



Wylie City Council

NOTICE OF MEETING

Special Called Work Session Agenda

July 18, 2017 – 6:00 pm

Wylie Municipal Complex

Council Chambers/Council Conference Room

300 Country Club Road, Building #100

Eric Hogue	Mayor
Keith Stephens	Mayor Pro Tem
Diane Culver	Place 2
Jeff Forrester	Place 3
Candy Arrington	Place 4
Timothy T. Wallis, DVM	Place 5
David Dahl	Place 6
Mindy Manson	City Manager
Richard Abernathy	City Attorney
Carole Ehrlich	City Secretary

In accordance with Section 551.042 of the Texas Government Code, this agenda has been posted at the Wylie Municipal Complex, distributed to the appropriate news media, and posted on the City website: www.wylietexas.gov within the required time frame. As a courtesy, the entire Agenda Packet has also been posted on the City of Wylie website: www.wylietexas.gov.

The Mayor and City Council request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to respond to a page or to conduct a phone conversation.

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.

CALL TO ORDER

Announce the presence of a Quorum.

INVOCATION & PLEDGE OF ALLEGIANCE

WORK SESSION

- **FY 2017-2018 Budget Discussion and Department Presentations to Council**

RECONVENE INTO REGULAR SESSION

ADJOURNMENT

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.

CERTIFICATION

I certify that this Notice of Meeting was posted on this 14th day of July, 2017 at 5:00 p.m. as required by law in accordance with Section 551.042 of the Texas Government Code and that the appropriate news media was contacted. As a courtesy, this agenda is also posted on the City of Wylie website: www.wylietexas.gov.

Carole Ehrlich, City Secretary

Date Notice Removed

Budget Work Session Fiscal Year 2017-2018

July 18, 2017

Utility Fund Summary

Audited Utility Fund Ending Balance 09/30/16	\$ 9,244,885
Projected '17 Revenues	15,987,000
Available Funds	<u>25,231,885</u>
Projected '17 Expenditures	<u>(16,823,515)</u>
Estimated Ending Fund Balance 09/30/17	\$ 8,408,370
Estimated Beginning Fund Balance - 10/01/17	\$ 8,653,370 a)
Proposed Revenues '18	17,347,000
Proposed Expenses '18	(18,132,440) b)
Carry-Forward of Funds for Nortex Tank Engineering and Water Line Replacement	(245,000)
Use of Fund Balance - New/Replacement Fleet & Equipment	<u>(322,000) c)</u>
Estimated Ending Fund Balance 09/30/18	<u><u>\$ 7,300,930 d)</u></u>

- a) Increase due to estimated carry-forward of funds for engineering services for a replacement ground storage tank at the Nortex Pump Station and a water line replacement at Ballard Ave and First St.
- b) See list of recommended additions to Base Budget on slide #3.
- c) See list of items to be funded through Use of Fund Balance on slide #3
- d) Policy requirement is 90 days of operating expenditures, which is equal to \$4,471,013.

Recommended Additions to Base Budget & Fund Balance Items Utility Fund

RECOMMENDED ADDITIONS TO BASE BUDGET

Dept.	Description	Amount
Wastewater	New Maintenance Worker I	\$ 55,354
Util Billing	Phone Tree On-Line	\$ 2,000
Util Billing	Data Pro On-line Bill View/Printing	\$ 1,200
TOTAL		<u>\$ 58,554</u>

Note: Totals for new positions include salary, benefits, and all other associated costs.

ITEMS FUNDED OUT OF FUND BALANCE

Dept.	Description	Amount
Water	New 3/4 Ton Pickup Trucks (2)	\$ 82,500
Water	Water Utility Truck (Rpl Unit #257)	\$ 81,500
Water	Replacement Radios (3)	\$ 9,000
Engineering	3/4 Ton Pickup Truck (Rpl Unit #271)	\$ 41,500
Wastewater	Utility Truck w/ Crane (Rpl Unit #256)	\$ 101,500
Wastewater	Replacement Radios (2)	\$ 6,000
TOTAL		<u>\$ 322,000</u>

4B Sales Tax Fund Summary

Audited 4B Sales Tax Fund Ending Balance 09/30/16	\$ 2,345,435
Projected '17 Revenues	3,378,142
Available Funds	<u>5,723,577</u>
Projected '17 Expenditures	<u>(3,515,963)</u>
Estimated Ending Fund Balance 09/30/17	\$ 2,207,614
Estimated Beginning Fund Balance - 10/01/17	\$ 2,362,614 a)
Proposed Revenues '18	3,512,775 b)
Proposed Expenditures '18	(3,485,415) c)
Carry-Forward of Funds for Brown House Study and Parks & Open Space Master Plan	(155,000)
Use of Fund Balance - New/Replacement Fleet & Equipment	<u>(258,050) d)</u>
Estimated Ending Fund Balance 09/30/18	<u><u>\$ 1,976,924 e)</u></u>

- a) Increase due to estimated carry-forward of funds for Brown House Feasibility Study and Parks & Open Space Master Plan.
- b) Total includes sales tax revenue and revenue from the Recreation Center.
- c) See list of recommended additions to Base Budget on slide #5
- d) See list of items to be funded through Use of Fund Balance on slide #5.
- e) Policy requirement is 25% of budgeted sales tax revenue (\$2,831,475 x 25% = \$707,869).

Recommended Additions to Base Budget & Fund Balance Items

4B Sales Tax Fund

RECOMMENDED ADDITIONS TO BASE BUDGET

Dept.	Description	Amount
4B Senior	Upgrade PT GSS to FT Admin Assist.	\$ 45,543
4B Senior	Control Desk & Storage Millwork	\$ 17,000
4B Senior	Facility Usage Study	\$ 20,000
4B Rec	Upgrade PT GSS to FT Admin Assist.	\$ 46,893
4B Rec	New FT Buildings Attendant	\$ 103,575
4B Rec	Floor Resurfacing (3 Areas)	\$ 44,234
4B Rec	New 12-Passenger Van	\$ 36,000
TOTAL		<u>\$ 313,245</u>

ITEMS FUNDED OUT OF FUND BALANCE

Dept.	Description	Amount
4B Parks	Toro Mower (Rpl Unit #M-932)	\$ 97,500
4B Parks	3/4 Ton Pickup Truck (Rpl Unit #259)	\$ 37,500
4B Parks	New 3/4 Ton Truck w/ Utility Bed	\$ 41,625
4B Parks	1/2 Ton Pickup Truck (Rpl Unit #265)	\$ 33,500
4B Parks	New Laptop for Parks Division	\$ 2,050
4B Parks	New Skid Steer Loader	\$ 45,875
TOTAL		<u>\$ 258,050</u>

Note: Totals for new positions include salary, benefits, and all other associated costs.

Hotel Occupancy Tax Fund Summary

Audited Hotel Occupancy Tax Fund Ending Balance 09/30/16	\$ 190,974
Projected '17 Revenues	90,200
Available Funds	<u>281,174</u>
Projected '17 Expenditures	<u>(50,000)</u>
Estimated Ending Fund Balance 09/30/17	\$ 231,174
Estimated Beginning Fund Balance - 10/01/17	\$ 231,174
Proposed Revenues '18	121,500
Proposed Expenditures '18	<u>(33,150)</u>
Estimated Ending Fund Balance 09/30/18	<u><u>\$ 319,524</u></u>

General Fund Summary

Audited General Fund Ending Balance 09/30/16		\$ 16,272,269
Projected '17 Revenues		37,915,224
Available Funds		<u>54,187,493</u>
Projected '17 Expenditures		<u>(38,896,320)</u>
Estimated Ending Fund Balance 09/30/17		\$ 15,291,173
Estimated Beginning Fund Balance - 10/01/17		\$ 15,346,173 a)
Proposed Revenues '18	40,198,426	
Proposed Expenditures '18	<u>(40,180,778) b)</u>	
Excess Revenues Over Expenditures		\$ 17,648
Carry-Forward of Funds for Emergency Communications Radio Equipment		(55,000)
Use of Fund Balance - Transfer to PSB Renovation/Expansion Fund		(1,056,000)
Recommended Additional Use of Fund Balance - Transfer to PSB Renov/Exp Fund		<u>(2,198,588)</u>
Estimated Ending Fund Balance 09/30/18		<u><u>\$ 12,054,233 c)</u></u>

a) Increase due to estimated carry-forward of funds to be used to relocate radio equipment from the PSB and the purchase of a GPS radio interface.

b) See list of recommended additions to Base Budget on slides #8 & #9.

c) Policy is 25% of budgeted expenditures. As shown, this Ending Fund Balance is 30%.

Recommended Additions to Base Budget (Personnel) General Fund

<u>Dept</u>	<u>Description</u>	<u>Amount</u>	<u>Dept</u>	<u>Description</u>	<u>Amount</u>
Police	New Records Clerk	\$ 71,384	Streets	New Equipment Operator	\$ 61,015
AC	New PT Kennel Asst	\$ 13,299	Facilities	New Facilities Maintenance Tech	\$ 71,478
Library	FT Children's Ref to FT Librarian	\$ (4,711)	Parks	New Chemical Applicator	\$ 65,582
Library	New PT Adult Ref Asst	\$ 15,794	Court	New Senior Court Clerk	\$ 74,099
Library	Staffing to add 2 hours to Wed. nights	\$ 30,560	Court	New PT Prosecutor	\$ 52,074
WFR	New Captain	\$ 141,537	HR	New Admin. Assistant	\$ 58,183
WFR	New Firefighter	\$ 110,674			
				TOTAL:	\$ 760,968

Note: Totals for new positions include salary, benefits, and all other associated costs.

Recommended Additions to Base Budget (Non-Personnel)

General Fund

Dept	Description	Amount	Dept	Description	Amount
Police	New CID Sgt Vehicle	\$ 42,500	Streets	Mower (Rpl Unit #882)	\$ 10,000
Police	Patrol Unit (Rpl Unit #329)	\$ 51,700	Streets	Mower (Rpl Unit #910)	\$ 10,000
Police	Crime Scene Tech Unit (Rpl Unit #205)	\$ 64,000	Streets	Mower (Rpl Unit #911)	\$ 10,000
Police	Community Services Unit (Rpl Unit #250)	\$ 41,900	Streets	Saw Trailer (Rpl Unit #800)	\$ 7,500
Police	CID Detective Unit (Rpl Unit #296)	\$ 37,000	Streets	New 3/4 Ton Pickup Trucks (2)	\$ 82,500
Police	CID Detective Unit (Rpl Unit #327)	\$ 37,000	Streets	TxDOT Street Signs	\$ 20,000
Police	Replace Radars	\$ 16,650			
AC	Animal Transport Unit (Rpl Unit #201)	\$ 67,700	Library	Upgrade/Replace 3M Workstations	\$ 4,450
AC	New Laptop & Shelter Software	\$ 2,750	Library	Upgrade RFID detection system	\$ 22,602
			Library	Replace Shelving	\$ 15,185
Planning	New Laptop	\$ 2,155	WFR	Brush Truck (Rpl Unit #106)	\$ 200,000
IT	CJIS Security Upgrade	\$ 9,000	WFR	SCBA Equipment Replacement	\$ 54,816
IT	External Connection for PSB	\$ 6,348	WFR	Replace MDCs (4)	\$ 14,000
IT	Replace Virtual Server	\$ 14,800	WFR	Desktop/Monitor for Fire Marshall	\$ 2,000
			WFR	Bed Topper for Unit #141	\$ 6,000
Parks	Replace Community Park Playground	\$ 110,000	Emer Comm	Next Gen 911 (Year 1)	\$ 132,500
Parks	Toro Workman (Rpl Unit #M-894)	\$ 15,500			
Parks	Utility Trailer (Rpl Unit #T-839)	\$ 8,750	City Sec	MCCI Laserfiche Programming	\$ 50,000
Parks	Lightning Detector – Community Park	\$ 12,550			
TOTAL					\$ 1,181,856