

STATE OF TEXAS

COMMISSIONERS' COURT  
MEETING MINUTES  
OCTOBER 12, 2015

COUNTY OF COLLIN

On Monday, October 12, 2015, 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 Duncan Webb, Precinct 4

Absent: Commissioner Chris Hill, Precinct 3

Commissioner Webb led the Invocation.  
Judge Self led the Pledge of Allegiance.  
Commissioner Fletcher 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 adjourned the meeting at 2:53 p.m.

President Self called to order the meeting of the Collin County Health Care Foundation at 2:54 p.m. and adjourned the meeting at 2:54 p.m.

President Self called to order the meeting of the Collin County Toll Road Authority at 2:54 p.m. and adjourned the meeting at 2:54 p.m.

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

1. AI-40618 Personnel Changes, Human Resources.

**FYI NOTIFICATION**

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

2. AI-40588 Addenda No. 1 and 2 to Detention Center Camera and Monitor Upgrades (IFB No. 2015-251) to make various changes to the Invitation for Bid, Purchasing.

3. **AI-40604** Addenda No. 1 through 4 to Insurance, Medical, Dental, Vision, Cobra Administration, FSA Administration and Retiree Health (RFP No. 2015-299) to make various changes to the Request For Proposal, Purchasing.

4. **AI-40626** Retirement notification of the Elections Administrator, County Judge.

5. **AI-40593** Budget amendment in the amount of \$77,591 to establish the budget for the 2014 DFWA Urban Area Security Initiative (UASI) Grant Program, Auditor.

## **2. Public Comments.**

## **3. Presentation/Recognition.**

4. **Consent agenda to approve:** Judge Self asked for comments on the consent agenda. Commissioner Webb pulled a \$2,500 check to McDonald's on page 62 of the Court packet. With no further comments, a motion was made to approve the remainder of the consent agenda. (Time: 1:31 p.m.)

Motion by: Commissioner Cheryl Williams  
Second by: Commissioner Susan Fletcher  
Vote: 4 - 0 Passed

a. **AI-40596** Disbursements for the period ending October 6, 2015, Auditor.

The check to McDonald's was pulled and not approved. (Time: 1:32 p.m.)

**COURT ORDER NO. 2015-749-10-12**

b. **AI-40592** Tax refunds totaling \$151,889.37, Tax Assessor Collector.

**COURT ORDER NO. 2015-750-10-12**

## **c. Agreement(s):**

1. **AI-40576** Interlocal Agreement with the City of Frisco for the construction of Rockhill Parkway from Preston Road to Coit Road (2007 Bond Project No. 07-031) (County's participation NTE \$6,750,000), Engineering.

**COURT ORDER NO. 2015-751-10-12**

2. **AI-40577** Interlocal Agreement with the City of Sachse for the construction of Maxwell Creek Road from Ranch Road to the North City Limit (2007 Bond Project No. 07-089) (County's participation NTE \$588,000), Engineering.

**COURT ORDER NO. 2015-752-10-12**

3. **AI-40598** Interlocal Jail Services Agreement with the City of Allen from October 1, 2015 through and including September 30, 2016, Sheriff.

**COURT ORDER NO. 2015-753-10-12**

**d. Amendment(s):**

1. **AI-40610** No. 2 to Services, Professional Audit (RFP No. 2013-264) with Pattillo, Brown & Hill, L.L.P. to extend the contract for one (1) year through and including September 30, 2016 and further authorize the Purchasing Agent to finalize and execute same, Auditor.

**COURT ORDER NO. 2015-754-10-12**

**e. Change Order(s):**

1. **AI-40606** No. 1 to Construction, Bridge, County Road 317 over Wilson Creek (IFB No. 2015-156) with Ashlar Contracting Company to adjust the final quantities for various items to actual usage for a decrease of \$8,345 and further authorize the Purchasing Agent to finalize and execute same, Special Projects.

**COURT ORDER NO. 2015-755-10-12**

2. **AI-40599** No. 1 to Supplies: Jail and Personal Inmate (IFB No. 2014-122) with Tabb Textile Co., Inc. to extend to contract for one (1) year through and including September 30, 2016 and further authorize the Purchasing Agent to finalize and execute same, Sheriff.

**COURT ORDER NO. 2015-756-10-12**

3. **AI-40605** No. 2 to Supplies: Veterinary and Animal Care Supplies (IFB No. 2013-337) with MWI Veterinary Supply to make various changes and extend the contract for one (1) year through and including September 30, 2016 and further authorize the Purchasing Agent to finalize and execute same, Development Services.

**COURT ORDER NO. 2015-757-10-12**

4. **AI-40608** No. 3 to Road Materials, Emulsified Asphalt (IFB No. 08365-12) with Ergon Asphalt and Emulsions to extend the contract for one (1) year through and including September 30, 2016 and further authorize the Purchasing Agent to finalize and execute same, Public Works.

**COURT ORDER NO. 2015-758-10-12**

**f. Ratification of the County Judge's prior approval:**

1. **AI-40611** Construction, Restoration of Remediation Areas, 900 E. Park (IFB No. 2015-349), Construction & Projects.

**COURT ORDER NO. 2015-759-10-12**

2. **AI-40603** Declare Dominion Voting as a sole source provider for Project Management solution for election tasks (election coding, logic and accuracy test, inspection and sealing, election day set up and breakdown, election rovers, and election day reporting and support) for the next six (6) elections and grant exemption to the bid process per VTCA Local Government Code 262.024(a)(7)(A), Elections.

**COURT ORDER NO. 2015-760-10-12**

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

1. **AI-40600** September 21, 2015.

**COURT ORDER NO. 2015-761-10-12**

**h. Miscellaneous**

1. **AI-40607** Acceptance of the FY2015 State Criminal Alien Assistance Program (SCAAP) Grant in the amount of \$3,074, Auditor.

**COURT ORDER NO. 2015-762-10-12**

2. **AI-40616** Acceptance of the FY2016 General Victim Assistance Grant through the Office of the Governor (OOG), Criminal Justice Division (CJD) in the amount of \$69,977.92 to provide victim advocacy services for violent crime victims and their families for grant period beginning September 1, 2015 through September 30, 2016, District Attorney.

**COURT ORDER NO. 2015-763-10-12**

3. **AI-40609** Participation by the Chambersville United Methodist Church in the Adopt-A-Road Program to clean up and control litter along CR 206, Public Works.

**COURT ORDER NO. 2015-764-10-12**

4. **AI-40566** Funding recommendations for the Collin County Parks/Open Space Project Funding Assistance Program, 2007 Bond - Sixth Series and budget amendment in the amount of \$2,412,432 for same, Special Projects.

**COURT ORDER NO. 2015-765-10-12**

5. **AI-40621** Personnel Appointments, Human Resources.

**COURT ORDER NO. 2015-766-10-12**

6. **AI-40622** Personnel Changes, Human Resources.

**COURT ORDER NO. 2015-767-10-12**

## **GENERAL DISCUSSION**

### **5. AI-40615 Build-Out Demographic Projections for supplement to the Mobility Plan, Engineering.**

Clarence Daugherty, Engineering, explained the County had contracted with Jacobs Engineering to do additional work on the update to the 2014 Mobility Plan. This work included developing an alternative build-out scenario for population and employment projections on the east side of the County and travel demand modeling for both scenarios. Freese and Nichols is the team doing the demographic projections. Mr. Daugherty introduced Dan Sefko, Planning Director for Freese and Nichols. Mr. Sefko said this build-out view is an extension of the work done in 2012 through 2014, and then introduced Daniel Harrison, Freese and Nichols, to explain the process and methodology used.

Mr. Harrison said the first scenario assumed the east side would be low-density rural development at build-out based on the difficulty of providing transportation to the east and a lack of planning for water and sewer. It also ignored the impact of the Outer Loop on the east side of the County. The second scenario looked at what could be if the east side developed similarly to the west side of the County. They met with the cities of Celina, McKinney, Plano and Frisco. The numbers were modified based on these cities' updated plans for population and employment. They also received updated plans from the cities of Allen, Fairview, Melissa and Princeton and incorporated those numbers into the projections as well.

Some of the biggest changes to this scenario were the Outer Loop on the east side and lane use changes on the west side. The build-out along the Outer Loop would be similar to that of US 75. Using the city updates and the east side assumptions of suburban development, the build-out population increased from the 2013 estimate of approximately 2.1 million to just over 3.4 million. The county was divided into quadrants showing population density per square mile with the southwest quadrant being the most densely populated.

The build-out for employment projected 430,000 new jobs which is more than the total current number of jobs in the County. This scenario treated the Outer Loop the same as other major transportation corridors, and 73% of these new jobs would be along the Outer Loop. The increase in projected employment in Anna, Blue Ridge, Farmersville and Josephine accounted for 315,173 of these new jobs.

Mr. Sefko said they spent a lot of time with the Planning Board discussing these various projections and the Board ended up recommending this unanimously. Commissioner Webb asked if Collin County would be an importer of workforce employees or still an exporter of employees to other areas. Mr. Harrison said there would be more importing of employees into the County. This type of information will show up in the traffic modeling.

There was a brief discussion regarding the projected patterns of roadway in the east portion of the County and whether it would accommodate the projected population density. Mr. Daugherty explained the consultants looked at the land and the various capacities of it. The next step will determine what transportation system is needed to accommodate the projections. Mr. Sefko said this was a pure capacity analysis taking into account the cities' plans. A brief discussion on commercial development ensued. Mr. Sefko would like to turn these numbers over to the traffic engineers and they will model the traffic and roadway patterns. Mr. Daugherty explained this involves two scenarios – not the new one replacing the old one - and would like to move forward with traffic modeling for both scenarios.

Judge Self said these cities have increased their population projections significantly in just two years and he feels the density will continue to fill in. Mr. Sefko said while this plan does include some redevelopment in cities like Plano, projecting redevelopment 50 to 75 years will significantly increase these densities. Mr. Daugherty is hoping the travel demand modeling will show the cities the impact this growth will have on traffic and then the cities may begin to question what they are doing. With no further discussion, a motion was made to approve the item and move forward. (Time: 2:04 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Susan Fletcher  
Vote: 4 – 0 Passed

**COURT ORDER NO. 2015-768-10-12**

**6. AI-40614 Congestion Mitigation and Air Quality Improvement (CMAQ) Projects, Engineering.**

Clarence Daugherty, Engineering, said the Court entered into a proposed partnership with the RTC (Regional Transportation Council) to trade \$1.5 million in Collin County LIRAP/LIP (Low-Income Repair Assistance Program/Local Initiative Project) funds for an equal amount of CMAQ (Congestion Mitigation and Air Quality) funds. The RTC approved that partnership on September 10, 2015. As a result, staff was directed to solicit transportation/air quality related projects from cities within Collin County that would be eligible to receive CMAQ funds.

To expedite this process, only the larger cities were contacted to find projects that were ready to move forward. Five cities responded with 21 projects totaling \$6.9 million. These projects were sent to NCTCOG (North Central Texas Council of Governments) so their staff could confirm that each project was eligible to receive CMAQ funds. Once the review by NCTCOG was completed, each project was evaluated by the County's Engineering Department based on project scope, location, traffic counts and air quality benefits. Five projects are being recommended for submission to the RTC for approval. Judge Self said these five projects represent a huge improvement. With no further discussion, a motion was made to approve the item. (Time: 2:08 p.m.)

Motion by: Commissioner Duncan Webb  
Second by: Commissioner Cheryl Williams  
Vote: 4 – 0 Passed

**COURT ORDER NO. 2015-769-10-12**

**7. AI-40558 IT FY2015 Technology Presentation, Information Technology.**

Caren Skipworth, CIO, presented a PowerPoint presentation on Collin County Information Technology. The IT Department increased from 59 to 61 employees in FY2015 with the addition of an IT security officer and an administrator. There has been no turnover in IT in the past 12 months. Ms. Skipworth manages five departments and five budgets. The increase in the budget is mainly due to the two new positions and training and travel.

When comparing projects over the past three years, one of the objectives is to minimize rollover which requires being more proactive with the departments. Some of the rollover projects are multiyear projects. An example is the IP-based security cameras project which is in phase II now. They also focused on ad hoc projects and communicating with officials and department heads as to what they want to complete within a fiscal year.

County support statistics show there are 1,647 users, 69 departments, 10,351 devices, 173 software applications and 19 facilities. Service desk statistics were reduced significantly due to finishing the fifth year of the desktop replacement refresh. This also included locking down the administrative control on the desktop which means no one can load programs or change configuration in the operating system.

The next slide showed the FY2013 to FY2015 outage comparison chart by category. They are proactive rather than reactive and have totally eliminated some problems. There were no application failures, unplanned maintenance or hardware resource limitations in FY2015. The only increase was in vendor-related outages which they will work on in FY2016. As IT starts its new five-year refresh for certain departments they will be looking at tablets.

IT is completing year four of the five year printer consolidation. Originally there were 2,200 printers in the County and now there are 396. There are 104 non-network printers. The page count on the network printers was 17 million. The bulk of this is criminal and once we start e-filing for criminal cases that number will go down. The County and District Clerks are planning to start this in November or December. And finally there are only seven network printer models in the County. IT has successfully standardized and reduced the complexity of the printer environment.

The next slide showed the 12-month total allocated disk storage space at 280 terrabytes. This is very hard to manage as the County is growing with imaging and multimedia. The size of these files and where they are stored is very different from the analog environment. There is significant video growth from security cameras and many outsourcing projects for scanning records. In addition to this, everything needs to be replicated in a backup system so the growth is doubled.

In the GIS (Geographic Information Systems) area population growth, rural addressing and city annexations have increased significantly. There has been tremendous improvement in the records area which Ms. Skipworth attributes to the new records manager who was hired in FY2014. The physical storage capacity has been reduced from 101% in FY2013 to 55% in FY2015. Scanned images went from just over half a million in FY2013 to 6.5 million in FY2015. There is a total physical inventory of 8,195 boxes with approximately 2,000 images per box. Of those boxes 3,388 will meet retention within five years, 616 have met retention and are pending destruction letters, and 4,191 will be converted to electronic within five years.

In the Development Service area there was 18% growth in completion of projects in FY2015. The Applications team does a 15-minute "scrum" every morning which is an update of where they are on their projects. The GIS team just finished a two-week sprint and is planning for the next two-week sprint. They measure the time it takes to complete the work. The Records area does a "work in progress" methodology which has proven to be highly effective.

Ms. Skipworth then discussed the major software systems. Odyssey is one of the big-dollar software systems which started in FY2003. The initial cost was \$1.2 million and while the County has not put much more money into Odyssey, it has required a lot of time and resources. The annual maintenance for this software is just over half a million dollars. This software is used by the DA, Jail, Constables and Case Manager System. Future costs for implementation, management and training are estimated at \$156,000 in FY2016, \$120,000 in FY2017 and \$85,000 in FY2018. This application has proven to be a success and many other counties both within and outside of Texas have come to see Collin County as a flagship in this area.



PeopleSoft is another major software system with an initial investment of \$2.59 million and a total project-to-date cost of \$4.98 million. The annual maintenance cost is \$150,000 and does not cover new releases. The County has to hire someone to put in the new release. There is a plan for the next three years to rewrite the modifications. This system has over 300 modifications unique to Collin County which makes this system very complex and expensive to own. Estimated costs to rewrite modifications from FY2016 through FY2018 are \$900,000. Oracle recently purchased PeopleSoft and required a clean core as we progress. This means the County has to rewrite the modifications outside the application in order to go to the next upgrade. This is financially the most expensive software system in the County. Ms. Skipworth said PeopleSoft is more of a private sector application and not as conducive for the public sector.

AMCAD is an expensive system because they charge by instrument which is the number of pages. As the County grows, this expense will grow. In FY2016 the County will release an RFI (Request for Information) for a new system and has put \$8 million in contingency for this.

Other major software systems include JCMS (Juvenile Case Management System), Financial H.T.E., and ICS.

Strategic Initiatives include flash disk storage, mobility, online services, agile development, disaster/recovery, audio/visual – software integration, paper on demand, central County support and IT security controls. (Time: 2:49 p.m.)

**NO ACTION TAKEN**

8. **AI-36908** TAPS update, Commissioner, Precinct 3.

**NO ACTION TAKEN**

9. **AI-33858** RTC monthly update, Commissioner, Precinct 2.

Commissioner Williams updated the Court on the last RTC (Regional Transportation Council) meeting. There were several items of interest on the agenda and all action items were approved. Regarding Proposition 1, the TxDOT (Texas Department of Transportation) staff has been indicating to the RTC staff that the 2016 totals may be reduced. A letter was approved to go out to the Texas Transportation Commission regarding Proposition 7 allocations indicating they would like to see the allocations done in a similar manner to what was done for Proposition 1 since that was a successful methodology.

There was an update on the Mobility 2040 plan. The most interesting part of the discussion was about backing off of tolls on major projects that were already in the plan, and the general conclusion that the pendulum is swinging away from toll facilities and back towards tax supported facilities as a result of Prop 1 and Prop 7. This was a positive and very public statement.

The Emergency Assistance to TAPS (Texoma Area Paratransit System) item was approved although it did not pass unanimously. There was a lot of discussion and some questions about whether the counties involved in TAPS had been willing to provide this kind of backstop or any money associated to them. The Commissioner said the RTC will likely request that someone from TAPS attend a future meeting and discuss the plan going forward. (Time: 2:53 p.m.)

**NO ACTION TAKEN**

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

Commissioner Webb would like a periodic update on annexation. This is an indicator of what is going on in the smaller cities and what they are planning.

**EXECUTIVE SESSION**

The Court did not recess into Executive Session. There being no further business of the Court, Judge Self adjourned the meeting at 2:53 p.m.



Keith Self, County Judge

Susan Fletcher, Commissioner, Pct. 1

Not Present

Cheryl Williams, Commissioner, Pct. 2

Chris Hill, Commissioner, Pct. 3

Duncan Webb, Commissioner, Pct. 4

ATTEST:

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