

Wylie City Council Regular Meeting

September 24, 2024 – 6:00 PM

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



CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

PRESENTATIONS & RECOGNITIONS

PR1. Manufacturing Day.

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 September 10, 2024 Regular City Council Meeting minutes.
- B. Consider, and act upon, the approval of Agreement No. W2025-02 with Midwest Tape, LLC for use of their Hoopla digital media platform for the Library in an estimated annual amount of \$50,000 through a cooperative purchasing contract with Texas SmartBuy.
- C. Consider, and act upon, the approval of Agreement No. W2025-03 with OverDrive for use of their eBook and Downloadable Audio content for the Library, in an estimated amount of \$50,000 through a cooperative purchasing contract with BuyBoard.
- D. Consider, and act upon, Ordinance No. 2024-29 for a change in zoning from Commercial Corridor (CC) to Commercial Corridor - Special Use Permit (CC-SUP) on 18.754 acres to allow for drone delivery service for Walmart. Property located at 2050 N. State Highway 78 (ZC 2024-05).
- E. Consider, and act upon, approval of the Non-Profit Park Event Application from the Watkins PTA for the Jingle Bell Jog 5K and Fun Run/Walk at Founders Park on December 7, 2024.
- F. Consider, and place on file, the monthly Revenue and Expenditure Report for the Wylie Economic Development Corporation as of August 31, 2024.
- G. Consider, and act upon, approving the Debt Management Policy.
- H. Consider, and act upon, approving the Financial Management Policies.

- I. Consider, and act upon, Resolution No. 2024-25(R) approving the current Investment Policy as required by the Texas Government Code, Chapter 2256, Public Funds Investment Act, Subchapter A - Authorized Investments for Governmental Entities.
- J. Consider, and act upon, the City of Wylie Monthly Revenue and Expenditure Report for August 31, 2024.
- K. Consider, and place on file, the City of Wylie Monthly Investment Report for August 31, 2024.
- L. Consider, and act upon, Ordinance No. 2024-30 amending Ordinance No. 2023-39, which established the budget for fiscal year 2023-2024; providing for repealing, savings and severability clauses; and providing for an effective date of this ordinance.

REGULAR AGENDA

- 1. Consider, and act upon, Ordinance No. 2024-31 amending Wylie's Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 42 (Environment), Article II (Noise), Section 42-22(5) (Prohibited Acts; Enumeration); to include federal holidays in which construction is generally prohibited; providing for repealing, savings and severability clauses; providing for an effective date of this ordinance; and providing for the publication of the caption hereof.
- 2. Consider, and act upon, Ordinance No. 2024-32 amending Wylie's Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 66 (Library), Article I (In General), Section 66-3 (Refusing to Pay Overdue Fine; Misdemeanor), and Appendix A (Comprehensive Fee Schedule), Section VIII (Public Library), Subsection A (Library Fees) to amend overdue fine, repeal extended use fees, add hotspot replacement fees, and amend meeting room fees; providing a savings/repealing clause, severability clause, penalty clause and an effective date; and providing for the publication of the caption hereof.
- 3. Consider, and act upon, Resolution No. 2024-26(R) casting a nomination for a candidate(s) for the Board of Directors of the Rockwall Central Appraisal District.
- 4. Consider, and act upon, Resolution No. 2024-27(R) casting a nomination for a candidate(s) for the Board of Directors of the Collin Central Appraisal District.

EXECUTIVE SESSION

RECONVENE INTO OPEN SESSION

Take any action as a result from Executive Session.

READING OF ORDINANCES

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

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on September 20, 2024 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.

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 September 10, 2024 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

September 10, 2024 – 6:00 PM

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



CALL TO ORDER

Mayor Matthew Porter called the regular meeting to order at 6:01 p.m. The following City Council members were present: Junior Mayor Parker Day, Councilman David R. Duke, Councilman Dave Strang, Mayor *pro tem* Jeff Forrester, Councilman Sid Hoover, Councilman Scott Williams, and Councilman Gino Mulliqi.

Staff present included: City Manager Brent Parker; Assistant City Manager Lety Yanez; Fire Chief Brandon Blythe; Marketing and Communications Director Craig Kelly; City Secretary Stephanie Storm; Public Works Director Tommy Weir; Police Chief Anthony Henderson; Parks and Recreation Director Carmen Powlen; Library Director Ofilia Barrera; Finance Director Melissa Brown; Human Resources Director Jennifer Beck; and various support staff.

INVOCATION & PLEDGE OF ALLEGIANCE

Mayor *pro tem* Forrester led the invocation and Councilman Duke led the 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.

No persons were present wishing to address the Council.

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 August 27, 2024 Regular City Council Meeting minutes.**
- B. Consider, and act upon, an Amended Plat of Lot 1, Block A of Hartman Elementary School, amending one lot on 7.963 acres. Property located at 510 S. Birmingham Street.**
- C. Consider, and act upon, a request to renovate an existing residential structure, located at 301 N. Ballard within the Downtown Historic District.**
- D. Consider, and act upon, Ordinance No. 2024-27 amending Wylie's Code of Ordinances, Ordinance No. 2021-17, as amended, Appendix A (Comprehensive Fee Schedule), Section III (Construction Permits and Fees), Subsection B (Miscellaneous Fees) to amend weeds, high grass, and trash abatement administrative fee per lot or tract of land.**

- E. Consider, and act upon, Ordinance No. 2024-28 amending Ordinance No. 2023-39, which established the budget for fiscal year 2023-2024; providing for repealing, savings and severability clauses; and providing for an effective date of this ordinance.**

Council Action

A motion was made by Mayor *pro tem* Forrester, seconded by Councilman Hoover, to approve the Consent Agenda as presented. A vote was taken and the motion passed 7-0.

REGULAR AGENDA

- 1. Hold a Public Hearing, consider, and act upon, the writing of an ordinance for a change in zoning from Downtown Historic District (DTH) to Downtown Historic District - Special Use Permit (DTH-SUP) on 0.083 acres to allow for a Smoking Establishment. Property located at 100 N. Ballard Avenue (ZC 2024-06).**

Public Hearing

Mayor Porter opened the public hearing on Item 1 at 6:29 p.m. asking anyone present wishing to address Council to come forward.

No persons were present wishing to address the Council.

Mayor Porter closed the public hearing at 6:29 p.m.

Council Action

A motion was made by Councilman Williams, seconded by Mayor *pro tem* Forrester, to approve Item 1 as presented. A vote was taken and the motion passed 7-0.

- 2. Hold a Public Hearing, consider, and act upon, the writing of an ordinance for a change in zoning from Commercial Corridor (CC) to Commercial Corridor - Special Use Permit (CC-SUP) on 18.754 acres to allow for drone delivery service for Walmart. Property located at 2050 N. State Highway 78 (ZC 2024-05).**

Public Hearing

Mayor Porter opened the public hearing on Item 2 at 6:29 p.m. asking anyone present wishing to address Council to come forward.

No persons were present wishing to address the Council.

Mayor Porter closed the public hearing at 6:29 p.m.

Council Action

A motion was made by Councilman Williams, seconded by Mayor *pro tem* Forrester, to approve Item 2 as presented. A vote was taken and the motion passed 7-0.

- 3. Consider, and act upon, the payment request for the previously budgeted Stream and Wetland Mitigation Fees for McMillen Road from McCreary Road to Country Club Road, in the amount of \$1,062,996 and authorizing the City Manager to execute any necessary documents.**

Council Action

A motion was made by Councilman Williams, seconded by Mayor *pro tem* Forrester, to approve Item 3 as presented. A vote was taken and the motion passed 7-0.

WORK SESSION

Mayor Porter convened the Council into Work Sessions at 6:57 p.m.

WS1. Discuss the currently proposed Downtown Project lane, parking, and sidewalk configuration.

WS2. Discuss the proposed Silverlake multi-family and commercial retail development generally located at the southeast corner of State Highway 78 and Alanis Drive.

WS3. Discuss additional lighting at the Dog Park within the Municipal Complex.

RECONVENE INTO REGULAR SESSION

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

EXECUTIVE SESSION

Mayor Porter convened the Council into Executive Session at 7:05 p.m.

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

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

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

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

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

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

ES2. Deliberation regarding commercial or financial information that the WEDC has received from a business prospect and to discuss the offer of incentives for Projects: 2022-1c, 2022-10c, 2023-1c, 2023-2d, 2023-11b, 2024-2d, 2024-4e, 2024-5a, 2024-7a, 2024-7b, 2024-8b, and 2024-8d.

RECONVENE INTO OPEN SESSION

Take any action as a result from Executive Session.

Mayor Porter reconvened the Council into Open Session at 7:37 p.m.

READING OF ORDINANCES

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

City Secretary Storm read the captions of Ordinance Nos. 2024-25 and 2024-26 into the official record.

ADJOURNMENT

A motion was made by Councilman Strang, seconded by Councilman Mulliqi, to adjourn the meeting at 7:38 p.m.
A vote was taken and the motion passed 7-0.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary



Wylie City Council

AGENDA REPORT

Department: Library

Prepared By: Ofilia Barrera

Account Code: 100-5551-52630

Subject

Consider, and act upon, the approval of Agreement No. W2025-02 with Midwest Tape, LLC for use of their Hoopla digital media platform for the Library in an estimated annual amount of \$50,000 through a cooperative purchasing contract with Texas SmartBuy.

Recommendation

Motion to approve the Item as presented.

Discussion

Hoopla is a digital media platform that allows the Library to provide users with instant access borrows (no waiting or holds lists) to digital media content using smart phones, tablets, computers, and other streaming devices. Hoopla is designed to be accessible 24/7 and is available at all times.

Hoopla offers various licenses to media content in multiple formats to include (without limitation) movies, television programs, music, audiobooks, eBooks, and comics, subject to circulation limits (if any) and other settings established by the Library. The Hoopla digital collection includes over a million books, audio books, comic books, music, movies, and magazines.

Approving the motion will allow the library to purchase more credits from Hoopla in order to continue serving the needs of our patrons. For calendar year 2023, patrons checked out 21,232 items. As of July 2024, we have already circulated almost 15,000 items and are on track to surpass usage from last year.

Staff recommends the approval of Agreement No. W2025-02 with Midwest Tape, LLC for use of their Hoopla digital media platform for the Library in an estimated annual amount of \$50,000 through a cooperative purchasing contract with Texas SmartBuy.

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.

(City of Wylie No. W2025-02 / Texas SmartBuy No. 715-M2)



Wylie City Council

AGENDA REPORT

Department: Library

Prepared By: Ofilia Barrera

Account Code: 100-5551-52630

Subject

Consider, and act upon, the approval of Agreement No. W2025-03 with OverDrive for use of their eBook and Downloadable Audio content for the Library, in an estimated amount of \$50,000 through a cooperative purchasing contract with BuyBoard.

Recommendation

Motion to approve the Item as presented.

Discussion

OverDrive is the leading platform in digital materials for libraries. The City of Wylie is currently part of the Northeast Texas Digital Consortium, which gives access to millions of dollars of materials for a fraction of the cost. Being part of the consortium not only allows us access to more materials, we also share the cost of the platform among several area libraries making it more economical.

Staff recommends the approval of Agreement No. W2025-03 with OverDrive for use of their eBook and Downloadable Audio content for the Library in an estimated annual amount of \$50,000 through a cooperative purchasing contract with BuyBoard to continue serving the needs of our patrons by the purchase of more content. Currently, there are over 5,277 Smith Public Library users waiting for content on the platform. The current average wait time for an item is 78.21 days.

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.

(City of Wylie No. W2025-03 / BuyBoard No. 661-22)



Wylie City Council

AGENDA REPORT

Department: Planning
 Prepared By: Jasen Haskins

Account Code: _____

Subject

Consider, and act upon, Ordinance No. 2024-29 for a change in zoning from Commercial Corridor (CC) to Commercial Corridor - Special Use Permit (CC-SUP) on 18.754 acres to allow for drone delivery service for Walmart. Property located at 2050 N. State Highway 78 (ZC 2024-05).

Recommendation

Motion to approve the Item as presented.

Discussion

On September 10, 2024 City Council approved the writing of an ordinance for a change in zoning from Commercial Corridor (CC) to Commercial Corridor - Special Use Permit (CC-SUP) on 18.754 acres to allow for drone delivery service for Walmart. Property located at 2050 N. State Highway 78 (ZC 2024-05), with an amendment to the SUP conditions requiring the temporary storage facility be replaced with a more permanent solution by October 31, 2025. That amendment is included in the SUP Conditions, Section III.3.

Final approval of Zoning Case 2024-05 requires the adoption of the Ordinance to amend the zoning accordingly in the Official Zoning map of the City; and providing a penalty clause, a repeal clause, a savings clause, a severability clause, and an effective date.

The subject Ordinance allows for the rezoning. Exhibit A (Legal Description), Exhibit B (Zoning Exhibit), and Exhibit C (SUP Conditions) are included and made a part of this Ordinance.

The above described property shall be used only in the manner and for the purposes provided for in the Comprehensive Zoning Ordinance of the City, as amended herein by the granting of this zoning classification.

ORDINANCE NO. 2024-29

AN ORDINANCE OF THE CITY OF WYLIE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF WYLIE, AS HERETOFORE AMENDED, SO AS TO CHANGE THE ZONING ON THE HEREINAFTER DESCRIBED PROPERTY, ZONING CASE NUMBER 2024-05, FROM COMMERCIAL CORRIDOR (CC) TO COMMERCIAL CORRIDOR - SPECIAL USE PERMIT (CC-SUP) ON 18.754 ACRES TO ALLOW FOR A COMMERCIAL DRONE DELIVERY USE; PROVIDING FOR A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and the governing body of the City of Wylie, Texas, in compliance with the laws of the State of Texas with reference to the amendment of the Comprehensive Zoning Ordinance, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally and to owners of the affected property, the governing body of the City is of the opinion and finds that the Comprehensive Zoning Ordinance and Map should be amended;

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

SECTION 1: That the Comprehensive Zoning Ordinance of the City of Wylie, Texas, be, and the same is hereby, amended by amending the Zoning Map of the City of Wylie, to give the hereinafter described property a new zoning classification of Commercial Corridor - Special Use Permit (CC-SUP), said property being described in Exhibit A (Legal Description), hereto and made a part hereof for all purposes.

SECTION 2: That a Zoning Exhibit and SUP Conditions are an integral component of the development of the property and are attached as Exhibit B and Exhibit C.

SECTION 3: That all ordinances of the City in conflict with the provisions of this ordinance be, and the same are hereby, repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 4: That the above described property shall be used only in the manner and for the purposes provided for in the Comprehensive Zoning Ordinance of the City, as amended herein by the granting of this zoning classification.

SECTION 5: Any person, firm or corporation violating any of the provisions of this ordinance or the Comprehensive Zoning Ordinance, as amended hereby, commits an unlawful act and shall be subject to the general penalty provisions of Section 1.5 of the Zoning Ordinance, as the same now exists or is hereafter amended.

SECTION 6: Should any paragraph, sentence, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole or any part or provision thereof, other than the part so declared to be invalid, illegal or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

SECTION 7: This ordinance shall be in full force and effect from and after its adoption by the City Council and publication of its caption as the law and the City Charter provide in such cases.

SECTION 8: The repeal of any ordinance, or parts thereof, by the enactment of this Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue, nor as effecting any rights of the municipality under any section or provisions of any ordinances at the time of passage of this ordinance.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas, this 24th day of September, 2024.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary

Date of publication in The Wylie News: October 3, 2024



July 8, 2024

Site Name: Walmart 5210

Exhibit "A"

Legal Description

Parent Tract Description

All that certain lot, tract or parcel of land is situated in the F. De La Pina Survey. Abstract No. 688, Collin County, Texas, and being all of that 18.754-acre tract of land as described in the Special Warranty Deed and being recorded in Volume 5645, Page 1824, Official Public Records of the Collin County, Texas and being more particularly described as follows:

(Warranty Deed as Recorded in Volume 5645, Page 1824, Official Public Records of the Collin County, Texas)

Said 18.574-acre tract also being known as Lot 1 R-6, Block C, Woodlake Village Addition recorded in Instrument Number 2007-538, OPRCCT, as determined from a survey by Kenneth Yazel, RPLS 6182 on March 17, 2022 and recorded in Volume 5645, Page 1824, Official Public Record of Collin County, Texas.

Kenneth Yazels Premises Description

A tract of land lying in and being a part of Lot 1 R-6, Block C, Woodlake Village Addition as recorded in Volume 5645, Page 1824, Official Public Records of the Collin County, Texas; said tract being more particularly described as follows:

Beginning at a found 5/8" iron rod having Texas Coordinate System of the North American Datum of 1983 (2011) epoch 2010, North Central Zone Grid Coordinates of Northing 7060877.2 and Easting 2578273.4, at the southeast corner of said Lot 1R-6; Thence N 89°07'01" W (Grid bearings based on said Texas Coordinate System), a distance of 466.91 feet to a found 5/8" iron rod cap stamped "CEI" at the southwest corner of said Lot 1R-6 and southeast corner of Lot 1R-7 of said Woodlake Village Addition;

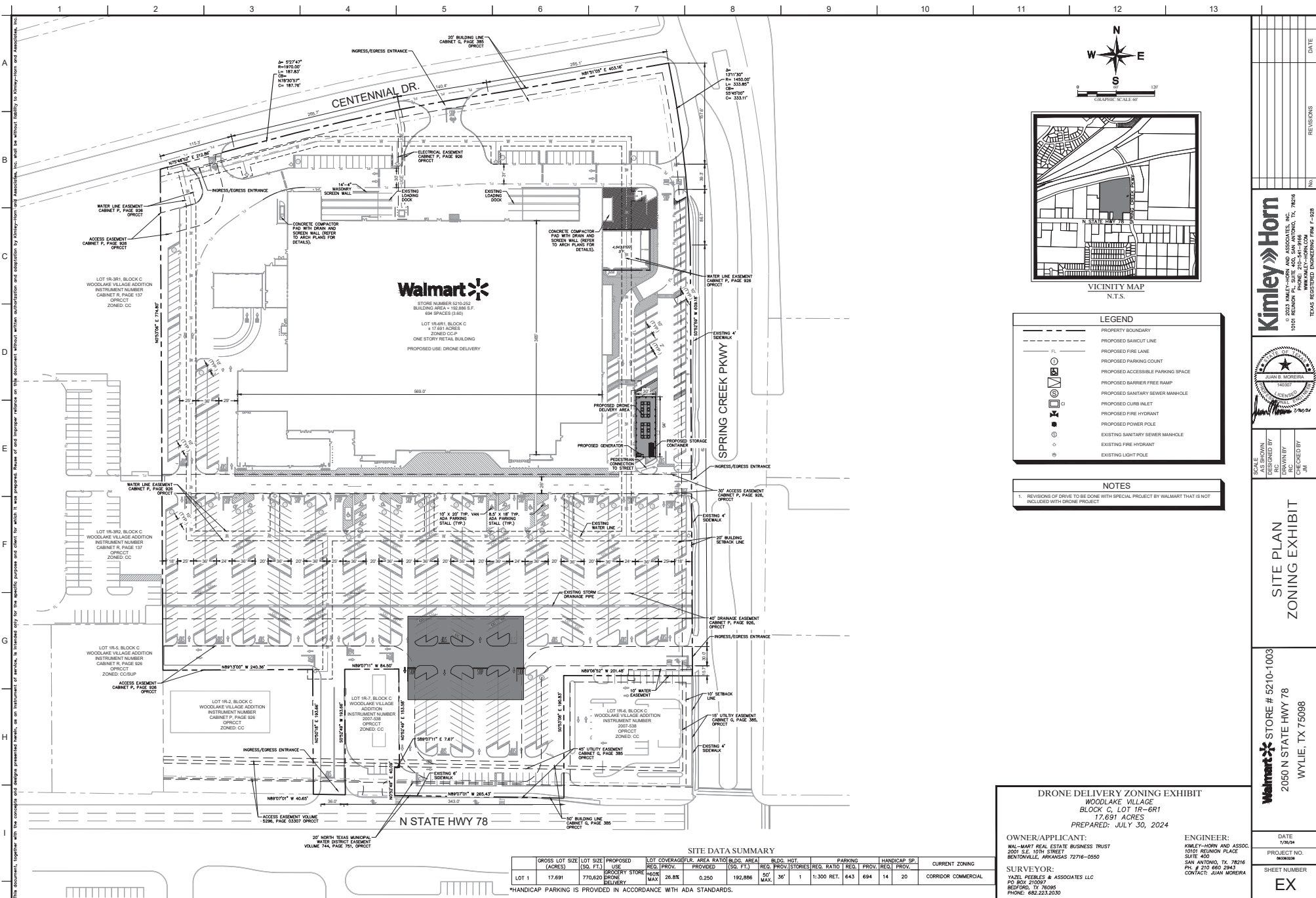
Thence N 00°52'49" E, a distance of 40.09 feet to a found 5/8" iron rod with cap stamped "FIRM CEI TX"; S 89°07'11" E, a distance of 7.67 feet to a found 5/8" iron rod with cap stamped "FIRM CEI TX"; N 00°52'40" E, a distance of 153.58 feet to a found "X"-cut in concrete; N 89°07'11" W, a distance of 84.50 feet to a found "X"-cut in concrete; S 00°52'49" W, a distance of 193.66 feet to a found "X"-cut in concrete at the southwest corner of said Lot 1R-7;

Thence N 89°07'01" W, a distance of 40.65 feet to a found 1/2" iron rod at the southeast westernmost corner of Lot 1R-2, Block C; Thence N 00°50'18" E, a distance of 193.39 feet to a mad nail with washer stamped "JHP LAND SURVEYING" at the northeast corner of said Lot 1R-2; Thence N 89°13'00" W, a distance of 240.36 feet to a found 1/2" iron rod at the northwest corner of said Lot 1R-2 and the southwest corner of said Lot 1R-6; Thence N 00°53'06" E, a distance of 774.80 feet to a

found 5/8" iron rod with cap stamped "FIRM CEI TX" at the northwest corner of said Lot 1R-6 and on the south right-of-way line of Centennial Drive (60' wide), from which a found aluminum disk stamped "JHP LAND SURVEYING" at the northwest corner of Lot 1R-3R1, Block C, bears S 75°48'52" W, a distance of 360.19 feet;

Thence N 75°48'52" E, a distance of 212.86 feet to a found aluminum disk stamped "JHP LAND SURVEYING" at the beginning of a curve to the right having a radius of 1970.00 feet and whose chord bears N 78°30'57" E, a distance of 187.76 feet; northeasterly along said curve to the right through a central angle 5°27'47" an arc length of 187.83 feet to a found aluminum disk stamped "JHP LAND SURVEYING"; N 81°14'08" E, a distance of 403.16 feet to a found 5/8" iron rod with cap stamped "FIRM CEI TX" at the northeast corner of said Lot 1R-6, the intersection of the south right-of-way line of said Centennial Drive and the west right-of-way line of said Spring Creek Parkway and being the beginning of a curve to the right having a radius of 1450 feet and whose chord bears S 05°45'00" E, a distance of 333.11 feet;

Thence southeasterly along said curve to the right through a central angle 13°11'30", an arc length of 33.85 feet to a found "X"-cut in concrete from which a found "X"-cut in concrete bears N 07°58'00" W, a distance of 0.4 feet; Thence S 00°52'59" W, with the east line of said Lot 1R-6 and the west right-of-way line of said Spring Creek Parkway, a distance of 800.00 feet to the POINT OF BEGINNING and containing 18.574 acres, or 809,056 square feet of land, more or less.



Kimley»Horn
KIMLEY-HORN AND ASSOCIATES, INC.
10101 REUNION BL. SUITE 400, SAN ANTONIO, TX, 78216
WWW.KIMLEY-HORN.COM
TEXAS REGISTERED ENGINEERING FIRM F-229



SCALE: AS SHOWN
DESIGNED BY: JRM
DRAWN BY: JRM
CHECKED BY: JRM

**SITE PLAN
ZONING EXHIBIT**

Walmart» STORE # 5210-1003
2050 N STATE HWY 78
WYLLIE, TX 75098

DATE: 7/20/24
PROJECT NO.: 24030208
SHEET NUMBER: EX

DRONE DELIVERY ZONING EXHIBIT
WOODLAKE VILLAGE
BLOCK C, LOT 1R-6R1
17.691 ACRES
PREPARED: JULY 30, 2024

OWNER/APPLICANT:
WAL-MART REAL ESTATE BUSINESS TRUST
2001 S.E. 10TH STREET
BENTONVILLE, ARKANSAS 72716-0550

ENGINEER:
KIMLEY-HORN AND ASSOC.
10101 REUNION PLACE
SUITE 400
SAN ANTONIO, TX 78216
PH: # 210 660 2943
CONTACT: JUAN MORERA

SURVEYOR:
YAZEL REEBLES & ASSOCIATES LLC
PO BOX 212097
BEDFORD, TX 76095
PHONE: 682.223.0030

Allmand Maxi-Power 25

Mobile Generator



Rented Generator fom

Texas First Rentals

Engine Brand

Isuzu

Engine Model

4LE2T

Engine Tier

Tier 4 Final

**Output @ Rated Speed (1,800 RPM) -
HP******

33

Standby Power - kVA (kW)

27.5 (22)

Prime Power - kVA (kW)***

25 (20)

Battery (V)

12

Voltage Regulation Percentage

0.50%

Amperage Single Phase 120 V (A)

60 x 2

Amperage Single Phase 240 V (A)

60

Amperage Three Phase 120 V / 208 V (A)

69

Amperage Three Phase 277 V / 480 V (A)

30

Excitation

Brushless with AVR

Insulation

Class H4

Integral Fuel Tank Capacity (gal)

52

Runtime @ Full Load (hrs)

31+

Main Breaker Size (Amps)

100 (80%)

Sound Level @ 23 ft. (No Load) - dBA

63

Engine Oil Change Interval (hrs)

500

Engine Fuel Filter Change Interval (hrs)

500

Dry Weight (lbs)

2,425

Operating Wet Weight (lbs)

2,780

Trailer Weight (lbs)

531.4

Trailer GVWR (lbs)

2,900

Length With Towing Frame (in)

123.3

Width With Towing Frame (in)

54.8

Maxi-Power™

Mobile Generator

SOUND ATTENUATED

HEAVY-DUTY, OVER-SIZED ALTERNATOR

HIGH CAPACITY, COLD START BATTERY

AUTOMATIC VOLTAGE REGULATOR (AVR)

120 VOLT GFCI RECEPTACLES ALWAYS
ENERGIZED WHILE RUNNING

ADJUSTABLE COUPLER CHANNEL

FREQUENCY SWITCH TO RUN
50 Hz OR 60 Hz



SINCE 1938

Reliability, Performance and Integrity.

Maxi-Power™

Mobile Generator

Maximize the power of your jobsite with the Maxi-Power™ Mobile Generator. This generator comes equipped with a heavy-duty, oversized alternator equipped for motor starting needs. With a frequency switch for flexibility of jobsite power needs, and 15 inch tires for longer wear and greater towing capabilities, this generator will last and deliver the power you need to get the job done.



KEY FEATURES

- 110% Full Fluid Containment
- Oversized Electrical Lugs
- Large Capacity Fuel Tank¹
- Standard External Fuel Connections
- Standard Programmable Start/Stop for Standby Applications
- Electric Fuel Primer & Air-Bleed (EFPA) Pump
- Hydraulic Surge Brakes Standard
- Lockable Switch / Voltage Selector
- Curbside Fluid Maintenance / Side Fork Pockets (MP25)
- Trailer DOT Compliant 49 CFR
- Trailer Optional
- Warranty Coverage / Product: 2 Years/2,000 Hour Limited Warranty*
- GPS Ready

Model Number	MP25	MP40	MP45	MP65-8B1
Armature Connection	Star with Neutral/Zig/Zag			
Number Of Poles	4 Pole			
Insulation	Class F			
Excitation	Brushless with AVR			
Voltage Regulation Percentage	0.50%			
Power Factor	0.80			
Frequency – Hz (Switchable)	60 (50)			
Standby Power – kVA (kW)	27.5 (22)	39 (31.2)	48.5 (38.8)	67 (53.6)
Prime Power – kVA (kW)	25 (20)	38 (30.4)	45 (36)	63 (50)
Voltage Single Phase (Switchable) (V)	120 / 240 / 277			
Voltage Three Phase (Switchable) (V)	208 / 240 / 416 / 480			
Amperage Single Phase 120 V (A)	60 x 2	91 x 2	108 x 2	152 x 2
Amperage Single Phase 240 V (A)	60	91	108	152
Amperage Three Phase 208 V (A)	65	105	119	167
Amperage Three Phase 240 V (A)	60	91	108	152
Amperage Three Phase 480 V (A)	30	46	54	76
Engine Brand	Isuzu	Kubota	Isuzu	Isuzu
Engine Model	4LE2T	V3300	4LE2X	4JJIX
EPA Emissions Certified	Tier 4 Final	Interim Tier 4	Tier 4 Final	Tier 3 Flex
Number of Cylinders	4	4	4	4
Output @ Rated Speed (1,800 RPM) – HP	33	47	59	98
Governor Type	Isochronous			
Integral Fuel Tank Capacity (gal)	52	106	106	106
Full Fluid Containment	110%			
Lubricating Oil Capacity gal (L)	2.7 (10.4)	3.4 (13.2)	3.1 (11.7)	4.0 (15.0)
Coolant Capacity gal (L)	2.7 (10.4)	2.9 (11.0)	2.5 (9.5)	2.9 (11.0)
Battery (V)	12	12	12	12
Run Time @ Full Load	31+	40+	36+	28+
Length W/O Trailer (in)	67	82	82	82
Width W/O Trailer (in)	32	39	38	39
Height W/O Trailer (in)	55	61	61	61
Dry Weight (lbs)	1,764	2,555	2,425	2,877
Operating Wet Weight (lbs)	2,161	3,325	3,197	3,660
Sound Level @ 23 ft (NO LOAD) – dBA	< 63	< 61	< 64	< 63
Trailer Length (in)	120	140	140	140
Trailer Width (in)	61	66	66	66
Trailer Height (in)	28	25	26	26
Trailer Weight (lbs)	610	950	950	950
Trailer GVWR (lbs)	3,500	5,750	5,750	5,750

¹Unit runs at full load for 24+ hours. Allmand has a policy of continuous product improvement and reserves the right to modify its specifications at any time and without prior notice. See operator's manual or www.allmand.com website for complete warranty details.

OPTIONS



Camlocks

- Interchangeable electrical connectors that can be used in either single or three phase modes
- Single set of 5 Camlocks



Arctic Package

- 50 W 120 V battery heater pad
- 1,000 W 120 V thermosiphon block heater with thermostat to maintain temperature



Battery Charger (MP25 Only)

- 5 A 120 V with 3 stage charge cycle

Lockable Battery Disconnect (MP25 Only)

Electric Brake on MP65



WHY ALLMAND®

When it comes to managing a jobsite, you want equipment that will not fail you when you need it most. You're looking for trust and reliability. Allmand® brings that to your jobsite, with over 75 years of respected experience. Our focus on Service and Support allows users to get the parts, technical service and support they need. Product innovation has helped us develop state-of-the-art towable jobsite equipment, bringing portable light towers, mobile industrial heaters, portable light stands, portable air compressors and mobile generators for the construction, mining, oil & gas, and rental markets.



Holdrege, Nebraska 68949
P: (800) 562-1373 • F: (308) 995-5887
www.allmand.com

SINCE 1938

Storage

Aircraft storage space is subject to change based on partner needs. Storage needed may be reduced if we're able to use partner storage. Storage containers may also be added.

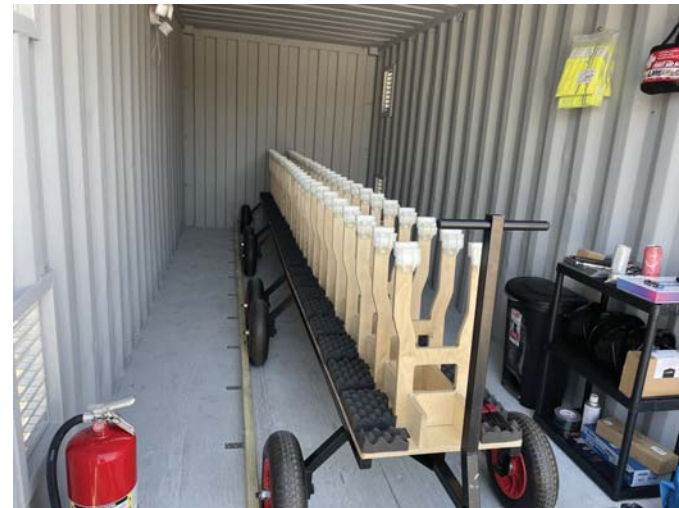
The Nest shall provide aircraft storage for 1.5 times the number of charge pads.

The Ground Support Operator shall place aircraft in storage at the end of daily operations.

Example of standard 20' container

***Current Storage Specifications:**

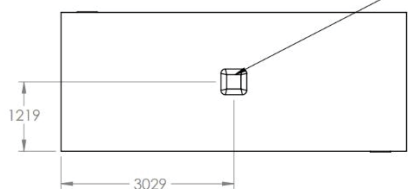
- Weight: 4868 lbs pounds empty weight
- Dimensions: 20' x 8' x 8' (LxWxH)
- Features: 4 passive side vents and top solar fan
- Anchoring (city dependant): Anchor spec based on ground type and following city requirements



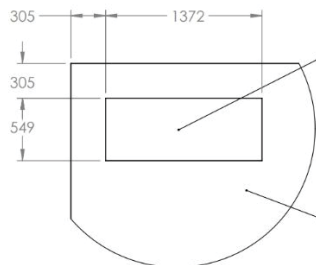
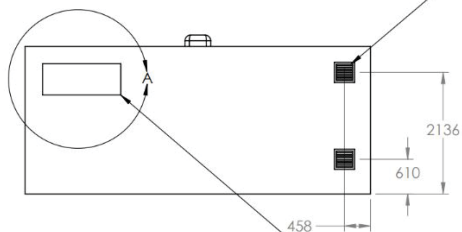
ITEM NO.	DESCRIPTION	QTY.
1	ISO 6346 22G0/22G1 OR EQUIVALENT 20FT CONTAINER	1
2	LOUVERED VENT WITH INTERIOR MESH SCREEN	4
3	SOLAR EXHAUST FAN	1
4	FLOOR TRACK SYSTEM, STANDARD LUMBER	1

REVISIONS				
ZONE	REV	DESCRIPTION	APPROVED	DATE

SOLAR EXHAUST FAN
LOCATE APPROX. IN CENTER OF ROOF
INSTALL PER MFG RECOMMENDATION



FIXED LOUVERED VENTS
W/ INTERIOR MESH SCREEN
2 PER SIDE, AS SHOWN
INSTALL PER MFG RECOMMENDATION



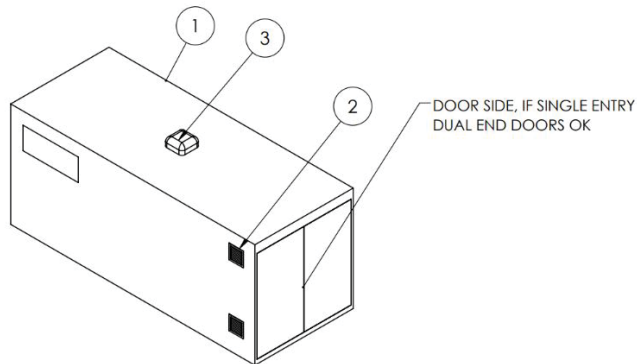
WING APPROVED LOGO, BOTH SIDES
FILE TO BE SUPPLIED BY WING

MATERIAL PRINT MEDIA:
ARLON DPF WHITE 002 W/ ARLON SERIES 3420
SATIN LAMINATE 60010 OR EQUIVALENT

TEXT COLOR: RAL 4007 / 276 U
SHADOW COLOR: 7666 U

CONTAINER COLOR:
RAL 9010
BRIGHT WHITE
ALL SURFACES

DETAIL A



DOOR SIDE, IF SINGLE ENTRY
DUAL END DOORS OK

NOTES: UNLESS OTHERWISE SPECIFIED;

1. INTERPRET SPECIFICATION PER GEOMETRIC DIMENSIONING AND TOLERANCING STANDARD ASME Y14.5-2009.
2. THIS IS A REDUCED DIMENSION DRAWING. REFER TO 3D MODEL FOR ANY MISSING DIMENSIONS.
3. 3D CAD DATA IS SUPPLIED AT 1:1 SCALE AND TO BE USED FOR INSPECTION.
4. CLEANLINESS: PARTS ARE TO BE FREE OF ORGANIC MATERIALS, LUBRICANTS OR MOLD RELEASE, SOLVENTS, OR OTHER CONTAMINANTS.
5. ASSEMBLY REQUIRES LABELING OF GOOGLE PART NUMBER, REVISION, MANUFACTURER NAME, DATE CODE AND LOT CODE.

DIMENSIONS ARE IN MILLIMETERS
TOLERANCES UNLESS OTHERWISE NOTED
X X.X X.XX
ANGLES 0.25°
SCALE NOT TO SCALE
THIRD ANGLE PROJECTION

CONFIDENTIAL

THIS DOCUMENT AND THE DATA
DISCLOSED HEREIN OR WHEREWITH IS
NOT TO BE REPRODUCED, USED, OR
DISCLOSED IN WHOLE OR IN PART TO
ANYONE WITHOUT THE PERMISSION
OF WING AVIATION LLC.

DRAWN BY
APPROVED BY

DATE
DATE



WING AVIATION LLC

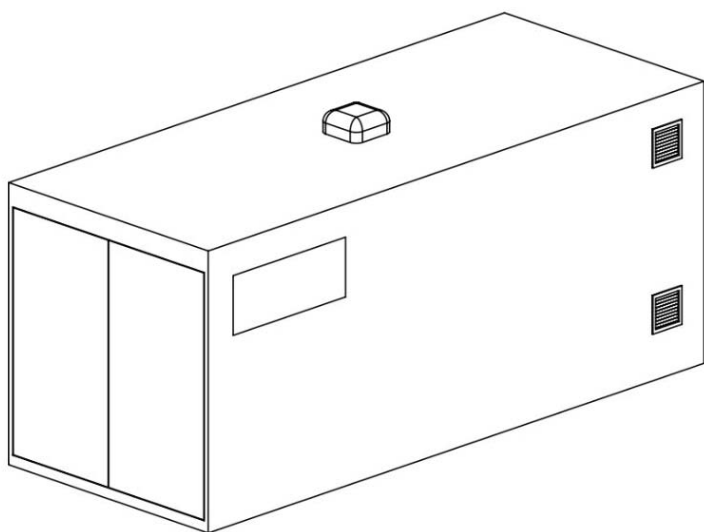
100 MAYFIELD AVE
MOUNTAIN VIEW, CA 94043, USA

DESCRIPTION
PROD/MFG, 20FT ISO SHIPPING CONTAINER,
VENTILATED, WITH LOGO, WING

SIZE
B

GOOGLE PART NUMBER
410-01397-00

REV
01

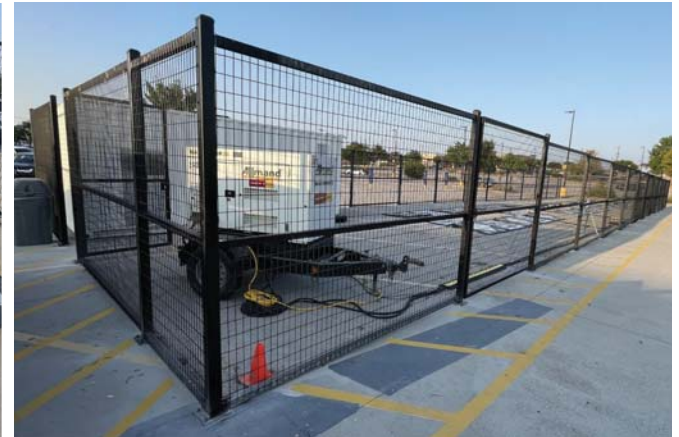
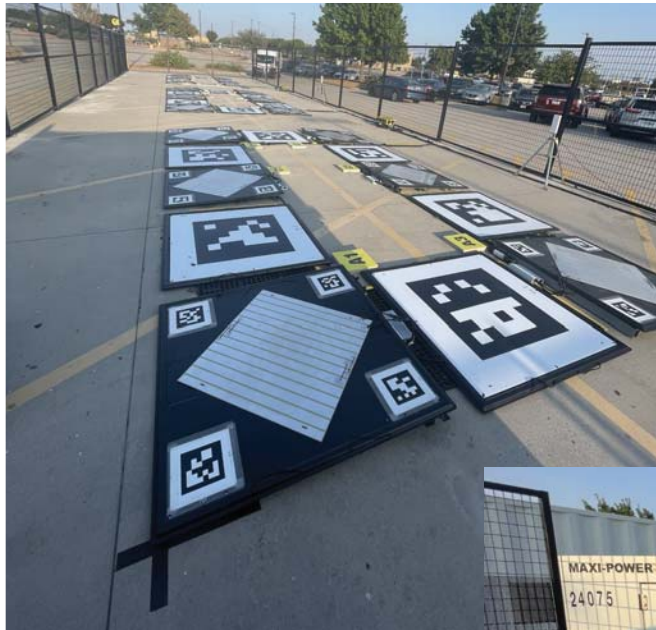
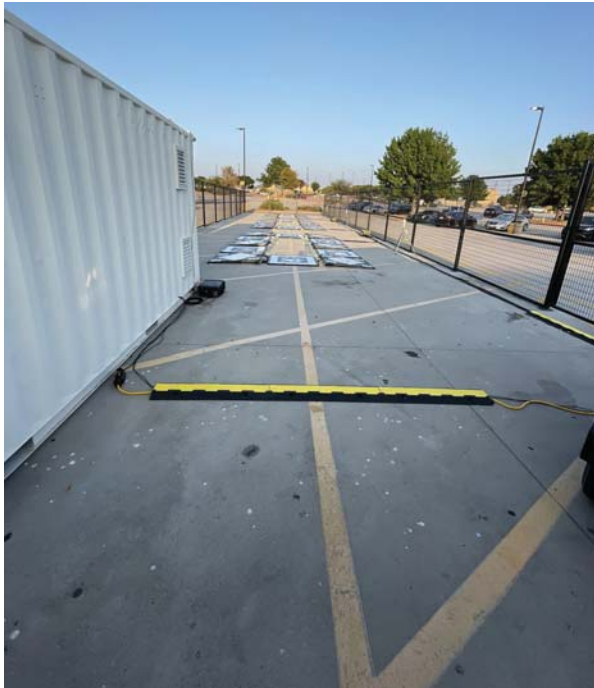


20FT GENERAL PURPOSE CONTAINER REFERENCE SPECIFICATIONS	
ISO 6346 22G0/22G1 OR EQUIVALENT	
DOOR CONFIGURATION	END OPENING, ONE OR BOTH SIDES
FLOOR MATERIAL	WOOD
TARE WEIGHT	2350 KG MAX
DIMENSION (MM)	
EXT. LENGTH	6058
EXT. WIDTH	2438
EXT. HEIGHT	2590
INT. LENGTH	5898
INT. WIDTH	2352
INT. HEIGHT	2395
DOOR OPENING WIDTH	2340
DOOR OPENING HEIGHT	2280
LOAD HEIGHT (GROUND TO FLOOR)	170

Support Imagery

1

Imagery





Walmart 5210 – Drone Delivery

Exhibit “C”

Conditions for Special Use Permit

I. PURPOSE:

The Purpose of this Special Use Permit is to allow for the Corridor Commercial Zoned Site currently being used as a grocery store to add Drone Delivery as a usage.

II. GENERAL CONDITIONS:

1. This Special Use Permit shall not affect any regulations within the Zoning Ordinance (adopted as of June 2023), except as specifically provided herein.
2. The design and development of the Drone Delivery Program shall take place in the general accordance with the Zoning Exhibit (Exhibit C).

III. Special Conditions:

1. The development will have 12 pad nests located on the asphalt of the parking lot for drone docking, launching, and charging. It will be enclosed by a maximum 8' tall black wire panel fence with a maximum 30' x 94' perimeter.
2. The nest will occupy a maximum of 21 parking spaces and will have a “NO PARKING” striping around the fenced-off area. With the ongoing project of adding drive aisles and potentially re-striping online grocery pickup spaces, a maximum of 35 spaces shall be removed.
3. A storage container for the storage of drones and a temporary generator for power shall be located within the inside perimeter of the fence. The storage container and temporary generator are to be utilized on this site through October 31, 2025. Prior to this date, a site plan shall be submitted to the City of Wylie for consideration. The site plan shall designate permanent shore power and storage solutions to replace the generator and storage container.
4. The temporary generator shall not exceed a maximum of 63 dB up to 25 ft and shall exempt Nonresidential district's sound pressure level limits of 60 dB during the Day from 7:00 a.m. to 7:00 p.m. Noise may be measured at the property line for compliance upon installation.
5. The Zoning Exhibit (Exhibit C) shall serve as the Site Plan for the Drone Delivery development. Approval of the Special Use Permit shall act as site plan approval.



Wylie City Council

AGENDA REPORT

Department: Parks and Recreation
 Prepared By: Janet Pieper

Account Code: _____

Subject

Consider, and act upon, approval of the Non-Profit Park Event Application from the Watkins PTA for the Jingle Bell Jog 5K and Fun Run/Walk at Founders Park on December 7, 2024.

Recommendation

Motion to approve the Item as presented.

Discussion

The Jingle Bell Jog is a repeat fundraiser event hosted by the Wally W. Watkins PTA, a non-profit organization, at Founders Park on Saturday, December 7, 2024, from 5 am to 1 pm. The applicant plans to sell participant registrations, spirit sticks, food, and beverages provided by the application and food vendors. 600 attendees are expected to participate in the event.



Parks & Recreation Department
 300 Country Club Rd, Building 100
 Wylie, TX 75098
 972-516-6340 | Parks@wylietexas.gov

Non-Profit Park Event Application

Please note that this application is NOT required in order to reserve a pavilion or gazebo for typical private group parties, meetings, reunions, or family events. It is also NOT required to reserve an athletic field for practices or pick up games; instead click on the following link to make a reservation: <https://anc.apm.activecommunities.com/wylie>

Submission of this Non-Profit Park Event Application is required for special public non-profit events, 5K/fun runs, fundraisers, events with food and/or merchandise vendors, and all events wherein items will be sold. This form is reviewed by staff for approval prior to the requested event and must be submitted a minimum of twelve weeks in advance, and no sooner than 6 months prior to the event date being requested.

After City staff reviews the application, a Non-Profit Park Event Application may be considered for recommendation of approval by the Wylie Parks and Recreation Board, with the final review for approval completed by Wylie City Council if staff finds that:

- Priority use is given to City Events and private rentals;
- All fees have been paid;
- The event does not:
 - a. Conflict or compete with another approved non-City event, in consideration of event size, location, expected attendance, etc., as determined by staff;
 - b. Conflict or compete with City events and programs, as determined by staff (no car shows permitted 30 days prior to or 14 days after the City-sponsored Bluegrass on Ballard event);
 - c. Present an unreasonable danger to health or safety;
 - d. Cause loss or damage to City property;
 - e. Interfere with or place a burden on Public Safety services;
 - f. Interrupt the safe and orderly movement of pedestrians and vehicles.
- For events including food items, applicant provides documentation from the Collin County Environmental Services indicating whether or not a Food Service/Health permit is required for the event. This includes all food items: sold, free, food trucks, catering, homemade, prepackaged, etc.;
 - a. Please contact the Environmental Services Specialist at 972-548-5528 or 972-548-5585. The Collin County website is www.collincountytx.gov for further information.
 - b. If permit is required by Environmental Services, provide staff with a list of all planned food vendors and a copy of their current Collin County Food Service/Health permit, or intent to receive a Temporary/Short-Term Event Food Service/Health Permit.
- There will be adequate sanitation available in or adjacent to the event, in addition to the City facilities as deemed necessary, such as port-a-lets, wash stations, and other required health facilities.
- The event is not being conducted for unlawful or discriminatory purposes. The event is in adherence to all Parks and Recreation rules and City Ordinances.

Please call the Parks and Recreation Department at 972-516-6340, prompt 1, if you have any questions pertaining to the Park Event Application.

Applicant Information

Name of Organization *

Wally W Watkins PTA

Website**Are you a non profit? ***☒ Yes ☐ No**Please upload 501c3 Documents**

Tax Exemption form-2024.pdf 1.83MB

Contact Information**Primary Contact Name ***

Kate Forner

Event Information**Event Name/Title ***

Jingle Bell Jog 5K & Fun Run/ Walk

Event Type *

5k/Walk

Purpose of event *

5K & Fun Run/Walk

Event Location *

Founders Park

851 Hensley Lane

Proposed Event Date *

12/07/2024

Alternative Event Date *

12/14/2024

Start Time *

05:00:00 AM

☐ Include Setup**End Time ***

01:00:00 PM

☐ Include Cleanup**Do you plan to sell items of any kind?**

example: drinks, food items, t-shirts, snow cones, memberships, registrations etc.

☒ Yes ☐ No**Please specify all items you plan to sell**

Day of Registration; Spirit Sticks; Food and Beverages

Will there be food items provided?☒ Yes ☐ No**Please specify the types of food items to be provided**

Cookies; Hot Chocolate; Coffee; Breakfast Pastries

Who is providing the food?☐ Applicant☐ Food Vendor☒ Other Both Applicant and Food Vendor

Anticipated number of Participating Vendors *

3

Anticipated Event Attendance *

600

Event Target Audience *

Wylie Community

Event Details *

Wally Watkins Annual 5k & Fun Run/ Walk to kick off the holiday season and promote healthy lifestyles for our students and families.

Event Announcement and/or Flyers

Sample Flyer from last year.jpeg

167.49KB

Signature



Date *

08/16/2024



Wylie City Council

AGENDA REPORT

Department: WEDC
Prepared By: Jason Greiner

Account Code: _____

Subject

Consider, and place on file, the monthly Revenue and Expenditure Report for the Wylie Economic Development Corporation as of August 31, 2024.

Recommendation

Motion to approve the Item as presented.

Discussion

The Wylie Economic Development Corporation (WEDC) Board of Directors approved the attached financials on September 18, 2024.

August Rev/Exp Report

Account Summary

For Fiscal: 2023-2024 Period Ending: 08/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 111 - WYLIE ECONOMIC DEVEL CORP							
Revenue							
Category: 400 - Taxes							
111-4000-40210	SALES TAX	4,536,561.00	4,536,561.00	463,185.29	3,617,296.75	-919,264.25	20.26 %
Category: 400 - Taxes Total:		4,536,561.00	4,536,561.00	463,185.29	3,617,296.75	-919,264.25	20.26%
Category: 460 - Interest Income							
111-4000-46110	ALLOCATED INTEREST EARNINGS	112,000.00	112,000.00	45,327.89	485,021.39	373,021.39	433.05 %
Category: 460 - Interest Income Total:		112,000.00	112,000.00	45,327.89	485,021.39	373,021.39	333.05%
Category: 480 - Miscellaneous Income							
111-4000-48110	RENTAL INCOME	48,600.00	48,600.00	400.00	30,780.65	-17,819.35	36.67 %
111-4000-48410	MISCELLANEOUS INCOME	0.00	1,250.00	0.00	1,947.08	697.08	155.77 %
111-4000-48430	GAIN/(LOSS) SALE OF CAP ASSETS	2,655,970.00	2,655,970.00	0.00	-223,384.36	-2,879,354.36	108.41 %
Category: 480 - Miscellaneous Income Total:		2,704,570.00	2,705,820.00	400.00	-190,656.63	-2,896,476.63	107.05%
Revenue Total:		7,353,131.00	7,354,381.00	508,913.18	3,911,661.51	-3,442,719.49	46.81%
Expense							
Category: 510 - Personnel Services							
111-5611-51110	SALARIES	440,500.00	460,570.00	37,003.78	365,365.55	95,204.45	20.67 %
111-5611-51130	OVERTIME	0.00	0.00	0.00	871.40	-871.40	0.00 %
111-5611-51140	LONGEVITY PAY	1,200.00	1,200.00	0.00	1,092.00	108.00	9.00 %
111-5611-51145	SICK LEAVE BUYBACK	0.00	3,943.98	0.00	0.00	3,943.98	100.00 %
111-5611-51310	TMRS	68,500.00	72,222.32	5,375.22	53,275.12	18,947.20	26.23 %
111-5611-51410	HOSPITAL & LIFE INSURANCE	81,000.00	81,169.00	5,786.26	55,903.55	25,265.45	31.13 %
111-5611-51420	LONG-TERM DISABILITY	1,600.00	1,714.00	0.00	538.41	1,175.59	68.59 %
111-5611-51440	FICA	27,000.00	28,489.53	2,126.03	21,117.96	7,371.57	25.87 %
111-5611-51450	MEDICARE	6,400.00	6,748.19	497.21	4,938.89	1,809.30	26.81 %
111-5611-51470	WORKERS COMP PREMIUM	2,100.00	2,100.00	0.00	1,137.35	962.65	45.84 %
111-5611-51480	UNEMPLOYMENT COMP (TWC)	1,600.00	1,600.00	55.00	672.47	927.53	57.97 %
Category: 510 - Personnel Services Total:		629,900.00	659,757.02	50,843.50	504,912.70	154,844.32	23.47%
Category: 520 - Supplies							
111-5611-52010	OFFICE SUPPLIES	5,000.00	5,000.00	131.71	3,669.88	1,330.12	26.60 %
111-5611-52040	POSTAGE & FREIGHT	300.00	300.00	0.00	194.70	105.30	35.10 %
111-5611-52810	FOOD SUPPLIES	3,000.00	3,000.00	261.98	2,886.37	113.63	3.79 %
Category: 520 - Supplies Total:		8,300.00	8,300.00	393.69	6,750.95	1,549.05	18.66%
Category: 540 - Materials for Maintenance							
111-5611-54610	FURNITURE & FIXTURES	2,500.00	2,500.00	0.00	325.80	2,174.20	86.97 %
111-5611-54810	COMPUTER HARD/SOFTWARE	7,650.00	7,650.00	1,299.99	3,599.97	4,050.03	52.94 %
Category: 540 - Materials for Maintenance Total:		10,150.00	10,150.00	1,299.99	3,925.77	6,224.23	61.32%
Category: 560 - Contractual Services							
111-5611-56030	INCENTIVES	1,929,250.00	1,929,250.00	0.00	1,111,000.00	818,250.00	42.41 %
111-5611-56040	SPECIAL SERVICES	37,270.00	37,270.00	157.50	25,770.00	11,500.00	30.86 %
111-5611-56041	SPECIAL SERVICES-REAL ESTATE	234,500.00	292,956.40	3,543.93	226,842.87	66,113.53	22.57 %
111-5611-56042	SPECIAL SERVICES-INFRASTRUCTUR	10,324,000.00	10,265,543.60	365,462.42	610,621.17	9,654,922.43	94.05 %
111-5611-56080	ADVERTISING	226,125.00	186,125.00	13,989.87	112,621.78	73,503.22	39.49 %
111-5611-56090	COMMUNITY DEVELOPMENT	64,950.00	66,200.00	5,317.84	46,325.31	19,874.69	30.02 %
111-5611-56110	COMMUNICATIONS	7,900.00	7,900.00	497.18	4,867.52	3,032.48	38.39 %
111-5611-56180	RENTAL	27,000.00	27,000.00	2,250.00	22,500.00	4,500.00	16.67 %
111-5611-56210	TRAVEL & TRAINING	73,000.00	73,000.00	4,222.21	57,734.50	15,265.50	20.91 %
111-5611-56250	DUES & SUBSCRIPTIONS	60,733.00	70,733.00	1,531.09	60,775.28	9,957.72	14.08 %
111-5611-56310	INSURANCE	6,800.00	6,800.00	0.00	5,653.11	1,146.89	16.87 %
111-5611-56510	AUDIT & LEGAL SERVICES	23,000.00	53,000.00	4,111.40	35,295.33	17,704.67	33.41 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 08/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
111-5611-56570	ENGINEERING/ARCHITECTURAL	530,175.00	530,175.00	13,462.38	426,242.20	103,932.80	19.60 %
111-5611-56610	UTILITIES-ELECTRIC	2,400.00	2,400.00	0.00	1,752.15	647.85	26.99 %
Category: 560 - Contractual Services Total:		13,547,103.00	13,548,353.00	414,545.82	2,748,001.22	10,800,351.78	79.72%
Category: 570 - Debt Service & Capital Replacement							
111-5611-57410	PRINCIPAL PAYMENT	600,096.00	600,096.00	50,780.20	549,141.41	50,954.59	8.49 %
111-5611-57415	INTEREST EXPENSE	631,902.00	631,902.00	51,886.27	580,189.76	51,712.24	8.18 %
Category: 570 - Debt Service & Capital Replacement Total:		1,231,998.00	1,231,998.00	102,666.47	1,129,331.17	102,666.83	8.33%
Category: 580 - Capital Outlay							
111-5611-58110	LAND-PURCHASE PRICE	1,000,000.00	1,000,000.00	0.00	7,079.00	992,921.00	99.29 %
111-5611-58995	CONTRA CAPITAL OUTLAY	0.00	0.00	0.00	-7,079.00	7,079.00	0.00 %
Category: 580 - Capital Outlay Total:		1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	100.00%
Expense Total:		16,427,451.00	16,458,558.02	569,749.47	4,392,921.81	12,065,636.21	73.31%
Fund: 111 - WYLIE ECONOMIC DEVEL CORP Surplus (Deficit):		-9,074,320.00	-9,104,177.02	-60,836.29	-481,260.30	8,622,916.72	94.71%
Report Surplus (Deficit):		-9,074,320.00	-9,104,177.02	-60,836.29	-481,260.30	8,622,916.72	94.71%

Budget Report

For Fiscal: 2023-2024 Period Ending: 08/31/2024

Group Summary

Category	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 111 - WYLIE ECONOMIC DEVEL CORP						
Revenue						
400 - Taxes	4,536,561.00	4,536,561.00	463,185.29	3,617,296.75	-919,264.25	20.26%
460 - Interest Income	112,000.00	112,000.00	45,327.89	485,021.39	373,021.39	333.05%
480 - Miscellaneous Income	2,704,570.00	2,705,820.00	400.00	-190,656.63	-2,896,476.63	107.05%
Revenue Total:	7,353,131.00	7,354,381.00	508,913.18	3,911,661.51	-3,442,719.49	46.81%
Expense						
510 - Personnel Services	629,900.00	659,757.02	50,843.50	504,912.70	154,844.32	23.47%
520 - Supplies	8,300.00	8,300.00	393.69	6,750.95	1,549.05	18.66%
540 - Materials for Maintenance	10,150.00	10,150.00	1,299.99	3,925.77	6,224.23	61.32%
560 - Contractual Services	13,547,103.00	13,548,353.00	414,545.82	2,748,001.22	10,800,351.78	79.72%
570 - Debt Service & Capital Replacement	1,231,998.00	1,231,998.00	102,666.47	1,129,331.17	102,666.83	8.33%
580 - Capital Outlay	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	100.00%
Expense Total:	16,427,451.00	16,458,558.02	569,749.47	4,392,921.81	12,065,636.21	73.31%
Fund: 111 - WYLIE ECONOMIC DEVEL CORP Surplus (Deficit):	-9,074,320.00	-9,104,177.02	-60,836.29	-481,260.30	8,622,916.72	94.71%
Report Surplus (Deficit):	-9,074,320.00	-9,104,177.02	-60,836.29	-481,260.30	8,622,916.72	94.71%

Budget Report

For Fiscal: 2023-2024 Period Ending: 08/31/2024

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
111 - WYLIE ECONOMIC DEVEL CC	-9,074,320.00	-9,104,177.02	-60,836.29	-481,260.30	8,622,916.72
Report Surplus (Deficit):	-9,074,320.00	-9,104,177.02	-60,836.29	-481,260.30	8,622,916.72

Wylie Economic Development Corporation
Statement of Net Position
As of August 31, 2024

Assets

Cash and cash equivalents	\$ 13,611,097.97	
Receivables	\$ 717,000.00	Note 1
Inventories	\$ 14,645,353.88	
Prepaid Items	\$ -	
Total Assets	\$ 28,973,451.85	

Deferred Outflows of Resources

Pensions	\$ 114,336.55
Total deferred outflows of resources	\$ 114,336.55

Liabilities

Accounts Payable and other current liabilities	\$ 50,431.11	
Unearned Revenue	\$ 1,200.00	Note 2
Non current liabilities:		
Due within one year	\$ 112,069.59	Note 3
Due in more than one year	\$ 15,136,816.48	
Total Liabilities	\$ 15,300,517.18	

Deferred Inflows of Resources

Pensions	\$ (8,336.41)
Total deferred inflows of resources	\$ (8,336.41)

Net Position

Net investment in capital assets	\$ -
Unrestricted	\$ 13,778,934.81
Total Net Position	\$ 13,778,934.81

Note 1: Includes incentives in the form of forgivable loans for \$67,000 (Glen Echo), \$450,000 (Phoenix Ascending), and \$200,000 (MLKJ)

Note 2: Deposits from rental property

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

Balance Sheet

Account Summary

As Of 08/31/2024

	Name	Balance
Fund: 111 - WYLIE ECONOMIC DEVEL CORP		
Assets		
111-1000-10110	CLAIM ON CASH AND CASH EQUIV.	13,609,097.97
111-1000-10115	CASH - WEDC - INWOOD	0.00
111-1000-10135	ESCROW	0.00
111-1000-10180	DEPOSITS	2,000.00
111-1000-10198	OTHER - MISC CLEARING	0.00
111-1000-10341	TEXPOOL	0.00
111-1000-10343	LOGIC	0.00
111-1000-10481	INTEREST RECEIVABLE	0.00
111-1000-11511	ACCTS REC - MISC	0.00
111-1000-11517	ACCTS REC - SALES TAX	0.00
111-1000-12810	LEASE PAYMENTS RECEIVABLE	0.00
111-1000-12950	LOAN PROCEEDS RECEIVABLE	0.00
111-1000-12996	LOAN RECEIVABLE	0.00
111-1000-12997	ACCTS REC - JTM TECH	0.00
111-1000-12998	ACCTS REC - FORGIVEABLE LOANS	717,000.00
111-1000-14112	INVENTORY - MATERIAL/ SUPPLY	0.00
111-1000-14116	INVENTORY - LAND & BUILDINGS	14,645,353.88
111-1000-14118	INVENTORY - BAYCO/ SANDEN BLVD	0.00
111-1000-14310	PREPAID EXPENSES - MISC	0.00
111-1000-14410	DEFERRED OUTFLOWS	1,110,500.00
Total Assets:		30,083,951.85
		<u>30,083,951.85</u>
Liability		
111-2000-20110	FEDERAL INCOME TAX PAYABLE	0.00
111-2000-20111	MEDICARE PAYABLE	0.00
111-2000-20112	CHILD SUPPORT PAYABLE	0.00
111-2000-20113	CREDIT UNION PAYABLE	0.00
111-2000-20114	IRS LEVY PAYABLE	0.00
111-2000-20115	NATIONWIDE DEFERRED COMP	0.00
111-2000-20116	HEALTH INSUR PAY-EMPLOYEE	11,644.69
111-2000-20117	TMRS PAYABLE	0.00
111-2000-20118	ROTH IRA PAYABLE	0.00
111-2000-20119	WORKERS COMP PAYABLE	0.00
111-2000-20120	FICA PAYABLE	0.00
111-2000-20121	TEC PAYABLE	0.00
111-2000-20122	STUDENT LOAN LEVY PAYABLE	0.00
111-2000-20123	ALIMONY PAYABLE	0.00
111-2000-20124	BANKRUPTCY PAYABLE	0.00
111-2000-20125	VALIC DEFERRED COMP	0.00
111-2000-20126	ICMA PAYABLE	0.00
111-2000-20127	EMP. LEGAL SERVICES PAYABLE	0.00
111-2000-20130	FLEXIBLE SPENDING ACCOUNT	9,312.28
111-2000-20131	EDWARD JONES DEFERRED COMP	0.00
111-2000-20132	EMP CARE FLITE	12.00
111-2000-20133	Unemployment Comp Payable	82.45
111-2000-20151	ACCRUED WAGES PAYABLE	0.00
111-2000-20180	ADDIT EMPLOYEE INSUR PAY	135.18
111-2000-20199	MISC PAYROLL PAYABLE	0.00
111-2000-20201	AP PENDING	0.00
111-2000-20210	ACCOUNTS PAYABLE	0.00
111-2000-20530	PROPERTY TAXES PAYABLE	0.00
111-2000-20540	NOTES PAYABLE	1,110,500.00
111-2000-20610	RETAINAGE PAYABLE	29,244.51

Balance Sheet

As Of 08/31/2024

Account	Name	Balance
111-2000-20810	DUE TO GENERAL FUND	0.00
111-2000-22270	DEFERRED INFLOW	0.00
111-2000-22275	DEF INFLOW - LEASE PRINCIPAL	0.00
111-2000-22280	DEFERRED INFLOW - LEASE INT	0.00
111-2000-22915	RENTAL DEPOSITS	1,200.00
Total Liability:		1,162,131.11

Equity

111-3000-34110	FUND BALANCE - RESERVED	0.00
111-3000-34590	FUND BALANCE-UNRESERV/UNDESIG	29,403,081.04
Total Beginning Equity:		29,403,081.04
Total Revenue		3,911,661.51
Total Expense		4,392,921.81
Revenues Over/Under Expenses		-481,260.30
Total Equity and Current Surplus (Deficit):		28,921,820.74
Total Liabilities, Equity and Current Surplus (Deficit):		<u>30,083,951.85</u>

Balance Sheet

As Of 08/31/2024

Account	Name	Balance
Fund: 922 - GEN LONG TERM DEBT (WEDC)		
Assets		
	Total Assets:	0.00
		0.00
Liability		
922-2000-28248	GOVCAP LOAN/SERIES 2022	7,556,077.29
	Total Liability:	7,556,077.29
	Total Equity and Current Surplus (Deficit):	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	7,556,077.29
	*** FUND 922 OUT OF BALANCE ***	-7,556,077.29

***Warning: Account Authorization is turned on. Please run the Unauthorized Account Listing Report to see if you are out of balance due to missing

Wylie Economic Development Corporation

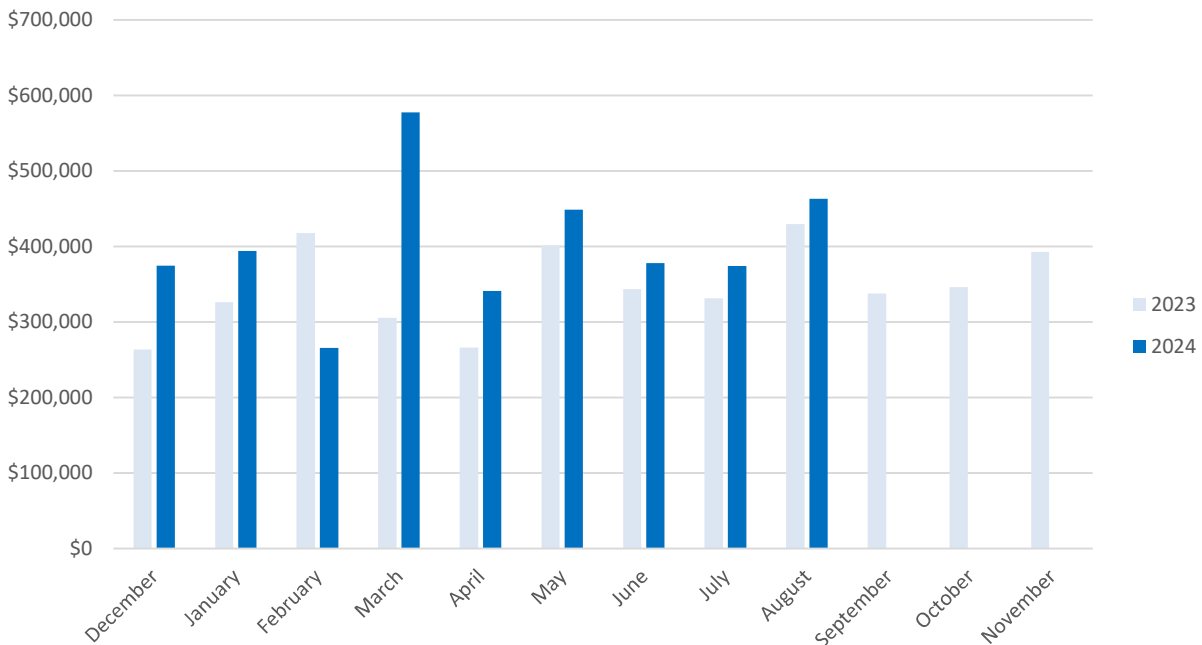
SALES TAX REPORT

August 31, 2024

BUDGETED YEAR

MONTH	FY 2021	FY 2022	FY 2023	FY 2024	DIFF 23 vs. 24	% DIFF 23 vs. 24
DECEMBER	\$ 235,381.33	\$ 263,577.66	\$ 338,726.54	\$ 374,686.38	\$ 35,959.83	10.62%
JANUARY	\$ 262,263.52	\$ 326,207.92	\$ 368,377.73	\$ 393,994.39	\$ 25,616.67	6.95%
FEBRUARY	\$ 456,571.35	\$ 417,896.79	\$ 480,381.11	\$ 265,491.94	\$ (214,889.17)	-44.73%
MARCH	\$ 257,187.91	\$ 305,605.50	\$ 313,686.17	\$ 577,757.71	\$ 264,071.54	84.18%
APRIL	\$ 221,881.55	\$ 265,773.80	\$ 310,050.94	\$ 341,335.06	\$ 31,284.12	10.09%
MAY	\$ 400,371.70	\$ 401,180.20	\$ 434,878.33	\$ 448,671.55	\$ 13,793.21	3.17%
JUNE	\$ 290,586.92	\$ 343,371.26	\$ 330,236.89	\$ 377,949.25	\$ 47,712.37	14.45%
JULY	\$ 314,559.10	\$ 331,432.86	\$ 379,162.00	\$ 374,225.20	\$ (4,936.80)	-1.30%
AUGUST	\$ 390,790.76	\$ 429,696.16	\$ 448,253.70	\$ 463,185.29	\$ 14,931.59	3.33%
SEPTEMBER	\$ 307,681.15	\$ 337,512.61	\$ 371,880.65	\$ -		
OCTOBER	\$ 326,382.38	\$ 346,236.36	\$ 377,466.67	\$ -		
NOVEMBER	\$ 411,813.32	\$ 392,790.84	\$ 458,694.91	\$ -		
Sub-Total	\$ 3,875,470.98	\$ 4,161,281.96	\$ 4,611,795.64	\$ 3,617,296.76	\$ 213,543.35	9.64%
Total	\$ 3,875,470.98	\$ 4,161,281.96	\$ 4,611,795.64	\$ 3,617,296.76	\$ 213,543.35	9.64%

WEDC Sales Tax Analysis



*** Sales Tax collections typically take 2 months to be reflected as Revenue. SlsTx receipts are then accrued back 2 months.
 Example: August SlsTx Revenue is actually June SlsTx and is therefore the 9th allocation in FY24.

Wylie Economic Development Corporation

PERFORMANCE AGREEMENT REPORT

August 31, 2024

PERFORMANCE AGREEMENTS	TOTAL INCENTIVE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	REMAINING AFTER CURRENT FY	PREVIOUS FY PAYMENTS	TOTAL INCENTIVE	
LUV-ROS	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	A
AMERICAN ENTITLEMENTS II	\$ 35,000.00	\$ 23,000.00	\$ 12,000.00	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	\$ 35,000.00	
NORTH DALLAS WYLIE LAND	\$ 120,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 120,000.00	
AXL	\$ 65,000.00	\$ 9,250.00	\$ 9,250.00	\$ -	\$ -	\$ -	\$ 9,250.00	\$ 46,500.00	\$ 65,000.00	
GLEN ECHO BREWING	\$ 100,000.00	\$ 50,000.00	\$ 30,000.00	\$ 20,000.00	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 100,000.00	B
MLKJ	\$ 80,000.00	\$ -	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ 80,000.00	\$ -	\$ 80,000.00	C
CLF II LI WYLIE (LOVETT)	\$ 1,300,000.00	\$ 650,000.00	\$ 650,000.00	\$ -	\$ -	\$ -	\$ 650,000.00	\$ -	\$ 1,300,000.00	
DEANAN/DANK	\$ 30,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 30,000.00	
FIREWATER	\$ 300,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00	\$ 300,000.00	
PHOENIX ASCENDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D
SANDEN INTERNATIONAL	\$ 500,000.00	\$ 300,000.00	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 200,000.00	\$ -	\$ 500,000.00	
CATES CONTROL SYSTEMS INC.	\$ 45,000.00	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00	
	\$ 2,585,000.00	\$ 1,212,250.00	\$ 941,250.00	\$ 60,000.00	\$ -	\$ -	\$ 1,001,250.00	\$ 371,500.00	\$ 2,585,000.00	

Deferred Outflow \$ 1,155,500.00

(Note: Deferred Outflow on the Balance Sheet does not yet reflect the Cates PA in the amount of \$45,000.)

- A. Performance Agreement (\$10,000) and Forgiveable Land Grant (\$60,000 forgiven over 3 years). \$20,000/year in 2022, 2023, & 2024.
- B. Performance Agreement (\$100,000) and Forgiveable Land Grant (\$100,000 forgiven over 3 years). \$33,000 CO, \$33,000 in 2025, and \$34,000 in 2026.
- C. Performance Agreement (\$80,000) and Forgiveable Land Grant (\$200,000 forgiven over 3 years). \$50,000 CO & \$50,000/year in 2025, 2026, & 2027.
- D. Forgiveable Land Grant (\$450,000 forgiven over 4 years). \$112,500 CO & \$112,500/year in 2026, 2027, & 2028.



Wylie City Council

AGENDA REPORT

Department: Finance
 Prepared By: Melissa Brown

Account Code: _____

Subject

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

Recommendation

Motion to approve the Item as presented.

Discussion

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

Advantages of a debt policy are:

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

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

Staff recommends approval of the Debt Management Policy.

City of Wylie, Texas

Debt Management Policy

I. Purpose

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

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

II. Policy Statement

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

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

III. General Debt Governing Policies

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

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

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

IV. Debt Limit

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

V. Specific Debt Ratios and Measurement

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

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

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

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

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

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

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



Wylie City Council

AGENDA REPORT

Department: Finance Account Code: _____
 Prepared By: Melissa Brown

Subject

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

Recommendation

Motion to approve the Item as presented.

Discussion

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

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

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

The Financial Management Policies are approved annually at the end of September. There was an approved revision of financial policies on January 24, 2023 to coordinate with changes approved for the Purchasing Manual to increase authorization levels for appropriations. There are no additional changes since that time in the policy presented.

Staff recommends approval of the Financial Management Policies.

FY 2024-25

City of Wylie

Financial Management Policies

Revised: January 24, 2023

Submitted for Review: September 24, 2024

I. PURPOSE STATEMENT

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

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

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

II. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

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

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

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

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

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

Revised: January 24, 2023

Submitted for Review: September 24, 2024

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

III. INTERNAL CONTROLS

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

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

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

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

IV. OPERATING BUDGET

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

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

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

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

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

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

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

V. CAPITAL BUDGET AND PROGRAM

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

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

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

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

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

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

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

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

VI. REVENUE MANAGEMENT

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

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

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

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

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

F. COST/BENEFIT OF ABATEMENT - The city will use due caution in the analysis of any tax, fee, or water and wastewater incentives that are used to encourage development. A cost/benefit (fiscal

impact) analysis will be performed as a part of such analysis and presented to the appropriate entity considering using such incentive.

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

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

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

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

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

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

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

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

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

O. PARKS AND RECREATION 4B FUND BALANCE - The Parks and Recreation 4B Fund Balance shall be established to protect property tax payers from excessive volatility caused by the fluctuations in the Parks and Recreation 4B sales tax revenue. It will be funded with revenues of the Parks and Recreation 4B Fund. The city's goal will be to maintain the Fund Balance at 25% of the annual Parks and Recreation 4B sales tax budgeted revenue.

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

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

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

VII. EXPENDITURE CONTROL

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

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

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

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

E. PURCHASING - All purchases shall be made in accordance with the city's purchasing policies as defined in the Purchasing Manual. Authorization levels for appropriations previously approved by the City Council in the Operating Budget are as follows: Division Staff up to \$1,000, for Directors up to \$3,000, for Purchasing up to \$10,000.00, for Finance Director up to \$15,000.00. The City Manager can authorize expenditures over \$15,000.00 with any purchases exceeding \$50,000.00 to be approved by the City Council.

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

G. CONTRACT AUTHORITY – By statute, contracts greater than or equal to \$50,000.00 must be approved by Council, after which either the Mayor or the City Manager may then sign any necessary documents. By ordinance, contracts less than \$50,000.00 may be authorized and signed by the City Manager, provided there is an appropriation for such contract. Signature authority for contracts equal to or less than \$10,000 has been delegated by the City Manager to the Purchasing Manager.

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

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

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

VIII. ASSET MANAGEMENT

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

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

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

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

IX. FINANCIAL CONDITION AND RESERVES

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

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

C. FUND BALANCE POLICY

1. **Committed Fund Balance** – The City Council is the City's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council at the City's Council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.
2. **Assigned Fund Balance** – The City Council has authorized the City Manager as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.
3. **Order of Expenditure of Funds** – When multiple categories of fund balance are available for expenditure, the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds.
4. **Minimum General Fund Unassigned Fund Balance** – It is the goal of the City to achieve and maintain an unassigned fund balance in the general fund equal to 25% of expenditures. The City considers a balance of less than 20% to be cause for concern, barring unusual or deliberate circumstances. If unassigned fund balance falls below the

goal or has a deficiency, the City will appropriate funds in future budgets to replenish the fund balance based on a time table deemed adequate by the City Council.

5. Minimum Utility Fund Balance – The Utility Fund shall maintain a Fund Balance to protect ratepayers from excessive utility rate volatility. It will be funded with surplus revenues of the Utility Fund. The City's goal will be to maintain the Utility Fund ending Fund Balance at 90 days of budgeted expenditures.

6. Minimum Parks and Recreation 4B Fund Balance – The Parks and Recreation 4B Fund Balance shall be established to protect property tax payers from excessive volatility caused by the fluctuations in the Parks and Recreation 4B sales tax revenue. It will be funded with revenues of the Parks and Recreation 4B Fund. The City's goal will be to maintain the Parks and Recreation 4B Fund ending Fund Balance at 25% of budgeted 4B sales tax revenues.

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

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

X. DEBT MANAGEMENT

Debt Management is addressed in a separate Debt Management Policy.

XI. STAFFING AND TRAINING

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

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

XII. GRANTS FINANCIAL MANAGEMENT

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

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

XIII. ANNUAL REVIEW AND REPORTING

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

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



Wylie City Council

AGENDA REPORT

Department: Finance

Prepared By: Melissa Brown

Account Code: _____

Subject

Consider, and act upon, Resolution No. 2024-25(R) approving the current Investment Policy as required by the Texas Government Code, Chapter 2256, Public Funds Investment Act, Subchapter A - Authorized Investments for Governmental Entities.

Recommendation

Motion to approve the Item as presented.

Discussion

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

RESOLUTION NO. 2024-25(R)

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

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

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

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

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

SECTION 1. The City of Wylie has complied with the requirements of the Public Funds Investment Act and the Investment Policy, attached hereto, is adopted as the Investment Policy of the City effective September 24, 2024.

DULY PASSED AND ADOPTED by the City Council of the City of Wylie, Texas this 24th day of September 2024.

Matthew Porter, Mayor

ATTESTED BY:

Stephanie Storm, City Secretary

City of Wylie, Texas

INVESTMENT POLICY

CITY OF WYLIE, TEXAS
INVESTMENT POLICY
Submitted for Review September 24, 2024

Table of Contents

I.	INTRODUCTION	1
II.	SCOPE	1
III.	OBJECTIVES	1
	Safety	1
	Liquidity	1
	Diversification	1
	Yield	1
IV.	INVESTMENT COMMITTEE	2
V.	DELEGATION OF AUTHORITY	2
VI.	INVESTMENT STRATEGY	3
	Operating Funds	3
	Debt Service Funds	3
	Debt Service Reserve Funds	3
	Special Projects and Special Purpose Funds	3
VII.	STANDARD OF CARE	3
VIII.	INVESTMENTS AUTHORIZED BY THE CITY	4
IX.	OTHER INVESTMENT GUIDELINES	5
X.	DIVERSIFICATION AND MATURITY LIMITS	5
XI.	SELECTION OF BROKER/DEALERS	6
XII.	SAFEKEEPING AND CUSTODY	6
XIII.	RECORD KEEPING AND REPORTING	7
XIV.	ETHICS AND CONFLICTS OF INTEREST	8
XV.	POLICY REVISIONS	9
	APPENDIX A - BROKER/DEALER QUESTIONNAIRE	
	APPENDIX B - CERTIFICATION BY DEALER	

CITY OF WYLIE, TEXAS

INVESTMENT POLICY

I. INTRODUCTION

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

II. SCOPE

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

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

III. OBJECTIVES

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

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

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

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

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

IV. INVESTMENT COMMITTEE

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

CITY OF WYLIE, TEXAS

INVESTMENT POLICY

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

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

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

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

V. DELEGATION OF AUTHORITY

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

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

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

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

VI. INVESTMENT STRATEGY

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

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

CITY OF WYLIE, TEXAS

INVESTMENT POLICY

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

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

VII. STANDARD OF CARE

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

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

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

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

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

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

VIII. INVESTMENTS AUTHORIZED BY THE CITY OF WYLIE

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

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

CITY OF WYLIE, TEXAS

INVESTMENT POLICY

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

IX. OTHER INVESTMENT GUIDELINES

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

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

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

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

X. DIVERSIFICATION AND MATURITY LIMITS

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

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

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

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

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

XI. SELECTION OF BROKERS/DEALERS

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

CITY OF WYLIE, TEXAS

INVESTMENT POLICY

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

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

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

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

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

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

XII. SAFEKEEPING AND CUSTODY

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

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

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

CITY OF WYLIE, TEXAS

INVESTMENT POLICY

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

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

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

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

XIII. RECORD KEEPING AND REPORTING

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

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

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

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

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

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

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

CITY OF WYLIE, TEXAS

INVESTMENT POLICY

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

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

XIV. ETHICS AND CONFLICTS OF INTEREST

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

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

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

XV. POLICY REVISIONS

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



Wylie City Council

AGENDA REPORT

Department: Finance

Account Code: _____

Prepared By: Melissa Brown

Subject

Consider, and act upon, the City of Wylie Monthly Revenue and Expenditure Report for August 31, 2024.

Recommendation

Motion to approve the Item as presented.

Discussion

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

CITY OF WYLIE

MONTHLY FINANCIAL REPORT

August 31, 2024

ACCOUNT DESCRIPTION	ANNUAL BUDGET 2023-2024	CURRENT MONTH ACTUAL 2023-2024	YTD ACTUAL 2023-2024	YTD ACTUAL AS A PERCENT OF BUDGET	Benchmark 91.67%
GENERAL FUND REVENUE SUMMARY					
TAXES	39,807,333	968,408	37,899,541	95.21%	A
FRANCHISE FEES	2,953,146	137,268	2,578,328	87.31%	
LICENSES AND PERMITS	1,275,000	77,994	923,222	72.41%	B
INTERGOVERNMENTAL REV.	2,615,790	809,298	2,879,984	110.10%	
SERVICE FEES	4,343,203	391,908	4,163,746	95.87%	C
COURT FEES	340,000	32,583	317,468	93.37%	
INTEREST INCOME	1,526,221	114,303	1,357,822	88.97%	D
MISCELLANEOUS INCOME	278,974	861	135,082	48.42%	
OTHER FINANCING SOURCES	2,646,411	25,897	2,741,860	103.61%	E
REVENUES	55,786,078	2,558,519	52,997,053	95.00%	
USE OF FUND BALANCE	0	0	0	0.00%	
USE OF CARRY-FORWARD FUNDS	1,914,392	NA	NA	NA	F
TOTAL REVENUES	57,700,470	2,558,519	52,997,053	91.85%	
GENERAL FUND EXPENDITURE SUMMARY					
CITY COUNCIL	96,263	2,565	46,351	48.15%	
CITY MANAGER	1,415,470	109,479	1,185,252	83.74%	
CITY SECRETARY	475,498	30,698	397,531	83.60%	
CITY ATTORNEY	320,000	33,151	205,377	64.18%	G
FINANCE	1,468,291	77,137	1,275,144	86.85%	
FACILITIES	1,088,538	49,629	865,154	79.48%	
MUNICIPAL COURT	670,643	45,749	555,825	82.88%	
HUMAN RESOURCES	959,346	73,703	847,732	88.37%	
PURCHASING	365,626	24,747	313,581	85.77%	
INFORMATION TECHNOLOGY	2,290,645	106,215	1,949,681	85.11%	
POLICE	14,723,658	1,138,648	13,028,178	88.48%	
FIRE	16,999,067	1,178,358	13,689,695	80.53%	
EMERGENCY COMMUNICATIONS	2,666,998	135,873	1,880,945	70.53%	
ANIMAL CONTROL	1,611,165	57,964	573,580	35.60%	H
PLANNING	398,033	30,237	321,442	80.76%	
BUILDING INSPECTION	583,423	34,924	454,213	77.85%	
CODE ENFORCEMENT	233,061	15,844	172,585	74.05%	
STREETS	4,282,884	250,493	2,936,280	68.56%	
PARKS	2,859,331	275,394	2,306,894	80.68%	
LIBRARY	2,429,934	191,935	2,086,441	85.86%	
COMBINED SERVICES	6,669,169	623,943	4,331,743	64.95%	
TOTAL EXPENDITURES	62,607,043	4,486,686	49,423,625	78.94%	
REVENUES OVER/(UNDER) EXPENDITURES	-4,906,573	-1,928,167	3,573,429	12.91%	
<p>A. Property Tax Collections for FY23-24 as of August 31, 2024 are 99.69%, in comparison to FY22-23 for the same time period of 99.31%. Sales tax is on a 2 month lag and only nine months have been received. Sales Tax is up 6.23% compared to same time period in previous year.</p> <p>B. Building Permits are down 30% from FY 2023-24. Permits fluctuate monthly. Commercial permit fees are down due to a decrease in the size of the new commercial buildings.</p> <p>C. Service Fees: Trash fees are on a one month lag and only ten months have been received. The remaining fees are from other seasonal fees.</p> <p>D. Interest Rates have remained relatively flat over the last year. Fund Balance has decreased due to large transfers to capital funds.</p> <p>E. Yearly transfer from Utility Fund and insurance recoveries.</p> <p>F. Largest Carry Forward items: \$150,000 for PW/Community Services Software, \$288,000 for police and streets vehicles, \$338,840 for ambulance, \$119,102 for APX Mobile Radios, \$600,000 for Woodbridge/Hensley Traffic Signal.</p> <p>G. Expected attorney fees have not been expensed yet.</p> <p>H. \$800,000 remodel has not been expensed. Money is encumbered at this time.</p>					

CITY OF WYLIE

MONTHLY FINANCIAL REPORT

August 31, 2024

ACCOUNT DESCRIPTION	ANNUAL BUDGET 2023-2024	CURRENT MONTH ACTUAL 2023-2024	YTD ACTUAL 2023-2024	YTD ACTUAL AS A PERCENT OF BUDGET	Benchmark 91.67%
UTILITY FUND REVENUES SUMMARY					
SERVICE FEES	29,434,997	3,278,659	24,428,905	82.99%	I
INTEREST INCOME	719,896	115,239	1,158,823	160.97%	J
MISCELLANEOUS INCOME	70,000	2,195	132,550	189.36%	
OTHER FINANCING SOURCES				0.00%	
REVENUES	30,224,893	3,396,093	25,720,278	85.10%	
USE OF FUND BALANCE	0	NA	0	0	
USE OF CARRY-FORWARD FUNDS	1,449,523	NA	NA	NA	K
TOTAL REVENUES	31,674,416	NA	25,720,278	81.20%	
UTILITY FUND EXPENDITURE SUMMARY					
UTILITY ADMINISTRATION	676,207	22,088	451,941	66.83%	
UTILITIES - WATER	3,991,099	158,193	2,593,073	64.97%	
CITY ENGINEER	1,454,133	86,768	974,223	67.00%	
UTILITIES - SEWER	1,624,586	104,399	1,221,435	75.18%	
UTILITY BILLING	1,584,910	100,262	1,088,494	68.68%	
COMBINED SERVICES	20,218,615	1,422,926	17,778,304	87.93%	
TOTAL EXPENDITURES	29,549,550	1,894,635	24,107,470	81.58%	
REVENUES OVER/(UNDER) EXPENDITURES	2,124,865	1,501,457	1,612,807	-0.38%	
I. Most Utility Fund Revenue is on a one month lag and only ten months have been received. J. Interest Rates have remained relatively flat over the last year. Fund Balance has increased. K. Largest Carry Forward items: PW/Community Services Software \$135,730, Lead and Copper Revision \$150,964, Water Pump Station Backup Generators \$736,937 and Dogwood Drive Waterline Replacement \$100,000.					



Wylie City Council

AGENDA REPORT

Department: Finance
Prepared By: Melissa Brown

Account Code: _____

Subject

Consider, and place on file, the City of Wylie Monthly Investment Report for August 31, 2024.

Recommendation

Motion to approve the Item as presented.

Discussion

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

City Of Wylie

2023-2024 Investment Report August 31, 2024

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

MMA
CCD
T-Bills
T-Notes
AN

Invest. Number	Principal Amount	Type Of Security	Interest Rate	Issuer	Purchase Date	Maturity Date
1	\$17,042,664.13	MMA	5.2977%	Texpool	12/31/2006	NA
2	\$17,634,671.62	MMA	5.2939%	TexStar	3/15/2011	NA
	\$34,677,335.75					

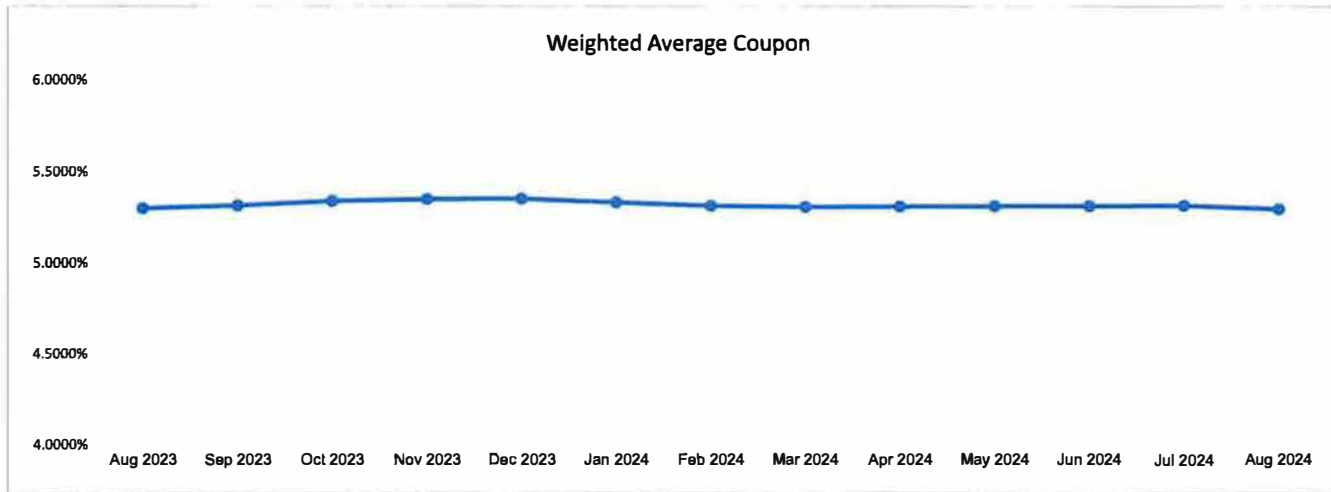
Total

Weighted Average Coupon:
Weighted Average Maturity (Days):

5.2958%
1.00

Money Markets:
Certificates of Deposits:

\$34,677,335.75
\$0.00
\$34,677,335.75



Melissa Brown 9-17-24
Finance Director/Investment Officer



Wylie City Council

AGENDA REPORT

Department: Finance

Prepared By: Melissa Brown

Account Code: Exhibit A

Subject

Consider, and act upon, Ordinance No. 2024-30 amending Ordinance No. 2023-39, which established the budget for fiscal year 2023-2024; providing for repealing, savings and severability clauses; and providing for an effective date of this ordinance.

Recommendation

Motion to approve the Item as presented.

Discussion

The Parks and Recreation Department is requesting an amendment to the General Fund water budget in the amount of \$200,000. This adjustment is necessary due to a history of exceeding the allocated water budget for the past three years.

The water budget was increased by \$25,000 for the current fiscal year (2023-2024); however, recent developments, including the addition of the new Dog Park and the field renovations at Founders Park, have resulted in even greater water usage than anticipated, further contributing to the shortfall.

Therefore, the Parks and Recreation Department is seeking an additional \$200,000 in funding to address the increased water consumption and ensure the department can cover water expenses related to both the new park facilities and ongoing renovations.

ORDINANCE NO. 2024-30

AN ORDINANCE OF THE CITY OF WYLIE, TEXAS, AMENDING ORDINANCE NO. 2023-39, WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2023-2024; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council heretofore adopted Ordinance No. 2023-39 setting forth the Budget for Fiscal Year 2023-2024 beginning October 1, 2023, and ending September 30, 2024; and,

WHEREAS, the City Departments and Divisions routinely review their budget appropriations to determine if any changes are necessary; and

WHEREAS, based upon said review the City staff now recommends that certain amendments to the Budget be considered by the City Council; see Exhibit A; and,

WHEREAS, the City Council has the authority to make amendments to the City Budget under Article VII, Section 4 of the City Charter, as well as State law; and,

WHEREAS, the City Council has determined that the proposed amendments to the FY 2023-2024 Budget; see Exhibit A, with the revenues and expenditures therein contained, is in the best interest of the City; and therefore, desires to adopt the same by formal action.

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

SECTION I: The proposed amendments to the FY 2023-2024 Budget of the City of Wylie; Exhibit A, as heretofore adopted by Ordinance No. 2024-30, are completely adopted and approved as amendments to the said FY 2023-2024 Budget.

SECTION II: All portions of the existing FY 2023-2024 Budget and Ordinance No. 2023-39, except as specifically herein amended, shall remain in full force and effect, and not be otherwise affected by the adoption of the amendatory ordinance.

SECTION III: Should any paragraph, sentence, sub-division, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole or any part or provision thereof, other than the part or parts as declared to be invalid, illegal, or unconstitutional.

SECTION IV: This ordinance shall be in full force and effect from and after its adoption by the City Council and publication of its caption as the law and the City Charter provide in such cases.

SECTION V: That all other ordinances and code provisions in conflict herewith are hereby repealed to the extent of any such conflict or inconsistency and all other provisions of the Wylie City Code not in conflict herewith shall remain in full force and effect.

SECTION VI: The repeal of any ordinance, or parts thereof, by the enactment of the Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue,

nor as affecting any rights of the municipality under any section or provision of any ordinances at the time of passage of this ordinance.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas, this 24th day of September, 2024.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary

Budget Amendment
General Fund - General Fund Parks Water

Exhibit A

<u>Fund</u>	<u>Department</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Debit</u>	<u>Credit</u>
100	5511	56630	Utilities - Water	200,000.00	
			General Fund	200,000.00	0.00



Wylie City Council

AGENDA REPORT

Department: Planning
 Prepared By: Jasen Haskins

Account Code: _____

Subject

Consider, and act upon, Ordinance No. 2024-31 amending Wylie's Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 42 (Environment), Article II (Noise), Section 42-22(5) (Prohibited Acts; Enumeration); to include federal holidays in which construction is generally prohibited; providing for repealing, savings and severability clauses; providing for an effective date of this ordinance; and providing for the publication of the caption hereof.

Recommendation

Motion to approve Item as presented.

Discussion

The City Ordinance prohibits construction and construction related activities except between the hours of 7:00 a.m.-9:00 p.m. Monday-Saturday. This prohibition controls noise during nighttime hours and on Sundays; however, the ordinance does not account for federal holidays, which can occur during normally allowed construction days and times.

Staff is recommending an amendment to Section 42-22(5) of the City of Wylie Code of Ordinances to include federal holidays, of which there are currently 11, in the days in which construction and construction related activities are prohibited.

The amended Ordinance will read as follows:

The following activities producing loud and disturbing noise shall be prohibited:

"The construction, erection, excavation, demolition, alteration or repair work on any building, or the delivery of materials on or for any such construction site, at any time other than between the hours of 7:00 a.m. and 9:00 p.m., Monday through Saturday, **or on federal holidays**; provided, however, that the city manager or his designee may issue special permits for such work or deliveries at other times in case of urgent necessity and in the interest of public safety and convenience."

ORDINANCE NO. 2024-31

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, AMENDING WYLIE’S CODE OF ORDINANCES, ORDINANCE NO. 2021-17, AS AMENDED, CHAPTER 42 (ENVIRONMENT), ARTICLE II (NOISE), SECTION 42-22(5) (PROHIBITED ACTS; ENUMERATION), TO INCLUDE FEDERAL HOLIDAYS IN WHICH CONSTRUCTION IS GENERALLY PROHIBITED; PROVIDING FOR REPEALING, A PENALTY CLAUSE, SAVINGS AND SEVERABILITY CLAUSES; PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS, the City Council of the City of Wylie, Texas (“City Council”) has investigated and determined that it is in the best interest of the City of Wylie, Texas (“Wylie”) to prohibit construction of federal holidays; and

WHEREAS, the City Council further finds that it is a reasonable exercise of its police power to regulate said clearance height; and

WHEREAS, the City Council has found that it would be advantageous and beneficial to the citizens of Wylie to adopt said amendments;

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 Chapter 42 (Environment), Article II (Noise), Section 42-22(5) (Prohibited acts; enumeration) of the Wylie Code of Ordinances. Chapter 42 (Environment), Article II (Noise), Section 42-22(5) (Prohibited acts; enumeration) of the Wylie Code of Ordinances; is hereby amended as follows:

“CODE OF ORDINANCES Chapter 42 – ENVIRONMENT Article II. – NOISE

Sec. 42-22. – Prohibited acts; enumeration.

The following activities producing loud and disturbing noise shall be prohibited:

...

(5) The construction, erection, excavation, demolition, alteration or repair work on any building, or the delivery of materials on or for any such construction site, at any time other than between the hours of 7:00 a.m. and 9:00 p.m., Monday through Saturday, or on federal holidays; provided, however, that the city manager or his designee may issue special permits for such work or deliveries at other times in case of urgent necessity and in the interest of public safety and convenience.

...”

SECTION 3. Penalty. Any person, firm, corporation or entity violating or refusing to comply with any provision of this Ordinance, as it exists or may be amended, shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be fined in an amount not exceeding two thousand dollars (\$2,000.00) for each offense if the offense relates to public health and sanitation, otherwise the fine shall be in an amount not exceeding five hundred dollars (\$500.00) for each offense. Each day that a violation is permitted to exist 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 under local, state and federal law.

SECTION 4. 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 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. 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 6. Effective Date. This Ordinance shall be effective upon its passage and publication as required by law.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas, on this the 24th day of September, 2024.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary

Date of publication: October 3, 2024, in *The Wylie News*



Wylie City Council

AGENDA REPORT

Department: Library

Account Code: _____

Prepared By: Oflia Barrera

Subject

Consider, and act upon, Ordinance No. 2024-32 amending Wylie's Code of Ordinances, Ordinance No. 2021-17, as amended, Chapter 66 (Library), Article I (In General), Section 66-3 (Refusing to Pay Overdue Fine; Misdemeanor), and Appendix A (Comprehensive Fee Schedule), Section VIII (Public Library), Subsection A (Library Fees) to amend overdue fine, repeal extended use fees, add hotspot replacement fees, and amend meeting room 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

Eliminating overdue fees has been a trend in public libraries since 2017. Most public libraries in the Metroplex have already successfully embraced this movement. At last count, Wylie is one of five public libraries still charging overdue fees. According to Library Journal, the percentage of public libraries charging fees has dropped from 92% to 36% from 2017 - 2022. Overdue fees account for less than half a percent of all fees taken in by the City. The amount of staff time spent on explaining fees and the stress of the interactions with the patrons often creates a contentious atmosphere that discourages library use. Overdue fees present a barrier to service and affect our users that need access the most. By eliminating overdue fees, we hope to encourage everyone to use the library freely and create a more positive library experience.

We are requesting hotspot replacement fees be added back on to the fee schedule. At some point, they were omitted, but they are still active.

The amendment to the meeting room fees has to do with the removal of room usage on Sundays as the library is not open on Sundays. Our Meeting Room Policy states the rooms are available only on the days when the library is open.

ORDINANCE NO. 2024-32

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, AMENDING WYLIE'S CODE OF ORDINANCES, ORDINANCE NO. 2021-17, AS AMENDED, CHAPTER 66 (LIBRARY), ARTICLE I (IN GENERAL), SECTION 66-3 (REFUSING TO PAY OVERDUE FINE; MISDEMEANOR) AND APPENDIX A (COMPREHENSIVE FEE SCHEDULE), SECTION VIII (PUBLIC LIBRARY), SUBSECTION A (LIBRARY FEES) TO AMEND OVERDUE FINE, REPEAL EXTENDED USE FEES, ADD HOTSPOT REPLACEMENT FEES, AND AMEND MEETING ROOM 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 previously adopted Ordinance Nos. 1974-12 and 1999-12 and 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 has investigated and determined that it would be advantageous and beneficial to the citizens of Wylie to amend Chapter 66 (Library), Article I (In General), Section 66-3 (Refusing to pay overdue fine; misdemeanor), and Appendix A (Comprehensive Fee Schedule), Section VIII (Public Library), Subsection A (Library Fees) of the City’s Code of Ordinances, Ordinance No. 2021-17, as amended (“Code of Ordinances”);

WHEREAS, the City Council finds that it is in the best interest of Wylie and its citizens to amend the Code of Ordinances as 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 if fully set forth herein.

SECTION 2. Amendment to Chapter 66 (Library), Article I (In General), Section 66-3 (Refusing to pay overdue fine; misdemeanor), and Appendix A (Comprehensive Fee Schedule), Section VIII (Public Library), Subsection A (Library Fees) of the Wylie Code of Ordinances. Chapter 66 (Library), Article I (In General), Section 66-3 (Refusing to pay overdue fine; misdemeanor), and Appendix A (Comprehensive Fee Schedule), Section VIII (Public Library), Subsection A (Library Fees) is hereby amended as follows:

**“CODE OF ORDINANCES
Chapter 66 – LIBRARY
Article I. – IN GENERAL**

...

Sec. 66-3. – Refusing to pay ~~overdue fine~~fee; misdemeanor.

Every person who is assessed a penalty pursuant to library policy for failure to return any item lent them by the library and who refuses to pay the penalty shall be deemed guilty of a misdemeanor.

...”

**“APPENDIX A
WYLIE COMPREHENSIVE FEE SCHEDULE**

...

VIII. - Public Library.

A. *Library Fees.*

~~Extended use fees:~~

~~DVD, per day/per item: \$0.10~~

~~Mobile Hotspots, per day/per item: \$0.50~~

~~All other, per day/per item: \$0.10~~

Replacement fees:

...

Hotspot replacement parts and process fee: \$15

Hotspot replacement cost: \$100 (Device \$85 + replacement parts and processing fee \$15)

...

Meeting Room Fees:

Meeting Room (Monday— Saturday):	Users other than non-profit organizations: \$45.00 per hour, non-refundable. Non-profit 501(c)(3) organizations: \$30.00 per hour, non-refundable. Proof of non-profit status is required.
Meeting Room (Sunday):	100.00 per hour for all users, non-refundable.
Conference Room (Monday— Saturday):	Users other than non-profit organizations: \$20.00 per hour, non-refundable. Non-profit 501(c)(3) organizations: The Conference Room is free to non-profit organizations. Proof of non-profit status is required.
Conference Room (Sunday):	\$100.00 per hour for all users, non-refundable.
Foyer (Monday— Saturday):	Users other than non-profit organizations: \$40.00 per hour, non-refundable. Non-profit 501(c)(3) organizations: \$25.00 per hour, non-refundable. Proof of non-profit status is required.
Foyer (Sunday):	\$100.00 per hour for all users, non-refundable.

...”

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 the 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 the 24th day of September, 2024.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary

Date of publication in The Wylie News: October 3, 2024



Wylie City Council

AGENDA REPORT

Department: City Secretary
Prepared By: Mary Bradley

Account Code: _____

Subject

Consider, and act upon, Resolution No. 2024-26(R) casting a nomination for a candidate(s) for the Board of Directors of the Rockwall Central Appraisal District.

Recommendation

Motion to approve Resolution No. 2024-26(R) casting a nomination for _____ as a candidate for the Board of Directors of the Rockwall Central Appraisal District.

Discussion

Texas Property Tax Code Sec. 6.03(a-1): The Appraisal District is governed by a board of directors. Five directors are appointed by the taxing units that participate in the district as provided by this section . . . To be eligible to serve on the board of directors, an individual . . . must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office.

Texas Property Tax Code Sec. 6.0301(c): The Appraisal District is governed by a board of nine directors. Five directors are appointed by the taxing units that participate in the district in the manner prescribed by Section 6.03.

Texas Property Tax Code Sec. 6.03(d): The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.

Texas Property Tax Code Sec. 6.03(g): Each taxing unit . . . that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15.

Texas Property Tax Code Sec. 6.03(j): Before October 30, the chief appraiser shall prepare a ballot, listing the candidates whose names were timely submitted under Subsection (g) . . . alphabetically according to the first letter in each candidate's surname, and shall deliver a copy of the ballot to the presiding officer of the governing body of each taking unit that is entitled to vote.

Current Appointed Members are:

- Tim Hartley
- John Hohenshelt

- Lorne Liechty
- Russell Summers

There is not a list of candidates for this portion of the Board of Directors election; therefore, Council can nominate who they think would be best. There are five positions open for this entity election; therefore, Council can nominate up to five individuals, one for each open position.

Below is a list reflecting each taxing unit's number of votes.

Entity	Number of Votes
City of Dallas	0
City of Fate	125
City of Garland	0
City of Heath	140
City of McLendon-Chisholm	15
City of Rockwall	415
City of Rowlett	115
City of Royse City	150
City of Wylie	10
Rockwall ISD	2445
Royse City ISD	625
Rockwall County	950

RESOLUTION NO. 2024-26(R)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WYLIE, ROCKWALL COUNTY, TEXAS, CASTING A NOMINATION FOR A CANDIDATE(S) FOR THE BOARD OF DIRECTORS OF THE ROCKWALL CENTRAL APPRAISAL DISTRICT IN ACCORDANCE WITH SECTION 6.03(G) OF THE TEXAS PROPERTY TAX CODE, AND DIRECTING THAT THE CITY SECRETARY NOTIFY INTERESTED PARTIES OF SAID ACTION.

WHEREAS, The Chief Appraiser of the Rockwall Central Appraisal District has been charged with the responsibility of conducting the election process to determine the membership of the Board of Directors of the Rockwall Central Appraisal District, according to the Property Tax Code of Texas; and

WHEREAS, in accordance with Section 6.03(g) of the Texas Property Tax Code, the City of Wylie may nominate up to five candidates for the Board of Directors of the Central Appraisal District; and

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

SECTION 1. The City Council of the City of Wylie, Texas does hereby nominate _____ as a candidate for the Board of Directors of the Rockwall Central Appraisal District.

SECTION 2. The City Secretary is hereby directed to submit the official nomination, written Resolution, and notify all appropriate parties of this action.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas on this 24th day of September, 2024.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary

Rockwall

Central Appraisal District

September 9, 2024

To All Taxing Entities,

Due to changes in the most recent legislative session, an election for entity-appointed appraisal district directors is required. Per Sec. 5.13(d) of S.B. 2 (88th Leg.): **The term of an appraisal district director serving on December 31, 2024 . . . expires on January 1, 2025.** Not later than December 31, 2024, the taxing units participating in the appraisal district that are entitled to appoint directors shall appoint five directors to serve terms that begin on January 1, 2025. Two directors shall be appointed to serve a term of one year, and three directors shall be appointed to serve a term of three years. Thereafter, all appointed directors serve four-year terms.

Texas Property Tax Code Sec. 6.0301(c) & (d): The Appraisal District is governed by a board of nine directors. Five directors are appointed by the taxing units that participate in the district **in the manner prescribed by Section 6.03.**

Texas Property Tax Code Sec. 6.03(d): The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled.

Texas Property Tax Code Sec. 6.03(g): Each taxing unit . . . that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the board of directors. **The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15.**

Texas Property Tax Code Sec. 6.03(j): Before October 30, the chief appraiser shall prepare a ballot, listing the candidates whose names were timely submitted under Subsection (g) . . . alphabetically according to the first letter in each candidate's surname, and shall deliver a copy of the ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote.

Enclosed is a list reflecting each taxing unit's number of votes. Also included is an overview of the upcoming BOD election cycles, along with BOD member eligibility requirements.

Current Appointed Members are:

Tim Hartley
John Hohenshelt
Lorne Liechty
Russell Summers

**Rockwall Central Appraisal District
Board of Directors Election
2025 Jurisdiction Voting Entitlement**

Entity	Number of Votes
City of Dallas	0
City of Fate	125
City of Garland	0
City of Heath	140
City of McLendon-Chisholm	15
City of Rockwall	415
City of Rowlett	115
City of Royse City	150
City of Wylie	10
Rockwall ISD	2445
Royse City ISD	625
Rockwall County	950

BOARD OF DIRECTORS	LENGTH OF TERM	BEGIN TERM	END TERM	# OF DIRECTORS	SB 2	EFFECTIVE IMMEDIATELY
APPOINTED DIRECTORS						
APPOINTED BY DECEMBER 15, 2023	1 YEAR	1/1/2024	12/31/2024	5	5.13(d)	The term of an appraisal district director serving on December 31, 2024 expires on January 1, 2025.
APPOINTED BY DECEMBER 31, 2024	1 YEAR	1/1/2025	12/31/2025	2	5.13(d)	Not later than December 31, 2024 taxing units shall appoint five directors to serve beginning January 1, 2025. Two shall be appointed to serve a term of one year.
APPOINTED BY DECEMBER 31, 2024	3 YEAR	1/1/2025	12/31/2027	3	5.13(d)	Not later than December 31, 2024 taxing units shall appoint five directors to serve beginning January 1, 2025. Three shall be appointed to serve a term of three years.
APPOINTED BY DECEMBER 31, 2025	4 YEAR	1/1/2026	12/31/2029	2	5.13(d)	Thereafter all appointed directors serve a term of four years.
APPOINTED BY DECEMBER 31, 2027	4 YEAR	1/1/2028	12/31/2031	3	5.13(d)	Thereafter all appointed directors serve a term of four years.
THE COUNTY ASSESSOR/COLLECTOR SERVES AS AN EX OFFICIO DIRECTOR.						
ELECTED DIRECTORS						
MAY 2024 UNIFORM ELECTION	2.5 YEAR	7/1/2024	12/31/2026	3	5.13(a)	Appraisal district directors (three) shall be elected beginning with the election May 2024, with an effective office date of July 1, 2024 that expires on December 31, 2026.
NOVEMBER 2026 GENERAL ELECTION	2 OR 4 YR	1/1/2027	varies	3	5.13(b)	Following the initial election (May 2024) directors shall be elected beginning with the general election in November 2026, with an effective office date of January 1, 2027.
ALL DRAW LOTS TO DETERMINE 2 OR 4 YEARS	2 YEAR	1/1/2027	12/31/2028	1	5.13(c)	At the January 2027 meeting elected directors draw lots to determine which shall serve a two year term and which two will serve a four year term.
THEREAFTER ALL SERVE 4 YEAR TERMS	4 YEAR	1/1/2027	12/31/2030	2	5.13(c)	Thereafter all shall serve four-year terms.
NOVEMBER 2028 GENERAL ELECTION	4 YEAR	1/1/2029	12/31/2032	1	5.13(c)	Thereafter all shall serve four-year terms.
NOVEMBER 2030 GENERAL ELECTION	4 YEAR	1/1/2031	12/31/2034	2	5.13(c)	Thereafter all shall serve four-year terms.

ROCKWALL CENTRAL APPRAISAL DISTRICT

841 JUSTIN ROAD
 ROCKWALL, TX 75087
 972-771-2034 FAX: 972-771-6871
www.rockwallcad.com

ELIGIBILITY REQUIREMENTS* FOR ROCKWALL CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS

The Chief Appraiser has neither the authority nor the duty of investigating or judging the qualifications of nominees.

To be eligible to be a candidate for, or elected to, the Rockwall Central Appraisal District board of directors, a person must:

- 1) be a United States citizen;
- 2) be 18 years of age or older on January 1, 2025 (first day of term);
- 3) have not been determined by a final judgement of a court exercising probate jurisdiction to be:
 - a. totally mentally incapacitated; or
 - b. partially mentally incapacitated without the right to vote;
- 4) have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities;
- 5) have been a resident of Rockwall County and must have resided in Rockwall County for at least two years immediately preceding the date the individual takes office on January 1, 2025;
- 6) on the date described by Subdivision (5), be registered to vote in Rockwall County; and
- 7) satisfy any other eligibility requirements prescribed by law for the office.
- 8) An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit. (An employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district.)

A person is ineligible to be a candidate for, or elected to, the Rockwall Central Appraisal District board of directors if the person:

- 1) is an employee of a taxing unit that participates in Rockwall County;
- 2) is related within the second degree of consanguinity or affinity, as determined under Chapter 573, Government Code, to an individual who is engaged in the business of appraising property for compensation for use in proceedings under the Texas Property Tax Code or of representing property owners for compensation in proceedings under the Texas Property Tax Code within Rockwall County;
- 3) owns property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless:
 - a. the delinquent taxes and any penalties and interest are being paid under an installment payment agreement under section 33.02 of the Texas Property Tax Code; or
 - b. a suit to collect the delinquent taxes is deferred or abated under Section 33.06 or 33.065;
- 4) has engaged in the business of appraising property for compensation for use in proceedings under the Texas Property Tax Code at any time during the preceding three years;
- 5) has engaged in the business of representing property owners for compensation in proceedings under the Texas Property Tax Code in Rockwall County at any time during the preceding three years;
- 6) has been an employee of the Rockwall Central Appraisal District at any time during the preceding three years; or
- 7) has a substantial interest in a business entity that is party to a contract or the individual is a party to a contract with the CAD. This prohibition also applies to contracts with a taxing unit that participates in the CAD if the contract relates to the performance of an activity governed by the Tax Code (Tax Code Section 6.036(a)). An individual has a substantial business interest in a business entity if:
 - a. the combined ownership of the director and director's spouse is at least 10 percent of the voting stock or shares of the business entity; or
 - b. the director or director's spouse is a partner, limited partner or officer of the business entity.

*Eligibility requirements taken from Texas Elections Code 141. and Texas Property Tax Code 6.0301.



Wylie City Council

AGENDA REPORT

Department: City Secretary

Prepared By: Mary Bradley

Account Code: _____

Subject

Consider, and act upon, Resolution No. 2024-27(R) casting a nomination for a candidate(s) for the Board of Directors of the Collin Central Appraisal District.

Recommendation

Motion to approve Resolution No. 2024-27(R) casting a nomination for _____ as a candidate for the Board of Directors of the Collin Central Appraisal District.

Discussion

Texas Property Tax Code Sec. 6.03(a-1): The Appraisal District is governed by a board of directors. Five directors are appointed by the taxing units that participate in the district as provided by this section . . . To be eligible to serve on the board of directors, an individual . . . must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office.

Texas Property Tax Code Sec. 6.0301(c): The Appraisal District is governed by a board of nine directors. Five directors are appointed by the taxing units that participate in the district in the manner prescribed by Section 6.03.

Texas Property Tax Code Sec. 6.03(d): The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.

Texas Property Tax Code Sec. 6.03(g): Each taxing unit . . . that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15.

Texas Property Tax Code Sec. 6.03(j): Before October 30, the chief appraiser shall prepare a ballot, listing the candidates whose names were timely submitted under Subsection (g) . . . alphabetically according to the first letter in each candidate's surname, and shall deliver a copy of the ballot to the presiding officer of the governing body of each taking unit that is entitled to vote.

Starting January 1, 2024, the Board of Directors will include three (3) publicly elected directors in addition to the five (5) appointed directors which are still elected by the taxing units that participate in the Appraisal District. Each taxing unit may nominate one to five board candidates. Appointed directors will begin four-year terms on January 1st of even numbered years,

and elected directors will begin four-year terms on January 1st of odd numbered years. Another significant change in this new section is that the tax assessor collector is now an ex officio member.

There is not a list of candidates for this portion of the Board of Directors election; therefore, Council can nominate who they think would be best. All five (5) of the board positions are included in this election, therefore each taxing unit can nominate a maximum of five (5) candidates.

The Resolution must include the name and address of each candidate nominated. To be eligible to serve on the board, an individual must be a resident of the district and must have resided in the district for at least two years immediately preceding the date they take office.

RESOLUTION NO. 2024-27(R)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WYLIE, COLLIN COUNTY, TEXAS, CASTING A NOMINATION FOR A CANDIDATE(S) FOR THE BOARD OF DIRECTORS OF THE COLLIN CENTRAL APPRAISAL DISTRICT IN ACCORDANCE WITH SECTION 6.03(G) OF THE TEXAS PROPERTY TAX CODE, AND DIRECTING THAT THE CITY SECRETARY NOTIFY INTERESTED PARTIES OF SAID ACTION.

WHEREAS, The Chief Appraiser of the Collin Central Appraisal District has been charged with the responsibility of conducting the election process to determine the membership of the Board of Directors of the Collin Central Appraisal District, according to the Property Tax Code of Texas; and

WHEREAS, in accordance with Section 6.03(g) of the Texas Property Tax Code, the City of Wylie may nominate up to five candidates for the Board of Directors of the Central Appraisal District; and

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

SECTION 1. The City Council of the City of Wylie, Texas does hereby nominate _____ as a candidate for the Board of Directors of the Collin Central Appraisal District.

SECTION 2. The City Secretary is hereby directed to submit the official nomination, written Resolution, and notify all appropriate parties of this action.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas on this 24th day of September 2024.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary