

STATE OF TEXAS  
COUNTY OF COLLIN

COMMISSIONERS' COURT  
MEETING MINUTES  
JUNE 25, 2018

On Monday, June 25, 2018, 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:

Judge Keith Self  
Commissioner Susan Fletcher, Precinct 1  
Commissioner Cheryl Williams, Precinct 2  
Commissioner John Thomas, Precinct 3  
Commissioner Duncan Webb, Precinct 4

Judge Self led the Invocation.  
Commissioner Fletcher led the Pledge of Allegiance.  
Commissioner Williams led the Pledge of Allegiance to the Texas Flag.

1. Judge Self called to order the meeting of the Collin County Commissioners' Court at 1:30 p.m. and recessed the meeting at 3:12 p.m. The meeting was reconvened and recessed into Executive Session at 3:13 p.m. Judge Self reconvened and immediately adjourned the meeting at 5:03 p.m.

President Self called to order the meeting of the Collin County Health Care Foundation at 3:12 p.m. and adjourned the meeting at 3:13 p.m.

President Self called to order the meeting of the Collin County Toll Road Authority at 3:13 p.m. and adjourned the meeting at 3:13 p.m.

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

1. AI-44953 Advertise for Urinalysis Testing for Juvenile Probation (RFP No. 2018-284), Juvenile Probation.

2. AI-45038 Contract renewal for Psychological Evaluations, Juvenile (Contract No. 2017-287) with Robert Daniel Lackey dba Spartan Psychological Consulting to extend the contract for one (1) year through and including September 30, 2019, Juvenile Probation.

## FYI NOTIFICATION

1. **AI-34688** Outstanding Agenda Items, Commissioners Court.
2. **AI-45013** Addendum No. 1, 2 and 3 to Audio Visual for District Clerk's Central Jury Room (RFP No. 2018-231) to make various changes to the Request for Proposal, Purchasing.
3. **AI-44942** County overtime for the pay period ended June 17, 2018, Human Resources.

### 2. Public Comments.

Public Comments were heard under General Discussion item 7.

### 3. Presentation/Recognition.

**4. Consent agenda to approve:** Judge Self pulled items 4c2 and 4d3 and then asked for comments on the consent agenda. Hearing no comments, a motion was made to approve the remainder of the consent agenda. (Time: 1:32 p.m.)

Motion by: Commissioner Cheryl Williams  
Second by: Commissioner Susan Fletcher  
Vote: 5 - 0 Passed

- a. **AI-45026** Disbursements for the period ending June 19, 2018, Auditor.

**COURT ORDER NO. 2018-506-06-25**

### b. Advertisement(s):

1. **AI-45036** New Camera Installation at Detention Facility Book-In and Recreation Areas (IFB No. 2018-272), Construction & Projects.

**COURT ORDER NO. 2018-507-06-25**

### c. Award(s):

1. **AI-44990** NetApp Storage Solution (Contract No. 2018-175) to Sirius Computer Solutions, Inc., Information Technology.

**COURT ORDER NO. 2018-508-06-25**

2. **AI-44609** Shift Scheduling Software (Contract No. 2018-198) to Tyler Technologies, Inc., Information Technology.

**PULLED**

**d. Amendment(s):**

1. **AI-45039** No. 1 to Personal Services, Veterans Program Manager with Brennan Rivera-Jones to extend the contract through and including August 3, 2018, grant an exemption from the competitive bid process per V.T.C.A. Local Government Code 262.024(a)(4) and further authorize the Purchasing Agent to finalize and execute same, 296th District Court.

**COURT ORDER NO. 2018-509-06-25**

2. **AI-45024** No. 8 to Physician Services (Contract No. 07335-10) with Dr. James Shupe to extend the contract for one (1) year through and including September 30, 2019 and further authorize the Purchasing Agent to finalize and execute same, County Clerk.

**COURT ORDER NO. 2018-510-06-25**

3. **AI-45025** No. 8 to Voter Registration and Early Voting Software (Contract No. 02376-09) with VOTEC Corporation to make various changes to the contract, extend the contract for one (1) year through and including September 30, 2019 and further authorize the Purchasing Agent to finalize and execute same, Information Technology.

**PULLED**

**e. Contract Renewal(s):**

1. **AI-45028** Services, Qualified Scheduling Entity (QSE) to Participate in ERCOT (RFP No. 2016-163) with Enerwise Global Technologies, Inc. dba CPower to extend the contract for one (1) year through and including September 30, 2019, Facilities.

**COURT ORDER NO. 2018-511-06-25**

**f. Budget adjustment(s)/amendment(s):**

1. **AI-45031** \$50 to cover negative balance for Education and Conference, Justice of the Peace, Precinct 3-1.

**COURT ORDER NO. 2018-512-06-25**

2. **AI-45030** \$1,000 to cover negative balance for Education and Conference, Justice of the Peace, Precinct 3-1.

**COURT ORDER NO. 2018-513-06-25**

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

1. **AI-45016** June 4, 2018 Special Session.

**COURT ORDER NO. 2018-514-06-25**

2. **AI-45017** June 4, 2018.

**COURT ORDER NO. 2018-515-06-25**

## **h. Miscellaneous**

1. **AI-45042** Sale of property located at Wright Street, Farmersville, Texas (College Heights Addition, Block A, Lot 5B, 6B, 37, 38, 39B and 40B) as recorded in the Collin County Deed Records to the Farmersville Independent School District upon the payment of \$300, County Judge.

**COURT ORDER NO. 2018-516-06-25**

2. **AI-45067** Utilization of education and conference funds for Judge Keith Self to attend the 5th ACCE Annual Meeting in New Orleans, LA, August 8-10, 2018, in compliance with the County's Exiting Elected Official Expenditure Policy, County Judge.

**COURT ORDER NO. 2018-517-06-25**

3. **AI-45049** Personnel Appointments, Human Resources.

**COURT ORDER NO. 2018-518-06-25**

4. **AI-45050** Personnel Changes, Human Resources.

**COURT ORDER NO. 2018-519-06-25**

## **GENERAL DISCUSSION**

5. **AI-45041** FY 2019 Legal Compensation Presentation, Human Resources.

Cynthia Jacobson, Human Resources, presented a PowerPoint presentation on salary ranges for attorney positions. The organizations used for comparison were the State of Texas and Bexar, Dallas, Denton, El Paso, Fort Bend, Montgomery, Tarrant, Travis and Williamson Counties. The turnover rates remain steady with the felony prosecutor having the highest rate.

Ms. Jacobson then presented the salary rankings for the nine attorney positions. There are 12 authorized Misdemeanor Prosecutor positions, and the County ranks 9<sup>th</sup> out of 11 for minimum salary. There are eight Chief Misdemeanor Prosecutor positions, and the County ranks 2<sup>nd</sup> out of five for minimum salary and 4<sup>th</sup> out of five for maximum salary. Nearly half of the County's budgeted attorney positions are Felony Prosecutors for a total of 31. Collin County ranks 3<sup>rd</sup> out of ten for minimum salary and 5<sup>th</sup> out of ten for maximum salary. There are three budgeted Felony Appellate Attorney positions, and the County ranks 5<sup>th</sup> out of eight for minimum salary and 7<sup>th</sup> out of eight for maximum salary. There are ten budgeted Chief Felony Prosecutor positions, and the County ranks 6<sup>th</sup> out of eight for maximum salary.

There is one incumbent in the Chief Appellate Attorney position. The incumbent has been with the County for 11 years and is in the 4<sup>th</sup> quartile of the pay range. Collin County ranks 4<sup>th</sup> out of eight for maximum salary for this position. The 2<sup>nd</sup> Assistant District Attorney position also has one incumbent. The incumbent has been with the County for 19 years and is in the 2<sup>nd</sup> quartile of the pay range. The County ranks 4<sup>th</sup> out of six for maximum

salary. Lastly, there is one incumbent in the 1<sup>st</sup> Assistant District Attorney position with two years of Collin County service and extensive experience prior to joining the Collin County DA (District Attorney). The incumbent is in the 3<sup>rd</sup> quartile of the pay range, and the County ranks 5<sup>th</sup> out of nine for maximum salary. The minimum salary is not generally applicable to the 1<sup>st</sup> and 2<sup>nd</sup> Assistant DA positions due to the experience level of those selected to perform the job.

Ms. Jacobson then reviewed two Non-District Attorney legal positions. There is one Legal Advisor who provides the Sheriff's Office with legal advice. This position does not supervise any staff and reports directly to the Sheriff. This position is ranked 1<sup>st</sup> out of five for minimum pay and 3<sup>rd</sup> out of five for maximum pay. The Chief MHMC (Mental Health Managed Counsel) Attorney administers the Mental Health/Managed Counsel and Indigent Defense programs. There is one incumbent in this position who supervises five clerical staff and reports to a District Court Judge. There are insufficient market matches to include as a benchmark at this time.

Greg Willis, District Attorney, came forward to address the Court. Judge Willis expressed his department's appreciation for the Court's decision to adjust the salaries. It was very encouraging to the DA's staff. (Time: 2:59 p.m.)

**NO ACTION TAKEN**

**6. AI-45046 IT Advancements, Commissioner, Precinct 3.**

Commissioner Thomas identified some IT advancements for the County's consideration. With 26 years in the field of IT and as CIO (Chief Information Officer) of a multi-billion dollar corporation, the Commissioner said he learned that you have to keep innovating constantly or you will fall behind. He commended the IT Department and Caren Skipworth, CIO, on how she has been able to progress the County.

The Commissioner said capital needs can be planned holistically instead of piecemeal. This will require the County's strategy to be up to date, all departments to create three to five year goals and objectives to support the strategy which may require training for some department heads and elected officials. Facility Condition Assessment software can help with building related capital expenditures as well as maintenance and replacement timing which feeds into the annual budget.

Commissioner Thomas feels the County needs to improve the service level agreements that are included in the IT contracts. These can help define uptime/downtime, quality of service, turnaround time and keeping software current which is very important when it comes to cyber protection.

The next item was personnel and hot skills flexibility. A talented person in IT can make a major difference. Top programmers have five to ten times the productivity of an average programmer. Hot skills are in high demand, and the County may have to make an offer sooner at an appropriate salary to get this type of talent. It is also important to have

succession planning which is trained personnel ready to assume roles in case of the departure of key personnel. We need to identify successors, and have successors identify skill gaps in order to get the required training. Merit rewards for earned critical certifications is also important.

In any organization there are many processes that could be made more effective and efficient by reengineering them. This would save the taxpayers money and raise the quality of the County's services. A trained reengineer should give an ROI (Return on Investment) on their compensation many times over each year.

Mobile and self-service apps would allow citizens using mobile devices to access services for themselves. This would save taxpayers time and money and deliver greater satisfaction to many citizens, especially the Millennials. The Commissioner briefly discussed cloud/disaster recovery. It is not certain the County would save money on this, so an RFI (Request for Information) would be needed to determine the cost.

The next item was portal which brings all relevant information and applications to an employee's desktop. Virtualized desktops limit the need for PCs and reduces space requirements since employees can use any space for the day. Lastly, robotic process automation is a new technology that allows paper processes to be automated more quickly and for less money. Automating processes can eliminate problems caused by human error and can greatly speed up processes. Payback on this type of investment usually occurs within one year. (Time: 3:11 p.m.)

**NO ACTION TAKEN**

#### **7. AI-44898 Adoption of Dispatch Fees for FY 2019, Budget.**

Bill Bilyeu, County Administrator, said an outside consultant was hired to help identify, through the budget, all costs associated with dispatch and the radio system. Previously, the County charged on a per-call basis. The proposal is to use the previous year's CAFR (Comprehensive Annual Financial Report) and divide that by the number of radios on the system. This would be done on the same date each year. The CAFR depreciates the capital purchases over a longer period of time, so the money spent now will depreciate over the next ten to twenty years, and the costs are smoother. When the system was built out to the level it currently is, every city manager participated in the discussions and made a commitment to this new radio system. Under the old radio system, the County was paying approximately 80% of the costs and the cities or outside agencies were paying approximately 20%. In reality, the outside agencies' usage was approximately 38%. As of March, there will be other ISDs on the system.

Commissioner Webb asked what the philosophy was for going from a per-call basis to a per-radio basis. Mr. Bilyeu said an active area such as US380 or SH121 would have many calls and cost a lot of money. Also, that type of billing was very difficult. Cities weren't getting a smooth billing because it was going up and down based on activity. Commissioner Fletcher asked the difference between how many radios an entity has and

how many are in use. Mr. Bilyeu said a census will be taken each March by the Sheriff's Office. Radios that aren't in use will not be registered the following year. There are volunteer fire departments that do not have money. Those departments are absorbed into the County's costs because the County provided the radios and deemed them full-time volunteer departments.

Mr. Bilyeu explained this is a PAWM (Plano, Allen, Wylie, and Murphy) System which means it is integrated county-wide, and they can communicate with each other regardless of where they are in the county. The cost to connect to the PAWM system is \$108 per radio. Mr. Bilyeu presented a fee schedule of what it costs the County to run the system internally, the actual cost of the system, and the cost to pay and train dispatchers. The \$108, however, goes directly into the PAWM system.

Judge Self asked for public comments.

Bobby Manson, Chief of Celina ISD Police Department, came forward and said he was also representing police departments with the Anna and Melissa ISDs. This new model of pricing for dispatch services adversely affects school districts. They are a very low-volume user of the system. By FY2025 the Chief's costs will go from \$1200 to \$7500 per officer and \$7500 per radio. This will affect all the ISD Police Departments and force them to reduce their number of radios. Some ISDs may have to remove the radios all together. This will adversely impact school safety on many levels and especially in an active shooter situation. It will also be an officer safety issue.

Commissioner Williams asked Chief Manson if he thought the school board would prioritize something else over school safety because of the cost. The Chief said when he deploys more officers, the radio will not be a part of their equipment list. He will have to either reduce the number of officers or remove the radios. The Commissioner said that is a school board decision.

Tony Griggs, Chief of Police, Celina, came forward with questions about the methodology for the costs. Chief Griggs doesn't believe the user cities object to paying their fair share if they understand what the cost analysis is. Also, the proposed methodology to charge by radio does not reflect an agency's actual usage of the system. Chief Griggs said COG (Council of Governments) would say best practices in this industry is the cost per radio click which then places the demand on the system. The County is growing rapidly and the number of radio clicks will increase dramatically, but it is not due to the number of radios. Some cities are creating a much bigger demand on the system and that will continue to grow. There are cities that use the system far less than others, but they will be paying more because they have more radios. Lastly, reducing the number of radios also does not take into account the emergency management aspect. Chief Griggs asked the Court to look at the methodology and the unintended consequences that will result from agencies reducing their number of radios. They would like to support the system as a partner, but they have not been exposed to any of the cost analysis.

Michael Sullivan, Chief of Police, Farmersville, said they had met with Sheriff Skinner and talked about a partnership, but representatives from the departments have never been brought to the table to discuss the costs. The Chief said they want to pay their share, but his budget in communications just went up by \$78,000, and he has to explain that to the city. The agencies were aggressive and sought funding from the cities and grants. They received 29 portables for the fire department through a grant. The Farmersville Fire Department and Police Department combined now have 60 radios, but they had no idea the costs would go so high. Chief Sullivan has no other choice than to reduce the number of radios to 36. This means the fire fighters will have to go to the fire department first to get their radios. They will pay their share, but if they are partners they need a seat at the table to discuss this.

Mr. Bilyeu said the previous policy was on a cost plus basis. The new system was built on all entities being equal partners. If radios are taken off, the cost per radio will go up. This is a cost for the system and then it's allocated out by radio. It is not truly a cost-per-radio system. Commissioners Fletcher and Webb asked for a study to show the cities what the costs would be if this were on a per-call basis. Commissioner Williams said she cannot ask a city like Josephine with a very limited tax base to take on higher costs when the ISD has a much higher tax rate and tax base. Many cities are being asked to pay more than the ISDs who have much more ability to pay the costs.

Mr. Bilyeu said taking the fire department radios out of the equation would be a major shift. The overall cost will remain in the \$670,000 range. If the County absorbed the costs for the fire departments, then the County would be paying roughly 78% of the costs. There are 152 radios in the fire departments. Commissioner Webb would like to fairly allocate costs among all entities. Commissioner Thomas said there are two parts to this. The first is to see if there could be agreement on a more fair allocation methodology. The second is educating the entities about what the costs are and how they are derived. A lengthy discussion ensued.

Sheriff Jim Skinner said every first responder needs a radio, and it is important to stay on the same system so everyone knows what everyone else is doing. The radio fees are \$32 per radio per month which is non-negotiable. The dispatch fees were determined by the consultant hired by the Court. The Sheriff's Office can pull all the data affiliated with usage in an hour. Not every agency, regardless of population, uses the radios the same. Everyone who has a radio has to pay radio fees, and the other fees should be based on usage.

The Court asked for a bifurcated analysis using the cost of the infrastructure according to population and the cost for usage. Fire departments that service the ETJs (Extraterritorial Jurisdiction) will be pulled out of the equation which will bring it to approximately an 80/20 split. (Time: 2:38 p.m.)

**NO ACTION TAKEN**



**8. AI-44896 Adoption of Daily Inmate Fees for FY 2019, Budget.**

Bill Bilyeu, County Administrator, asked the Court to adopt a fee of \$94.47 for FY2019 which is an increase to the entities. Every participant in housing will be paying the true costs less the true revenues. Approximately 96% of inmates are the county's responsibility, 0.43% are the cities' responsibility, and 3.58% are the federal government's responsibility. This is based on the full cost to run the facility. With no further discussion, a motion was made to approve the item. (Time: 2:45 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Susan Fletcher  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2018-520-06-25**

**9. AI-45053 Board/Committee Appointments, Commissioners Court:**

**a. Purchasing Board.**

A motion was made to nominate Commissioner Duncan Webb to the Purchasing Board. (Time: 3:12 p.m.)

Motion by: Commissioner Susan Fletcher  
Second by: Cheryl Williams  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2018-521-06-25**

**10. Possible future agenda items by Commissioners Court without discussion.**

Judge Self recessed Commissioners' Court into Health Care Foundation and the Toll Road Authority at 3:12 p.m. and reconvened Commissioners' Court at 3:13 p.m.

**EXECUTIVE SESSION**

Judge Self recessed the meeting into Executive Session at 3:13 p.m. under Paragraph 551.071, Legal of the Government Code, to discuss the proposed November 6, 2018 County Bond Election and under Paragraph 551.072, Real Estate to discuss the right of way acquisition for the Collin County Outer Loop from the Dallas North Tollway east to State Highway 289 counter offer from CADG Celina Outer Loop, LLC.

Judge Self reconvened Commissioners' Court at 5:03 p.m.

**Legal (551.071)**

**AI-44909 Proposed November 6, 2018 county bond election, Administrative Services.**

**NO ACTION TAKEN**

**Real Estate (551.072)**

**AI-44979** Right-of-way acquisition for the Collin County Outer Loop from the Dallas North Tollway east to State Highway 289 (Preston Road) counter offer from CADG Celina Outer Loop, LLC – Parcel 4, Special Projects.

**NO ACTION TAKEN**

There being no further business of the Court, Judge Self adjourned the meeting at 5:03 p.m.



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Keith Self, County Judge

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Susan Fletcher, Commissioner, Pct. 1

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Cheryl Williams, Commissioner, Pct. 2

Not Present

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John D. Thomas, Commissioner, Pct. 3

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

**ATTEST:**

Stacey Kemp, Ex-Officio Clerk  
Commissioners Court  
Collin County, T E X A S