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| State of Texas      | § | Court Order    |
| Collin County       | § | 2021-861-09-13 |
| Commissioners Court | § |                |

On Monday, July 26, 2021, Wednesday, July 28, 2021, Thursday, July 29, 2021, and Friday, July 30, 2021 the Commissioners Court of Collin County, Texas, met in a Special Session Workshop in the Commissioners Courtroom, Jack Hatchell Collin County Administration Building, 4<sup>th</sup> Floor, 2300 Bloomdale Road, City of McKinney, Texas, with the following members present, and participating, to wit:

Judge Chris Hill  
 Commissioner Susan Fletcher, Precinct 1  
 Commissioner Cheryl Williams, Precinct 2  
 Commissioner Darrell Hale, Precinct 3  
 Commissioner Duncan Webb, Precinct 4

1. Judge Hill called to order the meeting of the Collin County Commissioners Court Budget Workshop Special Session at 2:42 p.m. on Monday, July 26, 2021.

**FY 2022 BUDGET WORKSHOP:**

**1. Public Comments.**

The Court heard Public Comments on Thursday, July 29, 2021, at 9:40 a.m.

Joshua Murray, Lavon, said there are two types of conservatives - cheapo conservatives and creative conservatives. Cheapo conservatives understaff departments and cut back on things that support growth. Departments have to take care of more customers utilizing the same number of staff and resources. The Court highlights this as a win because they lower taxes. They are saving pennies now only to have to spend dollars later. Overburdening our departments causes more stress, and the employees are not rewarded. Creative conservatives utilize tax dollars for infrastructure and employees. They use creative ways to get return on investment. Mr. Murray said Collin County departments are understaffed and overworked, and we are not prepared to support the growth of the County.

Miguel G. Palacios, Plano, said he has spoken to all of the Court members individually, and he understands the sole objective is to achieve a low tax rate. Mr. Palacios said the County can increase productivity using the internet with things like telehealth and working remotely. He encouraged the Court to look at cybersecurity and technology. These are not a one-time cost but are an investment in the future, and cybersecurity is risk management.

Judge Hill explained, when the Court was talking about cybersecurity, they went into executive session for security purposes. (Time: 9:47 a.m.)

The Court resumed discussion for item 4d at 9:47 a.m. on Thursday, July 29, 2021.

## **2. FY 2022 Recommended Budget Overview:**

The Budget Workshop Special Session began at 2:42 p.m. on Monday, July 26, 2021.

Monika Arris, Budget, gave the Court an outline of the FY2022 Almost Recommended Budget Agenda. Ms. Arris said today's overview is called the Almost Recommended Budget because the final revenues from the Tax Office were not complete. Senate Bill 2 completely changed the County's timeline for budget workshops. Due to the legislative changes and other statutes the County must follow, the timelines had to be moved up. Judge Hill said every year the public has multiple opportunities to provide the Court feedback, and all documents are available for the public to review. Ms. Arris said a link has been added on the Budget and Finance section of the Collin County website called Annual Budget Workshop Documents. It includes every document before the Court. As updates are performed, new documents will be available via the link. (Time: 2:53 p.m.)

The meeting moved to agenda item 4a. (Time 2:53 p.m.)

a. General Fund

b. Road & Bridge Fund

c. Operating Funds

d. Health Care Trust

e. Total Combined Budget

f. Permanent Improvement Fund - FY 2022 Recommended Projects

## **3. Trails of Blue Ridge (Special Road District) Recommended Budget Overview**

### **4. Items for Court Consideration:**

a. Elected Officials & Department Heads

Judge Emily Miskel, 470<sup>th</sup> District Court Judge, said she is completing her two-year term as the Local Administrative District Judge and gave an update on behalf of all the district courts. The requests for the FY2022 Budget revolve around growth and case backlog. Even under COVID-19 limitations, Collin County has been number one in criminal jury trials statewide. However, the courts are not operating at pre-pandemic levels. Judge Miskel presented to the Court pre-pandemic jury panel data. The District Courts have one year of backlog cases. If jury trials are increased by 60%, it would take the courts until 2023 to catch up. In order to increase the trials, they are requesting a 60% increase in the budget for visiting judges and court reporters.

Judge Miskel explained the District Courts are also in need of physical space to accommodate both the catch up work and the growth of the County. Currently, the District Courts are making efficient use of all existing space but they are still straining at the seams. The second request for FY2022 is a PIP (Permanent Improvement Project) to use atrium space on the second and third floor of the courthouse to add office space and potentially courtroom space. Judge Miskel asked the Court to be a part of Collin County's five and ten-year plan discussion for meeting the needs of the citizens. Justice delayed is justice denied, and we are responsible for planning proactively to meet our County's core needs. A process needs to be in place to plan for the years ahead. Finally, the District Courts are requesting a courtroom A/V (Audio/Video) refresh which has already been recommended by Budget.

Judge Hill asked where the visiting staff would work if the PIP request is not completed. Judge Miskel said they would have visiting judges use the in-person courtrooms, and the sitting judge would use the virtual courtrooms. Judge Hill said he appreciates the District Courts outshining the rest of the State and asked what the statewide plan is to get everyone caught up. Judge Miskel said she hasn't heard any plans from the state. (Time: 3:07 p.m.)

Greg Willis, District Attorney, said the County has seven District Courts that hear felony cases and five of those are staffed with three prosecutors. Two of the courts do not have a third felony prosecutor, and Mr. Willis urged approval for two more. He discussed the case backlog and said the cases are rapidly going back to pre-COVID levels. Each felony trial prosecutor represents approximately 231 felony dispositions and, if two prosecutors are approved, there could be nearly 500 additional dispositions. There was a brief discussion regarding the backlog. (Time: 3:22 p.m.)

Kenneth Maun, Tax Assessor Collector, asked for the Court's approval of three Vehicle Title Specialists. The income received from the State is more than enough to fund the positions. The population and income from motor vehicle transactions has continued to increase in Collin County. Mr. Maun said it has been four years since any employees have been added to this department. The vehicle registration office had a 50% increase in the number of titles, registrations, and money processed during the third quarter of this

year. The department is currently behind in processing titles, and available staff has been working Saturdays and early mornings or late afternoons in an attempt to catch up.

Mr. Maun said the department is almost maxed out in office space. This includes the Plano, Frisco and McKinney offices. The department will soon need either larger current offices or additional offices. The additional offices could be at the southwest corner of the County and one at the southeast corner. The County population is over a million, and it hasn't stopped climbing. Mr. Maun said the department needs the three requested employees and asked for the Court to consider the other offices in the next budget.

Commissioner Fletcher said last year two clerks were given up in exchange for a supervisor. Mr. Maun said the workload in 2020 was down by 20%, and a supervisor was needed. One supervisor was handling 35 employees which is significantly more than recommended. It has been two or three years since Human Resources has done a time study. There was a brief discussion regarding online transactions and software updates. (Time: 3:46 p.m.)

Judge Hill recessed the Budget Workshop Special Session at 3:46 p.m. The Workshop was reconvened at 3:57 p.m.

Stacey Kemp, County Clerk, requested approval of two fulltime positions for the Land Recording department. The land recorders process all documents that are required to be recorded in the County. This department has not had additional staff since 2002. Ms. Kemp presented the Court data regarding the documents filed and the time it takes to process them. Based on the data, by the end of the year the department will need a total of six clerks. Commissioner Hale asked how the department is achieving the workload. Ms. Kemp said supervisors have been helping, the clerks are working overtime, and cross-trained staff have been helping as well. The number of documents filed is not likely to decrease, and Ms. Kemp respectfully requested the two positions.

Ms. Kemp said the Court Collections study discussion is coming up, and she wanted the Court to know the Collections staff does an excellent job collecting the court costs and fees. The Collections Department has also been recognized throughout Texas with best practices awards. Even during the pandemic, the department was collecting money. Ms. Kemp said she is proud of her staff, and they do an outstanding job. (Time: 4:06 p.m.)

Jim Skinner, Sheriff, said his office is focusing on the areas where services are not getting accomplished. This year the Sheriff's Office is requesting a Lead Clerk, a Functional Analyst, a Captain, and a slight pay raise for a Communications Supervisor. There is a lack of manpower capacity to match the workload the Sheriff's Office is receiving. Since 2014, Collin County has added four district courts and one county court. The additional Courts have increased the volume of work for the Records Section. The Sheriff said a lot of

money has been invested in software applications to help manage issues, but they cannot be explored fully because the current Functional Analyst is inundated with work. A slide was presented with a list of tasks an additional Functional Analyst will do.

Currently, the Lead Clerk in Records manages 17 employees. A slide was presented listing all the current duties and responsibilities of the Lead Clerk. The primary issues are the number of open records requests and expunctions that are not getting done. The current personnel is not enough to get expunctions completed because of the high number of open records requests. This is a problem because expunctions are orders from the court. At some point, a motion to show cause could be presented for failure to comply with the expunctions. Another budget request is for GovQA which is software for open records requests at the cost of \$47,400.

Another request was for a Jail Captain at a cost of \$140,341. After transitioning to 12-hour shifts, the Detention Office lacks one Captain to supervise the fourth platoon. Next was a request for \$6,715 to elevate an employee to Assistant Communications Supervisor. Per regulations, NFPA (National Fire Protection Association), a supervisor must be on duty if more than two dispatchers are on duty. Currently, the SO (Sheriff's Office) has a minimum of three on-duty dispatchers.

Sheriff Skinner said the Court had previously approved a contract with Trinity Falls to provide law enforcement. There have been questions on how to address these contracts in the future as MUDs (Municipal Utility Districts) are approved. Currently, the SO controls over 500 square miles of territory, and response time is approximately nine minutes. These MUDs will want to contract with the County in order to provide deputies. Through the contract, the MUDs will pay 100% of the costs for the deputies. However, there are concerns about how the deputies will be funded once the contracts with the MUDs expire. There will need to be a policy in place to deal with those situations. Adding an addendum to the Trinity Falls contract could be an option for the Court to consider.

The last request was an upgrade to the surveillance monitor system at a cost of \$1,355. The upgrade will allow for officers to watch multiple cameras at one time. Commissioner Hale asked how much performance enhancement is expected with the open records software. Sheriff Skinner said it would be substantial, and the entire County will be able to use the software. (Time: 4:24 p.m.)

Lynne Finley, District Clerk, said she has been in many remote hearings for various regions and one of the judges said the state of Texas normally has over 10,000 jury trials per year. In 2020, there were only 200 total. This is important for the citizens to understand because there is frustration when cases aren't getting to trial. Everyone in Collin County has been working hard to ensure cases are moving along.

Ms. Finley asked the Court to consider the approval of a Criminal Clerk II for magistration and indictments. In 2019, there were over 5,200 indictments, and in 2020 it went down approximately 25%. For the current fiscal year, there are 4,200 indictments. If the Clerk II is approved, it will help move through the indictments. Ms. Finley said she has a Program Coordinator who was put in place in 2014 when the Criminal Felony Collections department came to the District Clerk's Office. Since then, there are have been five new courts added. This person is in charge of all transactions that occur in the civil family account, criminal fee account, attorney general account, and the court registry account. It is a vital position for the office, and Ms. Finley requested a personnel change from Program Coordinator to Financial Operator Manager.

The next request was for an independent exchange server for information and emails. Ms. Finley said she works with the courts and there is a lot of sensitive materials. Under the Public Information Act, we have a right to exemptions and privileges because they are needed to protect the work performed. There are laws in place that give elected officials ten days to respond to open records requests. This allows officials to go through emails and vet them to determine which are exempt or privileged. There was a security breach that both the Public Information Officer and Ms. Finley were unaware of until hundreds of her emails were taken without approval. Ms. Finley said it is vital for her to be able to protect her communications between her and the judges, legislators or anything she does in her official capacity that falls within an exemption or privilege. Judge Hill asked for more information regarding the security breach. Ms. Finley said an elected official requested her emails directly from the IT Department. The Judge said he requested those emails, and there was no breach of the County's security. A discussion ensued regarding records requested.

The final request was for an independent badge access study. Ms. Finley said Judge Hill pulled all of her badge information when he has no authority over her. Pulling an individual's badge access history is a safety issue. Judge Hill said he did request and received a detailed report of all the times Ms. Finley used her badge to access County campus doors. The County does have a policy that would not allow for the report to be released publicly because it would be a security concern. There was a discussion regarding the badge access reports. (Time: 5:06 p.m.)

#### b. Court Collections Study

Kerry Shulman, Business Processes, said the Court had requested a Court Collections study covering both the District and County Clerks Collections departments. Ms. Shulman gave an overview of the County Clerk's general procedures for court collections and explained the parameters of the study. There were non-test cases that were treated as normal and standard collection processes were used. Then, there were the test cases where the bill of cost was provided to the defendant, but no payment plans were offered. The test cases were used to determine how much money defendants pay without the effort from collections. Ms. Shulman reviewed the results of the study. After netting out the funds collected that are paid to outside

entities, the return on investment was -8.1%. Commissioner Fletcher asked why would the County not look into doing collections for the first 30 days or 60 days and then turning the accounts over to a third party bill collector firm. Ms. Shulman said that is an option, but a clerk will still be needed to handle cash bond releases and Omni holds.

Ms. Shulman reviewed the District Clerk's collection processes. The District Clerk tracked the cases for the study, but there was no change in procedures. Since there were no test cases tracked, the study was not performed. Judge Hill asked if the District Clerk knew the test cases were needed for this study. Ms. Shulman said she did know, and the process was explained but no response was received.

Ms. Finley said she sent a memo to Ms. Shulman asking about the study and what the hypothesis was. The only response she received stated there was no hypothesis and this was a study to review the numbers. The problem is that the study required the clerks to not set up payment plans for defendants, not allow them to submit forms for inability to pay, and to not follow up. This process is a violation of the U.S. and State Constitutions and several codes of criminal procedures. Commissioner Hale asked why the issues were not discussed with the Court because now there is no data to determine if the District Collections Department has a return of investment. Ms. Finley said she doesn't mind performing a study, but the idea of an active study is problematic. Judge Hill asked Bill Bilyeu, County Administer, if he was aware the study was not performed because of Ms. Finley concerns. Mr. Bilyeu said they were aware of her concerns, but two County attorneys advised the study would not be in violation of the law. The Court had a discussion regarding the collections study. (Time: 5:55 p.m.)

Judge Hill brought up the replacement of the Collin County Detention Facility's analog camera system to a digital system. The price estimate for this item is \$1.6 million. Judge Hill asked Budget to have this item placed on the add/delete list. (Time: 5:55 p.m.)

Judge Hill recessed the Budget Workshop Special Session at 5:55 p.m. until Wednesday, July 28, 2021.

Judge Hill reconvened the Budget Workshop Special Session at 9:10 a.m. on Wednesday, July 28, 2021. The meeting was recessed into Executive Session at 9:11 a.m. to discuss security and cybersecurity. Judge Hill reconvened the meeting at 9:43 a.m. and began discussion on item 4d.

c. Recommended Items for Court Consideration

d. Other Items for Court Consideration

Judge Hill asked Caren Skipworth, Chief Information Officer, about multiple items on the list of IT (Information Technology) needs, and she explained them in detail. The Judge asked the Court if there are

any other questions about the items on Document 23. The Commissioners said they had all read through the details prior to the meeting, and did not need to continue going down the list. Judge Hill said Budget had mentioned there were savings from FY2021 that could be used to pay for these items. A motion was made to approve all the items on the document excluding Item 12, which is a recurring cost as opposed to the other items which are one-time costs. (Time: 9:50 a.m.)

Motion by: Commissioner Susan Fletcher

Second by: Commissioner Duncan Webb

Vote: 5 – 0 Passed

**COURT ORDER NO. 2021-721-07-28**

Commissioner Fletcher made a motion to approve Item 12. Monika Arris, Budget, said Item 12 will not affect the FY2022 budget as it would not be implemented until FY2023. However, the decision would need to be made this year to move forward with it. Item 12 is the open records software for the SO (Sheriff's Office). The motion failed for lack of a second. (Time: 9:54 a.m.)

Monika Arris, Budget, presented documents showing the fiscal impact of switching the Sheriff's Office to 12-hour shifts which makes the pay period 84 hours. Additional documents were added regarding the cost of converting 16 part-time Detention Officer positions to 8 full-time positions and the new Captain position. Judge Hill had data showing the SO would need 11 fewer Detention Officers to do the same amount of work if they used 12-hour shifts. These positions can be used to help fund the cost of the 12-hour shift movement from 8 hours. The total cost of going from 8 hour shifts to 12 hour shifts is \$883,302.

Sheriff Skinner disagreed with the Judge's analysis because it used the study factors from 8-hour shifts which may not be the same factors with 12-hour shifts. Sheriff Skinner said Judge Hill's calculation puts employees at annual work hours comparable to countries like Korea and Mexico according to the Organization for Economic Cooperation and Development. Judge Hill's annual net available work hours is 1900, whereas Sheriff Skinner's figures put that number closer to 1554 hours. There was a discussion regarding Sheriff Skinner's justification for a lower amount of available hours and the need for the 11 Detention Officers Judge Hill proposed taking away.

At the end of the discussion, it was determined there would still be seven Detention Officers not needed even with a required increase of training hours. Commissioner Williams proposed removing the 16 part-time Detention Officer positions completely to save money and help fund the new Captain position. Sheriff Skinner said he is already saving money to help fund these positions since the change to 12-hour shifts has decreased overtime pay significantly.

Judge Hill recessed the Budget Workshop Special Session at 11:10 a.m. and reconvened the Workshop at 11:28 a.m.

The Court continued to discuss the 12-hour shifts and the 84-hour pay periods. Cynthia Jacobson, Human Resources, said, when they work an 84-hour pay period, the extra 4 hours are paid in straight time. Overtime for the SO kicks in once an officer works over 84 hours.

The next item was converting the 16 part-time Detention Officer positions into 8 fulltime positions. Eight of the part-time positions were funded while the other 8 were only authorized. This item was put on the add-delete list.

Judge Hill said the next item was the Captain position for a platoon in the Jail. Commissioner Hale said he would like to see a breakout of what we can do with the FY2021 savings to possibly pay for the one-time expenses for this position.

Judge Hill said the last item concerning the SO was the right-sizing of the Detention Officers which is on hold until further information is gathered. (Time: 12:05 P.M.)

The Court moved onto item 4e of the agenda at 12:05 p.m. on Wednesday July 28, 2021.

The Court returned to this item at 12:48 p.m. on Wednesday July 28, 2021, to discuss the addition of two Deputies for Trinity Falls.

The two patrol deputies needed for the Trinity Falls service agreement were discussed next. Since the County adopted the service agreement with the community, Sheriff Skinner said two additional deputies needed to be hired and would be paid for by the community. Judge Hill said the issue is more complicated because there is a legislative and financial impact if Trinity Falls cancels the contract because the County would not be able to remove the Deputy positions. Monika Arris, budget, said they can add it as a budget-neutral item with no revenue or expense for the time being until the contract is decided on between the County and Trinity Falls. No further action will happen until the County's revenue numbers are in. (Time: 1:06 p.m.)

The Court went to item 4e4 for discussion on Wednesday July 28, 2021, at 1:06p.m.

The meeting returned to this item on Wednesday July 28, 2021, at 4:16 p.m.

Sheriff Skinner said he would eliminate the 16 part-time Detention Officer positions instead of converting them to 8 fulltime positions for a savings of \$197,560 in the SO budget. A motion was made to approve this. (Time: 4:18 p.m.)

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

Commissioner Fletcher said she wanted to have a discussion about the Meyers Park items that were not recommended. The audio/visual equipment is very outdated, and she suggested using some of the FY2021 savings to fund it. Commissioner Webb agreed with Commissioner Fletcher and added that Wi-Fi at Meyers Park is also terrible. These items were added to the add/delete list.

Commissioner Webb asked for the cost of possibly putting additional mental health experts in the jail. LifePath said it would take 4 positions to cover 24/7 access in the jail, and the cost would be \$280,000. Commissioner Webb said he thinks this is necessary and a big component of trying to address the needs of the jail for staff and inmates. Commissioner Fletcher agreed. The Court asked Sheriff Skinner to create a write-up of the request and put the item on the add/delete list.

Commissioner Webb said he would like to put the removal of one clerk from the County Clerk collections department and the addition of two records clerks on the add/delete list. He also requested the two prosecutors for the DA (District Attorney) and the two specialists for the Tax Assessor be added to the add/delete list as he believes they are all needed. Commissioner Fletcher said she wants to make sure the County has offices for the new prosecutors if they are approved which goes hand-in-hand with the DA's permanent improvement request. Ms. Arris said no more projects can be approved since Facilities has no more capacity for additional projects.

Commissioner Fletcher said she wants the jail's door and frame repair put on the add/delete list. Commissioner Webb asked why it is not recommended and Ms. Arris said it is not a priority with limited Facilities staff. Sheriff Skinner said it is an issue because inmates will get into anything that is not locked up and the closet contains chemicals and contraband in it.

Commissioner Williams added a 1% market movement for Detention Officers to the add/delete list.

Judge Hill asked Ms. Arris and Mr. Bilyeu about the NEMO-Q system for the Tax office and County Clerk's office. There was brief discussion about the system and the consequences of fully implementing it. After the discussion Judge Hill took this item off the add/delete list.

Judge Hill brought up the housekeeping contract for discussion. The proposal is to cancel the current contract with an outside vendor and hire internal staff to handle housekeeping which will cost \$80,000 to implement. Rick Monk, Facilities, said a study was conducted, and they believe they can attract qualified personnel to fill the new positions.

Judge Hill brought up the TIRZ (Tax Increment Reinvestment Zone) insurance the County holds. The County is currently paying \$5.7 million for this, and Judge Hill asked if there will be a need for additional districts in the future with all the growth in the County. The Judge would like to see either a formal or an informal agreement to bring in new contracts. Commissioner Webb said he is not ready to go that far, and the odds of being asked to participate in new TIRZ agreements is decreasing because of tax revenues. Commissioner Webb also said there is a concept being put together in Legislative sessions to use a TIRZ to fund highways and help pay for large-scale highway projects. There was a brief discussion about future development and opportunities in the County.

Judge Hill said he would like to discuss the Deputy Constable pay grades. During HR's (Human Resources) presentation, it was recommended to have the pay grade decreased for this position. Commissioner Williams said this item should be on the add/delete list. Commissioner Fletcher said she has done a presentation on this topic before, and she is very concerned about decreasing the pay grade. While she respects the subject matter experts, she doesn't agree on how these numbers are calculated. The Deputy Constables are licensed peace officers, and they are already paid one salary grade below a peace officer position at the SO (Sheriff's Office). They are serving papers, and that can be a dangerous job. Decreasing their pay grade would be a disservice and insulting. Judge Hill said he doesn't have a passionate opinion one way or another. The Judge said he looks at HR to tell the Court what is the appropriate pay, but if the Court believes HR has done an incorrect job it needs to be addressed. Commissioner Fletcher said this situation is different because there is no private sector comparison to this job title. There are employees who primarily do the same job as the Constables in the SO that are paid at the 556 pay grade. Judge Hill said the question comes down to the process by which HR came to their decision to lower the pay grade. Cynthia Jacobson, Human Resources, said the Deputy Constable position was compared to other counties and one city. The issue of employees at the SO serving papers as a primary duty has been addressed with the Sheriff, and the SO has confirmed those employees do other duties aside from serving papers. Commissioner Fletcher said, when other positions are discussed, and an employee does a job 70% of the time, they are paid in that salary grade even if they do other duties. A discussion followed regarding law enforcement officers' salaries.

Ms. Jacobson said she did not recommend changing the salary for the Deputy Constables. Typically, when a salary is 10% over or under the comparison entities, HR will recommend changing the pay grade or salary. This position has been on the higher end for the past two years. Given the strong feelings on this, Ms. Jacobson didn't feel it was her place to tell the Court what to do with this position. Commissioner Webb

said, using the typical standard, the salary should be reduced. The Court discussed rankings compared to surrounding entities.

Commissioner Hale said he doesn't mind having the Deputy Constables at the top of their pay scale because the County prides itself in excellence. This is an exception to the County's policy, but that is what the Court is here for. Commissioner Webb agreed saying it wouldn't be right for the Deputy Constables to be two pay grades lower than a SO peace officer. Commissioner Fletcher said lowering their pay grade will send a message of disvalue. Also, the city of Carrollton should not be used for comparison because they don't handle evictions. Ms. Jacobson said the city can be removed. Judge Hill said it sounds like the consensus is to leave the Deputy Constables pay grade as is and therefore this item needs no further action.

Commissioner Hale said he would like to find a way to help the Sheriff with expunctions. The Commissioner said he is in favor of re-titling and increasing the Dispatcher's position to create the leadership position in Dispatch. This item was added to the add/delete list.

Judge Hill recessed the Budget Workshop Special Session at 5:39 p.m. on Wednesday July 28, 2021.

Judge Hill reconvened the meeting of the Budget Workshop Special Session at 9:40 a.m. on Thursday, July 29, 2021 and started with Public Comments. After Public Comments, the Court returned to Item 4d.

Commissioner Hale added the AT&T antenna to the add/delete list. He disagrees with having to buy their equipment in order to have their services on our system. Steve Ganey, IT, said the talks are still going on, but this is a worst case scenario if we go forward with this project. If we don't complete this project, citizens won't have cell coverage in the courthouse, or it will be spotty. Attorneys already complain because they are not able to use their personal Wi-Fi. This would work for AT&T customers only. Hopefully, other carriers would come in and give free deals for their customers. It would be more costly to make the network more robust to support the public.

There was a brief discussion regarding the Sheriff's Office request for a FA (Functional Analyst) and a Lead Clerk to work on expunctions. This will help them catch up and stay on top of the expunctions. Sheriff Skinner explained both the electronic and the physical portions involved in pulling and obliterating records in order to be in compliance with expunctions. They currently have a backlog of 1,000 expunctions. They process an enormous amount of data daily, and a FA is crucial. These positions were put on the add/delete list.

Commissioner Fletcher expressed her concern that there were no new positions recommended because they didn't fit into the no-new-taxes rate. If the County has a need, those needs have to be addressed. The

Court needs to do right by the taxpayers. Commissioner Fletcher said we are a fast growing county and need to provide the best services at the most efficient rates.

There are 54 new position requests throughout the County. Judge Hill asked Monika Arris, Budget, which positions she would recommend. Ms. Arris recommended the two Felony Prosecutors for the DA's (District Attorney) Office, the Victim's Assistance Coordinator for either this year or next year in the DA's Office, two Land Recording positions in the County Clerk's Office, two Title Specialist positions in the Tax Office, and possibly a Voter Registration Lead Clerk in Elections. Commissioner Williams said it is also critical for the SO (Sheriff's Office) to have a mental health Specialist on staff 24 hours a day to help prevent situations like those experienced in the past.

Next the Court discussed the District Clerk's Collection Department. Currently, there is a supervisor and three clerks. Kerry Shulman, Business Process Engineer, came forward to address the Court. She explained there is a lot of back office paperwork that needs to be done statutorily and would not recommend removing more than one clerk position from this department. This was kept on the add/delete list.

Judge Hill recessed the Budget Workshop Special Session at 11:15 a.m. and reconvened the Workshop at 11:42 a.m.

There was a lengthy discussion regarding 12-hour shifts in the Sheriff's Office.

Judge Hill recessed the Budget Workshop Special Session at 12:30 p.m. The Workshop was reconvened at 1:51 p.m.

Judge Hill returned to the add/delete list. The Court discussed reworking the service agreement with Trinity Falls. The contract has a 90-day termination clause. Commissioner Webb suggested calling them and explaining the options for an amendment. If they do not agree to the amendment, then Purchasing would give our 90-day notice. The goal is not to cancel the contract but to amend it. Sheriff Skinner will make the phone call first to inform them, and then Purchasing will send out the notice to cancel if they do not agree to the amendment. Commissioner Fletcher said the language in the amendment would need to have a provision stating neither party would be penalized. Commissioner Hale made a motion to send the notice. (Time: 2:02 p.m.)

Motion by: Commissioner Darrell Hale

Second by: Judge Chris Hill

Vote: 5-0 Passed

Bruce Sherbet, Elections, came forward to address the court regarding his request for a new position. There are 100,000 new voter registrations every four years, and absentee mail has increased by over 100%. The County has grown, and they have to deal with hard deadlines and early voting.

The Court determined the Retention Pay Policy in the SO to be a failed policy, but they agreed to not take it away from those that came in under that program.

A motion was made to have public information software paid with FY2021 savings. (Time: 2:36 p.m.)

Motion by: Commissioner Darrell Hale  
Second by: Commissioner Cheryl Williams  
Vote: 5 – 0 Passed

Judge Hill recessed Budget Workshop at 2:38 p.m. into Executive Session under Section 551.074 of the government code to deliberate compensation for the County Administrator, Elections Administrator, and the County Extension Agents. The Workshop was reconvened at 2:58 p.m.

Judge Hill moved to approve a 3% Pay for Performance increase for the County Administrator, Elections Administrator, and the County Extension Agents. (Time: 2:59 p.m.)

Motion by: Judge Chris Hill  
Second by: Commissioner Duncan Webb  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2021-726-07-29**

Judge Hill recessed the Budget Workshop Special Session at 3:00 p.m. and reconvened the Workshop at 3:24 p.m.

Monika Arris, Budget, said the third-party company will not have the revenue numbers today, but they may have them sometime tomorrow. A brief discussion followed regarding the voter-approved 3.5% tax rate.

Judge Hill recessed the Budget Workshop Special Session at 3:34 p.m. until Friday, July 30, 2021.

Judge Hill reconvened the Budget Workshop Special Session at 1:00 p.m. on Friday, July 30, 2021. Monika Arris, Budget, said they still had not received the revenue numbers.

Judge Hill adjourned the Budget Workshop Special Session at 1:03 p.m. until further notice.

e. Compensation & Benefits - Discussion & Any Action

The Court began discussion of this item on Wednesday July 28, 2021, at 12:05 p.m.

Cynthia Jacobson, Human Resources, said this discussion is regarding the salary budget. The Court must be aware of the current staffing shortages across all departments in the County. For FY2022, 3% is being requested for the pay for performance increase. No correction is recommended on the sum of the midpoints for FY2022. The recommended modified wage movement is an average of 3% for all positions and 4% for legal positions. Commissioner Williams asked what the starting pay for Detention Officers will be once the wage movement takes into place. Ms. Jacobson said it would be \$42,429 plus the additional retention pay. Commissioner Webb said, given the County's jail and employee benefits, it doesn't make any sense that Dallas County has a substantially lower turnover rate than Collin County. The County's turnover must be related to the pay. The Court discussed the pay and retention of Detention Officers.

Ms. Jacobson said, in order for the County to be at the same pay level as Dallas County, the Detention Officers will need to be moved up a pay grade because there is a 7% to 8% differential. A discussion followed regarding the Detention Officers salary. Judge Hill said the estimated cost would be a \$9 million increase if the salary of Detention Officers was increased by 7%, and this does not include benefits. (Time: 12:29 p.m.)

The Court discussion continued onto item 4e1, 4e2, 4e3, and 4e4, at 12:29 p.m. on Wednesday July 28, 2021.

1. AI-50608 Uniform Pay Policy

Cynthia Jacobson, Human Resources, said each year this policy is approved stating employees will be paid according to the recorded time clock data. (Time: 12:29 p.m.)

Motion by: Commissioner Duncan Webb

Second by: Commissioner Susan Fletcher

Vote: 5 – 0 Passed

**COURT ORDER NO. 2021-722-07-28**

2. Benefit Change Discussion and Any Action

Cynthia Jacobson, Human Resources, presented a summary of the recommended benefit changes for FY2022. Option 1 consists of a required 9.5% rate and a \$6.2 million lump sum contribution. Judge Hill

said there was a discussion about moving the rate up in subsequent years, and he does support increasing it over time. This would be easier to handle as opposed to making lump sum payments. Judge Hill said he supports Option 1. Commissioner Webb said he supports the 9.5% rate but would rather pay the 14.5 lump sum since the funds are available. Judge Hill said the County will need to move its way up to the 14% in order to avoid lump sum payments. Monika Arris, Budget, said there are enough savings to cover the 14.5 lump sum payment. (Time: 12:35 p.m.)

### 3. Compensation & Benefit - Discussion and Any Action

A motion was made to approve a 3% pay-for-performance pay increase. (Time: 12:36 p.m.)

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

**COURT ORDER NO. 2021-724-07-28**

A motion was made to approve the recommended salary wage movement. (Time: 12:36 p.m.)

Motion by: Commissioner Susan Fletcher  
Second by: Commissioner Darrell Hale  
Vote: 5 – 0 Passed

Judge Hill made a motion to approve a 9.5% contribution rate for TCDRS (Texas County and District Retirement System). (Time: 12:37 p.m.)

Motion by: Judge Chris Hill  
Second by: Commissioner Susan Fletcher  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2021-723-07-28**

Judge Hill said years ago a decision was made to eliminate automobile allowances, and the amounts were reclassified as compensation. However, not all automobile allowances were eliminated. The employees still receiving automobile allowances are several District Attorney Investigators, four County extension office positions, and two employees in the Parks Department. Judge Hill said he wouldn't want to eliminate the allowance but rather reclassify it as compensation. Commissioner Webb asked if there are any concerns with that concept. Ms. Jacobson said some individuals would be redlined to the maximum pay. The car allowances could be done after the PFP is calculated in order to avoid reaching maximum pay allowed. Judge Hill said Collin County does give the 3% compensation to individuals who have maxed their pay by

a onetime supplemental check. Ms. Jacobson said employees will be redlined sooner because the car allowance will be additional compensation and could have an impact on their PFP compensation. The Court discussed auto allowances and possible affects to compensation.

Judge Hill made a motion to re-categorize automobile allowances as compensation and allow Human Resources to ensure no employee is penalized. (Time: 12:48 p.m.)

Motion by: Judge Chris Hill  
Second by: Commissioner Darrell Hale  
Vote: 5 – 0 Passed

**COURT ORDER NO. 2021-725-07-28**

The Court discussed Sheriff Skinner’s request of adding two Deputy’s for Trinity Falls at 12:48 p.m. under item 4d. Once that discussion concluded the Court returned to item 4e4 at 1:06 p.m.

4. FY 2022 Elected Official Salaries

Judge Hill proposed adjusting the salaries of the four Commissioners and Tax Assessor Collector to match the salaries of the District and County Clerks. Judge Hill said other counties often have the Clerks and Tax Assessor salaries in line with each other. Cynthia Jacobson, Human Resources, said the Tax Assessor is typically at or above the District and County Clerks. A motion was made to make the Tax Assessor’s salary equal to the County and District Clerks. (Time: 1:11 p.m.)

Motion by: Judge Chris Hill  
Second by: Commissioner Duncan Webb  
Vote: 5 – 0 Passed

Judge Hill made a motion to make the four Commissioner’s salaries equal to the District and County Clerk’s salaries. Ms. Jacobson said many elected officials are ranked number five when compared to surrounding counties. Judge Hill said this is a hard decision because he is advocating on behalf of the Commissioner’s compensation. Commissioner Williams said she doesn’t view the Commissioner’s position as comparable to the Tax Assessor or the District and County Clerks because they have a lot of employees and the Commissioners do not. Judge Hill withdrew his motion.

A motion was made to approve the recommended 3% PFP increase for elected officials. (Time: 1:15 p.m.)

Motion by: Judge Chris Hill

Second by: Commissioner Darrell Hale

Vote: 5 – 0 Passed

**COURT ORDER NO. 2021-727-07-28**

Judge Hill recessed the Budget Workshop Special Session at 1:15 p.m.

Judge Hill reconvened the Budget Workshop Special Session at 2:20 p.m. and immediately recessed the Workshop because Budget needed additional time for calculations.

Judge Hill reconvened the Budget Workshop Special Session at 4:14 p.m.

The Judge asked if the Commissioners had any objections to taking public comments every day during the workshop. The Court agreed to hold public comments every day of the Budget Workshop meeting. Judge Hill asked if anyone would like to speak. Hearing no comments, Judge Hill closed the public comments session at 4:16 p.m.

The Court moved to item 4d at 4:16 p.m. to discuss a suggestion from Sheriff Skinner.

**5. Commissioners Court Changes to Recommended Budget**

**6. Final Review of Add/Delete List**

**7. Court Recommended Budget Review:**

a. General Fund

b. Road & Bridge Fund

c. Operating Funds

d. Health Care Trust

e. Total Combined Budget

**8. Five-Year Plan Review:**

- a. General Fund
- b. Road & Bridge Fund
- c. Operating Funds
- d. Health Care Trust

**9. Discussion of Proposed FY 2022 Tax Rate:**

- a. No New Revenue Tax Rate
- b. Voter Approved Tax Rate
- c. M&O Tax Rate
- d. Debt Service Tax Rate

**10. Total Tax Rate - Record Vote to Propose Tax Rate**

**11. Schedule Public Hearings:**

- a. Tax Rate Public Hearing (Tax Code 26.05 & 26.06)
- b. Budget Public Hearing (LGC 111.067 & 111.068)

**Executive Session**

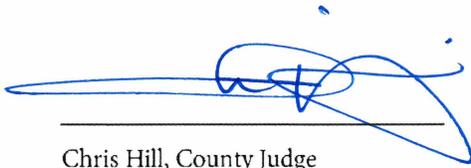
The Court did not recess into Executive Session. There being no further business of the Court, Judge Hill adjourned the meeting of the Budget Workshop Special Session at 5:55 p.m. on Monday, July 26, 2021, until Wednesday, July 28, 2021.

Judge Hill reconvened the Budget Workshop Special Session at 9:10 a.m. on Wednesday, July 28, 2021. The meeting was recessed into Executive Session at 9:11 a.m. to discuss security and cybersecurity. Judge Hill reconvened the meeting at 9:43 a.m. and began discussion on item 4d. There being no further business of

the Court, Judge Hill adjourned the Budget Workshop Special Session at 5:39 p.m. until Thursday, July 29, 2021.

Judge Hill recessed Budget Workshop at 2:38 p.m. on Thursday, July 29, 2021, into Executive Session under Section 551.074 of the government code to deliberate compensation for the County Administrator, Elections Administrator, and the County Extension Agents. The Workshop was reconvened at 2:58 p.m. and resumed discussion on item 4d. There being no further business of the Court, Judge Hill adjourned the Budget Workshop Special Session at 3:34 p.m. until Friday, July 30, 2021.

Judge Hill reconvened the Budget Workshop Special Session at 1:00 p.m. on Friday, July 30, 2021. Monika Arris, Budget, said they still had not received the revenue numbers. Judge Hill adjourned the Budget Workshop Special Session at 1:03 p.m. until further notice.



Chris Hill, County Judge



Susan Fletcher, Commissioner, Pct 1



Cheryl Williams, Commissioner, Pct 2



Darrell Hale, Commissioner, Pct 3



Duncan Webb, Commissioner, Pct 4



ATTEST: Stacey Kemp, County Clerk