

Adopted OPERATING BUDGET

Fiscal Year

2023-2024



Contact

940-761-7462

www.wichitafallstx.gov



City of Wichita Falls 2023-2024 Annual Budget

This budget will raise more revenue from property taxes than last year's budget by an amount of \$3,009,327, which is a 6.67% percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$491,902.

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 5, 2023 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 2023-2024	Adopted 2022-2023
Property Tax Rate	\$0.680000	\$0.694321
No-New-Revenue Tax Rate	\$0.639708	\$0.675652
No-New-Revenue M&O Rate	\$0.614954	\$0.651126
Voter Approved Tax Rate	\$0.685010	\$0.719697
Debt Rate	\$0.030147	\$0.032742

Total Tax Supported Debt for 2023-2024 is \$2,153,600.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

**City of Wichita Falls
Texas**

For the Fiscal Year Beginning

October 01, 2022

Christopher P. Monell

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Wichita Falls, Texas, for its Adopted Operating Budget for the fiscal year beginning October 01, 2022. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We are preparing our current budget to comply with program requirements, and we plan to submit it to GFOA to determine its eligibility for another award.

ELECTED OFFICIALS & CITY MANAGER



Stephen Santellana

Mayor



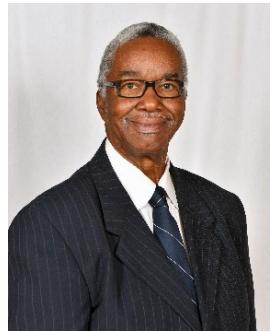
Bobby Whiteley

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

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	Amy Fagan Director of Health
Susan White Interim Director of Finance	Manuel Borrego Police Chief
John Burrus Director of Aviation, Traffic & Transportation	Marie Balthrop City Clerk
Donald Hughes Fire Chief	Russell Schreiber Director of Public Works & Utilities
Kinley Hegglund City Attorney	Terry Floyd Director of Development Services
Lindsay Lewis Director of Communications, Marketing, and MPEC	



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:

*E*xcellence - We will provide an outstanding work product.

*I*ntegrity - We adhere to high moral principles, and are mindful of the public's trust in our work.

*A*ccountability - We will accept responsibility for our actions and decisions.

*T*ransparency - We will be visible, accessible, and open, in our communication with the public.

*I*nnovation - We will strive to improve service delivery by evaluating and introducing new methods, ideas and programs.



FY 2024 ADOPTED BUDGET

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Budget Message



CITY OF WICHITA FALLS INTER-OFFICE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Darron J. Leiker, City Manager

DATE: October 1, 2023

SUBJECT: Adopted Fiscal Year 2024 Annual Operating Budget

It is my pleasure to present to you the Adopted Annual Operating Budget for the fiscal year 2023-24 (FY 2024) which covers the period beginning October 1, 2023 and ending September 30, 2024. 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** (includes improving employee recruitment and retention)
- **Actively Engage and Inform the Public**

The adopted **Balanced Budget** for FY 2024 *lowers the City's property tax rate* as the local economy has and continues to experience increased property value appreciation as well as increased revenue from interest earnings. The adopted Budget:

- **Maintains current service levels despite continued higher than average inflation**
- **Reduces the property tax rate by 2.1%, from .6943 to .6800**
- **Commits \$30M+ to infrastructure replacement and capital improvements projects (CIP)**
- **Increases employee pay by up to 6.5% for civil service, and up to 6% for non-civil service**
- **Enhances Stability Pay for non-civil service employees**
- **Increases the City's contribution to the Firefighter's Pension Fund to maintain parity with TMRS**
- **Includes the previously approved 5% increase in retail water rates for FY 2024**
- **Includes a 6% increase for residential curbside/commercial garbage collection, and 13% for alley customers**
- **Sets aside \$10M in excess General Fund Reserves to a Capital Fund for future use**

BUDGET PREPARATION PROCESS

The process for developing the preliminary budget that is presented to the City Council by the City Manager began in late March. At that time, all of the City departments and divisions sent representatives to a budget kick-off meeting to discuss the budget process. Staff was presented information on the revenue status of the organization and any unusual or large changes in expected expenditure requirements. The overall economic condition of the area, the city, and the organization was discussed

and each department received necessary materials and information to formulate respective department budgets.

For the next several weeks, the various departmental budgets were formulated separately. Every department head was encouraged to prepare a funding request that is necessary to finance normal operations and to give consideration to areas that would address strategic goals of the City. Additionally, each division was required to submit their major accomplishments, goals, and performance measures for their operations. After compilation of the departmental budget requests, the budget staff and I met with department heads to discuss the budget requests in detail and began developing priorities. These budget hearings with the department heads identified major revenue and expenditure issues that would ultimately require City Council consideration. At the conclusion of these departmental hearings, the budget and management staff conducted additional meetings with department directors to analyze each budget request on a line-item basis. It is important to note, that during these detailed work sessions, a total of **\$5.4 million in budget cuts** were made to the departmental requests. Once these adjustments were made, the overall revenue and expenditure picture of all the operating funds of the City organization started getting clearer.

At this point in the process, a workshop was conducted with the City Council on June 20th to discuss major revenue and expenditure trends and significant issues that surfaced during the early stages of the budget process. At this workshop, City Council was presented with operating revenue and expenditure issues that were expected to surface as the major budgetary considerations for the next fiscal year. The Council was made aware that revenues in the General Fund from the property tax and interest rates were showing improvement based on the estimated property tax roll submitted by the Wichita County Appraisal District, and recent upward, but slowing, trends in sales tax receipts. Additionally, the Council was provided information regarding ongoing inflationary pressures; yet despite higher-than-normal cost increases, staff was expecting to provide the same level of services in FY 2024.

In addition to this annual operating budget, which identifies the budgetary requirements to operate the City organization for one fiscal year, staff prepares a Capital Improvement Plan (CIP) that focuses on the capital budgeting needs over a multi-year basis. In developing a CIP, department heads are asked to include requests for capital improvement projects that may be required over the next five years. In the CIP that has been prepared by the staff, capital improvements are defined as tangible equipment items, one-time projects or large maintenance projects exceeding \$25,000. The objective of that process is to develop a planning tool that identifies large tangible projects that may be needed in the next five years and to identify potential funding sources to finance those projects.

It should be noted that many of the projects listed in the later years of the CIP may require long term debt financing to actually generate the funds necessary to accomplish those projects. Such debt financing, if approved, could have consequences on the property tax rate and/or other service charges to repay that debt. Therefore, although these projects are included in the five-year CIP, they will require future financial decisions of the City Council before they can be accomplished. The 2024 - 2028 CIP is a separate document from the Annual Operating Budget. The document was adopted by the City Council in September 2023. It is also important to note, that when the City Council adopts the Five-Year CIP, only the projects outlined in FY 2024 (i.e. "year one") have committed funding sources and the projects listed in the later years of the document are identified for planning purposes only.

In this budget message, I have attempted to highlight the major revenue and expenditure issues for City Council review and consideration. The City Council budget workshop and public hearings that were conducted provided the Council with detailed information on the budget. After this information was reviewed, the City Council adopted a balanced budget on September 5, 2023.

Budget Process Diagram

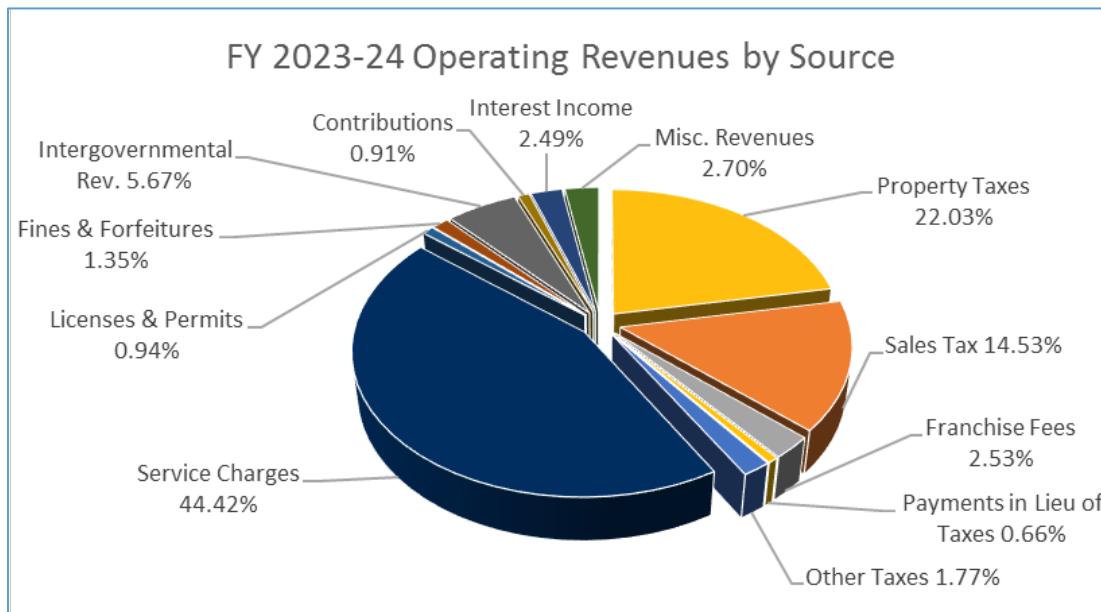


TOTAL REVENUE BUDGET OVERVIEW

Total revenues (consolidated revenues) for the adopted FY 2024 budget, including fund balance transfers in, are projected at \$232,952,356, which is a *decrease* of \$864,606, or -0.37% from the FY 2023 adopted budget. This reduction is primarily due to the transfer in of \$19.3M in fund balance for use in one-time projects in FY 2023 ("Other Financing Sources") compared to \$6.3M in FY 2024, which includes a \$4M transfer in for Lake Ringgold permitting. Total operating revenues for FY 2024, not including fund balance transfers in, are projected to be \$218,642,143, which is a 6.67% increase from FY 2023. The principal reasons for this change will be discussed in detail in the following sections; however, as indicated in the table below, drivers include growth in the property tax base, increasing interest earnings, increased building permit volume, the 5% increase in retail water/sewer charges effective October 1, as well as increased sanitation revenues from recent increases in commercial and landfill volumes as well as a rate increase to all sanitation customers.

Operating Revenue All Funds	2021-22 Actual	2022-23 Adopted Budget	2023-24 Adopted Budget	Percent Change
Property Taxes	\$ 43,165,659	\$ 45,112,664	\$ 48,354,569	7.19%
Sales Tax	31,102,272	30,680,000	31,725,000	3.41%
Franchise Fees	5,684,241	5,465,100	5,527,634	1.14%
Payments in Lieu of Taxes	1,439,374	1,550,000	1,438,446	-7.20%
Other Taxes	3,813,711	3,631,427	3,861,500	6.34%
Service Charges	89,070,802	90,742,569	97,026,937	6.93%
Licenses & Permits	2,296,894	1,701,991	2,049,700	20.43%
Fines & Forfeitures	2,375,884	2,516,357	2,940,400	16.85%
Intergovernmental Rev.	13,091,644	12,285,508	12,378,000	0.75%
Contributions	2,352,418	2,126,644	1,981,356	-6.83%
Interest Income	855,397	2,504,947	5,433,200	116.90%
Misc. Revenues	7,911,570	6,656,021	5,930,401	-10.90%
Operating Revenues	\$203,159,866	\$ 204,973,228	\$ 218,647,143	6.67%
Transfer In	13,360,233	9,534,859	7,942,567	-16.70%
Other Financing Sources	2,002,298	19,308,875	6,362,646	-67.05%
Consolidated Revenues	\$218,522,397	\$ 233,816,962	\$ 232,952,356	-0.37%

The chart below shows the breakdown of the City's revenue sources by category. It is important to note that approximately 44.4% of all City revenue is derived through service charges such as water sales, sewer charges, refuse (sanitation) collection charges, storm water fees, and internal service charges. Also, 41.5% is derived from taxes and franchises such as property, sales, and hotel/motel taxes, and payments from ONCOR Electric, ATMOS Gas, Spectrum, and various telecommunication providers.

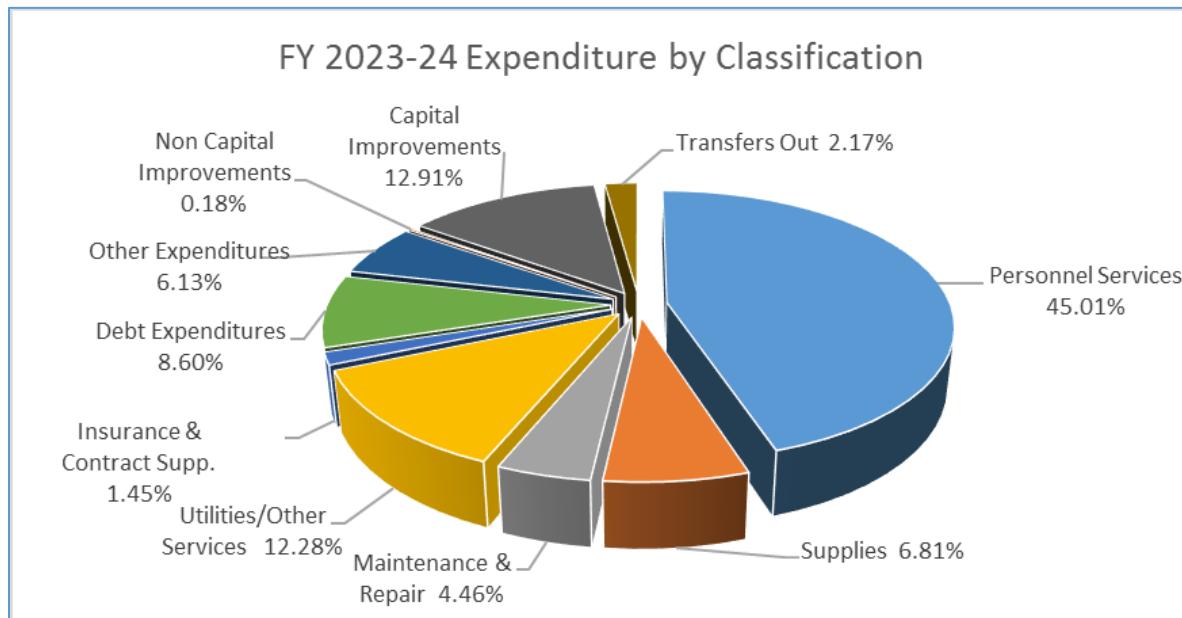


TOTAL EXPENDITURE BUDGET OVERVIEW

The City's total expenditure budget for FY 2024 is \$232,952,356, which is a *decrease* of \$864,606, or -0.37% from the FY 2023 adopted budget. The table below compares total expenditures by category of the FY 2024 adopted budget compared to the FY 2023 adopted budget. As stated previously, this reduction is primarily shown in Capital Improvements due to the transfer in of \$19.3M in fund balance for use in one-time projects in FY 2023.

Expenditures All Funds	2021-22 Actual Expenditures	2022-23 Adopted Budget	2023-24 Adopted Budget	Percent Change
Personnel Services	\$ 90,770,593	\$ 97,981,335	\$ 104,741,916	6.90%
Supplies	12,403,097	16,303,433	15,838,944	-2.85%
Maintenance & Repair	8,418,369	9,550,830	10,378,043	8.66%
Utilities/Other Services	22,813,304	25,824,625	28,573,613	10.64%
Insurance & Contract Supp.	3,249,143	3,478,367	3,381,856	-2.77%
Debt Expenditures	18,037,329	19,467,705	20,030,328	2.89%
Other Expenditures	11,679,896	13,574,669	14,507,717	6.87%
Non Capital Improvements	142,358	160,541	414,634	158.27%
Capital Improvements	18,129,297	38,711,168	30,041,703	-22.40%
Transfers Out	6,405,767	8,764,290	5,043,602	-42.45%
Total Expenditures	\$ 192,049,153	\$ 233,816,962	\$ 232,952,356	-0.37%

The following pie chart shows the same expenditures by major category, but as a percentage of the total budget. Personnel expenses make up the largest category of municipal spending at 45.01%. Services, such as utilities, professional services, and central garage charges make up the next largest spending category at 12.28%. Debt service payments on the City's outstanding bonds make up 8.60% of all spending.



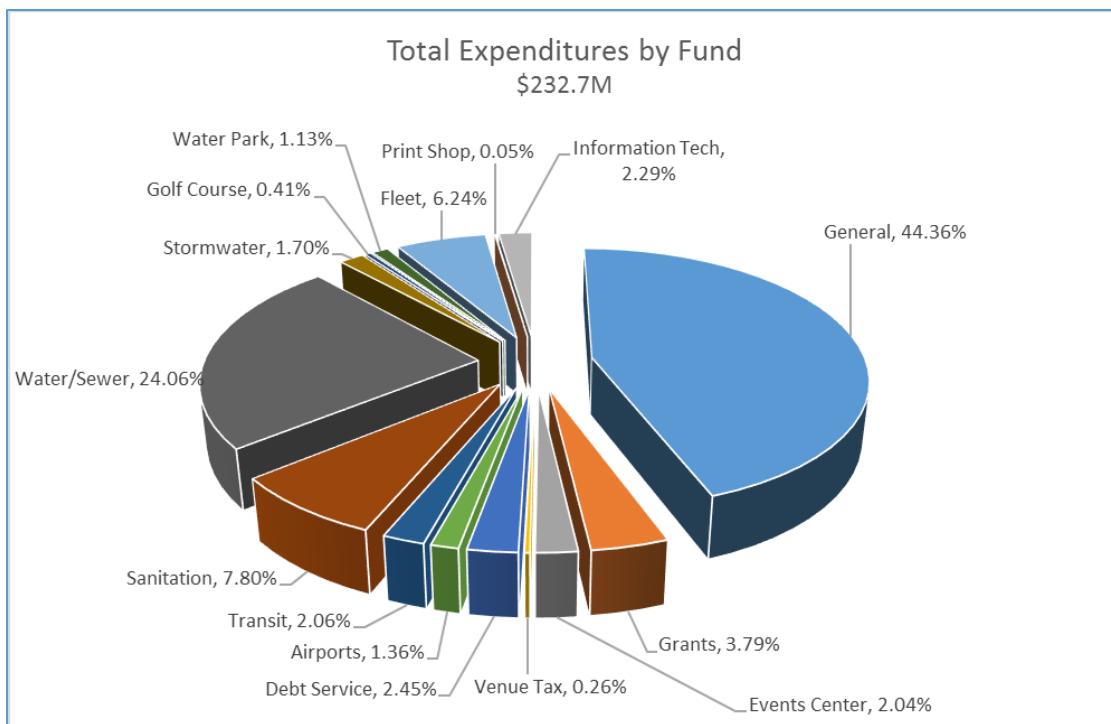
Some important points:

- **Personnel Services:** The largest dollar increase is reflected in Personnel and is due primarily to a 4% across the board COLA increase for all employees, STEP/merit pay of up to 2.5%/2.0%, increased contributions to the Firefighter Pension Fund and TMRS, increases in stability pay for non-civil service employees, and 14.5 new full-time equivalent (FTE) positions across the organization.
- **Supplies:** The overall costs for supplies is down 2.85%, mainly due the reduced price of fuel compared to FY 2023.
- **Maintenance and Repair:** The overall costs are up 8.66%, mainly due to the \$650,000 cost to overhaul a compactor at the landfill.
- **Utilities:** The overall utilities expenditures have increased 10.64% due to increases in electricity and natural gas prices.
- **Insurance and Contract Support:** Costs have decreased 2.77% due to lower worker's compensation costs in the General Fund and Fleet.
- **Debt Expenditures:** Annual payment on the City's debt is up 2.89% due to the addition of the lease payment for the new fire trucks.
- **Capital Improvements:** Funding for capital improvements has decreased 22.40% mainly due to the reduction from the \$19M in one-time expenditures from fund balance in the current year FY 2023 budget. Adopted Capital Improvements across all funds are listed below:

Capital Improvements Across All Funds (\$)

Category	Amount
Street Rehab and Improvement	5,290,500
Lake Ringgold - Federal Permitting	5,000,000
Water and Sewer line Replacements	3,000,000
Water System Infrastructure	2,488,800
Vehicles (Fleet)	2,453,923
Sanitation Trucks	2,078,823
Stormwater System Improvements	2,000,000
Information Technology	1,715,154
Facility Improvements	1,401,195
Buses (Public Transportation)	1,110,000
Castaway Cove - New Attraction	1,100,000
All Other	<u>2,403,308</u>
	30,041,703

The chart below shows the breakdown of the total budget by the City's various operating funds. As indicated in the chart, spending in the General Fund, Water/Sewer Fund, and Sanitation Fund make up 76.22% of all City expenditures.



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 \$6.9 million in requests received, this budget includes approximately \$1.5 million, which addresses needs in various City Departments including 14.5 new FTE across the organization:

Approved “Above-Current” Requests (\$)

Department	Item	Cost	FTE
Resource Recovery	Lead Plant Operators (6)	\$ 261,576	6.0
Resource Recovery	Compactor (Phase 2 of Head-Works Project)	100,000	
Resource Recovery	Senior Mechanic	61,352	1.0
Parks Maintenance	Circle Trail Crew and Equipment	244,574	3.0
Planning	Neighborhood Revitalization Coordinator, Vehicle, and Software	111,710	1.0
Water Distribution	Underground Utility Locator and Equipment	102,718	1.0
Parks Maintenance	Loader for Tree Harvesting and Replacement	100,000	
Municipal Court	Additional Deputy Marshall Position	84,206	1.0
MPEC	Operations Staff	60,971	1.0
Airport	Airport Part-Time Admin Clerk	14,529	0.5
All other items		352,416	
		\$1,494,052	14.5

Personnel Services:

The organization's most valuable asset is our employees, and the City's goal for employee pay and benefit programs is to remain near the market average when compared to our peer cities, adjusted for the differences in cost of living between these cities. We do not want these programs to fall behind the market average, which would negatively affect our ever-challenging competitive position in the workforce, nor do we want to get ahead of these cities, which would result in unnecessary spending. Included in this budget is an up to 6.5% pay increase for civil service employees and up to 6% pay increase for all non-civil services employees.

These pay increases are made up of an across the board 4% cost of living adjustment (COLA), as well as a 2.5% STEP increase for those eligible civil service employees and an up to 2% merit increase for eligible non-civil service employees. The up to 2% merit increase for non-civil service employees is tied directly to the City's new “pay for performance” system which is being used for the first time this year. The cost to all funds for these pay adjustments is anticipated to be \$5,050,897. The chart to the right shows the pay plan adjustments for the last 15 years.

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/Fire	Yes	5.00%
Non-civil Service	Yes	2.00%
2020-21	No	No
2021-22	Yes	2.00%
2022-23	No	5.00%
2023-24	Yes	4.00%

* 2.5% STEP for civil, 2% merit for non-civil; subject to eligibility

The budget also includes funding to continue the longevity and stability pay for our employees. Longevity pay is paid to civil service police and firefighter positions for each year of service up to a maximum of \$3,200 per year after 15 years of service. Civil service employees receive this pay in their paychecks throughout the year. Stability pay is currently paid to our non-civil service employees in the amount of \$138 per year after one year of service to a maximum of \$1,210 after five years of service. This budget includes enhancements to stability pay for our non-civil service employees to a maximum of \$2,500 after 5 years. This will help with retaining experienced employees. Stability pay is distributed to employees in

December of each year. The cost to fund the enhanced stability pay for non-civil service employees is anticipated to be \$560,000.

THE GENERAL FUND

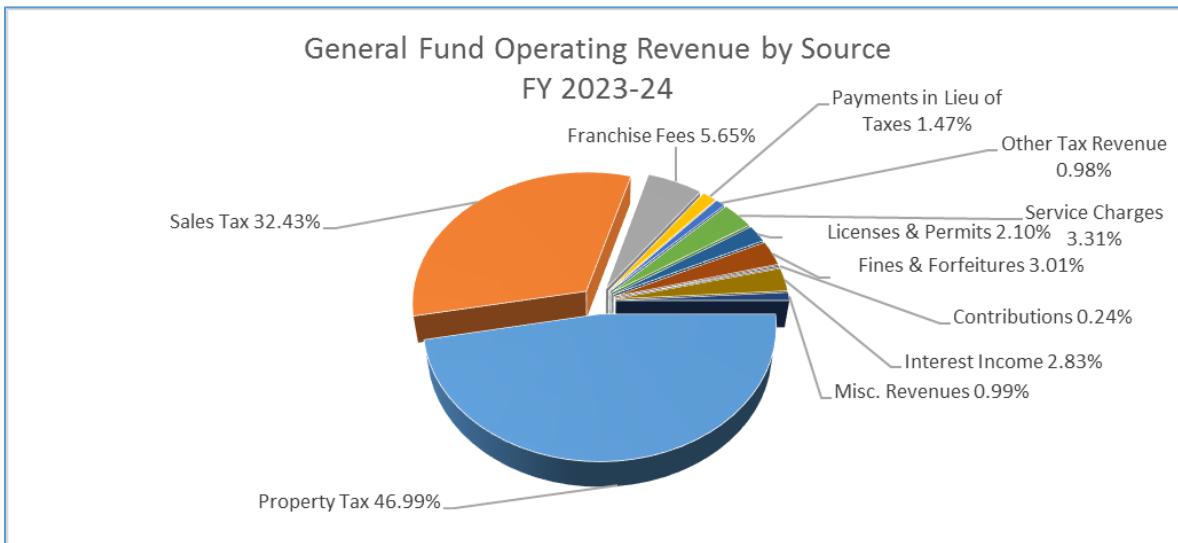
Services provided in the General Fund include:

- Police Department
- Fire Department
- Municipal Court
- Building Maintenance
- Streets, Engineering, and Traffic
- Parks, Recreation, and Library
- Planning, Building Inspections, and Property Management
- Animal Services, Nursing, Environmental Health
- Administrative Support

GENERAL FUND REVENUES

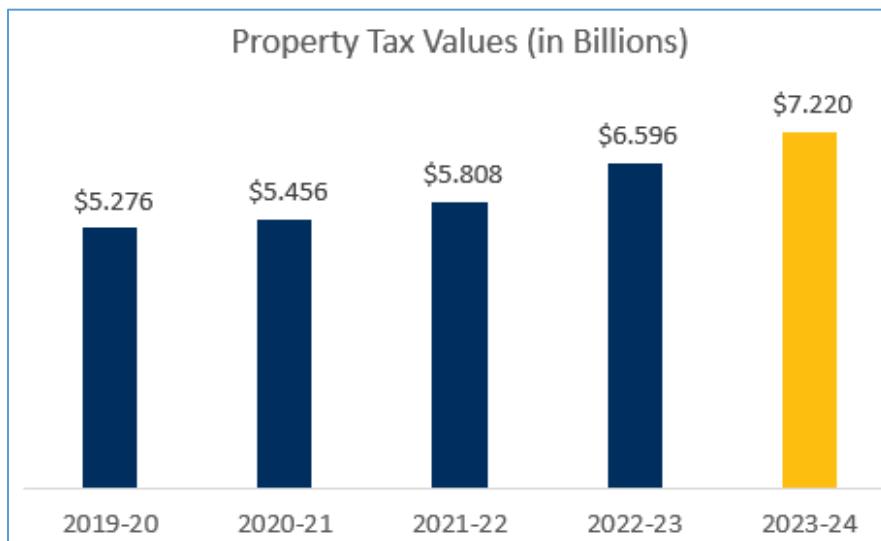
General Fund Revenues for FY 2024, including transfers-in, total \$103,205,832, which is a decrease of 0.14% compared to FY 2023. Operating revenues total \$97,825,616, which is a 6.85% increase compared to FY 2023. Some of the primary changes in revenues resulting in this increase are outlined in the table below.

General Fund Revenue	2021-22 Actual	2022-23 Adopted Budget	2023-24 Adopted Budget	Percent Change
Revenues				
Property Tax	\$ 41,255,844	\$ 42,946,569	\$ 46,204,569	7.59%
Sales Tax	31,099,772	30,680,000	31,725,000	3.41%
Franchise Fees	5,684,241	5,465,127	5,527,634	1.14%
Payments in Lieu of Taxes	1,439,374	1,550,000	1,438,446	-7.20%
Other Tax Revenue	971,074	831,400	956,500	15.05%
Service Charges	2,981,437	2,968,044	3,236,758	9.05%
Licenses & Permits	2,296,894	1,701,991	2,049,700	20.43%
Fines & Forfeitures	2,375,884	2,516,357	2,940,400	16.85%
Contributions	239,454	213,419	232,500	8.94%
Interest Income	545,501	1,654,947	2,772,258	67.51%
Misc. Revenues	2,192,681	1,024,859	974,429	-4.92%
Operating Revenues	\$ 91,082,156	\$ 91,552,713	\$ 98,058,194	7.11%
Transfer In	3,845,430	3,108,889	5,380,216	73.06%
Other Financing Sources	-	8,690,000	-	-100.00%
Total Revenues	\$ 94,927,586	\$ 103,351,602	\$ 103,438,410	0.08%



Property Tax Base:

The Property Tax is the largest source of revenue in the General Fund and is relied upon heavily to provide general City services. The property tax base, certified by the Wichita County Appraisal District, is estimated at \$7.22 billion, an increase of \$623 million, or +9.45% from the prior year. As indicated in the bar graph below, the property tax base over the last two years has grown at a rate of 13.5% in 2022-23, and 9.57% for 2023-24. Over the last four years, the average annual growth rate in taxable property value has been 8.1%.



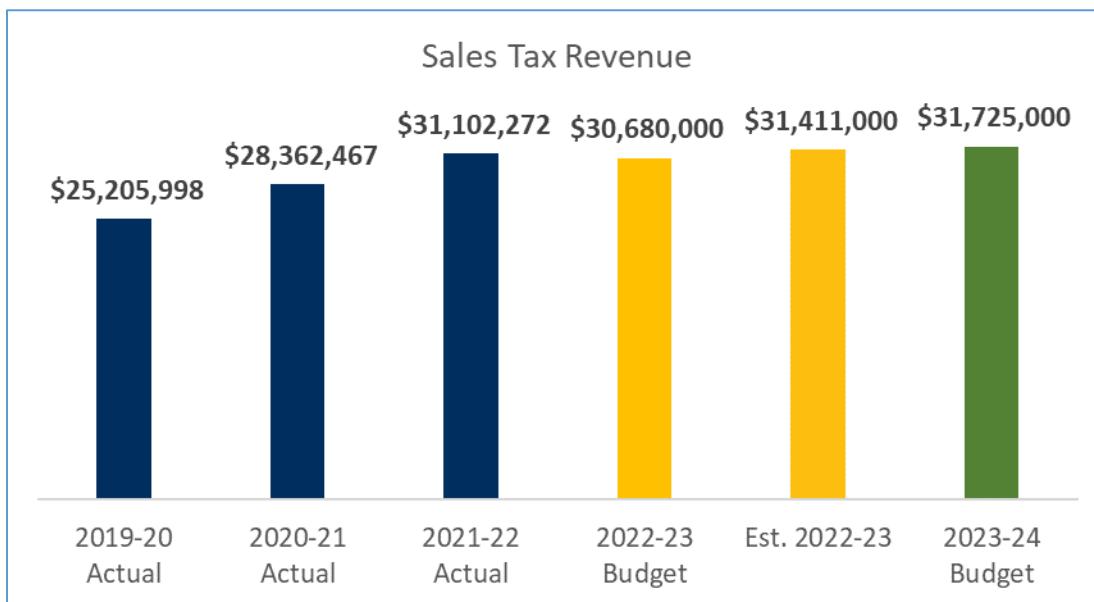
Property Tax Rate:

The property tax rate is composed of two parts: the maintenance and operations portion (M&O) and the interest and sinking (I&S) portion. In FY 2020, the tax rate increased 4.58% to increase civil service pay plans and to move all non-civil service employees to the same TMRS retirement plan contributions. The rate did not change in FY 2020-21, decreased slightly in FY 2021-22, and decreased 0.067 ("6.7 cents") or 8.75% in FY 2022-23. This FY 2024 Budget **reduces the City's property tax rate by 2.06% from 0.694321 to 0.6800**. With this rate decrease property tax revenue to the General Fund is anticipated to grow by \$3,241,905, or 7.19%, and is based entirely on the growth in the tax base mentioned above. As discussed in the pre-budget workshop on June 20th, while this property tax rate is somewhat higher compared to our benchmark cities, our tax base ranks at or near the bottom, generally resulting in less per capita revenue to provide basic governmental services.

Fiscal Year	Property Tax Rate					Average Annual % Change
	M&O	I&S	Total Rate	\$ Change	% Change	
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%	
2023-24	0.649853	0.030147	0.680000	-0.014	-2.06%	-2.29%

Sales Tax Receipts:

Sales Tax is the second largest revenue source of the City's General Fund, and is also relied upon heavily to finance the City's general operations. The City's General Fund receives 1.50% of retail sales. The bar graph below illustrates historical trends in sales tax receipts. As can be seen in the graph, the growth in this revenue source from fiscal year 2019-20 to 2021-22 was above average. However, through May 2023, receipts in the current FY 2022-23 fiscal year are running 2.1% above the prior year. Revenue projections for FY 2023-24 are based on the current fiscal year estimate along with a small increase. As a result, sales tax revenues for the adopted FY 2023-24 budget are projected to be \$31,725,000, which is \$1,045,000, or 3.41% above the prior year budget.



Franchise Fees:

The City receives payments from Oncor Electric, ATMOS Gas, Spectrum Cable, and various telecommunication providers for the use of the City's right-of-ways for their distribution lines. Generally, the City calculates a three-year average of payments from Oncor and ATMOS, as well as uses the current year estimates for Spectrum. The amount from telecommunication providers is based on the most recent number of access lines in our right-of-ways. When applying these forecasting methods, the adopted budget includes \$5,527,634 from these franchises, which is an increase of \$ 62,507, or 1.14% higher than the previous year.

Payments-In-Lieu of Taxes (PILOT):

The City receives payments-in-lieu of property taxes 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 services and won't annex the industry into the city limits, in exchange for 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. For the FY 2024 fiscal year, this revenue source is projected at \$1,438,446, which is a slight decrease from the prior year. Not included in these projections is (1) the potential payment from a PILOT by Panda Biotech if their operations in the former Delphi Building begin later this year or early next, and (2) increased revenue from updated PILOT agreements with the existing companies that the City Council will consider approving later this year.

Other Tax Revenue: This category includes revenue from the County Vehicle Tax, Mixed Beverage Tax, and penalties and interest. For FY 2024, revenue is estimated at \$956,500, or a 15.05% increase from the previous year, mainly due to anticipated increases in revenue from the mixed beverage tax.

Service Charges: All non-General Fund operations receive administrative support from the General Fund. Each year, the cost of these support services is allocated to user departments through an administrative overhead charge. Revenue from this charge is anticipated to be \$3,236,758, or a 9.05% increase from the previous year. This includes administrative overhead (\$1.9M), services provided to SAFB housing (\$440,000), and Health Department (Grant) Services (\$503,000).

Licenses and Permits: The various licenses and permits issued by the City are anticipated to generate approximately 20.43% more in revenue in FY 2024 than the previous year. This is primarily due to increased volumes of Building Permits issued current year-to-date, and anticipated to continue into next year. As we discussed in the pre-budget workshop on June 20th, the City Council may want to consider an annual plan to raise user fees across the Board based on, for instance, CPI or MCI.

Fines and Forfeitures: It is anticipated that the average municipal court fine amount and the number of tickets issued at the Municipal Court will increase revenue by \$424,043 in FY 2024.

Miscellaneous Revenues: The City receives interest earnings from reserves that are invested with local government investment pools and fixed income securities. The adopted budget for this category is \$3,746,687, which is \$1,066,881 higher than the current year, and anticipates Federal Reserve rates at 4.25% by the end of FY 2024.

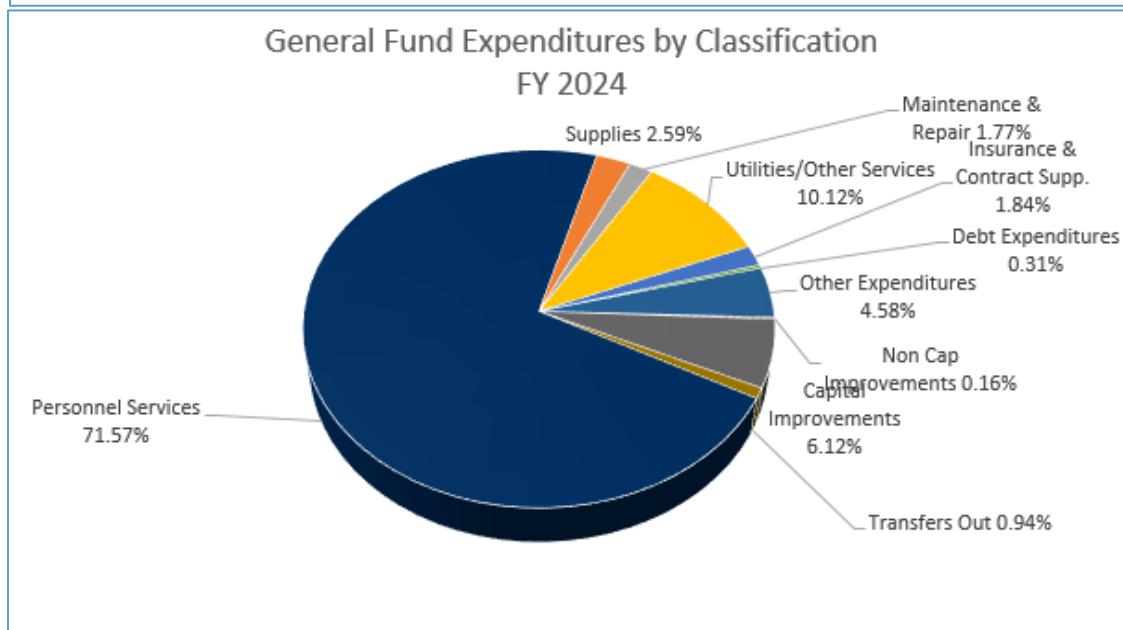
Transfers In: This represents transfers in from the Water/Sewer Fund, Sanitation Fund, the Fleet Fund, as well as a transfer \$2M from remaining street bonds for a total of \$5,380,216.

Other Financing Sources: This category represents transfers in from fund balance, for which there is none included for FY 2024. In FY 2023, \$8,690,000 in excess General Fund balance was transferred in and appropriated for several "one-time projects" including the MPEC Exhibit Hall Remodel (\$2.59M), additional street improvements (\$2.00M), PD MRAP Vehicle (\$340k), Golf Course Pavilion and Range Lighting (\$311k), PD Video Infrastructure (\$800k), Parks and Recreation Equipment Replacement (\$525k), and the Public Safety Needs Assessment (\$200k).

GENERAL FUND EXPENDITURES

Expenditures for FY 2024 totals \$103,438,410, which is an increase of 0.08% compared to FY 2023. Some of the major highlights of the General Fund Expenditure Budget are illustrated in the table and chart below and described in more detail over the next several sections.

General Fund	2021-22 Actual	2022-23 Adopted Budget	2023-24 Adopted Budget	Percent Change
Expenditures				
Personnel Services	\$ 63,506,778	\$ 68,882,329	\$ 73,868,274	7.24%
Supplies	1,811,670	2,297,215	2,669,721	16.22%
Maintenance & Repair	1,995,669	1,682,587	1,829,630	8.74%
Utilities/Other Services	7,912,463	10,137,551	10,439,762	2.98%
Insurance & Contract Supp.	1,848,306	1,953,026	1,898,688	-2.78%
Debt Expenditures	308,090	315,884	323,913	2.54%
Other Expenditures	3,918,079	4,719,200	4,955,474	5.01%
Non Capital Improvements	136,405	154,541	163,000	5.47%
Capital Improvements	2,794,330	8,326,673	6,317,223	-24.13%
Transfers Out	2,117,302	4,882,597	972,726	-80.08%
Total Expenditures	\$ 86,349,092	\$ 103,351,602	\$ 103,438,410	0.08%



Personnel Expenses:

As indicated in the charts above, the major expense in the General Fund is the cost of the personnel necessary to provide services to the community. The FY 2024 General Fund budget dedicates \$73,868,274, or 71.57% of total spending on personnel related expenses. Personnel expenses in the General Fund represent an increase of \$4,985,945, or 7.24% above the FY 2023 adopted budget. The increases are primarily driven by the previously mentioned COLA and Step/Merit pay increases (\$3,714,384) and increased contributions to the employee retirement systems. The increase is also reflective of the addition of five (5) new full-time equivalent (FTE) positions to the fund as outlined below:

- Municipal Court (1.0 FTE) – New Deputy City Marshal Position (\$84,206)

- Parks Maintenance (3.0 FTE) – Additional Circle Trail Maint. Crew and Equipment (\$244,574)
- Planning (1.0 FTE) – New Neighborhood Revitalization Coordinator & Vehicle (\$111,710)
- Police (-0.5 FTE), City Clerk (+0.5 FTE) – Reduction of a part-time PD Records Clerk with responsibilities transferred to a currently part-time administrative position being enhanced to full-time in City Clerk's office (budget neutral).

General Fund Staffing Comparison		
	FY2022-23	FY 2023-24
<u>Department Type</u>		
Police	295.50	295.00
Fire	164.00	164.00
Parks and Recreation	107.69	110.69
Public Works	72.47	72.47
Health	47.30	47.30
Building Maintenance	29.60	29.60
Community Development	23.84	24.50
Traffic Engineering	16.10	16.10
Municipal Court	14.03	15.03
Admin and Other	48.99	49.49
Total General Fund Staffing	819.52	824.18

Supplies:

The Supply Accounts in the General Fund total \$2,669,721 which is an increase of 16.22% from the prior year. Expenses from this category include Fire and Police Clothing, as well as gloves and boots for cancer protection. Inflationary costs of lumber, steel, and chemicals are a major driver of the year over year increase.

Maintenance & Repair:

The adopted budget for this category is \$1,829,630 which is \$147,043 or 8.74% higher than last year due to additional needed maintenance for the City parks and bridges, including the rebuilding of a pagoda in Lucy Park that burned down, as well as a general 5% increase in costs compared to the previous year. This category includes also \$60,000 to replace the A/C at the Training Center computer room, and \$11,000 for security improvements at the Health Department.

Utilities/ Other Services:

This category has increased by \$302,211 or 2.98% from the prior year. The primary driver is the \$258,000 increase in electricity charges from FY 2023 to a budgeted amount of \$852,500 in FY 2024. This category also includes Central Garage Charges to user departments for fueling and maintaining our rolling stock and equipment fleet which is budgeted at just over \$6.3M for FY 2024.

Insurance and Contracts:

Expenses have decreased by \$54,338 or 2.78% due to the decreased cost of worker's compensation claims, which is budgeted at \$840,000 for FY 2024. The City's commitment to the Wichita Appraisal District budget is \$492,000. There is also \$25,000 budgeted to review and update the City Council's Strategic Plan, which was last completed in 2021.

Debt Expenditures:

Included in this category is the final payment of \$190,000 related to a 5-year lease for the Traffic Signal Communication System and the payment towards the 15-Year LED Street Light Program.

Other Expenditures:

The FY 2024 budget of \$4,955,474 is an increase of 5.02% compared to FY 2023. Support to the IT Fund is about \$3,450,000 or 70% of the total in the category.

Non-Cap Expenditures:

The FY 2024 budget of \$163,000 is 5.47% higher flat compared to FY 2023, and is used for park landscaping and improvements.

Capital Improvements:

\$6,317,223 in capital improvements funded by the General Fund is included in FY 2024, which is a \$2M decrease, or -24.13%, from the previous year. The FY 2023 budget included a transfer of one-time excess fund balance dollars for the PD MRAP vehicle purchase, PD video infrastructure, and parks maintenance equipment. The list of projects for FY 2024 is below:

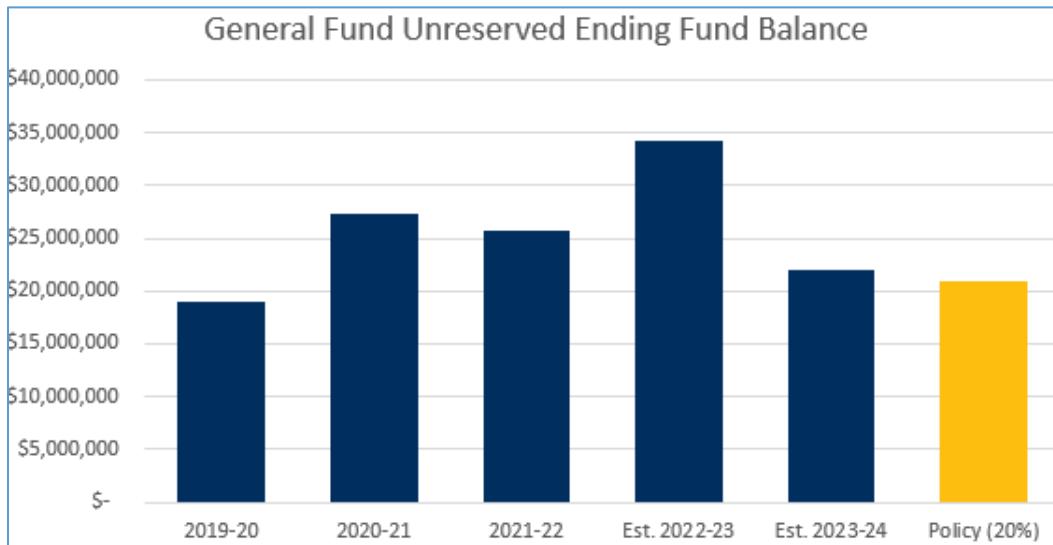
General Fund	Amount
Street Rehab and Improvement	\$ 4,490,500
Traffic, Street Light, and Signage	753,564
Library Roof Replacement	500,000
911 Dispatch Workstation Replacements	330,000
All Other Items	<u>243,159</u>
Total General Fund	\$ 6,317,223

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. In FY 2023, excess General Fund balance was transferred out to fund one-time expenditures in other funds. Since excess funds from Fund Balance are not being used in FY 2024, the transfers out are not needed, resulting in a decrease of \$3,909,871, or 80.08%. \$500,000 of the amount is for the MPEC, \$100,000 is for taser replacement, \$134,128 is support for Emergency Management, and the remaining \$238,598 is a placeholder for potential subsidies needed for the golf course or airport funds.

GENERAL FUND RESERVE APPROPRIATIONS

The City maintains reserves in the General Fund to be used for major emergencies such as a widespread tornado, large legal liabilities, or important one-time expenditures. The Government Finance Officers Association recommends maintaining a fund balance in the General Fund between 15 to 25% of the annual operational cost of the fund. The City's fund balance policy established a goal of maintaining 20% of expenditures in General Fund Reserves, which, based on the proposed \$103,205,832 General Fund budget, equals \$20,641,116. This budget estimates an end of FY 2024 fund balance of \$20,925,000, or 20.3%. This budget sets aside \$10M in excess fund balance to a new governmental capital fund for future use. The chart below shows the 5-year history of unreserved fund balance in the General Fund.



THE WATER/SEWER SYSTEM FUND

During the drought, water production dropped to a historic low of 4.4 billion gallons in 2014-15, causing reductions in revenue and fund balance. Water rate increases, implemented in September of 2014, allowed the City to issue bonds to create the City's Direct Potable Reuse program, which gained national attention. This program allowed the City to continue to provide water during the drought and has also allowed the City to replenish Water & Sewer Fund reserves and to pay the bonds issued for the project. Since the end of the previous drought, the Water & Sewer Fund has improved dramatically.

After maintaining the same water rates since 2014, the current year FY 2023 budget included 5% increase in the retail rates, with the City Council also approving another 5% increase effective in FY 2024. This adopted FY 2024 budget includes that 5% retail rate increase, as well as an increase of approximately 8% in wholesale water rates. The rate increases will address the impact of inflation and will maintain market competitive salaries. The City's water and sewer infrastructure is aging and in need of continued replacement and repair to protect and maintain the system.

WATER/SEWER FUND REVENUES

Revenues for the Water/Sewer System Fund are budgeted at \$55,985,726, which is an increase of \$5,485,643, or 10.86% from the prior year adopted budget. Water sales and sewer treatment fees make up almost 91% of the total revenue, and the increase in FY 2024 compared to FY 2023 are tied directly to the previously described rate increase. The \$4,000,000 in "Other Financing Sources" is a transfer-in from excess fund balance to assist the permitting for Lake Ringgold.

Water & Sewer	2021-22 Actual	2022-23 Adopted Budget	2023-24 Adopted Budget	Percent Change
Revenues				
Water Sales	\$ 37,345,707	\$ 36,562,977	\$ 38,394,400	5.01%
Sewer Sales	10,668,033	11,603,315	12,414,100	6.99%
Other Financing Sources		1,400,000	4,000,000	100.00%
All Other Revenue	5,409,219	933,791	1,177,226	26.07%
Total Revenues	\$ 53,422,959	\$ 50,500,083	\$ 55,985,726	10.86%

The adopted budget includes an increase of the total bill for water and wastewater from an average of \$61.39 to \$64.45 for a residential customer using 5,000 gallons in a month. The following chart illustrates a comparison of Wichita Falls' water rates with similar cities in Texas as of June 1, 2023. The chart includes the 5% increase in FY 2024 for Wichita Falls, but does not include anticipated increases in other cities.

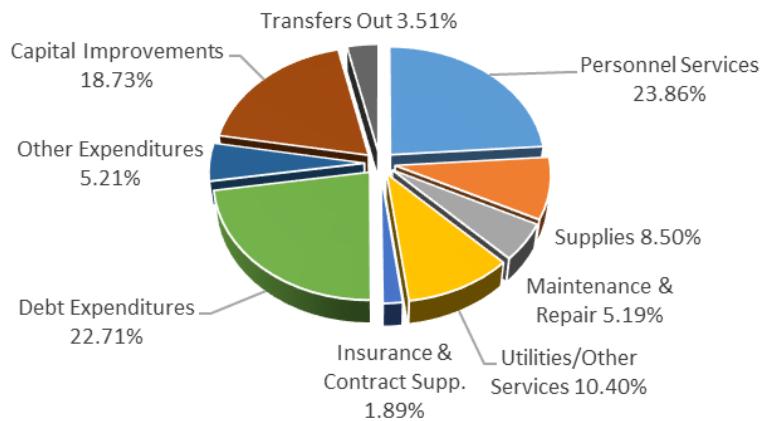
City	Water Use	Water Base	Wastewater	Wastewater	Total Bill (Water & Sewer ONLY)
			Use	Base	
McKinney	\$21.75	\$17.65	\$31.75	\$22.75	\$93.90
San Angelo	\$24.22	\$30.69	\$7.50	\$29.72	\$92.13
Mesquite	\$28.68	\$16.52	\$28.08	\$17.87	\$91.15
Waco	\$14.64	\$22.21	\$29.15	\$22.57	\$88.57
Allen	\$16.52	\$16.96	\$14.88	\$33.59	\$81.95
Grand Prairie	\$24.35	\$16.96	\$25.10	\$15.42	\$81.83
Richardson	\$34.55	\$8.00	\$24.60	\$8.00	\$75.15
Tyler	\$16.02	\$15.80	\$14.42	\$19.10	\$65.34
Beaumont	\$21.00	\$15.52	\$18.88	\$9.94	\$65.34
Wichita Falls	\$24.82	\$19.75	\$11.58	\$8.30	\$64.45
Midland	\$18.33	\$21.61	\$2.64	\$21.79	\$64.37
Denton	\$18.15	\$15.84	\$19.00	\$11.00	\$63.99
Abilene	\$17.75	\$17.30	\$12.50	\$15.00	\$62.55
Odessa	\$17.55	\$21.01	\$9.42	\$13.73	\$61.71
League City	\$18.83	\$7.94	\$17.17	\$15.02	\$58.96
Lewisville	\$10.53	\$22.16	\$12.66	\$10.08	\$55.43
Sugar Land	\$5.79	\$15.13	\$16.65	\$16.07	\$53.64
College Station	\$13.75	\$12.40	\$4.26	\$21.29	\$51.70
Killeen	\$10.14	\$13.54	\$7.60	\$19.26	\$50.54
Pasadena	\$10.86	\$12.96	\$10.83	\$12.96	\$47.61
McAllen	\$8.25	\$12.45	\$8.50	\$12.50	\$41.70
Edinburg	\$4.98	\$10.78	\$3.84	\$10.07	\$29.67
AVERAGE	\$17.34	\$16.51	\$15.05	\$16.64	\$65.53

WATER/SEWER FUND EXPENDITURES

The FY 2024 expenditure budget for the Water/Sewer System Fund is \$55,985,726 which is an increase of \$5,485,726, or +10.86% from the prior year adopted budget. It should be noted that the budget plans for the use of \$4,000,000 of fund balance for Lake Ringgold.

Water & Sewer	2021-22 Actual	2022-23 Adopted Budget	2023-24 Adopted Budget	Percent Change
Expenditures				
Personnel Services	\$ 11,335,328	\$ 12,552,046	\$ 13,356,207	6.41%
Supplies	3,226,016	4,913,498	4,758,212	-3.16%
Maintenance & Repair	2,032,341	2,419,739	2,903,953	20.01%
Utilities/Other Services	4,863,107	4,833,394	5,821,002	20.43%
Insurance & Contract Supp.	889,058	1,012,940	1,059,824	4.63%
Debt Expenditures	12,755,940	12,717,289	12,716,682	0.00%
Other Expenditures	2,175,859	2,889,159	2,918,383	1.01%
Capital Improvements	6,034,679	7,334,200	10,488,800	43.01%
Transfers Out	1,823,429	1,827,817	1,962,663	7.38%
Total Expenditures	\$ 45,135,757	\$ 50,500,083	\$ 55,985,726	10.86%

FY 2024 Expenditures by Classification



Personnel Services:

Personnel Accounts represent an increase of \$804,161, or +6.41% from the prior year. Much of this increase is due to the up to 6% total cost-of-living and merit pay program adjustments that are recommended, along with the recommended enhance stability pay program. The remainder of this increase is attributed to the addition of the following eight (8) new FTE positions:

- Utility Locator (1.0 FTE) – Underground Utility Locator and Equipment to accommodate increase volume of utility location requests (\$102,718);
- Lead Plant Operators (6.0 FTE) – Six (6) new Lead Plant Operators in Resource Recovery to adequately cover plant operations and maintenance needs (\$261,576);
- Senior Maintenance Mechanic (1.0 FTE) – Additional Senior Maintenance Mechanic in Resource Recovery to adequately cover plant operations and maintenance needs (\$61,352)

Supply Accounts:

As shown, Supply Accounts have decreased \$155,286 or 3.16% from the prior year adopted budget. Chemical costs have increased less than previously anticipated by the FY23 Budget. The FY 2023 Budget anticipated a 60% increase in chemical costs from FY 2022, but the FY23 costs only increased by 30% and the FY24 budget costs are increasing by 18%.

Maintenance Budget:

The Maintenance Budget has increased \$484,214 or 20.01% mainly due to the increased cost of maintaining, repairing, and/or replacing the various pumps and motors at the Lakes and treatment plants.

Utilities/ Other Services:

This category has increased \$987,608 or 20.43% due to the increased cost of electricity and natural gas.

Insurance & Contract Support:

The Adopted Budget for this category is \$1,059,824 which is 4.63% higher than the previous year budget due to an expected increase in the cost of property and liability insurance provided by Texas Municipal League (TML). This category also includes worker's compensation costs.

Debt Expenditures:

This category accounts for debt service payments in FY 2024 of \$12,716,682 including repayments of three debt issuances related to (1) water sewer system improvements in the early 2000's (\$118M), (2) the temporary water reuse system in 2013 (\$13M), and (3) the Indirect Potable Reuse Project in 2015 (\$33.5M). More information about debt expenditures is available in the Debt Service Fund section of this document.

Capital Improvements:

The chart below provides the proposed capital improvements for FY 2024:

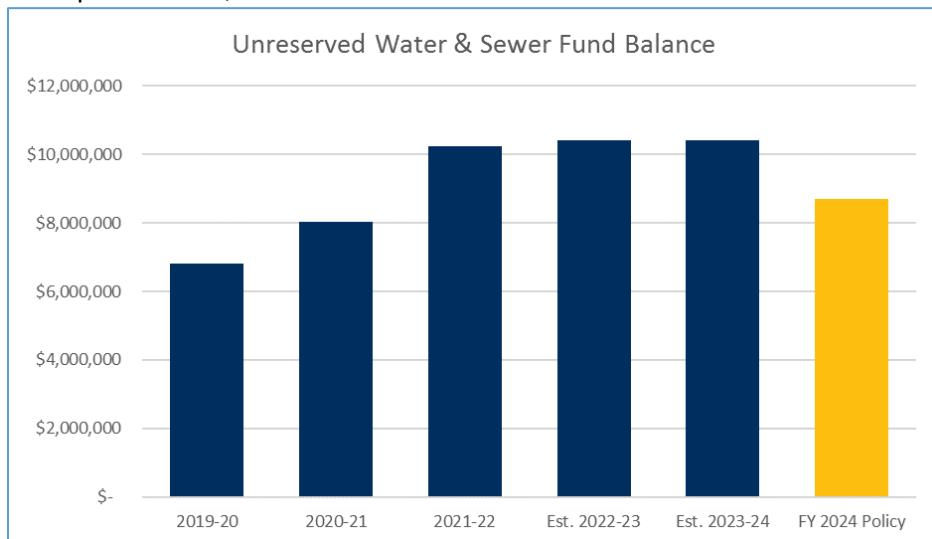
Water and Sewer	Amount
Water Line Replacement	\$ 1,500,000
Sewer Line Replacement	1,500,000
Lake Ringgold - Federal Permitting	5,000,000
Lift Station Rehab	750,000
Micro-filtration/Reverse Osmosis (MFRO)	600,000
Belt Press Refurbishment	330,000
Large Valve Replacement Program	200,000
Water Source of Supply Equipment	134,000
Powdered Activated Carbon	110,000
All Other Equipment	<u>364,800</u>
Total	\$ 10,488,800

Transfers Out:

This category of spending accounts for transfers from the Water/Sewer Fund to the General Fund and IT Fund for franchise payment for use of the City's right-of-way, administrative overhead, and the cost for technological support. There is an increase in the FY 2024 budget of \$134,846, or 7.38% from the prior year for these transfers.

WATER/SEWER FUND RESERVE APPROPRIATIONS

The budget sets the City's policy goal at 20% of expenditures in unreserved fund balance, less debt service. Of the fund's \$55,985,726 expenditures in the FY 2024 budget, \$12.7 million is reserved for debt payments, bringing the ongoing expenditures budget to \$43.3 million. This means that the total needed to meet the unrestricted fund balance policy is \$8.7 million. The current unrestricted balance at the start of FY 2024 is anticipated to be \$10.4 million.



The Sanitation Fund

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

SANITATION FUND REVENUES

Revenues for the Sanitation Fund are made up of the monthly refuse collection charges to commercial and residential customers (81%), landfill tonnage fees (13.5%), transfer station fees and other miscellaneous charges (5.5%). At the current sanitation collection and disposal rates, revenues are insufficient to finance the operating budget outlined below. As you'll recall from the June pre-budget workshop, over the last five (5) years, personnel costs in this Fund have increased 22%, fuel and maintenance costs have increased 23%, and equipment costs including the replacement of the large collection and transfer vehicles has increased over 175% (35% annually). Additionally, costs to provide alley collection service due to the smaller, customized collection vehicles and the associated increased daily trips to the landfill is disproportionately higher than the cost to provide curbside collection. As a result, sanitation collection rates be increased by 13.0% for alley customers, and 6.0% for all residential curbside and commercial customers. This rate adjustment would increase a residential customer's monthly charge for alley service by \$3.00, from \$23.11 to \$26.11, and curbside service by \$0.99, from \$16.48 to \$17.47. It has been three years since the previous 6% across the board increase, so this proposal essentially averages to an increase of 2% per year over that time period for curbside customers.

Sanitation	2021-22 Actual	2022-23 Adopted Budget	2023-24 Adopted Budget	Percent Change
Revenues				
Sanitation Fees - Residential	\$ 7,499,976	\$ 7,385,000	\$ 8,071,584	9.30%
Sanitation Fees - Commercial	6,184,764	5,945,000	6,571,824	10.54%
Landfill Fees	2,814,447	2,000,000	2,450,000	22.50%
All Other Revenue	1,029,748	2,496,287	1,068,592	-57.19%
Total Revenues	\$ 17,528,935	\$ 17,826,287	\$ 18,162,000	1.88%

SERVICE TYPE	CURRENT RATE	ADOPTED RATE
Residential Curbside	\$16.48	\$17.47
Residential Alley	\$23.11	\$26.11
Residential Trash Average	\$19.80	\$21.79
Residential Reuse Curbside	\$3.00	\$3.18
Commercial Minimum Charge	\$37.84	\$40.11
Commercial Reuse Curbside	\$7.00	\$7.42

Other Rate Increases:		
SERVICE TYPE	CURRENT RATE	ADOPTED RATE
Transfer Station Gate Rate	\$40.15 per ton	\$55.00 per ton
Landfill Franchise Waste Disposal Agreement	\$28.00 per ton	\$29.50 per ton

Included below is a recently conducted rate comparison with other peer cities that shows even with this increase, Wichita Falls will remain lower than the average and many of these cities only provide service once per week.

City	Rate	Curbside Service per Week
Abilene*	\$23.30	2 days
Odessa*	\$22.40	2 days
Beaumont	\$22.25	1 day
Richardson	\$22.17	2 days
Round Rock	\$22.14	1 day
Tyler	\$20.81	2 days
Killeen	\$19.78	1 day
College Station	\$18.48	1 day
Wichita Falls*	\$18.47	2 days
McKinney	\$17.92	1 day
Waco	\$17.70	1 day
San Angelo	\$17.63	1 day
Midland	\$17.24	2 days
Lewisville	\$14.28	1 day
AVERAGE	\$19.61	1.4 days

* Weighted average of alley and curbside rates

SANITATION FUND EXPENDITURES

The adopted FY 2024 expenditure budget for the Sanitation Fund totals \$18,162,000, which is an increase of \$335,713, or 1.88% from the prior year adopted budget. Personnel costs have increased proportionately based on the previously mentioned 6% COLA/Merit adjustments and the proposed stability pay adjustment. Maintenance and Repair has decreased as the previous year's budget included funds for repairs at the Transfer Station. Utilities/Other services has increased based on the costs for electricity, the increased cost to maintain/repair the collection, transfer, and landfill fleet, an additional \$650,000 to overhaul a compactor at the landfill, \$150,000 for a structural evaluation of the aging Transfer Station, and the 6% franchise fee paid to the General Fund of just over \$1,000,000.

Sanitation	2021-22 Actual	2022-23 Adopted Budget	2023-24 Adopted Budget	Percent Change
Expenditures				
Personnel Services	\$ 4,674,286	\$ 5,038,961	\$ 5,370,925	6.59%
Supplies	378,011	392,994	389,493	-0.89%
Maintenance & Repair	128,713	545,290	182,840	-66.47%
Utilities/Other Services	5,212,548	5,349,867	6,609,050	23.54%
Insurance & Contract Supp.	37,636	74,049	94,522	27.65%
Other Expenditures	517,213	444,931	513,661	15.45%
Non Capital Improvements	5,953	6,000	6,000	0.00%
Capital Improvements	2,527,394	5,005,123	3,981,763	-20.45%
Transfers Out	1,710,001	969,072	1,013,746	4.61%
Total Expenditures	\$ 15,191,755	\$ 17,826,287	\$ 18,162,000	1.88%

The chart below shows the proposed Capital Improvements in the Sanitation Fund for FY 2024:

Sanitation	Amount
Automated Sideload Curbside Trucks (3)	\$ 1,253,871
Street Rehab Costs	800,000
Commercial Frontload Truck	413,584
Tire Shredder (Replacement)	400,000
Alley Sideload Truck	317,368
Alley Rehab	300,000
Transfer Station Trailer (Replacement)	280,000
Gas Collection System Design	80,000
Landfill Slope Monitor Pickup (Replacement)	49,000
Cart Delivery Pickup (Replacement)	45,000
Wind Screens at Landfill	<u>42,940</u>
Total	\$ 3,981,763

OTHER FUND HIGHLIGHTS

Hotel/Motel Tax Fund:

The Hotel/Motel Fund contains two divisions, the Convention and Visitor's Bureau (CVB) and the Multi-Purpose Events Center (MPEC). The Convention and Visitor's Bureau works to attract tourists and groups to Wichita Falls and market the City as a destination for various types of travel.

Total revenues and expenditures in the Fund are projected to be \$4,746,000 or 36.10% less than the previous year's revenue budget of \$7,427,785 solely due to the decrease in the operating transfer from the General Fund of about \$2,500,000 that was used in the previous year to remodel the MPEC Exhibit Hall. The \$4,746,000 in total revenue includes: (1) \$2,305,000 from the City's 7% portion of the hotel occupancy tax (includes \$30,000 from short-term rentals) which is a 4.77% increase from FY 2023, (2) \$1,906,000 revenue from MPEC events, sponsorships, and advertising sales which is about 4.9% less than the previous year due to the anticipated revenue loss from events unable to use Municipal Auditorium during its forthcoming renovation, (3) \$500,000 operating transfer from the General Fund, commonly referred to as the "MPEC Subsidy", and (4) \$35,000 for events/promotions from the 4B Sales Tax.

The expenditure budget includes \$4,074,206 for MPEC, \$615,794 for the CVB, \$60,000 for funding to local non-profits through the WF Alliance for Art and Culture, and \$6,000 to River Bend Nature Center.

Personnel Services account for 37% of all expenditures in the Fund and have increased by 5.10% over previous year due to COLA and merit increases.

Regional Airport Fund:

The Regional Airport Fund is an Enterprise Fund, which is supported by user fees and federal grants. For FY 2024, this budget does not require a subsidy from the General Fund. The City's Regional Airport Fund proposed FY 2024 budget is \$1,997,178 which is \$82,644 or 4.32% higher than the FY 2023 Budget due largely to increased transfers out to pay the debt service on the 2013 Airport bond of \$326,594 for FY 2024. This is partially offset by the decrease in Personnel costs due to the elimination for FY 2024 of one (1.0) FTE (airport lineman).

Kickapoo Airport Fund:

The Kickapoo Airport Fund is an Enterprise Fund which is self-supported by user fees. The adopted budget for the Kickapoo Airport totals \$1,178,195. This is an increase of \$22,097 or 1.91% from the previous year. This increase is principally due increased fuel sales, hangar rentals, and ground lease rents. Personnel Services costs have increased \$79,184 or 28.13% from the previous year due to salary increases and the addition of a part-time clerk position.

Fleet Maintenance Fund:

The Fleet Maintenance Fund is an Internal Service Fund responsible for the maintenance and replacement of the City's fleet of vehicles and equipment. The Adopted Revenue and Expenditure Budget for the Fund is \$14,526,356. 99% of the revenue generated to operate the fund is transferred from other City departments and funds. The total fund budget is reflective of a \$1,365,651 or 10.38% increase from the FY 2023 budget, primarily due to the initial debt payments on the new fire apparatus and salary increases for employees. Also included is \$2,822,763 in expenditures for Capital Improvements, reflective of a 26.73% increase from the previous year, to purchase new and replacement vehicles and equipment for Animal Services, Building Inspections, Code Enforcement, Fire, Fleet, Parks and Recreation, Police, and Water.

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 \$5,338,447. This is a decrease of \$192,628 or 3.48% from the previous year primarily due to a decrease in the capital improvement budget from \$1,972,154 in the previous year to \$1,385,154 in FY 2024. Capital improvements for FY 2024 include Panasonic Toughbooks (\$760,000), Zebra Handhelds and Printer for Police (\$200,000), and the Library Information System Replacement (\$80,000).

Transit Fund:

The Transit Fund is an Enterprise Fund that is primarily funded through Federal and State Grants, as well as service charges (fares), used to operate the City's bus system. Transit Operations and Preventative Maintenance is now operating out of the recently constructed Transit Center, allowing the Transit Department to conduct in-house preventative maintenance, refueling, and cleaning on its fleet of public transportation vehicles. 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 \$4,787,717 which is \$17,913 or .37% less than the prior year budget. The FY 2024 budget includes increases in compensation for employees and the purchase of 2 new transit buses (\$1,110,000). Additionally, a part-time welder was added to help build out shelters at bus stops across the city.

Stormwater Utility 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 by State law. 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 \$3,946,787, which is a decrease of \$5,590,685 or -58.62%. This decrease is largely due to the use of reserve funds to begin Phase 2 of the Quail Creek Drainage

Project in the FY 2023 Budget. The FY 2024 adopted budget includes approximately \$2,700,000 in capital and contingency funds for the Duncan Channel improvements and other system improvements.

Golf Course Fund:

This enterprise fund is to operate and maintain the City-owned Champions Golf Course at Weeks Park. 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 \$130,000 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 2024 at \$954,391. The FY23 budget included a \$311,000 transfer in from excess general funds and \$205,867 from the Golf Course prior year reserves to fund capital improvements for the gazebo and driving range facilities. The budget assumes no operating subsidy from the General Fund.

Water Park Fund:

This fund accounts for the operating revenues and expenditures related to Castaway Cove Water Park. Total revenues and expenditures for this Enterprise Fund are estimated to be \$2,638,834 which is an increase from the previous year of \$369,181 or 16.27%. This increase is due to increased use of the Water Park as well as the use of \$919,000 of Fund Balance to assist in the purchase and installation of a new \$1,130,000 waterslide at the park.

CONCLUSION

This FY 2024 budget provides a clear and viable work plan for the upcoming fiscal year operations. Funds are provided for projects and programs that maintain critical services and enhance the overall quality of life of the city's residents and visitors. This budget also includes a sizable increase in compensation to help retain and recruit employees, our organizations most valuable asset.

The City's various department heads and their assistants or division heads were very helpful in the production of this budget. Particular appreciation goes to Jessica Williams, Finance Director/CFO, Paul Menzies, Assistant City Manager, Blake Jurecek, Assistant City Manager, Stephen Calvert, Senior Budget Analyst, and Rachel Sweeney, Senior Accountant, for their overall leadership in the development of the document. I also want to thank all City employees who have worked hard to provide quality services to our citizens and who 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. Serving as the county seat of Wichita County, Wichita Falls is the 40th most populated city in Texas with an approximate population of 102,988, and is 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	1,031 FTEs
Students	13,371
Elementary Schools	19
Middle Schools	3
High Schools	3
Elementary/secondary schools	2
Four-year graduation rate	96.7%

*Data courtesy of [Texas Tribune](#) (6/2/2023)



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, will open in 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 one of 26 different career pathways, 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 5,700 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 a 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, farm and ranch management, welding, and more.



HEALTH CARE

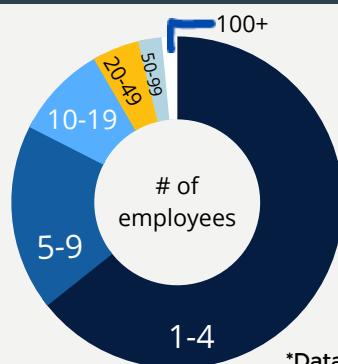
United Regional Health Care System is located in Wichita Falls, Texas and provides comprehensive medical care including inpatient and outpatient services, advanced diagnostics, surgical specialties and life-saving emergency care to a nine-county service area. It has the area's only Level II Trauma Center 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	1,069
7. North Texas State Hospital	970
8. James V. Allred Prison Unit	939
9. United Supermarkets	823
10. Howmet Corporation	791

*Data courtesy of [Wichita Falls Annual Comprehensive Financial Report \(9/30/2022\)](#)



*Did you
know?*

64% of businesses in
Wichita Falls hire 1-4
employees

United Regional Health Care	
Clinic visits	173,000
ER Visits	67,000
Hospital Outpatient Visits	73,000
Hospital Admissions	14,000
Surgeries	9,200
Births	1,900
Physicians	355

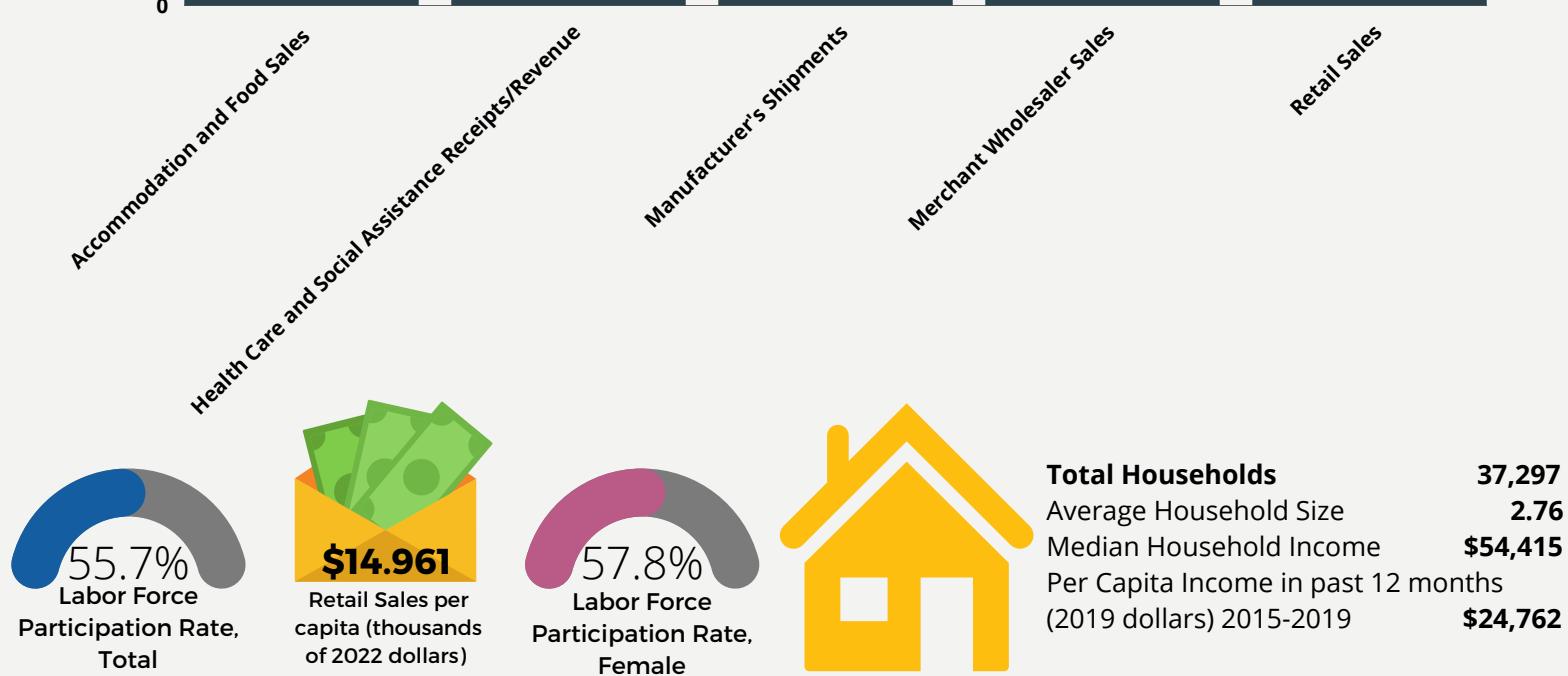
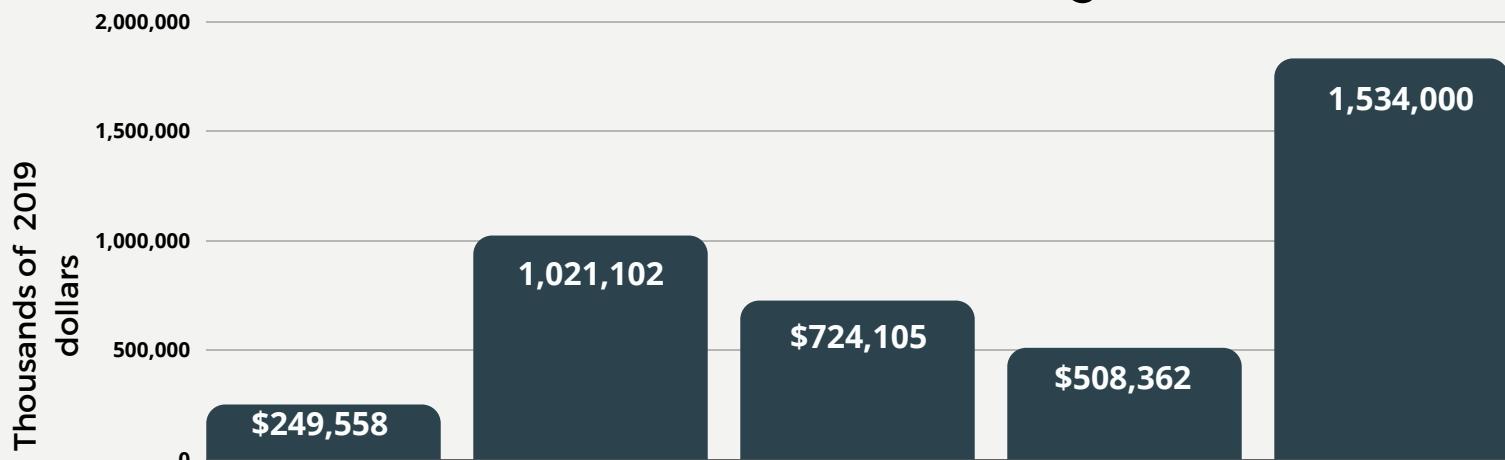
*Data courtesy of [United Regional Health Care \(6/2/2023\)](#)



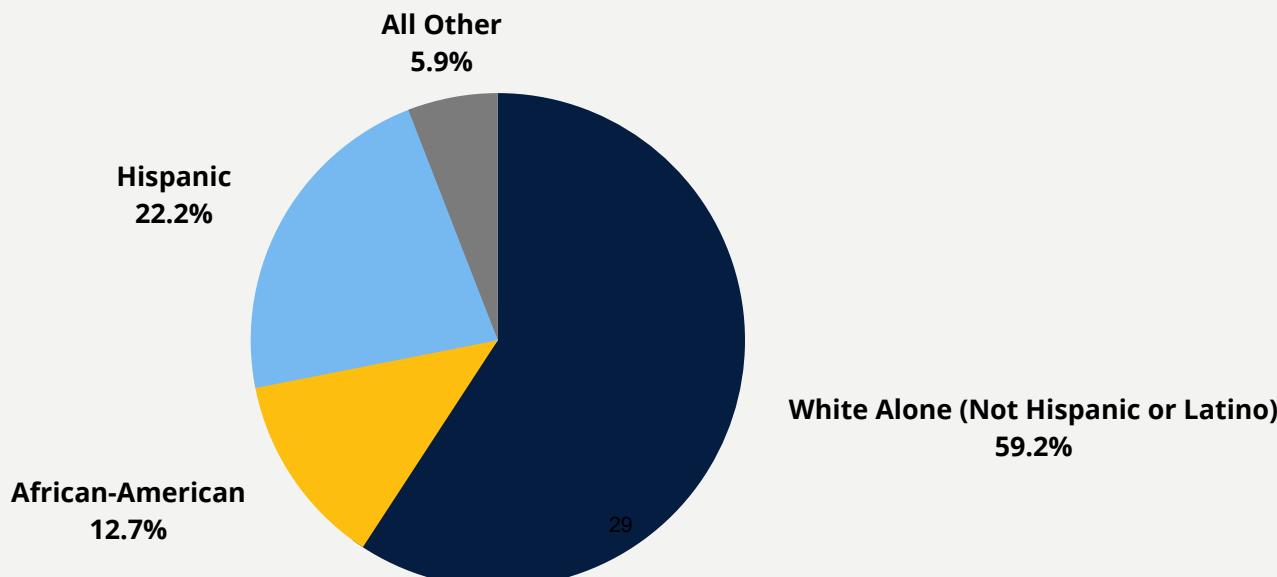
*Data courtesy of the [Wichita Falls Chamber of Commerce \(6/2/2023\)](#)

DEMOGRAPHICS

Economic Activity



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.

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, Skate Park, a 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.





Budget Summary

City of Wichita Falls, TX
FY 2024 Budget Summary by Fund
All Funds

	Water & Sewer						
	General Fund	Fund (All)	Sanitation Fund	Special Revenue	Debt Service	All Other Funds	Total
Proj. Beginning Balance	\$ 25,022,000	\$ 36,000,000	\$ 8,080,000	\$ 3,291,000	\$ 1,486,350	\$ 23,435,130	\$ 97,314,480
Less: Restricted Bal.	(4,097,000)	(25,600,000)	(2,680,000)	-	-	(3,925,870)	(36,302,870)
Available Balance	20,925,000	10,400,000	5,400,000	3,291,000	1,486,350	19,509,260	61,011,610
<u>Revenues</u>							
Taxes	85,852,149	-	-	-	2,150,000	2,905,000	90,907,149
Service Charges	3,236,758	50,808,500	17,643,158	-	-	24,955,521	96,643,937
Licenses & Permits	2,049,700	-	-	-	-	-	2,049,700
Fines & Forfeitures	2,940,400	-	-	-	-	-	2,940,400
Intergovernmental Rev	-	-	-	8,423,561	-	4,139,317	12,562,878
Contributions	232,500	-	-	-	1,713,856	35,000	1,981,356
Misc. Revenues	3,746,687	1,177,226	518,842	395,922	187,049	6,131,631	12,157,357
Transfer In	5,380,216	-	-	-	1,661,907	525,000	7,567,123
Other Fin. Sources*	-	4,000,000	-	-	-	2,142,456	6,142,456
Total Revenues	103,438,410	55,985,726	18,162,000	8,819,483	5,712,812	40,833,925	232,952,356
<u>Expenditures</u>							
Personnel Services	73,868,274	13,356,207	5,370,925	2,909,436	-	9,237,075	104,741,917
Supplies	2,669,721	4,758,212	389,493	172,291	-	7,849,227	15,838,944
Maintenance & Repair	1,829,630	2,903,953	182,840	71,470	-	5,390,150	10,378,043
Utilities/Other Services	10,439,762	5,821,002	6,609,050	1,454,802	-	4,248,997	28,573,613
Insurance & Contracts	1,911,888	1,059,824	94,522	-	-	328,822	3,395,056
Debt Expenditures	323,913	12,716,682	-	-	5,712,812	1,276,921	20,030,328
Other Expenditures	4,942,274	2,918,383	513,661	3,969,850	-	2,158,349	14,502,517
Non Capital Improv.	163,000	-	6,000	237,634	-	-	406,634
Capital Improvements	6,317,223	10,488,800	3,981,763	4,000	-	9,249,917	30,041,703
Transfers Out	972,726	1,962,663	1,013,746	-	-	1,094,467	5,043,602
Total Expenditures	103,438,410	55,985,726	18,162,000	8,819,483	5,712,812	40,833,925	232,952,357
Anticipated Change	-	(4,000,000)	-	-	-	(2,142,456)	(6,142,457)
Ending Available Bal.	\$ 20,925,000	\$ 6,400,000	\$ 5,400,000	\$ 3,291,000	\$ 1,486,350	\$ 17,366,804	\$ 54,869,153

City of Wichita Falls, TX
FY 2024 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	\$ 409,485	\$ 1,301,343	\$ 90,302	\$ 195,500	\$ 26,300	\$ 4,008,000	\$ 2,630,267	\$ 1,100,000	\$ 11,774,133	\$ 240,000	\$ 1,659,800
Less: Restricted Bal.									(3,500,000)		(425,870)
Available Balance	409,485	1,301,343	90,302	195,500	26,300	4,008,000	2,630,267	1,100,000	8,274,133	240,000	1,233,930
Revenues											
Taxes	2,305,000	600,000	-	-	-	-	-	-	-	-	-
Service Charges	-	-	120,000	262,820	120	14,357,356	4,114,825	647,400	3,700,000	583,000	1,170,000
Intergovernmental Rev	-	-	-	-	-	-	-	4,139,317	-	-	-
Contributions	35,000	-	-	-	-	-	-	-	-	-	-
Misc. Revenues	1,906,000	-	-	1,709,378	1,178,075	169,000	-	1,000	246,787	371,391	550,000
Transfer In	500,000	-	-	25,000	-	-	-	-	-	-	-
Other Fin. Sources	-	-	-	-	-	1,223,622	-	-	-	-	918,834
Total Revenues	4,746,000	600,000	120,000	1,997,198	1,178,195	14,526,356	5,338,447	4,787,717	3,946,787	954,391	2,638,834
Expenditures											
Personnel Services	1,743,417	-	27,770	462,687	358,464	2,458,080	1,513,029	1,854,020	389,008	-	430,600
Supplies	532,233	-	-	528,005	580,593	4,734,424	264,907	893,600	18,465	-	297,000
Maintenance & Repair	154,600	-	-	116,197	21,765	2,723,859	1,824,979	324,550	174,200	-	50,000
Utilities/Other Services	1,407,451	-	-	253,798	80,022	155,323	324,979	239,180	243,219	953,391	591,634
Insurance & Contracts	168,000	-	-	35,817	21,000	13,800	-	24,000	205	1,000	65,000
Debt Expenditures	261,880	-	-	-	-	1,015,041	-	-	-	-	-
Other Expenditures	478,419	-	92,230	274,100	66,351	291,066	25,399	142,367	713,817	-	74,600
Non Capital Improv.	-	-	-	-	-	-	-	-	-	-	-
Capital Improvements	-	600,000	-	-	-	2,822,763	1,385,154	1,310,000	2,002,000	-	1,130,000
Transfers Out	-	-	-	326,594	50,000	312,000	-	-	405,873	-	-
Total Expenditures	4,746,000	600,000	120,000	1,997,198	1,178,195	14,526,356	5,338,447	4,787,717	3,946,787	954,391	2,638,834
Anticipated Change	-	-	-	-	-	-	(1,223,622)	-	-	-	(918,834)
Ending Available Bal.	\$ 409,485	\$ 1,301,343	\$ 90,302	\$ 195,500	\$ 26,300	\$ 4,008,000	\$ 1,406,645	\$ 1,100,000	\$ 8,274,133	\$ 240,000	\$ 315,096

BUDGET SUMMARY

ALL FUNDS

Revenue and Expenditure Discussion Prior Two Years to Current Year:

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.

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 for 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 of \$3,500,000 to begin the Quail Creek Phase 2 Project.

BUDGET SUMMARY

ALL FUNDS

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:

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

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

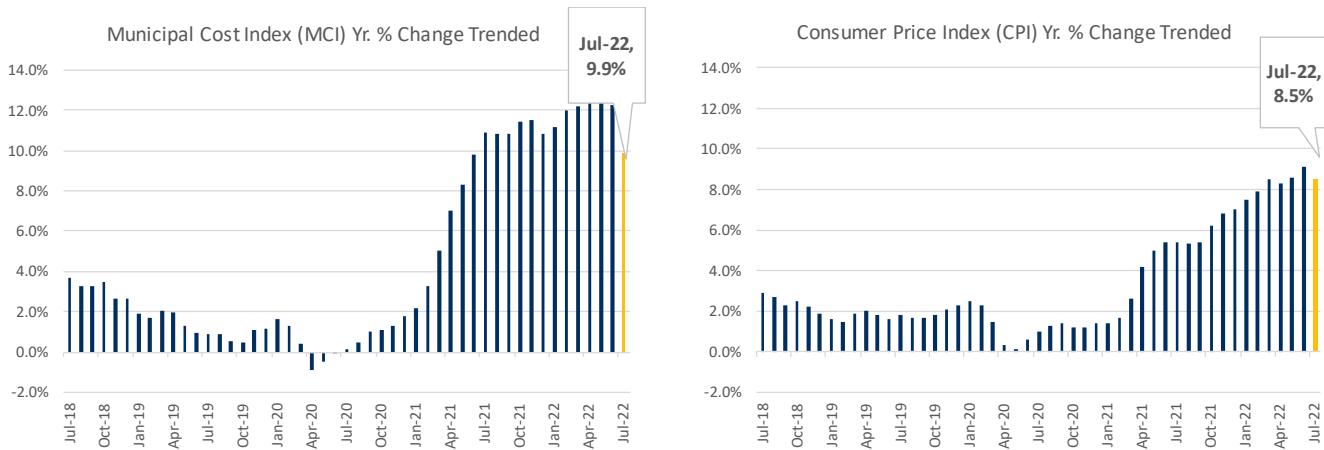
Service charges were expected to increase by 6.71% mostly due to the increase in water rates. The adopted budget included a 5% increase to water rates for FY 2023 and a 5% increase in the following year in order to help keep up with the increased cost of chemicals and other supplies due to inflation, 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 had previously 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 was a key issue addressed in the FY 2023 budget. 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 had increased by 9.9%. The US Bureau of Labor Statistics, on August 15, 2022, released inflation data showing an increase of 8.5%.

BUDGET SUMMARY

ALL FUNDS



Interest income was earned from reserves that are invested with local government investment pools and fixed income securities. In previous years, low interest rates meant that interest earnings were below .25%. Actions by the Federal Reserve to increase interest rates to help curb inflation changed the outlook for the markets and the estimated earnings for FY 2023 were 2.6%.

The FY2023 budget included across the board cost of living adjustment of 5.0%. This change provided a 5.0% pay increase for all eligible employees. These pay recommendations tied directly to the Strategic Plan goal of “Improving Employee Recruitment and Retention” and maintaining a trained, committed, and valued workforce.

The FY 2023 budget included 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

BUDGET SUMMARY

ALL FUNDS

FY 2024 Proposed Budget to FY 2024 Adopted Budget:

The City's Proposed Budget was presented to the City Council on July 25, 2023 and previous budget workshops with the City Council were held on June 20, 2023 and August 8, 2023. Subsequent to the preparation of the proposed budget, property tax calculations were finalized based on the receipt of certified property values and tax rate calculations which increased the budgeted property tax revenues from \$3,025,422 to \$3,258,000. This was the only change from the Proposed to the Adopted Budget.

Budget & Financial Forecasting:

The Finance Department updates forecasts monthly as recommended by the Government Finance Officers Association of the United States and Canada (GFOA). These forecasts are used to determine available resources and to plan for long-term needs. In addition, the Finance Department works with sales tax experts and Financial Advisors to ensure long-term stability. These forecasts use historical and current data to project long-term inflows and outflows. Forecasting is a living process that changes monthly as changes occur in the economy and the City. Maintenance of these forecasts is important and is a priority for the Finance Department. The forecasts listed here are snap shots in time, and will change as conditions change. Key assumptions are forecasted out for 2 years and major fund balances are forecasted out over a 10-year period as a method to identify areas of concern with plenty of time for action to remain financially strong. Forecasts of key assumptions are 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 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.

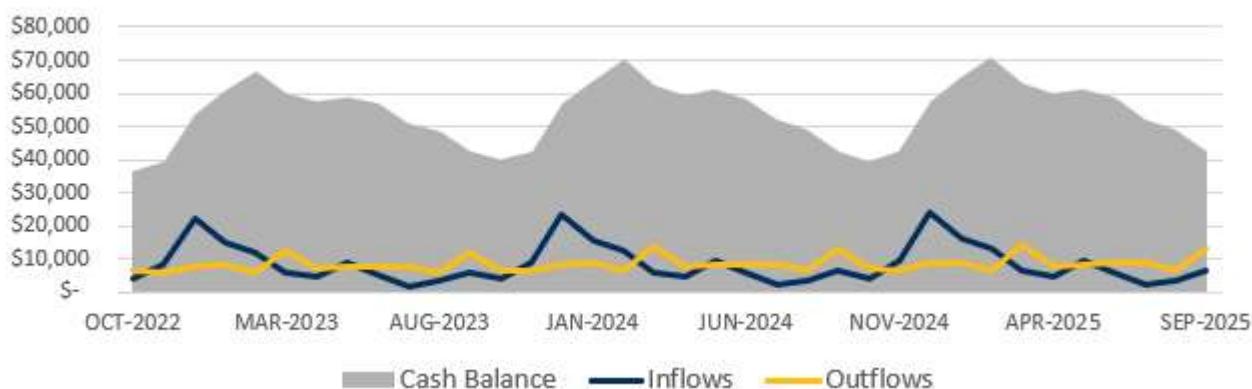
BUDGET SUMMARY

ALL FUNDS

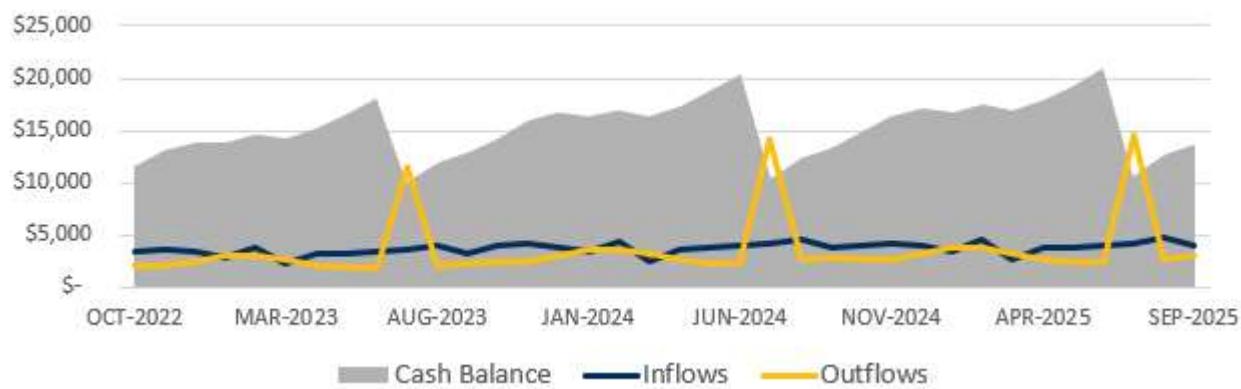
Cash Flow Forecasts:

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.

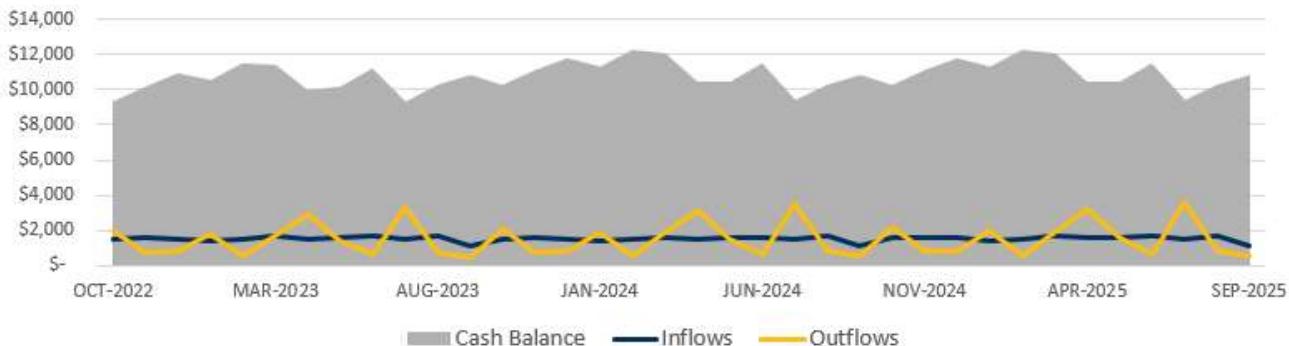
General Fund Cash Flow Forecast



Water & Sewer Operating Fund Cash Flow Forecast



Sanitation Fund Cash Flow Forecast



BUDGET SUMMARY

ALL FUNDS

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	Personal			Total Assessed Value	Total Direct Tax Rate	Estimated Value	Actual Value	Ratio of Total Assessed to Total Estimated Actual Value
	Real Property Assessed Value	Property Assessed Value	Total Assessed Value					
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%
2021-2022	\$ 4,952,234,074	\$ 855,749,261	\$ 5,807,983,335	\$ 0.76093	\$ 5,807,983,335			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, 2022.

An updated schedule will be available 3/31/2024 and can be found on the city website.

BUDGET SUMMARY

ALL FUNDS

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
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
2021-2022	0.73	0.03	0.76	0.54	0.07	0.61	1.05	0.37	1.42

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	
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
2021-2022	1.04	0.32	1.36	1.03	0.38	1.41	0.94	0.43	1.37	6.93

Notes:

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

Source: City of Wichita Falls Annual Comprehensive Financial Report for the Year Ended September 30, 2022.

An updated schedule will be available 3/31/2024 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 (Health and Wellness)
Park Maintenance
Planning
Police
Property Management
Public Information
Purchasing
Recreation
Street Maintenance
Traffic Engineering

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

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

Hotel/Motel

Convention Visitor's Bureau
MPEC

Sanitation Fund

Landfill
Refuse Collection
Sanitation
Transfer Station

Fleet Fund

Fleet Maintenance

Transit Fund

Public Transport. Planning
Public Transport. Ops

Regional Airport Fund

Regional Airport Operations

Stormwater Fund

Stormwater Drainage

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 Statement

POLICY STATEMENTS

BUDGET POLICIES

The 2023-24 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.

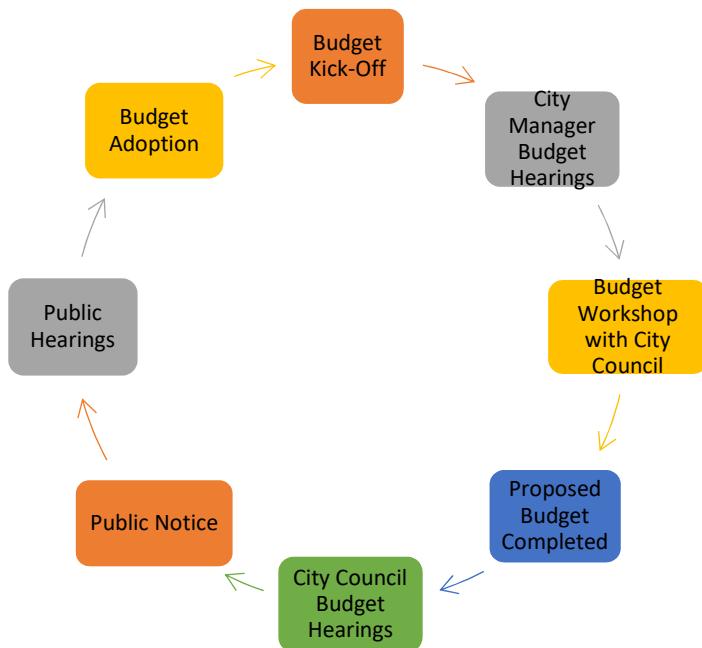
- City Charter Sec. 72. - Unauthorized expenditures.
 - No money shall be drawn from the treasury of the city, nor shall any obligation for the expenditure of money be incurred, except pursuant to appropriations made by the city council.
 - At the close of each fiscal year, the unencumbered balance of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

Date	Event
June 20, Tuesday	City Council Update – Pre-Budget Workshop
July 25, Tuesday	City Manager’s Proposed Budget submitted to City Council
July 31 – August 8	Individual City Councilor Opportunity to meet with Budget Team
August 4, Friday	Publish Notice of Public Hearing on the Budget
August 8, Tuesday	City Manager’s Proposed Budget Workshop with City Council
August 15, Tuesday	Budget Public Hearing & Intent to Vote on Tax Rate
August 25, Friday	Publish Notice of Tax Rate Hearing
September 5, 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. The City has 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 for all funds. If funds fall below these percentages, plans are to be put into place to replenish the fund balance.

Fund balances of the governmental funds are classified as follows:

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

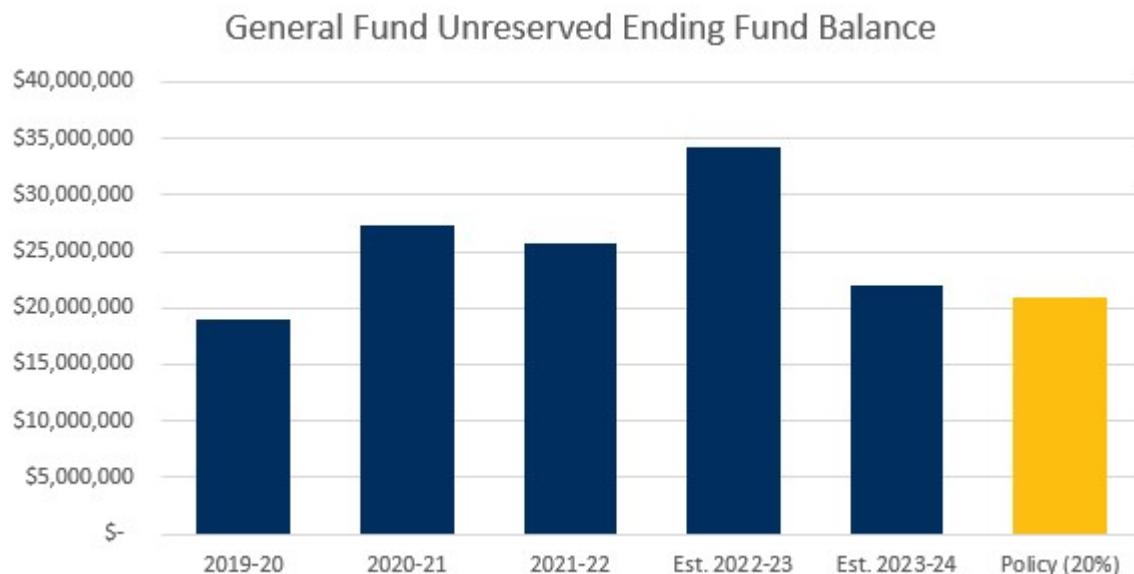
POLICY STATEMENTS

- 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. The City further ensures grant compliance and internal control through the City's internal grant policy.

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 90 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, 2022, the City's tax-supported debt, funded with ad valorem taxes, was approximately \$43.3 million, or 0.74% of the taxable value of property. As of July 2023, the City's tax-supported debt was \$761 per capita, as reported by the Texas Bond Review Board.

POLICY STATEMENTS

Tax-Supported Debt per Capita



*Source: Texas Bond Review Board, Tax-Supported Debt per Capita by Local Government for Fiscal Year 2022, Eight Cities with Most Similar Population

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.

POLICY STATEMENTS

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

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

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

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

N. Deferred Outflows/Inflows of Resources.

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

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

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.

POLICY STATEMENTS

Q. Water, Sewer, and Sanitation Receivables.

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

R. Inventory and Prepaid Items Inventories.

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

S. Capital Assets.

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

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

T. Restricted Assets.

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

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 \$0.680000 per \$100 of assessed value which means the City has a tax margin of \$1.570000.

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.

POLICY STATEMENTS

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 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.

POLICY STATEMENTS

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

Y. Budgetary Accounting.

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

BB. Financial Ethics

The City of Wichita Falls holds itself and its employees to a high moral and ethical code of conduct. City employees with access to financial technology, records, or cash handling operations, will perform their duties with due diligence and with care. Department heads and managers will promote ethical conduct within their departments, particularly toward the maintenance of the City's financial books and records when the City prepares its annual audit. Standards of Conduct represent the City's values, and the practices public servants ought to follow.

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.

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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 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.

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

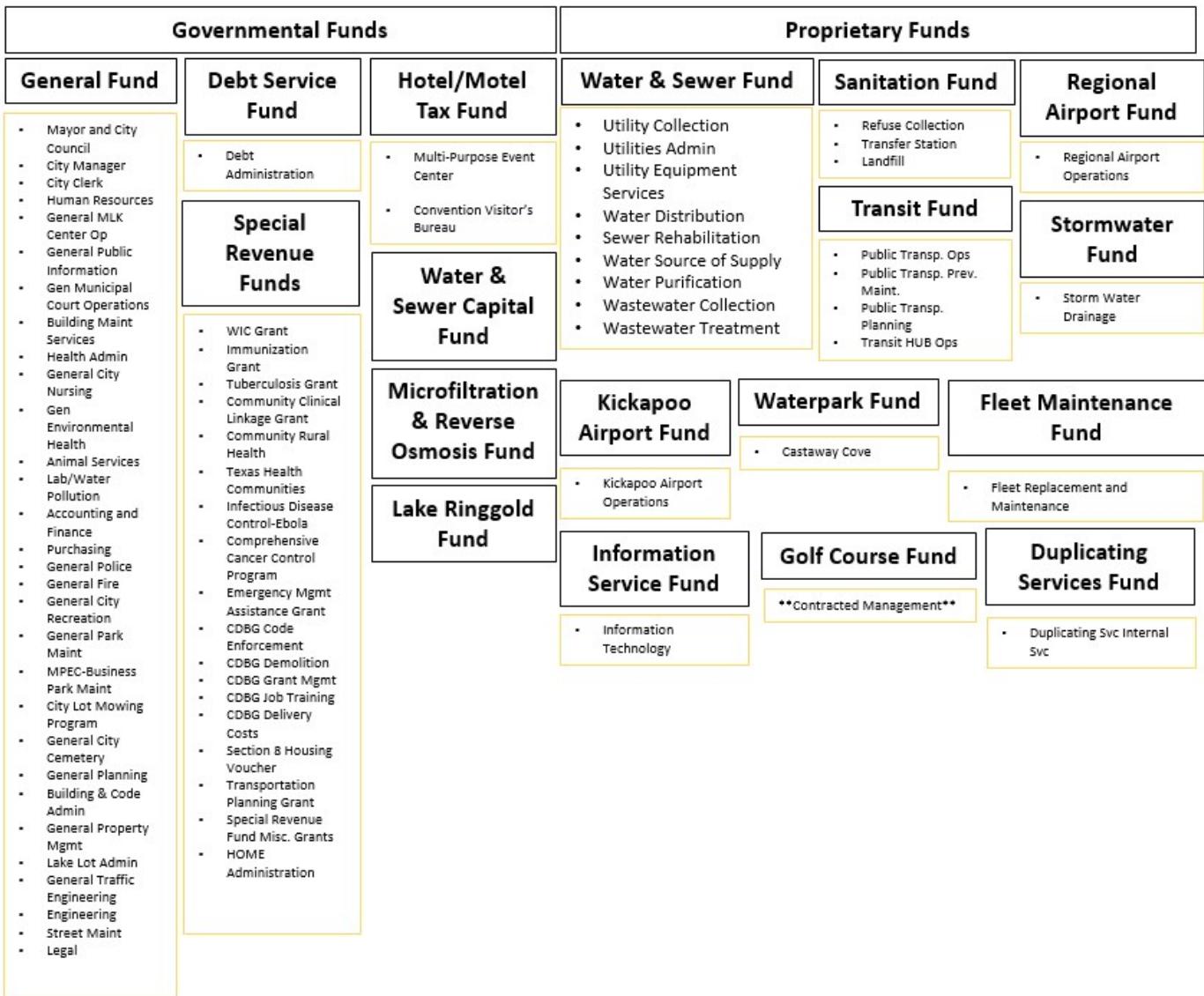
When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the City Council, and unassigned fund balance), the City will start with the most restricted category and spend those funds first before moving 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, 22556.005(b)(2) and 2256.005(b)(3).

POLICY STATEMENTS

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

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

General Operating Funds

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

Bond Operating Funds

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

Debt Service Funds

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

Special and Trust Funds

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

Investment Officer

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

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

³ PFIA 2256.021

POLICY STATEMENTS

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

Conflicts of Interest & Ethics Disclosure

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

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

Investment Training

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

Diversification, Cash Flow & Portfolio Management

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

Standard of Care

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

Prudence

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

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

⁴ PFIA 2256.005 (i)

⁵ PFIA 2256.008

POLICY STATEMENTS

Investment Policy Certification

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

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

Authorized Investments

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

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

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

U.S. Treasury Securities

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

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

Federal Agencies

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

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

⁶ PFIA 2256.005 (k-1)

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)

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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.

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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.

Additional Policy Guidance

Petty Cash

Petty cash funds are used by City employees to pay cash for small business expenditures. City Departments are responsible for reconciling their Petty cash drawers to ensure that cash plus cash receipts are equal to the limit established for the fund. Petty cash drawers are kept in a locked, secured area with limited access. The Finance Department accounts for each Petty cash fund annually before the fiscal year end on September 30th.

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).



General Fund

GENERAL FUND

GENERAL FUND

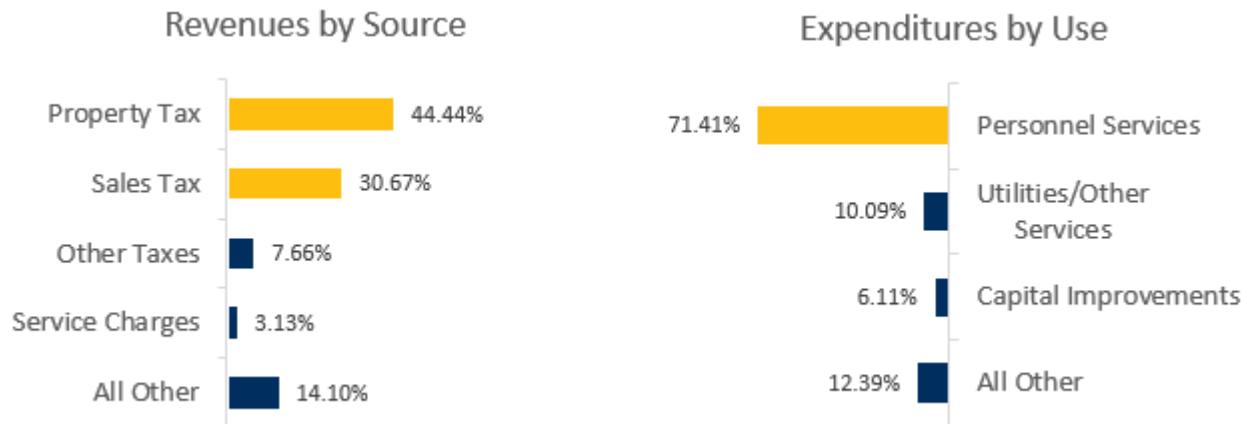
The City's Adopted General Fund Budget for FY 2024 totals \$103,438,410. This budget is \$86,808 or 0.08% higher than the prior year's Adopted Budget. The budget includes various projects and programs addressing key issues the City is facing such as inflation, increasing prices for supplies, chemicals, and services as well as employee pay, recruitment, and retention. The FY 2023 budget included the use of \$8,690,000 in surplus funds for one-time expenditures in accordance with policy and charter. The FY 2024 Adopted Budget includes the use of \$2M in available bond funds for street improvements. When these one-time costs are excluded, the budget for expenditures is \$6,505,481 or 7.11% higher than the prior year budget.

General Fund Fund Summary FY 2024	
Projected Beginning Balance	\$ 25,022,000
Less: Restricted Balance	4,097,000
Available Balance	\$ 20,925,000
Revenues	
Taxes	\$ 85,852,149
Service Charges	3,236,758
Licenses & Permits	2,049,700
Fines & Forfeitures	2,940,400
Contributions	232,500
Misc. Revenues	3,746,687
Transfer In	5,380,216
Other Financing Sources	-
Total Revenues	\$ 103,438,410
Expenditures	
Personnel Services	\$ 73,868,274
Supplies	2,669,721
Maintenance & Repair	1,829,630
Utilities/Other Services	10,439,762
Insurance & Contract Supp.	1,911,888
Debt Expenditures	323,913
Other Expenditures	4,942,274
Non-Capital Improvements	163,000
Capital Improvements	6,317,223
Transfers Out	972,726
Total Expenditures	\$ 103,438,410
Ending Balance	\$ 20,925,000

GENERAL FUND

Revenues and Expenditures by Year	General Fund		FY 2023	FY 2024	% Change
	FY 2022 Actual	Adopted Budget	Adopted Budget		
Revenues					
Property Tax	\$ 41,255,844	\$ 42,946,569	\$ 46,204,569	7.59%	
Sales Tax	31,099,772	30,680,000	31,725,000	3.41%	
Franchise Fees	5,684,241	5,465,127	5,527,634	1.14%	
Payments in Lieu of Taxes	1,439,374	1,550,000	1,438,446	-7.20%	
Other Tax Revenue	971,074	831,400	956,500	15.05%	
Service Charges	2,981,437	2,968,044	3,236,758	9.05%	
Licenses & Permits	2,296,894	1,701,991	2,049,700	20.43%	
Fines & Forfeitures	2,375,884	2,516,357	2,940,400	16.85%	
Contributions	239,454	213,419	232,500	8.94%	
Misc. Revenues	2,738,182	2,679,806	3,746,687	39.81%	
Total Operating Revenues	\$ 91,082,156	\$ 91,552,713	\$ 98,058,194	7.11%	
Transfer In	3,845,430	3,108,889	5,380,216	73.06%	
Other Financing Sources	-	8,690,000	-	-100.00%	
Total Revenues	\$ 94,927,586	\$ 103,351,602	\$ 103,438,410	0.08%	
Expenditures					
Personnel Services	\$ 63,506,778	\$ 68,882,329	\$ 73,868,274	7.24%	
Supplies	1,811,670	2,297,215	2,669,721	16.22%	
Maintenance & Repair	1,995,669	1,682,587	1,829,630	8.74%	
Utilities/Other Services	7,912,463	10,137,551	10,439,762	2.98%	
Insurance & Contract Supp.	1,848,306	1,953,026	1,911,888	-2.11%	
Debt Expenditures	308,090	315,884	323,913	2.54%	
Other Expenditures	3,918,079	4,719,200	4,942,274	4.73%	
Non Cap Improvements	136,405	154,541	163,000	5.47%	
Capital Improvements	2,794,330	8,326,673	6,317,223	-24.13%	
Transfers Out	2,117,302	4,882,597	972,726	-80.08%	
Total Expenditures	\$ 86,349,092	\$ 103,351,602	\$ 103,438,410	0.08%	

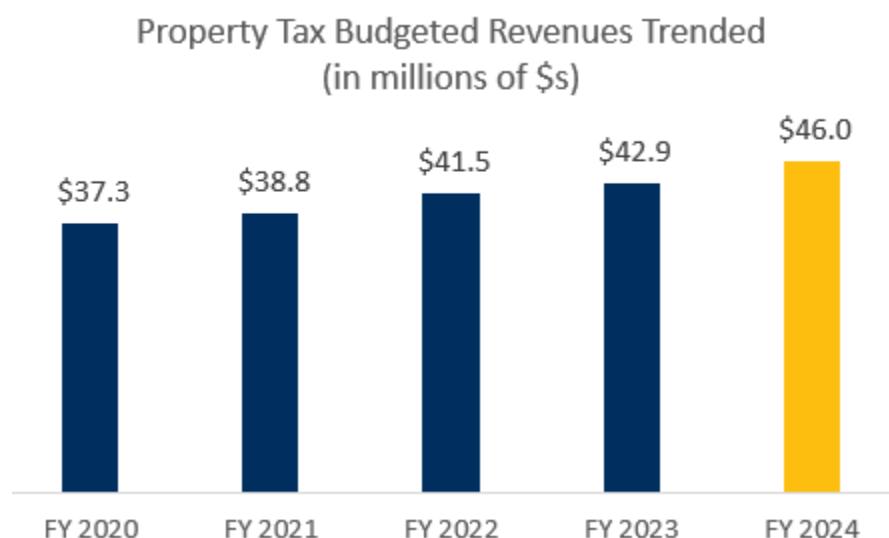
GENERAL FUND



REVENUES

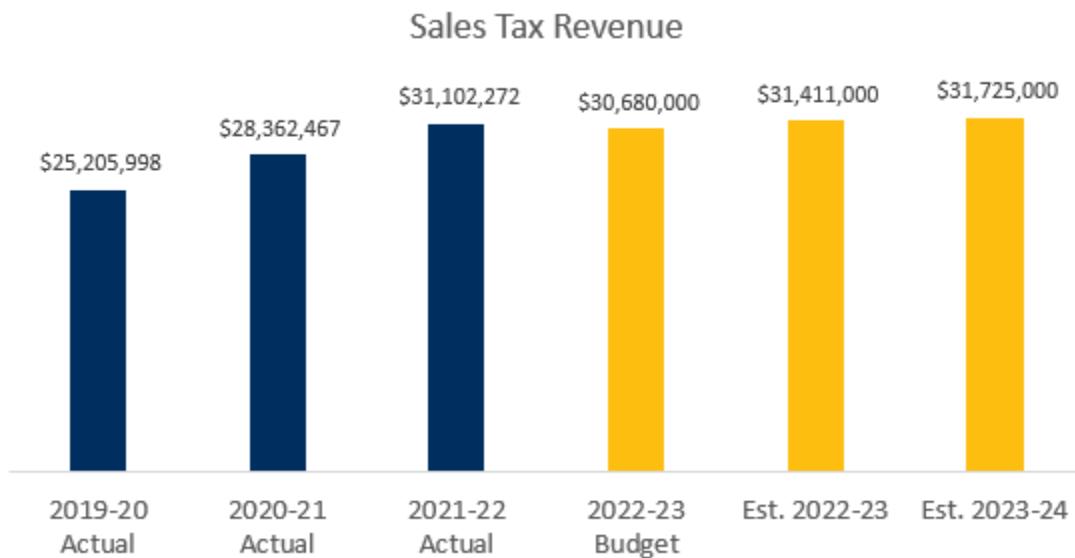
Total Operating Revenues in the General Fund are projected to be \$98,058,194 which is an increase of \$6,505,481 or 7.11% from the prior year budget. The increase is due to increased property tax revenue due to higher property values and new properties. Operating revenues represent recurring receipts which support the ongoing operations of the City. Total Revenues are projected to be \$103,438,410 which includes Transfers In of \$5,380,216.

Property Tax (Ad Valorem Taxes): The Adopted Budget anticipates an increase of \$3,285,000 or 7.59% in Property Tax revenues. Property Taxes make up about 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%.



GENERAL FUND

Sales Tax: Sales Tax represents about 32% of the Adopted 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 3.41% from the prior year's budgeted collections. As you can see in the chart below, the FY 2024 budget includes a 1.00% increase from FY 2023 sales tax revenue.



Of the total Sales Tax collected in the City, the State of Texas receives 6.25% and the City receives 2.00%. 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

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 Adopted Budget increases expected revenues from the prior year and utilizes the three-year average calculation. The Adopted Budget for FY 2024 is \$5,527,634 which is 1.14% higher than the FY 2023 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 2024 Adopted Budget is \$1,438,446 which represents the 3-year average of amounts collected. The FY 2024 Adopted Budget is \$111,554 or -7.20% lower due to lower than expected collections on these agreements.

Fines & Forfeitures: Municipal Court fines are set by the Municipal Court Judge. These fines will increase in the next year, generating a total increase in revenues of \$424,043 or 16.85% from the prior year's adopted budget.

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

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

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

General Fund service charges also include charges for health department services of \$503,000 and a contract for services to Freedom Estates for \$440,000.

Miscellaneous Revenues & Interest Earnings: The Adopted Budget for this category is \$3,746,687 which is \$1,066,881 higher than the prior year. 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% but actions by the Federal Reserve have increased interest earnings to about 5%. The FY 2024 budget anticipates that these will reduce to 4.25% by the end of 2024.

Transfers In: This category represents transfers in for franchise fees from the Water and Sewer Fund, the Sanitation Fund, and the Fleet Fund as well as a transfer in from bond funds for street improvements for a total of \$5,380,216.

GENERAL FUND

EXPENDITURES

For FY 2024, General Fund budgeted expenditures are \$103,438,410 which is an increase of \$86,808 or 0.08% from the prior year. Increases include Merit/STEP and COLA increases for all City employees, a few new positions added, increased Capital Improvements, Utilities/Service Charges, and Debt Service payments due to higher principal payments required to remain on schedule. The FY 2023 budget included the use of \$8,690,000 in surplus funds for one-time expenditures which are represented as transfers out to other funds and one-time expenditures of the General Fund. These expenditures are not included in the FY 2024 Adopted 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
- 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, City Clerk, Accounting, Finance, and Purchasing

The FY 2024 Adopted General Fund budget dedicates \$73,868,274 or 71.41% of total spending on personnel related expenses. This is an increase of \$4,985,945 or 7.24%, 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 new TMRS contribution rate is 16.50%. Our plan is to keep the fireman's pension rate to the same rate as TMRS and maintain parity going forward. The cost of this increase for the FY 2024 budget is \$163,444.

Merit/Step Pay Programs: The City also offers employees a merit based, pay for performance program for non-civil service employees, and a step plan for Civil Service employees. Merit increases for non-civil service employees are based on a pay for performance model. The pay for performance model allows management to set goals for employees that tie to the City's Strategic Plan, which is set by the City Council. The merit percentage awarded to each employee is determined by the level of results achieved by the employee for each goal.

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 Annual Comprehensive Financial Report and members of the City's staff are voting members of the Pension Board.

GENERAL FUND

Police and Fire Civil Service employees receive step increases based on the department's step plan, which is based on years of service in rank.

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 Adopted Budget provides a 4% COLA increase for all employees to help offset current inflationary conditions.

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	No	5.00%
2023-24	Yes	4.00%

Longevity/Stability Pay Programs: The longevity and stability pay programs provide an additional benefit to long-term staff and is integral to our employee retention efforts. 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 \$2,500 per year after five years of service. Stability pay is paid annually in December. This program has been modified to increase the maximum funding available after five years from \$1,210 to \$2,500 in the Adopted Budget.

GENERAL FUND

Employee & Retiree Healthcare: The General Fund includes no additional City costs to maintain our Employee/Retiree Health Care Program.

Currently, employee/retiree premiums make up about 30% of the cost for health claims and the city contributions fund the remaining 70%. 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. The budget anticipated no increases in premiums this year, a decrease in out of pocket expenses, 6 premium holidays, and other increased benefits without increased costs. These positive changes will benefit employees and serve as another “de facto pay increase.”

Supplies: Supplies in the General Fund total \$2,669,721 which is an increase of \$372,506 or 16.22% from the prior year. This increase is reflective of increased costs for things such as lumber, steel, and chemicals due to inflation.

Maintenance & Repair: This category represents building and equipment maintenance to support City services. The Adopted Budget for this category is \$1,829,630 which is \$147,043 or 8.74% higher than last year due to additional needed maintenance for the City parks and bridges, including the rebuilding of a pagoda in Lucy Park that burned down.

Utilities/Other Services: General Fund utilities and other services have increased by \$302,211 or 2.98% from the prior year. This increase is primarily attributed to increases in the cost of Central Garage Charges which includes the costs of fuel and repair parts.

Insurance and Contracts: Insurance and Contract expense have decreased by \$41,138 or 2.11% due to the decreased cost of workers' compensation claims.

Debt Expenditures: Debt expenditures in the General Fund represent the capital lease payment for the previously issued, voter-approved bond that funds street lights, traffic signal equipment and a new fire apparatus.

Other Expenditures: Other expenditures includes the cost of Information Technology support as provided by the Information Technology fund and also includes education, postage, and other operating costs. The Adopted Budget for other expenditures is \$4,942,274 and is \$223,074 or 4.78% higher than the FY 2023 budget.

Non-Capital Improvements: Non-capital improvements include park landscaping and improvements that do not meet the policy thresholds to be recognized as a capital expenditure. The Adopted Budget for non-capital improvements is \$163,000 and is \$8,459 or 5.47% higher than the FY 2023 budget.

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 decreased \$2,009,450. FY 2023 included capital expenditures of \$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 2024 Adopted Budget includes funds from previously issued, voter-approved bonds for street improvements.

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. In FY 2023, excess General Fund balance was transferred out to fund one-time expenditures in other funds. Since excess Fund Balance is not being used in FY 2024, the transfers out are not needed, resulting in a decrease of \$3,909,871, or 80.08%.

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditures by Department	2021-22	2022-23	2023-24	% Change
	Actual	Adopted Budget	Adopted Budget	
Mayor & City Council				
Personnel Services	59,423	59,430	59,423	-0.01%
Supplies	100	335	335	0.00%
Utilities/Other Services	538	1,283	691	-46.14%
Other Expenditures	26,618	36,870	60,250	63.41%
Total Expenditures	\$ 86,679	\$ 97,918	\$ 120,699	23.27%
City Manager				
Personnel Services	737,478	702,551	774,451	10.23%
Supplies	1,370	1,320	1,750	32.58%
Utilities/Other Services	1,565	2,815	1,183	-57.98%
Insurance & Contract Supp.	30	-	-	0.00%
Other Expenditures	38,787	36,925	37,025	0.27%
Total Expenditures	\$ 779,230	\$ 743,611	\$ 814,409	9.52%
Human Resources				
Personnel Services	730,519	786,308	818,235	4.06%
Supplies	5,220	7,260	6,898	-4.99%
Maintenance & Repair	19,061	40,016	33,456	-16.39%
Utilities/Other Services	68,234	70,151	68,921	-1.75%
Insurance & Contract Supp.	3,472	-	-	0.00%
Other Expenditures	50,240	52,801	46,557	-11.83%
Total Expenditures	\$ 876,746	\$ 956,536	\$ 974,067	1.83%
MLK Center Operations				
Personnel Services	109,629	114,756	120,408	4.93%
Supplies	4,247	6,150	6,400	4.07%
Maintenance & Repair	380	1,450	1,600	10.34%
Utilities/Other Services	26,588	29,038	45,801	57.73%
Other Expenditures	1,183	3,200	3,400	6.25%
Total Expenditures	\$ 142,027	\$ 154,594	\$ 177,609	14.89%
Training/Radio Communications				
Utilities/Other Services	99,706	162,898	134,798	-17.25%
Other Expenditures	399	-	-	0.00%
Total Expenditures	\$ 100,105	\$ 162,898	\$ 134,798	-17.25%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditures by Department	2021-22	2022-23	2023-24	% Change
	Actual	Adopted Budget	Adopted Budget	
Library				
Personnel Services	990,643	1,059,934	1,137,973	7.36%
Supplies	313,610	395,527	409,998	3.66%
Maintenance & Repair	97,504	108,156	121,127	11.99%
Utilities/Other Services	114,482	125,041	151,998	21.56%
Other Expenditures	69,911	105,770	109,562	3.59%
Total Expenditures	\$ 1,586,150	\$ 1,794,428	\$ 1,930,658	7.59%
Public Information				
Personnel Services	246,938	292,941	308,898	5.45%
Supplies	1,864	2,470	15,013	507.81%
Maintenance & Repair	807	2,375	1,500	-36.84%
Utilities/Other Services	2,086	10,433	7,442	-28.67%
Other Expenditures	10,225	17,305	17,425	0.69%
Capital Improvements		1,449	1,449	0.00%
Total Expenditures	\$ 261,920	\$ 326,973	\$ 351,727	7.57%
Municipal Court				
Personnel Services	722,061	808,289	992,092	22.74%
Supplies	11,079	17,200	18,200	5.81%
Maintenance & Repair	43	-	-	0.00%
Utilities/Other Services	107,877	128,129	124,413	-2.90%
Other Expenditures	13,558	34,250	34,250	0.00%
Total Expenditures	\$ 854,618	\$ 987,868	\$ 1,168,955	18.33%
Building Maintenance				
Personnel Services	1,236,779	1,356,385	1,442,093	6.32%
Supplies	99,458	126,780	132,881	4.81%
Maintenance & Repair	1,260,067	610,052	601,297	-1.44%
Utilities/Other Services	298,199	558,979	394,070	-29.50%
Other Expenditures	2,119	1,000	1,000	0.00%
Capital Improvements		970,665	890,000	-8.31%
Total Expenditures	\$ 2,896,622	\$ 3,623,861	\$ 3,461,341	-4.48%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditures by Department	2021-22	2022-23	2023-24	% Change
	Actual	Adopted Budget	Adopted Budget	
Non-Departmental				
Personnel Services	882,086	470,753	660,123	40.23%
Supplies	822	-	-	0.00%
Utilities/Other Services	622,563	472,179	534,680	13.24%
Insurance & Contract Supp.	1,819,370	1,907,078	1,784,700	-6.42%
Other Expenditures	3,322,492	4,001,531	4,079,860	1.96%
Transfers Out	2,032,153	4,653,599	738,598	-84.13%
Total Expenditures	\$ 8,679,486	\$ 11,505,140	\$ 7,797,961	-32.22%
Health Administration				
Personnel Services	547,304	574,661	601,955	4.75%
Supplies	10,404	11,835	86,913	634.37%
Maintenance & Repair	43	1,593	1,593	0.00%
Utilities/Other Services	162,641	175,810	190,458	8.33%
Insurance & Contract Supp.	15	-	-	0.00%
Other Expenditures	26,219	30,545	31,745	3.93%
Total Expenditures	\$ 746,626	\$ 794,444	\$ 912,664	14.88%
Health and Wellness				
Personnel Services	521,185	622,106	660,100	6.11%
Supplies	132,996	196,934	205,402	4.30%
Maintenance & Repair	300	834	719	-13.79%
Utilities/Other Services	14,599	31,143	23,468	-24.64%
Other Expenditures	3,737	940	3,469	269.04%
Total Expenditures	\$ 672,817	\$ 851,957	\$ 893,158	4.84%
Environmental Health				
Personnel Services	657,739	742,864	778,744	4.83%
Supplies	61,802	98,636	100,578	1.97%
Utilities/Other Services	42,053	55,276	46,317	-16.21%
Other Expenditures	5,956	3,644	7,348	101.65%
Total Expenditures	\$ 767,550	\$ 900,420	\$ 932,987	3.62%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditures by Department	2021-22	2022-23	2023-24	% Change
	Actual	Adopted Budget	Adopted Budget	
Animal Services				
Personnel Services	845,289	976,524	1,057,112	8.25%
Supplies	117,143	174,614	186,133	6.60%
Maintenance & Repair	2,577	3,172	1,800	-43.25%
Utilities/Other Services	98,096	120,400	133,765	11.10%
Insurance & Contract Supp.	10,886	12,280	13,550	10.34%
Other Expenditures	10,219	7,650	12,596	64.65%
Capital Improvements	17,066	29,685	18,150	-38.86%
Total Expenditures	\$ 1,101,276	\$ 1,324,325	\$ 1,423,106	7.46%
Lab Water Pollution				
Personnel Services	136,061	184,540	163,012	-11.67%
Supplies	22,257	37,133	36,478	-1.76%
Maintenance & Repair	5,007	8,751	8,826	0.86%
Utilities/Other Services	11,913	17,004	18,622	9.52%
Other Expenditures	1,636	3,717	3,719	0.05%
Total Expenditures	\$ 176,874	\$ 251,145	\$ 230,657	-8.16%
Finance				
Personnel Services	791,700	1,047,089	1,165,504	11.31%
Supplies	7,749	18,650	19,125	2.55%
Maintenance & Repair	-	4,887	8,087	65.48%
Utilities/Other Services	11,660	19,591	24,882	27.01%
Insurance & Contract Supp.	-	115	115	0.00%
Other Expenditures	25,542	32,799	37,030	12.90%
Total Expenditures	\$ 836,651	\$ 1,123,131	\$ 1,254,743	11.72%
Police Department				
Personnel Services	25,503,075	27,628,238	29,205,279	5.71%
Supplies	406,530	405,955	505,895	24.62%
Maintenance & Repair	33,012	51,114	57,460	12.42%
Utilities/Other Services	1,787,894	2,474,610	2,675,455	8.12%
Insurance & Contract Supp.	15	2,015	82,000	3969.48%
Other Expenditures	99,473	96,087	156,058	62.41%
Capital Improvements	492,500	1,500,000	-	-100.00%
Transfers Out	-	100,000	100,000	0.00%
Total Expenditures	\$ 28,322,499	\$ 32,258,019	\$ 32,782,147	1.62%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditures by Department	2021-22	2022-23	2023-24	% Change
	Actual	Adopted Budget	Adopted Budget	
Fire				
Personnel Services	16,738,822	18,154,592	19,459,634	7.19%
Supplies	287,335	374,622	405,699	8.30%
Maintenance & Repair	7,104	28,580	30,180	5.60%
Utilities/Other Services	1,319,716	1,521,571	1,583,825	4.09%
Other Expenditures	74,117	65,338	80,380	23.02%
Capital Improvements	2,111	-	-	0.00%
Transfers Out	85,149	128,998	134,128	3.98%
Total Expenditures	\$ 18,514,354	\$ 20,273,701	\$ 21,693,846	7.00%
Recreation				
Personnel Services	933,971	1,021,964	924,164	-9.57%
Supplies	73,665	83,312	107,510	29.05%
Maintenance & Repair	30,625	69,450	136,100	95.97%
Utilities/Other Services	308,491	378,991	500,770	32.13%
Other Expenditures	22,052	23,410	27,010	15.38%
Capital Improvements		111,500	1,500	-98.65%
Total Expenditures	\$ 1,368,804	\$ 1,688,627	\$ 1,697,054	0.50%
Park Maintenance				
Personnel Services	2,360,207	2,621,576	3,106,226	18.49%
Supplies	47,560	79,378	85,990	8.33%
Maintenance & Repair	98,619	278,344	366,890	31.81%
Utilities/Other Services	970,745	1,522,150	1,341,238	-11.89%
Insurance & Contract Supp.	14,400	25,400	25,400	0.00%
Other Expenditures	11,023	16,046	16,275	1.43%
Non Capital Improvements	131,691	148,400	151,800	2.29%
Capital Improvements	-	410,000	112,700	-72.51%
Total Expenditures	\$ 3,634,245	\$ 5,101,294	\$ 5,206,519	2.06%
Business Park Maintenance				
Personnel Services	301,628	405,776	442,658	9.09%
Supplies	839	7,959	8,261	3.79%
Maintenance & Repair	5,718	10,616	10,746	1.22%
Utilities/Other Services	52,043	72,496	82,171	13.35%
Non Capital Improvements	3,474	2,630	8,200	211.79%
Total Expenditures	\$ 363,702	\$ 499,477	\$ 552,036	10.52%
City Lot Mowing				
Personnel Services	110,719	142,694	174,407	22.22%
Supplies	699	2,159	2,231	3.33%
Maintenance & Repair	-	812	1,012	24.63%
Utilities/Other Services	18,772	22,787	18,732	-17.80%
Total Expenditures	\$ 130,190	\$ 168,452	\$ 196,382	16.58%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditures by Department	2021-22	2022-23	2023-24	% Change
	Actual	Adopted Budget	Adopted Budget	
Cemetery				
Personnel Services	202,213	232,589	265,604	14.19%
Supplies	5,562	10,120	10,509	3.84%
Maintenance & Repair	17,886	28,253	30,849	9.19%
Utilities/Other Services	31,856	38,999	48,472	24.29%
Other Expenditures	243	108	108	0.00%
Non Capital Improvements	1,241	2,688	3,000	11.61%
Total Expenditures	\$ 259,001	\$ 312,757	\$ 358,542	14.64%
Planning				
Personnel Services	490,535	553,906	586,526	5.89%
Supplies	4,799	6,837	6,522	-4.61%
Maintenance & Repair	-	245	894	264.90%
Utilities/Other Services	12,432	13,229	14,588	10.27%
Other Expenditures	9,764	27,660	18,879	-31.75%
Capital Improvements	-	-	32,000	100.00%
Total Expenditures	\$ 517,530	\$ 601,877	\$ 659,409	9.56%
Inspection				
Personnel Services	792,785	896,136	883,207	-1.44%
Supplies	14,864	8,940	9,140	2.24%
Maintenance & Repair	604	685	685	0.00%
Utilities/Other Services	124,714	150,547	142,488	-5.35%
Other Expenditures	11,165	17,325	17,645	1.85%
Total Expenditures	\$ 944,132	\$ 1,073,633	\$ 1,053,165	-1.91%
Code Enforcement				
Personnel Services	424,290	486,828	490,635	0.78%
Supplies	3,882	5,275	5,205	-1.33%
Maintenance & Repair	300	435	555	27.59%
Utilities/Other Services	32,472	40,927	90,025	119.96%
Other Expenditures	10,134	13,027	13,095	0.52%
Total Expenditures	\$ 471,078	\$ 546,492	\$ 599,515	9.70%
Property Management				
Personnel Services	285,520	296,320	314,943	6.28%
Supplies	5,080	6,329	8,914	40.84%
Utilities/Other Services	36,685	48,379	38,760	-19.88%
Other Expenditures	2,839	7,610	7,800	2.50%
Non Capital Improvements	-	500	-	-100.00%
Total Expenditures	\$ 330,124	\$ 359,138	\$ 370,417	3.14%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditures by Department	2021-22	2022-23	2023-24	% Change
	Actual	Adopted Budget	Adopted Budget	
Lake Lot Admin.				
Personnel Services	108,783	115,152	120,911	5.00%
Supplies	1,758	2,190	3,209	46.53%
Maintenance & Repair	24,885	37,625	37,625	0.00%
Utilities/Other Services	5,104	24,325	17,732	-27.10%
Other Expenditures	2,147	1,690	1,715	1.48%
Non Capital Improvements		323	-	-100.00%
Total Expenditures	\$ 142,677	\$ 181,305	\$ 181,192	-0.06%
Traffic Engineering				
Personnel Services	888,261	985,381	974,680	-1.09%
Supplies	80,649	100,274	173,666	73.19%
Maintenance & Repair	227,145	195,566	177,317	-9.33%
Utilities/Other Services	497,929	553,725	567,625	2.51%
Debt Expenditures	308,090	315,884	323,913	2.54%
Other Expenditures	5,670	5,080	10,500	106.69%
Capital Improvements	281,461	791,014	753,564	-4.73%
Total Expenditures	\$ 2,289,205	\$ 2,946,924	\$ 2,981,265	1.17%
Engineering				
Personnel Services	1,463,106	1,562,175	1,604,427	2.70%
Supplies	17,784	20,630	20,773	0.69%
Maintenance & Repair	12,423	17,154	17,022	-0.77%
Utilities/Other Services	69,867	105,124	100,903	-4.02%
Insurance & Contract Supp.	15	15	15	0.00%
Other Expenditures	9,005	15,666	18,565	18.51%
Capital Improvements	-	1,500	2,000	33.33%
Total Expenditures	\$ 1,572,200	\$ 1,722,264	\$ 1,763,705	2.41%
Street Maintenance				
Personnel Services	2,691,591	2,842,143	3,289,304	15.73%
Supplies	48,695	59,340	59,475	0.23%
Maintenance & Repair	151,561	182,422	182,290	-0.07%
Utilities/Other Services	939,326	1,120,108	1,246,914	11.32%
Insurance & Contract Supp.	-	6,020	6,020	0.00%
Other Expenditures	3,732	6,285	6,408	1.96%
Capital Improvements	2,001,192	4,510,860	4,505,860	-0.11%
Total Expenditures	\$ 5,836,097	\$ 8,727,178	\$ 9,296,271	6.52%

GENERAL FUND: EXPENDITURES BY DEPARTMENT

Expenditures by Department	2021-22	2022-23	2023-24	% Change
	Actual	Adopted Budget	Adopted Budget	
Legal				
Personnel Services	831,987	949,482	1,032,756	8.77%
Supplies	18,495	26,841	29,085	8.36%
Utilities/Other Services	7,054	61,213	59,893	-2.16%
Insurance & Contract Supp.	15	15	-	-100.00%
Other Expenditures	21,151	37,201	43,580	17.15%
Total Expenditures	\$ 878,702	\$ 1,074,752	\$ 1,165,314	8.43%
City Clerk				
Personnel Services	164,454	188,245	252,789	34.29%
Supplies	3,354	2,210	1,533	-30.63%
Utilities/Other Services	14,564	8,200	8,662	5.63%
Insurance & Contract Supp.	88	88	88	0.00%
Other Expenditures	26,724	17,719	39,020	120.22%
Total Expenditures	\$ 209,184	\$ 216,462	\$ 302,092	39.56%
General Fund - Total Expenditures	\$ 86,349,092	\$ 103,351,602	\$ 103,438,410	0.08%

PERSONNEL BY JOB TITLE - GENERAL FUND

<u>City Manager</u>	FY2021-22	FY2022-23	FY 2023-24	Change PY
Assistant City Manager	1.20	1.20	1.20	-
City Manager	1.00	1.00	1.00	-
Executive Secretary	1.00	1.00	1.00	-
Total	3.20	3.20	3.20	-

<u>Human Resources</u>	FY2021-22	FY2022-23	FY 2023-24	Change PY
Employee Benefits Specialist *	1.00	1.00	1.00	-
HR Specialist II	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	2.00	2.00	-
Total	10.00	10.00	10.00	-

* *Include positions allocated for Employee Benefit costs*

<u>MLK Center</u>	FY2021-22	FY2022-23	FY 2023-24	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	-

<u>Library</u>	FY2021-22	FY2022-23	FY 2023-24	Change PY
Librarian	9.00	7.00	7.00	-
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	-

<u>Public Information</u>	FY2021-22	FY2022-23	FY 2023-24	Change PY
Administrative Clerk	1.00	1.00	1.00	-
Media Producer	1.00	1.00	1.00	-
Video Producer	1.00	-	-	-
Public Information Officer	1.00	1.00	1.00	-
Community and Marketing Director	0.34	0.34	0.34	-
Total	4.34	3.34	3.34	-

<u>Municipal Court</u>	FY2021-22	FY2022-23	FY 2023-24	Change PY
Assistant Court Administrator*	-	-	1.00	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	2.00	1.00
Senior Deputy Court Clerk*	1.00	1.00	-	(1.00)
Total	14.03	14.03	15.03	1.00

* Additional Deputy City Marshal for increased code enforcement and reclass from Sr. Deputy Court Clerk to Assistant Court Administrator

<u>Building Maintenance</u>	FY2021-22	FY2022-23	FY 2023-24	Change PY
Administrative Clerk	1.00	1.00	1.00	-
Building Maintenance Supervisor	1.00	-	-	-
Building Maintenance Worker	3.00	4.00	4.00	-
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	29.60	29.60	29.60	-

<u>Health Administration</u>	FY2021-22	FY2022-23	FY 2023-24	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>Health and Wellness</u>	FY2021-22	FY2022-23	FY 2023-24	Change PY
Community Service Aide	0.80	-	-	-
Health Clinic Aide	1.50	0.90	1.00	0.10
Lead Program Coordinator	1.00	-	-	-
Lead Public Health Nurse	0.70	0.90	1.00	0.10
Lead Wellness Program Manager	-	1.00	1.00	-
Licensed Vocational Nurse	0.60	-	-	-
Nursing Administrator	1.00	1.00	1.00	-
Public Health Nurse	1.70	2.30	2.30	-
Public Health Specialist	0.30	0.30	0.30	-
Certified Medical Assistant	-	1.40	1.20	(0.20)
Senior Admin Clerk	1.00	1.00	1.00	-
Total	8.60	8.80	8.80	-

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

<u>Environmental Health</u>	FY2021-22	FY2022-23	FY 2023-24	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	5.00	(1.00)
Senior Admin Clerk	1.00	1.00	1.00	-
Vector Control Coordinator*			1.00	1.00
Total	10.00	10.00	10.00	-

*Reclass in position from Sanitarian to Vector Control Coordinator

<u>Animal Services</u>	FY2021-22	FY2022-23	FY 2023-24	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	1.00	-
Animal Care Officer	7.00	10.00	10.00	-
Animal Care Specialist	1.00	1.00	1.00	-
Animal Services Administrator	1.00	1.00	1.00	-
Dispatcher	1.00	2.00	2.00	-
Kennel Attendant	3.00	-	-	-
Lead Kennel Tech	1.00	-	-	-
Senior Admin Clerk	1.00	2.00	2.00	-
Vet Tech	1.00	-	-	-
Total	18.00	19.00	19.00	-

<u>Lab/Water Pollution</u>	FY2021-22	FY2022-23	FY 2023-24	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>	FY2021-22	FY2022-23	FY 2023-24	Change PY
Accounting/Payroll Analyst	0.80	0.80	0.80	-
Administrative Secretary	0.60	0.80	0.80	-
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	1.00	-
Purchasing Agent	1.00	1.00	1.00	-
Senior Accountant	2.00	1.50	1.50	-
Senior Admin Clerk	1.00	1.00	1.00	-
Senior Budget Analyst	1.00	1.00	1.00	-
Total	10.25	10.95	10.95	-

<u>Police</u>	FY2021-22	FY2022-23	FY 2023-24	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	11.50	(0.50)
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	30.00	30.00	-
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	295.00	(0.50)

* Part-time FTE (.5) transferred to city Clerk department to support records requests

Fire	FY2021-22	FY2021-22	FY2023-24	Change PY
Administrative Secretary	1.00	1.00	1.00	-
Assistant Fire Marshal*	4.00	4.00	3.00	(1.00)
Deputy Fire Chief	1.00	1.00	1.00	-
Emergency Management Coordinator*			1.00	1.00
Fire Battalion Chief*	4.00	4.00	3.00	(1.00)
Fire Battalion Chief (Fire Marshal)*			1.00	1.00
Fire Battalion Chief (Training)*			1.00	1.00
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	72.00	(1.00)
Quartermaster	-	1.00	1.00	-
Senior Admin Clerk	1.00	1.00	1.00	-
Total	163.00	164.00	164.00	-

*Position listing improved to reflect assignments as appropriate. Emergency Management Coordinator salaries budgeted in the Special Revenue Fund's Emergency Management funds.

Recreation	FY2021-22	FY2022-23	FY 2023-24	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	-

Parks Maintenance	FY2021-22	FY2022-23	FY 2023-24	Change PY
Assistant City Manager	0.33	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	35.28	2.00
Park Maintenance Coordinator	4.00	3.00	3.00	-
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	9.00	1.00
Total	53.61	52.94	55.94	3.00

* Additional circle trail crew

Business Park	FY2021-22	FY2022-23	FY 2023-24	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	6.63	6.63	-

City Lot	FY2021-22	FY2022-23	FY 2023-24	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	-

Cemetery	FY2021-22	FY2022-23	FY 2023-24	Change PY
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	-

Planning	FY2021-22	FY2022-23	FY 2023-24	Change PY
Community Develop Admin Assist	1.00	1.00	1.00	-
Dir Development Services	0.70	0.70	0.70	-
Neighborhood Revitalization Coord.*	-	-	1.00	1.00
Planner	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	4.70	5.70	1.00

* Additional Neighborhood Revitalization Coordinator to support neighborhood revitalization goals

<u>Building Inspections</u>	FY2021-22	FY2022-23	FY 2023-24	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	11.00	11.00	-

<u>Code Enforcement</u>	FY2021-22	FY2022-23	FY 2023-24	Change PY
Code Enforcement Officer	5.60	5.17	5.90	0.73
Code Enforcement Supervisor	-	0.92	0.80	(0.12)
Neighborhood Services Manager	0.40	0.20	0.30	0.10
Senior Admin Clerk	1.85	1.85	0.80	(1.05)
Total	7.85	8.14	7.80	(0.34)

* Changes in allocations of positions to grants

<u>Property Mgmt.</u>	FY2021-22	FY2022-23	FY 2023-24	Change PY
Lien Coordinator	1.00	1.00	1.00	-
Property 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	-

<u>Lake Lot</u>	FY2021-22	FY2022-23	FY 2023-24	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>	FY2021-22	FY2022-23	FY 2023-24	Change PY
Electronics Technician	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>	FY2021-22	FY2022-23	FY 2023-24	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	-

<u>Street Maintenance</u>	FY2021-22	FY2022-23	FY 2023-24	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	-

<u>Legal</u>	FY2021-22	FY2022-23	FY 2023-24	Change PY
Attorney I	1.00	2.00	2.00	-
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	7.00	7.00	-

<u>City Clerk</u>	FY2021-22	FY2022-23	FY 2023-24	Change PY
Administrative Clerk	-	0.50	1.00	0.50
City Clerk	1.00	1.00	1.00	-
Deputy City Clerk	1.00	1.00	1.00	-
Total	2.00	2.50	3.00	0.50

* Part-time FTE (.5) transferred from Police Department to support records requests

Total - General Fund	815.83	819.52	824.18	4.66
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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 2023 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.

CONTACT INFORMATION

Stephen Santellana
Mayor
940-761-7404
stephen.santellana@wichitafallstx.gov

MAYOR AND CITY COUNCIL

Bobby Whiteley At Large Mayor Pro Tem 940-733-4273 bobby.whiteley@wichitafallstx.gov	Jeff Browning District 3 940-781-1895 jeff.browning@wichitafallstx.gov
Michael Smith District 1 940-692-5288 michael.smith@wichitafallstx.gov	Tim Brewer District 4 940-224-9953 tim.brewer@wichitafallstx.gov
Larry Nelson District 2 940-704-2603 larry.nelson@wichitafallstx.gov	Steve Jackson District 5 940-631-9910 steve.jackson@wichitafallstx.gov

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.



EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Mayor and City Council	Salaries - Supervision	55,200	55,200	55,200
	FICA	4,223	4,230	4,223
	Supplies-Office	100	110	110
	Supplies-Personal Computers	0	225	225
	Services-Telephone	451	1,058	691
	Services-Binding/Printing	87	225	0
	Travel Expenses	7,940	11,300	11,500
	Education Registration	1,995	2,200	2,500
	Council Retreat Expenses	0	3,200	27,500
	Memberships	12,060	12,300	12,500
	Boards/Local Meetings	3,459	5,400	5,000
	Public Relation/Promo	917	2,200	1,000
	Postage/Freight	246	270	250
Total Expenditures		\$86,678	\$97,918	\$120,699

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.

FY2023 ACCOMPLISHMENTS

- Successful advancement of the Strategic Plan, which included 5 general goals and 33 associated objectives.
- Preparation and administration of the FY 2023 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.

CONTACT INFORMATION

Darron Leiker
City Manager
940-761-7404
darron.leiker@wichitafallstx.gov

Paul Menzies
Assistant City Manager
940-761-7404
paul.menzies@wichitafallstx.gov

Blake Jurecek
Assistant City Manager
940-761-7404
blake.jurecek@wichitafallstx.gov

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 2022 Actual	FY 2023 Budget	FY 2024 Budget
City Manager	Salaries - Supervision	466,167	456,742	506,360
	Salaries - Clerical	47,504	49,641	52,629
	Stability Pay	2,833	3,182	7,756
	Cell Phone Allowance	1,232	1,440	1,440
	Deferred Compensation	40,576	37,713	37,713
	FICA	31,396	41,166	42,627
	TMRS Retirement	113,764	82,680	91,940
	Life Insurance Contribution	653	642	642
	Disability Insurance Contrib	493	486	486
	Health Insurance Contributions	32,858	28,859	32,858
	Supplies-Office	1,271	1,200	1,500
	Supplies-Periodicals/Supplemts	99	120	250
	Services-Telephone	826	2,051	1,183
	Services-Binding/Printing	739	764	0
	Insurance Expense	30	0	0
	In City Mileage Reimbursement	12,020	12,000	12,000
	Travel Expenses	15,037	12,900	13,000
	Education Registration	4,119	3,700	3,700
	Lease Payments	763	800	800
	Memberships	4,494	5,125	5,125
	Boards/Local Meetings	709	1,100	1,100
	Postage/Freight	1,644	1,300	1,300
	Total Expenditures	\$779,229	\$743,611	\$814,409

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.

FY2023 ACCOMPLISHMENTS

- Implemented the EmPerform Employee Evaluation platform and the City of Wichita Falls' first Pay-for-Performance evaluation program.
- Successfully on-boarded more than 300 employees FYTD.
- Reviewed more than 850 employee evaluations.
- Implemented the new KnowBe4 learning management system and training library for employee compliance training.
- Successfully recruited 10 new Firefighter Trainees and 8 new Police Trainees.
- Partnered with the CEC, MSU, and the Wichita Falls Chamber to bring in 9 paid interns and 9 un-paid interns City-wide this fiscal year, and further improved community internship opportunities.
- Implemented an electronic signature program to streamline the new employee onboarding process.
- Expanded the survey capabilities of the EmPerform system to capture employee induction surveys and customer service surveys.

CONTACT INFORMATION

Christi Klyn
Director of Human Resources
940-761-7633
Christi.klyn@wichitafallstx.gov

HUMAN RESOURCES

GOALS & POLICIES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2023 ESTIMATE	FY 2024 TARGET
Reduce Turnover	4. Efficiently Deliver City Services	4.1 Improve Employee Recruitment and Retention	Regrettable Turnover	Non-Exempt: 9.4% Exempt: 3.4% Police: 2.5% Fire: 2.4%	<10%
Reduce Time-to-Fill	4. Efficiently Deliver City Services	4.1 Improve Employee Recruitment and Retention	Time to Fill (Vacant Position)	51 Day Average	<36 Day Average
Recruit Interns	1. Accelerate Economic Growth	1.8 Continue Community Internship Opportunities	Number of internships provided	19	>20

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$31,927, or 4.06% due to increases in salaries from Merit and COLA adjustments, offset by a decrease in required health insurance contributions.
- **Maintenance and Repair:** decreased by \$6,560, or 16.39% due to a decrease in needed system software maintenance
- **Other Expenditures:** decreased by \$6,244 or 11.83% due to decreases in training costs and tuition assistance.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Human Resources	Salaries - Supervision	120,429	126,001	133,566
	Salaries - Clerical	56,310	60,503	64,115
	Salaries-Operational	341,030	371,487	377,659
	Pool Operational	0	10,000	15,900
	Overtime	6,690	0	0
	Stability Pay	6,463	6,463	11,056
	Cell Phone Allowance	724	720	720
	FICA	38,349	40,430	44,013
	TMRS Retirement	84,267	86,236	94,931
	Life Insurance Contribution	665	674	674
	Disability Insurance Contrib	502	511	511
	Health Insurance Contributions	74,586	82,779	74,586
	HSA Contributions-Employer	503	504	503
	Supplies-Minor Tools and Equip	432	300	0
	Supplies-Minor Furniture	65	450	450
	Supplies-Office	4,540	4,000	4,248
	Supplies-Photographic	70	500	1,700
	Supplies-Educational	41	500	500
	Supplies-Personal Computers	0	1,510	0
	Supplies-Other	73	0	0
	Maint-Office Furniture/Equip	475	0	0
	Maint-PC Software	86	0	0
	Maint-Systems Software	18,501	40,016	33,456
	Services-Telephone	2,727	4,549	2,986
	Service-Wireless PhoneAircards	1,491	1,536	1,512
	Services-Central Garage	391	1,331	888
	Services-Other Professional	56,568	47,930	47,930
	Services-Advertising	2,542	8,000	8,500
	Services-Binding/Printing	2,379	3,105	3,105
	Services-Other Miscellaneous	2,136	3,700	4,000
	Insurance Expense	3,472	0	0
	Travel Expenses	5,574	9,000	9,000
	Education Registration	1,332	2,150	2,150
	In-Service Train/Tuition Asst	28,366	27,004	20,360

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Human Resources	Lease Payments	4,128	4,522	4,522
	Memberships	665	1,675	1,675
	Boards/Local Meetings	4,238	2,500	2,500
	Public Relation/Promo	1,793	2,750	3,150
	Postage/Freight	4,145	3,200	3,200
	Total Expenditures	\$876,746	\$956,536	\$974,067

GENERAL 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, 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 2023 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 \$13,385.00 was raised in order to provide scholarships for area youth.
- Community Garden operated at 100% capacity with all 82 plots rented out to community residents.
- 350 seniors participated in the senior farmer's market voucher program.
- Approximately 46 kids and their parents participated in the MLK Easter egg hunt. With volunteers from Local community members, Gilbert Memorial C.M.E. and Sheppard AFB.
- 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 with bridging the gap with technology and communicating with other agencies for assistance.
- Assist elderly residents with computer and phone related issues.
- Assist resident dealing with Social Security, food insecurity, home repair, electronic bill paying and home healthcare assistance with appropriate referrals to 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 the Child Care Inc. provide space for their childcare facility within the MLK Center.
- In a collaborative effort with the Wichita Falls Area Food Bank provide space for food distribution to the needy population of Wichita Falls.

FY2023 ACCOMPLISHMENTS

- Establish the Job assistance program with volunteer help.
- Engage the Community with activities and meetings at the MLK Center.
- Accessed AARP funds to upgrade existing computer room and telephones.
- Accessed CDBG funds to upgrade and refurbish the existing facility.

CONTACT INFORMATION

Michael Davis
Coordinator – Martin Luther King Center
940-761-7980
Michael.davis@wihcitafallstx.gov

GENERAL MLK CENTER OPERATIONS

GOALS & PERFORMANCE MEASURES

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

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$24,348, or 4.93% due to Merit and COLA adjustments offset by a decrease in required health insurance contributions.
- **Utilities/Other Services:** costs increased by \$16,763, or 57.73% due to higher costs for electricity, telephone, and a \$11,000 contribution to the MLK prayer breakfast through the rental of the MPEC and food purchases.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General MLK Center Operations	Salaries - Supervision	46,827	48,910	51,835
	Salaries - Clerical	26,173	27,440	29,081
	Overtime	964	0	0
	Stability Pay	2,420	2,420	4,840
	FICA	5,566	5,696	6,190
	TMRS Retirement	12,569	12,770	13,351
	Life Insurance Contribution	99	99	99
	Disability Insurance Contrib	74	76	76
	Health Insurance Contributions	14,936	17,345	14,936
	Supplies-Minor Office Tools/Eq	131	350	500
	Supplies-Minor Furniture	2,290	4,250	4,000
	Supplies-Office	1,381	1,200	1,400
	Supplies-Other	444	350	500
	Maint-Office Furniture/Equip	0	400	500
	Maint-Instruments	380	450	500
	Maint-Buildings	0	600	600
	Services-Telephone	3,382	3,517	5,421
	Service-Wireless PhoneAircards	456	456	460
	Services-Electricity	9,150	8,817	10,920
	Services-Gas	6,183	6,379	7,800
	Services-Wtr/Sewer/Sanitation	3,743	3,669	4,000
	Services-Other Professional	3,146	5,000	16,000
	Services-Binding/Printing	529	1,200	1,200
	In City Mileage Reimbursement	0	200	200
	Rent-Equipment	0	1,200	1,200
	Postage/Freight	1,183	1,800	2,000
Total Expenditures		\$142,027	\$154,594	\$177,609

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Training Center/Radio Comm	Services-Telephone	57,330	122,562	82,524
	Services-Electricity	35,847	33,885	45,500
	Services-Gas	3,542	3,577	3,900
	Services-Wtr/Sewer/Sanitation	2,987	2,874	2,874
	Postage/Freight	399	0	0
	Total Expenditures	\$100,105	\$162,898	\$134,798

LIBRARY

MISSION

The Wichita Falls Public Library serves a population of approximately 102,988. 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 printing
- Scanning services
- Circulation of materials for educational, informational, recreational, and cultural needs
- Downloadable content and databases
- Meeting and study rooms for public use
- Interlibrary loan
- Texas Room: reference materials dedicated to Texas and Southwestern history
- Research Center: genealogy, microfilm access to local newspapers, reference materials

FY23 ACCOMPLISHMENTS

- LIBRARY USAGE: According to the Texas Public Libraries Annual Report for Local Fiscal Year 2021-2022 the library had 311,994 items circulated, with 92,727 visitors to the library, a 19.8% increase over the amount of visitors we had last year. The library has 49,829 active cardholders, an increase of 64.4% over last year. The library provides access to 1,489,540 items in physical and digital formats. Our 32 public computers and WIFI are a big draw, resulting in 110,896 computer and Wi-Fi sessions; in addition, library staff answered 61,134 inquiries made by the public. There were 63,097 visits to our website during this time period. Though our staff is relatively small for a library of our size, we strive to reinforce a culture of superior customer service on a daily basis with each interaction.

LIBRARY

- RETURN OF **TOUCH-A-TRUCK** and other big programs: Our 3rd Touch-a-Truck was a big success, with 967 participants attending. Of those, we had over 700 people come into the library, many of whom acquired a new library card. The success of this program relies heavily on City workers who brought trucks to display. **Blast from the Past** returned as well, giving citizens an opportunity to experience clothing, customs and entertainment from by-gone days. Our **Holiday Open House** brought in 223 participants for Christmas cheer and selfies with an elf. Such events allow us to assist the City in enhancing public outreach and engagement and bring citizens downtown for entertainment and play.
- READING CHALLENGES: The addition of Beanstack, popular software for library reading incentives, assisted us in overseeing a number of reading challenges, starting with **Winter Read** in January, a year-long **Broader Reading Challenge** for adults, **100 Books Before Graduation** for teens, **1,000 Books Before Kindergarten** for babies up to 5 years old, and currently our **Reading is No Trivial Pursuit** Summer Reading Program. This focus on literacy meets 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.
- PARTNERSHIPS: We partnered with Los Muertos to highlight the Dia de los Muertos celebration in October. They decorated our entry window and a library committee designed an alebrije for their Celebration of Life parade, which won second place. In September, we will be working with the Arts Council Wichita Falls to promote a Big Read grant from the National Endowment for the Arts. We also collaborated with the Wichita Falls Alliance for Arts and Culture to present a partial exhibit of The Legends Project 2022, which explored the life of Charlye Ola Farris in context with the Civil Rights Movement. Farris, a Wichita Falls native, holds the distinction of becoming the first African-American woman licensed to practice law in Texas. These are just a few examples of the library's innovative efforts to aid the city in strengthening supportive partnerships with the not-for-profit community and other organizations.
- COLLECTION MAINTENANCE: We completed our goal of weeding and shifting the adult non-fiction collection. We updated signage and replaced bookends as well. We were also able to increase the linear footage of our biography section by doing some creative rearranging of our seating areas. This also allowed us to increase the amount of space for our adult graphic novels. Large clean spaces and well-maintained, up-to-date collections allow us to efficiently deliver information services to our customers.
- DATABASE ACCURACY: We met our goal of maintaining 98% or higher accuracy on inputting new cards and in updating patron records in our database. This was accomplished by focused staff training and quality control measures put in place by the library's circulation supervisor and demonstrates our desire to streamline our circulation practices.
- NONTRADITIONAL MATERIALS: We set a goal of adding one new nontraditional format item for circulation, and ended up adding four: headphones, bike locks, train sets, and a typewriter. All of these check out to customers for use in the library. The availability of these items helps the City with its goal of reinforcing a culture of superior customer service.

LIBRARY

CONTACT INFORMATION

Jana Hausburg
 Library Administrator
 940-767-0868 ext. 4229
 jana.hausburg@wfpl.net

GOALS & PERFORMANCE MEASURES					
FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 TARGET
Replace outdated and unsupported Integrated Library System (ILS) software	2. Provide quality infrastructure	2.1 Upgrade or replace outdated public facilities	Establish a timeline and have new system in place by Summer of 2024	50%	100%
Rewrite borrower policy manual to reflect intricacies of new ILS software	4. Efficiently deliver City services	4.3 Streamline municipal business processes	Completed by Summer of 2024	n/a	n/a
Rewrite borrower circulation procedure manual to reflect intricacies of new ILS software	4. Efficiently deliver City services	4.3 Streamline municipal business processes	Completed by Summer of 2024	n/a	n/a
Increase librarian participation in professional development opportunities	4. Efficiently deliver City services	4.2 Reinforce a culture of superior customer service	Register librarians for workshops, conferences, webinars, colleague meetings, etc. throughout the year	n/a	n/a

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$78,039, or 7.36% due to Merit and COLA increases and increases to health insurance contributions.
- **Supplies:** increased by \$14,471, or 3.65% due to increased needs for minor furniture, digital media/databases, and periodicals.
- **Maintenance and Repair:** increased \$12,971, or 11.99% due to higher maintenance costs for system software.
- **Utilities/Other Services:** increased by \$26,957, or 21.16% due to higher electricity and cable costs.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General Library Operations	Salaries - Supervision	88,890	92,888	98,467
	Salaries - Clerical	212,343	240,870	251,159
	Salaries-Operational	375,615	430,046	436,222
	Overtime	1,172	0	0
	Stability Pay	12,267	12,129	25,576
	FICA	51,009	48,795	60,117
	TMRS Retirement	112,648	107,640	129,665
	Life Insurance Contribution	904	845	845
	Disability Insurance Contrib	682	642	642
	Health Insurance Contributions	132,767	124,062	132,767
	HSA Contributions-Employer	2,346	2,016	2,515
	Supplies-Minor Tools and Equip	498	350	1,500
	Supplies-Minor Furniture	7,931	12,650	17,370
	Supplies-Office	30,650	30,000	30,000
	Supplies-Educational	5,864	8,000	8,000
	Supplies-Periodicals/Supplemts	21,900	46,800	50,220
	Supplies-Digit Media/Databases	111,120	154,726	159,480
	Supplies-Library Materials	126,219	135,101	135,928
	Supplies-Personal Computers	8,899	7,300	6,900
	Supplies-Other	529	600	600
	Maint-Office Furniture/Equip	0	2,000	2,000
	Maint-Systems Hardware	28,297	29,000	31,200
	Maint-Systems Software	69,207	77,156	87,927
	Services-Telephone	11,419	19,414	11,418
	Service-Wireless PhoneAircards	0	0	2,400
	Services-Electricity	69,371	71,079	102,700
	Services-Gas	1,302	1,500	1,400
	Services-Wtr/Sewer/Sanitation	5,658	4,984	5,000
	Services-Cable TV	12,364	12,770	15,730
	Services-Bank	4,322	810	900
	Services-Other Professional	1,525	3,000	3,000
	Services-Advertising	6,261	5,000	5,000
	Services-Binding/Printing	2,261	6,484	4,450
	In City Mileage Reimbursement	0	400	400

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General Library Operations	Travel Expenses	596	6,000	6,000
	Education Registration	4,302	4,400	4,400
	Lease Payments	31,216	40,300	45,522
	Memberships	21,287	32,640	31,540
	Boards/Local Meetings	625	650	200
	Rent-Equipment	336	1,100	1,200
	Public Relation/Promo	8,597	9,630	9,000
	Postage/Freight	2,951	10,650	11,300
Total Expenditures		\$1,586,150	\$1,794,428	\$1,930,658

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.

FY2023 ACCOMPLISHMENTS

- 191 general city press releases were compiled and issued.
- 25 City Council meetings were livestreamed.
- 62 Proclamations were produced
- 155 individual slides were designed for the City's Cable Channel 1300
- 1,503 Followers were added to the Facebook page

CONTACT INFORMATION

Lindsay Lewis
Director
940-716-5553
Lindsay.Lewis@wichitafallstx.gov

PUBLIC INFORMATION OFFICE

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 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	30%	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	100%	100%

FY 2024 HIGHLIGHTS

- **Personnel:** increased \$15,957 due to COLA and Merit increases.
- **Supplies:** increased \$12,543 due to the movement of Swagit software used to stream City Council Meetings from the PEG budget to the PIO budget.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General Public Information	Salaries - Supervision	114,629	132,303	141,186
	Salaries - Clerical	27,755	28,812	30,536
	Salaries-Operational	43,403	44,695	47,381
	Overtime	1,187	0	0
	Stability Pay	537	914	3,696
	Cell Phone Allowance	239	216	576
	FICA	13,523	14,721	16,762
	TMRS Retirement	30,875	33,502	36,151
	Life Insurance Contribution	248	261	261
	Disability Insurance Contrib	187	198	198
	Health Insurance Contributions	14,202	37,171	32,000
	HSA Contributions-Employer	153	148	151
	Supplies-Minor Tools and Equip	183	750	750
	Supplies-Minor Furniture	36	250	250
	Supplies-Office	773	750	750
	Supplies-Clothing and Uniforms	787	0	500
	Supplies-Periodicals/Supplemts	65	125	128
	Supplies-Personal Computers	0	460	0
	Supplies-PC Software	22	135	12,635
	Maint-Systems Software	807	2,375	1,500
	Services-Telephone	1,232	2,769	1,565
	Service-Wireless PhoneAircards	0	1,704	1,512
	Services-Central Garage	642	710	555
	Services-Other Professional	194	0	0
	Services-Advertising	0	5,000	3,560
	Services-Binding/Printing	18	250	250
	Travel Expenses	4,799	3,500	3,500
	Education Registration	1,795	2,350	2,350
	Lease Payments	748	840	840
	Memberships	188	415	535
	Public Relation/Promo	2,428	10,000	10,000
	Postage/Freight	267	200	200
	Other Machinery and Equipment	0	1,449	1,449
	Total Expenditures	\$261,920	\$326,973	\$351,727

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.

FY2023 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

Stan Horton
Court Administrator / City Marshal
940-761-7882
Stan.horton@wichitafallstx.gov

MUNICIPAL COURT

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2023 ESTIMATE	FY 2024 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

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$191,890, or 23.74% due to the addition of a Deputy Court Marshall position as well as COLA and Merit increases.
- **Supplies:** increased by \$1,000, or 5.81% due to a higher need for office supplies.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Gen Municipal Court Operations	Salaries - Supervision	160,043	164,387	194,295
	Salaries - Clerical	215,795	253,878	276,560
	Salaries-Operational	52,007	81,702	172,316
	Pool Operational	59,660	90,000	108,025
	Overtime	159	1,500	1,590
	Stability Pay	7,535	7,535	10,506
	Cell Phone Allowance	680	720	360
	FICA	36,228	34,661	36,958
	TMRS Retirement	71,775	73,553	79,712
	Life Insurance Contribution	575	575	575
	Disability Insurance Contrib	434	437	437
	Health Insurance Contributions	115,481	97,657	115,481
	HSA Contributions-Employer	1,688	1,683	3,364
	Supplies-Minor Furniture	163	700	700
	Supplies-Office	4,509	6,000	7,000
	Supplies-Clothing and Uniforms	1,139	1,500	1,500
	Supplies-Periodicals/Supplemts	3,247	5,000	5,000
	Supplies-Other	2,022	4,000	4,000
	Maint-PC Software	43	0	0
	Services-Telephone	8,094	8,973	6,279
	Service-Wireless PhoneAircards	343	360	360
	Services-Electricity	7,247	7,299	8,710
	Services-Gas	2,026	2,500	2,400
	Services-Wtr/Sewer/Sanitation	1,450	1,389	1,389
	Services-Central Garage	7,220	8,505	7,875
	Services-Bank	62,326	54,139	47,400
	Services-Other Professional	18,263	40,000	45,000
	Services-Binding/Printing	907	4,964	5,000
	Travel Expenses	240	4,000	4,000
	Education Registration	500	4,000	4,000
	Lease Payments	2,169	2,500	2,500
	Jury Fees	108	3,500	3,500
	Memberships	240	250	250

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Gen Municipal Court Operations	Postage/Freight	10,301	20,000	20,000
	Total Expenditures	\$854,618	\$987,868	\$1,177,042

Facilities Management

MISSION

To provide the best possible building maintenance and custodial services to the City's staff and City owned facilities. This will be 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 Services.
- Responsible for the Elevators at Library/Parks and Recreation, Memorial Auditorium, and Central Services.
- Maintain UPS Equipment at the Public Safety 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.

FY2023 ACCOMPLISHMENTS

- Managed projects to replace the roof at the Ray Clymer Exhibit Hall, repair the roof at Bridwell Ag Center, and stabilized the foundation for the West Wing of Memorial Auditorium.
- Managed the project for the repair of the Health Department flood on Christmas morning.
- Installed environmental controls in the Health Department Boiler Room and at the Exhibit Hall to prevent future pipe ruptures due to freezing temperatures. The location at the MPEC has occurred several times in the past.
- Overhauled the chiller in Memorial Auditorium and Geothermal cooling system for the Dispatch Center.
- Repaired leaks in the evidence storage area at the Police Department.
- Processed over 1200 service calls.

CONTACT INFORMATION

Derek Brown, IT & Facilities Administrator

940-761-8820

derek.brown@wichitafallstx.gov

Facilities Management

GOALS & POLICIES					
FY 2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2023 ESTIMATE	FY 2024 TARGET
Improve City Buildings appearance and operation.	4. Efficiently Deliver City Services	4.2 4.3 4.5	Complete service requests.	92%	95%
	4. Efficiently Deliver City Services	4.2 4.3 4.5	Appliances are in working order.	90%	90%
Provide safer buildings.	4. Efficiently Deliver City Services	4.2 4.3 4.5	Provided daily janitorial service and maintenance.	95%	95%

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$85,708, or 6.32% due to COLA and Merit increases as well as higher health insurance contributions.
- **Utilities/Other Services:** decreased by \$200,000, or 51.13% due to FY 2023 containing General Fund excess Fund Balance for the one-time expenditure of a Public Safety Facility Needs Assessment.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Building Maintenance Services	Salaries - Supervision	57,098	59,896	63,498
	Salaries - Clerical	28,775	56,502	30,096
	Salaries-Operational	717,115	823,575	864,829
	Overtime	14,342	15,000	21,200
	Stability Pay	15,213	15,897	34,346
	FICA	61,919	62,028	71,127
	TMRS Retirement	138,723	137,851	153,411
	Life Insurance Contribution	1,086	1,086	1,086
	Disability Insurance Contrib	819	817	817
	Health Insurance Contributions	200,175	182,222	200,175
	HSA Contributions-Employer	1,515	1,512	1,509
	Supplies-Minor Tools and Equip	2,673	3,000	3,000
	Supplies-Office	529	1,500	1,500
	Supplies-Medical/Drug	0	100	100
	Supplies-Janitorial	86,267	96,300	101,115
	Supplies-Chemical	5,806	13,910	14,606
	Supplies-Clothing and Uniforms	4,183	11,770	12,360
	Supplies-Periodicals/Supplemts	0	200	200
	Maint-Machine/Tools/Implements	10,646	13,000	13,650
	Maint-Radios	0	200	200
	Maint-Instruments	444	19,050	20,005
	Maint-Heating/Cooling Systems	171,485	198,500	182,175
	Maint-Other Equipment	2,599	20,000	31,000
	Maint-Buildings	357,023	210,778	218,350
	Maint-Auditorium	468,681	7,000	3,150
	Maint-Health Facilities	13,304	10,615	22,150
	Maint-Animal Services	19,393	37,135	12,600
	Maint-Police Facilities	76,140	4,176	29,385
	Maint-Fire Facilities	55,646	16,358	17,125
	Maint-Library	79,435	15,901	26,901
	Maint-Municipal Court	1,873	5,339	17,606
	Maint-MLK Center	3,399	52,000	7,000
	Services-Telephone	3,063	4,080	3,753
	Service-Wireless PhoneAircards	687	720	720

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Building Maintenance Services	Services-Electricity	96,566	82,197	127,400
	Services-Gas	32,878	40,000	28,000
	Services-Wtr/Sewer/Sanitation	17,205	17,078	17,078
	Services-Central Garage	19,024	24,704	26,919
	Services-Other Professional	128,355	390,000	190,000
	Services-Binding/Printing	420	200	200
	Education Registration	475	0	0
	Postage/Freight	1,644	1,000	1,000
	Other Improvements	0	350,000	890,000
	Machines/Tools/Implements	0	620,665	0
Total Expenditures		\$2,896,621	\$3,623,861	\$3,461,341

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Non Departmental	Salaries-Operational	87,109	0	0
	Overtime	364	0	0
	Terminal Pay	651,748	429,875	652,034
	FICA	59,804	0	0
	TMRS Retirement	82,508	40,878	0
	Life Insurance Contribution	170	0	0
	Disability Insurance Contrib	128	0	0
	Eye Glass Reimbursement	618	0	0
	Supplies-Other	822	0	0
	Services-Telephone	724	694	769
	Services-Central Garage	3,696	4,997	4,911
	Services-Bank	36,099	39,216	40,000
	Services-Audit	37,453	72,000	72,000
	Services-Other Professional	287,597	120,000	150,000
	Services-Employee Physicals	232,026	218,272	250,000
	Worker's Compensation	1,015,910	1,088,108	840,000
	Unemployment Compensation	7,562	30,000	20,000
	Insurance Expense	119,560	115,000	172,000
	Claims and Settlements	0	20,000	20,000
	General Liability Claims	117,117	100,000	100,000
	Contract-Helen Farabee Center	100,000	100,000	100,000
	Contract-Teen Court	0	7,500	7,500
	Contract-Nortex Planning Comm	18,417	20,000	20,000
	Contract-Neighborhood Ctrs	24,967	17,000	17,000
	Contract-Co Appraisal District	440,805	426,470	505,200
	In City Mileage Reimbursement	403	0	0
	Lease Payments	140,572	140,051	140,571
	Public Relation/Promo	0	15,000	15,000
	Data Processing Services	2,986,576	3,454,911	3,454,911
	Budget Contingency	25,579	391,569	469,378
	Prior Year Expend-Spectra	169,765	0	0
	Oper Transfer-General	1,500,000	3,915,000	0
	Oper Transfer-MPEC	423,009	500,000	500,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Non Departmental	Oper Transfer-Other	109,144	238,599	238,598
	Total Expenditures	\$8,680,253	\$11,505,140	\$7,789,872

HEALTH ADMINISTRATION

MISSION

The Wichita Falls – Wichita County Public Health District (Health District) is a multi-program agency that is continually working to improve the health of individuals and that of the collective community. The Health District uses a strategic framework to focus on achieving a variety of goals and objectives as detailed in a Strategic Plan. The following is a report of our activities for the calendar year 2023. The Health District has a total annual budget of approximately \$8.3 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, HIV prevention, tuberculosis, disease intervention services, 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.

FY2023 ACCOMPLISHMENTS

- Published new iteration of the Community Health Assessment.
- Continued 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.
- Managed substantial change and growth for the Health District with the addition of contracts for funding, including extensions for the Health Equity and Public Health Workforce Grant. Sought additional funding to ensure continuity.

CONTACT INFORMATION

Amy Fagan
Director of Health
940-761-7805
Amy.Fagan@wichitafallstx.gov

HEALTH ADMINISTRATION

GOALS & PERFORMANCE MEASURES

FY2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 TARGET
Update and administer the Community Themes & Strength and the Forces of Change Assessments based on current trends.	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%	100%
Update & publish Strategic Plan	4. Efficiently Deliver City Services	4.4 Practice effective governance	Gather staff and Board of Health input; finalize & public agency Strategic Plan. Post on website, educate staff & public.	25%	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	1	4
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%

FY2024 BUDGET HIGHLIGHTS

- Personnel Services:** increased by \$27,294, or 4.75%, due to COLA and Merit adjustments offset by decreases in cell phone allowance, TMRS retirement contributions, and health insurance contributions.
- Supplies:** increased by \$75,078 due to the upgrading of the Public Health Information Management System (PHIMS).
- Utilities/Other Services:** increased by \$14,648 or 8.33% due to higher electricity costs.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Health Administration	Salaries - Supervision	223,384	233,591	285,665
	Salaries - Clerical	178,393	190,994	192,236
	Overtime	753	0	0
	Stability Pay	6,050	6,050	7,536
	Cell Phone Allowance	1,088	1,080	360
	FICA	30,180	31,805	24,102
	TMRS Retirement	67,407	69,936	51,986
	Life Insurance Contribution	533	544	544
	Disability Insurance Contrib	402	412	412
	Health Insurance Contributions	39,114	40,249	39,114
	Supplies-Minor Tools and Equip	752	800	800
	Supplies-Minor Furniture	2,771	2,500	650
	Supplies-Office	5,681	7,160	7,260
	Supplies-Clothing and Uniforms	112	1,000	1,200
	Supplies-Periodicals/Supplemts	1,089	375	504
	Supplies-PC Software	0	0	76,499
	Maint-Machine/Tools/Implements	0	150	150
	Maint-Instruments	0	1,400	1,400
	Maint-PC Software	43	43	43
	Services-Telephone	8,482	17,472	19,146
	Service-Wireless PhoneAircards	1,873	456	456
	Services-Electricity	29,068	30,216	44,200
	Services-Gas	4,404	5,000	4,100
	Services-Wtr/Sewer/Sanitation	5,022	7,392	7,392
	Services-Central Garage	857	1,321	1,145
	Services-Bank	9,778	9,374	9,374
	Services-Other Professional	102,435	103,250	103,550
	Services-Binding/Printing	425	804	570
	Services-Other Miscellaneous	296	525	525
	Insurance Expense	15	0	0
	Lease Payments	311	425	260
	Memberships	2,540	3,445	3,460
	Boards/Local Meetings	75	2,200	2,300
	Postage/Freight	6,957	4,775	6,025

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Health Administration	Administration Fees	16,336	19,700	19,700
	Total Expenditures	\$746,626	\$794,444	\$912,664

Health/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
- Tobacco Prevention & Cession Education
- Epidemiology
- Healthy Living Classes
- Healthy Cooking Classes

FY2023 ACCOMPLISHMENTS

- 5,243 vaccines were administered to include 740 influenza and 1,714 COVID-19 vaccines
- Case investigation of COVID -19 cases
- 100% of reportable Sexually Transmitted Infections (STI) received treatment and/or linkage to care
- 1 active and 17 latent TB cases received and treatment provided.
- Chronic Pain Self-Management program initiated

CONTACT INFORMATION

Brandi Smith, BS, RN
Health and Wellness Administrator
940-761-7892
brandi.smith@wichitafallstx.gov

Health/Health and Wellness

GOALS & PERFORMANCE MEASURES					
FY2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 TARGET
Increase the number of clients seen in each program and 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	100%	100%
Provide STI & Immunizations clinic/services information to our citizens to include area high school students	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	Participate in at least one outreach event per quarter, to include events at area high schools	50% due to staffing	100%
Utilize social media platforms to inform the public regarding Health District Services	5. Actively Engage & Inform the Public	5.1 Enhance Public Outreach and Engagement	Produce educational materials for use on social media platforms monthly	100%	100%

FY 2023 Budget Changes

- **Personnel Services:** increased by \$37,994, or 6.11% due to COLA and Merit increases.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Health and Wellness	Salaries - Supervision	72,428	72,543	81,578
	Salaries - Clerical	30,342	36,443	32,984
	Salaries-Operational	256,068	339,329	369,702
	Overtime	1,740	0	0
	Terminal Pay	1,577	0	0
	Stability Pay	5,044	5,033	6,964
	FICA	26,072	28,015	32,051
	TMRS Retirement	60,015	64,621	69,131
	Life Insurance Contribution	485	498	498
	Disability Insurance Contrib	367	380	380
	Health Insurance Contributions	66,802	75,008	66,802
	HSA Contributions-Employer	244	236	11
	Supplies-Minor Tools and Equip	514	0	0
	Supplies-Office	10,712	9,700	10,515
	Supplies-Medical/Drug	113,901	176,274	182,504
	Supplies-Chemical	0	1,305	1,745
	Supplies-Clothing and Uniforms	4,061	4,255	4,538
	Supplies-Educational	995	600	1,000
	Supplies-Periodicals/Supplemts	895	1,780	1,780
	Supplies-Promotional	1,919	2,700	3,200
	Supplies-PC Software	0	320	120
	Maint-Instruments	0	582	420
	Maint-PC Software	300	252	299
	Services-Telephone	6,495	14,804	8,504
	Service-Wireless PhoneAircards	1,064	3,072	3,072
	Services-Other Professional	5,620	7,969	7,969
	Services-Advertising	236	250	750
	Services-Binding/Printing	126	2,477	502
	Services-Other Miscellaneous	1,058	2,571	2,671
	In City Mileage Reimbursement	42	0	0
	Education Registration	200	300	300
	Lease Payments	2,977	0	2,529
	Memberships	70	140	140

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Health and Wellness	Postage/Freight	448	500	500
	Total Expenditures	\$672,817	\$851,958	\$893,158

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 1,937 permits, 4,929 inspections and 521 complaints in 2022. 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 2022, mosquito control staff collected mosquito trap pools and sent them to the Department of State Health Services laboratory for testing and 3 came back positive for West Nile virus. Additionally, the trucks were deployed 85 times to spray for adult mosquitoes.

SERVICES PROVIDED

- Inspections: retail food, grease traps, lodging, public and semi-public aquatic facilities, body art, OSSF, daycare, foster homes
- 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

FY2023 ACCOMPLISHMENTS

- Hired and trained new Senior Administrative Clerk
- Hired and trained new Sanitarian-in-Training
- Updated the Lodging Ordinance
- Began updating the Food Ordinance

CONTACT INFORMATION

Samantha Blair
Environmental Health Administrator
940-761-7822
Samantha.Blair@wichitafallstx.gov

ENVIRONMENTAL HEALTH

GOALS & PERFORMANCE MEASURES					
FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 TARGET
Study Adult Mosquito Resistance To Pesticide	Efficiently Deliver City Services	4.2 Reinforce a Culture of Superior Customer Services	Percent mosquito mortality at diagnostic time	>80% Unsure	>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 Standard Operating Procedures (SOPs) Developed and Implemented	85%	100%
Standardize Plan Review Process	Efficiently Deliver City Services	4.2 Reinforce a Culture of Superior Customer Services	Percentage of Forms Updated	40%	80%
		4.3 Streamline Municipal Business Processes			
		4.3 Streamline Municipal Business Processes	Staff Trained in Plan Review and Pre-development Meeting	4	5
Update Local Ordinances	Efficiently Deliver City Services	4.5 Promote and Encourage Innovation			
		4.4 Practice Effective Governance	Ordinances updated	Retail Food (50%)	Retail Food (100%), Body Art, Aquatic Facilities

ENVIRONMENTAL HEALTH

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$35,880, or 4.83% due to COLA and Merit increases, offset by savings in clerical salaries.
- **Utilities/Other Services:** decreased by \$8,959, or 16.21% due to decreases in Central Garage Services and binding and printing costs, offset by increases in electricity costs and Wireless Phone cards.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Gen Environmental Health	Salaries - Supervision	52,944	66,036	70,002
	Salaries - Clerical	34,295	41,216	31,308
	Salaries-Operational	344,715	365,436	390,909
	Pool Operational	28,121	25,000	29,680
	Overtime	4,978	6,000	6,360
	Stability Pay	7,673	7,810	13,478
	Cell Phone Allowance	3,339	3,240	3,240
	FICA	33,851	33,627	37,296
	TMRS Retirement	73,712	78,472	80,442
	Life Insurance Contribution	588	606	606
	Disability Insurance Contrib	445	465	465
	Health Insurance Contributions	72,573	114,454	114,454
	HSA Contributions-Employer	505	504	503
	Supplies-Minor Tools and Equip	1,431	2,375	2,440
	Supplies-Minor Furniture	585	614	909
	Supplies-Office	6,398	7,203	7,495
	Supplies-Medical/Drug	120	150	155
	Supplies-Chemical	49,189	81,684	83,779
	Supplies-Clothing and Uniforms	1,951	3,181	3,475
	Supplies-Personal Computers	0	310	0
	Supplies-PC Software	775	1,615	775
	Supplies-Other	1,352	1,505	1,550
	Services-Telephone	2,003	4,880	2,945
	Service-Wireless PhoneAircards	0	4,103	4,560
	Services-Central Garage	36,343	41,313	34,242
	Services-Binding/Printing	2,302	3,204	2,794
	Services-Other Miscellaneous	1,405	1,776	1,776
	In City Mileage Reimbursement	268	0	0
	Travel Expenses	1,769	0	0
	Education Registration	1,287	150	3,300
	Lease Payments	539	0	451
	Memberships	100	0	0
	Postage/Freight	1,994	3,494	3,597
	Total Expenditures	\$767,550	\$900,420	\$932,987

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. We do this by enforcing 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 relationships with the community, community partners, businesses, and other departments within the city and county. We will focus on increasing licensing and micro-chipping efforts to assist owners in reuniting with their lost pets. An additional focus has been, and will continue to be, employee training to continue providing quality services and assistance to our community and maintain 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 Class, Animal Safety (children as target audience)
- Trap Rental and Animal Removal from Trap
- Deceased Animal Removal and disposal

FY2023 ACCOMPLISHMENTS

- Return animals to their owners from the field. Staff developed and implemented a new policy to identify first-time offenders from animal collar identification or microchipping, with the ideal option of returning the dog to the owner. This has decreased our intake rate from the field and kept animals out of the shelter.
- Increased participation from local rescues and vendors in this year's national event, Clear the Shelter. Increased citizen attendance, with many successful adoptions, and the rescues enjoyed being a part of the event all in one place. In 2022, we had Emily's Legacy, Underdog Express, TPC, and Miss Fanny's friends at our shelter to clear the shelter.
- Substantial progress was made regarding development and maintenance of policies, procedures, and staff training.
- Community outreach has been a focus this past year, and we will continue to educate the public with new additions to our outreach programs.
- Created a new training protocol for Animal Care Officers, including two weeks of classroom training, two weeks hands-on in the Kennel, and two weeks out in the Field. Before working alone, final exams were administered for classroom, kennel, and field operations.

ANIMAL SERVICES

CONTACT INFORMATION

Nicki Bacon
 Administrator
 940-761-7834
 Nicki.bacon@wichitafallstx.gov

GOALS & PERFORMANCE MEASURES

FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 TARGET
Increase Live Outcome Rate	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer service.	Increase in the number of live releases through active community engagement	72%	>80%
Increase the number of animals that are returned to their owner	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer service.	Increase in the number of animals that are returned to their owner	25%	>50%
Community Outreach (10 events)	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer service.	Increased number of community events and engagement sessions	10	12
Write shelter policy and procedures and retrain staff	4. Efficiently Deliver City Services	4.2 Reinforce a culture of superior customer service.	Develop a comprehensive Shelter Policy and Procedure manual for all shelter aspects, field, kennel, animal care, admin, and supervisory.	60%	100%

EXPENDITURES BY CLASSIFICATION

- **Personnel Services:** increased by \$80,588, or 8.25% due to COLA and Merit increases as well as increased costs associated with reclassifying an Administrative Clerk position to a Senior Administrative Clerk position, and an increase in Overtime payments.
- **Supplies:** increased by \$11,519, or 6.60% due to the purchase of bulletproof vest for animal control officers to use in the field, as well as increases in medical supplies.
- **Utilities/Other Services:** increased by \$13,365, or 11.10% due to increases in electricity, gas, and central garage services costs.
- **Other Expenditures:** increased by \$4,946, or 64.65% due to the addition of education expenses of \$3,150, as well as increases in lease, membership, and postage costs.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Animal Services	Salaries - Supervision	61,451	64,463	68,327
	Salaries - Clerical	54,973	63,391	66,836
	Salaries-Operational	453,310	563,601	623,143
	Overtime	17,766	16,600	18,550
	Stability Pay	5,941	4,731	4,624
	Cell Phone Allowance	504	540	360
	FICA	43,182	44,797	51,853
	TMRS Retirement	97,739	100,604	111,841
	Life Insurance Contribution	770	800	800
	Disability Insurance Contrib	581	613	613
	Health Insurance Contributions	108,270	116,385	108,270
	HSA Contributions-Employer	802	0	1,895
	Supplies-Minor Tools and Equip	13,584	15,446	38,099
	Supplies-Minor Office Tools/Eq	24	0	0
	Supplies-Minor Furniture	998	2,006	2,127
	Supplies-Office	9,966	9,805	11,304
	Supplies-Medical/Drug	28,528	40,850	45,950
	Supplies-Chemical	11,637	13,794	18,334
	Supplies-Clothing and Uniforms	12,307	12,918	14,193
	Supplies-Educational	400	3,000	3,600
	Supplies-Animal Feed	14,301	14,198	15,890
	Supplies-Promotional	644	675	900
	Supplies-Personal Computers	1,509	0	0
	Supplies-PC Software	2,934	3,000	3,890
	Supplies-Radios	2,029	2,572	3,224
	Supplies-Other	18,281	56,350	28,622
	Maint-Machine/Tools/Implements	696	0	280
	Maint-Office Furniture/Equip	1,403	1,700	0
	Maint-Radios	478	1,472	1,520
	Services-Telephone	4,861	8,085	5,989
	Service-Wireless PhoneAircards	7,015	7,577	6,648
	Services-Electricity	22,001	20,455	24,700
	Services-Gas	7,864	8,500	10,000
	Services-Wtr/Sewer/Sanitation	5,163	4,919	5,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Animal Services	Services-Central Garage	42,364	56,405	63,249
	Services-Other Professional	5,266	5,985	7,926
	Services-Advertising	1,007	1,100	1,200
	Services-Binding/Printing	1,464	2,725	4,060
	Services-Other Miscellaneous	1,091	4,649	4,993
	Contract-Other Agencies	10,886	12,280	13,550
	In City Mileage Reimbursement	296	0	0
	Travel Expenses	2,062	0	0
	Education Registration	1,190	0	3,150
	Lease Payments	1,849	2,825	3,306
	Memberships	285	525	700
	Boards/Local Meetings	53	500	940
	Postage/Freight	4,484	3,800	4,500
	Other Machinery and Equipment	17,066	29,685	18,150
	Oper Transfer FA	8,674	0	0
	Capital Asset Contra Expense	(8,674)	0	0
	Total Expenditures	\$1,101,275	\$1,324,325	\$1,423,106

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 clinical services and the environmental health division within the Health District. The laboratory provides support through clinical testing for pregnancy and communicable diseases such as syphilis, gonorrhea, and tuberculosis. The lab supports the Environmental Health Division by conducting microbiological analysis of food, soft serve, and hotel/motel specimens. TCEQ requires the regular monitoring of municipal water supplies and public pools, further ensuring the safety of our drinking water. The laboratory also encourages private well owners to monitor their water supplies for bacteria through regular testing of their wells and water storage tanks.

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

FY2023 ACCOMPLISHMENTS

- Successful renewal of Clinical Laboratory Improvement Act (CLIA) license.
- Maintained support of clinical testing during catastrophic flood Dec 2022 to Feb 2023.

CONTACT INFORMATION

Thomas Shiner
Laboratory Technical Supervisor
940-761-7862
Thomas.Shiner@wichitafallstx.gov

LABORATORY

GOALS & PERFORMANCE MEASURES					
FY24 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 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%
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%

EXPENDITURES BY CLASSIFICATION

- **Personnel Services:** decreased by \$21,528, or 11.67% due to cost savings in operational salaries offset by COLA and Merit increases.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Lab Water Pollution	Salaries - Clerical	16,995	15,126	15,643
	Salaries-Operational	87,969	127,938	110,505
	Overtime	18	0	0
	Stability Pay	826	826	2,420
	FICA	7,951	10,840	8,454
	TMRS Retirement	14,624	20,849	18,234
	Life Insurance Contribution	119	164	164
	Disability Insurance Contrib	90	124	124
	Health Insurance Contributions	7,468	8,673	7,468
	Supplies-Minor Office Tools/Eq	2,309	4,500	2,900
	Supplies-Minor Furniture	221	350	434
	Supplies-Office	1,811	2,200	2,200
	Supplies-Lab	16,673	28,228	29,208
	Supplies-Clothing and Uniforms	520	339	474
	Supplies-Linen	436	686	432
	Supplies-Educational	138	680	680
	Supplies-Promotional	150	150	150
	Maint-Machine/Tools/Implements	1,391	3,140	3,140
	Maint-Instruments	3,616	5,611	5,686
	Services-Telephone	1,889	3,871	2,551
	Services-Other Professional	6,000	6,000	9,000
	Services-Lab Proficiency Test	2,360	3,951	3,951
	Services-Binding/Printing	214	1,117	1,055
	Services-Other Miscellaneous	1,450	2,065	2,065
	Lease Payments	81	66	68
	Memberships	551	650	650
	Postage/Freight	1,004	3,001	3,001
	Total Expenditures	\$176,874	\$251,146	\$230,657

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

FY2023 ACCOMPLISHMENTS

- Receipt of the Government Finance Officers Association (GFOA) Distinguished Budget Award
- Receipt of the GFOA Award for Excellence in Financial Reporting
- Updated all transparency resources

FINANCE AND PURCHASING

CONTACT INFORMATION

Susan White
 Assistant Finance Director
 940-761-7462
Susan.White@WichitaFallsTX.gov

GOALS AND PERFORMANCE MEASURES					
FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 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	50%	100%
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.	50%	100%
Update financial reporting for investments	Effectively Deliver City Services	Streamline Municipal Business Practices	Update financial reporting for investment portfolios	100%	100%

FY2023 HIGHLIGHTS

- **Personnel Services:** increased \$118,415, or 11.31% over prior year's budget due to MPEC Comptroller being transferred from the Hotel/Motel fund; addition of grant accountant partially funded by ARPA, and a change to staff allocation.
- **Maintenance and Repair:** increased \$3,200 due to furnishing an office for the new ARPA accountant and expenses related to the department's relocation
- **Utilities/Other Services:** increased \$5,291, or 28.21% as ARPA grants have resulted in a larger number of projects requiring bid processes, resulting in a larger advertising budget; binding and printing needs have also increased.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Accounting and Finance	Salaries - Supervision	223,472	342,388	314,897
	Salaries - Clerical	89,538	98,313	108,190
	Salaries-Operational	271,689	316,505	411,330
	Overtime	1,561	1,000	1,590
	Stability Pay	7,370	8,719	19,858
	Cell Phone Allowance	724	720	720
	FICA	43,416	55,568	60,651
	TMRS Retirement	97,713	123,585	147,977
	Life Insurance Contribution	782	1,061	1,061
	Disability Insurance Contrib	591	791	791
	Health Insurance Contributions	54,844	98,440	98,439
	Supplies-Minor Office Tools/Eq	0	200	200
	Supplies-Minor Furniture	679	6,000	6,000
	Supplies-Office	4,151	9,500	9,500
	Supplies-Periodicals/Supplemts	89	650	650
	Supplies-Personal Computers	1,863	2,000	2,000
	Supplies-PC Software	766	300	775
	Supplies-Other	201	0	0
	Maint-Office Furniture/Equip	0	2,800	6,000
	Maint-Buildings	0	2,087	2,087
	Services-Telephone	1,981	3,999	2,773
	Service-Wireless PhoneAircards	0	460	460
	Services-Other Professional	3,907	5,500	5,500
	Services-Advertising	746	5,000	10,000
	Services-Binding/Printing	5,027	3,800	6,000
	Insurance Expense	0	115	115
	Travel Expenses	8,939	11,000	15,500
	Education Registration	4,823	5,000	5,500
	Memberships	3,397	2,800	4,030
	Postage/Freight	8,383	14,000	12,000
	Total Expenditures	\$836,651	\$1,122,300	\$1,254,594

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 (Safe Schools, 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

Manuel Borrego
Chief of Police
940-761-6832
Manuel.Borrego@wfpd.net

Police Department

GOALS & PERFORMANCE MEASURES					
FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 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 local foundation and national foundation funding Develop response plan	# of partnership responses with Helen Farabee/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

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$1,577,041, or 5.71% due to COLA and Step increases.
- **Supplies:** increased by \$99,940 or 24.62% due to increases in clothing and uniforms, increased cost of ammunition, increased promotional supplies, and an increase in minor office tools.

Police Department

- **Utilities/Other Services:** increased by \$200,845, or 8.12% due to an increase in Central Garage charges and electricity costs.
- **Insurance /Contract Expenses:** increased by \$79,985 due to the payment of TML Law Enforcement Liability Insurance.
- **Other Expenditures:** increased by \$59,971, or 62.41% due to increased travel and education expenses, as well as payment for a Xerox lease

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General City Police	Salaries - Supervision	163,814	162,751	172,526
	Salaries - Clerical	1,092,441	1,337,540	1,340,423
	Salaries-Operational	15,413,777	17,393,013	18,200,540
	Pool Operational	22,793	146,793	269,604
	Overtime	751,729	500,000	530,000
	Certification Pay	276,927	278,220	274,800
	Assignment Pay	30,857	40,800	36,000
	Stability Pay	53,054	53,329	97,466
	Longevity	468,204	475,383	449,879
	Clothing Allowance	28,076	27,072	27,648
	Cell Phone Allowance	6,090	6,480	3,420
	FICA	1,326,512	1,313,284	1,508,082
	TMRS Retirement	2,998,708	2,928,793	3,250,522
	Life Insurance Contribution	22,037	22,010	22,010
	Disability Insurance Contrib	16,627	16,676	16,676
	Health Insurance Contributions	2,808,998	2,905,805	2,981,429
	HSA Contributions-Employer	22,430	20,288	24,255
	Supplies-Motor Vehicle	50	300	3,177
	Supplies-Minor Tools and Equip	7,598	14,948	24,479
	Supplies-Minor Office Tools/Eq	4,699	3,594	10,737
	Supplies-Minor Furniture	9,052	10,135	9,925
	Supplies-Office	73,912	76,000	77,000
	Supplies-Photographic	6,300	5,950	4,500
	Supplies-Medical/Drug	2,408	1,733	4,073
	Supplies-Chemical	6,084	7,126	6,860
	Supplies-Clothing and Uniforms	162,718	170,021	197,363
	Supplies-Linen	679	1,133	1,133
	Supplies-Educational	567	2,495	2,385
	Supplies-Periodicals/Supplemts	4,485	2,261	9,056
	Supplies-Ammunition	80,416	71,996	93,711
	Supplies-Citizen Part Program	2,441	5,000	5,000
	Supplies-Promotional	2,449	4,000	15,500
	Supplies-Personal Computers	381	1,561	2,148
	Supplies-PC Software	1,533	2,270	5,515

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General City Police	Supplies-Other	40,758	25,432	33,333
	Maint-Machine/Tools/Implements	1,739	4,000	4,500
	Maint-Office Furniture/Equip	3,601	5,872	8,200
	Maint-Radios	1,213	3,000	3,000
	Maint-Instruments	1,601	8,888	9,688
	Maint-PC Software	8,924	13,434	16,152
	Maint-Police Facilities	15,934	15,920	15,920
	Services-Telephone	47,558	62,935	55,952
	Service-Wireless PhoneAircards	20,082	35,961	31,270
	Services-Electricity	56,110	54,157	79,300
	Services-Gas	4,519	4,500	5,200
	Services-Wtr/Sewer/Sanitation	9,978	9,692	9,692
	Services-Central Garage	1,508,995	2,088,362	2,293,918
	Services-Chemical Disposal	290	2,000	5,000
	Services-Other Professional	22,784	73,000	73,000
	Services-Binding/Printing	4,904	27,494	7,100
	Services-Subcontractors Mowing	9,850	9,600	10,200
	Services-Other Miscellaneous	102,823	106,909	104,823
	Insurance Expense	15	15	80,000
	Claims and Settlements	0	2,000	2,000
	Travel Expenses	19,423	27,926	52,460
	Education Registration	9,285	12,143	23,220
	In-Service Train/Tuition Asst	31,000	32,750	32,750
	Lease Payments	21,430	0	21,848
	Memberships	5,353	8,168	8,180
	Boards/Local Meetings	1,119	2,600	2,600
	Postage/Freight	11,863	12,500	15,000
	Other Machinery and Equipment	492,500	1,500,000	0
	Oper Transfer-Other	0	100,000	100,000
	Total Expenditures	\$28,322,500	\$32,258,019	\$32,782,147

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).

FY2023 ACCOMPLISHMENTS

- Successfully hosted the 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

Ken Prillaman
Fire Chief
(940) 761-7903
Ken.prillaman@wichitafallstx.gov

Fire Department

GOALS & PERFORMANCE MEASURES					
FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 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%

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$1,305,042, or 7.19% due to COLA and Step increases.
- **Supplies:** increased \$31,077, or 8.30% from the prior year due to the replacement of uniforms and an increase in the cost of medical equipment.
- **Utilities/Other Services:** increased \$62,254, or 4.09% due to increased costs of electricity and fleet maintenance, as well as the use of Vector Solutions scheduling previously budgeted under Other Expenditures.
- **Other Expenditures:** increased \$15,042, or 23.02% due to increases in education and travel expenses.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General City Fire	Salaries - Supervision	355,567	375,874	398,430
	Salaries - Clerical	74,067	77,267	129,455
	Salaries-Operational	10,576,357	11,521,564	12,176,453
	Overtime	846,331	575,000	636,000
	Certification Pay	117,937	119,400	123,300
	Assignment Pay	54,805	54,000	54,000
	Stability Pay	1,623	1,623	3,796
	Longevity	351,030	350,362	354,442
	Cell Phone Allowance	2,538	2,160	5,040
	FICA	891,983	934,544	994,631
	TMRS Retirement	37,616	38,628	40,287
	Life Insurance Contribution	14,025	14,235	14,235
	Disability Insurance Contrib	10,665	10,886	10,886
	Health Insurance Contributions	1,806,530	2,170,023	2,200,000
	HSA Contributions-Employer	13,610	13,499	15,299
	Fire Pension Contribution	1,584,138	1,895,527	2,303,380
	Supplies-Motor Vehicle Fuel	38	0	0
	Supplies-Minor Tools and Equip	67,005	64,580	71,105
	Supplies-Minor Furniture	4,433	12,340	12,640
	Supplies-Office	6,899	7,490	7,490
	Supplies-Photographic	491	535	535
	Supplies-Medical/Drug	22,849	36,240	38,310
	Supplies-Janitorial	16,510	19,260	19,260
	Supplies-Chemical	5,100	6,452	6,902
	Supplies-Botanical/Agriculture	415	2,850	2,850
	Supplies-Clothing and Uniforms	85,665	74,000	77,860
	Supplies-Firefighting Clothing	59,133	122,100	138,932
	Supplies-Linen	1,809	2,000	2,000
	Supplies-Educational	9,742	17,700	18,000
	Supplies-Periodicals/Supplemts	856	1,065	1,065
	Supplies-Code Books	1,490	2,340	3,000
	Supplies-Heating Fuel	1,495	0	0
	Supplies-PC Software	57	0	0
	Supplies-Other	3,346	5,670	5,750

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General City Fire	Maint-Radios	371	4,290	4,290
	Maint-Instruments	3,160	24,290	25,890
	Maint-PC Software	43	0	0
	Maint-Fire Facilities	3,530	0	0
	Services-Telephone	30,926	34,826	23,995
	Service-Wireless PhoneAircards	1,179	1,272	1,272
	Services-Electricity	56,166	64,297	79,300
	Services-Gas	20,961	20,000	26,000
	Services-Wtr/Sewer/Sanitation	10,823	10,691	10,691
	Services-Central Garage	1,167,579	1,326,687	1,358,216
	Services-Other Professional	28,113	47,009	51,009
	Services-Binding/Printing	3,969	3,842	3,842
	Services-Other Miscellaneous	0	12,947	29,500
	Travel Expenses	11,173	5,020	13,520
	Education Registration	53,764	49,378	55,690
	Lease Payments	2,238	2,129	2,129
	Memberships	2,656	2,811	3,041
	Postage/Freight	4,286	6,000	6,000
	Machines/Tools/Implements	2,111	0	0
	Oper Transfer-Other	85,149	128,998	134,128
	Total Expenditures	\$18,514,354	\$20,273,701	\$21,693,846

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.

FY2023 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

Scott McGee
Recreation Services Administrator
940-761-7492
scott.mcgee@wichitafallstx.gov

CITY RECREATION

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2023 ESTIMATE	FY 2024 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

FY2024 HIGHLIGHTS

- **Personnel Services:** decreased by \$97,800, or 9.57% due to the transfer of some benefitted positions to part-time, non-benefitted positions.
- **Supplies:** increased by \$24,198, or 29.06% due to increases in janitorial, chemical, athletic, and concession supplies.
- **Maintenance and Repair:** increased by \$66,650, or 95.97% due to the purchase of portable fences for the turf fields that were purchased using ARPA funds, as well as paying for the resurfacing of the tennis courts.
- **Utilities and Other Services:** increased by \$121,779, or 32.13% due to increased electricity payments, as well as a new tennis management agreement.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General City Recreation	Salaries - Supervision	68,415	71,493	75,779
	Salaries - Clerical	67,271	69,872	74,059
	Salaries-Operational	532,826	642,181	469,709
	Pool Operational	6,201	0	11,641
	Overtime	18,989	10,000	10,600
	Stability Pay	10,617	10,890	21,780
	Cell Phone Allowance	363	360	360
	FICA	48,757	39,873	49,710
	TMRS Retirement	77,231	78,353	107,217
	Life Insurance Contribution	605	605	605
	Disability Insurance Contrib	457	464	464
	Health Insurance Contributions	102,240	97,873	102,240
	Supplies-Minor Tools and Equip	4,893	1,605	2,000
	Supplies-Minor Office Tools/Eq	5,958	0	0
	Supplies-Minor Furniture	250	0	0
	Supplies-Office	3,177	4,492	6,000
	Supplies-Medical/Drug	138	0	0
	Supplies-Janitorial	2,918	5,600	7,000
	Supplies-Chemical	7,041	7,570	10,710
	Supplies-Recreation	7,391	10,945	15,300
	Supplies-Athletic	335	10,000	12,500
	Supplies-Concession	22,736	26,500	33,000
	Supplies 50 Plus Zone	0	7,000	8,000
	Supplies-Clothing and Uniforms	2,594	3,300	4,100
	Supplies-Periodicals/Supplemts	128	0	0
	Supplies-Personal Computers	4,697	1,200	1,500
	Supplies-PC Software	675	0	0
	Supplies-Other	10,735	5,100	7,400
	Maint-Machine/Tools/Implements	256	0	0
	Maint-Pumps/Motors	0	1,500	1,500
	Maint-Office Furniture/Equip	1,023	11,000	17,000
	Maint-PC Software	43	50	900
	Maint-Heating/Cooling Systems	0	1,200	1,200
	Maint-Buildings	2,840	5,000	5,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General City Recreation	Maint-Parks Facilities	6,305	23,700	22,500
	Maint-Other Structures	20,159	27,000	88,000
	Services-Telephone	5,033	8,190	6,866
	Service-Wireless PhoneAircards	1,555	1,728	2,640
	Services-Electricity	91,812	95,110	162,500
	Services-Central Garage	59,578	68,688	61,264
	Services-Bank	5,013	4,937	5,000
	Services-Other Professional	135,415	180,700	126,500
	Services-Tennis	0	0	120,000
	Services-Advertising	5,593	10,000	8,000
	Services-Binding/Printing	4,491	9,638	8,000
	Travel Expenses	1,561	1,510	1,510
	Education Registration	11,272	9,300	12,000
	Lease Payments	2,434	0	0
	Memberships	680	1,400	1,600
	Rent-Equipment	3,693	7,000	7,700
	Rent-Land/Structures	250	1,200	1,200
	Postage/Freight	2,163	3,000	3,000
	Other Machinery and Equipment	0	111,500	1,500
	Total Expenditures	\$1,368,804	\$1,688,627	\$1,697,054

GENERAL PARK MAINTENANCE

MISSION

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

SERVICES PROVIDED

- **Parks Maintenance Division** maintained 39 parks (1,265 acres), 23 miles of Hike and Bike Trail, 50 miles of boulevards and medians with 150+ flower beds, numerous City facilities including Memorial Auditorium, Regional Airport, Public Safety Training Center, Animal Reclaim Center, Police Station, Central Services, Library, Health Department, Muhlberger Travel Center, five parks at Lake Arrowhead 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 1583 lots and cleaned 75. They also have removed countless loads of debris from illegal dumping and cut down several large dead trees on trustee lots that pose a threat to private properties.
- **MPEC/BP/ROW Division** maintained the landscapes around MPEC Facilities, the 500-acre Business Park property and 560 acres of State Highway Right-of-Ways along with several thousand trees and irrigation.
- **Cemetery Division** maintained operations of the four City-owned cemeteries. They conducted 96 funerals combined. Riverside expansion is slowly coming together; Riverside Phase I expansion has been quietly under construction since 2018. The division has completed the infill areas creating 350 spaces for sale, only 103 have sold. Another 350 spaces will require heavy equipment to complete. It should be progressing more in summer/fall 2023.
- 2021/2022 was a challenging year. Parks Maintenance maintained the above at a low level because we still averaged 10 to 15 FTE employees short.

FY2023 ACCOMPLISHMENTS

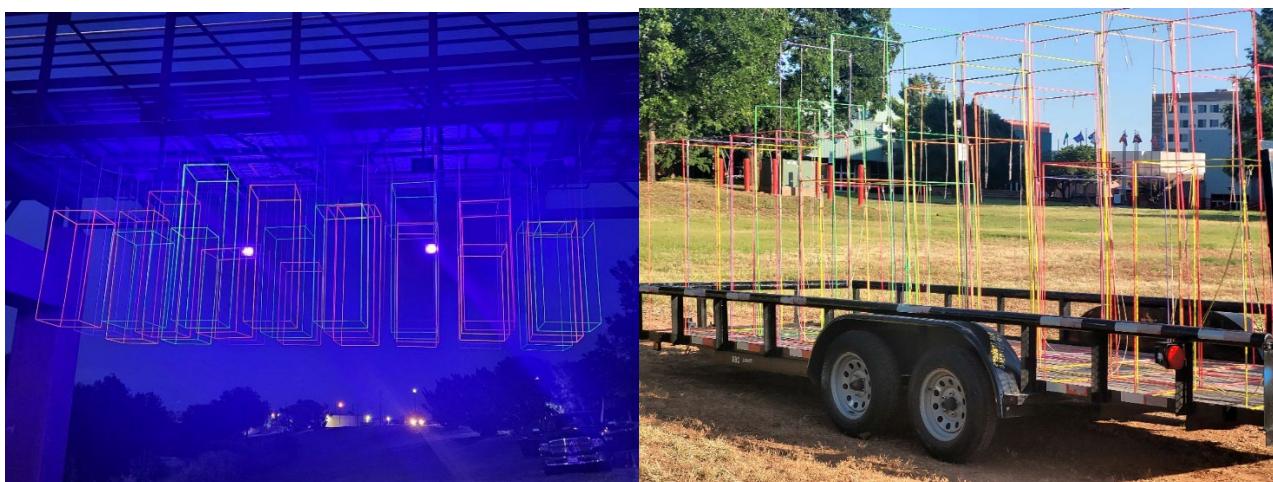
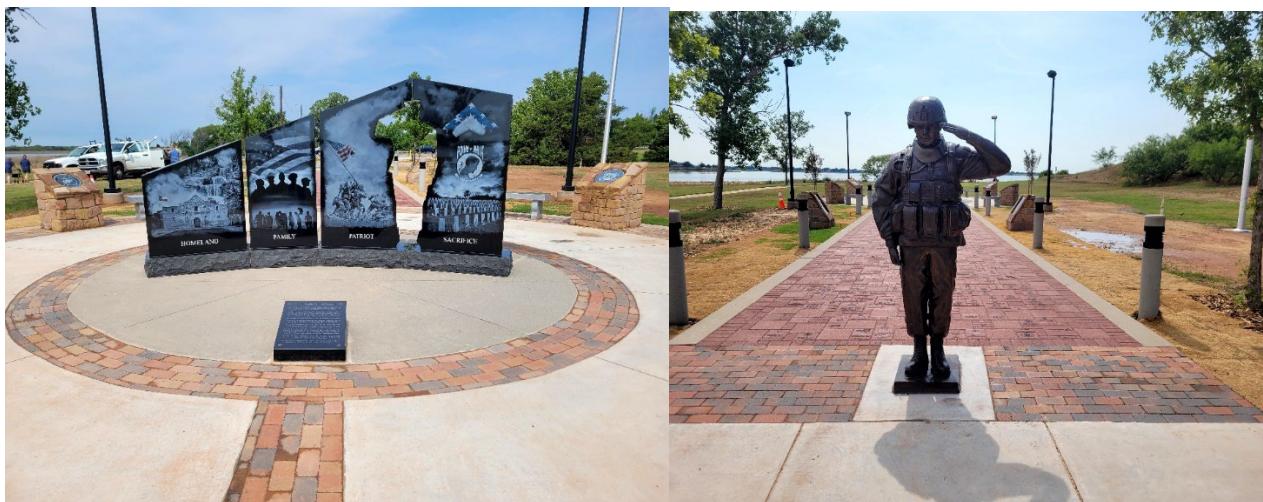
- Maintained all of the above
- Completed the new Veterans Memorial at Lake Wichita Park. (Funding LWRC)
- Installed the ADA Kayak Dock at Lake Wichita Park (TPWD Grant)
- Installed a new 50 foot ZipKrooz at Rotary Park (Rotary Club)
- Installed shade structures with benches Rotary Park (Rotary Club)
- Constructed a new large picnic shelter at Hamilton Park (WCMA)
- Constructed new basketball court at Hamilton.(WCMA)
- Installed new playground at Lucy Land (Budget)
- Installed Musical Garden at Lucy Main Shelter. (Arts Council/WFSO)
- Installed Neon City art structure under MPEC walk bridge. (Private)
- New MPEC Parking Lot.
- Installed a 9 hole disc golf course at Expressway Village Park (Recycle)
- Constructed new restroom at O'Reilly Park (CDBG)
- Constructed 2100 feet of new guard rail along Holiday Creek. (CDBG)
- Installed a new 18 hole professionally designed Disc Golf course at Williams Park. (CDBG)

GENERAL PARK MAINTENANCE

- Installed a new small shelter at Scotland Park (CDBG)
- Installed electric service at the north shelter at Scotland Park. (CDBG)
- Replaced over 1000 shrubs and dozens of trees that were killed in the hard freezes of 2021 and 2022
- Planted and maintained over 66,000 annual color bedding plants in 150+ flower beds.



GENERAL PARK MAINTENANCE

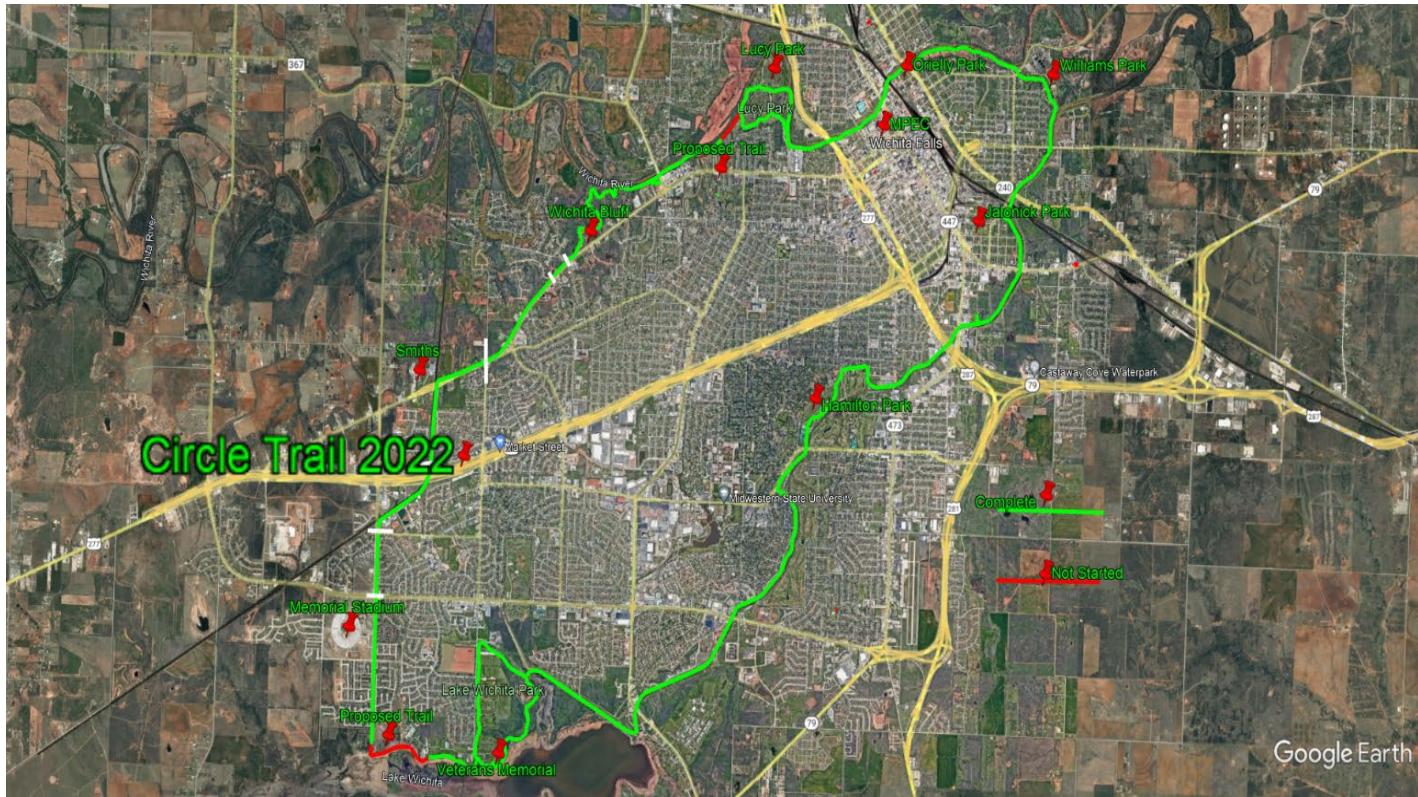


GENERAL PARK MAINTENANCE



GENERAL PARK MAINTENANCE

The Circle Trail is down to two sections (about 2 miles) left to complete the circle. We are waiting to hear the results of grants being awarded from TxDOT.



CONTACT INFORMATION

Terry Points
(940) 761-7609
terry.points@wichitafallstx.gov

GENERAL PARK MAINTENANCE

GOALS & POLICIES					
FY 2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2023 ESTIMATE	FY 2024 TARGET
Riverside Expansion Phase I & II	2 - Provide Adequate Infrastructure	2.2 Complete Signature Public Improvements	Continue to build funding with sales and services	45%	65%
Circle Trail	Strate2 - Provide Adequate Infrastructure	Strategy2.2 Complete Signature Improvements Public Improvements	Focus on Campfire to Lucy	0%	50%
Bridwell Courts	2 - Provide Adequate Infrastructure	Design and implement new courts	Demolish and rebuild new courts	50%	100%
Park Improvements	Work with outside groups to improve parks	Seek funding for signature park improvements	Continue to work with outside groups to create ideas for park expansions	0%	50%
Playground Replacements	Seek funding from different sources	Seek funding through budget, grants and donations	Continue to improve parks	30%	75%

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$484,650, or 18.49% due to the addition of positions to continue construction of the Circle Trail, as well as COLA and Merit increases.
- **Maintenance and Repair:** increased by \$88,546, or 31.81% due to the replacement of the Lucy Park Pagoda that burned down, as well as increased water main maintenance and playground maintenance.
- **Utilities/Other Services:** decreased by \$180,912, or 11.89% due to the funding of a Parks Master Plan in FY 23 that is not needed to be funded this year, as well as a decrease in Central Garage charges, offset by increases in electricity costs and subcontractor services.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General City Park Maintenance	Salaries - Supervision	159,269	169,003	179,129
	Salaries - Clerical	47,120	49,070	52,011
	Salaries-Operational	1,307,265	1,643,697	2,028,923
	Overtime	45,573	70,000	74,200
	Stability Pay	32,148	32,548	58,632
	Cell Phone Allowance	1,982	1,920	2,280
	FICA	108,729	109,240	129,517
	TMRS Retirement	242,244	243,409	279,351
	Life Insurance Contribution	1,894	1,896	1,896
	Disability Insurance Contrib	1,429	1,449	1,449
	Health Insurance Contributions	410,171	297,328	297,328
	HSA Contributions-Employer	2,383	2,016	1,509
	Supplies-Minor Tools and Equip	7,344	10,556	12,515
	Supplies-Minor Furniture	0	1,493	3,714
	Supplies-Office	2,256	2,985	2,997
	Supplies-Photographic	61	164	254
	Supplies-Medical/Drug	176	266	266
	Supplies-Janitorial	11,586	14,500	14,500
	Supplies-Botanical/Agriculture	20,781	33,590	34,900
	Supplies-Clothing and Uniforms	2,139	3,210	3,615
	Supplies-Educational	0	376	376
	Supplies-Periodicals/Supplemts	228	86	86
	Supplies-Animal Feed	0	162	162
	Supplies-Personal Computers	540	646	512
	Supplies-Other	2,448	11,344	12,093
	Maint-Machine/Tools/Implements	4,074	7,250	7,795
	Maint-Pumps/Motors	12,321	10,150	11,500
	Maint-Office Furniture/Equip	541	129	175
	Maint-Radios	0	1,000	1,000
	Maint-PC Software	5,087	7,910	8,000
	Maint-Heating/Cooling Systems	1,878	10,000	10,000
	Maint-Park Lighting	0	90,500	92,500
	Maint-Water Mains	47,219	65,000	70,000
	Maint-Other Improvements	3,012	5,000	5,550

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General City Park Maintenance	Maint-Buildings	850	5,000	7,500
	Maint-Parks Facilities	6,726	24,005	24,495
	Maint-Bridges	6,953	15,000	77,000
	Maint-Playground Equipment	7,804	22,900	34,525
	Maint-Other Structures	2,155	14,500	16,850
	Services-Telephone	2,827	3,598	3,161
	Service-Wireless PhoneAircards	1,272	3,656	5,408
	Services-Electricity	77,643	75,940	111,800
	Services-Gas	6,542	7,000	7,300
	Services-Wtr/Sewer/Sanitation	75,960	42,161	42,161
	Services-Central Garage	648,381	800,690	781,095
	Services-Other Professional	37	200,000	0
	Services-Temporary Employment	0	200,000	200,000
	Services-Binding/Printing	869	2,105	508
	Services-Subcontractors	157,215	187,000	189,805
	Claims and Settlements	0	6,000	6,000
	Contract-Other Agencies	14,400	19,400	19,400
	Travel Expenses	757	1,650	1,650
	Education Registration	5,735	5,750	6,060
	Lease Payments	1,729	2,350	2,380
	Memberships	683	1,546	1,435
	Rent-Equipment	1,069	3,500	3,500
	Postage/Freight	1,049	750	750
	Permit Expense - City Projects	0	500	500
	Construction-Park Improvements	73,887	56,000	58,600
	Landscape/Trees/Shrubs	57,803	92,400	93,200
	Other Vehicles	0	0	100,000
	Other Machinery and Equipment	0	410,000	12,700
	Total Expenditures	\$3,634,244	\$5,101,294	\$5,206,519

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Business Park Maint & 1000 5th	Salaries-Operational	193,388	316,394	321,179
	Overtime	6,100	2,500	3,180
	Stability Pay	1,210	1,210	4,042
	Cell Phone Allowance	363	360	360
	FICA	14,717	13,412	19,143
	TMRS Retirement	31,950	29,815	41,287
	Life Insurance Contribution	255	235	235
	Disability Insurance Contrib	192	178	178
	Health Insurance Contributions	53,055	41,168	53,055
	HSA Contributions-Employer	397	504	0
	Supplies-Minor Tools and Equip	488	1,766	1,888
	Supplies-Office	251	350	350
	Supplies-Botanical/Agriculture	0	100	100
	Supplies-Clothing and Uniforms	0	913	913
	Supplies-Personal Computers	0	200	280
	Supplies-Other	99	4,630	4,730
	Maint-Machine/Tools/Implements	377	666	796
	Maint-Radios	0	650	650
	Maint-Water Mains	5,341	9,300	9,300
	Service-Wireless PhoneAircards	456	456	456
	Services-Central Garage	51,587	72,040	81,715
	Landscape/Trees/Shrubs	3,474	2,630	8,200
	Total Expenditures	\$363,701	\$499,477	\$552,036

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
City Lot Mowing Program	Salaries-Operational	70,547	115,461	128,783
	Overtime	1,427	1,000	1,060
	Stability Pay	2,420	2,420	2,420
	FICA	5,370	4,564	7,138
	TMRS Retirement	11,324	10,434	15,397
	Life Insurance Contribution	92	80	80
	Disability Insurance Contrib	70	62	62
	Health Insurance Contributions	19,468	8,673	19,468
	Supplies-Minor Tools and Equip	606	1,189	1,261
	Supplies-Office	58	96	96
	Supplies-Medical/Drug	0	50	50
	Supplies-Botanical/Agriculture	0	100	100
	Supplies-Clothing and Uniforms	0	220	220
	Supplies-Other	36	504	504
	Maint-Machine/Tools/Implements	0	162	362
	Maint-Radios	0	650	650
	Services-Central Garage	18,772	22,787	18,732
	Total Expenditures	\$130,190	\$168,452	\$196,382

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General City Cemetery	Salaries-Operational	113,622	143,057	180,363
	Overtime	3,780	3,000	3,180
	Stability Pay	3,630	3,630	4,840
	Cell Phone Allowance	363	360	360
	FICA	8,504	10,078	7,786
	TMRS Retirement	19,986	24,040	16,793
	Life Insurance Contribution	150	186	186
	Disability Insurance Contrib	113	141	141
	Health Insurance Contributions	51,956	48,097	51,956
	HSA Contributions-Employer	108	0	0
	Supplies-Minor Tools and Equip	510	1,042	1,056
	Supplies-Office	75	75	100
	Supplies-Medical/Drug	0	50	50
	Supplies-Janitorial	0	25	250
	Supplies-Botanical/Agriculture	0	100	100
	Supplies-Clothing and Uniforms	0	162	162
	Supplies-Other	4,977	8,666	8,791
	Maint-Machine/Tools/Implements	1,312	3,316	3,412
	Maint-Radios	0	650	650
	Maint-Other Equipment	0	600	600
	Maint-Water Mains	0	1,112	1,112
	Maint-Walks/Drives/Parking Lot	16,574	22,575	25,075
	Services-Telephone	906	696	827
	Services-Electricity	535	614	780
	Services-Gas	1,298	1,500	1,600
	Services-Wtr/Sewer/Sanitation	17	323	323
	Services-Central Garage	29,100	35,704	44,780
	Services-Binding/Printing	0	162	162
	Postage/Freight	243	108	108
	Construction-Park Improvements	1,241	2,688	3,000
Total Expenditures		\$259,000	\$312,757	\$358,542

Development Services Department/Planning Division

MISSION

Planning tomorrow's future in a development-friendly way. This is accomplished by 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 (commercial and residential)
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 (e.g. 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); 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

FY2023 ACCOMPLISHMENTS

- Worked in collaboration with downtown property owners/tenants and DWFD Inc. to implement a key component of the Downtown Zoning Diagnostic Plan - Zoning Realignment in greater downtown after conducting a series of public forums Spring 2022 and work sessions with Planning & Zoning Commission and City Council.
- Published an online digital mapping tool for public access with various City department spatial data (e.g. land parcels, aerials, zoning, floodplain, 4B eligible area, tax increment finance zones, etc.)
- Collaboration with SAFB and USDA to continue JLUS (Joint Land Use Study) implementation with procedural interpretation changes to Wichita Falls landscaping standards. These changes help reduce potential bird habitat areas thus assisting in alleviating BASH (Bird Air Strike Hazards) issues which impact military/civilian aviation safety and maneuvers.
- Doubled the number of pre-development team meetings (187) held with commercial, industrial and residential prospects which has improved the ease of development within Wichita Falls.
- Processed 1 owner-initiated annexation to accommodate a multi-family development under construction.
- Processed 81 plats to subdivide land for development, ranging from preliminary to final.
- Reviewed 48 site plans for consistency with zoning standards, particularly setbacks, parking, signage and landscaping.
- Issued 120 property addresses either through the platting process or requests for re-address.

Development Services Department/Planning Division

- Processed 44 design review requests for historically designated properties between staff and Landmarks.

CONTACT INFORMATION

Karen Montgomery-Gagné
Principal Planner – Planning Division
940-761-7451
Karen.montgomery@wichitafallstx.gov

Fabian Medellin
Planning Manager – Planning Division
940-761-7451
Fabian.medellin@wichitafallstx.gov

Development Services Department/Planning Division

GOALS & PERFORMANCE MEASURES					
FY2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 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 (Christmas- in-Action; Operation Fresh Start) -Create neighborhood branding -Property maintenance code area -Rental registration program	70% 20%	90% 60%
Downtown Revitalization Plan Implementation	3.0 Redevelop Downtown	3.2 Continue Implementation of the Downtown Master Plan	Zoning Diagnostic Report Implementation: - Zoning Realignment - Parking Assessment/Signage	40% 100% 15%	60% -- 80%
Increase Awareness of Historic Preservation Programs	4.0 Efficiently Deliver City Services 5.0 Actively Engage & Inform the Public	4.4 Practice Effective Governance 5.1 Enhance public outreach and engagement	Actively work with Landmark Com. and partner agencies to improve community awareness of: - Historic District properties and associated Design Standards thus reducing non-compliant alterations - commercial/institutional historic rehab funding assistance programs	20%	60%
Streamline Development Review Process	4.0 Efficiently Deliver City Services 3.0 Redevelop Downtown	4.3 Streamline Municipal Business Processes 3.3 Support Innovative, Flexible Building Practices	Continued implementation of improved coordination in the development review process with: - Phase II: Plats Checklist - Phase III: Plats Checklist v2	100% 50%	-- 100%
Subdivision & Development: Compliance Update	4.0 Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Subdivision Ordinance revisions to Local Government Code and incorporate revised engineering standards for commercial/industrial development.	20%	70%
ARPA Project Coordination	4.0 Efficiently Deliver City Services 5.0 Actively Engage & Inform the Public	4.4 Practice Effective Governance 5.4 Strengthen Supportive Partnerships with Non-for-Profit Community.	Continued coordination with project managers regarding reporting and compliance with federal ARPA (American Rescue Plan Act) funding.	10%	50%

Development Services Department/Planning Division

Zoning Ordinance: Compliance Update	4.0 Efficiently Deliver City Services	4.4 Practice Effective Governance	Revise zoning ordinance regulations, including sign standards, to better align with federal judicial rulings and new state statutes.	40%	100%
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FY 2024 HIGHLIGHTS

- **Personnel Services:** increased by \$32,620, or 5.89% due to COLA and Merit increases and the addition of a Neighborhood Revitalization Coordinator/Planner position.
- **Other Expenditures:** decreased by \$8,781, or 31.75% due to decreased meeting funding
- **Capital Improvements:** increased by \$32,000 for the purchase of a new car for the additional Neighborhood Revitalization Coordinator position.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General City Planning	Salaries - Supervision	214,408	224,725	204,431
	Salaries - Clerical	34,796	35,644	37,790
	Salaries-Operational	101,412	150,568	196,475
	Overtime	251	0	0
	Stability Pay	2,957	2,958	8,032
	Cell Phone Allowance	724	720	720
	FICA	25,923	26,311	27,962
	TMRS Retirement	58,491	59,015	60,308
	Life Insurance Contribution	429	459	459
	Disability Insurance Contrib	322	347	347
	Health Insurance Contributions	50,426	52,655	49,500
	HSA Contributions-Employer	397	504	503
	Supplies-Minor Furniture	950	1,081	0
	Supplies-Office	2,647	3,000	3,000
	Supplies-Clothing and Uniforms	150	0	120
	Supplies-Educational	0	165	150
	Supplies-Periodicals/Supplemts	1,052	896	954
	Supplies-Personal Computers	0	1,100	626
	Supplies-PC Software	0	595	1,672
	Maint-PC Software	0	245	894
	Services-Telephone	1,411	2,751	1,842
	Services-Central Garage	3,461	4,028	3,996
	Services-Other Professional	4,234	0	0
	Services-Lien Filings	(1,040)	2,700	5,000
	Services-Advertising	2,388	3,000	3,000
	Services-Binding/Printing	1,977	750	750
	Travel Expenses	3,467	6,535	6,100
	Education Registration	1,144	3,600	3,250
	Lease Payments	1,381	1,531	2,320
	Memberships	1,043	2,144	2,009
	Boards/Local Meetings	1,916	11,500	3,000
	Postage/Freight	813	2,350	2,200
	Motor Vehicles	0	0	32,000
	Total Expenditures	\$517,530	\$601,877	\$659,409

Building Inspections

MISSION

The Building Inspection Division provides a platform for insuring the safety of the built environment through codes and standards adopted by the city of Wichita Falls. The Permit Technician staff processes applications, reviews submittals, and issues on average 36 permits per day. Commercial plan review services are conducted by 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 70 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

FY2023 ACCOMPLISHMENTS

- Added a third-party backflow company in BSI for tracking compliance with the city's backflow program.
- Held four (4) Development Stakeholders Meetings to discuss development-related topics
- Continued implementation of a third-party inspection company in SAFEBUILT to facilitate inspection for the two new high schools.
- Moved the plan review for commercial projects to a 5 day average with the help of all departments.

CONTACT INFORMATION

Ricky Horton, Building Official

940-761-7460

Ricky.horton@wichitafallstx.gov

Building Inspections

GOALS & POLICIES

FY 2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2023 ESTIMATE	FY 2024 TARGET
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	Continue to enhancement of the permit software and plan review software to streamline the customer and employee experience	80%	100%
Assist in leading and advancing a solutions-oriented and “user friendly” local government access attitude within the Division/Department	14. 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.	85%	90%
Continue to improve the permit, inspection and plan review systems to keep up with customer needs.	4.0 Efficiently Deliver City Services	4.2 Reinforce a Culture of Superior Customer Service	Research new permit software and continue enhancements and upgrades for the inspections and plan review process	75%	85%

FY2024 HIGHLIGHTS

- **Personnel Services:** decreased by \$12,929, or 1.44% due to COLA and Merit increases offset by decreases in TMRS retirement contributions and health insurance contributions.
- **Utilities / Other Services:** decreased by \$8,059, or 5.35% due to decreased Central Garage charges.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Inspection	Salaries - Supervision	146,364	175,342	160,641
	Salaries-Operational	405,280	449,109	463,889
	Overtime	740	0	0
	Stability Pay	7,260	7,260	12,100
	Cell Phone Allowance	2,230	2,520	1,440
	FICA	39,374	46,374	45,152
	TMRS Retirement	88,556	102,958	97,385
	Life Insurance Contribution	702	765	765
	Disability Insurance Contrib	530	581	581
	Health Insurance Contributions	101,254	110,724	101,254
	HSA Contributions-Employer	496	504	0
	Supplies-Minor Tools and Equip	755	300	300
	Supplies-Minor Furniture	5,100	860	860
	Supplies-Office	3,835	2,700	2,700
	Supplies-Medical/Drug	0	100	100
	Supplies-Clothing and Uniforms	863	800	1,000
	Supplies-Educational	1,855	500	500
	Supplies-Code Books	1,515	3,000	3,000
	Supplies-Personal Computers	940	480	480
	Supplies-Other	0	200	200
	Maint-Systems Hardware	218	270	270
	Maint-PC Software	385	415	415
	Services-Telephone	2,477	5,312	3,468
	Service-Wireless PhoneAircards	3,153	4,103	4,104
	Services-Central Garage	27,616	55,251	49,016
	Services-Bank	45	0	0
	Services-Other Professional	88,888	78,500	78,500
	Services-Binding/Printing	2,535	2,381	2,400
	Services-Subcontractors	0	5,000	5,000
	Travel Expenses	2,240	2,700	2,700
	Education Registration	4,820	4,000	4,000
	Lease Payments	1,381	2,000	2,320
	Memberships	304	850	850
	Boards/Local Meetings	676	2,400	2,400

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Inspection	Postage/Freight	1,745	5,375	5,375
	Total Expenditures	\$944,131	\$1,073,633	\$1,053,165

Development Services/Code Enforcement Division

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

FY2023 ACCOMPLISHMENTS

- Between October 1, 2022 and June 30, 2023
 - 5,308 Total Cases
 - 10,201 Total Inspections
 - 826 Citations Issued
- Seventeen (17) properties taken to City Council for demolition orders.
- Thirteen (13) additional properties will be taken to City Council for demolition orders in July 2023.
- Twenty-five (25) hazardous structures demolished. Three commercial properties pending bid award for asbestos abatement and demolition.
- Continued to streamline MyGov workflows to increase case processing efficiency.
- Addition of Code Enforcement Officer specifically dedicated to the Central Wichita Falls Neighborhood Revitalization Area; position funded through positional cost reallocation, with no above-current cost added to the FY 2023 budget.

CONTACT INFORMATION

Ryan Chavis
Code Enforcement Supervisor
940-761-8841
Ryan.Chavis@wichitafallstx.gov

Rita Miller
Neighborhood Services Manager
940-761-8841
Rita.Miller@wichitafallstx.gov

Development Services/Code Enforcement Division

GOALS & PERFORMANCE MEASURES					
FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 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.	95%	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.	70%	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.	90%	100%
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.	75%	80%

FY 2024 HIGHLIGHTS

- **Utilities / Other Services:** increased by \$49,098 due to subcontractor services increasing in cost.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Code Enforcement	Salaries - Supervision	16,130	16,857	70,067
	Salaries - Clerical	29,346	30,666	26,008
	Salaries-Operational	240,861	287,862	252,220
	Stability Pay	5,391	5,391	5,890
	Cell Phone Allowance	1,743	1,800	1,152
	FICA	21,384	23,129	26,644
	TMRS Retirement	48,292	51,761	57,468
	Life Insurance Contribution	384	390	390
	Disability Insurance Contrib	290	298	298
	Health Insurance Contributions	60,465	68,673	50,000
	HSA Contributions-Employer	5	0	498
	Supplies-Minor Tools and Equip	0	1,000	200
	Supplies-Minor Furniture	1,133	200	300
	Supplies-Office	1,759	3,350	3,350
	Supplies-Medical/Drug	30	55	55
	Supplies-Clothing and Uniforms	500	550	550
	Supplies-Personal Computers	460	0	0
	Supplies-System Software	0	0	600
	Supplies-Other	0	120	150
	Maint-Systems Hardware	0	110	150
	Maint-PC Software	300	325	405
	Services-Telephone	0	1,332	1,470
	Service-Wireless PhoneAircards	3,165	3,191	3,648
	Services-Central Garage	27,615	24,827	34,057
	Services-Binding/Printing	507	1,577	850
	Services-Subcontractors	1,185	10,000	50,000
	Travel Expenses	0	1,100	1,500
	Education Registration	974	2,250	1,500
	Lease Payments	777	777	1,195
	Memberships	150	400	400
	Postage/Freight	8,233	8,500	8,500
	Total Expenditures	\$471,078	\$546,492	\$599,515

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
CDBG Code Enforcement	Salaries - Supervision	4,032	4,215	14,325
	Salaries - Clerical	0	0	6,498
	Salaries-Operational	5,648	7,494	15,121
	Terminal Pay	0	183	0
	Stability Pay	0	0	366
	Cell Phone Allowance	1	0	18
	FICA	692	748	2,750
	TMRS Retirement	1,593	1,688	5,930
	Life Insurance Contribution	13	19	19
	Disability Insurance Contrib	10	14	14
	Health Insurance Contributions	1,424	2,040	5,086
	HSA Contributions-Employer	0	0	5
	Supplies-Office	0	350	350
	Supplies-Medical/Drug	0	12	25
	Supplies-Clothing and Uniforms	12	55	55
	Supplies-Other	0	50	50
	Services-Telephone	1,659	2,499	1,062
	Services-Central Garage	11,587	11,587	2,872
	Services-Court Cost/Registrat	1,500	1,000	1,350
	Services-Advertising	346	3,500	3,500
	Services-Binding/Printing	0	150	150
	Travel Expenses	0	800	600
	Education Registration	130	1,900	800
	Postage/Freight	0	1,300	1,250
	Budget Contingency	0	40,397	514
Total Expenditures		\$28,647	\$80,001	\$62,710

GENERAL PROPERTY MANAGEMENT/LAKE LOTS

MISSION

To provide exemplary service in a timely and efficient manner to both external and internal customers/staff while being fiscally responsible and communicative.

SERVICES PROVIDED

- 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: Grazing, hunting, parking, billboards, and Wichita Valley Water Improvement district.
- Assist all departments with real property research such 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.

FY2023 ACCOMPLISHMENTS

- Acquired Laserfiche machines and are actively scanning current and archived documents. Scanned approximately 8,000 documents so far.
- Reduced the Trustee Property Inventory tremendously thus eliminating mowing needs and expenses while placing the property back on the tax rolls.
- Billed and Collected City Leases: Grazing, hunting, parking, land, lake leases, billboards, and Wichita Valley Water Improvement district for a total of \$753,596.00.
- Filed a total of 460 legal documents.
- Lake Arrowhead and Lake Kickapoo: Entered into 9 new leased lots, demolished structures on 2 lease lots, terminated 2 leases and transferred 16 leases.
- Trustee Properties: Nine properties were stuck off to the City as trustee; 8 of the 9 have sold and the sale is pending on the 9th property - all in-house sales and for values greater than the struck off price
- Liens: Filed 254 liens, Released 348 liens, Mailed 363 Mowing Invoices and 18 Demolition Invoices
-

GENERAL PROPERTY MANAGEMENT/LAKE LOTS

CONTACT INFORMATION

Pat Hoffman
 Property Administrator
 940-761-8816
 pat.hoffman@wichitafallstx.gov

GOALS & PERFORMANCE MEASURES

FY2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 TARGET
Transition to paperless real estate/lease transactions	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Reduction in paper transactions compared to FY 2021	N/A	20%
Continue to digitize/organize legal documents for compliance and efficient accessibility and space saving.	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. (Deeds, easements, encroachments, leases, liens, etc.)	5%	20%
Improve relationships with Lake lease holders	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Attend annual leaseholders meetings and continue to collaborate with leaseholders to improve the property and promote pride of ownership. Encourage new development.	50%	70%
Promote the Lindeman Parking Garage	4. Efficiently Deliver City Services	4.3 Streamline Municipal Business Processes	Promote the parking garage leases and encourage Downtown property owners to utilize.	5%	20%

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$24,382, or 5.93% due to COLA and Merit increases.
- **Supplies:** increased by \$3,599, or 42.29% due to increases in personal computer supplies.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General Property Management	Salaries - Supervision	91,114	95,217	100,935
	Salaries - Clerical	17,016	17,788	18,851
	Pool Clerical	0	1,200	0
	Salaries-Operational	98,785	103,255	109,468
	Overtime	116	0	0
	Stability Pay	3,630	3,630	6,050
	Cell Phone Allowance	363	720	360
	FICA	15,862	16,510	17,538
	TMRS Retirement	34,722	35,681	37,827
	Life Insurance Contribution	277	278	278
	Disability Insurance Contrib	209	210	210
	Health Insurance Contributions	23,425	21,831	23,425
	Supplies-Minor Tools and Equip	324	538	538
	Supplies-Minor Office Tools/Eq	1,208	968	968
	Supplies-Minor Furniture	299	0	0
	Supplies-Office	1,734	2,215	2,215
	Supplies-Medical/Drug	0	54	55
	Supplies-Clothing and Uniforms	120	180	180
	Supplies-Educational	0	323	300
	Supplies-Periodicals/Supplemts	74	710	710
	Supplies-Personal Computers	0	0	2,514
	Supplies-System Software	1,322	1,344	1,344
	Supplies-PC Software	0	0	90
	Services-Telephone	734	1,549	1,034
	Service-Wireless PhoneAircards	0	0	957
	Services-Electricity	0	561	561
	Services-Gas	3,433	3,500	3,700
	Services-Central Garage	593	710	995
	Services-Other Professional	7,500	1,209	2,400
	Services-Lien Filings	17,548	26,875	17,500
	Services-Court Cost/Registrat	2,248	5,375	4,000
	Services-Advertising	2,198	1,613	1,613
	Services-Binding/Printing	226	1,613	1,000
	Services-Subcontractors	2,205	5,375	5,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General Property Management	In City Mileage Reimbursement	2,053	2,000	2,000
	Travel Expenses	0	1,935	2,500
	Education Registration	250	2,600	3,000
	Memberships	0	269	300
	Postage/Freight	536	806	0
	Cnstrctn-Tr Signals/St Lts	0	500	0
Total Expenditures		\$330,123	\$359,138	\$370,417

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Lake Lot Administration	Salaries - Clerical	17,017	17,788	18,851
	Salaries-Operational	56,559	59,003	62,551
	Overtime	46	0	0
	Stability Pay	1,210	1,210	3,630
	Cell Phone Allowance	363	360	360
	FICA	5,354	5,504	6,228
	TMRS Retirement	12,373	12,696	13,431
	Life Insurance Contribution	99	98	98
	Disability Insurance Contrib	74	74	74
	Health Insurance Contributions	15,689	18,418	15,689
	Supplies-Minor Tools and Equip	158	161	200
	Supplies-Minor Office Tools/Eq	99	215	200
	Supplies-Minor Furniture	35	0	0
	Supplies-Office	1,386	1,613	1,500
	Supplies-Clothing and Uniforms	80	100	100
	Supplies-Personal Computers	0	0	1,064
	Supplies-PC Software	0	0	45
	Supplies-Other	0	101	100
	Maint-Lake Roads	24,885	37,625	37,625
	Services-Telephone	174	356	245
	Service-Wireless PhoneAircards	0	0	456
	Services-Central Garage	4,591	5,264	5,381
	Services-Other Professional	0	323	350
	Services-Court Cost/Registrat	0	108	200
	Services-Advertising	0	538	500
	Services-Binding/Printing	340	538	600
	Services-Subcontractors	0	17,200	10,000
	Travel Expenses	0	215	215
	Education Registration	90	250	250
	Memberships	75	150	150
	Postage/Freight	1,982	1,075	1,100
	Cnstrctn-Tr Signals/St Lts	0	323	0
	Total Expenditures	\$142,677	\$181,304	\$181,192

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

FY2023 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

Larry Wilkinson
Traffic Engineering Superintendent
940-761-7643
Larry.wilkinson@wichitafallstx.gov

TRAFFIC ENGINEERING DEPARTMENT

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2023 ESTIMATE	FY 2024 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

FY2024 HIGHLIGHTS

- Supplies:** increased \$73,392, or 73.08% over the prior year due to increased investments in traffic signal control infrastructure.
- Maintenance and Repair:** decreased \$18,249, or 9.33% due to decreased maintenance projects on street lights
- Debt Expenditures:** increased \$8,029, or 2.54% over the prior year due to changes in yearly bond repayments according to the schedule provided with the issuance of the bond. More information can be found in the Debt Service Fund section of this document as well as the Annual Comprehensive Financial Report (ACFR) on the City's website.
- Other Expenditures:** increased by \$5,420, or 106.69% due to increases in In-City Mileage reimbursement, travel expenses, and education registration
- Capital Improvements:** decreased by \$37,450, or 4.73% due to decreases on traffic signal infrastructure expenditure.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General Traffic Engineering	Salaries - Supervision	81,370	85,033	90,132
	Salaries-Operational	534,379	626,291	587,720
	Overtime	21,230	17,500	19,080
	Stability Pay	7,673	7,673	14,520
	Cell Phone Allowance	1,655	1,800	1,440
	FICA	49,066	50,490	50,933
	TMRS Retirement	91,955	96,496	109,856
	Life Insurance Contribution	709	748	748
	Disability Insurance Contrib	535	563	563
	Health Insurance Contributions	99,688	98,786	99,688
	Supplies-Motor Vehicle Fuel	286	0	0
	Supplies-Minor Tools and Equip	4,958	5,935	6,315
	Supplies-Minor Furniture	0	0	2,147
	Supplies-Office	460	1,500	2,000
	Supplies-Medical/Drug	0	150	150
	Supplies-Traffic Control	58,901	68,599	138,392
	Supplies-Clothing and Uniforms	4,840	6,490	5,280
	Supplies-Periodicals/Supplemts	3,974	4,500	5,200
	Supplies-Container	99	0	0
	Supplies-PC Software	2,280	2,655	2,680
	Supplies-Other	4,851	10,445	11,502
	Maint-Machine/Tools/Implements	1,366	2,700	3,750
	Maint-Office Furniture/Equip	0	0	300
	Maint-Instruments	4,391	12,925	9,650
	Maint-PC Software	214	350	450
	Maint-Systems Software	9,909	10,000	9,900
	Maint-Heating/Cooling Systems	0	1,000	250
	Maint-Park Lighting	15,850	19,219	19,583
	Maint-Signal Lights	70,207	75,895	47,790
	Maint-Service Connections	64	0	0
	Maint-Street Lights	99,937	43,432	50,039
	Maint-Warning Sirens	24,332	27,945	33,105
	Maint-Central Garage	873	2,100	2,500
	Services-Telephone	5,924	6,897	4,602

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
General Traffic Engineering	Service-Wireless PhoneAircards	3,695	4,463	3,552
	Services-Electricity	37,922	40,159	41,600
	Services-Elect/Street Lights	285,105	295,000	295,000
	Services-Gas	11,069	12,000	14,000
	Services-Central Garage	154,216	195,025	208,671
	Services-Other Professional	0	181	0
	Services-Binding/Printing	0	0	200
	Bond Principal Payments	190,294	226,742	242,228
	Bond Interest Payments	117,796	89,142	81,685
	In City Mileage Reimbursement	2,661	2,800	4,800
	Travel Expenses	932	1,000	3,000
	Education Registration	1,475	800	2,000
	Memberships	50	100	100
	Postage/Freight	552	380	600
	Signs	198,761	150,754	151,684
	Street Lighting	4,620	162,075	214,480
	Traffic Signal Cabinets	25,400	63,200	75,200
	Traffic Signal Control Equip	0	80,600	79,740
	Traffic Signal Infrastructure	33,423	323,225	232,460
	Warning Sirens	19,258	11,160	0
	Total Expenditures	\$2,289,205	\$2,946,924	\$2,981,265

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

FY2023 ACCOMPLISHMENTS

- Designed in-house \$14M in capital improvement projects. Oversaw \$14.1M in consultant design projects.
- Oversaw the construction of \$49.9M in projects
 - Completed the first phase of the Business Park Infrastructure Improvements for the water and sewer extension.
 - Completed the widening of Taft Blvd Project as part of the 2018 Street Bonds
 - Completed the Quail Creek regional detention basin next to the Transfer Station
 - Oversaw the completion of 100,022 linear feet of new and rehabilitated streets, 544 linear feet of drainage improvements, 17,602 linear feet of new and replacement water mains and rehab of 8,964 linear feet of sanitary sewer mains
- Provided oversite of more than 100 permits and plan reviews for franchised utilities, such as, electrical, gas and fiber installations within the City's right-of-way
- Inspected 196 sidewalk, driveway approaches, and curb and gutter repairs, and private utility repairs

CONTACT INFORMATION

T. Blane Boswell, PE, CFM
City Engineer
940-761-7477
blane.boswell@wichitafallstx.gov

ENGINEERING

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2023 ESTIMATE	FY 2024 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	10 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	110 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	50% of Streets Maintained	50% 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 Project complete.	Utilize remaining bond funds on street rehab projects.

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$42,252, or 2.70% due to COLA and Merit increases offset by decreases in health insurance contributions.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Engineering	Salaries - Supervision	229,014	239,333	253,695
	Salaries-Operational	779,043	839,705	857,270
	Overtime	9,730	14,000	14,840
	Certification Pay	37	0	1,950
	Stability Pay	14,397	14,397	22,756
	Cell Phone Allowance	2,459	2,520	2,340
	FICA	73,854	75,962	84,989
	TMRS Retirement	170,797	172,030	183,309
	Life Insurance Contribution	1,343	1,330	1,330
	Disability Insurance Contrib	1,014	1,007	1,007
	Health Insurance Contributions	179,047	199,248	179,047
	HSA Contributions-Employer	2,373	2,642	1,895
	Supplies-Minor Tools and Equip	581	2,305	2,305
	Supplies-Minor Office Tools/Eq	0	150	150
	Supplies-Minor Furniture	5,549	1,700	1,700
	Supplies-Office	8,789	10,050	10,050
	Supplies-Medical/Drug	0	70	70
	Supplies-Janitorial	0	500	500
	Supplies-Lab	1,056	3,375	3,375
	Supplies-Clothing and Uniforms	40	410	410
	Supplies-Educational	800	800	800
	Supplies-Periodicals/Supplemts	107	270	278
	Supplies-Personal Computers	360	1,000	1,000
	Supplies-PC Software	503	0	135
	Maint-Office Furniture/Equip	0	1,000	1,000
	Maint-Radios	0	300	300
	Maint-Instruments	4,776	6,570	6,570
	Maint-PC Software	86	132	0
	Maint-Systems Software	7,262	7,400	7,400
	Maint-Heating/Cooling Systems	0	500	500
	Maint-Buildings	300	1,252	1,252
	Services-Telephone	3,920	8,049	5,596
	Service-Wireless PhoneAircards	1,010	912	1,368
	Services-Electricity	1,885	1,854	1,690

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Engineering	Services-Central Garage	58,361	72,616	77,783
	Services-Other Professional	1,858	17,040	7,960
	Services-Court Cost/Registrat	0	400	400
	Services-Advertising	1,810	2,000	2,000
	Services-Binding/Printing	1,022	2,253	4,106
	Insurance Expense	15	15	15
	In City Mileage Reimbursement	3,312	3,301	3,300
	Travel Expenses	24	3,100	3,100
	Education Registration	1,149	5,200	5,200
	Lease Payments	1,898	0	2,975
	Memberships	1,975	1,965	1,890
	Boards/Local Meetings	18	100	100
	Postage/Freight	629	2,000	2,000
	Instruments/Apparatus	0	1,500	0
	PC Computer Equipment	0	0	2,000
Total Expenditures		\$1,572,201	\$1,722,264	\$1,763,705

STREET MAINTENANCE DIVISION

MISSION

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

SERVICES PROVIDED

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

FY2023 ACCOMPLISHMENTS

- Successfully completed 18 work orders and responded to 301 service calls.
- Repaired 1,172 utility cuts within an average of 27 calendar days of receiving the hole.
- Responded to 653 pothole repair work orders filling 2,947 potholes and 992 street skinpatches.
- Completed sweeping of 4,087 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 reliability.

CONTACT INFORMATION

Jose Caballero
Streets Superintendent
940-761-7970
Jose.caballero@wichitafallstx.gov

STREET MAINTENANCE DIVISION

GOALS & PERFORMANCE MEASURES					
FY2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 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	27 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)	4,000 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	16 Calendar Days	40 Calendar Days

FY2024 HIGHLIGHTS

- Personnel Services:** increased by \$447,161, or 15.73% due to COLA and Merit increases, as well as an increase in health insurance contributions
- Utilities / Other Services:** increased by \$126,806, or 11.32% due to increases in electricity costs, gas costs, and Central Garage services.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Street Maintenance	Salaries - Supervision	48,834	51,034	54,090
	Salaries - Clerical	33,113	34,708	36,798
	Salaries-Operational	1,470,867	1,866,121	2,086,115
	Overtime	207,452	137,700	174,900
	Stability Pay	33,249	32,177	62,924
	Cell Phone Allowance	1,084	1,080	1,080
	FICA	131,148	116,386	127,761
	TMRS Retirement	295,247	261,910	275,563
	Life Insurance Contribution	2,087	2,050	2,050
	Disability Insurance Contrib	1,574	1,552	1,552
	Health Insurance Contributions	461,213	331,659	461,213
	HSA Contributions-Employer	5,723	5,766	5,259
	Supplies-Motor Vehicle	161	0	0
	Supplies-Minor Tools and Equip	5,496	8,500	8,500
	Supplies-Minor Furniture	930	990	990
	Supplies-Office	1,417	1,300	1,300
	Supplies-Photographic	0	100	100
	Supplies-Medical/Drug	0	100	100
	Supplies-Janitorial	641	1,000	1,000
	Supplies-Botanical/Agriculture	5,858	6,000	6,000
	Supplies-Traffic Control	14,530	14,900	14,900
	Supplies-Linen	0	350	350
	Supplies-Periodicals/Supplemts	0	100	100
	Supplies-Ice Chat	8,897	10,000	10,000
	Supplies-Heating Fuel	1,478	2,500	2,500
	Supplies-PC Software	0	0	135
	Supplies-Other	9,286	13,500	13,500
	Maint-Machine/Tools/Implements	0	1,000	1,000
	Maint-Pumps/Motors	0	1,000	1,000
	Maint-Radios	0	550	550
	Maint-PC Software	128	132	0
	Maint-Heating/Cooling Systems	140	500	500
	Maint-Walks/Drives/Parking Lot	1,686	6,000	6,000
	Maint-Storm Sewers	0	7,000	7,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Street Maintenance	Maint-Street Overlay	143,057	156,640	156,640
	Maint-Utility Cuts	(445)	0	0
	Maint-Buildings	4,672	1,400	1,400
	Maint-East Scott Facility	397	0	0
	Maint-Bridges	0	3,500	3,500
	Maint-Dams	0	500	500
	Maint-Canals/Conduits	0	3,200	3,200
	Maint-Fences	1,925	1,000	1,000
	Services-Telephone	1,602	4,090	2,193
	Service-Wireless PhoneAircards	2,855	5,424	2,808
	Services-Electricity	8,211	7,868	10,920
	Services-Gas	9,696	10,000	12,000
	Services-Wtr/Sewer/Sanitation	197	221	221
	Services-Central Garage	853,329	1,027,235	1,154,125
	Services-Other Professional	49,200	50,000	50,000
	Services-Advertising	1,086	0	0
	Services-Binding/Printing	1,012	1,823	1,200
	Services-Subcontractors	12,138	13,447	13,447
	Insurance Expense	0	20	20
	Claims and Settlements	0	6,000	6,000
	Travel Expenses	120	500	500
	Education Registration	75	1,085	1,085
	Lease Payments	778	500	623
	Memberships	260	350	350
	Rent-Equipment	2,250	3,750	3,750
	Postage/Freight	249	100	100
	Other Improvements	2,001,192	4,510,860	4,505,860
Total Expenditures		\$5,836,097	\$8,727,178	\$9,296,271

City Attorney's Office

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 542 projects from July 1, 2022, through June 30, 2023, covering a wide range of topics. It also defended the City against claims and litigation and represented the State in all cases filed in Municipal Court.

SERVICES PROVIDED

- City Attorney R. Kinley Hegglund, 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. Hegglund serves as the Chairman of the Employee Benefit Trust and is the 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 Monica Aguon assists with litigation, claims against the City, and represents the City at all Landmark Commission meetings. (Hired in February 2023)
- Assistant City Attorney Misty King serves as the City's Municipal Court Prosecutor and represents the City at all Accident Review Board meetings. (Hired in November 2022)
- 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

July 1, 2022 – June 30, 2023

- **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. Pratt & Whitney – Performance Agreement and Promissory Note
 2. Falls Metal Fabrication – Performance Agreement Amendment
 3. Chamber of Commerce – Economic Development Services Contract
 4. i.d.e.a.WF – Contract between MSU and WFEDC for Promotion of Economic Development Activities

City Attorney's Office

5. Downtown Wichita Falls Development (DWFD) – Contract for Promotion of Economic Development Activities
6. Sheppard Military Affairs Committee (SMAC) – Contract for Administration of Economic Development Activities
7. Restoring the Past – Performance Agreement regarding 604 7th Street
8. Restoring the Past – Performance Agreement regarding 608 7th Street
9. S + A LTD CO, LLC – Performance Agreement and Promissory Note
10. Chelsea Plaza, LLC – Performance Agreement and Promissory Note
11. DWFD – Performance Agreement regarding Downton Streetscape Improvements

- **Special Projects**

1. Successfully negotiated settlements of numerous property damage claims with multiple contractors installing fiber optic cable for Vexus Fiber for damage to City property in an approximate amount of \$45,000.00.
2. Time Warner Cable aka Spectrum Settlement – A group of cities, including Wichita Falls, reached an agreement with Time Warner Cable Texas, LLC, d/b/a Spectrum and Charter Communications, in their federal lawsuit seeking recovery of damages for past underpayments of cable services franchise fees and to eliminate future underpayments. The final settlement requires Spectrum to calculate and pay various cable fees over the next ten years, which will benefit the City in an amount of approximately \$150,000.00.
3. Established procedures for the City to proceed with litigation in accordance with Texas Local Government Code Chapter 54 to require property owners to conform with the City's health and safety ordinances. In conjunction with the City Prosecutor, Code Enforcement, the Health Department, the Fire Marshal, and the Police Department, Deputy City Attorney coordinated and directed the operation involving the property at 3003 Cumberland and successfully gained compliance from the property owners.
4. Drafted Meet and Confer Agreements for the Police Department, including one agreement to allow for the creation and maintenance of eligibility lists for lateral positions and to waive the age requirements for the lateral position and another agreement to allow for the creation of a non-civil service classification of temporary, part-time Reserve Police Officers; and to allow for the hiring of temporary, part-time Reserve Police Officers to assist in non-patrol sections of the Police Department to perform duties where there are insufficient numbers of regular, full-time Police Officers to fulfill the required duties.
5. Successfully negotiated an Interlocal Agreement between the City and Midwestern State University for improvements to Quail Creek. The negotiations involved the City obtaining easements necessary for continued access to the creek for construction and maintenance and easements essential to store construction materials and equipment to improve Quail Creek.
6. Drafted the contract with Anthony Inman Construction for the improvements to Memorial Auditorium.

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

From July 1, 2022, through June 30, 2023, in addition to already pending claims and litigation, this office has received 17 new claims and four new state cases. The following disputes have been settled so far this past fiscal year:

- ***Wesley Tipton v. the City of Wichita Falls, Texas; No. 175,661-B; In the 78th JDC of Wichita County, Texas. [Suit filed in 2011.]*** Prevailed in this state personal injury suit in regards to an auto accident involving a police officer responding to an emergency call. After remaining on the Court's docket for several years, the Court held a hearing on its Notice to Dismiss for Want of Prosecution. The City

City Attorney's Office

Attorney filed a response advocating for dismissal and attended the hearing on December 19, 2022, in which the Court dismissed the case for want of prosecution.

- ***Randy Doan vs. City of Wichita Falls; No. DC89-2023-0370; In the 89th JDC of Wichita County, Texas.*** **[Suit filed on 2/17/2023]**. Plaintiff Randy Doan sued the City for personal injury and property damages up to \$250,000.00 in connection with an August 2022 automobile accident in which he drove his car over a street light pole that had fallen onto U.S. Highway 281 in the City. Our office obtained the multiple relevant Officer's Crash Reports and interviewed law enforcement and lay witnesses. After investigating the claims, Assistant City Attorney filed a Plea to the Subject Matter Jurisdiction of the Court. Our office received notice of the plaintiff's decision to dismiss the City within a week of that filing.
- ***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 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. On July 11, 2022, the Magistrate Judge returned the case to the District Judge for adjudication of remaining claims against the City and Chief of Police. The City submitted a supplemental Motion for Summary Judgment on February 6, 2023. The United States Magistrate Judge issued findings and conclusions recommending granting the City's motion for summary judgment dismissing the City and the Chief of Police in his official and individual capacities. On April 27, 2023, the District Judge adopted these findings and conclusions and dismissed the claims against the City and the Chief of Police.

- **Two New Assistant City Attorneys joined the Legal Department.**
 - **Misty King, Assistant City Attorney/Municipal Court Prosecutor** - In November 2022, the City Attorney hired Misty King, former Executive Chief Prosecutor for the Wichita County District Attorney's Office, as the new Municipal Court Prosecutor. Ms. King came to the City with 12 plus years of experience prosecuting felony and misdemeanor cases. She spent multiple years of her experience as a chief misdemeanor prosecutor and then as a district court chief felony prosecutor before becoming the Executive Chief Prosecutor.
 - **Monica Aguon, Assistant City Attorney** – In January 2023, the City Attorney hired Monica Aguon, former Assistant Criminal District Attorney for Wichita County, as a new Assistant City Attorney. Ms. Aguon joined the City with six years of criminal law experience prosecuting both felony and misdemeanor cases. In addition to Ms. Aguon's criminal law experience, she has five years of experience in civil defense law, specifically defending against personal injury suits.
- **Municipal Court Prosecutor Annual Report from July 1, 2022 – June 30, 2023**
 1. During her first nine months as the Municipal Court Prosecutor, Ms. King has conducted seven jury trials and 53 bench trials, reducing the turnaround time to one month for bench trials and two months for jury trials, greatly increasing the efficiency of the municipal court process.
 2. Additionally, the Municipal Court Prosecutor worked with the Municipal Court Judge and Court Administrator to establish a pretrial docket, helping defendants navigate the justice system and further

City Attorney's Office

improving the efficiency and effectiveness of the Municipal Court System. Since implementation, 228 cases have been set on the pretrial docket.

3. Finally, Ms. King coordinated and conducted training with Animal Control and Code Enforcement officers to instruct and advise officers on municipal court procedures and in writing probable cause affidavits.

CONTACT INFORMATION

R. Kinley Hegglund, Jr., City Attorney
940-761-7625
kinley.hegglund@wichitafallstx.gov

Paige Lessor, Executive Legal Assistant
940-761-7625
paige.lesser@wichitafallstx.gov

GOALS & PERFORMANCE MEASURES

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

City Attorney's Office

	Prosecutor appointments	Meet the Prosecutor	Monday morning appointment-based meetings to discuss violations and possible settlement options with prosecutor	100%	100%
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FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$88,237, or 9.29% due to COLA and Merit increases as well as staffing changes.
- **Other Expenditures:** increased by \$6,379, or 17.15% due to increases in travel expenses, education registration, and memberships.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Legal Department	Salaries - Supervision	208,208	201,656	223,723
	Salaries - Clerical	91,037	94,395	100,076
	Salaries-Operational	296,798	383,951	437,314
	Overtime	55	1,000	1,060
	Stability Pay	5,115	5,115	9,680
	Deferred Compensation	14,916	14,535	14,535
	FICA	40,669	50,803	57,308
	TMRS Retirement	109,749	112,467	123,603
	Life Insurance Contribution	777	785	785
	Disability Insurance Contrib	587	595	595
	Health Insurance Contributions	64,077	84,180	64,077
	Supplies-Minor Furniture	3,830	0	0
	Supplies-Office	2,035	6,600	6,600
	Supplies-Periodicals/Supplemts	7,125	8,961	10,449
	Supplies-Library Materials	5,505	11,030	11,786
	Supplies-PC Software	0	250	250
	Services-Telephone	1,941	3,913	2,593
	Services-Other Professional	3,739	50,000	50,000
	Services-Court Cost/Registrat	920	4,650	4,650
	Services-Binding/Printing	454	2,650	2,650
	Insurance Expense	15	15	0
	In City Mileage Reimbursement	7,225	7,201	7,200
	Travel Expenses	3,949	14,300	18,100
	Education Registration	4,630	7,700	9,600
	Memberships	3,070	4,600	5,280
	Boards/Local Meetings	265	600	600
	Postage/Freight	2,013	2,800	2,800
Total Expenditures		\$878,702	\$1,074,752	\$1,165,314

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

FY2023 ACCOMPLISHMENTS

- All Public Information Requests (PIR) completed in 10 or < business days
- Worked with the Police Department to streamline intergovernmental transfers and the PIR process
- Ordinances, Resolutions, and minutes saved in Laserfiche in 3 or < days
- Expanded documents available through the public portal for Official City Records
- All City Council minutes, with the exception of bound books, scanned into Laserfiche
- Updated contract filing policy to improve efficiency
- Updated all records retention schedules in Laserfiche
- Deputy City Clerk, Theodore Ham, completed the TMCCP certification program and obtained Texas Registered Municipal Clerk (TRMC) designation, and was named the Texas Municipal Clerks Association Red River Chapter Clerk of the Year.
- Hired and trained part-time Admirative Assistant

City Clerk

CONTACT INFORMATION

Marie Balthrop, TRMC, MMC
City Clerk
(940) 761-7409
marie.balthrop@wichitafallstx.gov

GOALS & POLICIES

FY 2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2023 ESTIMATE	FY 2024 TARGET
Advancement of multi-year records management program	Efficiently Deliver City Services	Streamline municipal business processes.	Based off beginning status	70%	75%
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%	75%
Conduct inventory of all City records in Memorial Auditorium	Efficiently Deliver City Services	Practice Effective Governance	16 Divisions	0%	10%
Conduct 2023 General Election	Efficiently Deliver City Services	Practice Effective Governance	Election completed in accordance with LGC and City Charter.		100%

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$64,546, or 34.29% due to COLA and Merit increases as well as a transfer of 0.5 FTE to the City Clerk to assist in records requests.
- **Other Expenditures:** increased by \$21,301, or 120.22% due to expenditures needed to conduct the election this fiscal year.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
City Clerk Department	Salaries - Supervision	82,068	85,776	95,400
	Salaries - Clerical	10,776	14,054	29,497
	Salaries-Operational	26,336	38,610	46,235
	Overtime	275	250	371
	Stability Pay	413	688	3,246
	Cell Phone Allowance	724	720	720
	FICA	8,807	10,198	13,092
	TMRS Retirement	19,840	20,325	30,442
	Life Insurance Contribution	159	159	159
	Disability Insurance Contrib	120	120	120
	Health Insurance Contributions	14,936	17,345	33,507
	Supplies-Minor Office Tools/Eq	0	1,000	0
	Supplies-Minor Furniture	2,120	0	0
	Supplies-Office	995	1,000	1,000
	Supplies-Educational	129	150	150
	Supplies-Periodicals/Supplemts	52	60	128
	Supplies-PC Software	57	0	255
	Services-Telephone	879	1,505	1,051
	Services-Other Professional	11,105	3,395	3,395
	Services-Court Cost/Registrat	140	100	100
	Services-Advertising	1,565	3,000	3,500
	Services-Binding/Printing	875	200	616
	Insurance Expense	88	88	88
	Travel Expenses	5,792	7,000	5,000
	Education Registration	1,717	2,500	2,000
	Lease Payments	763	764	1,080
	Election Expense	13,137	0	25,000
	Memberships	465	475	860
	Boards/Local Meetings	1,231	3,480	1,580
	Postage/Freight	3,618	3,500	3,500
	Total Expenditures	\$209,183	\$216,462	\$302,092



Water/Sewer Funds

WATER & SEWER FUND

WATER & SEWER (ALL FUNDS)

The Adopted FY 2024 Budget includes a 5% increase in the retail rates. While retail rates were increased in FY 2023, rising water and sewer line replacement supplies along with economy-wide inflation resulted in the need for an additional 5% rate increase in FY 2024. The retail rate increase will provide for additional needed water and sewer line replacement, address the impact of inflation, and will maintain market competitive salaries.

The Adopted Budget sets the City's policy goal at 20% of unrestricted expenditures in unreserved fund balance, less debt service. Of the fund's \$55,985,726 expenditures in the FY 2024 budget, \$12.7 million is reserved for debt payments, bringing the ongoing expenditures budget to \$43.3 million. This means that the total needed to meet the unrestricted fund balance policy is \$8.7 million. The current unrestricted balance at the start of FY 2024 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 (All Funds)			
	Fund Summary		
	Operating	Capital	Total
Revenue			
Service Charges	\$ 44,702,700	\$ 6,105,800	\$ 50,808,500
All Other Revenue	<u>1,177,226</u>	<u>4,000,000</u>	<u>5,177,226</u>
Total Revenues	45,879,926	10,105,800	55,985,726
Expenditures			
Personnel Services	\$ 13,356,207	-	\$ 13,356,207
Supplies	4,758,212	-	4,758,212
Maintenance & Repair	2,903,953	-	2,903,953
Utilities/Other Services	5,821,002	-	5,821,002
Insurance & Contract Supp.	1,059,824	-	1,059,824
Debt Expenditures	12,716,682	-	12,716,682
Other Expenditures	2,918,383	-	2,918,383
Capital Improvements	-	10,488,800	10,488,800
Transfers Out	<u>1,962,663</u>	<u>-</u>	<u>1,962,663</u>
Total Expenditures	\$ 45,496,926	\$ 10,488,800	\$ 55,985,726

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					
	FY 2022	FY 2023 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	% Change
Revenues					
Water Sales	\$32,196,280	\$ 31,522,458	\$33,861,120	7.42%	
Sewer Charges	10,069,795	9,309,634	10,458,580	12.34%	
All Other Revenue	4,906,921	2,333,791	1,177,226	-49.56%	
Total Revenues	\$47,172,996	\$ 43,165,883	\$45,496,926	5.40%	
Expenditures					
Personnel Services	\$11,335,328	\$ 12,552,046	\$13,356,207	6.41%	
Supplies	3,226,016	4,913,498	4,758,212	-3.16%	
Maintenance & Repair	2,032,341	2,419,739	2,903,953	20.01%	
Utilities/Other Services	4,836,907	4,833,394	5,821,002	20.43%	
Insurance & Contract Supp.	889,058	1,012,940	1,059,824	4.63%	
Debt Expenditures	12,775,940	12,717,289	12,716,682	0.00%	
Other Expenditures	2,175,859	2,889,160	2,918,383	1.01%	
Capital Improvements	1,672,117				0.00%
Transfers Out	1,823,429	1,827,817	1,962,663	7.38%	
Total Expenditures	\$40,766,995	\$ 43,165,883	\$45,496,926	5.40%	

WATER & SEWER FUND

The following chart illustrates a comparison of the City of Wichita Falls' current water rates with similar cities in Texas. The information comes from each city's website and was sourced on June 1, 2023. The Adopted Budget includes an increase of the total bill for water and wastewater from \$61.39 to \$64.45 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	Total Bill (Water & Sewer ONLY)
			Use	Base	
McKinney	\$21.75	\$17.65	\$31.75	\$22.75	\$93.90
San Angelo	\$24.22	\$30.69	\$7.50	\$29.72	\$92.13
Mesquite	\$28.68	\$16.52	\$28.08	\$17.87	\$91.15
Waco	\$14.64	\$22.21	\$29.15	\$22.57	\$88.57
Allen	\$16.52	\$16.96	\$14.88	\$33.59	\$81.95
Grand Prairie	\$24.35	\$16.96	\$25.10	\$15.42	\$81.83
Richardson	\$34.55	\$8.00	\$24.60	\$8.00	\$75.15
Tyler	\$16.02	\$15.80	\$14.42	\$19.10	\$65.34
Beaumont	\$21.00	\$15.52	\$18.88	\$9.94	\$65.34
Wichita Falls	\$24.82	\$19.75	\$11.58	\$8.30	\$64.45
Midland	\$18.33	\$21.61	\$2.64	\$21.79	\$64.37
Denton	\$18.15	\$15.84	\$19.00	\$11.00	\$63.99
Abilene	\$17.75	\$17.30	\$12.50	\$15.00	\$62.55
Odessa	\$17.55	\$21.01	\$9.42	\$13.73	\$61.71
League City	\$18.83	\$7.94	\$17.17	\$15.02	\$58.96
Lewisville	\$10.53	\$22.16	\$12.66	\$10.08	\$55.43
Sugar Land	\$5.79	\$15.13	\$16.65	\$16.07	\$53.64
College Station	\$13.75	\$12.40	\$4.26	\$21.29	\$51.70
Killeen	\$10.14	\$13.54	\$7.60	\$19.26	\$50.54
Pasadena	\$10.86	\$12.96	\$10.83	\$12.96	\$47.61
McAllen	\$8.25	\$12.45	\$8.50	\$12.50	\$41.70
Edinburg	\$4.98	\$10.78	\$3.84	\$10.07	\$29.67
AVERAGE	\$17.34	\$16.51	\$15.05	\$16.64	\$65.53

OPERATING FUND REVENUES

Water Sales: This category makes up the majority of the revenue in the Water & Sewer Fund at about 76% of total revenue. The Adopted Budget anticipates a \$2,338,662 or 7.42% increase in Water Sales. This increase is due to the increase in retail rates and an adjustment for estimated usage levels.

Sewer Charges: The Adopted Budget anticipates sewer sales to increase by \$1,145,946 or 12.34%. This increase is due to the 5% increase in retail rates and adjusted for estimated usage levels.

All Other Revenue: All other revenue has decreased by \$1,156,565 or 49.56%. The FY 2023 budget included the use of fund balance in the amount of \$1.4M in order to keep the increase in rates to 5% instead of the proposed level of 9%.

WATER & SEWER FUND

OPERATING FUND EXPENDITURES

For FY 2024, Water & Sewer Operating Fund budgeted expenditures are \$45,496,926 which is an increase of \$2,331,043 or 5.40% increase from the FY 2023 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 and COLA adjustments to help ensure market competitive compensation for City staff, as well as increases to stability pay to help retain our long-term, experienced staff.

Supplies: Supplies have decreased by \$155,286 or 3.16% from the prior year due to estimates of chemical cost which are anticipated to be \$641k or 18.5% less than FY2023 projected levels. The \$641,000 decreased in projected chemical cost is partially offset by increases in pipes and other equipment used for water line and sewer line replacements.

Maintenance & Repair: The Adopted Budget for this category is \$2,903,953 which is 20.01% higher than the previous year budget mostly due to the increased costs associated with repairing and maintaining pumps and motors.

Utilities/Other Services: This category has increased \$987,608 or 20.43% due to the increased cost of electricity.

Insurance & Contract Exp: The Adopted Budget for this category is \$1,059,824 which is 4.63% higher than the previous year budget due to an expected increase in the cost of property and liability insurance provided by Texas Municipal League (TML).

Debt Expenditures: This category accounts for debt service of \$12,716,682 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 FUND

WATER & SEWER CAPITAL FUNDS

The FY 2024 budget allocates \$10,488,800 of revenues for capital funds including \$6,488,800 of FY 2024 service charges and \$4,000,000 in prior year revenue set aside for capital purposes.

Item	Amount
Water Line Replacement	\$ 1,500,000
Sewer Line Replacement	1,500,000
Lake Ringgold - Federal Permitting	5,000,000
Lift Station Rehab	750,000
Micro-filtration/Reverse Osmosis (MFRO)	600,000
Belt Press Refurbishment	330,000
Large Valve Replacement Program	200,000
Water Source of Supply Equipment	134,000
Powdered Activated Carbon	110,000
All Other Equipment	<u>364,800</u>
Total	\$ 10,488,800

WATER & SEWER FUND

PERSONNEL BY JOB TITLE

<u>Utility Collection</u>	FY 2021-22	FY2022-23	FY2023-24	Change PY
CFO/Director of Finance	0.15	0.15	0.15	-
Clerk	0.75	0.75	0.75	-
Customer Account Analyst	1.00	-	-	-
Customer Service Rep	3.00	3.00	3.00	-
Lead Customer Service Rep	2.00	2.00	2.00	-
Lead Water Customer	1.00	1.00	1.00	-
Senior Customer Service Rep	2.00	2.00	2.00	-
Utility Collection Manager	1.00	1.00	1.00	-
Utility Systems Data Administrator	-	1.00	1.00	-
Water Customer Service Rep	3.00	4.00	4.00	-
Water Meter Reader	1.00	-	-	-
Total	14.90	14.90	14.90	-

<u>Utility Admin</u>	FY 2021-22	FY2022-23	FY2023-24	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 2021-22	FY2022-23	FY2023-24	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 2021-22	FY2022-23	FY2023-24	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*	2.00	2.00	3.00	1.00
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	52.00	52.00	53.00	1.00

* Proposed increase to accommodate volume of utility location requests.

<u>Sewer Rehab</u>	FY 2021-22	FY2022-23	FY2023-24	Change PY
USW I	4.00	4.00	4.00	-
USW II	4.00	4.00	4.00	-
Wasterwater Collection/Rehab	1.00	1.00	1.00	-
Total	9.00	9.00	9.00	-

<u>Water Source of Supply</u>	FY 2021-22	FY2022-23	FY2023-24	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 2021-22	FY2022-23	FY2023-24	Change PY
Administrative Clerk	1.00	1.00	1.00	-
Electronics Instrument Tech	2.00	2.00	2.00	-
Lead Plant Operator	5.00	5.00	5.00	-
P/P Maintenance Mech	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	5.00	6.00	6.00	-
USW I	1.00	-	-	-
Utilities System Worker	1.00	2.00	2.00	-
Water Laboratory Sup	1.00	1.00	1.00	-
Water Operator & Maintenance Supv.	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	-

WATER & SEWER FUND

<u>Wastewater Collection</u>	FY 2021-22	FY2022-23	FY2023-24	Change PY
Administrative Clerk	2.00	2.00	2.00	-
Heavy Equipment Operator	2.00	2.00	2.00	-
USW I	1.00	1.00	1.00	-
USW II	3.00	3.00	3.00	-
USW III	1.00	1.00	1.00	-
Utilities System Worker	7.00	7.00	7.00	-
WW Collection Supervisor	1.00	1.00	1.00	-
Total	17.00	17.00	17.00	-

<u>Resource Recovery</u>	FY 2021-22	FY2022-23	FY2023-24	Change PY
Administrative Clerk	1.00	1.00	1.00	-
Elect Intr Tech I	1.00	1.00	1.00	-
Elect Intr Tech II	1.00	1.00	1.00	-
Environmental Coordinator	0.50	0.50	0.50	-
Lead Plant Operator*	10.00	10.00	16.00	6.00
P/P Maintenance Mechanic	6.00	6.00	6.00	-
Plant Operator I	1.00	1.00	1.00	-
Plant Operator II	2.00	2.00	2.00	-
Pollution Control Specialist	1.00	1.00	1.00	-
Resource Rec Superintendent	1.00	1.00	1.00	-
Senior Lab Technician	1.00	1.00	1.00	-
Senior P/P Maintenance Mechanic*	3.00	3.00	4.00	1.00
USW I	3.00	3.00	3.00	-
USW I	2.00	2.00	2.00	-
USW II	2.00	2.00	2.00	-
W/W P/P Maintenance Supervisor I	1.00	1.00	1.00	-
W/W P/P Maintenance Supervisor II	1.00	1.00	1.00	-
Water/Wastewater Lab Tech I	1.00	1.00	1.00	-
Water/Wastewater Lab Tech II	1.00	1.00	1.00	-
Water/Wastewater O&M Supervisor	1.00	1.00	1.00	-
Total	40.50	40.50	47.50	7.00

* Proposed increase to adequately cover plant operations and maintenance needs

Total - Water & Sewer Fund	193.00	193.00	201.00	8.00
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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

FY2023 ACCOMPLISHMENTS

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

CONTACT INFORMATION

Garry Capron
Utility Collection Manager
940-761-8830
garry.capron@wichitafallstx.gov

UTILITY COLLECTIONS

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2023 ESTIMATE	FY 2024 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%

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$25,247, or 2.56% due to COLA and Merit increases offset by decreases in health insurance contributions
- **Other Expenditures:** increased by \$6,307, or 3.83% due to increased travel expenses and education registration.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Utility Collection	Salaries - Supervision	163,977	139,071	147,405
	Salaries - Clerical	236,126	259,634	275,535
	Salaries-Operational	227,719	240,011	232,844
	Overtime	5,320	4,500	6,360
	Certification Pay	1,494	1,500	0
	Stability Pay	14,011	14,548	22,772
	Longevity	3,549	3,564	3,564
	FICA	46,209	46,241	51,760
	TMRS Retirement	106,944	107,956	111,640
	Life Insurance Contribution	851	832	832
	Disability Insurance Contrib	650	641	641
	Health Insurance Contributions	136,511	166,940	136,511
	Supplies-Minor Tools and Equip	5,650	2,791	5,220
	Supplies-Minor Furniture	0	1,500	1,500
	Supplies-Office	5,575	4,750	4,530
	Supplies-Medical/Drug	0	100	100
	Supplies-Clothing and Uniforms	4,124	4,544	5,140
	Maint-Office Furniture/Equip	207	400	400
	Maint-PC Hardware	7,551	0	5,953
	Maint-PC Software	43	43	45
	Services-Telephone	6,410	4,730	3,899
	Service-Wireless PhoneAircards	705	456	816
	Services-Central Garage	48,022	58,777	60,698
	Services-Bank	26,829	26,423	27,650
	Services-Other Professional	59,997	62,508	58,560
	Services-Binding/Printing	46,061	43,184	43,186
	Lease Payments	777	777	1,195
	Postage/Freight	157,158	163,679	163,680
Total Expenditures		\$1,312,470	\$1,360,101	\$1,372,436

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Water Sewer Debt Service	Bond Principal Payments	0	10,005,000	10,455,000
	Bond Interest Payments	1,979,645	2,712,289	2,261,682
	Total Expenditures	\$1,979,645	\$12,717,289	\$12,716,682

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Utilities Administration	Salaries - Supervision	192,868	195,653	241,715
	Salaries - Clerical	34,061	35,028	37,129
	Salaries-Operational	227,414	237,069	251,280
	Overtime	308	500	530
	Certification Pay	1,807	1,800	29,040
	Stability Pay	6,188	6,188	14,708
	Cell Phone Allowance	726	720	1,440
	FICA	32,937	34,403	40,555
	TMRS Retirement	76,590	77,754	87,470
	Life Insurance Contribution	602	598	598
	Disability Insurance Contrib	454	455	455
	Health Insurance Contributions	68,115	79,871	68,115
	HSA Contributions-Employer	505	504	0
	Supplies-Minor Tools and Equip	0	200	200
	Supplies-Office	0	1,500	1,500
	Supplies-Educational	146	750	750
	Supplies-PC Software	0	44	44
	Maint-Office Furniture/Equip	0	250	250
	Maint-Radios	0	250	250
	Maint-PC Hardware	0	1,000	1,000
	Maint-PC Software	86	8,000	8,000
	Maint-Systems Software	6,754	0	0
	Services-Telephone	316	611	880
	Service-Wireless PhoneAircards	532	456	456
	Services-Central Garage	4,458	5,356	5,362
	Services-Other Professional	11,052	46,500	46,500
	Services-Advertising	1,603	4,000	4,000
	Services-Binding/Printing	442	1,400	1,400
	In City Mileage Reimbursement	2,108	2,101	2,100
	Travel Expenses	6,036	9,500	9,500
	Education Registration	2,025	6,800	6,800
	Lease Payments	1,346	1,346	1,346
	Memberships	12,840	15,730	15,730
	Public Relation/Promo	1,762	13,000	13,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Utilities Administration	Postage/Freight	1,761	1,650	1,650
	Total Expenditures	\$695,840	\$790,988	\$893,753

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Utility Equipment Services	Salaries - Supervision	16,278	17,012	18,030
	Salaries-Operational	388,636	464,824	509,507
	Overtime	32,061	30,000	31,800
	Stability Pay	11,303	12,238	22,386
	FICA	32,220	35,134	40,356
	TMRS Retirement	73,762	83,108	87,044
	Life Insurance Contribution	541	624	624
	Disability Insurance Contrib	408	492	492
	Health Insurance Contributions	114,387	123,344	114,387
	Supplies-Motor Vehicle	0	100	100
	Supplies-Minor Tools and Equip	0	400	400
	Supplies-Office	1,253	800	800
	Supplies-Medical/Drug	0	50	50
	Supplies-Botanical/Agriculture	0	1,700	1,700
	Supplies-Traffic Control	2,135	2,250	2,250
	Supplies-Linen	0	200	200
	Supplies-Heating Fuel	337	700	700
	Supplies-PC Software	0	88	88
	Supplies-Other	0	400	400
	Maint-Machine/Tools/Implements	413	200	200
	Maint-Radios	0	450	450
	Maint-PC Software	86	0	0
	Maint-Utility Cuts	217,699	269,500	269,500
	Maint-Buildings	80	0	0
	Maint-East Scott Facility	4,159	6,845	6,845
	Services-Telephone	534	998	528
	Service-Wireless PhoneAircards	988	912	912
	Services-Electricity	2,294	2,335	2,990
	Services-Wtr/Sewer/Sanitation	0	100	100
	Services-Central Garage	195,859	196,859	187,119
	Services-Binding/Printing	71	750	750
	Education Registration	75	260	260
	Memberships	0	30	30
	Rent-Equipment	150	300	300

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Utility Equipment Services	Postage/Freight	241	20	20
	Total Expenditures	\$1,095,968	\$1,253,023	\$1,301,318

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 2023 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

Ty Allgood
Water Distribution Superintendent
940-397-2539
ty.allgood@wichitafallstx.gov

WATER DISTRIBUTION

GOALS & PERFORMANCE MEASURES					
FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 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

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$267,600, or 8.39% due to COLA and Merit increases as well as the addition of an underground utility locator position.
- **Maintenance & Repair:** decreased \$22,255, or 2.52% due to decreased maintenance at the East Scott facility offset by increases in water mains maintenance, PC Software maintenance, and service connection maintenance.
- **Utilities/Other Services:** increased \$53,363, or 9.74% over the prior year due to the increased cost for fleet services and electricity.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Water Distribution	Salaries - Supervision	69,662	103,784	75,294
	Salaries - Clerical	87,155	91,167	96,658
	Salaries-Operational	1,461,851	1,772,585	1,786,321
	Overtime	295,584	225,000	320,120
	Terminal Pay	44	0	0
	Certification Pay	13,660	25,080	12,360
	Stability Pay	29,511	28,823	48,240
	Cell Phone Allowance	296	540	360
	FICA	140,612	133,546	127,092
	TMRS Retirement	322,148	325,952	358,381
	Life Insurance Contribution	2,063	2,498	2,498
	Disability Insurance Contrib	1,558	1,823	1,823
	Health Insurance Contributions	471,015	477,878	460,000
	HSA Contributions-Employer	1,574	1,008	3,018
	Supplies-Minor Tools and Equip	19,694	22,700	22,700
	Supplies-Minor Furniture	0	0	1,000
	Supplies-Office	6,160	8,035	8,035
	Supplies-Photographic	700	1,100	1,100
	Supplies-Medical/Drug	17	250	250
	Supplies-Chemical	3,068	3,700	3,700
	Supplies-Mechanical	11,977	9,500	9,500
	Supplies-Traffic Control	4,118	6,000	6,000
	Supplies-Clothing and Uniforms	21,468	22,100	23,800
	Supplies-Educational	0	350	350
	Supplies-Personal Computers	1,292	1,550	2,094
	Supplies-PC Software	0	1,260	1,305
	Supplies-Other	5,550	11,300	11,300
	Maint-Motor Vehicles	0	150	150
	Maint-Machine/Tools/Implements	2,134	4,630	4,630
	Maint-Office Furniture/Equip	780	1,000	0
	Maint-Radios	942	1,850	2,150
	Maint-Instruments	4,881	3,160	4,325
	Maint-Meters	1,626	10,480	10,480
	Maint-PC Software	1,156	0	18,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Water Distribution	Maint-Water Mains	321,546	300,000	355,000
	Maint-Service Connections	321,633	416,015	455,045
	Maint-East Scott Facility	120,700	145,315	10,565
	Maint-Fire Hydrants	68	1,000	1,000
	Maint-Fences	25,725	1,000	1,000
	Services-Telephone	4,976	10,181	6,409
	Service-Wireless PhoneAircards	15,475	16,101	17,400
	Services-Electricity	8,777	8,441	11,440
	Services-Gas	12,470	13,644	15,000
	Services-Wtr/Sewer/Sanitation	4,366	4,042	4,042
	Services-Central Garage	357,779	441,747	493,228
	Services-Employee Physicals	55,051	50,000	50,000
	Services-Advertising	335	0	0
	Services-Binding/Printing	592	3,723	3,723
	Travel Expenses	819	2,377	2,377
	Education Registration	9,364	15,250	15,250
	Lease Payments	2,166	1,643	1,643
	Memberships	9,734	11,730	16,030
	Rent-Equipment	0	350	350
	Postage/Freight	354	450	450
	Total Expenditures	\$4,254,222	\$4,741,808	\$4,882,986

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.

FY2023 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

Mark Southard
Water Source/Purification Superintendent
940-691-1153
mark.southard@wichitafallstx.gov

WATER SOURCE DIVISION

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2023 ESTIMATE	FY 2024 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 %

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$15,375, or 7.99% due to COLA and Merit increases and increases in stability pay.
- **Utilities / Other Services:** increased by \$107,860, or 36.87% due to increased electricity costs.
- **Other Expenditures:** increased by \$10,124 due to the payment of ad-valorem taxes.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Water Source of Supply	Salaries-Operational	109,622	113,585	131,560
	Overtime	1,972	4,200	4,452
	Certification Pay	2,829	3,300	2,460
	Stability Pay	2,695	1,898	2,696
	Cell Phone Allowance	243	360	360
	FICA	8,135	8,609	10,065
	TMRS Retirement	19,316	22,309	21,707
	Life Insurance Contribution	145	161	161
	Disability Insurance Contrib	109	123	123
	Health Insurance Contributions	36,294	39,958	36,294
	Supplies-Minor Tools and Equip	205	600	600
	Supplies-Mechanical	0	100	1,000
	Supplies-Other	444	500	500
	Maint-Motor Vehicles	126	5,000	5,000
	Maint-Machine/Tools/Implements	784	1,500	1,500
	Maint-Pumps/Motors	12,572	21,600	21,600
	Maint-Radios	0	700	700
	Maint-Instruments	13,617	19,600	15,500
	Maint-Other Buildings	3,642	2,400	2,400
	Maint-Dams	0	20,000	20,000
	Maint-Canals/Conduits	21,930	24,200	24,200
	Maint-Other Structures	5,505	5,500	5,500
	Services-Telephone	286	2,259	2,828
	Services-Electricity	194,391	172,259	280,800
	Services-Central Garage	37,088	43,758	41,008
	Services-Other Professional	0	6,000	6,000
	Services-Lab Proficiency Test	0	2,500	5,000
	Services-Other Miscellaneous	10,441	65,800	64,800
	Education Registration	0	2,600	2,600
	Rent-Equipment	0	2,000	2,000
	Postage/Freight	230	0	0
	Ad-Valorem Taxes	11,204	0	10,124
	Total Expenditures	\$493,825	\$593,379	\$723,538

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 2023 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

Mark Southard
Water Source/Purification Superintendent
940-691-1153
mark.southard@wichitafallstx.gov

WATER PURIFICATION

GOALS & PERFORMANCE MEASURES					
FY 2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2023 ESTIMATE	FY 2024 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

- **Personnel Services:** increased by \$260,116, or 10.14% due to COLA and Merit increases, as well as increases in Stability Pay and Pool Operational salaries.
- **Supplies:** decreased by \$322,440, or 9.65% due to decreased chemical needs.
- **Maintenance and Repair:** increased by \$64,714, or 10.12% due to increased maintenance costs for pumps and motors, and office furniture.
- **Utilities / Other Services:** increased by \$452,201, or 26.12% due to increased electricity costs, Central Garage service charges, and payment for a SCADA system penetration test.
- **Other Expenditures:** decreased \$46,500, or 39.18% from the prior year due to addition of costs for a lease of powdered activated carbon feed system at the Cypress treatment facility in FY 2023 that is not included in this year's budget.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Water Purification	Salaries - Supervision	78,567	82,111	87,045
	Salaries - Clerical	27,280	28,812	30,536
	Salaries-Operational	1,421,735	1,487,781	1,584,478
	Pool Operational	20,377	42,993	107,352
	Overtime	85,352	75,000	79,500
	Certification Pay	34,505	34,860	34,200
	Stability Pay	34,431	33,221	58,630
	Cell Phone Allowance	2,540	2,520	2,340
	FICA	122,177	123,640	124,296
	TMRS Retirement	277,123	274,627	297,265
	Life Insurance Contribution	2,018	1,997	1,997
	Disability Insurance Contrib	1,523	1,520	1,520
	Health Insurance Contributions	359,419	376,054	359,419
	HSA Contributions-Employer	2,029	1,179	1,895
	Supplies-Minor Tools and Equip	252	0	0
	Supplies-Minor Furniture	5,234	0	0
	Supplies-Office	7,571	8,000	8,000
	Supplies-Medical/Drug	0	1,500	1,500
	Supplies-Janitorial	0	1,000	1,000
	Supplies-Chemical	1,710,664	3,042,132	2,724,392
	Supplies-Lab	221,553	264,750	262,250
	Supplies-Fencing	125	1,000	1,000
	Supplies-Linen	9,530	17,500	17,500
	Supplies-Educational	0	400	400
	Supplies-Periodicals/Supplemts	1,238	1,300	1,300
	Supplies-Personal Computers	1,672	0	0
	Supplies-PC Software	1,242	0	0
	Supplies-Other	2,662	2,200	0
	Maint-Motor Vehicles	97	0	0
	Maint-Machine/Tools/Implements	4,372	6,000	6,000
	Maint-Pumps/Motors	74,255	92,000	148,900
	Maint-Office Furniture/Equip	4,248	1,500	9,200
	Maint-Radios	0	1,828	1,828
	Maint-Instruments	205,497	232,498	231,612

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Water Purification	Maint-PC Hardware	0	300	300
	Maint-Heating/Cooling Systems	64,904	55,000	55,000
	Maint-Reservoirs/Tanks	15,415	7,500	7,500
	Maint-Cypress Facility	157,414	161,000	161,000
	Maint-Jasper Facility	76,827	61,000	61,000
	Maint-Other Buildings	29,618	21,100	21,100
	Maint-Canals/Conduits	200	0	0
	Maint-Other Structures	206	0	0
	Services-Telephone	27,499	30,714	22,131
	Services-Electricity	1,030,974	1,031,634	1,430,000
	Services-Gas	44,047	45,000	49,000
	Services-Wtr/Sewer/Sanitation	515,273	303,836	303,836
	Services-Central Garage	74,466	98,507	115,245
	Services-Other Professional	149,313	21,500	62,000
	Services-Lab Proficiency Test	84,419	121,750	121,250
	Services-Advertising	650	0	0
	Services-Binding/Printing	20,582	12,634	12,634
	Services-Other Miscellaneous	58,467	65,525	64,925
	Travel Expenses	3,923	3,575	3,575
	Education Registration	23,344	39,700	39,700
	Lease Payments	789	46,500	0
	Memberships	4,382	0	0
	Boards/Local Meetings	3,008	3,420	3,420
	Rent-Equipment	6,721	7,500	7,500
	Postage/Freight	13,228	18,000	18,000
Total Expenditures		\$7,124,956	\$8,395,618	\$8,744,471

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.
- Teleview/Inspect Sewer Infrastructure
- Clear stop-ups that occur in the Sewer Collections System
- Rehabilitate/Replace Aging Manholes (Inventory of 8,089)

FY2023 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

Gordon Smith
Wastewater Collections/Sewer Rehabilitation Superintendent
940-723-5573
gordon.smith@wichitafallstx.gov

WASTEWATER COLLECTION AND SEWER REHABILITATION

GOALS & PERFORMANCE MEASURES					
FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 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

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$137,117, or 10.14% due to COLA and Merit increases, as well as increases in health insurance contributions.
- **Supplies:** increased by \$22,687, or 26.83% due to increased need for personal protective equipment and other safety equipment, as well as increased chemical and mechanical supplies.
- **Utilities / Other Services:** increased by \$34,558, or 10.15% due to higher Central Garage service charges.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Wastewater Collection	Salaries - Clerical	54,174	57,624	59,728
	Salaries-Operational	303,520	485,550	575,275
	Overtime	36,938	42,000	44,520
	Certification Pay	1,506	1,500	1,500
	Stability Pay	5,529	5,007	9,956
	FICA	28,648	44,970	35,643
	TMRS Retirement	66,088	85,634	76,878
	Life Insurance Contribution	488	478	478
	Disability Insurance Contrib	368	366	366
	Health Insurance Contributions	166,696	161,481	166,696
	HSA Contributions-Employer	1,623	2,358	0
	Supplies-Minor Tools and Equip	3,787	9,540	9,290
	Supplies-Office	2,871	4,450	4,450
	Supplies-Medical/Drug	36	250	250
	Supplies-Chemical	11,549	11,100	16,100
	Supplies-Mechanical	8,748	12,890	15,510
	Supplies-Traffic Control	28	1,525	1,525
	Supplies-Clothing and Uniforms	5,861	7,662	7,662
	Supplies-Linen	0	900	900
	Supplies-Personal Computers	1,630	0	0
	Supplies-Other	15,233	15,630	15,230
	Maint-Motor Vehicles	2,796	8,700	8,700
	Maint-Machine/Tools/Implements	203	500	500
	Maint-Office Furniture/Equip	565	750	750
	Maint-Radios	108	200	200
	Maint-PC Software	514	675	675
	Maint-Sanitary Sewers	87,695	130,000	130,000
	Maint-Buildings	4,675	5,700	1,000
	Services-Telephone	861	1,444	336
	Service-Wireless PhoneAircards	8,432	8,278	8,280
	Services-Central Garage	148,934	178,029	193,444
	Services-Binding/Printing	1,852	6,925	6,925
	Travel Expenses	0	450	450
	Education Registration	4,230	14,576	14,591

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Wastewater Collection	Rent-Equipment	14,215	6,900	6,900
	Postage/Freight	1,146	1,000	1,000
	Total Expenditures	\$991,546	\$1,315,043	\$1,415,708

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Sewer Rehabilitation	Salaries - Supervision	68,060	72,793	94,134
	Salaries-Operational	151,195	253,244	230,844
	Overtime	15,606	9,270	10,070
	Certification Pay	1,504	1,500	0
	Stability Pay	3,630	3,768	550
	Cell Phone Allowance	362	360	0
	FICA	16,973	16,769	7,678
	TMRS Retirement	39,531	39,605	16,560
	Life Insurance Contribution	301	309	309
	Disability Insurance Contrib	228	235	235
	Health Insurance Contributions	107,229	66,603	107,229
	HSA Contributions-Employer	880	1,179	1,179
	Supplies-Minor Tools and Equip	2,430	2,345	5,590
	Supplies-Minor Furniture	293	1,346	500
	Supplies-Office	571	1,500	1,750
	Supplies-Medical/Drug	0	150	250
	Supplies-Mechanical	3,732	6,250	7,800
	Supplies-Traffic Control	0	125	125
	Supplies-Clothing and Uniforms	4,459	4,264	4,997
	Supplies-Linen	0	495	900
	Supplies-Educational	650	1,050	1,050
	Supplies-Personal Computers	3,620	0	0
	Supplies-PC Software	27,000	0	0
	Supplies-Other	1,449	3,080	13,360
	Maint-Motor Vehicles	3,600	9,100	8,700
	Maint-Machine/Tools/Implements	0	600	800
	Maint-Radios	0	200	200
	Maint-Instruments	16,342	12,000	16,000
	Maint-PC Hardware	0	1,500	1,500
	Maint-PC Software	4,843	4,950	4,950
	Maint-Sanitary Sewers	0	0	1,000
	Services-Telephone	744	1,055	935
	Service-Wireless PhoneAircards	4,073	4,559	4,560
	Services-Central Garage	102,912	137,836	157,854

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Sewer Rehabilitation	Services-Binding/Printing	1,121	2,250	2,600
	Travel Expenses	1,253	970	450
	Education Registration	7,845	14,444	14,576
	Memberships	328	550	550
	Rent-Equipment	0	0	6,900
	Postage/Freight	525	1,000	1,000
	Total Expenditures	\$593,289	\$677,254	\$727,685

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 2023 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

Harold Burris
Resource Recovery Superintendent
940-766-2841
Harold.Burris@wichitafallstx.gov

RESOURCE RECOVERY

GOALS & PERFORMANCE MEASURES					
DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 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 Contaminant 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

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$474,063, or 17.13% due to COLA and Merit increases, as well as the addition of 6 Lead Plant Operator positions and 1 Senior Mechanic position.
- **Supplies:** increased by \$137,473, or 9.98% due to increases in chemical costs.
- **Maintenance and Repair:** increased by \$439,800, or 132.03% due to an increase in pump and motor maintenance as well as maintenance of the River Road Facility.
- **Utilities / Other Services:** increased by \$310,175, or 21.92% due to increased electricity costs and Central Garage Service charges

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Resource Recovery	Salaries - Supervision	91,081	138,242	100,935
	Salaries - Clerical	31,581	32,721	34,681
	Salaries-Operational	1,307,100	1,630,708	1,942,190
	Pool Operational	0	0	28,620
	Overtime	143,264	120,000	148,400
	Certification Pay	26,532	26,820	25,740
	Stability Pay	25,026	25,960	42,410
	Cell Phone Allowance	1,437	1,440	1,080
	FICA	116,629	136,576	120,169
	TMRS Retirement	266,040	237,334	259,188
	Life Insurance Contribution	1,871	1,798	1,798
	Disability Insurance Contrib	1,412	1,365	1,365
	Health Insurance Contributions	346,571	413,251	346,571
	HSA Contributions-Employer	1,732	1,512	3,191
	Supplies-Minor Tools and Equip	1,412	1,000	3,000
	Supplies-Minor Furniture	0	1,492	875
	Supplies-Office	2,757	4,700	4,050
	Supplies-Medical/Drug	81	100	100
	Supplies-Janitorial	0	0	500
	Supplies-Chemical	948,554	1,213,534	1,372,524
	Supplies-Lab	68,898	113,500	94,000
	Supplies-Mechanical	4,923	11,000	7,000
	Supplies-Trees/Flowers/Shrubs	0	3,000	0
	Supplies-Traffic Control	41	0	0
	Supplies-Clothing and Uniforms	12,213	15,876	15,876
	Supplies-Linen	0	2,000	2,000
	Supplies-Educational	940	1,000	1,000
	Supplies-Periodicals/Supplemts	0	650	650
	Supplies-PC Software	280	0	0
	Supplies-Other	36,317	9,400	13,150
	Maint-Other Vehicles	160	0	0
	Maint-Machine/Tools/Implements	46	1,000	1,000
	Maint-Pumps/Motors	72,627	115,000	404,500
	Maint-Office Furniture/Equip	0	100	100

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Resource Recovery	Maint-Radios	0	500	500
	Maint-Instruments	24,387	39,000	83,300
	Maint-PC Hardware	254	1,500	1,500
	Maint-Heating/Cooling Systems	741	5,000	7,500
	Maint-Buildings	213	0	0
	Maint-River Road Facility	71,492	150,000	239,000
	Maint-Northside Facility	7,671	16,000	28,000
	Maint-Other Buildings	0	2,500	5,000
	Maint-Fences	3,917	2,500	2,500
	Services-Telephone	36,136	45,362	35,445
	Service-Wireless PhoneAircards	687	720	720
	Services-Electricity	612,985	600,000	871,000
	Services-Gas	144,992	150,000	150,000
	Services-Wtr/Sewer/Sanitation	224,523	244,043	245,000
	Services-Central Garage	197,070	250,329	273,644
	Services-Other Professional	30,372	45,653	74,473
	Services-Advertising	1,492	4,000	0
	Services-Binding/Printing	656	1,569	1,569
	Services-Other Miscellaneous	36,158	73,600	73,600
	Travel Expenses	1,588	2,700	3,500
	Education Registration	13,957	18,254	18,254
	Lease Payments	1,569	1,569	0
	Memberships	1,050	1,668	1,668
	Rent-Equipment	4,358	0	1,000
	Postage/Freight	1,917	4,000	4,000
Total Expenditures		\$4,927,710	\$5,921,546	\$7,097,836

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Water/Sewer Special Items	Terminal Pay	81,696	45,000	0
	FICA	6,091	0	0
	TMRS Retirement	13,417	13,455	0
	TMRS Year-End Pension Adjust.	(1,673,453)	0	0
	Year-End OPEB Adjustment	112,750	0	0
	Life Insurance Contribution	41	0	0
	Disability Insurance Contrib	31	0	0
	Services-Bank	12,482	8,832	8,832
	Services-Audit	2,979	0	0
	Services-Other Professional	152,818	40,000	80,000
	Services-Employee Physicals	0	1,000	1,000
	Services-Advertising	740	0	0
	Worker's Compensation	179,543	157,330	140,000
	Unemployment Compensation	915	0	0
	Insurance Expense	75,081	57,000	124,000
	Claims and Settlements	0	1,000	1,000
	General Liability Claims	(3,282)	64,000	64,000
	Contract-Water Imp District #2	295,732	294,210	290,124
	Contract-US Geo Survey	60,598	87,800	89,100
	Contract-Other Agencies	280,470	351,600	351,600
	Interest Expense	7,686	0	0
	Travel Expenses	517	0	0
	Lease Payments	459,321	1,021,100	1,021,100
	Rent-Office	26,401	26,500	26,500
	Bad Debt Expense	84,614	45,000	45,000
	Administrative Overhead	940,653	927,945	968,181
	Data Processing Services	327,141	430,245	430,245
	Other Improvements	1,672,117	0	0
	Oper Transfer-General	1,823,429	1,827,817	1,962,663
	Oper Transfer FA	592,149	0	0
	Depreciation Expense	8,845,792	0	0
	Capital Asset Contra Expense	(1,672,117)	0	0
	Total Expenditures	\$12,706,352	\$5,399,834	\$5,603,345

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Lake Ringgold	Services-Other Professional	293,097	0	0
	Other Improvements	0	1,000,000	5,000,000
	Total Expenditures	\$293,097	\$1,000,000	\$5,000,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Microfiltration Rev Osmosis	Other Improvements	2,235,000	0	0
	Other Machinery and Equipment	0	600,000	600,000
	Oper Transfer FA	2,235,000	0	0
	Capital Asset Contra Expense	(2,235,000)	0	0
	Total Expenditures	\$2,235,000	\$600,000	\$600,000



Sanitation Fund

SANITATION FUND

SANITATION FUND:

Within the Sanitation fund, there are three divisions: Refuse Collection (listed as Sanitation), Transfer Station, and the Landfill. This budget also has a unit described as Special Items, which is used to set aside funds for a planned expansion of the landfill in approximately 20 years.

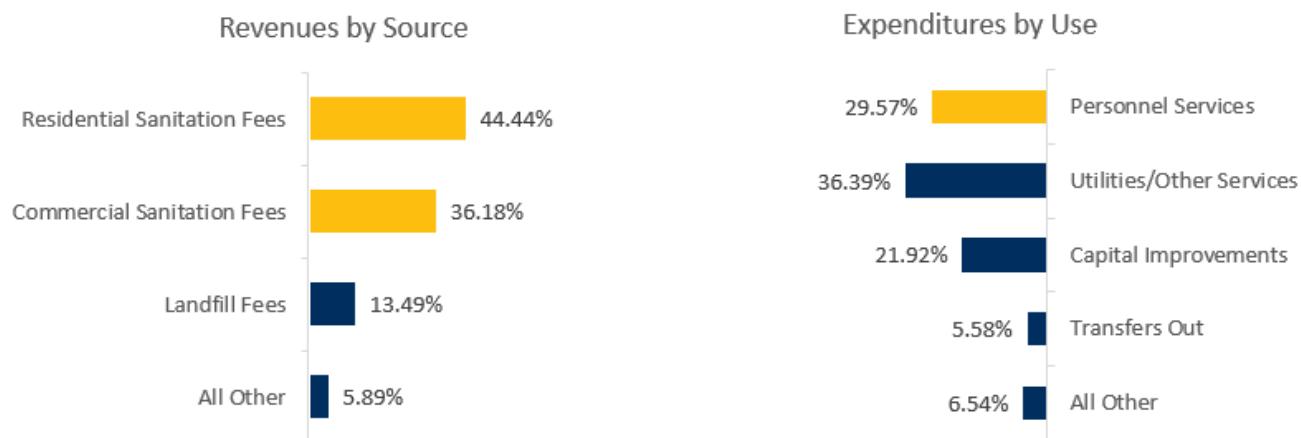
Together these groups perform the collection of residential and commercial solid waste, and provide the “Choose to Reuse” program, which includes an Organic Reuse Program and drop off locations to recycle glass, newspaper, and aluminum. The Division oversees the operation of the City’s Transfer Station 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 2024 budget proposes a fund balance policy of 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 at the end of FY 2023 is \$5.95 million. This includes \$1,350,000 in funds restricted for the purchase of a scraper at the Landfill. We recommend designating any excess fund balance for cell expansion at the Landfill.

Sanitation Fund Fund Summary	
Projected Beginning Balance	\$ 11,700,000
Less: Restricted Balance	5,750,000
Available Balance	\$ 5,950,000
Revenues	
Residential Sanitation Fees	\$ 8,071,584
Commercial Sanitation Fees	6,571,824
Landfill Fees	2,450,000
All Other Revenue	1,068,592
Total Revenues	\$ 18,162,000
Expenditures	
Personnel Services	\$ 5,370,925
Supplies	389,493
Maintenance & Repair	182,840
Utilities/Other Services	6,609,050
Insurance & Contract Supp.	94,522
Other Expenditures	519,661
Capital Improvements	3,981,763
Transfers Out	1,013,746
Total Expenditures	\$ 18,162,000
Ending Balance	\$ 5,950,000

SANITATION FUND

Sanitation	2021-22	2022-23	2023-24	Percent Change
	Actual	Adopted Budget	Adopted Budget	
Revenues				
Sanitation Fees - Residential	\$ 7,499,976	\$ 7,385,000	\$ 8,071,584	9.30%
Sanitation Fees - Commercial	6,184,764	5,945,000	6,571,824	10.54%
Landfill Fees	2,814,447	2,000,000	2,450,000	22.50%
All Other Revenue	1,029,748	2,496,287	1,068,592	-57.19%
Total Revenues	\$ 17,528,935	\$ 17,826,287	\$ 18,162,000	1.88%
Expenditures				
Personnel Services	\$ 4,674,286	\$ 5,038,961	\$ 5,370,925	6.59%
Supplies	378,011	392,994	389,493	-0.89%
Maintenance & Repair	128,713	545,290	182,840	-66.47%
Utilities/Other Services	5,212,548	5,349,867	6,609,050	23.54%
Insurance & Contract Supp.	37,636	74,049	94,522	27.65%
Other Expenditures	517,213	444,931	513,661	15.45%
Non Capital Improvements	5,953	6,000	6,000	0.00%
Capital Improvements	2,527,394	5,005,123	3,981,763	-20.45%
Transfers Out	1,710,001	969,072	1,013,746	4.61%
Total Expenditures	\$ 15,191,755	\$ 17,826,287	\$ 18,162,000	1.88%



SANITATION FUND

REVENUES

The 2024 Adopted Budget includes a 6% rate increase for Residential and Commercial curbside customers and a 13% increase for Alley customers. These increases reflect the increased costs of trucks and equipment used as well as the increased costs of labor and fuel.

Historical Rate Discussion:

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

Landfill Fees: The FY 2024 Adopted Budget for Landfill fees is \$445,000 or 22.50% higher due to the increased volume of waste disposals by customers at the Landfill.

All Other Revenue: The FY 2023 budget included the use of fund balance for the purchase of capital equipment. That use of fund balance in the previous year resulted in a decrease of \$1,427,695, or 57.19% in the FY 2024 Adopted Budget.

EXPENDITURES

Personnel Services: Personnel Services account for 29.57% of all expenditures in the Sanitation Fund. This Adopted Budget increases Personnel Services by \$331,964 or 6.59% primarily due to a 6% overall increase for COLA and Merit/Step for staff to help maintain market competitive compensation.

Supplies: Supplies in the Sanitation Fund total \$389,493, a decrease of .89% from the prior year.

Maintenance & Repair: These costs are \$182,840 which is \$362,450 less than the FY23 budget. The FY 2023 budget included \$405,500 in repair costs associated with the transfer station.

Utilities/Other Services: The cost of utilities is projected to increase in FY 2024 by \$1,259,183 or 23.54% due to the cost to overhaul a compactor at the Landfill (\$650k), a structural evaluation of the transfer station (\$150k) and the increased costs of truck maintenance and repairs.

Capital Improvements: The adopted investment in capital improvements for FY 2024 is \$3,981,763. This includes trucks, street and alley rehab costs, and other equipment.

Item	Amount
Automated Sideload Curbside Trucks (3)	\$ 1,253,871
Street Rehab Costs	800,000
Commercial Frontload Truck	413,584
Tire Shredder (Replacement)	400,000
Alley Sideload Truck	317,368
Alley Rehab	300,000
Transfer Station Trailer (Replacement)	280,000
Gas Collection System Design	80,000
Landfill Slope Monitor Pickup (Replacement)	49,000
Cart Delivery Pickup (Replacement)	45,000
Wind Screens at Landfill	42,940
Total	\$ 3,981,763

SANITATION FUND

Transfers Out: The FY 2024 budget includes a transfer of \$1,013,746 for a franchise fee which represents approximately 6% of revenue and reimburses the General Fund for costs incurred in support of the service including maintenance of streets and alleys.

PERSONNEL BY JOB TITLE

<u>Sanitation</u>	FY2021-22	FY2022-23	FY2023-24	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	11.00	11.00	-
Sanitation Equip Operator II	19.00	20.00	20.00	-
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	-
Transfer Station				
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	-
Landfill				
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	20.00	20.00	-
Total - Sanitation Fund	86.46	87.46	87.46	-

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

FY2023 ACCOMPLISHMENTS

- Collected 32,152 tons of solid waste through curbside pickup.
- Collected 16,140 tons from alley containers.
- Collected 31,126 tons from commercial businesses.
- Delivered 86,914 tons of solid waste to the Landfill from the Transfer Station.
- Deposited 181,059 tons in the Landfill this year.
- Composted 22,783 tons of brush and wastewater sludge in the same period.
- Recycled 430 tons of newsprint, glass and scrap metal.
- Implemented Routeware on-board collection system for curbside trash collection improving efficiency and accuracy for more than 27,000 carts collected twice per week.

CONTACT INFORMATION

Armando Mangual
Sanitation Superintendent
940-761-7977
armando.mangual@wichitafallstx.gov

Sanitation Division

GOALS & PERFORMANCE MEASURES					
FY2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 TARGET
Ensure zero TCEQ findings	3.0 Efficiently Deliver City Services		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		10% Diversion of waste from the Landfill 20% participation of Residents in the Choose to Curb It Programs	13% Diversion Rate 27% Participation	10% Diversion Rate 25% Participation
Optimum use of RouteWare on-board System for Residential Curbside routes	3.0 Efficiently Deliver City Services		90% of curbside carts accounted for on any scheduled collection day	Averaged 96% of curbside carts accounted for since implementation	90% of curbside carts accounted for on any scheduled collection day

FY 2024 HIGHLIGHTS

Sanitation:

- **Personnel Services:** increased by \$250,292, or 8.01% due to COLA and Merit increases, as well as increases to budget overtime and stability pay.
- **Utilities / Other Services:** increased by \$240,262, or 7.21% due to increases in Central Garage Service charges.
- **Capital Improvements:** increased by \$242,700, or 11.62% due to the need to replace a higher number of Sanitation vehicles.

Transfer Station

- **Personnel Services:** increased by \$34,727, or 4.12% due to COLA and Merit increases, offset by a decrease in health insurance contributions.
- **Maintenance and Repair:** decreased by \$360,500 due to extensive maintenance being completed at the transfer station in FY 2023 that does not need to be completed in FY 2024.

Sanitation Division

- **Utilities / Other Services:** increased by \$341,488, or 66.63% due to increased Central Garage service charges, as well as for the payment of a structural assessment for the Transfer Station.
- **Capital Improvements:** increased by \$379,000, or 125.91% to replace the tire shredder.

Landfill

- **Personnel Services:** increased by \$46,945, or 4.38%.
- **Utilities / Other Services:** increased by \$814,409, or 54.10% due to increased Central Garage service charges
- **Capital Improvements:** decreased by \$1,645,060 due to the purchase of a new landfill scale entrance and the purchase of a new compactor undertaken in FY 2023 that will not be undertaken in FY 2024.



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 housing 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		
	Grants	Other Revenue	Expenditures
Community Development			
Community Development Block Grant (CDBG)	\$ 1,438,808	-	\$ 1,438,808
Home Investment Partnership (HOME)	461,557	-	461,557
Housing Choice Voucher Program	4,110,448	190,356	4,300,804
Transportation Planning Grant	389,013	-	389,013
State Routine Airport Maintenance	44,120	-	44,120
Health Department			
Community and Rural Health	156,302	-	156,302
Community Clinical Linkage	142,500	-	142,500
Texas Healthy Communities	85,185		85,185
HIV	147,609	-	147,609
Infectious Disease	87,894	-	87,894
Tuberculosis	42,446	54,711	97,157
Immunization	168,789	150,855	319,644
Women, Infants, and Children (WIC)	1,008,132	-	1,008,132
Emergency Management	140,758	-	140,758
Total Grants/Special Revenue Funds	\$ 8,423,561	\$ 395,922	\$ 8,819,483

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)					
	FY 2022	FY 2023	FY 2024		
	Actual	Adopted Budget	Adopted Budget		% Change
Revenues					
Service Charges	5,516	-	-		0.00%
Intergovernmental Revenue	1,244,016	1,294,544	1,438,808		11.14%
Misc. Revenues	5,786	-	-		0.00%
Total Revenues	\$ 1,255,318	\$ 1,294,544	\$ 1,438,808		11.14%
Expenditures					
Personnel Services	\$ 259,572	\$ 272,851	\$ 325,167		19.17%
Supplies	3,495	4,695	6,165		31.31%
Maintenance & Repair	43	65,043	45		-99.93%
Utilities/Other Services	694,488	847,545	789,446		-6.85%
Other Expenditures	53,852	104,410	80,351		-23.04%
Non Cap Improvements	-	-	237,634		0.00%
Capital Improvements	-	-	-		0.00%
Total Expenditures	\$ 1,011,450	\$ 1,294,544	\$ 1,438,808		11.14%

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)					
	FY 2022	FY 2023	FY 2024		
	Actual	Adopted Budget	Adopted Budget		% Change
Revenues					
Intergovernmental Revenue	434,184	480,491	461,557		-3.94%
Total Revenues	\$ 434,184	\$ 480,491	\$ 461,557		-3.94%
Expenditures					
Personnel Services	15,181	16,190	40,869		152.43%
Utilities/Other Services	85,652	464,301	418,534		-9.86%
Other Expenditures	-	-	2,154		0.00%
Total Expenditures	\$ 100,832	\$ 480,491	\$ 461,557		-3.94%

GRANTS/SPECIAL REVENUE FUNDS

The Housing Choice Voucher Program (formerly Section 8) is the federal government's major program for assisting 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 \$190,356 in interest earned as interest rates are projected to rise substantially.

Housing Choice Voucher Program					
	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	% Change	
Revenues					
Service Charges	6,488	-	-		0.00%
Intergovernmental Revenue	4,347,420	4,147,571	4,110,448		-0.90%
Misc. Revenues	37,510	130,000	190,356		46.43%
Total Revenues	\$ 4,391,418	\$ 4,277,571	\$ 4,300,804		0.54%
Expenditures					
Personnel Services	463,479	523,729	495,478		-5.39%
Supplies	23,917	32,673	45,750		
Maintenance & Repair	86	88	90		
Utilities/Other Services	7,429	15,176	13,070		-13.88%
Other Expenditures	3,794,036	3,705,905	3,746,415		0.00%
Total Expenditures	\$ 4,288,948	\$ 4,277,571	\$ 4,300,804		0.54%

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					
	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	% Change	
Revenues					
Intergovernmental Revenue	326,746	369,863	389,013		5.18%
Misc. Revenues	2,483	-	-		
Total Revenues	\$ 329,229	\$ 369,863	\$ 389,013		5.18%
Expenditures					
Personnel Services	191,344	214,823	221,162		2.95%
Supplies	6,617	11,374	12,993		14.23%
Maintenance & Repair	8,750	7,700	7,700		0.00%
Utilities/Other Services	113,677	119,101	124,542		4.57%
Other Expenditures	6,681	13,365	18,617		39.29%
Capital Improvements	-	3,500	4,000		14.29%
Total Expenditures	\$ 327,069	\$ 369,863	\$ 389,013		5.18%

AIRPORT MAINTENANCE

The **State Routine Airport Maintenance Grant** is a matching grant from the Texas Department of Transportation used for maintenance projects at both Kickapoo and Regional Airports. The total grant amount per year is based on maintenance costs.

State Routine Airport Maintenance					
	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	% Change	
Revenues					
Intergovernmental Revenue	490,353	-	44,120		0.00%
Misc. Revenues	9,445	-	-		0.00%
Total Revenues	\$ 499,798	\$ -	\$ 44,120		0.00%
Expenditures					
Maintenance & Repair	69,946	-	44,120		0.00%
Capital Improvements	453,744	-	-		0.00%
Total Expenditures	\$ 523,690	\$ -	\$ 44,120		0.00%

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.

Revenues and Expenditures by Year	Community & Rural Health Grant			% Change
	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Proposed Budget	
Revenues				
Intergovernmental Revenue	142,397	155,037	156,302	0.82%
Total Revenues	\$ 142,397	\$ 155,037	\$ 156,302	0.82%
Expenditures				
Personnel Services	115,898	138,316	133,779	-3.28%
Supplies	7,343	4,154	8,662	108.52%
Maintenance & Repair	43	43	43	0.00%
Utilities/Other Services	16,167	10,834	9,602	-11.37%
Other Expenditures	2,947	1,690	4,216	149.47%
Total Expenditures	\$ 142,398	\$ 155,037	\$ 156,302	0.82%

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

Revenues and Expenditures by Year	Community Clinical Linkage Grant			% Change
	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	
Revenues				
Intergovernmental Revenue	138,691	147,141	142,500	-3.15%
Total Revenues	\$ 138,691	\$ 147,141	\$ 142,500	-3.15%
Expenditures				
Personnel Services	95,133	104,636	109,689	4.83%
Supplies	15,159	8,143	16,458	102.11%
Maintenance & Repair	86	86	86	0.00%
Utilities/Other Services	25,798	22,854	10,190	-55.41%
Other Expenditures	2,515	11,422	6,077	-46.80%
Total Expenditures	\$ 138,691	\$ 147,141	\$ 142,500	-3.15%

GRANTS/SPECIAL REVENUE FUNDS

The **Texas Healthy Communities Grant** provides funds from the Texas Department of Health and Human Services to assist the Health Department in the promotion of healthy living and the prevention of chronic diseases.

Revenues and Expenditures by Year	Texas Healthy Communities			% Change
	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	
Revenues				
Intergovernmental Revenue	85,775	-	85,185	-
Total Revenues	\$ 85,775	\$ -	\$ 85,185	-
Expenditures				
Personnel Services	43,105	-	69,975	-
Supplies	2,328	-	9,182	-
Utilities/Other Services	38,058	-	4,263	-
Other Expenditures	2,284	-	1,765	-
Total Expenditures	\$ 85,775	\$ -	\$ 85,185	-

The **Human Immunodeficiency Virus (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.

Revenues and Expenditures by Year	HIV Grant			% Change
	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	
Revenues				
Intergovernmental Revenue	104,132	143,509	147,609	2.86%
Total Revenues	\$ 104,132	\$ 143,509	\$ 147,609	2.86%
Expenditures				
Personnel Services	102,304	121,647	121,541	-0.09%
Supplies	3,452	3,802	6,262	64.70%
Maintenance & Repair	-	-	-	0.00%
Utilities/Other Services	6,814	7,328	5,552	-24.24%
Other Expenditures	8,791	10,646	14,254	33.89%
Total Expenditures	\$ 121,361	\$ 143,423	\$ 147,609	2.92%

GRANTS/SPECIAL REVENUE FUNDS

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

Revenues and Expenditures by Year	Infectious Disease			% Change
	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	
Revenues				
Intergovernmental Revenue	83,468	86,256	87,894	1.90%
Total Revenues	\$ 83,468	\$ 86,256	\$ 87,894	1.90%
Expenditures				
Personnel Services	75,313	63,280	82,130	29.79%
Supplies	682	7,073	2,200	-68.90%
Utilities/Other Services	1,237	2,842	2,432	-14.43%
Other Expenditures	228	13,061	1,132	-91.33%
Total Expenditures	\$ 77,460	\$ 86,256	\$ 87,894	1.90%

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.

Revenues	Tuberculosis Program			% Change
	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	
Revenues				
Intergovernmental Revenue	59,161	70,159	42,446	-39.50%
Misc. Revenues	-	-	-	0.00%
Transfer In	58,393	41,321	54,711	32.40%
Total Revenues	\$ 117,554	\$ 111,480	\$ 97,157	-12.85%
Expenditures				
Personnel Services	105,678	105,395	87,887	-16.61%
Supplies	1,079	2,555	2,393	-6.34%
Maintenance & Repair	43	253	43	-83.00%
Utilities/Other Services	964	1,756	2,297	30.81%
Other Expenditures	9,810	1,521	4,537	198.29%
Total Expenditures	\$ 117,574	\$ 111,480	\$ 97,157	-12.85%

GRANTS/SPECIAL REVENUE FUNDS

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

Immunization Grant					
	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	% Change	
Revenues					
Intergovernmental Revenue	208,883	251,845	168,789		-32.98%
Misc. Revenues	22,548	-	15,000		0.00%
Transfer In	58,957	132,926	135,855		2.20%
Total Revenues	\$ 290,388	\$ 384,771	\$ 319,644		-16.93%
Expenditures					
Personnel Services	256,219	364,926	293,528		-19.57%
Supplies	13,923	8,174	10,476		28.16%
Maintenance & Repair	43	43	43		0.00%
Utilities/Other Services	3,129	10,167	7,203		-29.15%
Other Expenditures	2,519	1,461	8,394		474.54%
Total Expenditures	\$ 275,833	\$ 384,771	\$ 319,644		-16.93%

The **Texas Comprehensive Cancer Control Program (TCCP)** provides funding from the Texas Department of State Health Services (DSHS) for education about preventative services for colon cancer, including the importance of screening for colon cancer through the distribution of educational material throughout the City. The funding was part of a three-year project term of July 1, 2019 to June 2022. With the ending of funds from DSHS came the end of the program as well as the staff and associated expenditures.

Comprehensive Cancer Control Program					
	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	% Change	
Revenues					
Intergovernmental Revenue	75,375	-	-		-
Misc. Revenues	-	-	-		-
Transfer In	-	-	-		-
Total Revenues	\$ 75,375	\$ -	\$ -		-
Expenditures					
Personnel Services	46,495	-	-		-
Supplies	598	-	-		-
Maintenance & Repair	43	-	-		-
Utilities/Other Services	25,133	-	-		-
Other Expenditures	3,030	-	-		-
Total Expenditures	\$ 75,299	\$ -	\$ -		-

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				
	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	% Change
Revenues				
Intergovernmental Revenue	1,060,429	919,263	1,008,132	9.67%
Total Revenues	\$ 1,060,429	\$ 919,263	\$ 1,008,132	9.67%
Expenditures				
Personnel Services	764,645	756,622	825,659	9.12%
Supplies	53,843	89,349	46,000	-48.52%
Maintenance & Repair	-	300	1,300	333.33%
Utilities/Other Services	64,916	28,821	60,185	108.82%
Other Expenditures	73,765	44,171	74,988	69.77%
Capital Improvements	103,261	-	-	0.00%
Total Expenditures	\$ 1,060,429	\$ 919,263	\$ 1,008,132	9.67%

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 2024 Adopted Budget. These costs are now covered by a transfer out from the General Fund.

Emergency Management Assistance				
	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	% Change
Revenues				
Intergovernmental Revenue	-	-	-	0.00%
Transfer In	85,149	133,206	140,758	5.67%
Total Revenues	\$ 85,149	\$ 133,206	\$ 140,758	5.67%
Expenditures				
Personnel Services	92,560	97,141	102,572	5.59%
Supplies	6,939	4,500	5,750	27.78%
Maintenance & Repair	12,743	18,000	18,000	0.00%
Utilities/Other Services	4,641	9,065	7,486	-17.42%
Other Expenditures	4,616	4,500	6,950	54.44%
Total Expenditures	\$ 121,499	\$ 133,206	\$ 140,758	5.67%

GRANTS/SPECIAL REVENUE FUNDS

PERSONNEL BY JOB TITLE

CDBG Grant Management	FY2021-22	FY2022-23	FY2023-24	Change PY
Assistant City Manager	0.13	0.13	0.13	-
CDBG/HOME Program Specialist	-	-	1.00	1.00
CDBG/HOME Program Supervisor	-	-	1.00	1.00
Code Enforcement and Housing Admin	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	1.00	-	(1.00)
Total	2.13	2.53	2.53	-

CDBG Code Enforcement	FY2021-22	FY2022-23	FY2023-24	Change PY
Code Enforcement Officer	-	0.08	0.08	-
Code Enforcement Officer I	0.50	-	-	-
Code Enforcement Officer II	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	0.28	0.28	-

CDBG Demolition	FY2021-22	FY2022-23	FY2023-24	Change PY
Code Enforcement Officer I	0.80	0.75	1.55	0.80
Code Enforcement Officer II	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	0.93	1.78	0.85

**Increase in personnel offset by decrease in General Fund Allocation*

CDBG Delivery Costs	FY2021-22	FY2022-23	FY2023-24	Change PY
CDBG/HOME Program Inspector	0.50	0.50	0.50	-
Total	0.50	0.50	0.50	-

GRANTS/SPECIAL REVENUE FUNDS

<u>Housing Choice Voucher</u>	FY2021-22	FY2022-23	FY2023-24	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	-	-	-
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	0.75	0.75	-
Total	7.55	7.85	7.85	-

<u>HOME Administration</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Housing Specialist II	0.50	-	-	-
CDBG/HOME Program Inspector	0.20	0.20	0.20	-
Total	0.70	0.20	0.20	-

<u>Transportation Planning Grant</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Transportation Planner	2.00	2.00	2.00	-
Total	2.00	2.00	2.00	-

<u>Community Rural Health</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Accreditation Specialist	1.00	1.00	1.00	-
Health Educator	0.30	0.30	0.16	(0.14)
PH NURSE - RESOURCE	-	0.20	0.20	-
Public Health Nurse	0.50	-	-	-
Public Health Specialist	0.70	0.70	0.70	-
Total	2.50	2.20	2.06	(0.14)

*Personnel funding reallocation to the General Fund

<u>Community Clinical Linkage Grant</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Health Educator	0.70	0.70	0.84	0.14
Program Coordinator	1.00	1.00	1.00	-
Total	1.70	1.70	1.84	0.14

GRANTS/SPECIAL REVENUE FUNDS

<u>HIV Prevention</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Public Health Technician	-	1.00	1.00	-
Certified Medical Assistant	-	1.00	1.00	-
Total	-	2.00	2.00	-

<u>TX Healthy Communities</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Health Educator	0.30	-	-	-
Program Coordinator	0.30	-	1.00	1.00
Total	0.60	-	1.00	1.00

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

<u>Infectious Disease Grant</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Epidemiologist	1.00	0.70	0.70	-
Total	1.00	0.70	0.70	-

<u>Tuberculosis Grant</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Certified Medical Assistant	0.80	-	0.70	0.70
Health Clinic Aide	0.10	0.10	-	(0.10)
Public Health Nurse	0.80	0.70	0.85	0.15
Lead Public Health Nurse	0.10	0.10	0.13	0.03
Total	1.80	0.90	1.68	0.78

<u>Immunization Grant</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Certified Medical Assistant	-	0.90	0.68	(0.22)
Community Service Aide	0.50	-	-	-
Health Clinic Aide	0.40	-	-	-
Health Educator	-	1.00	1.00	-
Immunization Outreach	2.00	2.00	2.00	-
Lead Public Health Nurse	0.20	1.00	0.84	(0.16)
Licensed Vocational Nurse	0.60	-	-	-
Public Health Nurse	1.00	0.60	0.60	-
Total	4.70	5.50	5.12	(0.38)

**Decrease in allocations offset by increases in General Fund personnel allocations*

GRANTS/SPECIAL REVENUE FUNDS

<u>Cancer Control and Prevention</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Health Educator	0.70	-	-	-
Program Coordinator	0.70	-	-	-
Total	1.40	-	-	-

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

<u>Women, Infants, & Children</u>	FY2021-22	FY2022-23	FY2023-24	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	2.00	2.00	-
WIC Outreach Specialist	0.50	-	-	-
WIC Peer Coordinator	0.50	-	-	-
WIC Program Administrator	1.00	1.00	1.00	-
WIC Specialist	2.00	3.00	3.00	-
WIC Specialist Supervisor	1.00	1.00	1.00	-
Total	11.50	12.00	12.00	-

<u>Emergency Mgmt. Asst. Grant</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Emergency Preparedness Coordinator	1.00	1.00	-	(1.00)
Total	1.00	1.00	-	(1.00)

**For FY 2023/24, the Emergency Preparedness Coordinator is listed under the Fire Department but paid through the Emergency Management Fund*

Total - Special Revenue Funds	40.78	40.29	41.54	1.25
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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

2013 CO Series Airport: This issuance is partially funded through property and sales tax. This issuance funded phase two and phase three of the Regional Airport Terminal Project.

2015 GO Refunding Series A: This refunding was completed in 2015 and refunded 2006 Series A, a Combination Tax and Revenue CO from 2006 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 2006 Series B, a Combination Tax and Revenues CO from 2006 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 voter approved and is funded with property tax. This issuance funded street repairs and maintenance.

2018 GO Refunding Series B: This 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.

DEBT SERVICE FUND

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.

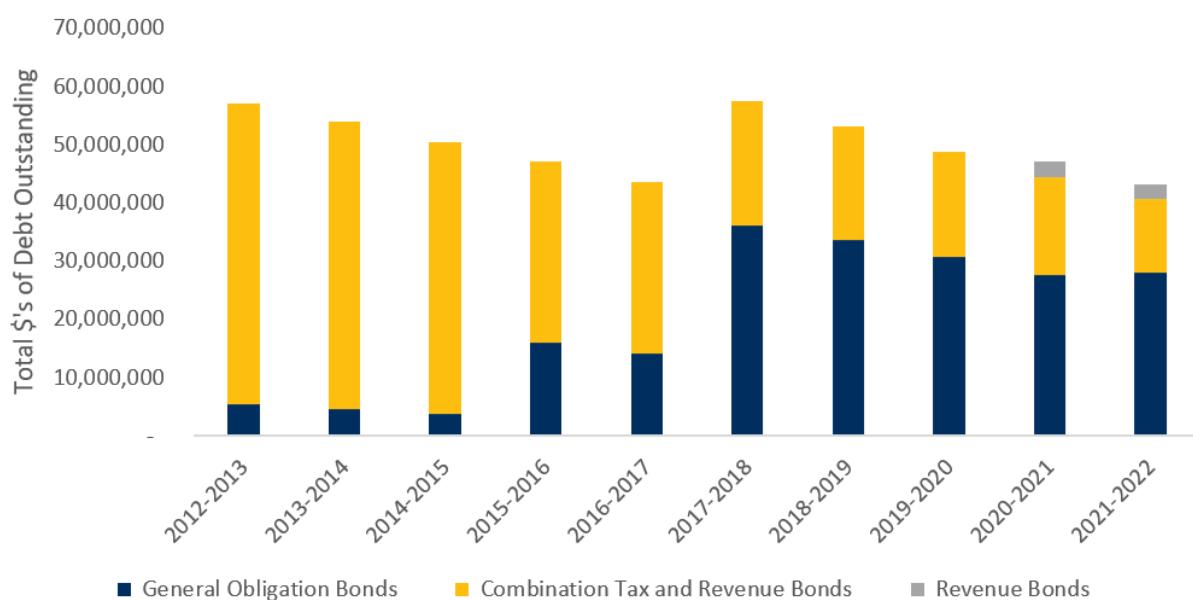
2021 GO Refunding Series: This issuance refunded the 2011 Series CO Bonds that were issued to complete the Rhea/Callfield/Lawrence Road project in July of 2011.

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 9/30/2022](#)

DEBT SERVICE FUND

Debt Service Fund Summary FY 2024		
Projected Beginning Balance	\$	1,486,350
Less Restricted Balance	\$	-
Available Balance	\$	1,486,350
 Revenues		
Taxes	\$	2,150,000
Contributions	\$	1,900,905
Transfer In	\$	1,661,907
Total Revenues	\$	5,712,812
 Expenditures		
Debt Expenditures		
2013 CO Series	\$	1,361,644
2015 GO Refunding Series A	\$	1,165,038
2015 GO Refunding Series B	\$	324,936
2018 GO Series A	\$	1,216,350
2018 Refunding Series B	\$	735,600
2020 GO Series - Venue Tax	\$	156,400
2021 GO Series	\$	200,400
2021 GO Taxable Series	\$	542,444
Paying Agent Fees	\$	10,000
Total Expenditures	\$	5,712,812
Ending Balance	\$	1,486,350

DEBT SERVICE FUND

City of Wichita Falls, Texas					
Debt by Issuance: Current as of 09/30/2022 Financial Audit					
	Range of Interest Rates	Final Maturity Date	Annual Serial Payments	Bonds Authorized	Bonds Outstanding At 9/30/22
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	\$ 4,180,000
General Obligation Refunding Bonds, Series 2015B	0.73% - 3.48%	9/01/26	\$110,000 to \$310,000	2,885,000	1,195,000
General Obligation Bonds, Series 2018A	2.00% - 5.00%	9/01/38	\$550,000 to \$1,155,000	16,345,000	14,010,000
General Obligation Refunding Bonds, Series 2018B	2.00% - 4.00%	10/01/28	\$80,000 to \$725,000	6,170,000	4,500,000
General Obligation Refunding Bonds, Series 2021	4.00%	9/01/31	\$140,000 to \$195,000	1,675,000	1,525,000
General Obligation Refunding Bonds, Taxable Series 2021	0.40% - 2.03%	9/01/33	\$435,000 to \$865,000	7,595,000	<u>7,150,000</u>
Total General Obligation Bonds					<u>32,560,000</u>
Combination Tax and Revenue Bonds:					
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	12,455,000
Combination Tax and Revenue Certificates of Obligation, Series 2013A	2.00% - 4.625%	9/01/33	\$505,000 to \$905,000	13,000,000	2,570,000
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	<u>26,865,000</u>
Total Combination Tax and Revenue Bonds					<u>41,890,000</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	38,660,000
Venue Tax Revenue Bonds, Series 2020	4.00%	9/01/50	\$45,000 to \$150,000	2,680,000	<u>2,585,000</u>
Total Revenue Bonds					<u>41,245,000</u>
Total All Bonds					<u>\$115,695,000</u>

DEBT SERVICE FUND

The chart below outlines the source of funding for debt payments for the Adopted FY 2024 Budget.

CITY OF WICHITA FALLS	
Debt Service Schedule by Payment	
Funding Source	FY 2024
GENERAL OBLIGATION BONDS	
4A Sales Tax Corporation	140,000
4B Sales Tax Corporation	1,760,905
Stormwater	407,763
Airport Operations	671,579
FFA Entitlement	270,065
West Texas Utility	159,100
Property Tax	2,150,000
Hotel Venue Tax	153,400
GENERAL OBLIGATION BONDS	
	\$5,712,812
WATER/SEWER BONDS	
WATER/SEWER BONDS	
	12,716,682
TOTAL	\$18,429,494

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 collected from service charges. 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 Reuse 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 Expenditure 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, 2022

Water and Sewer Revenue Bonds:

Change in net position (Exhibit A-8)	\$ 13,690,420
Add:	
Depreciation and amortization	\$ 8,845,792
Interest expense and paying agent fees	2,493,662
Transfers out	<u>2,633,743</u>
	13,973,197
Subtract:	
West Texas Utilities water revenues	745,461
Gain (loss) on sale/abandonment of capital assets	2,099
Capital contributions from developers	666,819
Transfers in	<u>-</u>
	<u>(1,414,379)</u>
Net earnings for determining debt service coverage	<u>\$ 26,249,238</u>

	Priority Lien Bonds	Subordinate Lien Bonds	
Net earnings for determining debt service coverage			\$ 26,249,238
Principal and interest requirements to maturity	\$ 48,146,250	\$ -	
Number of years remaining to pay bonds	<u>5</u>	N/A	
Average annual principal and interest requirement	9,629,250	N/A	
Minimum bond covenant debt service coverage	<u>1.25</u>	<u>1.10</u>	
Minimum debt service coverage requirement	<u>\$ 12,036,563</u>	<u>\$ -</u>	<u>12,036,563</u>
Excess over debt service coverage requirements			<u>\$ 14,212,676</u>

Source: [City of Wichita Falls, Annual Comprehensive Financial Report for the Year Ended 09/30/2022](#)

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 Portable 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	10,314,250	945,619	1,436,813	12,696,682

DEBT SERVICE FUND

CITY OF WICHITA FALLS Debt Service FY 2022-23										
Issue	Issue Date	Final Maturity Date	Payment Source	Bonds Authorized	Principal Outstanding 10/01/2022	Budgeted Payment 2022- 23	Est. Outstanding 09.30.2023	Rating	Purpose and Use	
GENERAL OBLIGATION BONDS										
2011 GO Series	2011	2021	West Texas, Property Tax	\$ 4,365,000	\$ -	\$ -	\$ -	AA	Paid in full during 2020-2021 FY	
2013 CO Series Airport	2013	2033	4A Sales Tax, 4B Sales Tax, Property Tax, Airport Ops., FAA Entitlement	\$ 19,875,000	\$ 12,036,056	\$ 970,000	\$ 11,066,056	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 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, Stormwater Fund, Property Taxes, and Excess Sales Tax (if applicable)	\$ 9,650,000	\$ 3,972,163	\$ 990,000	\$ 2,982,163	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 police firing range, park improvements, constructing a new fire station and improvements to the City's storm water drainage system. The 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	\$ 1,148,988	\$ 285,000	\$ 863,988	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.	
2018 GO Series A	2018	2038	Property Tax	\$ 16,345,000	\$ 13,413,450	\$ 640,000	\$ 12,773,450	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	\$ 4,311,300	\$ 565,000	\$ 3,746,300	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 Sale Tax Corporation.	
2021 GO Refunding Taxable Series	2021	2033	4B Sales Tax Corporation, Water/Sewer Revenue	\$ 7,595,000	\$ 7,595,000	\$ 435,000	\$ 7,160,000	AA	Refunding 2010 CO, Castaway Cove and 2013A CO: this refunding refunded the 2010 CO used to purchase Castaway Cove Waterpark in January of 2010. This issuance is funded by the 4B Sales Tax Corporation. This refunding also refunded the 2013A CO issued for the City's Potable Reuse Project, and is funded by Water and Sewer Revenue.	
2021 Refunding Series	2021	2031	4B Sales Tax Corporation	\$ 1,675,000	\$ 1,675,000	\$ 140,000	\$ 1,535,000	AA	Refunding 2011 CO Series and the Water and Sewer 2013A CO: This refunding refunded the 2011 CO used for the completion of Rhea/Caillfield/Lawrence Road.	
TOTAL GENERAL OBLIGATION BONDS					68,560,000	44,151,957	4,025,000	40,126,957	<i>Excludes paying agent fees</i>	

WATER/SEWER BONDS

2016 Revenue Refunding Bond Series	2016	2027	Water/Sewer revenue	\$ 74,005,000	\$ 36,359,750	\$ 8,410,000	\$ 27,949,750	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. The bond is funded by, and sourced 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.
2013ACO	2013	2033	Water/Sewer revenue	\$ 13,000,000	\$ 7,802,312	\$ 615,000	\$ 7,187,312	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 timeline and is funded through revenues in the Water/Sewer Fund.
2015 CO	2015	2045	Water/Sewer revenue	\$ 33,545,000	\$ 26,377,816	\$ 980,000	\$ 25,397,816	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 70,539,878 10,005,000 60,534,878 *Excludes paying agent fees and Sun Trust Lease*

VENUE REVENUE BONDS

2020 Series											
2020	2050	Venue Tax Revenue Bond	\$ 2,680,000	\$ 2,479,600	\$ 50,000	\$ 2,429,600	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 Performace Hall in Memorial Auditorium			
				294							
GRAND TOTAL:			191,790,000	117,171,435	14,080,000	103,091,435					

GRAND TOTAL:



Hotel/Motel Funds

HOTEL/MOTEL FUND

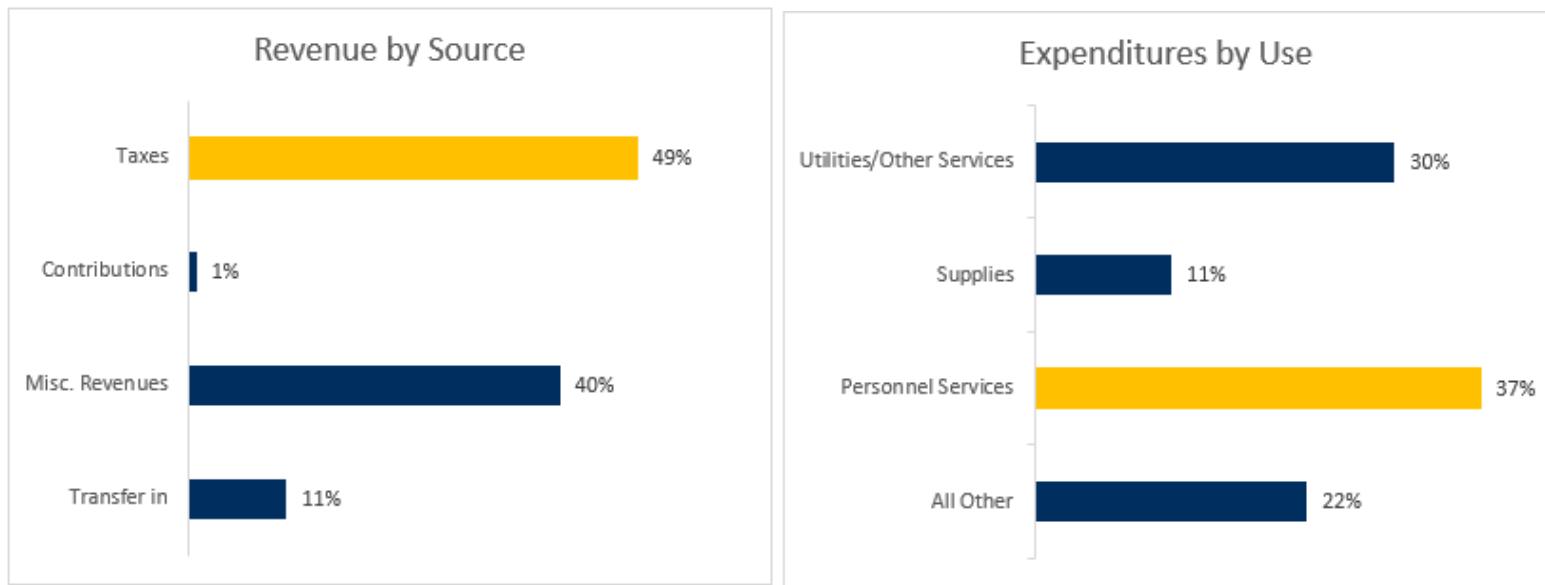
HOTEL/MOTEL FUND:

The Hotel/Motel Fund contains two divisions, the Convention and Visitor's Bureau (CVB) and the Multi-Purpose Events Center (MPEC). The Convention and Visitor's Bureau works to attract tourists and groups to Wichita Falls and market the City as a destination for various types of travel. A change in accounting policy in 2021 caused these divisions to be transferred to the Hotel/Motel Fund.

In October of 2021, the City resumed management of the MPEC facilities after the expiration of a five-year agreement with a third-party management company. During that time, the City has made tremendous improvements to the facilities and will have held over 340 events through the end of this year. The fund's total operating expenditures increased by \$7,215. Operating expenditures are budgeted to remain roughly consistent with the previous fiscal year. Savings from a decrease in supplies and maintenance balanced with the 6% increase in personnel services city-wide. The Adopted Budget decreases the operating transfer from the General Fund from \$3,189,000 to \$500,000, as excess General Fund balance was used in FY 2023 to fund a remodel of the MPEC Exhibit Hall, which will be completed by the end of FY 2023.

Revenues and Expenditures by Year	Hotel/Motel Fund			% Change
	FY 2022	FY 2023	FY 2024	
	Actual	Adopted Budget	Adopted Budget	
Revenues				
Taxes	\$ 2,199,277	\$ 2,200,000	\$ 2,315,000	5.23%
Contributions	35,000	35,000	35,000	0.00%
Misc. Revenues	2,124,898	2,003,785	1,906,000	-4.88%
Total Operating Revenues	\$ 4,359,175	\$ 4,238,785	\$ 4,256,000	0.41%
Transfer In	-	3,189,000	500,000	-84.32%
Other Financing Sources	-	-	-	0.00%
Total Revenues	\$ 4,359,175	\$ 7,427,785	\$ 4,756,000	-35.97%
Expenditures				
Personnel Services	\$ 1,847,299	\$ 1,658,021	\$ 1,743,417	5.15%
Supplies	428,968	826,360	532,233	-35.59%
Maintenance & Repair	198,725	190,250	154,600	-18.74%
Utilities/Other Services	1,264,985	1,453,954	1,407,451	-3.20%
Insurance & Contract Supp.	128,826	131,000	168,000	28.24%
Debt Expenditures	-	261,880	261,880	0.00%
Other Expenditures	437,077	392,320	488,419	24.50%
Capital Improvements	-	2,514,000	-	-100.00%
Transfers Out	-	-	-	0.00%
Total Expenditures	\$ 4,305,880	\$ 7,427,785	\$ 4,756,000	-35.97%

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 \$105,000 or 4.77%. 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 tax rate is 9%, for a combined hotel/motel tax rate of 15%. 7% of the City's tax rate is accounted for in this fund, and is used to support arts campaigns, fund the Convention and Visitor's Bureau (CVB), and funds personnel, supplies, and utilities at the MPEC to put on events at those facilities. The other 2% of the City's Tax Rate is accounted for in the Venue Tax Fund.

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 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.

During the past fiscal year, the City worked closely with GovOS, a short-term rental vendor, to streamline and digitize the collection of Short-Term Rental taxes, as required by City Ordinance. This work has resulted in the collection of over \$30,000 in additional taxes year to date. It is anticipated that this collection will increase in time, as more short-term rentals, hotels, and other required venues come into compliance with the payment of this tax.

Miscellaneous Revenues: This account reflects revenues projected to be generated from the MPEC under City management, and is expected to decrease \$97,785 or 4.88% due to a decrease in expected revenue from events hosted in Memorial Auditorium for FY2024 due to ongoing improvements.

Transfer In: This category decreased by \$2,689,000 due to excess General Fund revenue being recommended for one-time expenditures in the previous fiscal year to update facilities at the MPEC.

HOTEL/MOTEL FUND

EXPENDITURES

Personnel Services: Personnel Services account for 37% of expenditures in the Hotel/Motel Fund. This account increased by \$85,396 or 5.15% 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 a decrease of \$294,127 or 35.59% due to improved estimates of food and beverage purchases for event concessions and adjustments due to improvements in inventory management.

Maintenance & Repair: This account decreased by \$35,650 or 18.74% largely due to a decrease in needed maintenance at the MPEC due to recent renovations

Utilities/Other Services: This account has decreased by \$46,503, or 3.20%. Contracting services are no longer needed. The savings are offset by cost increases for energy and utilities.

Insurance & Contract Supplies: This account increased by \$37,000 or 28.24% due to the expected increase in costs of insuring the MPEC.

Debt Expenditures: This account totals \$261,880 and funds MPEC's portion of the Energy Conservation Equipment Lease payment which ends in August of 2024.

Other Expenditures: This account totals \$488,419 primarily due to increased administrative overhead costs.

Capital Expenditures: Capital Improvements decreased by \$2,514,000, or 100%, due to use of one-time funds allocated in the previous budget year for capital improvements at the MPEC venues.

HOTEL/MOTEL FUND

Below, the Hotel / Motel Fund budget is divided into the respective organizations, the Convention and Visitor's Bureau, and MPEC Operations.

Revenues and Expenditures by Year	Convention and Visitor's Bureau		FY 2023		FY 2024	
	FY 2022		Adopted	Proposed	% Change	
	Actual	Budget	Budget			
Expenditures						
Personnel Services	\$ 267,310	\$ 244,414	\$ 269,535	10.28%		
Supplies	37,445	45,712	41,733	-8.70%		
Maintenance & Repair	404	750	600	-20.00%		
Utilities/Other Services	195,055	285,507	264,516	-7.35%		
Insurance & Contract Supp.	-	1,000	1,000	0.00%		
Other Expenditures	35,719	49,244	38,410	-22.00%		
Total Expenditures	\$ 535,933	\$ 626,627	\$ 615,794	-1.73%		

Revenues and Expenditures by Year	MPEC Operations		FY 2023		FY 2024	
	FY 2022		Adopted	Proposed	% Change	
	Actual	Budget	Budget			
Expenditures						
Personnel Services	\$ 1,579,989	\$ 1,413,607	\$ 1,473,882	4.26%		
Supplies	391,523	780,648	490,500	-37.17%		
Maintenance & Repair	198,321	189,500	154,000	-18.73%		
Utilities/Other Services	1,069,930	1,168,447	1,142,935	-2.18%		
Insurance & Contract Supp.	128,826	130,000	167,000	28.46%		
Debt Expenditures	-	261,880	261,880	0.00%		
Other Expenditures	401,358	343,076	450,009	31.17%		
Capital Improvements	-	2,514,000	-	-100.00%		
Total Expenditures	\$ 3,769,947	\$ 6,801,158	\$ 4,140,206	-39.12%		

HOTEL/MOTEL FUND

PERSONNEL BY JOB TITLE

<u>Convention & Visitor's Bureau</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Communications and Marketing Dir	0.33	0.33	0.35	0.02
Market & Design Rep	0.50	-	-	-
Marketing Coordinator	-	0.50	0.50	-
Marketing/Design Manager	0.50	0.50	0.50	-
Sales and Service Coordinator	0.50	0.50	-	(0.50)
Sales Coordinator		0.50	0.50	-
Senior Sales Coordinator		-	0.50	0.50
Visitor and Office Assistant	-	1.00	1.00	-
Total	1.83	3.33	3.35	0.02

<u>MPEC Management</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Ag Center Manager	1.00	1.00	1.00	-
Box Office Manager	1.00	1.00	1.00	-
Chef	1.00	-	-	-
Communications and Marketing Dir	0.33	0.33	0.35	0.02
Concessions Supervisor	-	1.00	1.00	-
Department Administrative Assistant	1.00	1.00	1.00	-
Event Coordinator	1.00	1.00	1.00	-
Event Manager	1.00	1.00	1.00	-
Event Operations Manager	1.00	1.00	1.00	-
Facility Maintenance Manager	1.00	1.00	1.00	-
Food and Beverage Manager	1.00	1.00	1.00	-
Food and Beverage Supervisor	1.00	1.00	1.00	-
Marketing Coordinator	0.50	0.50	0.50	-
Marketing/Design Manager	-	-	0.50	0.50
MPEC Lead Operations Staff	-	1.00	1.00	-
MPEC Operations Staff	1.00	1.00	3.00	2.00
Sales Coordinator	0.50	0.50	0.50	-
Sales Manager	0.50	0.50	-	(0.50)
Senior Sales Coordinator	-	-	0.50	0.50
Sponsorship Sales Coordinator	1.00	1.00	1.00	-
Total	13.83	14.83	17.35	2.52

**Added an additional Operations Staff for the Agricultural Center*

HOTEL/MOTEL VENUE TAX FUND

OVERVIEW

HOTEL/MOTEL VENUE TAX FUND:

The Hotel Occupancy Tax (HOT) is assessed upon the occupants of rented rooms in hotels, motels, and bed and breakfasts. Both the City of Wichita Falls and the State of Texas collect taxes from the rental of these rooms. The State of Texas assesses a 6% rate, and the City assesses a rate of 9%, for a combined rate of 15%. The City's 9% rate includes a 2% tax increase that was approved by the citizens of Wichita Falls in November 2019.

A hotel's owner, operator, or manager must collect hotel taxes from their guests and remit these taxes to both the City and the State. Tax revenue from the city hotel occupancy tax may be used to promote tourism and the convention and hotel industry. Cities may also use the tax for the encouragement, promotion, and improvement of the arts. The City of Wichita Falls uses 7% of the HOT for the promotion of tourism and operation of the Multi-Purpose Events Center (MPEC) and Memorial Auditorium, while the additional voter-approved 2% is used for capital improvements (large renovation and/or construction projects with a cost in excess of \$25,000) at the MPEC and Memorial Auditorium. The Hotel/Motel Venue Tax fund tracks the 2% designated towards the improvement and maintenance of the City's venues. The other 7% of the city-collected HOT is tracked in the Hotel/Motel Fund.

		Hotel/Motel Venue Tax Fund		FY 2023		FY 2024	
		FY 2022	Adopted	FY 2023	Adopted	FY 2024	
		Actual	Budget	Budget	Budget	% Change	
Revenues							
Taxes		\$ 624,886	\$ 600,000	\$ 600,000	\$ 600,000	0.00%	
Total Revenues		\$ 624,886	\$ 600,000	\$ 600,000	\$ 600,000	0.00%	
Expenditures							
Utilities/Other Services		3,000	-	-	-		
Debt Expenditures		155,400	-	-	-		
Capital Improvements		-	446,600	600,000	600,000	34.35%	
Transfers Out		-	153,400	-	-		
Total Expenditures		\$ 158,400	\$ 600,000	\$ 600,000	\$ 600,000	0.00%	

Multi-Purpose Event Center

MISSION

The Multipurpose Events Center (MPEC) is responsible for operating and maintaining excellent event venues while providing guests with an exceptional experience and first-rate customer service. We will enhance the quality of life for residents by providing diverse entertainment and as a local venue where events, meetings, tradeshows 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.

FY2023 ACCOMPLISHMENTS

- Completed a renovation of the Exhibit Hall
- Facility repairs and updates
- Hosted more events than last year
- Revenues are higher than anticipated budgeted amount

CONTACT INFORMATION

Lindsay Lewis
Director of Communication and Marketing
940-716-5553
lindsay.lewis@wichitafallstx.gov

Multi-Purpose Event Center

GOALS & PERFORMANCE MEASURES					
FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 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%

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$60,275, or 4.26% due to COLA and Merit increases.
- **Supplies:** decreased by \$290,148, or 37.17% due to decreases in minor furniture purchases, decreased purchases of food, beverages, alcohol, and other supplies used for concessions, offset by increases in janitorial supplies, and system software.
- **Maintenance and Repair:** decreased by \$35,500, or 18.73% due to decreased maintenance needed by the MPEC due to recently completed renovations.
- **Insurance / Contract Expense:** increased by \$37,000, or 28.46% due to increased cost of required event insurance.
- **Other Expenditures:** increased by \$96,933, or 28.25% due to an increase in administrative overhead charges as a result of funding for the MPEC Comptroller position transferred out to the General Fund.

Multi-Purpose Event Center

J.S. BRIDWELL AGRICULTURAL CENTER

The J.S. Bridwell Agricultural Center, located on the North banks of the Wichita River, was the first phase of the Multi-Purpose Events Center project completed in 1995. Named in honor of Wichita Falls rancher and businessman Joseph S. Bridwell (1885-1966), the J.S. Bridwell Agricultural Center hosts everything from dog shows and rodeos to fundraiser galas. The venue includes a 50,000 square foot Stall Barn and 120' X 270' indoor Arena with seating for 1,200 people. In 2011, the Wichita Extension Horse Committee built and donated a 70' X 150' covered warm-up arena to the City of Wichita Falls.



Multi-Purpose Event Center

RAY CLYMER EXHIBIT HALL

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

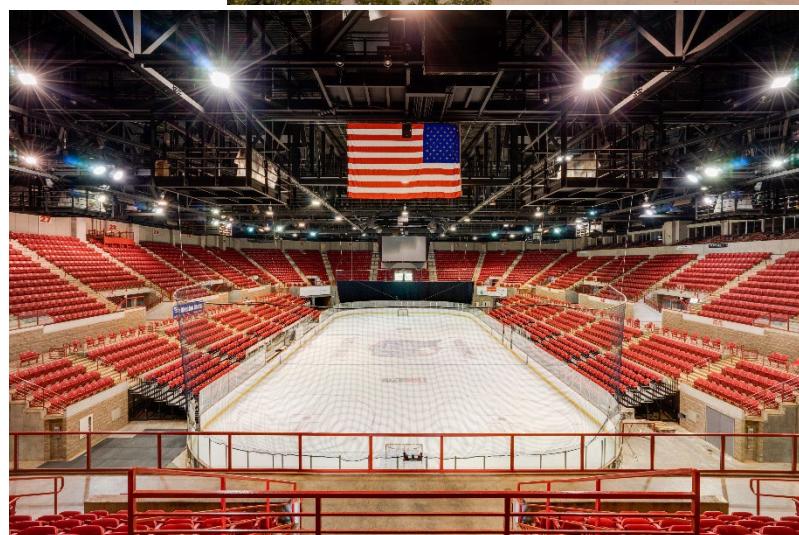
The two main Exhibit Halls offer a great venue for trade shows, conventions or large banquets. In addition, the building features 10 breakout rooms that can host meetings, seminars and receptions, as well as a 216-seat seminar room.



Multi-Purpose Event Center

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.



Multi-Purpose Event Center

MEMORIAL AUDITORIUM

Memorial Auditorium is a beautiful historical proscenium theater constructed in 1927 and is a duplication of the State Fair Music Hall in Dallas. The last area Indian battle took place only ten years before construction on the bluff where Memorial Auditorium now stands. Early entertainers Will Rogers, Elvis Presley, Gene Autry and Bob Hope have graced the stage at Memorial Auditorium. Today, Memorial Auditorium is home to the Wichita Falls Symphony Orchestra, Wichita Falls Ballet Theatre and plays host to comedy shows like Ron White and Jerry Seinfeld, touring Broadway productions, and musicians. Memorial Auditorium seats 2,700 people. The stage area is 59' 8" X 41' 6" and includes 12 air-conditioned dressing rooms and concessions.



CONVENTION AND VISITORS BUREAU

MISSION

The Convention and Visitors Bureau (CVB) is responsible for marketing an image of Wichita Falls that positions us as a destination for conventions, meetings, events, and visitors. The CVB'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

FY2023 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 additional hotel/motel tax revenues

CONTACT INFORMATION

Lindsay Lewis
Director
940-716-5553
lindsay.lewis@wichitafallstx.gov

CONVENTION AND VISITORS BUREAU

GOALS & PERFORMANCE MEASURES					
FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY20224 TARGET
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%

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$25,121, or 10.28% due to COLA and Merit increases and increases in Stability Pay and Retirement contributions.
- **Utilities / Other Services:** decreased by \$20,991, or 7.35% due to a decrease in costs associated with hosting conventions and other committed events.

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		
		2022-23	2023-24	
2021-22	Adopted	Adopted		
		Actual	Budget	% Change
Internal Service Charges		\$ 118,066	\$ 118,183	\$ 120,000
Expenditures				
Personnel Services	\$ 23,243	\$ 24,048	\$ 27,770	15%
Supplies	1,040	3,500	-	-100%
Maintenance & Repair	232	-	-	0%
Utilities/Other Services	747	400	-	-100%
Insurance& Contract Supp.	-	-	-	0%
Other Expenditures	70,086	90,235	92,230	2%
Total Expenditures	\$ 95,348	\$ 118,183	\$ 120,000	2%

PERSONNEL BY JOB TITLE

Duplicating Services	FY 2021-22	FY2022-23	FY2023-24	Change PY
Accounting/Payroll Analyst	0.2	0.2	0.2	0
Administrative Secretary	0.2	0.2	0.2	0
Total	0.4	0.4	0.4	0



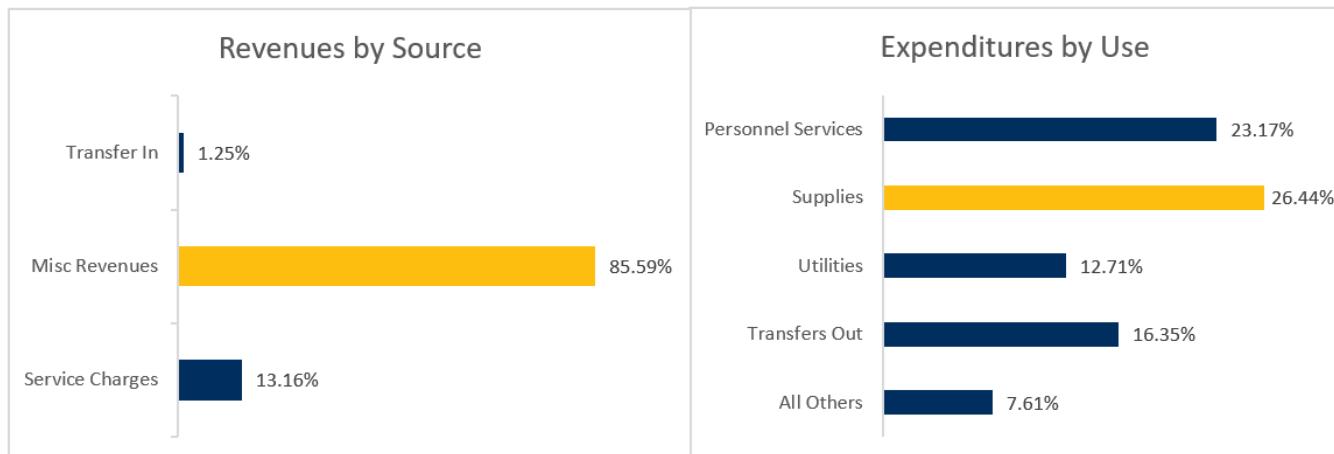
Other Proprietary Funds

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 2024, this fund does not require a subsidy from the General Fund. The City's Regional Airport Fund Adopted FY 2024 Budget is \$1,997,078 which is \$82,524 or 4.31%, higher than the FY 2023 Budget due to increased transfers out to pay the debt service on the 2013 Airport bond.

Regional Airport	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Percent Change
Revenues				
Service Charges	317,969	271,120	262,820	-3.06%
Transfer In	450,093	25,000	25,000	0.00%
Misc. Revenues	1,614,280	1,618,434	1,709,378	5.62%
Total Revenues	\$ 2,382,342	\$ 1,914,554	\$ 1,997,198	4.32%
Expenditures				
Personnel Services	\$ 385,850	\$ 510,747	462,687	-9.41%
Supplies	443,738	524,176	528,005	0.73%
Maintenance & Repair	118,092	127,706	116,197	-9.01%
Utilities/Other Services	201,338	223,836	253,798	13.39%
Insurance & Contract Supp.	114,079	22,130	35,817	61.85%
Other Expenditures	189,345	292,427	274,100	-6.27%
Capital Improvements	108,714	-	-	-
Transfers Out	9,845	213,532	326,594	52.95%
Total Expenditures	\$ 1,571,001	\$ 1,914,554	\$ 1,997,198	4.32%



REGIONAL AIRPORT FUND

REVENUES

This budget is projecting revenues to increase by \$82,644 or 4.32% from the previous year. Revenues are expected to increase largely due to increased fuel and oil sales and airport concessions. While operating revenue increased by 7.16%, overall revenue increases are more modest due to the transfer in in the previous fiscal year not being needed this year and lower projected service charge revenue.

EXPENDITURES

Personnel Services: The Adopted Budget has a decrease of \$48,060 or 9.41% from the FY 2023 Adopted Budget. This decrease is due to the elimination of a position at the airport.

Supplies: Supplies in the Regional Airport Fund include a \$3,829 or a 0.73% increase from the prior year. This increase is reflective of increased fuel costs needed to run the FBO.

Maintenance & Repair: Maintenance & Repair costs have decreased by \$11,509 or 9.01%. This is due to decreased need for repairs and typical maintenance due to previous improvements.

Utilities/Other Services: This account line has increased by \$29,962 or 13.39%. Most of this increase is due to increases in electricity and other utility costs to run the airport.

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. The FY 2024 budget has an increased amount of payment due in order to remain on repayment schedule, causing transfers out to increase by \$113,062, or 52.95%.

Fixed Base Operations (FBO): 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>	FY2021-22	FY2022-23	FY2023-24	Change PY
Administrative Clerk	1.50	1.50	1.40	(0.10)
Airport Lineman Temp	-	-	0.10	0.10
Airport Operations S	1.00	1.00	1.00	-
Airport Administrator	0.60	0.60	0.60	
Total	3.10	3.10	3.10	-

<u>FBO Regional Airport</u>				
Administrative Clerk	2.00	1.00	1.00	-
Administrative Clerk - Temp	-	1.00	1.00	-
Airport Lineman	3.00	4.00	3.00	(1.00)
Lead Airport Lineman	1.00	1.00	1.00	-
Total	6.00	7.00	6.00	(1.00)

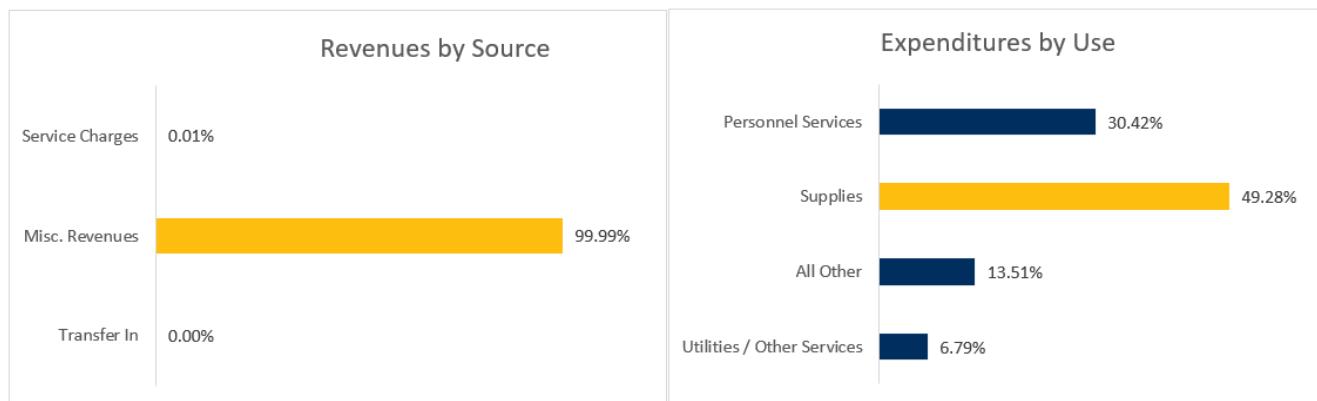
*Additional Airport Lineman no longer needed due to decreased use of FBO services

KICKAPOO AIRPORT FUND

KICKAPOO AIRPORT FUND

The Kickapoo Airport Fund is an Enterprise Fund which is self-supported by user fees. The adopted budget for the Kickapoo Airport totals \$1,178,195. This is an increase of \$22,097 or 1.91% from the previous year.

Kickapoo Airport	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Percent Change
Revenues				
Service Charges	108	120	120	0.00%
Misc. Revenues	1,127,891	1,130,978	1,178,075	4.16%
Transfer In	453,744	25,000	-	-100.00%
Total Revenues	\$ 1,581,743	\$ 1,156,098	\$ 1,178,195	1.91%
Expenditures				
Personnel Services	\$ 274,974	\$ 279,280	\$ 358,464	28.35%
Supplies	734,853	580,806	580,593	-0.04%
Maintenance & Repair	17,603	21,470	21,765	1.37%
Utilities/Other Services	78,355	111,348	80,022	-28.13%
Insurance & Contract Supp.	37,570	11,938	21,000	75.91%
Other Expenditures	53,134	151,256	66,351	-56.13%
Transfers Out	23,878	-	50,000	0.00%
Total Expenditures	\$ 1,220,366	\$ 1,156,098	\$ 1,178,195	1.91%



KICKAPOO AIRPORT FUND

REVENUES

This budget is projecting revenues to be \$22,097 or 1.91% higher than the previous year's adopted budget. The slight increase in revenue is attributed mostly to a projected increase in Fuel and Oil sales and a decrease in operating grants.

Miscellaneous Revenues: Operating revenue generated from various activities such as Fuel Sales, Hangar Rentals, and Ground Lease Rent are anticipated to increase by \$47,097 or 4.16% compared to the previous fiscal year.

EXPENDITURES

Personnel Services: Personnel Services account for 30% of all expenditures in the Kickapoo Airport Fund. The Adopted Budget has a \$79,184 or 28.35% increase from the FY 2023 Adopted Budget due to salary increases and the addition of a part time clerk position.

Supplies: Supplies in the Kickapoo Airport Fund total \$580,593 which is a decrease of \$213 or 0.04% from the prior year. The cost of supplies will remain mostly unchanged from the previous fiscal year.

Utilities/Other Services: This category has decreased by \$31,326 or -28.13%. This decrease is mostly due to decreases in telephone and bank services.

Insurance/Contracts: This category increased by \$9,062 or 75.91% due to the expected increase in insurance coverage cost.

Other Expenditures: This category decreased \$84,905 or 56.13% due to a decrease in matching contributions for bond repayment with grants. The City's policy Debt Service may be found in the Debt Service section of this document, and the City's current grants may be found in the Special Revenue section of this document.

Transfers Out: Transfers Out total \$50,000, which is due to the City's required matching portion of the Airport Grant also funded by the Federal Aviation Administration (FAA) to fund phase 2 of the Airport Project. More information about the City's Debt Payments can be found in the Debt Service section of this document.

PERSONNEL BY JOB TITLE

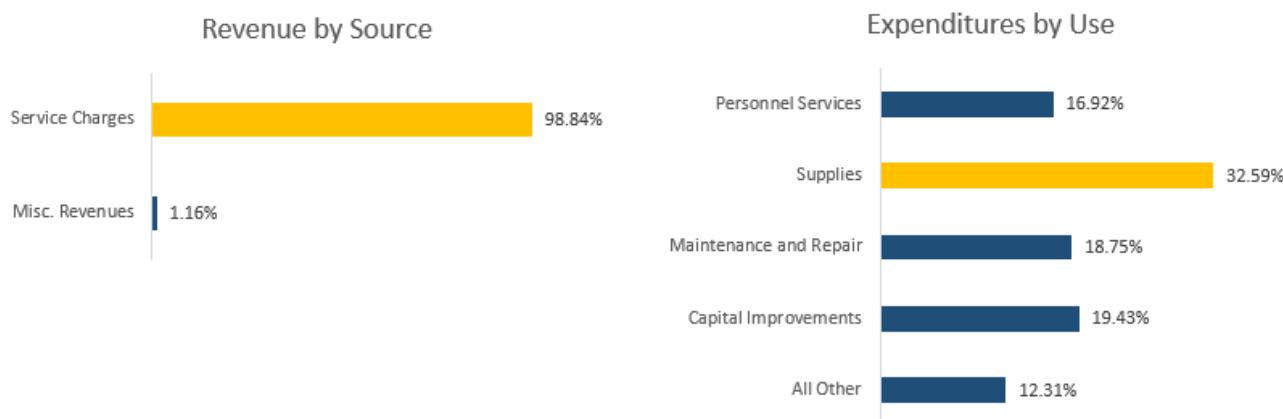
<u>Kickapoo Airport</u>	<u>FY2021-22</u>	<u>FY2022-23</u>	<u>FY2023-24</u>	
Administrative Clerk - Temp	-	-	0.50	0.50
Airport Lineman	2.00	2.00	2.00	-
Airport Operations Supervisor	1.00	1.00	1.00	-
Airports Administrator	0.40	0.40	0.40	-
Lead Airport Lineman	1.00	1.00	1.00	-
Total	4.40	4.40	4.90	0.50

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 Adopted Budget for the Fleet Maintenance Fund is \$14,526,356 and includes an increase of \$1,365,651 or 10.38% from the FY 2023 budget. The budget increase is due to the initial debt payments on the Fire Department's new fire apparatus and updated compensation for Fleet Department employees.

Revenues and Expenditures by Year	Fleet Maintenance Fund				% Change	
	2021-22		2022-23			
	Actual	Adopted Budget	Adopted Budget	% Change		
Revenues						
Service Charges	\$ 10,891,479	12,662,394	14,357,356	13.39%		
Misc. Revenues	122,275	158,311	169,000	6.75%		
Other Financing Sources	1,500,000	-	-	0.00%		
Transfer In	2,453,748	340,000	-	-100.00%		
Total Revenues	\$ 14,967,502	\$ 13,160,705	\$ 14,526,356	10.38%		
Expenditures						
Personnel Services	\$ 2,212,695	\$ 2,309,494	\$ 2,458,080	6.43%		
Supplies	4,072,692	5,279,066	4,734,424	-10.32%		
Maintenance & Repair	2,283,737	2,047,591	2,723,859	33.03%		
Utilities/Other Services	123,925	79,324	155,323	95.81%		
Insurance & Contract Supp.	73,566	159,264	13,800	-91.34%		
Debt Expenditures	18,259	474,815	1,015,041	113.78%		
Other Expenditures	208,263	271,733	291,066	7.11%		
Capital Improvements	2,577,654	2,227,418	2,822,763	26.73%		
Transfers Out	312,000	312,000	312,000	0.00%		
Total Expenditures	\$ 11,882,791	\$ 13,160,705	\$ 14,526,356	10.38%		



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 \$1,694,962 or 13.39% increase is due to the cost to rebuild a compactor in Sanitation and the costs of the new fire apparatus.

Transfer In: The FY 2023 budget included a transfer in of \$340,000 from the General Fund for the purchase of a tactical vehicle for the Police Department.

EXPENDITURES

Personnel Services: Personnel Services account for 16.92% of all expenditures in the Fleet Maintenance Fund. The Adopted Budget increased \$148,586 or 6.43% increase from the FY 2023 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 \$4,734,424 which is a \$544,642 or 10.32% decrease from the prior year budget as fuel prices reduced some from peak levels in 2022.

Utilities/Other Services: The Adopted Budget for utilities/other services is \$155,323 which is \$75,999 or 95.81% more than the FY 2023 budget mostly due to increased rates for electricity. Also, the Fleet department is now responsible for a larger portion of the energy costs at the Fleet Services center as transit operations moved to a new facility.

Insurance/Contracts: Insurance & Contract expenses decreased by \$145,464 due to reduced worker's compensation costs.

Debt Expenditures: This category accounts for debt service of \$1,015,041 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 \$19,333, or 7.11%, 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 are estimated at \$2,822,763 and include vehicle and equipment replacement for Animal Services, Building Inspection, Code Enforcement, Fire, Fleet, Parks, Police, Recreation, Street, and Water.

FLEET MAINTENANCE FUND

PERSONNEL BY JOB TITLE

Fleet Maintenance	FY2021-22	FY2022-23	FY2023-24	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	-

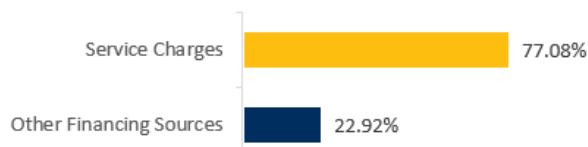
INFORMATION TECHNOLOGY FUND

INFORMATION TECHNOLOGY FUND

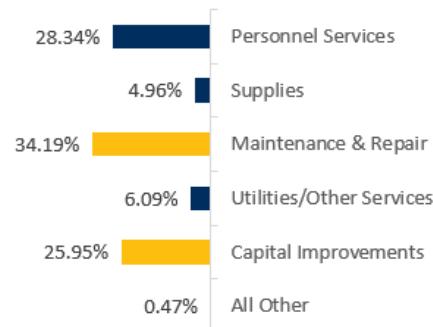
The Information Technology Fund is an Internal Service Fund and is responsible for the maintenance and replacement of the City's computers and ancillary devices, network infrastructure, and communications equipment. The budget for the Information Technology Fund is \$5,338,447. This is a decrease of \$192,628 or 3.48% from the previous year. The Adopted FY 2024 Budget includes a transfer in from excess fund balance from previous years to fund capital improvements and maintenance needs.

Information Technology Fund				
Revenues and Expenditures by Year	2021-22	2022-23	2023-24	
	Actual	Adopted Budget	Adopted Budget	% Change
Revenues				
Service Charges	3,512,457	4,114,825	4,114,825	0.00%
Other Financing Sources		1,416,250	1,223,622	-13.60%
Total Revenues	3,512,457	5,531,075	5,338,447	-3.48%
Expenditures				
Personnel Services	1,298,874	1,454,606	1,513,029	4.02%
Supplies	158,004	209,002	264,907	26.75%
Maintenance & Repair	1,044,281	1,547,121	1,824,979	17.96%
Utilities/Other Services	185,391	323,343	324,979	0.51%
Other Expenditures	6,951	24,849	25,399	2.21%
Capital Improvements	303,617	1,972,154	1,385,154	-29.76%
Total Expenditures	2,997,119	5,531,075	5,338,447	-3.48%

Revenues by Source



Expenditures by Use



INFORMATION TECHNOLOGY FUND

REVENUES

Service Charges: Revenue collected from Service Charges will remain level at \$4,114,825 for the FY 2024 Adopted Budget.

Other Financing Sources: This represents a use of \$1,223,622 in fund balance from prior years to fund Radio Upgrades for Public Safety.

EXPENDITURES

Personnel Services: Personnel Services accounts for 28.34% of all expenditures in the Information Technology Fund. The Adopted Budget increased \$58,423 or 4.02%, from the FY 2023 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 \$277,858 or 17.96% due to increased costs of maintenance agreements. The Information Technology Fund is now paying the full amount of MDT Radio Maintenance previously charged to 4B.

Capital Improvements: Capital Improvements recommended for the FY 2024 Adopted Budget are \$1,385,154.

Item	Amount
Panasonic Toughbooks	\$ 760,000
Zebra Handhelds and Printer for Police	200,000
Planned Annual Network Infrastructure	170,077
Planned Annual Server Replacement	145,077
Library Information System Replacement	80,000
Network Security Remediation	<u>30,000</u>
Total Adopted Capital	\$1,385,154

INFORMATION TECHNOLOGY FUND

PERSONNEL BY JOB TITLE

<u>Information Technology</u>	FY2021-22	FY2022-23	FY2022-23	Change PY
Assistant City Manager	0.34	0.34	0.34	-
Business Systems Analyst	1.00	1.00	1.00	-
Database Application	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	-	-	-
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	17.34	16.34	16.34	-

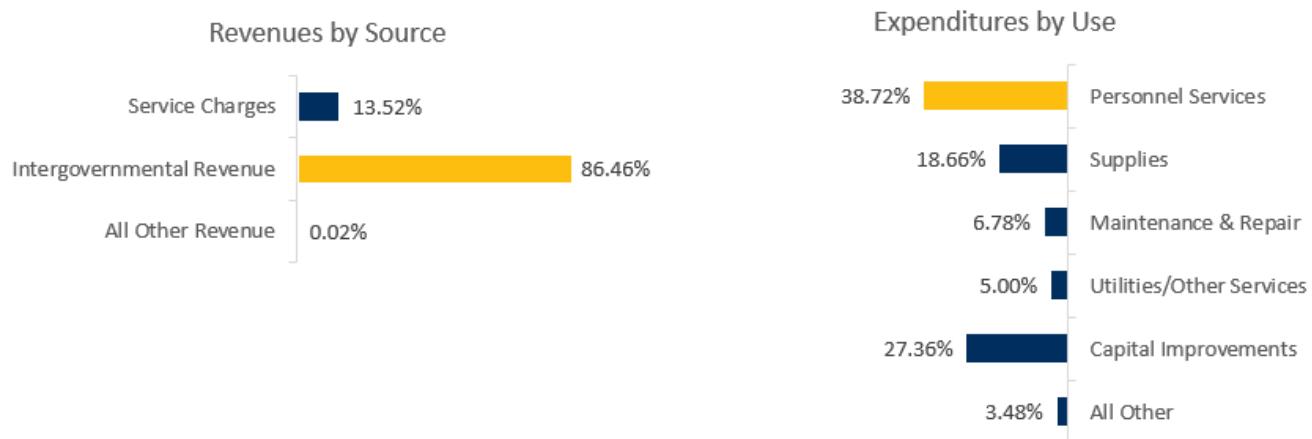
TRANSIT FUND

TRANSIT FUND

The Transit Fund is an Enterprise Fund that is, for the majority, funded through Federal and State Grants. 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 \$4,787,717, which is \$17,913 or .37% less than the prior year budget. 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 2024 budget includes increased compensation for employees and the purchase of 2 new transit busses.

Revenues and Expenditures by Year	Transit Fund			
	2021-22	2022-23	2023-24	
	Actual	Adopted Budget	Adopted Budget	% Change
Revenues				
Service Charges	530,067	584,000	647,400	10.86%
Intergovernmental Revenue	3,861,105	4,219,830	4,139,317	-1.91%
All Other Revenues	81,543	1,800	1,000	-44.44%
Total Revenues	\$ 4,472,715	\$ 4,805,630	\$ 4,787,717	-0.37%
Expenditures				
Personnel Services	\$ 1,615,365	\$ 1,588,579	\$ 1,854,020	16.71%
Supplies	686,247	977,359	893,600	-8.57%
Maintenance & Repair	297,144	314,543	324,550	3.18%
Utilities/Other Services	246,590	436,620	239,180	-45.22%
Insurance & Contract Supp.	53,671	49,407	24,000	-51.42%
Other Expenditures	85,750	279,122	142,367	-48.99%
Capital Improvements	2,630,229	1,160,000	1,310,000	12.93%
Total Expenditures	\$ 5,614,996	\$ 4,805,630	\$ 4,787,717	-0.37%

TRANSIT FUND



REVENUES

Intergovernmental Revenue: This account reflects grant funding from state and federal sources.

EXPENDITURES

Personnel Services: Personnel Services account for 38.72% of all expenditures in the Transit Fund. The Adopted Budget has a \$265,441 or 16.71% increase from the previous year's Adopted Budget. A part-time welder was added to help build shelters at bus stops across the city. The increase is also due to the increased use of overtime to cover for staffing shortages.

Supplies: Supplies in the Transit Fund total \$893,600, which is a \$83,759 or 8.57% decrease from the prior year due to the lower fuel costs which spiked in the previous fiscal year.

Utilities/Other Services: This account has decreased by \$197,440 or 45.22% as the previous year's budget included \$200,000 for the design of the Ohio Street Bridge to serve the newly opened Travel Center.

Capital Improvements: Capital Improvement expenditures of \$1,310,000 include the replacement of two public transportation busses.

TRANSIT FUND

PERSONNEL BY JOB TITLE

<u>Public Transportation</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
Automotive Mechanic	-	-	-	-
Dir of Aviation, Traffic & Transp.	-	-	-	-
Public Transportation Admin	1.00	0.50	0.50	-
Transit Operations Supervisor	0.50	0.50	0.50	-
Transit Operator	19.00	19.00	19.00	-
Welder*			0.50	0.50
Total	20.50	20.00	20.50	0.50

* Part time welder employed to build shelters for bus stops

Preventative Maintenance

Automotive Mechanic	3.00	3.00	3.00	-
Public Transportation Admin	-	0.30	0.30	-
Total	3.00	3.30	3.30	-

Public Transportation Planning

Dir of Aviation, Traffic & Transp	0.15	0.15	0.15	-
Public Transportation Admin		0.20	0.20	-
Transit Operations Supervisor	0.50	0.50	0.50	-
Total	0.65	0.85	0.85	-

Transit Hub Operations

Assistant Travel Center Operator	1.00	-	-	-
Customer Service Rep	1.00	2.00	2.00	-
Total	2.00	2.00	2.00	-

Total - Transit Fund	26.15	26.15	26.65	0.50
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STORMWATER FUND

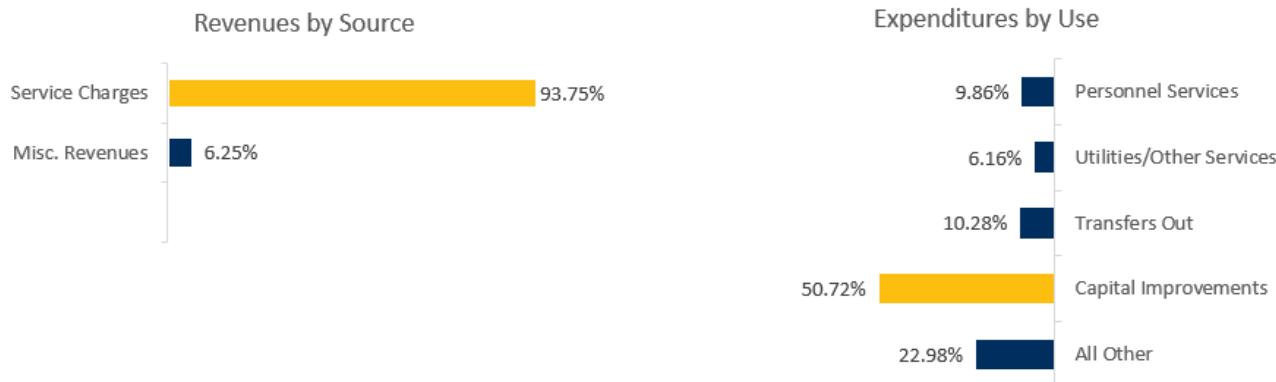
STORMWATER FUND

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 \$3,946,787, which is a decrease of \$5,590,685 or 58.62%. This decrease is largely due to the use of reserve funds to begin Phase 2 of the Quail Creek Drainage Project in the FY 2023 Budget. The FY 2024 Adopted Budget includes funds for Duncan Channel and other system improvements.

Revenues and Expenditures by Year	Stormwater Fund			
	2021-22 Actual	2022-23 Adopted Budget	2023-24 Adopted Budget	% Change
Revenues				
Service Charges	3,751,220	3,700,000	3,700,000	0.00%
Misc. Revenues	63,015	170,000	246,787	45.17%
Other Financing Sources		5,667,472		-100.00%
Total Revenues	\$ 3,814,235	\$ 9,537,472	\$ 3,946,787	-58.62%
Expenditures				
Personnel Services	372,606	374,744	389,008	3.81%
Supplies	10,144	18,330	18,465	0.74%
Maintenance & Repair	90,783	156,589	174,200	11.25%
Utilities/Other Services	213,090	254,231	243,219	-4.33%
Insurance & Contract Supp.	100	200	205	2.50%
Other Expenditures	13,457	16,005	713,817	4359.96%
Capital Improvements	567,063	8,311,500	2,002,000	-75.91%
Transfers Out	409,312	405,873	405,873	0.00%
Total Expenditures	\$ 1,676,555	\$ 9,537,472	\$ 3,946,787	-58.62%

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 \$76,787 or 45.17%.

Other Financing Sources: In FY 2023, a contribution from excess fund balance was made available for capital improvements that requires Council Approval of projects for use.

EXPENDITURES

Personnel Services: The Adopted Budget includes a \$14,264 or 3.81%, increase from the FY2022-23 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 increase \$17,611 or 11.25% due to increased costs of storm sewer repairs of existing culverts and inlets.

Utilities/Other Services: Utilities and other service costs in the Stormwater department are expected to decrease \$11,012 or 4.33% mostly due to decreased Central Garage fees based on reduced utilization.

Other Expenditures: The Adopted Budget includes \$697,000 as a budget contingency for potential stormwater system capital or maintenance expenditures. These contingency funds would require council action as specific projects are identified.

Capital Improvements: Capital Improvement expenditures decreased by \$6,309,500 as the prior year budget included the funding for the Quail Creek Phase 2 project which will carry over into FY 2024 through Council Action.

STORMWATER FUND

PERSONNEL BY JOB TITLE

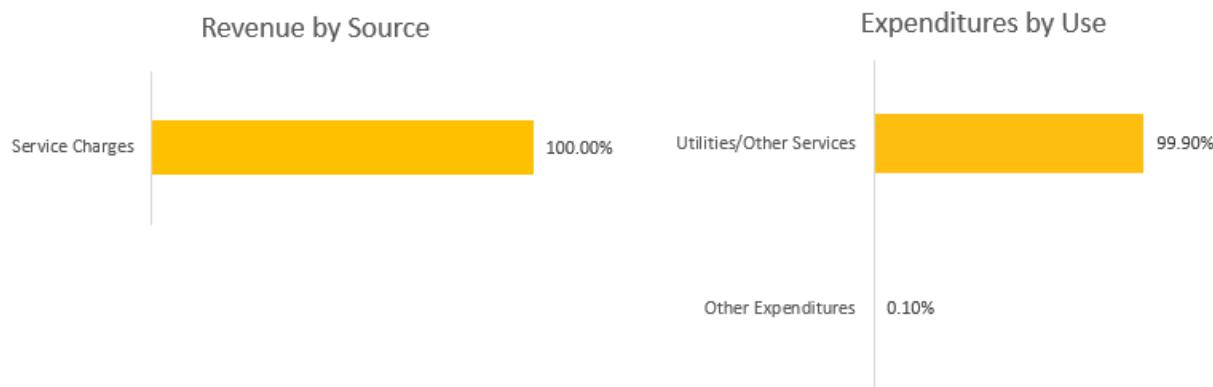
<u>Stormwater</u>	FY2021-22	FY2022-23	FY2023-24	Change PY
C & M Supervisor	0.50	-	-	-
City Engineer	0.33	0.66	0.66	-
Civil Engineer	0.50	1.00	1.00	-
Environmental Coordinator	1.00	0.50	0.50	-
Heavy Equip Operator	2.00	2.00	2.00	-
Street Program Coordinator	1.00	1.00	1.00	-
Total	5.33	5.16	5.16	-

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 \$130,000 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 2024 at \$954,391. The FY23 budget included a \$311,000 transfer in from excess general funds and \$205,867 from the Golf Course prior year reserves to fund capital improvements for the gazebo and driving range facilities.

Revenues and Expenditures by Year	Golf Course Fund				% Change
	2021-22	2022-23	2023-24		
	Actual	Adopted Budget	Adopted Budget		
Revenues					
Service Charges	1,065,271	900,000	954,391	6.04%	
Transfer In	-	311,000	-	-100.00%	
Other Financing Sources	-	205,867	-	-100.00%	
Total Revenues	\$ 1,065,271	\$ 1,416,867	\$ 954,391	-32.64%	
Expenditures					
Utilities/Other Services	884,417	936,867	953,391	1.76%	
Other Expenditures	6,006	-	1,000	100.00%	
Capital Improvements	-	480,000	-	-100.00%	
Total Expenditures	\$ 890,424	\$ 1,416,867	\$ 954,391	-32.64%	

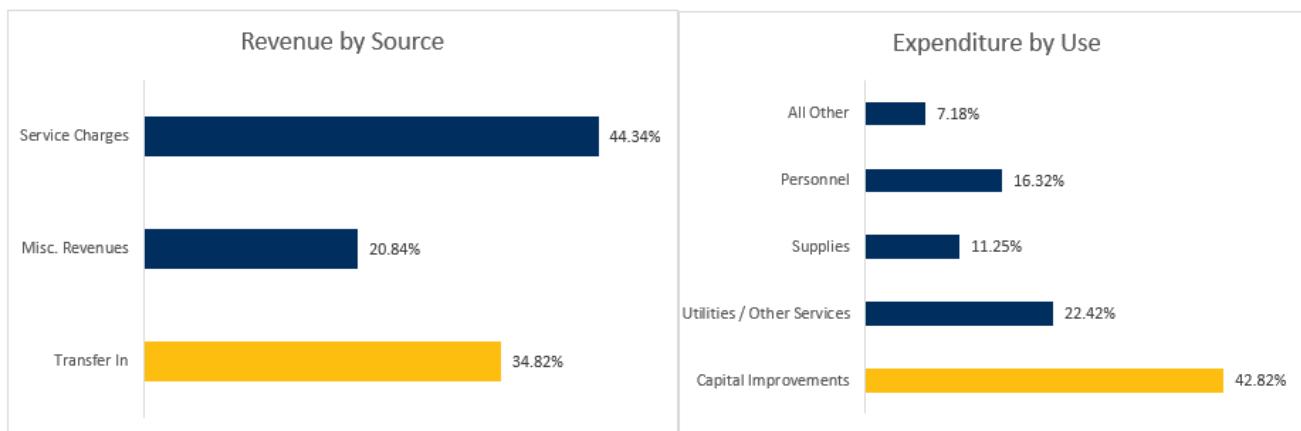


WATER PARK FUND

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 \$2,638,834 which is an increase from the previous year of \$369,181 or 16.27%. This increase is due to increased use of the Water Park as well as the use of Fund Balance to purchase and install a new attraction at the park.

Water Park Fund	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Percent Change
Revenues				
Service Charges	1,170,531	1,166,353	1,170,000	0.31%
Misc. Revenues	513,800	528,300	550,000	4.11%
Transfer In	-	575,000	918,834	59.80%
Total Revenues	\$ 1,684,331	\$ 2,269,653	\$ 2,638,834	16.27%
Expenditures				
Personnel Services	\$ 484,334	\$ 528,924	\$ 430,600	-18.59%
Supplies	278,286	104,634	297,000	183.85%
Maintenance & Repair	63,318	45,934	50,000	8.85%
Utilities/Other Services	521,398	533,327	591,634	10.93%
Insurance & Contract Supp.	66,000	64,413	65,000	0.91%
Other Expenditures	18,540	62,421	74,600	19.51%
Capital Improvements	28,612	930,000	1,130,000	21.51%
Total Expenditures	\$ 1,460,488	\$ 2,269,653	\$ 2,638,834	16.27%



WATER PARK FUND

REVENUES

Service Charges: Service Charges make up the majority of the Water Park Fund's revenue. Service Charges are driven by admission sales and various park and cabana rentals. Service Charges are expected to stay consistent with the prior fiscal year.

Miscellaneous Revenue: Miscellaneous Revenue is expected to increase by \$21,700, or 4.11% due to expected increases in Food and Beverage sales at the Water Park

Transfer In: Transfers in are expected to increase by \$343,834, or 59.80% due to the use of Fund Balance to purchase and install a new attraction at the Water Park. This funding was originally allocated from excess fund balance from the General Fund for one-time expenditures. Since the funds were not spent in FY 2023, the funds are planning to be pulled out of fund balance in FY 2024 for the completion of the new attraction.

EXPENDITURES

Personnel Services: Personnel costs include operational salaries for seasonal positions. This account decreased by \$98,9324, or 18.59% due to elimination of salaries for management personnel now being paid through a 3rd party contract.

Supplies: This category represents costs for supplies including chemicals needed for water treatment. These costs were previously budgeted through the contract. This year the funding comes from this fund instead of paying a 3rd party contract, which caused the \$192,366, or 183.85%, increase.

Maintenance & Repair: This category represents costs for repairs and maintenance previously budgeted through the management contract. This account increased by \$4,066, or 8.85% due to needed improvements throughout the park

Utilities/Other Services: The Adopted Budget for this category increased by \$58,307 or 10.93% due to increased electricity costs.

Capital Improvements: The Adopted FY 2024 Budget includes \$1,130,000 for a new attraction which is being funded by park operations as well as a \$919,00 transfer in from fund balance.

PERSONNEL BY JOB TITLE

Castaway Cove	FY2021-22	FY2022-23	FY2023-24	Change PY
Office Manager	1.00	-	-	-
Admin & Accounting	1.00	1.00	-	(1.00)
Group Sales Mgr.	1.00	-	-	-
Total	3.00	1.00	-	(1.00)

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

Airports Division

MISSION

The Aviation Division includes two Airports: Wichita Falls Regional Airport and Kickapoo Downtown Airport. The Regional Airport also operates, the fixed base operations. Regional Airport is a Part 139 FAA/TSA regulated commercial Airport with a General Aviation apron. Kickapoo Downtown Airport is a General Aviation Airport under TxDOT jurisdiction. Both Airports provide modern facilities and infrastructure that accommodate commercial, private, and military aviation services and ensure an environment for safe and secure aviation activities for the region.

The Regional Airport Terminal is serviced by American Airline through a subcontract with Envoy. The Airline offers two arrivals and two departures per day with service to Dallas-Fort Worth Airport for connections to other destinations. In 2022, Regional experienced 29,000 enplanements. In addition, flights experienced a 52% passenger capacity per flight. Staff continues to work with American Airlines to maintain our current flight schedule due to the airline crew shortage.

The Regional FBO has 13 City-owned and 2 privately owned hangars that currently house 13 based aircraft. In 2022 the FBO has provided has provided 7,351 gal of (AVGAS) and 137,278 gal of Jet fuel, to service transient and home based Aircraft. The FBO also provides courtesy cars for transient customers.

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 General Fund for offsets. The services at Kickapoo Airport include fueling and towing of Aircraft, general maintenance of hangars, to mowing and upkeep of the Airfield. In 2022 the Airport has provided 46,562 gal of 100LL (Avgas) and 91,570 gal of Jet Fuel. The airport also provides courtesy cars for transient customers. The Airport has seen an average of 10 transients and 30 home based Aircraft operating per day, in which we would provide some type of service for.

SERVICES PROVIDED

Regional Airport

- Provide Customer Service Support to passengers during arrivals and departures of flights.
- Monitor services provided by Airport Tenants: Envoy Airlines, Avis/Budget, Hertz, and Suga B's Café
- Provide support and service for parking systems.
- Provide counter and ground services for all charter flights.
- Ensure Airport is in compliance with FAA and TSA requirements.
- Schedule and perform all maintenance and service of facilities.
- Support and collaborate with Sheppard Air Force Base.

Kickapoo Airport

- Provide Customer Service to all tenants and transient aircraft.
- Provide fuel and towing service for all tenants and transient customers, as requested.
- Perform all required service and inspections on fuel farm and fuel trucks.
- Perform airfield and hangar maintenance.
- Provide courtesy cars for transient customers.

Airports Division

Regional FBO

- Provide Customer Service to all tenants and transient aircraft.
- Provide fuel and towing services for all tenants and transient customers, as requested.
- Perform all required service and inspections on fuel farm and fuel trucks.
- Perform airfield and hangar maintenance.
- Provide fuel services for American Airline scheduled aircraft.
- Provide fuel services for commercial aircraft diversions.
- Ensure FBO is in compliance with FAA and TSA requirements.

FY2023 ACCOMPLISHMENTS

Regional Airport

- Worked with charter airlines to re-establish service.
- Provided funding to assist Sheppard airfield with improvements to upgrade facilities.
- Secured FAA Grant funds to assist Sheppard with purchasing a Snow Broom, to accomplish snow removal operations.
- Updating the Airport Master Plan for future development.
- Continued professional development, and Customer Service of Airport Staff.

Kickapoo Airport

- Continually cross training all linemen between Kickapoo and the Regional FBOs
- Completed building 3 new hangars using TxDOT entitlement funds.

Regional FBO

- Continually cross training all linemen between the Regional and Kickapoo FBO's
- Completed Upgrade to Hangar 2, to accommodate an MRO Facility
- The FBO also supported 23 diversions and 85,016 gal of Jet fuel in 2022, for American Airlines and other various Airlines.

CONTACT INFORMATION

Jon Waltjen
Airports Administrator
940-855-3621
jon.waltjen@wichitafallstx.gov

John Edwards
Kickapoo Operations Supervisor
940-766-1735
john.edwards@wichitafallstx.gov

Patti Robinson
Regional Operations Supervisor
940-855-3623
patti.robinson@wichitafallstx.gov

Airports Division

GOALS & PERFORMANCE MEASURES					
FY2022 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 TARGET
Ensure Airline delivers inbound baggage within 15-minutes	Efficiently Deliver City Services	Promote and encourage innovation	Monitor airline to ensure 15-minute inbound baggage delivery time	10-15 minutes	10-15 minutes
Generate Additional Revenue Streams and Income	Efficiently Deliver City Services	Practice Effective Governance	Ensure that Airports Division remains profitable	Ongoing	Ongoing
Continue to maintain compliance with FAA and TSA regulations.	Efficiently Deliver City Services	Practice Effective Governance	All regulations met and upheld	Ongoing	Ongoing
Continuing professional development, and Customer Service of Airport Staff.	Efficiently Deliver City Services	Reinforce a culture of superior customer service	Training and reviewing customer service actions; Building accountability among all staff	Ongoing	Ongoing
Explore opportunities to use FAA Entitlement grants to support Sheppard	Accelerate Economic Growth	Support a thriving Sheppard AFB	The City will not be able to use the annual Entitlement grant for the next 11 years. Work with Sheppard and the FAA to find airfield projects that will benefit both the City and Sheppard AFB	\$0	\$1,000,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Regional Airport Operations	Salaries - Supervision	48,318	50,568	53,603
	Salaries - Clerical	25,662	56,219	44,679
	Salaries-Operational	59,378	53,443	56,641
	Pool Operational	6,364	40,000	3,285
	Overtime	311	1,200	1,272
	Terminal Pay	4,662	0	0
	Stability Pay	2,420	2,420	3,872
	Cell Phone Allowance	740	720	1,080
	FICA	9,872	9,904	11,852
	TMRS Retirement	16,946	17,574	25,563
	TMRS Year-End Pension Adjust.	(31,955)	0	0
	Year-End OPEB Adjustment	30,180	0	0
	Life Insurance Contribution	130	134	134
	Disability Insurance Contrib	98	101	101
	Health Insurance Contributions	7,468	14,232	7,468
	Supplies-Minor Tools and Equip	436	1,200	1,200
	Supplies-Office	1,924	1,500	1,500
	Supplies-Janitorial	117	400	400
	Supplies-Concession	1,126	1,500	1,000
	Supplies-Clothing and Uniforms	425	1,500	1,250
	Supplies-Periodicals/Supplemts	41	0	0
	Supplies-Personal Computers	836	0	0
	Supplies-PC Software	291	0	0
	Supplies-Other	12,205	3,600	3,600
	Maint-PC Hardware	7,668	7,800	7,800
	Maint-PC Software	86	100	100
	Maint-Heating/Cooling Systems	2,346	3,200	3,200
	Maint-Buildings	25,275	12,350	11,986
	Maint-Airport	44,462	50,326	40,326
	Services-Telephone	4,259	4,383	4,082
	Service-Wireless PhoneAircards	2,412	3,000	2,412
	Services-Electricity	78,286	84,961	110,500
	Services-Elec Airport Conces	3,805	4,000	4,000
	Services-Gas	19,165	19,000	24,000

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Regional Airport Operations	Services-Wtr/Sewer/Sanitation	6,249	6,039	6,100
	Services-Cable TV	1,948	2,000	2,100
	Services-Central Garage	10,496	18,671	18,362
	Services-Bank	10,628	23,235	7,260
	Services-Audit	8,738	0	5,700
	Services-Other Professional	6,862	2,800	2,800
	Services-Employee Physicals	704	663	0
	Services-Advertising	8,392	11,000	9,500
	Services-Binding/Printing	844	2,180	300
	Services-Other Miscellaneous	160	1,000	1,000
	Worker's Compensation	0	496	0
	Unemployment Compensation	6,783	0	0
	Insurance Expense	45,220	10,817	25,000
	Interest Expense	29,015	0	0
	Travel Expenses	725	4,400	2,400
	Education Registration	1,325	2,650	1,250
	Lease Payments	2,385	2,200	2,193
	Memberships	315	600	600
	Boards/Local Meetings	0	250	250
	Rent-Land/Structures	0	56,081	57,764
	Public Relation/Promo	5,002	6,000	2,000
	Postage/Freight	230	0	250
	Matching Contributions	0	50,000	0
	Amortization Expense	62,587	0	0
	Administrative Overhead	132,819	121,838	156,481
	Data Processing Services	18,117	19,908	19,908
	Construction-Engineering Fees	73,750	0	0
	Motor Vehicles	34,964	0	0
	Oper Transfer-Other	9,845	213,532	326,594
	Depreciation Expense	1,532,895	0	0
	Capital Asset Contra Expense	(73,750)	0	0
	Total Expenditures	\$2,323,001	\$1,001,694	\$1,074,718

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Regional Airport FBO	Salaries - Clerical	7,295	28,110	14,893
	Salaries-Operational	130,429	172,771	167,839
	Overtime	7,728	3,000	3,392
	Stability Pay	0	0	276
	FICA	10,626	10,282	12,543
	TMRS Retirement	20,119	20,379	27,053
	Life Insurance Contribution	149	164	164
	Disability Insurance Contrib	111	125	125
	Health Insurance Contributions	26,852	29,402	26,852
	HSA Contributions-Employer	174	0	0
	Supplies-Minor Tools and Equip	1,850	2,010	2,010
	Supplies-Office	150	1,200	1,000
	Supplies-Janitorial	0	500	500
	Supplies-Concession	146	2,000	1,000
	Supplies-Catering Food	0	1,200	1,200
	Supplies-Botanical/Agriculture	0	500	500
	Supplies-Clothing and Uniforms	2,193	3,000	2,420
	Supplies-Kickapoo Fuel&Oil-CGS	421,997	503,566	509,925
	Supplies-Other	0	500	500
	Maint-Machine/Tools/Implements	0	2,940	2,640
	Maint-Radios	85	2,940	2,500
	Maint-PC Hardware	0	1,000	1,000
	Maint-Heating/Cooling Systems	0	2,000	2,000
	Maint-Buildings	11,365	11,050	10,645
	Maint-Airport	18,111	25,000	25,000
	Maint-Other Buildings	8,696	9,000	9,000
	Services-Telephone	11,327	1,552	336
	Service-Wireless PhoneAircards	343	960	360
	Services-Electricity	3,790	7,500	4,940
	Services-Cable TV	1,219	986	1,200
	Services-Central Garage	0	9,803	30,546
	Services-Bank	21,452	15,000	15,000
	Services-Other Professional	0	500	500
	Services-Advertising	0	1,500	1,500

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Regional Airport FBO	Services-Binding/Printing	259	2,103	300
	Services-Other Miscellaneous	0	1,000	1,000
	Insurance Expense	62,076	10,817	10,817
	Travel Expenses	0	700	700
	Education Registration	0	1,000	1,000
	Lease Payments	27,892	25,800	27,904
	Public Relation/Promo	535	1,000	1,000
	Postage/Freight	0	0	400
	Oper Transfer FA	47,374	0	0
	Capital Asset Contra Expense	(47,374)	0	0
Total Expenditures		\$796,971	\$912,860	\$922,480

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Kickapoo Airport Operations	Salaries - Supervision	32,212	33,712	35,736
	Salaries - Clerical	0	0	14,529
	Salaries-Operational	158,685	178,940	213,249
	Overtime	5,196	3,000	3,392
	Terminal Pay	3,830	0	0
	Stability Pay	1,210	1,348	6,358
	Cell Phone Allowance	18	0	360
	FICA	14,890	14,056	17,791
	TMRS Retirement	30,553	30,454	38,372
	TMRS Year-End Pension Adjust.	(32,248)	0	0
	Year-End OPEB Adjustment	(5,835)	0	0
	Life Insurance Contribution	232	241	241
	Disability Insurance Contrib	176	183	183
	Health Insurance Contributions	27,750	17,345	27,750
	HSA Contributions-Employer	222	0	503
	Supplies-Minor Tools and Equip	2,306	2,065	2,065
	Supplies-Office	851	1,200	1,000
	Supplies-Janitorial	0	500	500
	Supplies-Concession	656	2,000	1,200
	Supplies-Catering Food	0	1,200	1,000
	Supplies-Botanical/Agriculture	1,000	1,000	1,200
	Supplies-Clothing and Uniforms	2,171	3,544	3,232
	Supplies-Kickapoo Fuel&Oil-CGS	726,606	565,597	569,196
	Supplies-Kickapoo Maps/Pil-CGS	253	2,500	0
	Supplies-Other	1,009	1,200	1,200
	Maint-Machine/Tools/Implements	2,103	2,500	2,500
	Maint-Radios	0	500	500
	Maint-PC Hardware	1,241	1,800	2,500
	Maint-Heating/Cooling Systems	1,043	1,500	1,500
	Maint-Buildings	4,167	5,170	4,765
	Maint-Airport	275	0	0
	Maint-Other Buildings	8,774	10,000	10,000
	Services-Telephone	4,767	6,814	2,226
	Service-Wireless PhoneAircards	599	1,300	600

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Kickapoo Airport Operations	Services-Electricity	14,496	13,306	18,850
	Services-Elect Airport Hangar	11,951	10,000	0
	Services-Gas	1,905	2,500	2,700
	Services-Wtr/Sewer/Sanitation	2,597	2,769	2,900
	Services-Central Garage	19,738	23,530	32,196
	Services-Bank	18,382	43,617	17,000
	Services-Other Professional	775	1,000	1,000
	Services-Employee Physicals	2,276	2,144	0
	Services-Advertising	90	1,550	1,500
	Services-Binding/Printing	29	1,818	50
	Services-Other Miscellaneous	750	1,000	1,000
	Worker's Compensation	0	121	0
	Insurance Expense	23,943	10,817	20,000
	Claims and Settlements	0	1,000	1,000
	General Liability Claims	13,627	0	0
	Travel Expenses	326	2,400	2,400
	Education Registration	796	1,000	1,000
	Lease Payments	1,818	1,818	2,360
	Memberships	664	300	300
	Boards/Local Meetings	0	300	300
	Public Relation/Promo	0	1,000	1,000
	Postage/Freight	230	0	0
	Matching Contributions	3,450	50,000	0
	Administrative Overhead	31,383	36,768	24,006
	Data Processing Services	14,467	16,758	16,758
	Budget Contingency	0	40,912	18,227
	Oper Transfer-Other	23,878	0	50,000
	Depreciation Expense	514,331	0	0
Total Expenditures		\$1,696,614	\$1,156,098	\$1,178,195

Aviation, Traffic & Transportation – PUBLIC TRANSPORTATION

MISSION

Wichita Falls Transit System (FallsRide) total passenger trips saw an increase from 236,000 the previous year to approximately 248,000 in 2023. FallsRide completed 561,393 revenue miles in delivering public transportation services at an average cost of \$4.37 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 increased and contributed to the revenue stream at an amount of \$303,074.00. 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 18,500 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. FallsRide also saw an increase in the UMO Touchpass electronic fare usage therefore increasing passenger fares for 2023.

SERVICES PROVIDED

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

FY2023 ACCOMPLISHMENTS

- Purchase of four (4) Replacement Buses that have reached their useful life
- Increase ridership and UMO Touchpass sales

CONTACT INFORMATION

Jenny Stevens
Public Transportation
940-761-7921
jenny.stevens@wichitafallstx.gov

Aviation, Traffic & Transportation – PUBLIC TRANSPORTATION

GOALS & PERFORMANCE MEASURES					
FY2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 TARGET
Bus Replacement	Replace units that have reached useful life	Updated units to provide less down time for maintenance	Contract - Options	100%	50%
Forklift	Purchase for shipments at new facility.	Allow for ease of delivery for large shipments of parts and equipment	25%	50%	100%
Move to a Cashless Bus Fare Collection	Reduce the amount of insufficient fare recovery	Fully utilizes the Electronic Fare system and allows to reduce time spent on counting cash daily by staff	50%	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	75%	50%	50%
Facility Tractor	Tractor for mowing, parking lot cleaning	Allow for ease of delivery for large shipments of parts and equipment	100%	100%	N/A

Aviation, Traffic & Transportation – PUBLIC TRANSPORTATION

FY 2023 Budget Changes

- **Personnel Services:** increased \$265,441 due to COLA and merit increases *as well as the addition of part time transit operators and clerks to run the transit center.*
- **Supplies:** decreased \$83,759 mainly due to the lower price of motor vehicle fuel.
- **Utilities / Other Services:** decreased \$197,440 than the previous year as in FY 2023, money was budgeted to design of an Ohio Street Bridge to serve the Travel Center.
- **Other Expenditures:** decreased \$136,755 due to decreased budget contingency.
- Due to the CARES Act funding, American Recovery Act Plan funding, Public Transportation will be able to begin banking their FTA 5307 funding.

EXPENDITURES BY CLASSIFICATION

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Public Transportation	Salaries - Supervision	50,370	53,994	59,629
	Salaries-Operational	573,727	604,605	789,321
	Pool Operational	46,254	118,581	125,696
	Overtime	160,928	68,000	106,000
	Terminal Pay	14,527	0	0
	Stability Pay	7,893	6,821	10,594
	Cell Phone Allowance	363	360	360
	FICA	62,692	43,471	56,147
	TMRS Retirement	125,013	97,817	121,102
	TMRS Year-End Pension Adjust.	(83,078)	0	0
	Year-End OPEB Adjustment	(53,474)	0	0
	Life Insurance Contribution	772	780	780
	Disability Insurance Contrib	576	551	551
	Health Insurance Contributions	114,916	123,949	114,916
	HSA Contributions-Employer	506	504	1,006
	Supplies-Motor Vehicle	36,270	0	0
	Supplies-Motor Vehicle Fuel	0	755,399	597,700
	Supplies-Minor Tools and Equip	34	0	0
	Supplies-Minor Furniture	12,680	5,000	1,500
	Supplies-Office	1,716	2,000	2,000
	Supplies-Medical/Drug	0	200	200
	Supplies-Clothing and Uniforms	1,288	3,000	5,000
	Supplies-Periodicals/Supplemts	0	3,000	5,000
	Supplies-Personal Computers	1,540	3,000	2,000
	Supplies-PC Software	0	0	1,000
	Supplies-Other	17,180	800	1,500
	Maint-Motor Vehicles	110	0	0
	Maint-Buildings	0	0	8,000
	Services-Telephone	1,708	3,219	1,729
	Service-Wireless PhoneAircards	687	720	720
	Services-Electricity	16,242	25,000	26,000
	Services-Gas	11,069	15,000	5,500
	Services-Wtr/Sewer/Sanitation	1,436	1,317	1,400
	Services-Bank	4,407	2,066	0

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Public Transportation	Services-Audit	0	1,500	0
	Services-Other Professional	85,036	80,000	85,000
	Services-Employee Physicals	10,078	9,713	10,000
	Services-Binding/Printing	730	785	0
	Worker's Compensation	16,075	4,407	0
	Unemployment Compensation	7,824	0	0
	Insurance Expense	6,487	7,000	22,000
	Claims and Settlements	0	2,000	2,000
	General Liability Claims	23,285	36,000	0
	Travel Expenses	732	2,600	3,500
	Education Registration	0	500	500
	Lease Payments	1,062	1,956	2,592
	Memberships	359	450	450
	Postage/Freight	237	200	0
	Administrative Overhead	68,986	87,224	119,255
	Data Processing Services	13,331	15,182	15,182
	Depreciation Expense	311,889	0	0
Total Expenditures		\$1,674,464	\$2,188,671	\$2,305,830

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Public Transportation Capital	Supplies-Personal Computers	16,819	0	0
	Maint-PC Hardware	11,150	0	0
	Services-Other Professional	67,688	275,600	93,600
	Budget Contingency	0	170,000	0
	Other Improvements	73,440	90,000	200,000
	Motor Vehicles	0	1,070,000	1,110,000
	Capital Asset Contra Expense	(73,440)	0	0
Total Expenditures		\$95,657	\$1,605,600	\$1,403,600

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Public Transp Preventive Maint	Salaries - Supervision	17,421	17,970	20,485
	Salaries-Operational	149,766	147,074	155,902
	Overtime	24,781	0	26,500
	Stability Pay	3,993	3,993	7,986
	FICA	13,849	11,514	13,494
	TMRS Retirement	32,243	27,392	29,103
	Life Insurance Contribution	211	212	212
	Disability Insurance Contrib	159	161	161
	Health Insurance Contributions	41,894	49,301	41,894
	Supplies-Motor Vehicle	34,445	200,000	275,000
	Supplies-Motor Vehicle Fuel	562,136	0	0
	Maint-Motor Vehicles	275,727	300,000	300,000
	Maint-Radios	0	3,000	5,000
	Maint-Systems Software	0	2,000	2,000
	Total Expenditures	\$1,156,625	\$762,617	\$877,737

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Public Transportation Planning	Salaries - Supervision	53,549	57,594	62,008
	Salaries-Operational	11,738	0	0
	Overtime	4,187	0	0
	Stability Pay	242	380	1,576
	FICA	4,986	4,056	5,675
	TMRS Retirement	11,466	9,411	12,242
	Life Insurance Contribution	85	75	75
	Disability Insurance Contrib	65	58	58
	Health Insurance Contributions	8,375	12,592	8,375
	Maint-Systems Software	3,000	0	0
Total Expenditures		\$97,693	\$84,166	\$90,009

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Transit Hub Operations	Salaries - Clerical	56,330	113,141	60,324
	Overtime	1,850	0	530
	Stability Pay	138	0	276
	FICA	4,330	2,098	4,615
	TMRS Retirement	8,646	4,664	9,953
	Life Insurance Contribution	67	38	38
	Disability Insurance Contrib	50	29	29
	Health Insurance Contributions	6,407	7,394	6,407
	Supplies-Office	845	1,200	1,200
	Supplies-Medical/Drug	0	60	0
	Supplies-Concession	0	700	0
	Supplies-Clothing and Uniforms	241	500	700
	Supplies-Personal Computers	0	1,000	0
	Supplies-Other	1,052	1,500	800
	Maint-PC Software	43	543	550
	Maint-Buildings	7,115	9,000	9,000
	Services-Telephone	2,125	3,558	1,996
	Service-Wireless PhoneAircards	2,097	1,200	912
	Services-Electricity	3,767	7,259	4,940
	Services-Gas	2,200	2,607	1,700
	Services-Wtr/Sewer/Sanitation	11,289	2,465	2,500
	Services-Cable TV	0	1,183	1,183
	Services-Bank	936	618	0
	Services-Other Professional	396	2,000	2,000
	Services-Binding/Printing	100	810	0
	Lease Payments	810	810	888
	Postage/Freight	234	200	0
	Total Expenditures	\$111,069	\$164,577	\$110,541

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Tran Main Facility State Fund	Services-Other Professional	24,596	0	0
	Construction-Architect Fees	107,646	0	0
	Construction-Professional Fees	2,449,143	0	0
	Capital Asset Contra Expense	(2,556,789)	0	0
Total Expenditures		\$24,596	\$0	\$0

Stormwater Utility Fund

MISSION

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

SERVICES PROVIDED

- The Storm Water fund is responsible to supply revenue for the drainage master capital improvement plan, drainage maintenance and repair of the City's existing storm water 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.

FY2023 ACCOMPLISHMENTS

- Completed the annual MS4 permit renewal and plan.
- Completed sweeping of 4,091 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
- Started construction on the Phase I Quail Creek Drainage Improvement Project from Midwestern Parkway to Maplewood, Gladney channel improvements and portion of the northern channel of the creek.
- Started construction improvements of the Duncan Channel and gate replacement.
- Completed the construction of the Phase II Quail Creek Transfer Station Detention Basin

CONTACT INFORMATION

Teresa Rose, P.E., CFM
Deputy Director of Public Works
940-761-7477
Teresa.rose@wichitafallstx.gov

Stormwater Utility Fund

GOALS & PERFORMANCE MEASURES					
FY2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 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)	4,000 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%

FY 2024 Budget Changes

- **Personnel Services:** increased \$14,264 due to COLA and Merit increases
- **Maintenance & Repair:** increased \$17,611 due to increased costs to repair and maintain storm sewers
- **Utilities / Other Services:** decreased \$11,012 from the prior year due to decreased use of fleet services
- **Capital Improvements:** decreased \$6,309,500 due to the use of transfers from the General Fund used for one-time expenditures for additional storm drain rehabilitation, mostly the Quail Creek Project

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Stormwater	Salaries - Supervision	32,867	34,346	36,408
	Salaries-Operational	208,709	211,748	224,459
	Overtime	18,043	10,000	10,600
	Terminal Pay	659	0	0
	Stability Pay	5,239	5,240	9,268
	Cell Phone Allowance	18	360	0
	FICA	18,925	18,549	19,957
	TMRS Retirement	42,455	41,410	43,043
	TMRS Year-End Pension Adjust.	(2,874)	0	0
	Year-End OPEB Adjustment	2,987	0	0
	Life Insurance Contribution	315	321	321
	Disability Insurance Contrib	238	244	244
	Health Insurance Contributions	44,205	51,518	44,205
	HSA Contributions-Employer	933	1,008	503
	Supplies-Minor Tools and Equip	5,888	13,100	13,100
	Supplies-Minor Furniture	821	1,700	1,700
	Supplies-Office	812	1,850	1,850
	Supplies-Educational	0	100	100
	Supplies-Personal Computers	778	0	0
	Supplies-PC Software	1,488	0	135
	Supplies-Other	357	1,580	1,580
	Maint-PC Software	128	132	0
	Maint-Storm Sewers	67,155	132,257	150,000
	Maint-Other Improvements	23,500	24,200	24,200
	Services-Telephone	107	142	142
	Service-Wireless PhoneAircards	1,368	1,368	1,368
	Services-Central Garage	207,448	229,221	218,209
	Services-Other Professional	1,850	13,000	13,000
	Services-Advertising	1,337	500	500
	Services-Binding/Printing	979	10,000	10,000
	Contract-Other Agencies	100	200	205
	Travel Expenses	1,369	2,100	2,900
	Education Registration	475	4,000	4,000
	Memberships	395	405	405

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Stormwater	Rent-Equipment	2,398	7,000	7,000
	Postage/Freight	0	2,500	2,500
	Bad Debt Expense	8,821	0	0
	Budget Contingency	0	0	697,012
	Construction-Engineering Fees	202,704	0	0
	Other Improvements	364,359	8,000,000	2,000,000
	Instruments/Apparatus	0	1,500	0
	PC Computer Equipment	0	0	2,000
	Other Machinery and Equipment	0	310,000	0
	Oper Transfer-Other	409,312	405,873	405,873
	Depreciation Expense	412,450	0	0
Capital Asset Contra Expense		(567,063)	0	0
Total Expenditures		\$1,522,054	\$9,537,472	\$3,946,787

Fleet Maintenance

MISSION

We Keep Wichita Falls Moving Forward

SERVICES PROVIDED

- Provide Fuel for City Fleet and Other outside agencies via our fuel station island, satellite stations and fuel delivery truck.
- Provide quality and timely repairs and maintenance for all divisions and contracted outside agencies.
- Towing service on light duty vehicles owned by the City as well as some for our outside agencies under repair contracts.
- Roadside assistance for all City equipment in the form of jump starts, minor repairs and tire services to prevent down time.
- Fleet Maintenance Main Shop handles major repairs throughout the fleet with the exception of small engine equipment (MS).
- Fleet maintenance Service Station division handles routine maintenance such as oil change services, tire services and some minor types of repairs (SS).
- Fleet maintenance Small Engine shop handles all repairs and services on small equipment. Such examples are Police Motorcycles, lawn equipment (mowers, chainsaws, weed eaters) used by parks or other departments and water transfer pumps (SE).
- Infield services and repairs for off-road equipment via our service truck (ST) and repairs handled primarily through the main shop.
- Fire Apparatus repair and maintenance is handled within the Fire Shop (FS).
- Heavy equipment at the City Landfill is repaired and maintained by Fleet Maintenance by a technician that is stationed at the Landfill (LF).

FY2022 ACCOMPLISHMENTS

• Main shop work orders:	3079
• Service Station work orders:	3170
PM: 1089	
Repair: 2081	
• Small Engine work orders:	1343
• Land Fill work orders:	112
• Service Truck work orders:	110
• Fire Shop work orders:	378
• Total number of Work Orders processed from June 2022 to June 2023:	7,957
• Fuel dispensed from Service Station.	898,914.67gal
Unleaded-	419,177.57gal
Diesel fuel-	479,737.10gal

Fleet Maintenance

• Fuel Truck deliveries	104,330.03gal
Unleaded- 11,298.20gal	
Diesel Fuel- 93,031.83gal	
• Fuel Dispensed via Fire Department tanks	18,221.10gal
Station 3- 3,751.9gal	
Station 7- 5,677.5gal	
Station 8- 8,791.2gal	

CONTACT INFORMATION

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

GOALS & PERFORMANCE MEASURES					
FY2023 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 TARGET
Continue to provide quality Service to our customers	Provide City Services in a timely manner	Efficiently Deliver City Services	Make repairs in a timely fashion and reduce downtime in equipment. While maintaining an aging fleet.		
Continue Fuel Contracts with Wichita county and VFD's	Revenue Stream	Economic Development	Track amounts of fuel sold		
Facility Improvements	Maintain Infrastructure	Renovate and remodel of restrooms.	Bring the facility to 100% use status thus making effective and efficient use of space.	Finish moving Radio shop into old transit offices.	
Add computers/work stations to bays	Improve data input and record keeping	Help speed up repair time and accurately keep track of information.	Improvement of data input and time accounted for on units.		
Continue repair and maintenance on outside entities equipment	Revenue stream	Economic improvement	Track repair and maintenance costs on outside city equipment.		

Fleet Maintenance

FY 2024 HIGHLIGHTS

Personnel Services: increased by \$148,586, or 6.43% due to COLA and Merit increases.

Supplies: decreased by \$544,642, or 10.32% due to decreases cost for motor vehicle fuel.

Maintenance and Repair: increased by \$676,268, or 33.03% due to increased motor vehicle maintenance costs.

Utilities / Other Expenditures: increased by \$75,999, or 95.81% due to increased electric, gas, and water service charges, as well as the addition of payments for a Parts Operation Summary.

Other Expenditures: increased by \$19,333, or 7.11% due to increases in administrative overhead charges.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Fleet Maintenance	Salaries - Supervision	183,482	191,976	203,504
	Salaries - Clerical	69,862	74,093	77,763
	Salaries-Operational	1,252,205	1,302,179	1,409,839
	Overtime	14,226	15,000	15,900
	Terminal Pay	3,505	0	0
	Stability Pay	31,215	31,627	62,614
	Cell Phone Allowance	2,175	2,160	2,160
	FICA	111,638	115,255	125,551
	TMRS Retirement	253,984	260,019	270,797
	TMRS Year-End Pension Adjust.	(358,414)	0	0
	Year-End OPEB Adjustment	(107,751)	0	0
	Life Insurance Contribution	2,010	2,022	2,022
	Disability Insurance Contrib	1,516	1,524	1,524
	Health Insurance Contributions	285,903	313,135	285,903
	HSA Contributions-Employer	972	504	503
	Supplies-Motor Vehicle	606,295	614,288	691,748
	Supplies-Motor Vehicle Fuel	3,271,553	4,425,560	3,797,475
	Supplies-Small Engine Equip	32,790	32,781	34,347
	Supplies-Minor Tools and Equip	21,732	22,500	27,200
	Supplies-Minor Furniture	0	340	0
	Supplies-Office	4,091	6,475	6,525
	Supplies-Medical/Drug	349	3,500	3,200
	Supplies-Janitorial	0	125	100
	Supplies-Clothing and Uniforms	13,795	14,289	14,950
	Supplies-Periodicals/Supplemts	0	300	300
	Supplies-Container	21,477	34,200	33,600
	Supplies-PC Software	6,342	8,308	7,079
	Supplies-Other	94,267	116,400	117,900
	Maint-Motor Vehicles	2,194,303	1,953,799	2,630,807
	Maint-Machine/Tools/Implements	15,957	14,400	14,400
	Maint-Radios	0	730	830
	Maint-Systems Hardware	0	500	500
	Maint-PC Software	300	300	300
	Maint-Systems Software	29,157	30,200	30,200

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Fleet Maintenance	Maint-Heating/Cooling Systems	6,783	8,500	15,000
	Maint-Reservoirs/Tanks	16,336	9,200	10,000
	Maint-Buildings	6,809	13,940	5,800
	Maint-Central Garage	14,092	16,022	16,022
	Services-Telephone	2,419	5,065	1,117
	Service-Wireless PhoneAircards	761	816	816
	Services-Electricity	22,333	22,231	32,500
	Services-Gas	11,069	12,000	28,000
	Services-Wtr/Sewer/Sanitation	11,723	10,116	15,375
	Services-Bank	7,313	7,558	7,558
	Services-Audit	9,497	9,565	9,565
	Services-Other Professional	45,468	1,206	50,000
	Services-Employee Physicals	10,090	9,292	9,292
	Services-Advertising	2,045	0	0
	Services-Binding/Printing	1,207	1,475	1,100
	Worker's Compensation	67,712	154,864	3,000
	Unemployment Compensation	0	800	800
	Insurance Expense	5,854	3,600	10,000
	Bond Principal Payments	0	465,556	1,015,041
	Bond Interest Payments	18,259	9,259	0
	Travel Expenses	1,557	5,900	6,700
	Education Registration	825	5,800	5,800
	Lease Payments	1,350	1,475	2,331
	Memberships	360	750	750
	Postage/Freight	2,090	1,250	1,250
	Administrative Overhead	165,200	208,291	225,968
	Data Processing Services	36,881	48,267	48,267
	Buildings	13,500	52,400	301,915
	Motor Vehicles	2,531,725	2,150,015	2,453,923
	Machines/Tools/Implements	32,429	23,003	39,825
	PC Computer Equipment	0	0	22,100
	Other Machinery and Equipment	0	2,000	5,000
	Oper Transfer-General	312,000	312,000	312,000
	Oper Transfer FA	69,529	0	0

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Fleet Maintenance	Depreciation Expense	4,399,120	0	0
	Capital Asset Contra Expense	(2,565,245)	0	0
	Total Expenditures	\$13,320,031	\$13,160,705	\$14,526,356

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 160 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 \$5.5 million annual budget.

FY2023 ACCOMPLISHMENTS

- Deployed 150 end user PC replacements.
- Installation of voice and data communication equipment in 11 Patrol vehicles for the Police Department.
- Deployed 22 mobile devices for various departments.
- Conducted State Mandated City-wide Cyber Security Training.
- Deployed multiple Hyper-Converged appliances to allow us to reduce the number of physical servers that are supported and reduced the cost of our annual maintenance on data storage hardware in our environment. It also allows us to create redundancies to minimize system downtimes.
- Upgraded and installed multiple systems at the MPEC campus to help the City staff to be more efficient and improve the customer experience.
- Perform annual maintenance on voice and data microwave equipment.
- Upgraded the City business phone system that will have notification features for emergencies.
- Performed Network Security Assessment.
- Processed over 3200 support tickets.

CONTACT INFORMATION

Derek Brown, IT & Facilities Administrator

940-761-7425

derek.brown@wichitafallstx.gov

Information Technology

GOALS & POLICIES					
FY 2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2023 ESTIMATE	FY 2024 TARGET
Minimize System Downtime	4. Efficiently Deliver City Services	4.2 4.3 4.5	Create metric to track system down time.	NA	99%
Reduce the number of support ticket requests.	4. Efficiently Deliver City Services	4.2 4.3 4.5	Keep track of the ticket counts and what their root cause.	1%	10%
Keep systems current and up to date.	4. Efficiently Deliver City Services	4.2 4.3 4.5	State how the department will measure the performance and achievement of the outlined goal	NA	90%

FY2024 HIGHLIGHTS

- **Personnel Services:** increased by \$58,423, or 4.02% due to COLA and Merit increases
- **Supplies:** increased by \$55,905 or 26.75% due to an increase in personal computer expenditures.
- **Maintenance and Repair:** increased by \$277,858, or 17.96% due to increased maintenance on PC hardware and system software.
- **Capital Improvements:** decreased by \$587,000, or 29.76% due to the purchase of updated radio systems for the Police Department completed in the previous fiscal year.

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Information Systems	Salaries - Supervision	157,511	167,481	177,519
	Salaries-Operational	762,738	901,725	917,241
	Overtime	4,922	2,000	0
	Terminal Pay	4,134	0	0
	Stability Pay	13,723	12,925	23,978
	Cell Phone Allowance	216	720	0
	FICA	68,451	71,664	82,978
	TMRS Retirement	153,699	159,388	178,970
	TMRS Year-End Pension Adjust.	(176,307)	0	0
	Year-End OPEB Adjustment	(17,253)	0	0
	Life Insurance Contribution	1,217	1,238	1,238
	Disability Insurance Contrib	919	940	940
	Health Insurance Contributions	127,477	132,826	127,477
	HSA Contributions-Employer	3,868	3,699	2,688
	Supplies-Minor Tools and Equip	2,038	4,530	4,530
	Supplies-Minor Furniture	342	1,012	1,012
	Supplies-Office	6,308	8,050	8,050
	Supplies-Physician	(107)	0	0
	Supplies-Mechanical	20	500	500
	Supplies-Personal Computers	106,395	135,120	165,360
	Supplies-System Software	0	0	24,500
	Supplies-PC Software	41,846	51,090	51,810
	Supplies-Other	1,162	8,700	9,145
	Maint-Motor Vehicles	6,967	14,500	14,750
	Maint-Radios	35,791	40,000	33,500
	Maint-PC Hardware	18,129	34,500	34,500
	Maint-Systems Hardware	71,757	151,490	171,420
	Maint-PC Software	93,113	110,924	140,906
	Maint-Systems Software	817,768	1,194,062	1,428,258
	Maint-Other Equipment	756	1,645	1,645
	Services-Telephone	130,155	149,141	141,270
	Service-Wireless PhoneAircards	39,363	146,544	150,567
	Services-Gas	1,951	1,907	7,429
	Services-Central Garage	4,835	7,607	7,176

EXPENDITURE BY ACCOUNT

Department	Expenditure by Account	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Information Systems	Services-Employee Physicals	644	607	0
	Services-Binding/Printing	134	1,000	1,000
	Services-Subcontractors	8,308	16,537	17,537
	Insurance Expense	15	0	0
	Travel Expenses	1,596	12,200	12,200
	Education Registration	3,048	11,125	11,675
	Memberships	175	524	524
	Postage/Freight	2,117	1,000	1,000
	Other System Improvements	17,500	0	80,000
	PC Computer Equipment	286,117	1,296,154	1,305,154
	Radios	0	676,000	0
	Depreciation Expense	989,674	0	0
Capital Asset Contra Expense		(303,617)	0	0
Total Expenditures		\$3,489,616	\$5,531,075	\$5,338,447



Capital Improvement Plan

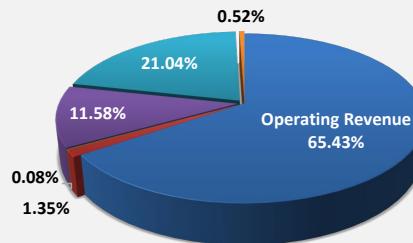


**City of Wichita Falls, Texas
Summary of All Capital Project**

Projected Financial Plan						
	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:						
Bldgs and General Facilities	\$ 890,000	\$ 1,050,000	\$ -	\$ -	\$ -	\$ 1,940,000
Parks and Recreation	1,428,500	11,679,691	16,656,873	7,500,000	900,000	\$ 38,165,064
Traffic System	753,564	606,629	606,629	606,629	606,629	\$ 3,180,080
Street System	4,505,860	2,530,000	2,530,000	2,530,000	2,530,000	\$ 14,625,860
Multi-Purpose Events Center	600,000	715,000	1,450,000	464,000	-	\$ 3,229,000
Airports*	525,000	10,250,000	3,250,000	3,000,000	3,000,000	\$ 20,025,000
Transit	1,310,000	1,664,870	4,675,000	100,000	2,000,000	\$ 9,749,870
Sanitation System	3,981,763	6,594,368	5,561,159	5,005,370	3,583,935	\$ 24,726,595
Water System	7,770,800	27,740,000	6,315,000	19,090,000	3,030,000	\$ 63,945,800
Wastewater System	2,716,000	4,227,500	2,010,000	2,005,000	400,000	\$ 11,358,500
Stormwater System	2,000,000	150,000	4,675,000	2,450,000	2,450,000	\$ 11,725,000
Golf Course	-	100,000	-	-	-	\$ 100,000
Fleet Replacements	2,822,763	6,315,319	6,008,145	6,033,283	63,000	\$ 21,242,510
Information Technology	3,073,074	4,644,854	530,854	5,510,854	1,271,700	15,031,336
Total	\$ 32,377,324	\$ 78,268,231	\$ 54,268,660	\$ 54,295,136	\$ 19,835,264	\$ 239,044,615
Sources of Funding:						
General Operating Funds	\$ 7,750,924	\$ 6,405,629	\$ 4,205,629	\$ 4,205,629	\$ 3,136,629	\$ 25,704,440
Information Tech Operating Funds	1,573,074	3,654,854	530,854	5,510,854	1,271,700	\$ 12,541,336
Fleet Operating Funds	2,822,763	2,306,918	2,416,918	2,312,918	63,000	\$ 9,922,517
Sanitation Operating Funds	3,981,763	9,533,769	8,083,386	7,656,735	3,583,935	\$ 32,839,588
Water/Sewer Operating Funds	10,486,800	17,017,500	6,825,000	21,095,000	3,430,000	\$ 58,854,300
Stormwater Operating Funds	2,000,000	150,000	4,675,000	2,450,000	2,450,000	\$ 11,725,000
Water Park Operating Funds	1,130,000	550,000	40,000	100,000	900,000	\$ 2,720,000
Airport Operating Funds	-	1,250,000	550,000	300,000	-	\$ 2,100,000
Federal Grants	-	-	-	-	-	\$ -
FAA Grant Funds *	525,000	9,000,000	2,700,000	2,700,000	3,000,000	\$ 17,925,000
FTA Grant Funds	1,310,000	1,664,870	4,675,000	100,000	2,000,000	\$ 9,749,870
Venue Tax and MPEC	600,000	715,000	1,450,000	464,000	-	\$ 3,229,000
Cemetery Perpetual Care Funds	-	900,000	350,000	-	-	\$ 1,250,000
4B Funds	197,000	-	-	-	-	\$ 197,000
Undetermined Funds	-	25,119,691	17,766,873	7,400,000	-	\$ 50,286,564
Total	\$ 32,377,324	\$ 78,268,231	\$ 54,268,660	\$ 54,295,136	\$ 19,835,264	\$ 239,044,615

* Airport Funds supported by FAA Grant Funds are not included in the operating budget but are allocated through ordinance

Combined 5 Year Estimated Funding Sources



■ Operating Revenue ■ Venue Tax ■ 4B Funds ■ Grants ■ Undetermined Funds ■ Cemetery Perpetual Funds

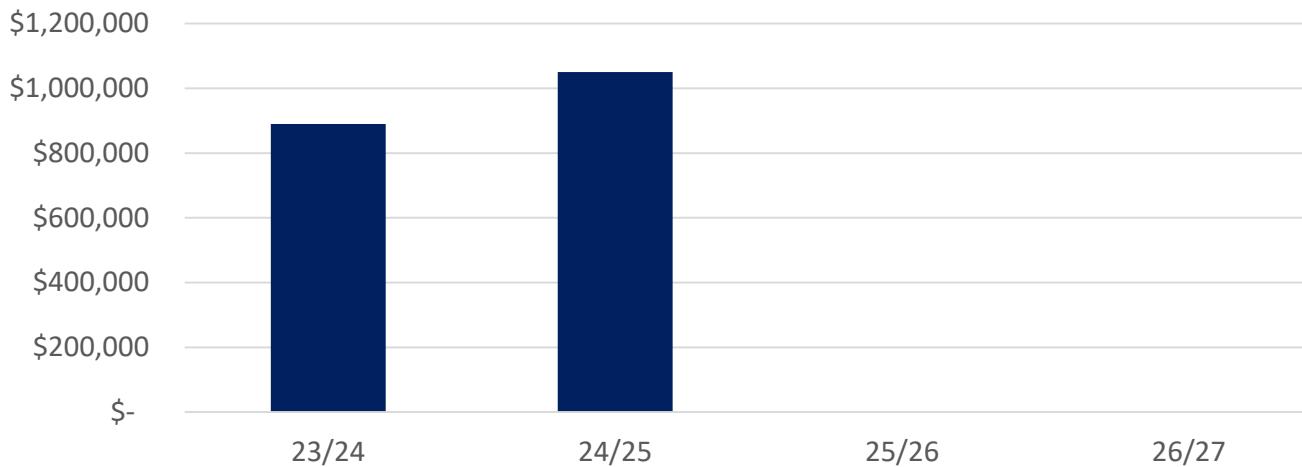


**City of Wichita Falls, Texas
Buildings and General Facility Capital
Improvements**

This section of the CIP includes large building maintenance projects such as roof repairs, parking lot repairs, HVAC improvements, and exterior building improvements for the City's principal office buildings. It has included the City's share of public/private partnership on the construction of a proposed full-service hotel and conference center at the City's Multi-Purpose Event Center. Current year's conference center expenditure can be found in the 4B budget summary.

Projected Financial Plan						
	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:	\$ 890,000	\$ 1,050,000	\$ -	\$ -	\$ -	\$ 1,940,000
Sources of Funding:						
General Operating Funds	\$ 890,000	\$ 1,050,000	\$ -	\$ -	\$ -	\$ 1,940,000
Total	\$ 890,000	\$ 1,050,000	\$ -	\$ -	\$ -	\$ 1,940,000

5 Year Expenditure Trend



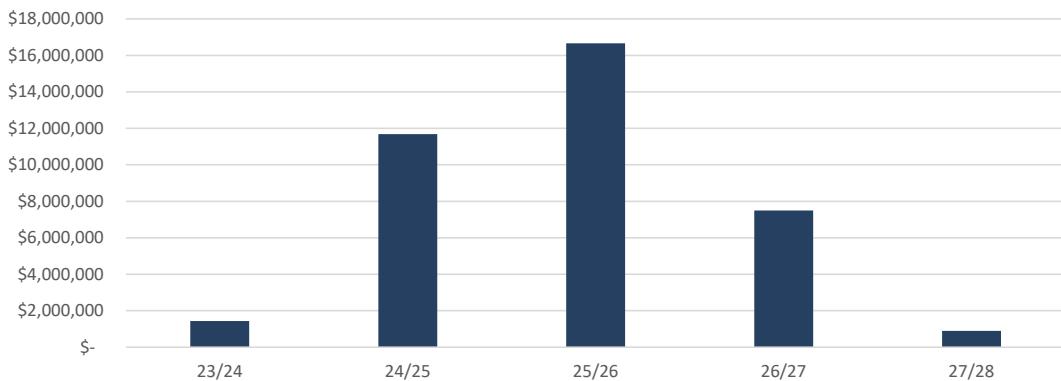


**City of Wichita Falls, Texas
Parks & Recreation Capital Improvements
FY2023/24 - 2027/28**

This section of the CIP includes projects for the Park's System and Library. Several of the Parks Projects identified in this Section will require approval of additional funding sources such as a General City Bond Issue, Grants, and/or 4B Sales Tax Funds. Unfunded projects include Lake Wichita Shoreline Improvements, completion of the Circle Trail and significant roadway projects inside City parks.

Projected Financial Plan						
	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:	\$ 1,428,500	\$ 11,679,691	\$ 16,656,873	\$ 7,500,000	\$ 900,000	\$ 38,165,064
Sources of Funding:						
General Operating Funds	\$ 101,500	\$ 60,000	\$ -	\$ -	\$ -	\$ 161,500
Undetermined Funds	\$ -	\$ 10,169,691	\$ 16,266,873	\$ 7,400,000	\$ -	\$ 33,836,564
Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cemetery Perpetual Fund	\$ -	\$ 900,000	\$ 350,000	\$ -	\$ -	\$ 1,250,000
Water Park Operating Fund	\$ 1,130,000	\$ 550,000	\$ 40,000	\$ 100,000	\$ 900,000	\$ 2,720,000
4B Funds	\$ 197,000	\$ -	\$ -	\$ -	\$ -	\$ 197,000
Total	\$ 1,428,500	\$ 11,679,691	\$ 16,656,873	\$ 7,500,000	\$ 900,000	\$ 38,165,064

5 Year Expenditure Trend



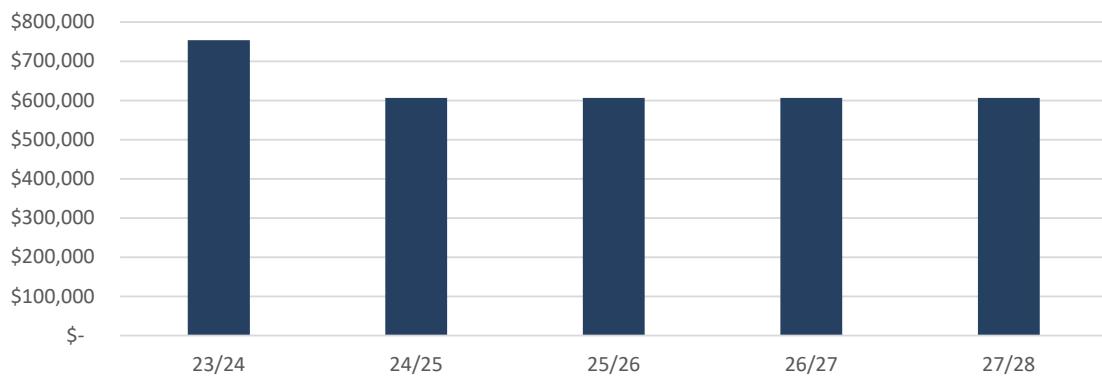


**City of Wichita Falls, Texas
Traffic Capital Improvements
FY2023/24 - 2027/28**

Traffic related projects include annual improvements to the Traffic Control System and Street Light System. Funds are budgeted annually in the General Fund Operating Budget for the Traffic Control and Street Lighting Systems

Projected Financial Plan						
	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:	\$ 753,564	\$ 606,629	\$ 606,629	\$ 606,629	\$ 606,629	\$ 3,180,080
Sources of Funding:						
Annual Operating Funds	\$ 753,564	\$ 606,629	\$ 606,629	\$ 606,629	\$ 606,629	\$ 3,180,080
Total	\$ 753,564	\$ 606,629	\$ 606,629	\$ 606,629	\$ 606,629	\$ 3,180,080

5 Year Expenditure Trend



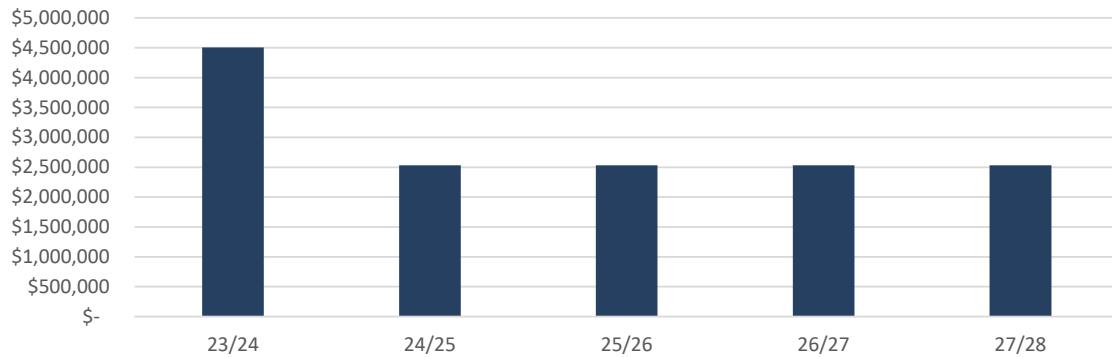


**City of Wichita Falls, Texas
Streets Capital Improvements
FY2023/24 - 2027/28**

This Section of the CIP includes both annual overlay projects and reconstruction of various street systems. Funding for the \$2.4 million in annual overlay program is included in the General Operations Budget. Funding for reconstruction is also included in the General Fund. The City of Wichita Falls Thoroughfare Plan, including all associated amendments and updates as determined by City Council, is hereby adopted by reference as part of the City of Wichita Falls Capital Budget and all subsequent updates and revisions to the Capital Budget. Streets, roadways, and associated rights-of-way, easements, or both as identified in the Thoroughfare Plan are also included in as a part of the adoption of this Capital Budget.

Projected Financial Plan						
	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:	\$ 4,505,860	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 14,625,860
Sources of Funding:						
General Operating Funds	\$ 4,505,860	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 14,625,860
Total	\$ 4,505,860	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 2,530,000	\$ 14,625,860

5 Year Expenditure Trend



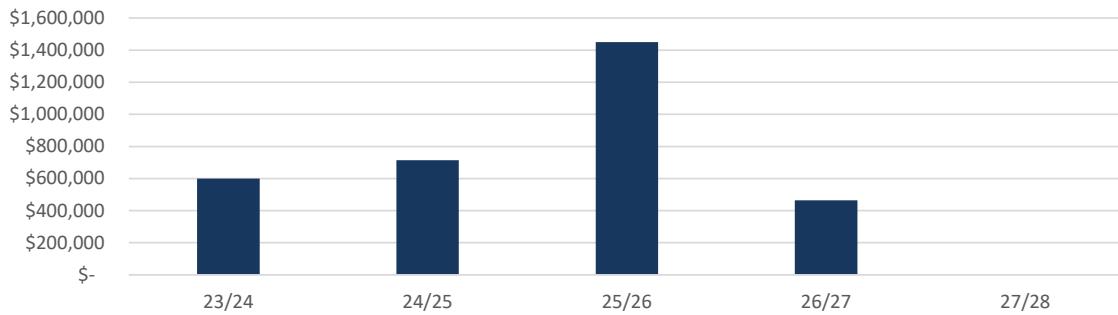


**City of Wichita Falls, Texas
MPEC Capital Improvements
FY2023/24 - 2027/28**

Improvements in this section are entirely related to facility improvements at the Multi-Purpose Events Center and Memorial Auditorium

Projected Financial Plan						
	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:	\$ 600,000	\$ 715,000	\$ 1,450,000	\$ 464,000	\$ -	\$ 3,229,000
Sources of Funding:						
Venue Tax	\$ 600,000	\$ 715,000	\$ 1,450,000	\$ 464,000	\$ -	\$ 3,229,000
Total	\$ 600,000	\$ 715,000	\$ 1,450,000	\$ 464,000	\$ -	\$ 3,229,000

5 Year Expenditure Trend



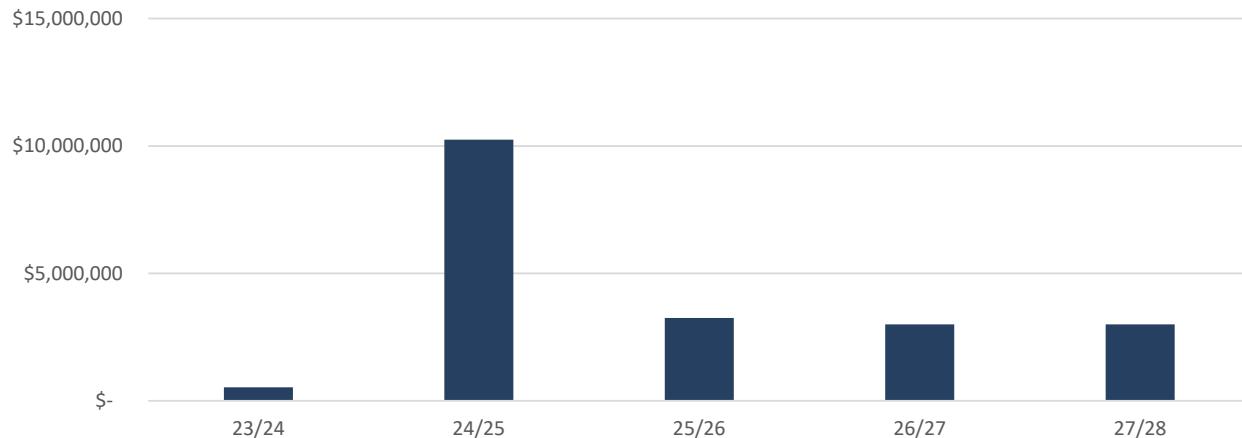


**City of Wichita Falls, Texas
Airport Capital Improvements
FY2023/24 - 2027/28**

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						
	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:	\$ 525,000	\$ 10,250,000	\$ 3,250,000	\$ 3,000,000	\$ 3,000,000	\$ 20,025,000
Sources of Funding:						
FAA	\$ 525,000	\$ 9,000,000	\$ 2,700,000	\$ 2,700,000	\$ 3,000,000	\$ 17,925,000
General Operating Funds		\$ 1,250,000	\$ 550,000	\$ 300,000		\$ 2,100,000
Total	\$ 525,000	\$ 10,250,000	\$ 3,250,000	\$ 3,000,000	\$ 3,000,000	\$ 20,025,000

5 Year Expenditure Trend



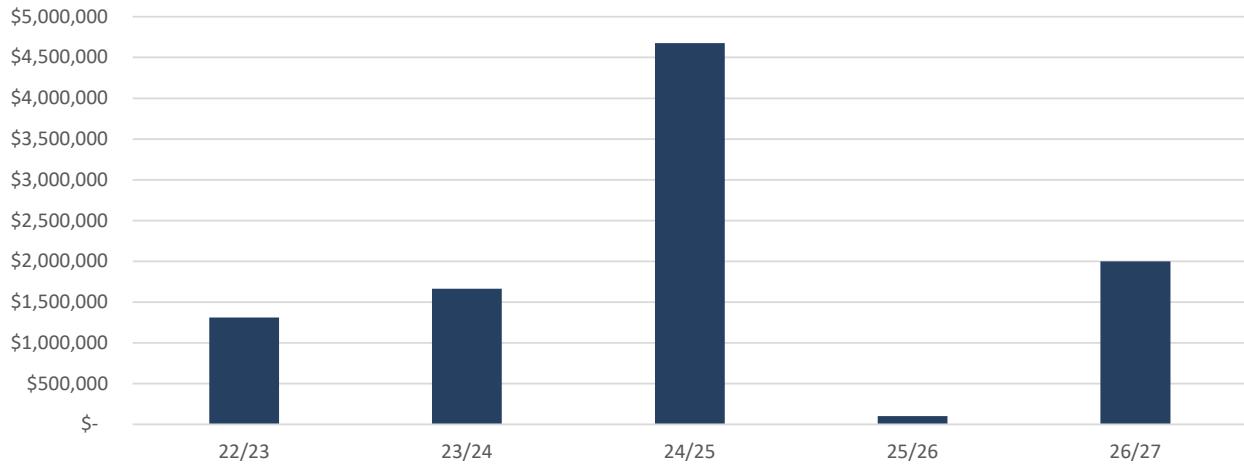


**City of Wichita Falls, Texas
Transit Capital Improvements
FY2023/24 - 2027/28**

This section of the CIP principally includes replacement of buses for the Wichita Falls Transit System, transit van and vehicle replacements, and a forklift for the heavy equipment deliveries at the Administrative and Maintenance Facility. This CIP also includes the Administrative and Maintenance Facility construction, Travel Center Restroom Addition, a kiosk for the electronic fare system, and the Bus Shelter Replacement project that will incorporate ten (10) shelters to be replaced each year at \$7,500 per shelter.

Projected Financial Plan						
	22/23	23/24	24/25	25/26	26/27	27/28
Project Cost:	\$ 1,310,000	\$ 1,664,870	\$ 4,675,000	\$ 100,000	\$ 2,000,000	\$ 9,749,870
Sources of Funding:						
FTA Funds	\$ 1,310,000	\$ 1,664,870	\$ 4,675,000	\$ 100,000	\$ 2,000,000	\$ 9,749,870
Total	\$ 1,310,000	\$ 1,664,870	\$ 4,675,000	\$ 100,000	\$ 2,000,000	\$ 9,749,870

5 Year Expenditure Trend



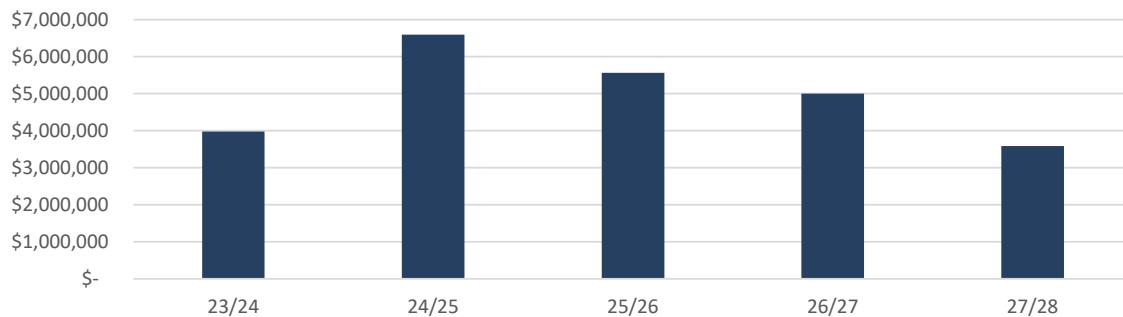


**City of Wichita Falls, Texas
Sanitation Capital Improvements
FY2023/24 - 2027/28**

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						
	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:	\$ 3,981,763	\$ 6,594,368	\$ 5,561,159	\$ 5,005,370	\$ 3,583,935	\$ 24,726,595
Sources of Funding:						
Sanitation Operating Funds	\$ 3,981,763	\$ 6,594,368	\$ 5,561,159	\$ 5,005,370	\$ 3,583,935	\$ 24,726,595
Total	\$ 3,981,763	\$ 6,594,368	\$ 5,561,159	\$ 5,005,370	\$ 3,583,935	\$ 24,726,595

5 Year Expenditure Trend



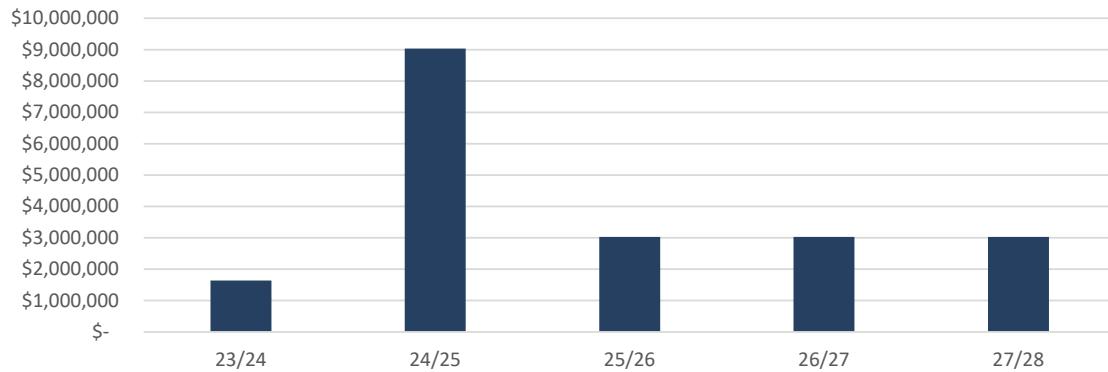


**City of Wichita Falls, Texas
Water Distribution Capital Improvements
FY2023/24 - 2027/28**

This Section of the CIP includes major improvements to the City's Water Supply, Treatment, and Distribution Systems. Nearly \$16 million of the repairs to the system are accomplished through annual operating funds. However, several of these projects will require additional funding sources yet to be determined. The most likely source is the issuance of additional Water System Revenue Bonds. If these bonds were to be issued, then water rate increases would be required.

Projected Financial Plan						
	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:	\$ 1,642,000	\$ 9,030,000	\$ 3,030,000	\$ 3,030,000	\$ 3,030,000	\$ 19,762,000
Water/Sewer Operating Funds	\$ 1,642,000	\$ 9,030,000	\$ 3,030,000	\$ 3,030,000	\$ 3,030,000	\$ 19,762,000
Total	\$ 1,642,000	\$ 9,030,000	\$ 3,030,000	\$ 3,030,000	\$ 3,030,000	\$ 19,762,000

5 Year Expenditure Trend





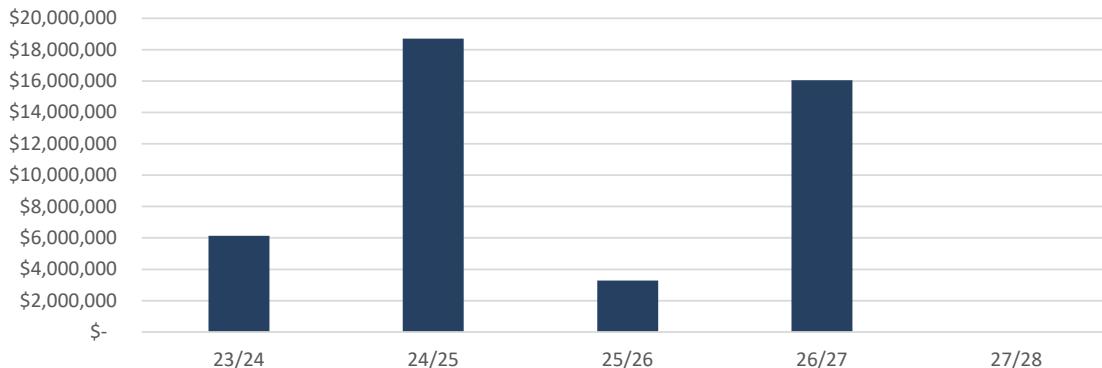
**City of Wichita Falls, Texas
Water Purification Capital Improvements
FY2023/24 - 2027/28**

This Section of the CIP includes major improvements to the City's Water Supply, Treatment, and Distribution Systems. Nearly \$16 million of the repairs to the system are accomplished through annual operating funds. However, several of these projects will require additional funding sources yet to be determined. The most likely source is the issuance of additional Water System Revenue Bonds. If these bonds were to be issued, then water rate increases would be required.

Projected Financial Plan

	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:	\$ 6,128,800	\$ 18,710,000	\$ 3,285,000	\$ 16,060,000	\$ -	\$ 44,183,800
Water/Sewer Operating Funds	\$ 6,128,800	\$ 3,760,000	\$ 1,785,000	\$ 16,060,000	\$ -	\$ 27,733,800
Undetermined	\$ -	\$ 14,950,000	\$ 1,500,000	\$ -	\$ -	\$ 16,450,000
Total	\$ 6,128,800	\$ 18,710,000	\$ 3,285,000	\$ 16,060,000	\$ -	\$ 44,183,800

5 Year Expenditure Trend



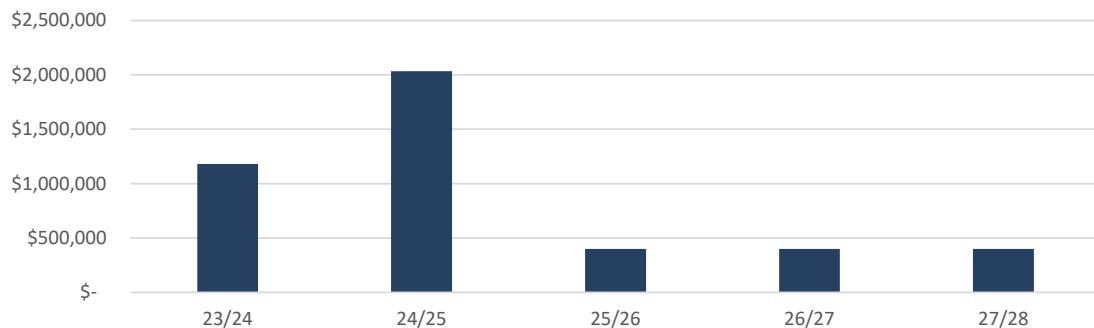


**City of Wichita Falls, Texas
Wastewater Capital Improvements
FY2023/24 - 2027/28**

This Section of the CIP includes projects that improve the City's Wastewater Distribution, and Treatment System. Routine repair projects, at existing funding levels, can be funded with annual operating revenue of the City's Water and Sewer System Fund. However, a few other major system improvements will be funded with remaining bond funds from the Texas Water Development Board that were approved for the Indirect Potable Reuse Project.

Projected Financial Plan						
	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:	\$ 1,180,000	\$ 2,032,500	\$ 400,000	\$ 400,000	\$ 400,000	\$ 4,412,500
Sources of Funding:						
Water/Sewer Operating Funds	\$ 1,180,000	\$ 2,032,500	\$ 400,000	\$ 400,000	\$ 400,000	\$ 4,412,500
Total	\$ 1,180,000	\$ 2,032,500	\$ 400,000	\$ 400,000	\$ 400,000	\$ 4,412,500

5 Year Expenditure Trend



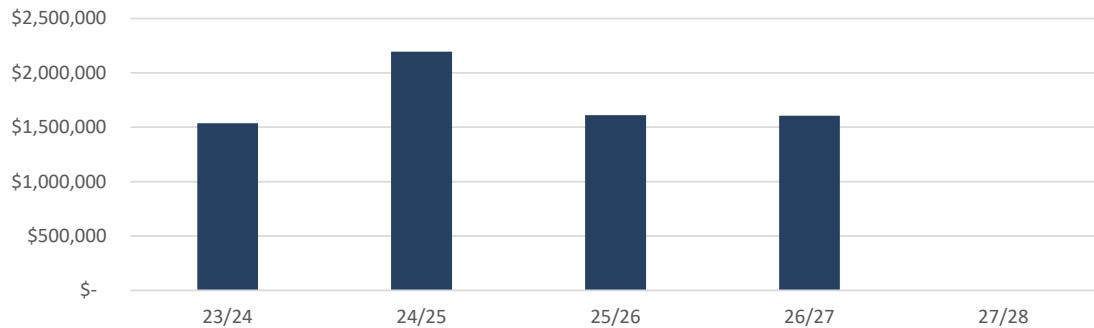


**City of Wichita Falls, Texas
Wastewater Capital Improvements
FY2023/24 - 2027/28**

This section of the CIP includes projects that improve the City's Wastewater Distribution and Treatment System. Routine repair projects, at existing funding levels, can be funded with annual operating revenue of the City's Water and Sewer System Fund. However, a few other major system improvements will be funded with remaining bond funds from the Texas Water Development Board that were approved for the Indirect Potable Reuse Project.

Projected Financial Plan						
	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:	\$ 1,536,000	\$ 2,195,000	\$ 1,610,000	\$ 1,605,000	\$ -	\$ 6,946,000
Sources of Funding:						
Water/Sewer Operating Funds	\$ 1,536,000	\$ 2,195,000	\$ 1,610,000	\$ 1,605,000	\$ -	\$ 6,946,000
Total	\$ 1,536,000	\$ 2,195,000	\$ 1,610,000	\$ 1,605,000	\$ -	\$ 6,946,000

5 Year Expenditure Trend



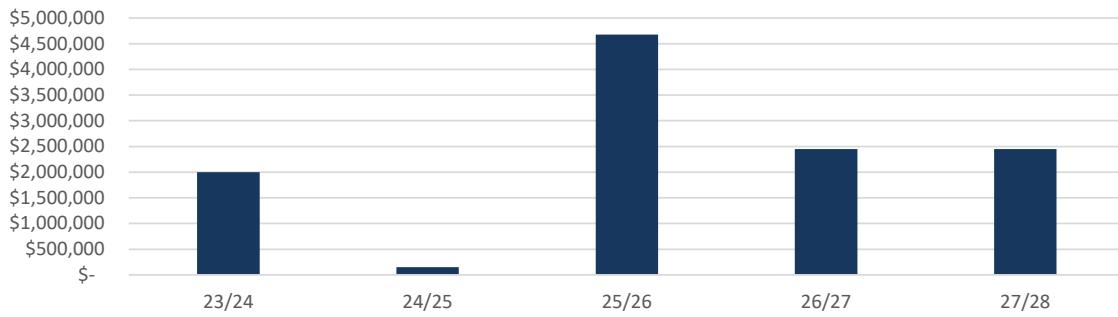


**City of Wichita Falls, Texas
Drainage Capital Improvements
FY2023/24 - 2027/28**

In the 2009-10 budget, funds were included to hire a consultant to prepare a Master Drainage Plan for the City. This plan, which is complete, analyzed and identified the top 15 of 60 projects that were on the City's project list and provided cost estimates to complete those 15 projects. Results of that analysis indicate that it will cost approximately \$35 million to construct these 15 projects. It also suggests that in order to complete this work over the next 10 to 15 years, a total of \$3 million per year in project costs should be expended. The projects listed in this CIP should be accomplished with existing revenue sources from the Stormwater Utility Fund.

Projected Financial Plan						
	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:	\$ 2,000,000	\$ 150,000	\$ 4,675,000	\$ 2,450,000	\$ 2,450,000	\$ 11,725,000
Sources of Funding:						
Stormwater Operating Funds	\$ 2,000,000	\$ 150,000	\$ 4,675,000	\$ 2,450,000	\$ 2,450,000	\$ 11,725,000
Total	\$ 2,000,000	\$ 150,000	\$ 4,675,000	\$ 2,450,000	\$ 2,450,000	\$ 11,725,000

5 Year Expenditure Trend



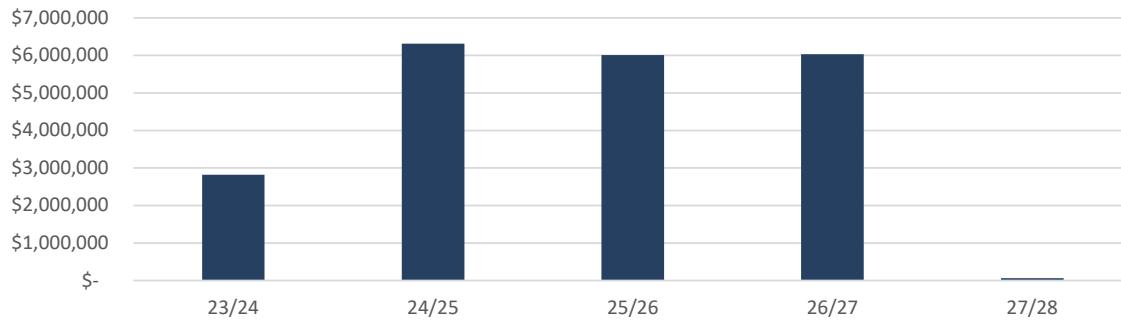


City of Wichita Falls, Texas
Fleet Capital Improvements
FY2023/24 - 2027/28

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

	Projected Financial Plan						
	23/24	24/25	25/26	26/27	27/28	Total	
Project Cost:	\$ 2,822,763	\$ 6,315,319	\$ 6,008,145	\$ 6,033,283	\$ 63,000	\$ 21,242,510	
Sources of Funding:							
Fleet Operating Funds	\$ 2,822,763	\$ 2,306,918	\$ 2,416,918	\$ 2,312,918	\$ 63,000	\$ 9,922,517	
Sanitation Operating Funds	\$ -	\$ 2,939,401	\$ 2,522,227	\$ 2,651,365	\$ -	\$ 8,112,993	
General Operating Fund	\$ -	\$ 1,069,000	\$ 1,069,000	\$ 1,069,000	\$ -	\$ 3,207,000	
Total	\$ 2,822,763	\$ 6,315,319	\$ 6,008,145	\$ 6,033,283	\$ 63,000	\$ 21,242,510	

5 Year Expenditure Trend



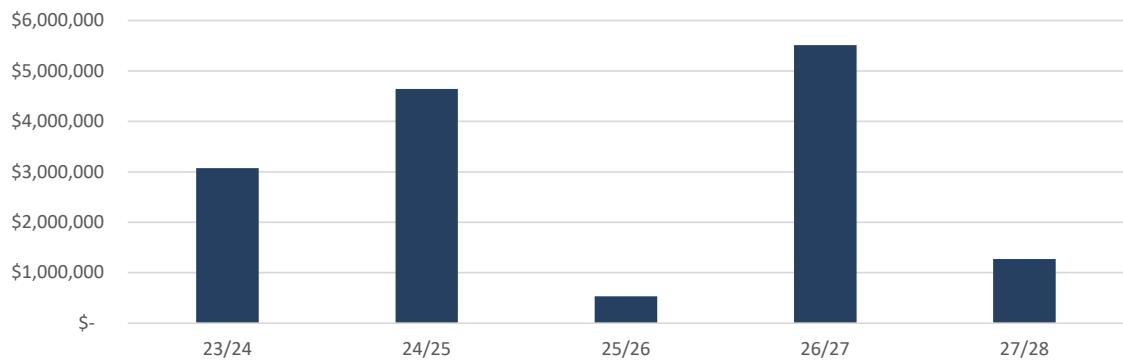


City of Wichita Falls, Texas
Information Technology Capital
Improvements
FY2023/24 - 2027/28

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 need to remain on current technology.

Projected Financial Plan						
	23/24	24/25	25/26	26/27	27/28	Total
Project Cost:	\$ 3,073,074	\$ 4,644,854	\$ 530,854	\$ 5,510,854	\$ 1,271,700	\$ 15,031,336
Sources of Funding:						
IT Operating Fund	\$ 1,573,074	\$ 3,654,854	\$ 530,854	\$ 5,510,854	\$ 1,271,700	\$ 12,541,336
General Fund	\$ 1,500,000	\$ 990,000	\$ -	\$ -	\$ -	\$ 2,490,000
Total	\$ 3,073,074	\$ 4,644,854	\$ 530,854	\$ 5,510,854	\$ 1,271,700	\$ 15,031,336

5 Year Expenditure Trend





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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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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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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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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.

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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

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WC	Workers' Compensation
WFFRRF	Wichita Falls Firemen's Relief and Retirement Fund
WFPD	Wichita Falls Fire Department
W & S	Water and Sewer Fund

2023 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Form 50-856

City of Wichita Falls

(940) 761-7462

Taxing Unit Name

Phone (area code and number)

1300 7th St., Wichita Falls, Texas 76307

www.wichitafallstx.gov

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	2022 total taxable value. Enter the amount of 2022 taxable value on the 2022 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 6,566,742,659
2.	2022 tax ceilings. Counties, cities and junior college districts. Enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 0
3.	Preliminary 2022 adjusted taxable value. Subtract Line 2 from Line 1.	\$ 6,566,742,659
4.	2022 total adopted tax rate.	\$ 0.694321 /\$100
5.	2022 taxable value lost because court appeals of ARB decisions reduced 2022 appraised value. <ul style="list-style-type: none"> A. Original 2022 ARB values: \$ 21,084,000 B. 2022 values resulting from final court decisions: - \$ 19,075,000 C. 2022 value loss. Subtract B from A.³ \$ 2,009,000 	\$ 2,009,000
6.	2022 taxable value subject to an appeal under Chapter 42, as of July 25. <ul style="list-style-type: none"> A. 2022 ARB certified value: \$ 0 B. 2022 disputed value: - \$ 0 C. 2022 undisputed value. Subtract B from A.⁴ \$ 0 	\$ 0
7.	2022 Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 2,009,000

¹ Tex. Tax Code §26.012(14)

² Tex. Tax Code §26.012(14)

³ Tex. Tax Code §26.012(13)

⁴ Tex. Tax Code §26.012(13)

Line	No-New Revenue Tax Rate Worksheet	Amount/Rate
8.	2022 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 6,568,751,659
9.	2022 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2022. Enter the 2022 value of property in deannexed territory. ⁵	\$ 0
10.	2022 taxable value lost because property first qualified for an exemption in 2023. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2023 does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use 2022 market value:.....	\$ 1,435,309
	B. Partial exemptions. 2023 exemption amount or 2023 percentage exemption times 2022 value:.....	+ \$ 22,794,467
	C. Value loss. Add A and B. ⁶	\$ 24,229,776
11.	2022 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2023. Use only properties that qualified in 2023 for the first time, do not use properties that qualified in 2022. A. 2022 market value:	\$ 104,313
	B. 2023 productivity or special appraised value:	- \$ 2,515
	C. Value loss. Subtract B from A. ⁷	\$ 101,798
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 24,331,574
13.	2022 captured value of property in a TIF. Enter the total value of 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2022 taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 103,710,705
14.	2022 total value. Subtract Line 12 and Line 13 from Line 8.	\$ 6,440,709,380
15.	Adjusted 2022 total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 44,719,197
16.	Taxes refunded for years preceding tax year 2022. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2022. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. ⁹	\$ 93,498
17.	Adjusted 2022 levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 44,812,695
18.	Total 2023 taxable value on the 2023 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹¹ A. Certified values:	\$ 7,219,792,277
	B. Counties: Include railroad rolling stock values certified by the Comptroller's office:	+ \$
	C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property:.....	- \$ 0
	D. Tax increment financing: Deduct the 2023 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2023 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. ¹²	- \$ 120,356,178
	E. Total 2023 value. Add A and B, then subtract C and D.	\$ 7,099,436,099

⁵ Tex. Tax Code §26.012(15)⁶ Tex. Tax Code §26.012(15)⁷ Tex. Tax Code §26.012(15)⁸ Tex. Tax Code §26.03(c)⁹ Tex. Tax Code §26.012(13)¹⁰ Tex. Tax Code §26.012(13)¹¹ Tex. Tax Code §26.012, 26.04(c-2)¹² Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	Total value of properties under protest or not included on certified appraisal roll.¹³ <ul style="list-style-type: none"> A. 2023 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest.¹⁴ \$ _____ B. 2023 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll.¹⁵ \$ _____ C. Total value under protest or not certified. Add A and B. \$ _____ 	
20.	2023 tax ceilings. Counties, cities and junior colleges enter 2023 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶ \$ _____	\$ 0
21.	2023 total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷ \$ _____	\$ 7,099,436,099
22.	Total 2023 taxable value of properties in territory annexed after Jan. 1, 2022. Include both real and personal property. Enter the 2023 value of property in territory annexed. ¹⁸ \$ _____	\$ 0
23.	Total 2023 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2022. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2022 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2023. ¹⁹ \$ _____	\$ 94,267,264
24.	Total adjustments to the 2023 taxable value. Add Lines 22 and 23. \$ _____	\$ 94,267,264
25.	Adjusted 2023 taxable value. Subtract Line 24 from Line 21. \$ _____	\$ 7,005,168,835
26.	2023 NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰ \$ _____ /\$100	\$ 0.039708 /\$100
27.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2023 county NNR tax rate. ²¹ \$ _____ /\$100	\$ _____ /\$100

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	2022 M&O tax rate. Enter the 2022 M&O tax rate. \$ 0.661579 /\$100	\$ 0.661579 /\$100
29.	2022 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> \$ 6,568,751,659	\$ 6,568,751,659

¹³ Tex. Tax Code §26.01(c) and (d)

¹⁴ Tex. Tax Code §26.01(c)

¹⁵ Tex. Tax Code §26.01(d)

¹⁶ Tex. Tax Code §26.012(6)(B)

¹⁷ Tex. Tax Code §26.012(6)

¹⁸ Tex. Tax Code §26.012(17)

¹⁹ Tex. Tax Code §26.012(17)

²⁰ Tex. Tax Code §26.04(c)

²¹ Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	Total 2022 M&O levy. Multiply Line 28 by Line 29 and divide by \$100	\$ 43,457,481
31.	Adjusted 2022 levy for calculating NNR M&O rate.	
	A. M&O taxes refunded for years preceding tax year 2022. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. + \$ 89,170	
	B. 2022 taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2023 captured appraised value in Line 18D, enter 0. - \$ 468,076	
	C. 2022 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12 month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ 0	
	D. 2022 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ -378,906	
	E. Add Line 30 to 31D. \$ 43,078,575	
32.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 7,005,168,835
33.	2023 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$ 0.614954 /\$100
34.	Rate adjustment for state criminal justice mandate. ²³ If not applicable or less than zero, enter 0.	
	A. 2023 state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0	
	B. 2022 state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ 0	
	C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0 /\$100	
	D. Enter the rate calculated in C. If not applicable, enter 0. \$ 0 /\$100	
35.	Rate adjustment for indigent health care expenditures. ²⁴ If not applicable or less than zero, enter 0.	
	A. 2023 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. \$ 0	
	B. 2022 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. - \$ 0	
	C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0 /\$100	
	D. Enter the rate calculated in C. If not applicable, enter 0. \$ 0 /\$100	

²³ [Reserved for expansion]²⁴ Tex. Tax Code §26.044²⁴ Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	Rate adjustment for county indigent defense compensation.²⁵ If not applicable or less than zero, enter 0.	
	A. 2023 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose.....	\$ <u>0</u>
	B. 2022 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose	\$ <u>0</u>
	C. Subtract B from A and divide by Line 32 and multiply by \$100.....	\$ <u>0</u> /\$100
	D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100.....	\$ <u>0</u> /\$100
	E. Enter the lesser of C and D. If not applicable, enter 0.	\$ <u>0</u> /\$100
37.	Rate adjustment for county hospital expenditures.²⁶ If not applicable or less than zero, enter 0.	
	A. 2023 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023.	\$ <u>0</u>
	B. 2022 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022.	\$ <u>0</u>
	C. Subtract B from A and divide by Line 32 and multiply by \$100.....	\$ <u>0</u> /\$100
	D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100.....	\$ <u>0</u> /\$100
	E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$ <u>0</u> /\$100
38.	Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.	
	A. Amount appropriated for public safety in 2022. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year	\$ <u>0</u>
	B. Expenditures for public safety in 2022. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year.....	\$ <u>0</u>
	C. Subtract B from A and divide by Line 32 and multiply by \$100	\$ <u>0</u> /\$100
	D. Enter the rate calculated in C. If not applicable, enter 0.	\$ <u>0</u> /\$100
39.	Adjusted 2023 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$ <u>0.614054</u> /\$100
40.	Adjustment for 2022 sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2022 should complete this line. These entities will deduct the sales tax gain rate for 2023 in Section 3. Other taxing units, enter zero.	
	A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2022, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent	\$ <u>10,366.796</u>
	B. Divide Line 40A by Line 32 and multiply by \$100	\$ <u>0.147987</u> /\$100
	C. Add Line 40B to Line 39.	\$ <u>0.762941</u> /\$100
41.	2023 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	\$ <u>0.789643</u> /\$100

²⁵ Tex. Tax Code §26.0442²⁶ Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate										
D41.	<p>Disaster Line 41 (D41): 2023 voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <ol style="list-style-type: none"> 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2) the third tax year after the tax year in which the disaster occurred <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08.²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	\$ <u>0</u> /\$100										
42.	<p>Total 2023 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <ol style="list-style-type: none"> (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year, and (4) are not classified in the taxing unit's budget as M&O expenses. <p>A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.²⁸</p> <table> <tr> <td>Enter debt amount</td> <td>\$ <u>5,712,811</u></td> </tr> <tr> <td>B. Subtract unencumbered fund amount used to reduce total debt.</td> <td>-\$ <u>0</u></td> </tr> <tr> <td>C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none)</td> <td>-\$ <u>0</u></td> </tr> <tr> <td>D. Subtract amount paid from other resources.....</td> <td>-\$ <u>3,562,812</u></td> </tr> <tr> <td>E. Adjusted debt. Subtract B, C and D from A.</td> <td>\$ <u>2,149,999</u></td> </tr> </table>	Enter debt amount	\$ <u>5,712,811</u>	B. Subtract unencumbered fund amount used to reduce total debt.	-\$ <u>0</u>	C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none)	-\$ <u>0</u>	D. Subtract amount paid from other resources.....	-\$ <u>3,562,812</u>	E. Adjusted debt. Subtract B, C and D from A.	\$ <u>2,149,999</u>	
Enter debt amount	\$ <u>5,712,811</u>											
B. Subtract unencumbered fund amount used to reduce total debt.	-\$ <u>0</u>											
C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none)	-\$ <u>0</u>											
D. Subtract amount paid from other resources.....	-\$ <u>3,562,812</u>											
E. Adjusted debt. Subtract B, C and D from A.	\$ <u>2,149,999</u>											
43.	Certified 2022 excess debt collections. Enter the amount certified by the collector. ²⁹	\$ <u>15,348</u>										
44.	Adjusted 2023 debt. Subtract Line 43 from Line 42E.	\$ <u>2,134,651</u>										
45.	<p>2023 anticipated collection rate.</p> <p>A. Enter the 2023 anticipated collection rate certified by the collector.³⁰</p> <p>B. Enter the 2022 actual collection rate.</p> <p>C. Enter the 2021 actual collection rate.</p> <p>D. Enter the 2020 actual collection rate.</p> <p>E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.³¹</p>	<u>100.81</u> % <u>101.09</u> % <u>100.81</u> % <u>101.69</u> % <u>100.81</u> %										
46.	2023 debt adjusted for collections. Divide Line 44 by Line 45E.	\$ <u>2,117,499</u>										
47.	2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>7,099,436,099</u>										
48.	2023 debt rate. Divide Line 46 by Line 47 and multiply by \$100.	\$ <u>0.029826</u> /\$100										
49.	2023 voter-approval tax rate. Add Lines 41 and 48.	\$ <u>0.819469</u> /\$100										
D49.	Disaster Line 49 (D49): 2023 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$ <u>0</u> /\$100										

²⁷ Tex. Tax Code §26.042(a)²⁸ Tex. Tax Code §26.012(7)²⁹ Tex. Tax Code §26.012(10) and 26.04(b)³⁰ Tex. Tax Code §26.04(b)³¹ Tex. Tax Code §§26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2023 county voter-approval tax rate.	\$ <u>0</u> /\$100

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	Taxable Sales. For taxing units that adopted the sales tax in November 2022 or May 2023, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2022, enter 0.	\$ <u>0</u>
52.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November 2022 or in May 2023. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴ - or - Taxing units that adopted the sales tax before November 2022. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ <u>10,415,240</u>
53.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>7,099,436,099</u>
54.	Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$ <u>0.146708</u> /\$100
55.	2023 NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0.039708</u> /\$100
56.	2023 NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2022 or in May 2023. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2022.	\$ <u>0.039708</u> /\$100
57.	2023 voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ <u>0.019409</u> /\$100
58.	2023 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$ <u>0.0672763</u> /\$100

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$ <u>0</u>
60.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>7,099,436,099</u>
61.	Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$ <u>0</u> /\$100
62.	2023 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ <u>0.0672763</u> /\$100

³² Tex. Tax Code §26.041(d)

³³ Tex. Tax Code §26.041(l)

³⁴ Tex. Tax Code §26.041(d)

³⁵ Tex. Tax Code §26.04(c)

³⁶ Tex. Tax Code §26.04(c)

³⁷ Tex. Tax Code §26.045(d)

³⁸ Tex. Tax Code §26.045(l)

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate adjusted to remove the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴²

Individual components can be negative, but the overall rate would be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	Year 3 component. Subtract the 2022 actual tax rate and the 2022 unused increment rate from the 2022 voter-approval tax rate.	
	A. Voter-approval tax rate (Line 67).....	\$ <u>0.719697</u> /\$100
	B. Unused increment rate (Line 66).....	\$ <u>0.013128</u> /\$100
	C. Subtract B from A	\$ <u>0.706568</u> /\$100
	D. Adopted Tax Rate.....	\$ <u>0.694321</u> /\$100
	E. Subtract D from C.....	\$ <u>0.012247</u> /\$100
64.	Year 2 component. Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate.	
	A. Voter-approval tax rate (Line 67).....	\$ <u>0.760928</u> /\$100
	B. Unused increment rate (Line 66).....	\$ <u>0.013129</u> /\$100
	C. Subtract B from A	\$ <u>0.747799</u> /\$100
	D. Adopted Tax Rate.....	\$ <u>0.760928</u> /\$100
	E. Subtract D from C.....	\$ <u>-0.013129</u> /\$100
65.	Year 1 component. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate.	
	A. Voter-approval tax rate (Line 65).....	\$ <u>0.776452</u> /\$100
	B. Unused increment rate (Line 64).....	\$ <u>0.000000</u> /\$100
	C. Subtract B from A	\$ <u>0.776452</u> /\$100
	D. Adopted Tax Rate.....	\$ <u>0.763323</u> /\$100
	E. Subtract D from C.....	\$ <u>0.013129</u> /\$100
66.	2023 unused increment rate. Add Lines 63E, 64E and 65E.	\$ <u>0.012247</u> /\$100
67.	Total 2023 voter-approval tax rate, including the unused increment rate. Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$ <u>0.685010</u> /\$100

³⁹ Tex. Tax Code §26.013(a)⁴⁰ Tex. Tax Code §26.013(c)⁴¹ Tex. Tax Code §§26.0501(a) and (c)⁴² Tex. Local Gov't Code §120.007(d), effective Jan. 1, 2022⁴³ Tex. Tax Code §26.063(a)(1)⁴⁴ Tex. Tax Code §26.012(8-a)⁴⁵ Tex. Tax Code §26.063(a)(1)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴ This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

Line	De Minimis Rate Worksheet	Amount/Rate
68.	Adjusted 2023 NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i>	\$ 0.614954 /\$100
69.	2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 7,099,436,099
70.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100.	\$ 0.007042 /\$100
71.	2023 debt rate. Enter the rate from Line 40 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.029828 /\$100
72.	De minimis rate. Add Lines 68, 70 and 71.	\$ 0.000000 /\$100

SECTION 7: Voter Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁶

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁴⁷

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	2022 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.694321 /\$100
74.	Adjusted 2022 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2022 and the taxing unit calculated its 2022 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2022 worksheet due to a disaster, complete the applicable sections or lines of Form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2022 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2022, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2022 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. ⁴⁸ Enter the final adjusted 2022 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2022 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ 0 /\$100
75.	Increase in 2022 tax rate due to disaster. Subtract Line 74 from Line 73.	\$ 0 /\$100
76.	Adjusted 2022 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 6,440,709,380
77.	Emergency revenue. Multiply Line 75 by Line 76 and divide by \$100.	\$ 0
78.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 7,005,168,835
79.	Emergency revenue rate. Divide Line 77 by Line 78 and multiply by \$100. ⁴⁹	\$ 0 /\$100

⁴⁴ Tex. Tax Code §26.042(b)⁴⁵ Tex. Tax Code §26.042(f)⁴⁶ Tex. Tax Code §26.042(c)⁴⁷ Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
80.	2023 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	\$ 0.685010 /\$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate.....	\$ 0.639708	/\$100
As applicable, enter the 2023 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).		
Indicate the line number used: <u>26</u>		
Voter-approval tax rate.....	\$ 0.085010	/\$100
As applicable, enter the 2023 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).		
Indicate the line number used: <u>67</u>		
De minimis rate.....	\$ 0.000000	/\$100
If applicable, enter the 2023 de minimis rate from Line 72		

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵⁰

print here → 
 Printed Name of Taxing Unit Representative
 sign here → 
 Taxing Unit Representative
 Date 8/01/23