

STATE OF TEXAS  
COUNTY OF COLLIN

COMMISSIONERS' COURT  
MEETING MINUTES  
JUNE 25, 2012

On Monday, June 25, 2012, the Commissioners' Court of Collin County, Texas, met in Regular Session in the Commissioners' Courtroom, Jack Hatchell Collin County Administration Building, 4th Floor, 2300 Bloomdale Road, City of McKinney, Texas, with the following members present, and participating, to wit:

Commissioner Matt Shaheen, Precinct 1  
Commissioner Cheryl Williams, Precinct 2  
Commissioner Duncan Webb, Precinct 4

Absent: Judge Keith Self  
Commissioner Joe Jaynes, Precinct 3

Commissioner Shaheen led the Invocation.  
Commissioner Williams led the Pledge of Allegiance.  
Commissioner Webb led the Pledge of Allegiance to the Texas Flag.

1. Commissioner Williams called to order the meeting of the Collin County Commissioners' Court at 1:33 p.m. and adjourned the meeting at 2:59 p.m.

Commissioner Williams called to order the meeting of the Collin County Health Care Foundation at 2:59 p.m. and adjourned the meeting at 2:59 p.m.

**DECISIONS MANDATED BY LEGAL ENTITIES OUTSIDE OF COMMISSIONERS COURT AUTHORITY:**

1. AI-35377 Elected Official Appointment(s), Human Resources.

**FYI NOTIFICATION**

1. AI-34688 Outstanding Agenda items, Commissioners Court.

2. AI-35103 Collin County Grant status report as of March 31, 2012, Auditor.

3. AI-35326 Change Order No. 30 to Construction, Building: Collin County Courthouse Addition (IFB No. 11067-10) with Turner Construction Company to add various Pricing Change Orders and extend the contract through and including July 23, 2012 (previously approved by the County Administrator per Court Order No. 2007-180-02-27), Construction & Projects.

4. **AI-35320** Placement of a Historical Marker in recognition of the McMillen Cemetery, owned by the Corinth Presbyterian Church of Parker, Public Works.

2. Public Comments. Public comments were heard under General Discussion Item No. 7.

3. Presentation/Recognition.

4. **Consent agenda to approve:** Commissioner Williams asked for comments on the consent agenda. Commissioner Shaheen pulled items 4b1 and 4f4. Commissioner Webb pulled items 4d1 and 4c2e for discussion. A motion was made to approve the remainder of the consent agenda. (Time: 2:12 p.m.)

Motion by: Commissioner Duncan Webb

Second by: Commissioner Matt Shaheen

Vote: 3 – 0 Passed

a. **AI-35343** Disbursements for the period ending June 19, 2012, Auditor.

**COURT ORDER NO. 2012-378-06-25**

b. **Award(s):**

1. **AI-35318** Shelving, High Density Mobile, Design and Installation (RFP No. 03163-12) to Aurora Storage Products, Inc. and budget amendment in the amount of \$131,830 for same, Construction & Projects.

Commissioner Shaheen asked for clarification of the cost for the high density shelving. The budget amendment is for \$131,830, but the numbers on the memo are \$10,000 less. Monika Arris, Budget, said she used the numbers from the bid sheet, not the memo. Following further discussion, a motion was made to approve the budget amendment. (Time: 2:17 p.m.)

Motion by: Commissioner Matt Shaheen

Second by: Commissioner Duncan Webb

Vote: 3 - 0 Passed

**COURT ORDER NO. 2012-379-06-25**

c. **Agreement(s):**

1. **AI-35325** Lease Agreement with the Collin County Child Advocacy Center for property located at 2205 Los Rios, Plano, Texas effective September 1, 2012 through and including August 31, 2017, further authorize the County Judge to finalize and execute same, Construction & Projects.

**COURT ORDER NO. 2012-380-06-25**

**2. Interlocal Agreement(s) for Fire and Arson Task Force and further authorize the County Judge to finalize and execute same, Fire Marshal:**

a. AI-35233 City of Anna.

COURT ORDER NO. 2012-381-06-25

b. AI-35329 City of Celina.

COURT ORDER NO. 2012-382-06-25

c. AI-35330 City of Melissa.

COURT ORDER NO. 2012-383-06-25

d. AI-35348 City of Princeton.

COURT ORDER NO. 2012-384-06-25

e. AI-35331 City of Wylie.

Commissioner Webb wanted to know if these agreements get reviewed by the county attorney. All the agreements were the same except the City of Wylie; it was a different format from the others. Bill Bilyeu, Administrative Services, thought the Wylie City Attorney reworded or reformatted the agreement for them. Wylie's contracts have always been a little different. Mr. Bilyeu said he verified with attorney Greg Hudson that the format is still good. A motion was made to approve the agreement. (Time: 2:19 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Matt Shaheen  
Vote: 3 - 0 Passed

COURT ORDER NO. 2012-385-06-25

f. AI-35332 Town of Fairview.

COURT ORDER NO. 2012-386-06-25

g. AI-35333 Town of Prosper.

COURT ORDER NO. 2012-387-06-25

**d. Amendment(s):**

1. AI-35316 No. 2 to Emergency Medical Services (EMS) with the City of Nevada to revise the cost and population for the year beginning November 1, 2011 through and including October 31, 2012 for a total cost of \$10,969.83 and further authorize the Purchasing Agent to finalize and execute same, Fire Marshal.

Fire Marshal Mike Smith came forward. Commissioner Webb stated the new cost is listed for emergency medical services for the City of Nevada. The Commissioner

wanted to know what the cost was before the amendment. Fire Marshal Smith said he conducted research to find out how they arrived at these numbers in years past. After counting numbers for the City of Nevada, he saw that their population dropped. The prior Agreement calculations were incorrect due to a population error. Prior to the amendment we were paying approximately \$33,000 and now we're paying \$10,969. A motion was made to approve. (Time: 2:21 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Matt Shaheen  
Vote: 3 - 0 Passed

**COURT ORDER NO. 2012-388-06-25**

**e. Filing of the Minute(s), County Clerk:**

1. **AI-35307** June 4, 2012.

**COURT ORDER NO. 2012-389-06-25**

**f. Miscellaneous**

1. **AI-35305** Establish a cash drawer in the amount of \$100 for the County Court at Law Clerk's office, County Clerk.

**COURT ORDER NO. 2012-390-06-25**

2. **AI-35300** Trade-in a Mentalix 10 Print Scanner (Asset No. 46011) toward the purchase of a Fed Submit L SCAN 500P Live Scanner with Palm and Ten Print Capabilities, software upgrade, PC upgrade, installation and training, Sheriff.

**COURT ORDER NO. 2012-391-06-25**

3. **AI-35358** Personnel Appointments, Human Resources.

**COURT ORDER NO. 2012-392-06-25**

4. **AI-35359** Personnel Changes, Human Resources.

Commissioner Shaheen asked about the network administrator moving to the position of operation supervisor. Human Resources does not recommend a salary increase.

Mr. Bilyeu stated he recommended going against county policy. He interviewed the employee in question and CIO Caren Skipworth. The position is in the same grade but the employee is moving from a highly technical position to a management position. Mr. Bilyeu thought that it was right to give him a raise.

Commissioner Webb was worried about setting precedent and discussion continued. Commissioner Williams said each one is an individual discussion and the Court is not compelled to approve the next one that comes along.

A motion was made to approve all personnel changes, including the increase in salary for the operation supervisor. (Time: 2:29 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Cheryl Williams  
Vote: 2 – 1 Passed  
Voted No: Commissioner Matt Shaheen

**COURT ORDER NO. 2012-393-06-25**

## **GENERAL DISCUSSION**

### **5. AI-35334 2012 PTO Changes presentation, Human Resources.**

Cynthia Jacobson, Human Resources, came forward with a power point presentation entitled "Paid Time Off (PTO) Presentation". The current paid leave structure ranges from 24 days of annualized PTO accrual for employees with zero to four years of service to 33 days of annualized PTO accrual for employees with 20 plus years of service. Full-time employees begin accruing PTO from their hire date; however, they are not able to use their PTO until they have completed six months of service. Ms. Jacobson was asked to look at a potential policy change for new employees. This policy change would go into effect 10/1/12. She had two options to present to the Court. Both options effect years one through four only.

The first option changes accruals. Employees would accrue PTO but at a lesser rate than the current PTO plan. This option could be modified to remove the six-month waiting period requirement which would allow employees to begin using time immediately. Potential cost savings is estimated at \$300,000. Ms. Jacobson presented a paid leave comparison, comparing Option 1 with vacation and sick days for comparable cities and counties

Option 2 is more aggressive. New employees would not begin accruing PTO until they had completed six months of service. At six months to a year they would accrue 10 days and for one to four completed years of service they would accrue 20 days of PTO annually. This calculated out to \$600,000 of potential cost savings.

Commissioner Williams thinks there are a number of things the Court needs to have discussion on. She struggles with employees accruing time immediately. The issue is do we want to continue with PTO versus sick leave and vacation time and whether or not it is appropriate to have a cap on paid time off. Commissioners Webb and Williams will be having discussions with department heads and elected officials before they make any decision. Another question is whether comp time must be used prior to any paid time off. Commissioner Webb agrees with Commissioner Williams. He struggles that an employee can earn 24 days of PTO very rapidly. He wants to see Option 1 pushed through. The Commissioner agrees with going back to a sick leave and vacation time concept. He would also like to look at reducing the maximum numbers of days accrued.

Ms. Jacobson said she will be coming back before the Court with a compensatory time presentation. She asked if the Court would like her to bring this back for additional discussion on these other areas. After discussion it was decided Ms. Jacobson would return to Court on July 9<sup>th</sup> to present the compensatory time presentation and then two weeks later she'll return with an update to the PTO discussion. (Time: 2:40 p.m.)

**NO ACTION TAKEN**

**6. AI-35336 2012 Elected Officials Compensation presentation, Human Resources.**

Ms. Jacobson remained at the podium to present the 2012 Elected Officials Compensation Presentation. A salary history was presented for elected officials' compensation showing salaries from FY 2008 through FY 2012. Elected officials salary history by percentage reflected increases and decreases from FY 2008 through FY 2012.

Ms. Jacobson said what they did is encapsulate salaries where they fall statistically. Comparing salaries to Dallas, Denton and Tarrant Counties, Ms. Jacobson was able to show where Collin County ranks on a scale of one through four. The next comparison shown compared Collin County's salaries with Denton, Fort Bend, Montgomery, Tarrant and Williamson. They are counties that are most similar to Collin County. And finally, Ms. Jacobson presented a salary ranking for the top ten counties by population. There was a brief discussion of statutory requirements for District judges and County Court at Law judges. (Time: 2:42 p.m.)

**NO ACTION TAKEN**

**7. AI-35335 2012 Tuition Reimbursement presentation, Human Resources.**

Moving on to the Tuition Reimbursement Program Presentation, Ms. Jacobson said she brought this item as a result of a request during the last court. Collin County currently pays 100% of tuition costs and an employee must remain employed with Collin County for a year afterwards. 56 employees received tuition reimbursement from 2010 through 2012, and of those employees, 11 have terminated employment with the county.

Tuition Assistance Changes Option 1: employee must remain employed by Collin County as a full-time, active employee for a number of years based on the amount of assistance they received. For amounts received up to \$5,000, one year of service is required; \$5,000-\$7,500, two years of service is required; and \$7,500 or more, three years of service is required. Early termination results in 100% repayment.

Option 2 is based on a percentage repayment. Employees who receive tuition assistance must remain as active, full-time employees for three years after course completion. Termination prior to three years results in repayment on a prorated basis by number of years worked after course completion. Termination less than one year after course completion results in 100% repayment.

Option 3 looks at the years of service and how much an employee actually gets. Employees with zero to three years of service would receive a maximum of \$1,500 per calendar year; four to six years of service, \$5,000; and after seven years there is no max.

Commissioner Webb likes Option 2. He's a proponent of continuing education and moving the work force forward to higher education standards. If we're going to invest money, the Commissioner wants employees to stay here. Commissioner Williams also prefers Option 2. There was discussion among Court members. Commissioner Shaheen would like to see Option 1 redone. Ms. Jacobson will return to a later Court with updates to the options. (Time: 2:52 p.m.)

**NO ACTION TAKEN**

**8. AI-35285 Medicaid 1115 Waiver, Regional Health Partnership, Administrative Services.**

Commissioner Williams said they received an email from their consultants. Following a webinar, it was confirmed that we will only have two DSRIP programs. It does have to be approved at the federal level. Commissioner Williams noted they received agreements from the counties in our RHP to share in the cost of our consultant. Cost will be based upon population. Mr. Bilyeu updated the Court and stated the larger counties will be holding an anchor workshop August 7-9. Discussion followed between Mr. Bilyeu and Court members. (Time: 2:59 p.m.)

**NO ACTION TAKEN**

**9. AI-35323 RTR Priority Projects, Engineering.**

Tracy Homfeld, Engineering, came forward with a power point presentation. This process was started in April. Cities submitted to the Engineering Department their top transportation priority projects. Projects were compiled and ranked on a set criteria. They came up with over 100 projects totaling over \$1 billion. Of those projects, there were 64 projects that were available for RTR funding and those projects were ranked based on matrix criteria. Ms. Homfeld had a spreadsheet listing the projects and she explained the ranking process for eligible projects. TxDOT also submitted projects to the Engineering Department that were existing RTR projects. The total in requests submitted by TxDOT came out to \$104 million. TxDOT also submitted savings on existing RTR projects of \$27 million, so the total requested amount from TxDOT is approximately \$77 million. Ms. Homfeld discussed two optional projects: Parker Road going west to Murphy Road and FM 1378 east going to Lavon Parkway. The two optional projects totaled \$8.5 million. It was decided after meeting with TxDOT and the Collin County RTC representatives to add that number in. The \$8.5 million is estimated to increase. Ms. Homfeld would like to see those projects move forward and be funded.

Ms. Homfeld next addressed the Melissa project, US 75 from the outer loop to the Grayson County line. It was submitted as engineering and right-of-way only. Ms.

Homfeld added the construction estimate; therefore, the \$1 million listed on the spreadsheet will go down. The City of Melissa engineer feels confident their needs will be addressed with what TxDOT and the county is proposing. Ms. Homfeld is proposing taking additional funding from RTR and engineer and purchase right-of-way all the way up to FM 455. There is an existing US 75-RTR project that puts \$5 million in engineering up to the Grayson County line.

Commissioner Williams called Gary Graham forward to speak. Mr. Graham is the City of McKinney Transportation Engineering Manager. Mr. Graham was present to talk about the priority projects submitted by the City of McKinney. The first project is FM 546. It's a replacement project from State Highway 5 to Airport Road to relieve Industrial Road which is the current FM 546. The reason it's a priority project is it's a gateway to the Collin County Regional Airport. Preliminary engineering is underway and it is jointly funded by the city and county.

Continuing, Mr. Graham said the second project is on Virginia Parkway. It goes from US 75 to the Mallard Lakes Subdivision. It is currently FM 3038 which is a state roadway. The project is divided into a city project and reconstruction of a state facility. Currently 26,000 vehicles utilize this roadway.

The third project is also along Virginia Parkway from Mallard Lake out to Ridge. The current traffic volume on this roadway is also 26,000 vehicles a day. They would be adding lanes 5 and 6 for congestion mitigation and safety benefits.

Next is a short segment of Stacy Road from 121 up to Ridge. This is along the Craig Ranch Development. They would be adding lanes 5 and 6 for congestion mitigation. The traffic volume on that roadway is over 20,000 vehicles per day. This project serves as a gateway going south from Stacy Road over to US 75 and west to Frisco.

The last project is reconstruction of State Highway 5 through McKinney's historic section from 380 down to a new piece of FM 546 which was highlighted in the first project. The new development would spur re-development. There is a \$5 million bond project to kick start the project and extend it north and south.

City of Anna Mayor Mike Crist was the next speaker. Mayor Crist introduced City Manager Philip Sanders. The City of Anna had a proposal for the reconstruction of the roadway at US 75 and FM 455. Traffic backs up every day off of the access road onto the main lanes of US 75. Mayor Crist said they talked with TxDOT about expanding 75 from Melissa Road to the county line, but it would be more appropriate to rebuild that interchange at 455 and 75 as opposed to expanding the lanes of traffic. They are asking to use some of the RTR funding for the engineering services and to include the construction in that cost. Anna is a small city and they are not able to levy the bonds or fund the interchange project. By modifying this interchange to provide more access, it will open up the northeast and southeast corners of that intersection for additional retail in Anna which will increase their capacity to become self-sufficient.

Ms. Homfeld said this project is not on the spread sheet. They were going to talk about using bond money to fund the project. She didn't know what the cost would be. Ruben Delgado, Engineering, estimated the project will be about \$28 million or less. Ms. Homfeld said discretionary dollars would be allocated. Commissioner Williams asked for the impact of this project on this list. She asked that it be brought back.

Philip Sanders, City Manager Anna, said the rapid growth in Anna is returning. Since January they have received 170 applications for single family homes. Those homeowners will be using the roadways to commute into McKinney, Frisco and Allen. Commissioner Webb asked why this wasn't on the original submission. Mr. Sanders replied they submitted the US 75 reconstruction from Melissa Road to where the current funding ends to the Grayson line. Commissioner Williams wanted to see the interchange on this ranking system. Mayor Crist stated it is more plausible to have the interchange reworked rather than what they submitted originally. Commissioner Webb agreed with Commissioner Williams. He would like to see the request narrowed and see where it ends up on list. Ms. Homfeld said she would do that.

Commissioner Williams noted Dan Johnson was present from the City of Richardson and would be called if necessary.

Commissioner Williams asked Commissioner Webb to lead the discussion since he started this project. Commissioner Webb commended Engineering for their work. This process started three months ago. It was driven because the Commissioner sits on the Regional Transportation Council and there was discussion of getting a consensus from the various counties on how to use RTR monies, primarily related to 121 to the Tollway. Commissioner Webb wanted to get all the cities involved in the county. He wanted a list of their top five items over the next three years as far as transportation needs to see if they could come up with a matrix so they could figure out how to start funding some of those projects. As one of the fastest growing counties in the nation, the Commissioner did not want to choke off growth as a result of not meeting transportation needs. Ms. Homfeld and the Engineering Department put together a matrix to rank projects in order to come up with a prioritization. They involved TxDOT. Commissioner Webb thought there would be about \$60 million available. After meeting with TxDOT he found out they were \$10 million to the negative. Yesterday he got an email from TxDOT saying it looks like \$93 million will be available to use. Depending on what we do with the optional items, \$77 million is needed for the TxDOT funded projects. We're at \$93 million, plus we continue to earn interest. Commissioner Webb said this endeavor will create opportunities. The list will also be used for purposes of the county's discretionary bond money. A month ago the Court authorized the sale of an additional \$5 million worth of county bond transportation funds. When this is approved by the Commissioners' Court, Commissioner Webb said it will then be presented to the RTC to give them our concept of where we're trying to go. Commissioner Webb is hoping as a result of this additional monies will come to Collin County that might not have otherwise.

Commissioner Shaheen said he enjoys how everybody has pulled together. It will free up other transportation dollars. There was a discussion of the \$93 million and various projects. Commissioner Williams noted five cities put Parker Road as one of their top five items. Adjacent property owners are willing to dedicate right-of-way. Commissioner Williams wants to make sure the eastern portion of Parker Road goes before the western portion because it contains a congested intersection that needs to be re-worked. Following discussion, Ms. Homfeld complimented Bret Fenster and the GIS staff for their work on the map. Ms. Homfeld said partners from COG were present in the courtroom to support us. Commissioner Webb noted they have worked tirelessly on this. Ms. Homfeld will bring this matter back before the full court for a vote. (Time: 2:11 p.m.)

**NO ACTION TAKEN**

10. **AI-34804** 83rd Legislative Agenda for 2013, Commissioners Court.

**NO ACTION TAKEN**

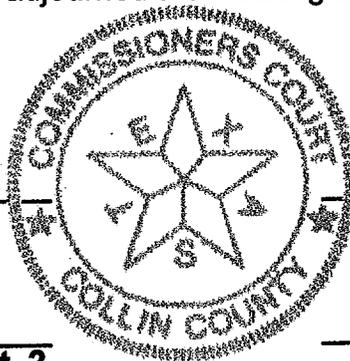
11. Possible future agenda items by Commissioners Court without discussion.

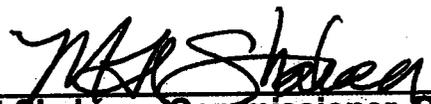
Commissioner Webb wants to make sure the RTC discussion comes back before the Court. (Time: 2:59 p.m.)

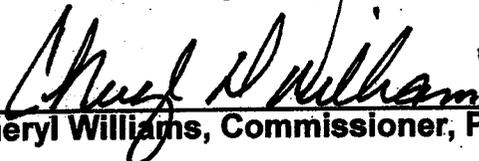
**EXECUTIVE SESSION**

The Court did not recess into Executive Session. There being no further business of the Court, Commissioner Williams adjourned the meeting at 2:59 p.m.

  
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Keith Self, County Judge



  
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Matt Shaheen, Commissioner, Pct. 1

  
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Cheryl Williams, Commissioner, Pct. 2

  
\_\_\_\_\_  
Joe Jaynes, Commissioner, Pct. 3  
ATTEST:

  
\_\_\_\_\_  
Duncan Webb, Commissioner, Pct. 4

  
\_\_\_\_\_  
Stacy Kemp, Ex-Officio Clerk  
Commissioners Court  
Collin County, TEXAS