

Wylie Parks and Recreation 4B Board Regular Meeting

August 23, 2022 – 6:00 PM

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



CALL TO ORDER

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Board 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. Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

REGULAR AGENDA

1. Consider, and act upon, approval of August 24, 2021 Regular Wylie Parks and Recreation Facilities Development Corporation (4B) meeting minutes.
2. Consider, and act upon, the appointment and/or reappointment of the Wylie Parks and Recreation Facilities Development Corporation (4B) Officers and appoint a Chair and Vice Chairman from its board members for a term beginning January 1, 2023 and ending December 31, 2024.
3. Consider, and act upon, approval of the FY 2022-2023 4B Budget and authorize expenditures for the FY 2022-2023 Community Services Facilities Capital Improvement Plan.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on August 19, 2022 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

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

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board 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 Board at the date, hour and place given in this notice as the Board 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.

§ 551.073 – Discussing prospective gift or donation to the City.

§ 551.074 – Discussing personnel or to hear complaints against personnel.

§ 551.076 – Discussing deployment of security personnel or devices or security audit.

§ 551.087 – Discussing certain economic development matters.



Wylie City Council

AGENDA REPORT

Department: City Secretary
Prepared By: Stephanie Storm

Account Code: _____

Subject

Consider, and act upon, approval of August 24, 2021 Regular Wylie Parks and Recreation Facilities Development Corporation (4B) meeting minutes.

Recommendation

Motion to approve Item as presented.

Discussion

The minutes are attached for your consideration.

Wylie Parks and Recreation 4B Board Regular Meeting Minutes

August 24, 2021 – 6:00 PM

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



CALL TO ORDER

Chair Porter called the Parks & Recreation Facilities Development Corporation (4B) to order at 9:24 p.m. The following members were present: Matthew Porter, Timothy T. Wallis, David R. Duke, Scott Williams, Scott Hevel, and Brian Willeford. Emmett Jones was absent.

REGULAR AGENDA

1. **Consider, and act upon, approval of August 25, 2020 Regular Wylie Parks and Recreation Facilities Development Corporation (4B) meeting minutes.**

Board Action

A motion was made by board member Williams, seconded by board member Duke, to approve Item 1 as presented. A vote was taken and the motion passed 6-0 with board member Jones absent.

2. **Consider, and act upon, approval of the FY 2021-2022 4B Budget and authorize expenditures for the FY 2021-2022 Community Services Facilities Capital Improvement Plan.**

Staff Comments

Finance Director Beard addressed the board stating the activities of the 4B Corporation are accounted for in two fund types: 4B Sales Tax Revenue Fund and the 4B Debt Service Fund. The 4B Sales Tax Revenue includes departments for the Brown House, Senior Activities, Recreation Center, Stonehaven House, a portion of Parks and also Combined Services. The proposed revenues for the FY 2021-2022 budget year are \$4,361,416. Proposed expenditures of \$4,114,986 include a reclass of a part-time GSS position to full time, the replacement of Valentine Park Playground, Founders Softball Infield Replacement Fields C and D, Irrigation pump for Founders Softball, a replacement Utility tractor as well as other equipment. \$120,000 is also budgeted for Stonehaven House Phase I. A very healthy fund balance of \$4,814,956 is projected and the fund balance policy requirement is 25 percent of budgeted sales tax revenue which is equal to \$910,860. The 4B Debt Service Fund will make bond payments of principal and interest for FY 2021-2022 totaling \$383,625 which is supported by a transfer from the 4B Sales Tax Revenue Fund. The current outstanding principal debt for the 4B fund is \$1,460,000 which will be completely paid off in FY 2025.

Board Comments

Board member Williams asked what the debt service is from. Beard replied it is for the portion of the land the Recreation Center was constructed on.

Board Action

A motion was made by board member Williams, seconded by board member Duke, to approve Item 2 as presented. A vote was taken and the motion passed 6-0 with board member Jones absent.

ADJOURNMENT

A motion was made by board member Hevel, seconded by board member Willeford, to adjourn the 4B Board meeting at 9:31 p.m. A vote was taken and the motion passed 6-0 with board member Jones absent.

Matthew Porter, Chair**ATTEST:**

Stephanie Storm, City Secretary



Wylie City Council

AGENDA REPORT

Department: City Secretary
Prepared By: Stephanie Storm

Account Code: _____

Subject

Consider, and act upon, the appointment and/or reappointment of the Wylie Parks and Recreation Facilities Development Corporation (4B) Officers and appoint a Chair and Vice Chairman from its board members for a term beginning January 1, 2023 and ending December 31, 2024.

Recommendation

A motion to appoint _____ as Chairman and _____ as Vice Chairman; and Brent Parker as President; Renae Ollie as Vice-President; Melissa Beard as Treasurer, and Stephanie Storm as Secretary of the Wylie Parks and Recreation Facilities Development Corporation (4B) for a term beginning January 1, 2023 and ending December 31, 2024. (2-year term).

Discussion

Article II, Section 1. (d) states; “The Corporation Board will choose from among its members a Chairman of the Board and a Vice Chairman of the Board. The Chairman will preside at all board meetings and the Vice Chairman will serve in the absence of the Chairman.”

Currently, Mayor Matthew Porter serve as Chair and Emmett Jones serves as Vice Chair.

Article III, Section 1. (a) The amended states that the officers of the Corporation shall appoint a president, a vice president, a secretary and a treasurer and such other officers as the Board may from time to time elect or appoint. One person may hold more than one office, except that the President shall not hold the office of Vice President or Secretary. Terms of the office shall be two years with the right of an officer to be reappointed.

Section 2 of Article III explains the duties of the officers and designates that the president shall be the chief operating executive officer of the corporation, and subject to the authority of the Board, the president shall be in general charge of the properties and affairs of the corporation and execute all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments in the name of the Corporation.

The City Manager of the City of Wylie shall be President.

Section 3 designates the Assistant City Manager as the first Vice President.

Section 4 designates the Finance Director as Treasurer.

Section 5 designates the City Secretary as the Secretary.

Current officers serving are: Brent Parker, President (Chris Holsted was appointed President until December 2022; however, with the appointment of City Manager Brent Parker, he is currently serving as the President); Renae Ollie, Vice President; Melissa Beard, Treasurer, and Stephanie Storm, Secretary.

Pursuant to this article, the board should appoint all officers for a 2-year term. A copy of the 4B Bylaws and amendments thereto are attached for your review.

All new appointments will begin January 1, 2022 and end December 31, 2024.

Current Wylie Parks and Recreation 4B Board members include: Brian Willeford, Emmett Jones, Scott Hevel, Mayor Matthew Porter, Councilman Scott Williams, Councilman David R. Duke, and Councilman Toby Wallis.

II.**BYLAWS OF
WYLIE PARK AND RECREATION FACILITIES DEVELOPMENT
CORPORATION****ARTICLE I****PURPOSE AND POWER**

Section 1. *Purpose.* The Corporation is incorporated for the purposes set forth in Article Four of its Articles of Incorporation, the same to be accomplished on behalf of the City of Wylie, Texas (the "City") as its duly constituted authority and instrumentality in accordance with the Development Corporation Act of 1979, as amended, Article 5190.6, Vernon's Ann. Civ. St., as amended, (the "Act"), and other applicable laws.

Section 2. *Powers.* In the fulfillment of its corporate purpose, the Corporation shall be governed by Section 4B of the Act, and shall have all powers set forth and conferred in its Articles of Incorporation, in the Act, and in other applicable law, subject to the limitations prescribed therein and herein and to the provisions thereof and hereof.

ARTICLE II**BOARD OF DIRECTORS**

Section 1. *Powers, Numbers and Term of Office*

(a) The property and affairs of the Corporation shall be managed and controlled by a Board of Directors (the "Board") under the guidance and direction of the Wylie City Council and, subject to the restrictions imposed by law, by the Articles of Incorporation, and by these Bylaws, the Board shall exercise all of the powers of the Corporation.

(b) The Board shall consist of seven (7) directors, each of whom shall be appointed by the City Council (the "City Council") of the City and must be residents of the City of Wylie. Each director shall occupy a place (individually, the "Place" and collectively, the "Places") as designated herein. Places 1-4 are designated for the City

Councilmember Directors and Places 5-7 are designated for Citizen Boardmembers, of which at least one of the members will be appointed from the Park Board, and one member appointed from the Library Board. These appointments will be classified as citizenmember directors.

(c) The directors constituting the first Board shall be those directors named in the Articles of Incorporation. Successor directors shall have the qualifications, shall be of the classes of directors, and shall be appointed to the terms set forth in the Articles of Incorporation.

(d) The Corporation Board will chose from among its members a Chairman of the Board and a Vice Chairman of the Board. The Chairman will preside at all board meetings and the Vice Chairman will serve in its absence of the Chairman.

(e) Any director may be removed from office by the City Council at will.

Section 2. Meetings of Directors. The directors may hold their meetings at such place or places in the City as the Board may from time to time determine; provided, however, in the absence of any such determination by the Board, the meetings shall be held at the principal office of the Corporation as specified in Article V of these Bylaws.

Section 3. Notice of Meetings.

(a) Regular meetings of the Board shall be held without the necessity of notice to the directors at such times and places as shall be designated from time to time by the Board. Special meetings of the Board shall be held whenever called by the Chairman of the Board, a majority of the directors, or by a majority of the City Council.

(b) The secretary shall give notice to each director of each special meeting in person or by mail, telephone or by facsimile, at least two (2) hours before the meeting. Unless otherwise indicated in the notice thereof, any and all matters pertaining to the purposes of the Corporation may be considered and acted upon at a special meeting. At any meeting at which every director shall be present, even though without any notice, any matter pertaining to the purpose of the Corporation may be considered and acted upon consistent with applicable law.

(c) Whenever any notice is required to be given to the Board, said notice shall be deemed to be sufficient if delivered to their home address in a sealed wrapper addressed to the person entitled thereto or by depositing same in a post office box in a sealed post-paid wrapper addressed to his or her post office address as it appears on the books of the Corporation, and such notice shall be deemed to have been given on the day of such mailing or delivery. Attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business on the grounds

that the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting need be specified in the notice of such meeting, unless required by the Board. A waiver of notice in writing, signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section 4. *Open Meetings Act.* All meetings and deliberations of the Board shall be called, convened, held, and conducted, and notice shall be given to the public, in accordance with the Texas Open Meeting Act, Article 6252-17, Vernon's Ann. Civ. St., as amended.

Section 5. *Quorum.* A majority of the directors shall constitute a quorum to conduct official business of the Corporation. The act of a majority of the directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board and of the Corporation, unless the act of a greater number is required by law.

Section 6. *Conduct of Business.*

(a) At the meetings of the Board, matters pertaining to the business of the Corporation shall be considered in accordance with rules of procedure as from time to time prescribed by the Board.

(b) At all meetings of the Board, the Chairman of the Board shall preside. In the absence of the Chairman, the Board Vice Chairman shall preside.

(c) The chairman will be a voting member of the board.

(d) The secretary of the Corporation shall act as secretary of all meetings of the Board, but in the absence of the secretary, the presiding officer may appoint any person to act as secretary of the meeting.

Section 7. *Committees of the Board.* The Board may designate two (2) or more directors to constitute an official committee of the Board to exercise such authority of the Board. It is provided, however, that all final, official actions of the Corporation may be exercised only by the Board. Each committee so designated shall keep regular minutes of the transactions of its meetings and shall cause such minutes to be recorded in books kept for that purpose in the principal office of the Corporation.

Section 8. *Compensation of Directors.* Directors shall not receive any salary or compensation for their services as directors. However, they shall be reimbursed for their actual expenses incurred in the performance of their official duties as directors.

ARTICLE III

OFFICERS

Section 1. *Titles and Terms of Office*

(a) The officers of the Corporation shall be a chairman and vice-chairman of the board of directors, a president, a first vice president, a secretary and a treasurer, and such other officers as the Board may from time to time elect or appoint. Terms of office shall be two (2) years with the right of an officer to be reappointed. The Board shall select from its members a Chairman of the Board and a Vice-Chairman of the Board.

(b) All officers shall be subject to removal from office at any time by vote of a majority of the City Council.

(c) A vacancy in the office of any officer shall be filled by a vote of a majority of the directors and the City Council.

Section 2. *Powers and Duties of the President.* The president shall be the chief operating executive officer of the Corporation, and, subject to the authority of the Board, the president shall be in general charge of the properties and affairs of the Corporation, and execute all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments in the name of the Corporation. The City Manager of the City of Wylie shall be president.

Section 3. *Vice President.* The vice president shall have such powers and duties as may be prescribed by the Board and shall exercise the powers of the president during that officer's absence or inability to act, in their respective order. Any action taken by the vice president in the performance of the duties of the president shall be conclusive evidence of the absence or inability to act of the president at the time such action was taken. The Assistant to the City Manager shall be the first vice-president.

Section 4. *Treasurer.* The treasurer shall have the responsibility to see to the handling, custody, and security of all funds and securities of the Corporation in accordance with these bylaws. when necessary or proper, the treasurer may endorse and sign, on behalf of the Corporation, for collection or issuance, checks, notes and other obligations in or drawn upon such bank, banks or depositories as shall be designated by the Board consistent with these Bylaws. The treasurer shall see to the entry in the books of the Corporation full and accurate accounts of all monies received and paid out on account of the Corporation. The treasurer shall, at the expense of the Corporation, give such bond for the faithful discharge of his/her duties in such form and amount as the Board or the City Council may require. The Director of Finance of the City shall be

treasurer. All check writing authority will follow applicable City policies concerning authorizations, signatures and disbursements.

Section 5. Secretary. The secretary shall keep the minutes of all meetings of the Board in books provided for that purpose, shall give and serve all notices, may sign with the president in the name of the Corporation, and/or attest the signature thereto, all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other documents and instruments, except the books of account and financial records, securities, and such other books and appears as the Board may direct, all of which shall at all reasonable times be open to public inspection upon application at the office of the Corporation during business hours, and shall in general perform all duties incident to the office of secretary subject to the control of the Board. The City Secretary shall be the secretary.

Section 6. Any assistant treasurer and any assistant secretaries may, at the option of the Board, be employees of the City and the legal counsel shall be the attorney for the City and he shall designate any other attorney needed by the Corporation.

Section 7. Compensation. Officers who are members of the Board shall not receive any salary or compensation for their services, except that they shall be reimbursed for their actual expenses incurred in the performance of their official duties as officers.

ARTICLE IV

FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS

Section 1. Facilities Capital Improvement Plan

(a) It shall be the duty and obligation of the Board to finance and implement the "Community Services Facilities Capital Improvement Plan" as adopted by the Wylie City Council.

(b) In carrying out its obligations under section (a), the Corporation shall be authorized to exercise all rights and powers granted under the act, including, but not limited to Section 4B thereof.

(c) The Board shall periodically submit reports to the City Council as to the status of its activities in carrying out its obligations under this Section.

(d) Any and all agreements between the Corporation and other parties shall be authorized, executed, approved, and delivered in accordance with applicable law.

Section 2. *Multi-Year Financial Plan (the "Plan").* Prior to the beginning of the Fiscal Year, the president will submit a Multi-Year Financial Plan to the City Council for approval. The Plan will detail the utilization, investment and expenditure of funds and Debt scheduling for the Corporation. The Plan will serve as the financial guide for the corporation. The Board will approve the plan prior to the adoption of the Corporation's fiscal budget.

Section 3. *Annual Corporate Budget.* Prior to the commencement of each Fiscal Year of the Corporation, the Board shall adopt a proposed budget of expected revenues from sources set out in Section 6 of this article and proposed expenditures for the next ensuing fiscal year. The budget shall contain such classifications and shall be in such form as may be prescribed from time to time by the City Council. The president shall submit the budget to the City Council for approval prior to submittal to the Board for final adoption. The projection of revenues and all expenditures in the annual corporate budget will follow the guidelines outlined in the Multi-Year Financial Plan as adopted by the Board and the City Council. The budget will include administrative overhead, expenses and debt service.

Section 4. *Books, Records, Audits.*

(a) The Corporation shall keep and properly maintain, in accordance with generally accepted accounting principals, complete books, records, accounts, and financial statements pertaining to its corporate funds, activities, and affairs.

(b) At the direction of the City Council, the books, records, accounts, and financial statements of the Corporation may be maintained for the Corporation by the accountants, staff and personnel of the City.

(c) The Corporation, or the City if the option described in subsection (b) is selected, shall cause its books, records, accounts, and financial statements to be audited at least once each fiscal year by an outside, independent, auditing and accounting firm selected by the City Council and approved by the Board. Such an audit shall be at the expense of the Corporation.

Section 5. *Deposit and Investment of Corporation Funds.*

(a) All proceeds from loans or from the issuance of bonds, notes, or other debt instruments ("Obligations") issued by the Corporation shall be deposited and invested as provided in the resolution, order, indenture, or other documents authorizing or relating to their execution or issuance.

(b) Subject to the requirements of contracts, loan agreements, indentures or other agreements securing Obligations, all other monies of the Corporation, if any, shall be

deposited, secured, and/or invested in the manner provided for the deposit, security, and/or investment of the public funds of the City. The Board, with City Council approval, shall designate the accounts and depositories to be created and designated for such purposes, and the methods of withdrawal of funds there from for use by and for the purposes of the corporation upon the signature of its treasurer and such other persons as the Board designates. The accounts, reconciliation, and investment of such funds and accounts shall be performed by the Department of Finance of the City.

Section 6. *Expenditures of Corporate Money.* The sales and use taxes collected pursuant to Section 4B of the Act and proceeds from the investment of funds of the Corporation, the proceeds from the sale of property, and the proceeds derived from the sale of Obligations, may be expended by the Corporation for any of the purposes authorized by the Act, subject to the following limitations:

- (i) Expenditures from the proceeds of Obligations shall be identified and described in the orders, resolutions, indentures, or other agreements submitted for the approval by the City Council prior to the execution of loan or financing agreements or the sale and delivery of the Obligations to the purchasers thereof required by Section 7 of this Article;
- (ii) Expenditures that may be made from a fund created with the proceeds of Obligations, and expenditures of monies derived from sources other than the proceeds of Obligations may be used for the purpose of financing or otherwise providing one or more "Projects", as defined in Section 4B of the act. Expenditures shall be detailed in the Corporation's annual budget as approved by City Council and Board resolutions;
- (iii) All proposed expenditures shall be made in accordance with and shall be set forth in the Corporation's annual budget required by Section 3 of this Article or in contracts meeting the requirements of Section 1(d) of this Article.

Section 7. *Issuance of Obligations.* No obligations, including refunding obligations, shall be authorized or sold and delivered by the Corporation unless the City Council shall approve such Obligations by action taken prior to the date of sale of the obligations.

ARTICLE V

MISCELLANEOUS PROVISIONS

Section 1. *Principal Office.*

(a) The principal office and the registered office of the Corporation shall be the registered office of the Corporation specified in the Articles of Incorporation.

(b) The Corporation shall have and shall continually designate a registered agent at its office, as required by the Act.

Section 2. *Fiscal Year.* The fiscal year of the Corporation shall be the same as the fiscal year of the City.

Section 3. *Seal.* The Seal of the corporation shall be determined by the Board of Directors.

Section 4. *Resignations.* Any director or officer may resign at any time. Such resignation shall be amended in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the Secretary. The acceptance of resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

Section 5. *Approval or Advice and Consent of the City Council.* To the extent that these Bylaws refer to any approval by the City or refer to advice and consent by the City Council, such advice and consent shall be evidenced by one for the following; resolution, minute order or motion duly adopted by the City Council.

Section 6. *Services of City Staff and Officers.* Subject to the authority of the City Manager under the Charter of the City, the Corporation shall utilize the services and the staff employees of the City. All requests for staff time or inquiries of Staff will be requested through the City Manager's Office. The Corporation shall pay reasonable compensation to the City for such services, and the performance of such services does not materially interfere with the other duties of such personnel of the City.

Section 7. *Indemnification of Directors, Officers and Employees.*

(a) As provided in the Act and the Articles of Incorporation, the Corporation is, for the purposes of the Texas Tort Claims Act (Subchapter A, Chapter 101, Texas Civil Practices and Remedies Code), a governmental unit and its actions are governmental functions.

(b) The Corporation shall indemnify each and every member of the Board, its Officers and its employees, and each member of the City Council and each employee of the City, to the fullest extent permitted by law, against any and all liability or expense, including attorneys fees, incurred by any of such persons by reason of any actions or omissions that may arise out of the functions and activities of the Corporation. The attorney for the Corporation is authorized to provide a defense for members of the Board, officers, and employees of the Corporation.

ARTICLE VI

EFFECTIVE DATE, AMENDMENTS

Section 1. *Effective Date.* These Bylaws shall become effective upon the occurrence of the following events:

- (1) the approval of these Bylaws by the City Council; and
- (2) the adoption of these Bylaws by the Corporation Board.

Section 2. *Amendments to Articles of Incorporation and Bylaws.* The Articles of Incorporation of the Corporation and these Bylaws may be amended only in the manner provided in the Articles of Incorporation and the Act.

**AMENDMENTS TO BYLAWS OF
WYLIE PARK AND RECREATION FACILITIES DEVELOPMENT
CORPORATION**

The following Sections of the Bylaws of Wylie Park and Recreation Facilities Development Corporation adopted by Resolution 95-01 are amended as set forth below:

Article II – Board of Directors, Section 1 – Powers, Numbers and Term of Office, Subsections (b) and (c) are amended to read as follows:

(b) The Board shall consist of seven (7) directors, each of whom shall be appointed by the City Council (the “City Council”) of the City and must be residents of the City of Wylie. Each director shall occupy a place (individually, the “Place” and collectively, the “Places”) as designated herein. Places 1-4 are designated for the City Councilmember Directors and Places 5-7 are designated for Citizen Board members, of which at least one of the members will be appointed from the Park Board. These appointments will be classified as citizen member directors.

(c) Each member of the Board shall be appointed by the City Council for a two (2) year term. Any vacancy occurring before a term is completed shall be filled by appointment by the City Council as set forth in the Articles of Incorporation. All directors shall have the qualifications set forth herein and in the Articles of Incorporation.

Article II – Board of Directors, Section 3 – Notice of Meetings is amended to read as follows:

Section 3. *Notice of Meetings.* To the extent that the Open Meetings Act conflicts with the provisions of this section, the Open Meetings Act shall govern.

(a) Regular meetings and Special meetings of the Board shall be held, following written notice to the Directors by the City Secretary, at such times and places as shall be designated from time to time by the Board. Written notice to each Director may be provided by first class mail, electronic mail or hand delivery and shall be considered provided on the day it is sent and the written notice shall be sent on or before the date the notice of the meeting is posted at City Hall in accordance with the Open Meetings Act. Special Meetings of the Board shall be held whenever called by the Chair of the Board, by a majority of the directors, by the Mayor of the City, or by a majority of the City Council. Nothing contained in this Section 3 shall vitiate the notice requirements contained in Section 4 hereafter.

(b) The City Secretary shall give notice to each director of each Special Meeting in person, by mail, by electronic mail, or telephone, at least seventy two (72) hours before the meeting, unless deemed an emergency meeting by Section 551.045 of the Open Meetings Act. Such notice shall be considered provided on the day it is sent or on the day it is verbally conveyed or on the day a voice message is left with the notice information. Unless otherwise indicated in the notice thereof, any and all matters

pertaining to the purposes of the Corporation may be considered as acted upon at a Special Meeting. At any meeting at which every director shall be present, even though without notice, any matter pertaining to the purpose of the Corporation may be considered and acted upon consistent with applicable law.

Whenever any notice is required to be given to the Board, said notice shall be deemed to be sufficient if given by depositing the same in a post office box in a sealed postpaid wrapper addressed to the person entitled thereto at his or her post office address as it appears on the books of the Corporation or said notice shall be deemed sufficient if sent by electronic mail to the person entitled thereto at his or her electronic mail address as it appears on the books of the Corporation. Attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

Article II – Board of Directors, Section 4 – Open Meetings Act is amended to read as follows:

Section 4. *Open Meetings Act.* Notwithstanding anything contained herein to the contrary, all meetings and deliberations of the Board shall be called, convened, held and conducted, and notice shall be given to the public, in accordance with the Texas Open Meetings Act, Texas Government Code (Vernon's) Chapter 551, as amended (herein referred to as the "Open Meetings Act").

Article II – Board of Directors, Section 9 – Powers and Duties of the Chairman and Vice Chairman of the Board is added to read as follows:

Section 9. *Powers and Duties of the Chairman and Vice Chairman of the Board.*

The Chairman of the Board (the "Chair") shall be the presiding officer of the Board with the following authority:

- (a) Shall preside over all meetings of the Board.
- (b) Shall vote on all matters coming before the Board.
- (c) Shall have the authority, upon notice to the members of the Board as set forth herein, to call a special meeting of the Board when in his or her judgment such a meeting is required.
- (d) Shall have the authority to appoint, with Board approval, standing committees to aid and assist in its business undertakings or other matters incidental to the operations and functions of the Board.

(e) Shall have the authority to appoint, with Board approval, ad hoc committees which may address issues of a temporary nature of concern or which have a temporary affect on the business of the Board.

In addition to the above mentioned duties, the Chair shall perform all duties incidental to the office, and such other duties as shall be prescribed from time to time by the Board.

The Vice Chair shall have such powers and duties as may be prescribed by the Board and shall exercise the powers of the Chair of the Board during that officer's absence or inability to act. Any action taken by the Vice Chair in the performance of the duties of the Chair of the Board shall be conclusive evidence of the Chair's absence or inability to act as Chair at the time such action was taken.

Article III – Officers, Section 1 – Titles and Terms of Office and Section 3 – Vice President is amended to read as follows:

Section 1. *Titles and Terms of Office.*

(a) The officers of the Corporation shall be a President, a Vice President, a Secretary and a Treasurer, and such other officers as the Board may from time to time elect or appoint. One person may hold more than one office, except that the President shall not hold the office of Vice President or Secretary. Terms of office shall be two (2) years, with the right of an officer to be reappointed.

(b) All officers shall be elected by and be subject to removal from office at any time by a vote of a majority of the entire Board.

(c) A vacancy in the office of any officer shall be filled for the remaining term by a vote of a majority of the entire Board.

(d) All officers shall be subject to removal from office at any time by a vote of the majority of the City Council.

Section 3. *Vice President.* The Vice President shall have such powers and duties as may be prescribed by the Board and shall exercise the powers of the president during that officer's absence or inability to act. Any action taken by the Vice President in performance of the duties of the President shall be conclusive evidence of the absence or inability to act of the president at the time such action was taken. The Assistant City Manager shall be the Vice President.

Article IV – Functional Corporate Duties and Requirements, Section 1 – Facilities Capital Improvement Plan and Section 2 – Multi-Year Financial Plan are hereby amended to read as follows:

Section 1. *Facilities Capital Improvement Plan.*

(a) It shall be the duty and obligation of the Board to finance and implement the Facilities Capital Improvement Plan as adopted by the Wylie City Council.

(b) In carrying out its obligations under Section (a), the Corporation shall be authorized to exercise all rights and powers granted under the Act, including, but not limited to Section 4B thereof.

(c) The President shall periodically submit reports to the City Council as to the status of its activities in carrying out its obligations under this Section.

(d) Any and all agreements between the Corporation and other parties shall be authorized, executed, approved, and delivered in accordance with applicable law.

Section 2. *Multi-Year Financial Plan (the "Plan").* Prior to the beginning of the Fiscal Year, the President will submit a Multi-Year Financial Plan to the City Council for approval. The Plan will detail the utilization, investment and expenditure of funds and Debt scheduling for the Corporation. The Plan will serve as the financial guide for the corporation. The Board will approve the plan prior to or contemporaneously with the adoption of the Corporation's fiscal budget.

Article V – Miscellaneous Provisions, Section 4 – Resignations and Section 7 – Indemnification of Directors, Officers and Employees are hereby amended to read as follows:

Section 4. *Resignations.* Any director or officer may resign at any time. Such resignation shall be tendered in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the Secretary. The acceptance of resignation shall not be necessary to make it effective, unless expressly so provided in the resignation. Any director no longer serving in the capacity for which he was appointed will be deemed resigned and a qualified replacement will be appointed by the City Council.

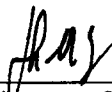
Section 7. *Indemnification of Directors, Officers and Employees.*

(a) As provided in the Act and the Articles of Incorporation, the Corporation is, for the purposes of the Texas Tort Claims Act (Subchapter A, Chapter 101, Texas Civil Practices and Remedies Code, as it exists or may be amended), a governmental unit and its actions are governmental functions.

(b) The Corporation shall indemnify each and every member of the Board, its officers and its employees, and each member of the City Council and each employee of the City, to the fullest extent permitted by law, against any and all liability or expense, including attorneys fees, incurred by any of such persons by reason of any actions or omissions that may arise out of the functions and activities of the Corporation. The

attorney for the Corporation is authorized to provide a defense for members of the Board, officers, and employees of the Corporation.

Adopted this 6th day of December, 2005.



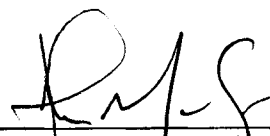
 Chairman of the Board
 Print Name: John Mondy

Attest:



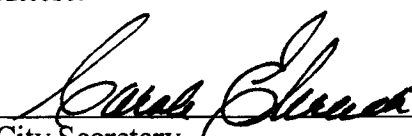
 Secretary of the Corporation
 Print Name: Carole Ehrlich

**APPROVED BY THE CITY COUNCIL OF THE CITY OF WYLIE BY
 RESOLUTION NUMBER 2005-37(R) ON THE 6th DAY OF DECEMBER, 2005.**



 Mayor of the City of Wylie, Texas
 Print Name: John Mondy

Attest:



 City Secretary
 Print Name: Carole Ehrlich





Wylie City Council

AGENDA REPORT

Department: Finance

Prepared By: Melissa Beard

Account Code: _____

Subject

Consider, and act upon, approval of the FY 2022-2023 4B Budget and authorize expenditures for the FY 2022-2023 Community Services Facilities Capital Improvement Plan.

Recommendation

Motion to approve Item as presented.

Discussion

The Parks and Recreation Facilities Development Corporation was established in accordance with State law as a result of the January 15, 1994 election approving the ½ cent sales tax for parks and recreation projects. The Board of Directors for the Corporation are:

Councilmember	David R. Duke
Councilmember	Scott Williams
Councilmember	Toby Wallis
Mayor	Matthew Porter
Park Board Member	Brian Willeford
Board Member	Emmett Jones
Board Member	Scott Hevel

As set out in the Articles of Incorporation, the Board has the power to authorize the expenditures of sales tax receipts for projects approved by the City Council. Further, the Bylaws state that “It shall be the duty and obligation of the Board to finance and implement the Community Services Facilities Capital Improvement Plan as adopted by the Wylie City Council.” Bylaws further state that “The President shall submit the budget to the City Council for approval prior to submission to the Board for final adoption.”

The activities of the 4B Corporation are accounted for in two fund types: 4B Sales Tax Revenue Fund and the 4B Debt Service Fund. The 4B Sales Tax Revenue Fund includes departments for the Brown House, Senior Activities, Recreation Center, Stonehaven House, and a portion of Parks and Combined Services. The proposed revenues for the FY 2022-2023 budget year are \$5,091,346 which includes an 8.8 % increase in sales tax revenue from FY 21-22. Proposed expenditures of \$4,361,637 include one irrigation technician, Pour and Play surfacing for Olde City Park, replacement of Birmingham Farms playground, drainage flume areas for Founders Park, Parks building HVAC replacement, holiday yard decorations at Olde City Park, a zero-turn mower, and two sets of soccer goals for Dodd Park. A very healthy fund balance of \$5,748,334 is projected and the fund balance policy requirement is 25% of budgeted sales tax revenue which is equal to \$1,031,037.

The 4B Debt Service Fund will make bond payments of principal and interest for FY 2022-2023 totaling \$388,050 which is supported by a transfer from the 4B Sales Tax Revenue Fund. The current outstanding debt for the 4B fund is \$1,115,000 which will be completely paid off in FY 2025.

CITY OF WYLIE	
4B SALES TAX REVENUE FUND	
FUND DESCRIPTION	
<p>The Wylie Park and Recreation Facilities Development Corporation (the 4B Corporation) was established to promote park and recreational development within the City of Wylie. The activities of the 4B Corporation are accounted for in two fund types. The two funds are titled the 4B Sales Tax Revenue Fund and the 4B Debt Service Fund. The special revenue fund accounts for the use of the 4B Corporation sales tax revenue and is restricted by State legislation to improve the appeal of the City as a place to live, work and visit through the promotion of park and recreational development. Sales taxes are levied in Wylie at 8.25% of goods and services sold within the City's boundaries. Departments in this fund include 4B Brown House, 4B Senior Activities, 4B Parks, 4B Recreation Center, 4B Stonehaven House and 4B Sales Tax Combined Services.</p>	

City Of Wylie

Fund Summary

4B Sales Tax Revenue Fund

Audited 4B Sales Tax Revenue Fund Ending Balance 09/30/21	\$ 5,121,099
Projected '22 Revenues	4,589,466
Available Funds	<u>9,710,565</u>
Projected '22 Expenditures	<u>(4,013,375) a)</u>
Estimated Ending Fund Balance 09/30/22	\$ 5,697,190
 Estimated Beginning Fund Balance - 10/01/22	 \$ 5,697,190
Proposed Revenues '23	5,091,346 b)
Proposed Expenditures '23	(4,361,637)
Carryforward Expenditures	<u>(678,565)</u>
Estimated Ending Fund Balance 09/30/23	<u><u>\$ 5,748,334 c)</u></u>

a) Carry forward items are taken out of projected 2022 expense and included in 2023 expense.
See manager's letter for detailed list totalling \$678,565.

b) Total includes sales tax revenue and revenue from the Recreation Center.

c) Policy requirement is 25% of budgeted sales tax revenue ($\$4,124,146 \times 25\% = \$1,031,037$).

4B SALES TAX FUND**SUMMARY OF REVENUES AND EXPENDITURES**

	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 PROJECTED	2022-2023 PROPOSED
REVENUES:				
Sales Taxes	3,875,471	3,789,966	3,789,966	4,124,146
Service Fees	655,553	552,500	767,500	928,000
Interest & Misc. Income	12,551	18,950	32,000	39,200
Other Financing Sources	47,390	-	-	-
TOTAL REVENUES	4,590,965	4,361,416	4,589,466	5,091,346
EXPENDITURES:				
Brown House	132,038	360,133	304,133	363,438
Senior Center	405,787	790,537	568,472	796,429
4B Parks	351,569	1,025,706	757,206	1,137,877
Recreation Center	1,712,334	2,003,659	1,991,659	2,202,032
Stonehaven House	-	121,000	1,000	121,000
Combined Services	398,079	390,905	390,905	419,426
TOTAL EXPENDITURES	2,999,807	4,691,940	4,013,375	5,040,202

PROPOSED BUDGET FY 2023

112-4B SALES TAX

4B SALES TAX REVENUES

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 PROPOSED
40210 SALES TAX	\$3,875,471	\$3,789,966	\$3,789,966	\$4,124,146
TOTAL TAXES	\$3,875,471	\$3,789,966	\$3,789,966	\$4,124,146
44150 RECREATION MEMBERSHIP FEES	\$436,473	\$400,000	\$450,000	\$600,000
44152 RECREATION MERCHANDISE	\$5,322	\$2,500	\$2,500	\$8,000
44156 RECREATION CLASS FEES	\$213,758	\$150,000	\$315,000	\$320,000
TOTAL SERVICE FEES	\$655,553	\$552,500	\$767,500	\$928,000
46110 ALLOCATED INTEREST EARNINGS	\$1,879	\$1,700	\$5,000	\$7,200
TOTAL INTEREST INCOME	\$1,879	\$1,700	\$5,000	\$7,200
48120 COMMUNITY ROOM FEES	\$10,463	\$15,000	\$25,000	\$30,000
48410 MISCELLANEOUS INCOME	\$209	\$2,250	\$2,000	\$2,000
TOTAL MISCELLANEOUS INCOME	\$10,672	\$17,250	\$27,000	\$32,000
49600 INSURANCE RECOVERIES	\$47,390	\$0	\$0	\$0
TOTAL OTHER FINANCING SOURCES	\$47,390	\$0	\$0	\$0
TOTAL 4B SALES TAX REVENUES	\$4,590,966	\$4,361,416	\$4,589,466	\$5,091,346

CITY OF WYLIE

4B BROWN HOUSE

DEPARTMENT DESCRIPTION

Under the Parks and Recreation Department, the Recreation Division manages the Welcome Center at Thomas and Mattie Brown House. This division ensures ongoing preservation of Wylie's past by maintaining the historic site. A visit to this establishment serves as a welcome to Wylie's visitors and provides a rare opportunity to glimpse into the City's rich historical background. It is the mission of Wylie Parks and Recreation to spark connection with self, family, and community through meaningful park and recreation experiences.

FISCAL YEAR 2023 GOALS AND OBJECTIVES

Continue to add operating hours to the Welcome Center and reestablish momentum lost during COVID-19.

Strategic Goal: Community Focused Government.

Continue to enhance the Welcome Center experience with history exhibits, tours, and educational opportunities.

Strategic Goal: Community Focused Government

Continue to support downtown events, e.g. Boo on Ballard, Bluegrass, and Arts Festival.

Strategic Goal: Community Focused Government.

FISCAL YEAR 2022 ACCOMPLISHMENTS

Facility upgrade: Completed ADA Accessible Ramp and Parking project.

Strategic Goal: Community Focused Government.

Supported downtown events including, Pedal Car Race, Bluegrass, Boo on Ballard, and Arts Festival.

Strategic Goal: Community Focused Government.

Curated a History of Wylie exhibit to enhance the guest experience at the Welcome Center.

Strategic Goal: Community Focused Government.

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2019-2020	2020-2021	2021-2022	2022-2023
Rec. Supervisor-Brown House	1.0	1.0	1.0	1.0
Recreation Monitor	0.5	0.5	2.5	2.5
Guest Service Specialist	0.5	0.5	3.0	3.0
TOTAL	2.0	2.0	6.5	6.5

ACTIVITY DEMAND / ACTIVITY WORKLOAD

MEASURE	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 TARGET/PROJ	FY 2023 TARGET/PROJ
General Attendance Hourly Headcount			100	400
Celebrations Attendance Free downtown events	5,079	3,000	5,360	5,600

PROPOSED BUDGET FY 2023

112-4B SALES TAX BROWN HOUSE

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 PROPOSED
51110 SALARIES	\$51,905	\$54,144	\$54,144	\$56,430
51112 SALARIES - PART TIME	\$13	\$76,161	\$76,161	\$79,398
51130 OVERTIME	\$0	\$1,000	\$1,000	\$1,000
51140 LONGEVITY PAY	\$284	\$332	\$332	\$380
51310 TMRS	\$8,054	\$12,692	\$12,692	\$14,072
51410 HOSPITAL AND LIFE INSURANCE	\$11,789	\$12,876	\$12,876	\$12,542
51420 LONG-TERM DISABILITY	\$233	\$298	\$298	\$209
51440 FICA	\$3,038	\$8,162	\$8,162	\$9,426
51450 MEDICARE	\$710	\$1,909	\$1,909	\$2,204
51470 WORKERS COMP PREMIUM	\$291	\$167	\$167	\$175
51480 UNEMPLOYMENT COMP (TWC)	\$253	\$540	\$540	\$810
TOTAL PERSONNEL SERVICES	\$76,571	\$168,281	\$168,281	\$176,646
52010 OFFICE SUPPLIES	\$121	\$1,008	\$1,008	\$1,008
52130 TOOLS/ EQUIP (NON-CAPITAL)	\$1,387	\$19,955	\$13,955	\$14,655
52210 JANITORIAL SUPPLIES	\$532	\$2,621	\$2,621	\$2,621
52250 MEDICAL AND SURGICAL	\$40	\$360	\$360	\$360
52310 FUEL AND LUBRICANTS	\$0	\$0	\$0	\$0
52610 RECREATIONAL SUPPLIES	\$0	\$410	\$410	\$410
52650 RECREATION MERCHANDISE	\$0	\$8,675	\$8,675	\$8,675
52710 WEARING APPAREL AND UNIFORMS	\$0	\$450	\$450	\$450
52810 FOOD SUPPLIES	\$197	\$525	\$525	\$525
TOTAL SUPPLIES	\$2,277	\$34,004	\$28,004	\$28,704
54910 BUILDINGS	\$35,004	\$106,050	\$56,050	\$104,800
TOTAL MATERIALS FOR MAINTENANCE	\$35,004	\$106,050	\$56,050	\$104,800
56040 SPECIAL SERVICES	\$13,270	\$32,473	\$32,473	\$32,953
56080 ADVERTISING	\$0	\$5,960	\$5,960	\$5,960
56110 COMMUNICATIONS	\$1,101	\$1,620	\$1,620	\$1,500
56140 REC CLASS EXPENSES	\$0	\$2,900	\$2,900	\$2,900
56180 RENTAL	\$1,065	\$1,900	\$1,900	\$1,900
56210 TRAVEL AND TRAINING	\$534	\$3,250	\$3,250	\$3,250
56250 DUES AND SUBSCRIPTIONS	\$2,217	\$3,695	\$3,695	\$4,825
TOTAL CONTRACTURAL SERVICES	\$18,186	\$51,798	\$51,798	\$53,288
TOTAL BROWN HOUSE	\$132,038	\$360,133	\$304,133	\$363,438

CITY OF WYLIE

4B SENIOR CENTER

DEPARTMENT DESCRIPTION

Under the Parks and Recreation Department, the Recreation Division manages the City of Wylie's Recreation offerings at Wylie Senior Recreation Center. The Wylie Senior Recreation Center supports the well-being of Wylie citizens, ages 55 years and older by providing recreational and educational programs. The division ensures the ongoing operations, participation, and marketing of the recreation programs provided by the City of Wylie at the Senior Recreation Center. It is the mission of Wylie Parks and Recreation to spark connection with self, family, and community through meaningful park and recreation experiences.

FISCAL YEAR 2023 GOALS AND OBJECTIVES

Continue to regain program momentum lost due to COVID-19, and continue to meet increasing and evolving program needs.

Strategic Goal: Community Focused Government.

Prepare for the upcoming renovation.

Strategic Goal: Community Focused Government.

Continue to respond to customer needs in regards to equipment and spaces.

Strategic Goal: Health, Safety, and Well-Being.

FISCAL YEAR 2022 ACCOMPLISHMENTS

Programming: Offerings include Special Events (Eighth Annual Senior Prom was postponed from 2020 due to COVID and resumed April 22, 2022), Drop In Fitness, Drop In Play, Health and Fitness, The Arts, Outings, and Trips. Continue to get back to pre-COVID offerings including field trips and overnight trips. Partnered with Wellness Center for Older Adults in Plano to offer transportation, counseling services, and informative sessions.

Strategic Goal: Health, Safety, and Well-Being.

Facility improvements: Broader variety of fitness equipment geared towards 55+ with a larger emphasis on health and fitness. Parking lot lighting added.

Strategic Goal: Health, Safety, and Well-Being.

Provided EOC Logistic Support through vehicles and staffing during Ice Storm 2022 and COVID-19 (employee COVID-19 screenings).

Strategic Goal: Health, Safety, and Well-Being.

Provided a facility and staffing for Elections.

Strategic Goal: Community Focused Government.

STAFFING	2019-2020	2020-2021	2021-2022	2022-2023
Recreation Supervisor	1.0	1.0	1.0	1.0
Rec. Programmer-Senior Activities	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
Guest Services Specialist	1.5	1.5	1.5	1.5
Recreation Monitor	3.0	3.0	3.0	3.0
Bus Driver	0.5	0.5	0.5	0.5
TOTAL	8.0	8.0	8.0	8.0

4B SENIOR CENTER CONTINUED

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ACTIVITY DEMAND / ACTIVITY WORKLOAD				
MEASURE	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 TARGET/PROJ	FY 2023 TARGET/PROJ
General Attendance Hourly Headcount	42,501	17,400	37,000	38,500
Paid Activity Participation Registrations: Activities and Flex Reg Fitness	1,033	973	1119	1175

PROPOSED BUDGET FY 2023

112-4B SALES TAX SENIOR CENTER

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 PROPOSED
51110 SALARIES	\$133,964	\$140,941	\$140,941	\$146,078
51112 SALARIES - PART TIME	\$111,339	\$154,658	\$154,658	\$177,515
51130 OVERTIME	\$2,760	\$2,750	\$2,750	\$2,750
51140 LONGEVITY PAY	\$812	\$948	\$948	\$1,092
51310 TMRS	\$27,787	\$28,540	\$28,540	\$30,667
51410 HOSPITAL AND LIFE INSURANCE	\$28,660	\$31,840	\$31,840	\$31,507
51420 LONG-TERM DISABILITY	\$600	\$766	\$766	\$541
51440 FICA	\$14,862	\$18,557	\$18,557	\$20,301
51450 MEDICARE	\$3,476	\$4,343	\$4,343	\$4,748
51470 WORKERS COMP PREMIUM	\$1,642	\$1,872	\$1,872	\$1,961
51480 UNEMPLOYMENT COMP (TWC)	\$3,208	\$2,160	\$2,160	\$2,160
TOTAL PERSONNEL SERVICES	\$329,110	\$387,375	\$387,375	\$419,320
52010 OFFICE SUPPLIES	\$1,442	\$2,110	\$2,110	\$1,922
52130 TOOLS/ EQUIP (NON-CAPITAL)	\$11,823	\$20,500	\$20,500	\$10,500
52210 JANITORIAL SUPPLIES	\$687	\$3,535	\$3,535	\$3,535
52250 MEDICAL AND SURGICAL	\$745	\$1,000	\$1,000	\$1,200
52310 FUEL AND LUBRICANTS	\$977	\$6,480	\$6,480	\$9,000
52610 RECREATIONAL SUPPLIES	\$21,846	\$37,050	\$37,050	\$32,930
52650 RECREATION MERCHANDISE	\$837	\$4,012	\$4,012	\$4,012
52710 WEARING APPAREL AND UNIFORMS	\$24	\$1,280	\$1,280	\$1,480
52810 FOOD SUPPLIES	\$406	\$525	\$525	\$525
TOTAL SUPPLIES	\$38,790	\$76,492	\$76,492	\$65,104
54530 HEAVY EQUIPMENT	\$4,604	\$13,900	\$13,900	\$9,500
54910 BUILDINGS	\$1,197	\$26,433	\$26,433	\$4,900
TOTAL MATERIALS FOR MAINTENANCE	\$5,801	\$40,333	\$40,333	\$14,400
56040 SPECIAL SERVICES	\$7,628	\$16,885	\$16,885	\$16,885
56080 ADVERTISING	\$2,630	\$8,659	\$8,659	\$3,503
56110 COMMUNICATIONS	\$1,817	\$4,344	\$4,344	\$2,172
56140 REC CLASS EXPENSES	\$5,813	\$11,000	\$11,000	\$27,025
56180 RENTAL	\$5,534	\$3,748	\$3,748	\$1,620
56210 TRAVEL AND TRAINING	\$5,144	\$12,150	\$12,150	\$15,325
56250 DUES AND SUBSCRIPTIONS	\$3,006	\$4,186	\$4,186	\$5,710
56360 ACTIVENET ADMINISTRATIVE FEES	\$515	\$3,300	\$3,300	\$3,300
TOTAL CONTRACTURAL SERVICES	\$32,087	\$64,272	\$64,272	\$75,540
58570 ENGINEERING/ARCHITECTURAL	\$0	\$222,065	\$0	\$222,065
TOTAL CAPITAL OUTLAY	\$0	\$222,065	\$0	\$222,065
TOTAL SENIOR CENTER	\$405,787	\$790,537	\$568,472	\$796,429

CITY OF WYLIE

4B PARKS

DEPARTMENT DESCRIPTION

The 4B Parks Division is responsible for the development and maintenance of parks throughout the City. It is a division of the Parks and Recreation Department. The 4B Sales Tax Revenue Fund, 4B Parks, is a supplemental cost-center to the General Fund Parks Department. The sales tax revenue is restricted by State legislation to improve the appeal of the City as a place to live, work, and visit while promoting economic development.

FISCAL YEAR 2023 GOALS AND OBJECTIVES

Identify new development opportunities at existing parks and dedicated park land.

Strategic Goals: Planning Management

Continue providing quality maintenance of parks and open spaces.

Strategic Goals: Health, Safety, and Well-Being

Expand and improve maintenance practices and efficiency.

Strategic Goals: Health, Safety, and Well-Being

FISCAL YEAR 2022 ACCOMPLISHMENTS

Continued quality maintenance to the City's parks, open spaces, playgrounds, and athletic fields.

Strategic Goal: Health, Safety, and Well-Being

Replaced several aging pieces of equipment (Kubota Tractor, added new spray rig, turf renovator, new Christmas tree).

Strategic Goal: Infrastructure

Added new irrigation pump to Founders Park Softball Complex. This was needed to split the current system into two separate systems for better efficiency of water management.

Strategic Goal: Infrastructure

Replaced two softball infields with MasterSeal infield conditioner to improve the playability of the turf during inclement weather conditions.

Strategic Goal: Health, Safety, and Well-Being

Replaced Valentine Park playground with a modular structure and new swing sets.

Strategic Goal: Health, Safety, and Well-Being

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2019-2020	2020-2021	2021-2022	2022-2023
Field Supervisor	1.0	1.0	1.0	1.0
Irrigation Technician	0.0	0.0	0.0	1.0
Equipment Operator II	0.0	0.0	0.0	1.0
Equipment Operator I	1.0	1.0	1.0	3.0
Maintenance Worker	3.0	3.0	3.0	0.0
TOTAL	5.0	5.0	5.0	6.0

4B PARKS CONTINUED

ACTIVITY DEMAND / ACTIVITY WORKLOAD				
MEASURE	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 TARGET/PROJ	FY 2023 TARGET/PROJ
Park Pavilion Rental Participants (Non-Profits)	2,560	2,640	4,950	5,500
Park Pavilion Rental Participants (Community Events)	16,000	18,850	30,050	32,500
Local Athletic Youth Sports Participants	2,721	4,639	5,350	5,500
Park Pavilion Rental Participants	2,064	2,995	3,650	4,000
Athletic Field Rental Hours (Local Leagues and Select Leagues)	160	379	900	1,000
Number of Playgrounds in Neighborhood Parks	19	19	22	23

PROPOSED BUDGET FY 2023

112-4B SALES TAX 4B PARKS

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 PROPOSED
51110 SALARIES	\$218,264	\$224,273	\$224,273	\$285,293
51130 OVERTIME	\$9,887	\$8,000	\$8,000	\$14,000
51140 LONGEVITY PAY	\$2,148	\$2,419	\$2,419	\$2,777
51310 TMRS	\$35,562	\$36,377	\$36,377	\$46,821
51410 HOSPITAL AND LIFE INSURANCE	\$42,237	\$47,513	\$47,513	\$63,447
51420 LONG-TERM DISABILITY	\$977	\$1,243	\$1,243	\$1,146
51440 FICA	\$14,191	\$14,551	\$14,551	\$18,728
51450 MEDICARE	\$3,319	\$3,403	\$3,403	\$4,380
51470 WORKERS COMP PREMIUM	\$2,037	\$2,642	\$2,642	\$3,045
51480 UNEMPLOYMENT COMP (TWC)	\$1,260	\$1,350	\$1,350	\$1,620
TOTAL PERSONNEL SERVICES	\$329,883	\$341,771	\$341,771	\$441,257
52130 TOOLS/ EQUIP (NON-CAPITAL)	\$0	\$30,000	\$30,000	\$32,800
52710 WEARING APPAREL AND UNIFORMS	\$2,805	\$4,320	\$4,320	\$4,320
TOTAL SUPPLIES	\$2,805	\$34,320	\$34,320	\$37,120
54530 HEAVY EQUIPMENT	\$0	\$0	\$0	\$0
TOTAL MATERIALS FOR MAINTENANCE	\$0	\$0	\$0	\$0
56040 SPECIAL SERVICES	\$115	\$6,000	\$6,000	\$1,000
56570 ENGINEERING/ARCHITECTURAL	\$11,315	\$50,000	\$50,000	\$50,000
TOTAL CONTRACTURAL SERVICES	\$11,430	\$56,000	\$56,000	\$51,000
58150 LAND-BETTERMENTS	\$7,450	\$185,000	\$72,500	\$407,500
58570 ENGINEERING/ARCHITECTURAL	\$0	\$301,615	\$145,615	\$156,000
58850 MAJOR TOOLS AND EQUIPMENT	\$0	\$107,000	\$107,000	\$15,000
58910 BUILDINGS	\$0	\$0	\$0	\$30,000
TOTAL CAPITAL OUTLAY	\$7,450	\$593,615	\$325,115	\$608,500
TOTAL 4B PARKS	\$351,569	\$1,025,706	\$757,206	\$1,137,877

CITY OF WYLIE

4B RECREATION CENTER

DEPARTMENT DESCRIPTION

Within the Parks and Recreation Department, the Recreation Division manages the City's recreational offerings at Wylie Recreation Center. The Wylie Recreation Center supports the well-being of Wylie citizens by providing access to recreational and educational programs. The division ensures the ongoing operations, participation, and marketing of recreational programs at Wylie Recreation Center. This division provides support and supervisory assistance to all recreation programs. It is the mission of Wylie Parks and Recreation to spark connection with self, family, and community through meaningful park and recreation experiences.

FISCAL YEAR 2023 GOALS AND OBJECTIVES

Meet increasing and evolving program needs.
Strategic Goal: Health, Safety, and Well-Being.

Continue to upgrade fitness equipment.
Strategic Goal: Health, Safety, and Well-Being.

Continue to respond to customer needs in regards to current equipment and spaces.
Strategic Goal: Health, Safety, and Well-Being.

Implement new Rec Pas fees.
Financial Health: Meet the financial needs of the City while maintaining a balanced budget through efficient use of resources, expenditures, and revenues.

FISCAL YEAR 2022 ACCOMPLISHMENTS

Continued to upgrade fitness equipment.
Strategic Goal: Health, Safety, and Well-Being.

Readers Choice Award for Best Fitness Facility 2022.
Strategic Goal: Health, Safety, and Well-Being.

Designed and implemented online Rec Pass purchase options.
Strategic Goal: Community Focused Government.

All registered Special Events sold out including Pumpkins on the Prairie, Gingerbread Workshop, Donuts with Santa, and Easter Bunny Brunch.
Strategic Goal: Community Focused Government.

Centralized fitness equipment maintenance across the Recreation Division.
Strategic Goal: Health, Safety, and Well-Being.

4B RECREATION CENTER CONTINUED

STAFFING	BUDGET 2019-2020	BUDGET 2020-2021	BUDGET 2021-2022	BUDGET 2022-2023
Recreation Manager	1.0	1.0	1.0	0.0
Recreation Supervisor	1.0	1.0	1.0	2.0
Recreation Programmer	3.0	3.0	3.0	3.0
Building Attendant	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
Guest Services Specialist	4.5	4.5	5.0	5.0
Recreation Monitor	13.0	13.0	13.0	13.0
TOTAL	24.5	24.5	25.0	25.0

ACTIVITY DEMAND / ACTIVITY WORKLOAD				
MEASURE	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 TARGET/PROJ	FY 2023 TARGET/PROJ
General Attendance Hourly Headcount	226,693	267,705	318,600	335,000
Paid Activity Participation Registrations: Activities and Flex Reg Fitness	4,300	5,796	5,000	5,250
Paid Rentals Hours Rented per Year	254	183	210	215

PROPOSED BUDGET FY 2023

112-4B SALES TAX RECREATION CENTER

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 PROPOSED
51110 SALARIES	\$349,574	\$391,872	\$391,872	\$376,397
51112 SALARIES - PART TIME	\$505,824	\$527,905	\$527,905	\$617,905
51130 OVERTIME	\$5,000	\$7,000	\$7,000	\$7,000
51140 LONGEVITY PAY	\$2,176	\$2,423	\$2,423	\$2,838
51270 REC INSTRUCTOR PAY	\$22,464	\$35,000	\$35,000	\$60,000
51310 TMRS	\$81,106	\$80,920	\$80,920	\$84,261
51410 HOSPITAL AND LIFE INSURANCE	\$73,357	\$98,118	\$98,118	\$89,064
51420 LONG-TERM DISABILITY	\$1,544	\$2,134	\$2,134	\$1,393
51440 FICA	\$53,958	\$59,718	\$59,718	\$62,257
51450 MEDICARE	\$12,619	\$13,966	\$13,966	\$14,560
51470 WORKERS COMP PREMIUM	\$7,823	\$10,614	\$10,614	\$10,051
51480 UNEMPLOYMENT COMP (TWC)	\$12,701	\$5,400	\$5,400	\$5,400
TOTAL PERSONNEL SERVICES	\$1,128,146	\$1,235,070	\$1,235,070	\$1,331,126
52010 OFFICE SUPPLIES	\$2,932	\$5,852	\$5,852	\$5,852
52130 TOOLS/ EQUIP (NON-CAPITAL)	\$14,915	\$20,370	\$20,370	\$20,220
52210 JANITORIAL SUPPLIES	\$10,222	\$28,479	\$28,479	\$28,479
52250 MEDICAL AND SURGICAL	\$3,529	\$4,420	\$4,420	\$4,420
52310 FUEL AND LUBRICANTS	\$725	\$3,990	\$3,990	\$6,300
52610 RECREATIONAL SUPPLIES	\$70,211	\$99,035	\$99,035	\$109,691
52650 RECREATION MERCHANDISE	\$2,672	\$7,475	\$7,475	\$7,475
52710 WEARING APPAREL AND UNIFORMS	\$1,628	\$7,470	\$7,470	\$7,470
52810 FOOD SUPPLIES	\$1,155	\$1,200	\$1,200	\$1,200
TOTAL SUPPLIES	\$107,988	\$178,291	\$178,291	\$191,107
54530 HEAVY EQUIPMENT	\$7,376	\$21,090	\$21,090	\$26,090
54910 BUILDINGS	\$37,462	\$45,920	\$33,920	\$43,720
TOTAL MATERIALS FOR MAINTENANCE	\$44,839	\$67,010	\$55,010	\$69,810
56040 SPECIAL SERVICES	\$52,588	\$91,370	\$91,370	\$91,370
56080 ADVERTISING	\$85,342	\$99,977	\$99,977	\$99,977
56110 COMMUNICATIONS	\$1,062	\$1,800	\$1,800	\$1,800
56140 REC CLASS EXPENSES	\$102,440	\$76,300	\$76,300	\$152,650
56180 RENTAL	\$1,355	\$3,300	\$3,300	\$3,300
56210 TRAVEL AND TRAINING	\$5,739	\$25,600	\$25,600	\$29,790
56250 DUES AND SUBSCRIPTIONS	\$6,002	\$12,071	\$12,071	\$13,532
56310 INSURANCE	\$27,614	\$35,300	\$35,300	\$40,000
56360 ACTIVENET ADMINISTRATIVE FEES	\$39,304	\$58,600	\$58,600	\$58,600
56610 UTILITIES-ELECTRIC	\$88,950	\$98,970	\$98,970	\$98,970
56630 UTILITIES-WATER	\$20,966	\$20,000	\$20,000	\$20,000
56660 UTILITIES-GAS	\$0	\$0	\$0	\$0
TOTAL CONTRACTURAL SERVICES	\$431,360	\$523,288	\$523,288	\$609,989
TOTAL RECREATION CENTER	\$1,712,334	\$2,003,659	\$1,991,659	\$2,202,032

CITY OF WYLIE

4B STONEHAVEN HOUSE

DEPARTMENT DESCRIPTION

Under the Parks and Recreation Department, the Recreation Division manages the maintenance of Stonehaven House. This division ensures ongoing preservation of Wylie's past by maintaining the historic site. Similar to the Brown House, a visit to the Stonehaven House provides another rare opportunity to glimpse into the City's rich historical background.

FISCAL YEAR 2023 GOALS AND OBJECTIVES

Add utilities and infrastructure Improvements to the house to aid in future preservation efforts.

Strategic Goals: Planning Management

Discussion with Wylie Historical Society regarding possible shared use of the Stonehaven House and house improvement plan.

Strategic Goals: Planning Management

FISCAL YEAR 2022 ACCOMPLISHMENTS

None

PROPOSED BUDGET FY 2023

112-4B SALES TAX STONEHAVEN HOUSE

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 PROPOSED
54210 STREETS AND ALLEYS	\$0	\$0	\$0	\$0
54510 MOTOR VEHICLES	\$0	\$0	\$0	\$0
54530 HEAVY EQUIPMENT	\$0	\$0	\$0	\$0
54630 TOOLS AND EQUIPMENT	\$0	\$0	\$0	\$0
54650 COMMUNICATIONS	\$0	\$0	\$0	\$0
54810 COMPUTER HARD/SOFTWARE	\$0	\$0	\$0	\$0
54910 BUILDINGS	\$0	\$121,000	\$1,000	\$121,000
TOTAL MATERIALS FOR MAINTENANCE	\$0	\$121,000	\$1,000	\$121,000
TOTAL STONEHAVEN HOUSE	\$0	\$121,000	\$1,000	\$121,000

CITY OF WYLIE**4B SALES TAX REVENUE COMBINED SERVICES****DEPARTMENT DESCRIPTION**

This department reflects expenditures incurred by the City's 4B Sales Tax Revenue Fund, as a single entity, in the conduct of its operations. These expenditures include debt service payments, etc.

PROPOSED BUDGET FY 2023

112-4B SALES TAX

4B COMBINED SERVICES

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 PROPOSED
56040 SPECIAL SERVICES	\$5,829	\$7,280	\$7,280	\$31,376
56310 INSURANCE	\$0	\$0	\$0	\$0
TOTAL CONTRACTURAL SERVICES	\$5,829	\$7,280	\$7,280	\$31,376
59125 TRANSFER TO RECREATION FUND	\$0	\$0	\$0	\$0
59132 TRANSFER TO 4B DEBT SERVICE	\$392,250	\$383,625	\$383,625	\$388,050
59430 TRANSFER TO CAPITAL PROJ FUND	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCING (USES)	\$392,250	\$383,625	\$383,625	\$388,050
TOTAL 4B COMBINED SERVICES	\$398,079	\$390,905	\$390,905	\$419,426

City Of Wylie

Fund Summary

4B Debt Service Funds

Audited 4B Debt Service Funds Ending Balance 09/30/21	\$ 186,132
Projected '22 Revenues	383,625
Available Funds	<u>569,757</u>
Projected '22 Expenditures	<u>(383,625)</u>
Estimated Ending Fund Balance 09/30/22	\$ 186,132
 Estimated Beginning Fund Balance - 10/01/22	 \$ 186,132
Proposed Revenues '23	388,050
Proposed Expenditures '23	<u>(388,050)</u>
Estimated Ending Fund Balance 09/30/23	<u><u>\$ 186,132</u></u>

PROPOSED BUDGET FY 2023

313-4B DEBT SERVICE FUND 2013

4B DEBT SERVICE REVENUES

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 PROPOSED
49131 TRANSFER FROM SPECIAL REVENUE	\$0	\$0	\$0	\$0
49132 TRANSFER FROM 4B REVENUE	\$392,250	\$383,625	\$383,625	\$388,050
TOTAL OTHER FINANCING SOURCES	\$392,250	\$383,625	\$383,625	\$388,050
TOTAL 4B DEBT SERVICE REVENUES	\$392,327	\$383,625	\$383,625	\$388,050

313-4B DEBT SERVICE FUND 2013

4B DEBT SERVICE EXPENDITURES

	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 PROPOSED
57110 DEBT SERVICE	\$345,000	\$345,000	\$345,000	\$360,000
57210 DEBT SERVICE-INTEREST	\$47,250	\$38,625	\$38,625	\$28,050
TOTAL DEBT SERVICE AND CAP. REPL	\$392,250	\$383,625	\$383,625	\$388,050
TOTAL 4B DEBT SERVICE	\$392,250	\$383,625	\$383,625	\$388,050