

City of
Wichita Falls, Texas
ADOPTED OPERATING BUDGET
FISCAL YEAR 2021- 2022



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City of Wichita Falls 2021-2022 Annual Budget

This budget will raise more total property taxes than last year's budget by \$2,668,674, which is a 6.87% percent increase, and of that amount \$364,905 is tax revenue to be raised from new property added to the tax roll this year.

City Council Record Vote

The members of the governing body of the City of Wichita Falls, TX, voted on the adoption of the budget on September 21, 2021 as follows:

	<u>For</u>	<u>Against</u>
Stephen Santellana, Mayor		
DeAndra Chenault, Mayor Pro Tem, District 2	X	
Bobby Whiteley, Councilor At-Large	X	
Michael Smith, Councilor District 1	X	
Jeff Browning, Councilor District 3	X	
Tim Brewer, Councilor District 4	X	
Steve Jackson, Councilor District 5		X

Tax Rate	Proposed FY 2021-2022	Adopted 2020-2021
Property Tax Rate	\$0.760928	\$0.763323
No-New-Revenue Tax Rate	\$0.718807	\$0.744422
No-New-Revenue M&O Rate	\$0.684444	\$0.703835
Voter Approved Tax Rate	\$0.760928	\$0.776452
Debt Rate	\$0.034363	\$0.040587

Total Debt for 2021-2022 is \$2,033,384.00



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Wichita Falls
Texas**

For the Fiscal Year Beginning

October 01, 2020

Christopher P. Morill

Executive Director



Table of Contents

TABLE OF CONTENTS

SUMMARIES AND DETAIL

BUDGET MESSAGE

❖ CITY MANAGER’S BUDGET MESSAGE	1

COMMUNITY PROFILE

❖ WICHITA FALLS AT A GLANCE	24

POLICY STATEMENTS

❖ BUDGET COMPLIANCE.....	31
❖ FINANCIAL/ACCOUNTING POLICIES.....	36
❖ INVESTMENT POLICIES	45
❖ FUND DEFINITIONS.....	58
❖ FUND STRUCTURE CHART	62

BUDGET SUMMARY

❖ BUDGET SUMMARY CONSOLIDATED STATEMENT	64
❖ REVENUES: ALL FUNDS.....	67
❖ EXPENDITURES: ALL FUNDS.....	69
❖ CASH FLOW FORECASTS	77
❖ CHART: SCHEDULE OF PROPERTY VALUATIONS.....	79
❖ CHART: AREA PROPERTY TAXES BY TAXING ENTITY.....	80
❖ DEPARTMENTS BY FUNCTION AND FUNDING SOURCE	81
❖ CITY OF WICHITA FALLS STRATEGIC PLAN.....	84
❖ REVENUES: THREE YEAR COMPARISON	89
❖ EXPENDITURES: THREE YEAR COMPARISON	89
❖ PERSONNEL SCHEDULE: GENERAL FUND	90
❖ PERSONNEL SCHEDULE: ALL OTHER FUNDS	97

GENERAL FUND

❖ GENERAL FUND OVERVIEW	107
❖ GENERAL FUND REVENUE SUMMARY	108
❖ GENERAL FUND EXPENDITURE SUMMARY	113

GENERAL FUND DETAIL BY DEPARTMENTS/DIVISIONS

❖ MAYOR AND CITY COUNCIL	117
❖ OFFICE OF THE CITY MANAGER	121
❖ CITY CLERK.....	124
❖ LEGAL	128
❖ HUMAN RESOURCES	133
❖ BUILDING MAINTENANCE	137
❖ MLK CENTER OPERATIONS	142
❖ PLANNING	145
❖ FINANCE & PURCHASING	150
❖ MUNICIPAL COURT OPERATIONS.....	156
❖ PUBLIC INFORMATION	160
❖ ENGINEERING.....	164
❖ BUILDING INSPECTIONS.....	169
❖ CODE ENFORCEMENT	174

TABLE OF CONTENTS

SUMMARIES AND DETAIL

❖ TRAFFIC ENGINEERING	178
❖ STREET MAINTENANCE	183
❖ HEALTH ADMINISTRATION	188
❖ CITY NURSING	193
❖ ENVIRONMENTAL HEALTH	197
❖ ANIMAL SERVICES	202
❖ LAB/WATER POLLUTION	207
❖ POLICE	211
❖ FIRE	217
❖ CITY RECREATION	222
❖ PARK MAINTENANCE	228
❖ PROPERTY MANAGEMENT & LAKE LOTS	237
❖ LIBRARY	242
❖ NON DEPARTMENTAL	247

WATER AND SEWER FUND

❖ WATER AND SEWER FUND OVERVIEW	250
❖ WATER AND SEWER FUND REVENUE OVERVIEW	255
❖ WATER AND SEWER FUND EXPENDITURE OVERVIEW	256

WATER AND SEWER FUND DETAIL BY DEPARTMENT AND DIVISION

❖ UTILITY COLLECTION	260
❖ UTILITIES ADMINISTRATION	263
❖ WATER DISTRIBUTION	265
❖ WATER SOURCE OF SUPPLY	268
❖ WATER PURIFICATION	270
❖ WASTEWATER COLLECTION & SEWER REHABILITATION	273
❖ RESOURCE RECOVERY	277
❖ WATER & SEWER CAPITAL FUNDS	291

SANITATION FUND

❖ SANITATION FUND OVERVIEW	294
❖ SANITATION FUND REVENUE OVERVIEW	298
❖ SANITATION FUND EXPENDITURE OVERVIEW	300

SPECIAL REVENUE FUNDS

❖ SPECIAL REVENUE OVERVIEW	312
❖ CDBG	314
❖ HOUSING CHOICE VOUCHER	318
❖ TRANSPORTATION PLANNING GRANT	321
❖ STATE ROUTINE AIRPORT MAINTENANCE	324
❖ COMMUNITY RURAL HEALTH	326
❖ COMMUNITY CLINICAL LINKAGE GRANT	329
❖ TEXAS HEALTH COMMUNITIES	332
❖ HIV GRANT	335
❖ INFECTIOUS DISEASE GRANT	337

TABLE OF CONTENTS

SUMMARIES AND DETAIL

❖ TUBERCULOSIS GRANT	339
❖ IMMUNIZATION GRANT.....	341
❖ CANCER CONTROL & PREVENTION GRANT	344
❖ WIC GRANT.....	346
❖ EMERGENCY MANAGEMENT GRANT	350

DEBT SERVICE FUND

❖ GENERAL DEBT SERVICE FUND OVERVIEW	352
❖ GRAPH: DEBT OUTSTANDING	354
❖ WATER & SEWER DEBT SERVICE.....	358

HOTEL/MOTEL TAX FUND

❖ HOTEL/MOTEL TAX FUND OVERVIEW	365
❖ HOTEL/MOTEL TAX FUND REVENUE SUMMARY.....	366
❖ HOTEL/MOTEL TAX FUND EXPENDITURE SUMMARY.....	367
❖ CONVENTION AND VISITOR'S BUREAU OVERVIEW	369
❖ MULTI-PURPOSE EVENTS CENTER OVERVIEW.....	372

DUPLICATING SERVICES FUND

❖ DUPLICATING SERVICES FUND OVERVIEW	382

PROPRIETARY FUNDS

REGIONAL AIRPORT FUND

❖ REGIONAL AIRPORT FUND OVERVIEW	386
❖ REGIONAL AIRPORT FUND REVENUE SUMMARY	387
❖ REGIONAL AIRPORT FUND EXPENDITURE SUMMARY	388

KICKAPOO AIRPORT FUND

❖ KICKAPOO AIRPORT FUND OVERVIEW	390
❖ KICKAPOO AIRPORT FUND REVENUE SUMMARY.....	391
❖ KICKAPOO AIRPORT FUND EXPENDITURE SUMMARY.....	393

FLEET MAINTENANCE FUND

❖ FLEET MAINTENANCE FUND OVERVIEW	403
❖ FLEET MAINTENANCE FUND REVENUE SUMMARY	404
❖ FLEET MAINTENANCE FUND EXPENDITURE SUMMARY.....	406

INFORMATION TECHNOLOGY FUND

❖ INFORMATION TECHNOLOGY FUND OVERVIEW.....	412
❖ INFORMATION TECHNOLOGY FUND REVENUE SUMMARY	413
❖ INFORMATION TECHNOLOGY FUND EXPENDITURE SUMMARY.....	413

TRANSIT FUND

❖ TRANSIT FUND OVERVIEW	419
❖ TRANSIT FUND REVENUE SUMMARY	420
❖ TRANSIT FUND EXPENDITURE SUMMARY	421

TABLE OF CONTENTS

SUMMARIES AND DETAIL

STORM WATER DRAINAGE FUND

❖ STORM WATER DRAINAGE FUND OVERVIEW	432
❖ STORM WATER DRAINAGE FUND REVENUE SUMMARY	433
❖ STORM WATER DRAINAGE FUND EXPENDITURE SUMMARY	434

GOLF COURSE FUND

❖ GOLF COURSE FUND OVERVIEW	441
❖ GOLF COURSE FUND REVENUE SUMMARY	441
❖ GOLF COURSE FUND EXPENDITURE SUMMARY	442

WATER PARK FUND

❖ WATER PARK FUND OVERVIEW	444
❖ WATER PARK FUND REVENUE SUMMARY	445
❖ WATER PARK FUND EXPENDITURE SUMMARY	446

CAPITAL IMPROVEMENT PLAN

❖ CIP POLICY STATEMENT	450
❖ CIP SUMMARY OF ALL CAPITAL PROJECTS.....	451

APPENDIX

❖ GLOSSARY OF BUDGET ACRONYMS	467
❖ GLOSSARY OF BUDGET TERMS	469

ELECTED OFFICIALS & CITY MANAGER



Stephen Santellana
Mayor



Bobby Whiteley
At Large



DeAndra Chenault
District 2, Mayor Pro-Tem



Michael Smith
District 1



Jeff Browning
District 3



Tim Brewer
District 4



Steve Jackson
District 5



Darron Leiker
City Manager

CITY STAFF

Office of the City Manager	
Darron Leiker City Manager	Paul Menzies Assistant City Manager
	Blake Jurecek Assistant City Manager
Directors	
Christi Klyn Director of Human Resources	Lou Kreidler Director of Health
Jessica Williams Chief Financial Officer & Director of Finance	Manuel Borrego Police Chief
John Burrus Director of Aviation, Traffic & Transportation	Marie Balthrop City Clerk
Ken Prillaman Fire Chief	Russell Schreiber Director of Public Works & Utilities
Kinley Heggland City Attorney	Terry Floyd Director of Development Services
Lindsay Barker Director of Marketing & Communications	



Budget Message



CITY OF WICHITA FALLS INTER-OFFICE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Darron J. Leiker, City Manager

DATE: October 1, 2021

SUBJECT: Adopted Fiscal Year 2022 Annual Operating Budget

It is my pleasure to present to you the Adopted Annual Operating Budget for the fiscal year 2021-22 (FY 2022) which covers the period beginning October 1, 2021 and ending September 30, 2022. The adopted balanced budget was prepared with a focus on the following goals from the City's adopted Strategic Plan:

- **Accelerate Economic Growth;**
- **Provide Quality Infrastructure;**
- **Redevelop Downtown;**
- **Efficiently Deliver City Services,** which includes Improving Employee Recruitment and Retention;
- **Actively Engage and Inform the Public**

The adopted budget for FY 2022 also provides the opportunity for the City Council to *lower the City's property tax rate* as the local economy has and continues to experience above average growth.

BUDGET PREPARATION PROCESS

The process for developing the adopted budget began this past March when the Finance Department created a Budget Kick-off instructional video to update City Departments on the budget process and to convey my expectations. This video also had information about the economic status of the area, the challenges and opportunities in the upcoming year's budget, and the direction for the budget process. This year, I asked staff to "hold the line" on requests from FY 2018-19, the last full fiscal year before the COVID-19 Pandemic. As we worked through the budget process, the overall economic climate continued to improve and sales tax revenues have held at, or above, the prior two years' levels. At the start of the previous FY 2021, all funds with fund balance policies meet those policies.

Department Directors were encouraged to prepare a funding request with items needed to fund normal operations that addressed the strategic goals of the City. I then asked each Department Director for any adopted new programs (i.e. "above current") that could potentially increase the quality of services and efficiency. This budget includes a combination of these requests.

BUDGET MESSAGE

In July, the City’s Chief Financial Officer and I came to you with an update on the City’s current financial state and the key factors affecting the adopted budget during its creation. During this presentation, we outlined the results of steps taken in the previous year to lessen the economic effects of the COVID-19 Pandemic. That presentation included a discussion of the three major funds: the General Fund, the Water/Sewer Fund, and the Sanitation Fund. The presentation reviewed available fund balance, projected fund balance, revenues, and expenditures in these funds. The major highlights from this presentation and discussion were implementation of federal funding to address revenue shortfalls in the previous year, and potential uses of federal funding and fund balance for current and following years’ expenses. This presentation also incorporated a detailed overview of the implementation costs of the Management Advisory Group (MAG) compensation study for each fund.

In addition to this annual operating budget, which identifies the budgetary requirements to operate the City organization for one fiscal year, staff prepares a Capital Improvement Plan (CIP) that focuses on the capital budgeting needs over the next five (5) years and to identify potential funding sources to pay for those projects. In the CIP that has been prepared by the staff, capital improvements are defined as tangible equipment items, one-time projects or large maintenance projects that exceed \$25,000. It should be noted that many of the projects listed in the latter years of the CIP might require long-term debt financing to actually generate the funds necessary to accomplish those projects. Such debt financing, if approved, could have consequences on the property tax rate and/or other service charges to repay that debt. Therefore, although these projects are included in the five-year CIP, they will require future financial decisions of the City Council before they can be accomplished.

The 2022-2026 CIP is a separate document from the Annual Operating Budget. It is also important to note, that when the City Council adopts the Five-Year CIP, only the projects outlined in the 2021-22 fiscal year have committed funding sources and the projects listed in the later years of the document are identified for planning purposes only. The projects identified in the 2021-22 fiscal year are primarily routine capital equipment replacement projects. However, this budget puts aside funds for capital equipment and capital infrastructure needs, that will begin to address the City Council’s recently adopted strategic goal of “Providing Adequate Infrastructure”.

Budget Process Diagram



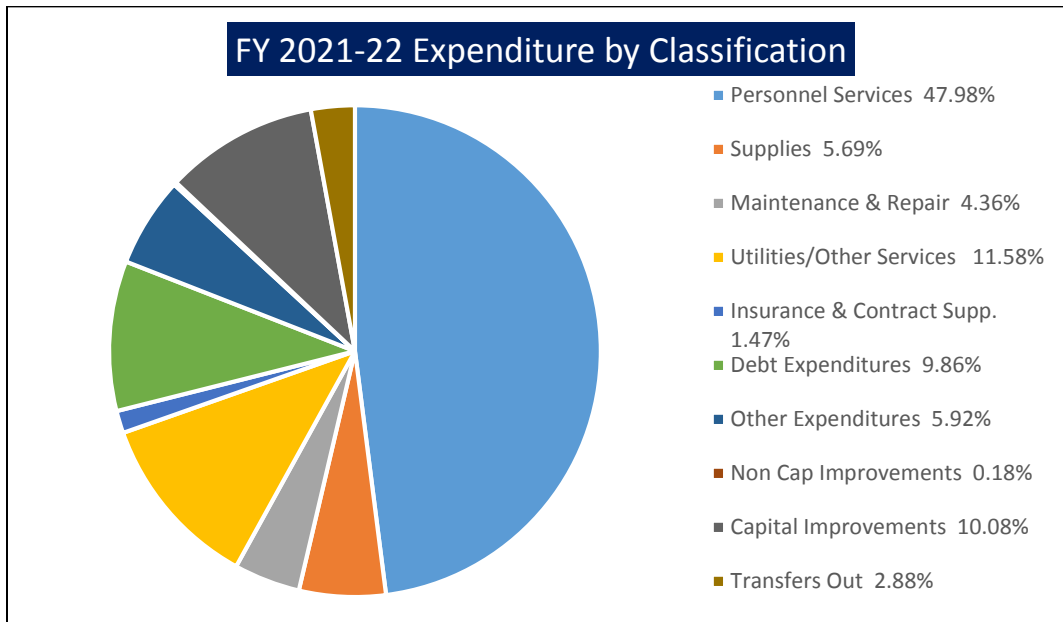
BUDGET MESSAGE

Total Expenditure Budget

This Adopted Budget expends across all funds \$195,449,875, an increase of \$11,010,331 or 5.97% from the previous year FY 2020-21 Adopted Operating Budget of \$184,439,544. Adopted expenditures are broken down in the following categories:

Expenditure All Funds	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	Percent Change
Expenditures				
Personnel Services	78,879,705	85,756,390	93,771,616	9.35%
Supplies	7,948,677	9,608,098	11,125,386	15.79%
Maintenance & Repair	6,526,798	7,774,808	8,516,781	9.54%
Utilities/Other Services	20,499,378	23,323,741	22,632,434	-2.96%
Insurance & Contract Supp.	2,608,283	2,907,001	2,879,189	-0.96%
Debt Expenditures	8,650,034	19,614,288	19,262,658	-1.79%
Other Expenditures	10,224,014	14,767,090	11,561,944	-21.70%
Non Capital Improvements	140,051	149,900	358,800	139.36%
Capital Improvements	15,442,147	14,977,050	19,707,983	31.59%
Transfers Out	6,365,950	5,561,177	5,633,084	1.29%
Total Expenditures	157,285,036	184,439,544	195,449,875	5.97%

The City's expenditures may be broken down, by category, as a percent of total, as listed below.



BUDGET MESSAGE

The organization's most valuable asset is our employees. This adopted budget includes (1) an increase to the new minimum pay ranges, per the MAG recommendations, (2) an across the board cost of living adjustment of 2% and (3) merit and step plan pay increases of 2.5%. These changes will provide a minimum 4.5% pay increase for all eligible employees, with many others receiving a higher percentage increase if they are still below the new minimum pay range for their position, after the cost of living adjustment is applied. These pay recommendations tie directly to the Strategic Plan goal of "Improving Employee Recruitment and Retention" and maintaining a trained, committed, and valued workforce.

- MAG includes:
 - An increase to the minimum pay, per job, for employees who, with the 2% increase, were still below the minimum pay for the grade of work they were completing.
 - Adjustments to steps for police officers and fire fighters whose pay, with the above increases, still did not reach the grade and step for their currently held positions.
 - Implementation of the merit based pay increase program at 2.5% for all employees.
- A 2% cost of living adjustment for all employees.

All Funds	
Pay Adjustments	Cost
MAG Study	\$1,840,940
Merit and Step 2.5%	1,062,835
2% COLA	1,505,842
Total	\$4,409,617

This adopted budget includes the use of one-time funds (surplus fund balance) in the General Fund to complete these one-time projects:

Project	Amount
Police Department Parking Lot	66,850
Work on First Floor Bathroom at Auditorium	90,000
Memorial Auditorium Security Cameras	65,000
Golf Course Irrigation Improvements	61,000
Health Dept. Horse Trailer	8,000
Library Security System Upgrade	50,000
ADA Bathroom Project at Police Department	25,000
Tasers for Police Department	550,000
Playground Upgrade	50,000
Underground Street Light Boring Work	75,000
Traffic Signal Overhaul	100,000
Outdoor Warning System Circuit Board	21,450
Outdoor Warning Unit Amplifier	9,000
Emergency Cell Communications Unit	32,000
Total	\$1,203,300

BUDGET MESSAGE

This adopted budget also commits additional surplus General Fund balance for future capital improvement (facility) and equipment (fleet/rolling stock) needs. When added to the projects described, above, encumbrances from excess General Fund balance total \$5,300,300.

Committed Use	Amount
Future Capital Improvement Needs	2,597,000
Future Capital Equipment Needs	1,500,000
Total	<u>\$4,097,000</u>

This adopted budget includes one-time funds (surplus fund balance) in the Stormwater Fund to begin the Quail Creek Phase 2 Project.

Stormwater Fund	
Project	Cost
Quail Creek Phase 2	3,500,000
Total	<u>\$3,500,000</u>

This adopted budget moves the operations of the MPEC from Spectra Management back to City Management and provides for fifteen (15) new Full-time Equivalent positions in the Hotel/Motel Fund.

Hotel/Motel Fund Positions Added
15.33 Full-time equivalent (FTE) positions added

This adopted budget includes six new positions in the Water & Sewer Fund.

Water/Sewer Positions Added
1 Utility Locator in Water Distribution
3 Wastewater employees for Sewer Rehabilitation
2 Utility Workers for Waste Water Collections

When the described “one-time” expenditures are removed from this adopted budget, the total budget is reduced by \$1,230,300 from \$195,449,875 to \$194,246,575. This is an increase of \$9.78 million from the previous FY 2021 which is low due to the COVID-19 Pandemic and the economic uncertainty it brought.

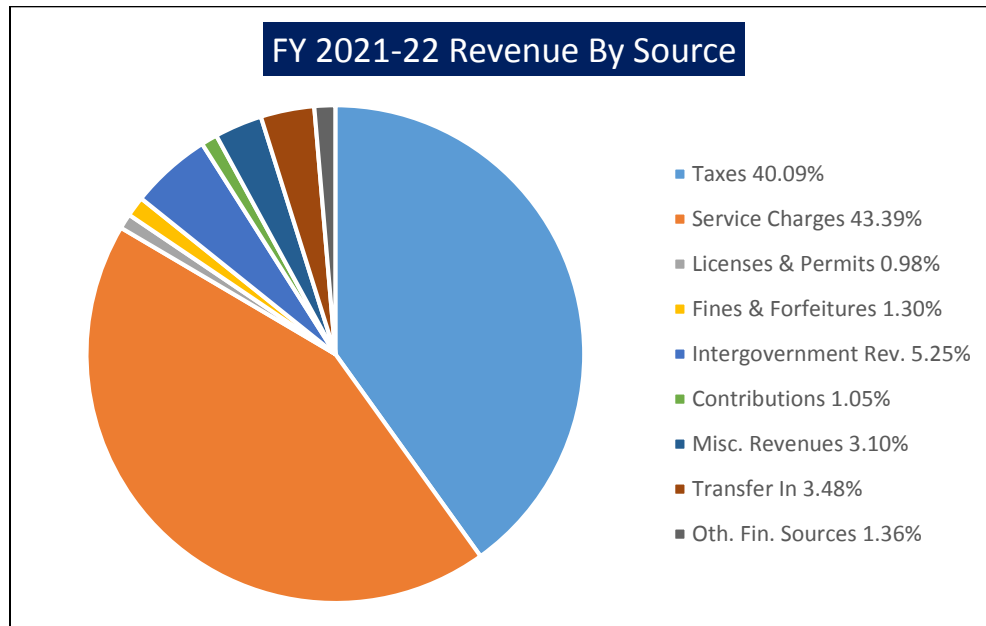
BUDGET MESSAGE

Total Budgeted Revenues

This adopted budget estimates revenue collection across all Funds at \$195,449,875, an increase of \$11,010,331 or 5.97% from the previous FY 2021 Adopted Operating Budget of \$184,439,544. Revenues collected by the City may be broken down in the following categories.

Revenue All Funds	2020-21 Adopted	2021-22 Adopted Budget	Percent Change
Revenues			
Property Taxes	38,829,575	41,498,269	6.87%
Sales Tax	23,097,309	25,332,885	9.68%
Other Taxes	11,079,486	11,732,090	5.89%
Service Charges	83,264,202	85,035,616	2.13%
Licenses & Permits	1,737,727	1,923,600	10.70%
Fines & Forfeitures	2,361,451	2,548,781	7.93%
Intergovernmental Rev.	9,701,763	10,294,679	6.11%
Contributions	2,108,426	2,066,950	-1.97%
Misc. Revenues	5,674,071	6,288,718	6.99%
Transfer In	6,585,514	6,071,562	3.65%
Other Financing Sources	-	2,656,725	-
Total Revenues	184,439,524	195,449,875	5.97%

The chart below shows the same revenues, by major category, as a percentage of the total budget.



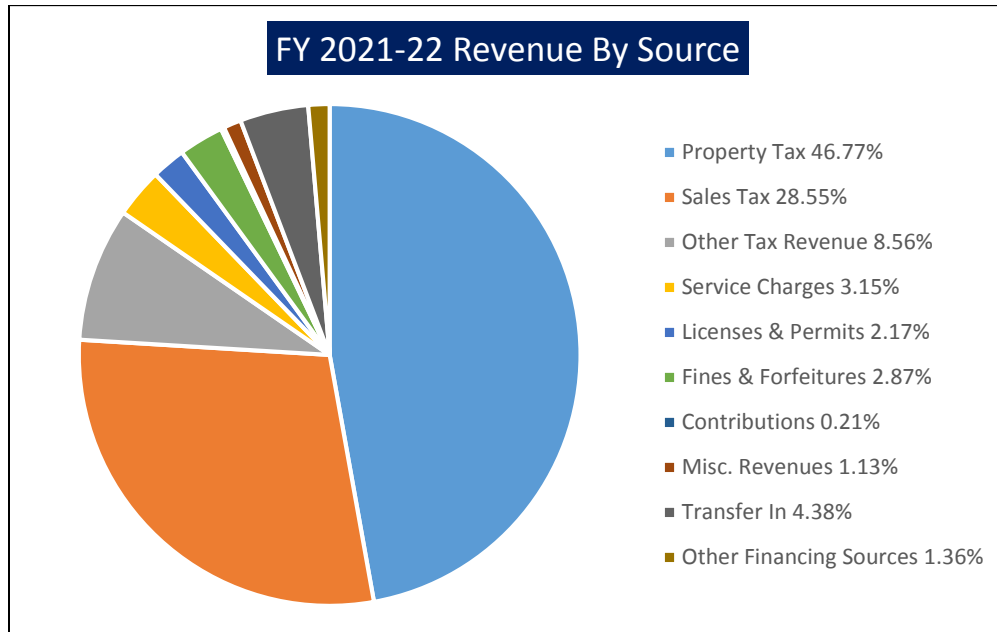
BUDGET MESSAGE

GENERAL FUND REVENUES

Total revenues in the General Fund are projected to be \$87,971,242. This is an increase of \$6,230,317 or 7.62% from the previous year. This amount includes a projected increase in sales tax of 9.68% from the previous year.

Revenue By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
General Fund				
Revenues				
Taxes	69,805,085	69,314,693	74,429,860	7.38%
Service Charges	2,904,705	2,957,893	2,794,797	-5.51%
Licenses & Permits	1,731,239	1,737,727	1,923,600	10.70%
Fines & Forfeitures	1,703,932	2,361,451	2,548,781	7.93%
Contributions	183,004	225,963	185,696	-17.82%
Misc. Revenues	1,761,826	1,373,777	1,001,778	-27.08%
Transfer In	4,372,353	3,769,421	3,883,430	3.02%
Other Financing Sources	-	-	1,203,300	-
Total Revenues	82,462,143	81,740,925	87,971,242	7.62%

The below graphic illustrates the categories as a percent of total.



BUDGET MESSAGE

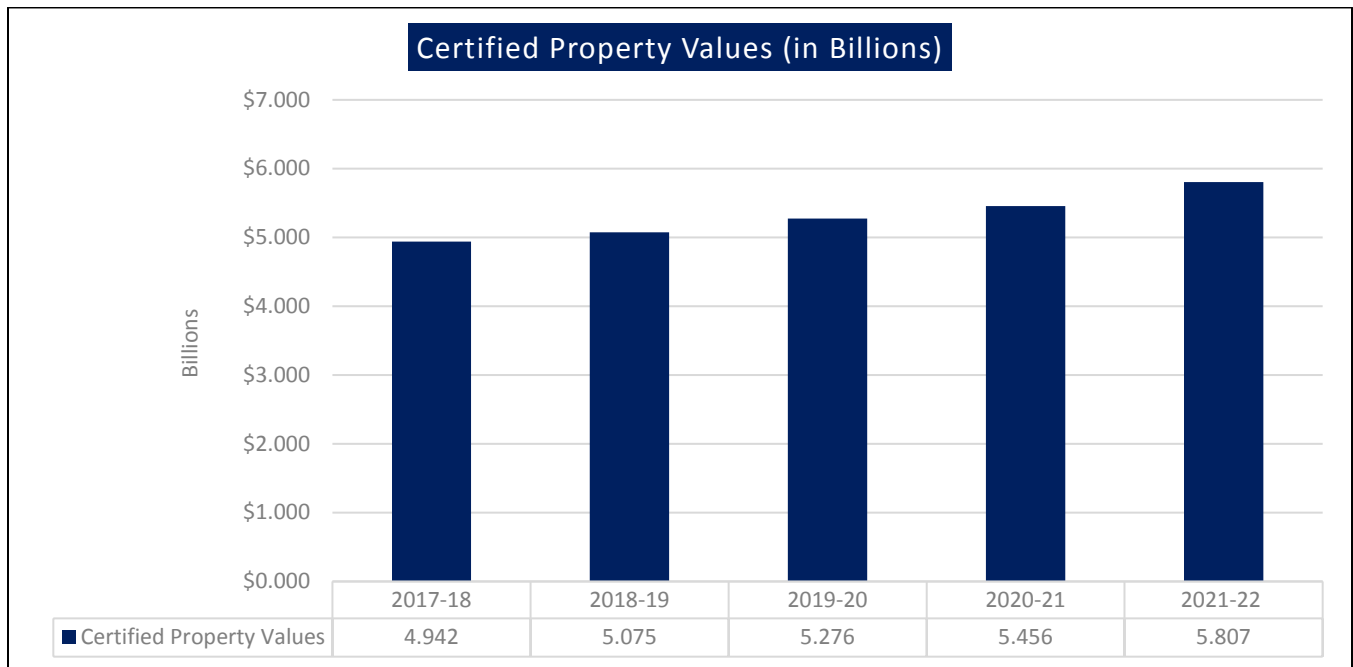
Property Tax Base Value (Certified Value):

Over the past five years, the City has seen an average growth rate of 3.28% in the Certified Property Tax Values. Over the past ten years, the annual average growth is 2.66%. The economy in the area is strong with home prices seeing record highs in the last year. This year the City saw increases in the Certified Valuation not seen in over a decade.

Fiscal Year	Certified Value*	Average Annual Change, 5 Years
2017-18	4.942	
2018-19	5.075	
2019-20	5.276	
2020-21	5.456	
2021-22	5.807	
		3.28%

*In billions.

Property Tax is the largest source of revenue in the General Fund. The property tax base for 2021, as certified by the Wichita Appraisal District, increased 6.45% from \$5,455,879,419 in FY 2021 to \$5,807,983,335 in FY 2022.



Property Tax Rate:

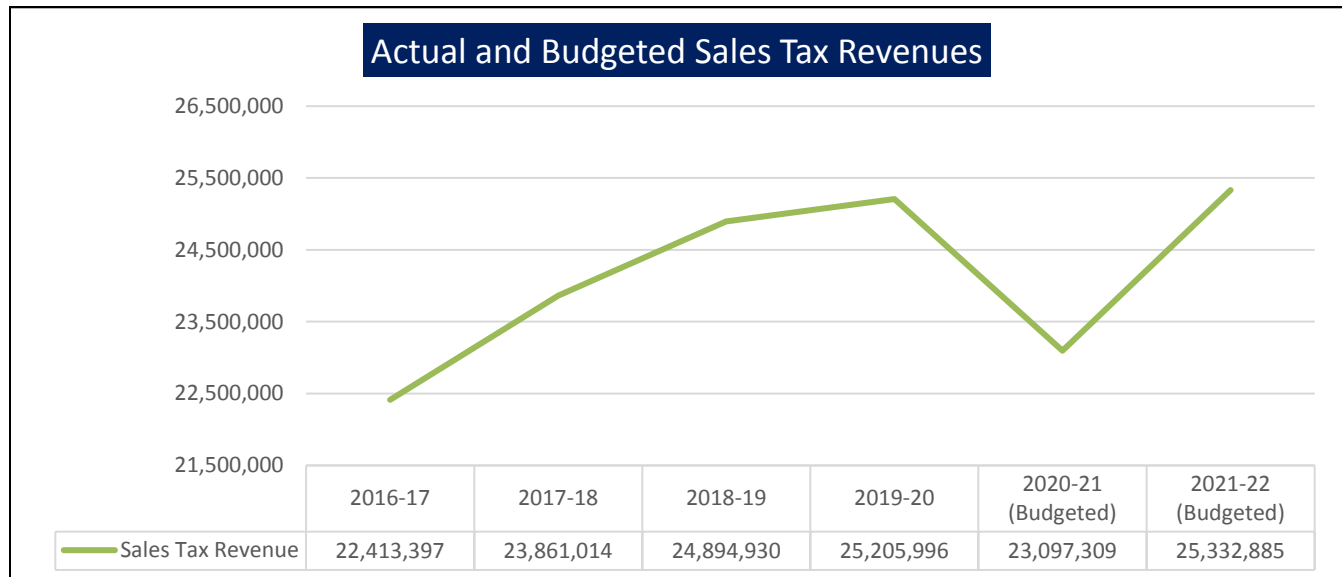
The City's property tax rate has two components: (1) interest and sinking (used to pay debt service), and (2) maintenance and operations. The table below shows the total of each over the past five years. The Wichita County Tax Assessor has certified the tax rate adopted in this budget which does not exceed the "Voter Approval Tax Rate" and, as such, no automatic election is required.

BUDGET MESSAGE

Property Tax Rate	M&O	I&S	Total Rate	\$ Change	% Change	Average Annual % Change
2017-18	0.687815	0.018165	0.705980	-	0.00%	
2018-19	0.687102	0.042778	0.729880	0.024	3.39%	
2019-20	0.721571	0.041752	0.763323	0.033	4.58%	
2020-21	0.722736	0.040587	0.763323	-	0.00%	
2021-22	0.726565	0.034363	0.760928	(0.002)	-0.31%	1.51%

In FY 2018-19, the City's rate increased \$0.024 to fund a voter-approved street maintenance bond. In FY 2019-20, the rate increased \$0.033 to increase civil service pay plans and to move all City employees, excluding the Fire Department, to the same TMRS plan contributions. This adopted FY 2022 budget *reduces the City's property tax rate* from 0.7633233 to 0.760928, or -0.31%.

Sales Tax: Sales Tax is an inherently volatile revenue source, and represents 29% of this Adopted Budget's General Fund revenues. Sales Tax is derived from businesses operating within City limits and is applied to goods and services sold. Sales Tax is affected by changes in the economy, and it is projected that this revenue source will increase 9.68% from the previous year's budgeted collections. Sales Tax receipts have steadily recovered month over month since the onset of the pandemic.



Other Tax Revenue: Other Tax Revenues include Payment-In lieu of Taxes (PILOT) and franchise fees. These are anticipated to increase \$210,917, or 2.85%.

Municipal Court Fines: The Pandemic greatly affected Municipal Court Fees and Fines in the FY 2020-21 budget. In this adopted FY 2021-22 budget, these fees and fines have been increased due to an increase in activity at the court and county jail. Municipal Court Revenues are projected to increase \$187,330 from the prior year budget.

Service Charges: All non-General Fund operations (i.e. Water/Sewer, Sanitation, Airports, etc.) receive

BUDGET MESSAGE

administrative support from the General Fund. This support includes the work performed in the following departments:

- Finance and Accounting
- Human Resources
- Building Maintenance
- Legal
- City Clerk
- General Administration

Each year, the cost of these support services is allocated to user departments through an administrative overhead charge. As the costs for these services increase, and/or other non-General Fund operations use a higher percentage of these services, the administrative overhead charges received in the General Fund increase.

Additionally, enterprise operations like the Water/Sewer System and Sanitation System make a payment to the General Fund for use of the City's right-of-way similar to franchise fees from a privately run company. These "franchise fees" are based on a percentage of gross receipts for the enterprise operations. Furthermore, the Sanitation Fund continues to make a payment of \$800,000 to the General Fund for the Street Overlay Program. In total, these internal assessments have decreased \$163,096, or 5.51%.

Miscellaneous Revenues: The City receives interest earnings from idle funds that are invested with local government investment pools and fixed income securities. In recent years, the City enjoyed increased investment returns, with rates of return as high as 2.5%. The Pandemic has changed the outlook for the markets and the City finds itself, again, earning interest below 0.25%. This has decreased the anticipated returns for this budget by \$371,999, or 27.08%.

Transfers In: This account reflects transfers in from other City funds, such as the franchise fees for the Water & Sewer Fund and Sanitation Fund. There is an increase from the previous year of \$114,009, or 4.41%.

Other Financing Sources: This account shows transfers in from fund balance. As previously mentioned, significant cost cutting measures were put in place to protect the financial well-being of the City during the Pandemic. As a result of these measures, fund balance has increased and the City is now able to fund maintenance and capital projects that were delayed in the previous year. This account has increased \$1,203,300.

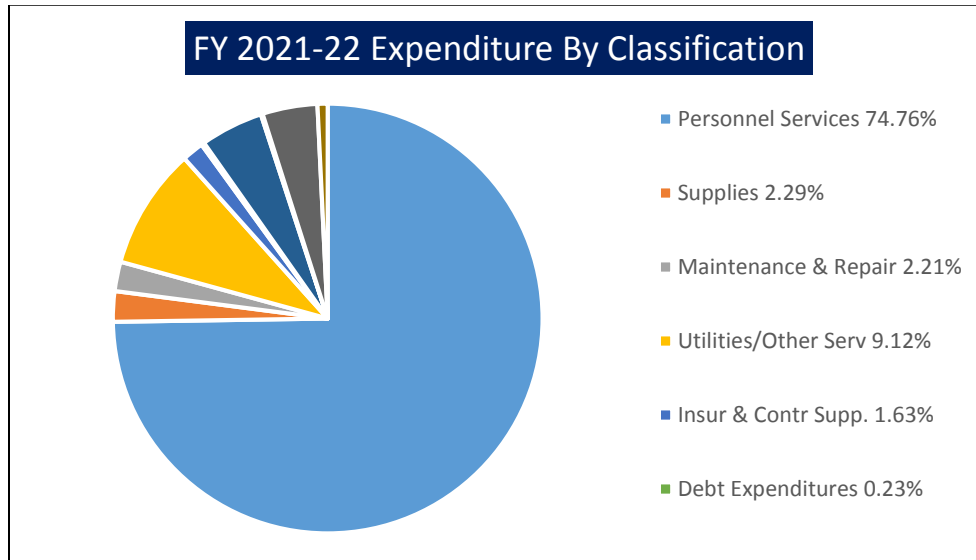
BUDGET MESSAGE

General Fund Expenditures:

For the 2021-22 fiscal year, General Fund budgeted expenditures are \$87,971,242, which is an increase of \$6,230,317 or 7.62%, from the FY 2020-21 Adopted Budget.

Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	Percent Change
General Fund				
Expenditures				
Personnel Services	56,045,854	61,364,112	65,764,273	7.17%
Supplies	1,438,520	1,891,210	2,014,203	6.50%
Maintenance & Repair	1,519,814	1,682,301	1,946,940	15.73%
Utilities/Other Services	7,389,097	7,216,393	8,024,693	11.20%
Insurance & Contract Supp.	1,434,154	1,427,152	1,432,308	0.36%
Debt Expenditures	293,183	211,775	200,323	-5.41%
Other Expenditures	3,727,544	4,216,725	4,159,170	-1.36%
Non Cap Improvements	32,230	67,300	117,500	74.59%
Capital Improvements	1,385,517	2,719,518	3,640,369	33.86%
Transfers Out	606,840	944,438	671,463	-28.90%
Total Expenditures	73,872,754	81,740,925	87,971,242	7.62%

The graphic below illustrates these categories as a percent of total expenditures.



BUDGET MESSAGE

Personnel Services:

Personnel services include expenses for employee salaries and benefits, which provide for the services of the following General Fund departments:

- Police and Fire
- Streets, Engineering, and Traffic
- Finance, Accounting, Purchasing, and Municipal Court
- Parks and Recreation
- Planning, Inspections, and Property Management
- Building Maintenance
- Animal Services, Nursing, and Environmental Health
- Administrative Support: City Manager's Office, Human Resources Department, City Attorney, and City Clerk

As indicated in the chart above, the major expense in the General Fund is the cost of the personnel necessary to provide these services to the community.

The FY 2021-22 General Fund budget dedicates \$65,764,273, or over 74%, of total spending on personnel related expenses. This is an increase of \$4,400,161, or 7.17%, from the prior year.

The main factors for this increase include:

- MAG Compensation Study
- merit increase
- STEP increases for civil service
- cost of living increases

Retirement Programs: The Fire Department receives pension benefits from the Fire Pension Plan, an independent plan¹. All other City employees, including the Police Department employees, earn retirement benefits from the Texas Municipal Retirement System (TMRS).

Pay Programs: In the previous year, the City halted increases to employee pay through foregoing cost of living adjustments and payment plan steps. Due to better than expected economic conditions, the adopted FY 2022 budget accounts for implementation of a significant portion of the MAG compensation study in addition to a cost of living adjustment and merit pay for all employees.

Merit/Step Pay Programs: The City also offers employees a merit and step program. This program is designed to reward employees for hard work and years of service.

Cost of Living (COLA): A cost of living adjustment of 2-3% is applied, when applicable, to ensure that the increase to employee pay is similar to the rate of inflation.

¹ The Wichita Falls Fire Pension Plan is not a component unit of the City, however, the liability for this plan is reported as a liability of the City in the City's Comprehensive Annual Financial Report and members of the City's staff are voting members of the Pension Board.

BUDGET MESSAGE

This system of increases helps to ensure that long tenured employees are progressively making more each year, and that equity between newly hired employees and those with multiple years of service is maintained. This program also encourages staff to work hard and meet the requirements of the position they hold. The City will work to continue these programs when economic conditions allow.

The table below shows changes to the Pay Plan over the past thirteen years.

Pay Plan Changes		
Fiscal Year	Step Program	COLA Increase
2008-09	Yes	No
2009-10	No	No
2010-11	No	2.00%
2011-12	Yes	1.00%
2012-13	Yes	No
2013-14	Yes	No
2014-15	Yes	4.00%
2015-16		
Police	Yes	9.00%
Fire	Yes	7.00%
Non-civil Service	Yes	1.50%
2016-17	Yes	1.50%
2017-18	Yes	No
2018-19	Yes	3.00%
2019-20		
Police	Yes	5.00%
Fire	Yes	5.00%
Non-civil Service	Yes	2.00%
2020-21	No	No
2021-22 (adopted)	Yes	2.00%

Longevity/Stability Pay Programs: The longevity and stability pay programs provide an additional benefit to long-term staff. The longevity program is for civil service staff, and increases for each year of service to the City with a 'top out' at \$3,564/year after 15 years of service. This pay is prorated throughout the year and paid to employees through the payroll system. Stability pay is a program for all non-civil service staff. After two years of qualifying service, each employee receives \$138 per year to a maximum of \$1,210 per year after five years of service. Stability pay is paid annually in December. These programs are included in this Adopted Budget.

Employee & Retiree Healthcare: The City offers healthcare plans for employees, retirees, and their dependents. A range of benefits is offered through an Employee Benefit Trust. Included in the operating budget are the costs associated with employer contributions to the trust. The trust provides insurance through Blue Cross/Blue Shield of Texas.

BUDGET MESSAGE

All employees contribute to their health care costs monthly through payroll deduction. The programs offered by the City range in cost and coverage level so employees may choose the right plan for their particular situation. Overall, these plans do have higher than average deductibles and out-of-pocket costs. This adopted budget includes an increase in Health Care costs of 2% to employees and the City. This increases the total cost of healthcare by \$361,556.09 or 3.34%. The increase in total cost exceeds the plan increase of 2% due to the employees plan choice, and the addition of new positions to this adopted budget.

Supplies: Supplies in the General Fund total \$2,014,203, an increase of \$122,993, or 6.50%, from the prior year. This increase is reflective of increased costs of lumber, steel, and chemicals due to inflation.

Maintenance: The City made the decision to decrease maintenance costs during the Pandemic by not funding many projects planned for the previous budget year. Due to the decreases, the City now has budgeted these maintenance projects for FY 2021-22 before more issues arise, and this causes this account to have an increase of \$264,639, or 2.21%.

Utilities/Other Services: General Fund services have increased by \$808,300, or 11.20%, from the prior year. This increase is primarily attributed to increases in the cost of Central Garage Charges. Central Garage Charges increased due to higher costs of fuel and repair parts.

Insurance and Contracts: Contract and insurance costs have increased \$5,156, or 0.36%, a marginal increase from the previous year.

Debt: Debt expenditures decreased \$11,452, or 5.41%. No additional debt was issued; this decrease is due to changes in the interest and principal as payments are made.

Other Expenditures: Other Miscellaneous Expenditures have decreased \$57,555, or 4.73%.

Non-Capital and Capital: The 2021-22 Adopted Budget increases non-capital expenditures by \$50,200, and capital expenditures, by \$920,851.

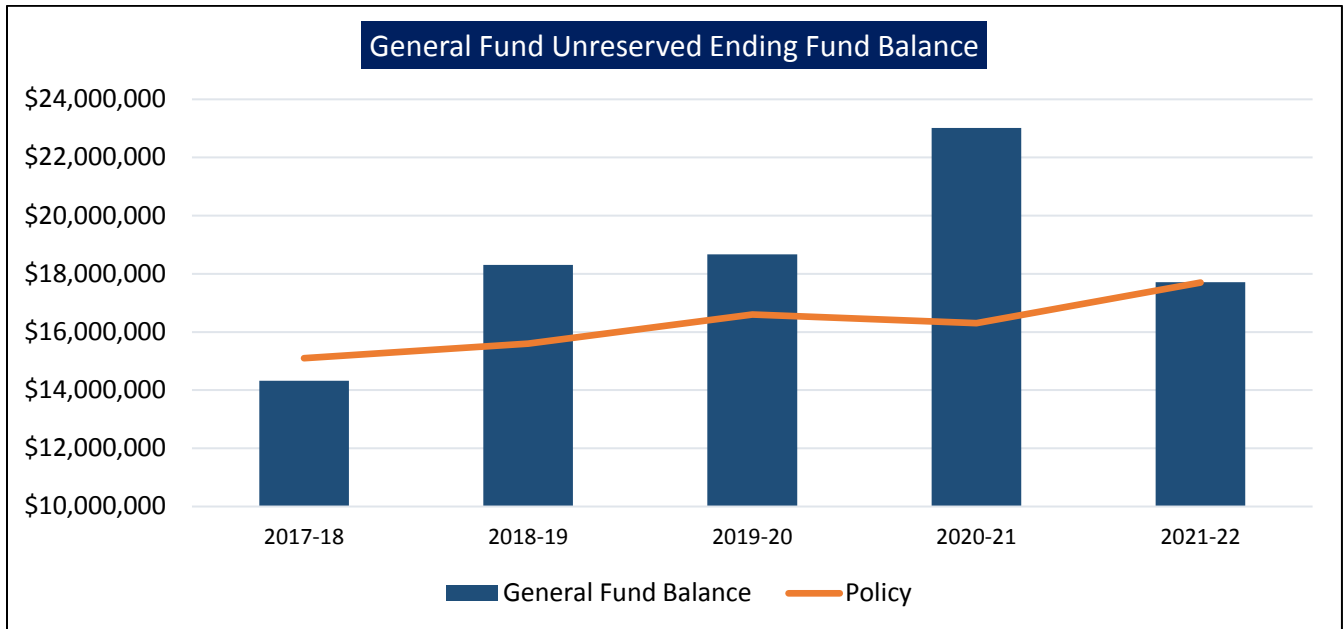
Capital Improvements: These increases are attributed to increased cost of supplies needed to repair the Traffic system and include the Street Overlay program.

Transfers Out: These funds support other funds through subsidy when needed. In the adopted budget for FY 2022, the General Fund has decreased the subsidy to the MPEC from \$700,000 to \$400,000. This is because revenues from the operation of the MPEC are projected to increase from the previous year. Since COVID-19 restrictions have lifted the MPEC has steadily had an increase in activity and revenue. The Regional Airport and Transit Funds, again, will not need to be subsidized due to available federal funding.

BUDGET MESSAGE

General Fund, Fund Balance:

It is the City's policy to achieve and maintain an unrestricted fund balance in the general fund equal to 20% of expenditures (including operating transfers out). This creates a total fund balance need of \$17.7 million. The General Fund will meet the policy in the current year, and is anticipated to meet its policy in the following year.



WATER & SEWER FUND

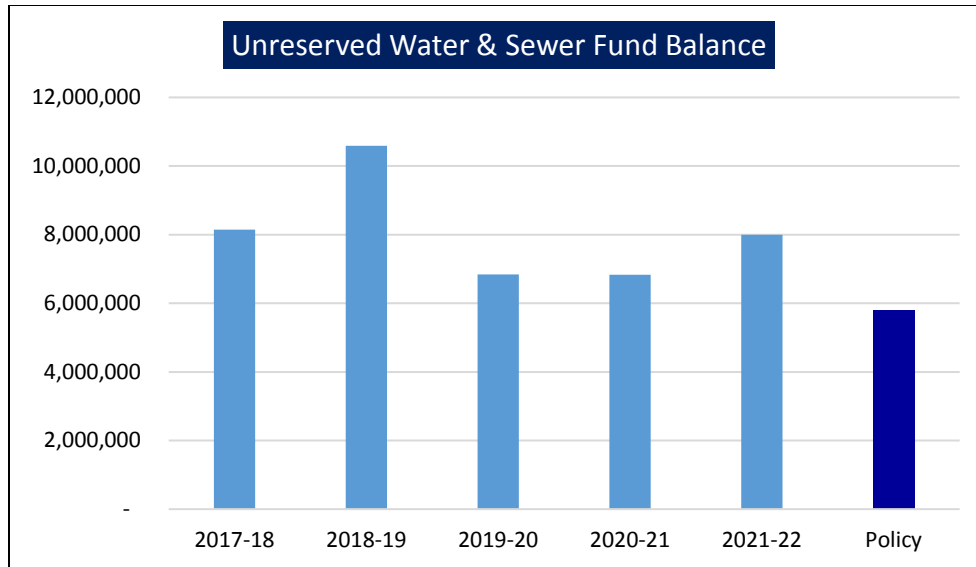
The Water & Sewer Fund has improved dramatically over the past few years. During the drought, water production dropped to historic lows of 4.4 billion gallons in 2014-15 causing reductions in revenue. Water rate increases, implemented in September of 2014, allowed the City to issue Bonds to create the City's Direct Potable Reuse program, which gained national attention. This program allowed the City to continue to provide water during the drought and has also allowed the City to replenish Water & Sewer Fund reserves and to pay the debt service on the bonds issued for the project. The City has not increased Water Rates since 2014, and the adopted FY 2022 budget maintains current retail rates.

The City's policy goal is to maintain 17% of expenditures in unreserved fund balance, less debt service. Of the funds \$46,941,936 expenditures in the 2021-22 budget, approximately \$12.8 million is reserved for debt, payments bringing the operating budget to approximately \$34.2 million. This means that the total needed to meet the unrestricted fund balance policy is approximately \$5.8 million, and the current balance, at the start of 2021-22 fiscal year, is anticipated to be \$8.0 million. Fund Balance in this fund is both unrestricted and committed. A breakdown is listed below.

Total fund balance anticipated at start of year: \$26.0 million (**restricted and unrestricted**)

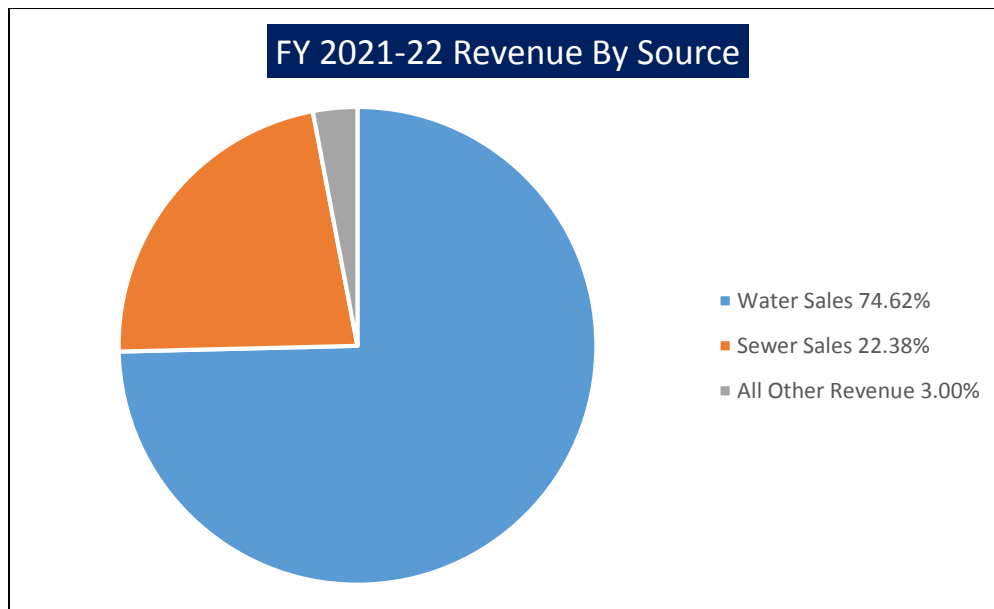
- Previously committed (approximated):
 - \$6.2 million to Lake Ringgold
 - \$5.0 million to the Microfiltration Replacement Project
 - \$5.5 million currently assigned to Capital Projects in progress
 - \$1.3 million to cover Winter Storm Uri electric bill

BUDGET MESSAGE



Water & Sewer Revenues:

Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
Water and Sewer Fund				
Revenues				
Water Sales	34,593,436	33,381,081	35,113,945	5.19%
Sewer Sales	10,489,182	10,342,500	10,533,300	1.84%
All Other Revenue	5,941,459	1,437,191	1,412,691	-1.70%
Total Revenues	51,024,077	45,160,772	47,059,936	4.21%



BUDGET MESSAGE

Water Sales: The adopted FY 2022 budget anticipates an increase of \$1,732,864, or 5.19%, in Water Sales. This accounts for both the residential and commercial sale of water by the City. Water Sales make up the majority of the revenue in the Water & Sewer Fund at almost 75% of total revenue.

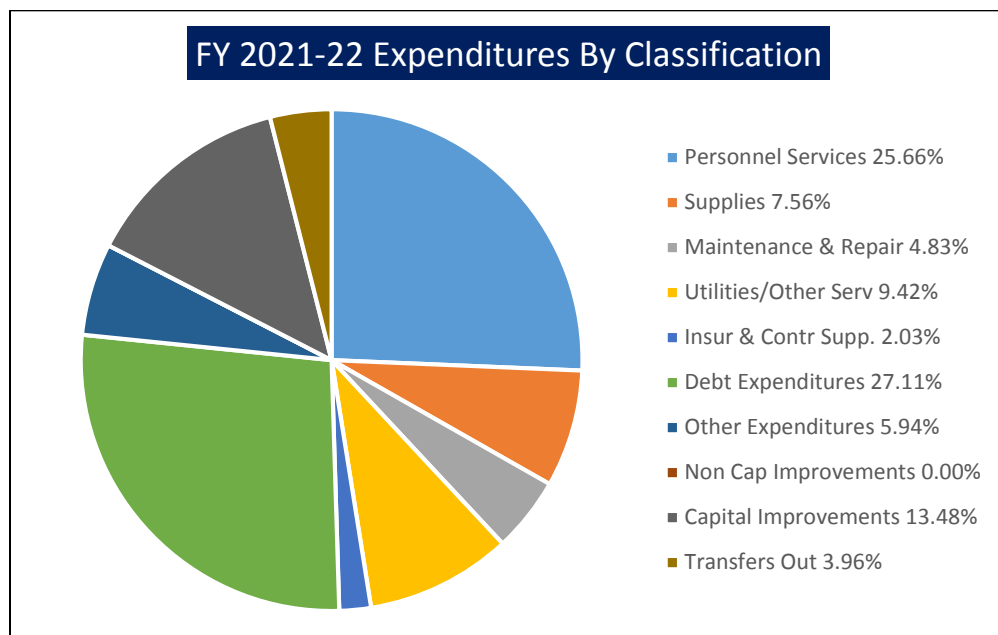
Sewer Sales: The adopted FY 2022 budget anticipates sewer sales to remain consistent, similar to that of previous years. A modest increase is budgeted for FY2021-22, which reflects a \$190,800, or 1.84% increase.

All Other Revenue: All other revenue has decreased 1.70%, or \$24,500. This decrease is due to lower expected interest earnings, which is a direct result of the COVID-19 pandemic.

Water Expenditures:

For FY 2022, the adopted Water & Sewer Fund budgeted expenditures are \$47,059,936, which is an increase of \$1,899,164 or 4.21%, from the FY 2021 Adopted Budget.

Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
Water and Sewer Fund Expenditures				
Personnel Services	10,411,060	10,886,418	12,077,819	10.94%
Supplies	2,594,974	2,966,889	3,559,409	19.97%
Maintenance & Repair	1,423,886	2,267,667	2,273,369	0.25%
Utilities/Other Services	4,507,882	4,348,051	4,431,961	1.93%
Insurance & Contract Supp.	795,869	971,274	957,467	-1.42%
Debt Expenditures	2,398,673	12,766,114	12,755,940	-0.08%
Other Expenditures	1,855,042	3,002,824	2,796,639	-6.87%
Non Cap Improvements	298	36,600	-	-100.00%
Capital Improvements	5,939,209	6,143,123	6,345,903	3.30%
Transfers Out	1,844,186	1,771,811	1,861,429	5.06%
Total Expenditures	31,771,079	45,160,772	47,059,936	4.21%



BUDGET MESSAGE

Personnel Services: Personnel Services have increased 10.94% or \$1,191,401. This increase is due to the implementation of the MAG compensation study, which is expected to increase employee retention across all Departments in the Water & Sewer Fund, as well as the addition of six (6) new full-time positions. This will in turn contribute to an increase in quality of vital City services.

Supplies: Supplies have increased \$592,520, or 19.97%, from the prior year. This increase is reflective of a nation-wide increase of chemical and material costs.

Maintenance: Maintenance costs increased in this budget, up \$5,702, or 0.25%. This account is budgeted to stay consistent with the previous year's total.

Utilities/Other Services: This account has increased \$83,910 due to an increase in utility costs.

Insurance/Contracts: Insurance & Contracts have decreased \$13,807, or 1.42%, primarily due to decreases in other agency contracts.

Debt Expenditures: This category accounts for debt service of approximately \$12.8 million. This expenditure accounts for three debt issuances and a payment on a capital lease. More information is available in the Debt Service Fund section of this document.

Other Expenditures: Decreases in this category total \$206,185, or 6.87%. This is due to a decrease administrative overhead.

Non-Capital Improvements: This category decreased \$36,600, or 100% due to completion of a landscaping project at the water plant.

Capital Improvements: The Capital Improvements account reflects the creation of the Water & Sewer Capital Fund, Microfiltration and Reverse Osmosis Fund, and Lake Ringgold Fund.

Transfers Out: This account reflects the transfers to other funds for services rendered to the Water & Sewer Fund.

SANITATION FUND

The Sanitation Fund accounts for all of the City's business activity related to the collection of solid waste and composting materials, transfer of that waste to the centrally located Transfer Station, transportation of that waste to the landfill for disposal, and daily operation of the landfill.

The City's policy goal is to maintain 15% of operating expenditures in fund balance, which in the adopted FY 2022 budget is equal to approximately \$2.3 million. The estimated unrestricted fund balance for FY 2022 is \$5.2 million, which is reflective of reduced spending in the prior two years due to the COVID-19 Pandemic.

Total budgeted revenues are expected to be \$15,112,000 for FY2022, which is an increase of \$325,795 or 2.2% from the previous year's Adopted Budget.

BUDGET MESSAGE

Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
Sanitation Fund				
Revenues				
Sanitation Fees-Alley Res	6,579,240	6,955,283	6,895,000	-0.87%
Sanitation Fees Commercial	5,710,441	5,722,318	5,900,000	3.11%
Landfill Fees	1,994,713	1,500,000	1,700,000	13.33%
All Other Revenue	1,803,808	608,604	617,000	1.38%
Total Revenues	16,088,202	14,786,205	15,112,000	2.20%
Expenditures				
Personnel Services	4,390,859	4,597,342	4,854,170	5.59%
Supplies	240,188	314,475	355,436	13.03%
Maintenance & Repair	90,479	180,540	180,540	0.00%
Utilities/Other Services	5,293,871	4,747,779	4,647,984	-2.10%
Insurance & Contract Supp.	100,474	103,900	84,522	-18.65%
Other Expenditures	476,769	437,390	445,504	1.86%
Non Cap Improvements	-	6,000	6,000	0.00%
Capital Improvements	2,347,778	2,713,169	2,827,843	4.23%
Transfers Out	1,620,717	1,685,610	1,710,001	1.45%
Total Expenditures	14,561,135	14,786,205	15,112,000	2.20%

Sanitation Revenue:

The FY 2021 budget is reflective of a 6% rate increase to allow for recurring replacement of capital equipment. Historically, the Sanitation Division's average expenditure for annual capital equipment replacement has been approximately \$1.2 million per year for the Collection, Transfer Station, and Landfill operations. However, the cost of equipment over the past several years has continued to rise along with personnel and health care costs. This has caused the Fund to commit more of its available resources to rising costs of personnel and health care and less to the replacement of capital equipment. The adopted FY 2022 budget maintains current rates charged to consumers.

Sanitation Expenditure:

Personnel Services: As indicated in the charts Personnel Services account for over a quarter of all expenditures in the Sanitation Fund. This Adopted Budget increases Personnel Services by \$256,828, or 5.59%, from the FY2020-21 Adopted Budget. Contributing factors to this increase are primarily due to the implementation of the MAG study.

Supplies: Supplies in the Sanitation Fund total \$355,436, an increase of 13.03% from the prior year. This increase is reflective of cost increases in the economy resulting from the pandemic.

Maintenance & Repair: Maintenance & Repair in the Sanitation Fund total \$180,540. There is no change from the prior year budget in this classification.

Utilities/Other Services: Cost of utilities is projected to decrease in FY2021-22 by 2.10%.

BUDGET MESSAGE

Insurance/Contracts: This classification decreased \$19,378, or 18.65%.

Other Expenditures: This category accounts for non-capital items and other general departmental needs, and increased by \$8,114, or 1.86%, in the FY 2021-22 budget.

Non-Capital Improvements: This account is used to purchase equipment that does not qualify as a capital expense. Generally, equipment that does not qualify as Capital Improvements are equipment with a price below \$25,000 and/or a useful life less than one year. The 2021-22 budgeted amount is unchanged from the previous year.

Capital Improvements: There is an \$114,674, or 4.23%, increase in this account from the previous year. This account is used to purchase major equipment and vehicles that keep the Sanitation Collection service, Landfill, and Transfer Station running smoothly and efficiently. As previously mentioned, the rising cost of steel has increased this cost.

Transfers Out: This account is for operating transfers to other City funds. There is a \$24,391, or 1.45%, increase from the previous year. These transfers are used to pay the funds franchise fees and to support annual street maintenance due to the load these trucks put on the City's roads.

Other Fund Highlights:

Fleet Maintenance: The Fleet Maintenance Fund is an Internal Service Fund and is responsible for the maintenance and replacement of the City's fleet of vehicles and equipment. The budget for the Fleet Maintenance Fund is \$10,518,922. This is an increase of \$180,741, or 1.75%, from the previous year. The Adopted 2021-22 budget increases are due to the increases in fuel costs and the implementation of the MAG compensation study.

Regional Airport: The Regional Airport Fund is an Enterprise Fund, which is supported by user fees, federal grants, and in many years, a subsidy from the General Fund. The City's Regional Airport Fund Adopted Budget for the 2021-22 fiscal year totals \$2,213,819. This is a \$1,006,237, or 83.33%, increase from the previous year. This increase is due to the City taking over Fixed Base Operations at the airport. The vendor previously providing the service ended their contract in September of 2020. This action was completed through a budget amendment and was approved by the City Council. This increase in expenditure is offset with an anticipated increase in revenues because the airport will now manage and sell fuel for fixed base operations.

Kickapoo Airport: The Kickapoo Airport Fund is an Enterprise Fund, which is self-supported by user fees. The City's Kickapoo Airport Fund Adopted Budget for the 2021-22 fiscal year totals \$1,010,113. This is a decrease of \$12,693, or 1.24%, from the previous year. The completion of construction on three hangars at the Kickapoo Airport helped bring down total expenditures. The Adopted 2021-22 budget includes a conservative revenue and expenditure projection, which takes into account the ongoing Global COVID-19 Pandemic and its impact on the City and air travel.

Transit: The Transit Fund is an Enterprise Fund that is primarily funded through Federal and State Grants. A small subsidy from the General Fund is used to cover any remaining expenditures. Due to legislation passed in response to the COVID-19 Pandemic, City Transit Operations will be subsidized with the Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds through the Federal Transportation Administration (FTA). The Transit Fund budget is \$3,390,449, which is a \$934,447, or 38.05%, increase from the previous year. Beginning in FY2021-22, Transit Operations and Preventative Maintenance will be operating out of the new Transit Center on Old Windthorst Road which should be in operation early in FY 2022.

BUDGET MESSAGE

Hotel/Motel Fund: The Hotel/Motel Fund contains two divisions: (1) the Convention and Visitor's Bureau (CVB), and (2) the Multi-Purpose Events Center (MPEC). A change in accounting philosophy in FY 2020 caused these divisions to be transferred to the Hotel/Motel Fund. Due to this change in philosophy, revenue generated by the MPEC was accounted for in this fund, which explains the increase in total revenue. CVB expenditures were also accounted for in this fund, which explains the increase in total expenditures.

The adopted budget includes the MPEC under the City's management, including the addition of 15 FTE's to support this initiative. Since 2016, the City has contracted management services for the MPEC through Spectra Management. The FY2021-22 budget reflects this change in management structure with a conservative estimate of revenues and expenditures needed to assume management responsibilities.

Information Technology:

The Information Technology Fund is an Internal Service Fund and is responsible for the maintenance and replacement of the City's computers and ancillary devices, network infrastructure, and communications equipment. The budget for the Information Technology Fund is \$3,348,430, which is a decrease of \$465,151, or 12.20%, from the previous year. This fund's total budget has decreased due to a decreased need to fund capital in the current year. Funds needed in future years, will be addressed in the next year's budget, and will be moved to a capital fund, where they can be tracked and expended more easily.

Water Park: The Waterpark Fund is an Enterprise Fund, and contains the budget for Castaway Cove Waterpark. The total budget for the Waterpark is \$1,524,933, which is approximately the same as the previous year. The Water Park projects to generate a profit in the current year, after covering all of its costs.

Golf Course: The Golf Course estimates revenues and expenditures for FY 2022 around \$910,000, which is consistent with the previous year. A subsidy from the General Fund has been budgeted at \$80,000.

Stormwater: The Stormwater Fund has a total budget of \$5,178,425, which is an increase of \$1,428,425, or 38.09%. This increase is largely due to the use of reserve funds to begin Phase 2 of the Quail Creek Drainage Project. Phase 1 began in FY 2019-20, however the COVID-19 pandemic and associated materials cost increases have delayed its start.

ECONOMIC OUTLOOK

The City is in a strong financial condition and is prepared to weather the ongoing pandemic challenges. Our revenue budget estimates remain conservative because of this uncertainty. Even though the Sales Tax has been shoring consistent returns, it remains a potentially volatile revenue source. Property tax revenue is healthy, but limited by the Texas Property Tax Reform Bill from 2019, which only allows for a modest increase from the previous year's collection.

As previously mentioned, this budget includes the cost for the City to manage the MPEC facilities. Despite the continued Pandemic, demand for the MPEC facilities as conventions and events continue to have increased activity throughout the state.

The City receives interest earnings from idle funds invested with two local government investment pools and fixed income securities. In recent markets, these interest rates have dropped dramatically amid the COVID-19 Pandemic. For example, interest income in the General Fund alone continues to decline, and the budget projects a decrease of 86.7% in interest earnings.

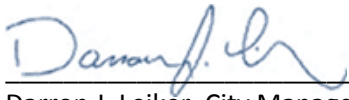
BUDGET MESSAGE

CONCLUSION

This 2021-22 Adopted Budget provides a clear and viable working plan for the upcoming year that advances the Strategic plan, maintains critical services and enhances the overall quality of life for our residents and visitors. A concerted effort was made to address employee pay plans and at the same time, set aside funds for future capital infrastructure and equipment replacement. The City will remain vigilant in meeting the needs of the community as the COVID-19 Pandemic and potential economic fallout continues. Lastly, I would like to thank the staff whose efforts went into the creation of this budget. I also want to thank all City employees who have worked hard to provide quality services to our citizens and are committed to the success of our great City.

The City staff looks forward to working with the Mayor and City Council as we address the challenges of the coming year.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Darron J. Leiker", is written over a horizontal line.

Darron J. Leiker, City Manager



Community Profile

WICHITA FALLS, TEXAS

COMMUNITY PROFILE

GENERAL INFORMATION

The City of Wichita Falls is comfortably nestled in the North East corner of the Panhandle/Plains area of North Texas. Wichita Falls is an economically progressive city, and home to commerce and industry with worldwide interests. Located in Wichita County, Wichita Falls has an approximate population of 104,683, making it the 38th most populous city in the state of Texas. *Data courtesy of [United States Census Bureau. \(7/1/2019\)](#)

The central business district is 5 miles from Sheppard Air Force Base, which is home to the Air Force's largest technical training wing and Euro-NATO Joint Jet Pilot Training program. The City has several institutions of higher learning, a strong international presence through Sheppard Air Force Base, an eager workforce, a community spirit geared toward family and friends, and a desire to see that this thriving city continues to grow and prosper.

GEOGRAPHY AND CLIMATE

Wichita Falls is about 15 miles (24 km) south of the border with Oklahoma, 130 mi (185 km) northwest of Fort Worth, Texas, and 125 mi (230 km) southwest of Oklahoma City, Oklahoma. The city has a total area of 70.1 square miles.

Wichita Falls experiences a humid subtropical climate, featuring long, hot, and humid summers, and cool winters. The city has some of the highest summer daily maximum temperatures in the entire U.S. Temperatures have hit 100 °F (38 °C) as early as March 27, and as late as October 17. Annually, temperatures of 100 °F occur approximately 28 days a year, with 102 days of temperatures at 90°F or higher.

HISTORY

The Choctaw Native Americans settled the area in the early 19th century from their native Mississippi area after negotiation of the Treaty of Dancing Rabbit Creek. American settlers arrived in the 1860s to form cattle ranches. The city was officially titled Wichita Falls on September 27, 1876. On that day, a sale of town lots was held at what is now the corner of Seventh and Ohio Streets – the birthplace of the city.

The arrival of the Ft Worth & Denver railroad transformed Wichita Falls from a loose collection of shanties to a thriving market center. The railroad enabled ranchers to ship their cattle to Ft. Worth and farmers to market their products to national outlets. By 1910, City business leaders Frank Kell and Joseph Kemp organized and built three railroad lines that linked Wichita Falls to markets throughout the country. The formative years of the city were economically driven by farming and ranching.

GOVERNMENT STRUCTURE

The City of Wichita Falls operates under a Council-Manager form of Government. This system combines the strong political leadership of elected officials, in the form of a City Council, with the strong managerial experience of an appointed City Manager. The Council-Manager form of government establishes a representative system where all power is concentrated in the elected Council and the Council hires a professionally trained manager to oversee the delivery of public services. The City of

WICHITA FALLS, TEXAS

COMMUNITY PROFILE

Wichita Falls has a Mayor and six-member Council elected in non-partisan elections. Their terms of service are three years.

ECONOMY

In civilian labor force, total, percent of population age 16 years+, 2015-2019	54.8%
In civilian labor force, female, percent of population age 16 years+, 2015-2019	56.1%
Total accommodation and food services sales, 2012	\$249,558,000
Total health care and social assistance receipts/revenue, 2012	\$1,021,102,000
Total manufacturers' shipments, 2012	\$724,105,000
Total merchant wholesaler sales, 2012	\$508,362,000
Total retail sales, 2012	\$1,829,992,000
Total retail sales per capita, 2012	\$17,503

*Data courtesy of [United States Census Bureau. \(7/1/2019\)](#)

POPULATION BY RACE

Total Population	104,683
White alone (not Hispanic or Latino)	60.1%
African-American	12.6%
American Indian and Alaska Native	0.9%
Hispanic	21.8%
Asian	2.8 %
Two or More Races	3.6%
Native Hawaiian and Other Pacific Islander	0.1%

*Data courtesy of [United States Census Bureau. \(7/1/2019\)](#)

LARGEST EMPLOYERS

Sheppard Air Force Base	9,576
Wichita Falls ISD	2,378
United Regional Health Care System	2,100
Midwestern State University	1,276
City of Wichita Falls	1,217
Wal-Mart – 3 Locations	1,009
North Texas State Hospital	1,000
Vitro Architectural Glass	934
James V. Allred Prison Unit	921
Arconic (formerly Howmet Corp. WF)	895

*Data courtesy of [Wichita Falls Comprehensive Annual Financial Report \(9/30/2020\)](#)

WICHITA FALLS, TEXAS

COMMUNITY PROFILE

INCOME BY HOUSEHOLD

Total Households	37,304
Median household income (2019 dollars), 2015-2019	\$47,476
Per capita income in past 12 months (in 2019 dollars), 2015-2019	\$24,330

*Data courtesy of [United States Census Bureau. \(7/1/2019\)](#)

HIGHER EDUCATION

Wichita Falls is home to Midwestern State University (MSU), a public university that currently enrolls over 6,000 students. MSU was founded in 1922 as a local junior college, and in its 100 years of operation, has grown to a regional state university serving a wide and varied student population. In September 2021, Midwestern State University became the fifth member of the Texas Tech University System. Midwestern is the state's only public institution focused on the liberal arts. MSU has 16 undergraduate programs offering 42 majors and 30 minors, and 9 graduate programs offering 28 majors and 15 minors; providing a wide variety of programs in liberal and fine arts, mathematics, applied sciences, business, and science.

*Courtesy of [MSU Texas](#)



Vernon College also has branch campuses located in Wichita Falls. Vernon College currently serves 12 counties in the Texoma area and has 3,167 students enrolled. The college offers a wide range of vocational development programs, such as nursing, automotive, computer science, welding, farm and ranch management, and much more.

PUBLIC EDUCATION

In the previous fiscal year, the citizens of Wichita Falls voted to approve a bond proposition to construct two new high schools for the Wichita Falls Independent School District (WFISD). The new high schools, Wichita Falls Memorial High School and Wichita Falls Legacy High School, will allow the WFISD to retire

WICHITA FALLS, TEXAS

COMMUNITY PROFILE

the Wichita Falls High School building that was constructed in 1922; the two other high schools, John R. Hirschi High School and S.H. Rider High School, will become middle schools at the completion of Legacy's and Memorial's construction. The new high schools, and additional outdoor practice/competition facilities, are currently set to open in the fall of 2024. More information about these new high schools, including locations, can be found at the Wichita Falls Independent School District's [website](#).

Memorial and Legacy high schools will be state of the art additions to the WFISD collection of upgraded education facilities, which already includes the [Career Education Center](#) (CEC) that opened in August 2017. The CEC provides technical training in a wide variety of disciplines, including: automotive services, welding, agricultural sciences, construction, graphic design, business & marketing, culinary arts, criminal justice, health science, engineering, and more. These programs and schools allow the WFISD to exceptionally prepare the next generation of professionals to excel, whether they attend college, join the military, or enter the workforce after graduation.

Wichita Falls ISD

Staff	1,009.5 FTEs
Students	14,069
Elementary Schools	19
Middle Schools	3
High Schools	3
Elementary/secondary schools	2

*Data courtesy of [Texas Tribune \(6/4/2021\)](#)

WICHITA FALLS, TEXAS

COMMUNITY PROFILE

HEALTH CARE

United Regional Health Care System is located in Wichita Falls, Texas and provides comprehensive medical care including inpatient and outpatient services, advanced diagnostics, surgical specialties and life-saving emergency care to a nine-county service area. It has the area's only Level II Trauma Center and serves as the Primary Stroke Center for the region.

United Regional's passion is to provide excellence in health care for the communities it serves. To accomplish this passion, the System continues to reinvest in advanced technology, modern facilities, and the recruitment and retention of highly skilled employees and physicians to ensure that the current and future medical needs of the area are met.

United Regional Health Care

Clinic Visits	143,000
ER Visits	64,000
Hospital outpatient visits	60,000
Hospital Admissions	14,000
Surgeries	8,400
Births	1,900
Physicians	390

*Data courtesy of [United Regional Health Care \(6/4/2021\)](#)



WICHITA FALLS, TEXAS

COMMUNITY PROFILE

By most accounts, Wichita Falls can be summed up with two words; pleasant and comfortable. This is a family oriented city conveniently located within two hours of Dallas-Fort Worth and Oklahoma City; two metropolitan areas with populations each exceeding one million citizens. Wichita Falls is the county seat of Wichita County and considered the population center of North Texas. Wichita Falls proudly calls itself the home of the finest military installation in the country, Sheppard Air Force Base. Through Sheppard's Euro-NATO Joint Jet Pilot Training program, Wichita Falls has a significant international flavor. The program is utilized by seventeen different NATO countries for the finest fighter pilot training in the world.

Once here you will find considerable cultural activities from the symphony to 'good old' Texas rodeos. Wichita Falls prides itself on having something for everyone. The City has a wonderful twenty-mile-long trail system that winds through neighborhoods and along attractive streams for use by walkers, joggers, bicyclers and roller-skaters as well as an additional parks system featuring 39 parks within the city limits. The parks are great for family outings with spacious picnic shelters, playgrounds, nature trails, duck ponds, and more. In November 2019, Wichita Falls was awarded a Bronze-level Bicycle Friendly Community award from the League of American Bicyclists. This award recognizes Wichita Falls' commitment to ensuring transportation and recreational infrastructure and promoting sustainable transportation choices. Wichita Falls has been committed to making the City more bike-friendly, including adding more infrastructure to make roads and trails more accessible to bikers.

You can also enjoy the Wichita Falls ballet troupe, the Museum of North Texas History, symphony, community theaters featuring everything from Shakespeare to rock concerts, professional hockey, Skate Park, newly renovated municipal golf course, college football and basketball, festivals and fairs, Castaway Cove Waterpark, family entertainment centers, nearby lakes, and the Wichita mountains. The City hosts a Multi-Purpose Event Center with convention facilities, a 10,000-seat arena, agriculture building, and more. Wichita Falls offers year-round entertainment and activities that are guaranteed to keep you and your family as busy as your schedule will allow.





Policy Statement

POLICY STATEMENTS

BUDGET POLICIES

The 2021-22 Adopted Budget for the City of Wichita Falls is submitted in accordance with the city charter and all applicable state laws. The operating budget is segregated based on fund in alignment with generally accepted accounting principles. The budget outlines the anticipated revenues and planned expenditures for the City in the ensuing fiscal year. The budget is structurally balanced in all funds when the funds' total resources of beginning fund balance, revenues, and other financing sources (also classified as transfers in), are equal to the total of expenditures, other financing uses (also classified as transfers out), and ending fund balance; recognizing recurring and non-recurring revenues and potential increases in fund balance in contingency accounts.

The City provides quarterly "budget to actual" financial statements and investment reports to the City Council in compliance with State Law.

ITEMIZED BUDGET AND CONTENTS

The City of Wichita Falls complies with the Texas Local Government Code (LGC), all applicable state laws, best practices, and budget requirements.

LGC requires any incorporated City in the state of Texas to develop an annual budget.

LGC 102.003 specifies:

- a. The budget officer shall itemize the budget to allow as clear a comparison as practicable between expenditures included in the proposed budget and actual expenditures for the same or similar purposes made for the preceding year. The budget must show as definitely as possible each of the projects for which expenditures are set up in the budget and the estimated amount of money carried in the budget for each project.
- b. The budget must contain a complete financial statement of the municipality that shows:
 - a. the outstanding obligations of the municipality;
 - b. the cash on hand to the credit of each fund;
 - c. the funds received from all sources during the preceding year;
 - d. the funds available from all sources during the ensuing year; and
 - e. the estimated revenue available to cover the proposed budget.

PROPOSED BUDGET

The City of Wichita Falls prepares and presents a Proposed Budget each year, which is filed with the City Clerk at least 30 days prior to the adoption of the City's tax levy for the year in compliance with LGC (LGC §102.005(a)).

INFORMATION FURNISHED

In preparing the budget, the budget officer (City Manager) may require any City officer or board to furnish the information necessary to properly prepare the budget (LGC, §102.004).

PUBLIC HEARINGS ON PROPOSED BUDGET

The City holds public hearings, and provides public meeting times, in advance of the adoption of the proposed budget, and in accordance with the LGC §102.006 and other applicable rules, regulations, or laws.

POLICY STATEMENTS

The City of Wichita Falls publishes notices in the local newspaper and on the City of Wichita Falls' web site, as required by law, prior to a public hearing on the proposed budget (LGC, §102.0065).

ADOPTION OF THE BUDGET

In accordance with the Local Government Code and in compliance with the City's Charter, the City of Wichita Falls City Council will take action on the proposed budget at the completion of the public hearing. The Council may make any changes to the budget it considers warranted by law or deemed to be in the best interest of the taxpayers (LGC, §102.007).

The City of Wichita Falls will conduct a public hearing and adopt the annual budget in accordance with state law.

FILING THE BUDGET

After adoption by the City Council, the approved budget is filed with the City Clerk and the County Clerk (LGC, §102.008, 102.009(d)).

Soon after, as is practicable, a copy of the annual budget document is posted on the City's website and is placed in the City Clerk's Office for public access (LGC, §102.008 (a)(2)(A)).

LEVYING TAXES

The City may levy taxes in accordance with the budget, (LGC, §102.009). However, the adoption of the tax rate must be separate from the vote adopting the budget (Property Tax Code, (PTC), § 26.05b). The tax rate consists of two components, the amount of taxes to pay maintenance and operation expenditures, and the amount needed to fund interest and sinking obligations (debt service) (PTC, §26.05a).

CHANGES IN BUDGET

The City of Wichita Falls makes all expenditures in accordance with the annual budget. The legal level of control (the level at which expenditures cannot legally exceed the appropriated amount) is the fund/class level. After adoption of the budget, the City Council may make changes to the budget for municipal purposes in compliance with the Local Government Code (LGC, §102.010).

Texas law provides for two types of changes in expenditure budgets, amendments, and transfers.

Amendments: The City Council may amend the budget by ordinance. Ordinances must follow public process and be filed with the City Clerk. The City Clerk will attach the amendment to the original budget. Amendments may not increase total appropriations except in two instances, projects that are ongoing, and an emergency as defined by City Charter and LGC (City of Wichita Falls, Charter, §72) (LGC, §102.009).

Transfers: The City Manager is authorized to make transfers between items appropriated to the same office, department, or fund (class level), where not in contravention of the Constitution and laws of this State or of the City Charter.

INCREASES IN APPROPRIATION & EMERGENCY EVENT

The City is responsible for ensuring that all spending strictly complies with the City's budget.

The City's charter allows for increases only for projects, occurring over more than one year, for which costs need to be carried forward.

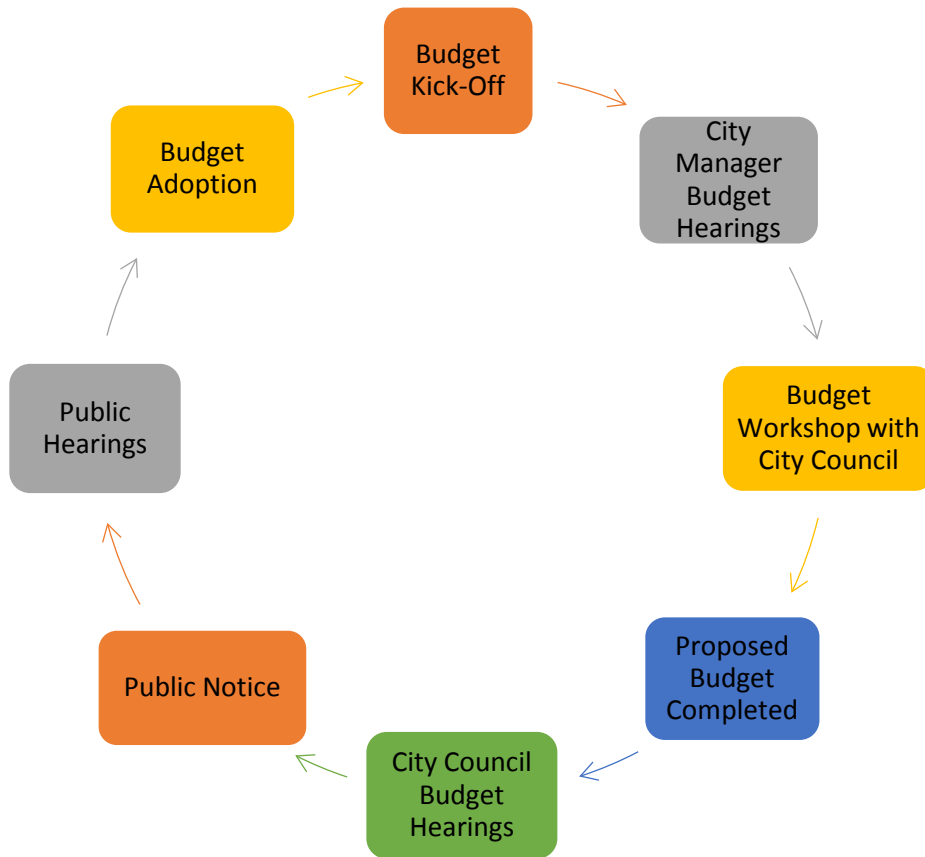
POLICY STATEMENTS

- City Charter Sec. 72. - Unauthorized expenditures.
 - No money shall be drawn from the treasury of the city, nor shall any obligation for the expenditure of money be incurred, except pursuant to appropriations made by the city council.
 - At the close of each fiscal year, the unencumbered balance of each appropriation shall revert to the fund from which it was appropriated and shall be subject to future appropriations; but appropriations may be made in furtherance of improvements or other objects or works of the city, which will not be completed within the current year. (City of Wichita Falls, Charter, §72)

LGC § 102.009 defines an emergency expenditure as an event or need resulting from, “grave public necessity to meet an unusual and unforeseen condition that could not have been included in the original budget through the use of reasonably diligent thought and attention”. This section outlines the following:

- A.** The governing body of the municipality may levy taxes only in accordance with the budget.
- B.** After final approval of the budget, the governing body may spend municipal funds only in strict compliance with the budget, except in an emergency.
- C.** The governing body may authorize an emergency expenditure as an amendment to the original budget only in a case of grave public necessity to meet an unusual and unforeseen condition that could not have been included in the original budget through the use of reasonably diligent thought and attention. If the governing body amends the original budget to meet an emergency, the governing body shall file a copy of its order or resolution amending the budget with the municipal clerk and the clerk shall attach the copy to the original budget.
- D.** After the adoption of the budget or a budget amendment, the budget officer shall provide for the filing of a true copy of the approved budget or amendment in the office of the county clerk of the county in which the municipality is located.

BUDGET CALENDAR



POLICY STATEMENTS

2021-22 Budget Calendar		
Date	Week Day	Event
10-Mar	Wed	Virtual Budget Kick-off goes Live on City's Intranet.
15 & 17 Mar	Mon & Wed	Virtual Budget System User Training
3-7 May	Mon - Fri	Analysts Meeting with Directors
11-May	Tues	Deadline for Analysts to make changes to Budgets & Complete Commentary notes for CM Meetings
17 & 19 May	Mon & Wed	CM Budget Hearings
24-25 May	Mon & Tues	CM Budget Hearings
6-Jul	Tues	City Council Update - Pre-Budget Workshop
10-Aug	Tues	City Manager's Proposed Budget submitted to City Council
17-Aug	Tues	Publish Notice of Public Hearing on Budget
17-18 Aug	Tues & Wed	City Manager's Proposed Budget Workshop with City Council
7-Sep	Tues	Budget Public Hearing & Intent to Vote on Tax Rate
14-Sep	Tues	Publish Notice of Tax Rate Hearing
21-Sep	Tues	Tax Rate Public Hearing, Adoption of the Budget, Adoption of the Tax Rate, and Adoption of the CIP

POLICY STATEMENTS

ACCOUNTING & BUDGETING PRACTICES

The accounting and reporting policies of the City of Wichita Falls, Texas (City) conform to accounting principles generally accepted in the United States of America (GAAP) applicable to state and local governments. GAAP for local governments includes those principles prescribed by the Governmental Accounting Standards Board (GASB), which includes all statements and interpretations of the National Council on Governmental Accounting (NCGA) unless modified by the GASB, and those principles prescribed by the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governmental Units. The following is a summary of the more significant policies and practices used by the City. These policies and practices apply to the way in which the City accounts for each category listed. For more information, a copy of the City's Comprehensive Annual Financial Report may be found on the City's website at www.wichitafallstx.gov.

The City's primary financial direction begins with the City's Charter, which is then used as the basis for all financial policies the City implements. The City maintains financial policies for general operations, which include policies for financial management and fund balances, budget compliance, debt issuance and management, accounts payable, water service, and purchasing among others. A copy of the City's Charter may be found online at www.wichitafallstx.gov.

A. Revenue Policies.

Projected revenues are estimated using a realistic, objective, and analytical approach based upon economic trends. Consultation with experts in sales tax and financial management will be utilized as needed.

Enterprise funds establish user charges sufficient to finance the costs of providing goods/services to the public. Utilities are reviewed annually and adjusted based on debt service ratio coverages and increases in actual cost if needed. A third party is used for analysis of the City's Wholesale Water Rates.

B. Fund Balance Policies.

The City strives to maintain the fund balances of the various operating funds at levels sufficient to protect the City's creditworthiness and its financial position in the event of an emergency. In September 2012, the City adopted a fund balance policy for the General Fund, Water/Sewer Fund, and the Sanitation Fund. The policy's goal is for the City to maintain at least 20% of expenditures in unassigned fund balance in the General Fund, 17% of expenditures (less debt service expenses) in the Water/Sewer Fund, and 15% of expenditures in the Sanitation Fund. If funds fall below these percentages, plans are to be put into place to replenish the fund balance.

Fund balances of the governmental funds are classified as follows:

- Non-spendable Fund Balance – represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid insurance) or legally required to remain intact (such as notes receivable or principal of a permanent fund).
- Restricted Fund Balance – represents amounts that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed Fund Balance – represents amounts that can only be used for a specific purpose by the adoption of an ordinance by the City Council. Committed amounts cannot be used for any other purpose unless the governing board removes those constraints through the adoption of another

POLICY STATEMENTS

ordinance. Committed fund balance amounts differ from restricted balances in that the constraints on their use do not come from outside parties, constitutional provisions, or enabling legislation, but rather from inside the City.

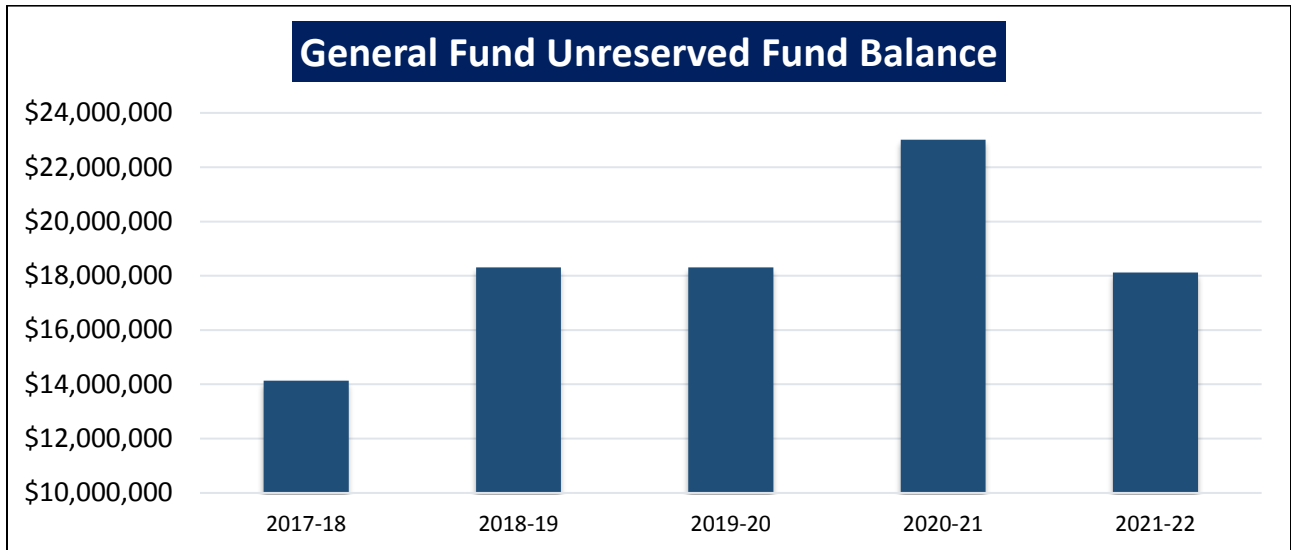
- **Assigned Fund Balance** – represents amounts which the City intends to use for a specific purpose, but that do not meet the criteria to be classified as restricted or committed. The City Council by resolution has authorized the Chief Financial Officer to assign fund balance. Specific amounts that are not restricted or committed in a special revenue, capital projects, debt service, or permanent fund are assigned for purposes in accordance with the nature of their fund type or the fund's primary purpose. Assignments within the General Fund convey that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the City itself. Unlike commitments, assignments only exist temporarily. Therefore, additional action does not normally have to be taken for the removal of an assignment.
- **Unassigned/Unrestricted Fund Balance** – represents amounts, which are unconstrained in that they may be spent for any purpose. Only the General Fund reports a positive unassigned fund balance. Other governmental funds might report a negative balance in this classification because of overspending for specific purposes for which amounts had been restricted, committed, or assigned.

When an expenditure is incurred for a purpose for which both restricted and unrestricted fund balance is available, the City considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the City considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds.

C. Fund Balance History.

The graphs below illustrate the fund balance history for the previous 5 years, and the anticipated fund balance in this budget year in the General Fund.

General Fund:



POLICY STATEMENTS

D. Reporting Entity.

The City is a municipal corporation governed by an elected Mayor and six-member City Council.

E. Internal Controls.

City Management is responsible for the development, maintenance, and compliance with internal controls. Internal controls are developed to protect assets of the City, reduce risk, and protect City funds from loss, theft, or misuse. City Management is also responsible for ensuring that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with accounting principles generally accepted in the United States of America. The cost of a control should not exceed the benefits likely to be derived. The valuation of costs and benefits requires estimates and judgments by management.

F. Federal and State Grants.

The City applies for and manages grant activity with the permission of the City Council. Grant funds are used for only the specific purpose for which they were earned and, when necessary, are matched with local funds in accordance with Federal, State, and Grantor Guidance. Federal grants include the Community Development Block Grant, Section 8 Housing Assistance, Home Investment Partnership Agreement Program, and numerous health-related grants, among others.

G. Transactions Between Funds.

Outstanding balances between funds are reported as "due to/from other City funds." Any residual balances between governmental activities and business-type activities are reported in the government-wide statements as "internal balances." Nonrecurring or non-routine transfers of equity between funds are accounted for as transfers.

H. Vacation and Sick Leave.

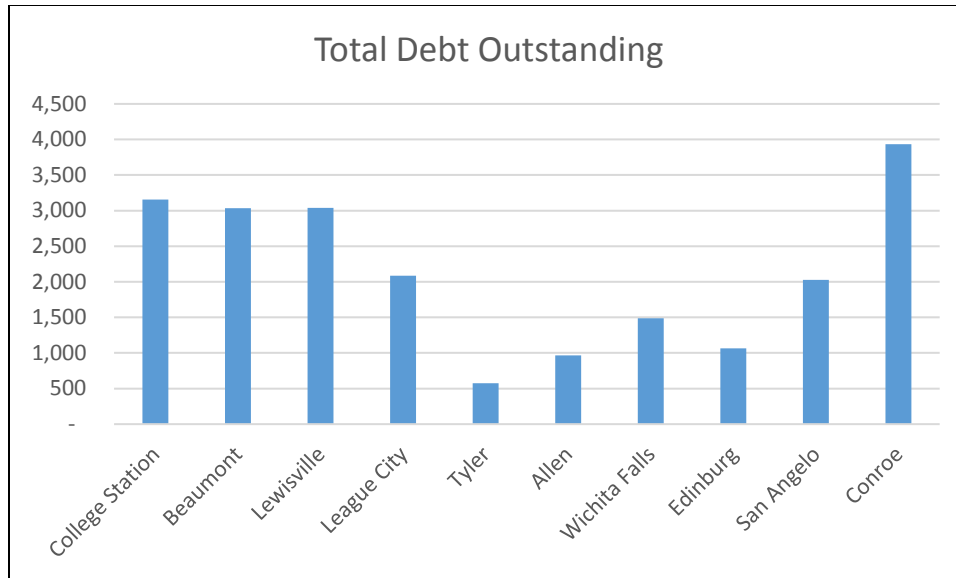
All full-time employees accumulate vacation benefits based on length of service up to 20 days per year. The maximum allowable accumulation is 35 days. Upon leaving the employment of the City, employees will be paid for unused vacation days, which they have accrued.

Sick leave is earned at a rate of 4.62 hours per pay period up to a maximum of ninety days. Additionally, police officers and firefighters may accumulate an unlimited number of sick leave days while employed with the City. Upon termination, police officers and firefighters are compensated for up to 720 hours and 1,080 hours, respectively.

I. Debt Management Policies.

The City maintains an informal policy to limit tax-supported debt to no more than 5% of total assessed property value or \$1,500 per capita. As of September 30, 2020, the City's tax-supported debt, funded with ad valorem taxes, was approximately \$51.5 million, or 0.98% of the taxable value of property. As of August 2020, the City's tax-supported debt was \$851 per capita, as reported by the Texas Bond Review Board.

POLICY STATEMENTS



*Source: State of Texas Debt at a Glance (Current as of 2021)

City Name	Debt Outstanding Per Capita
College Station	3,154
Beaumont	3,035
Lewisville	3,040
League City	2,085
Tyler	576
Allen	965
Wichita Falls	1,490
Edinburg	1,064
San Angelo	2,026
Conroe	3,934

*Source: State of Texas Debt at a Glance (Current as of 2021)

J. Long-Term Obligations.

Long-term debt and other obligations are recorded for both governmental and proprietary funds in the City's annual financial statements. These items include bond premiums and discounts, as well as issuance costs, which are deferred and amortized over the life of the bonds using the straight-line method in the government-wide financial statements.

POLICY STATEMENTS

K. Pension Plan.

For purposes of measuring the net pension liability, deferred outflows of resources, and deferred inflows of resources related to pensions, and pension expense, information about the Fiduciary Net Position of the Texas Municipal Retirement System (TMRS) and the Wichita Falls Firemen's Relief and Retirement Fund (WFFRRF) and additions to/deductions from Fiduciary Net Position are determined on the same basis as they are reported to TMRS and WFFRRF. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

L. Other Post-Employment Benefits (OPEB).

The fiduciary net position of the City of Wichita Falls Retiree Health Care Plan is determined using the flow of economic resources measurement focus and full accrual basis of accounting. This includes for purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to other post-employment benefits, OPEB expense, and information about assets, liabilities, and additions to/deductions from the Plan's fiduciary net position. Benefit payments are recognized when due and payable in accordance with the benefit terms.

M. General Fixed Assets and General Long-Term Debt Account Groups.

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund is determined by its measurement focus. All governmental funds are accounted for on current resources measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources." Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they present a summary of sources and uses of "available spendable resources" during a period.

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed asset account group, rather than in governmental funds. Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems are capitalized along with other general fixed assets. All fixed assets are valued at historical cost or estimated cost if actual historical cost is not available.

Donated fixed assets are valued at their fair market value on the date donated. Interest costs incurred on debt-financed construction is capitalized during the construction period.

N. Deferred Outflows/Inflows of Resources.

Deferred outflows represent a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. Certain amounts related to the City's participation in pension and other post-employment benefit plans are reported in the annual financial statements in this category, along with deferred losses on bond refunding.

Deferred inflows represent an acquisition of net position that applies to a future period(s) and so are not recognized as an inflow of resources (revenue) until that time. The City has only two types of items that qualify for reporting in this category; property taxes receivable and municipal court fines receivable. Additionally, certain items related to the City's participation in pension and other post-employment plans are reported in this category.

POLICY STATEMENTS

O. Cash and Cash Equivalents.

The City's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Investments are carried at fair value. Fair value is determined as the price at which two willing parties would complete an exchange. Interest earned on investments is recorded in the funds in which the investments are recorded. Management's intent is to hold all investments to maturity and thereby recover the full value of the various investments made.

P. Encumbrances.

Purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to set aside that portion of the applicable appropriation. Unencumbered appropriation balances lapse at year-end and are not carried forward to new budget periods. Open encumbrances are reported as reservations of fund balance at year-end, and related appropriations are carried forward to the new fiscal year through a supplemental budgetary allocation in alignment with the City Charter and all applicable state laws and standards.

Q. Water, Sewer, and Sanitation Receivables.

The City's Water, Sewer, and Sanitation Enterprise Funds operate on a monthly billing cycle, issuing bills continuously throughout the month.

R. Inventory and Prepaid Items Inventories.

Inventory and Prepaid Items Inventories of the general and proprietary funds consist of supplies and various materials used for the maintenance of capital assets. The consumption method is used to account for these inventories. Under this method, inventory acquisitions are recorded in inventory accounts initially and charged as expenditures when used. Inventories are stated at average cost. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements via the purchase method.

S. Capital Assets.

Capital assets, which include property, plant and equipment, and infrastructure assets (e.g. roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-like activities columns in the government-wide financial statements. The City defines capital assets as assets with an initial individual cost of more than \$25,000, and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the time received. Capital assets are depreciated using the straight-line method over the following useful lives:

- Assets Years Buildings, systems and improvements: 20 - 59 years
- Infrastructure: 8 - 100 years
- Machinery, vehicles and other equipment: 3 - 25 years
- Furniture and equipment: 3 - 10 years

T. Restricted Assets.

These assets consist of cash, certificates of deposit, and other short-term investments legally restricted for various purposes.

POLICY STATEMENTS

U. Property Tax.

Property taxes attach as an enforceable lien on property as of the prior January 1. Taxes are levied on October 1, and become delinquent after January 31, unless the half-payment option is elected, in which case one-half of the tax is due November 30, and the balance the following June 30.

The City is permitted by its Home Rule Charter to levy taxes up to \$2.25 per \$100 of assessed valuation for general governmental services including the payment of principal and interest on long-term debt. The budget proposes a combined tax rate of \$0.760928 per \$100 of assessed value which means the City has a tax margin of \$1.739072.

The Wichita County Tax Office processes all property tax billing and collections, and maintains the property tax roll.

V. Independent Audit.

The City Charter requires an annual audit of the books of account, financial records, and transactions of all administrative departments of the City by Certified Public Accountants. The accounting firm of Edgin, Parkman, Fleming & Fleming, PC was selected by the Mayor and City Council to satisfy this charter requirement in the prior and next year.

The auditors' report on the basic financial statements, and combining fund statements and schedules may be found in the City's Comprehensive Annual Financial Report available on the City's website.

In addition to meeting the requirements set forth in the City Charter, the audit is also designed to meet the requirements of the federal Single Audit Act Amendments of 1996 and related Uniform Guidance, and the State Single Audit Act. A single audit is made to determine the adequacy of the internal control structure, including that portion related to federal financial assistance programs, as well as to determine that the City has complied with applicable laws and regulations. The City is required to undergo an annual single audit in conformity with the provisions of the Single Audit Amendments of 1996 and the audit requirements of Title 2 of the U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

W. Risk Management.

The government is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. For insured programs, there have been no significant reductions in insurance coverage. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

The City maintains a group health insurance plan for employees and dependents which is partially self-insured by the City. A group life insurance plan is maintained through an insurance company. Contributions to the plans are provided for by both the City and participating employees. These contributions are recognized as revenues in the internal service fund used to account for these plans.

The contributions made by the City are recorded as expenditures or expenses of the various funds as appropriate and are listed in this budget. Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. An excess coverage insurance policy covers individual claims in excess of \$500,000.

POLICY STATEMENTS

Liabilities include an amount for claims that have been incurred but not reported. Claim liabilities are calculated considering the effects of inflation, recent claim settlement trends including frequency and amount of pay-outs, and other economic and social factors.

X. Basis of Accounting.

For government-wide financial statements and for proprietary funds the City of Wichita Falls uses the economic resource measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as soon as all eligibility requirements imposed by the provider have been met.

Government fund-level financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred, as per accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property tax, franchise fees, and sales tax associated with the current fiscal period are all susceptible to accrual and are recognized as revenues of the current fiscal period.

Y. Budgetary Accounting.

The funds included in the annual budget document are governmental and proprietary. Included Funds are budgeted on a basis consistent with Generally Accepted Accounting Principles (GAAP). However, there are differences between budgetary accounting and GAAP. These differences have to do, primarily, with encumbrance recognition, depreciation, and the accrual of items such as compensated absences, which appear in the financial statements, but are only recognized as an expenditure in the year they are due for budgetary purposes. Budgets are prepared in accordance with the modified accrual basis of accounting, which recognizes revenues when they are measurable and available and expenditures when a liability is incurred. During the year, the City maintains the accounting system on the same basis as this budget. The Water and Sewer Fund is reported, for budgetary purposes only, as four separate funds. Because the funds in each fund are available and measurable for debt service reporting, the funds are reported for accounting purposes as one fund.

Z. Additional Resources.

Additional information may be found in the City's Comprehensive Annual Financial Report and the City's Charter, listed at www.wichitafallstx.gov.



Investment Policy Statement

POLICY STATEMENTS

INVESTMENT POLICY

Introduction

The purpose of this policy is to set forth specific policy and strategy guidelines for the City's investments. This policy shall guide the City in its investment activity pursuant to all applicable laws. Decision making, reporting, and portfolio guidelines are outlined here, as are the objectives, standard of care, and investment strategies. The City will prioritize the safety of principle and assets, liquidity, and then yield. All investment activity will be guided by this policy. The policy will be reviewed annually by the City Council, City Manager, and the Investment Officer. ¹

This policy has been reviewed and certified by the Government Treasurers Association of Texas to meet all requirements of the Public Funds Investment Act.

Date of last review: 08.03.21.

Policy Statement

The City of Wichita Falls, through this investment policy, will implement and maintain standards for all investment activity that will prioritize: ²

1. Safety of principal
2. Liquidity
3. Yield

Policy Objectives

The objectives of the City of Wichita Falls (the City) Investment Policy shall be:

- To set forth methods, means, and goals of financial investment and debt management operation for the City.
- To insure the financial security and optimum liquidity of the City's funds at all times.
- To assist the City in achieving the maximum total investment of the City's funds in a prudent manner at all times.
- To assist the City in achieving the maximum interest yield on the City's funds at all times through methods allowed under Federal and State Law and in accordance with the City's current Bank Depository Contract.

Investment Strategy

The City maintains portfolios which utilize the following investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios.

Scope & General Strategy

The City's investment portfolio shall consist of a variety of securities which may include any or all of the authorized investments listed in Authorized Investments of this Policy. The City will maintain separate portfolios or one commingled portfolio which will utilize the specific investment strategy considerations list for each fund type below.

It shall be the general practice of the City to utilize an investment strategy based on the Standard of Care, of this Policy, which also defines yield objectives, as well as the Public Funds Investment Act, Chapter 2256 of the Texas Government Code (the Act). It is the City's intent to hold purchased securities to the stated

¹ In Compliance State of Texas, Public Funds Investment Act, with PFIA Sec. 2256.005.

² In accordance with the State of Texas, Public Funds Investment Act, 22556.005(b)(2) and 2256.005(b)(3).

POLICY STATEMENTS

maturity date and to have invested in such a manner to ensure both the safety and liquidity of such transaction.

The City will maintain a diversified investment portfolio with the intention of experiencing minimal volatility during economic cycles. In the event, however, the need arises to sell securities before the stated maturity date, said securities shall be analyzed to determine the appropriate time to liquidate said securities and minimize any potential real or book value loss to the City. In the event that an investment's rating is decreased, all prudent measures will be taken to determine if the quality of the investment remains within the investment standards of the City. If it does not, all prudent measures will be taken to liquidate the investment.³

General Operating Funds

The City's investment strategy for General Operating Funds shall be made to ensure that anticipated cash flows are matched with adequate investment liquidity.

Bond Operating Funds

The City shall utilize an investment policy for Bond Operating Funds to generate a dependable revenue stream for the appropriate debt service funds consistent with the City's Investment Policy and state law.

Debt Service Funds

The City shall utilize as the primary objective for the investment of Debt Service Funds adequate liquidity to cover the debt service obligation of the City on required payment dates. Investments shall not have a stated final maturity date which exceeds the appropriate debt service payment date.

Special and Trust Funds

The City shall invest Special and Trust Funds in accordance with state law and the City's Investment Policy to the maximum ability that such investments may benefit the City directly, or utilize said funds in a method that such funds may benefit the City indirectly.

Investment Officer

In accordance with PFIA 2256.005 (f), the City of Wichita Falls Chief Financial Officer is the Investment Officer (IO) and is responsible for establishing operating policies, which will ensure that investments are maintained in a proper and prudent maturity distribution, represent sound extensions of credit, and are appropriate investments with regard to regulatory and legal requirements. The IO will be accountable to the City Manager. Ultimate responsibility for management of the investment portfolio rests with the IO. It is expected that the IO may wish to delegate one or more of the specific investment objectives. Sales from the portfolio must be approved by the IO and the City Manager.

At least bi-annually, the City Council shall be provided with information regarding securities, purchases, and sales of the previous period to determine their adherence to the Investment Policy and applicable laws and regulations. Investment strategies should be formulated with special regard to the City's liquidity needs, cash flow requirements, the projected economic environment, and policy guidelines as established by the Investment Policy.

³ PFIA 2256.021

POLICY STATEMENTS

Summary information must be provided to the City Council on the composition, size, quality, maturity, yield, and current market valuations for the Investment Portfolio. Implementation of this policy is the responsibility of the Investment Officer.

Conflicts of Interest & Ethics Disclosure

In accordance with this policy, the IO will file a disclosure statement with the Texas Ethics Commission and the governing body if:

The officer has a personal business relationship with a business organization offering to engage in an investment transaction with the City (as defined in 2256.005 (i)(1-3)); or the officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the City.⁴

Investment Training

Investment training is required for the treasurer, CFO, and the investment officer(s) of a local government. Training must be received from an independent source, approved by the City's governing body or investment committee, and must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with PFIA. Ten hours of training must be completed within 12 months of taking office or assuming duties. Thereafter, ten hours of training must be completed every two years.⁵

Diversification, Cash Flow & Portfolio Management

The IO shall be required to diversify maturities. The IO, to the extent possible, will attempt to match investments with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to specific requirements, the IO may not invest more than 30% of the portfolio for a period greater than two (2) years.

Standard of Care

The City's investments shall be made with judgment and care under circumstances then prevailing that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived and optimum liquidity required for operations in the City. Safety shall be the first priority, adequate liquidity the second, and yield, the third priority. Individual investments shall be made in a manner consistent with this Policy.

Prudence

The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

⁴ PFIA 2256.005 (i)

⁵ PFIA 2256.008

POLICY STATEMENTS

Investment Policy Certification

All investment activity under this policy requires that investments shall only be made with the business organizations (including money market mutual funds and local government investment pools) that have provided the City with a written instrument, executed by a qualified representative of the firm, acknowledging that the business organization has:

- a. received and reviewed the City's Investment Policy; and
- b. implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the entity and the organization that is not authorized by the entity's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.⁶

Authorized Investments

In accordance with authorizing federal and state laws, the City's Depository Contract, and appropriate approved collateral provisions, the City may utilize the following types of investments for the City's funds:

- U.S. Treasury Securities
- Federal Agencies
- Municipal Bonds
- Certificates of Deposit and Share Certificates
- Repurchase Agreements
- Bankers' Acceptances
- Commercial Paper
- Mutual Funds
- Public Investment Pools

The City may invest in only these investments authorized by the Act, Sec. 2256.009. The City may not invest in any investments unauthorized by the Act, Sec. 2256.009(b)(1-4).

U.S. Treasury Securities

U.S. Treasury securities are direct obligations of the United States Government. U.S. Treasury obligations are the highest quality and are the most liquid and marketable of investment securities. Investments in this category will include Treasury bills, Treasury notes, and Treasury bonds. U.S. Treasury bills are sold on a discount basis and have initial maturities of three months, six months, and one year. U.S. Treasury notes and Treasury bonds are coupon-bearing instruments with initial maturities from two to ten years for notes and ten to thirty years for bonds.

The average life of the U.S. Treasury securities portfolio will not exceed 2.5 years and no individual security will exceed 5 years in maturity. Treasuries may comprise up to 100% of the Investment Portfolio.

Federal Agencies

After U.S. Treasury securities, Federal agency securities are generally regarded as the next highest quality investment suitable for the portfolio.

Federal agency obligations are usually acceptable for pledging and other collateral requirements. Agencies generally offer a rate of return slightly higher than direct U.S. Treasury securities. The spread difference in yield

⁶ PFIA 2256.005 (k-l)

POLICY STATEMENTS

will be effected by the general level of interest rate, markets, and economic conditions at any given time. Consideration should be given to the spread relationship existing when portfolio investment decisions are made.

Securities included in this category are debt issuance by the Federal Farm Credit System (Farm Credits), Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), the Federal Home Loan Mortgage Corporation (FHLMC or “Freddie Mac”), the Government National Mortgage Association (GNMA or “Ginnie Mae”), and Small Business Administration (SBA).

The average life of the U.S. agency section of the portfolio will not exceed 2.5 years and no individual security will exceed 5 years in maturity. U.S. agencies may comprise up to 100% of the Investment Portfolio

Municipal Bonds

Any direct obligations of the State of Texas or its agencies and instrumentalities, the IO shall consider prudent diversification of investment holdings per obligor. Compliance with all legal and regulatory guidelines shall be adhered to in the purchase and holding of securities. Taxable municipal obligation purchases may be made but are subject to the same credit, maturity, and geographic distribution requirements that may be applicable as dictated by the Investment Policy.

Credit information will be maintained sufficiently for management of the City to exercise an informed judgment in determining whether the securities should be purchased and to enable regulators to determine that each security purchased meets all statutory and regulatory requirements. Credit information sufficient for the IO and City Manager to comply with all statutory and regulatory requirements relating to the approval of each investment shall be provided. The City shall retain all records relating to transactions in its investment portfolio as may be required by statute or regulation. Additional consideration will be given to the increased yield spread of taxable municipals over all other taxable investment alternatives.

Various political subdivisions of state and local government issue debt through municipal securities generally under two categories: general obligation (G.O.) and revenue bonds. G.O. bonds are issued for a variety of public financing needs. They are generally regarded as the most credit worthy of municipal securities as they are backed by the taxing authority of the issuing governmental entity. Revenue bonds are issued to finance specific projects (i.e. water and/or sewer revenues) and depend on the revenue or fee generated from the projects for repayment of principal and interest. Bonds with a minimum Moody’s Investors Service of A or Standard & Poor’s Service rating of A shall be considered as eligible portfolio investments. An exception may be made for local, well-known credit issues where the cost of obtaining a credit rating by the issuing body is prohibitive.

Geographical distribution of municipals is an effective method of diversifying the City's overall credit risk and maximizing income potential.

The City will consider the following credit information on general obligation municipals to be purchased:

- 1) Relationship of debt burden to property valuation.
- 2) Reasonableness of debt burden on a per capita basis.
- 3) Sinking fund provisions.
- 4) Historical trends of debt.
- 5) Future debt service requirements.
- 6) Assessed valuation, including basis of assessment.
- 7) Relationship of tax burden to property valuation.
- 8) Tax collection record.

POLICY STATEMENTS

- 9) Recent trends in tax rates.
- 10) Economic background.
- 11) Debt paying ability.
- 12) Population trends.

The City will consider the following credit information on revenue municipals to be purchased:

- 1) The number of times gross revenue covers debt service (coverage).
- 2) The segregation of revenue funds from general funds.
- 3) The flow of revenues to specific reserve accounts.
- 4) Special covenants that may limit default remedies.

The average maturity of this section of the portfolio will be no greater than two years and comprise no more than 25% of the Investment Portfolio.

Certificates of Deposit and Share Certificates

A certificate of deposit or share certificate is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in the state of Texas, and is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor, or secured by obligations described in the Act, including mortgage-backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage-backed securities of the nature described by the Act; or secured in any other manner and amount provided by law for deposits of the investing entity.

Total collateralized Certificates of Deposits may comprise 100% of the Investment Portfolio. The average maturity of this section of the portfolio will be no greater than two years.

In addition to the authority to invest funds in certificates of deposit under The Act, Sec. Sec. 2256.010, Subsection (a), an investment in certificates of deposit made in accordance with the following conditions is an authorized investment under this subchapter:

- (1) the funds are invested by an investing entity through a depository institution that has its main office or a branch office in this state and that is selected by the investing entity;
- (2) the depository institution selected by the investing entity under Subdivision (1) arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the investing entity;
- (3) the full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States;
- (4) the depository institution selected by the investing entity under Subdivision (1) acts as custodian for the investing entity with respect to the certificates of deposit issued for the account of the investing entity; and
- (5) at the same time that the funds are deposited and the certificates of deposit are issued for the account of the investing entity, the depository institution selected by the investing entity under Subdivision (1)

POLICY STATEMENTS

receives an amount of deposits from customers of other federally insured depository institutions, wherever located, that is equal to or greater than the amount of the funds invested by the investing entity through the depository institution selected under Subdivision (1). (The Act, Sec. 2256.010)

Repurchase Agreements

Fully collateralized repurchase agreements are authorized under the Act, Sec. 2256.011, if the repurchase agreement has a defined termination date; is secured by obligations described by the Act; and requires the securities being purchased by the entity to be pledged to the entity, held in the entity's name, and deposited at the time the investment is made with a third party selected and approved by the entity; and is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in the State of Texas.

"Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date, obligations described by the Act at a market value at the time the funds are dispersed of not less than 102% of the principal amount of the funds dispersed. The term of the repurchase agreements may not exceed 180 days.

Notwithstanding any other law, the term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by an entity under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement. Total investment in repurchase and reverse repurchase agreements may not exceed 25% of the Investment Portfolio.

Bankers' Acceptances

Bankers' Acceptances are an authorized investment under the Act, which has a stated maturity of 270 days or fewer from the date of its issuance; will be, in accordance with its terms, liquidated in full at maturity; is eligible for collateral for borrowing from a Federal Reserve Bank; is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1+ or P-1 or an equivalent rating of at least one nationally recognized credit rating agency (The Act, Sec. 2256.012). Such individual transactions shall not exceed 5% of the total City's Investment Portfolio, and all such endorsing banks shall come only from a list of entities who are constantly monitored as to financial solvency. Total Bankers' Acceptances may not exceed 15% of the Investment Portfolio.

Commercial Paper

The City may invest in Commercial Paper. The paper must have a stated maturity of 365 days or less from the date of issuance and a rating of A-1+ or P-1 or higher. If an equivalent rating system is used, the rating must be completed by at least two nationally recognized credit rating agencies or one nationally recognized credit rating agency and be fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state (The Act, Sec. 2256.013). Such transactions shall not exceed 15% of the total City's Investment Portfolio with no more than 5% in any one name, and all such providers of letters of credit shall come only from a list of entities who are constantly monitored as to financial solvency.

POLICY STATEMENTS

Mutual Funds

No-load money market mutual funds regulated by the Securities and Exchange Commission, which has a dollar-weighted average stated maturity of 90 days or fewer, and include in its investment objectives the maintenance of a stable net asset value of \$1 for each share (The Act, Sec. 2256.014).

A no-load mutual fund is an authorized investment under this Subchapter if:

- It is registered with the Securities and Exchange Commission;
- The average weighted maturity is less than two years;
- It is invested exclusively in obligations approved by the Act;
- It is continuously rated as to investment quality, by at least one nationally recognized investment firm of not less than AAA or its equivalent;
- It conforms to the requirements set forth in the Act, relating to the eligibility of investment pools to receive and invest funds of investing entities.

The City is not authorized to invest, in aggregate, more than 80% of its monthly average fund balance, excluding bond proceeds, reserves and other funds held for debt service, in money market mutual funds as set forth herein above, or mutual funds as herein set forth above, either separately or collectively. The City may not invest, in aggregate, more than 15% of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for debt service, in mutual funds as herein above described. The City may not invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds herein described above; or invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund as herein set out above in an amount that exceeds 10% of the total assets of the mutual fund.

Public Investment Pool

The City may invest in a public investment pool meeting the requirements of the Act. The Act, Sect. 2256.016, "An entity may invest its funds and funds under its control through an eligible investment pool if the governing body of the entity by rule, order, ordinance, or resolution, as appropriate, authorizes investment in the particular pool. An investment pool shall invest the funds it receives from entities in authorized investments permitted by this subchapter. An investment pool may invest its funds in money market mutual funds to the extent permitted by and consistent with this subchapter and the investment policies and objectives adopted by the investment pool". Investment in this type of pool may not exceed 90% of the Investment Portfolio.

Competitive Bidding

All individual security purchases and sales must include at least three competitive bids or offers. Competitive bidding requirements do not apply to the purchase or sale of money market mutual funds, local government investment pools, or when-issued securities, which are deemed to be made at prevailing market rates.

Bidders List

In accordance with PFIA 2256.025, the City will establish and review, at least annually, a list of qualified brokers that are authorized to engage in investment transactions with the City. This list will be maintained by the City's Financial Advisors and made available upon request.

POLICY STATEMENTS

Safekeeping and Collateralization

The laws of the State and prudent treasury management require that all purchased securities be bought on a delivery versus payment basis ⁷ and be held in safekeeping by either the City, an independent third party financial institution, or the City's designated depository.

All safekeeping arrangements shall be designated by the IO and an agreement of the terms executed in writing. Securities and collateral will be held by a third party custodian designated by the City and in the City's name. The third-party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, cusip number, and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for the City or pledged to the City.

Collateralization shall be required on two types of investments certificates of deposits over the FDIC insurance coverage of \$250,000 and repurchase agreements.

In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level required will be 102% of the market value of the principal and accrued interest.

Evaluation and Reporting

The IO shall submit quarterly reports to the City Council containing sufficient information to permit an informed outside reader to evaluate the investment program.⁸ At a minimum, this report shall:

- describe in detail the investment position of the entity on the date of the report;
- be prepared jointly by all investment officers of the entity;
- be signed by each investment officer of the entity;
- contain a summary statement of each pooled fund group that states the;
 - beginning market value for the reporting period;
 - ending market value for the period;
 - fully accrued interest for the reporting period;
 - the account or fund or pooled group fund in the City for which each individual investment was acquired; and
 - the compliance of the investment strategy expressed in the City's investment policy; and The Act.

For investments outside of the investment pools, the report may also contain:

- book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
- the maturity date of each separately invested asset that has a maturity date;
- If the City invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers under this section shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the governing body by that auditor.
- Beginning and ending market value of the portfolio and total portfolio,

⁷ PFIA 2256.005 (b)(4)(E)

⁸ The Act, Sec. 2256.022

POLICY STATEMENTS

- Beginning and ending carrying (Book) value of the portfolio by market sector and total portfolio, if applicable,
- Transactions which change market and book value, detail reporting on each asset (book, market, and maturity dates at a minimum),
- Overall current yield of the portfolio, and
- Overall weighted average maturity of the portfolio, and maximum maturities in the portfolio.

Internal Controls

Investments are audited in conjunction with the City's Annual Financial Audit. If investments are outside of money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts these investments are subject to a compliance audit of management controls and adherence to this investment policy.⁹

Investments which may become ineligible after purchase, which were eligible at the time of purchase, will not be required to be liquidated until such investment reaches its date of maturity.¹⁰

Securities Dealers/Transactions

The City has employed Sentry Management, Inc. (SMI) to provide professional investment advice for the City's investment portfolio and other related investment areas such as asset/liability and interest rate risk analysis. SMI is registered with the Securities and Exchange Commission as a registered investment adviser and municipal advisor. SMI may be employed on a set fee basis only, and may not act as a dealer.

The IO and City Manager recognize the importance of receiving objective, professional advice in management of the investment portfolio, however it is explicitly understood the City, through the IO, does not delegate responsibility for the portfolio to SMI. All acquisitions and/or sales of securities will be directly at the discretion of the City.

SMI places dealers in competition on purchases and sales and maintains records of each transaction. Transactions are done on a "best execution" basis, which precludes limiting any individual dealer's securities' volume with the City. Setting maximum volume quotas could force the City to purchase or sell securities at less than the best price and would not be in the best interest of the City.

Further, SMI may not execute a transaction for the City without specific authorization from the City.

The City may have transactions with any Federal Reserve Reporting Government Dealer (Primary Dealer). The Federal Reserve requires all Primary Dealers to maintain large capital and be financially solvent.

In addition to Primary Dealers, the City may have security transactions with the dealers listed on Exhibit A. Current financial information is maintained by SMI on the dealers listed on Exhibit A and is made available to the City. Additionally, the City will maintain information on each dealer listed. The City may purchase or sell any of the approved investments listed in the Investment Policy from or to any of the approved securities dealers.

It shall be the City Manager's and the IO's responsibility to review the dealers' financial condition. Considerations of each dealer will be the dealer's capital and financial strength and general reputation with other financial

⁹ PFIA 2256.055 (m)

¹⁰ PFIA 2256.017

POLICY STATEMENTS

institutions and investment dealers. Whenever available and possible, the City will consider information from state or federal securities regulators and securities industry self-regulatory organizations, such as the National Association of Securities Dealers, concerning any formal enforcement actions against the dealer, its affiliates or associated personnel.

In the event that Sentry Management is not involved in a transaction, the City will be responsible for the following:

Every dealer with whom the City transacts business will be offered a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the investment program. The broker/dealer will be required to return a signed copy of the Certification Form certifying that the policy has been received and reviewed.

To further insulate the City from dealer exposure, the City will permit delivery-versus-payment settlement only on security transactions. Further, all securities will be held in safekeeping at the City's primary depository bank or another third party bank.

All personal securities transactions by the IO with the City's approved securities dealers are prohibited unless specific City Manager approval is received prior to the transaction. Periodic review of personal transactions with approved securities dealers will be performed by the City Manager. All of the City's records are available for unannounced, on-site inspection at SMI offices by any representative of the City.

All investment management activities are to be conducted in accordance with the State of Texas, Public Funds Investment Act, 2256.005 (b)(3). Contracts with investment and financial advisors will be reviewed at least every three years, and put out to bid a minimum of once every 5 years from adoption of this policy.

Exceptions to Policy

This policy is intended to be flexible to deal with rapidly changing conditions in the City's economic environment and the global bond and money markets. Therefore, this policy can be amended by a review of the City Manager and IO, and/or a majority vote of the City Council. If amended in substance by the City Manager and IO, the changes will be presented to the City Council at the next regularly scheduled meeting. This policy shall be reviewed by the City Council, City Manager, IO at least annually.

POLICY STATEMENTS

EXHIBIT B - PROHIBITED INVESTMENTS

Per 1995 Public Funds Investment Act

IO's	INTEREST ONLY STRIPPED SECURITIES WITH UNDERLYING MORTGAGE-BACKED SECURITY COLLATERAL.
PO's	PRINCIPAL ONLY STRIPPED SECURITIES WITH UNDERLYING MORTGAGE-BACKED SECURITY COLLATERAL.
CMO's	COLLATERALIZED MORTGAGE OBLIGATIONS WITH A MATURITY GREATER THAN TEN (10) YEARS.
CMO's	COLLATERALIZED MORTGAGE OBLIGATIONS, WHICH HAVE AN INVERSE FLOATING RATE (COUPON).

EXHIBIT C - BROKER/DEALER CERTIFICATION FORM

As required by Texas Government Code 2256.005(k)

City of Wichita Falls

The City acknowledges that the only means the firm has to preclude "imprudent" investment activities arising out of transactions between the firm and the City is to confirm that all provisions of the City's investment policy are followed in investment transactions conducted between the firm and the City, and, the second paragraph below should read accordingly.

I, as a registered principal for the firm _____, do hereby certify that I, and the officer covering this account, _____, have received and both have thoroughly reviewed the investment policy of the City.

We acknowledge that this firm has implemented reasonable internal procedures and controls in an effort to preclude imprudent investments between this firm and the City arising from transactions between the City and the firm.

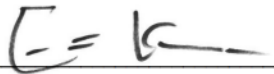
Signature

Government Treasurers' Organization of Texas
Certification of Investment Policy

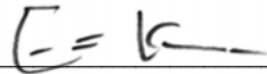
Presented to the

City of Wichita Falls

for developing an investment policy that meets the requirements of the Public Funds Investment Act and the standards for prudent public investing established by the Government Treasurers' Organization of Texas.



Government Treasurers' Organization of Texas
President



Investment Policy Review Committee

For the two-year period ending July 31, 2023

POLICY STATEMENTS

BASIS OF PRESENTATION – FUND ACCOUNTING

The City of Wichita Falls, like other state and local governments, uses fund accounting to provide more detailed information about the City's most significant funds, not the City as a whole. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Some funds are required to be established by state law or bond covenants. However, the City Council establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities.

All City funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

FIDUCIARY FUNDS

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The City has one fiduciary fund, an Agency Fund, which is not accounted for in this document. This fund is used to account for property that has been abandoned or unclaimed pending escheatment of the State of Texas. Fiduciary Funds are used to account for resources that are not reflected in the government-wide financial statements because the resources of these funds are not available to support the City's own programs. The accounting method used for fiduciary funds is much like that used for proprietary funds. Financial statements for this fund may be found in the City's Comprehensive Annual Financial Report.

GOVERNMENTAL FUNDS

These funds are used to account for the majority of the City's activities. Governmental fund financial statements are reported using an accounting method identified as the modified accrual basis of accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental funds focus on near-term inflows and outflows of expendable resources, as well as expendable resources available at the end of the fiscal year for future spending. Fund balance in governmental funds is the funds Net Position.

The **General Fund** is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. General operating costs, fixed charges, and capital improvement costs that are not paid through other funds are paid from the General Fund.

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

- The City's **Special Revenue Fund** is used to account for grants not anticipated to be repeated in subsequent years.
- The **Hotel/Motel Fund** includes the Convention and Visitors Division and is funded through receipts from a hotel occupancy tax on local hotels/motels. This revenue must be used to fund projects that attract conventions and tourists to Wichita Falls. In the event of a shortfall in this fund, the General Fund budgets for and provides a yearly subsidy.
- The **Community Development Block Grant Fund (CDBG)** is funded by federal grants. The CDBG is used to fund projects that benefit low and moderate-income individuals, families, or areas.
- The other Special Revenue Funds are restricted by state statute or by grant contracts.
- **Venue Tax** revenue is used to fund projects classified as a venue such as an arena, coliseum, stadium, or any other facility build to accommodate sports events or community events.

The **Debt Service Fund** is used to account for and report payments for City debt service.

POLICY STATEMENTS

PROPRIETARY FUNDS

When the City charges customers for services it provides, whether to outside customers or to other units within the City, the activities are generally reported in proprietary funds. The City of Wichita Falls maintains two different types of proprietary funds: enterprise funds and internal service funds. Proprietary funds are reported using the economic resources measurement focus and the accrual basis of accounting in the City's financial statements. The fund balance in a proprietary fund is, in accounting, referred to as 'working capital', it is the variance between current assets and current liabilities. This is because proprietary funds report long-term commitments not reported in the governmental funds.

Enterprise funds are used to account for the City's water and sewer operations, sanitation collection and disposal services, regional and municipal airports, transit operations, storm water drainage improvements, MPEC, golf course, and waterpark operations.

Internal service funds are an accounting device used to report activities that provide supplies and services to other City programs, such as fleet maintenance, print shop services, information technology, and the employee benefit trust. Because these services benefit both governmental and business-type functions, they have been allocated between governmental and business-type activities in the government-wide financial statements.

Enterprise funds are reported using the accrual basis of accounting and the economic resources measurement focus.

Budget vs accounting: Water

The [Water and Sewer Fund](#), [Sanitation Fund](#), and [Stormwater Fund](#) are enterprise funds. Enterprise funds are used to account for operations:

- 1) Which are business-type activities, where the intent of the governing body is that the costs of providing goods/services to the general public on a continuing basis be financed primarily through user charges; or
- 2) Where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. These revenues are also used to retire revenue bond debt and to fund various capital construction projects.

Internal service funds are used to account for the financing of goods/services provided by one department or agency to other departments or agencies of the City on a cost-reimbursement basis.

The [Fleet Maintenance Fund](#) is primarily financed through monthly charges to other City departments/divisions, which pay for vehicle rental, maintenance, fuel, other services, and capital replacement.

The [Information Technology Fund](#) is an internal service fund that provides other City departments/divisions with network, internet, applications, and communications support. Departments are charged monthly technology fees to finance this fund's operations and to cover the cost of computer replacement and network enhancements.

The [Capital Improvement Plan](#), while not a fund itself, includes capital expenditures that are distributed throughout the document in the applicable fund.

POLICY STATEMENTS

POLICY COMPLIANCE

The City of Wichita Falls continually monitors financial practices throughout the year to ensure strict adherence. These policies are reviewed annually and updated, when needed, to ensure continued compliance with the following provisions: the State of Texas Local Government Code, the Government Finance Officers Association of the United States and Canada – Best Practices, provisions of the Governmental Accounting Standards Board, and Generally Accepted Accounting Principles.

Much of the City's financial compliance is regulated through the completion of the Annual Financial Audit. The result of the audit is compiled into the City's Comprehensive Annual Financial Report, which is available on the City's website. The report is shared with the Government Finance Officers Association and is rated for Financial Excellence.

USE OF NON-RECURRING REVENUES

Committed Fund Balance- the City's highest level of decision-making authority is vested in the City Council. A resolution is a formal action required to be taken to establish, modify, or rescind a fund balance commitment, and must be approved by the Council at a City 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.

Assigned Fund Balance- The City Council has authorized the City's Chief Financial Officer as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Minimum Unassigned Fund Balance

General Fund- It is the goal of the City to achieve and maintain an unassigned fund balance in the general fund equal to 20% of expenditures (including operating transfers out). The City considers a balance of less than 15% to be cause for concern, barring unusual or deliberate circumstances, and a balance of more than 25% as excessive. If unassigned fund balance falls below the goal or has a deficiency, the City will plan to adjust budget resources in subsequent fiscal years to restore the balance.

Water and Sewer Fund- It is the goal of the City to achieve and maintain an unassigned fund balance in the water and sewer fund equal to 17% of operating expenditures (including operating transfers out). The City considers a balance of less than 12% to be cause for concern, barring unusual or deliberate circumstances, and a balance of more than 22% as excessive. If unassigned fund balance falls below the goal or has a deficiency, the City will plan to adjust budget resources in subsequent fiscal years to restore the balance.

Sanitation Fund- It is the goal of the City to achieve and maintain an unassigned fund balance in the sanitation fund equal to 15% of operating expenditures (including operating transfers out). The City considers a balance of less than 10% to be cause for concern, barring unusual or deliberate circumstances, and a balance of more than 20% as excessive. If unassigned fund balance falls below the goal or has a deficiency, the City will plan to adjust budget resources in subsequent fiscal years to restore the balance.

Appropriation from unassigned fund balance shall require the approval of the City Council and shall be only for one-time expenditures, such as capital purchases, and not for on-going expenditures unless a viable plan designated to sustain the expenditures is simultaneously adopted. The City Council may appropriate unassigned fund balances for emergency purposes, as deemed necessary, even if such use decreases the fund balance below the established minimum.

POLICY STATEMENTS

Order of Expenditure of Funds

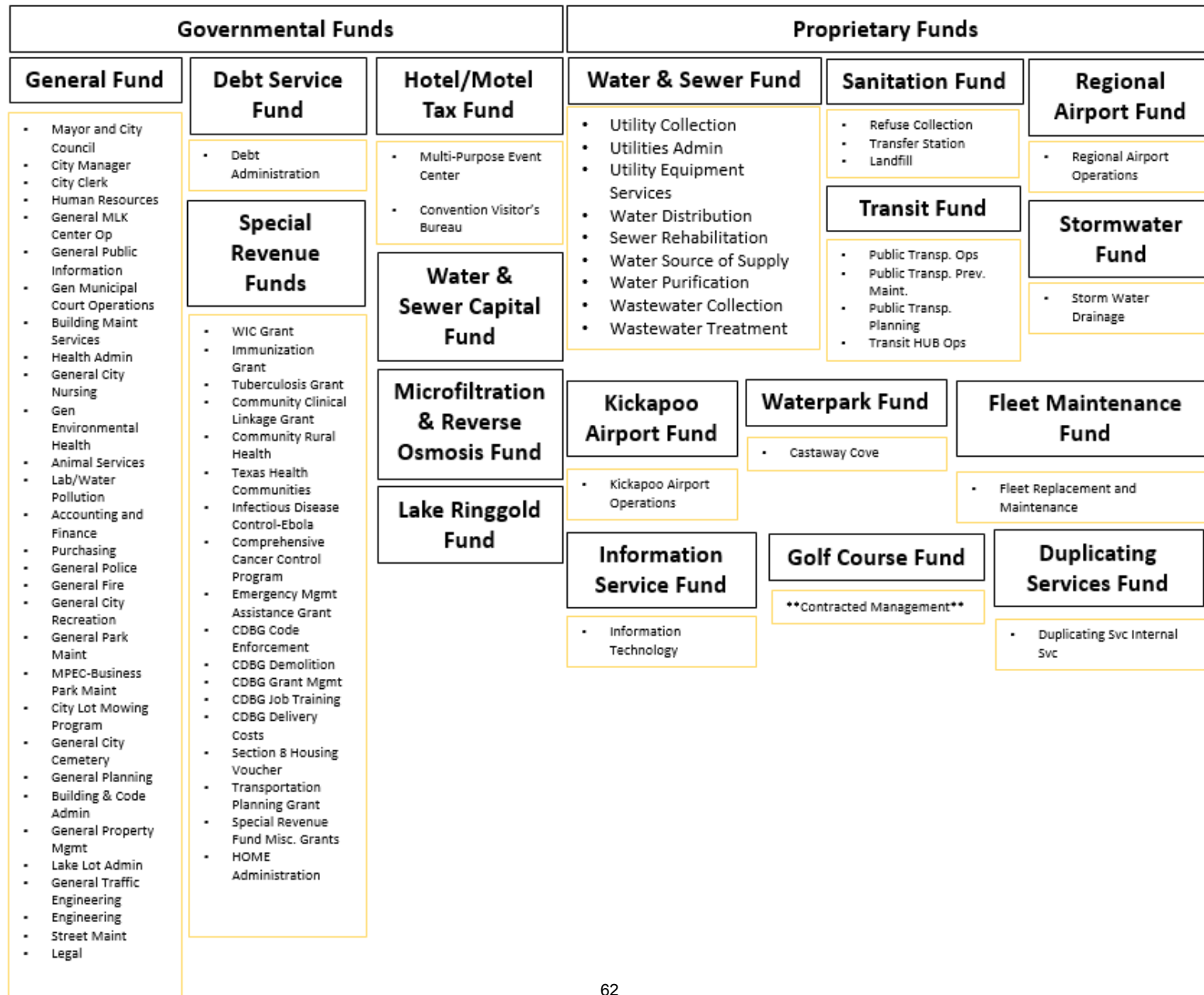
When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the City Council, and unassigned fund balance), the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

CITY FUNDS LIST

Fund	Fund Type	Major/Non-Major	Description	Appropriated
GOVERNMENTAL FUNDS:				
General Fund	General Fund	Major	General Fund	Yes
Debt Service Fund	Governmental	Non-major	Debt Service	Yes
Hotel/Motel fund	Governmental	Non-major	Special Revenue	Yes
Water & Sewer Capital Fund	Governmental	Non-major	Capital Fund	Yes
Microfiltration and Reverse Osmosis Fund	Governmental	Non-major	Capital Fund	Yes
Lake Ringgold Fund	Governmental	Non-major	Capital Fund	Yes
Community Development Fund	Governmental	Non-major	Special Revenue	Yes
Section 8 Housing Fund	Governmental	Non-major	Special Revenue	Yes
HOME Fund	Governmental	Non-major	Special Revenue	Yes
Transportation Planning grant Fund	Governmental	Non-major	Special Revenue	Yes
State Routine Airport Maint. Fund	Governmental	Non-major	Special Revenue	Yes
Community & Rural Health Fund	Governmental	Non-major	Special Revenue	Yes
TX Healthy Communities	Governmental	Non-major	Special Revenue	Yes
Infectious Disease Fund	Governmental	Non-major	Special Revenue	Yes
Tuberculosis Grant	Governmental	Non-major	Special Revenue	Yes
Immunization Grant Program Fund	Governmental	Non-major	Special Revenue	Yes
Comprehensive Cancer Control Program Fund	Governmental	Non-major	Special Revenue	Yes
WIC Fund	Governmental	Non-major	Special Revenue	Yes
Emergency Management Fund	Governmental	Non-major	Special Revenue	Yes
PROPRIETARY FUNDS:				
Water & Sewer Fund	Proprietary	Major	Enterprise	Yes
Sanitation Fund	Proprietary	Major	Enterprise	Yes
Regional Airport Fund	Proprietary	Non-major	Enterprise	Yes
Kickapoo Airport Fund	Proprietary	Non-major	Enterprise	Yes
Transit Fund	Proprietary	Non-major	Enterprise	Yes
Storm Water Fund	Proprietary	Non-major	Enterprise	Yes
Waterpark Fund	Proprietary	Non-major	Enterprise	Yes
Golf Course Fund	Proprietary	Non-major	Enterprise	Yes
Fleet Fund	Proprietary	Non-major	Internal Service Fund	Yes
Information Technology Fund	Proprietary	Non-major	Internal Service Fund	Yes
Duplicating Services Fund	Proprietary	Non-major	Internal Service Fund	Yes
Additional funds not appropriated in this budget include, funds used to account for long term debt, funds held in trust and agency funds, information on all funds may be found in the City's Comprehensive Annual Financial Report.				

POLICY STATEMENTS

FUND STRUCTURE CHART





Budget Summary

Budget Summary

All Funds FY 2021-22

Fund	General Fund	Water & Sewer Fund (All)	Sanitation Fund	Stormwater Fund	Fleet Fund	IT Fund	Hotel / Motel Fund
Projected Beginning Balance	23,013,862	26,073,275	7,916,811	7,153,852	1,798,015	3,406,899	872
Less Restricted Balance	4,097,000	18,000,000	2,695,000	3,500,000	-	-	-
Available Balance	18,916,862	8,073,275	5,221,811	3,653,852	1,798,015	3,406,899	872
Revenues							
Taxes	74,429,860	-	-	-	-	-	2,100,000
Service Charges	2,794,797	46,834,936	15,100,000	3,700,000	10,422,936	3,348,430	-
Licenses & Permits	1,923,600	-	-	-	-	-	-
Fines & Forfeitures	2,548,781	-	-	-	-	-	-
Intergovernmental Rev	185,696	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-
Misc. Revenues	1,001,778	225,000	12,000	25,000	95,986	-	1,411,671
Transfer In	3,883,430	-	-	-	-	-	400,000
Other Financing Sources	1,203,300	-	-	1,453,425	-	-	-
Total Current Revenues	87,971,242	47,059,936	15,112,000	5,178,425	10,518,922	3,348,430	3,911,671
Expenditures							
Personnel Services	65,764,273	12,077,819	4,854,170	351,402	2,260,982	1,405,291	1,490,233
Supplies	2,014,203	3,559,409	355,436	18,582	3,129,871	177,568	316,133
Maintenance & Repair	1,946,940	2,273,369	180,540	168,005	2,024,738	1,094,752	188,693
Utilities/Other Services	8,024,693	4,431,961	4,647,984	219,619	121,278	200,366	977,063
Insurance & Contracts Supplies	1,432,308	957,467	84,522	200	67,467	-	211,817
Debt Expenditures	200,323	12,755,940	-	-	474,816	-	410,985
Other Expenditures	4,159,170	2,796,639	445,504	11,305	217,056	25,299	316,747
Non Cap Improvements	117,500	-	6,000	-	-	-	-
Capital Improvements	3,640,369	6,345,903	2,827,843	4,000,000	1,910,714	445,154	-
Transfer Out	671,463	1,861,429	1,710,001	409,312	312,000	-	-
Total Current Expenditures	87,971,242	47,059,936	15,112,000	5,178,425	10,518,922	3,348,430	3,911,671
Anticipated Change in FB	(1,203,300)	-	-	(1,453,425)	-	-	-
Ending Balance	17,713,562	8,073,275	5,221,811	2,200,427	1,798,015	3,406,899	872
Plus Restricted Balance	4,097,000	18,000,000	2,695,000	3,500,000	-	-	-

Budget Summary

All Funds FY 2021-22

Regional Airport Fund	Kickapoo Airport Fund	Waterpark Fund	Golf Course Fund	Transit Fund	Debt Service Fund	Duplicating Services Fund (2)	Special Revenue Funds	Total
85,100	47,185	464,821	40,582	1,072,997	1,486,350	60,783	3,290,829	75,912,233
-	-	-	-	-	-	-	-	28,292,000
85,100	47,185	464,821	40,582	1,072,997	1,486,350	60,783	3,290,829	47,620,233
-	-	-	-	-	2,033,384	-	-	78,563,244
215,120	120	1,063,542	830,000	600,000	-	125,735	-	85,035,616
-	-	-	-	-	-	-	-	1,923,600
-	-	-	-	-	-	-	-	2,548,781
-	-	-	-	2,787,749	-	-	7,506,930	10,480,375
-	-	-	-	-	1,881,254	-	-	1,881,254
1,331,769	1,009,993	461,391	-	2,700	-	-	44,500	5,621,788
666,930	-	-	80,000	-	1,505,956	-	202,176	6,738,492
-	-	-	-	-	-	-	-	2,656,725
2,213,819	1,010,113	1,524,933	910,000	3,390,449	5,420,594	125,735	7,753,606	195,449,875
533,210	332,868	548,891	-	1,521,003	-	21,772	2,608,585	93,770,499
334,437	443,406	-	-	643,287	-	6,800	126,254	11,125,386
121,752	16,470	-	-	315,343	-	-	186,179	8,516,781
207,517	90,701	936,537	-	234,149	-	437	1,631,246	21,723,551
47,603	24,000	-	910,000	53,805	-	-	-	3,789,189
-	-	-	-	-	5,420,594	-	-	19,262,658
300,421	102,668	39,505	-	87,862	-	96,726	2,963,042	11,561,944
-	-	-	-	-	-	-	235,300	358,800
-	-	-	-	535,000	-	-	3,000	19,707,983
668,879	-	-	-	-	-	-	-	5,633,084
2,213,819	1,010,113	1,524,933	910,000	3,390,449	5,420,594	125,735	7,753,606	195,449,875
-	-	-	-	-	-	-	-	(2,656,725)
85,100	47,185	464,821	40,582	1,072,997	1,486,350	60,783	3,290,829	44,963,508
-	-	-	-	-	-	-	-	28,292,000

BUDGET SUMMARY

ALL FUNDS

BUDGET SUMMARY

The total Adopted Budget for the City includes all expenditures, revenues and other financing sources, and transfers anticipated in the coming year. This includes expenditures for items funded outside of the City like federal grants for large capital projects and funds for programs received from other sources. The budget also includes the adoption of payments for general debt service.

In this document, each fund summary and department summary include information about increases and decreases in budgets, changes in operations, and accomplishments for the prior year. This detailed information will assist the reader with understanding how the City operates.

The total Adopted City Operating Budget for the 2021-22 fiscal year is \$195,449,875, which is an increase of \$11,010,331, or 5.97%, from the 2020-21 Adopted Operating Budget of \$184,439,544. The table below illustrates the total beginning fund balance, unrestricted balances, revenues, transfers in, other financing sources, and expenditures for each fund. The far right column displays any anticipated change in fund balance in the next fiscal year. A broader discussion of fund balance is available in the Policy Statement section of this document.

All Funds	Unrestricted Fund Balance	Revenues	Transfers In	Other Financing Sources	Exp.	Anticipated Ending FB	Projected Change Ending Fund Balance
General	18,916,862	87,971,242	3,883,430	1,203,300	87,971,242	17,713,562	(1,203,300)
Water & Sewer (All)	8,073,275	47,059,936	-	-	47,059,936	8,073,275	-
Sanitation	5,221,811	15,112,000	-	-	15,112,000	5,221,811	-
Storm Water	3,653,852	5,178,425	-	1,453,425	5,178,425	2,200,427	(1,453,425)
Fleet	1,798,015	10,518,922	-	-	10,518,922	1,798,015	-
IT	3,406,899	3,348,430	-	-	3,348,430	3,406,899	-
Hotel / Motel	872	3,911,671	400,000	-	3,911,671	872	-
Regional Airport	85,100	2,213,819	616,930	-	2,213,819	85,100	-
Kickapoo Airport	47,185	1,010,113	-	-	1,010,113	47,185	-
Waterpark	464,821	1,524,933	-	-	1,524,933	464,821	-
Golf Course	40,582	910,000	80,000	-	910,000	40,582	-
Transit Fund	1,072,997	3,390,449	-	-	3,390,449	1,072,997	-
Debt Service	1,486,350	5,420,594	1,505,956	-	5,420,594	1,486,350	-
Duplicating Services	60,783	125,735	-	-	125,735	60,783	-
Fed. Grants & Special Revenue	3,290,829	7,753,606	202,176	-	7,753,606	3,290,829	-
Total	47,620,233	195,449,875	6,688,492	2,656,725	195,449,875	44,963,508	(2,656,725)

BUDGET SUMMARY

ALL FUNDS

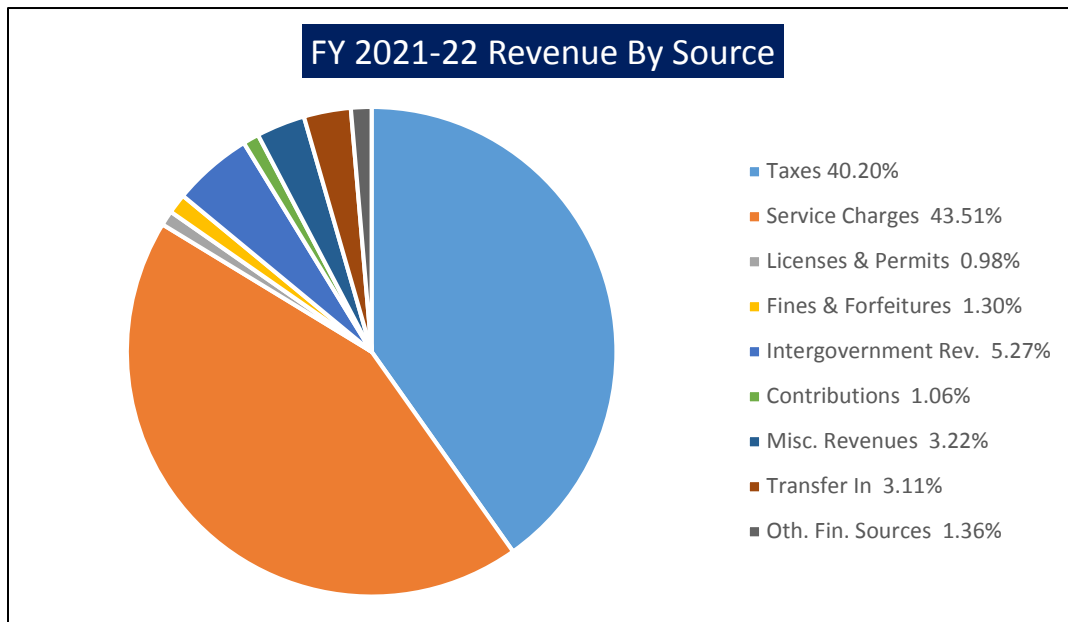
Budgeted Revenues:

This Adopted Budget estimates revenue collection at \$195,449,875, an increase of \$11,010,331, or 5.97%, from the 2020-21 Adopted Operating Budget of \$184,439,544. Revenues collected by the City may be classified in the following categories.



Revenue All Funds	2020-21 Adopted	2021-22 Adopted Budget	% Change
Revenues			
Taxes	73,006,390	78,563,244	7.61%
Service Charges	83,264,202	85,035,616	2.13%
Licenses & Permits	1,737,727	1,923,600	10.70%
Fines & Forfeitures	2,361,451	2,548,781	7.93%
Intergovernmental Revenue	9,701,763	10,294,679	6.11%
Contributions	2,108,426	2,066,950	-1.97%
Misc. Revenues	5,674,071	6,288,718	10.83%
Transfer In	6,585,514	6,071,562	-7.80%
Other Financing Sources	-	2,656,725	-
Total Revenues	184,439,544	195,449,875	5.97%

As a percent of total, citywide operating revenues fall into the following categories and percentages.



BUDGET SUMMARY

ALL FUNDS

Taxes: This budget anticipates an increase in total tax collections of \$5,556,854, or 7.61%. This budget includes an anticipated increase in property tax revenues of \$2,668,674, or 6.87%. This increase accounts for the increase in value of property on the tax roll, the increase in new property value, and the County Tax Collectors certified "Voter Approval Rate". Sales tax revenues increased \$2,235,576, or 9.68%. The budget for sales tax was reduced in the prior year due to the Pandemic. With recovery occurring in the previous year, collections for sales tax have remained steady. This category also accounts for payments in lieu of taxes and franchise fees.

Service Charges: Service charges account for water or sewer sales, sanitation sales, and other services the City provides that are fee based. This category increased \$1,771,414, or 2.13%.

Licenses & Permits: Licenses & Permits account for items such as building licenses and permits, food handler's permits, animal licenses, health fees, and telecommunication fees. This category has increased \$185,873, or 10.70%.

Fines & Forfeitures: Fines and Forfeitures account for the receipt of payment for municipal court fines and fees, library fees and restitutions. This category will increase \$187,330, or 7.93%.

Intergovernmental Revenue: Intergovernmental revenues are revenues received from another entity, generally to account for a specific program, grant, or agreement. Intergovernmental revenues are anticipated to increase \$592,916, or 6.11%.

Contributions: Contributions account for both contributions to the City, and donations. In the General Obligation Debt Service Fund, this category accounts for the receipt of contributions for debt service from the City's component units. This category will decrease \$41,476, or 1.97%.

Miscellaneous Revenues: This category includes a collection of items including, but not limited to, interest received, park concessions, recreation program revenues, receipt of revenues for park rentals, and grazing land leases. In total, this category will increase \$614,647, or 10.83%.

Transfers In: This category accounts for transfers made between the City's funds. An example of this would be the transfer of funds from the Water and Sewer Fund to the General Fund to account for Administrative Overhead provided by departments in the General Fund, for departments in the Water and Sewer Fund. This category will decrease \$513,952, or 7.80%.

Other Financing Sources: This category accounts for transfers in from Fund Balance in the current year. As previously discussed, information about fund balances is available in detail in the Policy Statements portion of this document. City-wide, this budget includes the use of \$2,656,725 in fund balance. Fund balance may be used for one-time expenditures when the total balance of the fund exceeds the funds policy goal.

BUDGET SUMMARY

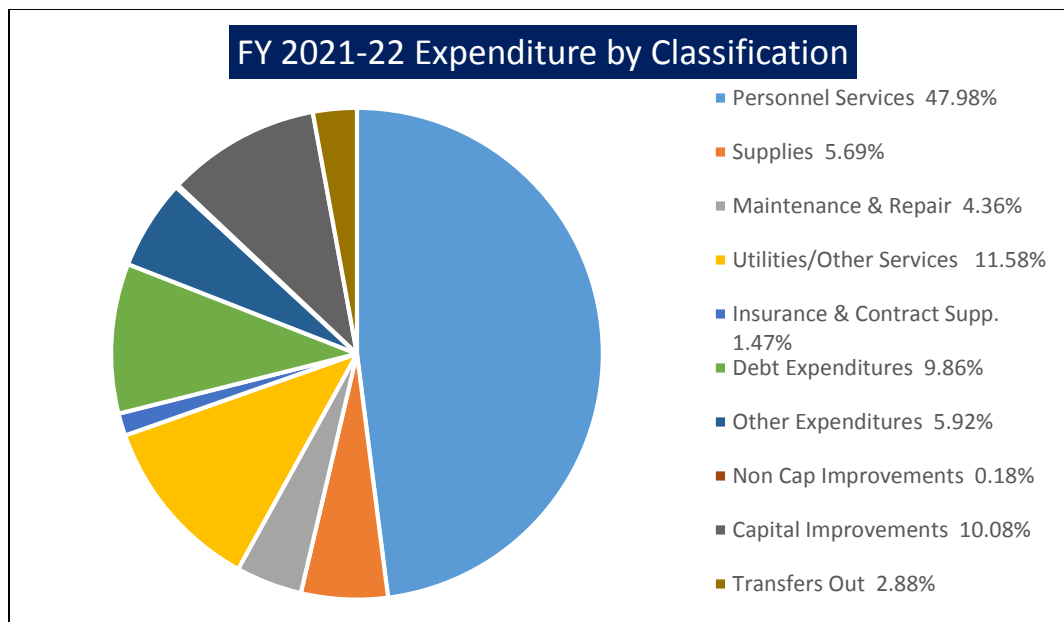
ALL FUNDS

Budgeted Expenditures:

This Adopted Budget estimates expenditures to be \$195,449,875, an increase of \$11,010,331, or 5.97%, from the 2020-21 Adopted Budget of \$184,439,544. Expenditures may be classified in the following categories.



Revenue & Expenditure All Funds	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
Expenditures				
Personnel Services	78,879,705	85,756,390	93,771,616	9.35%
Supplies	7,948,677	9,608,098	11,125,386	15.79%
Maintenance & Repair	6,526,798	7,774,808	8,516,781	9.54%
Utilities/Other Services	20,499,378	23,323,741	22,632,434	-2.96%
Insurance & Contract Supp.	2,608,283	2,907,001	2,879,189	-0.96%
Debt Expenditures	8,650,034	19,614,288	19,262,658	-1.79%
Other Expenditures	10,224,014	14,767,090	11,561,944	-21.70%
Non Cap Improvements	140,051	149,900	358,800	139.36%
Capital Improvements	15,442,147	14,977,050	19,707,983	31.59%
Transfers Out	6,365,950	5,561,177	5,633,084	1.29%
Total Expenditures	157,285,036	184,439,544	195,449,875	5.97%



BUDGET SUMMARY

ALL FUNDS

Personnel Services: Personnel services account for all salary, tax, healthcare, and pension related cost for City employees. As indicated in the Expenditures chart, this is the largest cost the City incurs. These costs increased \$8,015,226, or 9.35%. This budget includes the implementation of the Management Advisory Group's salary study, discussed throughout this document, an increase in healthcare cost, and reimplementation of the City's merit based pay plan that was suspended due to the Pandemic in the prior year.

Supplies: Supplies account for the purchase of items such as office supplies, janitorial supplies, uniforms, mechanical supplies, traffic control supplies, minor furniture, chemicals, and others. This category increased \$1,517,288, or 15.79%. The cost of supplies increase when the cost of goods increase.

Maintenance & Repair: Maintenance & Repair account for the maintenance and repair of City infrastructure and assets. This category increased \$741,973, or 9.54% city-wide.

Utilities/Other Services: Utilities/Other Services account for the cost of utility services for City infrastructure and assets. Other services include the cost of the City's central garage, binding, printing and others. This cost decreased \$691,307, or 2.96%.

Insurance & Contract Supp.: This category accounts for insurance and contract expenses. It will decrease \$27,812, or 0.96%.

Debt Expenditures: A discussion of the City's debt is included in the Debt Service Fund section of this document. The reader is encouraged to review that section for more information about the City's debt. Detailed information is also available on the City's website at www.wichitafallstx.gov. This category decreased \$351,630 or -1.79%. This is due to the retirement, or payment in full, of the 2011 Refunding Bond used to fund the MPEC.

Other Expenditures: Other Expenditures capture the cost of items like postage, lease payments, professional membership, and payment of taxes. This category decreased \$3,205,146 or 21.70%. This decrease is due to a change in Budget Contingency used to balance funds in years in which revenues exceed expenditures. At year-end, these funds become a part of the corresponding fund balance.

Non-Capital Improvements: These funds are used for large projects that do not meet the criteria for placement in a capital fund. An example of this is annual landscaping and flower purchases. This account has increased \$208,900 or 139.36%. This is due to the City cutting these items from the prior year due to the COVID-19 Pandemic.

Capital Improvements: These funds may be used for projects with a useful life of more than one year, and a cost of more than \$25,000 such as equipment purchases, and completion of projects to build or maintain infrastructure. The total cost in this account increased \$4,730,933, or 31.59%. This increase restores the City's maintenance and capital purchasing to a figure closer to actual before the Pandemic, and allows for the completion of regularly scheduled work. This includes the increase in the Stormwater fund to pay for the construction of Phase 2 of the Quail Creek project.

Transfers Out: Transfers out are transfers to other funds, for things such as Information Technology fees. This category increased \$71,907, or 1.29%.

BUDGET SUMMARY

ALL FUNDS

The below chart shows the total expenditures, by Fund.



Expenditure By Fund	2020-21 Adopted	2021-22 Adopted Budget	% Change
Expenditures			
General Fund	81,740,925	87,971,242	7.62%
Water & Sewer Fund (All)	45,160,772	47,059,936	4.21%
Sanitation Fund	14,786,205	15,112,000	2.20%
Storm Water Fund	3,750,000	5,178,425	38.09%
Fleet Fund	10,338,181	10,518,922	1.75%
IT Fund	3,813,581	3,348,430	-12.20%
Hotel/Motel Fund	3,543,266	3,911,671	10.40%
Transit Fund	2,456,002	3,390,449	38.05%
Regional Airport Fund	1,207,582	2,213,819	83.33%
Kickapoo Airport Fund	1,022,806	1,010,113	-1.24%
Waterpark Fund	1,524,932	1,524,933	0.00%
Golf Course Fund	910,000	910,000	0.00%
Debt Service Fund	5,918,815	5,420,594	-8.42%
Duplicating Service Fund	130,908	125,735	-3.95%
Other Funds	8,135,569	7,753,606	-4.69%
Total	184,439,544	195,449,875	5.97%

Revenue and Expenditure Discussion Prior Two Years to Current Year:

Fiscal Year 2019-20:

In the 2019-20 fiscal year, the City's budget increased 8.77% to account for the completion of large capital projects, a cost-of-living (COLA) increase for staff, and an increase in the City's Texas Municipal Retirement (TMRS) rate that was required due to a plan change. Prior to the previous year, the City was one of the only of its size in Texas that did not provide the TMRS 7% plan to all employees. Instead, the City offered an older 5% plan. Work in the prior year moved all employees to the 7% plan, aligning the City with others in Texas and providing parity among all staff members.

In the 2019-20 fiscal year, a 5% COLA was given to all Civil Service employees and a 2% COLA to all other employees. The TMRS increase, in total, cost employees an additional 2% of pay and the COLA allowed the City to provide this increased benefit without negatively affecting pay.

Fund balance was used in the 2019-20 fiscal year to complete ongoing one-time projects as the City met its fund balance policy goals for the year. These projects included work at the Lake Kickapoo Dam, anticipated stabilization work at Memorial Auditorium, the Quail Creek Drainage Phase 1 project, and a large capital equipment purchase at the City's landfill. These fund balances have been restored.

BUDGET SUMMARY

ALL FUNDS

In March of 2020, the COVID-19 Pandemic began. In response to the Pandemic, the City took immediate steps to reduce costs and protect revenues. These steps included the implementation of a hiring freeze, a purchasing freeze, and the discontinuation of capital projects not yet underway for the year. This resulted in savings of just over \$3 million to the General Fund.

As the year continued, the City continued response to the Pandemic. The City suspended the cut-off of water accounts for non-payment, and suspended the collection of late fees for accounts that were delinquent. The City's Health Department worked tirelessly to stop the spread of the disease. Contact tracing specialists were hired, PPE was provided to the community, City buildings were shutdown to help stop the spread by only allowing employees inside, the Municipal Court changed from in-person to virtual operations, and when vaccinations became available, the Health Department administered vaccination clinics and continued mandated reporting to the State of Texas.

At the onset of the Pandemic, the City anticipated a loss in revenues due to the instability of the economy, and the City did see revenues decrease from where they could have been collected if the Pandemic had not occurred. Federal funding and spending decreases prevented the City from using emergency funds. The City was awarded a total reimbursement of \$5.8 million to address the Pandemic under the Act and the City had over \$5.8 million in applicable expenses due to the response to the Pandemic. These funds helped to offset the growing costs of Pandemic response and, in conjuncture with other cost saving measures implemented, allowed the City to grow the General Fund's fund balance in the prior year.

Fiscal Year 2020-21:

The City conservatively set revenue expectations and adjusted costs to address the Pandemic in the 2019-20 fiscal year. The 2019-20 fiscal year's budget included reductions in all revenue sources. In total, the City's budget included reductions of 4.97% in revenues and expenditures. The City maintained its hiring freeze and asked all Director's to consider cutting their budget to address the Pandemic, while ensuring that there was no decrease in City services.

As the year has progressed, the City has seen stable revenues; however, the Pandemic is ongoing and could further affect the City in coming years. The City has received additional federal funds, including an allotment from the American Rescue Plan Act, passed in March of 2021. At this time, the funds from this allotment will be used to help offset the cost of Fire Fighter and Patrol Officers salaries during the coming year, as the response to the Pandemic continues. The City Manager and Council will consider additional uses for these funds in the next year and will adopt any further action when that action is determined.

For many years, the City has struggled with little growth and increasing costs of goods and services. While other metropolitan areas around the state have seen record growth, Wichita Falls has remained stagnant. This stagnant growth has delayed the City's efforts to address employee pay, as the increasing cost of providing services has resulted in lower employee pay. In the prior year, the City completed a study to review the City's pay plans.

The City contracted with Management Advisory Group International, Inc. (MAG) to conduct a comprehensive compensation study and assessment of jobs for all current City of Wichita Falls job classifications. The adopted budget reflects the recommendations of that report. MAG's findings and recommendations are based on:

- salary survey results;
- current organizational structure;

BUDGET SUMMARY

ALL FUNDS

- discussions with human resources and management, and review of current compensation practices;
- job analysis based on current class/job descriptions; and
- internal equity and external competitiveness considerations.

The goal of the City for this project was to provide the foundation for an appropriate classification and compensation system and pay plan based on current compensation levels for similar public sector employers, municipalities, and local market competitors. In response, MAG developed an adopted pay plan and salary adjustment recommendations for current positions included in the City of Wichita Falls job classifications.

Fiscal Year 2021-22:

City Implementation

The City will implement parts on the plan in the coming fiscal year, and those costs are included in this budget. However, the City was unable to implement the plan to the full recommendation. The City will implement the below items:

- A flat salary increase of 2% for all employees.
- An increase to the minimum pay, per job, for employees who, with the 2% increase, were still below the minimum pay for the grade of work they were completing.
- Adjustments to steps for police officers and fire fighters whose pay, with the above increases, still did not reach the grade and step for their currently held positions.
- Implementation of the merit based pay increase program at 2.5% for all employees.

In total, the implementation of the plan increased payroll costs by approximately \$4.4 million citywide. Additional salary increases in the current year stem from increased employee counts in the Hotel/Motel and Water & Sewer Funds. The City has also released the hiring freeze on all frozen positions. These costs increase of the City's contribution to the Texas Municipal Retirement System, FICA, and contributions to the City's Firefighter Pension. While the rates for the contributions did not change for FICA or the City's Firefighter Pension, the increase in salary conversely creates an increase in cost to the City to fund these programs. The City's contribution to the Texas Municipal Retirement System is a fixed contribution, determined by actuarial analysis performed by the TMRS system and will reduce in the current year from 16.57% of total compensation to 16.42%. The City's contribution to the Firefighter's Pension System will remain at 13.25%. This amount was increased in the prior year from 13.00% and is above the State required minimum of 12%.

The City will also see a 2% increase in health insurance costs in the current year to both the employees and the employer. Increasing salary and health care costs affect an employee's total compensation, which is used to calculate their retirement contributions and taxes.

A discussion of property tax revenues and sales tax revenue is found further in this section and in the General Fund section of this document. Additional information is available throughout the document in each fund and department section. The reader is encouraged to read and review this document in its entirety as the document is a tool to provide the reader an understanding of the City's budget.

Budget Changes:

The organization's most valuable asset is our employees. This adopted budget includes (1) an increase to the new minimum pay ranges, per the MAG recommendations, (2) an across the board cost of living adjustment of 2% and

BUDGET SUMMARY

ALL FUNDS

(3) merit and step plan pay increases of 2.5%. These changes will provide a minimum 4.5% pay increase for all eligible employees, with many others receiving a higher percentage increase if they are still below the new minimum pay range for their position, after the cost of living adjustment is applied. These pay recommendations tie directly to the Strategic Plan goal of “Improving Employee Recruitment and Retention” and maintaining a trained, committed, and valued workforce.

- MAG includes:
 - An increase to the minimum pay, per job, for employees who, with the 2% increase, were still below the minimum pay for the grade of work they were completing.
 - Adjustments to steps for police officers and fire fighters whose pay, with the above increases, still did not reach the grade and step for their currently held positions.
 - Implementation of the merit based pay increase program at 2.5% for all employees.
- A 2% cost of living adjustment for all employees.

All Funds	
Pay Adjustments	Cost
MAG Study	\$1,840,940
Merit and Step 2.5%	1,062,835
2% COLA	1,505,842
Total	\$4,409,617

This budget includes the use of one-time funds (surplus) in the General Fund to complete these one-time projects.

Project	Amount
Police Department Parking Lot	66,850
Work on First Floor Bathroom	90,000
Memorial Auditorium Security Cameras	65,000
Golf Course Irrigation Improvements	61,000
Health Dept. Horse Trailer	8,000
Library Security System Upgrade	50,000
ADA Bathroom Project at Police Department	25,000
Tasers for Police Department	550,000
Playground Upgrade	50,000
Underground Street Light Boring Work	75,000
Traffic Signal Overhaul	100,000
Outdoor Warning System Circuit Board	21,450
Outdoor Warning Unit Amplifier	9,000
Emergency Cell Communications Unit	32,000
Total	1,203,300

BUDGET SUMMARY

ALL FUNDS

This budget recommends using one-time funds in the Stormwater Fund to begin the Quail Creek Phase 2 Project.

Stormwater Fund	
Project	Cost
Quail Creek Phase 2	3,500,000
Total	3,500,000

This adopted budget recommends moving the operations of the MPEC from Spectra Management back to City Management and provides for a total of fifteen (15) new FTE's in the Hotel/Motel Fund.

Hotel/Motel Fund Positions Added
15.33 Full-time equivalent (FTE) positions added

This budget commits funds for future capital improvement and equipment needs. Together with the one-time funds spent, this will decrease or encumber fund balance for a total of \$5,300,300. This will allow the City to continue to meet its fund balance policy in the next year.

Committed Use	Amount
Future Capital Improvement Needs	2,597,000
Future Capital Equipment Needs	1,500,000
Total	4,097,000

This adopted budget recommends moving the operations of the MPEC from Spectra Management back to City Management and provides for a total of fifteen (15) new FTE's in the Hotel/Motel Fund.

Hotel/Motel Fund Positions Added
15.33 Full-time equivalent (FTE) positions added

This adopted budget provides for six new positions in the Water & Sewer Fund.

Water/Sewer Positions Added
1 Utility Locator in Water Distribution
3 Wastewater employees for Sewer Rehabilitation
2 Utility Workers for Waste Water Collections

In the Water and Sewer Fund, the fund is, and will remain reported for accounting purposes, as one fund; however, going forward, the fund will, for budgeting purposes only, be shown as four separate funds. This will allow for better tracking of capital projects, and keep the financial records of the Lake Ringgold Project and the Microfiltration projects separate from the Operating Budget and other capital needs. These changes will increase the City's ability to quickly report on the financial status of a capital project and will allow staff to share information

BUDGET SUMMARY

ALL FUNDS

and review financial data from the City's financial system of record. It is important that the reader is aware that while these are listed as funds, the fund itself is the Water & Sewer Fund and all smaller funds will be reported, in summary format, with the Water & Sewer Fund. This will maintain long-term integrity in the data and will allow the total of the Water and Sewer Fund to be reviewed against prior years.

Financial Forecasting:

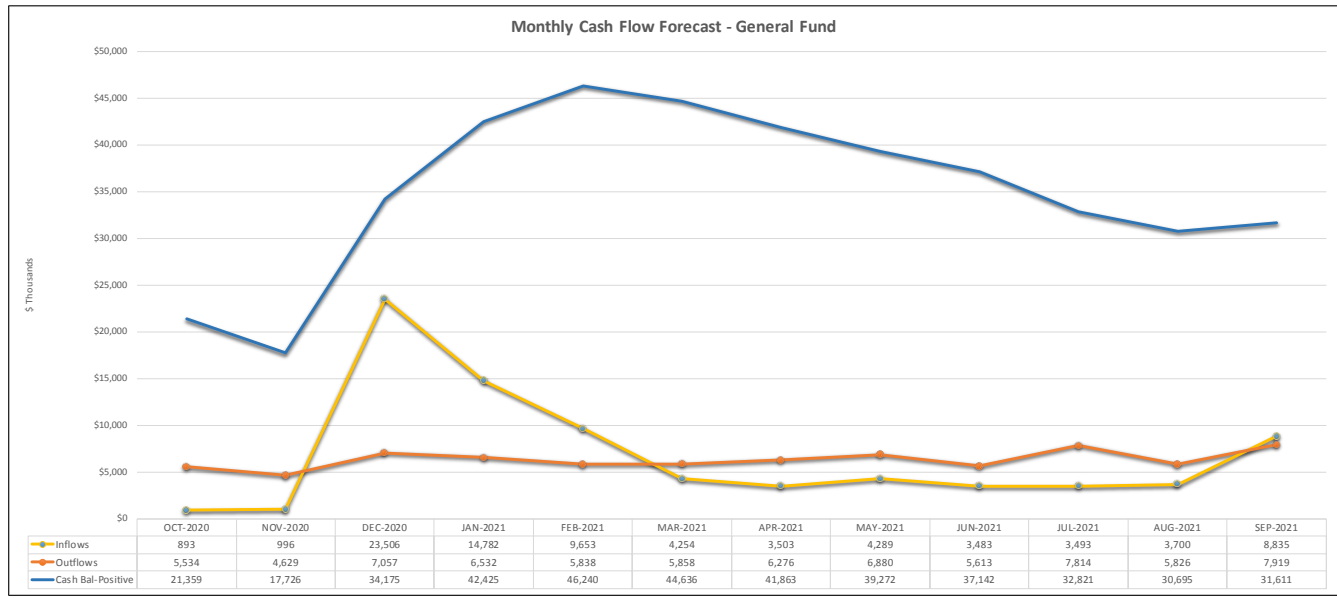
The City maintains long-term cash and budget projections for all funds. In the prior year, the uncertainty of the COVID-19 Pandemic caused the City to take steps to prioritize the maintenance of reserve funds. As was mentioned last year, the City anticipated that in a V-shaped recovery the City would recover any losses within 12 to 24 months. The recovery from the COVID-19 Pandemic has been much shorter than was theorized at this time last year. This is partly due to the increase in federal funding being made available to assist families, businesses, schools, local governments, and others.

The Finance Department maintains long-term cash forecasts, which are updated monthly and uses a format and schedule recommended by the Government Finance Officers Association of the United States and Canada (GFOA). These forecasts are used to determine available resources and to plan for long-term needs. In addition, the Finance Department works with sales tax experts and Financial Advisors to ensure long-term stability. These forecasts use historical and current data to project long-term inflows and outflows. Forecasting is a living process that changes monthly as changes occur in the economy and the City. Maintenance of these forecasts is important and is a priority for the Finance Department. The forecasts listed here are snap shots in time, and will change as conditions change. Cash forecasts are scrutinized in 36-month formats, while budget forecasts extend for a 10-year period. Cash is updated and reviewed monthly, while the budget is updated and reviewed annually or on an ad hoc basis if a change to the budget is requested.

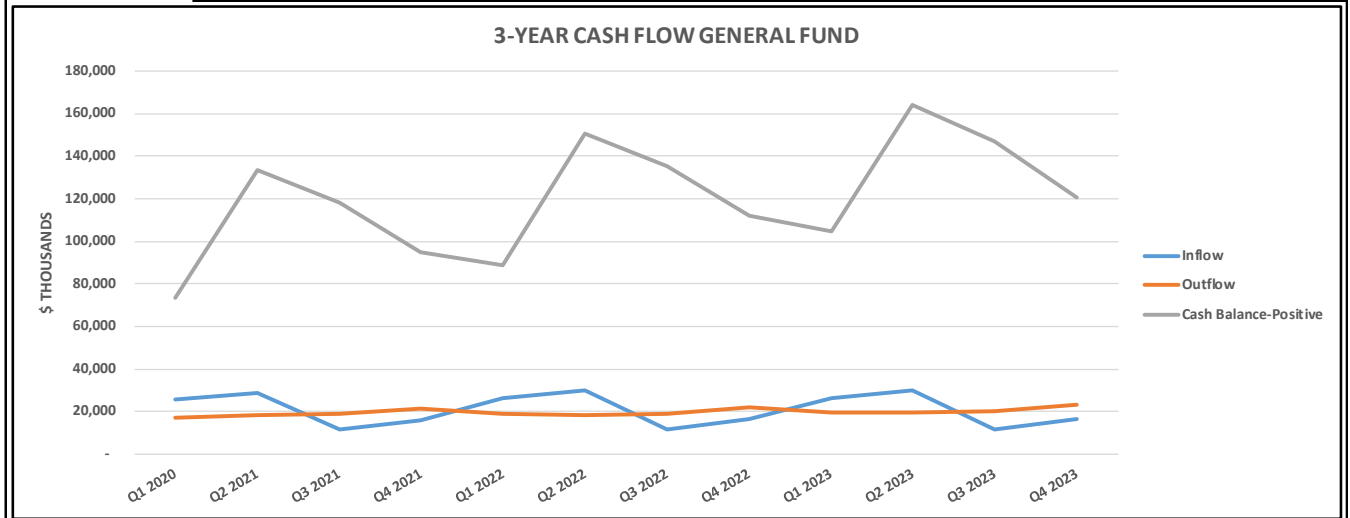
BUDGET SUMMARY

ALL FUNDS

Cash Flow Forecast: General Fund



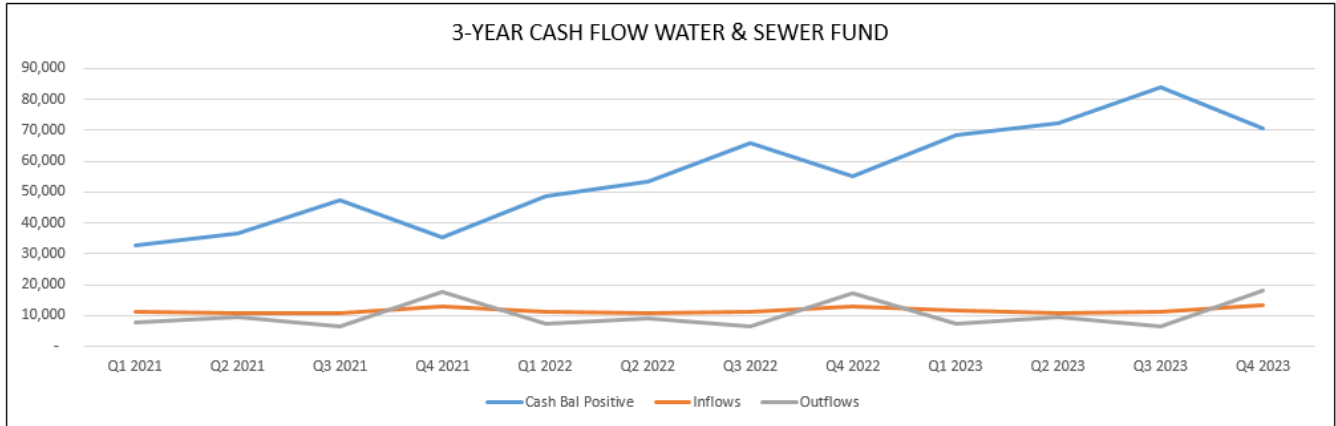
	Q1 2020	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023
Inflow	25,396	28,689	11,274	16,028	26,450	29,620	11,391	16,704	26,508	29,692	11,402	16,735
Outflow	17,220	18,227	18,769	21,558	18,629	18,577	19,140	21,962	19,456	19,407	20,010	22,975
Cash Balance-Positive	73,260	133,302	118,277	95,128	88,670	150,489	135,307	112,096	104,766	164,291	146,599	120,554



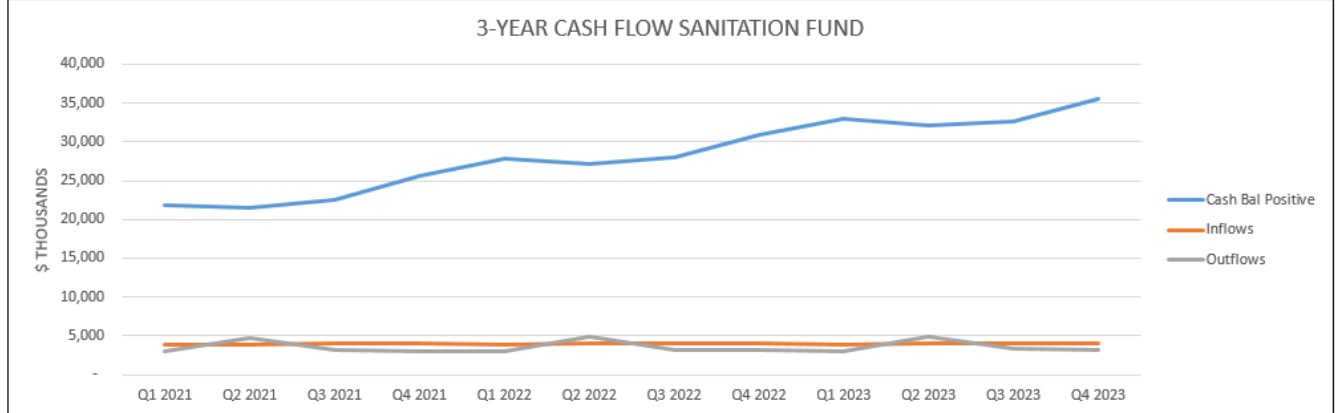
BUDGET SUMMARY

ALL FUNDS

\$ Thousands	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023
Cash Bal Positive	32,902	36,579	47,450	35,463	48,465	53,539	65,812	55,284	68,448	72,416	84,012	70,677
Inflows	11,307	10,824	10,921	12,970	11,420	10,933	11,030	13,100	11,477	10,987	11,085	13,165
Outflows	7,585	9,433	6,665	17,471	7,223	9,073	6,306	17,114	7,480	9,507	6,540	18,158



\$Thousands	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023
Cash Bal Positive	21,868	21,485	22,511	25,629	27,788	27,122	27,937	30,983	33,001	32,078	32,637	35,462
Inflows	3,823	3,944	4,058	4,033	3,862	3,983	4,098	4,073	3,873	3,995	4,111	4,086
Outflows	2,931	4,698	3,141	3,092	3,010	4,856	3,229	3,138	3,094	4,958	3,320	3,230



Budget Forecasting:

The City's budget forecasts are revised throughout the budget process and are recalculated anytime a change to the budget is requested. The City is conservative in the forecasting of budgeted revenues and expenditures. Priority is focused on the maintenance of reserve funds, and decisions and changes that will be self-supporting in future years. All funds meet their fund balance policies in the current year and have stable forward forecasts. Forecasting for ten years allows the City to see the impact of decisions and changes to the budget and to maintain reserves for times of emergency, large legal settlements, and disasters. The process of forecasting includes consultation with experts, review of all available financial information, and the determination of many long term needs.

BUDGET SUMMARY

ALL FUNDS

SCHEDULE OF PROPERTY VALUATIONS: 2012-2020

Fiscal Year	Real Property Assessed Value	Personal Property Assessed Value	Total Assessed Value	Total Direct Tax Rate	Estimated Actual Value	Ratio of Total Assessed to Total Estimated Actual Value
2010-2011	\$ 3,693,399,778	\$ 728,642,824	\$ 4,422,042,602	\$0.62526	\$ 4,422,042,602	100.00%
2011-2012	3,714,449,662	716,365,316	4,430,814,978	0.62526	4,430,814,978	100.00%
2012-2013	3,749,608,055	715,113,536	4,464,721,591	0.63526	4,464,721,591	100.00%
2013-2014	3,777,010,620	771,002,233	4,548,012,853	0.63526	4,548,012,853	100.00%
2014-2015	3,859,560,337	765,251,406	4,624,811,743	0.65526	4,624,811,743	100.00%
2015-2016	3,944,783,610	820,827,696	4,765,611,306	0.70598	4,765,611,306	100.00%
2016-2017	4,031,689,962	817,687,012	4,849,376,974	0.70598	4,849,376,974	100.00%
2017-2018	4,123,022,727	818,629,114	4,941,651,841	0.70598	4,941,651,841	100.00%
2018-2019	4,230,948,499	843,630,297	5,074,578,796	0.72988	5,074,578,796	100.00%
2019-2020	4,387,106,524	889,487,609	5,276,594,133	0.76332	5,276,594,133	100.00%

NOTE:

The Roll Year is one year prior to the Fiscal Year. Property valuations are set by Wichita Appraisal District. The property tax rate is set by the City Council.

Source: City of Wichita Falls Comprehensive Annual Financial Report for the Year Ended September 30, 2020

BUDGET SUMMARY

ALL FUNDS

AREA PROPERTY TAXES BY TAXING ENTITY

Each year, the Wichita Appraisal District sends the taxing agencies in the area their certified tax roll. Each individual entity then adopts their own tax rate. The rates are then applied per \$100 of assessed value.

Tax Rates Per \$100 Valuation

Fiscal Year	City of Wichita Falls			Wichita County			Burkburnett ISD (1)			Grand Total
	M&O	I&S	Total	M&O	I&S	Total	M&O	I&S	Total	
2010-2011	\$ 0.61	\$ 0.01	\$ 0.62	\$ 0.52	\$ -	\$ 0.52	\$ 1.17	\$ 0.14	\$ 1.31	
2011-2012	0.61	0.01	0.62	0.53	-	0.53	1.17	0.14	1.31	
2012-2013	0.62	0.01	0.63	0.52	-	0.52	1.17	0.13	1.30	
2013-2014	0.62	0.01	0.63	0.51	-	0.51	1.17	0.12	1.29	
2014-2015	0.64	0.02	0.66	0.51	-	0.51	1.17	0.14	1.31	
2015-2016	0.69	0.02	0.71	0.55	-	0.55	1.17	0.14	1.31	
2016-2017	0.69	0.02	0.71	0.58	0.03	0.61	1.17	0.37	1.54	
2017-2018	0.69	0.02	0.71	0.58	0.08	0.66	1.17	0.37	1.54	
2018-2019	0.69	0.04	0.73	0.59	0.07	0.66	1.17	0.37	1.54	
2019-2020	0.72	0.04	0.76	0.59	0.07	0.66	1.17	0.37	1.54	
	City View ISD (2)			Iowa Park CISD (3)			Wichita Falls ISD (4)			
	M&O	I&S	Total	M&O	I&S	Total	M&O	I&S	Total	
2010-2011	\$ 1.17	\$ 0.25	\$ 1.42	\$ 1.04	\$ 0.09	\$ 1.13	\$ 1.04	\$ 0.17	\$ 1.21	\$ 6.21
2011-2012	1.17	0.25	1.42	1.04	0.24	1.28	1.04	0.17	1.21	6.37
2012-2013	1.17	0.25	1.42	1.04	0.24	1.28	1.04	0.17	1.21	6.36
2013-2014	1.17	0.25	1.42	1.04	0.24	1.28	1.04	0.17	1.21	6.34
2014-2015	1.17	0.25	1.42	1.04	0.23	1.27	1.04	0.10	1.14	6.31
2015-2016	1.17	0.25	1.42	1.17	0.16	1.33	1.04	0.19	1.23	6.55
2016-2017	1.17	0.25	1.42	1.17	0.16	1.33	1.04	0.19	1.23	6.84
2017-2018	1.17	0.25	1.42	1.17	0.16	1.33	1.04	0.19	1.23	6.89
2018-2019	1.17	0.25	1.42	1.17	0.16	1.33	1.04	0.18	1.22	6.90
2019-2020	1.07	0.25	1.32	1.07	0.36	1.43	1.04	0.18	1.22	6.93

Notes:

- (1) Burkburnett Independent School District - 25% in Wichita Falls city limits
- (2) City View Independent School District - 90% in Wichita Falls city limits
- (3) Iowa Park Consolidated Independent School District - 2% in Wichita Falls city limits
- (4) Wichita Falls Independent School District - 99% in Wichita Falls city limits

Source: City of Wichita Falls, Comprehensive Annual Financial Report for the Year Ended September 30, 2020

BUDGET SUMMARY

ALL FUNDS

DEPARTMENTS BY FUNCTION AND FUNDING SOURCE

FUNDING SOURCE KEY

GF	GENERAL FUND
FG	FEDERAL GRANTS
RA	REGIONAL AIRPORT FUND
KA	KICKAPOO AIRPORT FUND
HF	HOTEL/MOTEL FUND
FF	FLEET MAINTENANCE FUND
TF	TRANSIT FUND
SF	SANITATION FUND
WF	WATER AND SEWER FUND
SWF	STORM WATER FUND
IT	INFORMATION TECHNOLOGY FUND

The breakdown on the following page makes it easier to locate the divisions' budgets in the budget book. To find a division's budget, look at the name of the fund listed across from it. Then go to the section of the budget book pertaining to that fund. (Some divisions are funded by more than one fund, so they appear in more than one section of the budget book.)

BUDGET SUMMARY

ALL FUNDS

Departments by Functions and Funding Source											
Division	General Fund	Federal Grants	Regional Airport Fund	Kickapoo Airport Fund	Hotel/Motel Fund	Fleet Maintenance Fund	Transit Fund	Sanitation Fund	Water and Sewer Fund	Storm Water Fund	Information Tech. Fund
Accounting and Finance	GF										
Animal Services	GF										
Building & Code Administration	GF										
Building Maint Services	GF										
CDBG Code Enforcement		FG									
CDBG Delivery Costs		FG									
CDBG Demolition		FG									
CDBG Grant Management		FG									
CDBG Job Training		FG									
City Clerk	GF										
City Manager	GF										
Community Clinical Linkage Grant		FG									
Community Rural Health		FG									
Comprehensive Cancer Control Program		FG									
Convention Visitor's Bureau					HF						
Emergency Mgt Assistance Grant		FG									
Engineering	GF										
Fleet Maintenance						FF					
Gen Environmental Health	GF										
Gen Municipal Court Operations	GF										
General City Cemetery	GF										
General City Nursing	GF										
General City Recreation	GF										
General Fire	GF										
General MLK Center Op	GF										
General Park Maintenance	GF										
General Planning	GF										
General Police	GF										
General Property Management	GF										
General Public Information	GF										
General Traffic Engineering	GF										
Health Administration	GF										
HOME Administration		FG									
Human Resources	GF										
Immunization Grant		FG									
Infectious Disease Control-Ebola		FG									
Information Technology											IT
Kickapoo Airport Operations				KA							
Lab/Water Pollution	GF										

BUDGET SUMMARY

ALL FUNDS

Departments by Functions and Funding Source											
Division	General Fund	Federal Grants	Regional Airport Fund	Kickapoo Airport Fund	Hotel/Motel Fund	Fleet Maintenance Fund	Transit Fund	Sanitation Fund	Water and Sewer Fund	Storm Water Fund	Information Tech. Fund
Lake Lot Administration	GF										
Landfill								SF			
Legal	GF										
Library	GF										
Mayor and City Council	GF										
MPEC					HF						
Business Park Maintenance	GF										
Public Transportation Operations							TF				
Public Transportation Planning							TF				
Public Transportation Preventative Maintenance							TF				
Public Works Administration									WF		
Purchasing	GF										
Refuse Collection								SF			
Regional Airport Operations			RA								
Section 8 Housing Voucher		FG									
Sewer Rehabilitation									WF		
Storm Water Drainage										SWF	
Street Maintenance	GF										
Texas Health Communities		FG									
Transfer Station								SF			
Transit HUB Operations							TF				
Transportation Planning Grant		FG									
Tuberculosis Grant		FG									
Utility Collection									WF		
Utility Equipment Services									WF		
Wastewater Collection									WF		
Wastewater Treatment									WF		
Water Distribution									WF		
Water Purification									WF		
Water Source of Supply									WF		
WIC Grant		FG									

BUDGET SUMMARY

ALL FUNDS

CITY OF WICHITA FALLS STRATEGIC PLAN

The following section describes the City of Wichita Falls' Strategic Plan, including each goal, policy, the actions required, and the City department responsible for implementation. Furthermore, the City Council prioritized these goals into an order they would prefer to see them implemented.

In March 2021, the City Council and City staff conducted a 2-day strategic planning workshop at the MPEC to ensure the best possible decisions for Wichita Falls are made over the next few years. The Azimuth Group, Inc. was contracted to facilitate and document the results of this collective planning and priority-setting effort. The Strategic Plan is an example of the operation of the "Council-Manager" form of government in that the City Council adopts the Strategic Plan and its policies, and the City Manager is responsible for implementation.

The City Council ratified the plan and its goals on May 18, 2021, and a summary of the five (5) general goals and thirty-three (33) policies and objectives. The plan describes the three highest priority items (those items with the greatest opportunity for continued improvement) as (1) Accelerate Economic Growth, (2) Provide Quality Infrastructure, and (3) Redevelop Downtown.

Who is Responsible for Implementation?



BUDGET SUMMARY

ALL FUNDS

OUR VISION

Wichita Falls is a vibrant, growing, family-oriented community of unlimited opportunity and civic pride.

OUR MISSION

Enhance our quality of life through responsive service delivery, sound financial management, and partnerships spanning the public, private and business sectors.

OUR VALUES

Excellence
Integrity
Accountability
Transparency
Innovation

1 Accelerate Economic Growth

-
- 1.1 – Encourage the Chamber of Commerce to aggressively pursue recruitment of high-value businesses
 - 1.2 – Support implementation of the Economic Development Strategic Plan.
 - 1.3 – Aggressively market the City.
 - 1.4 – Continue alignment of the priorities of the City, Chamber of Commerce and EDC boards.
 - 1.5 – Support a thriving Sheppard Air Force Base.
 - 1.6 – Revitalize depressed and declining neighborhoods.
 - 1.7 – Look for post-pandemic economic opportunities.
 - 1.8 – Continue community internship opportunities.
-

BUDGET SUMMARY

ALL FUNDS

2 Provide Quality Infrastructure

-
- 2.1 – Upgrade or replace outdated public facilities.
 - 2.2 – Complete signature public improvements.
 - 2.3 – Evaluate alternative options for financing infrastructure improvements.
 - 2.4 – Advance the Ringgold Reservoir project.
 - 2.5 – Educate citizens on future infrastructure and public facility needs.
 - 2.6 – Enhance focus on long-term street and utility infrastructure needs.
 - 2.7 – Continue the bicycle-friendly city initiative.
-

3 Redevelop Downtown

-
- 3.1 – Complete the development of a convention center hotel.
 - 3.2 – Continue implementation of the Downtown Master Plan.
 - 3.3 – Support innovative, flexible building practices for downtown building.
 - 3.4 – Align the priorities and metrics of the City, Chamber of Commerce and DTWF.
 - 3.5 – Leverage local, state and federal economic development funding sources.
 - 3.6 – Grow hotel occupancy tax revenues to support the Multi-Purpose Events Center.
 - 3.7 – Pursue public private partnerships.
 - 3.8 – Create a live-work-play downtown.
 - 3.9 – Enhance focus on culture, arts and entertainment venues.
-

BUDGET SUMMARY

ALL FUNDS



-
- 4.1 – Improve employee recruitment and retention.
 - 4.2 – Reinforce a culture of superior customer services.
 - 4.3 – Streamline municipal business processes.
 - 4.4 – Practice effective governance.
 - 4.5 – Promote and encourage innovation.
-



-
- 5.1 – Enhance public outreach and engagement.
 - 5.2 – Equip City Councilors as community ambassadors.
 - 5.3 – Maintain coordinated and trusted messaging
 - 5.4 – Strengthen supportive partnerships with the non-for-profit community
-

Further information on the City’s implementation of the Strategic Plan is included in the Department and Fund Overview sections of the Budget Book.

WICHITA FALLS, TEXAS

ORGANIZATIONAL CHART





**City of Wichita Falls
Revenues and Expenditures
3 Year Comparison**

Revenues & Expenditure All Funds	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
Revenues				
Property Taxes	37,202,403	38,829,595	41,498,269	6.87%
Sales Tax	25,205,996	23,097,309	25,332,885	9.68%
All Other Taxes	11,203,983	11,079,486	11,732,090	5.89%
Service Charges	83,839,189	83,264,202	85,035,616	2.13%
Licenses & Permits	1,731,239	1,737,727	1,923,600	10.70%
Fines & Forfeitures	1,703,932	2,361,451	2,548,781	7.93%
Intergovernment Rev.	13,248,951	9,701,763	10,294,679	6.11%
Contributions	2,716,773	2,108,426	2,066,950	-1.97%
Misc. Revenues	4,524,039	5,674,071	6,288,718	10.83%
Transfer In	3,494,685	6,585,514	6,071,562	-7.80%
Oth. Fin. Sources	4,835,500	-	2,656,725	-
Total Revenues	189,706,689	184,439,544	195,449,875	5.97%
Expenditures				
Personnel Services	78,879,705	85,756,390	93,771,616	9.35%
Supplies	7,948,677	9,608,098	11,125,386	15.79%
Maintenance & Repair	6,526,798	7,774,808	8,516,781	9.54%
Utilities/Other Services	20,499,378	23,323,741	22,632,434	-2.96%
Insurance & Contract Supp.	2,608,283	2,907,001	2,879,189	-0.96%
Debt Expenditures	8,650,034	19,614,288	19,262,658	-1.79%
Other Expenditures	10,224,014	14,767,090	11,561,944	-21.70%
Non Cap Improvements	140,051	149,900	358,800	139.36%
Capital Improvements	15,442,147	14,977,050	19,707,983	31.59%
Transfers Out	6,365,950	5,561,177	5,633,084	1.29%
Total Expenditures	157,285,037	184,439,544	195,449,875	5.97%



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Assistant City Manager	2.00	2.00	1.20
City Manager	1.00	1.00	1.00
Deputy City Manager	0.00	-	-
Executive Secretary	1.00	1.00	1.00
TOTAL- City Manager	4.00	4.00	3.20
*Assistant City Managers' FTE is split between their respective departments.			
HR Specialist II	1.00	1.00	1.00
Human Resource Generalist	2.00	2.00	2.00
Human Resources Director	1.00	1.00	1.00
Human Resources Supervisor	1.00	1.00	1.00
Intern	0.00	1.00	1.00
Risk Safety Specialist	2.00	2.00	2.00
Senior Admin Clerk	1.00	1.00	1.00
TOTAL- Human Resources	8.00	9.00	9.00
Clerk	1.00	1.00	1.00
Community Center Coordinator.	1.00	1.00	1.00
TOTAL- MLK Center	2.00	2.00	2.00
Librarian I	4.00	4.00	4.00
Librarian II	3.00	3.00	3.00
Librarian III	2.00	2.00	2.00
Library Administrator	1.00	1.00	1.00
Library Assistant	6.00	6.00	6.00
Library Supervisor	1.00	1.00	1.00
TOTAL- Library	17.00	17.00	17.00
Administrative Clerk	1.00	1.00	1.00
Media Producer	1.00	1.00	1.00
Video Producer	0.00	1.00	1.00
Public Information Officer	0.00	0.00	1.00
Community and Marketing Director	1.00	0.50	0.34
TOTAL- Public Information	3.00	3.50	4.34
Court Coordinator	1.00	1.00	0.00
Deputy Court Clerk	7.00	6.00	6.00
MCT Administrator/Marshal	1.00	1.00	1.00
Municipal Court Warrant Officer	3.03	3.03	3.03
Municipal Court Judge	1.00	1.00	1.00
Senior Deputy Court Clerk	1.00	2.00	2.00
TOTAL- Municipal Court	14.03	14.03	13.03

*Removed Court Coordinator position and redistributed duties.



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Clerk	1.00	1.50	1.00
Building Maintenance Supervisor	1.00	1.00	1.00
Building Maintenance Worker	3.00	3.00	3.00
Custodian	19.60	19.60	19.60
Facility Manager	1.00	1.00	1.00
Lead Custodian	3.00	3.00	3.00
Painter/Bldg. Maintenance Worker	1.00	1.00	1.00
TOTAL- Building Maintenance	29.60	30.10	29.60
Administrative Clerk	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Assistant City Registrar	1.00	1.00	1.00
Assistant Director of Health	1.00	1.00	1.00
Billing Clerk	1.00	1.00	1.00
City Registrar	1.00	1.00	1.00
Contact Tracing Specialist	0.00	0.00	0.00
Director of Public Health	1.00	1.00	1.00
TOTAL- Health Administration	7.00	7.00	7.00
Administrative Clerk	0.00	0.00	0.00
Community Service Aide	0.80	0.80	0.80
Health Clinic Aide	1.50	1.50	1.50
Lead Licensed Vocational Nurse	0.00	0.00	0.00
Lead Program Coordinator	1.00	1.00	1.00
Lead Public Health Nurse	0.70	0.70	0.70
Licensed Vocational Nurse	0.60	0.60	0.60
Nursing Administrator	1.00	1.00	1.00
Public Health Nurse	1.70	1.70	1.70
Public Health Specialist	0.30	0.30	0.30
Senior Admin Clerk	1.00	1.00	1.00
TOTAL- Nursing	8.60	8.60	8.60
Environmental Admin	1.00	1.00	1.00
PH Officer - Temp	0.00	0.00	0.00
Public Health Inspector	1.00	1.00	1.00
Public Health Office	1.00	1.00	1.00
Sanitarian	6.00	6.00	6.00
Senior Admin Clerk	1.00	1.00	1.00
Vector Control Worker	0.00	0.00	0.00
TOTAL- Environmental Health	10.00	10.00	10.00
AC & Adoption Supervisor	1.00	1.00	1.00
AC & Kennel Coordinator.	0.00	1.00	1.00
Administrative Clerk	0.00	1.00	1.00



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Animal Care Specialist	0.00	1.00	1.00
Animal Control Officer	7.00	7.00	7.00
Animal Control Supervisor	1.00	1.00	1.00
Animal Services Admin	1.00	1.00	1.00
Dispatcher	1.00	1.00	1.00
Kennel Attendant	4.84	3.00	3.00
Lead Kennel Tech	0.00	0.00	0.00
Senior Admin Clerk	2.00	1.00	1.00
Vet Tech	1.00	0.00	0.00
TOTAL- Animal Services	18.84	18.00	18.00
<i>* Restated from prior year budget</i>			
Laboratory Technician	1.00	1.00	1.00
Senior Admin Clerk	0.50	0.50	0.50
Senior Medical Lab Technician	1.00	1.00	1.00
TOTAL- Lab/Water Pollution	2.50	2.50	2.50
<i>* Restated from prior year budget</i>			
Accountant II	0.00	0.00	0.00
Accounting and Budget Manager	0.00	0.00	0.00
Accounting/Payroll Analyst	0.80	0.80	0.80
Administrative Clerk	1.00	0.60	0.60
Administrative Secretary	0.80	0.00	0.00
Assistant Dir of Finance	1.00	1.00	1.00
Buyer	1.00	1.00	1.00
CFO/Director of Finance	1.00	0.85	0.85
Finance Consultant	0.00	0.00	0.00
Purchasing Agent	1.00	1.00	1.00
Senior Accountant	2.00	2.00	2.00
Senior Admin Clerk	0.00	1.00	1.00
Senior Budget Analyst	1.00	1.00	1.00
TOTAL- Finance & Accounting	9.60	9.25	9.25
<i>*Finance & Accounting absorbed Purchasing in FY 2020-21, restated as one department in previous years</i>			
Administrative Secretary	3.00	3.00	3.00
Community Service S	1.00	1.00	1.00
Community Svc Officer	0.00	0.00	0.00
Community Svc Officer II	2.00	2.00	2.00
Crime Analyst	2.00	2.00	2.00
Crime Scene Tech Supervisor	1.00	1.00	1.00
Crime Scene Technician	4.00	4.00	4.00
Deputy Chief	2.00	2.00	2.00
Dispatch Training Coordinator	0.00	0.00	0.00



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Lead Police Records	1.00	1.00	1.00
Lead Public Safety D	3.00	3.00	3.00
Police Administrative	1.00	1.00	1.00
Police Captain	3.00	3.00	3.00
Police Chief	1.00	1.00	1.00
Police Evid/Prop/Imp	1.00	1.00	1.00
Police Impound Coordinator	1.00	1.00	1.00
Police Impound/Evid	2.00	2.00	2.00
Police Lieutenant	7.00	7.00	7.00
Police Officer	165.00	165.00	165.00
Police Records Clerk	12.00	12.00	12.00
Police Records Clerk S	1.00	1.00	1.00
Police Sergeant	25.00	25.00	25.00
Psd - Temp	0.00	0.00	0.00
Psd - Tf	0.00	0.00	0.00
Psd Trainee I	0.00	0.00	0.00
Psd Trainee li	0.00	0.00	0.00
Public Safety Communication S	1.00	1.00	1.00
Public Safety Dispatch	32.00	32.00	32.00
Public Safety Dispatcher Supervisor	3.00	3.00	3.00
Senior Admin Clerk	19.00	19.00	19.00
Sentinels	2.50	2.50	2.50
TOTAL- Police	295.50	295.50	295.50
Administrative Secretary	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Assistant Fire Marshal	2.00	2.00	2.00
Fire Battalion Chief	4.00	4.00	4.00
Fire Captain	15.00	15.00	15.00
Fire Chief	1.00	1.00	1.00
Fire Equipment Operator	41.00	41.00	41.00
Fire Lieutenant	24.00	24.00	24.00
Fire Marshall	1.00	1.00	1.00
Firefighter	72.00	72.00	72.00
Senior Admin Clerk	1.00	1.00	1.00
TOTAL- Fire	163.00	163.00	163.00
Administrative Secretary	1.00	1.00	1.00
Camp Supervisor	0.38	0.38	0.38
Concession Worker I	0.96	0.96	0.96
Facility Monitor - G	2.50	1.50	1.50
Facility Monitor-Gym	0.00	1.00	1.00
Lifeguard	1.15	1.15	1.15
Maintenance Worker	4.00	2.00	2.00



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Mwr Recreation - Tf	0.00	0.50	0.50
Mwr - Recreation Tf	0.00	0.50	0.50
Mwr - Recreation - Tf	0.00	0.50	0.50
Mwr Recreation - Tf	0.00	0.50	0.50
P&R Program Coordinator	3.00	3.00	3.00
Rec Service Administrator	1.00	1.00	1.00
Recreation Ldr/Track	1.80	0.15	0.15
Recreation Leader/50	2.00	1.00	1.00
Recreation Leader/Da	0.00	1.80	1.80
Recreation Super / T	0.19	0.19	0.19
Senior Admin Clerk	1.00	1.00	1.00
Senior Zone Worker	0.00	1.00	1.00
Sr. Maintenance Worker	1.00	1.00	1.00
Swimming Pool Cashier	0.69	0.69	0.69
Swimming Pool Supervisor	0.40	0.40	0.40
TOTAL- Recreation	21.07	21.22	21.22
Assistant City Manager	0.00	0.00	0.33
Department Administrative	1.00	1.00	1.00
Horticulturist	1.00	1.00	1.00
Irrigation Specialist	3.00	3.00	3.00
Maintenance Worker	33.28	33.28	33.28
MWR - Parks - TF	0.00	0.00	0.00
Park Maintenance Coordinator	4.00	4.00	4.00
Park Service Worker	2.00	2.00	2.00
Parks Administrator	1.00	1.00	1.00
Sr. Maintenance Worker	8.00	8.00	8.00
TOTAL- Parks Maintenance	53.28	53.28	53.61
Maintenance Worker	4.96	4.96	4.96
Park Maintenance Coordinator	1.00	1.00	1.00
TOTAL- Business Park	5.96	5.96	5.96
Maintenance Worker	1.00	0.44	0.44
MWR - Lot Mowing	0.00	1.00	1.00
MWR - Lot Mowing - TF	0.00	1.00	1.00
Senior Maintenance Worker	2.44	1.00	1.00
TOTAL- City Lot	3.44	3.44	3.44
MWR - Cemetery	1.96	1.96	1.96
PMC - Cemetery	1.00	1.00	1.00
SMR - Cemetery	1.00	1.00	1.00
TOTAL- Cemetery	3.96	3.96	3.96



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Senior Admin Assistant	1.00	1.00	1.00
Planner II	1.00	1.00	1.00
Planner III	0.00	1.00	1.00
Planning Administrator	1.00	1.00	1.00
Planning Technician	2.00	1.00	1.00
Director of Development Services	1.00	0.70	0.70
TOTAL- Planning	6.00	5.70	5.70
Neighborhood Services Manager	0.51	0.40	0.40
Code Enforcement Officer	3.78	4.70	4.70
Code Enforcement Officer II	0.92	0.90	0.90
Senior Admin Clerk	1.85	1.85	1.85
TOTAL- Code Enforcement	7.06	7.85	7.85
Assistant Building Official	1.00	1.00	1.00
Chief Building Official/Development Coordinator	1.00	1.00	1.00
Code Compliance Officer	5.00	5.00	5.00
Permit Tech	2.00	2.00	2.00
Plan Reviewer	1.00	1.00	1.00
TOTAL- Inspections	10.00	10.00	10.00
Senior Admin Clerk	0.50	0.50	0.50
Lien Coordinator	1.00	1.00	1.00
Property Mgmt. Assistant	1.00	1.00	1.00
Property Mgmt./Lake Lot	1.00	1.00	1.00
TOTAL- Property Mgmt.	3.50	3.50	3.50
Senior Admin Clerk	0.50	0.50	0.50
Assistant Prop Mgmt./Lake	1.00	1.00	1.00
TOTAL- Lake Lot	1.50	1.50	1.50
Electronics Technician	1.00	1.00	1.00
Lead School Crossing Guard	0.34	0.34	0.34
School Crossing Guard	2.88	4.76	4.76
Traffic Control Coordinator	0.00	0.00	0.00
Traffic Control Tech	9.00	9.00	9.00
Traffic Superintendent	1.00	1.00	1.00
TOTAL- Traffic Engineering	14.22	16.10	16.10
Civil Engineer	1.67	1.67	1.67
Engineering Tech Field	1.00	1.00	1.00
Engineering Technician	6.00	6.00	6.00
Senior Engineering Tech	7.00	7.00	7.00



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Deputy Director of Public Works	0.50	0.50	0.50
Director of Public Works	0.55	0.55	0.55
TOTAL- Engineering	16.72	16.72	16.72
C & M Supervisor	2.50	2.50	2.50
Equip Operator	11.00	11.00	11.00
General Maintenance Worker	17.00	17.00	17.00
Heavy Equipment Operator	15.00	15.00	15.00
Laborer	5.00	5.00	5.00
Senior Admin Clerk	1.00	1.00	1.00
Store Clerk	1.00	1.00	1.00
Street Program Coordinator	0.75	0.75	0.75
TOTAL- Street Maintenance	53.25	53.25	53.25
Attorney I	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	2.00	2.00
Executive Legal Assistant	1.00	1.00	1.00
Legal Clerk	1.00	1.00	1.00
Senior Assistant City Attorney	1.00	0.00	0.00
TOTAL- Legal	6.00	6.00	6.00
City Clerk	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
TOTAL- City Clerk	2.00	2.00	2.00
TOTAL- General Fund	807.63	810.96	809.83

Changes from the Proposed Budget include reallocation of ACM salaries.



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Assistant City Manager	0.00	0.00	0.13
Housing Specialist II	0.50	0.50	0.50
HOME/CDBG Program Ma	1.00	1.00	1.00
Housing Rehab Inspector	0.30	0.30	0.30
Director of Development Services	0.00	0.10	0.10
Code Enforcement and Housing Admin	0.00	0.10	0.10
TOTAL- CDBG Grant Mgmt.	1.80	2.00	2.13
Senior Admin Clerk	0.05	0.05	0.05
Code Enforcement Officer I	0.19	0.50	0.50
Code Enforcement Officer II	0.05	0.05	0.05
Director of Development Services	0.00	0.05	0.05
TOTAL- CDBG Code Enforcement	0.29	0.65	0.65
Senior Admin Clerk	0.10	0.10	0.10
Code Enforcement Officer I	1.03	0.80	0.80
Neighborhood Services Manager	0.01	0.05	0.05
Code Enforcement Officer II	0.03	0.05	0.05
Director of Development Services	0.00	0.05	0.05
TOTAL- CDBG Demolition	1.17	1.05	1.05
Housing/Rehab Inspector	0.50	0.50	0.50
TOTAL- CDBG Delivery Costs	0.50	0.50	0.50
Housing Specialist II	0.50	0.50	0.50
Housing/Rehab Inspector	0.20	0.20	0.20
TOTAL- HOME Administration	0.70	0.70	0.70
Neighborhood Services Manager	0.48	0.00	0.00
Housing Specialist II	1.00	1.00	1.00
Housing Generalist	1.00	1.00	1.00
Housing Admin Specialist	1.00	1.00	1.00
Housing Inspector	1.00	1.00	1.00
Housing Specialist I	3.00	3.00	3.00
Neighborhood Services Manager	0.00	0.45	0.45
Director of Development Services	0.00	0.10	0.10
TOTAL- Housing Voucher	7.48	7.55	7.55
Transportation Planning	2.00	2.00	2.00
TOTAL- Transportation Planning Grant	2.00	2.00	2.00



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Accreditation Specialist	1.00	1.00	1.00
Public Health Nurse	0.50	0.50	0.50
Public Health Specialist	0.70	0.70	0.70
Health Educator	0.30	0.30	0.30
TOTAL- Community Rural Health	2.50	2.50	2.50
Health Educator	0.70	0.70	0.70
Program Coordinator	0.70	0.70	0.70
TOTAL- Cancer Control Program	1.40	1.40	1.40
Health Educator	0.70	0.70	0.70
Program Coordinator	1.00	1.00	1.00
TOTAL- Community Clinical Grant	1.70	1.70	1.70
Health Educator	0.30	0.30	0.30
Program Coordinator	0.30	0.30	0.30
TOTAL- TX Healthy Communities	0.60	0.60	0.60
Epidemiologist	1.00	1.00	1.00
TOTAL- Infectious Disease Grant	1.00	1.00	1.00
Public Health Specialist	0.00	-	-
Health Educator	1.80	-	-
Public Health Nutritionist III	0.50	-	-
CDEP Program Admin	1.00	-	-
TOTAL- Diabetes Grant	3.30	0.00	0.00
Administrative Clerk	0.40	0.40	0.40
Administrative Secretary	0.20	0.20	0.20
Accounting/Payroll Analyst	0.20	0.20	0.20
TOTAL- Duplicating Services	0.80	0.80	0.80
Certified Medical Assistant	0.80	0.80	0.80
Health Clinic Aide	0.10	0.10	0.10
Public Health Nurse	0.80	0.80	0.80
Lead Public Health Nurse	0.10	0.10	0.10
TOTAL- Tuberculosis Grant	1.80	1.80	1.80
Immunization Outreach	2.00	2.00	2.00
Licensed Vocational Nurse	0.60	0.60	0.60
Community Service Aide	0.50	0.50	0.50
Health Clinic Aide	0.40	0.40	0.40



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Public Health Nurse	1.00	1.00	1.00
Lead Public Health Nurse	0.20	0.20	0.20
TOTAL- Immunization Grant Program.	4.70	4.70	4.70
Client Services Coordinator.	0.00	1.00	1.00
Outreach Specialist	0.00	1.00	1.00
Public Health Nutritionist	3.00	2.00	2.00
Public Health Specialist	0.50	1.00	1.00
WCS Breastfeeding PR Specialist	0.00	1.50	1.50
WCS Breastfeeding PR Counselor	1.00	0.50	0.50
WCS Clerk	2.00	2.00	2.00
WIC Peer Counselor	2.00	0.50	0.50
WIC Program Administrator	1.00	1.00	1.00
Senior Admin Clerk	1.00	0.00	0.00
Lead WIC Clerk	1.00	0.00	0.00
TOTAL- WIC Grant	11.50	10.50	10.50
Emergency Preparedness Coordinator.	1.00	1.00	1.00
TOTAL- Emergency Mgmt. Asst. Grant	1.00	1.00	1.00
Administrative Clerk	1.50	1.50	1.50
Airport Lineman	0.00	0.00	0.00
Airport Operations S	1.00	1.00	1.00
Ap Lineman - Temp	0.00	0.00	0.00
Airport Administrator	0.60	0.60	0.60
TOTAL- Regional Airport	3.10	3.10	3.10
Administrative Clerk	0.00	1.00	1.00
Lead Airport Lineman	0.00	1.00	1.00
Airport Lineman	0.00	3.00	3.00
AP Lineman - Temp	0.00	1.00	1.00
TOTAL- FBO Regional Airport	0.00	6.00	6.00
*FY2020-21 reflects positions added to the Revised Budget.			
Airport Lineman	2.00	2.00	2.00
Airport Operations S	1.00	1.00	1.00
AP Lineman - Temp	0.00	0.00	0.00
Lead Airport Lineman	1.00	1.00	1.00
Airport Administrator	0.40	0.40	0.40
TOTAL- Kickapoo Airport	4.40	4.40	4.40
Public Information Officer	0.00	0.00	0.33
Office Administrator	0.00	0.00	1.00



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Event Operations Manager	0.00	0.00	1.00
Senior Sales Manager	0.00	0.00	0.50
Marketing Manager	0.00	0.00	0.50
Facilities and Maint Manager	0.00	0.00	1.00
Food and Bev Manager	0.00	0.00	1.00
Chef	0.00	0.00	1.00
Event Manager	0.00	0.00	1.00
Box Office Manager	0.00	0.00	1.00
Food and Bev Supervisor	0.00	0.00	1.00
Event Coordinator	0.00	0.00	1.00
Sales and Service Coord.	0.00	0.00	0.50
Marketing Coord.	0.00	0.00	0.50
Operations Staff	0.00	0.00	1.00
Ag Manager	0.00	0.00	1.00
Sponsorship Sales	0.00	0.00	1.00
Comptroller	0.00	0.00	1.00
TOTAL- MPEC Management	0.00	0.00	15.33
*Added MPEC Management positions CVB			
Director	1.00	0.50	0.33
Market & Design Rep	1.00	1.00	0.50
Sales and Service Coord	1.00	1.00	0.50
CVB Services Rep	1.00	1.00	0.50
TOTAL- Convention & Visitors Bureau	4.00	3.50	1.83
*Positions will serve equal time/work between CVB and MPEC Mgmt			
Automotive Mechanic	3.00	3.00	3.00
Transit Operator - Temp	0.00	0.00	0.00
Transit Operator	15.00	15.00	15.00
Public Transportation Admin	1.00	1.00	1.00
Transit Operations Supervisor	1.00	1.00	1.00
Dir of Aviation, Traffic & Transp.	0.15	0.15	0.15
TOTAL- Public Transportation	20.15	20.15	20.15
Assistant Travel Center Operator	1.00	1.00	1.00
CSR - TF	0.00	0.00	0.00
Customer Service Rep	1.00	1.00	1.00
TOTAL- Transit Hub Operations	2.00	2.00	2.00
Administrative Clerk	1.00	1.00	1.00
Laborer	2.86	2.86	2.86
Sanitation Supervisor - Comm	1.00	1.00	1.00
Sanitation Supervisor - HOME	1.00	1.00	1.00
Sanitation Supervisor - Yard	1.00	1.00	1.00



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Sanitation Superintendent	1.00	1.00	1.00
Sanitation Worker	4.00	4.00	4.00
SEO I	12.00	12.00	12.00
SEO II	19.00	19.00	19.00
SEO III	8.00	8.00	8.00
Senior Admin Clerk	1.00	1.00	1.00
Welder	1.00	1.00	1.00
Deputy Dir of Public Works	0.50	0.50	0.50
Director of Public Works	0.10	0.10	0.10
TOTAL- Sanitation	53.46	53.46	53.46
Laborer	2.00	2.00	2.00
Sanitation Supervisor - Transfer	1.00	1.00	1.00
Scale Attendant	2.00	2.00	2.00
SEO I	2.00	2.00	2.00
SEO II	5.00	5.00	5.00
SEO III	2.00	2.00	2.00
TOTAL- Transfer Station	14.00	14.00	14.00
Administrative Clerk	1.00	1.00	1.00
Assistant LF Supervisor	1.00	1.00	1.00
Laborer	2.00	2.00	2.00
LEO I	2.00	2.00	2.00
LEO II	7.00	7.00	7.00
Landfill Supervisor	1.00	1.00	1.00
Landfill Worker	1.00	1.00	1.00
Scale Attendant	3.00	3.00	3.00
Senior Admin Clerk	1.00	1.00	1.00
TOTAL- Landfill	19.00	19.00	19.00
Clerk	0.75	0.75	0.75
Customer Account Analyst	1.00	1.00	1.00
Customer Service Rep	3.00	3.00	3.00
Lead Customer Service Rep	2.00	2.00	2.00
Lead Water Customer	1.00	1.00	1.00
Senior Customer Service Rep	2.00	2.00	2.00
Utility Collection Manager	1.00	1.00	1.00
Water Customer Service Rep	2.00	3.00	3.00
Water Meter Reader	1.00	1.00	1.00
Water Meter Repair Worker	1.00	0.00	0.00
CFO/Director of Finance	0.00	0.15	0.15
TOTAL- Utility Collection	14.75	14.90	14.90



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Secretary	1.00	1.00	1.00
Civil Engineer	1.00	1.00	1.00
Engineer Assistant	1.00	1.00	1.00
Senior Engineering Technician	2.00	2.00	2.00
Utility Operations M	1.00	1.00	1.00
Director of Public Works	0.35	0.35	0.35
TOTAL- Utility Admin	6.35	6.35	6.35
Equipment Operator	4.00	4.00	4.00
Heavy Equipment Operator	8.00	8.00	8.00
Street Superintendent	0.25	0.25	0.25
TOTAL- Utility Equip Services	12.25	12.25	12.25
Administrative Clerk	3.00	3.00	3.00
Dispatcher - Day Sft	1.00	1.00	1.00
Dispatcher - Nights	1.00	1.00	1.00
Heavy Equipment Operator	4.00	4.00	4.00
Meter System Repair	4.00	4.00	4.00
Store Clerk	2.00	2.00	2.00
Storekeeper	1.00	1.00	1.00
Utility Locator	0.00	0.00	1.00
USW I	13.00	13.00	13.00
USW III	13.00	13.00	13.00
Utilities System Sup	4.00	4.00	4.00
Water Dist. Superintend	1.00	1.00	1.00
Water Distribution S	1.00	1.00	1.00
Water Meter Mechanic	1.00	1.00	1.00
TOTAL- Water Distribution	49.00	49.00	50.00
*Added position Utility Locator.			
USW I	3.00	3.00	4.00
USW II	3.00	3.00	4.00
Wastewater Collection/Rehab	1.00	1.00	1.00
TOTAL- Sewer Rehab	7.00	7.00	9.00
*Added (1) USW I & (1) USW II			
P/P Maintenance Mechanic	1.00	1.00	1.00
Senior Pump/ Plant Manager	2.00	2.00	2.00
TOTAL- Water Source of Supply	3.00	3.00	3.00
Administrative Clerk	1.00	1.00	1.00
Electronics Instrume	2.00	2.00	2.00



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Lead Plant Operator	5.00	5.00	5.00
P/P Maintenance Mech	3.00	3.00	3.00
Plant Operator I	8.00	8.00	8.00
Plant Operator II	7.00	7.00	7.00
Senior Lab Technician	1.00	1.00	1.00
Senior Pump/Plant Ma	4.00	4.00	4.00
Utilities System Worker	2.00	2.00	2.00
Water Laboratory Sup	1.00	1.00	1.00
Water Operator & Maintenance S	1.00	1.00	1.00
Water P/P Maintenance Supervisor	1.00	1.00	1.00
Water Supply-Purific	1.00	1.00	1.00
Water/Wastewater Lab	1.00	1.00	1.00
TOTAL- Water Purification	38.00	38.00	38.00
Administrative Clerk	2.00	2.00	2.00
Heavy Equipment Operator	2.00	2.00	2.00
USW I	0.00	0.00	1.00
USW II	4.00	2.00	3.00
USW III	0.00	0.00	1.00
Utilities System Worker	5.00	7.00	7.00
WW Collection Supervisor	1.00	1.00	1.00
TOTAL- Wastewater Collection	14.00	14.00	17.00
*Added (1) USW I, (1) USW II, (1) USW III			
Administrative Clerk	1.00	1.00	1.00
Environmental Coordinator	0.50	0.50	0.50
Elect Instr Tech I	1.00	1.00	1.00
Elect Instr Tech II	1.00	1.00	1.00
Lead Plant Operator	9.00	9.00	9.00
P/P Maintenance Mech	6.00	6.00	6.00
Plant Operator I	1.00	1.00	1.00
Plant Operator II	2.00	2.00	2.00
Pollution Ctrl Spec	1.00	1.00	1.00
Resource Rec Supdt	1.00	1.00	1.00
Senior Lab Tech	1.00	1.00	1.00
Senior P/P Maintenance Mech	3.00	3.00	3.00
Usw I	5.00	5.00	5.00
Usw II	2.00	2.00	2.00
W/W Lab Tech I	1.00	1.00	1.00
W/W Lab Tech II	1.00	1.00	1.00
W/W O&M Supervisor	1.00	1.00	1.00
W/W P/P Maintenance Supr I	1.00	1.00	1.00



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
W/W P/P Maintenance Supr II	1.00	1.00	1.00
TOTAL - Wastewater Treatment	39.50	39.50	39.50
C & M Supervisor	0.00	0.50	0.50
City Engineer	0.33	0.33	0.33
Civil Engineer	0.50	0.50	0.50
Environmental Coordinator	1.00	1.00	1.00
Heavy Equip Operator	2.00	2.00	2.00
Street Program Coordinator	1.00	1.00	1.00
TOTAL- Stormwater	4.83	5.33	5.33
*C & M Supervisor was transferred from CDBG Job Training			
Office Manager	1.00	1.00	1.00
Admin & Accounting	1.00	1.00	1.00
Group Sales Mgr.- Castaway Cove	1.00	1.00	1.00
TOTAL- Castaway Cove	3.00	3.00	3.00
Administrative Secretary	1.00	1.00	1.00
Auto Services Coordinator	1.00	1.00	1.00
Automotive Mechanic	16.00	16.00	16.00
Automotive Service W	6.00	6.00	6.00
Central Service Supervisor	1.00	1.00	1.00
Fire Equipment Mechanic	2.00	2.00	2.00
Landfill Mechanic	1.00	1.00	1.00
Lead Auto Service Wo	1.00	1.00	1.00
Senior Admin Clerk	1.00	1.00	1.00
Store Clerk	2.00	2.00	2.00
Warehouse Supervisor	1.00	1.00	1.00
Welder	2.00	2.00	2.00
Dir. Of Aviation, Traffic & Transportation	0.85	0.85	0.85
TOTAL- Fleet Maintenance	35.85	35.85	35.85
Assistant City Manager	0.00	0.00	0.34
Bus Sys Analyst	1.00	1.00	1.00
Database Application	2.00	2.00	2.00
Gis Application Coordinator	1.00	1.00	1.00
Help Desk Technician	1.00	1.00	1.00
It Administrator	1.00	1.00	1.00
Microcomputer System	1.00	0.00	0.00
Network Analyst	0.00	2.00	2.00
Network Coordinator	2.00	2.00	2.00
Network/Data Base Ma	1.00	0.00	0.00



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
PC Analyst	3.00	4.00	4.00
Radio System Technic	2.00	1.00	1.00
Systems Application	1.00	2.00	2.00
Director of IT & Facilities	0.00	0.00	0.00
TOTAL- Information Technology	16.00	17.00	17.34
TOTAL- All Other Funds	407.88	411.24	431.37

Changes from the Proposed Budget include reallocation of ACM salaries.



General Fund

GENERAL FUND

OVERVIEW

General Fund:

The City's General Fund Adopted Budget for the 2021-22 fiscal year totals \$87,971,242. This budget is \$6,230,317 or 7.62% more than the prior year's Adopted Budget. The Adopted 2021-22 budget includes a conservative revenue and expenditure projection while also addressing key issues the City is facing such as employee pay, recruitment, and retention. Those issues were further exacerbated by the COVID-19 Pandemic. The table below illustrates the total beginning fund balance, any restricted balance, unrestricted balance, revenues, transfers in, other financing sources and expenditures for the General Fund.

Fund Summary	
General Fund Summary FY2021-22	
Fund	General Fund
Projected Beginning Balance	23,013,862
Less Restricted Balance	4,097,000
Available Balance	18,916,862
Revenues	
Taxes	74,429,860
Service Charges	2,794,797
Licenses & Permits	1,923,600
Fines & Forfeitures	2,548,781
Contributions	185,696
Misc. Revenues	1,001,778
Transfer In	3,883,430
Other Financing Sources	1,203,300
Total Revenues	87,971,242
Expenditures	
Personnel Services	65,764,273
Supplies	2,014,203
Maintenance & Repair	1,946,940
Utilities/Other Services	8,024,693
Insurance & Contract Supp.	1,432,308
Debt Expenditures	200,323
Other Expenditures	4,159,170
Non-Capital Improvements	117,500
Capital Improvements	3,640,369
Transfers Out	671,463
Total Expenditures	87,971,242
Ending Balance	17,713,562

This change in available to ending fund balance is due to the City's determination to use portions of unrestricted fund balance for specific purposes. This is possible because the City has met its fund balance policies in the affected funds. Restricted funds are funds that are restricted, by the City, to complete a specific project or for a specific purpose. Use of these funds will not prevent the City from meeting its fund balance policy in the next year.

GENERAL FUND

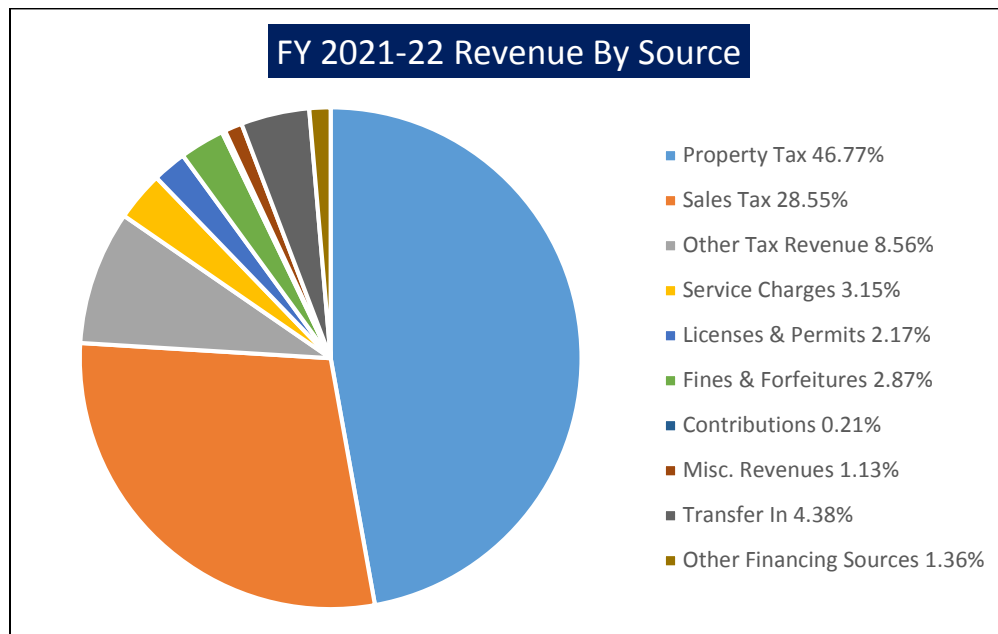
OVERVIEW

REVENUES

Total revenues in the General Fund are projected to be \$87,971,242. This is an increase of \$6,230,317 or 7.62% from the prior year. This amount includes a projected increase in sales tax of 9.68% from the prior year.

Revenue by Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
General Fund				
Revenues				
Property Tax	37,202,403	38,829,595	41,498,269	6.87%
Sales Tax	25,205,996	23,097,309	25,332,885	9.68%
Other Tax Revenue	7,396,686	7,387,789	7,598,706	2.85%
Service Charges	2,904,705	2,957,893	2,794,797	-5.51%
Licenses & Permits	1,731,239	1,737,727	1,923,600	10.70%
Fines & Forfeitures	1,703,932	2,361,451	2,548,781	7.93%
Contributions	183,004	225,963	185,696	-17.82%
Misc. Revenues	1,761,826	1,373,777	1,001,778	-27.08%
Transfer In	4,372,353	3,769,421	3,883,430	3.02%
Other Financing Sources	-	-	1,203,300	-
Total Revenues	82,462,143	81,740,925	87,971,242	7.62%

The below graphic illustrates the categories as a percent of total.

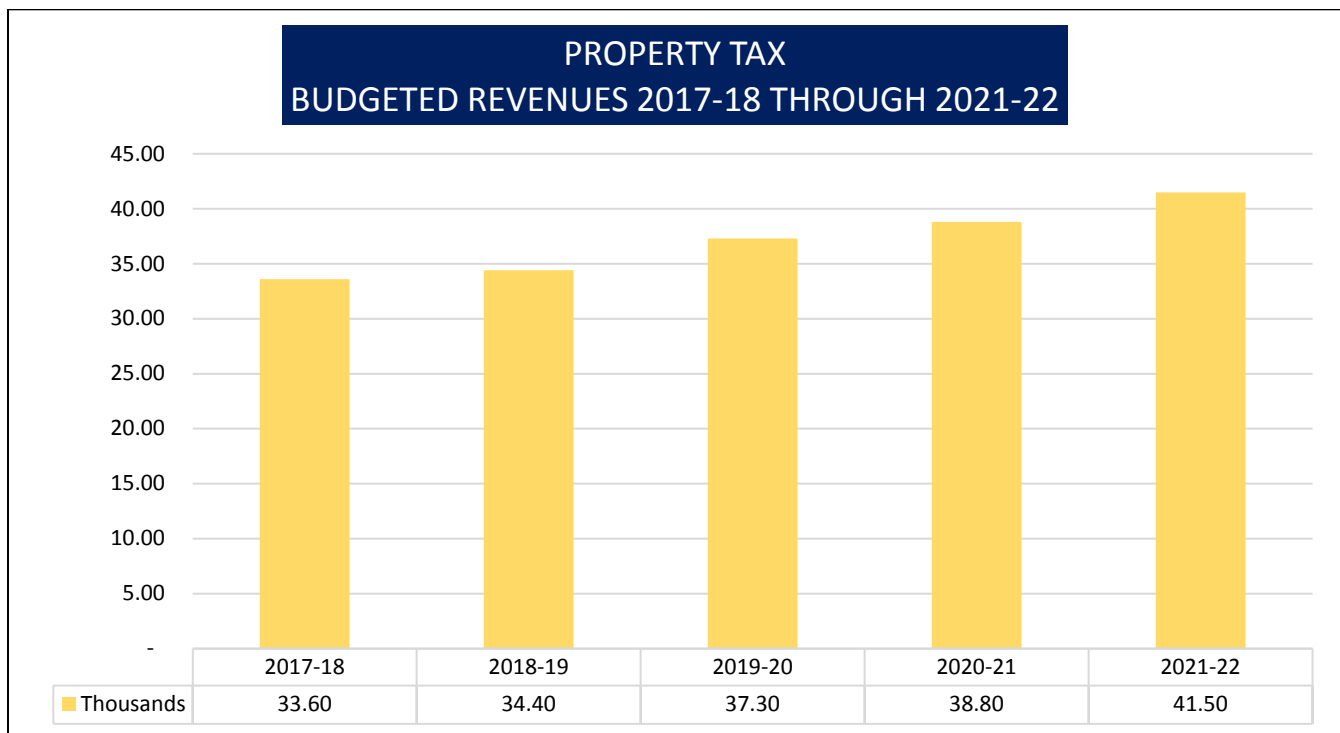


GENERAL FUND

OVERVIEW

Revenue Discussion:

Property Tax, Ad Valorem Taxes: This Adopted Budget anticipates an increase of 2,668,674, or 6.87%, in Ad Valorem Tax revenues. Ad Valorem Taxes make up 47% of General Fund revenue. This revenue type is the largest source available to the City to fund general operations. Property Tax Budgeted Revenues have grown over the past six years, as both the assessed value of the City has increased and, at times, the property tax rate has increased. In the last ten years, the City of Wichita Falls has faced economic challenges including the impact from a record setting drought, and a slow steady economic recovery. The average annual growth over the six-year period is 1.68%. This budget document contains a discussion of property tax revenues and the changes from the passage of Senate Bill 2 in the “Budget Summary” section.



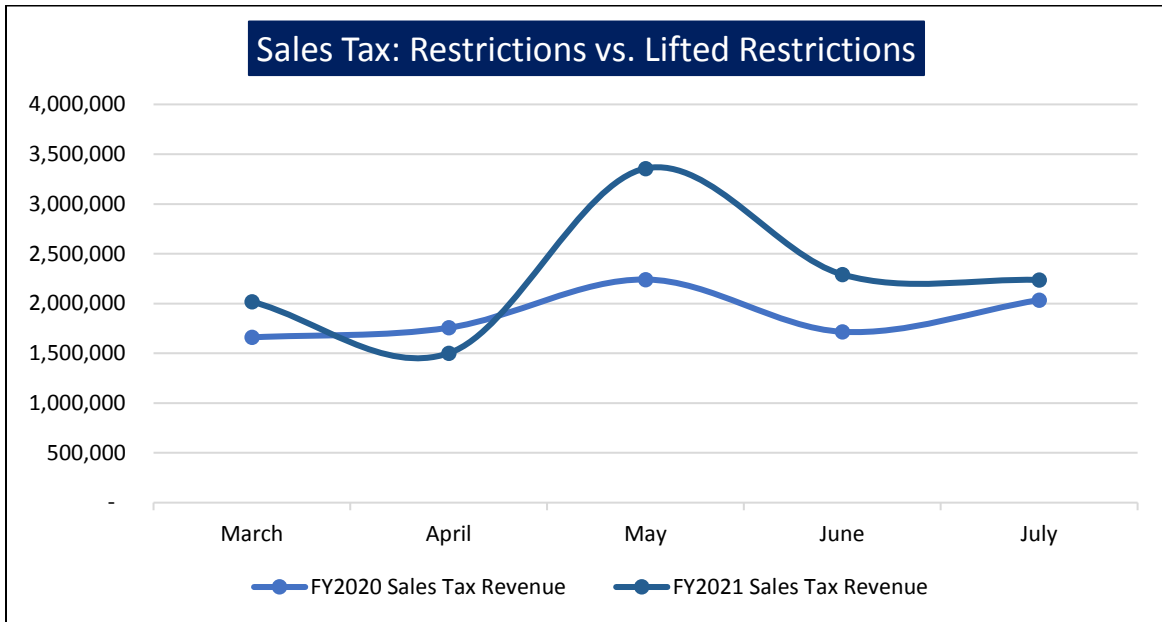
Sales Tax: Sales Tax is a volatile revenue source which represents 29% of this Adopted Budget’s General Fund revenues. Sales Tax is derived from businesses operating within City limits and is applied to goods and services sold. Sales Tax is affected by changes in the economy, and it is projected that this revenue source will increase 9.68% from the prior year’s budgeted collections. Sales Tax receipts have steadily increased from year over year totals since the beginning onset of the pandemic.

If you will remember from the FY 2020-21 Adopted Budget, the City of Wichita Falls had two scenarios for how the Pandemic could affect the local economy. Depicted on the graph on the following page, we can gather that for the local economy of Wichita Falls there was a “V” shaped recovery. Sales tax receipts dipped in the beginning months of the Pandemic due to mandated lockdowns and then quickly recovered once restrictions started to ease.

GENERAL FUND

OVERVIEW

After this sharp increase in the month of May, the latter summer months continued to have increases from prior year totals.



Of the total Sales Tax collected in the City, the State of Texas receives 6.25% and the City receives 2.0%. The proceeds from the City's portion of this tax are used to support the general operations of the City and to provide funds for infrastructure improvements and economic development. The City's sales tax is distributed:

- 1.5% of this tax is deposited in the General Fund of the City
- .25% is governed by a private non-profit economic development corporation (established pursuant to Section 4A of the Texas Development Corporation Act of 1979)
- .25% is governed by a private non-profit corporation designed to make infrastructure improvements to attract economic activity to the community (established pursuant to Section 4B of the Texas Development Corporation Act of 1979).

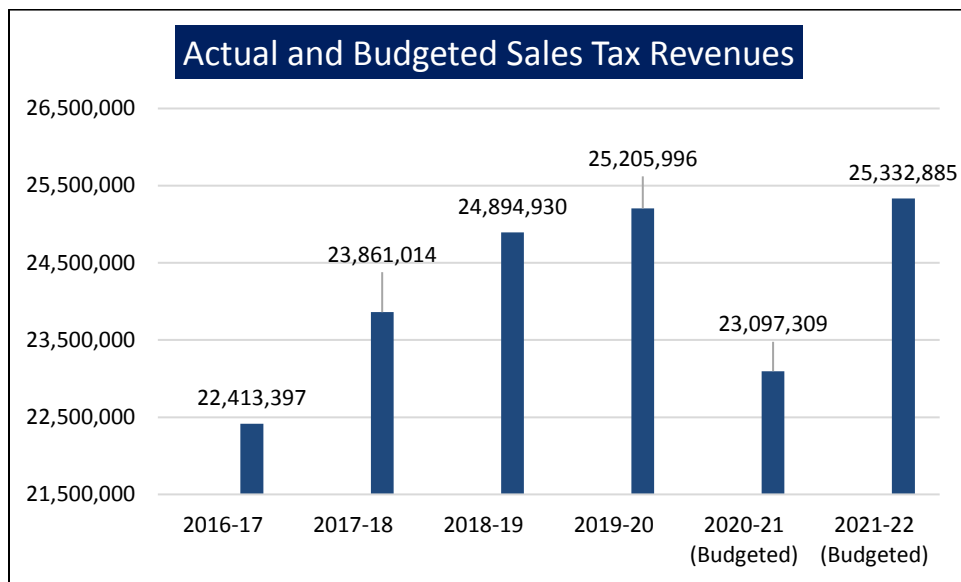
GENERAL FUND

OVERVIEW

The below chart illustrates sales tax collections in similar cities in Texas.

City	FY 15-2016 (Actuals)	FY 19-2020 (Actuals)	FY 2020-21 (Budgeted)	FY16/FY20 Change
Midland	34,858,568	50,705,816	58,733,715	45.46%
Lewisville	26,606,800	41,721,024	27,459,325	56.81%
Abilene	30,610,080	36,234,787	36,428,090	18.38%
Beaumont	39,105,883	43,247,328	42,050,000	10.59%
Pearland	29,887,170	34,928,000	33,472,581	16.87%
Denton	32,624,298	39,337,834	37,103,084	20.58%
Wichita Falls	22,290,295	25,205,996	23,097,309	13.08%
Round Rock	44,470,674	78,362,000	70,430,861	76.21%
San Angelo	16,781,314	20,440,115	18,339,709	21.80%
College Station	27,163,480	30,063,950	25,620,386	10.68%
Richardson	33,643,534	41,535,000	30,672,253	23.46%

The graph below illustrates the receipt of Sales Tax applicable to general city operations over a six-year period.



Other Tax Revenue:

Franchise Fees: The City receives payments from ONCOR Electric, ATMOS Gas, Spectrum, and various telecommunication providers for the use of the City's right-of-way for their distribution lines. Generally, the City applies a three-year average of payments from ONCOR and ATMOS to arrive at the revenue projection for those franchises. The budgeted amount for Spectrum is based on current year estimates, and the amount from telecommunication providers is based on the most recent number of access lines in our right-of-way. This Adopted budget slightly increases expected revenues from the prior year and utilizes the previously mentioned three-year average.

GENERAL FUND

OVERVIEW

Payments-In-Lieu of Taxes: The City receives Payments-In-Lieu of Property Tax from a few industries that are located outside the city limits as part of non-annexation agreements. These agreements guarantee that the City will provide fire protection and will not annex the industry into the city limits. In exchange, the industry provides a payment to the City that is based on a percentage of what they would have paid in property taxes had they been located inside the city limits. Overall, Other Tax Revenues are anticipated to increase \$210,917, or 2.85%.

Municipal Court Fines: The Pandemic greatly affected Municipal Court Fees and Fines in the previous year. In this Adopted Budget, these fees and fines have been increased due to an increase in activity at the court and county jail. Municipal Court Revenues are projected to increase \$187,330 from the prior year budget.

Service Charges: All non-General Fund operations receive administrative support from the General Fund. This support includes the work performed in the following departments:

- Finance and Accounting
- Human Resources
- Building Maintenance
- Legal
- City Clerk
- General Administration

Each year, the cost of these support services is allocated to user departments through an administrative overhead charge. As the costs for these services increase, and/or other non-General Fund operations use a higher percentage of these services, the administrative overhead charges received in the General Fund increase.

Additionally, enterprise operations like the Water/Sewer System and Sanitation System make a payment to the General Fund for use of the City's right-of-way similar to franchise fees from a privately run company. These "franchise fees" are based on a percentage of gross receipts for the enterprise operations. Furthermore, the Sanitation Fund continues to make a payment of \$800,000 to the General Fund for the Street Overlay Program. In total, these internal assessments have decreased \$163,096, or 5.51%. This decrease is not indicative of less support from the General Fund to the assessed funds; instead, it is a natural ebb and flow that occurs, as business needs change and develop year to year.

Miscellaneous Revenues: The City receives interest earnings from idle funds that are invested with local government investment pools and fixed income securities. In recent years, the City enjoyed increased investment returns, with rates of return as high as 2.5%. The Pandemic has changed the outlook for the markets and the City finds itself, again, earning interest below 0.25%. This has decreased the anticipated returns for this budget by \$371,999, or 27.08%.

Other Financing Sources: This account shows transfers in from fund balance. As previously mentioned, significant cost cutting measure were put in place to protect the financial well-being of the City during the Pandemic. As a result of these measures fund balance has increased and the City is now able to fund maintenance and capital projects that were delayed in the previous year. This account has increased \$1,203,300.

GENERAL FUND

OVERVIEW

EXPENDITURES

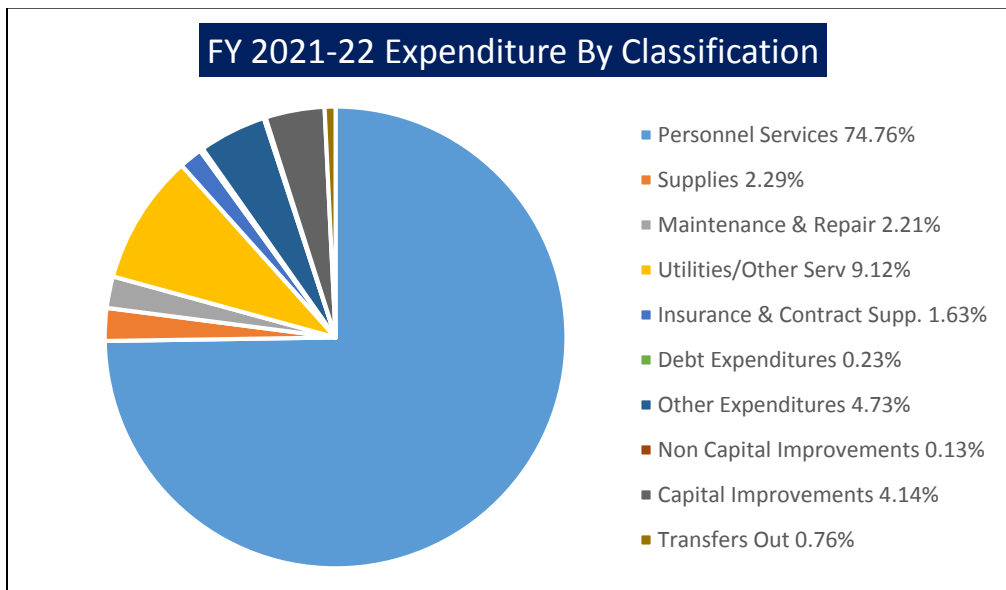
For the 2021-22 fiscal year, General Fund budgeted expenditures are \$87,971,242, which is an increase of \$6,230,317 or 7.62%, from the 2020-21 Adopted Budget. These increases are a result of the MAG implementation and the use of one-time funds.

General Fund expenditures are broken down into categories. The categories are listed in the table below.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
General Fund				
Expenditures				
Personnel Services	56,045,854	61,364,112	65,764,273	7.17%
Supplies	1,438,520	1,891,210	2,014,203	6.50%
Maintenance & Repair	1,519,814	1,682,301	1,946,940	15.73%
Utilities/Other Services	7,389,097	7,216,393	8,024,693	11.20%
Insurance & Contract Supp.	1,434,154	1,427,152	1,432,308	0.36%
Debt Expenditures	293,183	211,775	200,323	-5.41%
Other Expenditures	3,727,544	4,216,725	4,159,170	-1.36%
Non Capital Improvements	32,230	67,300	117,500	74.59%
Capital Improvements	1,385,517	2,719,518	3,640,369	33.86%
Transfers Out	606,840	944,438	671,463	-28.90%
Total Expenditures	73,872,754	81,740,925	87,971,242	7.62%

The graphic below illustrates these categories as a percent of total expenditures.



GENERAL FUND

OVERVIEW

Expenditure Discussion:

Personnel Services:

Personnel services include expenses in the General Fund, which provide for the services of the following departments:

- Police and Fire
- Streets, Engineering, and Traffic
- Finance, Accounting, Purchasing, and Municipal Court
- Parks and Recreation
- Planning, Inspections, and Property Management
- Building Maintenance
- Animal Services, Nursing, and Environmental Health
- Administrative Support: City Manager's Office, Human Resources Department, City Attorney, and City Clerk

As indicated in the chart above, the major expense in the General Fund is the cost of the personnel necessary to provide these services to the community.

The 2021-22 General Fund budget dedicates \$65,764,273, or over 74%, of total spending on personnel related expenses. This is an increase of \$4,400,161, or 7.17%, from the prior year.

The main factors for this increase include:

- **MAG Study:**
 - merit increase
 - STEP increases for civil service
 - cost of living increases
 - adjustment to market minimum (only positions outlined in MAG)

Retirement Programs: The Fire Department receives pension benefits from the Fire Pension Plan, an independent plan¹. All other City employees, including the Police Department employees, earn retirement benefits from the Texas Municipal Retirement System (TMRS) at an earned return rate of 7%.

Pay Programs: In the previous year, the City halted increases to employee pay through foregoing cost of living adjustments and payment plan steps. Due to better than expected economic conditions, the adopted budget accounts for implementation of a significant portion of the MAG study which also includes a cost of living adjustment and merit pay for all employees.

Merit/Step Pay Programs: The City also offers employees a merit and step program. This program is designed to reward employees for hard work and years of service.

¹ The Wichita Falls Fire Pension Plan is not a component unit of the City, however, the liability for this plan is reported as a liability of the City in the City's Comprehensive Annual Financial Report and members of the City's staff are voting members of the Pension Board.

GENERAL FUND

OVERVIEW

Cost of Living (COLA): A cost of living adjustment of 2-3% is applied, when applicable, to ensure that the increase to employee pay is similar to the rate of inflation.

In a standard year, all civil service police and firefighter positions would receive an automatic 2% step pay increase for each additional year of service until the employee has reached the top step of their pay plan. All eligible non-civil service employees receive a 2.5% merit pay increase on the anniversary of their hiring date. Increases are earned only if the employee meets the minimum performance standards for the position they hold and they have not reached the maximum salary for their pay grade. This important program recognizes longevity and performance and is an essential element of our pay plan.

This system of increases helps to ensure that long tenured employees are progressively making more each year, and that equity between newly hired employees and those with multiple years of service is maintained. This program also encourages staff to work hard and meet the requirements of the position they hold. The City will work to continue these programs when economic conditions allow.

The table below shows changes to the Pay Plan over the past twelve years.

Pay Plan Changes		
Fiscal Year	Step Program	COLA Increase
2008-09	Yes	No
2009-10	No	No
2010-11	No	2.00%
2011-12	Yes	1.00%
2012-13	Yes	No
2013-14	Yes	No
2014-15	Yes	4.00%
2015-16		
Police	Yes	9.00%
Fire	Yes	7.00%
Non-civil Service	Yes	1.50%
2016-17	Yes	1.50%
2017-18	Yes	No
2018-19	Yes	3.00%
2019-20		
Police	Yes	5.00%
Fire	Yes	5.00%
Non-civil Service	Yes	2.00%
2020-21	No	No
2021-22	Yes	2.00%

GENERAL FUND

OVERVIEW

Longevity/Stability Pay Programs: The longevity and stability pay programs provide an additional benefit to long-term staff. The longevity program is for civil service staff, and increases for each year of service to the City with a 'top out' at \$3,564/year after 15 years of service. This pay is prorated throughout the year and paid to employees through the payroll system. Stability pay is a program for all non-civil service staff. After two years of qualifying service, each employee receives \$138 per year to a maximum of \$1,210 per year after five years of service. Stability pay is paid annually in December. These programs are included in this Adopted Budget.

Employee & Retiree Healthcare: The City offers healthcare plans for employees, retirees, and their dependents. A range of benefits are offered through an Employee Benefit Trust. Included in the operating budget are the costs associated with employer contributions to the trust. The trust provides insurance through Blue Cross/Blue Shield of Texas.

All employees contribute to their health care costs monthly through payroll deduction. The programs offered by the City range in cost and coverage level so employees may choose the right plan for their particular situation. Overall, these plans do have higher than average deductibles and out-of-pocket costs.

Supplies: Supplies in the General Fund total \$2,014,203, an increase of \$122,993, or 6.50%, from the prior year. This increase is reflective of increased costs of lumber, steel, and chemicals due to inflation.

Maintenance: The City made the decision to decrease maintenance costs during the Pandemic by not funding many projects planned for the previous budget year. Due to the decreases, the City now has budgeted these maintenance projects for FY 2021-22 before more issues arise, and this causes this account to have an increase of \$264,639, or 15.73%.

Utilities/Other Services: General Fund services have increased by \$808,300, or 11.20%, from the prior year. This increase is primarily attributed to increases in the cost of Central Garage Charges. Central Garage Charges increased due to higher costs of fuel and repair parts.

Insurance and Contracts: Contract and insurance costs have increased \$5,156, or 0.36%, a marginal increase from the previous year.

Debt: Debt expenditures decreased \$11,452, or 5.41%. No additional debt was issued; this decrease is due to changes in the interest and principle as payments are made.

Other Expenditures: Other Miscellaneous Expenditures have decreased \$57,555, or 1.36%.

Non-Capital and Capital: The 2021-22 Adopted Budget increases non-capital expenditures by \$50,200, and capital expenditures, by \$920,851.

Capital Improvements: These increases are attributed to increased cost of supplies needed to repair the Traffic system and include the Street Overlay program.

Transfers Out: These funds support other funds through subsidy when needed. In the Adopted year, the General Fund has decreased support to the MPEC, from \$700,000 to \$400,000. This is because revenues from the operation of the MPEC are projected to increase from the previous year. Since COVID-19 restrictions have lifted the MPEC has steadily had an increase in activity and revenue. The Regional Airport and Transit Funds, again, will not need to be subsidized due to available federal funding.

MAYOR AND CITY COUNCIL

MISSION

The mission of the City of Wichita Falls is to enhance our quality of life through responsive service delivery, sound financial management, and partnerships spanning the public, private, and business sectors. The City Council focuses on the following values while fulfilling their mission:

- **Excellence** – We will provide an outstanding work product.
- **Integrity** – We adhere to high moral principles, and are mindful of the public’s trust in our work.
- **Accountability** – We will accept responsibility for our actions and decisions.
- **Transparency** – We will be visible, accessible, and open in our communication with the public.
- **Innovation** – We will strive to improve service delivery by evaluating and introducing new methods, ideas, and programs.

SERVICES PROVIDED

- Work to improve existing services and develop policies to meet the needs of the community.
- Work in partnership with the citizens and government agencies to develop programs and policies that are in the best interest of the entire community.
- Engage citizen participation by encouraging service on boards and commissions.
- Set the vision and goals for the City’s future.

FY2021 ACCOMPLISHMENTS

- Provided a State of the City Address on current projects for the citizens.
- Provided oversight of the City’s Strategic Plan.
- Provided oversight of the Downtown Master Plan implementation.
- Successful Hotel Occupancy Venue Tax Election to provide funds for upgrades and maintenance of the MPEC facilities, Memorial Auditorium Performance Hall, and Ray Clymer Exhibit Hall.
- Appointed Charter Review Committee and called election for a vote on ten Charter amendments.

CONTACT INFORMATION

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MAYOR AND CITY COUNCIL

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GOALS & POLICIES

The City Council ratified the Strategic Plan and its goals on May 18, 2021, and a summary of the five (5) general goals and thirty-three (33) policies and objectives is shown below. The plan describes the three highest priority items (those items with the greatest opportunity for continued improvement) as (1) Accelerate Economic Growth, (2) Provide Quality Infrastructure, and (3) Redevelop Downtown.



OUR VISION

Wichita Falls is a vibrant, growing, family-oriented community of unlimited opportunity and civic pride.

OUR MISSION

Enhance our quality of life through responsive service delivery, sound financial management, and partnerships spanning the public, private and business sectors.

OUR VALUES

Excellence
Integrity
Accountability
Transparency
Innovation

OUR GOALS

1 Accelerate Economic Growth

2 Provide Quality Infrastructure

3 Redevelop Downtown

4 Efficiently Deliver City Services

5 Actively Engage & Inform the Public

OUR STRATEGY

- 1.1 – Encourage the Chamber of Commerce to aggressively pursue recruitment of high-value businesses
- 1.2 – Support implementation of the Economic Development Strategic Plan.
- 1.3 – Aggressively market the City.
- 1.4 – Continue alignment of the priorities of the City, Chamber of Commerce and EDC boards.
- 1.5 – Support a thriving Sheppard Air Force Base.
- 1.6 – Revitalize depressed and declining neighborhoods.
- 1.7 – Look for post-pandemic economic opportunities.
- 1.8 – Continue community internship opportunities.
- 2.1 – Upgrade or replace outdated public facilities.
- 2.2 – Complete signature public improvements.
- 2.3 – Evaluate alternative options for financing infrastructure improvements.
- 2.4 – Advance the Ringgold Reservoir project.
- 2.5 – Educate citizens on future infrastructure and public facility needs.
- 2.6 – Enhance focus on long-term street and utility infrastructure needs.
- 2.7 – Continue the bicycle-friendly city initiative.
- 3.1 – Complete the development of a convention center hotel.
- 3.2 – Continue implementation of the Downtown Master Plan.
- 3.3 – Support innovative, flexible building practices for downtown building.
- 3.4 – Align the priorities and metrics of the City, Chamber of Commerce and DTWF.
- 3.5 – Leverage local, state and federal economic development funding sources.
- 3.6 – Grow hotel occupancy tax revenues to support the Multi-Purpose Events Center.
- 3.7 – Pursue public private partnerships.
- 3.8 – Create a live-work-play downtown.
- 3.9 – Enhance focus on culture, arts and entertainment venues.
- 4.1 – Improve employee recruitment and retention.
- 4.2 – Reinforce a culture of superior customer services.
- 4.3 – Streamline municipal business processes.
- 4.4 – Practice effective governance.
- 4.5 – Promote and encourage innovation.
- 5.1 – Enhance public outreach and engagement.
- 5.2 – Equip City Councilors as community ambassadors.
- 5.3 – Maintain coordinated and trusted messaging
- 5.4 – Strengthen supportive partnerships with the non-for-profit community

MAYOR AND CITY COUNCIL

FY 2022 Budget Changes

- Personnel Services increased \$29,722, or 100.05%, for Council salaries due to the City Charter amendments approved by the voters in November 2020.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Mayor and City Council			
Expenditures:			
Personnel Services	29,711	29,708	59,430
Supplies	20	300	300
Utilities/Other Services	959	200	914
Other Expenditures	28,461	49,731	34,731
TOTAL Expenditures	\$59,151	\$79,939	\$95,375

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Councilor	6.00	6.00	6.00
Mayor	1.00	1.00	1.00
TOTAL- Mayor & Council	7.00	7.00	7.00

*No changes in personnel or FTE from previous year.

MAYOR AND CITY COUNCIL

EXPENDITURES BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Mayor and City Council			
Expenditures:			
Salaries - Supervision	27,600	27,600	55,200
FICA	2,111	2,108	4,230
Supplies-Minor Furniture	-	-	-
Supplies-Office	20	100	100
Supplies-Personal Computers	-	200	200
Supplies-Other	-	-	-
Services-Telephone	891	-	714
Services-Binding/Printing	68	200	200
Travel Expenses	9,363	10,500	10,500
Education Registration	2,340	2,000	2,000
Council Retreat Expenses	-	18,000	3,000
Memberships	12,060	11,981	11,981
Boards/Local Meetings	2,780	5,000	5,000
Public Relation/Promo	837	2,000	2,000
Postage/Freight	1,081	250	250
TOTAL Expenditure:	\$59,151	\$79,939	\$95,375

OFFICE OF THE CITY MANAGER

MISSION

The City Manager is appointed by the City Council to serve as the Chief Executive Officer of the City. The City Manager is responsible for making recommendations to the City Council, and helps develop and implement policies guiding the City. This general function takes a number of forms including coordination of daily operations; the appointment and removal of employees; long range development of the City; preparation of the annual budget and 5-year Capital Improvement Program (CIP); development and implementation of personnel regulations, financial, and administrative policies; administration of the Strategic Plan; providing leadership and direction to City staff to achieve City Council goals and objectives; and other actions as required by the City Council or City Charter.

SERVICES PROVIDED

The City of Wichita Falls operates under a Council-Manager form of government. The Council-Manager form of government combines the strong political leadership of elected officials with the strong professional experience of a City Manager. The City Council establishes policy and law, while the City Manager has the responsibility for carrying out this policy, directing the day-to-day operations through the appointment and removal of employees and encouraging citizen engagement and transparency.

FY2021 ACCOMPLISHMENTS

- Successful advancement of the Strategic Plan, which included 5 general goals and 33 associated objectives.
- Preparation and administration of the FY 2020-21 Budget, totaling \$184.4 million.
- Increased citizen communication with regular, coordinated messaging and enhanced use of social media.
- Leadership and direction to more than 1,200 City employees.

CONTACT INFORMATION

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OFFICE OF THE CITY MANAGER

FY 2022 Budget Changes

- Increase of \$30,309, or 4.5%, in personnel services, due to implementation of the MAG study.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
City Manager			
Expenditures:			
Personnel Services	719,385	671,194	701,503
Supplies	1,369	1,210	1,210
Utilities/Other Services	1,688	2,394	1,743
Insurance & Contract Supp.	30	-	-
Other Expenditures	27,576	35,956	35,833
TOTAL Expenditures	\$750,048	\$710,754	\$740,289

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Assistant City Manager	2.00	2.00	1.20
City Manager	1.00	1.00	1.00
Deputy City Manager	0.00	-	-
Executive Secretary	1.00	1.00	1.00
TOTAL- City Manager	4.00	4.00	3.20

*Assistant City Managers' FTE is split between their respective departments.

OFFICE OF THE CITY MANAGER

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
City Manager			
Expenditures:			
Salaries - Supervision	484,997	435,871	454,939
Salaries - Clerical	44,647	44,117	47,277
Pool Clerical	490	-	-
Overtime	17	-	-
Terminal Pay	-	-	-
Stability Pay	2,558	2,558	2,695
Cell Phone Allowance	731	720	720
Deferred Compensation	23,943	26,000	29,202
FICA	30,882	37,702	41,156
TMRS Retirement	93,069	85,229	91,529
Life Insurance Contribution	662	639	642
Disability Insurance Contrib	186	39	485
Health Insurance Contributions	37,203	38,319	32,858
Supplies-Minor Office Tools/Eq	-	-	-
Supplies-Minor Furniture	-	-	-
Supplies-Office	884	1,100	1,100
Supplies-Periodicals/Supplemts	268	110	110
Supplies-PC Software	216	-	-
Supplies-Other	-	-	-
Services-Telephone	1,267	1,694	1,593
Services-Binding/Printing	420	700	150
Insurance Expense	30	-	-
In City Mileage Reimbursement	6,177	7,200	7,201
Travel Expenses	8,730	12,000	12,000
Education Registration	1,697	3,500	3,500
Lease Payments	933	888	764
Memberships	7,665	10,168	10,168
Boards/Local Meetings	645	1,000	1,000
Postage/Freight	1,729	1,200	1,200
TOTAL Expenditure:	\$750,048	\$710,754	\$740,289

CITY CLERK

MISSION

The City Clerk is an officer of the City, appointed by the City Council. The position of City Clerk is a statutory position required by State law and the City Charter. Functioning much like the Secretary of State, the City Clerk is the local official who maintains the integrity of the election process, ensures transparency and access to city records, facilitates the city's legislative process, and is the recorder of local government history. The City Clerk acts as the compliance officer for federal, state, and local statutes, including the Open Meetings Act and the Public Information Act, and serves as the local filing authority for campaign finance reports and financial disclosure statements. The City Clerk's office issues various permits and cemetery deeds/transfers, processes liability claims, and manages the board/commission application and appointment process. Our goal is to provide quality services with exceptional customer service, serve as a resource to citizens, and be a link between citizens and the City organization.

SERVICES PROVIDED

- Documenting Official Actions of the City Council (minutes, ordinances, resolutions, contracts)
- Conducting City Elections
- Public Information Act/Requests for Public Information
- Permits/Licenses
- Cemetery Deeds/Transfers
- Boards and Commissions
- Notary Public

FY2021 ACCOMPLISHMENTS

- Conducted 2020 General and Special Election
- Completed all Public Information Requests in 10 or < days
- Saved Ordinances, Resolutions, and minutes in Laserfiche in < 3 days after approval
- Created new city-wide Public Information Policy
- Processed 163 Outdoor Event Permits in accordance with Governor's emergency order
- Created conflict of interest summary and flowcharts to assist with determining when a conflict exists
- Presented Ordinance to create process to terminate inactive campaigns
- Expanded documents available through the public portal for Official City Records

CONTACT INFORMATION

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CITY CLERK

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Conduct 2021 General Election	4. Efficiently Deliver City Services	4.4 Practice Effective Governance	Election completed in accordance with LGC and City Charter	100%	100%
Advancement of multi-year records management program	4. Efficiently Deliver City Services	4.3 Streamline municipal business processes	Based off beginning status	55%	65%
Turnaround time for Public Information Requests	4. Efficiently Deliver City Services	4.3 Streamline municipal business processes	10 or< business days	100%	100%
Complete Redistricting	4. Efficiently Deliver City Services	4.4 Practice Effective Governance	Complete redistricting in accordance with LGC	100%	100%

CITY CLERK

FY 2022 Budget Changes

- Personnel Services increased \$9,687, or 6.34%, due to implementation of the MAG study.
- Redistricting expenses in the previous year are not needed in FY2021-22, causing a \$28,776, or 70.41%, decrease in Utilities/Other Services expenditures

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
City Clerk Department			
Expenditures:			
Personnel Services	150,964	152,816	162,503
Supplies	2,357	1,210	1,210
Utilities/Other Services	19,768	40,872	12,096
Insurance & Contract Supp.	103	88	88
Other Expenditures	30,430	41,840	41,724
TOTAL Expenditures	\$203,624	\$236,826	\$217,621

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
City Clerk	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
TOTAL- City Clerk	2.00	2.00	2.00

*No changes in personnel or FTE from the previous year.

CITY CLERK

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
City Clerk Department			
Expenditures:			
Salaries - Supervision	74,476	74,264	81,690
Salaries - Clerical	33,941	33,738	-
FT Permanent Clerical	-	-	-
PT Temporary Clerical	-	-	-
Pool Clerical	-	-	-
Salaries-Operational	-	-	36,772
Overtime	66	680	250
Terminal Pay	-	-	-
Stability Pay	-	275	413
Cell Phone Allowance	733	720	720
FICA	8,000	7,891	8,362
TMRs Retirement	17,034	18,142	19,101
Life Insurance Contribution	146	145	147
Disability Insurance Contrib	109	108	112
Health Insurance Contributions	16,362	16,853	14,936
HSA Contributions-Employer	97	-	-
Supplies-Minor Office Tools/Eq	-	-	-
Supplies-Minor Furniture	606	-	-
Supplies-Office	1,693	1,000	1,000
Supplies-Educational	59	150	150
Supplies-Periodicals/Supplemts	-	60	60
Supplies-PC Software	-	-	-
Services-Telephone	891	1,672	1,921
Services-Other Professional	6,456	31,800	7,000
Services-Court Cost/Registrat	-	50	25
Services-Advertising	11,815	6,850	3,000
Services-Binding/Printing	607	500	150
Insurance Expense	103	88	88
Travel Expenses	2,721	7,000	7,000
Education Registration	1,720	2,060	2,500
Lease Payments	933	825	764
Election Expense	19,228	25,000	25,000
Memberships	200	360	460
Boards/Local Meetings	1,824	2,395	2,000
Postage/Freight	3,805	4,200	4,000
Amortization Water/Sewer Study	-	-	-
TOTAL Expenditure:	\$203,624	\$236,826	\$217,621

LEGAL

MISSION

The Legal Department continued to meet its goal of providing effective legal representation to the City Council and staff in the performance of their duties. This office officially worked on 298 projects this year, covering a wide range of topics. It defended the City against claims and litigation, and represented the State in all cases filed in Municipal Court.

SERVICES PROVIDED

- City Attorney R. Kinley Heggund, Jr., provides effective legal representation to the City Council and administrative staff and attends all Council meetings. He also represents the 4B Sales Tax Corporation and the Wichita Falls Economic Development Corporation. Mr. Heggund serves as the Chairman of the Employee Benefit Trust and is legal advisor to the City/County Hospital Board. He is the city's representative to the Atmos Cities Steering Committee and serves on the executive board of the Oncor Cities Steering Committee.
- Deputy City Attorney Julia Vasquez handles all litigation and employment issues on behalf of the City. Further, she represents the City Attorney's office at all Meet & Confer (Police and Fire), Civil Service Commission, and Police Legal Review meetings.
- Deputy City Attorney James McKechnie handles all contract reviews and represents the City Attorney's office at all Planning & Zoning Commission, Board of Adjustment, and Construction Board of Adjustment meetings.
- Assistant City Attorney Amy Gardner serves as the City's Municipal Court Prosecutor and also represents the City at all Accident Review Board and Landmark Commission meetings.
- Executive Legal Assistant Linda Merrill provides clerical, administrative, and legal services by gathering required information, drafting various instruments, and managing the office. She also prepares the fiscal year budget with oversight from the City Attorney and serves as recording secretary for the Civil Service Commission, the 4BSTC, WFEDC, and Meet & Confer (Police & Fire).
- Legal Clerk Wiletta Langston provides clerical assistance to the Municipal Court Prosecutor, as well as customer service to callers and visitors to the department. She schedules witnesses, drafts court documents, prepares case files, and other tasks.

FY2021 ACCOMPLISHMENTS

- **Discussion, negotiation, and drafting of economic development agreements between various entities and the Wichita Falls Economic Development Corporation and the 4B Sales Tax Corporation.**
- **Special Projects**
 1. Prepared all agreements for the full-service hotel/convention center project at MPEC.
 2. Finalized Charter Review Process and saw all proposed amendments adopted by the voters in November 2020.
 3. Resolved a significant breach of contract claim brought by Lanzo Trenchless Technologies involving the sewer replacement work at Holliday Creek. Drafted a detailed response to Lanzo's demand letter, resulting in Lanzo withdrawing their claim and agreeing to close out the contract.
 4. Resolved a disability complaint filed with the Department of Justice by a patron of the Memorial Auditorium theater.

LEGAL

5. Worked with Finance and the Fire Pension Board to resolve issues relating to contributions of deployed firefighters and those who backfill deployed firefighter positions. Formulated a solid legal basis for the City's decision to exclude from contributions only those hours worked in excess of 212 hours.
 6. Prepared a small cell network node design manual.
 7. Prepared permit agreements for City-owned infrastructure.
 8. Reviewed 16 major construction contracts.
- **Defense of the City against personal injury claims; state and federal litigation.**

In FY2020-21, in addition to already pending claims and litigation, this office has received six new claims, one state case and one federal case. The following disputes were settled this past fiscal year:

Marcus Jackson LLC [DOI: 11/19/20]. Claimant was operating a street sweeper on I-44. Officer Atnip was on I-44 south of the Old Iowa Park overpass using a laser checking for speeders. When he found one, he engaged his lights and attempted to catch the vehicle. He was in the left lane as he crested the rise of the overpass. He impacted with the back of a barricade truck that was part of the street sweeper convoy. His view of the convoy was obstructed and he did not have time to stop nor room to avoid the collision. The contractor sought \$23,000 in damages. **[Disposition: This claim was settled January 6, 2021, for \$22,300.]**

Skyline Developers [DOI: 10/9/20]. Cindy Whatley (on behalf of Skyline Developers) claims mounds of dirt stored by the City of Wichita Falls behind 3411 McNiell Avenue caused water damage to this address. She claimed over \$20,000 in damages. **[Disposition: settled for \$14,270.90 in December 2020.]**

- **Municipal Court Prosecutor Annual Report for calendar year 2020**
(a)

Violations	Number of Cases
Traffic	15,582
Code Enforcement	408
Animal Control	382
Animal Seizures	5
Alarms	23
Health Code	3
Fire	4
Failure to Appear	29

- (b)** Pre-Trial Docket: 61 cases
- (c)** Bench Trial Docket: 300 cases
- (d)** Jury Trial Docket: 67 cases
- (e)** Prosecutor Appointments: 128 appointments, 215 violations
 - Scheduled: 97
 - Walk-Ins: 31

LEGAL

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GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Legal representation	Defend the City against claims and litigation	Cases/claims filed against the City	Legal representation of the city, its officers and agents in the performance of their official duties against any claims and/or litigation	100%	100%
Contracts/Questions	Special projects worked by staff over the year	Completion of the projects	Various matters handled by the legal office, including (but not limited to) : review of contracts, special projects, drafting of agreements, review of subpoenas, drafting of ordinances and resolutions	100%	100%
Economic Development	Prepare all agreements and ancillary documents for the 4B Sales Tax Corp.	Agreements prepared and executed; legal advice provided.	Attend all 4BSTC meetings and prepare all performance agreements and related documents entered into by the Corporation	100%	100%
	Prepare all agreements and ancillary documents for the WFEDC	Agreements prepared and executed; legal advice provided.	Attendance at all WFEDC meetings and preparation of all performance agreements and related documents entered into by the Corporation	100%	100%
Municipal Court prosecution	Bench Trial Docket	Trials before the judge	Trial before the Municipal Court Judge	100%	100%
	Jury Trial Docket	Trials before a jury	Trial before six jurors at Municipal Court	100%	100%
	Prosecutor appointments	Meet the Prosecutor	Monday morning appointment-based meetings to discuss violations and possible settlement options with prosecutor	100%	100%

LEGAL

FY 2022 Budget Changes

- Personnel Services increased \$18,277, or 2.24%, due to implementation of the MAG study. Increase will be distributed between supervision, operational, and clerical salaries.
- Increase in Other Expenditures of \$17,961, or 103.58%, due to reinstatement of Travel and Education Registration monies (removed from last fiscal year's budget due to Covid 19 pandemic)
- Reinstatement of purchases of hard copy legal materials (removed from last fiscal year's budget due to financial concerns from Covid 19 pandemic)
- Increase of \$23,800 in utilities/other services is due to increased need of legal services from outside agencies.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Legal Department			
Expenditures:			
Personnel Services	804,971	815,461	833,738
Supplies	18,271	16,048	23,216
Maintenance & Repair	-	-	-
Utilities/Other Services	7,578	37,315	61,115
Insurance & Contract Supp.	15	15	15
Other Expenditures	18,274	17,340	35,301
Capital Improvements	-	-	-
TOTAL Expenditures	\$849,109	\$886,179	\$953,385

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Attorney I	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	2.00	2.00
Executive Legal Assistant	1.00	1.00	1.00
Legal Clerk	1.00	1.00	1.00
Senior Assistant City Attorney	1.00	0.00	0.00
TOTAL- Legal	6.00	6.00	6.00

*No changes in personnel or FTE from the previous year.

LEGAL

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Legal Department			
Expenditures:			
Salaries - Supervision	194,476	182,909	192,052
Salaries - Clerical	99,900	98,592	100,206
Pool Clerical	1,375	-	2,000
Salaries-Operational	283,197	295,523	307,156
Overtime	388	-	1,000
Stability Pay	6,050	6,050	6,188
Deferred Compensation	13,873	14,206	13,872
FICA	39,356	42,309	44,443
TMRS Retirement	94,680	102,162	101,414
Life Insurance Contribution	752	756	756
Disability Insurance Contrib	394	308	574
Health Insurance Contributions	70,530	72,646	64,077
Supplies-Minor Furniture	2,271	-	-
Supplies-Office	2,740	6,000	6,050
Supplies-Periodicals/Supplemts	9,255	6,888	7,152
Supplies-Library Materials	4,005	3,160	9,784
Supplies-PC Software	-	-	230
Maint-Office Furniture/Equip	-	-	-
Maint-Buildings	-	-	-
Services-Telephone	2,673	5,015	3,815
Services-Other Professional	4,161	25,000	50,000
Services-Drug Tests	-	-	-
Services-Court Cost/Registral	73	4,650	4,650
Services-Binding/Printing	671	2,650	2,650
Insurance Expense	15	15	15
In City Mileage Reimbursement	6,167	7,200	7,201
Travel Expenses	1,660	1,400	12,800
Education Registration	5,056	1,500	7,450
Memberships	2,945	3,940	4,450
Boards/Local Meetings	382	500	600
Postage/Freight	2,064	2,800	2,800
PC Computer Equipment	-	-	-
TOTAL Expenditure:	\$849,109	\$886,179	\$953,385

HUMAN RESOURCES

MISSION

The Human Resource Department provides quality customer service to all City of Wichita Falls employees through the functions of the Human Resources, Employee Benefits, and Risk Management divisions. In 2019, Human Resources worked with management to fill 213 positions. In addition, HR staff partnered with supervision in reviewing and coaching employees through the employee evaluation process. Human Resources staff worked closely with Finance and Information Technology staff to successfully implement a new payroll, timekeeping, job application, personnel action, and employee evaluation systems within Tyler/ Munis data management software. Implementation of the new system supported significant business efficiencies in timekeeping, Human Resources (HR) records management, and employee evaluations. The timekeeping module, Executime, promoted significant efficiencies by transitioning from a manual time entry system, made up of paper timesheets, to a time clock/electronic entry system. HR records management was improved by eliminating dual entry into several modules and spreadsheet tracking, and transitioning to a centralized location for data entry into employee records. The Tyler system tracks an individual from application, to hire, to retire with entry into only one system. In addition, the Tyler software also allowed for an increased efficiency and user friendliness of the benefits open enrollment process. Lastly, the new employee evaluation system radically changed from a lengthy, often repetitive document, to a focus on individual goals, universal core competencies, a streamlined workflow, and a narrative format. When designing the evaluation module, a focus group comprised of 14 supervisors was utilized to solicit feedback on ideas for the new format and focus for employee evaluations in the software.

SERVICES PROVIDED

- Training to support development and supervisory personnel.
- Support of the Police and Fire departments through the administration of promotional and entry level testing.
- Supported the goal and objective to “Attract and Retain Young Workers and Graduates” by expanding City internship opportunities.
- Manage the STEP (Success Through Everyday Practices) Wellness Program.

FY2021 ACCOMPLISHMENTS

- Implemented the Open Enrollment process through the new Tyler/Munis System.
- Hosted the annual Employee Benefits and Wellness Fair for City employees.
- Implemented the new Employee Evaluation process through Tyler/ Munis.
- Completed MAG’s employee compensation study.

CONTACT INFORMATION

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HUMAN RESOURCES

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Expand Community Internship opportunities	1. Accelerate Economic Growth	1.8 Continue community internship opportunities	8 qualitative measures	62.5%	100%
Maintain Market Competitive Salaries and Benefits	4. Efficiently Deliver City Services	4.1 Improve employee recruitment and retention	6 qualitative measures	66.7%	83%

FY 2022 Budget Changes

- Personnel Services increased \$40,396, or 6.27%, mainly due to implementation of the MAG study.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Human Resources			
Expenditures:			
Personnel Services	627,327	643,937	684,333
Supplies	2,736	4,800	5,250
Maintenance & Repair	456	288	374
Utilities/Other Services	98,560	61,246	68,960
Insurance & Contract Supp.	3,334	-	-
Other Expenditures	44,396	50,501	46,677
Total Expenditures	\$776,809	\$760,771	\$805,594

HUMAN RESOURCES

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
HR Specialist II	1.00	1.00	1.00
Human Resource Generalist	2.00	2.00	2.00
Human Resources Director	1.00	1.00	1.00
Human Resources Supervisor	1.00	1.00	1.00
Intern	0.00	1.00	1.00
Risk Safety Specialist	2.00	2.00	2.00
Senior Admin Clerk	1.00	1.00	1.00
TOTAL- Human Resources	8.00	9.00	9.00

*An Internship program is part of the Council's Strategic Goals.

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Human Resources			
Expenditures:			
Salaries - Supervision	112,488	111,980	120,000
Salaries - Clerical	21,460	24,690	43,986
Pool Clerical	2,828	10,369	10,000
Salaries-Operational	305,548	308,652	312,275
Pool Operational	-	-	-
Overtime	2,889	-	-
Stability Pay	6,463	7,260	6,050
Cell Phone Allowance	732	720	720
FICA	33,936	32,665	35,446
TMRS Retirement	71,040	75,645	79,923
Life Insurance Contribution	600	592	480
Disability Insurance Contrib	367	324	363
Health Insurance Contributions	68,468	70,522	74,586
HSA Contributions-Employer	507	518	504
Supplies-Minor Tools and Equip	386	300	300

HUMAN RESOURCES

Supplies-Minor Office Tools/Eq	-	-	-
Supplies-Minor Furniture	293	-	450
Supplies-Office	1,765	3,500	3,500
Supplies-Photographic	32	500	500
Supplies-Janitorial	-	-	-
Supplies-Educational	-	500	500
Supplies-Periodicals/Supplemts	-	-	-
Supplies-Personal Computers	260	-	-
Supplies-System Software	-	-	-
Supplies-PC Software	-	-	-
Supplies-Other	-	-	-
Maint-Office Furniture/Equip	-	-	-
Maint-PC Software	-	-	86
Maint-Systems Software	456	288	288
Services-Telephone	3,755	4,901	4,549
Service-Wireless PhoneAircards	1,093	1,120	1,120
Services-Central Garage	3,480	1,244	391
Services-Other Professional	84,973	44,036	51,705
Services-Lab Proficiency Test	-	-	-
Services-Court Cost/Registral	-	-	-
Services-Advertising	1,518	4,500	5,250
Services-Binding/Printing	1,348	3,105	3,105
Services-Other Miscellaneous	2,393	2,340	2,840
Unemployment Compensation	-	-	-
Insurance Expense	3,334	-	-
Travel Expenses	6,672	4,250	9,000
Education Registration	1,140	2,625	2,000
In-Service Train/Tuition Asst	25,670	26,155	17,830
Lease Payments	2,917	4,521	4,522
Memberships	998	1,600	1,975
Boards/Local Meetings	2,848	5,400	5,400
Public Relation/Promo	1,385	2,750	2,750
Postage/Freight	2,765	3,200	3,200
TOTAL Expenditure:	\$776,809	\$760,771	\$805,594

BUILDING MAINTENANCE

MISSION

Building Maintenance Services oversees the maintenance of most City Facilities; providing day-to-day maintenance and support for the City Staff. Also, they manage the Janitorial staff and assist in numerous special projects throughout the year; doing research and developing specifications for projects, both planned and emergency.

SERVICES PROVIDED

- Responsible for the preventative maintenance and care of 18 buildings.
- Provide custodial services for 38 buildings, which consists of approximately 10,009,000 square feet.
- Maintain appliances at all 8 Fire Stations, Parks /Rec., MLK, Health, and Animal Services.
- Responsible for the Elevators at Library/Parks and Recreation, Memorial Auditorium, and Central Services.
- Maintain UPS Equipment at the Training Center.
- Provide custodial services for the performances at Memorial Auditorium.
- Assist with building renovation projects.
- Maintain construction projects, which includes supervision of architects, consultants, and contractors.

FY2021 ACCOMPLISHMENTS

- Managed the Lynwood East Community Center construction project.
- Managed multiple facility roof replacements.
- Replaced compressor that runs the air handlers in Memorial Auditorium.
- Processed over 1380 service calls.
- Deployed a new internal work order system to provide better efficiency and tracking of service calls.

CONTACT INFORMATION

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BUILDING MAINTENANCE

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Improve City Buildings' appearance and operation.	4. Efficiently Deliver City Services	4.2 4.3 4.4 4.4	All service requests completed within 24 hours	85%	100%
	4. Efficiently Deliver City Services	4.2 4.3 4.4 4.4	Appliances are all in working order.	100%	100%
Provide safer buildings.	4. Efficiently Deliver City Services	4.2 4.3 4.4 4.4	Provided daily janitorial service and maintenance.	100%	100%

BUILDING MAINTENANCE

FY 2022 Budget Changes

- Personnel Services increased \$86,023, or 7.14%, largely due to implementation of the MAG study.
- Maintenance and Repair costs increased \$213,845 due to projects in the previous year being postponed to FY 2021-2022.
- Total expenditures increased by \$299,108, or 11.68%.
- Use of one-time funds for Police Department Parking Lot Resurfacing, Memorial Auditorium Restroom work, Memorial Auditorium and Library Security Cameras, ADA updates to Restroom at Police Department, and Golf Course Irrigation.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Building Maintenance Services			
Expenditures:			
Personnel Services	1,089,603	1,205,638	1,291,661
Supplies	98,933	121,498	117,800
Maintenance & Repair	687,617	889,139	1,102,984
Utilities/Other Services	297,983	343,421	319,187
Insurance & Contract Supp.	-	-	-
Other Expenditures	1,707	1,400	1,000
Capital Improvements	-	-	-
TOTAL Expenditures	\$2,175,843	\$2,561,096	\$2,860,204

BUILDING MAINTENANCE

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Clerk	1.00	1.50	1.00
Building Maintenance Supervisor	1.00	1.00	1.00
Building Maintenance Worker	3.00	3.00	3.00
Custodian	19.60	19.60	19.60
Facility Manager	1.00	1.00	1.00
Lead Custodian	3.00	3.00	3.00
Painter/Bldg. Maintenance Worker	1.00	1.00	1.00
TOTAL- Building Maintenance	29.60	30.10	29.60

*Decreased Administrative Clerk to (1) full-time position.

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Building Maintenance Services			
Expenditures:			
Salaries - Supervision	55,413	60,486	46,871
Salaries - Clerical	-	34,944	24,754
Pool Clerical	-	-	-
Salaries-Operational	654,618	694,004	791,396
Pool Operational	-	-	-
Overtime	10,003	30,000	20,000
Terminal Pay	(3,466)	-	-
Stability Pay	18,233	18,701	18,977
FICA	55,125	54,323	67,104
TMRS Retirement	116,115	124,130	147,073
Life Insurance Contribution	982	1,019	1,073
Disability Insurance Contrib	716	744	802
Health Insurance Contributions	180,610	185,732	200,175
HSA Contributions-Employer	1,254	1,554	1,008
Supplies-Minor Tools and Equip	3,014	9,100	2,000
Supplies-Minor Furniture	545	-	-

BUILDING MAINTENANCE

Supplies-Office	853	1,000	1,500
Supplies-Medical/Drug	-	50	100
Supplies-Janitorial	74,474	90,000	90,000
Supplies-Chemical	15,533	10,500	13,000
Supplies-Clothing and Uniforms	4,094	10,648	11,000
Supplies-Periodicals/Supplemts	-	200	200
Supplies-Other	421	-	-
Maint-Machine/Tools/Implements	9,287	11,702	13,000
Maint-Radios	-	200	200
Maint-Instruments	5,829	17,690	19,050
Maint-Heating/Cooling Systems	256,547	134,900	217,145
Maint-Other Equipment	16,528	27,500	20,000
Maint-Buildings	250,452	276,000	206,600
Maint-Auditorium	75,776	202,636	334,000
Maint-Health Facilities	41	14,415	10,615
Maint-Animal Services	-	-	10,000
Maint-Police Facilities	126	4,176	96,026
Maint-Fire Facilities	61,864	184,681	110,108
Maint-Parks Facilities	-	-	-
Maint-Library	11,167	14,900	65,901
Maint-Municipal Court	-	339	339
Maint-MLK Center	-	-	-
Services-Telephone	3,091	3,493	3,507
Service-Wireless PhoneAircards	674	720	720
Services-Electricity	78,835	87,883	80,996
Services-Gas	8,746	9,782	9,346
Services-Wtr/Sewer/Sanitation	14,914	17,000	15,594
Services-Central Garage	19,593	18,132	19,024
Services-Other Professional	171,569	203,411	190,000
Services-Advertising	-	-	-
Services-Binding/Printing	561	3,000	-
Unemployment Compensation	-	-	-
Contract-Heritage Society	-	-	-
Travel Expenses	-	-	-
Education Registration	-	-	-
Postage/Freight	1,707	1,400	-
Permit Expense - City Projects	-	-	1,000
Machines/Tools/Implements	-	-	-
TOTAL Expenditure:	\$2,175,843	\$2,561,096	\$2,860,204

MLK CENTER OPERATIONS

MISSION

The Martin Luther King Center is dedicated to serve all citizens of Wichita Falls in the spirit of Dr. Martin Luther King Jr. The Center hosts senior activities, a childcare facility, and many community service programs and special events; these encourage and promote service to others, constant pursuit of education, and foster a positive relationship for all of the people of the community. The following is a projected summary of the Martin Luther King Center events for the 2021 calendar year. Note: due to Covid – 19 restrictions and recommendations, most activities were placed on hold.

- The annual Martin Luther King Prayer/Scholarship Breakfast generally held in January was postponed due to restrictions. However, a letter campaign was conducted and \$13,400 was raised for scholarships benefitting area youth.
- 23 community residents used the computer room for job searches and research before restrictions curtailed operations of the computer room.
- Community Garden operated at 21% capacity with 17 plots rented out to community residents.
- 320 seniors participated in the senior farmer's market voucher program.
- The annual MLK Easter egg hunt was postponed due to restrictions.
- The MLK Center partnered with the Area Food Bank to help distribute produce to area community members. 150 families participated in this program on a monthly basis.

Overall approximately 900 people accessed the MLK Center during restricted times from October 2020 until March 2021 for various programs, meetings, and general assistance.

SERVICES PROVIDED

- Assist elderly resident with issues signing up for the Covid -19 vaccine.
- Assist elderly residents with computer and phone related issues.
- Assist resident dealing with Social Security, food insecurity, home repair, electronic bill paying and home healthcare assistance with appropriate referrals to the proper agencies.
- In a collaborative effort with the Kitchen, provide a meeting place for seniors in the community to come in and have a nutritious meal during the noon hour.
- In a collaborative effort with the Child Care Inc., provide space for their childcare facility within the MLK Center.
- In a collaborative effort with the Wichita Falls Area Food Bank, provide space for food distribution to the needy population of Wichita Falls.

FY2021 ACCOMPLISHMENTS

- Reestablish the Job assistance program with volunteer help.
- Reengage the Community with activities and meetings at the MLK Center.

CONTACT INFORMATION

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MLK CENTER OPERATIONS

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Actively pursue other venues to coincide with the Mission of the MLK Center	5. Actively Engage and Inform the Public	5.1 Enhance Public Outreach and Engagement 5.3 Maintain Coordinated and Trusted Messaging	Increase Community involvement in planned activities.	N/A	25%

FY 2022 Budget Changes

- Personnel Services has an increase of \$7,822, or 7.76%, due to implementation of the MAG study.
- No other anticipated budget changes this fiscal year.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General MLK Center Operations			
Expenditures:			
Personnel Services	100,155	100,855	108,677
Supplies	3,311	3,925	4,125
Maintenance & Repair	1,032	1,400	1,600
Utilities/Other Services	21,929	26,751	26,233
Other Expenditures	2,820	2,800	3,100
TOTAL Expenditures	\$129,246	\$135,731	\$143,735

MLK CENTER OPERATIONS

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Clerk	1.00	1.00	1.00
Community Center Coordinator.	1.00	1.00	1.00
TOTAL- MLK Center	2.00	2.00	2.00

*No changes in personnel or FTE from the previous year.

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General MLK Center Operations			
Expenditures:			
Salaries - Supervision	44,407	43,472	45,690
Salaries - Clerical	22,550	22,318	27,023
Pool Clerical	81	1,546	1,046
Overtime	419	-	500
Terminal Pay	-	-	-
Stability Pay	688	688	1,623
FICA	4,939	4,661	5,380
TMRS Retirement	10,553	11,093	12,319
Life Insurance Contribution	90	88	91
Disability Insurance Contrib	66	64	69
Health Insurance Contributions	16,362	16,925	14,936
Supplies-Minor Office Tools/Eq	107	300	300
Supplies-Minor Furniture	2,125	2,125	2,125
Supplies-Office	766	900	1,200
Supplies-Other	312	600	500
Maint-Office Furniture/Equip	682	300	700
Maint-Instruments	180	500	300
Maint-Buildings	170	600	600
Services-Telephone	3,383	3,827	3,680
Service-Wireless PhoneAircards	456	490	490
Services-Electricity	7,743	10,300	9,397
Services-Gas	3,464	4,134	3,873
Services-Wtr/Sewer/Sanitation	3,591	3,600	3,593
Services-Other Professional	2,264	3,200	4,000
Services-Binding/Printing	1,029	1,200	1,200
In City Mileage Reimbursement	-	200	200
Rent-Equipment	1,075	1,100	1,200
Postage/Freight	1,745	1,500	1,700
TOTAL Expenditure:	\$129,246	\$135,731	\$143,735

DEVELOPMENTAL SERVICES/PLANNING DIVISION

MISSION

Planning tomorrow's future in a development-friendly way. This is accomplished by the Planning Division being a fair, thorough, responsive, and professional team that provides sound development guidance and structured recommendations for a progressive and prosperous future; ultimately enhancing the community for today and tomorrow.

SERVICES PROVIDED

- **Short Range/Current Planning:**
 - Predevelopment coordination for all development projects and inquiries
 - Land development – platting/subdivision
 - Regulatory Review - Rezoning, Land Use Plan Amendments, Conditional Uses, Variance cases
 - Site Plan Review
 - Zoning Code Interpretations and Ordinance Amendments
 - Inquiries related to land development, addressing, waiver requests, zoning certifications, GIS, etc.
- **Long Range/Comprehensive Planning:**
 - Economic development – Reinvestment Zones; Economic Incentives Programs (e.g. TIF Zones, 4B Downtown)
 - Historic Preservation Programs – Landmark/Historic District nominations; Design Review services for designated properties
 - Comprehensive Planning/Programming
 - Revitalization Initiatives – Downtown Redevelopment; Older Neighborhoods
 - Demographics – Socioeconomic Data; review updates for population estimates and projections from the Texas Demographic Center(TDC); 2020 Decennial Census and through Data.gov survey data
 - Military/Aviation and Encroachment Planning via implementation of the Joint Land Use Study (JLUS)
 - Coordination and assistance for proposed Low-Income Housing/Finance Corp. affordable projects

FY2021 ACCOMPLISHMENTS

- Continued streamlining of the development review process through creation of a standardized development review group, which includes designated review persons from each internal entity along with a pre-development prep packet utilized for all pre-development consultations.
- Completion and passage of the Downtown Property Maintenance Code and Vacant Structure Registry Ordinance.
- Final completion of the \$8.7m Sheppard AFB Main Gate Security Upgrades joint partnership project; involving three tiers of government (federal, state and local), which resulted in a premiere USAF entry facility meeting federal AT/FP standards with a shared open-space and trail area with overflow parking on the City of Wichita Falls property immediately abutting the installation for a security buffer, and a seamless visual corridor.
- Processed 55 plats to subdivide land, ranging from preliminary to final.

DEVELOPMENTAL SERVICES/PLANNING DIVISION

- Reviewed 39 site plans for consistency with zoning standards; particularly setbacks, parking, signage, and landscaping.
- Issued 190 property addresses either through the platting process or requests for re-address.
- Processed 54 design review requests for historically designated properties between staff and Landmarks.

CONTACT INFORMATION

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FY 2022 Budget Changes

- Funding allocation increased \$5,750 for account Boards/Local Meetings in anticipation of costs associated with scheduling numerous public forums for the downtown zoning realignment project and neighborhood revitalization.
- Personnel Services increased \$97,760, or 22.15%, due to implementation of the MAG study.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Planning			
Expenditures:			
Personnel Services	423,336	441,410	539,170
Supplies	4,291	4,804	6,015
Maintenance & Repair	117	-	120
Utilities/Other Services	4,440	11,948	11,988
Insurance & Contract Supp.	15	-	-
Other Expenditures	26,538	14,580	26,124
Capital Improvements	-	-	-
TOTAL Expenditures	\$458,738	\$472,742	\$583,417

DEVELOPMENTAL SERVICES/PLANNING DIVISION

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
SAFB Main Gate Upgrades Infrastructure Project	1.0 Accelerate Economic Growth	1.5 Support a Thriving SAFB	Completion of all warranty repair work to satisfaction of City and SAFB; finalize all payment processing	99%	100%
Neighborhood Revitalization	1.0 Accelerate Economic Growth	1.6 Revitalize Depressed & Declining Neighborhoods	Engage community members in target neighborhoods to identify top priorities for future implementation and improvements	30%	100%
Downtown Revitalization Plan Implementation	3.0 Redevelop Downtown	3.2 Continue Implementation of the Downtown Master Plan	Vacant Building Registry/Property Maintenance Code Zoning Realignment	90% 45%	100%
Downtown Matching Grant Program	3.0 Redevelop Downtown	3.2 Continue Implementation of the Downtown Master Plan	Streamline 4B Downtown Matching Grant Application process with a digital submittal and tracking system	15%	100%
Historic Preservation Plan Update	3.0 Redevelop Downtown	3.9 Enhance Focus on Culture, Arts, and Entertainment Venues Downtown	Obtain CLG matching grant from Texas Historical Commission (THC) to update City's 40-yr old Historic Preservation Plan & Survey via a preservation consultant (FY22 and FY23 project)	5%	50%
Subdivision & Development Phase II Revisions	4.0 Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Subdivision Ordinance revisions to ensure incorporation of basic engineering standards for commercial/industrial developments	20%	100%
Streamline Development Review Process	4.0 Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Continued implementation of improved coordination and communication throughout development review process	70%	100%
Zoning Ordinance Revisions	4.0 Efficiently Deliver City Services	4.4 Practice Effective Governance	Revise sign ordinance regulations	30%	100%

DEVELOPMENTAL SERVICES/PLANNING DIVISION

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Senior Admin Assistant	1.00	1.00	1.00
Planner II	1.00	1.00	1.00
Planner III	0.00	1.00	1.00
Planning Administrator	1.00	1.00	1.00
Planning Technician	2.00	1.00	1.00
Director of Development Services	1.00	0.70	0.70
TOTAL- Planning	6.00	5.70	5.70

*No changes in personnel or FTE from the previous year.

EXPENDITURE BY OBJECT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Planning			
Expenditures:			
Salaries - Supervision	203,720	209,214	209,804
Salaries - Clerical	31,896	32,469	32,469
Pool Clerical	-	-	-
Salaries-Operational	66,629	81,474	147,889
Overtime	2,477	-	-
Terminal Pay	-	-	-
Stability Pay	1,761	2,558	2,695
Cell Phone Allowance	740	720	720
FICA	22,471	20,401	28,684
TMRS Retirement	47,903	47,665	65,623
Life Insurance Contribution	404	377	489
Disability Insurance Contrib	266	229	371
Health Insurance Contributions	44,955	46,304	50,426
HSA Contributions-Employer	114	-	-
Supplies-Minor Furniture	622	819	1,000
Supplies-Office	2,674	2,250	2,430
Supplies-Educational	-	150	150

DEVELOPMENTAL SERVICES/PLANNING DIVISION

Supplies-Periodicals/Supplemts	765	1,285	1,285
Supplies-Personal Computers	-	-	600
Supplies-PC Software	230	300	300
Supplies-Other	-	-	250
Maint-Office Furniture/Equip	-	-	-
Maint-PC Software	117	-	120
Services-Telephone	1,901	3,646	2,758
Services-Gas	57	-	19
Services-Central Garage	3,698	3,302	3,461
Services-Other Professional	2,066	-	-
Services-Lien Filings	(5,100)	2,500	2,500
Services-Advertising	1,735	2,000	2,000
Services-Binding/Printing	83	500	1,250
Insurance Expense	15	-	-
Travel Expenses	3,739	2,525	6,425
Education Registration	505	1,650	3,250
Lease Payments	1,979	1,850	1,685
Memberships	654	1,355	1,814
Boards/Local Meetings	18,871	5,000	10,750
Postage/Freight	790	2,200	2,200
Housing Assistance Payments	-	-	-
Office Furniture/Fixtures	-	-	-
TOTAL Expenditure:	\$458,738	\$472,742	\$583,417

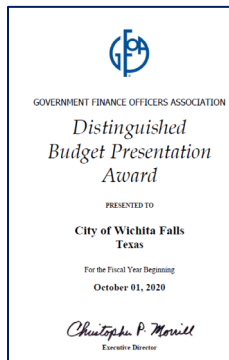
FINANCE & PURCHASING

MISSION

FINANCE

This Division is responsible for processing, maintaining, and accurately reporting all financial data for the City. The Division prepares and presents the Comprehensive Annual Financial Report and provides principal assistance to the City Manager in the formulation of the Annual Budget. Routine daily activities in this Division include the processing of payroll, vendor payables and receivables, all accounting transactions, and treasury management of City available funds.

During the year, the Government Finance Officers Association of the United States and Canada (GFOA) awarded the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended September 30, 2019 and the Distinguished Budget Presentation Award for the Annual Operating Budget for the fiscal year 2020-21. The Certificate of Achievement is a prestigious national award, recognizing conformance with the highest standards for preparation of a state and local government financial report. The City has received this award annually for twenty-five consecutive years. The Distinguished Budget Presentation Award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement, which reflects the commitment of meeting the highest principles of governmental budgeting.



The Division also earned recognition from the Texas Comptroller Glenn Hegar for the City's efforts to achieve the Texas State Comptroller's Transparency Stars Program. The City received a star in the area of Traditional Finance, which recognizes the City's outstanding efforts in making their spending and revenue information available online. The Transparency Stars Program recognizes local government entities that provide easy online access to important financial data. "By providing meaningful financial data in addition to visual tools and analysis of its revenues and expenditures, the City of Wichita Falls has shown a true commitment to Texas taxpayers. This effort achieves the goals set by my office's Transparency Stars program," Hegar said, "I am pleased to award the City of Wichita Falls a star for its accomplishments."



FINANCE & PURCHASING

This division worked closely with the City Manager's Office on the development of the 2021-22 Annual Operating Budget and the Five-Year Capital Improvement Plan. This process began in March and concluded with Council presentations, discussions, public hearings, and final budget adoption in September of 2021.

PURCHASING

To provide equipment, materials, supplies and services at economical prices while evaluating the most advantageous offer and taking into account the needs and best interests of the City.

SERVICES PROVIDED

The Accounting and Finance Division is responsible for monitoring and accounting for all financial transactions of the City. To support this, the division also:

- Prepares monthly and annual financial reports to assist in preparation of the City's Comprehensive Annual Financial Report.
- Manages and analyzes the City's financial data and reports to provide financial information for all departments in accordance with legal requirements and general accounting principles.
- Works with City staff and all vendors to ensure purchasing policy compliance, process payments to vendors, and reconcile payments to the general ledger.
- Coordinates bi-weekly payroll processing for all City employees.
- Actively engages in the creation of the City's Annual Operating Budget.
- Maintains Transparency webpages.

The Purchasing Department is responsible for:

- Conduct all purchasing in accordance with the applicable laws of the State of Texas, City of Wichita Falls Charter and Code of Ordinance, and the Federal Government.
- Obtain the quantity and quality of materials/services at competitive prices, as needed, for all City departments.
- Stimulate competitive bidding in order to obtain materials/services at the lowest possible cost.
- Provide all interested vendors with the opportunity to offer their products/services to the City.
- Treat all vendors in a fair and equitable manner.

FY2021 ACCOMPLISHMENTS

- Receipt of the GFOA Distinguished Budget Award
- Receipt of the GFOA Award for Excellence in Financial Reporting
- Receipt of the Texas State Comptroller's Traditional Finance Star
- Creation of Transparency Resources

CONTACT INFORMATION

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FINANCE & PURCHASING

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Manage receipt and disbursement of ARPA funds	1. Accelerate Economic Growth	1.7 Look for post-pandemic economic opportunities	Creation of project, receipt of funds, tracking of expenditures	0%	25%
Complete & earn all Texas STAR Awards	4. Efficiently Deliver City Services	4.5 Promote and Encourage Innovation	Receipt of four remaining stars	20%	100%
Complete and earn GFOA Distinguished Budget Award	5. Actively Engage and Inform the Public	5.1 Enhance Public Outreach and Engagement	Receipt of Award	100%	100%
Complete and earn the GFOA award for Excellence in Financial Reporting	5. Actively Engage and Inform the Public	5.1 Enhance Public Outreach and Engagement	Receipt of Award	100%	100%
Complete a clean audit and close out the prior year	4. Efficiently Deliver City Services	4.4 Practice Effective Governance	Completion of Audit, Auditors opinion	100%	100%
Launch additional modules in MUNIS	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Launch at least one new module in the Munis system	100%	100%
Update the City's Vendor Policy to exclude paper payments	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Contact vendors, update policy to exclude paper checks and increase internal controls	0%	100%
Accounts Payable responds to and resolves all vendor disputes within 5 business days.	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Accounts Payable responds to and resolves all vendor disputes within 5 business days.	100%	100%
Set-up e-Procurement in Munis	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Easier for end users to enter requisitions from vendor sites	N/A	50%

FINANCE & PURCHASING

FY 2022 Budget Changes

- MAG implementation increased personnel services \$34,415, or 3.93%.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Accounting and Finance			
Expenditures:			
Personnel Services	646,363	799,270	830,685
Supplies	7,729	10,889	11,150
Maintenance & Repair	-	1,500	4,887
Utilities/Other Services	11,117	20,875	18,018
Insurance & Contract Supp.	15	115	115
Other Expenditures	21,386	29,875	29,300
TOTAL Expenditures	\$686,610	\$862,524	\$894,155



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Purchasing			
Expenditures:			
Personnel Services	150,581	-	-
Supplies	1,143	-	-
Maintenance & Repair	-	-	-
Utilities/Other Services	6,051	-	-
Insurance & Contract Supp.	50	-	-
Other Expenditures	1,458	-	-
TOTAL Expenditures	\$159,283	-	-

FINANCE & PURCHASING

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Accountant II	0.00	0.00	0.00
Accounting and Budget Manager	0.00	0.00	0.00
Accounting/Payroll Analyst	0.80	0.80	0.80
Administrative Clerk	1.00	0.60	0.60
Administrative Secretary	0.80	0.00	0.00
Assistant Dir of Finance	1.00	1.00	1.00
Buyer	1.00	1.00	1.00
CFO/Director of Finance	1.00	0.85	0.85
Finance Consultant	0.00	0.00	0.00
Purchasing Agent	1.00	1.00	1.00
Senior Accountant	2.00	2.00	2.00
Senior Admin Clerk	0.00	1.00	1.00
Senior Budget Analyst	1.00	1.00	1.00
TOTAL- Finance & Accounting	9.60	9.25	9.25

*No changes in personnel or FTE from the previous year.

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Accounting and Finance			
Expenditures:			
Salaries - Supervision	236,621	266,450	217,650
Salaries - Clerical	59,602	81,602	92,719
Salaries-Operational	181,514	231,337	304,511
Pool Operational	-	-	-
Overtime	1,010	-	-
Terminal Pay	-	1,381	-

FINANCE & PURCHASING

Stability Pay	4,873	7,047	8,470
Cell Phone Allowance	(11)	720	720
FICA	36,075	45,897	46,294
TMRS Retirement	75,931	101,400	104,083
Life Insurance Contribution	643	817	791
Disability Insurance Contrib	458	569	603
Health Insurance Contributions	49,646	62,049	54,844
Supplies-Minor Office Tools/Eq	-	240	200
Supplies-Minor Furniture	784	799	500
Supplies-Office	5,147	7,700	7,500
Supplies-Periodicals/Supplemts	-	610	650
Supplies-Personal Computers	430	-	2,000
Supplies-System Software	230	300	300
Supplies-PC Software	1,112	1,240	-
Supplies-Other	26	-	-
Maint-Office Furniture/Equip	-	1,500	2,800
Maint-Buildings	-	-	2,087
Services-Telephone	2,416	4,845	3,558
Service-Wireless PhoneAircards	1,201	-	460
Services-Other Professional	4,978	5,230	5,500
Services-Advertising	936	7,500	5,000
Services-Binding/Printing	1,585	3,300	3,500
Services-Other Miscellaneous	-	-	-
Insurance Expense	15	115	115
Travel Expenses	7,478	9,350	10,500
Education Registration	2,644	5,250	5,000
Memberships	1,720	2,775	2,800
Postage/Freight	9,545	12,500	11,000
TOTAL Expenditure:	\$686,610	\$862,524	\$894,155

MUNICIPAL COURT OPERATIONS

MISSION

The Mission of the Wichita Falls Municipal Court is the commitment to professionally serve the public by administering justice in a fair, efficient, and respectful manner, so as to enhance public trust and community confidence in our court system. Providing an accessible legal forum for all individuals, the Court strives for efficient, accurate, and compliant reporting of information. We provide professional, courteous, and accurate communication to all our customers. Trust is paramount with our process. Citizens' obligation and rights are taken in to account with each and every case filed in our court.

SERVICES PROVIDED

- Accurate information on case information.
- Resolution options on all cases filed.
- Guidance on State mandated requirements for dismissals.
- Payment Plan Options for individuals who are unable to pay fines in full.
- Community Service options provided for individuals who may be temporarily unemployed.
- Trial settings for individuals who wish to contest a case filed with the court.
- Warrant Service for unpaid fines. This service includes a number of notification processes prior to arrest warrants being issued.

FY2021 ACCOMPLISHMENTS

- Fully automated court system to allow for remote access to citizens and attorneys via Zoom technology.
- The Court maintained constant contact with citizens who were scheduled to pay a fine or appear in court. Although challenging, we were able to maintain a well-balanced level of service to our customers and continue to move forward in case management.
- Remote Court access by key personnel was a priority after severe weather and COVID restrictions revealed a need to serve our citizens and city services while away from our workstations.

CONTACT INFORMATION

Stan Horton
Court Administrator / City Marshal
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MUNICIPAL COURT OPERATIONS

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
To provide quality municipal and public safety services in a cost-effective manner.	Have a sound fiscal budget	Provide cost effective and efficient City services to the citizens of Wichita Falls	100%	100%	100%
To address and maintain all cases filed with the court in a timely and efficient manner	Insure timely collections on cases including the timely closing on cases.	Maintain on-going programs.	100%	100%	100%
To communicate with the citizens. Helping the public communicate with the court electronically	Resolving cases in a timelier manner by using internet and smartphone technology.	Review opportunities to consolidate steps in resolving cases in a timelier manner.	100%	100%	100%
Filing and maintaining all citations written by all city departments	Maintain a good working system and records operation of all cases filed with the court.	All citations are accounted for.	100%	100%	100%

MUNICIPAL COURT OPERATIONS

FY 2022 Budget Changes

- Personnel Services increased \$61,244, or 7.93%, due to implementation of the MAG study.
- Utilities/Other Services increased \$19,792, or 20.27%, due to returning to normal operations as the city continues to recover from the pandemic.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Gen Municipal Court Operations			
Expenditures:			
Personnel Services	703,120	771,913	833,157
Supplies	9,650	12,990	14,490
Maintenance & Repair	43	-	43
Utilities/Other Services	95,757	97,620	117,412
Other Expenditures	14,040	31,865	26,754
TOTAL Expenditures	\$822,610	\$914,388	\$991,856

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Court Coordinator	1.00	1.00	0.00
Deputy Court Clerk	7.00	6.00	6.00
MCT Administrator/Marshal	1.00	1.00	1.00
Municipal Court Warrant Officer	3.03	3.03	3.03
Municipal Court Judge	1.00	1.00	1.00
Senior Deputy Court Clerk	1.00	2.00	2.00
TOTAL- Municipal Court	14.03	14.03	13.03

*Removed Court Coordinator position and redistributed duties.

MUNICIPAL COURT OPERATIONS

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Gen Municipal Court Operations			
Expenditures:			
Salaries - Supervision	182,098	187,270	196,563
Salaries - Clerical	213,472	259,127	245,538
Salaries-Operational	711	-	53,673
Pool Operational	80,765	99,874	90,000
Overtime	775	1,500	1,500
Terminal Pay	628	-	-
Stability Pay	7,673	7,811	7,535
Cell Phone Allowance	731	720	720
FICA	37,409	32,537	36,235
TMRS Retirement	67,923	75,967	84,827
Life Insurance Contribution	576	600	618
Disability Insurance Contrib	343	317	467
Health Insurance Contributions	110,017	106,190	115,481
HSA Contributions-Employer	-	-	-
Supplies-Minor Furniture	1,705	690	690
Supplies-Office	2,756	5,800	5,800
Supplies-Clothing and Uniforms	-	-	1,500
Supplies-Periodicals/Supplemts	1,415	3,000	3,000
Supplies-Ammunition	-	-	-
Supplies-PC Software	-	-	-
Supplies-Other	3,774	3,500	3,500
Maint-PC Software	43	-	43
Services-Telephone	6,753	3,225	6,569
Service-Wireless PhoneAircards	337	-	360
Services-Electricity	7,343	7,986	7,420
Services-Gas	1,289	1,527	1,434
Services-Wtr/Sewer/Sanitation	1,364	1,200	1,309
Services-Central Garage	7,193	6,682	7,220
Services-Bank	38,135	24,000	50,000
Services-Other Professional	31,567	50,000	40,000
Services-Binding/Printing	1,775	3,000	3,100
Travel Expenses	1,103	4,000	4,000
Education Registration	700	3,850	3,850
Lease Payments	1,709	1,975	1,864
Jury Fees	48	1,800	1,800
Memberships	240	240	240
Postage/Freight	10,241	20,000	15,000
TOTAL Expenditure:	\$822,610	\$914,388	\$991,856

PUBLIC INFORMATION

MISSION

The Public Information Office (PIO) is responsible for effectively communicating the business and activities of city government, departments, services, and events to the public and the media. This is accomplished through use of the city's website, Facebook, Twitter, Instagram, YouTube, Channel 1300 cable programming, press releases, and newsletters. The PIO's funding is derived from the General Fund and the Public, Educational, and Governmental fees fund. The PIO department consists of one full-time Public Information Officer, one full-time Social Media/Marketing Specialist, and one full-time Administrative Clerk. The PIO office's daily activities include assisting other departments with maintaining their website pages, creating content for the public cable programming channel, social media, maintaining the employee of the month photo display, coordinating proclamation requests, volunteer certificates, congratulatory letters, creating departmental promotional flyers and brochures, and assisting the general public with inquiries.

SERVICES PROVIDED

- Regular updates via social media channels, website updates, public programming on Channel 1300, and many other marketing platforms.
- Assist all city departments with providing information to the public related to city services.

FY2021 ACCOMPLISHMENTS

- 93 general city press releases were compiled and issued.
- 18 City Council meetings were livestreamed.
- 59 Facebook posts were published over a 16-day span during Winter Storm Uri which reached 758,900 people.
- Added 3,316 followers to the City of Wichita Falls Facebook page.
- Increased the City of Wichita Falls Facebook page likes by 1,360.

CONTACT INFORMATION

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Director
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PUBLIC INFORMATION

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Create videos/interviews explaining and showing the facility issues	2. Provide Quality Infrastructure	2.5 Educate Citizens on Future Infrastructure/Public Facilities Needs	Series of videos	0%	100%
Increase staff speaking engagements with the Public	5. Actively Engage and Inform the Public	5.1 Enhance Public Outreach and Engagement	One speaking engagement a quarter	25%	100%
Continue to develop and refine the Citizen's Academy Class	5. Actively Engage and Inform the Public	5.1 Enhance Public Outreach and Engagement	Completion of the Academy	100%	100%
Develop a brand standard and social media policy for all departments	5. Actively Engage and Inform the Public	5.3 Maintain Coordinated and Trusted Messaging	Completion of the policy	50%	100%

FY 2022 Budget Changes

- Implementation of MAG and an additional Public Information Officer caused the \$47,436, or 32.79%, increase in personnel services.
- Maintenance and Repair costs increased \$2,015.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General Public Information			
Expenditures:			
Personnel Services	119,687	144,652	192,088
Supplies	3,738	1,600	2,125
Maintenance & Repair	64	360	2,375
Utilities/Other Serv	5,582	8,105	9,336
Other Expenditures	4,525	11,849	14,452
Capital Improvements	-	-	1,449
TOTAL Expenditures	\$133,595	\$166,566	\$221,825

PUBLIC INFORMATION

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Clerk Media	1.00	1.00	1.00
Producer	1.00	1.00	1.00
Video Producer	0.00	1.00	1.00
Public Information Officer	0.00	0.00	1.00
Community and Marketing Director	1.00	0.50	0.34
TOTAL- Public Information	3.00	3.50	4.34

*Prior to this year the Community and Marketing Director also served as the Public Information Officer.

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General Public Information			
Expenditures:			
Salaries - Supervision	613	51,000	39,600
Salaries - Clerical	25,644	25,709	27,439
Pool Clerical	-	-	-
Salaries-Operational	49,070	36,462	84,043
Overtime	697	-	1,000
Terminal Pay	-	-	-
Stability Pay	1,348	138	412
Cell Phone Allowance	-	-	238
FICA	6,629	4,410	7,479
TMRS Retirement	13,810	10,398	17,285
Life Insurance Contribution	102	84	129
Disability Insurance Contrib	75	62	96
Health Insurance Contributions	21,619	16,389	14,202
HSA Contributions-Employer	80	-	165
Supplies-Minor Tools and Equip	-	1,500	750
Supplies-Minor Furniture	147	-	500
Supplies-Office	1,714	-	750
Supplies-Photographic	-	-	-

PUBLIC INFORMATION

Supplies-Periodicals/Supplemts	74	100	125
Supplies-Other	1,804	-	-
Maint-Systems Software	64	360	2,375
Maint-Other Equipment	-	-	-
Services-Telephone	1,406	3,245	2,196
Service-Wireless PhoneAircards	-	-	1,248
Services-Central Garage	-	-	642
Services-Other Professional	214	1,610	-
Services-Advertising	3,808	3,000	5,000
Services-Binding/Printing	154	250	250
Travel Expenses	-	1,638	1,917
Education Registration	25	1,110	1,210
In-Service Train/Tuition Asst	-	-	-
Lease Payments	884	816	840
Memberships	255	255	255
Boards/Local Meetings	-	-	-
Public Relation/Promo	3,122	7,800	10,000
Postage/Freight	238	230	230
Other Machinery and Equipment	-	-	1,449
TOTAL Expenditure:	\$133,595	\$166,566	\$221,825

ENGINEERING DIVISION

MISSION

Deliver exceptional project and asset management by providing high quality and excellence in design, construction, management, and asset tracking of critical infrastructure for the City.

SERVICES PROVIDED

- Develops plans and specification for City capital improvement projects to include, but not limited to: water treatment and distribution system, wastewater treatment and collection system, drainage improvements, roadways, and recreational amenities
- Inspects and approves all construction in the City's right-of-way
- Approves development plans and plats and provides inspection services and materials testing for new and improved infrastructure
- Maintains and oversees the infrastructure mapping system and asset management
- Oversees the development of studies and future development for the City's infrastructure

FY2021 ACCOMPLISHMENTS

- Designed in-house \$19M in capital improvement projects.
- Oversaw \$25M in consultant design projects.
- Oversaw the construction of \$35.4M in projects
 - Completed two major sections of the bike trail from Seymour Rd to Barnett Rd and Loop 11 towards Lucy Park along the Wichita River
 - Completed rehab of Holliday Creek Sanitary Sewer. Lined 3,975 LF of 36" pipe and 8,326 LF of 42" pipe and rehabbed 21 manholes.
 - Completed full replacement of the Denver 1MG Elevated Storage Tank roof and painted the interior and exterior.
 - Finished the extension of Maplewood Ave from Lawrence Rd to McNeil Ave.
 - Oversaw the completion of 161,381 linear feet of rehabilitated streets, 3,442 linear feet of alleys, 2,307 linear feet of drainage improvements, 13,251 linear feet of new and replacement water mains, rehab of 3,877 linear feet of sanitary sewer mains, and rehab of three lift stations in the annual budgeted capital improvement program
- Oversaw \$1.4M in new development to include the completion of 4,208 linear feet of streets, 2,307 linear feet of drainage improvements, 5,026 linear feet of water mains, and 5,322 linear feet of sanitary sewer mains
- Provided oversight of 112 permits and plan reviews for franchised utilities, such as electrical, gas, and fiber installations within the City's right-of-way
- Inspected 255 sidewalk, driveway approaches, curb and gutter repairs, and 12 private utility repairs

CONTACT INFORMATION

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City Engineer
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blane.boswell@wichitafallstx.gov

ENGINEERING DIVISION

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Execute, design, and award of all budgeted infrastructure rehabilitation projects	2.0 Provide Quality Infrastructure	2.6 Enhance Focus on Long-Term Street and Utility Infrastructure Needs	Bid Annual Budgeted water, sewer, street, and alley CIP Projects within 28 days of Schedule	Award w/in 28 days of Schedule	Award w/in 28 days of Schedule
Complete 2018 Street Bond projects	2.0 Provide Quality Infrastructure	2.6 Enhance Focus on Long-Term Street and Utility Infrastructure Needs	Completion of Maplewood Ave Extension and Taft Blvd Widening	Maplewood Ave Extension completed. Taft Blvd Widening 10% complete.	Taft Blvd Widening 80% complete
Promote development through accurate and timely design review and on-site inspection of infrastructure.	2.0 Provide Quality Infrastructure	2.6 Enhance Focus on Long-Term Street and Utility Infrastructure Needs	Complete Development Review of Site Civil Plans within 10 business days of submittal	8 business days	10 business days
Provide accurate infrastructure mapping to properly manage capital infrastructure assets within the City ROW.	2.0 Provide Quality Infrastructure	2.6 Enhance Focus on Long-Term Street and Utility Infrastructure Needs	Require no more than 250 Field Map Update Requests per year	200 Field Map Updates Work Orders	100 Field Map Updates Work Orders
Maintain accurate street condition index.	2.0 Provide Quality Infrastructure	2.6 Enhance Focus on Long-Term Street and Utility Infrastructure Needs	Assess every street every four years	100% of Streets Maintained & Inspected in last four years	100% of Streets Maintained & Inspected in last four years

ENGINEERING DIVISION

FY 2022 Budget Changes

- Personnel Services increased \$139,306, or 9.91%, largely due to implementation of the MAG study.
- Supplies increased \$4,676, or 23.57%, due to increased costs of materials.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Engineering			
Expenditures:			
Personnel Services	1,294,052	1,405,722	1,545,028
Supplies	10,834	19,838	24,514
Maintenance & Repair	11,613	17,366	17,530
Utilities/Other Services	74,324	85,477	81,264
Insurance & Contract Supp.	15	15	15
Other Expenditures	11,579	18,360	18,641
Capital Improvements	14,091	10,000	-
Transfers Out	-	-	-
TOTAL Expenditures	\$1,416,507	\$1,556,779	\$1,686,992

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Civil Engineer	1.67	1.67	1.67
Engineering Tech Field	1.00	1.00	1.00
Engineering Technician	6.00	6.00	6.00
Senior Engineering Tech	7.00	7.00	7.00
Deputy Director of Public Works	0.50	0.50	0.50
Director of Public Works	0.55	0.55	0.55
TOTAL- Engineering	16.72	16.72	16.72

*No changes in personnel or FTE from the previous year.

ENGINEERING DIVISION

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Engineering			
Expenditures:			
Salaries - Supervision	217,764	215,057	235,653
Salaries - Clerical	-	-	-
Pool Clerical	603	-	-
Salaries-Operational	681,631	755,063	835,172
Overtime	12,044	16,806	14,000
Terminal Pay	-	-	-
Certification Pay	-	-	-
Stability Pay	15,744	15,331	15,331
Cell Phone Allowance	2,918	2,880	2,520
FICA	67,450	72,147	78,814
TMRS Retirement	145,787	165,611	180,947
Life Insurance Contribution	1,179	1,159	1,345
Disability Insurance Contrib	816	838	1,020
Health Insurance Contributions	147,643	160,312	179,047
HSA Contributions-Employer	474	518	1,179
Supplies-Minor Tools and Equip	675	2,305	2,305
Supplies-Minor Office Tools/Eq	-	150	150
Supplies-Minor Furniture	1,362	828	4,982
Supplies-Office	5,307	10,050	10,050
Supplies-Medical/Drug	-	70	70
Supplies-Janitorial	-	500	500
Supplies-Lab	3,017	3,375	3,375
Supplies-Clothing and Uniforms	66	410	410
Supplies-Educational	407	800	800
Supplies-Periodicals/Supplemts	-	150	270
Supplies-Container	-	-	-
Supplies-Heating Fuel	-	-	-
Supplies-Personal Computers	-	1,200	1,470
Supplies-PC Software	-	-	132
Supplies-Radios	-	-	-
Supplies-Other	-	-	-
Maint-Office Furniture/Equip	-	1,000	1,000
Maint-Radios	-	808	808
Maint-Instruments	4,581	6,570	6,570
Maint-PC Hardware	-	-	-

ENGINEERING DIVISION

Maint-PC Software	87	88	-
Maint-Systems Software	6,721	7,400	7,400
Maint-Heating/Cooling Systems	-	500	500
Maint-Warning Sirens	-	-	-
Maint-Utility Cuts	-	-	-
Maint-Buildings	225	1,000	1,252
Services-Telephone	5,205	8,679	6,811
Service-Wireless PhoneAircards	1,026	912	912
Services-Electricity	1,873	2,190	2,190
Services-Central Garage	57,741	53,856	58,361
Services-Other Professional	6,373	17,040	10,190
Services-Court Cost/Registral	-	400	400
Services-Advertising	1,602	2,000	2,000
Services-Binding/Printing	505	400	400
Services-Other Miscellaneous	-	-	-
Insurance Expense	15	15	15
In City Mileage Reimbursement	3,323	3,300	3,301
Travel Expenses	1,880	3,100	3,100
Education Registration	2,379	5,200	5,200
Lease Payments	1,851	2,975	2,975
Memberships	857	1,685	1,965
Boards/Local Meetings	-	100	100
Postage/Freight	1,289	2,000	2,000
Other Improvements	-	-	-
Machines/Tools/Implements	-	-	-
Instruments/Apparatus	14,091	10,000	-
Office Equipment	-	-	-
PC Computer Equipment	-	-	-
Oper Transfer-Other	-	-	-
TOTAL Expenditure:	\$1,416,507	\$1,556,779	\$1,686,992

BUILDING INSPECTIONS

MISSION

The Building Inspection Division provides a platform for insuring the safety of the built environment through codes and standards adopted by the City of Wichita Falls. The Permit Technician staff processes applications, reviews submittals, and issues on average 36 permits per day. Commercial Plan Review services are conducted by our Plan Reviewer to insure submittals meet local requirements prior to issuing permits. Onsite inspections for building, electrical, plumbing, and mechanical work is completed by our field inspector team and averages 79 inspections per day.

SERVICES PROVIDED

- Residential/Non-Residential Building Permit Review
- Residential/Non-Residential Building Inspections
- Oversight and Tracking of the City's Backflow Prevention program
- Answers daily technical and general questions from the public and contractors
- Attend Pre-Development meetings with potential building and development applicants to provide technical information and guidance
- Building Inspections is assigned one Chief Building Official, one Assistant Building Official, one Commercial Plan Reviewer, six building and trade inspectors, and two Permit Technicians

FY2021 ACCOMPLISHMENTS

- Building Inspection Division is exploring the expansion of capabilities of current and new software systems to increase efficiency and provide additional services for stakeholders
- Enhancement and expansion of the City's internal Development Team for better permit and development coordination among City departments
- Issuance of 127 New Residential Home Permits
- Generated \$808,209 in permit fee revenue
- Conducted 14,082 inspections
- Provided continuous services throughout the COVID-19 pandemic
- Provided no cost permits for restoration and repair of services and property during the recovery from Winter Storm Uri.

CONTACT INFORMATION

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BUILDING INSPECTIONS

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Assist in leading and advancing a solutions-oriented and “user friendly” local government access attitude within the Division/Department	4. Efficiently Deliver City Services 5. Actively Engage and inform the public	4.3 4.4 5.1 5.3	Increased public awareness of services and benefits the Division/ Department provides.	20%	75%
Supporting innovative, flexible building practices for Downtown buildings	3. Redevelop Downtown	3.3	Review current ordinances and upcoming building codes for adoption with local architects and builders to evaluate, assess, and mitigate potential barriers to Downtown building redevelopment.	5%	75%
Supporting innovative, flexible building practices for Downtown buildings	3. Redevelop Downtown	3.3	Create enhanced and specialized checklists to assist in providing additional clarity and options during pre-development meetings for Downtown building redevelopment.	5%	75%
Create policies, in coordination with the Director, to improve departmental efficiencies and customer service	4. Efficiently Deliver City Services	4.3 4.5	Implementation of new MyGov and plan review software enhancements to allow upload of plans; ability to take payments online	10%	100%
Lead process for adoption of the 2020 NEC and 2021 ICC Codes	4. Efficiently Deliver City Services	4.3	Council adoption of amended code cycles	0%	100%
Assist the Director and staff in conducting development fee survey for proposed FY 2022	4. Efficiently Deliver City Services	4.3	Provide a revised fee schedule for adoption	20%	100%

BUILDING INSPECTIONS

Assist Director in preparing for significant staff and organizational changes in Building Inspections Division	4. Efficiently Deliver City Services	4.1	Research and implement technologies that will expand the abilities of the Division through expanded roles, software and training	0%	75%
Continue to assist Director in leading quarterly meetings with development stakeholders and development-related departments	4. Efficiently Deliver City Services	4.2 4.3	Conduct a minimum of four (4) meetings annually	0%	100%
Send bi-annual development survey to all customers in the permit system	4. Efficiently Deliver City Services	4.2	Send surveys to 500 customers; achieve a 20% response rate	100%	100%
Assist the Director and departmental staff to advance the downtown plan as adopted by the City Council	3. Redevelop Downtown	3.2 3.3	Implementation of Downtown Property Maintenance Code and Vacant Structure Ordinance	50%	100%
Assist Assistant City Manager and Director in the development of permit checklists for plan review, platting, and zoning applications	4. Efficiently Deliver City Services	4.3	Research and provide actionable information for checklists	0%	100%
Lead Development and re-organization of backflow prevention program	2. Provide Quality Infrastructure 4. Efficiently Deliver City Services	2.2 4.2	Research and determine best path forward for implementation of a Backflow Prevention Program	0%	100%
Work with Department Executive Assistant to digitize and organize file for compliance with City Clerk standards and state law	4. Efficiently Deliver City Services 5. Actively engage and Inform the Public	4.2 5.1	Provide information and assets to provide accurate and accessible information for public records	20%	80%

BUILDING INSPECTIONS

FY 2022 Budget Changes

- Personnel Services increased \$42,231, or 5.09%, due to implementation of the MAG study.
- Utilities/Other Services increased \$7,078, or 20.05%, from the FY 2020-2021 adopted budget.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Inspection			
Expenditures:			
Personnel Services	1,289,649	829,776	872,007
Supplies	5,517	6,758	8,150
Maintenance & Repair	692	558	637
Utilities/Other Services	68,971	35,308	42,386
Other Expenditures	13,605	10,600	15,600
TOTAL Expenditures	\$1,378,434	\$883,000	\$938,780

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Assistant Building Official	1.00	1.00	1.00
Chief Building Official/Development Coordinator	1.00	1.00	1.00
Code Compliance Officer	5.00	5.00	5.00
Permit Tech	2.00	2.00	2.00
Plan Reviewer	1.00	1.00	1.00
TOTAL- Inspections	10.00	10.00	10.00

*No changes in personnel or FTE from the previous year.

BUILDING INSPECTIONS

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Inspection			
Expenditures:			
Salaries - Supervision	200,391	183,810	159,149
Salaries - Clerical	18,909	-	24,690
Salaries-Operational	644,175	398,487	422,350
Overtime	5,012	-	-
Terminal Pay	-	-	-
Stability Pay	20,048	12,100	13,310
Cell Phone Allowance	5,106	2,160	3,240
FICA	64,507	40,105	43,913
TMRS Retirement	138,547	93,986	102,174
Life Insurance Contribution	1,155	738	809
Disability Insurance Contrib	847	540	614
Health Insurance Contributions	190,838	97,850	101,254
HSA Contributions-Employer	114	-	504
Supplies-Minor Tools and Equip	40	100	100
Supplies-Minor Furniture	-	-	800
Supplies-Office	4,689	2,500	2,500
Supplies-Medical/Drug	-	50	50
Supplies-Clothing and Uniforms	-	-	750
Supplies-Educational	-	300	300
Supplies-Code Books	277	3,000	3,000
Supplies-Personal Computers	-	300	450
Supplies-System Software	-	-	-
Supplies-PC Software	42	308	-
Supplies-Other	468	200	200
Maint-Systems Hardware	-	250	250
Maint-PC Software	692	308	387
Services-Telephone	3,345	5,931	4,578
Service-Wireless PhoneAircards	7,750	3,404	3,192
Services-Central Garage	49,787	25,223	27,616
Services-Other Professional	-	-	-
Services-Binding/Printing	1,694	750	2,000
Services-Subcontractors	6,395	-	5,000
Travel Expenses	61	1,700	2,500
Education Registration	1,034	2,500	3,000
Lease Payments	2,821	1,700	2,000
Vehicle Lease	-	-	-
Memberships	562	700	700
Boards/Local Meetings	116	-	2,400
Postage/Freight	9,013	4,000	5,000
TOTAL Expenditure:	\$1,378,434	\$883,000	\$938,780

CODE ENFORCEMENT/DEVELOPMENT SERVICES

MISSION

Code Enforcement Division is responsible for proactively inspecting properties within the city limits to ensure a safe, sanitary, and clean city while reducing the appearance of slum and blight.

SERVICES PROVIDED

- Enforcement of city ordinances related to property violations.
 - Including but not limited to: Weeds/grass, rubbish/trash, outdoor storage, front yard parking, unsecured vacant structures, sign violations
- Determining if vacant structures meet the criteria for demolition and completing the demolition process.

FY2021 ACCOMPLISHMENTS

- Between October 1, 2020 and June 1, 2021
 - 4,845 Total Cases
 - 8,475 Total Inspections
 - 246 Citations Issued
- Twelve (12) Properties taken to City Council
 - 713 Indiana (Commercial Property) the owner is in the demolition process to determine if the property can be restored to a future commercial use. This project has been on the demolition list since 2010.
- Vacant Property Registration Ordinance and Downtown Property Maintenance Code was adopted by City Council with implementation currently in progress.

CONTACT INFORMATION

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CODE ENFORCEMENT/DEVELOPMENT SERVICES

GOALS & PERFORMANCE MEASURES					
FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Development and Implementation of systems & policies related to new downtown ordinances.	3. Redevelop Downtown	3.2 Continue implementation of the Downtown Master Plan	Systems and policies are in place to effectively and efficiently enforce new ordinances. Implementation will begin in October 2021.	45%	100%
Participate in Neighborhood Revitalization efforts	1. Accelerate Economic Growth	1.6 Revitalize Depressed and Declining Neighborhoods	Assist Development Services staff to determine needs, goals, and implementation of ordinances needed in the revitalization efforts, including possible implementation of new Code Officer for revitalization area.	5%	50%
Continue to improve the demolition process	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Shorten the time it takes from the time a hazardous structure is identified to the time it is demolished.	45%	90%

CODE ENFORCEMENT/DEVELOPMENT SERVICES

FY 2022 Budget Changes

- Personnel Services increased \$6,847, or 1.53%, due to implementation of the MAG study.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Code Enforcement			
Expenditures:			
Personnel Services	-	448,798	455,645
Supplies	-	3,675	4,259
Maintenance & Repair	-	452	401
Utilities/Other Services	-	37,145	39,857
Other Expenditures	-	11,138	11,177
TOTAL Expenditures	-	\$501,208	\$511,339

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Neighborhood Services Manager	0.51	0.40	0.40
Code Enforcement Officer	3.78	4.70	4.70
Code Enforcement Officer II	0.92	0.90	0.90
Senior Admin Clerk	1.85	1.85	1.85
TOTAL- Code Enforcement	7.06	7.85	7.85

*No changes in personnel or FTE from the previous year.

CODE ENFORCEMENT/DEVELOPMENT SERVICES

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Code Enforcement			
Expenditures:			
Salaries - Supervision	-	15,063	15,064
Salaries - Clerical	-	13,967	19,360
Salaries-Operational	-	239,049	276,546
Overtime	-	-	-
Terminal Pay	-	-	-
Stability Pay	-	7,535	1,613
Cell Phone Allowance	-	1,530	360
FICA	-	21,934	23,617
TMRS Retirement	-	51,228	57,943
Life Insurance Contribution	-	360	384
Disability Insurance Contrib	-	282	293
Health Insurance Contributions	-	97,850	60,465
HSA Contributions-Employer	-	-	-
Supplies-Minor Tools and Equip	-	25	25
Supplies-Minor Furniture	-	-	584
Supplies-Office	-	3,000	3,000
Supplies-Medical/Drug	-	50	50
Supplies-Clothing and Uniforms	-	500	500
Supplies-Educational	-	-	-
Supplies-Code Books	-	-	-
Supplies-Personal Computers	-	-	-
Supplies-System Software	-	-	-
Supplies-PC Software	-	-	-
Supplies-Other	-	100	100
Maint-Systems Hardware	-	100	100
Maint-PC Software	-	352	301
Services-Telephone	-	-	-
Service-Wireless PhoneAircards	-	2,922	3,192
Services-Central Garage	-	25,223	27,615
Services-Other Professional	-	-	-
Services-Court Cost/Registrat	-	-	-
Services-Advertising	-	-	-
Services-Binding/Printing	-	500	550
Services-Subcontractors	-	8,500	8,500
Travel Expenses	-	1,000	1,000
Education Registration	-	750	1,000
Lease Payments	-	888	777
Vehicle Lease	-	-	-
Memberships	-	500	400
Boards/Local Meetings	-	-	-
Postage/Freight	-	8,000	8,000
TOTAL Expenditure:	-	\$501,208	\$511,339

TRAFFIC ENGINEERING

MISSION

The Traffic Engineering Department is responsible for the following:

- Address traffic issues through analysis of traffic data and proper selection/application of traffic control devices.
- Design, build, operate, and maintain traffic signals, school zone beacons, traffic control signs, street lighting, and pavement marking.
- Operate and manage the City's computerized traffic control system.
- Investigate and abate traffic hazards.
- Operate school crossing guard program.
- Provide traffic engineering expertise in the real estate development process for upcoming projects by coordinating with Public Works and Planning Departments.
- Assist the development process by analyzing traffic related projects through information, document review, and traffic engineering expertise.

SERVICES PROVIDED

- Maintenance/repair on signals, street lights, traffic signs, and pavement markings
- Signal detection systems
- Outdoor warning systems
- School warning beacons
- Identification and installation of proposed bicycle infrastructure
- Install additional street lighting in the City, as needed
- Infrastructure improvements and reconstruction
- Annual sign replacement project
- Street lighting
- Annual roadway striping project

FY2021 ACCOMPLISHMENTS

- Installed 18 miles of Shared bike lane on Midwestern Pkwy and Fairway Blvd
- Installed signal system on Maplewood & McNiel
- Upgraded signal cabinets with TS-2 technology at three signalized intersections
- Preliminary work to address Wayfinding sign issues
- Continue to improve financial performance of the traffic department

CONTACT INFORMATION

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TRAFFIC ENGINEERING

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Install additional shared bike lanes	2. Provide Quality Infrastructure	2.7 Continue the bicycle-friendly city initiative	Installation of 18-miles of shared bicycle lane infrastructure	\$100,000 4B funds	\$100,000 4B funds
Upgrade Signal Cabinets	2. Provide Quality Infrastructure	2.1 Upgrade or replace outdated public facilities	Ensure proper replacement of Traffic Signal Cabinets based on a 25-year life cycle	\$60,000	\$50,800
Upgrade School Warning Beacons	2. Provide Quality Infrastructure	2.1 Upgrade or replace outdated public facilities	Upgrade remaining school warning beacons to cellular communication to improve operational performance	\$0	\$80,000
Annual Striping Project	2. Provide Quality Infrastructure	2.1 Upgrade or replace outdated public facilities	Upgrade roadway pavement markings to better perform for public use (5-Year Program)	\$50,000	\$50,000
Annual Sign Replacement Project	2. Provide Quality Infrastructure	2.1 Upgrade or replace outdated public facilities	Replace annual signage identified per section of City to better control sign performance and life cycle	\$42,000	\$44,000
Replace Damaged Wayfinder Signs	2. Provide Quality Infrastructure	2.1 Upgrade or replace outdated public facilities	Complete correction of Wayfinding deficiencies; prepare for annual maintenance/repair of Wayfinding Infrastructure	\$181,000	\$25,000
Complete Annual Traffic Signal Overhaul	2. Provide Quality Infrastructure	2.1 Upgrade or replace outdated public facilities	Traffic Signal Infrastructure has a 50-Year Life Span; Complete reconstruction is recommended	\$0	\$80,000

FY 2022 Budget Changes

- Increases in Personnel Services of \$56,951, or 6.80%, is largely due to implementation of the MAG study.
- Maintenance and Repair costs increased \$40,002, or 30.42%.
- Utilities/Other Services increased \$43,193, or 9.26%.
- Capital Improvements increased \$361,402, or 183.31%, from FY 2020-2021.
- One-time increases are included for boring work, traffic signal overhaul, outdoor warning system circuit board, outdoor warning unit amplifier and AI-500-070 cell communications unit.

TRAFFIC ENGINEERING

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General Traffic Engineering			
Expenditures:			
Personnel Services	713,057	837,018	893,969
Supplies	84,951	95,176	95,285
Maintenance & Repair	157,435	131,509	171,511
Utilities/Other Services	543,669	466,473	509,666
Insurance & Contract Supp.	-	-	-
Debt Expenditures	293,183	211,775	200,323
Other Expenditures	2,767	1,625	6,175
Capital Improvements	107,196	197,158	558,560
TOTAL Expenditures	\$1,902,259	\$1,940,734	\$2,435,489

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Electronics Technician	1.00	1.00	1.00
Lead School Crossing Guard	0.34	0.34	0.34
School Crossing Guard	2.88	4.76	4.76
Traffic Control Coordinator	0.00	0.00	0.00
Traffic Control Tech	9.00	9.00	9.00
Traffic Superintendent	1.00	1.00	1.00
TOTAL- Traffic Engineering	14.22	16.10	16.10

*No changes in personnel or FTE from the previous year.

EXPENDITURE BY ACCOUNT

TRAFFIC ENGINEERING



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General Traffic Engineering			
Expenditures:			
Salaries - Supervision	78,043	77,459	80,984
Salaries-Operational	410,296	511,404	547,656
Overtime	13,989	13,500	16,000
Terminal Pay	-	-	-
Certification Pay	-	-	-
Stability Pay	8,608	8,608	8,745
Cell Phone Allowance	1,678	1,800	1,800
FICA	37,907	43,156	45,917
TMRS Retirement	70,579	86,258	92,050
Life Insurance Contribution	584	675	643
Disability Insurance Contrib	419	474	486
Health Insurance Contributions	90,955	93,684	99,688
Supplies-Motor Vehicle Fuel	1,172	-	-
Supplies-Minor Tools and Equip	5,056	2,160	5,230
Supplies-Minor Furniture	-	-	250
Supplies-Office	635	1,000	1,200
Supplies-Medical/Drug	100	150	150
Supplies-Traffic Control	62,942	73,368	66,063
Supplies-Clothing and Uniforms	3,673	5,400	5,780
Supplies-Periodicals/Supplemts	3,427	4,500	4,500
Supplies-Animal Feed	-	-	-
Supplies-Container	-	-	-
Supplies-Personal Computers	2,866	-	-
Supplies-PC Software	1,183	220	2,500
Supplies-Other	3,896	8,378	9,612
Maint-Preventative	-	-	-
Maint-Machine/Tools/Implements	5,471	2,950	2,600
Maint-Office Furniture/Equip	-	-	250
Maint-Instruments	-	5,780	4,950
Maint-PC Software	-	-	215
Maint-Systems Software	9,800	10,000	10,000
Maint-Heating/Cooling Systems	-	250	750
Maint-Park Lighting	14,593	16,006	16,746
Maint-Signal Lights	36,158	40,925	71,290
Maint-Service Connections	-	-	-
Maint-Street Lights	68,941	37,048	32,000

TRAFFIC ENGINEERING

Maint-Warning Sirens	21,684	16,000	30,610
Maint-Central Garage	789	2,550	2,100
Services-Telephone	5,992	3,646	5,777
Service-Wireless PhoneAircards	2,008	3,850	4,269
Services-Electricity	37,473	47,523	42,080
Services-Elect/Street Lights	342,281	250,000	295,000
Services-Gas	6,786	10,000	8,324
Services-Central Garage	149,129	151,254	154,216
Services-Binding/Printing	-	200	-
Unemployment Compensation	-	-	-
Bond Principal Payments	283,194	116,488	190,323
Bond Interest Payments	9,989	95,287	10,000
In City Mileage Reimbursement	2,384	1,300	2,800
Travel Expenses	4	-	1,000
Education Registration	30	-	2,000
Memberships	-	-	50
Postage/Freight	349	325	325
Machines/Tools/Implements	21,259	-	-
Signs	40,602	115,584	122,451
Street Lighting	7,235	37,105	157,304
Traffic Signal Cabinets	38,100	-	46,100
Traffic Signal Control Equip	-	14,000	57,890
Traffic Signal Infrastructure	-	30,469	153,365
Warning Sirens	-	-	21,450
TOTAL Expenditure:	\$1,902,259	\$1,940,734	\$2,435,489

STREET MAINTENANCE

MISSION

Perform the highest level of quality maintenance of streets and drainage systems to ensure long-term sustainability while providing safe movement of traffic and flow of storm water in the most efficient means.

SERVICES PROVIDED

- Maintenance of 540 miles of streets and 529 miles of drainage facilities within the City limits and ETJ
- Directly responsible for pothole repair, minor street repair, and street sweeping
- Complete utility cut repair which includes clean up, backfill, and finished surfaces
- Ensure drainage maintenance which includes culverts, bridges, open channels, residential detention ponds, and ditches through making minor repairs, cleaning, and mowing.
- Maintain Lake Wichita dam and Holliday Creek, Lake Arrowhead, and Kickapoo dams, and lake lot roads
- Mow Water Treatment Plants and Towers and haul water sludge
- Complete emergency response during flooding, wind damage, and ice and snow events

FY2021 ACCOMPLISHMENTS

- Successfully completed 1,654 work orders and responded to 11,266 service calls.
- Repaired 870 utility cuts within an average of less than 23 calendar days of receiving the hole.
- Responded to 467 pothole repair work orders filling 2,240 potholes and 555 street skin patches.
- Completed sweeping of 3,696 curb miles improving the quality of City streets and protecting storm water exceeding MS4 permit requirements
- Responded during two winter weather events ensuring safe travel for emergency personnel and the public on priority 1 roadways.
- Cleaned, maintained, and mowed 97 detention ponds and over 500 miles of drainage improvements to ensure the drainage system reliability.

CONTACT INFORMATION

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STREET MAINTENANCE

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Manage and repair utility cuts in a timely manner to ensure the safety of the public and protection of the City's infrastructure.	2.0 Provide Quality Infrastructure	2.6 Enhance Focus on Long-Term Street and Utility Infrastructure Needs	Close Utility Cuts within 28 Calendar Days	24 Calendar Days	28 Calendar Days
Ensure the City meets MS4 permit requirements through completion of measurable goals set forth by the approved management plan	2.0 Provide Quality Infrastructure	2.6 Enhance Focus on Long-Term Street and Utility Infrastructure Needs	Sweep Streets 2,500 curb miles per year (MS4 Permit)	3,000 curb miles	3,000 curb miles
			Clean and Maintain 30,000 LF of Drainage Channels per year (MS4 Permit)	50,000 LF	50,000 LF
Maintain City streets by completing timely and quality pothole repair and patching as needed.	2.0 Provide Quality Infrastructure	2.6 Enhance Focus on Long-Term Street and Utility Infrastructure Needs	Respond to Pothole Service Requests within 40 calendar days	37 Calendar Days	40 Calendar Days

STREET MAINTENANCE

FY 2022 Budget Changes

- Personnel Services increased \$202,017, or 7.36%, due to implementation of the MAG study.
- Utilities/Other Services increased \$296,889, or 46.33%, due to increases in Central Garage charges which reflect the maintenance, repair and fuel expenditures for the prior 3 years.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Street Maintenance			
Expenditures:			
Personnel Services	2,545,658	2,744,560	2,946,577
Supplies	29,753	58,902	59,472
Maintenance & Repair	407,058	182,422	182,290
Utilities/Other Services	765,228	640,803	937,692
Insurance & Contract Supp.	1,000	6,020	6,020
Other Expenditures	1,409	6,485	6,285
Capital Improvements	1,180,355	2,505,860	2,505,860
TOTAL Expenditures	\$4,930,462	\$6,145,052	\$6,644,196

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
C & M Supervisor	2.50	2.50	2.50
Equip Operator	11.00	11.00	11.00
General Maintenance Worker	17.00	17.00	17.00
Heavy Equipment Operator	15.00	15.00	15.00
Laborer	5.00	5.00	5.00
Senior Admin Clerk	1.00	1.00	1.00
Store Clerk	1.00	1.00	1.00
Street Program Coordinator	0.75	0.75	0.75
TOTAL- Street Maintenance	53.25	53.25	53.25

*No changes in personnel or FTE from the previous year.

STREET MAINTENANCE

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Street Maintenance			
Expenditures:			
Salaries - Supervision	46,327	45,365	49,309
Salaries - Clerical	31,962	31,616	31,616
Pool Clerical	-	-	-
Salaries-Operational	1,499,138	1,657,975	1,773,185
Overtime	119,921	137,700	137,700
Terminal Pay	-	-	-
Stability Pay	40,373	37,814	34,047
Clothing Allowance	-	-	-
Cell Phone Allowance	734	720	1,080
FICA	126,668	122,294	135,950
TMRS Retirement	269,503	287,211	313,076
Life Insurance Contribution	2,100	2,251	2,244
Disability Insurance Contrib	1,546	1,629	1,724
Health Insurance Contributions	402,996	415,086	461,213
HSA Contributions-Employer	4,391	4,899	5,433
Supplies-Motor Vehicle	159	-	-
Supplies-Minor Tools and Equip	2,908	8,500	8,500
Supplies-Minor Furniture	425	426	990
Supplies-Office	652	1,300	1,300
Supplies-Photographic	-	100	100
Supplies-Medical/Drug	-	100	100
Supplies-Physician	155	-	-
Supplies-Janitorial	122	1,000	1,000
Supplies-Mechanical	-	-	-
Supplies-Botanical/Agriculture	-	6,000	6,000
Supplies-Traffic Control	15,067	14,900	14,900
Supplies-Linen	-	350	350
Supplies-Periodicals/Supplemts	-	100	100
Supplies-Container	-	-	-
Supplies-Ice Chat	-	10,000	10,000
Supplies-Heating Fuel	1,487	2,500	2,500
Supplies-Personal Computers	-	-	-
Supplies-PC Software	-	126	132
Supplies-Other	8,777	13,500	13,500

STREET MAINTENANCE

Maint-Machine/Tools/Implements	111	1,000	1,000
Maint-Pumps/Motors	-	1,000	1,000
Maint-Radios	-	550	550
Maint-PC Software	130	132	-
Maint-Heating/Cooling Systems	-	500	500
Maint-Walks/Drives/Parking Lot	6,950	6,000	6,000
Maint-Storm Sewers	2,027	7,000	7,000
Maint-Street Overlay	131,031	156,640	156,640
Maint-Utility Cuts	264,708	-	-
Maint-Buildings	1,885	1,400	1,400
Maint-East Scott Facility	216	-	-
Maint-Bridges	-	3,500	3,500
Maint-Dams	-	500	500
Maint-Canals/Conduits	-	3,200	3,200
Maint-Fences	-	1,000	1,000
Services-Telephone	2,258	4,554	3,403
Service-Wireless PhoneAircards	2,719	2,808	5,424
Services-Electricity	7,563	8,587	7,868
Services-Gas	4,869	6,518	5,908
Services-Wtr/Sewer/Sanitation	233	250	221
Services-Central Garage	627,281	553,639	850,221
Services-Consulting	-	-	-
Services-Other Professional	109,751	50,000	50,000
Services-Binding/Printing	451	1,000	1,200
Services-Subcontractors	10,102	13,447	13,447
Insurance Expense	-	20	20
Claims and Settlements	1,000	6,000	6,000
Travel Expenses	61	500	500
Education Registration	330	1,085	1,085
Lease Payments	587	700	500
Memberships	165	350	350
Rent-Equipment	-	3,750	3,750
Postage/Freight	267	100	100
Other Improvements	1,180,355	2,505,860	2,505,860
Other Vehicles	-	-	-
Machines/Tools/Implements	-	-	-
Oper Transfer-Other	-	-	-
TOTAL Expenditure:	\$4,930,462	\$6,145,052	\$6,644,196

HEALTH ADMINISTRATION

MISSION

The Wichita Falls – Wichita County Public Health District (Health District) is a multi-program agency that is continually working to improve the health of individuals and that of the collective community. The Health District uses a strategic framework to focus on achieving a variety of goals and objectives as detailed in a Strategic Plan. The following is a report of our activities for the calendar year 2021. The Health District has a total annual budget of approximately \$6.2 million; of that amount, thirteen grants provide more than \$2.6 million. The grants fund a variety of programs within the organization including the following services: immunizations, COVID-19 response and recovery, HIV prevention, tuberculosis, emergency preparedness, Texas Healthy Community Program, Texas Comprehensive Cancer Control Program (TCCCP), Community and Clinical Health Bridge Program (CCHBP), and the Woman, Infants & Children (WIC) Program. Leadership of the Health Department includes the Director of Health and Assistant Director of Health; the Administrative Secretary provides support to both positions as well as the Senior Administrative Clerks within the Department. Additionally, Health Administration includes Emergency Preparedness, Vital Records, Billing, Front Desk/Reception, and a Quality Improvement position.

SERVICES PROVIDED

- Birth and Death Records
- Receipt of Payments for all services rendered by the Health District with the exception of Animal Services.
- Insurance billing for clinical services.

FY2021 ACCOMPLISHMENTS

- Currently working on the next iteration of the Community Health Assessment and the agency's Strategic Plan to be completed prior to end of year.
- Led community-based COVID-19 response and recovery efforts by providing contact tracing and case management for all COVID-19 positive individuals within Wichita County, with the goal of reducing the spread of illness. As of June 2021, there were over 15,000 cases handled by the Health District. Staff worked directly with over 600 businesses, non-profits and other community partners to provide education, support and public health controls to ensure containment of disease and protection of the community. Staff have coordinated vaccination efforts to ensure vaccines were provided to the prioritized groups as soon as they were made available by the Texas Department of State Health Services.
- Routine Health District operations were maintained throughout the COVID-19 response and recovery efforts, but often had to be modified to provide a safe environment for staff.
- Many activities planned for the 20-21 year had to be placed on hold due to the majority of staff within the Health District devoting their time to COVID-19 response and recovery.

CONTACT INFORMATION

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HEALTH ADMINISTRATION

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Update and administer the Community Themes & Strength and the Forces of Change Assessments based on current trends and information; subsequently update Strengths, Weaknesses, Opportunities, and Threats (SWOT) information to be used in continued planning and implementation of the strategic plan.	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	To ensure that we have the most up to date information to analyze the needs of the community and their perception of the health of our community. Conduct 1,000 surveys.	0% due to COVID	100%
Continue quarterly all staff meetings.	4. Efficiently Deliver City Services	4.1 Improve employee recruitment and retention 4. 5 Promote and encourage innovation	Conduct quarterly meetings to communicate effectively with staff and increase team building and rapport	25%, due to COVID-19	100%
Maintain and/or increase number of birth and death records issued.	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services	To ensure the public receive birth and death records in a timely manner.	100%	100%

HEALTH ADMINISTRATION

FY 2022 Budget Changes

- Personnel Services decreased \$7,232, or 1.32%.
- Other Expenditures increased \$9,783, or 46.89%.
- Supplies increased \$6,440, or 214.67%.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Health Administration			
Expenditures:			
Personnel Services	536,065	549,377	543,810
Supplies	4,900	3,000	9,440
Maintenance & Repair	-	-	1,593
Utilities/Other Services	196,976	177,417	173,834
Insurance & Contract Supp.	15	-	-
Other Expenditures	24,511	20,862	30,645
TOTAL Expenditures	\$762,468	\$750,656	\$759,322

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Clerk	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Assistant City Registrar	1.00	1.00	1.00
Assistant Director of Health	1.00	1.00	1.00
Billing Clerk	1.00	1.00	1.00
City Registrar	1.00	1.00	1.00
Contact Tracing Specialist	0.00	0.00	0.00
Director of Public Health	1.00	1.00	1.00
TOTAL- Health Administration	7.00	7.00	7.00

*No changes in personnel or FTE from previous year.

HEALTH ADMINISTRATION

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Health Administration			
Expenditures:			
Salaries - Supervision	210,656	211,192	222,467
Salaries - Clerical	170,398	179,379	177,539
Overtime	21	-	-
Stability Pay	8,470	8,470	6,050
Cell Phone Allowance	1,106	1,080	1,080
FICA	28,501	29,139	29,485
TMRS Retirement	60,342	66,769	67,190
Life Insurance Contribution	519	522	503
Disability Insurance Contrib	301	262	382
Health Insurance Contributions	55,751	52,564	39,114
Supplies-Minor Tools and Equip	33	-	800
Supplies-Minor Furniture	-	-	2,500
Supplies-Office	4,453	3,000	5,160
Supplies-Clothing and Uniforms	-	-	605
Supplies-Periodicals/Supplemts	374	-	375
Supplies-PC Software	40	-	-
Maint-Machine/Tools/Implements	-	-	150
Maint-Instruments	-	-	1,400
Maint-PC Software	-	-	43
Maint-Systems Software	-	-	-
Services-Telephone	8,672	12,313	14,640
Service-Wireless PhoneAircards	1,315	1,325	1,500
Services-Electricity	28,591	36,294	32,128
Services-Gas	3,469	4,846	4,342
Services-Wtr/Sewer/Sanitation	6,584	7,800	7,392
Services-Cable TV	1,643	-	-
Services-Central Garage	3,884	928	857
Services-Bank	8,721	9,000	8,350
Services-Audit	-	-	-
Services-Other Professional	133,333	104,450	103,250
Services-Binding/Printing	424	461	850
Services-Other Miscellaneous	341	-	525

HEALTH ADMINISTRATION

Insurance Expense	15	-	-
In City Mileage Reimbursement	-	-	-
Travel Expenses	-	-	100
Education Registration	150	-	-
Lease Payments	515	492	425
Memberships	3,465	-	3,445
Boards/Local Meetings	532	-	2,200
Postage/Freight	4,532	3,650	4,775
Administration Fees	15,317	16,720	19,700
TOTAL Expenditure:	\$762,468	\$750,656	\$759,322

CITY NURSING

MISSION

Prevention and clinical programs within the Nursing Division are essential to the protection and promotion of the health of the community through services and education.

SERVICES PROVIDED

- Immunizations Clinic
- Sexually Transmitted Infection Clinic
- Tuberculosis Clinic
- HIV Prevention
- Diabetes Education
- Colon Cancer Awareness
- Tobacco Cession Education
- Epidemiology
- Healthy Living Classes
- COVID-19 tracing and case management

FY2021 ACCOMPLISHMENTS

- 12,143 COVID-19 vaccines given
- Case management of COVID -19 cases
- 100% of reportable Sexually Transmitted Infections (STI) received treatment and/or linkage to care
- 5 active TB cases received treatment
- Incorporated video sessions into healthy living programs

CONTACT INFORMATION

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CITY NURSING

GOALS & PERFORMANCE MEASURES					
FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
To increase the number of clients seen in each program and to increase outreach to the public	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	Participate in at least one outreach event per month	50% due to COVID	100%
STI: Established outreach with the WFISD high schools.	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	Participate in one outreach event at one of the high schools per school year	0% due to COVID	100%
To continue to educate the community on Public Health Services	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	Produce educational materials for use on social media platforms quarterly	100%	100%

CITY NURSING

FY 2022 Budget Changes

- Personnel Services increased \$60,726, or 10.95%, largely due to implementation of the MAG study.
- Supplies increased \$4,812.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Nursing			
Expenditures:			
Personnel Services	590,587	554,774	615,500
Supplies	84,049	122,306	127,118
Maintenance & Repair	535	898	1,093
Utilities/Other Services	15,596	23,651	25,228
Insurance & Contract Supp.	-	-	-
Other Expenditures	4,914	2,500	3,744
TOTAL Expenditures	\$695,681	\$704,129	\$772,683

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Clerk	0.00	0.00	0.00
Community Service Aide	0.80	0.80	0.80
Health Clinic Aide	1.50	1.50	1.50
Lead Licensed Vocational Nurse	0.00	0.00	0.00
Lead Program Coordinator	1.00	1.00	1.00
Lead Public Health Nurse	0.70	0.70	0.70
Licensed Vocational Nurse	0.60	0.60	0.60
Nursing Administrator	1.00	1.00	1.00
Public Health Nurse	1.70	1.70	1.70
Public Health Specialist	0.30	0.30	0.30
Senior Admin Clerk	1.00	1.00	1.00
TOTAL- Nursing	8.60	8.60	8.60

*No changes in personnel or FTE from the previous year.

CITY NURSING

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Nursing			
Expenditures:			
Salaries - Supervision	83,759	64,480	98,580
Salaries - Clerical	33,505	33,197	34,708
Pool Clerical	-	-	-
Salaries-Operational	292,925	292,549	303,680
Overtime	12,185	-	-
Terminal Pay	-	-	-
Stability Pay	5,253	5,528	5,625
FICA	29,471	25,976	31,857
TMRS Retirement	65,204	62,869	73,335
Life Insurance Contribution	543	569	522
Disability Insurance Contrib	397	391	391
Health Insurance Contributions	67,327	69,215	66,802
HSA Contributions-Employer	17	-	-
Supplies-Minor Tools and Equip	498	-	-
Supplies-Minor Office Tools/Eq	-	-	-
Supplies-Minor Furniture	-	-	-
Supplies-Office	6,623	8,650	9,400
Supplies-Medical/Drug	72,564	110,010	109,008
Supplies-Chemical	385	1,900	1,150
Supplies-Clothing and Uniforms	2,059	-	3,591
Supplies-Educational	384	100	600
Supplies-Periodicals/Supplemts	739	1,326	1,349
Supplies-Promotional	797	-	1,700
Supplies-Personal Computers	-	-	-
Supplies-System Software	-	-	-
Supplies-PC Software	-	320	320
Maint-Instruments	275	590	540
Maint-PC Hardware	-	308	301
Maint-PC Software	260	-	252
Maint-Systems Software	-	-	-
Services-Telephone	7,361	13,536	12,743
Service-Wireless PhoneAircards	449	360	2,160
Services-Other Professional	6,399	7,005	7,005
Services-Advertising	-	250	250
Services-Binding/Printing	306	500	570
Services-Other Miscellaneous	1,081	2,000	2,500
Unemployment Compensation	-	-	-
In City Mileage Reimbursement	300	-	-
Travel Expenses	1,293	-	750
Education Registration	600	-	300
Lease Payments	2,174	2,000	2,054
Memberships	98	-	140
Postage/Freight	450	500	500
TOTAL Expenditure:	\$695,681	\$704,129	\$772,683

ENVIRONMENTAL HEALTH

MISSION

The Wichita Falls-Wichita County Public Health District is committed to its mission of “Preventing Illness and Injury, Promoting a Healthy and Safe Community, Protecting all Members of Our Community.” The Environmental Health Division accomplishes the work of the mission through retail food permits and inspections, public and semi-public aquatic facility permits and inspections, grease trap and waste haulers permit and inspections (limited to City of Wichita Falls), lodging permits and inspections, body art establishment permits and inspections (limited to City of Wichita Falls), public health and safety inspections of school buildings, daycare facilities, and foster homes, on-site sewage facility (OSSF/septic system) permits and inspections, and mosquito control. This represents 1,804 permits, 4,031 inspections and 380 complaints within the city limits in 2020. Unless it is otherwise noted, each program is conducted throughout the county and the programs collect fees for services. The mosquito control program investigates mosquito-breeding sites for the presence or absence of mosquito larva and treats when appropriate. Mosquito control also sprays for adult mosquitos based on passive surveillance numbers. Despite disrupted staffing due to Covid-19 in 2020, 5,403 mosquito-breeding sites were checked and 929 sites were treated. Mosquito control staff collected 63 mosquito trap pools and sent them to the Department of State Health Services laboratory for testing and none came back positive for West Nile virus. Additionally, there were 613 calls for service received, and trucks were deployed 62 times to spray for adult mosquitoes.

SERVICES PROVIDED

- Inspections: retail food, grease traps, lodging, public and semi-public aquatic facilities, body art, OSSF, daycare, foster homes
- Mosquito Control: check and treat public mosquito breeding sites, spray for adult mosquitos, surveillance
- Permitting/licensing: retail food, grease traps, lodging, public and semi-public aquatic facilities, body art, OSSF, vacuum truck, ambulances
- Education: food handlers training, pool manager of operations training, handwashing or food safety training (upon request), mosquito breeding site elimination

FY2021 ACCOMPLISHMENTS

- Developed and Implemented Standard Operating Procedures for On-site Sewage Facility Processing of New Construction and Existing Applications
- Developed New On-site Sewage Facility Forms
- Developed New “Bare-hand Contact” Standard Operating Procedures and Updated Application
- Developed Sample “Time Only as a Public Health Control” Procedures and Forms
- Developed Sample “Hazard Analysis of Critical Control Points” Procedures and Forms

CONTACT INFORMATION

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ENVIRONMENTAL HEALTH

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Study Adult Mosquito Resistance To Pesticide	4. Efficiently Deliver City Services	4.2 Reinforce a Culture of Superior Customer Services	Percent mortality at diagnostic time	N/A: Testing not available due to COVID-19	>97%
Educate Public on Mosquito Mitigation Strategies	5. Actively Engage and Inform the Public	5.1 Enhance Public Outreach and Engagement	Number of Community Engagement and Educational Activities Conducted	N/A	6
Improve OSSF Inspection Process	4. Efficiently Deliver City Services	4.4 Practice Effective Governance	Percentage of SOPs Developed and Implemented	85%	100%
Standardize Plan Review Process	4. Efficiently Deliver City Services	4.2 Reinforce a Culture of Superior Customer Services	Percentage of Forms Updated	20%	100%
		4.3 Streamline Municipal Business Processes			
		4.3 Streamline Municipal Business Processes	Staff Trained in Plan Review and Pre-development Meeting	4	7
		4.5 Promote and Encourage Innovation			

ENVIRONMENTAL HEALTH

FY 2022 Budget Changes

- Personnel Services increased \$91,360, or 14.80%, largely due to implementation of the MAG study.
- Supplies increased \$53,237 due to a reduced need for chemicals in the previous fiscal year.
- Other expenditures increased \$3,036 due to reimplementation of mileage, travel, and education registration as travel has become available as conditions from the pandemic continue to improve.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Gen Environmental Health			
Expenditures:			
Personnel Services	618,252	617,502	708,862
Supplies	17,823	53,800	107,037
Utilities/Other Services	44,305	47,888	48,029
Other Expenditures	4,359	2,750	5,786
TOTAL Expenditures	\$684,739	\$721,940	\$869,714

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Environmental Admin	1.00	1.00	1.00
PH Officer - Temp	0.00	0.00	0.00
Public Health Inspector	1.00	1.00	1.00
Public Health Office	1.00	1.00	1.00
Sanitarian	6.00	6.00	6.00
Senior Admin Clerk	1.00	1.00	1.00
Vector Control Worker	0.00	0.00	0.00
TOTAL- Environmental Health	10.00	10.00	10.00

*No changes in personnel or FTE from the previous year.

ENVIRONMENTAL HEALTH

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Gen Environmental Health			
Expenditures:			
Salaries - Supervision	66,523	56,992	58,407
Salaries - Clerical	37,352	36,650	43,736
Salaries-Operational	301,117	315,764	368,010
Pool Operational	14,108	-	31,325
Overtime	2,681	5,380	6,000
Terminal Pay	-	-	-
Stability Pay	6,876	6,738	7,811
Cell Phone Allowance	2,665	3,240	2,880
FICA	32,139	32,119	36,951
TMRS Retirement	67,235	70,495	79,679
Life Insurance Contribution	558	552	563
Disability Insurance Contrib	403	384	423
Health Insurance Contributions	86,087	88,670	72,573
HSA Contributions-Employer	507	518	504
Supplies-Motor Vehicle Fuel	-	-	-
Supplies-Minor Tools and Equip	923	2,050	2,050
Supplies-Minor Furniture	155	-	650
Supplies-Office	3,729	6,100	6,700
Supplies-Medical/Drug	-	150	150
Supplies-Chemical	11,219	40,830	90,930
Supplies-Clothing and Uniforms	222	2,285	2,765
Supplies-Educational	-	-	-
Supplies-Animal Feed	-	-	-
Supplies-Personal Computers	70	-	-
Supplies-PC Software	775	775	1,600
Supplies-Other	730	1,610	2,192
Maint-Machine/Tools/Implements	-	-	-
Maint-PC Hardware	-	-	-
Maint-Heating/Cooling Systems	-	-	-
Services-Telephone	2,794	4,516	3,620
Service-Wireless PhoneAircards	-	3,840	3,840
Services-Central Garage	38,507	36,604	36,343
Services-Advertising	-	-	-
Services-Binding/Printing	1,483	1,000	2,570
Services-Other Miscellaneous	1,520	1,928	1,656

ENVIRONMENTAL HEALTH

Unemployment Compensation	-	-	-
Contract-Tobol Industries	-	-	-
In City Mileage Reimbursement	-	-	-
Travel Expenses	1,277	-	1,100
Education Registration	913	-	1,000
Lease Payments	311	500	436
Postage/Freight	1,858	2,250	3,250
Permit Expense - City Projects	-	-	-
Machines/Tools/Implements	-	-	-
TOTAL Expenditure:	\$684,739	\$721,940	\$869,714

ANIMAL SERVICES

MISSION

The Animal Services Division made many strides during the last year to improve operations and outcomes for animals in the community. The Division underwent additional reorganization including changing our Animal Care Officer (ACO) position into a hybrid role and doing away with our Animal Care Supervisor position. The hybrid position enabled the Division to raise the pay for all officers using monies saved by dissolving the ACO supervisor position. The reorganization was utilized to improve communication within the Division, reduce on-call burnout, increase Division morale, and improve overall services offered to the public. This change will help the Division focus on the health and wellbeing of the animals in the community. The current Division Head oversaw this transition with the help of a newly appointed Animal Care and Kennel Coordinator to implement these strategies and ensure success.

SERVICES PROVIDED

- Adoptions
- Microchipping
- City Licensing
- Animal Control (Animal Care Officers) - stray and estray animals, cruelty/abuse investigations, animal pickup for deceased, complaints, hoarding, dangerous animals, and many other cases.
- Commercial Permits - Grooming shop, Kennel, Performing Animal, Circus, Pet Store, Petting Zoo, Private Animal Shelter, Stable, Riding School, Fowl/Rabbit/Guinea Pig/Ferret.
- Residential Permits- Fowl, Livestock, Livestock w/Identification, Pet Fancier, Project Animal, and Rabbit.
- Special Permits- Feral Cat Colony, Litter Permit, Seller Permit, and Stud Permit per breeding.
- Assisting other agencies
- Education - Responsible Pet Ownership course
- Trap Rental and Animal Removal from Trap.
- Deceased Animal Removal fee

FY2021 ACCOMPLISHMENTS

- Ordinances: Complete overhaul of our Animal Ordinances; working on making minor changes to improve adoption outcome.
- Update our Dog park ordinance to present to City Council.
- Created a new SOP for Toys/Blankets used in the facility.
- Created a new isolation room for dogs along with SOP for dog isolation.
- Created a new adoption training class for new adopters.
- Created a Shelter Management Plan.
- Owner surrender changed to appointment only. New SOP created.
- Changed euthanasia Policy and got rid of scheduled euthanasia days.
- Created a new training protocol for Animal Care Officers that includes two weeks of classroom training, two weeks hands-on in the kennel, and two weeks out in the field.
- Changed disinfectant to Rescue, which has helped reduce the spread of disease in the shelter.
- Increased our live outcome rate from 51% to 68% (cats and dogs)

ANIMAL SERVICES

CONTACT INFORMATION

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 Administrator
 940-761-7834
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GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Increase Live Outcome Rate	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services.	Increase in number of live release through active community engagement	70%	>80%
Increase number of animals that are Return to Owner	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services.	Increase in number of animals that are returned to owner	25%	>50%
Community Outreach (10 events)	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services.	Increased number of community events and engagement sessions	-	100%
Write Shelter Operations Plan, to include improvements in Emergency Animal Sheltering Plan	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services.	Develop a comprehensive Shelter Operations Plan, which includes an Emergency Animal Sheltering Plan.	60%	100%

FY 2022 Budget Changes

- Personnel Services increased \$69,950, or 7.90%, due to implementation of the MAG study.
- Supplies increased \$16,712, or 16.04%, due to increased cost for vaccines and other medical needs.
- Maintenance and Repair decreased \$1,550, or 34.37%.
- Capital Improvements increased \$18,000 for window replacement, cage repairs/replacements, and the purchase of a horse trailer. The horse trailer is purchased with one-time funds.

ANIMAL SERVICES

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Animal Services			
Expenditures:			
Personnel Services	747,280	885,159	955,109
Supplies	74,479	104,190	120,902
Maintenance & Repair	5,955	4,510	2,960
Utilities/Other Services	91,101	94,365	95,878
Insurance & Contract Supp.	3,992	7,514	8,100
Other Expenditures	14,490	5,725	9,035
Capital Improvements	-	5,000	23,000
TOTAL Expenditures	\$937,297	\$1,106,463	\$1,214,984

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
AC & Adoption Supervisor	1.00	1.00	1.00
AC & Kennel Coordinator.	0.00	1.00	1.00
Administrative Clerk	0.00	1.00	1.00
Animal Care Specialist	0.00	1.00	1.00
Animal Control Officer	7.00	7.00	7.00
Animal Control Supervisor	1.00	1.00	1.00
Animal Services Admin	1.00	1.00	1.00
Dispatcher	1.00	1.00	1.00
Kennel Attendant	4.84	3.00	3.00
Lead Kennel Tech	0.00	0.00	0.00
Senior Admin Clerk	2.00	1.00	1.00
Vet Tech	1.00	0.00	0.00
TOTAL- Animal Services	18.84	18.00	18.00

*No changes to FTE from previous year.

ANIMAL SERVICES

EXPENDITURES BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Animal Services			
Expenditures:			
Salaries - Supervision	54,358	54,787	60,217
Salaries - Clerical	48,443	53,394	55,632
Pool Clerical	-	-	-
Salaries-Operational	408,429	517,857	545,900
Overtime	12,330	15,500	15,500
Terminal Pay	-	-	-
Stability Pay	4,978	5,254	6,079
Cell Phone Allowance	729	720	540
FICA	39,824	43,029	48,798
TMRS Retirement	83,206	97,167	110,757
Life Insurance Contribution	707	772	795
Disability Insurance Contrib	512	547	605
Health Insurance Contributions	93,332	96,132	108,270
HSA Contributions-Employer	432	-	2,016
Supplies-Minor Tools and Equip	6,640	10,066	12,116
Supplies-Minor Office Tools/Eq	-	-	-
Supplies-Minor Furniture	332	582	582
Supplies-Office	4,214	7,652	8,488
Supplies-Medical/Drug	22,051	34,218	37,662
Supplies-Chemical	9,769	11,914	10,944
Supplies-Clothing and Uniforms	7,926	7,145	11,745
Supplies-Educational	1,709	1,500	500
Supplies-Animal Feed	10,437	11,335	13,270
Supplies-Promotional	-	-	650
Supplies-Personal Computers	2,120	-	2,000
Supplies-PC Software	1,600	2,500	2,500
Supplies-Radios	422	935	2,030
Supplies-Other	6,895	16,343	18,415
Maint-Machine/Tools/Implements	5,327	2,410	-
Maint-Office Furniture/Equip	-	1,100	1,600
Maint-Radios	282	300	1,360
Maint-PC Software	346	700	-
Maint-Health Facilities	-	-	-
Services-Telephone	5,348	7,022	7,654
Service-Wireless PhoneAircards	4,321	5,088	7,142

ANIMAL SERVICES

Services-Electricity	18,283	23,107	20,481
Services-Gas	4,547	4,400	4,399
Services-Wtr/Sewer/Sanitation	4,885	6,000	5,220
Services-Central Garage	48,723	42,488	40,810
Services-Other Professional	2,685	4,810	5,022
Services-Advertising	1,755	-	1,050
Services-Binding/Printing	89	1,000	2,450
Services-Other Miscellaneous	464	450	1,650
Claims and Settlements	-	-	-
Contract-Humane Society	-	-	-
Contract-Other Agencies	3,992	7,514	8,100
In City Mileage Reimbursement	269	-	-
Travel Expenses	5,446	-	2,000
Education Registration	2,120	-	-
Lease Payments	3,428	2,725	2,725
Memberships	450	-	410
Boards/Local Meetings	108	-	400
Postage/Freight	2,670	3,000	3,500
Permit Expense - City Projects	-	-	-
Buildings	-	-	-
Other Machinery and Equipment	-	5,000	23,000
TOTAL Expenditure:	\$936,933	\$1,106,463	\$1,214,984

LAB/WATER POLLUTION

MISSION

The Health District Laboratory is accredited through the Texas Department of State Health Services (DSHS) to meet all the requirements of the Clinical Laboratory Improvement Act (CLIA). The lab is also accredited for water bacteriology testing by the Texas Commission on Environmental Quality (TCEQ) and the NELAC Institute (TNI) National Laboratory Accreditation Program (NELAP). The laboratory provides direct and valuable support of the nursing and environmental health divisions in the Health District. The laboratory provides support to the Nursing Division, Midwestern State University, and United Regional Healthcare System through clinical testing for pregnancy and communicable diseases such as syphilis, gonorrhea, and tuberculosis. More than 1,650 clinical tests were performed during the calendar year 2020. Additionally, over 1,300 clinical specimens were shipped to the Texas Department of State Health Services (DSHS) and outside laboratories for additional testing. The lab supports the Environmental Health Division by conducting microbiological analysis of food, soft serve, and hotel/motel specimens; during the last year, 75 soft serve samples were tested. TCEQ requires the regular monitoring of municipal water supplies and public pools, further ensuring the safety of our drinking water. The division also encourages private well owners to monitor their water supplies for bacteria through regular testing of their wells and water storage tanks. In the last year, the laboratory analyzed approximately 1,870 samples for total coliforms and fecal coliforms.

SERVICES PROVIDED

- Water Bacteriology Testing for Total Coliform and E. coli
- Hotel/Motel Microbial Monitoring
- Soft Serve Bacteriology Testing
- Patient Testing and Specimen Processing for Sexually Transmitted Infections and other Communicable Diseases
- Student Training as a Part of the WFISD Medical Laboratory Assistant Program

FY2021 ACCOMPLISHMENTS

- Processed and Shipped Specimen for COVID-19 testing
- Advised and Provided Information to local health care facilities on collection, handling, shipping, and supply ordering for COVID-19
- Adjusted Standard Laboratory Protocols to allow for Water Bacteriology Testing to continue while maintaining employee and customer safety
- Assisted with case management, data entry, report filing, and working the COVID-19 Hotline
- Completed a successful TCEQ assessment on May 17-19, 2021

CONTACT INFORMATION

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LAB/WATER POLLUTION

GOALS & PERFORMANCE MEASURES

FY22 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Maintain Proficiency	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services.	Score 100% on all Proficiency Tests	100%	100%
Reduce Lab Errors	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services.	Minimize lab errors that result in test cancellation	0%	0%
Maintain Compliance with Regulatory Bodies	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services.	Review and Update Policies and Procedures (as needed) to Maintain Compliance	100%	100%
Maintain High Level of Customer Satisfaction	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services.	Provide accurate and timely service to customers	100%	100%

FY 2022 Budget Changes

- No major budget changes from the previous fiscal year.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Lab Water Pollution			
Expenditures:			
Personnel Services	177,366	176,899	180,159
Supplies	27,039	31,906	33,876
Maintenance & Repair	5,625	7,501	8,101
Utilities/Other Services	11,956	16,889	16,483
Other Expenditures	2,733	2,805	3,521
Capital Improvements	6,485	-	-
TOTAL Expenditures	\$231,205	\$236,000	\$242,140

LAB/WATER POLLUTION

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Laboratory Technician	1.00	1.00	1.00
Senior Admin Clerk	0.50	0.50	0.50
Senior Medical Lab Technician	1.00	1.00	1.00
TOTAL- Lab/Water Pollution	2.50	2.50	2.50

*No changes in personnel or FTE from the previous year.

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Lab Water Pollution			
Expenditures:			
Salaries - Supervision	-	-	-
Salaries - Clerical	12,393	12,345	18,175
Pool Clerical	-	-	-
Salaries-Operational	115,627	113,693	121,846
Overtime	18	-	-
Stability Pay	276	276	550
Cell Phone Allowance	-	-	-
FICA	9,371	9,238	10,595
TMRS Retirement	17,989	19,019	21,248
Life Insurance Contribution	154	151	157
Disability Insurance Contrib	113	109	120
Health Insurance Contributions	21,426	22,069	7,468
Supplies-Minor Office Tools/Eq	4,399	4,400	4,500
Supplies-Minor Furniture	-	-	-
Supplies-Office	2,574	2,050	2,050
Supplies-Medical/Drug	-	-	-
Supplies-Lab	18,842	24,029	25,549
Supplies-Concession/Alcohol	-	-	-
Supplies-Clothing and Uniforms	280	326	326
Supplies-Linen	390	441	641

LAB/WATER POLLUTION

Supplies-Educational	553	660	660
Supplies-Promotional	-	-	150
Supplies-Personal Computers	-	-	-
Supplies-PC Software	-	-	-
Maint-Machine/Tools/Implements	1,940	2,860	2,860
Maint-Instruments	3,642	4,641	5,241
Maint-PC Software	43	-	-
Services-Telephone	2,673	4,573	3,667
Services-Other Professional	4,800	6,000	6,000
Services-Lab Proficiency Test	3,493	3,636	3,826
Services-Binding/Printing	222	1,050	1,060
Services-Other Miscellaneous	768	1,630	1,930
In City Mileage Reimbursement	-	-	-
Travel Expenses	-	-	-
Lease Payments	56	-	66
Memberships	-	-	650
Postage/Freight	2,677	2,805	2,805
Instruments/Apparatus	6,485	-	-
TOTAL Expenditure:	\$231,205	\$236,000	\$242,140

POLICE DEPARTMENT

MISSION

Our mission is to provide exceptional police service and protection for our community.

The goal of the Wichita Falls Police Department is to create safer neighborhoods and business districts for our visitors and residents to live, work, and enjoy.

SERVICES PROVIDED

- 24/7 police protection of the City and residents through proactive patrol strategies
- 24/7 Public Safety Access Point for 911 emergency and non-emergency Police/Fire/Ambulance calls for assistance
- Criminal Investigations on cases filed by victims of crime
- Panic and burglar Alarm registration and police response
- Community Services Crime Prevention Programs (DARE, CRASE, Crime Free, etc.)
- Provide police criminal/incident and vehicle accident reports to requesting citizens

FY2021 ACCOMPLISHMENTS

- Completed installation and successful GO LIVE with the Central square CAD/RMS/mobile project as the new public safety system infrastructure
- Completed installation and successful GO LIVE with the Brazos Ticket Writer system
- WFPD applied for and received grant funding in the amount of \$346,023.41
- WFPD completed the Recertification audit by TPCAF for Texas Best Practices in Law Enforcement
- Completed transition from UCR to NIBERS for crime statistical reporting to the FBI
- Reduced overall Part 1 Crime by 1%
- Graduated the 73rd Police Academy and began training for the 74th Police Academy
- Post COVID lifted restrictions, the WFPD has restarted the Citizen and Jr. Police Academies
- Navigated two large Black Lives Matter (BLM) protest marches with no citizen(s) injured or buildings damaged

CONTACT INFORMATION

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POLICE DEPARTMENT

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Reduce Part 1 Crime	Intelligent led policing concepts	Proactive Policing Intelligence gathering Community support	# Property Crimes # Violent Crime	-1% from previous year	-1%
Develop partnership with MHMR to focus on police call involving the mentally ill	Reduce police calls for service involving the mentally ill	Seek federal grant funding Develop response plan	# of partnership responses # of calls involving mentally ill	First year data collection	Unknown
Maintain Police Response time to priority 1-3 calls for service	Using CAD system for Officer call assignment	closest officer to the call strategy Maintain enough patrol officers on the street for police action requirements	Overall response time to 0-3 Priority type calls	4min 29sec	4min 30sec
Maintain current level of case clearance	Prioritize case management and case assignment	Use best practices investigation techniques	Case assignment vs case clearance	43%	43%

POLICE DEPARTMENT

FY 2022 Budget Changes

- Personnel Services increased \$1,879,561, or 7.63%, due to implementation of the MAG study.
- Utilities/Other Services increased \$203,605 due to an increase in the Central Garage charge.
- Fiscal Year 2020/21 = \$26,822,636 Submitted Fiscal Year 2021/22 = \$29,459,301
- Capital Improvements increased \$550,000. One-time funds for the purchase of Tasers.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Police			
Expenditures:			
Personnel Services	20,854,344	24,630,161	26,509,722
Supplies	333,555	385,360	388,197
Maintenance & Repair	30,956	47,752	45,289
Utilities/Other Services	1,590,847	1,644,237	1,847,842
Insurance & Contract Supp.	74	2,015	2,015
Other Expenditures	76,445	113,111	116,236
Capital Improvements	-	-	550,000
TOTAL Expenditures	\$22,886,221	\$26,822,636	\$29,459,301

POLICE DEPARTMENT

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Secretary	3.00	3.00	3.00
Community Service S	1.00	1.00	1.00
Community Svc Officer	0.00	0.00	0.00
Community Svc Officer II	2.00	2.00	2.00
Crime Analyst	2.00	2.00	2.00
Crime Scene Tech Supervisor	1.00	1.00	1.00
Crime Scene Technician	4.00	4.00	4.00
Deputy Chief	2.00	2.00	2.00
Dispatch Training Coordinator	0.00	0.00	0.00
Lead Police Records	1.00	1.00	1.00
Lead Public Safety D	3.00	3.00	3.00
Police Administrative	1.00	1.00	1.00
Police Captain	3.00	3.00	3.00
Police Chief	1.00	1.00	1.00
Police Evid/Prop/Imp	1.00	1.00	1.00
Police Impound Coordinator	1.00	1.00	1.00
Police Impound/Evid	2.00	2.00	2.00
Police Lieutenant	7.00	7.00	7.00
Police Officer	165.00	165.00	165.00
Police Records Clerk	12.00	12.00	12.00
Police Records Clerk S	1.00	1.00	1.00
Police Sergeant	25.00	25.00	25.00
Psd - Temp	0.00	0.00	0.00
Psd - Tf	0.00	0.00	0.00
Psd Trainee I	0.00	0.00	0.00
Psd Trainee li	0.00	0.00	0.00
Public Safety Communication S	1.00	1.00	1.00
Public Safety Dispatch	32.00	32.00	32.00
Public Safety Dispatcher Supervisor	3.00	3.00	3.00
Senior Admin Clerk	19.00	19.00	19.00
Sentinels	2.50	2.50	2.50
TOTAL- Police	295.50	295.50	295.50

*No changes in personnel or FTE from the previous year.

POLICE DEPARTMENT

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Police			
Expenditures:			
Salaries - Supervision	148,735	147,625	155,000
Salaries - Clerical	1,181,432	1,166,800	1,366,631
Pool Clerical	416	-	-
Salaries-Operational	11,295,204	15,010,287	16,563,114
Pool Operational	13,706	32,977	31,325
Overtime	375,322	318,696	318,696
Terminal Pay	14,710	3,905	-
Certification Pay	273,052	274,320	268,440
Assignment Pay	30,923	31,600	19,200
Stability Pay	60,480	59,132	57,480
Longevity	473,164	478,635	475,876
Clothing Allowance	28,603	28,800	28,224
Cell Phone Allowance	6,683	6,480	7,020
FICA	1,275,061	1,215,960	1,321,933
TMRS Retirement	2,730,669	2,821,230	3,033,693
Life Insurance Contribution	21,601	21,561	21,846
Disability Insurance Contrib	15,524	15,057	16,567
Health Insurance Contributions	2,893,819	2,980,634	2,808,998
HSA Contributions-Employer	15,240	16,464	15,679
Supplies-Motor Vehicle	-	50	300
Supplies-Minor Tools and Equip	2,361	9,122	7,785
Supplies-Minor Office Tools/Eq	426	7,959	7,146
Supplies-Minor Furniture	5,160	5,140	9,062
Supplies-Office	70,680	70,000	71,478
Supplies-Photographic	233	2,000	6,800
Supplies-Medical/Drug	249	1,425	1,725
Supplies-Physician	264	-	-
Supplies-Chemical	1,566	7,824	6,640
Supplies-Clothing and Uniforms	132,855	162,123	160,826
Supplies-Linen	1,373	1,133	1,133
Supplies-Educational	754	2,061	2,250
Supplies-Periodicals/Supplemts	8,095	2,454	5,497
Supplies-Ammunition	53,241	68,656	70,772
Supplies-Citizen Part Program	1,993	2,000	2,000

POLICE DEPARTMENT

Supplies-Promotional	504	3,500	3,500
Supplies-Personal Computers	284	749	500
Supplies-PC Software	1,831	-	2,270
Supplies-Other	51,687	39,164	28,513
Maint-Machine/Tools/Implements	492	4,449	4,625
Maint-Office Furniture/Equip	3,312	5,365	5,365
Maint-Radios	-	3,000	3,000
Maint-Instruments	2,503	5,550	6,244
Maint-PC Software	8,729	13,468	10,135
Maint-Police Facilities	15,920	15,920	15,920
Services-Telephone	42,482	65,336	54,554
Service-Wireless PhoneAircards	13,145	13,676	19,589
Services-Electricity	52,510	60,904	55,423
Services-Gas	2,693	3,228	3,020
Services-Wtr/Sewer/Sanitation	9,482	9,500	9,554
Services-Central Garage	1,339,514	1,301,420	1,508,995
Services-Chemical Disposal	-	5,000	2,000
Services-Other Professional	25,643	68,772	72,279
Services-Binding/Printing	1,961	5,750	7,100
Services-Subcontractors Mowing	8,250	9,000	9,000
Services-Other Miscellaneous	95,168	101,651	106,328
Insurance Expense	15	15	15
Claims and Settlements	59	2,000	2,000
Travel Expenses	13,438	27,975	26,610
Education Registration	4,111	9,245	12,335
In-Service Train/Tuition Asst	24,300	32,750	32,750
Lease Payments	19,709	20,650	21,778
Memberships	5,416	7,391	7,663
Boards/Local Meetings	277	2,600	2,600
Postage/Freight	9,194	12,500	12,500
Other Machinery and Equipment	-	-	550,000
TOTAL Expenditure:	\$22,886,221	\$26,822,636	\$29,459,301

FIRE DEPARTMENT

MISSION

To preserve life and property, promote public safety, and foster community partnerships through innovative, effective, and responsible all-hazard incident response.

SERVICES PROVIDED

- Structure fire, grass fire, fire alarm, and vehicle accident response.
- Emergency Medical response.
- Hazardous Material response along with Confined Space, High-Angle, and Trench Rescue capabilities.
- Regional Response Team for North Texas Association of Local Governments' 11 county jurisdiction.
- Texas Interstate Fire Mutual Aid System (TIFMAS) Wildland Strike Team.
- Wichita Falls Area All-Hazards Incident Management Team (WF-AHIMT); a Type 3 large-scale emergency response team.
- Fire and arson investigation.
- Public fire safety education along with fire code enforcement and new construction plans review.
- Community engagement, including but not limited to: Citizen's Fire Academy, station tours, community events, and charitable giving (through the Wichita Falls Professional Firefighter's Association).

FY2021 ACCOMPLISHMENTS

- Achieved an ISO Class 1 rating for fire suppression, water supply, and dispatch.
- Responded to more than 12,000 calls for service.
- Logged more than 27,000 hours of training.
- Successfully recruited and trained 25 new firefighters.
- Updated and published department's General Orders.
- Received grants in excess of \$75,000.
- Successfully responded to and helped lead the community through the emergency snow event of February 2021.

CONTACT INFORMATION

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FIRE DEPARTMENT

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Meet national standards for staffing first alarm assignments	4. Efficiently deliver city services.	4.2 Reinforce a culture of superior customer service.	Assemble 15 firefighters within nine minutes	100%	100%
Meet national standards for first arriving apparatus on all structure fires	4. Efficiently deliver city services.	4.2 Reinforce a culture of superior customer service.	First arriving engine on scene within 320 seconds of dispatch, 95% of the time.	98%	98%
Meet national standards for assembling entire first alarm assignment	4. Efficiently deliver city services.	4.2 Reinforce a culture of superior customer service.	Assemble entire first alarm assignment within 560 seconds of dispatch, 90% of the time.	90%	92%
Maintain national and state standards for hours of training	4. Efficiently deliver city services.	4.2 Reinforce a culture of superior customer service.	Document 38,444 hours of training across all disciplines.	27,800	38,444
Meet national standards for arriving on scene for medical emergencies.	4. Efficiently deliver city services.	4.2 Reinforce a culture of superior customer service.	Initial arriving unit to arrive on scene within 320 seconds of dispatch, 95% of the time.	95%	95%

FIRE DEPARTMENT

FY 2022 Budget Changes

- Personnel Services increased \$728,528, or 4.50%, due to implementation of the MAG study.
- Outsourcing all annual hose testing.
- Automating fire life safety inspections.
- Increasing Fire Officer training and certification/accreditation.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Fire			
Expenditures:			
Personnel Services	15,936,172	16,193,792	16,922,248
Supplies	232,156	306,062	316,262
Maintenance & Repair	16,157	26,425	26,468
Utilities/Other Services	1,128,973	1,149,482	1,315,240
Insurance & Contract Supp.	15	-	-
Other Expenditures	56,486	63,878	65,378
Capital Improvements	77,389	-	-
Transfers Out	71,157	71,296	85,149
TOTAL Expenditures	\$17,518,506	\$17,810,935	\$18,730,745

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Secretary	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Assistant Fire Marshal	2.00	2.00	2.00
Fire Battalion Chief	4.00	4.00	4.00
Fire Captain	15.00	15.00	15.00
Fire Chief	1.00	1.00	1.00
Fire Equipment Operator	41.00	41.00	41.00
Fire Lieutenant	24.00	24.00	24.00
Fire Marshall	1.00	1.00	1.00
Firefighter	72.00	72.00	72.00
Senior Admin Clerk	1.00	1.00	1.00
TOTAL- Fire	163.00	163.00	163.00

*No changes in personnel or FTE from the previous year.

FIRE DEPARTMENT

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Fire			
Expenditures:			
Salaries - Supervision	335,021	342,931	346,613
Salaries - Clerical	68,697	68,744	72,870
Pool Clerical	2,334	-	-
Salaries-Operational	10,137,750	10,475,738	10,934,874
Overtime	584,673	404,250	576,000
Terminal Pay	-	-	-
Certification Pay	131,568	134,880	125,460
Assignment Pay	53,919	52,800	54,000
Stability Pay	2,420	2,420	1,348
Longevity	350,819	337,223	347,113
Cell Phone Allowance	2,201	2,520	2,880
FICA	866,739	873,944	940,970
TMRS Retirement	46,902	52,075	38,499
Life Insurance Contribution	13,574	13,843	13,614
Disability Insurance Contrib	9,948	9,889	10,449
Health Insurance Contributions	1,808,564	1,876,443	1,848,074
HSA Contributions-Employer	12,619	12,105	15,011
Fire Pension Contribution	1,508,426	1,533,988	1,594,473
Supplies-Motor Vehicle Fuel	266	-	-
Supplies-Minor Tools and Equip	44,546	52,220	52,220
Supplies-Minor Furniture	2,130	12,340	12,340
Supplies-Office	3,629	6,000	7,000
Supplies-Photographic	408	500	500
Supplies-Medical/Drug	15,171	15,450	17,950
Supplies-Janitorial	11,360	15,000	18,000
Supplies-Chemical	5,549	5,902	5,902
Supplies-Botanical/Agriculture	463	850	2,850
Supplies-Clothing and Uniforms	52,643	65,000	65,000
Supplies-Firefighting Clothing	84,324	106,145	106,145
Supplies-Linen	1,160	1,000	2,000
Supplies-Educational	4,558	17,500	17,500
Supplies-Periodicals/Supplemts	30	1,065	1,065
Supplies-Code Books	1,346	1,485	2,185
Supplies-Heating Fuel	1,571	-	-

FIRE DEPARTMENT

Supplies-Personal Computers	-	-	-
Supplies-PC Software	342	-	-
Supplies-Other	2,661	5,605	5,605
Maint-Radios	2,462	4,125	4,125
Maint-Instruments	13,609	22,300	22,300
Maint-PC Software	87	-	43
Services-Telephone	31,096	28,467	34,207
Service-Wireless PhoneAircards	912	956	360
Services-Electricity	54,081	62,466	56,920
Services-Gas	11,117	13,721	12,726
Services-Wtr/Sewer/Sanitation	11,264	-	7,139
Services-Central Garage	1,002,815	1,019,363	1,167,579
Services-Other Professional	16,245	23,509	33,809
Services-Binding/Printing	1,406	1,000	2,500
Services-Other Miscellaneous	37	-	-
Insurance Expense	15	-	-
Travel Expenses	7,501	4,695	4,695
Education Registration	40,614	50,043	50,043
Lease Payments	2,868	2,129	2,129
Memberships	1,754	2,511	2,511
Postage/Freight	3,749	4,500	6,000
Machines/Tools/Implements	77,389	-	-
Oper Transfer-Other	71,157	71,296	85,149
TOTAL Expenditure:	\$17,518,506	\$17,810,935	\$18,730,745

CITY RECREATION

MISSION

Our mission is to improve the quality of life of our citizens by delivering quality programs and services in a cost-effective and courteous manner.

The Recreation Division oversees programming and registration in person, over the phone, and online for classes, lessons, camps, special events, and athletic teams. The Division is also responsible for reservations of park pavilions, the Log Cabin, Kemp/Sunnyside Center, mobile stage, Lucy Park Swimming Pool, Sports Complex, practice fields, and meeting rooms.

SERVICES PROVIDED

- Programming, registration, and marketing of low cost quality recreational programs for all ages.
- Programming, registration, and marketing of recreational programs for citizens over the age of 50.
- Programming, registration, and marketing of athletic leagues and tournaments.
- Preparation and maintenance of recreation facilities and equipment.
- Administration and marketing of reservations for rental facilities and equipment.

FY2021 ACCOMPLISHMENTS

After closing all programs due to Covid-19:

- Reopened 50 Plus Zone, Day Camps, and Swimming Pool.
- Reestablished Recreation, Athletics, and Special Events programs.
- Recruited two youth softball tournaments for the spring season.
- Hosting Texas Amateur Athletic Federation Annual Conference in September.

CONTACT INFORMATION

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CITY RECREATION

GOALS & PERFORMANCE MEASURES					
FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Reestablish Sponsorship for Special Events	3. Redevelop Downtown 4. Efficiently Deliver City Services 5. Actively Engage and Inform the Public	3.8 3.9 4.4 4.5 5.1	Reestablish long running programs and special events without budget increase during the next two years	70%	100%
Recruit new events to the Sports Complex and other venues	1. Accelerate Economic Growth 3. Redevelop Downtown 4. Efficiently Deliver City Services	1.3 1.7 3.5 3.7 4.5	Recruit up to five new leagues, tournaments, or events	50%	100%
Reopen existing programs and develop new youth programs	1. Accelerate Economic Growth 3. Redevelop Downtown 4. Efficiently Deliver City Services	1.8 3.8 3.9 4.4	Reopen all successful existing programs; create and expand programs for youth.	80%	100%
Develop a plan to update the Sports Complex and Lucy Park Pool	1. Accelerate Economic Growth 2. Provide Adequate Infrastructure	1.6 2.1 2.3 2.5	Develop a plan for financing the Sport Complex improvements and possible alternatives to the Lucy Park Pool	70%	100%
Reevaluate Facility Reservation process.	4. Efficiently Deliver City Services 5. Actively Engage and Inform the Public	4.2 4.3 4.4 4.5 5.1	Create a more efficient administration of the current rental process.	60%	100%

CITY RECREATION

FY 2022 Budget Changes

- Personnel Services increased \$97,983, or 11.60%, due to implementation of the MAG study.
- Utilities/Other Services decreased \$7,078.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Recreation			
Expenditures:			
Personnel Services	759,480	885,561	983,544
Supplies	47,040	76,945	76,910
Maintenance & Repair	35,671	34,200	39,043
Utilities/Other Services	331,097	392,386	385,308
Other Expenditures	15,428	26,815	23,160
Capital Improvements	-	1,500	1,500
TOTAL Expenditures	\$1,188,717	\$1,417,407	\$1,509,465

CITY RECREATION

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Secretary	1.00	1.00	1.00
Camp Supervisor	0.38	0.38	0.38
Concession Worker I	0.96	0.96	0.96
Facility Monitor - G	2.50	1.50	1.50
Facility Monitor-Gym	0.00	1.00	1.00
Lifeguard	1.15	1.15	1.15
Maintenance Worker	4.00	2.00	2.00
Mwr Recreation - Tf	0.00	0.50	0.50
Mwr - Recreation Tf	0.00	0.50	0.50
Mwr - Recreation - Tf	0.00	0.50	0.50
Mwr Recreation - Tf	0.00	0.50	0.50
P&R Program Coordinator	3.00	3.00	3.00
Rec Service Administrator	1.00	1.00	1.00
Recreation Ldr/Track	1.80	0.15	0.15
Recreation Leader/50	2.00	1.00	1.00
Recreation Leader/Da	0.00	1.80	1.80
Recreation Super / T	0.19	0.19	0.19
Senior Admin Clerk	1.00	1.00	1.00
Senior Zone Worker	0.00	1.00	1.00
Sr. Maintenance Worker	1.00	1.00	1.00
Swimming Pool Cashier	0.69	0.69	0.69
Swimming Pool Supervisor	0.40	0.40	0.40
TOTAL- Recreation	21.07	21.22	21.22

*No changes in personnel or FTE from the previous year.

CITY RECREATION

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Recreation			
Expenditures:			
Salaries - Supervision	64,537	63,544	68,089
Salaries - Clerical	61,196	62,816	66,545
Pool Clerical	449	5,000	-
Salaries-Operational	406,940	518,690	594,110
Pool Operational	1,456	-	-
Overtime	11,032	25,000	-
Terminal Pay	-	-	-
Stability Pay	13,008	12,100	10,890
Cell Phone Allowance	366	360	360
FICA	41,760	33,995	54,302
TMRS Retirement	65,569	68,157	85,953
Life Insurance Contribution	549	530	600
Disability Insurance Contrib	396	381	455
Health Insurance Contributions	92,222	94,989	102,240
Supplies-Motor Vehicle Fuel	-	-	-
Supplies-Minor Tools and Equip	186	1,500	1,500
Supplies-Minor Office Tools/Eq	-	-	-
Supplies-Minor Furniture	75	-	-
Supplies-Office	2,683	4,060	4,060
Supplies-Photographic	-	-	-
Supplies-Medical/Drug	50	-	-
Supplies-Janitorial	1,094	5,000	5,000
Supplies-Chemical	7,551	11,235	7,350
Supplies-Recreation	7,513	8,500	9,500
Supplies-Athletic	744	2,600	3,000
Supplies-Concession	14,752	30,750	31,500
Supplies-Concession/Alcohol	-	-	-
Supplies-Clothing and Uniforms	3,119	2,000	2,000
Supplies-Periodicals/Supplemts	-	-	-
Supplies-Citizen Part Program	-	-	-
Supplies-Personal Computers	-	-	-
Supplies-PC Software	360	-	-
Supplies-Other	8,913	11,300	13,000
Maint-Machine/Tools/Implements	-	-	-

CITY RECREATION

Maint-Pumps/Motors	-	1,000	1,000
Maint-Office Furniture/Equip	211	2,200	2,500
Maint-PC Software	43	-	43
Maint-Heating/Cooling Systems	-	1,000	1,000
Maint-Water Mains	-	-	-
Maint-Buildings	-	2,500	4,500
Maint-Parks Facilities	5,574	4,000	4,000
Maint-Library	2,555	-	-
Maint-Other Structures	27,289	23,500	26,000
Services-Telephone	6,859	8,500	7,954
Service-Wireless PhoneAircards	1,535	4,000	4,360
Services-Electricity	96,319	108,909	99,916
Services-Central Garage	54,894	54,777	59,578
Services-Bank	4,503	6,000	6,000
Services-Other Professional	158,458	185,200	185,200
Services-Advertising	5,445	10,000	7,000
Services-Binding/Printing	3,085	15,000	15,300
Services-Subcontractors	-	-	-
Unemployment Compensation	-	-	-
Travel Expenses	2,580	3,940	1,580
Education Registration	6,690	8,200	8,200
Lease Payments	2,759	1,575	1,080
Memberships	335	1,400	600
Rent-Equipment	630	7,500	7,500
Rent-Land/Structures	-	1,200	1,200
Postage/Freight	2,433	3,000	3,000
PC Computer Equipment	-	-	-
Other Machinery and Equipment	-	1,500	1,500
TOTAL Expenditure:	\$1,188,717	\$1,417,407	\$1,509,465

PARKS MAINTENANCE

MISSION

The Parks Maintenance Department consists of four divisions: Parks Maintenance, City Lot Division, Cemetery Division, and MPEC Business Park/TXDOT ROW's. Our Mission is to make Wichita Falls a better place for people to live and visit by adding multiple landscapes, trails, and nice parks for the public to enjoy.

SERVICES PROVIDED

- **Parks Maintenance Division** maintains 39 parks (1,265 acres), 21 miles of Hike and Bike Trail, 50 miles of boulevards and medians with 150+ flower beds, numerous City facilities including Memorial Auditorium, Regional Airport, Public Safety Training Center, Animal Reclaim Center, Police Station, Central Services, Library, Health Department, Muehlberger Travel Center, and SAFB Travel Plaza, along with the 12 ornamental median structures located throughout city.
- **City Lot Division** maintains the City-owned trustee lots and the mowing of Code Enforcement violations; the crew mowed 4770 lots and cleaned 70. They also have removed several large trees on trustee lots that pose a threat to private properties.
- **MPEC/BP/ROW Division** maintains the landscapes around MPEC Facilities, the 500-acre Business Park property, and 560 acres of State Highway Right-of-Ways along with several thousand trees and irrigation.
- **Cemetery Division** maintains operations of the four City-owned cemeteries. They conducted 66 funerals combined. Riverside expansion is slowly coming together; Riverside Phase I expansion has been quietly under construction since 2018. The division has completed the infill areas creating 350 spaces for sale, only 90 have sold. Another 350 spaces will require heavy equipment to complete. It should be complete summer/fall 2022.

FY2021 ACCOMPLISHMENTS

- Continued another year in contract with WSC on outsourcing the maintenance of eighteen parks that are ten acres or less. Very good communication and quality of work from WSC.
- Installed three new playgrounds. One at Kiwanis Park; this was gifted to the City by the University Kiwanis Club (\$300,000). The other is a Ninja Style Challenge playground at Edgemere Park, and Westover Hills Park has a new playground funded by CDBG. A new Splash Pad was constructed in Hamilton Park and was also gifted to the City by the Wichita County Medical Alliance (\$275,000).
- Parks added four more areas to the Central Irrigation Control system.
- SAFB Main Gate Travel Plaza Phase II is now complete. The 5 acre landscaped area with walks, benches, and trees was added to the department's inventory.
- The new sections of Circle Trail from Loop 11 going east to near Camp Fire and the BNSF section from Seymour Hwy to Barnett Road has opened to the public.
 - A new section from Lake Wichita Park to Larry's Marine is currently being constructed. Only two sections (about 1.5 miles) will remain to complete the long awaited Circle Trail.
- Our Khaki weed eradication program is still proving to be successful. We have expanded treatments into larger areas, but are at capacity for the type equipment we are using. Larger spray equipment would be necessary to cover mass acreage.

PARKS MAINTENANCE

- The Lake Wichita Boardwalk is complete. It opened to the public in May. Funding for it was made possible through a TPWD grant.
- 2020/2021 was a challenging year. Parks Maintenance maintained the above at a low level because we averaged 18 to 25 employees short.

CONTACT INFORMATION

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GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Riverside Cemetery Expansion Phase I	2. Provide Adequate Infrastructure	2.2 Complete Signature Public Improvements	Continuing to build funding by conducting funeral services and selling spaces.	35%	70%
Riverside Cemetery Expansion Phase II	2. Provide Adequate Infrastructure	2.2 Complete Signature Public Improvements	Continuing to build funding by conducting funeral services and selling spaces.	25%	50%
Circle Trail Completion	2. Provide Adequate Infrastructure	2.2 Complete Signature Public Improvements	LWP to Larry's 05% 2021 Camp Fire to Lucy 0% Larry's to Barnett 0%	33%	88%
Hamilton WCMA Splash Pad	2. Provide Adequate Infrastructure	2.2 Complete Signature Public Improvements	Drainage and turf restoration	70%	100%
Old Playground replacements	2. Provide Adequate Infrastructure	2.2 Complete Signature Public Improvements	Build safer, more interesting parks to get the public outside.	N/A	N/A

PARKS MAINTENANCE

FY 2022 Budget Changes

- Personnel Services increased \$277,356, or 11.50%, due to implementation of the MAG study.
- Park Maintenance: Utilities/Other Services increased \$61,677.
- Business Park Maintenance & 1000 5th Street: Utilities/Other Services increased \$16,383.
- Use of one-time funds for playground equipment upgrade, \$50,000.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Park Maintenance			
Expenditures:			
Personnel Services	2,078,236	2,412,077	2,689,433
Supplies	32,206	68,653	61,353
Maintenance & Repair	49,636	158,885	159,390
Utilities/Other Services	1,145,361	908,391	970,068
Insurance & Contract Supp.	14,400	22,900	25,400
Other Expenditures	5,949	14,662	16,646
Non Cap Improvements	31,611	59,200	109,200
TOTAL Expenditures	\$3,357,398	\$3,644,768	\$4,031,490



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Business Park Maintenance & 1000 5th			
Expenditures:			
Personnel Services	224,170	309,303	358,625
Supplies	1,212	6,201	6,896
Maintenance & Repair	3,065	10,280	10,485
Utilities/Other Services	29,017	35,660	52,043
Non-Capital Improvements	28	5,500	5,500
TOTAL Expenditures	\$257,492	\$366,944	\$433,549

PARKS MAINTENANCE



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Cemetery			
Expenditures:			
Personnel Services	185,342	223,451	265,996
Supplies	164	6,865	6,920
Maintenance & Repair	1,846	25,791	25,846
Utilities/Other Services	39,204	33,047	31,840
Other Expenditures	246	100	100
Non Cap Improvements	585	2,000	2,500
TOTAL Expenditures	\$227,387	\$291,254	\$333,202



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
City Lot Mowing Program			
Expenditures:			
Personnel Services	84,624	139,797	167,938
Supplies	61	1,728	1,786
Maintenance & Repair	-	650	705
Utilities/Other Services	15,161	16,452	18,772
TOTAL Expenditures	\$99,847	\$158,628	\$189,201

PARKS MAINTENANCE

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Assistant City Manager	0.00	0.00	0.33
Department Administrative	1.00	1.00	1.00
Horticulturist	1.00	1.00	1.00
Irrigation Specialist	3.00	3.00	3.00
Maintenance Worker	33.28	33.28	33.28
MWR - Parks - TF	0.00	0.00	0.00
Park Maintenance Coordinator	4.00	4.00	4.00
Park Service Worker	2.00	2.00	2.00
Parks Administrator	1.00	1.00	1.00
Sr. Maintenance Worker	8.00	8.00	8.00
TOTAL- Parks Maintenance	53.28	53.28	53.61
Maintenance Worker	4.96	4.96	4.96
Park Maintenance Coordinator	1.00	1.00	1.00
TOTAL- Business Park	5.96	5.96	5.96
Maintenance Worker	1.00	0.44	0.44
MWR - Lot Mowing	0.00	1.00	1.00
MWR - Lot Mowing - TF	0.00	1.00	1.00
Senior Maintenance Worker	2.44	1.00	1.00
TOTAL- City Lot	3.44	3.44	3.44
MWR - Cemetery	1.96	1.96	1.96
PMC - Cemetery	1.00	1.00	1.00
SMR - Cemetery	1.00	1.00	1.00
TOTAL- Cemetery	3.96	3.96	3.96

ACM salary split between supervised Departments.

PARKS MAINTENANCE

EXPENDITURE BY OBJECT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Park Maintenance			
Expenditures:			
Salaries - Supervision	147,152	149,928	160,206
Salaries - Clerical	45,605	44,699	46,734
Pool Clerical	640	3,100	-
Salaries-Operational	1,149,438	1,387,343	1,527,499
Pool Operational	-	-	-
Overtime	22,312	70,000	70,000
Terminal Pay	-	-	-
Stability Pay	36,741	33,249	34,047
Cell Phone Allowance	2,566	2,280	1,920
FICA	103,020	129,000	129,022
TMRS Retirement	218,212	229,422	303,360
Life Insurance Contribution	1,824	1,799	2,243
Disability Insurance Contrib	1,312	1,260	1,711
Health Insurance Contributions	346,996	357,406	410,171
HSA Contributions-Employer	2,418	2,590	2,520
Supplies-Motor Vehicle Fuel	-	-	-
Supplies-Minor Tools and Equip	4,735	8,300	8,800
Supplies-Minor Furniture	1,263	1,709	675
Supplies-Office	1,311	2,950	2,775
Supplies-Photographic	-	150	150
Supplies-Medical/Drug	-	200	200
Supplies-Physician	-	-	-
Supplies-Janitorial	6,239	13,500	13,500
Supplies-Recreation	-	-	-
Supplies-Botanical/Agriculture	7,873	27,284	21,243
Supplies-Clothing and Uniforms	2,096	3,200	3,200
Supplies-Educational	427	350	350
Supplies-Periodicals/Supplemts	-	80	80
Supplies-Animal Feed	-	150	150
Supplies-Personal Computers	127	1,150	600
Supplies-PC Software	-	-	-
Supplies-Other	8,137	9,630	9,630
Maint-Machine/Tools/Implements	2,416	5,500	5,700
Maint-Pumps/Motors	6,548	11,500	11,500
Maint-Office Furniture/Equip	-	75	75
Maint-Radios	-	1,000	1,000

PARKS MAINTENANCE

Maint-PC Hardware	-	-	-
Maint-PC Software	-	2,600	2,810
Maint-Heating/Cooling Systems	400	10,000	10,000
Maint-Other Equipment	-	-	-
Maint-Park Lighting	-	240	2,500
Maint-Water Mains	27,216	55,000	50,000
Maint-Walks/Drives/Parking Lot	28	-	-
Maint-Other Improvements	66	5,000	5,000
Maint-Buildings	40	5,000	5,000
Maint-Parks Facilities	4,293	19,520	21,355
Maint-Library	-	-	-
Maint-Bridges	42	11,300	11,300
Maint-Playground Equipment	7,735	22,650	22,650
Maint-Other Structures	850	9,500	10,500
Services-Telephone	2,285	6,859	6,859
Service-Wireless Phone/Aircards	456	2,456	1,368
Services-Electricity	74,700	87,883	87,883
Services-Gas	4,352	4,658	4,658
Services-Wtr/Sewer/Sanitation	40,510	45,000	45,000
Services-Central Garage	593,823	585,155	647,992
Services-Other Professional	250,979	-	-
Services-Court Cost/Registral	-	-	-
Services-Advertising	-	-	-
Services-Binding/Printing	440	4,380	4,308
Services-Subcontractors	177,816	172,000	172,000
Unemployment Compensation	-	-	-
Insurance Expense	-	-	-
Claims and Settlements	-	6,000	6,000
Contract-Other Agencies	14,400	16,900	19,400
In City Mileage Reimbursement	-	-	-
Travel Expenses	1,062	1,950	3,150
Education Registration	1,428	4,500	5,450
Lease Payments	1,749	2,350	2,350
Memberships	511	1,612	946
Rent-Equipment	511	3,500	3,500
Postage/Freight	632	750	750
Housing Assistance Payments	-	-	-
Permit Expense - City Projects	56	-	500
Construction-Park Improvements	891	-	50,000
Easements/ROW	-	-	-
Landscape/Trees/Shrubs	30,720	59,200	59,200
Other Vehicles	-	-	-
Oper Transfer-Other	-	-	-
TOTAL Expenditure:	\$3,357,398	\$3,644,768	\$4,031,490

PARKS MAINTENANCE

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Business Park Maint & 1000 5th			
Expenditures:			
Salaries-Operational	140,338	216,845	243,976
Overtime	27	-	2,500
Stability Pay	3,108	3,108	2,695
Cell Phone Allowance	366	360	360
FICA	10,428	12,010	16,642
TMRS Retirement	21,979	27,592	39,045
Life Insurance Contribution	196	219	196
Disability Insurance Contrib	143	157	156
Health Insurance Contributions	47,584	49,012	53,055
Supplies-Minor Tools and Equip	168	1,310	1,500
Supplies-Office	(80)	325	350
Supplies-Medical/Drug	-	96	96
Supplies-Botanical/Agriculture	-	-	100
Supplies-Clothing and Uniforms	-	630	870
Supplies-Personal Computers	-	150	150
Supplies-Other	1,123	3,690	3,830
Maint-Machine/Tools/Implements	213	480	630
Maint-Pumps/Motors	-	-	-
Maint-Radios	-	500	555
Maint-Water Mains	2,852	9,300	9,300
Maint-Other Improvements	-	-	-
Maint-Playground Equipment	-	-	-
Service-Wireless PhoneAircards	456	456	456
Services-Central Garage	28,510	35,205	51,587
Services-Other Professional	51	-	-
Services-Binding/Printing	-	-	-
Unemployment Compensation	-	-	-
Travel Expenses	-	-	-
Education Registration	-	-	-
Memberships	-	-	-
Landscape/Trees/Shrubs	28	5,500	5,500
TOTAL Expenditure:	\$257,492	\$366,944	\$433,549

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
City Lot Mowing Program			
Expenditures:			
Salaries-Operational	54,664	109,273	122,229
Overtime	240	-	1,000
Stability Pay	1,485	1,485	1,623
FICA	3,913	3,658	8,375
TMRS Retirement	8,714	9,311	15,059
Life Insurance Contribution	74	73	105
Disability Insurance Contrib	55	53	79
Health Insurance Contributions	15,480	15,944	19,468
Supplies-Minor Tools and Equip	-	762	820
Supplies-Office	-	96	96
Supplies-Medical/Drug	-	50	50
Supplies-Botanical/Agriculture	-	100	100
Supplies-Clothing and Uniforms	-	220	220
Supplies-Other	61	500	500

PARKS MAINTENANCE

Maint-Machine/Tools/Implements	-	150	150
Maint-Radios	-	500	555
Services-Central Garage	15,161	16,452	18,772
Services-Other Professional	-	-	-
TOTAL Expenditure:	\$99,847	\$158,628	\$189,201

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General City Cemetery			
Expenditures:			
Salaries-Operational	106,165	148,493	166,524
Overtime	5,399	-	3,000
Terminal Pay	(261)	-	-
Stability Pay	3,630	3,630	3,630
Cell Phone Allowance	365	360	360
FICA	7,917	7,241	11,911
TMRS Retirement	17,824	18,107	28,257
Life Insurance Contribution	144	142	203
Disability Insurance Contrib	106	103	155
Health Insurance Contributions	44,053	45,375	51,956
Supplies-Minor Tools and Equip	42	810	865
Supplies-Office	-	75	75
Supplies-Medical/Drug	-	50	50
Supplies-Janitorial	-	25	25
Supplies-Botanical/Agriculture	-	100	100
Supplies-Clothing and Uniforms	-	150	150
Supplies-Other	123	5,655	5,655
Maint-Machine/Tools/Implements	1,180	2,691	2,691
Maint-Radios	-	500	555
Maint-Other Equipment	-	600	600
Maint-Water Mains	-	1,000	1,000
Maint-Walks/Drives/Parking Lot	666	21,000	21,000
Services-Telephone	378	610	784
Services-Electricity	663	578	581
Services-Gas	936	933	925
Services-Wtr/Sewer/Sanitation	8	300	300
Services-Central Garage	37,220	30,476	29,100
Services-Binding/Printing	-	150	150
Postage/Freight	246	100	100
Construction-Park Improvements	585	2,000	2,500
TOTAL Expenditure:	\$227,387	\$291,254	\$333,202

PROPERTY MANAGEMENT/LAKE LOTS

MISSION

To provide exemplary service in a timely and efficient manner to both external and internal customers/staff while being fiscally responsible and communicative.

SERVICES PROVIDED

- Assist all departments with real property research easements, encroachments.
- Research legal documents for internal and external customers.
- Negotiate for property acquisition and disposition, prepare and file legal documents such as deeds, easements, detention agreements, encroachments, leases, etc. Maintain and invoice City leases (patio, grazing, hunting, billboard, etc.)
- Prepare lake leases, collect rents, and enforce compliance of City Codes.
- Log, track, and invoice all mowing done by Parks on the Code complaints on Private and Complaint lots.
- Prepare and file all liens and lien releases; collect monies owed for invoices and liens.
- Ensure Code compliance on all trustee properties, secure and market properties for sale.
- Monitor and track all activities, expenses, and provide annual reports to the WFISD and Wichita County.
- Invoice and collect all City leases.

FY2021 ACCOMPLISHMENTS

- Notarized and filed a total of 763 legal documents. (October 2020-June 2021)
- Finalized the acquisitions for the Taft Road Widening project.
- Started and completed the acquisitions and encroachments for the Quail Creek Drainage Project.
- Sold the former Denver Alternative School property at 1823 5th Street for \$300,000.
- Acquired 3601 Armstrong Drive for added security to the Municipal Airport.
- Issued 10 General Encroachments (City-wide) and 17 CBD Encroachments (14 General Encroachments and 3 Outdoor Dining Encroachments).
- Reduced trustee property inventory: TCG (contractor) sold 52 properties for \$44,908 and Property Management sold 113 for \$240,275.58 for a total of 165 properties with sales totaling \$285,138.58. Property inventory went from 489 to 324 with a reduction of 34%. By putting 165 properties back on the tax roll, we have reduced mowing and maintenance costs and are promoting neighborhood revitalization.
- We currently have a record number of leased lots at Lakes Arrowhead and Kickapoo totaling 620 leases.
- Mailed 304 mowing invoices, released 234 liens, and filed 181 mowing liens and 21 demo/securing liens.

CONTACT INFORMATION

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PROPERTY MANAGEMENT/LAKE LOTS

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
E-filing: Transition to paperless real estate/lease transactions	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Reduction in paper transactions compared to FY 2021 (Property Mgmt., Lake Lots, Liens and Trustee Properties)	N/A	25%
MyGov: Transition to 5.0 to streamline lease records, retain historical data, and eliminate having to re-enter all lease information every year.	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Eliminates 3-4 weeks of re-entering all 750+ lease holder's information and historical data. (Lake Lots)	N/A	100%
Implement Credit Card payment capabilities	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer service.	Reduce late payments, customer traffic, and receive less complaints regarding payment methods. (Lake Lots, Liens, & Trustee Property payments)	N/A	50%
Laserfiche	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Elimination of boxes and file cabinets of paper documents. Clearing space in storeroom and offices.	N/A	20%

FY 2022 BUDGET CHANGES

- Changes totaling \$16,030 include recurring operating cuts based on historical savings and a one-time 50% reduction to travel and training budgets.
- Personnel Services increased \$17,616, or 4.71%, across both departments due to implementation of the MAG study.

PROPERTY MANAGEMENT/LAKE LOTS

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General Property Management			
Expenditures:			
Personnel Services	249,762	269,167	283,937
Supplies	2,548	5,931	6,460
Utilities/Other Services	38,360	45,041	41,596
Other Expenditures	4,541	6,100	6,800
Non-Capital Improvements	-	300	-
TOTAL Expenditures	\$295,211	\$326,539	\$338,793
Lake Lot Administration			
Expenditures:			
Personnel Services	102,037	104,656	107,502
Supplies	1,437	2,030	2,104
Maintenance & Repair	7,399	35,000	35,000
Utilities/Other Services	5,107	21,860	22,747
Other Expenditures	1,117	1,600	1,600
Non-Capital Improvements	6	300	300
TOTAL Expenditures	\$117,103	\$165,447	\$169,223

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Senior Admin Clerk	0.50	0.50	0.50
Lien Coordinator	1.00	1.00	1.00
Property Mgmt. Assistant	1.00	1.00	1.00
Property Mgmt./Lake Lot	1.00	1.00	1.00
TOTAL- Property Mgmt.	3.50	3.50	3.50
Senior Admin Clerk	0.50	0.50	0.50
Assistant Prop Mgmt./Lake	1.00	1.00	1.00
TOTAL- Lake Lot	1.50	1.50	1.50

*No changes in personnel or FTE from the previous year.

PROPERTY MANAGEMENT/LAKE LOTS

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General Property Management			
Expenditures:			
Salaries - Supervision	85,571	84,614	92,665
Salaries - Clerical	14,784	16,203	17,678
Pool Clerical	-	1,020	1,200
Salaries-Operational	74,292	85,821	87,743
Overtime	31	-	-
Terminal Pay	-	-	-
Stability Pay	3,630	4,840	4,840
Cell Phone Allowance	702	720	720
FICA	13,311	13,799	21,231
TMRS Retirement	28,247	32,073	33,987
Life Insurance Contribution	237	253	254
Disability Insurance Contrib	173	178	194
Health Insurance Contributions	28,783	29,646	23,425
Fire Pension Contribution	-	-	-
Supplies-Minor Tools and Equip	144	500	500
Supplies-Minor Office Tools/Eq	14	700	900
Supplies-Minor Furniture	-	456	600
Supplies-Office	1,045	2,000	2,060
Supplies-Medical/Drug	-	50	50
Supplies-Clothing and Uniforms	-	140	140
Supplies-Educational	-	300	300
Supplies-Periodicals/Supplemts	144	660	660
Supplies-Personal Computers	-	-	-
Supplies-System Software	1,161	1,125	1,250
Supplies-PC Software	40	-	-
Services-Telephone	1,060	1,514	1,334
Service-Wireless PhoneAircards	-	-	-
Services-Electricity	1,099	-	366
Services-Gas	534	-	178
Services-Central Garage	593	527	593
Services-Other Professional	6,867	5,000	1,125
Services-Lien Filings	24,844	25,000	25,000
Services-Court Cost/Registral	1,443	5,000	5,000
Services-Advertising	992	1,500	1,500
Services-Binding/Printing	716	1,500	1,500
Services-Convention/Committed	-	-	-
Services-Subcontractors	213	5,000	5,000
In City Mileage Reimbursement	1,521	1,400	1,600
Travel Expenses	898	1,800	1,800
Education Registration	805	1,900	2,400
Memberships	-	250	250
Postage/Freight	1,317	750	750
Cnstrctn-Tr Signals/St Lts	-	300	-
TOTAL Expenditure:	\$295,211	\$326,539	\$338,793

PROPERTY MANAGEMENT/LAKE LOTS

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Lake Lot Administration			
Expenditures:			
Salaries - Clerical	14,785	16,203	16,204
Salaries-Operational	52,404	52,416	56,194
Overtime	72	-	-
Stability Pay	1,210	1,210	1,210
Cell Phone Allowance	366	360	360
FICA	4,951	4,897	5,196
TMRS Retirement	10,904	11,713	12,484
Life Insurance Contribution	93	91	94
Disability Insurance Contrib	68	66	71
Health Insurance Contributions	17,185	17,701	15,689
Supplies-Minor Tools and Equip	89	150	150
Supplies-Minor Office Tools/Eq	-	200	200
Supplies-Minor Furniture	-	-	-
Supplies-Office	1,348	1,500	1,500
Supplies-Clothing and Uniforms	-	80	80
Supplies-Personal Computers	-	-	-
Supplies-PC Software	-	-	44
Supplies-Other	-	100	100
Maint-Utility Cuts	-	-	-
Maint-Lake Roads	7,399	35,000	35,000
Services-Telephone	239	303	300
Service-Wireless PhoneAircards	-	-	456
Services-Central Garage	4,578	4,157	4,591
Services-Other Professional	-	300	300
Services-Court Cost/Registral	88	100	100
Services-Advertising	-	500	500
Services-Binding/Printing	201	500	500
Services-Subcontractors	-	16,000	16,000
Travel Expenses	-	200	200
Education Registration	35	250	250
Memberships	-	150	150
Postage/Freight	1,082	1,000	1,000
Cnstrctn-Tr Signals/St Lts	6	300	300
TOTAL Expenditure:	\$117,103	\$165,447	\$169,223

LIBRARY

MISSION

The Wichita Falls Public Library serves a population of approximately 105,337. It is integral in enhancing citizens' quality of life; whether it is the simple pleasure of checking out a stack of books, connecting to the internet, seeking employment, finding information on starting up a business, accessing government information or websites, attending a program, and so much more. The WFPL is unique in that it operates with two mission statements in mind: that of the City of Wichita Falls, and the Library's mission to act as a public information center for all citizens of Wichita Falls by addressing educational, informational, recreational, and cultural needs.

SERVICES PROVIDED

- Reference and Information services
- Quality public programs for all ages
- Technology tutoring
- Reader's advisory
- Public computers
- Printing services – copier and computer, and wireless via an app
- Faxing and scanning
- Circulation of materials for educational, informational, recreational, and cultural needs
- Downloadable content and databases
- Meeting and study rooms for public use
- Interlibrary loan

FY2021 ACCOMPLISHMENTS

- COVID-19 & LIBRARY SERVICES: To say it was an unusual year would be an understatement. Library services changed dramatically on March 20, 2020 when the City closed all offices to the public, including the library, due to a global pandemic. The library was deemed essential in order to assist parents with homeschooling their children, filing for unemployment, and various other types of assistance. We began curbside pickup services on March 23, 2020. We then spent the next 2 months working behind the scenes to complete projects that we had not had time to do, such as weeding the entire library, dusting every shelf, and finishing our cataloging backlog. Library administrators also worked out a phased approach to reopening. As of June 7, 2021, we are back to providing all services at pre-pandemic levels, including a vibrant Summer Reading Program.
- LIBRARY USAGE: According to the Texas Public Libraries Annual Report for Local Fiscal Year 2019/20, the library had an excess of 381,220 circulations, with 87,621 visitors. The library has 51,791 registered library card users. The library contains approximately 1,125,472 items in physical and digital formats: 170,282 physical items with 8896 audio materials, 5503 video materials, 542,482 electronic books, 373,339 downloadable audio materials, and 39,369 downloadable video materials. Our 32 public computers and WIFI are a big draw, resulting in 109,237 computer sessions. In addition, library staff answered 30,336 inquiries made by the public. There were 107,237 visits to our website during this time period.
- COLLECTION MAINTENANCE: In March, we worked on a long overdue de-accessioning project, weeding books that had not circulated in the last 3 years or more. Because we were closed to the public during that month, we had time to clear the shelves and deep clean them. In addition, we brought down

LIBRARY

additional shelving from our storage room which allowed us to add 84 bays to the children's area. We then shifted the entire Children's collection, cleaning shelves and weeding outdated, damaged, and grubby books as we went. This took about 8 weeks from start to finish.

- **WEBSITE REDESIGN:** We initiated a redesign of our website. It had not been updated in years and desperately needed an overhaul. The updated website allows us to more easily direct customers to our online resources, highlight important information and events, and provide a user-friendly calendar for our online programs.
- **ARCHIVAL OF HISTORICAL DOCUMENTS:** We completed work on archiving historical documents relating to the library found in 2018 as we were preparing for our centennial. A treasure trove of documents were put in an old filing cabinet dating back to 1917 when the Kemp Public Library was being planned. We felt it was important to organize these documents and keep them safe. These items will be housed in our Texas History Collection.
- **TEXAS ROOM:** We created a research room for customers wanting to access our collection of Texas history reference materials. Over the years the space had become a virtual storage closet. During the COVID-19 lockdown of 2020, staff were able to clean out the room, paint and organize it. The start of the Texas Room materials came from a donation by Ruth Margaret Poling of her father C. L. McClellan's substantial collection of rare and valuable books on Texas and the southwestern U.S. in 1965. Additional materials from other donors or purchased by the library over the years has increased that initial gift. The collection had its own room at the Kemp Library from 1965-1998 and was part of the Prothro Genealogical Research Center in the present building from 1998 to 2006. Currently, the Texas Room holds over 3000 volumes of nonfiction, nearly 500 biographies and autobiographies, and about 150 novels. The items do not check out but can be accessed by researchers and scholars for in-library use.
- **STORYBOOK STROLL:** we helped launch Downtown Development's Storybook Stroll. The library was the first stop on a one-mile route throughout downtown, and the featured book was "Finding Fallstown," starring the library's mascots Booker and Paige.
- **VIRTUAL PROGRAMMING:** Although programming was in person for the first two months of 2020 and then stopped completely during the shutdown and phased reopening, in June the programming librarians began offering programming online. They began creating video content for Social Media channels and YouTube that included story times for children, craft instructions with kits to pick up and complete at home, instructional videos for adults on various do-it-yourself projects, as well as book talks and science experiments. In person and online programming totaled 10,819 viewers/participants.

CONTACT INFORMATION

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LIBRARY

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Create quality outreach opportunities to promote library services and products to community	Redevelop Downtown Actively Engage & Inform the Public	5.1 Enhance public outreach and engagement	Increase in participation numbers as compared to FY 2018/2019	n/a	33%
Create and market a streamlined curbside service	Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer service	Establish a baseline of participation with a goal of growing the customer base	n/a	n/a
Establish and brand the Texas Room to highlight our Texas reference materials	Actively Engage & Inform the Public Redevelop Downtown	5.1 Enhance public outreach and engagement	Number of visits & media mentions	n/a	n/a

FY 2022 Budget Changes

- Personnel Services increased \$119,152, or 12.75%, due to implementation of the MAG study.
- Supplies increased \$17,791.

LIBRARY

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General Library Operations			
Expenditures:			
Personnel Services	942,618	934,390	1,053,542
Supplies	295,362	352,610	370,401
Maintenance & Repair	96,843	105,415	106,215
Utilities/Other Services	101,298	127,210	121,950
Other Expenditures	72,398	93,240	94,633
TOTAL Expenditures	\$1,508,519	\$1,612,865	\$1,746,741

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Librarian I	4.00	4.00	4.00
Librarian II	3.00	3.00	3.00
Librarian III	2.00	2.00	2.00
Library Administrator	1.00	1.00	1.00
Library Assistant	6.00	6.00	6.00
Library Supervisor	1.00	1.00	1.00
TOTAL- Library	17.00	17.00	17.00

*No changes in personnel or FTE from the previous year.

LIBRARY

EXPENDITURE BY ACCOUNT

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
General Library Operations			
Expenditures:			
Salaries - Supervision	82,181	82,555	89,904
Salaries - Clerical	184,710	176,406	218,887
Salaries-Operational	369,697	375,689	419,551
Overtime	1,634	-	-
Terminal Pay	-	-	-
Stability Pay	8,636	7,702	10,122
FICA	49,047	43,795	53,955
TMRS Retirement	103,385	107,193	122,756
Life Insurance Contribution	879	810	902
Disability Insurance Contrib	644	529	686
Health Insurance Contributions	138,029	135,582	132,767
HSA Contributions-Employer	3,776	4,129	4,012
Supplies-Minor Tools and Equip	-	530	650
Supplies-Minor Furniture	5,771	4,460	7,480
Supplies-Office	16,881	30,000	30,000
Supplies-Physician	-	-	-
Supplies-Concession	-	-	-
Supplies-Clothing and Uniforms	-	-	-
Supplies-Educational	2,292	6,000	8,000
Supplies-Periodicals/Supplemts	8,622	43,700	45,565
Supplies-Digit Media/Databases	92,534	131,610	144,881
Supplies-Library Materials	156,594	123,635	125,635
Supplies-Personal Computers	12,622	12,075	7,590
Supplies-PC Software	45	-	-
Supplies-Other	-	600	600
Maint-Office Furniture/Equip	-	1,100	1,100
Maint-PC Hardware	-	-	-
Maint-Systems Hardware	29,259	29,200	28,800
Maint-Systems Software	67,583	75,115	76,315
Services-Telephone	12,462	21,607	17,010
Services-Electricity	66,235	82,454	73,416
Services-Gas	1,899	3,719	3,078
Services-Wtr/Sewer/Sanitation	5,343	3,000	4,116
Services-Cable TV	11,675	12,620	12,770
Services-Bank	1,408	810	810
Services-Other Professional	600	-	3,000
Services-Advertising	1,095	3,000	5,000
Services-Binding/Printing	581	-	2,750
In City Mileage Reimbursement	-	400	400
Travel Expenses	2,842	7,605	6,000
Education Registration	2,475	4,400	4,400
Lease Payments	31,973	38,100	35,543
Memberships	20,013	25,585	30,040
Boards/Local Meetings	625	650	650
Rent-Equipment	336	400	400
Public Relation/Promo	6,546	7,900	9,000
Postage/Freight	7,589	8,200	8,200
TOTAL Expenditure:	\$1,508,519	\$1,612,865	\$1,746,741

NON-DEPARTMENTAL

MISSION

The Non-Departmental division accounts for revenues and expenditures that pertain to the General Fund in its entirety.

FY 2022 Budget Changes

- Utilities/Other Services increased \$23,381.
- Other expenditures decreased \$102,532.
- Transfers out decreased \$286,828.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Non Departmental			
Expenditures:			
Personnel Services	551,897	435,317	440,603
Supplies	249	-	-
Utilities/Other Services	394,511	416,463	439,844
Insurance & Contract Supp.	1,411,082	1,388,470	1,390,540
Other Expenditures	3,192,094	3,524,482	3,429,012
Transfers Out	535,683	873,142	586,314
TOTAL Expenditures	\$6,085,517	\$6,637,874	\$6,286,313

EXPENDITURES BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Non Departmental			
Expenditures:			
Terminal Pay	493,199	435,317	440,603
FICA	24,436	-	-
TMRS Retirement	33,108	-	-

NON-DEPARTMENTAL

Life Insurance Contribution	52	-	-
Disability Insurance Contrib	39	-	-
Fire Pension Contribution	1,064	-	-
Eye Glass Reimbursement	-	-	-
Supplies-Office	249	-	-
Services-Telephone	652	800	727
Services-Central Garage	3,690	3,251	3,696
Services-Bank	40,518	43,000	37,000
Services-Audit	53,582	36,251	60,000
Services-Other Professional	114,830	116,161	119,361
Services-Employee Physicals	172,414	200,000	202,060
Services-Advertising	1,895	-	-
Services-Binding/Printing	699	-	-
Services-Other Miscellaneous	195	-	-
Worker's Compensation	673,578	794,796	673,000
Unemployment Compensation	58,403	30,000	30,000
Insurance Expense	113,395	115,000	115,000
Claims and Settlements	17,120	5,000	20,000
General Liability Claims	32,789	40,000	100,000
Contract-Helen Farabee Center	100,000	-	-
Contract-Teen Court	7,250	7,250	7,250
Contract-Nortex Planning Comm	18,820	18,820	18,820
Contract-Neighborhood Ctrs	6,035	17,000	17,000
Contract-Co Appraisal District	389,727	377,604	426,470
Travel Expenses	-	-	-
Lease Payments	134,786	135,000	140,571
Boards/Local Meetings	650	-	-
Public Relation/Promo	10,000	15,000	15,000
Bad Debt Expense	49	-	-
Data Processing Services	3,046,609	3,305,864	2,956,576
Budget Contingency	-	68,618	316,865
Oper Transfer-Transit	-	-	-
Oper Transfer-MPEC	445,666	700,000	400,000
Oper Transfer-Airport Grants	-	-	-
Oper Transfer-Other	87,701	80,000	186,314
Other Financing Uses	2,316	93,142	-
TOTAL Expenditure:	\$6,085,517	\$6,637,874	\$6,286,313



Water/Sewer Fund

WATER & SEWER FUND

WATER & SEWER (ALL FUNDS)

The Water & Sewer System Fund has improved dramatically over the past few years. During the drought, water production dropped, falling to historic lows of 4.4 billion gallons in 2014-15. Water rate increases that were approved in September 2014 have allowed the City to replenish its Water & Sewer Fund reserves to approximately \$10.5 million in unreserved fund balance. The City's unrestricted fund balance policy for this fund is similar to the policy for the General Fund. In this fund, the goal is to retain 17% of operating costs in unrestricted fund balance, not including debt service. Of the fund's \$47,059,936 in expenditures in the 2021-22 budget, approximately \$12.8 million is reserved for debt payments, bringing the operating budget to approximately \$34.3 million. This means that the total needed to meet the unrestricted fund balance policy is approximately \$5.8 million; the current balance at the start of 2021-22 fiscal year is anticipated to be \$8.0 million.

The Water and Sewer Fund is an Enterprise Fund which is self-supported by user fees. The City's Water & Sewer Fund Adopted Budget for the 2021-22 fiscal year totals \$47,059,936, for all funds. This budget is \$1,899,164, or 4.21% more, than the prior year's Adopted Budget. The Adopted 2021-22 budget includes a conservative revenue and expenditure projection, which takes into account the economic conditions as a result of the Global COVID-19 Pandemic and its impact on the City.

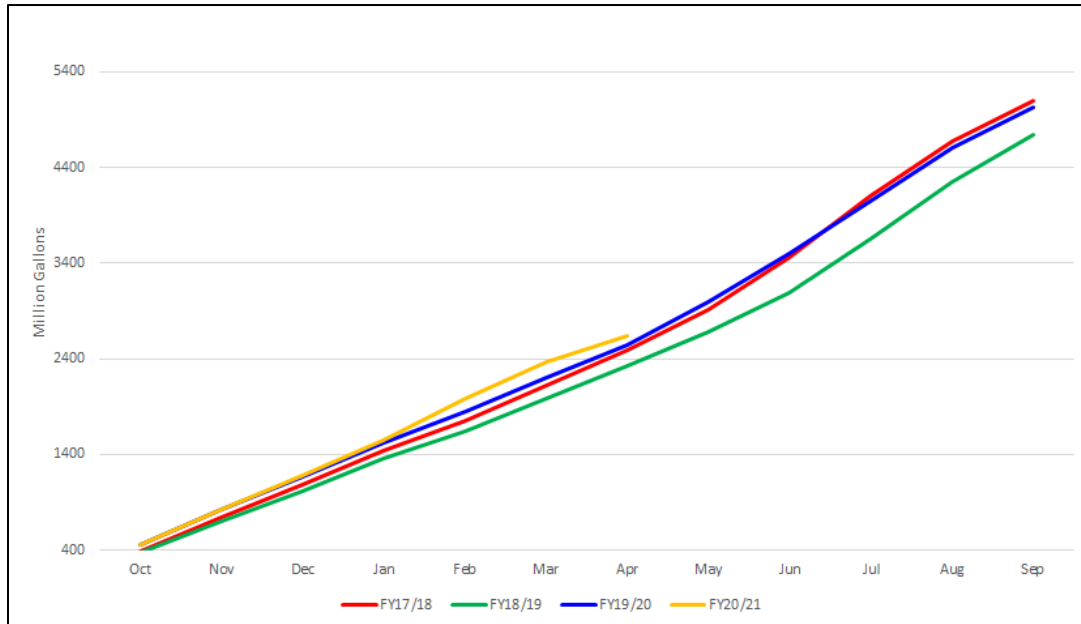


Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
Water and Sewer Fund				
Revenues				
Taxes	12,221	-	-	
Service Charges	46,023,511	44,868,772	46,834,936	4.38%
Contributions	650,824	-	-	
Misc. Revenues	337,521	292,000	225,000	-22.95%
Transfer In	-	-	-	
Other Financing Sources	4,000,000	-	-	
Total Revenues	51,024,077	45,160,772	47,059,936	4.21%
Expenditures				
Personnel Services	10,411,060	10,886,418	12,077,819	10.94%
Supplies	2,594,974	2,966,889	3,559,409	19.97%
Maintenance & Repair	1,423,886	2,267,667	2,273,369	0.25%
Utilities/Other Services	4,507,882	4,348,051	4,431,961	1.93%
Insurance & Contract Supp.	795,869	971,274	957,467	-1.42%
Debt Expenditures	2,398,673	12,766,114	12,755,940	-0.08%
Other Expenditures	1,855,042	3,002,824	2,796,639	-6.87%
Non Cap Improvements	298	36,600	-	-100.00%
Capital Improvements	5,939,209	6,143,123	6,345,903	3.30%
Transfers Out	1,844,186	1,771,811	1,861,429	5.06%
Total Expenditures	31,771,079	45,160,772	47,059,936	4.21%

WATER & SEWER FUND

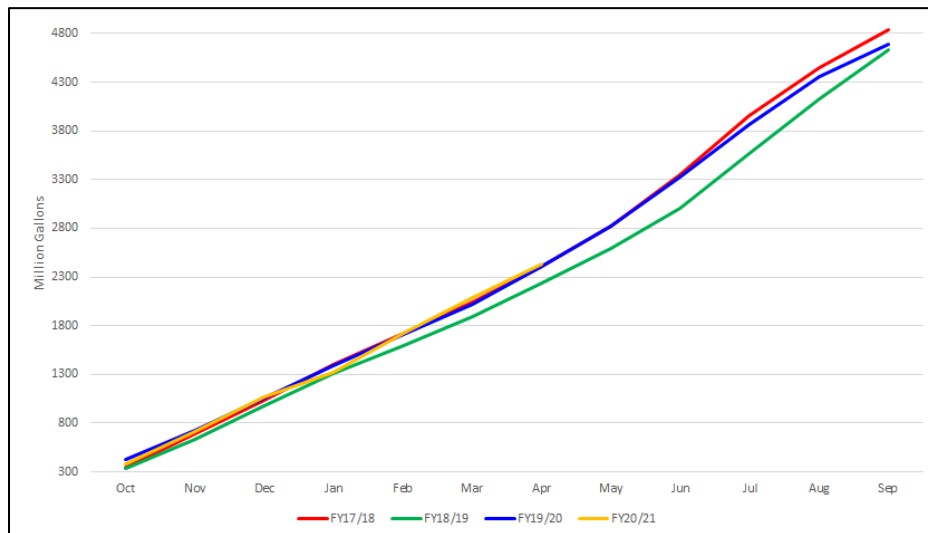
The Water & Sewer Fund is projecting a modest increase in revenue from Service Charges. This is due to an increase in total gallons of water sold. The City is expecting to sell slightly more than the 5.3 million gallons sold last year because water consumption has increased slightly. The graphs below show cumulative plant discharge for the past four years, the yellow line indicates the current year through April. As the reader can see, the current year's discharge is surpassing the prior three fiscal years.

Cumulative Plant Discharge



Source: City of Wichita Falls, Water Department

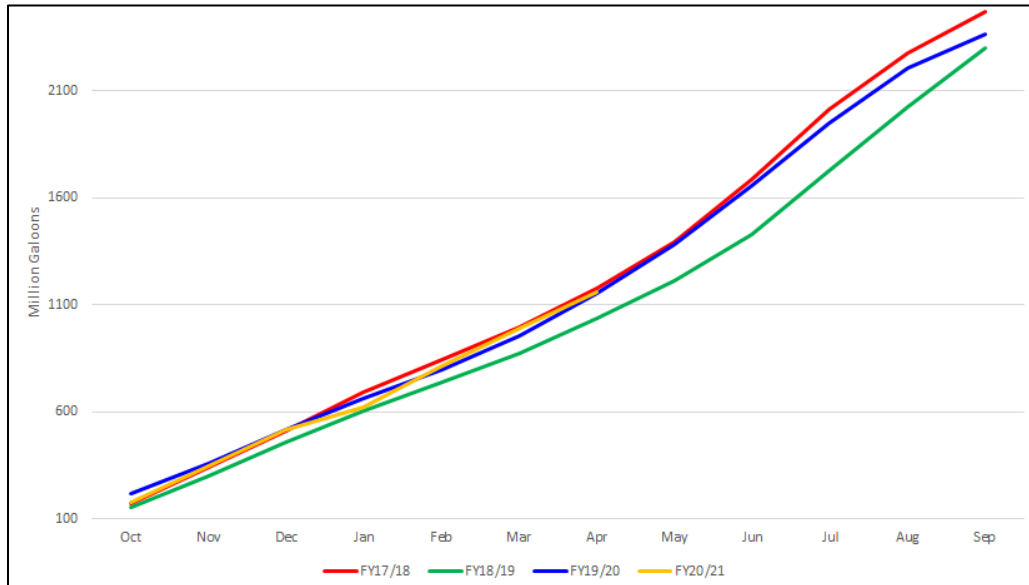
Cumulative Water Billing Volume



Source: City of Wichita Falls, Water Department

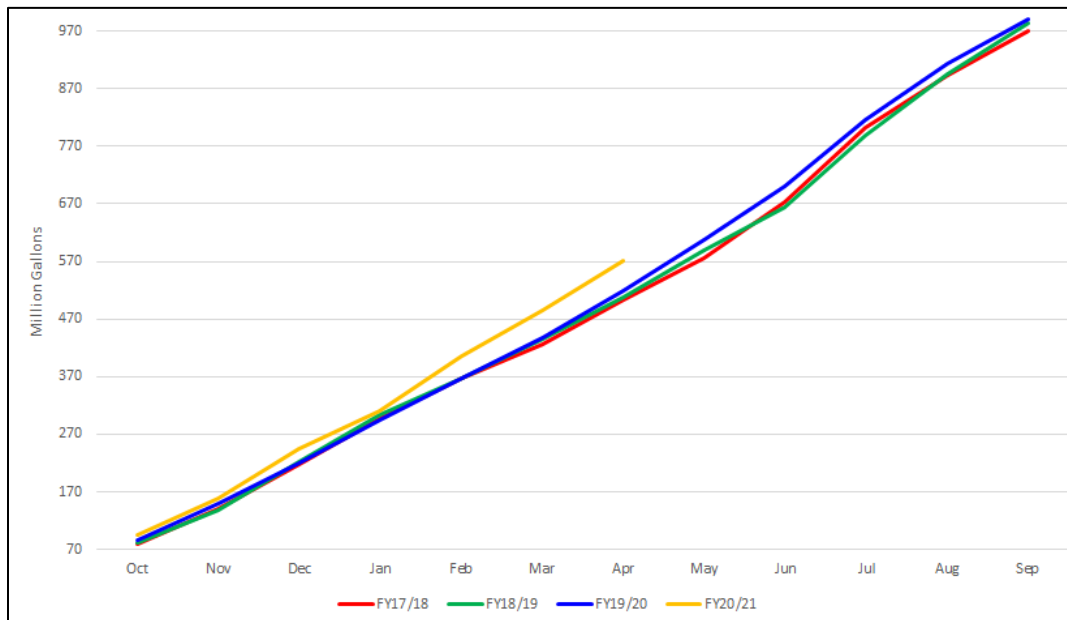
WATER & SEWER FUND

Cumulative Residential Water Billing Volume



Source: City of Wichita Falls, Water Department

Cumulative Wholesale Water Billing Volume



Source: City of Wichita Falls, Water Department

WATER & SEWER FUND

Comparison of Residential Water Rates

City	Population	Based on Average Residential Use of 5,000 Gallons				Total Bill (Water & Sewer ONLY)
		Water	Base	Wastewater	Wastewater Base	
San Angelo	101,004	\$24.22	\$30.69	\$7.50	\$29.72	\$92.13
Waco	136,236	\$14.64	\$22.21	\$27.10	\$22.57	\$86.52
McKinney	199,177	\$20.00	\$16.50	\$27.75	\$19.85	\$84.10
Mesquite	140,937	\$26.32	\$15.16	\$25.76	\$16.39	\$83.63
Grand Prairie	194,543	\$22.10	\$16.23	\$22.55	\$14.76	\$75.64
Richardson	121,323	\$33.05	\$8.00	\$23.55	\$8.00	\$72.60
Allen	105,623	\$17.28	\$13.08	\$12.43	\$28.80	\$71.59
Denton	141,541	\$20.25	\$15.84	\$19.00	\$11.00	\$66.09
Midland	146,038	\$18.33	\$21.61	\$2.64	\$21.79	\$64.37
Wichita Falls	104,568	\$22.52	\$17.91	\$12.25	\$7.53	\$60.21
Beaumont	116,825	\$18.52	\$13.69	\$16.64	\$8.76	\$57.61
League City	107,536	\$17.74	\$7.49	\$16.52	\$14.44	\$56.19
Odessa	123,334	\$15.78	\$18.87	\$8.46	\$12.32	\$55.43
Tyler	106,985	\$10.20	\$15.80	\$8.40	\$19.10	\$53.50
Abilene	123,420	\$15.50	\$15.25	\$9.25	\$13.00	\$53.00
College Station	117,911	\$13.75	\$12.40	\$4.26	\$21.29	\$51.70
Lewisville	109,212	\$10.17	\$18.16	\$12.12	\$9.76	\$50.21
Killeen	151,666	\$9.51	\$12.70	\$7.60	\$19.26	\$49.07
Sugar Land	118,488	\$5.79	\$9.64	\$15.85	\$13.54	\$44.82
Pasadena	151,227	\$9.57	\$11.42	\$9.57	\$11.42	\$41.98
McAllen	143,268	\$7.25	\$9.95	\$8.50	\$12.00	\$37.70
Edinburg	101,170	\$4.98	\$10.78	\$3.06	\$8.05	\$26.87
AVERAGE:	130,092	\$16.25	\$15.15	\$13.67	\$15.61	\$60.68

Source: City of Wichita Falls, Water Department

The above chart illustrates a comparison of the City of Wichita Falls water rates with similar cities in Texas. This information was provided by the City of Wichita Falls Water Utility Department. The information comes from each city's website and was sourced on June 17, 2021.

WATER & SEWER FUND

Fund Summary	
Water & Sewer Fund Summary FY2021-22	
Fund	Water & Sewer Fund
Projected Beginning Balance	26,073,275
Less Restricted Balance	18,000,000
Available Balance	8,073,275
Revenues	
Service Charges	46,834,936
Misc. Revenues	225,000
Total Revenues	47,059,936
Expenditures	
Personnel Services	12,077,819
Supplies	3,559,409
Maintenance & Repair	2,273,369
Utilities/Other Services	4,431,961
Insurance & Contract Supp.	957,467
Debt Expenditures	12,755,940
Other Expenditures	2,796,639
Capital Improvements	6,345,903
Transfers Out	1,861,429
Total Expenditures	47,059,936
Unrestricted Ending Balance	8,073,275

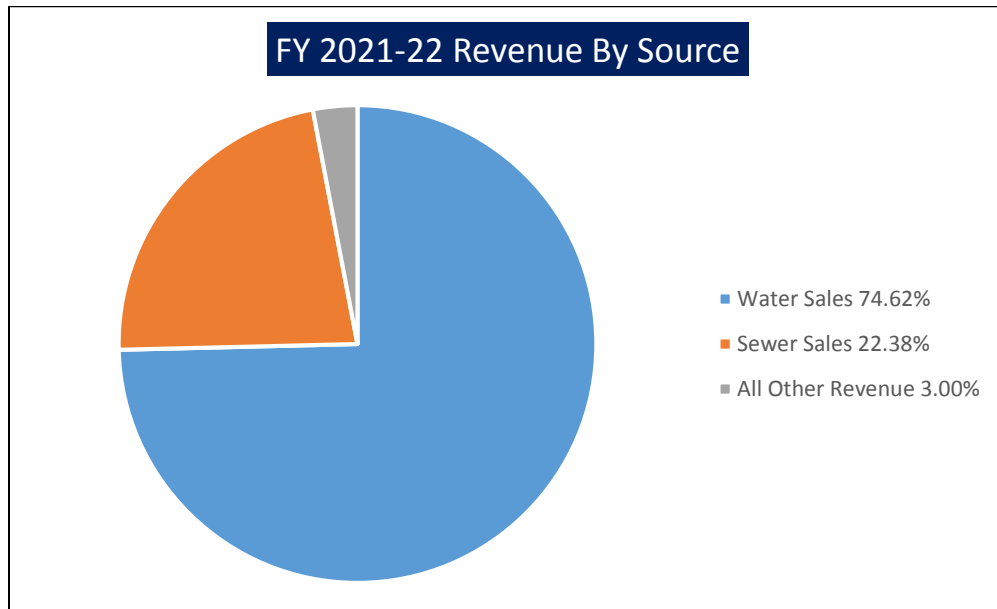
WATER & SEWER FUND

REVENUES



Revenue By Fund	2019-20 Actual	2020-21 Adopted Budget	2021-22 Adopted Budget	% Change
Water and Sewer Fund				
Revenues				
Water Sales	34,593,436	33,381,081	35,113,945	5.19%
Sewer Sales	10,489,182	10,342,500	10,533,300	1.84%
All Other Revenue	5,941,459	1,437,191	1,412,691	-1.70%
Total Revenues	51,024,077	45,160,772	47,059,936	4.21%

The graph below classifies the revenues in the Water & Sewer Fund into three main categories. A discussion of these revenue sources follows. Included in All Other Revenue, in the 2019-20 actual, are funds transferred from Fund Balance to complete the repair of the Lake Kickapoo Dam project, which was approved in the 2019-20 fiscal year by the City Council.



Revenue Discussion:

Water Sales: The Adopted Budget anticipates an increase of \$1,732,864, or 5.19%, in Water Sales. This accounts for both the residential and commercial sale of water by the City. Water Sales make up the majority of the revenue in the Water & Sewer Fund at almost 75% of total revenue.

Sewer Sales: The Adopted Budget anticipates sewer sales to remain consistent, similar to that of previous years. A modest increase is budgeted for FY2021-22, which reflects a \$190,800, or 1.84% increase.

All Other Revenue: All other revenue has decreased 1.70%, or \$24,500. This decrease is due to lower expected interest earnings, which is a direct result of the COVID-19 pandemic.

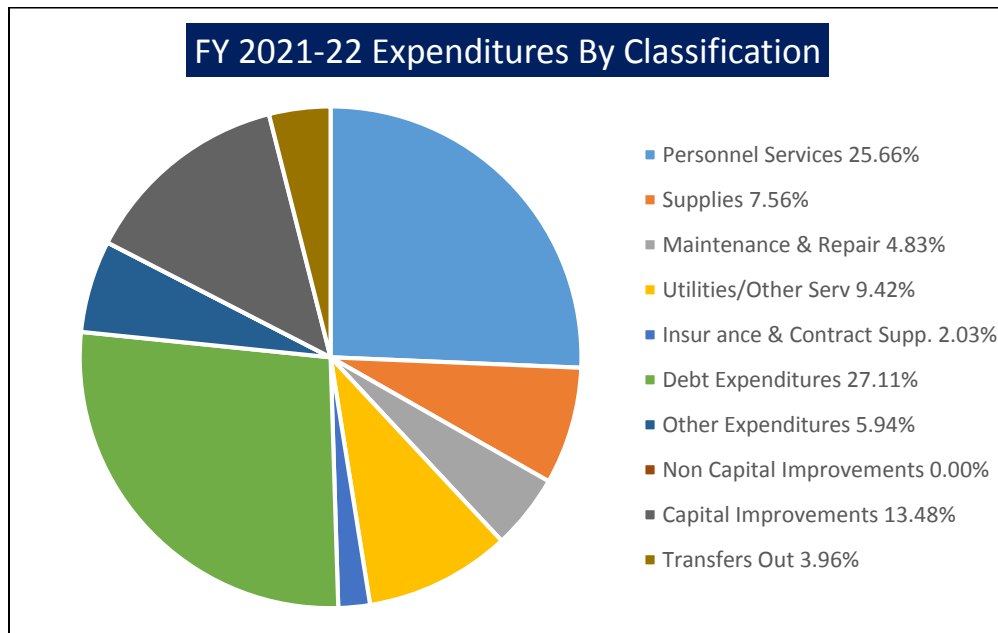
WATER & SEWER FUND

EXPENDITURES

For the 2021-22 fiscal year, Water & Sewer Fund budgeted expenditures are \$47,059,936, which is an increase of \$1,899,164 or 4.21%, from the 2020-21 adopted budget. These increases are listed in detail in the following pages. The table below shows the total expenditures in the Water & Sewer Fund.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
Water and Sewer Fund				
Expenditures				
Personnel Services	10,411,060	10,886,418	12,077,819	10.94%
Supplies	2,594,974	2,966,889	3,559,409	19.97%
Maintenance & Repair	1,423,886	2,267,667	2,273,369	0.25%
Utilities/Other Services	4,507,882	4,348,051	4,431,961	1.93%
Insurance & Contract Supp.	795,869	971,274	957,467	-1.42%
Debt Expenditures	2,398,673	12,766,114	12,755,940	-0.08%
Other Expenditures	1,855,042	3,002,824	2,796,639	-6.87%
Non Capital Improvements	298	36,600	-	-100.00%
Capital Improvements	5,939,209	6,143,123	6,345,903	3.30%
Transfers Out	1,844,186	1,771,811	1,861,429	5.06%
Total Expenditures	31,771,079	45,160,772	47,059,936	4.21%



WATER & SEWER FUND

Expenditure Discussion:

As indicated in the chart above, the major expenses in this fund are Personnel Services and Debt Expenditures. These combined make up over half, 52.77%, of total expenditures.

Personnel Services: Personnel Services have increased 10.94% or \$1,191,401. This increase is due to the implementation of the MAG study which is expected to increase employee retention across all Departments in the Water & Sewer Fund. This will in turn contribute to an increase in quality of vital City services.

Supplies: Supplies have increased \$592,520, or 19.97%, from the prior year. This increase is reflective of a nation-wide increase of chemical and material costs.

Maintenance: Maintenance costs increased in this budget, up \$5,702, or 0.25%. This account is budgeted to stay consistent with the previous year's total.

Utilities/Other Services: This account has increased \$83,910 due to an increase in utility costs.

Insurance/Contracts: Insurance & Contracts have decreased \$13,807, or 1.42%, primarily due to decreases in other agency contracts.

Debt Expenditures: This category accounts for debt service of approximately \$12.8 million. This expenditure accounts for three debt issuances and a payment on a capital lease. More information is available in the Debt Service Fund section of this document.

Fiscal Year	Series 2016	Series 2013A	Series 2015	Banking Fees	Suntrust Lease	Total
2021	10,310,250	947,688	1,462,184	6,000	29,818	12,755,940

Other Expenditures: Decreases in this category total \$206,185, or 6.87%. This is due to a decrease administrative overhead.

Non-Capital Improvements: A highly visible project to improve the Wastewater Collection Building was completed in the previous fiscal year. This project had been budgeted at \$33,600.

Capital Improvements: The Capital Improvements account reflects the creation of the Water & Sewer Capital Fund, Microfiltration and Reverse Osmosis Fund, and Lake Ringgold Fund.

Transfers Out: This account reflects the transfers to other funds for services rendered to the Water & Sewer Fund.

WATER & SEWER FUND

WATER & SEWER OPERATING

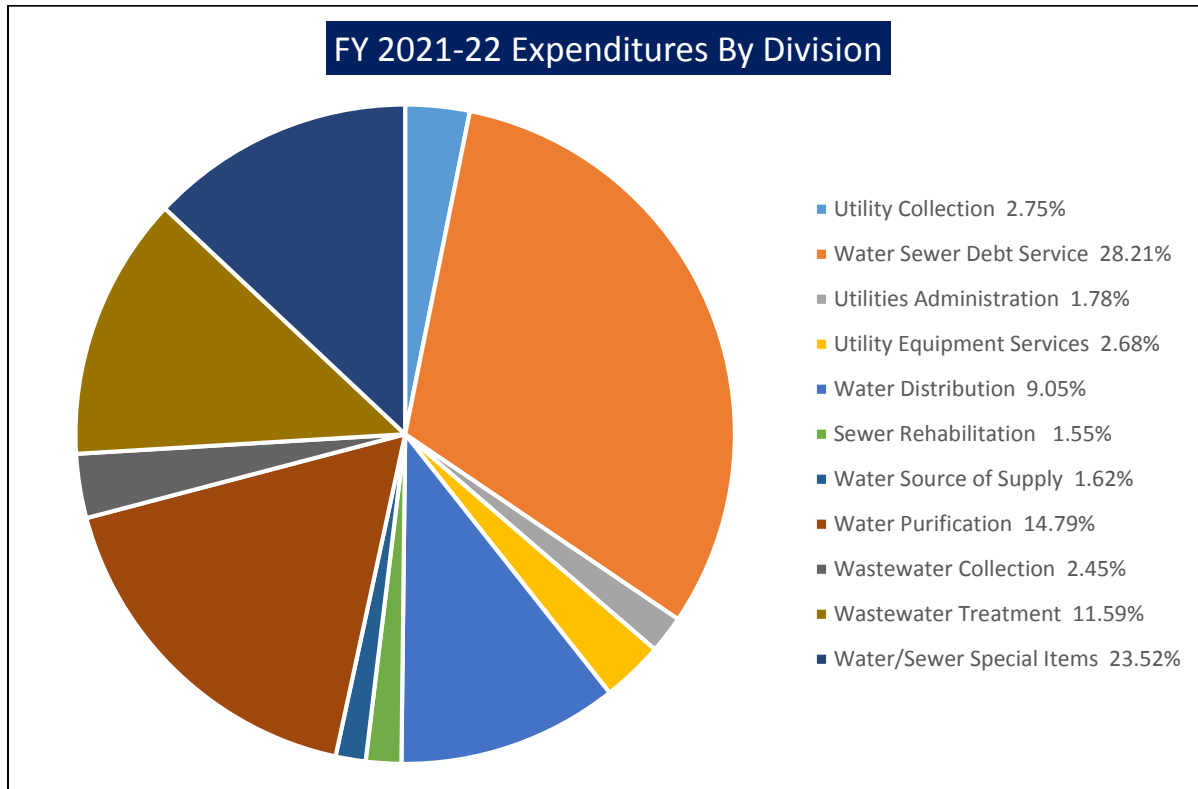


Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Water and Sewer Operating Fund			
Revenues			
Taxes	12,221	-	-
Service Charges	46,023,511	44,868,772	40,489,033
Contributions	650,824	-	-
Misc. Revenues	337,521	292,000	225,000
Transfer In	-	-	-
Other Financing Sources	4,000,000	-	-
Total Revenues	51,024,077	45,160,772	40,714,033
Expenditures			
Personnel Services	10,411,060	10,886,418	12,077,819
Supplies	2,594,974	2,966,889	3,559,409
Maintenance & Repair	1,423,886	2,267,667	2,273,369
Utilities/Other Services	4,507,882	4,348,051	4,431,961
Insurance & Contract Supp.	795,869	971,274	957,467
Debt Expenditures	2,398,673	12,766,114	12,755,940
Other Expenditures	1,855,042	3,002,824	2,796,639
Non Cap Improvements	298	36,600	-
Capital Improvements	5,939,209	6,143,123	-
Transfers Out	1,844,186	1,771,811	1,861,429
Total Expenditures	31,771,079	45,160,772	40,714,033

WATER & SEWER FUND

EXPENDITURES BY DIVISION

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Expenditures By Division			
Utility Collection	\$1,184,149	\$1,241,792	\$1,282,881
Water Sewer Debt Service	\$2,398,673	\$12,737,907	\$12,755,940
Utilities Administration	\$948,635	\$804,091	\$748,827
Utility Equipment Services	\$898,134	\$1,210,770	\$1,233,469
Water Distribution	\$3,899,253	\$4,086,543	\$4,409,911
Sewer Rehabilitation	\$667,004	\$700,679	\$706,651
Water Source of Supply	\$441,988	\$733,472	\$598,005
Water Purification	\$6,057,187	\$6,681,287	\$7,132,443
Wastewater Collection	\$915,973	\$1,105,553	\$1,281,361
Wastewater Treatment	\$4,773,472	\$5,235,217	\$5,274,854
Water/Sewer Special Items	\$9,586,610	\$10,623,460	\$5,289,691
TOTAL Expenditures	\$31,771,079	\$45,160,772	\$40,714,033



UTILITY BILLING & COLLECTIONS

MISSION

To be a very customer friendly department that makes all existing customers comfortable with our processes. Also to welcome new customers with a convenient and easy way to initiate new service.

SERVICES PROVIDED

- Bill and collect payments for 34,000 customers.
- Establish new accounts.
- Final out and transfer existing accounts.
- Create and make work orders for new taps.
- Explain billing procedures to customers.
- Notify customers of apparent leaks.
- Notify and encourage delinquent customers to pay their bills.

FY2021 ACCOMPLISHMENTS

- Improved our web site to allow customers to open accounts on-line.
- Added new payment options.
- Ran promotion for paperless billing.

CONTACT INFORMATION

Garry Capron
Utility Collection Manager
940-761-8830
garry.capron@wichitafallstx.gov

UTILITY BILLING & COLLECTIONS

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Encourage more customers to receive e-bills.	4. Efficiently Deliver City Services	4.3 Streamline municipal business processes	Lower cost of mailing bills	20%	20%
Promote bank drafts	4. Efficiently Deliver City Services	4.3 Streamline municipal business processes	Lower counter traffic.	N/A	25%

BUDGET CHANGES

- Due to implementation of MAG, personnel services increased \$11,795, or 1.92%.
- Supplies decreased due to expenses now being reported in utilities/other serv.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Utility Collection			
Expenditures:			
Personnel Services	863,459	907,880	914,514
Supplies	21,892	41,864	18,174
Maintenance & Repair	12,085	10,264	8,018
Utilities/Other Services	164,330	120,897	183,719
Other Expenditures	122,382	160,888	158,456
TOTAL Expenditures	\$1,184,149	\$1,241,792	\$1,282,881

UTILITY BILLING & COLLECTIONS

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Clerk	0.75	0.75	0.75
Customer Account Analyst	1.00	1.00	1.00
Customer Service Rep	3.00	3.00	3.00
Lead Customer Service Rep	2.00	2.00	2.00
Lead Water Customer	1.00	1.00	1.00
Senior Customer Service Rep	2.00	2.00	2.00
Utility Collection Manager	1.00	1.00	1.00
Water Customer Service Rep	2.00	3.00	3.00
Water Meter Reader	1.00	1.00	1.00
Water Meter Repair Worker	1.00	0.00	0.00
CFO/Director of Finance	0.00	0.15	0.15
TOTAL- Utility Collection	14.75	14.90	14.90

*15% of the CFO salary is accounted for in Utility Collections due to line of work.

UTILITY ADMINISTRATION

MISSION

The Public Works Department consists of several divisions including Engineering, Street Maintenance, Stormwater Utility, Sanitation, Water Source, Water Purification, Water Distribution, Wastewater Collection and Rehabilitation, Environmental Services, and Wastewater Treatment. The services provided by these departments often go unnoticed. Public Works is the only department within the City that is in every residence and business in the City 24/7 and has an employee personally visit their property twice per week. It takes dedicated people to fill these low-profile positions, and I believe the division is fortunate to have those types of people working tirelessly 24/7 to keep the safe drinking water flowing, the wastewater treated, the streets repaired, and the garbage collected. These mundane services are the essential services for this city, and these are the services that sustain this great City.

BUDGET CHANGES

- Reduced costs in utilities/other services to offset for the implementation of MAG.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Utilities Administration			
Expenditures:			
Personnel Services	611,196	615,927	627,722
Supplies	950	2,126	3,414
Maintenance & Repair	6,343	6,582	8,565
Utilities/Other Services	306,967	116,354	57,515
Insurance & Contract Supp.	-	-	-
Other Expenditures	23,179	47,102	51,611
Capital Improvements	-	16,000	-
TOTAL Expenditures	\$948,635	\$804,091	\$748,827



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Utility Equipment Services			
Expenditures:			
Personnel Services	695,875	740,914	746,551
Supplies	4,119	6,600	6,688
Maintenance & Repair	5,374	277,083	276,995
Utilities/Other Services	192,459	185,564	202,625
Other Expenditures	307	610	610
TOTAL Expenditures	\$898,134	\$1,210,770	\$1,233,469

UTILITY ADMINISTRATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Water Sewer Debt Service			
Expenditures:			
Debt Expenditures	2,398,673	12,737,907	12,755,940
TOTAL Expenditures	\$2,398,673	\$12,737,907	\$12,755,940

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Secretary	1.00	1.00	1.00
Civil Engineer	1.00	1.00	1.00
Engineer Assistant	1.00	1.00	1.00
Senior Engineering Technician	2.00	2.00	2.00
Utility Operations M	1.00	1.00	1.00
Director of Public Works	0.35	0.35	0.35
TOTAL- Utility Admin	6.35	6.35	6.35
Equipment Operator	4.00	4.00	4.00
Heavy Equipment Operator	8.00	8.00	8.00
Street Superintendent	0.25	0.25	0.25
TOTAL- Utility Equip Services	12.25	12.25	12.25

*No changes in personnel or FTE from the previous year.

WATER DISTRIBUTION

MISSION

The Water Distribution Division is responsible for the maintenance and repair of the approximately 575 miles of water mains throughout the City, as well as tapping those mains for new development. Water main sizes range from 36 inch down to 2 inch and range in age from 100 years old to newly installed.

Additionally, Water Distribution has close to 3,000 fire hydrants in its system that it maintains to assist the Fire Department in meeting fire protection needs.

The water mains are controlled and isolated through the use of over 10,500 water isolation valves spread out across the City. Water Distribution is responsible for not only operating these valves to isolate leaks, but also in their maintenance so that they operate correctly when needed.

The division is responsible for the maintenance of the Advanced Meter Infrastructure (AMI) system, comprised of 35,000+ meters, ranging in size from 5/8" to 16".

Recently, the Division took on the responsibilities of locating all of the buried utility infrastructure for contractors so that damage during excavation activities could be reduced.

Annually, approximately \$1.5M to \$2.0M worth of water main is replaced to help ensure that the water system is of an age and quality to meet resilient, reliable water service to the citizens and industries of Wichita Falls.

SERVICES PROVIDED

- Maintenance and repair water mains. (575+ miles of pipeline)
- Maintenance of Fire Hydrants to ensure fire protection. (Inventory of 2,924 Fire Hydrants)
- Maintenance of Water Isolation Valves. (Inventory of 10,506 Valves)
- Maintenance of the Advanced Meter Infrastructure (AMI) system. (Inventory of 35,000+ meters)
- Spotting Utility Infrastructure for Contractors to reduce potential of damage to City infrastructure.

FY2020/2021 ACCOMPLISHMENTS

- Repaired a total of 618 main leaks.
- Replaced \$1.4 M worth of water pipeline.
- Repaired 153 service line leaks through the fiscal year.
- Reduced water loss to 3%.
- Tested 600 random water meters for accuracy.
- Performed 23,763 line locates.

CONTACT INFORMATION

Chris Arnold
Water Distribution Superintendent
940-761-7968
chris.arnold@wichitafallstx.gov

WATER DISTRIBUTION

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Reduce the number of main leaks	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	<9 Leaks per month per 100 miles of pipe	589	564
Reduce Water Loss	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	Total Water Loss <15.0 %	<15.0 %	<15.0 %
Test 2% of meters in system for Accuracy	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	100% of meters are accurate +/- 2%	100 %	100 %
Replace \$1.5M to \$2.0M worth of water mains, annually	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	\$1.5M - \$2.0M expended	\$1.4M	\$1.9M

BUDGET CHANGES

- Personnel Services increased by \$310,623 due to MAG.
- \$68,998 decrease in Maintenance & Repair because of work completed on East Scott Facility in previous year.

WATER DISTRIBUTION

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Water Distribution			
Expenditures:			
Personnel Services	2,735,933	2,741,709	3,052,332
Supplies	75,714	83,423	85,655
Maintenance & Repair	624,688	839,811	770,813
Utilities/Other Services	416,845	360,293	439,311
Other Expenditures	33,008	31,307	61,800
Capital Improvements	13,065	30,000	
TOTAL Expenditures	\$3,899,253	\$4,086,543	\$4,409,911

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Clerk	3.00	3.00	3.00
Dispatcher - Day Sft	1.00	1.00	1.00
Dispatcher - Nights	1.00	1.00	1.00
Heavy Equipment Operator	4.00	4.00	4.00
Meter System Repair	4.00	4.00	4.00
Store Clerk	2.00	2.00	2.00
Storekeeper	1.00	1.00	1.00
Utility Locator	0.00	0.00	1.00
USW I	13.00	13.00	13.00
USW III	13.00	13.00	13.00
Utilities System Sup	4.00	4.00	4.00
Water Dist. Superintend	1.00	1.00	1.00
Water Distribution S	1.00	1.00	1.00
Water Meter Mechanic	1.00	1.00	1.00
TOTAL- Water Distribution	49.00	49.00	50.00

*Added position Utility Locator.

WATER SOURCE DIVISION

MISSION

The Water Source Division is responsible for the management of the three source water lakes: Lake Kickapoo, Lake Arrowhead, and Lake Kemp. This division also oversees the maintenance of the dams, intakes, pump stations, transmission lines, air vents, and all associated easements. They are also responsible for algae control operations, as it relates to Taste & Odor control.

SERVICES PROVIDED

- Daily Inspection of Source Water Facilities.
- Collection of Raw water from the Lakes for Analysis.
- Maintenance and Repair of Pump Stations, Transmission Lines and Appurtenances.

FY2021 ACCOMPLISHMENTS

- Repair of Pump #1 at Lake Arrowhead Pump Station
- Rehabilitation of the Lake Kickapoo Dam

CONTACT INFORMATION

Mark Southard
Water Source/Purification Superintendent
940-691-1153
mark.southard@wichitafallstx.gov

WATER SOURCE DIVISION

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Fully Utilize Lake Kemp	4.0 Efficiently Deliver City Service	4.5 Promote and encourage innovation	25% of Total Supply from Lake Kemp	21.0 %	25.0 %

BUDGET CHANGES

- Personnel Services increased by \$38,714, or 24.37% due to MAG.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Water Source of Supply			
Expenditures:			
Personnel Services	138,209	158,857	197,571
Supplies	1,291	1,200	1,200
Maintenance & Repair	27,935	85,900	90,000
Utilities/Other Services	264,030	313,915	293,634
Other Expenditures	10,524	15,600	15,600
Capital Improvements	-	158,000	-
TOTAL Expenditures	\$441,988	\$733,472	\$598,005

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
P/P Maintenance Mechanic	1.00	1.00	1.00
Senior Pump/ Plant Manager	2.00	2.00	2.00
TOTAL- Water Source of Supply	3.00	3.00	3.00

*No changes in personnel or FTE from the previous year.

WATER PURIFICATION DIVISION

MISSION

The Water Purification Division is responsible for the treatment of the City's drinking water in accordance with USEPA and TCEQ rules and regulations. This Division operates and maintains two Water Treatment Facilities (Cypress and Jasper); which have a total treatment capacity of 74 MGD and six ground storage tanks with a capacity of 30.5 MG between them. This division is also responsible for the operation and maintenance of seven elevated storage tanks with 6.5 MG total capacity. The elevated storage tanks supply storage and pressure for four distinct Pressure Planes and three Booster Pump Stations within the Distribution System.

SERVICES PROVIDED

- Potable Drinking Water Production and Pumping
- Maintenance and Repair of Water Treatment Facilities, Pump Stations, Water Towers and Appurtenances.
- Testing of Raw and Potable Water in Laboratory

FY2020/2021 ACCOMPLISHMENTS

- Treated and Discharged 5,401,091,000 gallons of water.
- Avoided a Boil Water Notice during Winter storm Uri.
- Delivered 35,000 Consumer Confidence Reports
- Completed the repair and painting of the Denver Elevated Storage Tank

CONTACT INFORMATION

Mark Southard
Water Source/Purification Superintendent
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WATER PURIFICATION DIVISION

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Comply with Federal and State Drinking Water Regulations	4.0 Efficiently Deliver City Service	4.2 Reinforce a culture of superior customer service	No exceedances of Maximum Contaminate Levels	100 %	100 %
Maintain Superior Water Status with TCEQ	4.0 Efficiently Deliver City Service	4.2 Reinforce a culture of superior customer service	Superior Status	100 %	100 %
Reduce Taste & Odor Events	4.0 Efficiently Deliver City Service	4.2 Reinforce a culture of superior customer service	<10 T&O Complaints Annually	0	0
Deliver Consumer Confidence Report	5.0 Actively Engage & Inform the Public	5.3 Maintain coordinated and trusted messaging.	Deliver 35,000 CCRs by July 1 st	100 %	100 %

BUDGET CHANGES

- Personnel Services increased due to MAG and the cost of chemicals has increased as a result of inflation.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Water Purification			
Expenditures:			
Personnel Services	2,232,358	2,306,558	2,498,917
Supplies	1,556,956	1,829,006	2,300,848
Maintenance & Repair	431,109	564,447	647,598
Utilities/Other Services	1,496,878	1,506,329	1,612,260
Other Expenditures	33,730	70,295	72,820
Non Cap Improvements	-	3,000	-
Capital Improvements	306,156	401,651	-
TOTAL Expenditures	\$6,057,187	\$6,681,287	\$7,132,443

WATER PURIFICATION DIVISION

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Clerk	1.00	1.00	1.00
Electronics Instrume	2.00	2.00	2.00
Lead Plant Operator	5.00	5.00	5.00
P/P Maintenance Mech	3.00	3.00	3.00
Plant Operator I	8.00	8.00	8.00
Plant Operator II	7.00	7.00	7.00
Senior Lab Technician	1.00	1.00	1.00
Senior Pump/Plant Ma	4.00	4.00	4.00
Utilities System Worker	2.00	2.00	2.00
Water Laboratory Sup	1.00	1.00	1.00
Water Operator & Maintenance S	1.00	1.00	1.00
Water P/P Maintenance Supervisor	1.00	1.00	1.00
Water Supply-Purific	1.00	1.00	1.00
Water/Wastewater Lab	1.00	1.00	1.00
TOTAL- Water Purification	38.00	38.00	38.00

*No changes in personnel or FTE from the previous year.

WASTEWATER COLLECTIONS/SEWER REHABILITATION

MISSION

The Wastewater Collections and Sewer Rehabilitation Divisions are responsible for the operation and maintenance of 575 miles of sewer collection system. The sewer collection mains range in size from 48 inch to 6 inch and some of these mains have been in service for nearly 100 years.

Collections and Rehabilitation crews perform repairs, cleaning, and inspection of the sewer pipes and manholes that convey sewage away from residences and businesses to the Resource Recovery Facility and the Northside Wastewater Treatment Plant. They also perform smoke testing of the sewer mains to identify points of infiltration and inflow into the collection system. Additionally, they are responsible for removing obstructions in the mains that have created a blockage causing wastewater to backup into homes and businesses.

Annually, approximately \$1.0M to \$2.0M worth of wastewater pipeline is replaced to help ensure that the Collections system is of an age and quality to meet resilient, reliable wastewater collections service for the citizens and industries of Wichita Falls.

SERVICES PROVIDED

- Maintenance of Sewer Collection System. (575 miles of pipeline)
- Smoke test lines to identify points of infiltration & inflow into the Sewer Collection System.
- Televis/Inspect Sewer Infrastructure
- Clear stop-ups that occur in the Sewer Collections System.
- Rehabilitate/Replace Aging Manholes (Inventory of 8,089)

FY2020 ACCOMPLISHMENTS

- Responded to 30 Sanitary Sewer Overflows (SSOs).
- Televised 32.7 miles (5.69%) of the system
- Cleaned 185.4 miles (32.24%) of the system
- Inspected 1,417 (17.52%) of the Manholes
- Smoke Tested 1.26% of the system.
- Replaced \$1.0M worth of Wastewater pipeline.

CONTACT INFORMATION

Nicki Lowery
Wastewater Collections/Sewer Rehabilitation Superintendent
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nicki.lowery@wichitafallstx.gov

WASTEWATER COLLECTIONS/SEWER REHABILITATION

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Sanitary Sewer Overflows	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	< 10 SSOs per Year	17	15
Televise Sewer Mains	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	7 % of System Annually	7 %	7 %
Clean Sewer Mains	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	30 % of System Annually	30 %	30 %
Inspect Manholes	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	20 % of Manholes Annually	20 %	20 %
Smoke Test System	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	8 % of System Annually	8 %	8 %
Replace \$1.5M to \$2.0M worth of wastewater pipelines, annually	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	\$1.0M - \$2.0M expended	\$1.0M	\$1.9M

BUDGET CHANGES

- Wastewater Collection and Sewer Rehabilitation have increased personnel services \$456,420 to ensure issues of employee retention and recruitment can be corrected. Also, an addition of (5) positions have been added due to increased workload and demand for services.

WASTEWATER COLLECTIONS/SEWER REHABILITATION

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Wastewater Collection			
Expenditures:			
Personnel Services	544,550	609,030	899,201
Supplies	86,044	47,558	77,197
Maintenance & Repair	75,122	132,978	121,448
Utilities/Other Services	146,752	149,102	165,040
Insurance & Contract Supp.	-	-	-
Other Expenditures	15,023	16,985	18,475
Non Cap Improvements	298	33,600	-
Capital Improvements	48,185	116,300	-
TOTAL Expenditures	\$915,973	\$1,105,553	\$1,281,361



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Sewer Rehabilitation			
Expenditures:			
Personnel Services	313,346	334,624	500,873
Supplies	17,648	23,206	49,534
Maintenance & Repair	12,774	20,702	32,332
Utilities/Other Services	72,974	78,944	111,354
Other Expenditures	7,303	10,832	12,558
Capital Improvements	242,959	232,372	-
TOTAL Expenditures	\$667,004	\$700,679	\$706,651

WASTEWATER COLLECTIONS/SEWER REHABILITATION

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Clerk	2.00	2.00	2.00
Heavy Equipment Operator	2.00	2.00	2.00
USW I	0.00	0.00	1.00
USW II	4.00	2.00	3.00
USW III	0.00	0.00	1.00
Utilities System Worker	5.00	7.00	7.00
WW Collection Supervisor	1.00	1.00	1.00
TOTAL- Wastewater Collection	14.00	14.00	17.00

*Added (1) USW I, (1) USW II, (1) USW III



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
USW I	3.00	3.00	4.00
USW II	3.00	3.00	4.00
Wastewater Collection/Rehab	1.00	1.00	1.00
TOTAL- Sewer Rehab	7.00	7.00	9.00

*Added (1) USW I & (1) USW II

RESOURCE RECOVERY DIVISION

MISSION

The Resource Recovery Division is responsible for the treatment of the City's sewage in accordance with rules and regulations that are defined by the USEPA and the TCEQ. This Division operates and maintains the newly renamed Wichita Falls Resource Recovery Facility (formerly, River Road Wastewater Treatment Plant) with a total permitted capacity of 19.91 MGD, and the Northside Resource Recovery Facility (1.5 MGD total permitted capacity), as well as 51 Lift Stations within the Collections System. These facilities are recovering bio-solids that are used in the City's composting operations, while Northside RRF provides industrial reuse water for Vitro, and the WFRRF treats water for discharge into Lake Arrowhead for drinking water reuse (IPR).

SERVICES PROVIDED

- Treat Sewage to all Federal and State Regulatory Standards.
- Treat Wastewater at WFRRF to a Level that can be discharged to Lake Arrowhead and Reused for Drinking Water
- Treat Wastewater at the NSRRF to a level that can be provided to Vitro for Industrial Reuse.
- Routine operational testing performed daily at both plants.

FY2020/2021 ACCOMPLISHMENTS

- Treated 4,463,000,000 total gallons of sewage.
- Returned 1,170,830,000 gallons to Lake Arrowhead for Drinking Water
- Provided 38,795,519 gallons of reuse water to Vitro.

CONTACT INFORMATION

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Resource Recovery Superintendent
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harold.burris@wichitafallstx.gov

RESOURCE RECOVERY DIVISION

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Comply with Federal and State Sewage Treatment Regulations	4.0 Efficiently Deliver City Service	4.2 Reinforce a culture of superior customer service	No exceedances of Maximum Contaminate Levels	100%	100 %
Discharge Reuse Water to Lake Arrowhead	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	Reuse Water Discharged to Lake Arrowhead	Yes	Yes
Provide Reuse Water to Industry	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	Reuse Water Provided to Industry	Yes	Yes

BUDGET CHANGES

- Similar to the other Water & Sewer Departments, Wastewater Treatment increased personnel services due to MAG and supplies due to inflation.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Wastewater Treatment			
Expenditures:			
Personnel Services	2,251,405	2,425,920	2,595,138
Supplies	830,359	931,906	1,016,699
Maintenance & Repair	228,455	329,900	317,600
Utilities/Other Services	1,236,104	1,414,291	1,311,503
Other Expenditures	10,764	32,400	33,914
Capital Improvements	216,385	100,800	-
TOTAL Expenditures	\$4,773,472	\$5,235,217	\$5,274,854

RESOURCE RECOVERY DIVISION

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Clerk	1.00	1.00	1.00
Environmental Coordinator	0.50	0.50	0.50
Elect Instr Tech I	1.00	1.00	1.00
Elect Instr Tech II	1.00	1.00	1.00
Lead Plant Operator	9.00	9.00	9.00
P/P Maintenance Mech	6.00	6.00	6.00
Plant Operator I	1.00	1.00	1.00
Plant Operator II	2.00	2.00	2.00
Pollution Ctrl Spec	1.00	1.00	1.00
Resource Rec Supdt	1.00	1.00	1.00
Senior Lab Tech	1.00	1.00	1.00
Senior P/P Maintenance Mech	3.00	3.00	3.00
Usw I	5.00	5.00	5.00
Usw II	2.00	2.00	2.00
W/W Lab Tech I	1.00	1.00	1.00
W/W Lab Tech II	1.00	1.00	1.00
W/W O&M Supervisor	1.00	1.00	1.00
W/W P/P Maintenance Supr I	1.00	1.00	1.00
W/W P/P Maintenance Supr II	1.00	1.00	1.00
TOTAL - Wastewater Treatment	39.50	39.50	39.50

*No changes in personnel or FTE from the previous year.

RESOURCE RECOVERY DIVISION

EXPENDITURES BY ACCOUNT

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Utility Collection			
Expenditures:			
Salaries - Supervision	72,203	96,824	127,832
Salaries - Clerical	262,072	277,700	229,647
Salaries-Operational	213,268	213,479	248,079
Overtime	8,711	14,000	5,398
Terminal Pay	-	412	-
Certification Pay	1,819	-	1,500
Stability Pay	12,624	12,788	13,861
Longevity	3,602	-	3,564
FICA	41,161	38,883	43,511
TMRS Retirement	91,321	93,171	103,234
Life Insurance Contribution	770	640	783
Disability Insurance Contrib	522	456	594
Health Insurance Contributions	154,880	159,526	136,511
HSA Contributions-Employer	507	-	-
Supplies-Minor Tools and Equip	5,406	4,070	5,940
Supplies-Minor Furniture	-	-	1,500
Supplies-Office	13,436	34,530	6,090
Supplies-Medical/Drug	-	100	100
Supplies-Clothing and Uniforms	3,051	3,120	4,544
Supplies-PC Software	-	44	-
Supplies-Other	-	-	-
Maint-Office Furniture/Equip	382	4,060	400
Maint-PC Hardware	5,455	5,604	7,575
Maint-PC Software	6,248	600	43
Services-Telephone	3,187	6,389	4,672
Service-Wireless PhoneAircards	456	-	456
Services-Central Garage	25,433	30,383	47,698
Services-Bank	40,117	2,990	25,200
Services-Other Professional	70,235	68,150	62,508
Services-Binding/Printing	24,902	12,985	43,185
Lease Payments	583	888	777
Postage/Freight	121,799	160,000	157,679
TOTAL Expenditure:	\$1,184,149	\$1,241,792	\$1,282,881

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Water Sewer Debt Service			
Expenditures:			
Bond Principal Payments	-	9,185,000	9,607,568
Bond Interest Payments	2,397,923	3,546,907	3,142,372
Paying Agent Fees	750	6,000	6,000

RESOURCE RECOVERY DIVISION

Other Bond Expense	-	-	-
TOTAL Expenditure:	\$2,398,673	\$12,737,907	\$12,755,940

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Utilities Administration			
Expenditures:			
Salaries - Supervision	182,020	175,385	187,050
Salaries - Clerical	31,804	31,117	33,360
Salaries-Operational	207,711	211,807	222,255
Overtime	532	400	-
Terminal Pay	-	413	-
Certification Pay	1,814	1,800	1,800
Stability Pay	3,905	4,318	5,391
Cell Phone Allowance	525	360	720
FICA	30,816	31,508	32,505
TMRS Retirement	66,906	71,304	75,025
Life Insurance Contribution	525	559	568
Disability Insurance Contrib	352	344	429
Health Insurance Contributions	84,089	86,612	68,115
HSA Contributions-Employer	197	-	504
Supplies-Minor Tools and Equip	-	200	200
Supplies-Minor Furniture	-	-	-
Supplies-Office	950	1,426	2,670
Supplies-Educational	-	500	500
Supplies-Personal Computers	-	-	-
Supplies-PC Software	-	-	44
Maint-Office Furniture/Equip	-	200	200
Maint-Radios	-	250	250
Maint-PC Hardware	-	1,590	1,590
Maint-PC Software	43	42	-
Maint-Systems Software	6,300	4,500	6,525
Maint-Utility Cuts	-	-	-
Services-Telephone	529	1,365	701
Service-Wireless Phone/Aircards	456	420	456
Services-Central Garage	4,137	3,919	4,458
Services-Other Professional	300,036	105,500	46,500
Services-Court Cost/Registrar	-	-	-
Services-Advertising	1,043	4,000	4,000
Services-Binding/Printing	765	1,150	1,400
General Liability Claims	-	-	-
In City Mileage Reimbursement	2,115	2,100	2,101
Travel Expenses	1,731	14,000	14,250
Education Registration	3,165	6,300	6,600
Lease Payments	1,323	1,700	1,346
Memberships	13,066	13,358	15,670
Public Relation/Promo	-	8,000	10,000
Postage/Freight	1,780	1,644	1,644
Ad-Valorem Taxes	-	-	-
Instruments/Apparatus	-	16,000	-
PC Computer Equipment	-	-	-
TOTAL Expenditure:	\$948,635	\$804,091	\$748,827

RESOURCE RECOVERY DIVISION

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Utility Equipment Services			
Expenditures:			
Salaries - Supervision	15,442	15,122	15,496
Salaries-Operational	417,362	429,751	459,368
Overtime	15,380	44,880	30,000
Terminal Pay	-	1,210	-
Stability Pay	12,238	12,375	11,441
Cell Phone Allowance	-	-	-
FICA	32,432	30,081	34,228
TMRS Retirement	71,774	72,385	80,587
Life Insurance Contribution	586	566	591
Disability Insurance Contrib	431	407	453
Health Insurance Contributions	130,230	134,137	114,387
Supplies-Motor Vehicle	-	100	100
Supplies-Minor Tools and Equip	126	400	400
Supplies-Office	430	800	800
Supplies-Medical/Drug	-	50	50
Supplies-Botanical/Agriculture	-	1,700	1,700
Supplies-Traffic Control	3,169	2,250	2,250
Supplies-Linen	-	200	200
Supplies-Heating Fuel	303	700	700
Supplies-Personal Computers	-	-	-
Supplies-PC Software	-	-	88
Supplies-Other	90	400	400
Maint-Machine/Tools/Implements	-	200	200
Maint-Radios	-	450	450
Maint-PC Software	87	88	-
Maint-Utility Cuts	-	269,500	269,500
Maint-Buildings	56	-	-
Maint-East Scott Facility	5,231	6,845	6,845
Services-Telephone	833	2,120	1,505
Service-Wireless PhoneAircards	912	912	2,038
Services-Electricity	2,608	2,415	2,373
Services-Wtr/Sewer/Sanitation	-	300	100
Services-Central Garage	187,941	179,067	195,859
Services-Binding/Printing	165	750	750
Travel Expenses	-	-	-
Education Registration	-	260	260
Memberships	75	30	30
Rent-Equipment	-	300	300
Postage/Freight	232	20	20
TOTAL Expenditure:	\$898,134	\$1,210,770	\$1,233,469

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Water Distribution			
Expenditures:			
Salaries - Supervision	62,427	62,899	98,842
Salaries - Clerical	77,562	84,073	84,636
Salaries-Operational	1,479,597	1,550,211	1,674,823
Overtime	223,358	178,606	225,000
Terminal Pay	-	4,043	-
Certification Pay	19,049	17,400	16,440

RESOURCE RECOVERY DIVISION

Stability Pay	29,620	29,482	27,091
Cell Phone Allowance	549	360	360
FICA	135,659	114,318	133,389
TMRS Retirement	295,262	275,619	315,153
Life Insurance Contribution	2,110	2,099	2,319
Disability Insurance Contrib	1,540	1,489	1,752
Health Insurance Contributions	407,336	419,556	471,015
HSA Contributions-Employer	1,863	1,554	1,512
Supplies-Minor Tools and Equip	25,436	22,700	22,700
Supplies-Minor Furniture	270	-	-
Supplies-Office	4,990	8,035	8,035
Supplies-Photographic	-	1,100	1,250
Supplies-Medical/Drug	14	250	250
Supplies-Chemical	2,775	3,700	3,700
Supplies-Mechanical	9,552	8,200	9,500
Supplies-Concession/Food	-	-	-
Supplies-Botanical/Agriculture	-	-	-
Supplies-Traffic Control	4,340	6,000	6,000
Supplies-Clothing and Uniforms	-	-	21,100
Supplies-Linen	21,803	21,100	1,000
Supplies-Educational	134	350	350
Supplies-Periodicals/Supplemts	-	-	-
Supplies-Personal Computers	126	2,000	2,970
Supplies-System Software	-	-	-
Supplies-PC Software	-	1,188	-
Supplies-Other	6,275	8,800	8,800
Maint-Motor Vehicles	-	150	150
Maint-Machine/Tools/Implements	5,071	39,630	4,630
Maint-Office Furniture/Equip	-	1,000	1,000
Maint-Radios	412	850	1,850
Maint-Instruments	269	270	11,681
Maint-Meters	2,154	10,480	10,480
Maint-PC Software	1,168	-	1,232
Maint-Water Mains	306,172	300,000	300,000
Maint-Service Connections	298,423	350,366	383,285
Maint-East Scott Facility	11,020	135,565	29,005
Maint-Fire Hydrants	-	1,000	1,000
Maint-Fences	-	500	26,500
Services-Telephone	6,611	8,209	9,678
Service-Wireless PhoneAircards	14,906	15,189	15,942
Services-Electricity	7,761	9,731	8,646
Services-Gas	8,190	8,914	8,590
Services-Wtr/Sewer/Sanitation	4,078	3,100	3,703
Services-Central Garage	332,616	313,065	357,131
Services-Employee Physicals	42,136	-	33,416
Services-Binding/Printing	546	2,085	2,205
Worker's Compensation	-	-	-
Unemployment Compensation	-	-	-
Travel Expenses	-	2,377	2,377
Education Registration	3,392	14,500	15,250
Lease Payments	2,066	1,900	1,643
Memberships	7,104	11,730	11,730
Rent-Equipment	-	350	350
Postage/Freight	571	450	450
Budget Contingency	-	-	30,000
Inventory Write Off	19,875	-	-
Distribution Lines-Water	13,065	30,000	-
Motor Vehicles	-	-	-

RESOURCE RECOVERY DIVISION

Other Vehicles	-	-	-
Instruments/Apparatus	-	-	-
PC Computer Equipment	-	-	-
Meters	-	-	-
Other Machinery and Equipment	-	-	-
Oper Transfer-Other	-	-	-
TOTAL Expenditure:	\$3,899,253	\$4,086,543	\$4,409,911

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Sewer Rehabilitation			
Expenditures:			
Salaries - Supervision	63,052	61,984	67,645
Salaries-Operational	141,290	162,532	237,336
Overtime	8,861	9,270	9,270
Terminal Pay	-	-	-
Certification Pay	1,512	1,500	1,500
Stability Pay	2,971	2,971	3,630
Cell Phone Allowance	366	360	360
FICA	16,176	14,659	22,048
TMRS Retirement	34,576	34,152	51,317
Life Insurance Contribution	282	267	308
Disability Insurance Contrib	206	193	230
Health Insurance Contributions	44,053	46,736	107,229
HSA Contributions-Employer	-	-	-
Supplies-Minor Tools and Equip	5,180	2,345	2,345
Supplies-Minor Furniture	5,871	852	495
Supplies-Office	604	1,450	1,500
Supplies-Medical/Drug	30	50	150
Supplies-Physician	-	-	-
Supplies-Mechanical	1,648	11,756	6,250
Supplies-Traffic Control	-	125	125
Supplies-Clothing and Uniforms	2,470	3,198	4,264
Supplies-Linen	249	225	315
Supplies-Educational	907	975	975
Supplies-Personal Computers	90	775	3,910
Supplies-PC Software	-	-	27,000
Supplies-Other	600	1,455	2,205
Maint-Motor Vehicles	-	50	9,100
Maint-Machine/Tools/Implements	-	600	600
Maint-Radios	-	200	200
Maint-Instruments	10,449	16,000	16,000
Maint-PC Hardware	-	1,500	1,500
Maint-PC Software	2,346	2,352	4,932
Maint-Sanitary Sewers	(21)	-	-
Services-Telephone	753	1,471	1,732
Service-Wireless Phone/Aircards	3,343	3,648	4,560
Services-Central Garage	68,270	71,675	102,912
Services-Binding/Printing	609	2,150	2,150
Travel Expenses	-	900	970
Education Registration	7,051	8,447	10,038
Memberships	-	485	550
Rent-Equipment	-	-	-
Postage/Freight	252	1,000	1,000
Machines/Tools/Implements	242,959	232,372	-
TOTAL Expenditure:	\$667,004	\$700,679	\$706,651

RESOURCE RECOVERY DIVISION

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Water Source of Supply			
Expenditures:			
Salaries-Operational	98,417	111,759	122,145
Overtime	954	3,609	4,000
Terminal Pay	-	-	-
Certification Pay	1,510	1,500	3,300
Stability Pay	1,210	1,210	1,898
Cell Phone Allowance	183	180	360
FICA	6,681	7,557	8,293
TMRS Retirement	15,708	19,131	21,010
Life Insurance Contribution	125	147	154
Disability Insurance Contrib	101	122	117
Health Insurance Contributions	13,245	13,642	36,294
HSA Contributions-Employer	75	-	-
Supplies-Minor Tools and Equip	276	600	600
Supplies-Office	-	-	-
Supplies-Chemical	-	-	-
Supplies-Mechanical	-	100	100
Supplies-Other	1,015	500	500
Maint-Motor Vehicles	-	-	-
Maint-Machine/Tools/Implements	945	1,500	1,500
Maint-Pumps/Motors	1,316	21,600	21,600
Maint-Radios	-	700	700
Maint-Instruments	3,339	10,000	14,100
Maint-Streets Facilities	-	-	-
Maint-Cypress Facility	-	-	-
Maint-Jasper Facility	-	-	-
Maint-Other Buildings	6,852	2,400	2,400
Maint-Dams	-	20,000	20,000
Maint-Canals/Conduits	360	24,200	24,200
Maint-Other Structures	15,122	5,500	5,500
Services-Telephone	1,004	303	806
Services-Electricity	163,022	200,602	179,240
Services-Central Garage	36,791	36,510	37,088
Services-Other Professional	49,525	6,000	6,000
Services-Lab Proficiency Test	1,742	2,500	2,500
Services-Binding/Printing	-	-	-
Services-Other Miscellaneous	11,946	68,000	68,000
Travel Expenses	-	-	-
Education Registration	-	2,600	2,600
Rent-Equipment	-	2,000	2,000
Postage/Freight	230	-	-
Ad-Valorem Taxes	10,294	11,000	11,000
Other Vehicles	-	-	-
Instruments/Apparatus	-	158,000	-
Oper Transfer-Other	-	-	-
TOTAL Expenditure:	\$441,988	\$733,472	\$598,005

RESOURCE RECOVERY DIVISION

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Water Purification			
Expenditures:			
Salaries - Supervision	73,195	72,966	74,797
Salaries - Clerical	21,710	26,354	30,251
Pool Clerical	-	-	-
Salaries-Operational	1,336,165	1,321,259	1,452,939
Pool Operational	19,030	41,122	41,122
Overtime	38,915	77,250	75,000
Terminal Pay	(656)	2,420	-
Certification Pay	36,906	38,160	35,400
Stability Pay	31,902	33,909	33,909
Cell Phone Allowance	2,193	2,340	2,520
FICA	111,141	107,912	117,383
TMRS Retirement	238,297	249,544	270,077
Life Insurance Contribution	1,890	1,907	1,937
Disability Insurance Contrib	1,369	1,351	1,472
Health Insurance Contributions	317,762	327,295	359,419
HSA Contributions-Employer	2,540	2,769	2,691
Supplies-Motor Vehicle	-	-	-
Supplies-Minor Tools and Equip	1,444	-	-
Supplies-Minor Furniture	1,434	426	-
Supplies-Office	5,657	8,000	8,000
Supplies-Medical/Drug	-	200	1,500
Supplies-Janitorial	1,495	1,000	1,000
Supplies-Chemical	1,335,309	1,581,383	2,045,898
Supplies-Lab	191,442	208,250	218,250
Supplies-Mechanical	-	-	-
Supplies-Fencing	-	1,000	1,000
Supplies-Linen	10,947	17,500	17,500
Supplies-Educational	-	400	400
Supplies-Periodicals/Supplemts	-	1,300	1,300
Supplies-PC Software	572	-	-
Supplies-Other	8,655	9,547	6,000
Maint-Motor Vehicles	43	-	-
Maint-Other Vehicles	2,982	-	-
Maint-Machine/Tools/Implements	2,603	6,000	6,000
Maint-Pumps/Motors	78,636	92,000	92,000
Maint-Office Furniture/Equip	-	1,500	1,500
Maint-Radios	-	1,828	1,828
Maint-Instruments	168,824	203,959	230,270
Maint-PC Hardware	2,056	300	300
Maint-Heating/Cooling Systems	5,972	9,000	55,000
Maint-Park Lighting	-	-	-
Maint-Sanitary Sewers	-	-	-
Maint-Reservoirs/Tanks	612	7,500	7,500
Maint-Utility Cuts	-	-	-
Maint-Lake Roads	-	-	-
Maint-Central Garage	-	-	-
Maint-Landfill Buildings	-	-	-
Maint-Cypress Facility	122,255	161,000	161,000
Maint-Jasper Facility	27,467	61,000	61,000
Maint-River Road Facility	-	-	-
Maint-Other Buildings	18,349	20,360	31,200
Maint-Canals/Conduits	132	-	-
Maint-Other Structures	1,179	-	-

RESOURCE RECOVERY DIVISION

Maint-Fire Hydrants	-	-	-
Services-Telephone	23,057	31,351	28,998
Services-Electricity	937,407	1,050,464	966,513
Services-Gas	13,403	12,589	12,744
Services-Wtr/Sewer/Sanitation	299,761	200,000	232,296
Services-Central Garage	56,423	58,391	73,689
Services-Other Professional	611	-	115,500
Services-Lab Proficiency Test	72,175	87,145	106,750
Services-Advertising	346	-	-
Services-Binding/Printing	18,911	9,889	12,350
Services-Other Miscellaneous	74,783	56,500	63,420
Contract-Water Imp District #2	-	-	-
Travel Expenses	829	3,575	3,575
Education Registration	8,791	36,800	39,700
Lease Payments	684	1,000	625
Memberships	224	-	-
Boards/Local Meetings	2,649	3,420	3,420
Rent-Equipment	6,034	7,500	7,500
Postage/Freight	14,519	18,000	18,000
Cnstrctn-Tr Signals/St Lts	-	-	-
Bonds-McGrath Creek	-	-	-
Landscape/Trees/Shrubs	-	3,000	-
Other Vehicles	-	33,000	-
Instruments/Apparatus	306,156	368,651	-
TOTAL Expenditure:	\$6,057,187	\$6,681,287	\$7,132,443

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Wastewater Collection			
Expenditures:			
Salaries - Clerical	49,213	49,005	54,880
Pool Clerical	-	-	-
Salaries-Operational	299,323	341,642	481,698
Overtime	25,520	38,106	38,106
Terminal Pay	-	-	-
Certification Pay	2,247	2,460	1,500
Stability Pay	3,137	4,072	4,869
Cell Phone Allowance	-	-	-
FICA	27,474	27,058	45,492
TMRS Retirement	59,621	66,274	102,720
Life Insurance Contribution	474	526	504
Disability Insurance Contrib	350	384	378
Health Insurance Contributions	74,326	76,556	166,696
HSA Contributions-Employer	2,864	2,947	2,358
Supplies-Minor Tools and Equip	6,143	4,610	10,660
Supplies-Minor Furniture	10,649	-	-
Supplies-Office	2,531	3,800	4,450
Supplies-Photographic	-	-	-
Supplies-Medical/Drug	15	50	250
Supplies-Chemical	10,345	9,750	11,100
Supplies-Mechanical	15,779	10,535	15,525
Supplies-Traffic Control	25	125	125
Supplies-Clothing and Uniforms	5,455	6,063	7,662
Supplies-Linen	462	550	660
Supplies-Personal Computers	1,480	2,000	2,250
Supplies-PC Software	25,000	-	-

RESOURCE RECOVERY DIVISION

Supplies-Other	8,160	10,075	24,515
Maint-Motor Vehicles	-	50	8,700
Maint-Machine/Tools/Implements	651	500	500
Maint-Office Furniture/Equip	401	700	700
Maint-Radios	-	200	200
Maint-Instruments	-	-	-
Maint-PC Software	476	25,528	648
Maint-Sanitary Sewers	73,031	105,000	105,000
Maint-Buildings	563	1,000	5,700
Maint-East Scott Facility	-	-	-
Maint-Northside Facility	-	-	-
Services-Telephone	891	1,672	1,872
Service-Wireless PhoneAircards	6,313	6,992	8,280
Services-Central Garage	135,429	133,413	147,963
Services-Binding/Printing	4,118	7,025	6,925
Unemployment Compensation	-	-	-
Travel Expenses	-	550	450
Education Registration	8,355	9,825	11,415
Memberships	-	210	210
Rent-Equipment	6,240	5,400	5,400
Postage/Freight	428	1,000	1,000
Landscape/Trees/Shrubs	298	33,600	-
Sanitary Sewer Lines	28,433	40,000	-
Motor Vehicles	-	-	-
Machines/Tools/Implements	19,752	76,300	-
Instruments/Apparatus	-	-	-
TOTAL Expenditure:	\$915,973	\$1,105,553	\$1,281,361

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Wastewater Treatment			
Expenditures:			
Salaries - Supervision	124,232	126,714	131,659
Salaries - Clerical	28,402	29,806	31,163
Pool Clerical	-	-	-
Salaries-Operational	1,275,033	1,460,151	1,527,297
Pool Operational	-	-	-
Overtime	104,125	85,000	85,000
Terminal Pay	-	275	-
Certification Pay	28,744	28,740	25,320
Stability Pay	25,302	26,236	26,237
Cell Phone Allowance	1,646	1,620	1,260
FICA	115,502	107,391	126,105
TMRS Retirement	246,076	248,578	288,819
Life Insurance Contribution	1,892	1,919	2,098
Disability Insurance Contrib	1,385	1,380	1,593
Health Insurance Contributions	298,633	307,592	346,571
HSA Contributions-Employer	432	518	2,016
Supplies-Minor Tools and Equip	560	3,500	1,000
Supplies-Minor Office Tools/Eq	-	-	-
Supplies-Minor Furniture	-	-	650
Supplies-Office	3,642	3,700	4,625
Supplies-Medical/Drug	1,125	100	100
Supplies-Physician	-	-	-
Supplies-Janitorial	142	500	500
Supplies-Chemical	736,813	801,280	847,898

RESOURCE RECOVERY DIVISION

Supplies-Lab	69,576	87,900	83,500
Supplies-Mechanical	4,946	6,000	8,000
Supplies-Trees/Flowers/Shrubs	-	-	-
Supplies-Traffic Control	8	-	-
Supplies-Clothing and Uniforms	11,362	15,876	15,876
Supplies-Linen	-	2,000	2,000
Supplies-Educational	-	1,000	1,000
Supplies-Periodicals/Supplemts	-	650	650
Supplies-Personal Computers	-	-	-
Supplies-PC Software	-	-	-
Supplies-Other	2,185	9,400	50,900
Maint-Other Vehicles	556	-	-
Maint-Machine/Tools/Implements	174	1,000	1,000
Maint-Pumps/Motors	60,304	111,200	115,000
Maint-Office Furniture/Equip	-	100	100
Maint-Radios	100	500	500
Maint-Instruments	17,238	20,000	36,000
Maint-PC Hardware	140	1,500	1,500
Maint-Heating/Cooling Systems	1,063	5,000	5,000
Maint-Sanitary Sewers	-	-	-
Maint-Buildings	-	-	-
Maint-Streets Facilities	-	-	-
Maint-Cypress Facility	-	-	-
Maint-River Road Facility	133,859	173,100	140,000
Maint-Northside Facility	14,958	15,000	15,000
Maint-Other Buildings	63	2,500	2,500
Maint-Fences	-	-	1,000
Services-Telephone	41,668	62,938	53,035
Service-Wireless PhoneAircards	-	-	720
Services-Electricity	584,578	662,134	607,119
Services-Gas	61,089	60,372	60,054
Services-Wtr/Sewer/Sanitation	253,974	358,900	283,432
Services-Central Garage	165,700	165,249	197,070
Services-Other Professional	69,248	30,098	35,073
Services-Advertising	1,636	-	-
Services-Binding/Printing	1,381	1,000	1,400
Services-Other Miscellaneous	56,830	73,600	73,600
In City Mileage Reimbursement	-	100	-
Travel Expenses	53	2,700	2,700
Education Registration	5,159	19,277	19,327
Lease Payments	1,874	2,025	1,569
Memberships	1,098	1,298	1,318
Rent-Equipment	-	3,000	5,000
Postage/Freight	2,580	4,000	4,000
Administration Fees	-	-	-
Landscape/Trees/Shrubs	-	-	-
Building Improvements	-	19,500	-
Heating/Cooling Systems	-	-	-
Machines/Tools/Implements	32,655	-	-
Pumps/Motors	49,629	64,500	-
Instruments/Apparatus	134,100	16,800	-
TOTAL Expenditure:	\$4,773,472	\$5,235,217	\$5,274,854

RESOURCE RECOVERY DIVISION

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Water/Sewer Special Items			
Expenditures:			
Terminal Pay	21,863	45,000	45,000
FICA	888	-	-
TMRS Retirement	1,967	-	-
Life Insurance Contribution	6	-	-
Disability Insurance Contrib	5	-	-
Maint-Buildings	-	-	-
Services-Gas	-	-	-
Services-Bank	7,651	8,212	14,000
Services-Audit	4,324	3,151	-
Services-Other Professional	198,319	90,000	40,000
Services-Employee Physicals	-	1,000	1,000
Services-Advertising	250	-	-
Worker's Compensation	140,403	168,000	144,852
Unemployment Compensation	4,985	6,000	6,000
Insurance Expense	65,382	57,000	57,000
Claims and Settlements	-	1,000	1,000
General Liability Claims	4,199	64,000	64,000
Contract-Water Imp District #2	280,888	266,814	272,417
Contract-US Geo Survey	63,908	57,860	60,598
Contract-Other Agencies	236,103	350,600	351,600
Bond Principal Payments	-	28,207	-
Interest Expense	14,055	10,433	10,500
Travel Expenses	-	-	-
Lease Payments	5,344	1,018,902	1,021,100
Memberships	-	-	-
Rent-Office	26,401	26,401	26,401
Postage/Freight	-	-	-
Bad Debt Expense	151,381	44,046	45,000
Administrative Overhead	1,020,226	1,137,525	932,653
Data Processing Services	381,416	379,498	335,141
Construction-Engineering Fees	91,698	-	-
Other Improvements	5,020,762	5,088,000	-
Oper Transfer-General	1,844,186	1,771,811	1,861,429
Oper Transfer-Other	-	-	-
TOTAL Expenditure:	\$9,586,610	\$10,623,460	\$5,289,691

WATER & SEWER CAPITAL FUND

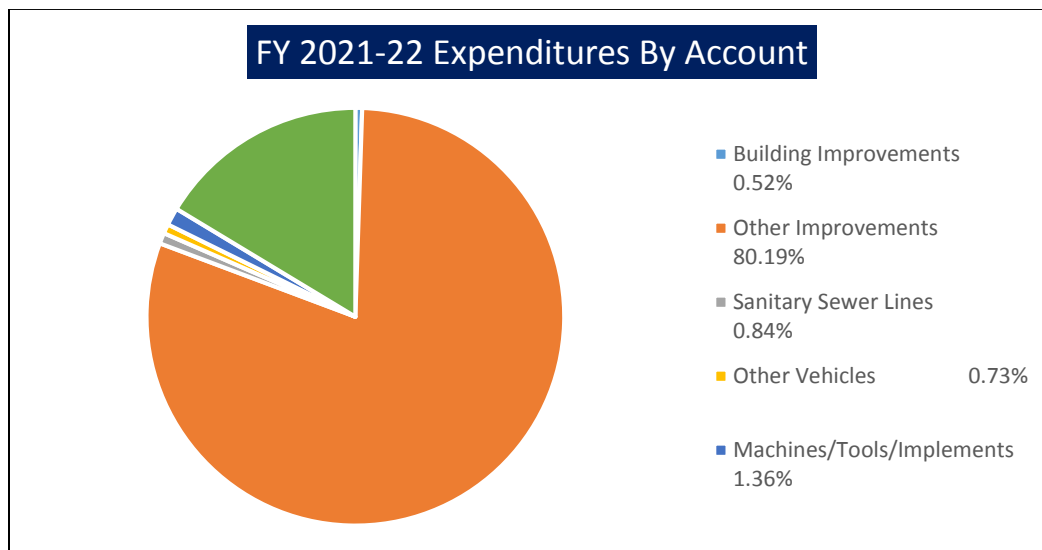
WATER & SEWER CAPITAL FUNDS

The Water & Sewer Capital Fund contains all of the capital projects that are being completed by the Water & Sewer Department. The Microfiltration and Reverse Osmosis Fund was created to ensure sufficient funds would be available for the recurring purchase of microfiltration and reverse osmosis elements. These elements are critical to the City's water system and have an approximate useful life of 10 and 7 years, respectively. The Lake Ringgold Fund has been created to account for permitting fees needed to complete the project. In all, these funds were created to enhance reporting and transparency for major projects completed by the Water & Sewer departments.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Water and Sewer Capital Fund			
Revenues			
Service Charges	-	-	4,785,903
Total Revenues	-	-	4,785,903
Expenditures			
Building Improvements	-	-	25,000
Other Improvements	-	-	3,837,903
Sanitary Sewer Lines	-	-	40,000
Other Vehicles	-	-	35,000
Machines/Tools/Implements	-	-	65,000
Instruments/Apparatus	-	-	783,000
Total Expenditures	-	-	4,785,903

*Detailed project info can be found in the City's Capital Improvement Plan.



WATER & SEWER CAPITAL FUND



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Microfiltration and Reverse Osmosis Fund			
Revenues			
Service Charges	-	-	560,000
Total Revenues	-	-	560,000
Expenditures			
Other Improvements	-	-	560,000
Total Expenditures	-	-	560,000



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Lake Ringgold Fund			
Revenues			
Service Charges	-	-	1,000,000
Total Revenues	-	-	1,000,000
Expenditures			
Other Improvements	-	-	1,000,000
Total Expenditures	-	-	1,000,000



Sanitation Fund

SANITATION FUND

SANITATION FUND:

Within the Sanitation fund, there are three divisions: Refuse Collection (listed as Sanitation), Transfer Station, and the Landfill. This budget also has a unit described as Special Items, which is used to set aside funds for a planned expansion of the landfill in approximately 20 years.

Together these groups perform the collection of residential and commercial solid waste, and provide the “Choose to Reuse” program, which includes an Organic Reuse Program and drop off locations to recycle glass, newspaper, and aluminum. The Division also oversees the operation of the City’s Transfer Station where waste is deposited into larger hauling units and transported to the City’s landfill. This Division oversees the operations at the landfill, which maintains a viable compost facility.

Refuse Collection/Sanitation: The budget for Refuse Collection reflects an increase of \$625,068, or 6.63%, above the prior year adopted budget. The increase in this department can be attributed to a 9.3% increase in the cost of steel. Steel is used primarily in the production of collection trucks and most equipment used in the Refuse Collection department.

Transfer Station: The budget for the Transfer Station represents an increase of \$19,075, or 1.21% above the prior year adopted budget, due to implementation of the MAG study. The Transfer Station expects to maintain operations costs similar to the previous fiscal year.

Landfill: The Landfill Budget has decreased \$239,340, or 6.87% below the prior year adopted budget. The primary reason for this decrease is the City’s purchase of the Scraper in FY 2019, which has led to a decrease in maintenance costs.



SANITATION FUND

Fund Summary	
Sanitation Fund Summary FY2021-22	
Fund	Sanitation Fund
Projected Beginning Balance	9,416,811
Less Restricted Balance	2,395,000
Available Balance	7,021,811
Revenues	
Sanitation Fees-Alley Res	6,895,000
Sanitation Fees Commercial	5,900,000
Landfill Fees	1,700,000
Other Service Charges	605,000
All Other Revenue	12,000
Total Revenues	15,112,000
Expenditures	
Personnel Services	4,854,170
Supplies	355,436
Maintenance & Repair	180,540
Utilities/Other Services	4,647,984
Insurance & Contract Supp.	84,522
Other Expenditures	445,504
Non Cap Improvements	6,000
Capital Improvements	2,827,843
Transfers Out	1,710,001
Total Expenditures	15,112,000
Ending Balance	7,021,811

SANITATION FUND



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
Sanitation Fund				
Revenues				
Sanitation Fees-Alley Res	6,579,240	6,955,283	6,895,000	-0.87%
Sanitation Fees Commercial	5,710,441	5,722,318	5,900,000	3.11%
Landfill Fees	1,994,713	1,500,000	1,700,000	13.33%
All Other Revenue	1,803,808	608,604	617,000	1.38%
Total Revenues	16,088,202	14,786,205	15,112,000	2.20%
Expenditures				
Personnel Services	4,390,859	4,597,342	4,854,170	5.59%
Supplies	240,188	314,475	355,436	13.03%
Maintenance & Repair	90,479	180,540	180,540	0.00%
Utilities/Other Services	5,293,871	4,747,779	4,647,984	-2.10%
Insurance & Contract Supp.	100,474	103,900	84,522	-18.65%
Other Expenditures	476,769	437,390	445,504	1.86%
Non Cap Improvements	-	6,000	6,000	0.00%
Capital Improvements	2,347,778	2,713,169	2,827,843	4.23%
Transfers Out	1,620,717	1,685,610	1,710,001	1.45%
Total Expenditures	14,561,135	14,786,205	15,112,000	2.20%

SANITATION FUND



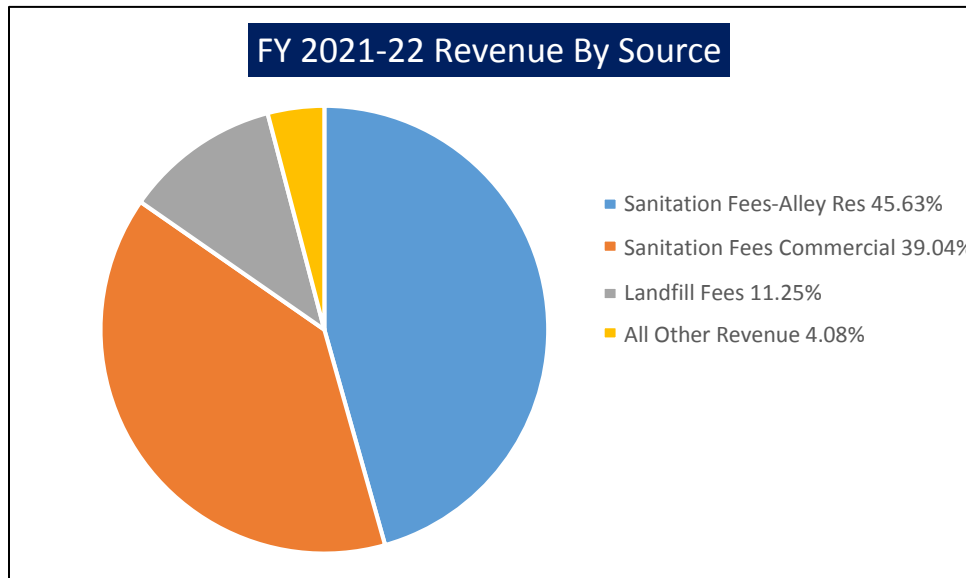
Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
Sanitation				
Expenditures:				
Personnel Services	2,695,336	2,837,505	3,040,700	7.16%
Supplies	174,890	206,472	241,040	16.74%
Maintenance & Repair	24,999	35,040	35,040	0.00%
Utilities/Other Services	2,659,537	2,433,787	2,737,432	12.48%
Insurance & Contract Supp.	100,474	103,900	84,522	-18.65%
Other Expenditures	298,955	301,914	310,028	2.69%
Capital Improvements	1,436,005	1,830,169	1,900,702	3.85%
Transfers Out	1,620,717	1,685,610	1,710,001	1.45%
TOTAL Expenditures	\$9,010,913	\$9,434,397	\$10,059,465	6.63%
Transfer Station				
Expenditures:				
Personnel Services	741,256	761,992	794,535	4.27%
Supplies	12,047	14,303	19,200	34.24%
Maintenance & Repair	18,476	69,750	69,750	0.00%
Utilities/Other Services	424,262	401,051	448,335	11.79%
Other Expenditures	1,130	1,700	1,700	0.00%
Capital Improvements	76,278	333,000	267,351	-19.71%
Transfers Out	-	-	-	0.00%
TOTAL Expenditures	\$1,273,449	\$1,581,796	\$1,600,871	1.21%
Landfill				
Expenditures:				
Personnel Services	954,266	997,845	1,018,935	2.11%
Supplies	53,250	93,700	95,196	1.60%
Maintenance & Repair	47,005	75,750	75,750	0.00%
Utilities/Other Services	2,210,072	1,912,941	1,462,217	-23.56%
Insurance & Contract Supp.	-	-	-	0.00%
Other Expenditures	125,405	133,776	133,776	0.00%
Non Cap Improvements	-	6,000	6,000	0.00%
Capital Improvements	835,495	265,000	453,798	71.24%
Transfers Out	-	-	-	0.00%
TOTAL Expenditures	\$4,225,493	\$3,485,012	\$3,245,672	-6.87%
Sanitation Special Items				
Expenditures:				
Utilities/Other Services	-	-	-	-
Other Expenditures	51,279	-	-	-
Capital Improvements	-	285,000	205,992	-27.72%
TOTAL Expenditures	\$51,279	\$285,000	\$205,992	-27.72%
Sanitation Fund Total Expenditures	\$14,561,135	\$14,786,205	\$15,112,000	2.20%

SANITATION FUND

REVENUES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
Sanitation Fund				
Revenues				
Sanitation Fees-Alley Res	6,579,240	6,955,283	6,895,000	-0.87%
Sanitation Fees Commercial	5,710,441	5,722,318	5,900,000	3.11%
Landfill Fees	1,994,713	1,500,000	1,700,000	13.33%
All Other Revenue	1,803,808	608,604	617,000	1.38%
Total Revenues	16,088,202	14,786,205	15,112,000	2.20%



The graph above illustrates the revenues in the Sanitation Fund. Sanitation Fees for Alley/Residential make up nearly half of all revenues. Sanitation Fees for Alley/Residential combined with Sanitation Fees for Commercial make up 85% of the total revenue for the Sanitation Fund.

SANITATION FUND

Prior Year Rate Increase Discussion:

The previous fiscal year budget recommended a 6% rate increase in Sanitation Rates to allow for the recurring replacement of capital equipment. Historically, the Sanitation Division's average expenditure for annual capital equipment replacement had been approximately \$1.6 million per year for the Collection, Transfer Station, and Landfill operations. However, over the past several years, the cost of equipment has continued to rise along with personnel and health care costs. This has caused the Fund to commit more of its available resources to rising costs of personnel and health care and less to replacement of capital equipment.

The previous budget year, staff took an encompassing look at the state of operations, revenues, and related charges. The Division reports that the cost of the Commercial Front End Loader (FEL) and Automated Side-load (ASL) curbside collection vehicles have increased by more than 25% in five years, while the Alley Side-loader has increased 45%. The cost of service for alleys and curbside increased 16% and 36%, respectively, from 2017 to 2019. The cost of service in 2019 was 28% and 32% greater than the rate per household for alley and curbside service, respectively. About 80% of the cost of service is in the collection process. The Transfer Station and Landfill are only 20% of the cost of service. The primary collection cost of curbside service is equipment replacement, equipment maintenance, and personnel.

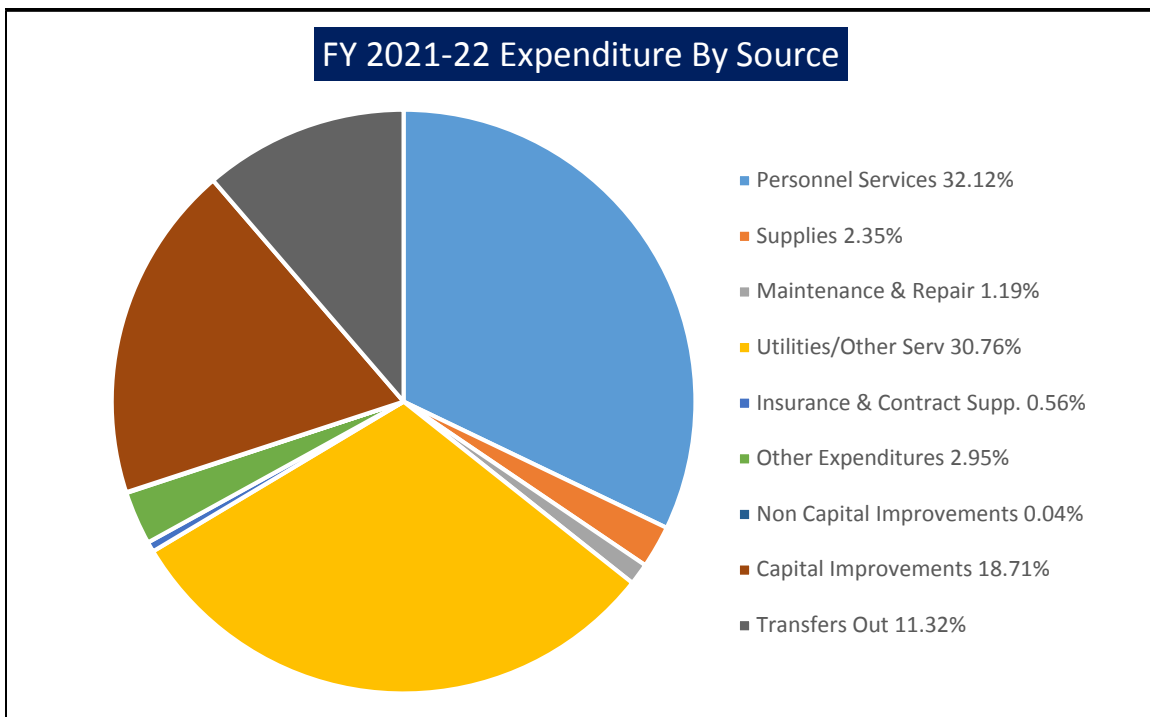
The City found that, at the previous capital equipment allotment of \$1.2 million, the fund would have a deficit in equipment replacement of \$9.8 million within ten years. Not replacing equipment when it is worn out results in a decrease in service within the Fund, as longer times in the shop decrease productivity and route access.

SANITATION FUND

EXPENDITURES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget	% Change
Sanitation Fund				
Expenditures				
Personnel Services	4,390,859	4,597,342	4,854,170	5.59%
Supplies	240,188	314,475	355,436	13.03%
Maintenance & Repair	90,479	180,540	180,540	0.00%
Utilities/Other Services	5,293,871	4,747,779	4,647,984	-2.10%
Insurance & Contract Supp.	100,474	103,900	84,522	-18.65%
Other Expenditures	476,769	437,390	445,504	1.86%
Non Capital Improvements	-	6,000	6,000	0.00%
Capital Improvements	2,347,778	2,713,169	2,827,843	4.23%
Transfers Out	1,620,717	1,685,610	1,710,001	1.45%
Total Expenditures	14,561,135	14,786,205	15,112,000	2.20%



SANITATION FUND

Expenditure Discussion:

Personnel Services: As indicated in the charts Personnel Services account for over a quarter of all expenditures in the Sanitation Fund. This Adopted Budget increases Personnel Services by \$256,828, or 5.59%, from the FY 2020-21 Adopted Budget. Contributing factors to this increase are primarily due to the implementation of the MAG study, as well as the addition of multiple positions, including three Sanitation Equipment Operators, a Sanitation Worker, and a Landfill Equipment Operator.

Supplies: Supplies in the Sanitation Fund total \$355,436, an increase of 13.03% from the prior year. This increase is reflective of cost increases in the economy resulting from the pandemic.

Maintenance & Repair: Maintenance & Repair in the Sanitation Fund total \$180,540. There is no change from the prior year budget in this classification.

Utilities/Other Services: Cost of utilities is projected to decrease in FY2021-22 by 2.10%.

Insurance/Contracts: This classification decreased based on previous years' actuals. Total decrease of \$19,378, or 18.65%.

Other Expenditures: This category accounts for non-capital items and other general departmental needs, and increased by \$8,114, or 1.86%, in the FY 2021-22 budget.

Non-Capital Improvements: This account is used to purchase equipment that does not qualify as a capital expense. Generally, equipment that does not qualify as Capital Improvements are equipment with a price below \$25,000 and/or a useful life less than one year. The 2021-22 budgeted amount is unchanged from the prior year.

Capital Improvements: There is a \$114,674, or 4.23%, increase in this account from the previous year. This account is used to purchase major equipment and vehicles that keep the Sanitation Collection service, Landfill, and Transfer Station running smoothly and efficiently. As previously mentioned, the rising cost of steel has increased this cost.

Transfers Out: This account is for operating transfers to other City funds. There is a \$24,391, or 1.45%, increase from the previous year. These transfers are used to pay the funds franchise fees and to support annual street maintenance due to the wear these trucks put on the City's roads.

SANITATION FUND

MISSION

To ensure the delivery of a safe, efficient, cost-effective, and environmentally sound solid waste management system, and to promote sustainable community programs and policies throughout the City of Wichita Falls.

SERVICES PROVIDED

- Collection and disposal of residential and commercial municipal solid waste.
- Collection of residential curbside and commercial organics to reuse as compost.
- Oversee and maintain 13 recycling drop off locations for glass, newspaper, and aluminum
- Recycling of all the Resource Recovery and Northside WWTP sludge, as well as commercial and residential organics.
- Operation of a Transfer Station, state-of-the-art composting facility, and Type I Landfill.

FY2021 ACCOMPLISHMENTS

- Collected 36,152 tons of solid waste through curbside pickup.
- Collected 17,983 tons from alley containers.
- Collected 30,710 tons from commercial businesses.
- Delivered 91,984 tons of solid waste to the Landfill from the Transfer Station.
- Deposited 155,752 tons in the Landfill this year.
- Composted 21,730 tons of brush and wastewater sludge in the same period.

CONTACT INFORMATION

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Sanitation Superintendent
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SANITATION FUND

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Reduce Missed Residential Curbside Collection Complaints	4. Efficiently Deliver City Services	4.3 Streamline municipal business processes	Less than 0.001% (Equivalent missed stops = 2,098 per year)	Less than 0.001%	Less than 0.001%
Ensure zero TCEQ findings	4. Efficiently Deliver City Services	4.3 Streamline municipal business processes	Zero Findings	Zero Findings	Zero Findings
Increase waste diversion through voluntary participation in the Choose to Curb It and Choose to Drop It	4. Efficiently Deliver City Services	4.3 Streamline municipal business processes	10% Diversion of waste from the Landfill 20% participation of Residents in the Choose to Curb It Programs	10% Diversion Rate 25% Participation	10% Diversion Rate 25% Participation
Implement optimized routes and RouteWare on-board routing for Residential Curbside routes	4. Efficiently Deliver City Services	4.3 Streamline municipal business processes	Full Implementation by May 2022 for curbside service	N/A	Full implementation by May 2022 for curbside service

BUDGET CHANGES

- Sanitation added new software to increase efficiency on routes. This increase in efficiency will lead to lower maintenance and fuel costs. Personnel services increased due to MAG implementation.
- Transfer Station increased personnel services for MAG implementation.
- Landfill increased personnel services for MAG and lowered utilities/other services due to less maintenance costs. The Landfill had new equipment purchases last year that has led to lower maintenance costs.

SANITATION FUND

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Sanitation			
Expenditures:			
Personnel Services	2,695,336	2,837,505	3,040,700
Supplies	174,890	206,472	241,040
Maintenance & Repair	24,999	35,040	35,040
Utilities/Other Services	2,659,537	2,433,787	2,737,432
Insurance & Contract Supp.	100,474	103,900	84,522
Other Expenditures	298,955	301,914	310,028
Capital Improvements	1,436,005	1,830,169	1,900,702
Transfers Out	1,620,717	1,685,610	1,710,001
TOTAL Expenditures	\$9,010,913	\$9,434,397	\$10,059,465



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Transfer Station			
Expenditures:			
Personnel Services	741,256	761,992	794,535
Supplies	12,047	14,303	19,200
Maintenance & Repair	18,476	69,750	69,750
Utilities/Other Services	424,262	401,051	448,335
Other Expenditures	1,130	1,700	1,700
Capital Improvements	76,278	333,000	267,351
Transfers Out	-	-	-
TOTAL Expenditures	\$1,273,449	\$1,581,796	\$1,600,871

SANITATION FUND



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Landfill			
Expenditures:			
Personnel Services	954,266	997,845	1,018,935
Supplies	53,250	93,700	95,196
Maintenance & Repair	47,005	75,750	75,750
Utilities/Other Services	2,210,072	1,912,941	1,462,217
Insurance & Contract Supp.	-	-	-
Other Expenditures	125,405	133,776	133,776
Non Cap Improvements	-	6,000	6,000
Capital Improvements	835,495	265,000	453,798
Transfers Out	-	-	-
TOTAL Expenditures	\$4,225,493	\$3,485,012	\$3,245,672



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Sanitation Special Items			
Expenditures:			
Utilities/Other Services	-	-	-
Other Expenditures	51,279	-	-
Capital Improvements	-	285,000	205,992
TOTAL Expenditures	\$51,279	\$285,000	\$205,992

SANITATION FUND

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Clerk	1.00	1.00	1.00
Laborer	2.86	2.86	2.86
Sanitation Supervisor - Comm	1.00	1.00	1.00
Sanitation Supervisor - HOME	1.00	1.00	1.00
Sanitation Supervisor - Yard	1.00	1.00	1.00
Sanitation Superintendent	1.00	1.00	1.00
Sanitation Worker	4.00	4.00	4.00
SEO I	12.00	12.00	12.00
SEO II	19.00	19.00	19.00
SEO III	8.00	8.00	8.00
Senior Admin Clerk	1.00	1.00	1.00
Welder	1.00	1.00	1.00
Deputy Dir of Public Works	0.50	0.50	0.50
Director of Public Works	0.10	0.10	0.10
TOTAL- Sanitation	53.46	53.46	53.46
Laborer	2.00	2.00	2.00
Sanitation Supervisor - Transfer	1.00	1.00	1.00
Scale Attendant	2.00	2.00	2.00
SEO I	2.00	2.00	2.00
SEO II	5.00	5.00	5.00
SEO III	2.00	2.00	2.00
TOTAL- Transfer Station	14.00	14.00	14.00
Administrative Clerk	1.00	1.00	1.00
Assistant LF Supervisor	1.00	1.00	1.00
Laborer	2.00	2.00	2.00
LEO I	2.00	2.00	2.00
LEO II	7.00	7.00	7.00
Landfill Supervisor	1.00	1.00	1.00
Landfill Worker	1.00	1.00	1.00
Scale Attendant	3.00	3.00	3.00
Senior Admin Clerk	1.00	1.00	1.00
TOTAL- Landfill	19.00	19.00	19.00

*No changes in personnel from the previous fiscal year.

SANITATION FUND

EXPENDITURES BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Sanitation			
Expenditures:			
Salaries - Supervision	135,452	133,643	136,558
Salaries - Clerical	59,339	58,760	62,935
Pool Clerical	-	-	-
Salaries-Operational	1,492,641	1,676,607	1,824,953
Overtime	72,218	50,000	50,000
Terminal Pay	49,755	4,840	-
Stability Pay	39,466	39,162	34,844
Cell Phone Allowance	-	-	-
FICA	133,739	125,378	147,494
TMRS Retirement	286,161	309,470	341,349
Life Insurance Contribution	2,246	2,308	2,603
Disability Insurance Contrib	1,602	1,596	1,985
Health Insurance Contributions	420,189	432,795	434,784
HSA Contributions-Employer	2,528	2,947	3,195
Supplies-Motor Vehicle	376	600	600
Supplies-Minor Tools and Equip	167,506	190,000	190,000
Supplies-Minor Office Tools/Eq	-	-	-
Supplies-Minor Furniture	-	1,322	1,210
Supplies-Office	1,236	1,500	1,500
Supplies-Medical/Drug	-	300	300
Supplies-Clothing and Uniforms	1,847	3,500	3,500
Supplies-Linen	977	2,000	1,500
Supplies-Personal Computers	-	-	34,530
Supplies-Other	2,947	7,250	7,900
Maint-Machine/Tools/Implements	23,230	29,800	29,800
Maint-Radios	500	500	500
Maint-Containers	-	-	-
Maint-Heating/Cooling Systems	78	2,000	2,000
Maint-Buildings	737	240	240
Maint-Sanitation Offices	454	2,500	2,500
Services-Telephone	2,058	1,229	2,010
Service-Wireless PhoneAircards	-	-	-
Services-Electricity	6,019	7,375	6,598
Services-Gas	800	838	818
Services-Wtr/Sewer/Sanitation	19	50	36
Services-Central Garage	2,280,702	2,062,174	2,221,928
Services-Bank	20,462	3,207	4,400
Services-Audit	1,940	1,414	1,414
Services-Consulting	-	-	-
Services-Other Professional	48,461	-	141,128
Services-Employee Physicals	25,346	24,500	25,000
Services-Advertising	559	1,000	1,000
Services-Binding/Printing	1,194	2,000	3,100
Services-Other Miscellaneous	271,975	330,000	330,000
Worker's Compensation	19,782	41,000	21,622
Unemployment Compensation	14,101	500	500
Insurance Expense	5,008	3,400	3,400

SANITATION FUND

Claims and Settlements	50,999	4,000	4,000
General Liability Claims	10,585	55,000	55,000
In City Mileage Reimbursement	604	600	600
Travel Expenses	-	2,250	2,250
Education Registration	111	1,950	1,950
Lease Payments	2,894	2,700	2,100
Memberships	337	500	500
Rent-Office	13,004	13,004	13,004
Postage/Freight	1,747	3,000	3,000
Bad Debt Expense	-	-	-
Administrative Overhead	216,239	235,819	226,603
Data Processing Services	64,019	42,091	60,021
Alleys	174,035	300,000	300,000
Other Improvements	10,213	696,559	-
Motor Vehicles	1,244,827	825,610	1,600,702
Machines/Tools/Implements	6,930	8,000	-
Oper Transfer-General	1,620,717	1,685,610	1,710,001
Oper Transfer-Other	-	-	-
TOTAL Expenditure:	\$9,010,913	\$9,434,397	\$10,059,465

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget

Transfer Station

Expenditures:

Salaries-Operational	459,838	494,479	514,462
Overtime	44,292	30,000	30,000
Terminal Pay	(449)	138	-
Stability Pay	10,890	11,028	10,368
FICA	37,001	33,879	37,473
TMRS Retirement	79,548	79,748	86,970
Life Insurance Contribution	619	626	648
Disability Insurance Contrib	449	447	492
Health Insurance Contributions	108,395	111,647	113,114
HSA Contributions-Employer	674	-	1,008
Supplies-Minor Tools and Equip	7,475	7,850	12,970
Supplies-Minor Office Tools/Eq	-	-	-
Supplies-Minor Furniture	-	873	-
Supplies-Office	786	750	750
Supplies-Chemical	1,311	1,200	1,200
Supplies-Botanical/Agriculture	363	1,400	1,400
Supplies-Traffic Control	-	-	-
Supplies-Other	2,113	2,230	2,880
Maint-Machine/Tools/Implements	4,334	1,250	1,250
Maint-Radios	-	-	-
Maint-Instruments	1,434	6,000	6,000
Maint-Systems Software	1,000	1,000	1,000
Maint-Heating/Cooling Systems	1,186	1,500	1,500
Maint-Other Equipment	678	1,000	1,000
Maint-Walks/Drives/Parking Lot	928	50,000	50,000
Maint-Buildings	8,917	9,000	9,000
Services-Telephone	3,083	3,516	2,956
Services-Electricity	9,800	12,885	10,289
Services-Wtr/Sewer/Sanitation	984	1,500	1,042
Services-Central Garage	399,698	380,150	431,048
Services-Tire Disposal	500	500	500
Services-Other Professional	8,740	-	-
Services-Binding/Printing	-	500	500
Services-Other Miscellaneous	1,458	2,000	2,000

SANITATION FUND

Travel Expenses	-	500	500
Education Registration	900	1,000	1,000
Postage/Freight	230	200	200
Motor Vehicles	76,278	85,000	267,351
Instruments/Apparatus	-	-	-
Other Machinery and Equipment	-	248,000	-
Oper Transfer-Other	-	-	-
TOTAL Expenditure:	\$1,273,449	\$1,581,796	\$1,600,871

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget

Landfill

Expenditures:

Salaries - Clerical	51,512	55,702	61,321
Salaries-Operational	545,095	565,991	622,511
Overtime	29,548	42,024	40,000
Terminal Pay	697	3,630	-
Stability Pay	13,723	12,651	10,781
FICA	46,765	43,459	50,710
TMRS Retirement	99,190	101,234	115,107
Life Insurance Contribution	794	795	818
Disability Insurance Contrib	530	516	621
Health Insurance Contributions	165,156	170,111	115,383
HSA Contributions-Employer	1,257	1,732	1,683
Supplies-Motor Vehicle	2,507	4,000	4,000
Supplies-Minor Tools and Equip	1,883	4,500	4,500
Supplies-Minor Office Tools/Eq	-	-	-
Supplies-Minor Furniture	50	300	1,146
Supplies-Office	790	2,000	2,000
Supplies-Physician	-	-	-
Supplies-Chemical	30,123	54,000	54,000
Supplies-Botanical/Agriculture	-	-	-
Supplies-Fencing	-	3,000	3,000
Supplies-Clothing and Uniforms	2,126	5,000	5,000
Supplies-Heating Fuel	10,053	10,000	10,000
Supplies-Other	5,719	10,900	11,550
Maint-Other Vehicles	6,494	22,950	22,950
Maint-Machine/Tools/Implements	-	-	-
Maint-Radios	-	200	200
Maint-Instruments	6,000	6,000	6,000
Maint-Systems Software	1,108	1,600	1,600
Maint-Heating/Cooling Systems	730	2,000	2,000
Maint-Other Equipment	1,930	6,500	6,500
Maint-Walks/Drives/Parking Lot	17,051	18,000	18,000
Maint-Other Improvements	11,747	15,000	15,000
Maint-Buildings	1,944	3,500	3,500
Services-Telephone	3,010	7,164	5,003
Service-Wireless PhoneAircards	1,685	1,800	1,800
Services-Electricity	6,503	7,217	6,661
Services-Wtr/Sewer/Sanitation	1,318	3,000	1,820
Services-Central Garage	1,869,203	1,801,390	1,354,563
Services-Tire Disposal	1,000	1,000	1,000
Services-Consulting	79,623	84,000	84,000
Services-Other Professional	6,220	-	-
Services-Advertising	-	-	-
Services-Binding/Printing	1,381	3,500	3,500
Services-Other Miscellaneous	240,129	3,870	3,870
Worker's Compensation	-	-	-

SANITATION FUND

Travel Expenses	123	1,500	1,500
Education Registration	1,800	4,000	4,000
Memberships	-	-	-
Postage/Freight	826	800	800
Administration Fees	122,656	127,476	127,476
Landscape/Trees/Shrubs	-	6,000	6,000
Construction-Engineering Fees	-	-	140,000
Other Improvements	-	-	-
Motor Vehicles	-	-	28,000
Machines/Tools/Implements	-	-	-
Instruments/Apparatus	-	-	-
Other Machinery and Equipment	835,495	265,000	285,798
Oper Transfer-Other	-	-	-
TOTAL Expenditure:	\$4,225,493	\$3,485,012	\$3,245,672

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Sanitation Special Items			
Expenditures:			
Services-Central Garage	-	-	-
Services-Other Professional	-	-	-
Interest Expense	-	-	-
Bad Debt Expense	51,279	-	-
Other Improvements	-	285,000	205,992
TOTAL Expenditure:	\$51,279	\$285,000	\$205,992



Special Revenue Funds

GRANTS/SPECIAL REVENUE FUNDS

OVERVIEW

The City budgets for special revenue in multiple funds. The special revenue funds are used to account for the proceeds from specific revenue sources (other than for major capital projects or proprietary funds) that are either legally restricted to be expended for specified purposes or have revenue sources committed for specific purposes.

The City has one special revenue fund, which is not legally mandated to be budgeted. The Miscellaneous Special Revenues Fund accounts for various revenues generated in the form of contributions, fees, concessions, rents, and other charges and their related expenditures. This fund also includes revenues derived from various grants for health and police programs. The revenues in this fund are expended to support the activity generating the revenue or as designated by the contributor. This fund is not required to have a legally adopted budget; therefore, no budget is presented. The Fund financial statements may be found in the City's Comprehensive Annual Financial Report, and the fund is audited annually. Funds in this fund are appropriated throughout the year by action of the City Council.

The Special Revenue Funds accounted for in the section of this operating budget are listed below.

Fund	Fund Type	Major/Non-Major	Description	Appropriated
Governmental Funds				
Community Development Fund	Governmental	Non-Major	Special Revenue	Yes
Section 8 Housing Fund	Governmental	Non-Major	Special Revenue	Yes
HOME Fund	Governmental	Non-Major	Special Revenue	Yes
Transportation Planning Grant Fund	Governmental	Non-Major	Special Revenue	Yes
State Routine Airport Maint. Fund	Governmental	Non-Major	Special Revenue	Yes
Community & Rural Health Fund	Governmental	Non-Major	Special Revenue	Yes
Community Clinical Linkage Grant Fund	Governmental	Non-Major	Special Revenue	Yes
TX Healthy Communities	Governmental	Non-Major	Special Revenue	Yes
HIV Grant	Governmental	Non-Major	Special Revenue	Yes
Infectious Disease Fund	Governmental	Non-Major	Special Revenue	Yes
Tuberculosis Grant	Governmental	Non-Major	Special Revenue	Yes
Immunization Grant Program Fund	Governmental	Non-Major	Special Revenue	Yes
Comprehensive Cancer Control Program Fund	Governmental	Non-Major	Special Revenue	Yes
WIC Fund	Governmental	Non-Major	Special Revenue	Yes
Emergency Management Fund	Governmental	Non-Major	Special Revenue	Yes

GRANTS/SPECIAL REVENUE FUNDS

Fund Summary	
Special Revenue Federal Grant Funds Summary FY2021-22	
Fund	Special Revenue Federal Grant Funds
Projected Beginning Balance	3,290,829
Less Restricted Balance	
Available Balance	3,290,829
Revenues	
Intergovernmental Rev.	7,506,930
Misc. Revenues	44,500
Transfer In	202,176
Total Revenues	7,753,606
Expenditures	
Personnel Services	2,609,702
Supplies	126,254
Maintenance & Repair	186,179
Utilities/Other Services	1,630,129
Other Expenditures	2,963,042
Capital Improvements	3,000
Non-Capital Improvements	235,300
Total Expenditures	7,753,606
Ending Balance	3,290,829

GRANTS/SPECIAL REVENUE FUNDS

Community Development Block Grant (CDBG) Fund and HOME Fund

The Community Development Block Grant Fund and the HOME fund are federally funded and are comprised of many programs, which provide needed community resources and development.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
CDBG			
Revenues			
Service Charges	2,559	-	-
Intergovernmental Revenue	1,241,545	1,246,504	1,544,016
Misc. Revenues	359	-	-
Transfer In	-	-	-
Total Revenues	1,244,463	1,246,504	1,544,016
Expenditures			
Personnel Services	191,998	228,102	233,145
Supplies	2,520	4,145	4,458
Maintenance & Repair	21,199	-	61,177
Utilities/Other Services	786,463	854,019	905,647
Insurance & Contract Supp.	-	-	-
Other Expenditures	60,417	120,238	104,289
Non Cap Improvements	107,524	40,000	235,300
Capital Improvements	42,185	-	-
Total Expenditures	1,212,304	1,246,504	1,544,016

Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
HOME			
Revenues			
Intergovernmental Rev.	250,612	291,832	434,184
Misc. Revenues		114,270	
Total Revenues	250,612	406,102	434,184
Expenditures			
Personnel Services	25,211	9,789	14,572
Maintenance & Repair	-	-	-
Utilities/Other Services	142,414	396,313	419,612
Other Expenditures	-	-	-
Total Expenditures	167,625	406,102	434,184

GRANTS/SPECIAL REVENUE FUNDS

Community Development Block Grant Fund and HOME Fund

MISSION

Neighborhood Resources administers the Community Development Block Grant (CDBG) program and the Home Investment Partnership Program (HOME.) Funding amounts are determined by formula and vary with economic and demographic factors and Congressional appropriation. Funding for local projects is appropriated by an application process and approved by the City Council. Both programs primarily benefit low-to-moderate income neighborhoods, persons, households, and non-profit agencies in the community.

Programs directly administered by the division include the Minor and Emergency Repair Programs (MR/ER), and the First-Time Homebuyers Program (FTHB). City funded programs include: Code Enforcement, Code Enforcement Demolition, Parks, and the Neighborhood Resources division. The division is also responsible for related funding that supports local non-profit organizations that provide services to low-to-moderate income persons, such as Habitat for Humanity, Child Care Inc., Senior Citizens, First Step, Christmas in Action, The Salvation Army, and Community Healthcare.

SERVICES PROVIDED

- Provide limited Minor and Emergency Repairs to owner-occupied homes for low-to-moderate income individuals.
- Provide down payment and closing cost assistance of up to \$7,500 for first-time homebuyers.
- Provide development costs for construction of new affordable housing through Habitat for Humanity, who acts as the City's qualified Community Housing Development Organization.
- Provide funding in support of City programs such as Code Enforcement and Parks infrastructure.
- Provide funding in support of local non-profit organizations.
- Monitor program and project compliance with federal, state, and local regulations/laws.

FY2021 ACCOMPLISHMENTS

- Down payment/closing cost assistance provided to 7 applicants through the First-Time Home Buyers Program.
- Increased programmatic outreach of the Minor and Emergency Repair Programs:
 - Minor Repair Program served 34 applicants.
 - Emergency Repair Program served 27 applicants.
- Began compiling statistical analysis of projects completed to determine areas of greatest need that programs can assist within the City.
- Increased outreach with program press release after the February 2021 Winter Storm.
- Developing the 2021 Annual Action Plan and an amendment to the 2019 Annual Action Plan to access additional CDBG-CV funds.

GRANTS/SPECIAL REVENUE FUNDS

CONTACT INFORMATION

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GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Target Neighborhood Revitalization Area with MR/ER and FTHB Programs	1. Accelerate Economic Growth	1.6 Revitalize Depressed and Declining Neighborhoods	Increase program applications for MR/ER and FTHB Programs	12%	20%
Increase outreach to low-to- moderate income MR/ER and FTHB applicants in neighborhoods with the greatest need.	1. Accelerate Economic Growth & 5. Actively Engage and Inform the Public	1.6 Revitalize depressed and declining neighborhoods. & 5.1 Enhance Public Outreach and Engagement	Hold outreach and application events at local neighborhood community centers or gathering places and advertise programs via social media and press releases.	20%	80%
Increase collaboration with other departments on CDBG funding for eligible infrastructure improvements.	1. Provide Quality Infrastructure & 2. Provide Quality Infrastructure	1.6 Upgrade or replace outdated public facilities & 2.1 Upgrade or replace outdated public facilities	Increase communications with other division supervisors and departments through Community Development leadership.	25%	100%
Seek out new non-profit applicants for CDBG funding and foster new applications from existing non-profits.	1. Accelerate Economic Growth & 5. Actively Engage and Inform the Public	1.6 Revitalize depressed and declining neighborhoods. & 5.1 Enhance Public Outreach and Engagement	Increase in the number of new and continuing non-profit applications for CDBG sub-recipient funding.	75%	90%

GRANTS/SPECIAL REVENUE FUNDS

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX Personnel Schedule, Other Funds

	FY 2019-20	FY 2020-21	FY 2021-22
Housing Specialist II	0.50	0.50	0.50
HOME/CDBG Program Ma	1.00	1.00	1.00
Housing Rehab Inspector	0.30	0.30	0.30
Director of Development Services	0.00	0.10	0.10
Code Enforcement and Housing Admin	0.00	0.10	0.10
TOTAL- CDBG Grant Mgmt.	1.80	2.00	2.00
Senior Admin Clerk	0.05	0.05	0.05
Code Enforcement Officer I	0.19	0.50	0.50
Code Enforcement Officer II	0.05	0.05	0.05
Director of Development Services	0.00	0.05	0.05
TOTAL- CDBG Code Enforcement	0.29	0.65	0.65
Senior Admin Clerk	0.10	0.10	0.10
Code Enforcement Officer I	1.03	0.80	0.80
Neighborhood Services Manager	0.01	0.05	0.05
Code Enforcement Officer II	0.03	0.05	0.05
Director of Development Services	0.00	0.05	0.05
TOTAL- CDBG Demolition	1.17	1.05	1.05
Housing/Rehab Inspector	0.50	0.50	0.50
TOTAL- CDBG Delivery Costs	0.50	0.50	0.50

*Difference in FTE is reflected in General Fund Divisions, reflected here are positions or portions of positions funded with grant revenues.



City of Wichita Falls, TX Personnel Schedule, Other Funds

	FY 2019-20	FY 2020-21	FY 2021-22
Housing Specialist II	0.50	0.50	0.50
Housing/Rehab Inspector	0.20	0.20	0.20
TOTAL- HOME Administration	0.70	0.70	0.70

*Difference in FTE is reflected in General Fund Divisions, reflected here are positions or portions of positions funded with grant revenues.

GRANTS/SPECIAL REVENUE FUNDS

HOUSING CHOICE VOUCHER FUND

The Housing Choice (formerly Section 8) Voucher Fund accounts for federal funds received to subsidize rents and housing payments for lower income families within the City.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Housing Choice Voucher			
Revenues			
Intergovernmental Rev.	4,089,726	3,867,314	3,268,302
Misc. Revenues	19,756	-	5,000
Transfer In	-	-	-
Total Revenues	4,109,482	3,867,314	3,273,302
Expenditures			
Personnel Services	401,192	432,167	474,170
Supplies	3,141	16,725	17,314
Maintenance & Repair	1,161	88	88
Utilities/Other Services	8,215	16,305	11,375
Insurance & Contract Supp.	-	-	-
Other Expenditures	3,370,920	3,402,029	2,770,355
Total Expenditures	3,784,629	3,867,314	3,273,302

GRANTS/SPECIAL REVENUE FUNDS

HOUSING CHOICE VOUCHER

MISSION

The Housing Choice Voucher (HCV) Program (formerly Section 8) provides rental assistance for low-income households. A portion of the rent is paid directly to the landlord on behalf of the families. The goal of the Housing Choice Voucher program is to provide decent, safe, and sanitary housing for low-income individuals and families.

SERVICES PROVIDED

- Provide rental assistance to low-income individuals and families for safe and sanitary housing.

FY2021 ACCOMPLISHMENTS

- Conducted monthly meetings for new clients to raise the number of program participants.
- Conducted outreach to new owners to encourage program participation to allow for more available units for clients to rent.
- Conducted outreach to various social services to provide information on the HCV program.
- Upgraded Software and iPads to enhance efficiencies and allow for additional items to be completed online. Additional software upgrades are continuing.

CONTACT INFORMATION

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GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Maximize Use of Vouchers	1. Accelerate Economic Growth	1.6 Revitalize depressed and declining neighborhoods	Maintain 870-900 active program participants	94%	100%
Expand Online Resources	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Continue to reach out to applicants, tenants and property owners to encourage use of online resources.	25%	50%

GRANTS/SPECIAL REVENUE FUNDS

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX Personnel Schedule, Other Funds

	FY 2019-20	FY 2020-21	FY 2021-22
Neighborhood Services Manager	0.48	0.00	0.00
Housing Specialist II	1.00	1.00	1.00
Housing Generalist	1.00	1.00	1.00
Housing Admin Specialist	1.00	1.00	1.00
Housing Inspector	1.00	1.00	1.00
Housing Specialist I	3.00	3.00	3.00
Neighborhood Services Manager	0.00	0.45	0.45
Director of Development Services	0.00	0.10	0.10
TOTAL- Housing Voucher	7.48	7.55	7.55

*Addition of Director of Development Services and increased FTE from Neighborhood Services Manager.

Difference in FTE is reflected in General Fund Divisions, reflected here are positions or portions of positions funded with grant revenues.

GRANTS/SPECIAL REVENUE FUNDS

TRANSPORTATION PLANNING GRANT

The Metropolitan Planning Organization (MPO) is a federal mandated and funded transportation policy-making organization made up of representatives from the local area. Federal funding for transportation projects and programs within the geographic area are channeled through the planning processes facilitated by the Wichita Falls MPO. The Wichita Falls MPO includes the City of Wichita Falls, Lakeside City, and Pleasant Valley. MPO staff interacts with federal, state, and local officials in the development and implementation of the Metropolitan Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program, Travel Demand Modeling, Transit Planning, and the daily operations of the office.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Transportation Planning Grant			
Revenues			
Intergovernmental Rev.	246,550	309,505	347,876
Total Revenues	246,550	309,505	347,876
Expenditures			
Personnel Services	160,061	176,244	202,265
Supplies	3,842	10,602	7,130
Maintenance & Repair	3,023	7,700	9,560
Utilities/Other Services	58,423	93,659	114,118
Other Expenditures	4,793	20,300	11,803
Capital Improvements	-	1,000	3,000
Total Expenditures	230,141	309,505	347,876

GRANTS/SPECIAL REVENUE FUNDS

TRANSPORTATION PLANNING GRANT

MISSION

The Wichita Falls Metropolitan Planning Organization, WFMPO, is a federally mandated organization developed to coordinate the highway, transit, and land-use planning process in order to receive federal funds for highway and transit improvements. The Wichita Falls MPO provides a forum for local input into the expenditure of federal highway and transit dollars.

SERVICES PROVIDED

- Inform the public and Technical Advisory Committee (TAC) /Transportation Policy Committee (TPC) members of meetings, preparation of meeting packets, attendance at meetings, coordination of projects/programs, and oversight of planning activities.
- Gather, analyze, and maintain data and other information supporting the transportation planning process that includes, but is not limited to: maintaining demographic data, labor statistics, traffic counts, transit data collection, area transportation studies, information gathered during the public involvement process, and general population/neighborhood study data.
- Provide quarterly updates and revisions, as necessary, to the Transportation Improvement Program.
- Review and analyze the MPO's Public Participation Plan for timeliness, continuity, and conformance with existing regulations.
- Continue to focus on defining the Environmental Justice area based on US Census data and Housing and Urban Development (HUD) criteria for low-income and minority populations.
- Assist the Regional Coordination Transportation Committee charged with developing a multi-county regional transportation plan.
- Engage the public utilizing the Public Participation Plan for the development of projects, programs, and the Annual Transportation Project Listing.
- Review and maintenance of the 2020-2045 Metropolitan Transportation Plan.
- Review and update the Bicycle Master Plan and schedule meetings, as needed, with the Bicycle & Pedestrian Advisory Committee.
- Utilize the Long-Range Project Readiness Plan to continue the process of prioritizing transportation projects.
- Continue searching for funding mechanisms to complete the remaining sections of the bicycle and pedestrian trail system located inside of Wichita Falls.

FY2021 ACCOMPLISHMENTS

- In coordination with Wichita Falls TxDOT District staff, WFMPO staff devised, implemented, and administered day-to-day activities and operations of the urban transportation planning process. The majority of administrative tasks are on-going and considered as carry-over from the last fiscal year.
- MPO staff provided demographic, financial, and transportation related reports for several City departments needing assistance with transportation issues.
- MPO staff prepared the Annual List of Projects that outlines the status of transportation projects within the MPO boundaries for the current fiscal year.
- MPO staff developed much of the data used in the 2020-2045 Metropolitan Transportation Plan Update.

GRANTS/SPECIAL REVENUE FUNDS

- MPO staff prepared meeting packets for all the TAC and TPC meetings held during the fiscal year. Staff publicly advertised quarterly meetings and special called meetings based on Public Participation Plan procedures.
- MPO staff developed the 2021-2024 Transportation Improvement Program.
- MPO staff prepared projects in the Prioritized Project List for prioritization by the Technical Advisory Committee. The Transportation Policy Committee (Policy Board) reviewed, revised, and approved this list of projects for staff use during calendar year 2021.
- MPO staff assisted the City Engineer with developing the 2021 Transportation Alternatives Set-Aside grant application to acquire funding for the completion of the Circle Trail System.

CONTACT INFORMATION

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GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Complete the 2021-2022 Freight Mobility Plan	2. Provide quality infrastructure	2.2 Complete signature public improvements 2.6 Enhance focus on long- tern street and utility infrastructure needs	Increase the accessibility and mobility of people and freight throughout the WFMPO planning area	50%	100%

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Transportation Planning	2.00	2.00	2.00
TOTAL- Transportation Planning Grant	2.00	2.00	2.00

*No change in FTE from previous fiscal year.

GRANTS/SPECIAL REVENUE FUNDS

STATE ROUTINE AIRPORT MAINTENANCE

This matching grant from TXDOT is used for maintenance projects at both Kickapoo and Regional Airports. Total grant amount is based on maintenance costs.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
State Routine Airport Maint Grant			
Revenues			
Intergovernmental Rev.	73,395	100,000	100,000
Transfer In	77,244	-	-
Total Revenues	150,639	100,000	100,000
Expenditures			
Maintenance & Repair	150,639	100,000	100,000
Total Expenditures	150,639	100,000	100,000

GRANTS/SPECIAL REVENUE FUNDS

HEALTH DEPARTMENT GRANTS

Fund	Fund Type	Major/Non-Major	Description	Appropriated
Governmental Funds				
Community & Rural Health Fund	Governmental	Non-Major	Special Revenue	Yes
Community Clinical Linkage Grant Fund	Governmental	Non-Major	Special Revenue	Yes
TX Healthy Communities	Governmental	Non-Major	Special Revenue	Yes
HIV Grant	Governmental	Non-Major	Special Revenue	Yes
Infectious Disease Fund	Governmental	Non-Major	Special Revenue	Yes
Tuberculosis Grant	Governmental	Non-Major	Special Revenue	Yes
Immunization Grant Program Fund	Governmental	Non-Major	Special Revenue	Yes
Comprehensive Cancer Control Program Fund	Governmental	Non-Major	Special Revenue	Yes
WIC Fund	Governmental	Non-Major	Special Revenue	Yes
Emergency Management Fund	Governmental	Non-Major	Special Revenue	Yes

GRANTS/SPECIAL REVENUE FUNDS

COMMUNITY & RURAL HEALTH GRANT

The Community & Rural Health Grant, also referred to as the Health Promotions Program, is a federally funded grant program that seeks to provide education to the community on the prevention of certain diseases.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Community and Rural Health			
Revenues			
Intergovernmental Rev.	123,499	152,263	145,159
Total Revenues	123,499	152,263	145,159
Expenditures			
Personnel Services	111,368	133,988	133,123
Supplies	2,025	3,896	5,144
Maintenance & Repair	43	44	43
Utilities/Other Services	6,605	11,186	7,464
Other Expenditures	3,458	3,149	675
Total Expenditures	123,499	152,263	145,159

GRANTS/SPECIAL REVENUE FUNDS

MISSION

The Community & Rural Health Grant, funded by the Texas Department of State Health Services (DSHS), seeks to provide education to the community regarding healthy dining options through the Eat Well Wichita County Program, as well as overall knowledge of the Health District and services that are offered to the community. Funding also supports quality improvement and workforce training initiatives.

SERVICES PROVIDED

- Quality Improvement Initiatives for Health District Staff
- Internal policy review and revision
- Community Health Assessment (CHA), Community Health Improvement Plan (CHIP) and other community health assessments
- Eat Well Program, a healthy dining initiative

FY2021 ACCOMPLISHMENTS

- Held internal New Employee Orientations (2) for new staff
- All other services were put on hold due to COVID-19 response and recovery efforts

CONTACT INFORMATION

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GRANTS/SPECIAL REVENUE FUNDS

GOALS & PERFORMANCE MEASURES

FY22 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Identify and Implement at least 2 Quality Improvement initiatives within the department	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services.	Number of QI initiatives that are implemented and evaluated	50%	100%
Review all Nursing Policies and update, as needed	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services.	Number of policies reviewed	100%	100%
Update CHA and agency Strategic Plan	5. Actively Engage & Inform the Public	5.1 Enhance public outreach and engagement	CHA and Strategic Plan that are updated, published and made available to the public	0%	100%
Improve Eat Well Program	5. Actively Engage & Inform the Public	5.1 Enhance public outreach and engagement	Provide accurate and timely service to customers	0%	100%

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX Personnel Schedule, Other Funds

	FY 2019-20	FY 2020-21	FY 2021-22
Accreditation Specialist	1.00	1.00	1.00
Public Health Nurse	0.50	0.50	0.50
Public Health Specialist	0.70	0.70	0.70
Health Educator	0.30	0.30	0.30
TOTAL- Community Rural Health	2.50	2.50	2.50

*No change in FTE from previous fiscal year.

GRANTS/SPECIAL REVENUE FUNDS

COMMUNITY CLINICAL LINKAGE GRANT

This federal grant provides for the Community and Clinical Health Bridge Program, which focuses on connecting community members to healthcare resources.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Community Clinical Linkage Grant			
Revenues			
Intergovernmental Rev.	123,129	125,738	142,500
Total Revenues	123,129	125,738	142,500
Expenditures			
Personnel Services	109,039	105,446	105,503
Supplies	2,862	1,648	5,518
Maintenance & Repair	87	84	86
Utilities/Other Services	8,610	14,561	20,562
Other Expenditures	2,532	3,999	10,831
Total Expenditures	123,129	125,738	142,500

GRANTS/SPECIAL REVENUE FUNDS

MISSION

The Community and Clinical Health Bridge Program (CCHBP) focuses on facilitation of healthcare system quality improvement, development of community-clinical referral mechanisms, facilitation of evidence-based education for citizens, and encouragement of healthy lifestyles through promotion, outreach, and marketing. This is done through the Live Well Wichita County website, which is user-friendly and designed so users can quickly access resources from multiple Wichita County agencies. Resources include: adult, youth, and senior general health services, support groups, local events, as well as food, clothing, shelter, and transportation assistance. Website enhancements and expansion of community and clinical linkages equips individuals, families, and medical professionals with tools for success.

SERVICES PROVIDED

- Electronic Health Record system enhancement
- Enhancement of referral mechanisms for community and clinical partners
- Evidence-based Chronic Disease Self-Management Education (CDSME)
- Healthy Cooking classes
- Implement the Texas Physical Activity and Nutrition Program (TXPAN)

FY2021 ACCOMPLISHMENTS

- Updated the Live Well Wichita County website to include COVID resources
- Enabled secure electronic transfer of lab results via the Live Well database
- For FY2021, the Live Well Wichita County website had over 20,028 page views with more than 10,666 new users
- Updated infrastructure of one daycare and one food pantry supporting TXPAN

CONTACT INFORMATION

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GRANTS/SPECIAL REVENUE FUNDS

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Enhance health information technology for healthcare system quality improvement	4. Efficiently deliver city services	4.2 Reinforce a culture of superior customer service	Live Well database integrated on community and clinical partner websites	2	3 fully integrated partners
Develop community-clinical referral mechanisms for improved obesity and related chronic disease systems of care	4. Efficiently deliver city services	4.2 Reinforce a culture of superior customer service	Offer multiple clinical referral mechanisms	2	2 health care agencies engaged
Facilitate evidence-based education and training for providers, patients and the community to ensure consistent messaging of reliable health information and collaboration	4. Efficiently deliver city services 5. Actively engage & inform the public	4.2 Reinforce a culture of superior customer service 5.1 Enhance public outreach & engagement	Increased participation rates for Chronic Disease Self-Management Education (CDSME)	2	5 classes
Encourage healthy lifestyles for individuals, families, and communities through health promotion, outreach, and marketing	5. Actively engage & inform the public	5.1 Enhance public outreach & engagement 5.3 Maintain coordinated and trusted messaging	Promote healthier lifestyle choices by increasing awareness of local health resources in Wichita County through the Live Well website	1 media campaign	1 media campaign

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX Personnel Schedule, Other Funds

	FY 2019-20	FY 2020-21	FY 2021-22
Health Educator	0.70	0.70	0.70
Program Coordinator	1.00	1.00	1.00
TOTAL- Community Clinical Grant	1.70	1.70	1.70

*No change in FTE from previous fiscal year.

GRANTS/SPECIAL REVENUE FUNDS

TEXAS HEALTHY COMMUNITIES

The Texas Healthy Communities Grant is a five-year grant, which will be used to assist the health department with education efforts in the community, specific to Heart Attacks and Stroke.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Health Promo/Chronic Dis Prev			
Revenues			
Intergovernmental Rev.	106,587	100,000	84,737
Total Revenues	106,587	100,000	84,737
Expenditures			
Personnel Services	33,012	51,027	44,354
Supplies	4,052	12,464	2,624
Utilities/Other Services	68,017	34,291	34,931
Other Expenditures	1,186	2,218	2,828
Total Expenditures	106,267	100,000	84,737

*Funding was increased in previous years due to increases in costs from needed to handle the pandemic response. As conditions surrounding the pandemic continue to improve, funding has been decreased closer to the pre-pandemic amount.

GRANTS/SPECIAL REVENUE FUNDS

MISSION

The Texas Healthy Communities grant (TXHC) is in its newest phase. The Health District was one of 10 chosen to continue this program, which includes new projects and continuation of focus on health issues such as heart attack and stroke. This grant is a 5-year grant with a projected budget of \$100,000 each year through the year 2024. The Program Manager and Health Educator have worked diligently this past year to educate the community of the importance of the symptoms of heart attack and stroke. New this year is the bicycle education/safety portion that is being brought back as part of the City of Wichita Falls' designation as a "Bike Friendly Community". Health District staff members working on the TXHC grant have given presentations on heart attacks and strokes to various businesses, faith-based organizations, and service organizations throughout Wichita County. Heart attack banners, in English and Spanish, have been placed at various locations, including the Wichita County Courthouse. Traditional media and social media campaigns are focused on heart attack, stroke, and anti-vaping. Going forward, the Health District's app will be updated to include more features on the Hike and Bike Trail. There will also be a media campaign to promote bicycling, walking, and jogging as beneficial exercises to keep residents in Wichita County healthy.

SERVICES PROVIDED

- Presentations to the general public, businesses, faith-based organizations, service organizations, governmental organizations
- Media presence in various platforms
- Continued working relationships with community partners
- Banner placement at businesses

FY2021 ACCOMPLISHMENTS

- Completed draft of a community Active Living Plan
- Established a targeted bulk mailing program to educate the community on suicide prevention/awareness
- Created a public safety handwashing commercial to educate the community of the importance of handwashing in preventing diseases, including COVID-19

CONTACT INFORMATION

Karel Davis
Nutrition/Chronic Disease Program Manager
940-761-7874
karel.davis@wichitafallstx.gov

GRANTS/SPECIAL REVENUE FUNDS

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Establish safe routes to/from schools using bicycle education for the youngest residents in Wichita County	5. Actively engage and inform the public	5.1 Enhance public outreach and engagement	Teach bicycle education at six elementary schools	6 presentations	6 presentations
Finalize Active Living Plan and present it to the Wichita Falls City Council for approval	4. Efficiently deliver city services	4.5 Promote and encourage innovation	Review, revise and finalize the Active Living Plan and present it to Wichita Falls City Council	1 approved draft	1 approved plan
Partner with Wichita Falls advertising agency to create media campaigns that will have a positive impact on the overall health of Wichita County residents	5. Actively engage and inform the public	5.1 Enhance public outreach and engagement	Utilize media campaigns to increase awareness of Stroke, heart attack and suicide dangers	1 campaign	1 campaign
Partner with Wichita Falls advertising agency to upgrade or update the WFWCPHD APP to benefit the overall health of residents	4. Efficiently deliver city services	4.5 Promote and encourage innovation	Offer more exercise options for Wichita County residents	1 major update	1 major update

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX Personnel Schedule, Other Funds

	FY 2019-20	FY 2020-21	FY 2021-22
Health Educator	0.30	0.30	0.30
Program Coordinator	0.30	0.30	0.30
TOTAL- TX Healthy Communities	0.60	0.60	0.60

*No change in FTE from previous fiscal year.

GRANTS/SPECIAL REVENUE FUNDS

HIV GRANT

The HIV Grant provides funds to assist the Health Department in the treatment, tracking, and prevention of HIV in the community.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
HIV CTRPN			
Revenues			
Intergovernmental Rev.	123,746	150,000	139,317
Total Revenues	123,746	150,000	139,317
Expenditures			
Personnel Services	105,284	93,330	112,387
Supplies	3,857	14,726	4,202
Maintenance & Repair	-	-	86
Utilities/Other Services	9,393	16,454	8,674
Other Expenditures	5,212	25,490	13,968
Total Expenditures	123,746	150,000	139,317

GRANTS/SPECIAL REVENUE FUNDS

MISSION

The HIV Grant provides funds to assist the Health District in the treatment, tracking, and prevention of HIV in the community.

SERVICES PROVIDED

- Provide HIV/syphilis/HCV testing to Wichita and 11 surrounding counties
- Educate the public regarding HIV prevention and treatment
- Deliver results and appropriate counseling and referrals to clients testing positive for HIV, syphilis, and/or Hepatitis C (HCV)
- Provide linkage to HIV-related medical care to clients newly or previously diagnosed with HIV or HIV/HCV coinfection

FY2021 ACCOMPLISHMENTS

- Due to COVID-19, typical outreaches were not able to be conducted
- 100% of new positive syphilis cases were treated
- COVID-19 case and contact location assistance

CONTACT INFORMATION

Jason Wheat
HIV Program Manager
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jason.wheat@wichitafallstx.gov

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Increase community outreach	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	Attend at least one outreach event per quarter	50% due to COVID	100%
Outreach/linkage of care for newly diagnosed HIV	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	Conduct outreach services and provide linkage of care for at least 100% of individuals newly diagnosed with HIV	80%	100%

GRANTS/SPECIAL REVENUE FUNDS

INFECTIOUS DISEASE GRANT

The Infectious Disease Grant allows for the surveillance and epidemiology of infectious disease.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
IDCU/SUREB Infect Disease/Ebola			
Revenues			
Intergovernmental Rev.	65,685	83,468	83,468
Total Revenues	65,685	83,468	83,468
Expenditures			
Personnel Services	58,862	70,837	73,610
Supplies	1,101	1,571	5,573
Utilities/Other Services	506	1,765	2,124
Other Expenditures	5,216	9,295	2,161
Capital Improvements	-	-	-
Total Expenditures	65,685	83,468	83,468

MISSION

To perform surveillance and epidemiology activities for all notifiable conditions with an emphasis on conditions reported through the National Electronic Disease Surveillance System.

SERVICES PROVIDED

- Conduct investigation of infectious disease, to include COVID-19
- Conduct contact tracing
- Provide education to the community on infectious disease prevention

FY2021 ACCOMPLISHMENTS

- Typical outreach and education of local healthcare partners was not performed due to COVID-19
- COVID-19 response
- Collaborated with community partners to provide COVID-19 vaccines
- Investigation of infectious diseases

GRANTS/SPECIAL REVENUE FUNDS

CONTACT INFORMATION

Brandi Smith, RN
 Epidemiologist
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 brandi.smith@wichitafallstx.gov

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Increase outreach and engagement with local healthcare providers	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	Attend least one outreach event per quarter, to include providing notifiable conditions education	100%	100%
Educational campaign	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	Complete at least one campaign to educate the public	100%	100%

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX Personnel Schedule, Other Funds

	FY 2019-20	FY 2020-21	FY 2021-22
Epidemiologist	1.00	1.00	1.00
TOTAL- Infectious Disease Grant	1.00	1.00	1.00

*No change in FTE from previous fiscal year.

GRANTS/SPECIAL REVENUE FUNDS

TUBERCULOSIS GRANT

The Tuberculosis Grant provides funding for the Health Department's treatment and tracking of tuberculosis in the community.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Tuberculosis Program			
Revenues			
Intergovernmental Rev.	33,330	52,695	57,665
Misc. Revenues	528	1,000	500
Transfer In	67,715	49,144	56,482
Total Revenues	101,573	102,839	114,647
Expenditures			
Personnel Services	95,701	94,200	108,165
Supplies	1,585	2,123	2,555
Maintenance & Repair	-	210	253
Utilities/Other Services	1,382	2,222	2,282
Other Expenditures	2,905	4,084	1,392
Total Expenditures	101,573	102,839	114,647

MISSION

To identify and treat all active and latent Tuberculosis (TB) cases in Wichita County. The TB program also aims to educate the community and provide testing to all eligible individuals.

SERVICES PROVIDED

- Community/Patient TB Education
- MSU/Vernon Student Education
- Targeted Testing Outreach Events
- Treatment/Directly Observed Therapy (DOT) TB Disease/LTBI
- Case Management/Contact Investigations
- Health Care Fit Testing/TB Education

FY2021 ACCOMPLISHMENTS

- Due to COVID-19, typical community outreach events were not able to be held.

GRANTS/SPECIAL REVENUE FUNDS

- 521 skin tests and 60 blood tests (QuantiFERON and/or T-Spot) were performed
- Off-site N-95 fit tests
- 21 clients were treated:
 - 5 active TB
 - 16 latent TB (LTBI)

CONTACT INFORMATION

Esther Muratha, RN
 TB Charge Nurse, Public Health Nurse
 940-761-7686
 esther.muratha@wichitafallstx.gov

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
To continue to educate and treat the community regarding TB	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	Attend at least one outreach event per quarter.	50% due to COVID-19	100%

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Certified Medical Assistant	0.80	0.80	0.80
Health Clinic Aide	0.10	0.10	0.10
Public Health Nurse	0.80	0.80	0.80
Lead Public Health Nurse	0.10	0.10	0.10
TOTAL- Tuberculosis Grant	1.80	1.80	1.80

*No change in FTE from previous fiscal year.

GRANTS/SPECIAL REVENUE FUNDS

IMMUNIZATION GRANT

The Immunization Grant provides funds for immunizations and education related to communicable diseases.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Immunization			
Revenues			
Service Charges	-	-	-
Intergovernmental Rev.	163,301	169,883	168,789
Misc. Revenues	22,409	39,000	39,000
Transfer In	19,986	43,998	62,124
Total Revenues	205,696	252,881	269,913
Expenditures			
Personnel Services	192,010	231,565	250,977
Supplies	5,849	7,700	7,601
Maintenance & Repair	43	184	43
Utilities/Other Services	3,523	8,838	8,870
Other Expenditures	4,270	4,594	2,422
Capital Improvements	-	-	-
Total Expenditures	205,696	252,881	269,913

MISSION

Provide immunizations and vaccine education to the public to help eliminate vaccine preventable diseases within our community.

SERVICES PROVIDED

- Administration of Immunizations
 - We provide immunizations to accommodate all sectors of our community, including private pay vaccines, Texas Vaccines for Children (TVFC) program, and the Adult Safety Net (ASN) program.
 - We have extended hours for late clinic every fourth Monday of the month. This service helps to provide immunizations to the community that cannot attend during regular business hours.
- Flu Clinics
 - Partnering with several local businesses to administer flu shots to their employees.
 - Partnering with the church Without Walls to provide flu vaccines to the homeless population.

GRANTS/SPECIAL REVENUE FUNDS

- Outreach Events
 - Attend local health fairs and community events to educate the community about vaccine preventable diseases and vaccine education.

FY2021 ACCOMPLISHMENTS

- Typical outreach not able to be done due to COVID-19
- Administered 3,295 immunizations to 1,787 patients
- Administered 521 Tuberculin skin tests (TST)
- 12,143 COVID-19 vaccines given
- 525 doses of influenza vaccine given

CONTACT INFORMATION

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GRANTS/SPECIAL REVENUE FUNDS

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Continue to provide immunizations to the community to help eliminate vaccine preventable diseases.	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	Provide at least one extended hours clinic per month to accommodate individuals that cannot attend during regular business hours.	100%	100%
Provide vaccine education by attending more local health fairs and community events	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	Participate in at least one outreach event per month	75% Due to COVID	100%
Increase number of clients enrolled in ImmTrac2 (Texas Immunization Registry).	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	Screen all clients that come into the clinic for enrollment in ImmTrac2 and acquire consent for enrollment.	100%	100%

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Immunization Outreach	2.00	2.00	2.00
Licensed Vocational Nurse	0.60	0.60	0.60
Community Service Aide	0.50	0.50	0.50
Health Clinic Aide	0.40	0.40	0.40
Public Health Nurse	1.00	1.00	1.00
Lead Public Health Nurse	0.20	0.20	0.20
TOTAL- Immunization Grant Program.	4.70	4.70	4.70

*No change in FTE from previous fiscal year.

GRANTS/SPECIAL REVENUE FUNDS

CANCER CONTROL & PREVENTION GRANT

This grant allows for education and prevention related to colon cancer.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Comprehensive Cancer Control Prog			
Revenues			
Intergovernmental Rev.	83,202	104,595	104,000
Total Revenues	83,202	104,595	104,000
Expenditures			
Personnel Services	61,824	75,882	74,398
Supplies	772	3,940	4,930
Maintenance & Repair	-	44	43
Utilities/Other Services	19,058	19,643	20,247
Other Expenditures	1,548	5,086	4,582
Total Expenditures	83,202	104,595	104,000

MISSION

The Texas Comprehensive Cancer Control Program (TCCCP) has worked diligently this past year to educate the community of the importance of screening for colorectal cancer (CRC) and prevention techniques. In addition to a traditional media campaign, TCCCP staff distributed/rotated more than a dozen educational Colorectal Cancer banners through Wichita County at a variety of locations, to include various businesses in Wichita County and Wichita Falls: Memorial Auditorium, MLK Center, Wichita County Courthouse, Electra and Burkburnett City Halls, the YMCA, and Wichita Falls Regional Airport. Other media campaigns included a bus wrap and social media outreach. The staff conducted two training events for 45 medical professionals on Colorectal Cancer, from common barriers to screening. Finally, a Wichita Falls gastroenterologist was featured on the TCCCP media campaign on television and social media encouraging the public to get screened. The commercials were well received with more than 60,000 Facebook views. Grant staff also continued its "Colon Cancer Corner," a Facebook Live program to help dispel common myths and stigmas associated with colorectal cancer. Guests on the program included a registered nurse, a registered dietitian, a representative from LiveStrong, and a fitness expert.

SERVICES PROVIDED

- Presentations to the general public, businesses, faith-based organizations, service organizations, and governmental organizations
- Media presence in various platforms
- Continued working relationships with community partners

GRANTS/SPECIAL REVENUE FUNDS

- Training for healthcare/medical professionals in breaking down barriers to CRC screening(s)

FY2021 ACCOMPLISHMENTS

- National recognition from the Centers for Disease Control and Prevention (CDC) for innovative colorectal cancer mail out program
- Increase in a Wichita Falls health system's number of FOBT and Colonoscopies
- "Colon Cancer Corner" (Facebook "Live"/tape) gaining viewership

CONTACT INFORMATION

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GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Reduce structural barriers to increase community access to cancer screening services	5. Actively engage & inform the public	5.3 Maintain coordinated and trusted messaging	Reduce at least 1 structural barrier to screenings	100%	100%
Increase patient navigation to facilitate timely access to screening	5. Actively engage & inform the public	5.3 Maintain coordinated and trusted messaging	Work with at least 1 health system to improve patient navigation	100%	100%
Client reminders to increase community demand for cancer screening services	5. Actively engage & inform the public	5.3 Maintain coordinated and trusted messaging	Work with at least two health systems to improve their client reminder process	100%	100%
Small media to increase community demand for cancer screenings	5. Actively engage & inform the public	5.1 Enhance public outreach & engagement	Create and execute a media campaign to promote colorectal cancer screenings among adults age 50 to 75	1 media campaign	1 media campaign

GRANTS/SPECIAL REVENUE FUNDS

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX Personnel Schedule, Other Funds

	FY 2019-20	FY 2020-21	FY 2021-22
Health Educator	0.70	0.70	0.70
Program Coordinator	0.70	0.70	0.70
TOTAL- Cancer Control Program	1.40	1.40	1.40

*No change in FTE from previous fiscal year.

WOMEN, INFANTS, & CHILDREN (WIC) GRANT

WIC provides resources to women, infants, and children in need to provide support and inspiration to eat right, have a healthy pregnancy, breastfeed successfully, and raise amazing kids.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Women Infants and Children			
Revenues			
Intergovernmental Rev.	753,002	842,516	851,117
Total Revenues	753,002	842,516	851,117
Expenditures			
Personnel Services	546,703	582,803	694,407
Supplies	76,998	56,393	55,495
Maintenance & Repair	280	1,694	300
Utilities/Other Services	124,536	112,641	67,665
Other Expenditures	48,455	88,985	33,250
Capital Improvements	-	-	-
Transfers Out	-	-	-
Total Expenditures	796,972	842,516	851,117

GRANTS/SPECIAL REVENUE FUNDS

MISSION

WIC provides support and inspiration to eat right, have a healthy pregnancy, breastfeed successfully, and raise amazing kids.

SERVICES PROVIDED

- One-on-One Counseling with Nutritionists
- Nutrition Classes
- Recipes & Cooking Demonstrations
- Breastfeeding Support
- Healthy Food
- Referrals to Community Services

FY2021 ACCOMPLISHMENTS

- Continued to serve all participants through the COVID-19 pandemic by creating innovative ways to offer services
- Continued working with community partners, and started a Baby Cafe hosted at the WIC Clinic each week
- Completed initial remodel of the WIC clinic and are currently completing renovation of some spaces that will improve the participant experience
- Improved procedures to reduce participant wait time and decrease number of participants in the clinic at once
- Created Go Bags for staff in order to continue to provide services regardless of pandemic or weather-related issues
- Continued growth of outreach through the development of new community partner relationships

CONTACT INFORMATION

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WIC Program Administrator/Director
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GRANTS/SPECIAL REVENUE FUNDS

GOALS & PERFORMANCE MEASURES					
FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Decrease Participant Wait Time	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services. 4.3 Streamline business processes. 4.5 Promote and encourage innovation.	Improve participant wait time to less than 30 minutes for 75% of participants.	100%	100%
Provide a Pleasant and Useful Environment	2. Provide Quality Infrastructure	2.1 Upgrade or replace outdated facilities.	Completion of state approved renovation plans.	50%	100%
Develop a Plan to Utilize Mobile Clinic in Areas of Need	5. Actively Engage and Inform the Public 1. Accelerate Economic Growth	5.1 Enhance public outreach and engagement. 5.4 Strengthen supportive partnerships with the non-for-profit community. 1.5 Support a thriving Sheppard Air Force Base.	Coordinate with non-for-profit partners, including SAFB, and provide Mobile Clinic services 10 times.	5 Times	100%

GRANTS/SPECIAL REVENUE FUNDS

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Client Services Coordinator.	0.00	1.00	1.00
Outreach Specialist	0.00	1.00	1.00
Public Health Nutritionist	3.00	2.00	2.00
Public Health Specialist	0.50	1.00	1.00
WCS Breastfeeding PR Specialist	0.00	1.50	1.50
WCS Breastfeeding PR Counselor	1.00	0.50	0.50
WCS Clerk	2.00	2.00	2.00
WIC Peer Counselor	2.00	0.50	0.50
WIC Program Administrator	1.00	1.00	1.00
Senior Admin Clerk	1.00	0.00	0.00
Lead WIC Clerk	1.00	0.00	0.00
TOTAL- WIC Grant	11.50	10.50	10.50

*Removed (1) WIC Peer Counselor due to decrease in funding.

GRANTS/SPECIAL REVENUE FUNDS

EMERGENCY MANAGEMENT GRANT

This grant provides for emergency management activities in the City. The work this grant accomplishes is housed within the Fire Department, where the Emergency Management Coordinator reports. This grant supplements the work done by the Emergency Management group.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Emergency Mgt Assistance			
Revenues			
Intergovernmental Rev.	33,583	35,800	35,800
Transfer In	71,157	71,296	83,570
Total Revenues	104,740	107,096	119,370
Expenditures			
Personnel Services	90,180	85,485	88,626
Supplies	1,653	1,850	5,000
Maintenance & Repair	5,553	10,250	14,500
Utilities/Other Services	4,991	5,500	6,758
Other Expenditures	2,362	4,011	4,486
Total Expenditures	104,740	107,096	119,370



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Emergency Preparedness Coordinator.	1.00	1.00	1.00
TOTAL- Emergency Mgmt. Asst. Grant	1.00	1.00	1.00

*No change in FTE from previous fiscal year.



Debt Service Fund

DEBT SERVICE FUND

GENERAL DEBT SERVICE FUND

General debt service is used to account for the monies set aside for the payment of principal and interest to holders of the City's general obligation bonds. The sale of general obligation bonds finance long-term capital improvements such as facilities, streets, drainage, and parks. Bonds may be refunded to achieve debt service savings on outstanding bonds, when allowable under federal tax law, state law, and in compliance with City policy. The City considers refunding when a cost savings will be recognized and market conditions are favorable. The City works closely with its financial advisor and bond counsel when considering an original issuance or refunding.

General Obligation (GO Bonds)

All General Obligation (GO) Bonds are issued on the full faith and credit of the City and are secured by ad valorem taxes levied against all taxable property. The state requires incorporated cities to submit proposed bond issues to a public referendum and receive voter authorization prior to bond issuance (Article 701). These bonds are serviced by the Debt Service Fund with an apportionment of the ad valorem tax levy.

Combination Tax and Revenue (CO) Bonds

The Combination Tax and Revenue Bonds are secured by ad valorem taxes levied against all taxable property as well as a pledge of surplus net revenues of the City's combined waterworks and sewer system.

DEBT SERVICE FUND

OUTSTANDING GENERAL DEBT SERVICE BY ISSUANCE

2010 CO Series: Issued to purchase Castaway Cove Water Park in January of 2010. This issuance is funded by contributions from the 4B Sales Tax Corporation.

2011 CO Series: Issued to complete the Rhea/Callfield/Lawrence Road project in July of 2011. This issuance is funded by contributions from the 4B Sales Tax Corporation and the Tax Increment Financing District #2.

2011 GO Refunding Series: Issued in 2011, this refunding was used to refund \$4.3 million of General Obligation Bonds remaining on the 2001 construction of the City's MPEC Kay Yeager Coliseum (KYC). This refunding saved the City approximately \$600,000 over the ten years remaining on the original issuance at time of refunding. This refunding is funded through transfers in from the West Texas Utility contract and property tax. This debt service issuance is paid in full as of 9/31/2021.

2013 CO Series Airport: Issued in 2013 for phase two and phase three of the Regional Airport Terminal Project. Total issuance of \$20 million over 20 years. This issuance is funded through transfers in from the 4B Sales Tax Corporation, the 4A Sales Tax Corporation, Property Tax, Airport Operations and FAA Entitlement Funds.

2015 GO Refunding Series A: This refunding was completed in 2015 and refunded a Combination Tax and Revenue CO from 2006, 2006 Series A, which was used for multiple City projects, including improvements to the police firing range, park improvements, constructing a new fire station and improvements to the City's storm water drainage system. This refunding was completed with Series 2015 B for a total issuance of \$12.7 million. This issuance is funded by contributions for the 4B Sales Tax Corporation, Stormwater Fund, Property Taxes, and Excess Sales Tax.

2015 GO Refunding Series B: This refunding was completed in 2015 and refunded a Combination Tax and Revenues CO from 2006, 2006 Series B, which was used for improvements to the City's municipal golf course. This refunding was completed with Series 2015 A for a total issuance of \$12.7 million. By completing these refunds, the City saved approximately \$650,000. This issuance is funded by contributions from the 4B Sales Tax Corporation.

2018 GO Series A: This issuance is funded with property tax and is used for the voter approved street repairs and maintenance.

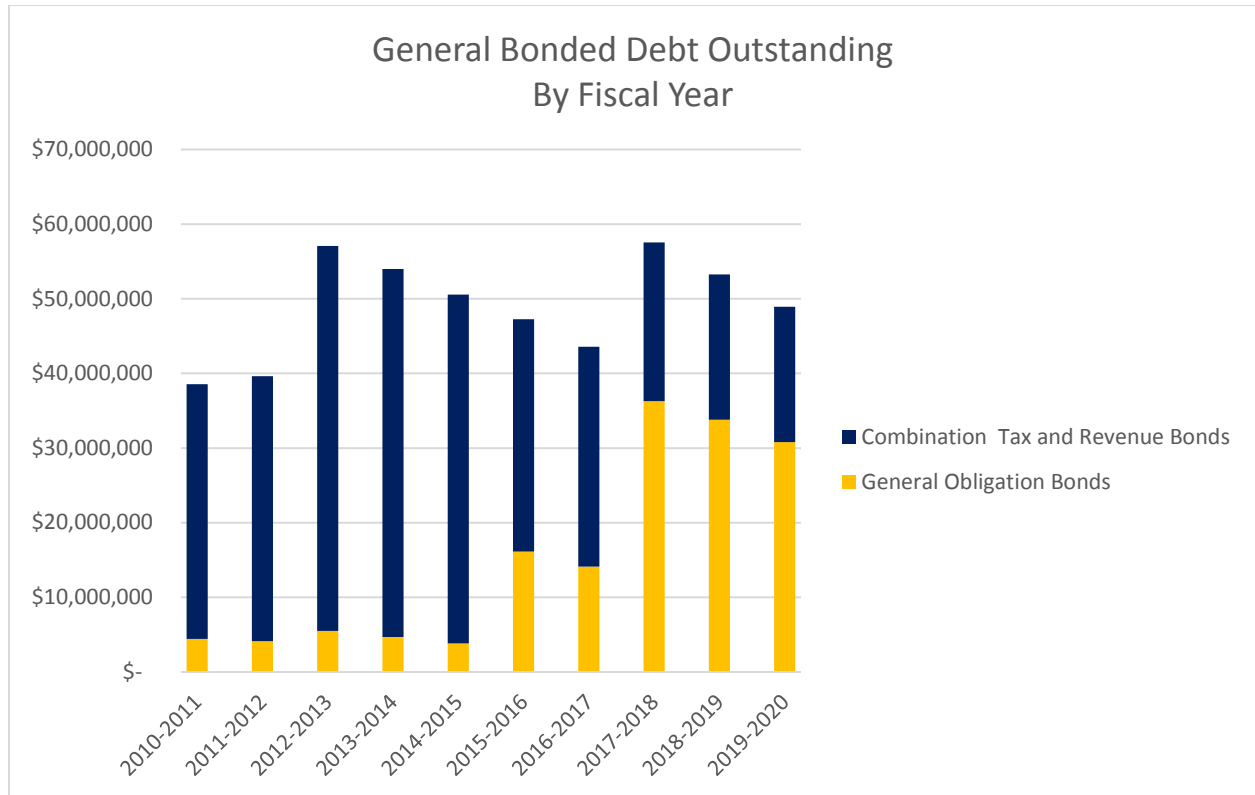
2018 GO Refunding Series B: This refunding refunded the 2009 CO used for improvements at the Firing Range, Park Land Acquisition, Trail Extension, and the Animal Services Center. This issuance is funded through Property Tax, the West Texas Utility Contract, and the 4B Sales Tax Corporation.

2020 GO Series: Voters approved increasing the City's Hotel/Motel Tax by 2% to finance the Venue Projects at the MPEC and the Performance Hall in Memorial Auditorium. These projects will include replacement of roofs, updating of equipment and other maintenance items needed for these facilities.

LEGAL DEBT MARGIN INFORMATION

There is no debt limit established by law. The limit is, therefore, governed by the City's ability to levy and collect taxes to service the outstanding indebtedness. The City's maximum legal tax rate established under its Charter is \$2.25 per \$100 assessed valuation.

DEBT SERVICE FUND



Source: [City of Wichita Falls Comprehensive Annual Financial Report for the year ended 9/30/2020](#)

DEBT SERVICE FUND

Fund Summary	
Debt Service Fund Summary FY2021-22	
Fund	Debt Service Fund
Projected Beginning Balance	1,486,350
Less Restricted Balance	
Available Balance	1,486,350
Revenues	
Taxes	2,033,384
Contributions	1,881,254
Transfer In	1,505,956
Total Revenues	5,420,594
Expenditures	
Debt Expenditures	
2010 CO Series	388,600
2011 CO Series	231,750
2013 CO Series	1,358,944
2015 GO Refunding Series A	1,162,838
2015 GO Refunding Series B	321,012
2018 GO Series A	1,211,550
2018 GO Refunding Series B	735,900
Paying Agent Fees	10,000
Total Expenditures	5,420,594
Ending Balance	1,486,350

DEBT SERVICE FUND

City of Wichita Falls, Texas

Debt by Issuance: Current as of 09/30/2020 Financial Audit

Bonds payable at September 30, 2020 are comprised of the following individual issues:

	Range of Interest Rates	Final Maturity Date	Annual Serial Payments	Bonds Authorized	Bonds Outstanding At 9/30/20
General Obligation Bonds:					
General Obligation Refunding Bonds, Series 2011	1.50% - 3.00%	9/01/21	\$405,000 to \$485,000	\$ 4,365,000	\$ 485,000
General Obligation Refunding Bonds, Series 2015A	2.00% - 5.00%	9/01/26	\$200,000 to \$1,105,000	9,650,000	6,050,000
General Obligation Refunding Bonds, Series 2015B	0.73% - 3.48%	9/01/26	\$110,000 to \$310,000	2,885,000	1,740,000
General Obligation Bonds, Series 2018A	2.00% - 5.00%	9/01/38	\$550,000 to \$1,155,000	16,345,000	15,220,000
General Obligation Refunding Bonds, Series 2018B	2.00% - 4.00%	10/01/28	\$80,000 to \$725,000	6,170,000	<u>5,575,000</u>
Total General Obligation Bonds					<u>29,070,000</u>
Combination Tax and Revenue Bonds:					
Combination Tax and Revenue Certificates of Obligation, Series 2010	5.60%	2/01/25	\$165,000 to \$375,000	3,930,000	1,685,000
Combination Tax and Revenue Certificates of Obligation, Series 2011	2.00% - 4.00%	9/01/31	\$135,000 to \$220,000	3,200,000	2,045,000
Combination Tax and Revenue Certificates of Obligation, Series 2013	2.00% - 3.375%	9/01/33	\$530,000 to \$1,315,000	19,875,000	14,310,000
Combination Tax and Revenue Certificates of Obligation, Series 2013A	2.00% - 4.625%	9/01/33	\$505,000 to \$905,000	13,000,000	9,330,000
Combination Tax and Revenue Certificates of Obligation, Series 2015	0.00% - 2.12%	3/01/45	\$890,000 to \$1,425,000	33,545,000	28,810,000
Total Combination Tax and Revenue Bonds					<u>56,180,000</u>
Revenue Bonds:					
Water & Sewer System Revenue Refunding Bonds, Series 2016	2.00% - 5.00%	8/01/27	\$2,635,000 to \$9,705,000	74,005,000	54,305,000
Total All Bonds					<u>\$139,555,000</u>

DEBT SERVICE FUND

CITY OF WICHITA FALLS Debt Service Schedule by Payment Source FY 2019-20	
Funding Source	FY 2021-22 Annual Payment Source
GENERAL OBLIGATION BONDS	
4A Sales Tax Corporation	140,000
4B Sales Tax Corporation	1,741,254
Stormwater	409,312
Airport Operations	668,879
FFA Entitlement	270,065
West Texas Utility	157,700
Property Tax	2,033,384
GENERAL OBLIGATION BONDS	5,420,594
WATER/SEWER BONDS	
Water/Sewer Revenue	12,749,940
WATER/SEWER BONDS	12,749,940
TOTAL	18,170,534

DEBT SERVICE FUND

WATER AND SEWER DEBT SERVICE

Water and Sewer Debt Service is used to finance long-term capital improvements. A revenue bond is a legal debt instrument used to finance permanent public projects. The bond is backed by the full faith and credit of the issuing government, and is paid for by revenue from user rates. Unlike GO bonds, revenue bonds do not require voter approval. The City Council is authorized to approve the bond and set the user rates to make the annual payments. All of the Water and Sewer Revenue Bonds were issued for purposes of improving the City's water and sewer systems and are serviced by the net revenues of the Water and Sewer Fund.

In 2015, Standard & Poor downgraded the City's Water/Sewer Fund credit rating due to the declining fund balance during a record-breaking 5-year drought. The drought caused the city to implement an Indirect Potable Use system to provide water for the region. The significant decrease in available fund balance negatively affected the City's rating with the bond market. However, as revenues have increased in recent years; the City's credit rating has increased.

As reported by Texas Municipal Reports,

11/05/2018 - Moody's Rating Report:

Underlying Rating Upgrade to A1 from A3 "Moody's Investors Service has upgraded the City of Wichita Falls, TX Water & Sewer Enterprise's ("System") revenue rating to A1 from A3. The upgrade affects approximately \$68.5 million of Moody's rated debt, but considers an additional \$65.4 million. The outlook is stable.

"The upgrade to A1 reflects the systems materially improved financial operations and reserves, as a result of the successful implementation of a significant rate increase in 2014 after a recent drought. The five-year drought led to a temporary but substantial reduction in the city's water supply, and ultimately resulted in materially lower water sales, low debt service coverage, and a reduction in liquidity levels. Further, the rating considers the policy changes and system improvements made by the city in order to slow water-loss in the event of additional droughts. Finally, the rating considers the system's above-average debt profile, as well as a stable economic base."

Source: Texas Municipal Reports MAC of Texas

Water and Sewer Debt Service is funded directly out of the Water/Sewer Fund. The expenditures are budgeted for each year in the Debt Expenditures line item. There are three outstanding debt issuances in this fund. A description of each is listed on the following pages.

DEBT SERVICE FUND

WATER & SEWER DEBT SERVICE COVERAGE REVENUE BONDS

The City strives to maintain proper debt coverage for revenue bonds. The chart below shows the minimum debt service coverage needed and the total excess over the coverage requirement.

CITY OF WICHITA FALLS, TEXAS DEBT SERVICE COVERAGE - REVENUE BONDS SEPTEMBER 30, 2020

Water and Sewer Revenue Bonds:		
Change in net position (Exhibit A-8)		\$ 9,538,529
Add:		
Depreciation and amortization	\$ 9,421,720	
Interest expense and paying agent fees	2,904,763	
Transfers out	2,600,771	14,927,254
Subtract:		
West Texas Utilities water revenues	500,000	
Gain (loss) on sale/abandonment of capital assets	-	
Capital contributions from developers	727,961	
Transfers in	476,579	(1,704,540)
Net earnings for determining debt service coverage		<u>\$ 22,761,243</u>

	Priority Lien Bonds	Subordinate Lien Bonds	
Net earnings for determining debt service coverage			\$ 22,761,243
Principal and interest requirements to maturity	\$ 64,432,500	\$ -	
Number of years remaining to pay bonds	7	N/A	
Average annual principal and interest requirement	9,204,643	N/A	
Minimum bond covenant debt service coverage	1.25	1.10	
Minimum debt service coverage requirement	<u>\$ 11,505,804</u>	<u>\$ -</u>	11,505,804
Excess over debt service coverage requirements			<u>\$ 11,255,439</u>

Source: [City of Wichita Falls, Comprehensive Annual Financial Report for the Year Ended 09/30/2020](#)

DEBT SERVICE FUND

OUTSTANDING WATER/SEWER DEBT SERVICE BY ISSUANCE

2016 Revenue Refunding Bond Series: This is a refunding of a series initially issued in 2001 in the amount of \$118,770,000 for improvements to the City's water and sewer system. The issue was refunded once in 2007, and again in 2016, to take advantage of cost savings that could be realized by lower interest rates. This bond is funded by, and secured with, revenues generated in the Water/Sewer Fund.

2013A CO: This issuance allowed the City to create a temporary water reuse system, as lake levels continued to decline during the drought. In total, this issuance was \$13 million over a 20-year time line and is funded through revenues in the Water/Sewer Fund.

2015 CO: This issuance was for 30-Year Combination Tax and Revenue Certificates of Obligation for \$33,545,000, to finance the cost of engineering and construction associated with the City's Indirect Potable Reuse Project (IPR). The Certificates of Obligation were sold to the Texas Water Development Board as part of their Clean Water State Revolving Loan Program which provides loans to municipalities for wastewater projects at 1.2% lower interest rates than what the City would have received in the private market. The project involved the construction of a pump station and pipeline to convey treated wastewater effluent from the River Road Wastewater Treatment Plant to Lake Arrowhead.

SunTrust Lease: A capital lease for \$28,207 per year is included in the debt calculation for the Water & Sewer Fund. This lease was used to provide energy efficient retrograde to City Water facilities.

Fiscal Year	Series 2016	Series 2013A	Series 2015	Banking Fees	SunTrust Lease	Total
2021	10,310,250	947,688	1,462,184	6,000	29,818	12,755,940

DEBT SERVICE FUND

Fund Summary	
Water & Sewer Fund Summary FY2021-22	
Fund	Water & Sewer Fund
Projected Beginning Balance	26,073,275
Less Restricted Balance	18,000,000
Available Balance	8,073,275
Revenues	
Service Charges	46,834,936
Misc. Revenues	225,000
Total Revenues	47,059,936
Expenditures	
Personnel Services	12,077,819
Supplies	3,559,409
Maintenance & Repair	2,273,369
Utilities/Other Services	4,431,961
Insurance & Contract Supp.	957,467
Debt Expenditures	12,755,940
Other Expenditures	2,766,639
Capital Improvements	6,345,903
Transfers Out	1,861,429
Total Expenditures	47,059,936
Ending Balance	8,073,275

DEBT SERVICE FUND

<u>CITY OF WICHITA FALLS</u> <u>Debt Service FY 2020-21</u>									
Issue	Issue Date	Final Maturity Date	Payment Source	Bonds Authorized	Principal Outstanding 10/01/2021	Budgeted Payment 2021-22	Est. Outstanding 09.30.2021	Rating	Purpose & Use
GENERAL OBLIGATION BONDS									
2010 CO Series	2010	2025	4B Sales	3,930,000	1,685,000	388,600	1,296,400	AA	Castaway Cove: Issued to purchase Castaway Cove Water Park in January of 2010. This issuance is funded by contributions from the 4B Sales Tax Corporation.
2011 CO Series	2011	2031	4B Sales	3,200,000	2,045,000	231,750	1,813,250	AA	Rhea/Callfield/Lawrence Rd: Issued to complete the Rhea/Callfield/Lawrence project in July of 2011. This issuance is funded by contributions from the 4B Sales Tax Corporation reimbursed by TIF #2.
2011 GO Refunding Series	2011	2021	West TX \$445,200, Property Tax \$53,450	4,365,000	PIF	PIF	Final Maturity 09/30/2021	AA	KYC/MPEC: Issued in 2011, this refunding was used to refund \$4.3 million of General Obligation Bonds remaining on the 2001 construction of the City's MPEC Kay Yeager Coliseum (KYC). This refunding saved the City approximately \$600,000 over the ten years remaining on the original issuance at time of refunding. This refunding is funded through transfers in from the West Texas Utility contract and property tax. Final maturity FY 2020-21, final fees/costs/interest included in payment.
2013 CO Series Airport	2013	2033	4A Sales \$140,000, 4B Sales Tax \$140,000, Property Tax \$140,000, Airport Ops. \$668,879, FAA Entitlement \$270,065	19,875,000	14,310,000	1,358,944	12,951,056	AA	Regional Airport: Issued in 2013, for phase two and phase three of the Regional Airport Terminal Project. Total issuance of \$20 million, over 20 years. This issuance is funded through transfers in from the 4B Sales Tax Corporation, the 4A Sales Tax Corporation, Property Tax, Airport Operations, and FAA Entitlement Funds.
2015 GO Refunding Series A	2015	2026	4B Sales Tax Corporation \$207,392, Stormwater Fund \$403,261, Property Taxes \$552,185, and Excess Sales Tax - (if applicable)	9,650,000	6,050,000	1,162,838	4,887,162	AA	Refunding 2006A, Firing Range, Fire Station, Park Imp.: This refunding was completed in 2015 and refunded a Combination Tax and Revenues CO from 2006, 2006 Series A, which was used for multiple City projects, including improvements to the police firing range, park improvements, constructing a new fire station and improvements to the City's storm water drainage system. This refunding was completed with Series 2015 B for a total issuance of \$12.7 million. This issuance is funded by contributions for the 4B Sales Tax Corporation, Stormwater Fund, Property Taxes, and Excess Sales Tax.
2015 GO Refunding Series B	2015	2026	4B Sales Tax Corporation	2,885,000	1,740,000	321,012	1,418,988	AA	Refunding 2006B, Weeks Golf Course: This refunding was completed in 2015 and refunded a Combination Tax and Revenues CO from 2006, 2006 Series B, which was used for improvements to the City's municipal golf course. This refunding was completed with Series 2015 A for a total issuance of \$12.7 million. By completing these refunds, the City saved approximately \$650,000. This issuance is funded by contributions from the 4B Sales Tax Corporation.
2018 GO Series A	2018	2038	Property Tax	16,345,000	15,220,000	1,211,550	14,008,450	AA	Voter-approved Street Bond: This issuance is funded with property tax. Voter Approved Street Issuance.
2018 GO Refunding Series B	2018	2028	Property Tax \$102,900, the West Texas Utility \$157,700 and the 4B Sales Tax Corporation \$452,500	6,170,000	5,575,000	735,900	4,839,100	AA	Refunding 2009 CO, Firing Range (Ph. II), Park Land, Trail Ext., Animal Services Building: This refunding refunded the 2009 CO used for improvements at the Firing Range, Park Land Acquisition, Trail Extension, and the Animal Services Center. This issuance is funded through Property Tax, the West Texas Utility Contract, and the 4B Sales Tax Corporation.
TOTAL:				66,420,000	46,625,000	5,410,594	41,214,406		<i>Excludes paying agent fees.</i>

DEBT SERVICE FUND

WATER/SEWER BONDS									
2016 Revenue Refunding Bond Series	2016	2027	Water/Sewer Revenue	74,005,000	54,305,000	10,310,250	43,994,750	A+	Water System Improvement, Lake Kemp water source: This is a refunding of a series initially issued in 2001 for \$118,770,000 for improvements to the City's water and sewer system. The issue was refunded once in 2007, and again in 2016, to take advantage of cost savings that could be realized by lower interest rates. This bond is funded by, and secured with, revenues generated in the Water/Sewer Fund. This bond was issued in response to the 1995-2000 drought and secured the development and integration of the Lake Kemp water source.
2013A CO	2013	2033	Water/Sewer Revenue	13,000,000	9,330,000	947,688	8,382,312	A+	Potable Reuse Project: This issuance allowed the City to create a temporary water reuse system, as lake levels continued to decline during the drought. In total, this issuance was \$13 million over a 20-year time line and is funded through revenues in the Water/Sewer Fund.
2015 CO	2015	2045	Water/Sewer Revenue	33,545,000	28,810,000	1,462,184	27,347,816	A+	Indirect Potable Reuse: This issuance was for thirty year Combination Tax and Revenue Certificates of Obligation for \$33,545,000, to finance the cost of engineering and construction associated with the City's Indirect Potable Reuse Project (IPR).
TOTAL:				120,550,000	92,445,000	12,720,122	79,724,878		<i>Excludes paying agent fees and Sun Trust Lease.</i>
GRAND TOTAL:				186,970,000	139,070,000	18,130,716	120,939,284		

⁽¹⁾ Please see the City's Comprehensive Annual Financial Report for more information, www.wichitafallstx.gov



Other Governmental Funds

HOTEL/MOTEL FUND

Hotel/Motel Fund:

The Hotel/Motel Fund contains two divisions, the Convention and Visitor's Bureau (CVB) and the Multi-Purpose Events Center (MPEC). A change in accounting philosophy in the previous year caused these divisions to be transferred to the Hotel/Motel Fund. Due to this change in philosophy, revenue generated by the MPEC was accounted for in this fund which explains the increase in total revenue. CVB expenditures were also accounted for in this fund, which explains the increase in total expenditures.

Starting in FY2021-22 the MPEC will be under the City's management. Since 2016, the City has contracted management services for the MPEC through Spectra Management. The FY2021-22 budget reflects this change in management structure with a conservative estimate of revenues and expenditures needed to assume management responsibilities. Revenues and Expenditures will again be accounted for in fund 515 (MPEC) for the MPEC because changing the operational structure of the fund changes the required fund type. Listed here are Hotel/Motel revenues only.



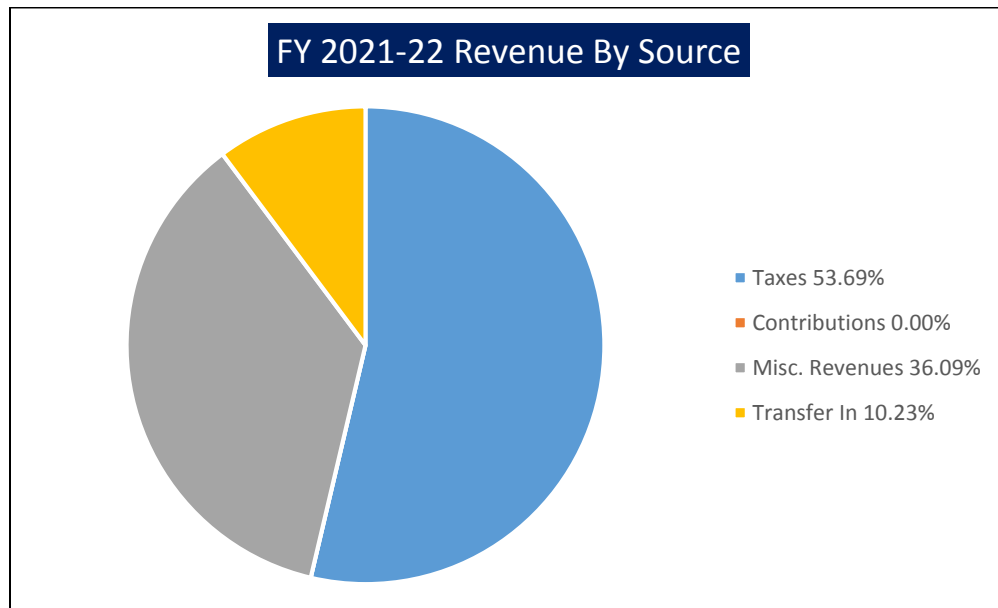
Revenue & Expenditure By Fund		2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Hotel/Motel Tax Fund				
Revenues				
Taxes		1,556,527	1,500,000	2,100,000
Contributions		-	-	-
Misc. Revenues		-	1,343,266	1,411,671
Transfer In		-	700,000	400,000
Total Revenues		1,556,527	3,543,266	3,911,671
Expenditures				
Personnel Services		(862)	266,877	1,490,233
Supplies		-	40,304	316,133
Maintenance & Repair		-	1,388	188,693
Utilities/Other Services		-	2,779,655	977,063
Insurance & Contract Supp.		99,000	155,173	211,817
Debt Expenditures		-	241,769	410,985
Other Expenditures		-	58,101	316,747
Transfers Out		1,457,527	-	-
Total Expenditures		1,555,665	3,543,266	3,911,671

HOTEL/MOTEL FUND

REVENUES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Hotel/Motel Tax Fund			
Revenues			
Taxes	1,556,527	1,500,000	2,100,000
Contributions	-	-	-
Misc. Revenues	-	1,343,266	1,411,671
Transfer In	-	700,000	400,000
Total Revenues	1,556,527	3,543,266	3,911,671



Taxes: As economic conditions continue to recover and improve from the COVID-19 pandemic, Hotel/Motel Tax revenues are expected to increase by \$600,000, or, 40%. The Hotel/Motel tax is assessed against the occupants of rented rooms in hotels, motels, and bed and breakfasts. Both the city and the state collect taxes rental of these rooms. The state rate is 6% and the city rate is 9% for a combined hotel/motel tax rate of 15%. A hotel's owner, operator, or manager must collect hotel taxes from their guests and remit these taxes to both the local municipality as well as to the state. Tax revenue from the city hotel occupancy tax may be used only to promote tourism and the convention and the hotel industry. Cities also have the option to use this tax for the encouragement, promotion, improvement of the arts and the City of Wichita Falls uses a portion of these taxes to accomplish these goals.

HOTEL/MOTEL FUND

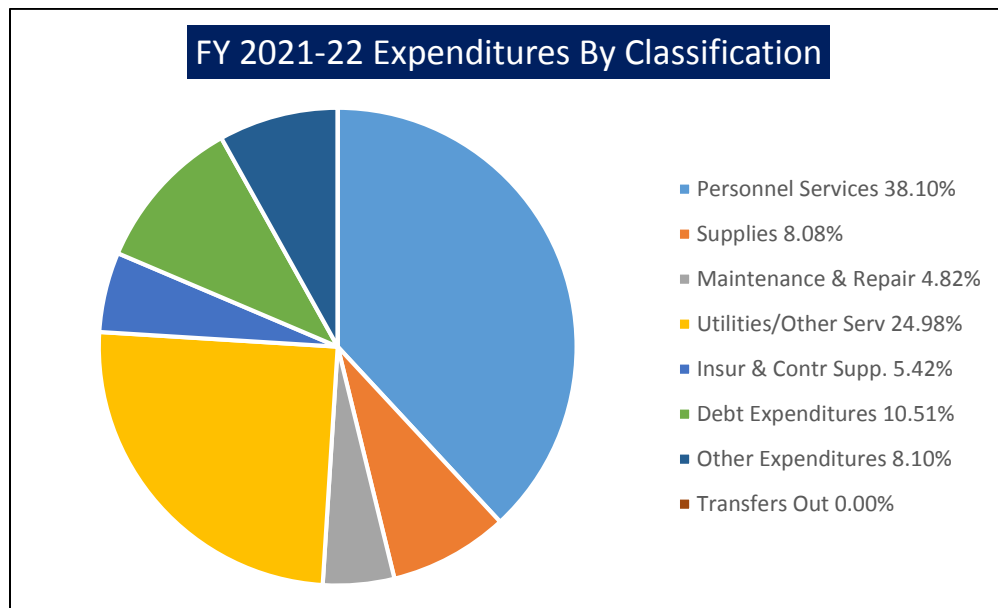
Miscellaneous Revenues: This account reflects revenues projected to be generated from the MPEC under City management, and is expected to increase \$68,405, or 5.09%.

Transfer In: The transfer in from the General Fund is projected to be lower by \$300,000, or 42.86%, now that the MPEC will be under City management.

EXPENDITURES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Hotel/Motel Tax Fund			
Expenditures			
Personnel Services	(862)	266,877	1,490,233
Supplies	-	40,304	316,133
Maintenance & Repair	-	1,388	188,693
Utilities/Other Services	-	2,779,655	977,063
Insurance & Contract Supp.	99,000	155,173	211,817
Debt Expenditures	-	241,769	410,985
Other Expenditures	-	58,101	316,747
Transfers Out	1,457,527	-	-
Total Expenditures	1,555,665	3,543,266	3,911,671



HOTEL/MOTEL FUND

Personnel Services: Personnel Services account for 38% of expenditures in the Hotel/Motel Fund. The main factors affecting Personnel Services include the implementation of the MAG study and additional personnel to manage the MPEC.

Supplies: This account contains supplies required to maintain daily operations at the MPEC, an increase of \$275,829, or 684.37%. This expense would have been previously accounted for in Spectra's management fees.

Maintenance & Repair: This account reflects expenditures for general upkeep of the MPEC facilities, an increase of \$187,305. This expense would have been previously accounted for in Spectra's management fees.

Utilities/Other Services: This account previously reflected expenses related to Spectra management fees. This expenditure has decreased by \$1,802,592, or 64.85%.

Insurance & Contract Supplies: In the FY2021-22, budget insurance and worker's compensation expenses increased the total by \$56,644, or 36.50%, to account for insurance needed for management of the MPEC.

Debt Expenditures: This category accounts for debt service of \$410,985. Detailed information about debt issued by the City of Wichita Falls, can be found online, or by visiting the City Clerk's Office, in the City's *Comprehensive Annual Financial Report*.

Other Expenditures: Contracted labor and an increase in advertising expenses make up most of the \$258,646 increase.

Other Financing Uses: This expense was used in previous years to subsidize the MPEC Fund. This is no longer needed due to reporting the MPEC budget in the MPEC Fund.

CONVENTION & VISITOR'S BUREAU

MISSION

The Convention and Visitors Bureau (CVB) is responsible for marketing an image of Wichita Falls that positions us as a destination for conventions, meetings, events, and visitors. The CVB department consists of one full-time Sales position, one full-time Marketing and Graphic Design position, and one part-time Visitor and Office Assistant position. The CVB's funding is derived solely from the Hotel Occupancy Tax (HOT). The HOT is charged to a person who, under a lease, concession, permit, right of access, license, contract, or agreement, pays for the use or possession or for the right to use or possession of a room that is in a hotel, costs \$2 or more each, and is ordinarily used for sleeping (Tax Code § 351.002). Per the Texas Comptroller of Public Accounts, HOT revenue can only be used for expenditures that directly enhance and promote tourism and the convention and hotel industry.

SERVICES PROVIDED

- Market Wichita Falls as a destination for travel
- Research, bid, book and service conventions and events
- Support local attractions through promotion to attract visitors

FY2021 ACCOMPLISHMENTS

- The Convention and Visitors Bureau launched a brand new website: DiscoverWichitaFalls.com
- The Convention and Visitors Bureau launched a mobile app: [VisitWichitaFalls, TX](#)

CONTACT INFORMATION

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Director
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CONVENTION & VISITOR'S BUREAU

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Continue to advertise and market Wichita Falls as a destination	1. Accelerate Economic Growth	1.3 Aggressively Market the City	Track website traffic by geographical location; number of inquiries and leads submitted through the advertising	100%	100%
Research, identify and bid/recruit events to be held in WF	3. Redevelop Downtown	3.6 Grow HOT Revenues to Support the MPEC	Comparison of HOT revenues by year	75%	75%

FY 2022 BUDGET CHANGES

- Personnel Services decreased \$51,077 due to employees performing work in both CVB and MPEC Management.
- Utilities/Other Services increased \$82,551 due to increased advertising to take advantage of lifted COVID restrictions.

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Convention/Visitor's Bureau			
Expenditures:			
Personnel Services	(862)	266,877	207,420
Supplies	-	40,304	38,133
Maintenance & Repair	-	1,388	1,086
Utilities/Other Services	-	211,197	293,748
Insurance & Contract Supp.	-	2,500	2,500
Other Expenditures	-	58,101	54,437
TOTAL Expenditures	(\$862)	\$580,366	\$597,324

CONVENTION & VISITOR'S BUREAU

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Community and Marketing Director	1.00	0.50	0.33
Market & Design Rep	1.00	1.00	0.50
Sales and Service Coord	1.00	1.00	0.50
CVB Services Rep	1.00	1.00	0.50
TOTAL- Convention & Visitors Bureau	4.00	3.50	1.83

*Positions will serve equal time/work between CVB and MPEC Mgmt

MULTIPURPOSE EVENTS CENTER

MISSION

The Multipurpose Events Center (MPEC) is responsible for operating and maintaining excellent event venues while providing guests with an exceptional experience and first-rate customer service. We will enhance the quality of life for residents by providing diverse entertainment and as a local venue where events, meetings, tradeshow, and conventions can be held. The MPEC facilities consist of J.S. Bridwell Agricultural Center, Ray Clymer Exhibit Hall, Kay Yeager Coliseum, and Memorial Auditorium.

From 2016 to 2021, the MPEC was managed by Spectra Management. Beginning in FY 2021-2022, the City will assume management of the MPEC. Revenues & Expenditures for the MPEC will again be accounted for in the MPEC fund because changing the operational structure of the fund changes the required fund type.

SERVICES PROVIDED

- Operate and maintain four event venues (including, but not limited to: event management, food and beverage, and ticketing).
- Research and recruit entertainment and events to Wichita Falls.
- Promote and market the facilities for the purposes of hosting events in them.

FY2021 ACCOMPLISHMENTS

- Recruited new NAHL Hockey team (Warriors) to Wichita Falls.

CONTACT INFORMATION

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MULTIPURPOSE EVENTS CENTER

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Community and Marketing Director	0.00	0.00	0.33
Office Administrator	0.00	0.00	1.00
Event Operations Manager	0.00	0.00	1.00
Senior Sales Manager	0.00	0.00	0.50
Marketing Manager	0.00	0.00	0.50
Facilities and Maint Manager	0.00	0.00	1.00
Food and Bev Manager	0.00	0.00	1.00
Chef	0.00	0.00	1.00
Event Manager	0.00	0.00	1.00
Box Office Manager	0.00	0.00	1.00
Food and Bev Supervisor	0.00	0.00	1.00
Event Coordinator	0.00	0.00	1.00
Sales and Service Coord.	0.00	0.00	0.50
Marketing Coord.	0.00	0.00	0.50
Operations Staff	0.00	0.00	1.00
Ag Manager	0.00	0.00	1.00
Sponsorship Sales	0.00	0.00	1.00
Comptroller	0.00	0.00	1.00
TOTAL- MPEC Management	0.00	0.00	15.33

*Added MPEC Management positions

MULTIPURPOSE EVENTS CENTER

J.S. BRIDWELL AGRICULTURAL CENTER

The J.S. Bridwell Agricultural Center, located on the North banks of the Wichita River, was the first phase of the Multi-Purpose Events Center project; completed in 1995. Named in honor of Wichita Falls rancher and businessman Joseph S. Bridwell (1885-1966), the J.S. Bridwell Agricultural Center hosts everything from dog shows and rodeos to fundraiser galas. The venue includes a 50,000 square foot Stall Barn and 120' X 270' indoor Arena with seating for 1,200 people. In 2011, the Wichita Extension Horse Committee built and donated a 70' X 150' covered warm-up arena to the City of Wichita Falls.



MULTIPURPOSE EVENTS CENTER

RAY CLYMER EXHIBIT HALL

The second phase of the Multi-Purpose Events Center project was the Ray Clymer Exhibit Hall completed in 1996. This 58,000 square foot meeting space is located on the south side of the Wichita River and connects to the J.S. Bridwell Agricultural Center by a pedestrian bridge.

The two main Exhibit Halls offer a great venue for trade shows, conventions, or large banquets. In addition, the building features 10 breakout rooms that can host meetings, seminars, and receptions, as well as a 216-seat seminar room.



MULTIPURPOSE EVENTS CENTER

KAY YEAGER COLISEUM

The final phase and cornerstone of the events complex, the Kay Yeager Coliseum began construction in 2001, and was completed in January 2003. With a seating capacity of 6,500, the versatility of the Kay Yeager Coliseum offers a facility that can host a variety of events such as concerts, hockey, basketball, indoor tennis, soccer, and other sporting events. The Kay Yeager Coliseum is also used for rodeos, horse and agricultural events, wrestling, tractor pulls, and motorcycle events. With a center stage arrangement, lectures, small concerts, or theaters-in-the-round can be held.



MULTIPURPOSE EVENTS CENTER

MEMORIAL AUDITORIUM

Memorial Auditorium is a beautiful historical proscenium theater constructed in 1927 and is a duplication of the State Fair Music Hall in Dallas. The last area Indian battle took place only ten years before construction on the bluff where Memorial Auditorium now stands. Early entertainers Will Rogers, Elvis Presley, Gene Autry, and Bob Hope have graced the stage at Memorial Auditorium. Today, Memorial Auditorium is home to the Wichita Falls Symphony Orchestra, Wichita Falls Ballet Theatre, and plays host to comedy shows like Ron White and Jerry Seinfeld, touring Broadway productions, and musicians. Memorial Auditorium seats 2,700 people. The stage area is 59' 8" X 41' 6" and includes 12 air- conditioned dressing rooms and concessions.



MULTIPURPOSE EVENTS CENTER

EXPENDITURES BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
MPEC- Management			
Expenditures:			
Salaries - Supervision	-	-	36,585
Salaries - Clerical	-	-	31,325
Salaries-Operational	-	-	739,029
Overtime	-	-	-
Terminal Pay	-	-	-
Stability Pay	-	-	-
FICA	-	-	61,174
TMRS Retirement	-	-	130,505
Life Insurance Contribution	-	-	-
Disability Insurance Contrib	-	-	-
Health Insurance Contributions	-	-	281,180
HSA Contributions-Employer	-	-	-
Supplies-Janitorial	-	-	50,000
Supplies-Concession	-	-	50,000
Supplies-Concession/Alcohol	-	-	88,000
Supplies-Catering Food	-	-	50,000
Supplies-Clothing and Uniforms	-	-	10,000
Supplies-Linen	-	-	30,000
Maint-Buildings	-	-	187,607
Services-Telephone	-	-	1,500
Services-Electricity	-	-	300,000
Services-Gas	-	-	5,000
Services-Wtr/Sewer/Sanitation	-	-	5,000
Services-Central Garage	-	-	5,000
Services-Bank	-	-	55,000
Services-Audit	-	-	15,000
Services-Other Professional	-	2,568,458	170,600
Services-Advertising	-	-	100,000
Services-Binding/Printing	-	-	20,850
Worker's Compensation	-	-	1,500
Insurance Expense	-	-	90,000
Travel Expenses	-	-	-
Education Registration	-	-	2,000
Memberships	-	-	26,010

MULTIPURPOSE EVENTS CENTER

Rent-Equipment	-	-	30,000
Convention Sales Incentives	-	-	8,300
Public Relation/Promo	-	-	-
Postage/Freight	-	-	10,000
Administrative Overhead	-	-	96,000
Data Processing Services	-	-	90,000
MPEC-Spectra Exp	-	-	-
TOTAL Expenditure:	-	\$2,568,458	\$2,777,165

MULTIPURPOSE EVENTS CENTER

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Convention/Visitor's Bureau			
Expenditures:			
Salaries - Supervision	613	51,000	40,800
Salaries - Clerical	-	25,313	24,690
Pool Clerical	-	-	-
Salaries-Operational	(1,870)	116,355	73,002
Pool Operational	-	-	-
Overtime	-	2,000	2,000
Terminal Pay	-	-	-
Stability Pay	-	1,623	1,900
Cell Phone Allowance	-	720	483
FICA	120	16,026	15,575
TMRS Retirement	268	36,828	28,104
Life Insurance Contribution	2	294	284
Disability Insurance Contrib	2	25	216
Health Insurance Contributions	-	15,656	20,028
HSA Contributions-Employer	3	1,036	339
Supplies-Motor Vehicle Fuel	-	1,200	1,200
Supplies-Minor Furniture	-	-	-
Supplies-Office	-	3,500	3,500
Supplies-Promotional	-	18,000	18,000
Supplies-Personal Computers	-	-	-
Supplies-System Software	-	16,604	14,083
Supplies-PC Software	-	1,000	1,350
Supplies-Radios	-	-	-
Maint-Motor Vehicles	-	1,300	1,000
Maint-PC Hardware	-	-	-
Maint-PC Software	-	88	86
Maint-Systems Software	-	-	-
Maint-Water Mains	-	-	-
Maint-Buildings	-	-	-
Services-Telephone	-	3,368	2,504
Service-Wireless PhoneAircards	-	912	912
Services-Electricity	-	-	42
Services-Other Professional	-	-	-
Services-Employee Physicals	-	-	-
Services-Advertising	-	89,167	115,140
Services-Binding/Printing	-	18,500	18,850
Services-Convention/Committed	-	99,250	156,300
Worker's Compensation	-	2,500	2,500
Travel Expenses	-	4,900	4,364
Education Registration	-	1,600	9,500

MULTIPURPOSE EVENTS CENTER

Lease Payments	-	2,100	1,763
Memberships	-	8,201	11,010
Rent-Office	-	19,800	-
Convention Sales Incentives	-	5,000	8,300
Public Relation/Promo	-	6,500	9,500
Postage/Freight	-	10,000	10,000
License / Permit Expenses	-	-	-
TOTAL Expenditure:	(\$862)	\$580,366	\$597,324

DUPLICATING SERVICES FUND

OVERVIEW

Duplicating Services Fund:

The Duplicating Services Fund is an Internal Service Fund. It is used to account for duplicating services as well as mail services for the City. Employees who process and distribute mail are paid from this fund.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Duplicating Services Fund			
Revenues			
Service Charges	120,589	130,908	125,735
Transfer In	-	-	-
Total Revenues	120,589	130,908	125,735
Expenditures			
Personnel Services	23,091	27,105	21,772
Supplies	2,576	6,848	6,800
Maintenance & Repair	-	-	-
Utilities/Other Services	572	-	437
Insurance & Contract Supp.	-	-	-
Other Expenditures	76,087	96,955	96,726
Total Expenditures	102,325	130,908	125,735

PERSONNEL BY JOB TITLE

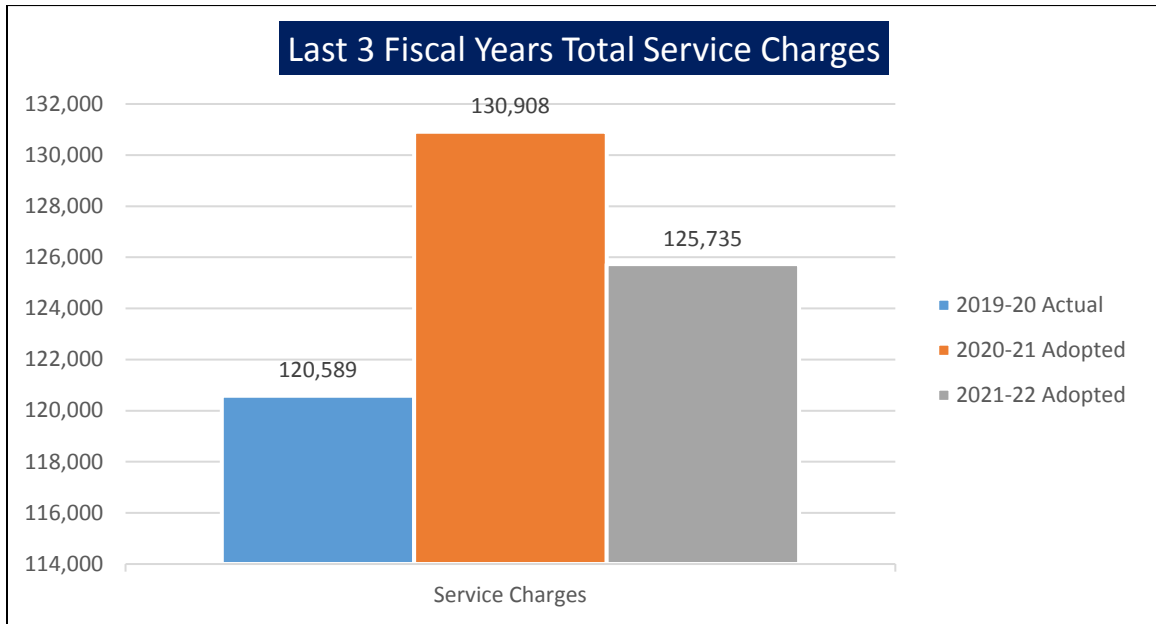


City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Clerk	0.40	0.40	0.40
Administrative Secretary	0.20	0.20	0.20
Accounting/Payroll Analyst	0.20	0.20	0.20
TOTAL- Duplicating Services	0.80	0.80	0.80

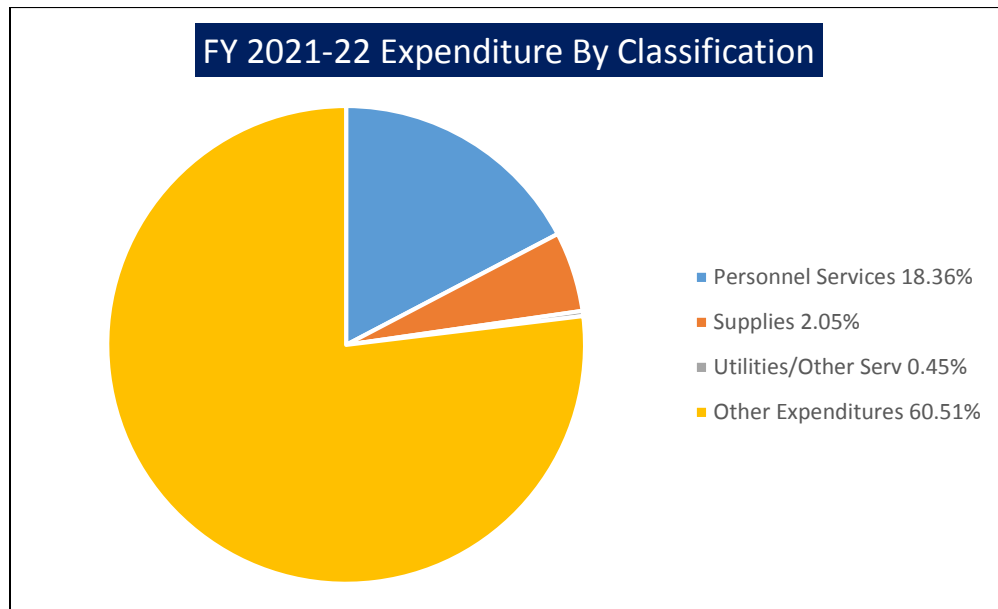


Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Duplicating Services Fund			
Revenues			
Service Charges	120,589	130,908	125,735
Transfer In	-	-	-
Total Revenues	120,589	130,908	125,735





Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Duplicating Services Fund			
Expenditures			
Personnel Services	23,091	27,105	21,772
Supplies	2,576	6,848	6,800
Utilities/Other Services	572	-	437
Other Expenditures	76,087	96,955	96,726
Total Expenditures	102,325	130,908	125,735





Other Proprietary Funds

REGIONAL AIRPORT FUND

Regional Airport Fund:

The Regional Airport Fund is an Enterprise Fund which is supported by user fees, federal grants, and in many years, a subsidy from the General Fund. The City's Regional Airport Fund Adopted Budget for the 2021-22 fiscal year totals \$2,213,819. This is a \$1,006,237, or 83.33%, increase from the previous year. The Adopted 2021-22 budget includes Fixed Based Operations, which was not included in the previous year's Adopted Budget. FBO services were added to the Regional Airport during the 2020-21 fiscal year as a budget revision in December of 2020. This revision and operational change was approved by the City Council.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Regional Airport Fund			
Revenues			
Service Charges	256,728	380,000	215,120
Misc. Revenues	616,901	827,582	1,331,769
Transfer In	-	-	666,930
Total Revenues	873,629	1,207,582	2,213,819
Expenditures			
Personnel Services	182,590	213,327	533,210
Supplies	21,175	12,100	334,437
Maintenance & Repair	59,343	66,603	121,752
Utilities/Other Services	160,570	182,853	207,517
Insurance & Contract Supp.	40,409	25,000	47,603
Other Expenditures	210,681	263,642	300,421
Capital Improvements	123,521	-	-
Transfers Out	85,138	444,057	668,879
Total Expenditures	883,426	1,207,582	2,213,819

REGIONAL AIRPORT FUND

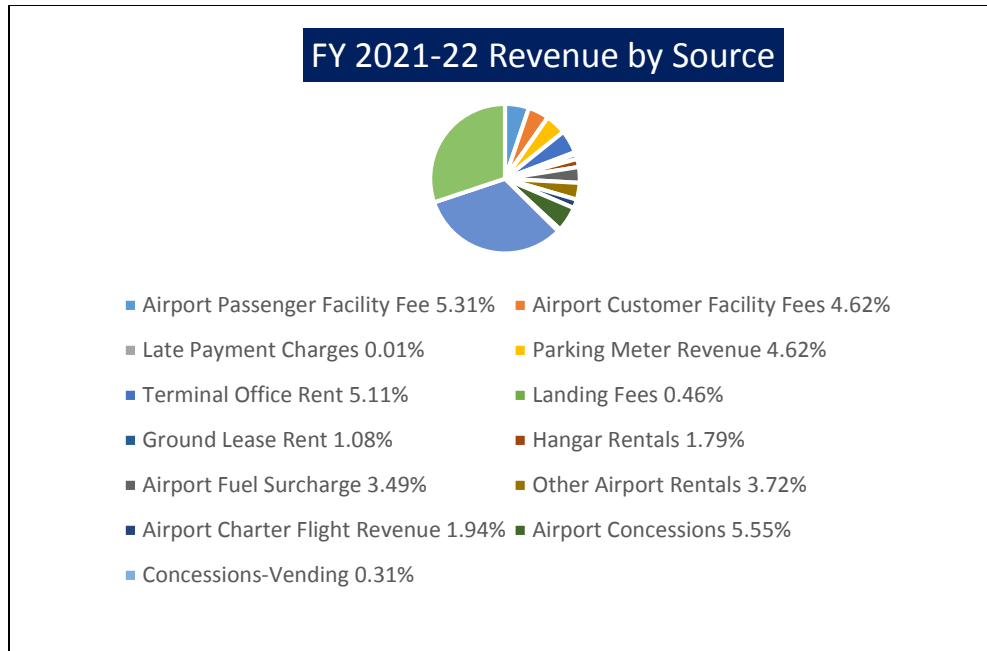
REVENUES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Regional Airport Fund			
Revenues			
Airport Passenger Facility Fee	96,583	175,000	115,000
Airport Customer Facility Fees	160,145	205,000	100,000
Late Payment Charges	-	-	120
Parking Meter Revenue	92,290	200,000	100,000
Terminal Office Rent	123,997	153,373	110,500
Landing Fees	4,327	10,000	10,000
Ground Lease Rent	23,334	23,334	23,334
Hangar Rentals	30,135	30,135	38,778
Airport Fuel Surcharge	13,274	15,000	75,423
Other Airport Rentals	69,882	80,400	80,400
Airport Charter Flight Revenue	31,800	42,000	42,000
Airport Concessions	214,777	240,000	120,100
Concessions-Vending	6,170	17,894	6,800
Interest-Texpool Fund	5,200	446	-
Advertising Sales	1,035	5,000	1,500
Other Miscellaneous Revenue	680	10,000	4,000
Fuel & Oil Gross Sale	-	-	718,934
Operating Transfers In	-	-	666,930
Total Revenues	873,629	1,207,582	2,213,819

Revenue Discussion: This budget is projecting revenues to increase \$1,006,237 from the previous year. Revenues are projected to increase due to the continued recovery from the pandemic leading to increases in the number of passengers utilizing the Regional airport relative to the previous fiscal year. This increase is also represented in the Fixed Based Operations division, which is driven by fuel sales. The Regional Airport will not need a subsidy from the General Fund to support operations. The City's Airport Fund was awarded CARES Act Funding from the Federal Aviation Administration that will be used in place of that Transfer In.

REGIONAL AIRPORT FUND

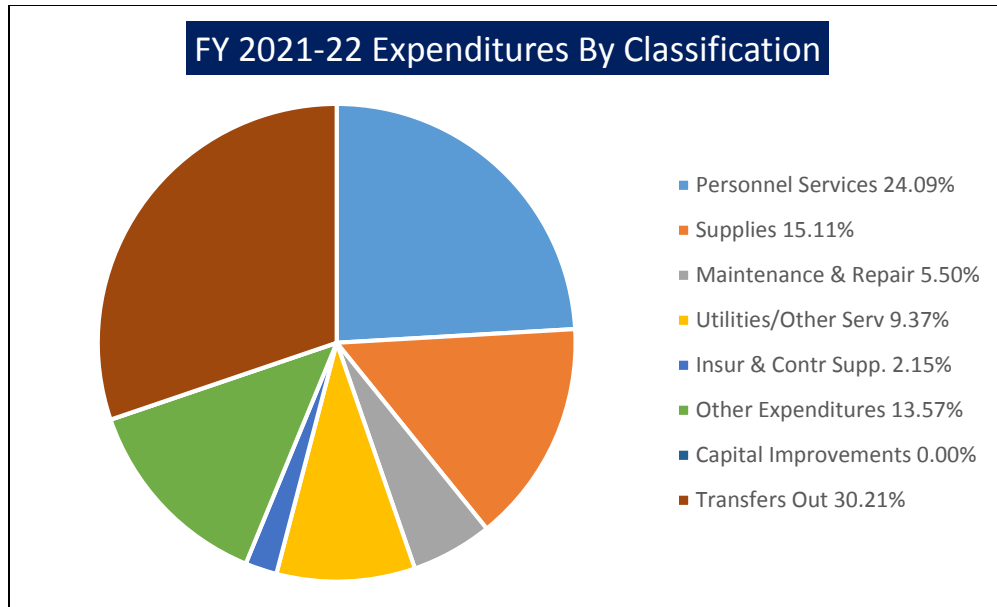


EXPENDITURES BY CLASSIFICATION



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Regional Airport Fund			
Expenditures			
Personnel Services	182,590	213,327	533,210
Supplies	21,175	12,100	334,437
Maintenance & Repair	59,343	66,603	121,752
Utilities/Other Services	160,570	182,853	207,517
Insurance & Contract Supp.	40,409	25,000	47,603
Other Expenditures	210,681	263,642	300,421
Capital Improvements	123,521	-	-
Transfers Out	85,138	444,057	668,879
Total Expenditures	883,426	1,207,582	2,213,819

REGIONAL AIRPORT FUND



Personnel Services: As indicated in the charts above Personnel Services account for 24% of all expenditures in the Regional Airport Fund. The Adopted Budget has an increase of \$319,883 from the FY2020-21 Adopted Budget. This increase is partly attributed to the implementation of the MAG study but is primarily due to the addition of FBO, which increased personnel costs by \$285,205.

Supplies: Supplies in the Regional Airport Fund include a \$322,337 increase from the prior year. This increase is reflective of materials needed to run the FBO, and increased fuel costs.

Maintenance & Repair: Maintenance & Repair costs have slightly increased by \$55,149, or 82.80%. \$25,000 is budgeted for interior improvements.

Utilities/Other Services: This account line has increased by \$24,664, or 13.49%, due to increases in services needed to run the FBO.

Insurance/Contracts: Additional insurance in the amount of \$22,603 is needed to run FBO.

Other Expenditures: This category accounts for non-capital items and other general departmental needs. This account has an increase of \$36,779, or 13.95%.

Transfers Out: This account reflects funds transferred out for debt service, \$668,879. More information can be found in the Debt Service portion of the Budget document, as well as in the City's *Comprehensive Annual Financial Report*, which can be found on the City's website or in the City Clerk's office.

Fixed Base Operations: In April 2020, the City was notified that the current fixed base operator would not continue services at the end of their contract in September 2020. The City then decided to assume fixed base operations under their own management. FBO at the Regional Airport is similar to the current operations already in effect at the Kickapoo Airport. FBO at the Regional Airport provides refueling, parking, and rental services to commercial aircraft.

KICKAPOO AIRPORT FUND

Kickapoo Airport Fund:

The Kickapoo Airport Fund is an Enterprise Fund, which is self-supported by user fees. The City's Kickapoo Airport Fund Adopted Budget for the 2021-22 fiscal year totals \$1,010,113. This is a decrease of \$12,693, or 1.24%, from the previous year. The completion of construction on three hangars at the Kickapoo Airport helped decrease total expenditures. The Adopted 2021-22 budget includes a conservative revenue and expenditure projection, which takes into account the ongoing Global COVID-19 Pandemic and its impact on the City and air travel.



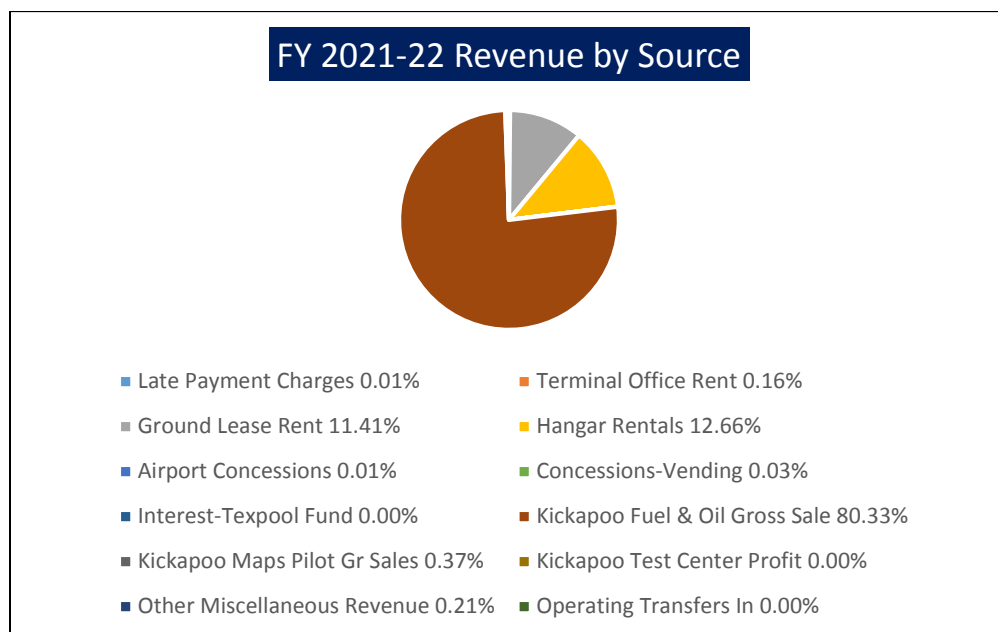
Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Kickapoo Airport Fund			
Revenues			
Service Charges	250	120	120
Intergovernmental Rev.	-	-	-
Misc. Revenues	765,530	995,686	1,009,993
Transfer In	-	27,000	-
Total Revenues	765,780	1,022,806	1,010,113
Expenditures			
Personnel Services	257,137	274,032	332,868
Supplies	324,544	483,262	443,406
Maintenance & Repair	3,210	15,470	16,470
Utilities/Other Services	97,127	91,772	90,701
Insurance & Contract Supp.	21,335	24,000	24,000
Other Expenditures	53,601	67,603	102,668
Capital Improvements	20,223	66,667	-
Transfers Out	32,570	-	-
Total Expenditures	809,748	1,022,806	1,010,113

KICKAPOO AIRPORT FUND

REVENUES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Kickapoo Airport Fund			
Revenues			
Late Payment Charges	250	120	120
Terminal Office Rent	3,045	3,120	1,560
Ground Lease Rent	107,147	108,000	109,595
Hangar Rentals	109,444	110,640	121,560
Airport Concessions	191	100	100
Concessions-Vending	560	300	300
Interest-Texpool Fund	243	500	-
Kickapoo Fuel & Oil Gross Sale	537,222	767,426	771,278
Kickapoo Maps Pilot Gr Sales	1,017	3,600	3,600
Kickapoo Test Center Profit	3,543	-	-
Other Miscellaneous Revenue	3,117	2,000	2,000
Operating Transfers In	-	27,000	-
Total Revenues	765,780	1,022,806	1,010,113



KICKAPOO AIRPORT FUND

Revenue Discussion: This budget is projecting revenues to be a \$12,693, or 1.24%, decrease from the previous year. Due to the completion of the hangars in the previous year, operating grants are not needed in FY2021-22.

Intergovernmental Revenue: Intergovernmental revenue represents revenue generated from various activities such as Fuel Sales, Hangar Rentals, and Ground Lease Rent. All three of these revenue sources are projected to be slightly decreased from FY2020-21 due to lingering effects of the COVID-19 pandemic on travel.

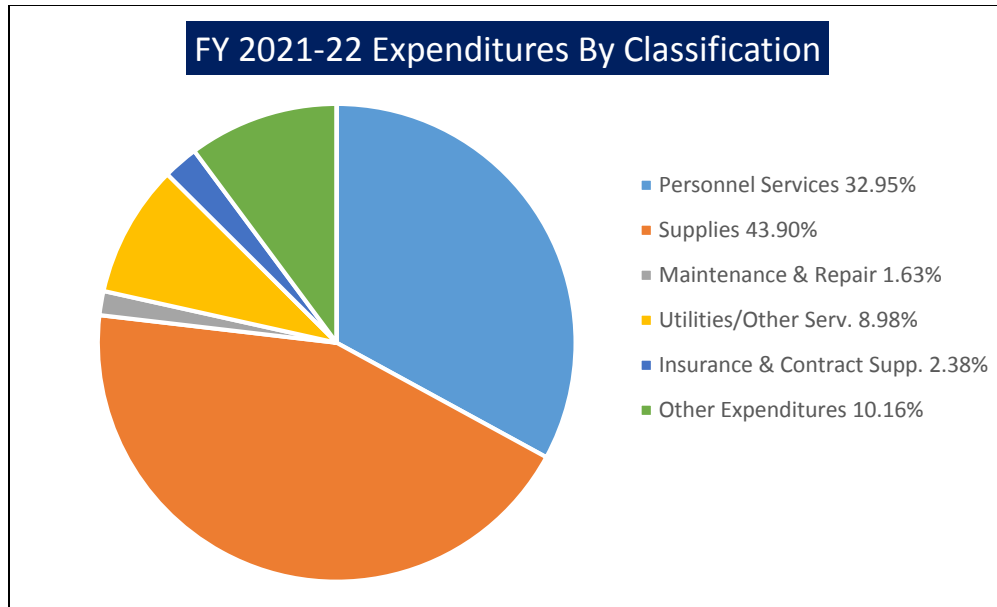
Transfer In: This account reflects a transfer of Cash Reserves, which is not needed in FY2021-22.

EXPENDITURES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Kickapoo Airport Fund			
Expenditures			
Personnel Services	257,137	274,032	332,868
Supplies	324,544	483,262	443,406
Maintenance & Repair	3,210	15,470	16,470
Utilities/Other Services	97,127	91,772	90,701
Insurance & Contract Supp.	21,335	24,000	24,000
Other Expenditures	53,601	67,603	102,668
Capital Improvements	20,223	66,667	-
Transfers Out	32,570	-	-
Total Expenditures	809,748	1,022,806	1,010,113

KICKAPOO AIRPORT FUND



Personnel Services: As indicated in the charts above Personnel Services account for 35% of all expenditures in the Kickapoo Airport Fund. The Adopted Budget has a \$58,836, or 21.47%, increase from the FY2020-21 Adopted Budget due to implementation of the MAG study.

Supplies: Supplies in the Regional Airport Fund total \$443,406, an 8.25% decrease from the prior year. This decrease is reflective of operations slowing due to the COVID-19 pandemic.

Maintenance & Repair: Maintenance & Repair costs have increased by \$1,000, or 6.46%.

Utilities/Other Services: This account line has slightly decreased by \$1,071, or 1.17%.

Insurance/Contracts: There is no change in this account from the previous year.

Other Expenditures: This category accounts for non-capital items and other general departmental needs. This account has an increase of \$35,065, or 51.87%.

Capital Improvements: Capital Improvement expenditures decreased due to the completion of three new hangars; built at the airport in the previous year. This is a decrease of \$66,667, or 100%.

REGIONAL & KICKAPOO AIRPORT FUND

MISSION

The Aviation Division includes two Airports: Wichita Falls Regional Airport and Kickapoo Downtown Airport. In addition, the City acquired the fixed base operations at Regional in late 2020. Regional Airport is a Part 139 FAA/TSA regulated commercial Airport with a General Aviation apron. Kickapoo Downtown Airport is a General Aviation Airport under TxDOT jurisdiction. Both Airports provide modern facilities and infrastructure that accommodate commercial, private, and military aviation services and ensure an environment for safe and secure aviation activities for the region.

SERVICES PROVIDED

Regional Airport

- Provide Customer Service Support to passengers during arrivals and departures of flights.
- Monitor services provided by Airport Tenants: Envoy Airlines, Avis/Budget, Hertz, and Southern Girl Café
- Provide support and service for parking systems.
- Provide counter and ground services for all charter flights.
- Ensure Airport is in compliance with FAA and TSA requirements.
- Schedule and perform all maintenance and service of facilities.

Kickapoo Airport

- Provide Customer Service to all tenants and transient aircraft.
- Provide fuel and towing service for all tenants and transient customers, as requested.
- Perform all required service and inspections on fuel farm and fuel trucks.
- Perform airfield and hanger maintenance.

Regional FBO

- Provide Customer Service to all tenants and transient aircraft.
- Provide fuel and towing services for all tenants and transient customers, as requested.
- Perform all required service and inspections on fuel Farm and fuel trucks.
- Perform airfield and hanger maintenance.
- Provide fuel services for American Airline scheduled aircraft.
- Provide fuel services for commercial aircraft diversions.
- Ensure FBO is in compliance with FAA and TSA requirements.

FY2021 ACCOMPLISHMENTS

Regional Airport

- Continually operated with minimal issues during the Covid restrictions
- Worked with American Airlines to re-establish all 4 flights after the Covid restrictions were lifted.
- Worked with charter airlines to re-establish service.
- Maintained compliance with FAA and TSA with increased restrictions during Covid.
- Planned 5-year CIP

REGIONAL & KICKAPOO AIRPORT FUND

Kickapoo Airport

- Cross train all linemen between Kickapoo and the Regional FBOs
- Continually operated with minimal issues during the Covid restrictions
- Planned 5-year CIP
- Coordinate with TxDOT to build New Hangers (design is completed)

Regional FBO

- Continually operated with minimal issues during the Covid restrictions
- Maintained compliance with FAA and TSA with increased restrictions during Covid.
- Planned 5-year CIP

CONTACT INFORMATION

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Airports Administrator
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jon.waltjen@wichitafallstx.gov

REGIONAL & KICKAPOO AIRPORT FUND

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Engage other commercial airlines to serve Regional Airport	1. Accelerate Economic Growth	1.7 Look for post-pandemic economic opportunities	Engage up to five new airlines to gauge interest in providing service to Wichita Falls Regional	5	5
Ensure Airline delivers inbound baggage within 15-minutes	4. Efficiently Deliver City Services	4.5 Promote and encourage innovation	Monitor airline to ensure 15-minute inbound baggage delivery time	10-15 minutes	10-15 minutes
Generate Additional Revenue Streams and Income	4. Efficiently Deliver City Services	4.4 Practice Effective Governance	Ensure that Airports Division remains profitable	Baseline	5% Growth
Focus on Excellent Customer Service	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer service	Training and reviewing customer service actions; Building accountability among all staff	100%	100%
Explore opportunities to use FAA Entitlement grants to support Sheppard	1. Accelerate Economic Growth	1.5 Support a thriving Sheppard AFB	The City will not be able to use the annual Entitlement grant for the next 11 years. Work with Sheppard and the FAA to find airfield projects that will benefit both the City and Sheppard AFB	\$0	\$1,000,000

BUDGET CHANGES

- FBO is a new division which makes FY2021-22 the first time it will be reported in the City's Adopted Budget. Through Council approval, FBO was allocated funds to purchase equipment and supplies in FY2019-20 to ensure implementation of the program in FY2020-21. This budget amendment was then reflected in the Revised Budget for FY2020-21.
- The major change in the Kickapoo Airport budget was due to the completion of hangar construction.

REGIONAL & KICKAPOO AIRPORT FUND

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Regional Airport Operations			
Expenditures:			
Personnel Services	163,440	213,327	248,005
Supplies	8,200	12,100	12,300
Maintenance & Repair	54,000	66,603	71,762
Utilities/Other Services	160,570	182,853	179,357
Insurance & Contract Supp.	40,409	25,000	25,000
Other Expenditures	210,681	263,642	269,925
Capital Improvements	-	-	-
Transfers Out	85,138	444,057	668,879
TOTAL Expenditures	\$722,438	\$1,207,582	\$1,475,228



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Regional Airport FBO			
Expenditures:			
Personnel Services	19,149	-	285,205
Supplies	12,975	-	322,137
Maintenance & Repair	5,343	-	49,990
Utilities/Other Services	-	-	28,160
Insurance & Contract Supp.	-	-	22,603
Other Expenditures	-	-	30,496
Capital Improvements	123,521	-	-
TOTAL Expenditures	\$160,988	-	\$738,591

REGIONAL & KICKAPOO AIRPORT FUND



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Kickapoo Airport Operations			
Expenditures:			
Personnel Services	257,137	274,032	332,868
Supplies	324,544	483,262	443,406
Maintenance & Repair	3,210	15,470	16,470
Utilities/Other Services	97,127	91,772	90,701
Insurance & Contract Supp.	21,335	24,000	24,000
Other Expenditures	53,601	67,603	102,668
Capital Improvements	20,223	66,667	-
Transfers Out	32,570	-	-
TOTAL Expenditures	\$809,748	\$1,022,806	\$1,010,113

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Clerk	1.50	1.50	1.50
Airport Lineman	0.00	0.00	0.00
Airport Operations S	1.00	1.00	1.00
Ap Lineman - Temp	0.00	0.00	0.00
Airport Administrator	0.60	0.60	0.60
TOTAL- Regional Airport	3.10	3.10	3.10
Administrative Clerk	0.00	1.00	1.00
Lead Airport Lineman	0.00	1.00	1.00
Airport Lineman	0.00	3.00	3.00
AP Lineman - Temp	0.00	1.00	1.00
TOTAL- FBO Regional Airport	0.00	6.00	6.00
*FY2020-21 reflects positions added to the Revised Budget.			
Airport Lineman	2.00	2.00	2.00
Airport Operations S	1.00	1.00	1.00
AP Lineman - Temp	0.00	0.00	0.00
Lead Airport Lineman	1.00	1.00	1.00
Airport Administrator	0.40	0.40	0.40
TOTAL- Kickapoo Airport	4.40	4.40	4.40

*No change in FTE from previous fiscal year.

REGIONAL & KICKAPOO AIRPORT FUND

EXPENDITURES BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Regional Airport Operations			
Expenditures:			
Salaries - Supervision	43,624	43,039	50,880
Salaries - Clerical	27,882	34,944	40,155
Pool Clerical	-	-	-
Salaries-Operational	55,568	44,658	55,836
Pool Operational	57	53,800	58,400
Overtime	788	-	1,200
Terminal Pay	-	-	-
Stability Pay	2,420	2,420	2,420
Cell Phone Allowance	1,099	1,080	1,080
FICA	9,044	9,292	11,241
TMRS Retirement	14,343	15,215	19,110
Life Insurance Contribution	119	118	122
Disability Insurance Contrib	87	85	93
Health Insurance Contributions	8,410	8,676	7,468
Supplies-Minor Tools and Equip	1,424	2,300	2,300
Supplies-Minor Furniture	-	-	-
Supplies-Office	848	2,000	2,000
Supplies-Janitorial	122	400	400
Supplies-Concession	650	1,500	1,500
Supplies-Clothing and Uniforms	1,230	2,500	2,500
Supplies-Other	3,926	3,400	3,600
Maint-PC Hardware	5,595	7,800	7,800
Maint-PC Software	-	-	86
Maint-Systems Software	-	-	-
Maint-Heating/Cooling Systems	2,346	3,127	3,200
Maint-Buildings	9,291	11,350	11,350
Maint-Airport	36,768	44,326	49,326
Maint-Other Buildings	-	-	-
Services-Telephone	3,484	4,151	4,026
Service-Wireless PhoneAircards	2,488	3,000	3,000
Services-Electricity	83,112	93,293	85,790
Services-Elec Airport Conces	2,240	4,000	4,000
Services-Gas	17,334	22,522	20,585
Services-Wtr/Sewer/Sanitation	5,798	5,300	5,748
Services-Cable TV	1,832	2,000	2,000
Services-Central Garage	4,959	8,198	10,496
Services-Bank	15,199	17,104	19,400
Services-Audit	13,613	7,385	8,800
Services-Other Professional	1,534	2,800	2,800
Services-Employee Physicals	539	600	612
Services-Advertising	7,389	11,000	11,000
Services-Binding/Printing	438	500	100
Services-Other Miscellaneous	612	1,000	1,000
Worker's Compensation	1,488	-	-
Unemployment Compensation	683	-	-
Insurance Expense	38,238	25,000	25,000
Travel Expenses	-	4,400	4,400

REGIONAL & KICKAPOO AIRPORT FUND

Education Registration	700	2,150	2,650
Lease Payments	614	1,000	641
Memberships	632	600	600
Boards/Local Meetings	-	250	250
Rent-Land/Structures	50,397	52,862	54,448
Public Relation/Promo	1,886	6,000	6,000
Postage/Freight	340	400	-
Matching Contributions	-	40,464	50,000
Administrative Overhead	135,684	141,064	132,819
Data Processing Services	20,427	14,452	18,117
Construction-Engineering Fees	-	-	-
Machines/Tools/Implements	-	-	-
Office Furniture/Fixtures	-	-	-
Signs	-	-	-
Oper Transfer-Other	85,138	444,057	668,879
TOTAL Expenditure:	\$722,438	\$1,207,582	\$1,475,228

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Regional Airport FBO			
Expenditures:			
Salaries - Clerical	2,072	-	31,583
Salaries-Operational	14,212	-	183,699
Pool Operational	-	-	-
Overtime	17	-	-
Terminal Pay	-	-	-
Stability Pay	-	-	-
Cell Phone Allowance	-	-	-
FICA	1,221	-	15,842
TMRS Retirement	1,599	-	25,679
Life Insurance Contribution	16	-	172
Disability Insurance Contrib	12	-	128
Health Insurance Contributions	-	-	26,852
HSA Contributions-Employer	-	-	1,250
Supplies-Minor Tools and Equip	3,182	-	2,010
Supplies-Office	1,424	-	1,200
Supplies-Janitorial	-	-	500
Supplies-Mechanical	2,704	-	-
Supplies-Concession	-	-	2,000
Supplies-Catering Food	-	-	1,200
Supplies-Botanical/Agriculture	-	-	500
Supplies-Clothing and Uniforms	119	-	3,000
Supplies-Personal Computers	2,762	-	-
Supplies-PC Software	830	-	-
Supplies-Kickapoo Fuel&Oil-CGS	-	-	311,227
Supplies-Radios	-	-	-
Supplies-Other	1,954	-	500
Maint-Machine/Tools/Implements	-	-	2,940
Maint-Radios	5,343	-	500
Maint-PC Hardware	-	-	1,000
Maint-Heating/Cooling Systems	-	-	1,500
Maint-Buildings	-	-	10,050
Maint-Airport	-	-	25,000
Maint-Other Buildings	-	-	9,000
Services-Telephone	-	-	2,500
Service-Wireless PhoneAircards	-	-	960

REGIONAL & KICKAPOO AIRPORT FUND

Services-Electricity	-	-	7,500
Services-Gas	-	-	2,000
Services-Wtr/Sewer/Sanitation	-	-	500
Services-Cable TV	-	-	700
Services-Central Garage	-	-	-
Services-Bank	-	-	10,000
Services-Other Professional	-	-	500
Services-Employee Physicals	-	-	500
Services-Lab Proficiency Test	-	-	-
Services-Advertising	-	-	1,500
Services-Binding/Printing	-	-	500
Services-Other Miscellaneous	-	-	1,000
Insurance Expense	-	-	22,603
Travel Expenses	-	-	700
Education Registration	-	-	1,000
Lease Payments	-	-	27,796
Public Relation/Promo	-	-	1,000
Postage/Freight	-	-	-
Matching Contributions	-	-	-
Other Improvements	-	-	-
Motor Vehicles	37,693	-	-
Other Vehicles	-	-	-
Machines/Tools/Implements	43,005	-	-
Office Furniture/Fixtures	-	-	-
Radios	-	-	-
Other Machinery and Equipment	42,823	-	-
TOTAL Expenditure:	\$160,988	-	\$738,591

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Kickapoo Airport Operations			
Expenditures:			
Salaries - Supervision	29,083	28,679	29,387
Salaries - Clerical	-	-	-
Pool Clerical	-	-	-
Salaries-Operational	148,879	170,737	218,574
Pool Operational	3,976	-	-
Overtime	1,321	1,200	1,500
Terminal Pay	-	-	-
Stability Pay	2,420	2,420	2,558
Cell Phone Allowance	366	360	360
FICA	14,127	12,126	15,986
TMRS Retirement	25,409	27,559	35,357
Life Insurance Contribution	213	216	222
Disability Insurance Contrib	157	157	166
Health Insurance Contributions	30,681	30,059	27,750
HSA Contributions-Employer	506	518	1,008
Supplies-Minor Tools and Equip	2,143	2,063	2,065
Supplies-Office	290	1,200	1,200
Supplies-Janitorial	848	1,250	500
Supplies-Concession	1,085	2,000	2,000
Supplies-Catering Food	175	500	1,200
Supplies-Botanical/Agriculture	1,000	1,000	1,000
Supplies-Clothing and Uniforms	1,198	2,000	3,544
Supplies-Kickapoo Fuel&Oil-CGS	316,543	468,449	428,197
Supplies-Kickapoo Maps/Pil-CGS	742	3,600	2,500

REGIONAL & KICKAPOO AIRPORT FUND

Supplies-Other	520	1,200	1,200
Maint-Machine/Tools/Implements	200	1,500	1,500
Maint-Radios	473	950	500
Maint-Meters	-	-	-
Maint-PC Hardware	340	2,500	1,800
Maint-Heating/Cooling Systems	1,202	1,500	1,500
Maint-Buildings	877	4,020	5,170
Maint-Airport	-	-	-
Maint-Other Buildings	118	5,000	6,000
Services-Telephone	5,909	9,703	8,008
Service-Wireless PhoneAircards	1,199	1,300	1,300
Services-Electricity	11,824	15,996	13,901
Services-Elect Airport Hangar	8,850	10,000	10,000
Services-Gas	1,432	1,470	1,444
Services-Wtr/Sewer/Sanitation	2,694	2,000	2,374
Services-Central Garage	38,175	29,547	19,738
Services-Bank	22,989	16,000	28,337
Services-Audit	917	655	-
Services-Other Professional	480	1,000	1,000
Services-Employee Physicals	1,742	2,000	1,999
Services-Advertising	82	1,001	1,550
Services-Binding/Printing	-	100	50
Services-Other Miscellaneous	835	1,000	1,000
Worker's Compensation	-	-	-
Unemployment Compensation	1,521	-	-
Insurance Expense	19,164	23,000	23,000
Claims and Settlements	650	1,000	1,000
General Liability Claims	-	-	-
Travel Expenses	-	2,400	2,400
Education Registration	375	1,500	1,000
Lease Payments	1,736	1,850	1,818
Memberships	40	300	300
Boards/Local Meetings	-	300	300
Public Relation/Promo	972	1,000	1,000
Postage/Freight	271	500	-
Matching Contributions	-	10,000	50,000
Administrative Overhead	32,034	32,811	31,383
Data Processing Services	18,173	16,942	14,467
Buildings	-	66,667	-
Construction-Engineering Fees	-	-	-
Motor Vehicles	20,223	-	-
Oper Transfer-Other	32,570	-	-
TOTAL Expenditure:	\$809,748	\$1,022,806	\$1,010,113

FLEET MAINTENANCE FUND

Fleet Maintenance Fund:

The Fleet Maintenance Fund is an Internal Service Fund and is responsible for the maintenance and replacement of the City's fleet of vehicles and equipment. The budget for the Fleet Maintenance Fund is \$10,518,922. This is an increase of \$180,741, or 1.75%, from the previous year. The Adopted 2021-22 budget increases are due to the increases in fuel costs and the implementation of the MAG study.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Fleet Maintenance Fund			
Revenues			
Service Charges	10,331,610	10,250,181	10,422,936
Misc. Revenues	61,771	88,000	95,986
Transfer In	3,609,331	-	-
Total Revenues	14,002,713	10,338,181	10,518,922
Expenditures			
Personnel Services	2,191,258	2,203,879	2,260,982
Supplies	2,437,740	3,068,695	3,129,871
Maintenance & Repair	2,143,555	1,976,805	2,024,738
Utilities/Other Services	71,216	71,614	121,278
Insurance & Contract Supp.	39,244	127,552	67,467
Debt Expenditures	35,815	475,815	474,816
Other Expenditures	189,522	199,348	217,056
Capital Improvements	1,900,998	1,902,473	1,910,714
Transfers Out	312,000	312,000	312,000
Total Expenditures	9,321,349	10,338,181	10,518,922

FLEET MAINTENANCE FUND

REVENUES



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Fleet Maintenance			
Revenues:			
County Vehicle Maintenance	193,612	299,724	229,436
MPEC Vehicle Maintenance	20,822	14,319	12,598
Golf Course Vehicle Maintenance	15,514	16,377	17,578
Volunteer Fire Dept Fuel Sales	4,441	9,711	8,778
WCWID#2 Fuel Sales	2,772	3,857	3,491
Region Public Trans Fuel Sales	37,274	54,047	-
Vernon Coll Law Enforcemt Acad	-	160	-
Central Garage Services	9,844,944	9,483,500	10,151,055
Transit Garage Services	212,232	368,486	-
Office Space Rental	12,000	12,000	12,000
Sale of Fixed Assets	49,395	75,000	82,986
Sale of Junk	376	1,000	1,000
Operating Transfers In	-	-	-
TOTAL Revenue	\$10,393,381	\$10,338,181	\$10,518,922

FY 2021-22 Revenue by Source



■ MPEC Vehicle Maintenance	00.12%	■ County Vehicle Maintenance	2.18%
■ Volunteer Fire Dept Fuel Sales	00.08%	■ Golf Course Vehicle Maint	00.17%
■ Central Garage Services	96.50%	■ WCWID#2 Fuel Sales	00.03%
■ Office Space Rental	00.11%	■ Sale of Fixed Assets	00.79%
■ Sale of Junk	00.01%		

FLEET MAINTENANCE FUND

Revenue Key Points:

County Vehicle Maintenance:

The City's Fleet Maintenance Division provides fleet services such as maintenance and repair and fuel sales to Wichita County. This is a significant source of revenue for the Fleet Maintenance Fund. With the completion of the Transit center in FY2021-22, some of this revenue will be received through that facility.

Central Garage Services:

This is an internal service transfer-in from a combination of the General, Sanitation, Water & Sewer, and Storm Water Fund to keep the City's vast fleet of vehicles and equipment operational. The \$667,555, or 7.04%, increase is due to the current economic uncertainty in relation to fuel, vehicle, and vehicle supplies. At the creation of this budget, new vehicle and fuel prices had skyrocketed from previous levels.

Operating Transfers In:

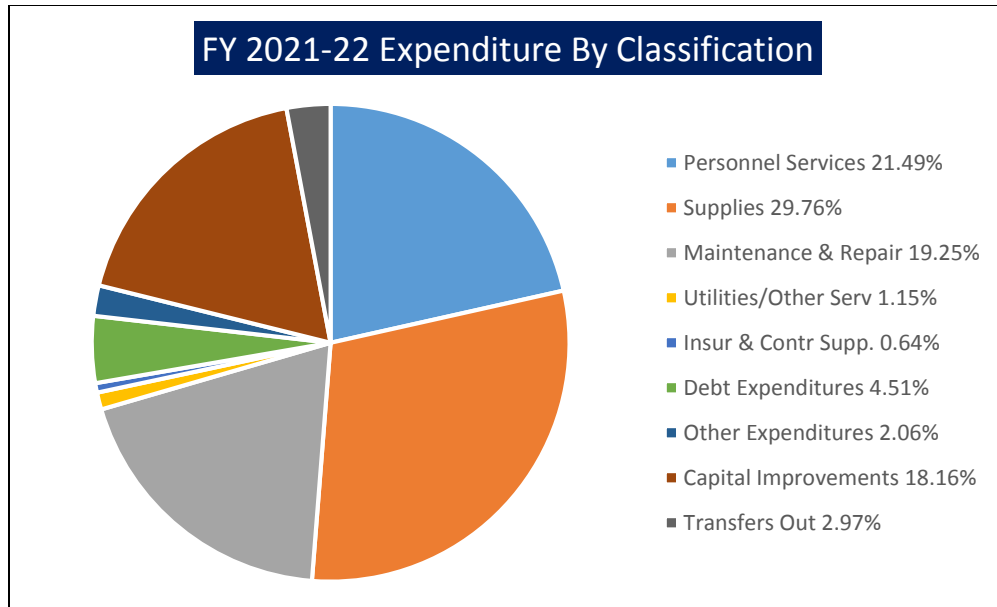
A Transfer In will not be needed in the FY2021-22 budget.

EXPENDITURES



Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Fleet Maintenance Fund			
Expenditures			
Personnel Services	2,191,258	2,203,879	2,260,982
Supplies	2,437,740	3,068,695	3,129,871
Maintenance & Repair	2,143,555	1,976,805	2,024,738
Utilities/Other Serv	71,216	71,614	121,278
Insur & Contr Supp.	39,244	127,552	67,467
Debt Expenditures	35,815	475,815	474,816
Other Expenditures	189,522	199,348	217,056
Capital Improvements	1,900,998	1,902,473	1,910,714
Transfers Out	312,000	312,000	312,000
Total Expenditures	9,321,349	10,338,181	10,518,922

FLEET MAINTENANCE FUND



Personnel Services: As indicated in the charts above, Personnel Services account for 21% of all expenditures in the Fleet Maintenance Fund. The Adopted Budget has a \$57,103, or 2.59%, increase from the FY2020-21 Adopted Budget. This is due to implementation of the MAG study.

Supplies: Supplies in the Fleet Maintenance Fund total \$3,130,146, which is a \$61,176, or 1.99%, increase from the prior year. The increase is a direct result of the increase in fuel and vehicle supply costs.

Maintenance & Repair: Maintenance & Repair costs have increased by \$47,933, or 2.42%. This increase is due to the increase in cost of repair parts.

Utilities/Other Services: This account has increased by \$49,664 or 69.35%.

Insurance/Contracts: Insurance & Contracts expenses have decreased by \$60,085, or 47.11%. This decrease can be attributed to a decrease in needed worker's compensation.

Debt Expenditures: This category accounts for debt service of \$474,816. Detailed information about debt issued by the City of Wichita Falls, can be found in the debt section of this document, and is available online in the City's Audited [Comprehensive Annual Financial Report](#).

Other Expenditures: This account increased \$17,708, or 8.88%, from the previous year due to increase in software contract.

Capital Improvements: Capital Improvement expenditures increased by \$8,241, or 0.43% due to the decrease in vehicle replacements in the previous fiscal year as a response to the pandemic.

Transfers Out: There is no change in this account from the previous year.

FLEET MAINTENANCE FUND

MISSION

We Keep Wichita Falls Moving Forward

SERVICES PROVIDED

- Provide Fuel for City fleet and other outside agencies
- Provide quality and timely repairs/maintenance for all divisions and contracted outside agencies
- Towing service
- Roadside assistance
- Infield services and repairs
- Fire apparatus maintenance/repair
- Small engine maintenance/repair

FY2021 ACCOMPLISHMENTS

- Main Shop work orders: 2,476
- Service Station Work Orders: 2,991
- Service Truck Work Orders: 46
- Fire Shop Work Orders: 156
- Small Engine Shop Work Orders: 1,130
- Landfill Work Orders: 12
- Fuel from Service Station: 414,470.99 gallons of Unleaded and 551,245.84 gallons of Diesel
- Fuel Truck deliveries: 9,956.50 gallons of Unleaded and 67,829.40 gallons of Diesel
- Fire Department remote fuel tanks: 5,883.19 gallons of Diesel
- Contracting with Wichita County Tax Assessor for Vehicle registrations printed in-house.

CONTACT INFORMATION

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Central Services Superintendent
940-761-7931
wade.looney@wichitafallstx.gov

FLEET MAINTENANCE FUND

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Continue to provide quality service to our customers	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer service	Make repairs in a timely fashion to reduce down time	100%	100%
Continue Fuel Contracts with Wichita county and VFD's	4. Efficiently Deliver City Services	4.3 Streamline municipal business processes	Providing cost affordable fuel to agency partners, as well as averaging the cost of the fuel system over all users	100%	100%
Facility Improvements	2. Provide Quality Infrastructure	2.1 Upgrade or replace outdated facilities	Actual completed project.	Overhead door, vehicle lifts, and shop heater replacement	Modernize restroom facilities; overhead door, vehicle lifts, and shop heater replacements; Convert old transit shop to fire/radio use
Contract with the County Tax office to do vehicle registrations in-house	4. Efficiently Deliver City Services	4.3 Streamline municipal business processes	By processing registrations on-line, it reduces staff travel and wait times to secure vehicle registrations	Wait time of 40 hours/year	Wait time of 3 hours/year

BUDGET CHANGES

- Increase in fuel costs (diesel and unleaded fuels), repair parts, and vehicles.
- Budgeted amount for Capital Improvements remained similar to the previous year. In this fund, Capital Improvements refers to the purchase of City Fleet equipment, providing replacement when vehicles and equipment reach end-of-life.

FLEET MAINTENANCE FUND

EXPENDITURES BY CLASSIFICATION



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Fleet Maintenance Fund			
Expenditures			
Personnel Services	2,191,258	2,203,879	2,260,982
Supplies	2,437,740	3,068,695	3,129,871
Maintenance & Repair	2,143,555	1,976,805	2,024,738
Utilities/Other Services	71,216	71,614	121,278
Insurance & Contract Supp.	39,244	127,552	67,467
Debt Expenditures	35,815	475,815	474,816
Other Expenditures	189,522	199,348	217,056
Capital Improvements	1,900,998	1,902,473	1,910,714
Transfers Out	312,000	312,000	312,000
Total Expenditures	9,321,349	10,338,181	10,518,922

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Administrative Secretary	1.00	1.00	1.00
Auto Services Coordinator	1.00	1.00	1.00
Automotive Mechanic	16.00	16.00	16.00
Automotive Service W	6.00	6.00	6.00
Central Service Supervisor	1.00	1.00	1.00
Fire Equipment Mechanic	2.00	2.00	2.00
Landfill Mechanic	1.00	1.00	1.00
Lead Auto Service Wo	1.00	1.00	1.00
Senior Admin Clerk	1.00	1.00	1.00
Store Clerk	2.00	2.00	2.00
Warehouse Supervisor	1.00	1.00	1.00
Welder	2.00	2.00	2.00
Dir. Of Aviation, Traffic & Transportation	0.85	0.85	0.85
TOTAL- Fleet Maintenance	35.85	35.85	35.85

*No changes in personnel or FTE from the previous year.

FLEET MAINTENANCE FUND

EXPENDITURE BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Fleet Maintenance			
Expenditures:			
Salaries - Supervision	175,480	173,369	181,167
Salaries - Clerical	56,414	70,574	67,985
Salaries-Operational	1,218,231	1,212,183	1,295,380
Pool Operational	-	-	-
Overtime	25,923	12,000	15,000
Terminal Pay	2,379	-	-
Stability Pay	31,489	33,083	32,562
Cell Phone Allowance	2,199	2,160	2,160
FICA	108,162	105,020	114,669
TMRS Retirement	230,722	244,973	261,654
Life Insurance Contribution	1,908	1,925	1,983
Disability Insurance Contrib	1,393	1,379	1,511
Health Insurance Contributions	335,591	345,659	285,903
HSA Contributions-Employer	1,368	1,554	1,008
Supplies-Motor Vehicle	480,263	632,805	629,948
Supplies-Motor Vehicle Fuel	1,787,530	2,228,000	2,283,728
Supplies-Small Engine Equip	23,316	28,870	33,015
Supplies-Minor Tools and Equip	22,100	18,400	16,900
Supplies-Minor Furniture	-	141	229
Supplies-Office	3,603	6,075	6,150
Supplies-Medical/Drug	435	3,500	3,500
Supplies-Physician	-	-	-
Supplies-Janitorial	-	100	100
Supplies-Clothing and Uniforms	9,011	10,420	14,125
Supplies-Periodicals/Supplemts	-	300	300
Supplies-Container	8,523	15,000	26,400
Supplies-PC Software	7,019	8,888	8,880
Supplies-Other	95,941	116,196	106,596
Maint-Motor Vehicles	2,078,796	1,894,343	1,953,796
Maint-Machine/Tools/Implements	8,964	13,800	14,300
Maint-Radios	-	450	730
Maint-PC Hardware	-	-	-
Maint-Systems Hardware	110	500	500
Maint-PC Software	300	300	300

FLEET MAINTENANCE FUND

Maint-Systems Software	20,712	30,000	6,500
Maint-Heating/Cooling Systems	1,674	5,000	7,500
Maint-Reservoirs/Tanks	8,066	8,800	16,500
Maint-Buildings	15,873	9,440	9,940
Maint-Central Garage	9,061	14,172	14,672
Services-Telephone	3,644	5,841	4,974
Service-Wireless PhoneAircards	896	360	1,540
Services-Electricity	20,162	24,500	22,340
Services-Gas	6,786	8,419	7,797
Services-Wtr/Sewer/Sanitation	9,957	7,000	8,942
Services-Bank	7,443	8,351	7,945
Services-Audit	13,124	9,293	9,565
Services-Other Professional	420	-	50,000
Services-Employee Physicals	7,723	7,150	8,075
Services-Binding/Printing	1,060	700	100
Worker's Compensation	32,620	126,052	67,467
Unemployment Compensation	1,332	1,500	-
Insurance Expense	5,108	-	-
Claims and Settlements	-	-	-
General Liability Claims	185	-	-
Bond Principal Payments	-	440,000	447,693
Bond Interest Payments	35,815	35,815	27,123
Travel Expenses	1,258	8,400	6,400
Education Registration	635	5,100	5,100
Lease Payments	1,350	1,575	1,475
Memberships	360	750	750
Rent-Equipment	-	-	-
Postage/Freight	1,916	1,250	1,250
Administrative Overhead	165,024	162,262	165,200
Data Processing Services	18,979	20,011	36,881
Buildings	15,775	41,900	31,400
Motor Vehicles	1,708,825	1,832,323	1,845,314
Machines/Tools/Implements	-	28,250	33,000
Pumps/Motors	-	-	-
PC Computer Equipment	41,451	-	1,000
Other Machinery and Equipment	134,946	-	-
Oper Transfer-General	312,000	312,000	312,000
TOTAL Expenditure:	\$9,321,349	\$10,338,181	\$10,518,922

INFORMATION TECHNOLOGY FUND

The Information Technology Fund is an Internal Service Fund and is responsible for the maintenance and replacement of the City's computers and ancillary devices, network infrastructure, and communications equipment. The budget for the Information Technology Fund is \$3,348,430. This is a decrease of \$465,151, or 12.20%, from the previous year. The Adopted 2021-22 budget includes a conservative revenue and expenditure projection, which plans to fund new and/or unexpected technology projects with fund balance, if needed.



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Information Technology Fund			
Revenues			
Service Charges	3,584,440	3,813,581	3,348,430
Transfer In	184,500	-	-
Total Revenues	3,768,940	3,813,581	3,348,430
Expenditures			
Personnel Services	1,150,032	1,238,424	1,405,291
Supplies	253,689	179,144	177,568
Maintenance & Repair	786,697	977,750	1,094,752
Utilities/Other Services	164,021	118,127	200,366
Insurance & Contract Supp.	15	-	-
Other Expenditures	5,639	885,036	25,299
Capital Improvements	1,316,768	415,100	445,154
Transfers Out	-	-	-
Total Expenditures	3,676,860	3,813,581	3,348,430

INFORMATION TECHNOLOGY FUND

REVENUES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Information Technology Fund			
Revenues			
Service Charges	3,584,440	3,813,581	3,348,430
Transfer In	184,500	-	-
Total Revenues	3,768,940	3,813,581	3,348,430

Service Charges:

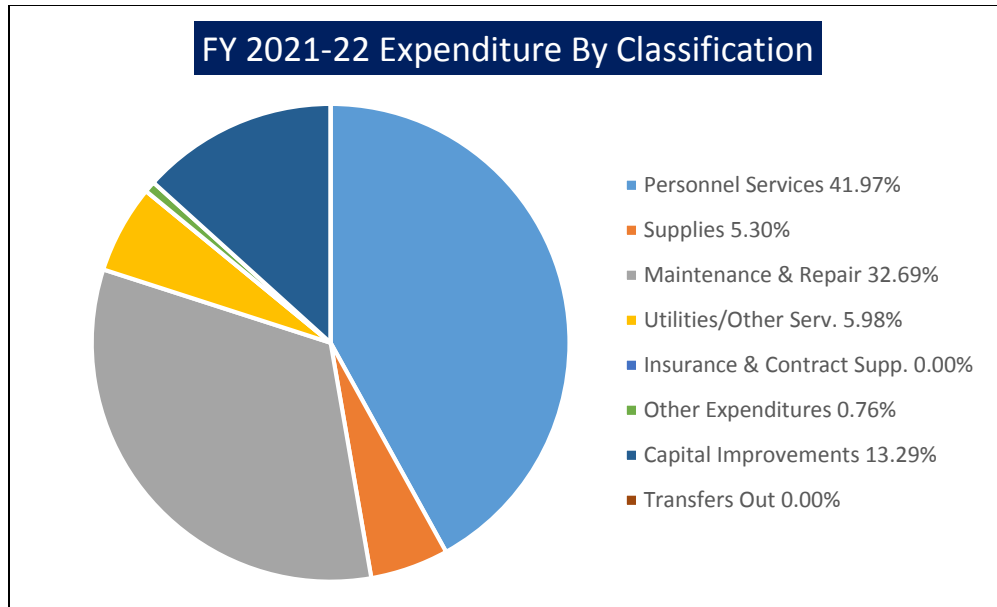
Revenue from Service Charges has a decrease of \$465,151, or 12.20%. This fund's total budget has decreased due to a decreased need to fund capital in the current year. Funds needed in future years, will be addressed in the next year's budget, and will be moved to a capital fund, where they can be tracked and expended more easily.

EXPENDITURES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Information Technology Fund			
Expenditures			
Personnel Services	1,150,032	1,238,424	1,405,291
Supplies	253,689	179,144	177,568
Maintenance & Repair	786,697	977,750	1,094,752
Utilities/Other Services	164,021	118,127	200,366
Insurance & Contract Supp.	15	-	-
Other Expenditures	5,639	885,036	25,299
Capital Improvements	1,316,768	415,100	445,154
Transfers Out	-	-	-
Total Expenditures	3,676,860	3,813,581	3,348,430

INFORMATION TECHNOLOGY FUND



Personnel Services: As indicated in the charts above Personnel Services accounts for 42% of all expenditures in the Information Technology Fund. The Adopted Budget increased \$166,867, or 13.47%, from the FY 2020-21 Adopted Budget.

Supplies: Supply expenses have decreased \$1,576, or 0.88%. This is similar to the budgeted amount in FY2020-21.

Maintenance & Repair: Maintenance and repair expenses have increased \$117,002, or 11.97%. This is due to an increase of more effective software and technology enhancements citywide. The Mobile Data Terminal (MDT) project for the Police Department was also completed in the prior year.

Utilities/Other Services: This account line has increased by \$82,239 or 69.62%. An increase of utility and software agreements make up the majority of the increase.

Other Expenditures: This account decreased by \$859,737 from the previous year. This is due to a decrease in budget contingency which is not needed in FY2021-22 because of sufficient fund balance levels. In years when large projects are planned to occur, this amount is increased to maintain adequate reserves.

Capital Improvements: Capital Improvements increased by \$30,054 to account for increases in funding for annual Network Gear and Server upgrades.

COVID-19 Response: In the prior year, many technological improvements were necessary to effectively continue delivering City services during the stay-at-home order and continuing shutdowns. This caused the expenditures for the Information Technology Fund to increase to meet the needs of the City departments. As upgrades are completed, City Services are moving back to a normal environment, decreasing expenditures for FY 2021-2022.

INFORMATION TECHNOLOGY FUND

MISSION

To assist the City's effort in achieving maximum efficiency and productivity by integrating people, processes, and technology. This is accomplished by leveraging technological tools, methods, and strategic partners to provide solutions that support the delivery of quality services to our community. This division is staffed with 17 full time positions.

SERVICES PROVIDED

- Provide technical support to over 900 PC's and 1300 users within all City departments, includes 24x7x365 for Public Safety.
- Maintain 155 on premise servers, 270 network devices, 900 email accounts, 175 mobile devices, and 620 VOIP phones.
- Perform and maintain data backups and disaster recovery plans for 90 TB's of data.
- Maintain 500 voice radios and 5 base stations.
- Maintain multiple Enterprise Resource Planning (ERP) systems.
- Conduct State Mandated Cyber Security Training for all of the City's end users.
- Provide Project Management for large and small scale technology projects for all City departments.

FY2021 ACCOMPLISHMENTS

- Replaced 160 PC's as part of our annual PC replacement project.
- Completed the AT&T IPFlex deployment. This is projected to give the City over \$200,000 in savings on our AT&T services while adding additional technical flexibility.
- Replaced 100 network devices with funds awarded to the City as part of the CARES Act.
- Replaced 9 microwave data links and 20 video phones to accommodate social distancing requirements with funds awarded to the City as part of the CARES Act.
- Deployed a new in car video and interview room recording system for the Police Department.
- Upgraded the City's antivirus detection and protection system.
- Installed new voice and data communication equipment in the Police Department's 22 new vehicles.
- Replaced or upgraded 15 servers to get them on current supported software and hardware.
- Upgraded Housing and Inspection's systems to accommodate social distancing and remote capabilities.

CONTACT INFORMATION

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INFORMATION TECHNOLOGY FUND

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Helpdesk Tickets Created	4. Efficiently Deliver City Services	4.2 4.3 4.4 4.5	2847	2900	2800
Helpdesk Tickets Closed per Day	4. Efficiently Deliver City Services	4.2 4.3 4.4 4.5	1917	1600	1900
Helpdesk Tickets Closed within 24 hours	4. Efficiently Deliver City Services	4.2 4.3 4.4 4.5	73%	75%	76%

BUDGET CHANGES

- Overall, the Information Technology fund decreased from the previous year due to a decrease in budget contingency which will not be needed in FY2021-22. Fund balance is sufficient to account for unforeseen and immediately necessary capital projects in the Information Technology Fund.

EXPENDITURES BY CLASSIFICATION



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Information Technology Fund			
Expenditures			
Personnel Services	1,150,032	1,238,424	1,405,29
Supplies	253,689	179,144	177,568
Maintenance & Repair	786,697	977,750	1,094,752
Utilities/Other Services	164,021	118,127	200,366
Insurance & Contract Supp.	15	-	-
Other Expenditures	5,639	885,036	25,299
Capital Improvements	1,316,768	415,100	445,154
Transfers Out	-	-	-
Total Expenditures	3,676,860	3,813,581	3,348,430

INFORMATION TECHNOLOGY FUND

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Bus Sys Analyst	1.00	1.00	1.00
Database Application	2.00	2.00	2.00
Gis Application Coordinator	1.00	1.00	1.00
Help Desk Technician	1.00	1.00	1.00
It Administrator	1.00	1.00	1.00
Microcomputer System	1.00	0.00	0.00
Network Analyst	0.00	2.00	2.00
Network Coordinator	2.00	2.00	2.00
Network/Data Base Ma	1.00	0.00	0.00
PC Analyst	3.00	4.00	4.00
Radio System Technic	2.00	1.00	1.00
Systems Application	1.00	2.00	2.00
Director of IT & Facilities	0.00	0.00	0.00
TOTAL- Information Technology	16.00	17.00	17.00

*No change in FTE from previous fiscal year.

EXPENDITURES BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Information Systems			
Expenditures:			
Salaries - Supervision	140,119	143,926	159,506
Salaries-Operational	673,334	731,909	853,074
Pool Operational	-	-	-
Overtime	4,591	-	-
Terminal Pay	-	-	-
Stability Pay	12,375	12,513	13,723
Cell Phone Allowance	733	720	720
FICA	59,444	63,842	74,790
TMRS Retirement	126,742	148,633	169,204
Life Insurance Contribution	1,066	1,173	1,257
Disability Insurance Contrib	690	701	953

INFORMATION TECHNOLOGY FUND

Health Insurance Contributions	126,492	130,287	127,477
HSA Contributions-Employer	4,445	4,720	4,587
Supplies-Motor Vehicle	-	-	-
Supplies-Minor Tools and Equip	3,786	4,530	4,530
Supplies-Minor Furniture	265	1,012	1,012
Supplies-Office	10,048	13,800	13,600
Supplies-Physician	-	-	-
Supplies-Mechanical	-	500	500
Supplies-Personal Computers	170,791	109,000	103,176
Supplies-System Software	18,668	-	-
Supplies-PC Software	48,600	41,672	46,050
Supplies-Other	1,531	8,630	8,700
Maint-Motor Vehicles	3,974	11,200	11,200
Maint-Machine/Tools/Implements	5,341	-	-
Maint-Radios	25,571	26,300	30,000
Maint-PC Hardware	10,974	34,500	34,500
Maint-Systems Hardware	42,995	90,200	104,450
Maint-PC Software	100,218	114,925	116,316
Maint-Systems Software	595,823	698,980	796,641
Maint-Other Equipment	1,800	1,645	1,645
Services-Telephone	52,082	5,300	75,088
Service-Wireless PhoneAircards	104,125	101,707	105,619
Services-Electricity	-	-	-
Services-Gas	704	-	622
Services-Central Garage	3,236	3,795	4,835
Services-Employee Physicals	493	-	377
Services-Advertising	-	-	-
Services-Binding/Printing	253	1,000	1,000
Services-Subcontractors Mowing	-	-	-
Services-Subcontractors	3,127	6,325	12,825
Worker's Compensation	-	-	-
Insurance Expense	15	-	-
Travel Expenses	2,360	12,200	12,200
Education Registration	1,627	10,065	11,575
Memberships	350	400	524
Postage/Freight	1,302	1,000	1,000
Budget Contingency	-	861,371	-
Other System Improvements	100,175	19,500	-
PC Computer Equipment	1,216,593	395,600	445,154
Radios	-	-	-
Other Machinery and Equipment	-	-	-
Oper Transfer-Other	-	-	-
TOTAL Expenditure:	\$3,676,860	\$3,813,581	\$3,348,430

TRANSIT FUND

Transit Fund:

The Transit Fund is an Enterprise Fund that is, for the majority, funded through Federal and State Grants. A small subsidy from the General Fund is used to cover any remaining expenditures. Due to legislation passed in response to the COVID-19 Pandemic, City Transit Operations will be subsidized with the Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds through the Federal Transportation Administration (FTA). The Transit Fund budget is \$3,390,449, which is a \$934,447, or 38.05%, increase from the previous year. Beginning in FY2021-22, Transit Operations and Preventative Maintenance will be operating out of the recently constructed Transit Center. This will allow the Transit Department to conduct in-house preventative maintenance, refueling, and cleaning on its extensive fleet of public transportation vehicles. This includes increases in fuel, supplies, implementation of the MAG study, and the purchase of 1 new transit bus.



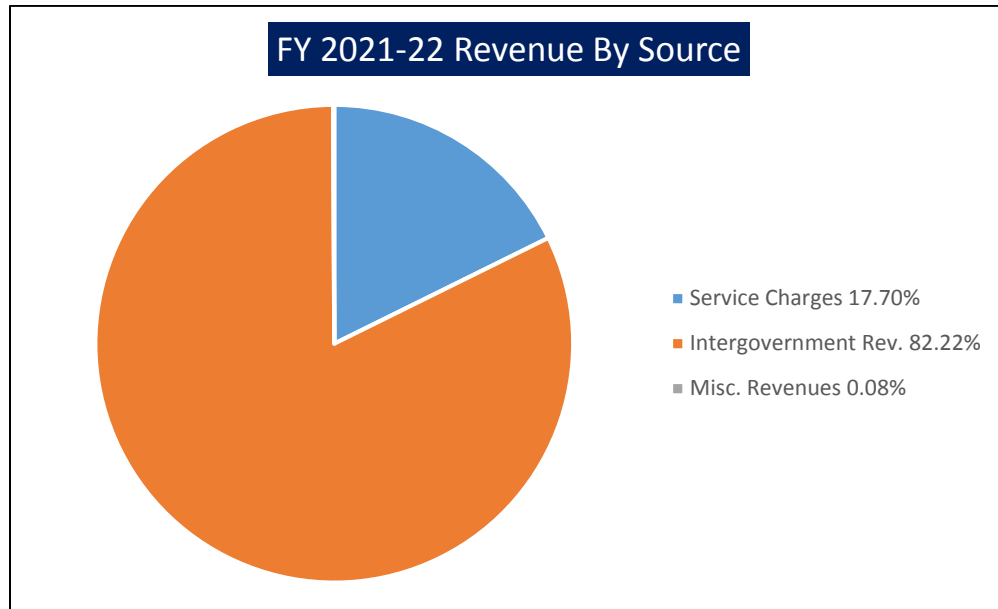
Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Transit Fund			
Revenues			
Service Charges	388,604	539,000	600,000
Intergovernmental Revenue	2,545,621	1,884,902	2,787,749
Misc. Revenues	5,001	32,100	2,700
Transfer In	-	-	-
Total Revenues	2,939,225	2,456,002	3,390,449
Expenditures			
Personnel Services	1,387,037	1,352,400	1,521,003
Supplies	318,418	481,862	643,287
Maintenance & Repair	188,850	311,956	315,343
Utilities/Other Services	159,265	150,545	234,149
Insurance & Contract Supp.	25,002	72,750	53,805
Other Expenditures	79,173	86,489	87,862
Capital Improvements	899,248	-	535,000
Transfers Out	-	-	-
Total Expenditures	3,009,085	2,456,002	3,390,449

TRANSIT FUND

REVENUES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Transit Fund			
Revenues			
Service Charges	388,604	539,000	600,000
Intergovernmental Revenue	2,545,621	1,884,902	2,787,749
Miscellaneous Revenues	5,001	32,100	2,700
Total Revenues	2,939,225	2,456,002	3,390,449



TRANSIT FUND

Revenue Key Points:

Intergovernmental Revenue: This account reflects grant funding from state and Federal sources, and, in most years, a transfer in from the general fund to subsidize the remaining expenditures in the Transit Fund. This Transfer In will not be needed in the FY2021-22 budget due to CARES Act funds being allocated to cover operations.

Service Charges: This is expected to increase \$61,000 due to the increase in ridership due to the continued recovery from the pandemic.

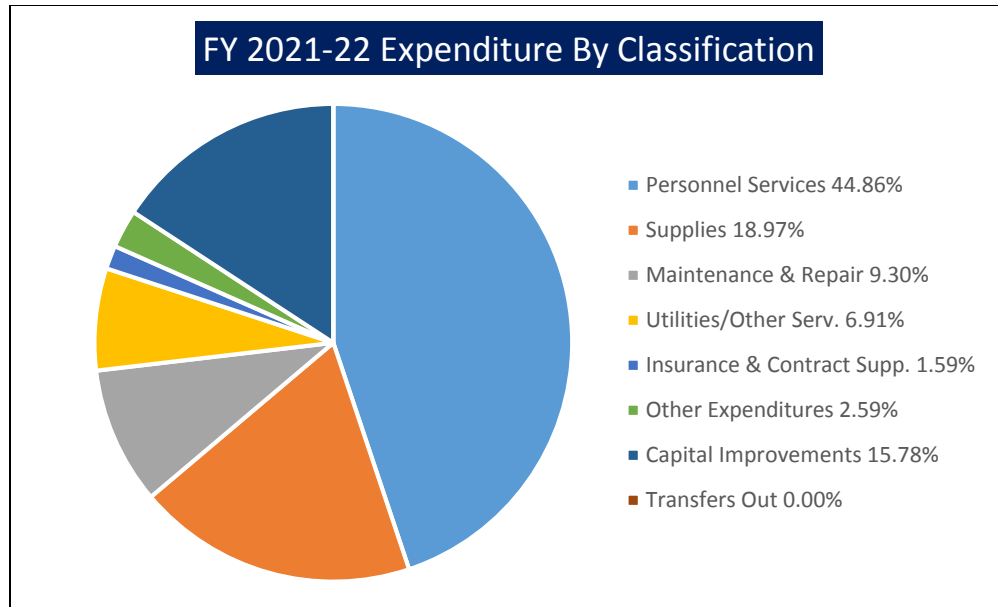
Misc. Revenue: Miscellaneous Revenue is expected to decrease \$29,400 due to the increase in intergovernmental revenue from grant funding.

EXPENDITURES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Transit Fund			
Expenditures			
Personnel Services	1,387,037	1,352,400	1,521,003
Supplies	318,418	481,862	643,287
Maintenance & Repair	188,850	311,956	315,343
Utilities/Other Services	159,265	150,545	234,149
Insurance & Contract Supp.	25,002	72,750	53,805
Other Expenditures	79,173	86,489	87,862
Capital Improvements	899,248	-	535,000
Total Expenditures	3,009,085	2,456,002	3,390,449

TRANSIT FUND



Personnel Services: As indicated in the charts above Personnel Services account for 45% of all expenditures in the Transit Fund. The Adopted Budget has a \$173,689, or 12.89%, increase from the FY2020-21 Adopted Budget. The implementation of the MAG study has increased this account and is projected to help retain personnel and keep critical city services running smoothly. Increases in this account can also be attributed to adding a transit operator position and administrative services positions for the Transit Hub.

Supplies: Supplies in the Transit Fund total \$643,287, which is a \$161,425, or 33.50%, increase from the prior year. The Transit Department will conduct refueling for its fleet of vehicles in house. In previous years, refueling was performed at the Fleet Maintenance facility.

Maintenance & Repair: Maintenance & Repair costs have increased by \$3,387, or 1.09%.

Utilities/Other Services: This account has increased by \$83,604 or 55.53%. This is due to increased operating costs needed to run the Transit Center. Previously these costs occurred in the Fleet Maintenance Fund.

Insurance/Contracts: Insurance & Contract expenses have decreased by \$18,945, or 26.04%, due to the decrease of worker's compensation expenses.

Other Expenditures: This account increased from the previous year by \$1,373, or 1.58%.

Capital Improvements: Capital Improvement expenditures increased by \$535,000. In the previous year, this account had \$0 budgeted. This is due the addition of the bus shelter project and the purchase of a replacement bus in FY2021-22.

TRANSIT FUND

MISSION

Wichita Falls Transit System (FallsRide) total passenger trips decreased from 446,000 the previous year to approximately 260,000 in 2020. This decrease is due to the COVID-19 Pandemic. FallsRide completed 575,000 revenue miles in delivering public transportation services at an average cost of \$4.48 per revenue mile. The General Fund subsidy was not required due to CARES ACT. Passenger fares contributed to the revenue stream at an amount of \$97,000.00. The largest contributor to passenger trips continues to be the Mustangs Shuttle route. This public route provides shuttle service to Midwestern State University (MSU) and Vernon College students, and was implemented in August of 2011. The route averages nearly 17,000 passengers per month, operates Monday through Friday, and is subsidized through a partnership with MSU. Unfortunately, due to COVID-19 the route was suspended while students were learning virtually. Service resumed late in the summer of 2020. A second service was added during 2016 to serve MSU's students that don't have their own transportation. This service, called the MESA (Meals, Entertainment, Shopping, Activities) route, shuttles the students to area businesses that are outside their walking distance. MSU contributes approximately \$68,000 annually for these services. Due to the pandemic, the MESA route suspended operations until fall 2020.

FallsRide also introduced the Night Crawler route in January 2019. The Night Crawler route had an initial partnership with Work Services Corporation that subsidized the local match in the amount of \$16,000 for their clients to ride the service. The Night Crawler route was open to the public in March 2019, with an increase in passenger ridership each month, which also included an increase in fare revenue. The Night Crawler route developed partnerships with local nonprofit organizations, and these organizations began purchasing Night Crawler passes and/or rides for their clients. Despite the COVID-19 Pandemic, FallsRide continued operating but had limited ridership due to the local shut-downs in the area. FallsRide has been approached by Midwestern State University and the Wichita Falls Independent School District to potentially provide transportation for the Dual Credit program.

SERVICES PROVIDED

- Public Transportation
- Local advertising sales
- Grocery Cart Service
- After Hours (Night Crawler) Service

FY2021 ACCOMPLISHMENTS

- Phase 1 of Administrative/Maintenance Facility began February 2020
- Phase 2 of Administrative/Maintenance Facility began June 2020
- Travel Center Addition completed March 2020

CONTACT INFORMATION

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TRANSIT FUND

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Forklift - Purchase for shipments at new facility.	4. Efficiently Deliver City Services	4.3 Streamline municipal business processes	Increased efficiency	0%	100%
Admin/Maintenance Facility - Complete Phase 1 of Facility	2. Provide Quality Infrastructure	2.1 Upgrade or replace outdated public facilities	Contract	100%	100%
Kiosk for Electronic Fare - Improve purchase availability of passes at Central bus transfer point	4. Efficiently Deliver City Services	4.3 Streamline municipal business processes	Increased efficiency	0%	25%
Bus Shelter Project - Begin placing 10 shelters per year to replace dilapidated shelters	2. Provide Quality Infrastructure	2.1 Upgrade or replace outdated public facilities	Contract	0%	50%

FY 2022 Budget Changes

- Due to the CARES Act funding and the American Recovery Act Plan funding, Public Transportation will not require a General Fund transfer.
- Public Transportation Capital increased by \$535,000 in order to fund the bus shelter project and purchase a replacement bus.
- Public Transportation Preventative Maintenance overall budget increased by \$172,123, or 30.32%, to account for maintenance services completed in house that previously had been completed by Fleet Maintenance.
- Personnel Services increased \$181,669, or 13.48%, due to implementation of the MAG study.

TRANSIT FUND

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Public Transportation			
Expenditures:			
Personnel Services	1,144,700	959,653	1,088,215
Supplies	15,073	393,402	438,127
Maintenance & Repair	(2,531)	-	-
Utilities/Other Services	93,655	58,217	139,195
Insurance & Contract Supp.	25,002	72,750	53,805
Other Expenditures	78,026	85,289	86,852
Capital Improvements	-	-	-
TOTAL Expenditures	\$1,353,924	\$1,569,312	\$1,806,194



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Public Transportation Capital			
Expenditures:			
Supplies	25,394	-	-
Maintenance & Repair	52,735	-	-
Utilities/Other Services	275	69,000	75,600
Other Expenditures	-	-	-
Capital Improvements	899,248	-	535,000
Transfers Out	-	-	-
TOTAL Expenditures	\$977,652	\$69,000	\$610,600

TRANSIT FUND



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Public Transp Preventive Maint			
Expenditures:			
Personnel Services	54,786	192,435	237,214
Supplies	273,995	81,000	200,000
Maintenance & Repair	127,156	294,256	302,600
Utilities/Other Services	-	-	-
Other Expenditures	-	-	-
TOTAL Expenditures	\$455,937	\$567,691	\$739,814



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Public Transportation Planning			
Expenditures:			
Personnel Services	95,756	81,375	73,395
Supplies	-	-	-
Maintenance & Repair	3,023	3,200	3,200
Utilities/Other Services	-	-	-
Other Expenditures	-	-	-
Capital Improvements	-	-	-
TOTAL Expenditures	\$98,779	\$84,575	\$76,595



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Transit Hub Operations			
Expenditures:			
Personnel Services	91,794	113,851	122,179
Supplies	3,956	4,460	5,160
Maintenance & Repair	8,468	9,500	9,543
Utilities/Other Services	17,427	23,328	19,354
Other Expenditures	1,148	1,200	1,010
Capital Improvements	-	-	-
TOTAL Expenditures	\$122,792	\$152,339	\$157,246

TRANSIT FUND

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Automotive Mechanic	3.00	3.00	3.00
Transit Operator - Temp	0.00	0.00	0.00
Transit Operator	15.00	15.00	15.00
Public Transportation Admin	1.00	1.00	1.00
Transit Operations Supervisor	1.00	1.00	1.00
Dir of Aviation, Traffic & Transp.	0.15	0.15	0.15
TOTAL- Public Transportation	20.15	20.15	20.15
Assistant Travel Center Operator	1.00	1.00	1.00
CSR - TF	0.00	0.00	0.00
Customer Service Rep	1.00	1.00	1.00
TOTAL- Transit Hub Operations	2.00	2.00	2.00

*No changes in personnel or FTE from the previous year.

EXPENDITURES BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Public Transportation			
Expenditures:			
Salaries - Supervision	47,656	47,331	52,186
Salaries-Operational	589,912	472,414	592,744
Pool Operational	90,040	118,581	118,581
Overtime	91,569	32,000	32,000
Terminal Pay	5,955	605	-
Stability Pay	11,470	10,231	7,428
Cell Phone Allowance	366	360	360
FICA	58,892	40,127	47,302
TMRS Retirement	109,033	94,139	120,900
Life Insurance Contribution	796	749	742
Disability Insurance Contrib	581	536	552
Health Insurance Contributions	137,924	142,062	114,916
HSA Contributions-Employer	506	518	504
Supplies-Motor Vehicle	(338)	356,302	-
Supplies-Motor Vehicle Fuel	-	-	420,127
Supplies-Minor Tools and Equip	69	-	-
Supplies-Minor Furniture	-	30,000	5,000
Supplies-Office	1,448	1,500	2,000

TRANSIT FUND

Supplies-Medical/Drug	-	200	200
Supplies-Clothing and Uniforms	1,358	1,500	3,000
Supplies-Periodicals/Supplemts	326	500	3,000
Supplies-Personal Computers	1,684	-	4,000
Supplies-PC Software	46	3,000	-
Supplies-Other	10,480	400	800
Maint-Motor Vehicles	(2,746)	-	-
Maint-Machine/Tools/Implements	-	-	-
Maint-Radios	215	-	-
Maint-Systems Software	-	-	-
Maint-Buildings	-	-	-
Services-Telephone	2,138	4,845	3,524
Service-Wireless PhoneAircards	674	456	720
Services-Electricity	9,155	9,773	25,000
Services-Gas	6,786	8,419	15,000
Services-Wtr/Sewer/Sanitation	1,336	800	4,000
Services-Bank	1,800	724	600
Services-Audit	-	1,200	1,500
Services-Other Professional	54,564	24,400	80,000
Services-Employee Physicals	7,714	7,600	8,651
Services-Advertising	346	-	-
Services-Binding/Printing	9,142	-	200
Worker's Compensation	1,800	30,750	11,805
Unemployment Compensation	(11)	-	-
Insurance Expense	5,651	4,000	4,000
Claims and Settlements	12,250	2,000	2,000
General Liability Claims	5,312	36,000	36,000
Travel Expenses	2,514	2,600	2,600
Education Registration	-	500	500
Lease Payments	827	1,025	785
Memberships	359	450	450
Boards/Local Meetings	-	-	-
Postage/Freight	408	200	200
Administrative Overhead	60,345	70,664	68,986
Data Processing Services	13,573	9,850	13,331
Other Expenditures	-	-	-
Other Machinery and Equipment	-	-	-
TOTAL Expenditure:	\$1,353,924	\$1,569,312	\$1,806,194

TRANSIT FUND

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Public Transportation Capital			
Expenditures:			
Supplies-Motor Vehicle	23,434	-	-
Supplies-Minor Tools and Equip	1,960	-	-
Maint-Systems Software	52,735	-	-
Services-Other Professional	275	69,000	75,600
Building Improvements	158,870	-	-
Construction-Architect Fees	13,500	-	-
Construction-Professional Fees	-	-	-
Other Improvements	-	-	85,000
Motor Vehicles	854,094	-	450,000
Other Vehicles	-	-	-
Machines/Tools/Implements	34,191	-	-
TOTAL Expenditure:	\$1,139,059	\$69,000	\$610,600

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Public Transp Preventive Maint			
Expenditures:			
Salaries - Supervision	15,826	15,644	16,031
Salaries-Operational	-	131,956	133,974
Overtime	-	4,700	5,000
Stability Pay	363	363	3,993
FICA	1,082	1,042	10,445
TMRS Retirement	2,503	2,671	25,521
Life Insurance Contribution	21	20	202
Disability Insurance Contrib	15	14	154
Health Insurance Contributions	34,976	36,025	41,894
Supplies-Motor Vehicle	61,274	80,000	200,000
Supplies-Motor Vehicle Fuel	212,232	-	-
Supplies-Office	-	-	-
Supplies-Janitorial	-	-	-
Supplies-Chemical	-	-	-
Supplies-Linen	319	-	-
Supplies-Other	170	1,000	-
Maint-Motor Vehicles	126,856	290,000	300,000
Maint-Radios	300	3,056	600
Maint-Systems Software	-	1,200	2,000
Maint-Buildings	-	-	-
Maint-Central Garage	-	-	-
Services-Telephone	-	-	-
Service-Wireless PhoneAircards	-	-	-
Services-Other Professional	-	-	-
Services-Advertising	-	-	-
Travel Expenses	-	-	-
TOTAL Expenditure:	\$455,937	\$567,691	\$739,814

TRANSIT FUND

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Public Transportation Planning			
Expenditures:			
Salaries - Supervision	51,649	51,343	51,603
Salaries-Operational	15,379	-	-
Overtime	1	-	-
Stability Pay	847	847	847
Cell Phone Allowance	-	-	-
FICA	4,938	4,965	3,756
TMRS Retirement	10,548	11,462	8,692
Life Insurance Contribution	89	89	69
Disability Insurance Contrib	60	55	53
Health Insurance Contributions	12,246	12,613	8,375
Supplies-Minor Office Tools/Eq	-	-	-
Supplies-Office	-	-	-
Supplies-Personal Computers	-	-	-
Maint-Systems Hardware	-	-	-
Maint-Systems Software	3,023	3,200	3,200
Services-Other Professional	-	-	-
Boards/Local Meetings	-	-	-
Budget Contingency	-	-	-
Office Equipment	-	-	-
PC Computer Equipment	-	-	-
TOTAL Expenditure:	\$98,779	\$84,575	\$76,595

TRANSIT FUND

Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Transit Hub Operations			
Expenditures:			
Salaries - Supervision	-	-	-
Salaries - Clerical	50,456	57,658	20,738
Pool Clerical	-	-	-
Salaries-Operational	16,980	29,880	72,977
Overtime	717	500	1,000
Stability Pay	1,210	1,210	138
Cell Phone Allowance	327	360	-
FICA	5,377	5,799	8,700
TMRS Retirement	8,421	9,883	12,116
Life Insurance Contribution	72	78	58
Disability Insurance Contrib	52	56	45
Health Insurance Contributions	8,181	8,426	6,407
Supplies-Office	382	1,400	1,200
Supplies-Medical/Drug	-	60	60
Supplies-Physician	-	-	-
Supplies-Concession	516	700	700
Supplies-Clothing and Uniforms	344	600	500
Supplies-Promotional	-	-	-
Supplies-Personal Computers	691	-	1,000
Supplies-PC Software	264	-	-
Supplies-Other	1,758	1,700	1,700
Maint-PC Hardware	-	-	-
Maint-PC Software	43	500	543
Maint-Buildings	8,424	9,000	9,000
Services-Telephone	2,756	4,845	3,933
Service-Wireless PhoneAircards	912	912	456
Services-Electricity	6,513	8,677	7,574
Services-Gas	1,345	2,108	1,834
Services-Wtr/Sewer/Sanitation	2,439	1,800	2,224
Services-Cable TV	1,033	1,062	1,183
Services-Bank	917	724	-
Services-Audit	-	1,200	-
Services-Other Professional	1,512	2,000	2,000
Services-Advertising	-	-	-
Services-Binding/Printing	-	-	150
Services-Other Miscellaneous	-	-	-
Travel Expenses	-	-	-
Lease Payments	917	1,000	810
Boards/Local Meetings	-	-	-
Postage/Freight	230	200	200
Construction-Architect Fees	-	-	-
TOTAL Expenditure:	\$122,792	\$152,339	\$157,246

STORMWATER FUND

Stormwater Fund:

In 2000, the City Council authorized the establishment of a Stormwater Drainage Utility System. This system, which took effect on May 1, 2001, provides a funding mechanism for drainage improvements in the city as allowed under Chapter 552, Subchapter C of the Texas Local Government Code. The system is designed to assign a fair and equitable charge to the public for stormwater drainage management services, including capital improvements. The fee is based upon the impervious area of all real property; whereby each residential water customer is assessed for one Single Family Living Unit Equivalent (SFLUE). Each commercial customer pays a multiplier of the SFLUE based upon the impervious area of their property. The monthly fee for a SFLUE is \$5.00 and generates \$3.7 million annually for the operating and capital costs of this program.

The Stormwater Fund has a total budget of \$5,178,425, which is an increase of \$1,428,425, or 38.09%. This increase is largely due to the use of reserve funds to begin Phase 2 of the Quail Creek Drainage Project. Phase 1 began in FY 2019-20, however the COVID-19 pandemic and associated materials cost increases have delayed its start.



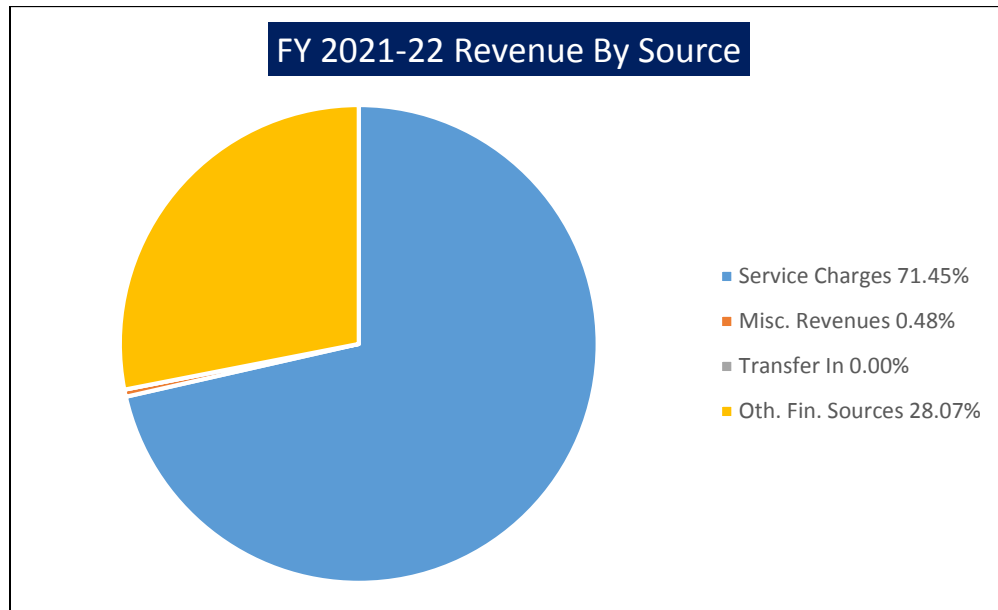
Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Stormwater Fund			
Revenues			
Service Charges	3,787,383	3,700,000	3,700,000
Misc. Revenues	67,900	50,000	25,000
Transfer In	-	-	-
Other Financing Sources	-	-	1,453,425
Total Revenues	3,855,284	3,750,000	5,178,425
Expenditures			
Personnel Services	196,331	296,699	351,402
Supplies	1,619	4,380	18,582
Maintenance & Repair	81,810	173,897	168,005
Utilities/Other Services	146,591	223,385	219,619
Insurance & Contract Supp.	100	200	200
Other Expenditures	17,959	1,632,178	11,305
Capital Improvements	1,496,563	1,016,000	4,000,000
Transfers Out	406,971	403,261	409,312
Total Expenditures	2,347,944	3,750,000	5,178,425

STORMWATER FUND

REVENUES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Stormwater Fund			
Revenues			
Service Charges	3,787,383	3,700,000	3,700,000
Miscellaneous Revenues	67,900	50,000	25,000
Transfer In	-	-	-
Other Finance Sources	-	-	1,453,425
Total Revenues	3,855,284	3,750,000	5,178,425



Service Charges: Revenue from Service Charges are expected to remain consistent with previous years.

Misc. Revenues: Interest earnings are expected to be lower due to continued economic fallout from the COVID-19 pandemic.

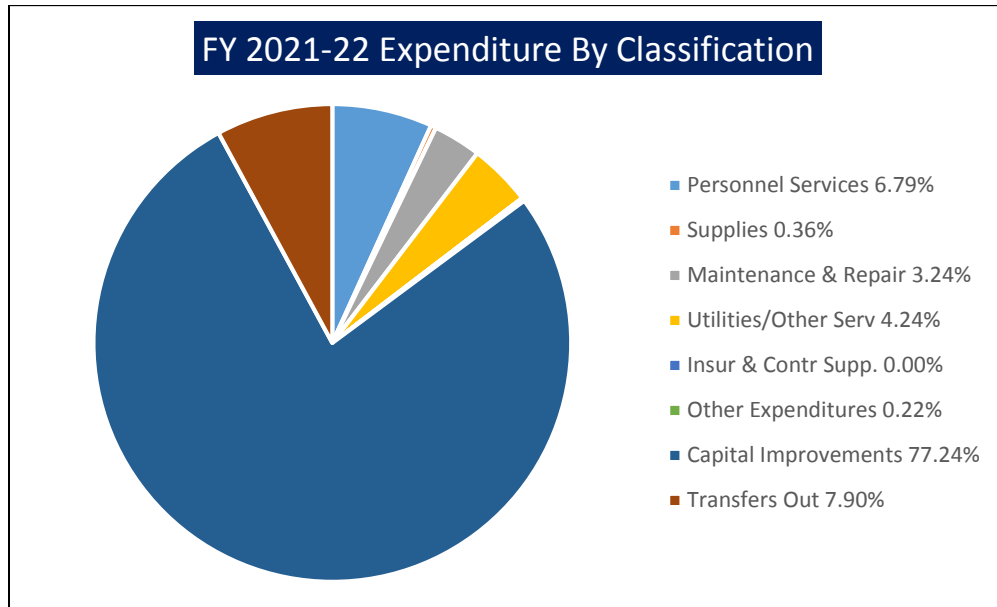
Other Financing Sources: A contribution from fund balance is needed to cover expenditures related to the Quail Creek Phase 2 project.

STORMWATER FUND

EXPENDITURES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Stormwater Fund			
Expenditures			
Personnel Services	196,331	296,699	351,402
Supplies	1,619	4,380	18,582
Maintenance & Repair	81,810	173,897	168,005
Utilities/Other Services	146,591	223,385	219,619
Insurance & Contract Supp.	100	200	200
Other Expenditures	17,959	1,632,178	11,305
Capital Improvements	1,496,563	1,016,000	4,000,000
Transfers Out	406,971	403,261	409,312
Total Expenditures	2,347,944	3,750,000	5,178,425



STORMWATER FUND

Personnel Services: As indicated in the charts Personnel Services account for 7% of all expenditures in the Stormwater Fund. The Adopted Budget has a \$54,703, or 18.44%, increase from the FY2020-21 Adopted Budget. This increase is due to the implementation of the MAG study.

Supplies: A major increase in Supplies expense of \$14,202, or 324.25%, is expected due to drastic increases in costs of supplies. This increased cost of supplies has been caused by shortages of material used to maintain the drainage system as an ongoing result of the Pandemic.

Maintenance & Repair: Maintenance costs in the Stormwater Fund are expected to slightly decrease from the previous fiscal year.

Utilities/Other Services: Utilities and other service costs in the Stormwater department are expected to be similar to the previous fiscal year.

Insurance/Contracts: There is no change in this account from the previous year.

Other Expenditures: In the previous fiscal year this category accounts for unused additional revenue that will be transferred to fund balance at year's end. This account has a decrease of \$1,620,873, or 99.31%. This is due to the fact that additional revenue was used to upgrade the Lincoln Street Pump, causing less available revenue to transfer to fund balance.

Capital Improvements: Capital Improvement expenditures increased by \$2,984,000, or 293.70%. This is due to the start of construction on the Quail Creek Phase 2 project.

STORMWATER FUND

MISSION

Reduce the potential for Stormwater damage to public health, safety, life, property, and the environment through preventative maintenance, education, and planning.

SERVICES PROVIDED

- The Stormwater fund is responsible to supply revenue for the drainage master capital improvement plan, drainage maintenance and repair of the City's existing stormwater system, management and oversight of the Federal Emergency Management Agency (FEMA) floodplain and Community Rating System (CRS) for flood insurance, and management of the Municipal Separate Storm Sewer System (MS4) permit through environmental management and quality control of potential pollutants.
- The Streets Division completes the street sweeping and drainage maintenance which includes culverts, bridges, open channels, residential detention ponds, and ditches, and responds during flood emergencies.
- The Environmental Coordinator oversees the MS4 permit requirements and programs ensuring environmental management and stormwater quality.
- The Engineering Division provides floodplain management for the City, while also overseeing the design and construction of drainage improvement projects.

FY 2021 ACCOMPLISHMENTS

- Completed the annual MS4 permit renewal and plan.
- Completed sweeping of 3,696 curb miles improving the quality of City streets and protecting stormwater, exceeding MS4 permit requirements.
- Cleaned, maintained, and mowed 97 detention ponds and over 500 miles of drainage improvements to ensure the drainage system functions properly.
- Completed the replacement of the Lincoln Street pump.
- Completed the design of Phase I Quail Creek Drainage Improvement Project.
- Maintained a CRS rating of 8 following the 5-year recertification audit.

CONTACT INFORMATION

Teresa Rose, P.E.
Deputy Director of Public Works
940-761-7477
teresa.rose@wichitafallstx.gov

STORMWATER FUND

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2021 ESTIMATE	FY2022 TARGET
Ensure the City meets MS4 permit requirements through completion of measurable goals set forth by the approved management plan.	2. Provide Quality Infrastructure	2.6 Enhance Focus on Long-Term Street and Utility Infrastructure Needs	Meet all MS4 Plan measurable goals	100% Compliance	100% Compliance
			Sweep Streets (MS4 Permit)	3,000 curb miles	3,000 curb miles
			Clean and Maintain Open Drainage Channels (MS4 Permit)	50,000 LF	50,000 LF
Provide key floodplain information to citizens, realtors, and engineers to ensure proper protection and insurance for multiple homeowners	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services	Floodplain Outreach	2 Public Outreach Events per Year	2 Public Outreach Events per Year
Reduce flooding within the City through drainage improvement projects.	2. Provide Quality Infrastructure	2.6 Enhance Focus on Long-Term Street and Utility Infrastructure Needs	Ensure 80% of the Stormwater Fee revenue is applied to Drainage Master Improvement Projects	83%	80%

BUDGET CHANGES

- The Stormwater Division expects to start work on major capital improvement projects in FY2021-22 which has led to an increase in their total overall budget of \$1,428,425. These projects had been put on hold due the COVID-19 pandemic.

STORMWATER FUND

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Stormwater			
Expenditures:			
Personnel Services	196,331	296,699	351,402
Supplies	1,619	4,380	18,582
Maintenance & Repair	81,810	173,897	168,005
Utilities/Other Services	146,591	223,385	219,619
Insurance & Contract Supp.	100	200	200
Other Expenditures	17,959	1,632,178	11,305
Capital Improvements	1,496,563	1,016,000	4,000,000
Transfers Out	406,971	403,261	409,312
TOTAL Expenditures	\$2,347,944	\$3,750,000	\$5,178,425

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
C & M Supervisor	0.00	0.50	0.50
City Engineer	0.33	0.33	0.33
Civil Engineer	0.50	0.50	0.50
Environmental Coordinator	1.00	1.00	1.00
Heavy Equip Operator	2.00	2.00	2.00
Street Program Coordinator	1.00	1.00	1.00
TOTAL- Stormwater	4.83	5.33	5.33

*No change in FTE from previous fiscal year.

STORMWATER FUND

EXPENDITURES BY ACCOUNT



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Stormwater			
Expenditures:			
Salaries - Supervision	31,220	30,524	31,287
Salaries-Operational	95,681	194,138	208,924
Pool Operational	-	-	-
Overtime	-	-	500
Terminal Pay	-	399	400
Stability Pay	1,747	1,747	5,515
Cell Phone Allowance	366	360	360
FICA	9,371	9,052	17,874
TMRS Retirement	19,488	20,768	40,779
Life Insurance Contribution	110	88	312
Disability Insurance Contrib	99	113	238
Health Insurance Contributions	37,856	38,992	44,205
HSA Contributions-Employer	393	518	1,008
Supplies-Minor Tools and Equip	-	100	13,100
Supplies-Minor Furniture	-	-	1,370
Supplies-Office	855	1,850	1,550
Supplies-Chemical	-	-	-
Supplies-Educational	-	100	100
Supplies-Personal Computers	414	750	750
Supplies-PC Software	-	-	132
Supplies-Other	350	1,580	1,580
Maint-PC Software	130	397	265
Maint-Storm Sewers	61,490	150,000	144,240
Maint-Other Improvements	20,190	23,500	23,500
Services-Telephone	119	303	303
Service-Wireless PhoneAircards	1,368	1,368	1,368
Services-Central Garage	143,140	211,214	207,448
Services-Other Professional	1,725	10,000	10,000
Services-Advertising	240	500	500
Services-Binding/Printing	-	-	-
Services-Subcontractors	-	-	-
Contract-Other Agencies	100	200	200
Interest Expense	-	-	-
Travel Expenses	460	1,600	1,600

STORMWATER FUND

Education Registration	100	2,800	2,800
Memberships	435	405	405
Rent-Equipment	2,530	5,000	5,000
Postage/Freight	80	1,500	1,500
Ad-Valorem Taxes	-	-	-
Bad Debt Expense	14,355	-	-
Budget Contingency	-	1,620,873	-
Land	2,069	-	-
Construction-Engineering Fees	54,500	-	-
Other Improvements	-	1,000,000	4,000,000
Drainage Systems - Enclosed	1,190,049	-	-
Motor Vehicles	-	-	-
Machines/Tools/Implements	-	-	-
Instruments/Apparatus	-	16,000	-
PC Computer Equipment	-	-	-
Other Machinery and Equipment	249,945	-	-
Oper Transfer-Other	406,971	403,261	409,312
TOTAL Expenditure:	\$2,347,944	\$3,750,000	\$5,178,425

GOLF COURSE FUND

Golf Course Fund:

The Golf Course Fund is an Enterprise Fund, and it contains the budget for the Champions Golf Course at Weeks Park. The total budget for the Golf Course Fund is unchanged from the previous year.



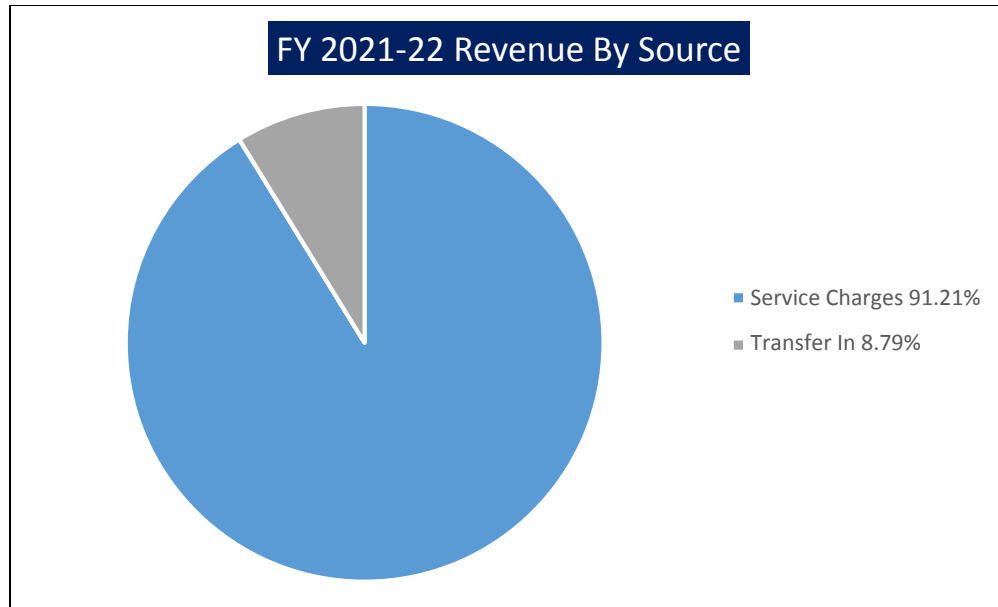
Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Golf Course Fund			
Revenues			
Service Charges	416,646	830,000	830,000
Misc. Revenues	387,061	-	-
Transfer In	2,316	80,000	80,000
Total Revenues	806,024	910,000	910,000
Expenditures			
Maintenance & Repair	44	-	-
Utilities/Other Services	805,010	910,000	910,000
Insurance & Contract Supp.	276	-	-
Other Expenditures	693	-	-
Capital Improvements	-	-	-
Total Expenditures	806,024	910,000	910,000

REVENUES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Golf Course Fund			
Revenues			
Service Charges	416,646	830,000	830,000
Misc. Revenues	387,061	-	-
Transfer In	2,316	80,000	80,000
Total Revenues	806,024	910,000	910,000

GOLF COURSE FUND



Revenue Discussion: Even amid the Global Pandemic, the Golf Course projected revenues are expected to remain constant in the 2021-22 fiscal year. The Golf Course has remained open during the period of local business shutdowns and “social distancing guidelines” have only slightly affected operations. This trend is expected to continue into FY2021-22.

EXPENDITURES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Golf Course Fund			
Expenditures			
Maintenance & Repair	44	-	-
Utilities/Other Services	805,010	910,000	910,000
Insurance & Contract Supp.	276	-	-
Other Expenditures	693	-	-
Capital Improvements	-	-	-
Total Expenditures	806,024	910,000	910,000

Expenditure Discussion: Utilities/Other Services represents the contract fee for the management services at the Golf Course. This expenditure is unchanged from the previous year.

GOLF COURSE FUND

MISSION

The Champions Course at Weeks Park is an 18-hole facility that was renovated in 2007. The course is owned by the City of Wichita Falls and operated by A.P.G.L. management. Jeffrey D. Brauer designed the course, and construction was completed by Landscapes Unlimited, Inc. The 2007 renovation accomplished the goal of providing an upscale municipal golf course for the Texoma region. The course boasts over 7,300 yards of golf, five tee boxes on each hole, Tifway 419 fairways, and Bentgrass greens. Any golfer is encouraged to play the course; you'll be glad you did! The Dallas Morning News ranked The Champions Course 9th out of the top 50 golf courses in Texas under \$54.00 for 2019!



CONTACT INFORMATION

4400 Lake Park Drive, Wichita Falls, Texas 76302
940-767-6107
weeksparkgolf.com

WATERPARK FUND

Waterpark Fund:

The Waterpark Fund is an Enterprise Fund, and contains the budget for Castaway Cove Waterpark. The total budget for the Waterpark is \$1,524,933 which is approximately the same as the previous year.



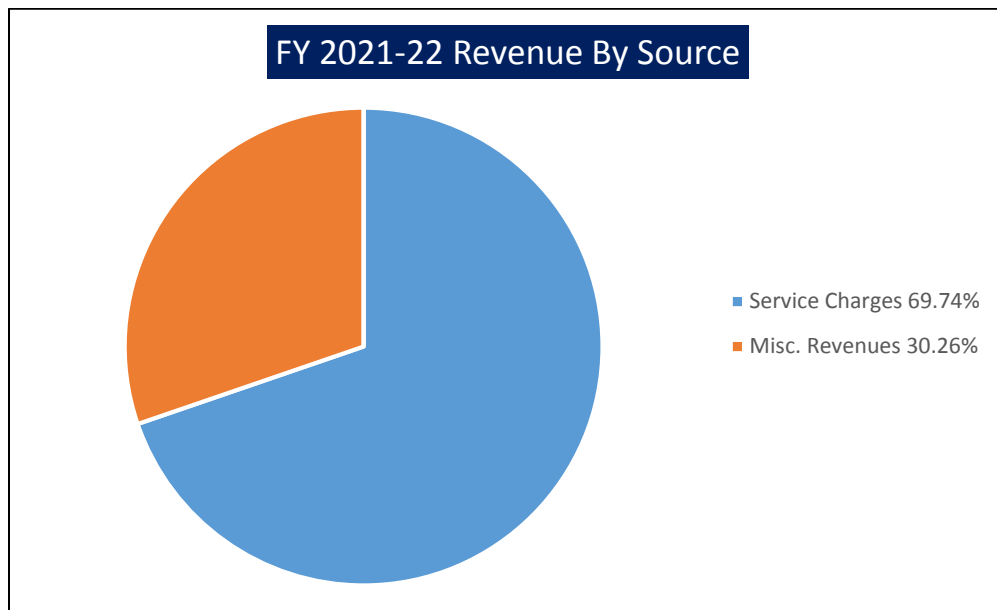
Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Waterpark Fund			
Revenues			
Service Charges	871,364	1,063,542	1,063,542
Misc. Revenues	401,632	461,390	461,391
Transfer In	-	-	-
Total Revenues	1,272,996	1,524,932	1,524,933
Expenditures			
Personnel Services	462,873	531,757	548,891
Supplies	204,977	-	-
Maintenance & Repair	47,082	-	-
Utilities/Other Services	462,020	877,661	936,537
Insurance & Contract Supp.	52,404	-	-
Other Expenditures	18,030	115,514	39,505
Capital Improvements	18,044	-	-
Total Expenditures	1,265,431	1,524,932	1,524,933

WATERPARK FUND

REVENUES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Waterpark Fund			
Revenues			
Service Charges	871,364	1,063,542	1,063,542
Misc. Revenues	401,632	461,390	461,391
Transfer In	-	-	-
Total Revenues	1,272,996	1,524,932	1,524,933



Revenue Key Points: Below are the factors that the City used to project revenue for the Waterpark.

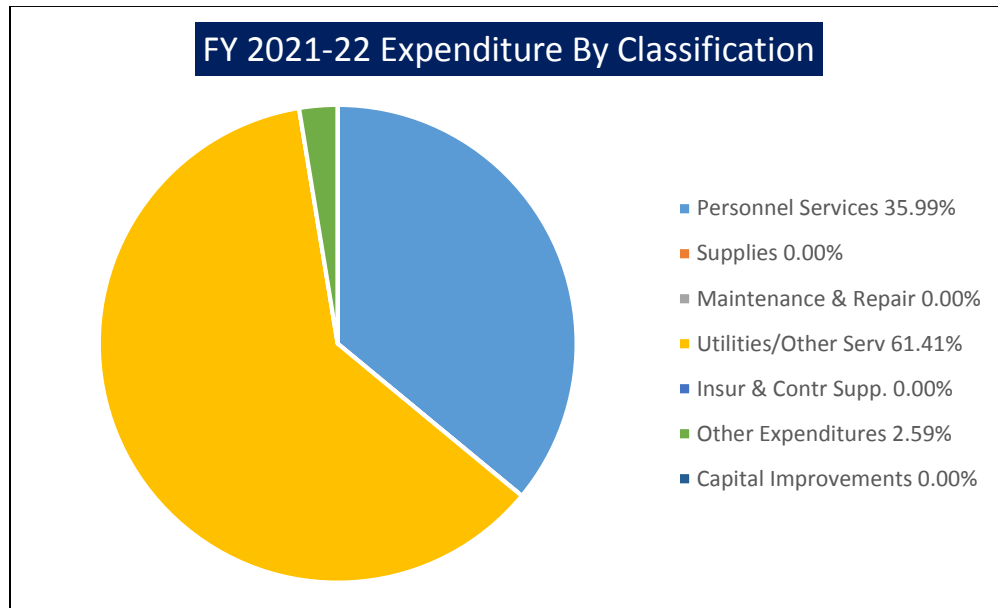
- Service Charges make up the majority of the Water Park Fund's revenue. This is driven primarily by admission sales.
- Miscellaneous Revenue reflects the food and beverage sales at the Water Park

WATERPARK FUND

EXPENDITURES



Revenue & Expenditure By Fund	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Waterpark Fund			
Expenditures			
Personnel Services	462,873	531,757	548,891
Supplies	204,977	-	-
Maintenance & Repair	47,082	-	-
Utilities/Other Services	462,020	877,661	936,537
Insurance & Contract Supp.	52,404	-	-
Other Expenditures	18,030	115,514	39,505
Capital Improvements	18,044	-	-
Total Expenditures	1,265,431	1,524,932	1,524,933



Personnel Services: This account increased by \$17,134, or 3.22% due to implementation of the MAG study.

Utilities/Other Services: This account reflects electricity, water, and telephone services. In prior years this had been budgeted in other expenditures. This caused the account to increase by \$58,876, or 6.71%.

Other Expenditures: This account decreased by \$76,009, or 65.80% due to electricity, water and telephone services being moved to utilities/other services.

WATERPARK FUND

MISSION

A tropical-themed paradise for the whole family, Castaway Cove Waterpark, located in Wichita Falls, Texas, features water slides off 40 foot and 50 foot towers, interactive Kiddie Park, Lazy River floating stream, Tidal Wave Pool, terrific concerts, and so much more!



CONTACT INFORMATION

1000 Central Freeway East, Wichita Falls, Texas 76301
940-322-5500
<https://www.castawaycovewaterpark.com/>

WATERPARK FUND

EXPENDITURES BY CLASSIFICATION



Expenditure/Expense By Department	2019-20 Actual	2020-21 Adopted	2021-22 Adopted Budget
Castaway Cove Waterpark Operations			
Expenditures:			
Personnel Services	462,873	531,757	548,891
Supplies	204,977	-	-
Maintenance & Repair	47,082	-	-
Utilities/Other Services	462,020	877,661	936,537
Insurance & Contract Supp.	52,404	-	-
Other Expenditures	18,030	115,514	39,505
Capital Improvements	18,044	-	-
TOTAL Expenditures	\$1,265,431	\$1,524,932	\$1,524,933

PERSONNEL BY JOB TITLE



City of Wichita Falls, TX

	FY 2019-20	FY 2020-21	FY 2021-22
Office Manager	1.00	1.00	1.00
Admin & Accounting	1.00	1.00	1.00
Group Sales Mgr.- Castaway Cove	1.00	1.00	1.00
TOTAL- Castaway Cove	3.00	3.00	3.00

*No changes in personnel or FTE from the previous year.



Capital Improvement Plan

CAPITAL IMPROVEMENT PLAN



The Capital Improvements section provides an overview of the Capital Improvements Program (CIP) for the City of Wichita Falls. Provided in this section is the policy statement that outlines the criteria for a capital project, capital projects by Department, and their funding sources. Only approved capital projects are presented in this section. Detailed information about specific capital projects can be found in the City's 5 Year Capital Improvement Plan.

Policy Statement:

Capital assets, which include property, plant and equipment, and infrastructure assets (e.g. roads, bridges, sidewalks and similar items), are reported in the applicable governmental or business-like activities columns in the government-wide financial statements. The City defines capital assets as assets with an initial, individual cost of more than \$25,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the time received. Capital assets are depreciated using the straight line method over the following useful lives:

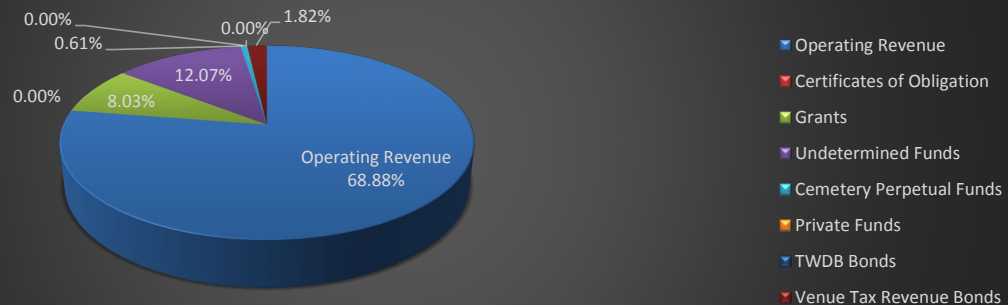
- Assets Years Buildings, systems and improvements: 20 - 59 years
- Infrastructure: 8 - 100 years
- Machinery, vehicles and other equipment: 3 - 25 years
- Furniture and equipment: 3 - 10 years



City of Wichita Falls, Texas
Summary of All Capital Project Costs

Projected Financial Plan						
	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:						
Bldgs and General Facilities	\$ 492,850	\$ 2,330,000	\$ 250,000	\$ 550,000	\$ -	\$ 3,622,850
Information Technology	\$ 430,510	\$ 1,010,000	\$ 1,860,000	\$ 2,067,000	\$ 437,000	\$ 5,804,510
Parks and Library	\$ 1,370,000	\$ 6,408,291	\$ 5,234,519	\$ 9,882,354	\$ 6,000,000	\$ 28,895,164
Traffic System	\$ 537,110	\$ 240,600	\$ 240,600	\$ 240,600	\$ 240,600	\$ 1,499,510
Fleet Replacements	\$ 4,514,909	\$ 5,355,707	\$ 5,598,614	\$ 5,883,614	\$ 5,598,614	\$ 26,951,458
Airports	\$ 668,879	\$ 1,509,999	\$ 7,166,110	\$ 6,324,999	\$ 750,000	\$ 16,419,987
Transit System	\$ 535,000	\$ 635,526	\$ 620,526	\$ 670,526	\$ 2,470,526	\$ 4,932,104
Street System	\$ 2,747,140	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 12,867,140
Water System	\$ 3,955,484	\$ 26,335,000	\$ 6,810,000	\$ 6,860,000	\$ 4,860,000	\$ 48,820,484
Wastewater System	\$ 2,016,419	\$ 3,000,000	\$ 1,940,000	\$ 1,940,000	\$ 1,940,000	\$ 10,836,419
Sanitation System	\$ 2,877,843	\$ 4,358,631	\$ 7,298,480	\$ 3,478,534	\$ 2,646,414	\$ 20,659,902
Drainage System	\$ 4,000,000	\$ 4,396,465	\$ 2,271,948	\$ 2,775,429	\$ 5,740,660	\$ 19,184,502
Multi-Purpose Events Center	\$ 755,500	\$ 2,965,000	\$ -	\$ -	\$ -	\$ 3,720,500
						\$ -
Total	\$ 24,901,644	\$ 61,075,219	\$ 41,820,797	\$ 43,203,056	\$ 33,213,814	\$ 204,214,530
Sources of Funding:						
General Operating Funds	\$ 3,877,100	\$ 5,832,599	\$ 8,740,710	\$ 3,320,600	\$ 2,770,600	\$ 24,541,609
Information Tech Operating Funds	\$ 430,510	\$ 1,010,000	\$ 1,860,000	\$ 2,067,000	\$ 437,000	\$ 5,804,510
Fleet Operating Funds	\$ 2,332,907	\$ 2,888,705	\$ 3,416,612	\$ 3,416,612	\$ 3,416,612	\$ 15,471,448
Sanitation Operating Funds	\$ 5,059,845	\$ 6,540,633	\$ 9,480,482	\$ 5,660,536	\$ 4,828,416	\$ 31,569,912
Water/Sewer Operating Funds	\$ 5,971,903	\$ 29,335,000	\$ 8,750,000	\$ 8,800,000	\$ 6,800,000	\$ 59,656,903
Stormwater Operating Funds	\$ 4,000,000	\$ 4,681,465	\$ 2,271,948	\$ 3,060,429	\$ 5,740,660	\$ 19,754,502
Water Park Operating Funds	\$ -	\$ 1,000,000	\$ 400,000	\$ -	\$ -	\$ 1,400,000
Airport Operating Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CDBG Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FAA Grant Funds	\$ 668,879	\$ 1,000,000	\$ 1,446,000	\$ 6,324,999	\$ 750,000	\$ 10,189,878
FTA Grant Funds	\$ 535,000	\$ 635,526	\$ 620,526	\$ 670,526	\$ 2,470,526	\$ 4,932,104
4B and Federal Grants	\$ 1,270,000	\$ -	\$ -	\$ -	\$ -	\$ 1,270,000
Certificates of Obligation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Texas Water Development Bond Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Private Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cemetery Perpetual Care Funds	\$ -	\$ 900,000	\$ 350,000	\$ -	\$ -	\$ 1,250,000
Undetermined Funds	\$ -	\$ 4,286,291	\$ 4,484,519	\$ 9,882,354	\$ 6,000,000	\$ 24,653,164
Venue Tax Revenue Bonds	\$ 755,500	\$ 2,965,000	\$ -	\$ -	\$ -	\$ 3,720,500
						\$ -
Total	\$ 24,901,644	\$ 61,075,219	\$ 41,820,797	\$ 43,203,056	\$ 33,213,814	\$ 204,214,530

Combined 5 Year Estimated Funding Sources





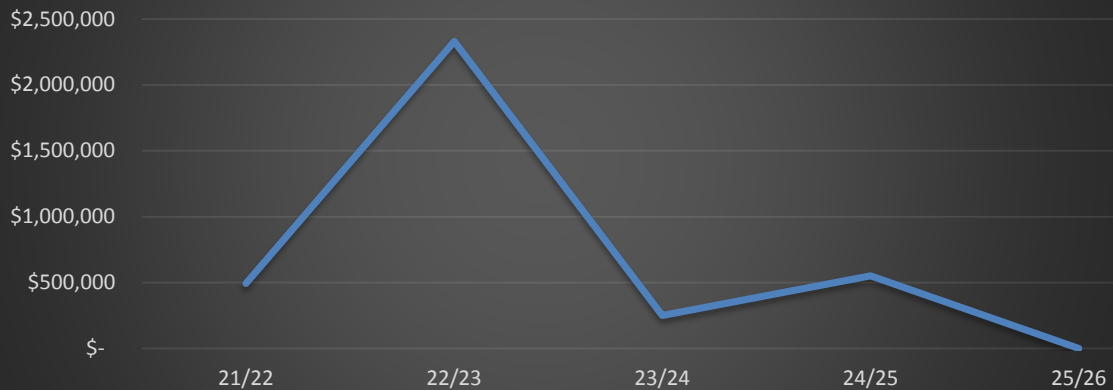
City of Wichita Falls, Texas Buildings and General Facility Capital Improvements

This section of the CIP includes large building maintenance projects such as roof repairs, parking lot repairs, HVAC improvements, and exterior building improvements for the City's principal office buildings. It has included the City's share of a public/private partnership on the construction of a proposed full-service hotel and conference center at the City's Multi-Purpose Events Center. Current years, conference center pre-development expenditure can be found in the 4B budget summary.

Projected Financial Plan

	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 492,850	\$ 2,330,000	\$ 250,000	\$ 550,000	\$ -	\$ 3,622,850
Sources of Funding:						
General Operating Funds	\$ 492,850	\$ 2,330,000	\$ 250,000	\$ 550,000	\$ -	\$ 3,622,850
Total	\$ 492,850	\$ 2,330,000	\$ 250,000	\$ 550,000	\$ -	\$ 3,622,850

5 Year Expenditure Trend



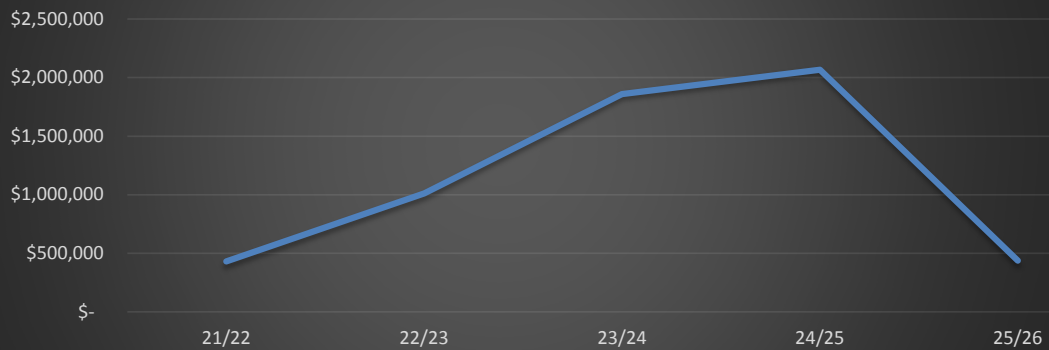


City of Wichita Falls, Texas
Information Technology Capital
Improvements
FY2021/22 - 2025/26

This section of the CIP includes projects that improve the technological systems of the City's programs. Many of the projects are for normal replacement of hardware and software items that will be needed to remain on current technology.

Projected Financial Plan						
	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 430,510	\$ 1,010,000	\$ 1,860,000	\$ 2,067,000	\$ 437,000	\$ 5,804,510
Sources of Funding:						
IT Operating Fund	\$ 430,510	\$ 1,010,000	\$ 1,860,000	\$ 2,067,000	\$ 437,000	\$ 5,804,510
Total	\$ 430,510	\$ 1,010,000	\$ 1,860,000	\$ 2,067,000	\$ 437,000	\$ 5,804,510

5 Year Expenditure Trend



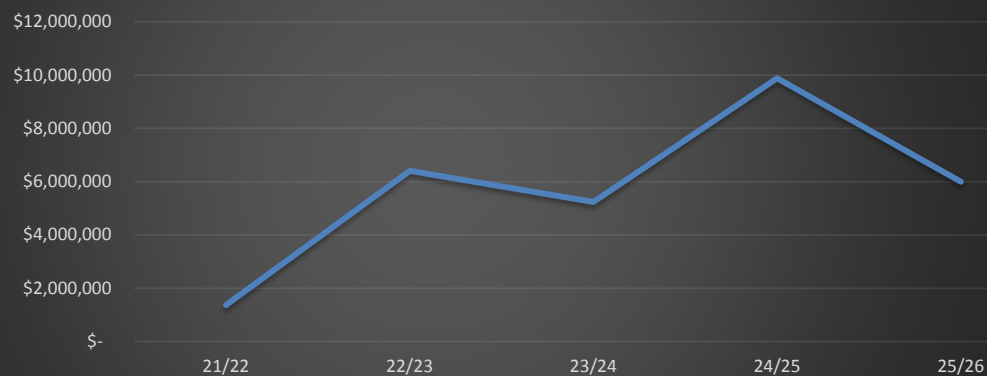


City of Wichita Falls, Texas
Parks & Recreation Capital Improvements
FY2021/22 - 2025/26

This section of the CIP includes projects for the Park's System and Library. Several of the Parks Projects identified in this Section will require approval of additional funding sources such as a General City Bond Issue, Grants, and/or 4B Sales Tax Funds. Unfunded projects include Lake Wichita Shoreline Improvements, completion of the Circle Trail and significant roadway projects inside City parks.

Projected Financial Plan						
	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 1,370,000	\$ 6,408,291	\$ 5,234,519	\$ 9,882,354	\$ 6,000,000	\$ 28,895,164
Sources of Funding:						
General Operating Funds	\$ 100,000	\$ 222,000	\$ -	\$ -	\$ -	\$ 322,000
4B and Federal Grants	\$ 1,270,000	\$ -	\$ -	\$ -	\$ -	\$ 1,270,000
Private Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cemetery Perpetual Fund	\$ -	\$ 900,000	\$ 350,000	\$ -	\$ -	\$ 1,250,000
Water Park Funds	\$ -	\$ 1,000,000	\$ 400,000	\$ -	\$ -	\$ 1,400,000
Undetermined Funding Source		\$ 4,286,291	\$ 4,484,519	\$ 9,882,354	\$ 6,000,000	\$ 24,653,164
Total	\$ 1,370,000	\$ 6,408,291	\$ 5,234,519	\$ 9,882,354	\$ 6,000,000	\$ 28,895,164

5 Year Expenditure Trend



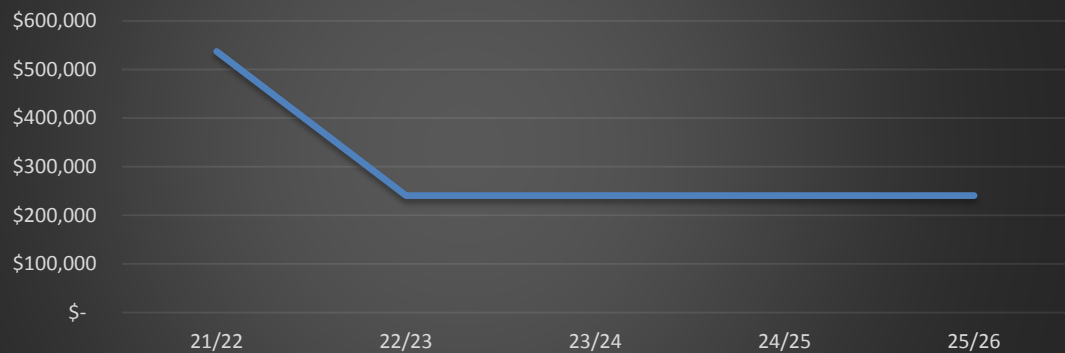


City of Wichita Falls, Texas
Traffic Capital Improvements
FY2021/22 - 2025/26

Traffic related projects include annual improvements to the Traffic Control System and Street Light System. Funds are budgeted annually in the General Fund Operating Budget for the Traffic Control and Street Lighting Systems.

Projected Financial Plan						
	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 537,110	\$ 240,600	\$ 240,600	\$ 240,600	\$ 240,600	\$ 1,499,510
Sources of Funding:						
General Operating Funds	\$ 537,110	\$ 240,600	\$ 240,600	\$ 240,600	\$ 240,600	\$ 1,499,510
Total	\$ 537,110	\$ 240,600	\$ 240,600	\$ 240,600	\$ 240,600	\$ 1,499,510

5 Year Expenditure Trend



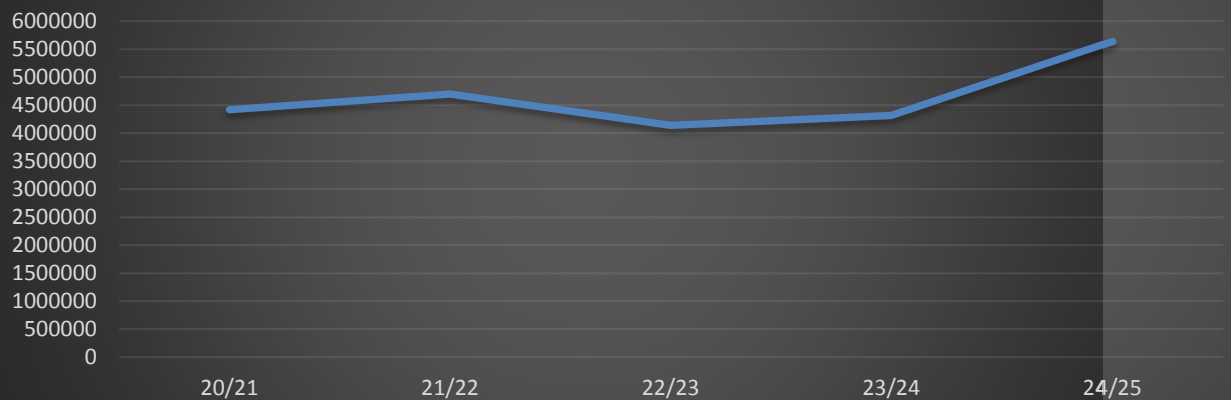


City of Wichita Falls, Texas
Fleet Capital Improvements
FY2021/22 - 2025/26

This Section of the CIP provides for replacement of the City's vehicle fleet. Annual operating funds are sufficient to finance this level of funding for fleet replacements.

Projected Financial Plan						
	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 4,514,909	\$ 5,355,707	\$ 5,598,614	\$ 5,883,614	\$ 5,598,614	\$ 26,951,458
Sources of Funding:						
Fleet Operating Funds	\$ 2,332,907	\$ 2,888,705	\$ 3,416,612	\$ 3,416,612	\$ 3,416,612	\$ 15,471,448
Sanitation Operating Funds	\$ 2,182,002	\$ 2,182,002	\$ 2,182,002	\$ 2,182,002	\$ 2,182,002	\$ 10,910,010
Storm Water Operating Funds	\$ -	\$ 285,000	\$ -	\$ 285,000	\$ -	\$ 570,000
Total	\$ 4,514,909	\$ 5,355,707	\$ 5,598,614	\$ 5,883,614	\$ 5,598,614	\$ 26,951,458

5 Year Expenditure Trend





City of Wichita Falls, Texas
Airport Capital Improvements
FY2021/22 - 2025/26

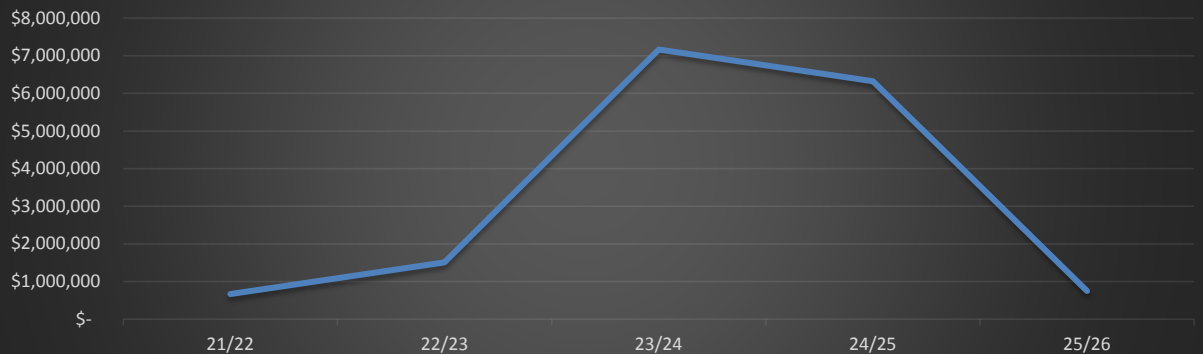
Project: Airport Capital Improvements

Improvements to the City's two airports are largely funded with annual funding from the Federal Aviation Administration. These grant funds require a matching amount from the City, which has principally been accomplished with local airport operating income. The completion of a commercial airport terminal and various other improvements have been made to the general aviation airport in recent years. FAA Grant Funds will be used for debt service on the terminal for several more years.

Projected Financial Plan

	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 668,879	\$ 1,509,999	\$ 7,166,110	\$ 6,324,999	\$ 750,000	\$ 16,419,987
Sources of Funding:						
FAA Grant	\$ 668,879	\$ 1,000,000	\$ 1,446,000	\$ 6,324,999	\$ 750,000	\$ 10,189,878
General Operating Funds		\$ 509,999	\$ 5,720,110	\$ -	\$ -	\$ 6,230,109
Airport Operating Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 668,879	\$ 1,509,999	\$ 7,166,110	\$ 6,324,999	\$ 750,000	\$ 16,419,987

5 Year Expenditure Trend





City of Wichita Falls, Texas
Transit Capital Improvements
FY2021/22 - 2025/26

This section of the CIP principally includes replacement of buses for the Wichita Falls Transit System, transit van and vehicle replacements, and a forklift for the heavy equipment deliveries at the Administrative and Maintenance Facility. This CIP also includes the Administrative and Maintenance Facility construction, bus fleet replacements, kiosks for the electronic fare system, the Bus Shelter Replacement project that will incorporate ten (10) shelters to be replaced each year at approx. \$7,500 per shelter along with the Central Transfer Plaza

Projected Financial Plan						
	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 535,000	\$ 635,526	\$ 620,526	\$ 670,526	\$ 2,470,526	\$ 4,932,104
Sources of Funding:						
FTA Funds	\$ 535,000	\$ 635,526	\$ 620,526	\$ 670,526	\$ 2,470,526	\$ 4,932,104
General Operating Funds						
Total	\$ 535,000	\$ 635,526	\$ 620,526	\$ 670,526	\$ 2,470,526	\$ 4,932,104

5 Year Expenditure Trend



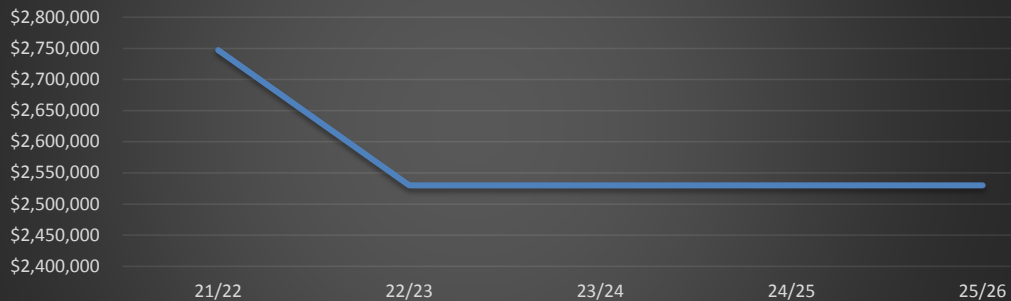


City of Wichita Falls, Texas
Streets Capital Improvements
FY2021/22 - 2025/26

This Section of the CIP includes both annual overlay projects and reconstruction of various street systems. Funding for \$2.5 million in annual overlay program is included in the General Operating Budget. The remaining street improvement projects will require additional funding.

Projected Financial Plan						
	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 2,747,140	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 12,867,140
Sources of Funding:						
General Operating Funds	\$ 2,747,140	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 12,867,140
Undetermined Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 2,747,140	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 12,867,140

5 Year Expenditure Trend



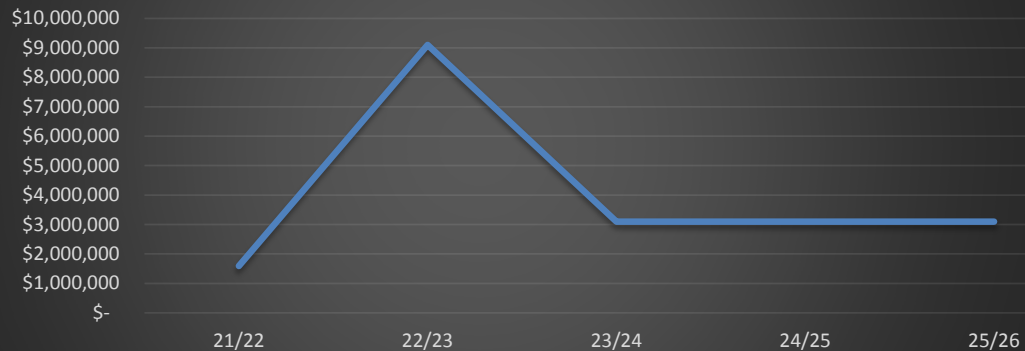


City of Wichita Falls, Texas
Water Distribution Capital Improvements
FY2021/22 - 2025/26

This Section of the CIP includes major improvements to the City's Water Supply, Treatment and Distribution Systems. Nearly \$16 million of the repairs to the system are accomplished through annual operating funds. However, several of these projects will require additional funding sources yet to be determined. The most likely source is the issuance of additional Water System Revenue Bonds. If these bonds were to be issued, then water rate increases would be required.

Projected Financial Plan						
	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 1,591,484	\$ 9,100,000	\$ 3,100,000	\$ 3,100,000	\$ 3,100,000	\$ 19,991,484
Water/Sewer Operating Funds	\$ 1,591,484	\$ 9,100,000	\$ 3,100,000	\$ 3,100,000	\$ 3,100,000	\$ 19,991,484
Undetermined						
Total	\$ 1,591,484	\$ 9,100,000	\$ 3,100,000	\$ 3,100,000	\$ 3,100,000	\$ 19,991,484

5 Year Expenditure Trend



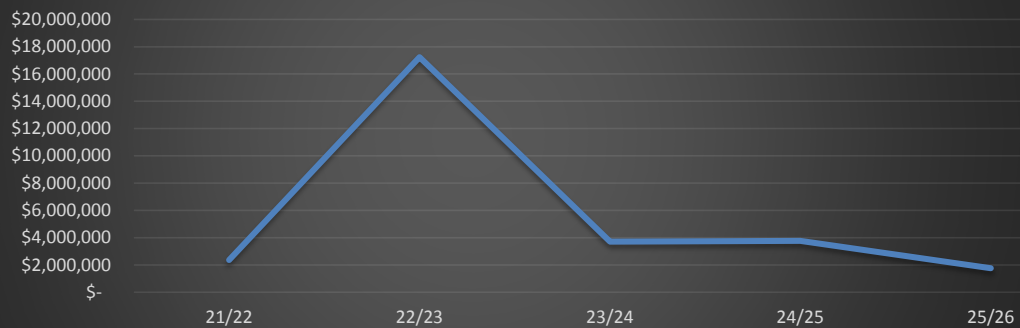


City of Wichita Falls, Texas
Water Purification Capital Improvements
FY2021/22 - 2025/26

This Section of the CIP includes major improvements to the City's Water Supply, Treatment and Distribution Systems. Nearly, \$16 million of the repairs to the system are accomplished through annual operating funds. However, several of these projects will require additional funding sources yet to be determined. The most likely source is the issuance of additional Water System Revenue Bonds. If these bonds were to be issued, then water rate increases would be required.

Projected Financial Plan						
	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 2,364,000	\$ 17,235,000	\$ 3,710,000	\$ 3,760,000	\$ 1,760,000	\$ 28,829,000
Water/Sewer Operating Funds	\$ 2,364,000	\$ 17,235,000	\$ 3,710,000	\$ 3,760,000	\$ 1,760,000	\$ 28,829,000
Undetermined	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 2,364,000	\$ 17,235,000	\$ 3,710,000	\$ 3,760,000	\$ 1,760,000	\$ 28,829,000

5 Year Expenditure Trend



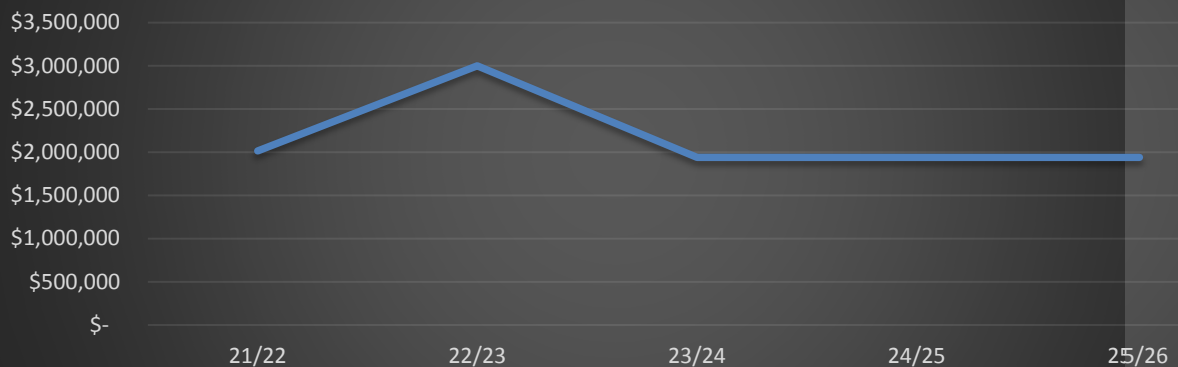


City of Wichita Falls, Texas
Wastewater Capital Improvements
FY2021/22 - 2025/26

This Section of the CIP includes projects that improve the City's Wastewater Distribution and Treatment System. Routine repair projects, at existing funding levels, can be funded with annual operating revenue of the City's Water and Sewer System Fund. However, a few other major system improvements will be funded with remaining bond funds from the Texas Water Development Board that were approved for the Indirect Potable Reuse Project.

Projected Financial Plan						
	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 2,016,419	\$ 3,000,000	\$ 1,940,000	\$ 1,940,000	\$ 1,940,000	\$ 10,836,419
Sources of Funding:						
Water/Sewer Operating Funds	\$ 2,016,419	\$ 3,000,000	\$ 1,940,000	\$ 1,940,000	\$ 1,940,000	\$ 10,836,419
Total	\$ 2,016,419	\$ 3,000,000	\$ 1,940,000	\$ 1,940,000	\$ 1,940,000	\$ 10,836,419

5 Year Expenditure Trend



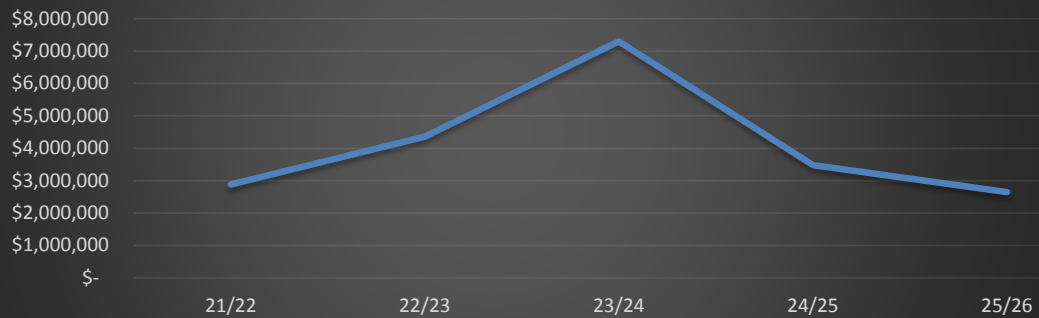


City of Wichita Falls, Texas
Sanitation Capital Improvements
FY2021/22 - 2025/26

This Section of the CIP includes projects for the Sanitation collection and disposal system. These improvements are anticipated to be accomplished with annual operating funds of the Sanitation System.

Projected Financial Plan						
	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 2,877,843	\$ 4,358,631	\$ 7,298,480	\$ 3,478,534	\$ 2,646,414	\$ 20,659,902
Sources of Funding:						
Sanitation Operating Funds	\$ 2,877,843	\$ 4,358,631	\$ 7,298,480	\$ 3,478,534	\$ 2,646,414	\$ 20,659,902
Total	\$ 2,877,843	\$ 4,358,631	\$ 7,298,480	\$ 3,478,534	\$ 2,646,414	\$ 20,659,902

5 Year Expenditure Trend



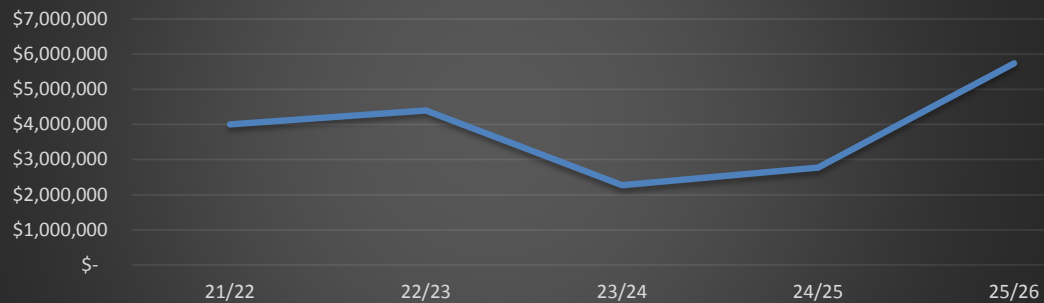


City of Wichita Falls, Texas
Drainage Capital Improvements
FY2021/22 - 2025/26

In the 2009-10 budget, funds were included to hire a consultant to prepare a Master Drainage Plan for the City. This plan, which is complete, analyzed and identified the top 15 of 60 projects that were on the City's project list and provided cost estimates to complete those 15 projects. Results of that analysis indicate that it will cost approximately \$35 million to construct these 15 projects. It also suggests that in order to complete this work over the next 10 to 15 years, a total of \$3 million per year in project costs should be expended. The projects listed in this CIP should be accomplished with existing revenue sources from the Stormwater Utility Fund.

Projected Financial Plan						
	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 4,000,000	\$ 4,396,465	\$ 2,271,948	\$ 2,775,429	\$ 5,740,660	\$ 19,184,502
Sources of Funding:						
Stormwater Operating Funds	\$ 4,000,000	\$ 4,396,465	\$ 2,271,948	\$ 2,775,429	\$ 5,740,660	\$ 19,184,502
Total	\$ 4,000,000	\$ 4,396,465	\$ 2,271,948	\$ 2,775,429	\$ 5,740,660	\$ 19,184,502

5 Year Expenditure Trend



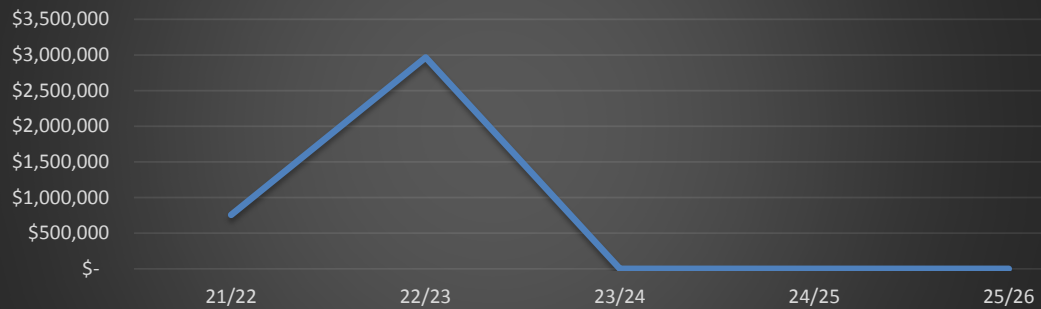


City of Wichita Falls, Texas
MPEC Capital Improvements
FY2021/22 - 2025/26

Improvements in this Section are entirely related to facility improvements at the Multi-Purpose Events Center and Memorial Auditorium.

Projected Financial Plan						
	21/22	22/23	23/24	24/25	25/26	Total
Project Cost:	\$ 755,500	\$ 2,965,000	\$ -	\$ -	\$ -	\$ 3,720,500
Sources of Funding:						
Venue Tax and Federal Grants	\$ 755,500	\$ 2,965,000	\$ -	\$ -	\$ -	\$ 3,720,500
Total	\$ 755,500	\$ 2,965,000	\$ -	\$ -	\$ -	\$ 3,720,500

5 Year Expenditure Trend





Appendix

APPENDIX

GLOSSARY

AMI	Advanced Metering Infrastructure (Water Meters)
C&V	Convention and Visitors Bureau
CAD/RMS	Computer Aided Dispatch/Record Management System
CAFR	Certified Annual Financial Report
CDBG	Community Development Block Grant
CIP	Capital Improvements Program
CO	Certificate of Obligation
M.S.A.	Combined Metropolitan Area
DOT	Department of Transportation
DPS	Department of Public Safety
W.F.I.S.D.	Wichita Falls Independent School District
EMS	Emergency Medical Services
EPA	Environmental Protection Agency
FMLA	Family Medical Leave Act
FTE	Full-Time Employee
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GF	General Fund
GFOA	Government Finance Officers Association
GIS	Graphic Information System
GO	General Obligation (Bond)
GPS	Global Positioning System
HAZMAT	Hazardous Materials
HOME	Home Investment Partnerships Program
HR	Human Resources (Department)
HVAC	Heating Vent Air Conditioning
ISD	Independent School District
IT	Information Technology
LED	Light-Emitting Diode
LGC	Local Government Code
MC	Municipal Court
mgd	Millions of Gallons per Day
MSU	Midwestern State University
NDS	Neighborhood Development Services
OPEB	Other Post-Employment Benefits
PD	Police Department
PH	Phase
PTC	Property Tax Code
RM	Risk Management
ST	Stormwater Fund
TMRS	Texas Municipal Retirement System
TWDB	Texas Water Development Board
US	United States
USA	United States of America
VC	Vernon College
VTCA	Vernon's Texas Civil Statutes Annotations

APPENDIX

GLOSSARY

WC	Workers' Compensation
WFFRRF	Wichita Falls Firemen's Relief and Retirement Fund
WFPD	Wichita Falls Fire Department
W & S	Water and Sewer Fund

APPENDIX

GLOSSARY

The Annual Budget contains specialized and/or technical terminology, along with acronyms, that are unique to public finance and budgeting. To assist the reader in understanding the Annual Budget document, a glossary of terms is provided.

Account Classification: A basis for distinguishing types of expenditures. The nine major classifications used by the City of Wichita Falls are: personal services, supplies, maintenance & repairs, utility & other services (Utilities/Other Serv), insurance & contract support (insur & contr Supp), other expenditures, non capital, capital improvements and transfers out.

Accrual Basis of Accounting: A method of accounting wherein revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period. This is the accounting basis that is generally required to be used in order to conform to generally accepted accounting principles (GAAP) in preparing financial statements for external users.

Ad Valorem Taxes: Also referred to as property tax, this is the charge levied on all real, personal, and mixed property according to the property's assessed valuation and the tax rate, in compliance with the State Property Tax Code.

Annual Budget: The total budget as approved by the City Council, as revised.

Appropriation: A legal authorization made by the City Council, which permits City officials to incur obligations against and to make expenditures of governmental resources.

Assessed Property Valuation: A value established by the Wichita County Appraisal District, which approximates market value of real or personal property. By state law, one hundred percent (100%) of the property value is used for determining the basis for levying property taxes.

Assigned fund balance: comprises the portion of net resources for which an intended use has been established by the City Council or the City Official authorized to do so by the City Council. Assignments of fund balance are much less formal than commitments and do not require formal action for their imposition or removal. In governmental funds other than the general fund, assigned fund balance represents the amounts that are not restricted or committed, but are, at a minimum, intended to be used for the purpose of that fund.

Balanced Budget: A budget in which the expenditures incurred during a given period are matched by revenues received during that same period.

Bond: A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common type of bonds are general obligation (G.O.) and revenue bonds. These are most frequently used for construction for large capital projects, such as buildings, streets, and water and sewer lines.

Budget: A financial plan for a specified period of time (fiscal year) that matches planned revenues with appropriations. The "proposed" budget designates the financial plan initially developed by departments and presented by the City Manager to the Council for approval. The "adopted budget" is the plan as modified and finally approved by that body. The "approved" budget is authorized by resolution and thus specifies the legal spending limits for the fiscal year.

APPENDIX

GLOSSARY

Budget Document: The compilation of the spending plans for the various funds, along with supporting schedules, tables, and charts which, in total, comprises the annual revenue and expenditure plan.

Budget Highlights: Significant changes in expenditures or programs within a fund, department, or division.

Budget Kick-off: Signifies the start of the Budget Season (see Budget Season). Finance Department delivers a presentation on the economy and expectations of the following fiscal year budget.

Budget Message: The opening section of the budget provides the City Council and the public with a general summary of the most important aspects of the budget. The message explains principal budget issues against the background of financial experience in recent years, and represents the assumptions and policies upon which the City's budget is based.

Budget Season: Time period between the Budget Kick-off and September 30. For the City of Wichita Falls the Budget Season starts the first week of March and all departments work hand in hand with Finance to create a balanced budget.

Budget Summary: Provides a listing of revenues, expenditures, and available resources for all funds.

CAFR: Comprehensive Annual Financial Report, a set of financial statements of the governmental entity that complies with the accounting requirements of the Governmental Accounting Standards Board and audited by an external certified public accounting firm.

Capital Improvements Plan: A Capital Improvements Plan (CIP) is a separate budget from the operating budget. This is a 5-year plan that includes items that are usually construction projects or major capital purchases designed to improve and maintain the value of the City's assets.

Capital Outlay: Expenditures for equipment, vehicles, or machinery, and other improvements that result in the acquisition of assets with an estimated useful life of more than one year, a unit cost of \$1,000 or more, and capable of being identified as an individual unit of property.

Capital Projects: Projects which purchase or construct capital assets. Typically, a capital project encompasses purchase of land and/or the construction of a building or facility.

Cash Accounting: A basis of accounting in which transactions are recorded when cash is either received or expended for goods and services.

Certificates of Obligation: Legal debt instruments that finance a variety of public projects such as streets, building, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues. In Texas, Certificates of Obligation do not have to be authorized by public referenda.

Certified Property Values: To comply with the Property Tax Code, the chief appraiser certifies the approved appraisal roll to each taxing unit on or before July 25.

Committed fund balance: includes the portion of net resources that can be used only for the specific purposes determined by a formal action of the City Council. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally. The formal

APPENDIX

GLOSSARY

action must be approved before the end of the fiscal year in which the commitment will be reflected on the financial statements.

Debt Service Fund: A fund used to account for the monies set aside for the payment of interest and principal to holders of the City's general obligation and revenue bonds, the sale of which finances long-term capital improvements, such as facilities, streets and drainage, parks and water/wastewater systems.

Department: A major administrative segment responsible for management of operating Divisions that provide services within a functional area.

Depreciation: A method of recovering the cost of an asset over the asset's useful life or recovery period.

Division: A basic organizational unit that is functionally unique and provides service under the administrative direction of a Department.

Duplicating Services Fund: Fund mainly used to account for duplicating services and postage.

Encumbrances: Commitments for the expenditure of monies.

Enterprise Fund: A fund established to account for operations that are financed and operated in a manner similar to private business. The rate schedules are established to insure that revenues are adequate to meet all necessary expenditures. The Water & Sewer Fund and Sanitation Fund are enterprise funds in the City of Wichita Falls.

Estimated Revenue: A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

Expenditure: Funds spent in accordance with budgeted appropriations on assets or goods and services obtained.

Fines & Forfeitures: Monies imposed as penalty for an offense and collected as revenue by the municipal court for the city.

Fiscal Year: A consecutive 12-month period that signifies the beginning and ending dates for recording financial transactions. The City of Wichita Falls' fiscal year begins October 1 and ends September 30 of the following calendar year. This is also called the budget year.

Franchise Fee: A charge paid for the use of City streets and public right-of-ways.

FTE: Full-Time Equivalent, a human resources measurement equal to one staff person working full-time for one year.

Fund: An accounting device established to control receipt and disbursement of income from sources set aside to support specific activities or attain certain objectives. Each fund is treated as a distinct fiscal entity with a self-balancing set of accounts.

Fund Balance: The excess of current assets over current liabilities, representing the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

GASB: Governmental Accounting Standards Board.

APPENDIX

GLOSSARY

General Fund: The largest fund within the City, the General Fund accounts for the majority of the financial resources of the government. General Fund revenues include property taxes, sales taxes, licenses and permits, service charges, and other type of revenue. This fund includes most of the basic operating functions such as fire and police, municipal court, finance, planning and inspection, public works, parks & recreation, and general administration.

General Obligation (G.O.) Bonds: Legal debt instruments that finance a variety of public projects such as streets, building, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues. In Texas, G.O. Bonds must be authorized by public referenda.

Geographic Information System: A system, which has the ability to translate implicit geographic data (such as a street address, national grid coordinates or latitude and longitude coordinates) into an explicit map location.

GFOA: Government Finance Officers Association of the United States and Canada.

Goal: Long-term continuing target of an organization (vision of the future).

Governmental Fund: Any fund that is not a profit and loss fund. Examples of governmental funds include: general fund, special revenue fund, and debt service fund.

Grant: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

Infrastructure: General fixed assets consisting of certain improvements other than buildings, including; roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems.

Intergovernmental Revenue: Grants, entitlements and cost reimbursements from another federal, state, or local governmental unit.

Internal Service Fund: Accounts for the financing of goods or services provide by one City department to other departments of the governmental unit on a cost reimbursement basis. The Fleet Maintenance Fund and Information Technology Fund are operated as internal service funds in the City of Wichita Falls.

Investment: Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals, or base payments.

Levy: To impose and collect by legal authority. The City Council has the authority to levy taxes, special assessments, and service charges as stated in the City Charter.

Line Item: reference to an expenditure category.

Long Term Debt: Debt with a maturity of more than one year after the date of issuance.

Major Fund: Individual funds whose revenues or expenditures, excluding other financing sources and uses, exceed 10% of total appropriations.

APPENDIX

GLOSSARY

Metropolitan Statistical Area: A cluster of heavily settled communities that are geographically, socially, and economically related to one another and to a central urban core. A core consists of at least one central city having at least 50,000 inhabitants, or “twin cities with a combined population of at least 50,000”.

Modified Accrual Basis of Accounting: A method of accounting that is a mixture of the cash and accrual basis. The modified accrual basis should be used for governmental funds. To be recognized as a revenue or expenditure, the actual receipt or disbursement of cash must occur soon enough after a transaction or event has occurred to have an impact on current spendable resources. In other words, revenues must be both measurable and available to pay for the current period’s liabilities. Revenues are considered available when collectible either during the current period or after the end of the current period, but in time to pay year-end liabilities. Expenditures are recognized when a transaction or event is expected to draw upon current spendable resources rather than future resources.

No-New-Revenue Tax Rate: The prior year’s taxes divided by the current year’s taxable values of properties that were on the tax roll in both years. Excludes taxes on properties no longer in the taxing unit and the current taxable value of new properties. (Formerly, Effective Tax Rate)

Non-spendable fund balance: includes the portion of net resources that are not in a spendable form or are required to be maintained intact. Examples are inventory, long term loans, prepayments, or permanent funds.

Objectives: Time bound and measurable result of an organization’s activity, which advances the organization toward a goal.

Operating Budget: Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of the City are controlled. The use of an annual operating budget is required by State law.

Ordinance: A statute or regulation especially enacted by a city government.

Outside Agencies: Non-profit service organizations funded partially or entirely by the General Fund.

Payment in Lieu of Tax: Monies received for provision of city services to property owners located outside the municipal taxing district.

Performance Measures: Specific quantitative and qualitative measures of work performed or results obtained within an activity or program.

Personnel Services: Costs relating to compensating employees, including; salaries, wages, insurance, payroll taxes, and retirement contributions.

Property Tax: Also called ad valorem tax, this is the charge levied on all real, personal, and mixed property according to the property’s valuation and the tax rate, in compliance with the State Property Tax Code.

Proposed Budget: This is the first draft of the budget submitted by the City Manager to the City Council and Mayor.

APPENDIX

GLOSSARY

Proprietary Fund: The activities of proprietary funds closely resemble those of ongoing businesses in which the purpose is to conserve and add to basic resources while meeting operating expenses from current revenues. The activities are usually financed with user charges that are directly related to the services received. Proprietary funds include enterprise funds and internal service funds.

Real Property: Property classified by the State Property Tax Board including residential single and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas and other mineral reserves.

Reserve: An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.

Resolution: A formal statement of a decision, determination, or course of action placed before a city council and adopted.

Restricted fund balance: includes the portion of net resources that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include bond proceeds, grant awards, specific contributions.

Revenue Bonds: Legal debt instruments that finance public projects for such as service as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds. In Texas, revenue bonds may or may not be authorized by public referenda.

Revenues: Funds received by the government as income, including tax payments, fees for specific services, receipts from other governments, fines and forfeitures, grants and interest income.

Right-of-Way: Land over which public roads/access are located.

Roll Year: Refers to the calendar year in which the property valuations that form the basis for the current fiscal year's property tax revenue projections were certified.

Rollback Rate: See **Voter Approved Tax Rate**.

Roll-Off Containers: Large open top rectangular containers for holding trash, debris, brush and other non-food waste. There is a charge for container use depending on the size of the container and the amount of use.

Seal Coat: Asphalt restoration and maintenance technique used to recondition city streets and thoroughfares.

Service and Work Programs: Tangible "end products" provided to the public or user department/ division.

Services: Professional or technical expertise purchased from external sources.

Special Revenue Fund: A separate fund that accounts for resources that are legally restricted to expenditures for specific operational purposes. Convention and Visitors Fund would be an example of a special revenue fund.

Standard Metropolitan Statistical Area: See "metropolitan statistical area".

APPENDIX

GLOSSARY

Stormwater Drainage Utility System: A program that is implemented by governmental entities to control storm water run-off in urban areas.

Strategy: A plan to achieve an objective.

Street Miles: Centerline miles of actual street.

Supplies: Costs of goods consumed by the City in the course of its operation.

Tax Rate: The amount of tax levied for each \$100 of assessed value for real, personal, or mixed property. The rate is set by September 1 of each year by the City Council of the City of Wichita Falls, Texas.

Taxes: Compulsory charges levied by a government for the purpose of financing service performed for the common benefit.

Total Tax Rate: Property Tax rate including both of the portions used for operations and that for debt service.

Transfers: The authorized exchanges of cash or other resources between funds.

Transmittal Letter: A general discussion of the proposed budget presented in writing by the City Manager to the Mayor and City Council. The transmittal letter highlights the major budget items including any changes made in the current budget year, issues affecting the decisions and priorities of the current year, and actions incorporated into the adopted budget.

Trend Analysis: Graphs which analyze historical data, projected information, or comparison from one year to the next. A brief narrative or summary data is included with the graphs.

Unassigned fund balance: includes the amount in an operating fund in excess of what can properly be classified in one of the other four categories of fund balance. Unassigned amounts are technically available for any purpose.

User Fee (User Charge): The payment of a fee for direct receipt of a public service by the part benefiting from the service.

Voter Approved Tax Rate (formerly, Rollback Rate): A property tax rate that is more than 3.5 percent above the “no-new tax rate”. S.B. 2 requires a city to hold an automatic election (i.e., the bill eliminates the petition requirement) on the November uniform election date if it adopts a rate exceeding the 3.5 percent voter-approval rate.

Working Capital: The difference between current assets and current liabilities. Working Capital measures the margin of protection for current creditors and reflects the ability of a company to finance current operations.