

Wylie City Council Regular Meeting

September 27, 2022 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

PRESENTATIONS & RECOGNITIONS

PR1. Manufacturing Day 2022.

PR2. Hispanic Heritage Month.

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Council regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Council requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Council is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A. Consider, and act upon, the approval of the September 13, 2022 Regular City Council Meeting minutes.
- B. Consider, and place on file, the monthly Revenue and Expenditure Report for the Wylie Economic Development Corporation as of August 31, 2022.
- C. Consider, and act upon, the City of Wylie Monthly Revenue and Expenditure Report for August 31, 2022.
- D. Consider, and place on file, the City of Wylie Monthly Investment Report for August 31, 2022.
- E. Consider, and act upon, Resolution No. 2022-27(R) approving the current Investment Policy as required by the Texas Government Code, Chapter 2256, Public Funds Investment Act, Subchapter A - Authorized Investments for Governmental Entities.
- F. Consider, and act upon, approving the Debt Management Policy.
- G. Consider, and act upon, approving the Financial Management Policies.
- H. Consider, and act upon, a Preliminary Plat for Jericho Village, Lot 1, Block A, establishing one lot on 2.472 acres, located at 511 West Brown Street.
- I. Consider, and act upon, a Final Plat for Price Addition, being Lot 1, Block A, establishing one lot on 5.856 acres in the City of Wylie Extra Territorial Jurisdiction, located south of 2065 E. FM 544.

- J. Consider, and act upon, a Final Plat for the Brown and Burns Addition, being a replat of Lot 1 and 2, Block 1, establishing two lots on 0.169 acres, located at 129 and 131 N. Ballard Avenue.
- K. Consider, and act upon, approval of the demolition of a residential structure in accordance with Ordinance No. 2022-34, property located at 407 N. Ballard within the Downtown Historic District.
- L. Consider, and act upon, Resolution No. 2022-28(R) of the City Council of the City of Wylie, Texas, to approve the submittal of McMillen Drive, E. FM 544, and Park Boulevard Improvements Projects to Collin County for consideration for their 2022 Collin County Call for City Projects.
- M. Consider, and act upon, Resolution No. 2022-29(R) of the City of Wylie, Texas finding that Oncor Electric Delivery Company LLC's ("Oncor" or "Company") application to change rates within the City should be denied; finding that the City's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this Resolution to the company and legal counsel.
- N. Consider, and act upon, the approval of the 2023 Procurement Manual.

REGULAR AGENDA

- 1. Consider, and act upon, Resolution No. 2022-30(R) authorizing the City Manager of the City of Wylie, Texas, to execute adoption of the Collin County Hazard Mitigation Action Plan.
- 2. Consider, and act upon, Ordinance No. 2022-61; amending Wylie's Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 18 (Animals), Article I (General), to add Section 18-16 (Trap-Neuter-Release Feral Cat Program).
- 3. Consider, and act upon, Ordinance No. 2022-62; amending Wylie's Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 74 (Offenses and Miscellaneous Provisions) by adding Article XIII (Possession of Catalytic Converter); defining terms for the article and prohibiting the possession of catalytic converters.
- 4. Consider, and act upon, Ordinance No. 2022-63 amending Ordinance No. 2021-43, which established the budget for fiscal year 2021-2022; providing for repealing, savings and severability clauses; and providing for an effective date of this ordinance.
- 5. Consider, and act upon, Ordinance No. 2022-64 amending Ordinance No. 2021-43, which established the budget for fiscal year 2021-2022; providing for repealing, savings and severability clauses; and providing for an effective date of this ordinance.

WORK SESSION

- WS1. Discuss Downtown Traffic Analysis Results - Pedestrian and Traffic Analysis.

RECONVENE INTO REGULAR SESSION

EXECUTIVE SESSION

Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING.

A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on its negotiating position.

ES1. Consider the sale or acquisition of properties located at Ballard/Brown, Brown/Eubanks, FM 1378/Parker, FM 544/Cooper, FM 544/Sanden, Jackson/Oak, Regency/Steel, State Hwy 78/Alanis, and State Hwy 78/Brown.

Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING.

This chapter does not require a governmental body to conduct an open meeting:

- (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or
- (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

ES2. Deliberation regarding commercial or financial information that the WEDC has received from a business prospect and to discuss the offer of incentives for Projects 2013-9a, 2017-6a, 2020-11b, 2021-2d, 2021-4a, 2021-5a, 2021-6a, 2021-6c, 2021-8a, 2021-9a, 2021-9b, 2021-9e, 2021-9f, 2021-11a, 2021-12a, 2021-12b, 2022-1a, 2022-4d, 2022-7a, 2022-7b, 2022-7c, 2022-9a, and 2022-9b.

Sec. 551.074. PERSONNEL MATTERS; CLOSED MEETING.

(a) This chapter does not require a governmental body to conduct an open meeting:

- (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or
 - (2) to hear a complaint or charge against an officer or employee.
- (b) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

ES3. Discuss the evaluation of the City Manager.

RECONVENE INTO OPEN SESSION

Take any action as a result from Executive Session.

READING OF ORDINANCES

Title and caption approved by Council as required by Wylie City Charter, Article III, Section 13-D.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on September 23, 2022 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the City Council should determine that a closed or executive meeting or session of the City Council or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the City Council at the date, hour and place given in this notice as the City Council may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

- § 551.071 – Private consultation with an attorney for the City.
- § 551.072 – Discussing purchase, exchange, lease or value of real property.
- § 551.074 – Discussing personnel or to hear complaints against personnel.
- § 551.087 – Discussing certain economic development matters.
- § 551.073 – Discussing prospective gift or donation to the City.
- § 551.076 – Discussing deployment of security personnel or devices or security audit.



Wylie City Council

AGENDA REPORT

Department: City Secretary
Prepared By: Stephanie Storm

Account Code: _____

Subject

Consider, and act upon, the approval of the September 13, 2022 Regular City Council Meeting minutes.

Recommendation

Motion to approve Item as presented.

Discussion

The minutes are attached for your consideration.

Wylie City Council Regular Meeting Minutes

September 13, 2022 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



CALL TO ORDER

Mayor Matthew Porter called the regular meeting to order at 6:01 p.m. The following City Council members were present: Councilman David R. Duke, Councilman Dave Strang (7:49), Mayor *pro tem* Jeff Forrester, Councilman Scott Williams, and Councilman Garrett Mize. Councilman Timothy T. Wallis was absent.

City Manager Brent Parker; Deputy City Manager Renae Ollie; Assistant City Manager Lety Yanez; Police Lieutenant Jeff Callan; Finance Director Melissa Beard; Fire Chief Brandon Blythe; Interim Director of Community Services Jasen Haskins; Public Information Officer Craig Kelly; Public Works Director Tommy Weir; Parks and Recreation Director Carmen Powlen; City Engineer Tim Porter; Utility Billing Supervisor Orie Cross; Project Engineer Jenneen Elkhaid; Purchasing Manager Glenna Hayes; City Secretary Stephanie Storm; and various support staff.

INVOCATION & PLEDGE OF ALLEGIANCE

Mayor Porter requested a moment of silence for Mrs. Lacie Moore.

Mayor *pro tem* Forrester led the invocation and Councilman Williams led the Pledge of Allegiance.

PRESENTATIONS & RECOGNITIONS

PR1. Proclaiming American Legion Day.

Mayor Porter presented a proclamation proclaiming September 16, 2022, as American Legion Day in Wylie, Texas. Members of American Legion Hale-Combest Post 315 were present to accept the Proclamation. Evy Seddig, Wylie East High School student, and Lynn Fagerstrom, City of Wylie HR Risk Administrator, presented American Legion Hale-Combest Post 315 with a community art project of the American Legion Poppy.

PR2. Presentation of 2022 Platinum dotCOMM Award.

Mayor Porter presented Craig Kelly with the 2022 Platinum dotCOMM Award.

PR3. Proclaiming Constitution Week.

Mayor Porter presented a proclamation proclaiming September 17-23, 2022 as Constitution Week in Wylie, Texas. Sharon Hogue-Ali, representing the Daughters of the American Revolution Blackland Prairie Chapter, was present to accept the Proclamation.

PR4. Proclaiming National Stepfamily Day.

Mayor Porter presented a proclamation proclaiming September 16, 2022, as National Stepfamily Day in Wylie, Texas. Members of the Council were present to accept the Proclamation.

PR5. Recognizing National Payroll Week.

Mayor Porter recognized National Payroll Week in Wylie, Texas.

COMMENTS ON NON-AGENDA ITEMS

No citizens were present wishing to address Council on non-agenda items.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A. Consider, and act upon, the approval of August 23, 2022, Regular City Council Meeting minutes.**
- B. Consider, and act upon, approval of the Park Event Application from Wylie High School PTSA, a non-profit organization, to hold the Pirate Dash-Fun Run and 5K at Founders Park on April 15, 2023.**
- C. Consider, and act upon, approval of the Park Event Application from Fancyberriesco representative, Jazmine Garcia, to host the Fancy Mart Art Market event at Olde City Park on Saturday, November 5, 2022.**
- D. Consider, and act upon, a Final Plat of Butler Estates Addition, being a replat of Lot 6, establishing two ETJ lots on 5.005 acres in the City of Wylie Extra Territorial Jurisdiction, located at 1856 Butler Drive.**
- E. Consider, and act upon, Resolution No. 2022-26(R) authorizing the City Manager to execute an Interlocal Public Transit Service Agreement with the Dallas Area Rapid Transit.**
- F. Consider, and act upon, Modification No. 1 to Wylie Contract #W2021-76-A for Employee Medical, Dental, and Rx Benefits with Cigna Health and Life Insurance Company in an estimated annual amount of \$350,000.00; and authorizing the City Manager to execute any necessary documents.**
- G. Consider, and act upon, the approval of Modification No. 2 to an Interlocal Agreement for Jail Services for Class "C" Misdemeanors with Collin County Detention Facility, Collin County, Texas, in an estimated annual amount of \$3,000.00 through an Interlocal Agreement, and authorizing the City Manager to execute any necessary documents.**
- H. Consider, and act upon, the approval of Modification No. 1 to an Interlocal Agreement with Collin County Environmental Health Care Services to provide public health functions in the estimated annual amount of \$48,368.00; and authorizing the City Manager to execute any necessary documents.**

Council Action

A motion was made by Councilman Williams, seconded by Councilman Duke, to approve Consent Agenda as presented. A vote was taken and the motion passed 5-0 with Councilman Wallis and Strang absent.

REGULAR AGENDA

- 1. Consider, and act upon, the submission of an Official Ballot for the Texas Municipal League Intergovernmental Risk Pool Board of Trustees Elections.**

Council Action

A motion was made by Mayor *pro tem* Forrester, seconded by Councilman Williams, to cast the City's ballot for the election to the TML Intergovernmental Risk Pool Board of Trustees to Allison Heyward for Place 6, Mary Dennis for Place 7, Mike Land for Place 8, and Opal Mauldin-Jones for Place 9. A vote was taken and the motion passed 5-0 with Councilmen Wallis and Strang absent.

2. **Consider, and act upon, Ordinance No. 2022-60 amending Wylie's Code of Ordinances, Ordinance No. 2021-17 as amended, Appendix C (Wylie Comprehensive Fee Schedule), Section I (Water and Sewer Fees), Subsection A (Water and Sewer Service Deposit; Meter and Connection Fee), and Subsection X (Water and Sewer Tap Fees).**

Staff Comments

Utility Billing Supervisor Cross addressed Council stating staff is requesting to update the water meter and sewer tap fees. The City is currently charging the old master meter fees and since upgrading to the new AMI system, the fees for the City to purchase new meters are substantially higher.

Council Action

A motion was made by Councilman Mize, seconded by Councilman Williams, to approve Item 2 as presented. A vote was taken and the motion passed 5-0 with Councilmen Wallis and Strang absent.

EXECUTIVE SESSION

Mayor Porter convened the Council into Executive Session at 6:37 p.m.

Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING.

A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on its negotiating position.

ES1. Discuss properties regarding the E. FM 544 Capital Improvements Project.**RECONVENE INTO OPEN SESSION**

Take any action as a result from Executive Session.

Mayor Porter reconvened the Council into Open Session at 6:46 p.m.

Mayor Porter announced that he was recessing the Council to attend the vigil of Lacie Moore and would be returning.

Councilman Strang took his seat at the dais at 7:49 p.m.

RECONVENE INTO REGULAR SESSION

Mayor Porter reconvened the Council into Regular Session at 8:05 p.m.

EXECUTIVE SESSION

Mayor Porter convened the Council into Executive session at 8:05 p.m.

- ES2. **Consider the sale or acquisition of properties located at Ballard/Brown, Brown/Eubanks, FM 1378/Parker, FM 544/Cooper, FM 544/Sanden, Jackson/Oak, Regency/Steel, State Hwy 78/Alanis, and State Hwy 78/Brown.**

Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING.

This chapter does not require a governmental body to conduct an open meeting:

- (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or
- (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

ES3. Deliberation regarding commercial or financial information that the WEDC has received from a business prospect and to discuss the offer of incentives for Projects: 2013-9a, 2017-6a, 2020-11b, 2021-2d, 2021-4a, 2021-5a, 2021-6a, 2021-6c, 2021-8a, 2021-9a, 2021-9e, 2021-9f, 2021-11a, 2021-12a, 2021-12b, 2022-1a, 2022-4d, 2022-7a, 2022-7b, and 2022-7c.

RECONVENE INTO OPEN SESSION

Take any action as a result from Executive Session.

Mayor Porter reconvened the Council into Open Session at 9:04 p.m.

WORK SESSION

Mayor Porter convened the Council into Work Session at 9:04 p.m.

WS1. Discuss the status of the creation of Tax Increment Reinvestment Zones within the City of Wylie.

Natalie Moore and David Pettit addressed Council giving a Tax Increment Reinvestment Zone Update including TIRZ Creation Process; review of the proposed boundaries including All Development, TIRZ #1 (West), and TIRZ #2 (East); taxable value analysis; and next steps.

Council comments and questions included questions regarding public improvement and Chapter 380 agreements, recommendations for dollar amounts allocated, Senate Bill 2, recommendations for the number of TIRZ, projected incremental taxable value, boundary location for TIRZ 1, explanation of where the money comes from for the TIRZ, concerns expressed regarding the General Fund budget as the City approaches build-out, look at specific areas instead of east and west, can the boundaries or percentages be changed once the ordinance is passed, when are TIRZ funds used. Council did request that an analysis be brought back at a future meeting taking the tax rate into account.

RECONVENE INTO REGULAR SESSION

Mayor Porter reconvened the Council into Regular Session at 10:18 p.m.

READING OF ORDINANCES

Title and caption approved by Council as required by Wylie City Charter, Article III, Section 13-D.

City Secretary Storm read the caption to Ordinance No. 2022-60 into the official record.

ADJOURNMENT

A motion was made by Councilman Strang, seconded by Councilman Duke, to adjourn the meeting at 10:20 p.m. A vote was taken and the motion passed 6-0 with Councilman Wallis absent.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary



Wylie City Council

AGENDA REPORT

Department: WEDC
Prepared By: Jason Greiner

Account Code: _____

Subject

Consider, and place on file, the monthly Revenue and Expenditure Report for the Wylie Economic Development Corporation as of August 31, 2022.

Recommendation

Motion to approve the Item as presented.

Discussion

The Wylie Economic Development Corporation (WEDC) Board of Directors approved the attached financials on September 21, 2022.

August Rev/Exp Report

Account Summary

For Fiscal: 2021-2022 Period Ending: 08/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 111 - WYLIE ECONOMIC DEVEL CORP							
Revenue							
Category: 400 - Taxes							
111-4000-40210	SALES TAX	3,789,966.00	3,789,966.00	429,696.16	3,084,742.15	-705,223.85	18.61 %
	Category: 400 - Taxes Total:	3,789,966.00	3,789,966.00	429,696.16	3,084,742.15	-705,223.85	18.61%
Category: 460 - Interest Income							
111-4000-46110	ALLOCATED INTEREST EARNINGS	6,000.00	6,000.00	0.00	6,639.16	639.16	110.65 %
	Category: 460 - Interest Income Total:	6,000.00	6,000.00	0.00	6,639.16	639.16	10.65%
Category: 480 - Miscellaneous Income							
111-4000-48110	RENTAL INCOME	132,240.00	132,240.00	11,755.00	122,435.00	-9,805.00	7.41 %
111-4000-48410	MISCELLANEOUS INCOME	0.00	0.00	0.00	1,544.96	1,544.96	0.00 %
111-4000-48430	GAIN/(LOSS) SALE OF CAP ASSETS	2,601,116.00	2,601,116.00	0.00	-70,386.08	-2,671,502.08	102.71 %
	Category: 480 - Miscellaneous Income Total:	2,733,356.00	2,733,356.00	11,755.00	53,593.88	-2,679,762.12	98.04%
Category: 490 - Transfers In & Other Financing Sources							
111-4000-49325	BANK NOTE PROCEEDS	0.00	16,216,000.00	0.00	16,216,000.00	0.00	0.00 %
	Category: 490 - Transfers In & Other Financing Sources Total:	0.00	16,216,000.00	0.00	16,216,000.00	0.00	0.00%
	Revenue Total:	6,529,322.00	22,745,322.00	441,451.16	19,360,975.19	-3,384,346.81	14.88%
Expense							
Category: 510 - Personnel Services							
111-5611-51110	SALARIES	286,558.00	286,558.00	22,960.83	250,966.90	35,591.10	12.42 %
111-5611-51130	OVERTIME	0.00	0.00	0.00	222.52	-222.52	0.00 %
111-5611-51140	LONGEVITY PAY	729.00	729.00	0.00	724.00	5.00	0.69 %
111-5611-51310	TMRS	44,530.00	44,530.00	3,524.04	38,552.00	5,978.00	13.42 %
111-5611-51410	HOSPITAL & LIFE INSURANCE	49,304.00	49,304.00	3,836.94	35,325.50	13,978.50	28.35 %
111-5611-51420	LONG-TERM DISABILITY	1,707.00	1,707.00	0.00	357.36	1,349.64	79.07 %
111-5611-51440	FICA	18,623.00	18,623.00	1,298.95	14,365.82	4,257.18	22.86 %
111-5611-51450	MEDICARE	4,355.00	4,355.00	303.78	3,359.69	995.31	22.85 %
111-5611-51470	WORKERS COMP PREMIUM	378.00	390.56	0.00	390.55	0.01	0.00 %
111-5611-51480	UNEMPLOYMENT COMP (TWC)	1,080.00	1,080.00	0.23	40.29	1,039.71	96.27 %
	Category: 510 - Personnel Services Total:	407,264.00	407,276.56	31,924.77	344,304.63	62,971.93	15.46%
Category: 520 - Supplies							
111-5611-52010	OFFICE SUPPLIES	5,000.00	5,000.00	259.04	3,926.77	1,073.23	21.46 %
111-5611-52040	POSTAGE & FREIGHT	300.00	300.00	0.00	71.70	228.30	76.10 %
111-5611-52810	FOOD SUPPLIES	6,100.00	6,100.00	183.06	3,186.32	2,913.68	47.77 %
	Category: 520 - Supplies Total:	11,400.00	11,400.00	442.10	7,184.79	4,215.21	36.98%
Category: 540 - Materials for Maintenance							
111-5611-54610	FURNITURE & FIXTURES	2,500.00	9,258.00	0.00	8,958.50	299.50	3.24 %
111-5611-54810	COMPUTER HARD/SOFTWARE	5,500.00	5,500.00	125.00	4,249.99	1,250.01	22.73 %
	Category: 540 - Materials for Maintenance Total:	8,000.00	14,758.00	125.00	13,208.49	1,549.51	10.50%
Category: 560 - Contractual Services							
111-5611-56030	INCENTIVES	1,043,973.00	1,043,973.00	30,073.34	324,714.18	719,258.82	68.90 %
111-5611-56040	SPECIAL SERVICES	118,156.00	4,482,539.00	20,258.52	2,219,218.45	2,263,320.55	50.49 %
111-5611-56080	ADVERTISING	129,100.00	129,100.00	18,650.00	69,859.47	59,240.53	45.89 %
111-5611-56090	COMMUNITY DEVELOPMENT	52,050.00	52,050.00	13,850.00	44,479.94	7,570.06	14.54 %
111-5611-56110	COMMUNICATIONS	6,400.00	6,400.00	394.00	4,621.44	1,778.56	27.79 %
111-5611-56180	RENTAL	27,000.00	27,000.00	2,250.00	22,500.00	4,500.00	16.67 %
111-5611-56210	TRAVEL & TRAINING	74,600.00	74,600.00	5,555.25	50,643.36	23,956.64	32.11 %
111-5611-56250	DUES & SUBSCRIPTIONS	39,810.00	56,010.00	4,221.99	54,421.66	1,588.34	2.84 %
111-5611-56310	INSURANCE	6,303.00	6,303.00	0.00	5,458.01	844.99	13.41 %
111-5611-56510	AUDIT & LEGAL SERVICES	33,000.00	33,000.00	3,463.50	17,434.00	15,566.00	47.17 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 08/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
111-5611-56570	ENGINEERING/ARCHITECTURAL	87,500.00	262,800.00	11,160.00	137,552.55	125,247.45	47.66 %
111-5611-56610	UTILITIES-ELECTRIC	2,400.00	2,400.00	237.55	1,770.87	629.13	26.21 %
Category: 560 - Contractual Services Total:		1,620,292.00	6,176,175.00	110,114.15	2,952,673.93	3,223,501.07	52.19%
Category: 570 - Debt Service & Capital Replacement							
111-5611-57410	PRINCIPAL PAYMENT	694,127.33	5,443,700.71	46,780.39	4,994,183.09	449,517.62	8.26 %
111-5611-57415	INTEREST EXPENSE	315,135.79	391,235.38	55,886.08	282,471.56	108,763.82	27.80 %
Category: 570 - Debt Service & Capital Replacement Total:		1,009,263.12	5,834,936.09	102,666.47	5,276,654.65	558,281.44	9.57%
Category: 580 - Capital Outlay							
111-5611-58110	LAND-PURCHASE PRICE	0.00	4,142,718.16	154,225.57	4,053,970.42	88,747.74	2.14 %
111-5611-58210	STREETS & ALLEYS	2,175,000.00	0.00	0.00	0.00	0.00	0.00 %
111-5611-58995	CONTRA CAPITAL OUTLAY	0.00	0.00	-159,325.57	-4,054,591.91	4,054,591.91	0.00 %
Category: 580 - Capital Outlay Total:		2,175,000.00	4,142,718.16	-5,100.00	-621.49	4,143,339.65	100.02%
Expense Total:		5,231,219.12	16,587,263.81	240,172.49	8,593,405.00	7,993,858.81	48.19%
Fund: 111 - WYLIE ECONOMIC DEVEL CORP Surplus (Deficit):		1,298,102.88	6,158,058.19	201,278.67	10,767,570.19	4,609,512.00	-74.85%
Report Surplus (Deficit):		1,298,102.88	6,158,058.19	201,278.67	10,767,570.19	4,609,512.00	-74.85%

Budget Report

For Fiscal: 2021-2022 Period Ending: 08/31/2022

Group Summary

Categor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 111 - WYLIE ECONOMIC DEVEL CORP						
Revenue						
400 - Taxes	3,789,966.00	3,789,966.00	429,696.16	3,084,742.15	-705,223.85	18.61%
460 - Interest Income	6,000.00	6,000.00	0.00	6,639.16	639.16	10.65%
480 - Miscellaneous Income	2,733,356.00	2,733,356.00	11,755.00	53,593.88	-2,679,762.12	98.04%
490 - Transfers In & Other Financing Sources	0.00	16,216,000.00	0.00	16,216,000.00	0.00	0.00%
Revenue Total:	6,529,322.00	22,745,322.00	441,451.16	19,360,975.19	-3,384,346.81	14.88%
Expense						
510 - Personnel Services	407,264.00	407,276.56	31,924.77	344,304.63	62,971.93	15.46%
520 - Supplies	11,400.00	11,400.00	442.10	7,184.79	4,215.21	36.98%
540 - Materials for Maintenance	8,000.00	14,758.00	125.00	13,208.49	1,549.51	10.50%
560 - Contractual Services	1,620,292.00	6,176,175.00	110,114.15	2,952,673.93	3,223,501.07	52.19%
570 - Debt Service & Capital Replacement	1,009,263.12	5,834,936.09	102,666.47	5,276,654.65	558,281.44	9.57%
580 - Capital Outlay	2,175,000.00	4,142,718.16	-5,100.00	-621.49	4,143,339.65	100.02%
Expense Total:	5,231,219.12	16,587,263.81	240,172.49	8,593,405.00	7,993,858.81	48.19%
Fund: 111 - WYLIE ECONOMIC DEVEL CORP Surplus (Deficit):	1,298,102.88	6,158,058.19	201,278.67	10,767,570.19	4,609,512.00	-74.85%
Report Surplus (Deficit):	1,298,102.88	6,158,058.19	201,278.67	10,767,570.19	4,609,512.00	-74.85%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
111 - WYLIE ECONOMIC DEVEL COR	1,298,102.88	6,158,058.19	201,278.67	10,767,570.19	4,609,512.00
Report Surplus (Deficit):	1,298,102.88	6,158,058.19	201,278.67	10,767,570.19	4,609,512.00

Wylie Economic Development Corporation
Statement of Net Position
As of August 31, 2022

Assets

Cash and cash equivalents	\$ 10,663,562.08	
Receivables	\$ 40,000.00	Note 1
Inventories	\$ 16,189,368.61	
Prepaid Items	\$ -	
Total Assets	\$ 26,892,930.69	

Deferred Outflows of Resources

Pensions	\$ 75,630.55	
Total deferred outflows of resources	\$ 75,630.55	

Liabilities

Accounts Payable and other current liabilities	\$ 14,677.66	
Unearned Revenue	\$ 1,200.00	Note 2
Non current liabilities:		
Due within one year	\$ 88,845.68	Note 3
Due in more than one year	\$ 16,255,182.25	
Total Liabilities	\$ 16,359,905.59	

Deferred Inflows of Resources

Pensions	\$ (45,385.41)	
Total deferred inflows of resources	\$ (45,385.41)	

Net Position

Net investment in capital assets	\$ -	
Unrestricted	\$ 10,563,270.24	
Total Net Position	\$ 10,563,270.24	

Note 1: Includes incentives in the form of forgivable loans for \$40,000 (LUV-ROS)

Note 2: Deposits from rental property

Note 3: Liabilities due within one year includes compensated absences of \$32,301

Balance Sheet

Account Summary

As Of 08/31/2022

Account	Name	Balance
Fund: 111 - WYLIE ECONOMIC DEVEL CORP		
Assets		
111-1000-10110	CLAIM ON CASH AND CASH EQUIV.	10,647,881.29
111-1000-10115	CASH - WEDC - INWOOD	0.00
111-1000-10135	ESCROW	0.00
111-1000-10180	DEPOSITS	2,000.00
111-1000-10198	OTHER - MISC CLEARING	0.00
111-1000-10341	TEXPOOL	0.00
111-1000-10343	LOGIC	0.00
111-1000-10481	INTEREST RECEIVABLE	0.00
111-1000-11511	ACCTS REC - MISC	0.00
111-1000-11517	ACCTS REC - SALES TAX	0.00
111-1000-12810	LEASE PAYMENTS RECEIVABLE	0.00
111-1000-12950	LOAN PROCEEDS RECEIVABLE	0.00
111-1000-12996	LOAN RECEIVABLE	0.00
111-1000-12997	ACCTS REC - JTM TECH	0.00
111-1000-12998	ACCTS REC - FORGIVEABLE LOANS	40,000.00
111-1000-14112	INVENTORY - MATERIAL/ SUPPLY	0.00
111-1000-14116	INVENTORY - LAND & BUILDINGS	16,189,368.61
111-1000-14118	INVENTORY - BAYCO/ SANDEN BLVD	0.00
111-1000-14310	PREPAID EXPENSES - MISC	0.00
111-1000-14410	DEFERRED OUTFLOWS	698,867.00
Total Assets:		27,578,116.90
		<u>27,578,116.90</u>
Liability		
111-2000-20110	FEDERAL INCOME TAX PAYABLE	0.00
111-2000-20111	MEDICARE PAYABLE	0.00
111-2000-20112	CHILD SUPPORT PAYABLE	0.00
111-2000-20113	CREDIT UNION PAYABLE	0.00
111-2000-20114	IRS LEVY PAYABLE	0.00
111-2000-20115	NATIONWIDE DEFERRED COMP	0.00
111-2000-20116	HEALTH INSUR PAY-EMPLOYEE	5,550.79
111-2000-20117	TMRS PAYABLE	0.00
111-2000-20118	ROTH IRA PAYABLE	0.00
111-2000-20119	WORKERS COMP PAYABLE	0.00
111-2000-20120	FICA PAYABLE	0.00
111-2000-20121	TEC PAYABLE	0.00
111-2000-20122	STUDENT LOAN LEVY PAYABLE	0.00
111-2000-20123	ALIMONY PAYABLE	0.00
111-2000-20124	BANKRUPTCY PAYABLE	0.00
111-2000-20125	VALIC DEFERRED COMP	0.00
111-2000-20126	ICMA PAYABLE	0.00
111-2000-20127	EMP. LEGAL SERVICES PAYABLE	0.00
111-2000-20130	FLEXIBLE SPENDING ACCOUNT	8,937.28
111-2000-20131	EDWARD JONES DEFERRED COMP	0.00
111-2000-20132	EMP CARE FLITE	12.00
111-2000-20133	Unemployment Comp Payable	6.45
111-2000-20151	ACCRUED WAGES PAYABLE	0.00
111-2000-20180	ADDIT EMPLOYEE INSUR PAY	171.14
111-2000-20199	MISC PAYROLL PAYABLE	0.00
111-2000-20201	AP PENDING	0.00
111-2000-20210	ACCOUNTS PAYABLE	0.00
111-2000-20530	PROPERTY TAXES PAYABLE	0.00
111-2000-20540	NOTES PAYABLE	698,867.00
111-2000-20810	DUE TO GENERAL FUND	0.00

Balance Sheet

As Of 08/31/2022

Account	Name	Balance
111-2000-22270	DEFERRED INFLOW	0.00
111-2000-22275	DEF INFLOW - LEASE PRINCIPAL	0.00
111-2000-22280	DEFERRED INFLOW - LEASE INT	0.00
111-2000-22915	RENTAL DEPOSITS	1,200.00
Total Liability:		714,744.66

Equity

111-3000-34110	FUND BALANCE - RESERVED	0.00
111-3000-34590	FUND BALANCE-UNRESERV/UNDESIG	16,095,802.05
Total Beginning Equity:		16,095,802.05
Total Revenue		19,360,975.19
Total Expense		8,593,405.00
Revenues Over/Under Expenses		10,767,570.19
Total Equity and Current Surplus (Deficit):		26,863,372.24
Total Liabilities, Equity and Current Surplus (Deficit):		<u>27,578,116.90</u>

Balance Sheet

As Of 08/31/2022

Account	Name	Balance
Fund: 922 - GEN LONG TERM DEBT (WEDC)		
Assets		
922-1000-10312	GOVERNMENT NOTES	0.00
922-1000-18110	LOAN - WEDC	0.00
922-1000-18120	LOAN - BIRMINGHAM	0.00
922-1000-18210	AMOUNT TO BE PROVIDED	0.00
922-1000-18220	BIRMINGHAM LOAN	0.00
922-1000-19050	DEF OUTFLOW TMRS CONTRIBUTIONS	39,535.29
922-1000-19051	DEF OUTFLOW SDBF CONTRIBUTIONS	3,027.00
922-1000-19075	DEF OUTFLOW - INVESTMENT EXP	-37,953.52
922-1000-19100	DEF OUTFLOW - ACT EXP/ASSUMP	71,021.78
922-1000-19125	(GAIN)/LOSS ON ASSUMPTION CHGS	-44,574.41
922-1000-19126	DEF INFLOW SDBF CONTRIBUTIONS	-811.00
Total Assets:		30,245.14
		<u>30,245.14</u>
Liability		
922-2000-20310	COMPENSATED ABSENCES PAYABLE	0.00
922-2000-20311	COMP ABSENCES PAYABLE-CURRENT	32,300.82
922-2000-21410	ACCRUED INTEREST PAYABLE	9,604.44
922-2000-28205	WEDC LOANS/CURRENT	46,940.42
922-2000-28220	BIRMINGHAM LOAN	0.00
922-2000-28230	INWOOD LOAN	0.00
922-2000-28232	ANB LOAN/EDGE	0.00
922-2000-28233	ANB LOAN/PEDDICORD WHITE	0.00
922-2000-28234	ANB LOAN/RANDACK HUGHES	0.00
922-2000-28235	ANB LOAN	0.00
922-2000-28236	ANB CONSTRUCTION LOAN	0.00
922-2000-28237	ANB LOAN/ WOODBRIDGE PARKWAY	0.00
922-2000-28238	ANB LOAN/BUCHANAN	0.00
922-2000-28239	ANB LOAN/JONES:HOBART PAYOFF	0.00
922-2000-28240	HUGHES LOAN	0.00
922-2000-28242	ANB LOAN/HWY 78:5TH ST REDEV	0.00
922-2000-28245	ANB LOAN/DALLAS WHIRLPOOL	0.00
922-2000-28246	GOVCAP LOAN/KIRBY	7,846,537.60
922-2000-28247	JARRARD LOAN	144,081.16
922-2000-28248	GOVCAP LOAN/SERIES 2022	8,067,548.32
922-2000-28250	CITY OF WYLIE LOAN	0.00
922-2000-28260	PRIME KUTS LOAN	0.00
922-2000-28270	BOWLAND/ANDERSON LOAN	0.00
922-2000-28280	CAPITAL ONE CAZAD LOAN	0.00
922-2000-28290	HOBART/COMMERCE LOAN	0.00
922-2000-29150	NET PENSION LIABILITY	185,989.17
922-2000-29151	SDBF LIABILITY	11,026.00
Total Liability:		16,344,027.93
Equity		
922-3000-34590	FUND BALANCE-UNRESERV/UNDESIG	-4,971,701.88
922-3000-35900	UNRESTRICTED NET POSITION	-120,264.00
Total Beginning Equity:		-5,091,965.88
Total Revenue		-16,216,000.00
Total Expense		-4,994,183.09
Revenues Over/Under Expenses		-11,221,816.91
Total Equity and Current Surplus (Deficit):		-16,313,782.79
Total Liabilities, Equity and Current Surplus (Deficit):		<u>30,245.14</u>

Wylie Economic Development Corporation

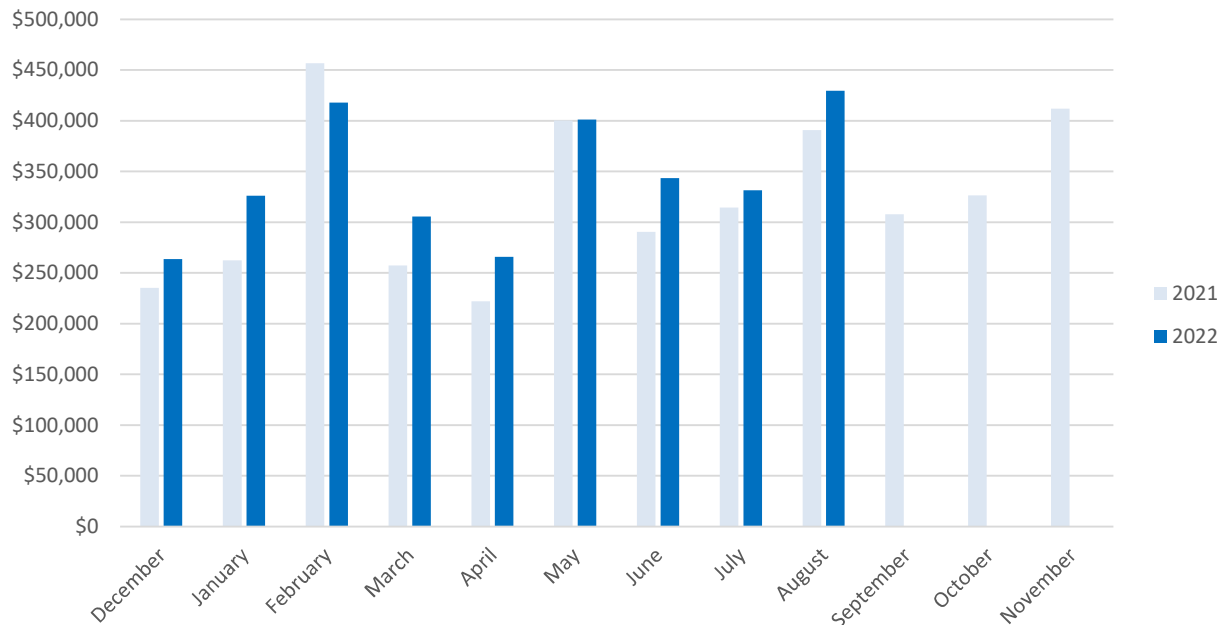
SALES TAX REPORT

August 31, 2022

BUDGETED YEAR

MONTH	FY 2019	FY 2020	FY 2021	FY 2022	DIFF 21 vs. 22	% DIFF 21 vs. 22
DECEMBER	\$ 214,867.15	\$ 226,663.94	\$ 235,381.33	\$ 263,577.66	\$ 28,196.33	11.98%
JANUARY	\$ 223,749.61	\$ 218,520.22	\$ 262,263.52	\$ 326,207.92	\$ 63,944.40	24.38%
FEBRUARY	\$ 307,366.66	\$ 362,129.18	\$ 456,571.35	\$ 417,896.79	\$ (38,674.56)	-8.47%
MARCH	\$ 208,222.32	\$ 228,091.34	\$ 257,187.91	\$ 305,605.50	\$ 48,417.59	18.83%
APRIL	\$ 182,499.53	\$ 203,895.57	\$ 221,881.55	\$ 265,773.80	\$ 43,892.25	19.78%
MAY	\$ 274,299.18	\$ 289,224.35	\$ 400,371.70	\$ 401,180.20	\$ 808.50	0.20%
JUNE	\$ 234,173.88	\$ 239,340.35	\$ 290,586.92	\$ 343,371.26	\$ 52,784.34	18.16%
JULY	\$ 215,107.94	\$ 296,954.00	\$ 314,559.10	\$ 331,432.86	\$ 16,873.76	5.36%
AUGUST	\$ 283,602.93	\$ 325,104.34	\$ 390,790.76	\$ 429,696.16	\$ 38,905.40	9.96%
SEPTEMBER	\$ 243,048.40	\$ 259,257.89	\$ 307,681.15	\$ -	\$ -	0.00%
OCTOBER	\$ 224,875.38	\$ 249,357.02	\$ 326,382.38	\$ -	\$ -	0.00%
NOVEMBER	\$ 308,324.41	\$ 384,953.89	\$ 411,813.32	\$ -	\$ -	0.00%
Sub-Total	\$ 2,920,137.37	\$ 3,283,492.09	\$ 3,875,470.98	\$ 3,084,742.14	\$ 255,148.01	11.13%
Total	\$ 2,920,137.37	\$ 3,283,492.09	\$ 3,875,470.98	\$ 3,084,742.14	\$ 255,148.01	11.13%

WEDC Sales Tax Analysis



*** Sales Tax collections typically take 2 months to be reflected as Revenue. SlsTx receipts are then accrued back 2 months.
Example: August SlsTx Revenue is actually June SlsTx and is therefore the 9th allocation in FY22.



Wylie City Council

AGENDA REPORT

Department: Finance
Prepared By: Melissa Beard

Account Code: _____

Subject

Consider, and act upon, the City of Wylie Monthly Revenue and Expenditure Report for August 31, 2022.

Recommendation

Motion to accept the item as presented.

Discussion

The Finance Department has prepared the attached reports for the City Council as required by the City Charter.

CITY OF WYLIE

MONTHLY FINANCIAL REPORT

August 31, 2022

ACCOUNT DESCRIPTION	ANNUAL BUDGET 2021-2022	CURRENT MONTH ACTUAL 2021-2022	YTD ACTUAL 2021-2022	YTD ACTUAL AS A PERCENT OF BUDGET	Benchmark 91.67%
GENERAL FUND REVENUE SUMMARY					
TAXES	35,752,468	886,352	34,218,172	95.71%	A
FRANCHISE FEES	2,896,800	145,358	2,424,736	83.70%	B
LICENSES AND PERMITS	1,079,430	109,033	1,281,881	118.76%	C
INTERGOVERNMENTAL REV.	2,673,532	108,896	2,552,325	95.47%	
SERVICE FEES	4,008,588	465,855	3,539,126	88.29%	D
COURT FEES	248,950	24,764	284,800	114.40%	E
INTEREST INCOME	25,000	51,941	124,809	499.24%	F
MISCELLANEOUS INCOME	289,339	38,313	447,918	154.81%	
OTHER FINANCING SOURCES	2,488,645	100	5,523,139	221.93%	G
REVENUES	49,462,752	1,830,612	50,396,906	101.89%	
USE OF FUND BALANCE	0	0	0	0.00%	
USE OF CARRY-FORWARD FUNDS	1,432,653	NA	NA	NA	H
TOTAL REVENUES	50,895,405	1,830,612	50,396,906	99.02%	
GENERAL FUND EXPENDITURE SUMMARY					
CITY COUNCIL	97,263	3,630	43,026	44.24%	
CITY MANAGER	1,329,836	89,674	1,089,043	81.89%	
CITY SECRETARY	388,450	21,590	278,088	71.59%	
CITY ATTORNEY	170,000	23,452	163,324	96.07%	
FINANCE	1,221,631	64,893	1,055,650	86.41%	
FACILITIES	978,273	87,670	711,484	72.73%	
MUNICIPAL COURT	530,514	36,662	404,609	76.27%	
HUMAN RESOURCES	743,111	86,366	665,430	89.55%	
PURCHASING	284,296	25,024	199,020	70.00%	
INFORMATION TECHNOLOGY	2,127,721	110,268	1,538,302	72.30%	
POLICE	12,468,653	859,867	10,503,784	84.24%	
FIRE	11,770,803	884,468	9,457,069	80.34%	
EMERGENCY COMMUNICATIONS	2,251,800	245,024	1,744,983	77.49%	
ANIMAL CONTROL	559,267	45,440	423,178	75.67%	
PLANNING	330,908	23,910	274,664	83.00%	
BUILDING INSPECTION	588,630	28,307	483,528	82.14%	
CODE ENFORCEMENT	262,419	17,644	200,252	76.31%	
STREETS	5,073,738	336,378	3,182,699	62.73%	I
PARKS	2,838,034	342,658	2,447,636	86.24%	
LIBRARY	2,178,698	187,140	1,722,696	79.07%	
COMBINED SERVICES	11,241,562	1,112,672	10,710,201	95.27%	J
TOTAL EXPENDITURES	57,435,607	4,632,737	47,298,666	82.35%	
REVENUES OVER/(UNDER) EXPENDITURES	-6,540,202	-2,802,125	3,098,240	16.67%	
A. Property Tax Collections for FY21-22 as of August 31, 2022 are 99.5%, in comparison to FY20-21 for the same time period of 100%. Sales tax is on a 2 month lag and nine months have been received. Sales tax is up 9.96% from August 2021 and up 9% fiscal YTD.					
B. Franchise Fees are mostly paid quarterly. Cable and Telephone fees will be underbudget about \$200k due legislature changes and customers opting for streaming services which do not pay franchise fees.					
C. Licenses and Permits: New Dwelling Permits are up 37% from August YTD 2021 due to the new fee structure.					
D. Service Fees: Trash fees are on a one month lag and only ten months have been received. The remaining fees are from other seasonal fees.					
E. Municipal Court Fees are up 12% from August 2021 YTD.					
F. The blended interest rate on our investment pools has increased from .02% in Oct 2021 to 2.05% in August 2022.					
G. Yearly transfer from Utility Fund and \$3 million from sale of 802 Kirby.					
H. Largest Carry Forward items: Department Software Solution \$220,870, Rowlett Creek Dam Improvements \$110,000. Stone Road Rehab Project \$615,000					
I. \$390,000 will be carried forward to FY 2023 for Stone Road repairs.					
J. \$6.2 million transfer to Community Investment Fund.					

CITY OF WYLIE

MONTHLY FINANCIAL REPORT

August 31, 2022

ACCOUNT DESCRIPTION	ANNUAL BUDGET 2021-2022	CURRENT MONTH ACTUAL 2021-2022	YTD ACTUAL 2021-2022	YTD ACTUAL AS A PERCENT OF BUDGET	Benchmark 91.67%
UTILITY FUND REVENUES SUMMARY					
SERVICE FEES	25,091,934	3,188,570	21,742,350	86.65%	K
INTEREST INCOME	8,500	29,065	63,724	749.69%	L
MISCELLANEOUS INCOME	70,000	1,525	6,628	9.47%	
OTHER FINANCING SOURCES	31,841	0	39,384	123.69%	M
REVENUES	25,202,275	3,219,160	21,852,086	86.71%	
USE OF FUND BALANCE	0	NA	0	0	
USE OF CARRY-FORWARD FUNDS	2,758,010	NA	NA	NA	N
TOTAL REVENUES	27,960,285	NA	21,852,086	78.15%	
UTILITY FUND EXPENDITURE SUMMARY					
UTILITY ADMINISTRATION	1,106,839	20,988	705,353	63.73%	
UTILITIES - WATER	5,660,591	129,836	2,601,857	45.96%	O
CITY ENGINEER	447,538	56,763	349,127	78.01%	
UTILITIES - SEWER	1,352,231	85,978	976,595	72.22%	
UTILITY BILLING	1,320,992	70,849	985,840	74.63%	
COMBINED SERVICES	16,206,747	1,190,164	15,559,401	96.01%	P
TOTAL EXPENDITURES	26,094,938	1,554,578	21,178,173	81.16%	
REVENUES OVER/(UNDER) EXPENDITURES	1,865,347	1,664,583	673,913	-3.00%	
<p>K. Most Utility Fund Revenue is on a one month lag and only 10 months have been received.</p> <p>L. The blended interest rate on our investment pools has increased from .02% in Oct 2021 to 2.05% in August 2022.</p> <p>M. Insurance recoveries for damage to Newport Harbor Pump Station.</p> <p>N. Largest Carry Forward items: Department Software Solutions \$150,300, Pump Station Backup Generators \$1.8M and FM 2514 Waterline Relocation Construction \$625,000</p> <p>O. Pump station generators (totaling approx. \$1.6m) have not been completed and will be carried forward to FY 2023.</p> <p>P. Annual transfer to the General Fund of \$2.4 million. Other expenses include payments to NTMWD for water minimum and sewer treatment.</p>					



Wylie City Council

AGENDA REPORT

Department: Finance
Prepared By: Melissa Beard

Account Code: _____

Subject

Consider, and place on file, the City of Wylie Monthly Investment Report for August 31, 2022.

Recommendation

Motion to accept the item as presented.

Discussion

The Finance Department has prepared the attached reports for the City Council as required by the City Charter.

City Of Wylie

2021-2022 Investment Report

August 31, 2022

Money Market Accounts:
 Certificates of Deposit:
 Treasury Bills:
 Treasury Notes:
 Government Agency Notes:

MMA
CCD
T-Bills
T-Notes
AN

Invest. Number	Principal Amount	Type Of Security	Interest Rate	Issuer	Purchase Date	Maturity Date
1	\$15,478,742.31	MMA	2.1627%	Texpool	12/31/2006	NA
2	\$16,021,781.36	MMA	1.9469%	TexStar	3/15/2011	NA
	\$31,500,523.67					

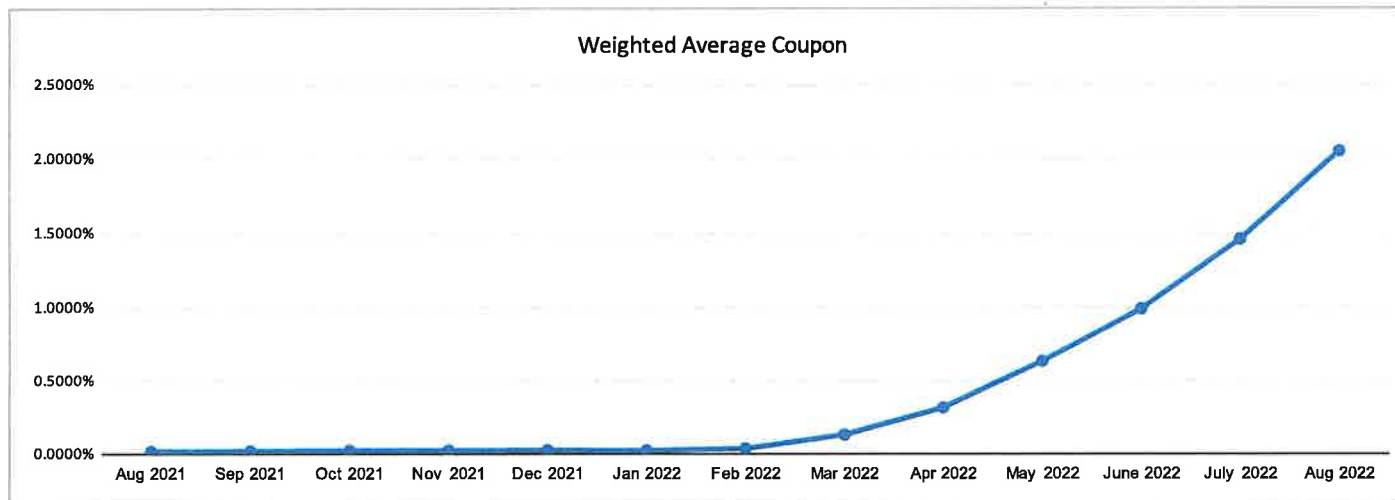
Total

Weighted Average Coupon:
 Weighted Average Maturity (Days):

2.0529%
1.00

Money Markets:
 Certificates of Deposits:

\$31,500,523.67
\$0.00
\$31,500,523.67



Melina Beaul 9-14-22
 Finance Director/Investment Officer



Wylie City Council

AGENDA REPORT

Department: Finance
Prepared By: Melissa Beard

Account Code: _____

Subject

Consider, and act upon, Resolution No. 2022-27(R) approving the current Investment Policy as required by the Texas Government Code, Chapter 2256, Public Funds Investment Act, Subchapter A - Authorized Investments for Governmental Entities.

Recommendation

Motion to approve Item as presented.

Discussion

Texas Government Code requires that the governing body of an investing entity review its Investment Policy not less than annually. The governing body should adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and that the written instrument so adopted shall record any changes made to the Investment Policy. There are no changes to the policy this year.

RESOLUTION NO. 2022-27(R)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, APPROVING THE CURRENT INVESTMENT POLICY, PROVIDING FOR SCOPE OF THIS POLICY, PROVIDING FOR INVESTMENT OBJECTIVES, PROVIDING FOR AN INVESTMENT COMMITTEE, PROVIDING FOR DELEGATION OF AUTHORITY, PROVIDING INVESTMENT STRATEGIES BY POOLED FUND GROUPS, PROVIDING FOR STANDARD OF CARE, PROVIDING FOR OTHER INVESTMENT GUIDELINES, PROVIDING FOR INVESTMENTS AUTHORIZED BY PUBLIC FUNDS INVESTMENT ACT AND INVESTMENTS UNAUTHORIZED BY THE CITY, PROVIDING FOR PORTFOLIO DIVERSIFICATION AND MATURITY LIMITS, PROVIDING FOR SELECTION OF BROKERS/DEALERS, PROVIDING FOR SELECTION OF DEPOSITORIES, PROVIDING FOR SAFEKEEPING AND CUSTODY, PROVIDING FOR RECORD KEEPING AND REPORTING, PROVIDING FOR ETHICS AND CONFLICTS OF INTEREST, PROVIDING FOR POLICY REVISIONS; AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATED TO THE SUBJECT.

WHEREAS, the Public Funds Investment Act, as amended, requires the City of Wylie to adopt the investment policy by rule, order, ordinance or resolution; and

WHEREAS, the Investment Policy was originally approved December 12, 2006; and

WHEREAS, the Investment Policy complies with the Texas Government Code, Chapter 2256, Public Funds Investment Act, Subchapter A – Authorized Investments for Governmental Entities and Subchapter B – Miscellaneous Provisions as amended, and authorizes the investment of City funds in safe and prudent investments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYLIE, THAT the City of Wylie has complied with the requirements of the Public Funds Investment Act and the Investment Policy, attached hereto, is adopted as the investment policy of the City effective September 27, 2022.

DULY PASSED AND ADOPTED by the City Council of the City of Wylie, Texas this 27th day of September, 2022.

Matthew Porter, Mayor

ATTESTED BY:

Stephanie Storm, City Secretary

City of Wylie, Texas

INVESTMENT POLICY

CITY OF WYLIE, TEXAS
INVESTMENT POLICY
Submitted for Review September 27, 2022

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CITY OF WYLIE, TEXAS

INVESTMENT POLICY

I. INTRODUCTION

Chapter 2256 of Title 10 of the Local Government Code (hereinafter referred to as the "Public Funds Investment Act") prescribes that each city is to adopt written rules governing its investment practices and to define the authority of the investment officer. The following Investment Policy addresses the methods, procedures, and practices which must be exercised to ensure effective and judicious fiscal management of the City's funds. This Policy shall not apply to the selection, retention or other issues concerning the depositories of the City's funds in demand deposits as provided under Chapter 105 of the Local Government Code.

II. SCOPE

This Policy shall apply to the investment and management of all funds of the City under its control, other than those expressly excluded herein or by applicable law or valid agreement. This Policy shall not supersede the restrictions on investment and use applicable to any specific fund and, in the event of any conflict between this Policy and the requirements of any fund subject hereto, the specific requirement applicable to such fund shall be followed as well as all other provisions of this Policy other than those in conflict. The Employees Deferred Compensation Agency Fund is excluded from coverage under this Policy.

In order to make effective use of the City's resources, all monies shall be pooled into one bank account, except for those monies required to be accounted for in other bank accounts as stipulated by applicable laws, bond covenants or contracts. The bank account will be maintained by pooled fund group for purposes of implementing pooled fund strategies and reporting. The income derived from this pooled investment account shall be distributed by fund in accordance with the City's internal procedures.

III. OBJECTIVES

The City's principal investment objectives, in order of priority, are listed below.

Safety. The primary objective of the City's investment activity is the preservation of principal (capital) in the overall portfolio. Each investment transaction shall seek first to ensure that capital losses are avoided, whether the loss occurs from the default of a security or from erosion of market value.

Liquidity. The City's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements, by investing in securities with active secondary markets, and by using state or local investment pools.

Diversification. The governing body recognizes that in a diversified portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented. Therefore, assets held in the common investment portfolio shall be diversified to eliminate the risk of loss resulting from one concentration of assets in a specific maturity, a specific issuer or a specific class of securities.

Yield. The investment portfolio goal (benchmark) against which the yield is compared will be established from time to time by the Finance Director. Recommendations by the Investment Committee will be considered when the performance measure is being established. Efforts to seek higher than the above goal must be consistent with risk limitations identified in this policy and prudent investment principles. The City's investment portfolio shall be designed with the objective of attaining a rate of return which is consistent with the risk limitations and cash flow characteristics of the City's investments.

IV. INVESTMENT COMMITTEE

An investment committee consisting of the City Manager, the Director of Finance and the Assistant

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Director of Finance will meet annually before the beginning of a new fiscal year. The Investment Committee shall be authorized to invite advisors to the meetings as needed.

The investment officer will present a brief report of investment activities to the Investment Committee. The primary objectives of the committee will be to

- (1) make recommendations regarding investment strategies
- (2) approve a list of authorized brokers, dealers, banks, savings and loans, credit unions, and pools
- (3) recommend a list of authorized training sources for the state mandated investment training and
- (4) monitor program results.

The committee shall include in its deliberations such topics as performance reports, economic outlook, portfolio diversification, maturity structure, potential risk to the city's funds, and the target rate of return on the investment portfolio.

V. DELEGATION OF AUTHORITY

Management responsibility for the investment program is delegated by the City Council to the City Manager who will designate the Finance Director as Investment Officer (hereinafter referred to as the "Director"). The Director's authority will at all times be limited by conformance with all Federal regulations, State of Texas statutes and other legal requirements including the City Charter and City Ordinances, including this Policy.

The Director shall develop and maintain written administrative procedures for the operation of the investment program consistent with this Policy. The controls shall be designed to prevent, identify and control losses of public funds arising from deviation from this Policy, fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees and officers of the City.

With written approval from the City Manager, the Director may delegate any phase of the investment management program to members of the City staff. Such approval shall state specifically the functions such person is authorized to perform or that the person is authorized to perform all activities of the Director under this Policy. The Director shall obtain and maintain, at the City's expense, fidelity bonds for himself and each of his designees in amounts determined adequate by the Director (which shall not be less than five percent of the amounts subject to this Policy) for each fiscal year as shown by the approved budget. No person may engage in an investment transaction except as provided under the terms of this Policy and the internal procedures established by the Director. A current list of persons authorized to transact investment business and wire funds on behalf of the City shall be maintained by the Director.

At the discretion of either the City Manager or the Director and in any event upon the termination or reassignment of any member of the Director's staff authorized to conduct transactions for the City pursuant to this Policy, the authority of such person shall be revoked and such revocation of authority shall be immediately communicated by the Director orally and in writing to each and every depository, broker/dealer, investment advisor, custodian and other agency or entity with whom the City has any existing or continuing relationship in the management of its investments.

VI. INVESTMENT STRATEGY

The City of Wylie maintains a pooled investment portfolio. The pooled portfolio utilizes specific investment strategies designed to address the unique characteristics of the pooled investment portfolio. The pooled investment portfolio includes Operating Funds, Debt Service Funds, Debt Service Reserve Funds, Capital Projects and Special Purpose Funds. Investment strategies for these different groups are detailed below.

- (1) Investment strategies for operating, debt service, capital project, and special purpose funds have

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as their primary objective to assure that anticipated cash outflows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles.

(2) The investment strategy for the debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream from securities with a low degree of volatility. Securities should be of high quality, with short to intermediate term maturities. Except as may be required by a bond ordinance, securities should be of high quality with short to intermediate-term maturities.

VII. STANDARD OF CARE

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority:

- (1) preservation and safety of principal;
- (2) liquidity; and
- (3) diversification; and
- (4) yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- (1) the investment of all funds, or funds under the City's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and

- (2) whether the investment decision was consistent with the written investment policy of the City.

The Director and his staff shall recognize that the investment activities of the City are a matter of public record. Therefore, all participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transactions that might impair public confidence in the City's ability to govern effectively.

VIII. INVESTMENTS AUTHORIZED BY THE CITY OF WYLIE

Authorized investments for municipal governments in the State of Texas are set forth in the Public Funds Investment Act, as amended (Section 2256.009-2256.019, Government Code). However, suitable investments for the City of Wylie are limited to the following.

- (1) Direct obligations of the United States or its agents and instrumentalities with a stated maturity of 5 years or less.
- (2) Certificates of deposit issued in the State of Texas with a maximum maturity of 2 years or less and insured by the Federal Deposit Insurance Corporation.
- (3) Fully collateralized direct repurchase agreements with a defined termination date of 2 years or less which are secured by obligations of the United States or its agencies and instrumentalities and pledged with a third party in the City's name. The agreement must be placed through a primary government securities dealer, as defined by the Federal Reserve, or by a financial institution doing business in the State of Texas. Each issuer of repurchase agreements shall be required to sign a master repurchase agreement.
- (4) Approved investment pools as described in Section 2256.016 which are continuously

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rated no lower than AAA, AAAm or an equivalent rating by at least one nationally recognized rating agency and have a weighted average maturity no greater than 90 days.

IX. OTHER INVESTMENT GUIDELINES

The City seeks active management of its portfolio assets. In order to meet the objectives of this Policy, the City may from time to time sell securities that it owns in order to better position its portfolio assets. Sales of securities prior to maturity shall be documented and approved by the Director before such a transaction is consummated. Sales of securities yielding net proceeds less than 92% of the book value of the securities must be approved in advance and in writing by the City Manager. Three examples of situations involving the sale of securities prior to maturity are

- (1) swap - to sell an investment to realize a capital gain,
- (2) To better position selected investments due to a change in market conditions,
- (3) To react to emergency liquidity demands.

Each investment transaction must be based upon competitive quotations received from at least three broker/dealers who have been approved by the City in accordance with Texas law.

The purchase and sale of all securities shall be on a delivery versus payment or payment versus delivery basis (i.e., for securities purchases, monies will not be released by the City's safekeeping bank until securities are received at the Federal Reserve Bank for further credit to the City's safekeeping bank. In the case of securities sales, monies will be received by the City's safekeeping bank via the Federal Reserve Bank as the securities are simultaneously released to the purchaser). In this manner the City will always have possession of either its securities or its monies.

X. DIVERSIFICATION AND MATURITY LIMITS

It is the policy of the City to avoid concentration of assets in a specific maturity, a specific issue, or a specific class of securities, with the exception of U.S. Treasury issues. The asset allocation in the portfolio should, however, be flexible depending upon the outlook for the economy and the securities markets.

The City will not exceed the following maximum limits as a percentage of the total portfolio for each of the categories listed below:

Investment Category	Max. % of Portfolio	Max. Maturity
Obligations of the United States or its agencies and instrumentalities.	100%	5 years
Certificates of Deposit	25%	18 mon.
Repurchase Agreements NOT Reverse Repurchase Agreements	100%	2 years

The Director shall evaluate how each security purchased fits into the City's overall investment strategy.

At all times the City shall maintain 10 percent of its total investment portfolio in instruments maturing in 90 days or less. The weighted average maturity of all securities and certificates of deposit in the City's total investment portfolio at any given time (not including cash or demand deposits) shall not exceed 2 years.

XI. SELECTION OF BROKERS/DEALERS

The City shall maintain a list of broker/dealers and financial institutions which have been approved for investment purposes by the investment committee. (For the purpose of this investment policy, Broker/dealer will be used to refer to any brokerage

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firm, bank, investment pool, or financial institution with which the City does investment business). Securities may only be purchased from those authorized institutions and firms. The authorized broker/dealers will be reviewed at least annually. To be eligible, a broker/dealer must meet at least one of the following criteria: 1) be recognized as a Primary Dealer as defined by the New York Federal Reserve Market Reports Division; or 2) complies with Securities and Exchange Commission Rule 15C3-1, the Uniform Net Capital Requirement Rule. If the City's depository bank also provides custodial and safekeeping services for the City, the bank may not be included as an authorized broker/dealer for the City. However, non-negotiable Certificate of Deposits are exempt from this policy.

Broker/dealers will be selected and recommended to the investment committee by the Director on the basis of their financial stability, expertise in cash management and their ability to service the City's account. Each broker/dealer that has been authorized by the City shall be required to submit and annually update a Broker/Dealer Information Request form which includes the firm's most recent financial statements. The Director shall maintain a file which includes the most recent Broker/Dealer Information Request forms submitted by each firm approved for investment purposes. A copy of the submitted Broker/Dealer Information Request forms as well as a list of those broker/dealers approved by the City shall be maintained by the Director (See Appendix A).

The City of Wylie will provide all approved securities dealers with a copy of the City's Investment Policy. A principal in the firm must execute a written statement acknowledging receipt and review of the policy and a statement acknowledging that reasonable procedures and controls have been implemented to preclude imprudent investment activities being conducted between the entity and the securities firm (See Appendix B).

All approved broker/dealer firms must have a completed City of Wylie broker/dealer questionnaire, investment policy, written acknowledgment per above

guidelines, executed master repurchase agreement, if applicable, and current financial information on file. Certification language should be mutually acceptable to both parties. An investment officer of the City may not buy any securities from a person who has not delivered to the City an instrument substantially in the form provided by this policy.

The Director shall review the quality of service and financial stability of each broker/dealer and financial institution approved under this Section at least annually. Any approved broker/dealer or financial institution may be removed from the list of approved broker/dealers with the approval of the Director, if in the opinion of the Director, the firm has not performed adequately or its financial position is considered inadequate.

XII. SAFEKEEPING AND CUSTODY

Investment securities purchased for the City will be delivered by either book entry or physical delivery and shall be held in third-party safekeeping by a Federal Reserve Member financial institution designated as the City's safekeeping and custodian bank. The City may designate more than one custodian bank. The City shall execute a Safekeeping Agreement with each bank prior to utilizing the custodian's safekeeping services. Only a state or national bank located within the State of Texas may be utilized as a custodian of securities pledged to secure certificates of deposit. The safekeeping agreement must provide that the safekeeping bank will immediately record and promptly issue and deliver a signed safekeeping receipt showing the receipt and the identification of the security, as well as the City's interest.

The Director shall maintain a list of designated custodian banks and a copy of the Safekeeping Agreement executed with each custodian bank.

The City must approve release of securities in writing prior to their removal from the custodial account. A telephone facsimile of a written authorization shall be sufficient if the custodian orally confirms receipt of

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the transmission and an exact copy of the document is retained in the City's files. In no event shall the custodial bank be an authorized depository bank, issuer of repurchase agreements in which the City invests or broker/dealer of securities on behalf of the City.

All securities shall be confirmed in the name of the City and delivered to an approved custodial bank or carried at a Federal Reserve Bank in the name of the City. The Custodian shall not otherwise deposit purchased or pledged securities. All book entry securities owned by the City shall be evidenced by a safekeeping receipt issued to the City and signed by the appropriate officer at the custodian bank stating that the securities are held in the Federal Reserve System in a CUSTOMER ACCOUNT naming the City as the "customer." In addition, the custodian bank will, when requested, furnish a copy of the delivery advice received by the custodian bank from the Federal Reserve Bank.

All certificated securities (those transferred by physical delivery) shall: 1) be held by an approved custodian bank or any correspondent bank in New York City approved by the Director; and 2) the correspondent bank or the City's safekeeping bank shall issue a safekeeping receipt to the City evidencing that the securities are held by the correspondent bank for the City.

The original safekeeping receipt for each transaction including purchased securities under a repurchase agreement and collateral securing deposits will be forwarded to the Director or his designee and held in a secured file by the City.

XIII. RECORD KEEPING AND REPORTING

A record shall be maintained of all bids and offerings for securities transactions in order to ensure that the City receives competitive pricing. All transactions shall be documented by the person authorizing the transaction in a form that shows that person's name, the party instructed to execute the transaction, the date,

a description of the transaction and a brief statement of the reason(s) for the transaction.

At least annually, the Director shall verify that all securities purchased by or pledged to the City are on hand in appropriate form. The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the City's established investment policies.

Each depository of the City's funds shall maintain separate, accurate and complete records relating to all deposits of the City's funds, the securities pledged to secure such deposits and all transactions relating to the pledged securities. Each approved custodian shall maintain separate, accurate and complete records relating to all securities received on behalf of the City, whether pledged, purchased or subject to repurchase agreement, as well as all transactions related to such securities. In addition, each depository shall file all reports required by the Texas State Depository Board. Each depository and custodian shall agree to make all the records described in this paragraph available to the Director or designee and the City's auditors at any reasonable time.

All broker/dealers, custodians, depositories and investment advisors shall maintain complete records of all transactions that they conducted on behalf of the City and shall make those records available for inspection by the Director or other representatives designated by the City Council or City Manager.

All sales of securities for less than the book value of the security shall be approved by the Director. Sales of securities for less than 92 percent of the book value of the securities must be approved by both the City Manager and the Director.

A monthly investment report shall be prepared by staff and signed by the Director, listing all of the investments held by the City, beginning and ending market value for period, the current market valuation of the investments and transaction summaries, including a detailed list of the gains and losses

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recognized. The market value will be determined by: (1) written reports such as the Wall Street Journal; (2) on-line services such as Bloomberg; or (3) through a primary dealer or national bank that is independent of the specific security being valued. The report must state the pooled fund group for each asset/security. The report shall list the total investment return for the month. If invested in securities, the City's audit firm must review the monthly reports annually and the result of the review shall be reported to the City Council by that auditor.

Within 90 days after the end of the City's fiscal year, the Director shall prepare, sign and deliver to the City Manager and the City Council an annual report on the City's investment program and investment activity which has also been signed by each officer and employee of the City authorized to conduct any of the City's investment activity. The annual report shall include full year investment returns. Such annual report shall include an analysis of the compliance with this Policy as well as changes in the applicable laws and regulations during the previous year and may include any other items of significance related to the investment program. The annual investment report will be reviewed as a part of the annual audit.

XIV. ETHICS AND CONFLICTS OF INTEREST

Officers and employees of the City involved in the investment process shall refrain from personal business activity that involves any of the City's approved custodians, depositories, broker/dealers or

investment advisors. Employees and officers shall not utilize investment advice concerning specific securities or classes of securities obtained in the transaction of the City's business for personal investment decisions, shall in all respects subordinate their personal investment transactions to those of the City, particularly with regard to the timing of purchases and sales and shall keep all investment advice obtained on behalf of the City and all transactions contemplated and completed by the City confidential, except when disclosure is required by law.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the City.

XV. POLICY REVISIONS

This Investment Policy will be reviewed at least annually by the City Manager, the Director of Finance and the Assistant Director of Finance and revised when necessary. All revisions shall be approved by the City Council.



Wylie City Council

AGENDA REPORT

Department: Finance
Prepared By: Melissa Beard

Account Code: _____

Subject

Consider, and act upon, approving the Debt Management Policy.

Recommendation

Motion to approve Item as presented.

Discussion

The purpose of a Debt Management Policy is to establish parameters and provide guidance governing the issuance, management, continuous evaluation of and reporting on all debt obligations issued by the City. A formal approval by Council will also provide for the preparation and implementation necessary to ensure compliance and conformity with the policy.

Advantages of a debt policy are:

- Enhances the quality of decisions by imposing order and discipline
- Promotes consistency and continuity in decision making
- Identifies objectives for staff to implement
- Demonstrates a commitment to long term financial planning objectives
- Regarded positively by the rating agencies

The Debt Management Policy was first adopted on September 22, 2020. No changes have been made to the policy since last year's adoption.

Staff recommends approval of the Debt Management Policy.

City of Wylie, Texas

Debt Management Policy

I. Purpose

The purpose of this policy is to establish parameters and provide guidance governing the issuance, management, continuous evaluation of and reporting on all debt obligations issued by the City of Wylie, and to provide for the preparation and implementation necessary to ensure compliance and conformity with this policy. Advantages of a debt policy are as follows:

- Enhances the quality of decisions by imposing order and discipline
- Promotes consistency and continuity in decision making
- Identifies objectives for staff to implement
- Demonstrates a commitment to long term financial planning objectives

II. Policy Statement

Under the governance and guidance of Federal and State laws and the City's Charter, ordinances and resolutions, the City may periodically enter into debt obligations to finance the construction or acquisition of infrastructure and other assets; or to refinance existing debt for the purpose of meeting its governmental obligation to its residents. It is the City's desire and direction to ensure that such debt obligations are issued and administered in such fashion as to obtain the best long-term financial advantage to the City and its residents, while making every effort to maintain and improve the City's bond ratings.

The City shall not issue debt obligations or utilize debt proceeds to finance current operations of City Government.

III. General Debt Governing Policies

The City establishes the following policies concerning the issuance and management of debt:

- The City will not issue debt obligations or use debt proceeds to finance current operations or normal maintenance.
- Debt financing includes general obligation bonds, certificates of obligation, revenue bonds, lease/purchase agreements and other obligations permitted to be issued under Texas law.

- The City shall review its outstanding debt annually for the purpose of determining if the financial marketplace will afford the City the opportunity to refund an issue and lessen its debt service costs. As a general rule, the present value savings of a particular refunding should exceed four percent (4%) of the refunded maturities, unless a restructuring or bond covenant revision is necessary in order to facilitate the ability to provide services or issue additional debt in accordance with established debt policies.
- The City will utilize debt obligations only for acquisition, construction, reconstruction or renovation of capital improvement projects that cannot be funded from current revenue sources or in such cases where it is more equitable to the users of the project to finance the project over its useful life.
- The City will measure the impact of debt service requirements of outstanding and proposed debt obligations on a single year, five, ten, and twenty year period. This analysis will consider debt service maturities and payment patterns.
- The City will seek the advice and services of the Financial Advisor in performing the bond issuance process. The City will also seek the advice of Bond Counsel as to the legality and tax-exempt status of any obligations.
- The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated sale. The City shall attempt to award the bonds based on a true interest cost (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the Financial Advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.
- Credit enhancements are mechanisms which guarantee principal and interest payments. They include bond insurance and a line or letter of credit. A credit enhancement, while costly, will usually bring a lower interest rate on debt and a higher rating from the rating agencies, thus lowering overall costs. During debt issuance planning the Financial Advisor will advise the City whether or not a credit enhancement is cost effective.
- The bond proceeds will be invested in accordance with the City's investment policy. Interest earnings received on the investment of bond proceeds shall be used to assist in paying the costs associated with the capital project.
- The City is committed to continued disclosure of financial and pertinent credit information relevant to the City's outstanding securities and will abide by the provisions of Securities and Exchange Commission (SEC) Rule 15c2-12 concerning primary and secondary market disclosure.

IV. Debt Limit

- The State of Texas statutes do not prescribe a legal debt limit on the amount of outstanding bonds.
- The charter for the City of Wylie, Texas does not provide a debt limit.

V. Specific Debt Ratios and Measurement

This section of the debt management policy establishes the target debt ratios and measurements for the City.

As the City periodically addresses its ongoing needs, the City Manager and the City Council must ensure that future elected officials will have the flexibility to meet the capital needs of the City. Since neither State law nor the City Charter provides any limits on the amount of debt which may be incurred, this policy establishes targets which should provide future flexibility.

Purposes of Issuance - The City will issue debt obligations for acquiring, constructing, reconstructing or renovating Capital Improvements or for refinancing existing debt obligations. Projects must be designed as public purpose projects by the City Council prior to funding.

Maximum Maturity - All debt obligations shall have a maximum maturity of the earlier of: a) the estimated useful life of the Capital Improvements being financed; or b) twenty years; or c) in the event they are being issued to refinance outstanding debt obligations, the final maturity of the debt obligations being refinanced, unless a longer term is recommended by the Financial Advisor.

Net Debt Per Capita - Is the amount of general bonded debt outstanding for each citizen of a jurisdiction. Net direct debt is the sum of all general obligation bonds outstanding less the year-end balance of the debt service fund. The City shall strive to maintain the current Net Direct Debt Per Capita at or below \$2,000.00.

Net Debt to Assessed Value - Assessed valuation shows the fiscal capacity of the tax base. The City shall strive to maintain a ratio of Net Direct Debt to Assessed Value of properties in the City at or below four percent (4%).

Bond Covenants and Laws - The City shall comply with all covenants and requirements of the bond resolutions, the State and Federal laws authorizing and governing the issuance and administration of debt obligations.



Wylie City Council

AGENDA REPORT

Department: Finance
Prepared By: Melissa Beard

Account Code: _____

Subject

Consider, and act upon, approving the Financial Management Policies.

Recommendation

Motion to approve Item as presented.

Discussion

The purpose of the Financial Management Policies is to formalize financial guidelines for the City. They will assist City staff in planning and directing the City's financial affairs and provide a document that codifies these policies in one place.

The overriding goal of the Financial Management Policies is to enable the City to achieve a long-term stable and positive financial condition while conducting its operations consistent with the Council-Manager form of government established in the City Charter. The basis for the City's Financial Management Policies includes integrity, prudent stewardship, planning, accountability, and full disclosure.

The scope of the policies span accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management and expenditure control.

The Financial Management Policies were previously approved on October 13, 2020 and there are no changes in the policy presented.

Staff recommends approval of the Financial Management Policies.

FY 2022-23

City of Wylie

Financial Management Policies

I. PURPOSE STATEMENT

The overriding goal of the Financial Management Policies is to enable the city to achieve a long-term stable and positive financial condition while conducting its operations consistent with the Council-Manager form of government established in the City Charter. The watchwords of the city's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The purpose of the Financial Management Policies is to provide guidelines for the financial management staff in planning and directing the city's day-to-day financial affairs and in developing recommendations to the City Manager.

The scope of the policies spans accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash management, expenditure control and debt management.

II. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

A. ACCOUNTING - The city's Assistant Finance Director is responsible for establishing the chart of accounts, and for properly recording financial transactions.

B. FUNDS - Self-balancing groups of accounts are used to account for city financial transactions in accordance with generally accepted accounting principles. Each fund is created for a specific purpose except for the General Fund, which is used to account for all transactions not accounted for in other funds. Funds are created and fund names are changed by City Council.

C. EXTERNAL AUDITING - The city will be audited annually by outside independent auditors. The auditors must be a CPA firm of national reputation, and must demonstrate that they have the breadth and depth of staff to conduct the city's audit in accordance with generally accepted auditing standards, generally accepted government auditing standards, and contractual requirements. The auditors' report on the city's financial statements including any federal grant single audits will be completed within 120 days of the city's fiscal year end, and the auditors' management letter will be presented to the city staff within 150 days after the city's fiscal year end. An interim management letter will be issued prior to this date if any materially significant internal control weaknesses are discovered. The city staff and auditors will jointly review the management letter with the City Council within 60 days of its receipt by the staff.

D. EXTERNAL AUDITORS RESPONSIBLE TO CITY COUNCIL – The external auditors are accountable to the City Council and will have access to direct communication with the City Council if the city staff is unresponsive to auditor recommendations or if the auditors consider such communication necessary to fulfill their legal and professional responsibilities.

E. EXTERNAL AUDITOR ROTATION - The city will not require external auditor rotation, but will circulate requests for proposal for audit services periodically, normally at five-year intervals or less. An award of services to the same audit firm is allowable but will require rotation of the audit partner and audit manager after five consecutive years. The rest period for the audit partner will be a minimum of two years and the rest period for the audit manager will be a minimum of five years.

F. EXTERNAL FINANCIAL REPORTING - The city will prepare and publish a Comprehensive Annual Financial Report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles, and will be presented annually to the Government Finance Officers Association (GFOA) for evaluation and possibly awarding of the Certification of Achievement for Excellence in Financial Reporting. The CAFR will be published and presented to the City Council within 120 days after the end of the fiscal year. City staffing limitations may preclude such timely reporting. In such a case, the Finance Director will inform the City Manager and the City Manager will inform the City Council of the delay and the reasons therefore.

III. INTERNAL CONTROLS

A. WRITTEN PROCEDURES - The Finance Director is responsible for developing city-wide written guidelines on accounting, cash handling, and other financial matters which will be approved by the City Manager.

The Finance Department will assist department managers as needed in tailoring these guidelines into detailed written procedures to fit each department's requirements.

B. INTERNAL AUDIT - The Finance Department may conduct reviews of the departments to determine if the departments are following the written guidelines as they apply to the departments. Finance will also review the written guidelines on accounting, cash handling and other financial matters. Based on these reviews Finance will recommend internal control improvements as needed.

C. DEPARTMENT MANAGERS RESPONSIBLE - Each department manager is responsible to the City Manager to ensure that good internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented, and that all independent and internal auditor internal control recommendations are addressed.

IV. OPERATING BUDGET

A. PREPARATION - The city's "operating budget" is the city's annual financial operating plan. It consists of governmental and proprietary funds, including the general obligation Debt Service Fund, but excluding capital projects funds. The budget is prepared by the City Manager with the assistance of the Finance Department and cooperation of all city departments. The City Manager transmits the document to the City Council. The budget should be presented to the City Council no later than August 5 or a date to be determined by the City Council, and should be enacted by the City Council prior to fiscal year end. The operating budget will be submitted to the GFOA annually for evaluation and possible awarding of the Award for Distinguished Budget Presentation.

B. BALANCED BUDGETS -An Operating budget will be balanced, with current revenues, exclusive of beginning resources, greater than or equal to current expenditures/expenses.

C. PLANNING - The budget process will be coordinated so as to identify major policy issues for City Council.

D. BUDGETED DRAWDOWN OF RESERVES - One-time purchases may be requested by the City Manager through the budget process, subject to the Fund Balance Policy in section IX of the Policies.

E. REPORTING - Periodic financial reports will be prepared to enable the department managers to manage their budgets and to enable the Budget Manager to monitor and control the budget as approved by the City Council. Monthly financial reports will be presented to the City Council. Such reports will include current year revenue and expenditures.

F. CONTROL - Operating Expenditure Control is addressed in Section VII of the Policies.

G. PERFORMANCE MEASURES AND PRODUCTIVITY INDICATORS – Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budgeting process.

V. CAPITAL BUDGET AND PROGRAM

A. PREPARATION - The city's capital budget will include all capital projects funds and all capital resources. The budget will be prepared annually on a fiscal year basis and adopted by ordinance. The capital budget will be prepared by the City Manager with assistance from the Finance Department and involvement of all required city departments.

B. CONTROL - All capital project expenditures must be appropriated in the capital budget. Finance must certify the availability of resources so an appropriation can be made before a capital project contract is presented by the City Manager to the City Council for approval.

C. PROGRAM PLANNING - The capital budget will include capital improvements programs for future years. The planning time frame should normally be five years. The replacement and maintenance for capital items should also be projected for the next five years at a minimum. Future maintenance and operations will be fully costed, so that these costs can be considered in the operating budget.

D. ALTERNATE RESOURCES - Where applicable, assessments, impact fees, or other user-based fees should be used to fund capital projects which have a primary benefit to certain property owners.

E. DEBT FINANCING - Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives that equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases.

F. STREET MAINTENANCE - The city recognizes that deferred street maintenance increases future capital costs by an estimated 5 to 10 times. Therefore, the City's goal is to allocate a portion of the General Fund budget each year to maintain the quality of streets. The amount will be established annually so that repairs will be made amounting to a designated percentage of the value of the streets.

G. WATER/WASTEWATER MAIN REHABILITATION AND REPLACEMENT - The city recognizes that deferred water/wastewater main rehabilitation and replacement increases future costs due to loss of potable water from water mains and inflow and infiltration into wastewater mains. Therefore, to ensure that the rehabilitation and replacement program is adequately funded, the City's goal will be to dedicate an amount equal to at least 1 % of the undepreciated value of infrastructure annually to provide for a water and wastewater main repair and replacement program.

H. REPORTING - Periodic financial reports will be prepared to enable the department managers to manage their capital budgets and to enable the finance department to monitor the capital budget as authorized by the City Manager.

VI. REVENUE MANAGEMENT

A. SIMPLICITY - The city will strive to keep the revenue system simple which will result in a decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay. The city will avoid nuisance taxes, fees, or charges as revenue sources.

B. CERTAINTY - An understanding of the revenue source increases the reliability of the revenue system. The city will try to understand its revenue sources, and enact consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans.

C. EQUITY - The city will strive to maintain equity in the revenue system structure. That is, the city will seek to minimize or eliminate all forms of subsidization between entities, funds, services, utilities and customers. However, it is recognized that public policy decisions may lead to subsidies in certain circumstances, e.g., senior citizen property tax exemptions or partial property tax abatement.

D. ADMINISTRATION - The benefits of revenue will exceed the cost of producing the revenue. The cost of collection will be reviewed annually for cost effectiveness as a part of the indirect cost, and cost of services analysis.

E. REVENUE ADEQUACY - The city will require that there be a balance in the revenue system. That is, the revenue base will have the characteristics of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.

F. COST/BENEFIT OF ABATEMENT - The city will use due caution in the analysis of any tax, fee, or water and wastewater incentives that are used to encourage development. A cost/benefit (fiscal impact) analysis will be performed as a part of such analysis and presented to the appropriate entity considering using such incentive.

G. DIVERSIFICATION AND STABILITY - In order to protect the government from fluctuations in revenue source due to fluctuations in the economy, and variations in weather (in the case of water and wastewater), a diversified revenue system will be maintained.

H. NON-RECURRING REVENUES - One-time revenues will not be used for ongoing operations. Non-recurring revenues will be used only for non-recurring expenditures. Care will be taken not to use these revenues for budget balancing purposes.

I. PROPERTY TAX REVENUES - Property shall be assessed at 100% of the fair market value as appraised by the Collin County Central Appraisal District. Reappraisal and reassessment shall be done regularly as required by State law. A 100% collection rate will serve as a minimum for tax collection.

All delinquent taxes will be aggressively pursued, with delinquents greater than 150 days being turned over to the City Attorney or a private attorney, and a penalty assessed to compensate the attorney as allowed by State law, and in accordance with the attorney's contract. Annual performance criteria will be developed for the attorney regarding the collection of delinquent taxes.

J. PARKS AND RECREATION 4B SALES TAX REVENUE - Parks and Recreation 4B sales tax revenue shall supplement but not supplant the funding for the Parks and Recreation System in the General Fund and the Recreation Center Department of the Parks and Recreation 4B Sales Tax Revenue Fund.

K. USER-BASED FEES - For services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be an annual review of fees and charges to ensure that fees provide adequate coverage of costs and services. User charges may be classed as "full cost recovery," "partial costs recovery," and "minimal cost recovery," based upon City Council policy.

L. IMPACT FEES - Impact fees will be imposed for water, wastewater, and transportation in accordance with the requirements of State law. The staff working with the particular impact fee shall prepare a semi-annual report on the capital improvement plans and fees. Additionally, the impact fees will be re-evaluated at least every three years as required by law.

M. GENERAL AND ADMINISTRATIVE CHARGES - A method will be maintained whereby the General Fund can impose a charge to the enterprise funds for general and administrative services (indirect costs) performed on the enterprise funds' behalf. The calculation will be based upon the percentage of personnel time and other resources attributed to the Enterprise Fund by each department of the General Fund. The details will be documented and said information will be maintained in the Finance Department for review.

N. UTILITY RATES - The city will review utility rates annually and, if necessary, adopt new rates to generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. This policy does not preclude drawing down cash balances to finance current operations. However, it is best that any extra cash balance be used instead to finance capital projects.

O. PARKS AND RECREATION 4B FUND BALANCE - The Parks and Recreation 4B Fund Balance shall be established to protect property tax payers from excessive volatility caused by the fluctuations in the Parks and Recreation 4B sales tax revenue. It will be funded with revenues of the Parks and

Recreation 4B Fund. The city's goal will be to maintain the Fund Balance at 25% of the annual Parks and Recreation 4B sales tax budgeted revenue.

P. UTILITY FUND BALANCE - The Utility Fund shall maintain a Fund Balance to protect ratepayers from excessive utility rate volatility. It may not be used for any other purpose. It will be funded with surplus revenues of the Utility Fund. The City's goal will be to maintain the Utility Fund Balance at 90 days of budgeted expenditures.

Q. INTEREST INCOME - Interest earned from investment of available monies, whether pooled or not, will be distributed to the funds in accordance with the operating and capital budgets which, wherever possible, will be in accordance with the equity balance of the fund from which monies were provided to be invested.

R. REVENUE MONITORING - Revenues actually received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate budget report.

VII. EXPENDITURE CONTROL

A. APPROPRIATIONS - The level of budgetary control is the department level budget in the General Fund, and the fund level in all other funds. When budget adjustments (i.e., amendments), among departments and/or funds are necessary these must be approved by the City Council. Budget appropriation amendments at lower levels of control shall be made in accordance with the applicable administrative procedures.

B. CONTINGENCY ACCOUNT EXPENDITURES - The General Fund Contingency Account will be budgeted and approved by the City Council as a part of the budget process. The City Manager must approve all contingency account expenditures.

C. VACANCY FUNDS – Savings from position vacancies will be reviewed as a part of the midyear budget amendments and savings will be either allocated to other accounts by Council approval or become unbudgeted funds to add to the ending fund balance.

D. CENTRAL CONTROL - Significant vacancy (salary) and capital budgetary savings in any department will be centrally controlled by the City Manager.

E. PURCHASING - All purchases shall be made in accordance with the city's purchasing policies as defined in the Purchasing Manual. Authorization levels for appropriations previously approved by the City Council in the Operating Budget are as follows: Below Directors \$500.00, for Directors up to \$1,000, for Purchasing Agent up to \$3000.00, for Finance Director up to \$7,500.00. The City Manager can authorize expenditures over \$7,500.00 with any purchases exceeding \$50,000.00 to be approved by the City Council.

F. PROFESSIONAL SERVICES - Professional services contracts will be coordinated through the purchasing agent in compliance with statutory regulations.

G. CONTRACT AUTHORITY – By statute, contracts greater than or equal to \$50,000.00 must be approved by Council, after which either the Mayor or the City Manager may then sign any

necessary documents. By ordinance, contracts less than \$50,000.00 may be authorized and signed by the City Manager, provided there is an appropriation for such contract. Signature authority for contracts equal to or less than \$10,000 has been delegated by the City Manager to the Purchasing Manager.

H. PROMPT PAYMENT - All invoices will be paid within 30 days of receipt in accordance with the prompt payment requirements of State law. Procedures will be used to take advantage of all purchase discounts where considered cost effective. However, payments will also be reasonably delayed in order to maximize the city's investable cash, where such delay does not violate the agreed upon terms.

I. INFORMATION TECHNOLOGY - Certain information technology acquisitions will be centrally funded from the Information Technology Division. Acquisitions from this division may include all related professional services costs for researching and/or implementing an information technology project. Annual funding for replacements and for new technology will be budgeted in the IS department with the exception of the Utility Fund. Additional funding above the base amount may be provided for major projects with available one-time sources including debt proceeds and/or grants.

J. PREPAID EXPENDITURES – Final determination of expenditure coding in the General Ledger will be assigned to the Finance Department. Expenditure coding must remain consistent. Purchased items must fit the description of the line item they are being charged to. Amounts of \$10,000 or more paid in advance or across budget years will be coded as prepaid items and charged to the next budget year. Department Directors are responsible for budgeting and paying these items accordingly.

VIII. ASSET MANAGEMENT

A. INVESTMENTS - The city's investment practices will be conducted in accordance with the City Council approved Investment Policies.

B. CASH MANAGEMENT - The city's cash flow will be managed to maximize the cash available to invest.

C. INVESTMENT PERFORMANCE - A monthly report on investment performance will be provided by the Finance Director to the City Manager for presentation to the City Council.

D. FIXED ASSETS AND INVENTORY - These assets will be reasonably safeguarded, properly accounted for, and prudently insured.

IX. FINANCIAL CONDITION AND RESERVES

A. NO OPERATING DEFICITS - Current expenditures will be paid with current revenues. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques. Reserves will be used only for emergencies on non-recurring expenditures, except when balances can be reduced because their levels exceed guideline minimums.

B. INTERFUND LOANS - Non-routine interfund loans shall be made only in emergencies where other temporary sources of working capital are not available and with the approval of the City Council. At the time an interfund loan is considered, a plan to repay it prior to fiscal year end shall also be considered. A fund will only lend money that it will not need to spend for the next 365 days. A loan may be made from a fund only if the fund has ending resources in excess of the minimum requirement for the fund. Loans will not be made from the city's enterprise funds (Water/Wastewater, etc.), except for projects related to the purpose of the fund. Total interfund loans outstanding from a fund shall not exceed 15% of the target fund balance for the fund. If any interfund loan is to be repaid from the proceeds of a future debt issue, a proper reimbursement resolution will be approved at the time the loan is authorized.

C. FUND BALANCE POLICY

1. **Committed Fund Balance** – The City Council is the City's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council at the City's Council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.
2. **Assigned Fund Balance** – The City Council has authorized the City Manager as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.
3. **Order of Expenditure of Funds** – When multiple categories of fund balance are available for expenditure, the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds.
4. **Minimum General Fund Unassigned Fund Balance** – It is the goal of the City to achieve and maintain an unassigned fund balance in the general fund equal to 25% of expenditures. The City considers a balance of less than 20% to be cause for concern, barring unusual or deliberate circumstances. If unassigned fund balance falls below the goal or has a deficiency, the City will appropriate funds in future budgets to replenish the fund balance based on a time table deemed adequate by the City Council.
5. **Minimum Utility Fund Balance** – The Utility Fund shall maintain a Fund Balance to protect ratepayers from excessive utility rate volatility. It will be funded with surplus revenues of the Utility Fund. The City's goal will be to maintain the Utility Fund ending Fund Balance at 90 days of budgeted expenditures.
6. **Minimum Parks and Recreation 4B Fund Balance** – The Parks and Recreation 4B Fund Balance shall be established to protect property tax payers from excessive volatility caused by the fluctuations in the Parks and Recreation 4B sales tax revenue. It will be funded with revenues of the Parks and Recreation 4B Fund. The City's goal will be to maintain the Parks and Recreation 4B Fund ending Fund Balance at 25% of budgeted 4B sales tax revenues.

D. RISK MANAGEMENT PROGRAM - The city will aggressively pursue every opportunity to provide for the public's and city employees' safety and to manage its risks.

E. ENTERPRISE FUND SELF-SUFFICIENCY - The city's enterprise funds' resources will be sufficient to fund operating and capital expenditures. The enterprise funds will pay (where applicable) their fair share of general and administrative expenses, in-lieu-of-property taxes and/or franchise fees. If an enterprise fund is temporarily unable to pay all expenses, then the City Council may waive general and administrative expenses, in-lieu-of-property taxes and/or franchise fees until the fund is able to pay them. The City Council may pay out-of-pocket expenses that a fund is temporarily unable to pay with interfund loans, to be repaid at a future date.

X. DEBT MANAGEMENT

Debt Management is addressed in a separate Debt Management Policy.

XI. STAFFING AND TRAINING

A. ADEQUATE STAFFING - Staffing levels will be adequate for the fiscal functions of the city to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload scheduling alternatives will be explored before adding staff.

B. TRAINING - The city will support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.

XII. GRANTS FINANCIAL MANAGEMENT

A. GRANT SOLICITATION - The City Manager will be informed about available grants by the departments and will have final approval over which grants are applied for. The grants should be cost beneficial and meet the city's objectives.

B. RESPONSIBILITY - Departments will oversee the day to day operations of grant programs, will monitor performance and compliance, and will also keep the Finance Department and Purchasing informed of significant grant-related plans and activities. Departments will also report re-estimated annual revenues and expenses to the Finance Department as needed. Finance Department staff members will serve as liaisons with grantor financial management personnel, will prepare invoices, and will keep the books of account for all grants. All goods and services obtained through grants are subject to City purchasing policies and must be coordinated with the purchasing agent.

XIII. ANNUAL REVIEW AND REPORTING

A. These Policies will be reviewed administratively by the City Manager at least annually, and will be presented to the City Council by the Finance Department for confirmation of any significant changes.

B. The Finance Director will report annually to the City Manager on compliance with these policies.



Wylie City Council

AGENDA REPORT

Department: Planning
Prepared By: Jasen Haskins, AICP

Account Code: _____

Subject

Consider, and act upon, a Preliminary Plat for Jericho Village, Lot 1, Block A, establishing one lot on 2.472 acres, located at 511 West Brown Street.

Recommendation

Motion to approve Item as presented.

Discussion

OWNER: Agape Resource & Assistance Center

APPLICANT: Surdukan Surveying

The applicant is proposing to create Lot 1, Block A of Jericho Village Addition on 2.472 acres. The purpose of the plat is to create one lot for the Jericho Village multi-family Planned Development (PD 2022-27).

The plat dedicates a 26' Fire lane and Access Utility Easement with access from West Brown Street and Winding Oaks Drive.

The site plan was approved by the P&Z Commission in September 2022.

The plat is technically correct and abides by all aspects of the City of Wylie Subdivision Regulations. Approval is subject to additions and alterations as required by the City Engineering Department.

The City Council must provide a written statement of the reasons for conditional approval or disapproval to the applicant in accordance with Article 212, Section 212.0091 of the Texas Local Gov't Code.

P&Z Recommendation

The Commission votes 6-0 to recommend approval.

OWNER'S CERTIFICATE
STATE OF TEXAS
COUNTY OF COLLIN

WHEREAS Agape Resource & Assistance Center, Inc. is the owner of a tract of land situated in the S.B. Shelby Survey, Abstract No. 820, Collin County, Texas, and being part of a called 2,472.1 acre tract of land conveyed to KEP Brown Street Village, L.P., as recorded in County Clerk File No. 20060327000390640 of the Official Public Records of Collin County, Texas, and being all of a called 0.0337 acre tract of land conveyed to KEP Brown Street Village, L.P., as recorded in County Clerk File No. 2021122000355580 of the Official Public Records of Collin County, Texas and being more particularly described in metes and bounds as follows:

BEGINNING in the south R.O.W. line of West Brown Street at a 1/2" iron rod with plastic cap stamped "4613" set for the northeast corner of the called 0.0337 acre tract of land and said capped iron rod being the northeast corner of a called 0.500 acre tract of land conveyed to Spirit Master Funding VI, LLC, as recorded in County Clerk File No. 20140409000340620 of the Official Public Records of Collin County, Texas;

THENCE S88°59'08"E, with the south R.O.W. of West Brown Street, a distance of 323.09 feet to a 1/2" iron rod with plastic cap stamped "4613" set for the west corner of a corner clip conveyed to the City of Wylie in County Clerk File No. 2011062400055520 of the Official Public Records of Collin County, Texas;

THENCE S44°14'55"E, along said corner clip, a distance of 24.39 feet to 1/2" iron rod with plastic cap stamped "4613" set for corner in the west R.O.W. of Winding Oaks Drive, (c 50' R.O.W.);

THENCE S01°00'52"W, with the west R.O.W. of Winding Oaks Drive, a distance of 168.31 feet to a 1/2" iron rod with plastic cap stamped "4613" set for corner of the beginning of a curve to the right;

THENCE with said curve to the right, following the west R.O.W. of Winding Oaks Drive, with an arc length of 62.64 feet, with a radius of 225.00 feet, with a chord bearing S09°00'56"W, 62.64 feet to a 1/2" iron rod with plastic cap stamped "4613" set for the southeast corner of the called 2,472.1 acre tract of land, said capped iron rod also being the northeast corner of Lot 18, Block F, Rustic Oaks, Phase One, on addition to the City of Wylie as shown on the Plat thereof recorded in Cabinet D, Page 198 of the Plat Records of Collin County Texas;

THENCE N88°42'08"W, a distance of 128.98 feet to a 1/2" iron rod with plastic cap stamped "4613" set for the northeast corner of said Lot 18, Block F of said Rustic Oaks, Phase One;

THENCE N70°39'08"W, a distance of 60.72 feet to a 1/2" iron rod with plastic cap stamped "4613" set for the northern most corner of Lot 13, Block F of said Rustic Oaks, Phase One, said capped iron rod being the northeast corner of Lot 1, Block F of Rustic Oaks, Phase Three, on addition to the City of Wylie as shown on the Plat thereof recorded in Cabinet D, Page 200 of the Plat Records of Collin County Texas;

THENCE N20°57'04"E, a distance of 141.36 feet to an "x" cut found for the northeast corner of a called 0.438 acre tract of land conveyed to Jonvitch, Inc., as recorded in Volume 3925, Page 1455 of the Deed Records of Collin County, Texas;

THENCE N70°23'49"W, with the north line of the called 0.500 acre tract, a distance of 24.54 feet to a 1/2" iron rod with plastic cap stamped "4613" set for the southeast corner of the called 0.500 acre tract of land;

THENCE N21°04'50"E, with the east line of the called 0.500 acre tract of land, a distance of 187.45 feet to the POINT OF BEGINNING, and CONTAINING 107,669 Square Feet or 2,472 acres of land.

BASIS OF BEARINGS:

The bearings shown are derived from ALTERA CENTRAL RTK Network, Texas State Plane Coordinate System, NAD83, North Central Zone, Nad 83, (CON83) Epoch 2002.0, vertical positions are referenced to NAVD88 using GDD0003.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That Agape Resource & Assistance Center, Inc., acting herein by and through its duly authorized officers, does hereby adopt the plat designating the herein above described property as Jericho Village Addition, Lot 1, Block A, on addition to the City of Wylie, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets, rights of way, and other public improvements shown thereon. The streets, rights of way, and other public improvements shown thereon, the easements and public use areas, as shown, are dedicated for the public use forever, for the purposes indicated on this plat. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements, if approved by the City Council of the City of Wylie. In addition, utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the public's and City of Wylie use thereof. The City of Wylie and public utility entities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in said easements. The City of Wylie and public utility entities shall at all times have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, controlling, maintaining, reading, meters, and adding to or removing all or parts of their respective systems without the necessity of any line of procuring permission from anyone.

This plat approved subject to all plotting ordinances, rules, regulations and resolutions of the City of Wylie, Texas.

WITNESS my hand, this the ____ day of _____, 2022.

Agape Resource & Assistance Center, Inc.
Name:
Title:

City of Wylie
C.C. No. 2011062400055520

City Secretary
City of Wylie

STATE OF TEXAS
COUNTY OF COLLIN

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN under my hand and seal of office this the ____ day of _____, 2022.

Notary Public in and for the State of Texas

APPROVAL BLOCK

"RECOMMENDED OF APPROVAL"

Chairman, Planning & Zoning Commission
City of Wylie, Texas

"APPROVED FOR CONSTRUCTION"

Mayor, City of Wylie, Texas

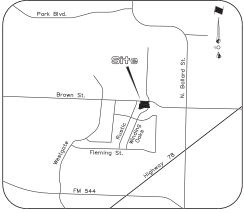
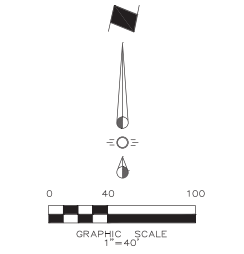
"ACCEPTED"

Mayor, City of Wylie, Texas

"I, the undersigned, the City Secretary of the City of Wylie, Texas hereby certify that the foregoing Plat of Jericho Village, on addition to the City of Wylie was submitted to the City Council on the ____ day of _____, 2022, and the Council, by formal action then and there accepted the dedication of right-of-way, streets, easements and alleys, as shown and set forth in and upon said Plat, and said Council further authorized the mayor to note the acceptance thereof by signing his name as hereinafore subscribed."

Witness my hand this ____ day of _____, A.D., 2022.

City Secretary
City of Wylie



VICINITY MAP
NITS

SURVEYOR'S CERTIFICATE
KNOW ALL MEN BY THESE PRESENTS:

That I, David J. Surdukan, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon as set were properly placed under my personal supervision in accordance with the Subdivision Ordinance of the City of Wylie.

David J. Surdukan
Registration No. 4813

STATE OF TEXAS
COUNTY OF COLLIN

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared David J. Surdukan, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN under my hand and seal of office, this the ____ day of _____, 2022.

Notary Public in and for the State of Texas

PRELIMINARY PLAT
JERICO VILLAGE
ADDITION
LOT 1, BLOCK A

2,472 Acres Situated In The
S. B. SHELBY SURVEY ~ ABST. 820
WYLIE, COLLIN COUNTY, TEXAS

Owner

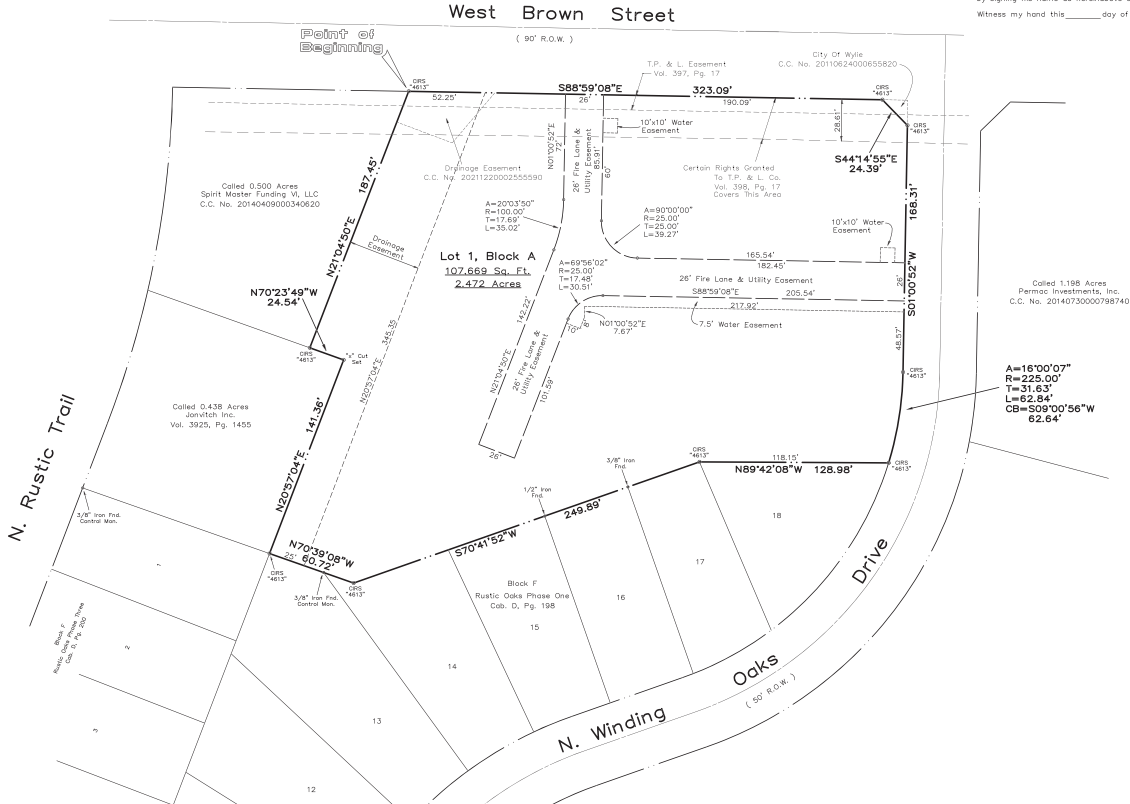
Agape Resource & Assistance Center, Inc.
PO Box 861664
Plano, Texas 75086
Telephone 469 814-0483
janel@agape-agape.com

Engineer

RLK Engineering, Inc.
Texas Registration No. 579
111 West Main Street
Allen, Texas 75013
Telephone 972 359-1733
seth@rlkengineering.com

Surveyor

Surdukan Surveying, Inc.
PO Box 125
Anna, Texas 75409
Telephone 972 924-8200
david.ss@hotmail.com
August 15, 2022





Wylie City Council

AGENDA REPORT

Department: Planning
 Prepared By: Jasen Haskins, AICP

Account Code: _____

Subject

Consider, and act upon, a Final Plat for Price Addition, being Lot 1, Block A, establishing one lot on 5.856 acres in the City of Wylie Extra Territorial Jurisdiction, located south of 2065 E. FM 544.

Recommendation

Motion to approve Item as presented.

Discussion

OWNER: Porky Price Enterprises

APPLICANT: Roome Land Surveying

The applicant is proposing to create Lot 1, Block A of Price Addition. The purpose of the plat is to allow for the expansion of the existing Lake Ray Hubbard RV Park located to the north of the subject property at 2065 E. FM 544.

The property is located outside of the City limits within the Extra Territorial Jurisdiction. The RV expansion proposes to have vehicle access from the existing Lake Ray Hubbard RV Park.

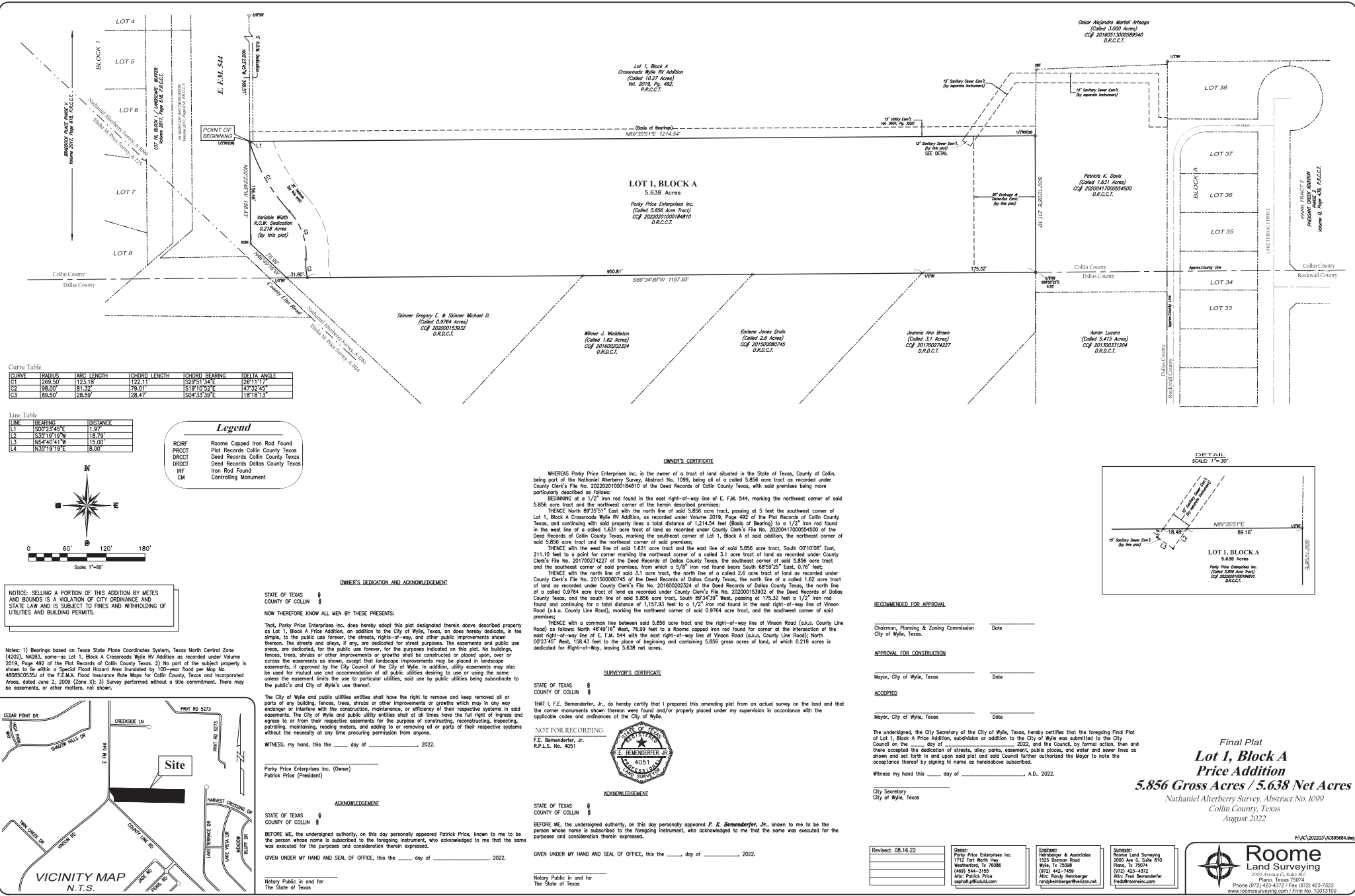
The Thoroughfare Plan has East FM 544 and County Line Road listed as secondary thoroughfares. The plat dedicates 0.218 acres for the future expansion of those two streets.

The plat is technically correct and abides by all aspects of the City of Wylie Subdivision Regulations. Approval is subject to additions and alterations as required by the City Engineering Department.

The City Council must provide a written statement of the reasons for conditional approval or disapproval to the applicant in accordance with Article 212, Section 212.0091 of the Texas Local Gov't Code.

P&Z Recommendation

The Commission votes 6-0 to recommend approval.





Wylie City Council

AGENDA REPORT

Department: Planning
Prepared By: Jasen Haskins, AICP

Account Code: _____

Subject

Consider, and act upon, a Final Plat for the Brown and Burns Addition, being a replat of Lot 1 and 2, Block 1, establishing two lots on 0.169 acres, located at 129 and 131 N. Ballard Avenue.

Recommendation

Motion to approve Item as presented.

Discussion

OWNER: Pamela Ann Wells

APPLICANT: Roome Land Surveying

The applicant is proposing to replat Lot 1 and 2, Block 1, of Brown & Burns Addition. The purpose of the plat is to adjust the internal lot lines to match the location of the wall separating the existing structures.

Both properties are located within the Downtown Historic District which allows for 0' lot lines.

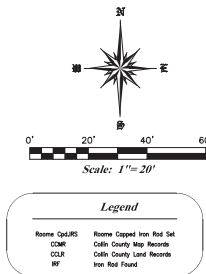
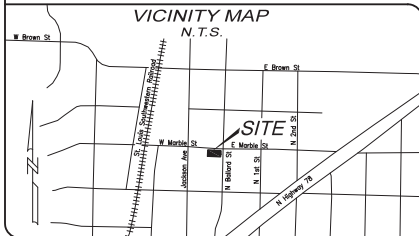
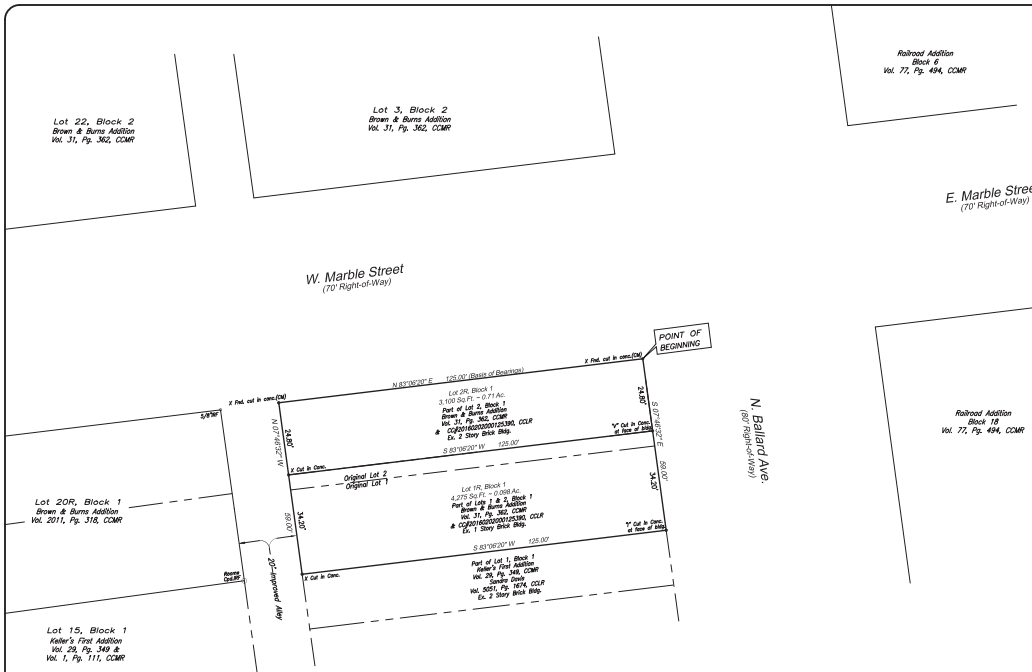
The property owner intends to sell 131 N. Ballard Avenue and maintain ownership of 129 N. Ballard Avenue.

The plat is technically correct and abides by all aspects of the City of Wylie Subdivision Regulations. Approval is subject to additions and alterations as required by the City Engineering Department.

The City Council must provide a written statement of the reasons for conditional approval or disapproval to the applicant in accordance with Article 212, Section 212.0091 of the Texas Local Gov't Code.

P&Z Recommendation

The Commission votes 6-0 to recommend approval.



Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits.

NOTES: (1) CM is controlling monument; (2) No part of subject property lies within a Special Flood Hazard Area inundated by 100-year flood per Flood Insurance Rate Map Number 48085C0420 of F.E.M.A. Flood Insurance Rate Maps for Collin County, Texas and Incorporated Areas dated June 2, 2009 (Zone X); (3) Source bearing per Brown & Burns Addn., an addition to the City of Wylie as recorded in Volume 2011, Page 318 of the Collin County Map Records; (4) This plat has been performed without the benefit of a title commitment. Subject property is affected by any or all easements of record. Surveyor did not abstract or research records for easements.

OWNER'S DEDICATION AND ACKNOWLEDGMENT

STATE OF TEXAS §
COUNTY OF COLLIN §

WHEREAS **Pamela Ann Wells** is the owner of two lots situated in the State of Texas, County of Collin, and City of Wylie, being part of the Samuel B. Shelby Survey, Abstract No. 820, and being all of **Lots 1 and 2, Block 1 of Brown & Burns Addition**, an addition to the City of Wylie as recorded in Volume 31, Page 362 of the Collin County Map Records, being the same two lots as conveyed to Pamela Ann Wells in a General Warranty deed under County Clerk No. 2014020200125390 of the Collin County Land Records, with said premises being more particularly described as follows:

BEGINNING at an "X" found cut in concrete and marking the intersection of the west right-of-way line of N. Ballard Avenue (80' right-of-way) with the south right-of-way of W. Marble Street (70' right-of-way), same being the northeast corner of said Lot 2;

THENCE with the west right-of-way line of N. Ballard Avenue, the east line of said Lots 1 and 2, and partway with the east facing of a 2-story Brick Building, South 07°45'52" East, 59.00 feet to an "X" cut in concrete at the base of said building and marking the southeast corner of Lot 1, and the northeast corner of Lot 1, Block 1 of Keller's First Addition as recorded in Volume 29, Page 349 and Volume 5261, Page 1674 of the Collin County Land Records;

THENCE departing said right-of-way line, passing through a demising wall between Lot 1 (Brown and Burns Addition) and said Lot 1 (Keller's First Addition), South 83°06'20" West, 125.00 feet to an "X" cut in concrete marking a common corner between said Lot 1 (Brown and Burns Addition) and Lot 1 (Keller's First Addition), same being in the east right-of-way line of a 20' alley;

THENCE with the west line of Lot 1 and Lot 2 (Brown and Burns Addition), and the east line of said 20' alley, North 07°45'52" West, 59.00 feet to an "X" found cut in concrete marking the northwest corner of Lot 2, and marking the intersection of the south right-of-way line of W. Marble Street with the east right-of-way line of said 20' alley;

THENCE with the south right-of-way line of W. Marble Street, the north line of Lot 2, and partway with the north facing of said 2-story Brick Building, North 83°06'20" East, 125.00 feet (Basis of Bearings) to the place of beginning and containing 7,375 square feet or 0.169 acres of land.

OWNER'S CERTIFICATE

STATE OF TEXAS §
COUNTY OF COLLIN §

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS:

That, **Pamela Ann Wells** does hereby adopt this plat designated therein above described property as a Replat of **Lots 1R and 2R, Block 1 of Brown & Burns Addition**, an addition to the City of Wylie, Texas, on does hereby dedicate, in fee simple, to the public use forever, the streets, rights-of-way, and other public improvements shown thereon. The streets and alleys, if any, are dedicated for street purposes. The easements and public use areas, are dedicated, for the public use forever, for the purposes indicated on this plat. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements, if approved by the City Council of the City of Wylie. In addition, utility easements may also be used for mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the public's and City of Wylie's use thereof.

The City of Wylie and public utilities entities shall have the right to remove and keep removed all or parts of any building, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in said easements. The City of Wylie and public utility entities shall at all times have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity at any time procuring permission from anyone.

WITNESS, my hand, this ____ day of _____, 2022.

Pamela Ann Wells

ACKNOWLEDGMENT

STATE OF TEXAS §
COUNTY OF COLLIN §

BEFORE ME, the undersigned authority, on this day personally appeared **Pamela Ann Wells**, known to me to be the person whose name is subscribed to the foregoing instrument, who acknowledged to me that the same was executed for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the ____ day of _____, 2022.

Notary Public in and for
The State of Texas

SURVEYOR'S CERTIFICATE

STATE OF TEXAS §
COUNTY OF COLLIN §

THAT I, F.E. Bernemeder, Jr., do hereby certify that I prepared this amending plat from an actual survey on the land and that the corner monuments shown thereon were found and/or properly placed under my supervision in accordance with the applicable codes and ordinances of the City of Wylie.

F.E. Bernemeder, Jr.
R.P.L.S. No. 4051

ACKNOWLEDGMENT

STATE OF TEXAS §
COUNTY OF COLLIN §

BEFORE ME, the undersigned authority, on this day personally appeared **F.E. Bernemeder, Jr.**, known to me to be the person whose name is subscribed to the foregoing instrument, who acknowledged to me that the same was executed for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 27th, day of September, 2011.

Notary Public in and for
The State of Texas

"Recommended for Approval"

Chairman, Planning and Zoning Commission
City of Wylie, Texas

"Approved for Construction"

Mayor, City of Wylie, Texas

"Accepted"

Mayor, City of Wylie, Texas

The undersigned, the City Secretary of the City of Wylie, Texas, hereby certifies that the foregoing Replat of **Lots 1R and 2R, Block 1 of Brown & Burns Addition** to the City of Wylie was submitted to the City Council on the ____ day of _____, 2022, and the Council, by formal action, then and there accepted the dedication of streets, alleys, parks, easement, public places, and water and sewer lines as shown and set forth in and upon said plat and said Council further authorized the Mayor to note the acceptance thereof by signing his name as hereinabove subscribed.

Witness my hand this ____ day of _____, A.D., 2022.

City Secretary
City of Wylie, Texas

Replat of
Lots 1R & 2R, Block 1
Brown & Burns Addition
being a Replat of Lots 1 & 2, Block 1
2 Commercial Lots ~ 0.169 Ac.
Brown & Burns Addition
Samuel B. Shelby Survey, Abstract No. 820
City of Wylie, Collin County, Texas
August 8, 2022

Revised: 8-16-2022
P:\AC\202203\AC895439.dwg

Owner: Lots 1 & 2;
Pamela Ann Wells
111 Martin Drive
Wylie, TX 75098-4846
Ph: 469-371-2523
Email: Pamela@wylieflowershop.com

Surveyor: Fred Bernemeder
Roome Land Surveying, Inc.
2000 G Ave., Suite 810
Piano, TX 75074
Ph: 469-437-4372
Email: treb@roomeinc.com

Roome Land Surveying, Inc.
2000 G Avenue G, Suite 810
Piano, Texas 75074
Phone (972) 423-4372 / Fax (972) 423-7523
www.roomeinc.com



Wylie City Council

AGENDA REPORT

Department: Planning
 Prepared By: Renae' Ollie

Account Code: _____

Subject

Consider, and act upon, approval of the demolition of a residential structure in accordance with Ordinance No. 2022-34, property located at 407 N. Ballard within the Downtown Historic District.

Recommendation

Motion to approve the Item as presented.

Discussion

Owner: Kari and Mike Isom

Applicant: Isom Revocable Trust and Tracy & Robert Lawson

The property owner proposes to demolish an existing residential dwelling that has undergone significant modifications from its original construction. Section 6.3.E.3. of the City's Zoning Ordinance outlines the criteria for demolition as follows:

Demolition of a structure will NOT be allowed if any of the items below are met:

1. A structure is of architectural or historical interest and/or value or its removal would be detrimental to the public interest, or
2. The building contributes significantly to the character of the historic district and demolition would create a detrimental view or adversely affect the existing buildings on the block, or
3. A structure is contributing or unusual or uncommon design and materials and it could not be reproduced without great difficulty and/or expense, or
4. If its proposed replacement would not make a positive visual contribution, would disrupt the character or be visually incompatible within the historic district.

Demolition of a structure MAY be allowed if any of the following criteria is met:

1. The building has lost its architectural and historical integrity and importance and its removal will not result in a negative, less appropriate visual effect on the historic district, or
2. The structure does not contribute to the historical or architectural character and importance of the historic district (e.g. a non-contributing structure), and its removal will result in a positive, appropriate visual effect in the district.

The Engineer's report gives an overview of the condition of the property stating that the home is "not safe for occupancy." The home is a one story, single-family residence. The overall structure is constructed with separate foundations and framing components connected together and could not be moved. Due to obvious structural failures of the building, the report recommends demolition.

According to Collin County Appraisal District records, the house was built in 1960 with a garage added in 2021 and is not of architectural or historical interest.

The house to the north along Ballard was constructed in 1993. The home to the south was constructed in 1868 with a detached garage added in 1955. To the west are townhomes built in 2007. To the east is St. Anthony's Catholic Church.

As stated in the Ordinance criteria “*The structure does not contribute to the historical or architectural character and importance of the historic district (e.g. a non-contributing structure), and its removal will result in a positive, appropriate visual effect in the district*”. Staff believes that its removal would not be detrimental to the public interest.

If approved for demolition, the applicant(s) will submit new plans for HRC review to add a garage and relocate a carport that meets the current design standards of the Downtown Historic District.

HRC Discussion

The Commission voted 6-0 to recommend approval as presented.



LIGHTHOUSE ENGINEERING, L.L.C.

Texas Professional Engineer (TX: 95672)
 Oklahoma Professional Engineer (OK: 22438)
 Arkansas Professional Engineer (AR: 17788)
 New Mexico Professional Engineer (NM: 26495)
 Registered Texas Engineering Firm (F: 9334)

Phone: 214-577-1077
 Fax: 214-224-0549

Website: www.LighthouseEng.com
 Email: Office@LighthouseEng.com

DATE: Thursday, June 16, 2022

TO: Tracy Lawson (Potential Buyer and the City of Wylie)

RE: Evaluation of Residence - Not Safe for Occupancy - Recommend Demo
 407 North Ballard Avenue, Wylie, TX 75098

Jason Conklin, PE physically inspected the above referenced residence to investigate the structural integrity of the structure. Based on my observations, experience and judgment, I concluded that the residence should be demolished. There are obvious structural failures of the building. These structural failures condemn the building as "not safe for occupancy". See the photos below for the current condition of the structure.

Because the structure appears to be constructed in several piece components connected together (separate foundations and framing), the residence is not capable of being repaired or moved. The residence violates most safety building codes and standards of the 2021 International Residential Code as adopted by the City of Wylie. **It is the opinion of this engineer that the structure has outlived its serviceable life and it is recommended to demolish the residence.**



Michael Gandy, P.E.
 Thursday, June 16, 2022
 Registered Engineering Firm F-9334

Lighthouse Engineering, L.L.C.

AGREEMENTS AND LIMITATIONS

Use of this report for any reason implies consent to all agreements and limitations of this report. This report is the professional opinion of Lighthouse Engineering, LLC and is based upon a limited evaluation of the property. This report is provided for the exclusive use of the addressee. We have no contractual relationship with, or obligation to, any party other than the addressee of this report.

This report does not constitute a structural warranty or performance contract with the purchaser of this report to or with any other party. It only states conditions observed at the time of the inspection. The evaluation of the property included a visual examination of the exposed interior and exterior finishes of the structure and the ground surfaces adjacent to the structure and to the taking of relative floor elevations. The taking and testing of soil samples was not included. Unless written in the report, the original design drawings and any design conditions were not known. Determination of construction to Building Code is best done during the original construction and is not a part of this evaluation. Testing for plumbing leaks was not performed but is recommended after foundation work is performed.

It is possible that future repairs could be required for the subject foundation/structure. This evaluation only addresses the current condition of the foundation/structure. Lighthouse Engineering, LLC does not offer or imply any warranty for the repairs or for the repair company's acts or omissions or for any other person conducting the repairs.

The fee collected is for this inspection only. Additional engineering services are available at an additional cost. Requests for these services must be made in a timely manner before commencement of work. Please contact this office for additional inspection scheduling and fee arrangements.

Sincerely,



Michael Gandy, P.E.
Thursday, June 16, 2022
Registered Engineering Firm F-9334

Lighthouse Engineering, L.L.C.



Lighthouse Engineering, L.L.C.



66



Wylie City Council

AGENDA REPORT

Department: Engineering
Prepared By: Tim Porter

Account Code: _____

Subject

Consider, and act upon, Resolution No. 2022-28(R) of the City Council of the City of Wylie, Texas, to approve the submittal of McMillen Drive, E. FM 544, and Park Boulevard Improvements Projects to Collin County for consideration for their 2022 Collin County Call for City Projects.

Recommendation

Motion to approve Item as presented.

Discussion

On July 6, 2021, Collin County released its 2022 Call for Projects. One qualification requires that City Council action be taken to approve or authorize the projects the City is to submit. Each of the three (3) projects (McMillen Drive, E. FM 544, and Park Boulevard) have been approved by City Council for engineering design and staff believes that all three can be under construction in the next two years.

Amounts requested from the County are as follows:

Project	Priority	Amount
McMillen Drive	1	\$2,999,999
E FM 544	2	\$6,078,750
Park Boulevard	3	\$2,999,999

Staff recommends approval of the Resolution and plans to include the document in the full submittal package to the County prior to the October 31, 2022 deadline.

RESOLUTION NO. 2022-28(R)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, TO APPROVE THE SUBMITTAL OF MCMILLEN DRIVE, E. FM 544, AND PARK BOULEVARD IMPROVEMENTS PROJECTS TO COLLIN COUNTY FOR CONSIDERATION FOR THEIR 2022 COLLIN COUNTY CALL FOR CITY PROJECTS.

WHEREAS, on July 6, 2022, the City received the 2022 Collin County Call for City Projects from Collin County; and

WHEREAS, McMillen Drive has been designed to 90% with funding already approved by Collin County in 2007 Bond Project #07-091; and

WHEREAS, E. FM 544 has been designed to 95% with funding already approved by Collin County in 2007 Bond Project #07-092; and

WHEREAS, McMillen Drive, E. FM 544, and Park Boulevard have been determined to be critical thoroughfares in the Wylie region; and

WHEREAS, the City has determined that it is in the public interest to seek funding assistance for the construction of McMillen Drive from McCreary Road to Country Club Road, E. FM 544 from Alfred Drive to County Line Road, and Park Boulevard from Country Club Road to Parker Road; and

WHEREAS, the priority of these projects has been determined as McMillen Drive as Priority #1, E. FM 544 as Priority #2, and Park Boulevard as Priority #3;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS THAT the City is requesting Collin County to consider McMillen Drive, E. FM 544, and Park Boulevard for funding participation.

SECTION 1: McMillen Drive, E. FM 544, and Park Boulevard are hereby approved as construction projects in the event that Collin County approves funding for any of these projects in their 2022 Collin County Call for City Projects.

SECTION 2: This Resolution shall take effect immediately upon its passage.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas this 27th day of September, 2022.

Matthew Porter, Mayor

ATTEST TO:

Stephanie Storm, City Secretary



Wylie City Council

AGENDA REPORT

Department: City Secretary
Prepared By: Stephanie Storm

Account Code: _____

Subject

Consider, and act upon, Resolution No. 2022-29(R) of the City of Wylie, Texas finding that Oncor Electric Delivery Company LLC's ("Oncor" or "Company") application to change rates within the City should be denied; finding that the City's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this Resolution to the company and legal counsel.

Recommendation

Motion to approve Item as presented.

Discussion

Purpose:

On May 13, 2022, Oncor Electric Delivery Company LLC ("Oncor" or "Company") filed an application with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by about \$251 million or approximately 4.5% over present revenues. The Company asks the City to approve an 11.2% increase in residential rates and a 1.6% increase in street lighting rates. The impact of this requested increase on an average residential customer using 1,300 kWh/month would be about \$6.02 per month.

In a prior City action, Oncor's rate request was suspended from taking effect for 90 days, the fullest extent permissible under the law. This time period has permitted the City, through its participation with the Steering Committee of Cities Served by Oncor ("Steering Committee"), to determine that the proposed rate increase is unreasonable. Consistent with the recommendations of the experts engaged by the Steering Committee, Oncor's request for a rate increase should be denied. Accordingly, the purpose of the Resolution is to deny the rate change application proposed by Oncor. Once the Resolution is adopted, Oncor will have 30 days to appeal the decision to the Public Utility Commission of Texas where the appeal will be consolidated with Oncor's filing (i.e. PUC Docket No. 53601) currently pending at the Commission.

All cities with original jurisdiction will need to adopt the Resolution prior to October 30, 2022.

Explanation of "Be It Resolved" Sections:

1. This paragraph finds that the Company's application is unreasonable and should be denied.
2. This section states that the Company's current rates shall not be changed.
3. The Company will reimburse Cities for their reasonable rate case expenses. Legal counsel and consultants approved by Cities will submit monthly invoices that will be forwarded to Oncor for reimbursement.
4. This section merely recites that the resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.
5. This section provides Oncor and counsel for Cities will be notified of the City's action by sending a copy of the approved and signed resolution to counsel.

RESOLUTION NO. 2022-29(R)

A RESOLUTION OF THE CITY OF WYLIE, TEXAS FINDING THAT ONCOR ELECTRIC DELIVERY COMPANY LLC'S ("ONCOR" OR "COMPANY") APPLICATION TO CHANGE RATES WITHIN THE CITY SHOULD BE DENIED; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

WHEREAS, the City of Wylie, Texas ("City") is an electric utility customer of Oncor Electric Delivery Company LLC ("Oncor" or "Company"), and a regulatory authority with an interest in the rates and charges of Oncor; and

WHEREAS, the City is a member of the Steering Committee of Cities Served by Oncor ("Steering Committee"), a coalition of similarly situated cities served by Oncor that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in Oncor's service area; and

WHEREAS, on or about May 13, 2022, Oncor filed with the City an application to increase system-wide transmission and distribution rates by \$251 million or approximately 4.5% over present revenues. The Company asks the City to approve an 11.2% increase in residential rates and a 1.6% increase in street lighting rates; and

WHEREAS, the Steering Committee is coordinating its review of Oncor's application and working with the designated attorneys and consultants to resolve issues in the Company's filing; and

WHEREAS, through review of the application, the Steering Committee's consultants determined that Oncor's proposed rates are excessive; and

WHEREAS, the Steering Committee's members and attorneys recommend that members deny the Application; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS:

Section 1. That the rates proposed by Oncor to be recovered through its electric rates charged to customers located within the City limits, are hereby found to be unreasonable and shall be denied.

Section 2. That the Company shall continue to charge its existing rates to customers within the City.

Section 3. That the City's reasonable rate case expenses shall be reimbursed in full by Oncor within 30 days of the adoption of this Resolution.

Section 4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

Section 5. That a copy of this Resolution shall be sent to Oncor, Care of Howard Fisher, Oncor Electric Delivery Company, LLC, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202 and to Thomas Brocato, Counsel to the Steering Committee, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Ave., Suite 1900, Austin, TX 78701.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas this 27th day of September, 2022.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary



Wylie City Council

AGENDA REPORT

Department: Purchasing **Account Code:** 100-5154
Prepared By: Glenna Hayes

Subject

Consider, and act upon, the approval of the 2023 Procurement Manual.

Recommendation

Motion to approve Item as presented.

Discussion

The purpose of the Procurement Manual is to provide the City with the requisite parameters for purchasing goods and services. The policies are based on Texas statutory provisions as found in the Texas Government Code, Texas Local Government Code, Texas Insurance Code, and Texas Labor Code, the City Charter, and support the Finance Policies.

Updates:

- Chapter 2 Ethics – Paragraph A Employee Standards of Conduct/Personal Use
 - Paragraph changed to “Personal and Non-Profit Agency Use Prohibited, and includes the following statement:
The purchase of goods, equipment or services for personal use by a City officer, employee, agent, or family members, or made by same on behalf of a non-profit agency, from City business accounts and/or contracts is prohibited.

The policies are intended to:

- Simplify and clarify the laws governing purchasing by the City
- Permit the continued development of purchasing policies and practices
- Provide consistency in the purchasing practices of the City
- Increase public confidence in public purchasing
- Ensure the fair and equitable treatment of all persons who participate in the purchasing process
- Provide increased economy and efficiency in purchasing activities by avoiding unnecessary, unwarranted, and duplicative purchases

Staff recommends approval of the 2023 Procurement Manual.



PROCUREMENT MANUAL 2023

OUR MISSION

To be responsible stewards of the public trust,
to strive for excellence in public service and
to enhance the quality of life for all.

OUR PLEDGE

Accept and fulfill responsibilities with integrity, professionalism and accountability ♦ Acknowledge and value the contributions of all ♦ Build on the foundation of our predecessors ♦ Provide consistent, cost-effective and quality service to our community ♦ Continuously reach for the highest level of service ♦ Communicate effectively with our citizens and employees ♦ Care about the needs of others ♦ Treat everyone with courtesy, respect and understanding ♦ Promote responsible and diversified economic growth.

OUR PROCUREMENT GOALS

To promote fiscal responsibility by obtaining the right product, for the right purpose, at the right time, for the right price ♦ To actively seek fair competition in the procurement process ♦ Ethical compliance with Federal, State and local laws ♦ To treat suppliers fairly and equitably ♦ Increase public confidence in public purchasing

PROCUREMENT POLICY

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CHAPTER 1 – Purpose

The Purchasing Department will serve as the central procurement office of the City and will determine which method of procurement provides the best value for the City, adopt operational procedures consistent with sound business practices and state law which govern the procurement and management of all materials, services and construction to be procured by the City, and manage disposal of materials.

The purpose of the Procurement Policy is to provide the City with the requisite parameters for purchasing goods and services. The policy is based on Texas statutory provisions as found in the Texas Government Code, Texas Local Government Code, Texas Insurance Code, and Texas Labor Code, as amended.

These policies are intended to:

- Simplify and clarify the laws governing purchasing by the City;
- Permit the continued development of purchasing policies and practices;
- Provide consistency in the purchasing practices of the City;
- Increase public confidence in public purchasing;
- Ensure the fair and equitable treatment of all persons who participate in the purchasing process;
- Provide increased economy and efficiency in purchasing activities by avoiding unnecessary, unwarranted, and duplicative purchases

Policy:

It is the policy of the City to conduct procurement functions efficiently, effectively, and in full compliance with all federal and state laws, City Charter, and City administration policy and procedures. The City Council's authority to contract for all goods and services and make all sales is delegated to the City Manager as set forth in this manual and to those employees to whom the City Manager delegates that responsibility. The Purchasing Manager has been delegated by the City Manager to contract for the City in accordance with this manual.

Department Directors may choose to delegate procurement responsibilities only within their full-time staff. All such personnel are required to complete mandatory training provided by the Purchasing Department and access to the City's financial system will be granted once that training is completed.

Unauthorized personnel who attempt to contract in the name of the City, or personnel making unauthorized purchases outside of the scope of this manual, may be subject to disciplinary action, legal action, and personal financial liability.

If a person fails to comply with the competitive bidding or competitive proposal procedures required by law, that person may be convicted of a Class B misdemeanor. This includes a situation in which a person knowingly makes or authorizes separate, sequential, or component purchases in an attempt to avoid competitive bidding requirements.

General Enforcement:

It shall be the responsibility of the Finance Director and Purchasing Manager to enforce all purchasing procedures. Texas Local Government Code § 252.062, 252.063 and 271.029 provide criminal penalties for officers and employees who knowingly violate state statutes.

CHAPTER 2 – Ethics

A special responsibility is imposed on all City officers, employees, and agents (hereafter referred to as “employees”) entrusted with the allocation of City funds. In government procurement, employees are held to the highest degree of integrity required to secure best economic results, and required to comply with the procurement process.

It is critical that all City employees involved in procurement and procurement-related functions remain independent, free of obligation or suspicion, and completely fair and impartial. Credibility and public confidence are vital. A shadow of doubt can be as harmful as the conduct itself and employees should make every effort to:

- Avoid the intent and/or appearance of unethical or compromising practice in relationships, actions, and communications. If a situation is perceived as real, then it is in fact real in its consequences.
- Avoid business relationships with personal friends and relatives.
- Avoid holding business meetings with suppliers outside the office. If such a meeting is necessary, carefully choose the location so there will be no perception by others in the business community or your peers of impropriety.

A. Employee Standards of Conduct

City Employees will:

- Promote positive vendor relations through courtesy and impartiality in all phases of the procurement process.
- Actively strive to comply with City policies, federal and state laws regarding purchases from HUB (Historically Underutilized Businesses)
- Handle confidential or proprietary information belonging to the City, fellow employees or vendors with care and proper consideration of ethical and legal ramifications, and governmental regulations.
- Never use information gained confidentially in the performance of duties for profit.
- **Prohibited Conduct:**
City employees shall not participate in the negotiation, selection, discussion, award or administration of a contract or procurement supported by public funds if:
 - That individual has a substantial interest in a person or entity (Chapter 171 of the Texas Local Government Code) that is the subject of the contract or procurement.
 - A conflict of interest exists. A conflict arises when a City employee, officer or agent, or any relative or potential relative thereof (family members), a partner or a person or an organization that employs or may employ in the near future any of these individuals, has a financial or other interest (directly or indirectly) in the sale to the City of any materials, supplies or services, including any proposed or existing contract, purchase, work, sale, or service to, for, with, or by the City.
- **Personal and Non-Profit Agency Use Prohibited:**
The purchase of goods, equipment or services for personal use by a City officer, employee, agent, or family members, or made by same on behalf of a non-profit agency, from City business accounts and/or contracts is prohibited.

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- Employees that are involved in contract negotiations should not purchase merchandise or services for personal use with a vendor that is currently working, seeks to work, or has worked for the City.
- Employees shall NOT use the City of Wylie tax exemption forms for personal or non-profit use, nor set up accounts with a City tax exemption form in their personal name.
- A City officer, employee, agent, or family member may purchase merchandise or services from a vendor doing business with the City provided that the price at which the item is purchased is the same price charged to a designated segment of the public regardless of place of employment, or all officers and employees of the City.
- If a City officer, employee, agent, or family member acquires merchandise or services for the employee's personal use from a vendor doing business with the City, such merchandise or services may not be delivered to the employee or another City employee unless the acquisition is paid directly to the vendor by the employee. No personal invoices are to be mailed to an employee (or another City employee for or on behalf of the employee) at the employee's (or other employee's) place of work. Neither the vendor nor the employee may process the purchase under the City's tax exempt status. Employee is responsible for payment of applicable sales tax.
- **Gratuities (Gift and Entertainment):**
City employees shall not:
 - Solicit and/or accept benefits or gifts of any kind from vendors, actual or potential.
 - Provide special favors or privileges to anyone, either as payment or under any other circumstances.
 - Be in violation of any City ordinances or HR Policies regarding ethics/gifts.

B. Employee Conflict or Substantial Interest

In the event of a conflict of interest or substantial interest, as set forth above, the affected employee must adhere to the following procedures:

- Sign a declaration of possible Conflict of Interest form;
- Abstain from participating in the procurement process, which includes, but is not limited to, discussions, lobbying, rating, scoring, recommending, explaining or assisting in the design or approval of the procurement process, selection of vendors, or the award of the contract:
 - Where the officer, employee, agent or family member directly represents an organization or may receive an economic benefit;
 - Where the officer, employee, agent or family member may directly receive an economic benefit;
 - Where the officer, employee, agent or family member is in direct competition with a proposal or bid which would provide a direct financial benefit;

Any deviation from this policy must be submitted in writing by the Director, providing departmental procedures detailing how the conflict will be managed, and approved by the Purchasing Manager and Finance Director.

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C. Vendor Conduct

Vendors, their officers, employees, agents, partners or sub-contractors, seeking to do business with the City or contracted to do business with the City must:

- At all times be in compliance with all federal, state and local laws;
- Conduct themselves ethically and refrain from any exchange of favors, money, gifts or other forms of favor with any City officers, agents, employees, employee family members or potential family members;
- Maintain an accurate "Conflict of Interest Questionnaire" (Texas Ethics Commission) with the City Secretary's office;
- Vendors, their officers, employees, agents, partners or sub-contractors, who are directly involved with the writing of any type of specification created for the purposes of a fair and open procurement process, may not submit an offer or response.

Violation of this policy may result in the Vendor, their officers, employees, agents, partners or sub-contractors being barred from working with the City, or in the voiding of any contracts. Violations of state or federal law shall be referred to the proper authority having jurisdiction over same.

D. Violations and Remedies

Violations of policy may constitute misconduct, subjecting the violator to any and all penalties prescribed by federal and/or state law, the City's HR Manual, City Ordinance or City Charter; up to and including termination.

Penalties, sanctions or other disciplinary actions, to the extent permitted by federal, state or local law, rules or regulations, shall be imposed for violations of the code of conduct/conflict of interest standards, by a City officer, employee or agent, or by persons, contractors or their agents, when the procurement involves state or federal programs and/or funds.

Violations of state or federal law shall be referred to the proper authority having jurisdiction over same.

E. Disclosure of Certain Relationships:

City employees and officials must become familiar with the requirements in Texas Local Government Code Chapter 176, Disclosure of Certain Relationships with Local Government Officers; and Texas Local Government Code Chapter 171, Regulation of Conflicts of Interest of Officers of Municipalities; and the penalties provided therein.

CHAPTER 3 – Organizational Responsibility, Authority and Enforcement

This chapter covers the responsibility delegated to various staff, their respective approval authority, and enforcement.

A. City Council

The City Council shall be responsible for:

- Establishing the rules and regulations for the purchase of all goods and services by means of this manual.
- Authorizing all purchases at or exceeding the competitive requirements as stated by law.
- Authorizing all written contracts and agreements at or exceeding the competitive requirements as stated by law.
- Considering and adopting rules for electronic receipt of bids/proposals.
- By means of this manual, delegate approval authority to the City Manager for approval of alternative bidding methods to be used for the construction of a facility, as described by Chapter 2269 (Government Code) after determining it to be a better value than competitive bidding.

Authority includes:

- Approval of budgeted items at or greater than the competitive requirements.
- Approval of budget amendments as required.
- Approval of change orders at or greater than the competitive requirements.
- Approval of emergency expenditures at or greater than the competitive requirements.

B. City Manager

The City Manager is responsible for:

- Ensuring compliance by all departments with the policies and procedures outlined in this manual, and promoting and protecting governmental purchasing integrity.
- By means of this manual delegate to the Purchasing Manager:
 - The authority to procure goods and services, authority to approve alternative bidding methods to be used for the construction of a facility, as described by chapter 2269 (government code) after determining it to be a better value than competitive bidding; and
 - Authority to manage disposal of materials and/or assets no longer needed, and administer the purchasing rules and regulations as established by all federal law, state law, and city charter and ordinance provisions.

Authority includes:

- Approval of purchases less than the competitive requirements limit.
- Approval of non-budgeted items.
- Execution of all contracts, agreements, change orders or necessary documents as approved and authorized by City Council (see Signature Authority).
- Execution of all contracts, agreements, change orders or necessary documents where the total amount(s) are less than the current competitive requirement.

C. Finance Director

The Finance Director and/or designee provides and oversees compliance for financial components with regard to procurement activities.

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Authority includes:

- Ensuring the proper expenditures of funds, both budgeted and unbudgeted.
- Verifying the availability of funds for City Council recommendations and awards before being placed on the City Council Agenda.
- Approval of all alternative financial arrangements (leases, grants, bank notes, etc.).
- Approval and authorization of access for City employees to the City's financial systems
- Approval of cardholder financial levels for the City procurement card program (p-card).
- Assignment of project codes for procurement tracking.
- Approval of the disposal of assets via donations.

D. Purchasing Manager

The Purchasing Manager performs or oversees compliance with all procurement requirements for goods and services as prescribed in this manual. The Purchasing Manager ensures all procurement activities are conducted with the highest level of ethical standards in a fair, open, inclusive and transparent environment, and provides suppliers a fair opportunity to compete for City business and protects public funds.

The Purchasing Manager is responsible for:

- Developing and administering the City's purchasing policy and procedures.
- Providing guidance and assistance for all City employees regarding the purchasing process.
- Managing the City's purchasing programs to include compliance with all statutory and internal policies.
- Procuring goods and services budgeted at **\$40,000** and above in collaboration with the requesting Department;
 - Developing final specification documents and methods to ensure competition.
 - Managing the bid and evaluation processes
 - Facilitating recommendations for award (administrative and Council)
- Determining which method of procurement provides best value for the City; including
 - Authority to approve alternative bidding methods to be used for the construction of a facility, as described by Chapter 2269 (Government Code) after determining it to be a better value than competitive bidding.
- Preparing all documentation required for purchases requiring approval by the City Council, City Manager or appropriate staff.
- Monitoring the terms and conditions of purchases.
- Reviewing requisition documents and approving requisitions of \$1,000 or greater.
- Managing the disposal of materials and/or assets no longer needed.
- Updating all procurement forms, templates, policies, and procedures.
- Providing training to City employees on requisitions, credit cards and various procurement related topics.
- Administering contracts and agreements for goods and services.
- Maintaining purchasing files and records.
- Consulting with the City Attorney for review of all procurement related issues.

Authority includes:

- Determining which method of procurement provides the best value for the City and making recommendations to the City Manager and/or the City Council, as appropriate.

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- Rejecting any and all bids, in concurrence with requesting department, when in the best interest of the City, and making recommendation to the City Manager and/or City Council, as appropriate. (Items over \$50,000 require a formal rejection by City Council.)
- Program Administrator for the City Procurement Card Program, and other City-wide procurement programs (Amazon, Office Depot, Home Depot, etc.)
- Executing all Interlocal or Cooperative Purchasing Agreements as have been approved by the City Council and/or the City Manager, as appropriate.
- Purchasing budgeted goods or services from cooperative or other inter-local agreements as have been approved by the City Council, City Manager, and/or other appropriate staff.
- Signature Authority to execute contracts and change orders up to \$10,000
- Approving requisitions of \$1,000 and greater (as approved by appropriate staff).

E. Directors

Directors are responsible for:

- Ensuring procurement policy compliance within their department and safe guarding against misappropriation of City funds.
- Ensuring adequate funds are appropriated prior to the procurement process.
- Submitting budget transfer requests if funds are insufficient, **prior to entering a requisition or committing to the vendor. Expenditures not included in the budget must have approval of the City Manager before quotes are obtained and purchase order commitment. Evidence of the approval shall be in the form of a memo or email issued by the City Manager.**
- Planning the department's annual purchase requirements to allow sufficient time to complete the appropriate procurement process (quotes, bids or proposals).
- Determining whether a contract exists or would be beneficial to the City for the item(s) or service(s).
- Ensuring Historically Underutilized Business (HUB) participation in accordance with the provisions of Texas Local Government Code Chapter 252.
- Managing and reviewing department P-Card use for compliance to policies.
- Delegating authority as appropriate to prepare requisitions and specifications.
- Delegation of authority to access the City's Financial systems:
 - Providing names of all departmental individuals authorized to enter or approve requisitions and purchase orders and ensuring the approval process is maintained within the electronic system, and
 - Providing any changes in delegation of such authority

Authority includes:

- Authorization of requisitions within the current limits set by the Finance Department.
- Purchases made in accordance with the City Procurement Card Program (p-card).
- Authorization of Emergency Purchases (as defined by statute).

F. Department Staff

Staff members are responsible for:

- Obtaining proper training through Purchasing on procurement laws, basic procedures, insurance and shipping directions, how to issue requisitions, write specifications, participation in the City's various procurement programs, and procurement ethics.
- Managing the P-Card reconciliation in accordance with this manual and current Finance procedures.

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- Developing the technical portion of bid specifications.
- Providing “Tier 1” contract administration for various contracts in the areas of:
 - Overall vendor performance
 - On-time delivery of goods or services
 - Accuracy of invoicing
- Ensuring that current vendor insurance certificates which meet the City’s requirements are current and on file with the department before any work is started.
- Providing complete documentation to Purchasing of any vendor’s failure to perform as contracted.
- Maintaining any associated procurement records per retention schedule.

Authority includes:

- Input and authorization of requisitions within the current limits set by the Finance Department.
- Purchases that are made through the issuance of purchase orders in accordance with these Policies.
- Purchases that are made in accordance with the City Procurement Card Program (p-card).

G. Administration of Budget:

All employees are responsible for the proper administration of the City’s budget within the limits delegated to their positions.

- Compliance:
 - No verbal or other obligations shall be incurred or payment made except in accordance with the adopted annual budget and these policies, and unless the City Manager or designee first certifies that there is a sufficient unencumbered balance and that sufficient funds are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of verbal or other obligations in violation will be void and any payment so made illegal.
 - Such action shall be the cause for removal of any employee who knowingly authorized or made such payment or incurred such obligations, and he shall also be liable to the City for any amount so paid. However, this prohibition shall not be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds, time warrants, certificates of indebtedness, or certificates of obligation, or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that such action is made or approved by ordinance (Article XII, Section 10).
- Variances:
 - Any variance in quantities or expenditure amount, beyond what was approved in the annual budget will require written approval (email) from either the City Manager or an Assistant City Manager. Such approval will be forwarded to the Purchasing Department prior to approval of requisitions.

CHAPTER 4 –Authority Levels

A. General Procurement Authority:

- Procurement authority may be delegated by Department Directors to department staff as deemed necessary.
- Purchases may be made by either:
 - use of a City issued purchase order; or
 - use of a City issued procurement card (P-card)
- Except where authorized by law, City employees do not have the authority to verbally place orders or verbally bind the City to debt. (See Emergency Purchases)

B. Signature Authority: *

Signature authority resides solely with:

- **Mayor or Mayor Pro-Tem:** (City Charter/Article III/Section 5)
 - The mayor is authorized to sign any and all documents, agreements and contracts related to expenditures.
 - In the absence of the mayor, the mayor pro-tem shall have all the rights conferred upon the mayor.
- **City Manager** (Ordinance 2008-38)
 - Signature authority for any and all documents, agreements and contracts related to expenditures approved in the annual operating budget up to \$50,000.
 - Signature for any and all documents, agreements and contracts related to expenditures approved by a lawfully held City Council meeting.
- **Purchasing Manager (Adoption of these policies)**
 - Signature authority for any and all documents, agreements and contracts related to expenditures approved in the annual operating budget up to \$10,000.

C. Requisition Approval Authority:

The following approval levels shall be utilized within the City’s financial system in all procurement related matters.

- Temporary Delegation:
If an approver will be out of the office, their approval authority may be temporarily assigned to another employee. Delegations may only be given “upward” within their management chain to another manager with existing approval authority.

For audit purposes, all approvals made as a delegate must be noted in the “internal notes” box of the requisition. (“Approving on behalf of First Name Last Name”

Amount	Requisition Approval Authorities				
\$0 - \$500	Designated Staff				
\$501 < \$1000	Designated Staff	Depart. Director			
\$1000 - \$7500	Designated Staff	Depart. Director	Purchasing Mgr.	Finance Director	
\$7500 +	Designated Staff	Depart. Director	Purchasing Mgr.	Finance Director	City Mgr.; Assist. City Mgr *including all over-budget

CHAPTER 5 – PAYMENTS, INSURANCE & PUBLIC RECORDS

A. **Payments, Texas: (Government Code, §2251.021 through 2251.030)**

A payment by a governmental entity under a contract executed on or after September 1, 1987, is overdue on the **31st day after the later of:**

- the date the governmental entity receives the goods under the contract; or
 - the date the performance of the service under the contract is completed; or
 - the date the governmental entity receives a correct invoice for the goods or service.
- All invoices will be reviewed by the Department for receipt of goods/services, accuracy and compliance to the issued purchase order, and processed promptly.
 - If goods or services are incomplete City staff must document any issues/shortages and notify the vendor in writing. All deliveries should be verified upon receipt.
 - **Payments are not made until goods and services are received and accepted.**
 - Pre-payments for services such as professional speakers, artists, and/or performers may be authorized by the Purchasing department where the provisions are clearly defined in a mutually executed agreement.
 - Departments are encouraged to take advantage of prompt or early payment discounts. Notice of prompt payments should be highlighted on the invoice and clearly marked on the front of the purchase order submitted to Accounting for payment.
 - The approved purchase order and invoice will be forwarded to Accounting for processing.
 - It is the Finance Department's responsibility to monitor the prompt payment of invoices.

Goods, Services and Invoice Discrepancies:

Departments will ensure that all goods and services are correct and received on time. Should there be a discrepancy in the invoice it is the responsibility of the department to:

- Notify the vendor immediately of any discrepancies and ask for a resolution. If the vendor is notified by phone, the department should follow-up with a written communication summarizing the phone call.
- If the vendor is correct, the original payment deadline still applies.
- If the discrepancy is acknowledged by the vendor:
 - the department must obtain either a credit memo or a corrected invoice from the vendor.
 - the payment period starts when the new invoice is received.
- If the department is unsuccessful in resolving the issues, please notify the Purchasing Department at the earliest date possible for assistance.

B. **Vendors / Contractors/ Payment of Subcontractors and Allowable Miscellaneous Expenses**

Vendor and contractors must pay subcontractor(s) or supplier(s) who provide goods/services for which payment is made within ten (10) days after receipt of payment from the City. See Chapter 17 Bonds, Insurance and Indemnification.

Vendors, contractors, and/or subcontractors are eligible for reimbursement for travel expenses when covered by written contract. Reimbursements for travel will be in accordance with current IRS guidelines, per diem rates as published by the U.S. General Services Administration (GSA) for the City's zip code and County, and miscellaneous expenses are published by Purchasing.

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C. Criminal penalties, Texas Local Government Code, §252.062

- A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B misdemeanor.
- A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates Section 252.021, other than by conduct described by Subsection (a). An offense under this subsection is a Class B misdemeanor.
- A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described in Subsection (a) or (b). An offense under this subsection is a Class C misdemeanor.

Removal / Ineligibility, Texas Local Government Code, §252.063

- The final conviction of a municipal officer or employee for an offense under Section 252.062 (a) or (b) results in the immediate removal from office or employment of that person.
- For four years after that date of the final conviction, the removed officer or employee is ineligible:
 - to be a candidate for or to be appointed or elected to a public office in this state;
 - to be employed by the municipality with which the person served when the offense occurred; and
 - to receive any compensation through a contract with that municipality.

D. Insurance requirements: (Texas Labor Code, §406.096)

All contractors and subcontractors shall have insurance coverage (including worker's compensation as required). Proof of coverage must be provided prior to any work beginning. Certificates must be submitted to Purchasing.

Minimum Required Insurance: Workers Compensation, General Liability, and Auto Liability. Other types of insurance may be required depending on the type of work or service requested. A "Public Works" Building or construction is defined as:

- erecting or preparing to erect a structure, including a building, bridge, roadway, public utility facility, or related appurtenance; or
- remodeling, extending, repairing, or demolishing a structure; or
- otherwise, improving real property or an appurtenance to real property through similar activities.

E. Public records:

Vendors or a member of the public may request a copy of a Bid Tabulation that is compiled when bids are opened in accordance with Chapter 552 of the Texas Government Code. The Purchasing Department is responsible to publicly post such documents.

The City will not release copies of bid submissions or bid evaluations until after the contract has been awarded in accordance with §552.104 of the Texas Government Code. Once awarded, all requests submitted under the Freedom of Information Act will be processed in accordance with all applicable laws. Department staff shall not release procurement or contact documentation (in part or in whole), and will refer any inquiries to the Purchasing Department.

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CHAPTER 6 – PROCUREMENT THRESHOLDS SUPPLIES, EQUIPMENT AND NON-PROFESSIONAL SERVICES

The Purchasing Department will select the procurement method based upon amounts approved in the annual operating budget or as amended during the year. (Exceptions: Chapter 12 – Emergency Purchases)

NOTE: It is unlawful for any City employee to split purchases to circumvent the competitive requirements. Split purchases are defined as:

- Component Purchases: purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
- Separate Purchases: Purchases made separately of items that in normal purchasing practices would be purchased in one purchase.
- Sequential Purchases: Purchases made over a period of time, of items that in normal purchasing practices would be purchases in one purchase.

A. Non-Contract Purchases of Supplies, Equipment or Non-Professional Services:

Where no City, interlocal or cooperative contract exists.

* All purchase orders must be issued to the vendor prior to the ordering, start of, or receipt of goods or services.

- **Purchases Less Than \$3000**

A onetime or cumulative purchase of supplies, equipment or non-professional services may be made with either a City issued purchasing card or by a purchase order:

- Competitive quotes are recommended, but not required
- Departments are responsible for securing the required insurance certificates from vendors performing work on City property. Work should not be started until a purchase order has been issued and sent to the vendor, and a copy of the insurance verified.

- **Purchases Between \$3000 and \$39,999**

- A onetime purchase or cumulative purchase for supplies, equipment or non-professional services requires a minimum of three (3) written quotes to ensure competition. The quotes will include a search for HUB vendors (Historically Underutilized Businesses) located in Collin County as required in Section 252.0215 of the Texas Local Government Code). If no HUB vendors exist for the supplies, the department will obtain a minimum of three (3) quotes.
- Departments are responsible for securing the required insurance certificates from vendors performing work on City property. Work should not be started until a purchase order has been issued and sent to the vendor, and a copy of the insurance verified.

- **Purchases of \$40,000 and above**

- A onetime purchase or cumulative purchase for supplies, equipment or non-professional services will be processed by the Purchasing Department in conjunction

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with the department, to determine the most advantageous procurement process and compliance with applicable federal, state and local laws.

B. Contract Purchases

All requests for annual contracts will be processed through the Purchasing Department (regardless of amount; including interlocal purchasing agreements and cooperative agreements. The appropriate threshold and process will be determined by reviewing the current and future requirements of the Department.

- **Annual Contracts – Cumulative Value of Less Than \$3000**
 - Competitive written quotes are recommended, but not required
 - Vendor insurance certificates are required when performing work on City property.
 - Work should not be started until a purchase order has been issued and a copy of the insurance verified.
- **Annual Contracts – Cumulative Value Between \$3,000 and \$39,999**
 - Will be processed by the Purchasing Department in conjunction with the department, to determine the most advantageous procurement process and compliance with applicable federal, state and local laws.
 - Competitive written quotes will be solicited from an adequate number of vendors to ensure competition, including at least two (2) Historically Underutilized Businesses (HUBs) if available as required in Section 252.0215 of the Texas Local Government Code.
 - Purchases may be made through interlocal purchasing agreements or from cooperative purchasing organizations.
 - Vendor insurance certificates are required when performing work on City property. Work should not be started until a purchase order has been issued and a copy of the insurance verified.
- **Annual Contracts - Cumulative Value of \$40,000 or Greater**
 - Unless otherwise specified by law, annual agreements and contracts valued at \$40,000 and above shall be awarded by competitive bidding, the use of interlocal purchasing agreements or cooperative purchasing groups, or reverse auction procedures pursuant to current state law, and shall be issued by the Purchasing Department.
 - Vendor insurance certificates are required when performing work on City property. Work should not be started until a purchase order has been issued and a copy of the insurance verified.
- **Software Purchases – to support responsible spending of City funds:**
 - Departments are required to obtain quotes in accordance with the thresholds above.
 - While some software licenses may be proprietary, departments will obtain quotes from companies that provide a product similar in function before making a final decision.

C. Requisition Documentation

Departments are responsible for compiling and storing all documentation in support of purchases. This information will be linked to the requisition prior to the completion of any financial approvals.

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Note: long term storage of documentation will be migrating to Laserfiche, as licenses and training are available. See Chapter "Requisitions & Purchase Orders".

D. Purchases from Cooperative Agreements or Interlocal Purchasing Agreements

Texas Government Code, Chapter 791, and the Texas Local Government Code, Chapter 271, authorize the use of cooperative purchasing programs, including interlocal purchasing agreements with other governmental agencies. See Chapter "Cooperative Purchases".

E. Vendor On-line Terms/Conditions

Vendor on-line terms and conditions, "click to accept", are treated as legal documents requiring an approved signature (per Chapter 4). Department should contact the vendor and request that the quote be sent as an attachment.

CHAPTER 7 – METHODS OF PROCUREMENT

A. Methods of Procurement

The Purchasing Manager will determine the best method of procurement based on the purchasing threshold and the nature of the goods or services required. The methods of procurement utilized by the City include, but are not limited to:

- Competitive Sealed Bids (CSB) or Competitive Sealed Bid performed by a Cooperative agency
- Competitive Sealed Proposals (CSP) or Competitive Sealed proposal performed by a Cooperative agency
- Request for Proposals (RFP)
- Request for Statement of Qualifications (RFQ)
- Request for Quotes
- Alternative Construction Methods (as defined by Gov. Code 2269)

B. Exemptions

Exemptions from the methods of procurement listed, are identified in Section 252.022 of the Texas Local Government Code as amended. Requests for exemptions will be submitted in writing to the Purchasing Manager for final approval.

C. Competitive Sealed Bids: (\$40,000 and above)

Purchases may be made by competitive sealed bid or proposal, and shall be referred to the City Council for award as required (See Chapter II, "Laws & Statutes Governing Purchasing").

Note: The requirement for competitive bidding may also be satisfied by purchasing through an existing contract with another government entity or through cooperative purchasing programs, such as the State of Texas, HGAC, U.S. Communities, TCPN, TIPS or TASB Buyboard.

D. Non Responsive / Non Responsible:

Where the bid specification is written as award to the "Lowest Responsive, Responsible Bidder", the evaluation of all bids will include the following vendor "responsibility" requirements:

- A. Have adequate financial resources, or the ability to obtain such resources as required;
- B. Be able to comply with the required or proposed delivery schedule;
- C. Have satisfactory record of performance;
- D. Have a satisfactory record of integrity and ethics;
- E. Otherwise qualified and eligible to receive an award
- F. Must have a current Certificate of Filing through the Texas Secretary of State Office at the time of bid submission (Texas Business Organization Code; Chapter 9)

If the Department evaluation concludes that the lowest bid is not responsive to the bid specifications, the Department will provide a written explanation of the deficiencies. In the event the Department evaluation concludes that a bidder is not "responsible", the Department will provide a written explanation in the award recommendation which will be reviewed and acted upon by the City Council.

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E. Identical Bids:

If all factors, conditions, values and expenses relating to the bids are equal, then the award recommendation will be made for the “local” bidder (defined as a business presence within, 1) the City of Wylie; and 2). Collin County).

- If two or more of the bidders submitting the lowest bids are residents of the city or district, or from out of state, the award recommendation shall be made by the casting of lots conducted by the Purchasing Manager with at least one witness.

F. Department Director or Designee Responsibilities:

- The requesting department shall notify the Purchasing Manager. Such notification will provide the following information:
 - Items or services desired
 - Budgeted amount
 - Request for a pre-acquisition meeting with Purchasing
 - If the item was not approved in the department’s budget, written approval by the City Manager must be secured prior to solicitation of bids.
- Once the notification has been made and the Procurement process is started, it is the Department’s responsibility to:
 - Cease communications or requests for additional information from vendors who may submit offers in response to the bid.
 - Treat all City communications, documents and drafts of the bid as “confidential / not for public information”.
 - Refer any and all calls for information to the Purchasing Department
- The Department is responsible for establishing the technical portion of the bid specifications. The Purchasing Manager will assist the departments in writing clear, concise and competitive specifications, and will make a final determination as to the specification content.
- The Department must be available during the bid process to attend pre-bid meetings, site visits, provide responses to bid questions, attend the bid opening, and participate on any required evaluation teams.
- The Department will make a written award recommendation based upon the evaluation method stated in the bid specifications. The Department shall provide additional explanation for:
 - Reasons as to why the item is over-budget.
 - Reasons as to why the low bidder is not recommended for the award.

G. Purchasing Responsibilities:

- Determining the most appropriate bid distribution method.
- Finalizing all bid specification documents, including dates and meetings.
- Responsibility for scheduling all bid openings and for setting the time and date thereof. Bid opening dates will be scheduled to allow for proper review and analysis of all pertinent information prior to the request for placement on the Council agenda.
- Placing and verifying of required public advertisements.

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- Receiving of sealed bids through either physical submission or on-line submission (as allowed by law)
- Oversight of all bid openings (as required by law).
- All bids, with the exception of some construction bids, shall be tabulated by the Purchasing Manager with the assistance of the requesting department. Bids for construction may be tabulated by the Purchasing Manager, City Engineer or the Engineer of Record. Upon review of the submitted bids, a final bid tabulation will be certified by the Purchasing Department and posted for public information.
- All original bid documents and related material must be on file in the Purchasing Department prior to award being made.

H. City Council Agenda Items:

All procurement related agenda items will be processed by the Purchasing Department (unless specifically authorized by the City Manager). This includes purchasing interlocal agreements, procurement awards, change orders, resolutions and/or ratifications, and other documents as required by statute.

- The Purchasing Department will review the submitted documents and ensure that all information has been received and properly tabulated and generate the agenda paperwork.
- The Department Director will review and approve the agenda item prepared by Purchasing.
- Once approved, the Purchasing Department will submit all the necessary documents to the City's Secretary's office and request that the item be placed on the next available City Council Meeting Agenda.
- A Department representative will be present at the Council meeting to address any issues regarding the vendor selection, pricing, or technical specifications.
- The Purchasing Manager will be present at the Council meeting to address any issues regarding the procurement process utilized.

CHAPTER 8 – PUBLIC WORKS/CONSTRUCTION PROJECTS

Public Works projects are those projects that require the construction, repair, or renovation of a structure, building, street, highway, bridge, park, water and wastewater distribution facility, airport runway or taxiway, drainage project, or other improvement or addition to real property.

A. Bid Type:

Several bid processes are defined in Texas Government Code Chapter 2269. The Purchasing Manager will work in cooperation with the Department to determine which method will provide the best value for the City.

B. Prevailing Wage Rates:

Texas Government Code Chapter 2258 mandates the any Public Work contract awarded by the City include the requirement to pay prevailing wage rates. The statute requires the payment of a prevailing wage rate for laborers and mechanics and applies to both contractors and subcontractors. Wages for workers on construction projects shall not be paid less than the schedule of general prevailing rates of per diem wages as mandated. The prevailing wage rate or a link to the wage rates with the date shall be included in public works projects. Rates may be accessed at: <http://www.wdol.gov/dba.aspx>.

C. Bonding Requirements:

Bonds shall be in accordance with Texas Government Code Chapter 2253.

- The bond must be executed by a corporate surety in accordance with the policies of and on forms approved City form.
- The corporate surety must be licensed by the State of Texas to issue surety bonds and appear on the U.S. Treasury List of acceptable sureties.
- A Power of Attorney must be included.
- Bonding shall be verified by the Purchasing Manager prior to the start of any project.

D. Insurance and Indemnification Requirements:

- The minimum insurance required will be specified by the Purchasing Department.
- For construction-related projects, all contractors and sub-contractors, including those delivering equipment or materials or performing a service shall provide workers' compensation for all employees. General contractors are responsible for ensuring that sub-contractors carry the same or higher insurance amounts as those required.
- All contractors shall provide proof of coverage which meets the requirements published by the Purchasing Department. Contractors shall post required signs at job site(s) informing all workers of their right to workers' compensation coverage. Texas Labor Code § 406.096
- Workers Compensation coverage is required by Texas Labor Code Texas Labor Code 406 for all Public Works contracts.

CHAPTER 9 – PROFESSIONAL SERVICES

The following policies are designed to assist the City’s staff in the selection of individuals or firms to perform professional services. The desire is to establish fairness and consistency in the selection process while obtaining the best value (quality services at a reasonable price) for the City in accordance with applicable legal requirements.

A. Definition of Professional Services:

Professional services generally refer to those services performed by an individual or group of individuals where education, degrees, certification, license, and/or registration are required for qualification to perform the service. The term “professional services” includes labor and skill that is predominantly mental or intellectual, rather than physical or manual in nature. (See Texas Attorney General Opinion No. JM-940, at p. 3 (1988)).

Certain professions are specifically named in the Professional Services Procurement Act (ACT), Texas Government Code Chapter 2254, Subchapter A. This includes services within the scope of the practice, as defined by state law (and amended), of:

1. Accounting
2. Architecture
3. Landscape Architecture
4. Land Surveying
5. Medicine
6. Optometry
7. Professional Engineering
8. Real Estate Appraising
9. Professional Nursing
10. Interior Design Services

If a department is not sure if a service is a “professional service,” the department should contact the Purchasing Manager before securing such services.

B. Procurement of Architectural, Engineering, or Land Surveying Services:

When procuring architectural, engineering or land surveying services, the City shall use a two-step selection process (see Texas Government Code § 2254.004).

General Procedure:

- First, the City shall select, through the RFQ process, the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
- Second, attempt to negotiate with that provider a contract at a fair and reasonable price. Negotiations will be facilitated by Purchasing as lead for a team of stakeholders.
- If the City is unable to negotiate a satisfactory contract with the most highly qualified provider of architectural, engineering or land surveying services:
 - First, the City shall formally end negotiations with that provider;
 - Second, select the next most highly qualified provider;

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- Third, attempt to negotiate a contract with that provider at a fair and reasonable price. The City must continue this process until a contract is entered into.
- A purchase order must be issued upon award of contract.

C. Pre-Qualified Various Professional and Engineering Firms:

The Purchasing Department maintains a list of pre-qualified professional and engineering firms. Departments are encouraged to:

- Contact the Purchasing Department for guidelines, assistance and appropriate forms.
- Review the list of firms for the appropriate category, and rank the firms from most qualified to least for the specific project.
- Request a proposal from the firm most qualified for the project, and enter into negotiations. Note that firms must utilize the City's proposal form under this process.
- If the Department is unable to complete a successful negotiation that firm is notified in writing that they are permanently set aside. The Department may repeat the process with the next most qualified pre-qualified firm.
- All projects and resulting contracts which meet or exceed the competitive bid limit will require approval and award by the City Council (see Chapter 7).
- If the Department does not make a final selection from the list of pre-qualified firms, a request for a new RFQ/RFP will be submitted to the Purchasing Department.
- A signed contract and purchase order is required before work can begin.

D. All Other Professional and Personal Service Agreements:

The Department will contact the Purchasing Department to determine the most advantageous method.

CHAPTER 10 – GRANTS, REBATES and SUBSIDIES

Grants, rebates, and subsidies may be available to off-set the City's purchase expense or to provide other forms of assistance. Departments applying for grants, rebates or subsidies must notify the Finance and Purchasing Department prior to submission of any required paperwork.

Finance Responsibilities:

- Determining the source of the funds. Various sources may have different audit requirements
- Determining the appropriate accounting codes to record/receive revenues.

Purchasing Department Responsibilities:

- Review the documents for purchasing and disposal requirements
- May be restriction on sole source or brand name purchases
- EDGAR (Education Department General Administrative Regulations) requirements

Department is the Grant Administrator

- Reporting requirements
- Asset tracking
- Repurposing or disposal requirements

CHAPTER 11 – CHANGE ORDERS

A change order is the written documentation and approval process that must be performed when changes (increases or decreases) in the scope of a project are proposed after the performance of a contract has begun. Such changes may include a significant change in the quantity of work to be performed, the cost of work to be performed, or of the materials, equipment, or supplies to be furnished. A change order is usually written for a construction contract but may be necessary in other types of contracts.

A. Threshold for Change Orders:

A “threshold” is defined as a financial limit on the amount of expenditures which can be authorized by the City Manager on a construction project before requiring City Council approval. See Texas Local Government Code Chapters 252 and 271.

- **Cumulative Change Orders Greater than \$50,000** – If the change order is greater than \$50,000 it must be approved by the City Council.
- **Cumulative Change Orders Less than \$50,000** – If the change order is less than \$50,000 it may be approved by the City Manager or designee.

B. General Process:

- All change orders and or contract modification will be processed by the Purchasing Department and must be submitted in writing for execution by all parties.
- Change orders shall not exceed 25% of the original contract amount, or decrease the original contract price by more than 25%, without consent of the contractor (except for exempt purchases as defined).
- The scope of work addressed by the contract change cannot be started prior to either City Council approval or execution of the written change; with the exception of contracts complying with the “**Construction Contracts Contingency Fee Policy**”).
- Purchase orders will be updated by the Purchasing Department.

C. Approval for Change Orders:

If a change order is greater than \$50,000 and is extremely time sensitive and qualifies as an emergency, the City Manager may approve such a change order prior to City Council approval; however, such change order still must be processed through the Purchasing Department as soon as possible for City Council approval as a ratification. Emergency conditions are defined in Chapter 12.

D. Contingency Fee Policy:

The City Council may establish a contingency fund for a construction project at the time of award of a bid to be used during the course of a project. A contingency fund may be established as recommended by staff and processed by the Purchasing Department in the form of a City Council agenda item at an amount not to exceed 25% of the original bid price. SEE CHAPTER 11 – CONSTRUCTION CONTRACTS CONTINGENCY FEE POLICY.

CHAPTER 12 – CONSTRUCTION CONTRACTS CONTINGENCY FEE POLICY

This Purchasing Policy applies to all public works and construction bids awarded (as required by law) by the City of Wylie.

A. Policy Purpose:

To facilitate the timely completion of changes in plans or specifications after the performance of the contract is begun, or if it is necessary to decrease or increase the quantity of work performed or of materials, equipment or supplies to be furnished. The City may choose to include a portion (by percentage) of the maximum 25% increase ("Contingency Fee") of the original bid price in the award of the contract.

B. Bid Award Procedure:

- The Department director will evaluate the submitted bids, and make an award recommendation to the Purchasing Department. The award recommendation will include the name of the contractor, the portion of the work awarded, and the amount bid for the portion of work identified in the bid specification.
- Based on the complexity of the scope of work, the Department director may elect to include a portion (by percentage) of the maximum 25% increase allowable by law. The dollar amount of the "Contingency Fee" will be listed separately in the memo, and included in the total award.
- The Purchasing department will determine if the award of the bid requires City of Wylie Council approval based on the total (bid + "Contingency Fee"), and applicability of bond requirements.

C. Change Orders:

- All change orders shall be documented and submitted in writing to the Purchasing Department.
- Purchasing Department will obtain the required signatures and distribute as required.
- The value of each change order shall be documented and applied against any pre-awarded "Contingency Fee".
- Change orders which exceed the "Contingency Fee" in part or in whole will be processed according to Section 252.048 of the Local Government Code.

D. Invoice Payment Procedure:

- A purchase order will be issued, keeping the original bid/contract amount separate from the "Contingency Fee" amount.
- All original scope of work shall be invoiced and paid against the original contract amount.
- All change orders will be invoiced against the "Contingency Fee".

Gov Code: 2269 (Contracting & Delivery Procedures for Construction Projects)

Gov Code: 2253 (Bonds)

Local Gov Code: 252.044 (Contractor's Bond)

Local Gov Code: 252.048 (Change Orders)

CHAPTER 13 – SOLE SOURCE PURCHASES

Sole source purchases are allowed by statute (Texas Local Government Code §252.022.a.7), as a “General Exemption” to the competitive bid laws for the following specific situations:

- A) Items that are available from only one source because of patents, copyrights, secret processes or natural monopolies.
- B) Films, Manuscripts or Books
- C) Gas, Water and other Utility Services
- D) Captive replacement parts or components or equipment
- E) Books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials.
- F) Management services provided by a non-profit organization to a municipal museum, park, zoo or other facility to which the organization has provided significant financial or other benefits.

A. Single Source and Brand Name Clarification:

Single source or brand name requirements do not automatically fall in to the sole source exemption category, specifically when other products may exist that meet the needs of the department. Final determination on the procurement process will be made by the Purchasing Manager.

- Sole source purchases are not the same as a “single source”. A single source usually involves restricted or assigned sales territories for authorized dealers or distributors of a manufacturer; where dealers are not allowed to cross over into another’s territory.
- A “brand name” requirement may or may not be a sole source purchase depending on the nature of the purchase and the method of sales or distribution.

B. Written Justification:

The City is responsible for obtaining and retaining documentation from the vendor that clearly states the reasons the purchase must be made on a “sole source” basis.

- All sole source purchases require written justification in the form of an affidavit which must be completed by the vendor and notarized. This form is available from the Purchasing Department and must be submitted and approved by the Purchasing Manager prior to the purchase being made.

C. Notice of Intent to Award a Sole Source Procurement

All purchases in excess of \$40,000 will be processed by the Purchasing Department and require City Council approval prior to the ordering of goods and services, or start of work.

CHAPTER 14 – EMERGENCY PURCHASES

Emergency Purchases are allowed by statute (Texas Local Government Code §252.022.a), as a “General Exemption” to the competitive bid laws for the following specific situations:

- 1) A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality’s residents or to preserve the property of the municipality;
- 2) A procurement necessary to preserve or protect the public health or safety of the municipality’s residents
- 3) A procurement necessary because of unforeseen damage to public machinery, equipment, or other property.

An emergency condition creates an immediate and serious need for materials, services, or construction that cannot be met through normal procurement methods and that seriously threatens the functioning of the City or the protection of property or the health or safety of any person.

A. Emergency Disaster Declaration:

In an event involving a disaster, an emergency declaration will be made by the Mayor. All purchases must be documented through proper state & federal forms and authorized by the Emergency Operations Center Resource Manager or designee. **Purchasing for declared disaster situations will be handled as dictated by the Code of Federal Regulations 2CFR200, and current FEMA publication(s), or any other relevant or subsequent law or policy.**

B. Emergency Purchase Process: (Texas Local Government Code Chapter 252)

Departments are encouraged to contact the Purchasing Manager to discuss available options, and are authorized to proceed with an emergency purchase as defined by statute.

- Emergency Expenditure between \$3,000 and \$39,999
The Department may contact a vendor to initiate repair services, or purchase or order materials as needed. Immediately or as soon as feasible, notify Purchasing of the situation and enter the required requisition to facilitate payment noting in the PO Description Box “Emergency Purchase”.
- Emergency expenditure of \$40,000 or Above
The Department may contact a vendor to initiate repair services, or purchase or order materials as needed. Immediately or as soon as feasible, the Department must submit a memo of explanation, including any vendor documentation, and the associated budget codes to the Purchasing Department. Purchasing will create the required agenda resolution to ratify the expense and place it on the next available City Council Meeting Agenda.

C. Non-Emergency:

An emergency created through a lack of planning or neglect will not be processed as an emergency. Typical examples of such neglect are:

- Depletion of stock due to lack of planning.
- Building or equipment needing repairs for some time, suddenly becoming an emergency overnight.
- Orders of materials for projects most of which must be planned weeks or months ahead of time, and requested just before desired use.

CHAPTER 15 – COOPERATIVE PURCHASES

Texas Government Code, Chapter 791, and Texas Local Government Code, Chapter 271, authorize the use of cooperative purchases through programs established with another governmental agency (piggy-backing) or an established cooperative agency.

These chapters grant the City authorization to utilize contracts that have completed a bid process and been awarded where:

- The bid is for the same goods and/or services; and
- The bid was completed in accordance with procurement laws that would govern the City's purchase; and
- An Interlocal Purchasing Agreement has been approved by both governing bodies.

It is the policy of the Purchasing Department to utilize cooperative agencies and interlocal purchasing agreements where a clear and definitive benefit exists. The City must be a member of the cooperative agency which may require Council approval prior to placing an initial order.

Interlocal Purchasing Agreements are normally restricted to other governmental agencies located within the Dallas/Fort Worth Metroplex. Purchasing interlocal agreements will not be executed to merely avoid the competitive bid process. Departments should contact the Purchasing Department for assistance with cooperative purchases and any reporting requirements.

CHAPTER 16 – PROCUREMENT CARD PROGRAMS

The procurement card programs are a payment mechanism designed to reduce the administrative costs associated with processing small purchases generally less than \$1,000. The program is not intended to avoid or bypass appropriate purchasing or payment procedures; but are intended to complement the existing purchasing processes. The procurement card program administrator is the Purchasing Manager.

A. General Policies

- Program Eligibility:
 - Must be a full time City employee
 - Individual must complete purchasing training prior to issuance of the card
- Obtaining Procurement Cards:
The request must be submitted in writing by the Department Director and sent to the Purchasing Manager. Cards and access to the City's financial system will be issued for eligible full time employees once the cardholder has:
 - Received the appropriate level of training from the Program Administrator; and
 - Signed the Cardholder Agreement for the appropriate program, confirming receipt of the card, understanding of the program, and acknowledgement that improper use of the card may result in disciplinary action up to and including termination of employment.

- Cardholder Limits and Commodity Restrictions:
The Program Administrator, in coordination with the Finance Director, will assign authorization levels to each card.

Monthly dollar limits and commodity restrictions will be assigned to all City cards. Some restrictions will apply to the entire program, such as cash advances, alcohol, cigar/tobacco products, casinos/gambling facilities, and international travel or businesses. If a purchase is declined due to an exclusion, contact the Program Administrator.

- Program Administrator Responsibilities: (Purchasing Manager)
 - Serving as the official City liaison with the credit card processing company
 - Determining appropriate merchandise category exclusions to minimize risk to the City
 - Maintaining the online card system
 - Issuing cards and related program information
 - Replacement of lost, stolen or compromised cards
 - Assisting departments with appropriate transactions which may exceed their card limits
- Department Director Responsibilities:
 - Approving cardholder requests
 - Reviewing and approving monthly statements and purchase orders for adherence to policies prior to submission for payment.
 - End of employment - Prior to an employee's final work day, the Department Director or manager will collect any issued cards and return it to the Program Administrator for cancellation.

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- **Cardholder Responsibilities:**

While the cardholder's name is printed on the card, cards are issued to the City and will have no impact of the cardholder's personal credit. City funds are committed each time the card is used and each individual cardholder is responsible for all charges made to their card. Therefore, by participating in any card program, all cardholders are responsible for:

- Compliance with the City of Wylie Credit Card Program Cardholder Agreement and User's Guide.
- Cards will be assigned to individual cardholders and are issued within the parameters of a specific fund and department.
- Purchases are limited to those within the cardholder's assigned budget, and may not be used to purchase goods or services outside of those the cardholder has access to within the City's financial system.
- Cards should not be loaned or given to other employees.
- Determining if the transaction is an acceptable use of the card, and if the total expenditure, including delivery or freight charges, is within the cardholder's spending limit
- Ensuring that the card is utilized for legitimate City business only; the card is not for personal use
- Ensuring that transactions are not split to circumvent the limits assigned to the card, or to circumvent other procurement policies.
- Ensuring that the City is not charged sales tax; informing the merchant of the City's tax exempt status **prior** to placing the order. If sales tax is charged, it is the cardholder's responsibility to contact the vendor and obtain the credit.
- Ensuring that transactions that are processed through PayPal (or other 3rd party payment processes) are supported with detailed documentation as to what the purchase is and what it is used for.
- Resolving any disputes or billing errors directly with the merchant. Cardholders may notify the Program Administrator if the disputes cannot be resolved.
- Submitting the required statement and receipts for payment processing within the required deadlines.
- Immediately contacting either the Program Administrator or the bank (using the phone number on the back of the card) of a lost or stolen card, or fraudulent charges.

B. Amazon Procurement Program

The City participates in the Amazon Procurement Program, and accounts are assigned and managed by the Purchasing Department as the Program Administrator. Department accounts have been assigned to a specific cardholder to make purchases within the financial limits of the named cardholder. Amazon purchases made from accounts or credit cards other than those authorized by the Program Manager are prohibited.

C. Violations and Remedies:

Violations to the card program may result in disciplinary action, up to and including termination. At a minimum, violations to the card program will result in the following remedies:

- **First Offense:** Written warning of the infraction will be send to the cardholder
- **Second Offense:** Written warning of the infraction will be sent to the cardholder and the department director.

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- Third Offense: Card privileges will be suspended for 30 days, and the cardholder will surrender the card to the Program Administrator for the duration of the suspension period.
- Fourth Offense: Card privileges will be suspended permanently and the cardholder will surrender the card to the Program Administrator

CHAPTER 17 – GENERAL ITEMS

A. Tax Exempt Certificates:

Department will contact the Purchasing Department via email (purchasing@wylietexas.gov) to request tax exempt certificates. To enable Purchasing to provide the best procurement solution, the request must include:

- Vendor Name, Address
- Products or services to be purchased
- Amount of money budgeted, and the vendor's quote (if available)
- Is this a one-time purchase, or will it be repetitive

Departments should allow sufficient time for the request to be completed, and forms will be emailed back to the Department unless otherwise requested.

B. Various Other Procurement Programs:

The Purchasing Department is responsible for setting up various other procurement programs such as:

- Copiers
- Office Supplies
- Sam's memberships
- Amazon Business Account (personal accounts may not be used for City purchases)
- Home Depot Account
- City issued credit cards (see Chapter 15)
- Fuel Programs

Department requests for access to these programs should be sent via email through the Department Director to Purchasing. Once completed, the Department staff will be notified.

C. Petty Cash Purchases

If the department maintains a petty cash fund, purchases are usually for items which are not maintained in stock, and are \$25.00 or less in value. Departments should note that items purchased through petty cash may be more expensive due to the payment of sales tax; therefore, the use of petty cash should be limited. A City Purchasing Card should be used for most small transactions.

When a vendor will allow employees to make a tax exempt purchase, the vendor may require a Tax Exemption Form. Contact the Purchasing Department or Accounts Payable for copies of this exemption certification.

D. Fiscal Year Procurement Cut Off:

Departments will complete all budgeted purchases no later than August 31st of each fiscal year. Only contracted recurring monthly expenses, break-fix/maintenance, or emergency requisitions will be approved. All exceptions must be pre-approved in writing by the City Manager and submitted to the Purchasing Department.

CHAPTER 18 – BONDS, INSURANCE AND INDEMNIFICATION

A. Bond Policy:

Bidders may be required (at the statutory limit or less) to provide certain bonds for Public Works/Construction Contracts. This ensures that if the bidder attempts to withdraw after the bid is accepted, the City will not suffer loss. The City will only accept corporate sureties duly qualified and authorized. Personal sureties will not be accepted. All required bonds must be approved by the Purchasing Manager prior to contractors or vendors commencing work.

The City may require bonding on other projects to mitigate risk.

The City requires payment, performance, and maintenance bonding to be provided on City approved forms in accordance with statute.

B. Types of Bonds:

Bid Bonds –The Bid Bond minimum limit is five percent (5%) of the total amount bid and would typically apply to construction contracts. It is the City's option whether or not to require bidders to provide a Bid Bond. Certified or cashier's checks will NOT be accepted in lieu of a Bid Bond. Bid Bonds are provided on surety forms. Bid Bonds will be returned to the issuing vendor upon request. Bond must be requested within ten days of award.

Payment Bonds are required for Public Works Contracts in excess of fifty thousand dollars (\$50,000) and must be written for one hundred percent (100%) of the total bid price. The Payment Bond is for the protection of those performing work as subcontractors or suppliers for the prime vendor/contractor. See Texas Government Code § 2253.021

Performance Bonds are required for all Public Works Contracts when the vendor's bid exceeds one hundred thousand (\$100,000), and they must be written for one hundred percent (100%) of the total bid price. These bonds are solely for the protection of the City in the event of a contractor/vendor default under Contract terms and conditions. See Texas Government Code § 2253.021

Maintenance Bonds can be written for a term relevant to the project. The coverage provided by a Maintenance Bond is to guarantee against defective workmanship and materials.

C. Insurance and Indemnification Policy:

The Purchasing Department maintains the City's insurance requirements. Contractors performing work on City property or public right-of-way shall provide indemnification and certificates of insurance or a copy of their insurance policy(s) including a copy of the endorsements necessary to meet contract requirements, and hold harmless and defense clauses. The required language is inserted in solicitation documents by the Purchasing division or owner of the specifications.

Contractual agreements must contain a provision that transfers the risk of the project from the City to the contractor. Because the contractor may not have the financial resources to handle the risks that are

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transferred in the contract, the City requires that insurance be purchased and maintained by the contractor for financial security.

- Workers' Compensation Insurance – Per statute, contractors, and subcontractors hired for building and construction projects must provide Workers' Compensation Insurance for their employees regardless of the project's cost. See Texas Labor Code, § 406.096.
- Purchasing will verify and approve all insurance documents prior to the contract, purchase order, or commencement of work to be performed.

***NOTE:**

These documents may vary based on the perceived exposure, and are constantly updated. City employees should not maintain copies of the insurance requirements for distribution purposes; but should obtain the most current documents from Purchasing on an as needed basis.

D. Insuring City Assets:

The Purchasing Department is responsible for maintaining insurance coverage for the City's assets including vehicles, mobile equipment, buildings, building contents, playgrounds, parks, water delivery structures, etc. Inventories will be reviewed and confirmed on an annual basis, to allow for adequate coverage and accurate billing.

Departments are responsible for maintaining their detail inventory lists and notifying Purchasing of any deletions, additions or changes that would impact the insurance coverages. Examples would include bringing a new water storage tank on-line or removal of an old tank; upgrading of playground equipment located at a park; adding additional lights or parking lot at a park; acquiring new vehicles, heavy equipment or mobile equipment.

CHAPTER 19 – CONTRACTS

A contract is a written, legally binding document or obligation to do or abstain from doing an act. The contractor must perform and meet the requirements of the contract. All guidance provided to a contractor must be within the scope of the contract.

A. Purchase Orders:

A Purchase Order is a legal contract. Purchase orders are generated and approved before goods or services are ordered and received. This ensures purchases are approved and within budget. A Purchase Order or Contract is required when insurance and indemnification is required. See Chapter “Requisitions and Purchase Orders”.

B. Contracts Greater than \$40,000:

All purchases greater than \$40,000 may require a written contract, insurance, and/or bonds. City Council approval is required at \$50,000 and Legal review of the contract may be required. All contracts will be processed by Purchasing.

C. Annual/Term Contracts:

The City may use an annual/term fixed price contract to obtain required goods or services from a chosen vendor for a specified time period. These contracts eliminate the necessity of bidding commodities and performing HUB searches each time they are needed. Annual contracts require a bid solicitation (or use of a cooperative contract), award process, and purchase order.

- Purchases of items or services that may be readily quantified (such as a fixed hourly rate or a fixed price per linear foot) will be awarded on a competitive sealed bid or competitive sealed proposal (CSP) basis and approved according to expenditure authority.
- Requested items should be detailed by description and unit cost on the P.O. or an attached document, with the remarks section stating that the items are under contract to the specified vendor. Releases will then be reconciled with invoices.

Note: Items or a service purchased from a source other than the vendor awarded the work is a direct violation of purchasing policy unless such purchase is an emergency purchase. If there are issues with a vendor’s performance, contact the Purchasing department. (An emergency is defined in Chapter “Emergency Purchases”.)

CHAPTER 20 – CONTRACT MANAGEMENT & VENDOR PERFORMANCE

A. General Responsibilities:

Purchasing will be responsible for all contract documents that are issued through the Purchasing Department. These documents will include:

- D. Bid related documents
- E. Insurance certificates
- F. Bonds
- G. Any written contract
- H. Change Orders
- I. Relevant correspondence; including copies of “Notice to Proceed” documents issued by the department
- J. Tier 2 Contract Administration (habitual or unresolved contract issues)
 - a. Vendor performance issues (department will be required to submit written documentation)
 - b. Legal issues, including notice to terminate (which may include City Council action)

City Staff will be responsible for:

- Issuing the purchase order
- Issuing a written “Notice to Proceed”, and copying the assigned Purchasing staff
- Tier 1 Contract Administration
 - Monitoring contract compliance; including meeting minutes/notes
 - Accurate and timely deliveries and invoicing
- Submitting change orders to Purchasing for processing
- Requests for payments
- Inspection and Testing
- Documentation or reporting as required by local, state or Federal grants
- Acceptance of goods, work or services performed

Vendors play a crucial role in the City’s day-to-day operations. As such, maintaining communication during the vendor obligation period is important. Both City staff and the vendor should provide open communication on project status, current issues, and potential issues.

B. Non-Performing Vendors:

When a vendor fails to perform according to the Agreement (Purchase Order, Annual Agreement, Contract, and/or Specification), the Department Director (or designee) and Purchasing will:

- Document the issues in writing to the vendor.
- Schedule a meeting to discuss the issues.
- Document a mutually agreed upon resolution in writing and signed by the department and the vendor. A copy will be forwarded to the Purchasing Department for the bid file.

If a vendor’s performance remains non-compliant or otherwise unsatisfactory, the department will notify the Purchasing Manager who will attempt to facilitate a resolution. If Purchasing cannot resolve the issues, the Purchasing Manager and the Department Director will make a joint determination to cancel the contract per its terms and conditions. Purchasing will then work with the department to obtain a substitute vendor or issue a new solicitation in accordance with purchasing policy.

CHAPTER 21 – ASSET AND SURPLUS DISPOSAL

Surplus property is property owned by the City that is no longer needed. There are multiple formats for the disposal process such as auction, trade-in, recycling, and destruction. All methods require written approval.

- Departments must contact the Purchasing Manager or designee prior to the relocation or disposal of property so that accounting records are accurately maintained. This is particularly important when the item was originally purchased as a capital asset to be depreciated
- Disposition forms / Capital Asset Forms are available from Finance or Purchasing.
- After approval by the Purchasing Department, equipment should be stored by the department until the property can be removed for auction.

A. Transfer of Surplus Goods Within The City

- Equipment (vehicles, trailers, etc.)

Directors may request that an item be transferred between departments. Such requests should be indicated on the Purchasing Disposal Form and sent to Purchasing requesting a transfer of all desired equipment. If the transfer of equipment is approved, the Purchasing Division shall notify Accounting for updates to the Fixed Asset List, and make other inventory, billing and insurance changes as necessary.

B. Disposal of Goods, Salvage or Surplus Property

The Purchasing Manager or designee shall be responsible for the disposal of City owned real property and salvage/surplus personal property (excluding property or evidence in possession of the City of Wylie Police Department which is governed by court order). Neither employees of the City, their family members nor the general public may acquire City owned property outside of one of the following methods.

- Personal property that has been deemed salvage or surplus may be disposed of by one the following methods, as deemed appropriate by the Purchasing Manager:
 - sold at a public auction
 - sold by soliciting competitive bids
 - sold or donated to a political subdivision of this state, a state agency of this state, or an entity of the federal government
 - traded-in on new property of the same type during the purchasing process
 - Library sponsored used book sales or donations to the Friends of the Library
 - destroyed, if such property has a value of less than \$500
- Real Property (all land, structures, firmly attached and integrated equipment) shall be disposed of in accordance with Texas Local Gov. Code 253 and 272, including:
 - Requirements for public notification,
 - Notice of intent to sell at public auction or
 - Notice of intent to sell by soliciting competitive bids.

C. Donations

Contact the Purchasing Department prior to making donations outside agencies or organizations.-

CHAPTER 22 - REQUISITIONS & PURCHASE ORDERS

A. Access to Incode: For full time employees of the City of Wylie

Request for access will be submitted by the Department Director to the Purchasing Manager. Upon approval, the Purchasing Manager will notify the employee to schedule a date/time to complete the mandatory Purchasing Training. When the training has been completed the Purchasing Manager shall forward the access request to the Assistant Finance Director for access to the City's financial system.

B. Requisition Process:

The requisition is the first step in the creation of a legal binding contract with the vendor. The resulting purchase order must contain sufficient information to allow the vendor to fulfill the order. Departments must not rely upon verbal conversations to ensure that the goods or services ordered are correct.

Upon receipt of the appropriate documentation (quotes, bids, contracts, etc.), the authorized Department representative will:

- Review the documentation to ensure compliance with contract requirements, shipping terms, payment terms, insurance requirements, etc.
- Review Incode Vendor file to see if vendor is listed and active. Be sure to verify address (some vendors have several addresses).
- If vendor name and address is not listed, contact the vendor for a W9 and complete the New Vendor forward. Forward those forms to the Purchasing Department (purchasing@wylitetexas.gov).
- Compile and store all supporting documentation in accordance with Chapter 6 "Procurement Thresholds". Note: Long term storage of documentation will be migrating to Laserfiche, as licenses and training are available.
- Requisition information must be detailed and goods and/or services should generally be itemized. Where there is insufficient field space to include a complete description, departments should utilize the "P.O. Description" box for additional information, or reference an attached quote.
- The "P.O. Description" box must also include such items as:
 - Dates of services or term coverage (example: June 1, 20XX – May 31, 20XX)
 - Contract numbers
 - Delivery instructions
 - Insurance Requirements
- Complete the requisition process and print the purchase order.

C. Purchase Orders:

As stated in Chapter 18 (Contracts), purchase orders are legal binding documents. For the terms of the contract to be fulfilled, the purchase order **must** be printed and sent to the vendor (emailing is acceptable). Verbal orders are not acceptable, and in many cases may expose the City to unnecessary insurance and financial risks.

D. Deletion of Purchase Orders:

For deletion of a purchase order prior to any payments, the department must contact Purchasing to request the deletion.

Contact A/P for the exceptions:

PROCUREMENT POLICY

- Closing out of un-used funds of an existing purchase order (where payments have already been made).
- Year-end closing.

CHAPTER 23 – RECEIPT OF GOODS/SERVICES

A. Inspecting Goods or Services:

It is the responsibility of the using department to inspect all equipment and supplies and to initiate the payment process.

- All deliveries should be inspected promptly, and whenever possible, in the presence of the vendor or shipper. The individual inspecting the merchandise or service performed should pay particular attention to the following:
 - The quantity shipped is consistent with the quantity ordered.
 - Note any damaged or defective merchandise on both the receipt (loading) ticket and/or the Purchase Order.
 - Verify that merchandise received meets the specifications defined on the purchase order specifications or annual contract agreement. Verify that the scope of services detailed on the purchase order has been performed to the department's satisfaction.
- After verifying that the materials received are accurate and in good condition, or that services have been performed, the using department shall sign a copy of the Purchase Order, attach the invoice and forward to Accounts Payable within 3-5 days.

B. Partial Deliveries:

When partial deliveries are made, the Department shall indicate a partial delivery on the Purchase Order receiving copy, noting the items and quantities received.

- Departments should attach a copy of the Purchase Order to the receiving documents, clearly mark that it is a "partial payment" and submit to Accounts Payable within 5 days of receipt of merchandise. **Using departments may not hold any paperwork pending delivery of back-ordered merchandise. The department should contact Purchasing if there are any questions.**
- Accounting will process payment for quantities delivered.
- Payment for back-ordered items will be processed after receipt of forms indicating that delivery is complete.
- Upon delivery of all back-ordered merchandise, the using department should note on the receiving copy of the purchase order the items to be paid for and that the delivery is complete.

C. Defective or Damaged Merchandise:

When an item is defective, damaged, or does not meet specifications, the department will notified the vendor in writing within 2 days (unless otherwise noted) of discovery of the discrepancy to discuss remedies and invoices.

- Any merchandise in need of return that was ordered by Purchasing will be handled by the Purchasing Division.
- Returns for orders placed by the using departments will be the responsibility of the department.



PROCUREMENT MANUAL

ACKNOWLEDGMENT OF RECEIPT

The undersigned employee acknowledges that they have received the City of Wylie Purchasing Manual and that they understand the provisions therein and, in consideration of their employment or continued employment, acknowledge and agree that:

1. The policies in the manual are not contractual in nature.
2. Failure or refusal to sign this acknowledgement may result in termination of your participation in procurement activities and access to the City's procurement financial system.
3. The City can unilaterally rescind, modify or add to the policies in the manual at any time without notice.
4. You have read and understand the policies contained in this manual, including those related to purchasing card usage (and its associated documents).
5. No rule contained herein or adopted pursuant hereto guarantees any employee of the City a right to continued employment. The City always retains the right to exercise discretion in amending these rules and in interpreting them reasonably.
6. Any agreement(s) or assurance(s) concerning the terms, conditions or duration of any individual's employment are not binding unless they are in writing and signed by the appropriate official (City Manager).

Accepted this ____ day of _____, 20____, by:

Employee Name (print)

Department (print)

Signature



Wylie City Council

AGENDA REPORT

Department: Fire Department

Prepared By: Debbie Buccino

Account Code: _____

Subject

Consider, and act upon, Resolution No. 2022-30(R) authorizing the City Manager of the City of Wylie, Texas, to execute adoption of the Collin County Hazard Mitigation Action Plan.

Recommendation

Motion to approve Item as presented.

Discussion

The City of Wylie is participating in the Collin County Hazard Mitigation Action Plan in order to identify the hazards the City is vulnerable to and to implement measures to reduce vulnerability to these hazards. Hazard mitigation focuses attention and resources on community policies and actions that will produce successive benefits over time. A mitigation plan states the courses of action that a community intends to follow to reduce vulnerability and exposure to future hazard events. The goals of the plan are:

- To save lives and reduce injuries.
- Minimize damage to buildings and infrastructure (especially critical facilities).
- Minimize economic losses.

The City of Wylie recognized the need to have a Hazard Mitigation Action Plan in 2011 and completed Resolution No. 2011-15(R) on May 24, 2011. Collin County updated the Mitigation Action Plan in September 2016. Wylie Fire Rescue requests the City of Wylie replace Resolution No. 2016-26(R) with the current Resolution to enact the modified Collin County Hazard Mitigation Action Plan dated September 2022.

RESOLUTION NO. 2022-30(R)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS,
ADOPTING AN UPDATED HAZARD MITIGATION ACTION PLAN; AND
PROVIDING AN EFFECTIVE DATE.**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS:

SECTION 1: The City Manager of the City of Wylie, Texas, is hereby authorized to adopt, on behalf of the City Council of the City of Wylie, Texas, a modified Hazard Mitigation Action Plan which will replace the approved Mitigation Plan executed through Resolution No. 2016-26(R).

WHEREAS, the City of Wylie with the assistance from the North Central Texas Council of Governments (NCTCOG) has gathered information and prepared the Collin County Local Mitigation Strategy; and

WHEREAS, the Collin County Local Mitigation Strategy has been prepared in accordance with FEMA requirements at 44 C.F.R. 201.6; and

WHEREAS, the City of Wylie is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the Plan and the actions in the Plan; and

WHEREAS, the City Council of the City of Wylie has reviewed the Plan and affirms that the Plan will be updated in accordance to the plan maintenance process described.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Wylie, Texas adopts the Collin County Local Mitigation Strategy as this jurisdictions Multi-Natural Hazard Mitigation Plan 2022, and resolves to execute the actions in the Plan subject to available funding.

SECTION 2: This Resolution shall take effect immediately upon its passage.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas this 27th day of September, 2022.

Matthew Porter, Mayor

ATTEST TO:

Stephanie Storm, City Secretary

Collin County Hazard Mitigation Action Plan

Annex T: City of Wylie



1. Introduction

This annex was prepared in 2020 as part of an update to the Collin County Multi-Jurisdictional Hazard Mitigation Action Plan. This plan updates the Wylie hazard mitigation plan submitted to FEMA as part of the 2016 Collin County plan. The City of Wylie participated in the Collin County Hazard Mitigation Planning Team (HMPT) for this update. In addition to the countywide hazards and strategies discussed in the main plan, this annex serves as a complete hazard mitigation planning tool for the City of Wylie. It

contains capability assessment information, a specific vulnerability assessment, and a complete mitigation strategy. The methodology and process for developing this annex are explained throughout the following sections.

2. Plan Development and Adoption Process

In order to apply for federal aid for technical assistance and post-disaster funding, local jurisdictions must comply with Part 201.3 of the Disaster Mitigation Act of 2000 implemented in the Federal Code of Regulations 44 CFR Part 201.6. While the City of Wylie has historically implemented measures to reduce their vulnerability to hazards, passage of DMA 2000 helped Wylie officials to recognize the benefits of a long-term approach to hazard mitigation, which achieves a gradual decrease of impacts associated through the implementation of a Hazard Mitigation Plan. Collin County's Hazard Mitigation Action Plan represents the collective efforts of all participating jurisdictions, the general public, and stakeholders.

Organizing the Planning Effort

A comprehensive county approach was taken in developing the plan. An open public involvement process was established for the public, neighboring communities, regional agencies, businesses, academia, etc. to provide opportunities for everyone to become involved in the planning process and to make their views known. The meetings were advertised with notices in public places, including online. In accordance with Part 201.6(c)(5) of the Disaster Mitigation Act of 2000 (DMA 2000), Collin County developed this Hazard Mitigation Action Plan. This plan identifies hazards and mechanisms to minimize future damages associated with these hazards, which threaten Collin County and its jurisdictions.

Existing Data and Plans

Existing hazard mitigation information and other plans were reviewed during the development of the Hazard Mitigation Action Plan. GIS, statistical and qualitative data was gathered through numerous sources. The table below outlines the sources of data for the plan:

Table 2.1 Plan Source Data

Source	Data
City and County Appraisal Data 2020	Population and demographics
Regional Hazard Assessment Tool	Hazard occurrences
National Center for Environmental Information (NCEI)	Hazard occurrences
Texas Forest Service/Texas Wildfire Risk Assessment Summary Report	Wildfire Threat and Wildland/Urban Interface
National Inventory of Dams	Dam Information

Collin County Hazard Mitigation Action Plan

Planning Committee

This Hazard Mitigation Action Plan was developed by the City of Wylie Hazard Mitigation Planning Committee, with support of the North Central Texas Council of Governments and in conjunction with the Collin County HMPT.

The Collin County HMPT was assembled in November 2020 with representatives from participating jurisdiction planning committees, including mayors, police chiefs, fire chiefs, and the general public. Collin County acted as the plan development consultant providing hazard mitigation planning services; the efforts of the Wylie planning committee were led by the City of Wylie Emergency Management Coordinator.

Table 2.2 Hazard Mitigation Committee – Primary Representatives

Representing	Position	Role
City of Wylie	Emergency Management Coordinator	Information Collection
City of Wylie	City Engineer	Floodplain Manager
	Building/Planning	Information Collection
Collin County	Emergency Management Coordinator	General Assistance

Collin County served as the coordinator and lead agency for all jurisdictions by accomplishing the following activities through the planning process:

- Assigned the County's Assistant Emergency Management Coordinator to provide technical assistance and necessary data to the planning committee.
- Scheduled, coordinated, and facilitated community meetings with the assistance of the HMPT and the planning committees.
- Provided any necessary materials, handouts, etc. for public planning meetings.
- Worked with the HMPT and planning committees to collect and analyze data and develop goals and implementation strategies.
- Prepared, based on community input and planning team/committee direction, the first draft of the plan, and provided technical writing assistance for review, editing and formatting.
- Coordinated with the stakeholders within the jurisdictions and the unincorporated areas of Collin County during plan development.

Each of the individual jurisdictions participated in accomplishing similar activities associated with development of the plan as follows:

- Coordinated input from representatives of neighborhood stakeholder groups and provided a representative to the County HMPT.
- Attended regular meetings of the planning team as coordinated by Collin County.
- Assisted Collin County staff with identifying hazards and estimating potential losses from future hazard events.
- Assisted Collin County in developing and prioritizing mitigation actions to address the identified risks.
- Assisted Collin County in coordinating public meetings to develop the plan.
- Identified the community resources available to support the planning effort.

Collin County Hazard Mitigation Action Plan

- Worked for the support of neighborhood stakeholders for the recommendations resulting from the planning process.
- Submitted the proposed plan to all appropriate departments for review and comment and worked with Collin County to incorporate the resulting comments into the proposed plan.

External stakeholders involved in reviewing the Collin County Hazard Mitigation Action Plan:

Table 2.3 External Stakeholders

Representing	Position	Role
Lakepointe Hospital	Representative	Review of plan
Wylie ISD	Representative	Review of plan
First Baptist Church Wylie	Representative	Review of plan

Subsequent to the State of Texas and FEMA approval of the plan, each organization also is committed to accomplishing the following activities:

1. Appoint members to a coordinating committee to monitor and work toward plan implementation.
2. Publicize the plan to neighborhood interests and ensure that new community members are aware of the plan and its contents.
3. Monitor progress in achieving the plan's goals through regular maintenance and implementation projects.

Planning Meetings

During the planning process, the HMPT met to obtain relevant information from the participating jurisdictions and to discuss the objectives and progress of the plan. The objectives of these meetings were to gather information and to provide guidance for each jurisdiction throughout the planning stages.

The following meetings were held by Collin County and included all jurisdiction's participation:

- Collin County HazMAP Kickoff Meeting – August 12, 2020
- Collin County Planning Meeting – November 11, 2020
- Collin County Planning Meeting – June 12, 2021
- Collin County HazMAP Public Meeting – 11/2/2021 at 2PM
- Collin County HazMAP Public Meeting – 01/12/2022 a 9AM

Public Involvement

Support from the community is vital for any successful hazard mitigation plan. The HMPT and planning committee provided opportunities, announced through public communication means, for public participation and input throughout the planning process prior to this draft and before approval of the finalized plan. Advertisement and sign in sheets for these meetings are located in Appendix A.

- The first public meeting was held on November 2, 2021 at 2PM, and advertised on the Collin County website along with other jurisdictional websites inviting the public, neighboring communities, local business, academia, agencies, and nonprofits to comment. The meeting was held virtually via WebEX.

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- A second public meeting was held on January 12, 2022 at 9AM. Announcements were placed on jurisdictions websites, including Collin County inviting the public, neighboring communities, local business, academia, agencies, and nonprofits to view and comment on the HazMAP prior to plan submission.

There were no comments directly related to the mitigation plan received from citizens, non-profits, businesses, academia, or interested parties; therefore, no feedback was incorporated.

An additional opportunity for the public to comment on the plan will be held prior to formal plan adoption.

This provided all citizens, stakeholders, neighboring communities, agencies, businesses, academia, non-profit organizations, and all interested parties an opportunity to be involved in the planning process and to take part in the decisions making process that affect the future of the communities that they live in.

Collin County Hazard Mitigation Action Plan

3. Jurisdictional Hazard Identification and Risk Assessment

The Hazard Mitigation Planning Committee for the City of Wylie identified several natural and man-made hazards that could affect the city. The committee decided to focus on the natural hazards identified in Section 5 of this update. This was done after reviewing the 2016 HazMAP, the State of Texas Hazard Mitigation Plan, as well as other sources such as federal and state agencies. The hazards were ranked using the Priority Risk Index.

Priority Risk Index

A Priority Risk Index (PRI) was developed with the purpose of categorizing potential hazards for Collin County and ranks each hazard as high, moderate, low, or negligible to no risk. The hazard classification generated through the use of the PRI allows for the prioritization of those high hazard risks for mitigation planning purposes, and more specifically, the identification of hazard mitigation opportunities for Collin County jurisdictions to consider as part of their proposed mitigation strategy.

The PRI is used to assist all jurisdictions participating in the Collin County HazMAP in determining which hazards pose the most significant threat based on a variety of factors. The PRI is not scientifically based, but is rather meant to be utilized as an objective and systematic planning tool for classifying and prioritizing hazard risks in Collin County based on standardized criteria. The PRI results in numerical values that allow identified hazards to be ranked against one another. The sum of all four categories equals the final PRI value, as shown below:

$$\text{PRI Value} = (\text{Probability} \times .30) + (\text{Life Impact} \times .35) + (\text{Property Impact} \times .25) + (\text{Spatial Extent} \times .10)$$

The higher the PRI value, the greater the hazards risk. These values were obtained by assigning varying degrees of risk to four categories for each hazard: Probability, Life Impact, Property Impact, and Spatial Extent (*Table 3.1*). Each category has been assigned an Index Value (0 to 3) and a Weighing Factor (0 – 100%). These values may be adjusted during future plan updates. In order to evaluate the risk of each hazard, the assigned PRI Value for each category is multiplied by the weighing factor. Then, the PRI for each hazard is calculated by adding the product obtained in each category. According to the weighing scheme applied for Collin County, the highest possible PRI value is 3.0. The PRI calculations are presented in *Table 3.2*. *Table 3.1* breaks down the value of each category.

Collin County Hazard Mitigation Action Plan

Table 3.1 Priority Risk Index Value

Assigned Weighing Factor	PRI Category	Degree of Risk		
		Level	Criteria	Index Value
30%	Probability	Unlikely	Less than 1% annual probability	0
		Possible	Between 1 and 10% annual probability	1
		Likely	Between 10 and 100% annual probability	2
		Highly Likely	100% annual probability	3
35%	Life Impact	Minor	Very few injuries, if at all none	0
		Limited	Minor Injuries	1
		Critical	Multiple deaths/injuries	2
		Catastrophic	High number of deaths/injuries	3
25%	Property Impact	Minor	Only minor property damage and minimal disruption of life. Temporary shutdown of critical facilities.	0
		Limited	More than 10% of property in affected area damaged/destroyed. Complete shutdown of critical facilities for more than one day.	1
		Critical	More than 25% of property in affected area damaged/destroyed. Complete shutdown of critical facilities for more than one week.	2
		Catastrophic	More than 50% of property in affected area damaged/destroyed. Complete shutdown of critical facilities for 30 days or more.	3
10%	Spatial Extent	Negligible	Less than 1% of area affected	0
		Small	Between 1 and 10% of area affected	1
		Moderate	Between 10 and 50% of area affected	2
		Large	Between 50 and 100% of area affected	3

Collin County Hazard Mitigation Action Plan

Table 3.2 Priority Risk Index for the City of Wylie

Hazard	Category/Degree of Risk				
	Probability Index Value (0 - 3 30%)	Life Impact Index Value (0 - 3 35%)	Property Impact Index Value (0 - 3 25%)	Spatial Extent Index Value (0 - 3 10%)	PRI Value 2021
Dam Failure	1	0	0	0	0.3
Drought	2	0	1	3	1.15
Earthquake	0	1	0	1	0.45
Expansive Soils	2	0	0	1	0.7
Extreme Heat	1	1	0	3	0.95
Flooding	1	1	0	1	0.75
Hail	2	0	1	2	1.05
High Winds	1	0	0	1	0.4
Lightning	2	1	0	0	0.95
Tornado	2	2	2	2	2
Wildfire	1	0	0	0	0.3
Winter Storms	2	0	1	3	1.15

The conclusions drawn from the hazard profiling process for the city of Wylie resulted in the classification of risk for each identified hazard according to four categories: High Risk, Moderate Risk, Low Risk, and Negligible to No Risk (*Table 3.3*). For purposes of these classifications, risk is expressed in relative terms according to the probability of occurrence and estimated impact that a hazard will have on human life and property in the city of Wylie.

Table 3.3 Hazard Rankings City of Wylie

High Risk (PRI 2 - 3)	Tornado
Moderate Risk (PRI 1.01 -1.9)	Hail Winter Storms
Low Risk (PRI 0.50 – 1)	Drought Lightning Expansive Soils Extreme Heat Flooding
Negligible to No Risk (PRI 0 – 0.49)	Earthquake Dam Failure Wildfire High Winds

Collin County Hazard Mitigation Action Plan

Changes in Development and Priorities (Requirement §201.6(d)(3))

The City of Wylie was a participating jurisdiction in the 2016 Collin County Hazard Mitigation Action Plan. Since then, Wylie has completed several of their original action items, in an effort to lower vulnerability on populations and property from natural hazards. The following actions, sorted by type of action, have had a direct impact on lowering vulnerability:

- Natural Systems Protection
- Local Rules and Regulations
 - Maintained continued NFIP compliance through continued enforcement and compliance with city ordinance.
 - Expanded early warning sirens and local warning system to notify the public of impending severe weather to reduce the loss of life and mitigate the effects of the hazards.

The City of Wylie is continuously working to increase their outdoor warning system to accommodate expanding areas. The development and implementation of these projects have directly led to lower vulnerability for residents and property located in Wylie. A NexGEN software upgrade has been completed and two new outdoor warning sirens are scheduled for installation by fall of 2021 with more to follow along with siren upgrades.

As of January 1, 2015 the official population was 45,000 and the current population is 56,376. Housing units have increased from approximately 14,971 to 19,113. Enrollment in Wylie IDS rose from 14,426 in 2015 to approximately 18,300 for the 2021 school year.

The City of Wylie has new developments that include Collin College, an apartment complex, Holiday Inn Express, La Quinta, Whataburger, Chik-Fil-A, new subdivisions, expansions of existing subdivisions, various retail and an assisted living facility.

Planned development for the City of Wylie includes Wylie Fire Rescue Station #4, an expansion of the KCS yard, an apartment complex, and various retail.

New priorities are noted and ranked in each new action item, Section 6. Except for actions completed or cancelled, other priorities remain the same as in the previous version of this plan.

Vulnerability Narratives

This annex focuses on specific areas of vulnerability the City of Wylie faces with each hazard. The hazards identified in the main plan are all addressed in this annex, therefore the natural hazards rated negligible to no risk are included, described, and considered for mitigation in this plan.

Dam and Levee Failure The City of Wylie borders along the southern and western area of Lake Lavon including just west of the Lake Lavon Dam. Lake Lavon is owned and managed by the Army Corps of Engineers. In the event of a worst case scenario dam failure the inundation zone does not affect the City of Wylie. This was tested in a joint exercise with the Army Corps of Engineers. The land south of Lake Lavon Dam is the spillway then it leads to the next lake which is Lake Ray Hubbard. Therefore the City of Wylie is not considered to be at risk for dam failure although unincorporated areas served by Wylie Fire Rescue may be, so inundation studies will be considered. Muddy Creek Dam is owned by the City of Wylie and is located west of Country Club Road across from the Municipal Complex. Any breach of this dam would flow southeast towards FM 544 and may have an effect on businesses and some residences depending on capacity. This inundation would possibly have an effect on the neighboring jurisdictions of

Collin County Hazard Mitigation Action Plan

Sachse and Rowlett. This would be a low risk as it would not affect a high population but could still cause damage for some businesses/residents.

Drought . Drought has the potential to impact the entire planning area equally; all improved property, emergency facilities, critical facilities, critical infrastructure, and the entire population of Wylie are vulnerable to this hazard. Foundations of all buildings are vulnerable; however, older structures, or those built under less stringent foundation code requirements are most vulnerable. Lake Lavon, Lake Texoma, Lake Tawakoni, Lake Fork and the Lake Chapman-Cooper reservoir system are water sources for the City of Wylie and are vulnerable to drought. In turn, the city's population, wildlife and vegetation are vulnerable. Lower income populations who may not have the resources to buy containerized water in the event of a shortage may be more vulnerable than other populations.

Earthquake All properties and populations have the potential to be vulnerable to earthquakes. Buildings constructed under older building codes, aging underground infrastructure, and roads are most vulnerable to damages from seismic activity.

Expansive Soils All properties have the potential to be vulnerable to expansive soils, especially those constructed under older building codes.

Extreme Heat .Extreme heat generally affects the entire population, but the homeless, very young, elderly, and populations without air conditioning are most vulnerable.

Flooding This hazard was identified as having low risk to the City of Wylie. Areas that are prone to flash flooding are: the S curve on McMillan Rd off of Country Club and Sachse Rd at Creek Crossing on the border of Wylie and Sachse.

Hail .Hail storms are common during the severe weather months within "tornado alley." It is common for roofs of houses and vehicles to suffer damage from the occasional hail storm. All properties and populations have the potential to be vulnerable to hail. Exposed populations, manufactured homes, and older properties are most vulnerable.

High Winds High Winds are common during the severe weather months within "tornado alley". It is common for fences and trees to suffer damage from the occasional high wind storm. All properties and populations have the potential to be vulnerable to high winds, manufactured homes and exposed populations are most vulnerable.

Lightning All properties and populations have the potential to be vulnerable to lightning. Property without lightning protection and exposed populations are most vulnerable.

Tornado The City of Wylie is within "tornado alley", therefore, there is the potential for a tornado to occur. All properties and populations have the potential to be vulnerable to tornadoes, manufactured homes and exposed populations are most vulnerable.

Wildland Fire This hazard was identified as having minimal or low risk to the City of Wylie. According to data by the Texas Forest Service, it is estimated that 38.07% percent of Wylie's population lives within the WUI which is located primarily in the southern part of the city.

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Winter Storms .Texas is greatly affected by winter storms because this is not a common occurrence as in some states. Heavy ice and snow can cause loss of power for an extended amount of time as well as transportation issues which impact life safety. Freezing temperatures and blowing winds can also contribute to life safety issues as well as property damage. Vulnerable populations include the homeless, elderly, and those without access to heat. Critical facilities are also at risk.

Identification of Assets and Vulnerability Assessment

An inventory of Wylie's geo-referenced assets was created in order to identify and characterize property and population potentially at risk to the identified hazards. By understanding the type and number of assets that exist and where they are located in relation to known hazard areas, the relative risk and vulnerability for such assets can be assessed. For this assessment, five categories of assets were evaluated using Geographic Information System and statistical analysis. The five categories of vulnerable assets include:

- **Population**: Includes the number of people residing in Collin County jurisdictions as delineated by U.S. Census 2020 block data provided by NCTCOG.
- **Improved property**: Includes all developed properties according to local parcel data from the Collin County Central Appraisal District. The information has been expressed in terms of the total assessed value of improvements that may be exposed to the identified hazards.
- **Emergency facilities**: Includes fire stations, police stations and hospitals, provided by the Regional Hazard Assessment Tool, Collin County Emergency Management Coordinator, and participating jurisdictions.
- **Critical facilities**: Includes schools and historic places provided by Regional Hazard Assessment Tool, Collin County Emergency Management Coordinator, and participating jurisdictions. These are non-emergency facilities, but still provide critical services and functions for vulnerable sectors of the population.
- **Critical infrastructure**: Includes airports, natural gas facilities, wastewater facilities, potable water treatment facilities, wastewater treatment facilities, dams, and bridges. Data for all critical facilities was obtained from Regional Hazard Assessment Tool, Collin County Emergency Management Coordinator, and participating jurisdictions.

The following tables provide a breakdown by municipal jurisdiction of the geo-referenced assets that were used for the vulnerability assessment.

Population

According to the US Census Bureau, the total population of the City of Wylie in 2020 was 53,067 people, with 19,113 households. The count breakdown by municipal jurisdiction is provided in *Table 3.4*.

Table 3.4 Collin County Population Counts

Jurisdiction	Population			Households		
	Population	% of County Total	Population Density (Sq. Mile)	Household	% of County Total	Household Density (Sq. Mile)
Wylie	53,067	4.44%	1340.36	17,084	4.44%	471.96

Source: US Census Bureau & Collin County Appraisal District

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Table 3.5 summarizes population counts and population change (absolute and percent predictions for Collin County).

Table 3.5 Population Predictions

Jurisdiction	Population 2010 Census	Population 2018 Estimate	Population 2019 Estimate	Absolute Change 2018-2019	Percent (%) Change 2018-2019
Wylie	41,427	49,500	51,730	2,230	4.51%

Source: 2020 NCTCOG Population Estimates

Property

There are an estimated 17,130 parcels in Wylie, with an estimated \$4,065,640,595 in total assessed value of, *Table 3.6* lists the total number and percentage of parcels by jurisdiction.

Table 3.6 Parcel Counts and Improvements Value

Jurisdiction	Number of Parcels	% of County Total	Total Assessed Value of Improvements (Buildings)
Wylie	17,130	4.09%	\$4,065,640,595

Source: Collin County Appraisal District

Emergency Facilities

There are 5 identified emergency facilities in the City of Wylie, including 3 fire stations, 1 police station (including communications), and 1 hospital. *Table 3.7* presents the distribution of emergency facilities by jurisdiction. Geographic coordinates were used to determine the location of each facility.

Table 3.7 Emergency Facilities

Jurisdiction	Fire Stations	Police Stations	Hospitals
Wylie	3	1	1

Source: County Data and Regional Hazard Assessment Tool

Critical Facilities

There are 29 critical facilities, which are considered non-emergency in Wylie. The critical facilities include 20 schools and 9 historical property sites (*Table 3.8*). Geographic coordinates (i.e., latitude and longitude) were used to determine the location of each facility.

Table 3.8 Critical Facilities

Jurisdiction	Schools	Historical Property
Wylie	20	9

Source: Local jurisdictions

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Critical Infrastructure

There are two identified critical infrastructure facilities in Wylie, including zero airports, zero natural gas facilities, one water treatment facilities, one wastewater treatment facilities, two dams, and zero railway/highway bridges (*Table 3.9*).

Table 3.9 Critical Infrastructure

Jurisdiction	Airports	Natural Gas Facilities	Wastewater Treatment Facilities	Potable Water Treatment Facilities	Dams	Railway/ Highway Bridges
Wylie	0	0	1	1	2	0

Source: Local jurisdictions

Methodology

Based on the type of information available for analysis, Collin County's vulnerability assessment was conducted using two distinct methodologies, a Geographic Information System-based analysis and a statistical risk assessment methodology. Each approach provides estimates for the potential impact of hazards by using a common, systematic framework for evaluation of historical occurrence information provided by National Centers for Environmental Information, the Texas Forest Service, and the FEMA Resilience and Planning Tool. The results of the vulnerability assessment are provided by jurisdiction for each hazard analyzed.

Of the 12 hazards evaluated for Collin County, four were analyzed using a Geographic Information System-based analysis, 5 using a statistical risk assessment methodology, and the remaining 3 using qualitative analysis. Qualitative analysis was used due to lack of information, the inability to define specific areas of risk, and/or inexistence of historical records. Additional information regarding these 3 hazards is unattainable at the present time; studies to address this data deficiency are noted as action items in this update. *Table 3.10* summarizes the methodology used for each hazard.

Table 3.10 Analysis used for Vulnerability Assessment Collin County

Hazard	Geographic Information System-based Analysis	Statistical Analysis	Qualitative Analysis
Dam Failure			X
Drought	X		
Earthquake			X
Expansive Soils			X
Extreme Heat		X	
Flooding	X		
Hail	X		

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High Winds		X	
Lightning		X	
Tornado		X	
Wildfire	X		
Winter Storms		X	

Summary of Vulnerability Assessment

A summary of the vulnerability assessment for each hazard using geographic and statistical analysis is presented in the following pages. The detailed assessment is presented in the following sections.

Summary Table 3.11

Drought	
Population	According to National Centers for Environmental Information (NCEI) no recorded injuries or fatalities have been recorded for drought events. There are no personal losses expected from drought events.
Improved Property	According to the National Centers for Environmental Information (NCEI), property losses in the City of Wylie are expected but financially unknown due to lack of accurate reporting; however county-wide property loss is estimated at \$21,208.33 per year. Historical data indicates that crop losses in the City of Wylie are expected mostly during water shortages, financially unknown due to lack of accurate reporting however county-wide crop loss is estimated to be \$58,916.67 per year.
Emergency Facilities	Because of the nature of this hazard, no losses are expected on emergency facilities but foundation issues could occur due to drought events.
Critical Facilities	Because of the nature of this hazard, no losses are expected on critical facilities but foundation issues could occur due to drought events.
Critical Infrastructure	Because of the nature of this hazard, no losses are expected on critical infrastructure but foundation issues and road degradation could occur due to drought events.

Summary Table 3.12

Extreme Heat	
Population	According to National Centers for Environmental Information (NCEI), there were four (4) county-wide fatalities recorded due to extreme heat, none from the City of Wylie. The City of Wylie and its population are vulnerable to this hazard.
Improved Property	According to National Centers for Environmental Information (NCEI), there is no impact of extreme heat to developed areas and the improved property in the City of Wylie is not vulnerable to this hazard.

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Emergency Facilities	According to National Centers for Environmental Information (NCEI), there is no impact of extreme heat to buildings and the emergency facilities in the City of Wylie are not vulnerable to this hazard.
Critical Facilities	According to National Centers for Environmental Information (NCEI), there is no impact of extreme heat to buildings, and the critical facilities in the City of Wylie are not vulnerable to this hazard.
Critical Infrastructure	According to National Centers for Environmental Information (NCEI) there is no impact of extreme heat to critical infrastructure, and vulnerability to this hazard is considered minimal in the City of Wylie.

Summary Table 3.13

Flooding	
Population	Flooding produces an expected annualized count of zero (0) fatalities and injuries per year. Approximately 427 residential parcels in the City of Wylie are located within the 100-year floodplain.
Improved Property	There have been five (5) recorded flood events in the City of Wylie. Property losses are expected at \$2,800 per year however these values are underestimated due to lack of accurate reporting. No crop losses are expected or recorded. Approximately \$60,830,722 of the total assessed value is at risk from the 100-year storm event.
Emergency Facilities	Emergency facilities have the potential to be at risk in the 100-year storm event.
Critical Facilities	Critical facilities have the potential to be at risk in the 100-year storm event.
Critical Infrastructure	Critical Infrastructure has the potential to be at risk in the 100-year storm event.

Summary Table 3.14

Hail	
Population	According to the National Centers for Environmental Information (NCEI), no injuries or fatalities have been recorded for hailstorm events. There are no personal losses expected from hailstorm events.
Improved Property	According to the National Centers for Environmental Information (NCEI), property losses in the City of Wylie are expected at \$7,573,171.43 per year however these values are underestimated due to lack of accurate reporting. All improved property is vulnerable to this hazard. Although some crops are susceptible to hail hazards, available historical data for Wylie indicates that there are no expected crop losses from this event.

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Emergency Facilities	Because of the unpredictability of the geographical location of hailstorms, all emergency facilities in the City of Wylie are vulnerable to this hazard.
Critical Facilities	Because of the unpredictability of the geographical location of hailstorms, all critical facilities in the City of Wylie are vulnerable to this hazard.
Critical Infrastructure	Because of the unpredictability of the geographical location of hailstorms, all critical infrastructures in the City of Wylie are vulnerable to this hazard.

Summary Table 3.15

High Wind	
Population	According to the National Centers for Environmental Information (NCEI), there are no recorded injuries or fatalities from high wind events. All the population of the City of Wylie are vulnerable to this hazard.
Improved Property	According to the National Centers for Environmental Information (NCEI), property losses in the City of Wylie are expected at \$900 per year however these values are underestimated due to lack of accurate reporting. No crop losses resulted from this hazard in the City of Wylie.
Emergency Facilities	Because of the expected geographical widespread nature of high winds, all emergency facilities in the City of Wylie are vulnerable to this hazard.
Critical Facilities	Because of the expected geographical widespread nature of high winds, all critical facilities in the City of Wylie are vulnerable to this hazard.
Critical Infrastructure	Because of the expected geographical widespread nature of high winds, all critical infrastructures in the City of Wylie are vulnerable to this hazard.

Summary Table 3.16

Lightning	
Population	According to the National Centers for Environmental Information (NCEI), there are no recorded injuries or fatalities from lightning events. All the population of the City of Wylie are vulnerable to this hazard.
Improved Property	According to the National Centers for Environmental Information (NCEI), property losses in the City of Wylie are expected but unknown due to lack of accurate reporting.
Emergency Facilities	Because of the expected geographical widespread nature of lightning, all emergency facilities in the City of Wylie are vulnerable to this hazard.

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Critical Facilities	Because of the expected geographical widespread nature of lightning, all critical facilities in the City of Wylie are vulnerable to this hazard.
Critical Infrastructure	Because of the expected geographical widespread nature of lightning, all critical infrastructures in the City of Wylie are vulnerable to this hazard.

Summary Table 3.17

Tornado	
Population	According to National Centers for Environmental Information (NCEI), there have been no recorded injuries or fatalities from tornado events in the City of Wylie. All the population of the City of Wylie is exposed and vulnerable to this hazard.
Improved Property	According to National Centers for Environmental Information (NCEI), an average loss of \$7,142.86 per year in property losses is expected to result from tornado events. No crop losses are expected from this hazard in the City of Wylie.
Emergency Facilities	Because of the impossibility to predict the geographical area of impact for tornados, all emergency facilities in the City of Wylie are exposed and vulnerable to this hazard.
Critical Facilities	Because of the impossibility to predict the geographical area of impact for tornados, all critical facilities in the City of Wylie are exposed and vulnerable to this hazard.
Critical Infrastructure	Because of the impossibility to predict the geographical area of impact for tornados, all critical infrastructures in the City of Wylie are exposed and vulnerable to this hazard.

Summary Table 3.18

Wildfire	
Population	Based on geographical data, approximately 38.07% of the City of Wylie is vulnerable to wildfires. There have been no recorded injuries or fatalities due to wildfires.
Improved Property	Based on historical data, annual financial losses expected from property loss due to wildfires are unknown due to lack of accurate reporting; therefore, the percentage of the overall property improvement values across the City of Wylie are also unknown.
Emergency Facilities	Based on geographic information there are two fire stations, one police station, and one hospital at risk from wildfire events.
Critical Facilities	Based on geographic information there are 17 schools and 15 historical properties at risk from wildfire events.

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Critical Infrastructure	Based on geographic information there are no bridges, no dams, one wastewater treatment facility, and no water treatment facility at risk from wildfire events.
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Summary Table 3.19

Winter Storm	
Population	According to National Centers for Environmental Information (NCEI), there was one (1) county-wide fatality recorded due to winter storms, none from the City of Wylie. All the population of the City of Wylie are exposed and vulnerable to this hazard.
Improved Property	According to the National Centers for Environmental Information (NCEI), property losses in the City of Wylie are expected but unknown due to lack of reporting; however county-wide property loss is estimated at \$116,250 per year. No crop losses are expected from this hazard in the City of Wylie.
Emergency Facilities	Because of the expected geographical widespread nature of winter storms, all emergency facilities in the City of Wylie are exposed and vulnerable to this hazard.
Critical Facilities	Because of the expected geographical widespread nature of winter storms, all critical facilities in the City of Wylie are exposed and vulnerable to this hazard.
Critical Infrastructure	Because of the expected geographical widespread nature of winter storms, all critical infrastructures in the City of Wylie are exposed and vulnerable to this hazard.

4. Capability Assessment

The risk assessment and capabilities assessment serve as the foundation for the development of a meaningful hazard mitigation strategy. During the process of identifying specific mitigation actions to pursue, the City of Wylie considered not only its level of hazard risk but also the existing capabilities to minimize or eliminate that risk.

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Table 4.1 Legal and Regulatory Capability Summary

Legal and Regulatory Capabilities															
Jurisdiction	Building Code	Zoning Ordinance	Subdivision Ordinance or regulation	Special purpose ordinances (floodplain management, storm water management, hillside or steep slope ordinances wildfire ordinances, hazard setback requirements)	Growth management ordinances (also called "smart Growth" or anti-sprawl programs)	Site Plan review requirements	General or comprehensive plan	A capital improvements plan	An economic development plan	An emergency response plan	A post-disaster recovery plan	A post-disaster recovery ordinance	Real estate disclosure requirements	Other	% Yes per Jurisdiction
Wylie	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	71%
Average % Yes Capabilities – 71%															
Y- Yes N- No ?- Don't Know															

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Table 4.2 Administrative and Technical Capability Summary

Administrative and Technical Capabilities											
Jurisdiction	Planner(s) or engineer(s) with knowledge of land development and land management	Engineer(s) or professional(s) trained in construction practices related to buildings and/or infrastructure	Planners or engineer(s) with an understanding of natural and/or human caused hazards	Floodplain manager	Surveyors	Staff with education or expertise to assess the community's vulnerability to hazards	Personnel skilled in GIS	Scientists familiar with the hazards of the community	Emergency manager	Grant writers	% Yes per Jurisdiction
Wylie	Y	Y	Y	Y	N	Y	Y	N	Y	Y	80%
Average % Yes Capabilities – 80%											
Y- Yes N- No ?- Don't Know											

Table 4.3 Fiscal Capability Summary

Fiscal Capabilities											
Jurisdiction	Community Development Block Grants (CDBG)	Capital improvements project funding	Authority to levy taxes for specific purposes	Fees for water, sewer, gas, or electric service	Impact fees for homebuyers or developers for new developments/homes	Incur debt through general obligation bonds	Incur debt through special tax bonds	Incur debt through private activity bonds	Withhold spending in hazard-prone areas	Other	% Yes per Jurisdiction
Wylie	N	Y	N	Y	N	N	N	N		N	20%
Average % Yes Capabilities – 20%											
Y- Yes N- No ?- Don't Know											

To quantify Wylie's legal and regulatory, administrative and technical, and fiscal capabilities, an overall rating system was administered for each category: limited (0-30%), moderate (31-70%), and strong (70-

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100%). Questionnaire responses indicated that on average, Wylie has 71.42% of identified legal and regulatory capabilities, 80% of identified administrative and technical capabilities, and 20% of identified fiscal capabilities.

Table 4.4 Administrative Information

Jurisdiction	Chief Administrative Officer	Ability to Implement Capabilities
City of Wylie	City Manager	The city manager, along with Directors (department heads), address the budget; pass ordinances and codes; hire staff; approve plans; and determine the direction of the city overall. As the governing body, the ability to implement and approve mitigation actions, expand mitigation activities and programs, and integrate mitigation into existing policies and programs is a function of this group.

Specific actions that can expand and improve existing capabilities, authorities, plans, policies, and resources for mitigation include: budgeting and passing policies and procedures, adopting and implementing stricter mitigation regulations, approving the hiring and training of staff for mitigation activities, and approving mitigation updates and additions to existing plans as new needs are recognized.

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5. Mitigation Strategies

Based on the results of the risk and capability assessments, and reviews of the goals and objectives included in the 2016 HazMAP, the Wylie Hazard Mitigation Planning Committee developed mitigation strategies for the plan update.

Goal 1 Reduce or eliminate loss of life, injuries and property damage resulting from severe weather events.

Objective 1-A Provide adequate warning and communication before, during, and after a hazard event.

Objective 1-B Expand and coordinate early warning systems currently in use.

Objective 1-C Reduce or eliminate loss of life and property damage from tornadoes through the construction and use of safe rooms or shelter areas.

Goal 2 Protect existing and new properties from the effects of all natural hazards.

Objective 2-A Conduct studies to determine hazard and vulnerability threat assessment for all natural hazards.

Objective 2-B Rehabilitate or retrofit identified high hazard critical infrastructure.

Objective 2-C Enact and enforce regulatory measures that enforce hazard mitigation measures.

Objective 2-D Construct enhancements or additions to current and new facilities which mitigate the effects of natural hazards.

Objective 2-E Maintain NFIP compliance, storm water management, and implement drainage projects.

Goal 3 Reduce losses and repetitive damages for chronic hazard events..

Objective 3-A Conduct a hazard/vulnerability assessment of personal properties and structures located in flood zones.

Objective 3-B Develop and implement a buyout program for those personal properties and structures located in high hazard flood zones starting with those that are most vulnerable to life and property loss.

Objective 3-C Develop and execute new programs which identify and reduce threats from natural hazards.

Goal 4 Develop public education campaigns to disseminate information about actions to mitigate potential loss of life, injuries and property damage resulting from natural hazards.

Objective 4-A Educate the public on risks, threats, and vulnerability from all natural hazards.

Objective 4-B Educate the public on actions they can take to prevent or reduce the loss of life or property from all natural hazards.

Objective 4-C Develop and implement a community education campaign to heighten public awareness about chronic flooding and options for insurance coverage to protect their personal properties as well as long term benefits from a buyout program.

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6. Action Items

Below is a list of the new and deferred action items identified for the HazMAP Update. Each of the actions in this section were prioritized based on FEMA's STAPLEE criteria, which includes considering the social, technical, administrative, political, legal, economic and environmental factors necessary for the implementation of each action. As part of the STAPLEE analysis economic considerations were weighed for each action. The STAPLEE was used for the 2016 Plan along with the 2021 Update. Priority rankings are classified as indicated in the table below.

Priority	Description
High	Benefits of mitigating risk of death or severe bodily injury outweigh costs to implement actions rated as high priorities.
Medium	Reducing vulnerability to threats and the resulting improvement in quality of life and peace of mind are benefits for actions rated as medium priorities.
Low	Awareness of low risk/low impact hazards offer benefits of time to assess, plan and integrate low priority mitigation actions as time, need, and funding permit.

City of Wylie Action Items: Deferred from 2016 Plan

City of Wylie Action Item	Add outdoor warning sirens to meet the needs of the growing population in newly developed areas and/or subdivisions.
Hazard(s) Addressed	Tornado, Hail, High Winds, Dam Failure, Lightning, Flooding, Wildfire
Goal/Objective	1-A, 1-B
Priority	High
Estimated Cost	\$30,000 per siren
Potential Funding Sources	General Fund
Potential Matching Sources	None
Lead Department	Emergency Management
Implementation Schedule	2-5 years
Effect on Old Buildings	None
Effect on New Buildings	None
Cost Effectiveness	Minimal compared to preservation of life safety
Discussion	Outdoor warning systems will help alert the public to reduce personal and property damage before a disaster strikes.
Status	Two Sirens and software have been added or in the process of being added. Continue to add additional sirens as needed based on population needs.

City of Wylie Action Item	Adopt and implement water conservation regulations
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Hazard(s) Addressed	Drought
Goal/Objective	2-C, 3-C
Priority	High
Estimated Cost	\$7,500 to \$15,000
Potential Funding Sources	General Fund
Potential Matching Sources	None
Lead Department	Emergency Management
Implementation Schedule	2-5 years
Effect on Old Buildings	Will identify need for retrofits, such as low-flow plumbing
Effect on New Buildings	May require new codes for low-flow plumbing and foundation integrity
Cost Effectiveness	Minimal compared to benefit to community
Discussion	This will mitigate drought conditions.
Status	Deferred – will be included in 2021 Plan

City of Wylie Action Item	Develop and implement a comprehensive public education program to educate on the actions to help mitigate the impacts of each identified hazard.
Hazard(s) Addressed	Tornado, Hail, Winter Storms, High Winds, Dam Failure, Lightning, Expansive Soils, Extreme Heat, Earthquake, Flooding, Wildfire, Drought
Goal/Objective	4-A, 4-B, 4-C
Priority	High
Estimated Cost	\$7,500-\$15,000
Potential Funding Sources	General Fund
Potential Matching Sources	None
Lead Department	Emergency Management
Implementation Schedule	2-3 years
Effect on Old Buildings	Depending on mitigation actions taken for structures, can make existing building safer, stronger and less vulnerable to damages through retrofits
Effect on New Buildings	Depending on mitigation actions taken for structures, can make new building safer, stronger and less vulnerable to damages
Cost Effectiveness	Minimal compared to preservation of life safety
Discussion	Public education can help educate the public to reduce personal and property damage during disasters. Program will include information about hazard mitigation.
Status	Receive supplies and materials from the NCTCOG KnowWhat2do Program and provide to residents. Continue – will be included in 2021

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City of Wylie Action Item	Develop and implement an extreme temperature program that provides resources and identifies locations for vulnerable residents to go to during periods of extreme temperatures.
Hazard(s) Addressed	Extreme Heat, Winter Storms
Goal/Objective	2-D
Priority	Medium
Estimated Cost	\$10,000-\$15,000
Potential Funding Sources	HMGP, PDM
Potential Matching Sources	Local funds, NPO donations, In-kind
Lead Department	Emergency Management, Planning
Implementation Schedule	1-2 years
Effect on Old Buildings	Could require retrofit to accommodate required space and resources
Effect on New Buildings	May entail enhanced construction materials
Cost Effectiveness	Cost to implement this program is low compared to the benefits of the program.
Discussion	Cooling shelters would allow special populations to reduce their vulnerability to extreme heat, as warming centers would aid residents in extreme cold.
Status	Deferred – will be included in 2021 Plan

City of Wylie Action Item	Hire consultant to complete new inundation studies of all high and moderate hazard dams.
Hazard(s) Addressed	Dam Failure, Flood
Goal/Objective	3-A
Priority	High
Estimated Cost	\$75,000
Potential Funding Sources	HMPG, Watershed Authorities, Dam Sponsors
Potential Matching Sources	Local Sponsors, In-Kind
Lead Department	Planning and Zoning/ NRCS, Emergency Management
Implementation Schedule	1-2 years
Effect on Old Buildings	Results will determine what mitigation actions are needed to protect existing buildings in inundation zones
Effect on New Buildings	Results will determine what mitigation actions are needed for new buildings in inundation zones
Cost Effectiveness	Low
Discussion	Dam Failure data deficiency identified in Chapter 3. Identify all structures and infrastructures that would be impacted by a potential dam failure.

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Status	Deferred – will be included in 2021 Plan
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City of Wylie Action Item	Conduct earthquake assessment study to determine potential for earthquakes to affect public facilities and utilities.
Hazard(s) Addressed	2-A
Goal/Objective	Earthquake
Priority	Low
Estimated Cost	\$20,000
Potential Funding Sources	HMGP
Potential Matching Sources	Local Funds
Lead Department	Public Works, Planning Zoning
Implementation Schedule	1-2 years
Effect on Old Buildings	Results will help identify/define retrofits or additions to reduce vulnerability to earthquakes
Effect on New Buildings	Results will identify/define codes for new construction to reduce vulnerability to earthquakes
Cost Effectiveness	Low
Discussion	Project outputs will guide development of future earthquake mitigation projects.
Status	Deferred – will be included in 2021 Plan

City of Wylie Action Item	Conduct a soil analysis to determine the scope, impact, and extent of expansive soils
Hazard(s) Addressed	Expansive Soils
Goal/Objective	2-A
Priority	Low
Estimated Cost	\$10,000
Potential Funding Sources	Federal grants, state grants
Potential Matching Sources	Local funds
Lead Department	Emergency management, Public works, Planning Zoning
Implementation Schedule	1-2 years
Effect on Old Buildings	Study would identify existing construction most at risk for expansive soil damage.
Effect on New Buildings	Study would be used to identify undeveloped areas at risk for expansive soil damage for real estate disclosure.
Cost Effectiveness	High. This study would lead to targeted mitigation projects to lower vulnerability to expansive soils.

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Discussion	Study would be used to identify scope, impact, and extent of expansive soils throughout jurisdiction.
Status	Deferred – will be included in 2021 Plan

City of Wylie Action Item	Purchase and Distribute NOAA Weather Radios to Vulnerable Residents
Hazard(s) Addressed	Dam Failure, Drought, Earthquake, Expansive Soils, Extreme Heat, Flooding, Hail, High Winds, Lightning, Tornado, Wildfire, Winter Storms
Goal/Objective	1-A
Priority	High
Estimated Cost	\$75,000
Potential Funding Sources	Grant Funds, HMPG, PDM, Partial payment by receiving party
Potential Matching Sources	Local funds, in-kind, donations, citizen cost-share
Lead Department	Emergency Management
Implementation Schedule	2-5 years
Effect on Old Buildings	Depending on mitigation actions taken for structures, can make existing building safer, stronger and less vulnerable to damages through retrofits
Effect on New Buildings	Depending on mitigation actions taken for structures, can make new building safer, stronger and less vulnerable to damages
Cost Effectiveness	Advanced warning and mitigation information saves lives which outweighs the cost of a radio.
Discussion	Weather Alert Radios are a proven means to alert and warn citizens and provide information about severe weather as well as provide other emergency and hazard information
Status	Deferred – will be included in 2021 Plan

City of Wylie Action Items: New

City of Wylie Action Item	Add outdoor warning sirens to meet the needs of the growing population in newly developed areas and/or subdivisions.
Hazard(s) Addressed	Tornado, Hail, High Winds, Dam Failure, Lightning, Flooding, Wildfire
Goal/Objective	1-A, 1-B
Priority	High
Estimated Cost	\$30,000 per siren
Potential Funding Sources	General Fund
Potential Matching Sources	None
Lead Department	Emergency Management
Implementation Schedule	2-5 years

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Effect on Old Buildings	None
Effect on New Buildings	None
Cost Effectiveness	Minimal compared to preservation of life safety
Discussion	Outdoor warning systems will help alert the public to reduce personal and property damage before a disaster strikes. This action item would be specific to installation/placement of new OWS sirens in the jurisdiction.

City of Wylie Action Item	Adopt and implement water conservation regulations
Hazard(s) Addressed	Drought, Expansive Soils
Goal/Objective	2-C, 3-C
Priority	High
Estimated Cost	\$7,500 to \$15,000
Potential Funding Sources	General Fund
Potential Matching Sources	None
Lead Department	Emergency Management
Implementation Schedule	2-5 years
Effect on Old Buildings	Will identify need for retrofits, such as low-flow plumbing
Effect on New Buildings	May require new codes for low-flow plumbing and foundation integrity
Cost Effectiveness	Minimal compared to benefit to community
Discussion	This will mitigate drought conditions. When water is conserved and not used for landscape during droughts, this would provide water for homeowners to use, through drip irrigation, to keep their foundations at a consistent saturation level, mitigating the impacts of drought and lack of water.

City of Wylie Action Item	Develop and implement a comprehensive public education program to educate on the actions to help mitigate the impacts of each identified hazard.
Hazard(s) Addressed	Tornado, Hail, Winter Storms, High Winds, Dam Failure, Lightning, Expansive Soils, Extreme Heat, Earthquake, Flooding, Wildfire, Drought
Goal/Objective	4-A, 4-B, 4-C
Priority	High
Estimated Cost	\$7,500-\$15,000
Potential Funding Sources	General Fund
Potential Matching Sources	None
Lead Department	Emergency Management

Collin County Hazard Mitigation Action Plan

Implementation Schedule	2-3 years
Effect on Old Buildings	Depending on mitigation actions taken for structures, can make existing building safer, stronger and less vulnerable to damages through retrofits
Effect on New Buildings	Depending on mitigation actions taken for structures, can make new building safer, stronger and less vulnerable to damages
Cost Effectiveness	Minimal compared to preservation of life safety
Discussion	Public education can help educate the public to reduce personal and property damage during disasters. Program will include information about hazard mitigation.

City of Wylie Action Item	Develop and implement an extreme temperature program that provides resources and identifies locations for vulnerable residents to go to during periods of extreme temperatures.
Hazard(s) Addressed	Extreme Heat, Winter Storms
Goal/Objective	2-D
Priority	Medium
Estimated Cost	\$10,000-\$15,000
Potential Funding Sources	HMGP, PDM
Potential Matching Sources	Local funds, NPO donations, In-kind
Lead Department	Emergency Management, Planning
Implementation Schedule	1-2 years
Effect on Old Buildings	Could require retrofit to accommodate required space and resources
Effect on New Buildings	May entail enhanced construction materials
Cost Effectiveness	Cost to implement this program is low compared to the benefits of the program.
Discussion	Cooling shelters would allow special populations to reduce their vulnerability to extreme heat, as warming centers would aid residents in extreme cold.

City of Wylie Action Item	Hire consultant to complete new inundation studies of all high and moderate hazard dams.
Hazard(s) Addressed	Dam Failure, Flood
Goal/Objective	3-A
Priority	High
Estimated Cost	\$75,000
Potential Funding Sources	HMPG, Watershed Authorities, Dam Sponsors
Potential Matching Sources	Local Sponsors, In-Kind

Collin County Hazard Mitigation Action Plan

Lead Department	Planning and Zoning/ NRCS, Emergency Management
Implementation Schedule	1-2 years
Effect on Old Buildings	Results will determine what mitigation actions are needed to protect existing buildings in inundation zones
Effect on New Buildings	Results will determine what mitigation actions are needed for new buildings in inundation zones
Cost Effectiveness	Low
Discussion	Dam Failure data deficiency identified in Chapter 3. Identify all structures and infrastructures that would be impacted by a potential dam failure.

City of Wylie Action Item	Conduct earthquake assessment study to determine potential for earthquakes to affect public facilities and utilities.
Hazard(s) Addressed	2-A
Goal/Objective	Earthquake
Priority	Low
Estimated Cost	\$20,000
Potential Funding Sources	HMGP
Potential Matching Sources	Local Funds
Lead Department	Public Works, Planning Zoning
Implementation Schedule	1-2 years
Effect on Old Buildings	Results will help identify/define retrofits or additions to reduce vulnerability to earthquakes
Effect on New Buildings	Results will identify/define codes for new construction to reduce vulnerability to earthquakes
Cost Effectiveness	Low
Discussion	Project outputs will guide development of future earthquake mitigation projects.

City of Wylie Action Item	Conduct a soil analysis to determine the scope, impact, and extent of expansive soils
Hazard(s) Addressed	Expansive Soils
Goal/Objective	2-A
Priority	Low
Estimated Cost	\$10,000
Potential Funding Sources	Federal grants, state grants
Potential Matching Sources	Local funds

Collin County Hazard Mitigation Action Plan

Lead Department	Emergency management, Public works, Planning Zoning
Implementation Schedule	1-2 years
Effect on Old Buildings	Study would identify existing construction most at risk for expansive soil damage.
Effect on New Buildings	Study would be used to identify undeveloped areas at risk for expansive soil damage for real estate disclosure.
Cost Effectiveness	High. This study would lead to targeted mitigation projects to lower vulnerability to expansive soils.
Discussion	Study would be used to identify scope, impact, and extent of expansive soils throughout jurisdiction.

City of Wylie Action Item	Purchase and Distribute NOAA Weather Radios to Vulnerable Residents
Hazard(s) Addressed	Dam Failure, Drought, Earthquake, Expansive Soils, Extreme Heat, Flooding, Hail, High Winds, Lightning, Tornado, Wildfire, Winter Storms
Goal/Objective	1-A
Priority	High
Estimated Cost	\$75,000
Potential Funding Sources	Grant Funds, HMPG, PDM, Partial payment by receiving party
Potential Matching Sources	Local funds, in-kind, donations, citizen cost-share
Lead Department	Emergency Management
Implementation Schedule	2-5 years
Effect on Old Buildings	Depending on mitigation actions taken for structures, can make existing building safer, stronger and less vulnerable to damages through retrofits
Effect on New Buildings	Depending on mitigation actions taken for structures, can make new building safer, stronger and less vulnerable to damages
Cost Effectiveness	Advanced warning and mitigation information saves lives which outweighs the cost of a radio.
Discussion	Weather Alert Radios are a proven means to alert and warn citizens and provide information about severe weather as well as provide other emergency and hazard information

Collin County Hazard Mitigation Action Plan

National Flood Insurance Program (NFIP) Compliance

Wylie is participating in the National Flood Insurance Program and has identified their respective areas as vulnerable to flooding. This is incorporated into all current and future planning for dealing with repetitive loss vulnerabilities.

Table 6.1 NFIP Compliance

CID	Community Name	County	Initial FHBM Identified	Initial FIRM Identified	Curr Eff Map Date	Reg-Emer Date	Tribal
480759#	WYLIE, CITY OF	ROCKWALL COUNTY/DALLAS COUNTY/COLLIN COUNTY	11/12/1976	6/4/1980	7/7/2014	6/4/1980	No

Source: <http://www.fema.gov/cis/TX.html>

Jurisdiction Activities

In order to maintain eligibility with NFIP, jurisdictions are required to maintain their list of properties that hold a policy with NFIP, along with up-to-date maps of the floodplains in the jurisdictions. Each jurisdiction participating in the Collin County Hazard Mitigation Action Plan completes this basic requirement and has the information on file with the jurisdiction's designated floodplain manager. Using this plan, participating jurisdictions will be able to continue their compliance with NFIP by implementing damage control measures and to take action to minimize the effects of flooding in their respective jurisdictions.

Table 6.2 NIFP Activity

Jurisdiction	Community Floodplain Administrator	NFIP Activity	Activity Description	Enforcement
City of Wylie	City Engineer	Complete and maintain FEMA elevation certificates for pre-FIRM and or post-FIRM buildings	Permits are issued through the Building Dept. The City requires a residential structure to have the lowest floor elevated at least 2 feet above the base flood elevation. Non-residential is the same or be designed so that below the base flood level the structure is watertight with the walls substantially impermeable to the passage of water.	NFIP compliance is implemented and enforced through a process of floodplain identification using FEMA floodplain maps, permit issuance, building requirements, and compliance inspections pending approval. Failure to comply with City's flood ordinance can
		Floodplain development permits	Permits are required for any new construction in a floodplain.	
		Coordinate with FEMA in identifying	The City of Wylie attends meetings held by FEMA	

Collin County Hazard Mitigation Action Plan

		Special Flood Hazard Areas for future FIRM maps	and/or their contractors to better identify areas that are flood prone that are not shown on current Flood Insurance Rate Maps.	shall result in a fine up to \$2,000.
		Take action to minimize the effects of flooding on people, property, and building contents through measures including flood warning, emergency response, and evacuation planning	Maintain road closures to known flood prone areas. Use public outreach via Nixle for flash flood warnings.	
		Future Mitigation Projects	The City of Wylie will continue to monitor for new areas of flooding that have not been previously identified for mitigation.	

Collin County Hazard Mitigation Action Plan

7. Plan Maintenance

Monitoring, Evaluating and Updating the Plan

In Compliance with requirement § 201.6(c)(4)(i), Collin County has developed a plan maintenance process which is described in the following paragraphs. Collin County, along with participating jurisdictions are responsible for monitoring implementation of the plan, executing a yearly evaluation of its effectiveness, and updating the plan within a 5-year cycle.

Following formal adoption by Collin County Commissioners Court, and formal adoption of the plan by City Council by each participating jurisdiction, the actions outlined in the Collin County Hazard Mitigation Plan would be implemented by the county and participating jurisdictions as described throughout this document.

The Collin County Emergency Management Coordinator, working in conjunction with the respective jurisdictions, will be responsible for ensuring the mitigation plan is monitored, evaluated, and reviewed on an annual basis. This will be accomplished by calling an annual meeting of the planning committee, whose members will provide assistance and expertise for plan review, evaluating, updating, and monitoring. This meeting will be open to the public and public notices will encourage community participation. During this annual meeting, Wylie will provide information on the implementation status of each action included in the plan. As part of the evaluation, the planning committee will assess whether goals and objectives address current and expected conditions, whether the nature and/or magnitude of the risks have changed, if current resources are appropriate for implementing the plan, whether outcomes have occurred as expected, and if agencies and other partners participated as originally proposed. These activities will take place according to the timetable presented below:

Table 7.1 Plan Maintenance Timeline

Personnel	Activity	Schedule
Emergency Management Coordinator	Monitoring Plan : Track implementation and action items, changes to risk assessment, changes to planning team members, changes to capabilities, plan integrations	Biannually
	Evaluate Plan: Assess effectiveness by evaluating completed actions, implementation processes, responsible personnel and lessons learned.	Annually
	Update Plan	Once every 5 years

At least once every five (5) years, or more frequently, if such a need is determined by the participating jurisdiction, the multi-jurisdictional plan will undergo a major update. During this process, all sections of the plan will be updated with current information, analyses done and new and/or modified mitigation action plans will be developed. The revised plan will be submitted for state and federal review and approval, and presented for approval to the Collin County Commissioner's Court and the respective councils of incorporated cities/towns included in the Collin County plan. Each participating jurisdiction will undertake the same process for reviewing, revising and updating their respective plans and submitting them for approval. The plans will be updated every five years in accordance with federal requirements.

Collin County Hazard Mitigation Action Plan

Plan Incorporation into Existing Planning Mechanisms *(In compliance with 201.6(c)(4)(ii))*

2016 Plan Incorporation: The vulnerability and capabilities assessments for each jurisdiction were carefully reviewed and considered when developing the mitigation actions for this plan. The HMPT and planning committees have established a process in which the mitigation strategy, goals, objectives and actions outlined in this plan will be incorporated into existing local planning strategies and mechanisms, as appropriate. Those mechanisms include the following:

Table 7.2 Plan Incorporation Mechanisms

Jurisdictions	Responsible Personnel	Jurisdictional Plans	Integration Schedule	Integration Plan
City of Wylie	City Council	Budget	Annually	Integration of mitigation projects identified in HazMAP, grants, and other fiscal allowances for mitigation actions and related costs
	Emergency Management Coordinator	Emergency Action Plan	Every Five Year	EAP Mitigation annex updates based on HazMAP HIRA; update preparedness, response and recovery actions related to identified hazards
	Designated Floodplain Manager	Floodplain Ordinances	As needed	Enhance mitigation of flood hazards using HazMAP flood data for floodplain management and community development.
	City Council, Director of Planning	Capital Improvement Plan	Annually	Strengthen critical infrastructure and key resources based on HazMAP hazard analysis, incorporate vulnerability data and action items.
	Public Works Director, City Council	Drought Contingency Plan	Assessed annually and updated as needed.	Integrate drought actions such as xeriscaping, water restrictions, and public education
	Planning Director, City Council	Natural Resource Conservation Plan	Assessed annually and updated as needed.	Integrate conservation measures by directing development away from hazard-prone areas identified in HazMAP.

Collin County Hazard Mitigation Action Plan

Although it is recognized there are many possible benefits to integrating components of this HazMAP into other planning mechanisms, the Wylie Hazard Mitigation Planning Committee considers this HazMAP, including development and maintenance, to be the primary vehicle to ensure implementation of local hazard mitigation actions.

The process described here is the same as was used since the last planning update.

Continued Public Involvement (In compliance with 201.6(c)(4)(iii))

As stated in requirement § 201.6(c)(4)(iii) The plan maintenance process shall include a discussion on how the community will continue public participation in the plan maintenance process.

To address this requirement, ongoing public participation will be encouraged throughout the entire planning and implementation process. A copy of the plan will be provided on the Collin County website. The planning team and committees will continue meeting on a regular basis to ensure the successful implementation of the plan and to discuss any additional issues regarding the emergency management of Collin County. The annual meetings for monitoring, evaluating, and updating the plan will be open to the public and public notices will encourage community participation.



Wylie City Council

AGENDA REPORT

Department: Police
 Prepared By: Anthony Henderson

Account Code: _____

Subject

Consider, and act upon, Ordinance No. 2022-61; amending Wylie's Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 18 (Animals), Article I (General), to add Section 18-16 (Trap-Neuter-Release Feral Cat Program).

Recommendation

Motion to approve Item as presented

Discussion

The City of Wylie has encountered areas throughout the City where there have been increases in feral cat populations. In an effort to effectively and humanely control feral cat populations, the City shall sponsor a trap-neuter-release program (TNR) to help reduce the feral cat population over time without the necessity of wholesale capture and euthanasia. Wylie may establish and or provide services to offset the costs of trapping, neutering, and vaccinating captured feral cats.

ORDINANCE NO. 2022-61

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, AMENDING WYLIE’S CODE OF ORDINANCES, ORDINANCE NO. 2021-17, AS AMENDED, CHAPTER 18 (ANIMALS), ARTICLE 1 (GENERAL), TO ADD SECTION 18-16 TO ADOPT A TRAP-NEUTER-RELEASE FERAL CAT PROGRAM; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES AND PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE.

WHEREAS, the City Council has investigated and determined that it would be advantageous and beneficial to the citizens of Wylie to amend Wylie’s Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 18 (Animals), Article 1 (General), to add Section 18-16 (Trap-Neuter-Release Feral Cat Program);

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS:

SECTION 1: Trap-Neuter-Release Feral Cat Program. The findings set forth above are incorporated into the body of this Ordinance as is fully set forth herein.

SECTION 2: Amendment to Chapter 18 (Animals) of the Wylie Code of Ordinances. Chapter 18 (Animals), Article 1 (General), Section 18-16 (Trap-Neuter-Release Feral Cat Program) of the Wylie Code of Ordinances, is hereby amended to read as follows:

“SECTION 18-16

TRAP-NEUTER-RELEASE FERAL CAT PROGRAM

In order to effectively and humanely control feral cat populations within its jurisdiction boundaries, Wylie shall sponsor a trap-neuter-release program (TNR) in an effort to reduce the feral cat population over time without the necessity of wholesale capture and euthanasia. Wylie may establish and or provide services to offset the costs of trapping, neutering, and vaccinating captured feral cats that can be released to an appropriate site. Caregivers for colonies, whether one (1) or several feral cats, may be aided by the city in providing traps, transportation to a spay/neuter facility, and off-setting costs, to the extent that funding is available.

Caregivers of feral cat colonies shall implement proper management and sterilization practices and may seek the assistance of animal services personnel in order to:

- 1) Sterilize (spay or neuter) feral cats that can be captured. Ear-tipping will be used as a means of visually identifying sterilized feral cats.
- 2) Vaccinate, as required by law, against rabies, and against any other infectious disease as may be mandated by law.
- 3) Assist with the removal of sick or injured feral cats from the colony.

Caregivers assuming responsibility for feeding feral cats will be responsible for adhering to the following regulations:

- 1) Feral cat colonies shall not be fed on city-owned or public property, to include, roadways, alleys, easements, and right-of-way.

- 2) Feral cat colonies shall only be fed on private property with authorization from the property owner or an authorized agent.
- 3) Feral cat colonies shall be fed using bowls, plates, pans, or a similar utensil to contain the food; food shall not be poured on the ground for the purpose of providing food.
- 4) Follow all trapping requirements and restrictions set forth in this Chapter, Sec. 18-13.

Animal Services personnel shall maintain all records of their activities relating to the city TNR to include proof of sterilization, vaccination, relocation, adoption, and medical care records. Other responsibilities include:

- 1) Help to resolve complaints related to feral cat colonies.
- 2) Maintain records on the following:
 - (a) Number of feral cats spayed and neutered; and
 - (b) Number of feral cats placed in permanent homes.

Enforcement: The city shall retain the following rights:

- 1) The right to trap and impound feral cat(s) from a colony that may be sick or injured.
- 2) The right to trap and impound feral cat(s) when a caregiver is unable to provide care and or properly manage the colony and has not been able to obtain a replacement or substitute caregiver.

...”

SECTION 3: Savings/Repealing. All provisions of the Code of Ordinances shall remain in full force and effect, save and except as amended by this or any other ordinance. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 4: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional or invalid.

SECTION 5: Effective Date. This Ordinance shall become effective from and after its passage and publication as required by the City Charter and by law.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, on this 27th day of September, 2022.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary



Wylie City Council

AGENDA REPORT

Department: Police

Prepared By: Anthony Henderson

Account Code: _____

Subject

Consider, and act upon, Ordinance No. 2022-62; amending Wylie's Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 74 (Offenses and Miscellaneous Provisions) by adding Article XIII (Possession of Catalytic Converter); defining terms for the article and prohibiting the possession of catalytic converters.

Recommendation

Motion to approve Item as presented

Discussion

The City of Wylie has encountered multiple thefts over the past couple of years where catalytic converters are being cut off of vehicles. Wylie PD has taken over thirty theft reports since January 2021 related to thefts of catalytic converters. Due to the precious metal's rhodium, palladium, and platinum contained in catalytic converters, and the amount of money that can be gained from scrapping them, this will continue to be an issue moving forward.

Current Texas HB 4110 was enacted to address this issue, however, the bill only addressed those trying to sell or purchase catalytic converters. By amending the Code, it will provide law enforcement the ability to address those found to be in possession of catalytic converters.

ORDINANCE NO. 2022-62

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, AMENDING WYLIE’S CODE OF ORDINANCES, ORDINANCE NO. 2021-17, AS AMENDED, CHAPTER 74 (OFFENSES AND MISCELLANEOUS PROVISIONS) BY ADDING ARTICLE XIII (POSSESSION OF CATALYTIC CONVERTER); PROVIDING A PENALTY CLAUSE, REPEALING/SAVINGS CLAUSE, SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS the City Council of the City of Wylie, Texas (“City Council”) finds that it would be advantageous and beneficial to the citizens of the City of Wylie, Texas (“Wylie”) to amend Chapter 74 of the Wylie Code of Ordinances, as set forth herein; and

WHEREAS, due to the precious metals of rhodium, palladium, and platinum contained in catalytic converters, the National Insurance Crime Bureau has reported that the claims of catalytic converters thefts rose nationally from 3,389 in 2019 to 14,433 in 2020; and

WHEREAS, Wylie had a total of 24 catalytic converters thefts in 2021 and as of September 19, 2022, have had 7 reported stolen; and

WHEREAS, on September 1, 2021, Texas H.B. 4110 was enacted to address this issue, however; the bill only addressed those trying to sell or purchase catalytic converters; and

WHEREAS Staff recommends adopting an Ordinance focused on the possession of cut or unbolted catalytic converters, which are common methods to remove the catalytic converters during the theft.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS:

SECTION 1: Findings Incorporated. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2: Amendment of Wylie’s Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 74. The Code of Ordinances shall be, and is hereby, amended by adding a new Article XIII to Chapter 74 of said Code, such new Article to be read and numbered as follows:

“Chapter 74 - Offenses and Miscellaneous Provisions

...

Article XIII - Possession of Catalytic Converters

74-200 Definitions

Catalytic converter means an exhaust emission control device that reduces toxic gases and pollutants from internal combustion; this includes any material removed from a catalytic converter.

Metal Recycling Entities means a business that is operated from a fixed location and is predominantly engaged in the practice as defined in the Occupations Code Title 12, Chapter 1956.

74-201 Possession of catalytic converter

(a) It shall be unlawful for any person or entity other than a metal recycler to possess a used catalytic converter that was removed from a motor vehicle unless the individual or entity can:

- (1) provide proof of ownership of the motor vehicle from which the converter was removed, and can reasonably link the catalytic converter to the vehicle; or
- (2) The person presents proof that the possession of the catalytic converter was lawfully passed from the owner of the vehicle from which the converter was removed to the person in possession of the converter.”

SECTION 3: Savings/Repealing. It is the legislative intent of the City Council that any conflicting provision of this Article with other sections of this Code be read together and reconciled to preserve the meaning, intent, and effect of each provision if possible. But should conflicts be irreconcilable, then it is the City Council's intent that the provisions of this Article shall control to the extent necessary to resolve the conflict. Nothing herein is intended to repeal any provision of the Code unless such repeal is clearly stated herein.

SECTION 4: Penalty Provision. Any person or entity who violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not exceeding five hundred dollars (\$500). Each day of violation shall constitute a separate offense. The penal provisions imposed under this Ordinance shall not preclude Wylie from filing suit to enjoin the violation. Wylie retains all legal rights and remedies available to it pursuant to local, state, and federal law.

SECTION 5: Severability. Should any section, subsection, sentence, clause, or phrase of this Ordinance be declared unconstitutional and/or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, and phrase thereof regardless of whether any one or more sections, subsections, sentences, clauses, or phrases may be declared unconstitutional and/or invalid.

SECTION 6: Effective Date. This Ordinance shall be effective upon its passage and publication as required by law.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, on this 27th day of September, 2022.

Matthew Porter, Mayor

**ATTESTED AND
CORRECTLY RECORDED:**

Stephanie Storm, City Secretary

Date to be published in *The Wylie News* – October 5, 2022



Wylie City Council

AGENDA REPORT

Department: Finance
Prepared By: Melissa Beard

Account Code: See Exhibit A

Subject

Consider, and act upon, Ordinance No. 2022-63 amending Ordinance No. 2021-43, which established the budget for fiscal year 2021-2022; providing for repealing, savings and severability clauses; and providing for an effective date of this ordinance.

Recommendation

Motion to approve Item as presented.

Discussion

A budget increase in the amount of \$287,000 is requested for the General Fund. The request will increase the line item used to pay the monthly trash disposal fee to CWD. FY 2022 budgeted numbers were based on the FY 2021 budget with no increase. The budget amount should have taken into account customer growth and a rate increase for CWD which was approved in January 2022.

The overall effect of this amendment is to increase the General Fund budget by \$287,000 and decrease the fund balance by the same amount.

ORDINANCE NO. 2022-63

AN ORDINANCE OF THE CITY OF WYLIE, TEXAS, AMENDING ORDINANCE NO. 2021-43, WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2021-2022; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council heretofore adopted Ordinance No. 2021-43 setting forth the Budget for Fiscal Year 2021-2022 beginning October 1, 2021, and ending September 30, 2022; and,

WHEREAS, the City Departments and Divisions routinely review their budget appropriations to determine if any changes are necessary; and

WHEREAS, based upon said review the City staff now recommends that certain amendments to the Budget be considered by the City Council; see Exhibit A; and,

WHEREAS, the City Council has the authority to make amendments to the City Budget under Article VII, Section 4 of the City Charter, as well as State law; and,

WHEREAS, the City Council has determined that the proposed amendments to the FY 2021-2022 Budget; see Exhibit A, with the revenues and expenditures therein contained, is in the best interest of the City; and therefore, desires to adopt the same by formal action.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WYLIE, TEXAS:

SECTION I: The proposed amendments to the FY 2021-2022 Budget of the City of Wylie; Exhibit A, as heretofore adopted by Ordinance No. 2022-63, are completely adopted and approved as amendments to the said FY 2021-2022 Budget.

SECTION II: All portions of the existing FY 2021-2022 Budget and Ordinance No. 2021-43, except as specifically herein amended, shall remain in full force and effect, and not be otherwise affected by the adoption of the amendatory ordinance.

SECTION III: Should any paragraph, sentence, sub-division, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole or any part or provision thereof, other than the part or parts as declared to be invalid, illegal, or unconstitutional.

SECTION IV: This ordinance shall be in full force and effect from and after its adoption by the City Council and publication of its caption as the law and the City Charter provide in such cases.

SECTION V: That all other ordinances and code provisions in conflict herewith are hereby repealed to the extent of any such conflict or inconsistency and all other provisions of the Wylie City Code not in conflict herewith shall remain in full force and effect.

SECTION VI: The repeal of any ordinance, or parts thereof, by the enactment of the Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue,

nor as affecting any rights of the municipality under any section or provision of any ordinances at the time of passage of this ordinance.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas, this 27th day of September, 2022.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary

Budget Amendment
Increase for CWD Trash Payment

Exhibit A

Fund	Department	Account Number	Account Description	Debit	Credit
100	5181	56680	Trash Disposal	287,000.00	
			Total	287,000.00	



Wylie City Council

AGENDA REPORT

Department: Finance

Prepared By: Melissa Beard

Account Code: See Exhibit A
611-5712-54330

Subject

Consider, and act upon, Ordinance No. 2022-64 amending Ordinance No. 2021-43, which established the budget for fiscal year 2021-2022; providing for repealing, savings and severability clauses; and providing for an effective date of this ordinance.

Recommendation

Motion to approve Item as presented.

Discussion

TxDOT is widening FM 2514 (Parker Road) from FM 1378 to Brown Street, from the existing two-lanes to a six-lane divided roadway. During engineering design, it was discovered that a City waterline main is in conflict with the proposed improvements. To capitalize on the economy of scale involving this large project, the City elected to have the relocation of the City's impacted waterline included in the construction of TxDOT's project.

An Advanced Funding Agreement between the City and TxDOT was approved by City Council on March 22, 2022 using an estimated construction cost for the City's waterline of \$594,811. Following TxDOT's letting process, the selected low-bid contractor bid \$854,983 to perform the waterline relocation work. In order to cover the full amount for the City's waterline relocation, TxDOT is requesting the remaining \$260,172 in funding. The funding will come from the City's Utility Fund.

ORDINANCE NO. 2022-64

AN ORDINANCE OF THE CITY OF WYLIE, TEXAS, AMENDING ORDINANCE NO. 2021-43, WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2021-2022; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council heretofore adopted Ordinance No. 2021-43 setting forth the Budget for Fiscal Year 2021-2022 beginning October 1, 2021, and ending September 30, 2022; and,

WHEREAS, the City Departments and Divisions routinely review their budget appropriations to determine if any changes are necessary; and

WHEREAS, based upon said review the City staff now recommends that certain amendments to the Budget be considered by the City Council; see Exhibit A; and,

WHEREAS, the City Council has the authority to make amendments to the City Budget under Article VII, Section 4 of the City Charter, as well as State law; and,

WHEREAS, the City Council has determined that the proposed amendments to the FY 2021-2022 Budget; see Exhibit A, with the revenues and expenditures therein contained, is in the best interest of the City; and therefore, desires to adopt the same by formal action.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WYLIE, TEXAS:

SECTION I: The proposed amendments to the FY 2021-2022 Budget of the City of Wylie; Exhibit A, as heretofore adopted by Ordinance No. 2022-64, are completely adopted and approved as amendments to the said FY 2021-2022 Budget.

SECTION II: All portions of the existing FY 2021-2022 Budget and Ordinance No. 2021-43, except as specifically herein amended, shall remain in full force and effect, and not be otherwise affected by the adoption of the amendatory ordinance.

SECTION III: Should any paragraph, sentence, sub-division, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole or any part or provision thereof, other than the part or parts as declared to be invalid, illegal, or unconstitutional.

SECTION IV: This ordinance shall be in full force and effect from and after its adoption by the City Council and publication of its caption as the law and the City Charter provide in such cases.

SECTION V: That all other ordinances and code provisions in conflict herewith are hereby repealed to the extent of any such conflict or inconsistency and all other provisions of the Wylie City Code not in conflict herewith shall remain in full force and effect.

SECTION VI: The repeal of any ordinance, or parts thereof, by the enactment of the Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue,

nor as affecting any rights of the municipality under any section or provision of any ordinances at the time of passage of this ordinance.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas, this 27th day of September, 2022.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary

Budget Amendment
TXDOT Advance Refunding Agreement - Additional Amount

Exhibit A

Fund	Department	Account Number	Account Description	Debit	Credit
611	5712	54330	Water Mains & Fire Hydrants	260,172.00	
				260,172.00	0.00



Wylie City Council

AGENDA REPORT

Department: Engineering
Prepared By: Tim Porter

Account Code: _____

Subject

Discuss Downtown Traffic Analysis Results – Pedestrian and Traffic Analysis.

Recommendation

Discussion

Discuss Downtown Traffic Analysis Results – Pedestrian and Traffic Analysis.

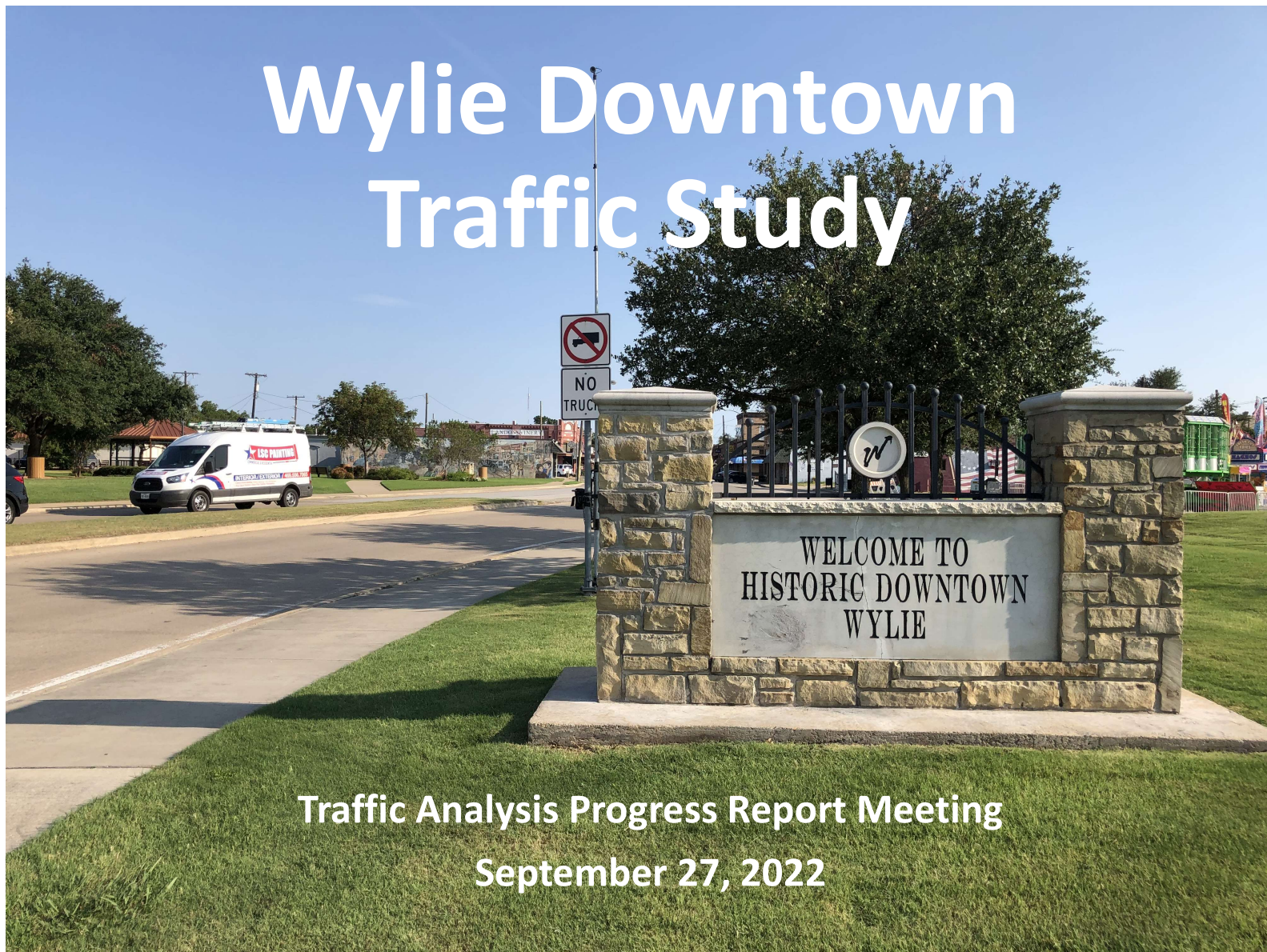


*Honoring our past; Embracing
our present; Planning our future*



Wylie Downtown Traffic Study

Traffic Analysis Progress Report Meeting
September 27, 2022



Agenda for Today

- **Study Purpose** (refresher)
- **Study Progress** (what we've done)
- **Study Methodology** (how we did it)
- **Recommended options**
- **Questions** going forward for City & Stakeholders to answer



Reminder - Study Purpose

- **What this study is:**
 - **Recommendation** of earlier NCTCOG **Downtown Wylie Strategic Plan**
 - Detailed look at impacts of alternative **roadway configurations**
 - Aid in helping **City** & **stakeholders** decide if **one-way streets** and/or **other improvements** should be introduced in Downtown Wylie to:
 - **Improve** safety and comfort for **pedestrians** (first), and then drivers
 - **Maintain or improve** vehicular access, parking convenience & traffic flow

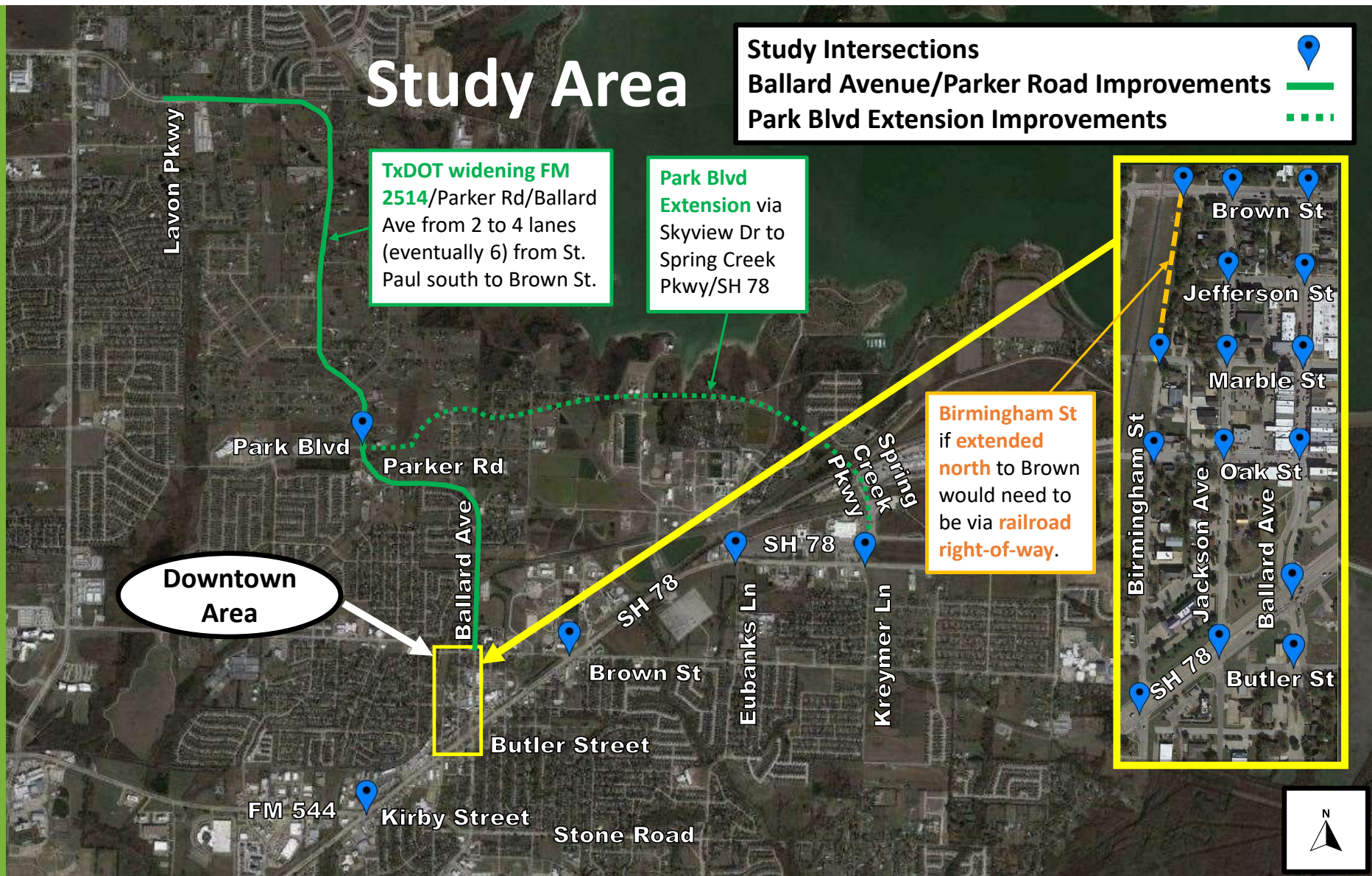


Reminder - Study Purpose

- What this study *is not*:

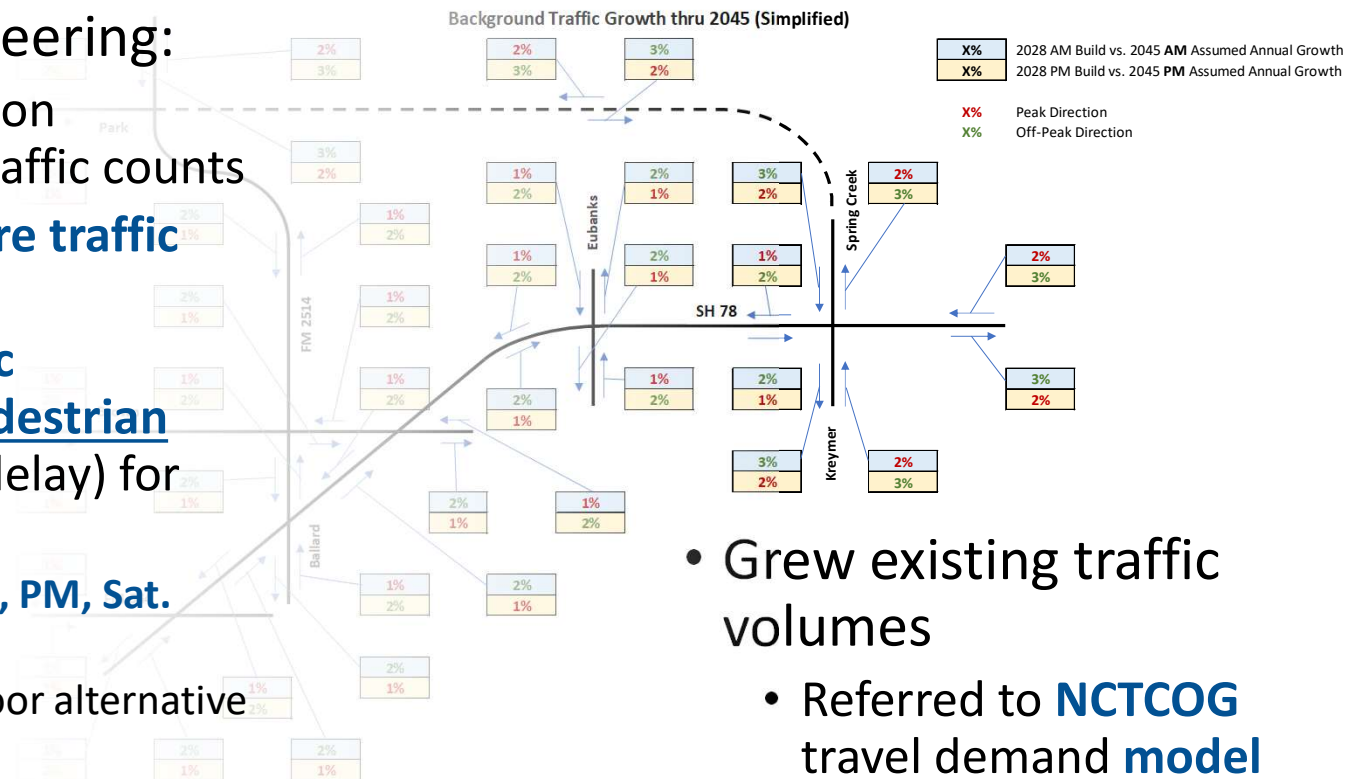
- Repeat of earlier NCTCOG study to document **existing conditions**
- Repeat discussion of **priority goals**
- Detailed **design** of improvements





Methodology

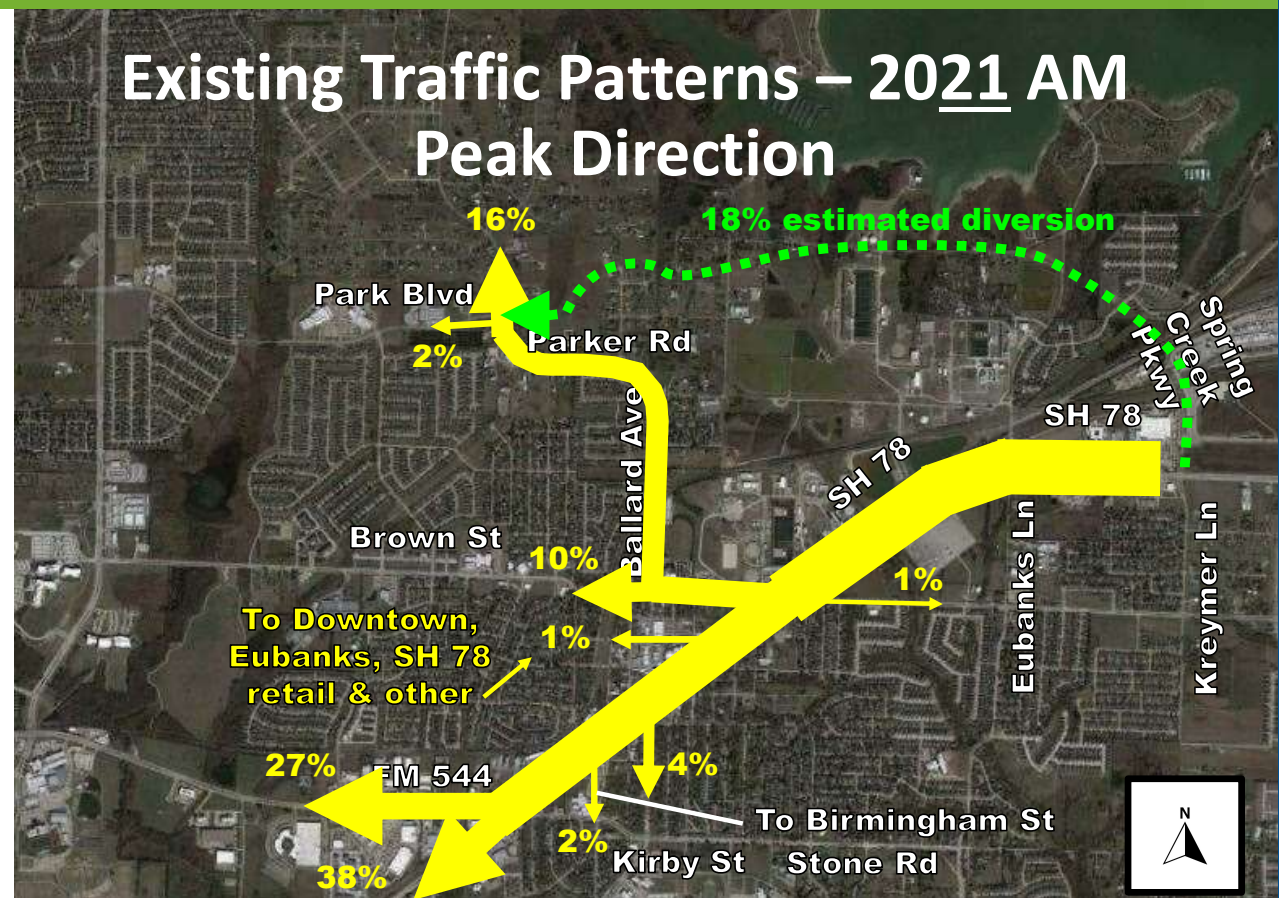
- City & Lee Engineering:
 - **Collected data** on pedestrian & traffic counts
 - Estimated **future traffic demand**
 - **Modeled traffic** operations (pedestrian delay, vehicle delay) for each option
 - **Weekday AM, PM, Sat.** peak hours
 - **Eliminated** poor alternative combos



- Grew existing traffic volumes
 - Referred to **NCTCOG** travel demand **model**

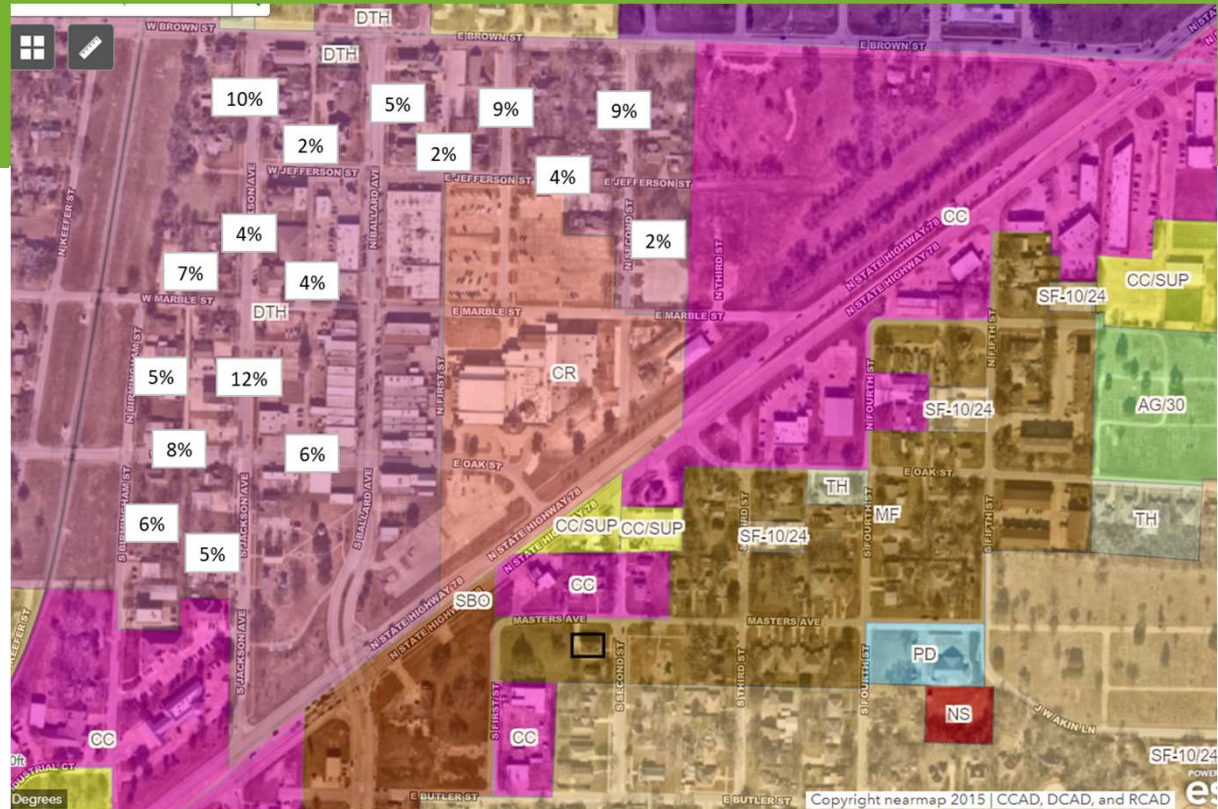
Methodology

- Re-assigned traffic for **new roadway capacity** (TxDOT, City)
- Utilized **StreetLight** probe data to estimate **bypass diversion**



Methodology

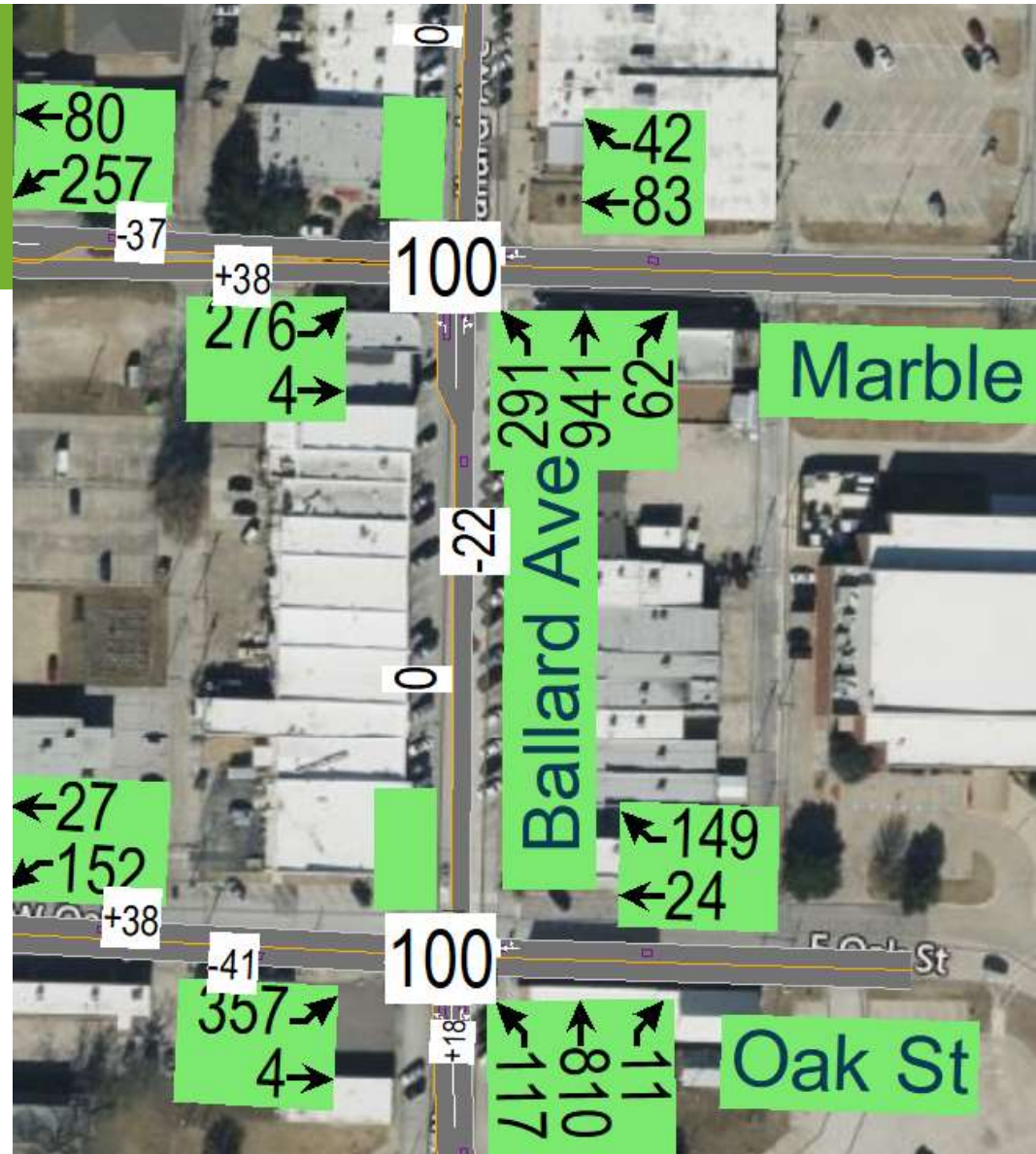
- Assumed new trips for **future development**
 - City** (EDC) **owned** parcels
 - Other downtown **redevelopment**



- ~550,000 sf of **new** or **redeveloped** land downtown by **2045**
- Coordinated **trip generation** & **assignment** w/ **zoning**

Methodology

- **Re-assigned trips** to new traffic patterns
 - **One-way** streets
 - Manual reassignment (**labor intensive**):
 - 26 intersections x
 - 12 movements each x
 - 9 options x
 - 3 peak hours (AM, PM, Sat) x
 - Many origins & destinations each = **100,000+ data points** to consider!



Methodology

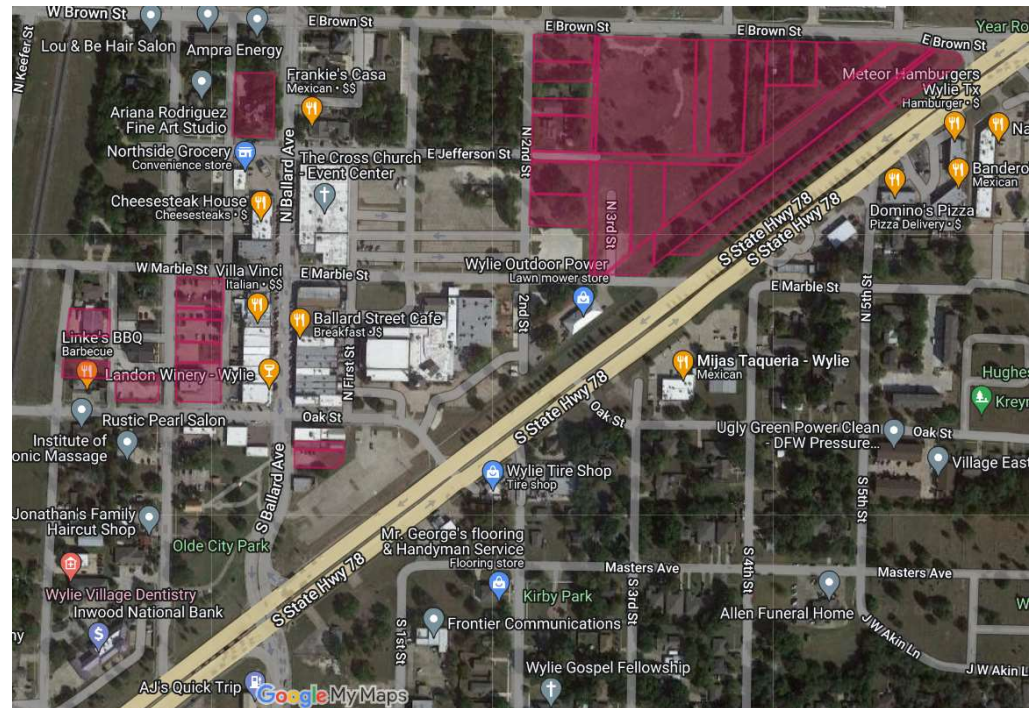
- Assumed **improvements** where **needed** & **practical**
 - Curb **bump-outs**, **crosswalks**, Rectangular Rapid-Flashing Beacons (**RRFB**) sign assemblies for pedestrians
 - Most **downtown** core intersections **signalized** by 2045



A Rectangular Rapid-Flashing Beacon (RRFB).
Source: Carol Kachadoorian (2012) pedbikesafe.org

Methodology

- Evaluated operations for **future conditions**:
 - **2024 medium-term** design year with **Parker Road** widening & **Park Blvd** extension
 - **Future (2045) long-term** design year with increased **business density** downtown
 - **With and without one-way street** conversions



Scenarios Considered

Example:

- **One-way** or **two-way** traffic (Ballard, Jackson & Birmingham)
 - I – **Two-Way** (existing)
 - II – **Two-Way** (with **revised parking**)
 - III – **One-Way** (Ballard NB / **Jackson** SB)
 - IV – **One-Way** (Ballard NB / **Birmingham** SB)
- Use **existing Birmingham** (i) or **extend north to Brown** (ii)?



Scenarios Considered

Example:

- **North side one-way transitions:**

- A - via **Brown** St.
- B - via **Jackson** St. Extension

- **South side one-way transitions:**

- A1 - via **Butler** St.
- A2 - via **Jackson/Calloway**
- B1 - via **Birmingham/Calloway**
- B2 - via **Birmingham/College**
- C - via **Oak** St.

- All have multiple options for **sidewalk & parking widths** to discuss later after narrowing the list of options

B

B2



Too Many Scenarios!

4 two-way/one-way scenarios x
2 Birmingham extension scenarios x
2 north-side transition scenarios x
5 south-side transition scenarios =
80 scenarios = **too many!**

Even **more** scenarios to consider
later for parking angles & sidewalk
widths, so...

We'll focus on **pedestrian** &
traffic analysis first



Narrow to reasonable number of options

Solution:

- Conduct **initial analysis** on a few options judged **most promising**
- **Eliminate options** based on their **traffic & pedestrian** characteristics compared to the analyzed options
- Target **8 to 10** options for **detailed traffic analysis** (**independent** of parking angle)
- Narrow to **2 or 3 recommended options** for final consideration



Option 1: Existing Conditions

Two-Way Traffic on Birmingham

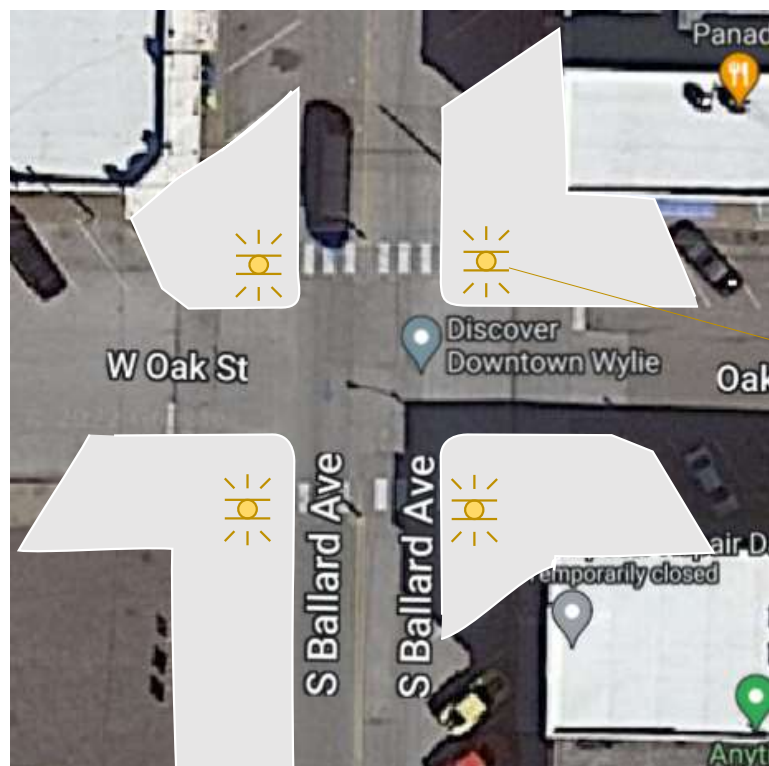
Two-Way Traffic on Jackson

Two-Way Traffic on Ballard



Option 2: Existing Conditions with Curb Bump-Outs

2-Way Traffic on All Streets



A Rectangular Rapid-Flashing Beacon (RRFB).
Source: Carol Kachadoorian (2012)

pedbikesafe.org



Option 3: Jackson-Ballard

One-Way Pair

Two-Way Traffic on Birmingham

One-Way Southbound Traffic on Jackson

One-Way Northbound Traffic on Ballard

Option 3a: North Transition via **Brown** & South Transition via **College**

Option 3b: Same as 3a but **without Birmingham Extension**

Option 3c: Same as 3a but with South Transition via **Butler**

South Transition via College

3a



3b



3c



Option 4: Birmingham-Ballard

One-Way Pair

One-Way Southbound Traffic

Two-Way Traffic on Jackson

One-Way Northbound Traffic on Ballard

Option 4a: North Transition via **Brown** & South Transition via **College**

Option 4b: Same as 4a but **without Birmingham Extension** (transition via Brown, Jackson & Marble)

4a

4b

Birmingham Street with extension to north



North Transition via Brown, Jackson & Marble



Option 4: Birmingham-Ballard

One-Way Pair

One-Way Southbound Traffic

Two-Way Traffic on Jackson

One-Way Northbound Traffic on Ballard

Option 4c: Same as 4a except North Transition via **Jackson Extension & Marble**

Option 4d: Same as 4a but South Transition via **Oak**

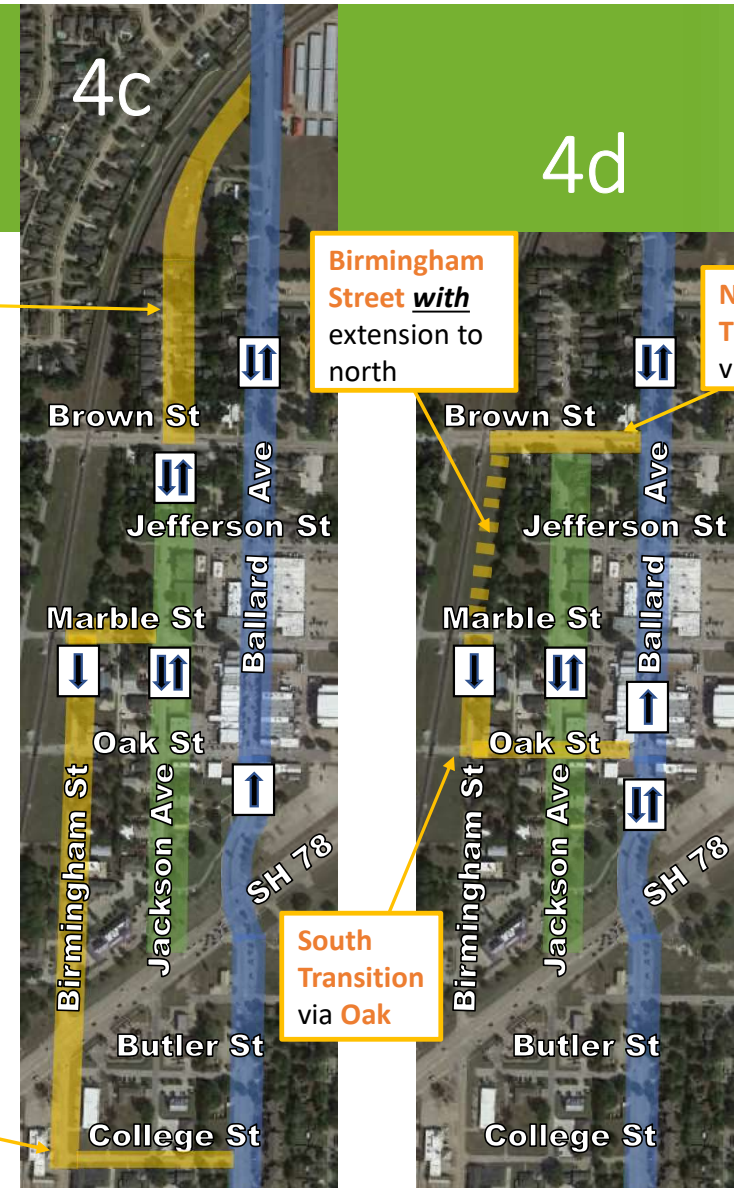
North Transition via **Jackson Extension & Marble**

Birmingham Street with extension to north

North Transition via **Brown**

South Transition via **College**

South Transition via **Oak**



Level of Service

- Measure of **quality of service** based on:

- Vehicle **delay** & **congestion** for **drivers**

- **Delay** & **comfort** → proportion of satisfied **pedestrians**

- Different methods & delay scales for **signals** vs. **stop signs**
- **LOS A**, **LOS B**, **LOS C**, **LOS D** usually considered **acceptable**
- **LOS E** usually **unacceptable** (but common on busy roads)
- **LOS F** represents **over-capacity** conditions for **drivers**

For **drivers**:

- **LOS A = Free Flow Traffic**
- **LOS B = Steady Traffic**
- **LOS C = Steady Traffic but Limited**
- **LOS D = Steady Traffic at High Density**
- **LOS E = Traffic at Saturation**
- **LOS F = Congestion**

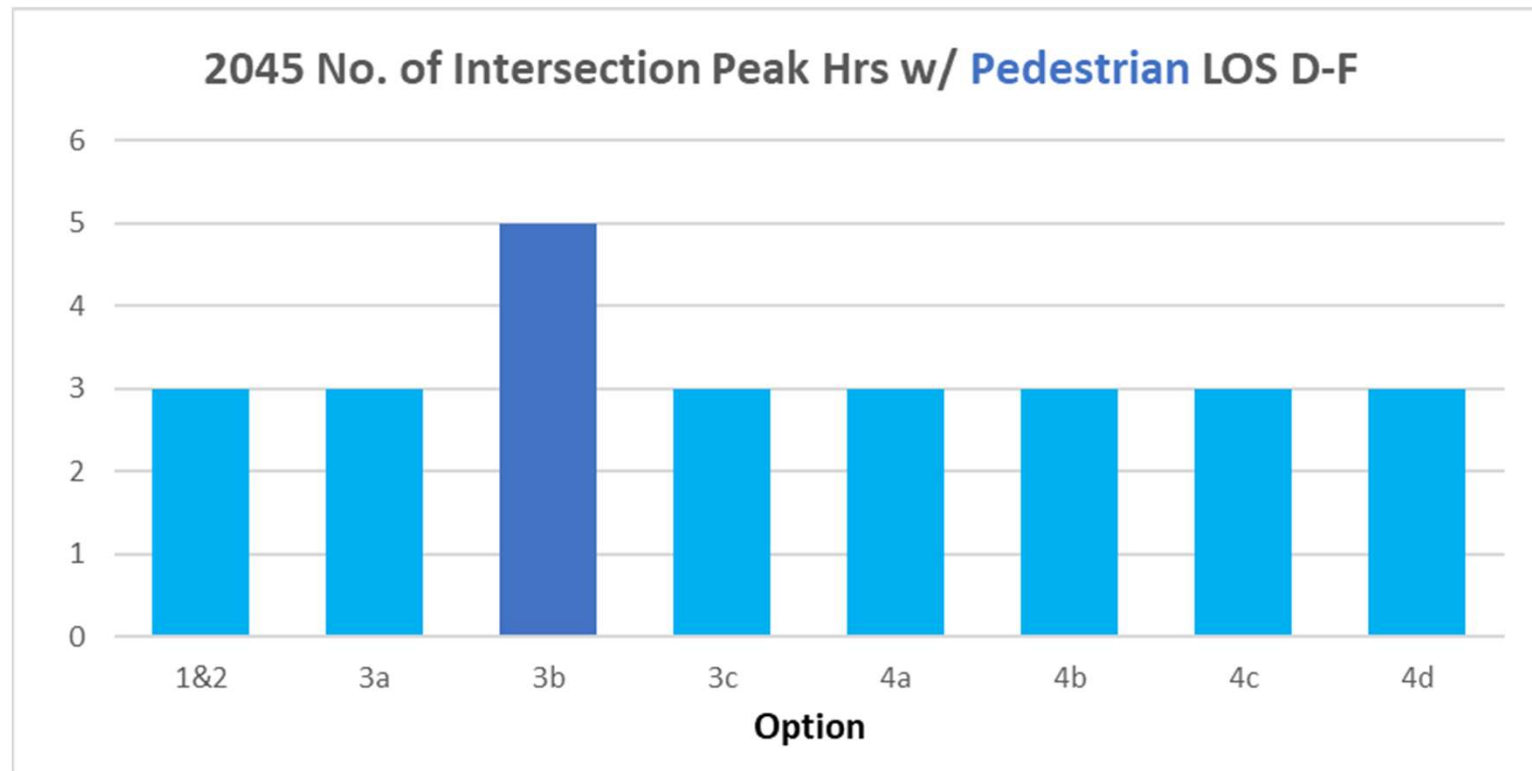
Pedestrian Analysis

Downtown Wylie Traffic Study Results

Worst Crosswalk Pedestrian LOS (HCM 6 Pedestrian LOS for signals, HCM 7 Pedestrian LOS for two-way stop control)

Option Number	Options 1 & 2												Option 3a			Option 3b			Option 3c			Option 4a			Option 4b			Option 4c			Option 4d				
Year	2021			2024															2045																
Network Geometry	Existing Network Geometry (I & II)												Jackson/Ballard One-Way Pair (III)									Birmingham/Ballard One-Way Pair (IV)													
Birmingham Extension?	No Birmingham Extension (i)												with Birmingham Extension (ii)			No Birmingham Extension (i)			with Birmingham Extension (ii)			with Birmingham Extension (ii)			No Birmingham Extension (i)			with Birmingham Extension (ii)							
North Transition	None												via Brown St (A)									via Brown St (A)			via Brown/ Jackson/Marble (A)			via Jackson Extension (B)			via Brown St (A)				
South Transition													via Jackson/College (B2)									via Butler St (A1)			via Birmingham/College (B2)									via Oak (C)	
Other Improvements	No Improvements			with Base I Pedestrian Improvements*						with Base II Pedestrian Improvements**																									
Scenario Number	(Scenarios I & II)												(Scenario III-ii-A-B2)			(Scenario III-i-A-B2)			(Scenario III-ii-A-A1)			(Scenario IV-ii-A-B2)			(Scenario IV-i-A-B2)			(Scenario IV-i-B-B2)			(Scenario IV-ii-A-C)				
Downtown Intersections	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat					
Brown St at Birmingham St (future)	-	-	-	-	-	-	-	-	-	-	-	-	B	C	B	-	-	-	B	C	B	E	E	E	-	-	-	-	-	-	E	E	E		
Brown St at Jackson Ave	F	F	E	B	B	B	B	B	B	C	C	B	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	B	C	B	C	C	C		
Brown St at Ballard Ave	N/A^	N/A^	N/A^	B	B	B	B	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C			
Birmingham St at Jefferson St (future)	-	-	-	-	-	-	-	-	-	-	-	-	D	D	D	-	-	-	D	D	D	D	E	D	-	-	-	-	-	-	D	E	D		
Jackson Ave at Jefferson St	F	F	F	D	D	D	D	D	D	D	N/A~	N/A~	N/A~	B	C	C	C	C	C	B	C	C	B	B	B	B	C	C	B	C	C	B	B	B	
Ballard Ave at Jefferson St	D	D	D	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B		
Birmingham St at Marble St	D	D	D	C	C	B	C	C	C	C	C	C	C	D	D	D	D	D	C	D	D	D	D	D	D	D	D	D	D	D	D	D	D		
Jackson Ave at Marble St	F	F	F	D	D	D	D	D	D	D	B	B	B	B	C	C	C	B	C	C	B	C	C	B	B	B	B	C	C	B	C	C	B	B	B
Ballard Ave at Marble St	D	D	D	D	B	B	B	B	B	B	B	B	B	B	B	C	C	B	B	C	C	B	B	B	B	B	B	B	B	B	B	B	B		
Birmingham St at Oak St	E	E	E	C	C	C	C	D	D	D	D	D	D	D	D	D	B	B	B	D	D	D	B	B	B	B	B	B	B	B	B	B	B		
Jackson Ave at Oak St	F	F	F	D	D	D	D	D	D	D	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B		
Ballard Ave at Oak St	D	D	D	B	B	B	B	B	B	B	B	B	B	B	C	C	B	C	C	B	B	B	B	B	B	B	B	B	B	B	B	C	B		
SH 78 Intersections	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat		
SH 78 at Birmingham St	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	D	D	D	D	D	D	D	D	D	D	D	D	
SH 78 at Jackson Ave	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	N/A!	F	F	F	F	F	F	F	F	F	F	F	F	
SH 78 at Ballard Ave	C	C	C	C	C	C	C	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D		
Number of Intersection Peak hrs. by LOS for downtown core study intersections (excludes Birmingham at Jefferson and crossings of SH 78 & Brown):	A's:	0		A's:	0		A's:	0		A's:	3		A's:	0		A's:	0		A's:	0		A's:	0		A's:	0		A's:	0		A's:	0			
	B's:	0		B's:	10		B's:	9		B's:	15		B's:	14		B's:	9		B's:	14		B's:	21		B's:	17		B's:	17		B's:	20			
	C's:	0		C's:	5		C's:	3		C's:	3		C's:	7		C's:	10		C's:	7		C's:	0		C's:	4		C's:	4		C's:	1			
	D's:	12		D's:	9		D's:	12		D's:	3		D's:	3		D's:	5		D's:	3		D's:	3		D's:	3		D's:	3		D's:	3			
	E's:	3		E's:	0		E's:	0		E's:	0		E's:	0		E's:	0		E's:	0		E's:	0		E's:	0		E's:	0		E's:	0			
	F's:	9		F's:	0		F's:	0		F's:	0		F's:	0		F's:	0		F's:	0		F's:	0		F's:	0		F's:	0		F's:	0			
	D-F:	24		D-F:	9		D-F:	12		D-F:	3		D-F:	3		D-F:	5		D-F:	3		D-F:	3		D-F:	3		D-F:	3		D-F:	3			
Total:	24		Total:	24		Total:	24		Total:	24		Total:	24		Total:	24		Total:	24		Total:	24		Total:	24		Total:	24		Total:	24				

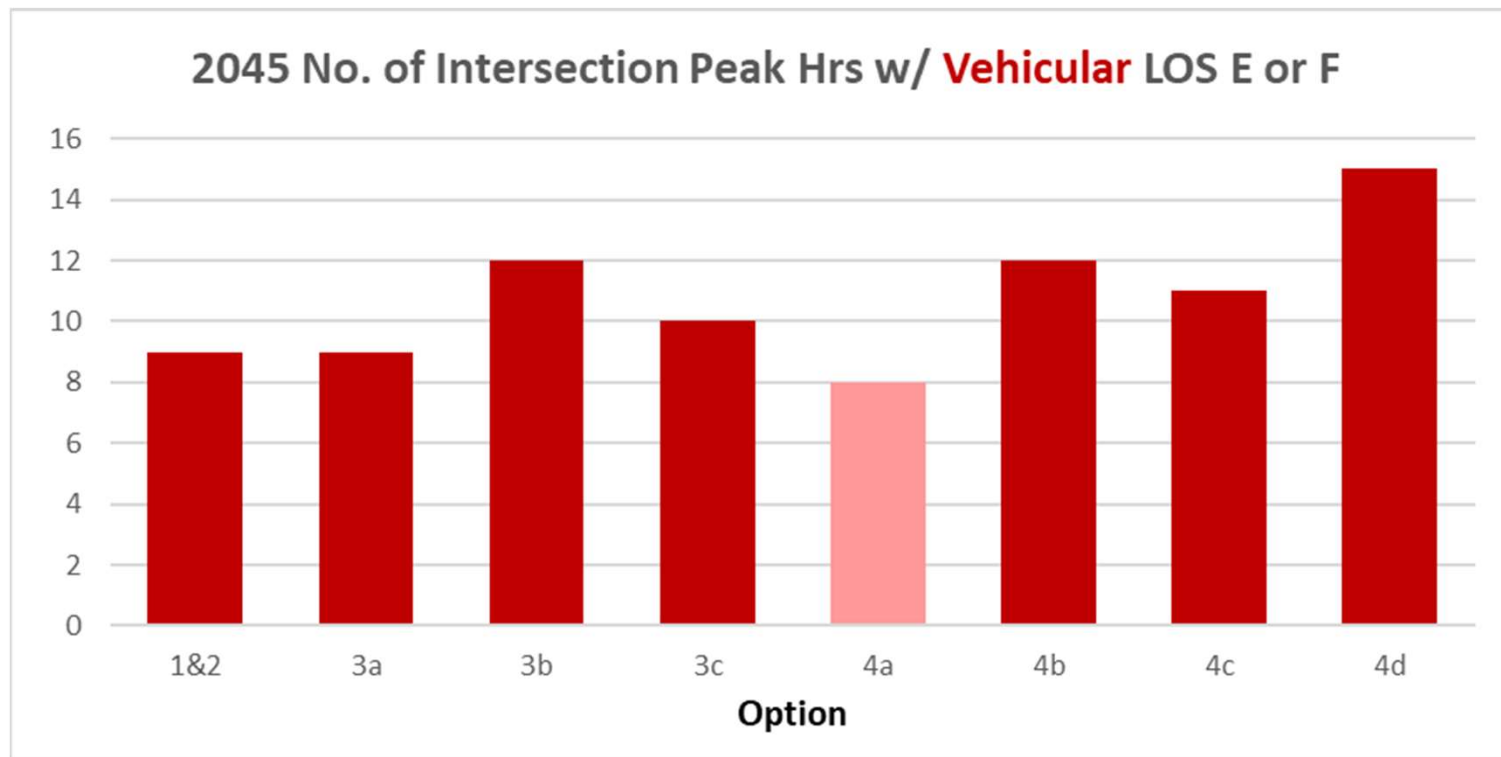
Pedestrian Analysis (simplified)



Vehicular Capacity Analysis

Downtown Wylie Traffic Study Results																																								
Overall Vehicular Intersection LOS for Signals / Worst Movement LOS for Unsignalized																																								
Option Number	Options 1 & 2										Option 3a			Option 3b			Option 3c			Option 4a			Option 4b			Option 4c			Option 4d											
Year	2021										2024										2045																			
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North Transition	None										via Brown St (A)						via Brown St (A)			via Brown/Jackson/Marble (A)			via Jackson Extension (B)			via Brown St (A)														
South Transition											via Jackson/College (B2)			via Butler St (A1)			via Birmingham/College (B2)			via Oak (C)																				
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Scenario Number	[Scenarios I & II]										[Scenario III-II-A-B2]			[Scenario III-I-A-B2]			[Scenario III-II-A-A1]			[Scenario IV-II-A-B2]			[Scenario IV-I-B-B2]			[Scenario IV-I-A-C]														
Downtown Intersections	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat							
Brown St at Birmingham St (future)	-	-	-	-	-	-	-	-	-	-	-	-	A	B	B	-	-	-	-	A	B	B	B	C	B	-	-	-	-	-	-	B	C	B						
Brown St at Jackson Ave	C	C	C	C	D	C	F	F	F	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	E	E	C	E	C	B	D	C					
Brown St at Ballard Ave	C	F	C	B	C	B	D	F	F	D	F	F	C	D	C	C	D	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	C	D	C					
Birmingham St at Jefferson St (future)	-	-	-	-	-	-	-	-	-	-	-	-	A	A	A	-	-	-	-	A	A	A	B	B	B	-	-	-	-	-	-	B	B	B						
Jackson Ave at Jefferson St	B	B	B	B	B	B	C	D	E	B	C	C	B	B	F	C	D	F	B	B	F	B	C	C	C	C	E	F	C	E	F	B	B	C						
Ballard Ave at Jefferson St	B	B	B	C	C	C	F	F	F	B	D	E	B	C	F	B	E	F	B	C	F	B	D	E	B	D	E	B	D	E	A	D	E							
Birmingham St at Marble St	A	A	A	A	A	A	A	B	B	A	B	B	B	C	C	B	B	B	B	C	C	C	C	C	D	A	A	A	A	A	A	C	C	D						
Jackson Ave at Marble St	B	B	B	B	B	B	C	F	F	B	B	B	B	C	F	B	D	F	B	C	F	A	D	D	A	C	D	B	A	C	D	B	E	A						
Ballard Ave at Marble St	C	C	C	C	C	C	F	F	F	A	B	D	B	C	F	C	E	F	B	C	F	B	D	D	B	D	D	B	D	B	C	C	D	E						
Birmingham St at Oak St	B	B	B	B	B	B	C	D	B	C	D	B	C	D	A	B	C	D	D	A	B	C	C	B	B	B	B	B	B	B	B	B	D	E						
Jackson Ave at Oak St	B	B	B	B	B	B	C	F	F	B	C	C	B	B	D	C	B	C	B	C	B	B	D	C	C	C	D	D	C	D	D	E	F	F						
Ballard Ave at Oak St	C	C	C	C	D	D	F	F	F	B	C	E	C	E	F	D	E	F	C	E	F	A	D	E	C	C	C	C	E	F	F	F	F							
Intersections North/South of Downtown	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat							
Park Blvd at Parker Rd	F	F	-	B	B	-	C	C	-	C	C	-	C	C	-	C	C	-	C	C	-	C	C	-	C	C	-	C	C	-	C	C	-							
Ballard Ave at Butler St	B	B	B	B	B	B	C	C	B	C	C	B	C	C	B	C	C	B	F	D	C	C	C	B	C	C	C	C	B	C	C	C	C							
Jackson Ave at Caloway St	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	B	B	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A						
Ballard Ave at Caloway St	B	B	B	B	B	B	C	C	B	C	C	B	B	B	B	B	B	B	C	C	C	C	B	B	B	B	B	B	B	B	B	B	C	B						
Birmingham St at College St	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	C	C	C	C	C	C	C	C	C	C	C	C	C	A	A						
Jackson Ave at College St	A	A	A	A	A	A	A	A	A	A	A	A	A	C	C	C	C	C	A	A	A	A	B	B	B	B	B	B	B	B	B	B	A	A						
Ballard Ave at College St	B	B	B	B	B	B	C	C	C	C	C	C	B	B	B	B	B	B	C	C	C	C	B	B	B	B	B	B	B	B	B	B	C	D						
SH 78 Intersections	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat	AM	PM	Sat							
SH 78 at FM 544/Kirby St	D	E	-	E	F	-	F	F	-	D	F	-	D	F	-	E	F	-	D	F	-	E	F	-	E	F	-	E	F	-	E	F	-							
SH 78 at Birmingham St	F	F	F	F	F	F	F	F	F	B	B	B	C	C	D	C	C	D	C	C	D	C	D	C	D	C	D	C	D	C	D	C	D							
SH 78 at Jackson Ave	B	C	B	C	B	C	D	C	C	C	C	C	B	B	C	D	B	C	B	B	C	D	D	D	F	D	D	D	F	D	D	F	D							
SH 78 at Ballard Ave	D	D	C	E	D	D	F	F	F	E	F	F	C	C	D	C	D	C	D	C	D	E	C	D	E	C	D	E	C	D	E	C	D							
SH 78 at Brown St	D	D	-	D	C	-	F	E	-	E	D	-	E	E	-	E	E	-	E	E	-	E	E	-	E	E	-	E	E	-	E	E	-							
SH 78 at Eubanks Ln	B	B	-	B	C	-	C	C	-	B	B	-	B	B	-	B	B	-	B	B	-	B	C	-	B	C	-	B	C	-	B	B	-							
SH 78 at Spring Creek Pkwy/Kreymer Ln	B	B	-	C	D	-	F	F	-	C	D	-	C	D	-	C	D	-	C	D	-	C	D	-	C	D	-	C	D	-	C	D	-							
Number of Signalized Intersections	6			7			7			14			18			16			18			16			16			16			16									
Number of Intersection Peak hrs. by LOS for all study intersections:	A's: 12	B's: 30	C's: 13	D's: 5	E's: 1	F's: 6	E-F: 7	Total: 67	A's: 12	B's: 28	C's: 14	D's: 7	E's: 2	F's: 4	E-F: 6	Total: 67	A's: 10	B's: 25	C's: 17	D's: 4	E's: 2	F's: 4	E-F: 6	Total: 67	A's: 11	B's: 24	C's: 22	D's: 7	E's: 4	F's: 5	E-F: 9	Total: 67	A's: 9	B's: 24	C's: 24	D's: 7	E's: 3	F's: 6	E-F: 9	Total: 73
	A's: 15	B's: 19	C's: 26	D's: 8	E's: 6	F's: 7	E-F: 10	Total: 73	A's: 15	B's: 19	C's: 26	D's: 8	E's: 6	F's: 7	E-F: 10	Total: 73	A's: 15	B's: 19	C's: 26	D's: 8	E's: 6	F's: 7	E-F: 10	Total: 73	A's: 15	B's: 19	C's: 26	D's: 8	E's: 6	F's: 7	E-F: 10	Total: 73	A's: 15	B's: 19	C's: 26	D's: 8	E's: 6	F's: 7	E-F: 10	Total: 73
	A's: 5	B's: 22	C's: 19	D's: 16	E's: 9	F's: 2	E-F: 8	Total: 73	A's: 5	B's: 22	C's: 19	D's: 16	E's: 9	F's: 2	E-F: 8	Total: 73	A's: 5	B's: 22	C's: 19	D's: 16	E's: 9	F's: 2	E-F: 8	Total: 73	A's: 5	B's: 22	C's: 19	D's: 16	E's: 9	F's: 2	E-F: 8	Total: 73	A's: 5	B's: 22	C's: 19	D's: 16	E's: 9	F's: 2	E-F: 8	Total: 73
	A's: 7	B's: 16	C's: 20	D's: 13	E's: 8	F's: 3	E-F: 11	Total: 67	A's: 7	B's: 16	C's: 20	D's: 13	E's: 8	F's: 3	E-F: 11	Total: 67	A's: 7	B's: 16	C's: 20	D's: 13	E's: 8	F's: 3	E-F: 11	Total: 67	A's: 7	B's: 16	C's: 20	D's: 13	E's: 8	F's: 3	E-F: 11	Total: 67	A's: 7	B's: 16	C's: 20	D's: 13	E's: 8	F's: 3	E-F: 11	Total: 67
	A's: 10	B's: 14	C's: 19	D's: 15	E's: 7	F's: 3	E-F: 15	Total: 73	A's: 10	B's: 14	C's: 19	D's: 15	E's: 7	F's: 3	E-F: 15	Total: 73	A's: 10	B's: 14	C's: 19	D's: 15	E's: 7	F's: 3	E-F: 15	Total: 73	A's: 10	B's: 14	C's: 19	D's: 15	E's: 7	F's: 3	E-F: 15	Total: 73	A's: 10	B's: 14	C's: 19	D's: 15	E's: 7	F's: 3	E-F: 15	Total: 73

Vehicular Capacity Analysis (simplified)



What happens next...

- Select preferred **parking/sidewalk** configuration for preferred **2 or 3 alternatives**
 - Identify improvements for:
 - **Short-term** (2022)
 - **Medium-term** (2024)
 - **Long-term** (TBD)
 - Examples: **parking, lighting, sidewalk & crosswalk** connections
 - Develop recommended **wayfinding signage** layouts
- **Cost Estimation** (Planning-Level)



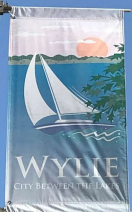
What happens next...

- **Final Report**
- **Present results** to:
 - Stakeholders
 - City Council
- City officials to decide on **preferred alternative**
- Procure **detailed design** contract(s)





Honoring our past; Embracing
our present; Planning our future



Thank You!

