible for ensuring that employees follow this work instruction.

**SAFETY:** Follow all applicable City of Dallas safety guidelines associated with this work instruction. Occupational Health & Safety

**ENVIRONMENT:** Follow all applicable City of Dallas Environmental procedures associated with this work instruction. Environmental Quality

**DEFINITIONS:**

Database: a software program designed for inventory and record keeping in regards to Dallas Animal Services and Adoption Center.

Transfer/Placement Partner: an organization that has been pre-approved by the management to pull.

**WORK INSTRUCTION:**

1. ELIGIBILITY & APPLICATION PROCESS: Approved community partners that are interested in animals must be 501c3 non-profit organization in good standing. This information must be provided before an application can be approved.
  - 1.1. All partners must submit an online Dallas Animal Services Transfer Partner Agreement prior to transferring animals from DAS; unless a temporary authorization has been granted by the Manager, pending the application process. All partners must agree to accept animals in an “as is” condition and understand that DAS cannot be responsible for animal health or behavior issues.
  - 1.2. Partners agree to care for and place all animals in compliance with local and State laws and regulations and ensure animals are sterilized prior to adoption unless a licensed veterinarian has issued a waiver (CCS-FRM-556) for animal which will be notated in the database.

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Document Title:	Transfer Placement 4.2, 5.5, 7.1 and 8.1 in ISO 9001:2008			

1.3. All partner applications will be reviewed and approved by the Transfer coordinator. If there is cause for concern or questions about the application the Transfer Coordinator will defer to the Shelter Manager or Operation Manager.

1.3.1. If an immediate placement need exists and DAS is or has been unable to complete the formal approval process on a complete and on file application packet, the transfer group may be awarded a 30 day temporary approval status by the Transfer Coordinator with approval from the Shelter Manager or the Operations Manager.

1.4. The Transfer Coordinator will enter all groups under the “Group ID” designation and the individuals authorized to represent the group under the “PersonID” into the database once approved or denied, reflecting the status.

2. SELECTION & NOTIFICATION: All Treatable Rehabilitative, Manageable and Unhealthy/Untreatable animals will be available for transfer on the “due out” date as specified in the database. Healthy animals that have not been identified for the Everyday Adoption Center will be available after 7 days from the date of intake.

2.1. The Transfer Coordinator will run the report (Rescue Animals Available) designating the animals available for transfer daily and walk the shelter to identify and confirm the animals available that may work for our partners. Always focusing on placing 100% of the healthy animals first, treatable rehabilitative second, treatable manageable second and finally unhealthy/untreatable.

2.1.1. Animals being “networked” by the Transfer Coordinator will have a dated memo section of the database to indicate that that animal is being networked, why the animal has been requested for transfer, or a particular group’s interest. A request for transfer should be placed in the appropriate area in the database.

2.1.2. These memos should be updated frequently as information is exchanged between the Transfer partner and the Transfer coordinator.

2.1.3. If partners are unable to take an animal being networked, the Transfer Coordinator will immediately remove the “Rescue” request from the animal

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record, and document that the animal cannot be placed, in the memo. The Shelter Manager or his/ her designee will be notified of the situation and together they will decide the disposition of the animal.

2.1.4. Candidates for placement will be networked using emails/phone and will have all information represented in a positive manner. Specific details should be discussed directly with interested parties and at no time should any ongoing investigation/case information be released

2.1.5. Any staff requesting an animal to be networked should write comments explaining their reasoning in the comment box/memo and bring all requests along with the ID# to the Transfer Coordinator immediately. If the animal has already been signed off for euthanasia, the information requested needs to go to the person who made that decision immediately.

3. TRANSFERRING ANIMALS: Once an animal has been selected by a partner for transfer, the animal should be placed on “Hold” marked as tagged, and the comment should be updated to reflect information on pick-up dates and times. The Transfer group’s P number will be entered into the “Person To” box. Animals on Hold for a group will need to be picked up within 24 hours of selection unless other arrangements have been approved regarding pickup. Animals that are not tagged by a group will be made available on a first come first serve basis.

4. If the transfer partner is to adopt the animals follow steps below.

4.1. Disposition the animal record on the database as “Outcome Type” field as “TRANSFER”, “Subtype” field as “ADOPT/XFER”, the “Condition” is based on the Asilomar Accords, put in the date if the animal being adopted is leaving the shelter, and staff will put their initials.

5. ANIMAL PICK UP: When transfer partner picks up the animal, staff shall provide the following:

5.1. Current medical history;

5.2. Rabies certificate/tag or any other associated information available.

5.3. Disposition the animal record on the database.

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6. ANIMALS UNABEL TO BE PLACED: If no transfer partner accepts the animal, the Transfer Coordinator shall make the appropriate notations in the database as “Unable to Place”, with the date and initials and remove the hold for staff to determine the next course of action.

**Note:** If an animal is being transferred by airplane, or through another “special program” staff shall ensure that the transfer partners “P” number is entered, the word tagged is placed in the extra5 section and a transfer date is placed in the comments section in the database. The Interstate Health Certificates (CCS-FRM-505) will be provided by the Veterinarian staff the day before the animals are picked up.

**REFERENCES:**

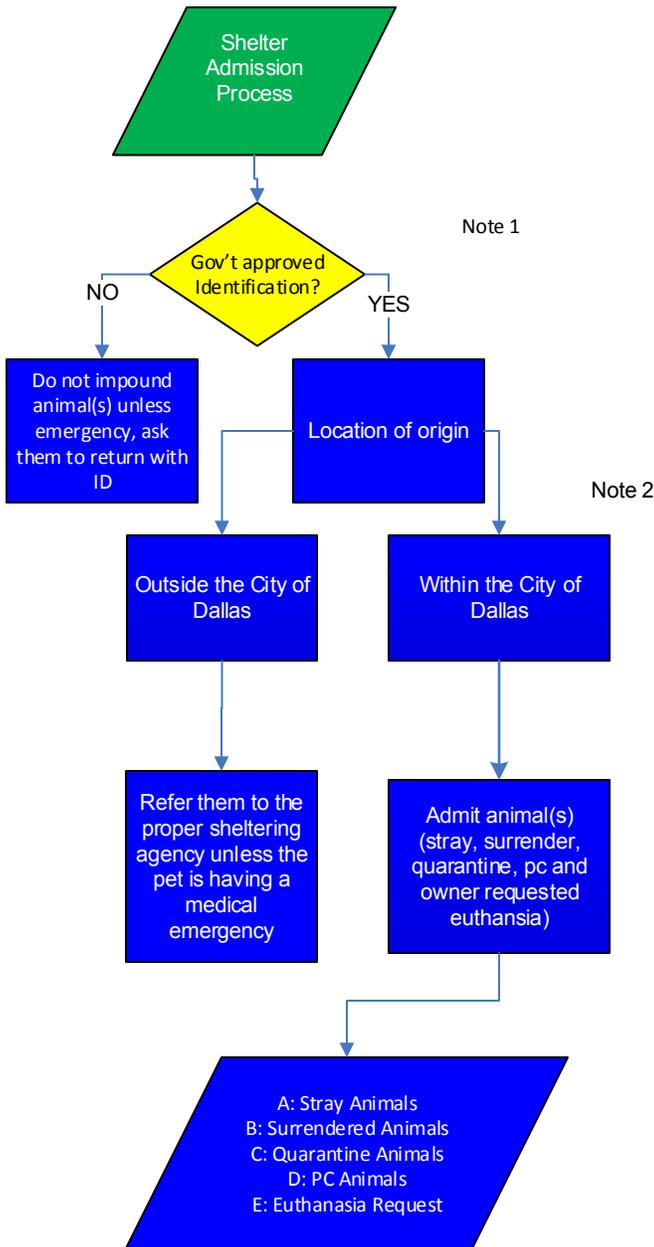
Dallas City Code, Chapter 7, “Animals”, Section 7.2.6

A Guide to the Asilomar Accords Definitions

**RECORDS:**

- CCS-FRM-505                      Interstate Health Certificate
- CCS-FRM-556                      Sterilization Exemption Certificate
- External Document              Dallas Animal Services Transfer Partner Agreement
- Computer Generated              Medical History
- Computer Generated              Rabies Certificate
- Computer Generated              Rescue Animals Available

	Document Number:	CCS-WKI-182	Revision Number:	1
	Approved By:	Director of Code Compliance	Effective Date:	9/1/15
	Description of Last Change	Initial Release		
Document Title:	Shelter Admission of Animals 4.2, 5.5, 7.1 and 8.1 in ISO 9001:2008			



**Purpose:** This work instruction establishes uniform guidelines for the Admission of Animals at Dallas Animal Services.

**Scope:** This work instruction applies to all Department of Code Compliance personnel that are involved with the admission of animals at Dallas Animal Services.

**Responsibility and Authority:** All Managers and Supervisors are responsible for ensuring that all employees follow this work instruction.

**Safety:** Follow all applicable City of Dallas safety guidelines associated with this work instruction. Occupational Health & Safety

**Environmental:** Follow all applicable City of Dallas Environmental procedures associated with this work instruction.

**Definition:**

**Stray:** means an unrestrained domestic animal that is outside the boundaries of the premises owned, leased or legally occupied by the animal's owner.

**Owner Surrendered:** means to have legal right of possession or to otherwise have care, custody, possession, or control of an animal.

**Quarantine:** means an animal is being quarantined for potentially exposing a person to the rabies virus.

**Protective Custody (PC):** means the holding of an animal in a city animal shelter:

(A) due to the arrest, eviction, hospitalization, or death of the animal's owner;

(B) pursuant to a court order; or

(C) at the request of a law enforcement agency.

**Notes:**

1. Citizens must have a government approved drivers license/state identification card for DAS to process the admission of the animal(s). If no identification is available and the animal is not having a life threatening emergency, refer the situation to a Supervisor or Manager.

2. Dallas Animal Services (DAS) staff will admit animals that are found or originate within the City of Dallas in accordance with Chapter 7, Section 7-2.5 Impoundment of Animals.

3. Different types of intake of animal(s):

A. Stray animal(s) on page 2 with notes.

B. Surrendered animal(s) on page 3 with notes.

C. Quarantine animal(s) on page 4 with notes.

D. PC animal(s) on page 5 with notes.

E. Euthanasia request on page 6 with notes.

**References:**

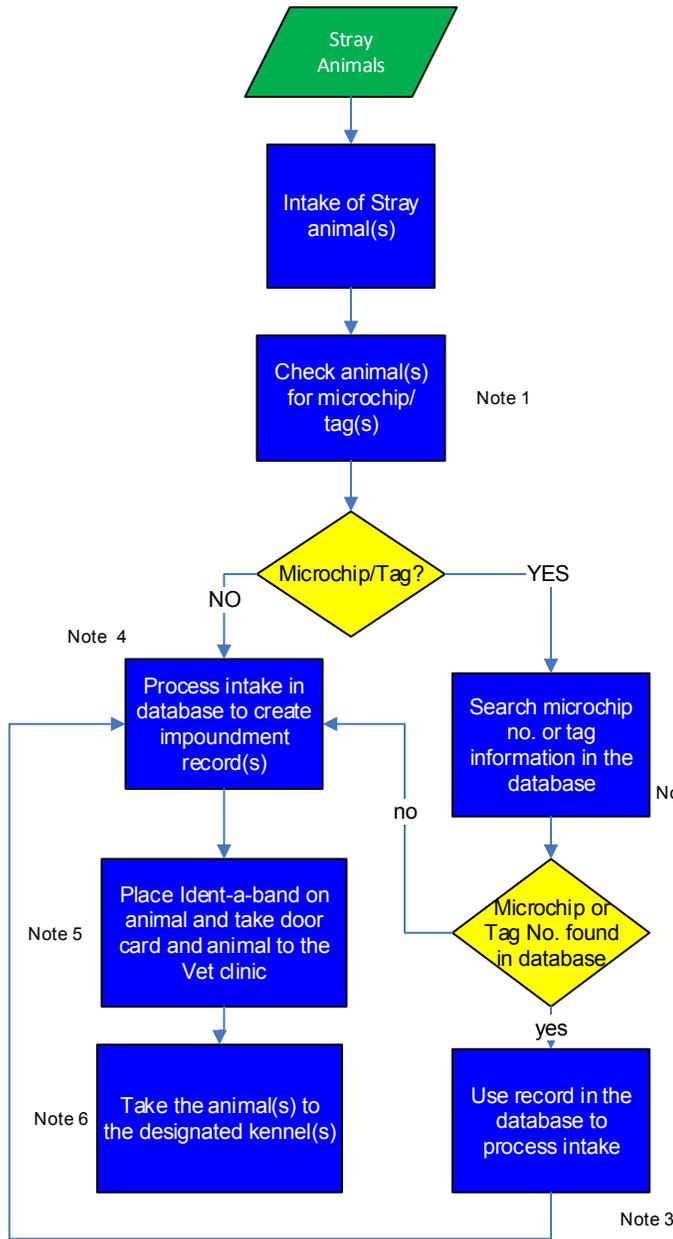
Chapter 7 Animal Section 7-2.5 Impoundment of Animals

**Records:**

External Document Ident-a-band

External Document Kennel Card

 City of Dallas	Document Number:	CCS-WKI-182	Revision Number:	1
	Approved By:	Director of Code Compliance	Effective Date:	9/1/2015
	Description of Last Change	Initial Release		
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**Notes:**

1. Ask citizen for their government issued ID or drivers license and if they have been to DAS before. Search the database for their information.
  - a. If they have a P number, verify the accuracy of the information to include an email address and phone number.
  - b. If they do not have a P number, create a P number for them and make a copy of their government issued ID or drivers license.
    1. Complete all fields listed in the database.
    - c. Ask for the exact location where the pet was found.
    - d. Unless you suspect cruelty, no other information is needed from the person surrendering the animal.
2. Look for any identifying marks or identification on the pet.
  - a. Scan animal(s) using a microchip scanner to see if the animal(s) has a microchip.
  - b. Check the collar(s) for tag(s), and check the animal for any visible tattoos.
  - c. If the animal cannot be handled at this time, notes should be made in the database and vet staff should be informed of the animal's behavior.
3. Search the database
  - a. Enter the microchip number. and tag(s) in the "Tag Table" on the database before entering any information.
  - b. If the microchip number or tag(s) exist in the database use the Animal(s) identification number to process the intake of the animal(s).
  - c. If the information do not exist in the database for the animal, create the records during the intake process in the database.
4. Some of the information needed includes:
  - a. Weight;
  - b. Breed;
  - c. Sex;
  - d. Age; and
  - e. Animal profile if owner surrender

Complete all fields on kennel and animal screen.
5. Create an ident-a-band to include animal identification number, breed, sex, and color.
  - a. Runner shall secure the Ident-a-band around the animal(s) neck and take the kennel card and the animal to the vet to examine.
6. Make sure all information is documented, saved, and cleared out in the system (press F11) before the animal goes to the vet staff.
7. Once the vet staff have examined the animal, the runner shall deliver the animal to their kennel. A bowl of fresh water should be provided to the animal.

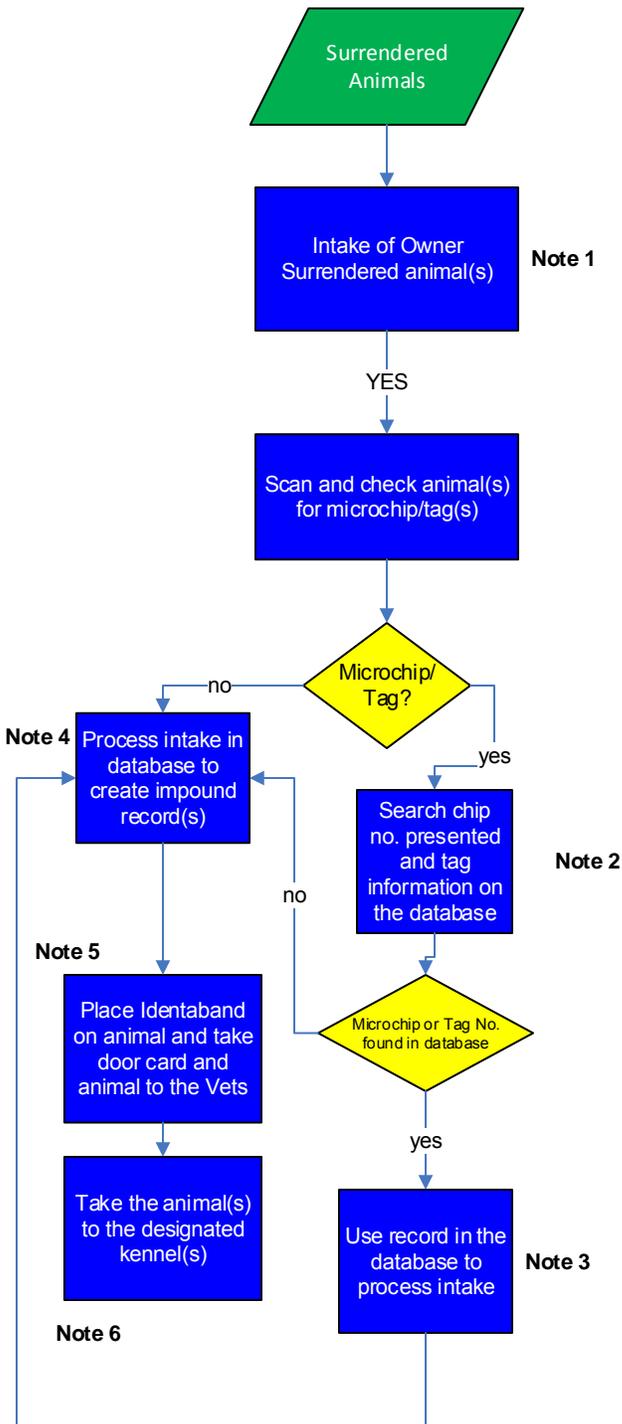
**References:**

N/A

**Records:**

External Document                      Kennel Card  
External Document                      Ident-a-band

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**Notes:**

1. Scan animal(s) using a microchip scanner to see if animal(s) has a microchip. Check animal(s) for tag(s) and any visible tattoos.
2. Search microchip number and tag(s) in the "Tag Table" on the database:
  - A. On the "Kennel Table" press F11 to clear screen;
  - B. Type microchip number in the "Tag" field and press F4 (this will take you to the "Tag Table" and pull up the information; if there is any). If there is an Animal number in the "Tag Table"; delete the animal number and press F12 to search and find any information pertaining to the microchip. If there is no information in the database, the database will show "No record found".
  - C. Press F11 to clear the screen and type in the tag numbers one at a time, if multiple tags, then press F12 to search the database.
3. Use existing information in the database: Animal(s) A#, and Persons P#, to process the intake of the animal(s).
  - A. Place "POSS OWNED" in the "Outcome Request" field; if the person is not the registered owner. Mark the animal for a 10 day hold.
  - B. If it is the registered owner then place a note in the database stating "microchip or tag goes back to the person surrendering the animal; verified through the database. In the "Scan Result" and "Bite Info" field select most appropriate choice according to the findings. The intake and review date are the same.
  - C. Create a "Memo" to record the microchip/tag information and select appropriate memo template to use and save memo.
4. If the person or animal are not listed in the database, create a new intake.
  - A. In the "Type" field choose "Stray" for intake of stray animal(s) (press F4 to find the listing for choice). Choose the "Sub-status" and choose the appropriate selection according to the situation. Choose the "Sub status" and choose the appropriate selection according to the situation. In the "Condition" field choose from list (press F4 in Condition field) according to the health and behavior of the animal(s). Put in the "Due Out Date" field 3 days not including the intake date for Stray animal(s).
  - B. Staff shall choose a kennel according to the age and condition of the animal(s).
  - C. Select the appropriate "Status".
  - D. In the "Crossing" field type in "DEL", the block number, and street name where the animal is found/from. Type in "W" for "Jurisdiction". Select "Yes" or "No" if the animal came in a trap in the "Trap" field. Type in the initial in the "By" field. Press F9 to save.
  - E. Print out two (2) kennel cards and prepare the ident-a-band with animal number, breed, sex, and color of the animal.
5. Runner shall put and secure the ident-a-band around the animal(s) neck if possible and take the kennel card and the animal to the vet to examine.
6. Make sure all information is documented, saved, and cleared out in the system (press F11) before the animal goes to the vet staff.
7. Once the vet staff have examined the animal, the runner shall deliver the animal to their kennel. A bowl of fresh water should be provided to the animal.

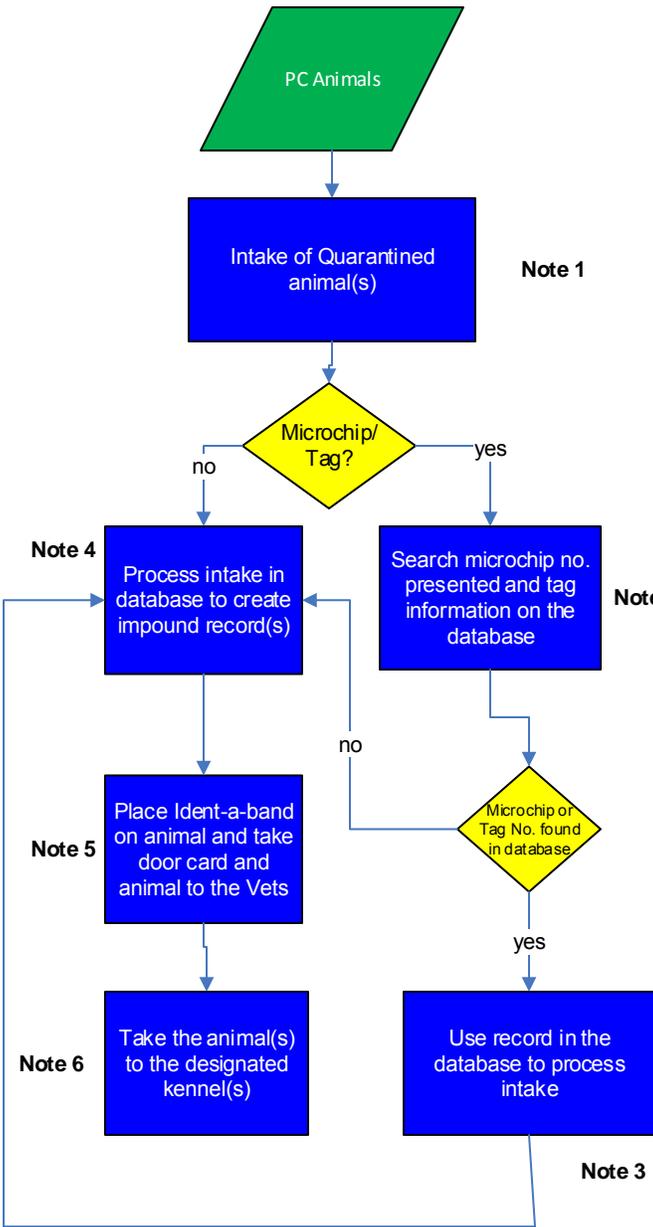
**References:**

N/A

**Records:**

- |                   |              |
|-------------------|--------------|
| External Document | Kennel Card  |
| External Document | Ident-a-band |

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	Approved By:	Director of Code Compliance	Effective Date:	9/1/2015
	Description of Last Change	Initial Release		
Document Title:	Shelter Admission of Animals 4.2, 5.5, 7.1 and 8.1 in ISO 9001:2008			



**Notes:**

1. Scan animal(s) using a microchip scanner to see if animal(s) has a microchip. Check animal(s) for tag(s) and any visible tattoos.
2. Search microchip number, and tag(s) in the "Tag Table" on the database:
  - A. On the "Kennel Table" press F11 to clear screen
  - B. Type microchip number, in the "Tag" field and press F4 (this will take you to the "Tag Table" and pull up the information; if there is any). If there is an Animal # in the "Tag Table"; delete the animal # and press F12 to search and find any information pertaining to the microchip. If there is no information in the database, the database will show "No record found".
  - C. Press F11 to clear the screen and type in the tag numbers one at a time, if multiple tags, then press F12 to search the database.
3. Use existing information in the database: Animal(s) A#. and Persons P#. to process the intake of the animal(s).
  - A. Place "Quarantine" in the "Outcome Request" field, and mark the review date 10 days after the date of the possible exposure (bite).
  - B. If it is the registered owner then place a note in the database stating "microchip or tag goes back to the person surrendering the animal; verified through the database. In the "Scan Result" and "Bite Info" field select most appropriate choice according to the findings. The intake and review date are the same.
  - C. Create a "Memo" to record the microchip/tag information and select appropriate memo template to use and save memo.
4. If the person or the animal are not in our database, create a new intake.
  - A. In the "Type" field choose "Stray" for intake of stray animal(s) (press F4 to find the listing for choice). Choose the "Sub-status" and choose the appropriate selection according to the situation. In the "Condition" field choose from list (press F4 in Condition field) according from the health and behavior of the animal(s).
  - B. Place "Quarantine" in the "Outcome Request" field, and mark the review date 10 days after the date of the possible exposure (bite).
  - C. Select a quarantine kennel.
  - D. Enter the animal and person information, and choose the appropriate "Status"
  - E. In the "Crossing" field type in "DEL", the block number, and street name where the animal is found/from. Type in "W" for "Jurisdiction". Select "Yes" or "No" if the animal came in a trap in the "Trap" field. Type in the initial in the "By" field. Press F9 to save.
  - F. Print out two (2) kennel cards and prepare the ident-a-band with animal number, breed, sex, and color of the animal on it.
5. Runner shall secure the ident-a-bend around the animal(s) neck if possible and take the kennel card and the animal to the vet to examine.
6. Make sure everything is documented, save, and cleared out (press F11) before the animal goes to the vet staff.
7. Once the vet staff have examined the animal, the runner shall deliver the animal to their kennel. A bowl of fresh water should be provided to the animal.

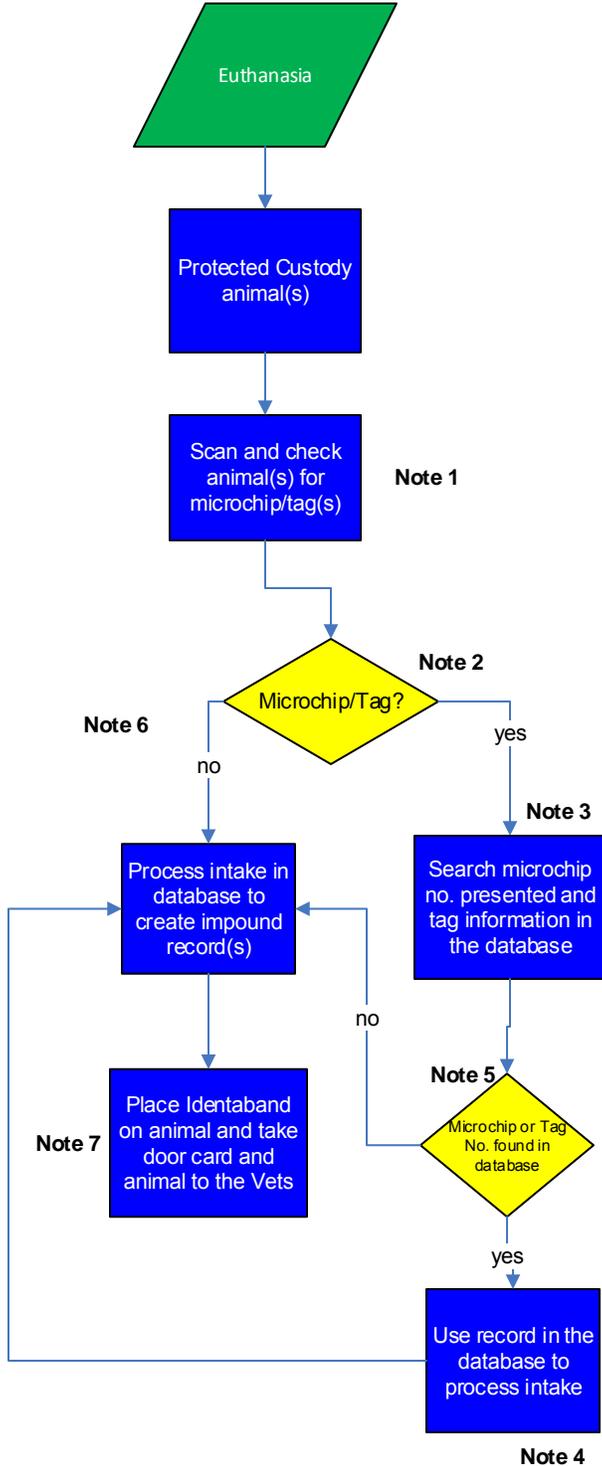
**References:**

N/A

**Records:**

External Document                      Kennel Card  
External Document                      Ident-a-band

 City of Dallas	Document Number:	CCS-WKI-182	Revision Number:	1
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**Notes:**

1. Scan animal(s) using a microchip scanner to see if animal(s) has a microchip. Check animal(s) for tag(s) and any visible tattoos.
2. Search microchip number and tag(s) in the "Tag Table" on the database:
  - A. On the "Kennel Table" press F11 to clear screen
  - B. Type microchip in the "Tag" field and press F4 (this will take you to the "Tag Table" and pull up the information; if there is any). If there is an Animal # in the "Tag Table"; delete the animal # and press F12 to search and find any information pertaining to the microchip. If there is no information in the database, the database will show "No record found".
  - C. Press F11 to clear the screen and type in the tag numbers one at a time, if multiple tags, then press F12 to search the database.
3. Use existing information in the database: Animal(s) A #, and Persons P# to process the intake of the animal(s).
  - A. Place "Keep Safe" in the "Outcome Request" field, and mark the review date 10 days after the date of intake.
  - B. If it is the registered owner then place a note in the database stating "microchip or tag goes back to the person surrendering the animal; verified through the database. In the "Scan Result" and "Bite Info" field select most appropriate choice according to the findings. Make sure the intake and review date are the same.
  - C. Create a "Memo" to record the chip/tag information and select appropriate memo template to use and save memo.
4. If the person or the animal are not in our database, create a new intake.
  - A. In the "Type" field choose "Stray" for intake of stray animal(s) (press F4 to find the listing for choice). Choose the "Substatus" and choose the appropriate selection according to the situation. In the "Condition" field choose from list (press F4 in Condition field) according from the health and behavior of the animal(s).
  - B. Place "Keep Safe" in the "Outcome Request" field, and mark the review date 10 days after the date of intake.
5. Select a kennel in Pod 139 or Cat protective custody.
  - A. Enter the animal and person information, and choose the appropriate "Status"
  - B. In the "Crossing" field type in "DEL", the block number, and street name where the animal is found/from. Type in "W" for "Jurisdiction". Select "Yes" or "No" if the animal came in a trap in the "Trap" field. Type in the initial in the "By" field. Press F9 to save.
  - C. Print out two (2) kennel cards and write the ident-a-band with animal number, breed, sex, and color of the animal on it.
6. Runner shall put and secure the ident-a-band around the animal(s) neck if possible and take the kennel card and the animal to the vet to examine.
6. Make sure all information is documented, saved, and cleared out (press F11) before the animal goes to the vet staff.
8. Once the vet staff have examined the animal, the runner shall deliver the animal to their kennel. A bowl of fresh water should be provided to the animal.

**References:**

N/A

**Records:**

External Document	Kennel Card
External Document	Ident-a-band

## ORDINANCE NO. \_\_\_\_\_

An ordinance amending Chapter 2, “Administration,” Chapter 7, “Animals,” and Chapter 27, “Minimum Urban Rehabilitation Standards,” of the Dallas City Code by amending Article XXIV of Chapter 2 and Sections 7-2.5, 7-2.7, 7-5.3, 7-5.4, 7-8.1, 27-3, 27-16.12, 27-16.16, 27-16.18, and 27-16.21; changing the name of the animal shelter commission to the animal advisory commission and providing new rules for membership and meetings; providing that the animal shelter is the caretaker for newly impounded animals; providing for the reduction or waiver of adoption fees; providing for pro se municipal court hearings of dangerous dog determinations; providing a definition for the term Dallas Animal Welfare Fund; providing for civil adjudication of violations of Chapter 7 and for civil penalties, fees, and court costs; providing a new Section 7-8.4 for the creation of the Dallas Animal Welfare Fund; providing a penalty not to exceed \$500; providing a saving clause; providing a severability clause; and providing an effective date.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That Article XXIV, “Animal Shelter Commission,” of Chapter 2, “Administration,” of the Dallas City Code is retitled as Article XXIV, “Animal Advisory Commission,” and amended to read as follows:

**“ARTICLE XXIV.**

**ANIMAL ADVISORY [~~SHELTER~~] COMMISSION.**

**SEC. 2-157. CREATED; MEMBERSHIP; MEETINGS.**

(a) There is hereby created the animal advisory [~~shelter~~] commission, which shall be an advisory body of 15 members. Each city council member shall appoint one member to the commission. The mayor shall appoint the chair, and the full city council shall appoint the vice-chair.

(b) All members shall be appointed for an initial term to expire on August 31, 1985. Subsequent appointments will be made in August of each odd-numbered year for a two-year term beginning on September 1. All members shall serve until their successors are appointed and qualified.

(c) Members of the commission must meet the following qualifications:

- (1) one member must be a licensed veterinarian;
- (2) one member must be a city or county official;
- (3) one member must have duties including the daily operation of an animal shelter;
- (4) one member must be a representative from an animal welfare organization; and
- (5) eleven members must be chosen from the general public[~~;~~ and
- (6) ~~no member may be a city employee working in the department designated by the city manager to operate a city-owned animal shelter].~~

(d) Disqualification of an appointee under Section 8-1.4(a)(1) of this code may be waived by the city council after review of the specific circumstances.

(e) The commission must meet at least three times a year [~~once each calendar month~~] and may hold additional meetings at the call of the chair.

## **SEC. 2-158. DUTIES AND RESPONSIBILITIES.**

(a) The commission shall act as an advisory body to the city manager and the city council to assist in complying with the requirements of state law and city ordinances pertaining to the operation of an animal shelter [~~and shall:~~

- (1) ~~review the operations of the city animal shelters and report the results to the city manager;~~
- (2) ~~provide guidance to the city manager in complying with all provisions of Article 4477-6b, Vernon's Texas Civil Statutes].~~

(b) The city manager shall provide necessary information and assistance to the commission in the performance of its duties and responsibilities.”

SECTION 2. That Section 7-2.5, “Impoundment of Animals,” of Article II, “Animal Services; City Animal Shelters,” of Chapter 7, “Animals,” of the Dallas City Code is amended to read as follows:

**“SEC. 7-2.5. IMPOUNDMENT OF ANIMALS.**

(a) The director or the chief of police is authorized to impound:

- (1) any animal in the city that is not restrained by a tether or leash, fenced yard, or enclosed structure;
- (2) any animal for protective custody;
- (3) any animal required to be quarantined under Section 7-2.4;
- (4) any animal seized pursuant to a warrant or court order;
- (5) any prohibited animal kept in the city in violation of Section 7-6.1; and
- (6) any animal posing a threat to the public health or safety.

(b) If an animal described in Subsection (a) is on private property or property of the animal’s owner, the impounding officer may enter the property for the purpose of impoundment or issuance of a citation, or both.

(c) The director is the designated caretaker of a stray, impounded, or surrendered animal immediately upon intake at the animal shelter.

(d) No animal impounded at a city animal shelter or in the custody or control of animal services may be knowingly sold, released, or otherwise disposed of for research purposes.”

SECTION 3. That Subsection (b) of Section 7-2.7, “Adoption of Animals,” of Article II, “Animal Services; City Animal Shelters,” of Chapter 7, “Animals,” of the Dallas City Code is amended to read as follows:

“(b) The director may, from time to time, designate and advertise promotional adoption periods during which the non-refundable adoption fees payable under Subsection (a)(3)(A) will be reduced or waived [to \$43 for a dog and \$27 for a cat. A promotional adoption period may not exceed seven consecutive days, and no more than eight promotional adoption periods may be designated during a calendar year].”

SECTION 4. That Section 7-5.3, "Determination As A Dangerous Dog," of Article V, "Dangerous Dogs," of Chapter 7, "Animals," of the Dallas City Code is amended to read as follows:

**"SEC. 7-5.3. DETERMINATION AS A DANGEROUS DOG.**

(a) Upon receipt of a sworn, written, complaint by any person of an incident described in Section 7-5.1(b)(2)(A) or (B) of this article, the director shall investigate ~~[and conduct a hearing]~~ to determine if a dog is dangerous. ~~[The hearing must be conducted within 30 days after receipt of the complaint.]~~

~~(b) [The director shall provide notice of the date, time, and location of a hearing to the dog owner, either in person or by certified mail, return receipt requested, and to the complainant by regular mail. A hearing must be conducted not less than 10 days after notice has been mailed or delivered to the dog owner. At a hearing, all interested persons will be given the opportunity to present evidence on the issue of the dog's dangerousness.]~~

~~(e)] If a dog has caused bodily injury to any person, the director may seize and impound the dog at the owner's expense pending the investigation ~~[hearing]~~ and a determination of whether the dog is a dangerous dog. If the director cannot, with due diligence, locate the owner of the dog that has been seized under this subsection, the director shall impound the dog. If the owner of the dog has not been located before the 15<sup>th</sup> day after seizure and impoundment, the director may order the dog to be humanely destroyed. ~~[If, during the time the dog is impounded, the owner claims the dog, the owner shall be served with notice of a hearing as provided in Subsection (b) of this section.]~~~~

~~(c[d])~~ At the conclusion of the investigation ~~[a hearing]~~ required by this section, the director shall:

(1) determine that the dog is not dangerous and, if the dog is impounded, may waive any impoundment fees incurred and release the dog to its owner;

(2) determine that the dog is dangerous and order the owner to comply with the requirements for ownership of a dangerous dog set forth in Section 7-5.5 of this article and in Subchapter D, Chapter 822 of the Texas Health and Safety Code, as amended, and, if the dog is impounded, release the dog to its owner after compliance with all applicable requirements of Subsection ~~(e[f])~~ of this section; or

(3) determine that the dog is dangerous and order the owner to permanently remove the dog from the city within a designated period of time.

~~(d[e])~~ If a dog is determined to be dangerous, the director shall notify the dog owner, either in person or by certified mail, return receipt requested:

(1) that the dog has been determined to be a dangerous dog;

(2) whether the dog must be permanently removed from the city and the date by which the dog must be removed;

(3) what the owner must do to comply with requirements for ownership of a dangerous dog that is allowed to remain in the city and to reclaim the dog, if impounded; and

(4) that the owner has a right to appeal the determination of any order to remove the dog from the city.

(e[f]) An impounded dog determined by the director to be dangerous must remain impounded, or confined in a location approved by the director, and may [will] not be released to the owner until the owner pays all fees incurred for impoundment of the dog and:

(1) if and when the dog is allowed to remain in the city, complies with all requirements for ownership of a dangerous dog set forth in this article and Subchapter D, Chapter 822 of the Texas Health and Safety Code, as amended; or

(2) if the dog is ordered permanently removed from the city, provides the director, in writing, with the street address, telephone number, and name of the person in control of the location outside the city where the dog will be relocated or other evidence satisfactory to the director that the dog will be permanently removed from the city.

(f[g]) If the owner of an impounded dog has not complied with Subsection (e[f]) within 30 days after a final determination is made that an impounded dog is dangerous, the director may file a complaint in municipal court under Section 7-5.5 of this article.”

SECTION 5. That Section 7-5.4, “Appeals,” of Article V, “Dangerous Dogs,” of Chapter 7, “Animals,” of the Dallas City Code is amended to read as follows:

**“SEC. 7-5.4. APPEALS.**

If, under Section 7-5.3 of this article, the director determines that a dog is dangerous or orders a dangerous dog to be permanently removed from the city, that decision is final unless the dog owner files a written appeal with the municipal court within 15 days after receiving notice that the dog is dangerous or ordered to be removed from the city. The appeal [standard] is a de novo hearing[substantial evidence review] and is a civil proceeding for the purpose of affirming or reversing the director’s determination of dangerousness or affirming, reversing, or modifying the director’s removal order. If the municipal court allows a dangerous dog to remain in the city, the court shall order that the dog owner comply with the ownership requirements set forth in Section 7-5.5 of this article and may order additional conditions for maintaining ownership of a dangerous dog.”

SECTION 6. That Subsection (h) of Section 7-8.1, “Violations; Criminal and Civil Penalties,” of Article VIII, “Violations; Penalties; and Enforcement,” of Chapter 7, “Animals,” of the Dallas City Code is amended to read as follows:

(h) In addition to imposing a criminal penalty, the city may, in accordance with Section 54.012(5) and (10) of the Texas Local Government Code, bring a civil action against a person violating a provision of this chapter. The civil action may include, but is not limited to, a suit to recover a civil penalty pursuant to Section 54.017 of the Texas Local Government Code not to exceed \$1,000 for each day or portion of a day during which each violation is committed, continued, or permitted.”

SECTION 7. That Section 7-8.1, “Violations; Criminal and Civil Penalties,” of Article VIII, “Violations; Penalties; and Enforcement,” of Chapter 7, “Animals,” of the Dallas City Code is amended by adding a new Subsection (i) to read as follows:

“(i) As an alternative to imposing the criminal penalty prescribed in Subsections (d) and (e), the city may impose administrative penalties, fees, and court costs in accordance with Article IV-b of Chapter 27 of this code, as authorized by Section 54.044 of the Texas Local Government Code, for an offense under this chapter. The alternative administrative penalty range for an offense is the same as is prescribed in Subsections (d) and (e). The provisions of Article IV-b of Chapter 27 of this code pertaining to financial inability to comply with an administrative order do not apply to violations of this chapter.”

SECTION 8. That Article VIII, “Violations, Penalties, and Enforcement,” of Chapter 7, “Animals,” of the Dallas City Code is amended by adding a new Section 7-8.4, “Dallas Animal Welfare Fund,” to read as follows:

**“SEC. 7-8.4. DALLAS ANIMAL WELFARE FUND.**

(a) The Dallas Animal Welfare Fund is composed of:

(1) All Dallas Animal Welfare Fund administrative penalties collected under Sections 27-16.16(b), 27-16.18(g), and 27-16.21(b) of Chapter 27 of this code;

(2) 30 percent of all civil fines collected by the city for lawsuits filed in the municipal court under Subchapter B, Chapter 54 of the Texas Local Government Code; and

(3) Any funds donated by an individual or entity, any of which donations may be refused by a majority vote of the city council.

(b) The director shall adopt rules and procedures consistent with this article for the administration of the Dallas Animal Welfare Fund.

(c) To be eligible to receive funds from the Dallas Animal Welfare Fund, a person must:

(1) establish to the satisfaction of the director that the person's income does not exceed the Dallas area median family income as determined by the U.S. Department of Housing and Urban Development; and

(2) not have received funds from the Dallas Animal Welfare Fund within the preceding 24 months.

(d) The director may not make an award from the Dallas Animal Welfare Fund in excess of \$1,000. The director may not make an award unless the award is for less than or equal to the amount in the Dallas Animal Welfare Fund at any one time. If the fund is temporarily out of money, the director may not make an award until such time as there are additional funds equal to or exceeding the amount of the award."

SECTION 9. That Section 27-3, "Definitions," of Article I, "General Provisions," of Chapter 27, "Minimum Urban Rehabilitation Standards," of the Dallas City Code is amended by adding a new Paragraph (6.1) to read as follows:

"(6.1) DALLAS ANIMAL WELFARE FUND means the Dallas Animal Welfare Fund as described in Section 7-8.4 of Chapter 7 of this code."

SECTION 10. That Article IV-b, "Administrative Adjudication Procedure for Premises and Property Violations," of Chapter 27, "Minimum Urban Rehabilitation Standards," of the Dallas City Code, as amended, is retitled as Article IV-b, "Administrative Adjudication Procedure for Premises, Property, and Certain Other Violations."

SECTION 11. That Section 27-16.12, "Alternative Administrative Adjudication Procedure," of Article IV-b, "Administrative Adjudication Procedure for Premises, Property, and Certain Other Violations," of Chapter 27, "Minimum Urban Rehabilitation Standards," of the Dallas City Code, as amended, is amended to read as follows:

**“SEC. 27-16.12. ALTERNATIVE ADMINISTRATIVE ADJUDICATION PROCEDURE.”**

Every violation of an ordinance described by Section 54.032 of the Texas Local Government Code or adopted under Subchapter E, Chapter 683 of the Texas Transportation Code or under Section 214.001(a)(1) of the Texas Local Government Code may be enforced as an administrative offense using the alternative administrative adjudication procedure set forth in this article, as authorized by Section 54.044 of the Texas Local Government Code. The adoption or use of this alternative administrative adjudication procedure does not preclude the city from enforcing a violation of an ordinance described in this section through criminal penalties and procedures.”

SECTION 12. That Subsection (b) of Section 27-16.16, “Failure to Appear at Administrative Hearing,” of Article IV-b, “Administrative Adjudication Procedure for Premises, Property, and Certain Other Violations,” of Chapter 27, “Minimum Urban Rehabilitation Standards,” of the Dallas City Code is amended to read as follows:

“(b) The hearing officer shall assess an additional \$36 administrative penalty for each violation for which a person is found liable, which amount will be placed in the Dallas Tomorrow Fund or the Dallas Animal Welfare Fund, as applicable. In no case may the total amount of administrative penalties assessed against a person for a violation exceed the maximum penalty established by city ordinance for the particular violation.”

SECTION 13. That Subsection (g) of Section 27-16.18, “Hearing for Disposition of an Administrative Citation; Citation as Rebuttable Proof of Offense,” of Article IV-b, “Administrative Adjudication Procedure for Premises, Property, and Certain Other Violations,” of Chapter 27, “Minimum Urban Rehabilitation Standards,” of the Dallas City Code is amended to read as follows:

“(g) The hearing officer shall assess an additional \$36 administrative penalty for each violation for which a person is found liable, which amount will be placed in the Dallas Tomorrow Fund or the Dallas Animal Welfare Fund, as applicable. In no case may the total amount of administrative penalties assessed against a person for a violation exceed the maximum penalty established by city ordinance for the particular violation.”

SECTION 14. That Subsection (i) of Section 27-16.18, “Hearing for Disposition of an Administrative Citation; Citation as Rebuttable Proof of Offense,” of Article IV-b, “Administrative Adjudication Procedure for Premises, Property, and Certain Other Violations,” of Chapter 27, “Minimum Urban Rehabilitation Standards,” of the Dallas City Code is amended to read as follows:

“(i) During a period in which enforcement of an administrative order is suspended under Subsection (f)(3) or (h) of this section, the person found liable for a violation may request an extension of the suspension period. The hearing officer may, only one time for each administrative order, grant an extension of the suspension period. The sole basis for an extension is that the person found liable for the violation is making a good faith attempt to comply with the administrative order and, due to delay beyond that person’s control, is unable to timely complete the rehabilitation and/or repair of the property or the premises or otherwise comply with the administrative order. The extension granted will be for a specific time period as determined by the hearing officer.”

SECTION 15. That Subsection (b) of Section 27-16.21, “Disposition of Administrative Penalties, Fees, and Court Costs,” of Article IV-b, “Administrative Adjudication Procedure for Premises, Property, and Certain Other Violations,” of Chapter 27, “Minimum Urban Rehabilitation Standards,” of the Dallas City Code is amended to read as follows:

“(b) From the administrative penalties assessed under this article, \$36 for each violation for which a person is found liable must be deposited into the Dallas Tomorrow Fund established by Section 27-16.22 of the article or the Dallas Animal Welfare Fund established under Section 7-8.4 of Chapter 7 of this code, as applicable.”

SECTION 16. That a person violating a provision of this ordinance, upon conviction, is punishable by a fine not to exceed \$500.

SECTION 17. That Chapters 2, 7, and 27 of the Dallas City Code shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 18. That the terms and provisions of this ordinance are severable and are governed by Section 1-4 of Chapter 1 of the Dallas City Code, as amended.

SECTION 19. That this ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so ordained.

APPROVED AS TO FORM:

WARREN M.S. ERNST, City Attorney

By \_\_\_\_\_  
Assistant City Attorney

Passed \_\_\_\_\_

# Memorandum



CITY OF DALLAS

DATE October 23, 2015  
TO Honorable Members of the Quality of Life & Environment Committee: Sandy Greyson (Chair),  
Tiffinni A. Young (Vice Chair), Rickey D. Callahan, Mark Clayton, Philip T. Kingston, B. Adam McGough  
SUBJECT **October 28, 2015 Park and Recreation Department City Council Agenda Items**

On Wednesday, October 28, 2015, the Dallas City Council will consider three agenda items relating to the Park and Recreation Department.

- **AGENDA ITEM NO. 19 BLUFF VIEW PARK** - Authorize a development agreement with Bluffview Park Improvement Project for the renovation of Bluff View Park located at 4524 Pomona Road - Financing: No cost consideration to the City. This item was approved by the Park and Recreation Board on Thursday, October 1, 2015.
- **AGENDA ITEM NO. 20 KIDD SPRINGS PARK** - Authorize a contract for stormwater culvert repairs at Kidd Springs Park located at 700 West Canty Street - A S Con, Inc., lowest responsible bidder of two - Not to exceed \$208,670 - Financing: 2006 Bond Funds. This item was approved by the Park and Recreation Board on Thursday, October 1, 2015.
- **AGENDA ITEM NO. 21 SINGING HILLS RECREATION CENTER** - Authorize an increase in the site package contract with J.C. Commercial, Inc. for revisions requested by the Park and Recreation Department, Dallas Water Utilities and Oncor Electric Delivery Company, LLC and a construction schedule extension due to significant weather delays in the first months of 2015 at Singing Hills Recreation Center located between Crouch Road and Patrol Way - Not to exceed \$137,651, from \$1,080,077 to \$1,217,728 - Financing: 2006 Bond Funds. This item was approved by the Park and Recreation Board on Thursday, October 1, 2015.

A City Council agenda sheet is attached with this memo to provide further details. If you have any questions, please contact me at 214-670-4071.

A handwritten signature in black ink that reads "Willis Winters".

Willis C. Winters, FAIA, Director  
Park and Recreation Department

## Attachments

c: Honorable Mayor and Members of the City Council  
A.C. Gonzalez, City Manager  
Warren M.S. Emst, 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 – Mayor & Council

**AGENDA ITEM # 19**

**KEY FOCUS AREA:** Culture, Arts and Recreation and Educational Enhancements

**AGENDA DATE:** October 28, 2015

**COUNCIL DISTRICT(S):** 13

**DEPARTMENT:** Park & Recreation

**CMO:** Willis Winters, 670-4071

**MAPSCO:** 34-C

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**SUBJECT**

Authorize a development agreement with Bluffview Park Improvement Project for the renovation of Bluff View Park located at 4524 Pomona Road - Financing: No cost consideration to the City

**BACKGROUND**

This item authorizes a development agreement with Bluffview Park Improvement Project (BPIP) for the design and construction of the renovation of Bluff View Park based on the adopted Bluff View Park Master Plan.

After a public meeting on June 9, 2014 to discuss improvements to Bluff View Park, Councilmember Jennifer Gates formed a neighborhood task force to develop a master plan for the park with guidance from Park and Recreation Department staff. On May 26, 2015 the master plan was presented to the community with widespread support. The master plan was adopted by the Park Board on August 20, 2015.

BPIP, a Texas 501c(3) corporation, was formed by residents to receive donations and implement the master plan. The agreement will be subject to the following terms:

- 1) The term is for construction of the project in phases. The agreement will terminate upon completion of the improvements.
- 2) BPIP, at its own cost, is responsible for the development of construction drawings and specifications and for the construction of improvements to the park. BPIP will submit drawings to the Park and Recreation Department for review and approval prior to commencement of construction. Any changes to the plan after approval shall require written approval of both parties.
- 3) BPIP will hire a contractor to construct the improvements. BPIP will be responsible for all permits, approvals, and City required bonds and insurance. The City will take possession and responsibility for maintenance of the improvements upon acceptance.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

The Park and Recreation Board authorized the Bluff View Park Master Plan on August 20, 2015.

The Park and Recreation Board authorized the agreement with Bluffview Park Improvement Project on October 1, 2015.

Information about this item will be provided to the Quality of Life & Environment Committee on October 26, 2015.

**FISCAL INFORMATION**

No cost consideration to the City.

**MAP**

Attached

October 28, 2015

**WHEREAS**, the City Charter provides for the Park and Recreation Board to grant contracts and agreements within park facilities with such terms and conditions as it shall deem proper; and

**WHEREAS**, the City of Dallas Park and Recreation Department (City) and Bluffview Park Improvement Project (BPIP), a Texas 501c(3) corporation, desires to enter into a development agreement for the purpose of designing and constructing improvements to Bluff View Park located at 4524 Pomona Road as shown in Exhibit A and B; and

**WHEREAS**, the City desires to have BPIP construct and renovate Bluff View Park during the Term of the Agreement for the use and enjoyment of all City of Dallas citizens.

**Now, Therefore,**

**BE IT RESOLVED BY THE PARK AND RECREATION BOARD AND THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That the City Manager is hereby authorized to enter into a development and renovation agreement with BPIP for the construction and development of Bluff View Park in accordance with the Bluff View Park Master Plan.

**SECTION 2.** That the President of the Park and Recreation Board and the City Manager are hereby authorized to execute a development agreement with BPIP, after approval as to form by the City Attorney's Office.

**SECTION 3.** That the duration of the agreement will be for the term of construction of the improvements.

**SECTION 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** Culture, Arts and Recreation and Educational Enhancements

**AGENDA DATE:** October 28, 2015

**COUNCIL DISTRICT(S):** 1

**DEPARTMENT:** Park & Recreation

**CMO:** Willis Winters, 670-4071

**MAPSCO:** 54-B, C

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**SUBJECT**

Authorize a contract for stormwater culvert repairs at Kidd Springs Park located at 700 West Canty Street - A S Con, Inc., lowest responsible bidder of two - Not to exceed \$208,670 - Financing: 2006 Bond Funds

**BACKGROUND**

On July 23, 2015, two bids were received for stormwater culvert repairs at Kidd Springs Park. This item authorizes award of the construction contract to A S Con, Inc. for the a total bid amount of \$208,670.

The following chart illustrates A S Con, Inc.'s contractual activities with the City of Dallas for the past three years:

	<u>PBW</u>	<u>DWU</u>	<u>PKR</u>
Projects Completed	0	0	7
Change Orders	0	0	8
Projects Requiring Liquidated Damages	0	0	0
Projects Completed by Bonding Company	0	0	0

**ESTIMATED SCHEDULE OF PROJECT**

Began Design	December 2014
Completed Design	May 2015
Begin Construction	November 2015
Complete Construction	March 2016

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

The Park and Recreation Board authorized proceeding with advertisement for construction procurement on May 21, 2015.

The Park and Recreation Board authorized award of the contract on October 1, 2015.

Information about this item will be provided to the Quality of Life & Environment Committee on October 26, 2015.

**FISCAL INFORMATION**

2006 Bond Funds - \$208,670

**M/WBE INFORMATION**

See attached.

**ETHNIC COMPOSITION**

A S Con, Inc.

White Male	0	White Female	0
Black Male	0	Black Female	0
Hispanic Male	0	Hispanic Female	0
Other Male	1	Other Female	1

**BID INFORMATION**

\*Denotes the successful bidder

The following two bids were received and opened on July 23, 2015:

<b><u>Bidder</u></b>	<b><u>Total</u></b>
*A S Con, Inc. 15724 Golden Creek Road Dallas, Texas 75248	\$208,670
Texas Standard Construction, Ltd.	\$468,150

**OWNER**

**A S Con, Inc.**

Ali Safdarinia, Owner

**MAP**

Attached

October 28, 2015

**WHEREAS**, on July 23, 2015, two bids were received for stormwater culvert repairs at Kidd Springs Park located at 700 West Canty Street.

<u>Bidder</u>	<u>Total</u>
A S Con, Inc.	\$208,670
Texas Standard Construction, Ltd.	\$468,150

**Now, Therefore,**

**BE IT RESOLVED BY THE PARK AND RECREATION BOARD AND THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That the City Manager is hereby authorized to enter into a contract with A S Con, Inc. for stormwater culvert repairs at Kidd Springs Park, in an amount not to exceed \$208,670.

**SECTION 2.** That the President of the Park and Recreation Board and the City Manager are hereby authorized to execute a contract with A S Con, Inc., after approval as to form by the City Attorney.

**SECTION 3.** That the Chief Financial Officer is hereby authorized to disburse an amount not to exceed \$208,670, as follows:

(2006) Park and Recreation Facilities Improvement Fund Fund BT00, Department PKR, Unit T192, Object 4599 Activity RFSI, Program PK06T194.4, CT-PKR15019522 Commodity 91200, Vendor 261853	\$61,963.53
(2006) Park and Recreation Facilities Improvement Fund Fund 1T00, Department PKR, Unit T194, Object 4599 Activity RFSI, Program PK06T194.4, CT-PKR15019522 Commodity 91200, Vendor 261853	<u>\$146,706.47</u>
Total amount not to exceed	\$208,670.00

**SECTION 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** Culture, Arts and Recreation and Educational Enhancements

**AGENDA DATE:** October 28, 2015

**COUNCIL DISTRICT(S):** 8

**DEPARTMENT:** Park & Recreation

**CMO:** Willis Winters, 670-4071

**MAPSCO:** 65-U V

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**SUBJECT**

Authorize an increase in the site package contract with J.C. Commercial, Inc. for revisions requested by the Park and Recreation Department, Dallas Water Utilities and Oncor Electric Delivery Company, LLC and a construction schedule extension due to significant weather delays in the first months of 2015 at Singing Hills Recreation Center located between Crouch Road and Patrol Way - Not to exceed \$137,651, from \$1,080,077 to \$1,217,728 - Financing: 2006 Bond Funds

**BACKGROUND**

The original contract was awarded to J.C. Commercial, Inc. by Council on November 12, 2014, by Resolution No. 14-1979, for grading, site utilities and paving for the Singing Hills Recreation Center located between Crouch Road and Patrol Way, in an amount not to exceed \$1,080,077.

This action will authorize Change Order No. 1 to the site package contract with J.C. Commercial, Inc. in an amount not to exceed \$137,650.96, from \$1,080,077.00 to \$1,217,727.96 for revisions in the scope of work requested by the Park and Recreation Department, Dallas Water Utilities and Oncor Electric Delivery Company, LLC and to allow additional construction time required to account for significant weather delays in the first months of 2015 at Singing Hills Recreation Center.

Revisions include: removal of trees originally specified to remain, with credit for tree protection; adjustments in price for revised trench design for buried Oncor cable ducts and extension to revised pole location; additional 4" sanitary sewer line; additional concrete placement and relocation of fire hydrant supply line per Dallas Water Utilities field inspection; credit for the deletion of three 4" conduits for power and communications; and extension of the schedule due to weather delays, thereby increasing the contract term by 222 calendar days.

**ESTIMATED SCHEDULE OF PROJECT**

Began Construction            January 2015  
Complete Construction        April 2016

**PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

The Park and Recreation Board authorized advertisement for bids on August 7, 2014.

The Park and Recreation Board authorized award of the contract on November 6, 2014.

City Council authorized award of the contract on November 12, 2014, by Resolution No. 14-1979.

The Park and Recreation Board authorized Change Order No. 1 on October 1, 2015.

Information about this item will be provided to the Quality of Life & Environment Committee on October 26, 2015.

**FISCAL INFORMATION**

2006 Bond Funds - \$137,650.96

Construction Amount	\$1,080,077.00
Change Order No. 1 (this action)	<u>\$137,650.96</u>
Total amount not to exceed	\$1,217,727.96

**M/WBE INFORMATION**

See attached.

**ETHNIC COMPOSITION**

J.C. Commercial, Inc.

White Male	15	White Female	2
Black Male	0	Black Female	0
Hispanic Male	1	Hispanic Female	0
Other Male	0	Other Female	0

**OWNER**

**J.C. Commercial, Inc.**

Larry Wagnor, President

**MAP**

Attached

October 28, 2015

**WHEREAS**, on November 12, 2014, Resolution No. 14-1979 authorized a contract to J.C. Commercial, Inc. for grading, site utilities and paving for the Singing Hills Recreation Center located between Crouch Road and Patrol Way, in an amount not to exceed \$1,080,077; and

**WHEREAS**, this action will authorize Change Order No. 1 to the site package contract with J.C. Commercial, Inc. in an amount not to exceed \$137,650.96, from \$1,080,077.00 to \$1,217,727.96 for revisions in the scope of work requested by the Park and Recreation Department, Dallas Water Utilities and Oncor Electric Delivery Company, LLC and to allow additional construction time required to account for significant weather delays in the first months of 2015 at Singing Hills Recreation Center.

**Now, Therefore,**

**BE IT RESOLVED BY THE PARK AND RECREATION BOARD AND THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That the City Manager is hereby authorized to enter into Change Order No. 1 to the site package contract with J.C. Commercial, Inc. for revisions in the scope of work requested by the Park and Recreation Department, Dallas Water Utilities and Oncor Electric Delivery Company, LLC and to allow additional construction time required to account for significant weather delays in the first months of 2015 at Singing Hills Recreation Center, in an amount not to exceed \$137,650.96, from \$1,080,077.00 to \$1,217,727.96.

**SECTION 2.** That the Chief Financial Officer is hereby authorized to disburse an amount not to exceed \$137,650.96 to J.C. Commercial, Inc. from (2006) Park and Recreation Facilities Improvement Fund, Fund BT00, Department PKR, Unit T281, Object 4599, Activity MMCF, Program PK06T281.1, CT-PKR15019482, Commodity 91200, Vendor VS0000012563.

**SECTION 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** Clean, Healthy Environment  
**AGENDA DATE:** October 28, 2015  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Sanitation Services  
**CMO:** Joey Zapata, 670-3009  
**MAPSCO:** N/A

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**SUBJECT**

Authorize the third twelve-month renewal option to the service contract for the processing and sale of recycled materials for the period January 1, 2016 through December 31, 2016 – Greenstar Mid-America, LLC - Estimated Revenue: \$1,880,075

**BACKGROUND**

On August 9, 2006, the City Council approved an eighty-four month service contract, with three twelve-month renewal options, with Mid-America Recycling Company d/b/a Vista Fibers of Dallas to process and sell the recycled material collected in the Dallas Residential Recycling Program. Mid-America Recycling was purchased by Greenstar North America Holdings, Inc. in 2008, and the contract was assumed by the new owner, with the entity renamed Greenstar Mid-America, LLC. In January 2013, 100% of the ownership of Greenstar Mid-America, LLC was transferred from Greenstar North America Holdings, Inc. to WM Recycle America, LLC. This was a change of ownership only, and the entity Greenstar Mid-America, LLC continued to perform under the solid waste franchise ordinance and the service contract with the City.

The original term of the contract was January 1, 2007 through December 31, 2013, with three one year renewal options. The contract provides processing services for recyclable materials collected in the Residential Recyclable Program. All materials are delivered to the processing facility by the City or the City’s selected collection contractor. This agreement allows for revenue sharing between the City of Dallas and Greenstar Mid-America, LLC through the sale of over 50,000 tons of recycled material collected annually.

## **BACKGROUND (Continued)**

This partnership also encourages environmental stewardship through an enhanced recycling educational program with an annual contribution of \$1.00 per household, payable to the City quarterly, for public education. This program includes direct mailings, educational videos, radio/TV public service announcements, media tours, billboards, bus display ads, magazine ads, attendance at community meetings and events. The amount of recycled material increased from 20,149 tons in 2007 to an estimated 55,500 tons in 2015.

## **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On August 15, 2005, City Council was briefed as part of the Budget Workshop.

On September 19, 2005, City Council was briefed on twice-monthly single-stream residential recycling program.

On May 22, 2006, the Finance, Audit & Accountability and Quality of Life Committees were briefed on the City's Recycling Program.

On June 26, 2006, the Quality of Life Committee was briefed on the City's Recycling Program.

On August 2, 2006, City Council was briefed on the twice-monthly single-stream residential recycling program.

On August 9, 2006, City Council approved an eighty-four-month service contract, with three twelve-month renewal options, for the processing and sale of recycled material with Mid-America Recycling Company, LLC d/b/a Vista Fibers of Dallas, by Resolution No. 06-2013.

Resolution No. 13-0971, was approved by City Council on June 12, 2013, to authorize consent to a transfer of control of 100% of the ownership interests of Greenstar Mid-America, LLC, a solid waste franchisee, from Greenstar North America Holdings, Inc. to WM Recycle America, LLC.

Resolution No. 13-1947, was approved by City Council on November 12, 2013, exercising the first of the three, twelve-month renewal options of the service contract, for the processing and sale of recycled material to Greenstar Mid-America Holdings, Inc./Waste Management Recycle America.

Resolution No. 14-1808, was approved by City Council on October 22, 2014, exercising the second of the three, twelve-month renewal options of the service contract, for the processing and sale of recycled material to Greenstar Mid-America Holdings, Inc./Waste Management Recycle America.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS) (Continued)**

Information about this item will be provided to the Quality of Life & Environment Committee on October 26, 2015.

**FISCAL INFORMATION**

\$1,880,075.00 - Estimated Revenue

October 28, 2015

**WHEREAS**, on August 9, 2006, City Council authorized an eighty-four-month service contract, with three, twelve-month renewal options with Mid-America Recycling Company, LLC d/b/a Vista Fibers of Dallas for the processing and sale of recycled material collected in the Residential Recycling Program for the City of Dallas; and

**WHEREAS**, on November 12, 2013, City Council approved exercising the first three, twelve-month renewal options of the service contract, for the processing and sale of recycled material to Greenstar Mid-America Holdings, Inc./Waste Management Recycle America; and

**WHEREAS**, on October 22, 2014, City Council approved exercising the second three, twelve-month renewal options of the service contract, for the processing and sale of recycled material to Greenstar Mid-America Holdings, Inc./Waste Management Recycle America; and

**WHEREAS**, it is in the best interest of the City to exercise the third twelve-month renewal option effective January 1, 2016;

**Now, Therefore,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the City Manager is hereby authorized to exercise the third twelve-month renewal option of the service contract for the processing and sale of recycled materials with Greenstar Mid-America, LLC, wholly owned by WM Recycle America, LLC, for the period January 1, 2016 through December 31, 2016.

**Section 2.** That the Chief Financial Officer is hereby authorized to deposit all revenues received from WM Recycle America, LLC as follows:

<u>Fund</u>	<u>Dept.</u>	<u>Unit</u>	<u>Revenue Source</u>	<u>Amount</u>
0440	SAN	3581	7438	\$1,880,075.00

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** Clean, Healthy Environment  
**AGENDA DATE:** October 28, 2015  
**COUNCIL DISTRICT(S):** 8  
**DEPARTMENT:** Sanitation Services  
**CMO:** Joey Zapata, 670-3009  
**MAPSCO:** 67P

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**SUBJECT**

Authorize **(1)** a contract for the construction of two 15-acre waste cells for a total of 30 acres, cells 6B1 and 6D2, with composite liner and leachate collection system, at the McCommas Bluff Landfill; and site improvements that include pavement of a perimeter road, main entrance road improvements, a new waste cell access road, entrance signage improvements, environmental enhancements including a wheel/undercarriage washing system and mud tracking reduction controls; and **(2)** an increase in appropriations in the Sanitation Capital Improvement Fund in the amount of \$4,804,946 from \$9,010,338 to \$13,815,284 - Hammett Excavation, Inc., lowest responsible bidder of four - Total not to exceed \$4,804,946 - Financing: Sanitation Capital Improvement Funds

**BACKGROUND**

The McCommas Bluff Landfill is a 2,048-acre property, of which 965 acres are dedicated to waste disposal. As one cell is being filled, another is being planned and prepared for use. Sanitation Services utilizes a Capital Improvement Fund, supported landfill revenues, to fund waste cell development projects. Current waste cells are estimated to reach capacity in January 2017, not including an additional 12+ months of cell capacity permitted for construction and demolition type debris in previously filled areas that now have capacity due to settlement. All new waste cells are constructed in accordance with state and federal regulations. This contract will allow two 15-acre waste cells to be constructed which will provide needed disposal capacity for the landfill's waste stream until approximately June 2019. This project will also include: landfill improvements to pave a degraded section of the landfill's perimeter access road; main entrance road improvements; construction of an access road to the new cell being constructed; new site signs at each entrance; and a wheel/undercarriage washing system and mud tracking reduction controls to reduce impacts to surrounding public right of ways during inclement weather.

**ESTIMATED SCHEDULE OF PROJECT**

Begin Construction            December 2015  
Complete Construction       July 2016

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On May 9, 2012, by Resolution No. 12-1272, City Council authorized a professional services contract to Biggs and Mathews Environmental, Inc., for the design and construction oversight of a sector of waste cell 6 at McCommas Bluff Landfill.

On April 24, 2013, by Resolution No. 13-0713, City Council authorized a contract to Hammett Excavation Inc. for the construction of a 15-acre waste cell, with composite liner and leachate collection system, at McCommas Bluff Landfill.

Information about this item will be provided to the Quality of Life & Environment Committee on October 26, 2015.

**FISCAL INFORMATION**

\$4,804,945.56 - Sanitation Capital Improvement Funds

**ETHNIC COMPOSITION**

Hammett Excavation, Inc.

White Male	18	White Female	4
Black Male	0	Black Female	0
Hispanic Male	34	Hispanic Female	0
Other Male	0	Other Female	0

**BID INFORMATION**

The following bids were received from solicitation number CIZ1564 and were opened on September 4, 2015. This construction contract is being awarded in its entirety to the lowest responsive and responsible bidder.

\*Denotes successful bidder

\*\*Hammett Excavation, Inc. submitted a total base bid for this project totaling \$4,828,859.32. This bid contained a discrepancy between unit price and the extended total in the amount of \$23,913.76, which when corrected reduced the bid to \$4,804,945.56 (proposed award amount). The City, as allowed by State Law, can utilize the figure that is most advantageous to the City. Hammett Excavation, Inc. was the lowest responsible bidder of four prior to the correction and this change did not affect the overall results of bidding.

**BID INFORMATION (Continued)**

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
* Hammett Excavation, Inc.	1545 CR 2917 Dodd City, TX 75438	\$4,804,945.56 **
LD Kemp Excavating, Inc.	5409 Denton Hwy Ft. Worth, TX 76148	\$5,556,897.16
FCS Construction LLC	9550 John W. Elliott Dr Suite 106 Frisco, TX 75033	\$5,731,333.80
4X Construction Group LLC	99 Regency Pkwy Suite, 303 Mansfield, TX 76063	\$6,288,463.50

**OWNER**

**Hammett Excavation, Inc.**

Gaylon Hammett, President

October 28, 2015

**WHEREAS**, on May 9, 2012, City Council authorized a professional services contract to Biggs and Mathews Environmental, Inc., for the design and construction oversight of a sector of waste cell 6 at McCommas Bluff Landfill, by Resolution No. 12-1272; and,

**WHEREAS**, on April 24, 2013, City Council authorized a contract for the construction of a 15-acre waste cell, with composite liner and leachate collection system, at McCommas Bluff Landfill with Hammett Excavation Inc., by Resolution No. 13-0713; and,

**WHEREAS**, the continued development of the McCommas Bluff Landfill requires the construction of cells 6B1 and 6D2, and site improvements.

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That upon approval as to form by the City Attorney, the City Manager is hereby authorized to enter into a contract with Hammett Excavation Inc. (VS0000075903), for the construction of waste cells 6B1 and 6D2, with a composite liner and leachate collection system, and site improvements at the McCommas Bluff Landfill, in the amount not to exceed \$4,804,945.56.

**Section 2.** That the City Manager is hereby authorized to increase appropriations in the Sanitation Capital Improvement Funds 0593, Dept. SAN, Unit P309, Obj. 4599 in an amount not to exceed \$4,804,945.56.

**Section 3.** That the Chief Financial Officer is hereby authorized to disburse the following funds in an amount not to exceed \$4,804,945.56 from Fund 0593, Dept. SAN; Unit P309, Obj. 4599, Encumbrance CT-SAN-Cell6, Vendor No. VS0000075903, Program No. SAN Cell 6; Amount \$4,804,945.56

**Section 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.