

# Wylie City Council Regular Meeting

December 13, 2022 – 6:00 PM

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



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## CALL TO ORDER

## INVOCATION & PLEDGE OF ALLEGIANCE

## PRESENTATIONS & RECOGNITIONS

PR1. InSync Exotics.

PR2. Shining the Wylie Way Students (Grades K-6).

PR3. WEHS Robotics Team.

## 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, approval of the November 8, 2022 Regular City Council Meeting minutes.
- B. Consider, and act upon, Ordinance No. 2022-69 amending Ordinance No. 2022-56, which established the budget for fiscal year 2022-2023; providing for repealing, savings and severability clauses; and providing for an effective date of this ordinance.
- C. Consider, and act upon, the City of Wylie Monthly Revenue and Expenditure Report for October 31, 2022.
- D. Consider, and place on file, the City of Wylie Monthly Investment Report for October 31, 2022.
- E. Consider, and place on file, the monthly Revenue and Expenditure Report for the Wylie Economic Development Corporation as of October 31, 2022.
- F. Consider, and act upon, a Final Plat for Manors at Woodbridge, establishing 90 residential and six open space lots on 12.418 acres, property generally located on Woodbridge Parkway approximately 900' south of Hensley Lane.
- G. Consider, and act upon, a Final Plat of Senior Medical Addition, establishing two commercial lots on 21.3224 acres, generally located at 100 Medical Plaza.

- H. Consider, and act upon, Ordinance No. 2022-70, amending Wylie's Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 2 (Administration), Article III (Officers), Division 2 (Code of Conduct), Section 2-58 (Board of Review) to amend the term limits, add a holdover provision, and exclude the service of board members spouses or domestic partners; providing for a penalty for the violation of this Ordinance; providing for repealing, savings, and severability clauses; and providing for an effective date of this Ordinance.
- I. Consider, and act upon, Resolution No. 2022-32(R) amending Resolution No. 2022-15(R) amending the Rules of Procedures for the Board of Review to amend the term limits, add a holdover provision, and exclude the service of board members spouses or domestic partners; and providing for an effective date.
- J. Consider, and place on file, the Animal Shelter Advisory Board report to City Council.
- K. Consider, and act upon, approving the amended Animal Shelter Advisory Board Bylaws and Rules of Procedure.
- L. Consider, and act upon, Resolution No. 2022-33(R) authorizing the purchase of ammunition from Mutiny Machine LLC in the estimated amount of \$58,300.00 and authorizing the City Manager to execute any necessary documents.
- M. Consider, and act upon, the award of bid #W2022-113-B Newport Harbor Water Tank Rehabilitation to DN Tanks, LLC in the estimated amount of \$139,980.00, and authorizing the City Manager to execute any necessary documents.
- N. Consider, and act upon, the purchase of a Bondflex® Pour In Place Surfacing for Olde City Park from WeBuildFun Inc. in the amount of \$159,600.00; and authorizing the City Manager to execute any necessary documents.
- O. Consider, and act upon, the approval of the purchase of Playground Equipment from The PlayWell Group Inc. in the amount of \$59,525.97 through a cooperative purchasing contract with Buy Board Cooperative Purchasing (#679-22), and authorizing the City Manager to execute any necessary documents.
- P. Consider, and act upon, the approval of the purchase of Fitness Equipment from Team Marathon Fitness in the amount of \$50,616.00 through a cooperative purchasing contract with Buy Board Cooperative Purchasing (#665-22), and authorizing the City Manager to execute any necessary documents.
- Q. Consider, and act upon, Ordinance No. 2022-71 amending Wylie's Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 54 (Health and Sanitation), Article IV (Weeds, Rubbish, Insanitary Matter); providing for repealing, savings and severability clauses; providing for an effective date of this ordinance; and providing for the publication of the caption hereof.

## **REGULAR AGENDA**

1. Hold a Public Hearing, consider, and act upon, a change in zoning from Commercial Corridor (CC) to Commercial Corridor - Special Use Permit (PD-SUP) to allow for an auto sales use on 1.27 acres located at 2021 N State Highway 78 (ZC 2022-15).
2. Hold a Public Hearing, consider, and act upon, a change in zoning from Commercial Corridor (CC) to Planned Development - Commercial Corridor (PD-CC) to allow for commercial uses on 11.622 acres generally located on the southwest corner of State Highway 78 and Brown Street.

## WORK SESSION

[WS1.](#) Discuss Voluntary Flag Retirement Program.

## 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 544/Cooper, FM 544/Sanden, Jackson/Oak, Regency/Steel, State Hwy 78/Alanis, State Hwy 78/Ballard, 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, 2021-2d, 2021-5a, 2021-6a, 2021-6c, 2021-8a, 2021-9a, 2021-9b, 2021-9f, 2021-11a, 2022-1b, 2022-4d, 2022-7b, 2022-7c, 2022-8b, 2022-9f, 2022-10d, and 2022-11a.

## 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 December 9, 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.

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*Stephanie Storm, City Secretary*

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*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

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## AGENDA REPORT

Department: City Secretary  
Prepared By: Stephanie Storm

Account Code: \_\_\_\_\_

### Subject

Consider, and act upon, approval of the November 8, 2022 Regular City Council Meeting minutes.

### Recommendation

Motion to approve the Item as presented.

### Discussion

The minutes are attached for your consideration.

# Wylie City Council Regular Meeting Minutes

November 08, 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 6:05 p.m. The following City Council members were present: Councilman David R. Duke, Councilman Dave Strang, 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 Chief Anthony Henderson; Finance Director Melissa Beard; Fire Chief Brandon Blythe; Public Information Officer Craig Kelly; Public Works Director Tommy Weir; City Engineer Tim Porter; City Secretary Stephanie Storm; Parks and Recreation Director Carmen Powlen; Community Services Director Jasen Haskins; Wylie Economic Development Executive Director Jason Greiner; Engineering Project Manager Jenneen Elkhaid; and various support staff.

## INVOCATION & PLEDGE OF ALLEGIANCE

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

## PRESENTATIONS & RECOGNITIONS

### PR1. The Coventry Reserve 20th Anniversary.

Mayor Porter proclaimed November 8, 2022, as The Coventry Reserve Day in Wylie, Texas for their 20th anniversary. Members of The Coventry Reserve were present to accept the proclamation.

### PR2. Veteran's Day.

Mayor Porter proclaimed November 11, 2022, as Veteran's Day in Wylie, Texas. Veterans including Mayor *pro tem* Jeff Forrester, Community Services Director Jasen Haskins, Police Officer Charles Smith, and American Legion Post 315 members Chuck Davis and Charles Flesch were present to accept the proclamation.

### PR3. Small Business Saturday.

Mayor Porter proclaimed November 26, 2022, as Small Business Saturday in Wylie, Texas. Members of the Downtown Merchants Association, Wylie Chamber of Commerce, and Wylie Economic Development Corporation were present to accept the proclamation.

### PR4. National Apprenticeship Week.

Mayor Porter proclaimed November 14-20, 2022, as National Apprenticeship Week in Wylie, Texas. Members of the Wylie Economic Development Corporation, North Texas Municipal Water District board member Marvin Fuller, and Todd Pickens with Raytheon Technologies were present to accept the proclamation.

### PR5. National Entrepreneurs Day.

Mayor Porter proclaimed November 15, 2022, as National Entrepreneurs Day in Wylie, Texas. Members of the Wylie Economic Development Corporation, Wylie Chamber of Commerce, DJ Shirley with Speak Loud Media, Lon Ricker with Ricker Dynamics, Jeremy Meir with the Downtown Merchants Association, and Scott Williams with Fire & Water Restoration Plus, LLC were present to accept the proclamation.

**PR6. Community Waste Disposal (CWD) Presentation of the STAR (State of Texas Alliance for recycling) Award for Environmental Leadership.**

Robert Medigovich, representing Community Waste Disposal, presented the City of Wylie with the STAR (State of Texas Alliance for recycling) Award for Environmental Leadership. Utility Manager Orie Cross was present to accept the award.

**PR7. Lung Cancer Awareness Month.**

Mayor Porter recognized the month of November 2022 as Lung Cancer Awareness Month in Wylie, Texas.

**COMMENTS ON NON-AGENDA ITEMS**

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Laura Privett, representing Rock the Socks, addressed the Council inviting the public to join them the first Saturday of the month from 8:30 a.m. to 10:00 a.m. at Napoli's to help make hope bags. Privett encouraged attendees to bring packages of men's white crew socks, small snacks, and travel-size hygiene items. Privett also spoke about an upcoming event, Rockout Homelessness 5K Fun Run on Saturday, November 12th at New Hope Church.

**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, approval of October 25, 2022, Regular City Council Meeting minutes.**
- B. Consider, and act upon, Ordinance No. 2022-68 amending Ordinance No. 2022-56, which established the budget for fiscal year 2022-2023; providing for repealing, savings and severability clauses; and providing for an effective date of this ordinance.**
- C. Consider, and act upon, a Final Plat of Whitley Road Estates, being a replat for Lot 4 establishing three lots on seven acres in the City of Wylie Extra Territorial Jurisdiction, located at 3387 Whitley Road.**
- D. Consider, and act upon, Resolution No. 2022-31(R) authorizing the City Manager to execute an Interlocal Agreement between the City of Wylie and Dallas County for county road and bridge improvements that are located within City limits in accordance with the "Master Interlocal Agreement between Dallas County and the City of Wylie pertaining to road and bridge transportation-related improvements and/or maintenance on or about certain designated roadways situated within the territorial limits of the City of Wylie."**
- E. Consider, and place on file, the Animal Shelter Advisory Board report to City Council.**
- F. Consider, and act upon, approval of the Park Event Application from the Wylie Community Christian Care Center, a non-profit organization, for their annual bake sale fundraiser at the Olde City Park Pavilion on November 23, 2022.**
- G. Consider, and act upon, approval of the Park Event Application from Wally W. Watkins PTA, a non-profit organization, for their annual Jingle Bell Jog 5K and Fun Run/Walk at Founders Park on December 3, 2022.**

Mayor Porter requested Item B be pulled from Consent Agenda and considered individually.

**Council Action**

A motion was made by Mayor *pro tem* Forrester, seconded by Councilman Williams, to approve the Consent Agenda, except for Item B, as presented. A vote was taken and the motion passed 6-0 with Councilman Wallis absent.

- B. Consider, and act upon, Ordinance No. 2022-68 amending Ordinance No. 2022-56, which established the budget for fiscal year 2022-2023; providing for repealing, savings and severability clauses; and providing for an effective date of this ordinance.**

**Staff Comments**

Finance Director Beard reported there was a change in the proposed dollar amount for the budget amendment. The police department is requesting to use state-seized funds for \$179,879 to purchase drones, a utility vehicle and trailer, Knox Box equipment for all police vehicles, and a digital forensics workstation replacement. All items will be used for law enforcement purposes per Chapter 59 of the Texas Code of Criminal Procedures. This will increase the General Fund budget by \$179,879. The Unassigned Fund Balance will not be affected, but this same amount will reduce the Assigned Fund Balance for Law Enforcement.

**Council Action**

A motion was made by Councilman Strang, seconded by Mayor *pro tem* Forrester, to approve Item B with the amendment presented. A vote was taken and the motion passed 6-0 with Councilman Wallis absent.

**WORK SESSION**

Mayor Porter convened the Council into Work Session at 6:58 p.m.

Mayor Porter convened the Council into a break at 6:58 p.m.

Mayor Porter reconvened the Council into Work Session at 7:03 p.m.

**WS1. Presentation of the Community Waste Disposal (CWD) Annual Report.**

Robert Medigovich, representing Community Waste Disposal, addressed Council giving a 2021 annual review including residential trash service, residential single stream recycling service, residential rear load collection on Saturdays, multifamily recycling, residential bulk and loose brush on-call service, residential bulk and loose brush extra service, commercial new service vehicle, commercial recycling program, Wylie ISD recycling program, residential recycled materials tons per year, residential driver incident, customer service inquiries, CNG truck parking expansion, transfer station expansion, equipment purchases and maintenance shop, CWD mobile app and address search tool, X-treme Green events, paint reuse program, sponsorship participation, awards given, and saved resources statistics.

**WS2. Discuss WWTP Demolition.**

Clayton Barnard representing Freese and Nichols, addressed Council giving a presentation on the Wastewater Treatment Plant Demolition options including the current status of the plant, demolition options including no demo and remaining as is; wastewater interceptor improvements with no demo with an associated cost of \$775,000; basin removal with option one (with a top removal) having a cost of \$1,952,000 or option two (with a full removal) having a cost of \$4,630,000; and basin and structure demolition including proposed easements with option one having a cost of \$3,000,000 and option two having a cost of \$4,900,000.

Council questions included how much property would be left and recoverable if everything is removed, whether are there any concerns with people accessing the site, what is the maintenance cost now, what was Wylie paying NTMWD for the permit fee to maintain the site, what is the City's risk for leaving it the way it is, could holes be created in the basins to allow stormwater to drain instead of holding water.

Council comments and discussion included expressing concerns with the cost for the number of acres and added it would be difficult to attract a developer to the site to recoup the funds, would like more information on the project

and what the restrictions would be with the top removal, needs to stay the way it is now and may make improvements later, look at a five to ten-year plan that the City could budget for over an extended period, it creates an opportunity for a public park and would like to see it on the tax rolls.

Council's direction was to leave it as is and gather additional information for a plan for the site.

### **WS3. Discuss proposed amendments to the City Ordinance and Zoning Ordinance regarding Code Enforcement policies and Zoning Uses.**

Community Services Director Jasen Haskins addressed Council stating staff is presenting proposed amendments to both the City Ordinance and Zoning Ordinance to strengthen and clarify staff's ability to enforce public nuisance violations. The amendments to the City's Code of Ordinances are to align with state law changes, to allow for the city to immediately abate violations at the property owners' expense for repeat offenders and to simplify the lien filing process.

Council questions included what would the process be for the signing of liens, providing additional information on the newly added section a-4, and is there a list of charges for the services.

Council's direction was to proceed with bringing back an ordinance with the proposed changes.

Councilman Mize stated he requested a discussion item be placed on the agenda regarding donation boxes located throughout the City that can become a nuisance to the public if not maintained. Mize stated he wanted to give property owners a tool so that they may have control of donation boxes on their property and a tool for staff to help keep our City beautiful; have reasonable regulations on the donation boxes to ensure they are utilized in the best way.

Council questions and comments included would it be possible to require donation boxes to have a person present, could the restriction be amended to regulate the number of donation boxes based on the size of the property instead of limiting it to only one box per lot, and what is the abatement process. Haskins requested additional input on the temporary use box locations. Forrester replied he thought it should be the same allowed locations for both permanent and temporary use.

Council direction was to proceed with bringing back an ordinance with the proposed changes and adding donation boxes, both permanent and temporary use, allowed at the same locations, and changing 11.b.2 to regulate the number of boxes based on the size of the lot.

### **RECONVENE INTO REGULAR SESSION**

Mayor Porter reconvened the Council into Regular Session at 8:04 p.m.

### **EXECUTIVE SESSION**

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

### **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.

**ES1. Discuss the performance of the City Manager.****RECONVENE INTO OPEN SESSION**

*Take any action as a result from Executive Session.*

Mayor Porter reconvened the Council into Open Session at 9:02 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. 2022-68 into the official record.

**ADJOURNMENT**

A motion was made by Mayor *pro tem* Forrester, seconded by Councilman Strang, to adjourn the meeting at 9:04 p.m. A vote was taken and the motion passed 6-0 with Councilman Wallis absent.

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**Matthew Porter, Mayor****ATTEST:**

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**Stephanie Storm, City Secretary**



# Wylie City Council

## AGENDA REPORT

**Department:** Finance

**Prepared By:** Melissa Beard

**Account Code:** See Exhibit A

### Subject

Consider, and act upon, Ordinance No. 2022-69 amending Ordinance No. 2022-56, which established the budget for fiscal year 2022-2023; providing for repealing, savings and severability clauses; and providing for an effective date of this ordinance.

### Recommendation

Motion to approve the Item as presented.

### Discussion

Our current metal detector purchased in 2013 is unexpectedly no longer functioning properly and unable to be repaired. To ensure the safety of our citizens and staff during court operations it is necessary that we purchase a replacement as soon as possible.

Texas Code of Criminal Procedure - Article 102.017, Court Costs, Municipal Court Building Security Fund *(b) may be used for security personnel, services, or items related to buildings that house the operation of a municipal court.*

The Municipal Court Building Security Fund expense will increase \$5,000 and the fund balance will decrease by the same amount. The estimated fund balance will be \$18,304.

## ORDINANCE NO. 2022-69

### AN ORDINANCE OF THE CITY OF WYLIE, TEXAS, AMENDING ORDINANCE NO. 2022-56, WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2022-2023; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the City Council heretofore adopted Ordinance No. 2022-56 setting forth the Budget for Fiscal Year 2022-2023 beginning October 1, 2022, and ending September 30, 2023; 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 2022-2023 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 2022-2023 Budget of the City of Wylie; Exhibit A, as heretofore adopted by Ordinance No. 2022-69, are completely adopted and approved as amendments to the said FY 2022-2023 Budget.

**SECTION II:** All portions of the existing FY 2022-2023 Budget and Ordinance No. 2022-56, 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 13th day of December, 2022.

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Matthew Porter, Mayor

ATTEST:

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Stephanie Storm, City Secretary

**Budget Amendment**  
**Municipal Court Building Security Fund - Metal Detector**

**Exhibit A**

<b>Fund</b>	<b>Department</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Debit</b>	<b>Credit</b>
152	5618	52130	Tools and Equipment	5,000.00	
			Total	5,000.00	0.00



# Wylie City Council

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## 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 October 31, 2022.

### Recommendation

Motion to approve 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

October 31, 2022

ACCOUNT DESCRIPTION	ANNUAL BUDGET 2022-2023	CURRENT MONTH ACTUAL 2022-2023	YTD ACTUAL 2022-2023	YTD ACTUAL AS A PERCENT OF BUDGET	Benchmark 8.33%
<b>GENERAL FUND REVENUE SUMMARY</b>					
TAXES	37,234,844	209,697	209,697	0.56%	A
FRANCHISE FEES	2,802,400	0	0	0.00%	B
LICENSES AND PERMITS	1,442,750	45,709	45,709	3.17%	C
INTERGOVERNMENTAL REV.	2,429,011	2,653	2,653	0.11%	D
SERVICE FEES	4,338,970	6,285	6,285	0.14%	E
COURT FEES	339,000	22,951	22,951	6.77%	
INTEREST INCOME	60,000	64,515	64,515	107.53%	F
MISCELLANEOUS INCOME	215,417	9,107	9,107	4.23%	
OTHER FINANCING SOURCES	2,563,305	2,563,305	2,563,305	100.00%	G
<b>REVENUES</b>	<b>51,425,697</b>	<b>2,924,222</b>	<b>2,924,221</b>	<b>5.69%</b>	
USE OF FUND BALANCE	0	0	0	0.00%	
USE OF CARRY-FORWARD FUNDS	1,711,613	NA	NA	NA	H
<b>TOTAL REVENUES</b>	<b>53,137,310</b>	<b>2,924,222</b>	<b>2,924,221</b>	<b>5.50%</b>	
<b>GENERAL FUND EXPENDITURE SUMMARY</b>					
CITY COUNCIL	95,165	7,067	7,067	7.43%	
CITY MANAGER	1,281,121	65,270	65,270	5.09%	
CITY SECRETARY	389,057	15,315	15,315	3.94%	
CITY ATTORNEY	170,000	0	0	0.00%	
FINANCE	1,343,989	42,353	42,353	3.15%	
FACILITIES	1,045,597	50,454	50,454	4.83%	
MUNICIPAL COURT	576,256	23,178	23,178	4.02%	
HUMAN RESOURCES	809,979	34,082	34,082	4.21%	
PURCHASING	326,557	13,313	13,313	4.08%	
INFORMATION TECHNOLOGY	2,290,897	393,321	393,321	17.17%	I
POLICE	13,166,224	678,698	678,698	5.15%	
FIRE	12,789,161	697,634	697,634	5.45%	
EMERGENCY COMMUNICATIONS	2,395,459	82,543	82,543	3.45%	
ANIMAL CONTROL	723,449	38,300	38,300	5.29%	
PLANNING	368,297	16,445	16,445	4.47%	
BUILDING INSPECTION	593,933	17,816	17,816	3.00%	
CODE ENFORCEMENT	276,855	9,184	9,184	3.32%	
STREETS	5,215,113	112,367	112,367	2.15%	
PARKS	2,777,610	87,193	87,193	3.14%	
LIBRARY	2,295,582	106,624	106,624	4.64%	
COMBINED SERVICES	4,592,007	164,937	164,937	3.59%	
<b>TOTAL EXPENDITURES</b>	<b>53,522,308</b>	<b>2,656,093</b>	<b>2,656,093</b>	<b>4.96%</b>	
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>-384,998</b>	<b>268,129</b>	<b>268,128</b>	<b>0.54%</b>	
<p>A. Property Tax Collections for FY22-23 as of October 31, 2022 are .72%, in comparison to FY21-22 for the same time period of 1.73%. Sales tax is on a 2 month lag and has not been received yet.</p> <p>B. Franchise Fees: The majority of franchise fees are recognized in the third and fourth quarter with electric fees making up the majority.</p> <p>C. Licenses and Permits: New Dwelling Permits are down 70% from October 2022, due to rising interest rates.</p> <p>D. Intergovernmental Rev: The majority of intergovernmental revenues come from WISD reimbursements and Fire Services which are billed quarterly.</p> <p>E. Service Fees: Trash fees billed in October are applicable towards FY 2021-22 revenue with the remaining fees coming from other seasonal fees.</p> <p>F. Interest Rates have gone from 1% when the budget was prepared to almost 3% in October 2022. Interest was budgeted conservatively.</p> <p>G. Yearly transfer from Utility Fund.</p> <p>H. Largest Carry Forward items: \$150,000 for Department Software Solution, \$217,000 for advance vehicle replacements, \$338,840 for ambulance, \$390,000 for Stone Road Rehab.</p> <p>I. Annual maintenance agreements</p>					

## CITY OF WYLIE

## MONTHLY FINANCIAL REPORT

October 31, 2022

ACCOUNT DESCRIPTION	ANNUAL BUDGET 2022-2023	CURRENT MONTH ACTUAL 2022-2023	YTD ACTUAL 2022-2023	YTD ACTUAL AS A PERCENT OF BUDGET	Benchmark 8.33%
<b>UTILITY FUND REVENUES SUMMARY</b>					
SERVICE FEES	25,933,619	50,501	50,501	0.19%	J
INTEREST INCOME	24,000	41,037	41,037	170.99%	K
MISCELLANEOUS INCOME	70,000	1,540	1,540	2.20%	
OTHER FINANCING SOURCES	0	0	0	0.00%	
<b>REVENUES</b>	<b>26,027,619</b>	<b>93,078</b>	<b>93,078</b>	<b>0.36%</b>	
USE OF FUND BALANCE	0	NA	0	0	
USE OF CARRY-FORWARD FUNDS	2,276,241	NA	NA	NA	L
<b>TOTAL REVENUES</b>	<b>28,303,860</b>	<b>NA</b>	<b>93,078</b>	<b>0.33%</b>	
<b>UTILITY FUND EXPENDITURE SUMMARY</b>					
UTILITY ADMINISTRATION	616,872	17,585	17,585	2.85%	
UTILITIES - WATER	4,449,498	331,107	331,107	7.44%	
CITY ENGINEER	1,101,015	37,222	37,222	3.38%	
UTILITIES - SEWER	1,330,568	31,809	31,809	2.39%	
UTILITY BILLING	1,241,167	71,808	71,808	5.79%	
COMBINED SERVICES	18,415,992	2,691,428	2,691,428	14.61%	M
<b>TOTAL EXPENDITURES</b>	<b>27,155,112</b>	<b>3,180,959</b>	<b>3,180,960</b>	<b>11.71%</b>	
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>1,148,748</b>	<b>-3,087,880</b>	<b>-3,087,882</b>	<b>-11.39%</b>	
J. Most Utility Fund Revenue billed in October was applicable to FY 2021-22.					
K. Interest Rates have gone from 1% when the budget was prepared to almost 3% in October 2022. Interest was budgeted conservatively.					
L. Largest Carry Forward items: Department Software Solutions \$135,730, Pump Station Backup Generators \$1.6M, Newport Harbor Tank Repairs \$130,000 and TXDOT payment \$260,172.					
M. Annual transfer to the General Fund of \$2.56 million. Other expenses are payments to NTMWD for water minimum and sewer treatment.					



# Wylie City Council

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## AGENDA REPORT

Department: Finance  
Prepared By: Melissa Beard

Account Code: \_\_\_\_\_

### Subject

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

### Recommendation

Motion to approve 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

## 2022-2023 Investment Report

October 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	\$15,548,078.79	MMA	2.9336%	Texpool	12/31/2006	NA
2	\$16,090,884.72	MMA	2.8531%	TexStar	3/15/2011	NA
	\$31,638,963.51					

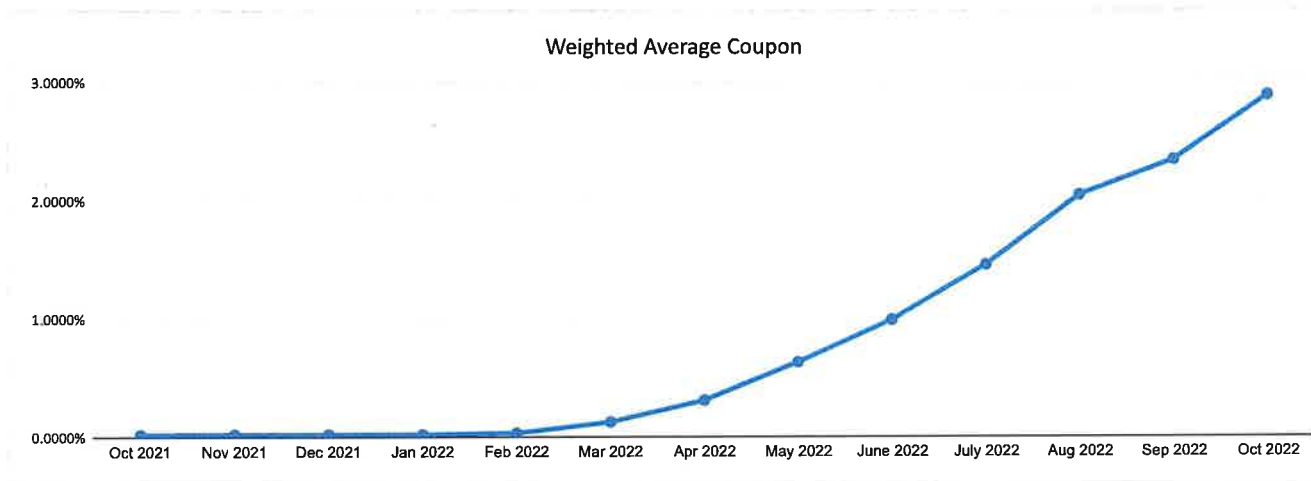
Total

Weighted Average Coupon:  
 Weighted Average Maturity (Days):

2.8927%
1.00

Money Markets:  
 Certificates of Deposits:

\$31,638,963.51
\$0.00
\$31,638,963.51



*Melina Beard* 12-1-22  
 Finance Director/Investment Officer



# Wylie City Council

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## 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 October 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 November 15, 2022.



# October Rev/Exp Report

## Account Summary

For Fiscal: 2022-2023 Period Ending: 10/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 111 - WYLIE ECONOMIC DEVEL CORP</b>							
<b>Revenue</b>							
<b>Category: 400 - Taxes</b>							
<a href="#">111-4000-40210</a>	SALES TAX	4,124,241.00	4,124,241.00	0.00	0.00	-4,124,241.00	100.00 %
	<b>Category: 400 - Taxes Total:</b>	<b>4,124,241.00</b>	<b>4,124,241.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,124,241.00</b>	<b>100.00%</b>
<b>Category: 460 - Interest Income</b>							
<a href="#">111-4000-46110</a>	ALLOCATED INTEREST EARNINGS	6,000.00	6,000.00	0.00	0.00	-6,000.00	100.00 %
	<b>Category: 460 - Interest Income Total:</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-6,000.00</b>	<b>100.00%</b>
<b>Category: 480 - Miscellaneous Income</b>							
<a href="#">111-4000-48110</a>	RENTAL INCOME	134,220.00	134,220.00	0.00	0.00	-134,220.00	100.00 %
<a href="#">111-4000-48430</a>	GAIN/(LOSS) SALE OF CAP ASSETS	3,915,685.00	3,915,685.00	0.00	0.00	-3,915,685.00	100.00 %
	<b>Category: 480 - Miscellaneous Income Total:</b>	<b>4,049,905.00</b>	<b>4,049,905.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,049,905.00</b>	<b>100.00%</b>
	<b>Revenue Total:</b>	<b>8,180,146.00</b>	<b>8,180,146.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-8,180,146.00</b>	<b>100.00%</b>
<b>Expense</b>							
<b>Category: 510 - Personnel Services</b>							
<a href="#">111-5611-51110</a>	SALARIES	310,346.40	310,346.40	13,361.33	13,361.33	296,985.07	95.69 %
<a href="#">111-5611-51130</a>	OVERTIME	0.00	0.00	333.39	333.39	-333.39	0.00 %
<a href="#">111-5611-51140</a>	LONGEVITY PAY	914.00	914.00	0.00	0.00	914.00	100.00 %
<a href="#">111-5611-51310</a>	TMRS	48,245.30	48,245.30	2,122.69	2,122.69	46,122.61	95.60 %
<a href="#">111-5611-51410</a>	HOSPITAL & LIFE INSURANCE	51,987.17	51,987.17	4,164.04	4,164.04	47,823.13	91.99 %
<a href="#">111-5611-51420</a>	LONG-TERM DISABILITY	1,768.97	1,768.97	61.07	61.07	1,707.90	96.55 %
<a href="#">111-5611-51440</a>	FICA	19,298.12	19,298.12	774.95	774.95	18,523.17	95.98 %
<a href="#">111-5611-51450</a>	MEDICARE	4,513.27	4,513.27	181.25	181.25	4,332.02	95.98 %
<a href="#">111-5611-51470</a>	WORKERS COMP PREMIUM	854.85	854.85	970.21	970.21	-115.36	-13.49 %
<a href="#">111-5611-51480</a>	UNEMPLOYMENT COMP (TWC)	1,080.00	1,080.00	0.00	0.00	1,080.00	100.00 %
	<b>Category: 510 - Personnel Services Total:</b>	<b>439,008.08</b>	<b>439,008.08</b>	<b>21,968.93</b>	<b>21,968.93</b>	<b>417,039.15</b>	<b>95.00%</b>
<b>Category: 520 - Supplies</b>							
<a href="#">111-5611-52010</a>	OFFICE SUPPLIES	5,000.00	5,000.00	532.26	532.26	4,467.74	89.35 %
<a href="#">111-5611-52040</a>	POSTAGE & FREIGHT	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">111-5611-52810</a>	FOOD SUPPLIES	3,000.00	3,000.00	249.37	249.37	2,750.63	91.69 %
	<b>Category: 520 - Supplies Total:</b>	<b>8,300.00</b>	<b>8,300.00</b>	<b>781.63</b>	<b>781.63</b>	<b>7,518.37</b>	<b>90.58%</b>
<b>Category: 540 - Materials for Maintenance</b>							
<a href="#">111-5611-54610</a>	FURNITURE & FIXTURES	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<a href="#">111-5611-54810</a>	COMPUTER HARD/SOFTWARE	7,650.00	7,650.00	974.24	974.24	6,675.76	87.26 %
	<b>Category: 540 - Materials for Maintenance Total:</b>	<b>10,150.00</b>	<b>10,150.00</b>	<b>974.24</b>	<b>974.24</b>	<b>9,175.76</b>	<b>90.40%</b>
<b>Category: 560 - Contractual Services</b>							
<a href="#">111-5611-56030</a>	INCENTIVES	3,209,183.00	3,209,183.00	37,069.00	37,069.00	3,172,114.00	98.84 %
<a href="#">111-5611-56040</a>	SPECIAL SERVICES	34,770.00	34,770.00	3,369.21	3,369.21	31,400.79	90.31 %
<a href="#">111-5611-56041</a>	SPECIAL SERVICES-REAL ESTATE	276,300.00	276,300.00	0.00	0.00	276,300.00	100.00 %
<a href="#">111-5611-56042</a>	SPECIAL SERVICES-INFRASTRUCTURE	8,375,000.00	8,375,000.00	0.00	0.00	8,375,000.00	100.00 %
<a href="#">111-5611-56080</a>	ADVERTISING	129,100.00	129,100.00	3,000.00	3,000.00	126,100.00	97.68 %
<a href="#">111-5611-56090</a>	COMMUNITY DEVELOPMENT	54,950.00	54,950.00	5,019.83	5,019.83	49,930.17	90.86 %
<a href="#">111-5611-56110</a>	COMMUNICATIONS	7,900.00	7,900.00	293.74	293.74	7,606.26	96.28 %
<a href="#">111-5611-56180</a>	RENTAL	27,000.00	27,000.00	0.00	0.00	27,000.00	100.00 %
<a href="#">111-5611-56210</a>	TRAVEL & TRAINING	73,000.00	73,000.00	6,145.40	6,145.40	66,854.60	91.58 %
<a href="#">111-5611-56250</a>	DUES & SUBSCRIPTIONS	57,824.00	57,824.00	17,197.46	17,197.46	40,626.54	70.26 %
<a href="#">111-5611-56310</a>	INSURANCE	6,303.00	6,303.00	6,146.31	6,146.31	156.69	2.49 %
<a href="#">111-5611-56510</a>	AUDIT & LEGAL SERVICES	23,000.00	23,000.00	1,210.00	1,210.00	21,790.00	94.74 %
<a href="#">111-5611-56570</a>	ENGINEERING/ARCHITECTURAL	87,500.00	87,500.00	0.00	0.00	87,500.00	100.00 %

## Budget Report

For Fiscal: 2022-2023 Period Ending: 10/31/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">111-5611-56610</a> UTILITIES-ELECTRIC	2,400.00	2,400.00	249.87	249.87	2,150.13	89.59 %
<b>Category: 560 - Contractual Services Total:</b>	<b>12,364,230.00</b>	<b>12,364,230.00</b>	<b>79,700.82</b>	<b>79,700.82</b>	<b>12,284,529.18</b>	<b>99.36%</b>
<b>Category: 570 - Debt Service &amp; Capital Replacement</b>						
<a href="#">111-5611-57410</a> PRINCIPAL PAYMENT	575,973.97	575,973.97	24,184.89	24,184.89	551,789.08	95.80 %
<a href="#">111-5611-57415</a> INTEREST EXPENSE	656,023.67	656,023.67	22,754.96	22,754.96	633,268.71	96.53 %
<b>Category: 570 - Debt Service &amp; Capital Replacement Total:</b>	<b>1,231,997.64</b>	<b>1,231,997.64</b>	<b>46,939.85</b>	<b>46,939.85</b>	<b>1,185,057.79</b>	<b>96.19%</b>
<b>Category: 580 - Capital Outlay</b>						
<a href="#">111-5611-58110</a> LAND-PURCHASE PRICE	2,090,000.00	2,090,000.00	0.00	0.00	2,090,000.00	100.00 %
<b>Category: 580 - Capital Outlay Total:</b>	<b>2,090,000.00</b>	<b>2,090,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,090,000.00</b>	<b>100.00%</b>
<b>Expense Total:</b>	<b>16,143,685.72</b>	<b>16,143,685.72</b>	<b>150,365.47</b>	<b>150,365.47</b>	<b>15,993,320.25</b>	<b>99.07%</b>
<b>Fund: 111 - WYLIE ECONOMIC DEVEL CORP Surplus (Deficit):</b>	<b>-7,963,539.72</b>	<b>-7,963,539.72</b>	<b>-150,365.47</b>	<b>-150,365.47</b>	<b>7,813,174.25</b>	<b>98.11%</b>
<b>Report Surplus (Deficit):</b>	<b>-7,963,539.72</b>	<b>-7,963,539.72</b>	<b>-150,365.47</b>	<b>-150,365.47</b>	<b>7,813,174.25</b>	<b>98.11%</b>

## Budget Report

For Fiscal: 2022-2023 Period Ending: 10/31/2022

## Group Summary

Categor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 111 - WYLIE ECONOMIC DEVEL CORP</b>						
<b>Revenue</b>						
400 - Taxes	4,124,241.00	4,124,241.00	0.00	0.00	-4,124,241.00	100.00%
460 - Interest Income	6,000.00	6,000.00	0.00	0.00	-6,000.00	100.00%
480 - Miscellaneous Income	4,049,905.00	4,049,905.00	0.00	0.00	-4,049,905.00	100.00%
<b>Revenue Total:</b>	<b>8,180,146.00</b>	<b>8,180,146.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-8,180,146.00</b>	<b>100.00%</b>
<b>Expense</b>						
510 - Personnel Services	439,008.08	439,008.08	21,968.93	21,968.93	417,039.15	95.00%
520 - Supplies	8,300.00	8,300.00	781.63	781.63	7,518.37	90.58%
540 - Materials for Maintenance	10,150.00	10,150.00	974.24	974.24	9,175.76	90.40%
560 - Contractual Services	12,364,230.00	12,364,230.00	79,700.82	79,700.82	12,284,529.18	99.36%
570 - Debt Service & Capital Replacement	1,231,997.64	1,231,997.64	46,939.85	46,939.85	1,185,057.79	96.19%
580 - Capital Outlay	2,090,000.00	2,090,000.00	0.00	0.00	2,090,000.00	100.00%
<b>Expense Total:</b>	<b>16,143,685.72</b>	<b>16,143,685.72</b>	<b>150,365.47</b>	<b>150,365.47</b>	<b>15,993,320.25</b>	<b>99.07%</b>
<b>Fund: 111 - WYLIE ECONOMIC DEVEL CORP Surplus (Deficit):</b>	<b>-7,963,539.72</b>	<b>-7,963,539.72</b>	<b>-150,365.47</b>	<b>-150,365.47</b>	<b>7,813,174.25</b>	<b>98.11%</b>
<b>Report Surplus (Deficit):</b>	<b>-7,963,539.72</b>	<b>-7,963,539.72</b>	<b>-150,365.47</b>	<b>-150,365.47</b>	<b>7,813,174.25</b>	<b>98.11%</b>

## Budget Report

For Fiscal: 2022-2023 Period Ending: 10/31/2022

## Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
111 - WYLIE ECONOMIC DEVEL COR	-7,963,539.72	-7,963,539.72	-150,365.47	-150,365.47	7,813,174.25
Report Surplus (Deficit):	-7,963,539.72	-7,963,539.72	-150,365.47	-150,365.47	7,813,174.25

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

**Assets**

Cash and cash equivalents	\$ 10,897,775.51	
Receivables	\$ 51,500.00	Note 1
Inventories	\$ 16,271,495.53	
Prepaid Items	\$ -	
<b>Total Assets</b>	<b>\$ 27,220,771.04</b>	

**Deferred Outflows of Resources**

Pensions	\$ 75,630.55	
<b>Total deferred outflows of resources</b>	<b>\$ 75,630.55</b>	

**Liabilities**

Accounts Payable and other current liabilities	\$ 16,958.48	
Unearned Revenue	\$ 1,200.00	Note 2
Non current liabilities:		
Due within one year	\$ 570,778.21	Note 3
Due in more than one year	\$ 15,681,473.23	
<b>Total Liabilities</b>	<b>\$ 16,270,409.92</b>	

**Deferred Inflows of Resources**

Pensions	\$ (45,385.41)	
<b>Total deferred inflows of resources</b>	<b>\$ (45,385.41)</b>	

**Net Position**

Net investment in capital assets	\$ -	
Unrestricted	\$ 10,980,606.26	
<b>Total Net Position</b>	<b>\$ 10,980,606.26</b>	

*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 10/31/2022

Account	Name	Balance
<b>Fund: 111 - WYLIE ECONOMIC DEVEL CORP</b>		
<b>Assets</b>		
<a href="#">111-1000-10110</a>	CLAIM ON CASH AND CASH EQUIV.	10,591,943.82
<a href="#">111-1000-10115</a>	CASH - WEDC - INWOOD	0.00
<a href="#">111-1000-10135</a>	ESCROW	0.00
<a href="#">111-1000-10180</a>	DEPOSITS	2,000.00
<a href="#">111-1000-10198</a>	OTHER - MISC CLEARING	0.00
<a href="#">111-1000-10341</a>	TEXPOOL	0.00
<a href="#">111-1000-10343</a>	LOGIC	0.00
<a href="#">111-1000-10481</a>	INTEREST RECEIVABLE	0.00
<a href="#">111-1000-11511</a>	ACCTS REC - MISC	0.00
<a href="#">111-1000-11517</a>	ACCTS REC - SALES TAX	346,236.36
<a href="#">111-1000-12810</a>	LEASE PAYMENTS RECEIVABLE	0.00
<a href="#">111-1000-12950</a>	LOAN PROCEEDS RECEIVABLE	0.00
<a href="#">111-1000-12996</a>	LOAN RECEIVABLE	0.00
<a href="#">111-1000-12997</a>	ACCTS REC - JTM TECH	0.00
<a href="#">111-1000-12998</a>	ACCTS REC - FORGIVEABLE LOANS	40,000.00
<a href="#">111-1000-14112</a>	INVENTORY - MATERIAL/ SUPPLY	0.00
<a href="#">111-1000-14116</a>	INVENTORY - LAND & BUILDINGS	16,271,495.53
<a href="#">111-1000-14118</a>	INVENTORY - BAYCO/ SANDEN BLVD	0.00
<a href="#">111-1000-14310</a>	PREPAID EXPENSES - MISC	0.00
<a href="#">111-1000-14410</a>	DEFERRED OUTFLOWS	683,934.00
<b>Total Assets:</b>		<b>27,935,609.71</b>
		<b><u>27,935,609.71</u></b>
<b>Liability</b>		
<a href="#">111-2000-20110</a>	FEDERAL INCOME TAX PAYABLE	0.00
<a href="#">111-2000-20111</a>	MEDICARE PAYABLE	0.00
<a href="#">111-2000-20112</a>	CHILD SUPPORT PAYABLE	0.00
<a href="#">111-2000-20113</a>	CREDIT UNION PAYABLE	0.00
<a href="#">111-2000-20114</a>	IRS LEVY PAYABLE	0.00
<a href="#">111-2000-20115</a>	NATIONWIDE DEFERRED COMP	0.00
<a href="#">111-2000-20116</a>	HEALTH INSUR PAY-EMPLOYEE	5,972.30
<a href="#">111-2000-20117</a>	TMRS PAYABLE	5,273.68
<a href="#">111-2000-20118</a>	ROTH IRA PAYABLE	0.00
<a href="#">111-2000-20119</a>	WORKERS COMP PAYABLE	0.00
<a href="#">111-2000-20120</a>	FICA PAYABLE	0.00
<a href="#">111-2000-20121</a>	TEC PAYABLE	0.00
<a href="#">111-2000-20122</a>	STUDENT LOAN LEVY PAYABLE	0.00
<a href="#">111-2000-20123</a>	ALIMONY PAYABLE	0.00
<a href="#">111-2000-20124</a>	BANKRUPTCY PAYABLE	0.00
<a href="#">111-2000-20125</a>	VALIC DEFERRED COMP	0.00
<a href="#">111-2000-20126</a>	ICMA PAYABLE	0.00
<a href="#">111-2000-20127</a>	EMP. LEGAL SERVICES PAYABLE	0.00
<a href="#">111-2000-20130</a>	FLEXIBLE SPENDING ACCOUNT	10,562.24
<a href="#">111-2000-20131</a>	EDWARD JONES DEFERRED COMP	0.00
<a href="#">111-2000-20132</a>	EMP CARE FLITE	12.00
<a href="#">111-2000-20133</a>	Unemployment Comp Payable	0.01
<a href="#">111-2000-20151</a>	ACCRUED WAGES PAYABLE	0.00
<a href="#">111-2000-20180</a>	ADDIT EMPLOYEE INSUR PAY	211.70
<a href="#">111-2000-20199</a>	MISC PAYROLL PAYABLE	0.00
<a href="#">111-2000-20201</a>	AP PENDING	0.00
<a href="#">111-2000-20210</a>	ACCOUNTS PAYABLE	0.00
<a href="#">111-2000-20530</a>	PROPERTY TAXES PAYABLE	0.00
<a href="#">111-2000-20540</a>	NOTES PAYABLE	683,934.00
<a href="#">111-2000-20810</a>	DUE TO GENERAL FUND	0.00

## Balance Sheet

As Of 10/31/2022

Account	Name	Balance
<a href="#">111-2000-22270</a>	DEFERRED INFLOW	0.00
<a href="#">111-2000-22275</a>	DEF INFLOW - LEASE PRINCIPAL	0.00
<a href="#">111-2000-22280</a>	DEFERRED INFLOW - LEASE INT	0.00
<a href="#">111-2000-22915</a>	RENTAL DEPOSITS	1,200.00
<b>Total Liability:</b>		<b>707,165.93</b>

## Equity

<a href="#">111-3000-34110</a>	FUND BALANCE - RESERVED	0.00
<a href="#">111-3000-34590</a>	FUND BALANCE-UNRESERV/UNDESIG	27,378,809.25
<b>Total Beginning Equity:</b>		<b>27,378,809.25</b>
Total Revenue		0.00
Total Expense		150,365.47
<b>Revenues Over/Under Expenses</b>		<b>-150,365.47</b>
<b>Total Equity and Current Surplus (Deficit):</b>		<b>27,228,443.78</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b><u>27,935,609.71</u></b>

## Balance Sheet

As Of 10/31/2022

Account	Name	Balance
<b>Fund: 922 - GEN LONG TERM DEBT (WEDC)</b>		
<b>Assets</b>		
<a href="#">922-1000-10312</a>	GOVERNMENT NOTES	0.00
<a href="#">922-1000-18110</a>	LOAN - WEDC	0.00
<a href="#">922-1000-18120</a>	LOAN - BIRMINGHAM	0.00
<a href="#">922-1000-18210</a>	AMOUNT TO BE PROVIDED	0.00
<a href="#">922-1000-18220</a>	BIRMINGHAM LOAN	0.00
<a href="#">922-1000-19050</a>	DEF OUTFLOW TMRS CONTRIBUTIONS	39,535.29
<a href="#">922-1000-19051</a>	DEF OUTFLOW SDBF CONTRIBUTIONS	3,027.00
<a href="#">922-1000-19075</a>	DEF OUTFLOW - INVESTMENT EXP	-37,953.52
<a href="#">922-1000-19100</a>	DEF OUTFLOW - ACT EXP/ASSUMP	71,021.78
<a href="#">922-1000-19125</a>	(GAIN)/LOSS ON ASSUMPTION CHGS	-44,574.41
<a href="#">922-1000-19126</a>	DEF INFLOW SDBF CONTRIBUTIONS	-811.00
<b>Total Assets:</b>		<b>30,245.14</b>
		<b><u>30,245.14</u></b>
<b>Liability</b>		
<a href="#">922-2000-20310</a>	COMPENSATED ABSENCES PAYABLE	0.00
<a href="#">922-2000-20311</a>	COMP ABSENCES PAYABLE-CURRENT	32,300.82
<a href="#">922-2000-21410</a>	ACCRUED INTEREST PAYABLE	9,604.44
<a href="#">922-2000-28205</a>	WEDC LOANS/CURRENT	-24,184.89
<a href="#">922-2000-28220</a>	BIRMINGHAM LOAN	0.00
<a href="#">922-2000-28230</a>	INWOOD LOAN	0.00
<a href="#">922-2000-28232</a>	ANB LOAN/EDGE	0.00
<a href="#">922-2000-28233</a>	ANB LOAN/PEDDICORD WHITE	0.00
<a href="#">922-2000-28234</a>	ANB LOAN/RANDACK HUGHES	0.00
<a href="#">922-2000-28235</a>	ANB LOAN	0.00
<a href="#">922-2000-28236</a>	ANB CONSTRUCTION LOAN	0.00
<a href="#">922-2000-28237</a>	ANB LOAN/ WOODBRIDGE PARKWAY	0.00
<a href="#">922-2000-28238</a>	ANB LOAN/BUCHANAN	0.00
<a href="#">922-2000-28239</a>	ANB LOAN/JONES:HOBART PAYOFF	0.00
<a href="#">922-2000-28240</a>	HUGHES LOAN	0.00
<a href="#">922-2000-28242</a>	ANB LOAN/HWY 78:5TH ST REDEV	0.00
<a href="#">922-2000-28245</a>	ANB LOAN/DALLAS WHIRLPOOL	0.00
<a href="#">922-2000-28246</a>	GOVCAP LOAN/KIRBY	7,846,537.60
<a href="#">922-2000-28247</a>	JARRARD LOAN	144,081.16
<a href="#">922-2000-28248</a>	GOVCAP LOAN/SERIES 2022	8,067,548.32
<a href="#">922-2000-28250</a>	CITY OF WYLIE LOAN	0.00
<a href="#">922-2000-28260</a>	PRIME KUTS LOAN	0.00
<a href="#">922-2000-28270</a>	BOWLAND/ANDERSON LOAN	0.00
<a href="#">922-2000-28280</a>	CAPITAL ONE CAZAD LOAN	0.00
<a href="#">922-2000-28290</a>	HOBART/COMMERCE LOAN	0.00
<a href="#">922-2000-29150</a>	NET PENSION LIABILITY	185,989.17
<a href="#">922-2000-29151</a>	SDBF LIABILITY	11,026.00
<b>Total Liability:</b>		<b>16,272,902.62</b>
<b>Equity</b>		
<a href="#">922-3000-34590</a>	FUND BALANCE-UNRESERV/UNDESIG	-16,146,578.37
<a href="#">922-3000-35900</a>	UNRESTRICTED NET POSITION	-120,264.00
<b>Total Beginning Equity:</b>		<b>-16,266,842.37</b>
Total Revenue		0.00
Total Expense		-24,184.89
<b>Revenues Over/Under Expenses</b>		<b>24,184.89</b>
<b>Total Equity and Current Surplus (Deficit):</b>		<b>-16,242,657.48</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b><u>30,245.14</u></b>



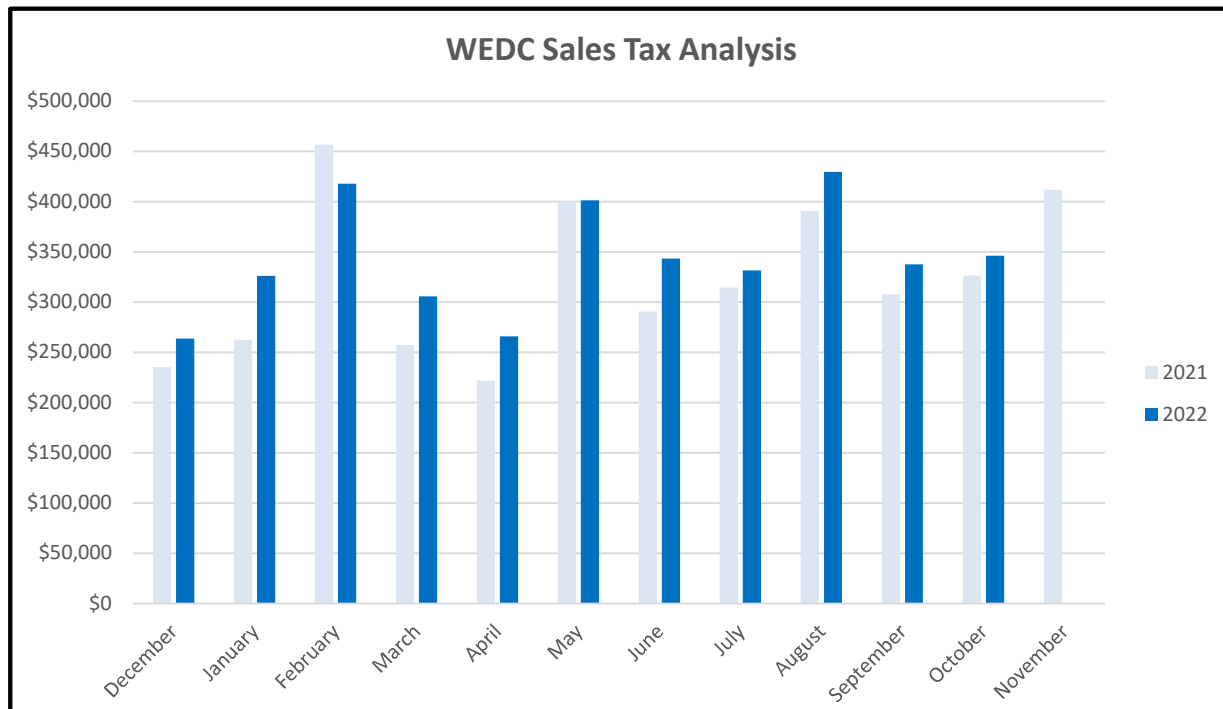
## Wylie Economic Development Corporation

## SALES TAX REPORT

October 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	\$ 337,512.61	\$ 29,831.46	9.70%
OCTOBER	\$ 224,875.38	\$ 249,357.02	\$ 326,382.38	\$ 346,236.36	\$ 19,853.99	6.08%
NOVEMBER	\$ 308,324.41	\$ 384,953.89	\$ 411,813.32	\$ -	\$ -	0.00%
<b>Sub-Total</b>	<b>\$ 2,920,137.37</b>	<b>\$ 3,283,492.09</b>	<b>\$ 3,875,470.98</b>	<b>\$ 3,768,491.12</b>	<b>\$ 304,833.46</b>	10.54%
<b>Total</b>	<b>\$ 2,920,137.37</b>	<b>\$ 3,283,492.09</b>	<b>\$ 3,875,470.98</b>	<b>\$ 3,768,491.12</b>	<b>\$ 304,833.46</b>	10.54%



\*\*\* Sales Tax collections typically take 2 months to be reflected as Revenue. SlsTx receipts are then accrued back 2 months.  
Example: October SlsTx Revenue is actually August SlsTx and is therefore the 11th allocation in FY22.



# Wylie City Council

## AGENDA REPORT

Department: Planning  
 Prepared By: Jasen Haskins, AICP

Account Code: \_\_\_\_\_

### Subject

Consider, and act upon, a Final Plat for Manors at Woodbridge, establishing 90 residential and six open space lots on 12.418 acres, property generally located on Woodbridge Parkway approximately 900' south of Hensley Lane.

### Recommendation

Motion to approve the Item as presented.

### Discussion

**OWNER: Manors at Woodbridge, Ltd.**

**APPLICANT: Skorburg Company**

The applicant has submitted a Final Plat for the Manors at Woodbridge. Zoning for the single-family development was approved by the City Council in January 2021 as Planned Development Ordinance No. 2021-05. The Preliminary Plat was approved in April 2021.

The plat consists of 90 residential lots and six open space lots. Additionally, the plat includes a pocket park on Lot 2X and the extension of Casey Way from the north as required by the PD Conditions.

The plat dedicates the necessary rights-of-way and utility easements. All open space lots shall be owned and maintained by the developments H.O.A.

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 Government Code.

### **P&Z Recommendation**

The Commission voted 7-0 to recommend approval.

LEGEND  
POB POINT OF BEGINNING  
CM CONTROL MONUMENT  
R.O.W. RIGHT OF WAY  
VOL. VOLUME  
PAGE PAGE  
EASMT EASEMENT  
SSE SANITARY SEWER EASEMENT  
DE DRAINAGE EASEMENT  
BFF BRON ROD FOUND  
CRS 5/8" CAPPED IRON ROD WITH YELLOW CAP  
STAMPED "JONES CARTER" SET FOR CORNER  
CONCRETE MONUMENT  
FND FOUND  
D.R.C.C.T. DEED RECORDS, COLLIN COUNTY, TEXAS  
O.R.C.C.T. OFFICIAL RECORDS, COLLIN COUNTY, TEXAS  
C.C.F. COUNTY CLERK FILE NUMBER

The undersigned, the City Secretary of the City of Wylie, Texas, hereby certifies that the foregoing final plat of the Manors at Woodbridge subdivision or addition to the City of Wylie was submitted to the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2021, and the Council, by formal action, then and there accepted the dedication of streets, alley, 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 hereinafter subscribed.

Witness my hand this \_\_\_\_ day of \_\_\_\_\_, A.D., 2021

City Secretary  
City of Wylie, Texas

KNOW ALL MEN BY THESE PRESENTS:

That I, Eduardo Martinez, 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 plotting rules and regulations of the City of Wylie, Texas.

FOR REVIEW ONLY.  
Preliminary, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document

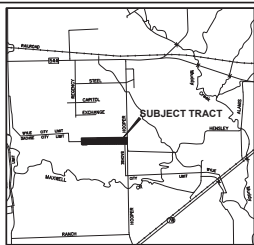
Eduardo Martinez,  
Registered Professional Land Surveyor No. 5274

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned, a Notary Public in and for The State of Texas, on this day personally appeared Eduardo Martinez, 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 \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public in and for the State of Texas



VICINITY MAP  
1" = 1/2-MILE

FIELD NOTES

BEING a 12.418 acre tract of land situated in the William Sachse Headright Survey, Abstract No. 605, and City of Wylie, Collin County, Texas, and being the tracts of land described in deed to Manors at Woodbridge, Ltd., recorded in Document No. 2021016000317940, Official Public Records, Collin County, Texas, (O.P.R.C.C.T.), and in Document No. 2022025000310070, O.P.R.C.C.T., and more particularly described as follows:

BEGINNING at a 5/8" iron rod with cap stamped "Jones Carter" set for the northeast corner of said 12.418 acre tract, same being the east right-of-way line of Woodbridge Parkway (variable width with this point);

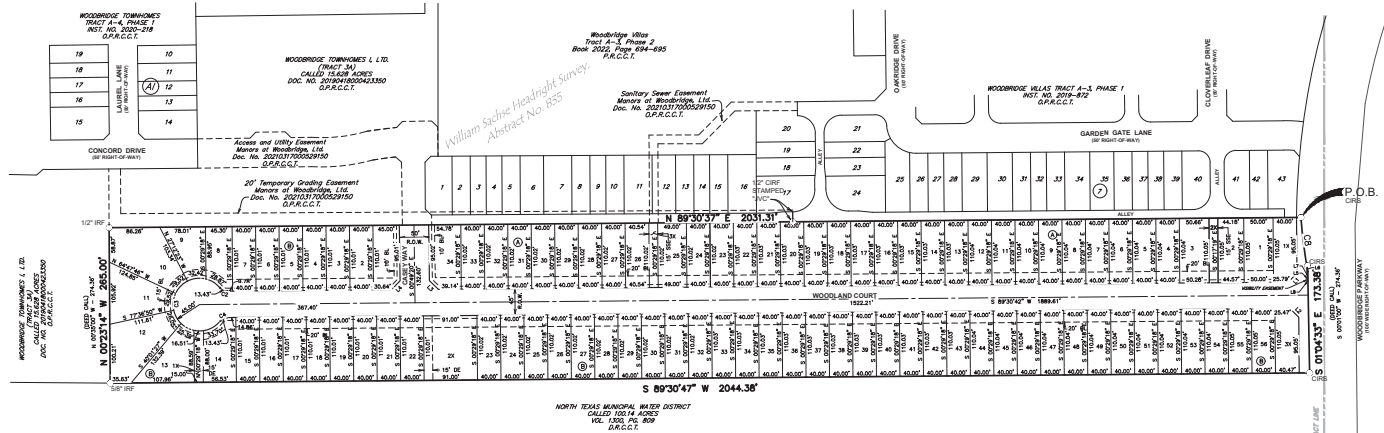
THENCE Southeast along a non-tangent curve to the left having a central angle of 05 Degrees 39 Minutes 14 Seconds, a radius of 934.50 feet, an arc distance of 92.40 feet and a chord bearing and distance of South 07 Degrees 13 Minutes 12 Seconds East, 92.36 feet to a 5/8" iron rod with cap stamped "Jones Carter" set for corner;

THENCE South 03 Degrees 04 Minutes 32 Seconds East, along the west right-of-way line of said Woodbridge Parkway and the east line of said 12.418 acre tract, a distance of 173.38 feet to a 5/8" iron rod with cap stamped "Jones Carter" set for the southeast corner of said 12.418 acre tract, being in the north line of a called 100.14 acre tract of land described in deed to North Texas Municipal Water District, recorded in Volume 1300, Page 809, O.P.R.C.T.;

THENCE South 89 Degrees 30 Minutes 47 Seconds West, along the common line between said 12.418 acre tract and said 100.14 acre tract, a distance of 2044.38 feet to a 5/8" iron rod (with red cap) found for the southwest corner of said 12.418 acre tract, being the southerly southeast corner of Tract 3A, a called 13.628 acre tract of land as described in deed to Woodbridge Townhomes I, Ltd., recorded in Document No. 2019041800043355, Official Public Records, Collin County, Texas, (O.P.R.C.C.T.), from which a 5/8" iron rod found bears South 17 Degrees 57 Minutes 21 Seconds East, a distance of 17.50 feet, a 1/2" iron rod found bears South 18 Degrees 08 Minutes 10 Seconds East, a distance of 17.86 feet and a 1/2" iron rod found bears South 02 Degrees 47 Minutes 33 Seconds East, a distance of 16.87;

THENCE North 00 Degrees 23 Minutes 14 Seconds West, along the west line of said 12.418 acre tract and southerly east line of said Tract 3A a distance of 265.00 feet to a 1/2" iron rod with yellow cap stamped "VNC" found for corner in the southerly line of said Tract 3A;

THENCE North 89 Degrees 30 Minutes 37 Seconds East, along the south line of said Tract 3A, passing at 1165.24 feet a 1/2" iron rod with cap stamped "VNC" found for the southwest corner of Woodbridge Villas Tract A-8, Phase 1, an addition to the City of Wylie, Collin County, Texas, according to the plat thereof recorded in instrument No. 2019-872, O.P.R.C.C.T., and continuing for a total distance of 2051.51 feet to the POINT OF BEGINNING and containing 12.418 acres of land.



Lot Area Table				
Block	Lot	Sq. Ft.	Acres	
A	1	5499	0.126	
A	2	4881	0.112	
A	3	3551	0.127	
A	4	4400	0.101	
A	5	4400	0.101	
A	6	4400	0.101	
A	7	4400	0.101	
A	8	4400	0.101	
A	9	4400	0.101	
A	10	4400	0.101	
A	11	4401	0.101	
A	12	4401	0.101	
A	13	4401	0.101	
A	14	4401	0.101	
A	15	4401	0.101	
A	16	4401	0.101	
A	17	4401	0.101	
A	18	4401	0.101	
A	19	4401	0.101	
A	20	4401	0.101	
A	21	4401	0.101	
A	22	4401	0.101	
A	23	4401	0.101	
A	24	4401	0.101	
A	25	5391	0.124	
A	26	4461	0.102	
A	27	4401	0.101	
A	28	4401	0.101	
A	29	4401	0.101	
A	30	4401	0.101	
A	31	4401	0.101	
A	32	4401	0.101	
A	33	4401	0.101	
A	34	5079	0.135	

Lot Area Table				
Block	Lot	Sq. Ft.	Acres	
B	1	4873	0.112	
B	2	4401	0.101	
B	3	4400	0.101	
B	4	4400	0.101	
B	5	4400	0.101	
B	6	4400	0.101	
B	7	4400	0.101	
B	8	4400	0.106	
B	9	4942	0.113	
B	10	3559	0.219	
B	11	7448	0.171	
B	12	9220	0.212	
B	13	6376	0.146	
B	14	5642	0.130	
B	15	4400	0.101	
B	16	4400	0.101	
B	17	4400	0.101	
B	18	4401	0.101	
B	19	4400	0.101	
B	20	4401	0.101	
B	21	4401	0.101	
B	22	4401	0.101	
B	23	4401	0.101	
B	24	4401	0.101	
B	25	4401	0.101	
B	26	4401	0.101	
B	27	4401	0.101	
B	28	4401	0.101	
B	29	4401	0.101	
B	30	4401	0.101	
B	31	4401	0.101	
B	32	4401	0.101	
B	33	4401	0.101	
B	34	4401	0.101	

Lot Area Table				
Block	Lot	Sq. Ft.	Acres	
B	35	4401	0.101	
B	36	4401	0.101	
B	37	4401	0.101	
B	38	4401	0.101	
B	39	4401	0.101	
B	40	4401	0.101	
B	41	4401	0.101	
B	42	4401	0.101	
B	43	4401	0.101	
B	44	4402	0.101	
B	45	4402	0.101	
B	46	4402	0.101	
B	47	4402	0.101	
B	48	4402	0.101	
B	49	4402	0.101	
B	50	4402	0.101	
B	51	4402	0.101	
B	52	4402	0.101	
B	53	4402	0.101	
B	54	4402	0.101	
B	55	4402	0.101	
B	56	4402	0.101	

Open Space Area Table				
Block	Lot	Sq. Ft.	Acres	
A	1X	4367	0.098	
A	2X	1650	0.038	
A	3X	1650	0.038	
B	1X	1379	0.032	
B	2X	10012	0.230	
B	3X	4341	0.100	

GENERAL NOTES:

- 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.
- Bearings are based on the Texas State Plane Coordinate System, NAD 83, North Central Zone 4202.
- All side lot lines are perpendicular or radial to street frontage unless otherwise noted Not Radial (NR).
- All lots shown are Single-Family residential unless otherwise designated with an "X" with the lot number all "X" lots are open space lots.
- All open space lots will be operated and maintained by the Home Owners Association.
- All corners marked with 5/8" iron rods with plastic caps stamped "Jones Carter" set, unless otherwise noted.
- No Construction shall be allowed within FEMA Designated Flood Plain without a Hydraulic Study.
- All floodplain information on this plat is for graphical depiction only, as scaled off of FIRM Panel No. 48085C(0415), Effective Date June 2, 2009 for Collin County, Texas, and LOMR No. 09-06-1270P, Effective Date June 29, 2009 for Collin County, Texas. This property is within Zone X, areas determined to be outside of the 0.2% annual chance floodplain.
- The City is not responsible for maintenance of any easements, but retain the rights to enter upon easements for public purposes.
- The maintenance responsibility of all private easements and appurtenances is the property owner on which the easement is located.

LINE TABLE				
LINE	BEARING	LENGTH	DELTA	TANGENT
L1	N 47°50'47" E	21.20'		
L2	N 47°50'47" E	21.20'		
L3	N 47°50'47" E	21.20'		
L4	N 47°50'47" E	21.20'		
L5	S 7°50'47" W	27.20'		
L6	N 17°50'47" W	7.20'		
L7	N 47°50'47" E	4.82'		

CURVE TABLE				
CURVE #	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	92.36'	92.40'	92.36'	S 07°13'12" E

CURVE TABLE				
CURVE #	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C2	15.67'	15.67'	15.67'	S 64°06'46" E
C3	45.03'	221.88'	96.20'	N 07°50'47" W
C4	45.03'	15.67'	15.67'	S 63°50'47" W

RECOMMENDED FOR APPROVAL:

CHAIRMAN, PLANNING & 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 FINAL PLAT OF THE MANORS AT WOODBRIDGE SUBDIVISION OR 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, ALLEY, PARKS, EASEMENTS, 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 HEREINAFTER SUBSCRIBED.

WITNESS MY HAND THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D., 2022

CITY SECRETARY OF THE CITY OF WYLIE, TEXAS

FINAL PLAT  
OF  
MANORS AT WOODBRIDGE

LOT 1X, 2X, 3X, & 1-34, BLOCK A;  
LOT 1X, 2X, 3X, & 1-56 BLOCK B

BEING 12.418 ACRES  
SITUATED IN THE  
WM. SACHSE SURVEY, ABSTRACT NO. 835  
IN THE  
CITY OF WYLIE, COLLIN COUNTY, TEXAS  
96 LOTS BY USE  
(90 SINGLE FAMILY, 6 OPEN SPACE LOTS)

OCTOBER 2022

DEVELOPER/OWNER:  
MANORS AT WOODBRIDGE, LTD.  
2514 WOODBRIDGE DRIVE, SUITE 600  
WYLIE, TEXAS 75095  
PHONE (214) 588-0887

ENGINEER / SURVEYOR:



100% Board of Professional Engineers and Land Surveyors  
Registration No. 7-23200 & 1046320  
2805 Dallas Parkway, Suite 600 Plano, TX 75093 972-488-8880

JOB NO. 05125-0006 JBP/JEM DWG NO. 1807

SHEET 1 OF 1

MANORS AT WOODBRIDGE



# Wylie City Council

## AGENDA REPORT

**Department:** Planning  
**Prepared By:** Jasen Haskins, AICP

**Account Code:** \_\_\_\_\_

### Subject

Consider, and act upon, a Final Plat of Senior Medical Addition, establishing two commercial lots on 21.3224 acres, generally located at 100 Medical Plaza.

### Recommendation

Motion to approve the Item as presented.

### Discussion

**OWNER: Corporation of The Episcopal Diocese of Dallas**

**APPLICANT: Logan Schmidt**

The applicant has submitted a Final Plat to create Lot 1 and 2, Block A of Senior Medical Addition. The property is generally located at 100 Medical Plaza. The property is zoned Planned Development-Multifamily (PD 2022-06) approved in January 2022 and allows for an age restricted multi-family use on Lot 1, Block A. The Site Plan and Preliminary Plat were approved in March 2022.

The purpose of the Final Plat is to create two lots to allow for the aforementioned development of an age restricted multi-family use.

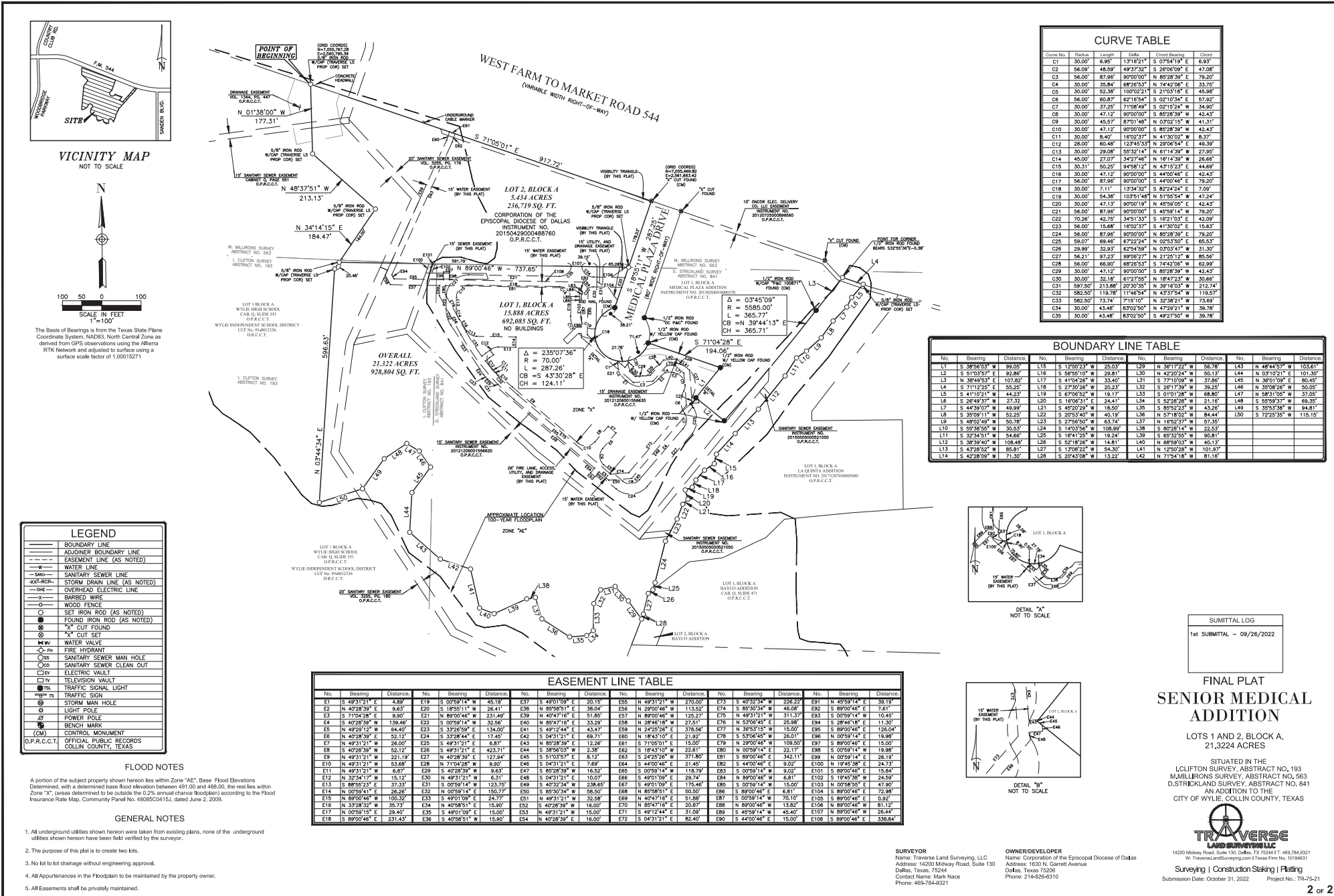
This plat dedicates a 26' fire lane and access easement that connects to both Lot 1 and 2 from Medical Plaza Drive. The plat also provides utility easements and the location of the 100-year floodplain.

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 Government Code.

### **P&Z Recommendation**

The Commission voted 7-0 to recommend approval.





STATE OF TEXAS §  
COUNTY OF COLLIN §

WHEREAS, Corporation of the Episcopal Diocese of Dallas is the Owner of a tract of land situated in the D. Strickland Survey, Abstract No. 841, M. Millions Survey, Abstract No. 563, and the L. Clifton Survey, Abstract No. 163, City of Wylie, Collin County, Texas, being all of that 21.323 acre tract of land conveyed to Corporation of the Episcopal Dioceses of Dallas and recorded in Instrument No. 20150429000485760 of the Official Public Records, Collin County, Texas, and being more particularly described as follows:

**BEGINNING** at a 5/8 inch iron rod with cap stamped "Traverse LS Prop Cor" set on the northwest corner of said Episcopal Diocese of Dallas tract, and the northeast corner of Lot 1, Block A, Wylie High School, an addition to the City of Wylie, Collin County, Texas, according to the plat thereof recorded in Cabinet Q, Side 551, Official Public Records, Collin County, Texas, and also being on the south right-of-way line of Farm to Market Road 544 (variable width right-of-way);

**THENCE**, South 71 degrees 05 minutes 01 seconds East, along the common northern line of said Episcopal Diocese of Dallas tract, and the south right-of-way line of said Farm to Market Road 544, a distance of 917.72 feet to an "X" cut found for corner (Controlling Monument (CM)), on a northeast corner of said Episcopal Diocese of Dallas Tract, and on the northwest corner of Lot 1, Block A, Medical Plaza Addition, an addition to the City of Wylie, Collin County, Texas, according to the plat thereof recorded in Instrument No. 2013020401000370, Official Public Records, Collin County, Texas;

**THENCE**, South 18 degrees 55 minutes 11 seconds West, along the common interior eastern line of said Episcopal Diocese of Dallas tract, and the west line of said Medical Plaza tract, a distance of 287.25 feet to a 600 Nail found for corner (CM), said nail being the beginning of a curve to the left, having a central angle of 235 degrees 07 minutes 36 seconds, a radius of 70.00 feet and being subtended by a chord bearing of South 43 degrees 30 minutes 28 seconds East, a chord distance of 124.11 feet;

**THENCE**, in a southeasterly direction, along the common line of said Episcopal Diocese of Dallas tract, and the south line of said Medical Plaza tract, an arc distance of 287.25 feet to a 1/2 inch iron rod with yellow cap (CM) found for corner on an interior all corner of said Episcopal Diocese of Dallas tract, and on a southwest corner of said Medical Plaza tract;

**THENCE**, South 71 degrees 04 minutes 28 seconds East, along the common interior line of said Episcopal Diocese of Dallas tract, and the south line of said Medical Plaza tract, a distance of 194.08 feet to a 1/2 inch iron rod with yellow cap (CM) found for corner on an interior all corner of said Episcopal Diocese of Dallas tract, and on a southwest corner of said Medical Plaza tract;

**THENCE**, South 38 degrees 56 minutes 03 seconds West, along the common interior line of said Episcopal Diocese of Dallas tract, and the south line of said Medical Plaza tract, a distance of 99.05 feet to a 1/2 inch iron rod with yellow cap (CM) found for corner on an interior all corner of said Episcopal Diocese of Dallas tract, and on a southwest corner of said Medical Plaza tract;

**THENCE**, South 51 degrees 03 minutes 57 seconds East, along the common interior line of said Episcopal Diocese of Dallas tract, and the south line of said Medical Plaza tract, a distance of 92.86 feet to a 1/2 inch iron rod with yellow cap (CM) found for corner on an interior all corner of said Episcopal Diocese of Dallas tract, and on a southwest corner of said Medical Plaza tract, said iron rod being the beginning of a curve to the left, having a central angle of 03 degrees 45 minutes 09 seconds, a radius of 5,585.00 feet and being subtended by a chord bearing of North 39 degrees 44 minutes 13 seconds East, a chord distance of 365.11 feet;

**THENCE**, in a northeasterly direction, along the common interior east line of said Episcopal Diocese of Dallas tract, and the east line of said Medical Plaza tract, an arc distance of 365.77 feet to a 1/2 inch iron rod with cap stamped "PAC 100871" (CM) found for corner on an interior all corner of said Episcopal Diocese of Dallas tract, and on a northeast corner of said Medical Plaza tract;

**THENCE**, North 38 degrees 49 minutes 53 seconds East, along the common interior east line of said Episcopal Diocese of Dallas tract, and the east line of said Medical Plaza tract, a distance of 107.92 feet to a point for corner on the northeast corner of said Medical Plaza tract, same being on a northeast corner of said Episcopal Diocese of Dallas tract, from which a 1/2 inch iron rod bears South 32 degrees 55 minutes 36 seconds East, a distance of 0.38 feet;

**THENCE**, South 71 degrees 12 minutes 25 seconds East, along the common south right-of-way line of said Farm to Market Road 544, and the north line of said Episcopal Diocese of Dallas tract, a distance of 55.25 feet to a point for corner on the northeast corner of said Episcopal Diocese of Dallas tract, said point also being near the center a small creek;

**THENCE**, along the east line of said Episcopal Diocese of Dallas tract, and along the meanders of said creek, the following twenty four (24) courses and distances;

- 1) South 41 degrees 10 minutes 21 seconds West a distance of 44.23 feet to a point for corner;
- 2) South 26 degrees 49 minutes 37 seconds West a distance of 27.32 feet to a point for corner;
- 3) South 44 degrees 39minutes 07 seconds West a distance of 49.99 feet to a point for corner;
- 4) South 35 degrees 09 minutes 11 seconds West a distance of 52.25 feet to a point for corner;
- 5) South 48 degrees 02 minutes 49 seconds West a distance of 50.78 feet to a point for corner;
- 6) South 55 degrees 38 minutes 55 seconds West a distance of 30.53 feet to a point for corner;
- 7) South 32 degrees 34 minutes 51 seconds West a distance of 54.66 feet to a point for corner;
- 8) South 38 degrees 39 minutes 40 seconds West a distance of 108.48 feet to a point for corner;
- 9) South 43 degrees 28 minutes 52 seconds West a distance of 85.81 feet to a point for corner;
- 10) South 42 degrees 28 minutes 09 seconds West a distance of 71.30 feet to a point for corner;
- 11) South 12degrees00 minutes 23 seconds West a distance of 25.03 feet to a point for corner;
- 12) South 56 degrees 55 minutes 10 seconds West a distance of 29.81 feet to a point for corner;
- 13) South 41 degrees 04 minutes 26 seconds West a distance of 33.40 feet to a point for corner;
- 14) South 27 degrees 30 minutes 26 seconds West a distance of 20.23 feet to a point for corner;
- 15) South 67 degrees 06 minutes 52 seconds West a distance of 19.17 feet to a point for corner;
- 16) South 16 degrees 06 minutes 31 seconds East a distance of 24.41 feet to a point for corner;
- 17) South 45 degrees 20 minutes 29 seconds West a distance of 18.50 feet to a point for corner;
- 18) South 20 degrees 53 minutes 40 seconds West a distance of 40.19 feet to a point for corner;
- 19) South 27 degrees 56 minutes 50 seconds West a distance of 63.74 feet to a point for corner;
- 20) South 14 degrees 03 minutes 56 seconds West a distance of 108.99 feet to a point for corner;
- 21) South 16 degrees 41 minutes 25 seconds West a distance of 19.24 feet to a point for corner;
- 22) South 52 degrees 18 minutes 26 seconds West a distance of 14.81 feet to a point for corner;

23) South 13 degrees 08 minutes 22 seconds West a distance of 54.30 feet to a point for corner, on a southwest corner of Lot 1, Bayco Addition, an addition to the City of Wylie, Collin County, Texas according to the plat thereof recorded in Cabinet Q, Side 471, Official Public Records Collin County, Texas, and the northwest corner of Lot 2, Block A of said Bayco Addition;

24) South 20 degrees 43 minutes 08 seconds West a distance of 13.22 feet to a point for corner near the center of Muddy Creek, said corner being the southeast corner of said Episcopal Diocese of Dallas tract, and in the northerly boundary line of said Wylie High School Addition;

**THENCE**, along the common southern line of said Episcopal Diocese of Dallas tract, and the eastern line of said Wylie High School Addition, and also being along the meanders of said Muddy Creek, the following twenty two (22) courses and distances;

- 1) North 36 degrees 17 minutes 22 seconds West a distance of 56.73 feet to a point for corner;
- 2) North 42 degrees 20 minutes 24 seconds West a distance of 50.13 feet to a point for corner;
- 3) South 77 degrees 10 minutes 09 seconds West a distance of 37.86 feet to a point for corner;
- 4) South 26 degrees 17 minutes 39 seconds West a distance of 39.25 feet to a point for corner;
- 5) South 01 degrees 01 minutes 28 seconds West a distance of 68.80 feet to a point for corner;
- 6) South 52 degrees 28 minutes 26 seconds West a distance of 21.16 feet to a point for corner;
- 7) South 85 degrees 52 minutes 23 seconds West a distance of 43.26 feet to a point for corner;
- 8) North 57 degrees 18 minutes 02 seconds West a distance of 84.44 feet to a point for corner;
- 9) North 16 degrees 52 minutes 37 seconds West a distance of 57.35 feet to a point for corner;
- 10) South 60 degrees 28 minutes 14 seconds West a distance of 22.53 feet to a point for corner;
- 11) South 65 degrees 32 minutes 55 seconds West a distance of 90.81 feet to a point for corner;
- 12) North 68 degrees 59 minutes 03 seconds West a distance of 40.13 feet to a point for corner;
- 13) North 12 degrees 50 minutes 28 seconds West a distance of 101.97 feet to a point for corner;
- 14) North 71 degrees 54 minutes 18 seconds West a distance of 81.16 feet to a point for corner;
- 15) North 48 degrees 44 minutes 57 seconds West a distance of 103.61 feet to a point for corner;
- 16) North 03 degrees 10 minutes 21 seconds East a distance of 101.30 feet to a point for corner;
- 17) North 36 degrees 01 minutes 09 seconds East a distance of 80.45 feet to a point for corner;
- 18) North 35 degrees 08 minutes 26 seconds West a distance of 50.05 feet to a point for corner;
- 19) North 58 degrees 31 minutes 05 seconds West a distance of 37.05 feet to a point for corner;
- 20) South 55 degrees 59 minutes 37 seconds West a distance of 69.35 feet to a point for corner;
- 21) South 35 degrees 53 minutes 38 seconds West a distance of 94.81 feet to a point for corner;
- 22) South 72 degrees 25 minutes 35 seconds West a distance of 115.15 feet to a point for corner;

**THENCE**, North 03 degrees 44 minutes 34 seconds East, departing said Muddy Creek and being along the common west line of said Episcopal Diocese of Dallas tract, and the eastern line of said Wylie High School Addition, a distance of 194.47 feet to a 5/8 inch iron rod with cap stamped "Traverse LS Prop Cor" set on a northwest corner of said Episcopal Diocese Dallas tract, same being a northeast corner of said Wylie High School Addition;

**THENCE**, North 34 degrees 14 minutes 15 seconds East, along the common west line of said Episcopal Diocese of Dallas tract, and the eastern line of said Wylie High School Addition, a distance of 213.13 feet to a 5/8 inch iron rod with cap stamped "Traverse LS Prop Cor" set on a northwest corner of said Episcopal Diocese Dallas tract, same being a northeast corner of said Wylie High School Addition;

**THENCE**, North 48 degrees 37 minutes 51 seconds West, along the common west line of said Episcopal Diocese of Dallas tract, and the eastern line of said Wylie High School Addition, a distance of 213.13 feet to a 5/8 inch iron rod with cap stamped "Traverse LS Prop Cor" set on a northwest corner of said Episcopal Diocese Dallas tract, same being a northeast corner of said Wylie High School Addition;

**THENCE**, North 01 degrees 38 minutes 00 seconds West, along the common west line of said Episcopal Diocese of Dallas tract, and the eastern line of said Wylie High School Addition, a distance of 177.31 feet to the **POINT OF BEGINNING** and containing 21,3224 acres (928.805 square feet) of land, more or less.

SURVEYOR'S CERTIFICATION

KNOW ALL MEN BY THESE PRESENTS:

THAT I, MARK ALLAN NACE, 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 WYLLIE, TEXAS.

PRELIMINARY. THIS SURVEY SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR RELIED UPON AS A FINAL SURVEY DOCUMENT

MARK ALLAN NACE  
REGISTERED PROFESSIONAL LAND SURVEYOR  
TEXAS REGISTRATION NO. 5539

DATE: \_\_\_\_\_

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 in the capacity therein stated.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, 2022.

Notary Public in and for the State of Texas

OWNER'S ACKNOWLEDGEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

That Corporation of the Episcopal Diocese of Dallas, acting herein by and through its duly authorized officers, does hereby adopt this plat designating the herein above described property as **Senior Medical Addition**, an addition to the City of Wylie, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets, right-of-way, and other public improvements shown hereon. The streets and alleys, if any, are dedicated for street purposes. 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 City of Wylie, Texas Subdivision Ordinance 22C-03, Amended 7-24-07, Amended 9-10-1033 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's 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, 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.

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

WITNESS, my hand, this the \_\_\_\_ day of \_\_\_\_\_, 2022.  
BY: \_\_\_\_\_

Authorized Signature of Owner

Printed Name and Title

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 in the capacity therein stated.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, 2022.

Notary Public in and for the State of Texas

"RECOMMENDED FOR APPROVAL"

Chairman, Planning & Zoning Commission  
City of Wylie, Texas

Date

"APPROVED FOR CONSTRUCTION"

Mayor, City of Wylie, Texas

Date

"ACCEPTED"

Mayor, City of Wylie, Texas

Date

The undersigned, the City Secretary of the City of Wylie, Texas, hereby certifies that the foregoing final plat of the **Senior Medical Addition**, an addition to the City of Wylie was submitted to the City Council on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and the Council, by formal action, then and there accepted the dedication of streets, alley, 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., 20\_\_\_\_.

City Secretary  
City of Wylie, Texas

SUMMITTAL LOG  
1st SUBMITTAL - 09/26/2022

FINAL PLAT  
SENIOR MEDICAL  
ADDITION  
LOTS 1 AND 2, BLOCK A,  
21.3224 ACRES

SITUATED IN THE  
LCLIFTON SURVEY, ABSTRACT NO. 193  
M.MILLIONS SURVEY, ABSTRACT NO. 563  
D.STRICKLAND SURVEY, ABSTRACT NO. 841  
AN ADDITION TO THE  
CITY OF WYLLIE, COLLIN COUNTY, TEXAS

TRAVERSE  
LAND SURVEYING, LLC

14200 Midway Road, Suite 130, Dallas, TX 75244 | T: 469.784.8321  
W: TraverseLandSurveying.com | Texas Firm No. 10194031  
Surveying | Construction Staking | Platting  
Submission Date: October 31, 2022 Project No: TR-75-21



# Wylie City Council

## AGENDA REPORT

**Department:** City Secretary  
**Prepared By:** Stephanie Storm

**Account Code:** \_\_\_\_\_

### Subject

Consider, and act upon, Ordinance No. 2022-70, amending Wylie's Code Of Ordinances, Ordinance No. 2021-17, as amended, Chapter 2 (Administration), Article III (Officers), Division 2 (Code Of Conduct), Section 2-58 (Board Of Review) to amend the term limits, add a holdover provision, and exclude the service of board members spouses or domestic partners; providing for a penalty for the violation of this Ordinance; providing for repealing, savings, and severability clauses; and providing for an effective date of this Ordinance.

### Recommendation

Motion to approve the Item as presented.

### Discussion

At its July 26, 2022 meeting, Council held a work session to discuss Board of Review term limits and appointments presented by City staff. Council gave staff direction to bring back an Ordinance to amend the Code of Conduct. The amendments include:

- amending the term limits to be consistent with other boards and commission, and
- include language for board and commission member's spouses or domestic partners which makes them ineligible to serve on the Board of Review to be consistent with City employees and City Council members.

**ORDINANCE NO. 2022-70**

**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 2 (ADMINISTRATION), ARTICLE III (OFFICERS), DIVISION 2 (CODE OF CONDUCT), SECTION 2-58 (BOARD OF REVIEW) TO AMEND THE TERM LIMITS, ADD A HOLDOVER PROVISION, AND EXCLUDE THE SERVICE OF BOARD MEMBERS SPOUSES OR DOMESTIC PARTNERS; PROVIDING FOR A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; PROVIDING FOR REPEALING, SAVINGS, AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE.**

**WHEREAS**, in January 2022, the City Council of the City of Wylie, Texas (“City Council”) adopted Ordinance No. 2022-01 that, among other things, established a Code of Conduct; and

**WHEREAS**, the City Council has investigated and determined that it would be advantageous and beneficial to the citizens of Wylie to amend Ordinance No. 2022-01 and Wylie’s Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 2 (Administration), Article III (Officers), Division 2 (Code of Conduct), Section 2-58 (Board of Review); and

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS** that:

**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 2, Article III, Division 2, Section 2-58, and Ordinance No. 2022-01.** Chapter 2, Article III, Division 2, Section 2-58, and Ordinance No. 2022-01 are amended to read as follows:

**“CHAPTER 2 (ADMINISTRATION)**

...

**ARTICLE III (OFFICERS),**

...

**DIVISION 2 (CODE OF CONDUCT)**

...

**Sec. 2-58. Board of Review**

...

**(B) Qualifications**

- (1) All members must live within the City of Wylie city limits and be at least 18 years of age;**



- (2) Board of Review (BOR) members may not be:
  - a. The spouse or the domestic partner of the individual filing the Complaint (“Complainant”) or the individual who is the subject of the Complaint (“Respondent”) is the spouse or domestic partner.
  - b. Serving on any other Council appointed Board or Commission during their term on the BOR;
  - c. A City Council member or City of Wylie employee, or the spouse or domestic partner of a City Council member, Board and Commission member, or City of Wylie employee;
  - d. An elected public official; or
  - e. A candidate for elected public office at the time of their term on the BOR.

(C) Terms of appointment / Limitations

- (1) No member shall serve on the board for more than three consecutive, two-year terms or six consecutive years, whichever is less; provided, however, that should a board member's replacement not be qualified upon the expiration of any term of a board member, then that board member shall holdover on the board until a qualified replacement board member has been appointed.
- (2) Except for a board member whose tenure has been extended by the City Council as provided above, a member who has served three consecutive, two-year terms or six consecutive years, whichever is less, on the board may be reappointed to serve on the board after being off the board for at least one year, and upon reappointment, the member is eligible to serve another three consecutive terms or six consecutive years, whichever is less. Such member is eligible, however, for appointment to a different board or commission without waiting.
- (3) BOR members shall serve until any Complaints pending during their appointed term have been fully adjudicated by the BOR.
- (4) If a person selected to serve on the BOR pursuant to this subsection cannot fulfill his or her duties as a member of the BOR due to illness, travel, disqualification under the terms outlined above, or another bona fide reason, or otherwise refuses to serve on the BOR, that person shall be requested to confirm that fact with the City Secretary in writing within 15 calendar days of receipt of the service notification. In this event, the City Secretary shall repeat the process outlined herein until a substitute has been selected.

...”

**SECTION 3. Repealing/Saving.** Each Ordinance referenced in this Ordinance and 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 other ordinances 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 portion of conflicting 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 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. Wylie hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, regardless of whether any one or more sections, subsections, sentences, clauses or phrases are

declared unconstitutional and/ or invalid.

**SECTION 5. Effective Date.** This Ordinance shall become effective from and after its adoption. The term limitations and other provisions set forth in Section 2 shall apply retroactively to members serving on the board referenced herein as of the effective date of this Ordinance, including those board members whose appointments were made prior to the adoption of this Ordinance.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS,** on this 13th day of December, 2022.

\_\_\_\_\_  
Matthew Porter, Mayor

**ATTESTED AND  
CORRECTLY RECORDED:**

\_\_\_\_\_  
Stephanie Storm



# Wylie City Council

## AGENDA REPORT

Department: City Secretary  
 Prepared By: Stephanie Storm

Account Code: \_\_\_\_\_

### Subject

Consider, and act upon, Resolution No. 2022-32(R) amending Resolution No. 2022-15(R) amending the Rules of Procedures for the Board of Review to amend the term limits, add a holdover provision, and exclude the service of board members spouses or domestic partners; and providing for an effective date.

### Recommendation

Motion to approve the Item as presented.

### Discussion

At its July 26, 2022 meeting, Council held a work session to discuss Board of Review term limits and appointments presented by City staff. Council gave staff direction to bring back a Resolution to amend Resolution No. 2022-15(R) which established the Rules and Procedures for the Board of Review. The amendments include:

- amending the term limits to be consistent with other boards and commission, and
- include language for board and commission member's spouses or domestic partners which makes them ineligible to serve on the Board of Review to be consistent with City employees and City Council members.

## RESOLUTION NO. 2022-32(R)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, AMENDING RESOLUTION NO. 2022-15(R) AMENDING THE RULES OF PROCEDURES FOR THE BOARD OF REVIEW TO AMEND THE TERM LIMITS, ADD A HOLDOVER PROVISION, AND EXCLUDE THE SERVICE OF BOARD MEMBERS SPOUSES OR DOMESTIC PARTNERS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, in May 2022, the City Council of the City of Wylie, Texas (“City Council”) adopted Resolution No. 2022-15(R) that, among other things, established Rules of Procedures for the Board of Review; and

**WHEREAS**, the City Council has investigated and determined that it would be advantageous and beneficial to the citizens of Wylie to amend Ordinance No. 2022-01 and Wylie’s Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 2 (Administration), Article III (Officers), Division 2 (Code of Conduct), Section 2-58 (Board of Review); and

**NOW, THEREFORE, BE IT RESOLVED 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 Resolution as if fully set forth herein.

**SECTION 2. Amendment of Resolution No. 2022-15(R).** Section 1 of Resolution No. 2022-15(R) is hereby amended as follows:

“...

**SECTION 1:** The following rules shall govern the Board of Review:

**A. Creation and appointment**

The Board of Review (BOR) is created by Wylie Ordinance No. 2022-01 and serves at the will of the City Council. The BOR shall consist of five (5) regular members and two (2) alternates who will serve no more than three consecutive, two-year terms or six consecutive years, whichever is less; provided, however, that should a board member's replacement not be qualified upon the expiration of any term of a board member, then that board member shall holdover on the board until a qualified replacement board member has been appointed. Except for a board member whose tenure has been extended by the City Council as provided above, a member who has served three consecutive, two-year terms or six consecutive years, whichever is less, on the board may be reappointed to serve on the board after being off the board for at least one year, and upon reappointment, the member is eligible to serve another three consecutive terms or six consecutive years, whichever is less. Such member is eligible, however, for appointment to a different board or commission without waiting.

The members will be at least 18 years of age, a resident citizen of the City, and may not serve on any other Council appointed Board or Commission during their term. Members of the City Council, City of Wylie employees, an elected public official, and a candidate for elected public office at the time of their term on the BOR may not serve on the BOR. The spouse or domestic partner of a City Council member, Board and Commission member, or City of Wylie employee may not serve on

the BOR. The BOR members are required to complete Open Meetings Act training and receive Certificate of Completion by the first ninety (90) days of first year appointment.

...”

**SECTION 3.** Resolution No. 2022-15(R) shall remain in full force and effect, save and except as amended by this or any other ordinance. All provisions of any resolution in conflict with this Resolution are hereby repealed to the extent they are in conflict. Any remaining portions of said resolutions shall remain in full force and effect.

**DULY PASSED AND APPROVED** by the City Council of the City of Wylie, Texas on this 13th day of December 2022.

---

Matthew Porter, Mayor

**ATTEST TO:**

---

Stephanie Storm, City Secretary



# Wylie City Council

## AGENDA REPORT

Department: Animal Services  
Prepared By: Shelia Patton

Account Code: \_\_\_\_\_

### Subject

Consider, and place on file, the Animal Shelter Advisory Board report to City Council.

### Recommendation

Motion to approve the Item as presented.

### Discussion

The ASAB met on November 16, 2022. The attached minutes and inspections reports were considered, approved, and placed on file. This report is being submitted as required by city ordinance.



# Animal Shelter Advisory Board

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## Minutes

### Regular Meeting

October 19, 2022 – 6:00 pm

Wylie Municipal Complex – Council Chambers

300 Country Club Road, Bldg. 100

Wylie, TX 75098

### CALL TO ORDER

---

*Announce the presence of a Quorum.*

Dr. Brad Abraham called to order the Animal Shelter Advisory Board meeting at 6:05 pm. Board members present Shelia Patton, Amber Porter, Susan Cranford, and Jeff Forrester. Quorum is present.

Staff Liaison Lt. Matt Miller is also present.

### INVOCATION

---

The invocation was given by Jeff Forrester.

### CITIZENS COMMENTS ON NON-AGENDA ITEMS

---

*Residents may address Council regarding an item that is not listed on the Agenda. Residents must fill out a non-agenda form prior to the meeting in order to speak. Council requests that comments be limited to three (3) minutes. In addition, Council is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.*

### REGULAR AGENDA

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1. Consider and act upon an Animal Shelter Advisory Board minutes of September 14, 2022.  
(ASAB Chair)

**Board Action**

A motion was made by Dr. Brad Abraham to accept the Animal Shelter Advisory Board minutes of September 14, 2022, as presented. Jeff Forrester seconded to accept the Animal Shelter Advisory Board minutes of September 14, 2022, as presented. A vote was taken, and the motion passed unanimously.

- 2. Consider and act upon updates to current Animal Shelter Advisory Board Bylaws to reflect updates by city ordinance.**

**Board Action**

A motion was made by Jeff Forrester to accept and place on file updates to the Animal Shelter Advisory Board Bylaws, as presented. Dr. Brad Abraham seconded to accept and place on file updates to the Animal Shelter Advisory Board Bylaws, as presented. A vote was taken, and the motion passed unanimously.

- 3. Consider and act upon approval of the Animal Shelter Advisory Board Rules of Procedure.**

**Board Action**

A motion was made by Amber Porter to accept and place on file the Animal Shelter Advisory Board Rules of Procedure, as presented. Dr. Brad Abraham seconded to accept and place on file the Animal Shelter Advisory Board Rules of Procedure, as presented. A vote was taken, and the motion passed unanimously.

- 4. Consider and place on file the 2022 third quarter statistical information for shelter operations. (ASAB Chair)**

**Board Action**

A motion was made by Jeff Forrester to accept and place on file the 2022 third quarter statistical information for shelter operations, as presented. Dr. Brad Abraham seconded to accept and place on file the 2022 third quarter statistical information for shelter operations, as presented. A vote was taken, and the motion passed unanimously.



## WORK SESSION

### **WS1. Discuss the Animal Services facility's current status, needs for improvement, and future growth.**

Jeff Forrester stated the facility needs to be able to handle the growth in the city's population and the number of animals coming into the shelter. He would like to see multiple options for improvements, expansions, and/or adding a new building to the facility.

Amber Porter would like all the animals to be housed indoors.

Susan Cranford would like a separate building for an adoption center.

Lt. Matt Miller stated that Shelia Patton has looked into the history of the current facility.

Shelia Patton stated that she has worked at the city for 16 years, and during that time, there has only been one improvement to the facility. It was to add a laundry room, a cat playroom, office space, and a ceiling to the cat room. The shelter was built in 2000, and the city's population was about 15,000 at that time. The shelter was built as a shared space between Animal Services and the Service Center. In 2006 the city's population increased to about 33,000; because of this, the city renovated the shelter. They added a parking lot, removed the kennels from inside the building, added a new dog building, and added the indoor/outdoor runs in the bay. The city's current population is about 61,000. With the increase in population, our intakes and services have gone up. The city has grown since 2000, but the facility hasn't grown with it. Shelia suggests getting a shelter planner to look at our current and future needs. The shelter planner would also ensure that the facility complies with state laws.

Jeff Forrester has two questions. What is the cost of a consultant? Do we have a list of partners we currently work with?

Shelia Patton stated she has not contacted a shelter planner yet. She will check into it and get back to the board.

Jeff Forrester's recommendation is to find out the cost of using a shelter planner or a consultant. He would also like several options for improvements, expansions, and/or adding a new building to the facility.

Susan Cranford agrees with everything that was said. She stated that getting a shelter planner would be best because they would be the most knowledgeable.

Amber Porter agrees with everything. She would like all the animals to be brought indoors and for there to be a separate building for an adoption center.

Dr. Brad Abraham said he agrees with everything. He likes that the current facility has a drop off area for after hours impounds and emergencies.

Lt. Matt Miller stated the current facility is not what we want to present as a city. He would like clarification from Amber about the animals being outdoors.

Amber Porter does not want the animals housed outdoors or in a separate building.

Lt. Matt Miller, in reference to the cost of a new facility, Holstead ran some numbers based on the Public Safety Building and came up with a 10,000 square foot facility being about 2 million dollars. This amount was a rough estimate; it went before council and was removed. Everyone knows it's time for improvements, but we must start the process.

Jeff Forrester stated he wants to see a facility that the city can be proud of, and the current facility is outdated, and it is time for improvements.

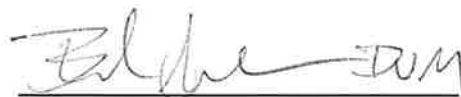
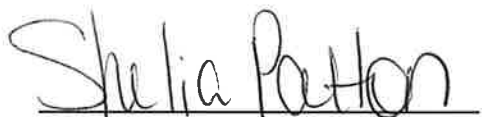
Shelia Patton stated that we would look into all the recommendations.

Lt. Matt Miller stated we would look into general numbers and get back to the board. He also stated that the staff and he are excited about the new facility.

Shelia Patton stated that the staff has worked hard to present the facility in a positive light, and she is excited to be working toward improving the facility.

**ADJOURNMENT**

Motion was made by Dr. Brad Abraham and seconded by Jeff Forrester to adjourn the meeting. With no further business before the board, the board's consensus was to adjourn at 6:49 pm.

**ASAB Chair****ATTEST:****Shelia Patton, ASAB member**

# Inspection for Animal Shelter, Impoundment, and Rabies Quarantine Facilities

12/13/2022 Item J.

Date 11/3/2022 Name of Manager Shirley Patten Registration No. 03-025  
 Name of Establishment Wylie Animal Control Inspector Mason W. Bird  
 Location of Establishment 949 Hensley Ln Bld 100 Mailing Address 11  
 City Wylie State TX Zip Code 75098  
 Phone 972-429-8017 County Collin

**Note to Inspector: Put Yes, No, or N/A (Not Applicable) in the columns to the right of the question.**

A. General - [TAC Section 169.26(a)]		Heating	
Structural Strength		14. Are animals protected from cold and inclement weather and direct effects of wind, rain, and snow?	Yes
1. Is the facility structurally sound and maintained in good repair in order to protect the animals from injury, contain them, and prevent transmission of diseases?	Yes	15. Is auxiliary heat or bedding provided if the temperature is below 50°F when animals are present?	Yes
Water and Electric Power		Cooling and Ventilation	
2. Does the facility have reliable and adequate electricity to comply with other requirements?	Yes	16. Are animals protected from any form of overheating and from direct rays of the sun?	Yes
3. Does the facility have fresh, clean water available?	Yes	17. Are fresh air and adequate ventilation to minimize drafts, odors, and moisture condensation provided?	Yes
Storage		18. Is extra ventilation, such as fans or air conditioning, provided in indoor facilities if the temperature is 85°F or above when animals are present?	Yes
4. Are food and bedding stored to protect them against infestation or contamination by vermin?	Yes	Lighting	
5. Is a refrigerator available for perishable foods?	Yes	19. Is lighting adequate to permit routine inspection and cleaning?	Yes
Waste Disposal		20. Are primary enclosures situated to protect the animals from excessive illumination (man-made or natural)?	Yes
6. Are there provisions for the removal and disposal of animal and food wastes, bedding, dead animals, and debris?	Yes	Construction	
7. Are disposal facilities operated in a manner that minimizes vermin infestations, odors, and disease hazards?	Yes	21. Is the facility constructed to protect the animals and not create a health risk or public nuisance?	Yes
8. Is there a suitable method for rapidly and safely removing water and other liquid wastes?	Yes	22. Are building surfaces constructed and maintained so that they are impervious to moisture and can be readily sanitized?	Yes
Washrooms and Sinks		23. Is the floor made of durable, nonabsorbent material?	Yes
9. Are there facilities (such as washrooms, basins, or sinks) for employees to wash their hands?	Yes	Primary Enclosures	
Management		24. Are primary enclosures structurally sound, maintained, and constructed with surfaces that are impervious to moisture and can be readily sanitized?	Yes
10. For facilities located in a county with a population of 75,000 or over (only), in accordance with THSC Section 823.003:		25. Do primary enclosures enable the animal to remain dry and clean and protect the animal's feet and legs from injury?	Yes
a. Are animals separated by species and by sex?	Yes	26. Do the cages and kennels provide enough space for each animal to make normal postural adjustments without touching the top of the enclosure, including turning freely, standing easily, sitting, stretching, moving its head, lying in a comfortable position with limbs extended, and moving and assuming a comfortable posture for feeding, drinking, urinating, and defecating?	Yes
b. If not related to one another, are animals of relatively the same size sharing cages/pens?	Yes	B. Feeding - [TAC Section 169.26(b)]	
c. Are sick or injured animals segregated from healthy animals?	Yes	27. Are dogs and cats fed at least once a day or more often as appropriate for the age and condition of the animal, except as directed by a veterinarian? Are other animals fed as described on packaging of a commercial, species-specific food or as directed by a veterinarian (see #32 for ferret requirements)?	Yes
11. For facilities located in a county with a population of 75,000 or over (only), in accordance with THSC Section 823.005:			
Has the governing body of the city or county in which the shelter is located established an advisory committee to assist in compliance with THSC Chapter 823?	Yes		
Records			
12. Does the facility keep records on each animal?			
13. Do records document animal description, impoundment and disposition dates, and method of disposition?	Yes		

TAC=Texas Administrative Code, THSC=Texas Health and Safety Code

Inspector Initials: MB

Date: 11/03/2022



Facility: Wynne Animal CenterRegistration No: 03-025

<b>Feeding (cont.)</b>		<b>Rabies Quarantine Facilities (Completed by DSHS Only) - [TAC Section 169.27(a)]</b>	
28. Is food wholesome, palatable, free from contamination, of sufficient nutritive value to meet daily requirements, and accessible to animals?	yes	38. Is there documentation of twice-daily observations of quarantined animals?	yes
29. Are food pans kept clean and sanitary, and if disposable food pans are used, are they discarded after each feeding?	yes	<b>Rabies Quarantine Facilities (Completed by DSHS Only) - [TAC Section 169.28(a) and THSC Section 826.042(g)]</b>	
<b>C. Watering - [TAC Section 169.26(c)]</b>		39. Does the facility have a written Standard Operating Procedure (SOP)?	yes
30. Do animals have convenient access to fresh water and is it offered at least twice daily for at least an hour (except as directed by a veterinarian)?	yes	40. Is the SOP specific for the facility?	yes
31. Are the water bowls clean and sanitary?	yes	41. Is the SOP posted or otherwise readily available to all employees?	yes
32. Do domestic ferrets have 24-hour access to water in a drinking bottle and to food?	yes	42. Is the SOP designed to ensure effective and safe quarantine procedures?	yes
<b>D. Sanitation - [TAC Section 169.26(d)]</b>		43. Do enclosures have solid walls to prevent physical contact between animals?	yes
33. Are excreta removed from primary enclosures often enough to prevent contamination of the animals (at least once a day)?	yes	44. Are the primary enclosures enclosed on all sides, including the top, to prevent escape?	yes
34. Are cages, rooms, and pens maintained in a sanitary condition?	yes	45. Does each quarantine run, cage, and kennel containing a quarantined animal have a "Rabies Quarantine" placard/sign posted on it?	yes
35. Are the building and premises kept clean?	yes	<b>For Facilities Subject to THSC Chapter 829 (Located in Non-exempt County) - (Sections 829.002 and 829.007)</b>	
<b>E. Pest Control - [TAC Section 169.26(e)]</b>		46. This standard is for purposes of meeting requirements set forth in THSC Chapter 829 only. Are all employees whose primary job is to enforce animal control laws in compliance with training requirements (Sec. 829.002)? If so, this inspection form serves as a certificate of compliance per Section 829.007.	yes

This facility has approximately 26 cat cages and 16 dog cages/pens.When the facility was inspected today, it was housing approximately 20 cats and 24 dogs.

Inspector Comments:

☐ Check here if additional inspector comments are attachedFacility Rating: Satisfactory X

Unsatisfactory \_\_\_\_\_

Probation \_\_\_\_\_

If applicable, timeline for probationary period \_\_\_\_\_

As the inspector, I certify that I have personally inspected this facility and that it conforms to the statements above.

Inspector Signature Shirley PattonDate 11/3/2022

The signatures below acknowledge completion and receipt of the inspection form:

Manager (retain pink copy after signature) Shirley PattonDate 11/3/2022

Regional Zoonosis Control (ZC) Veterinarian \_\_\_\_\_

Date \_\_\_\_\_

White original and yellow copy to DSHS Regional Office after Inspector's and Manager's signatures. Regional Office retains yellow copy after ZC Veterinarian's signature and returns original with all signatures to facility.

TAC=Texas Administrative Code, THSC=Texas Health and Safety Code  
DSHS=Texas Department of State Health ServicesTexas Department of State  
Health Services  
Zoonosis Control

08/18 Stock No. Z-3

Facility: 1414141 Animal ControlRegistration No: 03-025

**Texas Department of State Health Services**  
**Inspection for Animal Shelter, Impoundment, and Rabies Quarantine Facilities**  
**Z-3 Supplemental Page for Additional Comments**

Inspector comments continued:

Inspector Initials: MB Date: 11/03/2022



# Wylie City Council

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## AGENDA REPORT

Department: Animal Services  
Prepared By: Shelia Patton

Account Code: \_\_\_\_\_

### Subject

Consider, and act upon, approving the amended Animal Shelter Advisory Board Bylaws and Rules of Procedure.

### Recommendation

Motion to approve the Item as presented.

### Discussion

The Animal Shelter Advisory Board met on October 19, 2022. The attached By-laws and Rules of Procedure were considered, approved, and placed on file. These items are being submitted as required by City ordinance.

# CITY OF WYLIE ANIMAL SHELTER ADVISORY BOARD BYLAWS

## ARTICLE I

### Name

Section 1. The City of Wylie Animal Shelter Advisory Board is hereby established to act in an advisory capacity to the city council and to assist the city in complying with the requirements of Chapter 823 of the Texas Health and Safety Code.

Section 2. As authorized by the City Charter, City of Wylie, and City Ordinance No. 2003-11, this body shall be known as the Animal Shelter Advisory Board.

## ARTICLE II

### Members

Section 1. Number of Members/Qualified Appointment/Terms. The Board shall consist of five (5) members. The Board shall consist of one licensed veterinarian, one member of the City Council of the City of Wylie, Texas, The Animal Services Manager of the City of Wylie, Texas (whose duties include the daily operation of the Wylie animal shelter), one representative from an animal welfare organization, and one resident of the City of Wylie, Texas, with all Board members appointed by the City Council for a term of two (2) years, with the exception of the Animal Shelter Manager who shall be a permanent member of the board.

Section 2. Except for the animal services manager, no board member shall serve for more than three (3) consecutive terms or six (6) consecutive years (whichever is less); provided, however, should a Board member's replacement not be qualified upon the expiration of any term of a Board member, then that Board member shall holdover on the Board until a qualified replacement Board member has been appointed.

Section 3. In addition to Board members, the City Manager may appoint a staff designee as an ex officio member of the Board, who shall have no right to vote on any matter before the Board. Each Board member shall serve without compensation but may be reimbursed for actual expenses approved in advance by the City Council.

## **ARTICLE III**

### Meetings

Section 1. The Animal Shelter Advisory Board shall meet at least three (3) times per year and any additional meetings as may be called.

Section 2. Special meetings may be called by the Chair or at the call of any two members of the Board, provided that notice thereof be given in writing to the Chair or Vice Chair.

Section 3. Three (3) Board members shall constitute a quorum of the Board for the purpose of conducting its business, exercising its power, and for all other purposes. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

Section 4. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

Section 5. When vacancies occur on the Board, the City Council shall appoint, by majority vote, a replacement to serve the remainder of the term.



Section 6. Each Board member serves at the pleasure of the City Council and may be removed at the discretion of the City Council. Board member absences shall be controlled by Article VIII of Wylie's Charter.

Section 7. Robert's Rules of Order (current edition) shall govern the parliamentary procedure of the Board in cases to which they are applicable and in which they are not inconsistent with these by-laws.

## **ARTICLE IV**

### **Powers and Duties**

Section 1. The Board shall act in an advisory capacity to Wylie staff and the City Council in any matter pertaining to compliance with Chapter 823, Health and Safety Code.

Section 2. The board, through its chairperson, shall report to the city council concerning its activities and proposals by submitting to the city council the approved minutes of each meeting of the board and copies of all reports of inspections conducted by the department of state health services, veterinarians or other authorities and all statistical reports of shelter operations considered and approved by the board.

Section 3. The Board's authority shall not extend to the direction, supervision, employment, or termination of Wylie employees. No supervisory power of the Board is created.

Section 4. The Board will develop a set of by-laws governing rules of procedure for their meetings and operation for City Council approval.

Section 5. The Board shall not have the power to obligate Wylie for funds and/or expenditures or incur any debt on behalf of Wylie.

Section 6. All powers and duties prescribed and delegated herein are delegated to the Board as a unit, and all action hereunder shall be of the Board acting as a whole. No action of an individual Board member is authorized except through the approval of the Board or City Council.

Section 7. The Board shall have any other power and/or duty as prescribed and authorized by the City Council.

**The Animal Shelter Mission...**  
*...is to promote and protect the health,  
safety and welfare of animals and people in  
Wylie, Texas.*

**City of Wylie, Texas  
Animal Shelter Advisory Board  
Rules of Procedure**



**1. Statement**

- 1.1. It is hereby declared that appointment to the Animal Control Advisory Board is a distinct honor and the trust imposed in the appointee involves the corresponding obligation of the appointee to serve the community by regular attendance and participation in the proceedings of the body.

**2. Creation and Membership**

- 2.1. The Animal Shelter Advisory Board was established by City Ordinance No. 2003-11, and serves at the will of the City Council.
- 2.2. The Board shall consist of five (5) regular members who will serve for terms of two (2) years. A Board member shall generally be limited to three two-year terms, with the exception of the Animal Shelter Manager who shall be a permanent member of the board per Ordinance 2020-01. The Board shall consist of one licensed veterinarian, one member of the City Council of the City of Wylie, Texas, The Animal Services Manager of the City of Wylie, Texas (whose duties include the daily operation of the Wylie Animal Shelter), one representative from an animal welfare organization, and one resident of the City of Wylie, Texas.
- 2.3. In accordance with State law, the Board members are required to complete Open Meetings training and receive a Certificate of Completion within the first ninety (90) days of first year appointment. This may be taken online via the Office of Attorney General's website ([www.oag.state.tx.us](http://www.oag.state.tx.us)). The Office of the Attorney General offers free video training courses to ensure that all elected and appointed government officials have a good command of both open records and open meetings laws.

**3. Officers**

- 3.1. The Board shall, at the first meeting after July 1st (and at such other times as these offices may become vacant), select from among its members a Chairperson and Vice-Chairperson to serve for a period of one (1) year.
- 3.2. In the absence of both the Chairperson and Vice-Chairperson during a meeting, the remaining Board members shall elect an Acting Chairperson.

**4. Officer's Duties**

- 4.1. The Chairperson shall preside over all meetings and briefing sessions, and perform all duties as required by law.

- 4.2. The Vice-Chairperson shall assume all duties of the Chairperson in the absence of the Chairperson.

## **5. Powers and Duties of the Board**

- 5.1. The Animal Shelter Advisory Board shall act in an advisory capacity to Wylie staff and the City Council in any matter pertaining to compliance with Chapter 823, Health and Safety Code.
- 5.2. The Board shall perform all duties as prescribed by State statutes and the City's Code of Ordinance Chapter 18. The City Council has final authority in these matters, but should seek recommendations from the Animal Shelter Advisory Board prior to making final decisions.
- 5.3. The Board shall work with the Animal Services Manager (or designee) on various policy concerns and issues regarding Wylie Animal Services.
- 5.4. The Board shall make recommendations for changes to Chapter 18 of the City Code of Ordinances and/or policies as it relates to compliance with Chapter 823, Health and Safety Code when deemed appropriate.
- 5.5. The Board shall maintain contact with the stakeholder groups from which its members are appointed in working with the Animal Services Manager and staff.
- 5.6. The Board shall work with the Animal Services Manager and designated staff collaboratively to ensure best-in-class quality animal services with the city of Wylie..
- 5.7. The Board shall perform all other duties as the City Council may direct.

## **6. Orientation Training**

- 6.1. Upon his or her appointment to the Board, all new members shall attend an orientation presented by City Staff to familiarize the board members with the operation of Municipal Government, the department organization and policies, and the operating procedures of the Animal Shelter Advisory Board.

## **7. Rules of Order**

- 7.1. The Chairperson shall rule on all points of order.
- 7.2. The Board members may overrule the Chairperson on points of order by a two-thirds (2/3) vote of members present.
- 7.3. Any provisions of these rules not governed by City Ordinance may be temporarily suspended by a favorable two-thirds (2/3) vote of all members of the Board, whose vote shall be entered upon the minutes.

## **8. Quorum**

- 8.1. A quorum shall consist of three (3) members.
- 8.2. No matters may be handled without the presence of a quorum.
- 8.3. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

## **9. Agendas**

- 9.1. An agenda shall be prepared by the Animal Services Manager or his/her designee for each meeting of the Animal Services Advisory Board. A copy of the agenda shall be posted in the Municipal Complex as required by law, as well as on the website.
- 9.2. There shall be attached to each agenda item, a report of matters pending further action by the Commission.
- 9.3. All regular and special meetings shall follow, as closely as possible, the printed agenda. The agenda should include, but is not limited to the following;
  - a. Ratification of Minutes;
  - b. Citizens' participation on items not on the agenda;
  - c. Executive Session, as needed;
  - d. Consent agenda;
  - e. Items for individual consideration;
  - f. Breaks at the discretion of the Chairperson;
  - g. Commissioners or Staff comments on general business;
  - h. Adjournment.
- 9.4. Agendas may be amended by the Chairperson as to order of items, but not as to content, unless overruled by a majority of the members present.

## **10. Minutes of Meetings**

- 10.1. Minutes of all regular and special meetings shall be kept by the Secretary, designated by the Animal Services Manager, and are subject to amendment and ratification by the Board at the next regular meeting.
- 10.2. The minutes of the Board's proceeding shall show the overall vote, or if absent or failing to vote, shall reflect that fact.

## **11. Regular meetings**

- 11.1. The Animal Shelter Advisory Board shall meet at least three (3) times per year and any additional meetings as may be called.
- 11.2. Any Board member missing three (3) consecutive regularly scheduled meetings without prior notification to Staff and/or a valid reason, which may include family emergency, illness, or other reasonable cause, may be subject to dismissal from the Board by the City Council.
- 11.3. All meetings shall be held in full compliance with the provision of state law, ordinances of the City, and these rules of procedure.

## **12. Special Meetings**

- 12.1. Special meetings may be called by the Chairperson, or at the request of two (2) or more members, or may be scheduled by a majority of the Board at any previous meeting. The time and place of the special meeting shall be determined by the convening authority.
- 12.2. All members must be notified of any special meeting by giving written notice to all members by an email address of record at least seventy-two (72) hours before the meeting, and the notice must specify the purpose of the meeting.
- 12.3. Special meetings must be posted in accordance with the open meetings act.

## **13. Addressing the Board**

- 13.1. Persons desiring to address the Board shall complete a "Request to Speak" card and submit the card to the Secretary.
- 13.2. The Secretary will sort the speaker cards by agenda item and deliver them to the Chairperson.
- 13.3. The Chairperson will refer to the speaker cards for comments on items not on the printed agenda, and individual agenda item comments.
- 13.4. Persons who note on a speaker card their desire to address the Board will be called to the podium by the Chairperson at the appropriate time and will follow the guidelines of Ordinance 2019-29 as outlined below when addressing the Board;
  - a. Approach the podium, state their name and address and whether or not they are representing a person, group, or organization;
  - b. Speak so that all present in the room may hear clearly;
  - c. Address all statements and questions to the Chairperson;

- d. Be courteous in language and deportment;
- e. Be concise and focused in their Comments;
- f. Group comments should not exceed 6 minutes, individual comments should not exceed 3 minutes unless an interpreter is needed, in which case 6 minutes is allowed.

13.5. The Chairperson may interrupt an individual to redirect or terminate remarks when they are not relevant to the matter before the Board, or when the Chairperson determines the remarks to be out of order.

#### **14. City Staff Responsibilities**

- 14.1. The Animal Services Manager or designee shall be responsible for providing the Board with the necessary professional, technical, and clerical services, including:
- a. Prepare and submit the agenda with staff reports and any special items as directed by the Chairperson;
  - b. Coordinate the services of all City Staff and other sources of public information for and on behalf of the Board;
  - c. Maintain a true copy of all Board proceedings;
  - d. Maintain all Board records;

#### **15. Written Request Required**

- 15.1. Every proposal submitted for Board action shall be made in accordance with approved application procedures from the appropriate Ordinance or Regulations.
- 15.2. The proposal shall be complete in all respects before being accepted for filing and Board consideration.

#### **16. Conflict of Interest Rules**

- 16.1. Conflict of Interest. Should any member of the Board feel he/she has a conflict of interest with an agenda item before the Board, they should openly declare so at the introduction of the item. They are thereby prohibited from discussing, participating in, or voting on the item in question. They shall also fill out a Conflict of Interest form and file it with the Secretary.
- 16.2. Abstention. Should any member of the Board choose to abstain from voting on any question before the Board where no declared conflict of interest exists, their vote shall be recorded as an affirmative vote in the official minutes.

#### **17. Motions**

- 16.3. A motion may be made by any member. A second to the motion shall be required before an item is put to a vote.
- 16.4. All votes shall be by a simple majority of members present, except as otherwise stated in these rules of procedure.
- 16.5. When fewer than all the members are present for voting and when all motions for a given application fail to carry by a majority vote, consideration of the application shall be continued under this rule to the next regular meeting, to the extent allowed by law. Failure of the Board to secure a majority concurring vote at said next regular meeting shall be recorded in the minutes as a denial of the proposal under the rule.
- 16.6. When a vote is required by state law or other requirement, and fewer than all members are present, and a simple majority is not reached, the vote shall be recorded as a denial.


## 17. Repealing Clause


- 17.1. All previously adopted Rules of Procedure of the Animal Shelter Advisory Board are hereby expressly repealed.

## 18. Suspension of Rules of Procedure

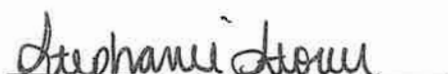
- 18.1. Any one or all of these rules of procedure may be suspended in order to allow a particular consideration of a matter, provided that it does not violate the state law or home rule charter, and provided that not less than two-thirds Board members vote in favor of such suspension. Where any rule embodies a provision of state law, identically or in substance, such rule may not be suspended.

PASSED AND APPROVED BY THE ANIMAL SHELTER ADVISORY BOARD OF THE CITY OF WYLIE THIS  
19<sup>th</sup> day of October 2022.

  
 Brad Abraham, Chairman

  
 Amber Porter, Vice-Chairman

Filed in the Office of the City Secretary this 17 day of November, 2022

  
 Stephanie Storm, City Secretary  
 City of Wylie, Texas



# Wylie City Council

## AGENDA REPORT

Department: Purchasing Account Code: 100-5211-52990  
Prepared By: Glenna Hayes

### Subject

Consider, and act upon, Resolution No. 2022-33(R) authorizing the purchase of ammunition from Mutiny Machine LLC in the estimated amount of \$58,300.00 and authorizing the City Manager to execute any necessary documents.

### Recommendation

Motion to approve the Item as presented.

### Discussion

In recent years, the marketplace for ammunition has been greatly impacted by both the COVID 19 pandemic shutdowns and labor shortages and the war in Ukraine. The nationwide supply chain shortage has made it difficult to locate ammunition and has caused prices to vary wildly. Mutiny Machine is able to fulfil large orders with competitive pricing that is at near pre-pandemic price, and being able to order from a single vendor in large quantities will allow the City to save significantly on shipping. This purchase represents unfulfilled inventory needs from FY 21-22 and current fiscal year requirements.

Staff recommends this one-time purchase of ammunition from Mutiny Machine LLC in the amount of \$58,300.00 as providing the best value to the City. This one-time purchase is made under Texas Local Government Code Chapter 252.022.a.2 "a procurement necessary to preserve or protect the public health or safety of the municipality's residents", and is exempt from competitive bidding.

Wylie Tracking #W2023-26-E



**RESOLUTION NO. 2022-33(R)****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS,  
TO AUTHORIZE THE PURCHASE OF AMMUNITION FROM MUTINY  
MACHINE LLC IN THE ESTIMATED AMOUNT OF \$58,300.00.**

**WHEREAS**, Wylie Police Department has identified a need to purchase ammunition; and

**WHEREAS**, procuring ammunition has been greatly impacted due to COVID19 shutdowns, labor shortages, nationwide supply chain impacts and the war in Ukraine; and

**WHEREAS**, the purchase of ammunition from Mutiny Machine LLC is necessary to preserve and protect the public health and safety and is exempt from competitive bidding pursuant to Section 252.022(a) of the Local Government Code.

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

**SECTION 1.** The City Council hereby approves the purchase of ammunition from Mutiny Machine LLC in the estimated amount of \$58,300.00

**SECTION 2.** The City Council hereby finds and determines that the purchase of ammunition from Mutiny Machine LLC in the estimated amount of \$58,300.00 is necessary to preserve and protect the public health and safety and is exempt from competitive bidding pursuant to Section 252.022(a) of the Local Government Code.

**SECTION 3.** The City Council hereby authorizes the interim City Manager or his designee to execute any and all documents in connection with the above expenditure.

**SECTION 4.** This Resolution shall become effective immediately upon its passage.

**DULY PASSED AND APPROVED** by the City Council of the City of Wylie, Texas on this the 13<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Matthew Porter, Mayor

**ATTEST TO:**

\_\_\_\_\_  
Stephanie Storm, City Secretary



# Wylie City Council

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## AGENDA REPORT

Department: Purchasing  
Prepared By: Glenna Hayes

Account Code: 611-5712-54910

### Subject

Consider, and act upon, the award of bid #W2022-113-B Newport Harbor Water Tank Rehabilitation to DN Tanks, LLC in the estimated amount of \$139,980.00, and authorizing the City Manager to execute any necessary documents.

### Recommendation

Motion to approve the Item as presented.

### Discussion

In November 2021, the Newport Harbor Pump Station 1.5 MG Storage Tank which sustained exterior damages to the decorative stucco finish from high winds and rainstorms. The 1.5 MG Ground Storage Tank requires inspections, exterior rehabilitation repairs and painting which include removing the existing Exterior Insulation Finishing System (EIFS) arches and pilasters.

Staff completed a competitive sealed bid process and received two qualified bids, with the intent to award to the lowest responsive responsible bidder. Staff began the review process with the low bidder, DN Tanks LLC, reviewing their solution, references and pricing and determined the bid provided the best overall value to the City.

Staff recommends the award of Wylie bid #W2022-133-B for the Newport Harbor Water Tank Rehabilitation to DN Tanks, LLC in the amount of \$139,980.00 as providing the best value to the City.



## BID TABULATION W2022-133-B

### NEWPORT HARBOR WATER TANK REHABILITATION October 20, 2022 @ 3:00 pm CDT

Respondents:

DN Tanks LLC	\$139,980.00
TMI Coatings, Inc.	\$220,800.00

I certify that the above includes all firms who submitted a bid and that pricing is as submitted.

*Glenna Hayes*

*October 21, 2022*

Glenna Hayes C.P.M., A.P.P. Purchasing Manager

Date

#### “BID TABULATION STATEMENT”

ALL BIDS SUBMITTED FOR THE DESIGNATED PROJECT ARE REFLECTED ON THIS BID TAB SHEET. **HOWEVER, THE LISTING OF A BID ON THIS SHEET SHOULD NOT BE CONSTRUED AS A COMMENT ON THE RESPONSIVENESS OF SUCH BID OR AS ANY INDICATION THAT THE CITY ACCEPTS SUCH BID AS RESPONSIVE.** THE CITY WILL MAKE A DETERMINATION AS TO THE RESPONSIVENESS OF BIDS SUBMITTED BASED UPON COMPLIANCE WITH ALL APPLICABLE LAWS AND CITY OF WYLIE BID SPECIFICATIONS AND PROJECT DOCUMENTS. THE CITY WILL NOTIFY THE SUCCESSFUL BIDDER UPON AWARD OF THE CONTRACT AND, ACCORDING TO LAW, ALL BIDS RECEIVED WILL BE AVAILABLE FOR INSPECTION AT THAT TIME.

PURCHASING DEPARTMENT  
CITY OF WYLIE, TEXAS



# Wylie City Council

## AGENDA REPORT

**Department:** Purchasing      **Account Code:** 112-5614-58150  
**Prepared By:** Glenna Hayes

### Subject

Consider, and act upon, the purchase of a Bondflex® Pour In Place Surfacing for Olde City Park from WeBuildFun Inc. in the amount of \$159,600.00; and authorizing the City Manager to execute any necessary documents.

### Recommendation

Motion to approve the Item as presented.

### Discussion

Parks and Recreation Department staff are requesting to replace the engineered wood fibers at the Olde City Park playground with a poured in place rubber surfacing. The benefits to this type of surfacing apply to safety, improved accessibility and inclusion, and provides a more aesthetic playground. Smooth surfaces also help to keep playground tumbles from becoming serious injuries. In addition, staff time can be reduced due to the minimal maintenance required to service heavy wear areas. These areas are normally found around slides, swings, and turning equipment. Overall, adding this surfacing brings Olde City Park playground one step closer to becoming an all-inclusive playground.

Staff recommends the purchase of materials and installation services from WeBuildFun through the use of a cooperative purchasing contract with BuyBoard as providing the best overall value for the City. The City is authorized to purchase from a cooperative purchasing program with another local government or a local cooperative organization pursuant to Chapter 791 of the Texas Government Code and Section 271 Subchapter F of the Local Government Code; and by doing so satisfies any State Law requiring local governments to seek competitive bids for items.

Wylie Agreement #W2023-25-I / BuyBoard Cooperative #679-22



# Wylie City Council

## AGENDA REPORT

**Department:** Purchasing  
**Prepared By:** Glenna Hayes

**Account Code:** 112-5625-52610

### Subject

Consider, and act upon, the approval of the purchase of Playground Equipment from The PlayWell Group Inc. in the amount of \$59,525.97 through a cooperative purchasing contract with Buy Board Cooperative Purchasing (#679-22), and authorizing the City Manager to execute any necessary documents.

### Recommendation

Motion to approve the Item as presented.

### Discussion

The Parks and Recreation Department budgeted for the replacement of outdated playground equipment located at the Birmingham Farms Park. This playground received significant damage during the 2016 hail storm, and staff has had to remove several components due to safety concerns. The new proposed playground will consist of modular structures for 2-5-year old children and 5-12-year children. In addition, a new arch two-bay swing set will be installed consisting of four different swings.

Staff recommends the purchase of playground equipment and installation services from The PlayWell Group, Inc. in the amount of \$59,525.97 as providing the best value to the City. The City is authorized to purchase from a cooperative purchasing program with another local government or a local cooperative organization pursuant to Chapter 791 of the Texas Government Code and Section 271 Subchapter F of the Local Government Code; and by doing so satisfies any State Law requiring local governments to seek competitive bids for items.

Wylie #W2023-30-I / BuyBoard #679-22



# Wylie City Council

## AGENDA REPORT

<b>Department:</b>	Purchasing	<b>Account Code:</b>	112-5625-52610
<b>Prepared By:</b>	Glenna Hayes		

### Subject

Consider, and act upon, the approval of the purchase of Fitness Equipment from Team Marathon Fitness in the amount of \$50,616.00 through a cooperative purchasing contract with Buy Board Cooperative Purchasing (#665-22), and authorizing the City Manager to execute any necessary documents.

### Recommendation

Motion to approve the Item as presented.

### Discussion

The fitness equipment at the Wylie Recreation Center is inspected and monitored for wear and tear, and is recommended for replacement and upgrades as needed. Replacing the machines on a regular basis helps ensure that the Recreation Center is offering the safest possible equipment, granting improved accessibility, and reducing staff time for maintenance as well as overall down time for the machines.

There are several machines that are beginning to display wear and tear and would be best to replace now before there are any real issues, namely three treadmills, an elliptical, and our back-extension machine. In order to increase offerings at the Recreation Center and improve machine use, staff recommends replacing and adding newer weight plates and a weight plate stand for the strength equipment side of the room.

Staff recommends the purchase of fitness equipment and installation services from Team Marathon Fitness in the amount of \$50,616.00 as providing the best value to the City. The City is authorized to purchase from a cooperative purchasing program with another local government or a local cooperative organization pursuant to Chapter 791 of the Texas Government Code and Section 271 Subchapter F of the Local Government Code; and by doing so satisfies any State Law requiring local governments to seek competitive bids for items.

Wylie #W2023-30-I / BuyBoard #665-22



# Wylie City Council

## AGENDA REPORT

Department: Planning  
 Prepared By: Jasen Haskins, AICP

Account Code: \_\_\_\_\_

### Subject

Consider, and act upon, Ordinance No. 2022-71 amending Wylie's Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 54 (Health and Sanitation), Article IV (Weeds, Rubbish, Insanitary Matter); providing for repealing, savings and severability clauses; providing for an effective date of this ordinance; and providing for the publication of the caption hereof.

### Recommendation

Motion to approve the Item as presented.

### Discussion

At the November 2022 City Council meeting, staff presented amendments to Chapter 54, Article IV of the City Code of Ordinances. This Article covers the violations for public nuisances such as weeds and trash and codifies the remedies the City and its officers are allowed to implement.

Staff suggested amendments that included alignment of the City's Code Enforcement with state law changes (Sec 54-63), allow for the City to immediately abate violations at the property owners expense for repeat offenders (Sec 54-66.a.4), and simplify the lien filing process to align with state law (Sec 54-66(c)).

At the November meeting, Council directed staff to present an ordinance with the recommended changes. The ordinance and the proposed amendments are attached.

## ORDINANCE NO. 2022-71

**AN ORDINANCE OF THE CITY OF WYLIE, TEXAS, AMENDING WYLIE'S CODE OF ORDINANCES, ORDINANCE NO. 2021-17, AS AMENDED, CHAPTER 54 (HEALTH AND SANITATION), ARTICLE IV (WEEDS, RUBBISH, INSANITARY MATTER); PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.**

**WHEREAS**, the City Council of the City of Wylie, Texas ("City Council") has investigated and determined that it is in the best interest of the City of Wylie, Texas ("Wylie") to amend and update Chapter 54, Article IV of the City Code of Ordinances; and

**WHEREAS**, the City Council further finds that it is a reasonable exercise of its police power to provide remedies and penalties for violations of Chapter 54, Article IV; and

**WHEREAS**, the City Council has determined that amendments would be advantageous and beneficial to the health, safety, and welfare of the citizens of Wylie.

**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 54, Article IV.** Chapter 54, Article IV is hereby amended as depicted in "Exhibit".

**SECTION 3: SAVINGS/REPEALING CLAUSE.** 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. Wylie 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: AMENDMENTS.** For clarity in reading amendments to the Wylie Code of Ordinances, any language intended to be added to the code may be underscored in the amending ordinance, and any language intended to be deleted from the code may be placed in brackets and stricken through. These markings, when used, and the deleted portions shall be removed when amendments are printed in the code. The amended provisions as set forth in this Ordinance have also been renumbered for ease of reading.



**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, this 13th day of December, 2022.

\_\_\_\_\_  
Matthew Porter, Mayor

**ATTESTED AND CORRECTLY  
RECORDED:**

\_\_\_\_\_  
Stephanie Storm, City Secretary

Date of publication in *The Wylie News* – December 21, 2022

## EXHIBIT “A”

### CODE OF ORDINANCES Chapter 54 - HEALTH AND SANITATION ARTICLE IV. WEEDS, RUBBISH, INSANITARY MATTER

#### **ARTICLE IV. WEEDS, RUBBISH, INSANITARY MATTER<sup>1</sup>**

##### **Sec. 54-61. Definitions.**

- (a) The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Brush* means scrub vegetation or dense undergrowth.

*Carrion* means the dead and putrefying flesh of any animal, fowl or fish.

*Enforcement officer* means the city code and environmental inspector, or such other persons designated by the city manager.

*Filth* means any matter in a putrescent state.

*Garbage* means all decayable wastes.

*Impure or unwholesome matter* means any putrescible or non-putrescible condition, object or matter which tends to, may or could produce injury, death or disease to human beings.

*Junk* means all worn out, worthless or discarded material, including, but not limited to, odds and ends, old iron or other material; glass; cordage; refrigerators and appliances, if outside buildings.

*Objectionable, unsightly or insanitary matter* means any matter, condition or object which is or should be objectionable, unsightly or insanitary to a person of ordinary sensitivities.

*Owner* means a person having the title to real property.

*Refuse* means a heterogeneous accumulation of worn-out, used up, broken, rejected or worthless materials and includes garbage, rubbish, paper or litter and other decayable or non-decayable waste.

*Rubbish* means trash, debris, rubble, stone, useless fragments of building materials, refrigerators and appliances, or other miscellaneous useless waste or rejected matter.

*Weeds* means vegetation that because of its height is objectionable, unsightly or insanitary, but excluding:

- (1) Shrubs, bushes, and trees;
- (2) Cultivated flowers; and
- (3) Cultivated crops.

- (b) Any word not defined in subsection (a) of this section shall be construed in the context used and by ordinary interpretations, not as a word of art.

(Code 1997, § 54-111; Code 2005, § 54-61; Ord. No. 92-14, § I(2.01), 12-8-1992)

<sup>1</sup>State law reference(s)—Municipal power concerning weeds and other insanitary matter, Texas Health and Safety Code § 342.004.

## EXHIBIT "A"

### CODE OF ORDINANCES Chapter 54 - HEALTH AND SANITATION ARTICLE IV. WEEDS, RUBBISH, INSANITARY MATTER

#### **Sec. 54-62. Penalty for violation of article.**

Any person who commits an offense under the provisions of this article shall be subject to the penalty provided for in section 1-13.

(Code 1997, § 54-112; Code 2005, § 54-62; Ord. No. 92-14, § I(2.07), 12-8-1992)

#### **Sec. 54-63. Property within city to be free of conditions constituting public nuisances; enumeration of conditions.**

A person owning, claiming, occupying or having supervision or control of any real property, occupied or unoccupied, within the city limits,, commits an offense if such person permits or allows any stagnant or unwholesome water, sinks, filth, carrion, weeds, rubbish, brush, refuse, junk or garbage, or impure or unwholesome matter of any kind, or other public nuisance as defined by the State of Texas Health and Safety Code Section 343.011 to accumulate or remain on such real property or within any easement area on such real property or upon any adjacent right-of-way for streets and alleys between the property line of such real property and where the paved surface of the street or alley begins. Such conditions are hereby defined as public nuisances.

(Code 1997, § 54-113; Code 2005, § 54-63; Ord. No. 92-14, § I(2.02), 12-8-1992)

#### **Sec. 54-64. Weeds of height greater than 12 inches constitutes offense.**

A person, owner, tenant, agent or person responsible for any premises within the city, occupied or unoccupied, commits an offense if such person permits or allows weeds to grow on the premises to a greater height than 12 inches. Such premises shall include, but not be limited to, the parkway between sidewalk and the curb; the right-of-way between any fence, wall or barrier and the curb or pavement if such exists or the centerline of such right-of-way; or the area between a fence, wall or barrier and within any abutting drainage channel easement to the top of such channel closest to the property. The city may abate, without notice weeds higher than 48 inches.

(Code 1997, § 54-114; Code 2005, § 54-64; Ord. No. 92-14, § I(2.03), 12-8-1992)

#### **Sec. 54-65. Cultivated and uncultivated agricultural properties; height limitations.**

With respect to uncultivated agricultural properties, a person, owner, tenant, agent or person responsible for such property commits an offense if such person permits or allows weeds to grow to a greater height than 12 inches within 150 feet from any adjacent property under different ownership or any street right-of-way. However, on cultivated agricultural properties where the distance between the growing crop and abutting property under different ownership or street right-of-way is less than 150 feet, the person, owner, tenant, agent or person responsible for such property commits an offense if such person permits or allows weeds to grow to a greater height than 12 inches between such growing crop and such property or street right-of-way, so long as no traffic visibility obstruction will exist.

(Code 1997, § 54-115; Code 2005, § 54-65; Ord. No. 92-14, § I(2.04), 12-8-1992)

**EXHIBIT "A"**

CODE OF ORDINANCES  
 Chapter 54 - HEALTH AND SANITATION  
 ARTICLE IV. WEEDS, RUBBISH, INSANITARY MATTER

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**Sec. 54-66. Notice of violation; delivery of notice; abatement by city; charges; collection; lien; perfection of lien.**

- (a) If any person violates the provisions of this article, the enforcement officer or their designee shall give notice to such person setting forth the noncompliance with this article. Such notice shall be given in any one of the following ways:
  - (1) Personal delivery in writing;
  - (2) By letter addressed to such person at his post office address, and which shall be deemed to have been received five days from the date of mailing;
  - (3) If personal service cannot be obtained, or the owner's post office address is unknown:
    - a. By publication at least once;
    - b. By posting the notice on or near the front door of each building on the property to which the violation relates; or
    - c. By posting the notice on a placard attached to a stake driven into the ground on the property to which the violation relates, if the property contains no buildings.
  - (4) The notice shall also state that should another such violation of the same kind or nature occur, on or before the first anniversary of the date of the notice, the city, without further notice, may correct the violation at the property owner's expense.
- (b) If such person fails or refuses to comply with the demand for compliance in the notice within ten days of such notice or publication, the city may do such work or cause such work to be done to bring the real property into compliance with this article. The costs, charges and expenses incurred in doing or having such work done or improvements made to the real property shall be a charge to and the personal liability of such person, called charges. The charges to be collected by the city under this article shall include, in addition to the costs and expenses of mowing or correcting a condition upon a tract of land, a sum specified in the fee schedule in Appendix A to this Code, which sum is hereby found to be the cost to the city of administering the terms of this article.
- (c) If a notice, as provided in this section, is delivered to the owner of such real property, and they fail or refuse to comply with the demand for compliance within the applicable time period, as provided in this subsection, the costs, charges and expenses shall be, in addition to a charge to and personal liability of the owner, a privileged lien upon and against such real property, including all fixtures and improvements thereon. In order to perfect such lien, the enforcement officer or his designee shall first give such owner written notice of demand for payment of such charges. Such written notice may be given by any one of the methods provided for the initial notice requiring compliance. If the owner fails or refuses to make complete payment of the charges within 20 days of such notice, the mayor or their designee shall file a written statement of such charges with the county clerk of the county in which the real property is located for filing in the county land records. The statement shall be sufficient if it contains the following:
  - (1) The name of the owner, if known;
  - (2) A legal description of the real property;
  - (3) The amount of the charges including interest thereon;

**EXHIBIT "A"**

CODE OF ORDINANCES  
Chapter 54 - HEALTH AND SANITATION  
ARTICLE IV. WEEDS, RUBBISH, INSANITARY MATTER

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The statement may also contain such other information deemed appropriate by the enforcement officer or his designee. All charges shall bear interest at the rate of ten percent per annum from the date the city incurs the expense. The city may bring suit to collect the charges, institute foreclosure proceedings, or both. The statement, as provided in this section, or certified copy of such statement, shall be prima facie evidence of the city's claim for charges or right to foreclose the lien. The owner or any other person responsible, as provided in this section, shall be jointly and severally liable for the charges.

(Code 1997, § 54-116; Code 2005, § 54-66; Ord. No. 92-14, § I(2.05), 12-8-1992)

State law reference(s)—Assessment of expenses, lien, Texas Health and Safety Code § 342.007.

**Sec. 54-67. Enforcement of article.**

The provisions of this article shall be enforced by representatives of the city's code enforcement department. Notwithstanding any provisions of this article to the contrary, the enforcement officer has authority to issue immediate citations to persons violating any provision of this article in the presence of such official. It shall be unlawful for any person to interfere with the enforcement officer, his designee or an environmental health specialist, in the exercise of their duties under this article.

(Code 1997, § 54-117; Code 2005, § 54-67; Ord. No. 92-14, § I(2.06), 12-8-1992)



# Wylie City Council

## AGENDA REPORT

**Department:** Planning

**Prepared By:** Jasen Haskins, AICP

**Account Code:** \_\_\_\_\_

### Subject

Hold a Public Hearing, consider, and act upon, a change in zoning from Commercial Corridor (CC) to Commercial Corridor - Special Use Permit (PD-SUP) to allow for an auto sales use on 1.27 acres located at 2021 N. State Highway 78 (ZC 2022-15).

### Recommendation

Motion to approve the Item as presented.

### Discussion

**OWNER: Juwaiter Muhammad**

**APPLICANT: McRight Smith**

The applicant is requesting to rezone 1.27 acres located at 2021 North State Highway 78. The current zoning is Commercial Corridor (CC) and the requested rezoning is Commercial Corridor - Special Use Permit (CC-SUP) to allow for vehicle sales and display.

The current development on the subject property contains a minor automobile repair use. The site plan for this development was approved in October 2019. The property owner is requesting for the allowance of office space within the existing building and 10 existing parking spaces on the existing lot to be used for vehicle sales as shown in the zoning exhibit.

The Special Use Permit conditions state that vehicle sales shall only be permitted as an accessory use to the minor automobile repair business. Should the auto repair use cease, the zoning reverts back to CC only. Additionally, SUP conditions limit vehicle sales to passenger vehicles.

The conditions also allow for both the minor automobile repair use and vehicle sales use to be parked at a ratio of 1:400. The development exceeds this parking requirement by providing 24 spaces, two being handicapped. The proposal is not affecting any existing landscaping or fire lane access easements.

The properties adjacent to the subject property are zoned commercial. The subject property lies within the Regional Commercial sector of the Comprehensive Land Use Plan. The proposed zoning is compatible with the Plan.

Notices were sent to 11 property owners within 200 feet as required by state law. At the time of posting no responses were received in favor or in opposition of the request.

### P&Z Recommendation

The Commission voted 6-1 to recommend approval. The dissenting commissioner stated that he did not think the use was appropriate in that area.



# Locator Map



ZONING CASE:  
ZC 2022-15; Mega Discount Tires

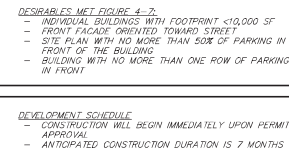
 SUBJECT property

0 0.05 0.1 0.2 0.3 Miles

Date: 9/29/2022







ISSUED 9/16/19






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THESE DOCUMENTS ARE FOR DESIGN  
REVIEW AND NOT INTENDED FOR  
CONSTRUCTION, BIDDING OR PERMIT  
PURPOSES. THEY WERE PREPARED BY,  
OR UNDER THE SUPERVISION OF:

ABDULLAH EMAD  
TEXAS PE #128156

MCGRATH-SMITH CONSTRUCTION, LLC (MCGRATH-SMITH) IS THE DESIGN BUILDER AND GENERAL CONTRACTOR FOR THIS PROJECT. DRAWINGS, SPECIFICATIONS, AND OTHER DOCUMENTS PREPARED BY THE CIVIL ENGINEER (RLG) ARE INSTRUMENTS OF SERVICE FOR USE SOLELY WITH RESPECT TO THIS PROJECT BY MCGRATH-SMITH. THIS INCLUDES DOCUMENTS IN ELECTRONIC FORM. MCGRATH-SMITH SHALL BE DEEMED THE OWNER OF THEIR RESPECTIVE INSTRUMENTS OF SERVICE AND SHALL RETAIN ALL COMMON LAW, STATUTORY, AND OTHER RESERVED RIGHTS, INCLUDING COPYRIGHTS. THE INSTRUMENTS OF SERVICE SHALL NOT BE USED BY ANY OTHER ENTITIES, WITHOUT THE PRIOR WRITTEN AGREEMENT OF MCGRATH-SMITH.

23 Spaces  
24 Spaces (Including 2 ADA)  
10 Spaces (Highlighted area on Lot 1, Block A)

 PROPOSED FIRELANE  
 PROPOSED CURB  
 LIMITS OF PAVEMENT SAWCUT  
 MATCH EXIST PAVEMENT  
 PROPOSED FIRELANE

**SURVEYOR:**  
**EAGLE SURVEYING, LLC**  
**210 SOUTH ELM STREET**  
**SUITE 104**  
**DENTON, TX 76201**  
**(940) 222-3009**  
**alsaha@eaglesurveying.com**



**Wylie Auto & Tire Shop Lot 1, Block A****EXHIBIT "B"****Conditions For Special Use Permit****I. PURPOSE:**

The purpose of this Special Use Permit is to allow for a limited accessory Vehicle Display, Sales, or Service Use and the continued use of a Automobile Repair, Minor use.

**II. GENERAL CONDITIONS:**

1. The site shall be developed and uses allowed shall be in accordance with Commercial Corridor (CC) design standards, as provided in Article 4 and 5 of the City of Wylie Zoning Ordinance as adopted April 2021, except as specifically provided herein.
2. This Special Use Permit shall not affect any regulations within the Zoning Ordinance (adopted as of April 2021), except as specifically provided herein.
3. The design and development of the Wylie Auto & Tire Shop Lot 1, Block A development shall take place in general accordance with the Zoning Exhibit (Exhibit C).

**III. SPECIAL CONDITIONS:**

1. The Automotive Repair, Minor use shall become legally conforming.
2. Vehicle Display, Sales, and Service shall be allowed, only as an accessory use to the Automobile Repair, Minor Use and shall only be allowed until the main use ceases.
  - a. The Vehicle Display, Sales, and Service Use shall apply to new and used passenger automobiles, sport utility vehicles, and light trucks only.
  - b. Servicing of said vehicles shall be limited to those services allowed under the Automotive Repair, Minor Use.

- c. A maximum of 10 parking spaces for auto sales shall be allowed as depicted on Lot 1, Block A of the Zoning Exhibit (Exhibit C)
- 3. The overall parking for the site shall be at a ratio of 1:400 requiring a minimum of 23 parking spaces.
- 4. The Zoning Exhibit (Exhibit C) shall serve as the Site Plan for the development. Approval of the SUP shall act as site plan approval.





# Wylie City Council

## AGENDA REPORT

**Department:** Planning  
**Prepared By:** Jasen Haskins, AICP

**Account Code:** \_\_\_\_\_

### Subject

Hold a Public Hearing, consider, and act upon, a change in zoning from Commercial Corridor (CC) to Planned Development - Commercial Corridor (PD-CC) to allow for commercial uses on 11.622 acres generally located on the southwest corner of State Highway 78 and Brown Street.

### Recommendation

Motion to approve the Item as presented.

### Discussion

**OWNER: Wylie Economic Development Corporation**

**APPLICANT: Vasquez Engineering**

The applicant is requesting to rezone 11.622 acres located east of the Downtown Historic District on the southwest corner of State Highway 78 and Brown Street. The property is currently zoned Commercial Corridor. The applicant is requesting a Planned Development to allow for a commercial environment that integrates and connects with Wylie's historic downtown.

The proposal includes a master plan of six commercial lots which include an interconnect of both vehicular and pedestrian pathways. A retention pond shall also be provided to serve as a gathering space.

The zoning exhibit calls out for the potential of 24,000 sq. ft. of office space, over 10,000 sq. ft. of retail space, in excess of 5,500 sq. ft. sit-down restaurant space, two drive-thru restaurants of about 3,000 sq. ft. each, and a convenience store with fueling services of 4,650 sq. ft.

The Planned Development establishes uses that are allowed by-right within the subject property:

- All by-right Commercial Corridor District uses except industrial uses (Sections 5.2H and 5.2I)
- Convenience Store
- Motor Vehicle Fueling Station
- Restaurant with Drive-In or Drive-Thru Services
- Food Truck Park
- Alcohol/Liquor Uses, which shall be exempt from distance requirements from church, public hospitals, public schools and private schools

The following uses are expressly prohibited on the subject property:

- Sexually Oriented Business
- Equipment Rental
- Automobile Rental
- Automotive Repair Minor
- Car Wash
- Vehicle Display, Sales or Service
- And as mentioned above, any uses listed under sections 5.2H and 5.2I of the Zoning Ordinance

The following are modifications to the Commercial Corridor district design standards that the Planned Development is requesting:

- Lot 6 shall provide an architectural design standard that integrates with the Downtown Historic standards of Section 6.3.4.5 of the Zoning Ordinance.
- The overall site shall be allowed to be used to determine the 20% landscaping area calculation.
- Existing tree plantings in the public right-of way shall be allowed to count towards the landscape buffer requirement.
- Monument signage shall be allowed to be separated by at least 50 feet of any other monument sign on the same property.

The properties adjacent to the subject property are zoned commercial to the west and south, downtown historic to the east, and industrial to the north.

The subject property lies within the Regional Commercial Sector of the Comprehensive Land Use Plan. The proposed zoning is compatible with the Plan.

Notices were sent to 54 property owners within 200 feet as required by state law. At the time of posting two responses were received in favor and none in opposition of the request.

If zoning is approved each lot will be required to present a site plan and plat for consideration.

**P&Z Recommendation**

After some discussion regarding the alcohol sales provision, the Commission voted 6-0 to recommend approval as presented.



# Locator Map



ZONING CASE:  
ZC 2022-13; Cooper Plaza

 SUBJECT property

0 0.05 0.1 0.2 0.3 Miles



Date: 9/28/2022





## COOPER PLAZA

## EXHIBIT "B"

## CONDITIONS FOR PLANNED DEVELOPMENT

## I. PURPOSE:

The purpose of this Planned Development is to create a vibrant multi-modal commercial environment that integrates with Wylie's historic downtown.

## II. GENERAL CONDITIONS:

1. Unless otherwise explicitly stated in the PD, all variations are from the City of Wylie's Zoning Ordinance as amended April 2021.
2. This Planned Development shall not affect any regulations of the aforementioned Zoning Ordinance except as specifically provided herein.
3. The underlying zoning for this Planned Development District shall be Commercial Corridor (CC).
4. The development shall be in general conformance with the Zoning Exhibit.
5. The entire site, as depicted on the zoning exhibit, shall be used to determine landscaping calculations (20% of the site).

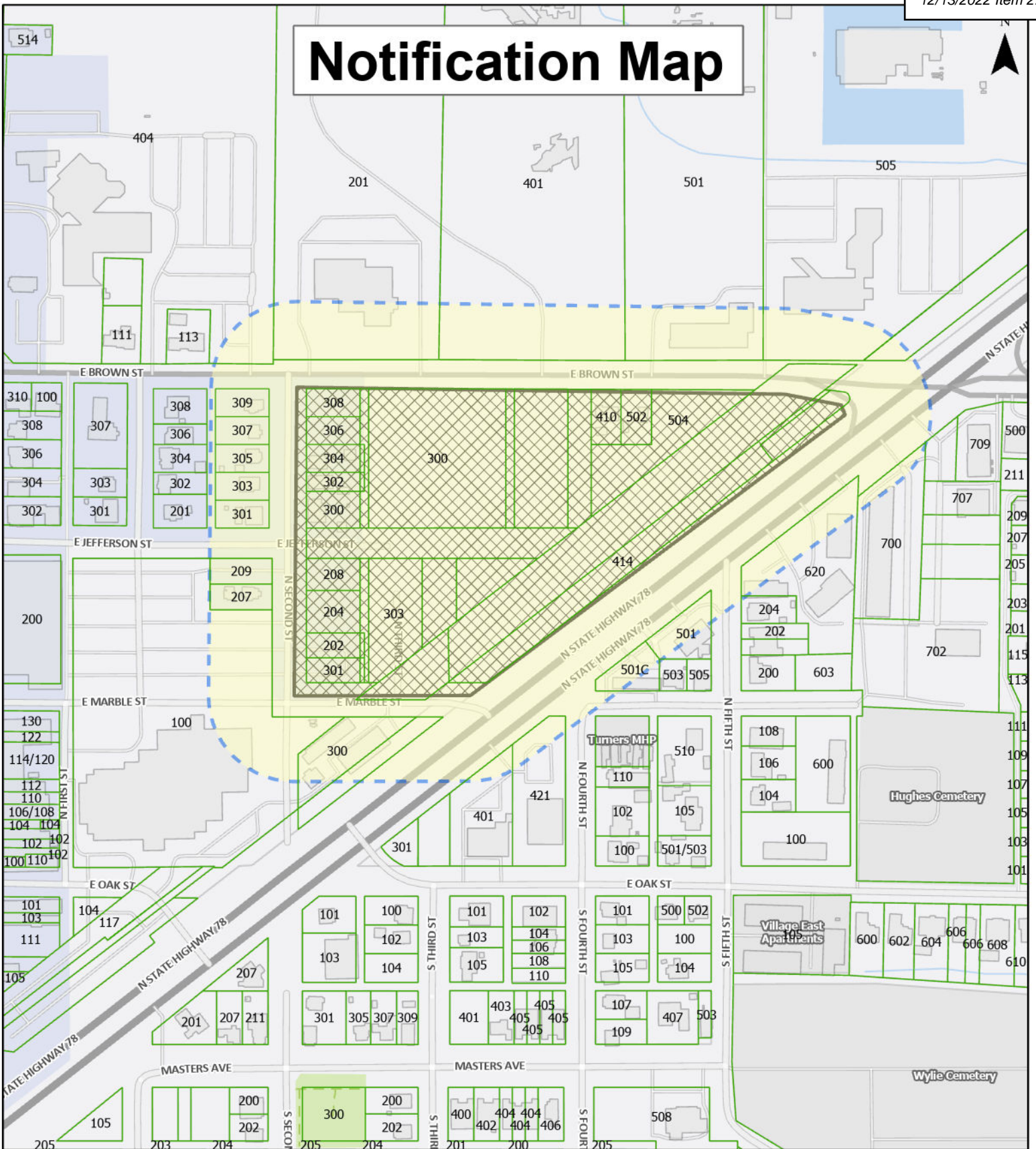
## III. SPECIAL CONDITIONS:

1. The following uses as defined in the Commercial Corridor District (CC) shall be expressly permitted on the subject property:
  - a. Convenience Store
  - b. Motor Vehicle Fueling Station
  - c. Restaurant with Drive-In or Drive-Thru Service
  - d. Food Truck Parking
  - e. Alcohol/Liquor Uses, which shall be exempt from distance requirements from churches, public hospitals, public schools and private schools
2. The following uses as defined in the Commercial Corridor District (CC) shall be expressly prohibited on the subject property:
  - a. Sexually Oriented Business
  - b. Equipment Rental
  - c. Automobile Rental
  - d. Automobile repair Minor

- e. Car Wash
  - f. Any and all uses listed under Sections 5.2.H and 5.2.I of the Zoning Ordinance
  - g. Vehicle Display, Sales or Service
3. The street frontage required landscape buffer, as required by Section 4.3.E.a(1) shall be allowed to include public right-of-way and landscape plantings shall also be allowed within the City's existing utility easement pending minimum distance separations are maintained as required by the City's Engineering Department.
  4. No lot on the site shall be restricted by the distances to other Beer & Wine Package Sales establishments, churches, schools, city parks, or residences, as defined in Section 5.2 or any other distance restriction to other businesses defined in the Zoning Ordinance.
  5. Section 7.3.H.2.a shall be amended to allow 9 feet by 20 feet standard car parking spaces on Lot 1 only.
  6. All structures on Lot 6 of this development shall comply with a historic architectural standard that integrates with Section 6.3.E.5 of the Zoning Ordinance (Downtown) except as noted as follows: Section 6.3.E.5.a.1.d second floor windows, recessed with multiple lights, lintels, and sills shall not be required. Section 6.3.E.5.c Building Proportions-Commercial Structures shall not be required.
  7. Section 22-448.a.4 shall be amended to allow a monument sign to be separated by at least 50 feet from any other monument sign on the same property, measured along the right-of-way.







**ZONING CASE:**  
**ZC 2022-13; Cooper Plaza**

 **SUBJECT property**  **200 foot Notification Buffer**

0 100 200 400 600 800 1,000 Feet

Date: 9/28/2022





# **PUBLIC COMMENT FORM** (Please type or use black ink)

Department of Planning  
300 Country Club Road  
Building 100  
Wylie, Texas 75098

I am **FOR** the requested zoning as explained on the attached public notice for Zoning Case #2022-13.

I am **AGAINST** the requested zoning as explained on the attached public notice for Zoning Case #2022-13.

Please feel free to contact the Planning Department at 972.516.6320 with questions or concerns

Date, Location & Time of  
Planning & Zoning  
Commission meeting:

Tuesday, November 15, 2022 6:00 pm  
Municipal Complex, 300 Country Club Road, Building 100, Wylie, Texas

Date, Location & Time of  
City Council meeting:

Tuesday, December 13, 2022 6:00 pm  
Municipal Complex, 300 Country Club Road, Building 100, Wylie, Texas

Name:

Shelley Tsai  
(please print)

Address:

1518 Chapenne Dr,  
Richardson Tx 75080

Signature:

Shelley Tsai

Date:

10/27/2022

## **COMMENTS:**

good, development.

# **PUBLIC COMMENT FORM** (Please type or use black ink)

Department of Planning  
300 Country Club Road  
Building 100  
Wylie, Texas 75098

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Date, Location & Time of  
City Council meeting:

Tuesday, December 13, 2022 6:00 pm  
Municipal Complex, 300 Country Club Road, Building 100, Wylie, Texas

Name:

Cindy Conolly  
(please print)

Address:

1530 Autumn Valley  
Bluff Dale, Texas 76439

Signature:

Cindy Conolly

Date:

11/11/22

## **COMMENTS:**

Property on 300 East Marble Wylie, TX

TAX ACCOUNT No R692000207201



# Wylie City Council

## AGENDA REPORT

Department: City Manager  
Prepared By: Renae' Ollie

Account Code: \_\_\_\_\_

### Subject

Discuss Voluntary Flag Retirement Program.

### Recommendation

### Discussion



# Flag Retirement Program

The City of Wylie created the flag retirement program to honor those who fought to protect our freedom. We accomplish this by retiring and recycling your damaged American flags.

## Recycle Bin Locations:

The City of Wylie citizens may take worn and tattered flags to any city building or Fire Station where the bins are located inside the lobby area.

- City Hall, 300 Country Club Rd., Wylie, TX 75098
- Public Safety Building, 2000 N. Highway 78, Wylie, TX 75098
- Fire Station #1, 1401 S. Ballard Ave., Wylie, TX 75098 (Personnel must be at location for drop off)
- Fire Station #2, 555 Country Club Rd., Wylie, TX 75098
- Fire Station #3, 210 N. WA Allen Blvd, Wylie, TX 75098
- Fire Station #4, 3200 McMillen Rd., Wylie, TX 75098



## What happens next?

City of Wylie employees will collect the flags from the bins. They will then be reserved for our local organizations to pick up so they may respectfully retire them in a flag ceremony.

<http://usscouts.org/ceremony/flagret1.asp>

- **Respectful Flag Donation box will be purchased by the City of Wylie.**
- **One donation box will be placed at each of the following locations:**
  - PSB
  - City Hall
  - Fire Station 1 - Donation box will be located in the bay area, personnel must be at station for drop off.
  - Fire Station 2 - Donation box will be located in the bay area, personnel must be at station for drop off.
  - Fire Station 3
  - Fire Station 4
- **The Respectful Flag Donation box will be purchased as a temporary collection box. A long term goal for this program will be for the Boy Scouts to build a donation bin for each location (6 bins).**
- **Information about the program will be listed in two online locations . It can be found under “Services” on the Wylie homepage and under “Community” on the Fire Department homepage. The tab will be titled “Flag Retirement Program”.**
- **A city employee at each donation site will check the bins and notify the Fire Administration office when the bin is full. Someone from the Fire Administration office will pick up the flags or the flags can be delivered directly to the Fire Administration office, by the employee, where they will be held for the organizations to pick up.**
- **Once the organization is able to collect the flags from the Fire Administration office, they will be retired in a respectful flag ceremony.**
  - **Examples of organizations that can collect the flags include: American Legions, VFW's and Girl Scouts/Boy Scouts**