

State of Texas	§	Court Order
Collin County	§	2024-1018-09-23
Commissioners Court	§	

On Monday, July 29, 2024, Tuesday, July 30, 2024, and Wednesday, July 31, 2024 the Commissioners Court of Collin County, Texas, met in a Special Session Workshop 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 Chris Hill
 Commissioner Susan Fletcher, Precinct 1
 Commissioner Cheryl Williams, Precinct 2
 Commissioner Darrell Hale, Precinct 3
 Commissioner Duncan Webb, Precinct 4

Judge Hill called to order the meeting of the Collin County Commissioners Court Budget Workshop Special Session at 3:20 p.m. on Monday, July 29, 2024.

Public comments related to an item on the Agenda.

FY 2025 BUDGET WORKSHOP:

1. AI-56249 Recommended Budget Overview

Monika Arris, Budget Director, provided the Court with an overview of the agenda for the FY2025 Budget Workshop. Items for discussion and consideration included: the General Fund Budget, Compensation and Benefits, Trails of Blue Ridge, presentations from elected officials and outside agencies, a review of the Add/Delete list, proposed tax rates, and public hearings.

Ms. Arris said the base recommended budget for this year’s General Fund was the same budget adopted in FY2024 minus all one-time items expenses. The base recommended budget would also include items required by statute to stay in compliance, prior obligations, as well as safety and security items. The total revenue for the General Fund would be \$287.4M - \$313.7M, depending on which tax rate was used. Anticipated expenditures range from \$285.7M - \$311.3M depending on which items were approved during Court consideration. The Road & Bridge Fund is estimated to collect \$27.34M in fees during FY2025 and could easily support itself so no additional tax dollars would be needed for this fund.

A review of Permanent Improvement Projects highlighted a number of projects for Facilities, Building Superintendent, and Public Works. A portion of the funding needed for these projects will come from 2018 Tax Notes, ARPA (American Rescue Plan Act) interest earnings, and the Road & Bridge Fund. The Building Projects Department is at capacity and cannot take on any additional projects.

Ms. Arris' presentation included details outlining revenues and expenditures for various funds including Debt Services, Healthcare and a review of the total combined budget.

A review of current, recommended and requested FTE (Full-Time Equivalents) showed many more positions were requested than were recommended for FY2025. Of the five positions which were recommended, two would be paid for from the General Fund and the remainder would be paid for using the District Clerk's Record Fund. Additional positions were requested for the Medical Examiner, District Clerk, District Attorney, Tax Assessor Collector, Justices of the Peace, Facilities, Sheriff's Office, County Court at Law, and more. Those positions would be paid for by the General Fund, if approved.

Ms. Arris provided a detailed explanation of the No New Revenue Tax rate and how increased appraisal values for residential, commercial, and apartment properties impacted that tax rate. This explanation also included information on homestead exemptions, tax ceilings for those 65 years of age and older, average home values, and revenue from new construction in Collin County. (Time 3:41 p.m.)

2. Compensation & Benefits Discussion and Any Action

a. AI-56258 Uniform Pay Policy

A motion was made to approve the Uniform Pay policy as presented. (Time 3:42 p.m.)

Motion by: Commissioner Darrell Hale

Second by: Commissioner Duncan Webb

Vote: 5-0 Passed

COURT ORDER NO. 2024-684-07-29

b. Benefit Change Discussion and Any Action

Commissioner Hale asked Cynthia Jacobson, HR Director, if there were any net positive benefits in covering the cost of weight loss surgery over the cost of weight loss medications. Ms. Jacobson said surgery costs have come down in recent years and could be lower than the current cost of GLP1 (Glucagon-like peptide-1) medications. Over time, the cost of those medications may also come down. She said both options had benefits for the employee, though any long-term benefits would greatly depend on each individual.

Commissioner Webb asked Ms. Jacobson for additional information on the proposed benefit changes. She reviewed proposed increases to emergency room copays, employee health and dental premiums, and increases to insurance deductibles and out-of-pocket maximums. She recommended a change to add a third person deductible in instances where more than two people were covered. (Time 4:04 p.m.)

1. Benefit Changes

A motion was made to increase emergency room co-pays to \$750. (Time 4:06 p.m.)

Motion by: Commissioner Duncan Webb

Second by: Commissioner Susan Fletcher

Vote: 4-1 Passed

Nay: Judge Chris Hill

COURT ORDER NO. 2024-685-07-29

A motion was made to increase employee health benefits premiums by \$50 per month for employee plus spouse, \$35 per month for employee plus child(ren), and \$70 per month for employee plus family. (Time 4:07 p.m.)

Motion by: Commissioner Duncan Webb

Second by: Commissioner Susan Fletcher

Vote: 4-1 Passed

Nay: Commissioner Darrell Hale

COURT ORDER NO. 2024-686-07-29

A motion was made to add a third person deductible and out-of-pocket maximum to the employee health benefits. (Time 4:12 pm)

Motion by: Commissioner Duncan Webb

Second by: None

Vote: Failed

2. AI-56259 TCDRS Contribution Rate

A motion was made for a 10% employer contribution rate to TCDRS (Texas County and District Retirement System). (Time 4:22 p.m.)

Motion by: Commissioner Duncan Webb

Second by: Commissioner Susan Fletcher

Vote: 5-0 Passed

COURT ORDER NO. 2024-687-07-29

A motion was made for a payment of \$57,737 of unfunded liability for TCDRS. (Time 4:22 p.m.)

Motion by: Commissioner Cheryl Williams

Second by: Commissioner Darrell Hale

Vote: 5-0 Passed

COURT ORDER NO. 2024-688-07-29

c. Compensation Discussion and Any Action

Ms. Jacobson's presentation on compensation and benefits included recommended PFP (Pay For Performance) increase as well as wage movement. The latter was needed to ensure future employees could be hired at competitive rates and allowed for competitive compensation on the top end of the pay scale for current employees.

1. AI-56260 Employee Related Compensation

A motion was made to approve a PFP increase of 4% as presented. (Time 3:47 p.m.)

Motion by: Commissioner Susan Fletcher

Second by: Commissioner Cheryl Williams

Vote: 5-0 Passed

COURT ORDER NO. 2024-689-07-29

A motion was made for market-based pay range adjustments totaling \$4,582,826. (Time 3:47 p.m.)

Motion by: Commissioner Susan Fletcher

Second by: Commissioner Darrell Hale

Vote: 5-0 Passed

COURT ORDER NO. 2024-689-07-29

2. AI-56262 Proposed Elected Official Salaries

Commissioner Fletcher mentioned the possibility of establishing a policy for elected official salaries. Commissioner Hale shared a proposal which took into consideration averages from a recent salary survey and PFP increases in comparison to surrounding counties. Ms. Jacobson said she agreed on the need to establish a policy for elected official salaries based on equitable pay for each position as is currently done for County employees. This would minimize salary grievances and the potential for elected official salaries falling significantly behind those of comparable and surrounding counties.

A motion was made to approve Elected Official salaries as presented. (Time 3:57 p.m.)

Motion by: Commissioner Cheryl Williams

Second by: Commissioner Duncan Webb

Vote: 5-0 Passed

COURT ORDER NO. 2024-690-07-29

The meeting continued under agenda item 4a Outside Agencies Presentations. (Time 4:26 p.m.)

BUDGET WORKSHOP SPECIAL SESSION, TUESDAY, JULY 30, 2024.

Judge Hill reconvened the Budget Workshop Special Session at 9:00 a.m. on Tuesday, July 30, 2024.

3. Elected Official/Department Head Presentations and Discussions

Sarah Duff, Probate Judge, asked the Court to consider her request for a position change from GC (Guardianship Coordinator) to Guardianship Staff Attorney in the amount of \$50,369. This change would more accurately reflect the additional duties and legal qualifications held by the current GC. As a licensed attorney, the GC has been able to provide the Probate Auditor and the Probate Court Coordinator with legal interpretations and assistance which has improved the efficiency of the Probate Court without having to add additional staff. Judge Duff explained the additional funds needed for this change would come from the Probate Contribution Fund which are funds and filing fees that come back from the State.

The Court asked Monika Arris, Budget, and Cynthia Jacobson, Human Resources for their recommendations concerning this request. Ms. Arris said the change would not impact the General Fund since this would be paid using the Probate Contribution Fund. Ms. Jacobson said the duties for this position did not require an attorney and Collin County was not the only one without an attorney in this role. They both agreed it was a Court decision to approve if they felt it added value.

(Time 9:09 a.m.)

Motion by: Commissioner Duncan Webb

Second by: Commissioner Susan Fletcher

Vote: 5-0 Passed

Matt Carpenter, Constable Precinct 1, asked the Court to consider the request for a Deputy Constable Grade 555 in the amount of \$259,757. This amount included the training budget needed for this position. He said population growth and the addition of courts have increased the need for additional staffing. The last position Precinct 1 received was in 2019. (Time 9:12 a.m.)

Commissioner Fletcher made a motion to move items which are recommended as “If Funding Available” to the Add/Delete List. Any questions or concerns for that item could be addressed when being presented by the elected official.

Judge Hill said a formal motion and court order were not necessary, but the Court would agree to this request for workshop proceedings. (Time 9:13 a.m.)

Jim Skinner, Sheriff’s Office, shared his presentation on the needs of the SO (Sheriff’s Office) for FY2025. In light of Collin County’s current population and projected growth, he emphasized the need for raising staffing levels. Approximately 70 new detention officers would be needed to handle the increased service demands across the county which include 500 square miles of unincorporated land. He said he currently has just under 600 employees. These include deputy sheriffs, jailers, dispatchers, and other support staff which are all needed in order to provide services to the current population. His request for additional staff would allow his office to keep pace with the population explosion in Collin County.

Currently, the county jail has a total of 1,298 beds and a population of 1,200 inmates. An additional 83 inmates are being housed out-of-county. This exceeds the industry standard which is 85% of total capacity. The new 180-bed orientation housing cluster is scheduled to be opened by the end of the year. This facility, in addition to a new 400-bed infirmary, will help the SO meet the needs of a growing county population and provide vital treatment for offenders who suffer from substance abuse, mental illness, and developmental issues.

Sheriff Skinner's presentation also addressed significant discrepancies in overtime budgeting as well as concerns regarding how that overtime should be coded. He explained how various factors impact overtime usage. These factors included 28 employees in training who would not be ready to work independently until October, eight current vacancies, increased staffing minimums required by the Texas Commission on Jail Standards, and soaring daily population averages. He further noted how current construction projects at the jail, medical transport, hospital watch, jail visitation, and relief for court house bailiffs contributed to higher than expected overtime costs.

Sheriff Skinner's presentation on overtime also highlighted the significant staffing issues within his department as described in a staffing analysis conducted by Pulitzer/Bogard in 2022. This analysis showed the SO was understaffed by 52 detention officers. A committee was formed earlier this year in order to better understand appropriate jail staffing needs using standards set by the NIC (National Institute of Corrections). Committee members were Jessica Grammly, HR; Kerry Lindsey, Director of Strategic Initiatives; Commander Christopher Perepiczka and Captain Jess Christensen of the SO. This committee issued their findings in a report on June 24, 2024.

Sheriff Skinner walked through the committee's report and the differing recommendations for staffing levels based on calculations done with data received from HR. The difference was attributed to discrepancies in net available work hours and shift relief factors used in staffing level calculations. The Sheriff's requested 58 detention officers for Expansion Building for FY2025; 10 for Admission/Release, 33 for Orientation Housing, five for Building Control, and 10 additional officers for Transfer/Court Holding. Additionally, two Mail Technicians were requested to avoid assigning those duties to detention officers. If Pods 4C and 4D were also staffed, five more detention officers per shift would be needed, according to the Sheriff. He also requested Special Units pay for 16 DRT (Detention Response Team) members.

Sheriff Skinner shared his concerns over reliance on out-of-county housing, pretrial release services, and funding for North Texas Fusion Center operations. He concluded his presentation with requests for two additional motor deputies and equipment, Dronesense hardware and maintenance, less-lethal launchers, truck box installations, and video enhancement software. (Time 10:55 a.m.)

Judge Hill recessed the meeting at 10:55 a.m. and reconvened at 11:12 a.m.

During the recess, all members of the Court received the staffing analysis report referenced in Sheriff Skinner's presentation. Examination of this report led to lengthy discussions surrounding the appropriate shift relief factor to use in staffing level calculations. Further discussion by the Court, Ms. Jacobson, Ms. Lindsey, and members from the SO brought to light the need to account for temporary posts and their impact on staffing as well as better ways to report overtime cost drivers. The Judge and Sheriff both agreed that overtime would be significantly reduced once an "appropriate level of staffing" was reached. They also agreed on the need for further collaboration and discussion to determine what those levels would be.

Judge Hill recessed the meeting at 12:20 p.m. and reconvened at 1:42 p.m.

Judge Hill paused discussions on Sheriff Skinner's presentation in order to allow other elected officials the opportunity to share their budget requests.

Greg Willis, District Attorney, shared his presentation outlining his office's priorities and requests for FY2025. His office statistics included 147 positions made up of attorneys, investigators, and staff as well as a comparison of filings between FY2023 (15,939 cases) and FY2024 (projected 18,366 cases). He highlighted a 28% increase in felony indictments since FY2023. Some notable cases handled by his office included convictions for cases involving domestic violence, child sexual assault, drug dealing, crimes against law enforcement, and other violent offenses.

Mr. Willis requested four items for FY2025: a Felony Prosecutor-Grand Jury, a Felony Prosecutor-DVU (Domestic Violence Unit), an Audio/Visual Administrator, and M&O (Management and Operations) increase for computer and video supplies. Both Felony Prosecutors are needed as intake, indictments, and informations, continue to rapidly increase and the DA's office has not added a new grand jury position or DVU Misdemeanor Intake position in over 16 years.

Commissioner Fletcher asked about the significant jump in cases between FY2024 and previous years. Mr. Willis explained this was partially attributed to catch-up in dealing with Foray though a large part of the increase resulted from the rapid population and economic growth of Collin County.

Mr. Willis continued his presentation and explained the need for adding a Digital Evidence Coordinator. He said every disposition involves the reproduction and editing of digital media. The amount of digital evidence which needs to be processed has increased by 137% in 18 months because discovery to the defense has expanded from "relevant" records to "all" records. These records include digital evidence obtained from law enforcement body cameras, social media accounts, and cell phone extractions. An increased number of cases and agencies with officers using body camera equipment have impacted the amount of digital records which need to be processed and stored. By funding this position and the two Felony Prosecutor positions, the DA's office will be better able to give each case the attention it deserves, hold offenders accountable, and provide swift justice for victims. (Time 1:55 p.m.)

Stacey Kemp, County Clerk, requested a position for a Business Systems Administrator to provide oversight and management. She collaborated with Human Resources, Budget, and the County Auditor to rework the original job description and job title. These changes have made it possible for her to use the County Clerk's Record Management Fund to pay for this position. This fund can support the position for the next 20-30 years.

After a brief discussion with the Court confirming this item would not impact the General fund, a motion was made to approve the addition of this position. (Time 1:58 p.m.)

Motion by: Commissioner Susan Fletcher

Second by: Commissioner Duncan Webb

Vote: 5-0 Passed

Sammy Knapp, Constable Precinct 3, asked the Court to consider his request for an MDC (Mobile Data Computer) with a total improvement cost of \$18,277. The MDC would be added to a reserve car which is currently used for serving civil processes when other units are unavailable. These processes pose a potential threat to officer safety.

The MDC features include GPS (Global Positioning System) monitoring, mapping capabilities and the ability to relay critical information to officers. These features provide officers with information on their proximity to other units, the fastest route to the incident, and details needed to for officers to properly respond upon arrival.

Commissioner Fletcher asked Budget to see if Constable Knapp's remaining funds for FY2024 were sufficient to cover the purchase cost for the MDC (\$17,917) with the recurring costs (\$360) being paid in FY2025. Ms. Arris said she would look into this. Commissioner Fletcher also asked to move this item to the Add/Delete List as it was not originally part of the "If Funding Available" requests. (Time 2:05 p.m.)

Mike Gould, District Clerk, shared his presentation to request several positions including an Operations Manager, a Quality Control Deputy Clerk II, a Collections Deputy Clerk I, a Deputy Clerk II-494th Court, and four Passport Clerks.

Originally, an Operations Manager (pay grade 516) was requested to oversee the business functions which in part include daily financials, budget, trust accounts, financial audits, and purchasing. Budget's recommendation supported a Senior Administrator (pay grade 514) based on the duties included in the original request. Mr. Gould said he would like to amend his request to a Business Analyst (pay grade 515) as that job description better suits the role.

Judge Hill asked Monika Arris, Budget, for clarification on the cost to be associated with the position if a Business Analyst was approved instead of a Senior Administrator.

Mr. Gould continued his presentation with his request for four new clerks. Mr. Gould amended his original request from four Clerk II positions to four Clerk I positions. He can accommodate 8 clerks and currently has four on staff. With the addition of four more clerks, all eight would be cross-trained in Civil/Family duties and licensed to process passport applications. By doing so, he would have four passport clerks with an additional four to serve as backups. In order to comply with the Dallas Passport Agency's requirements, four clerks would work exclusively on passports while the other four worked on Civil/Family duties. The next week, the duties would switch. An added benefit of using Clerk I positions would be eliminating the need for another Lead Clerk, which would be required if four Passport Clerks were added instead.

Commissioner Fletcher and Ms. Arris raised compliance concerns related to the passport agency's requirements and the need for clearly defined roles for the clerks. Mr. Gould explained how having four clerks processing passport applications with four additional licensed clerks available to provide backup was in line with the passport agency's requirements. The delineation between clerks working passport applications and those working Civil/Family duties would be marked by physical separation and through scheduling. Although Mr. Gould could not guarantee how the passport agency would respond to the modified plan since his PIP (Permanent Improvement Projects) request to build a wall to separate the clerks was denied, he was confident the changes and plan for the new clerks would still be in compliance with all of the passport agency's requirements. Even so, he agreed to consult with the passport agency about their requirements for the passport clerks and the office layout at the request of the Commissioners.

Mr. Gould continued his presentation and requested the addition of a part-time clerk, a Records Management Coordinator, and a Compliance Analyst. The Compliance Analyst would oversee staff, the District Clerk's fee schedule, ensure office compliance with State statutes, and would be funded by the District Clerk's 1026 fund which is designated for records management and preservation. This fund can sustain the position for approximately 25 years. Mr. Gould said some questions had been raised by the Auditor and Budget offices regarding the use of the records management fund for the Compliance Analyst position. He stated this salary fell under acceptable use of the fund based on the Attorney General's opinion and local government code section 118.011. Currently the District Clerk has one employee who has been handling records management in addition to his other duties. More staff is needed as there are hundreds of thousands of stored records which must be reviewed for quality control, retention, preservation or destruction. In addition, historical documents have been preserved through the year 1900 but will need to be preserved through 1951 in accordance with statutory requirements.

Commissioner Fletcher inquired on the possibility of using the records management fund to pay a vendor to assist in the preservation process instead of using it to hire a Compliance Analyst. Mr. Gould recommended against using a vendor as there were sensitive sealed files which should only be handled by his employees. He further explained how a vendor had been used in the past to assist in scanning records and a quality control check revealed much of what was sent to the vendor was not scanned.

Judge Hill, Commissioner Fletcher, and Commissioner Hale all acknowledged the need for additional staff to assist in records management for the District Clerk. Even so, they were reluctant to support use of the 1026 fund to pay for the Compliance Analyst position since both the Auditor and Budget felt the duties for that position did not fall within the parameters for using those funds.

Mr. Gould agreed to revisit this matter in the future when additional research and information was available regarding the use of records management funds to pay for positions of oversight. In the meantime, the duties outlined for a Compliance Analyst would be handled by his current Senior Administrator. (Time 2:51 p.m.)

Judge Hill resumed discussions on Sheriff Skinner's presentation and requests.

Commissioner Fletcher asked the Sheriff for additional information on how many detention officers could be trained in a given month. She was concerned with potentially overfunding the SO by allowing more staff than could reasonably be trained. Sheriff Skinner agreed and suggested the possibility of increasing staff levels in phases per quarter since it took three and a half months to train new hires. He also noted how only two of the four intake windows in the new detention facility would be used upon opening as it would take time to fully train enough staff to operate additional windows.

Commissioner Hale requested a breakdown of the assignments held by the 295 existing detention officers to better understand what they are used for as this would impact NAWH (net annual work hours) and shift relief factor calculations which were needed to accurately determine staffing needs. Sheriff Skinner agreed to provide that information to the Court. It was further suggested by the Court to have NAWH calculations done on a yearly basis to keep up with County population increases and to plan for future jail expansion.

Commissioner Williams commented on how higher staffing levels would affect the ability to offset the cost of overtime with vacant positions. The current overtime budget of \$223,000 per year has not been sufficient so suggestions were needed on ways to reduce SO costs. She suggested putting the cost of bailiff relief on each individual court instead of on the SO. She also raised questions on the possibility of transferring pretrial release responsibilities to magistration. Yoon Kim, County Administrator, said most counties use either the county bond office or CSCD (Community Supervision and Corrections Departments) to perform bond supervision, though the latter typically involved a contract between the county and CSCD for those services. At Commissioner Williams' request, Mr. Kim agreed to research costs associated with moving pretrial release services out of the SO prevue.

With no further comments on this topic, Judge Hill shifted the discussion to address Sheriff Skinner's assertions that the Court had never staffed housing pods 4C and 4D.

Referencing documents provided by the Sheriff's office in 2019, Judge Hill outlined how a staffing analysis was done for all four pods in cluster 4, including pods 4C and 4D. Based on data provided by the SO, a staffing model was created to account for the needed shifts. Although additional positions were authorized based on this staffing model, it became evident that the model itself was outdated. It did not account for adjustments required by the Texas Jail Commission, the impact of switching from 8-hour shifts to 12-hour shifts, construction security needs, and so forth. It also failed to take into account staffing needs outside of housing, such as transfer, booking and SCORE (Sheriff's Convicted Offender Re-Entry Effort). Judge Hill noted how increasing staffing levels could significantly minimize the need for overtime in the SO.

The Court and Sheriff Skinner all agreed on the need to collaborate to come up with a more realistic staffing model in order to provide the SO with the resources needed to run his office. (Time 4:03 p.m.) Sheriff Skinner asked to move the discussion to equine therapy. He outlined a proposal for integrating detention officers and support services into a new equine therapy center. This would be built and run at no tax payer cost since the structure, staff and supplies would be paid for through the Sheriff's Commissary Fund. While the Commissioners and Judge expressed initial support for this program aimed at assisting veterans, several concerns were raised surrounding liability, security, and insurance for horse-related incidents.

Judge Hill recessed the meeting at 4:37 p.m. and reconvened at 4:48 p.m.

After a brief recess, Russell Schaffner, Deputy County Administrator, presented the equine therapy program's objectives and estimated costs. The program was targeted at providing therapeutic services for VALOR (Veterans Accessing Lifelong Opportunities for Rehabilitation) inmates and SCORE inmates. Secondary uses for the facility include search and rescue and police mount use. Projected construction costs were approximately \$525,000 and annual expenses were expected to be \$73,000. The proposed facility would have between six and ten stalls and would be built adjacent to the floodplain. The Commissary fund had a balance of \$3.2 million with an annual revenue of approximately \$900,000. Mr. Schaffner brought up several items pending further clarification which included an alternative analysis for the equine therapy program as well as the management of incoming funds related to the lease of stalls to city law enforcement. (Time 5:00 p.m.)

Discussion between the Court, Ms. Jacobson, and Mr. Schaffner delved into security concerns, liability insurance for animals, a risk comparison with other programs like SCORE, and the legal ramifications of liability waivers for inmates participating in the equine therapy program.

Sheriff Skinner addressed these concerns by detailing the planned restricted access and security for the equine facility as well as the daily operation and management of current SCORE teams. He further explained how these teams would work together with an equine therapist and how no additional equine staff members had to be added to his budget request for this purpose. Mr. Shaffner responded by confirming the SO could in fact use the Commissary Fund to pay for additional equine staff if it was determined they were needed at a later point in time.

The Court expressed approval for moving forward with the equine facility provided there was no impact to the General Fund. As the discussion wrapped up, a motion was made to approve the concept with no immediate funding, pending Auditor approval. (Time 5:43 p.m.)

Motion by: Commissioner Darrell Hale

Second by: Commissioner Cheryl Williams

Vote: 3-2 Passed

Nay: Judge Chris Hill and Commissioner Duncan Webb

The Judge recessed the meeting at 5:44 p.m. on Tuesday, July 30, 2024.

BUDGET WORKSHOP SPECIAL SESSION, WEDNESDAY, JULY 31, 2024.

The Judge convened the meeting at 9:00 a.m. on Wednesday, July 31, 2024.

Sheriff Skinner continued his presentation focusing on staffing needs for the orientation cluster, admissions and release facility, inmate medical expenses and food costs. His staffing recommendations for hard posts in the orientation cluster matched Ms. Lindsey's recommendations. They differed, however, when it came to the admissions and release facility. The SO currently has two sergeants and eight detention officers handling admission and release. Ms. Lindsey recommended adding three more detention officers while the SO recommended eight additional officers. Sheriff Skinner explained how his proposal focused on future staffing needed once the admission and release area expanded to include another acceptance window. Increased staff for this area would greatly reduce officer wait times during the admissions process. Sheriff Skinner also stated there would be a continued need for gradual increases in staffing to meet operational demands. By contrast, Ms. Lindsey's recommendations were based solely on current staffing needs. (9:17 a.m.)

Commissioner Hale briefly shared his calculations using several different relief factors. He recognized how even using a conservative relief factor, accounting for average training hours, and removing specific posts, it would not be possible to fully fill all the SO staffing needs.

The Court agreed on the need to continually reevaluate the relief factor to determine current and accurate staffing needs for the SO. (9:35 a.m.)

Sheriff Skinner continued his presentation with information on inmate food costs. He anticipated an additional \$524,000 in food costs above the current budgeted amount would be needed for FY2025. His recommendation for inmate medical costs factored in the increased medical needs for the new detention facility and totaled \$4,375,000. This amount is \$2,883,605 more than the current inmate medical budget. All items discussed were added to the Add/Delete List for later consideration by the Court. (9:44 a.m.)

Commissioner Webb shared his proposal for addressing the pending requests while not impacting the current tax rate. This proposal included funding a number of items from the Add/Delete List, projected expansion costs for inmate food and medical, IT security, and Sally Port overtime. His proposal's projected cost would be \$308,900,472 which falls below the current revenue of \$309,014,427 and would not require raising the current tax rate. His stipulation for approving this proposal was the Court's adoption of an overtime policy. This policy would prevent the need for cutting expenses mid-year by terminating employees in order to cover the costs of overtime not already budgeted for in FY2025.

The Court discussed Commissioner Webb's proposal and how to balance the needs of the SO with the needs of other departments.

Following the discussion, a motion was made to adopt Commissioner Webb's proposed overtime policy. (Time 10:02 a.m.)

Motion by: Commissioner Duncan Webb

Second by: Commissioner Susan Fletcher

Vote: 4-1 Passed

Nay: Commissioner Cheryl Williams

Judge Hill recessed the meeting at 10:00 a.m. to allow Budget time to update the Add/Delete List. This discussion is continued under agenda item 6 Review of Add/Delete List.

4. Outside Agencies Presentations

a. AI-56268 Soil and Water Conservation District

Ben Schultz, Soil and Water Conservation District Chairman, shared information on flood control structures and the need to preserve natural resources. He said County support was needed as there were concerns regarding erosion control, flooding on county roads and spillways, and other related liability issues. He outlined contributions received from State grants and over \$50,000 of donated work. He emphasized the need to fund regularly scheduled inspections and maintenance to avoid costly damages. His budget request included funds to hire a technician to perform inspections.

He also requested a designated County employee to serve as a point of contact for ongoing collaboration with the Soil and Water District technician. Improved communication between both entities would ensure needed repairs and issues identified during the course of inspections were handled in a timely manner. His final request included establishing an emergency plan to address potential dam failures. (Time 4:43 p.m.)

The Court expressed appreciation for the information provided by Mr. Schultz and discussed various points from his presentation. The Court acknowledged the need fulfill existing maintenance obligations on six dams outside of city limits in accordance with the Texas Administrative Code and the importance of identifying any ongoing liability to provide future funding if funds were allotted in FY2025. There were additional concerns with taking over the responsibility of maintaining structures on land owned by a third-party on private property. (Time 5:05 p.m.)

The meeting recessed at 5:05 p.m. and reconvened at 5:13 p.m.

The meeting was recessed for the evening at 5:13 p.m.

The meeting reconvened on Tuesday, July 30, 2024 at 9:00 a.m. and resumed under agenda item 3 Elected Official/Department Head Presentations and Discussions.

5. Items for Court Consideration

a. Recommended if Funding Available

These items were considered under agenda item 6 Review of Add/Delete List.

b. Discussion Topics

1. Overtime

This discussion was included under agenda item 3 Elected Official/Department Head Presentations and Discussions

COURT ORDER NO. 2024-691-07-31

2. Equine Facility

This discussion was included under agenda item 3 Elected Official/Department Head Presentations and Discussions.

COURT ORDER NO. 2024-692-07-29

c. Commissioners Court Changes to Recommended Budget

6. Review of Add/Delete List:

Judge Hill reconvened Commissioner's Court at 10:49 a.m. after a break to allow Budget to update their numbers.

The Court discussed the best way to approach the Add/Delete List. Judge Hill explained the motions and votes on add/delete items would not require court orders in the traditional sense as these were informal motions which primarily served to provide guidance to the Budget Department. Commissioner Fletcher suggested reviewing items by department to allow for discussion and to consider departmental priorities prior to voting on each request.

A motion was made to change one Legal Clerk I to a Lead Clerk for Magistrate in the amount of \$12,761. (Time 10:55 a.m.)

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

A motion was made to approve a SQL Server Diagnostic Manager for IT Shared in the amount of \$64,946. (Time 10:55 a.m.)

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

Commissioner Susan Fletcher made a motion to approve a position change from Deputy Clerk I to Deputy Clerk II for the County Clerk in the amount of \$3,298. (Time 10:55 a.m.)

Vote: 5-0 Passed

Judge Hill reminded the Court that a formal motion and second were not needed as items from the Add/Delete List were being considered.

A motion was made to approve a Functional Analyst for County Court at Law Clerks in the amount of \$122,519. (Time 10:56 a.m.)

Vote: 5-0 Passed

A motion was made to approve an Administrative Secretary for the Medical Examiner in the amount of \$84,792. (Time 10:56 a.m.)

Vote: 5-0 Passed

Judge Hill asked for comments on the items requested by the District Clerk. Commissioners Hale and Williams expressed support on some but not all of the positions requested by the District Clerk. Commissioner Fletcher said she did not see the benefit of adding a Collections Clerk. There was no support from the Court for adding an Operations Manager.

A motion was made to approve a Quality Control Deputy Clerk II for the District Clerk in the amount of \$86,619. (Time 10:59 a.m.)

Vote: 5-0 Passed

A motion was made to approve a Deputy Clerk II- 494th Court for the District Clerk in amount of \$173,238. (Time 10:59 a.m.)

Vote: 5-0 Passed

The Court paused to discuss the positions requested by the District Clerk. Commissioner Webb noted he would not be in favor of the Operations Manager position since the District Clerk had mentioned he only wanted the position if it was approved at a classification not supported by Budget or HR. Commissioner Williams agreed and added she would not be in favor of the Collections Deputy Clerk I as there did not seem to be sufficient evidence to support the need for additional staff to perform collection duties. Commissioner Hale stipulated his support would only be for four dedicated Passport Clerks, not for four cross-trained Clerk I or Clerk II positions. He asked Ms. Arris to share data on past revenues from processing passport applications. Ms. Arris noted how the first year would yield lower than normal revenue as it would take time to ramp up the program. She and the Auditor agreed on using the same amount of revenue as expense during the first year of the program. The Court continued discussion on the potential revenue levels after the first year.

A motion was made to approve four dedicated Passport Clerks (\$263,871) and a Lead Clerk (\$91,436) for the District Clerk. (Time 11:06 a.m.)

Vote: 3-2 Passed

Nay: Commissioner Duncan Webb and Commissioner Cheryl Williams

A motion was made to approve a Legal Clerk I for Justice of the Peace, Precinct 2 in the amount of \$81,382. (Time 11:07 a.m.)

Vote: 4-1 Passed

Nay: Commissioner Darrell Hale

A motion was made to approve a Legal Clerk II – change from Legal Clerk I for the Justice of the Peace, Precinct 3 in the amount of \$3,150. (Time 11:07 a.m.)

Vote: 5-0 Passed

Commissioner Fletcher asked for information on the positions requested for Justice of the Peace, Precinct 4. Ms. Arris confirmed both positions were needed and recommended by Budget.

A motion was made to approve a Legal Clerk II for the Justice of the Peace, Precinct 4 in the amount of \$84,974. (Time 11:08 a.m.)

Vote: 5-0 Passed

A motion was made to approve a Legal Clerk I for the Justice of the Peace, Precinct 4 in the amount of \$80,609. (Time 11:09 a.m.)

Vote: 5-0 Passed

A motion was made to approve Training for Court Staff for the 401st District Court in the amount of \$1,045. (Time 11:09 a.m.)

Vote: 5-0 Passed

A motion was made to approve Increased Training/Education Budget for the 417th District Court in the amount of \$975. (Time 11:09 a.m.)

Vote: 5-0 Passed

The Court paused to discuss three of the requested positions for the Tax Assessor: Lead Clerk in McKinney Dealer Room (\$91,102), Title Specialist II for McKinney Dealer Room (\$76,553), and Title Specialist for McKinney Dealer Room (\$212,847). With guidance from Ms. Arris, Budget, these positions were placed in contingency as direction was pending from the State. Additional direction would be needed from the newly elected Tax Assessor after the November 2024 election. Although State statute finalization wouldn't be in effect until Jan 1, 2025, the positions needed to be in place during FY2025. (Time 11:12 a.m.)

Vote: 5-0 Passed

A motion was made to approve a RTL 8 Upgrade for the Tax Assessor in the amount of \$12,000. (Time 11:14 a.m.)

Vote: 5-0 Passed

A motion was made to approve a MICR Printer with Signature Plates for the Tax Assessor in the amount of \$11,140. (Time 11:14 a.m.)

Vote: 5-0 Passed

A motion was made to approve a Title Specialist II for the Tax Assessor in the amount of \$75,130. (Time 11:14 a.m.)

Vote: 5-0 Passed

A motion was made to approve a Cubicle Package for the Tax Assessor in the amount of \$6,234. (Time 11:14 a.m.)

Vote: 5-0 Passed

A motion was made to approve a Desktop Scanner in the amount of \$1,858 for the Tax Assessor. (Time 11:14 a.m.)

Vote: 5-0 Passed

A motion was made to approve Cell Phones for Purchasing Supervisors in the amount of \$1,160. (Time 11:14 a.m.)

Vote: 5-0 Passed

Mr. Willis, District Attorney, appeared before the Court to amend his request for Felony Prosecutor – DVU. Budget’s recommendation was for a Misdemeanor Prosecutor in the amount of \$125,395. The amended amount would be for \$158,143. The Court discussed the merits of the four items requested by the District Attorney’s office.

A motion was made to approve a Felony Prosecutor- Grand Jury in the amount of \$158,143.
(Time 11:20 a.m.)

Vote: 5-0 Passed

A motion was made to approve a Felony Prosecutor – DVU in the amount of \$158,143. (Time 11:20 a.m.)

Vote: 5-0 Passed

A motion was made to approve an Audio/Visual Administrator in the amount of \$104,717.
(Time 11:20 a.m.)

Vote: 4-1 Passed

Nay: Commissioner Darrell Hale

A motion was made to approve Maintenance and Operations increase for computer and video supplies in the amount of \$18,000. (Time 11:20 a.m.)

Vote: 5-0 Passed

A single motion was made to approve all of the following items for Facilities & Parks:

Administrative Secretary (\$68,206), Plumbers (\$327,432), Electricians (\$313,992), Fire Alarm System Technician (Training only, \$150), Maintenance Specialist (\$113,539), Increase in Travel Funds (\$7,200), Fund Increase (\$400,000), Asset Program for County Buildings (\$300,000), and Foldable Tables and Chairs (\$17,882). (Time 11:22 a.m.)

Vote: 5-0 Passed

A motion was made to approve Fuel Maintenance Software for Equipment Services in the amount of \$295,310. (Time 11:22 a.m.)

Vote: 5-0 Passed

Prior to discussing his items on the Add/Delete list, Sheriff Skinner asked the Court to remove the Motorcycle Deputies in the amount of \$423,872. (Time 11:24 a.m.)

A single motion was made to approve DroneSense (\$10,600), Launchers (\$12,221) Truckbox (\$20,350), and Amped FIVE Video Enhancement Software (\$3,124) for the Sheriff's Office. (Time 11:24 a.m.)

Vote: 5-0 Passed

A motion was made to approve DRT Special Units Pay for Jail Operations in the amount of \$22,592. (Time 11:24 a.m.)

Vote: 4-1 Passed

Nay: Commissioners Darrell Hale

A motion was made to approve Deputy Constable Grade 555 for Constable, Precinct 1 in the amount of \$259,757. (Time 11:25 a.m.)

Vote: 5-0 Passed

A motion was made to approve Training for Constable, Precinct 3 in the amount of \$1,000. (Time 11:25 a.m.)

Vote: 5-0 Passed

A motion was made to approve Deputy Constable Grade 555 for Constable, Precinct 4 in the amount of \$263,032. (Time 11:26 a.m.)

Vote: 5-0 Passed

A motion was made to approve Firearms for Fire Marshall in the amount of \$3,180. (Time 11:26 a.m.)

Vote: 5-0 Passed

A motion was made to approve MiFi Internet Hotspots Substance Abuse in the amount of \$410. (Time 11:26 a.m.)

Vote: 5-0 Passed.

A motion was made to approve Education and Conference for Agrilife Extension in the amount of \$3,000.
(Time 11:26 a.m.)

Vote: 5-0 Passed

A motion was made to approve a 6 Wheel Gator for Myers Park in the amount of \$22,700.
(Time 11:26 a.m.)

Vote: 5-0 Passed

Judge Hill paused discussions to allow Constable Matt Carpenter, Precinct 1, to address the Court. The Constable stated Precinct 1 was in a similar situation as Precinct 3 and also needed an MDC for reserve deputies. His request for an MDC Computer was added to the Add/Delete List.

A motion was made to approve an MDC Computer for Reserve Deputies for Constable, Precinct 3 in the amount of \$18,277. (Time 11:28 a.m.)

Vote: 5-0 Passed

A motion was made to approve a MDC Computer for Reserve Deputies for Constable, Precinct 1 in the amount of \$18,277. (Time 11:28 a.m.)

Vote: 5-0 Passed

A motion was made to approve Funding for New Book-in Building for Inmate Health in the amount of \$2,883,605. (Time 11:28 a.m.)

Vote: 5-0 Passed

Judge Hill paused discussions to allow Sheriff Skinner to join the Court in considering three staffing options proposed by Budget: 45 total detention officers (\$3,395,484), 50 detention officers (\$4,362,284), and 41 total detention officers (\$3,594,044). When asked the total number of officers needed by the SO, Sheriff Skinner said 82 were needed to fully staff. The Court acknowledged it would not be possible to approve 82 officers at this time. They further agreed to reevaluate the relief factor the in the next year to work towards fully staffing the SO.

A motion was made for Jail Expansion Staffing (41 Total Detention Officers: 21 Housing, 20 Intake/Release) for Jail Operations in the amount of \$3, 594,044. (Time 11:41 a.m.)

Vote: 5-0 Passed

A motion was made for Inmate Meals for Jail Operations in the amount of \$1,000,000. (Time 11:48 a.m.)

Vote: 5-0 Passed

The Court discussed the request to provide additional funding for Mental Health Assistance for MHMR (LifePath) in the amount of \$210,000. Commissioner Webb asked to hold the item as he was concerned about going over budget if this item was approved. Commissioner Fletcher asked for clarification on this program's core function. Commissioner Williams expressed her concerns based on discussions held during a recent planning meeting at Lifepath where issues regarding medical clearance and security were raised. She questioned whether this program would truly serve to divert people from going to jail. Commissioner Hale also expressed his desire to hold this item. The Court agreed to hold this item for further discussion at a later date. (11:53 a.m.)

Ms. Arris reminded the Court of the need to include Sally Port overtime costs for 2-3 months at the beginning of FY2025 as they had not been added to the budget yet. These expenses would begin around August 15, 2024 and potentially run through October 2024. The total expenses would be split between FY2024 and FY2025. Yoon Kim, County Administrator, said the projected monthly overtime costs were roughly \$110,000-\$175,000. Judge Hill asked Mr. Kim to provide additional information on these specific costs after the break. (11:56 a.m.)

Commissioner Hale commented on the request submitted by Road & Bridge. Ms. Arris said Budget did not find there was sufficient work to merit a full position.

A motion was made to approve a Training Program Administrator for Road & Bridge in the amount of \$88,518. (Time: 12:03 p.m.)

Vote: 5-0 Passed

The motion to approve the position change to Guardianship Staff Attorney (584) for Probate-Court Initiated Guardianship in the amount of \$50,369 was voted on during the Probate Judge's presentation.

A motion was made to Add Nurse (RN) – Immunizations and Remove Nurse (LVN) Position for Healthcare in the amount of \$28,043. (Time 12:04p.m.)

Vote: 5-0 Passed

A motion was made to approve Nurse (RN) STD Clinic for Healthcare in the amount of \$109,145. (Time 12:04 p.m.)

Vote: 5-0 Passed

A motion was made to approve Nurse (RN) Tuberculosis Clinic for Healthcare in the amount of \$109,845, (Time 12:04 p.m.)

Vote: 5-0 Passed

A motion was made to approve Change From Health Care Coordinator to Assistant Public Health Director for Healthcare in the amount of \$21,814.(Time 12:04 p.m.)

Vote: 5-0 Passed

Judge Hill recessed the meeting into Executive Session at 12:09 p.m.

Judge Hill reconvened the meeting at 2:30 p.m.

Following the break, Ms. Arris presented the recommended budgeted for FY2025 at the current tax rate with the inclusion of the items voted on during a review of the Add/Delete List. The updated numbers included Ms. Arris recommendation to approve a FY2024 budget amendment in the amount of \$300,000 towards the Facilities Asset Management Software improvement. This amendment would free up funds in FY2025 to be placed in contingency for later use towards overtime costs, LifePath services, or other items approved by the Court. Further comments by Mr. Kim and Chief Langan, Sheriff's Office, provided a breakdown of projected overtime costs through the end of FY2024 and the beginning of FY2025 which were also factored into Ms. Arris' calculations. (2:41 p.m.)

7. **AI-56266** FY2024 Budget Amendment for FY 2025 Permanent Improvement Projects

A motion was made for a FY2024 budget amendment Permanent Improvement Projects in the amount of \$7,160,000 using ARPA interest earnings (Time 2:57 p.m.)

Motion by: Commissioner Duncan Webb
Second by: Commissioner Cheryl Williams
Vote: 5-0 Passed

COURT ORDER NO. 2024-693-07-31

A motion was made for a FY2024 budget amendment for \$300,000 from Non-Departmental Repair-Replace to Facilities-Administration Computer Software. (Time 2:58 p.m.)

Motion by: Commissioner Duncan Webb
Second by: Commissioner Cheryl Williams
Vote: 5-0 Passed

COURT ORDER NO. 2024-694-07-31

8. Court Recommended Budget Review

9. **AI-56263** FY 2025 Proposed Tax Rate

A motion was made to approve the proposed FY2025 combined tax rate of \$0.149343 per \$100.00 of assessed valuation. (Time 3:00 p.m.)

Motion by: Commissioner Duncan Webb
Second by: Commissioner Susan Fletcher
Vote: 4-1 Passed
Nay: Judge Chris Hill

COURT ORDER NO. 2024-695-07-31

10. **AI-56264** Schedule Public Hearings

a. Tax Rate Public Hearing (Tax Code 26.05 & 26.06)

On Wednesday, July 31, 2024 at 3:00 p.m., Judge Hill said the Court would like to schedule a public hearing for Monday, August 19, 2024 to allow feedback from citizens regarding the tax rate.

b. Budget Public Hearing (LGC 111.067 & 111.068)

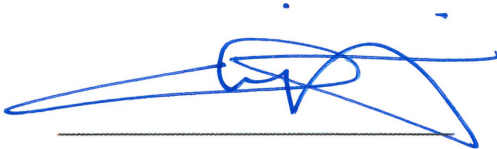
11. **Executive Session Items:** The court recessed into Executive Session at 12:09 p.m. on Wednesday, July 31, 2024, in accordance with Chapter 551.074, Personnel, of the Government Code, to discuss salaries for County Administrator, Deputy County Administrator, Elections Administrator, and County Extension Agents.

Personnel (551.074)

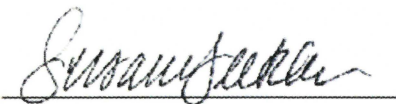
AI-56261 Salaries for County Administrator, Deputy County Administrator, Elections Administrator and County Extension Agents

No action resulted from the executive session.

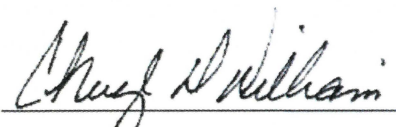
Judge Hill adjourned the Budget Workshop Special Session at 3:02 p.m. on Wednesday, July 31, 2024.



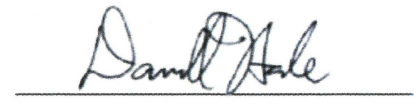
Chris Hill, County Judge



Susan Fletcher, Commissioner, Pct 1



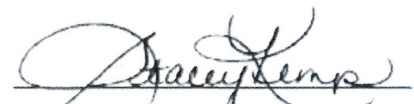
Cheryl Williams, Commissioner, Pct 2



Darrell Hale, Commissioner, Pct 3

Not Present

Duncan Webb, Commissioner, Pct 4



ATTEST: Stacey Kemp, County Clerk