

City of Wichita Falls Adopted Operating Budget

Fiscal Year 2022-2023





City of Wichita Falls 2022-2023 Annual Budget

This budget will raise more revenue from property taxes than last year’s budget by an amount of \$1,448,300, which is a 3.49% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$649,442.

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 6, 2022 as follows:

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

Tax Rate	Adopted FY 2022-2023	Adopted 2021-2022
Property Tax Rate	\$0.694321	\$0.760928
No-New-Revenue Tax Rate	\$0.675652	\$0.718807
No-New-Revenue M&O Rate	\$0.642910	\$0.684444
Voter Approved Tax Rate	\$0.719697	\$0.760928
Debt Rate	\$0.032742	\$0.034363

Total Tax Supported Debt for 2022-2023 is \$5,697,837.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Wichita Falls
Texas**

For the Fiscal Year Beginning

October 01, 2021

Christopher P. Morill

Executive Director

ELECTED OFFICIALS & CITY MANAGER



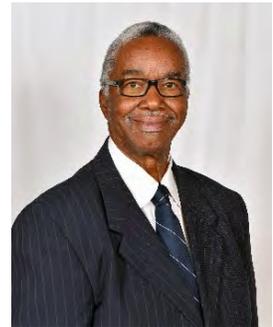
Stephen Santellana
Mayor



Bobby Whiteley
At Large, Mayor Pro-Tem



Michael Smith
District 1



Larry Nelson
District 2



Jeff Browning
District 3



Tim Brewer
District 4



Steve Jackson
District 5

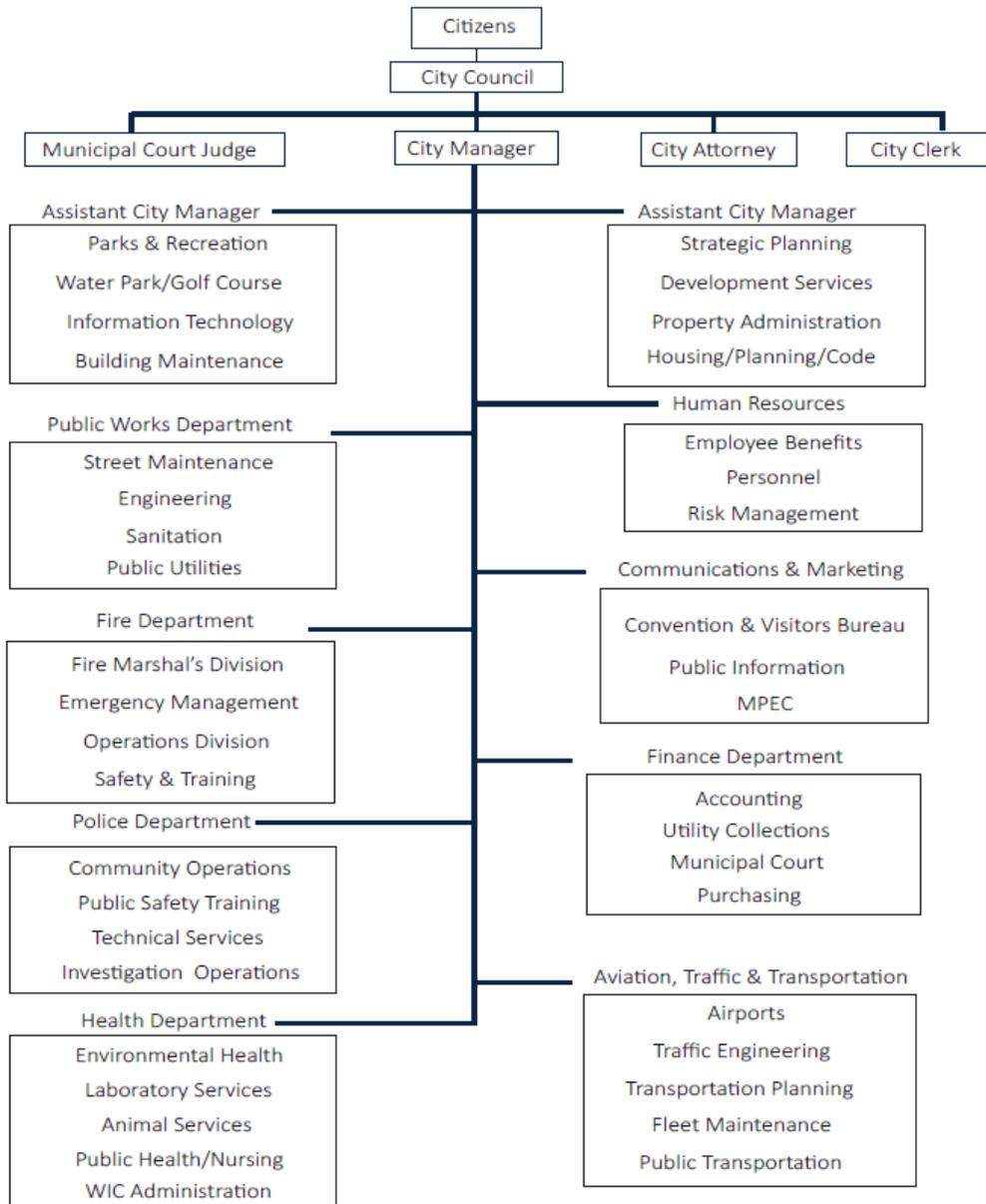


Darron Leiker
City Manager

CITY STAFF AND ORGANIZATIONAL CHART

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	Manuel Borrego Police Chief
John Burrus Director Aviation, Traffic & Transport.	Marie Balthrop City Clerk
Ken Prillaman Fire Chief	Russell Schreiber Director Public Works/Util.
Kinley Hegglund City Attorney	Terry Floyd Director of Development Services
Lindsay Barker Director Communications, Marketing, and MPEC	

CITY ORGANIZATIONAL CHART





Mission Statement

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

Vision Statement

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

Values Statement

The municipal employees and elected officials practice these values:

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.





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**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, 2022
SUBJECT: Adopted Fiscal Year 2023 Annual Operating Budget

It is my pleasure to present to you the Adopted Balanced Annual Operating Budget for the 2022-2023 fiscal year which covers the period beginning October 1, 2022 and ending September 30, 2023 (FY 2023). The Adopted 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 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 property appreciation and sales tax growth. The Adopted Budget:

- **Continues current service levels despite 40-year high inflation**
- **Reduces the property tax rate by 6.66 cents (8.75%) from .7609 to .6943**
- **Increases employee pay by 5%**
- **Increases the City's contribution to the Firefighter's Pension Fund**
- **Invests \$19.3M of surplus reserves for one-time expenditures**

BUDGET PREPARATION PROCESS

The process for developing the budget began this past March when the Finance Department hosted a Budget Kick-off meeting at the MPEC. The purpose of the meeting was to update City Departments on the budget process and to convey my expectations. This meeting included 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. Department Directors were encouraged to prepare their funding requests with items needed to fund normal operations and

BUDGET MESSAGE

address the strategic goals of the City. I then asked each Department Director for any proposed new programs (i.e. “above current requests”) that could potentially increase efficiency and the quality of services. The Adopted Budget includes a combination of these requests.

In June, the City’s Chief Financial Officer and I presented you and the public with an update on the City’s current financial state and the key factors affecting the upcoming budget preparation. During the presentation, we highlighted the increased cost of items due to inflation, and we emphasized the importance of keeping compensation at market competitive levels. 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 balances, projected fund balances, revenues, and expenditures. The major highlights from the presentation and discussion were potential uses of federal funding and excess fund balance for some one-time expenditures. Fund balances at year-end are projected to increase mainly due to higher than expected sales tax revenue and lower than anticipated personnel costs in FY 2022.

As we worked through the budget process, the overall economic climate changed. While sales tax revenue increased above prior year levels, signs of a potential slowdown are present. This may affect the City’s revenues; however, we will be closely watching the economy as interest rates rise and inflation continues to hit 40-year highs. Inflationary pressures have affected the FY 2022 operating budget, especially as it relates to fuel and chemical costs. We anticipate the impact of inflation to affect the FY 2023 budget as well. Conversely, over the past four months we have seen continued increases in investment returns due to rising interest rates.

In addition to this annual operating budget that provides for the operation of the City 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 identifies potential funding sources to pay for those projects. Capital improvements are tangible equipment items, one-time projects or large maintenance projects that exceed \$25,000 and have a useful life of more than one year.

The CIP for FY 2023-27 is a separate document from the Annual Operating Budget. When the City Council adopted the Five-Year CIP, only the projects outlined in FY 2023 have committed funding sources, and the projects listed in the later years of the document are identified for planning purposes only.

Budget Process Diagram



This budget message highlights the major revenue and expenditure assumptions. The City Council budget workshop and public hearings that were conducted in August and September provided the Council and public with detailed information on the budget.

BUDGET MESSAGE

TOTAL REVENUE BUDGET

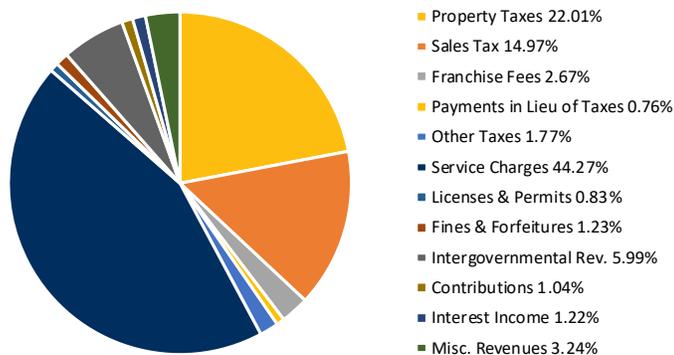
Revenues collected by the City may be broken down into the following categories: **Operating Revenues** which are recurring revenues the City may receive annually; **Consolidated Revenues** which include the transfer of money between funds and other financing sources and includes the use of one-time available surplus funds.

The adopted operating revenue budget for FY 2023 across all funds is \$204,973,228, which is an increase of \$18,251,640 or 9.77% from the FY 2022 Adopted Budget of \$186,721,588. This is consistent with the increased cost to provide municipal services. The Municipal Cost Index through July 2022 indicates a 9.9% year over year increase; the US Bureau of Labor Statistics, on August 15, 2022, indicated inflation rates of 8.5%.

Operating Revenue All Funds	2020-21 Actual Collection	2021-22 Adopted Budget	2022-23 Adopted Budget	Percent Change
Property Taxes	\$41,009,203	\$43,531,653	\$45,112,664	3.63%
Sales Tax	28,362,467	25,332,885	30,680,000	21.11%
Franchise Fees	5,452,158	5,176,870	5,465,100	5.57%
Payments in Lieu of Taxes	1,521,075	1,624,913	1,550,000	-4.61%
Other Taxes	3,510,872	2,896,923	3,631,427	25.35%
Service Charges	84,491,420	85,035,616	90,742,569	6.71%
Licenses & Permits	1,623,596	1,923,600	1,701,991	-11.52%
Fines & Forfeitures	2,198,977	2,548,781	2,516,357	-1.27%
Intergovernmental Rev.	16,094,554	10,294,679	12,285,508	19.34%
Contributions	2,936,369	2,066,950	2,126,644	2.89%
Interest Income	75,550	266,500	2,504,947	839.94%
All Other Revenue	6,506,967	6,022,218	6,656,021	10.52%
Total Operating Revenues	\$193,783,207	\$186,721,588	\$204,973,228	9.77%

Below the City's operating revenue is listed by source.

FY 2022-23 Operating Revenues by Source



BUDGET MESSAGE

REVENUE HIGHLIGHTS

The adopted budget for the City includes the operating revenue highlights that are listed below. Additional information related to each category of revenue is provided throughout the budget document.

Property Tax:

Overall, the property tax levy is expected to increase by 3.63%. The FY 2023 property tax base is anticipated to be 13.58% higher than last year due to a strong housing market. The FY 2023 Adopted Budget reduces the City's property tax rate by 8.75% from .760928 to .694321.

Sales Tax:

Sales Tax receipts have shown significant growth since the pandemic and are expected to increase 21.11% compared to the FY 2022 budget and 1.34% from the FY 2022 collections.

Service Charges:

Service charges are expected to increase by 6.71% mostly due to the increase in water rates. The adopted budget includes a 5% increase to water rates for FY 2023 and the currently adopted fee ordinance includes a 5% increase in the following year in order to help keep up with the increased cost of chemicals and other supplies due to inflation, to help maintain market competitive salaries for staff, and to increase fund balance reserves to help ensure adequate funds for emergency needs that may arise. The examples of increased cost that were shared during the Pre-Budget Workshop are listed below. The City has held water rates the same for 8 years in a row, absorbing all of the cost increases for labor, supplies, and construction over this time period.

- Water main replacement cost has more than doubled since 2020, up an average of 111%.
 - 2020 Cost = \$70.50/LF
 - Today's Cost = \$148.00/LF
- Sewer line replacement has increased 52% per linear foot since 2020.
 - 2020 Cost = \$124/LF
 - Today's Cost = \$188/LF
- Due to the age of city water and sewer lines, additional funding is needed for replacement, repair and maintenance.

Interest Income:

Interest income is earned from reserves that are invested with local government investment pools and fixed income securities. In recent years, low interest rates meant that interest earnings were below .25%. Recent actions by the Federal Reserve to increase interest rates to help curb inflation have changed the outlook for the markets and the estimated earnings for FY 2023 are 2.6%. This generates a \$2,238,447 or 839.94% increase in this category.

BUDGET MESSAGE

CONSOLIDATED REVENUE

As previously mentioned, revenues collected by the City may be broken down in the following categories. Operating Revenues are recurring revenues the City may receive annually; Consolidated Revenues include the transfer of amounts between funds and other financing sources.

This adopted budget estimates revenue collection across all funds at \$233,816,962. This includes the use of one-time available fund balance, transfers between funds, and increases in federal grant revenues. One-time revenues are referred to as "Other Financing Sources" to clearly identify that they are non-recurring and non-operational revenues. These revenues are excesses of fund balance, available above a funds policy, for use for one-time and non-recurring expenditures which are listed in the following expenditure section.

Combined Revenue All Funds	2020-21 Actual	2021-22 Adopted	2022-23 Adopted Budget	Percent Change
Operating Revenues	\$193,783,207	\$186,721,588	\$204,973,228	9.77%
Transfer In	8,920,548	6,071,562	9,534,859	57.04%
Other Financing Sources	0	2,656,725	19,308,875	626.79%
Consolidated Revenues	\$202,703,755	\$195,449,875	\$233,816,962	19.63%

BUDGET MESSAGE

TOTAL EXPENDITURE BUDGET

The adopted budget for expenditures across all funds is \$233,816,962, which is an increase of \$38,367,087 or 19.63% from the FY 2022 Adopted Budget of \$195,449,875. However, the Operating expenditures, which *exclude* transfers out and capital improvements, are projected to be \$186,341,504, which is \$16,232,696 or 9.54% higher than the FY 2022 operating expenditures which is the best comparison to last year’s operating budget.

The increase in expenditures is driven by the increased cost of goods and services due to inflation, increased capital expenditures for critical infrastructure, and the increased cost of labor to help maintain market competitive compensation.

Expenditures are broken down in the following categories:

Expenditures All Funds	2020-21 Actual Expenditures	2021-22 Adopted Budget	2022-23 Adopted Budget	Percent Change
Personnel Services	\$ 83,915,522	\$ 93,771,616	\$ 97,981,335	4.49%
Supplies	8,619,721	11,125,386	16,303,433	46.54%
Maintenance & Repair	6,383,968	8,516,781	9,550,830	12.14%
Utilities/Other Services	22,384,192	22,632,434	25,824,625	14.10%
Insurance & Contract Supp.	2,765,939	2,879,189	3,478,367	20.81%
Debt Expenditures	18,147,591	19,262,658	19,467,705	1.06%
Other Expenditures	12,590,316	11,561,944	13,574,668	17.41%
Non-Capital Improvements	102,698	358,800	160,541	-55.26%
Capital Improvements	5,028,689	19,707,983	38,711,168	96.42%
Transfers Out	4,380,710	5,633,084	8,764,290	55.59%
Total Expenditures	\$164,319,346	\$195,449,875	\$233,816,962	19.63%



BUDGET MESSAGE

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

Project	Amount
Police Tactical SWAT Vehicle (MRAP)	\$340,000
Golf Course Pavilion and Range Lighting (gap funding)	311,000
Castaway Cove Water Park New Attraction (gap funding)	575,000
MPEC Co-Promotional Show Fund	100,000
MPEC Exhibit Hall Remodel Projects (Venue Bond gap funding)	2,589,000
Street Improvements	2,000,000
Police In-Car Video Infrastructure	800,000
Parks Master Plan	200,000
Parks and Recreation Equipment Replacement	525,000
Health Dept. Reception Area Remodel	350,000
Public Safety Facilities Needs Assessment	200,000
Contingency	700,000
General Fund Total	\$8,690,000
Water & Sewer Capital	1,400,000
Sanitation Fund – Landfill Scale & Compactor	1,929,287
Stormwater Fund - Quail Creek, Duncan Channel, Rhea Road	5,667,471
Golf Course Fund - Irrigation and Capital Improvements	205,867
IT Fund - Public Safety Radio Replacement	1,416,250
Grand Total One Time Uses	\$19,308,875

This budget also includes Above Current Requests. As mentioned each year, I request that Directors enter any new requests into the 'Above Current Projection'. This allows me to clearly see new requests and make determinations based upon need. Of the \$3 million in requests received, this adopted budget includes approximately \$500,000, which addresses needs in various City Departments, some of which are listed below.

Major Above Current Budget Level Recommended Requests		
Department/Division	Item Approved	
City Clerk Department	Part-time Administrative Position	\$16,500
Inspection Division	Administrative Clerk Position (budget neutral)	49,000
Finance Department	American Rescue Plan Act (ARPA) Accountant (partially ARPA funded)	51,300
Fire Department	Quartermaster Position	45,000
	Vector Solutions Scheduling	13,000
Animal Services Division	Kennel Supervisor	40,000
Legal Department	Attorney I	95,000
Sanitation Department	Environmental Coordinator	45,000

BUDGET MESSAGE

EXPENDITURE HIGHLIGHTS

The Adopted Budget for the City includes the following expenditure highlights. Additional information related to each category of expenditures is provided throughout the budget document.

Personnel Services:

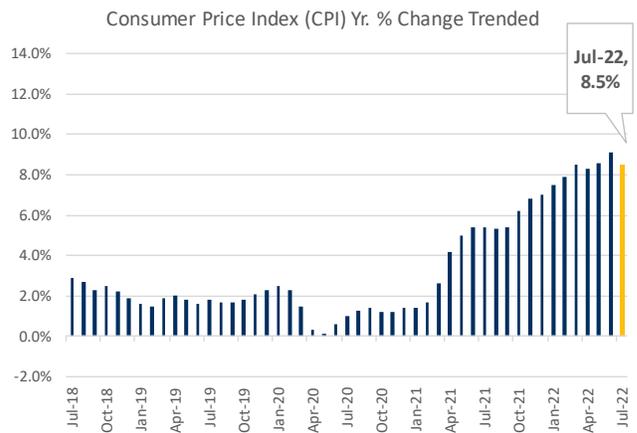
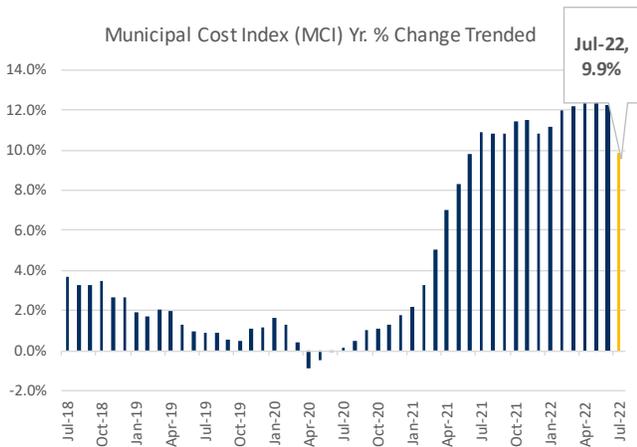
The City's most valuable asset is our employees. This adopted budget includes an across the board cost of living adjustment (COLA) of 5% for all eligible employees. These pay recommendations tie directly to the Strategic Plan goal of "Improving Employee Recruitment and Retention" and maintaining a trained, committed, and valued workforce. We are struggling at every level of this organization to recruit and fill available positions, to the point where it is difficult to continue the same service levels. The pay adjustment should help improve this, and most importantly, will keep us from sliding even further behind.

Capital:

The adopted budget includes capital expenditures to assist in replacing critical infrastructure in our City. Increased capital spending includes funds for the Quail Creek and Rhea Road projects in the Stormwater Fund, replacement of facilities and equipment at the Landfill and the Transfer Station in the Sanitation Fund, and replacement of the portable voice radios for Public Safety in the Information Technology Fund.

Impact of Inflation:

The rising cost of goods and services through inflation is a key issue that the adopted budget is facing. The Municipal Cost Index (MCI) is a measure of inflation based on factor's influencing costs of goods and services from Municipalities. The year over year increase in the costs for municipalities has increased by 9.9%. The US Bureau of Labor Statistics, on August 15, 2022, released inflation data showing an increase of 8.5%.



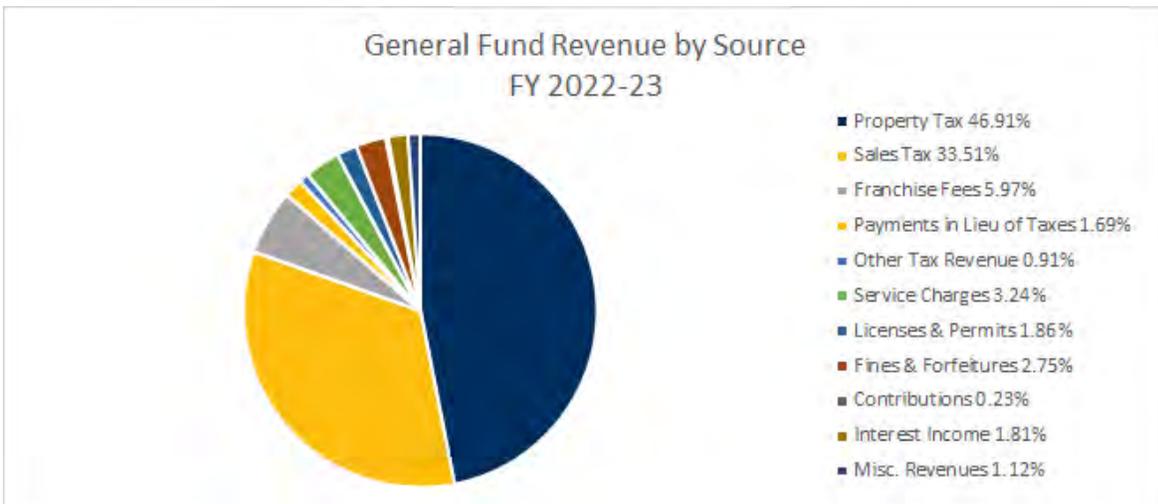
BUDGET MESSAGE

GENERAL FUND REVENUE

The adopted operating revenue budget for FY 2023 in the City’s General Fund totals \$91,552,713, which is 10.46% higher than the FY 2022 budget. The budget includes various projects and programs addressing key issues the City is facing such as inflation, increasing prices for supplies, chemicals, and services, as well as employee pay, recruitment, and retention.

General Fund	2020-21 Actual	2021-22 Adopted Budget	2022-23 Adopted Budget	% Change
Revenue				
Property Tax	\$ 38,878,949	\$ 41,498,269	\$ 42,946,569	3.49%
Sales Tax	28,362,467	25,332,885	30,680,000	21.11%
Franchise Fees	5,452,158	5,176,870	5,465,127	5.57%
Payment in Lieu of Taxes	1,521,075	1,624,913	1,550,000	-4.61%
Other Tax Revenue	882,027	796,923	831,400	4.33%
Service Charges	3,074,440	2,794,797	2,968,044	6.20%
Licenses & Permits	1,623,596	1,923,600	1,701,991	-11.52%
Fines & Forfeitures	2,198,977	2,548,781	2,516,357	-1.27%
Contributions	179,483	185,696	213,419	14.93%
Interest Income	40,740	48,500	1,654,947	3312.26%
Misc. Revenues	3,226,564	953,278	1,024,859	7.51%
Operating Revenue	85,440,476	82,884,512	91,552,713	10.46%

The General Fund revenues broken out by category are listed below.



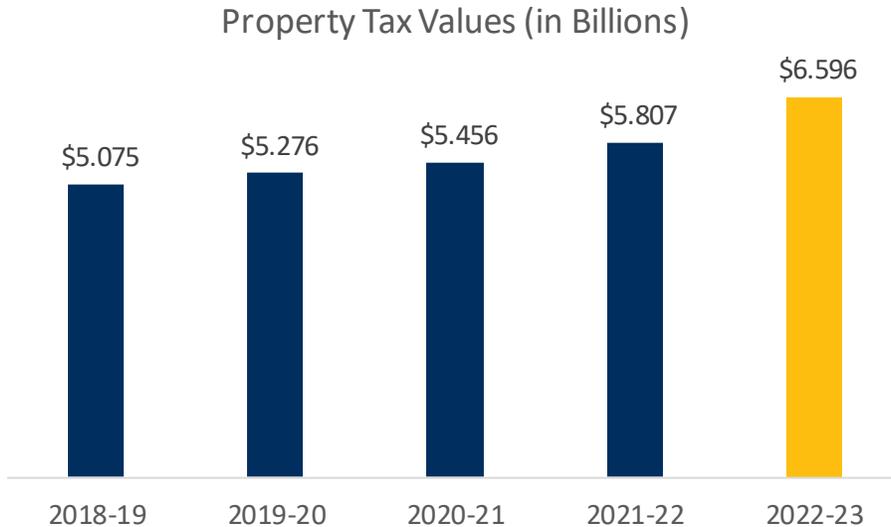
BUDGET MESSAGE

GENERAL FUND REVENUE HIGHLIGHTS

Property Tax Values:

Property Tax is the largest source of revenue in the General Fund. The property tax base for FY 2023 is \$6.6 billion, which is a 13.58% increase from the \$5.8 billion tax base in FY 2022.

Over the past five years, the City has seen an average annual growth rate of 6% in Property Tax Value, and a 10-year annual average growth rate of 4%. Home prices have reached record highs in the last year.



Property Tax Rate:

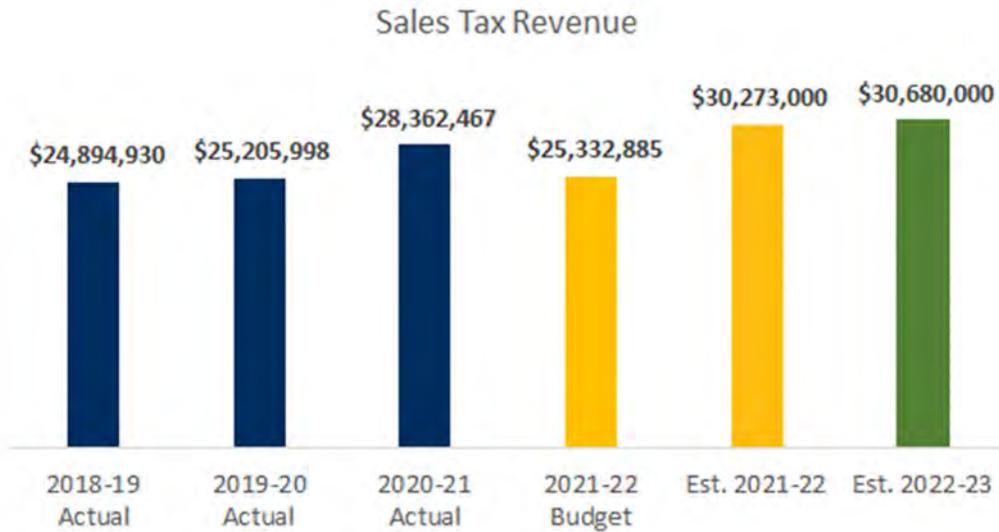
The City's property tax rate has two components: (1) interest and sinking funds used to pay debt service (I&S), and (2) maintenance and operations (M&O). The table below shows the total of each over the past five years.

Property Tax Rate						
Fiscal Year	M&O	I&S	Total Rate	\$ Change	% Change	Average Annual % Change
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	0.000	0.00%	
2021-22	0.726565	0.034363	0.760928	-0.002	-0.31%	
2022-23	0.661579	0.032742	0.694321	-0.067	-8.75%	-0.99%

As indicated in the above table in FY 2019, the City's rate increased \$0.024 to fund a voter-approved street maintenance bond. In FY 2020, 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. The rate did not change in FY 2021. In FY 2022, the rate decreased \$0.002395. This adopted FY 2023 budget **reduces the City's property tax rate by 8.75% or 6.66 cents** from 0.760928 to 0.694321.

BUDGET MESSAGE

Sales Tax: Sales Tax represents 33.51% of General Fund revenues and is an inherently volatile revenue source. Sales Tax is derived from businesses operating within City limits and is applied to goods and services sold. This revenue source is projected to increase 21.11% from the FY 2022 budgeted collections. As you can see in the chart below, the FY 2023 budget includes a 1.34% increase from FY 2022 projected sales tax revenue collections.



Comparison of Sales Tax Collections, Last 5 Fiscal Years
(in 000s of \$s)

City	FY16-2017	FY 20-2021	FY 2021-22	FY17/FY21
	Actual	Actual	Budget	Change
Pearland	20,457	26,139	24,868	27.8%
Abilene	31,193	39,550	37,424	26.8%
Wichita Falls	22,413	28,362	25,333	26.5%
Denton	36,841	45,405	46,247	23.2%
College Station	28,562	34,840	33,694	22.0%
San Angelo	17,677	21,528	20,371	21.8%
Round Rock	41,577	49,202	57,408	18.3%
Beaumont	38,954	45,633	43,450	17.1%
Midland	42,763	49,734	51,000	16.3%
Lewisville	28,702	32,409	33,524	12.9%

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 the City’s right-of-way. This adopted budget slightly increases expected revenues from the prior year and utilizes the previously mentioned three-year average. These revenues will increase \$288,257 or 5.57%.

BUDGET MESSAGE

Payment-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. This revenue is projected to decrease \$74,913 or -4.61%.

Other Tax Revenue: Other taxes collected by the City include penalties and interest and mixed beverage sales. In total, Other Tax Revenue will increase \$34,477 or 4.33%.

Interest Income: The City receives interest earnings from idle funds that are invested with local government investment pools and fixed income securities. In recent years, low interest rates meant that interest earnings were below .25%. Recent actions by the Federal Reserve to increase interest rates to help curb inflation have changed the outlook for the markets and the estimated earnings for FY 2023 are 2.6%. The Adopted Budget for interest income in the General Fund is \$1,654,947 which is a \$1,606,447 increase from the FY 2022 adopted budget.

GENERAL FUND CONSOLIDATED REVENUES

The adopted budget's consolidated revenues total \$103,351,602 which is \$15,380,360 or 17.48% more than the prior year's adopted budget. The budget includes the use of \$8,690,000 in surplus funds for one-time expenditures in accordance with policy and charter. Fund balance in the General Fund represents the net resources available for funding operations. The City strives to maintain the fund balance of the General Fund 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.

Combined Revenue General Fund	2020-21 Actual Collection	2021-22 Adopted Budget	2022-23 Adopted Budget	Percent Change
Operating Revenues	85,440,476	82,884,512	91,552,713	10.46%
Transfer In	3,769,421	3,883,430	3,108,889	-19.94%
Other Financing Sources	-	1,203,300	8,690,000	622.18%
	\$ 89,209,897	\$ 87,971,242	\$ 103,351,602	17.48%

Transfers In: This category reflects transfers in from other City funds, such as the franchise fees for the Water & Sewer Fund and the Sanitation Fund. There is a decrease from the previous year of \$774,541 or 19.94%. Each year, the Sanitation Fund transfers approximately \$800,000 into the General Fund. The transfer is used to expand the street maintenance program due to the wear and tear that sanitation trucks put on City streets. Due to the capital needs in the Sanitation fund in FY 2023, the transfer has been suspended and will resume in FY 2024. Total funding for street repairs increased in the Adopted Budget

Other Financing Sources: This account shows transfers in from fund balance. Due to better than anticipated sales tax revenue, federal ARPA funds available for police overtime, and lower costs due to personnel vacancies, there is \$8,690,000 in funds available for one-time expenditures as described above.

BUDGET MESSAGE

GENERAL FUND EXPENDITURES

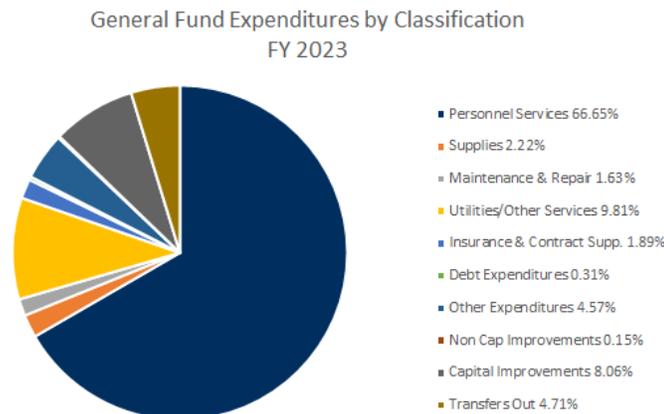
For FY 2023, General Fund budgeted expenditures are \$103,351,602 which is an increase of \$15,380,360 or 17.48%, from the FY 2022 adopted budget. Of this amount, \$8,690,000 is being used for one-time expenditures. A detailed list of these items may be found on page 7 of this letter.

This adopted budget includes \$4,775,000 in capital improvements. These capital improvements include an increase to the street overlay program, the purchase of police video infrastructure, completion of a Parks Master Plan, Parks and Recreation equipment replacement, a remodel of the Health Department reception area, and a needs assessment for public safety as well as standard General Fund Capital expenditures. A list of these items is provided on page 7.

Additional items on the chart on page 7 are transferred from the General Fund to the applicable fund in this budget. These transfers total \$3,915,000 and are listed as transfers out.

General Fund	2020-21 Actual	2021-22 Adopted Budget	2022-23 Adopted Budget	% Change
Expenditures				
Personnel Services	\$ 60,375,403	\$ 65,764,273	\$ 68,882,329	4.74%
Supplies	1,473,137	2,014,203	2,297,215	14.05%
Maintenance & Repair	923,821	1,946,940	1,682,587	-13.58%
Utilities/Other Services	7,014,707	8,024,693	10,137,551	26.33%
Insurance & Contract Supp.	1,435,892	1,432,308	1,953,026	36.36%
Debt Expenditures	300,525	200,323	315,884	57.69%
Other Expenditures	5,814,237	4,159,170	4,719,200	13.46%
Non Capital Improvements	39,376	117,500	154,541	31.52%
Capital Improvements	1,710,238	3,640,369	8,326,673	128.73%
Transfers Out	165,213	671,463	4,882,597	627.16%
Total Expenditures	\$ 79,252,549	\$ 87,971,242	\$ 103,351,602	17.48%

The table below illustrates General Fund expenditures as a percent of total.



BUDGET MESSAGE

GENERAL FUND EXPENDITURE HIGHLIGHTS

Personnel Services:

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

- Administrative Support: City Manager’s Office, Human Resources Department, City Attorney, Public Information Office, and City Clerk
- 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

The largest expenditure in the General Fund is the cost of the personnel necessary to provide these services to the community. The FY 2023 General Fund budget dedicates \$68,882,329 or over 66% of total spending to personnel related expenses. This is an increase of \$3,118,056 or 4.74% mainly due to pay increases for staff.

Retirement Programs: The Fire Department receives pension benefits from the Fireman’s Pension Plan, an independent plan¹. All other City employees earn retirement benefits from the Texas Municipal Retirement System (TMRS). The current TMRS contribution rate is 16.18%. This budget increases the fire pension rate to the same rate as TMRS (from 13.25% to 16.18%). The cost of this increase for the FY 2023 budget is \$417,174.

Pay Programs: The organization’s most valuable asset is our employees. The adopted budget includes an across the board cost of living adjustment of 5%. This pay recommendation ties directly to the Strategic Plan goal of “Improving Employee Recruitment and Retention” and maintaining a trained, committed, and valued workforce. The adopted budget for these increases in the General Fund is \$2,220,366. The table below shows changes to the Pay Plan over time.

Fiscal Year	Step Program	COLA Increase
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%

(Table continued on next page)

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

(Table continued from previous page)

Fiscal Year	Step Program	COLA Increase
2016-17	Yes	1.50%
2017-18	Yes	No
2018-19	Yes	3.00%
2019-20		
Police/Fire	Yes	5.00%
Non-civil Service	Yes	2.00%
2020-21	No	No
2021-22	Yes	2.00%
2022-23	No	5.00%

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 long-standing programs remain unchanged for the FY 2023 adopted budget.

Employee & Retiree Healthcare: The General Fund includes an additional \$346,586 or 3%, to maintain our Employee/Retiree Health Care Program. Health care costs continue to rise at a fairly rapid pace, and this increase is needed to maintain the same level of health care benefits.

Currently, employee/retiree premiums make up about 30% of the cost for health claims and the city contributions fund the remaining 70% for employees. In total, the General Fund budget dedicates \$7,590,666 to this program. The Employee Benefit Trust Committee is responsible for managing this program.

Supplies: Supplies in the General Fund total \$2,297,215, an increase of \$283,012, or 14.05%, from the prior year. This increase is reflective of increased costs such as lumber, steel, and chemicals due to inflation.

Maintenance: The FY 2023 adopted budget includes a decrease of \$264,353 or 13.58% due to the completion of projects at Memorial Auditorium.

Utilities/Other Services: General Fund services have increased by \$2,112,858 or 26.33% from the FY 2022 budget. This increase is primarily due to an increase in the cost of Central Garage Services of \$1,219,940 or 25.9% due to higher costs of fuel, maintenance, and repair. This category also includes one-time costs from the use of excess funds for a Public Safety Facilities Needs Assessment for \$200,000 and a Parks Master Plan for \$200,000.

Debt: This category represents lease payments for street lights and traffic signal communication equipment and has increased due to the timing of this year’s payments. No changes to the agreements occurred.

Transfers Out: The General Fund transfers out support to other funds for one-time expenditures and operating subsidies when needed. The adopted budget includes \$3,915,000 for transfers from excess general funds for one-time expenditures listed on page 6 of this letter. The adopted budget for FY 2023 increases the MPEC subsidy from \$400,000 to \$500,000. As is the case in the current fiscal year (FY 2022), the Regional Airport and Transit Funds will not need subsidy due to available federal funding.

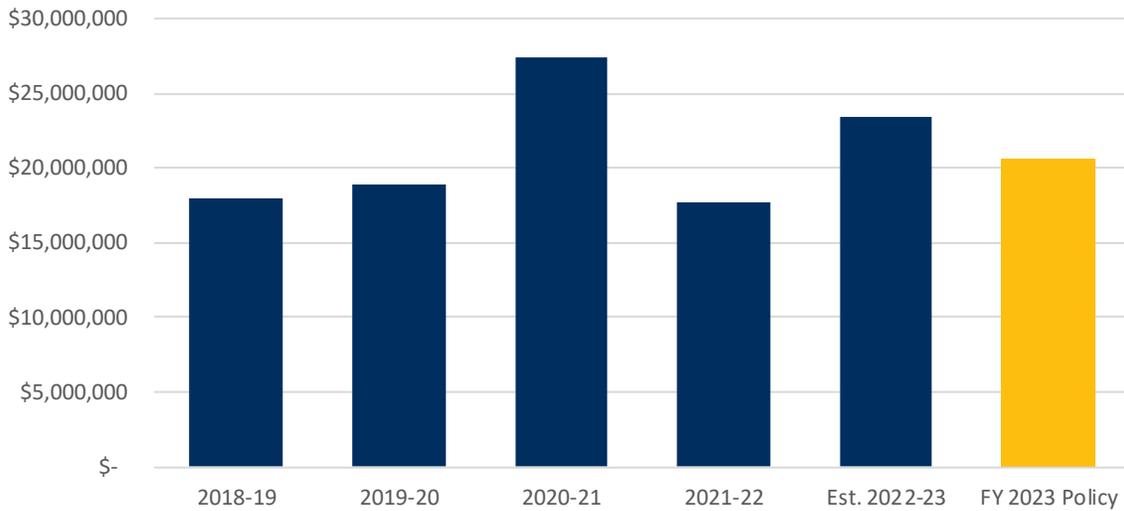
BUDGET MESSAGE

FUND BALANCE – GENERAL FUND

It is the City’s policy to achieve and maintain an unrestricted fund balance in the general fund equal to 20% of expenditures. The General Fund will meet the policy in the current year, and is anticipated to meet its policy in FY 2023.

Based on total expenditures, General Fund Unreserved Balance would need to be \$20,670,320, which is 20% of \$103,351,602 in expenditures. Excluding one-time expenditures, General Fund Unreserved Balance would need to be \$18,932,320, which is 20% of \$94,661,602. Total unrestricted fund balance is estimated to be \$20.9M.

General Fund Unreserved Ending Fund Balance



BUDGET MESSAGE

WATER & SEWER SYSTEM FUND

After maintaining the same water rates since 2014, the adopted FY 2023 budget includes a 5% increase in retail rates and the currently adopted fee ordinance includes a 5% increase in the following year as well. These retail rate increases will provide for additional water and sewer line replacements, address the impact of inflation, and maintain market competitive salaries. Due to inflation, the cost of replacing water and sewer lines is up over 111% and 52% respectively, and the cost of chemicals has increased approximately 150%.

WATER AND SEWER FUND REVENUES

Revenues for the Water and Sewer Fund come primarily from Water and Sewer Sales. The chart below outlines these revenues.

Water & Sewer	2020-21 Actual	2021-22 Adopted Budget	2022-23 Adopted Budget	% Change
Revenues				
Water Sales	\$ 33,637,957	\$ 35,113,945	\$ 36,564,938	4.13%
Sewer Sales	10,613,782	10,533,300	10,950,248	3.96%
Other Financing Sources			1,400,000	100.00%
All Other Revenue	2,305,533	1,412,691	1,584,897	12.19%
Total Revenues	\$ 46,557,272	\$ 47,059,936	\$ 50,500,083	7.31%

Water Sales: Water Sales make up the majority of the revenue in the Water & Sewer Fund at about 75% of total revenue. This accounts for both the residential and commercial sale of water by the City. The adopted budget anticipates a \$1,450,993 or 4.13% increase in Water Sales. This increase is due to the increase in retail rates and is offset by estimated usage levels.

Sewer Sales: The Adopted Budget anticipates sewer sales to increase by \$416,948 or 3.96%. This increase is due to the increase in retail rates and offset by estimated usage levels.

Other Financing Sources: Fund balance reserves of \$1,400,000 are used for one-time capital expenditures.

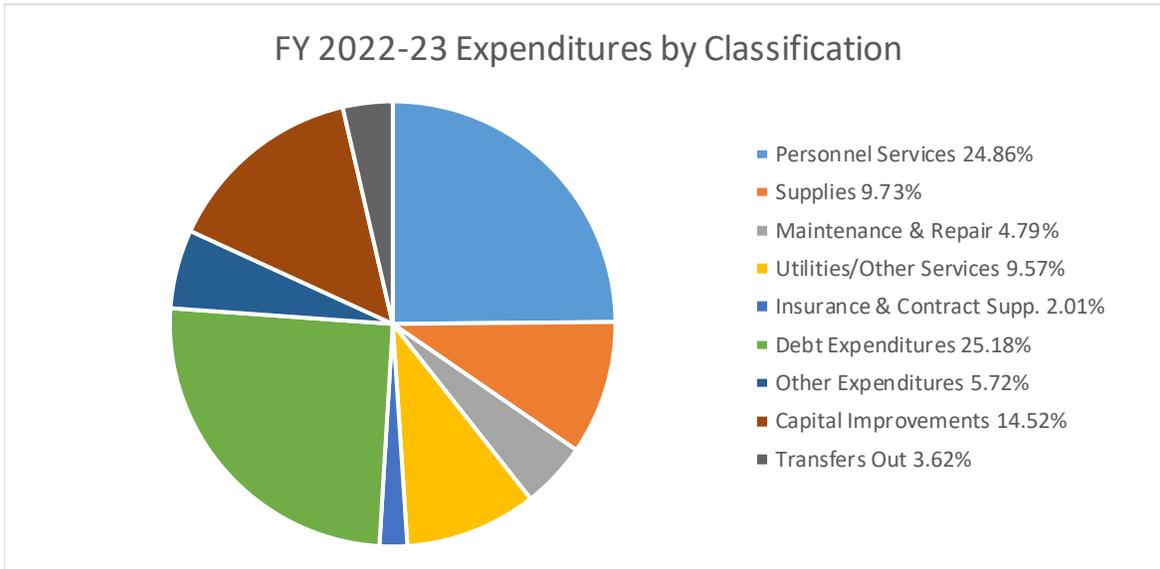
All Other Revenue: All other revenue has increased by \$172,206 or 12.19%. This increase is primarily due to increases in expected interest earnings.

BUDGET MESSAGE

WATER & SEWER FUND EXPENDITURES

For FY 2023, Water & Sewer Fund expenditures are \$50,500,083 which is an increase of \$3,440,147 or 7.31% from the FY 2022 Adopted Budget.

Water & Sewer	2020-21 Actual	2021-22 Adopted Budget	2022-23 Adopted Budget	% Change
Expenditures				
Personnel Services	\$ 10,436,672	\$ 12,077,819	\$ 12,552,046	3.93%
Supplies	2,600,899	3,559,409	4,913,498	38.04%
Maintenance & Repair	1,943,099	2,273,369	2,419,739	6.44%
Utilities/Other Services	5,494,532	4,431,961	4,833,394	9.06%
Insurance & Contract Supp.	878,425	957,467	1,012,940	5.79%
Debt Expenditures	11,456,436	12,755,940	12,717,289	-0.30%
Other Expenditures	1,973,694	2,796,639	2,889,159	3.31%
Capital Improvements	1,447,740	6,345,903	7,334,200	15.57%
Transfers Out	1,771,811	1,861,429	1,827,817	-1.81%
Total Expenditures	\$ 38,003,308	\$ 47,059,936	\$ 50,500,083	7.31%



BUDGET MESSAGE

WATER EXPENDITURE FUND HIGHLIGHTS

Personnel Services: Personnel Services have increased \$474,227 or 3.93%. This increase is mostly due to COLA and increases of 5% to help maintain market competitive compensation.

Supplies: Supplies have increased \$1,354,089 or 38.04%, from the prior year. This increase is reflective of a nationwide increase in chemical and material costs, and is one of the primary drivers of the retail rate increase.

Maintenance: Maintenance costs increased in this budget by \$146,370 or 6.44% due to inflation.

Utilities/Other Services: The FY 2023 budget anticipates an increase of \$401,433 or 9.06% due to increased cost of electricity.

Capital Improvements: The FY 2023 budget for capital improvements is \$7,334,200. The adopted budget includes \$4,000,000 for water and sewer line replacements, \$1,000,000 for Lake Ringgold Permitting and associated fees, \$600,000 for Reverse Osmosis and Microfiltration Element Replacement, \$600,000 for Lift Station Rehabilitation and other investments in system infrastructure.

WATER & SEWER FUND BALANCE

The City's policy is to maintain 17% of expenditures in unreserved fund balance, less debt service. Of the fund's \$50,500,083 expenditures in the adopted FY 2023 budget, \$12.7 million is reserved for debt payments, bringing the operating budget to \$37.8 million for purposes of determining unrestricted fund balance. This means that the total needed to meet the unrestricted fund balance policy is \$6.4 million. The current unrestricted balance at the start of FY 2023 is anticipated to be \$10.4 million.

Total fund balance (restricted and unrestricted) anticipated at the beginning of FY 2023 is anticipated to be \$36M.

Restricted fund balance previously committed of \$25.6M:

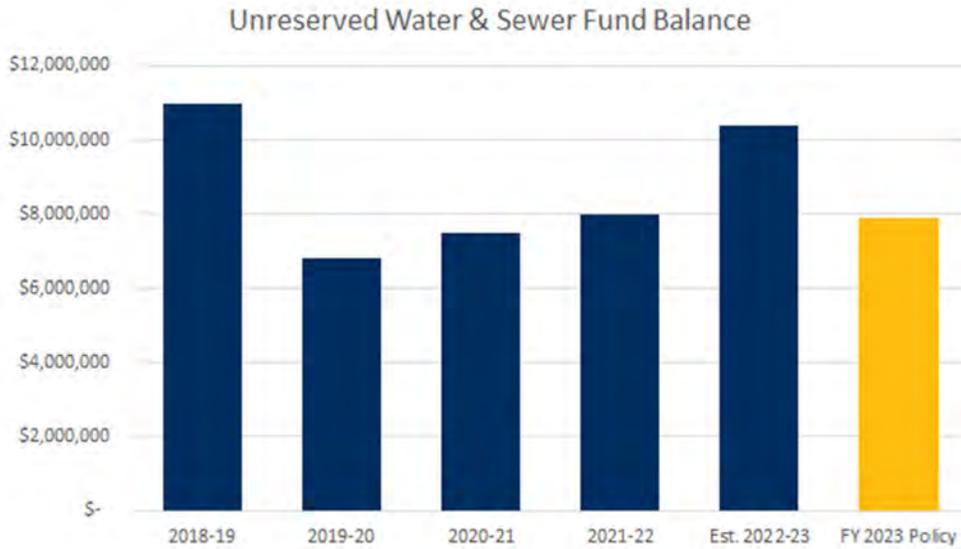
- Lake Ringgold
- Microfiltration Replacement Project
- Capital Projects in progress
- 9th Street Tower

Unrestricted fund balance of \$10.4M:

- Propose use of fund balance for fund variance FY 2023 (\$1.7M)
- Additional reserves designated for the 61 Pipe Gallery (\$1.5M)
- Use of \$1.4M for increased water and sewer line maintenance
- Water & Sewer Operating Fund (\$9M)

For budgeting purposes, the Water and Sewer Fund is shown in four separate funds and for accounting purposes as one fund.

BUDGET MESSAGE



BUDGET MESSAGE

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 FY 2023 budget proposes an increase in the City’s fund balance policy from 15% to 20% of operating expenditures which is approximately \$3.6 million. The estimated unrestricted fund balance for FY 2023 is \$5.4 million, which is reflective of reduced spending in previous years due to the COVID-19 Pandemic as well as savings from budgeted but unfilled positions.

Total budgeted revenues are expected to be \$17,826,287 for FY 2023, which is an increase of \$2,714,287 or 17.96% from the previous year’s Adopted Budget.

Sanitation	2020-21 Actual	2021-22 Adopted Budget	2022-23 Adopted Budget	% Change
Revenues				
Sanitation Fees - Alley Res	\$ 6,915,649	\$ 6,895,000	\$ 6,900,000	0.07%
Sanitation Fees - Commercial	5,963,561	5,900,000	5,900,000	0.00%
Landfill Fees	2,386,701	1,700,000	2,000,000	17.65%
All Other Revenue	895,070	617,000	3,026,287	390.48%
Total Revenues	\$ 16,160,981	\$ 15,112,000	\$ 17,826,287	17.96%
Expenditures				
Personnel Services	\$ 4,293,213	\$ 4,854,170	\$ 5,038,961	3.81%
Supplies	296,969	355,436	392,994	10.57%
Maintenance & Repair	112,080	180,540	545,290	202.03%
Utilities/Other Services	4,850,387	4,647,984	5,349,867	15.10%
Insurance & Contract Supp.	97,394	84,522	74,049	-12.39%
Other Expenditures	488,787	445,504	444,931	-0.13%
Non-Capital Improvements	-	6,000	6,000	0.00%
Capital Improvements	2,203,860	2,827,843	5,005,123	76.99%
Transfers Out	1,685,610	1,710,001	969,072	-43.33%
Total Expenditures	\$ 14,028,300	\$ 15,112,000	\$ 17,826,287	17.96%

SANITATION REVENUE & EXPENDITURES HIGHLIGHTS

The Adopted Budget for the City’s Sanitation Fund includes the following highlights.

Sanitation Revenues:

Total Revenues for the Adopted Budget increased by \$2,714,287 or 17.96%. This increase is primarily due to the use of \$1,929,287 of one-time funds for a new entrance scale at the Landfill and a new compactor. Revenue was also impacted by increased use of the Landfill of \$300,000 and an increase in interest income of \$200,000. The adopted budget maintains the current retail rates.

BUDGET MESSAGE

Sanitation Expenditure Highlights:

Personnel Services: Personnel Services account for over a quarter of all expenditures in the Sanitation Fund. This adopted budget increases Personnel Services by \$184,791 or 3.81% primarily due to a 5% overall increase for COLA increases for staff to help maintain market competitive compensation.

Supplies: Supplies in the Sanitation Fund total \$392,994, an increase of \$37,558, or 10.57%, from the prior year. This increase is reflective of cost increases in the economy due to inflation.

Maintenance & Repair: These costs are \$364,750 or 202.03% higher than the FY 2022 budget due to costs for building maintenance and repairs to the transfer station budgeted in FY 2023.

Utilities/Other Services: The cost of utilities is projected to increase in FY 2023 by \$701,883, or 15.10%, mostly due to increased fuel and utility costs.

Capital Improvements: This category is used to purchase major equipment and vehicles that keep the Sanitation Collection service, Landfill, and Transfer Station running smoothly and efficiently. Planned capital expenditures include replacement of three (3) Curbside Automated Sideload trucks, one (1) Alley Sideload truck, and one (1) Commercial Frontend Loader. Plans also include a new entrance scale for the Landfill and a new compactor which are funded from available excess funds. The increase of \$2,177,280 or 76.99% is due to increased equipment costs, installation of a new scale and compactor at the Landfill.

Transfers Out: This account is for operating transfers to other City funds. 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. In the current year, the \$800,000 transfer for street maintenance is excluded to increase funds needed for capital which explains the 43.33% reduction in this category.

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 \$13,160,705, an increase of \$2,641,783 or 25.11% from the FY 2022 budget and is primarily due to increased fuel costs which increased by \$2,141,832 or 94% from the prior year's budget.

Regional Airport: The Regional Airport Fund is an Enterprise Fund, which is supported by user fees and federal grants. For FY 2023, this fund does not require a subsidy from the General Fund. The City's Regional Airport Fund adopted FY 2023 budget is \$1,914,554 which is \$299,265 or 13.52% lower than the FY 2022 Budget because the FY 2022 Budget included a debt service payment that will be made with FAA ARPA funds.

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 FY 2023 is \$1,156,098, which is a \$145,985, or 14.45%, increase from the prior year budget, mostly due to higher fuel costs. For FY 2023, this fund does not require a subsidy from the General Fund.

Transit: The Transit Fund is an Enterprise Fund that is primarily funded through Federal and State Grants and provides for the operation of the City's public transit system. A small subsidy from the General Fund is sometimes used to cover any remaining expenditures. Due to legislation passed in response to the COVID-19 Pandemic, City Transit Operations will be subsidized via the Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds through the Federal Transportation Administration (FTA). The Transit Fund budget is \$4,805,630, which is a

BUDGET MESSAGE

\$1,415,181 or 41.74% increase from the previous year due to increased grant funding. Transit Operations and Preventative Maintenance now operate out of the new Transit Center on Old Windthorst Road. This fund does not require an operating subsidy.

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). In October of 2021, the City resumed management of the MPEC facilities after the five-year agreement with a third-party management company expired. During that time, the City has made tremendous improvements to the facilities and will have held over 260 events through the end of FY 2022. The fund's total operating expenditures increased by \$1,002,114. This increase is due to the COLA increases for personnel, an increase in cost of goods and supplies, and an anticipated increase in the cost of utilities. The adopted budget increases the operating transfer from the General Fund from \$400,000 to \$500,000. The budget also includes a recommended one-time transfer from the General Fund's surplus fund balance of \$2,689,000. The funds will be used for capital improvements to update and renovate Ray Clymer Exhibit Hall and to update the catering/concession areas. The funds would also be used to establish a Co-Promotional Show fund.

Venue Tax Fund: This budget includes an allocation of \$600,000 in the voter approved Venue Tax Fund. This fund, established in 2020, collects the City's 2% Venue Tax. This allocation will be used for updates and projects at the MPEC as well as debt service on the venue tax bond.

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 \$5,531,075, which includes internal service charges of \$4,114,825 and is an increase of \$2,182,645, or 65.18%, from the FY 2022 budget. This fund's total budget increased due to the use of prior year reserves for capital improvements including the replacement of the portable radios for Public Safety and the costs to implement and operate the communications system that support the radios. The Information Technology Fund is now paying two thirds of the MDT Radio Maintenance previously charged to the 4B Sales Tax Corporation.

Water Park: The Water Park Fund is an Enterprise Fund, and contains the budget for Castaway Cove Water Park. The total budget for the Water Park is \$2,269,653, which is an increase from last year due to increased ticket sales and a \$575,000 transfer in from excess general funds. When combined with income from water park operations, the excess general fund revenue transfer will help fund the addition of a new attraction.

Golf Course: The Golf Course budget is devised to align with the City's management services agreement with A.P.G.L. Under the terms of that agreement, the City is responsible for reimbursing A.P.G.L. for golf course expenses, plus \$120,000 for complete management oversight of the course. In exchange, the city receives nearly all of the revenue at the course. The Golf Course estimates revenues and expenditures for FY 2023 at \$1,416,867. This includes \$900,000 in revenue from use fees, \$311,000 as a transfer in from excess general funds, and \$205,867 from the Golf Course prior year reserves. The funds will be used for course operations and capital improvements for the gazebo and the addition of range lighting.

Stormwater: The Stormwater Fund has a total budget of \$9,537,472, which is an increase of \$4,359,047, or 84.18%. This increase is largely due to the use of reserve funds to continue with Phase 2 of the Quail Creek Drainage Project.

BUDGET MESSAGE

ECONOMIC OUTLOOK

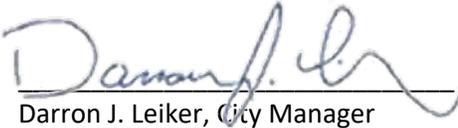
The City of Wichita Falls is in a strong financial condition. Although sales tax revenue has been showing strong growth, it remains a volatile revenue source, and generally tracks the overall economy. Record high inflation has led to rising interest rates. This in turn could lead to a recession at some point over the next 12-24 months. If this occurs, history has shown that our sales tax revenue will decline. That said, we are in a good position to deal with a light, short-lived recession without severely impacting service delivery. 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.

CONCLUSION

The FY 2023 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 continue improvements to employee compensation and infrastructure. The City will remain vigilant in meeting the needs of the community as inflation 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,



Darron J. Leiker, City Manager

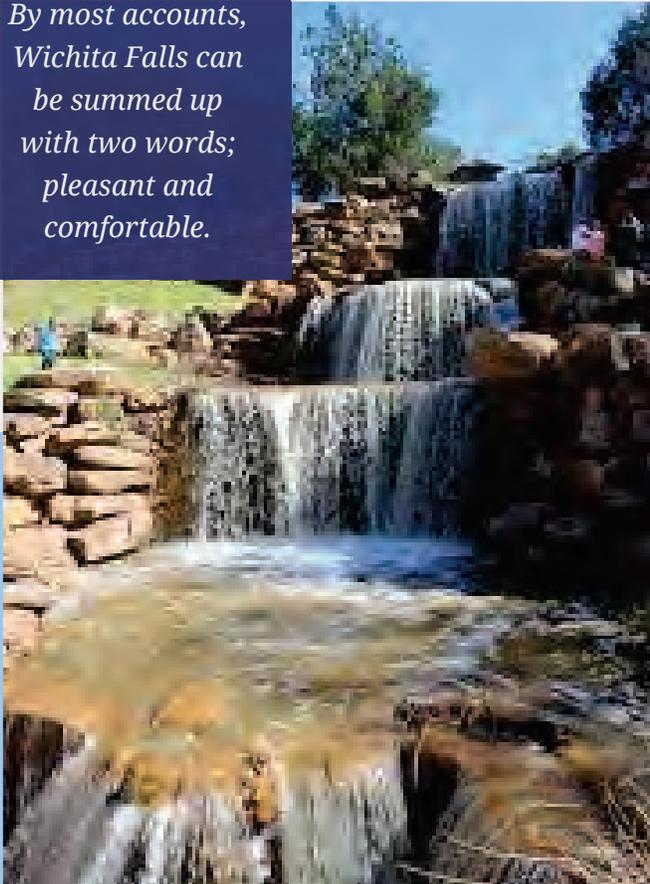


Community Profile

COMMUNITY PROFILE

WICHITA FALLS

By most accounts, Wichita Falls can be summed up with two words; pleasant and comfortable.



The City of Wichita Falls is comfortably nestled in the northeast 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, and the county seat of, Wichita County, Wichita Falls has an approximate population of 102,988, and is the 40th most prosperous city in Texas and considered the population center of North Texas.

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 (ENJJPT) program. The City has several institutions of higher learning, an eager workforce, a strong international presence through Sheppard Air Force Base, a community spirit geared toward family and friends, and a desire to see this thriving city continue to grow and prosper.



Wichita Falls is about 15 miles (24km) south of the border with Oklahoma, 115 mi (185km) north west of

Fort Worth, Texas, and 140 mi (225km) southwest of Oklahoma City, Oklahoma. The City has a total area of 70.1 square miles. Wichita Falls is located less than two hours from Dallas-Fort Worth and Oklahoma City.



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. Winters are mild, with only one or two snowy days a season.

Annually, temperatures of 100 °F occur approximately 28 days a year, with 102 days of temperatures at 90°F or higher.

Fun Fact:

By the 1950's Wichita Falls carried the nickname "Factory City," for having over 100 manufacturing companies, 127 wholesale outlets and 741 retail stores.



City 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. On September 27th, 1876, a sale of town lots was held at the corner of Seventh and Ohio streets – the birthplace of the City. That same day, the City was officially titled Wichita Falls.

The formative years of the City were economically driven by farming and ranching. The arrival of the Fort Worth & Denver railroad transformed Wichita Falls from a loose collection of cottages to a thriving market center. The railroad enabled ranchers to ship their cattle to Fort 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.

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 which hires a professionally trained manager to oversee the delivery of public services. The City of Wichita Falls has a Mayor and six-member Council who are elected into 3 year terms in non-partisan elections.

EDUCATION

Wichita Falls ISD

Staff	1,037 FTEs
Students	13,587
Elementary Schools	19
Middle Schools	3
High Schools	3
Elementary/secondary schools	2

*Data courtesy of [Texas Tribune \(6/2/2022\)](#)



Public Schools

In FY 2020-21, 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 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.

Higher Education

Wichita Falls is home to Midwestern State University (MSU), a public university that currently enrolls over 5,500 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.

Vernon College currently enrolls 2,790 students and serves 12 counties in the Texoma area, including branch campuses in Wichita Falls. The college offers a wide range of vocational development programs, such as nursing, automotive, computer science, welding, farm and ranch management, and much more.



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.

LARGEST EMPLOYERS

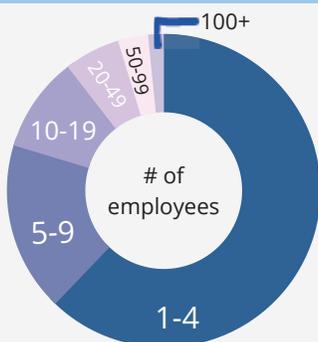
1. Sheppard Air Force Base	8,987
2. United Regional Health Care System	2,305
3. Wichita Falls ISD	1,854
4. Midwestern State University	1,354
5. City of Wichita Falls	1,223
6. Wal-Mart - 3 locations	1,069
7. North Texas State Hospital	970
8. James V. Allred Prison Unit	939
9. United Supermarkets - 3 locations	823
10. Work Services Corporation	791

*Data courtesy of [Wichita Falls Annual Comprehensive Financial Report \(9/30/2021\)](#)

United Regional Health Care

Clinic visits	170,000
ER Visits	69,000
Hospital Outpatient Visits	75,000
Hospital Admissions	14,000
Surgeries	9,200
Births	1,900
Physicians	225

*Data courtesy of [United Regional Health Care \(6/2/2022\)](#)



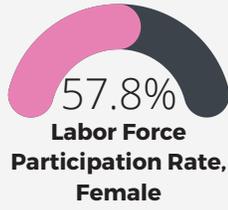
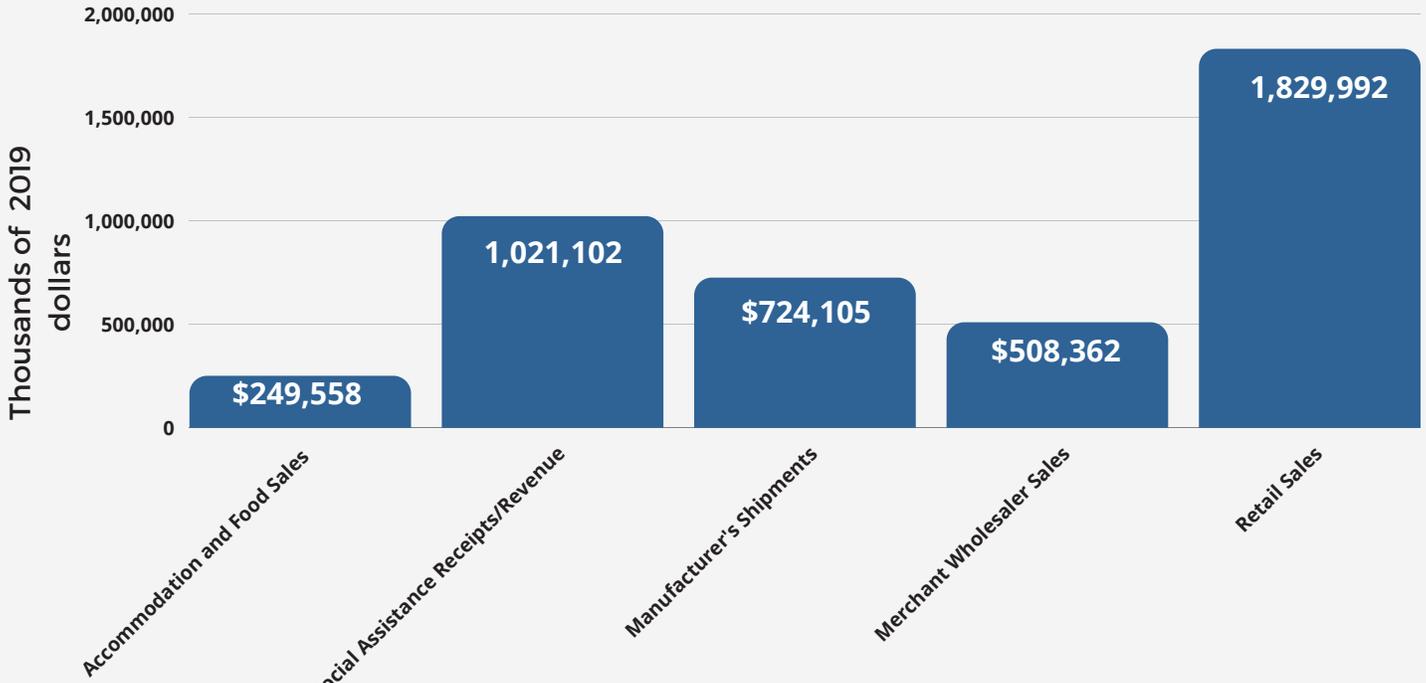
Did you know?

62% of businesses in the WF MSA hire 1-4 employees



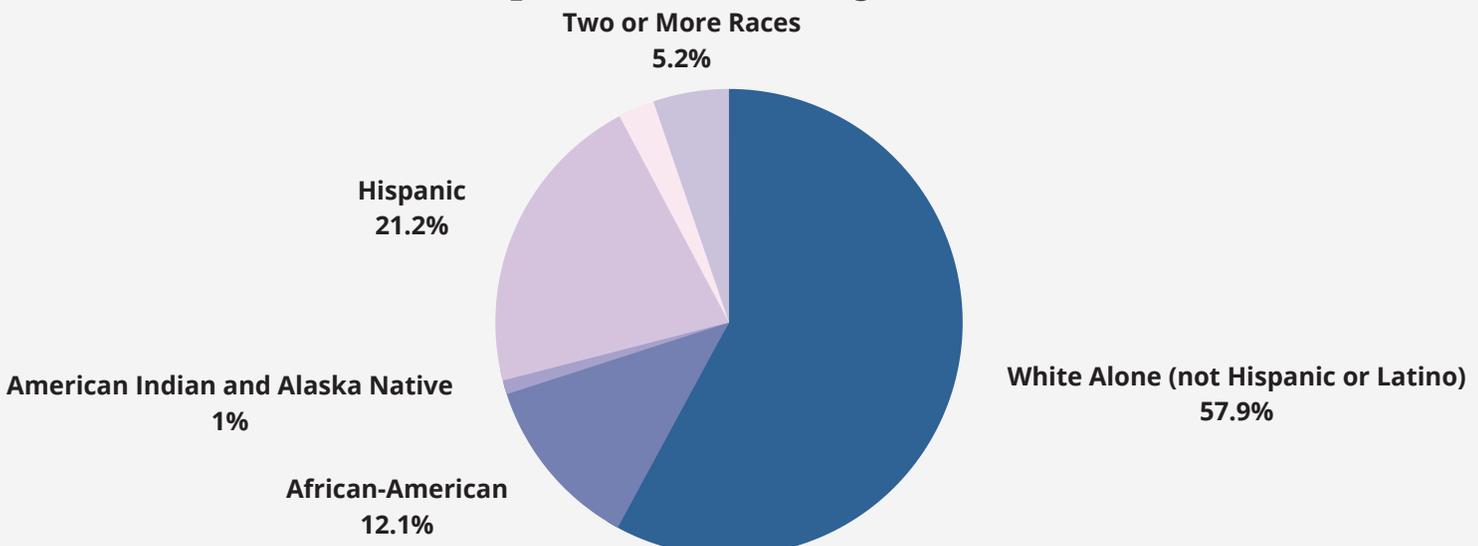
DEMOGRPAHICS

Economic Activity



Total Households	37,297
Average Household Size	2.76
Median Household Income (2019 dollars) 2015-2019	\$47,335
Per Capita Income in past 12 months (2019 dollars) 2015-2019	\$24,762

Population By Race



RECREATION & ENTERTAINMENT

Wichita Falls prides itself on having something for everyone. Once here you will find considerable cultural activities from the symphony to 'good old' Texas rodeos. 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.

Wichita Falls has a significant international character through Sheppard's Euro-NATO Joint Jet Pilot Training (ENJJPT) program. The ENJJPT program provides the finest fighter pilot training in the world and is utilized by seventeen different NATO countries.

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.





All Fund Budget Summary

City of Wichita Falls, TX
FY 2023 Budget Summary by Fund
All Funds

	General Fund	Water & Sewer Fund (All)	Sanitation Fund	Special Revenue	Debt Service	All Other Funds	Total
Proj.Beginning Balance	\$ 33,712,000	\$ 36,000,000	\$ 8,080,000	\$ 3,291,000	\$ 1,486,350	\$ 21,444,087	\$ 104,013,437
Less: Restricted Bal.	(4,097,000)	(25,600,000)	(2,680,000)	-	-	(3,925,870)	(36,302,870)
Available Balance	29,615,000	10,400,000	5,400,000	3,291,000	1,486,350	17,518,217	67,710,567
Revenues							
Taxes	81,473,096	-	-	-	2,166,095	2,800,000	86,439,191
Service Charges	2,968,044	49,014,984	15,650,000	-	-	23,516,995	91,150,023
Licenses & Permits	1,701,991	-	-	-	-	-	1,701,991
Fines & Forfeitures	2,516,357	-	-	-	-	-	2,516,357
Intergovernmental Rev	-	-	-	8,240,206	-	4,219,830	12,460,036
Contributions	213,419	-	-	-	1,878,225	35,000	2,126,644
Misc. Revenues	2,679,806	1,485,099	247,000	262,926	-	5,611,608	10,286,439
Transfer In	3,108,889	-	-	-	1,653,517	4,465,000	9,227,406
Other Fin. Sources*	8,690,000	-	1,929,287	-	-	7,289,588	17,908,875
Total Revenues	103,351,602	50,500,083	17,826,287	8,503,132	5,697,837	47,938,021	233,816,962
Expenditures							
Personnel Services	68,882,329	12,552,046	5,038,961	2,779,556	-	8,728,443	97,981,335
Supplies	2,297,215	4,913,498	392,994	176,492	-	8,523,233	16,303,432
Maintenance & Repair	1,682,587	2,419,739	545,290	94,484	-	4,451,204	9,193,304
Utilities/Other Services	10,137,551	4,833,394	5,349,867	1,536,948	-	4,353,250	26,211,010
Insurance & Contracts	1,953,026	1,012,940	74,049	-	-	438,352	3,478,367
Debt Expenditures	315,884	12,717,289	-	-	5,697,837	736,695	19,467,705
Other Expenditures	4,719,200	2,889,160	444,931	3,912,152	-	1,580,367	13,545,810
Non Capital Improv.	154,541	-	6,000	-	-	-	160,541
Capital Improvements	8,326,673	7,334,200	5,005,123	3,500	-	18,041,672	38,711,168
Transfers Out	4,882,597	1,827,817	969,072	-	-	1,084,805	8,764,291
Total Expenditures	103,351,602	50,500,083	17,826,287	8,503,132	5,697,837	47,938,021	233,816,962
Anticipated Change	(8,690,000)	-	-	-	-	(7,289,588)	(17,908,875)
Ending Available Bal.	\$ 20,925,000	\$ 10,400,000	\$ 5,400,000	\$ 3,291,000	\$ 1,486,350	\$ 10,228,629	\$ 49,801,692

City of Wichita Falls, TX
FY 2023 Budget Summary by Fund
All Other Funds

	Hotel/ Motel	Venue Tax Fund	Duplicating Services	Regional Airport Fund	Kickapoo Airport Fund	Fleet	IT	Transit Fund	Storm Water	Golf Course Fund	Waterpark Fund
Proj.Beginning Balance	\$ 1,000	\$ 834,857	\$ 105,800	\$ 85,000	\$ 23,600	\$ 1,605,000	\$ 4,511,000	\$ 1,100,000	\$ 11,853,430	\$ 240,400	\$ 1,084,000
Less: Restricted Bal.	-	-	-	-	-	-	-	-	(3,500,000)	-	(425,870)
Available Balance	1,000	834,857	105,800	85,000	23,600	1,605,000	4,511,000	1,100,000	8,353,430	240,400	658,130
Revenues											
Taxes	2,200,000	600,000	-	-	-	-	-	-	-	-	-
Service Charges	-	-	118,183	271,120	120	12,662,394	4,114,825	584,000	3,700,000	900,000	1,166,353
Intergovernmental Rev	-	-	-	-	-	-	-	4,219,830	-	-	-
Contributions	35,000	-	-	-	-	-	-	-	-	-	-
Misc. Revenues	2,003,785	-	-	1,618,434	1,130,978	158,311	-	1,800	170,000	-	528,300
Transfer In	3,189,000	-	-	25,000	25,000	340,000	-	-	-	311,000	575,000
Other Fin. Sources	-	-	-	-	-	-	1,416,250	-	5,667,472	205,867	-
Total Revenues	7,427,785	600,000	118,183	1,914,554	1,156,098	13,160,705	5,531,075	4,805,630	9,537,472	1,416,867	2,269,653
Expenditures											
Personnel Services	1,658,021	-	24,048	510,747	279,280	2,309,494	1,454,606	1,588,579	374,744	-	528,924
Supplies	826,360	-	3,500	524,176	580,806	5,279,066	209,002	977,359	18,330	-	104,634
Maintenance & Repair	190,250	-	-	127,706	21,470	2,047,591	1,547,121	314,543	156,589	-	45,934
Utilities/Other Services	1,453,954	-	400	223,836	111,348	79,324	323,343	436,620	254,231	936,867	533,327
Insurance & Contracts	131,000	-	-	22,130	11,938	159,264	-	49,407	200	-	64,413
Debt Expenditures	261,880	-	-	-	-	474,815	-	-	-	-	-
Other Expenditures	392,320	-	90,235	292,427	151,256	271,733	24,849	279,122	16,005	-	62,421
Non Capital Improv.	-	-	-	-	-	-	-	-	-	-	-
Capital Improvements	2,514,000	446,600	-	-	-	2,227,418	1,972,154	1,160,000	8,311,500	480,000	930,000
Transfers Out	-	153,400	-	213,532	-	312,000	-	-	405,873	-	-
Total Expenditures	7,427,785	600,000	118,183	1,914,554	1,156,098	13,160,705	5,531,075	4,805,630	9,537,472	1,416,867	2,269,653
Anticipated Change	-	-	-	-	-	-	(1,416,250)	-	(5,667,472)	(205,867)	-
Ending Available Bal.	\$ 1,000	\$ 834,857	\$ 105,800	\$ 85,000	\$ 23,600	\$ 1,605,000	\$ 3,094,750	\$ 1,100,000	\$ 2,685,958	\$ 34,533	\$ 658,130

BUDGET SUMMARY

ALL FUNDS

Revenue and Expenditure Discussion Prior Two Years to Current Year:

Fiscal Year 2021:

The City conservatively set revenue expectations and adjusted costs to address the Pandemic in FY 2020. The FY 2020 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 Directors to consider cutting their budget to address the Pandemic, while ensuring that there was no decrease in City services.

As the year progressed, the City saw stable revenues; however, the economic effects of the Pandemic are ongoing and could further affect the City in coming years. The City received additional federal funds, including an allotment from the American Rescue Plan Act, passed in March of 2021. 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 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 population has remained stable. This lack of 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 FY 2021, 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;
- 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 2022:

The City implemented the following pay plan recommendations in FY 2022:

- 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.

These pay recommendations tie directly to the Strategic Plan goal of "Improving Employee Recruitment and Retention" and maintaining a trained, committed, and valued workforce. In total, the implementation of the plan increased payroll costs by approximately \$4.4 million citywide.

BUDGET SUMMARY

ALL FUNDS

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

The FY 2022 budget included the use of one-time funds (surplus) in the General Fund to complete these one-time projects.

Project	Amount
Police Department Parking Lot	66,550
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 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	1,203,000

The FY 2022 budget used 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

The FY 2022 budget moved 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. The budget also provided for six new positions in the Water & Sewer Fund.

The FY 2022 budget committed funds for future capital improvement and equipment needs. Together with the one-time funds, these commitments decreased unencumbered fund balance by \$5,300,300 while the City maintained its fund balances to policy.

Fiscal Year 2023 – Current Year's Budget:

BUDGET SUMMARY

ALL FUNDS

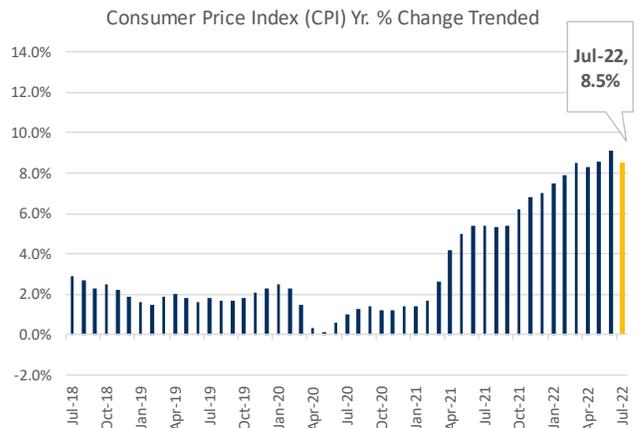
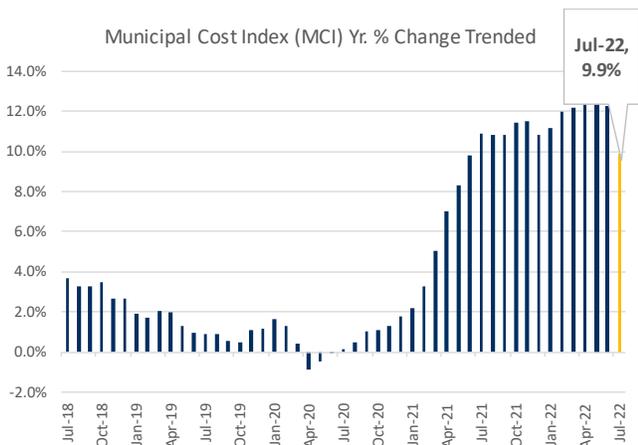
Overall, property tax levies are expected to increase by 3.63%. The FY 2023 property tax base is anticipated to be 13.58% higher than last year due to a strong area economy in recent years. The budget reduces the City's property tax rate from .760928 to .694321, or by 8.75%.

Sales Tax receipts have shown significant growth since the pandemic and are expected to increase 21.11% compared to the previous year's budget and 1.34% from the FY 2022 collections.

Service charges are expected to increase by 6.71% mostly due to the increase in water rates. The adopted budget includes a 5% increase to water rates for FY 2023 and the currently adopted fee ordinance includes a 5% increase in the following year in order to help keep up with the increased cost of chemicals and other supplies due to inflation, to help maintain market competitive salaries for staff, and to increase fund balance reserves to help ensure adequate funds for emergency needs that may arise. The examples of increased cost, shared during the Pre-Budget Workshop are listed below. The City has held water rates the same for 8 years in a row, absorbing all of the cost increases for labor, supplies, and construction over this time period.

- Water main replacement cost has more than doubled since 2020, up an average of 111%.
 - 2020 Cost = \$70.50/LF
 - Today's Cost = \$148.00/LF
- Sewer line replacement has increased 52% per linear foot since 2020.
 - 2020 Cost = \$124/LF
 - Today's Cost = \$188/LF
- Due to the age of city water and sewer lines, additional funding is needed for replacement, repair and maintenance.

The rising cost of goods and services through inflation is a key issue that the adopted budget is facing. The Municipal Cost Index (MCI) is a measure of inflation based on factor's influencing costs of goods and services from Municipalities. The year over year increase in the costs for municipalities has increased by 9.9%. The US Bureau of Labor Statistics, on August 15, 2022, released inflation data showing an increase of 8.5%.



Interest income is earned from reserves that are invested with local government investment pools and fixed income securities. In recent years, low interest rates meant that interest earnings were below .25%. Recent actions by the Federal Reserve to increase interest rates to help curb inflation have changed the outlook for the markets and the estimated earnings for FY 2023 are 2.6%. This generates a \$2,238,447 or 839.94% increase in this category.

BUDGET SUMMARY

ALL FUNDS

This budget includes across the board cost of living adjustment of 5.0%. This change will provide a 5.0% pay increase for all eligible employees. These pay recommendations tie directly to the Strategic Plan goal of “Improving Employee Recruitment and Retention” and maintaining a trained, committed, and valued workforce.

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

Project	Amount
Police Tactical SWAT Vehicle (MRAP)	\$340,000
Golf Course Pavilion and Range Lighting (gap funding)	311,000
Castaway Cove Water Park New Attraction (gap funding)	575,000
MPEC Co-Promotional Show Fund	100,000
MPEC Exhibit Hall Remodel Projects (Venue Bond gap funding)	2,589,000
Street Improvements	2,000,000
Police In-Car Video Infrastructure	800,000
Parks Master Plan	200,000
Parks and Recreation Equipment Replacement	525,000
Health Dept. Reception Area Remodel	350,000
Public Safety Facilities Needs Assessment	200,000
Contingency	700,000
General Fund Total	\$8,690,000
Water & Sewer Capital	1,400,000
Sanitation Fund – Landfill Scale & Compactor	1,929,287
Stormwater Fund - Quail Creek, Duncan Channel, Rhea Road	5,667,471
Golf Course Fund - Irrigation and Capital Improvements	205,867
IT Fund - Public Safety Radio Replacement	1,416,250
Grand Total One Time Uses	\$19,308,875

FY 2023 Proposed Budget to FY 2023 Adopted Budget:

The City’s Proposed Budget was presented to the City Council on July 26, 2022. On August 16, 2022, the City Council met to conduct their Budget Workshop. This was the second City Council meeting directed at the FY 2023 budget. The first was held on June 7, 2022.

At this workshop to discuss the Proposed Budget on August 16, 2022, the City Council considered the Proposed Budget. Of note in this fiscal year, was a proposal to increase retail water and sewer rates to combat ongoing struggles with inflation, rising costs, and staffing shortages. The Proposed Budget included a recommendation to increase retail water and sewer rates by 9%. This was the first proposed rate increase to retail water rates in 8 years. The last change to retail sewer rates occurred in 2012. The City Council determined that, rather than increase retail rates 9%, they would increase retail water rates over two years, by 5% per year. For this change to occur, and for the Water and Sewer Fund to meet needs impacted by inflation, the decision was made to fund \$1.4M in ongoing maintenance using available fund balance in the current year in the Water and Sewer Fund. This was the only change from the Proposed to the Adopted Budget.

BUDGET SUMMARY

ALL FUNDS

Budget & Financial Forecasting:

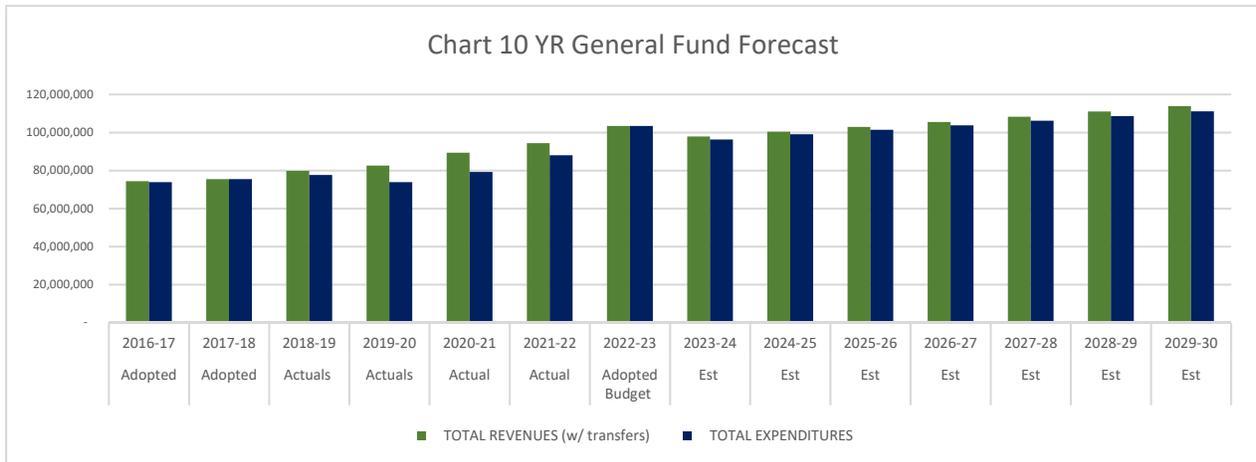
The Finance Department updates long-term cash forecasts monthly and uses a format and schedule recommended by the Government Finance Officers Association of the United States and Canada (GFOA). These forecasts are used to determine available resources and to plan for long-term needs. In addition, the 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 snapshots 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. The City has received recognition from Standard and Poor’s for the intricacy of the City’s forecasting models.

Ten Year General Fund Forecast Model with Historic Totals:

Revenues and Expenditures are forecasted based on current economic conditions, proposed changes to economic conditions and averages for stable sources/uses. In each Fund Summary, throughout this document, discussion of revenues and expenditures are included.

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. Additionally, the City forecasts reserves needed for meeting Strategic Plan goals, funding infrastructure and any upcoming capital needs.

Revenues and Expenditures are forecasted for all funds, an example of this process is listed below for the General Fund.



BUDGET SUMMARY

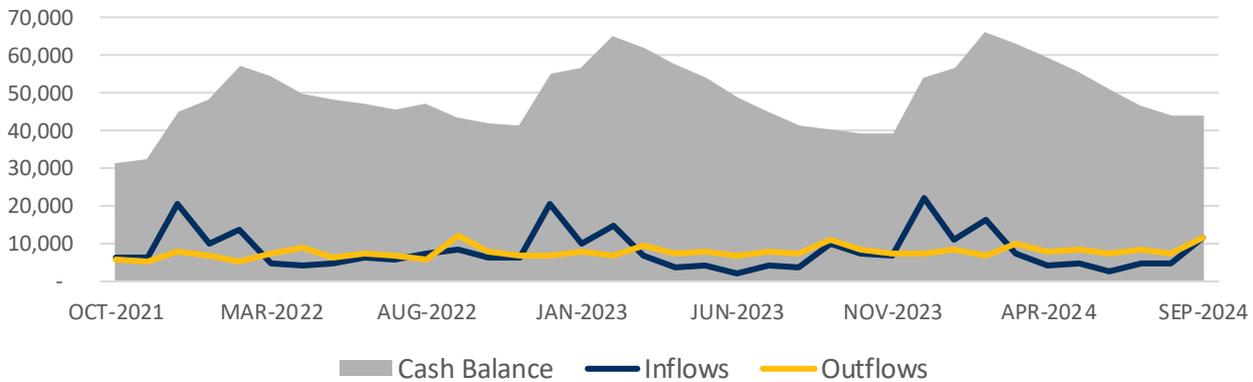
ALL FUNDS

GENERAL FUND REVENUE AND EXPENDITURE COMPARISON 10 YEAR <i>Last updated 08.11.22</i>	Adopted	Adopted	Actuals	Actuals	Actual	Actual	Adopted Budget	Est	INF. ENDS	Est	Est	Est	Est	Est	Est	NOTES
	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30		
TOTAL BEGINNING FUND BALANCE	14,197,498	14,699,498	14,699,498	15,669,824	27,339,776	37,433,058	42,998,736	33,969,736	32,340,119	30,332,874	28,503,353	26,866,419	25,445,874	24,254,502		
% Change Revenues		0.70%	6.38%	3.46%	8.21%	5.73%	1.95%	2.54%	2.55%	2.57%	2.58%				Average revenue increase past 3 Years 5.9%	
PROPERTY TAX	33,136,347	33,853,860	34,080,903	37,202,403	38,878,949	41,851,125	42,963,347	44,456,714	46,012,699	47,823,144	49,289,954	51,015,102	52,800,631	54,648,653	3.5% Next YR, then 3.5% / YR	
SALES TAX	22,422,692	22,379,694	24,894,930	25,205,996	28,262,467	30,666,111	30,680,000	31,940,200	31,607,303	32,081,413	32,862,234	33,051,073	33,946,639	34,050,042	15% / YR INF. ENDS 18%	
PAIMENT IN LIEU OF TAXES	985,141	1,059,024	1,236,672	1,417,239	1,521,076	1,439,374	1,550,000	1,591,000	1,612,620	1,644,972	1,677,770	1,711,225	1,745,352	1,780,463	2% / YR	
FRANCHISES-ELECTRIC UTILITY	3,638,641	3,544,920	3,533,205	3,417,509	3,390,645	3,446,980	3,551,252	3,657,789.09	3,767,522.76	3,880,548.44	3,996,964.89	4,116,873.84	4,240,380.06	4,367,591.46	3% / YR Est.	
FRANCHISES-GAS UTILITY	1,168,903	1,144,990	996,150	947,507	1,252,890	1,338,114	1,088,214	1,088,432	1,088,649	1,088,866	1,087,084	1,087,301	1,087,519	1,087,736	5% / YR	
FRANCHISES-CABLE T.V.	685,000	705,000	785,035	785,534	817,233	816,053	827,434	827,599	827,765	827,931	828,096	828,262	828,427	828,593	2% / YR	
FRANCHISES-TELECOM	931,860	766,879	676,721	460,543	286,273	317,709	380,000	370,000	391,824	393,262	405,963	417,239	428,669	440,195	5% / YR	
PENALTIES AND INTEREST	320,000	320,000	307,186	351,466	363,889	379,710	315,000	321,000.00	327,226.00	334,280.52	340,965.13	347,795.45	354,741.16	361,825.99	2% / YR	
MIXED BEVERAGE TAX	295,000	290,000	328,163	255,886	309,857	328,641	310,000	320,850	332,080	343,703	355,732	368,183	381,069	394,407	3.5% / YR	
MUNICIPAL COURT	2,096,000	2,490,000	2,664,410	1,610,127	2,174,627	2,124,977	2,275,900	2,212,418	2,267,946	2,415,203	2,463,597	2,512,779	2,563,033	2,614,294	2% / YR	
BUILDING/PLUMBING/ELECT PERMITS	666,750	627,000	771,190	717,760	746,225	1,025,562	689,000	701,760	715,795	730,111	744,713	759,608	774,600	790,296	2% / YR	
ADMIN OVERHEAD	1,800,899	1,562,352	1,712,241	1,693,202	1,848,254	1,622,676	1,715,969	1,750,288	1,785,294	1,821,000	1,857,420	1,894,568	1,932,460	1,971,009	2% / YR	
INTEREST	87,500	178,500	836,467	363,212	407,140	399,627	1,640,000	1,672,000	1,706,256	1,740,381	1,775,959	1,810,630	1,846,306	1,883,044	2% / YR	
FOOD PERMITS	-	-	215,475	229,565	222,619	206,089	220,000	224,400	229,689	233,468	238,195	242,698	247,756	252,711	2% / YR	
MILITARY HOUSING	358,064	371,535	378,873	384,160	403,007	415,098	427,551	440,377.47	453,588.79	467,196.46	481,212.35	495,648.72	510,518.19	525,823.73	3% / YR	
VITAL STATISTICS	-	-	212,954	186,354	236,396	214,528	200,000	200,040	200,080	200,120	200,160	200,200	200,240	200,280	2% / YR	
LAKE LEASES	-	-	495,239	495,649	529,996	576,494	591,200	602,196.00	614,143.12	626,431.08	639,950.70	651,736.90	664,773.68	679,063.16	2% / YR	
ALL OTHER	2,632,927	2,563,684	2,150,840	3,146,682	3,974,696.33	2,647,655	1,948,227	1,987,293.54	2,027,039.41	2,067,690.20	2,108,921.80	2,150,110.44	2,194,132.65	2,238,076.30	2% / YR	
OPERATING REVENUES	71,220,724	71,720,128	76,284,753	79,919,511	85,401,819	90,297,794	91,339,294	93,663,168	96,855,225	98,517,628	101,052,612	103,662,466	106,348,636	109,116,527		
SANITATION FUND XFR IN (STREETS)	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000		
4/M4B XFR IN BUS P/PARK MAINT/ADMIN	109,590	109,571	178,420	182,997	175,641	165,696	213,419	217,687	219,684	224,262	228,747	233,322	237,988	242,746	2% / YR	
TOTAL REVENUES (w/ transfers)	72,130,314	72,629,697	77,263,174	79,902,508	86,377,459	91,283,430	91,552,713	94,680,855	97,075,089	99,541,889	102,081,359	104,695,808	107,387,624	110,159,275	2.5% / YR, based on revenues in enterprise funds	
TRANSFERS IN	2,245,079	2,825,384	2,544,770	2,664,903	2,969,421	3,083,430	3,108,889	3,186,611	3,266,277	3,347,933	3,431,532	3,517,423	3,605,358	3,695,492		
OTHER FINANCING SOURCES	-	-	-	-	-	-	8,690,000	-	-	-	-	-	-	-		
TOTAL REVENUES (w/ transfers)	74,375,393	75,455,081	79,807,944	82,567,411	89,346,880	94,366,920	103,351,602	97,867,466	100,341,365	102,889,823	105,512,390	108,212,230	110,932,382	113,854,767		

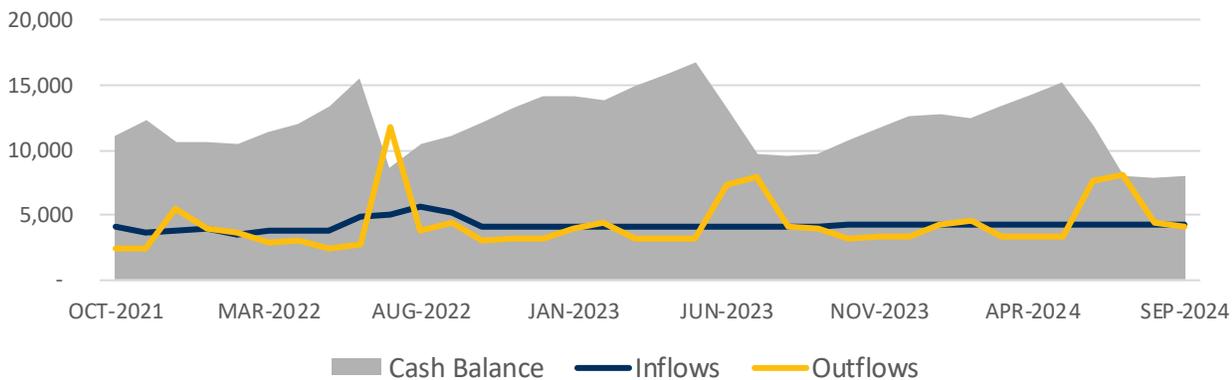
Cash Flow Forecasts:

Cash forecasts are scrutinized in 36-month formats, the below charts show the results of this forecast. As mentioned, cash forecasts are completed monthly and are snapshots in time.

General Fund Cash Flow Forecast



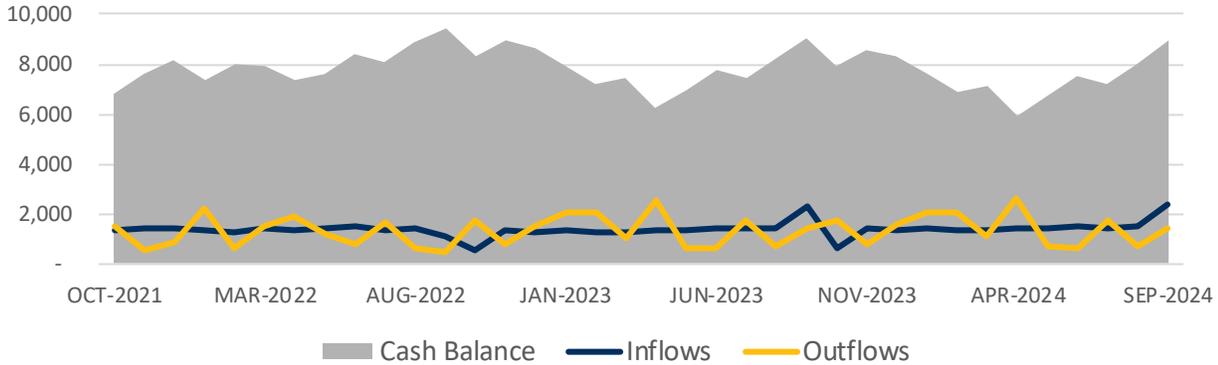
Water & Sewer Fund Cash Flow Forecast



BUDGET SUMMARY

ALL FUNDS

Sanitation Fund Cash Flow Forecast



Long-term Capital Forecasts & Fund Balance Sufficiency:

The City projects both long term capital needs and the funding sources that may be available to address these needs. This work includes review and establishment of rates needed and the compilation of the Capital Improvement Plan, which is included in summary format in this document. In FY 2022, the City engaged with Raftelis Consulting Firm to create and update a model related to retail water and sewer rates and long-term needs. This engagement, resulted in the creation of a model for long-term costs, revenue sufficiency, fund balance needs, debt needs, and a cost of service study.

Schedule of Property Valuations:

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
2011-2012	\$ 3,714,449,662	\$ 716,365,316	\$ 4,430,814,978	\$ 0.62526	\$ 4,430,814,978	100%
2012-2013	\$ 3,749,608,055	\$ 715,113,536	\$ 4,464,721,591	\$ 0.63526	\$ 4,464,721,591	100%
2013-2014	\$ 3,777,010,620	\$ 771,002,233	\$ 4,548,012,853	\$ 0.63526	\$ 4,548,012,853	100%
2014-2015	\$ 3,859,560,337	\$ 765,251,406	\$ 4,624,811,743	\$ 0.65526	\$ 4,624,811,743	100%
2015-2016	\$ 3,944,783,610	\$ 820,827,696	\$ 4,765,611,306	\$ 0.70598	\$ 4,765,611,306	100%
2016-2017	\$ 4,031,689,962	\$ 817,687,012	\$ 4,849,376,974	\$ 0.70598	\$ 4,849,376,974	100%
2017-2018	\$ 4,123,022,727	\$ 818,629,114	\$ 4,941,651,841	\$ 0.70598	\$ 4,941,651,841	100%
2018-2019	\$ 4,230,948,499	\$ 843,630,297	\$ 5,074,578,796	\$ 0.72988	\$ 5,074,578,796	100%
2019-2020	\$ 4,387,106,524	\$ 889,487,609	\$ 5,276,594,133	\$ 0.76332	\$ 5,276,594,133	100%
2020-2021	\$ 4,582,918,683	\$ 872,960,736	\$ 5,455,879,419	\$ 0.76332	\$ 5,455,879,419	100%

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 Annual Comprehensive Financial Report for the Year Ended September 30, 2021.

BUDGET SUMMARY

ALL FUNDS

An updated schedule will be available 3/31/2023 and can be found on the city website.

Area Property Taxes by Taxing Entity:

Fiscal Year	City of Wichita Falls			Wichita County			Burkburnett ISD (1)		
	M&O	I&S	Total	M&O	I&S	Total	M&O	I&S	Total
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	0.60	0.07	0.67	1.07	0.37	1.44
2020-2021	0.72	0.04	0.76	0.57	0.07	0.64	1.05	0.38	1.43

Fiscal Year	City View ISD (2)			Iowa Park CISD (3)			Wichita Falls ISD (4)			Grand Total
	M&O	I&S	Total	M&O	I&S	Total	M&O	I&S	Total	
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	0.32	1.39	1.07	0.36	1.43	0.97	0.18	1.15	6.84
2020-2021	1.05	0.32	1.37	1.05	0.38	1.43	0.97	0.18	1.15	6.78

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 Annual Comprehensive Financial Report for the Year Ended September 30, 2021.
An updated schedule will be available 3/31/2023 and can be found on the city website.

BUDGET SUMMARY

ALL FUNDS

Departments by Fund

The following is a list of all departments by fund. The budget document is organized by fund into the following sections: General Fund, Water & Sewer, Sanitation, Special Revenue, Hotel/Motel Fund, Transit Fund, and others.

General Fund

Animal Services
Building & Code Admin.
Building Maint. Services
Business Park Maint.
City Cemetery
City Clerk
City Manager
Engineering
Environmental Health
Fire
Health Administration
Human Resources
Lab/Water Pollution
Lake Lot Admin
Legal
Library
Mayor and City Council
MLK Center Ops
Municipal Court
Nursing
Park Maintenance
Planning
Police
Property Management
Public Information
Purchasing
Recreation
Street Maintenance
Traffic Engineering

Transit Fund

Public Transport. Planning
Public Transport. Ops

Special Revenue Funds

CDBG Code Enforcement
CDBG Delivery Costs
CDBG Demolition
CDBG Grant Management
CDBG Job Training
Community Clinical Link.
Community Rural Health
Comp. Cancer Control
Emergency Mgmt. Assist.
Housing Choice Voucher
Immunization Grant
Infectious Dis. Cont.-Ebola
Texas Healthy Communities
Transport. Planning Grant
Tuberculosis Grant
WIC Grant

Hotel/Motel

Convention Visitor's Bureau
MPEC

Sanitation Fund

Landfill
Refuse Collection
Sanitation
Transfer Station

Fleet Fund

Fleet Maintenance

Regional Airport Fund

Regional Airport Operations

Stormwater Fund

Stormwater Drainage

Water/Sewer Fund

Public Works Admin.
Sewer Rehabilitation
Utility Collection
Utility Equipment Services
Wastewater Collection
Wastewater Treatment
Water Distribution
Water Purification
Water Source of Supply

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. A copy of the plan may be found on the City's website.

The Strategic Plan is implemented through the budget process. Annually, each Department Director sets goals for the Department and each employee that further the implementation of the plan. Goals for each Department are listed on the Department Summaries pages, included in this document. This process of goal setting generates a final report called the Annual Report. The Report is shared with the City Council and goal progression will soon be shown on the City's website.

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 Efficiently Deliver City Services

-
- 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 Actively Engage & Inform the Public

-
- 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
-



Policy Statements

POLICY STATEMENTS

BUDGET POLICIES

The 2022-23 Proposed 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, and 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' website, 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.

POLICY STATEMENTS

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.

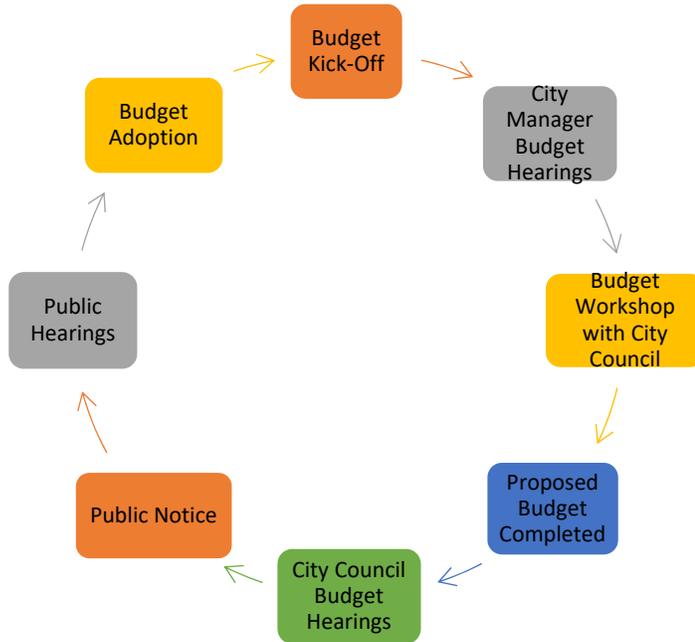
- City Charter Sec. 72. - Unauthorized expenditures.
 - No money shall be drawn from the treasury of the city, nor shall any obligation for the expenditure of money be incurred, except pursuant to appropriations made by the city council.
 - At the close of each fiscal year, the unencumbered balance of 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.

POLICY STATEMENTS

BUDGET CALENDAR



KEY DATES

<u>Date</u>	<u>Event</u>
June 14, Tuesday	City Council Update - Pre-Budget Workshop
July 26, Tuesday	City Manager's Proposed Budget submitted to City Council
August 1-5	Individual City Councilor Opportunity to meet with Budget Team
August 05, Friday	Publish Notice of Public Hearing on Budget
August 09, Tuesday	City Manager's Proposed Budget Workshop with City Council
August 16, Tuesday	Budget Public Hearing & Intent to Vote on Tax Rate
August 26, Friday	Publish Notice of Tax Rate Hearing
September 06, Tuesday	Tax Rate Public Hearing Adoption of the Budget, Adoption of the Tax Rate, 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 Annual Comprehensive 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. In June 2022, the City Council was presented with the option to amend the fund balance policy for the Water/Sewer Fund and the Sanitation Fund. If adopted, the percentage held in unassigned fund balance for both funds would rise to 20% of expenditures for both funds.

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

POLICY STATEMENTS

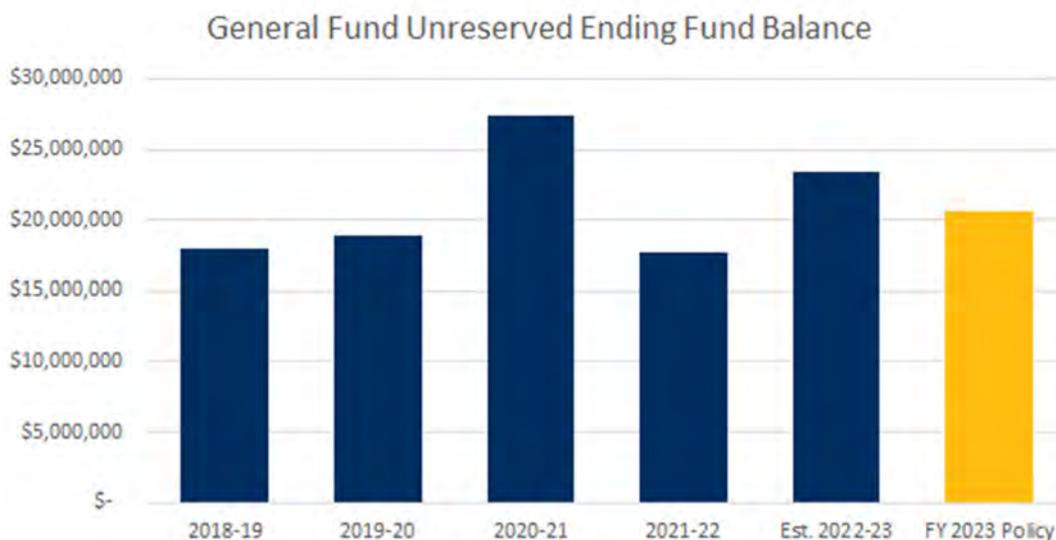
purpose unless the governing board removes those constraints through the adoption of another ordinance. Committed fund balance amounts differ from restricted balances in that the constraints on their use do not come from outside parties, constitutional provisions, or enabling legislation, but rather 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.



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.

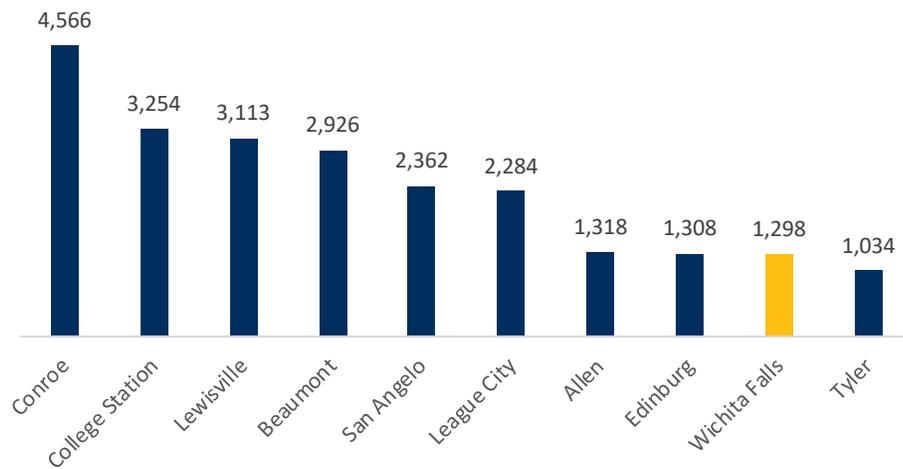
Sick leave is earned at a rate of 4.62 hours per pay period up to a maximum of ninety days. Sick leave is not compensated on termination. Police officers and firefighters may accumulate an unlimited number of sick leave days while employed with the City. Upon termination, police officers and firefighters 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, 2021, the City's tax-supported debt, funded with ad valorem taxes, was approximately \$51.5 million, or 0.94% of the taxable value of property. As of August 2021, the City's tax-supported debt was \$816 per capita, as reported by the Texas Bond Review Board.

POLICY STATEMENTS

Total Debt Outstanding per Capita



*Source: Texas Bond Review Board, Debt Outstanding by Local Government, Select Cities for Fiscal Year 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.

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

POLICY STATEMENTS

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.

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

POLICY STATEMENTS

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.

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 \$0.694321 per \$100 of assessed value which means the City has a tax margin of \$1.555679.

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 Annual Comprehensive 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

POLICY STATEMENTS

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.

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

POLICY STATEMENTS

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. The budget is considered balanced with all planned revenues and other available sources balance to all planned expenditures.

Z. Contingency Appropriations.

The budget may include contingency appropriations within designated operating departmental budgets. These funds are used to offset expenditures for unexpected maintenance or other unanticipated expenses that might occur during the year. Use of these funds is limited to the fund in which the funds are budgeted. Funds may only be used with approval of the City Manager. If purchasing thresholds are met, funds may only be used through action of the City Council.

AA. Additional Resources.

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

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. The City's major funds are the General Fund, the Water & Sewer Fund and the Sanitation Fund.

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 Annual Comprehensive 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 represented by the 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.

POLICY STATEMENTS

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

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:

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.

For budget purposes, the Water and Sewer Fund is represented as a group of funds which include the primary operating fund as well as the capital funds for Lake Ringgold, Microfiltration and Reverse Osmosis Fund, and Water & Sewer Capital.

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, 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.

POLICY STATEMENTS

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

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 Annual Comprehensive 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 20% of operating 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.

[Sanitation Fund](#) - It is the goal of the City to achieve and maintain an unassigned fund balance in the sanitation fund equal to 17% of operating 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.

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

POLICY STATEMENTS

fund balances for emergency purposes, as deemed necessary, even if such use decreases the fund balance below the established minimum.

Order of Expenditure of Funds

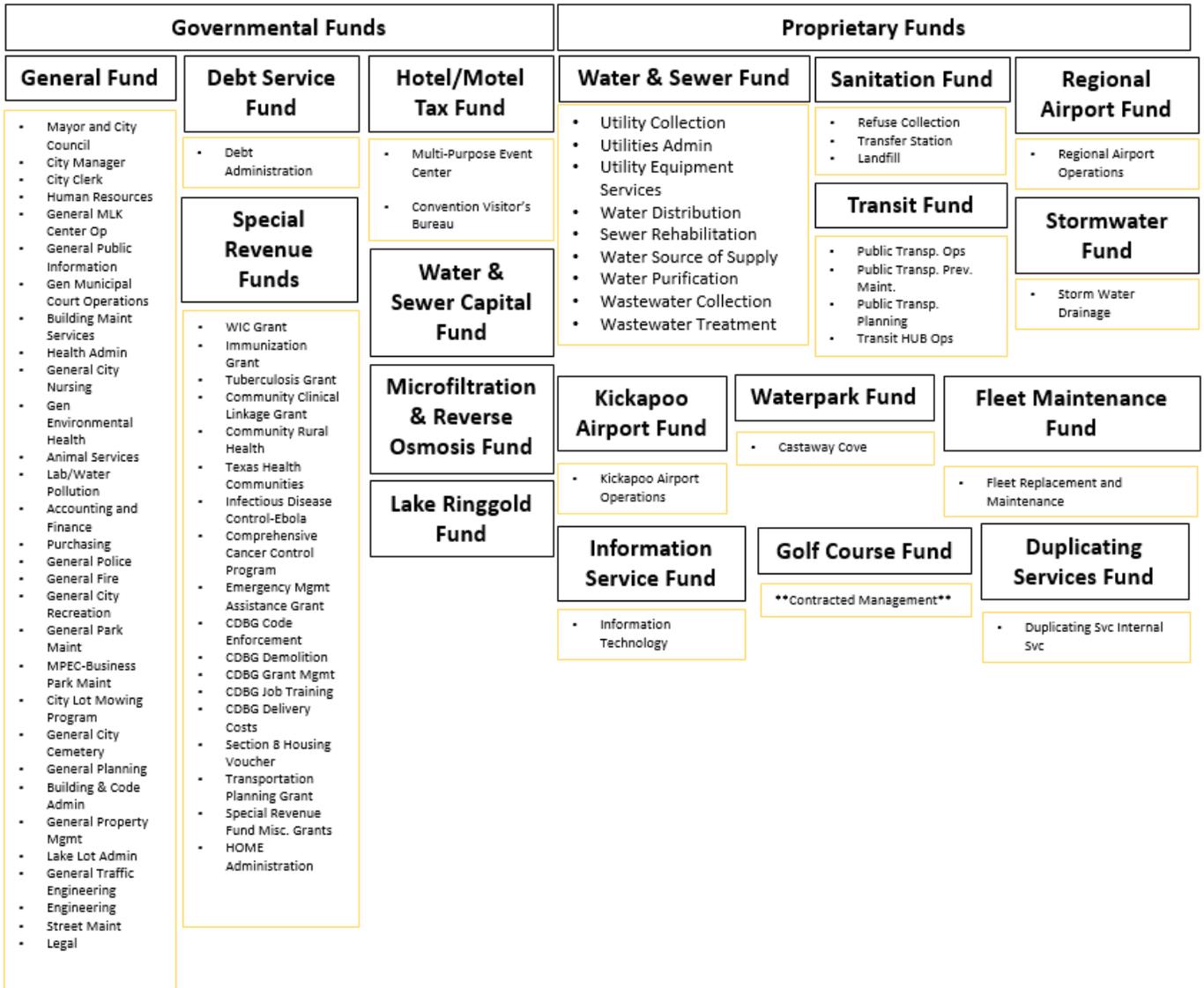
When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the City Council, and unassigned fund balance), the City will start with the most restricted category and spend those funds first before moving 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	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 Svc. Fund	Yes
Information Technology Fund	Proprietary	Non-major	Internal Svc. Fund	Yes
Duplicating Services Fund	Proprietary	Non-major	Internal Svc. 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 Annual Comprehensive Financial Report.				

POLICY STATEMENTS

FUND STRUCTURE CHART



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, 2256.005(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

The City may also invest in 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 basis⁷ 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.

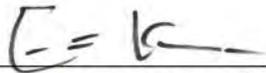
Signature

Government Treasurers' Organization of Texas
Certification of Investment Policy

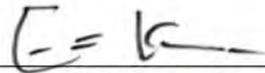
Presented to the

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



General Fund Overview

GENERAL FUND

GENERAL FUND

The City's General Fund Budget for FY 2023 totals \$103,351,602. This budget is \$15,380,360 or 17.48% more than the prior year's Adopted Budget. The budget includes various projects and programs addressing key issues the City is facing such as inflation, increasing prices for supplies, chemicals, and services as well as employee pay, recruitment, and retention. The budget includes the use of \$8,690,000 in surplus funds for one-time expenditures in accordance with policy and charter. When these one-time costs are excluded, the budget for expenditures is \$94,661,602 which is \$7,893,660 or 9.10% higher than the prior year budget.

General Fund Fund Summary FY2022-23	
Projected Beginning Balance	\$ 33,712,000
Less: Restricted Balance	<u>4,097,000</u>
Available Balance	\$ 29,615,000
Revenues	
Taxes	\$ 81,473,096
Service Charges	2,968,044
Licenses & Permits	1,701,991
Fines & Forfeitures	2,516,357
Contributions	213,419
Misc. Revenues	2,679,806
Transfer In	3,108,889
Other Financing Sources	8,690,000
Total Revenues	\$ 103,351,602
Expenditures	
Personnel Services	\$ 68,882,329
Supplies	2,297,215
Maintenance & Repair	1,682,587
Utilities/Other Services	10,137,550
Insurance & Contract Supp.	1,953,026
Debt Expenditures	315,884
Other Expenditures	4,719,199
Non-Capital Improvements	154,541
Capital Improvements	8,326,673
Transfers Out	4,882,597
Total Expenditures	\$ 103,351,602
Less: Use of excess for one-time expenditures	(8,690,000)
Ending Balance	\$ 20,925,000

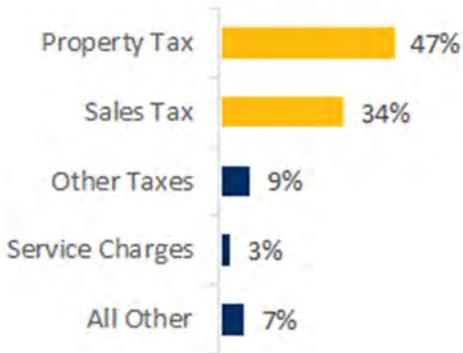
GENERAL FUND

The change in available ending fund balance is due to the previously mentioned recommendation to use portions of unrestricted fund balance for one-time expenditures. 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 policy in the next year.

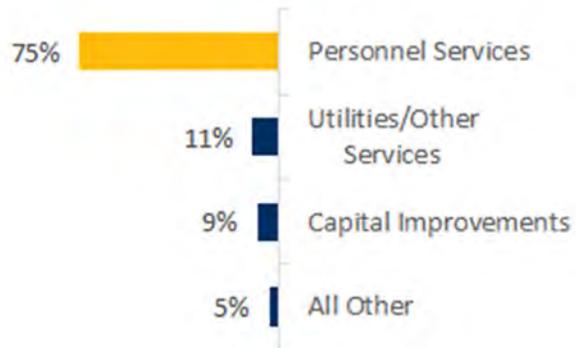
General Fund				
	2020-21	2021-22	2022-23	
Revenues and Expenditures by Year	Actual	Adopted Budget	Proposed Budget	% Change
Revenues				
Property Tax	\$ 38,878,949	\$ 41,498,269	\$ 42,946,569	3.49%
Sales Tax	28,362,467	25,332,885	30,680,000	21.11%
Other Tax Revenue	7,855,260	7,598,706	7,846,527	3.26%
Service Charges	3,074,440	2,794,797	2,968,044	6.20%
Licenses & Permits	1,623,596	1,923,600	1,701,991	-11.52%
Fines & Forfeitures	2,198,977	2,548,781	2,516,357	-1.27%
Contributions	179,483	185,696	213,419	14.93%
Misc. Revenues	3,267,304	1,001,778	2,679,806	167.50%
Total Operating Revenues	\$ 85,440,476	\$ 82,884,512	\$ 91,552,713	10.46%
Transfer In	3,769,421	3,883,430	3,108,889	-19.94%
Other Financing Sources	-	1,203,300	8,690,000	622.18%
Total Revenues	\$ 89,209,897	\$ 87,971,242	\$ 103,351,602	17.48%
Expenditures				
Personnel Services	\$ 60,375,403	\$ 65,764,273	\$ 68,882,329	4.74%
Supplies	1,473,137	2,014,203	2,297,215	14.05%
Maintenance & Repair	923,821	1,946,940	1,682,587	-13.58%
Utilities/Other Services	7,014,707	8,024,693	10,137,551	26.33%
Insurance & Contract Supp.	1,435,892	1,432,308	1,953,026	36.36%
Debt Expenditures	300,525	200,323	315,884	57.69%
Other Expenditures	5,814,237	4,159,170	4,719,200	13.46%
Non Cap Improvements	39,376	117,500	154,541	31.52%
Capital Improvements	1,710,238	3,640,369	8,326,673	128.73%
Transfers Out	165,213	671,463	4,882,597	627.16%
Total Expenditures	\$ 79,252,549	\$ 87,971,242	\$ 103,351,602	17.48%

GENERAL FUND

Revenues by Source



Expenditures by Use



REVENUES

Total Operating Revenues in the General Fund are projected to be \$91,552,713 which is an increase of \$8,668,201 or 10.46% from the prior year budget. The increase is due mostly to increased Sales Tax revenue, which has seen an extremely positive recovery since the onset of the pandemic. Operating revenues represent recurring receipts which support the ongoing operations of the City. Total Revenues are projected to be \$103,351,602 which includes Transfers In of \$3,108,889 and Other Financing Sources of \$8,690,000. Other Financing Sources represent a use of surplus General funds for one-time expenditures.

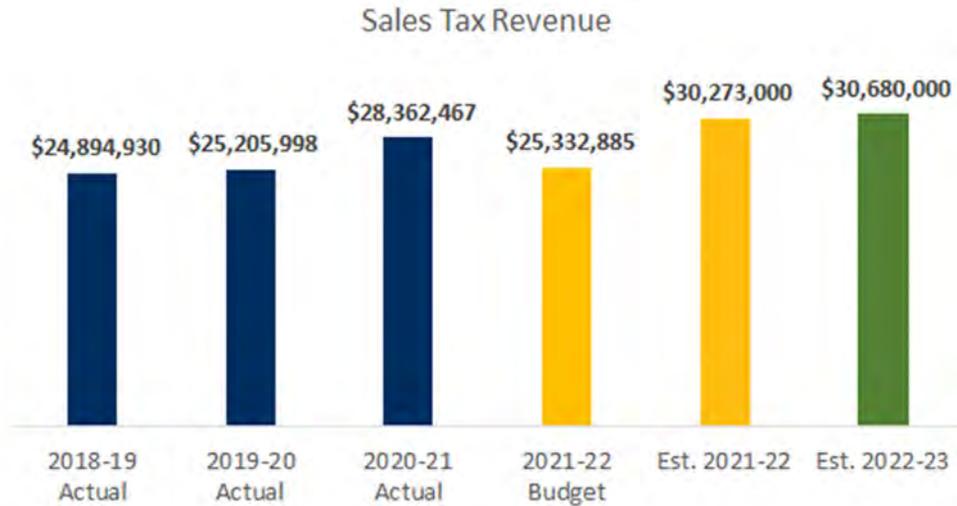
Property Tax (Ad Valorem Taxes): The proposed budget anticipates an increase of \$1,448,300 or 3.49% in Property Tax revenues. Property Taxes make up 47% of General Fund operating revenues making it the largest source of revenue available to the City to fund general operations. Property tax revenues have grown as the assessed value of properties have 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 pandemic but has shown resiliency through a slow yet steady economic recovery. The average annual growth over the six-year period is 5.6%.

Property Tax Budgeted Revenues Trended
(in millions of \$s)



GENERAL FUND

Sales Tax: Sales Tax represents 34% of the proposed budget's General Fund operating revenues and is a volatile source of revenue. 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 21.11% from the prior year's budgeted collections. As you can see in the chart below, the FY 2023 budget includes a 1.34% increase from FY 2022 sales tax revenue.



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 as follows:

- 1.5% is deposited into the City's General Fund
- .25% is governed by a private non-profit economic development corporation, the Wichita Falls 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, the Type B Sales Tax Corporation (established pursuant to Section 4B of the Texas Development Corporation Act of 1979).

GENERAL FUND

Comparison of Sales Tax Collections, Last 5 Fiscal Years				
(in 000s of \$s)				
	FY16-2017	FY 20-2021	FY 2021-22	FY17/FY21
City	Actual	Actual	Budget	Change
Pearland	20,457	26,139	24,868	27.8%
Abilene	31,193	39,550	37,424	26.8%
Wichita Falls	22,413	28,362	25,333	26.5%
Denton	36,841	45,405	46,247	23.2%
College Station	28,562	34,840	33,694	22.0%
San Angelo	17,677	21,528	20,371	21.8%
Round Rock	41,577	49,202	57,408	18.3%
Beaumont	38,954	45,633	43,450	17.1%
Midland	42,763	49,734	51,000	16.3%
Lewisville	28,702	32,409	33,524	12.9%

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 calculates 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 the City’s right-of-way. The proposed budget increases expected revenues from the prior year and utilizes the three-year average calculation. The proposed budget for FY 2023 is \$5,465,127 which is 5.57% higher than the FY 2022 budget.

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. The FY 2023 proposed budget is \$1,550,000 which represents the 3-year average.

Municipal Court Fines: Municipal Court Revenues are projected to decrease by \$32,424 or 1.27% from the prior year budget. As the effects of the Pandemic decrease, it is anticipated this revenue source will return to normal operations by the end of 2023.

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.

GENERAL FUND

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. In total, these internal assessments have increased by \$173,247 or 6.20%.

Miscellaneous Revenues: The proposed budget for this category is \$2,679,806 which is \$1,678,028 higher than the FY 2022 budget. The City receives interest earnings from reserves that are invested with local government investment pools and fixed income securities. In recent years, low interest rates meant that interest earnings were below .25%. Recent actions by the Federal Reserve to increase interest rates to help curb inflation have changed the outlook for the markets and the estimated earnings for FY 2023 are 2.6%.

Transfers In: This category represents transfers in for franchise fees from the Water and Sewer Fund for \$1,827,817, the Sanitation Fund for \$969,072, and the Fleet Fund for \$312,000 for a total of \$3,108,889.

Other Financing Sources: This account shows transfers in from previously accumulated fund balance. Largely due to better than anticipated sales tax revenue and lower costs due to personnel vacancies, there is \$8,690,000 in funds available for one-time expenditures.

GENERAL FUND

EXPENDITURES

For FY 2023, General Fund budgeted expenditures are \$103,351,602 which is an increase of \$15,380,360 or 17.48% from the FY 2022 Adopted Budget. These increases are a result of Merit/STEP and COLA increases for all City employees, a few new positions added, and increased Debt Service, Capital Improvements, and Utilities/Service Charges. The budget includes the use of \$8,690,000 in surplus funds for one-time expenditures and are represented as transfers out to other funds and one-time expenditures of the General Fund. When these one-time costs are excluded, the budget for expenditures is \$94,661,602 which is \$7,893,660 or 9.10% higher than the prior year budget.

Personnel Services:

The majority of expense in the General Fund is the cost of the personnel necessary to provide vital services to the community. 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, Public Information Office, and City Clerk

The FY 2023 General Fund budget dedicates \$68,882,329 or 66.52% of total spending on personnel related expenses. This is an increase of \$3,118,056 or 4.74%, from the prior year. Over half of personnel expenditures in the General Fund are used to staff the City's police and fire departments.

The main factors for this increase include:

Retirement Programs: The Fire Department receives pension benefits from the Fire Pension Plan, an independent plan¹. All other City employees earn retirement benefits from the Texas Municipal Retirement System (TMRS). The current TMRS contribution rate is 16.18%. Our plan is to increase the fireman's pension rate to the same rate as TMRS (from 13.25% to 16.18%) and keep parity going forward. The proposed cost of this increase for the FY 2023 budget is \$417,174.

Merit/Step Pay Programs: The City also offers employees a merit and step program that is designed to reward employees for hard work and years of service. This program is set at 2.5% in the proposed budget.

Cost of Living Adjustment (COLA): When applicable, a cost of living adjustment is made to ensure that the increase to employee pay helps to offset inflation. This Proposed Budget provides a 2.5% COLA increase for all employees to help offset current inflationary conditions.

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

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 table below shows changes to the Pay Plan over the years.

Pay Plan Changes		
Fiscal Year	Step Program	COLA Increase
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 and Fire	Yes	5.00%
Non-civil Service	Yes	2.00%
2020-21	No	No
2021-22	Yes	2.00%
2022-23 Proposed	Yes	2.50%

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 long-standing programs remain unchanged in the proposed budget.

Employee & Retiree Healthcare: The General Fund includes an additional \$346,586 or 3%, to maintain our Employee/Retiree Health Care Program. Health care costs continue to rise at a fairly rapid pace, and this increase is needed to maintain the same level of health care benefits.

Currently, employee/retiree premiums make up about 30% of the cost for health claims and the city contributions fund the remaining 70%. In total, the General Fund budget dedicates \$7,590,666 to this program. The Employee Benefit Trust Committee that is responsible for managing this program, will be considering the need for increases to employee/retiree premiums in the near future. If any premium increases are approved, they would go into effect in January 2023.

GENERAL FUND

Supplies: Supplies in the General Fund total \$2,297,215 which is an increase of \$283,012 or 14.05% from the prior year. This increase is reflective of increased costs of lumber, steel, and chemicals due to inflation.

Maintenance & Repair: This category represents building and equipment maintenance to support City services. The proposed budget for this category is \$1,682,587 which is \$264,353 or 13.58% lower than last year. The previous budget included additional maintenance and repair costs that had been completed.

Utilities/Other Services: General Fund utilities and other services have increased by \$2,112,857 or 26.33% from the prior year. This increase is primarily attributed to increases in the cost of Central Garage Charges which includes the higher costs of fuel and repair parts.

Insurance and Contracts: Insurance and Contract expense have increased by \$520,718, or 36.36% due to the increase cost of workers' compensation claims and audit services.

Debt Expenditures: Debt expenditures in the General Fund represent capital lease payment for street lights and traffic signal equipment.

Other Expenditures: Other expenditures have increased by \$560,030 or 13.46% due the increased cost of information technology services including the general fund's portion of the replacement of public safety radios and communication system.

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 \$4,686,304. Capital expenditures include \$4,775,000 in excess General fund balance used for Street Improvements and Police video infrastructure. The total funds available for Street Improvements in the FY 2023 proposed budget is \$4.5M which is \$2M more than the FY 2022 budget.

Transfers Out: These funds support other funds through subsidy when needed and also include amounts for one-time expenditures from surplus reserves from the General Fund.

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditure by Department	2020-21 Actual	2021-22 Adopted Budget	2022-23 Proposed Budget	% Change
Mayor & City Council				
Expenditures				
Personnel Services	\$ 48,281	\$ 59,430	\$ 59,430	0.00%
Supplies	63	300	335	11.67%
Utilities/Other Services	311	914	1,283	40.37%
Other Expenditures	37,118	34,731	36,870	6.16%
Total Expenditures	\$ 85,773	\$ 95,375	\$ 97,918	2.67%
City Manager				
Expenditures				
Personnel Services	\$ 742,075	\$ 701,503	\$ 702,551	0.15%
Supplies	1,768	1,210	1,320	9.09%
Maintenance & Repair	-	-	-	0.00%
Utilities/Other Services	1,552	1,743	2,815	61.50%
Insurance & Contract Supp.	30	-	-	0.00%
Debt Expenditures	-	-	-	0.00%
Other Expenditures	25,258	35,833	36,925	3.05%
Total Expenditures	\$ 770,683	\$ 740,289	\$ 743,611	0.45%
Human Resources				
Expenditures				
Personnel Services	\$ 607,657	\$ 684,333	\$ 786,308	14.90%
Supplies	5,706	5,250	7,260	38.29%
Maintenance & Repair	541	374	40,016	10599.47%
Utilities/Other Services	50,249	68,960	70,151	1.73%
Insurance & Contract Supp.	115	-	-	0.00%
Other Expenditures	33,270	46,677	52,801	13.12%
Total Expenditures	\$ 697,537	\$ 805,594	\$ 956,536	18.74%
MLK Center Operations				
Expenditures				
Personnel Services	\$ 105,815	\$ 108,677	\$ 114,756	5.59%
Supplies	3,880	4,125	6,150	49.09%
Maintenance & Repair	75	1,600	1,450	-9.38%
Utilities/Other Services	21,952	26,233	29,038	10.69%
Other Expenditures	1,064	3,100	3,200	3.23%
Total Expenditures	\$ 132,787	\$ 143,735	\$ 154,594	7.55%
Training/Radio Communications				
Utilities/Other Services	\$ 97,208	\$ 160,124	\$ 162,898	1.73%
Total Expenditures	\$ 97,208	\$ 160,124	\$ 162,898	1.73%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditure by Department	2020-21 Actual	2021-22 Adopted Budget	2022-23 Proposed Budget	% Change
Library				
Expenditures				
Personnel Services	\$ 963,052	\$ 1,053,542	\$ 1,059,934	0.61%
Supplies	266,052	370,401	390,527	5.43%
Maintenance & Repair	99,303	106,215	108,156	1.83%
Utilities/Other Services	106,369	121,950	125,041	2.53%
Other Expenditures	62,328	94,633	105,770	11.77%
Total Expenditures	\$ 1,497,104	\$ 1,746,741	\$ 1,789,428	2.44%
Public Information				
Expenditures				
Personnel Services	\$ 161,198	\$ 192,088	\$ 292,941	52.50%
Supplies	2,208	2,125	2,470	16.24%
Maintenance & Repair	371	2,375	2,375	0.00%
Utilities/Other Services	3,660	9,336	10,433	11.75%
Other Expenditures	11,557	14,452	17,305	19.74%
Capital Improvements	-	1,449	1,449	0.00%
Total Expenditures	\$ 178,994	\$ 221,825	\$ 326,973	47.40%
Municipal Court				
Expenditures				
Personnel Services	\$ 600,629	\$ 833,157	\$ 808,289	-2.98%
Supplies	9,524	14,490	17,200	18.70%
Maintenance & Repair	-	43	-	-100.00%
Utilities/Other Services	105,123	117,412	128,129	9.13%
Other Expenditures	14,137	26,754	34,250	28.02%
Total Expenditures	\$ 729,414	\$ 991,856	\$ 987,868	-0.40%
Building Maintenance				
Expenditures				
Personnel Services	\$ 1,023,837	\$ 1,319,233	\$ 1,397,263	5.91%
Supplies	105,494	117,800	126,780	7.62%
Maintenance & Repair	399,985	1,102,984	610,052	-44.69%
Utilities/Other Services	325,767	319,187	558,979	75.13%
Other Expenditures	1,573	1,000	1,000	0.00%
Capital Improvements	-	-	970,665	100.00%
Total Expenditures	\$ 1,856,656	\$ 2,860,204	\$ 3,664,739	28.13%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditure by Department	2020-21 Actual	2021-22 Adopted Budget	2022-23 Proposed Budget	% Change
Non-Departmental				
Expenditures				
Personnel Services	\$ 895,088	\$ 440,603	\$ 440,000	-0.14%
Utilities/Other Services	446,508	422,844	472,179	11.67%
Other Expenditures	6,751,373	4,836,552	5,903,485	22.06%
Operating Transfer Out	95,545	586,314	4,653,599	693.70%
Total Expenditures	\$ 8,188,515	\$ 6,286,313	\$ 11,469,262	82.45%
<i>Includes the General Fund Fund Balance Transfers Out</i>				
Health Administration				
Expenditures				
Personnel Services	\$ 525,386	\$ 543,810	\$ 574,661	5.67%
Supplies	1,348	9,440	11,835	25.37%
Maintenance & Repair	-	1,593	1,593	0.00%
Utilities/Other Services	158,693	173,834	175,810	1.14%
Insurance & Contract Supp.	15	-	-	0.00%
Other Expenditures	22,684	30,645	30,545	-0.33%
Total Expenditures	\$ 708,126	\$ 759,322	\$ 794,444	4.63%
Nursing				
Expenditures				
Personnel Services	\$ 562,193	\$ 615,500	\$ 622,106	1.07%
Supplies	97,140	127,118	196,934	54.92%
Maintenance & Repair	464	1,093	834	-23.70%
Utilities/Other Services	14,804	25,228	31,143	23.45%
Other Expenditures	2,576	3,744	940	-74.89%
Total Expenditures	\$ 677,178	\$ 772,683	\$ 851,958	10.26%
Environmental Health				
Expenditures				
Personnel Services	\$ 622,726	\$ 708,862	\$ 742,864	4.80%
Supplies	20,863	107,037	98,636	-7.85%
Utilities/Other Services	40,697	48,029	55,276	15.09%
Other Expenditures	2,220	5,786	3,644	-37.03%
Total Expenditures	\$ 686,506	\$ 869,714	\$ 900,420	3.53%
Animal Services				
Expenditures				
Personnel Services	\$ 823,339	\$ 955,109	\$ 971,524	1.72%
Supplies	84,649	120,902	179,614	48.56%
Maintenance & Repair	2,045	2,960	3,172	7.16%
Utilities/Other Services	93,414	95,878	120,400	25.58%
Insurance & Contract Supp.	187	8,100	12,280	51.60%
Debt Expenditures	6,691	9,035	7,650	-15.33%
Other Expenditures	-	-	-	0.00%
Capital Improvements	-	23,000	29,685	29.07%
Total Expenditures	\$ 1,010,325	\$ 1,214,984	\$ 1,324,325	9.00%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditure by Department	2020-21 Actual	2021-22 Adopted Budget	2022-23 Proposed Budget	% Change
Lab Water Pollution				
Expenditures				
Personnel Services	\$ 181,211	\$ 180,159	\$ 184,540	2.43%
Supplies	23,130	33,876	37,133	9.61%
Maintenance & Repair	3,723	8,101	8,751	8.02%
Utilities/Other Services	12,645	16,483	17,836	8.21%
Other Expenditures	1,791	3,521	3,717	5.57%
Total Expenditures	\$ 222,499	\$ 242,140	\$ 251,977	4.06%
Finance				
Expenditures				
Personnel Services	\$ 798,610	\$ 830,685	\$ 1,047,089	26.05%
Supplies	11,946	11,150	18,650	67.26%
Maintenance & Repair	-	4,887	4,887	0.00%
Utilities/Other Services	24,683	18,018	18,759	4.11%
Insurance & Contract Supp.	30	115	115	0.00%
Other Expenditures	17,952	29,300	32,799	11.94%
Total Expenditures	\$ 853,221	\$ 894,155	\$ 1,122,299	25.51%
Police Department				
Expenditures				
Personnel Services	\$ 24,178,378	\$ 26,509,722	\$ 27,628,238	4.22%
Supplies	324,701	388,197	405,955	4.57%
Maintenance & Repair	31,854	45,289	51,114	12.86%
Utilities/Other Services	1,508,886	1,847,842	2,474,610	33.92%
Insurance & Contract Supp.	22,315	2,015	2,015	0.00%
Other Expenditures	77,875	116,236	96,087	-17.33%
Capital Improvements	-	550,000	1,500,000	172.73%
Transfers Out	-	-	100,000	100.00%
Total Expenditures	\$ 26,144,010	\$ 29,459,301	\$ 32,258,019	9.50%
Fire				
Expenditures				
Personnel Services	\$ 16,709,012	\$ 16,922,248	\$ 18,154,592	7.28%
Supplies	271,552	316,262	374,622	18.45%
Maintenance & Repair	18,767	26,468	28,580	7.98%
Utilities/Other Services	1,179,038	1,315,240	1,521,571	15.69%
Insurance & Contract Supp.	30	-	-	0.00%
Other Expenditures	63,064	65,378	65,338	-0.06%
Transfers Out	69,667	85,149	128,998	51.50%
Total Expenditures	\$ 18,311,130	\$ 18,730,745	\$ 20,273,701	8.24%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditure by Department	2020-21 Actual	2021-22 Adopted Budget	2022-23 Proposed Budget	% Change
Recreation				
Expenditures				
Personnel Services	\$ 768,387	\$ 983,544	\$ 1,021,964	3.91%
Supplies	44,399	76,910	83,312	8.32%
Maintenance & Repair	29,533	39,043	69,450	77.88%
Utilities/Other Services	319,478	385,308	378,991	-1.64%
Insurance & Contract Supp.	-	-	-	0.00%
Debt Expenditures	-	-	-	0.00%
Other Expenditures	12,036	23,160	23,410	1.08%
Non Cap Improvements	-	-	-	0.00%
Capital Improvements	-	1,500	26,500	1666.67%
Transfers Out	-	-	-	0.00%
Total Expenditures	\$ 1,173,833	\$ 1,509,465	\$ 1,603,627	6.24%
Park Maintenance				
Expenditures				
Personnel Services	\$ 2,050,557	\$ 2,689,433	\$ 2,621,576	-2.52%
Supplies	35,724	61,353	79,378	29.38%
Maintenance & Repair	62,888	159,390	278,344	74.63%
Utilities/Other Services	1,030,700	970,068	1,522,150	56.91%
Insurance & Contract Supp.	14,400	25,400	25,400	0.00%
Other Expenditures	5,908	16,646	16,046	-3.60%
Non Cap Improvements	37,930	109,200	148,400	35.90%
Capital Improvements	-	-	500,000	100.00%
Total Expenditures	\$ 3,238,107	\$ 4,031,490	\$ 5,191,294	28.77%
Business Park Maintenance				
Expenditures				
Personnel Services	\$ 199,929	\$ 358,625	\$ 405,776	13.15%
Supplies	717	6,896	7,959	15.41%
Maintenance & Repair	2,795	10,485	10,616	1.25%
Utilities/Other Services	35,660	52,043	72,496	39.30%
Non Cap Improvements	-	5,500	2,630	-52.18%
Total Expenditures	\$ 239,102	\$ 433,549	\$ 499,477	15.21%
City Lot Mowing				
Expenditures				
Personnel Services	\$ 84,864	\$ 167,938	\$ 142,694	-15.03%
Supplies	31	1,786	2,159	20.88%
Maintenance & Repair	100	705	812	15.18%
Utilities/Other Services	16,452	18,772	22,787	21.39%
Total Expenditures	\$ 101,447	\$ 189,201	\$ 168,452	-10.97%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditure by Department	2020-21 Actual	2021-22 Adopted Budget	2022-23 Proposed Budget	% Change
Cemetery				
Expenditures				
Personnel Services	\$ 185,966	\$ 265,996	\$ 232,589	-12.56%
Supplies	736	6,920	10,120	46.24%
Maintenance & Repair	21,950	25,846	28,253	9.31%
Utilities/Other Services	33,295	31,840	38,999	22.48%
Other Expenditures	242	100	108	8.00%
Non Cap Improvements	1,446	2,500	2,688	7.52%
Total Expenditures	\$ 243,636	\$ 333,202	\$ 312,757	-6.14%
Planning				
Expenditures				
Personnel Services	\$ 449,020	\$ 539,170	\$ 553,906	2.73%
Supplies	5,155	6,015	6,837	13.67%
Maintenance & Repair	-	120	245	104.17%
Utilities/Other Services	4,013	11,988	13,229	10.35%
Insurance & Contract Supp.	30	-	-	0.00%
Other Expenditures	5,547	26,124	27,660	5.88%
Total Expenditures	\$ 463,764	\$ 583,417	\$ 601,877	3.16%
Inspection				
Expenditures				
Personnel Services	\$ 928,063	\$ 872,007	\$ 896,136	2.77%
Supplies	6,331	8,150	8,940	9.69%
Maintenance & Repair	382	637	685	7.54%
Utilities/Other Services	48,279	42,386	150,547	255.18%
Other Expenditures	6,923	15,600	17,325	11.06%
Total Expenditures	\$ 989,977	\$ 938,780	\$ 1,073,633	14.36%
Code Enforcement				
Expenditures				
Personnel Services	\$ 258,620	\$ 455,645	\$ 486,828	6.84%
Supplies	1,310	4,259	5,275	23.85%
Maintenance & Repair	297	401	435	8.48%
Utilities/Other Services	35,765	39,857	40,927	2.68%
Other Expenditures	8,605	11,177	13,027	16.55%
Total Expenditures	\$ 304,597	\$ 511,339	\$ 546,492	6.87%
Property Management				
Expenditures				
Personnel Services	\$ 269,421	\$ 283,937	\$ 296,320	4.36%
Supplies	8,800	6,460	6,329	-2.03%
Utilities/Other Services	32,311	41,596	48,379	16.31%
Other Expenditures	2,682	6,800	7,610	11.91%
Non Cap Improvements			500	100.00%
Total Expenditures	\$ 313,215	\$ 338,793	\$ 359,138	6.01%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditure by Department	2020-21 Actual	2021-22 Adopted Budget	2022-23 Proposed Budget	% Change
Lake Lot Admin.				
Expenditures				
Personnel Services	\$ 106,697	\$ 107,502	\$ 115,152	7.12%
Supplies	801	2,074	2,190	5.57%
Maintenance & Repair	35,534	35,000	37,625	7.50%
Utilities/Other Services	6,079	22,747	24,325	6.94%
Other Expenditures	1,235	1,600	1,690	5.63%
Non Cap Improvements	-	300	323	7.50%
Total Expenditures	\$ 150,347	\$ 169,223	\$ 181,304	7.14%
Traffic Engineering				
Expenditures				
Personnel Services	\$ 753,605	\$ 893,969	\$ 985,381	10.23%
Supplies	53,482	95,285	100,274	5.24%
Maintenance & Repair	74,847	171,511	195,566	14.03%
Utilities/Other Services	483,196	509,666	553,725	8.64%
Debt Expenditures	300,525	200,323	315,884	57.69%
Other Expenditures	2,878	6,175	5,080	-17.73%
Capital Improvements	261,607	558,560	791,014	41.62%
Total Expenditures	\$ 1,930,140	\$ 2,435,489	\$ 2,946,924	21.00%
Engineering				
Expenditures				
Personnel Services	\$ 1,350,563	\$ 1,545,028	\$ 1,562,175	1.11%
Supplies	13,102	24,514	20,630	-15.84%
Maintenance & Repair	12,898	17,530	17,154	-2.14%
Utilities/Other Services	77,984	81,264	105,124	29.36%
Insurance & Contract Supp.	15	15	15	0.00%
Other Expenditures	14,734	18,641	15,666	-15.96%
Capital Improvements	9,373	-	1,500	100.00%
Total Expenditures	\$ 1,478,670	\$ 1,686,992	\$ 1,722,264	2.09%
Street Maintenance				
Expenditures				
Personnel Services	\$ 2,447,368	\$ 2,946,577	\$ 2,842,143	-3.54%
Supplies	44,273	59,472	59,340	-0.22%
Maintenance & Repair	125,470	182,290	182,422	0.07%
Utilities/Other Services	646,355	937,692	1,120,108	19.45%
Insurance & Contract Supp.	-	6,020	6,020	0.00%
Other Expenditures	3,157	6,285	6,285	0.00%
Capital Improvements	1,439,258	2,505,860	4,505,860	79.81%
Total Expenditures	\$ 4,705,881	\$ 6,644,196	\$ 8,722,178	31.28%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditure by Department	2020-21 Actual	2021-22 Adopted Budget	2022-23 Proposed Budget	% Change
Legal				
Expenditures				
Personnel Services	\$ 819,877	\$ 833,738	\$ 949,482	13.88%
Supplies	16,460	23,216	26,841	15.61%
Utilities/Other Services	7,903	61,115	61,213	0.16%
Insurance & Contract Supp.	15	15	15	0.00%
Other Expenditures	14,054	35,301	37,201	5.38%
Total Expenditures	\$ 858,308	\$ 953,385	\$ 1,074,752	12.73%
City Clerk				
Expenditures				
Personnel Services	\$ 153,977	\$ 162,503	\$ 188,245	15.84%
Supplies	11,793	1,210	2,210	82.64%
Utilities/Other Services	26,421	12,096	8,200	-32.21%
Insurance & Contract Supp.	118	88	88	0.00%
Other Expenditures	21,550	41,724	17,719	-57.53%
Total Expenditures	\$ 213,859	\$ 217,621	\$ 216,462	-0.53%
General Fund				
Total By Department				
Total Expenditures	\$ 79,252,549	\$ 87,971,242	\$ 103,351,602	17.48%

GENERAL FUND

PERSONNEL BY JOB TITLE

City Manager	FY 2020-21	FY2021-22	FY2022-23	Change PY
Assistant City Manager	2.00	1.20	1.20	-
City Manager	1.00	1.00	1.00	-
Executive Secretary	1.00	1.00	1.00	-
Total	4.00	3.20	3.20	-

Human Resources	FY 2020-21	FY2021-22	FY2022-23	Change PY
Employee Benefits Specialist *	1.00	1.00	1.00	-
HR Specialist II	1.00	1.00	-	(1.00)
Human Resources Benefits Generalist *	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	-
Risk Safety Specialist	2.00	2.00	2.00	-
Senior Admin Clerk	1.00	1.00	2.00	1.00
Total	10.00	10.00	10.00	-

* Include positions allocated for Employee Benefit costs

MLK Center	FY 2020-21	FY2021-22	FY2022-23	Change PY
Clerk	1.00	1.00	1.00	-
Community Center Coordinator	1.00	1.00	1.00	-
Total	2.00	2.00	2.00	-

Library	FY 2020-21	FY2021-22	FY2022-23	Change PY
Librarian	9.00	9.00	7.00	(2.00)
Library Administrator	1.00	1.00	1.00	-
Library Assistant	6.50	6.50	6.50	-
Lead Librarian	-	-	1.00	1.00
Customer Service Supervisor	-	-	1.00	1.00
Library Supervisor	1.00	1.00	1.00	-
Total	17.50	17.50	17.50	-

Public Information	FY 2020-21	FY2021-22	FY2022-23	Change PY
Administrative Clerk	1.00	1.00	1.00	-
Media Producer	1.00	1.00	1.00	-
Video Producer	1.00	1.00	-	(1.00)
Public Information Officer	-	1.00	1.00	-
Community and Marketing Director	0.50	0.34	0.34	-
Total	3.50	4.34	3.34	(1.00)

* Reduced position as part of reorganization along with MPEC and CVB.

GENERAL FUND

<u>Municipal Court</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Court Coordinator	1.00	-	-	-
Deputy Court Clerk	7.00	7.00	7.00	-
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	-
Deputy City Marshal*	-	1.00	1.00	-
Senior Deputy Court Clerk	1.00	1.00	1.00	-
Total	14.03	14.03	14.03	-

**Savings from consolidated positions allowed for addition of Deputy City Marshal in FY 2022*

<u>Building Maintenance</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Administrative Clerk	1.50	1.00	1.00	-
Building Maintenance Supervisor	1.00	1.00	-	(1.00)
Building Maintenance Worker	3.00	3.00	4.00	1.00
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	30.10	29.60	29.60	-

<u>Health Administration</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
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	-
Director of Public Health	1.00	1.00	1.00	-
Total	7.00	7.00	7.00	-

<u>Nursing</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Community Service Aide	0.80	0.80	-	(0.80)
Health Clinic Aide	1.50	1.50	0.90	(0.60)
Lead Program Coordinator	1.00	1.00	-	(1.00)
Lead Public Health Nurse	0.70	0.70	0.90	0.20
Lead Wellness Program Manager	-	-	1.00	1.00
Licensed Vocational Nurse	0.60	0.60	-	(0.60)
Nursing Administrator	1.00	1.00	1.00	-
Public Health Nurse	1.70	1.70	2.30	0.60
Public Health Specialist	0.30	0.30	0.30	-
Certified Medical Assistant	-	-	1.40	1.40
Senior Admin Clerk	1.00	1.00	1.00	-
Total	8.60	8.60	8.80	0.20

**Federal Health grants have changed, causing changes in allocating expenditures to personnel*

GENERAL FUND

<u>Environmental Health</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Environmental Admin	1.00	1.00	1.00	-
Public Health Inspector	1.00	1.00	1.00	-
Public Health Officer	1.00	1.00	1.00	-
Sanitarian	6.00	6.00	6.00	-
Senior Admin Clerk	1.00	1.00	1.00	-
Total	10.00	10.00	10.00	-

<u>Animal Services</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Animal Care & Adoption Supervisor	1.00	1.00	1.00	-
Animal Care & Kennel Coordinator	1.00	1.00	1.00	-
Animal Care Kennel Supervisor	-	-	1.00	
Animal Care Officer	7.00	7.00	10.00	3.00
Animal Care Specialist	1.00	1.00	1.00	-
Animal Services Administrator	1.00	1.00	1.00	-
Dispatcher	1.00	1.00	2.00	1.00
Kennel Attendant	3.00	3.00	-	(3.00)
Lead Kennel Tech	1.00	1.00	-	(1.00)
Senior Admin Clerk	1.00	1.00	2.00	1.00
Vet Tech	1.00	1.00	-	(1.00)
Total	18.00	18.00	19.00	1.00

* Above current expenditure included in proposed FY 2023 budget.

<u>Lab/Water Pollution</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
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	2.50	2.50	2.50	-

<u>Finance & Purchasing</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Accounting/Payroll Analyst	0.80	0.80	0.80	-
Administrative Secretary	0.60	0.60	0.80	0.20
Assistant Director of Finance	1.00	1.00	1.00	-
Buyer	1.00	1.00	1.00	-
CFO/Director of Finance	0.85	0.85	0.85	-
Grant Accountant	-	-	1.00	1.00
MPEC Comptroller *	-	1.00	1.00	-
Purchasing Agent	1.00	1.00	1.00	-
Senior Accountant	2.00	2.00	1.50	(0.50)
Senior Admin Clerk	1.00	1.00	1.00	-
Senior Budget Analyst	1.00	1.00	1.00	-
Total	9.25	10.25	10.95	0.70

* MPEC Comptroller transferred from and funded by Hotel/Motel Fund; accountant for ARPA (.5 FTE); change to staff allocation (.2 FTE)

GENERAL FUND

<u>Police</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Administrative Secretary	3.00	3.00	3.00	-
Community Service Officer II	2.00	2.00	2.00	-
Community Service Supervisor	1.00	1.00	1.00	-
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	-	-	1.00	1.00
Lead Police Records	1.00	1.00	1.00	-
Lead Public Safety Dispatcher	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 Evd/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 Supervisor	1.00	1.00	1.00	-
Police Sergeant	25.00	25.00	25.00	-
Public Safety Comm Supervisor	1.00	1.00	1.00	-
Public Safety Dispatcher	31.00	31.00	30.00	(1.00)
Public Safety Dispatcher Supervisor	3.00	3.00	3.00	-
Public Safety Dispatch Comm Supervisor	1.00	1.00	1.00	-
Senior Admin Clerk	19.00	19.00	19.00	-
Sentinels	2.50	2.50	2.50	-
Total	295.50	295.50	295.50	-

<u>Fire</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Administrative Secretary	1.00	1.00	1.00	-
Assistant Fire Chief	1.00	1.00	1.00	-
Assistant Fire Marshal	4.00	4.00	4.00	-
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	39.00	39.00	39.00	-
Fire Lieutenant	24.00	24.00	24.00	-
Firefighter	73.00	73.00	73.00	-
Quartermaster	-	-	1.00	1.00
Senior Admin Clerk	1.00	1.00	1.00	-
Total	163.00	163.00	164.00	1.00

*Above current expenditure included in proposed FY 2023 budget.

GENERAL FUND

<u>Recreation</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Administrative Secretary	1.00	1.00	1.00	-
Camp Supervisor	0.38	0.38	0.38	-
Concession Worker	0.96	0.96	0.96	-
Facility Monitor	2.50	2.50	2.50	-
Lifeguard	1.15	1.15	1.15	-
Maintenance Worker	4.00	4.00	4.00	-
P&R Program Coordinator	3.00	3.00	3.00	-
Rec Service Administrator	1.00	1.00	1.00	-
Recreation Leader/50	1.00	1.00	1.00	-
Recreation Leader/Day Camp	1.80	1.80	1.80	-
Recreation Leader/Track	0.15	0.15	0.15	-
Recreation Super/Track	0.19	0.19	0.19	-
Senior Admin Clerk	1.00	1.00	1.00	-
Senior Zone Worker	1.00	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	21.22	21.22	21.22	-

<u>Parks Maintenance</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Assistant City Manager	-	0.33	0.33	-
Department Admin Assistant	1.00	1.00	1.00	-
Horticulturalist	1.00	1.00	1.00	-
Irrigation Specialist	3.00	3.00	3.00	-
Maintenance Worker	33.28	33.28	33.28	-
Park Maintenance Coordinator	4.00	4.00	3.00	(1.00)
Park Service Worker	2.00	2.00	2.00	-
Parks Administrator	1.00	1.00	1.00	-
Parks Maintenance Supervisor	-	-	0.33	0.33
Sr. Maintenance Worker	8.00	8.00	8.00	-
Total	53.28	53.61	52.94	(0.67)

**Reallocated to Business Park Maintenance*

<u>Business Park</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Parks Maintenance Supervisor	-	-	0.67	0.67
Maintenance Worker	4.96	4.96	4.96	-
Park Maintenance Coordinator	1.00	1.00	1.00	-
Total	5.96	5.96	6.63	0.67

**Reallocated from Parks Maintenance*

GENERAL FUND

<u>City Lot</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Maintenance Worker	2.44	2.44	2.44	-
Senior Maintenance Worker	1.00	1.00	1.00	-
Total	3.44	3.44	3.44	-

<u>Cemetery</u>				
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	3.96	3.96	3.96	-

<u>Planning</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Community Develop Admin Assist	1.00	1.00	1.00	-
Dir Development Services	0.70	0.70	0.70	-
Planner*	1.00	1.00	-	(1.00)
Planning Manager	1.00	1.00	1.00	-
Planning Technician	1.00	1.00	1.00	-
Principal Planner	1.00	1.00	1.00	-
Total	5.70	5.70	4.70	(1.00)

<u>Building Inspections</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Assistant Building Official	1.00	1.00	1.00	-
Chief Building Official	1.00	1.00	1.00	-
Code Compliance Officer	5.00	5.00	5.00	-
Inspection Tech*	-	-	1.00	1.00
Permit Technician	2.00	2.00	2.00	-
Plan Reviewer	1.00	1.00	1.00	-
Total	10.00	10.00	11.00	1.00

* Additional Inspection Tech offset by reduction in Planner position

<u>Code Enforcement</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Code Enforcement Officer	5.60	5.60	5.17	(0.43)
Code Enforcement Supervisor	-	-	0.92	0.92
Neighborhood Services Manager	0.40	0.40	0.20	(0.20)
Senior Admin Clerk	1.85	1.85	1.85	-
Total	7.85	7.85	8.14	0.29

*Funding between Code Enforcement, CDBG, and HOME has shifted

<u>Property Mgmt.</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Lien Coordinator	1.00	1.00	1.00	-
Propert Management Admin	1.00	1.00	1.00	-
Property Mgmt. Assistant	1.00	1.00	1.00	-
Senior Admin Clerk	0.50	0.50	0.50	-
Total	3.50	3.50	3.50	-

GENERAL FUND

<u>Lake Lot</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Senior Admin Clerk	0.50	0.50	0.50	-
Assistant Prop Mgmt./Lake	1.00	1.00	1.00	-
Total	1.50	1.50	1.50	-

<u>Traffic Engineering</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Electronics Technician	1.00	1.00	-	(1.00)
Lead School Crossing Guard	0.34	0.34	0.34	
School Crossing Guard	4.76	4.76	4.76	
Traffic Control Coordinator	-	-	1.00	1.00
Traffic Control Tech	9.00	9.00	9.00	-
Traffic Superintendent	1.00	1.00	1.00	-
Total	16.10	16.10	16.10	-

<u>Engineering</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
City Engineer	0.67	0.67	0.67	-
Civil Engineer*	2.00	2.00	2.00	-
Deputy Director of Public Works	0.50	0.50	0.50	-
Director of Public Works	0.55	0.55	0.55	-
Engineering Field Tech Supervisor	1.00	1.00	1.00	-
Engineering Technician	6.00	6.00	6.00	-
Senior Engineering Tech	7.00	7.00	7.00	-
Total	17.72	17.72	17.72	-

* Restated FY 2021 and FY 2022 Civil Engineer position count

<u>Street Maintenance</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
C & M Supervisor*	3.00	3.00	3.00	-
Equipment Operator	11.00	11.00	11.00	-
General Maintenance Worker	17.00	17.00	17.00	-
Heavy Equipment Operator**	16.00	16.00	16.00	-
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 Superintendent	0.75	0.75	0.75	-
Total	54.75	54.75	54.75	-

* C&M Supervisor (.5 FTE) and Heavy Equipment Operator (1 FTE) previously funded by CDBG/ Restated

GENERAL FUND

<u>Legal</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Attorney I *	1.00	1.00	2.00	1.00
City Attorney	1.00	1.00	1.00	-
Deputy City Attorney	2.00	2.00	2.00	-
Executive Legal Assistant	1.00	1.00	1.00	-
Legal Clerk	1.00	1.00	1.00	-
Total	6.00	6.00	7.00	1.00

** Above current expenditure included in proposed FY 2023 budget.*

<u>City Clerk</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Administrative Clerk	-	-	0.50	0.50
City Clerk	1.00	1.00	1.00	-
Deputy City Clerk	1.00	1.00	1.00	-
Total	2.00	2.00	2.50	0.50

** Above current expenditure included in proposed FY 2023 budget.*

Total - General Fund	814.96	815.83	819.52	3.69
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** See notes below each department for descriptions of changes. Totals include Mayor & City Council.*



General Fund
Department Overviews

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 section. 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.
- Approval of the City’s annual operating budget

FY 2022 ACCOMPLISHMENTS

- Provided an update to the Strategic Plan to citizens.
- Advancement of the MPEC Conference Center/Hotel Project.
- Appointment of a new municipal judge.
- Approval of a general plan to allocate \$29.1M in American Rescue Plan Act (ARPA) funds.
- Approval of adjusted employee pay plans (MAG Study) as part of the approved FY 2022 budget.

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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, 2022. A summary of the five (5) general goals and thirty-three (33) policies and objectives is shown below.



OUR VISION	OUR GOALS	OUR STRATEGY
<p>Wichita Falls is a vibrant, growing, family-oriented community of unlimited opportunity and civic pride.</p>	<p>1 Accelerate Economic Growth</p>	<ul style="list-style-type: none"> 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.
<p>Enhance our quality of life through responsive service delivery, sound financial management, and partnerships spanning the public, private and business sectors.</p>	<p>2 Provide Quality Infrastructure</p>	<ul style="list-style-type: none"> 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.
<p>Excellence Integrity Accountability Transparency Innovation</p>	<p>3 Redevelop Downtown</p>	<ul style="list-style-type: none"> 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.
	<p>4 Efficiently Deliver City Services</p>	<ul style="list-style-type: none"> 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.
	<p>5 Actively Engage & Inform the Public</p>	<ul style="list-style-type: none"> 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

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Mayor and City Council	Salaries - Supervision	44,850	55,200	55,200
	FICA	3,431	4,230	4,230
	Supplies-Office	63	100	110
	Supplies-Personal Computers	0	200	225
	Services-Telephone	266	714	1,058
	Services-Binding/Printing	45	200	225
	Travel Expenses	0	10,500	11,300
	Education Registration	1,100	2,000	2,200
	Council Retreat Expenses	20,425	3,000	3,200
	Memberships	12,060	11,981	12,300
	Boards/Local Meetings	2,886	5,000	5,400
	Public Relation/Promo	406	2,000	2,200
	Postage/Freight	241	250	270
	Total Expenditures		\$85,773	\$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 and 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 policy, directing the day-to-day operations through the appointment and removal of employees and encouraging citizen engagement and transparency.

FY2022 ACCOMPLISHMENTS

- Successful advancement of the Strategic Plan, which included 5 general goals and 33 associated objectives.
- Preparation and administration of the FY 2022 Budget, totaling \$195.5 million.
- Advancement of the MPEC Hotel/Conference Center project.
- Increased citizen communication with regular, coordinated messaging and enhanced use of social media.
- Kept City Council informed by providing immediate information on higher profile issues, as well as a comprehensive weekly report from the City Manager's office.
- Leadership and direction to more than 1,200 City employees.
- Proposed general plan for use of the City's \$29.1M in American Rescue Plan Act (ARPA) funds.

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OFFICE OF THE CITY MANAGER

GOALS & POLICIES

- Advancement of the Council-adopted Strategic Plan
- Implementation of the Council-adopted FY 2023 Budget and Capital Improvement Plan
- Implementation and advancement of the Council-adopted general plan for the use of the City's \$29.5M in federal ARPA funds
- Leadership and direction to the City's 1,200+ employees
- Continue to keep City Council informed via comprehensive weekly updates from City Manager's office.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
City Manager	Salaries - Supervision	489,478	454,939	456,742
	Salaries - Clerical	45,421	47,277	49,641
	Stability Pay	2,695	2,695	3,182
	Cell Phone Allowance	725	720	1,440
	Deferred Compensation	31,499	29,202	37,713
	FICA	31,656	41,156	41,166
	TMRS Retirement	101,111	91,529	82,680
	Life Insurance Contribution	667	642	642
	Disability Insurance Contrib	503	485	486
	Health Insurance Contributions	38,319	32,858	28,859
	Supplies-Minor Office Tools/Eq	449	0	0
	Supplies-Minor Furniture	504	0	0
	Supplies-Office	716	1,100	1,200
	Supplies-Periodicals/Supplemts	99	110	120
	Services-Telephone	834	1,593	2,051
	Services-Binding/Printing	718	150	764
	Insurance Expense	30	0	0
	In City Mileage Reimbursement	7,297	7,201	12,000
	Travel Expenses	5,585	12,000	12,900
	Education Registration	1,090	3,500	3,700
	Lease Payments	763	764	800
	Memberships	8,399	10,168	5,125
	Boards/Local Meetings	391	1,000	1,100
	Postage/Freight	1,733	1,200	1,300
	Total Expenditures	\$770,683	\$740,289	\$743,611

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.

SERVICES PROVIDED

- Provide assistance to departments for employee recruitment, retention, training, coaching, performance management, and consultation.
- Ensure competitiveness, and strategy to recruit and retain employees through analysis of the organizations pay structure.
- Maintain personnel data within the Human Resource Information System in Tyler-Munis.
- Research, create, and deliver appropriate trainings to all City employees to support compliance and development.
- Administer Civil Service protocols under Local Government Code Chapter 143, and provide support to Civil Service recruitment and promotional processes.
- Develop, maintain, and administer a competitive, robust, and comprehensive benefits program that meets the needs of our workforce.
- Create a culture of safety and safety compliance through Risk Management in order to control costs associated with injuries and accidents.
- Monitor key performance indicators related to Workers' Compensation in order to support an effective safety program that will reduce employee injuries and claim costs.
- Write and administer policies that are effective and consistent with the mission, vision, values and strategic goals of the City of Wichita Falls.

FY2022 ACCOMPLISHMENTS

- Implementation of Management Advisory Group (MAG) comprehensive compensation study with recommendations to address policies and pay plan deficiencies.
- Successful onboarding of more than 300 employees FYTD.
- Review of more than 340 employee evaluations.
- Successfully recruited 17 new Firefighter Trainees and 16 new Police Trainees.
- Developed and implemented rapid response policies to address social and public safety issues that arose from COVID-19.
- Partnered with the Career Education Center (CEC), MSU Texas, and the Wichita Falls Chamber to bring in 26 interns City-wide, and further improved community internship opportunities.
- Implemented an updated and streamlined New Employee Orientation program. Staff continue to design and test modules in Munis Employee Self Service to house electronic signatures.
- Implemented a retention survey process for employees at their 90th and 180th day of employment.
- Researched, purchased, developed, and implemented a pay-for-performance program, and provided extensive training for supervision at all levels.

HUMAN RESOURCES

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GOALS & PERFORMANCE MEASURES

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Reduce Turnover	4. Efficiently Deliver City Services	4.1 Improve Employee Recruitment and Retention	Regrettable Turnover	7%	<7%
Reduce Time-to-Fill	4. Efficiently Deliver City Services	4.1 Improve Employee Recruitment and Retention	Time to Fill (Vacant Position)	39 Day Average	<36 Day Average
Recruit Interns	1. Accelerate Economic Growth	1.8 Continue Community Internship Opportunities	Number of internships provided	26	>20
Research Customer Service Assessment tools and Training Platforms.	4. Efficiently Deliver City Services	4.2 Reinforce a Culture of Superior Customer Services	Review of software and tools, and document options to implement in 22/23 FY.	Services will be available via employee self-service and the new employee evaluation system	Research complete and ready to budget and implement FY 22/23.

FY 2023 HIGHLIGHTS

Personnel: \$101,975 or 15% higher than prior year's budget due to increased funds allocated for internship program.

Maintenance: increased \$39,642 over prior year due to cost of pay-for-performance software (EmPerform).

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Human Resources	Salaries - Supervision	112,670	120,000	126,001
	Salaries - Clerical	36,964	43,986	60,503
	Pool Clerical	0	10,000	0
	Salaries-Operational	274,318	312,275	371,487
	Pool Operational	0	0	10,000
	Overtime	1,798	0	0
	Stability Pay	7,398	6,050	6,463
	Cell Phone Allowance	728	720	720
	FICA	31,761	35,446	40,430
	TMRS Retirement	70,020	79,923	86,236
	Life Insurance Contribution	554	480	674
	Disability Insurance Contrib	418	363	511
	Health Insurance Contributions	70,522	74,586	82,779
	HSA Contributions-Employer	507	504	504
	Supplies-Minor Tools and Equip	256	300	300
	Supplies-Minor Furniture	0	450	450
	Supplies-Office	3,851	3,500	4,000
	Supplies-Photographic	72	500	500
	Supplies-Educational	0	500	500
	Supplies-Periodicals/Supplemts	180	0	0
	Supplies-Personal Computers	0	0	1,510
	Supplies-PC Software	1,348	0	0
	Maint-PC Software	0	86	0
	Maint-Systems Software	541	288	40,016
	Services-Telephone	2,273	4,549	4,549
	Service-Wireless PhoneAircards	1,489	1,120	1,536
	Services-Central Garage	1,244	391	1,331
	Services-Other Professional	34,386	51,705	47,930
	Services-Advertising	4,107	5,250	8,000
	Services-Binding/Printing	2,829	3,105	3,105
	Services-Other Miscellaneous	3,921	2,840	3,700
	Insurance Expense	115	0	0
	Travel Expenses	893	9,000	9,000
Education Registration	5,175	2,000	2,150	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Human Resources	In-Service Train/Tuition Asst	10,473	17,830	27,004
	Lease Payments	2,700	4,522	4,522
	Memberships	884	1,975	1,675
	Boards/Local Meetings	5,903	5,400	2,500
	Public Relation/Promo	2,728	2,750	2,750
	Postage/Freight	4,514	3,200	3,200
	Total Expenditures		\$697,537	\$805,594

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, which encourage and promote service to others. These programs encourage the 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 2022 calendar year.

- The annual Martin Luther King Prayer/Scholarship Breakfast generally held in January was postponed due to restrictions, however a letter campaign was conducted and \$8,735.00 was raised for scholarships for area youth.
- 20 community residents used the computer room for job searches and research.
- The Community Garden operated at 100% capacity with all 82 plots rented out to community residents.
- 224 seniors participated in the senior farmer's market voucher program.
- Approximately 55 children and their parents participated in the MLK Easter egg hunt, with volunteers from local community members at Gilbert Memorial C.M.E. and Sheppard Air Force Base.
- 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 700 people accessed the MLK Center for various programs, meetings and general assistance throughout the year.

SERVICES PROVIDED

- Assist elderly resident to bridge the gap with technology and communicating with supporting agencies.
- Assist elderly residents with computer and phone related issues.
- Assist resident dealing with Social Security, food insecurity, home repair, electronic bill payment and home healthcare assistance with appropriate referrals to outside 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 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.

FY2022 ACCOMPLISHMENTS

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

MLK CENTER OPERATIONS

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GOALS & PERFORMANCE MEASURES

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 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%

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General MLK Center Operations	Salaries - Supervision	45,386	45,690	48,910
	Salaries - Clerical	22,983	27,023	27,440
	Pool Clerical	0	1,046	0
	Overtime	1,693	500	0
	Stability Pay	1,623	1,623	2,420
	FICA	5,209	5,380	5,696
	TMRS Retirement	11,837	12,319	12,770
	Life Insurance Contribution	91	91	99
	Disability Insurance Contrib	69	69	76
	Health Insurance Contributions	16,925	14,936	17,345
	Supplies-Minor Office Tools/Eq	200	300	350
	Supplies-Minor Furniture	2,125	2,125	4,250
	Supplies-Office	1,363	1,200	1,200
	Supplies-Other	193	500	350
	Maint-Office Furniture/Equip	0	700	400
	Maint-Instruments	75	300	450
	Maint-Buildings	0	600	600
	Services-Telephone	3,339	3,680	3,517
	Service-Wireless PhoneAircards	456	490	456
	Services-Electricity	7,781	9,397	8,817
	Services-Gas	3,549	3,873	6,379
	Services-Wtr/Sewer/Sanitation	3,831	3,593	3,669
	Services-Other Professional	2,340	4,000	5,000
	Services-Binding/Printing	657	1,200	1,200
	In City Mileage Reimbursement	0	200	200
	Rent-Equipment	0	1,200	1,200
	Postage/Freight	1,064	1,700	1,800
		Total Expenditures	\$132,787	\$143,735

LIBRARY

MISSION

The Wichita Falls Public Library (WFPL) serves a population of approximately 104,657. It is integral to 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, computer, wireless via app, 3D printer
- Scanning services
- Circulation of materials for educational, informational, recreational, and cultural needs
- Downloadable content and databases
- Meeting and study rooms for public use
- Interlibrary loans
- Coffee bar

FY 2022 ACCOMPLISHMENTS

- **RETURN TO FULL LIBRARY SERVICES:** As of May 2022, the library has restored all services that were previously suspended due to the COVID-19 pandemic. This includes a return to in-person programming as well as large events such as Touch a Truck, Holiday Open House, and our Summer Reading program. One of our goals set in 2021 was to bring people back to the library. At our recent Summer Reading kick-off party, it was evident that people are happy to return. Our door count from the hours of 1 to 3 p.m. logged 493 people – and it can't count babes in arms or strollers. During that time period, the library gave out 76 new cards and helped with 218 patron check-outs, while our self-check machines checked out 973 items. The library was eager to assist the City in enhancing public outreach and engagement with our upcoming programs.
- **LIBRARY USAGE:** According to the Texas Public Libraries Annual Report for Local Fiscal Year 2020-2021 the library had an excess of 348,700 circulations, with 77,397 visitors. The library has 30,307 registered library card users. The library provides access to approximately 1,024,785 items in physical and digital formats. Our 32 public computers and WIFI are a big draw, resulting in 100,033 computer sessions; in addition, library staff answered 25,411 inquiries made by the public. There were 62,082 visits to our website during this time period. Though our staff is relatively small for a library of our size, the library strives to reinforce a culture of superior customer service on a daily basis with each interaction.
- **TOCKER FOUNDATION:** In October, the Tocker Foundation selected our library as part of their effort to help strengthen broadband in rural communities. The library received 10 mobile hotspots with internet access and cameras that can be checked out to patrons; 16 months of service paid for by the Tocker Foundation and T-Mobile; and free training and technical support. This grant is worth approximately \$5000, and provided us an opportunity to be innovative with no cost to the taxpayer.

LIBRARY

- **COLLECTION MAINTENANCE:** The library continues to make progress with a goal started two years ago of weeding physical items that are in poor condition, contain out-of-date information, have been replaced with digital copies, or do not circulate. The library has mostly completed this project in the adult non-fiction collection and are now working on juvenile non-fiction. The library is updating signage and replacing bookends as well. A clean, well-maintained, and up-to-date collection allows us to efficiently deliver information services to our customers.
- **STAFFING:** After two library administrative staff members left for new positions, a new library management hierarchy was created. With the guidance of Human Resources, changes were made to the structure and classification of the Librarian III and II positions, which allowed us to hire 2 fulltime Librarians (promoting from within) and a part time Library Assistant. This is in line with the City’s desire to grow talent from within our organization to help improve employee recruitment and retention.

CONTACT INFORMATION

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GOALS & PERFORMANCE MEASURES

FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2022 ESTIMATE	FY2023 TARGET
Maintain 98% or higher accuracy on inputting new cards and in updating patron records in our database	Efficiently Deliver City Services	4.4 Practice effective governance	Create detailed spreadsheets to track accuracy and timeliness of data entry by library assistants, provide feedback and coaching	n/a	>98%
Replace outdated and unsupported Integrated Library System (ILS) software	Provide adequate infrastructure	2.1 Upgrade or replace outdated public facilities	Establish a timeline and have new system in place by Summer of 2024	n/a	Completed timeline
Add one new in-house library service	Efficiently deliver City services	4.4 Practice effective governance.	Contact library vendors for possible new services	n/a	1 New Service
Add one new nontraditional format for circulation	Efficiently deliver City services	4.4 Practice effective governance	Contact library vendors for new trends	n/a	1 New Format

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General Library Operations	Salaries - Supervision	84,877	89,904	92,888
	Salaries - Clerical	185,321	218,887	240,870
	Salaries-Operational	384,474	419,551	430,046
	Overtime	677	0	0
	Stability Pay	8,528	10,122	12,129
	FICA	48,608	53,955	48,795
	TMRS Retirement	109,630	122,756	107,640
	Life Insurance Contribution	879	902	845
	Disability Insurance Contrib	664	686	642
	Health Insurance Contributions	135,582	132,767	124,062
	HSA Contributions-Employer	3,811	4,012	2,016
	Supplies-Minor Tools and Equip	754	650	350
	Supplies-Minor Furniture	6,833	7,480	12,650
	Supplies-Office	26,322	30,000	30,000
	Supplies-Educational	5,226	8,000	8,000
	Supplies-Periodicals/Supplemts	9,240	45,565	46,800
	Supplies-Digit Media/Databases	95,006	144,881	154,726
	Supplies-Library Materials	117,409	125,635	135,101
	Supplies-Personal Computers	4,690	7,590	7,300
	Supplies-Other	571	600	600
	Maint-Office Furniture/Equip	0	1,100	2,000
	Maint-Systems Hardware	28,103	28,800	29,000
	Maint-Systems Software	71,200	76,315	77,156
	Services-Telephone	12,096	17,010	19,414
	Services-Electricity	68,584	73,416	71,079
	Services-Gas	1,024	3,078	1,500
	Services-Wtr/Sewer/Sanitation	5,605	4,116	4,984
	Services-Cable TV	12,364	12,770	12,770
	Services-Bank	2,165	810	810
	Services-Other Professional	0	3,000	3,000
	Services-Advertising	1,892	5,000	5,000
	Services-Binding/Printing	2,639	2,750	6,484
	In City Mileage Reimbursement	0	400	400
Travel Expenses	157	6,000	6,000	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General Library Operations	Education Registration	563	4,400	4,400
	Lease Payments	30,653	35,543	40,300
	Memberships	20,300	30,040	32,640
	Boards/Local Meetings	625	650	650
	Rent-Equipment	336	400	1,100
	Public Relation/Promo	5,412	9,000	9,630
	Postage/Freight	4,283	8,200	10,650
	Total Expenditures		\$1,497,104	\$1,746,741

PUBLIC INFORMATION OFFICE

MISSION

The Public Information Office (PIO) is responsible for effectively communicating to the public and the media the business and activities of city government, departments, services and events. 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 office's daily activities include assisting other departments with maintaining their website pages, creating content for the public cable programming channel, communicating through 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.

FY2022 ACCOMPLISHMENTS

- 108 general city press releases were compiled and issued.
- 18 City Council meetings were livestreamed.
- Facebook average reach 156,486
- Facebook page views 48,605
- 12 Public Information Officer news interviews

CONTACT INFORMATION

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PUBLIC INFORMATION OFFICE

GOALS & PERFORMANCE MEASURES

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2022 ESTIMATE	FY2023 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%	50%
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	100%	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 2023 HIGHLIGHTS

Personnel: increased \$100,853 over prior year's budget due to the management reorganization within the Marketing and Communications Department supporting PIO, MPEC, and CVB.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General Public Information	Salaries - Supervision	51,434	39,600	132,303
	Salaries - Clerical	26,145	27,439	28,812
	Salaries-Operational	37,016	84,043	44,695
	Overtime	1,219	1,000	0
	Stability Pay	413	412	914
	Cell Phone Allowance	313	238	216
	FICA	8,434	7,479	14,721
	TMRS Retirement	19,314	17,285	33,502
	Life Insurance Contribution	153	129	261
	Disability Insurance Contrib	115	96	198
	Health Insurance Contributions	16,389	14,202	37,171
	HSA Contributions-Employer	253	165	148
	Supplies-Minor Tools and Equip	1,003	750	750
	Supplies-Minor Furniture	0	500	250
	Supplies-Office	1,204	750	750
	Supplies-Periodicals/Supplemts	1	125	125
	Supplies-Personal Computers	0	0	460
	Supplies-PC Software	0	0	135
	Maint-Systems Software	371	2,375	2,375
	Services-Telephone	1,361	2,196	2,769
	Service-Wireless PhoneAircards	0	1,248	1,704
	Services-Central Garage	0	642	710
	Services-Other Professional	394	0	0
	Services-Advertising	1,890	5,000	5,000
	Services-Binding/Printing	15	250	250
	Travel Expenses	1,196	1,917	3,500
	Education Registration	606	1,210	2,350
	Lease Payments	816	840	840
	Memberships	200	255	415
	Public Relation/Promo	8,506	10,000	10,000
	Postage/Freight	233	230	200
	Other Machinery and Equipment	0	1,449	1,449
	Total Expenditures	\$178,994	\$221,825	\$326,973

MUNICIPAL COURT

MISSION

The mission of the Wichita Falls Municipal Court is 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. The Court provides professional, courteous and accurate communication to all our customers. Trust is paramount in our process. Citizens obligation and rights are taken into account with each and every case filed in the 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 are provided for individuals who may be temporarily unemployed.
- Trial settings for individual 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.

FY2022 ACCOMPLISHMENTS

- Fully automated the Court's system to allow for remote access to citizens and attorneys via Zoom.
- Established electronic contact capabilities with citizens who wish to appear from remote locations
- Maintained well-balanced levels of service to our customers and while making improvements in case management.
- The Court has been given access to the county jail as an option for unpaid fines

CONTACT INFORMATION

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MUNICIPAL COURT

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Continued Collection and Warrant Service	Continue cross training staff in all positions.	Maintain a productive and forward movement in case load.	The court will be working with a newly appointed Judge. Staff will be working to harmonize this new partnership.	N/A	Continued Collection and Warrant Service

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Gen Municipal Court Operations	Salaries - Supervision	153,275	196,563	164,387
	Salaries - Clerical	172,484	245,538	253,878
	Salaries-Operational	21,858	53,673	81,702
	Pool Operational	51,575	90,000	90,000
	Overtime	238	1,500	1,500
	Stability Pay	7,398	7,535	7,535
	Cell Phone Allowance	727	720	720
	FICA	26,776	36,235	34,661
	TMRS Retirement	58,787	84,827	73,553
	Life Insurance Contribution	469	618	575
	Disability Insurance Contrib	354	467	437
	Health Insurance Contributions	106,190	115,481	97,657
	HSA Contributions-Employer	499	0	1,683
	Supplies-Minor Furniture	624	690	700
	Supplies-Office	4,098	5,800	6,000
	Supplies-Clothing and Uniforms	0	1,500	1,500
	Supplies-Periodicals/Supplemts	2,768	3,000	5,000
	Supplies-PC Software	42	0	0
	Supplies-Other	1,992	3,500	4,000
	Maint-PC Software	0	43	0
	Services-Telephone	2,773	6,569	8,973
	Service-Wireless PhoneAircards	337	360	360
	Services-Electricity	6,930	7,420	7,299
	Services-Gas	1,871	1,434	2,500
	Services-Wtr/Sewer/Sanitation	1,441	1,309	1,389
	Services-Central Garage	6,682	7,220	8,505
	Services-Bank	65,206	50,000	54,139
	Services-Other Professional	18,623	40,000	40,000
	Services-Binding/Printing	1,260	3,100	4,964
	Travel Expenses	0	4,000	4,000
	Education Registration	400	3,850	4,000
	Lease Payments	1,964	1,864	2,500
Jury Fees	0	1,800	3,500	
Memberships	240	240	250	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Gen Municipal Court Operations	Postage/Freight	11,533	15,000	20,000
	Total Expenditures	\$729,414	\$991,856	\$987,868

FACILITIES MANAGEMENT

MISSION

The mission of the Facilities Management Division is to provide the best possible building maintenance and custodial services to the City's staff and City owned facilities. This is accomplished by performing regular preventative maintenance and responding as quickly as possible to calls for service.

SERVICES PROVIDED

- Responsible for the preventative maintenance and care of 20 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 Service buildings.
- Responsible for the elevators at Library, Parks and Recreation, Memorial Auditorium, and Central Services buildings.
- Maintain uninterruptible power supply (UPS) Equipment at the Training Center.
- Provide custodial services for the performances at Memorial Auditorium.
- Manage building renovation and construction projects, which includes supervision of architects, consultants, and contractors.

FY2022 ACCOMPLISHMENTS

- Completed the sewer repair and first floor ADA compliant restrooms remodel.
- Installed heating controls in the cooling towers at Memorial Auditorium. This allowed for operation of chillers during excessively hot days during the winter months.
- Performed preventative maintenance on the HVAC system in Memorial Auditorium.
- Began the process of replacing all incandescent, compact fluorescent, fluorescent, and halogen light bulbs with LED bulbs. This includes the 150-watt lights in the Auditorium with 30-watt LED lights and mechanical dimming switch. This has not been done in over 15 years.
- Performed extensive repairs and preventative maintenance on the Health Department's HVAC system.
- Lowered the Health Departments chiller utilization from 100% to 37%, creating an energy cost savings.
- Remodeled 2 lab areas into offices at the Health Department.
- Managed project to eliminate major sewer congestion and clogging at the Police Department.
- Replaced the room partitions for the large classroom at the Training Center.
- Processed over 1,200 service calls.

CONTACT INFORMATION

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FACILITIES MANAGEMENT

GOALS & PERFORMANCE MEASURES

FY 2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY2023 TARGET
Improve City Buildings appearance and operation.	Complete service requests.	Service Requests	1208	100%	100%
	Maintain all appliances.	Appliances are all in working order.	100%	100%	100%
Provide safer buildings.	Maintain safe environment for the public and employees.	Provided daily janitorial service and maintenance.	100%	100%	100%

FY 2023 HIGHLIGHTS

- **Maintenance & Repair:** decreased \$492,932 when compared to the prior year's budget as the FY22 budget included a catch-up in repair costs delayed by the pandemic in the previous year.
- **Utilities/Other Services:** increased \$239,792 over the prior year's budget as the FY23 budget includes the cost of a public safety facilities needs assessment

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Building Maintenance Services	Salaries - Supervision	18,887	46,871	59,896
	Salaries - Clerical	3,703	24,754	56,502
	Salaries-Operational	618,508	791,396	823,575
	Overtime	14,151	20,000	15,000
	Stability Pay	17,323	18,977	15,897
	FICA	49,861	67,104	62,028
	TMRS Retirement	112,848	147,073	137,851
	Life Insurance Contribution	882	1,073	1,086
	Disability Insurance Contrib	659	802	817
	Health Insurance Contributions	185,732	200,175	182,222
	HSA Contributions-Employer	1,283	1,008	1,512
	Supplies-Minor Tools and Equip	4,149	2,000	3,000
	Supplies-Office	813	1,500	1,500
	Supplies-Medical/Drug	0	100	100
	Supplies-Janitorial	80,610	90,000	96,300
	Supplies-Chemical	6,911	13,000	13,910
	Supplies-Clothing and Uniforms	4,611	11,000	11,770
	Supplies-Periodicals/Supplemts	0	200	200
	Supplies-Other	8,399	0	0
	Maint-Machine/Tools/Implements	11,784	13,000	13,000
	Maint-Radios	0	200	200
	Maint-Instruments	805	19,050	19,050
	Maint-Heating/Cooling Systems	93,677	217,145	198,500
	Maint-Other Equipment	15,158	20,000	20,000
	Maint-Buildings	166,318	206,600	210,778
	Maint-Auditorium	91,698	334,000	7,000
	Maint-Health Facilities	9,384	10,615	10,615
	Maint-Animal Services	65	10,000	37,135
	Maint-Police Facilities	435	96,026	4,176
	Maint-Fire Facilities	1,604	110,108	16,358
	Maint-Library	9,000	65,901	15,901
	Maint-Municipal Court	58	339	5,339
	Maint-MLK Center	0	0	52,000
Services-Telephone	2,880	3,507	4,080	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Building Maintenance Services	Service-Wireless PhoneAircards	674	720	720
	Services-Electricity	83,167	80,996	82,197
	Services-Gas	10,613	9,346	40,000
	Services-Wtr/Sewer/Sanitation	21,453	15,594	17,078
	Services-Central Garage	18,132	19,024	24,704
	Services-Other Professional	185,425	190,000	390,000
	Services-Advertising	2,987	0	0
	Services-Binding/Printing	435	0	200
	Postage/Freight	1,573	0	1,000
	Permit Expense - City Projects	0	1,000	0
	Other Improvements	0	0	350,000
	Machines/Tools/Implements	0	0	620,665
	Total Expenditures		\$1,856,656	\$2,860,204

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 department activities for the calendar year 2022. The Health District has a total annual budget of approximately \$8 million; of that amount, eighteen grants provide more than \$4 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, 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 Executive Assistant 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 two Policy & Continuity Specialist positions.

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.

FY2022 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 case investigation for all COVID-19 positive individuals within Wichita County, with the goal of reducing the spread of illness; as of June 2022, there were over 34,000 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 measures to ensure containment of disease and protection of the community. Staff have provided COVID-19 vaccinations since becoming available in December 2020.
- 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.

CONTACT INFORMATION

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HEALTH ADMINISTRATION

GOALS & PERFORMANCE MEASURES

FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2022 ESTIMATE	FY2023 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.	50% 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	0% due to COVID	50%
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%

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Health Administration	Salaries - Supervision	211,749	222,467	233,591
	Salaries - Clerical	161,968	177,539	190,994
	Overtime	284	0	0
	Stability Pay	6,050	6,050	6,050
	Cell Phone Allowance	1,084	1,080	1,080
	FICA	27,823	29,485	31,805
	TMRS Retirement	62,988	67,190	69,936
	Life Insurance Contribution	499	503	544
	Disability Insurance Contrib	377	382	412
	Health Insurance Contributions	52,564	39,114	40,249
	Supplies-Minor Tools and Equip	0	800	800
	Supplies-Minor Furniture	0	2,500	2,500
	Supplies-Office	1,348	5,160	7,160
	Supplies-Clothing and Uniforms	0	605	1,000
	Supplies-Periodicals/Supplemts	0	375	375
	Maint-Machine/Tools/Implements	0	150	150
	Maint-Instruments	0	1,400	1,400
	Maint-PC Software	0	43	43
	Services-Telephone	6,020	14,640	17,472
	Service-Wireless PhoneAircards	1,339	1,500	456
	Services-Electricity	27,780	32,128	30,216
	Services-Gas	4,748	4,342	5,000
	Services-Wtr/Sewer/Sanitation	5,161	7,392	7,392
	Services-Central Garage	928	857	1,321
	Services-Bank	9,612	8,350	9,374
	Services-Other Professional	102,277	103,250	103,250
	Services-Binding/Printing	519	850	804
	Services-Other Miscellaneous	309	525	525
	Insurance Expense	15	0	0
	Travel Expenses	0	100	0
	Lease Payments	259	425	425
	Memberships	40	3,445	3,445
	Boards/Local Meetings	0	2,200	2,200
Postage/Freight	4,354	4,775	4,775	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Health Administration	Administration Fees	18,032	19,700	19,700
	Total Expenditures	\$708,126	\$759,322	\$794,444

HEALTH AND WELLNESS

MISSION

Prevention and clinical programs within the Health and Wellness 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 Prevention & Cession Education
- Epidemiology
- Healthy Living Classes
- Healthy Cooking Classes
- COVID-19 tracing and case investigation

FY2022 ACCOMPLISHMENTS

- 8,481 COVID-19 vaccines given
- Case investigation of COVID -19 cases
- 100% of reportable Sexually Transmitted Infections (STI) received treatment and/or linkage to care
- 3 active and 5 latent TB cases received and treatment provided.
- Incorporated video sessions into healthy living programs, as well as TB, directly observed therapy

CONTACT INFORMATION

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HEALTH AND WELLNESS

GOALS & PERFORMANCE MEASURES					
FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2022 ESTIMATE	FY2023 TARGET
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%
FY2023 HIGHLIGHTS					

- **Supplies:** increased \$69,816 over prior year's budget due to the increased cost of medical supplies.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General City Nursing	Salaries - Supervision	66,024	98,580	72,543
	Salaries - Clerical	33,428	34,708	36,443
	Salaries-Operational	263,227	303,680	339,329
	Overtime	28,776	0	0
	Stability Pay	5,376	5,625	5,033
	FICA	28,821	31,857	28,015
	TMRS Retirement	66,365	73,335	64,621
	Life Insurance Contribution	501	522	498
	Disability Insurance Contrib	378	391	380
	Health Insurance Contributions	69,215	66,802	75,008
	HSA Contributions-Employer	83	0	236
	Supplies-Minor Office Tools/Eq	285	0	0
	Supplies-Office	8,361	9,400	9,700
	Supplies-Medical/Drug	87,569	109,008	176,274
	Supplies-Chemical	0	1,150	1,305
	Supplies-Clothing and Uniforms	0	3,591	4,255
	Supplies-Educational	0	600	600
	Supplies-Periodicals/Supplemts	926	1,349	1,780
	Supplies-Promotional	0	1,700	2,700
	Supplies-PC Software	0	320	320
	Maint-Instruments	210	540	582
	Maint-PC Hardware	0	301	0
	Maint-PC Software	254	252	252
	Services-Telephone	6,176	12,743	14,804
	Service-Wireless PhoneAircards	783	2,160	3,072
	Services-Other Professional	5,715	7,005	7,969
	Services-Advertising	0	250	250
	Services-Binding/Printing	901	570	2,477
	Services-Other Miscellaneous	1,229	2,500	2,571
	Travel Expenses	0	750	0
	Education Registration	0	300	300
Lease Payments	2,107	2,054	0	
Memberships	0	140	140	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General City Nursing	Postage/Freight	470	500	500
	Total Expenditures	\$677,178	\$772,683	\$851,958

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 (septic system) permits and inspections, and mosquito control. This represents 2,093 permits, 5,028 inspections and 287 complaints in 2021. Unless it is otherwise noted, each program is conducted throughout the county and the programs collect fees for services. The vector 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 both active and passive surveillance numbers. In 2021, 2,233 mosquito-breeding sites were checked and 708 sites were treated. Mosquito control staff collected 73 mosquito trap pools and sent them to the Department of State Health Services laboratory for testing with 9 pools testing positive for West Nile virus. Additionally, there were 761 calls for service received, and trucks were deployed 73 times to spray for adult mosquitoes for a total of 148 hours of spray time.

SERVICES PROVIDED

- Inspections: retail food, grease traps, lodging, public and semi-public aquatic facilities, body art, OSSF, daycare, foster homes
- Vector Control: check and treat public mosquito breeding sites, spray for adult mosquitos, active and passive mosquito 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

FY2022 ACCOMPLISHMENTS

- Trained New Staff in On-site Sewage Facility Processing of New Construction and Existing Applications
- Developed new Temporary Event Inspection forms
- Developed new Aquatic Facility Inspection forms that covered the 2021 Public Swimming Pool and Spa updates to the Texas Administrative Code
- Presented an updated Lodging Ordinance to stakeholders including the City Council

CONTACT INFORMATION

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ENVIRONMENTAL HEALTH

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Study Adult Mosquito Resistance To Pesticide	Efficiently Deliver City Services	4.2 Reinforce a Culture of Superior Customer Services	Percent mortality at diagnostic time	>80% Unsure: Testing just restarted by state post-COVID	>97%
Educate Public on Mosquito Mitigation Strategies	Actively Engage and Inform the Public	5.1 Enhance Public Outreach and Engagement	Number of Community Engagement and Educational Activities Conducted	6	6
Improve OSSF Inspection Process	Efficiently Deliver City Services	4.4 Practice Effective Governance	Percentage of SOPs Developed and Implemented	95%	100%
Standardize Plan Review Process	Efficiently Deliver City Services	4.2 Reinforce a Culture of Superior Customer Services	Percentage of Forms Updated	40%	100%
		4.3 Streamline Municipal Business Processes			
		4.3 Streamline Municipal Business Processes	Staff Trained in Plan Review and Pre-development Meeting	4	5
		4.5 Promote and Encourage Innovation			
Update Local Ordinances	Efficiently Deliver City Services	4.4 Practice Effective Governance	Ordinances updated	Lodging Ordinance Update	Retail Food & Aquatic Facilities Ordinance Update

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Gen Environmental Health	Salaries - Supervision	58,718	58,407	66,036
	Salaries - Clerical	37,737	43,736	41,216
	Salaries-Operational	312,758	368,010	365,436
	Pool Operational	10,325	31,325	25,000
	Overtime	3,035	6,000	6,000
	Stability Pay	6,876	7,811	7,810
	Cell Phone Allowance	2,709	2,880	3,240
	FICA	30,776	36,951	33,627
	TMRS Retirement	69,652	79,679	78,472
	Life Insurance Contribution	550	563	606
	Disability Insurance Contrib	415	423	465
	Health Insurance Contributions	88,670	72,573	114,454
	HSA Contributions-Employer	505	504	504
	Supplies-Minor Tools and Equip	1,977	2,050	2,375
	Supplies-Minor Furniture	0	650	614
	Supplies-Office	5,073	6,700	7,203
	Supplies-Medical/Drug	0	150	150
	Supplies-Chemical	12,631	90,930	81,684
	Supplies-Clothing and Uniforms	858	2,765	3,181
	Supplies-Personal Computers	0	0	310
	Supplies-PC Software	323	1,600	1,615
	Supplies-Other	0	2,192	1,505
	Services-Telephone	2,253	3,620	4,880
	Service-Wireless PhoneAircards	0	3,840	4,103
	Services-Central Garage	36,604	36,343	41,313
	Services-Binding/Printing	359	2,570	3,204
	Services-Other Miscellaneous	1,481	1,656	1,776
	Travel Expenses	0	1,100	0
	Education Registration	152	1,000	150
	Lease Payments	450	436	0
	Postage/Freight	1,618	3,250	3,494
		Total Expenditures	\$686,506	\$869,714

ANIMAL SERVICES

MISSION

The Animal Services Division is committed to protecting the health, safety, and well-being of the citizens and animals in our community. The division does this through enforcement of state and local laws, providing compassionate care, ensuring proper disinfection to mitigate disease spread, and increasing our live outcome rate. Animal Services has committed to improving not only relationships with the community, community partners, and businesses but with other departments within the city and county as well. Animal Services will focus on increasing licensing and micro-chipping efforts to assist owners in reuniting with their lost pets. Enhance employee training in order to continue providing quality services and assistance to our community as well as maintaining a clean, friendly atmosphere for the animals in our care.

SERVICES PROVIDED

- Adoptions
- Microchipping
- City Licensing
- Animal Control (Animal Care Officers) - stray and stray 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

FY 2022 ACCOMPLISHMENTS

- Ordinances: made minor changes to improve adoption outcome.
- Created a new adoption training class for new adopters.
- Created new Standard Operating Procedures (SOPs). Working on a complete overhaul to include policy and retraining where necessary.
- Owner surrender changed to appointment only. New SOP created.
- 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. Final exams administered for classroom, kennel, and field operations prior to working alone.

ANIMAL SERVICES

CONTACT INFORMATION

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 Administrator
 940-761-7834
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GOALS & PERFORMANCE MEASURES

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 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	66%	>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%

GOALS & PERFORMANCE MEASURES

- **Supplies:** increased \$53,712 over prior year's budget due to increased cost for animal care supervision and supply costs.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Animal Services	Salaries - Supervision	60,375	60,217	64,463
	Salaries - Clerical	52,383	55,632	63,391
	Salaries-Operational	449,893	545,900	563,601
	Overtime	15,332	15,500	16,600
	Stability Pay	5,529	6,079	4,731
	Cell Phone Allowance	547	540	540
	FICA	42,992	48,798	44,797
	TMRS Retirement	97,131	110,757	100,604
	Life Insurance Contribution	766	795	800
	Disability Insurance Contrib	579	605	613
	Health Insurance Contributions	96,132	108,270	116,385
	HSA Contributions-Employer	1,682	2,016	0
	Supplies-Minor Tools and Equip	8,967	12,116	15,446
	Supplies-Minor Furniture	248	582	2,006
	Supplies-Office	6,753	8,488	9,805
	Supplies-Medical/Drug	25,901	37,662	40,850
	Supplies-Chemical	10,276	10,944	13,794
	Supplies-Clothing and Uniforms	6,179	11,745	12,918
	Supplies-Educational	0	500	3,000
	Supplies-Animal Feed	11,146	13,270	14,198
	Supplies-Promotional	0	650	675
	Supplies-Personal Computers	256	2,000	0
	Supplies-PC Software	210	2,500	3,000
	Supplies-Radios	1,300	2,030	2,572
	Supplies-Other	13,413	18,415	56,350
	Maint-Machine/Tools/Implements	1,177	0	0
	Maint-Office Furniture/Equip	285	1,600	1,700
	Maint-Radios	245	1,360	1,472
	Maint-PC Software	339	0	0
	Services-Telephone	4,323	7,654	8,085
	Service-Wireless PhoneAircards	6,610	7,142	7,577
	Services-Electricity	20,934	20,481	20,455
Services-Gas	6,367	4,399	8,500	
Services-Wtr/Sewer/Sanitation	5,096	5,220	4,919	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Animal Services	Services-Central Garage	44,057	40,810	56,405
	Services-Other Professional	3,508	5,022	5,985
	Services-Advertising	0	1,050	1,100
	Services-Binding/Printing	1,887	2,450	2,725
	Services-Other Miscellaneous	631	1,650	4,649
	Contract-Other Agencies	187	8,100	12,280
	Travel Expenses	0	2,000	0
	Education Registration	99	0	0
	Lease Payments	2,218	2,725	2,825
	Memberships	0	410	525
	Boards/Local Meetings	0	400	500
	Postage/Freight	4,372	3,500	3,800
	Other Machinery and Equipment	0	23,000	29,685
		Total Expenditures	\$1,010,325	\$1,214,984

LABORATORY

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 Health and Wellness 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 750 clinical tests were performed during the calendar year 2021. Additionally, 500 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, 181 soft serve samples were tested. TCEQ requires the regular monitoring of municipal water supplies and public pools, further ensuring the safety of drinking water. The division also encourages private well owners to monitor their water supplies for bacteria through regular testing of wells and water storage tanks. In the last year, the laboratory analyzed approximately 2,100 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

FY 2022 ACCOMPLISHMENTS

- Processed and Shipped Specimen for COVID-19 testing
- Adjusted Standard Laboratory Protocols to allow for water bacteriology testing to continue while maintaining employee and customer safety

CONTACT INFORMATION

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LABORATORY

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 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%

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Lab Water Pollution	Salaries - Clerical	11,786	18,175	15,126
	Salaries-Operational	117,303	121,846	127,938
	Overtime	0	0	0
	Stability Pay	550	550	826
	FICA	9,763	10,595	10,840
	TMRS Retirement	19,463	21,248	20,849
	Life Insurance Contribution	157	157	164
	Disability Insurance Contrib	119	120	124
	Health Insurance Contributions	22,069	7,468	8,673
	Supplies-Minor Office Tools/Eq	279	4,500	4,500
	Supplies-Minor Furniture	0	0	350
	Supplies-Office	1,629	2,050	2,200
	Supplies-Lab	19,881	25,549	28,228
	Supplies-Clothing and Uniforms	290	326	339
	Supplies-Linen	567	641	686
	Supplies-Educational	484	660	680
	Supplies-Promotional	0	150	150
	Maint-Machine/Tools/Implements	1,364	2,860	3,140
	Maint-Instruments	2,359	5,241	5,611
	Services-Telephone	2,092	3,667	3,871
	Services-Other Professional	6,000	6,000	6,000
	Services-Lab Proficiency Test	3,345	3,826	3,951
	Services-Binding/Printing	377	1,060	1,117
	Services-Other Miscellaneous	832	1,930	2,065
	Lease Payments	67	66	66
	Memberships	20	650	650
	Postage/Freight	1,704	2,805	3,001
		Total Expenditures	\$222,500	\$242,140

FINANCE AND PURCHASING

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

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

- Prepares quarterly and annual financial reports to assist in preparation of the City's Annual Comprehensive 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, processing payments to vendors, and reconciliation 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
- Processing, maintaining, and accurately report all financial data of the City
- Completing annual audit
- Provide principal assistance to the City Manager in the formulation of the Annual Budget
- Completing all accounting transactions
- Treasury management and investment of City funds

The Purchasing Department is responsible for:

- Conducting 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.
- Obtaining the quantity and quality of materials/services at competitive prices, as needed, for all City departments.
- Stimulating competitive bidding in order to obtain materials/services at the lowest possible cost.
- Providing all interested vendors with the opportunity to offer their products/services to the City.
- Treating all vendors in a fair and equitable manner.
- Processing all requested purchasing information in a timely, accurate and efficient manner

FY2022 ACCOMPLISHMENTS

- Receipt of the Government Finance Officers Association (GFOA) Distinguished Budget Award
- Receipt of the GFOA Award for Excellence in Financial Reporting
- Receipt of the Texas State Comptroller's Traditional Finance Star
- Updated all transparency resources

CONTACT INFORMATION

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FINANCE AND PURCHASING

GOALS AND PERFORMANCE MEASURES

FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2022 ESTIMATE	FY2023 TARGET
Manage receipt and disbursement of ARPA funds	Accelerate Economic Growth	Look for post-pandemic economic opportunities	Creation of project, receipt of funds, tracking of expenditures	25%	50%
Complete and earn GFOA Distinguished Budget Award	Actively Engage and Inform the Public	Enhance Public Outreach and Engagement	Receipt of Award	100%	100%
Complete and earn the GFOA award for Excellence in Financial Reporting	Actively Engage and Inform the Public	Enhance Public Outreach and Engagement	Receipt of Award	100%	100%
Complete a clean audit and close out the prior year	Efficiently Deliver City Services	Practice Effective Governance	Completion of Audit, Auditors opinion	100%	100%
Update three internal financial policies for City Council Adoption	Effectively Deliver City Services	Practice Effective Governance	Prior to publication of the FY 2023-24 Proposed Budget, create and adopt 3 new policies consistent with GFOA best practices, GAAP, and GASB where applicable.	0%	100%
Update financial reporting for investments	Effectively Deliver City Services	Streamline Municipal Business Practices	Update financial reporting for investment portfolios	25%	100%

FY2023 HIGHLIGHTS

- **Personnel** increased \$216,404 over prior year's budget due to MPEC Comptroller transferred from the Hotel/Motel fund; addition of partially funded accountant for ARPA grants, and change to staff allocation.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Accounting and Finance	Salaries - Supervision	212,293	217,650	342,388
	Salaries - Clerical	82,007	92,719	98,313
	Salaries-Operational	290,211	304,511	316,505
	Overtime	461	0	1,000
	Stability Pay	7,673	8,470	8,719
	Cell Phone Allowance	746	720	720
	FICA	43,804	46,294	55,568
	TMRS Retirement	97,996	104,083	123,585
	Life Insurance Contribution	781	791	1,061
	Disability Insurance Contrib	590	603	791
	Health Insurance Contributions	62,049	54,844	98,440
	Supplies-Minor Office Tools/Eq	50	200	200
	Supplies-Minor Furniture	1,665	500	6,000
	Supplies-Office	9,443	7,500	9,500
	Supplies-Periodicals/Supplemts	39	650	650
	Supplies-Personal Computers	0	2,000	2,000
	Supplies-System Software	0	300	0
	Supplies-PC Software	749	0	300
	Maint-Office Furniture/Equip	0	2,800	2,800
	Maint-Buildings	0	2,087	2,087
	Services-Telephone	2,386	3,558	3,999
	Service-Wireless PhoneAircards	(64)	460	460
	Services-Other Professional	13,722	5,500	5,500
	Services-Advertising	5,610	5,000	5,000
	Services-Binding/Printing	3,027	3,500	3,800
	Insurance Expense	30	115	115
	Travel Expenses	642	10,500	11,000
	Education Registration	4,796	5,000	5,000
	Memberships	2,824	2,800	2,800
	Postage/Freight	9,671	11,000	14,000
		Total Expenditures	\$853,201	\$894,155

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

FY2022 ACCOMPLISHMENTS

- Restarted the Junior Police Academies offering two academies. This program is fully funded by a private partnership. (Post COVID)
- Restarted the Citizen Police Academy, successfully graduating the 43rd CPA with 25 participants. (Post COVID)
- Community Services unit provided 56 (CRASE) Citizen Response to Active Shooter Events courses and 30 Crime Prevention/fentanyl courses to community groups and business in our City.
- Developed protocols for mental health intervention by using a MHMR counseling hotline.
- Shut down illegal gambling operations occurring in 18 local businesses
- Removed 273 firearms off the streets through criminal and civil investigations
- Secured \$188,388.32 in Federal and State grant funding and \$40,000 in Foundation donations for Rifle Rated Bullet Resistant vests.

CONTACT INFORMATION

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POLICE DEPARTMENT

GOALS & PERFORMANCE MEASURES

FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2022 ESTIMATE	FY2023 TARGET
Reduce Part 1 Crimes	Intelligent led policing concepts	Proactive Policing Intelligence gathering Community support	+/- # Property Crimes +/- # Violent Crime	-7.3% from previous year	-2%
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 with MHMR/Reduction in # of calls involving mentally ill	86 mental commitments involving MHMR (1 st year data)	2% reduction in commitments
Reduce Fentanyl sales in the City	Priority Drug/OD investigations for Narcotics Unit and Crimes against Persons unit	Investigate illegal sales and use of fentanyl and associated OD/deaths	Amount of fentanyl cases prepared for prosecution Reduction in overdoses and deaths related to fentanyl	20 deaths/12 Fentanyl cases investigated (1 st year data)	-25 less fatal OD/5% increase case investigations
Foster trusting relationships with our citizens through transparency and civic engagement	Find a funding source for Body Worn Camera (BWC)program/ Engage the public in safety training	Outfit all patrol Officers with a BWC/Continue to provide CRASE and other Crime Prevention (CP) programs to our citizens	Funding source determined and funding secured / #of Crime Prevention programs requested and fulfilled.	77 Crime Prevention courses presented	100 Patrol Officers with BWC/5% increase in CP programs provided

POLICE DEPARTMENT

FY2023 HIGHLIGHTS

- **Capital Improvements** increased \$950,000 over the prior year's budget due to costs for police video infrastructure.
- **Utilities/Other Services:** increased \$626,768 over the prior year's budget due to increased costs of garage services including vehicle fuel and maintenance.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General City Police	Salaries - Supervision	150,322	155,000	162,751
	Salaries - Clerical	1,087,878	1,366,631	1,337,540
	Salaries-Operational	14,520,653	16,563,114	17,393,013
	Pool Operational	14,437	31,325	146,793
	Overtime	437,826	318,696	500,000
	Certification Pay	271,151	268,440	278,220
	Assignment Pay	23,609	19,200	40,800
	Stability Pay	57,753	57,480	53,329
	Longevity	473,629	475,876	475,383
	Clothing Allowance	28,319	28,224	27,072
	Cell Phone Allowance	6,593	7,020	6,480
	FICA	1,240,108	1,321,933	1,313,284
	TMRS Retirement	2,832,068	3,033,693	2,928,793
	Life Insurance Contribution	20,962	21,846	22,010
	Disability Insurance Contrib	15,814	16,567	16,676
	Health Insurance Contributions	2,980,634	2,808,998	2,905,805
	HSA Contributions-Employer	16,621	15,679	20,288
	Supplies-Motor Vehicle	0	300	300
	Supplies-Minor Tools and Equip	4,281	7,785	14,948
	Supplies-Minor Office Tools/Eq	2,600	7,146	3,594
	Supplies-Minor Furniture	5,275	9,062	10,135
	Supplies-Office	64,668	71,478	76,000
	Supplies-Photographic	173	6,800	5,950
	Supplies-Medical/Drug	1,539	1,725	1,733
	Supplies-Chemical	2,810	6,640	7,126
	Supplies-Clothing and Uniforms	156,301	160,826	170,021
	Supplies-Linen	536	1,133	1,133
	Supplies-Educational	520	2,250	2,495
	Supplies-Periodicals/Supplemts	1,698	5,497	2,261
	Supplies-Ammunition	40,324	70,772	71,996
	Supplies-Citizen Part Program	2,000	2,000	5,000
	Supplies-Promotional	2,485	3,500	4,000
	Supplies-Personal Computers	0	500	1,561
Supplies-PC Software	2,548	2,270	2,270	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General City Police	Supplies-Other	36,943	28,513	25,432
	Maint-Machine/Tools/Implements	1,804	4,625	4,000
	Maint-Office Furniture/Equip	3,568	5,365	5,872
	Maint-Radios	246	3,000	3,000
	Maint-Instruments	1,969	6,244	8,888
	Maint-PC Software	8,348	10,135	13,434
	Maint-Police Facilities	15,920	15,920	15,920
	Services-Telephone	49,955	54,554	62,935
	Service-Wireless PhoneAircards	12,831	19,589	35,961
	Services-Electricity	51,914	55,423	54,157
	Services-Gas	4,005	3,020	4,500
	Services-Wtr/Sewer/Sanitation	9,914	9,554	9,692
	Services-Central Garage	1,301,420	1,508,995	2,088,362
	Services-Chemical Disposal	0	2,000	2,000
	Services-Other Professional	11,123	72,279	73,000
	Services-Binding/Printing	4,143	7,100	27,494
	Services-Subcontractors Mowing	9,000	9,000	9,600
	Services-Other Miscellaneous	54,581	106,328	106,909
	Insurance Expense	15	15	15
	Claims and Settlements	22,300	2,000	2,000
	Travel Expenses	4,719	26,610	27,926
	Education Registration	4,462	12,335	12,143
	In-Service Train/Tuition Asst	29,160	32,750	32,750
	Lease Payments	20,762	21,778	0
	Memberships	6,404	7,663	8,168
	Boards/Local Meetings	1,885	2,600	2,600
	Postage/Freight	10,483	12,500	12,500
	Other Machinery and Equipment	0	550,000	1,500,000
	Oper Transfer-Other	0	0	100,000
		Total Expenditures	\$26,144,010	\$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).

FY2022 ACCOMPLISHMENTS

- Successfully hosted the first joint Freedom Fest with Sheppard Air Force Base
- Responded to 13,380 calls for service, including 144 building fires
- Due to timely and efficient fire suppression, our fiscal year "value saved" exceeded \$180,000,000.
- Logged an excess of 27,000 hours of training
- Successfully recruited and trained 16 new firefighters.
- Received an excess of \$600,000 in grants, including a grant to replace all 25 Automatic External Defibrillators (AEDs).
- Improved our high-rise firefighting capabilities and equipment to industry best practices.

CONTACT INFORMATION

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FIRE DEPARTMENT

GOALS & PERFORMANCE MEASURES

FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2022 ESTIMATE	FY2023 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.	25,943	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%

FY2023 HIGHLIGHTS

- **Supplies:** increased \$58,360 over the prior year's budget due to increased cost of medical supplies and firefighting gear.
- **Transfers out:** increased \$43,849 over the prior year's budget due to increased costs of emergency management program.
- **Utilities/Other Services:** increased \$206,331 over the prior year's budget due to increased costs of garage services including vehicle fuel and maintenance.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General City Fire	Salaries - Supervision	333,723	346,613	375,874
	Salaries - Clerical	69,240	72,870	77,267
	Salaries-Operational	10,337,612	10,934,874	11,521,564
	Overtime	981,787	576,000	575,000
	Certification Pay	125,428	125,460	119,400
	Assignment Pay	54,686	54,000	54,000
	Stability Pay	1,348	1,348	1,623
	Longevity	352,483	347,113	350,362
	Cell Phone Allowance	2,182	2,880	2,160
	FICA	885,154	940,970	934,544
	TMRS Retirement	35,834	38,499	38,628
	Life Insurance Contribution	13,585	13,614	14,235
	Disability Insurance Contrib	10,329	10,449	10,886
	Health Insurance Contributions	1,876,443	1,848,074	2,170,023
	HSA Contributions-Employer	14,712	15,011	13,499
	Fire Pension Contribution	1,614,467	1,594,473	1,895,527
	Supplies-Motor Vehicle Fuel	271	0	0
	Supplies-Minor Tools and Equip	42,885	52,220	64,580
	Supplies-Minor Furniture	7,521	12,340	12,340
	Supplies-Office	5,629	7,000	7,490
	Supplies-Photographic	0	500	535
	Supplies-Medical/Drug	17,622	17,950	36,240
	Supplies-Janitorial	18,000	18,000	19,260
	Supplies-Chemical	5,544	5,902	6,452
	Supplies-Botanical/Agriculture	681	2,850	2,850
	Supplies-Clothing and Uniforms	59,508	65,000	74,000
	Supplies-Firefighting Clothing	95,595	106,145	122,100
	Supplies-Linen	630	2,000	2,000
	Supplies-Educational	10,764	17,500	17,700
	Supplies-Periodicals/Supplemts	615	1,065	1,065
	Supplies-Code Books	1,765	2,185	2,340
	Supplies-Heating Fuel	865	0	0
	Supplies-Personal Computers	787	0	0
Supplies-PC Software	77	0	0	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General City Fire	Supplies-Other	2,793	5,605	5,670
	Maint-Radios	240	4,125	4,290
	Maint-Instruments	18,485	22,300	24,290
	Maint-PC Software	42	43	0
	Services-Telephone	26,888	34,207	34,826
	Service-Wireless PhoneAircards	1,329	360	1,272
	Services-Electricity	76,907	56,920	64,297
	Services-Gas	16,781	12,726	20,000
	Services-Wtr/Sewer/Sanitation	10,655	7,139	10,691
	Services-Central Garage	1,019,363	1,167,579	1,326,687
	Services-Other Professional	19,721	33,809	47,009
	Services-Binding/Printing	7,395	2,500	3,842
	Services-Other Miscellaneous	0	0	12,947
	Insurance Expense	30	0	0
	Travel Expenses	5,074	4,695	5,020
	Education Registration	49,375	50,043	49,378
	Lease Payments	2,487	2,129	2,129
	Memberships	2,567	2,511	2,811
	Postage/Freight	3,561	6,000	6,000
	Oper Transfer-Other	69,667	85,149	128,998
Total Expenditures		\$18,311,130	\$18,730,745	\$20,273,701

CITY RECREATION

MISSION

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, East Lynwood Center, mobile stage, Lucy Park Swimming Pool, Sports Complex, Skate Park, and practice fields.

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.

FY2022 ACCOMPLISHMENTS

- Overall 20% increase in revenue and participation from prior year.
- Established online registration and reservation process for all programs, pavilions and ball fields.
- New revenue records for Summer Day Camps, and Field Rentals.
- New participation records in swimming pool attendance, Halloween and Easter Special Events.
- Funding for and installation of artificial turf at the Sports Complex.
- Hosted seven tournaments at the Sports Complex with an economic impact of \$240,000.
- New windscreens installed at the Hamilton Park Tennis Center.
- Assumed management of the Hamilton Park Tennis Center.

CONTACT INFORMATION

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CITY RECREATION

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Expand sponsorship program to increase programs and special events	1. Accelerate Economic Growth 5. Actively Engage & Inform the Public	1.7 1.8 5.1 5.3 5.4	Expand sponsorship program, update existing activities and create new ones to increase revenue and economic impact.	10%	10%
Create and recruit new events to the Sports Complex	1. Accelerate Economic Growth. 4. Efficiently Deliver City Services	1.3 1.7 1.8 4.4 4.5	Host up to 30 events at the Sports Complex	60%	100%
Maintain existing programs, create new ones.	1. Accelerate Economic Growth 3 Redevelop Downtown 4. Efficiently Deliver City Services 5. Actively Engage & Inform the Public	1.3 1.7 3.7 3.9 4.4 4.5 5.1 5.4	Maintain successful existing programs, create 6 new activities, programs or events	50%	100%
Develop a plan for financing improvements to tennis centers and possible alternatives for the Lucy Park Swimming Pool	1. Accelerate Economic Growth 2. Provide Quality Infrastructure 4. Efficiently Deliver City Services 5. Actively Engage & Inform the Public	1.7 2.1 2.2 4.5 4.5	Develop a plan for financing improvements to the tennis centers including Pickleball and possible alternatives for the Lucy Park Pool.	25%	50%
Participate in the process of funding and developing an Parks Master Plan	1. Accelerate Economic Growth 2. Provide Quality Infrastructure 4. Efficiently Deliver City Services 5. Actively Engage and inform the Public	1.3 1.6 2.1 2.2 2.3 2.5 4.3 4.5 5.1	Participate in funding and developing a Parks Master Plan	50%	100%

CITY RECREATION

FY2023 HIGHLIGHTS

- **Capital:** increased \$110,000 over the year's budget due to one-time capital expenditures from excess general fund reserves.
- **Maintenance & Repair:** increased \$30,407 or 78% over prior year due to mechanical upgrades to pool to meet state mandated requirements.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General City Recreation	Salaries - Supervision	64,169	68,089	71,493
	Salaries - Clerical	64,169	66,545	69,872
	Salaries-Operational	414,058	594,110	642,181
	Pool Operational	2,986	0	0
	Overtime	9,759	0	10,000
	Stability Pay	10,612	10,890	10,890
	Cell Phone Allowance	363	360	360
	FICA	40,732	54,302	39,873
	TMRS Retirement	65,634	85,953	78,353
	Life Insurance Contribution	523	600	605
	Disability Insurance Contrib	395	455	464
	Health Insurance Contributions	94,989	102,240	97,873
	Supplies-Minor Tools and Equip	972	1,500	1,605
	Supplies-Office	3,050	4,060	4,492
	Supplies-Janitorial	1,306	5,000	5,600
	Supplies-Chemical	4,542	7,350	7,570
	Supplies-Recreation	13,591	9,500	10,945
	Supplies-Athletic	437	3,000	10,000
	Supplies-Concession	12,312	31,500	26,500
	Supplies 50 Plus Zone	0	0	7,000
	Supplies-Clothing and Uniforms	1,388	2,000	3,300
	Supplies-Periodicals/Supplemts	64	0	0
	Supplies-Personal Computers	0	0	1,200
	Supplies-PC Software	360	0	0
	Supplies-Other	6,376	13,000	5,100
	Maint-Pumps/Motors	0	1,000	1,500
	Maint-Office Furniture/Equip	1,486	2,500	11,000
	Maint-PC Software	42	43	50
	Maint-Heating/Cooling Systems	0	1,000	1,200
	Maint-Buildings	10,943	4,500	5,000
	Maint-Parks Facilities	8,503	4,000	23,700
	Maint-Library	2,628	0	0
	Maint-Other Structures	5,931	26,000	27,000
Services-Telephone	5,430	7,954	8,190	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General City Recreation	Service-Wireless PhoneAircards	1,549	4,360	1,728
	Services-Electricity	85,902	99,916	95,110
	Services-Central Garage	54,777	59,578	68,688
	Services-Bank	4,691	6,000	4,937
	Services-Other Professional	163,913	185,200	180,700
	Services-Advertising	1,738	7,000	10,000
	Services-Binding/Printing	1,479	15,300	9,638
	Travel Expenses	83	1,580	1,510
	Education Registration	6,455	8,200	9,300
	Lease Payments	2,639	1,080	0
	Memberships	280	600	1,400
	Rent-Equipment	391	7,500	7,000
	Rent-Land/Structures	0	1,200	1,200
	Postage/Freight	2,188	3,000	3,000
	Other Machinery and Equipment	0	1,500	111,500
Total Expenditures		\$1,173,833	\$1,509,465	\$1,688,627

PARK MAINTENANCE

MISSION

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

SERVICES PROVIDED

- **Parks Maintenance Division** maintained 39 parks (1,265 acres), 24 miles of Hike and Bike Trail, 50 miles of boulevards and medians with 150+ flower beds, five parks at Lake Arrowhead, numerous City facilities including Memorial Auditorium, Regional Airport, Public Safety Training Center, Animal Reclaim Center, Police Station, Central Services, Library, Health Department, Muhlberger Travel Center and SAFB Travel Plaza along with the 12 ornamental median structures located throughout city.
- **City Lot Division** maintained 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** maintained the landscapes around all 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** maintained operations of the four City-owned cemeteries. They conducted 72 funerals combined and sold 85 spaces. Riverside expansion is still slowly coming together. The infill areas have been surveyed and platted. Sales of these spaces were projected to sell quickly, but have remained slow (11 in 2022). These funds will be needed to continue the next portion of this construction.

FY2022 ACCOMPLISHMENTS

- Successfully worked with Work Services Corp (WSC) on outsourcing the maintenance of the eighteen neighborhood parks with continued good communication and quality of work by WSC staff.
- Continued maintenance of parks was challenging due to workforce challenges. Parks Divisions has averaged 15 to 20 positions short since the pandemic and lack of job applicants.
- The Parks Maintenance department installed a new playground at Rotary Park. This was gifted to the City by the Rotary Clubs. Another exciting attraction is the Musical Instrument playground at Lucy Park gifted by the Arts Council and the Wichita Falls Symphony Orchestra. Lucy Land's 25-year-old west playground was also replaced through General Fund.
- Wichita Disc Golf Association purchased 18 new baskets for Lucy and 18 for Lake Wichita Park. We removed the old ones and repurposed 9 baskets to Expressway Village to create another course (very popular). We are now working with WFDGA to create another 9-hole course in an undisclosed park.
- The new section of Circle Trail from Lake Wichita Park to Larry's Marine is complete. Only two sections (about 1.5 miles) will remain to complete the long awaited Circle Trail. Construction has taken about 32 years so far.
- Three bridges were rebuilt this year along the Circle Trail, one was the historical swing bridge.

PARK MAINTENANCE

- Parks along with the Daughters of the American Revolution designed and installed the Vietnam Memorial at Lake Wichita Park. It was such a hit, the Lake Wichita Revitalization Committee has decided to move the Veterans Memorial Project to this area.
- Parks rebuilt the outlet structure dam at Scotland park pond along with two sections of sidewalks adjacent to the bridge.

CONTACT INFORMATION

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GOALS & PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2021 ACTUAL	FY 2022 ESTIMATE	FY 2023 TARGET
Riverside Cemetery Expansion Phase I	Make the cemetery operations financially self-supporting	Continuing to build funding by conducting funeral services and selling spaces.	66%	33%	85%
Riverside Cemetery Expansion Phase II	Make the cemetery operations financially self-supporting	Continuing to build funding by conducting funeral services and selling spaces.	10%	33%	50%
Circle Trail Completion	Complete the 25-mile Circle Trail. Construction began in the early 90's	Camp Fire to Lucy 0% Larry's to Barnett 0% TXDOT Grants are being applied for these last two sections.	20%	90%	100%
Hamilton WCMA Splash Pad	Enhance the park experience	Drainage and turf restoration	40%	55%	100%
Annual Playground replacements	Replace older units 25 years or older, one or more parks each year	Another unit is requested in the 2022/23 budget	100%	100%	100%

PARK MAINTENANCE

FY2023 HIGHLIGHTS

General Parks Maintenance

- **Maintenance & Repair:** increased \$118,954 over prior year as the FY 23 budget includes replacement of LED sports lights due to age and availability of ballfield lights at parks.
- **Non Capital Improvements:** increased \$39,200 over the prior year due to increased cost of replacement landscaping.
- **Utilities/Other Services:** increased \$552,082 over the prior year due to the cost of a Parks Master Plan and the increased costs of garage services including vehicle fuel and maintenance.

Business Park Maintenance

- **Personnel Services:** increased \$47,151 over the prior year due to reallocated staff from Parks Maintenance.

City Lot Mowing

- **Personnel Services:** decreased \$25,244 from the prior year due to a decreased cost of mowing staff compared to FY22 budgeted levels.

Cemetery

- **Personnel Services:** decreased \$33,407 from the prior year due to a decreased cost of mowing staff compared to FY22 budgeted levels.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General City Park Maintenance	Salaries - Supervision	144,992	160,206	169,003
	Salaries - Clerical	45,042	46,734	49,070
	Salaries-Operational	1,119,312	1,527,499	1,643,697
	Overtime	25,179	70,000	70,000
	Stability Pay	34,599	34,047	32,548
	Cell Phone Allowance	2,154	1,920	1,920
	FICA	96,656	129,022	109,240
	TMRS Retirement	219,051	303,360	243,409
	Life Insurance Contribution	1,723	2,243	1,896
	Disability Insurance Contrib	1,302	1,711	1,449
	Health Insurance Contributions	357,406	410,171	297,328
	HSA Contributions-Employer	3,142	2,520	2,016
	Supplies-Minor Tools and Equip	4,663	8,800	10,556
	Supplies-Minor Furniture	2,844	675	1,493
	Supplies-Office	1,501	2,775	2,985
	Supplies-Photographic	0	150	164
	Supplies-Medical/Drug	0	200	266
	Supplies-Physician	66	0	0
	Supplies-Janitorial	8,607	13,500	14,500
	Supplies-Botanical/Agriculture	13,360	21,243	33,590
	Supplies-Clothing and Uniforms	2,431	3,200	3,210
	Supplies-Educational	0	350	376
	Supplies-Periodicals/Supplemts	0	80	86
	Supplies-Animal Feed	140	150	162
	Supplies-Personal Computers	460	600	646
	Supplies-Other	1,653	9,630	11,344
	Maint-Machine/Tools/Implements	3,945	5,700	7,250
	Maint-Pumps/Motors	1,502	11,500	10,150
	Maint-Office Furniture/Equip	0	75	129
	Maint-Radios	0	1,000	1,000
	Maint-PC Software	4,095	2,810	7,910
	Maint-Heating/Cooling Systems	7,415	10,000	10,000
	Maint-Park Lighting	0	2,500	90,500
Maint-Water Mains	25,417	50,000	65,000	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget	
General City Park Maintenance	Maint-Other Improvements	5,025	5,000	5,000	
	Maint-Buildings	595	5,000	5,000	
	Maint-Parks Facilities	5,663	21,355	24,005	
	Maint-Bridges	1,110	11,300	15,000	
	Maint-Playground Equipment	4,689	22,650	22,900	
	Maint-Other Structures	3,431	10,500	14,500	
	Services-Telephone	2,956	6,859	3,598	
	Service-Wireless PhoneAircards	957	1,368	3,656	
	Services-Electricity	69,822	87,883	75,940	
	Services-Gas	5,222	4,658	7,000	
	Services-Wtr/Sewer/Sanitation	49,431	45,000	42,161	
	Services-Central Garage	585,560	647,992	800,690	
	Services-Other Professional	166,771	0	200,000	
	Services-Temporary Employment	0	0	200,000	
	Services-Binding/Printing	533	4,308	2,105	
	Services-Subcontractors	149,450	172,000	187,000	
	Claims and Settlements	0	6,000	6,000	
	Contract-Other Agencies	14,400	19,400	19,400	
	Travel Expenses	0	3,150	1,650	
	Education Registration	1,950	5,450	5,750	
	Lease Payments	1,962	2,350	2,350	
	Memberships	776	946	1,546	
	Rent-Equipment	790	3,500	3,500	
	Postage/Freight	359	750	750	
	Permit Expense - City Projects	72	500	500	
	Construction-Park Improvements	71	50,000	56,000	
	Landscape/Trees/Shrubs	37,858	59,200	92,400	
	Other Machinery and Equipment	0	0	410,000	
		Total Expenditures	\$3,238,107	\$4,031,490	\$5,101,294

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Business Park Maint & 1000 5th	Salaries-Operational	116,741	243,976	316,394
	Overtime	1,655	2,500	2,500
	Stability Pay	2,695	2,695	1,210
	Cell Phone Allowance	363	360	360
	FICA	8,898	16,642	13,412
	TMRS Retirement	20,278	39,045	29,815
	Life Insurance Contribution	164	196	235
	Disability Insurance Contrib	123	156	178
	Health Insurance Contributions	49,012	53,055	41,168
	HSA Contributions-Employer	0	0	504
	Supplies-Minor Tools and Equip	510	1,500	1,766
	Supplies-Office	0	350	350
	Supplies-Medical/Drug	0	96	0
	Supplies-Botanical/Agriculture	39	100	100
	Supplies-Clothing and Uniforms	0	870	913
	Supplies-Personal Computers	0	150	200
	Supplies-Other	169	3,830	4,630
	Maint-Machine/Tools/Implements	212	630	666
	Maint-Radios	0	555	650
	Maint-Water Mains	2,583	9,300	9,300
	Service-Wireless PhoneAircards	456	456	456
	Services-Central Garage	35,205	51,587	72,040
	Landscape/Trees/Shrubs	0	5,500	2,630
	Total Expenditures	\$239,102	\$433,549	\$499,477

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
City Lot Mowing Program	Salaries-Operational	53,634	122,229	115,461
	Overtime	370	1,000	1,000
	Stability Pay	1,623	1,623	2,420
	FICA	3,978	8,375	4,564
	TMRS Retirement	9,184	15,059	10,434
	Life Insurance Contribution	74	105	80
	Disability Insurance Contrib	56	79	62
	Health Insurance Contributions	15,944	19,468	8,673
	Supplies-Minor Tools and Equip	31	820	1,189
	Supplies-Office	0	96	96
	Supplies-Medical/Drug	0	50	50
	Supplies-Botanical/Agriculture	0	100	100
	Supplies-Clothing and Uniforms	0	220	220
	Supplies-Other	0	500	504
	Maint-Machine/Tools/Implements	100	150	162
	Maint-Radios	0	555	650
	Services-Central Garage	16,452	18,772	22,787
		Total Expenditures	\$101,447	\$189,201

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget	
General City Cemetary	Salaries-Operational	108,669	166,524	143,057	
	Overtime	1,107	3,000	3,000	
	Stability Pay	3,630	3,630	3,630	
	Cell Phone Allowance	363	360	360	
	FICA	7,755	11,911	10,078	
	TMRS Retirement	18,784	28,257	24,040	
	Life Insurance Contribution	147	203	186	
	Disability Insurance Contrib	111	155	141	
	Health Insurance Contributions	45,375	51,956	48,097	
	HSA Contributions-Employer	27	0	0	
	Supplies-Minor Tools and Equip	140	865	1,042	
	Supplies-Office	441	75	75	
	Supplies-Medical/Drug	0	50	50	
	Supplies-Janitorial	0	25	25	
	Supplies-Botanical/Agriculture	0	100	100	
	Supplies-Clothing and Uniforms	0	150	162	
	Supplies-Other	154	5,655	8,666	
	Maint-Machine/Tools/Implements	96	2,691	3,316	
	Maint-Radios	0	555	650	
	Maint-Other Equipment	0	600	600	
	Maint-Water Mains	0	1,000	1,112	
	Maint-Walks/Drives/Parking Lot	21,854	21,000	22,575	
	Services-Telephone	833	784	696	
	Services-Electricity	616	581	614	
	Services-Gas	1,355	925	1,500	
	Services-Wtr/Sewer/Sanitation	16	300	323	
	Services-Central Garage	30,476	29,100	35,704	
	Services-Binding/Printing	0	150	162	
	Postage/Freight	242	100	108	
	Construction-Park Improvements	1,446	2,500	2,688	
		Total Expenditures	\$243,636	\$333,202	\$312,757

DEVELOPMENT SERVICES/PLANNING

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 – owner-initiated annexation, 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 (TIF Zones, 4B Downtown)
Historic Preservation Programs – Landmark/Historic District nominations; Sec. 106 reviews; Design Review services for designated properties
Comprehensive Planning/Programming
Revitalization Initiatives – Downtown Redevelopment; Neighborhood Revitalization Program
Demographics – Socioeconomic Data; review updates for population estimates and projections from the Texas Demographic Center(TDC); 2020 Decennial Census, ACS 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

FY2022 ACCOMPLISHMENTS

- Continued streamlining of the development review process with Phase II improvements which included development of a Platting Application Checklist to assist surveyors, engineers and property owners.
- Launched the Neighborhood Revitalization initiative (Phase I) through engaging residents in the Central Wichita Falls revitalization area through a series of local input sessions, surveys and outreach. Phase II will begin implementation in FY 2023.
- Introduced a user-friendly software platform (Camino) that guides residents through the process for developing an accessory structure allowing question-based interaction related to permitting; positive response received from users with 119 total permit guide submissions which is estimated to have saved 58 staff hours, equating to approximately \$2,540 in saved revenue.
- Conducted 89 pre-development team meetings for commercial, industrial and residential prospects.
- Processed 2 owner-initiated annexations involving land in Wichita and Clay Counties.
- Processed 72 plats to subdivide land, ranging from preliminary to final.
- Reviewed 76 site plans for consistency with zoning standards (setbacks, parking, signage and landscaping).
- Issued 163 property addresses either through the platting process or requests for re-address.
- Processed 43 design review requests for historically designated properties between staff and Landmarks.

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DEVELOPMENT SERVICES/PLANNING

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Neighborhood Revitalization	1.0 Accelerate Economic Growth	1.6 Revitalize Depressed & Declining Neighborhoods	Initiate implementation of neighborhood revitalization priorities under <i>Phase I</i> : -Ord. revisions (junk vehicle/trees) -Bridwell Park improvements - Bi-annual information fair <i>Phase II</i> : -Neighborhood clean-up programs -Partnerships w/ non-profits -Create neighborhood branding -Property maintenance code area -Rental registration program	20%	70%
Downtown Revitalization Plan Implementation	3.0 Redevelop Downtown	3.2 Continue Implementation of the Downtown Master Plan	- Zoning Diagnostic Report Implementation -Zoning Realignment	10% 80%	70% 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.	40%	100%
Streamline Development Review Process	4.0 Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Continued implementation of improved coordination in the development review process with Phase II: Plats Checklist, etc.	50%	90%
Historic Preservation Plan Update	3.0 Redevelop Downtown	3.9 Enhance Focus on Culture, Arts, and Entertainment Venues Downtown	Obtain multi-year CLG matching grants from Texas Historical Commission (THC) to update City's 40-yr old Historic Preservation Plan & Survey via a preservation consultant (FY23 and FY24 project).	5-10%	60%
Subdivision & Development Phase II Revisions	4.0 Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Subdivision Ordinance revisions Phase II – ensure incorporation of basic engineering standards. (commercial/industrial development)	20%	70%
Census Data Analysis	4.0 Efficiently Deliver City Services	4.4 Practice Effective Governance	On-going review and maintenance of socio-economic data released by the Census Bureau and TX Demographic Center.	30%	70%
Cost of Service: Fee Study Analysis	4.0 Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Work with consultant to determine staffing costs related to provision of services; develop realistic overview of cost for service fee schedule.	30%	100%
Zoning Ordinance Revisions: Signs	4.0 Efficiently Deliver City Services	4.4 Practice Effective Governance	Revise sign ordinance regulations pending final federal judicial ruling interpretation.	30%	100%

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General City Planning	Salaries - Supervision	205,521	209,804	224,725
	Salaries - Clerical	32,894	32,469	35,644
	Salaries-Operational	82,821	147,889	150,568
	Overtime	85	0	0
	Stability Pay	2,695	2,695	2,958
	Cell Phone Allowance	726	720	720
	FICA	23,578	28,684	26,311
	TMRS Retirement	53,639	65,623	59,015
	Life Insurance Contribution	431	489	459
	Disability Insurance Contrib	325	371	347
	Health Insurance Contributions	46,304	50,426	52,655
	HSA Contributions-Employer	0	0	504
	Supplies-Minor Furniture	908	1,000	1,081
	Supplies-Office	2,791	2,430	3,000
	Supplies-Educational	0	150	165
	Supplies-Periodicals/Supplemts	1,456	1,285	896
	Supplies-Personal Computers	0	600	1,100
	Supplies-PC Software	0	300	595
	Supplies-Other	0	250	0
	Maint-PC Software	0	120	245
	Services-Telephone	1,563	2,758	2,751
	Services-Gas	0	19	0
	Services-Central Garage	3,302	3,461	4,028
	Services-Other Professional	2,150	0	0
	Services-Lien Filings	(5,700)	2,500	2,700
	Services-Advertising	1,783	2,000	3,000
	Services-Binding/Printing	915	1,250	750
	Insurance Expense	30	0	0
	Travel Expenses	0	6,425	6,535
	Education Registration	0	3,250	3,600
	Lease Payments	1,381	1,685	1,531
Memberships	702	1,814	2,144	
Boards/Local Meetings	2,724	10,750	11,500	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General City Planning	Postage/Freight	740	2,200	2,350
	Total Expenditures	\$463,764	\$583,417	\$601,877

DEVELOPMENT SERVICES/BUILDING INSPECTIONS DIVISION

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 the Plan Examiner 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
- Answer 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

FY2022 ACCOMPLISHMENTS

- Building Inspection Division completed expansion of capabilities of current and new software systems (MyGov, Electronic Plan Review and Camino) to increase efficiency and provide additional services for contractors, builders and stakeholders
- With MyGov permit system upgrade, implemented ability for customers to utilize credit cards for online and in-person payments.
- Held four (4) Development Stakeholders Meetings to discuss development-related topics
- Enhancement and expansion of the City's internal Development Team for better permit and development coordination among City departments
- Implementation of third-party inspections to facilitate construction of new WFID High Schools
- Issuance of 94 New Residential Home Permits
- Generated \$813,256 in permit fee revenue
- Conducted 14,032 inspections

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DEVELOPMENT SERVICES/BUILDING INSPECTIONS DIVISION

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 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 Streamline Municipal Business Practices 5.1 Enhance Public Outreach and Engagement	Increased public awareness of services and benefits the Division/ Department provides.	75%	90%
Supporting innovative, flexible building practices for Downtown buildings	3. Redevelop Downtown	3.3 Support Innovative, Flexible Building Practices for Downtown	Review current ordinances and building codes with local architects and builders to evaluate, assess and mitigate potential barriers to Downtown building redevelopment	75%	85%
Supporting innovative, flexible building practices for Downtown buildings	3. Redevelop Downtown	3.3 Support Innovative, Flexible Building Practices for Downtown	Create enhanced and specialized checklists to assist in providing additional clarity and options during pre-development meetings for Downtown building redevelopment.	100%	100%
Create policies, in coordination with the Director, to improve departmental efficiencies and customer service	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Practices	Implementation of new MyGov and plan review software enhancements to allow upload of plans; ability to take payments online	75%	100%
Assist Director in preparing for significant staff and organizational changes in Building Inspections Division	4.0 Efficiently Deliver City Services	4.1 Improve Employee Recruitment and Retention 4.2 Reinforce a Culture of Superior Customer Service	Research and implement technologies that will expand the abilities of the Division through expanded roles, software and training	30%	100%
Cost of Service: Fee Study Analysis	4.0 Efficiently Deliver City Services	4.4 Practice Effective Governance	Work with consultant to determine staffing costs related to provision of services; develop realistic overview of cost for service fee schedule.	30%	100%

DEVELOPMENT SERVICES/BUILDING INSPECTIONS DIVISION

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	4.3 Streamline Municipal Business Practices 5.1 Enhance Public Outreach and Engagement	Provide information and assets to provide accurate and accessible information for public records	60%	80%
Lead Development and re-organization of backflow prevention program	4. Efficiently Deliver City Services	4.2 Reinforce a Culture of Superior Customer Service 4.3 Streamline Municipal Business Practices	Complete implementation of online Backflow Prevention Program for annual inspections of backflow devices in the city	30%	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	4.2 Reinforce a Culture of Superior Customer Service 4.3 Streamline Municipal Business Practices	Research and provide actionable information for checklists	60%	100%
Send bi-annual development survey to all customers in the permit system	4.0 Efficiently Deliver City Services	4.2 Reinforce a Culture of Superior Customer Service 4.3 Streamline Municipal Business Practices	Send surveys to 500 customers; achieve a 20% response rate	100%	100%
Continue to assist Director in leading quarterly meetings with development stakeholders and development-related departments	4.0 Efficiently Deliver City Services	4.2 Reinforce a Culture of Superior Customer Service 4.3 Streamline Municipal Business Practices	Conduct a minimum of four (4) meetings annually: <ul style="list-style-type: none"> • two (2) with contractors • two (2) with design professionals. 	100%	100%

FY2023 HIGHLIGHTS

- **Utilities/Other Services:** increased \$108,161 over prior year due to costs of Safebuilt inspection services for new High School construction.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Inspection	Salaries - Supervision	151,411	159,149	175,342
	Salaries - Clerical	8,433	24,690	0
	Salaries-Operational	493,166	422,350	449,109
	Overtime	878	0	0
	Stability Pay	14,658	13,310	7,260
	Cell Phone Allowance	3,196	3,240	2,520
	FICA	48,817	43,913	46,374
	TMRS Retirement	107,496	102,174	102,958
	Life Insurance Contribution	856	809	765
	Disability Insurance Contrib	647	614	581
	Health Insurance Contributions	97,850	101,254	110,724
	HSA Contributions-Employer	654	504	504
	Supplies-Minor Tools and Equip	316	100	300
	Supplies-Minor Furniture	0	800	860
	Supplies-Office	2,175	2,500	2,700
	Supplies-Medical/Drug	0	50	100
	Supplies-Clothing and Uniforms	0	750	800
	Supplies-Educational	45	300	500
	Supplies-Code Books	3,399	3,000	3,000
	Supplies-Personal Computers	290	450	480
	Supplies-Other	105	200	200
	Maint-Systems Hardware	0	250	270
	Maint-PC Software	382	387	415
	Services-Telephone	3,666	4,578	5,312
	Service-Wireless PhoneAircards	3,182	3,192	4,103
	Services-Central Garage	25,223	27,616	55,251
	Services-Other Professional	11,838	0	78,500
	Services-Binding/Printing	2,120	2,000	2,381
	Services-Subcontractors	2,250	5,000	5,000
	Travel Expenses	514	2,500	2,700
	Education Registration	760	3,000	4,000
	Lease Payments	1,381	2,000	2,000
	Memberships	810	700	850
Boards/Local Meetings	165	2,400	2,400	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Inspection	Postage/Freight	3,293	5,000	5,375
	Total Expenditures	\$989,977	\$938,780	\$1,073,633

DEVELOPMENT SERVICES/CODE ENFORCEMENT

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, and sign violations.
- Determining if vacant structures meet the criteria for demolition and completing the demolition process.

FY2022 ACCOMPLISHMENTS

- Between October 1, 2021 and June 30, 2022
 - 5,275 Total Cases
 - 9,854 Total Inspections
 - 403 Citations Issued
- Seven (7) properties taken to City Council for demolition orders.
- In November 2021, upgraded MyGov software to version 5.0 to enhance efficiency, transparency and collaboration between departments.
- Streamlined MyGov workflows to increase case processing efficiency.
- Streamlined the weeds and grass abatement process with the Parks Department to more efficiently abate weeds and grass violations at vacant properties.

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DEVELOPMENT SERVICES/CODE ENFORCEMENT

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 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 Downtown Vacant Structure Registry and Property Maintenance Code ordinances.	85%	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 for revitalization efforts.	50%	95%
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.	80%	98%
Work with other departments and divisions to improve MyGov efficiencies	4. Efficiently Deliver City Services	4.4 Practice effective governance. & 4.5 Promote and encourage innovation.	Using MyGov 5.0 work with departments to improve functionality of the software, improve reporting, and streamline processes for effective communication between departments	45%	80%

DEVELOPMENT SERVICES/NEIGHBORHOOD SERVICES

MISSION

Neighborhood Resources administers the Community Development Block Grant (CDBG) program, CDBG-Coronavirus (CDBG-CV) Program, the HOME Investment Partnership Program (HOME), and the HOME-American Rescue Plan (HOME-ARP) Program. Funding amounts are determined by formula and vary with economic and demographic factors and Congressional appropriation. CDBG-CV and HOME-ARP are special one-time allocations as authorized by federal law and based on the formula allocations. 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, Catholic Charities, 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 qualifying 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 (CHDO).
- 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.

FY2022 ACCOMPLISHMENTS

- Down payment/closing cost assistance provided to 13 applicants through the First-Time Home Buyers Program.
- Increased programmatic outreach of the Minor and Emergency Repair Programs (MR/ER):
 - MR/ER Program served 85 applicants to date in FY22.
 - To date, 97.5% of funds for the MR/ER Program have been spent or obligated.
 - MR/ER Program to expend at or near 100% of program funds.
- Increased outreach by visiting non-profits, discussing grant programs, building solid relationships with non-profit leaders, and soliciting applications.
- Developing the PY 2022 Annual Action Plan, HOME-ARP Allocation Plan, and amending both the PY 2021 and PY 2019 Action Plans for HOME-ARP and CDBG-CV respectively.

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DEVELOPMENT SERVICES/NEIGHBORHOOD SERVICES

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 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%	15%
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.	50%	70%
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 Development Services Dept. leadership.	100%	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.	50%	60%

DEVELOPMENT SERVICES/HOUSING

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.
- Complete inspections to ensure properties receiving rental assistance meet minimum Housing Quality Standards.

FY2022 ACCOMPLISHMENTS

- Conduct monthly meetings for new clients to raise the number of program participants.
 - Current success rate: 59% (Those leased up after pulled from waiting list)
 - Assisted an average of 29 more families a month compared to the previous year.
 - On track to expend 100% of HAP program funding.
- Enhance and conduct outreach to new owners through various mediums in order to encourage program participation and affordable housing options.
 - Added Landlord Resource section on Housing Departments section of the City's website.
 - Created Landlord Brochure to help educate new owners regarding the Housing Program.
 - Increased payment standards to compete with growing market rents.
- Provided outreach to perspective, new, and current owners.
- Improved business policies to enhance owner engagement in the program.
 - Revamped rent increase policies.
- Conducted outreach to various social services to provide information on the HCV program.
- Streamlined processes to reduce applicant wait times.
- Continuing work towards the research and procurement of additional online and other electronic services.

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DEVELOPMENT SERVICES/HOUSING

GOALS & PERFORMANCE MEASURES

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Maximize Use of Vouchers	1. Accelerate Economic Growth	4.3 Streamline Municipal Business Processes	Maintain 835-875 active program participants	100%	100%
Expand Online and Self-Service 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.	60%	75%
Improve Efficiency of Program	4. Efficiently Deliver City Services	5.1 Enhance Public Outreach and Engagement 4.5 Promote and Encourage Innovation	Improve efficiency for program processes for participants through innovations such as Self-Service Kiosk, Appointment Call/Text Email reminders, Online Application Services	25%	50%
Expand Public Knowledge of Services	5. Actively Engage and Inform the Public	5.1 Enhance Public Outreach and Engagement	Expand owner base and public knowledge of the Housing Program and services offered.	50%	60%
Paperwork Reduction	4. Efficiently Deliver City Services	1.6 Upgrade or Replace Outdated Public Facilities 4.3 Streamline Municipal Business Processes	Reduce paperwork by moving towards electronic files.	10%	40%

FY2023 HIGHLIGHTS

- **Other Expenditures:** increased \$935,550 over the prior year due to increased cost of housing assistance payments due in part to higher rental cost for units.
- **Personnel Services:** increased \$49,559 over the prior year due to changes in grant funding staffing.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Code Enforcement	Salaries - Supervision	7,197	15,064	16,857
	Salaries - Clerical	13,342	19,360	30,666
	Salaries-Operational	108,328	276,546	287,862
	Stability Pay	0	1,613	5,391
	Cell Phone Allowance	809	360	1,800
	FICA	9,302	23,617	23,129
	TMRS Retirement	21,487	57,943	51,761
	Life Insurance Contribution	174	384	390
	Disability Insurance Contrib	131	293	298
	Health Insurance Contributions	97,850	60,465	68,673
	Supplies-Minor Tools and Equip	22	25	1,000
	Supplies-Minor Furniture	0	584	200
	Supplies-Office	1,258	3,000	3,350
	Supplies-Medical/Drug	0	50	55
	Supplies-Clothing and Uniforms	0	500	550
	Supplies-Other	30	100	120
	Maint-Systems Hardware	0	100	110
	Maint-PC Software	297	301	325
	Services-Telephone	216	0	1,332
	Service-Wireless PhoneAircards	2,980	3,192	3,191
	Services-Central Garage	25,223	27,615	24,827
	Services-Binding/Printing	610	550	1,577
	Services-Subcontractors	6,736	8,500	10,000
	Travel Expenses	0	1,000	1,100
	Education Registration	750	1,000	2,250
	Lease Payments	777	777	777
	Memberships	100	400	400
	Postage/Freight	6,978	8,000	8,500
	Total Expenditures	\$304,597	\$511,339	\$546,492

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
CDBG Code Enforcement	Salaries - Supervision	3,723	3,766	4,215
	Salaries - Clerical	0	13,968	0
	Salaries-Operational	4,701	6,922	7,494
	Terminal Pay	0	0	183
	FICA	601	774	748
	TMRS Retirement	1,402	1,773	1,688
	Life Insurance Contribution	11	15	19
	Disability Insurance Contrib	9	13	14
	Health Insurance Contributions	1,311	1,424	2,040
	Supplies-Office	49	300	350
	Supplies-Medical/Drug	0	10	12
	Supplies-Clothing and Uniforms	0	50	55
	Supplies-Other	0	50	50
	Services-Telephone	1,236	2,650	2,499
	Services-Central Garage	5,467	11,587	11,587
	Services-Court Cost/Registral	500	750	1,000
	Services-Advertising	1,359	3,500	3,500
	Services-Binding/Printing	204	100	150
	Travel Expenses	0	700	800
	Education Registration	1,170	800	1,900
Postage/Freight	54	1,300	1,300	
Budget Contingency	0	29,548	40,397	
Total Expenditures		\$21,797	\$80,000	\$80,001

PROPERTY MANAGEMENT/LAKE LOTS

MISSION

To provide exemplary timely and professional services, recommendations, and solutions resulting in positive and collaborative relationships to both external and internal customers/staff resulting in growth and development.

SERVICES PROVIDED

- Handle all Real Estate transactions for the City. 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.)
- Assist all departments with real property research such as easements, encroachments, alley closures, etc.
- Research legal documents for internal and external customers.
- Prepare lake leases, collect rents, and enforce compliance of City Codes.
- Meet and work with the Lake Arrowhead Association board members.
- 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.
- Manage the Lindeman Parking Garage.
- Collaborate with Wichita County, WFISD and Perdue, Brandon, Fielder, Collins & Mott LLP regarding tax foreclosures.
- Collaborate with Downtown Development regarding downtown development and encroachments on City property.
- Review and file all plats submitted.
- Attend all pre-development meetings.

FY2022 ACCOMPLISHMENTS

- Sold 3920 Lawrence Rd. for \$926,000.00 (closing August 8, 2022).
- Sold 175 Trustee properties for a total of \$140,013.60 with Property Management selling 163 of them in-house for \$129,448.60 and Texas Communities Group selling 12 for \$10,525.00.
- Reduced Parks lot mowing by 175 parcels.
- Lake Arrowhead: leased an additional 10 vacant lots resulting in 5 new manufactured homes (estimated improvement values \$670,000.00), 2 site-built homes (estimated improvement values \$400,000) and 4 piers. Estimated increase in value of the improvements on the lots based on square footage of the homes.
- Lake Kickapoo: leased 5 vacant lots for future development.
- Filed a total of 513 legal documents
- Invoiced 539 code violations for \$129,280.18 and collected \$19,109.00.
- Liens filed 459
- Collected \$69,122.51 in liens
- Liens released 331

PROPERTY MANAGEMENT/LAKE LOTS

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GOALS & PERFORMANCE MEASURES

FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2022 ESTIMATE	FY2023 TARGET
Transition to paperless real estate/lease transactions, credit card payments, and e-filing.	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Reduction in paper transactions compared to FY 2021	N/A	80%
Gate and secure the Lindeman Parking Garage	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	To eliminate graffiti and reduce abatement cost	N/A	100%
Improve relationship with Lake lease holders	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Collaborate with leaseholders to improve aesthetics of leased property and promote pride of ownership to encourage new development	N/A	100%
Continue digitize/organize legal documents for compliance	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Digitize all current documents daily while designating 1-2 hours each day to digitize old documents.	10%	20%
Work with TCG	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Provide support by reviewing their legal documents and correcting errors. Provide the public with the online information and website.	100%	100%

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General Property Management	Salaries - Supervision	87,044	92,665	95,217
	Salaries - Clerical	16,272	17,678	17,788
	Pool Clerical	0	1,200	1,200
	Salaries-Operational	84,321	87,743	103,255
	Overtime	8	0	0
	Stability Pay	4,840	4,840	3,630
	Cell Phone Allowance	653	720	720
	FICA	14,309	21,231	16,510
	TMRS Retirement	31,887	33,987	35,681
	Life Insurance Contribution	251	254	278
	Disability Insurance Contrib	189	194	210
	Health Insurance Contributions	29,646	23,425	21,831
	Supplies-Minor Tools and Equip	308	500	538
	Supplies-Minor Office Tools/Eq	5,406	900	968
	Supplies-Minor Furniture	0	600	0
	Supplies-Office	1,854	2,060	2,215
	Supplies-Medical/Drug	0	50	54
	Supplies-Clothing and Uniforms	0	140	180
	Supplies-Educational	75	300	323
	Supplies-Periodicals/Supplemts	74	660	710
	Supplies-System Software	1,084	1,250	1,344
	Services-Telephone	783	1,334	1,549
	Services-Electricity	531	366	561
	Services-Gas	804	178	3,500
	Services-Central Garage	527	593	710
	Services-Other Professional	6,041	1,125	1,209
	Services-Lien Filings	20,688	25,000	26,875
	Services-Court Cost/Registral	50	5,000	5,375
	Services-Advertising	2,408	1,500	1,613
	Services-Binding/Printing	447	1,500	1,613
	Services-Subcontractors	33	5,000	5,375
	In City Mileage Reimbursement	1,534	1,600	2,000
Travel Expenses	0	1,800	1,935	
Education Registration	250	2,400	2,600	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General Property Management	Memberships	0	250	269
	Postage/Freight	899	750	806
	Cnstrctn-Tr Signals/St Lts	0	0	500
Total Expenditures		\$313,215	\$338,793	\$359,138

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Lake Lot Administration	Salaries - Clerical	16,272	16,204	17,788
	Salaries-Operational	54,026	56,194	59,003
	Overtime	9	0	0
	Stability Pay	1,210	1,210	1,210
	Cell Phone Allowance	363	360	360
	FICA	5,082	5,196	5,504
	TMRS Retirement	11,869	12,484	12,696
	Life Insurance Contribution	94	94	98
	Disability Insurance Contrib	71	71	74
	Health Insurance Contributions	17,701	15,689	18,418
	Supplies-Minor Tools and Equip	0	150	161
	Supplies-Minor Office Tools/Eq	0	200	215
	Supplies-Office	801	1,500	1,613
	Supplies-Clothing and Uniforms	0	80	100
	Supplies-PC Software	0	44	0
	Supplies-Other	0	100	101
	Maint-Lake Roads	35,534	35,000	37,625
	Services-Telephone	174	300	356
	Service-Wireless PhoneAircards	0	456	0
	Services-Central Garage	4,157	4,591	5,264
	Services-Other Professional	675	300	323
	Services-Court Cost/Registral	0	100	108
	Services-Advertising	788	500	538
	Services-Binding/Printing	284	500	538
	Services-Subcontractors	0	16,000	17,200
	Travel Expenses	0	200	215
	Education Registration	0	250	250
	Memberships	75	150	150
	Postage/Freight	1,160	1,000	1,075
	Cnstrctn-Tr Signals/St Lts	0	300	323
	Total Expenditures	\$150,347	\$169,223	\$181,304

TRAFFIC ENGINEERING DEPARTMENT

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

FY2022 ACCOMPLISHMENTS

- Installed 20 miles of Shared bike lane on S H 240 to East Scott, Taft Blvd to SWPWY, Weeks Park Lane to Taft, and dedicated lanes on City View Drive. Total bike lane miles 38
- Installed signal system on Maplewood & McNeil
- Upgraded signal cabinets with TS-2 technology at two intersections (Fairway @ Kell, 13th @ Broad)
- Replaced twenty-nine damaged Wayfinding signs throughout the city
- Completed upgrades on all 49 School Beacons with AI cellular Communications
- Continue to improve financial performance of the traffic department

CONTACT INFORMATION

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TRAFFIC ENGINEERING DEPARTMENT

GOALS & PERFORMANCE MEASURES

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Install additional shared bike lanes	Provide Quality Infrastructure	Continue the bicycle friendly initiative	Installation of 18-miles of shared bicycle lane infrastructure	\$100,000 4B funds	\$100,000 4B funds
Upgrade Signal Cabinets	Provide Quality Infrastructure	Upgrade or replace outdated public facilities	Ensure proper replacement of Traffic Signal Cabinets based on a 25-year life cycle	\$60,000	\$63,200
Upgrade School Warning Beacons	Provide Quality Infrastructure	Upgrade or replace outdated public facilities	Upgrade remaining school warning beacons to cellular communication to improve operational performance	\$0	\$80,000
Annual Striping Project	Provide Quality Infrastructure	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	Provide Quality Infrastructure	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	Provide Quality Infrastructure	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	Provide Quality Infrastructure	Upgrade or replace outdated public facilities	Traffic Signal Infrastructure has a 50-Year Life Span; Complete reconstruction is recommended	\$0	\$80,000

FY2023 HIGHLIGHTS

- **Capital Improvements:** increased \$232,454 over the prior year due to increased investments in traffic signal infrastructure.
- **Debt Expenditures:** increased \$115,561 over the prior year due to cost of street light capital lease expenditures.
- **Personnel Services:** increased \$91,412 over the prior year due to increased rates for crossing guards.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General Traffic Engineering	Salaries - Supervision	77,809	80,984	85,033
	Salaries-Operational	430,837	547,656	626,291
	Overtime	19,259	16,000	17,500
	Stability Pay	8,745	8,745	7,673
	Cell Phone Allowance	1,764	1,800	1,800
	FICA	39,899	45,917	50,490
	TMRS Retirement	80,540	92,050	96,496
	Life Insurance Contribution	610	643	748
	Disability Insurance Contrib	460	486	563
	Health Insurance Contributions	93,684	99,688	98,786
	Supplies-Minor Tools and Equip	2,633	5,230	5,935
	Supplies-Minor Furniture	0	250	0
	Supplies-Office	621	1,200	1,500
	Supplies-Medical/Drug	0	150	150
	Supplies-Traffic Control	33,926	66,063	68,599
	Supplies-Clothing and Uniforms	3,507	5,780	6,490
	Supplies-Periodicals/Supplemts	3,724	4,500	4,500
	Supplies-Personal Computers	198	0	0
	Supplies-PC Software	2,322	2,500	2,655
	Supplies-Other	6,552	9,612	10,445
	Maint-Machine/Tools/Implements	1,212	2,600	2,700
	Maint-Office Furniture/Equip	0	250	0
	Maint-Instruments	4,714	4,950	12,925
	Maint-PC Software	0	215	350
	Maint-Systems Software	9,800	10,000	10,000
	Maint-Heating/Cooling Systems	0	750	1,000
	Maint-Park Lighting	7,784	16,746	19,219
	Maint-Signal Lights	2,014	71,290	75,895
	Maint-Street Lights	33,309	32,000	43,432
	Maint-Warning Sirens	16,014	30,610	27,945
	Maint-Central Garage	0	2,100	2,100
	Services-Telephone	4,944	5,777	6,897
	Service-Wireless PhoneAircards	3,673	4,269	4,463
Services-Electricity	37,962	42,080	40,159	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
General Traffic Engineering	Services-Elect/Street Lights	275,123	295,000	295,000
	Services-Gas	10,240	8,324	12,000
	Services-Central Garage	151,254	154,216	195,025
	Services-Other Professional	0	0	181
	Bond Principal Payments	197,637	190,323	226,742
	Bond Interest Payments	102,888	10,000	89,142
	In City Mileage Reimbursement	2,353	2,800	2,800
	Travel Expenses	0	1,000	1,000
	Education Registration	0	2,000	800
	Memberships	0	50	100
	Postage/Freight	525	325	380
	Signs	107,903	122,451	150,754
	Street Lighting	10,380	157,304	162,075
	Traffic Signal Cabinets	76,200	46,100	63,200
	Traffic Signal Control Equip	46,990	57,890	80,600
	Traffic Signal Infrastructure	20,134	153,365	323,225
	Warning Sirens	0	21,450	11,160
		Total Expenditures	\$1,930,140	\$2,435,489

ENGINEERING

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 oversee the infrastructure mapping system and asset management
- Oversee the development of studies and future development for the City's infrastructure

FY2022 ACCOMPLISHMENTS

- Designed in-house \$12.6M in capital improvement projects. Oversaw \$6.6M in consultant design projects.
- Oversaw the construction of \$33.4M in projects
 - Completed the first phase of the Business Park Infrastructure Improvements for the water and sewer extension.
 - Oversaw the completion of 69,702 linear feet of new and rehabilitated streets, 1,194 linear feet of drainage improvements, 15,275 linear feet of new and replacement water mains and rehab of 21,686 linear feet of sanitary sewer mains
- Provided oversight of 25 permits and plan reviews for franchised utilities, such as, electrical, gas and fiber installations within the City's right-of-way
- Inspected 240 sidewalk, driveway approaches, and curb and gutter repairs, and private utility repairs

CONTACT INFORMATION

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ENGINEERING

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 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	Engineer Manning Days (5 positions)	95%	90%
			Annual Budgeted CIP Project Bid Schedule	Award w/in 28 days of Schedule	Award w/in 28 days of Schedule
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	Development Plan Review	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	Complete Map Update Requests from the Field	77 Field Map Updates Work Orders	75 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	21% of Streets Maintained	25% of Streets Maintained
Complete 2018 Street Bond projects	2.0 Provide Quality Infrastructure	2.6 Enhance Focus on Long-Term Street and Utility Infrastructure Needs	Completion of Taft Blvd Widening	Taft Blvd Widening 80% complete.	Complete Taft Blvd Widening.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Engineering	Salaries - Supervision	218,956	235,653	239,333
	Salaries-Operational	720,562	835,172	839,705
	Overtime	1,873	14,000	14,000
	Stability Pay	15,331	15,331	14,397
	Cell Phone Allowance	2,541	2,520	2,520
	FICA	68,569	78,814	75,962
	TMRS Retirement	159,260	180,947	172,030
	Life Insurance Contribution	1,265	1,345	1,330
	Disability Insurance Contrib	955	1,020	1,007
	Health Insurance Contributions	160,312	179,047	199,248
	HSA Contributions-Employer	939	1,179	2,642
	Supplies-Minor Tools and Equip	868	2,305	2,305
	Supplies-Minor Office Tools/Eq	0	150	150
	Supplies-Minor Furniture	2,472	4,982	1,700
	Supplies-Office	8,044	10,050	10,050
	Supplies-Medical/Drug	0	70	70
	Supplies-Janitorial	0	500	500
	Supplies-Lab	1,278	3,375	3,375
	Supplies-Clothing and Uniforms	104	410	410
	Supplies-Educational	0	800	800
	Supplies-Periodicals/Supplemts	64	270	270
	Supplies-Personal Computers	273	1,470	1,000
	Supplies-PC Software	0	132	0
	Maint-Office Furniture/Equip	0	1,000	1,000
	Maint-Radios	0	808	300
	Maint-Instruments	5,025	6,570	6,570
	Maint-PC Software	85	0	132
	Maint-Systems Software	6,839	7,400	7,400
	Maint-Heating/Cooling Systems	0	500	500
	Maint-Buildings	950	1,252	1,252
	Services-Telephone	4,493	6,811	8,049
	Service-Wireless PhoneAircards	988	912	912
	Services-Electricity	1,625	2,190	1,854
Services-Central Garage	53,856	58,361	72,616	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Engineering	Services-Other Professional	11,311	10,190	17,040
	Services-Court Cost/Registrat	0	400	400
	Services-Advertising	5,329	2,000	2,000
	Services-Binding/Printing	382	400	2,253
	Insurance Expense	15	15	15
	In City Mileage Reimbursement	3,314	3,301	3,301
	Travel Expenses	404	3,100	3,100
	Education Registration	4,813	5,200	5,200
	Lease Payments	1,996	2,975	0
	Memberships	3,093	1,965	1,965
	Boards/Local Meetings	0	100	100
	Postage/Freight	1,115	2,000	2,000
	Instruments/Apparatus	9,373	0	1,500
Total Expenditures		\$1,478,670	\$1,686,992	\$1,722,264

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 extraterritorial jurisdiction (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

FY2022 ACCOMPLISHMENTS

- Successfully completed 40 work orders and responded to 1,201 service calls.
- Repaired 769 utility cuts within an average of less than 25 calendar days of receiving the hole.
- Responded to 519 pothole repair work orders filling 2,182 potholes and 830 street skinpatches.
- Completed sweeping of 3,510 curb miles improving the quality of City streets and protecting stormwater exceeding MS4 permit requirements
- Responded during two winter weather event ensuring the 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

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 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	25 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	15 Calendar Days	40 Calendar Days

FY2023 HIGHLIGHTS

- **Capital Improvements:** increased \$2,005,000 over prior year due to increased investment in street improvements from excess general fund reserves.
- **Utilities/Other Services** increased \$182,416 or 19% over prior year due to the increased cost for fleet services.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Street Maintenance	Salaries - Supervision	46,697	49,309	51,034
	Salaries - Clerical	31,777	31,616	34,708
	Salaries-Operational	1,348,336	1,773,185	1,866,121
	Overtime	170,215	137,700	137,700
	Stability Pay	37,677	34,047	32,177
	Cell Phone Allowance	1,035	1,080	1,080
	FICA	117,697	135,950	116,386
	TMRS Retirement	270,284	313,076	261,910
	Life Insurance Contribution	1,910	2,244	2,050
	Disability Insurance Contrib	1,448	1,724	1,552
	Health Insurance Contributions	415,086	461,213	331,659
	HSA Contributions-Employer	5,207	5,433	5,766
	Supplies-Minor Tools and Equip	2,016	8,500	8,500
	Supplies-Minor Furniture	0	990	990
	Supplies-Office	1,550	1,300	1,300
	Supplies-Photographic	0	100	100
	Supplies-Medical/Drug	0	100	100
	Supplies-Physician	79	0	0
	Supplies-Janitorial	37	1,000	1,000
	Supplies-Botanical/Agriculture	5,882	6,000	6,000
	Supplies-Traffic Control	15,022	14,900	14,900
	Supplies-Linen	0	350	350
	Supplies-Periodicals/Supplemts	0	100	100
	Supplies-Ice Chat	10,045	10,000	10,000
	Supplies-Heating Fuel	1,435	2,500	2,500
	Supplies-PC Software	127	132	0
	Supplies-Other	8,081	13,500	13,500
	Maint-Machine/Tools/Implements	247	1,000	1,000
	Maint-Pumps/Motors	0	1,000	1,000
	Maint-Radios	520	550	550
	Maint-PC Software	0	0	132
	Maint-Heating/Cooling Systems	384	500	500
	Maint-Walks/Drives/Parking Lot	1,430	6,000	6,000
	Maint-Storm Sewers	93	7,000	7,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Street Maintenance	Maint-Street Overlay	121,686	156,640	156,640
	Maint-Utility Cuts	(1,933)	0	0
	Maint-Buildings	549	1,400	1,400
	Maint-East Scott Facility	459	0	0
	Maint-Bridges	1,511	3,500	3,500
	Maint-Dams	0	500	500
	Maint-Canals/Conduits	0	3,200	3,200
	Maint-Fences	525	1,000	1,000
	Services-Telephone	1,820	3,403	4,090
	Service-Wireless PhoneAircards	2,718	5,424	5,424
	Services-Electricity	7,316	7,868	7,868
	Services-Gas	6,450	5,908	10,000
	Services-Wtr/Sewer/Sanitation	188	221	221
	Services-Central Garage	556,633	850,221	1,027,235
	Services-Other Professional	59,935	50,000	50,000
	Services-Binding/Printing	574	1,200	1,823
	Services-Subcontractors	10,721	13,447	13,447
	Insurance Expense	0	20	20
	Claims and Settlements	0	6,000	6,000
	Travel Expenses	1	500	500
	Education Registration	300	1,085	1,085
	Lease Payments	496	500	500
	Memberships	565	350	350
	Rent-Equipment	1,500	3,750	3,750
	Postage/Freight	294	100	100
	Other Improvements	1,439,258	2,505,860	4,510,860
		Total Expenditures	\$4,705,881	\$6,644,196

LEGAL

MISSION

The City Attorney's Office 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 358 projects from October 1, 2021, through June 30, 2022, 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 Heggland, 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. Heggland 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 represents the City at all Accident Review Board and Landmark Commission meetings.
- Executive Legal Assistant Paige Lessor 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 WF4BSTC, 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 performs other tasks.

ACCOMPLISHMENTS (through June 30, 2022)

- **Discussion, negotiation, and drafting of economic development agreements between various entities and the Wichita Falls Economic Development Corporation and the 4B Sales Tax Corporation.**
 1. Howmet – Performance Agreement and Promissory Note
 2. Land O'Lakes – Two Performance Agreements, Promissory Note, and Warranty Deed
 3. Excaliber Paint Default – Default letter resulting in full payment of loan balance
 4. Delta T Thermal – Performance Agreement
 5. Half Pint III – Performance Agreement and Promissory Note
 6. The Kate – Performance Agreement, Tax Abatement, Promissory Note, Deed of Trust
 7. 4B Mural – Performance Agreement with Wichita Falls Alliance for Arts and Culture

LEGAL

- **Special Projects**

1. City Logo Copyright: The City Attorney's Office filed all appropriate paperwork to secure a copyright on the City logo.
2. Drafted a new solid waste ordinance.
3. Successfully negotiated an agreement with Robbie Hockey to dissolve the contract at the end of the 2021-22 season.
4. Successfully resolved a breach of contract claim asserted by Gary Baker Construction related to the 2019 Sewer Budget Utility Improvements Project, Phase 2, against the City for withheld liquidated damages and non-payment for extra work.

- **Defense of the City against personal injury claims; state and federal litigation.**

From October 1, 2021, through June 30, 2022, in addition to already pending claims and litigation, this office has received nine new claims and one new federal case. The following disputes were settled so far this past fiscal year:

Dylan Vann v. City of Wichita Falls, et al.; No. 7:21-CV-019-O; In the U.S. District Court for the Northern District of Texas, Wichita Falls Division. [Suit filed in 2021.] Prevailed in federal court in this case, where Vann sued the Chief of Police, several officers, and the City for civil rights violations. Vann was shot after he pulled a revolver on two officers. He sued, claiming that his right against excessive force under the Fourth Amendment was violated. **The District Judge granted the officers' motion for summary judgment on the grounds of qualified immunity on June 9, 2022.**

Mark A. Peysen v. Darron Leiker and the City of Wichita Falls; No. DC30-CV2021-0413; In the 30th District Court of Wichita County, Texas. [Suit filed in 2021]. Successfully advocated for the dismissal of this state civil case dismissed. Peysen had sued, claiming that the City had wrongfully retained property due him after he was arrested on multiple felony counts for drugs and weapons charges. **Case dismissed on June 2, 2022.**

Hayley Herpeche, et al. [DOI: 10/10/2020]. Effectively persuaded an attorney to withdraw claims against the City on behalf of 8 individuals involved in a single accident with a city bus.

- **Municipal Court Prosecutor Annual Report for calendar year 2021**

Violations	Number of Cases	2020 Comparison	
Traffic	18,279	↑	14.75%
Code Enforcement	499	↑	18.24%
Animal Control	494	↑	22.67%
Animal Seizures	9	↑	44.44%
Alarms	0	↓	100.0%
Health Code	19	↑	69.57%
Fire	2	↓	50.00%
Failure to Appear	16	↓	44.83%

LEGAL

1. Pre-Trial Docket: 209 cases, 96 people
 - 70.81% increase from 2020

2. Bench Trial Docket: 373 cases, 278 people
 - 19.57% increase from 2020

3. Jury Trial Docket: Ten (10) cases, nine (9) people out of Covid backlog of approximately 90 cases

CONTACT INFORMATION

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Paige Lessor, Executive Legal Assistant
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GOALS & PERFORMANCE MEASURES

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 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%
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

FY2023 HIGHLIGHTS

- **Personnel Services:** increased \$115,744 over the prior year due to an additional attorney position.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget	
Legal Department	Salaries - Supervision	198,557	192,052	201,656	
	Salaries - Clerical	98,259	100,206	94,395	
	Pool Clerical	0	2,000	0	
	Salaries-Operational	287,645	307,156	383,951	
	Overtime	216	1,000	1,000	
	Stability Pay	6,188	6,188	5,115	
	Deferred Compensation	13,849	13,872	14,535	
	FICA	39,823	44,443	50,803	
	TMRS Retirement	101,370	101,414	112,467	
	Life Insurance Contribution	755	756	785	
	Disability Insurance Contrib	570	574	595	
	Health Insurance Contributions	72,646	64,077	84,180	
	Supplies-Minor Furniture	2,419	0	0	
	Supplies-Office	3,135	6,050	6,600	
	Supplies-Periodicals/Supplemts	6,936	7,152	8,961	
	Supplies-Library Materials	3,564	9,784	11,030	
	Supplies-PC Software	406	230	250	
	Services-Telephone	2,217	3,815	3,913	
	Services-Other Professional	5,124	50,000	50,000	
	Services-Court Cost/Registral	66	4,650	4,650	
	Services-Binding/Printing	496	2,650	2,650	
	Insurance Expense	15	15	15	
	In City Mileage Reimbursement	7,229	7,201	7,201	
	Travel Expenses	1,841	12,800	14,300	
	Education Registration	15	7,450	7,700	
	Memberships	2,675	4,450	4,600	
	Boards/Local Meetings	0	600	600	
	Postage/Freight	2,293	2,800	2,800	
		Total Expenditures	\$858,308	\$953,385	\$1,074,752

CITY CLERK

MISSION

The City Clerk is an officer of the City, appointed by the City Council, and 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 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, 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
- Local Filing Authority for Campaign Finance Reports and Personal Financial Statements.
- Public Information Act/Requests for Public Information
- Open Meetings Act/Posting Notice of all Meetings
- Records Management
- Permits/Licenses
- Cemetery Deeds/Transfers
- Boards and Commissions
- Notary Public

FY 2022 ACCOMPLISHMENTS

- Conducted 2021 General Election
- All Public Information Requests complete in 10 or < days
- Implemented new Public Information Request Software
- Ordinances, Resolutions, and minutes saved in Laserfiche <3 days after approval
- Presented Ordinance to remove inactive sections of the Code of Ordinances.
- Changed Code of Ordinance vendors for a yearly savings of approximately \$1500
- Expanded documents available through the public portal for Official City Records
- Completed redistricting
- City Clerk, Marie Balthrop, awarded Texas Municipal Clerk of the Year
- Clerk's office awarded the Municipal Clerk's Office Achievement of Excellence award for 2022-2023

CONTACT INFORMATION

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City Clerk
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marie.balthrop@wichitafallstx.gov

CITY CLERK

GOALS & PERFORMANCE MEASURES

FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2022 ESTIMATE	FY2023 TARGET
Advancement of multi-year records management program	Efficiently Deliver City Services	Streamline municipal business processes	Based off beginning status	65%	70%
Turnaround time for Public Information Requests	Efficiently Deliver City Services	Streamline municipal business processes	10 or< business days	100%	100%
Advancement of electronic form accessibility	Efficiently Deliver City Services	Streamline municipal business processes	Based off beginning status		25%
Conduct inventory of all City records in Memorial Auditorium	Efficiently Deliver City Services	Practice Effective Governance	16 Divisions		40%

FY2023 HIGHLIGHTS

- **Personnel Services:** increased \$25,742 over the prior year due to the addition of a part-time administrative position.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
City Clerk Department	Salaries - Supervision	74,621	81,690	85,776
	Salaries - Clerical	34,771	0	14,054
	Salaries-Operational	0	36,772	38,610
	Overtime	316	250	250
	Stability Pay	138	413	688
	Cell Phone Allowance	726	720	720
	FICA	8,034	8,362	10,198
	TMRS Retirement	18,261	19,101	20,325
	Life Insurance Contribution	147	147	159
	Disability Insurance Contrib	111	112	120
	Health Insurance Contributions	16,853	14,936	17,345
	Supplies-Minor Office Tools/Eq	0	0	1,000
	Supplies-Minor Furniture	1,898	0	0
	Supplies-Office	1,292	1,000	1,000
	Supplies-Educational	0	150	150
	Supplies-Periodicals/Supplemts	52	60	60
	Supplies-PC Software	8,551	0	0
	Services-Telephone	739	1,921	1,505
	Services-Other Professional	18,120	7,000	3,395
	Services-Court Cost/Registral	60	25	100
	Services-Advertising	6,785	3,000	3,000
	Services-Binding/Printing	718	150	200
	Insurance Expense	118	88	88
	Travel Expenses	1,925	7,000	7,000
	Education Registration	2,170	2,500	2,500
	Lease Payments	763	764	764
	Election Expense	11,402	25,000	0
	Memberships	460	460	475
	Boards/Local Meetings	1,261	2,000	3,480
	Postage/Freight	3,569	4,000	3,500
	Total Expenditures	\$213,859	\$217,621	\$216,462



Water/Sewer Funds

WATER & SEWER FUND

WATER & SEWER (ALL FUNDS)

After maintaining the same water rates since 2014, the proposed FY 2023 budget includes a 9% increase in the retail rates. The retail rate increase will provide for additional needed water and sewer line replacement, will address the impact of inflation, and will maintain market competitive salaries. Due to inflation, the cost of replacing water and sewer lines is up over 111% and 52% respectively, and the cost of chemicals have increased approximately 150%. The examples of increased cost shared during the Pre-Budget Workshop are listed below.

- Water main replacement cost has more than doubled since 2020, up an average of 111%.
 - 2020 Cost = \$70.50/LF
 - Today's Cost = \$148.00/LF
- Sewer line replacement has increase 52% per linear foot since 2020.
 - 2020 Cost = \$124/LF
 - Today's Cost = \$188/LF
- Due to the age of water/sewer lines, additional funding is needed for replacement, repair and maintenance.

The proposed budget increases the City's policy goal from 17% to 20% of expenditures in unreserved fund balance, less debt service. Of the fund's \$50,500,083 expenditures in the FY 2023 budget, \$12.7 million is reserved for debt payments, bringing the operating budget to \$37.8 million. This means that the total needed to meet the unrestricted fund balance policy is \$7.6 million. The current unrestricted balance at the start of FY 2023 is anticipated to be \$10.4 million. Fund Balance in this fund is both unrestricted and committed.

For budget purposes, the Water and Sewer Fund is represented as a group of funds which include the primary **operating** fund as well as the **capital** funds for Lake Ringgold, Microfiltration and Reverse Osmosis Fund, and Water & Sewer Capital. The following table breaks out the total revenues and expenditures by the two fund types.

Water and Sewer Fund Fund Summary			
	Operating	Capital	Total
Revenues			
Service Charges	\$41,680,784	\$7,334,200	\$ 49,014,984
All Other Revenue	1,485,099		1,485,099
Total Revenues	\$43,165,883	\$7,334,200	\$ 50,500,083
Expenditures			
Personnel Services	\$ 12,552,046		\$ 12,552,046
Supplies	4,913,498		4,913,498
Maintenance & Repair	2,419,739		2,419,739
Utilities/Other Services	4,833,394		4,833,394
Insurance & Contract Supp.	1,012,940		1,012,940
Debt Expenditures	12,717,289		12,717,289
Other Expenditures	2,889,160		2,889,160
Capital Improvements	-	7,334,200	7,334,200
Transfers Out	1,827,817		1,827,817
Total Expenditures	\$43,165,883	\$7,334,200	\$ 50,500,083

WATER & SEWER FUND

WATER & SEWER OPERATING FUND

The Water & Sewer Operating Fund represents the revenue and expenses associated with the ongoing operations of the water and sewer system.

Water and Sewer Fund - Operating					
	2020-21	2021-22	2022-23		
Revenues and Expenditures by Year	Actual	Adopted Budget	Proposed Budget	% Change	
Revenues					
Water Sales	\$ 33,637,957	\$ 29,964,518	\$ 31,910,419	6.49%	
Sewer Sales	10,613,782	9,336,824	9,670,567	3.57%	
All Other Revenue	2,305,533	1,412,691	1,584,897	12.19%	
Total Revenues	\$ 46,557,272	\$ 40,714,033	\$ 43,165,883	6.02%	
Expenditures					
Personnel Services	\$ 10,436,672	\$ 12,077,819	\$ 12,552,046	3.93%	
Supplies	2,600,899	3,559,409	4,913,498	38.04%	
Maintenance & Repair	1,943,099	2,273,369	2,419,739	6.44%	
Utilities/Other Services	5,727,628	4,431,961	4,833,394	9.06%	
Insurance & Contract Supp.	878,425	957,467	1,012,940	5.79%	
Debt Expenditures	2,271,436	12,755,940	12,717,289	-0.30%	
Other Expenditures	1,973,694	2,796,639	2,889,160	3.31%	
Non Cap Improvements	31,086	-	-	0.00%	
Capital Improvements	5,354,498	-	-	0.00%	
Transfers Out	1,771,811	1,861,429	1,827,817	-1.81%	
Total Expenditures	\$ 32,989,248	\$ 40,714,033	\$ 43,165,883	6.02%	

WATER & SEWER FUND

The following chart illustrates a comparison of the City of Wichita Fall’s current water rates with similar cities in Texas. The information comes from each city’s website and was sourced on June 14, 2022. The proposed budget includes an increase of the total bill for water and wastewater from \$58.46 to \$63.73 based on average use of 5,000 gallons.

Comparison of Residential Water Rates (Based on Average Residential Use of 5,000 Gallons) *

City	Water Use	Water Base	Wastewater	Wastewater Base	Total Bill (Water & Sewer ONLY)
San Angelo	\$24.22	\$30.69	\$7.50	\$29.72	\$92.13
McKinney	\$20.00	\$16.50	\$29.50	\$21.05	\$87.05
Waco	\$14.64	\$22.21	\$27.10	\$22.57	\$86.52
Mesquite	\$26.32	\$15.16	\$25.76	\$16.39	\$83.63
Grand Prairie	\$23.10	\$16.96	\$23.55	\$15.42	\$79.03
Allen	\$17.64	\$14.13	\$14.00	\$31.10	\$76.87
Richardson	\$33.90	\$8.00	\$24.15	\$8.00	\$74.05
League City	\$25.97	\$7.71	\$16.82	\$14.73	\$65.23
Midland	\$18.33	\$21.61	\$2.64	\$21.79	\$64.37
Denton	\$18.15	\$15.84	\$19.00	\$11.00	\$63.99
Beaumont	\$19.44	\$14.37	\$17.48	\$9.20	\$60.49
Wichita Falls	\$22.52	\$17.91	\$10.50	\$7.53	\$58.46
Odessa	\$16.56	\$19.82	\$8.88	\$12.95	\$58.21
Abilene	\$16.50	\$16.25	\$10.75	\$14.00	\$57.50
Tyler	\$10.20	\$15.80	\$8.40	\$19.10	\$53.50
Lewisville	\$10.35	\$20.19	\$12.66	\$9.95	\$53.15
College Station	\$13.75	\$12.40	\$4.46	\$21.29	\$51.90
Killeen	\$10.14	\$13.54	\$7.60	\$19.26	\$50.54
Sugar Land	\$5.79	\$12.48	\$15.85	\$15.30	\$49.42
Pasadena	\$9.99	\$11.94	\$9.99	\$11.94	\$43.86
McAllen	\$7.25	\$9.95	\$8.50	\$12.00	\$37.70
Edinburg	\$4.98	\$10.78	\$3.84	\$10.07	\$29.67
AVERAGE	\$16.81	\$15.65	\$14.04	\$16.11	\$62.60

*The FY 2022 budget included a comparison based on 7 sewer unit charges but has been updated to reflect 6 in this more recent analysis.

OPERATING FUND REVENUES

Water Sales: This category makes up the majority of the revenue in the Water & Sewer Fund at about 75% of total revenue. The proposed budget anticipates a \$1,945,901 or 6.49% increase in Water Sales. This increase is due to the proposed increase in retail rates offset by a drop in estimated usage levels.

Sewer Sales: The proposed budget anticipates sewer sales to increase by \$333,743 or 3.57%. This increase is due to the proposed 9% increase in retail rates offset by a drop in estimated usage levels.

All Other Revenue: All other revenue has increased by \$172,206 or 12.19%. This increase is primarily due to increases in expected interest earnings due to changes in federal monetary policy aimed at decreasing inflation. The City receives interest earnings from idle funds that are invested with local government investment pools and fixed income securities. In recent years, low interest rates meant that interest earnings were below .25%. Recent actions by the Federal Reserve to increase interest rates to help curb inflation have changed the outlook for the markets and the estimated earnings for FY 2023 are 2.6%. Prior to the beginning of and throughout FY 2023, the Federal Reserve is expected to increase interest rates, which will increase the City’s interest earnings from bond holdings.

WATER & SEWER FUND

OPERATING FUND EXPENDITURES

For FY 2023, Water & Sewer Operating Fund budgeted expenditures are \$43,165,883 which is an increase of \$2,451,850 or 6.02% increase from the FY 2022 Adopted Budget. The major expenses in this fund are Personnel Services and Debt Expenditures which combined make up over half of the total expenditures.

Personnel Services: Personnel Services are budgeted to increase due to Merit/Step and COLA adjustments to help ensure market competitive compensation for City staff.

Supplies: Supplies have increased by \$1,354,089, or 38.04% from the prior year. This increase is reflective of a nation-wide increase of chemical and material costs caused by inflation and supply shortages.

Maintenance & Repair: The proposed budget for this category is \$2,419,739 which is 6.44% higher than the previous year budget. This increase can largely be attributed to needed maintenance on the East Scott Facility that was not budgeted for in the previous fiscal year.

Utilities/Other Services: This category has increased \$401,433 or 9.06% due to the increased cost of electricity and increased costs of fuel.

Debt Expenditures: This category accounts for debt service of \$12,717,289 including repayments of three debt issuances and a payment on a capital lease. More information about debt expenditures is available in the Debt Service Fund section of this document.

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

WATER & SEWER CAPITAL FUNDS

The FY 2023 budget allocates \$7,334,200 of revenues for capital funds. Proposed capital projects for FY 2023 have an estimated cost of \$5,734,200.

Item	Amount
Water Line Replacement (Annual Capital Projects)	\$2,000,000
Sewer Line Replacement (Annual Capital Projects)	2,000,000
Lift Station Rehabilitation (Annually rehab 3 Lift Stations)	600,000
System Equipment (Pumps, Valves, Reservoirs, Gaskets)	430,700
Lift Station Odor Control Project (Based on study)	250,000
Large Valve Replacement Program	200,000
System Assessment Equipment	84,500
Waterline Upsizing Costs	70,000
Interior/Exterior Rehab of MF/RO Breaktank	59,000
Emergency Sewer Repairs	40,000
Total	\$5,734,200

The remaining funds are being designated for future capital projects including costs associated with Lake Ringgold (\$1,000,000) and the Microfiltration and Reverse Osmosis project (\$600,000).

WATER & SEWER FUND

PERSONNEL BY JOB TITLE

<u>Utility Collection</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
CFO/Director of Finance	0.15	0.15	0.15	-
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 Colletion Manager	1.00	1.00	1.00	-
Utility Systems Data Administrator	-	-	1.00	1.00
Water Customer Service Rep	3.00	3.00	4.00	1.00
Water Meter Reader	1.00	1.00	-	(1.00)
Total	14.90	14.90	14.90	-

<u>Utility Admin</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Administrative Secretary	1.00	1.00	1.00	-
Civil Engineer	1.00	1.00	1.00	-
Director of Public Works	0.35	0.35	0.35	-
Engineer Assistant	1.00	1.00	1.00	-
Senior Engineering Technician	2.00	2.00	2.00	-
Utility Operations Manager	1.00	1.00	1.00	-
Total	6.35	6.35	6.35	-

<u>Utility Equip Services</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
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	12.25	12.25	12.25	-

WATER & SEWER FUND

<u>Water Distribution</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Administrative Clerk	3.00	3.00	3.00	-
Dispatcher - Day Shift	1.00	1.00	1.00	-
Dispatcher - Night Shift	1.00	1.00	1.00	-
Heavy Equipment Operator	5.00	5.00	5.00	-
Meter System Repair	4.00	4.00	4.00	-
Senior Utilities System Worker	13.00	13.00	13.00	-
Store Clerk	2.00	2.00	2.00	-
Storekeeper	1.00	1.00	1.00	-
Utilities System Supervisor	4.00	4.00	4.00	-
Utilities System Worker	13.00	13.00	13.00	-
Utility Locator*	1.00	2.00	2.00	-
Water Distribution Specialist	1.00	1.00	1.00	-
Water Distribution Superintendent	1.00	1.00	1.00	-
Water Meter Mechanic	1.00	1.00	1.00	-
Total	51.00	52.00	52.00	-

* Revised prior year totals to reflect approved above current expenditure from FY 2022 budget.

<u>Sewer Rehab</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
USW I	3.00	4.00	4.00	-
USW II	3.00	4.00	4.00	-
Wasterwater Collection/Rehab	1.00	1.00	1.00	-
Total	7.00	9.00	9.00	-

<u>Water Source of Supply</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
P/P Maintenance Mechanic	1.00	1.00	1.00	-
Senior Pump/Plant Manager	2.00	2.00	2.00	-
Total	3.00	3.00	3.00	-

<u>Water Purification</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
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	2.00	1.00	(1.00)
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 Maintenance	4.00	5.00	6.00	1.00
USW I	-	1.00	-	(1.00)
Utilities System Worker	2.00	1.00	2.00	1.00
Water Labratory 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	38.00	38.00	38.00	-

UTILITY COLLECTIONS

MISSION

To continue to be a very customer friendly department that makes all existing customers comfortable with our processes and 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 new accounts
- Create and make work orders for new taps
- Explain billing procedures to customers
- Notify and encourage delinquent customers to access resources for payment assistance

FY2022 ACCOMPLISHMENTS

- Updated to a newer version of billing software
- Added new payment options
- Continued to run promotions for paperless billing

CONTACT INFORMATION

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Utility Collection Manager
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UTILITY COLLECTIONS

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Encourage more customers to receive e-bills			Lower cost of mailing bills.	25%	30%
Promote bank drafts.			Lower counter traffic.		25%
Research going to complete paperless billing.			Reduce cost of billing.		5%

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Utility Collection	Salaries - Supervision	135,535	127,832	139,071
	Salaries - Clerical	235,279	229,647	259,634
	Salaries-Operational	200,109	248,079	240,011
	Overtime	3,988	5,398	4,500
	Certification Pay	1,537	1,500	1,500
	Stability Pay	13,130	13,861	14,548
	Longevity	3,331	3,564	3,564
	FICA	42,027	43,511	46,241
	TMRS Retirement	98,900	103,234	107,956
	Life Insurance Contribution	786	783	832
	Disability Insurance Contrib	595	594	641
	Health Insurance Contributions	159,526	136,511	166,940
	HSA Contributions-Employer	110	0	0
	Supplies-Minor Tools and Equip	4,551	5,940	2,791
	Supplies-Minor Furniture	2,865	1,500	1,500
	Supplies-Office	10,154	6,090	4,750
	Supplies-Medical/Drug	0	100	100
	Supplies-Clothing and Uniforms	3,157	4,544	4,544
	Maint-Office Furniture/Equip	207	400	400
	Maint-PC Hardware	5,565	7,575	0
	Maint-PC Software	42	43	43
	Services-Telephone	2,783	4,672	4,730
	Service-Wireless PhoneAircards	456	456	456
	Services-Central Garage	30,561	47,698	58,777
	Services-Bank	26,585	25,200	26,423
	Services-Other Professional	72,432	62,508	62,508
	Services-Binding/Printing	22,342	43,185	43,184
	Lease Payments	777	777	777
	Postage/Freight	127,893	157,679	163,679
		Total Expenditures	\$1,205,223	\$1,282,881

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Utilities Administration	Salaries - Supervision	183,991	187,050	195,653
	Salaries - Clerical	32,606	33,360	35,028
	Salaries-Operational	211,226	222,255	237,069
	Overtime	161	0	500
	Certification Pay	1,805	1,800	1,800
	Stability Pay	5,253	5,391	6,188
	Cell Phone Allowance	726	720	720
	FICA	31,034	32,505	34,403
	TMRS Retirement	72,833	75,025	77,754
	Life Insurance Contribution	560	568	598
	Disability Insurance Contrib	422	429	455
	Health Insurance Contributions	86,612	68,115	79,871
	HSA Contributions-Employer	375	504	504
	Supplies-Minor Tools and Equip	0	200	200
	Supplies-Minor Furniture	576	0	0
	Supplies-Office	54	2,670	1,500
	Supplies-Educational	708	500	750
	Supplies-PC Software	0	44	44
	Maint-Office Furniture/Equip	0	200	250
	Maint-Radios	0	250	250
	Maint-PC Hardware	0	1,590	1,000
	Maint-PC Software	42	0	8,000
	Maint-Systems Software	6,525	6,525	0
	Services-Telephone	750	701	611
	Service-Wireless PhoneAircards	494	456	456
	Services-Central Garage	3,919	4,458	5,356
	Services-Other Professional	111,287	46,500	46,500
	Services-Advertising	1,879	4,000	4,000
	Services-Binding/Printing	1,042	1,400	1,400
	In City Mileage Reimbursement	2,109	2,101	2,101
	Travel Expenses	745	14,250	9,500
	Education Registration	636	6,600	6,800
Lease Payments	1,346	1,346	1,346	
Memberships	14,876	15,670	15,730	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Utilities Administration	Public Relation/Promo	1,518	10,000	13,000
	Postage/Freight	1,800	1,644	1,650
	Instruments/Apparatus	15,235	0	0
	Capital Asset Contra Expense	(15,235)	0	0
	Total Expenditures	\$777,911	\$748,827	\$790,988

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Utility Equipment Services	Salaries - Supervision	15,566	15,496	17,012
	Salaries-Operational	400,808	459,368	464,824
	Overtime	30,773	30,000	30,000
	Stability Pay	12,513	11,441	12,238
	FICA	32,814	34,228	35,134
	TMRS Retirement	76,559	80,587	83,108
	Life Insurance Contribution	560	591	624
	Disability Insurance Contrib	425	453	492
	Health Insurance Contributions	134,137	114,387	123,344
	Supplies-Motor Vehicle	0	100	100
	Supplies-Minor Tools and Equip	126	400	400
	Supplies-Office	678	800	800
	Supplies-Medical/Drug	0	50	50
	Supplies-Botanical/Agriculture	719	1,700	1,700
	Supplies-Traffic Control	2,181	2,250	2,250
	Supplies-Linen	0	200	200
	Supplies-Heating Fuel	320	700	700
	Supplies-PC Software	0	88	88
	Supplies-Other	120	400	400
	Maint-Machine/Tools/Implements	0	200	200
	Maint-Radios	0	450	450
	Maint-PC Software	85	0	0
	Maint-Utility Cuts	225,174	269,500	269,500
	Maint-Buildings	1,215	0	0
	Maint-East Scott Facility	3,482	6,845	6,845
	Services-Telephone	600	1,505	998
	Service-Wireless PhoneAircards	912	2,038	912
	Services-Electricity	2,093	2,373	2,335
	Services-Wtr/Sewer/Sanitation	0	100	100
	Services-Central Garage	179,067	195,859	196,859
	Services-Binding/Printing	0	750	750
	Education Registration	0	260	260
	Memberships	0	30	30
Rent-Equipment	150	300	300	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Utility Equipment Services	Postage/Freight	230	20	20
	Total Expenditures	\$1,121,306	\$1,233,469	\$1,253,023

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 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

- Maintain and repair water mains. (575+ miles of pipeline)
- Maintain fire hydrants to ensure fire protection. (Inventory of 2,924 Fire Hydrants)
- Maintain water isolation valves. (Inventory of 10,506 Valves)
- Maintain the Advanced Meter Infrastructure (AMI) system. (Inventory of 35,000+ meters)
- Spot Utility Infrastructure for Contractors to reduce potential of damage to City infrastructure.

FY 2022 ACCOMPLISHMENTS

- Repaired a total of 603 main leaks.
- Replaced \$1.4 M worth of water pipeline.
- Repaired 155 service line leaks through the fiscal year.
- Maintained water loss below the 15% goal (6.5%).
- Tested 194 random water meters for accuracy.
- Performed 28,701 line locates.

CONTACT INFORMATION

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WATER DISTRIBUTION

GOALS & PERFORMANCE MEASURES

FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2022 ESTIMATE	FY2023 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	680	621
Reduce Water Loss	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	Total Water Loss <15.0 %	6.5 %	<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%	26 %	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

FY2023 HIGHLIGHTS

- **Maintenance & Repair:** increased \$113,787 over the prior year as the FY23 budget includes costs for replacement of broken windows.
- **Utilities/Other Services:** increased \$108,568 over the prior year due to the increased cost for fleet services.
- **Other Expenditures:** decreased \$30,000 from the prior year as the FY 2022 budget included contingency for unscheduled projects.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Water Distribution	Salaries - Supervision	63,233	98,842	103,784
	Salaries - Clerical	82,705	84,636	91,167
	Salaries-Operational	1,412,029	1,674,823	1,772,585
	Overtime	188,504	225,000	225,000
	Terminal Pay	330	0	0
	Certification Pay	17,381	16,440	25,080
	Stability Pay	28,026	27,091	28,823
	Cell Phone Allowance	463	360	540
	FICA	129,002	133,389	133,546
	TMRS Retirement	301,205	315,153	325,952
	Life Insurance Contribution	2,002	2,319	2,498
	Disability Insurance Contrib	1,511	1,752	1,823
	Health Insurance Contributions	419,556	471,015	477,878
	HSA Contributions-Employer	1,882	1,512	1,008
	Supplies-Minor Tools and Equip	14,233	22,700	22,700
	Supplies-Minor Furniture	193	0	0
	Supplies-Office	6,967	8,035	8,035
	Supplies-Photographic	606	1,250	1,100
	Supplies-Medical/Drug	176	250	250
	Supplies-Chemical	1,301	3,700	3,700
	Supplies-Mechanical	8,087	9,500	9,500
	Supplies-Traffic Control	2,601	6,000	6,000
	Supplies-Clothing and Uniforms	0	21,100	22,100
	Supplies-Linen	20,200	1,000	0
	Supplies-Educational	0	350	350
	Supplies-Personal Computers	505	2,970	1,550
	Supplies-PC Software	0	0	1,260
	Supplies-Other	6,512	8,800	11,300
	Maint-Motor Vehicles	0	150	150
	Maint-Machine/Tools/Implements	30,980	4,630	4,630
	Maint-Office Furniture/Equip	583	1,000	1,000
	Maint-Radios	173	1,850	1,850
	Maint-Instruments	281	11,681	3,160
Maint-Meters	2,460	10,480	10,480	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Water Distribution	Maint-PC Software	1,145	1,232	0
	Maint-Water Mains	247,425	300,000	300,000
	Maint-Service Connections	400,044	383,285	416,015
	Maint-East Scott Facility	11,107	29,005	145,315
	Maint-Fire Hydrants	3	1,000	1,000
	Maint-Fences	0	26,500	1,000
	Services-Telephone	4,224	9,678	10,181
	Service-Wireless PhoneAircards	15,007	15,942	16,101
	Services-Electricity	8,288	8,646	8,441
	Services-Gas	11,791	8,590	13,644
	Services-Wtr/Sewer/Sanitation	4,117	3,703	4,042
	Services-Central Garage	313,874	357,131	441,747
	Services-Employee Physicals	58,926	33,416	50,000
	Services-Binding/Printing	1,262	2,205	3,723
	Travel Expenses	0	2,377	2,377
	Education Registration	7,021	15,250	15,250
	Lease Payments	1,959	1,643	1,643
	Memberships	9,914	11,730	11,730
	Rent-Equipment	0	350	350
	Postage/Freight	595	450	450
Budget Contingency	0	30,000	0	
	Total Expenditures	\$3,840,390	\$4,409,911	\$4,741,808

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.

FY2022 ACCOMPLISHMENTS

- Successfully mitigated two taste and odor events at Lake Arrowhead by implementing the Taste and Odor Monitoring Program.
 - Treating the lakes for taste and odor causing algae
 - Source lake switching
- Completed 3 air compressor replacements at Lake Arrowhead
 - 2 for the raw water line surge tanks
 - 1 for the lake aeration system

CONTACT INFORMATION

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WATER SOURCE DIVISION

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Fully Utilize Lake Kemp	4.0 Efficiently Deliver City Service	4.5 Promote and encourage innovation	25% of Total Supply from Lake Kemp	12.1 %	25.0 %

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Water Source of Supply	Salaries-Operational	105,145	122,145	113,585
	Overtime	1,358	4,000	4,200
	Certification Pay	2,364	3,300	3,300
	Stability Pay	1,210	1,898	1,898
	Cell Phone Allowance	263	360	360
	FICA	7,221	8,293	8,609
	TMRS Retirement	18,285	21,010	22,309
	Life Insurance Contribution	137	154	161
	Disability Insurance Contrib	103	117	123
	Health Insurance Contributions	13,642	36,294	39,958
	Supplies-Minor Tools and Equip	208	600	600
	Supplies-Mechanical	0	100	100
	Supplies-Other	394	500	500
	Maint-Motor Vehicles	0	0	5,000
	Maint-Machine/Tools/Implements	130	1,500	1,500
	Maint-Pumps/Motors	6,627	21,600	21,600
	Maint-Radios	0	700	700
	Maint-Instruments	3,593	14,100	19,600
	Maint-Other Buildings	5,188	2,400	2,400
	Maint-Dams	0	20,000	20,000
	Maint-Canals/Conduits	58,924	24,200	24,200
	Maint-Other Structures	1,350	5,500	5,500
	Services-Telephone	86	806	2,259
	Services-Electricity	163,324	179,240	172,259
	Services-Central Garage	36,510	37,088	43,758
	Services-Other Professional	975	6,000	6,000
	Services-Lab Proficiency Test	0	2,500	2,500
	Services-Other Miscellaneous	12,594	68,000	65,800
	Education Registration	0	2,600	2,600
	Rent-Equipment	0	2,000	2,000
	Postage/Freight	230	0	0
	Ad-Valorem Taxes	10,761	11,000	0
	Instruments/Apparatus	13,993	0	0

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Water Source of Supply	Capital Asset Contra Expense	(13,993)	0	0
	Total Expenditures	\$450,622	\$598,005	\$593,379

WATER PURIFICATION

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

FY 2022 ACCOMPLISHMENTS

- Treated and Discharged 5,341,602,000 gallons of water.
- Submitted Emergency Preparedness Plan to TCEQ for Senate Bill 3 Compliance.
- Delivered 35,000 Consumer Confidence Reports
- Replaced 2,520 microfilters for improved operation of the microfiltration/reverse osmosis plant.
- Completed replacement of carbon dioxide tank at Jasper Water Treatment Facility.
- Completed replacement of large air conditioning system in Administration Building at the Cypress Water Treatment Facility.
- Completed replacement of new isolation valve at the Denver Elevated Storage Tank.

CONTACT INFORMATION

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WATER PURIFICATION

GOALS & PERFORMANCE MEASURES

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 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	1	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 %

FY2023 HIGHLIGHTS

- **Other Expenditures:** increased \$45,875 from the prior year due to addition of costs for a lease of powdered activated carbon feed system at the Cypress treatment facility.
- **Supplies:** increased \$1,038,934 or 45% due to the increased cost of chemicals.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Water Purification	Salaries - Supervision	75,127	74,797	82,111
	Salaries - Clerical	22,895	30,251	28,812
	Salaries-Operational	1,314,016	1,452,939	1,487,781
	Pool Operational	16,879	41,122	42,993
	Overtime	54,313	75,000	75,000
	Certification Pay	36,360	35,400	34,860
	Stability Pay	34,460	33,909	33,221
	Cell Phone Allowance	2,519	2,520	2,520
	FICA	111,745	117,383	123,640
	TMRS Retirement	257,831	270,077	274,627
	Life Insurance Contribution	1,880	1,937	1,997
	Disability Insurance Contrib	1,420	1,472	1,520
	Health Insurance Contributions	327,295	359,419	376,054
	HSA Contributions-Employer	2,536	2,691	1,179
	Supplies-Motor Vehicle	314	0	0
	Supplies-Minor Tools and Equip	142	0	0
	Supplies-Minor Furniture	720	0	0
	Supplies-Office	8,583	8,000	8,000
	Supplies-Medical/Drug	44	1,500	1,500
	Supplies-Janitorial	249	1,000	1,000
	Supplies-Chemical	1,379,811	2,045,898	3,042,132
	Supplies-Lab	181,859	218,250	264,750
	Supplies-Mechanical	96	0	0
	Supplies-Fencing	0	1,000	1,000
	Supplies-Linen	10,838	17,500	17,500
	Supplies-Educational	0	400	400
	Supplies-Periodicals/Supplemts	383	1,300	1,300
	Supplies-Other	9,184	6,000	2,200
	Maint-Machine/Tools/Implements	3,385	6,000	6,000
	Maint-Pumps/Motors	59,509	92,000	92,000
	Maint-Office Furniture/Equip	239	1,500	1,500
	Maint-Radios	0	1,828	1,828
	Maint-Instruments	200,619	230,270	232,498
Maint-PC Hardware	291	300	300	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget	
Water Purification	Maint-Heating/Cooling Systems	15,972	55,000	55,000	
	Maint-Reservoirs/Tanks	0	7,500	7,500	
	Maint-Cypress Facility	144,674	161,000	161,000	
	Maint-Jasper Facility	27,641	61,000	61,000	
	Maint-Other Buildings	42,581	31,200	21,100	
	Maint-Other Structures	6,474	0	0	
	Services-Telephone	25,567	28,998	30,714	
	Services-Electricity	973,240	966,513	1,031,634	
	Services-Gas	46,093	12,744	45,000	
	Services-Wtr/Sewer/Sanitation	414,620	232,296	303,836	
	Services-Central Garage	59,152	73,689	98,507	
	Services-Other Professional	3,449	115,500	21,500	
	Services-Lab Proficiency Test	73,779	106,750	121,750	
	Services-Advertising	3,238	0	0	
	Services-Binding/Printing	19,360	12,350	12,634	
	Services-Other Miscellaneous	73,248	63,420	65,525	
	Contract-Water Imp District #2	22,701	0	0	
	Travel Expenses	12	3,575	3,575	
	Education Registration	29,457	39,700	39,700	
	Lease Payments	635	625	46,500	
	Memberships	1,305	0	0	
	Boards/Local Meetings	0	3,420	3,420	
	Rent-Equipment	1,279	7,500	7,500	
	Postage/Freight	14,941	18,000	18,000	
	Other Vehicles	32,000	0	0	
	Instruments/Apparatus	209,764	0	0	
	Oper Transfer FA	32,000	0	0	
	Capital Asset Contra Expense	(241,764)	0	0	
		Total Expenditures	\$6,146,958	\$7,132,443	\$8,395,618

WASTEWATER COLLECTION AND 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)

FY2022 ACCOMPLISHMENTS

- Responded to 20 Sanitary Sewer Overflows (SSOs)
- Televised 27.4 miles (5.01%) of the system
- Cleaned 66.6 miles (12.18%) of the system
- Inspected 769 (9.48%) of the manholes
- Smoke tested 0.05% of the system
- Replaced \$1.0M worth of wastewater pipeline

CONTACT INFORMATION

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WASTEWATER COLLECTION AND SEWER REHABILITATION

GOALS & PERFORMANCE MEASURES

FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2022 ESTIMATE	FY2023 TARGET
Sanitary Sewer Overflows	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	< 10 SSOs per Year	20	17
Televise Sewer Mains	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	7 % of System Annually	5 %	7 %
Clean Sewer Mains	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	25 % of System Annually	12 %	25 %
Inspect Manholes	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	20 % of Manholes Annually	9.5 %	20 %
Smoke Test System	2.0 Provide Quality Infrastructure	2.6 Enhance focus on long-term utility infrastructure needs	8 % of System Annually	0.05 %	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

FY2023 HIGHLIGHTS

Sewer Rehab

- **Supplies:** decreased \$28,919 from the prior year as the FY 2022 budget included cost of camera software system.
- **Utilities/Other Services:** increased \$34,346 from the prior year due to the increased cost of fleet services.

WASTEWATER COLLECTION AND SEWER REHABILITATION

Wastewater Collection

- **Maintenance & Repair:** increased \$25,077 over the prior year due to increased costs of fence repairs.
- **Utilities/Other Services:** increased \$29,636 over the prior year due to the increased cost for fleet services.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Sewer Rehabilitation	Salaries - Supervision	63,893	67,645	72,793
	Salaries-Operational	127,192	237,336	253,244
	Overtime	6,637	9,270	9,270
	Certification Pay	1,506	1,500	1,500
	Stability Pay	2,833	3,630	3,768
	Cell Phone Allowance	363	360	360
	FICA	14,169	22,048	16,769
	TMRS Retirement	33,569	51,317	39,605
	Life Insurance Contribution	264	308	309
	Disability Insurance Contrib	199	230	235
	Health Insurance Contributions	46,736	107,229	66,603
	HSA Contributions-Employer	39	0	1,179
	Supplies-Minor Tools and Equip	1,460	2,345	2,345
	Supplies-Minor Furniture	548	495	1,346
	Supplies-Office	427	1,500	1,500
	Supplies-Medical/Drug	0	150	150
	Supplies-Mechanical	10,392	6,250	6,250
	Supplies-Traffic Control	0	125	125
	Supplies-Clothing and Uniforms	3,540	4,264	4,264
	Supplies-Linen	0	315	495
	Supplies-Educational	801	975	1,050
	Supplies-Personal Computers	653	3,910	0
	Supplies-PC Software	0	27,000	0
	Supplies-Other	1,009	2,205	3,080
	Maint-Motor Vehicles	0	9,100	9,100
	Maint-Machine/Tools/Implements	0	600	600
	Maint-Radios	0	200	200
	Maint-Instruments	3,889	16,000	12,000
	Maint-PC Hardware	0	1,500	1,500
	Maint-PC Software	2,339	4,932	4,950
	Services-Telephone	594	1,732	1,055
	Service-Wireless PhoneAircards	3,951	4,560	4,559
	Services-Central Garage	71,675	102,912	137,836
Services-Binding/Printing	908	2,150	2,250	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Sewer Rehabilitation	Travel Expenses	0	970	970
	Education Registration	6,976	10,038	14,444
	Memberships	90	550	550
	Postage/Freight	247	1,000	1,000
	Machines/Tools/Implements	143,456	0	0
	Capital Asset Contra Expense	(143,456)	0	0
	Total Expenditures		\$406,899	\$706,651

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Wastewater Collection	Salaries - Clerical	49,877	54,880	57,624
	Salaries-Operational	264,470	481,698	485,550
	Overtime	27,461	38,106	42,000
	Certification Pay	1,504	1,500	1,500
	Stability Pay	5,006	4,869	5,007
	FICA	24,570	45,492	44,970
	TMRS Retirement	57,337	102,720	85,634
	Life Insurance Contribution	421	504	478
	Disability Insurance Contrib	317	378	366
	Health Insurance Contributions	76,556	166,696	161,481
	HSA Contributions-Employer	2,497	2,358	2,358
	Supplies-Minor Tools and Equip	6,690	10,660	9,540
	Supplies-Office	2,351	4,450	4,450
	Supplies-Medical/Drug	30	250	250
	Supplies-Chemical	8,047	11,100	11,100
	Supplies-Mechanical	6,946	15,525	12,890
	Supplies-Traffic Control	0	125	1,525
	Supplies-Clothing and Uniforms	5,611	7,662	7,662
	Supplies-Linen	541	660	900
	Supplies-Personal Computers	1,588	2,250	0
	Supplies-Other	11,271	24,515	15,630
	Maint-Motor Vehicles	0	8,700	8,700
	Maint-Machine/Tools/Implements	410	500	500
	Maint-Office Furniture/Equip	670	700	750
	Maint-Radios	0	200	200
	Maint-PC Software	25,509	648	675
	Maint-Sanitary Sewers	73,887	105,000	130,000
	Maint-Buildings	1,812	5,700	5,700
	Services-Telephone	739	1,872	1,444
	Service-Wireless PhoneAircards	7,275	8,280	8,278
	Services-Central Garage	134,367	147,963	178,029
	Services-Binding/Printing	5,927	6,925	6,925
Travel Expenses	8	450	450	
Education Registration	3,737	11,415	14,576	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Wastewater Collection	Memberships	224	210	0
	Rent-Equipment	8,799	5,400	6,900
	Postage/Freight	448	1,000	1,000
	Landscape/Trees/Shrubs	31,086	0	0
	Machines/Tools/Implements	71,818	0	0
	Capital Asset Contra Expense	(71,818)	0	0
	Total Expenditures		\$847,987	\$1,281,361

RESOURCE RECOVERY

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 biosolids 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.

FY 2022 ACCOMPLISHMENTS

- Treated 3,351,000,000 total gallons of sewage.
- Returned 2,741,030,000 gallons to Lake Arrowhead for Drinking Water
- Provided 6,809,792 gallons of reuse water to Vitro.

CONTACT INFORMATION

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RESOURCE RECOVERY

GOALS & PERFORMANCE MEASURES

FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2022 ESTIMATE	FY2023 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

FY2023 HIGHLIGHTS

- **Supplies:** increased \$360,553 over the prior year due to the increased cost of chemicals.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Wastewater Treatment	Salaries - Supervision	114,912	131,659	138,242
	Salaries - Clerical	30,113	31,163	32,721
	Salaries-Operational	1,261,618	1,527,297	1,630,708
	Overtime	111,732	85,000	120,000
	Certification Pay	26,203	25,320	26,820
	Stability Pay	26,649	26,237	25,960
	Cell Phone Allowance	1,401	1,260	1,440
	FICA	114,233	126,105	136,576
	TMRS Retirement	260,981	288,819	237,334
	Life Insurance Contribution	1,882	2,098	1,798
	Disability Insurance Contrib	1,420	1,593	1,365
	Health Insurance Contributions	307,592	346,571	413,251
	HSA Contributions-Employer	1,503	2,016	1,512
	Supplies-Minor Tools and Equip	3,265	1,000	1,000
	Supplies-Minor Office Tools/Eq	664	0	0
	Supplies-Minor Furniture	0	650	1,492
	Supplies-Office	4,012	4,625	4,700
	Supplies-Medical/Drug	0	100	100
	Supplies-Physician	15	0	0
	Supplies-Janitorial	0	500	0
	Supplies-Chemical	759,518	847,898	1,213,534
	Supplies-Lab	59,382	83,500	113,500
	Supplies-Mechanical	5,428	8,000	11,000
	Supplies-Trees/Flowers/Shrubs	0	0	3,000
	Supplies-Traffic Control	26	0	0
	Supplies-Clothing and Uniforms	10,380	15,876	15,876
	Supplies-Linen	0	2,000	2,000
	Supplies-Educational	0	1,000	1,000
	Supplies-Periodicals/Supplemts	0	650	650
	Supplies-Personal Computers	832	0	0
	Supplies-PC Software	527	0	0
	Supplies-Other	14,535	50,900	9,400
	Maint-Other Vehicles	245	0	0
Maint-Machine/Tools/Implements	46	1,000	1,000	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget	
Wastewater Treatment	Maint-Pumps/Motors	106,458	115,000	115,000	
	Maint-Office Furniture/Equip	0	100	100	
	Maint-Radios	0	500	500	
	Maint-Instruments	68,109	36,000	39,000	
	Maint-PC Hardware	260	1,500	1,500	
	Maint-Heating/Cooling Systems	274	5,000	5,000	
	Maint-Streets Facilities	108	0	0	
	Maint-River Road Facility	138,765	140,000	150,000	
	Maint-Northside Facility	5,788	15,000	16,000	
	Maint-Other Buildings	795	2,500	2,500	
	Maint-Fences	0	1,000	2,500	
	Services-Telephone	36,487	53,035	45,362	
	Service-Wireless PhoneAircards	393	720	720	
	Services-Electricity	535,702	607,119	600,000	
	Services-Gas	91,604	60,054	150,000	
	Services-Wtr/Sewer/Sanitation	240,733	283,432	244,043	
	Services-Central Garage	165,249	197,070	250,329	
	Services-Other Professional	36,208	35,073	45,653	
	Services-Advertising	1,565	0	4,000	
	Services-Binding/Printing	803	1,400	1,569	
	Services-Other Miscellaneous	40,157	73,600	73,600	
	Travel Expenses	89	2,700	2,700	
	Education Registration	15,515	19,327	18,254	
	Lease Payments	1,578	1,569	1,569	
	Memberships	910	1,318	1,668	
	Rent-Equipment	1,805	5,000	0	
	Postage/Freight	2,388	4,000	4,000	
	Pumps/Motors	11,585	0	0	
	Instruments/Apparatus	47,662	0	0	
	Capital Asset Contra Expense	(59,247)	0	0	
		Total Expenditures	\$4,610,855	\$5,274,854	\$5,921,546

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Water/Sewer Special Items	Terminal Pay	68,928	45,000	45,000
	FICA	5,176	0	0
	TMRS Retirement	11,408	0	13,455
	TMRS Year-End Pension Adjust.	(655,628)	0	0
	Year-End OPEB Adjustment	(31,586)	0	0
	Life Insurance Contribution	32	0	0
	Disability Insurance Contrib	24	0	0
	Services-Electricity	1,334,461	0	0
	Services-Bank	10,447	14,000	8,832
	Services-Audit	3,410	0	0
	Services-Other Professional	243,585	40,000	40,000
	Services-Employee Physicals	0	1,000	1,000
	Services-Advertising	714	0	0
	Worker's Compensation	178,770	144,852	157,330
	Unemployment Compensation	2,429	6,000	0
	Insurance Expense	66,752	57,000	57,000
	Claims and Settlements	14,271	1,000	1,000
	General Liability Claims	6,523	64,000	64,000
	Contract-Water Imp District #2	264,050	272,417	294,210
	Contract-US Geo Survey	63,908	60,598	87,800
	Contract-Other Agencies	259,021	351,600	351,600
	Interest Expense	2,270	10,500	0
	Lease Payments	6,172	1,021,100	1,021,100
	Memberships	3,149	0	0
	Rent-Office	26,401	26,401	26,500
	Postage/Freight	20	0	0
	Bad Debt Expense	145,657	45,000	45,000
	Administrative Overhead	1,137,525	932,653	927,945
	Data Processing Services	379,498	335,141	430,245
	Construction-Engineering Fees	19,508	0	0
	Other Improvements	4,789,477	0	0
Oper Transfer-General	1,771,811	1,861,429	1,827,817	
Depreciation Expense	8,712,691	0	0	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Water/Sewer Special Items	Capital Asset Contra Expense	(4,808,985)	0	0
	Total Expenditures	\$14,031,889	\$5,289,691	\$5,399,834

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Lake Ringgold	Other Improvements	3,842	1,000,000	1,000,000
	Capital Asset Contra Expense	(3,842)	0	0
	Total Expenditures	\$0	\$1,000,000	\$1,000,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Microfiltration Rev Osmosis	Other Machinery and Equipment	0	560,000	600,000
	Total Expenditures	\$0	\$560,000	\$600,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
W&S Capital	Other Improvements	0	0	5,120,000
	Sanitary Sewer Lines	0	0	40,000
	Machines/Tools/Implements	0	0	54,700
	Instruments/Apparatus	0	0	519,500
	Total Expenditures	\$0	\$0	\$5,734,200



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 oversees the operation of the City’s Transfer Station where waste is deposited into larger hauling units and transported to the City’s landfill, and oversees the operations at the landfill, which maintains a viable compost facility.

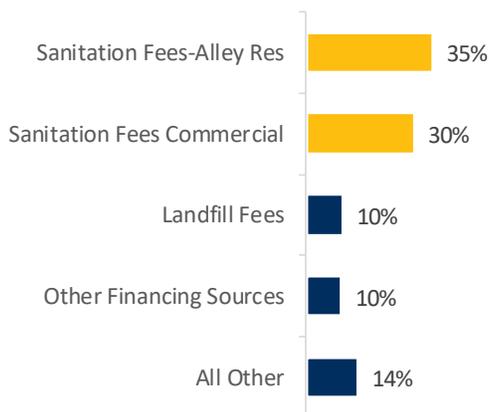
The FY 2023 budget proposes an increase in the City’s fund balance policy from 15% to 20% of operating expenditures which is approximately \$3.6 million to ensure adequate reserves for unexpected expenditures or disruptions in operations. The estimated unrestricted fund balance for FY 2023 is \$5.4 million, which is reflective of reduced spending in previous years due to the COVID-19 Pandemic as well as savings from budgeted but unfilled positions.

Sanitation Fund Fund Summary	
Projected Beginning Balance	\$ 8,080,000
Less: Restricted Balance	<u>2,680,000</u>
Available Balance	\$ 5,400,000
Revenues	
Sanitation Fees-Alley Res	\$ 6,900,000
Sanitation Fees Commercial	5,900,000
Landfill Fees	2,000,000
Other Service Charges	850,000
Other Financing Sources	1,929,287
All Other Revenue	247,000
Total Revenues	\$ 17,826,287
Expenditures	
Personnel Services	\$ 5,038,961
Supplies	392,994
Maintenance & Repair	545,290
Utilities/Other Services	5,349,867
Insurance & Contract Supp.	74,049
Other Expenditures	444,931
Non Cap Improvements	6,000
Capital Improvements	5,005,123
Transfers Out	969,072
Total Expenditures	\$ 17,826,287
Ending Balance	\$ 5,400,000

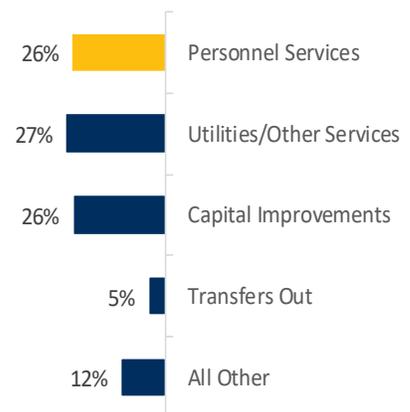
SANITATION FUND

Sanitation Fund				
	2020-21	2021-22	2022-23	
	Actual	Adopted Budget	Proposed Budget	% Change
Revenues				
Sanitation Fees-Alley Res	\$ 6,915,649	\$ 6,895,000	\$ 6,900,000	0.07%
Sanitation Fees Commercial	5,963,561	5,900,000	5,900,000	0.00%
Landfill Fees	2,386,701	1,700,000	2,000,000	17.65%
Other Service Charges	885,287	605,000	850,000	40.50%
All Other Operating Revenue	9,783	12,000	247,000	1958.33%
Total Operating Revenues	16,160,980	15,112,000	15,897,000	5.19%
Other Financing Sources	-	-	1,929,287	100.00%
Total Revenues	\$ 16,160,980	\$ 15,112,000	\$ 17,826,287	17.96%
Expenditures				
Personnel Services	\$ 4,293,213	\$ 4,854,170	\$ 5,038,961	3.81%
Supplies	296,969	355,436	392,994	10.57%
Maintenance & Repair	112,080	180,540	545,290	202.03%
Utilities/Other Services	4,850,387	4,647,984	5,349,867	15.10%
Insurance & Contract Supp.	97,394	84,522	74,049	-12.39%
Other Expenditures	488,787	445,504	444,931	-0.13%
Non Cap Improvements	-	6,000	6,000	0.00%
Capital Improvements	2,503,845	2,827,843	5,005,123	76.99%
Transfers Out	1,685,610	1,710,001	969,072	-43.33%
Total Expenditures	\$ 14,328,285	\$ 15,112,000	\$ 17,826,287	17.96%

Revenues by Source



Expenditures by Use



SANITATION FUND

REVENUES

The 2023 proposed budget does not include a rate increase for Sanitation. Revenue for the Sanitation fund will include use of \$1.9 million from fund balance to fund needed capital improvements.

Historical Rate Discussion:

The FY 2021 budget included a 6% rate increase to allow recurring replacement of capital equipment. The adopted FY 2022 budget maintained rates at the previous level. The proposed FY 2023 budget also maintains current rates.

EXPENDITURES

Personnel Services: Personnel Services account for over a quarter of all expenditures in the Sanitation Fund. This proposed budget increases Personnel Services by \$184,791 or 3.81% primarily due to a 5% overall increase for COLA and Merit/Step for staff to help maintain market competitive compensation.

Supplies: Supplies in the Sanitation Fund total \$392,994, an increase of 10.57% from the prior year. This increase is reflective of cost increases in the economy.

Maintenance & Repair: These costs are \$364,750 or 202.03% higher than the FY 2022 budget due to costs for building maintenance and repairs to the transfer station budgeted in FY 2023.

Utilities/Other Services: The cost of utilities is projected to increase in FY 2023 by \$701,883 or 15.10% mostly due to increased fuel and utility cost.

Capital Improvements: This category reflects transfers in from other City funds, such as the franchise fees for the Water & Sewer Fund and Sanitation Fund. There is a decrease from the previous year of \$774,541 or 19.94%. Each year the Sanitation Fund transfers approximately \$800,000 into the General Fund. The transfer is used to expand the street maintenance program due to the wear and tear that sanitation trucks put on City streets. Due to the capital needs in the Sanitation fund in FY 2023, the transfer has been suspended and will resume in FY 2024.

Transfers Out: This account is for operating transfers to other City funds. 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. In the current year, the transfer for street maintenance is excluded to decrease funds needed for capital which explains the 43.33% reduction in this category. Each year the Sanitation Fund transfers approximately \$800,000 into the General Fund. The transfer is used to expand the street maintenance program due to the wear and tear that sanitation trucks put on City streets. Due to the capital needs in the Sanitation fund in FY 2023, the transfer has been suspended and will resume in FY 2024.

SANITATION FUND

PERSONNEL BY JOB TITLE

<u>Sanitation</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Administrative Clerk	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	-
Laborer	2.86	2.86	2.86	-
Sanitation Equip Operator I	12.00	12.00	11.00	(1.00)
Sanitation Equip Operator II	19.00	19.00	20.00	1.00
Sanitation Equip Operator III	8.00	8.00	8.00	-
Sanitation Superintendent	1.00	1.00	1.00	-
Sanitation Supervisor	3.00	3.00	3.00	-
Sanitation Worker	4.00	4.00	4.00	-
Senior Admin Clerk	1.00	1.00	1.00	-
Welder	1.00	1.00	1.00	-
Total	53.46	53.46	53.46	-
<u>Transfer Station</u>				
Laborer	2.00	2.00	2.00	-
Sanitation Equip Operator I	2.00	2.00	2.00	-
Sanitation Equip Operator II	5.00	5.00	5.00	-
Sanitation Equip Operator III	2.00	2.00	2.00	-
Sanitation Supervisor	1.00	1.00	1.00	-
Scale Attendant	2.00	2.00	2.00	-
Total	14.00	14.00	14.00	-
<u>Landfill</u>				
Administrative Clerk	1.00	1.00	1.00	-
Assistant LF Supervisor	1.00	1.00	1.00	-
Environmental Coordinator*			1.00	1.00
Laborer	2.00	2.00	2.00	-
Landfill Equip Operator I	2.00	2.00	2.00	-
Landfill Equip Operator III	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	19.00	19.00	20.00	1.00
Total - Sanitation Fund	86.46	86.46	87.46	1.00

* Above current expenditure included in proposed FY 2023 budget.

SANITATION DIVISION

MISSION

To ensure the delivery of 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
- Provide bulk waste pickup and 10-yard roll-off containers for residential and commercial customers
- 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

FY2022 ACCOMPLISHMENTS

- Collected 34,027 tons of solid waste through curbside pickup.
- Collected 17,735 tons from alley containers.
- Collected 31,504 tons from commercial businesses.
- Delivered 95,375 tons of solid waste to the Landfill from the Transfer Station.
- Deposited 164,864 tons in the Landfill this year.
- Composted 22,783 tons of brush and wastewater sludge in the same period.
- Recycled 396 tons of newsprint, glass and scrap metal.

CONTACT INFORMATION

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SANITATION DIVISION

GOALS & PERFORMANCE MEASURES

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Reduce Missed Residential Curbside Collection Complaints	3.0 Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer services.	Less than 0.001% (Equivalent missed stops = 2,098 per year)	Less than 0.001%	Less than 0.001%
Ensure zero TCEQ findings	3.0 Efficiently Deliver City Services	4.4 Practice effective governance	Zero Findings	Zero Findings	Zero Findings
Increase waste diversion through voluntary participation in the Choose to Curb It and Choose to Drop It	3.0 Efficiently Deliver City Services	4.5 Promote and encourage innovation	10% Diversion of waste from the Landfill 20% participation of Residents in the Choose to Curb It Programs	14% Diversion Rate 25% Participation	10% Diversion Rate 25% Participation
Implement optimized routes and RouteWare on-board routing for Residential Curbside routes	3.0 Efficiently Deliver City Services	4.5 Promote and encourage innovation	Route Optimization by August 2022 for curbside service	Route Optimization by August 2022 for curbside service	Complete

FY2023 HIGHLIGHTS

Sanitation

- **Supplies:** increased \$36,487 over the prior year due to increased demand for new dumpsters and containers.
- **Transfers Out:** decreased by \$740,929 from the prior year as the annual \$800,000 transfer to general fund for street maintenance was paused for 2023.
- **Utilities/Other Services:** increased \$594,480 over the prior year due to the increased cost for fleet services.

SANITATION DIVISION

Transfer Station

- **Maintenance & Repair:** increased \$361,500 over the prior year as the FY23 budget includes pair of tipping floor, walls, exhaust fans, and interior sewer drain.
- **Utilities/Other Services:** increased \$64,165 or 14% over prior year due to increased cost for fleet services.
- **Capital improvements:** increased \$33,649 over the prior year due to increased capital expenditures for vehicles including a front-end loader and mowing tractor.

Landfill

- **Capital Improvements:** increased \$1,363,202 over the prior year due to capital expenditures for a compactor and a new scale at the landfill entrance.

Sanitation Special Items

- **Capital Improvements:** increased \$594,008 over the prior year due to capital expenditures for a landfill gas collection system.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget	
Sanitation	Services-Bank	39,198	4,400	24,811	
	Services-Audit	1,530	1,414	1,414	
	Services-Other Professional	6,926	141,128	142,300	
	Services-Employee Physicals	35,446	25,000	31,206	
	Services-Advertising	975	1,000	1,000	
	Services-Binding/Printing	2,088	3,100	4,100	
	Services-Other Miscellaneous	219,005	330,000	330,000	
	Worker's Compensation	12,519	21,622	11,149	
	Unemployment Compensation	3,631	500	500	
	Insurance Expense	5,131	3,400	3,400	
	Claims and Settlements	28,363	4,000	4,000	
	General Liability Claims	47,749	55,000	55,000	
	In City Mileage Reimbursement	603	600	600	
	Travel Expenses	0	2,250	2,250	
	Education Registration	3,153	1,950	1,950	
	Lease Payments	2,098	2,100	2,100	
	Memberships	559	500	500	
	Rent-Office	13,004	13,004	13,004	
	Postage/Freight	1,851	3,000	3,000	
	Administrative Overhead	235,819	226,603	217,380	
	Data Processing Services	42,091	60,021	68,621	
	Alleys	441,686	300,000	300,000	
	Motor Vehicles	1,548,204	1,600,702	1,780,523	
	Machines/Tools/Implements	8,000	0	6,600	
	Oper Transfer-General	1,685,610	1,710,001	969,072	
	Oper Transfer FA	630,625	0	0	
	Depreciation Expense	309,427	0	0	
	Capital Asset Contra Expense	(1,997,890)	0	0	
		Total Expenditures	\$7,909,263	\$10,059,465	\$10,210,531

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Transfer Station	Salaries-Operational	465,706	514,462	546,118
	Overtime	35,218	30,000	30,000
	Stability Pay	10,094	10,368	10,231
	FICA	36,657	37,473	38,045
	TMRS Retirement	84,044	86,970	86,857
	Life Insurance Contribution	616	648	675
	Disability Insurance Contrib	465	492	514
	Health Insurance Contributions	111,647	113,114	130,383
	HSA Contributions-Employer	1,030	1,008	1,008
	Supplies-Minor Tools and Equip	7,531	12,970	12,350
	Supplies-Minor Furniture	873	0	2,687
	Supplies-Office	496	750	750
	Supplies-Chemical	904	1,200	1,200
	Supplies-Botanical/Agriculture	701	1,400	1,400
	Supplies-Other	2,120	2,880	2,930
	Maint-Machine/Tools/Implements	2,464	1,250	1,250
	Maint-Instruments	12,876	6,000	6,000
	Maint-Systems Software	1,000	1,000	1,000
	Maint-Heating/Cooling Systems	0	1,500	1,500
	Maint-Other Equipment	273	1,000	1,000
	Maint-Walks/Drives/Parking Lot	24,893	50,000	15,000
	Maint-Buildings	12,874	9,000	405,500
	Services-Telephone	3,530	2,956	3,401
	Services-Electricity	9,643	10,289	10,530
	Services-Wtr/Sewer/Sanitation	658	1,042	761
	Services-Central Garage	380,150	431,048	494,808
	Services-Tire Disposal	0	500	500
	Services-Binding/Printing	22	500	500
	Services-Other Miscellaneous	3,164	2,000	2,000
	Travel Expenses	0	500	550
	Education Registration	0	1,000	1,000
	Postage/Freight	230	200	200
Motor Vehicles	0	267,351	0	
Other Machinery and Equipment	243,875	0	301,000	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Transfer Station	Oper Transfer FA	243,875	0	0
	Capital Asset Contra Expense	(243,875)	0	0
	Total Expenditures	\$1,453,757	\$1,600,871	\$2,111,647

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Landfill	Salaries - Clerical	55,531	61,321	65,190
	Salaries-Operational	501,619	622,511	644,472
	Overtime	33,087	40,000	40,000
	Stability Pay	11,441	10,781	10,506
	FICA	43,909	50,710	50,405
	TMRS Retirement	99,088	115,107	112,575
	Life Insurance Contribution	737	818	882
	Disability Insurance Contrib	545	621	670
	Health Insurance Contributions	170,111	115,383	145,298
	HSA Contributions-Employer	1,443	1,683	1,179
	Supplies-Motor Vehicle	1,813	4,000	4,000
	Supplies-Minor Tools and Equip	3,119	4,500	5,000
	Supplies-Minor Office Tools/Eq	759	0	0
	Supplies-Minor Furniture	0	1,146	0
	Supplies-Office	1,724	2,000	2,000
	Supplies-Chemical	14,133	54,000	54,000
	Supplies-Fencing	0	3,000	3,000
	Supplies-Clothing and Uniforms	2,007	5,000	5,000
	Supplies-Heating Fuel	10,601	10,000	10,000
	Supplies-Other	10,706	11,550	11,150
	Maint-Other Vehicles	0	22,950	22,950
	Maint-Radios	200	200	1,000
	Maint-Instruments	4,630	6,000	6,000
	Maint-Systems Software	1,114	1,600	1,600
	Maint-Heating/Cooling Systems	936	2,000	2,000
	Maint-Other Equipment	3,691	6,500	6,500
	Maint-Walks/Drives/Parking Lot	7,362	18,000	18,000
	Maint-Other Improvements	3,028	15,000	15,000
	Maint-Buildings	3,450	3,500	3,500
	Services-Telephone	3,048	5,003	3,631
	Service-Wireless PhoneAircards	1,686	1,800	1,800
	Services-Electricity	6,488	6,661	6,634
	Services-Wtr/Sewer/Sanitation	1,284	1,820	1,248
	Services-Central Garage	1,801,390	1,354,563	1,399,772

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Landfill	Services-Tire Disposal	0	1,000	1,000
	Services-Consulting	44,239	84,000	84,000
	Services-Other Professional	1,200	0	0
	Services-Binding/Printing	1,956	3,500	3,500
	Services-Other Miscellaneous	210,658	3,870	3,870
	Travel Expenses	0	1,500	1,500
	Education Registration	640	4,000	4,000
	Postage/Freight	762	800	800
	Administration Fees	131,276	127,476	127,476
	Landscape/Trees/Shrubs	0	6,000	6,000
	Construction-Engineering Fees	0	140,000	0
	Other Improvements	0	0	1,000,000
	Motor Vehicles	0	28,000	0
	Other Machinery and Equipment	262,080	285,798	817,000
	Oper Transfer FA	1,251,189	0	0
	Capital Asset Contra Expense	(262,080)	0	0
		Total Expenditures	\$4,442,600	\$3,245,672

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Sanitation Special Items	Bad Debt Expense	56,703	0	0
	Other Improvements	0	205,992	800,000
	Total Expenditures	\$56,703	\$205,992	\$800,000



Special Revenue Funds

GRANTS/SPECIAL REVENUE FUNDS

GRANTS/SPECIAL REVENUE FUNDS

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. The Fund financial statements may be found in the City’s Annual Comprehensive Financial Report, and the fund is audited annually. Allocations in this fund are appropriated throughout the year by action of the City Council.

Fund	Revenues		Expenditures
	Grants	Other Revenue	
Community Development			
Community Development Block Grant (CDBG)	\$ 1,294,544	\$ -	\$ 1,294,544
Home Investment Partnership (HOME)	480,491	-	480,491
Housing Choice Voucher Program	4,147,571	130,000	4,277,571
Transportation Planning Grant	369,863	-	369,863
Health Department			
Community & Rural Health	155,037	-	155,037
Community Clinical Linkage	147,141	-	147,141
HIV	143,509	-	143,509
Infectious Disease	86,256	-	86,256
Tuberculosis	111,480	-	111,480
Immunization	251,845	132,926	384,771
Women, Infants, & Children (WIC)	919,263	-	919,263
Emergency Management	133,206	-	133,206
Total Grants/Special Revenue Funds	\$ 8,240,206	\$ 262,926	\$ 8,503,132

GRANTS/SPECIAL REVENUE FUNDS

COMMUNITY DEVELOPMENT

The **Community Development Block Grant (CDBG)** supports community development activities to build stronger and more resilient communities and is a program funded through the United States Department of Housing and Urban Development (HUD).

Community Development Block Grant (CDBG)					
	2020-21		2021-22		2022-23
	Actual		Adopted Budget		Proposed Budget % Change
Revenues					
Service Charges	\$ 15,978	\$	-	\$	- 0.00%
Intergovernmental Revenue	1,246,291		1,544,016		1,294,544 -16.16%
Misc. Revenues	9,242		-		- 0.00%
Total Revenues	\$ 1,271,510	\$	1,544,016	\$	1,294,544 -16.16%
Expenditures					
Personnel Services	\$ 176,907	\$	233,145	\$	272,851 17.03%
Supplies	2,451		4,458		4,695 5.31%
Maintenance & Repair	42		61,177		65,043 6.32%
Utilities/Other Services	706,786		905,647		847,545 -6.42%
Other Expenditures	58,833		104,289		104,410 0.12%
Non Cap Improvements	32,237		235,300		- -100.00%
Capital Improvements	172,710		-		- 0.00%
Total Expenditures	\$ 1,149,966	\$	1,544,016	\$	1,294,544 -16.16%

The **Home Investment Partnership Program (HOME)** provides formula grants that communities use to benefit low-to-moderate income neighborhoods, persons, households, and non-profit agencies in the community and is also funded through HUD.

Home Investment Partnership Program (HOME)					
	2020-21		2021-22		2022-23
	Actual		Adopted Budget		Proposed Budget % Change
Revenues					
Intergovernmental Rev.	\$ 440,263	\$	434,184	\$	480,491 10.67%
Total Revenues	\$ 440,263	\$	434,184	\$	480,491 10.67%
Expenditures					
Personnel Services	\$ 14,055	\$	14,572	\$	16,190 11.11%
Utilities/Other Services	75,768		419,612		464,301 10.65%
Total Expenditures	\$ 89,823	\$	434,184	\$	480,491 10.67%

GRANTS/SPECIAL REVENUE FUNDS

The Housing Choice Voucher Program (formerly Section 8) is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing. The City receives federal funds from HUD to administer the voucher program. The budget includes \$130,000 in interest earned as interest rates are projected to rise substantially.

Housing Choice Voucher Program				
	2020-21	2021-22	2022-23	
	Actual	Adopted Budget	Proposed Budget	% Change
Revenues				
Intergovernmental Rev.	3,931,099	3,268,302	4,147,571	26.90%
Misc. Revenues	4,502	5,000	130,000	2500.00%
Total Revenues	\$ 3,935,601	\$ 3,273,302	\$ 4,277,571	30.68%
Expenditures				
Personnel Services	\$ 418,107	\$ 474,170	\$ 523,729	10.45%
Supplies	19,389	17,314	32,673	88.71%
Maintenance & Repair	85	88	88	0.00%
Utilities/Other Services	8,307	11,375	15,176	33.42%
Other Expenditures	3,416,153	2,770,355	3,705,905	33.77%
Total Expenditures	\$ 3,862,041	\$ 3,273,302	\$ 4,277,571	30.68%

GRANTS/SPECIAL REVENUE FUNDS

TRANSPORTATION

The **Transportation Planning Grant** is funded by the United States Department of Transportation and supports the activities of the Wichita Falls Metropolitan Planning Organization (MPO) which is a federally mandated transportation policy-making organization made up of representatives from the local area. 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.

Transportation Planning Grant					
	2020-21		2021-22		2022-23
	Actual		Adopted Budget		Proposed Budget % Change
Revenues					
Intergovernmental Rev.	253,740		347,876		369,863 6.32%
Total Revenues	\$ 253,740		\$ 347,876		\$ 369,863 6.32%
Expenditures					
Personnel Services	\$ 169,873		\$ 202,265		\$ 214,823 6.21%
Supplies	10,861		7,130		11,374 59.52%
Maintenance & Repair	3,803		9,560		7,700 -19.46%
Utilities/Other Services	44,020		114,118		119,101 4.37%
Other Expenditures	2,261		11,803		13,365 13.23%
Capital Improvements	-		3,000		3,500 16.67%
Total Expenditures	\$ 230,817		\$ 347,876		\$ 369,863 6.32%

GRANTS/SPECIAL REVENUE FUNDS

HEALTH DEPARTMENT

The **Community & Rural Health Grant**, also referred to as the Health Promotion Program, is funded by the U.S. Department of Health & Human Services and seeks to provide education to the community on the prevention of certain diseases.

Community & Rural Health Grant					
	2020-21		2021-22		2022-23
	Actual		Adopted Budget		Proposed Budget % Change
Revenues					
Intergovernmental Rev.	102,555		145,159		155,037 6.80%
Total Revenues	\$ 102,555	\$	145,159	\$	155,037 6.80%
Expenditures					
Personnel Services	\$ 87,767	\$	133,123	\$	138,316 3.90%
Supplies	1,280	\$	3,854		4,154 7.78%
Maintenance & Repair	-		43		43 0.00%
Utilities/Other Services	12,816		7,464		10,834 45.15%
Other Expenditures	692		675		1,690 150.37%
Total Expenditures	\$ 102,555	\$	145,159	\$	155,037 6.80%

The **Community Clinical Linkage Grant**, is funded by the Texas Department of State Health Services that provides the Community and Clinical Health Bridge Program, which focuses on connecting community members to healthcare resources.

Community Clinical Linkage Grant					
	2020-21		2021-22		2022-23
	Actual		Adopted Budget		Proposed Budget % Change
Community Clinical Linkage Grant					
Revenues					
Intergovernmental Rev.	135,167		142,500		147,141 3.26%
Total Revenues	\$ 135,167	\$	142,500	\$	147,141 3.26%
Expenditures					
Personnel Services	\$ 94,379	\$	105,503	\$	104,636 -0.82%
Supplies	14,223		5,518		8,143 47.57%
Maintenance & Repair	85		86		86 0.00%
Utilities/Other Services	23,008		20,562		22,854 11.15%
Other Expenditures	3,472		10,831		11,422 5.46%
Total Expenditures	\$ 135,167	\$	142,500	\$	147,141 3.26%

GRANTS/SPECIAL REVENUE FUNDS

The **HIV Grant** provides funds from the U.S. Department of Health & Human Services to assist the Health Department in the treatment, tracking, and prevention of HIV in the community.

HIV Grant					
	2020-21		2021-22		2022-23
	Actual		Adopted Budget		Proposed Budget % Change
Revenues					
Intergovernmental Rev.	99,365		139,317		143,509 3.01%
Total Revenues	\$ 99,365		\$ 139,317		\$ 143,509 3.01%
Expenditures					
Personnel Services	\$ 78,474		\$ 112,387		\$ 121,647 8.24%
Supplies	4,277		4,202		3,802 -9.52%
Maintenance & Repair	-		86		86 0.00%
Utilities/Other Services	9,624		8,674		7,328 -15.52%
Other Expenditures	6,990		13,968		10,646 -23.78%
Total Expenditures	\$ 99,365		\$ 139,317		\$ 143,509 3.01%

The **Infectious Disease Grant** funded by the Texas Department of State Health Services allows for the surveillance and epidemiology of infectious disease.

Infectious Disease					
	2020-21		2021-22		2022-23
	Actual		Adopted Budget		Proposed Budget % Change
Revenues					
Intergovernmental Rev.	74,093		83,468		86,256 3.34%
Total Revenues	\$ 74,093		\$ 83,468		\$ 86,256 3.34%
Expenditures					
Personnel Services	\$ 71,325		\$ 73,610		\$ 63,280 -14.03%
Supplies	1,173		5,573		7,073 26.92%
Utilities/Other Services	1,083		2,124		2,842 33.80%
Other Expenditures	512		2,161		13,061 504.40%
Total Expenditures	\$ 74,093		\$ 83,468		\$ 86,256 3.34%

GRANTS/SPECIAL REVENUE FUNDS

The **Tuberculosis Grant** provides funding from the U.S. Department of Health & Human Services for the Health Department’s treatment and tracking of tuberculosis in the community.

Tuberculosis Program					
	2020-21		2021-22		2022-23
	Actual		Adopted Budget		Proposed Budget % Change
Revenues					
Intergovernmental Rev.	73,574		57,665		70,159 21.67%
Misc. Revenues	248		500		- -100.00%
Transfer In	41,231		56,482		41,321 -26.84%
Total Revenues	\$ 115,054		\$ 114,647		\$ 111,480 -2.76%
Expenditures					
Personnel Services	\$ 103,046		\$ 108,165		\$ 105,395 -2.56%
Supplies	1,859		2,555		2,555 0.00%
Maintenance & Repair	182		253		253 0.00%
Utilities/Other Services	4,257		2,282		1,756 -23.05%
Other Expenditures	5,709		1,392		1,521 0.00%
Total Expenditures	\$ 115,054		\$ 114,647		\$ 111,480 -2.76%

The **Immunization Grant** provides funds from the Texas Department of State Health Services for immunizations and education related to communicable diseases.

Immunization Grant					
	2020-21		2021-22		2022-23
	Actual		Adopted Budget		Proposed Budget % Change
Revenues					
Intergovernmental Rev.	187,459		168,789		251,845 49.21%
Misc. Revenues	17,923		39,000		- -100.00%
Transfer In	5,332		62,124		132,926 113.97%
Total Revenues	\$ 210,714		\$ 269,913		\$ 384,771 42.55%
Expenditures					
Personnel Services	\$ 190,848		\$ 250,977		\$ 364,926 45.40%
Supplies	13,061		7,601		8,174 7.54%
Maintenance & Repair	70		43		43 0.00%
Utilities/Other Services	5,273		8,870		10,167 14.62%
Other Expenditures	1,463		2,422		1,461 -39.68%
Total Expenditures	\$ 210,714		\$ 269,913		\$ 384,771 42.55%

GRANTS/SPECIAL REVENUE FUNDS

The **Women, Infants, and Children (WIC)** grant, funded by the U.S. Department of Agriculture, 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 healthy kids.

Women, Infants, & Children (WIC) Grant				
	2020-21	2021-22	2022-23	
	Actual	Adopted Budget	Proposed Budget	% Change
Revenues				
Intergovernmental Rev.	1,061,559	851,117	919,263	8.01%
Total Revenues	\$ 1,061,559	\$ 851,117	\$ 919,263	8.01%
Expenditures				
Personnel Services	\$ 581,552	\$ 694,407	\$ 756,622	8.96%
Supplies	100,131	55,495	89,349	61.00%
Maintenance & Repair	200	300	300	0.00%
Utilities/Other Services	332,450	67,665	28,821	-57.41%
Other Expenditures	47,226	33,250	44,171	32.85%
Total Expenditures	\$ 1,061,559	\$ 851,117	\$ 919,263	8.01%

GRANTS/SPECIAL REVENUE FUNDS

EMERGENCY MANAGEMENT

The **Emergency Management** 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 supplemented the work completed by the Emergency Management group and has been discontinued by TDEM and the grant funding removed from the FY 2023 proposed budget. These costs are now covered by a transfer out from the General Fund.

Emergency Management Assistance					
	2020-21	2021-22	2022-23		
	Actual	Adopted Budget	Proposed Budget	% Change	
Revenues					
Intergovernmental Rev.	32,606	35,800	-	-100.00%	
Transfer In	69,667	83,570	133,206	59.40%	
Total Revenues	\$ 102,274	\$ 119,370	\$ 133,206	11.59%	
Expenditures					
Personnel Services	\$ 88,024	\$ 88,626	\$ 97,141	9.61%	
Supplies	3,174	5,000	4,500	-10.00%	
Maintenance & Repair	4,459	14,500	18,000	24.14%	
Utilities/Other Services	4,314	6,758	9,065	34.14%	
Other Expenditures	2,303	4,486	4,500	0.31%	
Total Expenditures	\$ 102,274	\$ 119,370	\$ 133,206	11.59%	

GRANTS/SPECIAL REVENUE FUNDS

PERSONNEL BY JOB TITLE

<u>CDBG Grant Management</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Assistant City Manager	-	0.13	0.13	-
Code Enforcement and Housing Admin	0.10	0.10	-	(0.10)
Director of Development Services	0.10	0.10	0.10	-
HOME/CDBG Program Manager	1.00	1.00	1.00	-
Housing Rehab Inspector	0.30	0.30	0.30	-
Housing Specialist II	0.50	0.50	1.00	0.50
Total	2.00	2.13	2.53	0.40

**Increase in personnel offset by decrease in CDBG Code Enforcement and Demolition*

<u>CDBG Code Enforcement</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Code Enforcement Officer	-	-	0.08	0.08
Code Enforcement Officer I	0.50	0.50	-	(0.50)
Code Enforcement Officer II	0.05	0.05	-	(0.05)
Code Enforcement Supervisor	-	-	0.05	0.05
Director of Development Services	0.05	0.05	0.05	-
Neighborhood Services Manager	-	-	0.05	0.05
Senior Admin Clerk	0.05	0.05	0.05	-
Total	0.65	0.65	0.28	(0.37)

**Decrease in personnel offset by increase in CDBG Grant Management*

<u>CDBG Demolition</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Code Enforcement Officer I	0.80	0.80	0.75	(0.05)
Code Enforcement Officer II	0.05	0.05	-	(0.05)
Code Enforcement Supervisor	-	-	0.03	0.03
Director of Development Services	0.05	0.05	0.05	-
Neighborhood Services Manager	0.05	0.05	-	(0.05)
Senior Admin Clerk	0.10	0.10	0.10	-
Total	1.05	1.05	0.93	(0.12)

**Decrease in personnel offset by increase in CDBG Grant Management*

<u>CDBG Delivery Costs</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Housing/Rehab Inspector	0.50	0.50	0.50	-
Total	0.50	0.50	0.50	-

GRANTS/SPECIAL REVENUE FUNDS

<u>Housing Choice Voucher</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Director of Development Services	0.10	0.10	0.10	-
Housing Admin Specialist	1.00	1.00	1.00	-
Housing Generalist	1.00	1.00	-	(1.00)
Housing Inspector	1.00	1.00	1.00	-
Housing Specialist I	3.00	3.00	3.00	-
Housing Specialist II	1.00	1.00	1.00	-
Housing Supervisor	-	-	1.00	1.00
Neighborhood Services Manager	0.45	0.45	0.75	0.30
Total	7.55	7.55	7.85	0.30

**Neighborhood Services Manager reallocated from CDBG fund*

<u>HOME Administration</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Housing Specialist II	0.50	0.50	-	(0.50)
Housing/Rehab Inspector	0.20	0.20	0.20	-
Total	0.70	0.70	0.20	(0.50)

<u>Tranportation Planning Grant</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Transportation Planner	2.00	2.00	2.00	-
Total	2.00	2.00	2.00	-

<u>Community Rural Health</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Accreditation Specialist	1.00	1.00	1.00	-
Health Educator	0.30	0.30	0.30	-
PH NURSE - RESOURCE	-	-	0.20	0.20
Public Health Nurse	0.50	0.50	-	(0.50)
Public Health Specialist	0.70	0.70	0.70	-
Total	2.50	2.50	2.20	(0.30)

**personnel funding reallocation to the General Fund*

GRANTS/SPECIAL REVENUE FUNDS

<u>Community Clinical Linkage Grant</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Health Educator	0.70	0.70	0.70	-
Program Coordinator	1.00	1.00	1.00	-
Total	1.70	1.70	1.70	-

<u>HIV Prevention</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Public Health Technician	-	-	1.00	1.00
Certified Medical Assistant	-	-	1.00	1.00
Total	-	-	2.00	2.00

**Funding reallocated from decreases in other federal health grants*

<u>TX Healthy Communities</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Health Educator	0.30	0.30		(0.30)
Program Coordinator	0.30	0.30		(0.30)
Total	0.60	0.60	-	(0.60)

**Did not receive funding this year, positions reallocated in various funds*

<u>Infectious Disease Grant</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Epidemiologist	1.00	1.00	0.70	(0.30)
Total	1.00	1.00	0.70	(0.30)

<u>Tuberculosis Grant</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
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	0.70	(0.10)
Lead Public Health Nurse	0.10	0.10	0.10	-
Total	1.80	1.80	0.90	(0.90)

**Funding for Certified Medical Assistant reallocated to Immunization Grant*

<u>Immunization Grant</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Certified Medical Assistant	-	-	0.90	0.90
Community Service Aide	0.50	0.50	-	(0.50)
Health Clinic Aide	0.40	0.40	-	(0.40)
Health Educator	-	-	1.00	
Immunization Outreach	2.00	2.00	2.00	-
Lead Public Health Nurse	0.20	0.20	1.00	0.80
Licensed Vocational Nurse	0.60	0.60	-	(0.60)
Public Health Nurse	1.00	1.00	0.60	(0.40)
Total	4.70	4.70	5.50	0.80

**Increase in Certified Medical Assistant offset by decrease in Tuberculosis Grant*

GRANTS/SPECIAL REVENUE FUNDS

<u>Cancer Control and Prevention</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Health Educator	0.70	0.70	-	(0.70)
Program Coordinator	0.70	0.70	-	(0.70)
Total	1.40	1.40	-	(1.40)

**Did not receive funding in the current fiscal year*

<u>Women, Infants, & Children</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Client Services Coordinator	1.00	1.00	1.00	-
Public Health Dietician	1.00	1.00	1.00	-
Public Health Nutritionist	1.00	1.00	1.00	-
Public Health Specialist	2.00	2.00	2.00	-
WIC Breastfeeding Specialist	1.50	1.50	2.00	0.50
WIC Outreach Specialist	0.50	0.50		(0.50)
WIC Peer Coordinator	0.50	0.50		(0.50)
WIC Program Administrator	1.00	1.00	1.00	-
WIC Specialist	2.00	2.00	3.00	1.00
WIC Specialist Supervisor	1.00	1.00	1.00	-
Total	11.50	11.50	12.00	0.50

<u>Emergency Mgmt. Asst. Grant</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Emergency Preparedness Coordinator	1.00	1.00	1.00	-
Total	1.00	1.00	1.00	-

Total - Special Revenue Funds	40.65	40.78	38.29	(2.49)
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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. When allowable under federal tax law, state law, and in compliance with City policy, bonds may be refunded to achieve debt service savings on outstanding bonds. 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 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.

OUTSTANDING GENERAL DEBT SERVICE BY ISSUANCE

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 from 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 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.

DEBT SERVICE FUND

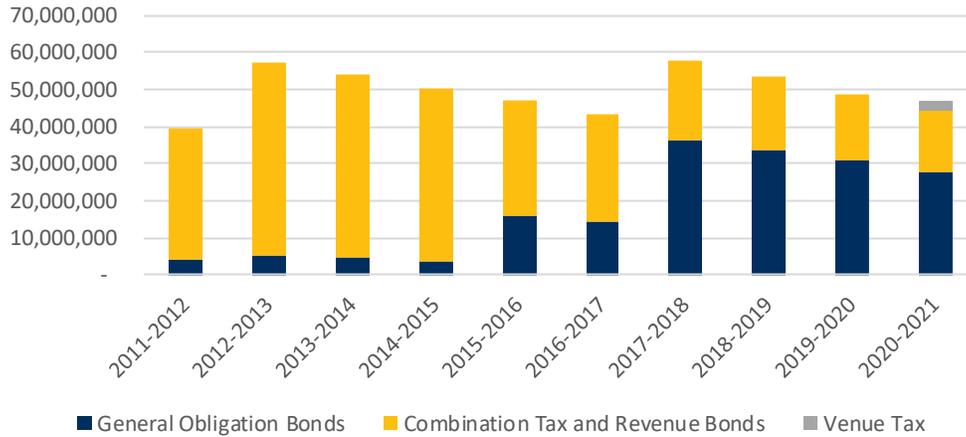
2021 GO Refunding Series: This issuance refunded the 2011 Series CO Bonds that were issued to complete the Rhea/Callfield/Lawrence Road project in July of 2011.

2021 GO Refunding Taxable Series: This issuance refunded the 2010 CO Series and the 2013 CO Series Airport bonds. The 2010 CO Series was issued to purchase Castaway Cove Water Park in January of 2010 which was funded by contributions from the 4B Sales Tax Corporation. The 2013 CO Series Airport bonds were issued in 2013 for phase two and phase three of the Regional Airport Terminal Project.

LEGAL DEBT MARGIN INFORMATION

There is no debt limit established by state 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.

General Bonded Debt Outstanding
by Fiscal Year



Source: [City of Wichita Falls Annual Comprehensive Financial Report for the year ended 9/30/2021](#)

DEBT SERVICE FUND

Debt Service Fund Summary FY2022-23		
Projected Beginning Balance	\$	1,486,350
Less Restricted Balance		-
Available Balance	\$	1,486,350
Revenues		
Taxes	\$	2,166,095
Contributions		1,878,225
Transfer In		1,653,517
Total Revenues	\$	5,697,837
Expenditures		
Debt Expenditures		
2013 CO Series	\$	1,360,744
2015 GO Refunding Series A		1,159,638
2015 GO Refunding Series B		323,230
2018 GO Series A		1,211,950
2018 GO Refunding Series B		733,700
2020 GO Series - Venue Tax		153,400
2021 GO Series		201,000
2021 GO Taxable Series		544,175
Paying Agent Fees		10,000
Total Expenditures	\$	5,697,837
Ending Balance	\$	1,486,350

DEBT SERVICE FUND

City of Wichita Falls, Texas

Debt by Issuance: Current as of 09/30/2021 Financial Audit

	Range of Interest Rates	Final Maturity Date	Annual Serial Payments	Bonds Authorized	Bonds Outstanding At 9/30/21
General Obligation Bonds:					
General Obligation Refunding Bonds, Series 2015A	2.00% - 5.00%	9/01/26	\$200,000 to \$1,105,000	\$ 9,650,000	\$ 5,135,000
General Obligation Refunding Bonds, Series 2015B	0.73% - 3.48%	9/01/26	\$110,000 to \$310,000	2,885,000	1,470,000
General Obligation Bonds, Series 2018A	2.00% - 5.00%	9/01/38	\$550,000 to \$1,155,000	16,345,000	14,625,000
General Obligation Refunding Bonds, Series 2018B	2.00% - 4.00%	10/01/28	\$80,000 to \$725,000	6,170,000	<u>5,045,000</u>
Total General Obligation Bonds					<u>26,275,000</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	1,385,000
Combination Tax and Revenue Certificates of Obligation, Series 2011	2.00% - 4.00%	9/01/31	\$135,000 to \$220,000	3,200,000	1,885,000
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	13,395,000
Combination Tax and Revenue Certificates of Obligation, Series 2013A	2.00% - 4.625%	9/01/33	\$505,000 to \$905,000	13,000,000	8,750,000
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	27,840,000
Total Combination Tax and Revenue Bonds					<u>53,255,000</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	46,670,000
Venue Tax Revenue Bonds, Series 2020	4.00%	9/01/50	\$45,000 to \$150,000	2,680,000	2,635,000
Total Revenue Bonds					<u>49,305,000</u>
Total All Bonds					<u>\$128,835,000</u>

DEBT SERVICE FUND

CITY OF WICHITA FALLS	
Debt Service Schedule by Payment	
Funding Source	FY 2022-23
GENERAL OBLIGATION BONDS	
4A Sales Tax Corporation	140,000
4B Sales Tax Corporation	1,738,225
Stormwater	405,873
Airport Operations	670,679
FFA Entitlement	270,065
West Texas Utility	153,500
Property Tax	2,166,095
Hotel Venue Tax	153,400
GENERAL OBLIGATION BONDS	\$5,697,837
WATER/SEWER BONDS	
WATER/SEWER BONDS	12,717,289
TOTAL	\$18,415,126

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.

DEBT SERVICE COVERAGE - REVENUE BONDS			
SEPTEMBER 30, 2021			
Water and Sewer Revenue Bonds:			
Change in net position (Exhibit A-8)			\$ 10,087,805
Add:			
Depreciation and amortization	\$ 8,712,691		
Interest expense and paying agent fees	2,747,739		
Transfers out	<u>2,303,811</u>		13,764,241
Subtract:			
West Texas Utilities water revenues	500,000		
Gain (loss) on sale/abandonment of capital assets	-		
Capital contributions from developers	874,423		
Transfers in	<u>93,313</u>		<u>(1,467,736)</u>
Net earnings for determining debt service coverage			<u>\$ 22,384,310</u>
	<u>Priority</u>	<u>Subordinate</u>	
	<u>Lien Bonds</u>	<u>Lien Bonds</u>	
Net earnings for determining debt service coverage			\$ 22,384,310
Principal and interest requirements to maturity	\$ 58,611,900	\$ -	
Number of years remaining to pay bonds	<u>6</u>	<u>N/A</u>	
Average annual principal and interest requirement	9,768,650	N/A	
Minimum bond covenant debt service coverage	<u>1.25</u>	<u>1.10</u>	
Minimum debt service coverage requirement	<u>\$ 12,210,813</u>	<u>\$ -</u>	<u>12,210,813</u>
Excess over debt service coverage requirements			<u>\$ 10,173,498</u>

Source: *City of Wichita Falls, Annual Comprehensive Financial Report for the Year Ended 09/30/2021*

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.

Fiscal Year	Series 2016	Series 2013A	Series 2015	Total
2023	10,309,750	949,838	1,457,701	12,717,289

DEBT SERVICE FUND

CITY OF WICHITA FALLS Debt Service FY 2021-22									
Issue	Issue Date	Final Maturity Date	Payment Source	Bonds Authorized	Principal Outstanding 10/01/2021	Budgeted Payment 2021-22	Est. Outstanding 09.30.2022	Rating	Purpose & Use
GENERAL OBLIGATION BONDS									
2010 CO Series	2010	2025	4B Sales	\$ 3,930,000	\$ 1,385,000	\$ 388,600	\$ 996,400	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 GO Series	2011	2021	West Texas, Property Tax	4,365,000	-	-	-		Paid in Full during 2020-2021 FY.
2011 CO Series	2011	2031	4B Sales	3,200,000	1,885,000	231,750	1,653,250	AA	Rhea/Callfield/Lawrence Rd: Issued to complete the project in July of 2011. This issuance is funded by contributions from the 4B Sales Tax Corporation reimbursed by TIF #2.
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	13,395,000	1,358,944	12,036,056	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	5,135,000	1,162,838	3,972,163	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	1,470,000	321,012	1,148,988	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
2018 GO Series A	2018	2038	Property Tax	16,345,000	14,625,000	1,211,550	13,413,450	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	5,045,000	733,700	4,311,300	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 GENERAL OBLIGATION BONDS:				\$ 66,420,000	\$ 42,940,000	\$ 5,408,393	\$ 37,531,607		<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	\$ 46,670,000	\$10,310,250	\$ 36,359,750	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	8,750,000	947,688	7,802,312	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	27,840,000	1,462,184	26,377,816	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 WATER/SEWER BONDS:				\$ 120,550,000	\$ 83,260,000	\$12,720,121	\$ 70,539,879		<i>Excludes paying agent fees and Sun Trust Lease.</i>
VENUE REVENUE BONDS									
2020 Series	2020	2050	Venue Tax Revenue Bond	\$ 2,680,000	\$ 2,635,000	\$ 155,400	\$ 2,479,600	A+	Voter-approved Venue Tax Bond: This voter approved Venue Tax Bond was issued for capital improvements and maintenance projects for the City's Multipurpose Event Center (MPEC) and the Performance Hall in Memorial Auditorium.
GRAND TOTAL:				\$ 189,650,000	\$ 128,835,000	\$18,283,915	\$ 110,551,085		



Hotel/Motel Funds

HOTEL/MOTEL FUND

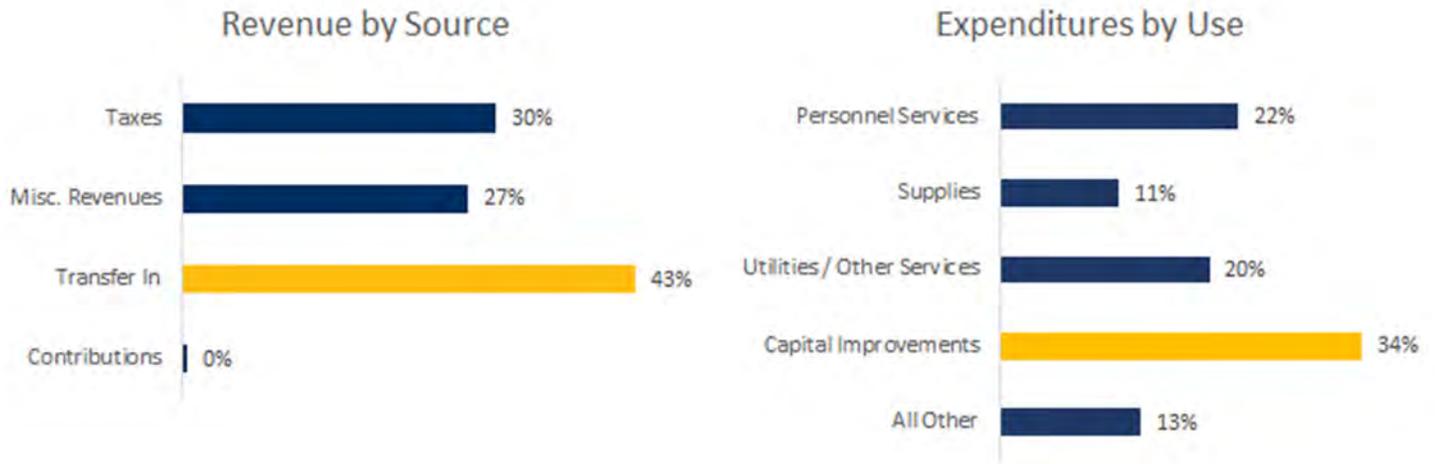
HOTEL/MOTEL FUND:

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 policy in 2021 caused these divisions to be transferred to the Hotel/Motel Fund. Due to this change, revenue generated by the MPEC was accounted for in this fund causing an overall increase in revenue from FY 2021. CVB expenditures were also accounted for in this fund, which explains the increase in total expenditures from FY 2021.

In October of 2021, the City resumed management of the MPEC facilities after the five-year agreement with a third-party management company expired. During that time, the City has made tremendous improvements to the facilities and will have held over 260 events through the end of this year. The fund’s total operating expenditures increased by \$1,002,114. This increase is due to the Merit/Step and Cola increases for personnel, an increase in cost of goods and supplies, and an anticipated increase in the cost of utilities. The proposed budget increases the operating transfer from the General Fund from \$400,000 to \$500,000. The budget also includes a recommended one-time transfer from the General Fund's surplus fund balance of \$2,689,000. The proposed funds would be used for capital improvements to update and renovate Ray Clymer Exhibit Hall and to update the catering/concession areas. The proposed funds would also be used to establish a Co-Promotional Show fund.

Hotel/Motel Tax Fund				
	2020-21	2021-22	2022-23	
Revenues and Expenditures by Year	Actual	Adopted Budget	Proposed Budget	% Change
Revenues				
Taxes	2,029,268	2,100,000	2,200,000	4.76%
Contributions	-	-	35,000	0.00%
Misc. Revenues	41,984	1,411,671	2,003,785	41.94%
Operating Revenues	2,071,252	3,511,671	4,238,785	20.71%
Transfer In	48,982	400,000	3,189,000	697.25%
Total Revenues	\$ 2,120,234	\$ 3,911,671	\$ 7,427,785	89.89%
Expenditures				
Personnel Services	\$ 218,540	\$ 1,490,233	\$ 1,658,021	11.26%
Supplies	42,020	316,133	826,360	161.40%
Maintenance & Repair	501	188,693	190,250	0.83%
Utilities/Other Services	1,420,538	977,063	1,453,954	48.81%
Insurance & Contract Supp.	53,000	211,817	131,000	-38.15%
Debt Expenditures	-	410,985	261,880	-36.28%
Other Expenditures	78,022	316,747	392,320	23.86%
Capital Improvements	-	-	2,514,000	0.00%
Total Expenditures	\$ 1,812,622	\$ 3,911,671	\$ 7,427,785	89.89%

HOTEL/MOTEL FUND



REVENUES

Taxes: As economic conditions continue to recover and improve from the COVID-19 pandemic, Hotel/Motel Tax revenues are expected to increase by \$100,000, or 4.76%. 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 from the rental of these rooms. The State of Texas 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, conventions, and the hotel industry. Cities also have the option to use this tax for the encouragement, promotion, and improvement of the arts and the City of Wichita Falls uses a portion of these taxes to accomplish these goals.

Miscellaneous Revenues: This account reflects revenues projected to be generated from the MPEC under City management, and is expected to increase \$592,114 or 41.94% due to an increased use of the MPEC as the destination for events in Wichita Falls.

Transfer In: This category increased by \$2,789,000 due to excess General Fund revenue being recommended for one-time expenditures to update facilities at the MPEC including the remodel of Ray Clymer Exhibit Hall and upgrades to the kitchen facilities and an increase in the MPEC subsidy from \$400,000 to \$500,000.

EXPENDITURES

Personnel Services: Personnel Services account for 22% of expenditures in the Hotel/Motel Fund. This account increased by \$167,788 or 11.26% due to Merit/Step and COLA increases and labor costs to support additional event operations.

Supplies: This account contains supplies required to maintain daily operations at the MPEC, and reflects an increase of \$510,227 or 161.40%. Since there has been an increase of events utilizing the MPEC, more supplies are needed to maintain those operations. This expense was previously accounted for in Spectra’s management fees.

HOTEL/MOTEL FUND

Utilities/Other Services: This account has increased by \$476,891, or 48.81%. This is due to increased costs of utilities as well as temporary employment services to support MPEC event operations.

Insurance & Contract Supplies: This account decreased by \$80,817 or 38.15% due to the decreased costs of contract expenses as management and operations have been insourced from 3rd party management.

Debt Expenditures: The proposed budget includes a reduction in debt expenditures of \$149,105 or 36.28% as the venue tax bonds payments are now reflected in a separate fund.

Capital Expenditures: Capital Improvements total \$2,514,000 due to excess General Fund revenues being used for one-time expenditures to update facilities at the MPEC.

HOTEL/MOTEL FUND

PERSONNEL BY JOB TITLE

<u>Convention & Visitor's Bureau</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Communications & Marketing Dir	0.50	0.33	0.33	-
Marketing Coordinator	-	-	0.50	0.50
Marketing/Design Manager	1.00	0.50	0.50	-
Sales Coordinator	1.00	0.50	0.50	-
Sales Manager	-	-	0.50	0.50
Visitor & Office Assistant	1.00	0.50	1.00	0.50
Total	3.50	1.83	3.33	1.50

**Increased personnel to market the City and the MPEC as an event destination*

<u>MPEC Management</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Ag Manager	-	1.00	1.00	-
Box Office Manager	-	1.00	1.00	-
Chef	-	1.00	-	(1.00)
Communications & Marketing Dir	-	0.33	0.33	-
Concession Supervisor	-	-	1.00	1.00
Department Administrative Assistant	-	1.00	1.00	-
Event Coordinator	-	1.00	1.00	-
Event Manager	-	1.00	1.00	-
Facilities & Maintenance Manager	-	1.00	1.00	-
Food & Beverage Manager	-	1.00	1.00	-
Food & Beverage Supervisor	-	1.00	1.00	-
Marketing Coordinator	-	0.50	0.50	-
Marketing Manager	-	0.50	0.50	-
MPEC Event Operations Manager	-	1.00	1.00	-
Lead MPEC Operations Staff	-	-	1.00	1.00
Operations Staff	-	1.00	1.00	-
Sales Coordinator	-	0.50	0.50	-
Sales Manager	-	0.50	0.50	-
Sponsorship Sales Coordinator	-	1.00	1.00	-
Total	-	14.33	15.33	1.00

**Increases in staffing are due to the reorganization of MPEC management from Spectra back to the City*

HOTEL/MOTEL VENUE TAX FUND

OVERVIEW

HOTEL/MOTEL VENUE TAX FUND:

In November of 2019, the citizens of Wichita Falls voted to approve a 2% increase in the hotel occupancy tax (HOT). The Hotel/Motel tax is assessed against the occupants of rented rooms in hotels, motels, and bed and breakfasts. Both Wichita Falls and the State of Texas collect taxes from the rental of these rooms. The State of Texas rate is 6% and the City’s 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 entities. Tax revenue from the city hotel occupancy tax may be used 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. The Hotel/Motel Venue Tax Fund tracks the 2% designated towards the improvement and maintenance of our City’s venues. In 2020, the City issued Revenue Bonds for capital improvements and maintenance projects for the City’s Multipurpose Event Center (MPEC) and the Performance Hall in Memorial Auditorium. The proposed budget includes a transfer to the Debt Service fund for the principal and interest payment on these bonds.

Hotel/Motel Venue Tax Fund				
	2020-21	2021-22	2022-23	
	Actual	Adopted Budget	Proposed Budget	% Change
Revenues				
Taxes	579,565	-	600,000	100.00%
Total Revenues	\$ 579,565	\$ -	\$ 600,000	100.00%
Expenditures				
Capital Improvements	\$ 14,043	\$ -	\$ 446,600	100.00%
Transfers Out *	-	-	153,400	100.00%
Total Expenditures	\$ 14,043	\$ -	\$ 600,000	100.00%

*Transfer out is to the Debt Service fund for the principal and interest payment on the bonds.

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.

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.

FY2022 ACCOMPLISHMENTS

- Updated ticketing system to Ticketmaster allowing for mobile ticketing which resulted in annual savings
- Updated food and beverage system which resulted in annual savings
- Facility repairs and updates
- Hosted more events than last year

CONTACT INFORMATION

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 Lindsay.Barker@wichitafallstx.gov

GOALS & PERFORMANCE MEASURES

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Continue to attract new events and concerts	1. Accelerate Economic Growth	1.3 Aggressively Market the City	Comparison of events/concerts held by year	100%	100%
Lower the General Fund operating subsidy	3. Redevelop Downtown	3.6 Grow HOT Revenues to Support the MPEC	Comparison of GF subsidy by year	100%	100%

FY2023 HIGHLIGHTS

MPEC

- **Personnel Services:** increased \$130,794 over the prior year due to increased operations staff for an increased number of events.
- **Supplies:** increased \$502,648 over the prior year to increased sales of concession food and beverages for events.
- **Utilities/Other Services:** increased \$485,132 over the prior year as the FY 2023 budget included full operations to support increased level of events under new operational model.
- **Other Expenditures:** increased \$80,766 over the prior year due to addition of co-promotional show funds to help attract increased entertainment options.

Ray Clymer Exhibit Hall:

- **Debt Expenditures:** decreased \$123,533 from prior year as the FY22 Budget included Sun Trust lease payments.

Kay Yeager Coliseum:

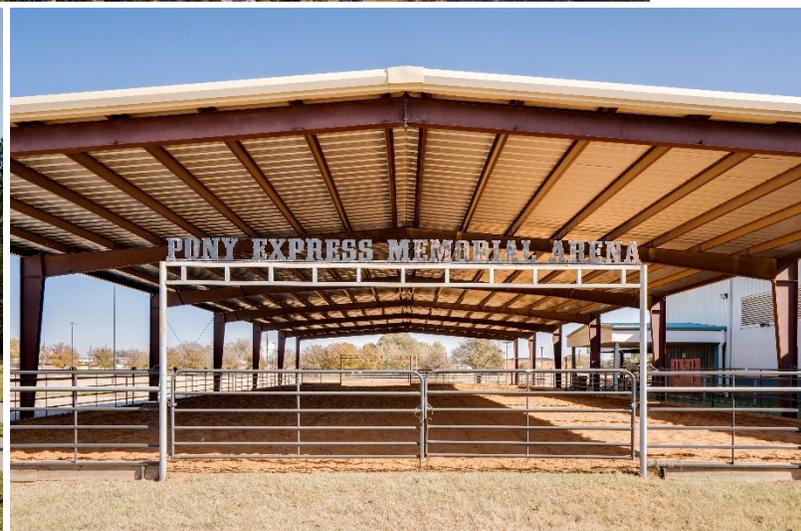
- **Debt Expenditures:** decreased \$287,452 from prior year as the FY22 Budget included Sun Trust lease payments and venue tax expenditures now reflected in separate fund.
- **Insurance & Contract Support:** decreased \$37,078 from prior year as the FY 2022 budget included insurance expense.

CVB

- **Personnel Services increased** \$36,994 or 18% over prior year due to increased personnel to market the City and the MPEC as an event destination.

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.



RAY CLYMER EXHIBIT HALL

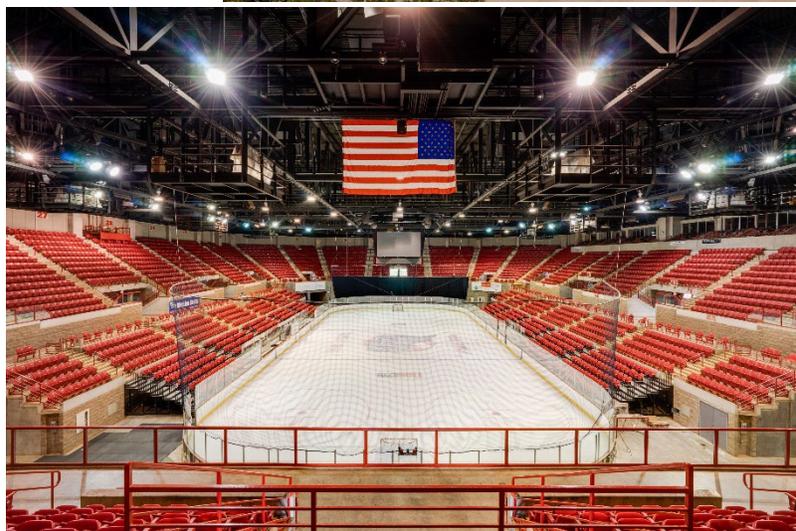
The second phase of the Multi-Purpose Events Center project was the Ray Clymer Exhibit Hall completed in 1996. This 58,000 square foot meeting space is located on the south side of the Wichita River and connects to the J.S. Bridwell Agricultural Center by a pedestrian bridge.

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.



KAY YEAGER COLISEUM

The final phase and the cornerstone of the events complex, the Kay Yeager Coliseum began construction in 2001, with a completion 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 theater-in-the-round can be held.



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.



EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
MPEC	Salaries - Supervision	0	39,600	44,101
	Salaries - Clerical	0	31,325	34,944
	Salaries-Operational	8,571	739,029	865,881
	Overtime	222	0	50,000
	Stability Pay	0	0	1,634
	Cell Phone Allowance	0	0	252
	FICA	662	61,174	129,371
	TMRS Retirement	1,444	130,505	136,823
	Life Insurance Contribution	14	0	953
	Disability Insurance Contrib	11	0	811
	Health Insurance Contributions	0	281,180	146,976
	HSA Contributions-Employer	0	0	1,861
	Supplies-Motor Vehicle Fuel	0	0	7,000
	Supplies-Minor Tools and Equip	0	0	6,000
	Supplies-Minor Furniture	0	0	76,000
	Supplies-Office	0	0	10,000
	Supplies-Janitorial	0	50,000	30,000
	Supplies-Chemical	0	0	4,000
	Supplies-Concession	0	50,000	0
	Supplies-Concession/PaperGoods	0	0	30,000
	Supplies-Concession/Food&Bev	0	0	365,000
	Supplies-Concession/Alcohol	0	88,000	200,000
	Supplies-Catering Food	0	50,000	0
	Supplies-Clothing and Uniforms	0	10,000	5,000
	Supplies-Linen	0	30,000	30,000
	Supplies-Personal Computers	0	0	2,500
	Supplies-System Software	67	0	0
	Supplies-Other	0	0	15,148
	Maint-Motor Vehicles	0	0	2,500
	Maint-Buildings	0	187,607	187,000
	Services-Telephone	0	1,500	5,972
	Service-Wireless PhoneAircards	0	0	5,015
	Services-Electricity	0	300,000	350,000
	Services-Gas	0	5,000	120,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
MPEC	Services-Wtr/Sewer/Sanitation	0	5,000	40,000
	Services-Internet	0	0	40,000
	Services-Central Garage	0	5,000	24,000
	Services-Bank	0	55,000	55,000
	Services-Audit	0	15,000	8,000
	Services-Other Professional	1,249,692	175,965	265,500
	Services-Temporary Employment	0	0	175,000
	Services-Advertising	0	100,000	74,960
	Services-Binding/Printing	0	20,850	5,000
	Worker's Compensation	0	1,500	1,500
	Insurance Expense	0	90,000	66,000
	Bond Principal Payments	0	0	261,880
	Travel Expenses	0	0	7,620
	Education Registration	0	2,000	3,548
	Lease Payments	0	0	3,220
	Memberships	0	26,010	2,140
	Rent-Equipment	0	30,000	8,000
	Convention Sales Incentives	0	8,300	0
	Postage/Freight	0	10,000	1,500
	Mixed Bev Gross Receipts Tax	0	0	18,000
	License / Permit Expenses	0	0	10,000
	Administrative Overhead	0	96,000	54,547
	Data Processing Services	0	90,000	34,501
	Budget Contingency	0	0	200,000
	Prior Year Expend-Spectra	34,779	0	0
	Other Improvements	0	0	2,000,000
	Other Machinery and Equipment	0	0	514,000
	Total Expenditures	\$1,295,462	\$2,785,545	\$6,738,658

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's funding is derived solely from the Hotel Occupancy Tax (HOT). The HOT tax 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

FY2022 ACCOMPLISHMENTS

- The City of Wichita Falls continued to see growth in total direct travel spending by visitors
- The Convention and Visitors Bureau successfully hosted several conventions, thus resulting in hotel/motel tax revenues

CONTACT INFORMATION

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GOALS & PERFORMANCE MEASURES

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY2023 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	100%	100%

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Convention/Visitor's Bureau	Salaries - Supervision	51,435	40,800	44,101
	Salaries - Clerical	10,878	24,690	26,771
	Salaries-Operational	88,565	73,002	110,214
	Overtime	2,704	2,000	0
	Stability Pay	1,761	1,900	1,634
	Cell Phone Allowance	313	483	252
	FICA	10,967	15,575	13,611
	TMRS Retirement	24,750	28,104	29,635
	Life Insurance Contribution	187	284	237
	Disability Insurance Contrib	148	216	178
	Health Insurance Contributions	15,656	20,028	17,603
	HSA Contributions-Employer	253	339	178
	Supplies-Motor Vehicle Fuel	46	1,200	1,000
	Supplies-Minor Furniture	1,434	0	0
	Supplies-Office	3,759	3,500	3,500
	Supplies-Clothing and Uniforms	0	0	500
	Supplies-Promotional	17,628	18,000	18,000
	Supplies-Personal Computers	4,177	0	3,920
	Supplies-System Software	9,053	14,083	17,017
	Supplies-PC Software	5,857	1,350	1,775
	Maint-Motor Vehicles	162	1,000	750
	Maint-PC Software	339	86	0
	Services-Telephone	1,308	2,504	894
	Service-Wireless PhoneAircards	988	912	1,368
	Services-Electricity	0	42	0
	Services-Other Professional	18,000	0	0
	Services-Advertising	77,572	115,140	115,045
	Services-Binding/Printing	5,000	18,850	15,000
	Services-Convention/Committed	67,979	156,300	153,200
	Worker's Compensation	0	2,500	1,000
	Travel Expenses	2,755	4,364	3,450
	Education Registration	696	9,500	10,144
	Lease Payments	1,750	1,763	2,000
Memberships	5,485	11,010	11,150	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Convention/Visitor's Bureau	Rent-Office	19,800	0	0
	Convention Sales Incentives	2,745	8,300	6,000
	Public Relation/Promo	6,792	9,500	8,000
	Postage/Freight	3,205	10,000	8,500
	License / Permit Expenses	16	0	0
	Total Expenditures		\$464,160	\$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.

Duplicating Services Fund					
	2020-21	2021-22	2022-23		
	Actual	Adopted Budget	Proposed Budget	%	Change
Revenues					
Service Charges	118,081	125,735	118,183	-6.01%	
Transfer In	-	-	-	0.00%	
Total Revenues	\$ 118,081	\$ 125,735	\$ 118,183	-6.01%	
Expenditures					
Personnel Services	\$ 23,771	\$ 21,772	\$ 24,048	10.45%	
Supplies	843	6,800	3,500	-48.53%	
Maintenance & Repair	-	-	-	0.00%	
Utilities/Other Services	800	437	400	-8.47%	
Insurance & Contract Supp.	-	-	-	0.00%	
Other Expenditures	70,039	96,726	90,235	-6.71%	
Total Expenditures	\$ 95,453	\$ 125,735	\$ 118,183	-6.01%	

PERSONNEL BY JOB TITLE

<u>Duplicating Services</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Accounting/Payroll Analyst	0.20	0.20	0.20	-
Administrative Clerk	0.40	-	-	-
Administrative Secretary	0.20	0.20	0.20	-
Total	0.80	0.40	0.40	-



Other Proprietary Funds

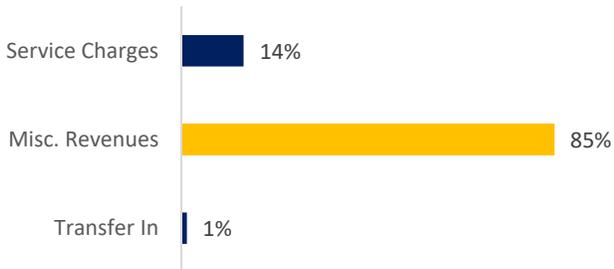
REGIONAL AIRPORT FUND

REGIONAL AIRPORT FUND

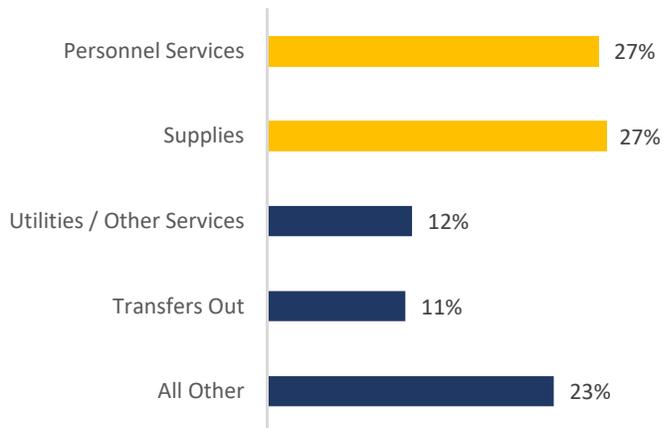
The Regional Airport Fund is an Enterprise Fund, which is supported by user fees and federal grants. For FY 2023, this fund does not require a subsidy from the General Fund. The City's Regional Airport Fund proposed FY 2023 budget is \$1,914,554 which is \$299,265 or 13.52% lower than the FY 2022 Budget because the FY 2022 Budget included a debt service payment that will be made with FAA ARPA funds.

Regional Airport Fund				
Revenues and Expenditures by Year	2020-21 Actual	2021-22 Adopted Budget	2022-23 Proposed Budget	% Change
Revenues				
Service Charges	239,870	215,120	271,120	26.03%
Misc. Revenues	2,198,496	1,331,769	1,618,434	21.53%
Transfer In	-	666,930	25,000	-96.25%
Total Revenues	\$ 2,438,366	\$ 2,213,819	\$ 1,914,554	-13.52%
Expenditures				
Personnel Services	\$ 298,390	\$ 533,210	\$ 510,747	-4.21%
Supplies	337,771	334,437	524,176	56.73%
Maintenance & Repair	172,665	121,752	127,706	4.89%
Utilities/Other Services	188,199	207,517	223,836	7.86%
Insurance & Contract Supp.	42,400	47,603	22,130	-53.51%
Other Expenditures	244,114	300,421	292,427	-2.66%
Capital Improvements	103,258	-	-	0.00%
Transfers Out	28,563	668,879	213,532	-68.08%
Total Expenditures	\$ 1,415,360	\$ 2,213,819	\$ 1,914,554	-13.52%

Revenues by Source



Expenditures by Use



REGIONAL AIRPORT FUND

REVENUES

This budget is projecting revenues to decrease by \$299,265 or 13.52% from the previous year. Revenues are projected to decrease as the FY 2022 budget included American Rescue Plan funding from the Federal Aviation Administration for debt service that was not continued in FY 2023. Revenue from operations are anticipated to increase by \$342,665 due to increased terminal fees and fuel charges.

EXPENDITURES

Personnel Services: The Proposed Budget has a decrease of \$22,463 or 4.21% from the FY 2022 Adopted Budget. This decrease is due to the elimination of a position at the airport.

Supplies: Supplies in the Regional Airport Fund include a \$189,739 or a 56.73% increase from the prior year. This increase is reflective of increased fuel costs needed to run the FBO.

Maintenance & Repair: Maintenance & Repair costs have increased by \$5,954 or 4.89%. This is due to slight increases in the cost to maintain the buildings and the airport due to current and predicted economic conditions.

Utilities/Other Services: This account line has increased by \$16,319 or 7.86%. Most of this increase is due to Central Garage Services, binding and printing, and bank services.

Transfers Out: This account reflects funds transferred out for debt service. The FY 2022 budget included a debt service payment that will be made with FAA ARPA funds. 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 existing 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.

PERSONNEL BY JOB TITLE

<u>Regional Airport</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Administrative Clerk	1.50	1.50	1.50	-
Airport Operations S	1.00	1.00	1.00	-
Airport Administrator	0.60	0.60	0.60	-
Total	3.10	3.10	3.10	-
FBO Regional Airport				
Administrative Clerk	1.00	1.00	1.00	-
Administrative Clerk - Temp	-	-	1.00	1.00
Airport Lineman	4.00	4.00	4.00	-
Lead Airport Lineman	1.00	1.00	1.00	-
Total	6.00	6.00	7.00	1.00

**Addition of one new temporary administrative position*

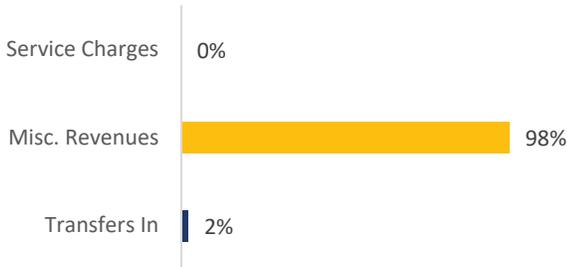
KICKAPOO AIRPORT FUND

KICKAPOO AIRPORT FUND

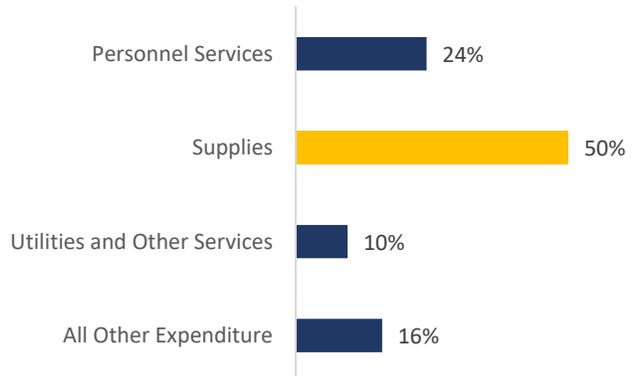
The Kickapoo Airport Fund is an Enterprise Fund which is self-supported by user fees. The proposed budget for the Kickapoo Airport totals \$1,156,098. This is an increase of \$145,985 or 14.45% from the previous year.

Kickapoo Airport Fund					
	2020-21	2021-22	2022-23		
Revenues and Expenditures by Year	Actual	Adopted Budget	Proposed Budget	% Change	
Revenues					
Service Charges	225	120	120	0.00%	
Misc. Revenues	757,037	1,009,993	1,130,978	11.98%	
Transfer In	-	-	25,000	100.00%	
Total Revenues	\$ 757,262	\$ 1,010,113	\$ 1,156,098	14.45%	
Expenditures					
Personnel Services	\$ 255,358	\$ 332,868	\$ 279,280	-16.10%	
Supplies	196,464	443,406	580,806	30.99%	
Maintenance & Repair	27,724	16,470	21,470	30.36%	
Utilities/Other Services	161,115	90,701	111,348	22.76%	
Insurance & Contract Supp.	20,439	24,000	11,938	-50.26%	
Other Expenditures	53,197	102,668	151,256	47.33%	
Transfers Out	14,252	-	-	0.00%	
Total Expenditures	\$ 728,549	\$ 1,010,113	\$ 1,156,098	14.45%	

Revenue by Source



Expenditures by Use



KICKAPOO AIRPORT FUND

REVENUES

This budget is projecting revenues to be \$145,985 or 14.45% higher than the previous year’s adopted budget. Due to the completion of the hangars in the previous year, operating grants are not needed in FY 2023.

Miscellaneous Revenues: Operating revenue generated from various activities such as Fuel Sales, Hangar Rentals, and Ground Lease Rent are anticipated to increase by \$120,985 or 11.98% compared to previous years.

EXPENDITURES

Personnel Services: Personnel Services account for 24% of all expenditures in the Kickapoo Airport Fund. The Proposed Budget has a \$53,588 or 16.10% decrease from the FY 2022 Adopted Budget as the impact of salary adjustments due to the MAG study were less than anticipated.

Supplies: Supplies in the Kickapoo Airport Fund total \$580,806 which an increase of \$137,400 or 30.99% from the prior year. This increase is mostly due to the increases in fuel costs.

Utilities/Other Services: This category has increased by \$20,647 or 22.76%. This increase is mostly due to increases in bank service fees.

Insurance/Contracts: This category decreased by \$12,062 or 50.26% due to decreased insurance cost for the Kickapoo Airport.

Other Expenditures: This category increased \$48,588 or 47.33% due to an increase in Budget Contingency. The City’s policy regarding contingency may be found in the Policy section of this document.

PERSONNEL BY JOB TITLE

Kickapoo Airport	FY 2020-21	FY2021-22	FY2022-23	Change PY
Airport Lineman	2.00	2.00	2.00	-
Airport Operations	1.00	1.00	1.00	-
Lead Airport Lineman	1.00	1.00	1.00	-
Airport Administrator	0.40	0.40	0.40	-
Total	4.40	4.40	4.40	-

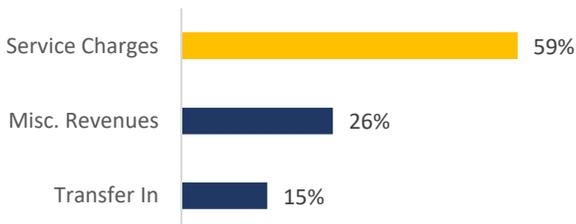
FLEET MAINTENANCE FUND

FLEET MAINTENANCE FUND

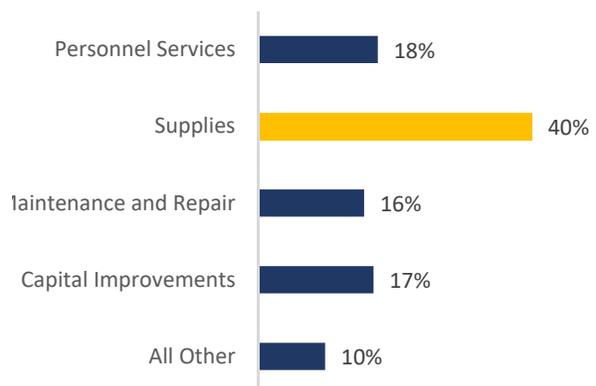
The Fleet Maintenance Fund is an Internal Service Fund and is responsible for the maintenance and replacement of the City's fleet of vehicles and equipment. The budget for the Fleet Maintenance Fund is \$13,160,705 and includes an increase of \$2,641,783 or 25.11% from the FY 2022 budget. These increases are primarily due to increased fuel costs. Overall fuel costs increased by \$2,141,832 or 94% from the FY 2022 budget.

Fleet Maintenance Fund				
Revenues and Expenditures by Year	2020-21 Actual	2021-22 Adopted Budget	2022-23 Proposed Budget	% Change
Revenues				
Service Charges	10,100,290	10,422,936	12,662,394	21.49%
Misc. Revenues	74,700	95,986	158,311	64.93%
Transfer In	2,167,692	-	340,000	0.00%
Total Revenues	\$ 12,342,682	\$ 10,518,922	\$ 13,160,705	25.11%
Expenditures				
Personnel Services	\$ 2,183,758	\$ 2,260,982	\$ 2,309,494	2.15%
Supplies	2,896,027	3,129,871	5,279,066	68.67%
Maintenance & Repair	2,038,992	2,024,738	2,047,591	1.13%
Utilities/Other Services	76,482	121,278	79,324	-34.59%
Insurance & Contract Supp.	67,032	67,467	159,264	136.06%
Debt Expenditures	27,123	474,816	474,815	0.00%
Other Expenditures	191,309	217,056	271,733	25.19%
Capital Improvements	1,488,383	1,910,714	2,227,418	16.58%
Transfers Out	312,000	312,000	312,000	0.00%
Total Expenditures	\$ 9,281,105	\$ 10,518,922	\$ 13,160,705	25.11%

Revenue by Source



Expenditures by Use



FLEET MAINTENANCE FUND

REVENUES

Service Charges: Revenue for the Fleet Maintenance Fund is derived from charges to City departments to keep the City's vast fleet of vehicles and equipment operational. The \$2,239,458 or 21.49% increase is due to increased fuel prices.

Transfer In: The proposed budget includes a transfer in from excess funds in the General Fund for the recommended purchase of a new tactical vehicle (MRAP) for the Police department.

EXPENDITURES

Personnel Services: Personnel Services account for 18% of all expenditures in the Fleet Maintenance Fund. The Proposed Budget has a \$48,511 or 2.15% increase from the FY 2022 Adopted Budget due to merit and cost of living adjustment (COLA) increases as well as decreasing personnel needs.

Supplies: Supplies in the Fleet Maintenance Fund total \$5,279,066 which is a \$2,149,195 or 68.67% increase from the prior year. The increase is a direct result of the increase in fuel and vehicle supply costs.

Utilities/Other Services: The proposed budget for utilities/other services is \$79,324 which is \$41,954 or 34.59% less than the FY 2022 budget as it included \$50,000 for a fleet study.

Insurance/Contracts: Insurance & Contract expenses have increased by \$91,797, or 136.06%. This increase can be attributed to an increase in worker's compensation costs.

Debt Expenditures: This category accounts for debt service of \$474,815 for a capital lease payment for fire equipment. 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 [*Annual Comprehensive Financial Report*](#).

Other Expenditures: This account increased \$54,677, or 25.19%, from the previous year due to an increase in administrative overhead costs charged for services provided by other funds such as the General Fund.

Capital Improvements: Capital Improvement expenditures increased by \$316,704, or 16.58% due to purchase of a Police Tactical SWAT Vehicle (MRAP) from surplus General Fund balance.

FLEET MAINTENANCE FUND

PERSONNEL BY JOB TITLE

<u>Fleet Maintenance</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
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	-
Dir of Aviation, Traffic & Transp	0.85	0.85	0.85	-
Fire Equip Mechanic	2.00	2.00	2.00	-
Landfill Mechanic	1.00	1.00	1.00	-
Lead Auto Service Worker	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	-
Total	35.85	35.85	35.85	-

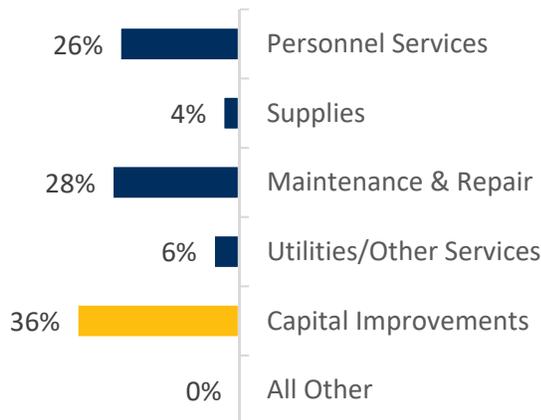
INFORMATION TECHNOLOGY FUND

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 \$5,531,075. This is an increase of \$2,182,645 or 65.18% from the previous year. The Proposed 2022-23 budget includes a transfer in from excess fund balance from previous years to fund capital improvements and maintenance needs.

Information Technology Fund				
	2020-21	2021-22	2022-23	
Revenues and Expenditures by Year	Actual	Adopted Budget	Proposed Budget	% Change
Revenues				
Service Charges	3,813,581	3,348,430	4,114,825	22.89%
Transfer In	530,169	-	-	0.00%
Other Financing Sources	-	-	1,416,250	100.00%
Total Revenues	\$ 4,343,750	\$ 3,348,430	\$ 5,531,075	65.18%
Expenditures				
Personnel Services	\$ 1,190,326	\$ 1,405,291	\$ 1,454,606	3.51%
Supplies	\$ 133,797	177,568	209,002	17.70%
Maintenance & Repair	743,766	1,094,752	1,547,121	41.32%
Utilities/Other Services	234,767	200,366	323,343	61.38%
Insurance & Contract Supp.	15	-	-	0.00%
Other Expenditures	8,885	25,299	24,849	-1.78%
Capital Improvements	930,626	445,154	1,972,154	343.03%
Total Expenditures	\$ 3,242,183	\$ 3,348,430	\$ 5,531,075	65.18%

Expenditures by Use



INFORMATION TECHNOLOGY FUND

REVENUES

Service Charges: Revenue collected from Service Charges has increased by \$766,395 or 22.89%. This increase reflects the increased costs and replenishment of fund balance for future capital.

Other Financing Sources: This represents a use of \$1,416,250 in fund balance from prior years to support capital improvements.

EXPENDITURES

Personnel Services: Personnel Services accounts for 26% of all expenditures in the Information Technology Fund. The proposed budget increased \$49,315 or 3.51%, from the FY 2022-23 Adopted Budget due to merit and COLA increases to maintain competitive compensation for all City employees.

Maintenance & Repair: Maintenance and repair expenses include software maintenance costs which have increased \$452,369 or 41.32% due to increased costs of maintenance agreements and the addition of a systems maintenance agreement for the new public safety communication system for \$165,000. The Information Technology Fund is now paying 2/3rds of the MDT Radio Maintenance previously charged to 4B.

Utilities/Other Services: This category has increased by \$122,977 or 61.38% due to increased cost of garage costs and utilities.

Capital Improvements: Capital Improvements include replacement of portable voice radios and communication system for Public Safety for \$1,527,000.

PERSONNEL BY JOB TITLE

<u>Information Technology</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Assistant City Manager	-	0.34	0.34	-
Business Systems Analyst	1.00	1.00	1.00	-
Database Application	2.00	2.00	-	(2.00)
Database Manager*	-	-	1.00	1.00
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	-
Network Analyst	2.00	2.00	2.00	-
Network Coordinator*	2.00	2.00	-	(2.00)
Network Infrastructure Manager	-	-	1.00	1.00
PC Analyst	4.00	4.00	4.00	-
PC Analyst Supervisor	-	-	1.00	1.00
Radio System Technician	1.00	1.00	1.00	-
Systems Application Analyst	2.00	2.00	2.00	-
Total	17.00	17.34	16.34	(1.00)

* Net decrease in one position due to reorganization.

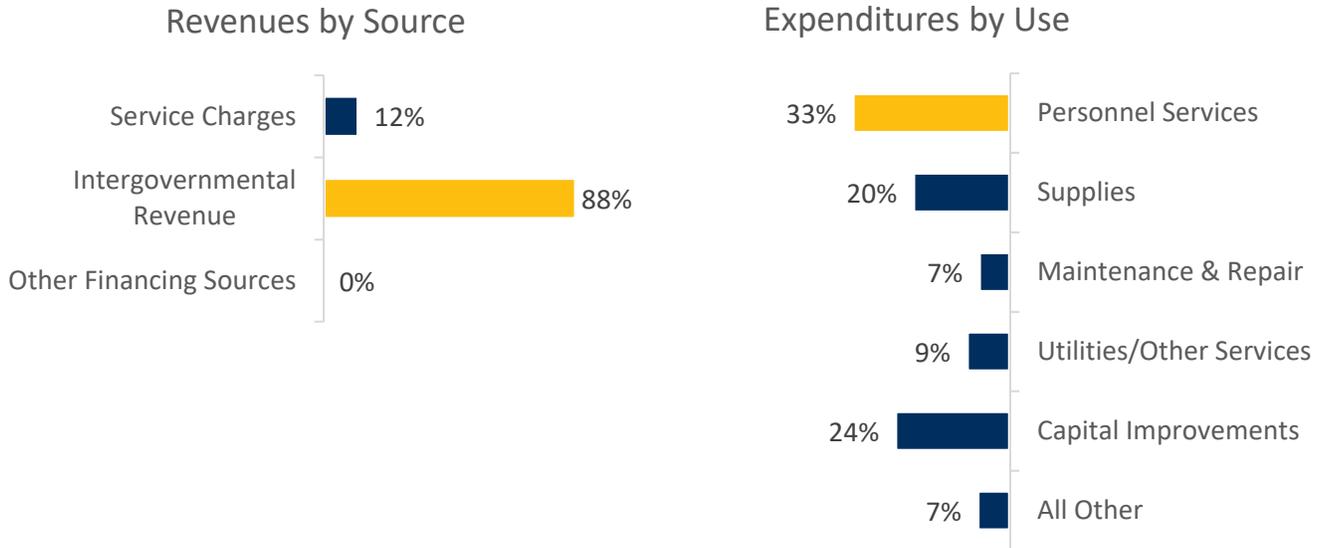
TRANSIT FUND

TRANSIT FUND

The Transit Fund is an Enterprise Fund that is, for the majority, funded through Federal and State Grants. When needed, 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 \$4,805,630, which is a \$1,415,181 or 41.74% increase from the previous year. Transit Operations and Preventative Maintenance is now 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 fleet of public transportation vehicles. The FY 2023 budget includes increases in fuel, supplies, a cost of living adjustment (COLA), and merit salary increases, and the purchase of 2 new transit busses.

Transit Fund				
	2020-21	2021-22	2022-23	
Revenues and Expenditures by Year	Actual	Adopted Budget	Proposed Budget	% Change
Revenues				
Service Charges	359,228	600,000	584,000	-2.67%
Intergovernmental Revenue	7,297,269	2,787,749	4,219,830	51.37%
Misc. Revenues	4,638	2,700	1,800	-33.33%
Total Revenues	\$ 7,661,135	\$ 3,390,449	\$ 4,805,630	41.74%
Expenditures				
Personnel Services	\$ 1,349,172	\$ 1,521,003	\$ 1,588,579	4.44%
Supplies	333,464	643,287	977,359	51.93%
Maintenance & Repair	219,182	315,343	314,543	-0.25%
Utilities/Other Services	175,257	234,149	436,620	86.47%
Insurance & Contract Supp.	18,333	53,805	49,407	-8.17%
Other Expenditures	83,183	87,862	279,122	217.68%
Capital Improvements	5,728,399	535,000	1,160,000	116.82%
Total Expenditures	\$ 7,906,990	\$ 3,390,449	\$ 4,805,630	41.74%

TRANSIT FUND



REVENUES

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 will not be needed in the FY 2023 budget due to CARES Act funds being allocated to cover operations.

Misc. Revenue: Miscellaneous Revenue is expected to decrease \$900, or 33.33% due to decreased earnings from concession sales and office rentals.

EXPENDITURES

Personnel Services: Personnel Services account for 33% of all expenditures in the Transit Fund. The Proposed Budget has a \$67,576 or 4.44%, increase from the previous year’s Adopted Budget. The increase is due to COLA and Merit increases City-wide.

Supplies: Supplies in the Transit Fund total \$997,359, which is a \$334,072 or 51.93% increase from the prior year due to the Transit Department conducting refueling for its fleet of vehicles in house. In previous years, refueling was performed at the Fleet Maintenance facility.

Utilities/Other Services: This account has increased by \$202,471 or 86.47%. This is due to increased operating costs needed to run the Transit Center, including \$200,000 for the design of the Ohio Street Bridge to serve the newly opened Travel Center.

Other Expenditures: This account increased from the previous year by \$191,260 or 217.68% due to an increase in administrative overhead charges and \$170,000 in budget contingency not budgeted in the FY 2021-22 Adopted Budget.

Capital Improvements: Capital Improvement expenditures of \$1,160,000 include the replacement of two public transportation busses.

TRANSIT FUND

PERSONNEL BY JOB TITLE

Public Transportation	FY 2020-21	FY2021-22	FY2022-23	Change PY
Automotive Mechanic	-	-	-	-
Dir of Aviation, Traffic & Transp.	0.15	-	-	-
Public Transportation Admin	1.00	1.00	0.50	(0.50)
Transit Operations Supervisor	1.00	0.50	0.50	-
Transit Operator	19.00	19.00	19.00	-
Total	21.15	20.50	20.00	(0.50)
<i>*a portion of the PT Admin position was reallocated to Preventative Maintenance and Planning</i>				
Preventative Maintenance				
Automotive Mechanic	3.00	3.00	3.00	-
Public Transportation Admin	-	-	0.30	0.30
Total	3.00	3.00	3.30	0.30
<i>*PT Admin partially reallocated from Public Transportation</i>				
Public Transportation Planning				
Dir of Aviation, Traffic & Transp	-	0.15	0.15	-
Public Transportation Admin	-	-	0.20	0.20
Transit Operations Supervisor	-	0.50	0.50	-
Total	-	0.65	0.85	0.20
<i>*PT Admin partially reallocated from Public Transportation</i>				
Transit Hub Operations				
Assistant Travel Center Operator	1.00	1.00	-	(1.00)
Customer Service Rep	1.00	1.00	2.00	1.00
Total	2.00	2.00	2.00	-
Total - Transit Fund	26.15	26.15	26.15	(0.00)

STORMWATER FUND

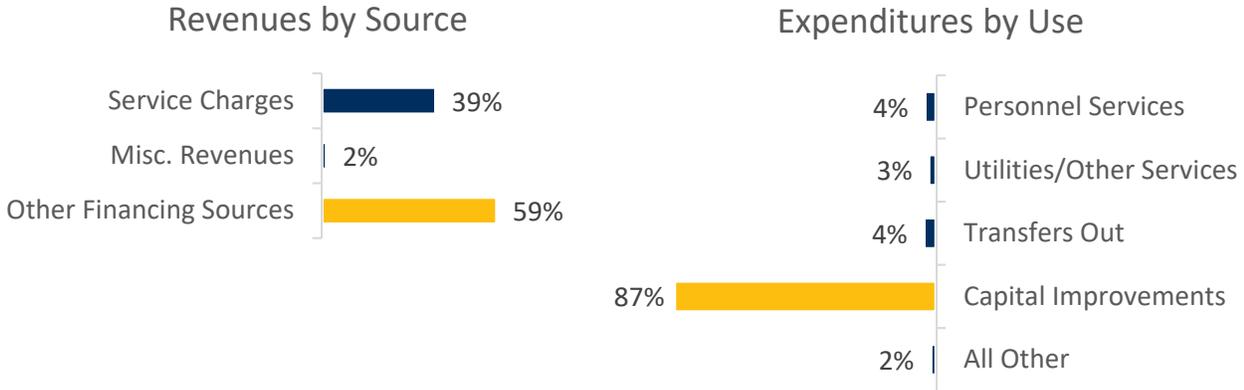
STORMWATER FUND

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 storm water 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 \$9,537,472, which is an increase of \$4,359,047 or 84.18%. 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, but the COVID-19 pandemic and associated materials cost increases have delayed the project's progression onto Phase 2 until this fiscal year.

Revenues and Expenditures by Year	Stormwater Fund			
	2020-21 Actual	2021-22 Adopted Budget	2022-23 Proposed Budget	% Change
Revenues				
Service Charges	3,706,349	3,700,000	3,700,000	0.00%
Misc. Revenues	5,638	25,000	170,000	580.00%
Other Financing Sources	-	1,453,425	5,667,472	289.94%
Total Revenues	\$ 3,711,986	\$ 5,178,425	\$ 9,537,472	84.18%
Expenditures				
Personnel Services	\$ 268,936	\$ 351,402	\$ 374,744	6.64%
Supplies	552	18,582	18,330	-1.36%
Maintenance & Repair	95,117	168,005	156,589	-6.80%
Utilities/Other Services	266,774	219,619	254,231	15.76%
Insurance & Contract Supp.	100	200	200	0.00%
Other Expenditures	17,951	11,305	16,005	41.57%
Capital Improvements	506,299	4,000,000	8,311,500	107.79%
Transfers Out	403,261	409,312	405,873	-0.84%
Total Expenditures	\$ 1,558,990	\$ 5,178,425	\$ 9,537,472	84.18%

STORMWATER FUND



REVENUES

Service Charges: Revenue from Service Charges are expected to remain consistent with previous years.

Misc. Revenues: Interest earnings are expected to increase due to higher interest rates predicted this fiscal year resulting in more income from earnings from invested assets. This has caused an increase of \$145,000, or 580.00%

Other Financing Sources: A contribution from excess fund balance is available for capital improvements that requires Council Approval of projects for use. This account has increased by \$4,214,047, or 289.94%.

EXPENDITURES

Personnel Services: The Proposed Budget includes a \$23,342, or 6.64%, increase from the FY2021-22 Adopted Budget. This increase is mostly due to Merit and cost of living adjustment (COLA) increases for employees.

Maintenance & Repair: Maintenance costs in the Stormwater Fund are expected to decrease \$11,416, or 6.80% due to a slight decrease in needed maintenance of storm sewers throughout the City.

Utilities/Other Services: Utilities and other service costs in the Stormwater department are expected to increase \$34,612 or 15.76% mostly due to increases in Central Garage services caused by fuel price increases.

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 an increase of \$4,700 or 41.57%. This is due to an increase in the rental of tools to perform drainage maintenance.

Capital Improvements: Capital Improvement expenditures increased by \$4,311,500 or 107.79%. This is due to the start of construction on the Quail Creek Phase 2 project and funding available to start other drainage improvement projects.

STORMWATER FUND

PERSONNEL BY JOB TITLE

<u>Stormwater</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
C & M Supervisor	0.50	0.50	-	(0.50)
City Engineer	0.33	0.33	0.66	0.33
Civil Engineer	0.50	0.50	1.00	0.50
Environmental Coordinator	1.00	1.00	0.50	(0.50)
Heavy Equip Operator	2.00	2.00	2.00	-
Street Program Coordinator	1.00	1.00	1.00	-
Total	5.33	5.33	5.16	(0.17)

GOLF COURSE FUND

GOLF COURSE FUND

The Golf Course Budget is devised to align with our management services agreement with A.P.G.L. Under the terms of that agreement, the City is responsible for reimbursing A.P.G.L. for golf course expenses, plus \$120,000 for complete management oversight of the course. In exchange, the city receives nearly all of the revenue at the course. The Golf Course estimates revenues and expenditures for FY 2023 at \$1,416,867. This includes \$900,000 in revenue from use fees, \$311,000 as a transfer in from excess general funds, and \$205,867 from the Golf Course prior year reserves. The funds will be used for course operations and capital improvements for the gazebo and the addition of range lighting.

Golf Course Fund					
	2020-21	2021-22	2022-23		
Revenues and Expenditures by Year	Actual	Adopted Budget	Proposed Budget	% Change	
Revenues					
Service Charges	959,857	830,000	900,000	8.43%	
Transfer In	-	80,000	311,000	288.75%	
Other Financing Sources			205,867	100.00%	
Total Revenues	\$ 959,857	\$ 910,000	\$ 1,416,867	55.70%	
Expenditures					
Maintenance & Repair	660	-	-	0.00%	
Utilities/Other Services	854,741	910,000	936,867	2.95%	
Insurance & Contract Supp.	283	-	-	0.00%	
Other Expenditures	684	-	-	0.00%	
Capital Improvements	-	-	480,000	100.00%	
Total Expenditures	\$ 856,367	\$ 910,000	\$ 1,416,867	55.70%	

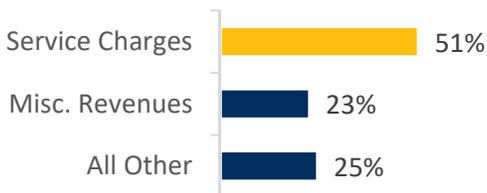
WATER PARK FUND

Water Park Fund:

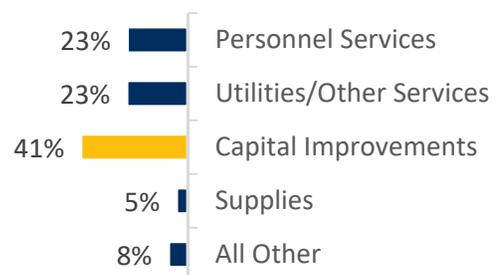
The Water Park Fund is an Enterprise Fund, and contains the budget for Castaway Cove Water Park. The total budget for the Water Park is \$2,269,653 which is an increase from the previous year of \$744,720 or 48.84%. This increase is due to increased use of the Water Park as well as a transfer in from excess general fund reserves to help purchase a new attraction.

Water Park Fund				
Revenues and Expenditures by Year	2020-21 Actual	2021-22 Adopted Budget	2022-23 Proposed Budget	% Change
Revenues				
Service Charges	1,222,516	1,063,542	1,166,353	9.67%
Misc. Revenues	557,011	461,391	528,300	14.50%
Transfer In	-	-	575,000	100.00%
Total Revenues	\$ 1,779,527	\$ 1,524,933	\$ 2,269,653	48.84%
Expenditures				
Personnel Services	\$ 494,021	\$ 548,891	\$ 528,924	-3.64%
Maintenance & Repair	51,442	-	45,934	100.00%
Supplies	264,134	-	104,634	100.00%
Utilities/Other Services	502,812	936,537	533,327	-43.05%
Insurance & Contract Supp.	38,283	-	64,413	100.00%
Other Expenditures	18,504	39,505	62,421	58.01%
Capital Improvements	10,735	-	930,000	0.00%
Total Expenditures	\$ 1,379,930	\$ 1,524,933	\$ 2,269,653	48.84%

Revenues by Source



Expenditures by Use



WATER PARK FUND

REVENUES

Service Charges make up the majority of the Water Park Fund’s revenue. This is driven primarily by admission sales. Miscellaneous Revenue reflects food and beverage sales at the Water Park as well as rentals and merchandise purchases.

EXPENDITURES

Personnel Services: Personnel costs include operational salaries for seasonal positions. This account decreased by \$19,967, or 3.64% due to elimination of salaries for management personnel now being paid through a 3rd party contract.

Maintenance & Repair: This category represents costs for repairs and maintenance previously budgeted through the management contract.

Supplies: This category represents costs for supplies including chemicals needed for water treatment. These costs were previously budgeted through the contract.

Utilities/Other Services: The proposed budget for this category decreased by \$403,210 or 43.05% as costs that were previously paid through the contract are now reflected as direct expenditures. The remaining expenditures represent electricity, water, and telephone services needed to operate the park.

Insurance & Contract Supp.: This represents the insurance costs that were previously budgeted through the contract.

Capital Improvements: The proposed FY 2023 budget includes \$930,000 for a new attraction which is being funded by park operations as well as a \$575,000 transfer from excess General Fund reserves.

PERSONNEL BY JOB TITLE

<u>Castaway Cove</u>	FY 2020-21	FY2021-22	FY2022-23	Change PY
Office Manager	1.00	1.00	-	(1.00)
Admin & Accounting	1.00	1.00	1.00	-
Group Sales Mgr.	1.00	1.00	-	(1.00)
Total	3.00	3.00	1.00	(2.00)

**Other positions now funded through 3rd party contract*

REGIONAL AIRPORT FUND

MISSION

The Aviation Division is divided into two Airports, Wichita Falls Regional Airport which is a Part 139 FAA and TSA regulated commercial airport, and the Kickapoo Downtown Airport which is a general aviation airport under TxDOT jurisdiction. The Airport Terminal is serviced by American Airlines through a subcontract with Envoy. The Airline offers four arrivals and four departures per day with service to Dallas-Fort Worth Airport for connections to other destinations.

SERVICES PROVIDED

- Four arrival and four departures per day with service to Dallas-Fort Worth Airport.
- Support and collaborate with Sheppard Air Force Base.
- Provide Casino Charters to increase revenue.

FY2022 ACCOMPLISHMENTS

- Continued and improved working relationship with relationship with planners for major carriers and charter operations.
- Created and delivered successful marketing campaign.
- Improved safety performance and overall house cleaning.

CONTACT INFORMATION

Jon Waltjen
Airports Administrator
940-855-3623
jon.waltjen@wichitafallstx.gov

REGIONAL AIRPORT FUND

GOALS & PERFORMANCE MEASURES

GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2021 ACTUAL	FY 2022 ESTIMATE	FY 2023 TARGET
Continuing marketing the Airport and Restaurant to regional markets through social media, advertising and speaking engagements.	Efficiently Deliver City Services and Enhance the Wichita Falls Brand	Updated adds and continue to monitor placement	100%	100%	100%
Continuing professional development, and Customer Service of Airport Staff.		Deliver top of the line customer service	100%	100%	100%
Continue to maintain compliance with FAA and TSA regulations.	Efficiently Deliver City Services	All regulations met and upheld	100%	100%	100%

FY2023 HIGHLIGHTS

Regional Airport Operations

- **Transfers Out:** decreased \$455,347 from the prior year as the FY 2022 budget included higher costs for debt service.

Regional Airport FBO

- **Supplies:** increased \$192,339 from the prior year due to the increased cost of fuel.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Regional Airport Operations	Salaries - Supervision	44,308	50,880	50,568
	Salaries - Clerical	27,352	40,155	56,219
	Salaries-Operational	31,128	55,836	53,443
	Pool Operational	3,460	58,400	40,000
	Overtime	51	1,200	1,200
	Terminal Pay	7,820	0	0
	Stability Pay	2,420	2,420	2,420
	Cell Phone Allowance	1,016	1,080	720
	FICA	9,305	11,241	9,904
	TMRS Retirement	15,449	19,110	17,574
	TMRS Year-End Pension Adjust.	82,626	0	0
	Year-End OPEB Adjustment	(228)	0	0
	Life Insurance Contribution	111	122	134
	Disability Insurance Contrib	84	93	101
	Health Insurance Contributions	8,676	7,468	14,232
	Supplies-Minor Tools and Equip	2,577	2,300	1,200
	Supplies-Office	1,425	2,000	1,500
	Supplies-Janitorial	0	400	400
	Supplies-Concession	375	1,500	1,500
	Supplies-Clothing and Uniforms	800	2,500	1,500
	Supplies-Other	3,378	3,600	3,600
	Maint-PC Hardware	6,459	7,800	7,800
	Maint-PC Software	0	86	100
	Maint-Systems Software	85	0	0
	Maint-Heating/Cooling Systems	0	3,200	3,200
	Maint-Buildings	13,334	11,350	12,350
	Maint-Airport	71,968	49,326	50,326
	Maint-Other Buildings	5	0	0
	Services-Telephone	3,158	4,026	4,383
	Service-Wireless PhoneAircards	2,517	3,000	3,000
	Services-Electricity	82,551	85,790	84,961
	Services-Elec Airport Conces	3,310	4,000	4,000
	Services-Gas	21,788	20,585	19,000
Services-Wtr/Sewer/Sanitation	6,175	5,748	6,039	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget	
Regional Airport Operations	Services-Cable TV	1,893	2,000	2,000	
	Services-Central Garage	8,198	10,496	18,671	
	Services-Bank	12,957	19,400	23,235	
	Services-Audit	10,735	8,800	0	
	Services-Other Professional	2,806	2,800	2,800	
	Services-Employee Physicals	754	612	663	
	Services-Advertising	7,000	11,000	11,000	
	Services-Binding/Printing	483	100	2,180	
	Services-Other Miscellaneous	821	1,000	1,000	
	Worker's Compensation	0	0	496	
	Unemployment Compensation	2,921	0	0	
	Insurance Expense	39,479	25,000	10,817	
	Travel Expenses	0	4,400	4,400	
	Education Registration	490	2,650	2,650	
	Lease Payments	625	641	2,200	
	Memberships	315	600	600	
	Boards/Local Meetings	0	250	250	
	Rent-Land/Structures	51,909	54,448	56,081	
	Public Relation/Promo	5,878	6,000	6,000	
	Postage/Freight	273	0	0	
	Matching Contributions	0	50,000	50,000	
	Administrative Overhead	141,064	132,819	121,838	
	Data Processing Services	14,452	18,117	19,908	
	Oper Transfer-Other	28,563	668,879	213,532	
	Depreciation Expense	1,531,302	0	0	
		Total Expenditures	\$2,316,398	\$1,475,228	\$1,001,694

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Regional Airport FBO	Salaries - Clerical	4,993	31,583	28,110
	Salaries-Operational	111,360	183,699	172,771
	Overtime	4,038	0	3,000
	FICA	8,774	15,842	10,282
	TMRS Retirement	16,649	25,679	20,379
	Life Insurance Contribution	129	172	164
	Disability Insurance Contrib	97	128	125
	Health Insurance Contributions	0	26,852	29,402
	HSA Contributions-Employer	1,172	1,250	0
	Supplies-Minor Tools and Equip	1,991	2,010	2,010
	Supplies-Office	427	1,200	1,200
	Supplies-Janitorial	9	500	500
	Supplies-Concession	94	2,000	2,000
	Supplies-Catering Food	0	1,200	1,200
	Supplies-Botanical/Agriculture	0	500	500
	Supplies-Clothing and Uniforms	1,490	3,000	3,000
	Supplies-Personal Computers	836	0	0
	Supplies-Kickapoo Fuel&Oil-CGS	308,581	311,227	503,566
	Supplies-Radios	2,168	0	0
	Supplies-Other	13,619	500	500
	Maint-Machine/Tools/Implements	6	2,940	2,940
	Maint-Radios	0	500	2,940
	Maint-PC Hardware	1,186	1,000	1,000
	Maint-Heating/Cooling Systems	630	1,500	2,000
	Maint-Buildings	15,615	10,050	11,050
	Maint-Airport	51,422	25,000	25,000
	Maint-Other Buildings	11,955	9,000	9,000
	Services-Telephone	3,624	2,500	1,552
	Service-Wireless PhoneAircards	263	960	960
	Services-Electricity	4,068	7,500	7,500
	Services-Gas	0	2,000	0
	Services-Wtr/Sewer/Sanitation	0	500	0
	Services-Cable TV	165	700	986
Services-Central Garage	0	0	9,803	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Regional Airport FBO	Services-Bank	14,504	10,000	15,000
	Services-Other Professional	0	500	500
	Services-Employee Physicals	0	500	0
	Services-Advertising	151	1,500	1,500
	Services-Binding/Printing	280	500	2,103
	Services-Other Miscellaneous	0	1,000	1,000
	Insurance Expense	0	22,603	10,817
	Travel Expenses	0	700	700
	Education Registration	640	1,000	1,000
	Lease Payments	28,429	27,796	25,800
	Public Relation/Promo	39	1,000	1,000
	Other Improvements	22,765	0	0
	Other Vehicles	73,533	0	0
	Radios	6,960	0	0
	Oper Transfer FA	73,533	0	0
	Capital Asset Contra Expense	(103,258)	0	0
	Total Expenditures	\$682,937	\$738,591	\$912,860

KICKAPOO AIRPORT FUND

MISSION

The Kickapoo Downtown Airport has 38 City-owned and 30 privately owned hangars that currently house 90 based aircraft. The Airport is self-sufficient, and does not subsidize from the City's General Fund for offsets. The services at Kickapoo Airport include fueling and towing of aircraft, general maintenance of hangars, and mowing and upkeep of the Airfield. In 2021 the Airport has provided 62,414 gal of 100LL (Avgas) and 96,199 gal of Jet Fuel. The airport provides courtesy cars for transient customers. The Airport has seen an average of 10 transients and 30 home based Aircraft operating per day. This Airport uses all LED Airport Lighting.

SERVICES PROVIDED

- Fueling and towing of aircraft
- Hangar/land leases
- Airport maintenance
- Courtesy cars for transient customers

FY2021 ACCOMPLISHMENTS

- Replaced courtesy cars to enhance customer experience
- Continued professional development, and customer service of airport staff
- Improved safety performance, and overall house cleaning

CONTACT INFORMATION

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KICKAPOO AIRPORT FUND

GOALS & PERFORMANCE MEASURES					
GOAL	OBJECTIVE	PERFORMANCE MEASURE	FY 2021 ACTUAL	FY 2022 ESTIMATE	FY 2023 TARGET
Replace courtesy cars	Efficiently Deliver City Services and Enhance the Wichita Falls Brand	Replace with mid-size SUVs	100%	100%	100%
Continuing marketing the Airport and services to regional markets		Use social media, advertising and speaking engagements	100%	100%	100%
Continuing professional development, and Customer Service of Airport Staff.		Cross train Lineman to learn clerk duties	100%	100%	100%

GOALS & PERFORMANCE MEASURES

- **Personnel Services:** decreased \$53,588 from the prior year due to adjustments in lineman staffing costs less than anticipated.
- **Supplies:** increased \$137,400 from prior year due to the increased cost of fuel.
- **Other Expenditures:** increased \$48,588 from the prior year due to increased airport operational costs offset by increased rental revenue.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Kickapoo Airport Operations	Salaries - Supervision	29,539	29,387	33,712
	Salaries-Operational	145,725	218,574	178,940
	Pool Operational	57	0	0
	Overtime	2,716	1,500	3,000
	Terminal Pay	2,422	0	0
	Stability Pay	2,420	2,558	1,348
	Cell Phone Allowance	201	360	0
	FICA	13,842	15,986	14,056
	TMRS Retirement	27,436	35,357	30,454
	TMRS Year-End Pension Adjust.	(11,834)	0	0
	Year-End OPEB Adjustment	(2,226)	0	0
	Life Insurance Contribution	210	222	241
	Disability Insurance Contrib	158	166	183
	Health Insurance Contributions	30,059	27,750	17,345
	HSA Contributions-Employer	574	1,008	0
	Supplies-Minor Tools and Equip	1,340	2,065	2,065
	Supplies-Office	190	1,200	1,200
	Supplies-Janitorial	36	500	500
	Supplies-Concession	485	2,000	2,000
	Supplies-Catering Food	0	1,200	1,200
	Supplies-Botanical/Agriculture	600	1,000	1,000
	Supplies-Clothing and Uniforms	1,557	3,544	3,544
	Supplies-Kickapoo Fuel&Oil-CGS	191,405	428,197	565,597
	Supplies-Kickapoo Maps/Pil-CGS	567	2,500	2,500
	Supplies-Other	286	1,200	1,200
	Maint-Machine/Tools/Implements	885	1,500	2,500
	Maint-Radios	950	500	500
	Maint-PC Hardware	3,035	1,800	1,800
	Maint-Heating/Cooling Systems	0	1,500	1,500
	Maint-Buildings	4,215	5,170	5,170
	Maint-Airport	2,100	0	0
	Maint-Other Buildings	16,539	6,000	10,000
	Services-Telephone	5,088	8,008	6,814
Service-Wireless PhoneAircards	989	1,300	1,300	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget	
Kickapoo Airport Operations	Services-Electricity	12,920	13,901	13,306	
	Services-Elect Airport Hangar	10,376	10,000	10,000	
	Services-Gas	1,730	1,444	2,500	
	Services-Wtr/Sewer/Sanitation	3,184	2,374	2,769	
	Services-Central Garage	29,547	19,738	23,530	
	Services-Bank	92,989	28,337	43,617	
	Services-Audit	723	0	0	
	Services-Other Professional	207	1,000	1,000	
	Services-Employee Physicals	2,436	1,999	2,144	
	Services-Advertising	902	1,550	1,550	
	Services-Binding/Printing	24	50	1,818	
	Services-Other Miscellaneous	0	1,000	1,000	
	Worker's Compensation	364	0	121	
	Insurance Expense	20,076	23,000	10,817	
	Claims and Settlements	0	1,000	1,000	
	Travel Expenses	0	2,400	2,400	
	Education Registration	752	1,000	1,000	
	Lease Payments	1,855	1,818	1,818	
	Memberships	0	300	300	
	Boards/Local Meetings	0	300	300	
	Public Relation/Promo	595	1,000	1,000	
	Postage/Freight	242	0	0	
	Matching Contributions	0	50,000	50,000	
	Administrative Overhead	32,811	31,383	36,768	
	Data Processing Services	16,942	14,467	16,758	
	Budget Contingency	0	0	40,912	
	Oper Transfer-Other	14,252	0	0	
	Depreciation Expense	521,429	0	0	
		Total Expenditures	\$1,235,918	\$1,010,113	\$1,156,098

PUBLIC TRANSPORTATION

MISSION

Wichita Falls Transit System (FallsRide) total passenger trips saw a decrease from 268,000 the previous year to approximately 236,000 in 2021. This decrease was due to the COVID-19 Pandemic and the reduction of route availability with the Sheppard Air Force Base lock down and driver shortage for Saturday routes. FallsRide completed 538,000 revenue miles in delivering public transportation services at an average cost of \$4.39 per revenue mile. The General Fund subsidy, however, due to CARES ACT funding along with funding from the American Recovery Act was not required. Passenger fares contributed to the revenue stream at an amount of \$135,555.00. 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, Monday through Friday, and this service is subsidized through a partnership with MSU. A second service was added during 2016 to serve MSU's students that don't have their own transportation. This service, called the MESA route (Meals, Entertainment, Shopping, Activities), shuttles the students to area businesses that are outside their walking distance. MSU added an additional service for Dual Credit Students. This service transports High School Students to MSU for college credits while still in High School. MSU contributes approximately \$98,000 annually for these services. 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 also 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 along with cancelled routes due to driver staffing shortages.

SERVICES PROVIDED

- Public Transportation
- Local advertising sales
- Grocery Cart Service
- After Hours (Night Crawler) Service

FY2022 ACCOMPLISHMENTS

- Completion of the Administrative and Maintenance Repair Facility
- Purchase of four (4) Replacement Buses that have reached their useful life

CONTACT INFORMATION

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PUBLIC TRANSPORTATION

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Bus Replacement	Replace units that have reached useful life	Updated units to provide less down time for maintenance	Contract - Options	75%	100%
Forklift	Purchase for shipments at new facility.	Allow for ease of delivery for large shipments of parts and equipment	25%	50%	100%
Kiosk for Electronic Fare	Improve purchase availability of passes at Central bus transfer point	Give passengers an option to purchase passes via kiosk at Central transfer point that are unable to get to Travel Center	25%	50%	100%
Bus Shelter Project	Begin placing 10 shelters per year to replace dilapidated shelters	Locate areas that shelters need to be replaced and begin replacing with all metal pre-fabricated shelters	50%	25%	50%
Facility Tractor	Tractor for mowing, parking lot cleaning	Allow for ease of delivery for large shipments of parts and equipment	50%	75%	100%
Admin/Maintenance Facility	Complete Facility	New facility for transportation, SHARP Lines, DAV and MPO offices	100%	100%	100%

FY2023 HIGHLIGHTS

Public Transportation

- **Supplies:** increased \$334,272 or 76% from prior year due to the increased cost of fuel.

Public Transportation Capital

- **Utilities/Other Services:** increased \$200,000 over prior year due to design costs for Ohio Street Bridge to service travel center.
- **Capital Improvements:** increased \$625,000 from prior year due to an increase in the capital budget from one bus to two buses.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Public Transportation	Salaries - Supervision	48,323	52,186	53,994
	Salaries-Operational	481,695	592,744	604,605
	Pool Operational	40,988	118,581	118,581
	Overtime	71,124	32,000	68,000
	Terminal Pay	2,895	0	0
	Stability Pay	10,645	7,428	6,821
	Cell Phone Allowance	363	360	360
	FICA	48,064	47,302	43,471
	TMRS Retirement	95,594	120,900	97,817
	TMRS Year-End Pension Adjust.	(53,856)	0	0
	Year-End OPEB Adjustment	(3,837)	0	0
	Life Insurance Contribution	663	742	780
	Disability Insurance Contrib	501	552	551
	Health Insurance Contributions	142,062	114,916	123,949
	HSA Contributions-Employer	503	504	504
	Supplies-Motor Vehicle	29,267	0	0
	Supplies-Motor Vehicle Fuel	0	420,127	755,399
	Supplies-Minor Furniture	21,215	5,000	5,000
	Supplies-Office	1,734	2,000	2,000
	Supplies-Medical/Drug	0	200	200
	Supplies-Clothing and Uniforms	524	3,000	3,000
	Supplies-Periodicals/Supplemts	0	3,000	3,000
	Supplies-Personal Computers	0	4,000	3,000
	Supplies-Other	1,646	800	800
	Maint-Motor Vehicles	(34)	0	0
	Maint-Radios	139	0	0
	Maint-Systems Software	27,275	0	0
	Maint-Buildings	2,709	0	0
	Services-Telephone	2,898	3,524	3,219
	Service-Wireless PhoneAircards	674	720	720
	Services-Electricity	8,540	25,000	25,000
	Services-Gas	10,240	15,000	15,000
	Services-Wtr/Sewer/Sanitation	1,361	4,000	1,317
	Services-Bank	2,047	600	2,066

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Public Transportation	Services-Audit	1,500	1,500	1,500
	Services-Other Professional	47,972	80,000	80,000
	Services-Employee Physicals	10,788	8,651	9,713
	Services-Binding/Printing	47	200	785
	Worker's Compensation	1,173	11,805	4,407
	Unemployment Compensation	967	0	0
	Insurance Expense	5,780	4,000	7,000
	Claims and Settlements	0	2,000	2,000
	General Liability Claims	10,414	36,000	36,000
	Travel Expenses	0	2,600	2,600
	Education Registration	0	500	500
	Lease Payments	781	785	1,956
	Memberships	359	450	450
	Postage/Freight	339	200	200
	Administrative Overhead	70,664	68,986	87,224
	Data Processing Services	9,850	13,331	15,182
	Depreciation Expense	201,074	0	0
		Total Expenditures	\$1,357,667	\$1,806,194

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Public Transportation Capital	Services-Other Professional	42,571	75,600	275,600
	Budget Contingency	0	0	170,000
	Other Improvements	0	85,000	90,000
	Motor Vehicles	0	450,000	1,070,000
	Total Expenditures	\$42,571	\$610,600	\$1,605,600

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Public Transp Preventive Maint	Salaries - Supervision	16,108	16,031	17,970
	Salaries-Operational	137,838	133,974	147,074
	Overtime	17,913	5,000	0
	Stability Pay	363	3,993	3,993
	FICA	12,080	10,445	11,514
	TMRS Retirement	28,489	25,521	27,392
	Life Insurance Contribution	196	202	212
	Disability Insurance Contrib	146	154	161
	Health Insurance Contributions	36,025	41,894	49,301
	Supplies-Motor Vehicle	18,269	200,000	200,000
	Supplies-Motor Vehicle Fuel	255,055	0	0
	Supplies-Other	995	0	0
	Maint-Motor Vehicles	178,791	300,000	300,000
	Maint-Radios	1,844	600	3,000
	Maint-Systems Software	0	2,000	2,000
	Maint-Central Garage	1,895	0	0
	Total Expenditures		\$706,008	\$739,814

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Public Transportation Planning	Salaries - Supervision	51,980	51,603	57,594
	Salaries-Operational	12,490	0	0
	Overtime	24	0	0
	Stability Pay	847	847	380
	FICA	4,717	3,756	4,056
	TMRS Retirement	10,788	8,692	9,411
	Life Insurance Contribution	86	69	75
	Disability Insurance Contrib	65	53	58
	Health Insurance Contributions	12,613	8,375	12,592
	Maint-Systems Software	3,042	3,200	0
	Total Expenditures		\$96,651	\$76,595

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Transit Hub Operations	Salaries - Clerical	42,636	20,738	113,141
	Salaries-Operational	146	72,977	0
	Overtime	655	1,000	0
	Stability Pay	0	138	0
	FICA	3,267	8,700	2,098
	TMRS Retirement	7,186	12,116	4,664
	Life Insurance Contribution	58	58	38
	Disability Insurance Contrib	44	45	29
	Health Insurance Contributions	8,426	6,407	7,394
	Supplies-Office	2,270	1,200	1,200
	Supplies-Medical/Drug	0	60	60
	Supplies-Physician	142	0	0
	Supplies-Concession	223	700	700
	Supplies-Clothing and Uniforms	177	500	500
	Supplies-Personal Computers	0	1,000	1,000
	Supplies-PC Software	230	0	0
	Supplies-Other	1,717	1,700	1,500
	Maint-PC Software	42	543	543
	Maint-Buildings	3,308	9,000	9,000
	Services-Telephone	2,346	3,933	3,558
	Service-Wireless PhoneAircards	2,095	456	1,200
	Services-Electricity	7,029	7,574	7,259
	Services-Gas	1,965	1,834	2,607
	Services-Wtr/Sewer/Sanitation	2,526	2,224	2,465
	Services-Cable TV	0	1,183	1,183
	Services-Bank	936	0	618
	Services-Other Professional	396	2,000	2,000
	Services-Binding/Printing	125	150	810
	Lease Payments	810	810	810
	Postage/Freight	230	200	200
	Total Expenditures	\$88,986	\$157,246	\$164,577

STORMWATER UTILITY FUND

MISSION

Reduce the potential for stormwater damage and protect citizen's health, safety, life, property, and the environment through preventative maintenance, education, planning and capital improvements.

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 the environmental management and storm water quality.
- The Engineering Division is the floodplain management for the City while also overseeing the design and construction of drainage improvement projects.

FY2022 ACCOMPLISHMENTS

- Completed the annual MS4 permit renewal and plan.
- Completed sweeping of 3,510 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
- Completed the design of Phase I Quail Creek Drainage Improvement Project and 404 permitting requirements.
- Completed the design and started construction of the Phase II Quail Creek Transfer Station Detention Basin

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STORMWATER UTILITY FUND

GOALS & PERFORMANCE MEASURES

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
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	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	3.0 Efficiently Deliver City Services		Floodplain Outreach	2 Public Outreach Events per Year	2 Public Outreach Events per Year
Reduce flooding within the City through drainage improvement projects.	2.0 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	88%	80%

FY2023 HIGHLIGHTS

- **Utilities/Other Services:** increased \$34,612 or 16% over the prior year due to increased cost for fleet services.
- **Capital Improvements:** increased \$4,311,500 from the prior year due to capital expenditures for Quail Creek Phase 1 and Rhea Road drainage improvement project.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Storm Water	Salaries - Supervision	31,368	31,287	34,346
	Salaries-Operational	139,600	208,924	211,748
	Overtime	10,549	500	10,000
	Terminal Pay	0	400	0
	Stability Pay	1,884	5,515	5,240
	Cell Phone Allowance	363	360	360
	FICA	13,902	17,874	18,549
	TMRS Retirement	31,191	40,779	41,410
	TMRS Year-End Pension Adjust.	51,297	0	0
	Life Insurance Contribution	196	312	321
	Disability Insurance Contrib	148	238	244
	Health Insurance Contributions	38,992	44,205	51,518
	HSA Contributions-Employer	743	1,008	1,008
	Supplies-Minor Tools and Equip	0	13,100	13,100
	Supplies-Minor Furniture	0	1,370	1,700
	Supplies-Office	162	1,550	1,850
	Supplies-Educational	0	100	100
	Supplies-Personal Computers	0	750	0
	Supplies-PC Software	0	132	0
	Supplies-Other	390	1,580	1,580
	Maint-PC Software	127	265	132
	Maint-Storm Sewers	74,800	144,240	132,257
	Maint-Other Improvements	20,190	23,500	24,200
	Services-Telephone	86	303	142
	Service-Wireless PhoneAircards	1,368	1,368	1,368
	Services-Central Garage	211,214	207,448	229,221
	Services-Other Professional	53,649	10,000	13,000
	Services-Advertising	458	500	500
	Services-Binding/Printing	0	0	10,000
	Contract-Other Agencies	100	200	200
	Travel Expenses	0	1,600	2,100
	Education Registration	0	2,800	4,000
Memberships	295	405	405	
Rent-Equipment	2,615	5,000	7,000	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Storm Water	Postage/Freight	2,063	1,500	2,500
	Bad Debt Expense	12,978	0	0
	Land	235,197	0	0
	Other Improvements	255,102	4,000,000	8,000,000
	Instruments/Apparatus	16,000	0	1,500
	Other Machinery and Equipment	0	0	310,000
	Oper Transfer-Other	403,261	409,312	405,873
	Oper Transfer FA	24,348	0	0
	Depreciation Expense	410,608	0	0
	Capital Asset Contra Expense	(506,299)	0	0
	Total Expenditures	\$1,538,944	\$5,178,425	\$9,537,472

FLEET MAINTENANCE

MISSION

We keep Wichita Falls moving Forward!

SERVICES PROVIDED

- Provide fuel for City fleet and other outside agencies
- Provide quality and timely repairs and maintenance for all divisions and contracted outside agencies.
- Towing service
- Roadside assistance
- Infield services and repairs
- Fire Apparatus Maintenance

FY2022 ACCOMPLISHMENTS

- Main shop work orders: 2,476
- Service Station Work Orders: 2,991
 - PM's 1,056
 - Repair's 1,935
- Service Truck Work Orders: 46
- Fire Shop Work Orders: 156
- Small Engine Shop Work Orders: 1,130
- Landfill Work Orders: 12
- Total number of Work orders from Oct 2021 to June 2022: 6,811
- Fuel From Service Station Total: 965,019.02
 - Gallon's Unleaded 411,548.62
 - Gallon's Diesel 553,470.40
- Fuel Truck deliveries 83,524.70
 - Gallon's Unleaded 9,321.30
 - Gallon's Diesel 74,203.40
- Fire Department tanks usage amount since Aug 2021 total: 12,230.45
 - Station 3 3,706.95
 - Station 8 6,440.32
 - Station 7 2,083.18
- Contracting with Wichita County Tax Assessor for Vehicle registrations printed in-house.

CONTACT INFORMATION

Wade Looney
Central Services Superintendent
940-761-7931
Wade.looney@wichitafallstx.gov

FLEET MAINTENANCE

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Continue to provide quality Service to our customers	Provide City Services in a timely manner	Efficiently Deliver City Services	Make repairs in timely fashion to reduce down time		
Facility Improvements	Maintain Infrastructure	Efficiently Deliver City Services	Actual completed project	Moved fire Maintenance to old transit shop	Move Radio shop in to this shop as well.
Contract with the County Tax office to do Vehicle registrations in-house	Minimize wasted cost for registrations paid for and never used	Efficiently Deliver City Services	Reduce staff travel back and forth to Tax office	3 hours>	2 hours>
Continue Fuel Contracts with Wichita county and VFD's	Revenue Stream	Economic Development	Track amounts of fuel sold		
Look for other ways to gain contracts for repair of other entity fleet	Revenue stream	Economic Development	Capital generated		

FY2023 HIGHLIGHTS

- **Capital Improvements:** increased \$316,704 or 17% over prior year due to one-time capital expenditures from excess general fund reserves of a Police Tactical SWAT Vehicle.
- **Insurance and Contract Support:** increased \$91,797 from prior year due to increased cost of worker's compensation.
- **Other Expenditures:** increased \$54,677 or 25% over prior year due to increased costs of administrative overhead.
- **Supplies:** increased \$2,149,195 or 69% over prior year due to the increased cost of fuel.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Fleet Maintenance	Salaries - Supervision	175,830	181,167	191,976
	Salaries - Clerical	70,384	67,985	74,093
	Salaries-Operational	1,170,524	1,295,380	1,302,179
	Overtime	25,148	15,000	15,000
	Terminal Pay	7,645	0	0
	Stability Pay	32,286	32,562	31,627
	Cell Phone Allowance	2,177	2,160	2,160
	FICA	106,861	114,669	115,255
	TMRS Retirement	243,000	261,654	260,019
	TMRS Year-End Pension Adjust.	(144,481)	0	0
	Year-End OPEB Adjustment	(7,708)	0	0
	Life Insurance Contribution	1,883	1,983	2,022
	Disability Insurance Contrib	1,422	1,511	1,524
	Health Insurance Contributions	345,659	285,903	313,135
	HSA Contributions-Employer	939	1,008	504
	Supplies-Motor Vehicle	629,501	629,948	614,288
	Supplies-Motor Vehicle Fuel	2,073,240	2,283,728	4,425,560
	Supplies-Small Engine Equip	42,419	33,015	32,781
	Supplies-Minor Tools and Equip	13,695	16,900	22,500
	Supplies-Minor Furniture	116	229	340
	Supplies-Office	2,419	6,150	6,475
	Supplies-Medical/Drug	150	3,500	3,500
	Supplies-Janitorial	0	100	125
	Supplies-Clothing and Uniforms	9,371	14,125	14,289
	Supplies-Periodicals/Supplemts	0	300	300
	Supplies-Container	5,564	26,400	34,200
	Supplies-PC Software	7,441	8,880	8,308
	Supplies-Other	112,111	106,596	116,400
	Maint-Motor Vehicles	1,977,229	1,953,796	1,953,799
	Maint-Machine/Tools/Implements	1,087	14,300	14,400
	Maint-Radios	0	730	730
	Maint-Systems Hardware	0	500	500
	Maint-PC Software	300	300	300
Maint-Systems Software	26,794	6,500	30,200	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Fleet Maintenance	Maint-Heating/Cooling Systems	8,915	7,500	8,500
	Maint-Reservoirs/Tanks	9,226	16,500	9,200
	Maint-Buildings	6,159	9,940	13,940
	Maint-Central Garage	9,282	14,672	16,022
	Services-Telephone	2,680	4,974	5,065
	Service-Wireless PhoneAircards	577	1,540	816
	Services-Electricity	21,975	22,340	22,231
	Services-Gas	10,244	7,797	12,000
	Services-Wtr/Sewer/Sanitation	10,521	8,942	10,116
	Services-Bank	7,061	7,945	7,558
	Services-Audit	10,349	9,565	9,565
	Services-Other Professional	1,166	50,000	1,206
	Services-Employee Physicals	10,800	8,075	9,292
	Services-Binding/Printing	1,110	100	1,475
	Worker's Compensation	61,700	67,467	154,864
	Unemployment Compensation	0	0	800
	Insurance Expense	5,333	0	3,600
	Bond Principal Payments	0	447,693	465,556
	Bond Interest Payments	27,123	27,123	9,259
	Travel Expenses	3,496	6,400	5,900
	Education Registration	1,448	5,100	5,800
	Lease Payments	1,473	1,475	1,475
	Memberships	560	750	750
	Postage/Freight	2,058	1,250	1,250
	Administrative Overhead	162,262	165,200	208,291
	Data Processing Services	20,011	36,881	48,267
	Buildings	40,209	31,400	52,400
	Motor Vehicles	1,438,446	1,845,314	2,150,015
	Machines/Tools/Implements	9,728	33,000	23,003
	PC Computer Equipment	0	1,000	0
Other Machinery and Equipment	0	0	2,000	
Oper Transfer-General	312,000	312,000	312,000	
Depreciation Expense	4,297,211	0	0	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Fleet Maintenance	Capital Asset Contra Expense	(1,488,383)	0	0
	Total Expenditures	\$11,937,744	\$10,518,922	\$13,160,705

INFORMATION TECHNOLOGY

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.

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, 200 mobile devices, and 620 VOIP phones.
- Perform and maintain data backups and disaster recovery plans for over 100 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.
- Maintain a \$6.6 million annual budget.

FY2022 ACCOMPLISHMENTS

- Replaced the Police Departments in-car and interview room video system.
- Installed voice and data radio equipment in 22 new patrol vehicles.
- Completed a Network Security Assessment.
- Integrated the new Bus Maintenance facility into our City Business Network.
- Replaced the voice recording system for the 911 Dispatch Center and Police Department.
- Upgraded the Finance, HR, and Payroll systems, Munis and Executime.
- Virtualized multiple servers. This decreased our overhead and physical footprint.
- Performed annual server and network equipment and PC replacements.
- Completed over 3,125 service calls.

CONTACT INFORMATION

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INFORMATION TECHNOLOGY

GOALS & PERFORMANCE MEASURES

FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2022 ESTIMATE	FY 2023 TARGET
Helpdesk Tickets Created	4.0 Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer service	3221	3060	2907
Helpdesk Average Tickets Opened per Day	4.0 Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer service	13	12	11
Helpdesk Tickets Closed	4.0 Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer service	3125	3097	2878

FY2023 HIGHLIGHTS

- **Capital Improvements:** increased \$1,527,000 from prior year due to capital expenditures for public safety communication radio system hardware.
- **Maintenance & Repair:** increased \$452,369 from prior year due to the Increased costs of software maintenance including the software supporting the Public Safety voice radio system.
- **Supplies:** increased \$31,434 or 18% from prior year due to the increased cost of replacement computers.
- **Utilities/Other Services:** increased \$122,977 or 61% from prior year due to increased costs for telephone and wireless services.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Information Systems	Salaries - Supervision	140,666	159,506	167,481
	Salaries-Operational	692,948	853,074	901,725
	Overtime	1,450	0	2,000
	Terminal Pay	2,631	0	0
	Stability Pay	12,789	13,723	12,925
	Cell Phone Allowance	726	720	720
	FICA	62,135	74,790	71,664
	TMRS Retirement	140,343	169,204	159,388
	TMRS Year-End Pension Adjust.	(37,893)	0	0
	Year-End OPEB Adjustment	(3,444)	0	0
	Life Insurance Contribution	1,108	1,257	1,238
	Disability Insurance Contrib	836	953	940
	Health Insurance Contributions	130,287	127,477	132,826
	HSA Contributions-Employer	4,408	4,587	3,699
	Supplies-Minor Tools and Equip	2,190	4,530	4,530
	Supplies-Minor Furniture	119	1,012	1,012
	Supplies-Office	10,664	13,600	8,050
	Supplies-Mechanical	85	500	500
	Supplies-Personal Computers	(3,040)	103,176	135,120
	Supplies-System Software	87,733	0	0
	Supplies-PC Software	34,367	46,050	51,090
	Supplies-Other	1,679	8,700	8,700
	Maint-Motor Vehicles	6,233	11,200	14,500
	Maint-Radios	35,728	30,000	40,000
	Maint-PC Hardware	16,438	34,500	34,500
	Maint-Systems Hardware	44,446	104,450	151,490
	Maint-PC Software	79,039	116,316	110,924
	Maint-Systems Software	560,262	796,641	1,194,062
	Maint-Other Equipment	1,620	1,645	1,645
	Services-Telephone	84,934	75,088	149,141
	Service-Wireless PhoneAircards	139,260	105,619	146,544
	Services-Gas	628	622	1,907
	Services-Central Garage	3,795	4,835	7,607
Services-Employee Physicals	690	377	607	

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Information Systems	Services-Binding/Printing	271	1,000	1,000
	Services-Subcontractors	5,191	12,825	16,537
	Insurance Expense	15	0	0
	Travel Expenses	1,141	12,200	12,200
	Education Registration	5,853	11,575	11,125
	Memberships	0	524	524
	Postage/Freight	1,892	1,000	1,000
	Other System Improvements	749,376	0	0
	PC Computer Equipment	181,251	445,154	1,296,154
	Radios	0	0	676,000
	Depreciation Expense	781,672	0	0
	Capital Asset Contra Expense	(930,626)	0	0
	Total Expenditures		\$3,051,891	\$3,348,430



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

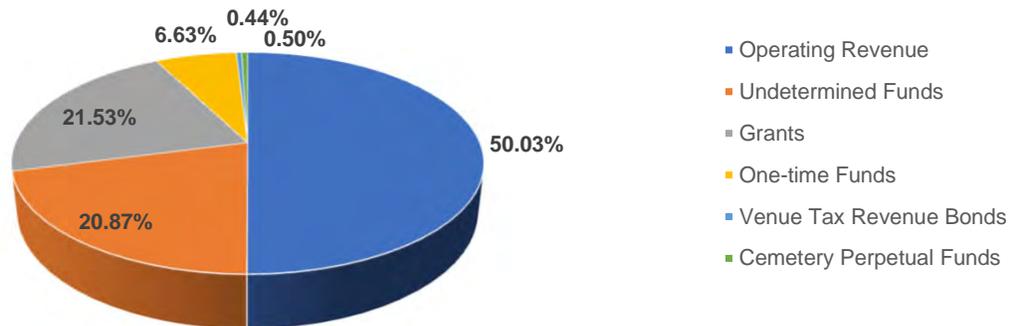


City of Wichita Falls, Texas
Summary of All Capital Projects
From FY 2023 through FY 2027

Projected Financial Plan

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs						
Buildings & General Facilities	\$ 3,689,465	\$ 7,000,000	\$ 1,300,000	\$ -	\$ -	\$ 11,989,465
Health	29,685	-	-	-	-	29,685
Public Safety	2,496,615	-	-	-	-	2,496,615
Information Technology	2,305,354	1,636,854	2,140,854	530,854	510,854	7,124,770
Parks and Recreation	2,841,867	14,429,691	4,834,519	9,882,354	6,000,000	37,988,431
Fleet Replacements	2,227,418	4,862,143	6,186,319	5,939,145	5,964,283	25,179,308
Airports	-	12,243,076	3,250,000	3,250,000	3,000,000	21,743,076
Transit System	1,160,000	2,901,340	250,000	4,675,000	100,000	9,086,340
Traffic	1,041,014	1,606,629	1,356,629	606,629	606,629	5,217,530
Streets	4,655,860	4,840,000	2,530,000	2,530,000	2,530,000	17,085,860
Water & Sewer	8,834,200	26,468,000	12,435,000	6,800,000	6,795,000	61,332,200
Sanitation	5,055,123	3,608,939	7,303,957	4,406,825	4,667,406	25,042,250
Stormwater	8,311,500	4,200,000	2,300,000	3,060,000	3,000,000	20,871,500
MPEC	4,520,000	2,165,000	-	-	-	6,685,000
Total Project Costs	\$ 47,168,101	\$ 85,961,672	\$ 43,887,278	\$ 41,680,807	\$ 33,174,172	\$ 251,872,030
Sources of Funding						
General Operating Funds	\$ 3,342,225	\$ 6,506,629	\$ 3,436,629	\$ 3,136,629	\$ 3,136,629	\$ 19,558,741
General Fund (One-time)	7,489,999	-	-	-	-	7,489,999
Information Tech. Oper. Funds	714,104	1,636,854	2,140,854	530,854	510,854	5,533,520
Information Tech Fund (One-time)	1,416,250	-	-	-	-	1,416,250
Fleet Operating Funds	2,884,033	4,862,143	6,186,319	5,939,145	5,964,283	25,835,923
Sanitation Operating Funds	3,125,836	3,608,939	3,303,957	4,406,825	4,667,406	19,112,963
Sanitation Fund (One-time)	1,929,287	-	-	-	-	1,929,287
Water/Sewer Operating Funds	8,834,200	7,118,000	10,885,000	6,800,000	6,795,000	40,432,200
Stormwater Operating Funds	2,644,028	4,200,000	2,300,000	3,060,000	3,000,000	15,204,028
Stormwater Fund (One-time)	5,667,472	-	-	-	-	5,667,472
Water Park Operating Funds	355,000	-	-	-	-	355,000
ARPA Grant Program	5,518,800	11,800,000	3,300,000	-	-	20,618,800
Federal Grant Funds	2,660,000	16,414,416	3,500,000	7,925,000	3,100,000	33,599,416
Venue Tax	381,000	715,000	-	-	-	1,096,000
Golf Course Fund	205,867	-	-	-	-	205,867
Cemetery Perpetual Care Fund	-	900,000	350,000	-	-	1,250,000
Undetermined Funding Source	-	28,199,691	8,484,519	9,882,354	6,000,000	52,566,564
Total Sources of Funding	\$ 47,168,101	\$ 85,961,672	\$ 43,887,278	\$ 41,680,807	\$ 33,174,172	\$ 251,872,030

Combined 5 Year Estimated Funding Sources





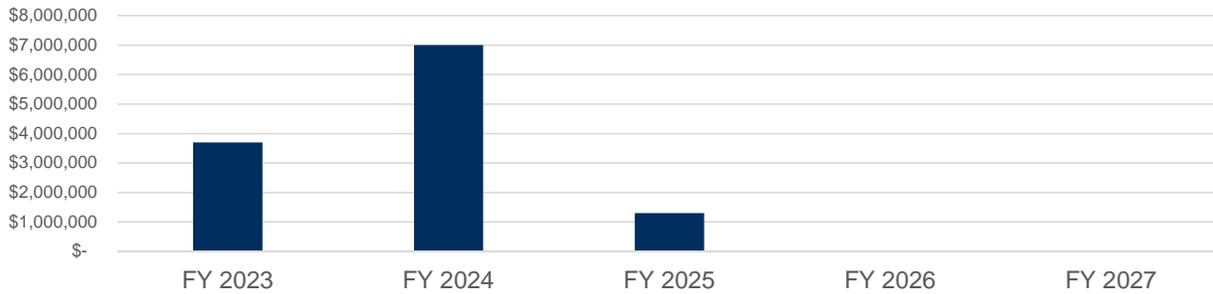
Building and General Facilities Capital Improvements FY 2023 through FY 2027

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.

Projected Financial Plan

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 3,689,465	\$ 7,000,000	\$ 1,300,000	\$ -	\$ -	\$ 11,989,465
Sources of Funding:						
General Fund: Operations	\$ 665,665	\$ 1,000,000	\$ 300,000	\$ -	\$ -	\$ 1,965,665
General Fund: One-time	350,000	-	-	-	-	350,000
ARPA Grant Program	2,673,800	6,000,000	1,000,000	-	-	9,673,800
Total	\$ 3,689,465	\$ 7,000,000	\$ 1,300,000	\$ -	\$ -	\$ 11,989,465

5 Year Expenditure Trend





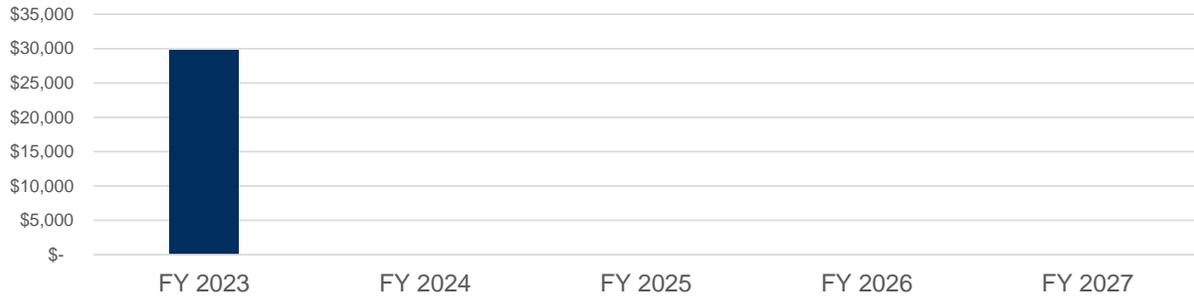
Health
FY 2023 through FY 2027

Projects related to the operation of various health departments, including health administration, animal services, nursing, environmental health and water pollution lab. Most of these projects are funded through operating revenues from the General Fund

Projected Financial Plan

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 29,685	\$ -	\$ -	\$ -	\$ -	\$ 29,685
Sources of Funding:						
General Fund: Operations	\$ 29,685	\$ -	\$ -	\$ -	\$ -	\$ 29,685
Total	\$ 29,685	\$ -	\$ -	\$ -	\$ -	\$ 29,685

5 Year Expenditure Trend





**Public Safety (Police & Fire)
FY 2023 through FY 2027**

This section of the CIP relates to projects to improve public safety equipment, specifically in the Police Department and Fire Department.

Projected Financial Plan

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 2,496,615	\$ -	\$ -	\$ -	\$ -	\$ 2,496,615
Sources of Funding:						
Federal and State Grants	\$ 1,500,000					\$ 1,500,000
General Fund: One-time funds	340,000					340,000
Fleet Operating Fund	656,615					656,615
Total	\$ 2,496,615	\$ -	\$ -	\$ -	\$ -	\$ 2,496,615

5 Year Expenditure Trend



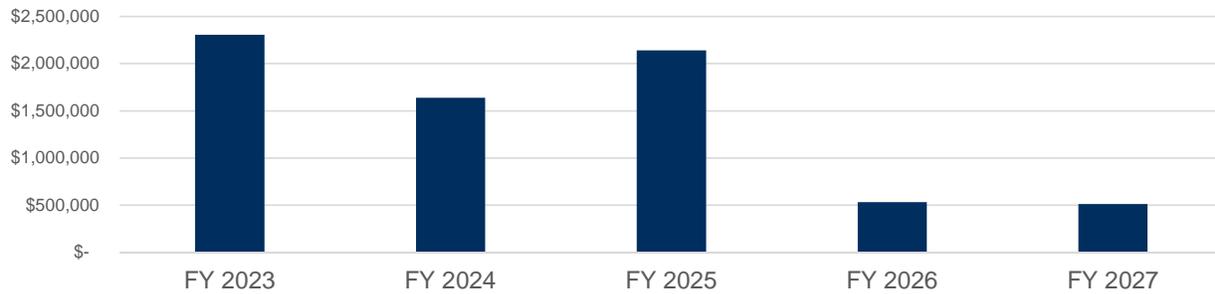


Information Technology Capital Improvements FY 2023 through FY 2027

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						
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 2,305,354	\$ 1,636,854	\$ 2,140,854	\$ 530,854	\$ 510,854	\$ 7,124,770
Sources of Funding:						
IT Operating Funds	\$ 2,130,354	\$ 1,636,854	\$ 2,140,854	\$ 530,854	\$ 510,854	\$ 6,949,770
ARPA Grant Program	175,000	-	-	-	-	175,000
Total	\$ 2,305,354	\$ 1,636,854	\$ 2,140,854	\$ 530,854	\$ 510,854	\$ 7,124,770

5 Year Expenditure Trend





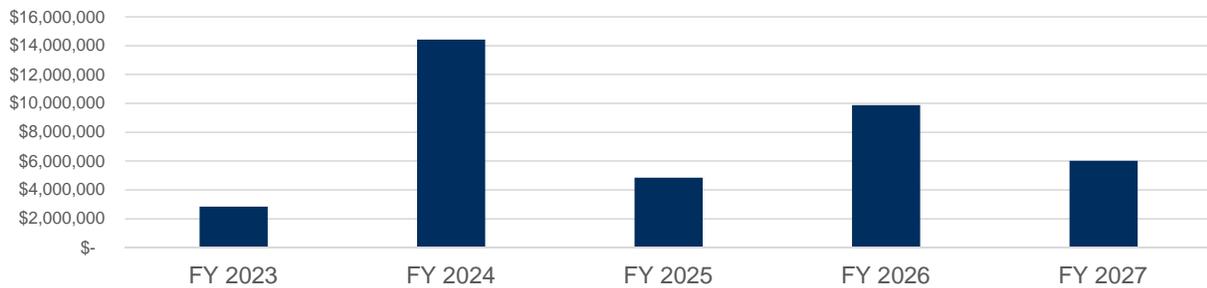
**Parks & Recreation
FY 2023 through FY 2027**

Undetermined
Funding: \$29.3M

This section of the CIP includes projects for the Parks System, Library, and Recreation. Several of the Parks Projects identified in this section will require approval of additional funding sources such as a General City Bond Issuance, 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						
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 2,841,867	\$ 14,429,691	\$ 4,834,519	\$ 9,882,354	\$ 6,000,000	\$ 37,988,431
Sources of Funding:						
General Fund - Operating	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
General Fund - One Time	1,411,000	-	-	-	-	1,411,000
Water Park Operating Funds	355,000	-	-	-	-	355,000
Golf Course Operating Funds	205,867	-	-	-	-	205,867
ARPA Grant Program	870,000	3,300,000	-	-	-	4,170,000
Federal Grants	-	1,270,000	-	-	-	1,270,000
Cemetary Perpetual Care Fund	-	900,000	350,000	-	-	1,250,000
Undetermined Funding Source	-	8,899,691	4,484,519	9,882,354	6,000,000	29,266,564
Total	\$ 2,841,867	\$ 14,429,691	\$ 4,834,519	\$ 9,882,354	\$ 6,000,000	\$ 37,988,431

5 Year Expenditure Trend



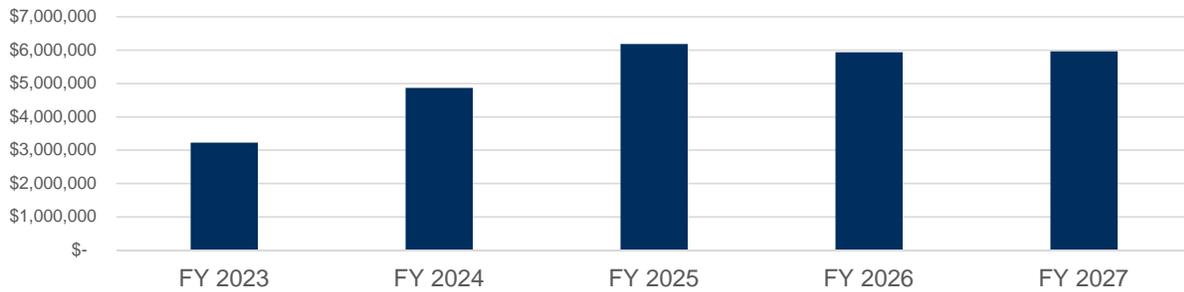


**Fleet Maintenance
FY 2023 through FY 2027**

This section of the CIP provides for replacement of the City's fleet. Annual operating funds are sufficient to finance this level of funding for fleet replacements.

Projected Financial Plan						
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 3,224,033	\$ 4,862,143	\$ 6,186,319	\$ 5,939,145	\$ 5,964,283	\$ 26,175,923
Sources of Funding:						
Fleet Operating Funds	\$ 2,884,033	\$ 1,495,918	\$ 2,246,918	\$ 2,416,918	\$ 2,312,918	\$ 11,356,705
Sanitation Operating Funds	-	2,891,409	2,939,401	2,522,227	2,651,365	11,004,402
General Operating Funds	996,615	474,816	1,000,000	1,000,000	1,000,000	4,471,431
Total	\$ 3,880,648	\$ 4,862,143	\$ 6,186,319	\$ 5,939,145	\$ 5,964,283	\$ 26,832,538

5 Year Expenditure Trend



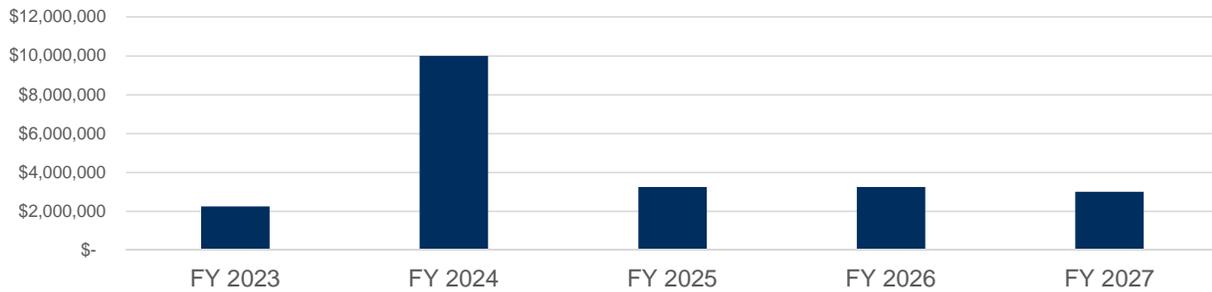


Airports
FY 2023 through FY 2027

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.

Projected Financial Plan						
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 2,243,076	\$ 10,000,000	\$ 3,250,000	\$ 3,250,000	\$ 3,000,000	\$ 21,743,076
Sources of Funding:						
Federal Grants	\$ 2,243,076	\$ 7,500,000	\$ 2,750,000	\$ 2,750,000	\$ 2,650,000	\$ 17,893,076
Airport Operating Funds	-	2,500,000	500,000	500,000	350,000	3,850,000
Total	\$ 2,243,076	\$ 10,000,000	\$ 3,250,000	\$ 3,250,000	\$ 3,000,000	\$ 21,743,076

5 Year Expenditure Trend





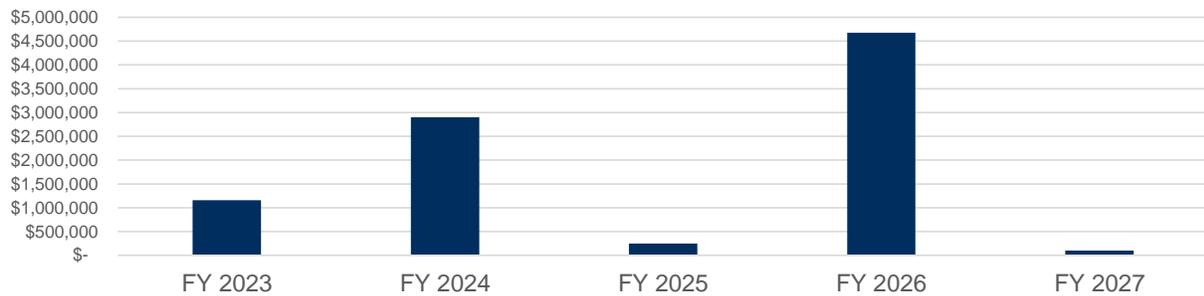
**Transit
FY 2023 through FY 2027**

This section of the CIP principally includes replacement of buses for the Wichita Falls Transit System, transit van and vehicle replacements. This CIP also includes a kiosk for the electronic fare system, and the Bus Shelter Replacement project that will incorporate shelters to be replaced each year at \$7,500 per shelter.

Projected Financial Plan

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 1,160,000	\$ 2,901,340	\$ 250,000	\$ 4,675,000	\$ 100,000	\$ 9,086,340
Sources of Funding:						
Federal and State Grants	\$ 1,070,000	\$ 2,071,072	\$ 40,000	\$ 4,050,000	\$ 38,000	\$ 7,269,072
Transit Operating Funds	90,000	830,268	210,000	625,000	62,000	1,817,268
Total	\$ 1,160,000	\$ 2,901,340	\$ 250,000	\$ 4,675,000	\$ 100,000	\$ 9,086,340

5 Year Expenditure Trend



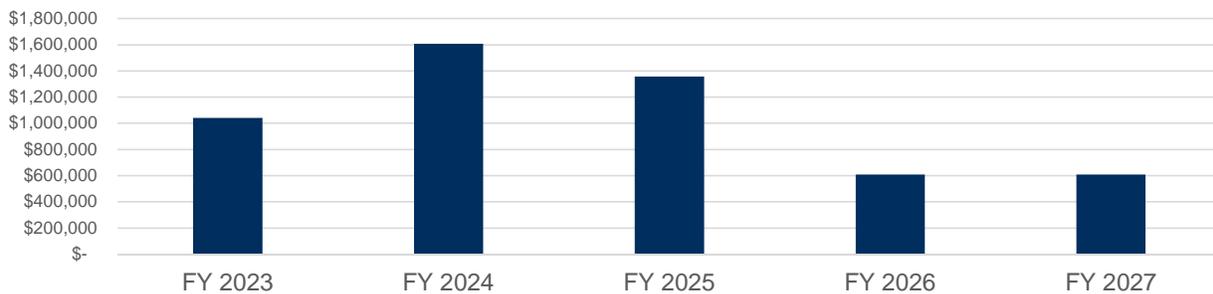


**Traffic
FY 2023 through FY 2027**

This section of the CIP outlines projects related to annual improvements to the Traffic Control and Street Light Systems. Funds are budgeted annually in the General Operating Budget for the Traffic Control and Street Lighting Systems.

Projected Financial Plan						
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 1,041,014	\$ 1,606,629	\$ 1,356,629	\$ 606,629	\$ 606,629	\$ 5,217,530
Sources of Funding:						
General Fund: Operations	\$ 791,014	\$ 606,629	\$ 606,629	\$ 606,629	\$ 606,629	\$ 3,217,530
ARPA Grant Program	250,000	1,000,000	750,000	-	-	2,000,000
Total	\$ 1,041,014	\$ 1,606,629	\$ 1,356,629	\$ 606,629	\$ 606,629	\$ 5,217,530

5 Year Expenditure Trend



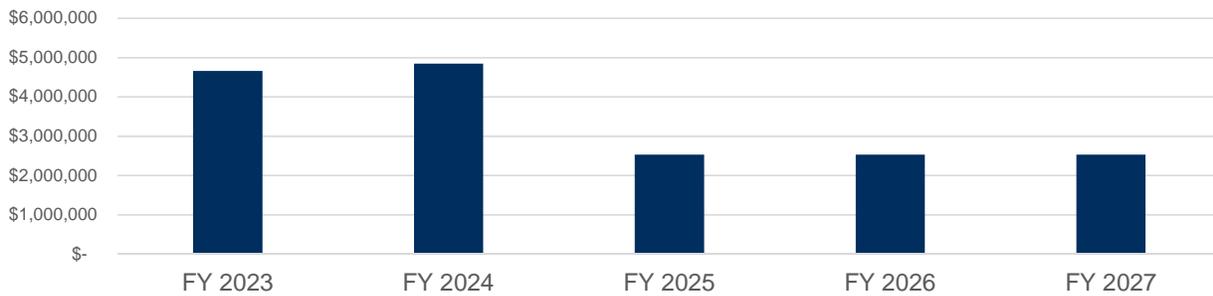


**Street Maintenance
FY 2023 through FY 2027**

This section of the CIP includes both annual overlay projects and reconstruction of various street systems. Funding for \$2.4 million in annual overlay program is included in the General Operating Budget. Funding for reconstruction is also included in the General Fund.

Projected Financial Plan						
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 4,655,860	\$ 4,840,000	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 17,085,860
Sources of Funding:						
General Fund: Operations	\$ 4,655,860	\$ 4,840,000	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 17,085,860
Total	\$ 4,655,860	\$ 4,840,000	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 17,085,860

5 Year Expenditure Trend





**Water Distribution
FY 2023 through FY 2027**

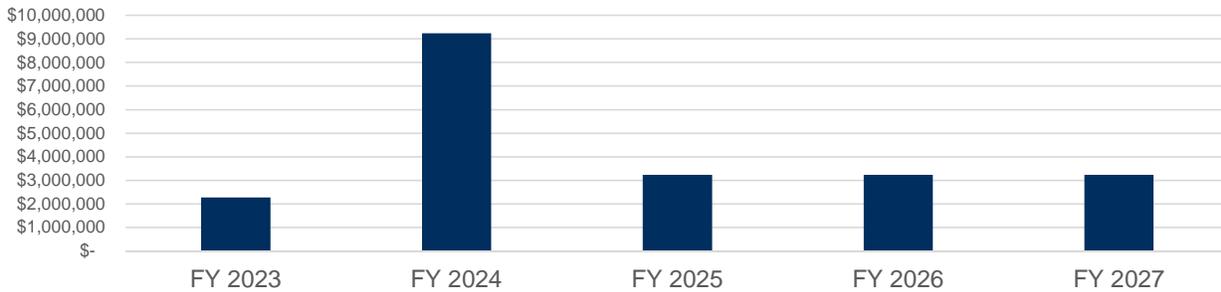
Undetermined
Funding: \$6.0M

This section of the CIP includes major improvements to the City's water distribution system. Nearly all of the repairs and improvements to the system are funded through the Water & Sewer annual operating budget. However, some 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 may be required.

Projected Financial Plan

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 2,270,000	\$ 9,230,000	\$ 3,230,000	\$ 3,230,000	\$ 3,230,000	\$ 21,190,000
Sources of Funding:						
Water & Sewer Operating Funds	\$ 2,270,000	\$ 3,230,000	\$ 3,230,000	\$ 3,230,000	\$ 3,230,000	\$ 15,190,000
Undetermined Funding Source	-	6,000,000	-	-	-	6,000,000
Total	\$ 2,270,000	\$ 9,230,000	\$ 3,230,000	\$ 3,230,000	\$ 3,230,000	\$ 21,190,000

5 Year Expenditure Trend





**Water Purification
FY 2023 through FY 2027**

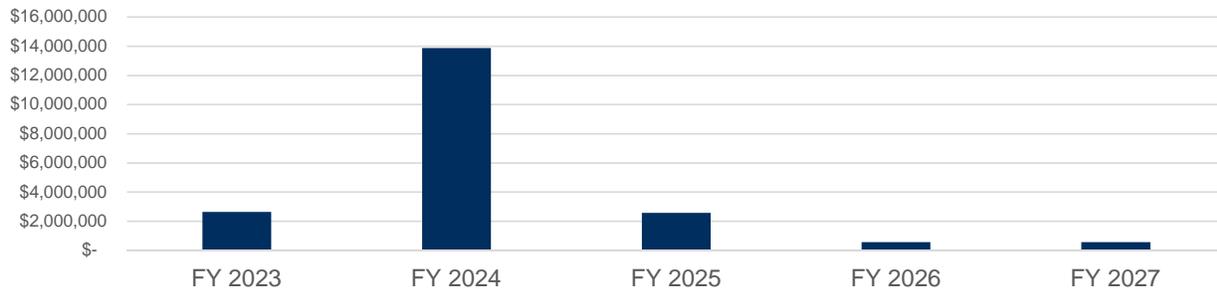
Undetermined
Funding: \$13.3M

This section of the CIP includes major improvements to the City's water treatment system. Nearly all of the repairs and improvements to the system are funded through the Water & Sewer annual operating budget. However, some of these projects, such as the Jasper Operator Booth rehabilitation, 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 may be required.

Projected Financial Plan

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 2,619,500	\$ 13,885,000	\$ 2,560,000	\$ 560,000	\$ 560,000	\$ 20,184,500
Sources of Funding:						
Water & Sewer Operating Funds	\$ 1,119,500	\$ 2,085,000	\$ 2,560,000	\$ 560,000	\$ 560,000	\$ 6,884,500
Undetermined Funding Source	-	13,300,000	-	-	-	\$ 13,300,000
Total	\$ 1,119,500	\$ 15,385,000	\$ 2,560,000	\$ 560,000	\$ 560,000	\$ 20,184,500

5 Year Expenditure Trend





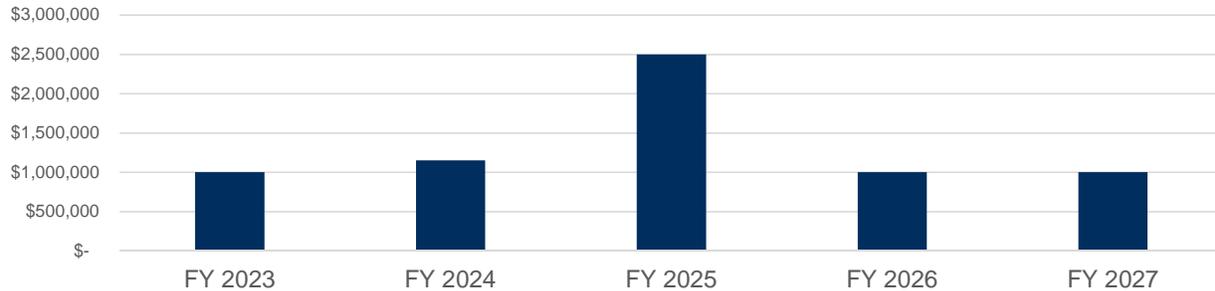
**Water Source of Supply
FY 2023 through FY 2027**

This section of the CIP includes major improvements to the City's water supply system. Nearly all of the repairs and improvements to the system are funded through the Water & Sewer annual operating budget. However, some 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 may be required.

Projected Financial Plan

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 1,000,000	\$ 1,150,000	\$ 2,500,000	\$ 1,000,000	\$ 1,000,000	\$ 6,650,000
Sources of Funding:						
Water & Sewer Operating Funds	\$ 1,000,000	\$ 1,150,000	\$ 2,500,000	\$ 1,000,000	\$ 1,000,000	\$ 6,650,000
Total	\$ 1,000,000	\$ 1,150,000	\$ 2,500,000	\$ 1,000,000	\$ 1,000,000	\$ 6,650,000

5 Year Expenditure Trend





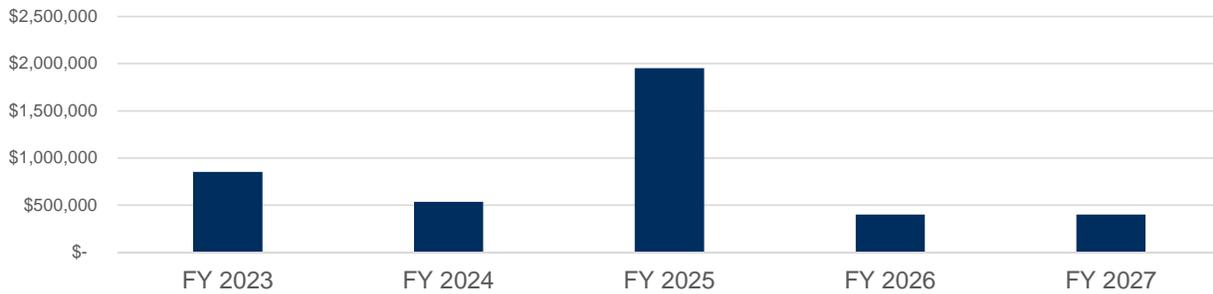
**Wastewater Treatment
FY 2023 through FY 2027**

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 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

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 850,000	\$ 532,500	\$ 1,950,000	\$ 400,000	\$ 400,000	\$ 4,132,500
Sources of Funding:						
Water & Sewer Operating Funds	\$ 850,000	\$ 482,500	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,532,500
ARPA Grant Program	-	50,000	1,550,000	-	-	1,600,000
Total	\$ 850,000	\$ 532,500	\$ 1,950,000	\$ 400,000	\$ 400,000	\$ 4,132,500

5 Year Expenditure Trend





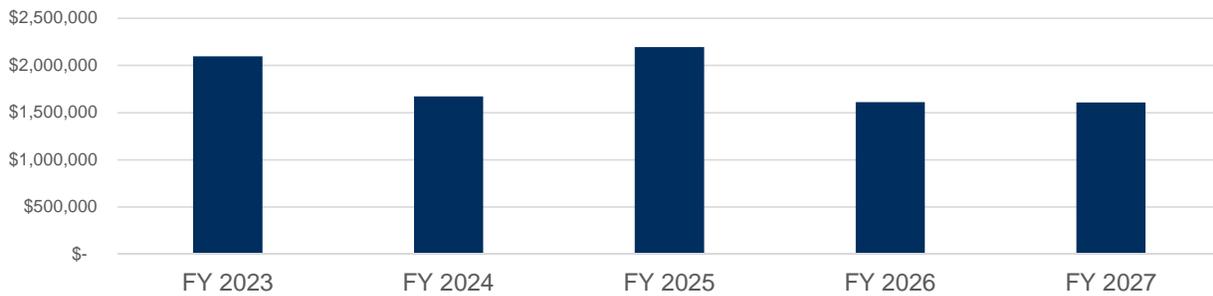
Wastewater Collection FY 2023 through FY 2027

This section of the CIP includes projects that improve the City's wastewater collection 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

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 2,094,700	\$ 1,670,500	\$ 2,195,000	\$ 1,610,000	\$ 1,605,000	\$ 9,175,200
Sources of Funding:						
Water & Sewer Operating Funds	\$ 2,094,700	\$ 1,670,500	\$ 2,195,000	\$ 1,610,000	\$ 1,605,000	\$ 9,175,200
Total	\$ 2,094,700	\$ 1,670,500	\$ 2,195,000	\$ 1,610,000	\$ 1,605,000	\$ 9,175,200

5 Year Expenditure Trend





**Sanitation
FY 2023 through FY 2027**

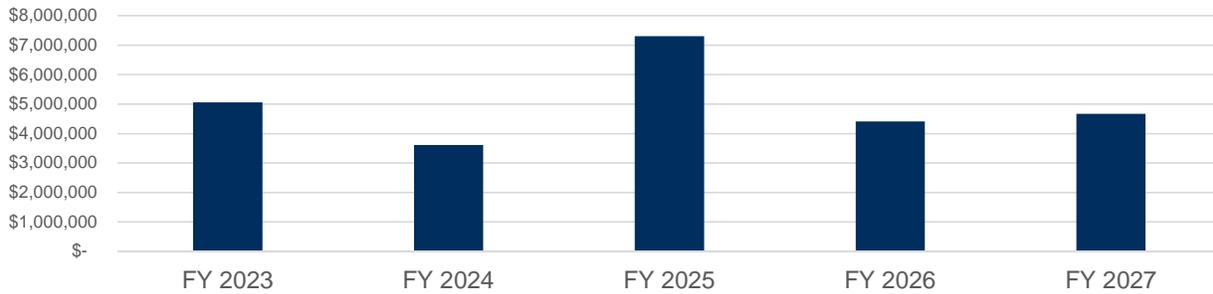
Undetermined
Funding: \$4.0M

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

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 5,055,123	\$ 3,608,939	\$ 7,303,957	\$ 4,406,825	\$ 4,667,406	\$ 25,042,250
Sources of Funding:						
Sanitation Operating Funds	\$ 4,055,123	\$ 3,608,939	\$ 3,303,957	\$ 4,406,825	\$ 4,667,406	\$ 20,042,250
General Fund: One Time	1,000,000	-	-	-	-	1,000,000
Undetermined Funding Source	-	-	4,000,000	-	-	4,000,000
Total	\$ 5,055,123	\$ 3,608,939	\$ 7,303,957	\$ 4,406,825	\$ 4,667,406	\$ 25,042,250

5 Year Expenditure Trend





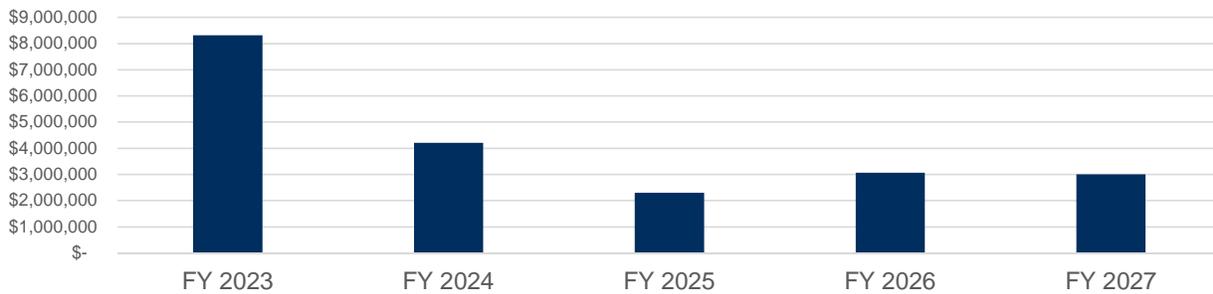
**Stormwater
FY 2023 through FY 2027**

In the 2009-10 budget, funds were included to hire a consultant to prepare a Master Drainage Plan for the City. This plan 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 projects costs should be expended. The projects listed in this CIP should be accomplished with existing revenue sources from the Stormwater Utility Fund, and one time funds.

Projected Financial Plan

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 8,311,500	\$ 4,200,000	\$ 2,300,000	\$ 3,060,000	\$ 3,000,000	\$ 20,871,500
Sources of Funding:						
Stormwater Operating Funds	\$ 8,311,500	\$ 4,200,000	\$ 2,300,000	\$ 3,060,000	\$ 3,000,000	\$ 20,871,500
Total	\$ 8,311,500	\$ 4,200,000	\$ 2,300,000	\$ 3,060,000	\$ 3,000,000	\$ 20,871,500

5 Year Expenditure Trend





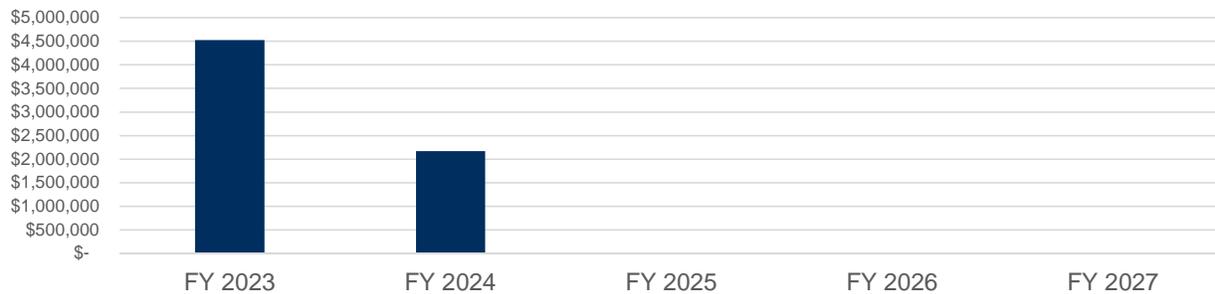
MPEC
FY 2023 through FY 2027

Improvements in this section are related to facility improvements at the Multi-Purpose Events Center and Memorial Auditorium.

Projected Financial Plan

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Project Costs	\$ 4,520,000	\$ 2,165,000	\$ -	\$ -	\$ -	\$ 6,685,000
Sources of Funding:						
Venue Tax & Federal Grants	\$ 381,000	\$ 715,000	\$ -	\$ -	\$ -	\$ 1,096,000
ARPA Grant Program	1,550,000	1,450,000	-	-	-	3,000,000
General Fund: One Time	2,589,000	-	-	-	-	2,589,000
Total	\$ 4,520,000	\$ 2,165,000	\$ -	\$ -	\$ -	\$ 6,685,000

5 Year Expenditure Trend





Glossary

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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.

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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

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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.

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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.

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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 disbursal 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.

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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".

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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.

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
WFRRF	Wichita Falls Firemen's Relief and Retirement Fund
WFPD	Wichita Falls Fire Department
W & S	Water and Sewer Fund