

Wylie City Council Regular Meeting

March 10, 2026 – 6:00 PM

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



CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

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 February 24, 2026 Regular City Council Meeting minutes.
- B. Consider, and act upon, Ordinance No. 2026-09, an ordinance of the City Council of the City of Wylie, Texas, declaring unopposed candidates in the May 2, 2026, General City Election, elected to office; canceling the election; providing a severability clause; and providing an effective date.
- C. Consider, and act upon, accepting a donation to the City in the amount of \$5,779 from the Catholic Foundation of the Estate of Rita and Truett Smith.
- D. Consider, and act upon, a Preliminary Plat for Dominion of Pleasant Valley Phase 8, creating 102 single-family residential lots and six open space lots on 43.113 acres, generally located at the southwest corner of Sachse Road and Dominion Drive.
- E. Consider, and act upon, Ordinance No. 2026-10, amending Chapter 2 (Administration), Article III (Officers), Division 1 (Generally), Section 2-42 (City Manager Authorized To Execute Certain Documents, Agreements, Contracts) of the Wylie Code of Ordinances, Ordinance No. 2021-17, as amended, to authorize the City Manager to execute contracts and/or purchases up to \$100,000.00.
- F. Consider, and act upon, the approval of the 2026 Procurement Manual.
- G. Consider, and act upon, the approval of Purchase No. W2026-49 for the purchase of three (3) vehicles for the Public Works Department from Caldwell County Chevrolet in an estimated amount of \$177,394.00 through a cooperative purchasing agreement with BuyBoard and authorizing the City Manager to execute all necessary documents.
- H. Consider, and act upon, the approval of an agreement with Dell Technologies for the purchase of computers and related hardware in the estimated annual amount of \$90,000 through a cooperative purchasing contract with the Texas Department of Information Resources (DIR), and authorize the City Manager to execute all necessary documents.

REGULAR AGENDA

- 1. Hold a Public Hearing, consider, and act upon, the writing of an ordinance for a change in zoning from Planned Development 2022-51 (PD 2022-51) to Commercial Corridor (CC) on 2.02 acres to allow for compatible retail uses. Property located at 703 N. Highway 78 (ZC 2026-01).
- 2. Consider, and act upon, Ordinance No. 2026-11, amending Wylie’s Code of Ordinances, Ordinance No. 2021-17, as amended, Appendix A (Comprehensive Fee Schedule), Article XI (Fire Department), Sections J, K, L, and M (Ambulance Service Fees); providing a savings/repealing clause, severability clause, penalty clause and an effective date; and providing for the publication of the caption hereof.

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 March 4, 2026 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

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

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

Texas Government Code Section:

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



Wylie City Council

AGENDA REPORT

Department: City Secretary
Prepared By: Stephanie Storm

Account Code: _____

Subject

Consider, and act upon, approval of February 24, 2026 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

February 24, 2026 – 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 6:00 p.m. The following City Council members were present: Councilman David R. Duke, Councilman Dave Strang, Councilman Todd Pickens, Councilman Scott Williams, and Councilman Sid Hoover. Mayor *Pro Tem* Gino Mulliqi was absent.

Staff present included: City Manager Brent Parker; Deputy City Manager Renae Ollie; Assistant City Manager Lety Yanez; Assistant Fire Chief Casey Nash; Digital Media Specialist Kristina Kelly; Marketing and Communications Director Craig Kelly; City Secretary Stephanie Storm; Assistant Police Chief Tommy Walters; Operations Director James Brown, Parks and Recreation Director Carmen Powlen; Library Director Ofilia Barrera; Municipal Court Administrator Lisa Mangham; Public Works Director Weir; and various support staff.

INVOCATION & PLEDGE OF ALLEGIANCE

Mayor Porter led the invocation, and Councilman Strang led the Pledge of Allegiance.

PRESENTATIONS & RECOGNITIONS

PR1. Teen Court Celebrating 10 Years.

Mayor Porter presented a proclamation recognizing 10 Years of Teen Court. Municipal Court staff and students involved in the Teen Court program were present to accept the proclamation.

PR2. Eagle Scout Cooper Allan Reynolds.

Mayor Porter presented a proclamation recognizing Cooper Allan Reynolds for earning the Eagle Scout Award. Reynolds was present to accept the proclamation and gave a brief description of his Eagle Scout project.

COMMENTS ON NON-AGENDA ITEMS

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Britt Volker addressed the City Council, thanking them for the added shade at the pickleball courts, and requested that the lighting be installed sooner rather than later.

Jared Ridgley addressed the City Council with concerns regarding Flock cameras.

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 February 10, 2026 Regular City Council Meeting minutes.**
- B. **Consider, and act upon, Resolution No. 2026-04(R) authorizing the City Manager to execute a Joint General and Special Election Services Contract between the City of Wylie and the Collin County Elections Administrator to be administered by the Collin County Elections Administrator for the May 2, 2026 Wylie General Election.**
- C. **Consider, and place on file, the City of Wylie Monthly Revenue and Expenditure Report for January 31, 2026.**
- D. **Consider, and place on file, the City of Wylie Monthly Investment Report for January 31, 2026.**
- E. **Consider, and act upon, the approval of purchasing a 2026 International 6-yard Dump Truck from Southwest International Trucks, Inc. in the estimated amount of \$139,054.00 through a cooperative purchasing agreement with BuyBoard and authorizing the City Manager to execute all necessary documents.**
- F. **Consider, and place on file, the monthly Revenue and Expenditure Report for the Wylie Economic Development Corporation as of January 31, 2026.**
- G. **Review, and place on file, the Wylie Police Department 2025 Racial Profiling Analysis.**

Councilman Duke requested Item G be pulled from the Consent Agenda and considered individually.

Council Action

A motion was made by Councilman Williams, seconded by Councilman Hoover, to approve Consent Agenda Items A-F as presented. A vote was taken, and the motion passed 6-0 with Mayor *Pro Tem* Mulliqi absent.

REGULAR AGENDA

- G. **Review, and place on file, the Wylie Police Department 2025 Racial Profiling Analysis.**

Staff Comments

Assistant Police Chief Walters answered questions from the Council. Councilman Duke thanked the Police Department for all that they do.

Council Action

A motion was made by Councilman Strang, seconded by Councilman Duke, to approve Item G as presented. A vote was taken, and the motion passed 6-0 with Mayor *Pro Tem* Mulliqi absent.

- 1. **Hold a public hearing, consider, and act upon, authorizing a donation by the City of Wylie to Hope for the Cities in an amount not to exceed \$2,000.**

Council Comments

Mayor Porter stated that some administrative work needs to be completed; therefore, one option for the Council is to table this Item for a future agenda.

Public Hearing

Mayor Porter opened the public hearing on Item 1 at 6:36 p.m.

No persons were present wishing to address the Council.

Mayor Porter closed the public hearing at 6:36 p.m.

Council Action

A motion was made by Councilman Duke, seconded by Councilman Strang, to table Item 1 to one of the next two City Council meetings. A vote was taken, and the motion passed 6-0 with Mayor *Pro Tem* Mulliqi absent.

WORK SESSION

Mayor Porter convened the Council into a Work Session at 6:38 p.m.

WS1. Community Waste Disposal (CWD) Annual Review.

Robert Medigovich, representing Community Waste Disposal (CWD), addressed Council, giving a brief presentation, and answered questions from Council.

RECONVENE INTO REGULAR SESSION

Mayor Porter reconvened the Council into Regular Session at 6:50 p.m.

EXECUTIVE SESSION

Mayor Porter convened the Council into Executive Session at 6:50 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. Pursuant to Texas Government Code Section 551.074 (Personnel Matters), the City Council will convene in executive session to deliberate the evaluation, duties, compensation, and contractual terms of the City Manager.

RECONVENE INTO OPEN SESSION

Take any action as a result from Executive Session.

Mayor Porter convened the Council into Open Session at 7:54 p.m.

ADJOURNMENT

A motion was made by Councilman Strang, seconded by Councilman Williams, to adjourn the meeting at 7:55 p.m. A vote was taken, and the motion passed 6-0 with Mayor *Pro Tem* Mulliqi absent.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary



Wylie City Council

AGENDA REPORT

Department: City Secretary
Prepared By: Stephanie Storm

Account Code: _____

Subject

Consider, and act upon, Ordinance No. 2026-09, an ordinance of the City Council of the City of Wylie, Texas, declaring unopposed candidates in the May 2, 2026, General City Election, elected to office; canceling the election; providing a severability clause; and providing an effective date.

Recommendation

Motion to approve the Item as presented.

Discussion

On February 10, 2026, the Wylie City Council ordered a General Election to be held on May 2, 2026, for the purpose of electing three Wylie City Council members, Mayor, Place 5, and Place 6. The filing period for those wishing to be placed on the ballot began January 14, 2026 and ended Friday, February 13, 2026 at 5:00 p.m. and write-in candidate deadline ended on Tuesday, February 17, 2026.

The City Secretary is responsible for receiving applications for a place on the ballot. On February 23, 2026, the City Secretary declared and certified that there were no opposing candidates for Wylie City Council, Mayor, Place 5, or Place 6. Under these circumstances and pursuant to Subchapter C, Chapter 2 of the Election Code, the Wylie City Council can declare the candidates elected to office and cancel the election. Candidates who are unopposed in the May 2, 2026, Wylie General Election are: Matthew Porter, Mayor; Sid Hoover, City Council Place 5; and Gino Mulliqi, City Council Place 6.

A copy of the ordinance declaring the election canceled will be posted at each election polling place during early voting and on election day, on the City website, and posting board.

There is no fee due to Dallas and Rockwall Counties, and a \$75 cancellation fee will be paid to Collin County.

ORDINANCE NO. 2026-09

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, DECLARING UNOPPOSED CANDIDATES IN THE MAY 2, 2026 GENERAL CITY ELECTION, ELECTED TO OFFICE; CANCELING THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Wylie, Texas (“City”) General Election was called for May 2, 2026, for the purpose of electing members to the City Council of the City of Wylie, Texas (“City Council”); and

WHEREAS, the City Secretary has certified in writing that no person has made a declaration of write-in candidacy, and that each candidate on the ballot is unopposed for election to office; and

WHEREAS, under these circumstances, Chapter 2, Subchapter C of the Election Code, authorizes the City Council to declare the candidates elected to office and cancel the election.

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

Section 1. The following candidates, who are unopposed in the May 2, 2026 City General Election, are declared elected to office, and shall be issued certificates of election following the time the election would have been canvassed:

Matthew Porter, Mayor
Sid Hoover, Council Member, Place 5
Gino Mulliqi, Council Member, Place 6

Section 2. The May 2, 2026 General Election is canceled, and the City Secretary is directed to cause a copy of this ordinance to be posted on Election Day at each polling place that would have been used in the election.

Section 3. It is declared to be the intent of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance is declared invalid by the jurisdiction, the invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or section of this ordinance since the City Council would have enacted them without the invalid portion.

Section 4. This Ordinance shall be effective from the date of its adoption.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas, this 10th day of March 2026.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary

ORDENANZA NRO. 2026-09

UNA ORDENANZA DEL CONSEJO MUNICIPAL DE LA CIUDAD DE WYLIE, TEXAS, QUE DECLARA ELECTOS AL CARGO A LOS CANDIDATOS SIN Oponentes PARA LA ELECCIÓN GENERAL DE LA CIUDAD DEL 2 DE MAYO DE 2026; CANCELA LA ELECCIÓN; DISPONE UNA CLÁUSULA DE DIVISIBILIDAD; Y DISPONE UNA FECHA DE ENTRADA EN VIGENCIA.

EN VISTA DE QUE la Elección General de la Ciudad de Wylie, Texas (“Ciudad”) fue convocada para el 2 de mayo de 2026 para el propósito de elegir miembros del Consejo Municipal de la Ciudad de Wylie, Texas (“Consejo Municipal”); y

EN VISTA DE QUE, la Secretaria de la Ciudad ha certificado por escrito que ninguna persona ha declarado una candidatura por escrito y que cada candidato en la boleta no tiene ningún oponente para elección al cargo; y

EN VISTA DE QUE, bajo estas circunstancias, el Subcapítulo C del Capítulo 2 del Código Electoral autoriza al Consejo Municipal a declarar a los candidatos electos al cargo y cancelar la elección.

AHORA, POR LO TANTO, EL CONSEJO MUNICIPAL DE LA CIUDAD DE WYLIE, TEXAS, ORDENA:

Sección 1. Los siguientes candidatos, que no tienen oponentes para la Elección General de la Ciudad del 2 de mayo de 2026, son declarados electos al cargo, y se expedirán certificados de elección después del momento en el que se hubiera escrutado la elección:

Matthew Porter, Alcalde
Sid Hoover, Miembro del Consejo, Lugar 5
Gino Mulliqi, Miembro del Consejo, Lugar 6

Sección 2. Se cancela la Elección General del 2 de mayo de 2026, y se instruye a la Secretaria de la Ciudad que haga que se coloque una copia de esta ordenanza el Día de Elección en cada lugar de votación que se habría utilizado en la elección.

Sección 3. Se declara que es intención del Consejo Municipal que las frases, cláusulas, oraciones, párrafos y secciones de esta ordenanza sean divisibles, y si cualquier frase, cláusula, oración, párrafo o sección de esta ordenanza fuera declarado inválido por la jurisdicción, dicha invalidez no afectará ninguna de las frases, cláusulas, oraciones, párrafos o sección restantes de esta ordenanza, debido a que la misma hubiera sido promulgada por el Consejo Municipal sin la porción inválida.

Sección 4. Esta Ordenanza entrará en vigencia a partir de la fecha de su adopción.

DEBIDAMENTE PRESENTADA Y APROBADA por el Consejo Municipal de la Ciudad de Wylie, Texas, el 10 de marzo de 2026.

Matthew Porter, Alcalde

ATESTIGUA:

Stephanie Storm, Secretaria de la Ciudad

SẮC LỆNH SỐ 2026-09

SẮC LỆNH CỦA HỘI ĐỒNG THÀNH PHỐ CỦA THÀNH PHỐ WYLIE, TEXAS, TUYÊN BỐ CÁC ỨNG CỬ VIÊN KHÔNG CÓ ĐỐI THỦ TRANH CỬ TRONG CUỘC TỔNG TUYỂN CỬ THÀNH PHỐ NGÀY 2 THÁNG NĂM, 2026 ĐÃ TRÚNG CỬ; HỦY BỎ CUỘC BẦU CỬ; QUY ĐỊNH MỘT ĐIỀU KHOẢN VỀ KHẢ NĂNG TÁCH BIỆT; VÀ QUY ĐỊNH VỀ NGÀY CÓ HIỆU LỰC.

XÉT THẤY RẰNG, một cuộc tổng tuyển cử của Thành Phố Wylie, Texas ("Thành Phố") được yêu cầu tổ chức vào ngày 2 tháng Năm, 2026 để bầu chọn các thành viên Hội Đồng Thành Phố của Thành Phố Wylie, Texas ("Hội Đồng Thành Phố"); và

XÉT THẤY RẰNG, Thư Ký Hội Đồng Thành Phố đã chứng thực bằng văn bản rằng không có ai tuyên bố tranh cử theo diện ứng cử viên ghi thêm, và mỗi ứng cử viên có tên trên lá phiếu không có đối thủ tranh cử vào vị trí tương ứng; và

XÉT THẤY RẰNG, trong các trường hợp này, Chương 2, Phụ Chương C của Bộ Luật Bầu Cử cho phép Hội Đồng Thành Phố tuyên bố các ứng cử viên đó trúng cử vào vị trí tranh cử và hủy bỏ cuộc bầu cử.

VÌ VẬY, BÂY GIỜ, HỘI ĐỒNG THÀNH PHỐ CỦA THÀNH PHỐ WYLIE, TEXAS, RA LỆNH NHƯ SAU:

Mục 1. Các ứng cử viên sau đây không có đối thủ tranh cử trong Cuộc Tổng Tuyển Cử Thành Phố ngày 2 tháng Năm, 2026 sau đây trúng cử vào vị trí, và sẽ được cấp giấy chứng nhận trúng cử sau thời gian lễ ra sẽ có kết quả bầu cử:

Matthew Porter, Thị Trường
Sid Hoover, Thành Viên Hội Đồng, Vị Trí 5
Gino Mulliqi, Thành Viên Hội Đồng, Vị Trí 6

Mục 2. Cuộc Tổng Tuyển Cử Thành Phố ngày 2 tháng Năm, 2026 bị hủy bỏ, và Thư Ký Hội Đồng Thành Phố theo đây được chỉ thị cho niêm yết một bản sao của sắc lệnh này vào Ngày Bầu Cử tại mỗi điểm bỏ phiếu được sử dụng hoặc lễ ra sẽ được sử dụng cho Cuộc Bầu Cử.

Mục 3. Hội Đồng Thành Phố tuyên bố dự định rằng các cụm từ, mệnh đề, câu, đoạn, và mục của sắc lệnh này đều có thể tách rời, và nếu bất kỳ cụm từ, mệnh đề, câu, đoạn, hoặc mục nào của sắc lệnh này được tuyên bố là vô hiệu lực theo thẩm quyền pháp lý, sự vô hiệu đó sẽ không ảnh hưởng đến bất kỳ cụm từ, mệnh đề, câu, đoạn, hoặc mục còn lại của sắc lệnh này vì Hội Đồng Thành Phố có thể ban hành các nội dung đó mà không cần phân vô hiệu.

Mục 4. Sắc lệnh này sẽ có hiệu lực kể từ ngày thông qua lệnh.

ĐƯỢC THÔNG QUA VÀ PHÊ CHUẨN HỢP THỨC bởi Hội Đồng Thành Phố của Thành Phố Wylie, Texas vào ngày 10 tháng Ba, 2026.

Matthew Porter, Thị Trường

CHỨNG THỰC:

Stephanie Storm, Thư Ký Hội Đồng Thành Phố



Wylie City Council

AGENDA REPORT

Department: Library Account Code: _____
Prepared By: Ofilia Barrera

Subject

Consider, and act upon, accepting a donation to the City in the amount of \$5,779 from the Catholic Foundation of the Estate of Rita and Truett Smith.

Recommendation

Motion to approve the Item as presented.

Discussion

The Catholic Foundation of the Estate of Rita and Truett Smith has made a donation to the library to be used for library improvements in the form of additional shelving for holds and tech upgrades for the circulation department.



Wylie City Council

AGENDA REPORT

Department: Community Development
Prepared By: Jasen Haskins

Account Code: _____

Subject

Consider, and act upon, a Preliminary Plat for Dominion of Pleasant Valley Phase 8, creating 102 single-family residential lots and six open space lots on 43.113 acres, generally located at the southwest corner of Sachse Road and Dominion Drive.

Recommendation

Motion to approve the Item as presented.

Discussion

OWNER: Wylie DPV, LP

APPLICANT: J. Volk Consulting

The applicant has submitted a Preliminary Plat for Dominion of Pleasant Valley Phase 8. The plat consists of 102 residential lots, and six open space lots on 43.113 acres. Zoning for the single-family development was approved by the City Council in November 2025 as Planned Development Ordinance No. 2025-41.

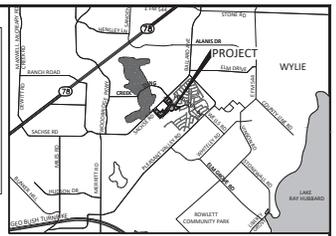
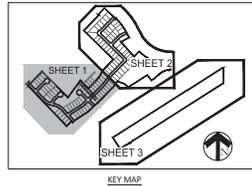
The overall 375-acre Planned Development allows for a maximum of 1,123 single-family residential lots. Within Phases 1-8 of the Dominion of Pleasant Valley Development, there are 1,001 residential lots, leaving 122 residential lots that can be developed in future phases.

The plat dedicates the necessary rights-of-way and utility easements. Open space lots are to be dedicated to the City of Wylie and maintained by the H.O.A.

The plat is technically correct and abides by all aspects of the City of Wylie Subdivision Regulations and is consistent with the approved Zoning Exhibit of Planned Development 2025-41. 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.

The P&Z Commission voted 6-0 to recommend approval.



VICINITY MAP
N.T.S.

- LEGEND**
- Point of Curvature or Tangency on Center Line
 - 1/2" Iron rod set with a yellow plastic cap stamped "JVC" (unless otherwise noted)
 - 1/2" IRF
 - AC Acre
 - BL Building Line
 - C1 Curve No.
 - <C>M Control Monument
 - DE Drainage Easement
 - Emt Easement
 - L1 Line No.
 - R.O.W. Right-of-Way
 - SF Square Feet
 - UE & SWE Utility Easement & Sidewalk Easement
 - V.E. Visibility Easement
 - W.M.E. Wall Maintenance Easement
 - D.R.C.C.T. = Deed Records of Dallas County, Texas
 - D.R.C.C.T. = Deed Records of Collin County, Texas
 - M.R.C.C.T. = Map Records of Collin County, Texas

- CITY BENCHMARKS:**
- CITY MONUMENT #2:** Located north of State Highway No. 78 and west of South Ballard Street approximately 10.0' west and 10.4' south of the southeast corner of the building located at 104 South Ballard Street.
- N: 7057346.78 E: 2569521.04
ELEV: 550.24' (PLAN) 550.37' (FIELD)
- CITY MONUMENT #6:** Located in the northeast corner of Quail Meadow Park south of alley and west of White Iris Way. 14.5 feet south of the south line of alley concrete paving. 7.3' perpendicular to b.c. parking area.
- N: 7065787.60 E: 2560973.93
ELEV: 562.91' (PLAN) 562.86' (FIELD)
- CITY MONUMENT #5:** Located north of the northeast intersection of Troy Road and County Road 732 (Beaver Creek). The monument is located approximately 8.5' west of the southeast corner of a chain link fence and 5.5' south of the south chain link fence.
- N: 7050245.80 E: 2578669.15
ELEV: 454.28' (PLAN) 454.17' (FIELD)



PRELIMINARY PLAT
DOMINION OF PLEASANT VALLEY
PHASE 8
43.113 ACRES

- LOTS 21-25, 26X, BLOCK 11;
LOTS 1X, BLOCK 12; LOTS 1-7, BLOCK 16;
LOTS 1-16, 34X & 35-41, BLOCK 17; LOTS 1X, 2-16, 17X, 18-57 & 58X BLOCK 18;
LOTS 1-12, BLOCK 19
102 SINGLE FAMILY LOTS
6 OPEN SPACES/COMMON AREAS
OUT OF THE
GUADALUPE DE LOS SANTOS SURVEY,
ABSTRACT NO. 1384 (DALLAS COUNTY)

Owner/Applicant:
Wylie DPV Limited Partnership
c/o Team Phillips, Inc.
1914 Skillman Street
Suite 110-310
Dallas, Texas 75206
Phone: 214-535-1758
Contact: Nancy E. Phillips
nancy@teamphillipsinc.com

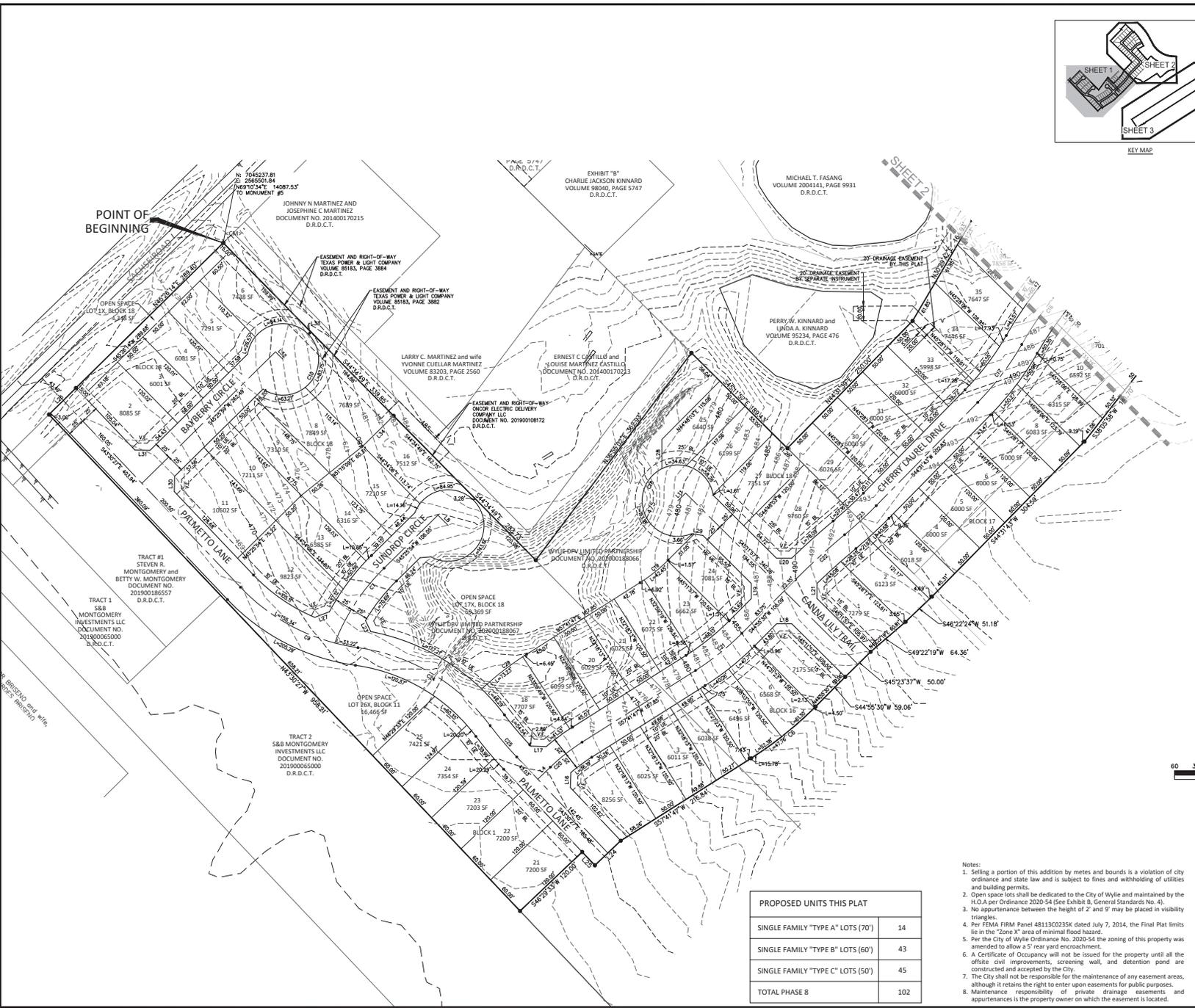
Engineer/Surveyor:
Johnson Volk Consulting, Inc.
704 Central Parkway East,
Suite 1200
Plano, Texas 75074
Phone: 972-201-3102
Contact: Claudio Segovia
claudio.segovia@johnsonvolk.com

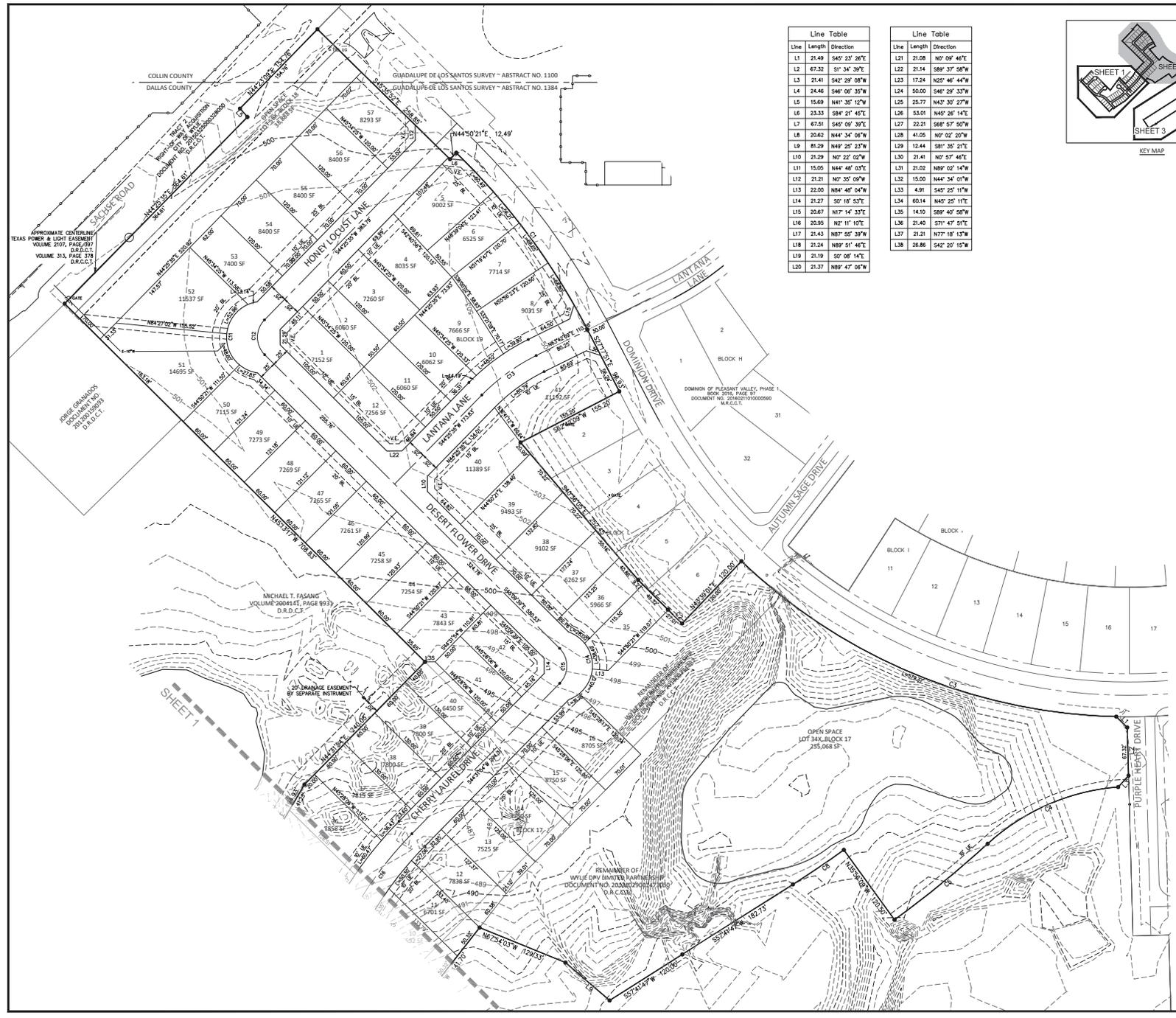


CITY OF WYLLIE
DALLAS COUNTY, TEXAS
09 February 2026
SHEET 1 OF 5

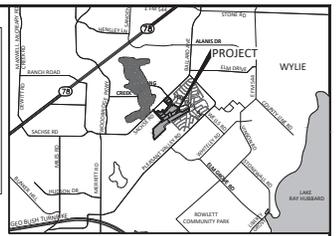
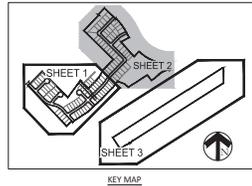
PROPOSED UNITS THIS PLAT	
SINGLE FAMILY "TYPE A" LOTS (70')	14
SINGLE FAMILY "TYPE B" LOTS (60')	43
SINGLE FAMILY "TYPE C" LOTS (50')	45
TOTAL PHASE 8	102

- 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.
 - Open space lots shall be dedicated to the City of Wylie and maintained by the H.O.A. per Ordinance 2020-54 (See Exhibit B, General Standards No. 4).
 - No appurtenance between the height of 2' and 9' may be placed in visibility triangles.
 - Per FEMA FIRM Panel 48113C0235X dated July 7, 2014, the Final Plat limits lie in the "Zone X" area of minimal flood hazard.
 - Per the City of Wylie Ordinance No. 2020-54 the zoning of this property was amended to allow a 5' rear yard encroachment.
 - A Certificate of Occupancy will not be issued for the property until all the offsite civil improvements, screening wall, and detention pond are constructed and accepted by the City.
 - The City shall not be responsible for the maintenance of any easement areas, although it retains the right to enter upon easements for public purposes.
 - Maintenance responsibility of private drainage easements and appurtenances is the property owner on which the easement is located.





Line Table			Line Table		
Line	Length	Direction	Line	Length	Direction
L1	21.49	S45° 23' 28"E	L21	21.08	N0° 09' 46"E
L2	67.32	S1° 34' 38"E	L22	21.14	S89° 37' 58"W
L3	21.41	S42° 29' 08"W	L23	17.24	N25° 46' 44"W
L4	24.46	S48° 09' 35"W	L24	50.00	S48° 29' 33"W
L5	15.69	N41° 30' 12"W	L25	25.77	N43° 30' 27"W
L6	23.33	S84° 21' 45"E	L26	53.01	N49° 26' 14"E
L7	67.21	S45° 09' 39"E	L27	22.21	S68° 57' 50"W
L8	20.62	N44° 34' 09"W	L28	41.05	N0° 02' 20"W
L9	81.29	N49° 25' 27"W	L29	13.44	S01° 30' 21"E
L10	21.29	N0° 22' 02"W	L30	21.41	N0° 57' 46"E
L11	15.05	N44° 48' 03"E	L31	21.02	N89° 22' 14"W
L12	21.21	N0° 35' 09"W	L32	15.00	N44° 34' 09"W
L13	22.00	N84° 48' 04"W	L33	4.91	S49° 25' 11"W
L14	21.27	S0° 18' 53"E	L34	60.14	N45° 25' 11"E
L15	20.67	N17° 14' 33"E	L35	14.10	S89° 40' 58"W
L16	20.95	N0° 11' 10"E	L36	21.40	S71° 47' 57"E
L17	21.43	N87° 55' 39"W	L37	21.21	N17° 18' 13"W
L18	21.24	N89° 51' 46"E	L38	26.86	S42° 20' 15"W
L19	21.19	S0° 08' 14"E			
L20	21.37	N89° 47' 06"W			



VICINITY MAP
N.T.S.

LEGEND

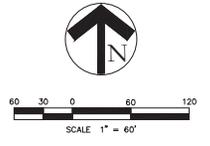
- Point of Curvature or Tangency on Center Line
- 1/2" Iron rod set with a yellow plastic cap stamped "JVC" (unless otherwise noted)
- 1/2" IRF
- AC Acre
- BL Building Line
- C1 Curve No.
- <C>V Control Monument
- DE Drainage Easement
- Emt Easement
- L1 Line No.
- R.O.W. Right-of-Way
- SF Square Feet
- UE & SWE Utility Easement & Sidewalk Easement
- V.E. Visibility Easement
- W.M.E. Wall Maintenance Easement
- D.R.C.C.T. = Deed Records of Dallas County, Texas
- D.R.C.C.T. = Deed Records of Collin County, Texas
- M.R.C.C.T. = Map Records of Collin County, Texas

CITY BENCHMARKS:

CITY MONUMENT #2: Located north of State Highway No. 78 and west of South Ballard Street approximately 10.0' west and 10.4' south of the southeast corner of the building located at 104 South Ballard Street.
N: 7057346.78 E: 2569521.04
ELEV: 550.24' (PLAN) 550.37' (FIELD)

CITY MONUMENT #5: Located in the northeast corner of Quail Meadow Park south of alley and west of White Iris Way. 14.5 feet south of the south line of alley concrete paving. 7.3' perpendicular to b.c. parking area.
N: 7065787.60 E: 2560973.93
ELEV: 562.91' (PLAN) 562.86' (FIELD)

CITY MONUMENT #6: Located north of the northeast intersection of Troy Road and County Road 732 (Beaver Creek). The monument is located approximately 8.5' west of the southeast corner of a chain link fence and 5.3' south of the south chain link fence.
N: 7050245.80 E: 2578669.15
ELEV: 454.28' (PLAN) 454.17' (FIELD)



PRELIMINARY PLAT
DOMINION OF PLEASANT VALLEY
PHASE 8

43.113 ACRES
 LOTS 21-25, 26X, BLOCK 11;
 LOTS 1X, BLOCK 12; LOTS 1-7, BLOCK 16;
 LOTS 1-16, 34X & 35-41, BLOCK 17; LOTS
 1X, 2-16, 17X, 18-57 & 58X BLOCK 18;
 LOTS 1-12, BLOCK 19
 102 SINGLE FAMILY LOTS
 6 OPEN SPACES/COMMON AREAS
 OUT OF THE
 GUADALUPE DE LOS SANTOS SURVEY,
 ABSTRACT NO. 1384 (DALLAS COUNTY)

Owner/Applicant:
 Wylie DPV Limited Partnership
 c/o Team Phillips, Inc.
 1914 Skillman Street
 Suite 110-310
 Dallas, Texas 75206
 Phone: 214-535-1758
 Contact: Nancy E. Phillips
 nancy@teamphillipsinc.com

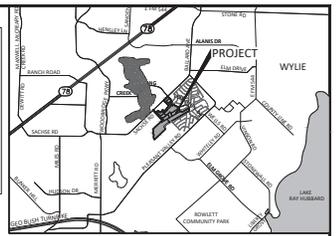
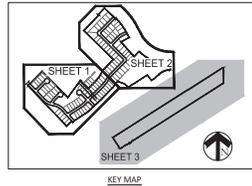
Engineer/Surveyor:
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 704 Central Parkway East,
 Suite 1200
 Plano, Texas 75074
 Phone: 972-201-3102
 Contact: Claudio Segovia
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CITY OF WYLIE
 DALLAS COUNTY, TEXAS
 09 February 2026
 SHEET 2 OF 5



Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	308.47	950.00	18.60	S36° 35' 59"E	307.12
C2	18.77	904.50	1.19	S45° 45' 19"E	18.77
C3	579.37	784.50	42.31	S67° 30' 24"E	566.29
C4	202.25	305.00	37.99	S68° 32' 11"W	198.56
C5	167.96	1475.00	6.52	S50° 48' 07"W	167.87
C6	115.80	919.00	12.77	S01° 18' 30"W	115.56
C7	126.30	330.00	24.12	S33° 22' 14"W	125.37
C8	85.87	1354.50	3.63	S55° 52' 49"W	85.85
C9	188.47	280.00	38.57	S62° 47' 25"E	184.83
C10	83.75	50.00	95.97	N3° 24' 50"E	74.30
C11	48.60	50.00	55.69	S22° 17' 44"E	46.71
C12	53.94	34.50	89.59	S0° 22' 02"E	48.61
C13	94.20	280.00	19.28	S54° 03' 52"W	93.76
C14	38.49	50.00	44.11	N16° 51' 23"W	37.55
C15	54.01	34.50	89.69	N0° 18' 53"W	48.66

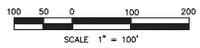
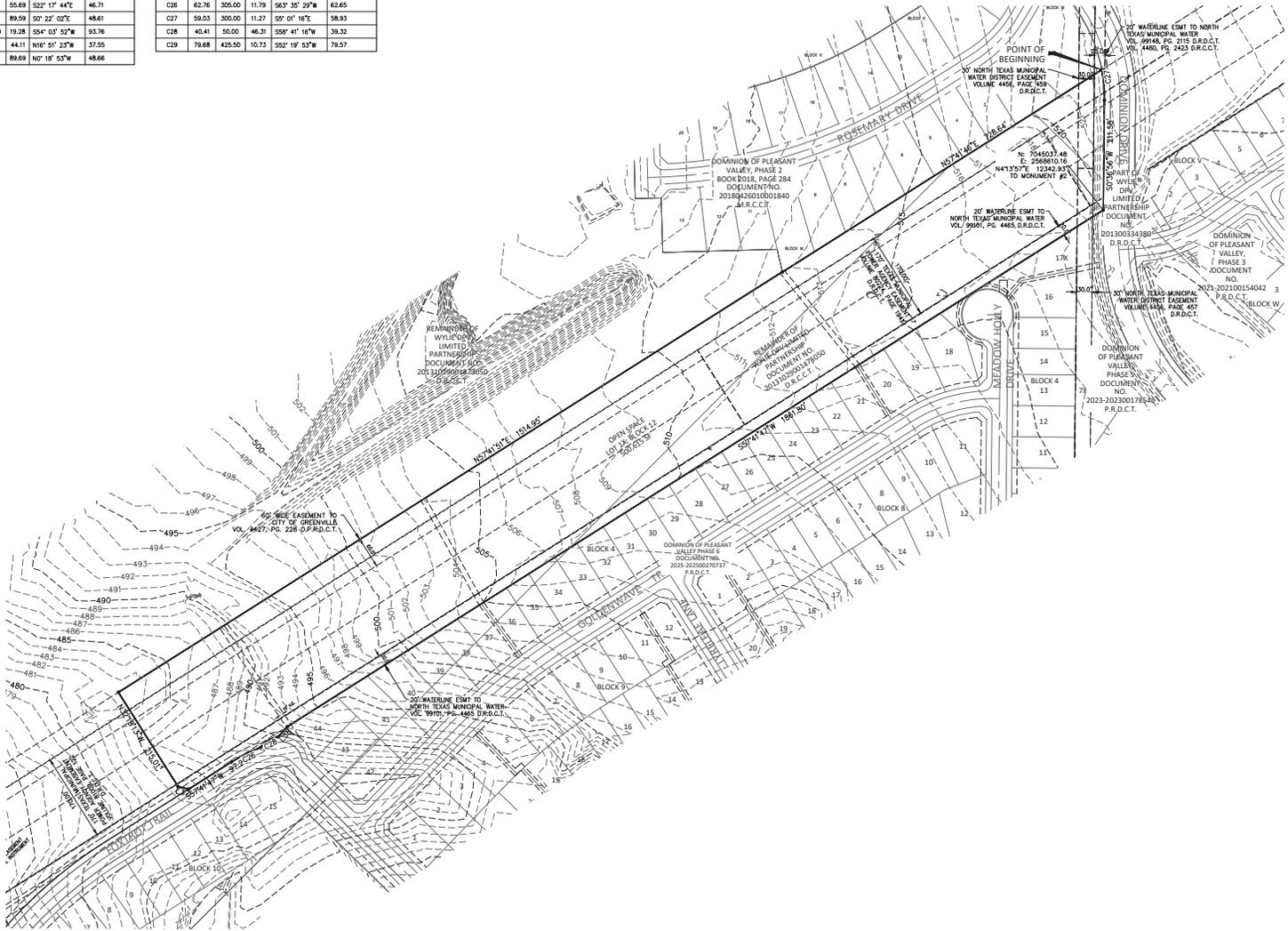
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C16	134.09	525.00	14.63	S37° 12' 52"W	133.73
C17	102.14	400.00	14.63	N37° 12' 47"E	101.87
C18	153.18	50.00	175.53	S24° 28' 33"E	99.92
C19	50.93	228.50	12.77	N51° 18' 39"E	50.83
C20	56.62	280.00	11.59	S51° 54' 11"W	56.53
C21	83.37	374.00	12.77	N51° 18' 39"E	83.19
C22	83.32	1050.00	5.35	S47° 35' 54"W	83.09
C23	60.14	600.00	5.74	N47° 24' 07"E	60.12
C24	220.62	280.00	43.14	N55° 30' 03"W	214.95
C25	57.41	500.00	6.58	S40° 13' 05"E	57.38
C26	62.76	305.00	11.79	S63° 35' 29"W	62.65
C27	59.03	300.00	11.27	S5° 01' 16"E	58.93
C28	40.41	50.00	46.31	S58° 41' 16"W	39.32
C29	79.68	425.50	10.73	S52° 19' 53"W	79.57



VICINITY MAP
N.T.S.

- LEGEND**
- Point of Curvature or Tangency on Center Line
 - 1/2" Iron rod set with a yellow plastic cap stamped "JVC" (unless otherwise noted)
 - 1/2" IRF
 - AC Acre
 - BL Building Line
 - C1 Curve No.
 - <C> Control Monument
 - DE Drainage Easement
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PRELIMINARY PLAT
DOMINION OF PLEASANT VALLEY
PHASE 8
43.113 ACRES
LOTS 21-25, 26X, BLOCK 11;
LOTS 1X, BLOCK 12; LOTS 1-7, BLOCK 15;
LOTS 1-16, 34X & 35-41, BLOCK 17; LOTS
1X, 2-16, 17X, 18-57 & 58X BLOCK 18;
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102 SINGLE FAMILY LOTS
6 OPEN SPACES/COMMON AREAS
OUT OF THE
GUADALUPE DE LOS SANTOS SURVEY,
ABSTRACT NO. 1384 (DALLAS COUNTY)

CITY OF WYLIE
DALLAS COUNTY, TEXAS
09 February 2026
SHEET 3 OF 5

Owner/Applicant:
Wylie DPV Limited Partnership
c/o Team Phillips, Inc.
1914 Skillman Street
Suite 110-310
Dallas, Texas 75206
Phone: 214-535-1758
Contact: Nancy E. Phillips
nancy@teamphillspinc.com

Engineer/Surveyor:
Johnson Volk Consulting, Inc.
704 Central Parkway East,
Suite 1200
Plano, Texas 75074
Phone: 972-201-3102
Contact: Claudio Segovia
claudio.segovia@johnsonvolk.com



LEGAL DESCRIPTION
DOMINION AT PLEASANT VALLEY
PHASE EIGHT
TRACT ONE - 31.620 acres Dallas Count

BEING a tract of land situated in the GUADALUPE DE LOS SANTOS SURVEY, ABSTRACT NO. 1384, City of Wylie, Dallas County, Texas and being part of that tract of land described in Deed to Perry W. Kinnard and Linda A. Kinnard, as recorded in Volume 95234, page 476, Deed Records, Dallas County, Texas and being part of that tract of land described in Deed to Michael T. Fosang, as recorded in Volume 2004141, Page 9931, Deed Records, Dallas County, Texas and being part of that tract of land described in Deed to Wylie DPV Limited Partnership, as recorded in Document No. 201300334382, Deed Records, Collin County, Texas and being part of those tracts of land described in Deed to Wylie DPV Limited Partnership, as recorded in Document Nos. 201300334382, 202000188066 and 202000188067, Deed Records, Dallas County, Texas and being more particularly described as follows:

BEGINNING at a 1-inch iron pipe found in the southeast line of Sachse Road, a variable width right-of-way, for the north corner of said Wylie DPV Limited Partnership tract recorded in Document No. 202000188067;

THENCE South 44 degrees 34 minutes 49 seconds East, leaving said southeast line and with the northeast line of said Wylie DPV Limited Partnership tract recorded in Document No. 202000188067, a distance of 339.85 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 44 degrees 34 minutes 49 seconds East, continuing with said northeast line, a distance of 283.73 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for the west corner of said Wylie DPV Limited Partnership tract recorded in Document No. 202000188066;

THENCE North 36 degrees 55 minutes 02 seconds East, leaving said northeast line, a distance of 362.93 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for the north corner of said Wylie DPV Limited Partnership tract recorded in Document No. 202000188066;

THENCE South 45 degrees 11 minutes 57 seconds East, with the northeast line of said Wylie DPV Limited Partnership tract recorded in Document No. 202000188066, a distance of 189.43 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE North 44 degrees 31 minutes 39 seconds East, leaving said northeast line, a distance of 250.00 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE North 30 degrees 29 minutes 42 seconds East, a distance of 164.93 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE North 44 degrees 31 minutes 54 seconds East, a distance of 240.05 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner at the southwest line of the above-mentioned Wylie DPV Limited Partnership tract recorded in Document No. 201300334382;

THENCE North 45 degrees 13 minutes 17 seconds West, with said southwest line, a distance of 708.83 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner in the southeast line of the above-mentioned Sachse Road;

THENCE Northeasterly, with said southeast line, the following three (3) courses and distances:

North 44 degrees 25 minutes 35 seconds East, a distance of 364.61 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

North 41 degrees 35 minutes 12 seconds West, a distance of 15.69 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

North 44 degrees 23 minutes 09 seconds East, a distance of 154.76 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner at the intersection of said southeast line with the southwest line of Dominion Drive, a variable width right-of-way;

THENCE Southeasterly, with said southwest line, the following four (4) courses and distances:

South 45 degrees 35 minutes 52 seconds East, a distance of 258.85 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

North 44 degrees 50 minutes 21 seconds East, a distance of 12.49 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner at the beginning of a non-tangent curve to the right having a central angle of 18 degrees 36 minutes 16 seconds, a radius of 950.00 feet and a chord bearing and distance of South 36 degrees 35 minutes 59 seconds East, 307.12 feet;

Southeasterly, with said curve to the right, an arc distance of 308.47 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

South 27 degrees 17 minutes 51 seconds East, a distance of 96.93 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for the northeast corner of Lot 2, Block L of DOMINION OF PLEASANT VALLEY, PHASE 1, an Addition to the City of Wylie, Collin County, Texas according to the Plat thereof recorded in Book 2016, Page 97 (Document No. 20160211010000590), Map Records, Collin County, Texas;

THENCE Southeasterly, with the southwest line of said Addition, the following six (6) courses and distances:

South 62 degrees 42 minutes 09 seconds West, a distance of 155.20 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

South 40 degrees 36 minutes 05 seconds East, a distance of 252.45 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

South 45 degrees 09 minutes 39 seconds East, a distance of 67.51 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner at the beginning of a curve to the left having a central angle of 01 degrees 11 minutes 20 seconds, a radius of 904.50 feet and a chord bearing and distance of South 45 degrees 45 minutes 19 seconds East, 18.77 feet;

Southeasterly, with said curve to the left, an arc distance of 18.77 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

North 43 degrees 39 minutes 01 seconds East, a distance of 120.00 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner in the southwest line of the above mentioned Dominion Drive at the beginning of a non-tangent curve to the left having a central angle of 42 degrees 18 minutes 50 seconds, a radius of 784.50 feet and a chord bearing and distance of South 67 degrees 30 minutes 24 seconds East, 568.29 feet;

Southeasterly, with said curve to the left, an arc distance of 579.37 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner at the north end of a corner clip;

THENCE South 45 degrees 23 minutes 26 seconds East, leaving said southwest line and with said corner clip, a distance of 21.49 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner in the west line of Purple Heart Drive, a 50 foot right-of-way;

THENCE South 01 degrees 34 minutes 39 seconds East, with said west line, a distance of 67.32 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 42 degrees 29 minutes 08 seconds West, leaving said west line, a distance of 21.41 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner at the beginning of a non-tangent curve to the left having a central angle of 37 degrees 59 minutes 35 seconds, a radius of 305.00 feet and a chord bearing and distance of South 66 degrees 32 minutes 11 seconds West, 198.56 feet;

THENCE Southwesterly, with said curve to the left, an arc distance of 202.25 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner at the beginning of a reverse curve to the right having a central angle of 06 degrees 31 minutes 28 seconds, a radius of 1,475.00 feet and a chord bearing and distance of South 50 degrees 48 minutes 07 seconds West, 167.87 feet;

THENCE Southwesterly, with said curve to the right, an arc distance of 167.96 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE North 35 degrees 56 minutes 09 seconds West, a distance of 120.50 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner at the beginning of a non-tangent curve to the right having a central angle of 03 degrees 37 minutes 56 seconds, a radius of 1,354.50 feet and a chord bearing and distance of South 55 degrees 52 minutes 49 seconds West, 85.85 feet;

THENCE Southwesterly, with said curve to the right, an arc distance of 85.87 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 57 degrees 41 minutes 47 seconds West, a distance of 182.73 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 57 degrees 41 minutes 47 seconds West, a distance of 120.00 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE North 49 degrees 25 minutes 23 seconds West, a distance of 81.29 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE North 67 degrees 54 minutes 03 seconds West, a distance of 129.33 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 38 degrees 05 minutes 58 seconds West, a distance of 141.70 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 44 degrees 31 minutes 43 seconds West, a distance of 304.59 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 46 degrees 22 minutes 24 seconds West, a distance of 51.18 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 49 degrees 22 minutes 19 seconds West, a distance of 64.36 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 45 degrees 23 minutes 37 seconds West, a distance of 50.00 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 44 degrees 55 minutes 30 seconds West, a distance of 59.06 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner at the beginning of a curve to the right having a central angle of 12 degrees 46 minutes 17 seconds, a radius of 519.50 feet and a chord bearing and distance of South 51 degrees 18 minutes 39 seconds West, 115.56 feet;

THENCE Southwesterly, with said curve to the right, an arc distance of 115.80 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 57 degrees 41 minutes 47 seconds West, a distance of 215.84 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 46 degrees 29 minutes 33 seconds West, a distance of 50.00 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE North 43 degrees 30 minutes 27 seconds West, a distance of 25.77 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 46 degrees 29 minutes 33 seconds West, a distance of 120.00 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner in the southwest line of the above-mentioned Wylie DPV Limited Partnership tract recorded in Document No. 202000188067;

THENCE North 43 degrees 30 minutes 27 seconds West, a distance of 958.21 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner in the southeast line of the above-mentioned Sachse Road;

THENCE North 45 degrees 26 minutes 14 seconds East, with said southeast line, a distance of 53.01 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE North 45 degrees 26 minutes 14 seconds East, continuing with said southeast line, a distance of 289.40 feet to the POINT OF BEGINNING and containing 31.620 acres of land, more or less.

Tract Two - 11.493 acres

BEING a tract of land situated in the GUADALUPE DE LOS SANTOS SURVEY, ABSTRACT NO. 1384, City of Wylie, Dallas County, Texas and being part of that tract of land described in Deed to Wylie DPV Limited Partnership, as recorded in Document No. 201300334379, Deed Records, Dallas County, Texas and being part of that tract of land described in Deed to Wylie DPV Limited Partnership, as recorded in Document No. 20131029001473050, Deed Records, Collin County, Texas and being more particularly described as follows:

BEGINNING at a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set in the west line of Dominion Drive, a 60 foot right-of-way, for the southeast corner of Block M of DOMINION OF PLEASANT VALLEY, PHASE 2, an Addition to the City of Wylie, Dallas County, Texas according to the Plat thereof recorded in Book 2018, Page 284 (Document No. 20180426010001840), Map Records, Collin County, Texas, said point being at the beginning of a curve to the right having a central angle of 11 degrees 16 minutes 23 seconds, a radius of 300.00 feet and a chord bearing and distance of South 05 degrees 01 minutes 16 seconds East, 58.93 feet;

THENCE Southerly, with said west line, an arc distance of 59.03 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE South 00 degrees 36 minutes 56 seconds West, continuing with said west line, a distance of 211.58 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for the most northerly northwest corner of DOMINION OF PLEASANT VALLEY, PHASE 5, an Addition to the City of Wylie, Dallas County, Texas according to the Plat thereof recorded in Document No. 2023-202300178546, Plat Records, Dallas County, Texas;

THENCE South 57 degrees 41 minutes 47 seconds West, leaving said west line, a distance of 1,861.80 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' found in the northwest line of DOMINION OF PLEASANT VALLEY, PHASE 6, an Addition to the City of Wylie, Dallas County, Texas according to the Plat thereof recorded in Document No. 2025-202500270737, Plat Records, Dallas County, Texas;

THENCE Southwesterly, with said northwest line, the following four (4) courses and distances:

South 42 degrees 20 minutes 15 seconds West, a distance of 26.86 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' found for corner in the northwest line of Foxrot Trail, a 50' right-of-way, at the beginning of a non-tangent curve to the left having a central angle of 46 degrees 18 minutes 23 seconds, a radius of 50.00 feet and a chord bearing and distance of South 58 degrees 41 minutes 16 seconds West, 39.32 feet;

Southwesterly, with said northwest line and with said curve to the left, an arc distance of 40.41 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' found for corner at the beginning of a non-tangent curve to the left having a central angle of 11 degrees 47 minutes 23 seconds, a radius of 305.00 feet and a chord bearing and distance of South 63 degrees 35 minutes 29 seconds West, 62.65 feet;

Southwesterly, continuing with said northwest line and with said curve to the left, an arc distance of 62.76 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' found for corner;

South 57 degrees 41 minutes 47 seconds West, continuing with said northwest line, a distance of 97.26 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE North 77 degrees 18 minutes 13 seconds West, leaving said northwest line, a distance of 21.21 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE North 32 degrees 18 minutes 13 seconds West, a distance of 215.01 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for corner;

THENCE North 57 degrees 41 minutes 51 seconds East, a distance of 1,514.95 feet to a 1/2-inch iron rod with a yellow plastic cap stamped 'JVC' set for the south corner of Block M of the above-mentioned DOMINION OF PLEASANT VALLEY, PHASE 2 Addition;

THENCE North 57 degrees 41 minutes 46 seconds East, with the south line of said Addition, a distance of 728.64 feet to the POINT OF BEGINNING and containing 11.493 acres of land, more or less.

PRELIMINARY PLAT

DOMINION OF
PLEASANT VALLEY
PHASE 8

43.113 ACRES

LOTS 21-25, 26X, BLOCK 11;
LOTS 1X, BLOCK 12; LOTS 1-7, BLOCK 15;
LOTS 1-16, 34X & 35-41, BLOCK 17; LOTS
1X, 2-16, 17X, 18-57 & 58X BLOCK 18;
LOTS 1-12, BLOCK 19

Owner/Applicant:
Wylie DPV Limited Partnership
c/o Team Phillips, Inc.
1914 Skillman Street
Suite 110-310
Dallas, Texas 75206
Phone: 214-535-1758
Contact: Nancy E. Phillips
nancy@teamphillipsinc.com

Engineer/Surveyor:
Johnson Volk Consulting, Inc.
704 Central Parkway East,
Suite 1200
Plano, Texas 75074
Phone: 972-201-3102
Contact: Claudio Segovia
claudio.segovia@johnsonvolk.com

OUT OF THE
GUADALUPE DE LOS SANTOS SURVEY,
ABSTRACT NO. 1384 (DALLAS COUNTY)

CITY OF WYLIE
DALLAS COUNTY, TEXAS
09 February 2026
SHEET 4 OF 5



OWNER'S DEDICATION:

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT WYLIE DPV LIMITED PARTNERSHIP, acting herein by and through its duly authorized officers, does hereby adopt this plat designating the hereinabove described property as DOMINION OF PLEASANT VALLEY, PHASE B, an addition to the City of Wylie, Texas, and does hereby dedicate, in fee simple, to the public use forever the streets, rights-of-way and other public improvements shown thereon. The streets and alleys, if any, are dedicated for street purposes. The easements and public uses areas, as shown, are dedicated, for the public use forever, for the purposes indicated on this plat. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements, if approved by the City Council of the City of Wylie. In addition, utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinated 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 _____ day of _____, 20____.

WYLIE DPV LIMITED PARTNERSHIP,
A Texas Limited Partnership

By: Webb Peak Development Partners LP,
Its General Partner
By: RNH Development Company,
Its General Partner

By: _____
Ronald N. Haynes, Jr., President

STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas on this date personally appeared _____, Owner's Agent, 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 purpose and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 20____.

Notary Public in and for the State of Texas

My Commission Expires: _____

SURVEYORS CERTIFICATE:

KNOW ALL MEN BY THESE PRESENTS: That I, Ryan S. Reynolds, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon as set were properly placed under my personal supervision in accordance with the Subdivision Ordinance of the City of Wylie.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 20____.

FOR REVIEW PURPOSES ONLY. PRELIMINARY,
THIS DOCUMENT SHALL NOT BE RECORDED
FOR ANY PURPOSE.

RYAN S. REYNOLDS, R.P.L.S.
Registered Professional Land Surveyor No. 6385

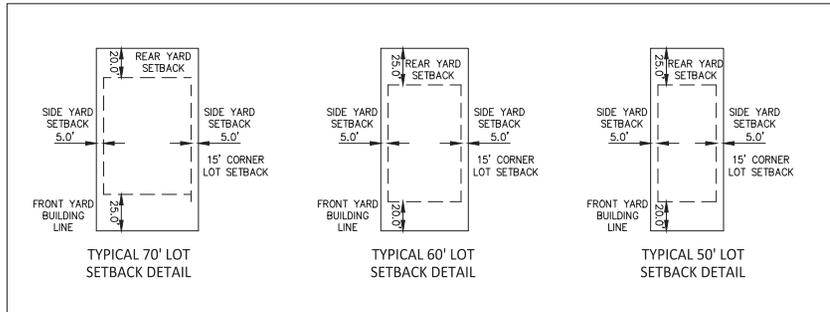
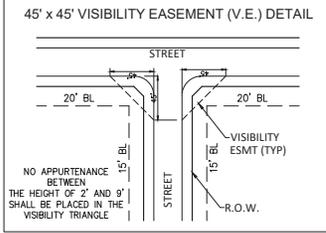
STATE OF TEXAS §
COUNTY OF COLLIN §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas on this day personally appeared Ryan S. Reynolds, Land Surveyor 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 purpose and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 20____.

Notary Public in and for the State of Texas

My Commission Expires: _____



"RECOMMENDED FOR APPROVAL"

Chairman, Planning & Zoning Commission _____ Date _____
City of Wylie, Texas

"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 DOMINION OF PLEASANT VALLEY, PHASE B, subdivision or addition to the City of Wylie was submitted, 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

VISIBILITY, ACCESS, MAINTENANCE AND DRAINAGE EASEMENTS

The area or areas shown on the plat as Visibility, Access, Maintenance, and/or Drainage Easements are hereby given and granted to the City, its successors and assigns, as easements to provide visibility, right of access for maintenance, and drainage upon and across said easements. The City shall have the right but not the obligation to maintain any and all landscaping within the easements. Should the City exercise this maintenance right, then it shall be permitted to remove and dispose of any and all landscaping improvements, including without limitation, any trees, shrubs, flowers, ground cover and fixtures. The City may withdraw maintenance of the easements at any time. The ultimate maintenance responsibility for the easements shall rest upon the owners. No building, fence, shrub, tree or other improvements or growths, which in any way may endanger or interfere with the visibility, shall be constructed to, on, over or across the visibility easements. The City shall also have the right but not the obligation to add any landscape improvements to the easements, to erect any traffic control devices or signs on the easements and to remove any obstruction thereon. The City, its successors, assigns, or agents shall have the right and privilege at all times to enter upon the easements or any part thereof for the purposes and with all rights and privileges set forth herein.

PRELIMINARY PLAT
DOMINION OF PLEASANT VALLEY PHASE 8
43.113 ACRES
LOTS 21-25, 26X, BLOCK 11;
LOTS 1X, BLOCK 12; LOTS 1-7, BLOCK 16;
LOTS 1-16, 34X & 35-41, BLOCK 17; LOTS 1X, 2-16, 17X, 18-57 & 58X BLOCK 18;
LOTS 1-12, BLOCK 19
102 SINGLE FAMILY LOTS
6 OPEN SPACES/COMMON AREAS
OUT OF THE
GUADALUPE DE LOS SANTOS SURVEY,
ABSTRACT NO. 1384 (DALLAS COUNTY)

Owner/Applicant:
Wylie DPV Limited Partnership
c/o Team Phillips, Inc.
1914 Skillman Street
Suite 110-310
Dallas, Texas 75206
Phone: 214-535-1758
Contact: Nancy E. Phillips
nancy@teamphillipsinc.com

Engineer/Surveyor:
Johnson Volk Consulting, Inc.
704 Central Parkway East,
Suite 1200
Plano, Texas 75074
Phone: 972-201-3102
Contact: Claudio Segovia
claudio.segovia@johnsonvolk.com

CITY OF WYLIE
DALLAS COUNTY, TEXAS
09 February 2026
SHEET 5 OF 5





Wylie City Council

AGENDA REPORT

Department: Purchasing
Prepared By: Christopher Rodriguez

Account Code: _____

Subject

Consider, and act upon, Ordinance No. 2026-10 amending Chapter 2 (Administration), Article III (Officers), Division 1 (Generally), Section 2-42 (City Manager Authorized to Execute Certain Documents, Agreements, Contracts) of the Wylie Code of Ordinances, Ordinance No. 2021-17, as amended, to authorize the City Manager to execute contracts and/or purchases up to \$100,000.00.

Recommendation

Motion to approve the Item as presented.

Discussion

The current Ordinance No. 2008-38 authorizes the City Manager to execute contracts and/or authorize purchases up to \$50,000.00. This ordinance was adopted in August 2008. Expanding the City Manager's authority to \$ 100,000.00 is consistent with State purchasing law and is much more realistic, as far as staff being able to accomplish objectives in a timely fashion.

ORDINANCE NO. 2026-10

AN ORDINANCE OF THE CITY OF WYLIE, TEXAS, AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE III (OFFICERS), DIVISION 1 (GENERALLY), SECTION 2-42 (CITY MANAGER AUTHORIZED TO EXECUTE CERTAIN DOCUMENTS, AGREEMENTS, CONTRACTS) OF THE WYLIE CODE OF ORDINANCES, ORDINANCE NO. 2021-17, AS AMENDED; PROVIDING FOR SAVINGS, REPEALING, AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE.

WHEREAS, the City Council of the City of Wylie, Texas (“City Council”) previously adopted Ordinance Nos. 2005-77 and 2008-38, codified as Chapter 2 (Administration), Article III (Officers), Division 1 (Generally), Section 2-42 (City Manager Authorized To Execute Certain Documents, Agreements, Contracts) of the Wylie Code of Ordinances, Ordinance No. 2021-17, as amended, and

WHEREAS, the City Council of the City of Wylie, Texas (“City Council”) has investigated and determined that it would be advantageous and beneficial to the citizens of the City of Wylie, Texas (“Wylie”) to amend Chapter 2 (Administration), Article III (Officers), Division 1 (Generally), Section 2-42 (City Manager Authorized To Execute Certain Documents, Agreements, Contracts) of the Wylie Code of Ordinances, Ordinance No. 2021-17, as amended, for the purposes set forth below.

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 set forth herein.

SECTION 2: Amendment to Chapter 2 (Administration), Article III (Officers), Division 1 (Generally), Section 2-42 (City Manager Authorized To Execute Certain Documents, Agreements, Contracts) of the Wylie Code of Ordinances, Ordinance No. 2021-17, as amended. Amendment to Chapter 2 (Administration), Article III (Officers), Division 1 (Generally), Section 2-42 (City Manager Authorized To Execute Certain Documents, Agreements, Contracts) of the Wylie Code of Ordinances, Ordinance No. 2021-17, as amended, is hereby amended to read as follows:

...

Sec. 2-42. - City Manager Authorized To Execute Certain Documents, Agreements, Contracts.

The City Manager of Wylie is authorized by the City Council of Wylie to execute any and all documents, agreements, and contracts that have been approved by the City Council of Wylie at a lawfully held regular or called meeting or any and all documents, agreements, and contracts related to approved expenditures by the City Council through the adoption of the Annual Operating Budget, but not to exceed \$100,000.00, without further requirements or authorizations. This authorization does not preclude the City Council, in its sole discretion, from authorizing the Mayor to execute such documents.

...

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: Effective Date. This Ordinance shall become effective from and after its adoption.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas, on this the 10th day of March, 2026.

Matthew Porter, Mayor

**ATTESTED AND CORRECTLY
RECORDED:**

Stephanie Storm, City Secretary



Wylie City Council

AGENDA REPORT

Department: Purchasing
Prepared By: Christopher Rodriguez

Account Code: _____

Subject

Consider, and act upon, the approval of the 2026 Procurement Manual.

Recommendation

Motion to approve the Item as presented.

Discussion

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

Updates:

Competitive Thresholds

- Formal competitive procurement threshold increased from \$50,000 to \$100,000.
- Updated to align with Texas Local Government Code §252.021, which requires municipalities to use formal competitive procurement methods for contracts exceeding \$100,000.

Local Purchasing Encouragement

- Added language encouraging the use of local businesses for purchases under \$3,000, including supplies, food, and other non-professional services, whenever practical and permissible by law, to support and strengthen the Wylie economy.
- This language does not establish a local preference but reinforces the City's commitment to supporting local businesses while maintaining compliance with state law.

The policies are intended to:

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

Staff recommends approval of the 2026 Procurement Manual.



PROCUREMENT MANUAL 2026

OUR MISSION

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

OUR PLEDGE

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

OUR PROCUREMENT GOALS

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

PROCUREMENT POLICY

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ISSUED: OCTOBER 2020

REVISED: February 2026

Approved by Wylie City Council: 9/27/2022; 1/24/2023, 5/9/2023

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PROCUREMENT POLICY

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REVISED: February 2026

Approved by Wylie City Council: 9/27/2022; 1/24/2023, 5/9/2023

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PROCUREMENT POLICY

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ISSUED: OCTOBER 2020

REVISED: February 2026

Approved by Wylie City Council: 9/27/2022; 1/24/2023, 5/9/2023

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CHAPTER 1 – Purpose

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

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

These policies are intended to:

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

Policy:

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

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

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

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

General Enforcement:

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

ISSUED: OCTOBER 2020

REVISED: February 2026

Approved by Wylie City Council: 9/27/2022; 1/24/2023, 5/9/2023

page 5

CHAPTER 2 – Ethics

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

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

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

A. Employee Standards of Conduct

City Employees will:

- Promote positive vendor relations through courtesy and impartiality in all phases of the procurement process.
 - Actively strive to comply with City policies, federal and state laws regarding purchases from HUB (Historically Underutilized Businesses)
 - Handle confidential or proprietary information belonging to the City, fellow employees or vendors with care and proper consideration of ethical and legal ramifications, and governmental regulations.
 - Never use information gained confidentially in the performance of duties for profit.
- **Prohibited Conduct:**
City employees shall not participate in the negotiation, selection, discussion, award or administration of a contract or procurement supported by public, state or federal funds if:
 - That individual has a substantial interest in a person or entity (Chapter 171 of the Texas Local Government Code) that is the subject of the contract or procurement.
 - That individual has a substantial interest in a person or entity (2CFR 200.318(c)(2)) that is the subject of the contract or procurement.
 - A conflict of interest exists. A conflict arises when a City employee, officer or agent, or any relative or potential relative thereof (family members), a partner or a person or an organization that employs or may employ in the near future any of these individuals, has a financial or other interest (directly or indirectly) in the sale to the City of any materials, supplies or services, including any proposed or existing contract, purchase, work, sale, or service to, for, with, or by the City.

ISSUED: OCTOBER 2020

REVISED: February 2026

Approved by Wylie City Council: 9/27/2022; 1/24/2023, 5/9/2023

page 6

PROCUREMENT POLICY

- **Personal and Non-Profit Agency Use Prohibited:**

The purchase of goods, equipment or services for personal use by a City officer, employee, agent, or family members, or made by same on behalf of a non-profit agency, from City business accounts and/or contracts is prohibited.

- Employees that are involved in contract negotiations should not purchase merchandise or services for personal use with a vendor that is currently working, seeks to work, or has worked for the City.
- Employees shall NOT use the City of Wylie tax exemption forms for personal or non-profit use, nor set up accounts with a City tax exemption form in their personal name.
- A City officer, employee, agent, or family member may purchase merchandise or services from a vendor doing business with the City provided that the price at which the item is purchased is the same price charged to a designated segment of the public regardless of place of employment, or all officers and employees of the City.
- If a City officer, employee, agent, or family member acquires merchandise or services for the employee's personal use from a vendor doing business with the City, such merchandise or services may not be delivered to the employee or another City employee unless the acquisition is paid directly to the vendor by the employee. No personal invoices are to be mailed to an employee (or another City employee for or on behalf of the employee) at the employee's (or other employee's) place of work. Neither the vendor nor the employee may process the purchase under the City's tax exempt status. Employee is responsible for payment of applicable sales tax.

- **Gratuities (Gift and Entertainment):**

City employees shall not:

- Solicit and/or accept benefits or gifts of any kind from vendors, actual or potential.
- Provide special favors or privileges to anyone, either as payment or under any other circumstances.
- Be in violation of any City ordinances or HR Policies regarding ethics/gifts.

B. Employee Conflict or Substantial Interest

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

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

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

C. Vendor Conduct

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

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

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

D. Violations and Remedies

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

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

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

E. Disclosure of Certain Relationships:

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

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CHAPTER 3 – Organizational Responsibility, Authority and Enforcement

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

A. City Council

The City Council shall be responsible for:

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

Authority includes:

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

B. City Manager

The City Manager is responsible for:

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

Authority includes:

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

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C. Finance Director

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

Authority includes:

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

D. Purchasing Manager

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

The Purchasing Manager is responsible for:

- Developing and administering the City's purchasing policy and procedures.
- Providing guidance and assistance for all City employees regarding the purchasing process.
- Managing the City's purchasing programs to include compliance with all statutory and internal policies.
- Procuring goods and services budgeted at **\$40,000** and above in collaboration with the requesting Department;
 - Developing final specification documents and methods to ensure competition.
 - Managing the bid and evaluation processes
 - Facilitating recommendations for award (administrative and Council)
- Determining which method of procurement provides best value for the City; including
 - Authority to approve alternative bidding methods to be used for the construction of a facility, as described by Chapter 2269 (Government Code) after determining it to be a better value than competitive bidding.
- Preparing all documentation required for purchases requiring approval by the City Council, City Manager or appropriate staff.
- Monitoring the terms and conditions of purchases.
- Reviewing requisition documents and approving requisitions of \$3,000 or greater.
- Managing the disposal of materials and/or assets no longer needed.
- Updating all procurement forms, templates, policies, and procedures.
- Providing training to City employees on requisitions, credit cards and various procurement related topics.
- Administering contracts and agreements for goods and services.
- Maintaining purchasing files and records.

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- Consulting with the City Attorney for review of all procurement related issues.

Authority includes:

- Determining which method of procurement provides the best value for the City and making recommendations to the City Manager and/or the City Council, as appropriate.
- Rejecting any and all bids, in concurrence with requesting department, when in the best interest of the City, and making recommendation to the City Manager and/or City Council, as appropriate. (In accordance with State Law, some bids may require a formal rejection by City Council.)
- Program Administrator for the City Procurement Card Program, and other City-wide procurement programs (Fuel Accounts, Amazon, Office Depot, Home Depot, etc.)
- Executing all Interlocal or Cooperative Purchasing Agreements as have been approved by the City Council and/or the City Manager, as appropriate.
- Purchasing budgeted goods or services from cooperative or other inter-local agreements as have been approved by the City Council, City Manager, and/or other appropriate staff.
- Signature Authority to execute contracts and change orders up to \$10,000
- Approving requisitions of \$3,000 and greater (as approved by appropriate staff).

E. Directors

Directors are responsible for:

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

Authority includes:

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

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F. Department Staff

Staff members are responsible for:

- Obtaining proper training through Purchasing on procurement laws, basic procedures, insurance and shipping directions, how to issue requisitions, write specifications, participation in the City's various procurement programs, and procurement ethics.
- Managing the P-Card reconciliation in accordance with this manual and current Finance procedures.
- Developing the technical portion of bid specifications.
- Providing "Tier 1" contract administration for various contracts in the areas of:
 - Overall vendor performance
 - On-time delivery of goods or services
 - Accuracy of invoicing
- Ensuring that current vendor insurance certificates which meet the City's requirements are current and on file with the department before any work is started.
- Providing complete documentation to Purchasing of any vendor's failure to perform as contracted.
- Maintaining any associated procurement records per retention schedule.

Authority includes:

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

G. Administration of Budget:

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

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

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City Manager. Such approval will be forwarded to the Purchasing Department prior to approval of requisitions.

CHAPTER 4 –Authority Levels

A. General Procurement Authority:

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

B. Signature Authority: *

Signature authority resides solely with:

- **Mayor or Mayor Pro-Tem:** (City Charter/Article III/Section 5)
 - The mayor is authorized to sign any and all documents, agreements and contracts related to expenditures.
 - In the absence of the mayor, the mayor pro-tem shall have all the rights conferred upon the mayor.
- **City Manager** (Ordinance 2008-38)
 - Signature authority for any and all documents, agreements and contracts related to expenditures approved in the annual operating budget up to \$100,000.
 - Signature for any and all documents, agreements and contracts related to expenditures approved by a lawfully held City Council meeting.
- **Purchasing Manager (Adoption of these policies)**
 - Signature authority for any and all documents, agreements and contracts related to expenditures approved in the annual operating budget up to \$10,000.

C. Requisition Approval Authority:

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

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

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

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FINANCIAL SOFTWARE - REQUISITION APPROVAL LEVELS

Amount	Requisition Approval Authorities				
\$1 - \$1000	DIVISION STAFF				
\$1000+ < \$3000		DIRECTOR			
\$3,001 - \$10,000			PURCHASING		
\$10,001 - \$15,000				FINANCE	
\$15,000 +					CITY MGR.; ASSIST. CITY MGR *including all over-budget

CHAPTER 5 – PAYMENTS, INSURANCE & PUBLIC RECORDS

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

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

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

Goods, Services and Invoice Discrepancies:

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

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

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

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

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

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

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

Removal / Ineligibility, Texas Local Government Code, §252.063

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

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

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

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

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

E. Public records:

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

The City will not release copies of bid submissions or bid evaluations until after the contract has been awarded in accordance with §552.104 of the Texas Government Code. Once awarded, all requests

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submitted under the Freedom of Information Act will be processed in accordance with all applicable laws. Department staff shall not release procurement or contact documentation (in part or in whole), and will refer any inquiries to the Purchasing Department.

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

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

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

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

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

Where no City, interlocal or cooperative contract exists.

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

- **Purchases Less Than \$3000**

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

- Competitive quotes are recommended, but not required
- Departments are responsible for securing the required insurance certificates from vendors performing work on City property. Work should not be started until a purchase order has been issued and sent to the vendor, and a copy of the insurance verified.
- Purchases under this threshold, including supplies, food, or other non-professional services, are encouraged to utilize local businesses whenever practical to support and strengthen the Wylie economy.

- **Purchases \$3000 but below the threshold for a competitive procurement process.**

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

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- **Purchases at or above the threshold for a competitive process**
 - A onetime purchase or cumulative purchase for supplies, equipment or non-professional services will be processed by the Purchasing Department in conjunction with the department, to determine the most advantageous procurement process and compliance with applicable federal, state and local laws.

B. Contract Purchases

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

- **Annual Contracts – Cumulative Value of Less Than \$3000**
 - Competitive written quotes are recommended, but not required
 - Vendor insurance certificates are required when performing work on City property.
 - Work should not be started until a purchase order has been issued and a copy of the insurance verified.
- **Annual Contracts – Cumulative Value Between \$3,000 and \$99,999**
 - Will be processed by the Purchasing Department in conjunction with the department, to determine the most advantageous procurement process and compliance with applicable federal, state and local laws.
 - Competitive written quotes will be solicited from an adequate number of vendors to ensure competition, including at least two (2) Historically Underutilized Businesses (HUBs) if available as required in Section 252.0215 of the Texas Local Government Code.
 - Purchases may be made through interlocal purchasing agreements or from cooperative purchasing organizations.
 - Vendor insurance certificates are required when performing work on City property. Work should not be started until a purchase order has been issued and a copy of the insurance verified.
- **Annual Contracts - Cumulative Value over the threshold for a competitive procurement process**
 - Unless otherwise specified by law, annual agreements and contracts valued above the threshold for a competitive procurement process shall be awarded by competitive bidding, the use of interlocal purchasing agreements or cooperative purchasing groups, or reverse auction procedures pursuant to current state law, and shall be issued by the Purchasing Department.
 - Vendor insurance certificates are required when performing work on City property. Work should not be started until a purchase order has been issued and a copy of the insurance verified.
- **Software Purchases – to support responsible spending of City funds:**

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- Departments are required to consult with the Information Technology division of the Operations Department. In collaboration with OPS, departments shall obtain quotes in accordance with State law.
- While some software licenses may be proprietary, in collaboration with OPS, the departments will obtain quotes from companies that provide a product similar in function before making a final decision.

C. Requisition Documentation

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

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

D. Purchases from Cooperative Agreements or Interlocal Purchasing Agreements

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

E. Vendor On-line Terms/Conditions

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

CHAPTER 7 – METHODS OF PROCUREMENT

A. Methods of Procurement

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

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

B. Exemptions

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

C. Competitive Sealed Bids:

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

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

D. Non Responsive / Non Responsible:

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

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

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

E. Identical Bids:

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

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

F. Department Director or Designee Responsibilities:

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

G. Purchasing Responsibilities:

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

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

H. City Council Agenda Items:

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

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

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CHAPTER 8 – PUBLIC WORKS/CONSTRUCTION PROJECTS

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

A. Bid Type:

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

B. Prevailing Wage Rates:

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

C. Bonding Requirements:

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

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

D. Insurance and Indemnification Requirements:

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

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CHAPTER 9 – PROFESSIONAL SERVICES

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

A. Definition of Professional Services:

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

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

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

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

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

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

General Procedure:

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

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

C. Pre-Qualified Various Professional and Engineering Firms:

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

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

D. All Other Professional and Personal Service Agreements:

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

CHAPTER 10 – GRANTS, REBATES and SUBSIDIES

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

Finance Responsibilities:

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

Purchasing Department Responsibilities:

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

Department is the Grant Administrator

- Reporting requirements
- Asset tracking
- Repurposing or disposal requirements

CHAPTER 11 – CHANGE ORDERS

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

A. Threshold for Change Orders:

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

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

B. General Process:

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

C. Approval for Change Orders:

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

D. Contingency Fee Policy:

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

CHAPTER 12 – CONSTRUCTION CONTRACTS CONTINGENCY FEE POLICY

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

A. Policy Purpose:

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

B. Bid Award Procedure:

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

C. Change Orders:

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

D. Invoice Payment Procedure:

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

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

Gov Code: 2253 (Bonds)

Local Gov Code: 252.044 (Contractor’s Bond)

Local Gov Code: 252.048 (Change Orders)

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CHAPTER 13 – SOLE SOURCE PURCHASES

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

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

A. Single Source and Brand Name Clarification:

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

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

B. Written Justification:

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

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

C. Notice of Intent to Award a Sole Source Procurement

All purchases exceeding the state’s informal quote threshold will be administered through the Purchasing Department and require City Council approval before goods or services are ordered or work begins.

CHAPTER 14 – EMERGENCY PURCHASES

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

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

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

A. Emergency Disaster Declaration:

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

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

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

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

C. Non-Emergency:

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

- Depletion of stock due to lack of planning.
- Building or equipment needing repairs for some time, suddenly becoming an emergency overnight.

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- Orders of materials for projects most of which must be planned weeks or months ahead of time, and requested just before desired use.

CHAPTER 15 – COOPERATIVE PURCHASES

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

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

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

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

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

CHAPTER 16 – PROCUREMENT CARD PROGRAMS

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

A. General Policies

- Program Eligibility:
 - Must be a full time City employee
 - Individual must complete purchasing training prior to issuance of the card

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

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

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

- Program Administrator Responsibilities: (Purchasing Manager)
 - Serving as the official City liaison with the credit card processing company
 - Determining appropriate merchandise category exclusions to minimize risk to the City
 - Maintaining the online card system
 - Issuing cards and related program information
 - Replacement of lost, stolen or compromised cards
 - Assisting departments with appropriate transactions which may exceed their card limits

- Department Director Responsibilities:
 - Approving cardholder requests
 - Reviewing and approving monthly statements and purchase orders for adherence to policies prior to submission for payment.
 - End of employment - Prior to an employee’s final work day, the Department Director or manager will collect any issued cards and return it to the Program Administrator for cancellation.

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- **Cardholder Responsibilities:**

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

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

B. Amazon Procurement Program

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

C. Violations and Remedies:

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

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- First Offense: Written warning of the infraction will be send to the cardholder
- Second Offense: Written warning of the infraction will be sent to the cardholder and the department director.
- Third Offense: Card privileges will be suspended for 30 days, and the cardholder will surrender the card to the Program Administrator for the duration of the suspension period.
- Fourth Offense: Card privileges will be suspended permanently and the cardholder will surrender the card to the Program Administrator

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CHAPTER 17 – GENERAL ITEMS

A. Tax Exempt Certificates:

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

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

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

B. Various Other Procurement Programs:

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

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

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

C. Petty Cash Purchases

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

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

D. Fiscal Year Procurement Cut Off:

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

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CHAPTER 18 – BONDS, INSURANCE AND INDEMNIFICATION

A. Bond Policy:

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

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

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

B. Types of Bonds:

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

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

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

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

C. Insurance and Indemnification Policy:

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

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

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

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

***NOTE:**

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

D. Insuring City Assets:

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

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

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CHAPTER 19 – CONTRACTS

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

A. Purchase Orders:

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

B. Contracts Above the State’s Informal Quote Threshold:

All purchases exceeding the State’s informal quote threshold are subject to the requirements of Texas Government Code Chapter 252. Such purchases may require a written contract, insurance, and/or bonds as applicable. Contracts exceeding the City’s formal approval threshold require City Council approval. Legal review of the contract may be required. All contracts will be processed through the Purchasing Department.

C. Annual/Term Contracts:

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

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

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

CHAPTER 20 – CONTRACT MANAGEMENT & VENDOR PERFORMANCE

A. General Responsibilities:

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

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

City Staff will be responsible for:

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

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

B. Non-Performing Vendors:

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

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

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

ISSUED: OCTOBER 2020

REVISED: February 2026

Approved by Wylie City Council: 9/27/2022; 1/24/2023, 5/9/2023

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CHAPTER 21 – ASSET AND SURPLUS DISPOSAL

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

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

A. Transfer of Surplus Goods Within The City

- Equipment (vehicles, trailers, etc.)

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

B. Disposal of Goods, Salvage or Surplus Property

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

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

C. Donations

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

ISSUED: OCTOBER 2020

REVISED: February 2026

Approved by Wylie City Council: 9/27/2022; 1/24/2023, 5/9/2023

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CHAPTER 22 - REQUISITIONS & PURCHASE ORDERS

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

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

B. Requisition Process:

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

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

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

C. Purchase Orders:

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

D. Deletion of Purchase Orders:

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

ISSUED: OCTOBER 2020

REVISED: February 2026

Approved by Wylie City Council: 9/27/2022; 1/24/2023, 5/9/2023

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PROCUREMENT POLICY

Contact A/P for the exceptions:

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

ISSUED: OCTOBER 2020

REVISED: February 2026

Approved by Wylie City Council: 9/27/2022; 1/24/2023, 5/9/2023

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CHAPTER 23 – RECEIPT OF GOODS/SERVICES

A. Inspecting Goods or Services:

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

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

B. Partial Deliveries:

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

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

C. Defective or Damaged Merchandise:

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

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



PROCUREMENT MANUAL

ACKNOWLEDGMENT OF RECEIPT

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

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

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

Employee Name (print)

Department (print)

Signature



Wylie City Council

AGENDA REPORT

Department:	<u>Purchasing</u>	Account Code:	<u>611-5712-58510</u>
Prepared By:	<u>Kirby Krol</u>		<u>611-5714-58510</u>

Subject

Consider, and act upon, the approval of Purchase No. W2026-49 for the purchase of three (3) vehicles for the Public Works Department from Caldwell County Chevrolet in an estimated amount of \$177,394.00 through a cooperative purchasing agreement with BuyBoard and authorizing the City Manager to execute all necessary documents.

Recommendation

Motion to approve the Item as presented.

Discussion

The Public Works Department is requesting approval to purchase three (3) vehicles. Funds for this purchase were approved in the FY2025-2026 budget.

Staff recommends the purchase of three (3) vehicles for the Public Works Department from Caldwell County Chevrolet in an estimated amount of \$177,394.00 through a cooperative purchasing agreement with BuyBoard.

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 No. W2026-49, BuyBoard No. 724-23



Wylie City Council

AGENDA REPORT

Department: Purchasing Department
Prepared By: Christopher Rodriguez

Account Code: 100-5155-52130

Subject

Consider, and act upon, the approval of an agreement with Dell Technologies for the purchase of computers and related hardware in the estimated annual amount of \$90,000 through a cooperative purchasing contract with the Texas Department of Information Resources (DIR), and authorize the City Manager to execute all necessary documents.

Recommendation

Motion to approve the Item as presented.

Discussion

The City of Wylie uses computers and hardware from Dell Technologies across all departments. These devices are maintained on a scheduled basis.

The computers and hardware will be purchased through a cooperative purchasing contract with the Texas Department of Information Resources (DIR) under Contract No. DIR-CPO-5792. This DIR contract is currently in effect through April 4, 2027, with renewal options extending the final term date through April 4, 2030.

Staff recommends the approval of this agreement to provide the best overall 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 Agreement No. 2026-51 / DIR-CPO-5792)



Wylie City Council

AGENDA REPORT

Department: Community Development
Prepared By: Jasen Haskins

Account Code: _____

Subject

Hold a Public Hearing, consider, and act upon, the writing of an ordinance for a change in zoning from Planned Development 2022-51 (PD 2022-51) to Commercial Corridor (CC) on 2.02 acres to allow for compatible retail uses. Property located at 703 N. Highway 78 (ZC 2026-01).

Recommendation

Motion to approve the Item as presented.

Discussion

OWNER: FWIRE LLC

APPLICANT: FWIRE LLC

The applicant is requesting to rezone a Planned Development (PD 2022-51) to Commercial Corridor to allow for uses that are compatible with the existing surrounding retail uses. The property is on 2.02 acres generally located at 703 N. Highway 78.

The property contains a 6,000-sf structure that was developed in 1994 which was recently renovated in 2023. The applicant is requesting to remove the previous Planned Development for an event center distillery use and have the base zoning of Commercial Corridor for the marketing of the existing structure.

If approved, the property shall be required to be in compliance with all applicable City codes for any future redevelopment.

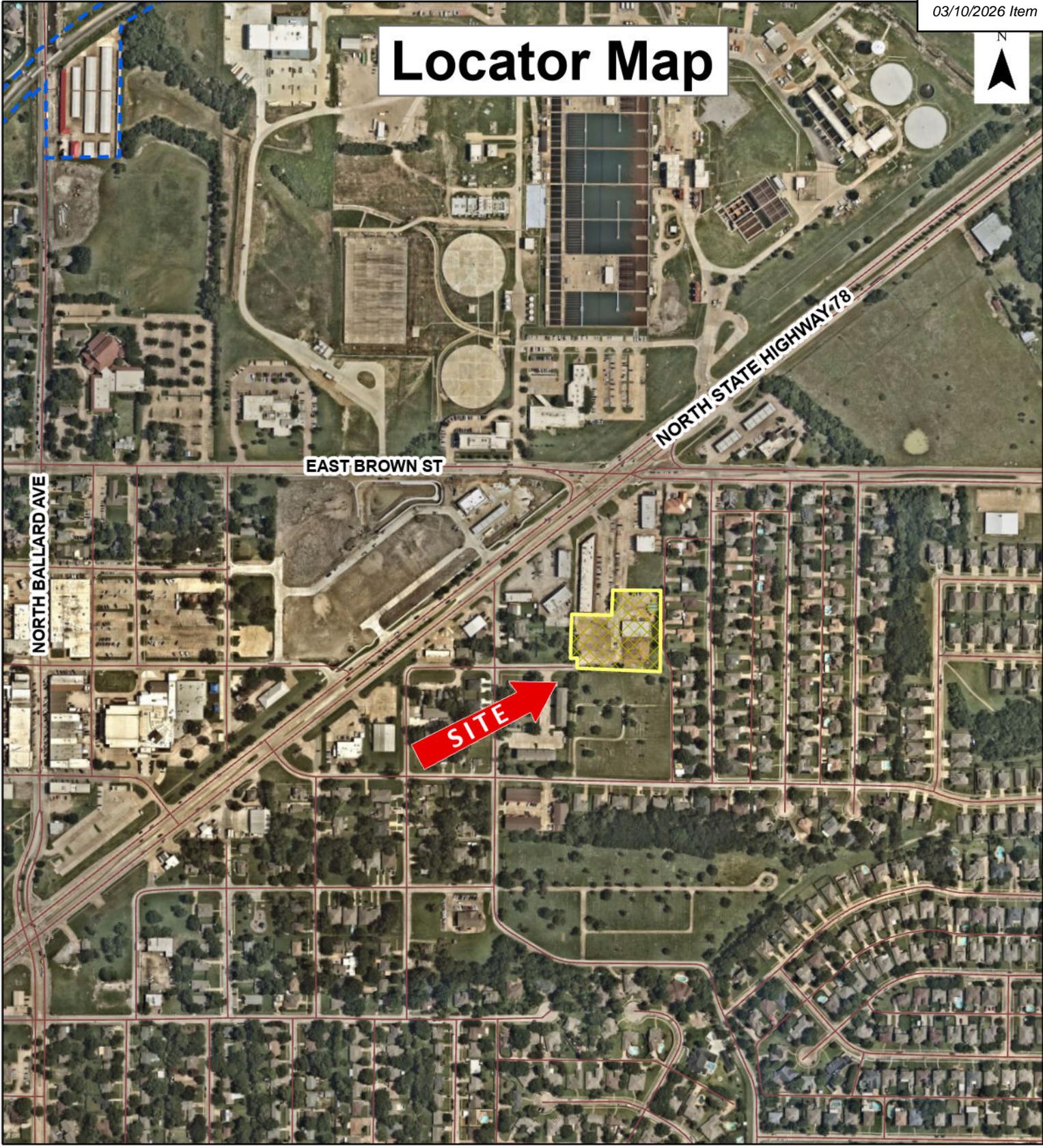
The adjacent property to the north is zoned Commercial Corridor and developed with restaurant and retail uses. The property to the east and west are zoned residential and developed with single-family homes. The property to the south contains the Hughes Cemetery.

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 25 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

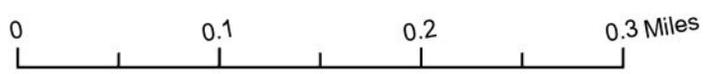
After some discussion regarding the requested zoning is in line with the rest of the shopping center and the comp plan, to which staff responded it was, the P&Z Commission voted 6-0 to recommend approval.

Locator Map



ZONING CASE:
ZC 2026-01 703 N STATE HWY 78

 SUBJECT property



Date: 11/20/2025
COMPILED BY: G STAFFORD



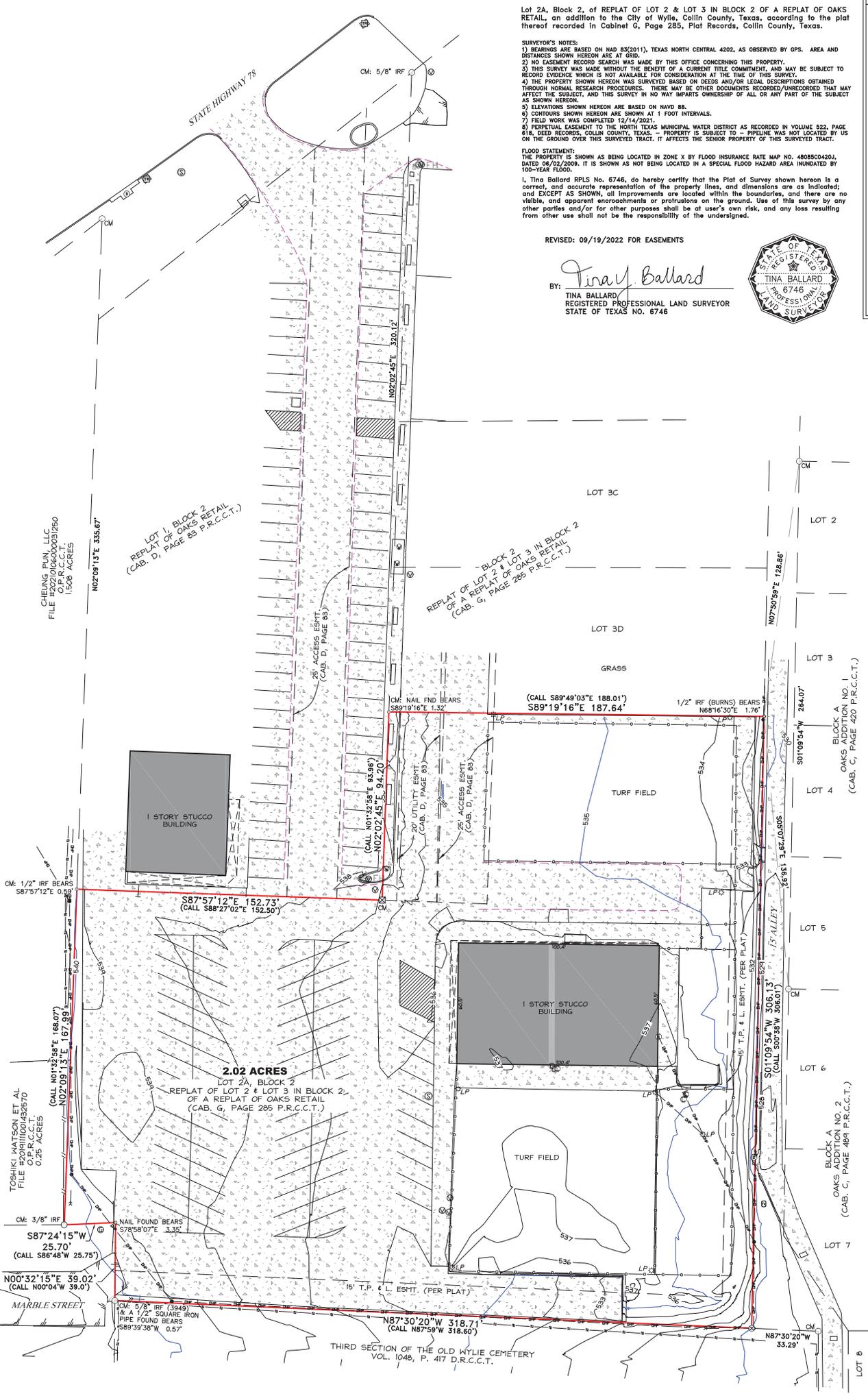
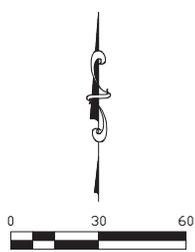
Lot 2A, Block 2, of REPLAT of LOT 2 & LOT 3 IN BLOCK 2 OF A REPLAT OF OAKS RETAIL, an addition to the City of Wylie, Collin County, Texas, according to the plat thereof recorded in Cabinet G, Page 285, Plat Records, Collin County, Texas.

- SURVEYOR'S NOTES:**
- 1) BEARINGS ARE BASED ON NAD 83(2011), TEXAS NORTH CENTRAL 4202, AS OBSERVED BY GPS. AREA AND DISTANCES SHOWN HEREON ARE AT GRID.
 - 2) NO EASEMENT RECORD SEARCH WAS MADE BY THIS OFFICE CONCERNING THIS PROPERTY.
 - 3) THIS SURVEY WAS MADE WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, AND MAY BE SUBJECT TO RECORD EVIDENCE WHICH IS NOT AVAILABLE FOR CONSIDERATION AT THE TIME OF THIS SURVEY.
 - 4) THE PROPERTY SHOWN HEREON WAS SURVEYED BASED ON DEEDS AND/OR LEGAL DESCRIPTIONS OBTAINED THROUGH NORMAL RESEARCH PROCEDURES. THERE MAY BE OTHER DOCUMENTS RECORDED/UNRECORDED THAT MAY AFFECT THE SUBJECT, AND THIS SURVEY IN NO WAY IMPARTS OWNERSHIP OF ALL OR ANY PART OF THE SUBJECT AS SHOWN HEREON.
 - 5) ELEVATIONS SHOWN HEREON ARE BASED ON NAVD 88.
 - 6) CONTOURS SHOWN HEREON ARE SHOWN AT 1 FOOT INTERVALS.
 - 7) FIELD WORK WAS COMPLETED 12/14/2021.
 - 8) PERPETUAL EASEMENT TO THE NORTH TEXAS MUNICIPAL WATER DISTRICT AS RECORDED IN VOLUME 522, PAGE 618, DEED RECORDS, COLLIN COUNTY, TEXAS. - PROPERTY IS SUBJECT TO - PIPELINE WAS NOT LOCATED BY US ON THE GROUND OVER THIS SURVEYED TRACT, IT AFFECTS THE SENIOR PROPERTY OF THIS SURVEYED TRACT.
- FLOOD STATEMENT:**
THE PROPERTY IS SHOWN AS BEING LOCATED IN ZONE X BY FLOOD INSURANCE RATE MAP NO. 48085C0420J, DATED 06/02/2009. IT IS SHOWN AS NOT BEING LOCATED IN A SPECIAL FLOOD HAZARD AREA INUNDATED BY 100-YEAR FLOOD.
- I, Tina Ballard RPLS No. 6746, do hereby certify that the Plat of Survey shown hereon is a correct and accurate representation of the property lines, and dimensions are as indicated; and EXCEPT AS SHOWN, all improvements are located within the boundaries, and there are no visible, and apparent encroachments or protrusions on the ground. Use of this survey by any other parties and/or for other purposes shall be at user's own risk, and any loss resulting from other use shall not be the responsibility of the undersigned.

CM	CONTROL	—	ASPHALT
○	1/2" POIN	—DP	OVERHEAD ELECTRIC LINE
○	1" POIN	—C	CHAINLINK FENCE
○	1/2" IRON ROD SET	—P	PIPE FENCE
○	1/2" IRON ROD SET (BY-LINE)	—W	WOOD FENCE
○	LIGHT POLE	—I	IRON FENCE
○	STORM DRAIN MANHOLE	—F	FIRE LANE
○	TELEVISION CABLE MARKER	—	COVERED PORCH, OVERHANG
○	CLEANOUT	—	BRICK
○	SANITARY SEWER MANHOLE	—	CONCRETE
○	ELECTRIC METER	—	BUILDING
○	POWER POLE	—	NO PARKING
○	GUT WIRE	—	
○	TRAFFIC SIGNAL BOX	—	
○	FH FIRE HYDRANT	—	
○	WATER VALVE	—	
○	WATER METER	—	
○	GAS METER	—	

REVISED: 09/19/2022 FOR EASEMENTS

BY: *Tina Ballard*
TINA BALLARD
REGISTERED PROFESSIONAL LAND SURVEYOR
STATE OF TEXAS NO. 6746



702 N. STATE HIGHWAY 78 WYLIE, TEXAS	
DATE:	12/18/2021
SCALE:	1" = 30'
JOB NO.:	2021-1995 & 2022-1469
CLIENT:	CP DESIGN SERVICES
TECHNICIAN:	TYB

BY-LINE
SURVEYING LLC
P.O. BOX 834
Emory, TX 75440
Ph: (903) 473-5150
Firm No: 10194233
www.bylinesurveying.com



Wylie City Council

AGENDA REPORT

Department: Fire Account Code: _____
Prepared By: Brandon Blythe

Subject

Consider, and act upon, Ordinance No. 2026-11, amending Wylie’s Code of Ordinances, Ordinance No. 2021-17, as amended, Appendix A (Comprehensive Fee Schedule), Article XI (Fire Department), Sections J, K, L, and M (Ambulance Service Fees); providing a savings/repealing clause, severability clause, penalty clause and an effective date; and providing for the publication of the caption hereof.

Recommendation

Motion to approve the Item as presented.

Discussion

In response to SB 916, we are requesting a slight increase in EMS rates.

The main changes to the Comprehensive Fee Schedule are the fees associated with the ambulance services approved in 2024.

ORDINANCE NO. 2026-11

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, AMENDING WYLIE’S CODE OF ORDINANCES, ORDINANCE NO. 2021-17, AS AMENDED, APPENDIX A (COMPREHENSIVE FEE SCHEDULE), ARTICLE XI (FIRE DEPARTMENT), SECTIONS J, K, L, AND M (AMBULANCE SERVICE FEES); PROVIDING A SAVINGS/REPEALING CLAUSE, SEVERABILITY CLAUSE, PENALTY CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS, the City Council of the City of Wylie, Texas (“City Council”) has adopted a Comprehensive Fee Schedule (“Comprehensive Fee Schedule”) for the City of Wylie, Texas (“Wylie”), which is codified in Appendix A of the Wylie Code of Ordinances, Ordinance No. 2021-17, as amended (“Code of Ordinances”); and

WHEREAS, the City Council therefore has determined that it would be advantageous and beneficial to the citizens of Wylie to amend the following provisions of the Comprehensive Fee Schedule as provided herein: Article XI (Fire Department), Sections J, K, L, and M (Ambulance Service Fees); and

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 to Appendix A (Wylie Comprehensive Fee Schedule), Article XI (Fire Department), Sections J, K, L, and M (Ambulance Service Fees) of the Wylie Code of Ordinances, Ordinance No. 2021-17, as amended. Appendix A (Comprehensive Fee Schedule), Article XI (Fire Department), Sections J, K, L, and M of the Code of Ordinances, Ordinance No. 2021-17, as amended, is hereby amended as follows:

“APPENDIX A

COMPREHENSIVE FEE SCHEDULE

...

XI. Fire Department.

...

J. Ambulance Services - Patient Care	
Specialty Care Transport (SCT)	\$2,295.00
Advanced Life Support 2 (ALS2)	\$1,785.00
Advanced Life Support - Emergency	\$1,632.00
Advanced Life Support - Non-Emergency	\$1,530.00
Basic Life Support - Emergency	\$1,428.00

Basic Life Support - Non-Emergency	\$1,377.00
K. Ambulance Services - Mileage	
Mileage Rate	\$24.48/mile
L. Ambulance Services - Supplies	
Advanced Life Support Disposable Equipment	\$408.00
Basic Life Support Disposable Equipment	\$357.00
Medical Oxygen Usage fee	\$112.00
M. Ambulance Services - No Transport Fees	
No Transport Fee	\$178.50

...”

SECTION 3: Penalty. Any person, firm, corporation, or entity that violates this Ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined a sum not exceeding two thousand dollars (\$2,000.00) if the violation relates to the public health and sanitation, otherwise the fine shall be a sum not exceeding five hundred dollars (\$500.00). Each continuing day’s violation shall constitute a separate offense. The penal provisions imposed under this Ordinance shall not preclude Wylie from filing suit to enjoin the violation. Wylie retains all legal rights and remedies available to it pursuant to local, state, and federal law.

SECTION 4: Savings/Repealing. All provisions of the Code of Ordinances shall remain in full force and effect, save and except as amended by this or any other ordinance. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict, but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 5: Severability. Should any section, subsection, sentence, clause, or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional or invalid.

SECTION 6: Effective Date. This Ordinance shall become effective from and after its passage and publication as required by the City Charter and by law.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas, on this 10th day of March 2026.

Matthew Porter, Mayor

**ATTESTED AND
CORRECTLY RECORDED:**

Stephanie Storm, City Secretary

Date of Publication: March 19, 2026, in *The Wylie News*



EMS Billing Update

SB 916



SB 916

- January 30, 2026 Texas Senate Bill 916 (SB 916) was adopted followed by guidance issued by the Texas Department of Insurance (TDI).
- SB 916 includes provisions for an annual rate adjustment limits.
- EMS rates may only be adjusted once per year.

Increases are capped at the lesser of:

- Medicare Ambulance Inflation Factor (AIF) **2.0% FY26**, or
- 10% of the prior year's rate



Wylie Fire Rescue



EMS Budget Needs Increasing

	FY2425	FY2526	Annual % Increased
EMS Supplies	\$196,350.00	\$219,200.00	11.64%
EMS Vehicle Maintenance	\$35,000.00	\$69,600.00	98.86%
EMS Contractural	\$135,109.00	\$152,800.00	13.09%
Total	\$366,459.00	\$441,600.00	20.50%



Annual Rate Review

- Multi-year or catch-up increases are not permitted.
- Rate Submission Requirements Submit updated rates due to TDI by March 23, 2026.
- If no update is submitted, the previously published rate remains in effect.
- If an agency missed a prior submission year, reimbursement does not reset.
- The most recently published rate continues to govern payment.
- Any future increase is still limited to allowable annual caps.



Wylie Fire Rescue

03/10/2026 Item 2.



Proposed New Rates

Description	2025 Rate	Proposed 2026 Rate
Specialty Care Transport	\$2,250.00	\$2,295.00
Advanced Life Support 2	\$1,750.00	\$1,785.00
Advanced Life Support - Emergency	\$1,600.00	\$1,632.00
Advanced Life Support - Non-Emergency	\$1,500.00	\$1,530.00
Basic Life Support - Emergency	\$1,400.00	\$1,428.00
Basic Life Support - Non-Emergency	\$1,350.00	\$1,377.00
Mileage Rate	\$24.00	\$24.48
ALS Disposable Equipment	\$400.00	\$408.00
BLS Disposable Equipment	\$350.00	\$357.00
Medical Oxygen Usage Fee	\$110.00	\$112.00
No Transport Fee	\$175.00	\$178.50



Summary

- In response to SB 916 we are asking to increase EMS rates slightly
- Budgets tend to increase annually
- EMS costs increased 20.5% between FY 24-25 and the current fiscal year
- We will bring this forward annually unless otherwise directed by council
- We are asking for a 2% increase which would result in the following:
 - 69% of calls are ALS - Emergency, we average collecting \$553.
 - New estimate \$564 (\$11 increase)
 - 5% of calls are ALS 2, we average collecting \$746
 - New estimate \$761 (\$15 increase)
 - 25% of calls are BLS, we average collecting \$525
 - New estimate \$536 (\$11 increase)
 - 1% of calls are “No Transport Fee”, we average collecting \$136
 - New estimate \$139 (\$3 increase)