

City Secretary

Fiscal Year 2016 - 17

Boards and Commissions, Elections

The State of Texas:
County of Collin:
City of Wylie :

Notice is hereby given that at

the City Hall, in Wylie, Collin County, Texas,

A D 1936, the same being the first Tuesday in

purpose of electing A MAYOR, A MARSHALL, A CI

in and for the City of Wylie.

J. A. Pitts has been appointed to hold the office of City Secretary at the next election and he shall select two judges and

holding the same, and said election shall

for holding other elections, and within

Said election was ordered

held at the City Hall in said

Witness my hand and official seal

February A D 1936.

Attest:

City Secretary.

NOTICE OF ELECTION

STATE OF TEXAS
COUNTY OF COLLIN
CITY OF WYLIE:

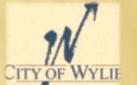
WHEREAS the City Council of the City of Wylie, Texas, deems it advisable to issue bonds of said city for the purpose hereinafter mentioned:

THEREFORE BE IT ORDERED BY THE CITY COUNCIL, of the City of Wylie, Texas, that an election be held on the 29th day of September, A. D., 1936, at which election the following proposition shall be submitted:

SHALL THE CITY COUNCIL OF THE CITY OF WYLIE, Texas, be authorized to issue REVENUE BONDS of the City of Wylie, Texas, in the sum of Thirty Five Thousand (\$35,000.00) Dollars payable serially, and bearing interest at a rate not to exceed four and one half (4 1-2) per cent per annum, and with a maturity date of a period not to exceed twenty five (25) years, for the purpose of constructing permanent improvements, to-wit: an ELECTRIC LIGHT AND POWER PLANT AND DISTRIBUTION SYSTEM in and for the City of Wylie, Texas.

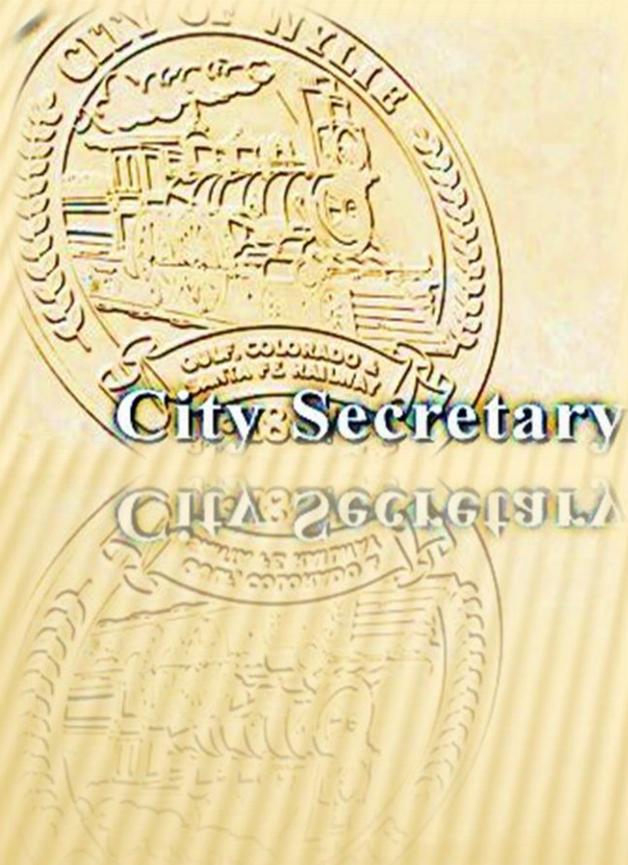
SAID BONDS AND INTEREST TO BE PAID OUT OF THE REVENUE OF THE LIGHT AND POWER PLANT AND AT NO TIME TO BECOME A GENERAL OBLIGATION OF THE WYLIE, TEXAS.

The said election shall be held at the City Hall in the City of Wylie, Texas, and the following named persons are hereby appointed judges of said election to-wit: Wright, President

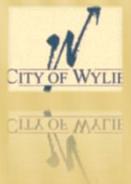


Agendas, Minutes, Ordinances, Resolutions, Public Information Requests
Records Management, Code of Ordinances

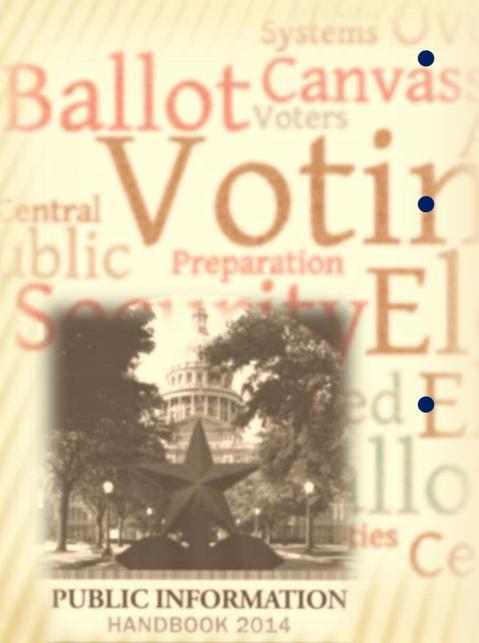
City Secretary Office



The City Secretary is the chief election official and the Official Records Management Officer for the City of Wylie. Open Records requests generate through the City Secretary and are accounted for as to their timeliness. This office compiles applications for all City Boards and Commissions and arranges for the interviews, using innovative ways to engage citizens and improve the application process. The office generates Council information, including the bi-weekly agenda packets and special called meetings. The office is responsible for ensuring compliance with state and federal laws related to open records, open meetings, elections, ethics training, and public notices.



Accomplishments for FY 2015-2016



- Completed the 2016/2017 Boards and Commission appointments and installations with a large number of board applicants.
- Provided training to all Board and Commission members in Open Meetings, Public information, Conflicts of Interest, Local Government Code 171 and 176, and City of Wylie Code of Ethics.
- Provided and administered the 2016 General Election utilizing ethical standards for all candidates; insuring the election is held with security measures in place and providing bi-lingual clerks at all polling places. This was the first year staff administered the Dallas and Rockwall County voters. Total cost for the two counties was \$2,500.
- Provided electronic storage and staff assistance in Laserfiche for City documents. Currently there are 930,312 pages in the system.
- Processed and closed about 380 public information requests

In the name and by
the authority of
**The State
of Texas**
OATH OF OFFICE

Objectives for FY 2016-2017

- ***Strategic Goals: Community Focused Government***
 - Continue contracting the Wylie General Election with Collin County for Collin County voters and City administration of Dallas and Rockwall County voters to make it more convenient for the voters and less costly to the City; Boards and Commission facilitating, Code of Ordinance updates, agenda packets, notice and publication processing while focusing on fiscal accountability and customer service.
 - Continue records management service for the City and public information processing with a focus on transparency in government.
 - Continue to provide city forms online for easy access by the public and faster processing internally.

ELIS Request for FY 2016-2017

Personnel Request

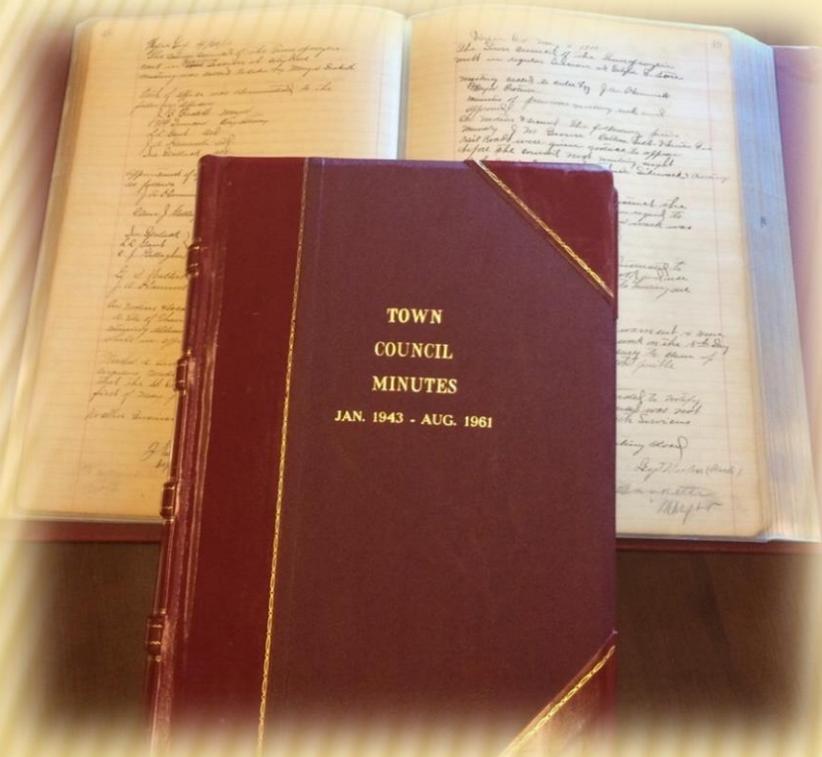
- To begin training for a Records Analyst, in preparation for the retirement of the City Secretary and possible position changes. Starting April 2017 - September 30, 2017



ELS Request for FY 2016-2017

Historic Minute Books

- The office requests Kofile, Inc. to clean and seal the third and final historic minute book for archival retention in FY2016/2017.



TOWN
COUNCIL
MINUTES
JAN. 1943 - AUG. 1961

Thank You

City Secretary Office Fiscal Year 2016-2017

